
Tryton Administration Manual Documentation

Release 2.0

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CHAPTER 1

Introduction

This document describes the way of administration and configuration of the Tryton system. With the help of this manual you create a working application that can support your organisation processes. This manual is primarily targeted on the Tryton administrator. This manual can also be used to write a Tryton user manual.

1.1 Contributors

Name	Contributions
Anthony Schrijer	• Initial setup of the manual • Basic configuration of the system • Configuring accounts • Configuring Party management • Creating Products • Writing style conventions • Style sheet

CHAPTER 2

Presumptions

In this chapter we mention the presumptions that are made before you can do the configuration of the Tryton system.

In this manual most settings are made with a European viewpoint; adapt the settings to your local needs.

- This manual is written for the Tryton server version 2.0 with the corresponding Tryton client (GUI) as the user interface.
- With the Tryton client you must be able to make a connection to a database and you must be able to log in.

2.1 Tryton installation specifications

When Tryton is installed there is initially no database. In this configuration is expected that you have created a database with these settings:

- Tryton Server Password: the password that is used during installation of the Tryton server.
- Tryton database name: databasename
- Tryton administrator name: admin
- Password administrator: password used for the administrator during database installation.
- Standard language: English (choosen in this manual for ease of use and as starting point for translations of this manual).

CHAPTER 3

Basic Configuration

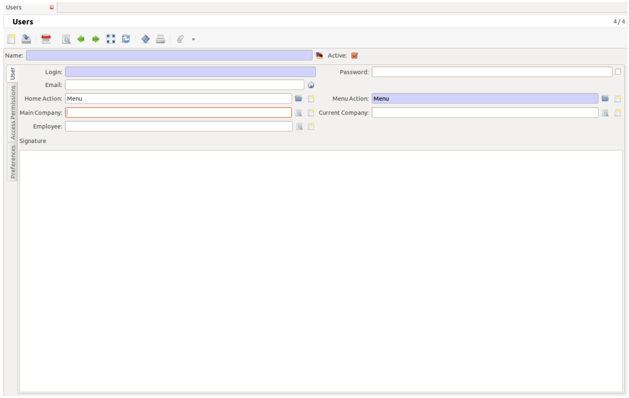
When a new database is created in Tryton and when you log in that database for the first time, you get the screen:

Welcome to the module configuration wizard!

Click on the *OK* button if you want to configure modules.

3.1 Creating users

The first configuration step in the *wizard* is *Add users*. If you want to create new users click on the *OK* button.


Users
Users
4 / 4
Name:
User
Access Permissions
Preferences
Login:
Password:
Email:
Main Company:
Current Company:
Employee:
Signature

Active: ☑

Home Action: Menu

Menu Action: Menu

Fig. 3.1: The User tab on the Users screen

On the *Users* screen, go to the *User* tab:

3.1.1 User Tab

- Name: The real name of the user.
- Login: The login name of the user.
- Password: The user login password.
- Email: The e-mail address of this user.
- Home action: The initial "home" screen for this user, usually set to "Menu" (see below) - for instance, for a user primarily entering sales, this can be set to Sales or New Sale.

- Menu action: The menu viewed by the user.

Check the *Active* box if you want this user to be active. You can block a user from accessing the server by unchecking this box.

3.1.2 Access Permissions Tab

Under Groups click on the *Add* button and select the groups to which the user will belong. Select existing groups or create a new one.

Under Rules click on the *Add* button to add a *rule*. With a rule you can manage in detail what kind of access a user has on the different modules/fields.

Click on the *New* button and you get the Record rules screen.

- Model: The *model* description.
- Global: Check this box so the rule becomes global and every user must follow this rule.
- Default: If you check this box the rule will be added to all users by default.
- Read access: Check this box if you want to give read access to model.
- Write access: Check this box if you want to give write access to the model.
- Create access: Check this box if you want to give create access to the model.
- Delete access: Check this box if you want to give delete access to the model.
- Name: Name of the rule.

3.1.3 Preferences Tab

- Language: Select the system language for the user.
- Timezone: Select the timezone in which the user works.

When you have finished all the tabs for this user then click on the Add button. The user will be added to the system.

A new empty User screen will appear for adding another user. If you do not want to add more users click on the End button.

3.2 Installing modules

After you have added users with the wizard, a list of available modules appears.

To start a minimal system select first an accounting module by double clicking on the name and then click on the *Mark for Installation* button.

The *account* module contains a basic chart of accounts; additional modules may be available to more closely fit your local accounting laws (for instance, the *account_nl* module for the Netherlands).

Click on the *Dependencies* tab.

When you select a module to install, other modules on which it is dependent will be installed too (in this case the module account will be installed too).

When you have selected the module you want to install, click on the button *Perform Pending Installation/Update*. The System Upgrade screen appears with a list of modules that will be installed.

Click on the *Start Upgrade* button.

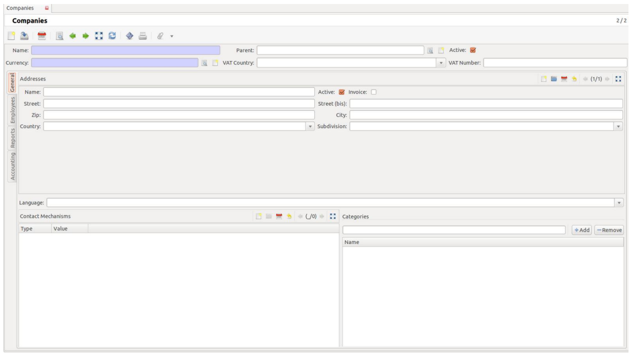
When the module is installed, the module configuration wizard appears.

Click on the OK button if you want to configure modules.

3.3 Creating a Company

The wizard to create a *company* starts. This “company” will be the organisation for which you will use the Tryton system.

The company submodule extends the party module and adds several fields: the currency, the list of employees and header and footer texts for reports. There is also a parent company field which allows setup of companies in a tree structure. The company model represents the actual organisation the users of Tryton are members of.


Companies
Companies
2/2
Name:
Parent:
Currency:
VAT Country:
VAT Number:
General
Employees
Reports
Accounting
Addresses
(1/1)
Name:
Street:
Street (bis):
Zip:
City:
Country:
Subdivision:
Language:
Contact Mechanisms
(_/0)
Type
Value
Categories
+Add
−Remove
Name

Active: ☑

Active: ☑ Invoice: ☐

Fig. 3.2: The General tab of the Companies screen

3.3.1 Companies screen

- Name: Your organisation name
- Parent: The parent company (if one exists).
- Currency: The currency that your organisation uses.
- VAT Country: select the abbreviation for your country
- VAT Number: When you select a VAT Country abbreviation you have to fill this field.

General Tab

In the group Addresses. This address will show up later in your invoices.

- Name: Your organisation name
- Active: Check this box if you want to be this organisation active
- Invoice: Check this box if this is an address where invoices should be sent
- Street: Streetname of your organisation
- Street (bis): Alternative streetname of your organisation
- ZIP: Post code of your organisation
- City: City where your organisation is situated
- Country: Country where your organisation is situated

- Subdivision: State or province where your organisation is situated

Language: select one of the available languages. In the group Contact mechanisms. These contact mechanisms are the various ways (Email, Phone, Skype) by which a company can be contacted - they appear on your reports (invoices, etc.) In the group Categories. These categories can be used to organize or "tag" parties (including companies). Click on the tab Employees. Tab Employees Click on the button Create a new record, the Employee screen apears.

- Name: First and last name of the employee
- Active: Check this box if the employee is active in the organisation.

In the screen Employee click on the tab General.

General Tab

In the group Addresses.

- Name: The employee name
- Active: Check this box if this employee is active
- Invoice: Check this box if you can invoice this employee
- Street: Streetname for your employee
- Street (bis): Alternative streetname for your employee
- ZIP: Post code of the employee
- City: City where your employee is situated
- Country: Country where your employee is situated
- Subdivision: State or province where your employee is situated

Language: select one of the available languages.

In the group Contact mechanisms. These are the various ways (Email, Phone, Skype) by which this employee can be contacted.

Tip: Creating Categories

To create or manage categories, use the Categories menu unter Party Management. Create a new record and give the Category a name.

Category examples: Gold partner, Silver partner, IT company, Consultant, etc.

In the group Categories. These categories can be used to organize or "tag" parties (including companies).

Tab Employees

Employees

Employees represent the actual employees of the organisations using Tryton (the *companies*).
An employee can be optionally linke to a user through the *user* form.

Click on the button Create a new record, the Employee screen apears. Name: First and last name of the employee Active: Check this box if the employee is active in the organisation. In the screen Employee click on the tab General. Tab General In the group Addresses. Name: The employee name Active: Check this box if this employee is active Invoice: Check this box if you can invoice this employee Is this correct ??? Street: Streetname for your employee Street (bis): Alternative streetname for your employee ZIP: Post code of the employee City: City where your employee is situated Country: Country where your employee is situated Subdivision: State or province where your employee is situated Language: select one of the available languages. In the group Contact mechanisms. These are the various ways (Email, Phone, Skype) by which this employee can be contacted. In the group Categories. These categories can be used to organize or “tag” employees.

Tab Accounting

- VAT Country: Select the country abbreviation for the VAT tax.
- VAT Number: VAT number of the employee ??? (subcontractor?)
- Invoice Payment Term: Term for a client to pay the invoice
- Supplier Payment Term: Term for a supplier to pay the invoice
- Account receivable: Select an account for the receivables
- Account payable: Select an account for the payables (is this the account for the salaries?)
- Customer Tax Rule: Select the appropriate tax rule for your situation
- Supplier Tax Rule: Select the appropriate tax rule for your situation

Click on the OK button when done.

Tab Reports Under Header you fill in the text that you want to have in the header of your reports. under Footer you fill in the text that you want to have in the footer of your reports. Tab accounting

- VAT Country: Select the country abbreviation for the VAT tax.
- VAT Number: VAT tax number of your organisation
- Invoice Payment Term: Term for a client to pay the invoice
- Supplier Payment Term: Term for a supplier to pay the invoice
- Account receivable: Select an account for the receivables
- Account payable: Select an account for the payables
- Customer Tax Rule: Select the appropriate tax rule for your organisation situation
- Supplier Tax Rule: Select the appropriate tax rule for your organisation situation

When ready with all the tabs click on the Save this record button.

3.4 Installing a Chart of Accounts

Before we go further with installing and configuring modules we are going to create a chart of account. *Financial management → Configuration → General account → Create Chart of Account from Template*

Double click to start the wizard.

In the screen Create Chart of Account:

- Company: Select the organisation for which you create the chart of accounts.
- Account Template: Select the template that you need for the accounting in your country.

Click on the button Create.

3.5 Language settings for the system

If you have users that want to use different languages in the system, you first have to set these languages active and translatable.

Go to the (left of the screen) Menu and select *Administration* → *Localization* → *Languages*

Select for the language of your choice the Translatable and Active check boxes. Save your settings.

3.6 Selecting other modules

You can now select the modules you need for your organisation processes. *Menu* → *Administration* → *Modules* → *Modules*

For example, to allow creation of invoices, select and install the following module:

- account_invoice

When you have selected a module you want to install, click on the *Perform Pending Installation/Update* button, and then the *Start Upgrade* button. Once the module is installed, a related configuration wizard may appear.

Click on the *OK* button if you want to configure the module.

3.7 Access management

To create a new group that has access to certain modules go to: *Administration* → *Models* → *Models Access*

In the *Models Access* screen click on the button Create a new record.

- Model: Select a model to which the group will have access.
- Group: The group name.
- Read access: Check this box if you want to give read access to the model.
- Write access: Check this box if you want to give write access to the model.
- Create access: Check this box if you want to give create access to the model.
- Delete access: Check this box if you want to give delete access to the model.

When you create for the Group a new record you get the Group screen. Go to the *Access Permissions* tab.

3.7.1 Access Permissions tab

Click on the *Create a new record* button. In the Access Controls screen select a model and check the appropriate boxes.

To define which fields the group has access to, go to *Field Access*. Click on the button Create a new record. In the screen Field Access select a field and check the appropriate boxes.

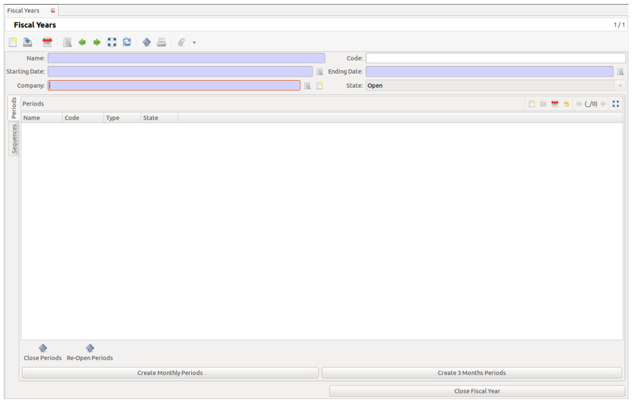
CHAPTER 4

Configuring Accounts

The settings in the accounting module define fundamentals for most of your accounting needs. To be able to use your accounting system without problems, we first have to create a fiscal year and accounting periods.

4.1 Fiscal Years

A fiscal year aggregates a set of periods that are included between two dates. A Fiscal Year can be Open or Closed. Closing a fiscal year will close all the corresponding periods - once a period is closed, users can not make any further changes in that fiscal period. Menu > Financial Management > Configuration > Fiscal Years > Fiscal Years Double click on New Fiscal Year.



State: Open

Fiscal Years
Fiscal Years
1 / 1
Name:
Code:
Starting Date:
Ending Date:
Company:
State:
Periods
Sequences
(_/0)
Name
Code
Type
State
Close Periods
Re-Open Periods
Create Monthly Periods
Create 3 Months Periods
Close Fiscal Year

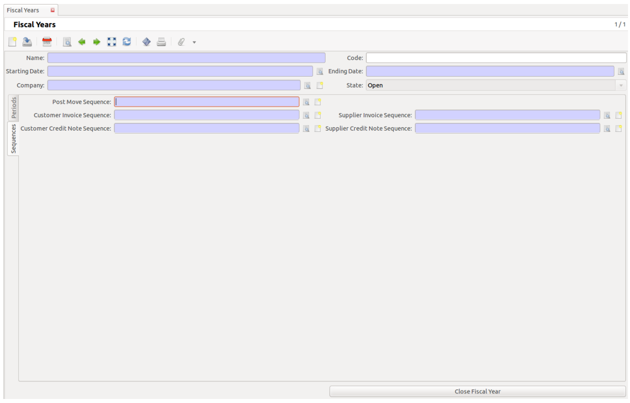
Fig. 4.1: The Periods tab of the Fiscal Years screen

Tab Periods

- Name: The name of the fiscal year. For example: 2011
- Code: The fiscal year code, useful for fast data entry and searching.
- Starting Date: 01-01-2011
- Ending Date: 31-12-2011
- Company: The organisation for which the fiscal year is defined.
- State: The state can be Open or Closed. When you start accounting in this period it must be Open.

Before you can create Periods you must first create the Sequences.

4.1.1 Sequences


Fiscal Years
Fiscal Years
1 / 1
Name:
Code:
Starting Date:
Ending Date:
Company:
State:
Periods
Sequences
Post Move Sequence:
Customer Invoice Sequence:
Supplier Invoice Sequence:
Customer Credit Note Sequence:
Supplier Credit Note Sequence:
Close Fiscal Year

State: Open

Fig. 4.2: The Sequences tab of the Fiscal Years screen

In this tab you can create sequences that are used for numbering, for example invoices (INV0001).

When you try to save a record and fields become red, this means you have to fill these fields before you can save the form. For each sequence click on the Create a new record button.

Post Move Sequences: The sequence to use for numbering moves in this fiscal year.

- Sequence Name: Post Move What is handy to use ???
- Prefix: PM
- Suffix: What is handy to use ???

Click on the *OK* button.

Customer Invoice Sequence:

- Sequence Name: Customer Invoice
- Prefix: INV
- Suffix: What is handy to use ???

Click on the *OK* button.

Supplier Invoice Sequence:

- Sequence Name: Supplier Invoice
- Prefix: INV
- Suffix: What is handy to use ???

Click on the *OK* button.

Customer Credit Note Sequence:

- Sequence Name: Customer Credit Note
- Prefix: CRE
- Suffix: ???

Click on the *OK* button.

Supplier Credit Note Sequence:

- Sequence Name: Supplier Credit Note

- Prefix: CREN
- Suffix: ???

Click on the *OK* button.

Tab Periods Click on the Create monthly Periods button.

4.1.2 Periods

Menu → Financial Management → Configuration → Fiscal Years → Periods

Select a period by double clicking on it.

A period is mainly defined by a Starting and an Ending date, a Fiscal Year, a Type and a State (Open or Closed).

The type can be Standard or Adjustement: Periods of the type Standard on the same fiscal year can not overlap. Period of type Adjustement can overlap other periods and are typically used for all the accounting moves that must be created when closing a fiscal year. By default, the system uses only Standard period when creating moves. Each account move must be linked to a period and a move must be created on an open period.

With the button Close Periods you can close a selected period, accounting for that period is not possible anymore. You can use the Re-Open Periods button to open a selected period again.

With the Next record button you can select the next Period.

When you are done, click on the Save this record button.

4.2 Account

4.2.1 Account Type

When the *Chart of Accounts* is installed correctly most of the fields are filled automatically; however, you can view or edit account types from the following menu:

Menu → Financial Management → Configuration → General Account → Account Types → Account Types

The Account Type defines the structure of the accounting reports. Select an Account Type by double clicking on it.

- Name: The name of the Account type (most of the time this is an accepted standard name).
- Sequence: A sequence number
- Company: The organisation for which the account type is used.
- Parent: Parent Account type
- Display Balance: A selection that allow to choose how the balance should be computed (Debit - Credit or Credit - Debit)
- Balance Sheet: A checkbox that tells if accounts of this type must appear at the top level of the Balance Sheet report.
- Income Statement: A checkbox that tells if accounts of this type must appear at the top level of the Income Statement report.

Glossary

party Any entity (individual or corporate) that one might transact business with.

wizard A sequence of dialog boxes that leads the user through a series of well-defined steps.

rule A set of criteria that controls access to a *model* or field.

model A representation of a particular set of data and processes, such as a *party* or sale.

company In Tryton, a *company* is an entity that is “internal” to the system (in other words, a company whose data is being stored in Tryton); any “external” company would be represented as a *party*.

chart of accounts A chart of accounts (COA) is a list of the accounts used by a business entity to define each class of items for which money or the equivalent is spent or received. It is used to organize the finances of the entity and to segregate expenditures, revenue, assets and :term:‘liabilities’ in order to give interested parties a better understanding of the financial status of the entity.

CHAPTER 6

Indices and tables

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