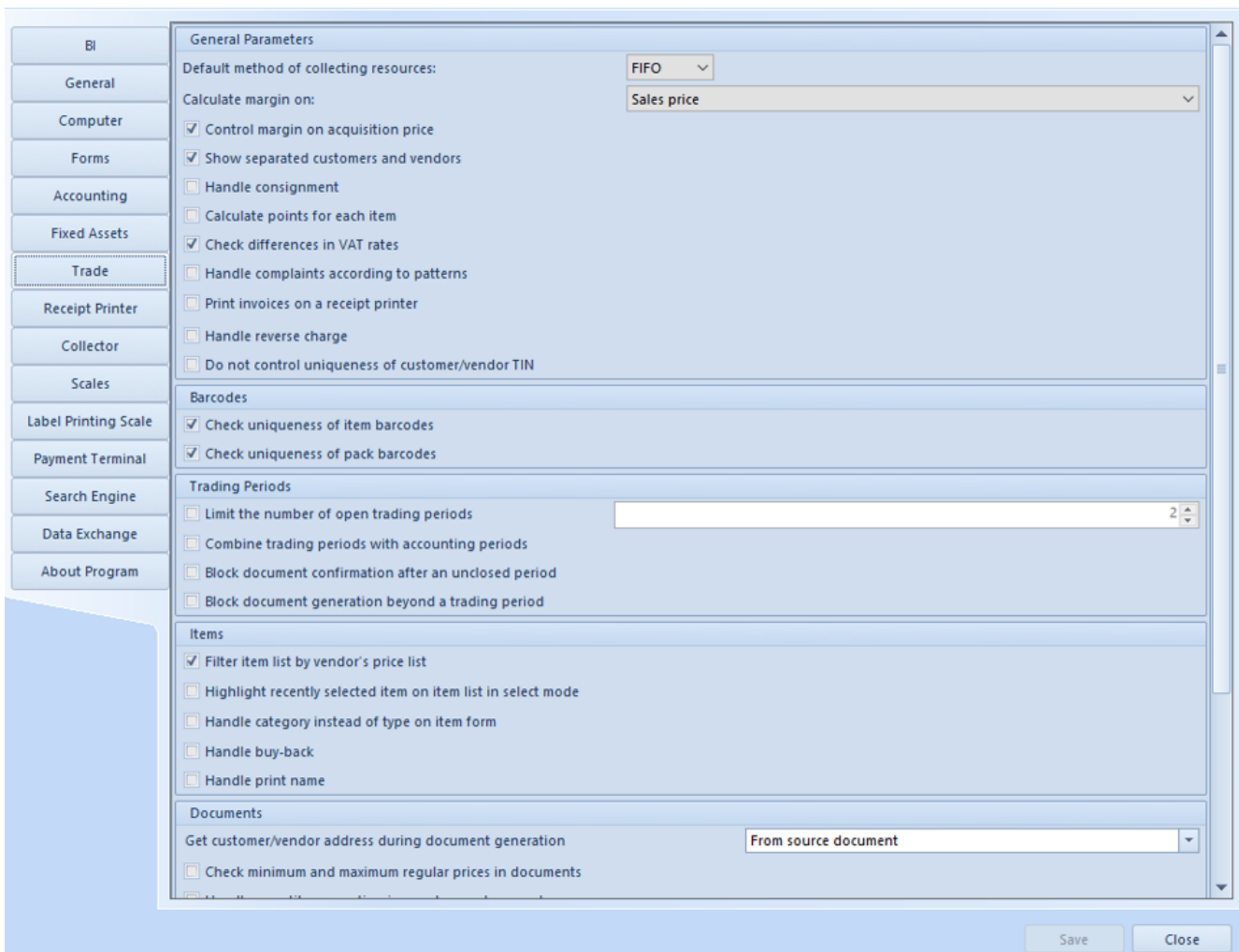


# System configuration – Trade tab – General information

Basic system configuration within the trade area can be performed from the level of the tab *System* → *Configuration* → *Trade*.

The tab is composed of the following areas:

- [General Parameters](#)
- [Barcodes](#)
- [Trading Periods](#)
- [Items](#)
- [Documents](#)
- [Inventory](#)



Trade tab in system configuration menu

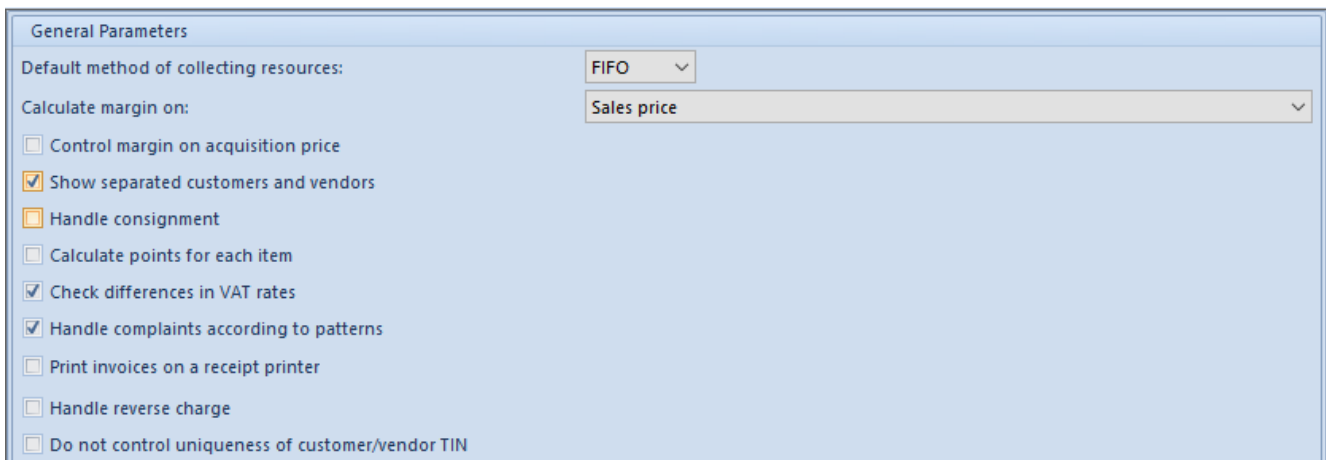
## Note

It is recommended to perform the above-mentioned configuration before starting work with the system, because most of the parameters become not editable after first use of the functionalities regarding those parameters. More information about other configuration sections and parameters can be found in next articles of the category [Configuration](#).

---

# System configuration – Trade tab – General Parameters

The following parameters are available in the tab *Trade* of the menu *System* → *Configuration* → *Trade*, which is described in the article [Trade Tab – General Information](#).



The screenshot shows a window titled "General Parameters" with the following settings:

- Default method of collecting resources: FIFO (dropdown menu)
- Calculate margin on: Sales price (dropdown menu)
- Control margin on acquisition price
- Show separated customers and vendors
- Handle consignment
- Calculate points for each item
- Check differences in VAT rates
- Handle complaints according to patterns
- Print invoices on a receipt printer
- Handle reverse charge
- Do not control uniqueness of customer/vendor TIN

System configuration window – General Parameters section

Section *General Parameters* contains the following parameters:

- **Default method of collecting resources** – allows to select the method of warehouse pricing. Methods available in the system:
  - FIFO – First In First Out, resources from the earliest delivery are released first
  - LIFO – Last In First Out, resources from the

- latest delivery are released first
- AVCO – Average Cost, weighted average method, consist in posting with the use of the average weighted purchase price

#### Note

Specified method of collecting resources can be changed until the first item is added to the database. In case of FIFO/LIFO methods, after an item is added, it is possible to make changes within those methods.

- **Calculate the <<margin>> on** – allows to specify value that the calculation refers to. The parameter has to be defined during the first system configuration, as after adding first item from the field becomes not editable. The operator can choose among the following calculation options:
  - **Sales price** – sales price is used as the reference value
  - **Purchase price** – acquisition/purchase prices is used as the reference value, this method is also defined as *markup*
- **Control margin on acquisition price** – if the parameter is checked, the margin on acquisition price is controlled, otherwise the margin is controlled on purchase price.
- **Show separated customers and vendors** – if the parameter is checked, customers are displayed on two separated lists. The parameter can be modified until a customer/customer group is added to the database.
- **Handle consignment** – if the parameter is checked, it is possible to handle the <<consignment process>> in the system
- **Calculate points for each item** – the parameter allows to determinate the moment of [loyalty points](#) calculation on customer/vendor form. If the parameter is checked, loyalty points are updated while adding/deleting items

on document, otherwise loyalty points are calculated only upon document confirmation.

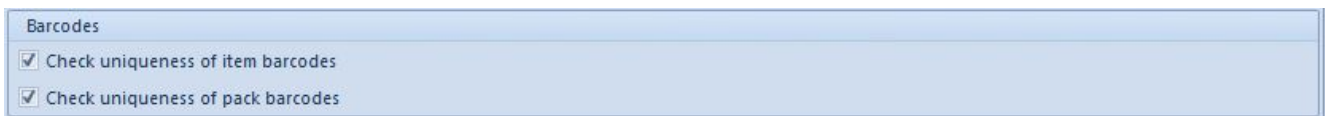
- **Check differences in VAT rates** – the parameter enables the mechanism of verifying VAT rate during generation of documents from orders or quotes and during the document confirmation. Verification is performed only, if the VAT rates on source documents are set as *National*. If at least one VAT rate on generated document item is different than the rate defined on item form of this item, an appropriate message is displayed.
- **Handle complaints according to patterns** – the parameter allows for using the functionality of patterns, which automate user's work while [handling complaints](#). After checking the parameter, from the level of *Configuration* → *(Trade/Warehouse)* → *Complaint Handling Patterns*, it is possible to access the list of complaint handling patterns along with functions necessary to handle it.
- **[Print invoices on a receipt printer](#)** – checking the parameter allows to print sales invoices and advance sales invoices on receipt printer. In order to make printing on receipt printer possible, it is also necessary to check the parameter *VAT Direction: On Total* in SI and ASI definition.
- **Handle reverse charge** – the parameter allows to handle [reverse charge](#), it can be modified until the first document handling reverse charge is registered in the system.
- **Do not control uniqueness of customer/vendor TIN** – the parameter allows to deactivate the standard function of verifying customers uniqueness basing on TIN number and using of BPM process (Do not control uniqueness of customer/vendor TIN), which allows for a more restrictive form of control. While saving customer/vendor form, the process verifies whether a customer with TIN specified in the modified form already exists in the database. The user will receive the information regarding the customer for which the given

TIN number has been already specified.

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## System configuration – Trade tab – Barcodes

The following parameters are available in the tab *Trade* of the menu *System* → *Configuration* → *Trade*, which is described in the article [Trade tab – General information](#).



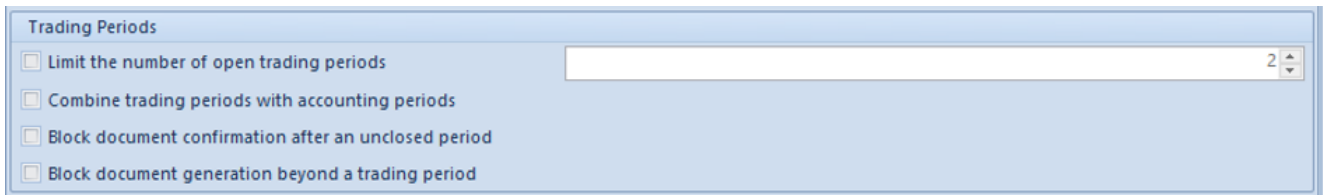
System configuration window – Barcodes section

Section *Barcodes* contains the following parameters:

- **Check uniqueness of item barcodes** – this option allows for enabling verification of uniqueness of barcodes for items. If a given barcode already exists, an appropriate message is displayed and the possibility of saving item form with duplicated barcode is disabled.
  - **Check uniqueness of pack barcodes** – this option allows for enabling verification of uniqueness of barcodes for packs. If a barcode is duplicated, an appropriate message is displayed. The user can decide, whether packs with duplicated barcodes can be created or not.
-

# System configuration – Trade tab – Trading Periods

The following parameters are available in the tab *Trade* of the menu *System* → *Configuration* → *Trade*, which is described in the article [Trade Tab – General Information](#).



System configuration window – Trading Periods section

Section *Trading Periods* is composed of the following parameters:

- **Limit the number of open trading periods** – the parameter allows for determining maximum number of simultaneously open trading periods
- **Combine trading periods with accounting periods** – checking the parameter allows for automatic closing of trading period along with accounting period closing.
- **Block document confirmation after an unclosed period** – checking this parameter disables the possibility of confirming documents issued after the defined trading period. blockade of document confirmation after an unclosed trading period applies to the following situations:
  - when the date of the issued document is included in an open trading period preceded with another open trading period
  - when the date of the issued document exceeds the interval of the recent open trading period (only if the parameter *Block document confirmation* is checked)

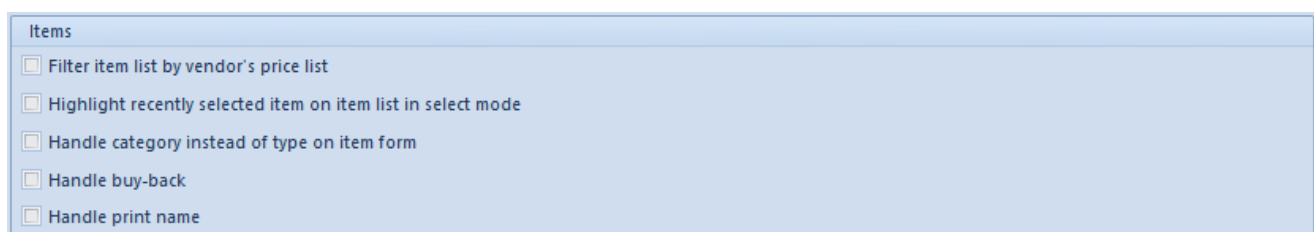
Moreover, if in the configuration for the confirmed document type has been set an automatic generation of another approved document and the date of the generated document fullfills one of the above mentioned conditions, the generated document will be saved as unconfirmed.

- **Block document generation beyond a trading period** – if the parameter is checked, the system controls the issue/receipt/registration date of the added document. If the date is posterior to the end date of the last open trading period, the system automatically changes the issue/registration date of the document to the end date of the last open trading period and appropriate message is displayed.

---

## System configuration – Trade tab – Items

The following parameters are available in the tab *Trade* of the menu *System* → *Configuration* → *Trade*, which is described in the article [Trade Tab – General Information](#).



System configuration window – Items section

Section *Items* is composed of the following parameters:

**Filter item list by vendor's price list** – if the parameter is checked, item list on documents of receipt type is filtered by

default by vendor's price list. In order to associate items with customer, it is necessary to assign selected customer to a price type and a price list containing those items and add the items to the price list. Then, on an item list opened from the level of above-mentioned documents, a customer indicated in document header as *Vendor*, is visible in the item list filter. Such a vendor can be deleted with the use of eraser tool, which is available next to the customer field. The parameter is checked by default in the system. The functionality of price lists is further described in category [Price lists](#).

- **Highlight recently selected item** – if the parameter is checked, a recently selected item is remembered on item list and item group list. The parameter regards lists in select mode (from the level of a document or other object, e.g. price list).
- **Handle category instead of type on item form** – if the parameter is checked, only field *Category* is visible on item form, if the parameter is unchecked, both *Category* and *Type* fields are available on item form.
- **Handle buy-back** – if the parameter is checked, it is possible to <<handle buy-back>> in the system
- **Handle print name** – the parameter is unchecked by default. After changing the parameter value and saving settings it is possible to send print name defined on item form to a receipt printer.

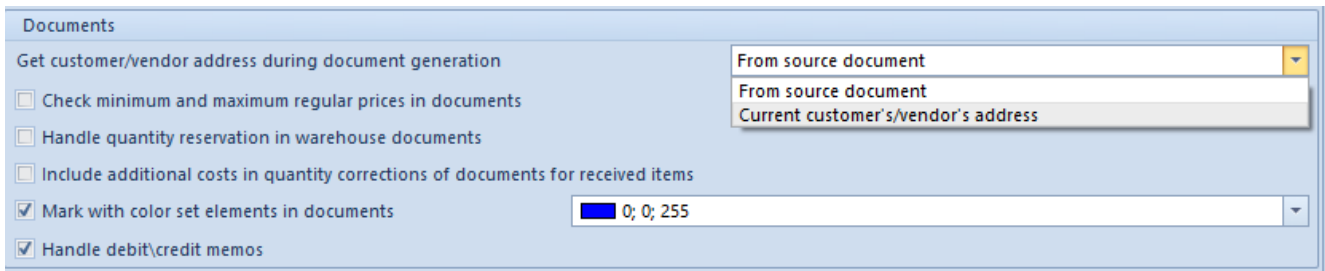
More information regarding items is available in category [Items](#).

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# System configuration – Trade tab – Documents

The following parameters are available in the tab *Trade* of the menu *System* → *Configuration* → *Trade*, which is described in the article [Trade Tab – General Information](#).



The screenshot shows the 'Documents' section of the system configuration window. It includes the following parameters:

- Get customer/vendor address during document generation**: A dropdown menu with options: 'From source document', 'From source document', and 'Current customer's/vendor's address'.
- Check minimum and maximum regular prices in documents**
- Handle quantity reservation in warehouse documents**
- Include additional costs in quantity corrections of documents for received items**
- Mark with color set elements in documents**: A color selection box showing '0; 0; 255'.
- Handle debit\credit memos**

System configuration window – Documents section

Section *Documents* is composed of the following parameters:

- **Get customer/vendor address during document generation** – from a drop-down list it is possible to choose the method of retrieving address:
  - current customer address
  - from a source document during document generation
- **Check minimum and maximum regular prices in documents** – if the parameter is checked, the control of minimum and maximum regular price is enabled on documents.
- **Handle quantity reservation in warehouse documents** – the parameter is available in database with FIFO/LIFO method of queuing resources. If the parameter is checked, there is a possibility of handling quantity reservations in warehouse documents. The parameter can be checked at any moment of work with the system and can be unchecked, provided that in the system there is no a warehouse document (SOR, IR-, WM-) creating a quantity reservation.
- **Handle quantity reservation** – this parameter works in the same way as the parameter *Handle quantity*

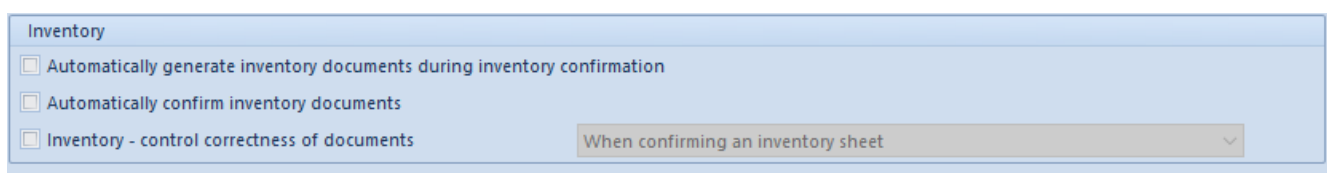
*reservation in warehouse document*, but it's available only for the databases with AVCO method of queuing resources. More information regarding the mechanism of resource collection is available in subcategory [Reservations](#).

- **Include additional costs in quantity corrections of documents for received items** – if the parameter is selected, addition costs will be included in quantity corrections of documents for received items. Checking the parameter enables additional costs reimbursement along with returned merchandise. If the parameter is unchecked, additional costs remain.
- **Mark with color set elements in documents** – checking the parameter enables color change for [sets](#) with checked *Retrieve elements onto document* parameter
- **Handle debit/credit memos** – the parameter decides whether credit and debit [memos](#) are available in the system

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## System configuration – Trade tab – Inventory

The following parameters are available in the tab *Trade* of the menu *System* → *Configuration* → *Trade*, which is described in the article [Trade Tab – General Information](#).



Inventory

Automatically generate inventory documents during inventory confirmation

Automatically confirm inventory documents

Inventory - control correctness of documents When confirming an inventory sheet

System configuration window – Inventory section

Section *Inventory* is composed of the following parameters:

- **Automatically generate inventory documents during inventory confirmation** – if the parameter is checked, after confirmation of an inventory, differential IR/SOR or IR+/POR documents are generated automatically. The statuses of generated documents depend on the setting of the parameter *Automatically confirm inventory documents*.
- **Automatically confirm inventory documents** – if the parameter is selected, documents generated from inventory will be automatically confirmed
- **Inventory – control correctness of documents** – checking the parameter allows for selecting inventory document correctness control while:
  - confirming an inventory sheet
  - adding an item to an inventory sheet

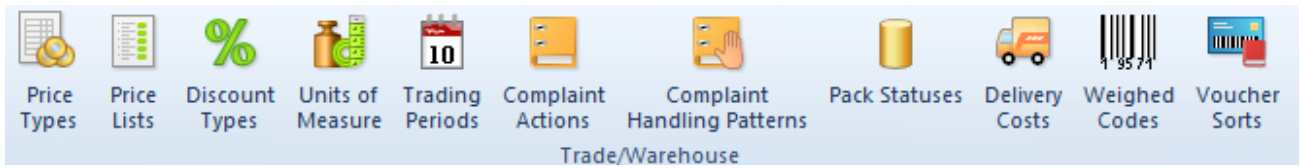
Inventory handling in the system is described in category [\*Inventory\*](#).

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## **Configuration – Trade/Warehouse – General information**

Section *Trade/Warehouse*, available from the level of *Configuration* menu, is provided with objects related to trade and warehouse maintenance in the system. Before starting work with the system, it is recommended to define them in order to have a possibility to use, e.g., price lists or unit measures on documents, which will significantly reduce time of their

issuance.



## Menu Configuration – Trade/Warehouse

The menu allows for configuration of the following areas:

- **Price Types** – access to configuration of price types (both for received items and for released items) necessary to create price lists. Detailed description of the functionality can be found in category [Price types](#).
- **Price Lists** – access to configuration of price lists (both for received items and for released items) created on the basis of one given price type. Detailed description of the functionality can be found in category [Price lists](#).
- **Discount Types** – default discount types on the basis of which the user can create discounts in the system. Detailed description of the functionality can be found in category [Discounts](#).
- **Units of Measure** – the functionality allows for defining and assigning measure units to articles, for increasing transparency of their classification and for improving their handling. Detailed description of the functionality can be found in article [Configuration – Trade/Warehouse – Units of measure](#).
- **Trading Periods** – the functionality allows for managing issuance of trade documents, e.g. by blocking their issuance in certain periods. Detailed description of the functionality can be found in subcategory [Trading periods](#).
- **Complaint Actions** – the functionality allows for defining complaining actions which facilitate handling of a complained process through its particular stages. Detailed description of the functionality can be found

in the article [Complaint actions](#).

- **Complaint Handling Patterns** – this area contains a list of patterns that allow to define complaint process execution step by step. Detailed description of the functionality can be found in article [Complaint handling patterns](#).
- **Pack Statuses** – the functionality allows for managing actions performed on packs and statuses of packs which are used on purchase orders, purchase invoices, internal and external receipts and warehouse movements. Detailed description of the functionality can be found in article [Defining packs](#).
- **Delivery Costs** – configuration of delivery costs allows for their definition and calculation. Detailed description of the functionality can be found in article [Delivery costs](#).
- **Voucher Sorts** – the functionality allows for defining, deleting and previewing sorts of vouchers created by the user. Detailed description of the functionality can be found in category [Vouchers](#).

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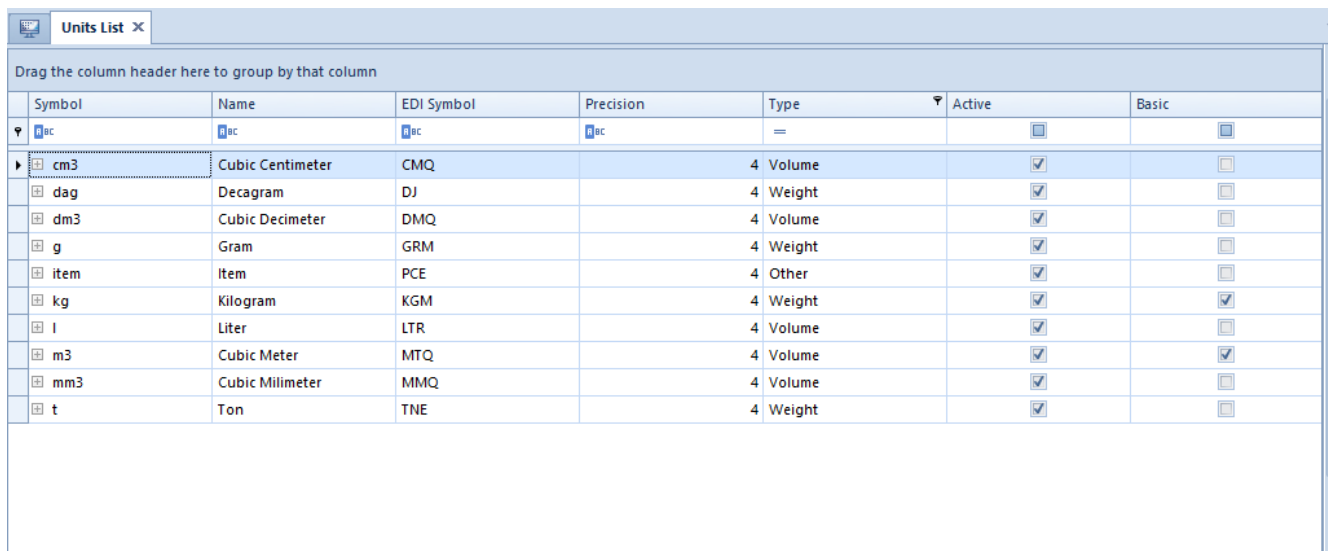
## Configuration – Trade/Warehouse – Units of measure

Section *Trade/Warehouse*, available from the level of *Configuration* menu, contains a functionality related to units of measure, which allows for defining them and therefore increases clarity of item classification and improves

maintenance of items.

By default, each item has its basic unit in which it is registered in warehouse. At the same time, the user has a possibility to define auxiliary which can be set as default for a specified document type. Thanks to such a functionality a company can easily register transactions in which, e.g., an item is sold in a unit different than the unit in which it is registered in warehouse. Assigning an auxiliary unit and setting it as default for a given document type is performed on item form, in tab *General*, in sections *General* and *Default for*, respectively. More information regarding units of measure for a specified item can be found in the article [Defining item](#).

From the level of units list the user can deactivate units which are not set as default for a given document type. It is not possible to deactivate m<sup>3</sup> or kg as basic units for *Volume* and *Weight* type.



Units List							
Drag the column header here to group by that column							
Symbol	Name	EDI Symbol	Precision	Type	Active	Basic	
ec	ec	ec	ec	=	<input type="checkbox"/>	<input type="checkbox"/>	
cm3	Cubic Centimeter	CMQ		4 Volume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
dag	Decagram	DJ		4 Weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
dm3	Cubic Decimeter	DMQ		4 Volume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g	Gram	GRM		4 Weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
item	Item	PCE		4 Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
kg	Kilogram	KGM		4 Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
l	Liter	LTR		4 Volume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
m3	Cubic Meter	MTQ		4 Volume	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
mm3	Cubic Millimeter	MMQ		4 Volume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
t	Ton	TNE		4 Weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Units list

From this level, it is possible to add further units of measure. Button [**Add**] opens unit definition form.

Symbol:

Name:

EDI Symbol:  Precision:

Type:   Basic Unit  Active

Conversion Calculators

No. of Associated Units	Unit	No. of Basic Units	Decimal	Conversion Calculators
1000	g	1	<input checked="" type="checkbox"/>	0,001 x kg
100	dag	1	<input checked="" type="checkbox"/>	0,01 x kg
1	t	1000	<input checked="" type="checkbox"/>	1000 x kg

## Unit definition form

The form is composed of the following fields:

- **Symbol** – mandatory field allowing for introduction of characters used for unique identification of a unit of measure
- **Name** – mandatory field allowing for introduction of characters which describe a given object in a more detailed way
- **EDI Symbol** – field allowing for assigning unit's EDI symbol, which is an electronic data exchange platform. In a file generated upon exportation of invoice to EDI is sent the symbol unit of measure used for an item of the exported invoice.
- **Type** – list from which the user can select one type of unit of measure: *Weight, Volume, Other*
- **Precision** – number of decimal places with which a given unit of measure is recalculated
- **Active** – the parameter is automatically checked during the definition of a unit. Once the parameter is unchecked, it is not possible to use the unit of measure in the system.
- **Conversion Calculators** – relation of basic unit quantity to associated unit quantity

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# Configuration – Trade/Warehouse – Delivery costs

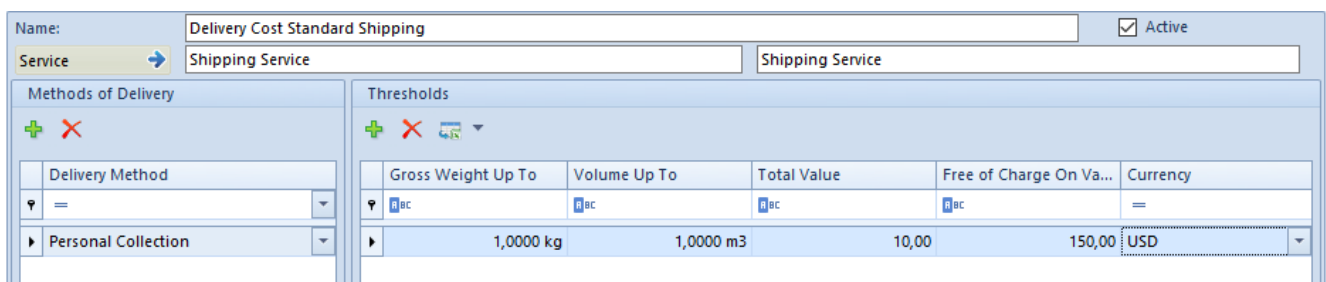
Section *Trade/Warehouse*, available from the level of *Configuration* menu, contains a functionality related to delivery costs, which allows for defining and calculating them and therefore facilitates work with such a type of costs included in transactions.



Name	Service	Delivery Method
bc	bc	bc
Type 1	service1	Personal Collection

List of delivery costs

Upon selecting button **[Add]**, the system opens window of delivery costs calculation where it is possible to set name and service on which a given delivery cost is based, as well as delivery methods and thresholds to which given values apply.



Name: Delivery Cost Standard Shipping  Active

Service: Shipping Service Shipping Service

Methods of Delivery

Delivery Method
=
Personal Collection

Thresholds

Gross Weight Up To	Volume Up To	Total Value	Free of Charge On Va...	Currency
bc	bc	bc	bc	=
1,0000 kg	1,0000 m3	10,00	150,00	USD

Window of delivery cost calculation

Mandatory fields of delivery costs calculation window:

- **Name** – name of delivery cost calculation
- **Service** – service associated with a given cost



calculation, selected from among items of the *Service* type

Section *Methods of Delivery* allows for adding from drop-down list a method of delivery for a given service. The values are retrieved from generic directory *Method of Delivery*. Depending on selected delivery method, associated threshold is contextually displayed. The user should define values for each threshold in the following fields:

- **Gross Weight Up To** – maximum value of gross weight expressed in kilograms a given threshold is applicable for
- **Volume Up To** – maximum volume expressed in m<sup>3</sup> a given threshold is applicable for
- **Total Value** – total value of the cost of delivery
- **Free of Charge on Value** – total value of purchase order from which shipping cost is free of charge
- **Currency** – the field allows for selecting a currency available in the system in the for a company to which the operator is logged-in. System currency of a company is set by default.

If a calculation contains more than one threshold, it is necessary to remember that the value of field *Gross Weight Up To* for every following record must be superior to that of the previous record. The value of the field *Volume* for every following record must be superior to that of the previous record. Total value of subsequent thresholds must be specified in the same currency.

If the first record is saved with value 0,00 for the field *Gross Weight Up To* or *Volume Up To*, it shouldn't be possible to change the 0,00 value to a different value in the fields *Gross Weight Up To* or *Volume Up To* of the following records. It is possible to define the same thresholds, if the values of *Total Value* for those thresholds have been defined in different currencies. To delivery cost calculation must be

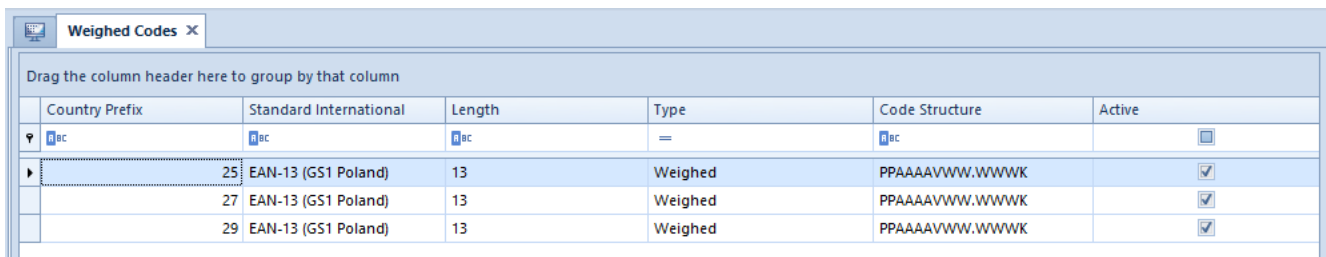
added at least one threshold.

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# Configuration – Trade/Warehouse – Weighed codes

Weighed codes are a special type of barcodes which contain information regarding item weight, which means that one part of the barcode is responsible for identifying item from item forms and the second part for the weight saved in code.

The functionality of weighed codes, available in the section *Trade/Warehouse* of *Configuration* menu, allows the user to define weighed barcode structure for a given prefix. Thanks to a defined structure of weighed code the system is able to interpret in a proper way the data contained in the code.



Drag the column header here to group by that column						
Country Prefix	Standard International	Length	Type	Code Structure	Active	
bc	bc	bc	=	bc	<input type="checkbox"/>	
25	EAN-13 (GS1 Poland)	13	Weighed	PPAAAVWW.WWWK	<input checked="" type="checkbox"/>	
27	EAN-13 (GS1 Poland)	13	Weighed	PPAAAVWW.WWWK	<input checked="" type="checkbox"/>	
29	EAN-13 (GS1 Poland)	13	Weighed	PPAAAVWW.WWWK	<input checked="" type="checkbox"/>	

## Weighed codes list

By default, weighed codes are defined in UPC-13 (GS1 Poland) standard with prefixes: 25, 27 and 29. Structure of those codes looks as follows:

PPAAAVWW.WWWK

where:

- P – code prefix
- A – item identifier
- V – control digit of weight/code
- W – weight in total and decimal units
- K – control digit of code

Upon clicking on [Add] button, a form for adding a new weighed code structure opens. The form consists of the following fields to complete:

- **Prefix** – this field allows for defining a weighed code prefix withing the range of 20 to 29. It is not possible to add two weighed codes with the same prefix.
- **Active** – this parameter indicates whether it is possible to use a given weighed code in the system
- **Standard** – choice list of active values from the generic directory *Weighed Codes Classification* and the value *Other*
- **Record length** – this field allows for defining length of weigh code structure. The field value is retrieved from the generic directory of weighed codes standards, depending on chosen code standard. If selected standard is *Other*, it is possible to insert any integer.
- **Code Type** – field specifying type of weighed code

Section *Code Elements* allows for defining weighed code structure. The user can decide whether a given element should be present in the code, by checking/unchecking such an element.

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# Configuration – Document definition

Depending on center/company, different document configuration may be required in the system. Such a configuration consists in defining way of functioning of documents, basing on different parameters, numeration schemes or their availability in the company structure.

Documents definition can be performed from the following levels:

- Tab *Documents* which allows for editing documents tab. The form is available from the level *Configuration* tab → *Company Structure* → *Company* → *Documents*
- *Configuration* → *Documents* → *Types*. However, company structure form is provided with more options and possibilities regarding documents configuration.

Moreover, configuration from the level of company allows for an additional handling of availability of series, warehouses, VAT accounts and documents visibility within a given center.

## **General tab**

The tab *General* contains basic information about document type and additional parameters regarding document configuration within a given center/company.

General	Diagram	Series	Warehouses	Visibility	Numbering Schemes	VAT Accounts
<b>Parameters</b>						
Code:	SI					
Name:	Sales Invoice					
Group:	Trade Release					
<input checked="" type="checkbox"/> Include in trading period <input type="checkbox"/> Require a reason for document cancellation						
<b>Control of Credit Limit During Document Confirmation</b>						
<input type="radio"/> Don't control <input type="radio"/> Warn <input type="radio"/> Block sales transactions						
<b>Getting Currency Exchange Rate</b>						
Exchange Rate Type:	FED					
Date Type:	Date of Issue					
Number of Days Before the Date:	0					
<b>Item Parameters</b>						
Price Precision:	2					
<input type="checkbox"/> Control: quantity x price = value <input checked="" type="checkbox"/> Combine items from orders <input checked="" type="checkbox"/> Join items of warehouse documents						
<b>Document Parameters</b>						
<input checked="" type="checkbox"/> Payment confirmation <input type="checkbox"/> Open transactions						
<input checked="" type="checkbox"/> Automatically generate a warehouse document as:	Confirmed					
Date of release from warehouse document:	The earliest					
Date of sale from several receipts:	Consistency of dates required					
Automatically generate VAT invoices as:	Confirmed					
<input type="checkbox"/> Allow negative value of final invoice						
Method of dividing deducted amount among advance invoices:	FIFO					
<input checked="" type="checkbox"/> Handle bundle promotions:	Automatically when adding items					
<b>VAT Calculation Method</b>						
VAT Direction:	On subtotal					
VAT Aggregation:	VAT on values total					
<b>Personal Data Retention</b>						
Obligatory minimum retention period:	10 consecutive years					

Tab General on SI document edit form available from the level of company edit form

Depending on document type, the tab is divided into the following sections, which contain different parameters:

### Parameters

- Code – code representing shortened name of document type
- Name – document type full name

- Group – group to which a given document type belongs
- Include in trading period – decides whether a given document type should be subjected to verification within [trading periods](#)
- Require a reason for document cancellation – specifies whether during document cancellation it is required to indicate a reason for such an operation
- Separate calculation for each warehouse – the parameter is available on the IQC document definition and decides whether the calculation should present item quantities by warehouses

### Getting Currency Exchange Rate

- Exchange Rate Type – specifies what exchange rate type should be retrieved onto document
- Date Type – allows for specifying date from which exchange rate value should be taken
- Number of Days Before the Date – the field allows for correcting the value of the field *Date Type* by a given number of days

### Item Parameters

- Price Precision – specifies precision of decimal number with which prices will be expressed on a document
- Control: quantity x price = value – this parameter controls whether item values are the same as product of the given formula
- Combine items from orders – if the parameter is checked, items of documents generated from orders will be aggregated, if they are consistent when it comes to: code, name, price and price type, unit, VAT rate, values of features, pack and employee
- Join items of warehouse documents – checking the parameter results with the same actions as in the case of the parameter *Combine items from orders*, but for warehouse documents generation

- Check if features are required – this mechanism verifies whether features specified for a given lot, which is a document item, is required. Such a definition is possible also on document form, in the tab *Parameters*.

## **Document Parameters**

- Payment confirmation – if the parameter is checked, during confirmation of a document will be displayed payment confirmation window allowing for generation of a cash-bank transaction
- Open transactions – the parameter decides whether the documents of a given type should be displayed on open transactions list
- Automatically generate a warehouse document as – defines whether and with what status will be generated a warehouse document during trade document confirmation
- Date of release from warehouse document – the parameter allows for defining a date which is supposed to be default sales date on commercial document
- Date of sale from several receipts – in case of generation SI from many R the parameter decides what date should be taken as sales date
- Automatically generate VAT invoices as – defines what status should assume a VAT invoice generated for SI/ASI and PI/API
- Generate VAT invoices in VAT account to invoices issued from receipts – allows for specifying VAT account with which VAT invoices should be associated
- Allow negative value of final invoice – if the parameter is checked, it is possible to deduct advance invoices with a value superior to the value of the original final invoice
- Method of dividing deducted amount among advance invoices – specifies whether the amount should be divided according to FIFO or LIFO formula
- Handle bundle promotions – if the parameter is checked,

it is possible to calculate bundle promotions on documents and decide whether those promotions should be added automatically while adding an item or manually

- Positive quantity corrections – if the parameter is checked, the quantity on correction item can be greater than the quantity on item of the source document
- Generate a warehouse document on account of terms – if the parameter is checked, warehouse document is generated if terms have been defined on SI/PI and the payer has fulfilled its conditions
- Control minimum margin – if the parameter is checked, during document generation the system verifies whether the conditions of [minimum margin](#) have been fulfilled
- Reserve resources – when adding or increasing item quantity on document, the system will create, by default, a reservation for indicated quantity and block sales of items from determined delivery
- Reserve quantities – when adding an item on document, the system will create reservation for an indicated quantity and will not block sales of items from determined delivery
- Exclude order items from processing – the parameter allows for excluding items with maintaining at the same time their original value or updating item and header value
- Modification of Confirmed Order Item – if the parameter is selected, it is possible to add, delete and edit items of *Pending* and *Confirmed* orders

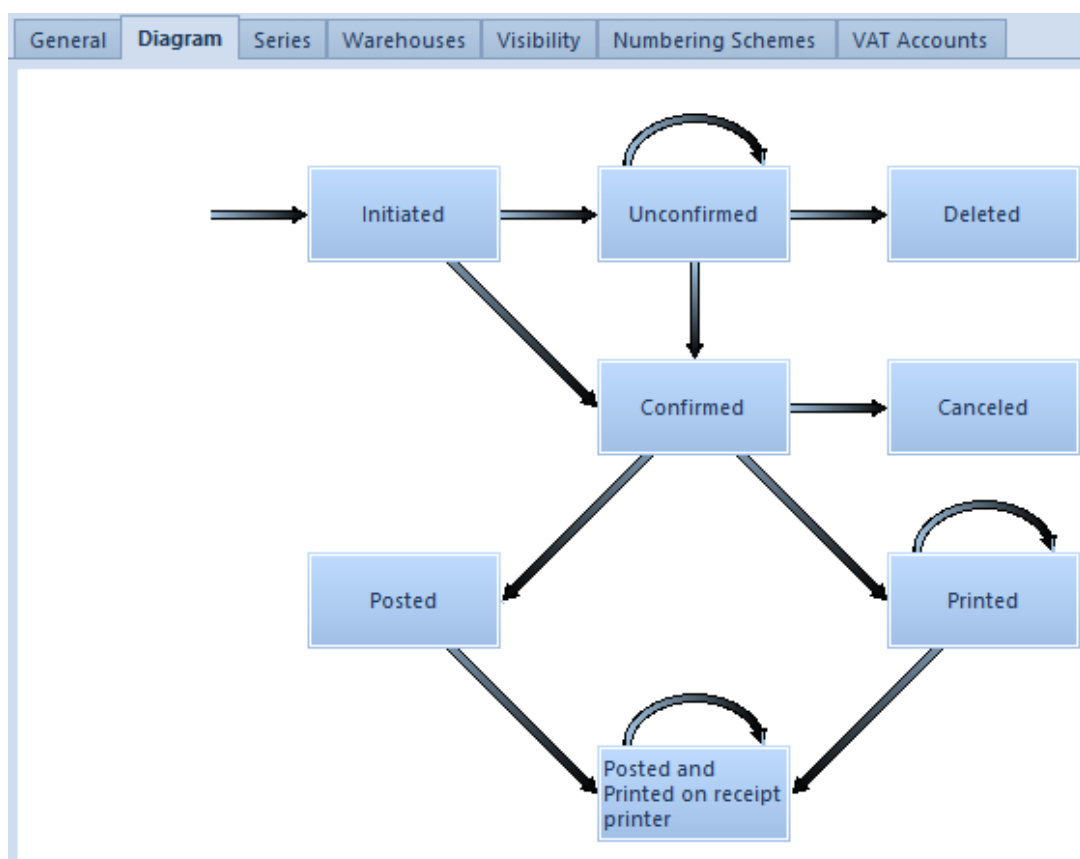
## **VAT Calculation Method**

- VAT Direction – defines method of calculation of VAT which can be calculated on subtotal or total prices or basing on customer/vendor status
- VAT Aggregation – defines values on which VAT should be calculated. It can be total VAT of items or VAT on values total



- Additional Costs: Algorithm – allows for selecting method of additional costs distribution for document items
- Control of Credit Limit During Document Confirmation – the parameter decides how the system should act in case customer 's [credit limit](#) gets exceeded
- Correction of Bundle Discount Elements – allows for deciding whether the system should accept, signalize or block correction of items belonging to bundle discount
- Obligatory minimum retention period – the parameter allows for defining period of time for which personal data will be stored in the system

## Diagram tab



Tab Diagram of SI document

This tab contains a graphic scheme presenting document statuses possible to obtain. From this level it is possible

to:

- manage document colors depending on its status. In order to edit status, it is necessary to mark it (rectangle) on the diagram and select option [**Edit**] from menu *Statuses*
- edit document's permissions – allows for defining permissions of a given user group to perform particular operations of a given document type. In order to edit permissions, it is necessary to mark a given permission (arrow) on the diagram and select option [**Edit**] from menu [**Permissions**].

## **Series tab**

In the tab *Series* it is possible to associate a given series do document type which results in possibility of using it in document's numerator.

When issuing a document, the user can select series with which the document is supposed to be issued.

More information about series and numeration schemes can be found in anrticle [Numerators](#).

## **Warehouses tab**

Tab *Warehouses* is available for most trade/warehouse document. In this tab the user can attach and detach warehouses existing in the system to document type. It can be done with the use of the buttons [**Attach**] and [**Detach**].

Moreover, the following parameters are available in the tab:

- **Operations on a single warehouse** – if the parameter is checked, it is possible, when issuing a trade document, to collect resources from one warehouse. Selected warehouse is indicated in the document header.
- **Prefer default warehouse** – if the parameter is checked, when adding items on document, resources from the

default warehouse are collected first. This parameter has impact only on trade documents, because operations performed on warehouse documents always concern only one warehouse.

## ***Visibility tab***

In the tab *Visibility* the user can manage visibility of documents of a given type within centers.

A document issued by a given center:

- Is visible for all parent centers within a given structure branch
- Is invisible for all the child centers in a given branch and for equal centers

## ***Numbering Schemes tab***

The tab allows for assigning many numerators to a given document type and specifying which of them is the default one. One document type can have only one default numbering scheme.

With the use of the button [**Add**] from the button group *Numerator*, the user can select list of numbering scheme which is supposed to be attached to the document type. It is possible to add selected scheme only if in menu *Configuration* → *Documents* → *Types*, the scheme is assigned to a given document type.

Column *Numbering by Date* allows for defining the date transferred to the numerator attached to a given document type. The value of the column can be modified only from the level of the main company.

More information regarding configuration of numerators added to document types can be found in article [Numerators](#).

## VAT Registers tab

In this tab it is possible to assign [VAT accounts](#) to a given document type. In order to attach VAT registers, it is necessary to select [**Attach**] button and select a VAT register from the list of available registers. In order to detach a register, it is necessary to mark it on the list and click on the button [**Detach**].

The user can specify which register is supposed to be the default one for a given document type, by checking the parameter *Default*.

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## Configuration – Permissions

This tab allows for assigning permissions to specific [operator group](#), which concern the settings of performing specific actions in particular areas of the system.

The tab consists of list of permissions and is available from the level *Configuration* → *Company Structure* → *Operator Groups* → edit form of selected operator group → *Other Permissions*.

Drag the column header here to group by that column		
Name	Area	Active
Trade/Warehouse	Trade/Warehouse	<input type="checkbox"/>
Access to purchase prices	Trade/Warehouse	<input checked="" type="checkbox"/>
Closing of trading periods	Trade/Warehouse	<input type="checkbox"/>
Access to discount structure	Trade/Warehouse	<input checked="" type="checkbox"/>
Generation of repair cost corrections	Trade/Warehouse	<input type="checkbox"/>
Reprinting of documents on a receipt printer	Trade/Warehouse	<input checked="" type="checkbox"/>
Modification of regular price	Trade/Warehouse	<input type="checkbox"/>
Blockade of discounted price if regular price equals 0	Trade/Warehouse	<input type="checkbox"/>
Edition of address in a document	Trade/Warehouse	<input checked="" type="checkbox"/>
Determining of prime sales cost	Trade/Warehouse	<input checked="" type="checkbox"/>
Access to discounts from another object	Trade/Warehouse	<input checked="" type="checkbox"/>
Update of customer/vendor data on confirmed documents	Trade/Warehouse	<input type="checkbox"/>
Manual reservation of resources	Trade/Warehouse	<input type="checkbox"/>
Change of delivery in confirmed documents	Trade/Warehouse	<input type="checkbox"/>
Delivery change panel	Trade/Warehouse	<input type="checkbox"/>
Inventory – Blockade of item addition	Trade/Warehouse	<input checked="" type="checkbox"/>
Inventory – Release of reserved resources	Trade/Warehouse	<input checked="" type="checkbox"/>
Change of VAT exemption reason in a confirmed/posted document	Trade/Warehouse	<input type="checkbox"/>
Change of SO payment status	Trade/Warehouse	<input checked="" type="checkbox"/>
Change of delivery status	Trade/Warehouse	<input checked="" type="checkbox"/>
Modification of credit limits	Trade/Warehouse	<input checked="" type="checkbox"/>
Excluding of sales/purchase order items from processing	Trade/Warehouse	<input checked="" type="checkbox"/>
Modification of items in confirmed sales/purchase order	Trade/Warehouse	<input checked="" type="checkbox"/>
Generation of manual corrections	Trade/Warehouse	<input checked="" type="checkbox"/>

List in the tab Other Permissions

The list displays name and area of the permission. Parameter *Active* indicates whether a permission is assigned to a specific operator group.

Trade/Warehouse area contains the following permissions:

- <<Generation of manual corrections>>
- <<Modification of items in confirmed sales/purchase order>>
- <<Excluding of sales/purchase order items from processing>>
- <<Modification of credit limits>>
- <<Change of delivery status>>
- <<Change of SO payment status>>
- <<Change of VAT exemption reason in a confirmed/posted document>>
- <<Inventory – Release of reserved resources>>
- <<Inventory – Blockade of item addition>>
- <<Delivery change panel>>

- <<Change of delivery in confirmed document>>
  - <<Manual reservation of resources>>
  - <<Update of customer/vendor data on confirmed documents>>
  - <<Access to discount from another object>>
  - <<Determinating of prime sales cost>>
  - <<Edition of address in a document>>
  - <<Blockade of discounted price if regular price equals 0>>
  - <<Modification of regular price>>
  - <<Reprinting of documents on a receipt printer>>
  - <<Generation of repair cost corrections>>
  - <<Access to discount structure>>
  - <<Closing of trading periods>>
  - <<Access to purchase prices>>
- 

## Configuration – Basic terms

- **Shortages** – item quantity in basic unit for which has been issued a document of release type (SI, R), but such a document hasn't been covered by available stock levels
- **Quantity** – item quantity in warehouses resulting from confirmed warehouse documents
- **Available quantity** – quantity resulting from the difference between the value of the column *Quantity* and the value of the column *Quantity Reserved (Blocked)*. Resource reservations, quantity reservations and reservations without resources (non-blocking) are taken in consideration.
- **Lot** – groups resources with the same combinations of feature values

- **Precision** – number of decimal places with which a given unit of measure is saved, which means number of decimal places with which a given unit of measure is recalculated in the system.
- **Reservations without resources (non-blocking)** – reservations which don't block for sales quantity defined on subitem
- **Resource reservations** – reservations which block for sales quantity defined on a subitem from specific delivery
- **Quantity reservations** – reservations which block for sales quantity defined on a subitem, without indicating any specific delivery from which the resources should be retrieved
- **Orders** – quantity of ordered item expressed in basic unit, resulting from documents of receipt type (unconfirmed or confirmed PI, PO, submitted IO and unconfirmed POR, IR+, WM+) and quantity corrections of warehouse documents of release type (unconfirmed SORQC, IR-QC), yet not available for sales.
- **Resource (delivery)** – indicates available quantity and value of item defined with a group of features, which comes from one subitem of the source document