

Quick start

 **Fix Me!** A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the [forum](#).

Have you just installed Gestan on your PC? You made a good choice!

Normally, in 15 minutes, you edit your first invoice. Here we go !?

To help you get started quickly, this page presents the usual settings when starting a new Gestan.

Follow the leader !



Refine the general settings a little

The startup wizard has asked you for some basic information about your business, let's refine the basic settings a little.

On the Business tab

This tab describes the main characteristics of your business.

Identity sub-tab

Start by checking the classic sections, company name, address, telephone, etc.

Paramétrage de l'application

Paramétrage de Gestan

1 12/10/23 17:53:49 EM
08/07/25 12:25:09 EM

Entreprise Contacts Devis, factures... Produits /stocks Actions / Inter / Projets Machines Application Ordinateur

Identité Juridique/Fiscal Divers

OK ✓

Annuler ✕

Raison sociale SOFAR SARL Téléphone 01-56-58-23-88

Adresse 88 avenue des ternes GSM _____

Code postal 75017 Ville PARIS Autre _____

Langue Français Pays FRA APE 0220Z

Site Web www.gestan.fr [Identités](#)

Courriel e.neuville@ics-informatique.com

Forme sociale SARL au capital de XXXXX euros

Slogan À votre service depuis 2002 !

Bas états SOFAR SARL - 88 avenue des ternes, 75017 PARIS

Logo  Num ID de la base 81734175349433201

Responsable EM Eléonore MAROLEX

1

Then :

- Enter your APE code 1, for example 6201Z
- Enter your corporate form 2, for example SARL with capital of 7,500 euros
- Click on the magic wand 3 to automatically fill in the wording which will be printed at the bottom of the documents that you will edit with Gestan (list of clients, list of invoices, etc.). You can modify it as you wish.

Legal/Tax sub-tab

Paramétrage de l'application

Paramétrage de Gestan

1 12/10/23 17:53:49 EM
08/07/25 12:25:09 EM

Entreprise Contacts Devis, factures... Produits /stocks Actions / Inter / Projets Machines Application Ordinateur

Identité Juridique/Fiscal Divers

Code devise EUR Nb décimales: 2 ☐ Import/Export

Type utilisation Entreprise assujettie à la TVA Régime fiscal IS

Début 1er ex. comptable 01/01/2024 Type bénéfices <N/A> Régime imposition <N/A>

☐ Non assujetti TVA Taux TVA par défaut 20

Régime TVA sur les encaissements N° TVA FR 04 894988998 [Taux de TVA](#)

Immatriculation ☒ Europe/Autre ☐ Afrique

RCS Paris 04048989 ICS

SIRET 048 948 978 04899

☐ Taxe régime Canada Taux de taxe TPS 0,000

Surtaxes

Type <Normal (aucune)> %HT 0,00 Libellé taxe

☐ Gérer les droits de timbre % 0,00 ☒ HT ☐ TTC Plafond 0,0000 Forfait 0,0000

OK ✓
Annuler ✕

Check that your 1 currency is the correct one.

In the date of first financial year 2, take the date of the first complete financial year: for example, if you started your financial year on May 15, 2018, and you close on December 31, indicate 01/01 /2018 (instead of 05/15, 2018).

Then enter your VAT number 4, your RCS number 5, and your SIRET 6.

🔗 More details on this tab: [this page](#)

Miscellaneous sub-tab

Paramétrage de l'application

Paramétrage de Gestan

1 12/10/23 17:53:49 EM
08/07/25 12:25:09 EM

Entreprise Contacts Devis, factures... Produits / stocks Actions / Inter / Projets Machines Application Ordinateur

Identité Juridique/Fiscal Divers

OK ✓
Annuler ✕

Horaires

Type de gestion horaire Minute Repos hebdo : ☐ Vendredi ☒ Samedi ☒ Dimanche

Journée standard : Début 09:00 Fin 17:00 Midi 01:00 Nb heures / jour homm 07:00 Hebdo 35:00

Durée conventionnelle 7,00

Immobilisations

☐ Gérer les immobilisations ☐ Nomenclatures immos nb niveaux 1 Sép.

Géolocalisation des véhicules

Code Mot de passe

Certificat

Signature N° série Validité au

Check that your times in 1 are correct.

On the Contact tab

Contacts are all the people you deal with: customers, prospects, partners, service providers, but also simple relationships.

- Choose the 1 data type you want to manage. Choose **Pro** if you only want to manage your contacts' professional addresses, or **both** if you also want to manage their personal contact details.
- Check the 2 box if you want to manage billing and delivery addresses that may be different from professional or personal addresses.

🌸 More details on contacts: [this page](#)

On the Parts tab > Bottom of page

The parts are:

- on the customer side: quotes, orders, invoices, credit notes, and delivery notes
- on the supplier side: price requests, orders, invoices, credit notes, and receipts

- Click on the magic wand 1 to enter the wording that should appear at the bottom of your quotes, invoices, and other documents. You can modify it as you wish.

🔮 More details on the parts: [this page](#)

On the Products/Stocks tab

Products are the goods you sell (and also the goods you buy).

- Choose 1 if you mainly use prices excluding VAT (BtoB) or including VAT (BtoC), or both
- Optionally specify your stock management options 2
- If you have a lot of products, check the 3 box to manage them in families and sub-families (instead of families only).

More details on the products: [this page](#)

On the Computer tab

This is the computer you are currently using.

Specify the SMTP server 1 that you will use to send emails via Gestan, for example when you send an invoice by email to a customer. Use the SMTP linked to your domain name (eg maboite.smtp.fr, consult your host), or that of your ISP (eg smtp.orange.fr for a livebox or smtp.free.fr for a freebox, consult your ISP).

✿ More information on SMTP: [this page](#).

✿ More information on the “Computer” settings: [this page](#).

Save bank accounts

Via **Tools** → **Accounting settings** → **Bank accounts**, open the list of bank accounts that you will use in your activity.

Open the ☐Pro account☐ form which was created by the start-up wizard with default data.

* Indicate an easy to understand title 1, here “Banquepro”

- Indicate the IBAN 2
- Indicate the BIC 3

You can declare others if you have several.

🌸 More information on bank accounts: [this page](#).

Populate your product catalog

Via the **Products** → **List of products** menu, open the list of products, in which you will record the goods that you usually sell (or buy) (it is not obligatory to record all the products that you buy or sell), click on the **New** button.

Fiche produit Création en cours

Code produit ¹ EAN13 Douanes

Dénomination

☐ Produit composé ☐ Archivé

Général Avancé Autres données Image Descriptif Notes Galerie

Famille Sous-famille

Fournisseur Marque

Code fournisseur

Unité d'achat ² Délai fournisseur Remise F PU HT Hr

Unité de vente Délai de livraison

Achat PU HT ³ TVA PU TTC

Vente PU HT TVA PU TTC

Dernière MAJ tarif

☐ Gestion des n°s de lot

☐ Gestion des n°s de série

☒ Gérer les stocks ⁴ Stock alerte Stock courant

Stock sécurité Stock maxi

Marges

Objectif	20,00 %
Sur achat	20,00 %
Sur vente	16,67 %

- Indicate a code and a name in plain text 1 for your product
- Indicate a buying and selling unit 2. Right-click to save new units.
- Indicate a purchase price 3 if you know it (it allows you to calculate your margin)
- Indicate a selling price 4
- Specify if you want to manage stocks 5

You can optionally add a photo of your product via the **Image** tab, a long description of your product via the **Description** tab. This description will be used in the quote and invoice lines.

Then validate with the **OK** button.

🌸 More information on the products: [this page](#).

Register a customer

Using the **Contact** button, open the contact list.

There is already a contact saved in the database, it's you!

Let's register our first client. To do this, click on the **New** button in the contact list.

Fiche Contact

Fiche client pro

Création en cours

Personnel

Professionnel

Adresses

Administration

Commerce

Compléments

LinkedIn

Twitter

Facebook

Valider

Annuler

Mme

LEUZE

Lara

Raison sociale

ANTIKOR

Q

Adresse

18 ter rue Maurice Barrès

Seconde ligne éventuelle d'adresse

FRA

08000

CHARLEVILLE MEZIERES

Q

Info porte

Code porte, étage, etc

Zone géo

Site Web

antikor.fr

M@il

lara.leuze@antikor.fr

Téléphone 1

Téléphone 2

Téléphone 3

Code APE

Q

N° Entreprise

SIRET ou autre N° entreprise

TVA intra

FR 63 156556465

Secteur pro

Q

Fonction

Q

Code service

Collectivité publique

Entreprise

PSP

Prospect

Client

Archivé

Trebuchet MS

Taille 12

B

/

On this screen, enter your "classic" information: name, address, etc.

🌸 More info on contacts: [this page](#).

Register your first invoice

There you are, you are ready to register your first invoice, by clicking on the **Invoice** button.

[illegible]

The invoice sheet will allow you to very easily create your first invoice:

- click on the magnifying glass 1 to select your client
- click on the + 2 button to add an article
- possibly modify the quantities or prices, directly in the 3 table
- optionally, enter an invoice type 4 to help you classify them.

By clicking on **Validate**, you will have created your first invoice with Gestan!

BRAVO!

Other “Tools” articles

- [Compilable procedures](#)
- [Connection to Gestan](#)
- [Database minimization](#)
- [Export Gestan database](#)
- [Gestan base import](#)
- [Gestan directory structure](#)
- [Gestan on a USB stick](#)
- [Gestan Versions](#)
- [Import a chart of accounts](#)
- [Import account assignments](#)
- [Import contracts into Gestan](#)
- [Import Google/Outlook/Notes contacts](#)
- [Import parts into Gestan](#)
- [Import product translations](#)
- [Importing data into Gestan](#)
- [Maintenance of HFSQL files](#)
- [Mass Parts Removal](#)
- [Quick start](#)
- [Reallocation of contacts by region](#)
- [Reassignment of users](#)
- [Rebooking entries](#)
- [Reset additional fields](#)
- [Reset categories](#)
- [Resetting files](#)
- [Tips and tricks](#)
- [Transfer your data to technical support](#)
- [Zip the base](#)

From:

<https://manuel.gestan.fr/> - **Le manuel de Gestan**

Permanent link:

<https://manuel.gestan.fr/en/wiki/outils/demarragerapide>

Last update: **2025/06/24 21:16**