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**trytond**<sub>*account*</sub>

***Release latest***

**May 03, 2021**



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The *Account Module* defines the fundamentals needed for basic double entry accounting. It also includes templates for a basic chart of accounts, balance sheet and income statement.



### 1.1 Setting up the accounts structure

After you've activated the *Account Module* the module configuration will run the *Create Chart* wizard and allow you to create your *Company's* accounts structure from a template. It is normally a good idea to do this at this point, if you can.

This will use the *Templates* from your selected *Account Template* and create things like a Chart of *Accounts*, the *Account Types* used to generate the balance sheet and income statements, and appropriate *Taxes*, *Tax Codes*, and *Tax Rules* to go with them.

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**Tip:** If skipped running the *Create Chart* wizard you can always run it later from its main menu item.

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### 1.2 Creating a fiscal year

In order to be able to record any of your company's transactions in Tryton you must first create a *Fiscal Year*. This is because every account move happens during an accounting *Period*, and each period belongs to a fiscal year.

You can create a new *Fiscal Year* from the [*Financial* → *Configuration* → *Fiscal Years* → *Fiscal Years*] main menu item.

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**Tip:** The start and end of a fiscal year may align with a calendar year (1 January to 31 December) in which case it is common to use the year as its name.

It is not essential that a fiscal year and calendar year align, in fact a fiscal year may be longer or shorter than a calendar year, depending on your country's legal requirements and financial reporting standards.

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Once you have filled in the required information the *Create Periods* wizard allows you to create a set of standard *Periods*. You should choose an appropriate period length for your *Company*, bearing in mind some reports are generated based on periods, and periods allow you to build up your accounts in smaller chunks.

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**Tip:** Tryton also provides easy ways of *Creating additional fiscal years*.

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Accounting configuration, data, and reports are found under the *[Financial]* main menu item.

## 2.1 Creating additional fiscal years

You will need a different *Fiscal Year* for each year that you want to record accounting transactions.

You can create these in the same way as you *created your initial fiscal year*.

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**Tip:** An alternative, and often simpler, way of creating a new fiscal year is to use the *Renew Fiscal Year* wizard.

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## 2.2 Creating journal entries

In Tryton *journal entries* are represented by *Account Moves*. With the right modules activated Tryton will automatically create many of the account moves for you. However, there are times when you will need to manually move amounts from one *Account* to another. You do this by using the items found under the *[Financial → Entries]* main menu item.

### 2.2.1 One-off entries

For entries that are only needed once, for example to set an account's initial opening balance, you can manually create an *Account Move*.

The *[Financial → Entries → Open Journal]* main menu item provides another way of entering the details of an account move. It provides a list of individual *Account Move Lines*, which can be added to as required.

## 2.2.2 Reoccurring entries

The best way to create accounting entries for things that are expected to happen more than once is to use an *Account Move Template*.

You must first create the *Account Move Template* and set it up to ask for the things that might change each time it is used.

You then run the *Create Move from Template* wizard to create account moves based on a template of your choice.

## 2.3 Viewing journal entries

In Tryton there are plenty of different ways of getting information about the *journal entries* that record your *Company's* accounting transactions.

Each journal entry is represented by an *Account Move*. These account moves, and the *Account Move Lines* that make them up, can be found by:

- Using the items in the [*Financial* → *Entries*] main menu item.
- *Viewing your chart of accounts data* and opening the accounts.
- *Using the general ledger* and opening the accounts.
- *Using the balance sheet* and opening the lines and then accounts.
- *Using the income statement* and opening the lines and then accounts.

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**Tip:** Account moves that are created by, or relate to, other documents or items on you Tryton system can also often be found from those documents or items.

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## 2.4 Viewing your chart of accounts data

The *Open Chart of Accounts* wizard can be run from the main menu to open your chart of accounts.

This provides a structured view of all the *Accounts* that form your *Company's* accounts.

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**Tip:** Each account can be opened to show the *Account Move Lines* that contributed to the debits and credits shown for that account.

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## 2.5 Viewing your tax code data

The *Open Chart of Tax Codes* wizard can be run from the main menu to open your chart of tax codes.

From here you are able to see data about what *Taxes* have been applied and what amounts these were based on. The *Tax Codes* are normally structured so that you can find the data that you need to do your tax reporting.

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**Tip:** Each tax code can be opened to show the *Tax Lines* that contribute to the tax code's amount.

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## 2.6 Using the general ledger

Opening the [*Financial* → *Reporting* → *General Ledger*] main menu item shows a list of the *General Ledger Accounts*. You select the *Fiscal Year* and optionally the starting and ending *Periods*, or dates, to see data for a specific time period.

Each general ledger account can be opened to provide a breakdown of the items in that account. This breakdown can be done to a *Party* or *Account Move Line* level.

A *General Ledger* report, and a *Trial Balance* can also be printed from here.

**Tip:** If you are only interested in accounts which have debits or credits you can use the filter to get a list of these by entering:

```
Debit: !0 or Credit: !0
```

Note: You should replace `Debit` and `Credit` with the correct names used in the language you are using Tryton in.

## 2.7 Using the balance sheet

The [*Financial* → *Reporting* → *Balance Sheet*] shows the *Company's* assets and liabilities for the chosen date.

You can use the *Comparison* checkbox to do a comparison of the company's data for two different dates.

Opening a line from the balance sheet lists the *Accounts* that were included in the balance sheet's line. You can then open these accounts to get a list of the individual *Account Move Lines* that made up that account's debits and credits.

## 2.8 Using the income statement

The [*Financial* → *Reporting* → *Income Statement*] shows the *Company's* revenue and expenses for the chosen period of time.

You can use the *Comparison* checkbox to do a comparison of the company's data for two different periods of time.

Opening a line from the income statement lists the *Accounts* that were included in the income statement's line. You can then open these accounts to get a breakdown of the amount to a *Party* or *Account Move Line* level.

## 2.9 Getting aged balances

You can get an *Aged Balance* for both suppliers and customers.

You can change what unit of time is used for the terms, and length of each term, to suit you needs.

You can also print a copy of the aged balances by using the *Aged Balance* report.

## 2.10 Reconciling accounts

In Tryton account reconciliation is a process that matches up debits and credit in an *Account* which balance out to zero.

This allows you to easily see, for example, which payments were for which transactions, and which things still need to be paid for. Any *Reconciliation* that an *Account Move Line* is part of is shown by the account move line's *Reconciliation* field.

The *Reconcile Accounts* wizard is used to manually run this account reconciliation.

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**Note:** Some other processes in Tryton will automatically reconcile account move lines when appropriate.

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## 2.11 Closing a period

To help you keep your accounts tidy, and help you avoid errors, Tryton lets you close each of your *Company's* accounting *Periods* as soon as they are finished.

### 2.11.1 Check everything is ready

Before you go ahead and close the period it is a good idea to check that you have recorded all the transactions related to the period in Tryton. This includes any *Account Moves* that are needed for things like prepayments, accruals or depreciation. You may also want to check that things like bank balances reconcile, and account moves have been posted.

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**Tip:** If you are not ready to close the period, but want to restrict which *Journals* are still open then you can partially close a period. In Tryton this is done by using the [*Financial* → *Processing* → *Close Journals - Periods*] main menu item.

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### 2.11.2 Close the period

Once you are happy everything seems to be okay you use the [*Financial* → *Processing* → *Close Periods*] main menu item to close the period.

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**Note:** Many companies will also have their own additional processes which need to be run at period end. These may include things like generating reports, and reporting taxes.

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**Tip:** If you need to make changes to a closed period you can re-open it, unless it has been locked.

To re-open a closed period use the [*Financial* → *Processing* → *Close Periods*] menu item. To find a closed period, you will need to clear the filter so that all the periods are listed, not just the open ones.

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## 2.12 Closing a fiscal year

There are several steps you need to follow in order to close a *Fiscal Year* in Tryton.

### 2.12.1 Check everything is ready

To help you prepare to close the fiscal year you will often want to first ensure all its *Periods* are closed, by following your normal procedures for *Closing a period*.

Now is also a good time to double check that you haven't forgotten anything, and ensure that there are no obvious errors, or anomalies.

### 2.12.2 Reset non-deferral accounts

Next, you need to move the balances of all the non-deferral *Accounts* (also known as nominal or temporary accounts) to an appropriate deferral account (also known as real or permanent account). The best way to do this is to use the *Balance Non-Deferral* wizard.

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**Tip:** When using the balance non-deferral wizard, you should create an adjustment period for the year end closing entries. It is best practice to use the last day of the fiscal year as both the start and end date for this period.

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**Tip:** The first time you use the balance non-deferral wizard, you may need to create a special *Situation Journal* for the year end closing entries.

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### 2.12.3 Create other year end entries

With the initial closing entries created you can now go ahead and create any other moves that are required by the accounting processes of your country. These will be moves for things like taxes on revenue, dividends, and so on. When creating these you may want to use the adjustment period you used in the last step.

### 2.12.4 Close the fiscal year

Finally once all the year end and closing moves have been posted you can close the fiscal year from the [*Financial* → *Processing* → *Close Fiscal Year*] menu item.

## 2.13 Making changes to the accounts structure

When you've created your *Company's* accounts structure from a template you can extend it without needing to do anything special.

If you want to change any of the *Accounts*, *Account Types*, *Taxes*, *Tax Codes*, and *Tax Rules* that were created from the *Template* then you need to use the *Override Template* option on the items you want to change.

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**Note:** Items where you have overridden the template will not be changed when you are *Updating the accounts structure*.

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## 2.14 Updating the accounts structure

If you created your *Company's* accounts structure from a template you will find that the template is occasionally updated or improved to match any updated accounting requirements.

To bring these changes into your accounts structure you use the *Update Chart* wizard.

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**Note:** Any items where you have overridden the template will not be changed.

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The *Account Module* uses values from settings in the `[account]` section of the `configuration` file.

### 3.1 reconciliation\_chunk

The `reconciliation_chunk` defines the size of each block of sequential *Account Move Lines* that are searched for *Reconciliation* proposals. Larger chunk sizes allow more lines to be considered together, and sometimes better matches to be found.

**Warning:** The number of combinations of lines considered, and consequently the search time, increases exponentially along with the chunk size. So you should keep this setting to a relatively low value.

**See also:**

The *Reconcile Accounts* wizard for details of how this setting is used.

The default value is: 10



The *Account Module* introduces the following concepts:

### 4.1 Account

In Tryton the *Account* concept is used to represent the different accounts that make up the *Company's* chart of accounts. These accounts are commonly organised into a structure, with each account having a single parent and zero or more sub accounts.

The balance of an account is made up from all the credits and debits into the account and its sub accounts. These values are in the company's *Currency*, but a second currency can be used on accounts that record transactions that happen in a different currency.

Each account has an *Account Type* which defines some additional properties of the account. A second type can be specified for accounts whose type depends on whether they have a credit or debit balance.

Only accounts that are not closed can be used as a source or destination for *Account Moves*.

Tryton will only try and reconcile *Account Move Lines* in accounts that are correctly marked when *Reconciling* accounts.

In Tryton a *deferral* account is any account that appears on a company's balance sheet, or is not shown on any reports. The amounts in these accounts are carried forward to subsequent *Fiscal Years*, and are stored using the *Account Deferral* concept.

**See also:**

A list of the accounts is available via the main menu item:

*Financial* → *Configuration* → *General Account* → *Accounts*

Accounts can be created from *Account Templates*.

### 4.1.1 Wizards

#### Open Chart of Accounts

This wizard opens the company's chart of accounts.

**See also:**

The chart of accounts can be opened using the main menu item:

*Financial* → *Charts* → *Open Chart of Accounts*

## 4.2 Account Type

The *Account Type* concept defines the structure of the *Company's* accounting reports. It defines whether the account type appears on the balance sheet or income statement, and has a set of properties that indicate what any *Accounts* of this type can be used for.

When used as the balance sheet or income statement the amount shown for the account type includes the amounts from all the accounts of that type and includes the amounts from all of its children.

The amounts from accounts that also have a debit type are only ever included in either the account's type, or its debit type, depending on whether the accounts balance is in credit, or debit, respectively.

**See also:**

The list of account types can be found by opening the main menu item:

*Financial* → *Configuration* → *General Account* → *Account Types*

Accounts Types can be created from *Account Type Templates*.

### 4.2.1 Reports

#### Statement

The *Statement* report is used to get a printed copy of the open parts of the balance sheet and income statements.

## 4.3 Account Party

The *Account Party* concept is used to show the balances, and credits and debits, for each *Party* in an *Account*.

## 4.4 Account Deferral

The *Account Deferral* concept stores, by *Account*, any amounts that need to be carried forward to the next *Fiscal Year*. The data that gets stored here is managed automatically when fiscal years are closed or re-opened.

## 4.5 General Ledger Account

The list of *General Ledger Accounts* gives a top level view of a *Company's* general ledger. For the specified period of time, it provides a summary of the debits and credits into the *Accounts*, and the starting and ending values for the debits, credits and account balances.

### See also:

The company's general ledger can be opened using the main menu item:

*Financial* → *Reporting* → *General Ledger*

### 4.5.1 Reports

#### General Ledger

For each selected *General Ledger Account* the *General Ledger* report provides a detailed list of all of the transactions that occurred during the specified period of time. These are summed up for each general ledger account, and the account balance is also shown.

#### Trial Balance

The *Trial Balance* report allows a hard copy of the *General Ledger Account's* summaries to be printed out. It lists each selected general ledger account along with its start and end balances and total debits and credits.

## 4.6 General Ledger Account Party

The *General Ledger Account Party* concept provides the same information as the *General Ledger Account*, but grouped by *Party*.

It can be used to show the information that is normally found in a *Debtors* or *Creditors Ledger*.

## 4.7 Aged Balance

The *Aged Balance* shows a breakdown of how overdue payments are both to and from customers and suppliers. It allows the length of some terms to be set and then, for each *Party*, groups the payment amounts into the appropriate term based on the maturity date from the payment's *Account Move Line*. A payment amount appears in the first term it is equal to or more overdue than.

### 4.7.1 Reports

#### Aged Balance

The *Aged Balance* report lets the user get a hard copy of the selected terms and aged balances.

## 4.8 Account Move

The *Account Move* concept is used to record transactions in a *Company's* accounts. In Tryton each account move is made up from several *Account Move Lines*. These lines form the separate parts of the transaction as required by double-entry bookkeeping principles.

Account moves are always tied to a specific accounting *Period*, and new account moves can only be created in an open period. All account moves are also entered into one of the *Journals*.

An account move can be changed until it is posted. Posting an account move permanently adds it to the company's accounts. Only account moves whose line's debits and credits are balanced can be posted.

### See also:

Account moves can be found by opening the main menu item:

*Financial* → *Entries* → *Account Moves*

### 4.8.1 Reports

#### General Journal

In Tryton the general journal lists all of the selected *Account Moves*. It also includes details such as the accounts, debits and credits involved.

### 4.8.2 Wizards

#### Cancel Moves

The *Cancel Moves* wizard creates new account moves whose debits and credits cancel out those from the original account moves. If any of the *Account Move Lines* that got cancelled are in *Accounts* that are marked as to be reconciled then the original lines are *Reconciled* with those that cancel them out.

## 4.9 Account Move Line

Each *Account Move Line* is used to represent a single debit, or credit, to a specific *Account*.

It is also used to record additional details about the transaction, such as:

- the amount in a second *Currency*,
- the *Party* involved with the transaction,
- the date when the line matures and a payment for the (payable or receivable) line should happen, and
- how the amount is split up for *Tax* purposes.

Account move lines can only exist as part of an *Account Move*. A valid line is part of an account move that has balanced debits and credits. Once the account move that a line belongs to has been posted the main properties of the line can no longer be changed. These facts help ensure the integrity of the *Company's* accounts and the accounting reports generated by Tryton.

## 4.9.1 Wizards

### Group Lines

The *Group Lines* wizard allows payable and/or receivable *Account Move Lines* to be grouped together and a single unique payable or receivable account move line is created for the net amount of the grouped lines. The maturity date used for the newly created account move line is the earliest maturity date from the lines that were grouped together.

### Reconcile Lines

The *Reconcile Lines* wizard matches together *Account Move Lines* from the same account that have credits and debits which are equal. If the selected account move lines do not balance then the wizard will offer to create a write-off account move for the difference, so the reconciliation can be completed. When the reconciliation is done the lines are linked together using a new *Reconciliation*.

### Unreconcile Lines

The *Unreconcile Lines* wizard undoes a reconciliation. It does this by removing the *Reconciliation* that linked together the *Account Move Lines*.

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**Note:** Running this wizard will not reverse any other operations that may have been triggered when the reconciliation was initially performed.

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## 4.10 Reconciliation

In Tryton a *Reconciliation* groups together some *Account Move Lines* whose total debits and credits balance. These account move lines must all have the same *Account* and *Party* and must not already be part of another *Reconciliation*. Each *Reconciliation* stores information about the reconciliation and when it happened.

### 4.10.1 Wizards

#### Reconcile Accounts

The *Reconcile Accounts* wizard is used to find and reconcile groups of *Account Move Lines* that have matching total debits and credits, in *Accounts* that are marked for reconciliation.

The wizard goes through each account and *Party* in turn, and attempts to find the best possible reconciliations from the unreconciled account move lines that should be considered.

It does this by splitting up the account move lines into sequential *chunks*. It then tries all possible combinations of the account move lines within each chunk, in an attempt to find the best set of balanced lines.

#### See also:

The reconcile accounts wizard can be started from the main menu item:

*Financial* → *Processing* → *Reconcile Accounts*

## 4.11 Reconcile Write Off

The *Reconcile Write Off* concept is used to configure which *Journal* and debit or credit *Accounts* are used for write-offs generated when *Reconciling Lines*.

**See also:**

A list of the available reconcile write off settings can be found by opening the main menu item:

*Financial* → *Configuration* → *Journals* → *WriteOff Methods*

## 4.12 Fiscal Year

In accounting the concept of a *Fiscal Year* is used when generating a *Company's* financial reports. In Tryton it groups together a set of *Periods*.

**See also:**

Fiscal years can be found by opening the main menu item:

*Financial* → *Configuration* → *Fiscal Years* → *Fiscal Years*

### 4.12.1 Wizards

#### Create Periods

For a *Fiscal Year*, the *Create Periods* wizard creates a set of monthly, quarterly, or other fixed length periods. The periods that are created cover the whole of the fiscal year, and do not overlap.

#### Renew Fiscal Year

The *Renew Fiscal Year* wizard takes a previous *Fiscal Year* and lets the user create a new fiscal year based on it. When the wizard is started, by default, it is setup ready to create a new fiscal year based on, and immediately following, the latest fiscal year.

**See also:**

The renew fiscal year wizard can be started from the main menu item:

*Financial* → *Configuration* → *Fiscal Years* → *Renew Fiscal Year*

#### Balance Non-Deferral

At the fiscal year-end the *Balance Non-Deferral* wizard is used to create *Account Moves* that zero the balances of each non-deferral *Account* using a counterpart account.

**See also:**

The balance non-deferral wizard is started using the main menu item:

*Financial* → *Processing* → *Balance Non-Deferral*

## 4.13 Period

An accounting *Period* represents a period of time between two dates. It allows a *Company's* accounts to be processed, aggregated and analysed based on this fixed range of time. Each period in Tryton belongs to a *Fiscal Year*.

There are two different types of period, standard periods, and adjustment periods. Standard periods from the same fiscal year cannot overlap, and by default Tryton will only use Standard periods when creating new *Account Moves*. Adjustment periods are typically used for things like the accounting moves created when *Closing a fiscal year*, and these periods may overlap other periods.

**See also:**

Periods can be found by opening the main menu item:

*Financial* → *Configuration* → *Fiscal Years* → *Fiscal Years* → *Periods*

## 4.14 Journal

A *Journal* represents a book of original entry from traditional manual accounting. In Tryton it allows *Account Moves* of the same class to be grouped together. Every account move gets associated with a journal, and the journal defines what sequence is then used to number the account move.

Among the journal's properties is a type. This limits where the journal can be used.

**See also:**

The journals can be found by opening the main menu item:

*Financial* → *Configuration* → *Journals* → *Journals*

### 4.14.1 Wizards

#### Open Journal

The *Open Journal* wizard opens an editable list which can be used to quickly enter in journal entries for a specific journal and *Period*.

**See also:**

The wizard can be started by using the main menu item:

*Financial* → *Entries* → *Open Journal*

## 4.15 Journal Period

For each *Company*, a *Journal Period* links together the concepts of a *Journal*, and an accounting *Period*. Each journal period is created automatically when the first *Account Move* is created in the journal and period. It provides a way of partially closing a period one journal at a time.

**See also:**

The company's journal periods can be listed by opening the main menu item:

*Financial* → *Reporting* → *Journals - Periods*

The company's open journal periods can be found using the main menu item:

*Financial* → *Entries* → *Journals - Periods*

## 4.16 Tax

The *Tax* concept allows the taxes a *Company* uses to be represented in Tryton. Taxes can be for a fixed amount, or a percentage of an item's price. The tax can also be setup to be included as part of an item's price for any later taxes that get applied, resulting in it being compounded by these later taxes.

A date range can be used to restrict when a tax applies.

Applying a tax will also apply all of its children.

### See also:

The taxes can be found by opening the main menu item:

*Financial* → *Configuration* → *Taxes* → *Taxes*

Taxes can be created from *Tax Templates*.

### 4.16.1 Wizards

#### Test Tax

The *Test Tax* wizard allows a user to test how different taxes get applied. It does this without altering any data on the system, and lets the user instantly see the result of applying different taxes.

### See also:

The test tax wizard can be started using the main menu item:

*Financial* → *Configuration* → *Taxes* → *Test Tax*

## 4.17 Tax Line

The *Tax Line* concept is used to record how an *Account Move Line* is split up for tax purposes. Each tax line represents a tax amount, or base amount, for a specific *Account Move Line* and *Tax* combination.

## 4.18 Tax Group

The *Tax Group* concept is used to group together *Taxes* of the same type. These tax groups can then be used in *Tax Rules'* lines to change which taxes are applied to an item.

### See also:

The tax groups can be found using the main menu item:

*Financial* → *Configuration* → *Taxes* → *Tax Groups*

## 4.19 Tax Rule

A *Tax Rule* allows taxes to be substituted for other taxes based on a set of rules. When the tax rule is applied the rule defined by its first matching line is used.

The tax rule's lines contain a set of properties, such as the *Tax*, its *Group*, or a date range. These are used to work out if the tax rule line matches the tax. If the tax matches, then a substitution tax is added and the origin tax is removed, unless the tax rule line indicates that the origin tax should also be kept.

### See also:

The available tax rules can be found by opening the main menu item:

*Financial* → *Configuration* → *Taxes* → *Tax Rules*

Tax rules can be created from *Tax Rule Templates*.

## 4.20 Tax Code

In Tryton *Tax Codes* are used to collect together tax amounts and base amounts for tax reporting.

Each tax code is made up from lines, each of which collect together either the tax or base amounts for a specific *Tax* and type of transaction. An operator then allows this value to be negated if required.

The tax codes can be placed into a structure with each having a parent and some children.

The amounts shown by each tax code are based on the values from tax code's lines, and the amounts provided by the tax code's children.

### See also:

The list of tax codes can be found using the main menu item:

*Financial* → *Configuration* → *Taxes* → *Tax Codes* → *Tax Codes*

Tax codes can be created from *Tax Code Templates*.

### 4.20.1 Wizards

#### Open Chart of Tax Codes

The *Open Chart of Tax Codes* wizard opens the chart of tax codes, showing the tax codes and amounts for the selected periods of time.

### See also:

The open chart tax code wizard can be started from the main menu item:

*Financial* → *Charts* → *Open Tax Chart*

## 4.21 Templates

The *Templates* are used to predefine a set of basic accounting structures and rules. The templates have the same properties as their non-template equivalents except they are not linked to a *Company*.

There are templates for:

- *Accounts*,
- *Account Types*,
- *Taxes*,
- *Tax Codes*, and
- *Tax Rules*.

These templates are used together to form a complete accounting structure for particular country and/or company type.

**See also:**

The templates can be found using the following menu entries:

- *Financial* → *Configuration* → *Templates* → *Account Templates*
- *Financial* → *Configuration* → *Templates* → *Account Type Templates*
- *Financial* → *Configuration* → *Templates* → *Taxes Templates*
- *Financial* → *Configuration* → *Templates* → *Tax Codes Templates*
- *Financial* → *Configuration* → *Templates* → *Tax Rule Templates*

## 4.21.1 Wizards

### Create Chart

The *Create Chart* wizard takes a set of templates and creates the corresponding accounts structure for a single *Company*. This includes structures like the chart of accounts, balance sheet and income statement, and taxes and related tax management and reporting structures.

**See also:**

The create chart wizard can be started from the main menu item:

*Financial* → *Configuration* → *Templates* → *Create Chart of Account from Template*

### Update Chart

The *Update Chart* wizard updates a *Company's* accounts structure with any changes that have been made to the underlying templates.

**See also:**

The update chart wizard can be started from the main menu item:

*Financial* → *Configuration* → *Templates* → *Update Chart of Account from Template*

## 4.22 Account Move Template

An *Account Move Template* provides a predefined structure for an *Account Move*.

Each account move template can define a set of keywords. Values for these keywords are requested from the user when the template is used. These values are then substituted for the keyword placeholders defined in the account move template's fields.

The account move template's lines, and their tax lines, mirror the structure of *Account Move Lines* and *Tax Lines* respectively. However, in selected fields they also allow the use of expressions that can contain the keyword placeholders.

**See also:**

The account move templates can be found by using the main menu item:

*Financial* → *Configuration* → *Templates* → *Account Move Template*

## 4.22.1 Wizards

### Create Move

The *Create Move* wizard is used to create a new *Account Move* based on a selected *Move Template*.

**See also:**

The create move wizard can be started from the main menu item:

*Financial* → *Entries* → *Create Move from Template*

## 4.23 Configuration

The *Account Configuration* contains the settings used to configure the general behaviour and default values for accounting related activities.

**See also:**

Account configuration settings are found by opening the main menu item:

*Financial* → *Configuration* → *Account Configuration*



### 5.1 Periods

#### **class ActivePeriodMixin**

This *mix*in makes it easy to create a `Model` which is active between a start and end date. The date range, *Periods*, or *Fiscal Years* that are set in the context are used to determine if a particular record should be considered active, or not.

#### **class PeriodMixin**

This *mix*in provides a start and end date to classes that inherit it. It also limits any parent or child fields of the class to the same *Company* and to dates in the same period.

### 5.2 Taxation

#### **class TaxableMixin**

This is a *mix*in that helps create classes that need to calculate *Taxes*, tax lines, and tax and base amounts from a list of taxable lines.



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## Development Reference

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The *Account Module* includes minimal charts of accounts for many languages. The XML (eXtensible Markup Language) files that contain the localised charts of account are all generated from the same source XML file. The `localize.xml` XSLT (XML Stylesheet Language Transform) file defines how the source XML file is transformed into a localised chart of accounts.

To output a localised chart of accounts for language `<lang>` run:

```
xsltproc --stringparam lang <lang> localize.xml minimal_chart.xml
```



## A

ActivePeriodMixin (*built-in class*), 25

## P

PeriodMixin (*built-in class*), 25

## T

TaxableMixin (*built-in class*), 25