

Introduction


Every trade document form consists of tabs which group information used in business process and during work with the system. Quantity, type and content of tabs may differ depending on document type.

Tabs common for most documents:

- Items
- Packs (tab available for documents of receipt type and for WM+ document)
- Customers/Vendors
- Currencies
- Amounts
- Analytical Description
- Associated Documents
- Attributes
- Attachments

In addition, each document contains its header, available from the level of every tab, which for an easy identification of basic information regarding issued/edited document.

Document header

Document header contains basic information about document. The user can hide/present document header from the level of each tab available on document with the use of the buttons:  .

Initiated < >

SI / 2020 / 00002

Subtotal: 200,00 EUR

Total: 240,00 EUR

Amount Paid: 0,00 EUR

Amount Remaining: 240,00 EUR

Discount Value: 0,00 EUR

Reference Number

Customer

Comarch S.A.

Secondary Customer

Comarch S.A.

Date of Issue: 20/03/2020

Date of Sale: 20/03/2020

Warehouse

<All>

Payment

Cash

0 days EOM 0 days 20/03/2020

Currencies

manual

Date of Issue: 20/03/2020

1,0000 EUR 1,0000 EUR

Transaction Type: National

VAT Rates: National

Reason for VAT Exemption

Delivery Method

Owner

Company

Handled By

Anna Smith

Example of sales invoice header

Document header presents general information concerning document:

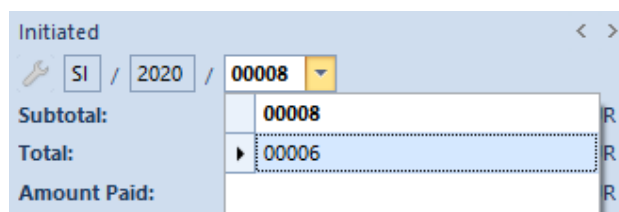
Document status – indicates status of the currently opened document. Available statuses are described in article [List of documents.](#)

Number – document number assigned according to applied [numbering schemes](#). Depending on numbering scheme, two to eight fields in order set by the user are displayed. Those fields contain specified elements of numerator. If in numbering scheme has been defined section containing, e.g. *warehouse (company has more warehouses)* or *series (more series are available for one document)* – selecting the arrow next to the field displays list of all the options and allows for selecting the proper one. Selected symbol is presented in the number.

The number is assigned automatically while issuing a document. It is possible to use a free available number. Upon deleting a saved document, the number assigned to this document is released. If the issue date on deleted document is the same as system date, released number is assigned to the next, newly created document, whose issue date is the same as the issue date on the deleted document.

If the issue date of deleted document is different than the system date, then a gap remains in the document numeration and the system assigns the following number automatically.

In order to use the number of a deleted document, click on arrow to expand list of numbers and select an available and not used number.



Possibility of using a free number

Example

In the system, there are three sales invoices with the following numbers:

- SI/2019//00001,
- SI/2019//00002,
- SI/2019//00003.

The SI with the number SI/2019/00002 (unconfirmed) and the date of issue 08.27.2019 has been deleted. If the system date is 08.27.2019, then after deleting this invoice, a newly added document issued on 08.27.2019 with its date of issue 08.27.2019 will be assigned with the number SI/2019/00002. If the system date is later than 08.27.2019, then even after deleting SI/2019/00002, subsequent document issued with date 08.27.2019 will not receive number SI/2019/00002, but SI/2019/00004. To use a free number, expand field with available numbers and select number 00002 so that the invoice number will be SI/2019/00002. When changing the numerator to an unused number, the number assigned automatically will be released. Upon manual change of the number, the document must be saved.

Note

In French databases it is not possible to select number manually. In those databases the number is assigned automatically without possibility to change it.

The functionality of using free number is limited by permissions for operator groups. In order to share the functionality to operators, it is necessary to check the parameter *Using of free document number*, which is available in the tab *Other Permissions* of a given operator group. The permission is unchecked by default for all operator groups.

Hint

Upon placing the cursor on document number and clicking the right mouse button, option Copy Numerator is available. A copier number can be pasted in any other place.

Subtotal – subtotal value of a document expressed in document currency. This field serves for information purposes and cannot be edited. Its value matches the value in the table VAT

in the tab *Amounts*.

Total – total value of a document expressed in document currency. This field serves for information purposes and cannot be edited. Its value matches the value in the table VAT in the tab *Amounts*.

Note

For purchase invoices, advance purchase invoices and their corrections, total of item values does not have to match subtotal and total value of the document.

Note

In French databases subtotal and total values on final invoices are not reduced by amounts resulting from deducted advance invoice. It means that subtotal and total values presented in document header don't match subtotal and total values from the table VAT in the tab *Amounts*.

Advance Payments – field available only for French databases. Contains total of total values of advance invoices deducted on a given invoice.

Amount Paid – amount which has been already paid for a given document. This field serves for information purposes and cannot be edited.

Amount Remaining – amount which remains to be paid for a given document. This field serves for information purposes and cannot be edited.

Discount Value – total value of discount granted on a document. Presented amount results from the difference between initial value and final subtotal/total value of items. Method of calculating total discount depends on settings of the parameter *VAT Direction* on the document, in the tab *Amounts*. The initial value is calculated as quantity * initial value (price from price list) and items for which initial price equals zero are not included in calculation.

Credit Limit – this field serves for information purposes and cannot be edited. It is displayed only a credit limit is set for the customer and limit control is activated in document types configuration. Provides information regarding amount of merchant credit which remains available for the customer. The value of remaining credit limit is expressed in the system currency.

Reference Number – document reference number, e.g. number of the source document which identifies a given document in customer's system

Source – field divided in two part. The first part is a drop-down list and indicates the source of provenance of the document, e.g. order placed by phone, generated by EDI or created directly in the system. The second part allows for inserting reference number of the document.

Customer/Secondary Customer or Vendor/Secondary Vendor – these fields allow for loading data of customer for whom the document is supposed to be issued (displays name only). In the system it is possible to distinguish the following customers:

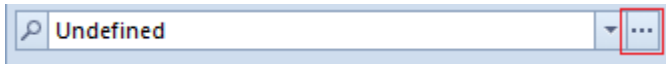
- on documents of release type:
 - *Customer* – indicates the purchaser of an item
 - *Secondary Customer* – indicates recipient of an item, that is a consignee
- on documents of receipt type:
 - *Vendor* – indicates the seller of an item
 - *Secondary vendor* – indicates the supplier of an item

In the first case, such a distinction is justifiable in a situation when the item is being sent to an address which is different than the current customer's address, both when the customer is the same as the secondary customer and when they are different.

The other case is when the item is being delivered by a company which is not the vendor of the item or when the vendor

and the secondary vendor is the same customer, but it has different addresses.

Customer/Vendor as well as Secondary Customer/Secondary Vendor are selected from the “tree” or the customer/vendor list which is opened with the use of the button:



or can be expanded by

clicking on the arrow:



Upon selecting a customer their name appears in the document header. Other address data can be previewed or completed in the tab *Customers/Vendor* where is also possible to complete most of missing fields or to edit them (code, name, EIN and NIN are not subject to editing). Modified data will be updated in the directory *Customers/Vendors*.

Note

The system does not allow for confirming invoices (SI, ASI, PI, API) without customer or TIN number and full customer/vendor address data.

Usually, the fields concerning customers/vendors are editable until a document is confirmed. An exception is the situation, when:

- in the header of a document of release type, a resource from a secondary customer's consignment warehouse has been selected in the header/retrieved – the secondary customer cannot be edited, the customer can be modified
- on a document of receipt type (in the header, on a pack or on a subitem), an own consignment warehouse associated with the customer has been selected – both vendor and secondary vendor cannot be edited.

Date of Issue – date when a document has been issued. A document is registered in VAT account or included in trade periods with accordance to this date. Normally the system date is suggested as date of issue.

Note

In case of sales/purchase quotes, the date of issue cannot be later than the expected date.

Date of Receipt – date of receiving a document from vendor

Date of Sale – date of actual sale or release of an item from warehouse. It affects stock level records (so called “stocked” date). When issuing a document, the system date is suggested. While generating a trade document from a warehouse document, the date of sale is set in accordance with the date of release indicated on the warehouse document.

Date of Purchase – date of purchase of an item (date of sale of an item by vendor). It affects stock level records (so called “stocked” date). When issuing a document, the system date is suggested. While generating a trade document from a warehouse document, the date of purchase is set in accordance with the date of receipt indicated in the warehouse document.

Correction Date – date when an actual correction has been made (an item has been returned or a value has been changed). It affects stock level records (so called “stocked” date). When issuing a document, the system date is normally suggested.

Date of Advance Payment – date when advanced payment has been deposited/withdrawn, which means a date from when an advance payment can be used in the system

Expected Date – date by when a document should be executed, that is by when an invoice/receipt with associated warehouse document should be issued for items included in a quote or order. The value of field with expected date strictly depends on issue date – change of issue date implies recalculation of expected date with the inclusion of number of days indicated in the field next to the date (expected date equals issue date increased by a given number of days). The expected date serves for information purposes, which means that after exceeding this date the system does not block a further execution of a quote/order.

In case of sales and purchase orders, changing of expected date is possible only on documents with statuses: *Unconfirmed*, *Confirmed* and *Pending*. Updated expected date is transferred only on those items which haven't been executed in full.

In case of IO document, the date can be changed for documents with statuses: *Unconfirmed* and *Submitted*.

In case of SQ and PQ the field can assume two forms – *Date* or *Number of days from the date of order*. Selecting the option *Date* allows for defining a specified date, by using the calendar or indicating a number of days needed to execute the offer. Such a date is calculated from the issue date. Both fields are synchronized to each other – completion of one field implies an automatic calculation of the second field. At the same time, change of the issue date affects recalculation of the expected date – number of days remains without change. If the option *Number of days from the date* is selected, the calendar is replaced with a field allowing for defining number of days needed to execute the quote from the date of generation of the order.

Expected date is defined also on particular items of offers and quotes. While saving/confirming an offer or quote, the system is checking, whether the expected date indicated in the header of the order/quote is not earlier than the latest of the expected dates indicated on items. If it is so, then it is appropriately postponed (in addition, in case of offers, if it's necessary, also the expiration date is changed)

Note

Expected date cannot be posterior to expiration date.

While copying documents, the system:

- copies expected date from the document header, if the option *Number of days from the date of order* is checked (only in case of quotes)
- checks which expected date – from the header of the

copied document or from the item, is the latest one and sets this date on the document (in case of quotes only if the copied document contains items for which the option *Date* has been set as expected date)

- copies expected date from the copied document, if the date hasn't passed yet (only in case of quotes, if there are no items for which the option *Date* has been set as expected date)
- sets current date as expected date, if expected date indicated in the copied document has already passed

Expected date is recalculated in case of change of:

- price type (change made by the operator)
- customer (in case the change implies price type change)
- date of issue

The abovementioned change is made regardless of whether a given document has been issued manually or generated from another document.

In case of manual change of expected date in document header, the system allows for an automatic, optional change of expected date on quote/offer items and on packs.

Expiration date – defines the maximum validity period of an offer. After exceeding this date, it is not possible to execute the offer and generate other documents from it. However, validity period of an offer can be unlimited (checked parameter *Undefined*).

While copying offer documents, expiration date is set in accordance with the date set on the source document. An exception is a situation when expected date of a newly created document is posterior to expiration date on the source document. In this case, expiration date is equal to expected date.

Activation Date – in case of sales order this date serves for

information purposes only. It does not impact when the reservation is presented in stock level records – it does not perform a role of the date “stocked”. The case is different for purchase orders, where the quantity from order items is presented in stock level records, in the column *Orders*, right from this date – in such a situation activation date operates as date “stocked”.

Note

Activation date cannot be later than expected date.

Reserve resources – field available for SO documents. Default setting of the parameter is retrieved from the definition of SO document types. It allows the user to decide, whether a resource from warehouse has to be associated with an item’s subitem or not. While adding an item on SO, if the parameter *Reserve resources* is checked and if there are there is sufficient item quantity in a warehouse, the system reserves given resources and blocks their use on other documents. In case the parameter is unchecked, during addition of items on document, the system creates subitems which are not associated with resources. Resources not subject to reservation are available in warehouse and can be sold.

Reserve quantities – field available for SO documents. Default setting of the parameter is retrieved from the definition of SO document types. It is possible to change the parameter value for documents with status *Initiated* and *Unconfirmed*.

Note

It is not possible to check parameter *Reserve resources* and *Reserve quantities* at the same time.

Detailed description of quantity reservations can be found in article [Types of reservations](#).

Reject inquiry – parameter active only for an inquiry which has been previously confirmed. It allows for specifying, whether the execution of a given inquiry should be continued

or abandoned. Checking the parameter results in displaying of a field with reasons for rejection on the form. The reasons are defined in [Generic directories](#). The list is based on the list of values of the generic directory from the category *Reason for rejecting quotes*.

Warehouse – depending on document type, this field allows for specifying a warehouse from which resources are collected or in which a given resource should be received. In this field, the user can indicate a warehouse from which should be released or in which should be received the resources of items indicated on warehouse documents.

Note

The field *Warehouse* should be filled in before items are added on document. Later, its edition on documents of release type is blocked.

Pickup point – field available only for SO documents. The user, with the use of the button [...], can select a pickup point which is set as active in objects availability for a center to which the operator is currently logged in. The default value of the field is the pickup point set as default for a given center in *Object Availability* panel. In other cases, the field is not filled in.

The value of this field is transferred from the source document onto a copied document. The field can be edited on documents with *Initiated* or *Unconfirmed* status.

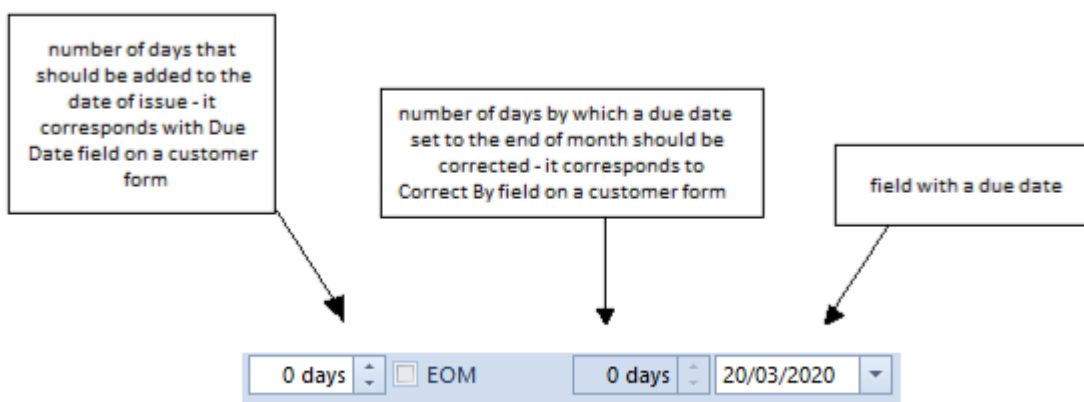
It is not possible to remove:

- an address which has been associated with a pickup point
- a center/warehouse/customer/vendor which has been associated with an address defined for a pickup point

Payment – field with a drop-down list specifying payment method. By default, the value of the field is retrieved from customer/vendor form, from the tab *Trade*.

Due date – this field is divided in four parts, which define conditions of payment applied on document and due date fixed on their basis. By default, payment conditions are retrieved from vendor/customer form. The section is composed of the following fields:

- field with number of the days that should be added to the issue date of the document, in order to fix due date (value retrieved by default from the field *Due Date* on a customer/vendor form)
- parameter EOM (by default, the value is retrieved from the parameter *EOM (End of Month)* on the customer/vendor form), if the parameter is checked, due date is set on the basis of the formula *End of Month* (more information can be found in article [Due date at the end of month](#)).
- field with number of days by which it is necessary to correct the due date set at the end of month (by default, the value is retrieved from the field *Correct by* on customer form) – it is subject to edition, only if the parameter *EOM* is checked.
- date with due date – determined on the basis of the abovementioned values and the issue date of the document, indicates by when payables against a vendor should be cleared



Payment Status – this field is available only for sales orders. It allows for a comprehensive handling of statuses

from the level of Comarch ERP Standard and Comarch POS within the multi-channel sales. Values are retrieved from generic directories available from the level of *Configuration Generic Directories Transactions SO Payment Status*. *Predefined values in the directory are Partially Paid, Unpaid, Paid and they cannot be deleted*. It is possible to add new values to the directory. An option added by the user can be deleted, provided that it has not been used in the system or synchronized to Comarch POS. For an operator to be able to change status in a document, he or she must be assigned to operator group having permission *Change of SO payment status* granted, which is available from the level of operator group edit form → tab *Other Permissions*. By default, the parameter is checked for *b2_admin* and *b2_default*. The value, which is automatically suggested on SO document is an empty value or, if the default value has been set in generic directories, it is transferred onto the document.

While copying, the default value is set on the document – the value of this field is not copied.

Trade Document – field available on for sales order documents which have been:

- added in a center of Comarch e-Shop
- passed on for processing in a center of Comarch e-Shop type
- synchronized from e-Shop

While submitting an order, the user can determine which type of trade document should be issued. It is possible to select one of the following options: *Invoice* or *Receipt*. Values of this field can be modified on document with *Initiated*, *Unconfirmed* or *Confirmed* status. During database conversion and for newly created documents, value *Receipt* is set, by default.

Note

The field serves for information purposes, which means that it does not limit the possibility of generating trade document only to selected option.

Currencies – this section allows for determining currency in which a given document has to be issued. It is possible to issue a document in a currency different than the system currency, with the exception of receipt, which can only be issued in the system currency.

Document currency is retrieved from customer/vendor form, from the tab *Trade*. By default, *Undefined* customer is set on newly issued documents, therefore, the data from that customer/vendor form is first retrieved onto document. After customer/vendor change, the system searches the currency assigned to that customer/vendor, whereas, if the currency is not *active* anymore or the system is not able to find it, then the system currency is set. After customer/vendor change on the document, the system verifies whether the document currency is the same as the currency of the newly added customer. If the currency is the same, it is verified, whether there are items on the document. If there are items, a standard question regarding update of values appears and, depending on selected answer, items can be recalculated or not recalculated. In case the currency on the document is changed and the document includes items, a question regarding currency change and values recalculation appears. Depending on decision taken by the user, the customer/vendor on document on the document is changed without any recalculation (no intention to update currency/value) or the currency is changed and the system:

- changes price type
- changes the, according to retrieved price type, the *Regular Prices, Discount, Discounted Price* and *Value*
- sets appropriate exchange rate
- determines price and item value in the system currency and in accordance to a given exchange rate
- recalculates prices and values in the system currency

- recalculates values in VAT table on the document

After modifications are finished, the system displays information about recalculation of document items in accordance with customer/vendor's currency and price list.

In case a customer/vendor is changed in a document which does not include any items, the system, after customer/vendor change, automatically sets the currency retrieved from the form of that customer/vendor.

When generating documents, the currency is transferred from the source document. In the case of generation on documents, where the currency cannot be transferred from the source document, e.g. SOI SQ, the system sets the currency set on the customer/vendor form. In the case of documents for which currency cannot be other than the system currency, the system automatically sets the system currency for such a document.

Currency and exchange rate can be defined in any moment of document issuance (both before and after adding an item in a document) until the document is confirmed, with the exception of advance invoices (ASI/API), which are generated documents, and, therefore, the values or their fields are automatically completed by the data introduced on associated order and are not subject to editing. Once a document is initiated, the system currency is set as its currency, by default.

In order to change document currency, it is necessary to select symbol of the currency in which the document has to be issued. Next, it is required to specify exchange rate type, date type and a specific date, for which the exchange rate will be retrieved. The system suggests automatically the default exchange rate of the document, associated with the company which is the owner of the document whose base currency matches with the company system currency. It can be changed by selecting other type from a drop-down list containing previously defined types available in a given center/company.

In the case of manual corrections of sales/purchase invoice issued by the user, the setting of exchange rate type is retrieved from base document definition, that is from definition of sales/purchase invoice.

Note

After change of the value in the field *Owner*, exchange rate type is not updated.

Generating documents

In most cases exchange rate type is transferred from the source document, with the possibility of change, with the exception of:

Generating	Exchange Rate Setting	Possibility of Change
R from SO SI from R	System currency	-
FZ z PZ PI from POR POR from PI SOR from SI Corrections: SIQC/SIVC, KFSL RQC/RVC, PIQC/PIVC, APIVC, PORQC/PORVC, SORQC/SORVC	Basing on the source document	Cannot be changed

Copying documents

While copying documents, the system verifies whether the owner of the original document belongs to the company (or to its center), to which the operator copying the document is logged. If:

- the owner belongs to the company – the user can copy the document. In addition, when copying within the same company, the system verifies, whether exchange rate type

on the source document is available in a given company.

If:

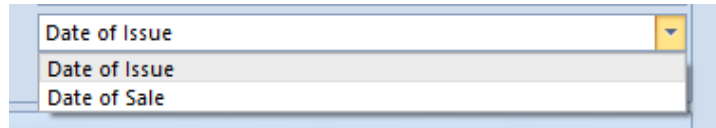
- it is available – the exchange rate type and other parameters regarding exchange rates are transferred onto copied document
- it is not available – the default exchange rate type set on document definition in the center in which the document is being issued, is retrieved onto copied document. The values on such a document are appropriately recalculated. Exchange rate type can be changed in the copied document.
- the owner does not belong to the company – it is not possible to copy a document

In Comarch ERP Standard it is possible to control the date of exchange rates retrieving. On documents definitions, in section *Getting Currency Exchange Rate*, the user can define details regarding retrieving of exchange rate.

If selected exchange rate type has an exchange rate defined for a given currency and date, then this exchange rate is automatically retrieved. In the case of an exchange rate type for which exchange rate has not been defined in a given day, but it has been defined in previous days, the system displays the following message: *“A different date of exchange rate has been retrieved”*, which means that the exchange rate has been retrieved from the last date preceding introduced date, for which exchange rate is defined. In case there is no exchange rate on days preceding a given date, the system displays the following message: *“There is no quotation of the exchange rate for the currency [currency symbol] on [date]”* and automatically sets exchange rate type to manual. For the manual exchange rate type a user should independently enter the exchange rate, with the use of keyboard or up/down arrows.

Date type allows for determining, which document date should be valid for exchange rate. By default, issue date is selected – in case the user hasn't modified settings on document types

(see: *Configuration (Documents) Types* or *Configuration Company Structure Company Documents*) or date defined as default by the user. It can be changed, by selecting another date from a predefined dropdown list.



Exemplary predefined list of date types

Any Date – the date which can be arbitrarily entered from the keyboard or selected from the built-in calendar in field *Date*. For the selected date a currency exchange rate will be retrieved, obviously if such a currency exchange rate exists

Date of Issue – the date of issue of a document automatically retrieved from the header of a document – field *Date* becomes inactive.

Date of Sale – the date of sale retrieved from the header of a sales invoice document, similarly as for the date of issue, field *Date of Sale* is inactive

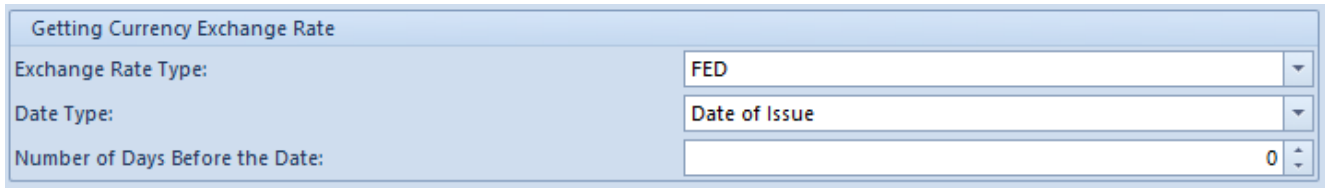
Date of Advance Payment – the date of advance payment retrieved from the header of an advance sale/purchase invoice document, similarly as for the date of issue, field *Date of Advanced Payment* is inactive

Date of Purchase – the date of purchase retrieved from the header of a purchase invoice document, similarly as for the date of issue, field *Date of Purchase* is inactive

Date of Receipt – the date of receipt retrieved from the header of a purchase invoice document, similarly as for the date of issue or purchase, field *Date of Receipt* is inactive

In the field with date, depending on the selected type as well as the settings in document types, a date earlier than the

dates defined in a document may appear. It is possible to define the date from which a currency exchange rate should be retrieved and what date from the header of a document it should relate to.



Getting Currency Exchange Rate	
Exchange Rate Type:	FED
Date Type:	Date of Issue
Number of Days Before the Date:	0

Definition of retrieving exchange rate on document types

Transaction Type – the field with a drop-down menu enabling to define what transaction type applies to a document – *National*, *Intra-Community* or *Non-EU*. For documents generated (e.g. ASI, API) from other documents (its value has been retrieved from the base document) as well as for a receipt (only the type *National* available), this field is grayed out and is not editable. Value in the field is set as *National*, by default, whereas upon selecting a customer, the value from his form is uploaded in the field.

VAT Rates – the field with a drop-down list enabling to select VAT rates category applicable in a document. In the case of some documents the field is grayed out – for documents generated (e.g. ASI, API) on the basis of other documents, since the value is retrieved from the base document, for receipt (only *National* available).

Delivery Method – the field with a drop-down list defined from the level of *Configuration* → *General* → *Generic Directories*. It identifies the delivery method of an item to a customer. The field is active for *Initiated* and *Unconfirmed* status. Value of the field is retrieved from customer/vendor form from *Trade* tab. In a newly issued document, Undefined customer/vendor is set, by default and therefore, the data will first be retrieved onto the document from that customer/vendor form. Upon changing the customer/vendor, the system searches for delivery assigned to that customer/vendor, whereas, if the

delivery is no longer “active” or it cannot be found, no delivery is set and the field remains empty. When generating documents, delivery method is copied from a source document. In case of generations where value of Delivery field cannot be rewritten from a source document, e.g. when generating SQ from SOI, the system sets default value defined on a customer/vendor form.

Order Processing Status – this field is available only in sales order document. It allows for comprehensive management of statuses from the level of Comarch ERP Standard, Comarch POS 2.0 systems and Comarch e-Shop within the multi-channel sales. Values are retrieved from generic directory available from the level of *Configuration → Generic Directories → Transactions → Order Processing Status*. Predefined values in the directory are *Awaiting Pickup, Under Preparation, Awaiting Shipping, Sent, Picked Up, Requires confirmation from customer, Expecting confirmation from customer, Expecting confirmation from customer in e-Shop, Confirmed by customer, Cancelled by customer* – and they cannot be deleted. It is possible to add new options. An option added to the directory by a user can be deleted, provided that it has not been used in the system or synchronized to Comarch POS 2.0. For an operator to be able to change status in a document, he or she must be assigned to operator group having permission *Change of delivery status* granted, which is available from the level of operator group edit form → tab *Other Permissions*. The parameter is checked, by default for *b2_admin* and *b2_default* operator groups. Value set in a SO document by default is an empty value or default value defined in the generic directory, if such has been specified.

When copying a document, a default value is set – value of the field is not copied.

Detailed information concerning orders being processed with the help of e-Shop can be found in the manual *Comarch ERP Standard – Integration with Comarch e-Shop*.

Owner – the field enabling to select a unit of the company structure in which a document is issued (it can be a center in which the user is logged or a local center that is subordinate to him/her).

Handled By – in this field it is possible to select an employee handling a given transaction. Such functionality is broadly applicable, among others, in shops where salespersons are remunerated or receive premiums for their sales results. If a customer purchases a product to which he/she was stimulated/persuaded by a given salesperson, such fact can be recorded right in the *Handled By* field. This field can also be used in preparing many analyses/reports, such as an analysis of the salespersons' share in general sales (in what percentage do salespersons/sales consultants participate in the processed sales transactions and in what percentage do customers choose the purchased goods by themselves) or separation of the sales transactions involving particular items and classified to the employees handling those transactions.

By default, when adding a new document, this field is filled in with first and last name of employee who is associated with a currently logged-in operator. If the logged-in operator is not associated with any employee, this field will remain uncompleted until it is filled in manually. The employee can be changed until a document is confirmed.

When copying and generating documents, the value of the Handled By field will be copied from the source document. The employee determined in a copied or generated document can be changed until the document is confirmed.

Print – this parameter is available for SI and ASI document. Checking it means that a document is to be sent to a receipt printer. To be able to check the parameter, appropriate conditions must be fulfilled. For more details see article [Printing invoices on a receipt printer.](#)

Confirmation – the field available for SQ/PQ. It defines the “reaction” of a customer/ours to the quote that has been submitted to it/us. It is active only for the documents that have been previously confirmed. It enables selection between the following statuses:

- **Accepted** – a quote has been accepted by a customer/by us
- **Rejected** – a quote has been rejected by a customer/by us. In the case of selecting this option, below the field Confirmation an additional field appears in which from a drop-down list (defined in Generic Directories) it is possible to specify a reason for rejecting the quote. It is not possible to generate subsequent documents from a quote which has been rejected

Add a description – the text field dedicated entirely to user’s notes concerning a document

Discount – the field available for SI, R, SOR, SO, SQ documents. It enables entering a header discount contingent upon the total document value, which is calculated directly on a given document. An operator can enter a discount in a percentage or value form. For more information about header discounts, see article [User discount and document header discount.](#)

Tab Items

This tab contains basic data which should be completed in order to issue a trade or a warehouse document, that is items the document relates to.

Items													
Customers		Currencies		Amounts		Analytical Description		Associated Documents		Attributes		Attachments	
Drag the column header here to group by that column										Discount: 0,00 %		0,00 EUR	
No.	Code	Name	Features	Quantity	UOM	Subtotal Price	Discount	Subtotal Value	VAT Rate				
1	STI001LEA36	Brown Leather An...		1,0000	pz	150,00	0,00%	150,00	A 20%				
2	JEA001JEA42	Boyfriend Jeans 42		1,0000	pz	90,00	0,00%	90,00	A 20%				
3	PAS001LEAONE	Leather Belt		1,0000	pz	40,00	0,00%	40,00	A 20%				
4	TOR004LEAONE	Leather Men's Bag		1,0000	pz	70,00	0,00%	70,00	A 20%				
5	SPM041STR50	Checkered Men's ...		1,0000	pz	60,00	0,00%	60,00	A 20%				
6	SUK051NAV36	Blue Dress 36		1,0000	pz	70,00	0,00%	70,00	A 20%				
7	SZO023JEA40	Denim Shorts 40		1,0000	pz	40,00	0,00%	40,00	A 20%				

Exemplary Items tab in sales invoice form

Items list

One document can be issued for many different items. This part of form contains the list of all items for which a given document has been issued.

Note

In the case of advance invoices, the list is not editable and serves to present an order item for which the advance payment has been generated. The exception is column *Collect VAT* available only on advance invoices generated in French databases. Parameter available in this column can be edited a document is confirmed.

If a set with checked parameter *Retrieve elements onto document* is added on document, on the document form appear as many items as have been added to the set on item form. In addition, the user can set color in which items of the set (with checked parameter *Retrieve elements onto document*) are displayed on the document. It is possible from the level *System Configuration Trade Mark with color set elements in documents*.

No. – ordinal number of an item; if one of document items is deleted, the other items are automatically renumbered

Code – code of a selected item

Name – name of a selected item, by default, retrieved from the item form

Note

If parameter *Edit item name* is checked on item form, it is possible to edit item name on document. The name can be changed only from the level of the document item form. However, it does not affect the item name on the item form. A name changed this way is valid.

Features – list of values of features of a given item, separated by commas. These are the values defined in section *Features*, on item form. If resources retrieved onto item possess features, but their values have not been inserted in the section *Features*, these features are not visible in this column.

Quantity – quantity of item, which has to be sold/bought/ordered/offered or about which a customer inquired. After a set with checked parameter *Retrieve elements onto document* is added onto document, the column *Quantity* may be inactive, if on the form of such a set, in section *Modification of a single item in documents*, option *Block* is checked. If on item form of a set, option *Allow* is checked, after changing quantity in the column *Quantity*, the system displays a question decomposing of the set with possible answer *Yes* (the set will be decomposed) or *No* (the operation will be aborted).

In case parameter *Divide Delivery* is checked in item form for basic unit, in documents of receipt type (PO, PI, POR, IR+), while increasing/decreasing quantity, subitems are automatically added/deleted (number of subitems for an item is always equal to the quantity on the item). In case of changing:

- a unit with checked parameter *Divide Delivery* to a unit for which that parameter is unchecked – the list of subitems remains unchanged
- a unit with unchecked parameter *Divide Delivery* to a unit for which that parameter is checked – new subitems are automatically created (in the same way as when

adding a new item)

While generating documents (POPI, POPOR, PIPOR, PORPI, IR+ from a manual correction), subitems are transferred from the source document, the value of the parameter *Divide Delivery* is not taken into account. For an IR+ document generated as a result of an inventory or a complaint, the items are added in accordance with the parameter *Divide Delivery*.

UOM – unit of measure in which item quantity is expressed in a document (it can be a basic or an additional unit). A unit which can be available for selection on a document, has to be active and assigned to a given item. It is not possible to issue a document with an inactive unit. In case of generating documents, if the source document had been issued in a unit which later was deactivated, the unit from the source document is transferred onto generated document. The exception are the following generations: SOP0, SQPQ, DFPO. In those cases, the unit is not transferred, but the items are recalculated to the basic unit according to recalculations in item form. Also, price in the basic unit is recalculated.

Regular Price (column hidden by default) – price of one unit of an item before calculation of discounts (total or subtotal, depending on the setting of the parameter *VAT Direction* in tab the *Amounts*). Until a document is confirmed, an operator can edit regular price, provided that the group to which the operator belongs has permission Modification of regular price granted.

Price Type (column hidden by default) – type of price on the basis of which a regular price for an item has been determined. Until a document is confirmed, an operator can change a price type to another price type available for a given customer/vendor, operator and center in which and on behalf of which the document is being issued.

Total/Subtotal Price – price of one unit of an item after

discounts calculation (subtotal or total, depending on the setting of the parameter *VAT Direction* in the tab *Amounts*)

Subtotal/Total Price (column hidden by default) – column available on SI, SO, SQ, PI documents. Price of one unit of an item after discounts calculation. The column Total/Subtotal is hidden inversely to the setting of the parameter *VAT Direction* in the tab *Amounts*. Upon selecting on a document VAT direction:

- *On Subtotal*, the column *Total Price* is hidden by default
- *On Total*, the column *Subtotal Price* is hidden by default

Discount – total value of discount granted for a given item, expressed as percentage

Subtotal/Total – value of a given item after including a discount. Displaying subtotal or total value depends on the setting of the parameter *VAT Direction* in the tab *Amounts*.

Note

The value of items does not always fulfil the equation $quantity * price = value$. Such a situation can take place when, for example, parameter *Control: quantity * price = value* has not been checked on a document item and calculation of discount on price (parameter *Discount on price* available on item form) has been deactivated for the item added as the document item.

Number of Sets (column hidden by default) – this column contains information regarding number of sets added onto a document. The column is filled only for items of *Set* type with parameter *Retrieve elements onto document* checked.

Set (column hidden by default) – this column presents code of a set added onto document. The column appears when a set with checked parameter *Retrieve elements onto document* is added onto document. In case the set is decomposed, its code disappears from the column.

Set Unit (column hidden by default) – presents unit of a set with parameter *Retrieve elements onto document* checked

Item Type (column hidden by default) – this column presents item type in accordance with merchandise/service item form

Collect VAT – column available only for advance invoices issued in French databases. Determines whether for a given document item the system has to calculate VAT tax or the item is not subject to taxation and is supposed to assume *NS* (not subject) rate. If a transaction type of the advance invoice is *National*, then, by default, for each item, the parameter in the column assumes the same setting as the parameter *Collect VAT* on ASI/API on a given item form. Until the document is confirmed, it can be modified. In case transaction type on advance invoice is *Intra-Community* or *Non-EU*, the parameter is always checked, without possibility to change it.

Note

Modification of the parameter *Collect VAT* on advance invoices with national transaction is possible only on first advance invoice generated for a given order. Subsequent advance invoices assume the parameter value from the first advance invoice.

In a situation when the parameter *Collect VAT* has been unchecked on an order item on advance invoice and the value of advance determined for the rate VAT rate *NS* does not cover in full the total value of the item, then, on subsequent advance invoice issued for this order, the parameter *Collect VAT* is unchecked for this item and it is not possible to check it.

The same way, when the parameter *Collect VAT* has been unchecked and the value of advance determined for its VAT rate does not cover in full the total value of the item, then, on subsequent advance invoice issued for this order, the parameter *Collect VAT* is checked and it is not possible to uncheck it.

Note

Even if on an advance invoice issued to a given order, the parameter *Collect VAT* is checked for an item, then on a final invoice generated to the same order and including advance invoice associated with that order, VAT rate set on items is the same as VAT rate on the order.

VAT % (column hidden by default) – value of VAT rate that has been applied for a given item. It can be edited when issuing a document. It is associated with field *VAT Rate* – changing value in one field changes value in the other field.

VAT Rate – name of VAT rate applied for a given item

Note

While saving or confirming documents SI/R/SO/SQ/PI/P0/PQ/SOR/POR, on which VAT rate type is set as *National* and VAT rate applied for items is different than VAT rate set on the form of a given item, the system displays an appropriate information and asks whether to continue.

Reverse Charge – this column is available on the list only, if from the level of *System Configuration Trade* has been selected parameter *Handle reverse charge*. If the parameter is unchecked, the column is hidden by default. The column presents the value of the parameter *Reverse Charge* retrieved from a given item. Its modification is possible only from the level of the list of items.

SENT – this column is available on the list only, if from the level of *Company* has been checked parameter *Monitor SENT Transport*. If the parameter is unchecked, the column is hidden by default. It is available for documents: R, SI, SOR, PI, POR. The column presents the value of the parameter *SENT* retrieved from an item form.

Handled By (column hidden by default) – this is the same field as that in a document header. It allows for indicating an employee who handles a given transaction, precisely – an employee who participated in selection of a particular item by a customer. Such a functionality is very useful, for instance,

in shops, where salespersons are remunerated or receive premiums for their sales results. If a customer purchased a product to which he/she was stimulated/persuaded by a given salesperson, such fact can be recorded right in the Handled By field. This field can also be used in preparing many analyses/reports, such as an analysis of the share of salespersons in general sales (in what percentage do salespersons/sales consultants participate in the processed sales transactions and in what percentage do customers choose the purchased goods by themselves) or separation of the sales transactions involving particular products, which are classified to the employees handling those transactions

If in a document header, an employee was selected in the Handled By field, then when adding a new item to the document the same employee will be suggested in the relevant field in the item details window. However, the operator can change employee on each document item separately, until the document is confirmed. Employee is changed/selected by entering in this field their code/name and surname or by selecting them from employees list expanded with the use of the button [...] placed in the field. It is possible to set different employees for each item.

In the case of corrections, an employee can be edited in the Handled By field not until a document item is actually corrected in terms of its quantity or value. When correcting the document item, a suggested employee will be the one from the source document item (from the source document).

While copying and generating documents, the value of the field *Handled By* in document header and on items is transferred from the source document. Employee can be changed until a generated or a copied document is confirmed.

Pack Code (column hidden by default) – this field is not editable. Displays code of the pack to which a given item belongs. It is possible that an item does not make part of any

pack. In such case no value is presented in the column.

Pack UPC (column hidden by default) – this field is not editable. It displays UPC code of the pack to which a given item belongs. It is possible that an item does not make part of any pack or its UPC code is not defined. In such case no value is presented in the column.

Available Quantity (column hidden by default) – this field is not editable. It is available on documents: SI, R, SOR, IR-, WM-, SO, IO with *Initiated* or *Unconfirmed* status. It displays quantity of a given item which is equal to the quantity available on items list excluding reservations without resources.

Note

In case if option All is selected in a document header for field Warehouse, quantity in column Available Quantity is calculated on the basis of all warehouses assigned to that type of document in a center in which an operator is logged-in.

Quantity in the column is updated upon performing the following operations:

- adding an item
- editing quantity
- changing unit
- changing warehouse for the whole document
- saving item details
- editing unconfirmed document

For items of Service type, quantity is not presented in this column. For items of Set type (both with checked and unchecked parameter Retrieve elements onto document), there is maximum quantity of an element with the lowest available quantity displayed.

Ordered Quantity (column hidden by default) – this field is not editable. It is available on documents: SI, R, SOR, IR-,

WM-, SO, IO with *Initiated* or *Unconfirmed* status. It displays quantity of a given item equal to quantity specified in the column *Orders* on the item list

Quantity in the column is updated upon performing the following operations:

- adding an item
- editing quantity
- changing unit
- changing warehouse for the whole document
- saving item details
- editing unconfirmed document

Currently Ordered (column is hidden by default) – this field is not editable. It is available on order documents. The column presents item quantity decreased by:

- quantities resulting from closing order
- document item quantities/subitems excluded from processing
- Unprocessed (column hidden by default) – this field is not editable. It is available on order documents. The column presents item quantity decreased by:
 - quantities resulting from closing order
 - document item quantities/subitems excluded from processing
 - quantities processed through a generated document

Expected Date (column hidden by default) – this field is available for sales orders, purchase orders and internal orders. It allows for determining a date by which a given document item should be processed.

It is possible to edit expected date in the case of:

- sales/purchase orders – on documents with *Confirmed* and *Pending* status. The possibility of editing is available for items which haven't been excluded from processing or

haven't been processed in full

- internal orders – on documents with *Submitted* status

Attachment (column hidden by default) – presents thumbnail of a default attachment assigned to a given document item, if none of attachment assigned to items has parameter *Default* checked, the field remains empty.

Document Item Attachment (column hidden by default) – presents thumbnail of a default attachment assigned to an item added as document item. If none of attachments assigned to item has parameter *Default* checked, the field remains empty.

The item list, both on documents of release type and of receipt type, works in the *edit in place* (EiP) mode, which means that it is possible to change item quantity, unit of measure, user discount value, price, value, VAT rate and employee handling the transaction can be edited directly in the list. Each change of one of those values (except employee handling the transaction) causes recalculation of the rest of values.

Note

It is not possible to open an item for editing by double clicking a field working in the *edit in place mode*.

Note

Items on offers and on purchase inquiries do not affect in any way warehouse resources and no subitems are created for them.

Note

On purchase/sales inquiry document, adding, deleting and editing an item is possible only with the use of the mechanism *edit it place*. Such an edition concerns columns with code, quantity and unit of measure of an item.

Items List – Advance Payments

This list is available for advance invoices. It contains the

basic data regarding advance payments generated for a selected order.

VAT rates list is constructed on the basis of VAT rates indicated on the source order document.

Column *Max Advance Payment* presents amount of order for a given VAT rate. Thereby, the max advance payment for a given rate cannot be superior to that amount. Column *Advance Payment* contains the amount charged as prepayment of a future purchase/sales. Column *VAT Rate* determines VAT rate to which the advance payment is assigned.

In the case of French database, among the VAT rates on an advance invoice may appear *NS* (not subject) rate, which is not present on the source order items. The *NS* rate appears in a situation, when on at least one item on order items list of an advance invoice the parameter in column *Collect VAT* is unchecked. Total value of such an item is assigned to the *NS* rate and, if there is no other item with the same rate as that assigned to the item on the source document, then, the item with this rate disappears from the list of VAT rates on the advance invoice and is replaced by the *NS* rate. If the parameter *Collect VAT* is unchecked for more items, then the total of their total values is assigned to the *NP* rate.

The item list works in *edit in place mode*, which means that it is possible to edit advance payment value directly in the list, upon clicking [**Edit**] button. The advance payment value can be also modified with the use of [**Recalculate Advance Payment**] button which opens a separate form. In this way, the user can enter the total value of the advance payment and the system splits this amount proportionally against the maximum advance payments amounts for particular VAT rates.

Tab Customers/Vendors

This tab is divided in two parts. The left-hand side presents information regarding customer/vendor and the right-hand side presents information about secondary customer/secondary vendor.

Both tabs contain the following customer/vendor data:

- contact and address data,
- GLN number
- data of customer's/vendor's default contact person,
- code,
- name,
- [loyalty card number](#)
- TIN number
- EIN
- NIN

The data is completed automatically, upon selecting a customer/vendor in document header.

The screenshot shows a software interface with a menu bar at the top containing: Items, Customers, Currencies, Amounts, Analytical Description, Associated Documents, Attributes, Attachments, and Change History. Below the menu bar, there are two side-by-side panels. The left panel is titled 'Customer' and the right panel is titled 'Secondary Customer'. Both panels have identical data entry fields. In the 'Customer' panel, the 'Code' field contains 'COMARCH', 'Name' contains 'Comarch S.A.', and 'NIP' contains '677-00-65-406'. The 'Address' section shows 'Address Type: Main', 'Country: Poland', 'State: małopolskie', 'City: Kraków', 'Zip Code: 31-864', and 'Street: Al. Jana Pawła II'. The 'Street No.' is '39A'. The 'Contacts' table at the bottom has one row with 'Type' as 'Phone No.', 'Number' as '(012) 646 1000', and 'Default' and 'Active' checkboxes checked. The 'Secondary Customer' panel displays the same information.

Exemplary Customers tab on sales invoice form

The field *Loyalty Card No* is available in definition of *SQ*, *SO*, *R*, *SI*, *ASI* and their corrections and on *TF* and *DM* documents. Its value is completed automatically, if a given customer/vendor has an active loyalty card assigned. When changing customer/vendor on a document, the system re-verifies loyalty cards assigned to customer/vendor:

- if in the system there is an active loyalty card, its number is automatically filled,
- otherwise, the field *Loyalty Card No* remains empty.

Upon selecting customer(s)/vendor(s) on a document, their main address is automatically set as customer's/vendor's address. The default delivery address (provided that such an address has been defined on customer/vendor form) or the default main address (if no delivery address has been defined for customer/vendor) is set as secondary customer's/secondary vendor's address by the system.

An address, which has been retrieved by default by the system onto a document, can be:

- changed – by selecting another address defined in the customer/vendor form or by creating a new address and uploading it into the document
- completed – in case of absence of some information (data can be specified in empty fields of the address uploaded into a document)
- edited – the displayed data can be modified

The possibility of completing and editing customer's/vendor's contact and address data directly in a document is available only for operators, who belong to a group which has the permission *Edition of address in a document* and right to modify address assigned.

An operator who belongs to an operator group which does not have rights to edit an address, can only change an address on a document to a different one using [...] button, the other

fields from the tabs *Address* and *Contact Person* and fields on their subtabs (*Contacts* and *Description*) are inactive. In such a case, an operator can only select another address defined on the card of this customer/vendor or create a new one, provided that he/she has permission to add addresses.



Change address type button

Note

It is not possible to define new addresses for customer *Undefined* in the address list opened from the level of a document form.

Note

Lack of permission to add an address does not block the possibility of adding a contact to existing addresses. Possibility of adding a contact to an address is blocked only in case of lack of permission to edit addresses.

If an operator has the permission to edit an address granted and decides to edit or complete missing address data on a selected document, this has an impact on information saved on customer's registration form. Such an address is automatically archived and replaced with a newly created address, including all changes applied by the operator. Exception is the situation when a modified address has not yet been used anywhere in the system (e.g. on another document). Then, such an address is updated – it is not archived and no new address is created.

In practice, it happens that it is needed to issue documents with an address which has been already archived. In order to issue a document with an archived address, it is necessary to select the change address type button ([...]) and on the opened in this way customer's contact list uncheck parameter *Only active*. Unchecking the parameter displays archived addresses which can be selected on the document.

By default, the system does not allow to update customer's data and address on a document with one of the following statuses: *Posted, Posted and Printed on Receipt Printer*

Modification of customer's data on confirmed documents is available only for an operator who belong to a group which has permission *Update of customer/vendor data on confirmed documents* granted, which is available from the level of *Configuration Company Structure Operator Groups* edition of a selected group tab *Other Permissions*. Upon selecting the parameter, it is possible to update address on most of documents in the system from the level of:

- document header
- *Customers/Vendors* tab

Note

The possibility of updating customer data on confirmed documents is not available for documents belonging to a center/company with parameter *Compliance with French VAT law* checked.

For most of trade/warehouse documents it is not mandatory to complete customer/vendor address. It is required by law only in reference to invoices.

Note

In the case of invoices, the system does not allow to confirm a document, if the field *City* is not completed for a given customer/vendor.

GLN number, presented among the address data, is used during electronic document exchange between the partners. It identifies a company and its location in accordance with the global standards.

Tab Packs

This tab is available on documents of receipt type and on WM-document. It presents list of packs grouping document items and indicates how they will be packed. In the system, it is also possible to define “empty” packs, that is packs to which non document items have been assigned. However, they are not transferred onto another generated document.

One document can contain any number of packs. The packs list provides information regarding pack code, pack UPC code, quantity (presented quantity is always 1) and pack type.

There are two methods of adding a pack – individually ([**Add Through Form**] button) or in a single batch ([**Add Many Packs**] button).

More information regarding packs and adding them can be found in subcategory [Packs](#).

From the level of the pack list, apart from adding, editing and deleting existing packs, the user can also copy packs and generate documents directly to selected packs.

Tab Currencies

Tab *Currencies* cannot be edited by the user. It contains information about currencies used on a document along with their exchange rates for a given day. The number of items on the list may differ depending on how many currencies have been used while issuing a document. In case document currency and currencies of items are different, it is always marked, which

currency is the document currency.

Currency	Exchange Rate	Document Currency
▾ ec	ec	<input type="checkbox"/>
▸ USD	1,1611	<input checked="" type="checkbox"/>

Exemplary Currencies tab on sales invoice form

Tab Amounts

This tab presents detailed information regarding document's VAT amounts, associated payments and advance invoices. The tab is not present on purchase/sales inquiries. On other documents it is divided into two or three sections: VAT Items, Payments, Advance Invoices.

Note

The tab *Amounts* is divided into three sections in sales and purchase invoices.

Items	Customers	Currencies	Amounts	Analytical Description	Associated Documents	Attributes	Attachments	Change History
VAT Items								
VAT Account:	Sales Account			VAT Rate	Subtotal Value (EUR)	VAT	Total Value (EUR)	
VAT Direction:	On Subtotal			A 20%	100,00	20,00	120,00	
VAT Aggregation:	VAT on values total							
				Total (EUR):	100,00	20,00	120,00	
Payments								
								Terms: <input type="text"/>
Entity Code	Receivable	Payable	Amount Remaining	To Send	Due Date	Currency	Payment Form	
BC	BC	BC	BC	BC	BC	BC	BC	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
								Edit Filter
Advance Invoices								
Deduct	Number	Order	Date	Total Value	Deducted Amount			
					0,00			
								Edit Filter

Tab Amounts on sales invoice form

VAT Items

This section allows for defining the following data:

VAT Account – defines VAT account in which a VAT invoice is registered. VAT accounts are defined in *Accounting* module.

VAT Direction – determines method of calculation of VAT, which can be calculated on subtotal or total prices. A default value for this field for individual documents can be defined in documents definitions. The exception are advance invoices and receipt, for which the parameter always assumes the value *On Total* and is not editable. Depending on entered settings, item prices on documents are displayed and edited as total or subtotal prices.

In a document definition, the user can select one of three options defining the default VAT direction on particular

documents – on subtotal, on total and depending on customer status.

If the option *Depending on customer status* has been selected, then:

- if a document is being issued for a customer/vendor with status *Entity*, the system sets the direction as *On Subtotal*
- if a document is being issued for a customer/vendor with status *Retail Customer*, the system sets the direction as *On Total*

When changing the customer on a document in definition of which the parameter concerning the method of calculating VAT is set as *Depending on customer/vendor status*, the system changes the direction of VAT calculation only on condition that there are no items added to the document yet.

VAT Aggregation – defines values on which the VAT has to be calculated. There are two possibilities:

- **Total of VAT Items** – each item has its value of VAT calculated separately, including its subtotal and total value. Total VAT value for the whole document is equal to the VAT total of individual items and the combined subtotal and total value of a document is the sum of items with the subtotal value and the sum of items with total value, respectively.
- **VAT on values total** – depending on the setting of the parameter *VAT Direction*, each document item has its total or subtotal value calculated. If there are items with different VAT rates, the system divides them into groups and sums items value in each of them. Then It calculates VAT on each group value. The total VAT value of a document is equal to the total of all the rate groups. It is a default value of the parameter *VAT Aggregation* for most documents.

In the case of advance invoices, VAT aggregation always assumes the value *VAT on values total* and is not editable.

A default value of the *VAT Aggregation* parameter on a document can be specified in particular documents definitions.

Subtotal/Total value of one document and particular items may slightly differ, depending on settings of the parameters *VAT Aggregation* and *VAT Direction*.

Note

The values of the parameters *VAT Direction* and *VAT Aggregation* have to be defined before any item is added onto a document. Once an item is added, the fields of the parameters become inactive.

Reverse charge – the parameter allows for reverse charge handling on a document. The value of the parameter is retrieved from customer/vendor form and can be changed until the *Transaction Type* is changed into a different than *National* or until the document is confirmed. More information regarding reverse charge handling can be found in article [Reverse charge](#).

VAT table is filled in automatically after adding an item in the tab *Items* of a document. It presents summary of a whole document, both in the system currency and in the document currency. If a document contains items with different VAT rates, then the VAT table shows totals of values split into particular VAT rates.

In the case of final invoices (sales and purchase) which include advance invoices, VAT tables for particular VAT rates present advance values derived from those advance invoices. These values are presented with the sign “-”.

Note

It is possible that a final invoice does not contain the VAT rate deducted on advance invoice. Such a situation may happen,

e.g. when a final invoice does not include all items from the source order or VAT rates of final invoice items have been modified.

The user can edit VAT table records on unconfirmed purchase invoices, advance purchase invoices and on their corrections. Such an edition concerns subtotal value, VAT value and total value, both in the system currency and with the document currency, with a reservation that on a purchase invoice including advance invoices there is no possibility of modifying values referring to those advance invoices.

Such a solution makes possible to determine the above-mentioned values in accordance with the values derived from an invoice/correction received from a vendor. Discrepancies appear if on an invoice issued by a vendor have been applied methods of VAT calculation (on subtotal/total, total of VAT items, VAT on values total) different than when registering a document in Comarch ERP Standard.

Usually, the differences are minor, however the scope of changes which can be used by an operator in Comarch ERP Standard is wide. Limits result mainly from the character of modified documents. The scope of edition of particular documents is presented in the following table:

Document			Field edition scope	
	Subtotal (SV)		VAT	Total (TV)
		calculation direction On Subtotal	calculation direction On Total	
PI/API	$SV \geq 0$	$VAT \geq 0$	$0 \leq VAT \leq TV$	$TV \geq 0$
SIQC/APIVC	$SV \leq 0$	$VAT \leq 0$	$TV \leq VAT \leq 0$	$TV \leq 0$
SIVC	any edition			

Edition of one value in a table record causes an automatic

change of the other values of that record and of the table summary. However, the change of one of currency document items causes change only on the other values in a given currency. The values in currencies different than the modified one remain without changes and are not recalculated. A possible change has to be made by the operator.

Note

If on a currency PIVC there is a situation that the values in document currency and the values in system currency have opposite symbols, the system does not allow to save such a document. The values in both currencies need to have the same symbol.

During the edition, the system maintains the principle: subtotal + VAT = total. An exception is a situation when all the values have value equal 0, then the system "artificially" modifies one of the values. If VAT on a document is calculated on total on the level of 0,01 and on PIQC/APIVC on the level of -0,01. The same applies to documents on which the VAT is calculated on subtotal, for PI/API the system sets value on the level of 0,01 and for PIQC/APIVC on the level of -0,01.

Change made in the VAT table has an impact on document header value and on payment value. It does not have any impact on value of document items.

Note

For a confirmed purchase invoice, advance purchase invoice and their correction the table values are not editable. However, the change of one of currency document values results in change **only** on the other values in a given currency. A possible change has to be made by the operator.

Amounts

The second part of the *Amounts* tab contains a list of payments associated with a given document, which similarly as the VAT table is filled automatically with data, immediately after

entering an item into a document.

Immediately above the list there is *Terms* field, which in case of applying appropriate settings on customer/vendor form, is automatically uploaded or its value can be selected manually from a predefined terms list defined in *Configuration (Finances) Types of Terms*. It is not possible to specify terms on a receipt.

While issuing a document, the system suggests one payment for the document basing on the values of fields in document header, particularly on the value of field *Payment Method*. The user can edit it or add another one (e.g. when customer pays partially in cash and partially by card or in several instalments). If the document value decreases, the system appropriately decreases payment with the latest due date and, in case it is necessary – deletes it. If the document value increases, then, if the document contains one payment, the system appropriately increases its value and if the document contains many payments, the system adds another payment.

Note

On quotes and orders documents it is possible to determine due date as a specific date or in relation to invoice date. By default, option *Number of days from the invoice date* is set and the data referring to number of days and parameter *EOM* is retrieved from document header. However, the operator can change this option by editing a given payment and checking option *Due Date*.

Changes can be applied on payments only until a document is completely paid. Only invoices (SI/ASI/PI/API) and receipts are subject to completion. It is not possible to complete a document before it is confirmed. Payments on orders and quotes documents are only expected payments and they are not subject to completion. More information concerning dividing, combining and completing payments can be found in category [Payments.](#)

The list contains the following information:

Entity – payer's name

Receivable – value of receivable

Payable – value of payable

Amount Remaining – amount remaining to be paid

Due Date – payment date by which a customer should settle their payment with vendor. In the case of payments on quotes and order, the field may contain information about number of days from invoice date until when the payment must be made.

Currency – symbol of the currency in which the payment has been generated. It is automatically consistent with the document payment, unless the user has changed it. However, it should be remembered that a document can be issued in a currency that is different than the payment currency.

To Send – the field informs about amount which should be entered in a transfer document in order to clear the payable in respect of a vendor

Advance invoices

The third part of the tab *Amount* is called *Advance*. Until a document is confirmed, this panel displays all advance invoices fulfilling the following criteria:

- they have *Confirmed* status
- the customer on advance invoice is the same as the customer on final invoice
- the currency of the advance invoice is consistent with the currency of the final invoice
- they have not been fully completed on another final invoice
- center defined on an advance invoice is available for a center selected in a final invoice
- they are not marked for deduction on another unconfirmed

final invoice

- they have not been fully corrected
- the value of the parameter *Reverse charge* in advance invoice header is the same as the value of this parameter in final invoice header

After a document is confirmed, only the invoices which have been deducted on a given invoice are displayed.

Advance invoices are handled with the use of the following buttons:

[Edit Advance Payment] – displays preview of a selected advance payment without possibility of editing it

[Edit Order] – displays preview of a selected order without possibility of editing it

[Check Amount to Deduct] – opens a window containing information about the number of a currently highlighted advance invoice and the amount to deduct defined by the operator, as well as a list containing the following columns:

- **VAT Rate** – information about VAT rates included in a given advance invoice
- **Advance Payment** – value of advance payment assigned to a given VAT rate
- **Remaining to Deduct** – amount remaining to deduct for a given VAT rate derived from a given advance invoice (this is the value of the maximum advance payment for a given VAR rate reduced by the amount already deducted on other final invoices and corrected by corrections issued to advance invoices)

[Recalculate Deducted Amount] – displays a window total of amounts that can maximally be deducted from advance invoices with checked parameter *Deduct*. It allows for entering value from a range from 0 to the maximum amount that can be deducted. Splitting the amount between marked advance invoices

is performed in accordance with the selected FIFO/LIFO option of the parameter *Method of dividing deducted amount among advance invoices* on SI/PI document definition

[Update] – updates advance invoices list

[Export to Spreadsheet] – the button allows for exporting data to an Excel spreadsheet with possibility to select one of the options: *DataAware* (default option) or *WYSIWYG*. The user can set default export mode from the level of *System Configuration Computer Default Export Mode*.

In case of selection of the following export mode:

- *DataAware* – generated file presents data in accordance with conditioning rules applied to the list
- *WYSIWYG* – generated file presents data in a layout similar to the layout displayed on the screen

The list contains the following fields:

Deduct – selected parameter decides whether a given advance invoice has to be deducted from a final invoice

Number – advance invoice number

Order – number of purchase/sales order to which an advance invoice has been issued

Note

Advance invoices which have been issued to orders associated with a current final invoice, are marked by default.

Date – this column contains date of issue for ASI or date of receipt for API

Total Value – total value of a given advance invoice

Deducted Amount – amount which has to be deducted from a given advance invoice. Upon checking parameter in column *Deduct*, field in column *Deducted Amount* becomes editable. By default,

it displays a maximum value of advance payment that can be deducted from a given advance invoice. The operator can specify a different amount, but the maximum amount possible to deduct cannot be exceeded.

Tab Associated Documents

The tab is divided into two subtabs:

- System – contains information about all documents associated with a given document, e.g. about a VAT invoice, corrections, generated warehouse documents or other trade documents. This information is automatically updated in accordance with performed operations.
- Reference – presents external links associated with document

It is possible to preview each of associated documents by selecting it and clicking **[Edit]** button which is placed above the list.

The tab is not editable and serve for informational purposes.

Items	Customers	Currencies	Amounts	Analytical Description	Associated Documents	Attributes	Attachments	Change History
System		Reference						
	Number	Date of Issue	Customer / Vendor...	Subtotal Value	Total Value	Document Type	Expected Date	
	ABC	ABC	ABC	ABC	ABC	ABC	ABC	ABC
	VSI/2020/00005	24/03/2020	Comarch S.A.	250,00	300,00	VAT Sales Invoice	2020-03-24	
	SIQC/2020/00001	24/03/2020	Comarch S.A.	-250,00	-300,00	Sales Invoice Quan...	2020-03-24	
	VSI/2020/00001	24/03/2020	Comarch S.A.	-250,00	-300,00	VAT Sales Invoice C...	2020-03-24	

Exemplary Associated Documents tab on sales invoice form

Note

If on the basis of the current sales inquiry a purchase inquiry has been generated and in turn, e.g. two purchase quotes have been generated from it, then the purchase inquiry will be shown twice in the tab *Associated Documents*.