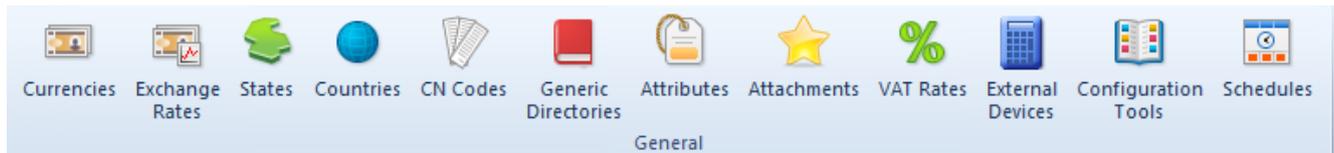


Available directories – general information

In the *General* button group of the *Configuration* menu, there are buttons used for defining objects which are common for many areas in Comarch ERP Standard system.



General button group

Each button opens a window with an object list, where a user can register and configure a new object. Defined objects will be used during the work with the system.

The *General* button group contains the following buttons opening object list:

- [Currencies]
- [Exchange Rates]
- [States]
- [Countries]
- [CN Codes]
- [Generic Directories]
- [Attributes]
- [Attachments]
- [VAT Rates]
- [External Devices]
- [Configuration Tools]
- [Schedules]

Currencies

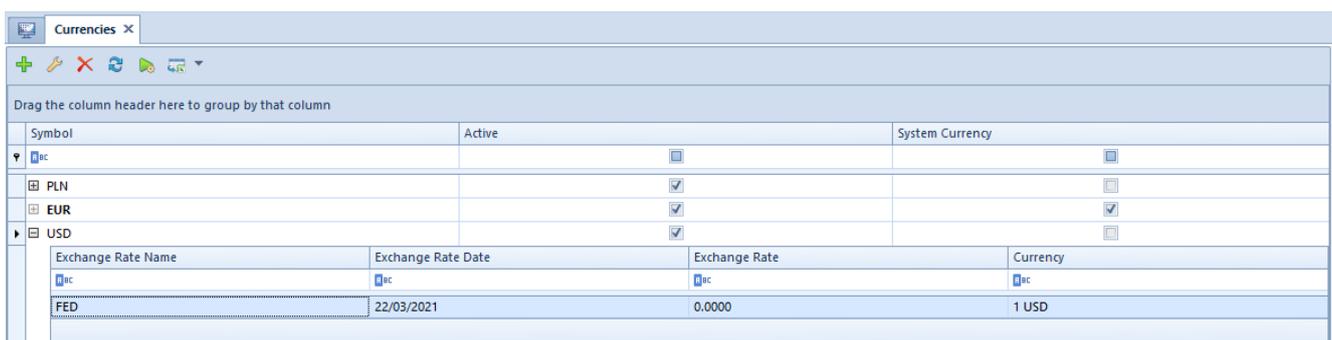
List of currencies

The list of currencies presents all the currencies in which transactions can be registered in the system. By default, the following currencies are defined: PLN, EUR and USD.

System currency is a currency in which operations related to amount are registered within a company. A user can define a different system currency for each company which allows for keeping logistic-accounting registry in different currencies, separately for each company of the companies included in a multi-company structure.

Note

System currency can be changed until the first document associated with a currency (e.g., trade document) is issued or a currency account is created.



Symbol	Active	System Currency
PLN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Exchange Rate Name	Exchange Rate Date	Exchange Rate	Currency
FED	22/03/2021	0.0000	1 USD

List of currencies

In a form of adding/editing of a given currency, the user enters data which is presented in the following columns of the list:

- **Symbol** □ currency symbol defined in the system

- **Active** parameter indicating whether a given currency can be used in the system. It is not possible to change the activity status of system currency.
- **System** parameter indicating whether a given currency is default for a company in which a user is logged-in.

It is not possible to set a currency as system currency from the level of the list of currencies. It can be defined only on a company form. Detailed information can be found in article <<*Company structure – company*>>.

Next to the symbol of each non-system currency, there is an active [+] button which allows for expanding the list of exchange rate types for which base currency is consistent with the system currency of a given company. Base currency is the currency of given exchange rate type against which recalculations of other currencies are provided.

The list of exchange rate types is composed of the following columns:

- **Exchange Rate Name** – name of a defined exchange rate type
- **Exchange Rate** the last (most up-to-date) exchange rate date
- **Exchange Rate** the recent known (updated) exchange rate registered in the system
- **Currency** symbol of the currency whose exchange rate is being presented

In the menu *Updated*, the [**Update**] button is available which enables manual update of exchange rates. More information can be found in article **Exchange rates**.

Defining currency

The button [**Add**] opens a form for defining a new currency.

Exchange Rate Type	Exchange Rate	Currency	Date
FED	1.0000	1 CHF	22/03/2021

New currency form

In the header of a new currency form, there are mandatory fields *Symbol* and *Name*. The values of these fields must be unique. For a newly defined currency, the parameter *Active* is checked by default.

Note

When a company makes trade transactions with a customer from a country using the currency USD and in one moment it terminates its cooperation with this customer, then such currency can be set as inactive and it will not be visible on currency selection lists. All objects already saved with inactive currency remain unchanged.

Note

It is not possible to change the activity status of system currency.

In tab *Exchange Rates for System Currency* there are exchange rate types displayed, for which base currency is consistent with the system currency of a company. The button [**Add Exchange Rate**] allows for selecting an exchange rate and assigning an appropriate value (conversion rate) to it. Available columns:

- **Exchange Rate Type** □ drop-down list presenting exchange rate types defined in the system. With the use of the button [**Add Exchange Rate Type**], it is possible to create a new type (for example, purchase, sales and average exchange rate).
- **Exchange Rate** □ conversion rate of foreign (not system)

currency into system currency. Values may be manually typed with a keyboard or selected with arrows (up, down) placed next to the default value of 1000 in the column. Entered values of exchange rate will be visible on documents issued in a foreign currency after selecting proper exchange rate type, for which exchange rate was established on a proper date.

- **Date** □ effective date of a given exchange rate. It may be manually typed with a keyboard or selected from the built-in calendar. By default, the field is filled with the present date.
- **Currency** □ field filled in automatically

Note

For historicity reasons, exchange rates should be entered on each day. The system does not allow the registration of several exchange rates on one day. The values of exchange rates are saved with a precision to four decimal places.

Tab Available Exchange Rates displays all types of exchange rates available in a company in which a user is logged-in. Additionally, information about base currency of a given exchange rate is provided.

Exchange Rates for System Currency		Available Exchange Rates		Denominations	
Drag the column header here to group by that column					
Exchange Rate Type	Currency	Value	Base Currency	Date	
☿ =	€	€	€		
⌚ FED	1 CHF		1.1000 EUR	22/03/2021	

New currency form – tab Available Exchange Rates

In *Denominations* tab it is possible to define values of denominations for a given currency. During database creation, this tab is filled in with denominations for predefined currencies: PLN, EUR and USD.

Exchange Rates for System Currency Available Exchange Rates Denominations			
Drag the column header here to group by that column			
Symbol	Conversion Calculator	Description	Active
☐ ¢	☐ ¢	☐ ¢	<input type="checkbox"/>
5 c		0,04	<input checked="" type="checkbox"/>
10 c		0,09	<input checked="" type="checkbox"/>
20 c		0,18	<input checked="" type="checkbox"/>
0,5 CHF		0,45	<input checked="" type="checkbox"/>
1 CHF		0,91	<input checked="" type="checkbox"/>
2 CHF		1,82	<input checked="" type="checkbox"/>
5 CHF		4,54	<input checked="" type="checkbox"/>
10 CHF		9,08	<input checked="" type="checkbox"/>
20 CHF		18,16	<input checked="" type="checkbox"/>
50 CHF		45,40	<input checked="" type="checkbox"/>
100 CHF		90,80	<input checked="" type="checkbox"/>
200 CHF		181,56	<input checked="" type="checkbox"/>
1000 CHF		907,51	<input checked="" type="checkbox"/>

New currency form – tab Denominations

The list of dominations of a defined currency contains the following columns:

- Symbol – abbreviation of denomination name, the field can contain 20 characters maximally
- Conversion Calculator – denomination exchange rate in reference to the base currency unit
- Description – additional information regarding denomination
- Active – parameter indicating whether a given denomination is active in the system

States

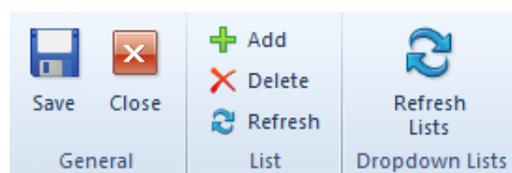
Button [**States**] opens a list of default states/administrative units which can be used for entering information regarding addresses.

The list contains information about the name of a unit, its country and its activity status in the system.

Name	Country	Active
Alabama	United States of America	<input checked="" type="checkbox"/>
Alaska	United States of America	<input checked="" type="checkbox"/>
Alsace	France	<input checked="" type="checkbox"/>
Andalucía	Spain	<input checked="" type="checkbox"/>
Aquitaine	France	<input checked="" type="checkbox"/>
Aragón	Spain	<input checked="" type="checkbox"/>
Arizona	United States of America	<input checked="" type="checkbox"/>
Arkansas	United States of America	<input checked="" type="checkbox"/>
Auvergne	France	<input checked="" type="checkbox"/>
Baden-Württemberg	Germany	<input checked="" type="checkbox"/>
Basse-Normandie	France	<input checked="" type="checkbox"/>
Bayern	Germany	<input checked="" type="checkbox"/>
Berlin	Germany	<input checked="" type="checkbox"/>
Bourgogne	France	<input checked="" type="checkbox"/>
Brandenburg	Germany	<input checked="" type="checkbox"/>
Bremen	Germany	<input checked="" type="checkbox"/>
Bretagne	France	<input checked="" type="checkbox"/>
California	United States of America	<input checked="" type="checkbox"/>

List of administrative units

In the menu, there are standard buttons for adding/deleting/saving a given object from the list, and buttons for refreshing and closing the list. There is also a **[Refresh Lists]** button which enables the update of the state selection list from the level of other objects, for example, on company form or customer form.



Buttons for handling the list

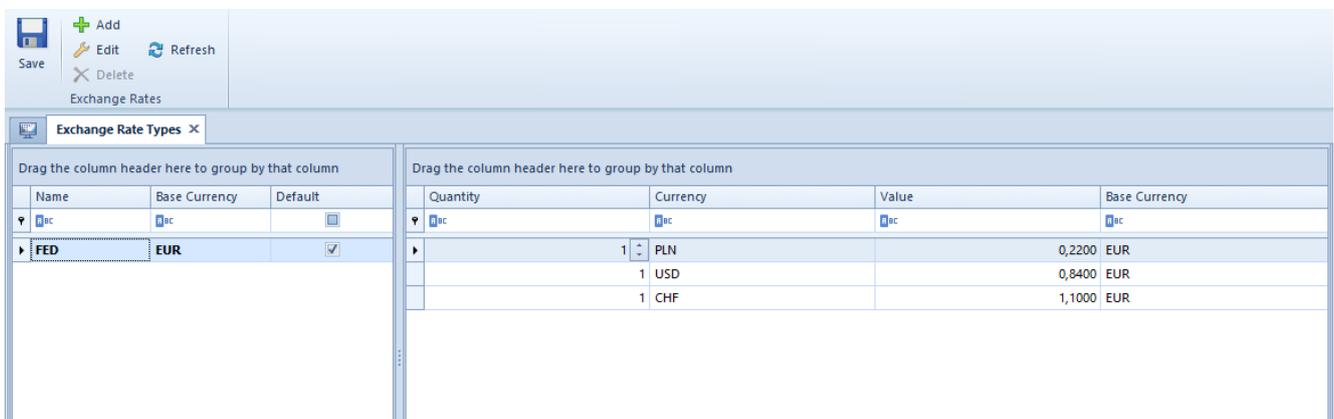
In order to define a new administrative unit, it is necessary to select button **[Add]** and enter a unique name of the state and the country to which it will be assigned. The value of column *Country* is retrieved from the list of countries defined in available directories (*Configuration* → *General* → *Countries*). Parameter in *Active* column is checked by default.

Exchange rates

The register of currency exchange rates contains data about exchange rate values defined within exchange rate types.

Exchange rate types are used to classify the exchange rates, for example, depending on the bank or exchange office from which the data about exchange rate values derives. Exchange rates are used when conducting currency transactions, for instance, to quickly recalculate values in trade documents. Comarch ERP Standard allows for defining several system currencies within a multi-company structure.

Therefore, in definitions of exchange rate types, it is necessary to specify a *Base currency* of exchange rate. It is a currency in relation to which recalculations of other currencies are provided.



Name	Base Currency	Default
PLN	PLN	<input type="checkbox"/>
FED	EUR	<input checked="" type="checkbox"/>

Quantity	Currency	Value	Base Currency
1	PLN	0,2200	EUR
1	USD	0,8400	EUR
1	CHF	1,1000	EUR

List of exchange rates

The *Exchange Rates* window is composed of two sections: *Exchange Rate Types* and *Exchange Rates*

In the *Exchange Rate Types* section, a user can define new exchange rate, modify or delete an existing exchange rate type. In the menu, there is also an option allowing for updating and saving changes applied on the list. It is not

possible to delete a default exchange rate type. On exchange rate type definition, it is necessary to define *Base currency* of an exchange rate.

The right section presents exchange rates specified within a given type. These are exchange rates for all currencies defined in the system, except from the base currency – from the day indicated in the field *Date*, placed in the right corner of the *Exchange Rates* section.

The *Exchange Rates* list is composed of the following columns:

In the column *Value*, it is possible, within given type of exchange rate, to enter manually the values of exchange rates for foreign currencies in relation to base currency. The other columns of the list contain the following data:

- **Quantity** – number of currency units converted to the base currency
- **Currency** – symbol of a foreign currency for which exchange rate value will be entered
- **Value** □ exchange rate for foreign currencies in relation to base currency, within a given type of exchange rate
- **Base Currency** – symbol of a base currency in relation to which recalculations of other currencies are provided

Defining new exchange rate type

The button [**Add**] opens a form for defining a new exchange rate type.

Name:

WWW:

Assembly:

Base Currency: Ask about exchange rates on system startup

Exchange Rate Values

Quantity	Currency	Value	Base Currency	Date
1	PLN	0,0000	EUR	22/03/2021
1	USD	0,0000	EUR	22/03/2021
1	CHF	0,0000	EUR	22/03/2021

- **Name** mandatory field.
- **WWW** website address where exchange rates are published
 - *nbp.pl* – for system currency PLN
 - *ecb.eu* – for system currency EUR
- **Assembly** by clicking on the suspension points button [...] in this field, it is possible to select the path to a file with .dll extension. Selected file runs the service with the help of which the currency exchange rates will be imported. In the system setup files, there are the following two files available by default:
 - *B2.NBPExchangeRateProvider.dll* – for system currency PLN
 - *B2.EcbExchangeRateProvider.dll* – for system

currency EUR

It is possible to implement own assemblies supporting Web sites.

- **Base Currency** – this parameter allows the user to define base currency for exchange rate type being defined. By default, the system sets system currency of a company in which the user is logged-in.
- **Ask about exchange rates during system startup** – this parameter allows the user to specify the types of exchange rates that the system must ask about during startup. That question pops up during the system startup only if any other operator, who is logged on to the company, has entered a currency exchange rate for that day. Upon selecting [**No**], the value from a previous day will be set as default value of exchange rate for the currency. If the message is accepted by selecting [**Yes**], a window for specifying the values of exchange rates applicable on given day will open.

In section *Exchange Rate Values*, it is necessary to enter the values for currencies defined in the system, depending on the selected base currency and the specified date. Those values will next be displayed on the list of exchange rates.

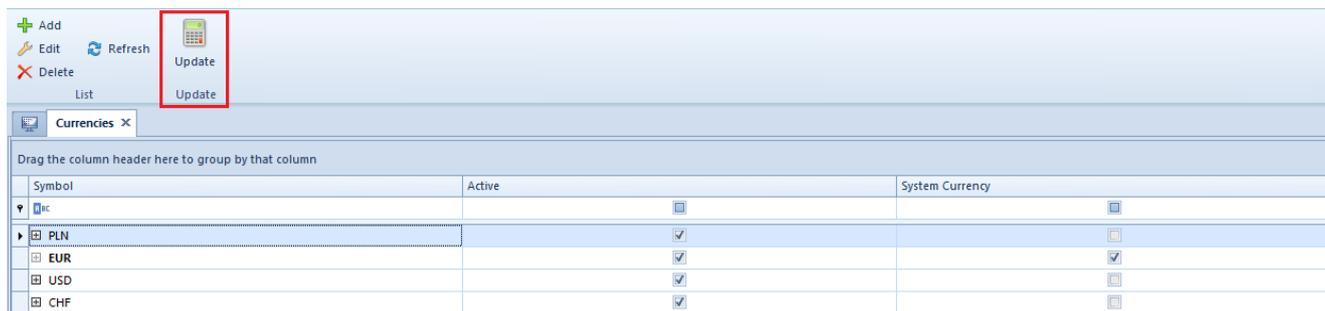
Updating exchange rates

Currency exchange rates are updated in Comarch ERP Standard system in two ways:

- **Manually** – with the help of the button [**Update**]
- **Automatically** – with the use of the BPM process named *Update Exchange Rates*

In both cases it is necessary to provide in the exchange rate type window the address of a Web site and to select an assembly referring to exchange rates published in WWW services

Manual update of exchange rates is performed from the level of the list of currencies.



Manual update of exchange rates

Upon selecting an exchange rate type to be updated and clicking the button **[Update]**, a window *Exchange Rates Update* is opened. Here, it is necessary to indicate a period for which information about exchange rates must be retrieved and the type of updated exchange rate.

The screenshot shows a dialog box for updating exchange rates. It contains three input fields: 'From' with the date '22/03/2021', 'Until' with the date '22/03/2021', and 'Exchange Rate Type' with the value 'FED'. There is also a checkbox labeled 'Update all' which is currently unchecked.

From:	22/03/2021
Until:	22/03/2021
Exchange Rate Type:	FED
<input type="checkbox"/> Update all	

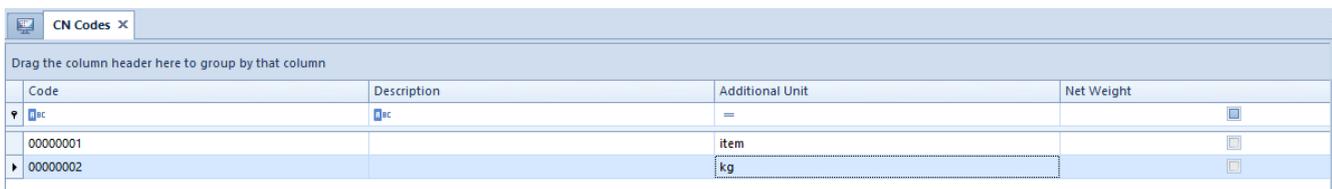
Checking the parameter *Update all* updates all types of exchange rates available in a company to which a user is logged-in.

To be able to update exchange rates automatically, it is necessary to attach a BPM process named *Update Exchange Rates* and assign it to a company and to operator group, to which the user belongs.

More information can be found in documentation Comarch ERP STANDARD – BPM.

CN codes

CN codes (Combined Nomenclature) are used for classifying items in international trade and are important for Intrastat declarations. CN codes defined by the user can be used on the forms of items and in document items.



Drag the column header here to group by that column			
Code	Description	Additional Unit	Net Weight
00000001		item	
00000002		kg	

List of CN codes

The list of CN codes contains the following columns:

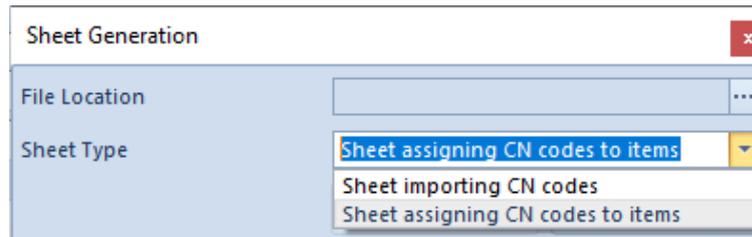
- **Code** □ unique 8-digits number
- **Description** □ description of classified item
- **Additional Unit** □ item unit of measure
- **Net Weight** □ parameter specifying the use of net weight for particular CN codes

In the menu, there are standard buttons for adding/adding through form/modifying/deleting/saving a given object from the list as well as button for refreshing the list. Moreover, the user can handle printouts and reports and use option *Import from file* to quickly import many CN codes from an Excel file.

[**Generate Import Sheet**] – this button generates an empty Excel Sheet in a selected location. There are two options possible:

- **Import CN Codes** □ sheet composed of the the following columns:
 - *CN Code*
 - *Additional Unit*
 - *Net Weight*

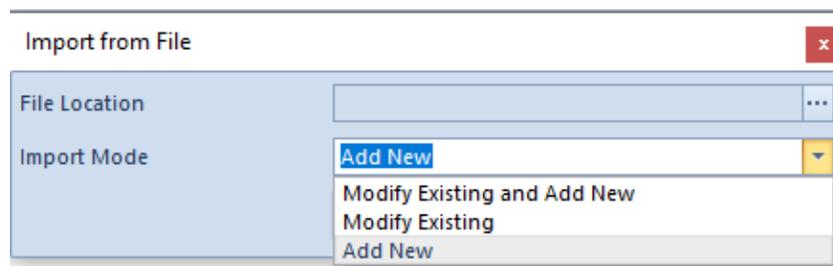
- *Description*
- *Upload to SENT* – detailed information regarding SENT system can be found in<<>>
- *UOM for SENT*
- **Assign CN Codes** □ sheet composed of the following columns:
 - *CN Code*
 - *Item Code*



Generating CN codes import sheet

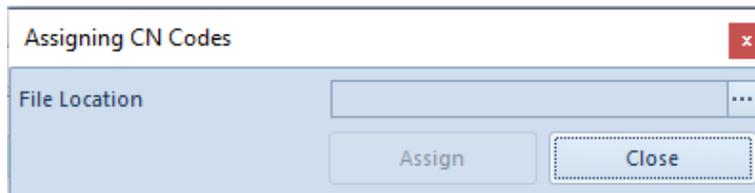
[Import] – button for importing data from an Excel File to Comarch ERP Standard system. Available import options:

- **[Import CN Codes]** – import in one of the following modes:
 - *Add New*
 - *Modify Existing*
 - *Modify Existing and Add New*



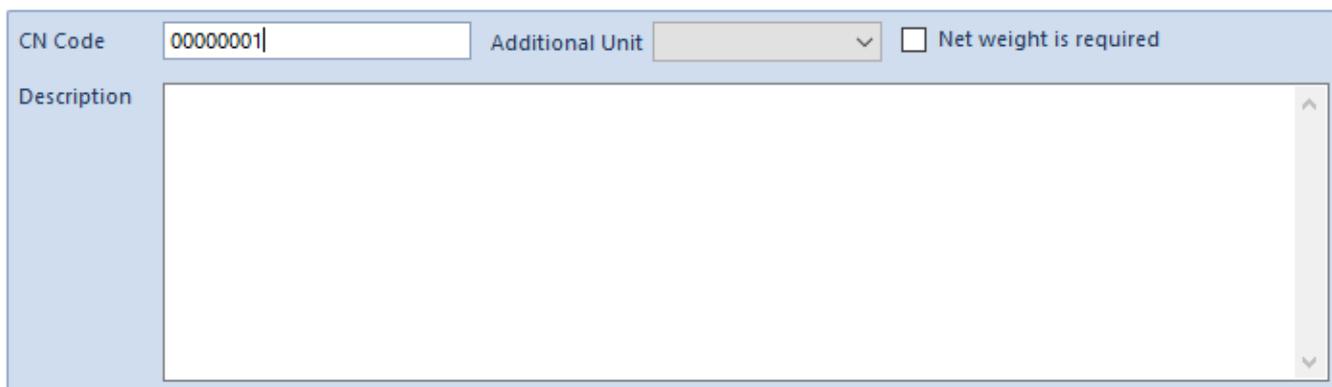
Importing CN codes from a file

- **[Assign CN Codes]**– assigns CN codes to items from a generated Excel file

A dialog box titled "Assigning CN Codes" with a close button (X) in the top right corner. It contains a "File Location" label followed by a text input field with a browse button (three dots) to its right. Below the input field are two buttons: "Assign" and "Close".

Assigning CN codes

In order to define a CN code, it is necessary to select button **[Add]** from menu *List* and fill in data directly on the list or enter it through the form available upon clicking on button **[Add Through Form]**.

A form for defining a CN code. It has a "CN Code" field with the value "00000001", an "Additional Unit" dropdown menu, and a checkbox labeled "Net weight is required". Below these fields is a large "Description" text area with a vertical scrollbar on the right side.

CN code definition form

CN Code is a mandatory field. From a drop-down list, available in field *Additional Unit*, the user can select a unit of measure. Some CN codes require information about item's net weight in Intrastat declaration. In such case it is necessary to check parameter *Enter net weight* in code definition.

VAT Rate allows for assigning to a given code one of active VAT rates from the group of VAT rates attached to the company to which the center of the logged-on user belongs.

If a VAT rate is specified from the level of a CN code form, then, when changing/adding such CN code to an item form, the user has a possibility to update automatically the VAT rate (both sales and purchase VAT rate).

SAF-T Item Group and *SAF-T Procedure Code* allow for selecting one of predefined values from one of generic directories with

the same names, which are used during the generation of JPK_V7M file.

For companies with checked parameter *Upload to SENT* fields *Upload to SENT* and *UOM for SENT* are available. Those parameters should be checked for items whose data can be sent to the PUESC (Platforma Usług Elektronicznych Skarbowo-Celnych) portal. Assigning such a CN code to an item or item group results in the automatic selection of the *SENT* parameter on the item form. More information can be found in <<link>>.

VAT rates

List of VAT rates

Configuration of VAT rates in the system allows defining tax rates according to which items or services are purchased and sold as well as payments are made.

Symbol	Value	Name	Status	Active	Default
A	20,00%	A 20%	Taxed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B	5,00%	B 5%	Taxed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C	0,00%	C 0%	Taxed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D	0,00%	D TE	Tax-exempt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E	0,00%	E NS	Not subject to taxation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

List of VAT rates

The field *VAT Rate Group* presents a default VAT rate group assigned to a company in which a user is logged in. Only the user logged in to the parent company can select groups available in the system from a drop-down list. Depending on indicated group, the list is completed with appropriate VAT rate values. Values presented on the list are retrieved from the generic directory *VAT Rate Groups* (<<Generic Directories Predefined list>>). Inactive groups are displayed in italics and it is not possible to edit values of VAT rates assigned to them.

The list of VAT rates contains the following columns:

- **Symbol** – VAT rate symbol
- **Value** – value assigned to a VAT rate
- **Name**
- **Status**– VAT rate characteristics. The following options are available for selection:
 - *Taxed*
 - *Tax-exempt*
 - *Not subject to taxation*
- **Active** – parameter indicating whether a given rate can be used in the system.
- **Default** – parameter indicating whether a given VAT rate

is a default rate. Only one rate can be defined as default.

For newly created databases, depending of a rate group, the following predefined VAT rates are available:

▪ Polish database – group **PL**

Symbol	Value	Name	Status	Active	Default
A	23,00%	A 23%	Taxed	Yes	Yes
B	8,00%	B 8%	Taxed	Yes	No
C	0,00%	C 0%	Taxed	Yes	No
D	0,00%	D ZW	Tax-exemp	Yes	No
E	0,00%	E NP	Not subject to taxation	Yes	No
F	5,00%	F 5%	Taxed	Yes	No
G	7,00%	G 7%	Taxed	Yes	No

▪ English database – group **UK**

Symbol	Value	Name	Status	Active	Default
A	20.00%	A 20%	Taxed	Yes	Yes
B	5.00%	B 5%	Taxed	Yes	No
C	0.00%	C 0%	Taxed	Yes	No
D	0.00%	D TE	Tax-exempt	Yes	No
E	0.00%	E NS	Not subject to taxation	Yes	No

▪ German database – group **DE**

Symbol	Value	Name	Status	Active	Default
A	19,00%	A 19%	Taxed	Yes	Yes
B	7,00%	B 7%	Taxed	Yes	No
C	0,00%	C 0%	Taxed	Yes	No
D	0,00%	D SF	Tax-exempt	Yes	No

Symbol	Value	Name	Status	Active	Default
E	0,00%	E NS	Not subject to taxation	Yes	No

▪ German database (AT) – group AT

Symbol	Value	Name	Status	Active	Default
A	20,00%	A 20%	Taxed	Yes	Yes
B	10,00%	B 10%	Taxed	Yes	
C	0,00%	C 0%	Taxed	Yes	
D	0,00%	D SF	Tax-exempt	Yes	
E	0,00%	E NS	Not subject to taxation	Yes	
F	12,00%	F 12%	Taxed	Yes	

▪ French database – group FR

Symbol	Value	Name	Status	Active	Default
A	20,00%	Taux normal 20%	Taxed	Yes	Yes
B	10,00%	Taux ntermédiaire 10%	Taxed	Yes	No
C	5,50%	Taux réduit 5,5%	Taxed	Yes	No
D	2,10%	Tax super réduit 2,1%	Taxed	Yes	No
E	0,00%	Taux exonéré 0%	Tax-exempt	Yes	No
NS	0,00%	Non soumis	Not subject to taxation	Yes	No

▪ Spanish database – group ES

Symbol	Value	Name	Status	Active	Default
A	21,00%	A 21%	Taxed	Yes	Yes
B	10,00%	B 10%	Taxed	Yes	No
C	4%	C 4%	Taxed	Yes	No

Symbol	Value	Name	Status	Active	Default
D	0,00%	D ZW	Not subject to taxation	Yes	No
E	0,00%	E NP	Tax-exempt	Yes	No
F	0,00%	F 0%	Taxed	Yes	No

Below the VAT rates list, in the panel VAT rates for export documents it is possible to select appropriate VAT rates for export documents, separately for items and services.

In field *VAT rate for reverse charge*, it is possible to determine VAT rate applicable for documents subject to reverse charge.

Default settings:

- Group PL:
 - Export documents (items) – C 0%
 - Export documents (services) – E NP
 - Reverse charge – E NP
- Group UK:
 - Export documents (items) – C 0%
 - Export documents (services) – C 0%
 - Reverse charge – E NS
- Group DE:
 - Export documents (items) – C 0%
 - Export documents (services) – C 0%
 - Reverse charge – E NS
- Group AT:
 - Export documents (items) – C 0%
 - Export documents (services) – C 0%
 - Reverse charge – E NS
- Group FR:
 - Export documents (items) – Taux exonéré 0%
 - Export documents (services) – Taux exonéré 0%
 - Reverse charge – Non soumis

- Group ES:
 - Export documents (items) – F 0%
 - Export documents (services) – F 0%
 - Reverse charge – E NP

Defining VAT rate

In the system, there are two methods for defining a new VAT rate:

- **[Add]** – a new row appears on the list, where it is necessary to enter appropriate data. The values *Name* and *Value* must be unique. In the tab *Value*, the user must specify the value of the tax in a percentage form, e.g. 23%. In the column *Status*, the user selects one of the available options: *Taxed*, *Tax-exempt*, *Not subject to taxation*
- **[Add Through Form]** – opens a form composed of two tabs: *General* and *Accounting*
 - *General* – contains basic data, that is *Symbol*, *Name*, *Status*, *Value* and parameter *Active*
 - *Accounting* – allows for assigning bookkeeping accounts to a given VAT rate. Default account types: *Input VAT* and *Output VAT*. The list of predefined account types are available in the generic directory VAT Rates under Types of Accounts group. *Current Accounting Period* – field provided for information purposes, cannot be edited.

Form of a newly defined VAT rate – tab General

General		Accounting	
Current Accounting Period 2021			
Default Accounts			
Account Type	Account Number	Account Name	Create Account
▼ ec	ec	ec	<input type="checkbox"/>
▶ Input VAT			<input type="checkbox"/>
Output VAT			<input type="checkbox"/>

Form of a newly defined VAT rate – tab Accounting

Note

The system does not control the uniqueness of a VAT rate symbol. This is appropriable in case new regulations determine the same symbols for new VAT rates, that were applied for previous VAT rates.

Note

Edition of VAT rate is blocked in case it has been used in one of the documents: SI, SIVC, SIQC, ASI, ASIC, R, RVC, RQC, S0, SQ, SRS, CRS, PI, PIVC, PIQC, API, APIC, P0, PQ, SOR, SORVC, SORQC, POR, PORVC, PORQC.

Defining VAT rate in a multi-company structure

To be able to assign different groups of VAT rates to a given center of *Company* type, it is necessary to activate them in *Generic Directories*.

No. ▲	Value	Description	Default	Active
▼ ec	ec	ec	<input type="checkbox"/>	<input type="checkbox"/>
▶	1 PL		<input type="checkbox"/>	<input type="checkbox"/>
	2 UK		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	3 DE		<input type="checkbox"/>	<input type="checkbox"/>
	4 AT		<input type="checkbox"/>	<input type="checkbox"/>
	5 FR		<input type="checkbox"/>	<input type="checkbox"/>
	6 ES		<input type="checkbox"/>	<input type="checkbox"/>

List of VAT rate groups in Generic Directories

Depending on VAT rate groups attached to a company, the user can define different VAT rates for an item or item group.

Example

In a database, there is VAT rate group *PL* set for the parent company and group *FR* for

Company1. Upon logging in to the parent company, on an item form in field *Purchase TAX* and

Sales TAX there is value *A 23%* displayed. Upon logging in to Company1, value *Taux normal*

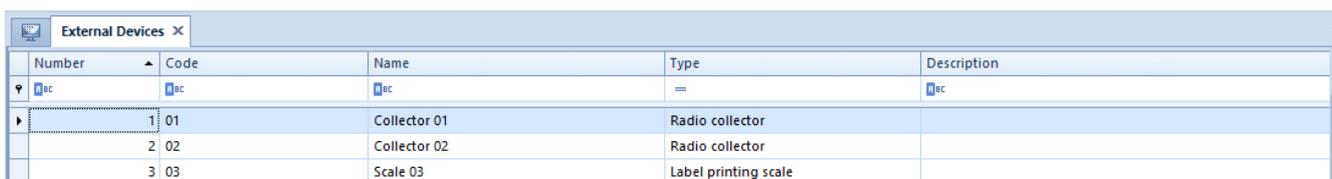
20% is displayed for the same item in fields *Purchase TAX* and *Sales TAX*.

When adding an item in a document, VAT rate assigned to the item within VAT rate group attached to a company (or its center) being the document owner is retrieved.

When printing a document on a receipt printer, it is verified whether VAT rates used in the document have rates mapped for a fiscal printer, within the group in which they are included. If a rate mapping is missing, appropriate message is displayed.

External devices

With the use of this function, the user defines and configures devices used for registration of external data, such as collector, label printing scale or cash register drawer.



Number	Code	Name	Type	Description
1	01	Collector 01	Radio collector	
2	02	Collector 02	Radio collector	
3	03	Scale 03	Label printing scale	

List of external devices

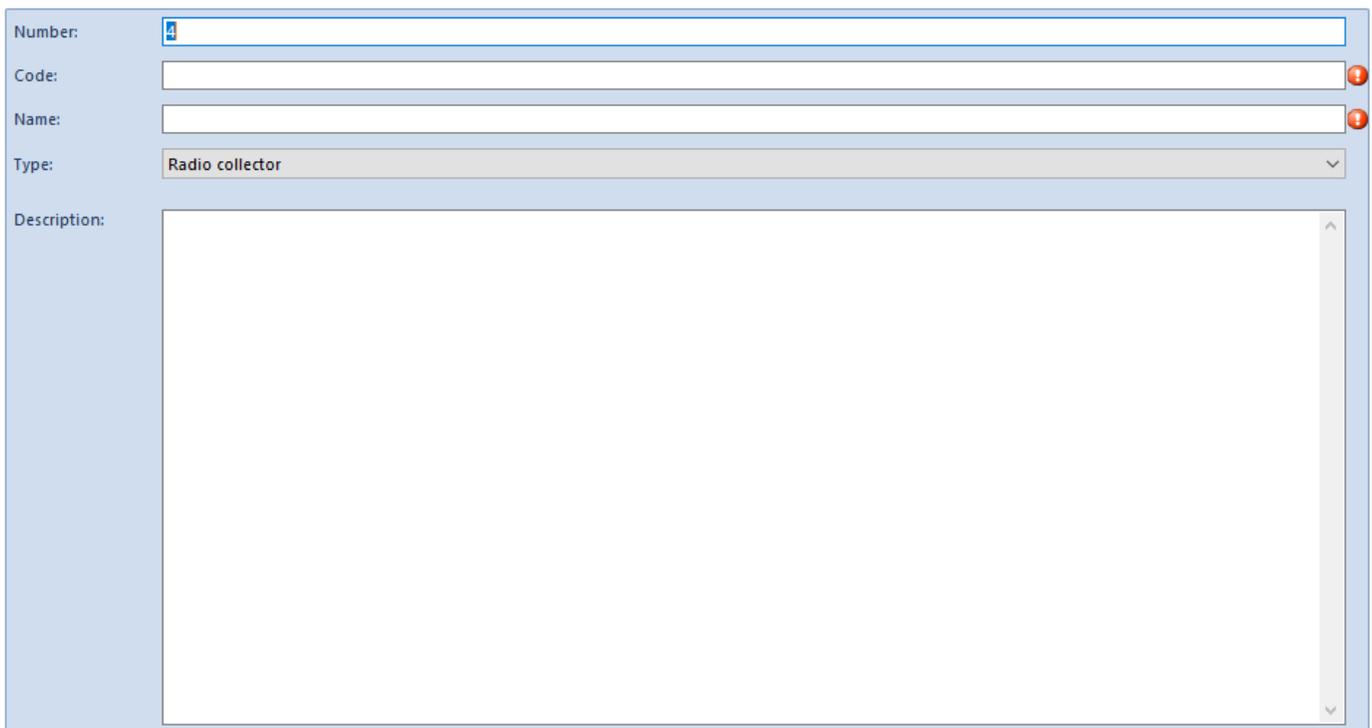
The list is composed of columns corresponding to data inserted by the user during the definition of a new device:

- Number
- Code
- Name
- Type
- Description
- Device ID (column hidden by default)

In the menu, there are standard buttons for adding/deleting/saving a given object from the list as well as buttons for refreshing and closing the list.

Defining external device

The button [**Add**], placed in the *List* group of buttons, opens the form of a new external device:



The screenshot shows a web form for defining an external device. The form is titled 'Defining external device' and is located in the 'List' group of buttons. The form has a light blue header and a light blue sidebar on the left. The sidebar contains labels for 'Number:', 'Code:', 'Name:', 'Type:', and 'Description:'. The main area contains a text input for 'Number', two text inputs for 'Code' and 'Name', a dropdown menu for 'Type' with 'Radio collector' selected, and a large text area for 'Description'.

Number is a subsequent ordinal number from the list. The fields *Code* and *Name* are mandatory. In the field *Type*, it is necessary to indicate the type of the newly added device. Types of external devices:

- Radio collector
- Batch collector

Number: 4

Code:

Name:

Type: Batch collector

Protocol:

Transmission Rate:

Parity:

Data Bits:

Stop Bits:

Description:

▪ Label printing scale

Number: 4

Code:

Name:

Type: Label printing scale

Connection: Connection Type Local Connection Network Connection

COM Port: COM1

Scales Number: 0

Description:

▪ Drawer

Number:

Code:

Name:

Type:

POS Workstation - Open drawer:

Payments for documents printable on receipt printer

Payments for documents unprintable on receipt printer

For payment forms

CD/CW

when opening the shift

when counting cash register

when ending the shift

when closing a day

Description:

Depending on the selected type of device, additional parameters defining the device are displayed.

For a batch collector, a communication protocol must additionally be selected and the parameters of a serial port must be specified: *Protocol, Transmission Rate, Parity, Data Bits, Stop Bits*

For a label printing scale, a connection type and a COM port a device is connected to must be specified and a scale number must be provided.

For a drawer, in turn, it is necessary to specify the parameters specifying the operations during which a drawer must open when registering a transaction at a point of sale.

Detailed information regarding integration of external devices with pos can be found in [Comarch POS Knowledge Base](#).

Note

Drawers can only be configured with a Comarch POS workstation. A drawer can be opened during the following operations:

- **Payments for documents printable on receipt printer** –

with possibility to specify whether the drawer should open before or after printing

- **Payments for documents unprintable on receipt printer** – with possibility to specify whether the drawer should open before or after payment is applied
- **For payment forms** – with possibility to specify a payment form.
- **CD/CW**
- **Starting a shift**
- **Counting cash register balance**
- **Ending a shift**
- **Ending a day**