

1ERP Initial Setup

Note: To open links in a new tab, hold CTRL (Windows) or CMD (Mac) while clicking on the link.

Introduction

There are **three steps to getting started on 1ERP**: (1) install the prerequisites; (2) install the 1ERP application; and (3) **set up 1ERP**. We will complete the third and final step now: setting up 1ERP.

If you have any questions, concerns, or comments—throughout this process and beyond—**please let us know in our Discord community channel [here](#)**. We are more than happy to help.

We'll cover **what you need to know to first get started** on 1ERP by setting up and configuring the system: from setting up the foundational Firm to setting up the Company Accounts and Reporting.

Hence, we focus on the **Common Area Module and General Ledger Module** in this guide. By carefully configuring these entities, we'll help you establish a solid framework for more consistent and accurate data across 1ERP modules.

If you need some quick and specific guidance throughout the setup process, check out the **example companies** in 1ERP and their configurations—**Test Company 1 and Test Company 2**. So, let's dive in.

Common Area/Administrator Module

The Firm

The Firm serves as the foundation to set up, manage, and maintain crucial information associated with various entities in 1ERP including customers, vendors, agents, and members. To begin setting up 1ERP, we must first establish the Firm: **navigate to the Common Area module and then to Miscellaneous** where you will find Firm Info.

The screenshot displays the 'Firm Information' page in the 1ERP system. At the top, there's a navigation bar with 'Banking', 'Entities', 'Miscellaneous', and 'User Guide'. The main content area is titled 'Firm Information' and includes a search bar with 'Test Company # 2'. Below the search bar, there are several input fields for 'Firm ID', 'Trade Name', 'Legal Name', 'Company', and 'Active'. To the right, there are fields for 'Web Site', 'LinkedIn', 'Twitter', and 'Facebook'. Below these fields, there's a table with columns for 'Address', 'State / Province', 'Contact Name', 'Bank Name', 'Bank Code', 'Toll-Free', and 'Default'. The table contains one row of data for '100 Main Street' in 'SINGAPORE'. At the bottom, there's a disclaimer: 'Firm represents physical entity, please make sure Company is not selected if other companies should access this firm as well. Please make sure one of the addresses is declared as Default, Bill-To, Bill-From, or Ship-To, multiple Ship-To is ok.'

*Address	*State / Province	Contact Name	Bank Name	Bank Code	Toll-Free	Default
*Country Tax Code	City Postal/Zip	Contact Title Emails	Bank Swift Code Bank Branch Address	Bank Transit No. Bank Account No. Account Currency	Phone Mobile Fax	Bill's from Bill-To Ship-To
100 Main Street SINGAPORE	SINGAPORE				+ + +	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Company Information

Next, we will need to configure the Company Information:

1. Navigate to Entities in the menu bar and then to Company Info.
2. In the Company field, click the “Search” icon on the right side of the field and select the desired Firm from the dropdown menu (firms will be listed based on trade names).
3. If needed, enter a distinct trade name for the company. Otherwise, simply re-enter the company’s legal name.
4. Enter in the rest of the required fields and, as needed, for the optional fields.
5. Specify the current fiscal month-end date in Current Fiscal for an accurate import and representation of balances.

The screenshot shows the 'Company Information' form in the 1ERP system. The form is titled 'Company Information' and is located under the 'Entities > Company Info' path. The search bar contains 'Test Company # 2'. The form fields are organized into two columns. The left column includes: Company (Test Company # 2), Legal Name (Test Company # 2, 100 Main Street, SINGAPORE, SINGAPORE), Parent (dropdown), Trade Name (Test Company # 2), and Active (checked). The right column includes: Business No. (87874654132), Functional Currency (Singapore Dollar), Presentation Currency (Singapore Dollar), Current Fiscal (202212), Fiscal Start (1), Paypal Client ID, and Paypal Password. At the bottom of the form, there is a note: 'If G/L system present and Chart of Accounts only has one currency, it will be synchronized to the operating currency chosen here.' The footer contains copyright information: '©1999-2023 Robocorder Corporation. All rights reserved (V2.61.30420 by R11.286.30413). Protected by U.S. Patent 6,876,314.'

Company Logo

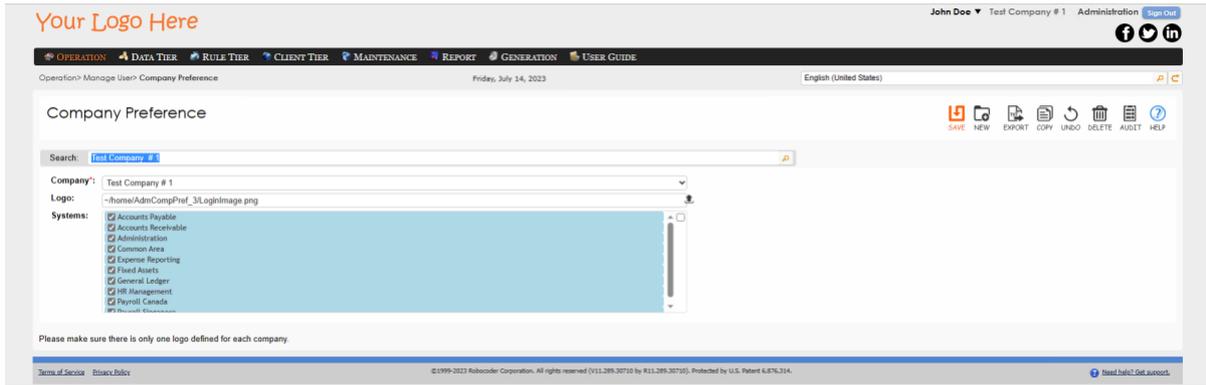
To set up the logo for your company in the 1ERP system, follow these steps:

1. Navigate to the Administrator Module.
2. Navigate to Operations in the menu bar and select Company Preferences from the dropdown.
3. Select the company you would like to upload a logo for in the Company Field.
4. Select the “Upload File” icon on the right side of the Logo field.
5. Click Choose File in the Logo field and select the desired logo file from your computer.

Note: the file should be in JPG, PNG, or GIF format. To maintain the layout of your screens and logo image in 1ERP, the logo file must be 300 pixels in width and 75 pixels +/- in height.

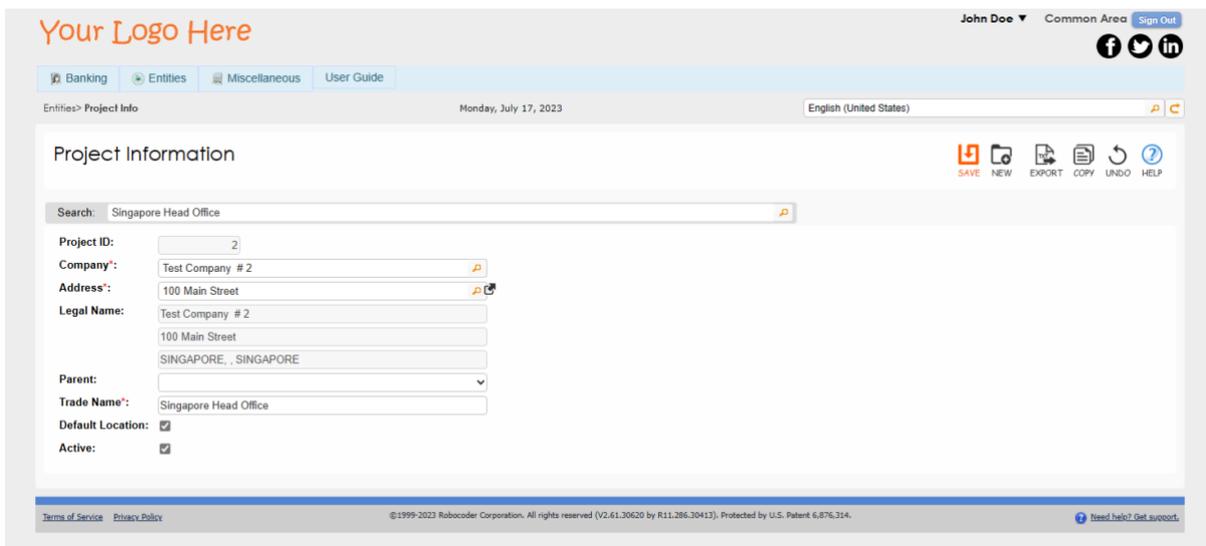
6. Press SAVE among the row of buttons on the mid-right of the screen to apply the changes.
7. To view the updated logo, simply log out of the system and log back in.

(Relevant image on next page)



Project Information

The Project Entity allows us to organize information for specific parts of the company, such as a department or a team, and still view information in aggregate for the entire company. It's akin to how a company may have a head office and multiple locations, where each location operates independently but is still part of the company. To set up the Project Entity, **navigate to Entities** in the menu bar and then to Project Info.



Completion

You have successfully set up the Common Area module. We will now continue on to set up the General Ledger module.

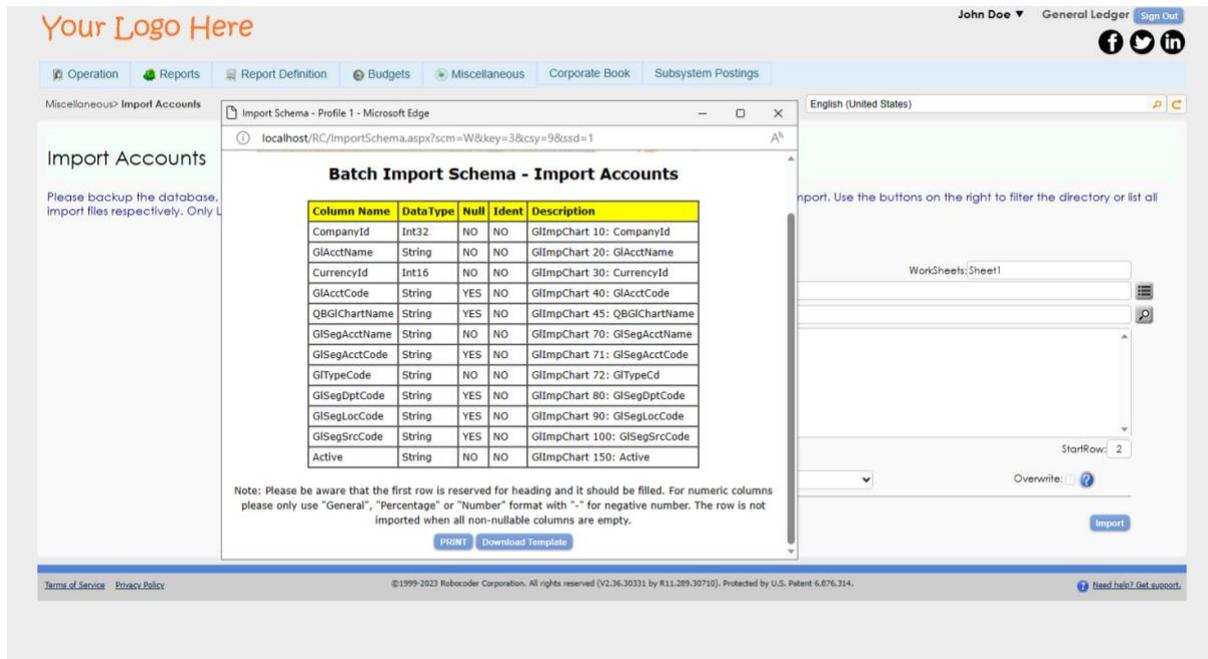
General Ledger Module

Import Accounts

We will now use the **Batch Import** feature to swiftly import all the required General Ledger Accounts into 1ERP. An import template is provided for this purpose and can cover comprehensive details about your Natural Accounts and corresponding General Ledger Accounts.

To access a blank import template, follow these steps:

1. Navigate to Miscellaneous and then Import Accounts on the menu bar.
2. Click on the blue question mark icon at the bottom-right corner of the screen.
3. Select Download Template at the bottom of the pop-up page.



By using the provided template, 1ERP will **automatically generate your Natural Accounts and their associated General Ledger Accounts** in the system, saving you time and effort in the setup process.

Access Full Import Template from Example Companies via SQL Query

To access a filled-out import template based on the example companies in 1ERP, use the following SQL Query stored procedure below. This can serve as a sample template for you to create new companies. For Test Company 1, use @CompanyId = 1. For Test Company 2, use @CompanyId = 2.

```

DECLARE @CompanyId INT = 1

SELECT
gs.CompanyId,gc.GLAcctName,gc.CurrencyId,gc.GLAcctCode,gc.QBGChartName,gs.GLSegAcctName,gs.GLSegAcctCode,gt.GLTypeCode,GLSegDptCode = NULL,GLSegLocCode = NULL,GLSegSrcCode = NULL, Active = 'Y'
FROM RCGls.dbo.GLSegAcct gs
INNER JOIN RCGls.dbo.GLChart gc on gc.GLSegAcctId = gs.GLSegAcctId
INNER JOIN RCGls.dbo.GLType gt on gt.GLTypeId = gs.GLTypeId
WHERE gs.CompanyId = @CompanyId

```

Once you have fetched the filled-out template, you will need to copy the data into an Excel sheet and make changes to the template according to your new companies, currencies, and information.

Import Template: Find the Company and Currency ID

To easily find the necessary company and currency IDs for the import template, follow these steps:

1. Open SQL Server Management Studio (SSMS) and connect and log in to your database.

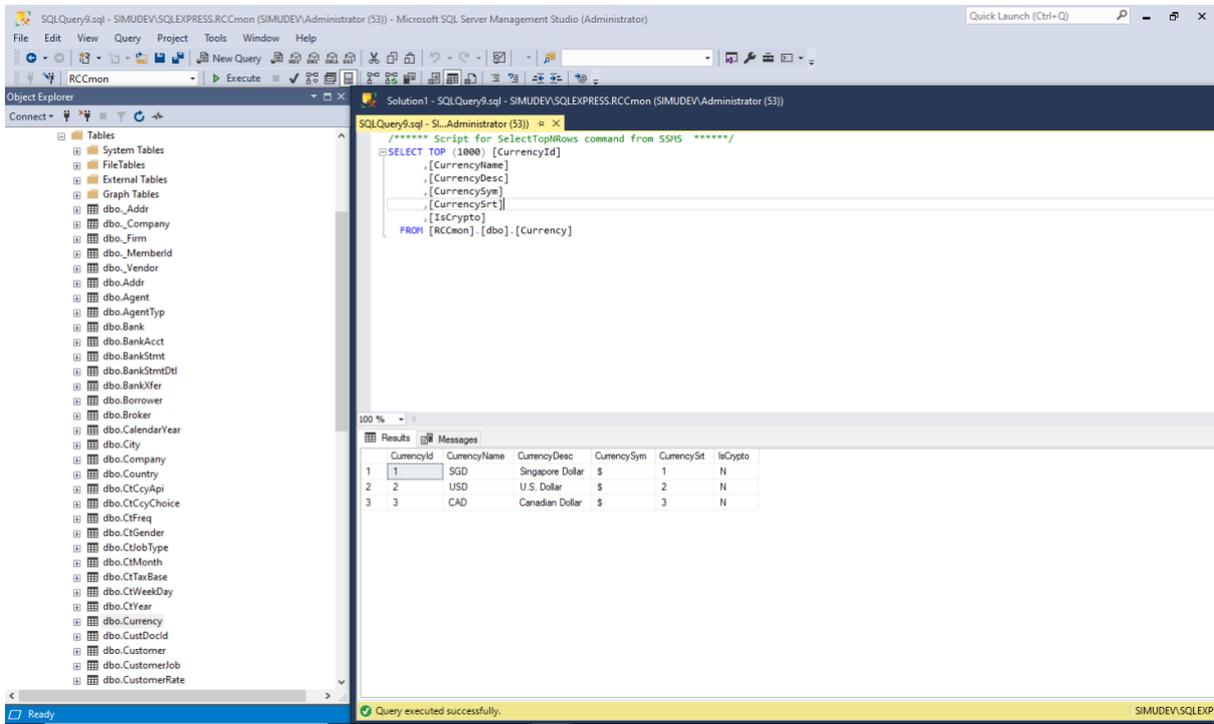
2. Within the Object Explorer window, expand the Databases folder and navigate to the RCCmon database.
3. Expand the RCCmon database and expand the Tables folder.

Company ID

4. Locate dbo.Company.
5. Right-click on dbo.Company and select Select Top 1000 Rows.
6. You will find the Country IDs and their corresponding Country in the Results tab within the SQLQuery.sql tab.

Currency ID

7. Locate dbo.Currency.
8. Right-click on dbo.Currency and select Select Top 1000 Rows.
9. You will find the Currency IDs and their corresponding Currency in the Results tab within the SQLQuery.sql tab.



Import Template: Mandatory Fields

In the import template, the red columns indicate mandatory fields while the black columns indicate optional fields. The template contains information for your Chart of Accounts / General Ledger Accounts (**GIAcctName**) and Natural Accounts (**GISegAcctName**).

The **GITypeCode** column is used to categorize a General Ledger Account to a financial element of your business (i.e., assets, liabilities, equity, revenue, and expenses). The **QBGIchartname** column is the General Ledger Chart Name in QuickBooks for users importing data from QuickBooks.

Please see the screenshot below for a sample import template with information entered.

CompanyId	GIAcctName	CurrencyId	GIAcctCode	QBGIChartName	GISegAcctName	GISegAcctCode	GITypeCode	GISegDptCode	GISegLocCode	GISegSrcCode	Active
1	Accounts Receivable	3			Accounts Receivable		A				Y
1	Accumulated Depreciation	3			Accumulated Depreciation		A				Y
1	Cash	3			Cash		A				Y
1	Cash	1			Cash		A				Y
1	Accounts payable and other liabilities	3			Accounts payable and other liabilities		L				Y
1	Client retainer	3			Client retainer		L				Y
1	Analysis Service	3			Ancillary Income		R				Y
1	Depreciation - property and equipment	1			Depreciation - property and equipment		X				Y
1	Depreciation - property and equipment	3			Depreciation - property and equipment		X				Y
1	Bank charges	3			G & A		X				Y
1	Bank charges	1			G & A		X				Y

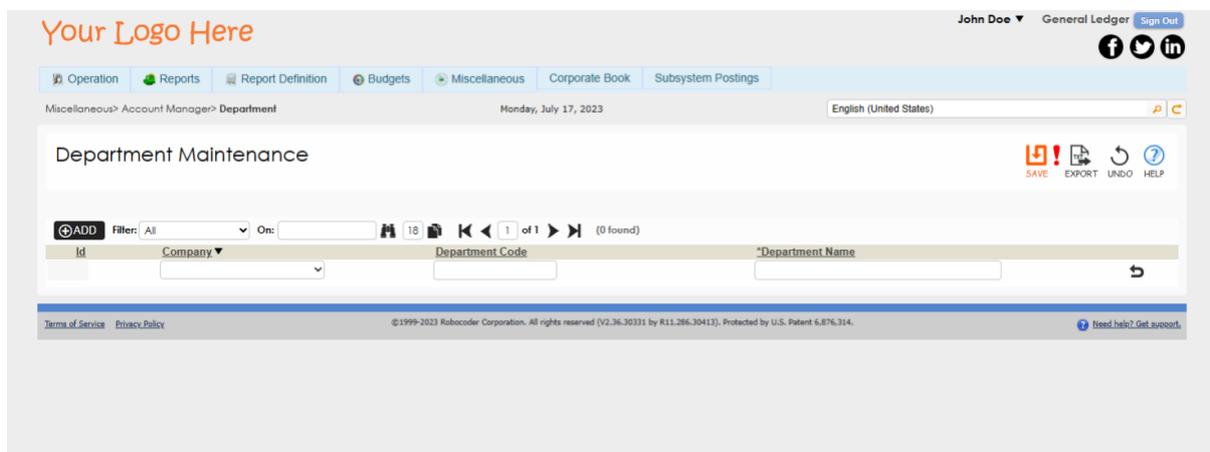
Import Template: Optional Fields

To enter in the codes used for your General Ledger Accounts and Natural Accounts in your previous accounting system, you can enter in the respective codes for your General Ledger Accounts under **GIAcctCode** and for your Natural Accounts under **GISegAcctCode**.

For more advanced segregation of your Chart of Accounts (COA) based on **Department, Location, and Source**, you can follow the steps below to set up the filters:

1. Navigate to Miscellaneous in the menu bar and then to Account Manager.
2. Choose Department, Location, or Source from Account Manager.
3. Create filters by choosing the Company, creating the Department/Location/Source Code, and creating the Department/Location/Source Name (Id will be generated automatically).
4. Enter the Department/Location/Source Code in its corresponding fields based on each of your General Ledger Accounts in the import template. Use GISegDptCode for Department, GISegLocCode for Location, and GISegSrcCode for Source.

The Department/Location/Source will then be associated with the respective General Ledger Accounts.



Importance of Natural Accounts

Natural Accounts are particularly important when a company operates in multiple currencies and uses the same COA for financial reporting across different locations or subsidiaries. The Natural Account structure maintains consistency and accuracy in your financial reporting, despite variations in currencies and exchange rates.

In the screenshot below, we see that the **Cash COA** is being used with multiple currencies.

CompanyId	GIAcctName	CurrencyId	GIAcctCode	QBGIChartName	GISegAcctName	GISegAcctCode	GITypeCode	GISegDptCode	GISegLocCode	GISegSrcCode	Active
1	Accounts Receivable	3			Accounts Receivable		A				Y
					Accumulated						
1	Accumulated Depreciation	3			Depreciation		A				Y
1	Cash	3			Cash		A				Y
1	Cash	1			Cash		A				Y
	Accounts payable and other liabilities				Accounts payable and other liabilities						
1	Accounts payable and other liabilities	3					L				Y
1	Client retainer	3			Client retainer		L				Y
1	Analysis Service	3			Ancillary Income		R				Y
	Depreciation - property and equipment				Depreciation - property and equipment						
1	Depreciation - property and equipment	1					X				Y
	Depreciation - property and equipment				Depreciation - property and equipment						
1	Depreciation - property and equipment	3					X				Y
1	Bank charges	3			G & A		X				Y
1	Bank charges	1			G & A		X				Y

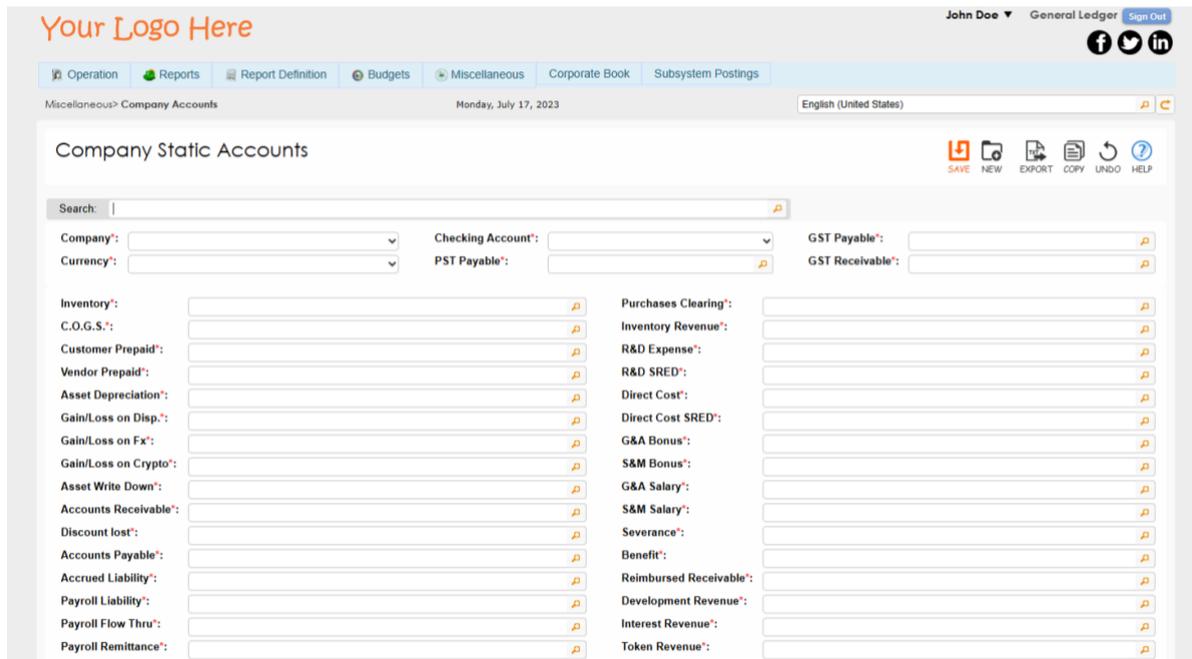
The Natural Account categories (i.e., assets, liabilities, revenue, and expenses) remain consistent across all locations and currencies. This ensures that financial information is presented uniformly and can be easily compared and analyzed regardless of the reporting currency.

Exchange rates between different currencies can fluctuate over time, leading to currency gains or losses in financial reporting. Natural Accounts help identify these currency-related gains or losses by grouping these gains or losses based on the type of financial activity.

Company Static Accounts

The Company Static Accounts play a crucial role throughout 1ERP by feeding into various processes including Billing, Invoicing, and Depreciation. To set up the Company Static Accounts, **navigate to Miscellaneous** in the menu bar and then Company Accounts.

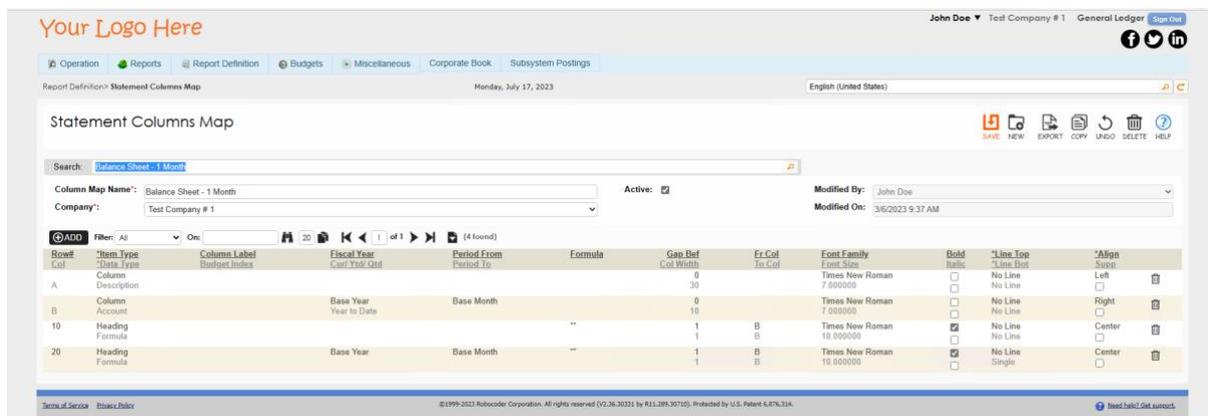
It is important to accurately fill in the appropriate General Ledger Accounts in the Company Static Accounts for smoother functioning and more accurate reporting within 1ERP.



Statement Columns Map

To set up your financial statements, use the Statement Columns Map to define the columns for each of your financial statements: Balance Sheet, Income Statement, and Cashflow Statement. **Navigate to Report Definition** in the menu bar. Sample information is provided for your convenience in the setup process—you can make a copy of the sample and customize them according to your needs.

(Relevant image on next page)



Statement Rows Map

Next, use the Statement Rows Map to define the rows for each of your financial statements. **Navigate to Report Definition** in the menu bar. Sample information is also provided for your convenience—you can make a copy of the sample and customize them according to your needs.

Your Logo Here John Doe | General Ledger | Sign Out

Operation | Reports | Report Definition | Budgets | Miscellaneous | Corporate Book | Subsystem Postings

Report Definition > Statement Rows Map Monday, July 17, 2023 | English (United States)

Statement Rows Map

Search: Cashflow Statement - Standard

MAIN INFO | PAGE SETUP

Company: Test Company # 1 | Modified By: Anonymous | Active:

Statement Name: Cashflow Statement - Standard | Modified On: 5/3/2023 1:30 PM | Renumbering:

Title On Report: Cashflow Statement | Rounding Line#: 1000 | Line Number Start At: 100

Subtitle On Report: | Applied Line#: 200,321,400,710 | Gap Between Numbers: 100

Report Format: Cashflow Statement | Copy Statement: |

ADD Filter: All On: | 15 | 1 of 2 | (27 found)

Bold	*Underline	*Print Code	*Line Type	*Format	*Line #	Line Name	Calc Order	Calc Type	Calc Clause	*Dir	C
<input checked="" type="checkbox"/>	No Line	Header	Header	Regular	100	Cashflow from Operating Activities				Credit	
<input type="checkbox"/>	No Line	Detail "0"	Detail	Regular	200	Profit(loss) before Tax				Credit	
<input type="checkbox"/>	No Line	Header	Header	Regular	300	Adjustments For:				Credit	
<input type="checkbox"/>	No Line	Detail "0"	Detail	Regular	310	Depreciation				Credit	
<input type="checkbox"/>	Overline	Total	Total	Regular	321	Operating gain/(loss)	321	Sum	{@200}+{@310}	Debit	
<input type="checkbox"/>	No Line	Header	Header	Regular	328	Working capital changes				Credit	
<input type="checkbox"/>	No Line	Detail "0"	Detail	Regular	329	(Increase)/decrease receivables				Credit	
<input type="checkbox"/>	No Line	Detail "0"	Detail	Regular	330	(Increase)/decrease inventories				Credit	

Natural Accounts Map

Finally, use Natural Accounts Map to map Natural Accounts to their relevant Statement Line Item for each of your financial statements. Navigate to **Report Definition** in the menu bar. The Statement Line Items were established in the Statement Rows Map. The Natural Accounts Map establishes the precise representation of your financial data in the financial statements.

(Relevant image on next page)

Your Logo Here John Doe | General Ledger | Sign Out

Operation | Reports | Report Definition | Budgets | Miscellaneous | Corporate Book | Subsystem Postings

Report Definition > Natural Accounts Map Monday, July 17, 2023 | English (United States)

Natural Accounts Map

Search: Balance Sheet - Standard (2 found)

Company: Test Company # 1

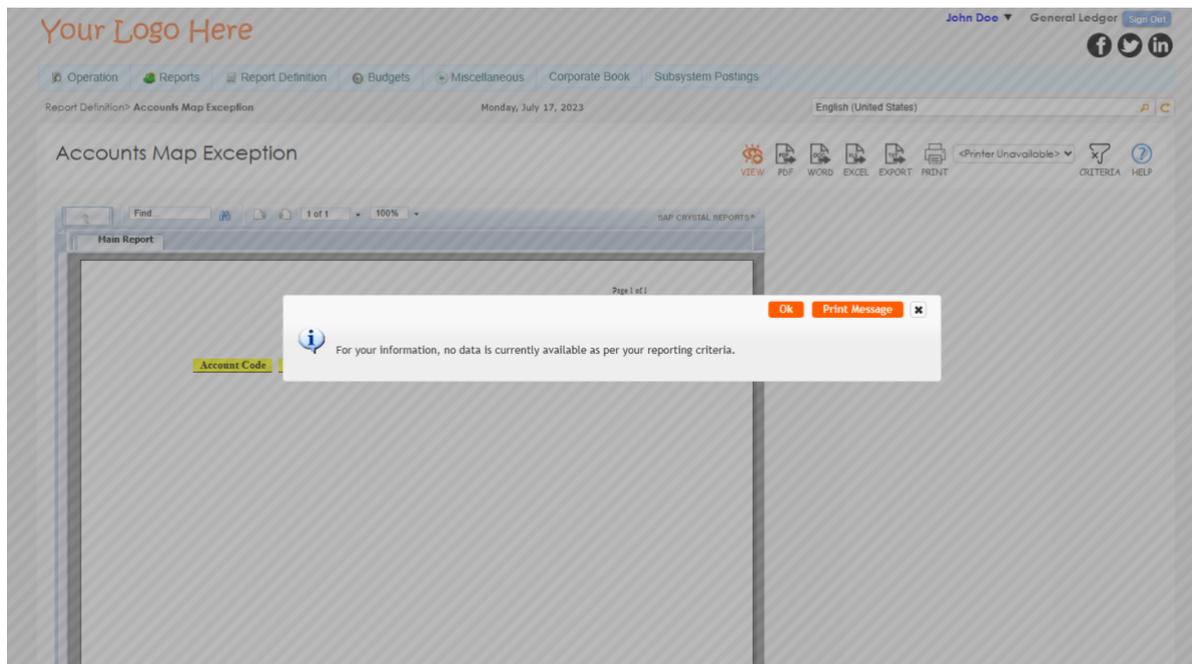
ADD Filter: All On: | 16 | 1 of 1 | (16 found)

*Natural Account	Statement Line Item	C
[Assets] Cash	00110 Cash	
[Assets] Accounts receivable	00120 Accounts receivable	
[Assets] GST/HST ITC receivable	00125 GST/HST ITC receivable	
[Assets] Prepaid expenses	00130 Prepaid expenses	
[Assets] Accumulated Depreciation	00135 Other asset	
[Assets] PPE	00135 Other asset	
[Assets] Tax Recoverable	00135 Other asset	
[Assets] Undeposited Fund	00135 Other asset	
[Assets] Work In Progress	00135 Other asset	
[Liabilities] Accounts payable and other liabilities	00170 Accounts payable and other liabilities	
[Liabilities] Client retainer	00170 Accounts payable and other liabilities	
[Liabilities] Payroll flow-through	00170 Accounts payable and other liabilities	
[Liabilities] Payroll liability	00170 Accounts payable and other liabilities	

Accounts Map Exception

Accounts Map Exception will identify any discrepancies or missing mappings between your Natural Accounts and Chart of Accounts. To confirm that all of your financial data will be represented in your financial statements, run the Accounts Map Exception process by following these steps:

1. Navigate to Report Definition in the menu bar and then to Accounts Map Exception.
2. Select the corresponding Company and Statement.
3. Click VIEW.



If the Accounts Map Exception process returns the message “For your information, no data is currently available as per your reporting criteria.”, all of your Natural Accounts and COA have been mapped accordingly.

Otherwise, the Accounts listed in the Accounts Mapping Exception Report will need to be mapped. By resolving these exceptions, we can confirm that all of your accounts are properly aligned and accounted for within 1ERP.

Journal Entry

Before proceeding with transactions for your current fiscal month, it is recommended to enter the fiscal period data for previous years.

This involves capturing the ending account balances of the previous year to serve as the beginning balances for the current year—to achieve this, **navigate to Operation** in the menu bar and then Journal Entry to consolidate all the balances for the desired period.

For example, if you would like to bring in back balances from June 2023, you can enter the necessary information accordingly.

Your Logo Here John Doe ▾ General Ledger [Sign Out](#)

Operation **Reports** Report Definition Budgets Miscellaneous Corporate Book Subsystem Postings

Operation > Journal Entry Tuesday, July 18, 2023 English (United States)

Journal Entry

CRITERIA

Entered By: Modified By:

Search: 2023.06.30 GJ0000000057[CAD] June 2023 Balances

Description: June 2023 Balances J/E Control#: GJ0000000057 Fiscal: 202306 Reversing:
 Currency: Canadian Dollar Spot F/X Home: 1.0000
 Company: Test Company # 1 Spot F/X Operating: 1.0000 Entered By: John Doe Hold Flag:
 Location: Head Office Date Applied*: 6/30/2023 Modified By: John Doe
 Journal: General Journal Date Entered: 7/18/2023 Modified On: 7/18/2023 12:44 PM
 Transaction: GENERAL JOURNAL

Filter: All On: of 1 (4 found)

Line #	*Chart of Account	Line Description	*Debit	*Credit	<input type="button" value="🗑"/>
10	[A] Cash (CAD)	June 2023 Balances	0.00	25,000.00	<input type="button" value="🗑"/>
20	[A] Accounts receivable (CAD)	June 2023 Balances	25,000.00	0.00	<input type="button" value="🗑"/>
30	[X] Advertising (CAD)	June 2023 Balances	3,500.60	0.00	<input type="button" value="🗑"/>
40	[L] Accounts payable and other liabilities (CAD)	June 2023 Balances	0.00	3,500.60	<input type="button" value="🗑"/>
			28,500.60	28,500.60	

Unless it is an adjusting entry, please do not post any J/E directly to bank, prepaid expense, or client retainer accounts in order that they may be reconciled in the subsystems.

Journal Posting

To post these balances in 1ERP, **navigate to Operation** in the menu bar and then to Journal Posting. **Uncheck the "Hold" option and click on "POST"** to finalize the posting process. This accurately records the balances and makes them ready for use for your current fiscal month's financial activities.

(Relevant image on next page)

Your Logo Here John Doe ▾ General Ledger [Sign Out](#)

Operation **Reports** Report Definition Budgets Miscellaneous Corporate Book Subsystem Postings

Operation > Journal Posting Tuesday, July 18, 2023 English (United States)

Journal Posting

CRITERIA

Company: Test Company # 1 Project/Location: Currency: Journal Type: Fiscal:
 Applied From: Applied To: From Jrl Ctrl #: To Jrl Ctrl #: Entered By:

Filter: All On: of 1 (1 found)

Currency	Fiscal	Jrl Ctrl #	Transaction Type	Transaction Description	Entered	Applied	Hold	Reversing	Entered By
CAD	202306	GJ0000000057	GENERAL JOURNAL	June 2023 Balances	07/18/2023	06/30/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Doe

Note: Highlighted "Applied Dates" indicate posting to previous period.

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Statement Report Writer

After you have set up the financial statements and posted your journal entries, you can review your financial statements using the Statement Report Writer by following the steps below:

1. Navigate to Reports in the menu bar and then to Statement Report Writer.
2. Select Row Format and Column Format.
3. Select Company, Currency Choice, and Fiscal (Project, Summary, Department, Location, and Source are optional).
4. Click VIEW to generate the financial statement.

The screenshot shows a web application interface for generating financial statements. At the top left, there is a placeholder for a logo labeled "Your Logo Here". The top right corner displays the user name "John Doe", the current system "General Ledger", and a "Sign Out" button. Below this is a navigation menu with options: "Operation", "Reports", "Report Definition", "Budgets", "Miscellaneous", "Corporate Book", and "Subsystem Postings". The main header area includes "Reports > Statement Report Writer", the date "Tuesday, July 18, 2023", and the language "English (United States)".

The main content area is titled "Statement Report Writer" and features a toolbar with icons for "VIEW", "PDF", "WORD", "EXCEL", "EXPORT", "PRINT", and "HELP". A printer status indicator shows "<Printer Unavailable>".

The "CRITERIA" section contains the following fields:

- Row Format:** Balance Sheet - Standard
- Column Format:** Balance Sheet - 1 Month
- Company:** Test Company # 1
- Project:** (empty)
- Currency Choice:** Functional Currency
- Fiscal:** 202302
- Summary:** (checkbox)
- Department:** (empty)
- Location:** CAL01 Calgary
- Source:** (empty)

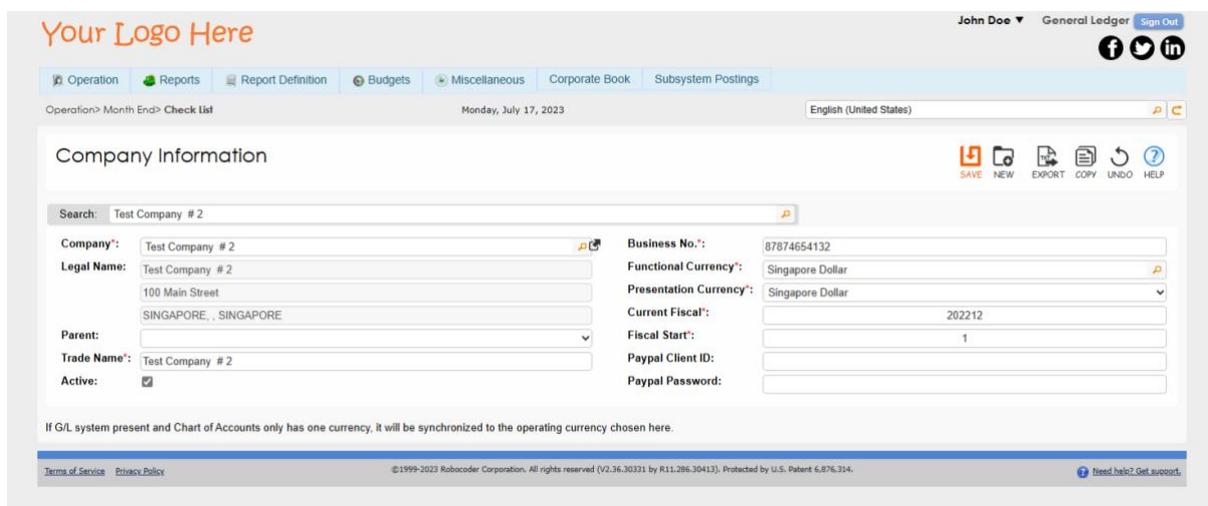
At the bottom of the page, there is a footer with "Terms of Service", "Privacy Policy", copyright information "©1999-2023 Robocoder Corporation. All rights reserved (v2.36.30331 by R11.286.30413). Protected by U.S. Patent 6,876,214.", and a "Need help? Get support." link.

Month-Ends

After reviewing the financial statements generated in 1ERP, the next step is to advance your month-end by following the steps below:

1. Navigate to Operation in the menu bar and then to Month End.
2. Within Month End, navigate to Rollover Fiscal.
3. Select the Company in the Search field.
4. Press SAVE to change the Current Fiscal to the next month.

1ERP performs necessary checks and advances your month-end only if all the predefined conditions are met, helping you make your accounting and month-ends more accurate and traceable. You can continue this process to bring in previous balances until you reach your desired fiscal month.



The screenshot displays the 1ERP software interface. At the top, there is a navigation bar with the user name 'John Doe', 'General Ledger', and a 'Sign Out' button. Below this is a menu bar with options: 'Operation', 'Reports', 'Report Definition', 'Budgets', 'Miscellaneous', 'Corporate Book', and 'Subsystem Postings'. The main content area is titled 'Company Information' and shows a search field with 'Test Company # 2' entered. The form contains the following fields:

Company:	Test Company # 2	Business No.:	87874654132
Legal Name:	Test Company # 2	Functional Currency:	Singapore Dollar
	100 Main Street	Presentation Currency:	Singapore Dollar
	SINGAPORE, SINGAPORE	Current Fiscal:	202212
Parent:		Fiscal Start:	1
Trade Name:	Test Company # 2	Paypal Client ID:	
Active:	<input checked="" type="checkbox"/>	Paypal Password:	

At the bottom of the form, there is a note: 'If G/L system present and Chart of Accounts only has one currency, it will be synchronized to the operating currency chosen here.' The footer contains 'Terms of Service', 'Privacy Policy', and copyright information for Robocoder Corporation.

Completion

You have successfully installed and set up your new 1ERP. All the necessary configurations and data have been established, and you are ready to unleash the full potential of 1ERP in helping you grow your business.

Our support in your journey with 1ERP does not end here: please follow [this link](#) to the Resources section in our website to see what else we have in store for you (including a complete guide on how quick and easy it is to finalize month-ends in 1ERP).