

Code formats (customer/vendor groups)

Field *Code Format* on the form of customer/vendor groups (tab *General*) allows for specifying rules according to which the code of customer/vendor added to a given group should be defined. If a customer/vendor group has a code format defined, then, on the basis of that code format, when adding a customer/vendor to the group, the system verifies the correctness of the code assigned to that customer/vendor by the user.

The code format is created according to the following rules of RegEx syntax:

- **First, is necessary to enter a special character which defines type and interval of characters used in the code, e.g.**
 - `[]` – indicating an element from a list
 - `()` – remembering the content in brackets as an item,
 - `$` – meaning the end of a row
 - `^` – adjusting to the field beginning (a character following `^` must be the beginning of an expression)
- Then, if the code is supposed to contain numbers, quantity quantifiers are used, e.g.:
 - `\d` – any number of digits
 - `\d?` – zero or one digit
 - `\d` – one digit
- In order to use a white space (e.g., a space), it is necessary to add `\s` between expressions
- The remaining characters are entered permanently into a code format (i.e., `aa\d` indicates that these codes can only be in the following forms: `aa1`, `aa2`, `aa3`, etc.)

Basic RegEx expressions:

Expressions Defining Possible Character Types

Expression	Meaning	Negation
[abcs23]	Character from a list	[^abcs]
[a-f]	Character from a range	[^a-f]
\d	Figure	\D
\w	Letter of figure	\W
\s	White space character (space character, enter, tab)	\S
.	Any character	

Expressions defining a number of repetitions of a given expression

Expression	Number of repetitions
*	Zero or more
+	One or more
?	Zero or one
{n}	Precisely n
{n,m}	From n to m
{n,}	At least n

Exemplary use of RegEx Code Format:

Code format	Exemplary Codes
\d{3}-\d{2}-\d{4}	215-84-6377
\d*[a-z]{5}	552345dress, lemon
\d{5}(-\d{4})?	33064, 33064-3597
\d{1,2} [A-Z]{3} \d{2}	10 AUG 59, 5 JUL 99
\(\d{3}\)[A-Za-z]{3}-\d{2}@ \d{2}	(305)abc-45@55

Code format	Exemplary Codes
<code>\d{3}/\d{3}-\d{4}</code>	000/785-4555
<code>((\d) ([1][0,1])):[0-5]\d[A,P]M</code>	5:30PM, 10:05AM
<code>\d{1,2}' \d{1,2}''</code>	5' 6", 12' 11''
<code>4\d\w{3}-\d</code>	41G1A-2, 42222-2, 41aaa-2
<code>aaa[1-4]?\d</code>	aaa1, aaa21, aaa49, aaa40

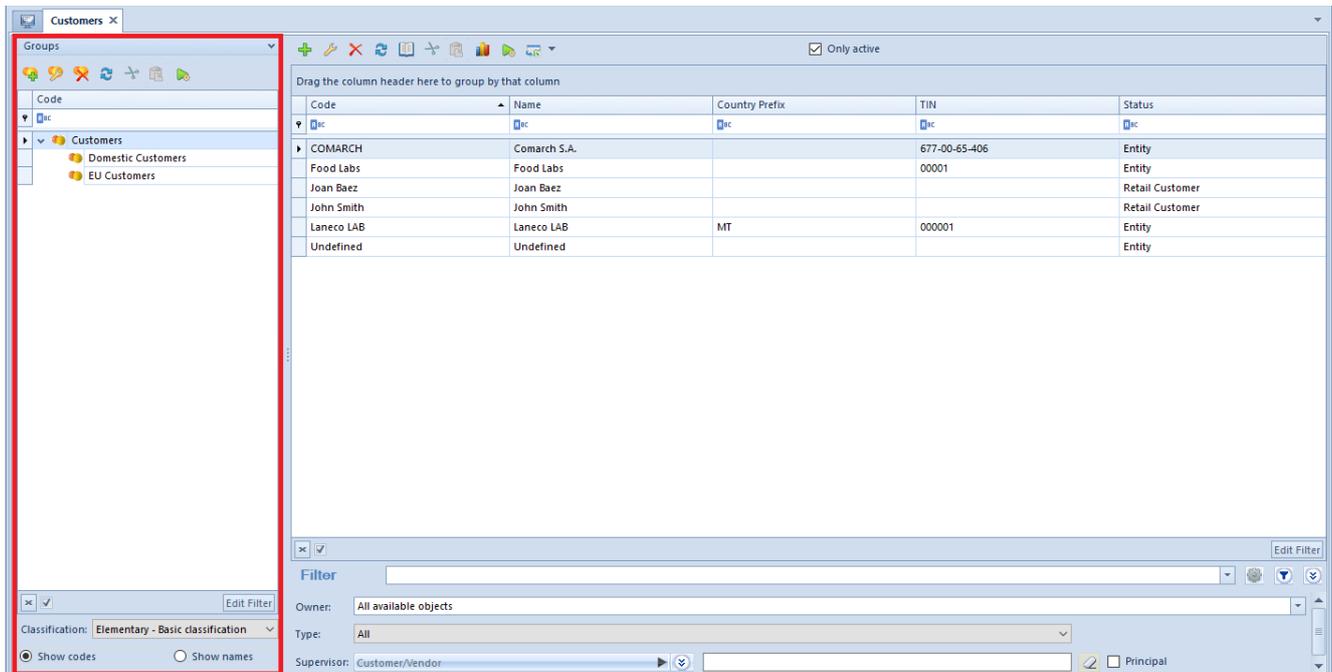
A code format can be also a part of a [configuration tool](#), however, in such case, the following expressions are not handled:

- **expressions containing special characters:**
 - `\d`
 - `\w`
 - `\s`
 - `*`
 - `+`
 - `{n,}`

Defining customer/vendor groups

General information

Classification into customer/vendor groups facilitates managing of customers/vendors defined in the system. The tree of customer/vendor groups can be found in *Groups* panel, in the window of <<the list of customers/vendors>>.



Tree of customer groups

Classification drop-down list, placed below the tree of groups, allows the user for selecting classification category according to which the tree of customer/vendor groups should be presented. The following values are defined in the system by default:

- **Elementary – Basic classification**
- **Comarch B2B** – classification defined in <<generic directory>> *Customers/Vendors Classification Categories*. For the classification to be available, it is necessary to check *Active* parameter in the directory.

The user can define his/her classification categories groups, from the level of <<generic directory>> *General* → *Customers/Vendors Classification Categories*. Then, it is possible to assign customer/vendor groups to appropriate categories, in *Object Availability* window (*Configuration* → *Company Structure* → *Object Availability*).

A new customer/vendor group can be added by clicking on **[Add]** button placed in the main menu or ergonomic panel above <<the list of customer/vendors>>. The button opens a new

customer/vendor group form divided into the following tabs: *General, Questionnaires, Attributes, Attachments*

Customer/vendor group form

Tab *General*

The tab *General* contains the following fields and parameters:

- **Code** – mandatory field
- **Name** – mandatory field
- **Update patterns** – parameter described below
- **Update elements** – parameter described below

and subtabs:

- **General**
- **Trade**
- **Description**
- **Analytical Description**
- **Attributes**
- **Attachments**
- **Availability**

Subtab *General*

Fields from the *General* subtab tab represent pattern for fields available on the form of customer/vendor belonging to a given group or its secondary group. When defining a customer/vendor or secondary group, the values of pattern fields are automatically transferred to the forms of that item or secondary group. The exception is <<*Code Format/Configuration Tool*>> which enable verification of the correctness or automatic assignment of customers/vendors' codes on the basis of created definition.

When the user modifies a pattern which was previously saved, in the main *General* tab are activated parameters allowing for

updating data on the forms of secondary groups and customers/vendors belonging to the group:

- **Update patterns** – applies to secondary groups
- **Update elements** – applies to customers/vendors

Next to each parameter, there is a drop-down list with the following options:

- **Changed fields – conditional** – updates fields in accordance with changes on the pattern. Only these fields are updated on the form of a group/customer/vendor, which before the change had the same value as on the pattern.

Example

Main Group (TIN: US)

Customer A3 (TIN: US) – assigned directly to Main Group

Group 1 (TIN: DE) – subsidiary to Main Group

Customer A1 (TIN: FR) – assigned to Group 1

Customer A2 (TIN: US) – assigned to Group 1

On the main group, the TIN is being changed from US to DE. The user checks the parameter

Update patterns (groups) and Update elements (customer forms) and selects the option

Changed fields – conditional. Only the TIN fields on Main Group, Customer A3 and Customer A2

will be updated.

- **Changed fields – unconditional** – updates fields in accordance with changes on the pattern. All changed fields are updated, regardless of their value before the update.

Example

Main Group (TIN: US)

Customer A3 (TIN: US) – assigned directly to Main Group

Group 1 (TIN: DE) – subsidiary to Main Group

Customer A1 (TIN: FR) – assigned to Group 1

Customer A2 (TIN: US) – assigned to Group 1

On the main group, the TIN is being changed from US to DE. The user checks the parameter

Update patterns (groups) and Update elements (customer forms) and selects the option

Changed fields – unconditional. The TIN fields on all groups and customer forms in DE group

will be updated.

- **All fields – unconditional** – updates all fields in accordance with the settings on the pattern, except for fields which would have effect on their uniqueness (e.g., code, name)

Example

Main Group (TIN: US)

Customer A3 (TIN: US) – assigned directly to Main Group

Group 1 (TIN: DE) – subsidiary to Main Group

Customer A1 (TIN: FR) – assigned to Group 1

Customer A2 (TIN: US) – assigned to Group 1

On the main group, the TIN is being changed from US to DE. The user checks the parameter

Update patterns (groups) and Update elements (customer forms) and selects the option All

fields – unconditional. All the fields will be updated in

compliance with the settings in the patterns, apart from those that would affect their uniqueness.

The functions of subtabs *Trade*, *Analytical Description* and *Availability* are the same as of those on the customer/vendor form.

Classification Category: Elementary (Basic classification)

Code: Customers English

Name: Customers

Update patterns Changed fields - conditional Update elements Changed fields - conditional

General Trade Description Analytical Description Attributes Attachments Availability

Code: Code Format Active

Name: URL:

TIN: Type: Active taxpayer

Type: Domestic Terms: Associated unit

Status: Entity Points: 0 SAF-T Procedure Code:

Supervisors

Drag the column header here to group by that column

Code	Name	Type	Main	Active	Entity Type	Date From	Date To
BEC	BEC	BEC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	=	BEC	BEC

[Active] = 'Checked' Edit Filter

Tab *General* on customer group form

Other tabs

Tab *Questionnaires* presents questionnaires related to a given customer/vendor group, whose definition is described in article <<*Defining questionnaires*>>.

The tabs *Attributes* and *Attachments*, which are also available in the tab *General*, contain lists of attachments and attributes related to a given customer/vendor group.

Functions of attributes and attachments are described in articles: <<*Attributes and Attachments*>>

The tab *Changes History* is available, if in the window *Configuration (Configuration → History → Configuration)*, parameter *History Incrementally* is checked. The tab contains preview of operations involving object, including information such user name and date of change.

Customer/vendor history

General information

Customer/vendor history allows for previewing transactions registered with selected customer/vendor. To open the customer/vendor history, it is necessary to click on [**History**] button, available in the main menu or in the ergonomic panel above the list of items.

The form of customer/vendor history is divided into the following tabs: *Collectively, By Item Groups, By Item Codes*

Tab *Collectively*

Date	Type	Document Number	Contact	Subtotal	VAT	Total	Overdue Amount	Currency
20/05/2021	POR	POR/2021/00003			0.00	0.00	0.00	0.00 EUR
20/05/2021	POR	POR/2021/00004			750.00	150.00	900.00	0.00 EUR

Subtotal	VAT	Total	Overdue Amount
0.00	0.00	0.00	0.00

Filter
<input checked="" type="checkbox"/> Date from: 01/05/2021 to: 31/05/2021 <input type="checkbox"/> Warehouse: <All> <input type="checkbox"/> Item Classification Category: Assortment <input type="checkbox"/> Item: <input type="text"/> <input type="checkbox"/> Document Status: <All>
<input checked="" type="checkbox"/> Mark all <input checked="" type="checkbox"/> Accounting <input checked="" type="checkbox"/> Trade-Release <input checked="" type="checkbox"/> Warehouse-Release <input checked="" type="checkbox"/> Warehouse-Receipt

Tab Collectively

The tab *Collectively* contains a list of all filtered documents issued on the selected customer/vendor presented chronologically. The list is composed of the following columns:

- **Date** – document date
- **Type** – document type
- **Document Number**
- **Contact** – number of customer's/vendor's contact person
- **Subtotal** – subtotal document value expressed in the system currency
- **VAT** – VAT tax value expressed in the system currency
- **Total** – total document value expressed in the system currency
- **Overdue Amount** – customer's/vendor's overdue amount due to open payables resulting from the document, expressed in the system currency
- **Currency**

Tab *By Item Groups*

Collectively				
By Item Groups				
By Item Codes				
Drag the column header here to group by that column				
Item Group	Quantity	Value	Price (Average)	Currency
▼ [ic]	[ic]	[ic]	[ic]	[ic]
▶ Main Group		50.0000	750.00	15.00 EUR
Shoes		50.0000	0.00	0.00 EUR
		100.0000	750.00	15.00

Filter				
<input checked="" type="checkbox"/> Date from:	01/05/2021	<input checked="" type="checkbox"/> to:	31/05/2021	Document Types:
Warehouse:	<All>			<input checked="" type="checkbox"/> Mark all
Item Classification Category:	Assortment			<input checked="" type="checkbox"/> Accounting
Item				<input checked="" type="checkbox"/> Trade-Release
Document Status:	<All>			<input checked="" type="checkbox"/> Warehouse-Release
				<input checked="" type="checkbox"/> Warehouse-Receipt

Tab By Item Groups

The tab *By Item Groups* contains information about total number and value of transactions in which a given item was involved, ordered by groups to which customers/vendors, for whom the transaction documents were issued, are assigned. The list is composed of the following columns:

- **Item Group**
- **Quantity**
- **Value**
- **Price (Average)** – average price of an item from a given group
- **Currency** – if items were added in documents in companies operating on various currencies, then a given item group will be displayed in as many rows as the number of system currencies in which documents were registered for a given customer/vendor and for items included in that group.

Tab *By Item Codes*

Collectively By Item Groups By Item Codes						
Drag the column header here to group by that column						
Item Code	Item Name	Quantity	Value	Price (Average)	Currency	
L001	Lipstick	50.0000	750.00	15.00	EUR	
LBOOTS0001	Leather boots	50.0000	0.00	0.00	EUR	
		100.0000	750.00	15.00		

Filter						
<input checked="" type="checkbox"/> Date from:	01/05/2021	<input checked="" type="checkbox"/> to:	31/05/2021	Document Types:	<input checked="" type="checkbox"/> Mark all	
Warehouse:	<All>				<input checked="" type="checkbox"/> Accounting <input checked="" type="checkbox"/> Trade-Release <input checked="" type="checkbox"/> Warehouse-Release <input checked="" type="checkbox"/> Warehouse-Receipt	
Item Classification Category:	Assortment					
Item						
Document Status:	<All>					

Tab By Item Codes

The tab *By Item Codes* contains information about total number and value of transactions, sorted by codes and names of items included in these transactions. The list is composed of the following columns:

- **Item Code**
- **Item Name**
- **Quantity**
- **Value**
- **Price (Average)** – average price of each item
- **Currency**
- **Recent Price** (hidden by default) – unit subtotal price of item from the recently issued document in which a given item is included
- **Manufacturer** (hidden by default)

Filtering

Each list contains a default filter, where the following fields are available:

- **Date From/To** – searching transactions by date of issue
- **Warehouse** – searching transactions by warehouse

- **Item Classification Category** – drop-down list, available for the tab *By Item Groups* only
- **Item** – field available for the tab *Collectively* only, allows for searching transactions by an item involved in it (selected from among items registered in the system)
- **Document Status** – drop-down list containing default values: *Unconfirmed, Confirmed*
- **Document Type**

Vendor history filter

Detailed description of functioning of the filters can be found in category <<Searching and filtering data>>

Verification of entity's TIN number

When defining a customer/vendor with *Entity* status, a user can verify its TIN number in Central Statistical Office of Poland (GUS) service and VIES service. It can be done with the use of a list placed next to the *TIN* field, in the header of a customer/vendor form, which contains the following options: *GUS, VIES* and *VAT*

The screenshot shows a software interface for a customer/vendor form. At the top, there is a header section with 'ID: 2' and a checked 'Active' status. Below this, the 'Code' field contains 'COMARCH' and the 'Name' field contains 'Comarch S.A.'. The 'TIN' section is highlighted with a red box and contains a dropdown menu with 'PL' selected, the value '677-00-65-406', and a dropdown menu with 'GUS' selected. Below the TIN field, there are fields for 'EIN' and 'NIN', and a dropdown menu with 'VIES', 'GUS', and 'VAT' options. The 'Type' field is set to 'Domestic' and the 'Status' field is set to 'Entity'. There are also checkboxes for 'Customer', 'Vendor', 'Associated unit', 'Active taxpayer', 'In liquidation', and 'Reverse charge'. The 'SAF-T Procedure Code' field is empty. The 'Address' field contains 'Kraków, al. Jana Pawła II 39A'. The 'Phone' field contains '(012) 646 1000' and the 'E-mail' field is empty. The 'URL' field is empty.

Field TIN in the header of a customer/vendor form

Verification of TIN number in GUS and VIES database

Upon entering an appropriate value in the *TIN* field in the header of a customer/vendor form, it is necessary to select from the drop-down list the service from which the data is to be retrieved. For Polish customers/vendors, verification in GUS and VIES databases is available, whereas for UE customers/vendors only verification in VIES database is available. The option of verification is not available for non-EU customers/vendors or in case of entering an invalid TIN number format.

Note

For the function of downloading data from GUS and VIES to

operate correctly, it is necessary to unblock ports: 443 and 80 as well as addresses: www.erp.comarch.pl, <http://ec.europa.eu/> (for GUS) and <https://wyszukiwarkaregon.stat.gov.pl> (for VIES).

Note

Verification in VIES and GUS is only possible in online mode. The service is only available for users having valid license key.

After a correct verification of a TIN number, the system displays a window confirming the verification.



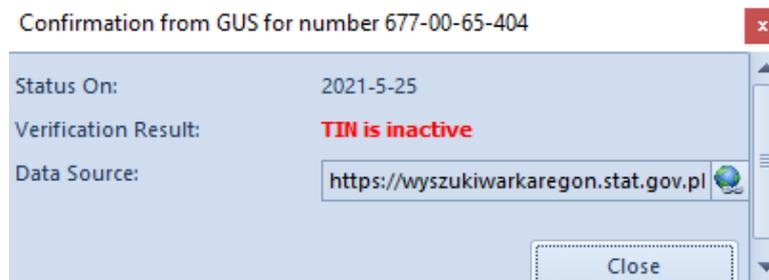
The screenshot shows a window titled "Confirmation from GUS for number PL 677-00-65-406". The window contains the following information:

Verification Result:	TIN is active
Data Source:	https://wyszukiwarkaregon.stat.gov.pl
Name:	COMARCH SPÓŁKA AKCYJNA
EIN:	350527377
Street:	Aleja Jana Pawła II
Street No:	39A
Apt/Unit No.:	
Zip Code:	31-864
City:	Kraków
Post Office:	Kraków
State:	MAŁOPOLSKIE
County:	Kraków
<input type="checkbox"/> Edit data before update:	
<input type="button" value="Update Data"/> <input type="button" value="Cancel"/>	

Confirmation from GUS for a TIN number – correct verification

Checking the parameter *Edit data before update* allows for editing data on the form.

In case of a negative verification, the system displays the following window:



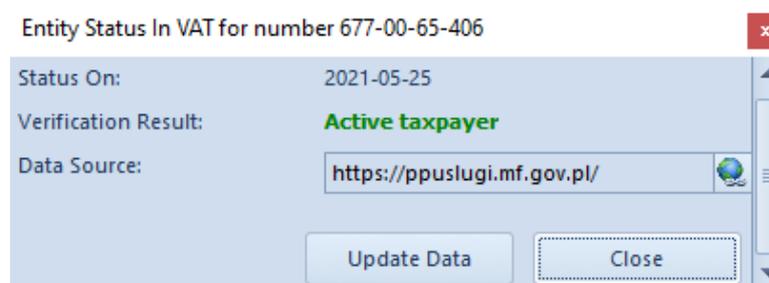
Confirmation from GUS for a TIN number – negative verification

Verification of entity's VAT status

For Polish entities, besides the TIN number verification, it is also possible to perform verification of VAT status. It can be done with the use of *VAT* option, available on the drop-down list placed next to the *TIN* field.

Note

Verification of VAT status of a customer/vendor is only possible in online mode. To ensure proper operation of this feature, it is necessary to unblock the port: 443 as well as the address: <https://ppuslugi.mf.gov.pl/>.



VAT status for an entity – correct verification

In case of a negative verification, the system displays an appropriate information in *Verification Result* field.

List of customers/vendors

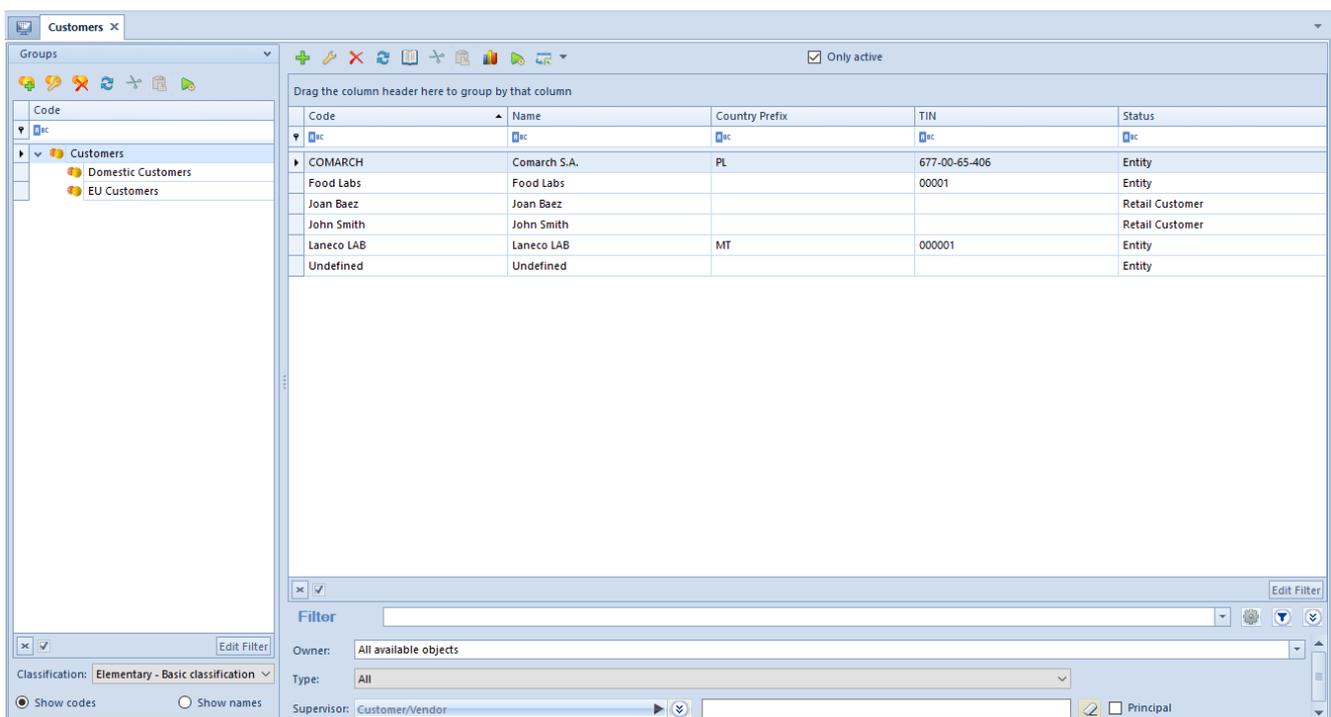
List of customers/vendors contains information about particular customers/vendors cooperating with the company, that is purchasers or suppliers. Saved customers/vendors can be used in different places of the system, e.g., on invoices or other trade documents.

To open the list of customers/vendors, it is necessary to go to the *Main* menu and then, from *Directories* list of buttons, select [**Customers**] or [**Vendors**] button.

In the English version of the system, customers and vendors are presented on separated list. However, it can be changed by unchecking parameter *Show separated customers and vendors*, available in the system configuration (*System* → *Configuration* → *Trade*). Upon unchecking the parameter, in the main menu, instead of the buttons [**Customers**] and [**Vendors**], one button will be available: [**Customers/Vendors**]

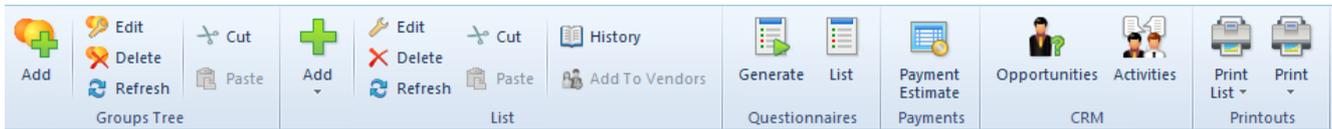
Note

The parameter *Show separated customers and vendors* is active only if no operations have been performed yet in a database.



List of customers

On the left side of the window, there is the tree with groups of customers/vendors. The function of customer/vendor groups and their defining are described in article [Defining customer/vendor groups](#).



Menu of the list of customers

The menu of the list of customers/vendors contains standard buttons allowing for adding, editing and deleting groups of customers/vendors and customers/vendors, previewing change history of a customer/vendor, as well as printouts menu. For each item on the list, there are also available buttons related to <<generating questionnaires>> and a button opening customer's/vendor's [payment estimate](#), CRM group of buttons ([**Opportunities**], [**Activities**]) appears after attaching an employee to an operator (*Configuration* → *Company Structure* → *Operators* → operator's edition form).

The list of customers/vendors is composed of the following columns:

- **Code**
- **Country Prefix**
- **Name**
- **Status** – value from generic directory *Customer/Vendor Status*. The following values are defined in the system by default: *Entity* and *Retail Customer*
- **TIN**

Columns hidden by default:

- **City**
- **E-mail**

- **First Name**
- **Phone**
- **Second Name**
- **Street**
- **Title** – value from generic directory *Titles* from *General* category the following values are defined in the system by default: , *Ms.*
- **Zip Code**

Columns hidden by default corresponding to fields from tab *CRM* available on customer/vendor form:

- **CRM Activity Status**
- **Currency**
- **Employment**
- **Industry**
- **Legal Form**
- **Level of Finances**
- **Revenues**
- **Source**
- **Supervisors**
- **Type**



Filter of the list of customers

The list of customers/vendors is provided with a default filter, containing, among others, fields:

- **Classification** – allows for searching customer/vendor by type, drop-down list containing default values: *All*, *Customers* and
- **Supervisor** – allows for searching customer/vendor by supervisor who can be selected from among customers/vendors or employees defined in the system
- **Type** – allows for searching customer/vendor by type

specified in the tab *CRM* on customer/vendor form. The drop-down list contains predefined values retrieved from generic directory *Type: Customer, Lead, Partner, Prospect.*