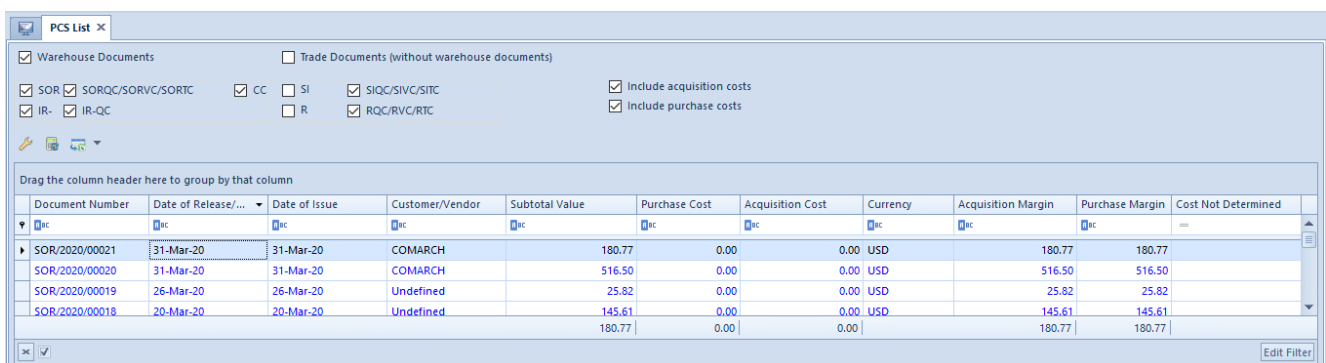


# Purchase cost statement

A purchase cost statement (PCS) is based on documents registering the release of items from a warehouse, and it presents the purchase or acquisition cost of these items. Additionally, a purchase cost statement allows the user to determine a margin obtained from a given document.

The PCS list is available in the menu *Warehouse* → (*Resources*) → *PCS List*.



The screenshot shows the 'PCS List' application window. It features a filter section at the top with checkboxes for 'Warehouse Documents' (checked) and 'Trade Documents (without warehouse documents)' (unchecked). Below this are checkboxes for document types: SOR, SORQC/SORVC/SORTC, IR-, IR-QC, CC, SI, R, SIQC/SIVC/SITC, RQC/RVC/RTC, 'Include acquisition costs', and 'Include purchase costs'. A table below the filters displays the following data:

Document Number	Date of Release/...	Date of Issue	Customer/Vendor	Subtotal Value	Purchase Cost	Acquisition Cost	Currency	Acquisition Margin	Purchase Margin	Cost Not Determined
SOR/2020/00021	31-Mar-20	31-Mar-20	COMARCH	180.77	0.00	0.00	USD	180.77	180.77	
SOR/2020/00020	31-Mar-20	31-Mar-20	COMARCH	516.50	0.00	0.00	USD	516.50	516.50	
SOR/2020/00019	26-Mar-20	26-Mar-20	Undefined	25.82	0.00	0.00	USD	25.82	25.82	
SOR/2020/00018	20-Mar-20	20-Mar-20	Undefined	145.61	0.00	0.00	USD	145.61	145.61	
				180.77	0.00	0.00		180.77	180.77	

## PCS list

Purchase cost statements may be analyzed on the basis of:

- **Warehouse documents** – SOR, SORQC, SORVC, SORTC, IR-, IR-QC, and CC
- **Trade documents** (excluding warehouse documents) – SI, SIQC/SIVC/SITC, R, and RQC/RVC/RTC

## Note

Actual prime sales costs are presented in S0 release documents (SOR). Costs displayed in trade documents (SI, SIQC, R, RQC) are estimated – they are planned, or simulated costs.

Selecting the parameter *Warehouse Documents* or *Trade Documents* automatically selects all documents belonging to a given group. Once at least one document type is deselected, the parameter of a given group is also deselected and the user may select any documents.

Next, it is necessary to specify costs to be included in the calculation:

- **Acquisition costs** – the list presents the columns *Acquisition Cost* and *Acquisition Margin*
- **Purchase costs** – the list presents the columns *Purchase Cost* and *Purchase Margin*
- **Both acquisition and purchase costs** – the list presents all columns related to acquisition and purchase costs, as well as acquisition and purchase margins

After the user defines conditions and selects the button [**Recalculate**], the list displays all documents meeting the specified criteria – excluding canceled and initiated documents.

Details presented by the list include:

- Document number
- Date of release/sale specified in a given document
- Document date of issue
- Customer for whom a document has been issued
- Document subtotal value presented in the system currency
- Purchase and acquisition cost based on the value of resources retrieved to a document
- Purchase and acquisition margin based on the prices of document items
- Cost not determined – if a prime sales cost has not been determined in a document, a relevant column displays an exclamation mark
- Currency – the system displays the symbol of the system currency of a company owning a document

#### Note

Purchase and acquisition values, as well as margins, are not visible for operators who do not have the permission *Access to purchase prices*. In such a case, the list only presents a subtotal document value.

---

# Reverse charge

## General information

Reverse charge is a mechanism transferring the obligation to calculate tax on a concluded transaction from a vendor to a customer. The list of items for national transactions which are covered by the reverse charge procedure is included in Appendix no. 11 to the VAT Act. Additionally, the list of services covered by the reverse charge procedure is included in Appendix no. 14 to the Act.

## Configuration of reverse charge

- In *Company Structure* → *Company*, it is necessary to select the parameter *Handle reverse charge*
- In *Configuration* → *VAT Rates*, it is necessary to define a VAT rate for reverse charge
- If reverse charge is to be used in connection with a customer/vendor, it is necessary to select the *Reverse charge* parameter on that customer's/vendor's form
- If an item is to be covered by the reverse charge mechanism, it is necessary to select the *Reverse charge* parameter on that item's form. Once it is selected, the system displays an additional field containing the list of active values from a generic directory which enable the classification of reverse charge for particular item types. Such values may be defined in *Configuration* → *Generic Directories* → *(General)* → *Reverse Charge*

*Classification.*

## Handling of reverse charge in documents

The following document types may register the handling of reverse charge:

- Quotes
- Orders
- Advance invoices and their corrections
- Invoices (generated from a document and manual ones) and their corrections
- SO releases and their corrections
- PO receipts and their corrections

The *Reverse charge* parameter responsible for the handling of reverse charge in documents is available:

- On the *Amounts* tab – the parameter value is either retrieved to a document from a customer/vendor form or can be selected manually if the following conditions are met:
  - The document status must be *Initiated* or *Unconfirmed*
  - The transaction type must be set as *National*. Changing the type to *EU* or *Non-EU* deselects the parameter and makes it impossible to edit it.

### Note

In the case of national transactions, setting *Export* in the *VAT Rates* field does not update VAT rates for items to be covered by reverse charge. For such items, a VAT rate is retrieved according to VAT rate settings for reverse charge.

The screenshot shows the 'Amounts' tab of a sales invoice document. Under the 'VAT Items' section, there are three dropdown menus: 'VAT Account' set to 'Sales Account', 'VAT Direction' set to 'On Subtotal', and 'VAT Aggregation' set to 'VAT on values total'. Below these, the 'Reverse charge' checkbox is checked and highlighted with a red rectangular box.

Reverse charge parameter on Amounts tab in sales invoice document

- In document item details – the parameter value is either retrieved from a relevant item form or it can be selected manually, provided that the *Reverse charge* parameter has been selected on the *Amounts*. Once it is selected, it is no longer possible to change a VAT rate for a document item. Deselecting the parameter retrieves a VAT rate from a relevant item form.

The screenshot shows the 'General' tab of sales invoice item details. It includes fields for 'Handled By' (John Smith), 'Price Precision' (2), and a checkbox for 'Control: quantity \* price = value'. The 'Reverse charge' checkbox is unchecked and highlighted with a red rectangular box.

Reverse charge parameter in sales invoice item details

## Transfer of the *Reverse charge* parameter's settings upon document generation

<b>Generation</b>	<b>Value of Reverse charge parameter for 1:1 generation</b>	<b>Value of Reverse charge parameter for n:1 generation</b>
SQ → S0 PQ → P0 S0 → SI S0 → SOR P0 → PI P0 → POR	The parameter value is retrieved from a source document with a possibility to change it.	If a final document (e.g. S0) is generated from several source documents (e.g. SQ1, SQ2), the parameter will be selected in the header of the generated final document (S0) if it has been selected in at least one of the source documents (SQ1, SQ2).
S0 → ASI P0 → API	The parameter value is retrieved from a source document with no possibility to change it.	Not applicable.

<b>Generation</b>	<b>Value of Reverse charge parameter for 1:1 generation</b>	<b>Value of Reverse charge parameter for n:1 generation</b>
SI → SOR PI → POR POR → PI SOR → SI	The parameter value is retrieved from a source document with no possibility to change it.	If a final document (e.g. SI) is generated from several source documents (e.g. SOR1, SOR2), the parameter will be selected in the header of the generated final document (SI) if it has been selected in at least one of the source documents (SOR1, SOR2).
Corrections issued to documents	The parameter value is retrieved from a source document, with no possibility to edit it.	Not applicable.

---

## Statistics

The statistics feature makes it possible to verify the weight/volume of all or selected document items. In order to check statistics, it is necessary to select the button **[Statistics]** available in the following documents:

- SI, R, and their generated and manual corrections
- PI and their generated and manual corrections
- POR, SOR, IR+, IR-, and their corrections
- SO, SQ, SOI
- PO, PQ, POI
- IO, WM-, WM+, PC

Selecting the button [**Statistics**] displays an additional window, where the user may verify the weight/volume of document items.

<b>Net Weight:</b>	1.01 kg					
<b>Gross Weight:</b>	1.174 kg					
<b>Volume:</b>	0.61 m <sup>3</sup>					
Items						
Drag the column header here to group by that column						
Document	No.	Code	Name	Net Weight:	Gross Weight	Volume
SI/2020/00002	1	33771083	Breathable Rain Suit	50 g	54 g	10 dm <sup>3</sup>
SI/2020/00002	2	257348314	55L Multi-Day Travel Ba...	960 g	1120 g	0.6 m <sup>3</sup>

Statistics window opened from a document window

The window header displays:

- **Net Weight** – the sum of items' net weight presented in the basic unit of mass
- **Gross Weight** – the sum of items' gross weight presented in the basic unit of mass
- **Volume** – the sum of items' volume presented in the basic unit of volume

The *Items* list is composed of the following columns:

- **Document** – a document in which a given list item is included



- **No.** – an item number
- **Code** – an item code retrieved from a document
- **Name** – an item name retrieved from a document
- **Quantity** – quantity on document item along with the symbol of the unit used on the document
- **Quantity in Basic Unit** – quantity in basic unit on document item along with the symbol of the basic unit assigned to the item
- **Net Weight** – a net weight retrieved from a document item, presented in the applied unit of mass
- **Gross Weight** – a gross weight retrieved from a document item, presented in the applied unit of mass
- **Volume** – a volume retrieved from a document item, presented in the applied unit of volume

#### Note

In the case of document items for which weights/volumes are not indicated, the system calculates their values on the basis of the item form.

A summary row is also displayed, by default, in the statistics window.

Net Weight: 0 kg  
Gross Weight: 0 kg  
Volume: 0 m3

Items

Drag the column header here to group by that column

No.	Code	Name	Quantity	Quantity in ...	Net Weight	Gross Weight	Volume
1	TSHIRTL0036	T-shirt blue 36	1 item	1 item	0 kg	0 kg	0 m3

1.0000 | 1.0000

Statistics window opened from the level of document details

## Related items

### Related items

The feature of related items makes it possible to associate items which are often sold with one another – e.g. shoes are often sold together with a shoe polish.

Item relations can be created in the following places of the system:

- *Sales* → *Related Items*
- *Main* → *Items*
- *Main* → *item form* → *Related Items*

The *Related Items* list opened in the *Sales* menu is composed of the following columns:

- **Item Code** – the code of an item for which a relation with another item has been created
- **Item Name** – the name of an item for which a relation with another item has been created
- **Related Item Code** – the code of an item/service/set related to another item
- **Related Item Name** – the name of an item related to another item
- **Relation Type** – a relation type is retrieved from *Configuration* → *Generic Directories* → *General* → *Item Relation Types*. The user can change a value displayed in this field.
- **Order of Relations** (hidden by default) – this column is non-editable; it presents information on created relations with a given item. If an item *BZKD* is related with 3 items, the *Order of Relations* column will present 3 entries, with the order of relation defined as 1,2,3.
- **Source** (hidden by default) – this column is non-editable; it presents information on the relation source:
  - *Operator* – a given relation has been created by the operator
  - *Import from File* – a relation has been created after items were imported from a file
  - *Import from BI* – a relation has been created with the use of import from BI
  - *Other* – a relation has been created with the use of, for instance, API

Note

Items which can be related to other items include merchandises, services, and sets (with the parameter *Retrieve elements onto document* deselected).

## Creating relations

Item relations can be created with the use of one of the following buttons:

- **[Add]** – it associates two items defined in the system
- **[Import] → [From File]** – supported formats include: .xls, .xlsx, .csv, .ods
- **[Import] → [From BI]** – it is based on reports from which the system retrieves related items

### Import from a file

A file to be imported should contain the following columns:

- Item code
- Related item code
- Relation type

To successfully complete the import:

- A relation between a defined pair of items cannot already exist in the system
- The same item cannot be paired
- Items with codes defined in the file must be found in the system

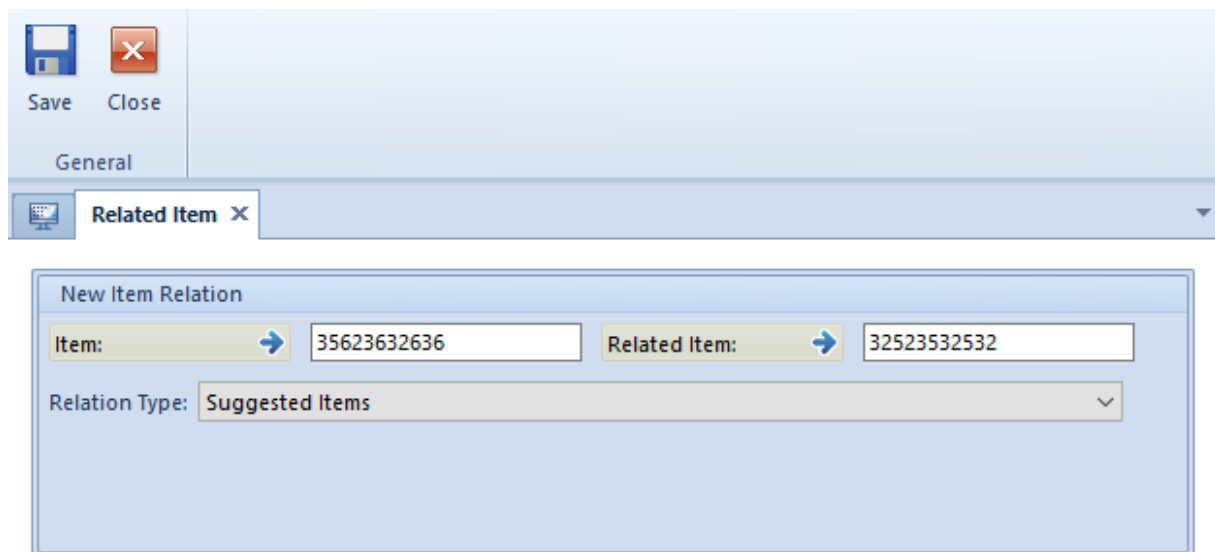
### Creating relations manually

The user can add new item relations:

- Selecting the **[Add]** button in *Sales → Related Items*. Clicking the button opens a new relation window, containing the following elements:
  - *Item* – it enables the user to select an item for which a relation is to be created. An item can be

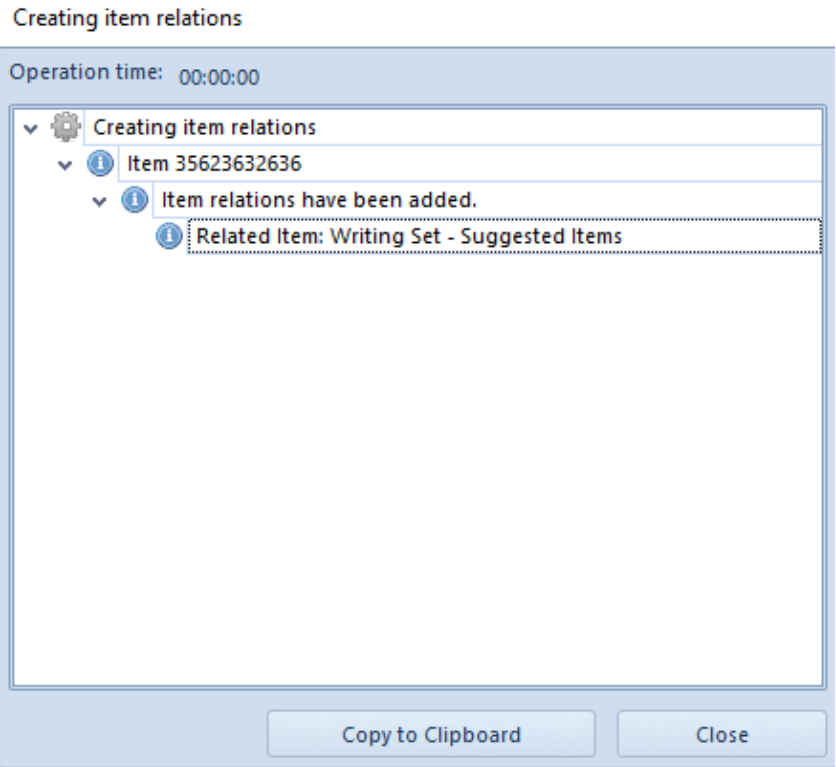
added by entering its code, selecting it on the item list, or scanning its barcode.

- *Related Item* – it enables the user to select an item to be related with an item entered in the *Item*. It can be added by entering its code or selecting it on the item list.
- *Relation Type* – it presents a default value retrieved from generic directories, with a possibility to change it



#### New item relation window

- On the item list – for that purpose, it is necessary to select an item on the list and click the button **[Add]** in the button group *Related Items*. The system automatically displays the item list, enabling the user to select one/several items to be related. Once they are selected, the system displays a relation type window. After the user chooses a given type and saves changes, the *Creating item relations* window is displayed:
  - To verify whether particular items have been related to each other, it is necessary to open the item list, edit a given item's form and open the tab *Related Items*.



### Copying related items

- On the item form, on the *Related Items* tab. In order to create a relation, the user needs to select the button [Add].

Code	Name	Relation Type	No.
32523532532	Pencil	Accessory	2
835937593	Writing Set	Suggested Items	2

### Related Items tab

## Deleting item relations

By using the option [Delete], the operator may remove a particular item relation. After selecting relevant items and clicking [Delete], item relations will be removed.

## Copying related items

This feature enables the user to assign/copy items related to

other items. In order to do so, it is necessary to click the button [**Copy from Item**] available in the button group *Related Items*. After that, the system displays the item list, allowing the user to select one/several items to define the related item list, and subsequently associate them with each item connected with the operation.

The feature of copying related items is available in:

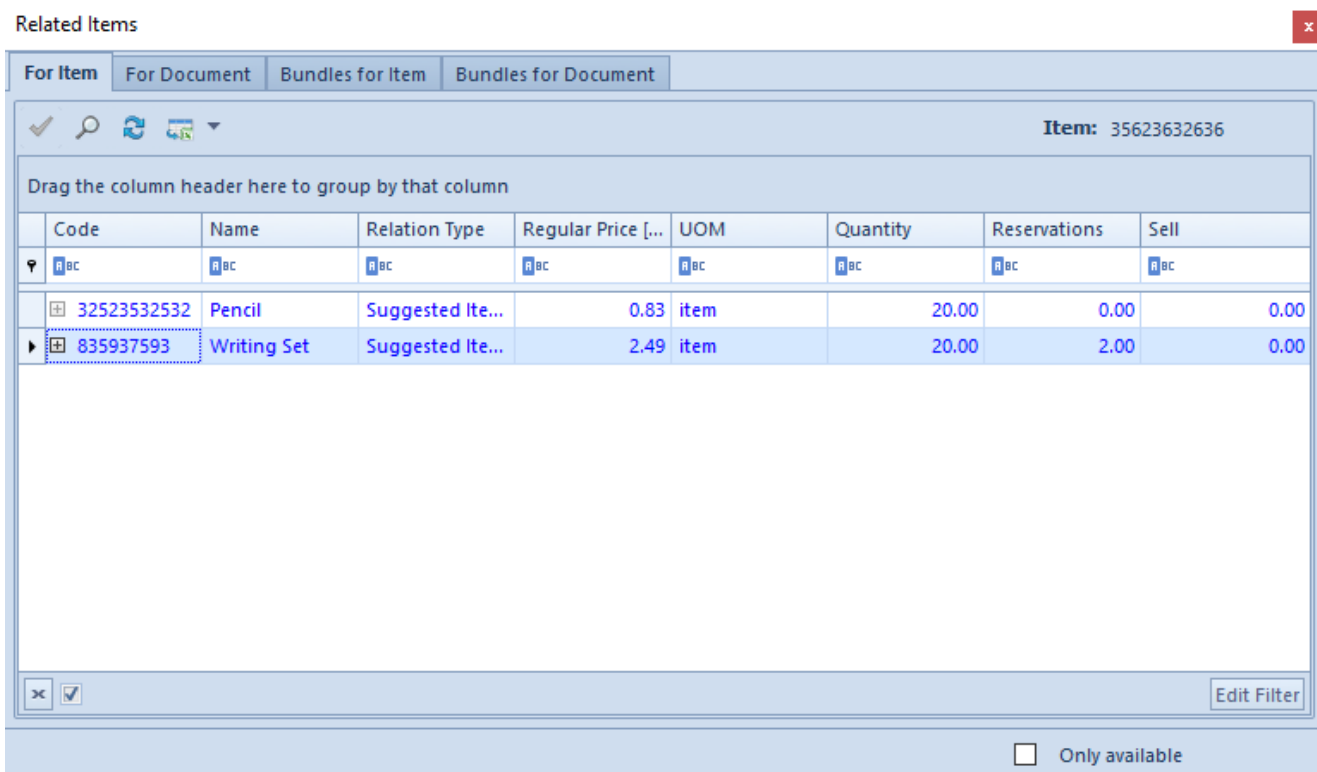
- *Main → Items*
- *Main → Items → item form → Related Items*

## **Selling related items**

In SQ, SO, SI, R, and SOR documents, it is possible to sell related items. To do so, the following conditions need to be met:

- An item must be added in a given document
- A document's status cannot be *Confirmed* or *Posted*

If these conditions are fulfilled, the button [**Related Items**] is active. Selecting the button opens a new window, where the user may select which related item is to be added to a document.



Adding a related item in a document

The window is composed of the following tabs:

- **For Item** – it displays items related to an item for which the window has been opened
- **For Document** – it displays all items related to all items added in a given document
- **Bundles for Item** – it displays items included in a bundle promotion, related to an item for which the window has been opened
- **Bundles for Document** – it displays items included in a bundle promotion, related to all items added in a given document

The *Related Items* window is composed of the following columns:

- **Code/Name** – code/name of a related item
- **Relation Type**
- **Regular Price** – regular price from the most current price list
- **UOM** – basic unit of measure of a given item, or an auxiliary unit set as default for a given document type



- **Quantity** – item quantity available in a warehouse, excluding reservations. The quantity is displayed in a unit indicated in the *UOM* For items of the *Service* type, no quantity is displayed. For a set with a deselected/selected parameter *Retrieve elements onto document*, the quantity is determined for the lowest quantity of element of a set in the basic unit of that element. If the quantity of a given item is 0, such a value is set in the *Quantity* column in the window. If the quantity is different than 0, a recalculation into a number of sets in the basic unit of the element is made according to the pattern:
  - *Element quantity* = quantity of an element in a warehouse/quantity of an element required for a set's basic unit
  - *Set quantity* = total available quantity of a set element.
  - If an auxiliary unit has been selected for a set, the recalculation is made according to settings specified on the set's form.
  - To check the quantities/reservations for given set elements, it is necessary to expand an additional list by selecting the plus button next to the set's name.
- **Reservations** – reservations made in a warehouse available for a given document type, regardless of lots. The reservations are displayed in a unit indicated in the *UOM* For items of the *Service* type, no reservations are displayed. For a set with a deselected/selected parameter *Retrieve elements onto document*, the reservations are determined for all set elements in the basic unit of an element. If the quantity of that item is 0, such a value is set in the *Reservations* column in the window. If the quantity is different than 0, a recalculation into a number of sets in the basic unit of the element is made. The greatest quantity for the reservations of set elements is determined as the

reservation. The recalculation is made according to the pattern:

- *Element quantity* = reservation of an element in a warehouse/reservation of an element required for set's basic unit
  - *Set quantity* = reservation of an element without decimal places (0 precision)
  - If an additional unit has been selected for a set, the recalculation is made according to settings on the set's form.
  - To check the quantities/reservations for given set elements, it is necessary to expand an additional list by selecting the plus button next to the set's name.
- **Available Quantity** – this column is available for set elements (regardless of whether the *Retrieve elements onto document* parameter has been selected or not)
  - **Sell** – quantity that is to be added in a document. By default, the system suggests the quantity 0, with a possibility to modify it.

Below the list, there is a parameter *Only available*. Selecting it displays only those items, whose available quantity is greater than 0.

Items presented on the list, both on the tabs *For Item* and *For Document*, need to have the parameter *Active* selected on their forms. Additionally, it is not possible to double-display an item – each item may be displayed only once.

#### Example

An item set as related to a BL001BLU36 item is BL004MUS42.

Items set as related to a SH0023JEA38 item are BL004MUS42 and BEL001LEAONE.

In a sales invoice document, the user adds two items: BL001BLU36 and SH0023JEA38.

The *Related Items* window displayed after selecting the button [**Related Items**] presents the following details:

- On the *For Item* tab – BL004MUS42 is displayed
- On the *For Document* tab – BL004MUS42 is displayed (only once) together with BEL001LEAONE

In order to add related items in a document, it is necessary to select the button [**Add To Document**] on the list of related items or double-click the items to be added.

---

## Margin control

Margin is a notion used to define a profit/surplus gained from the sales of items. The control of a minimum margin prevents selling items and services below a certain threshold level defined in percentage. The system makes it possible to automate the margin control process, owing to which the user does not need to manually calculate margins while processing sales transactions.

To control margins properly, it is necessary to:

- Adjust the parameter *Calculate margin on* (*System → Configuration → Trade*)
- Adjust the parameter *Control margin on acquisition price* (*System → Configuration → Trade*)
- Define the percentage value of a minimum margin on a given item form, tab *General* (*Main → Items*)
- Select the parameter *Margin* on a given item's form, tab *General*, for each price list for released items, for which the system is to control a margin

The parameter *Calculate margin on* determines how a margin value and final sales price are calculated; it also defines what value range is to be available in the field *Minimum Margin* on the item form. The following calculation options are available in the system:

- **Sales price**

**Margin** [%] = profit / sales price = (sales price – purchase price) / sales price

**Sales price** = purchase cost / (1 – margin)

The *Purchase price* option does not bring any limits for the field *Minimum Margin*. With such configuration, a value set in this field specifies the proportion of a profit (a difference between a final sales price and a purchase/acquisition price) to a purchase/acquisition price (assuming that a purchase/acquisition price = 100%).

- **Purchase price**

**Markup** [%] = sales price / purchase cost – 100% = (sales price – purchase cost) / purchase cost

**Sales price** = markup \* purchase cost + purchase cost

In the case of the *Sales price* option, the permitted value range for the field *Minimum Margin* is 0-100. With such configuration, a value set in this field specifies the proportion of a profit (a difference between a final sales price and a purchase/acquisition price) to a final sales price (assuming that a sales price = 100%).

If the user manually changes an item's final price to a value in compliance with minimum margin requirements, an attempt to save the price brings the following results:

- A red exclamation mark indicating an error is displayed next to the item's value

- The user is notified about what the minimum sales value of a given item should be in order to meet a minimum margin
- In correction documents, the system prevents correcting item values in a way that would make a margin lower than a minimum margin

A minimum margin is only calculated if resources have been retrieved to a document. In the case of S0 documents without resources and SI or R documents on shortages, the system does not control a minimum margin, as a purchase cost is unknown.

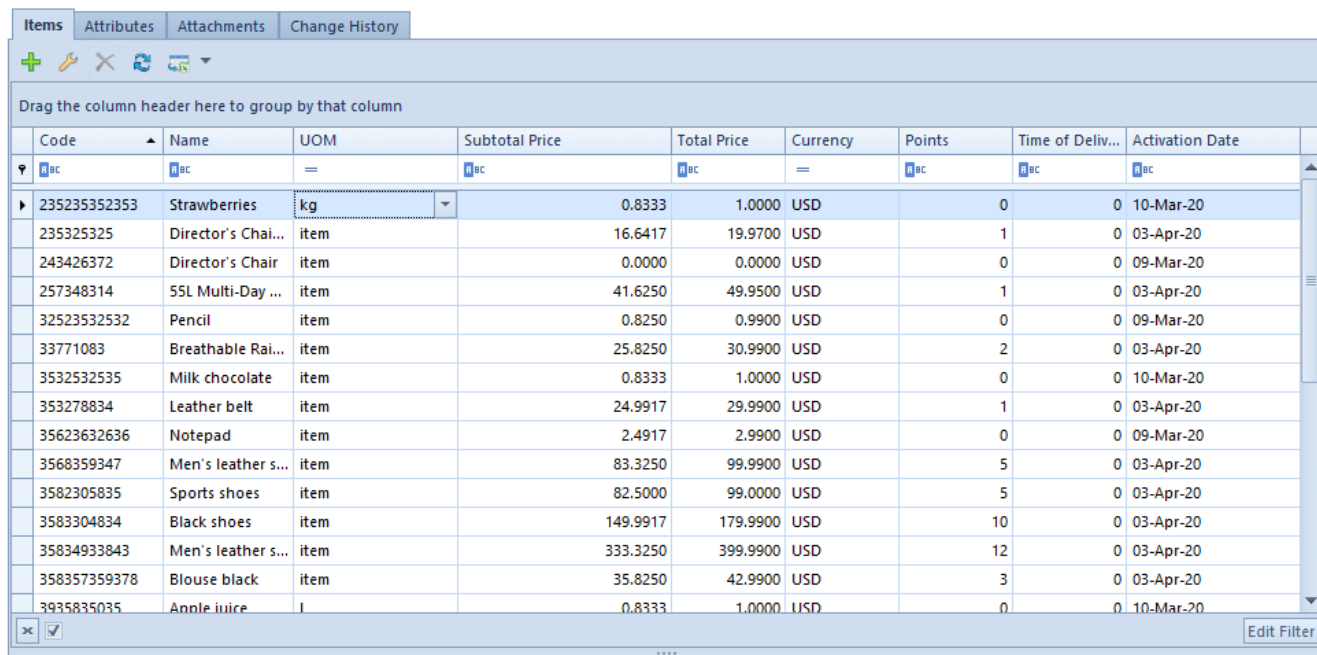
## Margin control upon document generation

The SQ/S0 document definition (*Company Structure* → company form → *Documents* → *SQ/S0*) contains a parameter *Control minimum margin during document generation*. By default, the parameter is deselected, both while converting and creating a database. If the parameter is:

- **Selected** – while generating SI/SOR/R documents from a S0 document, or while generating a S0 document from SQ, the system verifies whether minimum margin requirements have been met; if not, a price may be modified by a minimum margin value in relation to a price in the source document
  - **Deselected** – while generating SI/SOR/R documents from a S0 document, or while generating a S0 document from SQ, the system does not verify whether minimum margin requirements have been met. Relevant values are transferred from the source document.
-

# Loyalty program

The loyalty program available in the system is based on a point system. On each price list, next to subtotal and total item prices on the tabs *Sales* and *Purchase*, it is possible to define a point value to be granted to customers for purchasing a given item. Points may either be positive or negative.



Code	Name	UOM	Subtotal Price	Total Price	Currency	Points	Time of Deliv...	Activation Date
235235352353	Strawberries	kg	0.8333	1.0000	USD	0	0	10-Mar-20
235325325	Director's Chair...	item	16.6417	19.9700	USD	1	0	03-Apr-20
243426372	Director's Chair	item	0.0000	0.0000	USD	0	0	09-Mar-20
257348314	SSL Multi-Day ...	item	41.6250	49.9500	USD	1	0	03-Apr-20
32523532532	Pencil	item	0.8250	0.9900	USD	0	0	09-Mar-20
33771083	Breathable Rai...	item	25.8250	30.9900	USD	2	0	03-Apr-20
3532532535	Milk chocolate	item	0.8333	1.0000	USD	0	0	10-Mar-20
353278834	Leather belt	item	24.9917	29.9900	USD	1	0	03-Apr-20
35623632636	Notepad	item	2.4917	2.9900	USD	0	0	09-Mar-20
3568359347	Men's leather s...	item	83.3250	99.9900	USD	5	0	03-Apr-20
3582305835	Sports shoes	item	82.5000	99.0000	USD	5	0	03-Apr-20
3583304834	Black shoes	item	149.9917	179.9900	USD	10	0	03-Apr-20
35834933843	Men's leather s...	item	333.3250	399.9900	USD	12	0	03-Apr-20
358357359378	Blouse black	item	35.8250	42.9900	USD	3	0	03-Apr-20
3935835035	Apple juice	l	0.8333	1.0000	USD	0	0	10-Mar-20

Price list with defined point values granted for purchasing an item

## Rules of point calculation in the loyalty program

- The current number of points collected by a given customer is displayed on the customer's form, on the *CRM*. Upon adding a new customer in the system, the number of points equals zero.
- The number of points collected by a customer cannot be negative. If a customer has used all points, and a quantity correction is created to a document which has added a positive number of points to the customer's account, the point balance may reach no less than zero.

- Collected points may be used by creating special price lists for promotions, where items are assigned a lower price and a negative number of points – purchasing such items subtracts a relevant number of points from a customer's account, decreasing that customer's point balance
  - Negative points are calculated at the moment of item reservation, that is when adding an item to a sales invoice or receipt document. Positive points are calculated at the moment of invoice or receipt confirmation.
- 

## Printing invoices on a receipt printer

The system enables printing SI and ASI documents on a receipt printer, this way registering a given invoice document on the printer.

In order to make it possible to print invoices on a receipt printer, it is necessary to select the parameter *Print invoices on a receipt printer* in *System → Configuration → Trade*. Once the parameter is active, the user may either select or deselect the parameter *Print* in the header of SI and ASI documents.

The system automatically selects the *Print* parameter if:

- A given document is being issued with the VAT direction defined as *On Total*
- The document is being issued in the system currency
- The primary customer in the document has the status of *Retail Customer*

- A sales order document from which the SI/ASI is being generated has been issued with the VAT direction defined as *On Total*
- At least one of the previous ASI documents generated from the same SO has been set as printable on a receipt printer
- The SI is not being generated from a receipt document
- The final SI is being issued with the VAT direction defined as *On Total* and at least one of the advance invoices deducted from this invoice has been set as printable on a receipt printer

While copying documents, the setting of the *Print* parameter is not copied from the source document – the system once again verifies whether all required conditions are met.

## **Manually editing the *Print* parameter**

It is possible to edit the *Print* parameter if:

- The parameter *Print invoices on a receipt printer* has been selected in the system configuration
- A given document is not confirmed – its status is either *Initiated* or *Unconfirmed*
- The document is being issued with the VAT direction set as *On Total*
- The document is being issued in the system currency
- The SI is not being generated from a receipt document

While the user edits the parameter:

- The system does not verify the customer status – it is possible to set a SI/ASI document as printable on a receipt printer for a customer with the status *Entity*
- It is possible to select the *Print* parameter in an advance sales invoice generated from a sales order with the VAT direction set as *On Subtotal*. The system asks



the operator whether to activate the *Print* parameter in the ASI, even though it would not be possible to print the final invoice generated from such an order on a receipt printer.

## Automatically changing the *Print* parameter

The system verifies whether all required conditions are met to automatically select the *Print* parameter if the user modifies:

- The primary customer – with regard to the change of the customer status
- The *VAT Direction* parameter
- The document currency

## Printing on a receipt printer

In order to print a document on a receipt printer, it is necessary to select one of the two available options:

- **Confirm and Print on Receipt Printer** – if the document has not been confirmed yet
- **Print on Receipt Printer** – if the document has already been confirmed, but has not been printed yet

The system prevents printing a document on a receipt printer if:

- At least one of document items has the value of 0.00. If the *Print* parameter has been selected in a sales invoice document containing such an item, the system does not allow printing the document.
- The value of deducted advance invoices in a given VAT rate exceeds the value of a transaction made in this VAT rate. In order to confirm such a document, it is necessary to deselect the *Print* parameter in the SI

document or correct the quantity/value of document items.

If advance invoices cover the entire transaction in particular VAT rates, the final invoice is assigned the value of 0.00 and cannot be printed on a receipt printer. While confirming such a document, the system asks the user whether to confirm the document as non-printable on a receipt printer.

## Printing advance and final invoices on a receipt printer

When printing an **advance invoice** which registers an advance payment for an order and has no document items, the system sends information from the document's VAT table to a receipt printer.

The following data is presented in printouts made on a receipt printer:

- **Item name** – Advance Payment Rate + VAT rate value with the % character
- **Quantity** – always set as 1
- **Unit of measure** – the symbol of a unit assigned as default to the main item group
- **Price, value** – a total value displayed in the document currency for the sum of values in a given rate

In the case of a **final invoice** which deducts advance invoices, printing on a receipt printer is done with reference to the "final value", that is the value decreased by advance invoices. Document items are not sent to a receipt printer; instead, the system sends values defined on the basis of the VAT table – it sums up values (both negative and positive) within a given VAT rate and sends such an "item" to a receipt printer.

## Example

Order items:

Items										
Customers	Currencies	Amounts	Associated Documents	Attributes	Attachments	Discount: 0.00 %		0.00 EUR		
Drag the column header here to group by that column										
No.	Code	Name	Features	Quantity	UO...	Total Price	Discount	Total Value	VAT Rate	
	33771083	Breathable Rain Suit		1.0000	item	100.00	-222.68%	100.00	B 5%	
	463253535	Blouse blue size 40		1.0000	item	100.00	-150.06%	100.00	A 20%	
	463253536	Blouse black size 38		1.0000	item	100.00	-132.61%	100.00	A 20%	

Advance invoice items:

No.	Name	Max Advance Payment	Advance Payment	VAT Rate
1	Advance Payment	100.00	33.00	B 5%
2	Advance Payment	199.99	66.67	A 20%

Advance invoice VAT table:

VAT Rate	Subtotal Value (USD)	VAT (USD)	Total Value (USD)
B 5%	31.43	1.57	33.00
A 20%	55.56	11.11	66.67
<b>Total (USD):</b>	<b>86.99</b>	<b>12.68</b>	<b>99.67</b>

On a receipt printer, receipt items will be defined as follows:

Advance Payment Rate 20% 1\*66.67

Advance Payment Rate 5% 1\*33.33

## Filtering documents

The filter below the list of sales and advance invoices contains the field *Printable Status*. It enables the user to filter documents printable on a receipt printer; depending on a selected option, the system displays different documents:

- **Printable on receipt printer** – documents with the *Print* parameter selected, both printed and not printed on a receipt printer
- **Unprintable on receipt printer** – documents with the *Print* parameter deselected
- **Printed on receipt printer** – documents with the *Print* parameter selected, already printed on a receipt printer
- **Not printed on receipt printer** – documents with the *Print* parameter selected, not printed on a receipt printer yet

## Reprinting documents on a receipt printer

In order to enable reprinting documents on a receipt printer in the system, a relevant operator group must have the permission *Reprinting of documents on a receipt printer*, granted in *Configuration* → *Company Structure* → *Operator Groups* → *Other Permissions* tab.

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## Due date at the end of the month – EOM

One of the methods for setting a due date is the *End of Month* formula. Defining a due date on the basis of this method is possible after selecting the parameter *EOM* in the header of a given document. The parameter can also be selected on the customer/vendor form, on the tab *Trade* – payment conditions set on this tab are transferred to trade documents when issuing them for a relevant customer/vendor.

An end-of-the-month due date may be set in the following documents:

- SQ, SO, SI (with automatic and manual corrections), VSI (with corrections), R (with automatic and manual corrections)
- ASI, ASIVC
- PQ, PO, PI (with automatic and manual corrections), VPI (with corrections)
- API, APIVC
- DM, CM
- SOR (with corrections)
- PR, DL, LF



Due date fields in a trade document

Due date fields in the section *Payment* in the trade document header are composed of the following elements:

- A field with the number of days to be added to a document's date of issue in order to define a due date (the value is retrieved by default from the corresponding field on a relevant customer form)
- The *EOM* parameter (the value is retrieved by default from the corresponding parameter on a relevant customer form)
- A field with the number of days by which to correct an end-of-the-month due date (the value is retrieved by default from the corresponding field on a relevant customer form)
- A due date

Fields related to a due date available in the document header are also available in the payment window of quote and order documents for the option *Number of days from the invoice date of issue*. In the case of other documents, the payment window

only contains a due date field displaying the same value as the due date field in the document header.

#### Note

In the case of issuing both automatic and manual corrections to documents, payment conditions are also retrieved from a relevant customer form.

Until a given document is confirmed, due date settings can be edited, with the following conditions binding:

- If the *EOM* parameter is selected, it is possible to change both the number of days by which a due date is to be postponed with reference to the document's date of issue and the number of days by which an end-of-the-month due date is to be corrected
- It is not possible to modify a due date – both in the document header and in the document payment windows
- It is possible to deselect the *EOM* parameter – doing so grays-out and clears the field with the number of days for the *Correct By* option and enables the editing of a due date
- If the *EOM* parameter has not been selected, the operator may select it and enter the number of days by which an end-of-the-month due date is to be corrected
- The field with the number of days by which a due date is to be postponed with reference to the document's date of issue is active regardless of the setting of the *EOM* parameter

## **Algorithm defining a due date in trade and warehouse documents**

- If the parameter *EOM* has been selected: Due date = Document's date of issue + Number of days from the field *Due Date* + Postponement of the date to the last day of the month + Number of days from the field *Correct By*

(either positive or negative)

- If the parameter *EOM* has not been selected: Due date = Document's date of issue + Number of days from the field *Due Date*

If the parameter *EOM* has been selected and a given document is not yet confirmed, it is possible to modify:

- Number of days by which a due date is to be postponed with reference to the document's date of issue
- Number of days by which an end-of-the-month due date is to be corrected

It is not possible to modify a due date – both in the document header and in the document payment windows.

## Copying documents

When copying documents, settings related to a payment form, number of days, and the *EOM* parameter will be copied from the source document to the new document. In turn, a due date in the new document is calculated according to the document's settings – both in the header and in the payment windows.

## Copying payment conditions while generating new documents from documents with the *EOM* parameter selected

Quotes

<b>Generation</b>	<b>EOM-related due date has not expired</b>	<b>EOM-related due date has expired</b>
<p>SQ → S0 PQ → P0</p> <p>(a due date selected in a SQ/PQ payment is <i>Due Date</i>)</p>	<p>A due date is transferred to a S0/P0 document, and the number of days in the field <i>Due Date</i> is calculated on this basis, the parameter <i>EOM</i> is deselected.</p>	<p>Payment conditions from the customer/vendor form are transferred to a S0/P0 document and the due date will be calculated on their basis.</p>
<p>SQ → S0 PQ → P0</p> <p>(a due date selected in a SQ/PQ payment is <i>Number of days from the invoice date of issue</i>)</p>	<p>All the parameters referring to payment conditions are transferred to a S0/P0 document, the due date is calculated on the basis of the date of issue of a generated document and payment details transferred from the header.</p>	
<p>PQ → SQ</p>	<p>Payment conditions are not transferred to a SQ. Upon adding a customer in a document, the parameters referring to payment conditions are transferred from this customer's form.</p>	

Orders



Generation	EOM-related due date has not expired	EOM-related due date has expired
<p>S0 → SI/R  S0 → ASI →SI  S0 → SOR → SI/R  PO → PI  PO → API → PI</p> <p>(a due date selected in a S0/PO payment is <i>Number of days from the invoice date of issue</i>)</p>	<p>All the parameters referring to payment conditions are transferred to a S0/PO document, the due date is calculated on the basis of the date of issue of a generated document and payment details transferred from the header.</p>	
<p>S0 → SI/R  S0 → ASI →SI  S0 → SOR → SI/R  PO → PI  PO → API → PI</p> <p>(a due date selected in a S0/PO payment is <i>Number of days from the invoice date of issue</i>)</p>	<p>The date due date is transferred to a SI/R/PI document and the number of days in the field <i>Due Date</i> is calculated on this basis, the parameter EOM is deselected.</p>	<p>Payment conditions from the customer/vendor form are transferred to a SI/R/PI document and the due date will be calculated on their basis.</p>

<b>Generation</b>	<b>EOM-related due date has not expired</b>	<b>EOM-related due date has expired</b>
SO → ASI PO → API  (a due date selected in a SO/PO payment is either <i>Due Date</i> or <i>Number of days from the invoice date of issue</i> )	The due date is determined according to an advance invoice's date of issue, and a payment form is uploaded from the source order. If the payment form is set in the order, then a payment form set in the advance invoice is the one specified on the form of a customer/vendor the document is being issued for.	

Warehouse documents

<b>Generation</b>	<b>EOM-related due date has not expired</b>	<b>EOM-related due date has expired</b>
SI → SOR R → SOR SOR → SI SOR → R	The due date is transferred to a generated document, and the number of days in the field <i>Due Date</i> is calculated on this basis, the parameter EOM is deselected.	
SO → SOR  (a due date selected in a SO/PO payment is either <i>Due Date</i> or <i>Number of days from the invoice date of issue</i> )	A number of days specified in the field <i>Due Date</i> is transferred to the SOR document and the due date is calculated on this basis.	

# Corrections

When generating corrections (either manual or automatic) following the registration of other corrections, payment conditions for the generated corrections are retrieved from the source correction. An instance of a scenario where a correction is generated as a result of the registration of another correction may look as follows: SI → SOR → SIQC → SORQC or R → SI → SIQC → RQC.