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SHOPPING-IV

TERMS AND DEFINITIONS



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CHAPTER 2. BEGINNING OF WORK
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CHAPTER 4. SYSTEM COMPONENTS
CHAPTER 5. MAIN REPORTS



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SHOPPING-IV

COMPUTER SYSTEM

CHAPTER 3. TERMS AND DEFINITIONS

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CHAPTER 5. MAIN REPORTS

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1. BASIC DEFINITIONS

1.1. ORGANIZATION OF THE SYSTEM

Computer Server	This is a computer containing databases of the system where SQL Server software is installed. SQL Client software can be installed on the same computer.
Computer Client	This is a computer where SQL Client software is installed. It is used when there is a computer system consisting of several computers.
SQL Server	A complex of programs serving the Database. SQL Server provides simultaneous access to data of several SQL Clients.
SQL Client	A complex of programs enabling programs of the system ShoppinG-IV to get access to the SQL Server database.
Database	The file xxxxxxxx.gdb containing a set of data of the system ShoppinG-IV organized in a certain way. The given file is serviced only by the SQL Server software.
Remote control	This option will allow experts to carry out administration and setup of the system from a remote computer using the Internet. For example, this can be done by a system administrator from the central office of a company or by service specialists of BRIO EngineerinG.
Update wizard	A program component of the system permitting to determine necessity of update of the software and carry out updating process correctly.
System information	A mode permitting to create a file ShopReport<Date> containing complete information about configuration of a computer, the structure of the system software, an error protocol and user's comments. In many cases transfer of this file to a service department will considerably facilitate and speed up search and debugging.
Error protocol Error.log	Special file YearMonthDay.log, in which errors occurring during operation of the system are recorded. This file serves for search and debugging carried out by the service department.

1.2. DATABASES

Switching of Databases (DB)	The system allows switching operatively between various databases, which are not interconnected. Databases can be located as on one server as on different servers.
Import and export of a DB	Possibility of obtaining of data or data transfer from the system into other programs, which are not included in the given system.
Saving a DB	Creation of a backup copy of a database.
Restoring a DB	Restoring a database from the saved backup copy.
Optimization of a DB	Optimization of a database for acceleration of its operation and elimination of possible errors. Inherently these are operations Save / Data recovery carried out sequentially.
Database alias	A name of a set of parameters of connection to the concrete database.



1.3. DOCUMENTS

Document, Payment	<p>A set of data describing changes in a state or movement of goods or money in the system. For example: an incoming invoice, payment order, de-accession record. All movements of goods and money in the system are carried out only on the basis of a document. All documents are saved in the database of the system.</p> <p>All documents in the system can be in two states: "Confirmed documents" are documents, for which all changes in a state of money and goods, described in these documents, have been already recorded in the database and taken into account by the system. "Non-confirmed documents" are documents, for which all changes in a state of money and goods, described in these documents, have not been recorded in the database and have not been taken into account by the system yet. If the document is not confirmed, it is a "draft copy", which always can be edited or simply deleted without any consequences for accuracy of record keeping.</p> <p><i>ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. For example: - the system will not allow removing confirmation from a document, if balances of goods vary in a department.</i></p>
Electronic documents	A copy of a document generated by the system in a special format convenient for transmission by various electronic communication lines. It can be used at data exchange between ShoppinG-IV systems of different companies or owners for speeding-up input.
Document journal	An archive of documents existing in the system. All documents ever created in the system will be registered and saved in the journal, whence they always can be opened for further work. Both "Confirmed" and "Non-confirmed" documents are stored in the journal.
"Registered" documents	<p>Confirmation of a document represents entering of changes in a state of money and goods in the system, which are described in the document. If a document is not confirmed, it represents a "draft copy", which can always be edited or simply deleted.</p> <p>An operation of "confirmation" of documents in most cases is irreversible. For example, the system will not allow removing confirmation from an incoming invoice, if balances of goods, which are entered in this invoice, vary in a department as a result of their sale or transfer.</p>
Internal numbers of documents	This is a number of a document in the system. It is monitored and assigned by the system; it is matched with an external number. In most cases this number cannot be seen by a user.
External numbers of documents	Creating a new document the system offers the first free number, but it is always possible to change it. The system controls these numbers and will not allow creation of two documents with identical numbers.
Reports	Data obtained from the system as a result of work and presented in a certain form. Reports are not saved in the database of the system, but are created anew during each session of work.
Main report	Example: a report on availability of goods in a department, movement of goods, a report on unpopular items.
Incoming invoice	A blank containing elements, which are common for all reports composed on its basis. A document, on the basis of which goods are registered in the system. The operation of receipt is carried out on the basis of a confirmed document "Incoming invoice".
Outgoing invoice	A document, on the basis of which goods from the system are sold to a buyer. The sale operation is carried out on the basis of a confirmed document "Outgoing invoice".
Return to supplier	An operation of return of goods to a supplier from a shop. The operation of return is carried out on the basis of a confirmed document "Return to supplier".



Return from buyer	An operation of return of goods from a buyer to shop. The operation of return is carried out on the basis of a confirmed document "Return from buyer".
Movement	Movement of goods between internal clients without fulfillment of a deed of sale. An operation of movement is carried out on the basis of a confirmed document "Movement".
Losses	Write-off of goods. The write-off operation is carried out on the basis of a confirmed document "Losses".
Processing	<p>The process of obtaining of one or several new items from one or several available goods. The structure of new and old goods participating in processing is not described anywhere (in contradistinction to production), but is created and used only during processing.</p> <p>Example: Gift set = Packaging + Wineglass + Bottle + Service</p> <p>The operation of processing is carried out on the basis of a confirmed document "Processing". The system does not control the structure of initial and new goods, therefore it is theoretically possible to process five TV sets into ten packs of cigarettes.</p>
Production	<p>The process of creation of new goods (Composite codes), which include other goods used as constituents. Production of new goods occurs only in accordance with the previously described structure (LIST/GOODS/STRUCTURE). On the moment of "confirmation" of a document components of goods are written off from balances and new goods appear in the manufactured quantity.</p> <p><u>Example:</u> set = 1*Cup of coffee + 1*Cream + 1* Service</p> <p>It is always possible to divide sets of new goods into composite goods by means of processing.</p>
Calculation	The structure of constituents for production, which have been prepared beforehand. It is indicated in a calculation which goods and in what quantities should be included into the goods under production.
Inventory	Matching of actual quantity of goods to the quantity of goods, which have been registered by the system (the Theoretical data), is done on the basis of this document. After "confirmation" of the document, the theoretical quantity of goods is equated to actual quantity. Inventory is always carried out for a concrete department.
Payment	
Expense	<p>Additional monetary expenses connected with one or several documents. It is possible to compose and connect a list of additional expenses to a document, where their values are expressed in concrete amounts.</p> <p>Expenses as such exist in the form of a document as well and are stored in the Expenses register.</p> <p>Allocation of an amount of expenses in the document can be carried out proportionally to the quantity or price of goods. Expenses change a purchase price of goods in reports, but not in the source document.</p>



Negative stock ("Minus" sale)	If customized in a certain way, the system allows selling goods even if their quantity in the system is equal to zero or even negative!!! (Certainly, if the code of the given items is included in a list of the system). In this case after sale of each article of this item the negative value of its quantity in the system increases. During further receipt of the given item its accepted quantity compensates the negative balance. It is convenient when, for example, goods have been already placed in a trading hall and are being sold to buyers, but incoming invoices have not been drawn up yet.
Revaluation	This is a change of retail prices of available stocks of goods in departments. When revaluation is carried out sale price or retail price of goods changes in a concrete department.
Accounting of sales from cash register (Read POS report)	Most of BRIO EngineerinG cash registers allow loading some part of the database into them for carrying out sale of goods without connection to the system computers. In this case they carry on their own registration of movement of goods and money. Further, after connection to a computer it is possible to enter all accumulated sales information into the system.
Real-time accounting	Use of this kind of accounting means that all operations related to sale of goods by means of cash registers are taken into account in the appropriate system documents at once. Certainly, in this case cash registers should be connected to computers of the system.
Postponed accounting	Use of this kind of accounting means that all operations related to sale of goods by means of cash registers are not taken into account in documents, but are recorded in a separate file (if a cash register is connected to a computer), or in a memory of a cash register (if this cash register can trade in OFFLINE mode). Further, in order to carry out accounting of sales in documents of the system it is necessary to start the mode READ POS REPORT. Thus all sales accomplished by cash registers are transferred to the system and entered in the appropriate documents.

1.4. TIME PERIODS

Time periods	The system allows creating a list of certain time periods. For example - New Year's sale, summer holiday, vacation. Further, obtaining any report, it will be possible to refer to the necessary period instead of entering the date of the beginning and the end of a report.
Period name	Any combination of characters and digits used as the name of a period.
Period beginning date	Date of beginning of a period including this date.
Period ending date	Date of the end of a period including this date.
Comment	Any combination of characters and digits used as a comment to the given time period.



2. GOODS AND CODES

2.1. GOODS

Goods (Items)	Any object of sale requiring registration in the system
Special type of goods - Service	Special type of goods. In contradistinction to usual goods there is no stock and receipt for a service.
Item code	<p>The combination of digits unambiguously identifying the given goods in the system. It is allowed to use characters in the code of goods, but in this case sale of goods from cash registers having only digital code input becomes impossible.</p> <p>During input of new goods the system will offer a new code. If goods are a part of the group participating in formation of codes, the first two or three digits of the code will correspond to the number of this group.</p> <p>If an item is included into the group, which does not participate in formation of codes, the first digits of the code will be selected according to the code of the nearest group participating in formation of codes, located on the same branch of the tree of groups of goods. If all groups of the given branch do not participate in formation of codes, the system will automatically assign a free number. The system controls coincidence of codes and will not allow creating a new item with the existing code.</p>
Item name	Any combination of characters and digits characterizing the given item.
Name for receipt	Any combination of characters and digits (up to 20), which will be printed on a receipt of a cash register.
Reserved goods	Item, sale of some amount of which is forbidden.
Item photo	An image of an item in a graphic format *.bmp, *.jpg, *.ico, *.eml, *.wmf. The image is stored in the database and can be used for creation of a catalogue or a menu.
Accessories	The list of goods, which can have some relation to the given item. For example, a battery, film, supports, which are suitable for the given item, namely, a camera.
Analogue	Any combination of characters and digits, which is analogous for the items that can be considered as analogues. It facilitates the process of replacement, if it is necessary to replace an absent item.
Stocks	Actual quantities of goods according to the system data.
Capacity	
Item multimedia	References to locations of files containing information related to the given goods. For example, advertising videos, photos, catalogues, etc. Only references are saved in databases of the system, but not files.
Notes	Any text (up to 250 symbols) related to the given item. For example, its short description or recommendations for use.
Manufacturer	Firms - producers of goods.
Composite goods	An item containing some other items in its structure. Other items may be included in its structure in different proportions. During processing of such items the system monitors movement of all its components as well. Branching of items is unlimited.

2.2. ITEM GROUPS

Item group	Goods combined into a group according to a set of properties.
Item subgroup	Any item group may have subgroups. Branching of subgroups is unlimited. Each level of subgroups may have its own set of properties and does not "inherit" properties of the main group.
Code of item group	Two or three digits of a group number. These digits will make the first digits of the code of a new item of goods created in the given group. The number of digits of the group code is determined by settings, which have been made in the section SERVICE/PARAMETER/MAIN/ITEM GROUP LENGTH. Certainly, a group may have no number at all, if it does not participate in formation of codes.
Item group name	Any combination of characters and digits characterizing the given item group.
Item group participation in formation of codes	A property of a group. If the group participates in formation of codes, the first digits of the item code created in the given group will coincide with the number of the given group.



2.3. ITEM TYPES

Item type	An additional property of goods permitting the system to take into account the given goods depending on features or requirements of the current legislation. Any goods can be assigned one of 5 types: "Tobacco", "Alcohol", "Container", "Petroleum products", "Service".
The type of goods "Tobacco"	Goods of this type are taken into account by the system as "Tobacco products ". There are special sorts of reports for goods of the given type.
The type of goods "Alcohol"	Goods of this type are taken into account by the system as "Alcohol". There are special sorts of reports for goods of the given type.
The type of goods "Packaging"	Goods of this type are taken into account by the system as "Packaging". For example, boxes which are to be returned to the supplier.
The type of goods "Petroleum products"	Goods of this type are taken into account by the system as "Petroleum products". There are special sorts of reports for goods of the given type.
The type of goods "Service"	The special type of goods - "Service". Unlike usual goods there are no stocks and receipt for a service.

2.4. ITEM ATTRIBUTES

Item attributes	Freely assigned fields containing any data on peculiarities of a consignment or a concrete commodity unit.
Certificate	A document confirming any property of goods. For example: an alcohol certificate.
Article	A property of an article of goods. For example: size, length, color.
Serial number (Example)	Factory serial number of the given article assigned by the manufacturer.
Expiry term	Date after which quality of the given goods is not guaranteed or its sale is forbidden.

2.5. CHARACTERISTICS OF GOODS

Characteristics of goods	Freely assigned fields containing any data related to peculiarities of a consignment or a concrete article.

2.6. UNITS OF MEASUREMENT OF GOODS

Unit of measurement	A dimensional (size) unit in which quantity of goods is measured.
Name	Any combination of characters and digits used as the name of a unit of measurement.
Capacity	
Coefficient	Size coefficient by which the unit of measurement is multiplied.
Number of digits after comma	Number of signs behind the decimal point, up to which it is necessary to round off the value of a unit of measurement. The trade equipment during sale of goods monitors a value of the given parameter and if, for example, for separate goods this parameter will not be equal to zero, it is possible to sell accidentally 2,5 TVs.
Notes	Any combination of characters and digits serving as a comment to a unit of measurement.
Property "By default"	If the given parameter is set, the given unit of measurement will be entered automatically at input of new documents.
Minimum quantity of goods.	Quantity of goods (stock) which is considered as minimum admitted. The system allows receiving reports on such goods.



2.7. A BARCODE OF GOODS

Barcode of goods	A barcode represents a graphic image prepared by means of a computer (strips or lines) standing for some sequence of digits (and characters). These images usually in the form of labels are attached to goods and are scanned by the barcode scanner during their sale, which considerably accelerates and simplifies the process of sale of goods. Unlimited number of barcodes can correspond to each code of goods in the system.
Quantity of goods in a barcode	Quantity of goods which should be written off during sale at a cash register. It can be used when any item is sold by packs and should be taken into account piece by piece. For example: The barcode on a pack of cigarettes can differ from a barcode on a block of the same cigarettes. Therefore if you sell by a barcode of a pack it is necessary to write off one pack of cigarettes, and in case of sale by a barcode of block, it is necessary to write off ten packs of cigarettes.
Barcode of service	The barcode (EAN-8, EAN-13, UPC, etc.), put on any material subject of service and intended for scanning. Several barcodes can correspond to each service code.
External barcode	Official barcode of the given item (EAN-8, EAN-13, UPC, etc.) assigned by the manufacturer according to requirements EAN International
Internal barcode	Barcode of goods (EAN-13), generated by resources of the system according to requirements EAN International. Availability of number 2 in the beginning of the code is a mandatory condition for internal barcodes. During printing a label with such barcode, the system uses a mask for its creation. Reading such label the system uses a mask for recognition of contents of elements of the scanned barcode.
Mask of internal barcode.	A set of previously generated templates according to which the system will form a label of an internal barcode at printout or analyzing it during reading. The following can be used as elements of the internal barcode: 'L' - field of number of the price-list 'C' - field of the code of goods 'K' - field of quantity (the whole part) 'D' - field of quantity (a fractional part) '.' - any character Examples: "20LCCCCCKDDD", "21LCCCCCCCC"

2.8. RESERVATION OF GOODS

Reserved goods	Prohibition to sell some goods. At attempt of sale of the given goods the system will inform, if the sold quantity can reduce the reserved quantity of goods. Depending on settings the system can ignore reservation, warn or completely prohibit selling reserved goods.
Quantity of reserved goods.	Quantity of the reserved goods.



3. PRICES AND MONEY

3.1. PRICES

The price	Price of unit of the given goods expressed in a base currency.
Base retail price	Prospective sale price of goods with tax.
Base cost price	The prospective price of purchase of goods without tax.
Retail price	Real sale price of goods with tax.
Final retail price	The price received from a retail price taking into account all discounts and markups.
The price per unit.	<p>Price = Base retail price / Capacity. Usually necessity to use such price arises, when the owner of the system keeps account of some item of goods in one unit of measurement, but it is necessary to receive reports in prices taking into account other unit of measurement.</p> <p><u>For example:</u> The price of a bottle of alcohol, capacity 0,7 litres - 2,5Ls Unit of measurement of alcohol for one of reports - in litres The price for a unit of alcohol (In litres) = (2,5 / 0,7) Ls</p>
Algorithm: Cost price from a retail price, without markup	<p>Algorithm of calculation of a cost price: Cost price = (Base retail price) - Markup</p>
Algorithm: average cost price	<p>Algorithm of calculation of an average cost price (All prices are cost prices). = (Price1 + Price2 + . . . + PriceNN) / NN</p>
Algorithm: average balanced cost price	<p>Algorithm of obtaining of an average balance cost price (All prices are cost prices): = ((Price1*Quantity1) + (Price2*Quantity2)+...+(PriceNN**QuantityNN)) / (Quantity1+...+QuantityNN)</p>
Last cost price	Price, of an item when it was purchased last.
Sale price	The price obtained from a retail price taking into account all discounts and markups.
The price in a department	A retail price of an item of goods in case of its sale from the selected department. In different departments retail prices of the same goods can be different.
Discount	The discount on a retail price of goods expressed in percentage.
The maximum discount	The maximum discount on a retail price of goods expressed in percentage. For different salesmen different discount can be assigned.
Markup	The extra amount added to a retail price of goods expressed in the amount of money or percents.

3.2. PRICE-LIST

Price-list	The list of goods with retail prices. The same goods in different price-lists can have different prices. During sale of goods it is possible to indicate, at what price of price-list it is necessary to sell goods. The price-list can be fixed for the concrete client. In this case sale of goods to the given client will be carried out at the price of the price-list fixed for the client.
Name	Any combination of characters and digits used as the name of the price-list.
Number	Number of price-list. It is used during sale of goods from cash registers or creation of an outgoing invoice.
Property "Active"	If property is active, the given price-list can be used by the system. Thus it is possible to create and store unlimited number of price-lists, having made active only those that necessary for use.



3.3. CURRENCIES

Base currency	Monetary unit in which all payments of movement of money in the system are carried out.
Name	Any combination of characters and digits used as the name of currency.
Additional currencies	The additional monetary units connected to the base currency by rate. Additional currencies are used only during creation of concrete reports using the rate for the defined date.
Quantity	A multiplicative coefficient of correlation of a currency rate. It is applied, if there is a very big difference in rates. For example: 100 ITL=0,0425 LS.
Short name	The abbreviated name of the given currency serving for simplification of search. For example: LS, DEM, USD.
State	The name of a state where the given currency is the basic currency.
Exchange rate	Relation of additional and base currency. Exchange rates for concrete dates are stored in databases. If necessary, the exchange rate can be adjusted.
Rate date	Date to which the given exchange rate is related.
Official rate	The exchange rate taken from the central bank of the state.
Commercial rate of purchase	The price of additional currency expressed in the base currency, at which it is purchased by the given bank as of the concrete date.
Commercial rate of sale	The price of additional currency expressed in the base currency, at which it is sold by the given bank as of the concrete date.

3.4. TAXES

Tax	Mandatory deductions from commodity prices defined by legislation.
Tax Name	Any combination of characters and digits used as the name of a tax imposed on goods. The order of calculation of various taxes differs and depends on legislation of a country.
Tax rate	An amount of a tax expressed in as a percentage of a sale price of goods.
Date of the beginning of validity	A date when a tax becomes effective, if it is defined in advance by legislation.
Date of the end of validity	A date when a tax becomes invalid, if it is defined in advance by legislation. The system will stop taking into account the tax beginning with this date only in case, if the property "Tax expired" is made active.
Tax Number	The number of tax consisting of two digits. This option is stipulated for operative work on cash registers where the selection of tax by number is envisaged.
Property "Tax expired"	The property indicating termination of application of a tax. If the property is active, application of the given tax will be automatically stopped on the date indicated in the field "Expiry date".



4. CLIENTS, BANKS, FIRMS

4.1. CLIENTS

Clients	Participants of trade; between the documents of these participants movement and registration of money and goods is carried out in the system.
Groups of clients	Clients united by any set of properties. All clients can be subdivided into groups. There are mandatory groups of clients. Depending on affiliation of this or that mandatory group the system will use a client's data will differently. Each group can have subgroups. Branching of subgroups is not limited.
Name of group	Any combination of characters and digits used as the name of a group.
Mandatory group	Group which must be present in the list of groups of clients. The system monitors the clients included in these groups especially.
Internal clients	Clients, for which the system carries out accounting of balances of stocks and money. It means that these clients are a constituent part of the given trade enterprise. For example, departments of a shop or company's branches. Only movement (transfer) of goods is possible between internal clients.
External clients	Clients can belong to several groups simultaneously. Only sale or purchase of goods is possible between external clients and the system.
Suppliers	An external client from whom the system obtains goods/money.
Buyers	An external client who obtains goods or money from the system.
The list of manufacturers	The list of manufacturers of goods whose representative is the given external client.

4.2. CLIENTS' DATA

Name	Any combination of characters and digits used as the name of the given client.
Client's code	A combination of characters used as a client's code. During input of a new client the system automatically generates a new code. Automatically generated code can always be edited manually. During editing a code the system controls existence of clients with the same code and will not allow duplicating it. A code can consist of any characters, but if not only digits are present in its structure, there can be a problem with input of such code during work with trade equipment.
LV code	The code of a tax-payer, under which the given client is registered in the taxation authority.
Price-list	A number of a price-list fixed for the given client.
Notes	Any combination of characters and digits used as a note.
"Legal" person	Property of the given client defining this client's type as a legal person.
"Physical" person	Property of the given client defining this client's type as a physical person.
Setting prices as per the previous sale (Copy prices from last purchase)	If the property is active, drawing up an outgoing invoice for the given client, the prices for goods will be taken from the last document of this client.
Discount	A discount, which will be automatically assigned for the given client at drawing up of a document - an outgoing invoice.
Logo	Client's logo. Client's logo is an image of the defined size in the graphic format. During input of a new logo the list of valid formats shall appear: *.bmp, *.jpg, *.ico, *.eml, *.wmf. The logo file is stored directly in the database of the system; therefore we do not recommend using too large logos.
Client's groups	Groups and subgroups to which the given client belongs.
Address	The legal or physical address of location of a client.
Notes	Any combination of characters used as a comment to an address.
Property "By default"	If the property is active, the given client's address will be automatically entered during creation of new documents.
Contacts	A list of a client's contact information.
Manufacturers	A list of manufacturers whose representative is the given client.
Name	
Multimedia	References to location of multimedia files containing information related to the given client. For example, advertising video clips in *.AVI format, catalogues etc. Only references are saved in databases, but not files!



Name	Name of information stored in the given file.
Multimedia file	Filename
Notes to multimedia	Any text used as a comment to multimedia file.
Client's accounts	The list of bank accounts of the given client
Client's account code	Client's account code
Client's account number	Client's account number
Client's bank	The name of a bank, in which a client's account is opened.
Client's currency	Currency, in which a client's account is opened.
Client "By default"	

4.3. MANUFACTURERS

Manufacturers	Firms - manufacturers of goods.
Name	Any combination of characters and digits used as the name of the given manufacturer.
Notes	Any text used as a comment to the given manufacturer.
Abbreviation (Short name)	The abbreviated name of the given manufacturer serving for simplification of search.
Logo	Manufacturer's logo. It is a drawing in a format *.bmp, *.jpg, *.ico, *.eml, *.wmf.
Multimedia	References to location of multimedia files containing information related to the given client. For example, advertising video clips in *.AVI format, catalogues, etc. Only references are saved in databases, but not files!
Representatives	Reference to one or several clients (from the list of clients), who are a representative of the given manufacturer.
State	Any combination of characters and digits being the name of a manufacturer's country.
Contacts	Contact information of the given manufacturer.

4.4. FIRMS-USERS

Firm	One or several legal persons joined by the common registration within the framework of the uniform system. Any document in the system must contain attributes of the firm, for which it has been created. Obtaining reports or reviewing documents it is always possible to filter them by firms. The number of firms in the system is not limited.
Name	Any combination of characters and digits used as the name of the given firm.
Full name	Any combination of characters and digits used as the name of the given firm.
LV code	The code of a tax-payer, under which the given firm is registered in the taxation authority.
Registration number	The registration number of the given firm obtained at registration.
Notes	Any combination of characters used as a comment to the given firm.
Property "By default"	If the property is active, attributes of the given firm will be automatically entered during creation of new documents.
Logo	Firm's logo. It is a drawing in a format *.bmp, *.jpg, *.ico, *.eml, *.wmf.
Contacts	The list of contact information of the given firm.
Accounts	The list of bank accounts of the given firm.
Account code	Firm's account code.
Account number	Firm's account number.
Bank	The name of a bank, in which a firm's account is opened.
Currency	Currency, in which a firm's account is opened.



4.5. CONTACTS

Contacts	A list of the contact information related to the given client, bank, firm, manufacturer, etc.
Contact type	One of contacts available in <u>the hidden list of contacts</u> , contact types. There are three standard types of a contact: telephone, E-mail, address of a page in the Internet. Besides these three types of contacts, a user can create additional types, which the user deems necessary. If a contact belongs to the standard type, double clicking this contact will start the appropriate application installed in the operating system.
Contact type - "Phone"	A phone number, if necessary, it includes the area and country code.
Contact type - "E-mail"	An e-mail address in the Internet. Double clicking this address will open the mail service installed on a computer.
Contact type - "Web - address"	The address of a page in the Internet. After double clicking this address the computer will try to carry out connection and load the page in the installed browser.
Contact type - "Other"	Any contact type necessary for the user. For example: fax, telex, etc
Value	Value of the given contact. For example, if it is a telephone, its value is its number.
Notes	Any combination of characters used as a comment to a contact.

4.6. BANKS

Bank	Financial enterprises carrying out operations with external (in relation to the system) payments.
Bank's name	Any combination of characters and digits used as the name of the given bank.
Bank's code	The code under which the given bank is registered in the central bank of the state.
Corresponding account in the Bank of Latvia	A corresponding account of a bank in the central bank of the state.
Address	Bank's mail address
Telex	Bank's telex number
SWIFT	The code of a bank according to the international SWIFT system.
ABA	The code of a bank according to the international ABA system.
Contacts	The list of contact information of the given bank.

4.7. CORRESPONDENT BANKS

Correspondent bank	Bank - an owner of an account opened in the other bank.
Bank's name	Any combination of characters and digits used as the name of the given bank.
Code of the Bank of Latvia	
Code of bank owner	The code under which the given correspondent bank is registered in the central bank of the state.
Account	Correspondent bank's account number.
Address	Correspondent bank's mail address.
Телекс	Correspondent bank's telex number.
SWIFT	The code of a bank according to the international SWIFT system.
ABA	The code of a bank according to the international ABA system.
Currency	Currency, in which a corresponding account is opened.
Contacts	The list of contact information of the given correspondent bank.



5. USERS OF THE SYSTEM

5.1. USERS

Users	Physical persons interacting with the system by means of a computer.
User name	A user name under which this user will be accounted by the system. The user name should consist only of characters of the Latin alphabet.
User control	Section of settings, in which possibilities of users related to work in the system are defined. A user is limited in his actions by the options assigned to him after logon and input of an individual password. Defining rights of a new user, it is possible to take as a basis one of the previously created roles.
Rights "Menu"	The complete list of options of the program is stored for each user including marks about permission or prohibition of review of each concrete item.
Rights "Access"	The complete list of movements of money and goods, including marks about permission or prohibition of operations is stored for each user. Possible operations: editing, deleting and addition.
Name of a role	Combination of characters used as the name of a role.
Users' roles	The library of previously generated templates of user rights. Templates can be created independently. Possibilities (options, rights) can be assigned as from the available list of roles and can be created in addition as well.
Role "Operator"	A role, in which a user can have access to work with movement of goods.
Role "Administrator"	A role, in which a user can have access to work with movement of goods and money and to assignment of passwords and roles to a staff as well.
Password	A combination consisting of digits and characters permitting the system to identify a user and define user's rights. All users have passwords. After input of a user's password user's actions are limited to the possibilities assigned to this user.

5.2. SALESMEN

Salesmen	Physical persons interacting with the system by means of cash registers.
Name, Surname	Personal information.
Personal code	Individual personal (identity) code.
Notes	Any text information used as a comment to the given salesman.
Address	Salesman's home address.
Telephone	One or several phones related to the given salesman.
Salesman's code	An individual number of a salesman intended for registration in the system. Usually this parameter is monitored by cash registers of BRIO Engineering.
Maximum discount	The maximum discount in percentage. It means that it is permitted to apply such discount to the given salesman selling goods to buyers. Usually this parameter is monitored by cash registers of BRIO Engineering.
Property "Allow price change"	If the property is active, a cash register will allow the given salesman to change an item price selling goods to a buyer. Usually this parameter is monitored by cash registers of BRIO Engineering.

6. CREDIT SYSTEM

7. DRUGSTORES



8. Ba.Re.Ca.



9. TRADE EQUIPMENT

9.1. MAGNETIC CARDS

Magnetic cards	Card with a magnetic bar on which information is written.
Identification cards	Magnetic cards serving for identification of salesmen and users by equipment of the system. Can be used instead of a password.
Internal cards	Magnetic cards which are imitated and are serviced by resources of the system.
External cards	Magnetic cards which are imitated by external banks and for maintenance of which the system contacts the appropriate bank.
Debit cards	Cards (both external and internal) which allow a purchase only within the limits of the amount available on a client's account.
Credit cards	Cards (both external, and internal) which allow a purchase only within the limits of the allowed credit.

9.2. TRADE EQUIPMENT

Cash terminals	Devices performing all functions of a cash register connected to the system and permitting to sell goods to a buyer.
Remote equipment	<p>Trade equipment, work of which does not require the presence of a computer operator. The given group of equipment can be connected to any computer of the system, which is connected to the server by means of a local network or other data link.</p> <p>An access to the database and control of this equipment is carried out by a special program component of the system - program 'Monitor'. The same program allows carrying out setup and testing of the equipment.</p> <p>For example: cash registers, bar-coding stations, cheque printers, etc</p>
Local equipment	<p>Trade equipment, work of which requires involvement of an operator. The given group of equipment can be connected to any computer of the system, which is connected to the server by means of a local network or other data link.</p> <p>An operator controls this equipment directly from the main shell of the system on this computer which provides access to a database.</p> <p>For example: cash registers working offline (autonomic work), a printer for printing barcode labels, a device for gathering information Jet-Bar, etc.</p>
System equipment	Equipment, access and control of which is carried out by means of an operating system.
Cash register	An electronic device, by means of which payments for the concluded deeds made by cash, banker's checks, debit or credit cards are registered as well as an amount of tax is calculated and registered.
POS-terminal	A complex of interconnected devices on the basis of a computer, by means of which payments for the concluded deeds made by cash, banker's checks, debit or credit cards are registered as well as an amount of tax is calculated and registered.
Barcode scanner	A device connected to trade equipment or computers of the system and intended for reading a barcode. Scanners recognize the type of the read barcode, decode it, check its correctness and transmit it to the equipment in the form of characters.