Quantity corrections

Quantity corrections — introduction

Quantity corrections are issued in case of:

- introducing wrong quantity of an item in the source document which has already been confirmed and released to a customer/vendor
- returning a part or whole merchandise purchased by a customer
- cancelling by customer part or whole planned delivery

In order to issue a quantity correction a user should mark a relevant document on the list and click on button [**Correct — Quantity**] or [**Correct — Quantity (Total Return**)] in the main menu in the group of buttons *Corrections.* The button opens correction form which contains filled in data, which is similar to the source document form. The following fields are editable:

- document date
- field with the reason for correction
- reference number
- payment method and due date
- field *Handled By*
- center issuing the document
- customers'/vendors' addresses
- description
- VAT account
- attributes
- analytical description
- quantity of a given subitem

The other fields must be consistent with the source document therefore they are inactive.

Note
It is not possible to generate IR+QC to an IR+ which has been generated to a manual SIQC or manual RQC.

Correct Quantity (Total Return)

In the case of the option [**Correct — Quantity (Total Return)**] as the quantity to be returned the system suggests, by default, the maximum quantity of a given resource. This option should be used when the user wants to return all or most of items from the source document. If the correction is supposed to correct partially the source document and given items, it is necessary to open these items to edition and insert quantities.

Correct Quantity

Option [**Correct Quantity**] can be used for documents which include a lot of items and only several of them are to be corrected. By default, on quantity correction form, no item is corrected. In order to correct a given item it is necessary to:

- mark it and click button [**Correct Total**]
- open it for editing and modify quantity after correction

Options [Correct Total] and [Reset Return]

In case of correcting a given item in total or cancelling a quantity inserted as to be returned, it is also possible to use the following buttons:

[**Correct Total**] — sets the maximum and possible to correct quantity of a given item in column *Quantity After Correction*

[**Reset Return**] — resets value in the column *Quantity After Correction* — the item will not be returned
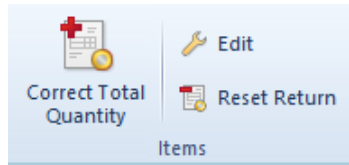
Buttons available for quantity corrections enabling easier handling of quantities of the corrected items

Item edition form in a quantity correction (document for released items)

Tab *General* of item edit form contains several sections. The first of them allows for indicating an employee who handles transaction.

Note
In the case of correcting document, editing employee in the field *Handled By* is possible only after an item is effectively corrected in terms of its quantity or value. While correcting an item, the employee from the item of the source document is suggested.
Section *Item* indicates item whose quantity is being corrected. Item name and code are retrieved from the source document.

Section *Calculation – Before Correction,* depending on document type, provides information regarding quantity, price, discount value, currency and VAT rate assumed by item in the source document after any prior corrections to the source document. In addition, documents PIQC and PORQC present information about price and acquisition value of a given item and system currency in which they are expressed.

Section *Calculation – After Correction* allows for introducing item quantity which remains in the source document after creation of correction. In the case of documents of receipt type, it is not always possible to return the entire quantity and, therefore, to set 0 quantity in this section. The maximum quantity, which can be specified as to be returned, can be lower than the quantity before correction, because a part of resources received with the sources document might have been already released, reserved or moved to another warehouse to which the center, in which the correction is being issued, is not authorized. The fields referring to prices and values are not – they are recalculated automatically as the result of changes in the field *Quantity.*

Field *Quantity* in section *Correction Value* is related to field *Quantity* in the section *Calculation – After Correction.* Changing value in one of the two fields causes recalculation

in the second field. Corrected quantity is always introduced with a minus sign and its absolute value cannot exceed the value presented in the field *Quantity* in the section *Calculation – Before Correction.* Next to the quantity in section Correction Value, the total value of purchase and acquisition correction for a given item as well as its net weight, gross weight and volume are displayed.

Section *Subitems* indicates resources to which a correction applies. In the case of corrections of documents:

- for released items, presented subitems contain data regarding resources returned to a warehouse (warehouses from which they were retrieved, dates of particular deliveries, numbers of documents originally and secondarily registering resource in stock records, corrected quantity, purchase and acquisition value of corrected quantity)
- for received items – the resources are removed from the warehouse along with purchase and acquisition value (depending on the setting of parameter ***Include additional costs in quantity corrections of documents for received items.***

In this section, column *Quantity* is editable on the same conditions as quantity in the section *Correction Value.* In the case of the section *Subitems,* the maximum quantity to be returned is calculated for each subitem separately, while in the section *Correction Value* for the whole item. Changing quantity on subitems causes automatic calculation of quantity in the section *Correction Value* (quantity in the section *Correction Value* is total of quantities from subitems). Immediately above the list, there is a button with book symbol, which allow for displaying preview of **history of delivery** for a given subitem.
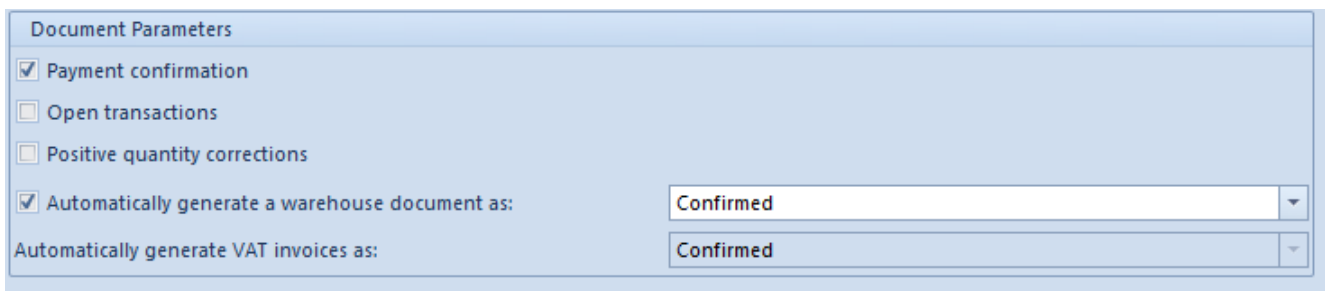
When returning items to a warehouse, these items are assigned to resources from which they were retrieved. If such resources

do not exist (an item was sold), they are restored during document creation.

Positive item correction

On a correcting document issued to a source document, it is possible to indicate quantity higher than the quantity in the source document.

In order to do so, first, it necessary to check parameter *Positive quantity corrections* on correcting document definition (….), in case in a document there should be a possibility to indicate a quantity higher than the quantity in the source document.

Option Positive quantity corrections on the example of SIQC document

In order to be able to create positive item corrections, the following conditions must be fulfilled:

- a document is not issued for a consignment warehouse or a warehouse of *WMS* type
- in the case of documents of release type, a resource is available in a warehouse
- the status of a source R document is not *Printed on Receipt Printer*
- for a source SI document, parameter *Printable on receipt printer* is not checked
- a document/item has not been entirely corrected

Include additional costs in quantity corrections of documents for received items

Depending on the setting of the parameter *Include additional costs in quantity corrections of documents for received items,* which is available in the system configuration (*System → Configuration → Trade*), the system:

- returns purchase costs, while additional costs incurred during the purchase are not returned — parameter **unchecked**
- returns purchase costs along with additional costs incurred during the purchase — parameter **checked**

The parameter is available for editing only until the first quantity correction to a PI or POR is issued. Even if the user cancels all the corrections of that type, the parameter is no longer available for editing.

In case the parameter *Include additional costs in quantity corrections of documents for received items* is unchecked and a resource is entirely corrected, the system automatically generates cost correction document which corrects only acquisition value.

Example

Document	Quantity	Price	Additional costs	Purchase value	Acquisition value
PI	10	10 USD	20 USD	100 USD	120 USD
POR	10	10 USD	20 USD	100 USD	120 USD
PIQC/PORQC	-10	10 USD	0 USD	-100 USD	-100 USD

A PORQC returns the entire resource received with a POR document. However, additional costs related to delivery received with the POR document are not returned in the PIQC and PORQC documents. Therefore, even though the resource is no more available in a warehouse, the warehouse records still contain acquisition value equal to 20 USD.

Tab *Calculation* is available for corrections of documents for released items. It is composed of three areas:

- **Correction Value** – Indicates quantity and value by which a source document will be decreased/increased
- **Currency** – presents type of exchange rate, calculator of conversion to the system currency and exchange rate date which is indicated in a correcting document
- **Prime Cos**t – presents value of purchase cost and value of acquisition value of corrected item quantity, along with symbols of currencies in which they are expressed

Tab *Items* is a standard tab described in article: **<link>**

If several quantity corrections are issued to one document, the system, when issuing each subsequent correction, verifies what quantity of the item still remains to be returned.

Confirmed quantity correction to:

- documents for received items (PI, POR, IR+) decreased quantity in column *Orders* – for PI or stock levels – for corrections to POR and IR+
- documents for released items (SI, R, SOR, IR-) – decreases quantity reserved by R or SI (if R and SI do not have any associated SOR documents) and increases stock levels during the correction of SOR and IR-

Unconfirmed quantity correction to:

- warehouse documents for released items increases quantity presented in column *Orders*

- warehouse documents for received items increases quantity presented in column *Reservations*
- trade documents for released items not associated with SOR decreases quantity presented in column *Reservations*
- trade documents for released items associated with SOR does not affect presented quantities

Generating corrections for a default warehouse in a center

Many trade companies, especially clothing retail chains, reach more often towards the expectations of their clients by making it possible to return the purchased items in other outlets than the one in which a client has purchased a product. This may cause discrepancies between stock levels registered in Comarch ERP Standard system and the actual stock level. A solution to this problem is returning an item to a default warehouse of the store in which the item is being returned.

A default warehouse for returned items is selected with the use of the parameter *Prefer default warehouse for returned items* which, by default is deselected, whereas a negative (minus) quantity correction returns an item into the source warehouse specified for a document for released items.

Note
A positive (plus) quantity correction gets an item into a document's source warehouse.
Configuration of the parameter *Prefer default warehouse for returned items* is available from the level of document edition for a selected center. In case the parameter is:

- selected – a corrected item is returned into a default warehouse specified for a correction document
- deselected – a corrected item is returned into a warehouse from which it was retrieved into a SI or R document

Code	Name	Active	Default
[BC]	[BC]	☐	☐
Main Warehouse	Main Warehouse	☑	☑
WHS_CHIC	Warehouse Chicago	☑	☐

Parameter Prefer default warehouse for returned items in the definition of quantity correction document

Note
If the default warehouse, selected in a given center in the definitions of SIQC/RQC documents, is a consignment warehouse, a correction will then be generated for a warehouse from the source document

Changes in warehouses in case of selected parameter Prefer default warehouse for returned items, depending on the resource collection method:

- FIFO/LIFO
  - In case of generating a value correction for a delivery that was released from a warehouse and then received with a quantity correction document into another warehouse, a cost correction will then be generated for both warehouses

Example
- A receipt of a delivery is taken into the main warehouse with a POR document for an item KD amounting to 100.00 USD in the quantity of 1 pc
- A SI from SOR is issued for 1 pc of the item
- A SIQC is next issued to the SI for the warehouse WHS_CHIC
- Next, a value correction PORVC, reducing the amount to 90.00 USD, is issued
- After the PORVC is confirmed, the following CC documents are generated:

- CC1 amounting to -10.00 USD for the main warehouse
- CC2 amounting to 10.00 USD for the warehouse WHS_CHIC

- AVCO
  - If stock level of a given item lot is non-zero in the warehouse into which the item lot was received, then a changed delivery value resulting from a value correction issued to the delivery document is entirely included in the resource that is available in the delivery's source warehouse

Example
A receipt of a delivery is taken into the main warehouse with a POR document for an item I1 amounting to 100.00 USD in the quantity of 2 pcs A

SI from SOR is issued for 1 pc of the item

A SIQC is next issued to the SI for the warehouse WHS_CHIC

Next, a value correction PORVC, reducing the amount to 90.00 USD, is issued

After the PORVC is confirmed, value of the resource in the main warehouse is 80.00 USD and in the WHS_CHIC warehouse it is 100.00 USD

If stock level of a given item lot is zero in the warehouse into which the item lot was received, then a changed delivery value resulting from a value correction issued to the delivery document is included in a cost correction document generated for the delivery's source warehouse

Example
A receipt of a delivery is taken into the main warehouse with a POR document for an item I1 amounting to 100.00 USD in the

quantity of 1 pc

A SI from SOR is issued for 1 pc of the item A

SIQC is next issued to the SI for the warehouse WHS_CHIC

Next, a value correction PORVC, reducing the amount to 90.00 USD, is issued

As a result of that correction, a CC document amounting to -10.00 USD is generated for the main warehouse, whereas the value of the resource in the WHS_CHIC warehouse is 100.00 USD

Corrections generated to documents registered in the system

The following types of documents can be corrected with the use of corrections generated to documents:

- trade (SI, ASI, R, PI, API)
- warehouse (SOR, POR, IR-, IR+)

Quantity corrections can be issued to the following types documents:

- trade (SI, R, PI)
- warehouse (SOR, POR, IR+, IR-)

Value corrections can be issued to the following types of documents:

- trade (SI, ASI, R, PI, API)
- warehouse (SOR, POR, IR+)

VAT rate corrections can be issued to the following types of documents:

- trade (SI, R)
- warehouse (SOR)

Additional cost corrections can be issued to the following types of documents:

- trade (PI)
- warehouse (POR)

Example
10 pcs of article were sold at price 5 USD/pcs – SI was registered in the system.

A customer decided to return 3 pcs of purchased item (price 5 USD/pcs) – a quantity correction of the SI document for 3pcs is being issued.

In case of issuing another correction to the SI document, as the result of previous transactions 7pcs at price of 5 USD. Thereby, the second correction (of any type) regards only those 7 pcs.

Note
It is possible to issue many corrections to one document. Each subsequent correction always regards quantity and value after the previous correction, not quantity and value of the source document.
Issuing quantity or value corrections to trade documents results in automatic generation of new payments. The type of a newly created payment (receivable/payable) depends on the value of a correction (negative, positive) and the type of a corrected document. E.g. for a correction decreasing value of a SI a payment of payable type is created and for an

increasing correction. The functionality of payments created as the result of correction is the same as the functionality of payments of the source documents. Payment on the source documents remains unchanged.

Corrections to documents issued in currency different than the system currency have the same currency and exchange rate as the source document. Exchange rate is not changed neither when the date of issue of a correction is different than issue date of the source document.

Note
Correction of a currency document has the same exchange rate as its source document.
During work with correcting documents it is necessary to remember that:

- one correction document can correct:
    - quantity
    - value
    - additional costs
    - VAT rate
- it is not possible to correct all values at the same time
- it is possible to issue several corrections to one document; each subsequent correction takes into account corrections issued previously
- it is not possible to issue correction to an initiated, unconfirmed or cancelled document
- before issuing another correction, first it is necessary to confirm or delete previously issued corrections
- it is not possible to issue correction to a correction
- it is not possible to issue correction to a receipt converted into invoice – the invoice should be corrected
- it is not possible to issue correction of a warehouse document associated with a trade document – first it is necessary to correct the trade document

- it is not possible to generate quantity correction to IR+ and IR- if IR+ and IR- are generated from manual quantity corrections
- it is possible to generate value correction to IR+ created as the result of generation from manual SIQC and RQC
- it is possible to generate quantity and value corrections to IR+ and IR- issued from inventory and complaint
- an issued correction cannot be deleted, it can only be cancelled
- it is not possible to issue a quantity correction to documents for received items, if resources received with such documents have been completely released, reserved or moved to another warehouse, to which the center within which an operator wants to issue the correction, does not have permissions
- it is not possible to cancel a correction after which has been issued another correction
- it is not possible to cancel quantity corrections issued to documents for released items If resources returned with correction have been released with another document or moved to another warehouse
- item name and code are determined on the basis of the item from the source document, without possibility to edit name
- it is not possible to generate a correction if it does not have permission to the warehouse from the source document
- it is possible to modify fields *Volume, Net Weight, Gross Weight* on a correction issued to document, in section *Correction Value.* Units related with these fields are not editable.
- on manual quantity corrections, fields related to weight and volume are fully editable,
- both in section *Calculation – Before correction* and *Correction Value*

- in the case of value corrections of trade documents, value corrections are automatically generated to warehouse documents associated with the source trade document
- in the case of quantity corrections of trade documents and of warehouse documents, it is possible to generate correction automatically or manually. Automatic generation of quantity corrections of warehouse documents can be defined in configuration of document types (*Configuration → Company Structure → Company → Documents*).
- it is not possible to generate corrections to trade documents from corrections of warehouse documents. Detailed information can be found in category *Generation of documents*.

Methods of presenting corrections

Creating correction to a document results with associating of the two documents with each other. The documents are available from the level of the same list, e.g. corrections to SI are displayed on the list of SI.

From the level of the list, the user can select one of the options regarding presentation of correcting documents:

- below the source document
- on the list

Access to corrections placed below the source document is possible by clicking on symbol "+" located next to each document number displayed on the list. As a result, a list of corrections associated with a given document is extended. That way, the user can see the documents associated with each other already from the level of a list.

List of SI with the option of displaying corrections below the source document

When presenting corrections directly on the list, the only way to find the association between a correction and its source document, is by displaying tab *Associated Documents* in document details. Thanks to such a presentation, the user can quickly find a correction.

List of SI with the option of displaying corrections directly in a list

It is possible to change the method of displaying corrections on the list at any time while working with the system.

Correcting documents

Correcting documents – introduction

Among correcting documents, two types can be distinguished:

- corrections generated to documents existing in the system ("automatic" corrections)
- manual corrections, issued to documents from outside the system

In terms of type of corrected data, it is possible to distinguish documents correcting:

- quantity
- value
- additional costs
- VAT rate

Note
It is not possible to correct at one time additional costs, value, quantity and VAT rate in one document type.
A quantity correction issued to a document can be both positive and negative. It means that it is possible to increase or decrease the quantity in the correction in reference to the initial quantity.

Note
In a manual correction it is only possible to decrease item quantity.
In a value correction it is possible both to increase and decrease purchase price/value of items in the source document. Exception includes corrections of advance invoices which can be negative only.

VAT table edition

For unconfirmed corrections of PI/API (both "automatic" and manual) it is possible to edit values in VAT table, which results in changing document value and payments. Such a change does not affect values of document items.

Note
On currency documents, changing one of values (subtotal value, VAT, total value) causes change only on the other items in this currency. Values in currency different than edited one remain without changes – are not recalculated. Any change has to be made by an operator.
In the case of purchase invoice quantity corrections and advance purchase invoice quantity corrections, it is not possible to enter a value higher than zero and for document with VAT direction on total, additionally, VAT value cannot be lower than total value. This is due to the type of document.

Purchase invoice quantity corrections have no such limits. An operator can enter both negative and positive values.

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

Receipt printout numbers on corrections

On forms of corrections issued to receipts (value and quantity corrections, both automatic and manual), there is a need to enter printout number assigned to a source receipt by a receipt printer. Such an information is entered in field *Printout No.* placed in document header, immediately below correction document number.

Reason for correction

For all types of corrections, both automatic and manual, it is possible to specify whether a document is being issued in the result of a return from customer or a mistake made in a source document to which a correction is being issued. Such information is essential for registering returns, complaints and mistakes. The reason for correction is determined in field *Reason for Correction*, located in document header immediately below the field with document status. The field *Reason for Correction* contains a drop-down list from which an operator selects an appropriate option. A list of options is retrieved from generic directory (*Configuration (General) → Generic Directories → General → Reasons for Corrections*). By default, the dictionary contains the following options:

- *Mistake*
- *Terms*
- *Return*
- *Buy-back*
- *Change of VAT rate*

It is not possible to modify, deactivate or delete predefinted options. New values can be added to the generic directory *Reasons for Corrections,* upon adding new values and selecting one of the available options*: Mistake, Return, other* in field *Type.*

Field *Reason for Correction* assumes the following default values:

- for RQC — *Return*
- for RVC — *Mistake*
- for the other correction documents the field is not filled in automatically.

An operator can freely modify value in this field, until a document is confirmed.

Note
It is not possible to save/confirm a RQC and RVC for which the field *Reason for Correction* has not been filled in.

Generating corrections and reason for correction

On correction documents generated as the result of other corrections, the field *Reason for Correction* assumes the same value as the field *Reason for Correction* on the source correction, regardless of whether correction generation has been activated by the system or by the user.

Example

1. A SOR document was issued and confirmed.
2. A SI to the SOR is generated and confirmed.
3. A SIQC with reason for correction *Return* is generated to the SI. The correction is confirmed.
4. A SORQC to the SQIC is created — automatically, as the result of SIQC confirmation or manually (generation activated by an operator). The value *Return* is set in the field *Reason for Correction.*

In the system, there is also a possibility to perform the following business situations which result in automatic generation of not editable correction documents, without operator's input. On such documents, an operator cannot indicate or change reason for correction.

The first two situations regard generations of a SI to R, the last one refers to a terms defined on a SI.

Scenario I: A SI is generated to a receipt, and next the operator issues SIQC/SIVC for this SI. In the result of confirming the SIQC/SIVC, the system automatically generates RQC/RVC corresponding to these corrections and associated with the source receipt. If a reason for correction has been

specified in corrections issued to the SI, value in field Reason for Correction is copied to RQC/RVC from corresponding SIQC/SIVC. If field Reason for Correction on the SIQC/SIVC has been left undefined, then on the corresponding RQC/RVC the option set in field Reason for Correction is the same as when RQC/RVC are issued manually – Return for RQC and Mistake for RVC.

Scenario II: The operator issued a RQC/RVC to a receipt and then generated a SI for the receipt. When confirming the SI, the system automatically generates appropriate corrections to the SI. In corrections generated this way, field Reason for Correction has the same value as it was specified on the corresponding correction to the receipt.

Generating warehouse document to SIVC and PIVC on account of terms

If terms is defined on a SI/PI document and payer has fulfilled its conditions, then, depending on setting of parameter *Generate a warehouse document on account of terms* on definition of SIVC/PIVC document type:

- the system generates a warehouse to SIVC/PIVC on account of *Terms* – if the parameter is checked
- the system does not generate any warehouse document to SIVC/PIVC on account of *Terms* – if the parameter is unchecked

Scenario I: (parameter *Generate a warehouse document on account of terms is checked*): On SI/PI document, terms was defined and the payer fulfilled the terms conditions. SOR/POR document was generated to SI/PI. When paying for the SI/PI, the system automatically generates a SIVC/PIVC and SORVC/PORVC. In both corrections option *Terms* is set as a reason for correction.

Note

Unchecked parameter *Generate a warehouse document on account of terms* affects the value of SOR/POR document if the trade document has been corrected on account of the terms.

Scenario II (parameter *Generate a warehouse document on account of terms is unchecked*): On SI/PI document a terms was defined and the payer fulfilled the terms conditions. SOR/POR document was generated to SI/PI. When paying for the SI/PI, the system automatically generates a SIVC/PIVC. SORVC/PORVC document is not generated.

Scenario III (parameter *Generate a warehouse document on account of terms* is unchecked): On SI/PI document a terms was defined and the payer fulfilled the terms conditions. SOR/POR document was not generated to SI/PI. When paying for the SI/PI, the system automatically generates a SIVC/PIVC. During manual generation of warehouse document, SIVC/PIVC is not taken into account, so the value is uploaded from the trade document.

When generating subsequent corrections to the warehouse document, only those quantity and value corrections of trade documents are taken into account, which were not generated in result of calculating terms.

Scenario IV (parameter *Generate a warehouse document on account of terms is unchecked*): On SI/PI document a terms was defined and the payer fulfilled the terms conditions. SI/PI document was issued to which a warehouse document was generated. When paying for the SI/PI, the system automatically generates a SIVC/PIVC. Correction to the warehouse document is not generated. Another value correction resulting from Mistake is issued and confirmed. A warehouse document is generated to the second value correction.
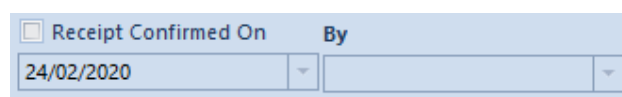
Note
During conversion of a databases, the parameter is checked, by default. In case of creating a new database:

- **in French** – the parameter is unchecked by default
- **in version different than French** – the parameter is checked by default

Receipt confirmation

In Polish version of the system, it is possible to check confirmation of receipt of a correction by a customer on all types of corrections, both automatic and manual, issued to a sales invoice document. The fields are editable regardless of a correction document status. However, in case of SIQC/SIVC with *Posted* status possibility to edit such a document depends on setting of parameter Change of parameters in a posted VAT invoice. This permission is available in *Configuration → Company Structure → Operator Groups → group edit →* tab *Other Permissions.* Value of fields referring to receipt confirmation is transferred onto automatically generated VAT invoices and may affect the date of inclusion of a correction in **VAT-7 declaration.** Completing information regarding receipt confirmation on VAT invoice results in transferring this information onto SIQC/SIVC correction.

Field on a correction
referring to confirmation of
its receipt

The parameter *Receipt Confirmed On* is unchecked by default; its checking activates fields:

- **date** – system date is set automatically but it can be freely modified by a user
- **By** – list with contact persons assigned to a customer; the field is not mandatory and can remain empty

Regardless if parameters referring to receipt confirmation are changed from the level of SIQC/SIVC or from the level of a generated VSIC, relevant data is automatically updated on the associated document.

Printout

From the level of the list of receipts, under button [**Print Document**] and from the level of RQC form under button [**Print**], there is a printout called *Return/Complaint receipt report* available for RQC. Data for this printout is retrieved from the form of document for which the printout has been started. Date of return in the printout refers to correction date from the RQC form. Field For Receipt on the printout contains number of a receipt associated with a given correction, which was assigned to the receipt by Comarch ERP Standard system; whereas receipt printout number (assigned by a receipt printer), which was entered in field *Printout No*. in the RQC form, is displayed by this number in brackets.

From the level of the list of receipts for correction documents, there are also collective printouts available which refer to registration of mistakes and returns — *Statement of Mistakes* and *Statement of Returns/Complaints*. Both of them are located under button [**Print List**]. The first one presents a statement of corrections for receipts having option *Mistake* set as their type in the *Reason for Corrections* generic directory. The other includes corrections for receipts whose type is set as *Return*. When starting a given printout, it is necessary to specify a range of dates for which a statement of mistakes or returns must be generated. When preparing a statement, a correction date from correction document form is verified.

Note
Printouts *Statement of Mistakes* and *Statement of Returns/Complaints* include only receipt corrections.

Due date and payments

When generating **trade documents on the basis of warehouse documents**, determination of due date in trade documents by the system depends on whether the warehouse document has been generated from an order:

- if a warehouse document has been generated from an order, payment conditions of an invoice/receipt generated from this warehouse document are retrieved, by default, from the warehouse document.
- if a warehouse document has been generated from and order, payment conditions of an invoice/receipt generated from this warehouse document are retrieved from the order – the settings derived from the warehouse document are not included

Warehouse documents do not generate payments. However, it is possible to generate payment conditions, i.e. payment method and due date, in SOR documents and their corrections.

Hint
During the process: *order → warehouse document → invoice/receipt,* in an unconfirmed warehouse document, an operator can change customer/vendor to a different than customer/vendor in the order. After confirming the warehouse document containing changed customer/vendor and generating an invoice/receipt from it, in the generated document, the system sets by default the same customer/vendor as in the warehouse

document. However, this condition does not exclude the possibility of creating payment in an invoice/receipt on the basis of the payment derived from the order. If conditions required for creation of such a payment are fulfilled, the system creates payment in the invoice/receipt on the basis of the payment in the order, but as a payer of the invoice/receipt is the customer/vendor from the invoice/receipt and thus from the warehouse document and not the customer/vendor from the order.

The process of setting due date on the basis of EOM formula during document generation is described in [Due date at the end of the mont – EOM.](#)

In case of **generating advance invoices from orders**, payment method in generated document is set on the basis of:

- **payment method from order header (source document)** – if it has been indicated in the order
- **payment method from customer form** – if payment method *<Different>* is indicated in the order

In the case of such a generation, the number of days is always set as 0, so due date in advance invoices is always equal to the date of issue of a document.

Addresses

When generating a document, it may occur that an address on the source document is already archived, e.g. in case an address has been archived after the issuance of the source document, but before generating another document from it.

Retrieving address onto generated document is determined by

the setting of parameter *Get customer/vendor address during document generation* which is available from the level: *System → Configuration → Trade.* It is possible to select one of the following options:

- From source document
- Current customer's/vendor's address (default)

When generating document, the system verifies whether the addresses indicated on the source document are active. If an address is:

- **active** — regardless of the setting of the parameter *Get customer/vendor address during document generation,* it is retrieved onto generated document
- **archived, when the option *From source document* is checked in configuration** — the address from the source document is transferred onto generated document
- **archived, when the option *Current customer's/vendor's address* and archiving of the address from the source document has been done:**
  - *automatically, as a result of modification of that address* — an updated address, created after modification of the address from the source document, will be retrieved onto generated document.
  - *manually, by unchecking the parameter Active on customer/vendor form* — the default main address of a customer/vendor is retrieved on generated document

Note
Verification of activity of addresses is performed separately for customer's/vendor's address and secondary customer's/secondary vendor's address. It may happen, for instance, that one address is retrieved from a source document and the second is updated.
When generating a document from several source documents, the

address on generated document is determined on the basis of the address from the first source document (order of documents is set on the basis of their IDs in the database). If the address is archived, it is retrieved in accordance with the above described algorithm.

It is also possible to retrieve the TIN number directly from the source document when generating. If:

- In the system configuration, for the parameter *Get customer/vendor address during document generation,* the option From source document is selected
- The TIN number used on the source document is different than the current document, the TIN number used on the source document is retrieved on the newly created document.

Additionally, for manual generation of documents, the following message is displayed: *The customer's/vendor's TIN has been copied from the source document.*

Packs

When generating documents:

- **POR/PI** from **PO** documents list
- **POR** from **PI** documents list
- **PI** from **POR** documents list
- **POR** from **PI** documents list
- **PI** from **POR** documents list
- **WM-** from **POR/IR+** documents list

in generated documents, the system creates packs as in the source document and assigns to them appropriate items generated on the basis of source items.

In the case of partial generation, quantities for individual packs in generated documents might be minor than in the source document.

Parameters of generated packs are filled in basing on the parameters of source packs, except for the pack status, which is set in accordance with performed action and status assigned to it.

Note
On generated pack, value of total weight and capacity are set in accordance with values on the source pack, also in the case of partial generation.
It is also possible to generate PI, POR and WM- directly for selected packs of PO/PI/POR/IR+ documents. Such generation includes:

- **unprocessed PO items** – in case of generating PI or POR from a pack in PO
- **subitems of PI/POR** to which POR/PI has not been yet generated – in case of generating POR from pack in PI or PI from a pack in POR
- **subitems from POR/IR+ for which free resources are available** – in case of generating WM- from a pack in POR or IR+

The difference is that from the abovementioned items are selected only those which refer to items making part of indicated packs.

Parameters of the header of a POR/PI generated on the basis of an indicated pack and its items are set in the same way as in case of standard generating. When generating a WM- from POR/IR+ both from list of documents and from indicated packs, only a source warehouse and the employee handling the transaction are retrieved from the source document. Target warehouse is set in accordance with the warehouse chosen by the operator during the generation.

Note
Both when generating a WM- from list of documents POR/IR+ and
directly from packs, for FIFO/LIFO methods of queuing
resources the system retrieves only that quantity of resources
received with a source POR/IR+, which is available for
release. In the case of AVCO method, the system retrieves onto
a WM- that quantity of a given lot received with a POR/IR+
which is currently available in the warehouse matching the
warehouse in POR/IR+, but not bigger that quantity received
with the source POR/IR+ document.
Additionally:

- if generation of a PI/POR is started for several packs
  from different warehouses, as many POR documents will be
  created as the number of warehouses on packs
- if for a PI document has been checked parameter
  Operations on a single warehouse, as many documents will
  be created as the number of warehouses indicated on
  packs
- in case of generating WM-, if there are packs indicated
  in POR/IR+, the system asks the user, whether to
  generate separate WM- documents for the packs
- it is not possible do add packs to a PI generated from
  consignment

In a POR/PI document generated from a PI/POR it is possible to
modify in any way e.g. code, weight, capacity, type and
content of packs (except for addition of items). An operator
can create new packs basing on existing items and delete them.
The editing scope of a pack item is the same as the editing
scope of standard items of POR/PI documents generated from
PI/POR.

In the case of WM- documents generated from POR/IR+, an
operator can fully modify packs, including the possibility of
adding new items to them.

During generation, both from the level of list of documents
and from the level of indicated packs, an association between

the source pack and generated pack is created. Thanks to this association, it is possible to follow the chronology of a given pack. Tracking pack chronology is available from the level of [pack monitor](#) (*Purchase → Warehouse → Pack Monitor).*

Aggregating document items

Aggregation of items depends on the setting of parameter:

- **Combine items from orders** – available on the definition of SI, R, PI, SOR and POR
- **Join items of warehouse documents** – available in the definition of documents: SI, R, PI

In case of generating SOR and POR from SI, R and PI, if items are cosisntent, they are aggregated to one document item.

Items are aggregated, if there is consistency in the scope of:

- code and item name (it may happen that code and name are different in individual documents, even though it is the same item, in such a case the items are not aggregated)
- prices (regular and discounted)
- price type
- units
- VAT rate
- values of features in section *Features* on an item (values of features on subitems can be different – several subitems for one item will be created)
- employee in field *Handled by*
- pack to which items are assigned (only on documents for received items)
- parameter *Reverse Charge* and its classification

Modifying document item

Rules of modification of items in generated documents:

- Field *Handled by* is fully editable regardless of document type.
- It is possible to delete an item or decrease quantity on an item/subitem in:
    - PI generated from POR
    - POR generated from PI
    - SOR generated from SI/R

Reducing of quantity on items of POR documents starts from the last subitem and on items of SOR documents, contrary to FIFO/LIFO method of queuing resources set on an item. The system takes a minimum quantity in the following way:

- 0,0001 when item unit precision is 4
- 0,001 – when precision is 3
- 0,01 – when precision is 2
- 0,1 – when precision is 1
- 1 – when precision is 0

Note
Deletion of an item from SOR/POR document results in losing the relations with an item on a source trade document. To rebuild the relations, the user must generate a SOR/POR document for that item again.
If the user has decreased item quantity, which caused deletion of one subitem, while increasing subitem quantity, the system restores this subitem (preserving its current features). While decreasing item quantity, the system increases first quantity on non-zero subitems and, next, proceeds with restoring subsequently reset items – starting with the item which has been reset as the last one.

Example
PI/1/2012

- item — 9pcs:
    - subitem_1 (S1) — 3pcs, feature value: red
    - subitem_2 (S2) — 4 pcs, feature value: green
    - subitem_3 (S3) — 2 pcs, feature value: white

POR/1/2012

- item — 9pcs
    - subitem _4 (S4) — 3pcs, feature value: red (relation with S1)
    - subitem_5 (S5) — 4pcs, feature value: green (relation with S2)
    - subitem_3 (S3) — 2pcs, feature value: white (relation with S3)

Quantity on POR item is reduced to 4pcs:

- S4 — 3pcs, feature value: red (relation with S1)
- S5 — 1pcs, item value: green (relation with S2)
- S6 — 0pcs, feature value: white (relation with S3) the subitem is not visible, because it has been reset

Quantity of item on POR is increased to 6pcs:

- S4 — 3pcs, feature value: red (relation with S1)
- S5 — 3pcs, feature value: green (relation with S2)

S6 — 0pcs, feature value: white (relation with S3) the subitem is not visible, because it has been reset

- For items which have not been included in generated document, it is possible to generate other documents until all the items are used.
- In a PI document generated from a POR document it is possible to:
    - increase quantity — new subitem will be added to a

PI document. After increasing quantity on a document item, it is not possible to modify price/value of this item, it will be automatically recalculated.

- In case of modifying quantity of items on documents SOR/SI/R generated from SO, it is possible to increase quantities until all available resources are used fully.

Note
The system cannot process completely a SO, if on a generated document, the operator first increases item quantity and then deletes or decreases quantity on those subitems, which have been transferred from the sources document. Subitems added in this way are treated as completely independent of SO.
The operator can also increase quantity of items by direct actions on subitems (buttons [**Return**]/[**Add**]) and decide which resources have to process the source SO. Selected resources, the same as it is in case of increasing items quantity with the use of field *Quantity* (referred to the whole item), can be different than resources originally retrieved by the system when generating SOR/SI/R.

If new item is added manually to generated document, even though theoretically it is the same as on the SO, the system treats it as completely new one (additional), not related with the order and apart from the reservation for the given item, kept by the SO, it creates new reservation, resulting from the item added to the new document.

Note
It may occur that system deletes/decreases quantity of a subitem different that subitem selected by the user, because on such an item it has found a newer/older resource from the same lot.

- A full modification of items is possible for a WM-document generated from POR or IR+, whereas operating

- with quantity is limited by resources available for release.
- When generating IR+ and IR- or POR and SOR from an inventory document, it is possible to edit only an employee assigned to a given item (employee who handles a transaction), price and values of individual items, it is not possible to change quantities.

Modifying Item name and code on document subitem

Modification of item name

Item name in generated documents depends on the value of parameter *Edit item name,* which is available on item form. If the parameter is checked and the name has been changed in the source document, then the name on the item in generated document is set in accordance with the name on the source item.

The exceptions, when the name is set in accordance with the name on item form, include documents generated in the following way:

- PO, IO from IQC, DF
- WM- from IQC
- IR-, IR + from INV

In the majority of cases, it is also possible to change name on generated document with unconfirmed status. Such an option is not available for the following documents:

- SI generated from SOR or R
- R generated from SOR
- SOR generated from SI, R
- corrections to R, SI, PI, POR, SOR, IR-, IR+
- WM+ generated from WM-
- PI generated from POR
- POR generated from PI
- CC
- PC

Modification of item code

Modification of item code is possible only directly from the level of this item form. Modification of field value does not determine an automatic change of code in already issued documents. The code in generated documents is retrieved from:

- items of the source document, in case of generating warehouse documents from trade documents and inversely, generating corrections to SI and R
- from item form, in case of generating other documents

Rules of generating documents

- A new document can only be generated from a confirmed or posted document (it is not possible to generate document from an unconfirmed, cancelled or fully corrected document).
- Items of a document being generated take on VAT rates of their equivalents in the source document, exception is generation: PQ SQ and SO PO, when VAT rates are retrieved from item form.
- Field *Handled By in* a generated document takes on, by

default, the same values as in the source document (both in document header and on items). It can be edited until a document is confirmed.

- It is not possible to generate a document from a sales/purchase quote with expired validity date.
- It is not possible to generate a PO from SO and a POI from SOI for items of *Set* type (with unchecked parameter *Retrieve elements onto document*).
- It is possible to generate documents from a document which has not been corrected in full.
- From one source document it is possible to generate maximum as many documents as the number of available subitem units. If the generated documents execute the whole source document, in order to generate another document, it is first necessary to delete or cancel one of the previously generated documents. Exceptions include inquiries and quotes from which it is possible to generate any number of documents.
- While issuing value corrections to trade documents associated with warehouse documents, value corrections of warehouse documents are generated automatically.
- A cost correction is generated automatically as the result of correcting the value of items in a POR or SOR which introduce a resource to warehouse and this resource has already been released.
- It is not possible to generate a SOR if there are not enough resources in a warehouse (e.g. in the case of sale below stock levels or from an order whose items are not associated with any items and at the moment of SOR generation there are not enough resources that could be associated).
- It is not possible to generate warehouse documents containing merchandise which is being inventoried in a given moment.
- It is possible to generate automatically warehouse documents to trade documents through applying proper settings on document types.

- In the case of SOI, SO, POI, PQ, PO, PI, POR, IR+ it is possible to generate document from a list of document items including only a part of the items.
- In the case of PO, SI, POR, IR+ it is possible to generate documents only for selected packs.
- It is possible to generate:
    - another different document from one document (e.g. one WM+ from one WM-);
    - one document from several documents (e.g. it is possible to generate one SI from several SOR documents if all SOR documents fulfil appropriate conditions);
    - several other documents from one document (e.g. in one SI are generates as many SOR documents as the number of warehouses from which the SI retrieves resources);
    - several other documents from several documents (e.g. from several purchase quotes it is possible to generate several sales quotes for different customers);
- During manual generation of a trade document from several warehouse documents, the system determines the sales/purchase date at the level of the lowest (earliest) of dates of release for SOR documents or dates of receipt for POR documents.
- During manual generation of a warehouse document from several trade documents, if the sales/purchase dates are different, the system generates separate warehouse documents for each date.
- The value of header discount of the source document is transferred onto generated document only as user discount on items (header discount values are reset), an exception is the generation of SI to R, because these documents are always generated at 1:1 relation.
- While generating documents the system does not control operator's permissions to a discount granted on the source document items.

- On a SI generated in the consignment process packs are not created.
- It is not possible to generate a SI from a partial SOR, if a trade document contains a set (which on item form has parameter *Retrieve elements onto document* unchecked) which is not fully available in a warehouse.
- When generating: R → SI, R/SI → RQC/SIQC, SQ→SO and SO→R/SI/ASI, information regarding active contact person set in the source document at the moment of generation is transferred.
- Information regarding loyalty card number (tab *Customer/Vendor*) is transferred onto generated documents (R→SI/TG, R/SI→RQC/SIQC, R/SI→RVC/SIVC, SO→R/SI/ASI, SQ→SO, ASI→ASIVC). In case the field remains empty, when generating SQ and SO documents, the system verifies whether an active loyalty card exists for the customer/vendor indicated in the document:
  - If **yes** – the field is filled in with the number of an active card
  - If **not** – the field remains empty

Example
In the system there is a set with parameter *Retrieve elements onto document checked*. The set contains items:
A – item quantity: 1pcs

B – item quantity: 1pcs

The set witch parameter *Retrieved elements onto document* is added to a SO document. In a warehouse there are 10 pcs of item A and 0 pcs of item B. The order document gets confirmed.

A SO release document is generated from the sales order. The SOR contains only one element of the set – item A. When a user attempts to add the set again onto the generated warehouse document, only the element already included in the SOR is added. To be able to add the entire set, the user should modify, for instance, the quantity in column Quantity in the

generated document and add the set onto the document again.

Directions of documents generation

Below are presented directions of manual generation of documents:

- SOI SQ or POI
- selected items of SOI SQ, POI
- POI PQ
- SQ SO
- OZ ZZ lub OS
- PQ PO or SQ
- selected items of PQ SQ
- SO SI, SOR, R, PO (blocked, if SO subitems indicate own consignment warehouse), ASI, IO, or WM- (only when consignment handling is activated)
- selected items of SO PO
- PO PI, POR, API
- selected items/packs of PO PI, POR
- R SI, SOR, RQC, RVC
- RQC SORQC
- manual RQC IR+
- SI SOR, SIQC, SIVC
- SIQC SORQC
- manual SIQC IR+
- PI POR, PIQC, PIVC
- selected items/packs of PI POR
- PIQC PORQC

- manual PIQC IR-
- PCL IR+, IR-, PI, PIQC, PIVC
- CSR PI
- SOR SI, R, SORQC, SORVC or CSR (only when consignment handling is activated)
- POR PI, WM-, PORQC, PORVC
- selected items/packs of POR PI, WM-
- IR- IR-QC
- IR+ WM-, IR+QC, IR+VC
- selected items/packs of IR+ WM-
- WM- WM+, RDR or CSR (only when consignment handling is activated)
- selected packs of WM- RDR
- IO WM-, WM+, PO
- selected items of IO WM-, WM+, PO
- IQC PO, IO or WM-
- selected items of IQC PO, IO, WM-
- INV IR-, IR+ or SOR, POR (only when consignment handling is activated)
- DF PO, IO
- selected items of DF PO, IO

Generation of documents

In document generation process, it is possible to distinguish source document from which another document is generated and generated document, which is created by generation. Both the documents are strictly related with each other and they complement each other, giving a wider view of performed operations.

Options of generating of the following documents are available among generation options:

- trade document from warehouse document (e.g. SI from SOR)
- warehouse document from trade document (e.g. POR from PI)
- trade document from trade document (e.g. SI from SO)
- warehouse document from warehouse document (e.g. WM+ from WM-)

List of documents possible to generate is available on:

- lists of particular documents
- from the level of document details main menu *Generation* button group (available only for several options of generating)
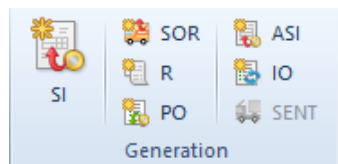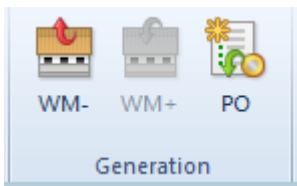
Exemplary [Generation] button groups in main menu, on documents list

Properties of generated documents

- In case a document is generated from a trade or a warehouse document, depending on the setting on a document definition (*Configuration → Company Structure Company Documents),* a newly generated document can have *Confirmed, Unconfirmed* or *Initiated* status

- generated document can be partially edited, deleted, confirmed, posted or cancelled
- generated cost correction cannot be edited
- on the majority of generated documents, it is possible to edit only customer/vendor, document date and payment
- on the majority of generated documents, it is possible to edit document item name, provided that parameter *Edit item name* has been checked on that item form
- in trade documents generated form warehouse documents and vice versa, it is not possible to fully edit the items
- generated document currency is the same as the source document currency
- generated trade document (except for inquiries) generates payment

Note
It is not possible to change unit on an invoice or a warehouse document generated from an order.

Hint
Generated document inherits most data from the origin document, except when a document of a type different than the source document type is generated — generation of a document of release type from a document of receipt type and inversely. In such a situation, generated document usually inherits only those items, which are the subject of transaction of the source document. The other parameters, e.g. customer/vendor, payment method, due date, transaction type or item prices, are determined as if the document was issued manually, not generated.
Creation of [value corrections](#) for invoices and receipts which previously have been associated with warehouse documents automatically generates confirmed value corrections for those warehouse documents. If value or/and quantity corrections are issued for a trade document not associated with any warehouse document and inversely, generated warehouse or trade document includes source document corrections. It means that the value

and quantity number on such a document is corrected compared to the source document.

Other principles of document generation are described in article *[Rules of generating documents](#)*.

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.

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.*

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.

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 ≥ 0	VAT ≥ 0	0 ≤ VAT ≤ TV		TV ≥ 0
SIQC/APIVC	SV ≤ 0	VAT ≤ 0	TV ≤ VAT ≤ 0		TV ≤ 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.
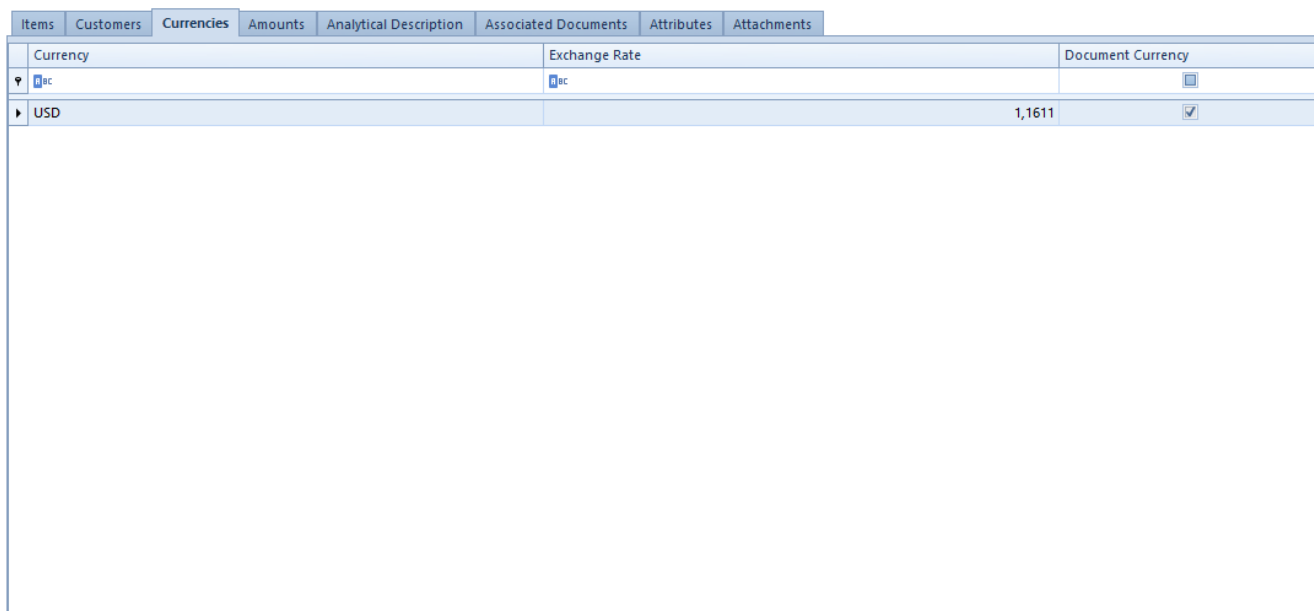**Date** – this column contains date of issue for ASI or date of receipt for API

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 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.

Exemplary Currencies tab on sales invoice form

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 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.

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.

| Address Type: | Main | … |

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 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.

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 wat 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 bot 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: SOPO, 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/PO/PQ/SOR/POR, on which VAT rate type is set as
National and VAT rate applied for items is different than VAT
rat 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. his 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 handing 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 rat 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.

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: .

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.
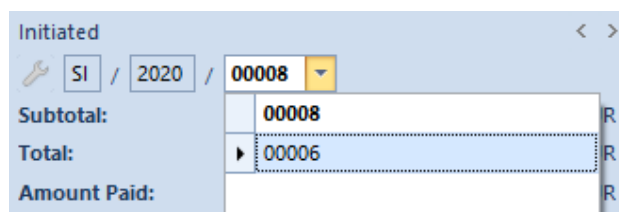
Possibility of using a free number

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 ha 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 ale 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 dat eis 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 dates 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 *Data* 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 end 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 *Reseve 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

In the SO document header, *Process at pickup point* parameter has been added, which is presented if:

- a pickup point of *warehouse* type is selected

- a pickup point of *center* type is selected

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
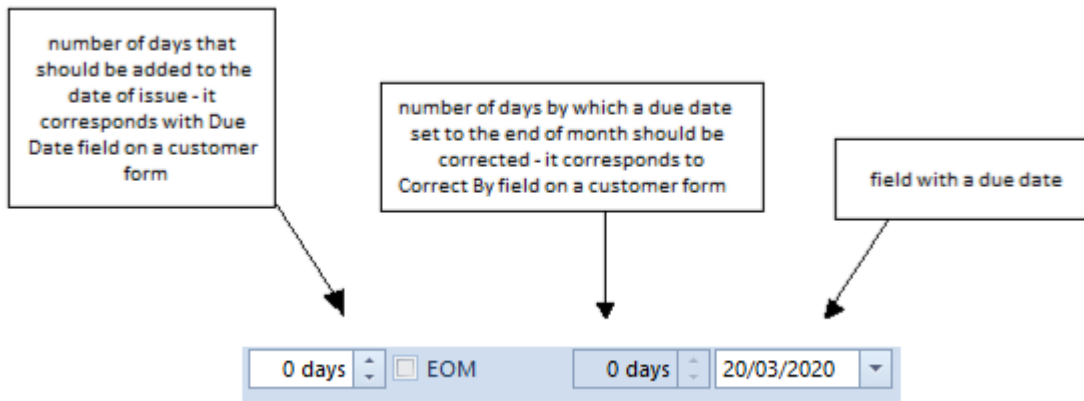
Payment Status – this field is available only for sales orders. It allows for a comprehensive handling of statuses from the level of Comarch ERP Standard and Comarch POS within the multi-channel sales. Values are retrieved from generic directories available from the level of *Configuration Generic Directories 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 b*2_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	-

Generating	Exchange Rate Setting	Possibility of Change
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 by changed, by selecting another date from a predefined dropdown list.
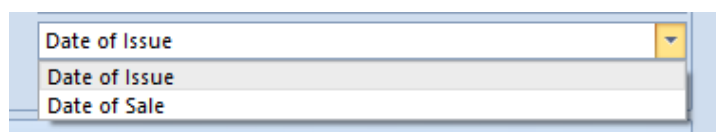
Exemplary predefined list of date types

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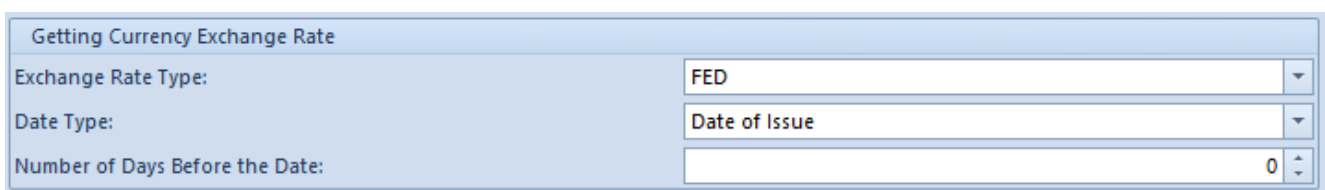
Date of Sale — the date of sale retrieved from the header of a sales invoice document, similarly as for the date of issue, field *Date of Sale* is inactive

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 handing 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.](#)*

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.

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

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.*

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

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 — 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.

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
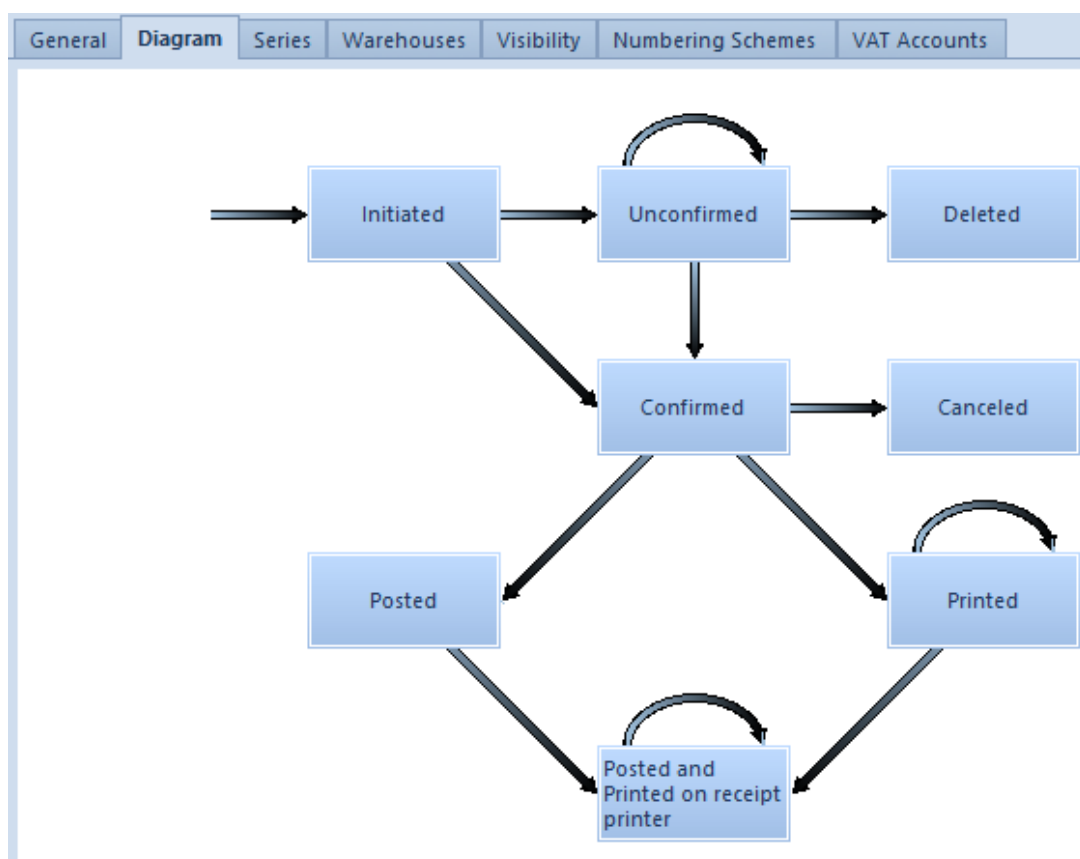
Tab Diagram of SI document

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 or 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 od 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 a 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 <u>Numerators.</u>

VAT Registers **tab**

In this ta bit 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.*

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.

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:

PPAAAAVWW.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:
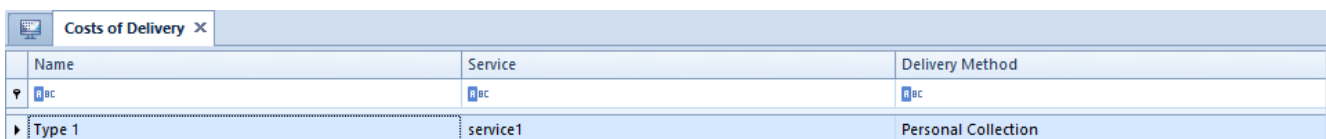
- **Prefix** — this field allows for defining a weighed code prefix withing the range of 20 to 29. It is not possible to add two weighed codes with the same prefix.
- **Active** — this parameter indicates whether it is possible to use a given weighed code in the system
- **Standard** — choice list of 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.

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
Bac	Bac	Bac
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.

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^3 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.

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 m³ or kg as basic units for *Volume* and *Weight* type.

Symbol	Name	EDI Symbol	Precision	Type	Active	Basic
cm3	Cubic Centimeter	CMQ	4	Volume	✓	☐
dag	Decagram	DJ	4	Weight	✓	☐
dm3	Cubic Decimeter	DMQ	4	Volume	✓	☐
g	Gram	GRM	4	Weight	✓	☐
item	Item	PCE	4	Other	✓	☐
kg	Kilogram	KGM	4	Weight	✓	✓
l	Liter	LTR	4	Volume	✓	☐
m3	Cubic Meter	MTQ	4	Volume	✓	✓
mm3	Cubic Milimeter	MMQ	4	Volume	✓	☐
t	Ton	TNE	4	Weight	✓	☐

Units list

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

No. of Associated Units	Unit	No. of Basic Units	Decimal	Conversion Calculators
1000	g	1	✓	0,001 x kg
100	dag	1	✓	0,01 x kg
1	t	1000	✓	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 – 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.
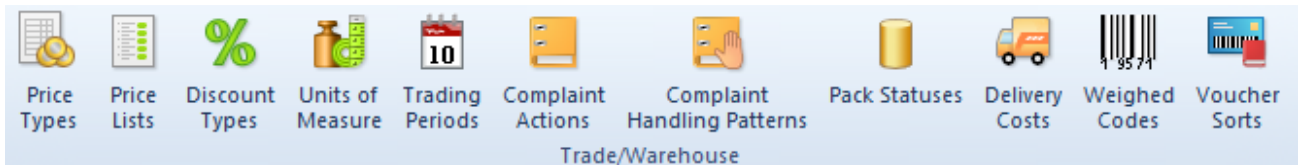
Menu Configuration – Trade/Warehouse

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.

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.
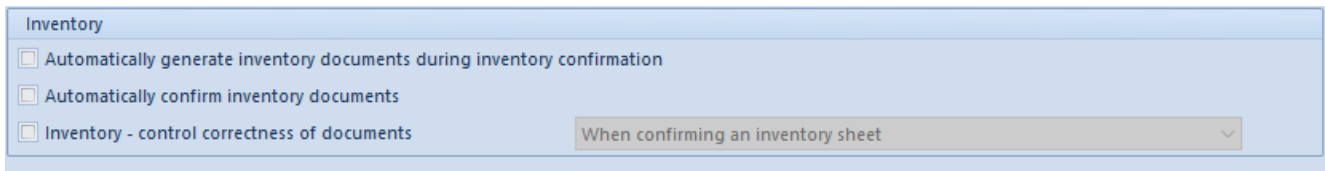
System configuration window — Inventory section

Section *Inventory* is composed of the following parameters:
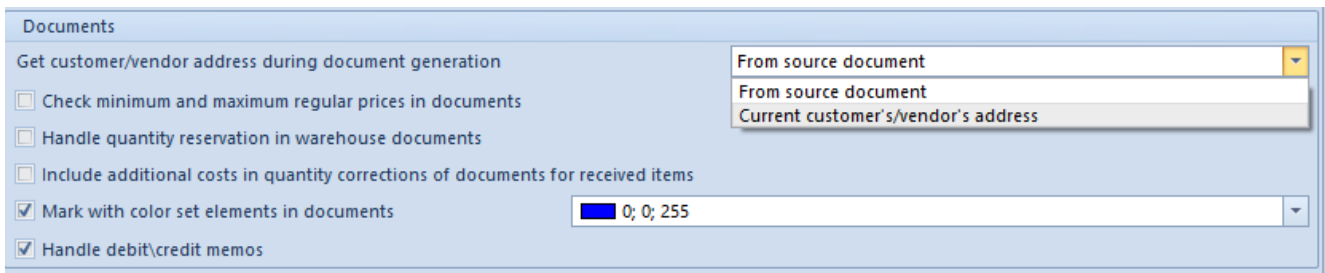
- **Automatically generate inventory documents during inventory confirmation** — if the parameter is checked, after confirmation of an inventory, differential IR/SOR or IR+/POR documents are generated automatically. The statuses of generated documents depend on the setting of the parameter *Automatically 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](#)*.

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](#).

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 – 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](#).
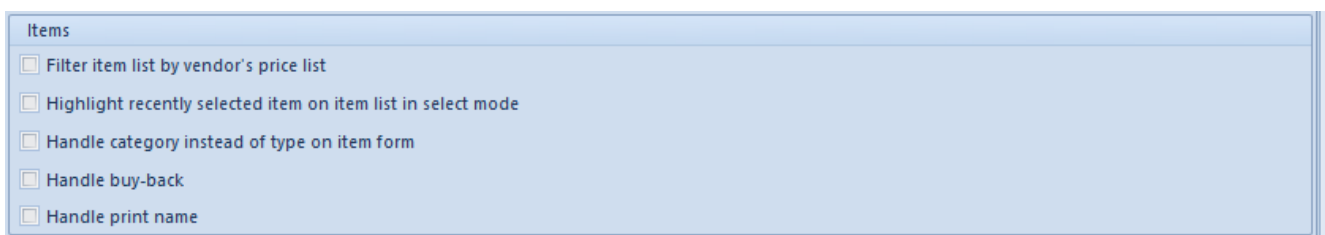
System configuration window – Items section

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](#).

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](#).
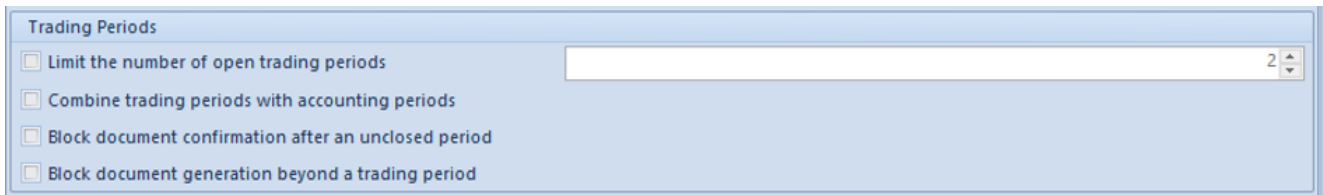
System configuration window — Trading Periods section

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 — 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](#).
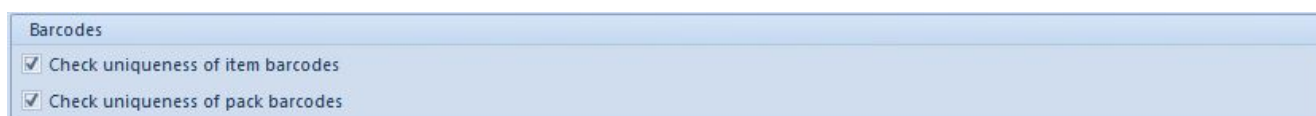
System configuration window — Barcodes section

Section *Barcodes* contains the following parameters:
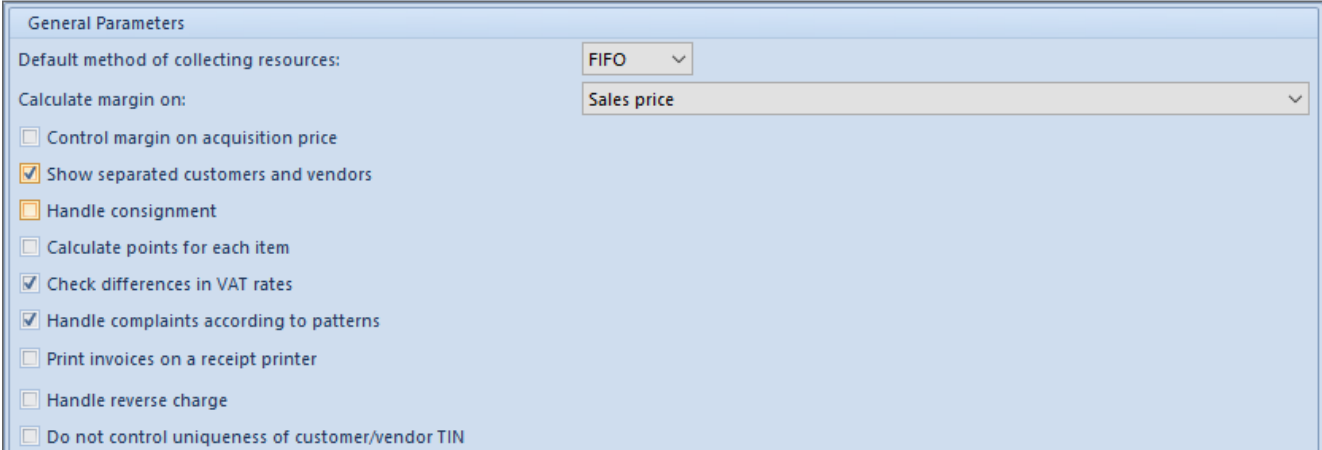
- **Check uniqueness of item barcodes** — this option allows for enabling verification of uniqueness of barcodes for items. If a given barcode already exists, an appropriate message is displayed and the possibility of saving item

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 – 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.](#)

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 firs item form 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 in 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 leas one VAT rat 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 allow 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.

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**
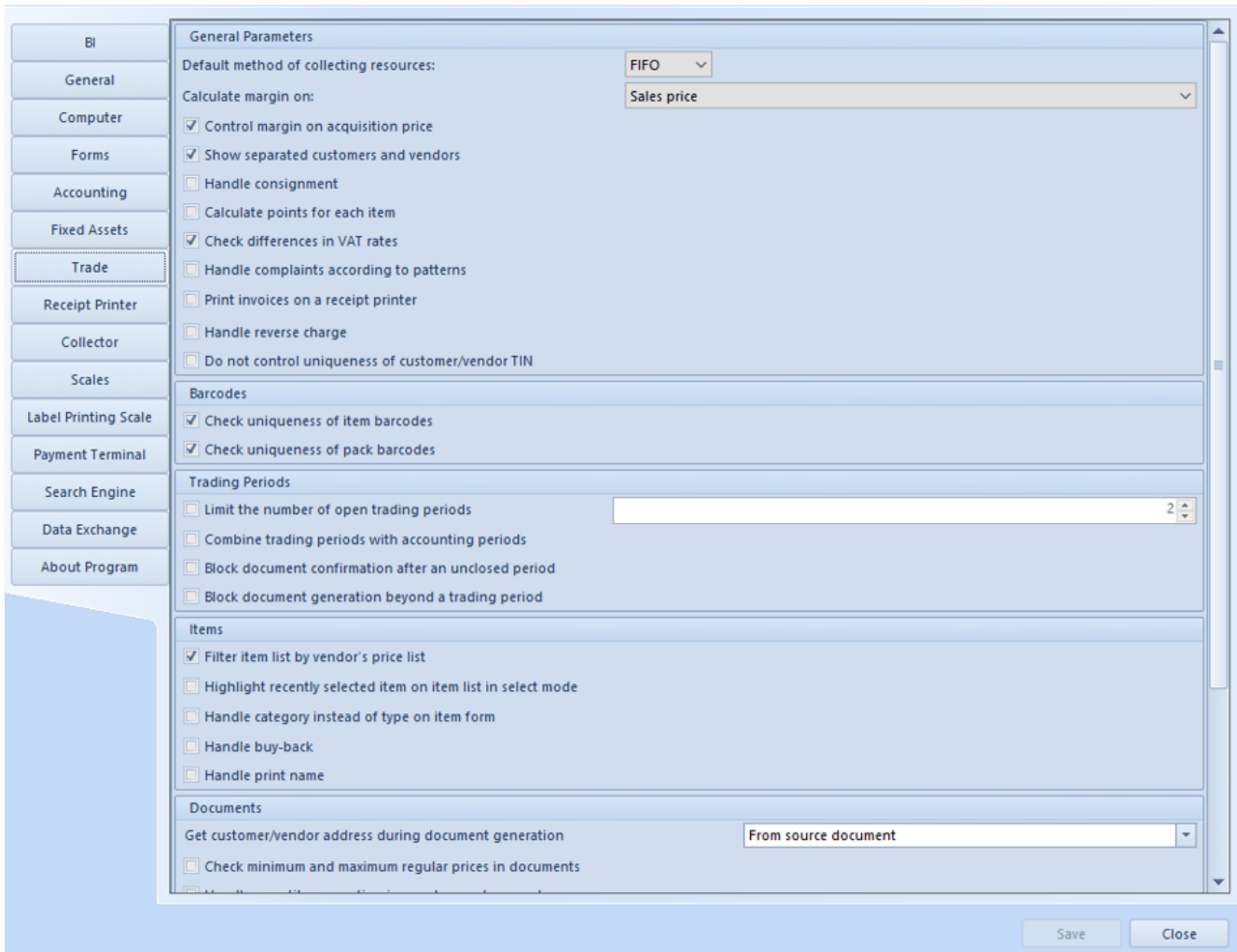
Trade tab in system configuration menu

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**.

Assigning dimensions and

analytical description to documents

Properly defined dimensions and analytical description increase the possibilities of analyzing a company's outcome. Analytical description is defined in *Analytical Description* tab which is available both in documents relevant for the trade-warehouse module and those for the accounting module.

Note
In multi-company structure, all documents issued in child companies are displayed in the parent company. It is not, however, possible to modify analytical description of such documents from the level of the parent company.
To add a new record of analytical description, click on [**Add Record**] in the Analytical Description button group. In order to delete analytical description record, mark the record on the list and then click on [**Delete Record**] in the same button group.

Because it is possible to determine an owner on the form of analytical dimension's elements, only elements, for which the company, to which an operator is logged on, or the value *All* is selected as owner, are displayed on the list of analytical dimension values.

Moreover, when describing analytically a document or an object, next to analytical description element name, there is element description displayed. This is particularly important when selecting analytical dimension elements defined by materializing a subdimension of *From Chart of Accounts* type, where in field *Description* on dimension element, the name of book account assigned to given element is displayed.

Apart from the option of defining manually analytical description directly in a document, analytical description can

also be defined on item form, customer/vendor form, book account or in a source document. Therefore, after completing analytical description in a document, information about the method in which given line of analytical description has been added is saved in the column *Source* which can be found on the hidden column list. These methods are:

- **Manual** – analytical description line added manually directly in a document
- **Modification** – analytical description line modified by a user
- **Directory** – analytical description line generated on the basis of that on item form, customer/vendor form or fixed asset form
- **Account** – analytical description line generated on the basis of that on book account
- **Document** – analytical description line generated on the basis of that in source document

Analytical description is saved along with entire document. Until that moment, the buttons [**Save**] and [**Confirm**] available in the button group *Analytical Description* are insensitive. Analytical description itself can be saved or confirmed not until it is not possible to save a document, in the case of confirmed or posted documents.

Note
If analytical description is confirmed, it can no longer be modified.
When saving analytical description, the system checks whether it is correctly defined. Description is correct if amount is described in full.

The system enables describing analytically an item with zero values, owing to which, for instance, merchandise of service type, which purchase value equals to 0, can be described analytically on the level of subitem or analytical description line referring to item with zero value (item's subtotal value

equals to zero) can be filled out. To enable this option, in system configuration window it is necessary to activate the parameter *Allow for describing items with zero values*, which is described in article *Configuration of parameters in the Accounting area*.

Example
In a confirmed purchase invoice, there are the following items:

Item number	Item	Value
1	Blouse	5
2	Trousers	16
3	T-shirt	9
4	Trainers	28

There are two dimensions assigned to that purchase invoice: Center and Location.

The analytical description can be defined in several ways:

1. With the use of analytical description template – one template, describing all items of the document, is defined. The layout of description template is then as follows:

Item Type	Center	Location	Percentage	Value
	Cemter1	Houston	100	58

The item: **<document>**, selected in the Item Type column, is the analytical description template that will be assigned to each item of a document. It means that the values: Center1 and Houston will be assigned to each of the four document items respectively as their center and location.

2. By describing each item of a document separately

Item Type	Center	Location	Percentage	Value
1	Center3	Chicago	100	5
2	Center2	New York	100	16
3	Center3	Chicago	100	9
4	Center1	Houston	100	28

Thus, each document item has its own analytical description.

3. By combining item analytical description with analytical description template:

Item Type	Center	Location	Percentage	Value
2	Center2	New York	100	16
4	Center1	Houston	100	28
	Center3	Chicago	100	14

The items: 2 and 4 of the document will be described with their own analytical descriptions, whereas the two remaining items (1 and 3) will be described with the use of the analytical description template **<document>**.

4. By dividing document item or description template with the use of percentage value (this can be also applied in case of all the above-mentioned situations)

Item Type	Center	Location	Percentage	Value
2	Center2	New York	40	6,4
2	Center4	New York	60	9,6
4	Center1	Houston	100	28
	Center3	Chicago	50	7
	Center1	Houston	50	7

In this example, 40% of the item 2 is assigned to Center2 and the remaining 60% of that item is assigned to Center4. In case of items described with analytical description template – each of them is divided into two descriptions, i.e., 50% of the

item 1 and 50% of the item 3 is assigned to Center3 and the remaining 50% of both items is assigned to Center1.

5. With the use of subitems

Example 1

In the first example, the item 2 is divided into two subitems:

Item Number	Subitem Number	Item	Amount
1	1	Blouse	5
2	1	Trousers (feature: black)	8
2	2	Trousers (feature: blue)	8
3	1	T-shirt	9
4	1	Trainers	28

If the item 2 is described as it is described in the 4th item, then each of the subitems will inherit the description from the item 2, i.e., each of these subitems will be divided by a ratio of 40/60 expressed in percentage.

Example 2

Item Type	Center	Location	Percentage	Value
2.1	Center2	New York	40	3,2
2.1	Center4	New York	60	4,8
2	Center2	New York	100	8
4	Center1	Houston	100	28
	Center3	Chicago	50	7
	Center1	Houston	50	7

In this example, the first subitem of the item 2 is divided in percentage terms, i.e., 40% of the subitem is assigned to Center2 and the remaining 60% to Center4. The second subitem has not been described at all, thus it inherits the analytical description from the item 2, i.e., it is assigned to the

Center2.

Example 3

Item Type	Center	Location	Percentage	Value
2.1	Center2	New York	40	3,2
2.1	Center4	New York	60	4,8
4	Center1	Houston	100	28
	Center3	Chicago	50	7
	Center1	Houston	50	7

In this example, the first subitem of the item 2 is divided the same way as in the previous example, i.e.: 40% of the subitem is assigned to Center2 and the remaining 60% to Center4. The second subitem, as well as the item 2, has not been described at all, thus that subitem inherits the analytical description from the analytical description template (defined for the entire document), i.e., 50% of the subitem will be assigned to Center3 in Chicago and 50% to Center1 in Houston.

In case a relation pattern is assigned to a document type, the list of elements of particular dimensions will be limited to elements available for a given combination of values of analytical dimensions. The element list is limited only when selecting a dimension element. During edition or saving of the object, the system does not control the list for the already existing records.

Example
A relation pattern presented below has been assigned to purchase invoice definition.

Defined relation pattern

Analytical dimensions assigned in the document definition are the same as those assigned to a given relation pattern.

When describing a document analytically, in particular dimensions a user may choose only those values which have been marked as available in a given combination.

Describing a document analytically with the help of a relation pattern

For instance, when selecting a value of the Financial Category dimension, only costs assigned to the vehicle Ford YTE 778 in the location Chicago in Sales Department are displayed on the

list of values. Moreover, the cost that is set as default in a given dimension is marked in bold and displayed as first on the list of values.

In case of posted documents, the option of changing an analytical description depends on the selection of the parameter *Modify analytical description in posted documents*, which is available in the system configuration window, in the *Accounting* tab. The parameter in question is deselected, by default, but it can be selected at any moment during work with the system.

If the parameter is deselected, it is not possible to edit analytical description in posted documents (the icons relating to adding of analytical description are grayed out). Analytical description can, however, be modified in documents for which unposted journal entries have been generated, considering the given settings.

If the mentioned parameter is, on the other hand, enabled, analytical description can be changed both in posted documents and in those for which unposted journal entries have been generated. If this is the case, when proceeding to tab *Analytical Description*, the system displays relevant information, depending on document status: *"Modification of analytical description may require re-posting of the document/generating of the unposted entry again."*. Moreover, when attempting to add or delete the records of analytical description, a relevant message is displayed, depending on document status: *"The document has been posted\An unposted journal entry has been generated to the document. Are you sure you want to make changes in the analytical description?"*. After changing an analytical description in the source document, it is possible to update it in the journal entry by selecting the option [**Fill In By Document**].

Note
Modifications related to addition\deletion of a new line or
dimension modification affecting the posting method should
entail re-posting of a document\regeneration of an unposted
entry.

Example
A VAT purchase invoice with the below-presented analytical
description was registered in the system.

	Item Type	Percentage	Financial Category	Location	Value
	ABC	ABC	ABC	ABC	ABC
	\<document> [450.00]	100.0000	Cost.Fuel	Chicago	450.00
▶	\<document> [450.00]	30.0000	Cost.Fuel	New York	135.00

Comment To Analytical Description

Description
Add a description

Analytical description defined in VPI

The registered invoice was posted on the basis of analytical
description.

Analytical description in the journal entry was filled in by
the source document (analytical description dimensions

assigned to JE document are compatible with those assigned to VPI).

Analytical description in journal entry, filled in by source document

Next, the analytical description was modified in the source document (selected parameter: Modify analytical description in posted documents).

Modification of analytical description in a posted document

Because the value of the dimension "Location", on the basis of which the document is being posted, was changed, it is necessary to post the document again (a different account assigned to the changed value). In the case of a document for which unposted journal entry was generated, it is necessary to re-generate the unposted entry to that document by initiating that operation and selecting the option [**Change Posting Scheme**].

After the document had been posted again, analytical description was filled in in the journal entry according to the source document.

Update of analytical description in journal entry after changing a description in source document