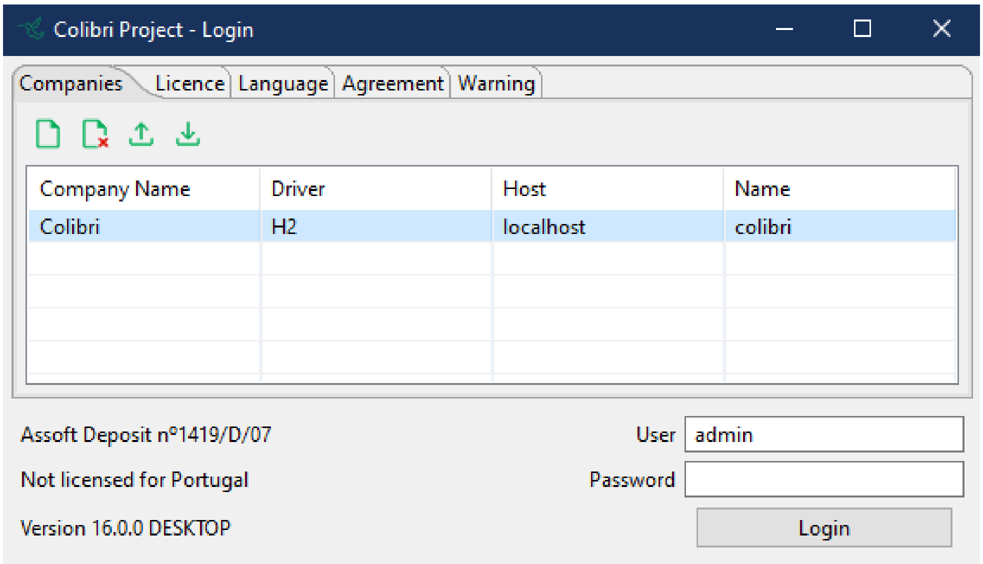
Colibri Project

User Manual

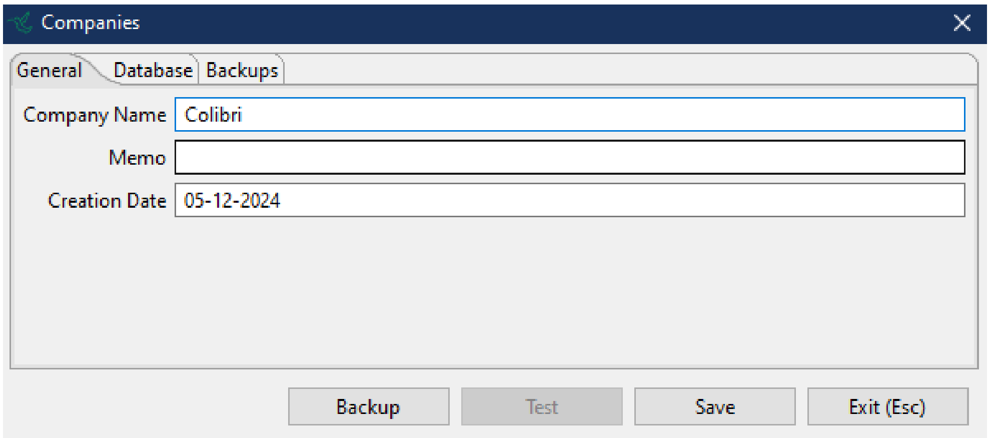
Index

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.

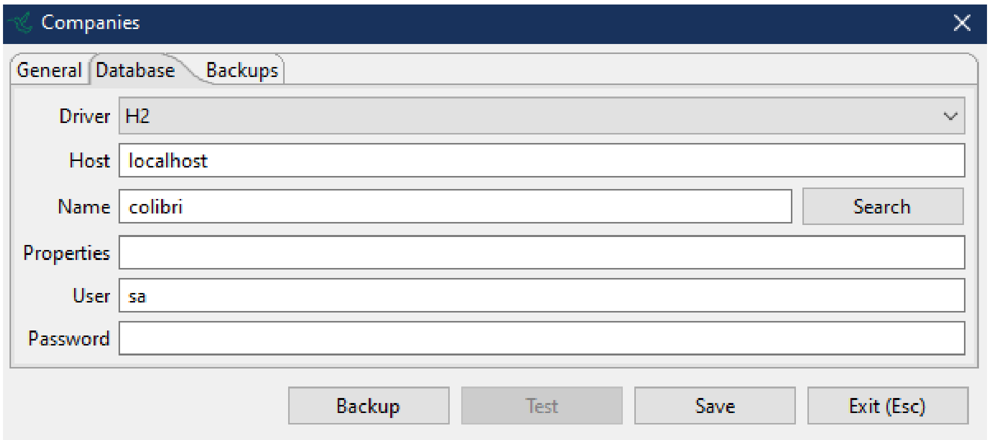


To add a new company, click on "New Record" or double-click on an already created one. The following window will appear.



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.

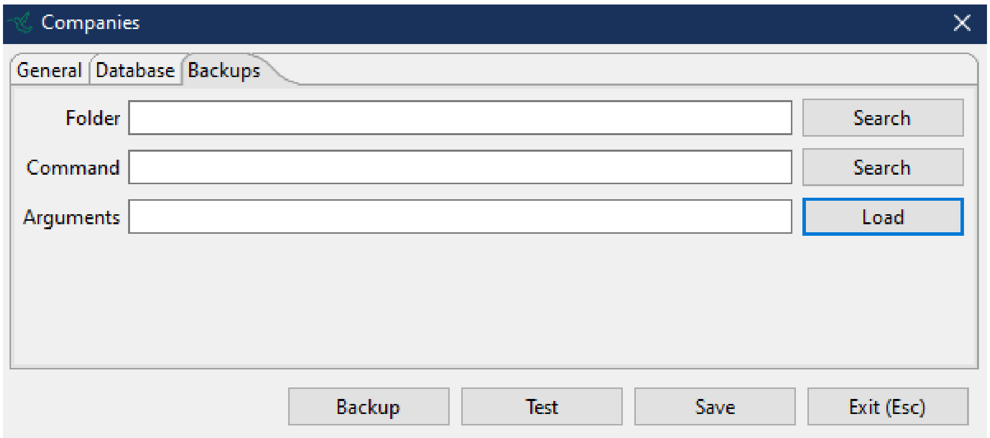


Specify the type of database engine, H2, PostgreSQL, or MySQL, and enter the "HOST". For PostgreSQL and MySQL, if it's local, use "localhost", or enter the server's IP address, for example, 192.168.1.1.

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.



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.

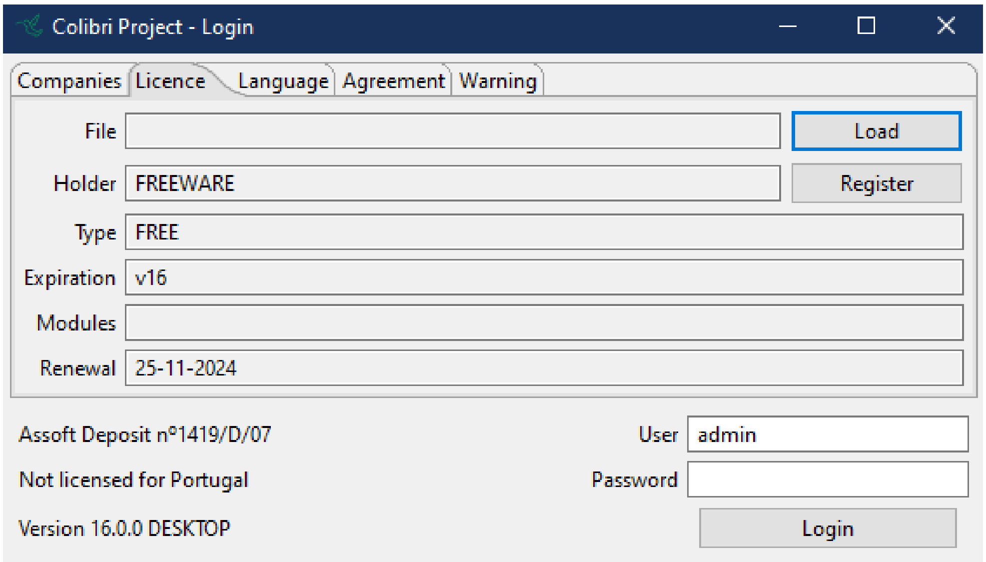
In the "command" field, enter the correct path to the bin folder of the database engine. For PostgreSQL, for example, it might look like this:

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.

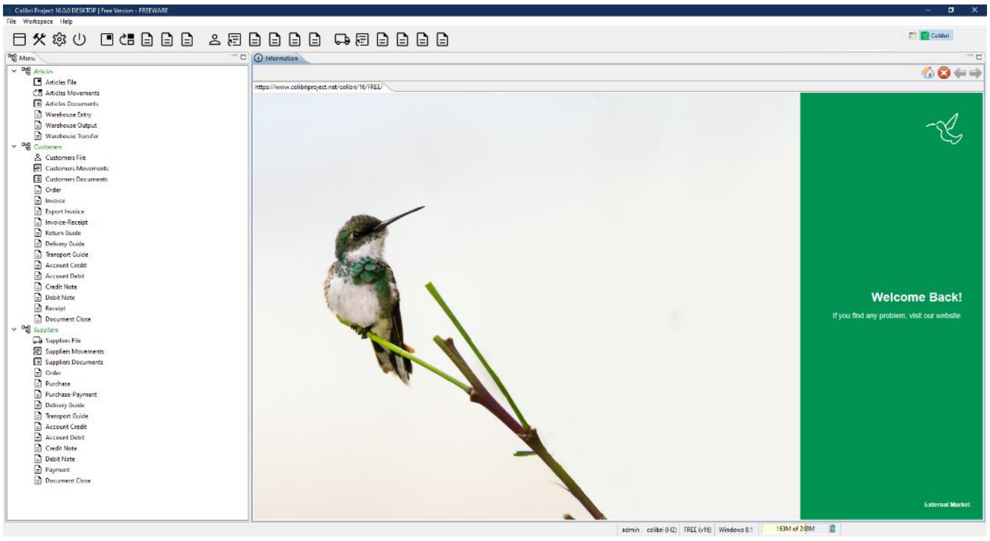


To log into the application, use the following credentials on the LOGIN screen:

Username: admin

Password: admin

Desktop

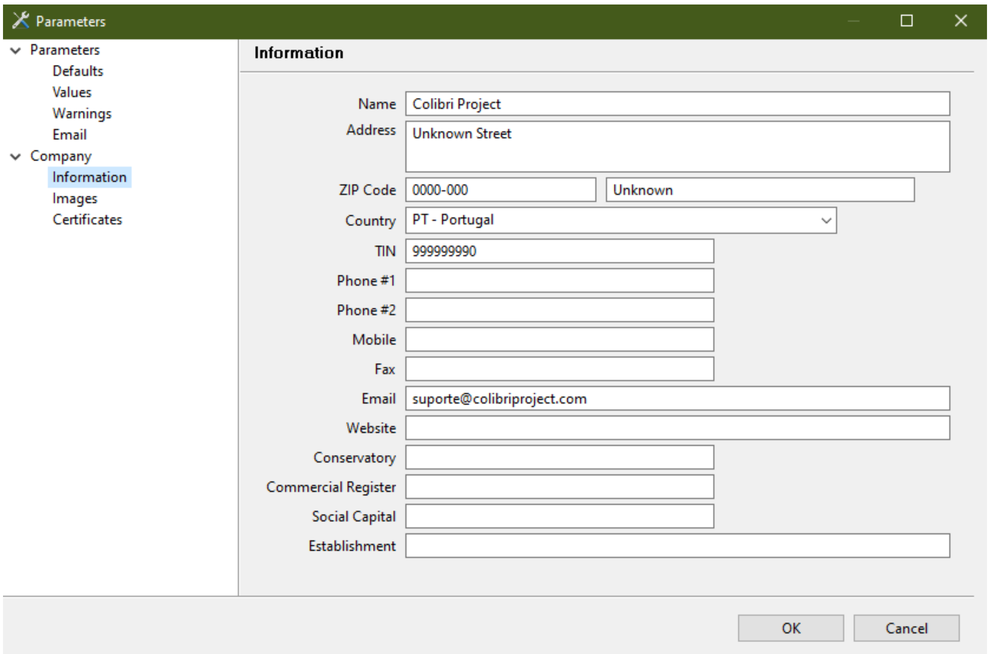


After the database initialization, this will be the screen displayed.

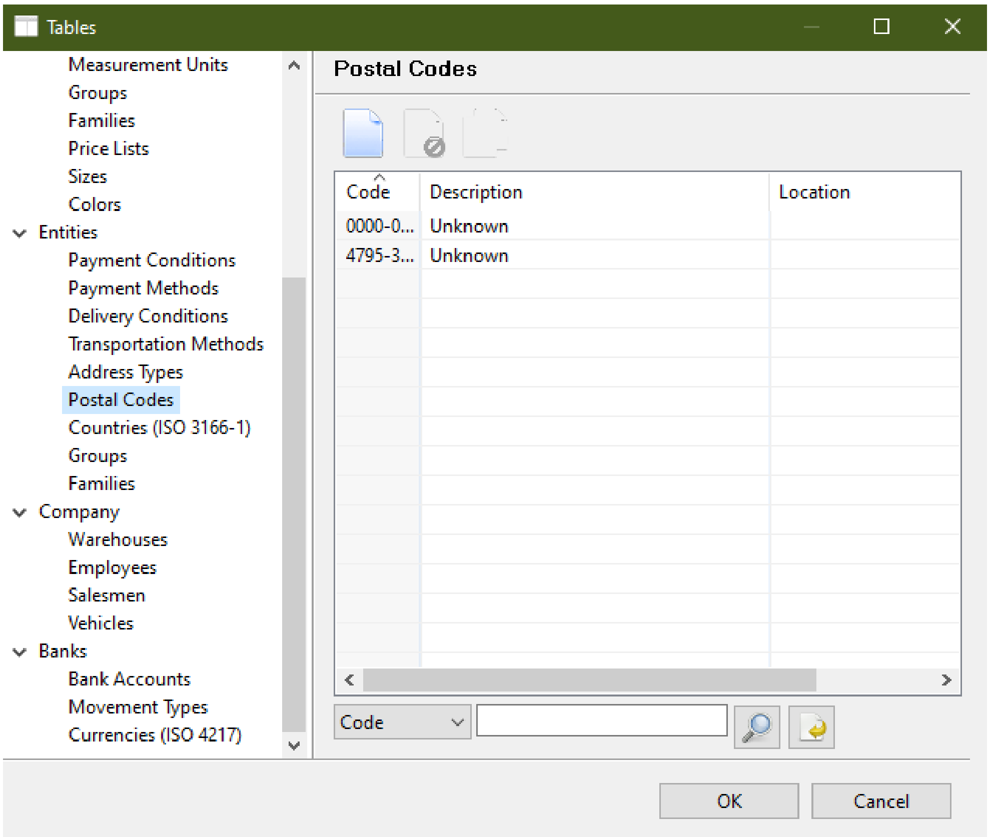
1. Menu Bar
2. Icon Bar
3. Tab Bar
4. Module Selection
5. Main Menu View
6. Central Base View
7. Status Bar

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.



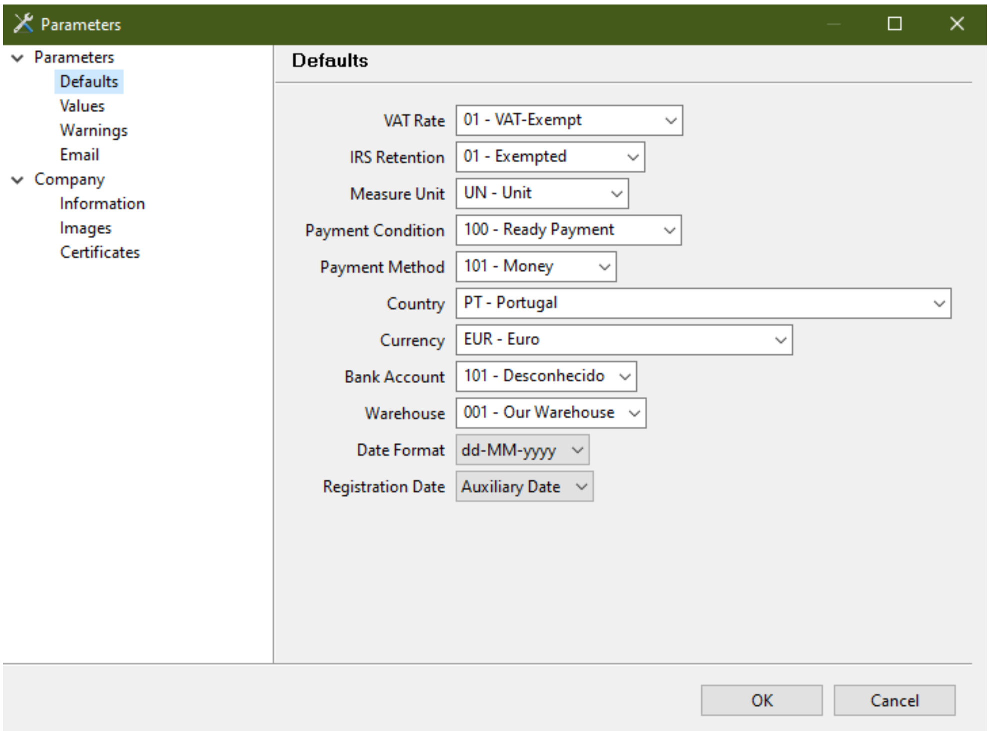
NOTE: If your Postal Code does not exist, access the menu TABLES -> POSTAL CODES and create your Postal Code and Description.



Parameters Management

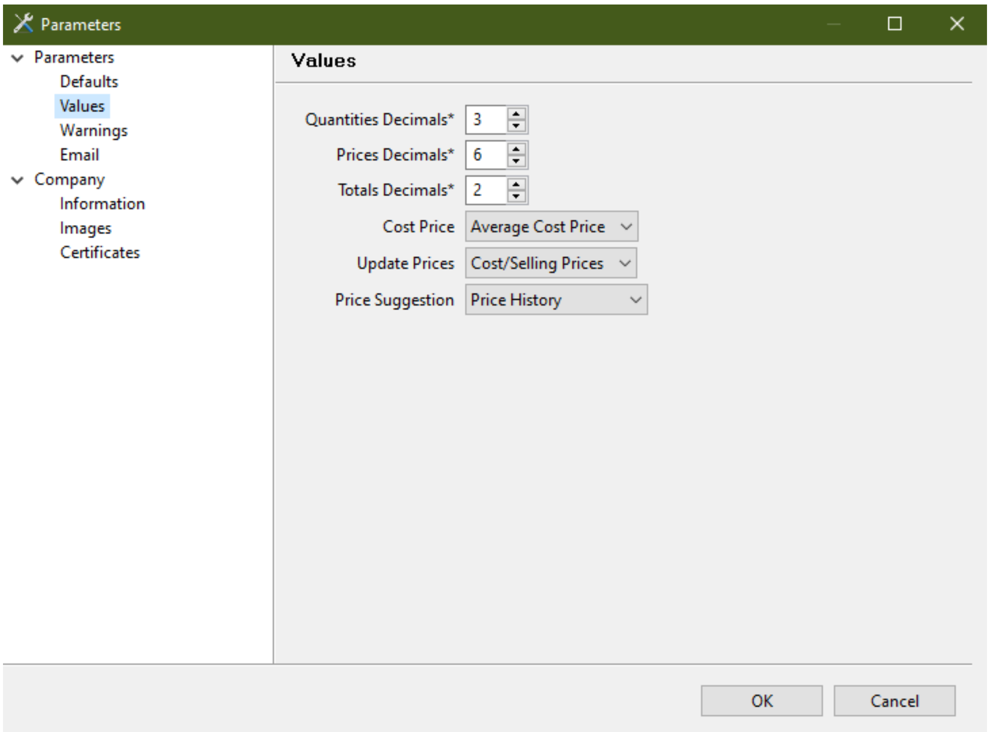
There is a series of parameters that we advise you to review so that you can adapt your Colibri Project to your needs.

You can go to "Parameters" and then "Defaults".



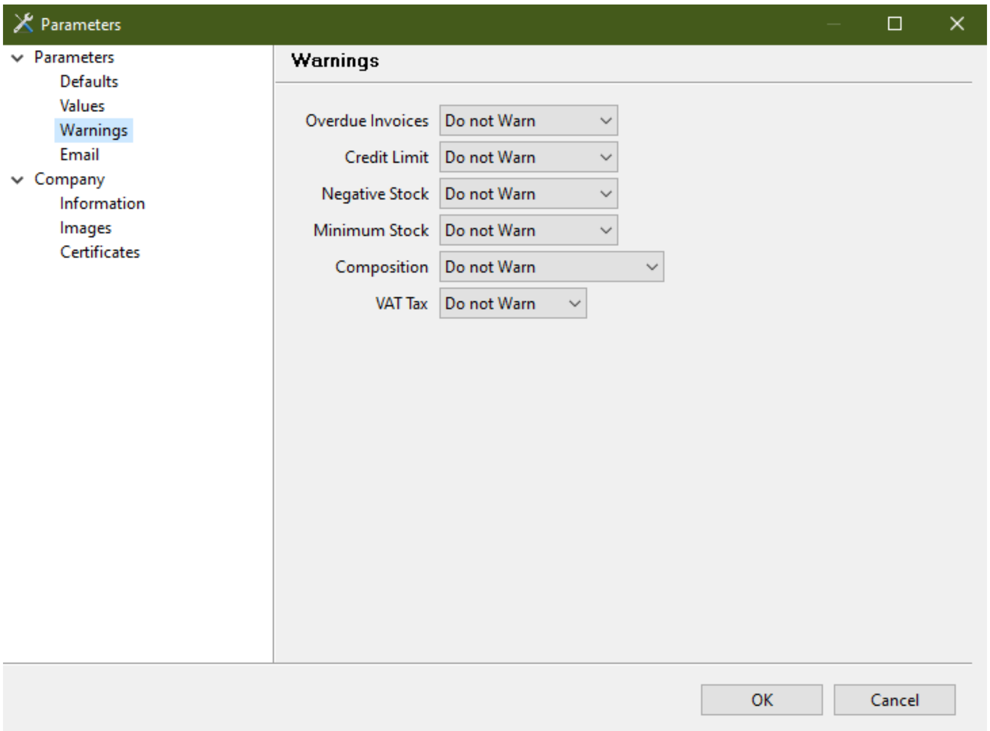
Here, you can define the default VAT rate, as well as Payment Conditions, Measure Units, etc. All these values can be subsequently changed and specified by customer or item.

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



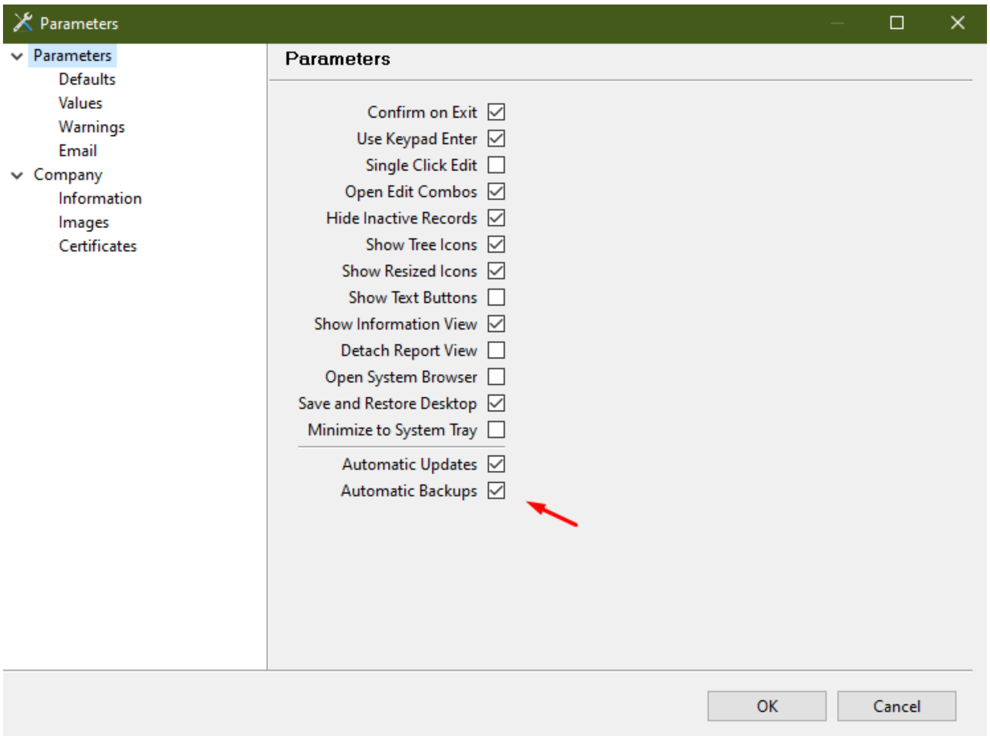
Warnings

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



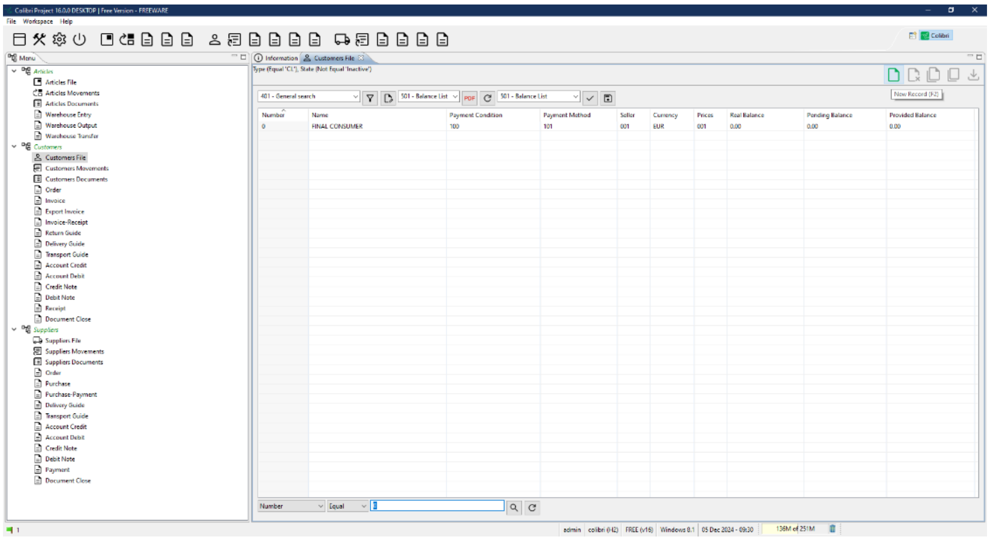
Automatic Backups

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.

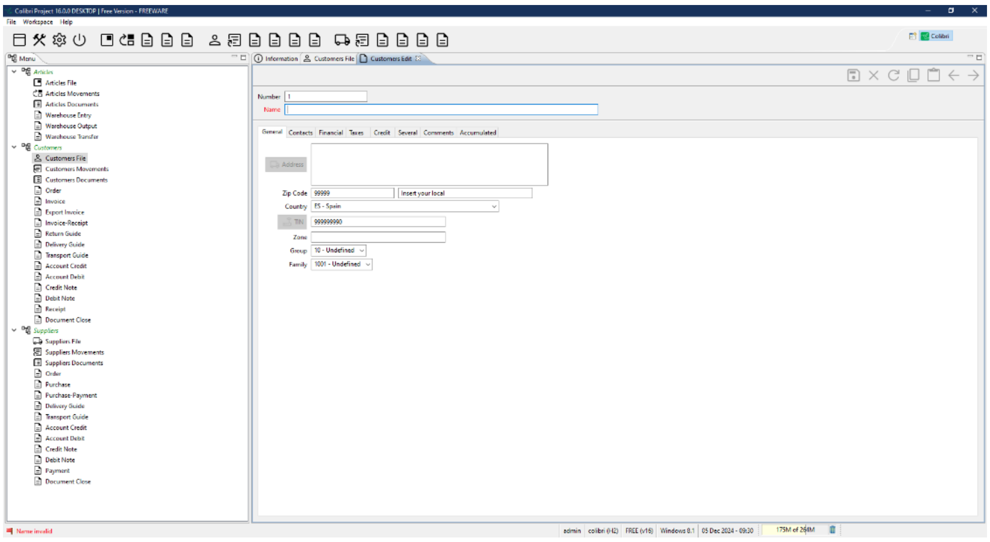


Create New Customer/Supplier

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).

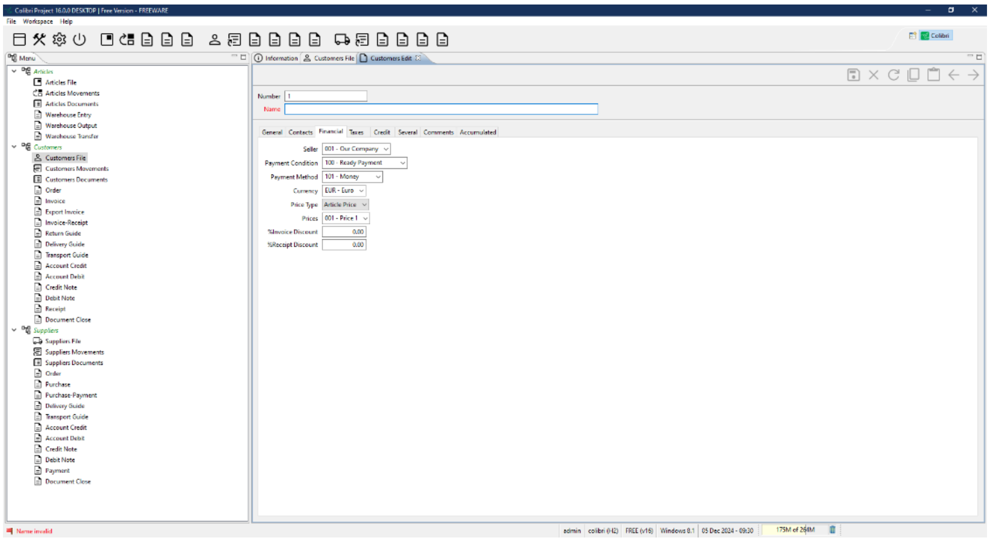


In the CUSTOMERS EDIT view, you should fill in the data regarding your customer, ensuring that all fields marked in red are mandatory.

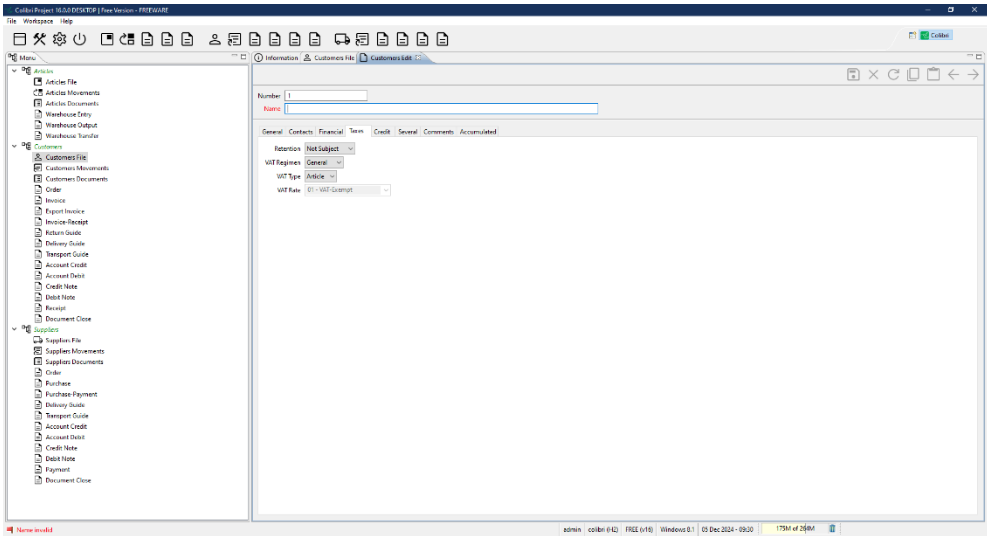


When all the information is filled in, click on the floppy disk icon in the upper right corner to save the changes, or use the shortcut key (F4). This way, your new customer will be available in the CUSTOMERS FILE. Regarding Postal Codes, if one exists, the respective locality is inserted immediately. If it does not exist in the database, upon insertion in the customer record, it is automatically inserted into the database.

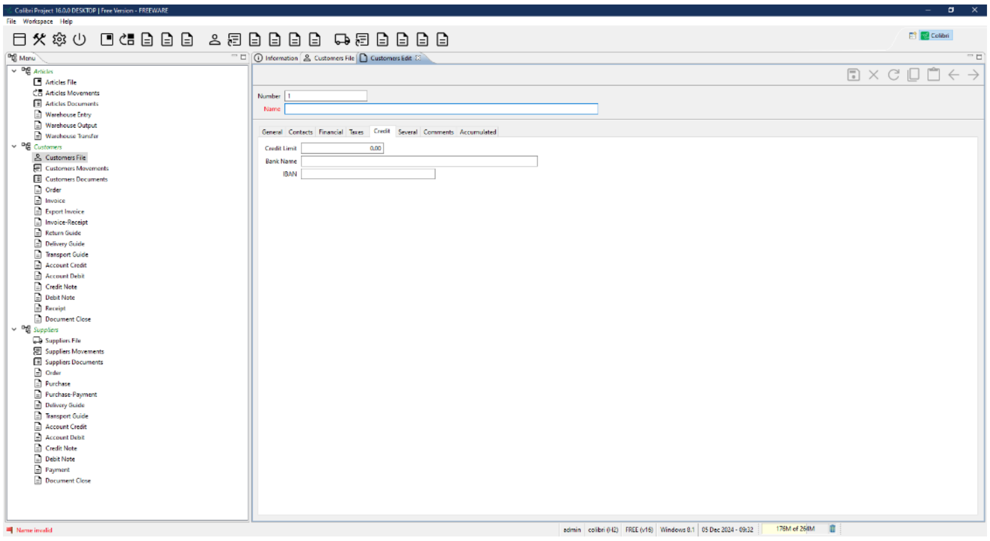
In the 'Financial' tab, you should set the customer's defaults, such as payment conditions and method, currency, price type, among others.



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.

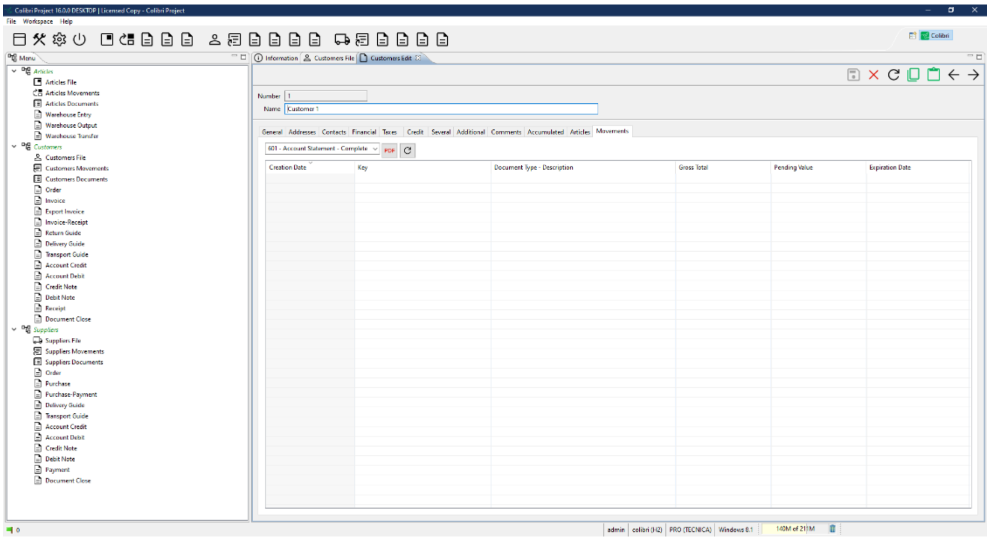


You can also enter a customer's banking information as well as the credit limit for a specific customer.

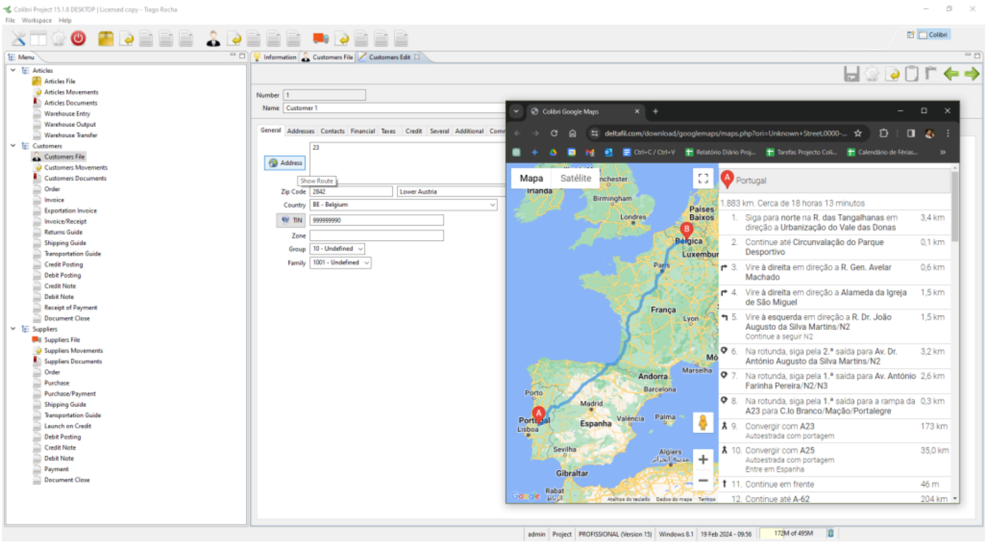


This way, Colibri Project will alert you, when issuing a billing document, if a certain customer has credit exceeding the limit.

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.

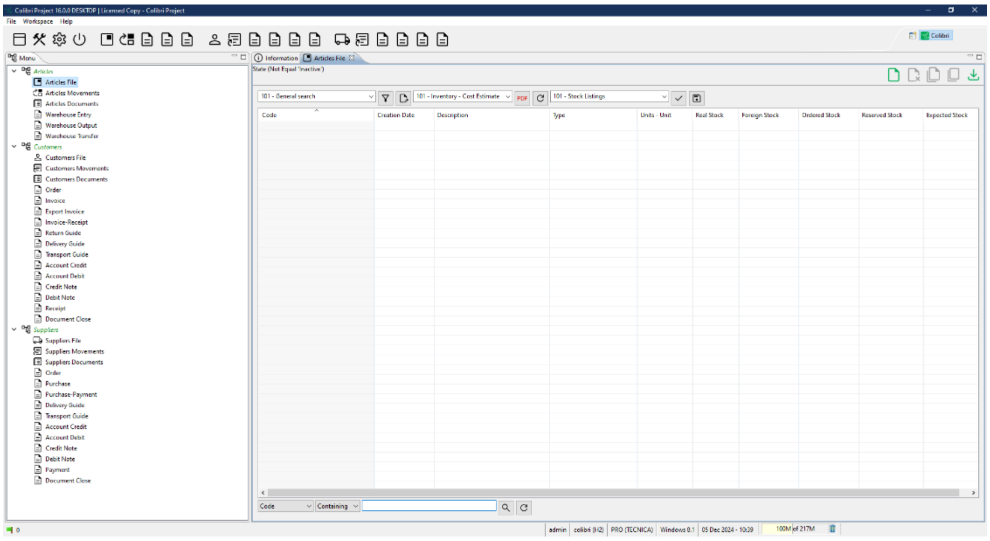


The ‘Address’ button allows you to see the route from your company to the address of a specific customer.



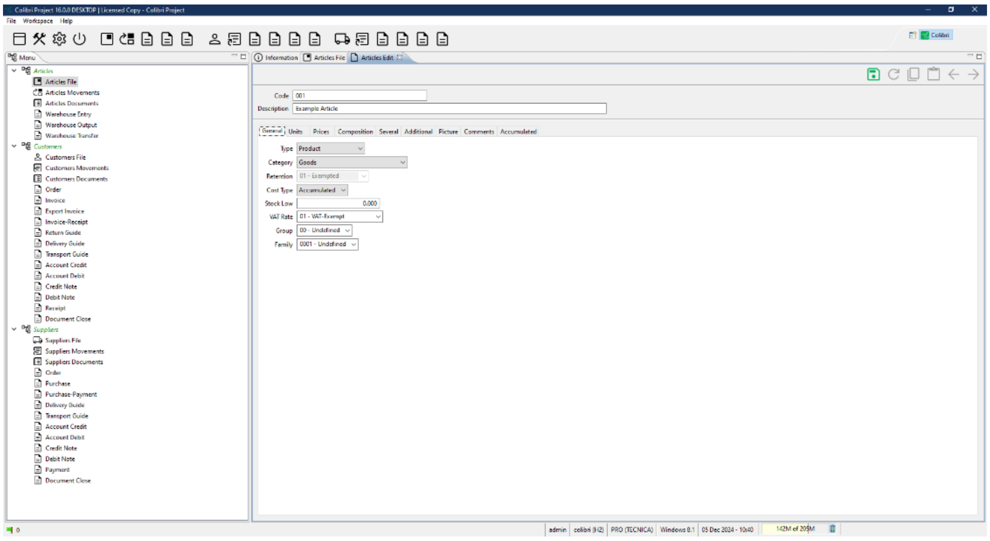
Creation of Articles

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).



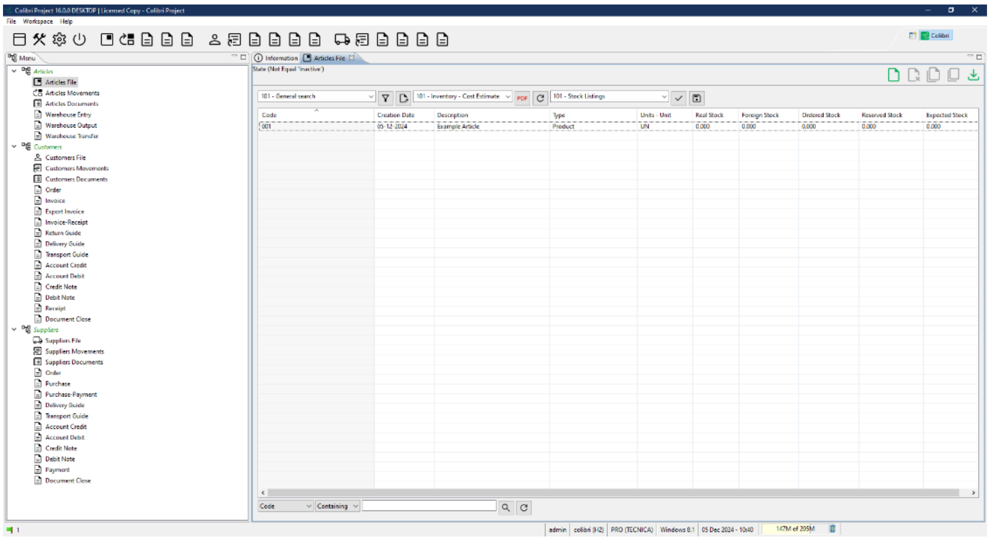
In the ARTICLES EDIT, you should fill in the information regarding the article, with fields marked in red being mandatory. You can register endless information about your product, as well as obtain stock information on its record.

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.



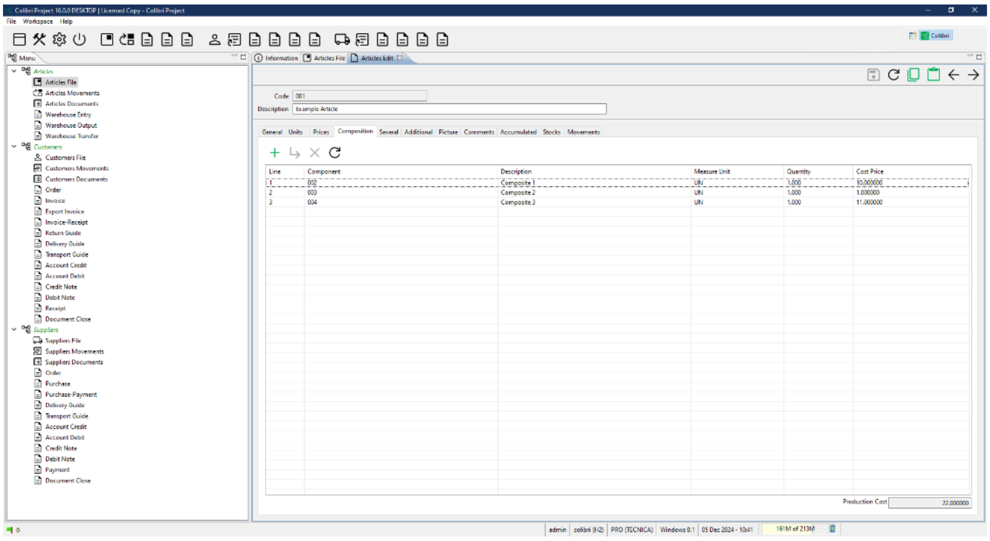
After all the information is defined for the article, click on SAVE RECORD in the upper right corner, or use the shortcut key (F4).

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

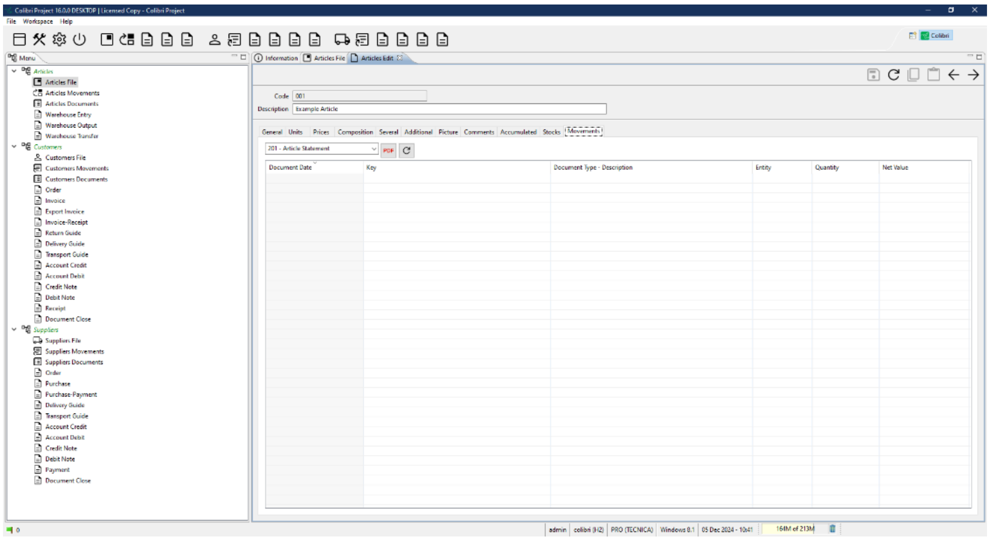


It's also possible to select more than one unit per product, different price lists, insert product images, add extra product information, check their stock levels, and accumulations.

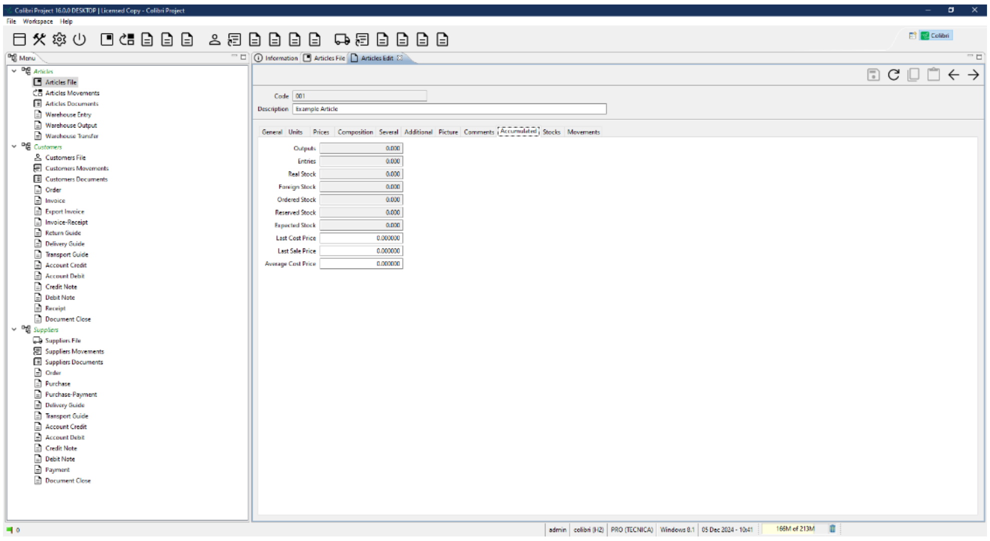
One of the features included is the ability to have composite articles, as you can see in the following image.



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.

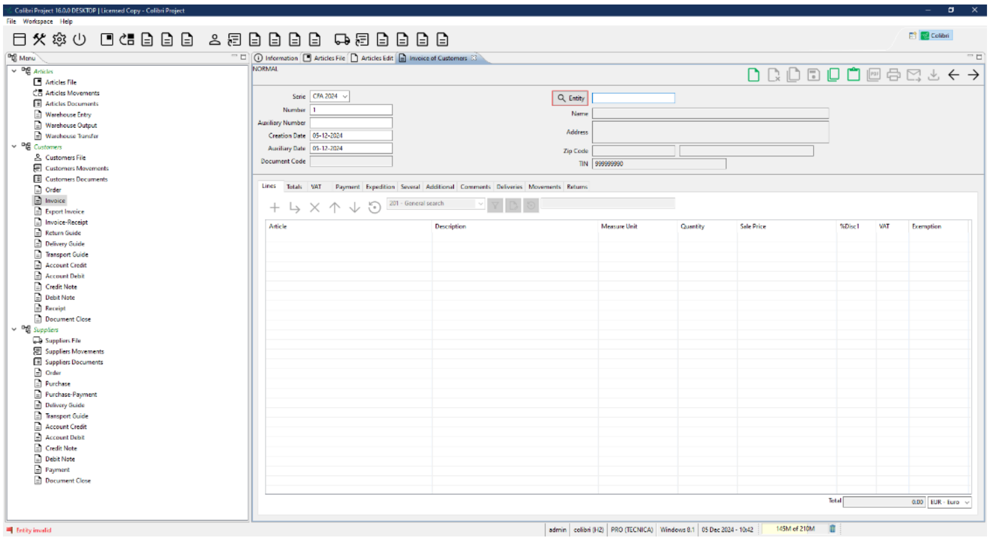


You will also have the possibility to analyze the accumulated articles, which will provide you with information regarding the inputs and outputs, as well as the purchase and sale prices.

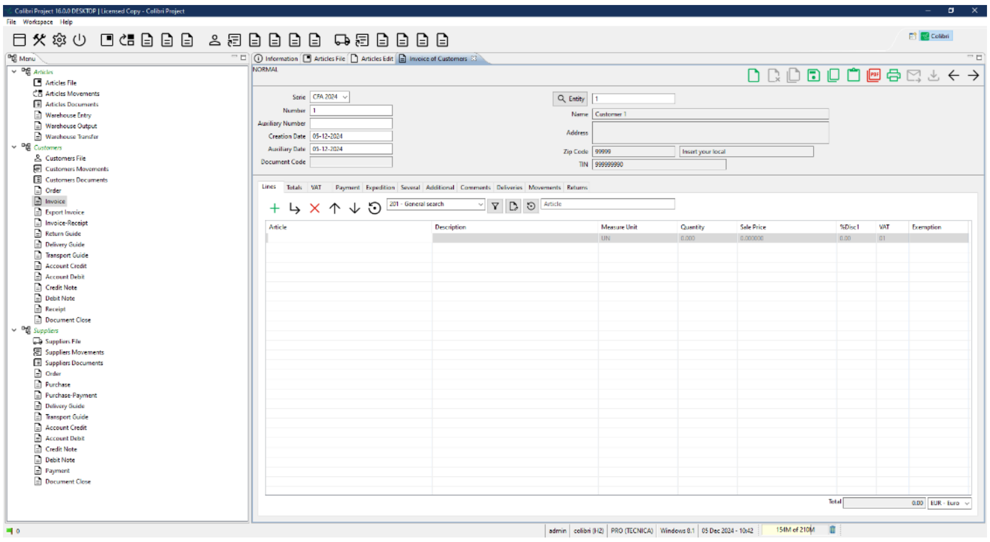


Invoice Issuance

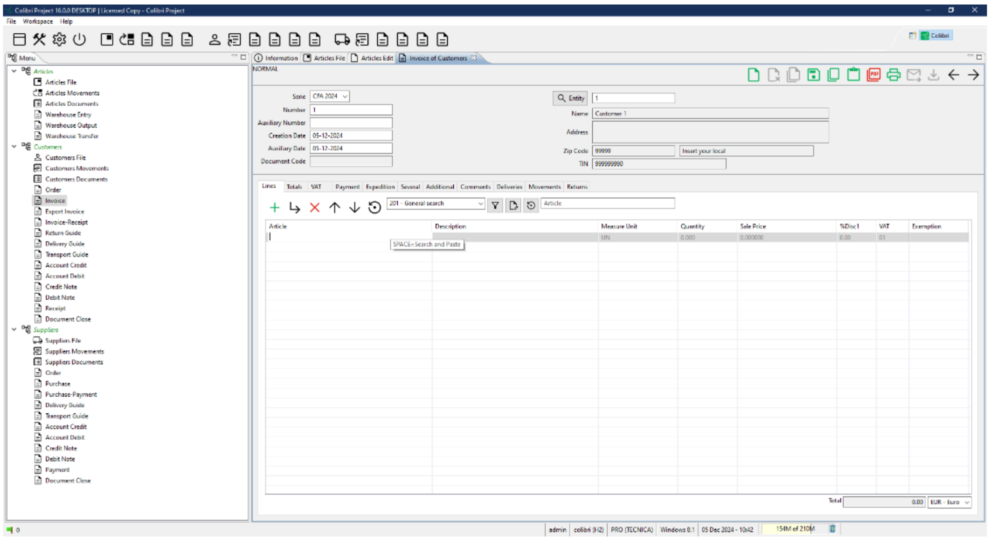
In the MAIN MENU view, double-click on the document you want to issue. For example, let's use an INVOICE.



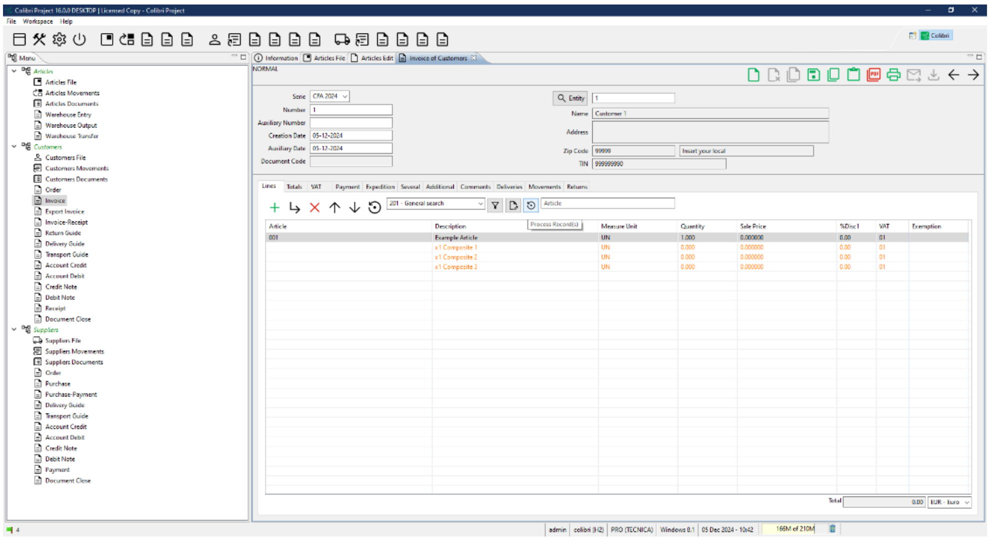
With the text box selected in the ENTITY field, enter the client number you want to invoice. If you don't know the client number, press the ENTITY button or use the SPACE BAR to bring up the CUSTOMERS FILE, then select the customer, and press the SPACE BAR again to copy it to the document.



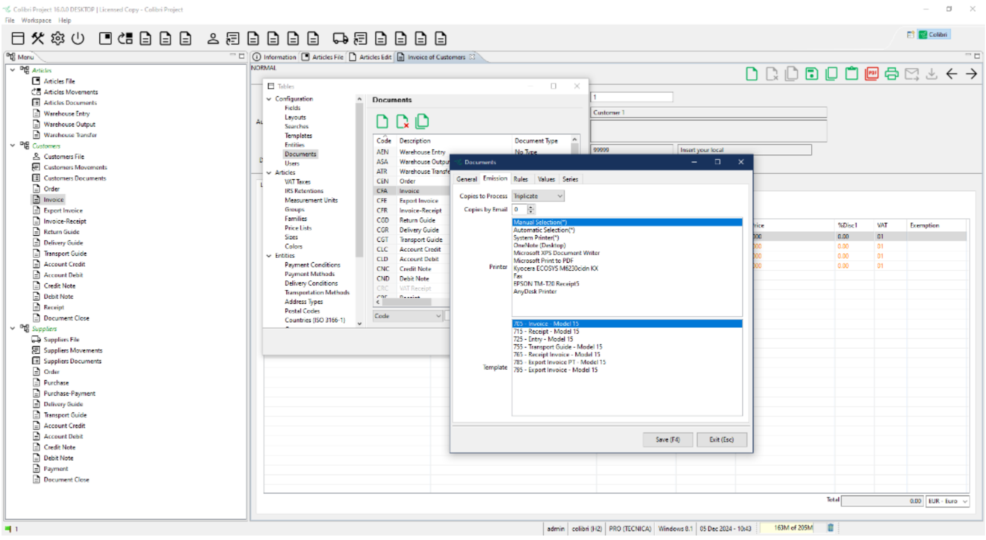
With the cursor now positioned in the document lines section, use the same procedure to enter the article. You can do this either by its code, typing the ARTICLE CODE and then pressing ENTER, or by pressing the SPACE BAR to bring up the ARTICLES FILE, selecting the article you want to invoice, and pressing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

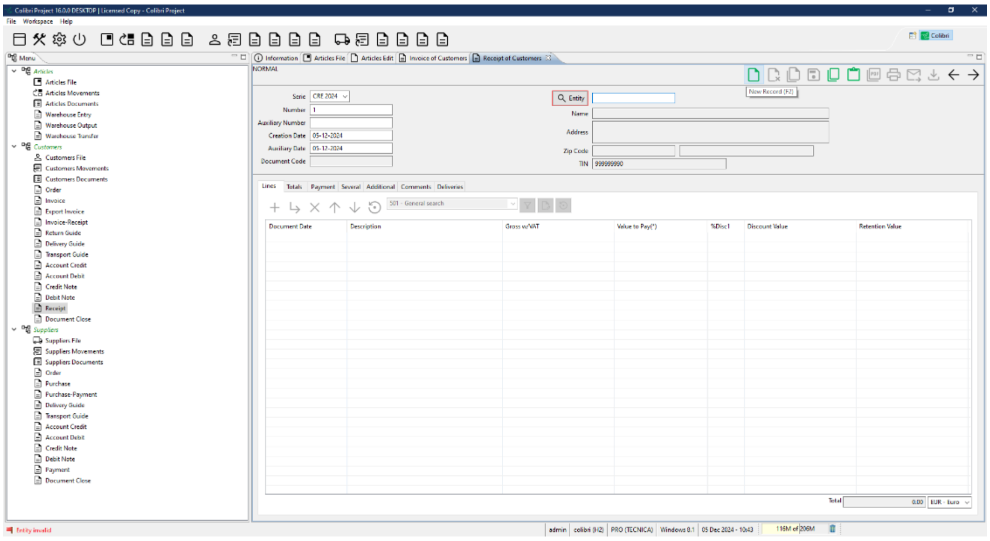


By default, for invoices, the template used is "Invoice - (model version number)". If you wish to use a different template, you can change it by accessing the menu FILE > TABLES, choose the option DOCUMENTS, double-click on INVOICE, and go to the EMISSION tab. Then, change the TEMPLATE to the desired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



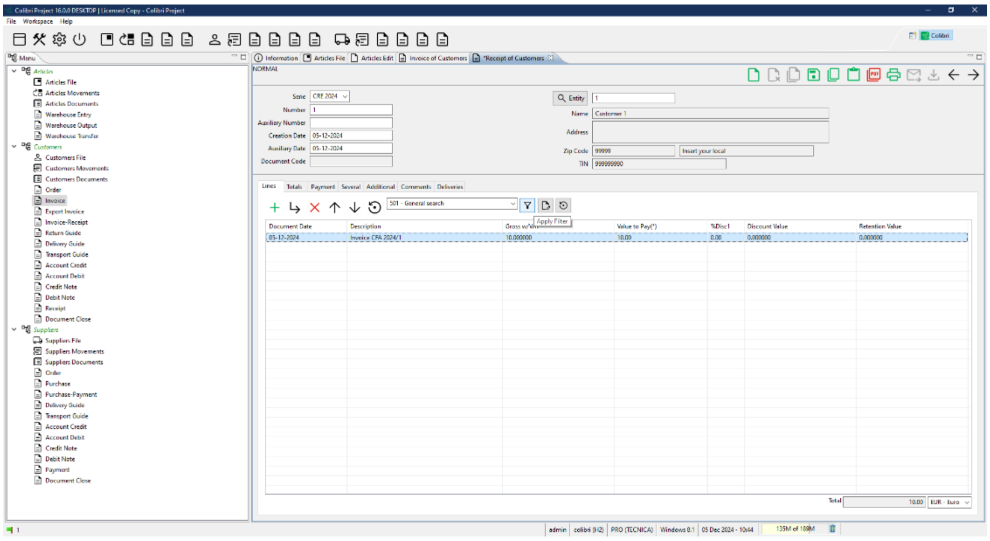
Receipt

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.



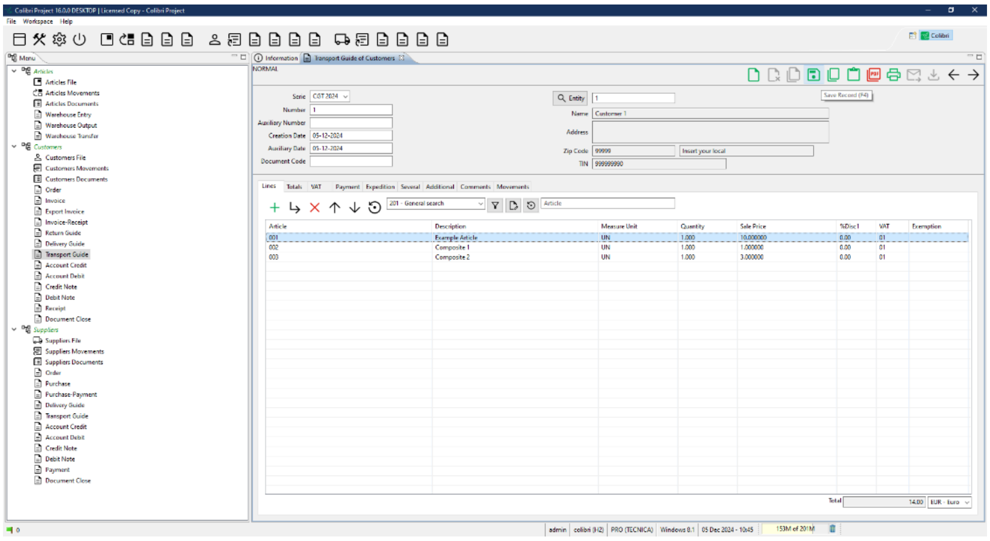
Call the customer using the same process described in INVOICE. Then, to load the refered customer's invoice documents, simply click on the 'APPLY FILTER' icon in the DOCUMENT LINES section. This way, all pending documents will appear.

Finally, click on SAVE RECORD to issue the Receipt.



Transport Guides

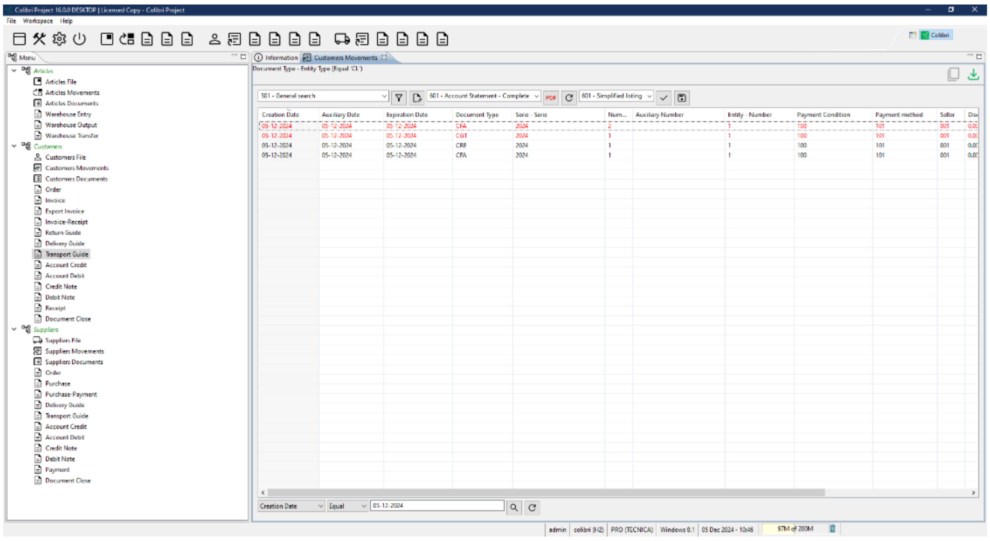
The issuance of the transport guide is very similar to issuing an invoice, as you can see in the following image.



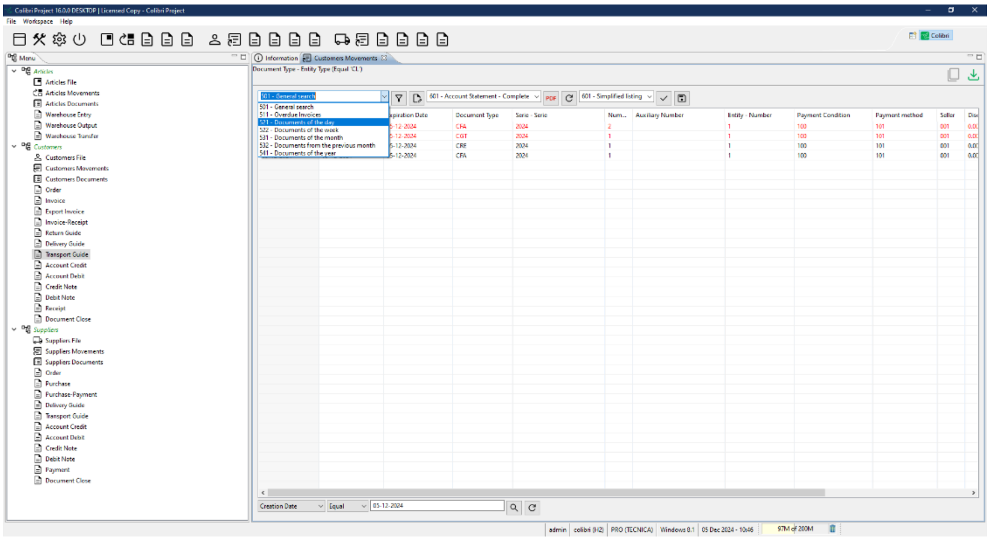
Use of Filters

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

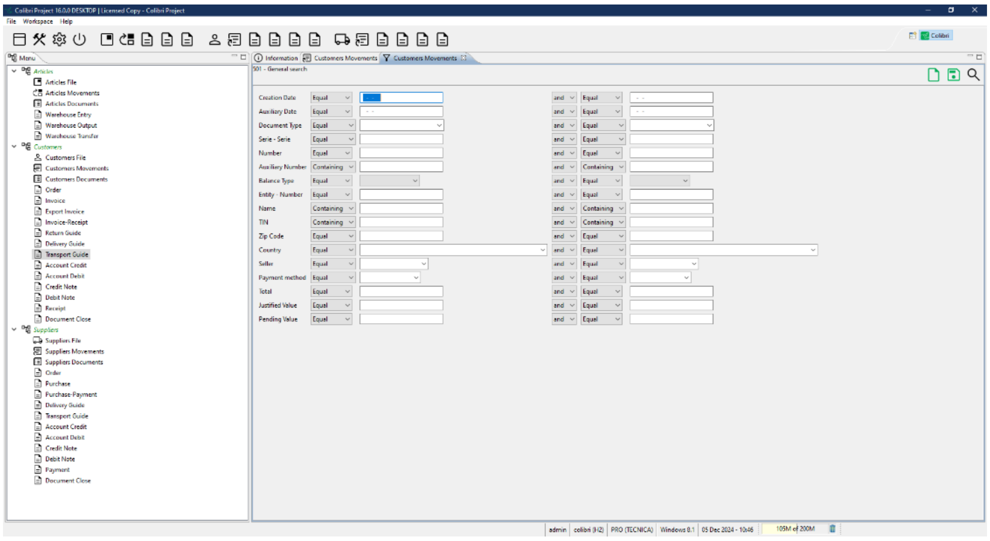
The view presented is as follows, where we can visualize all the transactions of all customers.



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.

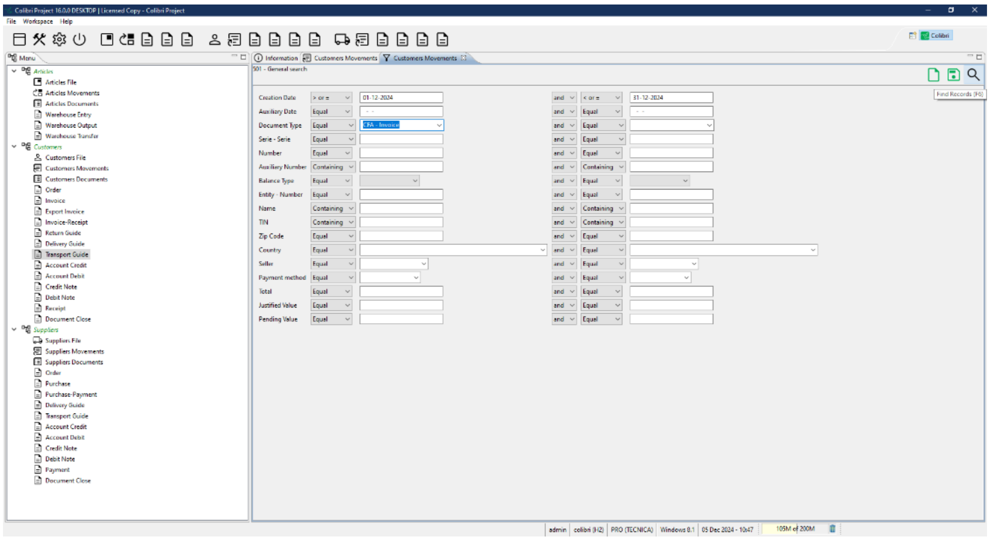


To proceed with usage, you should click on EDIT FILTER and the following screen below will appear.

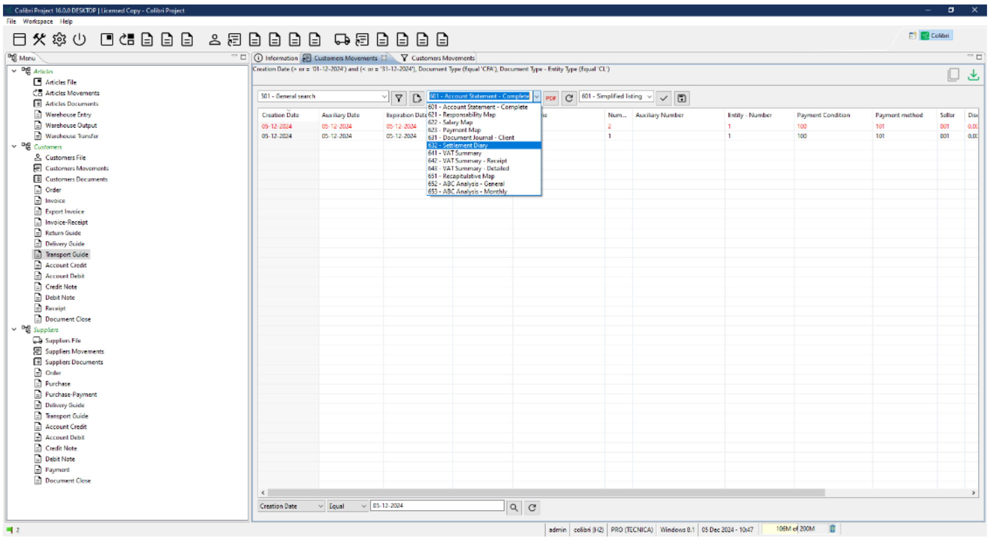


Here, you can filter your documents with the various fields available for selection. For example, in the screen shown above, if we want to display only the "CFA - Invoice" document with the date range "GREATER THAN OR EQUAL to 01-12-2024 and LESS THAN OR EQUAL to 31-12-2024". The result of this search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

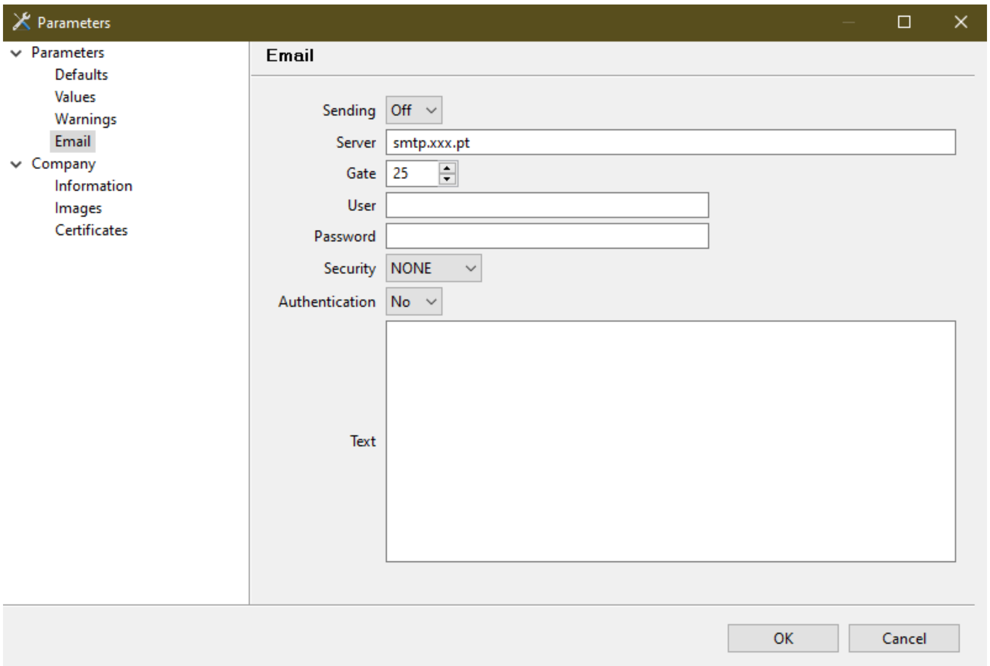


Now, simply select the desired report, as shown in the image below, and preview your data.



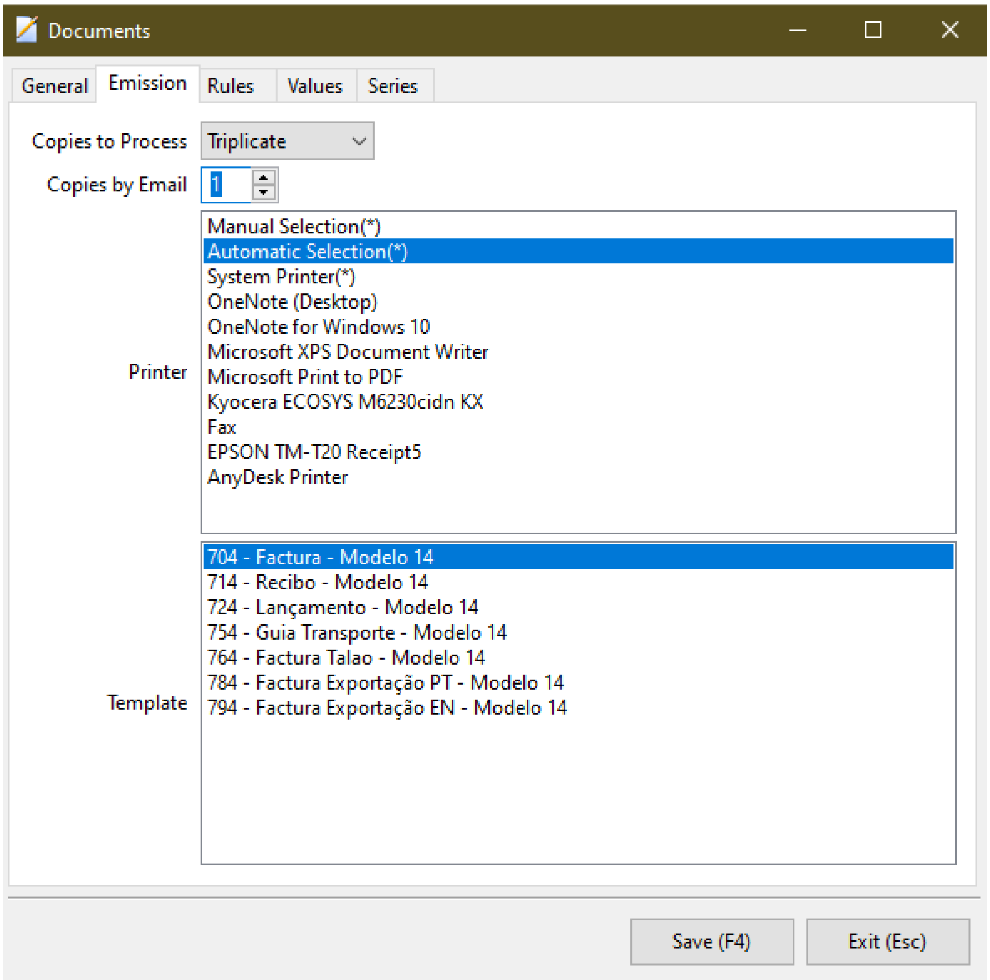
Automatic Email Configuration

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'.

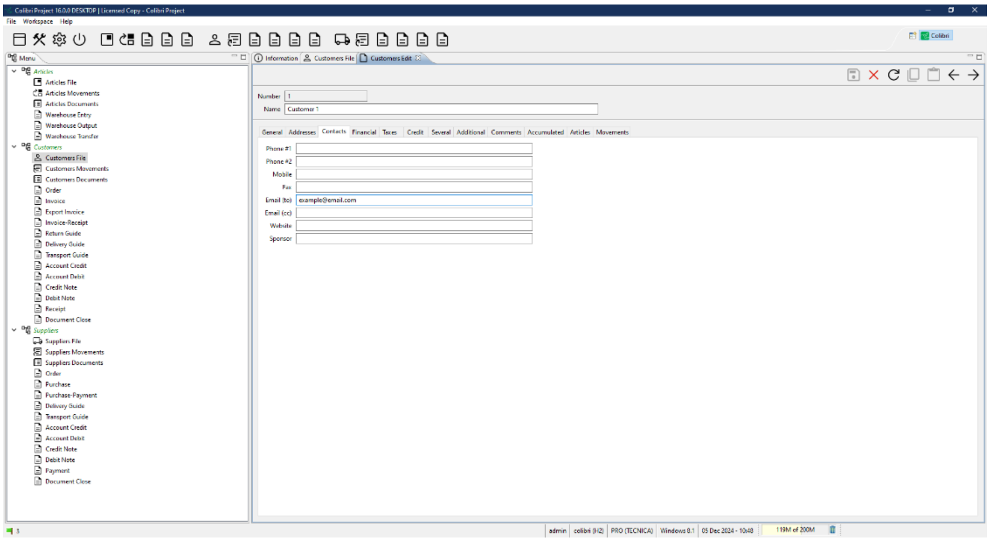


After correctly setting up your email account, you should go to "Tables -> Documents" and double-click on a document you want to send via email, such as an invoice. Then, specify how many copies of the document you want to send.

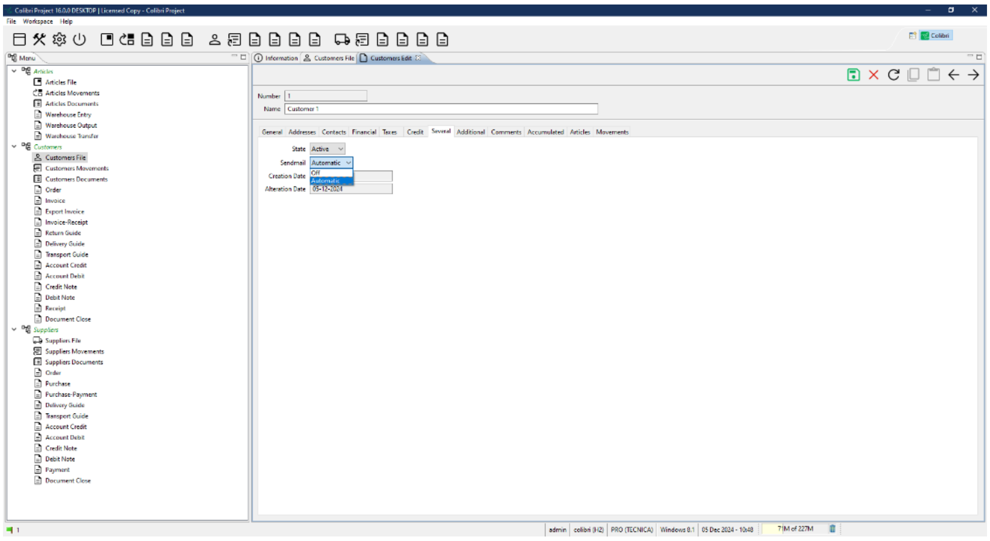
NOTE: You should follow this process for all documents you wish to send via email.



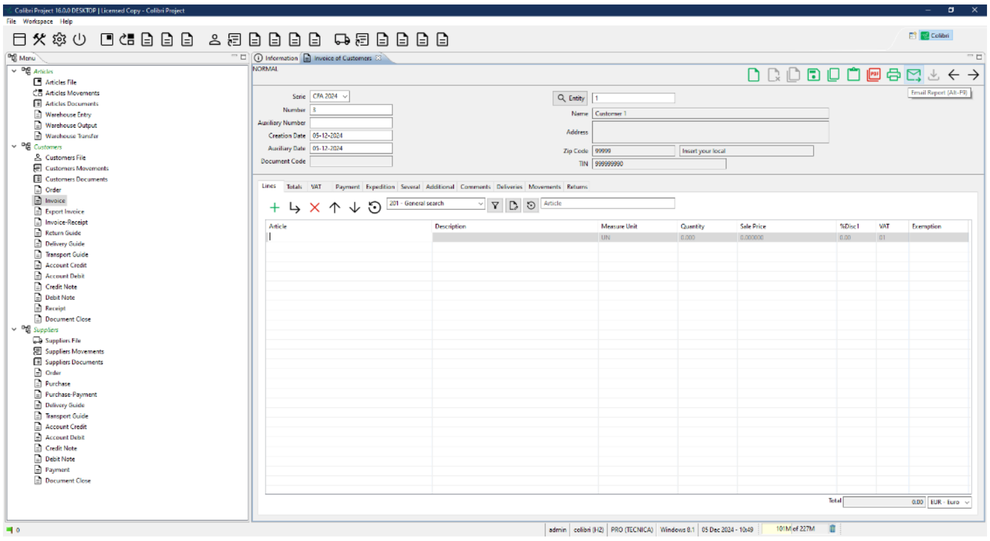
Afterward, in the client record, you will need to enter the email in the "Contacts" tab.



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.



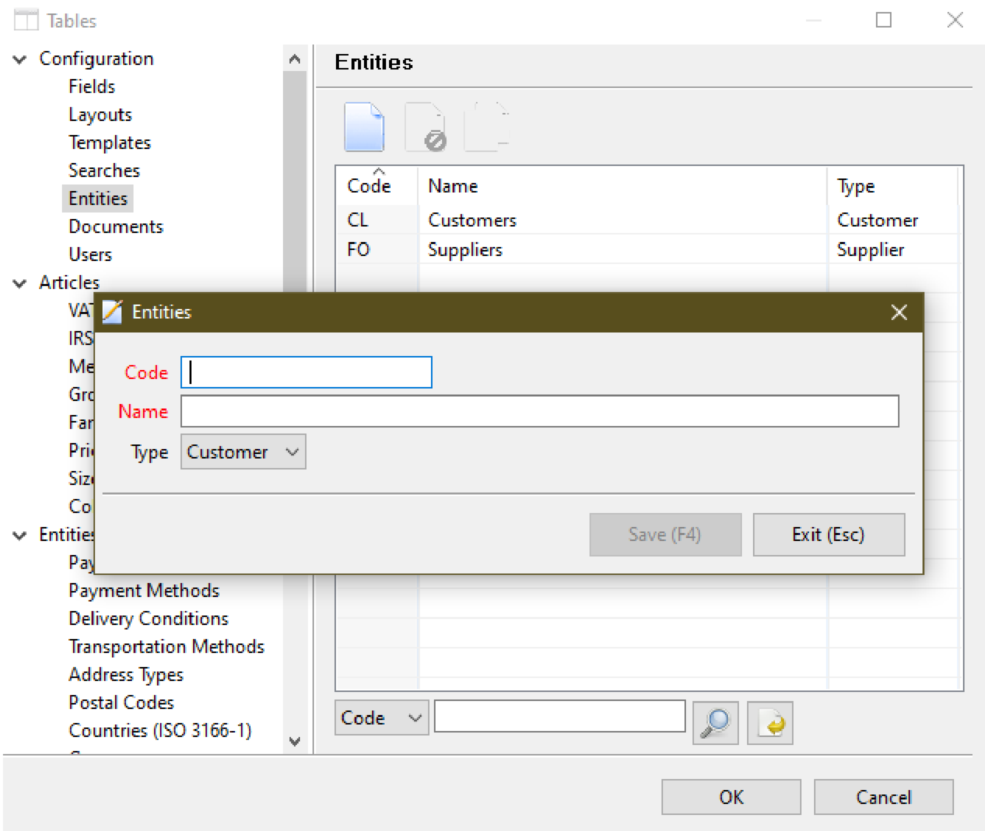
The configuration is now complete. Now, simply click on "Email Report" when issuing documents, and the email will be sent to your client.



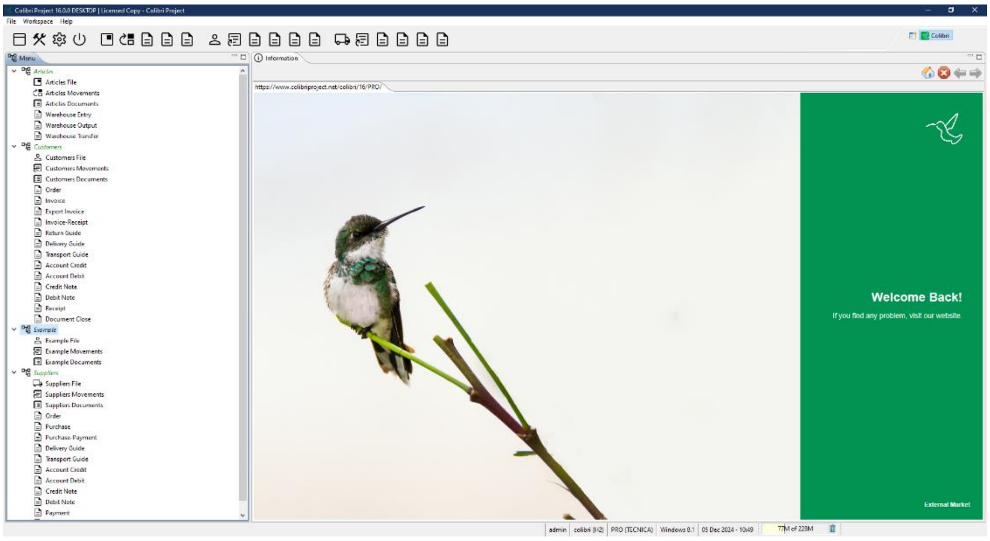
Creating a New Entity

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.



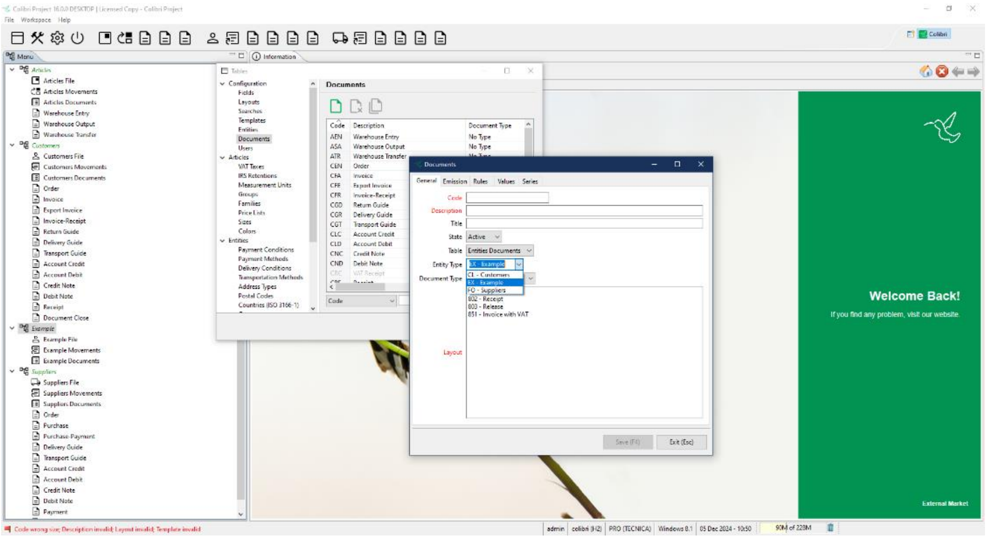
Enter the Code, the name of the entity, and the Type, for example, Work Management. Now, click on save, and you will see that the new entity has been added to the Main Menu.



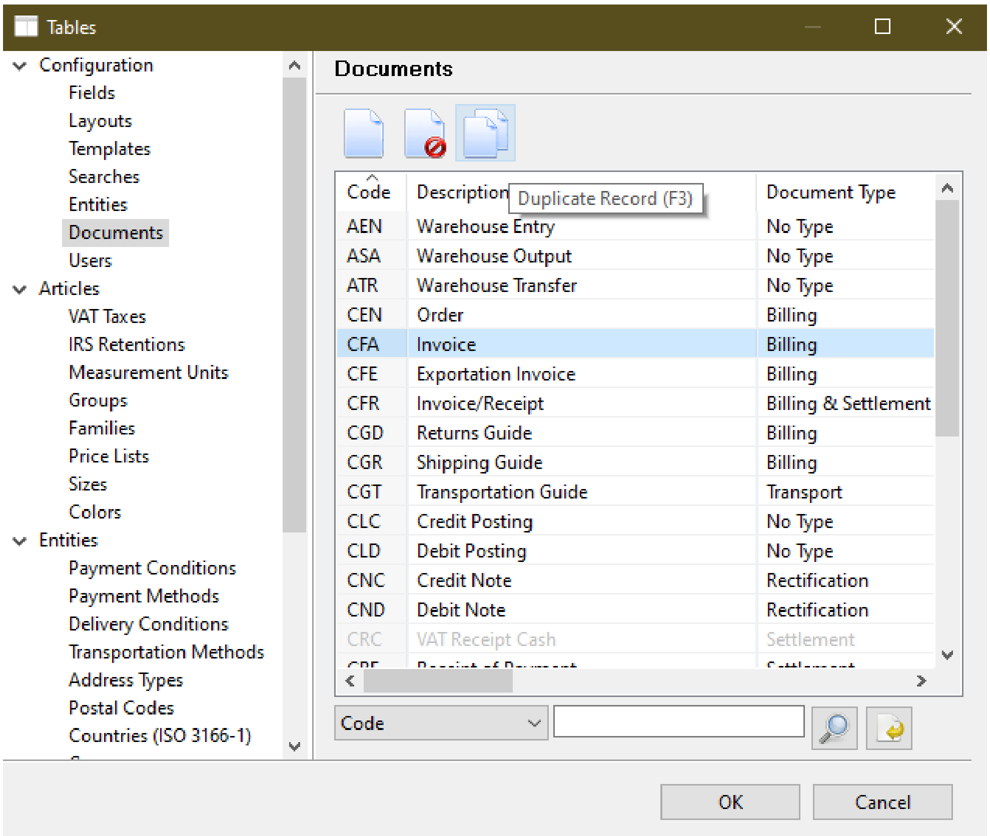
As you can see, the new "Entity" has been added to the "Main Menu". You can now add documents to the created entity, as you can see in the next topic.

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".



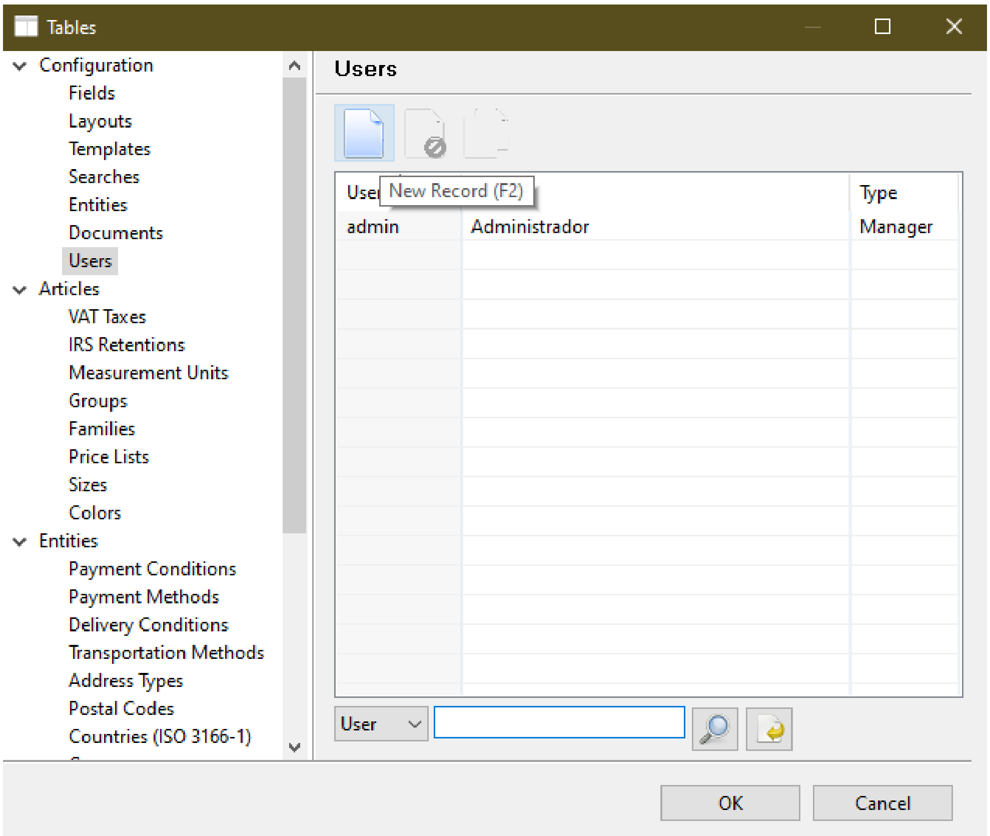
If you want, you can also duplicate the settings of a Document. There, click on "Duplicate Record", for example, Invoice.



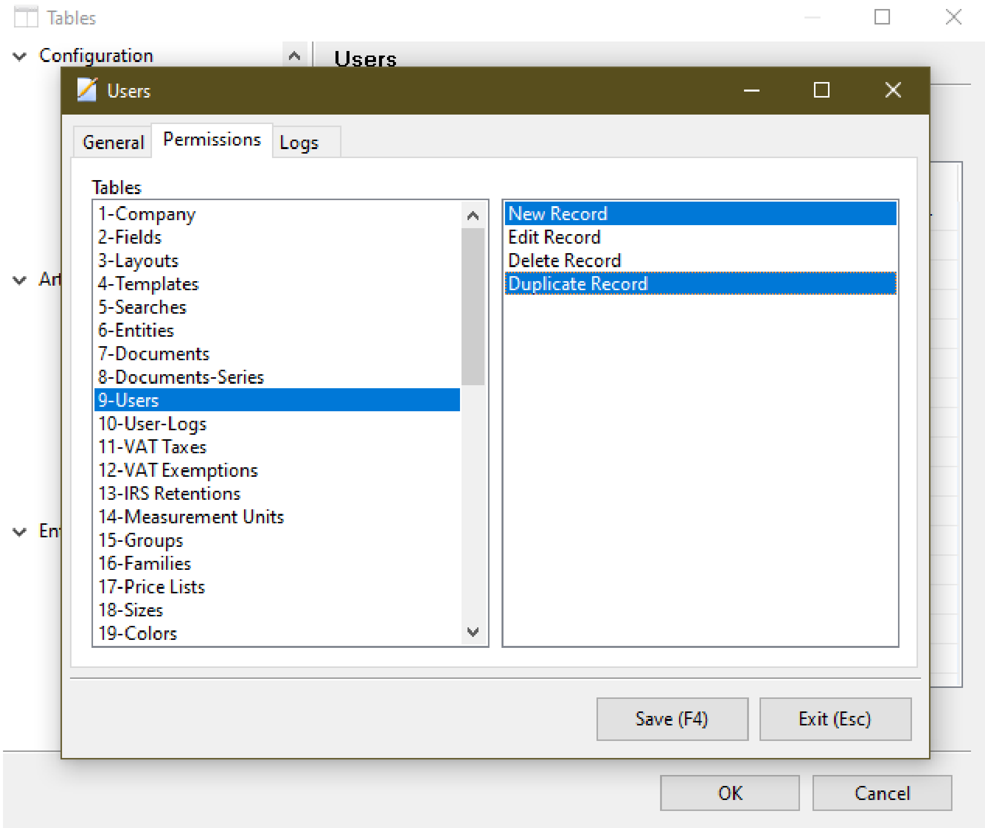
Then, just configure the Document as desired.

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”.

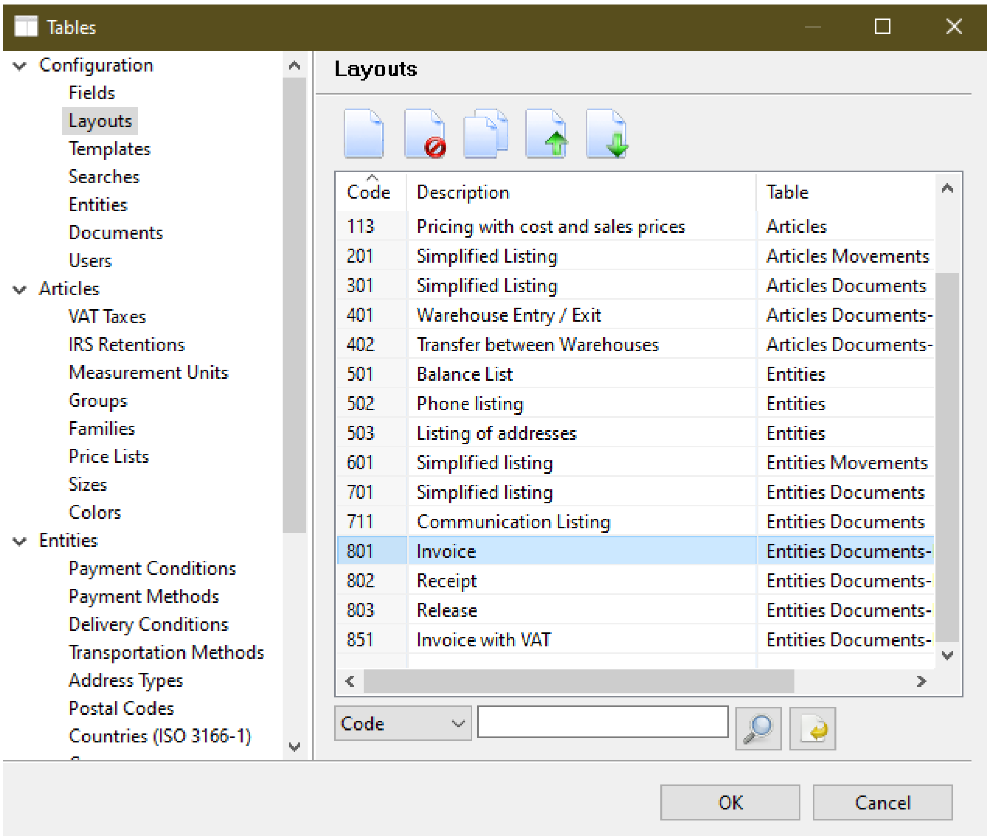


The window below will be displayed, where you can configure all user data, where the selected fields are the ones that are allowed to that specific user.



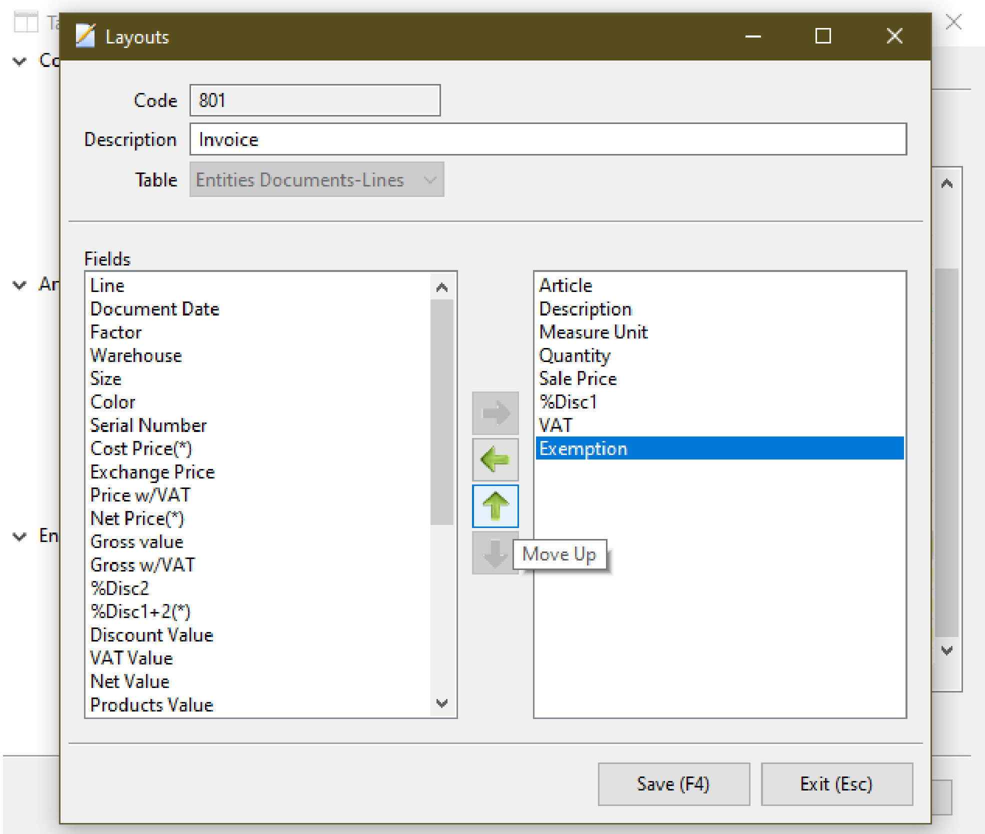
Layout Editing

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



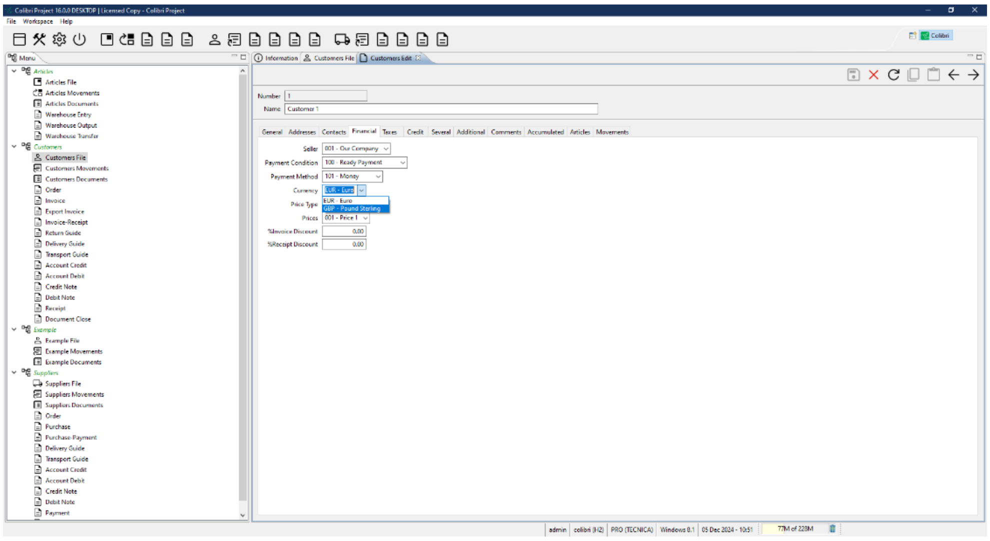
Double-click on "801 - Invoice", for example, and the window below will appear.

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.

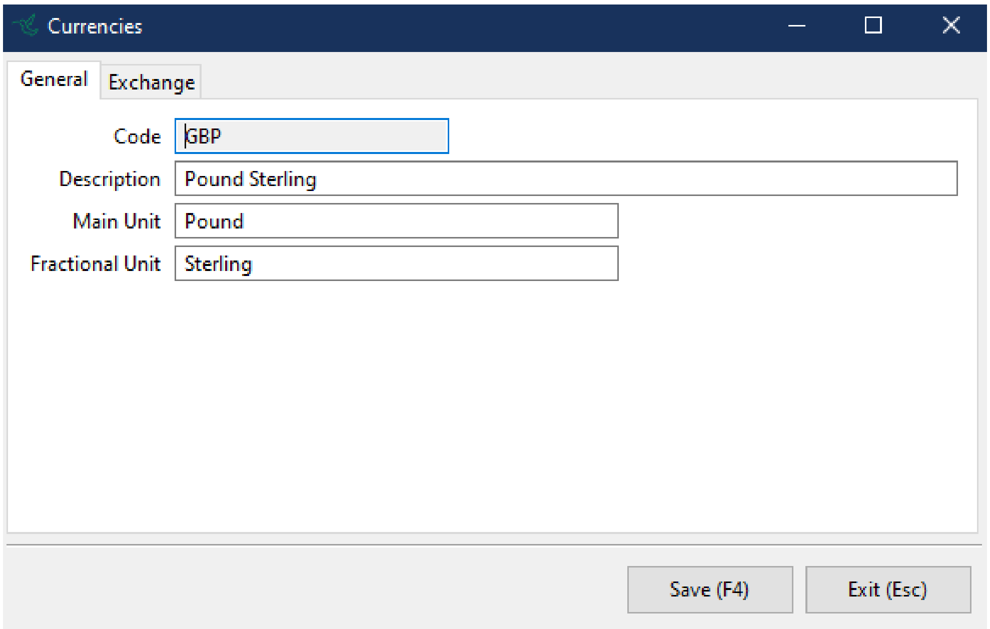


Creating an Exchange

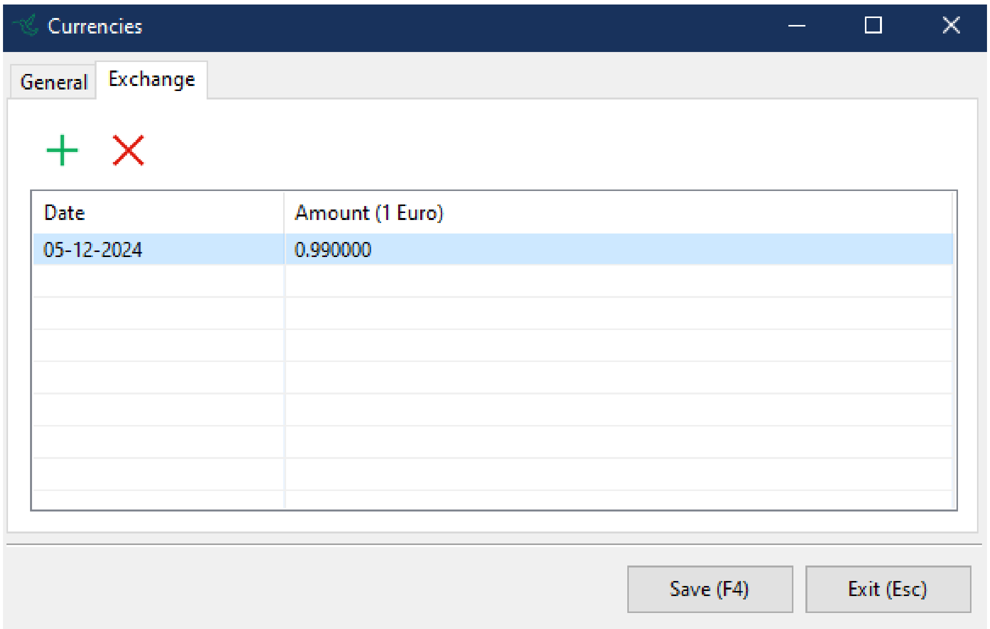
If you want to make an exchange for a specific client, from EUR to GBP, for example, you define the currency type to which the client is subject when creating the client.



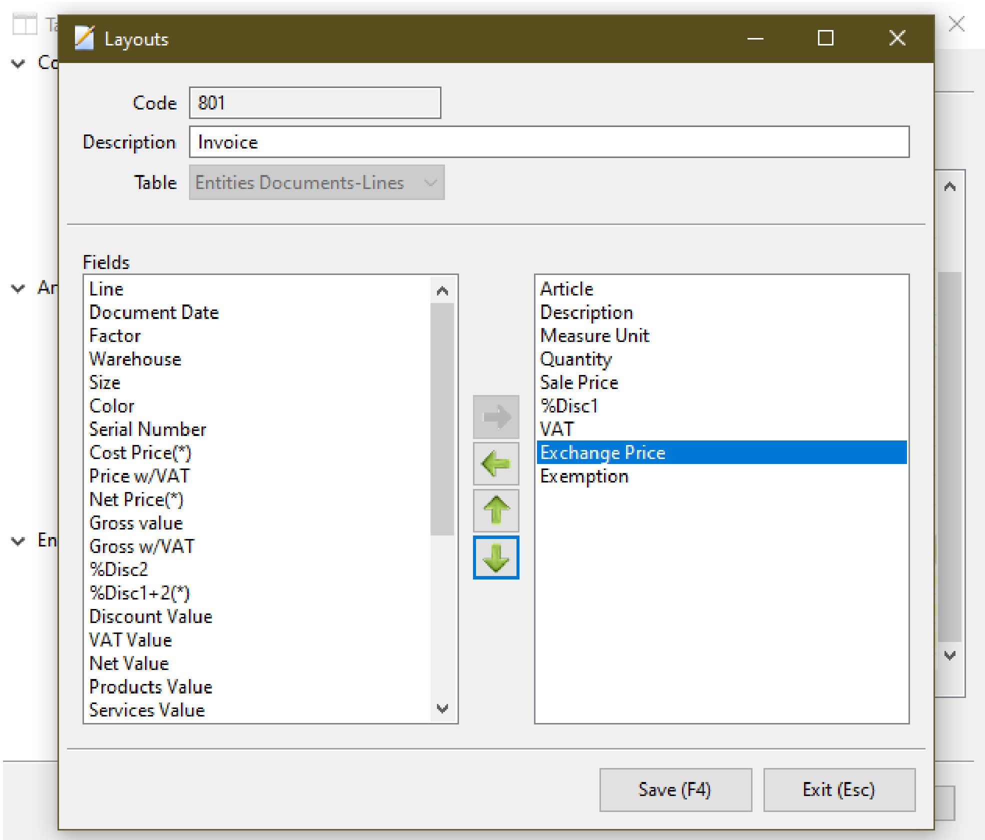
After this, it is necessary to define the exchange rate for the currency in question. To do this, go to "Tables -> Currencies (ISO 4217)", double click the currency, define the required fields, in this case, Pound/Pounds and Cent/Cents.



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

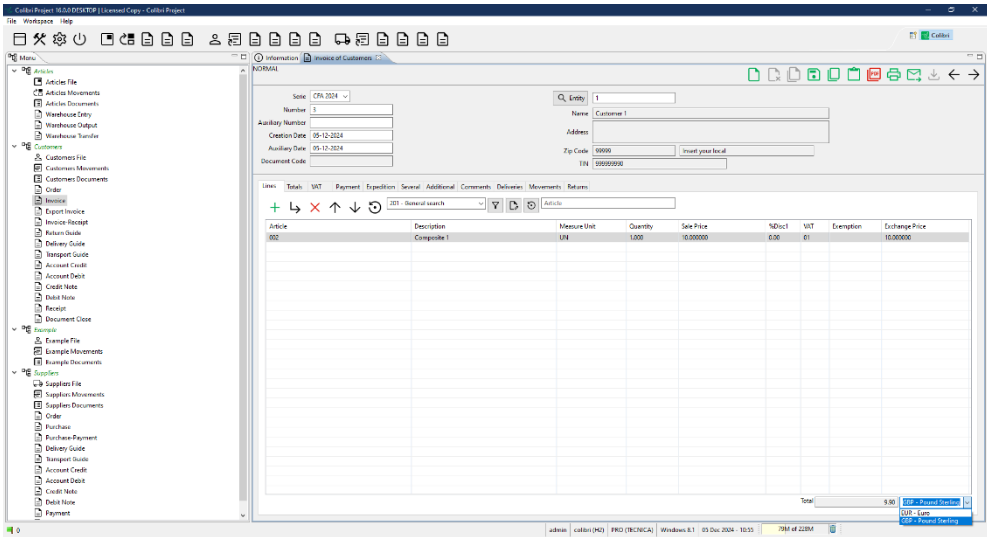


With this, we will then define the layout of the desired document(s) to show the exchange rate value. In this case, we will use "Invoice". To do this, go to "Tables -> Layouts -> Invoice" and double-click. In the first column (left), look for "Exchange Price" and click on the green arrow pointing to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

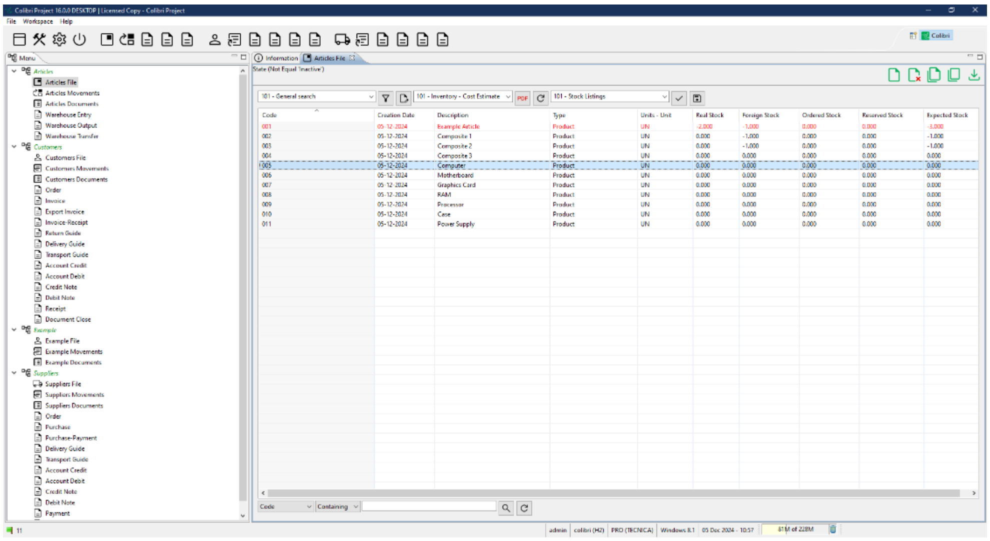


In the report, we can see the "TOTAL (EUR)" along with the export data, and the value in GBP appears as well.

Production Management

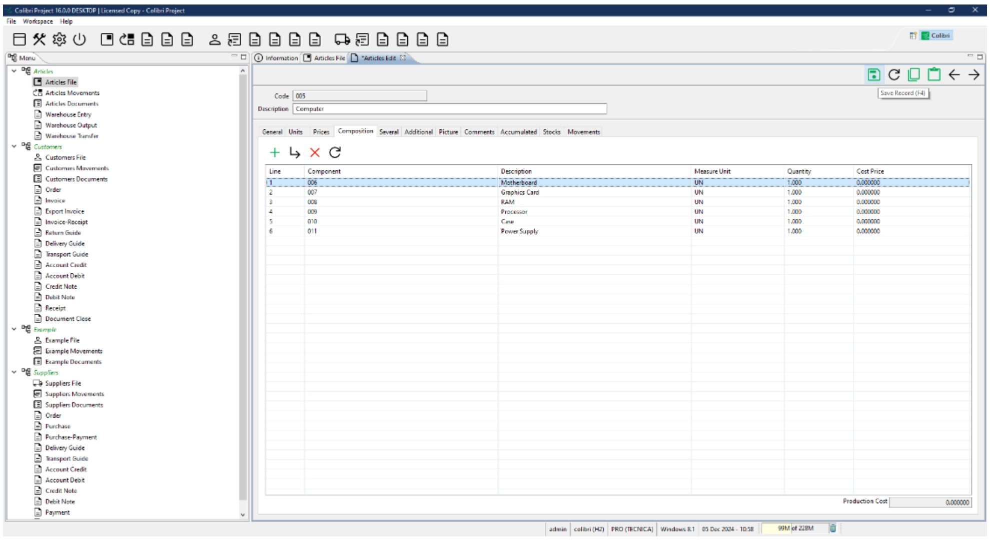
Colibri offers us the possibility to create Compound Items, which allows us that when selling a specific item, it outputs the stock of the respective items that compose it. Let's illustrate below the sale of a Computer as a Compound Item, which will consequently output the stock of Motherboard, RAM,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



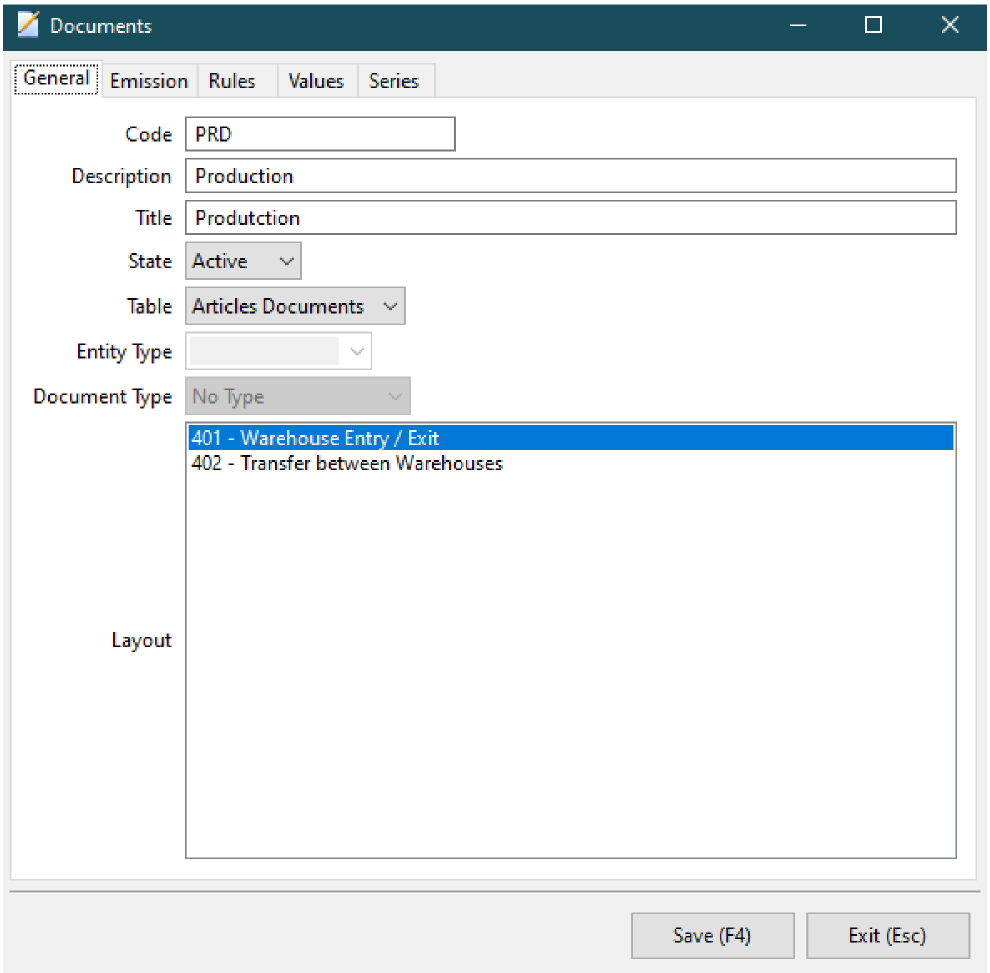
Now that we have all the necessary items created for the composition of a computer, we enter the computer article and go to the "Composition" tab.

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

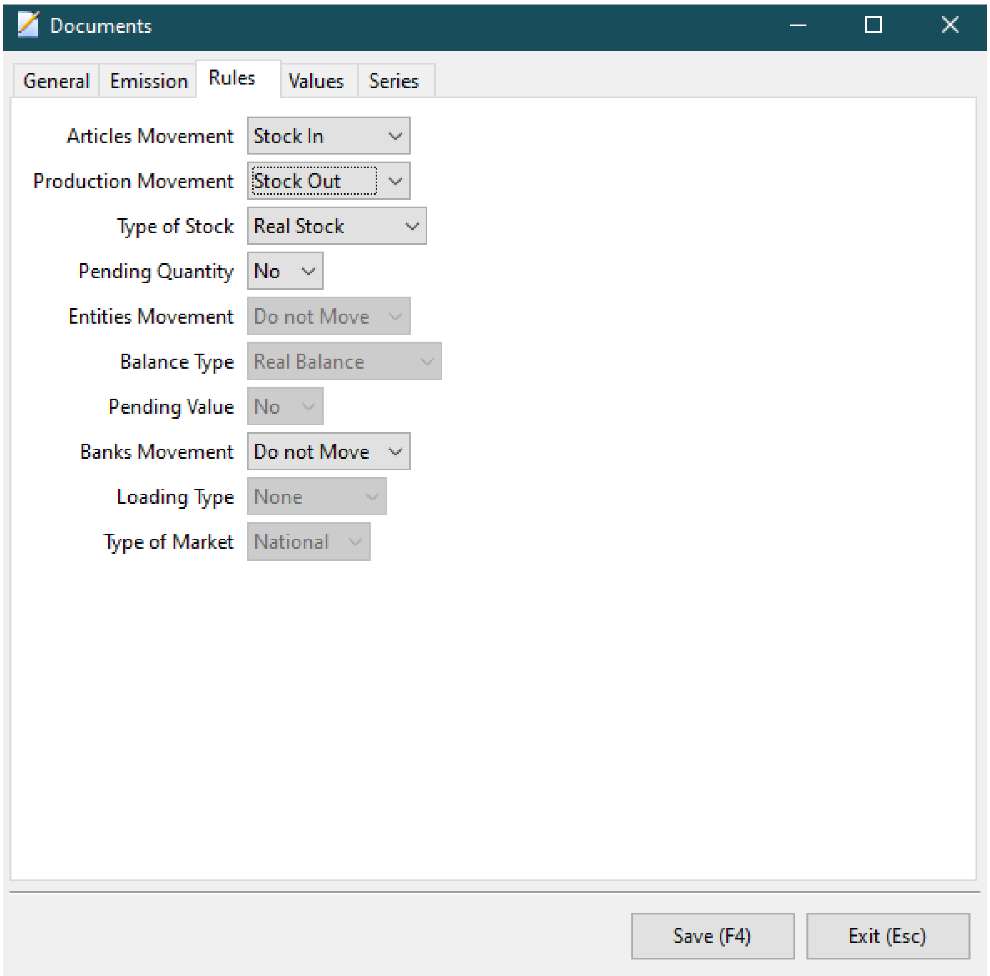


We will now create the Production document. To do this, go to Tables -> Documents and duplicate the "Warehouse Entry" document. We set the parameters as follows:

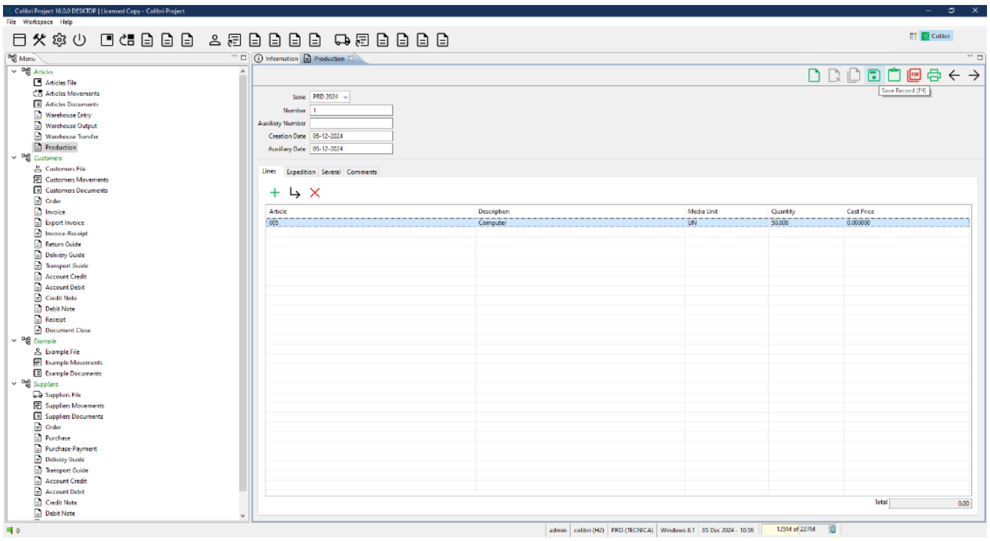
On the General tab:



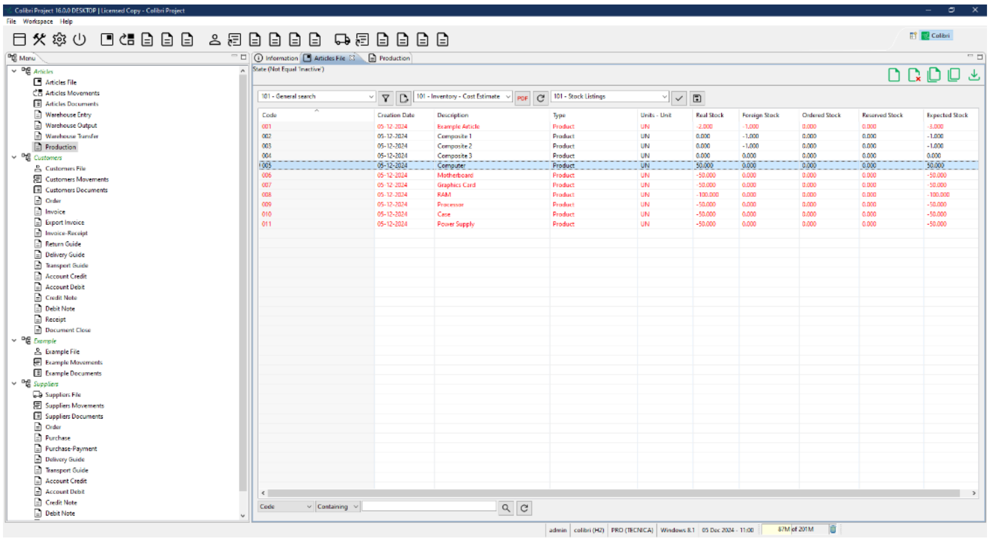
In Rules:



With this, we have the Production document created. Now, let's enter 50 Computers into Production.



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



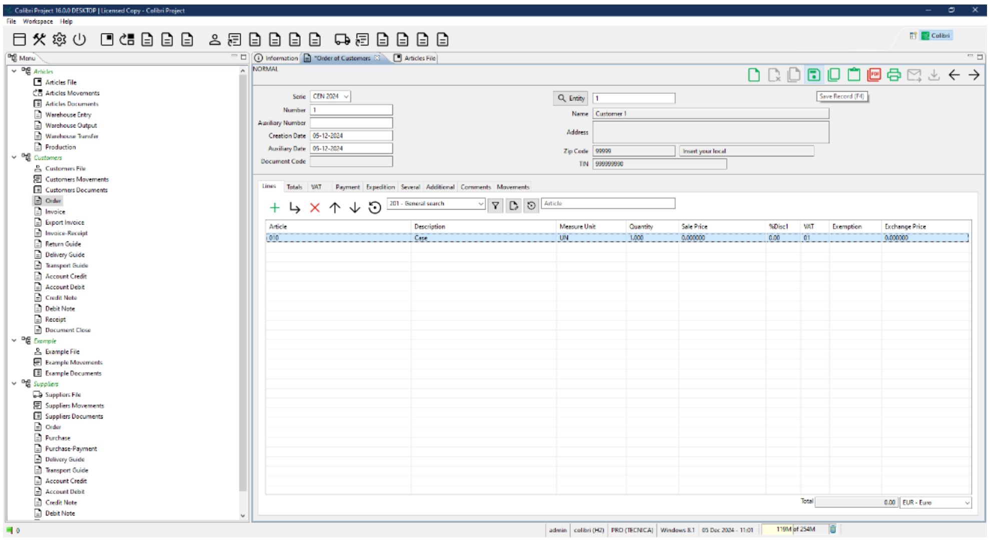
You have removed 50 units of each item, except for the RAM. As we defined that each Computer would have 2 RAM, it then removed 100 units.

Document Loading

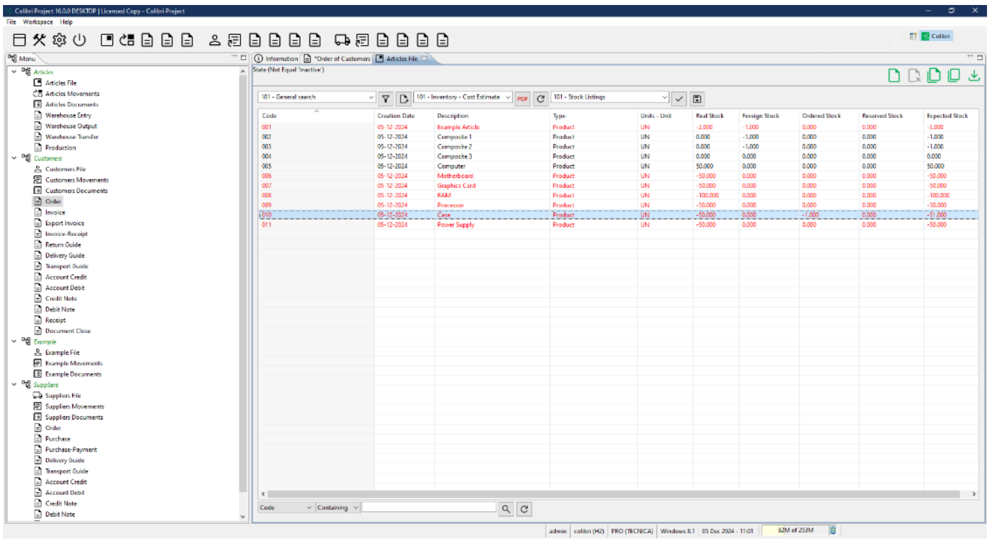
The Colibri Project offers us the possibility to load documents into Invoices, such as Transport Guides, Orders, and Quotations.

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.

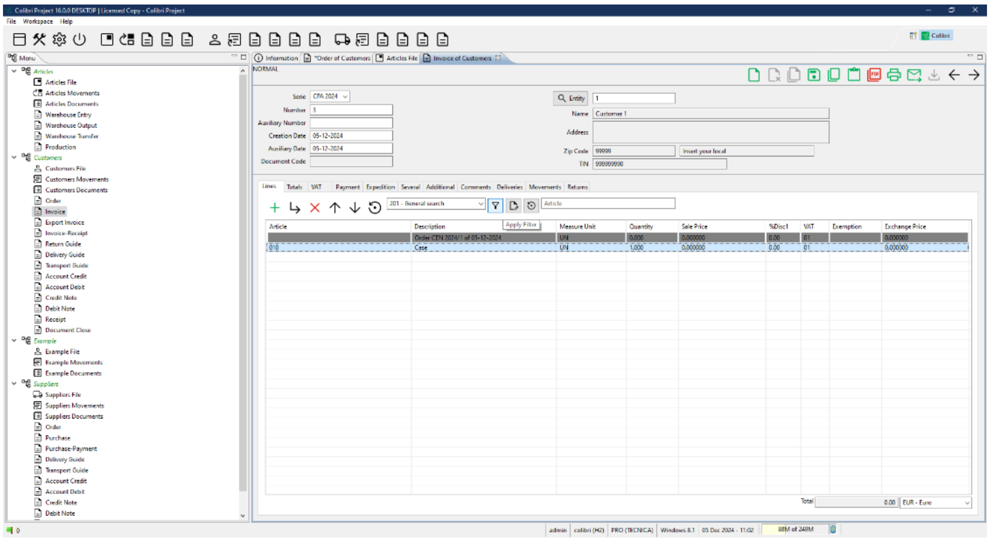
We open the Order document and create a new one:



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



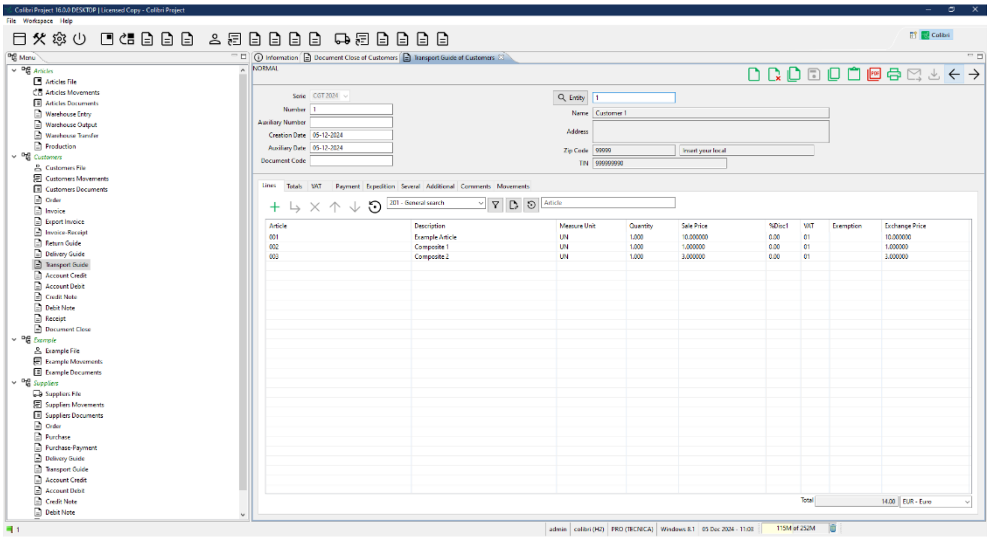
With this, let's create the invoice for the Order. To do this, we go to the document and create a new Invoice, in which we filter the documents so that the Order appears (Following the same steps as Document Closure)



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.

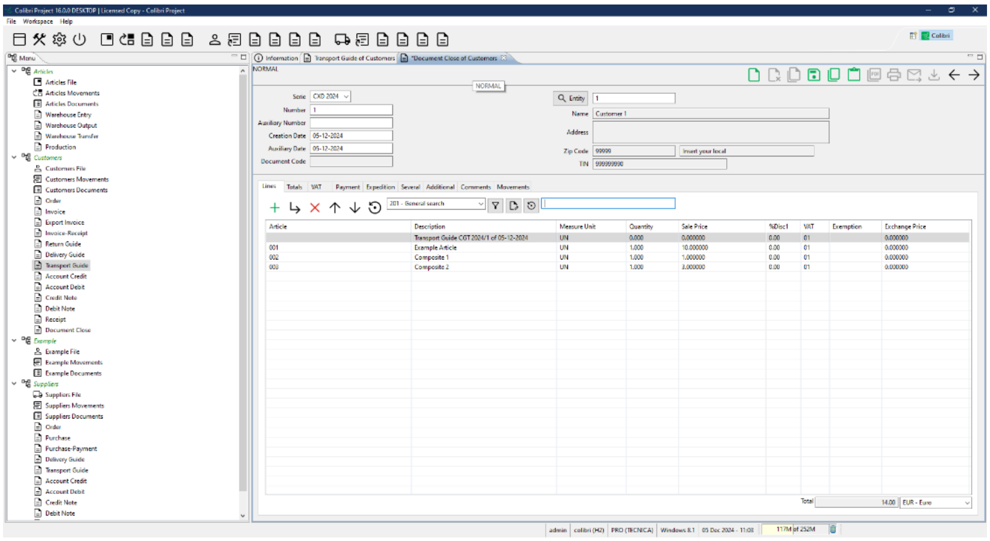
Below, we have the Transport Guide created with the Consumer 1.



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.

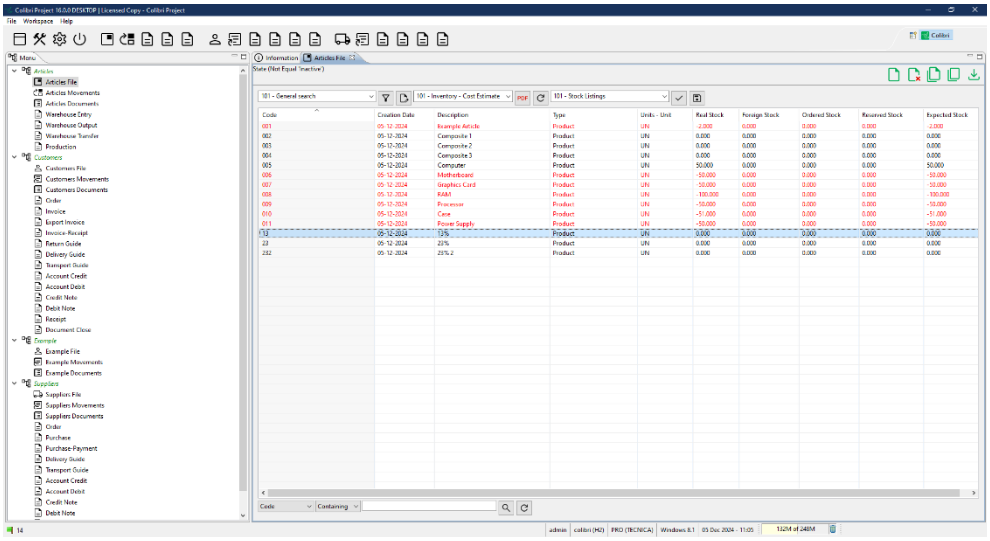


The pending Transport Guide for the Final Consumer has been loaded, and the next step is to save the record.

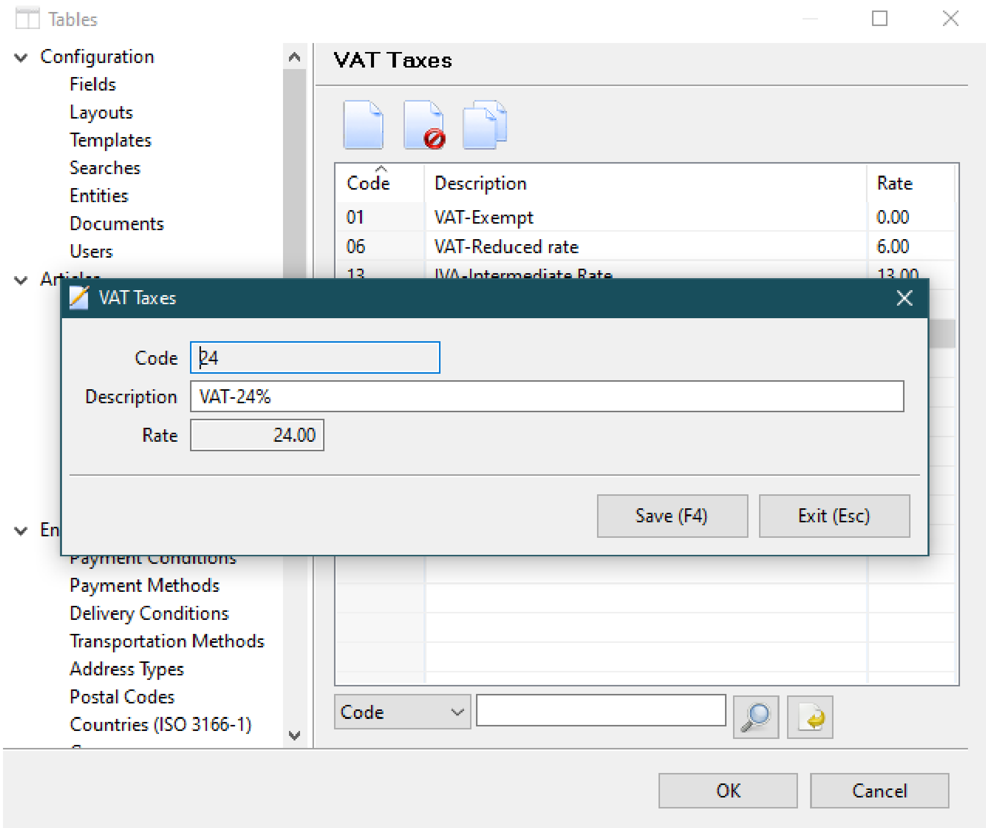
Conversion of VAT rates

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.

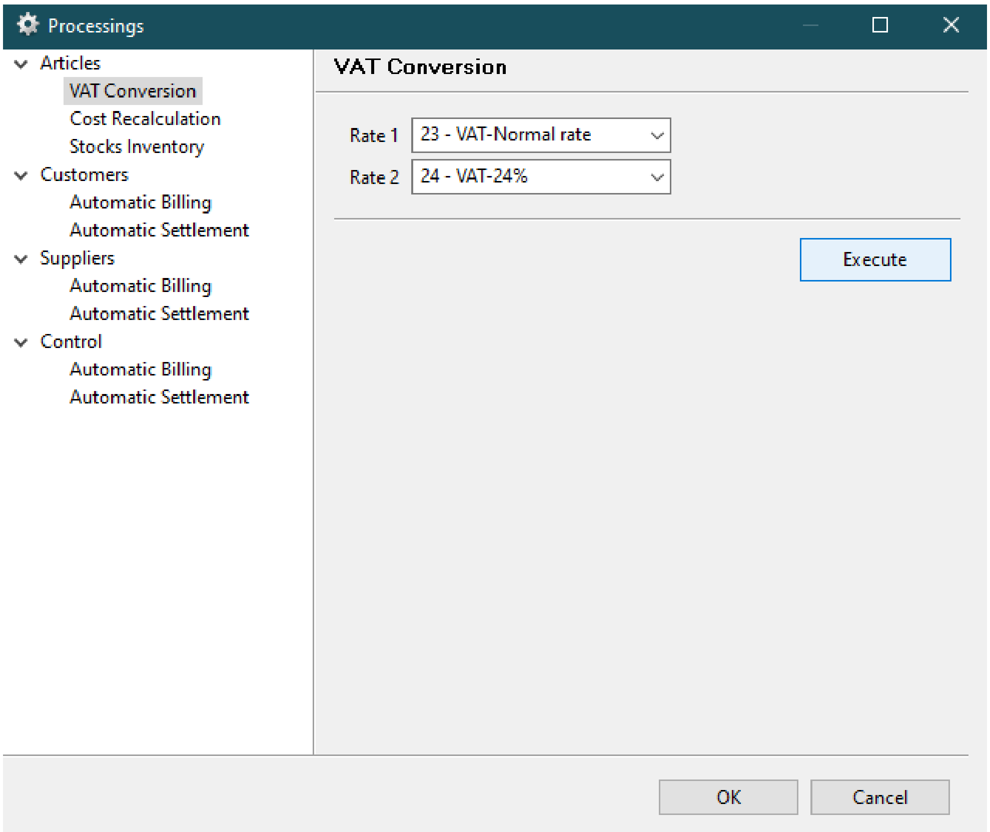
We therefore start by creating articles, creating 2 articles at 23% and 1 article at 13%.



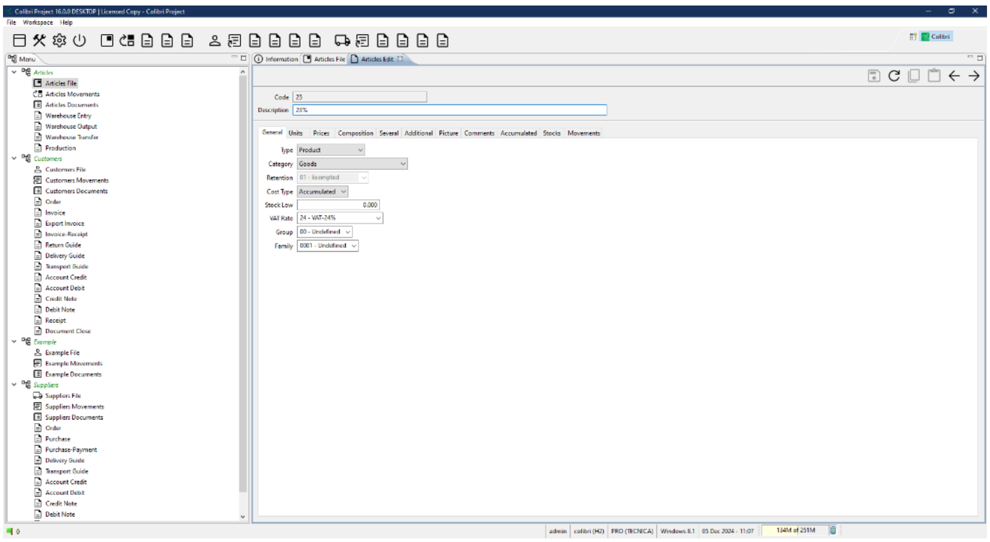
After this, we will then create a new VAT Rate, for which we need to go to "TABLES->VAT Taxes" and create a new one by clicking on the white page:



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.