



Colibri Project

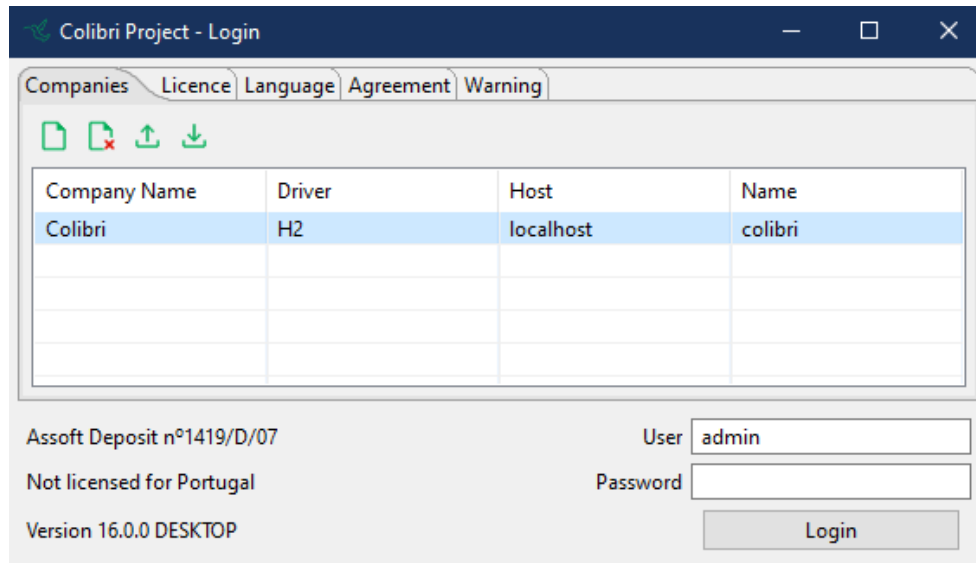
User Manual

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Initial Configuration

This is the LOGIN screen, where you can set up your connection to the database. By double-clicking on Colibri, you can define a name to identify your company, as well as the type of database and connection you will use. By default, the pre-configured database is H2; however, you can also use MySQL or PostgreSQL.



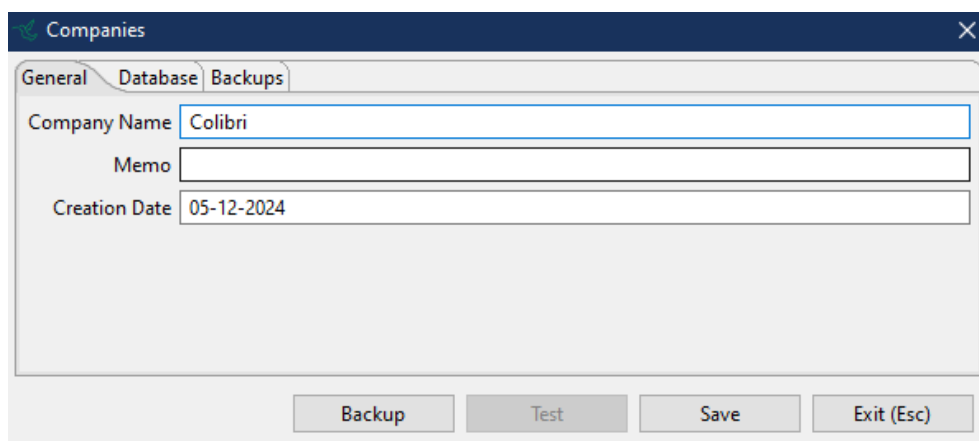
The screenshot shows the 'Colibri Project - Login' window. It has a dark blue title bar with the application name and standard window controls. Below the title bar are five tabs: 'Companies' (selected), 'Licence', 'Language', 'Agreement', and 'Warning'. Under the 'Companies' tab, there are four icons: a green document, a red document with an 'x', a green up arrow, and a green down arrow. Below these icons is a table with four columns: 'Company Name', 'Driver', 'Host', and 'Name'. The first row is highlighted in blue and contains the values 'Colibri', 'H2', 'localhost', and 'colibri'. Below the table, there is a text area with the following text: 'Assoft Deposit n°1419/D/07', 'Not licensed for Portugal', and 'Version 16.0.0 DESKTOP'. To the right of this text area are two input fields: 'User' with the value 'admin' and 'Password' which is empty. Below these fields is a 'Login' button.

Company Name	Driver	Host	Name
Colibri	H2	localhost	colibri

Assoft Deposit n°1419/D/07
Not licensed for Portugal
Version 16.0.0 DESKTOP

User: admin
Password:
Login

To add a new company, click on "New Record" or double-click on an already created one. The following window will appear.



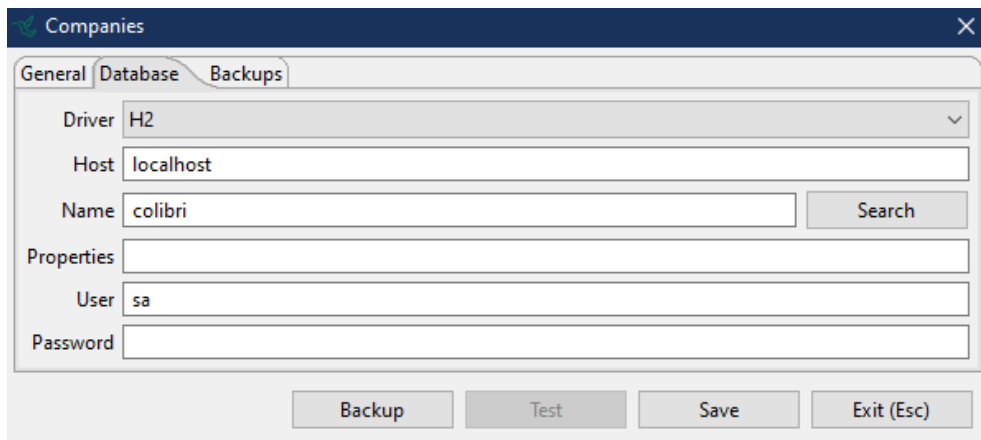
The screenshot shows the 'Companies' window. It has a dark blue title bar with the application name and a close button. Below the title bar are three tabs: 'General' (selected), 'Database', and 'Backups'. Under the 'General' tab, there are three input fields: 'Company Name' with the value 'Colibri', 'Memo' which is empty, and 'Creation Date' with the value '05-12-2024'. Below these fields are four buttons: 'Backup', 'Test', 'Save', and 'Exit (Esc)'.

Company Name: Colibri
Memo:
Creation Date: 05-12-2024

Backup Test Save Exit (Esc)

Here, enter the name of the company for the database. You can also add observations and the creation date of the company if desired.

Now, you can enter the database access data on the "Database" tab, as you will see in the window that will be shown next.



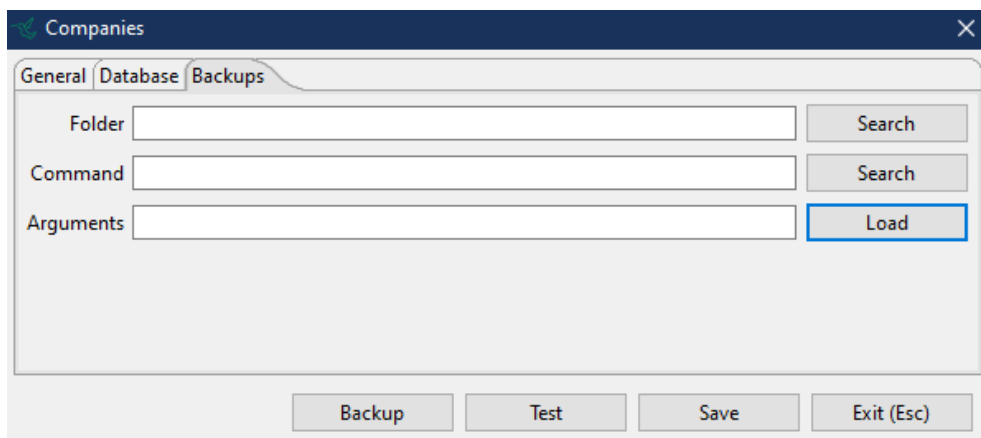
The screenshot shows the 'Companies' application window with the 'Database' tab selected. The 'Driver' dropdown is set to 'H2'. The 'Host' text box contains 'localhost'. The 'Name' text box contains 'colibri', with a 'Search' button to its right. The 'Properties' text box is empty. The 'User' text box contains 'sa'. The 'Password' text box is empty. At the bottom, there are four buttons: 'Backup', 'Test', 'Save', and 'Exit (Esc)'.

Specify the type of database engine, H2, PostgreSQL, or MySQL, and enter the "HOST". For PostgreSQL and MySQL, if it's local, use "localhost", or enter the server's IP address, for example, 192.168.1.1.

Enter the name of the database. Then, in "Properties," only use if necessary, for example, to establish a secure connection, such as `ssl=true`. Next, enter the username and password for accessing the database.

Finally, you should configure the backup folder and respective commands if necessary.

It is advisable to make periodic copies of the backups if you are not using a cloud service.



The screenshot shows the 'Companies' application window with the 'Backups' tab selected. The 'Folder' text box is empty, with a 'Search' button to its right. The 'Command' text box is empty, with a 'Search' button to its right. The 'Arguments' text box is empty, with a 'Load' button to its right. At the bottom, there are four buttons: 'Backup', 'Test', 'Save', and 'Exit (Esc)'.

If your database engine is the integrated H2 in Colibri, you won't need to make any further changes or configurations.

If you're using MySQL or PostgreSQL as the database engine, you'll need to additionally configure the path to the server's bin folder. You can start this process by clicking Load and then configure the appearing paths correctly.

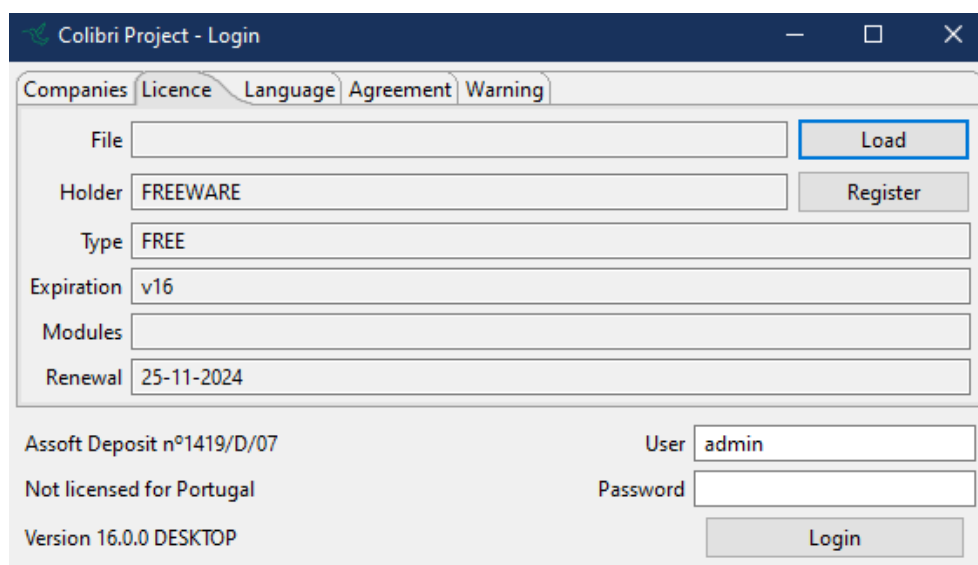
In the "command" field, enter the correct path to the bin folder of the database engine. For PostgreSQL, for example, it might look like this:

```
command = C:\Program Files\PostgreSQL\10\bin\pg_dump
```

If you intend to use MySQL, the process should be the same. Simply enter the correct path to the bin folder of MySQL in the "command" field.

Click on "Test" to ensure that the connection is correct, and finally, click on "Save." In the "Arguments" section, you should click on "Load."

To load your license, simply click on the "License" tab, and then click on "Load." Select the license file, and it will be loaded immediately.



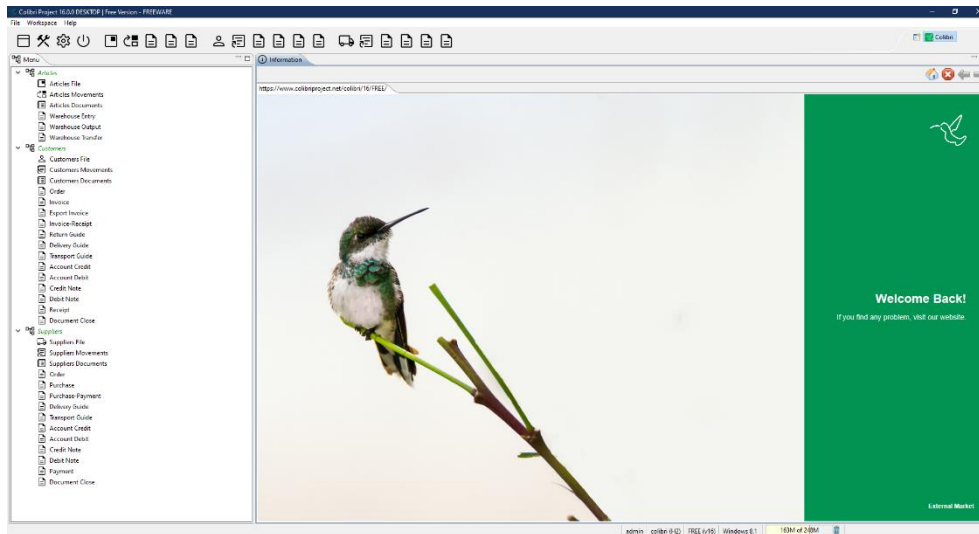
The screenshot shows the 'Colibri Project - Login' window with the 'Licence' tab selected. The window contains several input fields and buttons. The 'File' field is empty, and the 'Load' button is highlighted with a blue border. The 'Holder' field contains 'FREEMWARE', and the 'Register' button is visible. The 'Type' field contains 'FREE'. The 'Expiration' field contains 'v16'. The 'Modules' field is empty. The 'Renewal' field contains '25-11-2024'. At the bottom, there is a 'User' field with 'admin' and a 'Password' field. The 'Login' button is at the bottom right. On the left side, there is text: 'Assoft Deposit n°1419/D/07', 'Not licensed for Portugal', and 'Version 16.0.0 DESKTOP'.

To log into the application, use the following credentials on the LOGIN screen:

Username: admin

Password: admin

Desktop



After the database initialization, this will be the screen displayed.

1. Menu Bar
2. Icon Bar
3. Tab Bar
4. Module Selection
5. Main Menu View
6. Central Base View
7. Status Bar

Company Data

Before you start using Colibri Project, you should enter all the information about your company. To do this, access the menu FILE -> PARAMETERS through the MENU BAR, then select the option COMPANY -> INFORMATION. Once you have entered all relevant information, click OK.

The screenshot shows the 'Parameters' dialog box with the 'Information' tab selected. The left sidebar shows the 'Company' section expanded, with 'Information' highlighted. The main area contains the following fields:

Field	Value
Name	Colibri Project
Address	Unknown Street
ZIP Code	0000-000
Country	PT - Portugal
TIN	999999990
Phone #1	
Phone #2	
Mobile	
Fax	
Email	suporte@colibriproject.com
Website	
Conservatory	
Commercial Register	
Social Capital	
Establishment	

At the bottom right, there are 'OK' and 'Cancel' buttons.

NOTE: If your Postal Code does not exist, access the menu TABLES -> POSTAL CODES and create your Postal Code and Description.

[illegible]

Parameters Management

There is a series of parameters that we advise you to review so that you can adapt your Colibri Project to your needs.

You can go to “Parameters” and then “Defaults”.

The screenshot shows a software window titled "Parameters" with a sidebar on the left and a main content area on the right. The sidebar has a tree view with "Parameters" expanded, showing sub-items: "Defaults" (highlighted), "Values", "Warnings", "Email", "Company", "Information", "Images", and "Certificates". The main content area is titled "Defaults" and contains a list of parameters, each with a dropdown menu. The parameters and their current values are: VAT Rate (01 - VAT-Exempt), IRS Retention (01 - Exempted), Measure Unit (UN - Unit), Payment Condition (100 - Ready Payment), Payment Method (101 - Money), Country (PT - Portugal), Currency (EUR - Euro), Bank Account (101 - Desconhecido), Warehouse (001 - Our Warehouse), Date Format (dd-MM-yyyy), and Registration Date (Auxiliary Date). At the bottom right of the window are "OK" and "Cancel" buttons.

Parameter	Value
VAT Rate	01 - VAT-Exempt
IRS Retention	01 - Exempted
Measure Unit	UN - Unit
Payment Condition	100 - Ready Payment
Payment Method	101 - Money
Country	PT - Portugal
Currency	EUR - Euro
Bank Account	101 - Desconhecido
Warehouse	001 - Our Warehouse
Date Format	dd-MM-yyyy
Registration Date	Auxiliary Date

Here, you can define the default VAT rate, as well as Payment Conditions, Measure Units, etc. All these values can be subsequently changed and specified by customer or item.

Also, go to PARAMETERS -> VALUES where you can define decimal values and price updates.

Parameters

- Parameters
 - Defaults
 - Values
 - Warnings
 - Email
- Company
 - Information
 - Images
 - Certificates

Values

Quantities Decimals* 3

Prices Decimals* 6

Totals Decimals* 2

Cost Price Average Cost Price

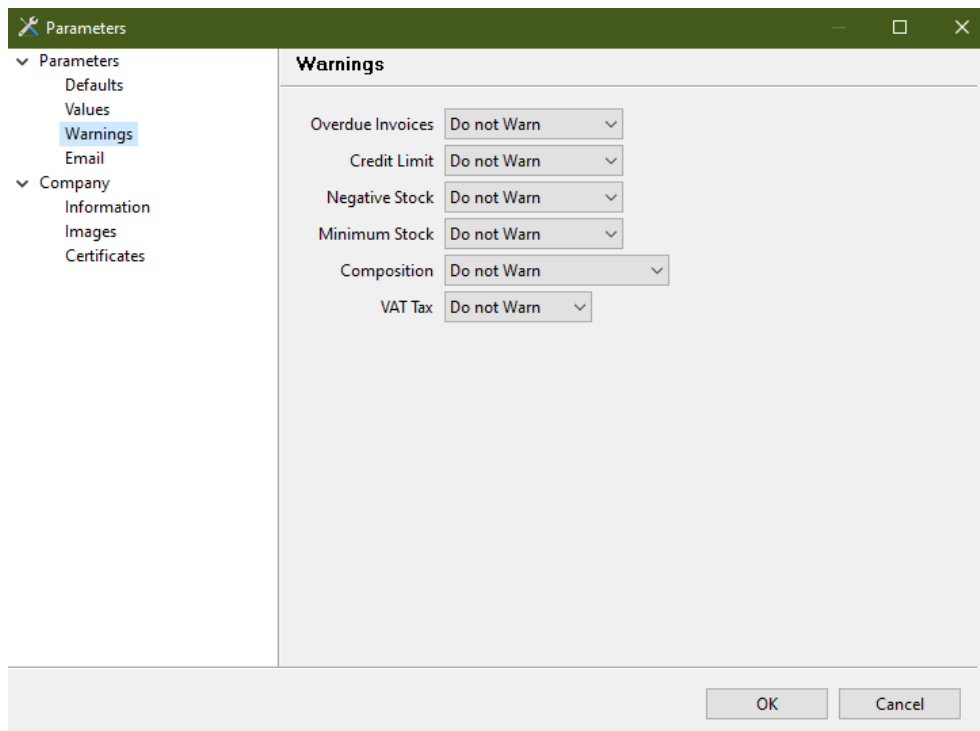
Update Prices Cost/Selling Prices

Price Suggestion Price History

OK Cancel

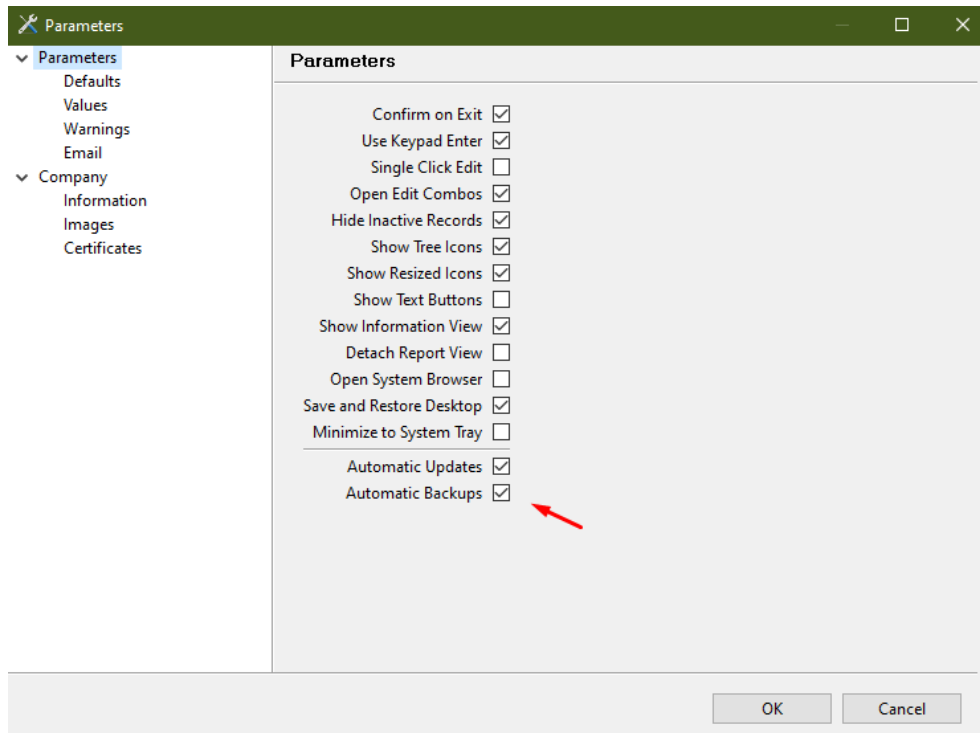
Warnings

If you need Colibri Project to warn you about stock shortages or low stock, go to PARAMETERS -> ALERTS.



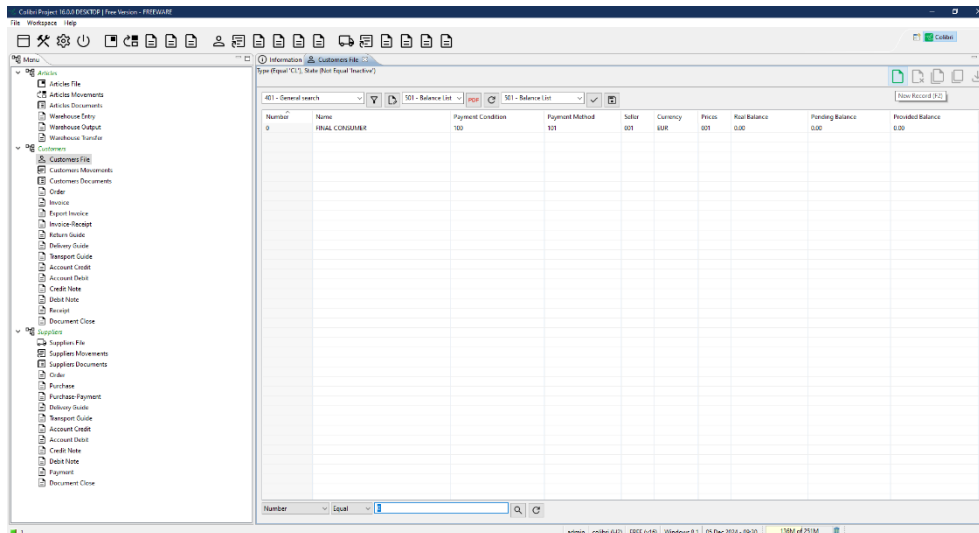
Automatic Backups

In Colibri Project, it is possible to disable automatic backups so that when starting Colibri, it does not back up your database. This option should only be disabled if you have a server on the network with its own backups. To do this, uncheck the 'Automatic Backups' option located in the 'Parameters' menu.

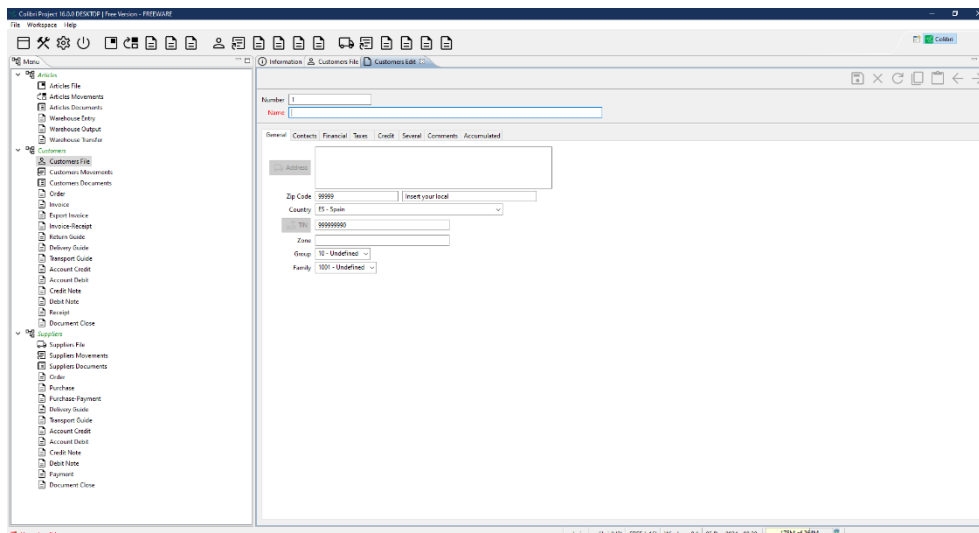


Create New Customer/Supplier

To open a new customer record, double-click on the CUSTOMERS FILE view in the MAIN MENU, then in the upper right corner click on NEW RECORD, or use the shortcut key (F2).



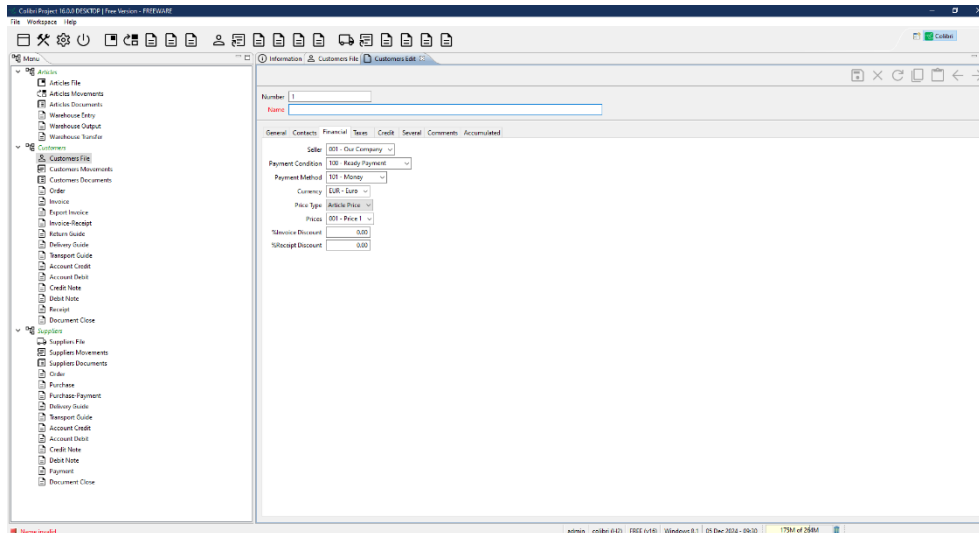
In the CUSTOMERS EDIT view, you should fill in the data regarding your customer, ensuring that all fields marked in red are mandatory.



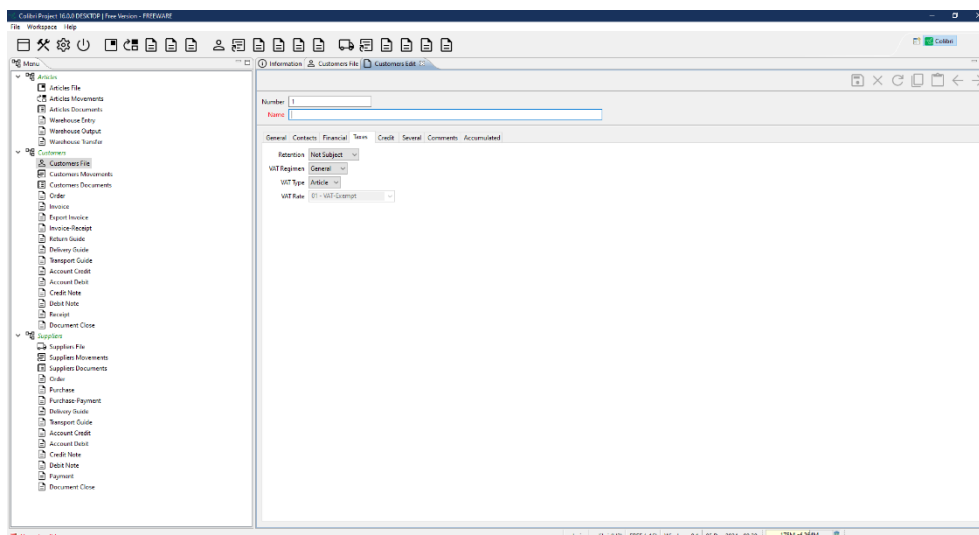
When all the information is filled in, click on the floppy disk icon in the upper right corner to save the changes, or use the shortcut key (F4). This way, your new customer will be available in the CUSTOMERS FILE. Regarding Postal Codes, if one exists, the respective

locality is inserted immediately. If it does not exist in the database, upon insertion in the customer record, it is automatically inserted into the database.

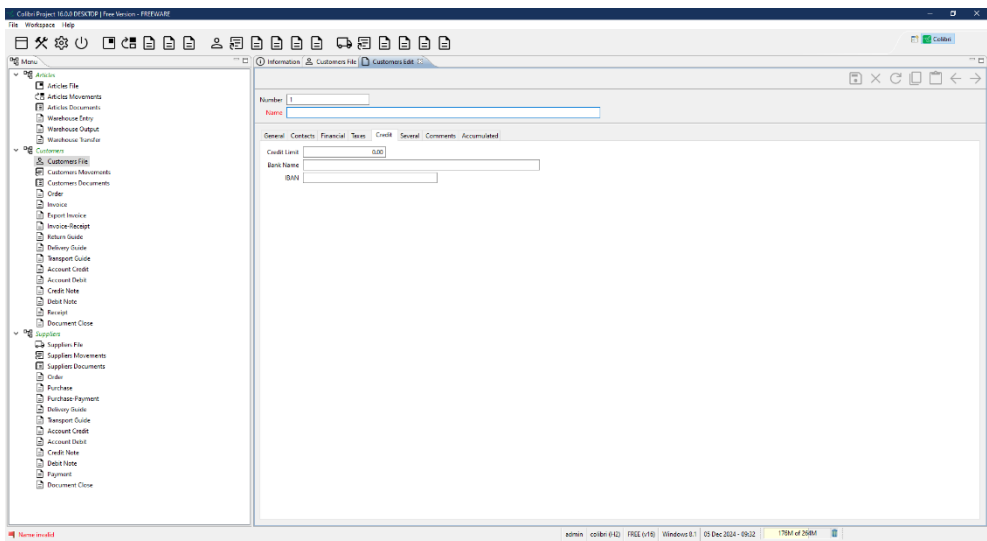
In the 'Financial' tab, you should set the customer's defaults, such as payment conditions and method, currency, price type, among others.



The tab 'Taxes' allows the user to define, by default, the VAT regime that the customer has, as well as define their VAT rate and exemption, if applicable.

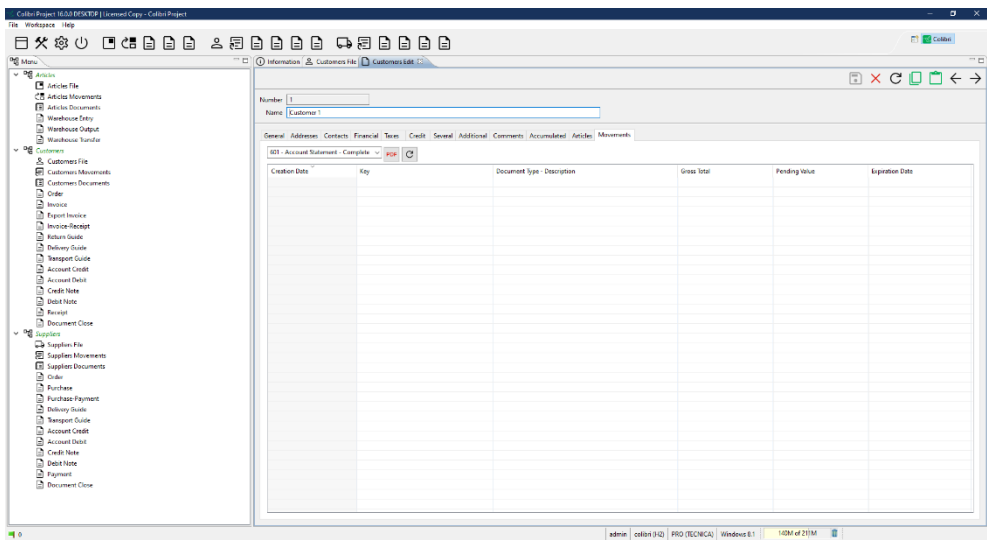


You can also enter a customer's banking information as well as the credit limit for a specific customer.

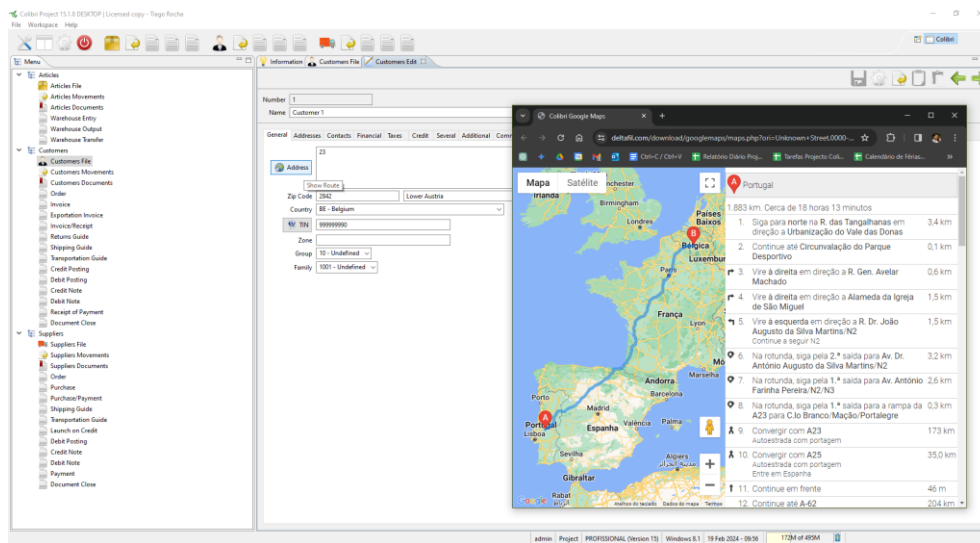


This way, Colibri Project will alert you, when issuing a billing document, if a certain customer has credit exceeding the limit.

If you want to view the customer's transactions, simply go to the 'Movements' tab. You will also have the option to print their statements.

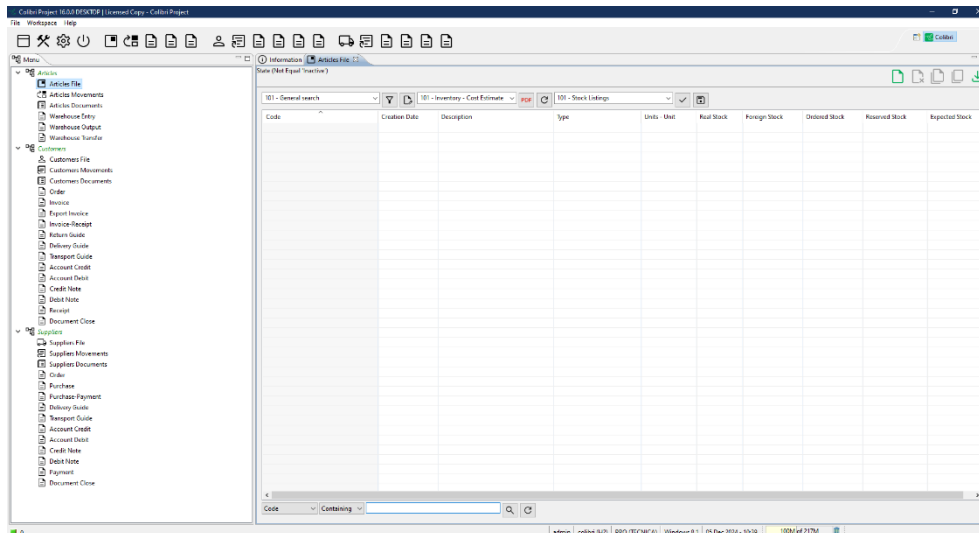


The 'Address' button allows you to see the route from your company to the address of a specific customer.



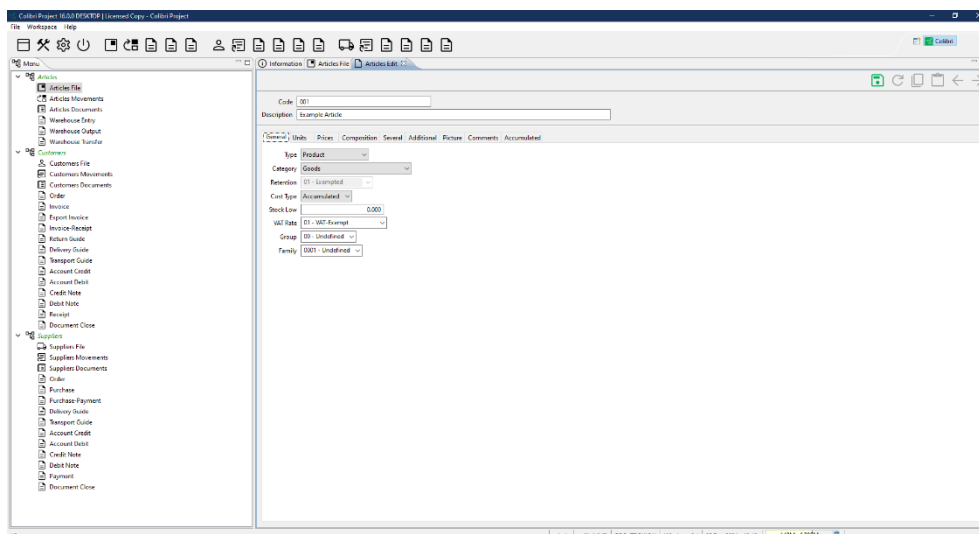
Creation of Articles

To open a new article, in the MAIN MENU view, double-click on ARTICLES FILE, then click on NEW RECORD in the upper right corner, or use the shortcut key (F2).



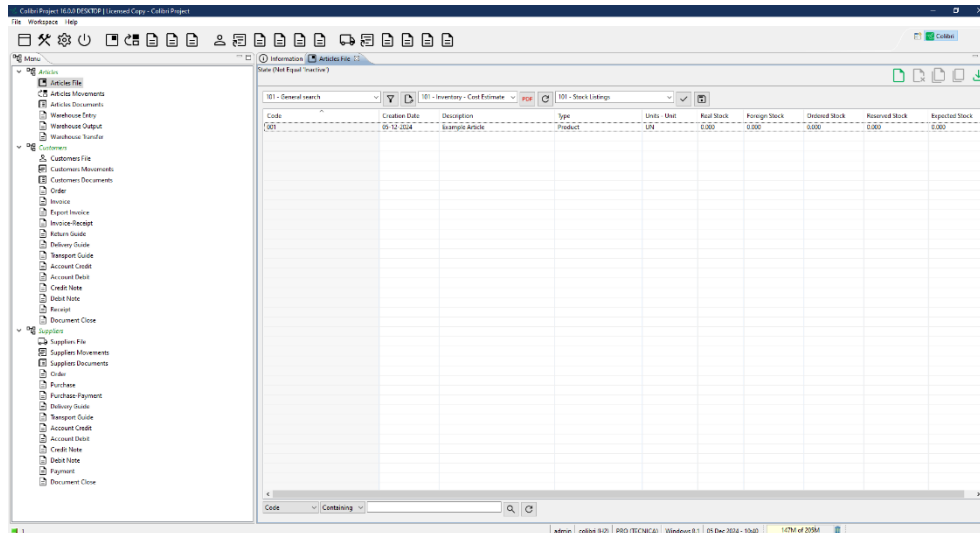
In the ARTICLES EDIT, you should fill in the information regarding the article, with fields marked in red being mandatory. You can register endless information about your product, as well as obtain stock information on its record.

You can choose the type of article: Product, Service or Tax, (in the case of tax, you can apply retention) Cost Types, Stock Management, Families and Groups, among many others.



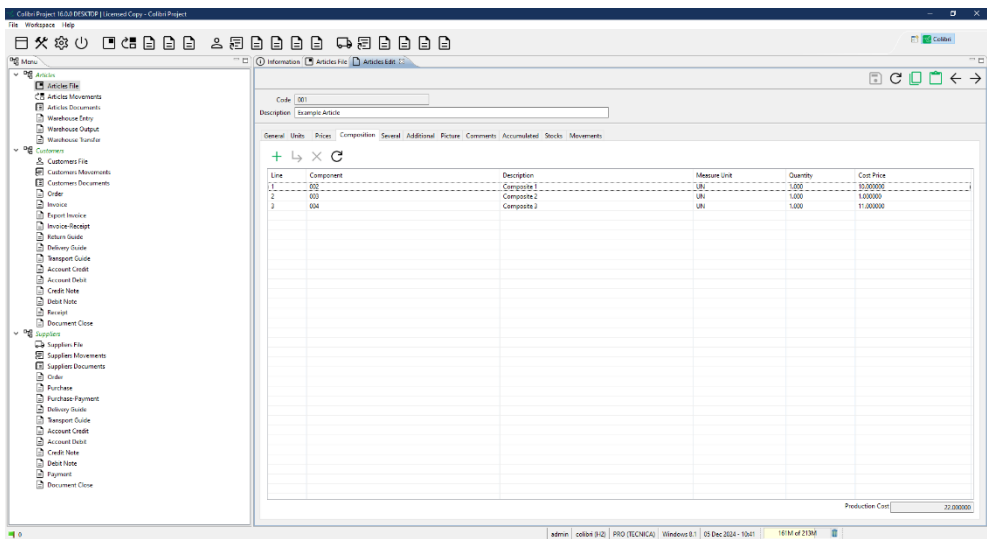
After all the information is defined for the article, click on SAVE RECORD in the upper right corner, or use the shortcut key (F4).

This way, your new article will be available in ARTICLES FILE.



It's also possible to select more than one unit per product, different price lists, insert product images, add extra product information, check their stock levels, and accumulations.

One of the features included is the ability to have composite articles, as you can see in the following image.

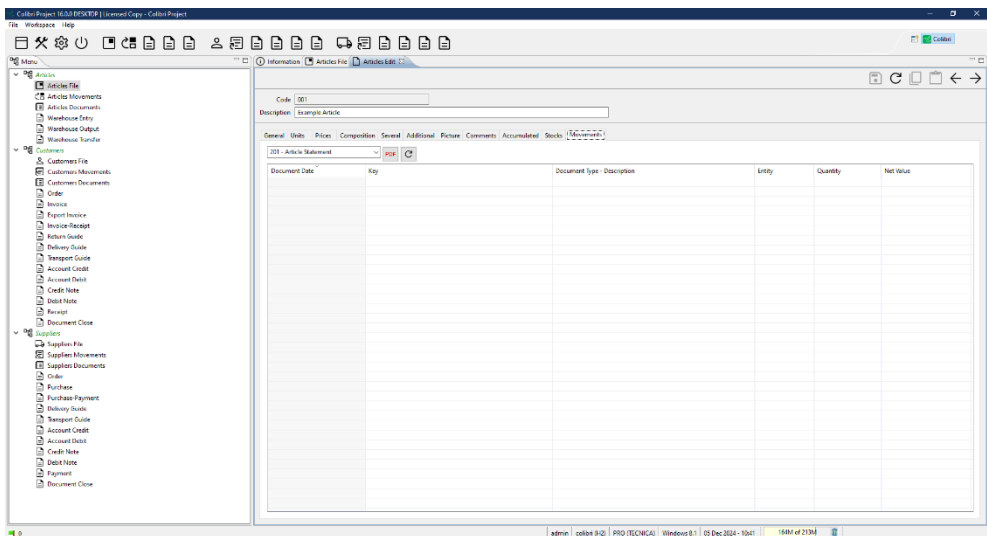


The screenshot shows the 'Articles' window in the Colibri Project software. The 'Articles' menu is open, and the 'Articles' sub-menu is selected. The 'Articles' window displays a table with columns: Line, Component, Description, Measure Unit, Quantity, and Cost Price. The table shows two lines of a composite article: Line 1 is 'Composite 1' with a quantity of 1.000 and a cost price of 9.000000; Line 2 is 'Composite 2' with a quantity of 1.000 and a cost price of 11.000000. The total production cost is 20.000000.

Line	Component	Description	Measure Unit	Quantity	Cost Price
1	001	Composite 1	UCL	1.000	9.000000
2	002	Composite 2	UCL	1.000	11.000000

Production Cost: 20.000000

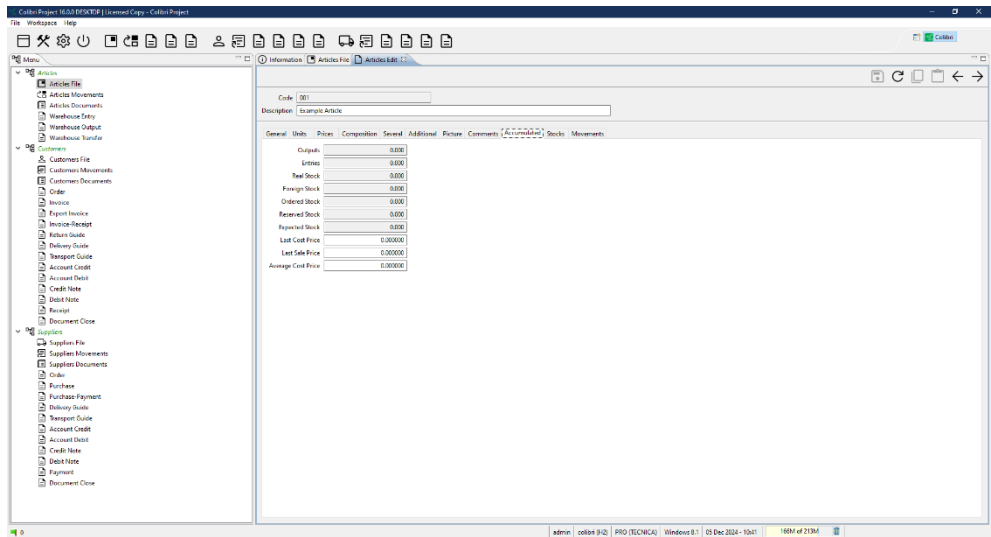
You can also check the movements in the ARTICLES RECORD by simply clicking on the 'Movements' tab, and you can also print a list of them.



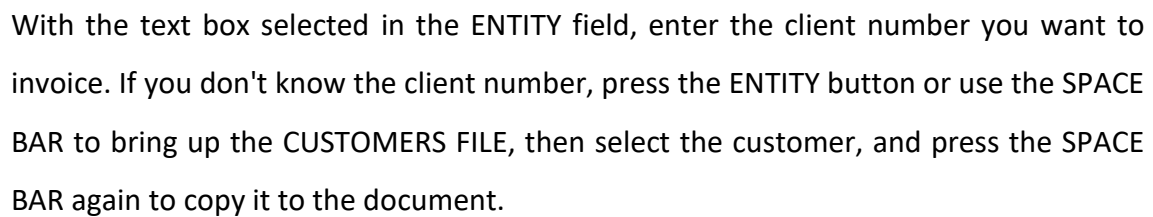
The screenshot shows the 'Articles' window in the Colibri Project software, with the 'Movements' tab selected. The 'Movements' window displays a table with columns: Document Date, Key, Document Type, Description, Entry, Quantity, and Net Value. The table is currently empty.

Document Date	Key	Document Type	Description	Entry	Quantity	Net Value
---------------	-----	---------------	-------------	-------	----------	-----------

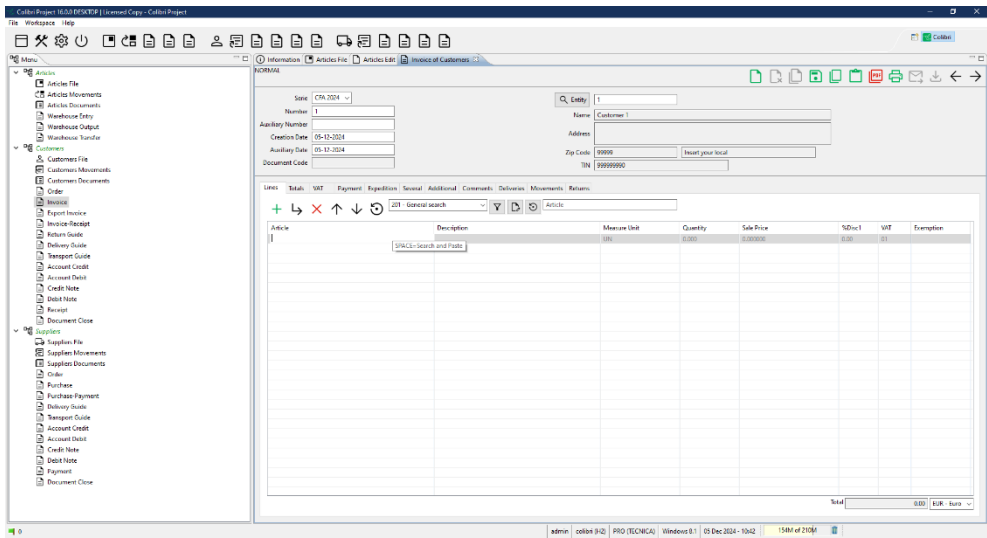
You will also have the possibility to analyze the accumulated articles, which will provide you with information regarding the inputs and outputs, as well as the purchase and sale prices.



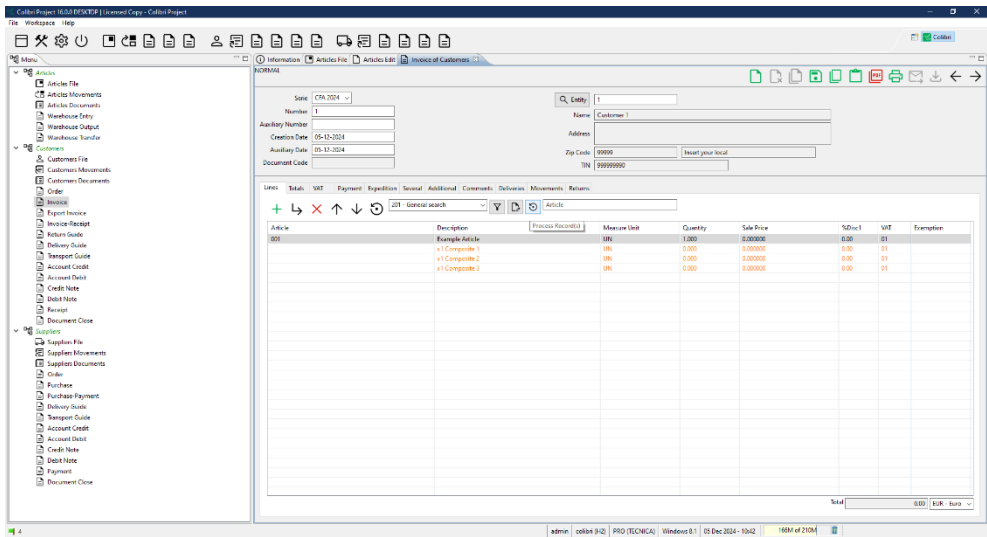
In the MAIN MENU view, double-click on the document you want to issue. For example, let's use an INVOICE.



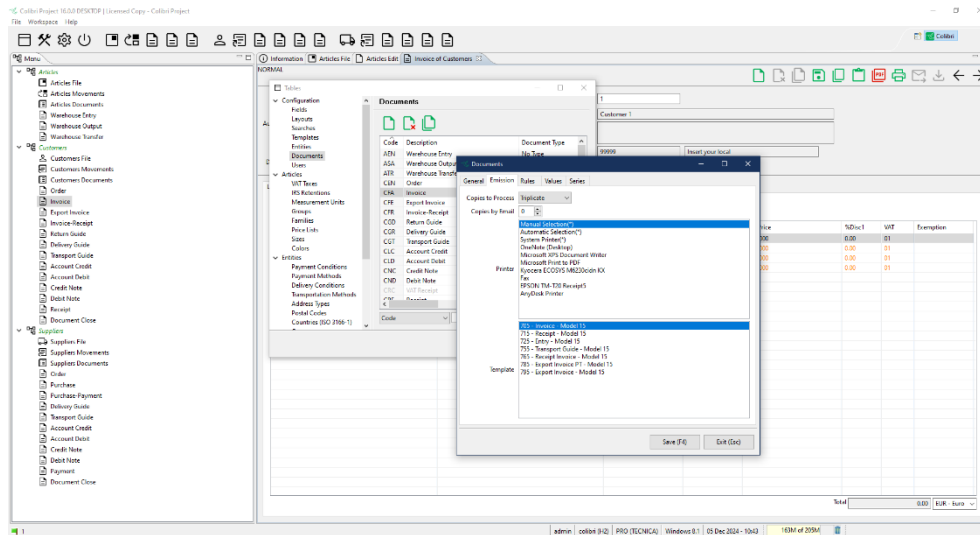
With the cursor now positioned in the document lines section, use the same procedure to enter the article. You can do this either by its code, typing the ARTICLE CODE and then pressing ENTER, or by pressing the SPACE BAR to bring up the ARTICLES FILE, selecting the article you want to invoice, and pressing the SPACE BAR again to copy it to the document.



In this case, as it is a composite article, if you click on "Process Record(s)", it will show which components form the final article.



By default, for invoices, the template used is "Invoice - (model version number)". If you wish to use a different template, you can change it by accessing the menu FILE > TABLES, choose the option DOCUMENTS, double-click on INVOICE, and go to the EMISSION tab. Then, change the TEMPLATE to the desired one.



Receipt

Now that we know how to use the INVOICE document, let's issue a RECEIPT to close this document. To do this, in the MAIN MENU view, double-click on RECEIPT.

The screenshot shows the 'Receipt of Customers' form in the Colibri Project software. The form is titled 'Receipt of Customers' and has a 'Save Record (F5)' button. The 'Lines' section is empty, and the 'Total' is 0.00. The form includes fields for Date (05-12-2024), Auxiliary Number (1), Creation Date (05-12-2024), and Document Code (10). The 'Lines' section is empty, and the 'Total' is 0.00.

Call the customer using the same process described in INVOICE. Then, to load the referred customer's invoice documents, simply click on the 'APPLY FILTER' icon in the DOCUMENT LINES section. This way, all pending documents will appear.

Finally, click on SAVE RECORD to issue the Receipt.

The screenshot shows the 'Receipt of Customers' form in the Colibri Project software. The form is titled 'Receipt of Customers' and has a 'Save Record (F5)' button. The 'Lines' section contains one line item with the following details:

Document Date	Description	Gross w/VAT	Value to Pay(*)	%Disc1	Discount Value	Retention Value
05-12-2024	Invoice (PRO-DEMAN)	10.00000	10.00	0.00	0.00000	0.00000

The 'Total' is 10.00.

Transport Guides

The issuance of the transport guide is very similar to issuing an invoice, as you can see in the following image.

The screenshot displays the 'Transport Guide of Customers' form in the Colibri Project software. The form is divided into several sections. At the top, there are fields for 'Date' (05/12/2024), 'Number' (1), 'Auxiliary Number', 'Creation Date' (05/12/2024), 'Auxiliary Date', 'Document Code', 'Name' (Customer 1), 'Address', 'Zip Code' (00000), and 'TIN' (99999999). Below these fields is a table with columns for 'Article', 'Description', 'Measure Unit', 'Quantity', 'Sale Price', '%Disc1', 'VAT', and 'Exemption'. The table contains two rows of data: 'Example Article' and 'Composite 1'. The bottom of the form shows a 'Total' field with the value 14.00.

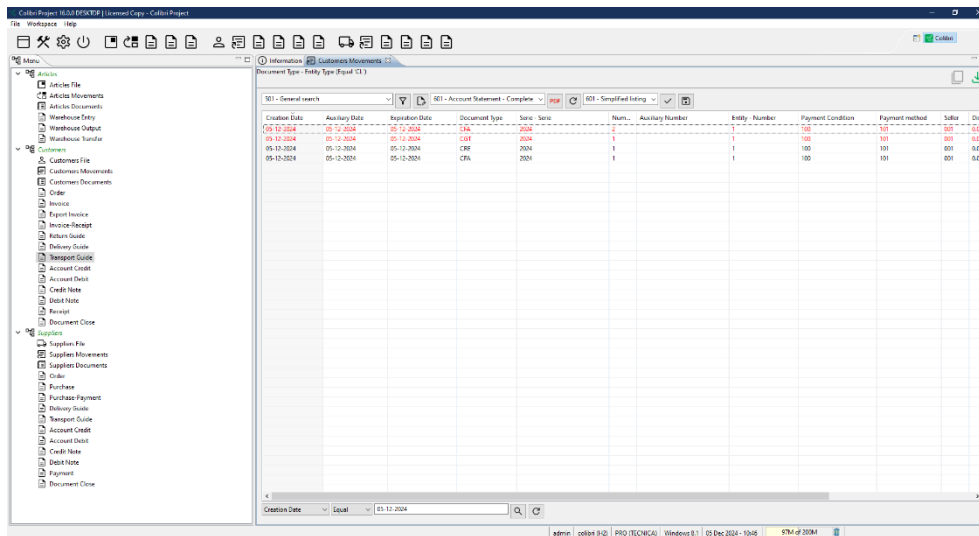
Article	Description	Measure Unit	Quantity	Sale Price	%Disc1	VAT	Exemption
001	Example Article	UM	1.000	10.000000	0.00	01	
002	Composite 1	UM	1.000	1.000000	0.00	01	
003	Composite 2	UM	1.000	3.000000	0.00	01	

Total: 14.00

Use of Filters

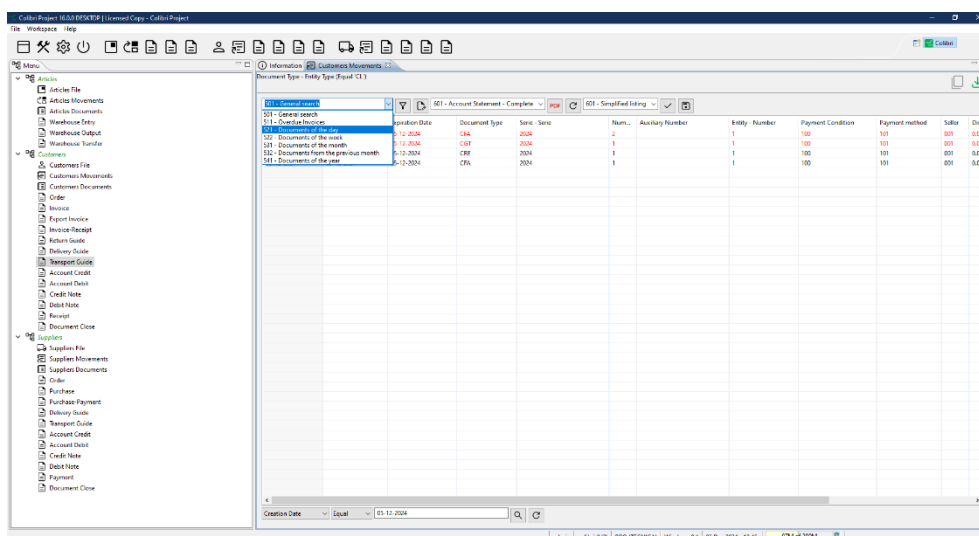
In the MAIN MENU view, double-click on CUSTOMERS MOVEMENTS. This entire process is similar to other Entities and Articles.

The view presented is as follows, where we can visualize all the transactions of all customers.



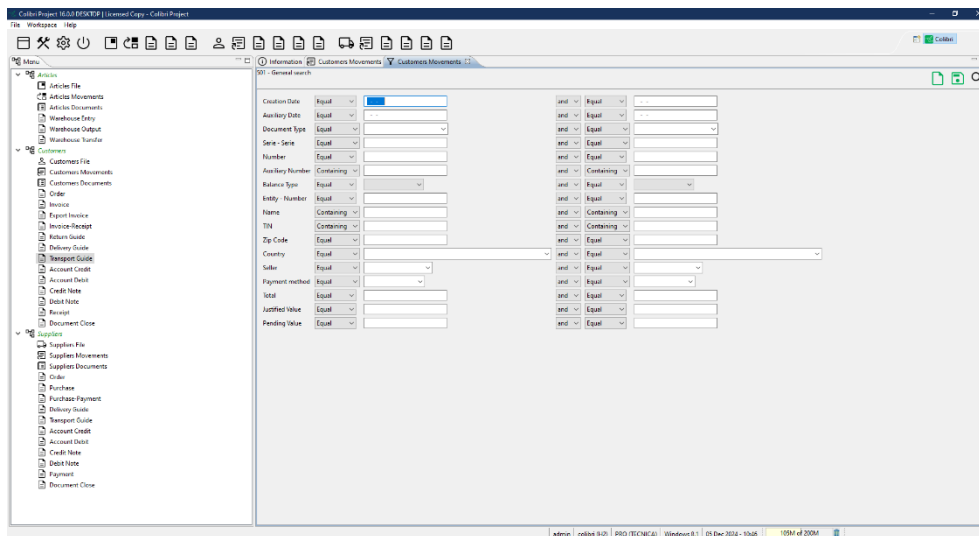
Creation Date	Auxiliary Date	Registration Date	Document Type	Serie	Num.	Auxiliary Number	Entity Number	Payment Condition	Payment method	Solter	Dis
05-12-2024	05-12-2024	05-12-2024	CFA	2024	1	1	1	100	101	001	0.00
05-12-2024	05-12-2024	05-12-2024	CFT	2024	1	1	1	100	101	001	0.00
05-12-2024	05-12-2024	05-12-2024	CFA	2024	1	1	1	100	101	001	0.00

You can use the quick filters located at the bottom of the page. You can also, instead of manually selecting the interval, choose a predefined period, such as documents from the day or the month, as seen in the image below.



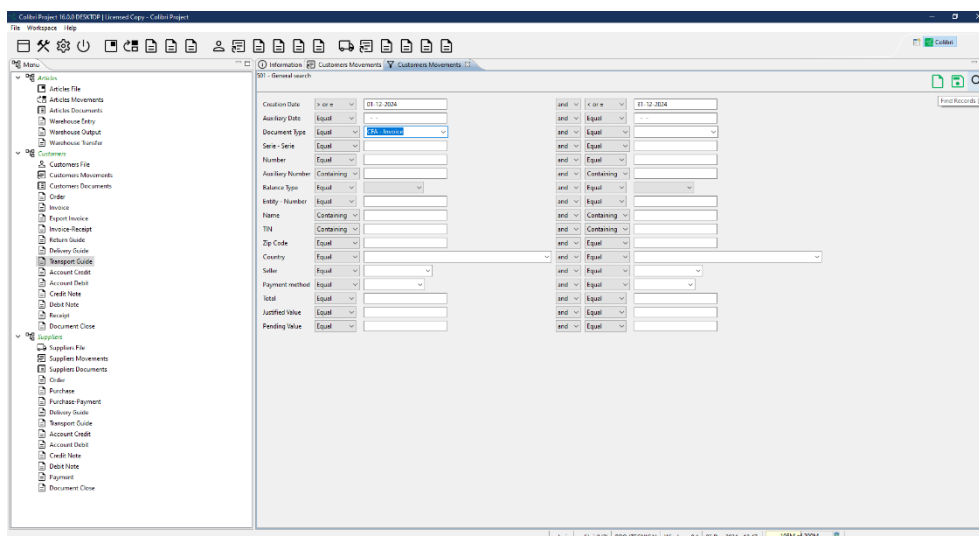
Creation Date	Auxiliary Date	Registration Date	Document Type	Serie	Num.	Auxiliary Number	Entity Number	Payment Condition	Payment method	Solter	Dis
05-12-2024	05-12-2024	05-12-2024	CFA	2024	1	1	1	100	101	001	0.00
05-12-2024	05-12-2024	05-12-2024	CFT	2024	1	1	1	100	101	001	0.00
05-12-2024	05-12-2024	05-12-2024	CFA	2024	1	1	1	100	101	001	0.00

To proceed with usage, you should click on EDIT FILTER and the following screen below will appear.



Here, you can filter your documents with the various fields available for selection. For example, in the screen shown above, if we want to display only the "CFA - Invoice" document with the date range "GREATER THAN OR EQUAL to 01-12-2024 and LESS THAN OR EQUAL to 31-12-2024". The result of this search will show all customer invoices in the selected period, i.e., in June 2024.

After choosing the filtering conditions, click on SEARCH (Magnifying Glass Icon), and Colibri Project will return the transactions with the filtering applied.



Now, simply select the desired report, as shown in the image below, and preview your data.

Automatic Email Configuration

In Colibri Project, you can configure automatic email sending of your documents to your clients. To do this, you should set up your email account, which you can do in 'Parameters -> Email'.

The screenshot shows the 'Parameters' dialog box with the 'Email' tab selected. The left sidebar lists 'Parameters', 'Company', 'Information', 'Images', and 'Certificates'. The 'Email' tab contains the following fields:

- Sending:** A dropdown menu set to 'Off'.
- Server:** A text input field containing 'smtp.xxx.pt'.
- Gate:** A dropdown menu set to '25'.
- User:** An empty text input field.
- Password:** An empty text input field.
- Security:** A dropdown menu set to 'NONE'.
- Authentication:** A dropdown menu set to 'No'.
- Text:** A large empty text area.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

After correctly setting up your email account, you should go to "Tables -> Documents" and double-click on a document you want to send via email, such as an invoice. Then, specify how many copies of the document you want to send.

NOTE: You should follow this process for all documents you wish to send via email.

Documents

General Emission Rules Values Series

Copies to Process **Triplicate**

Copies by Email **1**

Printer

Manual Selection(*)
Automatic Selection(*)
 System Printer(*)
 OneNote (Desktop)
 OneNote for Windows 10
 Microsoft XPS Document Writer
 Microsoft Print to PDF
 Kyocera ECOSYS M6230cidn KX
 Fax
 EPSON TM-T20 Receipt5
 AnyDesk Printer

Template

704 - Fatura - Modelo 14
 714 - Recibo - Modelo 14
 724 - Lançamento - Modelo 14
 754 - Guia Transporte - Modelo 14
 764 - Fatura Talao - Modelo 14
 784 - Fatura Exportação PT - Modelo 14
 794 - Fatura Exportação EN - Modelo 14

Save (F4) Exit (Esc)

Afterward, in the client record, you will need to enter the email in the "Contacts" tab.

Colibri Project - ERP (ESKOP) - Colibri Project

File Workspace Help

Information Customers File Customers Edit

Number **1**

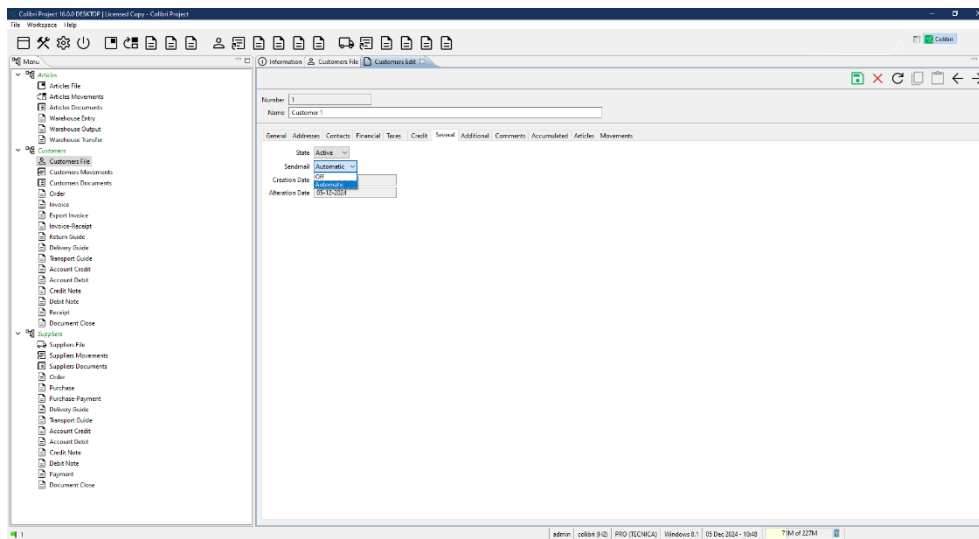
Name **Customer 1**

General Address Contacts Financial Taxes Credit Sewal Additional Comments Accumulated Articles Movements

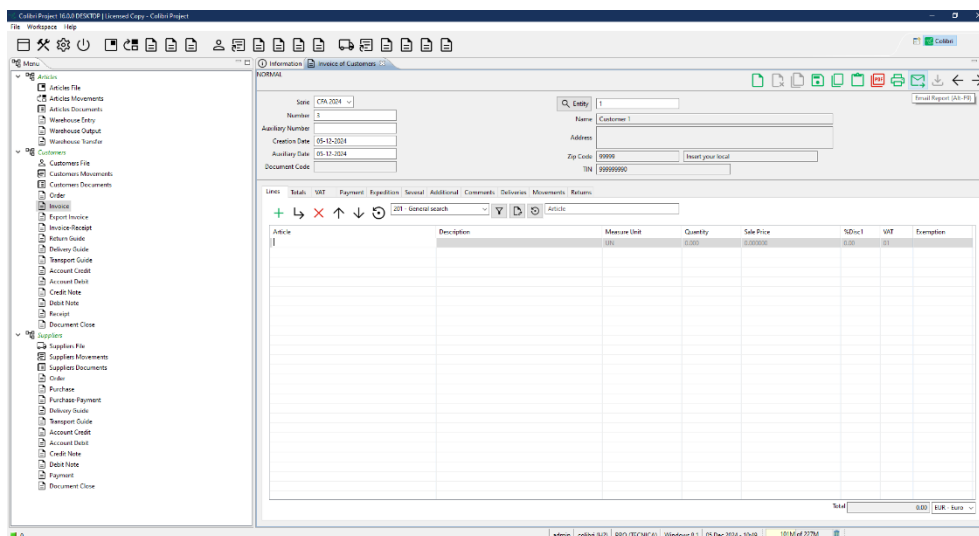
Phone #1
 Phone #2
 Mobile
 Fax
 Email (to) **example@email.com**
 Email (cc)
 Website
 Sponsor

admin colibri P/Q PRO (TECNICA) Windows 8.1 05 Dec 2024 - 10:03 119M of 200M

And if you want an email to be sent automatically when clicking "Print," you should indicate in the client record, in the "Several" tab, that you want "Sendmail" automatic.



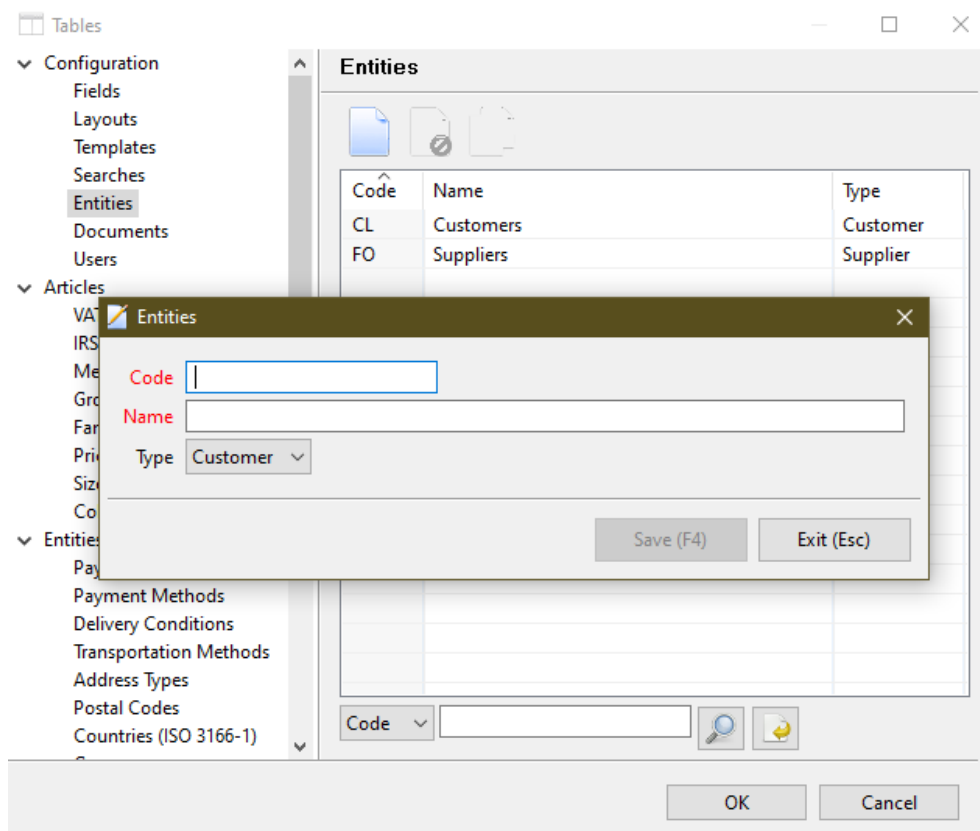
The configuration is now complete. Now, simply click on "Email Report" when issuing documents, and the email will be sent to your client.



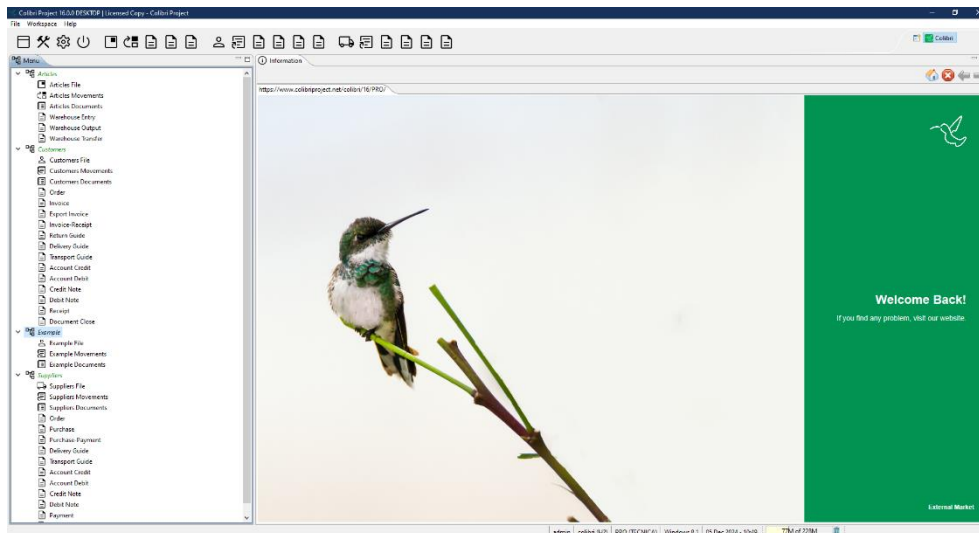
Creating a New Entity

By default, Colibri Project has two entities already created: Customers and Suppliers. However, it is possible to create more entities to meet the needs of each user.

To do this, go to FILE -> TABLES and select the option "Entity". Now, click on "New Record", and the following window will appear.



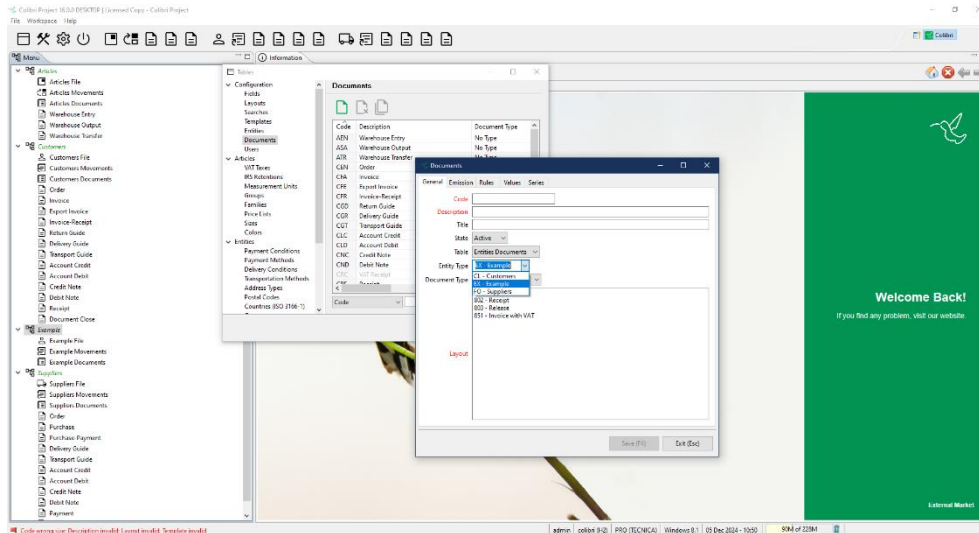
Enter the Code, the name of the entity, and the Type, for example, Work Management. Now, click on save, and you will see that the new entity has been added to the Main Menu.



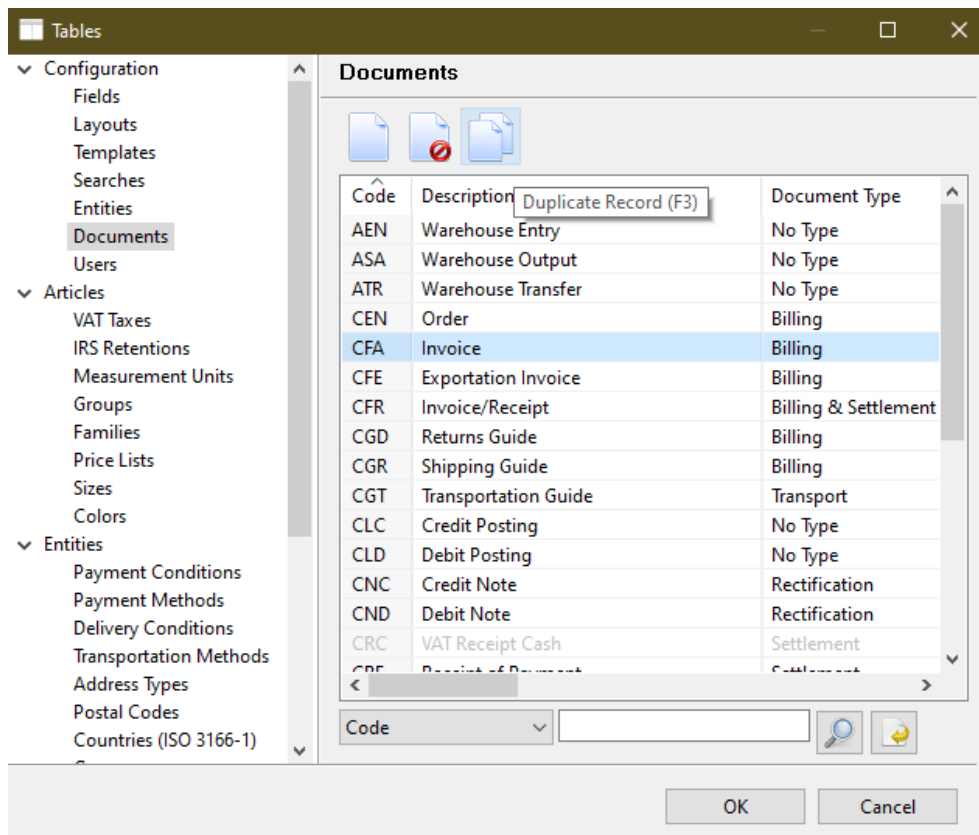
As you can see, the new "Entity" has been added to the "Main Menu". You can now add documents to the created entity, as you can see in the next topic.

Document Creation

In Colibri, you can also add documents in addition to those already existing. To do this, simply go to "Tables -> Documents" and click on "New Record".



If you want, you can also duplicate the settings of a Document. There, click on "Duplicate Record", for example, Invoice.



Then, just configure the Document as desired.

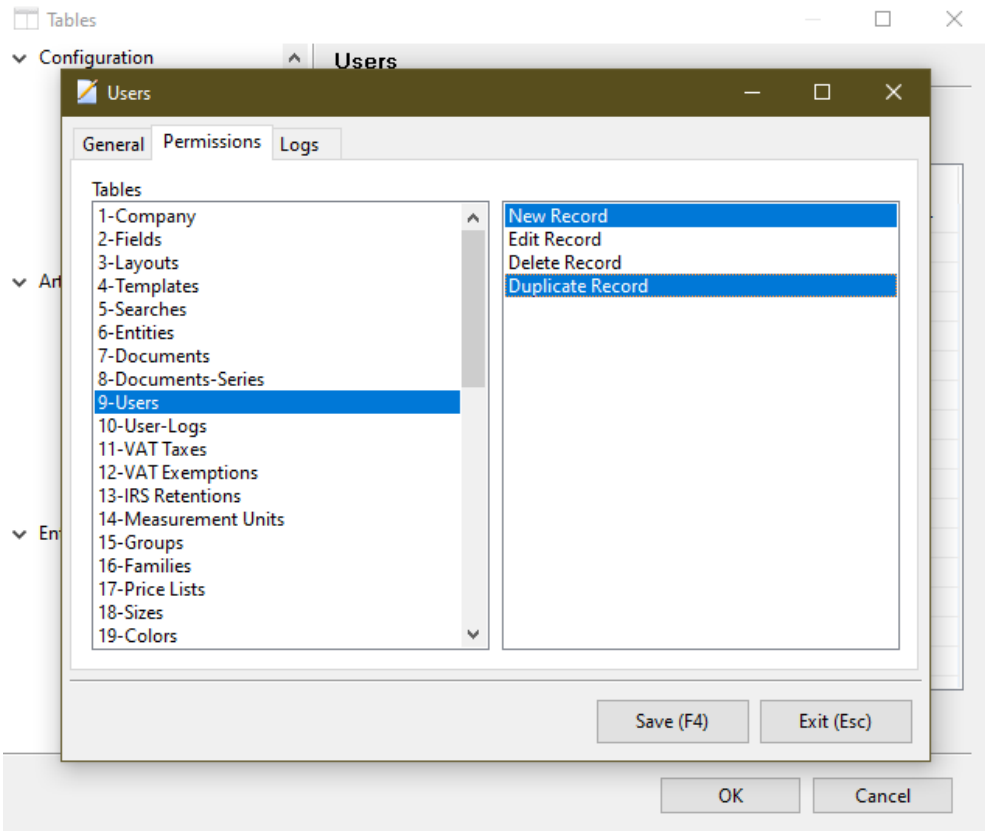
User Creation

Colibri Project allows the creation of multiple users, enabling you to control permissions for other users and keep track of who creates specific documents. To create a new user, go to "Tables -> Users" and click on "New Record".

The screenshot shows the 'Tables' application window. The left sidebar lists various tables, with 'Users' selected. The main area shows a table with columns 'User', 'Type', and 'Manager'. A 'New Record (F2)' button is visible above the table. The table contains one row with 'admin' in the 'User' column and 'Administrator' in the 'Manager' column. The 'Type' column is empty. At the bottom, there is a 'User' dropdown menu and a search icon.

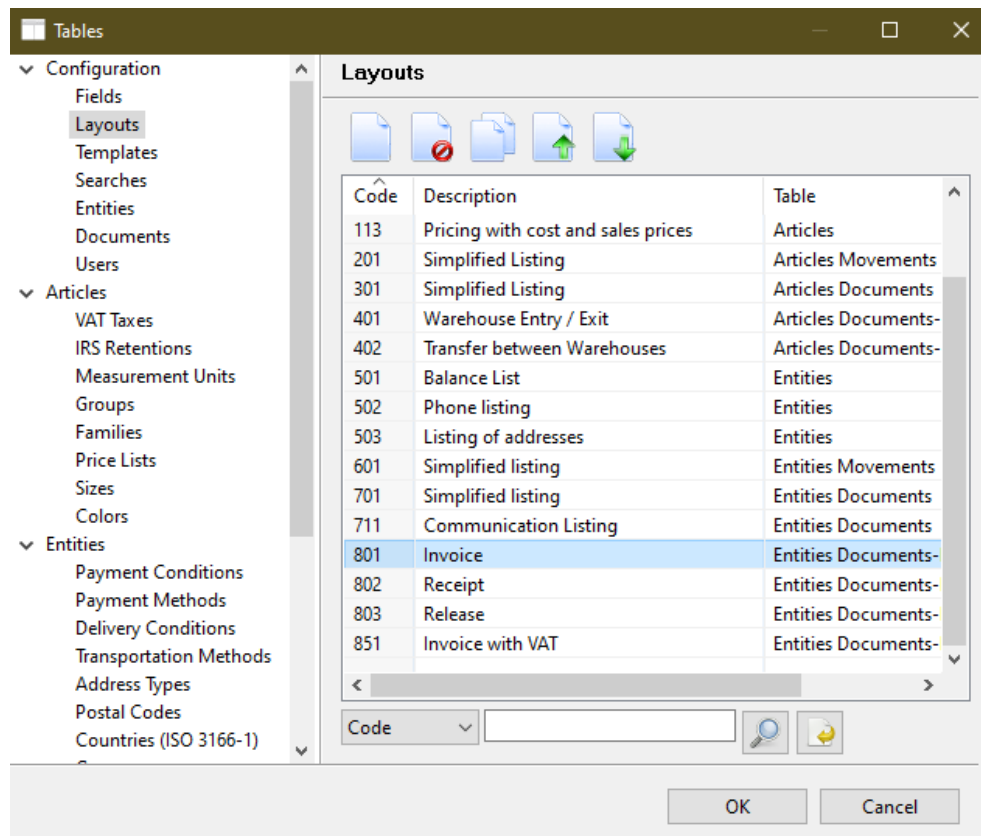
User	Type	Manager
admin		Administrator

The window below will be displayed, where you can configure all user data, where the selected fields are the ones that are allowed to that specific user.



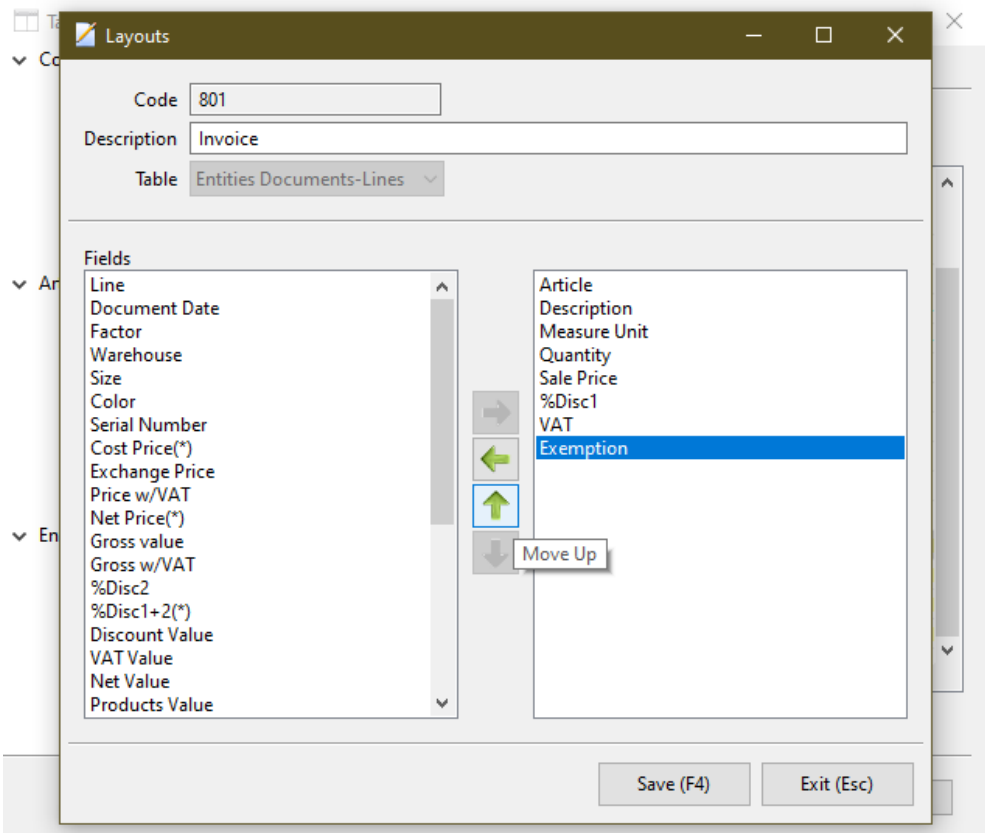
Layout Editing

If you want to change any layout, for example, add extra fields to an invoice, just go to "Tables -> Layouts".



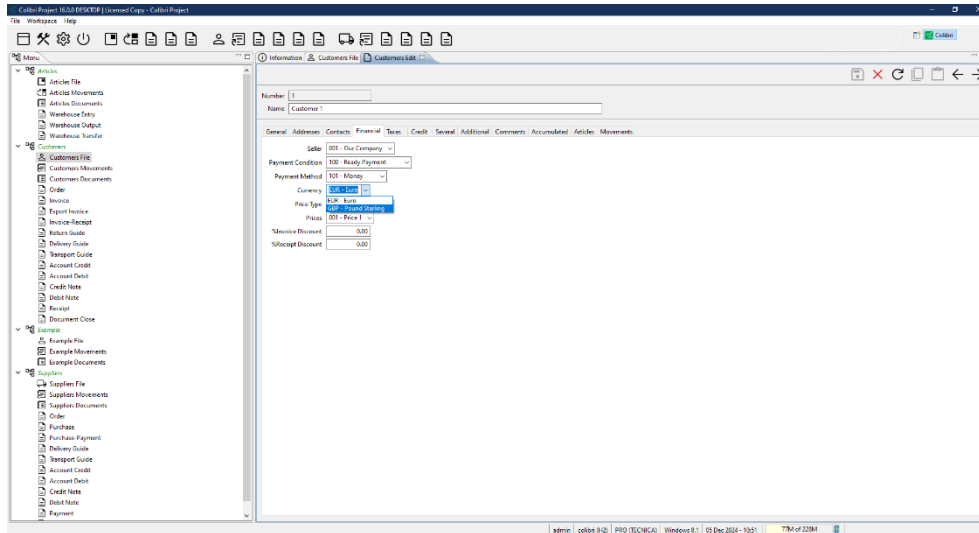
Double-click on "801 - Invoice", for example, and the window below will appear.

Now, just place the fields you want on the right side of the invoice and arrange them in the desired order. Save, and the layout is changed.

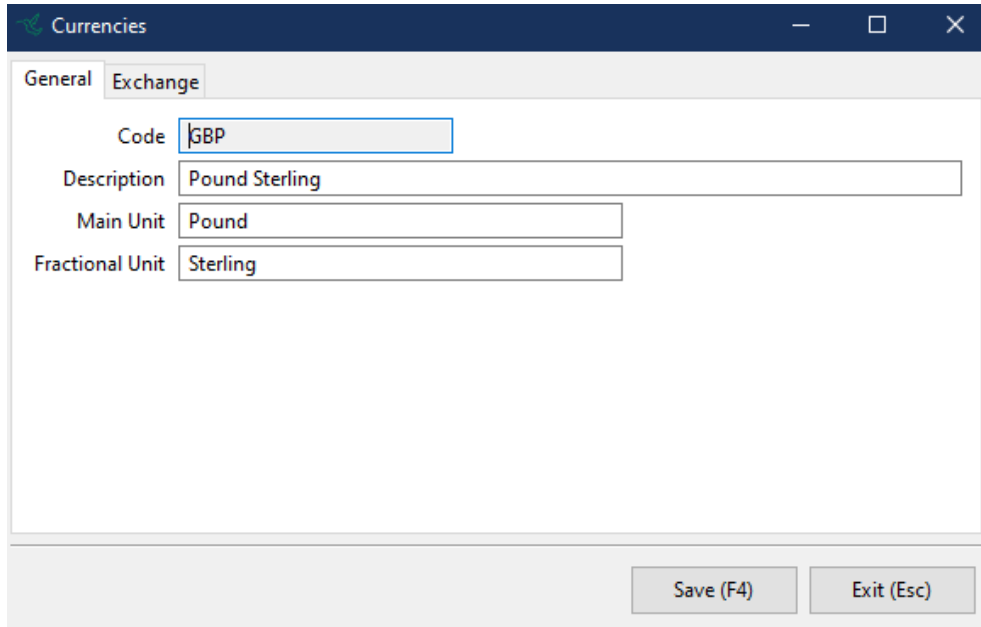


Creating an Exchange

If you want to make an exchange for a specific client, from EUR to GBP, for example, you define the currency type to which the client is subject when creating the client.



After this, it is necessary to define the exchange rate for the currency in question. To do this, go to "Tables -> Currencies (ISO 4217)", double click the currency, define the required fields, in this case, Pound/Pounds and Cent/Cents.



The screenshot shows a window titled "Currencies" with a dark blue header bar containing a green bird icon, the title, and standard window controls. Below the header is a tabbed interface with "General" and "Exchange" tabs. The "Exchange" tab is active, showing four input fields: "Code" (containing "GBP"), "Description" (containing "Pound Sterling"), "Main Unit" (containing "Pound"), and "Fractional Unit" (containing "Sterling"). At the bottom right of the window are two buttons: "Save (F4)" and "Exit (Esc)".

Code	GBP
Description	Pound Sterling
Main Unit	Pound
Fractional Unit	Sterling

Save (F4) Exit (Esc)

In exchanges, it is necessary to specify the exchange rate associated to a specific date.

Currencies

General

Exchange

+

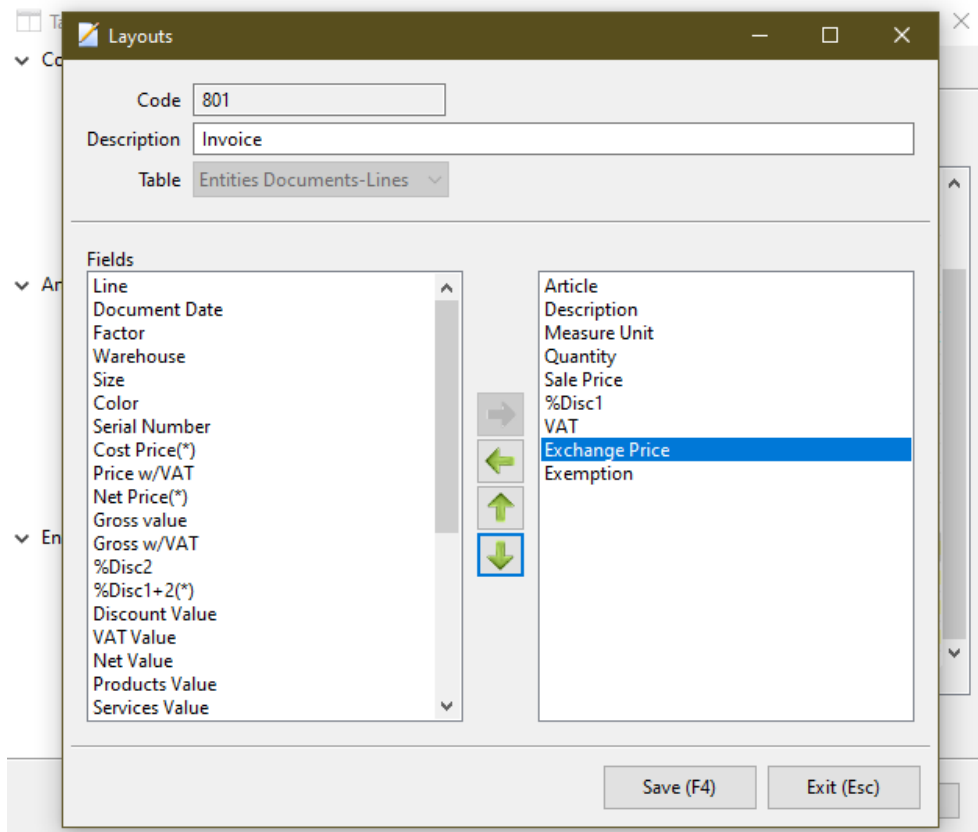
×

Date	Amount (1 Euro)
05-12-2024	0.990000

Save (F4)

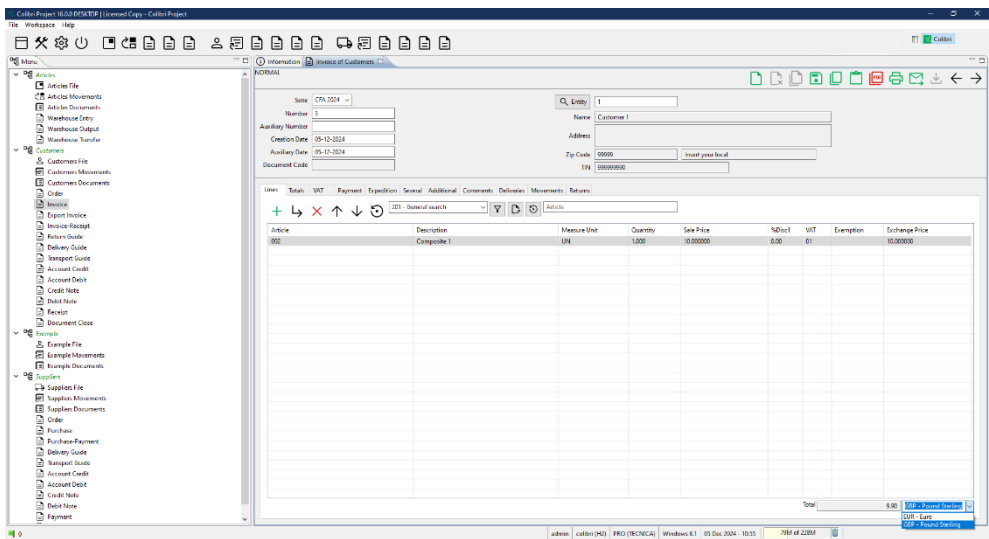
Exit (Esc)

With this, we will then define the layout of the desired document(s) to show the exchange rate value. In this case, we will use "Invoice". To do this, go to "Tables -> Layouts -> Invoice" and double-click. In the first column (left), look for "Exchange Price" and click on the green arrow pointing to the right column. If desired, you can move the field up.



This way, whenever we create an invoice, the "Exchange Price" field will appear.

After this, whenever an invoice is created for a client that has GBP as its default currency, it will automatically convert to its currency in the "Total Due".

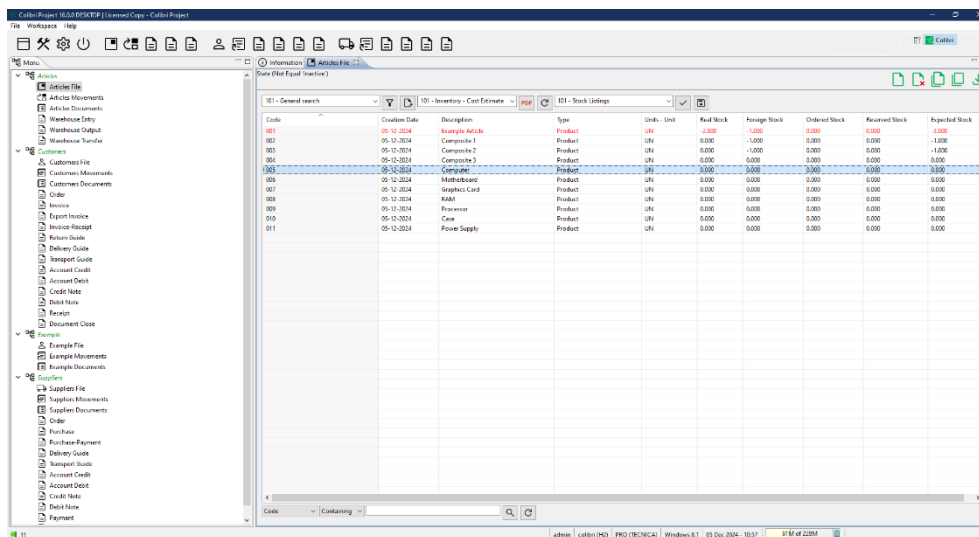


In the report, we can see the "TOTAL (EUR)" along with the export data, and the value in GBP appears as well.

Production Management

Colibri offers us the possibility to create Compound Items, which allows us that when selling a specific item, it outputs the stock of the respective items that compose it. Let's illustrate below the sale of a Computer as a Compound Item, which will consequently output the stock of Motherboard, RAM, Processor, Graphics Card, Power Supply, and PC Case.

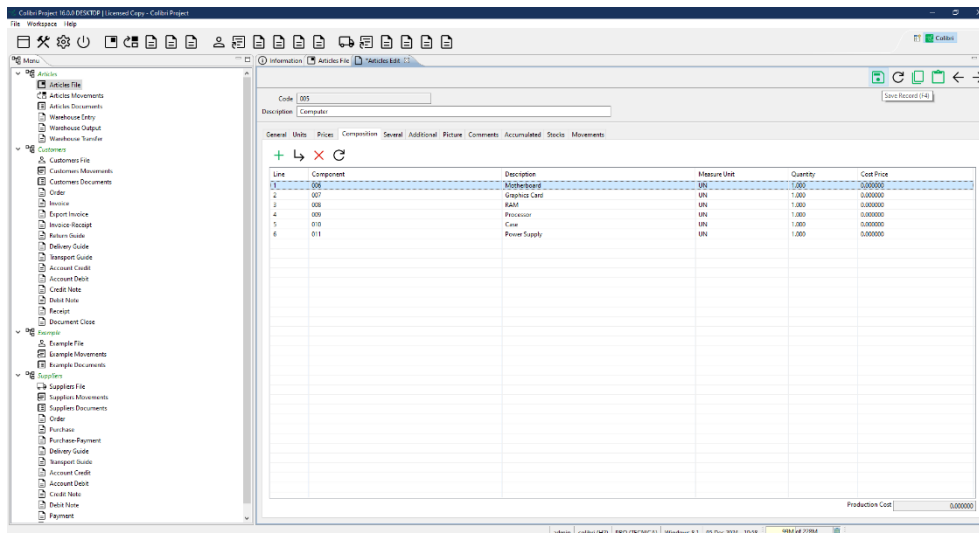
For this, we will previously create the items as explained above, thus having the ARTICLES FILE as follows:



Code	Creation Date	Description	Type	Unit	Real Stock	Average Stock	Ordered Stock	Reserved Stock	Expected Stock
001	05-12-2024	Example Article	Product	UN	2.000	1.000	0.000	0.000	1.000
002	05-12-2024	Component 1	Product	UN	0.000	-1.000	0.000	0.000	-1.000
003	05-12-2024	Component 2	Product	UN	0.000	-1.000	0.000	0.000	-1.000
004	05-12-2024	Component 3	Product	UN	0.000	0.000	0.000	0.000	0.000
006	05-12-2024	Computer	Product	UN	0.000	0.000	0.000	0.000	0.000
005	05-12-2024	Motherboard	Product	UN	0.000	0.000	0.000	0.000	0.000
007	05-12-2024	Graphics Card	Product	UN	0.000	0.000	0.000	0.000	0.000
008	05-12-2024	RAM	Product	UN	0.000	0.000	0.000	0.000	0.000
009	05-12-2024	Processor	Product	UN	0.000	0.000	0.000	0.000	0.000
010	05-12-2024	Case	Product	UN	0.000	0.000	0.000	0.000	0.000
011	05-12-2024	Power Supply	Product	UN	0.000	0.000	0.000	0.000	0.000

Now that we have all the necessary items created for the composition of a computer, we enter the computer article and go to the "Composition" tab.

Within the "Composition" tab, we list all the items that make up the computer, as illustrated in the image below.



We will now create the Production document. To do this, go to Tables -> Documents and duplicate the "Warehouse Entry" document. We set the parameters as follows:

On the General tab:

The 'Documents' dialog box is shown with the 'General' tab selected. The configuration is as follows:

- Code:** PRD
- Description:** Production
- Title:** Production
- State:** Active
- Table:** Articles Documents
- Entity Type:** (Empty)
- Document Type:** No Type
- Layout:**
 - 401 - Warehouse Entry / Exit
 - 402 - Transfer between Warehouses

Buttons at the bottom: Save (F4), Exit (Esc).

es	Values	Series
	Stock In	▼
	Stock Out	▼
	Real Stock	▼
	No	▼
	Do not Move	▼
	Real Balance	▼
	No	▼
	Do not Move	▼
	None	▼
	National	▼

Save (F4)

Production document created. Now, let's

[illegible]

Now, returning to the ARTICLES FILE, we can observe the quantities in stock after entering 50 Computers into Production.

Code	Creation Date	Description	Type	Unit	Real Stock	Average Stock	Ordered Stock	Received Stock	Expected Stock
001	05-12-2024	Example Article	Product	UN	2,000	1,000	0,000	0,000	0,000
002	05-12-2024	Component 1	Product	UN	0,000	0,000	0,000	0,000	0,000
003	05-12-2024	Component 2	Product	UN	0,000	0,000	0,000	0,000	0,000
004	05-12-2024	Component 3	Product	UN	0,000	0,000	0,000	0,000	0,000
005	05-12-2024	Computer	Product	UN	50,000	0,000	0,000	0,000	50,000
006	05-12-2024	Motherboard	Product	UN	50,000	0,000	0,000	0,000	50,000
007	05-12-2024	Graphics Card	Product	UN	50,000	0,000	0,000	0,000	50,000
008	05-12-2024	RAM	Product	UN	100,000	0,000	0,000	0,000	100,000
009	05-12-2024	Processor	Product	UN	50,000	0,000	0,000	0,000	50,000
010	05-12-2024	Case	Product	UN	50,000	0,000	0,000	0,000	50,000
011	05-12-2024	Power Supply	Product	UN	50,000	0,000	0,000	0,000	50,000

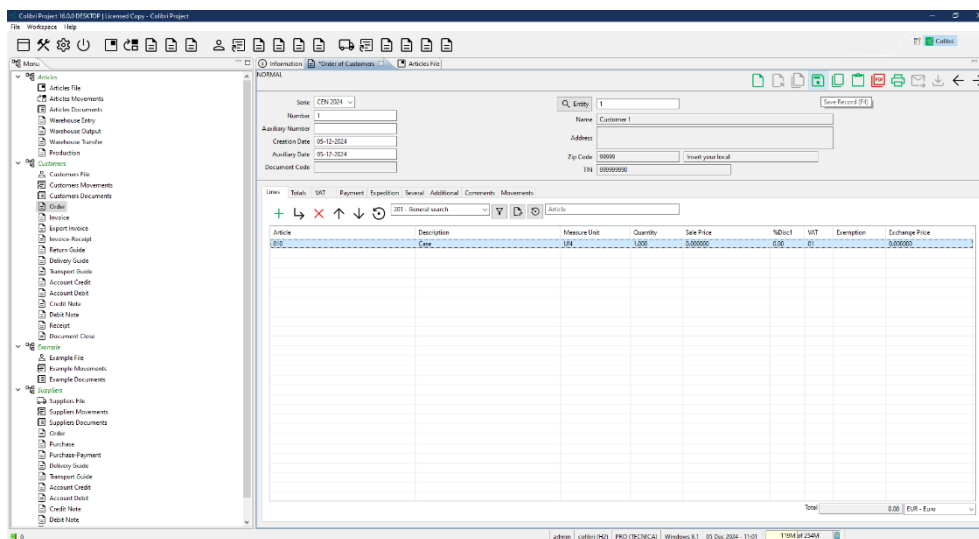
You have removed 50 units of each item, except for the RAM. As we defined that each Computer would have 2 RAM, it then removed 100 units.

Document Loading

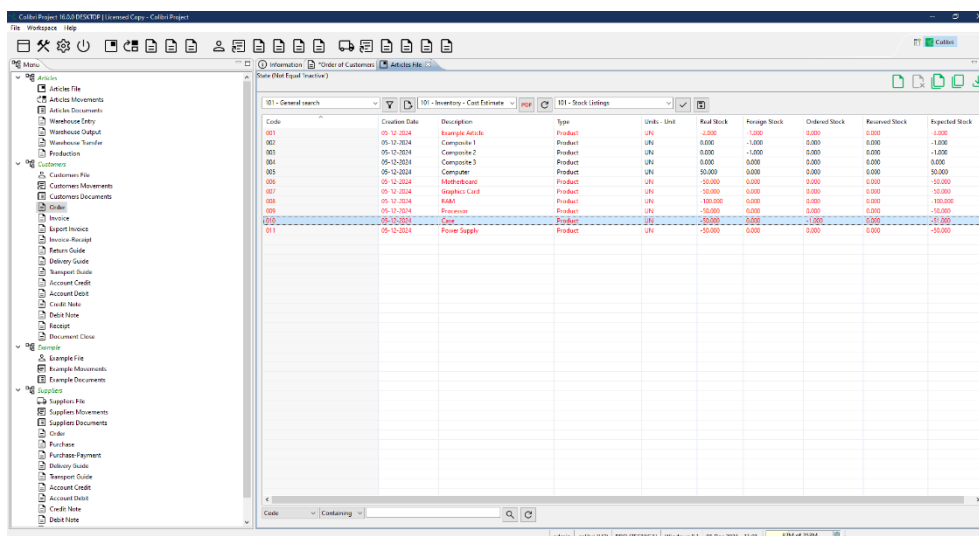
The Colibri Project offers us the possibility to load documents into Invoices, such as Transport Guides, Orders, and Quotations.

For example, when making an Order, the user can issue the invoice for that order without needing to enter all the items again. Let's demonstrate the necessary steps to execute this parameter.

We open the Order document and create a new one:



With the order created, we can verify that the ordered quantity is reflected in the change of stock in the "Ordered Stock":



Colibri Project - 50



Document Closure

Document Closure is created to, as the name suggests, close documents that are pending and that the user no longer wishes to use. For example, a Transport Guide that is no longer needed.

Below, we have the Transport Guide created with the Consumer 1.

The screenshot displays the 'Colibri Project' application window. The left sidebar shows a tree view of document types, with 'Transport Guide' selected under the 'Customers' category. The main window shows the details of a 'Transport Guide' document for 'Customer 1'. The document is titled 'Transport Guide of Customer 1' and is in the 'NORMAL' state. The document details include:

- State: COT 2024
- Number: 1
- Creation Date: 05-12-2024
- Availability Date: 05-12-2024
- Document Code: 1
- Name: Customer 1
- Address: [empty]
- Zip Code: 99999
- TIN: 999999999

The main table displays the document's contents, which are organized into columns: Article, Description, Measure Unit, Quantity, Sale Price, Net Unit, VAT, Exemption, and Exchange Price. The table contains three rows of data:

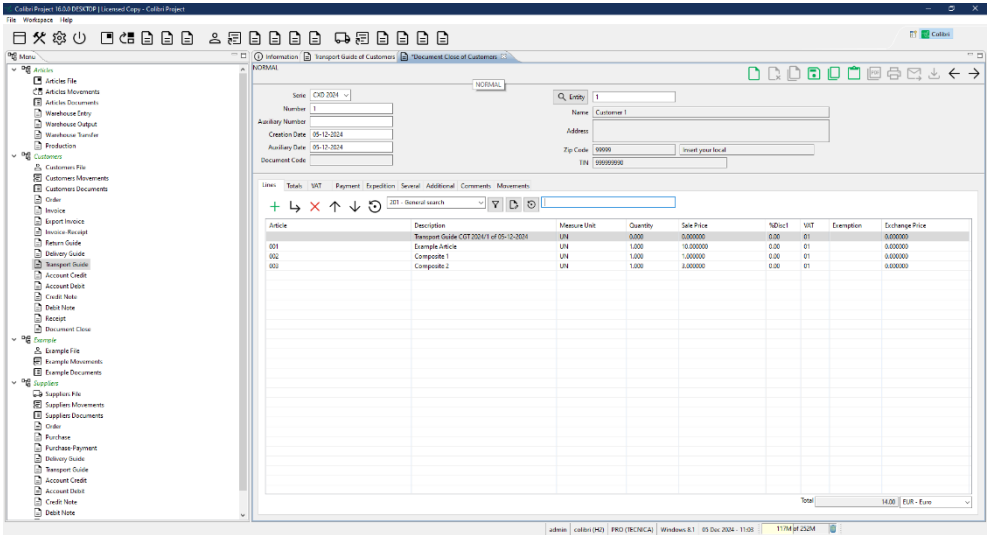
Article	Description	Measure Unit	Quantity	Sale Price	Net Unit	VAT	Exemption	Exchange Price
001	Example Article	LIN	1,000	10,000,000	0,00	01	Exemption	10,000,000
002	Composite 1	LIN	1,000	1,000,000	0,00	01		1,000,000
003	Composite 2	LIN	1,000	1,000,000	0,00	01		1,000,000

The bottom of the window shows a status bar with the text 'Total: 14,00 | EUR - Euro'.

Let's now proceed to close the document represented above.

To do this, we open the "Document Closure" and enter the same customer to whom we have the pending document, in this case, it will be Consumer 1.

With this, we now have the icon to apply the filter, which we have to click to load the pending document for the customer in question.

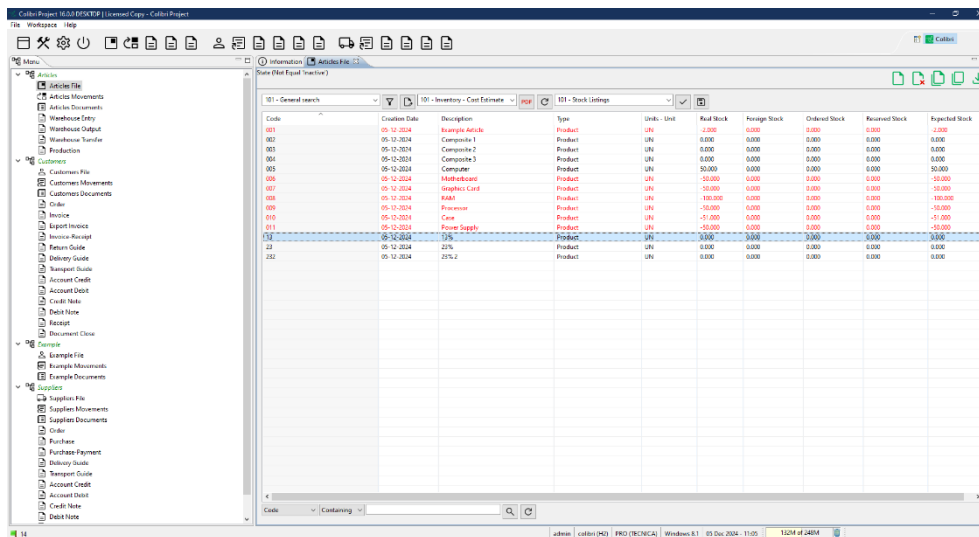


The pending Transport Guide for the Final Consumer has been loaded, and the next step is to save the record.

Conversion of VAT rates

Colibri has the capacity to converse VAT rates through the 'Processings' Icon Menu. When creating an article, if the user does not change the parameters, the article will be created with the default VAT rate. In this topic, we will show how to create a new VAT Rate and, subsequently, process the records in order to change items that have the default VAT Rate to assume the new one.

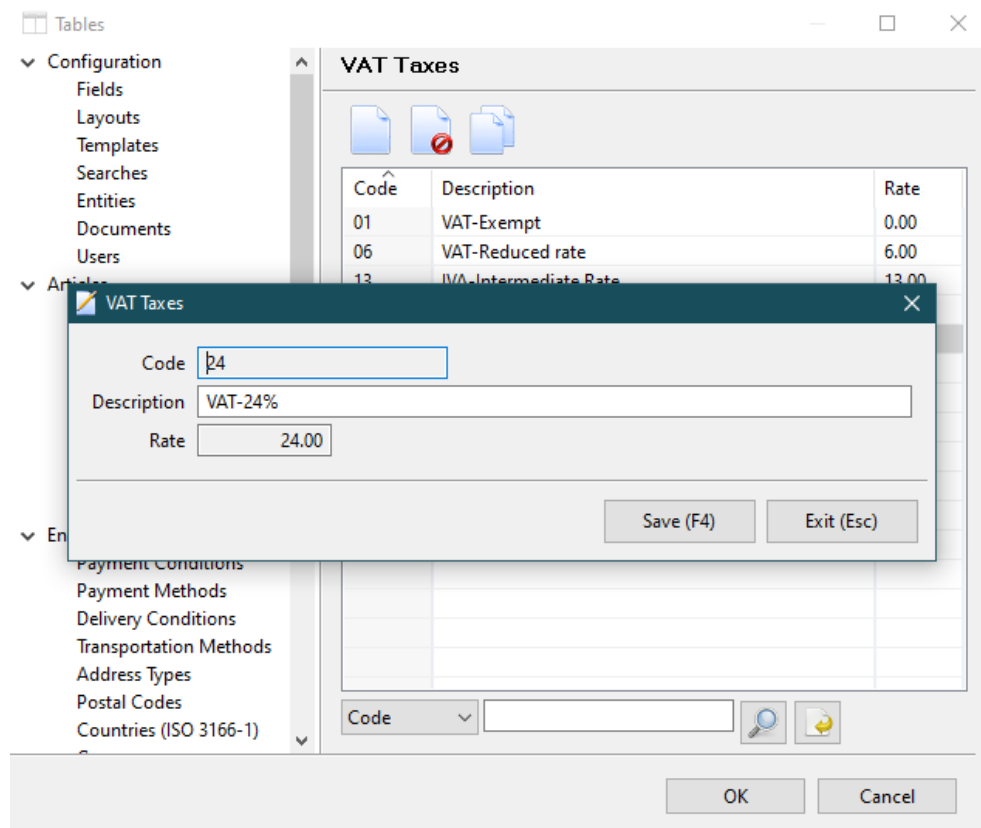
We therefore start by creating articles, creating 2 articles at 23% and 1 article at 13%.



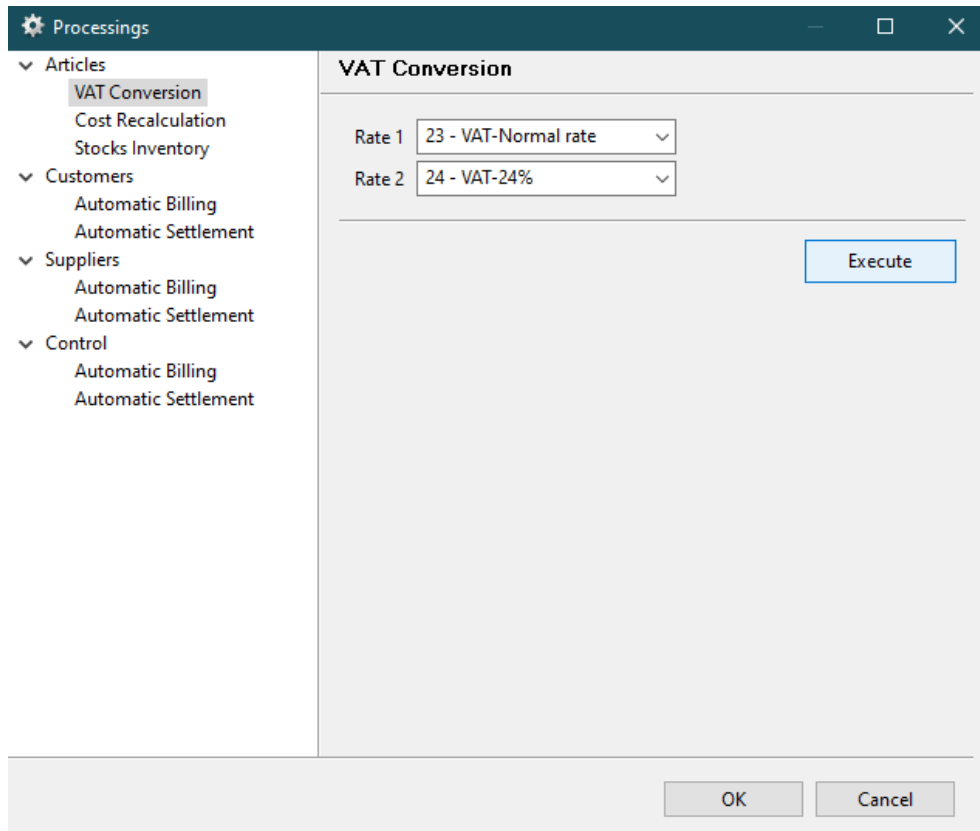
The screenshot displays the 'Articles' window in the Colibri Project software. The window has a sidebar on the left with a tree view of the application's menu, including options like 'Articles Movements', 'Warehouse Entry', 'Warehouse Output', 'Production', 'Customers', 'Customers File', 'Customers Movements', 'Customers Documents', 'Order', 'Invoice', 'Export Invoice', 'Invoice Receipt', 'Return Guide', 'Delivery Guide', 'Transport Guide', 'Account Credit', 'Account Debit', 'Credit Note', 'Debit Note', 'Receipt', and 'Document Close'. The main area shows a table of articles with columns for Code, Creation Date, Description, Type, Units, Unit, Real Stock, Average Stock, Ordered Stock, Received Stock, and Expected Stock. The table contains 13 rows of data, with the last row (code 13) highlighted in blue. The status bar at the bottom indicates the user is 'admin', the company is 'colibri (S2)', the project is 'PRO (TECNICA)', the version is 'Windows 8.1', the date is '05 Dec 2024', the time is '11:05', and the user ID is '132M #14814'.

Code	Creation Date	Description	Type	Units	Unit	Real Stock	Average Stock	Ordered Stock	Received Stock	Expected Stock
001	05-12-2024	Example Article	Product	UN	1.000	0.000	0.000	0.000	0.000	0.000
002	05-12-2024	Component 1	Product	UN	0.000	0.000	0.000	0.000	0.000	0.000
003	05-12-2024	Component 2	Product	UN	0.000	0.000	0.000	0.000	0.000	0.000
004	05-12-2024	Component 3	Product	UN	0.000	0.000	0.000	0.000	0.000	0.000
005	05-12-2024	Component	Product	UN	10.000	0.000	0.000	0.000	0.000	10.000
006	05-12-2024	Material Card	Product	UN	10.000	0.000	0.000	0.000	0.000	10.000
007	05-12-2024	Single Card	Product	UN	10.000	0.000	0.000	0.000	0.000	10.000
008	05-12-2024	Kit	Product	UN	10.000	0.000	0.000	0.000	0.000	10.000
009	05-12-2024	Printer	Product	UN	10.000	0.000	0.000	0.000	0.000	10.000
010	05-12-2024	Cable	Product	UN	10.000	0.000	0.000	0.000	0.000	10.000
011	05-12-2024	Power Supply	Product	UN	10.000	0.000	0.000	0.000	0.000	10.000
13	05-12-2024	13%	Product	UN	0.000	0.000	0.000	0.000	0.000	0.000
21	05-12-2024	21%	Product	UN	0.000	0.000	0.000	0.000	0.000	0.000
23	05-12-2024	23%	Product	UN	0.000	0.000	0.000	0.000	0.000	0.000

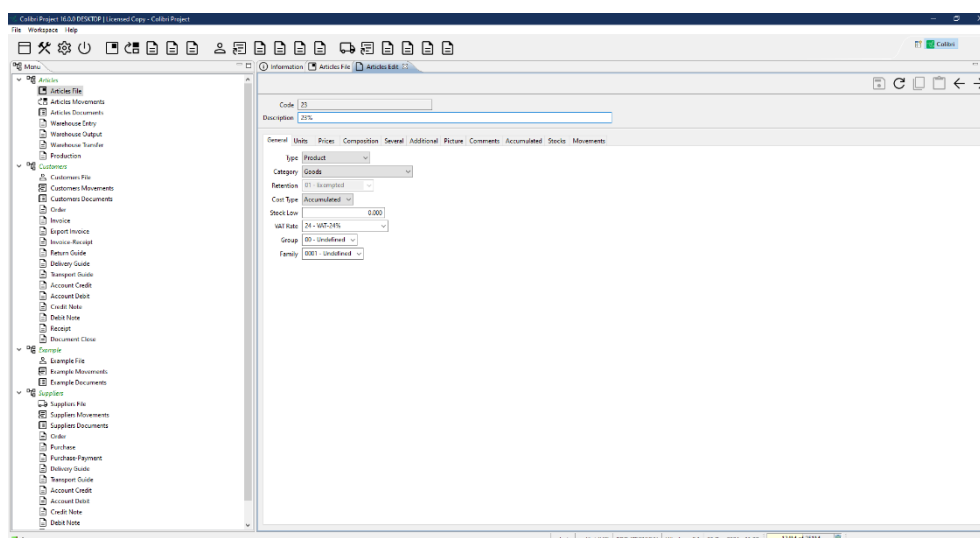
After this, we will then create a new VAT Rate, for which we need to go to “TABLES->VAT Taxes” and create a new one by clicking on the white page:



With the new VAT rate created, we now only have to indicate to Colibri to process the VAT conversion from a previous rate to the new one, we will, therefore, convert the items that are at 23% to 24%, to do this, we will a Processing -> VAT Conversion:



Returning then to the Article File, we can confirm that the articles that had the VAT Rate set at 23% were updated to the 24% Rate:



Serial Payments

Colibri allows us to make serial payments for pending documents from multiple clients.

If you have numerous pending invoices from different clients and want to avoid performing the same process for each client, you can execute Automatic Invoicing through the 'Processings' Icon on the Icon Bar.

The screenshot shows a software window titled "Processings" with a sidebar menu and a main configuration area. The sidebar menu includes categories like Articles, Customers, Suppliers, and Control, each with sub-items. The "Automatic Billing" option under "Customers" is highlighted. The main area, titled "Automatic Billing", contains a "Code" dropdown menu set to "CFA - Invoice" and a "Creation Date" text box with the value "19-02-2024". An "Execute" button is located in the bottom right of the main area. At the bottom of the window, there are "OK" and "Cancel" buttons.

Category	Sub-category
Articles	VAT Conversion
Articles	Cost Recalculation
Articles	Stocks Inventory
Customers	Automatic Billing
Customers	Automatic Settlement
Suppliers	Automatic Billing
Suppliers	Automatic Settlement
Control	Automatic Billing
Control	Automatic Settlement