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SHOPPING-IV



USER MANUAL



CHAPTER 5. USER MANUAL



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**BRIO EngineerinG,
RIGA, LATVIA**

SHOPPING-IV

COMPUTER SYSTEM

CHAPTER 5. USER MANUAL

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1. INITIAL INFORMATION

1.1. A BRIEF DESCRIPTION OF THE SYSTEM

The purpose of a commercial computer system ShoppinG-IV is to ensure complete automation of a process of registration of movement of goods and money at trading enterprises. The system allows carrying record keeping in the "Real time" mode by means of cash registers connected to computers and other trading equipment, i.e. all changes caused by the trading process on the trading equipment are instantly fixed in databases of the system. The system can be customized and used for practically any kind of activity where it is necessary to carry out registration of goods and money. ShoppinG-IV takes into account nuances of such kinds of trade as:

- retail trade including food stuffs – registration of the goods sold by weight, settlements with suppliers, analysis of movement of goods by groups, etc.;
- wholesale trade – drawing up of outgoing invoices, settlements with buyers, for wholesale trade in food stuffs and medicines – registration by expiry date and certificates (series);
- public catering – work with estimates and the cost price of dishes;
- small production – drawing up of production documentation in accordance with previously entered product estimates, support of several departments.

ShoppinG-IV ensures the following:

- Complete control of goods and money;
- Complete control of the staff of a trade enterprise;
- Allows monitoring of a turn-over of goods by commodity groups, suppliers, invoices, departments, sellers and the other criteria;
- Automatic revaluation of goods;
- Control of goods by expiry date and certificates;
- Automatic keeping of log-books of excise goods;
- Drawing up of production documentation by estimates;
- Settlements with suppliers and buyers;
- Creation and printout of internal bar codes;
- Creation of own system of settlements on magnetic cards;
- Possibility of operation in a local network.

1.2. POSSIBILITIES OF THE SYSTEM

- Operation in Windows-95/98/2000/NT environment
- Technology Client - Server
- Import of data from ShoppinG-3 systems
- Work with trade equipment in the "real time" mode
- Interaction with the Internet applications
- New user interface with support of Drag & Drop
- Work with several databases and their maintenance
- Support of technologies "external shop", "postponed registration"
- Support of technology "group of shops of one company"
- Support of technology "several companies possessed by one owner"
- New type of goods - "Service"
- Support of multimedia applications
- Work with magnetic cards
- Advanced system of the help
- Information on codes of goods, barcodes, analogues, multimedia, attributes.
- A multilevel system of groups of goods and clients with unlimited branching
- Control of movement of documents, money and goods
- Registration of manufacturers, representatives, banks
- Control of buyers and suppliers
- Production and processing of goods, estimates
- Ordering, application, reservation of goods
- Reception and transfer of goods by means of electronic documents
- Reports with possibility of updating, addition and creation of own reports
- Support of all spectrum of trade equipment of BRIO Engineering
- The role system of users' access rights to system resources
- Auto update (Update) of program components
- Interaction with an accounting software



1.3. FOR THOSE WHO WORKED WITH SHOPPING-3

Main differences of the system ShoppinG-IV from the system ShoppinG-3 and advantages of the new system:

The technology Client - Server is applied	Productivity and reliability of the system increases sharply.
Work in Windows-95/98/2000/NT environment	All possibilities of modern operating systems are used.
Import of data from the system ShoppinG-3	A program component 'Importer' will transfer data from one system into other having allowed you to save results of your work.
User interface with support of Drag & Drop	It is possible to open several windows on the screen simultaneously and to drag the data from one window into the other by means of a mouse.
Work with several databases	It is possible to connect to various databases remotely using any connection channel supporting TCP/IP, NetBEUI or SPX protocols.
Support of the technology "Several companies possessed by of one owner"	It is possible to support simultaneously registration of activity of several companies within the framework of one system thus receiving joint reports.
Tree structure of lists with unlimited branching	You can organize groups of clients or goods using all advantages of the tree-like branched structures.
New type of goods - "Service"	"Service" is a special type of goods, for which registration of stock is not kept.
A system of servicing of databases	A component 'Backup' allows saving, optimizing or restoring of a database as in a manual as in automatic mode in accordance with the previously composed schedule.
Manufacturers and representatives	It is possible to indicate a manufacturer for each type of goods, and to mark the representatives delivering these goods for each manufacturer.
Photo of the goods	It is possible to keep a photo for each code of goods. Thus, creation of a menu or a beautiful catalogue of goods becomes considerably simpler.
New concept - Analogue of goods	New property of goods, which allows finding a replacement of the absent goods fast, replacing it by other type of goods having the same code of analogue.
Great possibilities of price-lists.	It is possible to keep an unlimited number of price-lists composed beforehand, but the ones necessary for current work simply have to be activated.
Attributes of goods	It is possible to define about six different attributes for each type of goods. For example: article, certificate, expiry date, etc.
Support of trade equipment	Program component 'Monitor' allows controlling the connected trade equipment effectively using a package of drivers.
Information on goods and clients	Information stored on goods and clients is considerably extended.
The system of an automatic update of program components (Update)	Program component 'Easy Updater' will determine a structure of the installed software and, if necessary, it will make its update using the Internet or a disk.
Reservation of goods	Sale of any quantity of goods can be temporarily prohibited.
Order and application	Possibility of formation of an application for the necessary goods and acceptance of an order for delivery of goods to other clients.
Electronic documents	Output of documents in a format convenient for transmission by means of different communication channels. It is used during data exchange between different systems of ShoppinG-IV.
Export of data to other programs	Export of reports now can be carried out in any programs supporting formats *.frp , *.txt , *.rtf , *.csv , *.htm.
Additional expenses	Additional expenses it is a sum of money, which is related to expenses spent on one or several incoming invoices, and which should be taken into account in cost prices of goods. For example, transport expenses on delivery of a consignment of goods under several waybills simultaneously.
Currencies	Complete support of payments in different currencies. Updates of current



exchange rates directly from banks by the Internet.

New concept - Document

A document is a set of data describing changes in a state or movement of goods and money in the system. Any movement of money or goods cannot be carried out without availability of the appropriate document.

Confirmation of documents

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.

Document Journals

A journal is 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.

Journal of payments

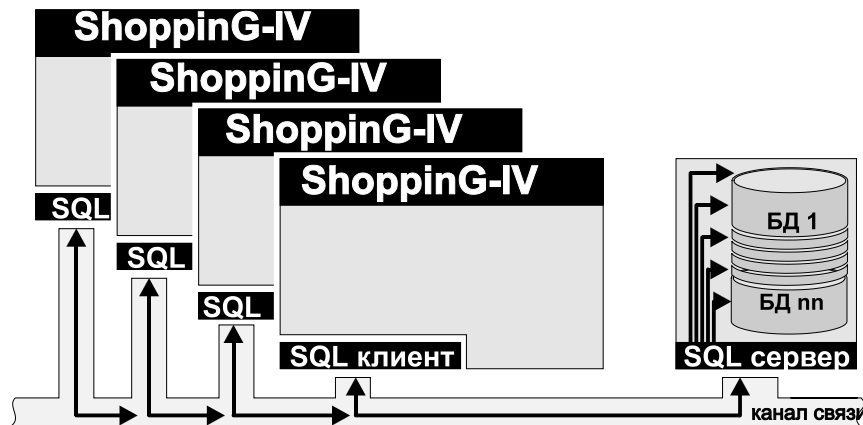
A journal is an archive of payments existing in the system. A payment is a document describing changes in a state or movement of money in the system. All payments ever created in the system will be registered and saved in the journal, whence they always can be opened for further work. Both "Confirmed" and "Non-confirmed" payments are stored in the journal.



1.4. ORGANIZATION STRUCTURE OF SHOPPING-IV

The trade computer system ShoppinG-IV representing a powerful hardware-software complex using the technology client - server for access to databases. Thus maintenance of a database itself, its safety and allocation of access is ensured by the software SQL Server.

The client software SQL-client is used by the system ShoppinG-IV for access and interaction with SQL Server.



Generally an order of interaction is as follows. If necessary, the system ShoppinG-IV or separate programs, included in its structure, are connected to the SQL software of the database server, by means of a client part of the SQL software, make the appropriate inquiry, receive results and then process them, for example, display results on a screen or on a cash register.

Any channel supporting protocols TCP/IP, Net BEUI, SPX can be used as a communication channel. For example - modem connection, a local network, the Internet, etc.

1.5. MAIN PROGRAM COMPONENTS OF THE SYSTEM

The system consists of several program components. Main components are listed below. The complete structure can differ depending on a version of the system or a process of installation.



Shop4.EXE The main program module of the system.



Backup-Restore represents a program for service of a database of the system.



Easy Updater. The program is intended for an automatic update of the version of the system.



Importer.EXE The program for importing data from the system ShoppinG-3 into the system ShoppinG-IV.



Monitor.EXE The program is intended for installation, launching and control of drivers of different peripheral units and the trade equipment used in the system of ShoppinG-IV.



Toolkit.EXE The program is intended for control of a set of different auxiliary programs (tools) used for servicing of the system. After loading the program automatically determines an availability and structure of available auxiliary programs and ensures their functioning.

A detailed description of each program component you can read in the document **CHAPTER 4. SYSTEM COMPONENTS**



1.6. REQUIREMENTS TO EQUIPMENT

MINIMAL REQUIREMENTS TO EQUIPMENT

The system ShoppinG-IV works on any computer where Windows98/Me/2000/NT/XP operating system is installed.

ATTENTION!!! An operating system Windows2000 or Windows NT should be installed on a computer where it is supposed to install InterBase Server.

RECOMMENDED REQUIREMENTS TO EQUIPMENT

- Operating system (For the server of the system): Windows 2000/NT/XP
- Operating system (For the server): Windows 95/98/2000/NT/XP
- Free space on the hard disk: >100 MB
- RAM size: 128 MB
- Video card: 600X800 min.
- Processor: 300 MHz
- Local network (during work with the system in the network): 100Mb

REMARKS ON COMPATIBILITY OF INTERBASE VERSIONS

The system ShoppinG-IV works only with the following versions of InterBase: WI-V6.0.0 and WI-V6.0.1. At present other versions cannot support the system of commands used in ShoppinG-IV for work with the database.

1.7. DEMO MODE AND ELECTRONIC KEYS

1.7.1. ELECTRONIC KEY

An electronic key is a device connected to USB / LPT port of a computer and containing in a data set, defining work of programs and program components of the system ShoppinG-IV. Information contained in the electronic key:

- A unique number of the manufacturer of the system.
- The license number corresponding to the given copy of an electronic key.
- The configuration of the system ShoppinG-IV used during work with the given key.

1.7.2. MODES OF OPERATION OF PROGRAM COMPONENTS

The majority of program components of the system ShoppinG-IV can work in two modes – demo and full-function mode. A demo mode is intended for acquaintance with possibilities of program components and usually has limitations of work or possibilities. Certainly, components which are distributed free of charge, work only in a full-function mode.

The license number is displayed for all program components of the system, if they work in the full-function mode in windows where it is provided to show the license number. The title "**DEMO**" instead of the license number is displayed during work in the demo mode.

Thus, you can have any number of copies of the system, but only the package on the computer where the electronic key is installed will work in the full-function mode.

1.7.3. SALE OF A NEW SYSTEM

The main principle observed at sale or licensing of the system is as follows: an electronic key which determines working capacity of the installed program components of the system ShoppinG-IV is sold, but not the program or its copies.

Selling a new system an electronic key is given to a client. This key contains previously recorded purchased configuration that defines which program components should work in the full-function mode.

Programs and program components, which already are available for a client, but for which there is no configuration data in the sold electronic key, work only in a demo mode.



1.8. UPDATING PROGRAM COMPONENTS

In order to update the system it is necessary to use the program component EasyUpdater. During the updating process EasyUpdater will install all new components of the system, which will be accessible as of the moment of update. But only those components, for which there is a record in the user's electronic key, will work in a full-function mode. Other new components will work only in a demo mode (with limited possibilities). For full-function usage of new components it is necessary to contact suppliers of your system for purchasing a new electronic key or reprogramming of the old one.

Possibility of remote reprogramming of an electronic key using the Internet or by means of an updating program sent to a user will be available in future.

A detailed description of this program component can be found in the document **CHAPTER 4. SYSTEM COMPONENTS**.

1.9. SUPPORT

If you have any questions concerning software products of BRIO EngineerinG, first do the following:

- Look through the documentation you have and other printed materials delivered together with the system.
- See if you can get any assistance from the built-in Help.
- Read ReadMe files and What_New *** on the disk with the delivered program. General data, which have not been included in the documentation of the given software product, are included in these files.
- Look up to electronic help resources, such as electronic bulletin boards (BBS), if they are available.
- If you have not found an answer to your question contact the service department of BRIO EngineerinG, serving your region for obtaining the technical assistance.

Service department of BRIO EngineerinG

The service department servicing products of BRIO EngineerinG in place where it is available, offers you a wide choice of various kinds of service at the highest level of quality. You can select the type of service which answers your needs in the best way.

Quotations and conditions of BRIO EngineerinG accepted in the given region as of the moment of use of services are applicable to work of the service department and representatives of BRIO EngineerinG; these prices and conditions are subject to change without notice.

Call to the service department of BRIO EngineerinG

If you are about to call the service department of BRIO EngineerinG, you should be near a computer and have the documentation on the appropriate product at hand. Be ready to supply the following information:

- a number of the used version of the software product;
- license number (Electronic key)
- a type of the equipment you work with including the network equipment if any;
- a list of the used trade equipment;
- a type of the used operating system;
- an exact text of the message, which has appeared on the screen;
- a description of what happened, and what you have been doing during occurrence of a malfunction;
- a description of how you tried to eliminate it.

If necessary, it is possible to generate a report file and send it to BRIO EngineerinG using possibilities of the system. Similar possibility is available in a section of the menu HELP/SYSTEM INFORMATION.

All details and news can be found on a site www.briosys.lv



1.10. KNOWN PROBLEMS

- At present Interbase Server 6.0 it is not compatible with versions of Microsoft Exchange Server, which work with Active Directory.
- Interbase Server and Microsoft Exchange Server installed on one computer will disturb one another in every possible way, which finally will result in failure to operate of both servers. Unfortunately, solution of the given problem is related to the competence of companies Borland and Microsoft and does not depend on a team of developers of BRIO Engineering in any way.
- Start of any applications written for DOS is undesirable during work of Interbase Server. It considerably reduces speed of work of Interbase Server itself. Unfortunately, the given problem has no solution.

1.11. INSTALLATION AND UNINSTALL OF THE SYSTEM

The installer of ShoppinG-IV checks availability of necessary components during the installation process and interrupts work in case of their absence. The following key moments have to be pointed out:

- Using a computer only as a database server availability of InterBase Server is necessary. If necessary, it can be installed from a directory 'IB6Server'.
- Using a computer as a database server and simultaneously as a workstation for installation of ShoppinG-IV, InterBase Server and InterBase Client are necessary. They can be installed from a directory 'IB6Server', having indicated during installation that it is necessary to install both Server and Client.
- Using a computer only as a workstation for ShoppinG-IV only installation of InterBase Client is necessary. If necessary, it can be installed from a directory 'IB6Client'.
- If InterBase Server is already installed on a computer, it is necessary to stop and uninstall InterBase Server before installation of the system ShoppinG-IV. The installer of ShoppinG-IV will show a reminder about it.
- All other parameters necessary for installation will be requested by a setup wizard of the installer of ShoppinG-IV.
- In order to ensure operation of the system it is necessary to check up, whether network protocol TCP/IP is installed, and if it is not installed in the system, it should be installed. The list of the installed protocols can be always viewed in the network settings.

In order to uninstall the system it is necessary to start the uninstall program: Start / Programs / BrioEngineering / ShoppinG-IV / Uninstall. Complete deletion of all files and components of the system, excluding SHOP.GDB and other files, which have not been created during installation, will be executed.

1.12. LOCATION OF COMPONENTS OF THE SYSTEM

After completion of installations of Interbase Server, Interbase Client and ShoppinG-IV, the following sections must be created on your hard disk:

C:/Program Files/Borland/InterBase	- Programs Interbase
C:/Program Files/BRIOEngineering/ShoppinG-IV/...	
License.txt	- the text of the License Agreement
Shop4.exe	- The program ShoppinG-IV
What_New**.txt	- A description of features of the current version of the system
.../DOCs/*.*	- Files with documentation on the system
.../EasyUpdater/*.*	- The program of update of components of the system
.../Drivers/*.*	- Drivers of trade equipment
.../Base/Shop.gdb	- New working database
.../TraningBase/*.*.gdb,*.pdf	- Training databases with descriptions.
.../Reports/Rus/*.*.frf	- A backup copy of an empty database.
.../Monitor/*.*	- Forms for reports
.../BackupRestore/*.*	- The service program for trade equipment
.../Util/Importer/	- Backup program of databases
.../Help/*.*	- Utility of importing of data from ShoppinG-3
	- Help files of the system ShoppinG-IV in different languages.

The number and structure of sections can vary depending on the version of the system and features of the process of installation.



1.13. TRAINING BASES

Two training databases imitating two types of shops are delivered together with the system. These bases are intended for acquaintance with main principles and methods of work in the system using as an example a shop selling home electronic appliances "BRIO ELECTRONICS" and a grocery "BRIO FOOD".

Certainly, the structure of the trade equipment used in the given shops, is given only for entirety of the description and has no any meaning for work with the base itself.

Files of databases of training shops are located in the directory/Training Base. In the same place there are files of description of these bases. In the same section there is an empty database Shop. GDB, which you should previously **copy** to the necessary working directory, and then it is possible to use it for the beginning of work with the system.

1.14. IMPORT OF DATA FROM THE SYSTEM SHOPPING-3

Importer If you have already worked with the system ShoppinG-3 it is necessary to transfer available databases from one system into the other in order to execute conversion from ShoppinG-3 to ShoppinG-IV. The program component 'Importer' serves for this purpose.

The program is intended for importing data contained in databases of a source into databases of a data sink. Taking into account the essential difference in ideologies of systems ShoppinG-3 and ShoppinG-IV automatic import is possible only on a level of lists.

During importing the program makes code conversion of characters of national alphabets contained in databases of the source according to requirements of operating systems DOS and Windows. Importing of data can be made in two variants: **Replace** and **Add**.

The basic difference between these variants is that in the first case a replacement of the data in database of ShoppinG-IV and deletion of originals occurs, and in the second case only addition to the available data occurs. Prior to importing the program allows to select the data to be imported. For this purpose it is necessary to open the setup window by pressing the button - **Select**.

USED FILES ShoppinG-3:

UNIT.DBF - units of measurement
NALOG.DBF - taxes
COD.DBF - codes of goods
GROUP.DBF - groups of goods
BARCOD.DBF - barcodes of goods
COMPL.DBF - composite codes
DEPART.DBF - departments
CLIENT.DBF - clients
SMAN.DBF - list of sellers

The program is meant for use by experienced users. Incorrect usage of the program can result in irreversible loss of the data in the receiver. In any case, it is recommended to make a backup copy of the database of the receiver before starting the program.

1.15. MAINTENANCE OF A DATABASE

The program component 'Backup-Restore' is intended for maintenance of a database. The component represents the program for managing Interbase-6 / Server. Depending on a task of maintenance of the database the program forms the standard set of commands to the server, but the server carries out maintenance of the database itself. Access to resources of the server is carried out by means of Interbase-6 / Client. A detailed description of work of this program component can be found in the document **CHAPTER 4. SYSTEM COMPONENTS.**

We strongly recommend executing operations of saving and restoring of the database regularly. In this case, besides obtaining a backup copy, the database will be cleared of the accumulated 'garbage', and this, in its turn, will increase productivity of the system on the whole.

Backup-Restore can be located on any of computers where Interbase-6 / Client is installed and which is connected to a computer where Interbase-6 / Server is installed using one of protocols supported by the program: SPX, NetBEUI or TCP/IP.

It is necessary to take into account that Interbase-6 / Server can work only with files of archives located on a computer - server. Therefore an archive of the database can be created on the computer - server only, and restoring of the database can occur only using the archives located on the server.

The program allows:

- To save the current database in the archive file;
- To restore the database from the archive file;



- To check the database and correct its state;
- To keep a protocol of execution of a task;
- To form scripts (schedules) of work consisting of several tasks;
- To start tasks from the current script automatically;
- To keep a detailed protocol of execution of a script;

Numerous keys allow sophisticated users to carry out fine adjustment of processes of work with the database.

In order to execute scripts the program must be permanently loaded. After start an appropriate icon appears in the lower right corner of a window of the operating system Windows (Systray). For activation of a dialogue window of the program it is necessary to click on the program icon using the right mouse button. Backup-Restore program will be installed on a computer during the installation process of the system ShoppinG-IV.

1.16. LANGUAGE SUPPORT

For all program components of the system ShoppinG-IV it is possible to point out four key places where a concept of language support is used.

ATTENTION!!! *Certainly, for correct work with the selected language, it should be installed in the operating system.*

INTERFACE of PROGRAMS: The language of the interface of a program depends on a variant, in which the program has been purchased, and cannot be changed. For obtaining the program with other interface language you should contact the supplier of the system.

LANGUAGE OF CONTENTS OF THE DATABASE. The language, which is used during work with data (names of goods, clients, etc.) depends on variant, in which the program has been purchased, and cannot be changed. For obtaining the program with other language of the database you should contact the supplier of the system.

LANGUAGE OF REPORTS. For obtaining reports in different languages there should be a package of reports in necessary languages in the initial set of your system. For switching from language to language it is simply necessary to indicate the path to the directory where the package of the necessary reports is located. The section of the main menu SERVICE/PARAMETERS/DIRECTORY PATHS/SYSTEM REPORTS. The system will use forms from the selected package for generation of reports.

LANGUAGE OF HELP FILES. For obtaining help in different languages there should be a package of help files in the necessary language in the initial set of your system. For switching from language to language it is simply necessary to indicate the path to the directory where the package of the necessary help files is located. The section of the main menu SERVICE/PARAMETERS/DIRECTORY PATHS/HELP FILE.

All set forth above can be used in various combinations. For example – the interface language can be Latvian, help files can be in Russian, and forms of reports in English. Certainly, if names of goods are entered in the database in Latvian language, and reports are selected from the Russian package, it will result in the following: you will receive reports in Russian where the entered data will appear in Latvian.



2. CONNECTION OF EQUIPMENT

2.1. DIFFERENT GROUPS OF EQUIPMENT

All trade equipment working in the structure of the system ShoppinG-IV can be conditionally divided into three big groups - the remote equipment, the local equipment and the system equipment. Direct connection of the trade equipment to a computer is carried out using various ports of the computers included in the system ShoppinG-IV by means of appropriate drivers.

THE REMOTE EQUIPMENT - 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. 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. For example: cash registers, bar-coding stations, cheque printers, etc. A detailed description of this program component 'Monitor' can be found in the document **CHAPTER 4. SYSTEM COMPONENTS**.

THE LOCAL EQUIPMENT - 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. An operator controls this equipment directly from the main shell of the system on this computer which provides access to a database. For example: cash registers working offline (autonomic work), a printer for printing barcode labels, a device for gathering information Jet-Bar, etc.

THE SYSTEM EQUIPMENT - the equipment, access and control of which is carried out by means of an operating system.

It is necessary to notice that sometimes such division of equipment into groups is rather conditional, because one and the same device can perform different roles. For example, if a cash register is installed in a trade hall and only it works permanently, it certainly belongs to the group of the remote equipment. If a cash register works in an autonomic mode and it is connected to a computer only for the period of loading of a database of codes or during removal of the data on sales, it should be attributed to a class of the local equipment.

2.2. DEVICE LIST: AVAILABLE LOCAL DEVICES

Device list				
Attached devices		Available devices		
Name	Full name	Owner	Type	File
Brio 40XX	BRIO-40XX/ShoppinG cash	Monitor	Cash register	B4012.dll
Jet Bar	Jet Bar reader for SHOP	SHOP	PDB	JetBar.dll
Label Printer	Label Printer for SHOP	SHOP	Label printer	LabelPrinter.
Pocket	Pocket exchange driver for COM pc		System	Pocket.dll
Printer	Printer for SHOP	Monitor	Printer	Printer.dll
Touch Label	Touch Label device	Monitor	Touch Label	TouchLabel.
WinPrinter	Windows printer for SHOP	Monitor	Printer	WinPrinter.dl

The window for work with the local equipment opened on the tab "Available devices" can be seen on the screen. Available devices are listed in the table, and there are drivers for these devices in the system ShoppinG (By default all drivers are located in the directory /ShopIV/Drivers). There are the following columns in the table:

Name: The name of a device

Full name: The full name of a device

Owner: The name of a program component of the system under control of which a device must work. The name of the owner for local devices is - Shop. Devices, for which the name of the owner is 'Monitor', are remote and in order to ensure their work the program component Monitor must be used. A detailed description of work of this program component can be found in the document **CHAPTER 4. SYSTEM COMPONENTS**.

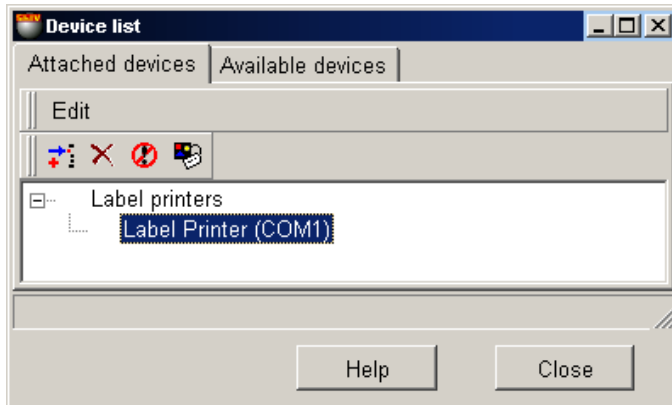
Type: A type of a device

File: The name of the file containing the driver of the given device.

Version: The version of the existing driver.



2.3. DEVICE LIST: ATTACHED DEVICES



The window for work with the local equipment opened on the tab "Attached devices" can be seen on the screen. The list of local devices connected to the system with numbers of connection ports is given. The list is grouped by types of devices. Each device can exist in two states:

- **Allowed:** A device is enabled (active). The program services the given device.
- **Forbidden:** A device is temporarily switched off (it is marked by a cross). In this case the program does not service the given device, but all settings of the driver are saved.

Pressing the right mouse button on the appropriate device or selecting EDIT in the menu you can open an additional menu:

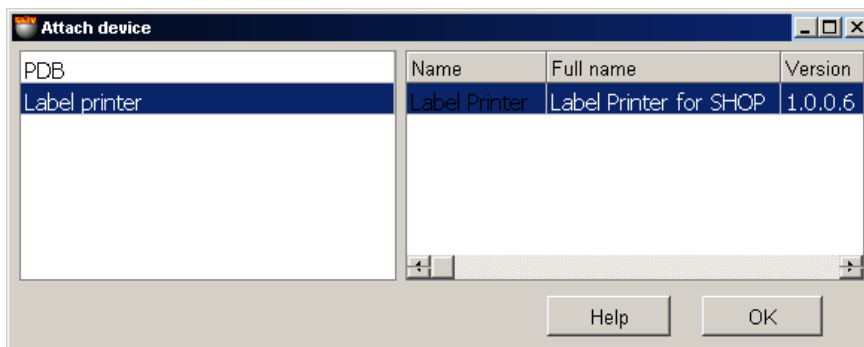
Append: To add a new device from the list of available devices. Only those devices, for which the name of the owner is 'Shop', will be added.

Delete: To delete the connected device.

Enable: To prohibit or allow the given device to work. If a device is forbidden, the appropriate sign will appear next to its name.

Parameters: To open the driver setup window for the appropriate device.

2.3.1. AN AUXILIARY WINDOW: ATTACH DEVICE



There is a list of devices available for connection in the left part of the window. Having selected by the cursor the type of a device you need in the left part of the window, we shall receive the list of available devices of the selected type in the right part of the window. There are the following columns in the table:

Name: The name of a device

Full name: The full name of a device

Version: The version of the existing driver.

Double click the name of a device will open the driver setup window for this device. Having entered all the necessary settings and having pressed **OK** button, we shall connect the device to the program.

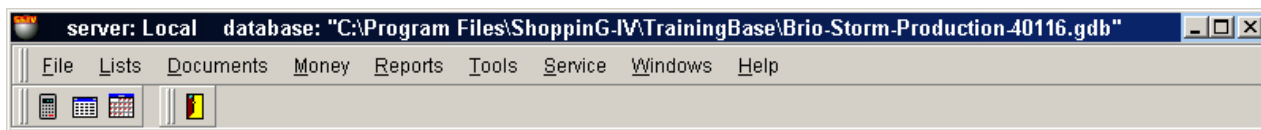
Further, it is always possible to correct parameters of the device, to prohibit its work temporarily or to delete the device from the system in the menu window DEVICE LIST: ATTACHED DEVICES.



3. THE INTERFACE OF THE PROGRAM SHOPPING-IV

3.1. THE MAIN MENU

After loading the program the program window on the top of the screen appears



The window of ShoppinG-IV includes the following elements:

- Title bar
- The main menu of the program
- The toolbar

THE TITLE BAR

The user's name, the name of the server and the name of the connected database appear in the title bar.

THE MAIN MENU

The main menu contains only those items, which are allowed for the given user. For selection of the necessary item it is necessary to click it. If an item has a submenu, there is a sign ► next to it.

An additional menu will be opened after pointing the cursor at such item.

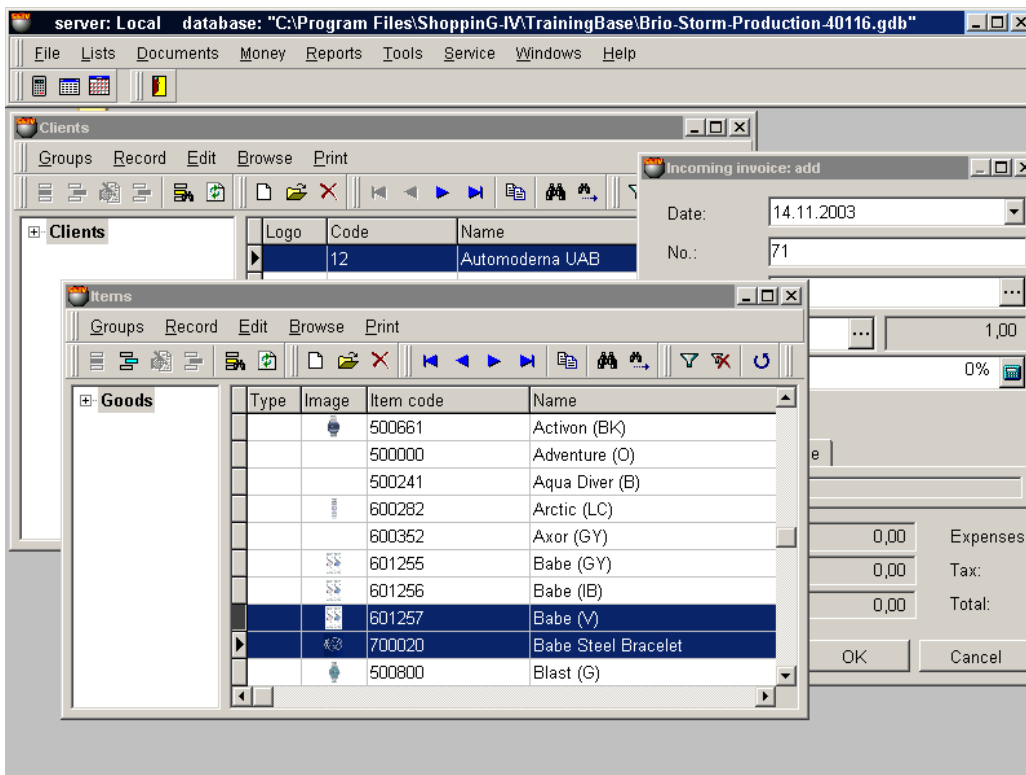
THE TOOLBAR

The user's set of auxiliary tools is located on the toolbar:

- **The calculator** – Common calculator
- **Calendar** – Common calendar.
- **VAT Calculator** is a calculator of the system ShoppinG-IV enabling to calculate taxes.
- **SQL Monitor** – The service mode for adjustment of work of SQL
- **Exit from the program** – Quits the program

For selection of the necessary tool it is necessary to click it. Depending on the version of your system the set of tools can vary.

3.2. WINDOWS

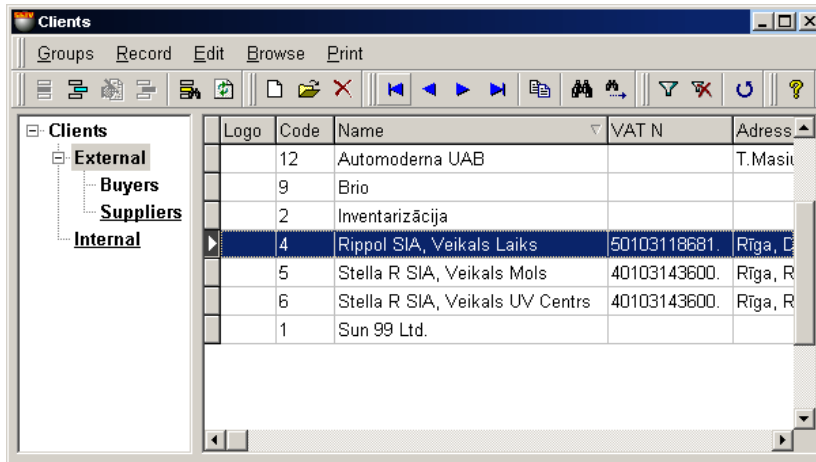


It is possible to open several windows in the system simultaneously. The most part of opened windows can be arranged in any place of the screen; it is possible to change their sizes, to minimize or stretch it.

The list of windows opened at present can always be viewed in the WINDOW section of the main menu. The active window will be marked by a tick. If you click on the necessary window in this list, it will be placed atop of other opened windows.

The only exception is the window the main menu. If it is opened, it can be minimized only. Thus all other opened windows of the program will be minimized as well. The main menu is always placed on the top of the screen and it is impossible to move it.

3.3. TOOLBARS



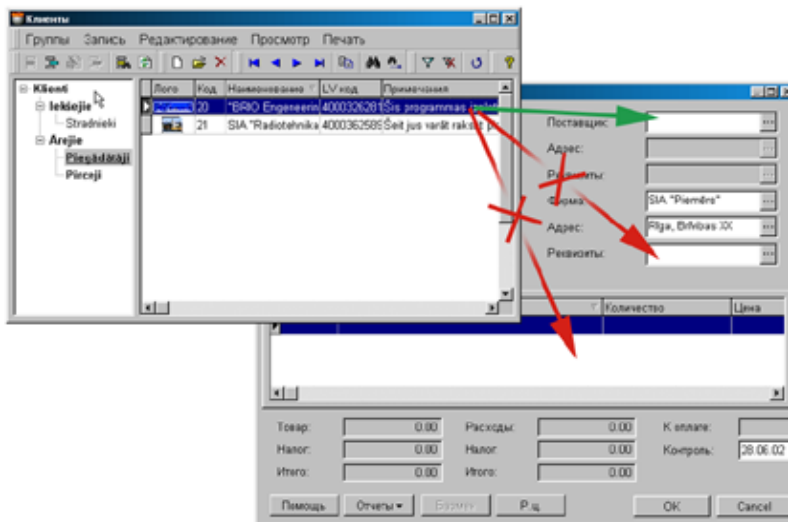
There are several toolbars right away under the menu in each opened window. The set of toolbars depends on the contents of the opened window. Besides, only those tools will be accessible on toolbars in a concrete situation, which can be used (active). Tools that appear most frequently are shown in the table.

	Add a group in the tree structure.		Go to the first record.
	Add a subgroup in the tree structure.		Go to the last record.
	Edit any element.		Go to the previous record.
	Delete a group or a subgroup from the tree.		Go to the next record.
	Search for a group or a subgroup.		Copy the selected record.
	Refresh a group or a subgroup.		Search for record by search criterion.
	Set filter for search of something.		Find the next record by the same criterion.
	Reset the set filter.		Preview
	Refresh the contents of a table.		Print
	Open Help		Set printer parameters.
	Add a new record.		Edit a report.
	Edit the selected record.		Open a calculator.
	Delete the selected record.		Open the VAT calculator.
	Edit a report.		Open a calendar.
	Contact type - mail.		Quit
	Contact type - Internet.		Save data in the database.
	Contact type - telephone.		Copy in the clipboard.
	Work with users.		Insert contents of the clipboard.

3.4. REALIZATION OF DRAG & DROP

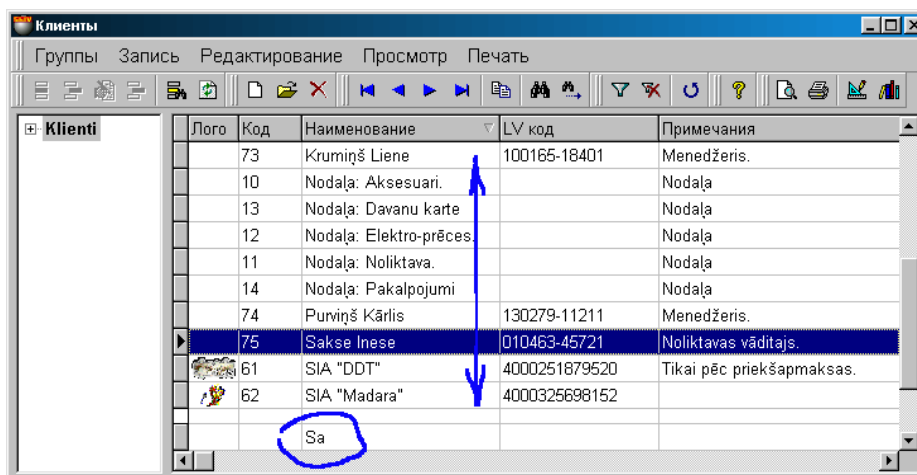
Drag & Drop mode is used in the system. In practice it means that it is possible to exchange data between different opened windows, simply having selected these data by the cursor and having dragged them to the necessary place. Basically the given mode works between windows of lists and windows of documents.

For example, for input of an incoming invoice it is possible to open simultaneously windows of the clients list and the list of codes of goods. Thus entering names of goods in a field of the invoice will mean simple dragging the necessary goods from the code window to positions of the invoice.



It is necessary to notice that moving data from one group of windows into other the system controls the type of the transferred data. For example, if you want to drag a client's data from the list window into the incoming invoice window, it will be possible to drag them only into the item SUPPLIER, and the data on the code of goods can be dragged only into those items of the incoming invoice, which are intended for input of codes of goods.

3.5. FAST SEARCHING IN TABLES



FAST SEARCHING is used in the most part of the screen forms, which are tables. Clicking on the header of a table column will result in sorting the contents of this column in alphabetic order. If you start typing any sequence of characters using the computer keyboard, the cursor will automatically go to those table lines, the contents of which begin with the entered sequence. In this case the line of characters being entered for fast search is displayed in the bottom line of the table.

It is possible to reset the typed search line by pressing **Alt + Backspace** simultaneously.



3.6. START OF THE PROGRAM

The start window of the program. In this window parameters of connection to databases of the system are set. If you want the given window to appear, the property USERNAME AT STARTUP must be switched on in the section SERVICE / PARAMETERS / MAIN. If this property is not switched on, connection to the database occurs without this inquiry in accordance with the parameters of the last connection.

ATTENTION!!! At the first start of the program the password is requested irrespective of the setup properties.

User: Enter a username. The username should be previously registered in the system, and appropriate rights should be assigned to it. The section of the menu SERVICE/USER CONTROL.

Password: Enter user's password.

ATTENTION!!! Use only Latin characters of any case for the password.

Show password: If the property is not active, characters entered in the field of input of a password will be shown as ****

Database: Pressing this button will result in opening of a part of the window with parameters of access to a database.

Server name: It is necessary to enter the network name of a computer, on which Inter Base 6.0-Server is installed. If connection is made to the server installed on your own computer, it is better when the server name is not specified.

Database name: Full path to the database file. If the database is located on a network computer, it is necessary to remove the server name from it after input of full path. The server name must always be entered in the appropriate window.

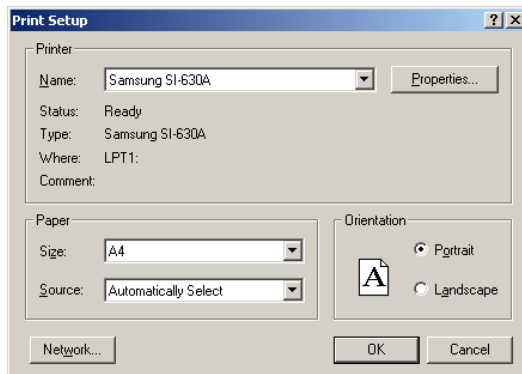
Network protocol: Selection of one of three possible network protocols for connection with the server – TCP/IP, NET/BEUI or SPX. Certainly, the selected type of the protocol should be installed as on the computer-client and on the computer-server as well. We recommend using TCP/IP.

Database alias: Input of the name of a set of parameters for connection to the concrete database. After loading of the program names of these sets will appear in the section of the menu FILE / CHOOSE DATABASE. Now it will be possible to switch between databases, simply having selected the necessary set (Alias)

ATTENTION!!! Real change will take place at the next run of the program.

4. GENERAL SETTINGS

4.1. PRINTER SETTINGS



The standard panel of printer setup in the Windows system. Depending on the version of the installed operating system appearance of the given window can differ.

Name: The name of the selected printer from the list of printers installed on the given computer.

Properties: Set parameters of the selected printer.

Status: The current state of the printer

Type: Printer type

Where: Type of connection of the printer to the computer

Comment: Comment

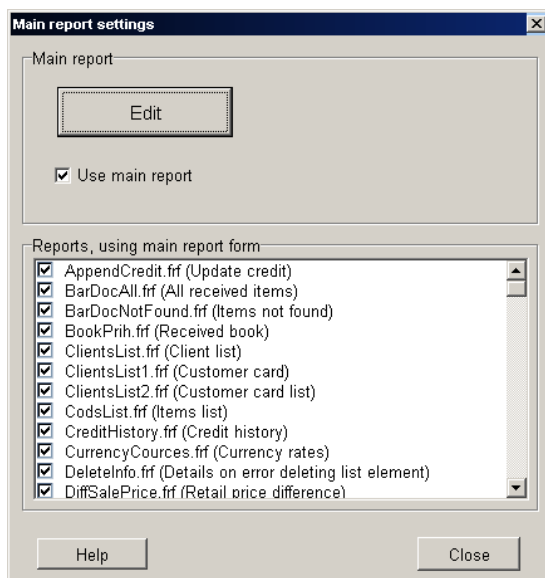
Paper / Size: Format of paper

Paper/Source: Selection of the paper source for printers with several paper trays.

Orientation / Portrait: Page orientation – vertical

Orientation / Landscape: Page orientation – horizontal

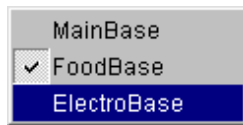
4.2. MAIN REPORT SETTINGS



A property of usage of a main report (Use main report) is located in the upper part of the window and can be switched on there. If the property is set, the template of a main report will be used for all reports marked by a tick located in the lower part of the window. If it is not desirable to use the template of a main report for any report, the mark near it should be removed. A file name containing the given report is indicated in brackets for each report in the lower part of the window. Pressing the button EDIT will open the editor of a main report, in which it is possible to edit appearance of a main report.



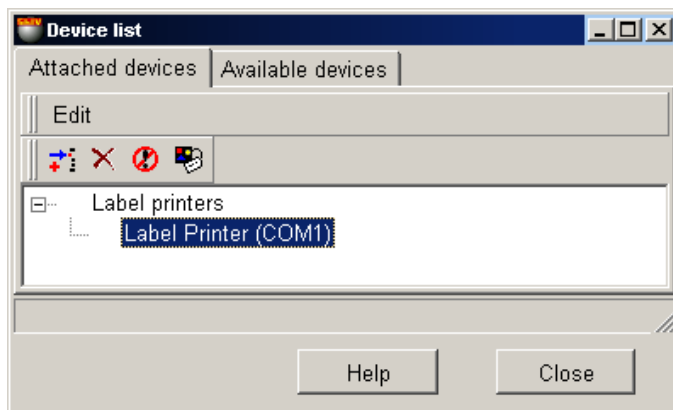
4.3. SWITCHING DATABASES (CHOOSE DATABASE)



The list of databases is presented on the screen for which a set of connection parameters (Alias) had been created by a user at the moment of logon. The current base is marked by a tick. It is possible to switch between databases, having selected the necessary set and having rebooted the program.

4.4. LOCAL EQUIPMENT

4.4.1. ATTACHED DEVICES



The list of the attached devices can be seen on the screen. This list includes only such equipment, control of which should be carried out directly by the program. Having clicked the selected device it is possible to open the window of the corresponding driver and view or edit settings.

Pressing the right mouse button on the corresponding device or selecting EDIT in the menu you can open an additional menu:

Append: To add a new device from the list of available devices. Only those devices, control of which should be carried out directly by the program, will be added.

Delete: To delete the connected device.

Enable: To prohibit or allow the given device to work. If a device is forbidden, the appropriate sign will appear next to its name.

Parameters: To open the setup window for the driver of the corresponding device.



4.4.2. AVAILABLE DEVICES

Name	Full name	Owner	Type	File
Brio 40XX	BRIO-40XX/ShoppinG_cash	Monitor	Cash register	B4012.dll
Jet Bar	Jet Bar reader for SHOP	SHOP	PDB	JetBar.dll
Label Printer	Label Printer for SHOP	SHOP	Label printer	LabelPrinter.
Pocket	Pocket exchange driver for COM pc		System	Pocket.dll
Printer	Printer for SHOP	Monitor	Printer	Printer.dll
Touch Label	Touch Label device	Monitor	Touch Label	TouchLabel.
WinPrinter	Windows printer for SHOP	Monitor	Printer	WinPrinter.dl

The list of devices, for which there are drivers in the system ShoppinG can be seen on the screen (By default all drivers are located in the directory /ShopIV/Drivers). There are the following columns in the table:

Name: The name of a device

Full name: The full name of a device

Owner: The name of a program component of the system, under control of which a device must work. Devices, control of which should be carried out directly by the program, have the name of the owner-.SHOP.

Type: A type of a device

File: The name of the file containing the driver of the given device.

Version: The version of the existing driver

4.4.3. ATTACHING A DEVICE

Name	Full name	Version
Label Printer	Label Printer for SHOP	1.0.0.6

There is a list of devices available for connection in the left part of the window. Having selected by the cursor the type of a device you need in the left part of the window, we shall receive the list of available devices of the selected type in the right part of the window. There are the following columns in the table:

Name: The name of a device

Full name: The full name of a device

Version: The version of the existing driver.

Double click the name of a device will open the driver setup window for this device. Having entered all the necessary settings and having pressed OK button, we shall connect the device to the program. Further, it is always possible to correct parameters of the device, to prohibit its work temporarily or to delete the device from the system in the menu window DEVICE LIST / ATTACHED DEVICES. A detailed description of settings of drivers for different devices can be found in the document **CHAPTER 4. SYSTEM COMPONENTS.**

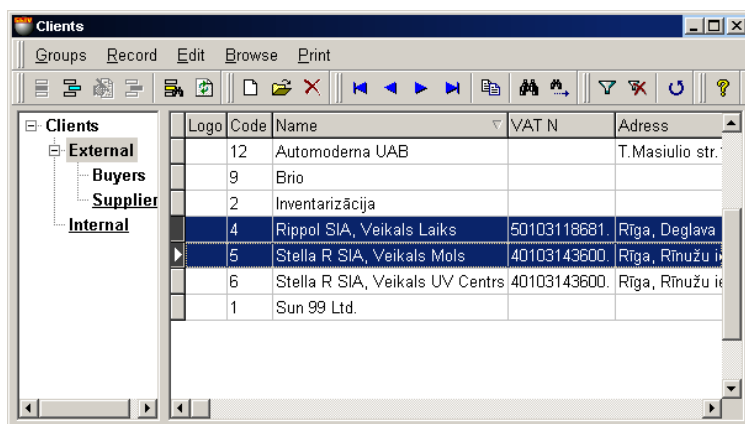
4.5. QUIT

Selection of this option will result in termination of work with the program.



5. LISTS

5.1. THE LIST OF CLIENTS



The main window of the list of clients can be seen on the screen. The menu and toolbars are located in the upper part. The window consists of two parts.

The tree of groups of clients is located in the left part of the window. The groups classified as mandatory, are given in the bold font. These groups of clients should always be present in the system, therefore their deletion or editing is forbidden. Names of those groups are marked by underlining, to which the client selected in the right part of the window is related.

The table of clients related to the selected group and all subgroups included in its structure is located in the right part of the window. The structure of fields of the table cannot be edited, but the width of columns, their order and layout can be edited by simple dragging of the border or the column itself. The contents of the table can be sorted having clicked the header of a column, thus FAST SEARCHING will work. If you select any client by the cursor, the name of groups where this client is included will be marked **by underlining**. If a client is related simultaneously to several groups, they will be marked as well.

Pressing the right mouse button will open the shortcut menu for work with the selected element. The structure of menu options and the set of tools depends on the type of elements you are working with at the present moment in windows.

Double clicking a client in the right part of the window will result in opening of this client's card.

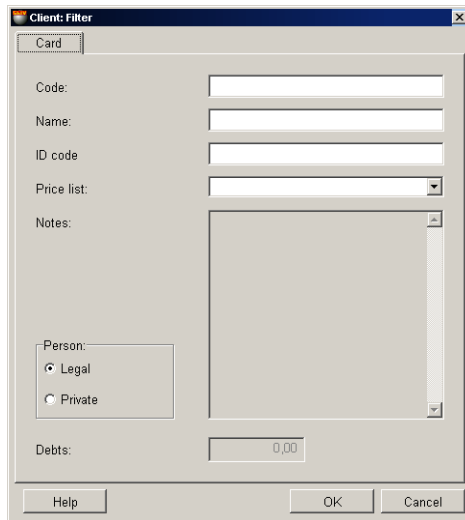
- **VIEW THE STRUCTURE OF A GROUP OF CLIENTS.** Having clicked a group or a subgroup of clients in the left part of the window, in the right part you will receive the list of clients, which are included into the given group and all its subgroups.
- **SORTING OF FIELDS OF THE TABLE OF CLIENTS.** Pressing header of a table column will result in sorting contents of the given column, certainly, if the given field can be sorted.
- **TRANSFER OF CLIENTS FROM ONE GROUP TO ANOTHER.** There are two ways of transfer: **to assign and reassign**. **To assign** - to incorporate a client into the selected group alongside with those groups, in which the client has been already registered. **To reassign** - to define belonging of a client to the selected group, having removed the client from other groups. For transfer of a client from one group into another it is necessary to select the client by the cursor and transfer the client to the necessary group. At this moment a menu appears, in which it is necessary to specify a way of transfer.
- **DELETING A CLIENT OR A GROUP.** For deletion a client or a group of clients it is necessary to use the appropriate tool or menu option.

ATTENTION!!! If a client simultaneously belongs to different groups, deletion of such client should be carried out in all groups where such client is registered.

ATTENTION!!! Deleting a group or a subgroup in the window of the client tree, all clients who are included in the deleted groups, will be automatically moved to the group, which is located on the level that is higher than the level of the deleted group.

- **FILTRATION OF CLIENTS.** If the item **filter** is selected on the toolbar or in the menu, the additional window for setting a filter for reflection of clients will be opened. As a result only those clients who satisfy conditions of filtration will be displayed in the table of clients in the right part of the window. You can always reset the filter using the appropriate tool or menu option.
- **CLIENT SEARCH.** For fast search of the necessary client in the table, the item **search** should be selected on the toolbar or from the menu. It is necessary to specify criteria of search of the client in the opened window. In case of successful search the cursor automatically goes to the position of the table containing the client, properties of which are in compliance with a search criterion.

5.1.1. AUXILIARY WINDOWS: FILTER



If the item 'filter' is selected on the toolbar or in the menu, an additional window for setting filter parameters for reflection of clients will be opened. It is necessary to enter values of criteria of reflection into the appropriate fields of this window. Criteria of reflection can be combined among themselves in various combinations. Only those clients whose parameters meet the indicated criteria of reflection will be displayed in the main window. You can always reset the filter using the appropriate tool or menu option.

Code: One or several characters of the code.

Name: One or several characters of the name of a client.

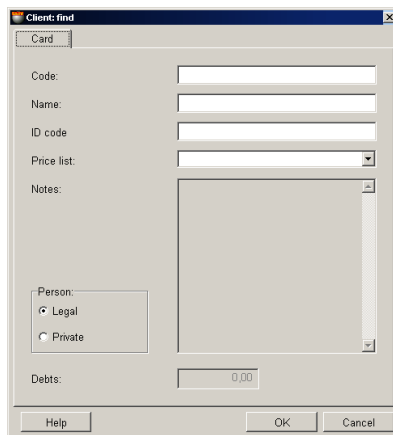
LV code: One or several characters of LV code of a client.

Price-list: Reflection of all clients related to the selected price-list.

Physical or legal person: Filter criterion by such property as a type of person.

Debts: Setting to be used in the future versions of the system.

5.1.2. AUXILIARY WINDOWS: SEARCH



If the item 'search' is selected on the toolbar or in the menu, an additional window for setting criteria of client search will be opened. It is necessary to enter values of search criteria in the appropriate fields of this window. Criteria of search can be combined in various combinations. The cursor shall be located on the client in the main window, which matches the indicated search criteria best.

Code: One or several characters of the code.

Name: One or several characters of the name of a client.

LV code: One or several characters of LV code of a client.

Price-list: Reflection of all clients related to the selected price-list.

Physical or legal person: Filter criterion by such property as a type of person.

Debts: Setting to be used in the future versions of the system.



5.1.3. CLIENT'S CARD

Client's card with tabs can be seen on the screen. Client's data are shown in the appropriate fields in case of editing the existing client or empty fields in case of entry of data of a new client.

Code: A combination of characters serving as the code of a client. At the moment of entering a new client the system automatically generates a new code. Automatically generated code always can be edited manually. The system controls existence of clients with the same code during editing the code and will not allow duplicating a client having the existing code. The 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 working with trade equipment.

Name: Any combination of characters and digits used as the name of the given client.

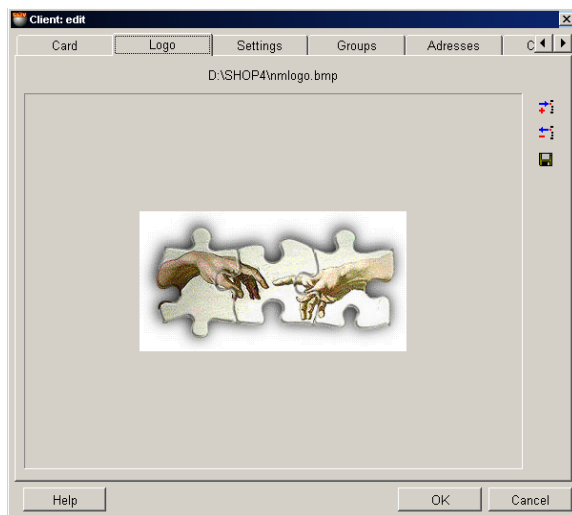
LV code: The code of a tax-payer, under which the given client is registered in the taxation authority.

Price-list: A number of a price-list fixed for the given client. The price-list is selected by pressing the input button located on the right side of the field.

The person physical or legal: The property of the given client defining its type: legal or physical person.

Debts: Setting to be used in the future versions of the system.

5.1.4. CLIENT'S LOGO



The logo of the given client is shown on the screen. 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.

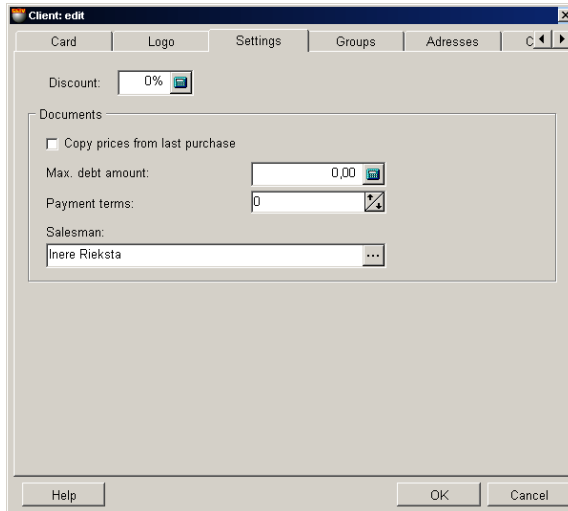
There are two tool buttons on the right side of the screen.

Add: To add a logo from a file to the database for the given client.

Delete: To delete the logo of the given client from the database.

Save: To extract a logo picture from the database and save it in a file.

5.1.5. CLIENT'S SETTINGS



The window of parameter setup for the given client is shown on the screen. For input of values in the appropriate fields it is possible to use the numeric keypad or the calculator located on the right side of each field.

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.

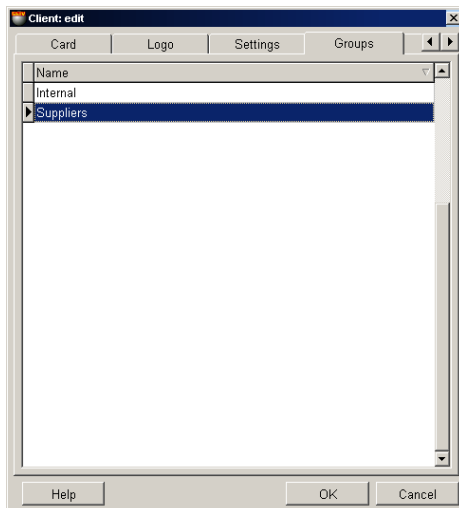
Discount: Percent of a discount, which will be automatically assigned for the given client at drawing up of a document - an outgoing invoice.

Credit limit (Max. debt amount): For this amount a client can take goods on credit.

Payment terms: A term (in days), during which a client must pay for goods. The term is counted from the date of creation of a document.

Salesman: A reference to the salesman fixed for this client. Pressing the selection button located on the right side of the input field, the list of salesmen will be opened, from which it is possible to select the necessary salesman.

5.1.6. CLIENT'S GROUPS



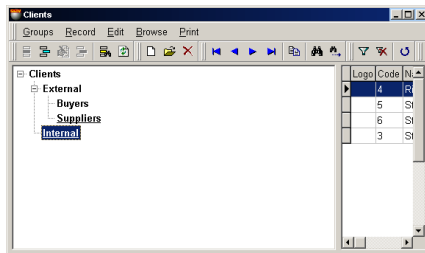
The window with the table, in which names of groups and subgroups are listed, to which the given client belongs, can be seen on the screen. Pressing the right mouse button an additional menu will be opened. Using this menu it is possible to open an **auxiliary window** for addition or deletion of affiliation of a client with the selected group.

ATTENTION!!! Certainly, removal of a group in the given window does not imply deletion of the group itself from the system, but removal of the connection of the given client to this group.

ATTENTION!!! If the only one group is mentioned in the given list, an attempt of deletion of this group will result in deletion of the client as the client cannot exist outside of any group.



5.1.6.A. AUXILIARY WINDOWS: CLIENT'S GROUPS

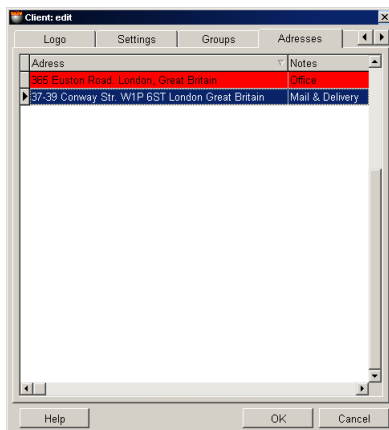


The window with an image of the tree of groups of clients can be seen on the screen. The groups classified as mandatory, are given in the bold font. The groups related to the given client are marked by a tick. Having put or having removed the mark next to the name of a group, you determine or remove client's belonging to the given group.

ATTENTION!!! Removal of a mark for all groups will result in deletion of a client as the client cannot exist outside of groups.

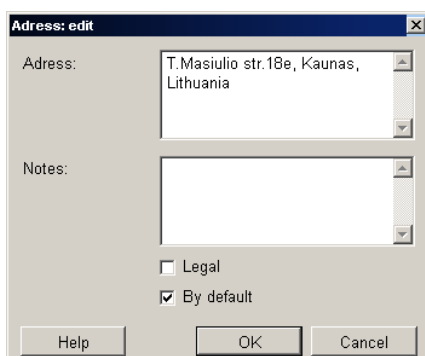
On pressing the right mouse button an additional menu with various possibilities of work with the tree of groups of clients will appear.

5.1.7. CLIENT'S ADDRESSES



The window with the table, in which there is a list of addresses of the given client, can be seen on the screen. The address, which will be used "by default" in documents for the given client, is marked as a red line. The structure of fields of the table cannot be edited, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to supplement or edit this list.

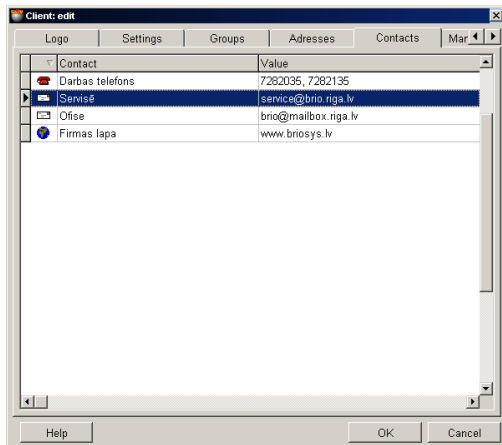
5.1.7.A. AUXILIARY WINDOWS: CLIENT'S ADDRESS



The window for input or editing the client's address can be seen on the screen. If the address should be used for filling documents of the given client "by default", the appropriate property should be marked.



5.1.8. CLIENT'S CONTACTS



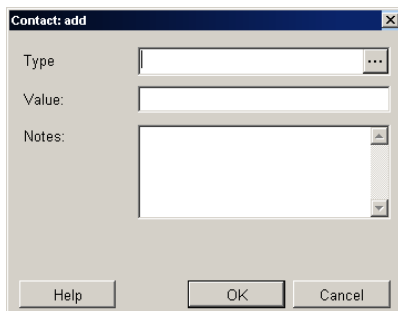
The window, in which there is the table with the list of contacts of the given client, can be seen on the screen. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to supplement or edit the list of contacts. The set of fields of the table cannot be changed, but the width of columns, their order and layout always can be edited by simple dragging of the border or the column itself. Work with a contact is carried out in the auxiliary window: **Contact: add**.

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.

5.1.8.A. AUXILIARY WINDOWS: ADDING A CONTACT



The window for addition of contacts of the given client can be seen on the screen.

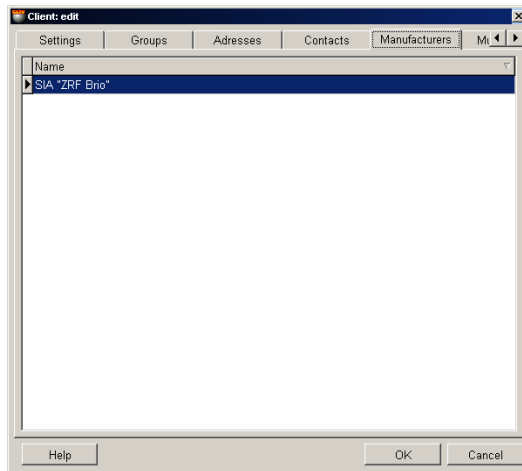
Contact type: Selection of such types of a contact which are available in the hidden list. Pressing the Enter button located on the right side of a field will result in opening the window of the hidden list of contacts.

Value: Value of the given contact. For example, if it is a telephone, its value is its number.

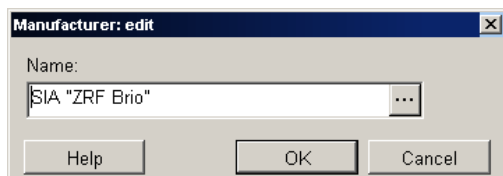
Notes: Any combination of characters serving as a comment to a contact.



5.1.9. THE LIST OF MANUFACTURERS FOR THE CLIENT

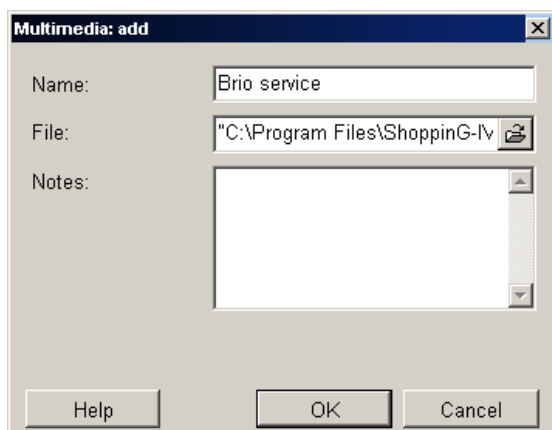


The window with the table, in which there is a list of manufacturers whose representative is the given client, can be seen on the screen. Pressing headers of the table will result in sorting manufacturers in the alphabetic order. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to edit this list or supplement it using information from the list of manufacturers.



Pressing the selection button located on the right side of the field of selection of a manufacturer, the window of the list of manufacturers will be opened. There it is possible to select the necessary manufacturer.

5.1.10. CLIENT'S MULTIMEDIA

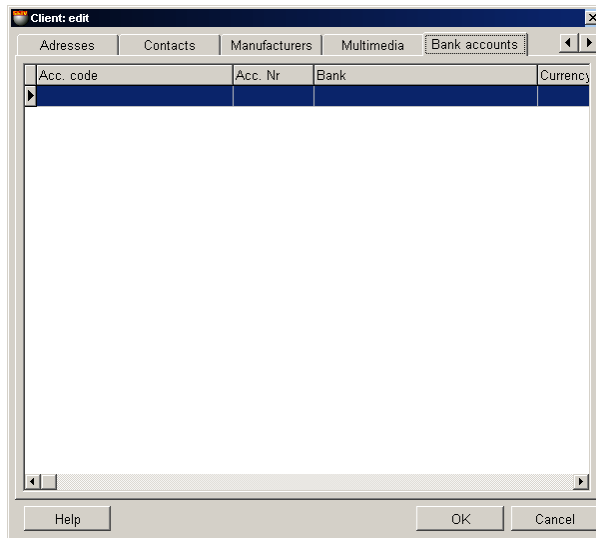


The window with the table, in which there is a list of references to multimedia files of the given client, can be seen on the screen. For example, advertising video clips in *.AVI format, catalogues etc. Certainly, here it is possible to place references to files of agreements, letters and etc. **Only references are saved in databases, but not files!** By double clicking a reference of the multimedia file it is possible to activate the appropriate application for viewing this file, certainly, if the appropriate application is installed on a computer.

Pressing headers of the table will result in sorting references in the alphabetic order. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to edit this list or add new references to it.



5.1.11. CLIENT'S BANK ACCOUNTS



The window with the table, in which there is a list of bank accounts of the given client, can be seen on the screen. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

Account code. The conditional name of the given client's account in a bank. For example: Budget payments (In the bank 1), Currency account (In the bank 1), etc.

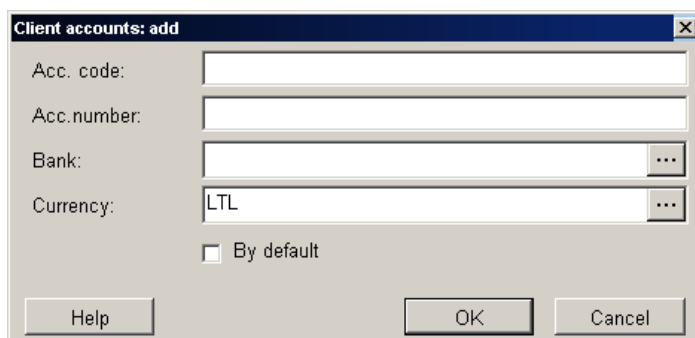
Account number. The number of a client's account in the given bank.

Bank. The name of a bank, in which the client's account is opened.

Currency. Names of currencies used in the client's account.

On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to edit this list or add new references to it.

5.1.11.A. AN AUXILIARY WINDOW: CLIENT'S ACCOUNT



The window for input or editing the data of a client's account can be seen on the screen.

Account code. A client's account code in the given bank. The conditional name of the given client's account in the bank. For example: Budget payments (In the bank 1), Currency account (In the bank 1), etc.

Account number. The number of a client's account in the given bank.

Bank. Selection of the name of a bank from the list of banks.

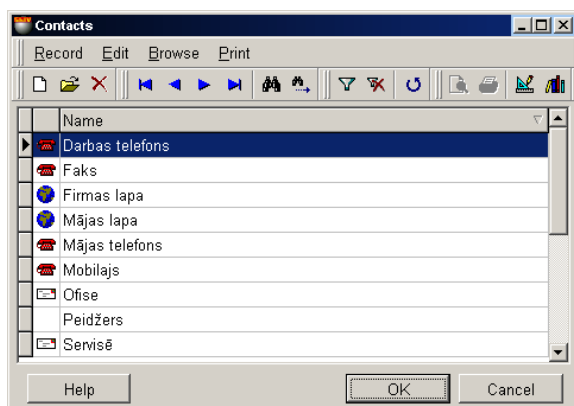
Currency. Selection of the currency name from the list of currencies.

By pressing the selection button located on the right side of the field of selection of bank or currency you can open the window of the appropriate list, from which it is possible to select the necessary bank or currency.



5.2. THE HIDDEN LIST OF CONTACT TYPES

5.2.1. THE MAIN WINDOW OF THE LIST OF CONTACT TYPES

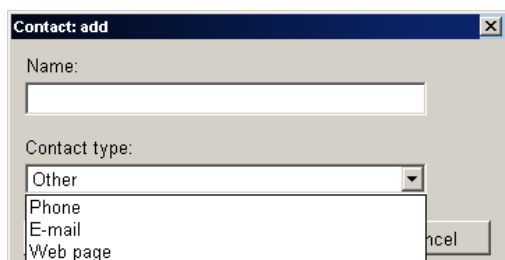


The window of the hidden list opens only during an attempt of addition of a new contact for the given client. Types of contact information defined in the system are listed in the window. You can add, delete or edit any of these types. Pressing column headings of the table will result in sorting fields in the alphabetic order or by a contact type. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new type of contact information, an auxiliary window for work with this contact type will be opened.

ATTENTION!!! Deletion of any type of contact, will result in deleting all contact information of the given type in databases of the system.

5.2.2. AN AUXILIARY WINDOW: CONTACT TYPE



The window for addition a new type of contact information or editing the existing type of contact information can be seen on the screen. For creation of a new type of contact information it is necessary to enter its name and select its type.

Name. The name of a type of contact information. For example: an office telephone number, a home telephone number, etc.

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.

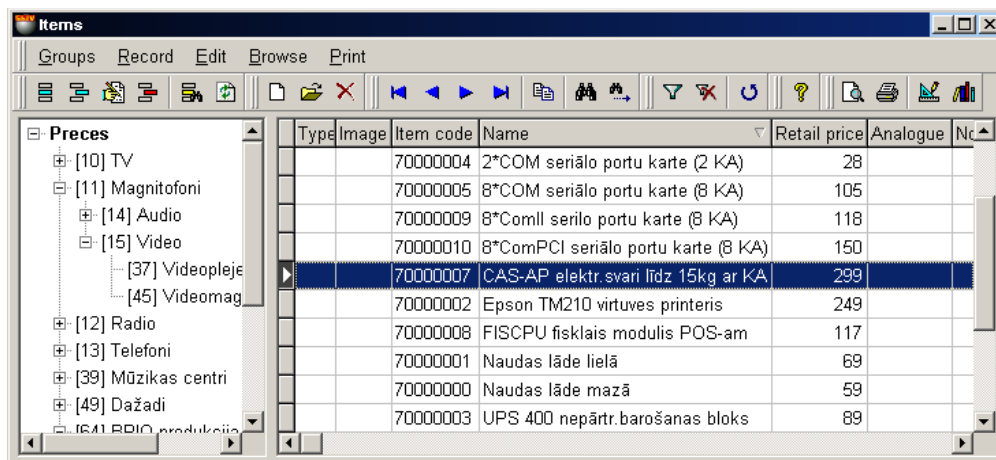
The contact type determines how the system will process it. If a contact belongs to the standard type, the appropriate application installed in the operating system is started after double clicking this contact.

ATTENTION!!! If during editing the type or name of contact information is changed, it will result in change of the type and name of the given type of contact information in all databases of the system.



5.3. THE LIST OF GOODS

5.3.1. THE MAIN WINDOW



The main window of the list of goods can be seen on the screen. The menu and toolbars are located in the upper part. The lower part of the window consists of two parts.

The tree of groups of goods is located **in the left part** of the window. A code of the given group is given in brackets next to the name of each group. The number of digits of the group code is determined by settings, which have been made in section SERVICE/PARAMETERS/MAIN/LENGTH OF ITEM GROUP. The groups, to which the item of the goods selected in the right part of the window is related, are marked by underlining.

The table of the goods related to the selected (underlined) group and all subgroups included in its structure is located **in the right part** of the window. The structure of fields of the table cannot be edited, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself. The contents of the table can be sorted out by clicking the header of a column, thus FAST SEARCH will be started. If you select any item of goods by the cursor, the name of group which includes this item, will be marked by underlining. If an item is simultaneously related to several groups, they will be marked as well.

On pressing the right mouse button the shortcut menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows.

Double clicking an item of goods in the right part of the window will result in opening of a card of the goods.

- **VIEW THE STRUCTURE OF A GROUP OF GOODS.** Having clicked a group or a subgroup of goods in the left part of the window, in the right part you will receive the list of goods, which are included into the given group and all its subgroups.
- **EDITING THE TREE OF GROUPS OF GOODS.** Pressing the right mouse button will open the shortcut menu for work with the selected element. The structure of menu options and the set of tools depend on the type of elements of the tree of groups of goods you are working with at the present moment.
- **SORTING OF FIELDS OF THE TABLE OF GOODS.** Pressing header of a table column will result in sorting contents of the given column, certainly, if the given field can be sorted.
- **TRANSFER OF GOODS FROM ONE GROUP TO ANOTHER.** There are two ways of transfer: to assign and reassign. To assign means to incorporate an item of goods into the selected group alongside with those groups, in which the item has been already registered. To reassign means to define belonging of an item of goods to the selected group, having removed the item from other groups. For transfer of an item of goods from one group into another it is necessary to select the item by the cursor and transfer the item to the necessary group. At this moment a menu appears, in which it is necessary to specify a way of transfer.
- **DELETING AN ITEM OR A GROUP.** For deletion of an item of goods or a group of goods it is necessary to use the appropriate tool or menu option.

ATTENTION!!! If an item of the goods simultaneously belongs to different groups, its deletion should be carried out in all groups where it is registered.

ATTENTION!!! Deleting a group or a subgroup in the window of the tree of groups of goods, all goods included in the deleted groups, will be automatically moved to the group, which is located on the level that is higher than the level of the deleted group.





- **FILTRATION OF GOODS.** If the item 'filter' is selected on the toolbar or in the menu, the additional window for setting a filter for reflection of goods will be opened. As a result only those items of goods which satisfy conditions of filtration will be displayed in the table of goods in the right part of the window. You can always reset the filter using the appropriate tool or menu option.
- **ITEM SEARCH.** For fast search of the necessary item in the table, the option **search** should be selected on the toolbar or from the menu. It is necessary to specify criteria of search of an item of goods in the opened window. In case of successful search the cursor automatically goes to the position of the table containing the item of the goods, properties of which are in compliance with a search criterion.

ATTENTION!!! Search of an item of the goods is carried out only in such part of the table of goods, which is visible on the screen. Therefore, if it is necessary to carry out search in the whole list of goods, it is necessary to select the uppermost level of groups of the goods in the left part of the screen.

5.3.1.A. USAGE OF A BARCODE CANNER

If a scanner of barcodes is connected to a computer, search for an item of goods can be made by scanning a label on the item. Thus the system will carry out search of the item with the scanned code.

If there is no item with the scanned code, the system will produce the corresponding message and will show the scanned barcode.

ATTENTION!!! Search of an item of the goods is carried out only in such part of the table of goods, which is visible on the screen. Therefore, if it is necessary to carry out search in the whole list of goods, it is necessary to select the uppermost level of groups of the goods in the left part of the screen.

5.3.1.B. AUXILIARY WINDOWS: ITEM GROUPS

Item groups: edit

Group code: 10

Name: TV

Kodu veidošana

Help OK Cancel

The window for addition or editing of a group of goods can be seen on the screen. The data of a group are shown in the appropriate fields in case of editing, or empty fields in case of input of a new group.

Group code. Two or three digits of the number of a group. These digits will make the first digits of the code of a new item of the 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/PARAMETERS/MAIN/LENGTH OF ITEM GROUP. Certainly, the group can have no number at all, if it does not participate in formation of codes.

Name. The character set, serving as the name of the given group of goods.

Property "Formation of codes". If the property is active, the given group will become the group participating in formation of codes. The first digits of the code of the item of goods created in the given group will coincide with the number of the given group.



5.3.1.C. AUXILIARY WINDOWS: FILTER

If you select the option 'filter' on the toolbar or in the menu, the additional window for setting of a filter of reflection of goods will be opened. It is necessary to enter values of criteria of reflection into the appropriate fields of this window. Criteria of reflection can be combined among themselves in various combinations. Only those items of goods, parameters of which meet the indicated criteria of reflection will be displayed in the main window. You can always reset the filter using the appropriate tool or menu option

Code: Enter some characters of the code of an item of goods. Only those items, the code of which contains the entered number, will be displayed.

Name: One or several characters of the name of an item of goods.

Name for receipt: One or several characters of the name of an item of goods for a receipt.

Item type: For selection of one of types of goods. Only the goods of the selected type will be displayed. Item type is an additional property of goods permitting the system to take into account the given item in a specific way, depending on peculiarities or requirements of the current legislation. One of 5 types of goods can be assigned to an item of goods in the system: "Tobacco", "Alcohol", "Packaging", "Petroleum products", "Service".

Base retail price. Enter the price of an item of goods. Only those items, which have the selected value of the price, will be displayed.

Base cost price. Enter the price of an item of goods. Only those items, which have the selected value of the price, will be displayed.

Measurement. Pressing the button will open the list of units of measurement. A field for selection of units of measurement is located next to the button. Only those goods, which have this unit of measurement, will be displayed.

Tax. Pressing the button will open the list of taxes. A field for selection of taxes is located next to the button. Only those goods, to which the selected value of tax is assigned, will be displayed.

Currency. Pressing the button will open the list of currencies. A field for selection of a currency is located next to the button. Only those goods, in the card of which the selected currency is indicated, will be displayed.

Analogue. Select the name of analogues. Those goods, which have the selected name of analogue, will be displayed.

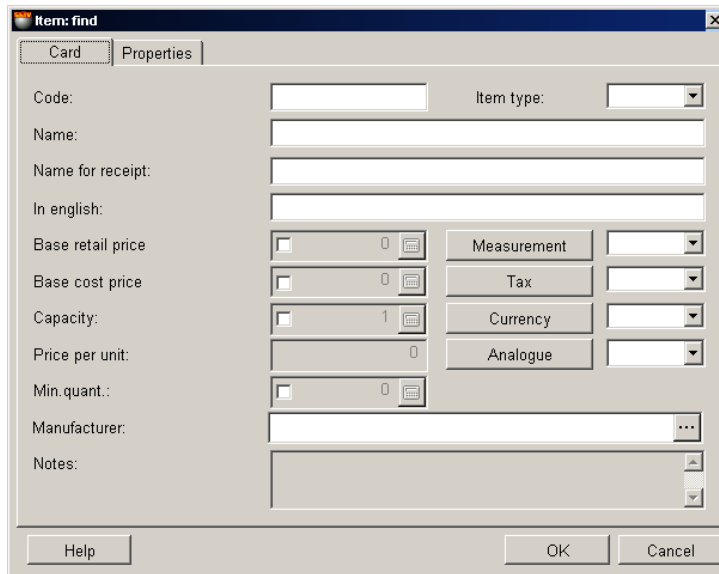
Price per unit. The field is not active.

Capacity. Enter a value of capacity. Those goods, capacity of which is equal to the entered value, will be displayed.

Min. quantity. Enter the minimum quantity of goods. Those goods, which have the selected value, will be displayed.

Manufacturer. Pressing the button will open the list of manufacturers. Only those goods, which are related to the given manufacturer, will be displayed.

5.3.1.D. AUXILIARY WINDOWS: SEARCH



If you select the option 'search' on the toolbar or in the menu, the additional window for setting of search criteria of goods will be opened. It is necessary to enter or select a value of criteria in the appropriate fields of this window. Criteria of search can be combined in various combinations. The cursor shall be located on the item of goods in the main window, which matches the indicated search criteria best.

Code: Enter some characters of the code of an item of goods. Only those items, the code of which contains the entered number, will be found.

Name: One or several characters of the name of an item of goods.

Name for receipt: One or several characters of the name of an item of goods for a receipt.

Item type: Select one of types of goods. The goods of the selected type will be found.

Base retail price. Enter the price of an item of goods. The item, which has the selected value of the price, will be found.

Base cost price. Enter the price of an item of goods. The item, which has the selected value of the price, will be found.

Measurement. Pressing the button will open the list of units of measurement. A field for selection of units of measurement is located next to the button. The item, which has this unit of measurement, will be found.

Tax. Pressing the button will open the list of taxes. A field for selection of taxes is located next to the button. The item, to which the selected value of tax is assigned, will be found.

Currency. Pressing the button will open the list of currencies. A field for selection of a currency is located next to the button. The item, in the card of which the selected currency is indicated, will be found.

Analogue. Select the name of analogues. The item, which has the selected name of analogue, will be found.

Price per unit. The field is not active.

Capacity. Enter a value of capacity. Those goods, capacity of which is equal to the entered value, will be found.

Min. quantity. Enter the minimum quantity of an item of goods. Those goods, which have the selected value, will be found.

Manufacturer. Pressing the button will open the list of manufacturers. Those goods, which are related to the given manufacturer, will be found.



5.3.2. ITEM CARD

A card of an item of goods with tabs can be seen on the screen. The data of the item are shown in the appropriate fields in case of editing of the existing items of goods or empty fields in case of data entry of a new item of goods.

Code. A combination of digits unambiguously identifying the given item of goods in the system. It is allowed to use characters in the code of items of goods, but in this case sale of items from cash registers, which have only digital input of the code, becomes impossible.

Entering a new item of goods, the system will offer a new code independently. If an item is a part of the group of goods, which participates in formation of codes, the first two or three digits of the code will correspond to the number of this group. 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 a 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. After input of the number of the code the system controls coincidence of codes and will not allow creating a new item with the existing code.

Name. Any combination of characters and digits describing the given item of goods.

Name for receipt. Any combination of characters and digits (up to 20), which will be printed on a receipt of a cash register.

Item type. This is an additional property of an item of goods permitting the system to take into account the given item in a specific way, depending on peculiarities or requirements of the current legislation. One of 5 types of goods can be assigned to an item of goods in the system: "Tobacco", "Alcohol", "Packaging", "Petroleum products", "Service". Special types of reports exist for each type of items.

Special type of goods - "Service". Unlike the usual goods, there are no balances, acceptance date and availability for a service.

Base retail price. The expected sale price of goods.

Base cost price. The expected purchase sale price of goods.

Capacity. For future versions of the system.

The price for unit. 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.

For example:

The price of a bottle of alcohol, capacity 0,7 liters - 2,5Ls

Unit of measurement of alcohol for one of reports - in liters

The price for a unit of alcohol (In liters) = (2,5 / 0,7) Ls

Minimum quantity. Quantity of an item of goods, which is considered as minimal allowed quantity. The system allows receiving reports on such goods.

Unit of measurement. A unit, in which the quantity of goods is measured. Pressing the button opens the window of the list of units of measurement. A field for selection of a unit of measurement from the existing list is located next to the button.

Tax. A tax imposed on goods. Pressing the button opens the window of the list of taxes. A field for selection of a tax from the existing list is located next to the button.

Currency.

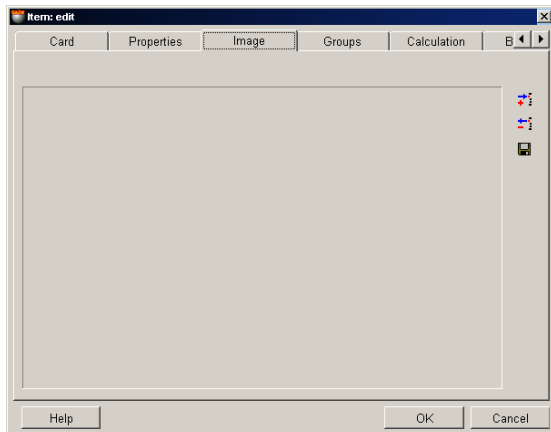
Analogue. Any combination of characters and digits identical to the same combination of goods, which can be considered similar. This allows finding replacement of the absent goods fast, replacing them with other goods having the same code of analogue. Pressing the button opens the window of the list of analogues. A field for selection of an analogue from the existing list is located next to the button.

Manufacturer. A field for selection of the manufacturer of the given item of goods. Pressing the button opens the window of the list of manufacturers. A field for selection of a manufacturer from the existing list is located next to the button.

Notes. Any text (up to 250 characters) related to the given item of goods. For example, its brief description or guidelines of application.



5.3.3. ITEM PHOTO



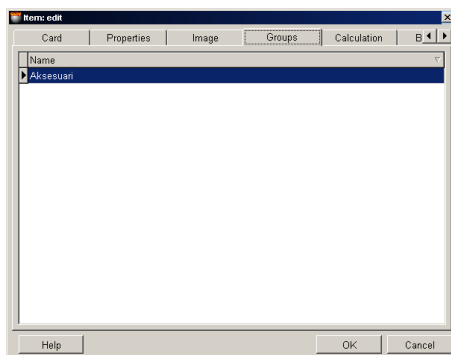
A photo or a drawing of the given item of goods is shown on the screen. The photo of an item represents a drawing of the definite size in the graphic format. During input of a new photo the list of valid formats will appear: *.bmp, *.jpg, *.ico, *.eml, *.wmf. The photo file is stored directly in the database of the system, therefore we do not recommend using too big photos. Two buttons of tools are located on the right side of the screen:

Add: To add a drawing from the file into the database of the given items.

Delete: To delete a drawing of the given items from the database.

Save: To extract a drawing from the database and save it in a file.

5.3.4. ITEM GROUPS

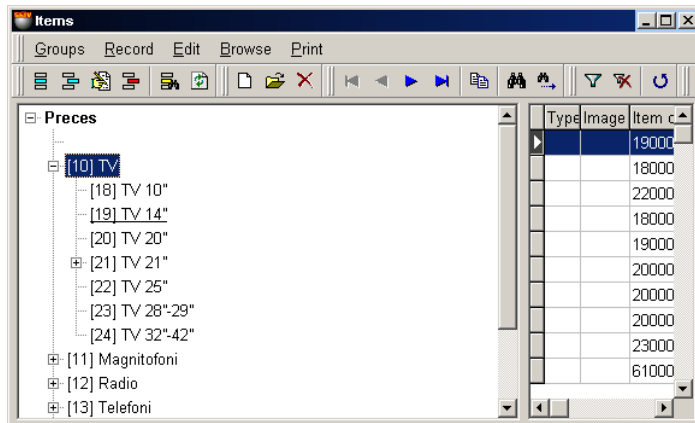


The window with the table, in which names of groups and subgroups to which the given item belongs are listed, can be seen on the screen. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to open **an auxiliary window** for addition or deletion of affiliation of goods with the selected group of goods.

ATTENTION!!! Certainly, removal of a group in the given window does not imply deletion of the group itself from the system, but removal of the connection of the given item to this group.

ATTENTION!!! If the only one group is mentioned in the given list, an attempt of deletion of this group will result in deletion of an item of the goods as an item cannot exist outside of any group.

5.3.4.A. AUXILIARY WINDOWS: ITEM GROUPS

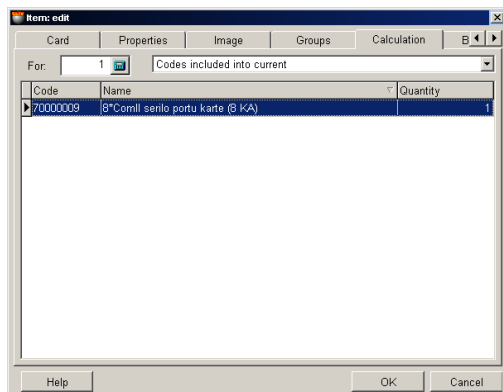


The window with an image of the tree of groups of goods can be seen on the screen. There is a code of the given group in brackets next to the name of each group. The groups related to the given item are marked by a tick. Having put or having removed the mark next to the name of a group, you determine or remove affiliation of an item to the given group.

ATTENTION! Removal of a mark for all groups will result in deletion of an item as the item cannot exist outside of groups.

On pressing the right mouse button an additional menu with various possibilities of work with the tree of groups of goods will appear.

5.3.5. THE STRUCTURE OF GOODS



The window for work with composite codes can be seen on the screen. Any item of goods can contain some other items of goods in its structure in different proportions. During operations with such goods the system monitors movements of all of its components as well. Branching of goods is not limited.

Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself. The window can show two variants of the structure:

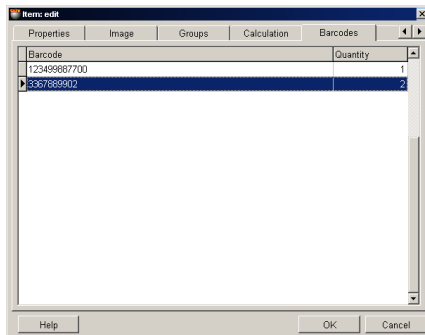
The codes containing the current code. In this variant codes of goods, the structure of which includes the edited item, are displayed in the table.

The codes included in the current code. In this variant of reflection goods and their quantities entered as composite parts in the edited item are listed in the table. It is possible to work with the structure only in this variant of reflection.

Field "For". It is possible to enter quantity of the edited item of goods into this field, for which the structure is being determined. By default the value of the coefficient is equal to 1.

On pressing the **right mouse button** an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in a window. If you edit or add a new item of goods into the structure, the main window of the list of goods will be opened. You can choose a set of items from this list. Clicking the line containing an item of goods using the **left mouse button** the window for input of quantity of this item will be opened.

5.3.6. BARCODES



The window for work with barcodes can be seen on the screen. The bar code represents a graphic image (stripes or lines) of some character sequence (usually digits) prepared by means of a computer. To make it simple we shall call characters, on the basis of which the indicated image is developed, barcodes. An unlimited number of barcodes can correspond to each code of goods in the system.

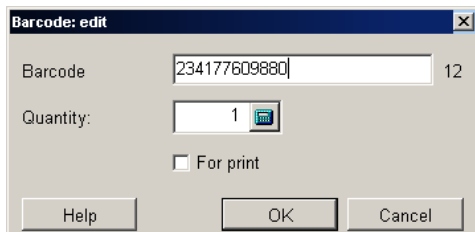
Pressing column headings of the table will result in sorting of fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing **the right mouse button** an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in a window. If you edit or add a new barcode, an auxiliary window for work with a barcode will be opened. **Clicking the line containing an item of goods using the left mouse button the window for input of quantity of this item will be opened.**

Barcode. A set of digits (characters) representing a barcode of an item of goods.

Quantity. Quantity of an item of goods, which should be written off after sale of the item with the given barcode at the cash register. It can be used when any items are sold by packs, but should be registered piece by piece in the accounting documents. For example: the barcode on a pack of cigarettes can differ from the barcode on a block of the same cigarettes. Therefore, if you sell packs by a barcode, it is necessary to write off one pack of cigarettes, and in case of sale by a barcode of a package (block), it is necessary to write off ten packs of cigarettes.

5.3.6.A. AUXILIARY WINDOWS: INPUT OF A BARCODE



An auxiliary window for addition or editing of a barcode of items of goods can be seen on the screen. The data are shown in the appropriate fields in case of editing, or empty fields are shown in case of input of a new barcode. It is also possible to use a scanner for input of a barcode.

Barcode. A set of digits (characters) representing a barcode of an item of goods.

Quantity. Quantity of an item of goods, which should be written off after sale of the item with the given barcode at the cash register. It can be used when any item of goods is sold by packages, but should be registered piece by piece in the accounting documents.

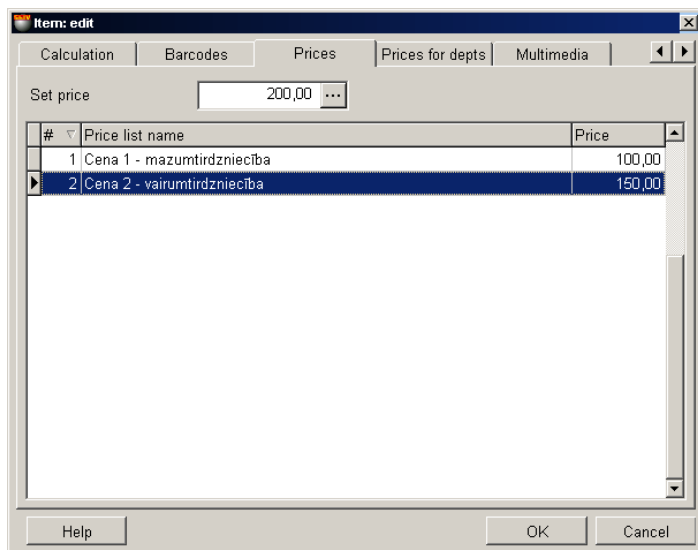
For example: the barcode on a pack of beer can differ from a barcode on a separate bottle. Therefore if the item is sold by the barcode of a bottle it is necessary to write off one bottle of beer, but if the item is sold by the barcode of a pack, it is necessary to write off ten bottles.

During input of a new barcode the system controls coincidence of codes and will not allow to create two identical barcodes. In this case the message with the code of the item, to which the barcode being entered or edited is already attached, will appear.

ATTENTION!!! During input of a barcode the system does not control correctness of the entered control digit. Therefore in case of an error there can be a situation when the printer of barcodes will print out a label with an incorrect control digit, and the scanner of barcodes will not be able to read it as the scanner always checks the control digit.



5.3.7. PRICES



The window with the list of price-lists (both active, and passive), in which there is a price for the given item of goods, can be seen on the screen. The price-list represents the list of goods with retail prices. One and the same item can have different price in different price-lists.

Selling goods using the trade equipment of BRIO Engineering it is possible to indicate that it is necessary to sell the items at the price of the concrete price-list (active). 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 adhered price-list.

Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

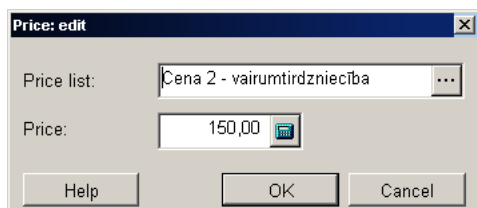
On pressing **the right mouse button** an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in a window. If you edit or add a new **barcode**, an auxiliary window for work with price-lists will be opened. **Double click** using **the left mouse button** will open the window for editing of a price of an item in the selected price-list.

Number. The number of a price-list. It is used selling goods from cash registers or drawing up an outgoing invoice.

Price-list name. Any combination of characters and digits used as the name of the price-list.

Price. Sale price of goods in the given price-list stated in the base currency.

5.3.7.A. AN AUXILIARY WINDOW: EDITING A PRICE



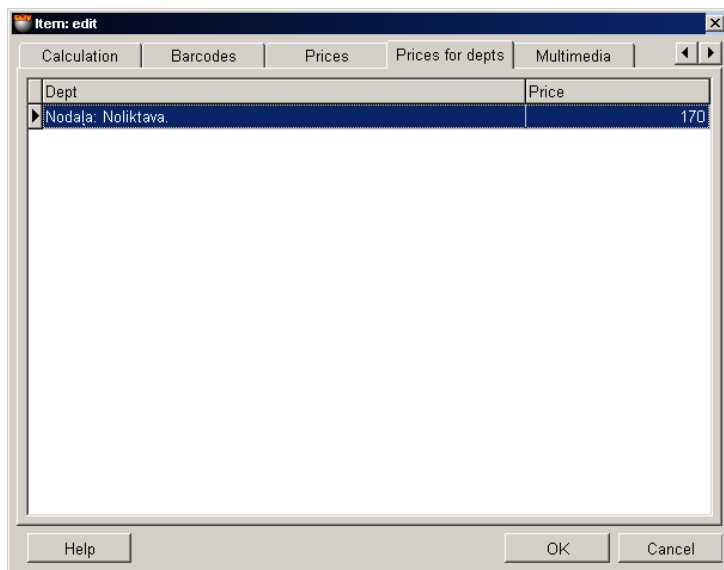
The window for addition or editing the price of an item in the selected price-list can be seen on the screen. The data are shown in the appropriate fields in case of editing the price in the existing price-list, or empty fields are shown in case of input of a new price for the price-list.

Price-list. A field for selection of a price-list. The name of the price-list, in which there are the given goods, is selected in case of editing. In case of addition of a new price-list the main window of the list of price-lists is opened. Here it is possible to add a price-list.

Price. A retail price in the selected price-list.



5.3.8. PRICES FOR DEPARTMENTS



The window with a list of departments and retail prices, at which goods from these departments will be sold, can be seen on the screen. The same goods in different departments can have different prices. Drawing up an outgoing invoice for a client the following shall be considered a priority selecting the price:

- A price from the price-list for the given client
- A price for the given department
- Base retail price.

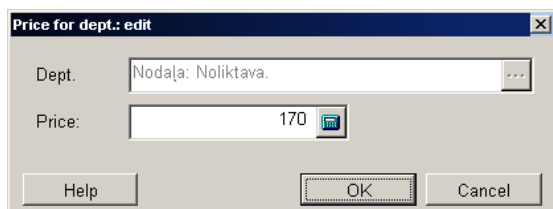
Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit the price existing in a department, an auxiliary window for work with a department price is opened. **Double click using the left mouse button** will open the window for editing of a price of an item in the selected department.

Department. The name of a department for which the given retail price applies.

Price. Sale price of goods in the given price-list stated in the base currency.

5.3.8.A. AN AUXILIARY WINDOW: EDITING A PRICE IN A DEPARTMENT



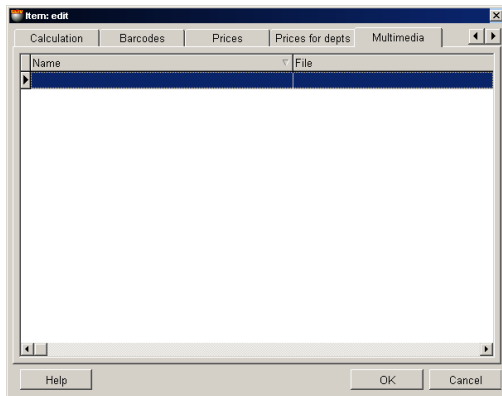
The window for addition or editing a price of an item in a department can be seen on the screen. Prices are shown in the appropriate fields in case of editing or empty fields are shown in case of input of a new price for a department.

Department. The name of a department for which this commodity price will operate. In case of editing the given field is unavailable. In case of addition of a new price for a department clicking the input field will open the list of internal clients, from which it is possible to select the name of the necessary department.

Price. A retail price of an item of goods in case of its sale from the selected department.



5.3.9. ITEM MULTIMEDIA



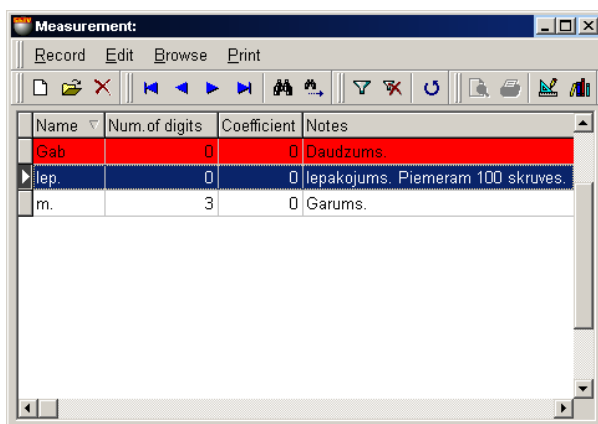
The window with the table, in which there is a list of references to multimedia files of the given item of goods, can be seen on the screen. For example, advertising video clips in *.AVI format, catalogues etc. Certainly, here it is possible to place references to files of agreements, letters and etc. **Only references are saved in databases, but not files!** By double clicking a reference of the multimedia file it is possible to activate the appropriate application for viewing this file, certainly, if the appropriate application is installed on a computer.

Pressing headers of the table will result in sorting references in the alphabetic order. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to edit this list or add new references to it.



5.4. THE LIST OF UNITS OF MEASUREMENT

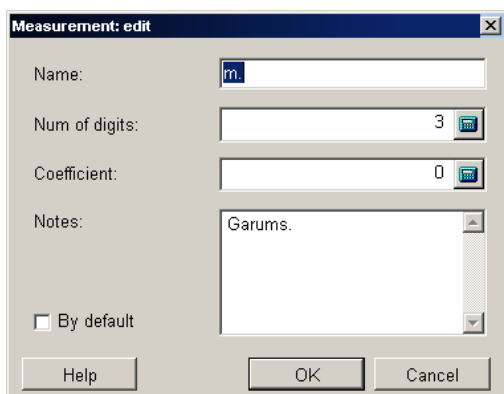
5.4.1. THE MAIN WINDOW OF THE LIST OF UNITS OF MEASUREMENT



The main window of the list of UNITS OF MEASUREMENT of goods can be seen on the screen. There is a menu in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of units of measurement and their basic data are shown in the window. The unit of measurement used "By default" is marked by a red line. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new unit of measurement, it will open a window for work with a UNIT OF MEASUREMENT.

5.4.2. THE WINDOW FOR WORK WITH A UNIT OF MEASUREMENT



The window for addition of a new or editing of the existing unit of measurement can be seen on the screen. Units of measurement are given in the appropriate fields in case of editing, or empty fields are shown in case of input of a new unit of measurement. For creation of a new unit of measurement it is necessary to enter its parameters and press "OK" button.

Unit of measurement. A dimensional unit of measurement in which quantity of goods is measured.

Name. Any combination of characters and digits used as the name of a unit of measurement.

Coefficient. A dimensional coefficient by which a unit of measurement is multiplied.

Number of digits. The number of digits behind the decimal point, up to which it is necessary to round off the value of a unit of measurement. Selling goods the trade equipment monitors the value of the given parameter and if, for example, this parameter will not be equal to zero for some goods, it is possible to sell 2,5 TVs accidentally.

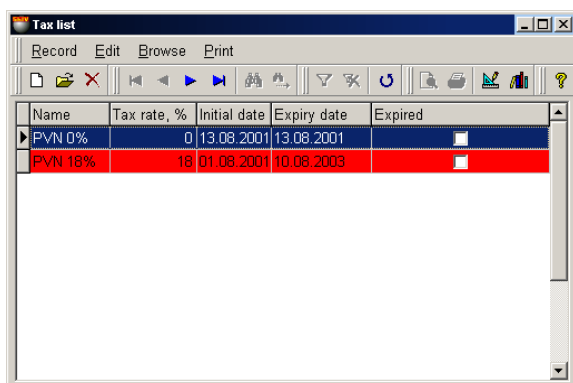
Notes. Any combination of characters and digits serving as a comment to a unit of measurement.

Property "By default". If the given parameter is determined, the given unit of measurement will be automatically entered at input of a new item of goods.



5.5. THE LIST OF TAXES

5.5.1. THE MAIN WINDOW OF THE LIST OF TAXES



The main window of the list of taxes can be seen on the screen. There is a menu in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of taxes and their basic data are shown in the window. The **unit of measurement** used "By default" is marked by a red line.

Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new tax, it will open a window for work with a **TAX**.

5.5.2. THE WINDOW FOR WORK WITH A TAX

Taxes: add

Tax name:

Tax rate, %:

Begin. date:

Expiry date:

Tax by default Tax expired

The window for addition of a new tax or editing the existing one can be seen on the screen. The data are shown in the corresponding fields in case of editing a tax or empty fields are shown in case of input of a new tax. For creation of a new tax it is necessary to enter its parameters and press "OK" button.

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.

Begin. date. A date when a tax becomes effective, if it is defined in advance by legislation.

Expiry date. 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.

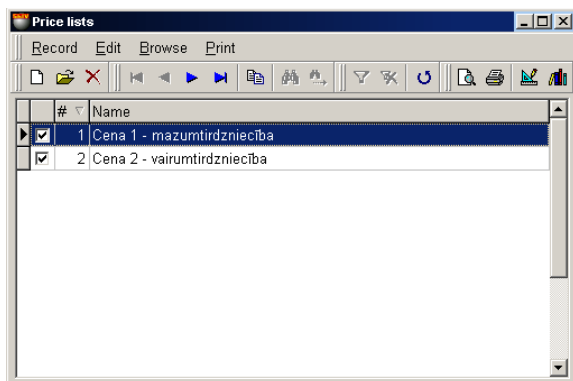
Tax by default. The property of a tax which will be entered "by default" during work with goods.

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".



5.6. THE LIST OF PRICE-LISTS

5.6.1. THE MAIN WINDOW



The main window of the list of price-lists can be seen on the screen. A price-list represents a list of goods with retail prices. Prices of one and the same item can differ in different price-lists. At the moment of sale of goods it is possible to indicate, which price from which price-list shall be used. A 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 prices of the adhered price-list.

There is a menu in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of price-lists and their basic data are shown in the window. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

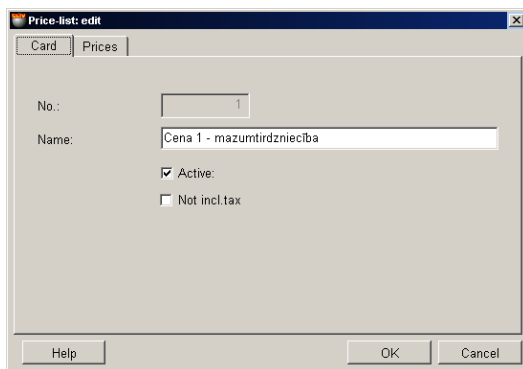
On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. **If you edit or add a price-list tax, it opens a window for work with a PRICE-LIST.**

Property "Active". If the property is switched on, the given price-list can be used by the system. It is possible to create any number of price-lists, having made active only those price-lists which are necessary for use.

Number. The number of a price-list. It is used in case of sale of goods from cash registers.

Name. Any combination of characters and digits used as the name of a price-list.

5.6.2. CARD OF A PRICE-LIST



The window for addition of a new price-list or editing the existing one can be seen on the screen. The data are shown in the corresponding fields in case of editing a price-list or empty fields are shown in case of input of a new price-list. For creation of a new **price-list** it is necessary to enter its parameters and press "OK" button.

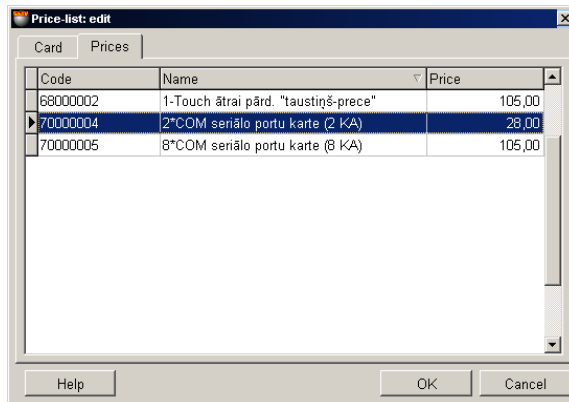
Number. The number of a price-list. It is used in case of sale of goods from cash registers.

Name. Any combination of characters and digits used as the name of a price-list.

Property "Active". If the property is switched on, the given price-list can be used by the system. It is possible to create any number of price-lists, having made active only those price-lists which are necessary for use.

Property "Not incl. tax". If the property is active, the system will consider that the price of goods in the given price-list does not comprise a tax.

5.6.3. PRICES FOR A PRICE-LIST



The window with tabs for addition of a new list of price-list or editing the existing one can be seen on the screen. The list of goods of the given price-list and prices are shown in the corresponding fields.

Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you add a new item of goods, it opens a window of the list of goods, whence it is possible to select the necessary goods.

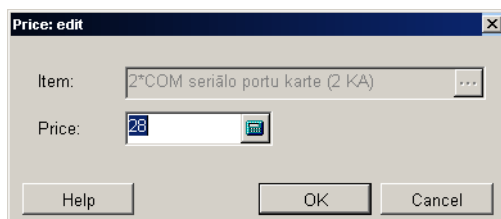
Double clicking an item of goods will result in opening of an auxiliary window for input of the price of an item of goods.

Code. The code of goods in the system.

Name. The name of an item of goods.

Price. A retail price of an item for the given price-list.

5.6.3.A. AN AUXILIARY WINDOW: AN ITEM PRICE IN A PRICE-LIST



The auxiliary window for addition of an item price or editing the existing one using the currency of the price-list can be seen on the screen. The data on an item price is shown in the corresponding fields in case of editing of the price or empty fields are shown in case of input of a price.

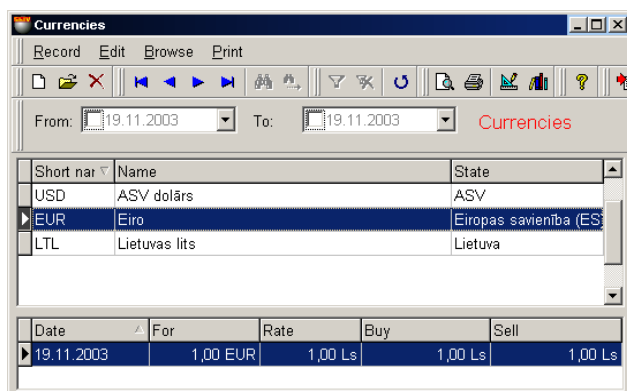
Item. The name of an item of goods.

Price. A retail price of an item for the given price-list.



5.7. THE LIST OF CURRENCIES

5.7.1. THE MAIN WINDOW

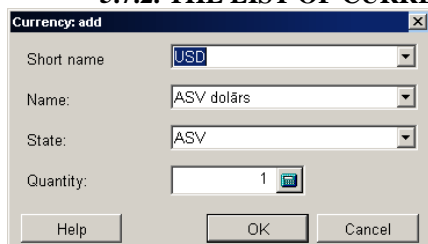


The main window of the list of currencies can be seen on the screen. There is a menu and toolbars in the upper part of the window. The fields of selection of the initial and final date of display of the list of rates are located under the toolbar. The window consists of two parts. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself. Pressing column headings of the table will result in sorting fields in the alphabetic order.

- WINDOW: THE LIST OF CURRENCIES.** The table of the list of currencies is located in the upper window. On pressing the right mouse button an additional menu for work with the list will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new currency, it will open a window for work with THE LIST OF CURRENCIES. If you click a name of a currency, the list of rates for the given currency will be displayed in the lower part of the window. These will be the rates, data of which match the selected range.
- THE LIST OF CURRENCY RATES.** The table of the list of currency rates, which are related to the currency selected in the upper part of the window, is located in the lower part of the window. Pressing the right mouse button will open a shortcut menu for work with the selected rate. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. Double clicking the line with the selected rate will result in opening of an auxiliary window of a currency rate.

If you select the item of the shortcut menu “Update currency rates”, it will open an auxiliary window enabling you to load the current rates from a file or the Internet.

5.7.2. THE LIST OF CURRENCIES



The window for addition of a new list of currencies or editing the existing one can be seen on the screen. The currency data are shown in the corresponding fields in case of editing or empty fields are shown in case of input of a new currency. It is possible to add a new currency having entered its parameters directly to the appropriate fields, or having selected from the list of currencies available in the system. For selection of a currency from the available list it is necessary to press the selection button located on the right side of input fields.

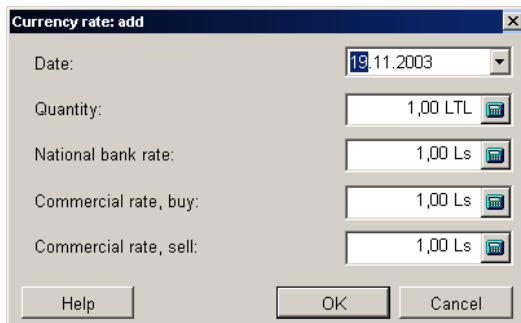
Name. Any combination of characters and digits used as the name of a currency.

Short name. The abbreviated name of the given currency serving for simplification of search. For example: LS, DEM, USD, etc.

State. The name of a state where the given currency is the basic currency.

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.

5.7.3. AN AUXILIARY WINDOW: CURRENCY RATE



The window for addition of a new currency rate or editing the existing one can be seen on the screen. The currency rate data are shown in the corresponding fields in case of editing or empty fields are shown in case of input of a new currency rate. It is possible to add a new currency rate having directly entered its values to the appropriate fields. For selection of a currency rate from the available list it is necessary to press the selection button located on the right side of input fields.

Date. The date, to which the given exchange rate is related.

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.

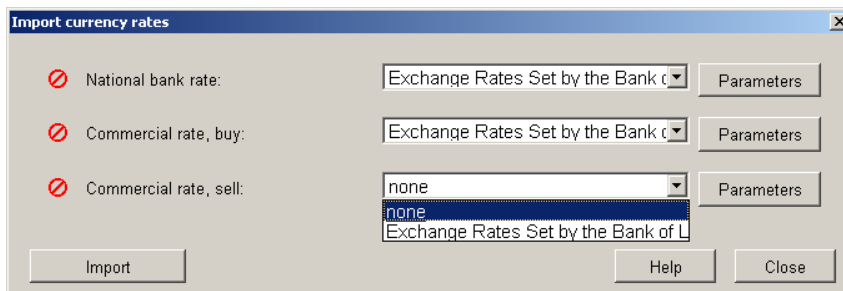
National bank rate. The exchange rate taken as per information supplied by the bank. Usually, it is a central bank of the state.

Commercial rate, buy. 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, sell. The price of additional currency expressed in the base currency, at which it is sold by the given bank as of the concrete date.

5.7.4. AN AUXILIARY WINDOW: OBTAINING A CURRENCY RATE

Exchange rates can be received from files or using the Internet, directly from banks. Usually each bank offers exchange rates in the form of files with different data formats, the necessary program modules should be installed in the system for use of this option. These modules are created separately for each bank.



The auxiliary window for importing currency rates can be seen on the screen. In general it is possible to import three types of rates, for each of them it is possible to indicate the source of obtaining. There is a window for selection of a bank opposite to each rate. You can select a bank from the list of banks, for which program modules are installed. It is possible to customize the parameters for each module.

National bank rate. The exchange rate used in the system for calculations.

Commercial rate, buy. 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, sell. The price of additional currency expressed in the base currency, at which it is sold by the given bank as of the concrete date.

The window for selection of a bank. The list of banks, for which program modules are installed. If the value "none" is selected, for this rate import will not be made.

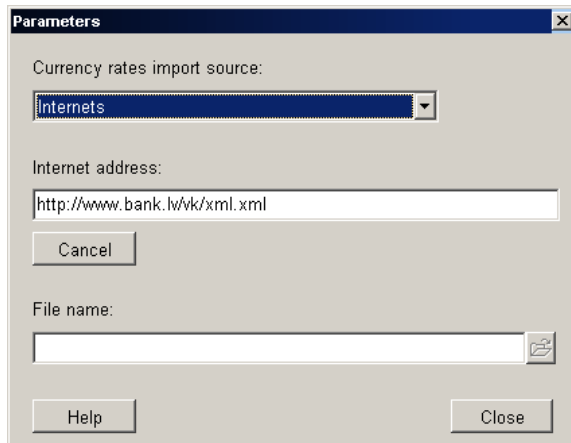
Import. To start the process of importing of exchange rates. After successful completion of import, a "tick" appears next to each rate.

Parameters. Import settings.

ATTENTION!!! Any of exchange rates (Official and commercial rates) can be obtained from different tanks.



5.7.5. AN AUXILIARY WINDOW: IMPORT PARAMETERS



The auxiliary window for setting parameters of import of exchange rates can be seen on the screen.

Currency rates import source. In general there can be two sources: the Internet or a file.

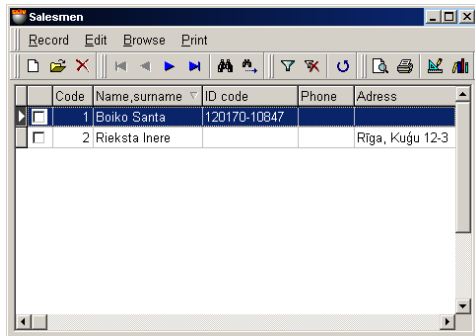
Internet address. Indication of the Internet address of a bank where a file with exchange rates is located.

File name. A location and the name of the file with exchange rates, if it is necessary to receive rates from the file located on a carrier.

Cancel. For return of all parameters to the initial state.

5.8. THE LIST OF SALESMEN

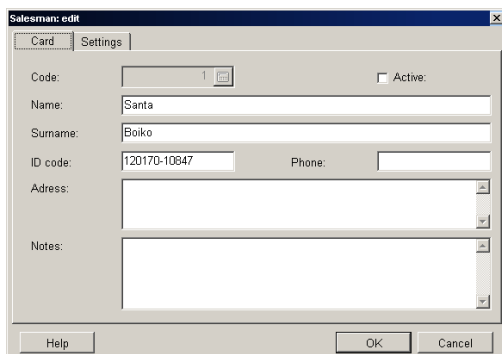
5.8.1. THE MAIN WINDOW OF THE LIST OF SALESMEN



The main window of the list of SALESMEN can be seen on the screen. There is a menu and in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of salesmen and their basic data are shown in the window. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new salesman, it opens a window SALESMAN'S CARD.

5.8.2. SALESMAN'S CARD



The salesman's card can be seen on the screen. A salesman's data are shown in the corresponding fields in case of editing a salesman or empty fields are shown in case of input of a new salesman.

Name, surname. Personal information of a salesman.

Personal code (ID code). An individual personal code.

Notes. Any text information serving as a comment to the given salesman.

Address. A salesman's home address.

Phone. One or several phones related to the given salesman.

Code. An individual number of a salesman intended for registration in the system. Usually this parameter is monitored by cash registers of BRIO EngineerinG.

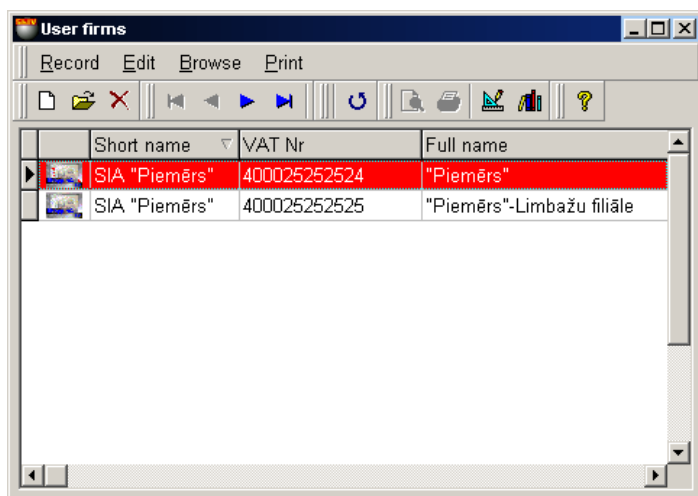
Maximum discount. The maximum discount in percentage. It means that it is permitted to apply such discount to the given salesman selling goods to buyers. Usually this parameter is monitored by cash registers of BRIO EngineerinG.

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.



5.9. THE LIST OF FIRMS

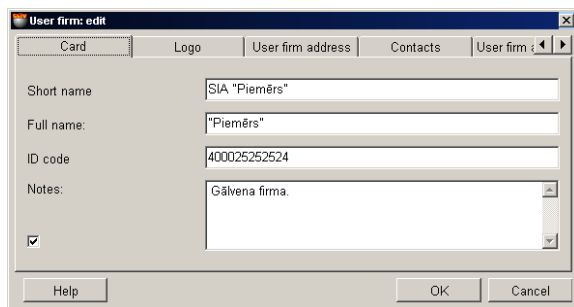
5.9.1. THE MAIN WINDOW OF THE LIST OF FIRMS



The main window of the list of FIRMS can be seen on the screen. There is a menu in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of firms and their basic data are shown in the window. The firm used "By default" is marked by a red line. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new firm, it will open a firm's card with tabs.

5.9.2. FIRM'S CARD



The firm's card can be seen on the screen. A firm's data are shown in the corresponding fields in case of editing the existing firm or empty fields are shown in case of input of a firm.

Name. The abbreviated name of the given firm serving for simplification of search.

Full name. Any combination of characters and digits used as the name of the given manufacturer.

ID code. The code of a tax-payer under which a firm is registered in the tax authority.

Notes. Any text serving 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.



5.9.3. FIRM'S LOGO



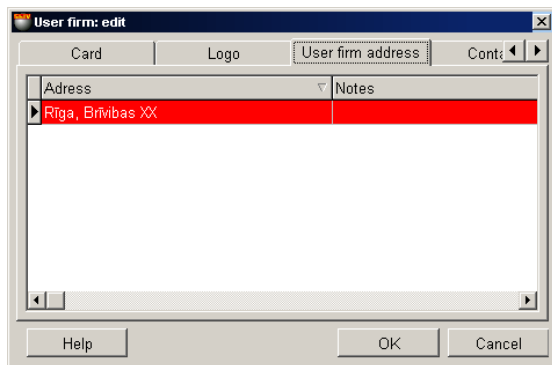
The logo of the given firm is shown on the screen. Firm's logo is an image of the defined size in the graphic format. During input of a new logo the list of valid formats shall appear: *.bmp, *.jpg, *.ico, *.eml, *.wmf. The logo file is stored directly in the database of the system, therefore we do not recommend using too large logos. There are two tool buttons on the right side of the screen.

Add: To add a logo from a file to the database for the given client.

Delete: To delete the logo of the given client from the database.

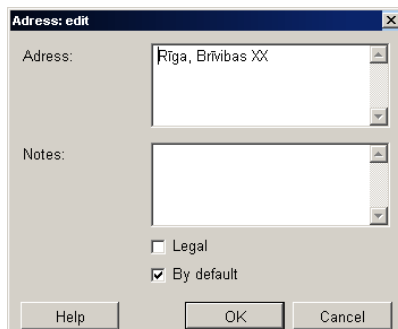
Save: To extract a logo picture from the database and save it in a file.

5.9.4. FIRM'S ADDRESSES



The window with the table, in which there is a list of addresses of the given firm, can be seen on the screen. The address, which will be used "by default" in documents of the given firm, is marked as a red line. The structure of fields of the table cannot be edited, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to supplement or edit this list.

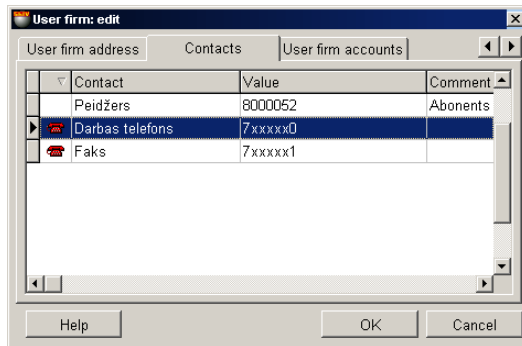
5.9.4.A. AUXILIARY WINDOWS: FIRM'S ADDRESS



The window for input or editing the address of a client can be seen on the screen. To use an address for filling documents of the given client "by default", the appropriate property should be marked.



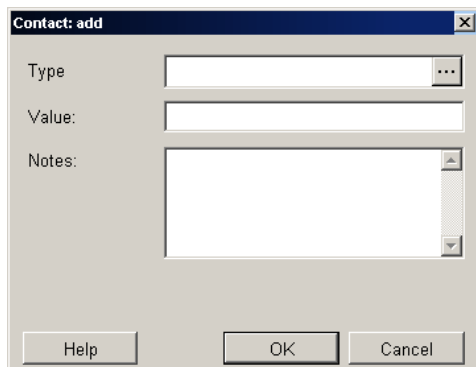
5.9.5. FIRM'S CONTACTS



The window with the table, in which there is a list of contacts of the given firm, can be seen on the screen. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to supplement or edit the list of contacts. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself. Work with a contact is carried out in the auxiliary window: **Contact: add.**

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.

5.9.5.A. AUXILIARY WINDOWS: ADDING A CONTACT



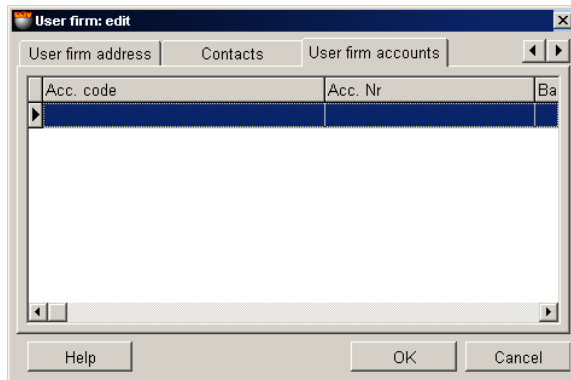
The window for addition of contacts of the given firm can be seen on the screen.

Contact type: Selection of such types of a contact which are available in the hidden list. Pressing the Enter button located on the right side of a field will result in opening the window of the hidden list of contacts.

Value: Value of the given contact. For example, if it is a telephone, its value is its number.

Notes: Any combination of characters serving as a comment to a contact.

5.9.6. FIRM'S ACCOUNTS



The window with the table, in which there is a list of bank accounts of the given firm, can be seen on the screen. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

Account code. A code of an account of a firm in the given bank. The conditional name of the given firm's account in a bank. For example: Budget payments (In the bank 1), Currency account (In the bank 1), etc.

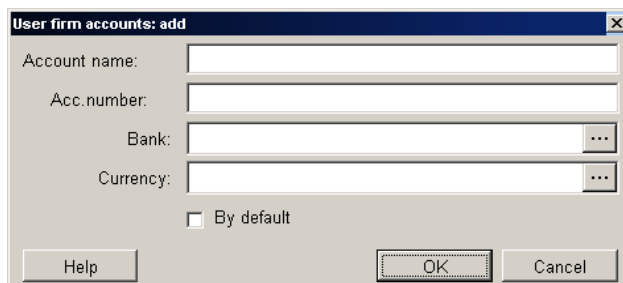
Account number. The number of a firm's account in the given bank.

Bank. The name of the bank, in which the firm's account is opened.

Currency. Names of currencies used in the firm's account.

On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to edit this list or add new references to it.

5.9.6.A. AN AUXILIARY WINDOW: FIRM'S ACCOUNT



The window for input or editing the data of a firm's account can be seen on the screen.

Account code. A firm's account code in the given bank. The conditional name of the given firm's account in the bank. For example: Budget payments (In the bank 1), Currency account (In the bank 1), etc.

Account number. The number of a firm's account in the given bank.

Bank. A name of a bank where an account is opened.

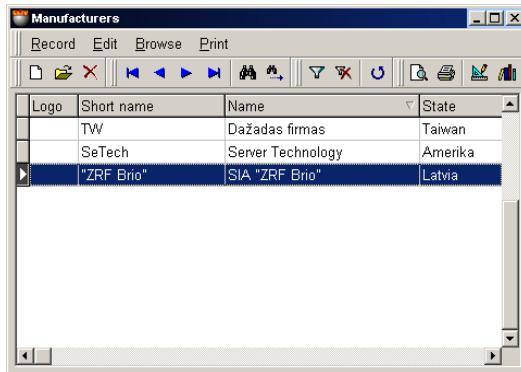
Currency. A name of the currency of an account.

By pressing the selection button located on the right side of the field of selection of bank or currency you can open the window of the appropriate list, from which it is possible to select the necessary bank or currency.



5.10. THE LIST OF MANUFACTURERS

5.10.1. THE MAIN WINDOW OF THE LIST OF MANUFACTURERS

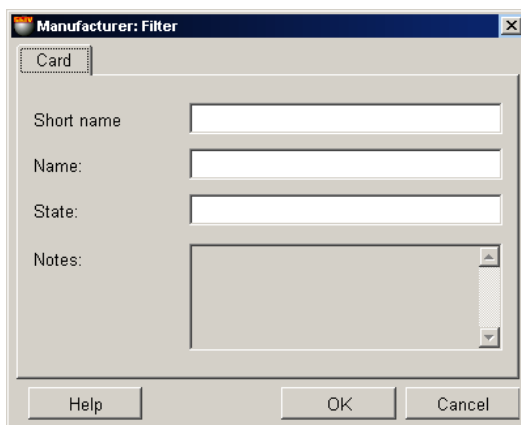


The main window of the list of MANUFACTURERS can be seen on the screen. There is a menu and in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of manufacturers and their basic data are shown in the window. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new manufacturer, it will open a manufacturer's card with tabs.

- **FILTRATION OF MANUFACTURERS.** If the item '**filter**' is selected on the toolbar or in the menu, the additional window for setting a filter for reflection of manufacturers will be opened. As a result only those manufacturers, which satisfy conditions of filtration, will be displayed in the table of manufacturers. You can always reset the filter using the appropriate tool or menu option.
- **MANUFACTURER SEARCH.** For fast search of the necessary manufacturer in the table, the option **search** should be selected on the toolbar or from the menu. It is necessary to specify criteria of search of a manufacturer in the opened window. In case of successful search the cursor automatically goes to the position of the table containing the manufacturer whose properties are in compliance with a search criterion.

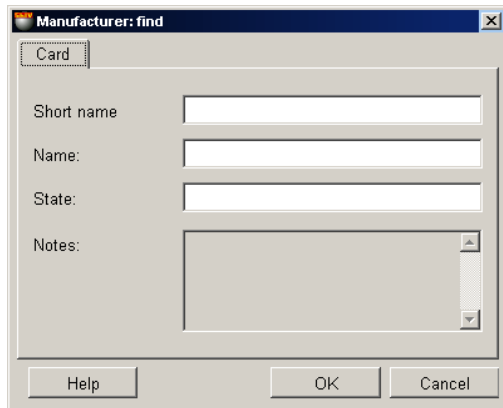
5.10.1.A. AUXILIARY WINDOWS: FILTER



If the item 'filter' is selected on the toolbar or in the menu, an additional window for setting filter parameters for reflection of manufacturers will be opened. It is necessary to enter values of criteria of reflection into the appropriate fields of this window. Criteria of reflection can be combined among themselves in various combinations. Only those manufacturers whose parameters meet the indicated criteria of reflection will be displayed in the main window. You can always reset the filter using the appropriate tool or menu option.

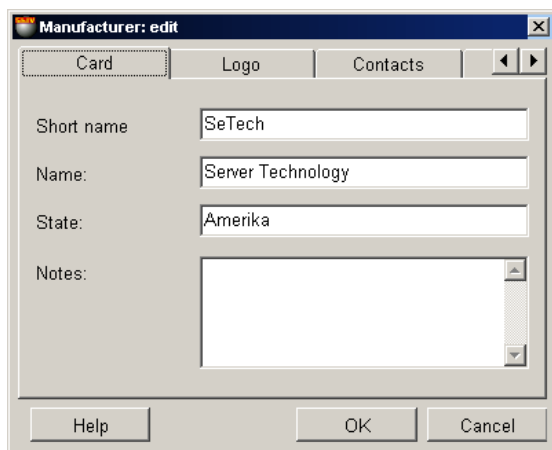


5.10.1.B. AUXILIARY WINDOWS: SEARCH



If the item 'search' is selected on the toolbar or in the menu, an additional window for setting criteria of **manufacturer** search will be opened. It is necessary to enter values of search criteria in the appropriate fields of this window. Criteria of search can be combined in various combinations. The cursor shall be located on the **manufacturer** in the main window, which matches the indicated search criteria best

5.10.2. MANUFACTURER'S CARD



The manufacturer's card can be seen on the screen. A manufacturer's data are shown in the corresponding fields in case of editing a manufacturer or empty fields are shown in case of input of a new manufacturer.

Short name. The abbreviated name of the given manufacturer serving for simplification of search.

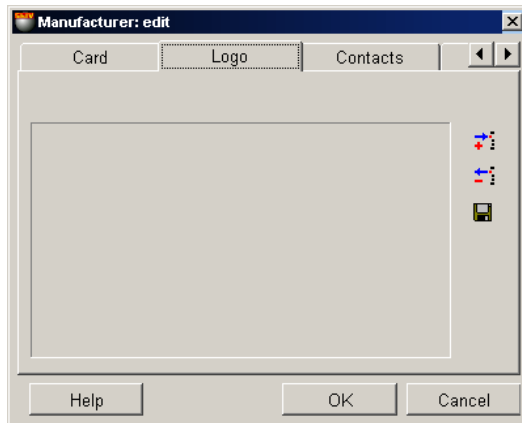
Name. Any combination of characters and digits used as the name of a manufacturer.

Notes. Any text information serving as a comment to the given manufacturer.

State. Any combination of characters and digits used as the name of a manufacturer's state.



5.10.3. MANUFACTURER'S LOGO



The logo of the given manufacturer is shown on the screen. Manufacturer'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.

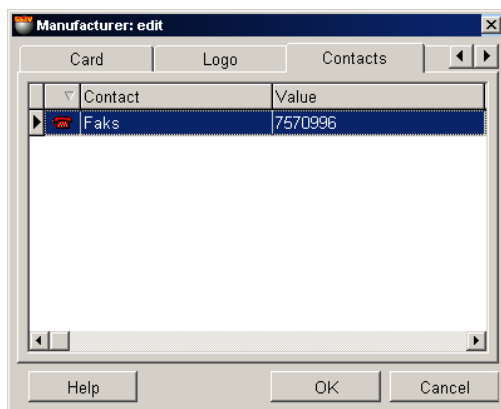
There are two tool buttons on the right side of the screen.

Add: To add a logo from a file to the database for the given manufacturer.

Delete: To delete the logo of the given manufacturer from the database.

Save: To extract a logo picture from the database and save it in a file.

5.10.4. MANUFACTURER'S CONTACTS



The window with the table, in which there is a list of contacts of the given manufacturer, can be seen on the screen. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to supplement or edit the list of contacts. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself. Work with a contact is carried out in the auxiliary window: **Contact: add.**

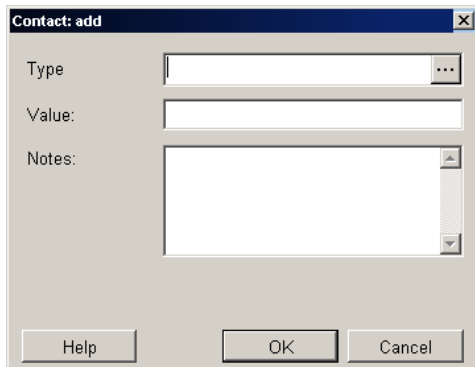
There are three standard types of a contact:

- 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.



5.10.4.A. AUXILIARY WINDOWS: ADDING A CONTACT



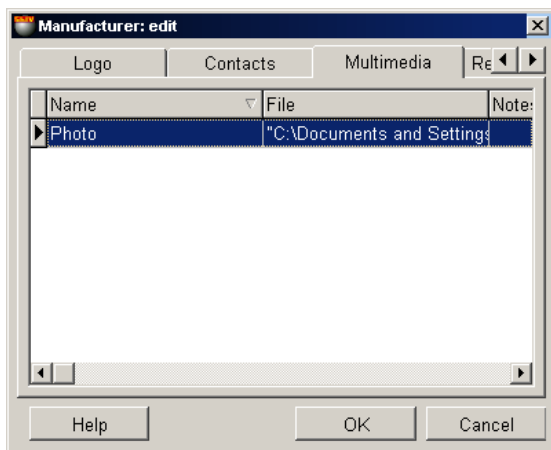
The window for addition of contacts of the given manufacturer can be seen on the screen.

Contact type: Selection of such types of a contact which are available in the hidden list of contacts. Pressing the Enter button located on the right side of a field will result in opening the window of the hidden list of contacts.

Value: Value of the given contact. For example, if it is a telephone, its value is its number.

Notes: Any combination of characters serving as a comment to a contact.

5.10.5. MANUFACTURER'S MULTIMEDIA

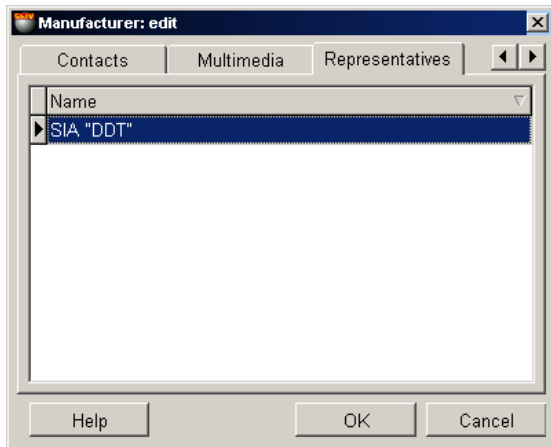


The window with the table, in which there is a list of references to multimedia files of the given manufacturer, can be seen on the screen. For example, advertising video clips in *.AVI format, catalogues etc. **Only references are saved in databases, but not files!** By double clicking a reference of the multimedia file it is possible to activate the appropriate application for viewing this file, certainly, if the appropriate application is installed on a computer.

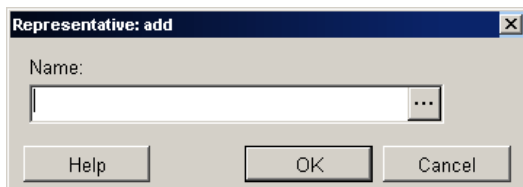
Pressing headers of the table will result in sorting references in the alphabetic order. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to edit this list or add new references to it.



5.10.6. MANUFACTURER'S REPRESENTATIVES



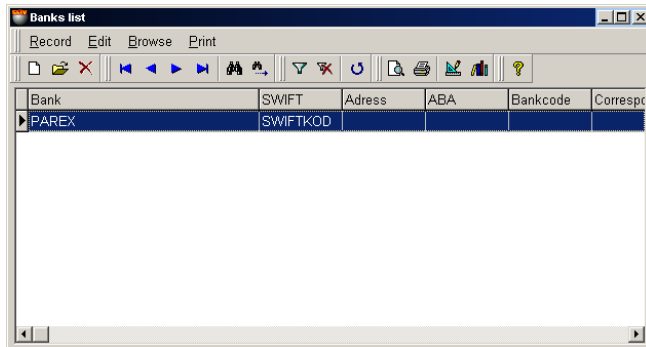
The window with the table, in which there is a list of clients who are representatives of the given manufacturer, can be seen on the screen. Pressing headers of the table will result in sorting clients in the alphabetic order. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to edit this list or supplement it using information from the list of clients.



Pressing the selection button located on the right side of the field of selection of clients, the window of the list of clients will be opened. There it is possible to select the necessary client.

5.11. THE LIST OF BANKS

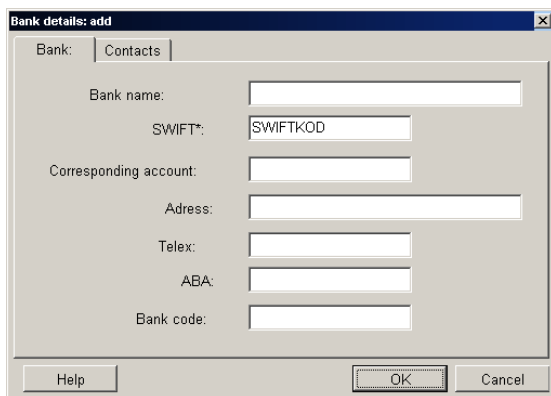
5.11.1. THE MAIN WINDOW OF THE LIST OF BANKS



The main window of the list of BANKS can be seen on the screen. There is a menu and in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of banks and their basic data are shown in the window. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new bank, it will open a window BANK'S CARD.

5.11.2. BANK'S CARD



Bank details: add

Bank: | Contacts

Bank name:

SWIFT*:

Corresponding account:

Address:

Telex:

ABA:

Bank code:

Help OK Cancel

The bank's card can be seen on the screen. A data of a bank is shown in the corresponding fields in case of editing the existing bank or empty fields are shown in case of input of a new bank.

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. Mail address of a bank.

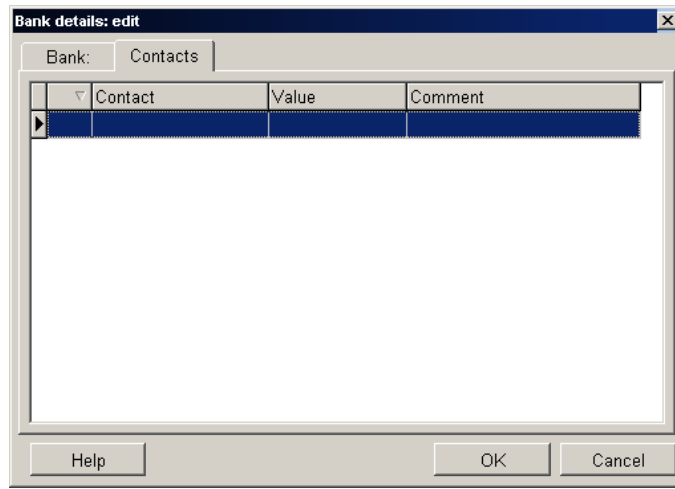
Telex. A number of a telex of a bank.

SWIFT. The code of a bank according to the international SWIFT system.

ABA. The code of a bank according to the international ABA system.



5.11.3. BANK'S CONTACTS



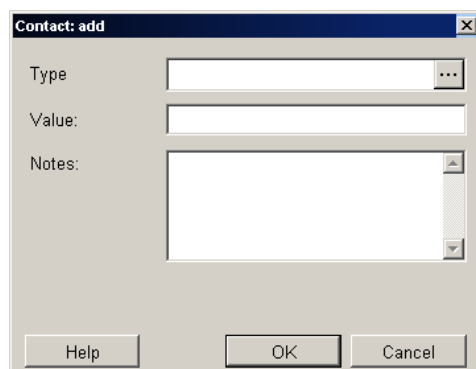
The window with the table, in which there is a list of contacts of the given bank, can be seen on the screen. On pressing the right mouse button an additional menu will be opened. Using this menu it is possible to supplement or edit the list of contacts. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself. Work with a contact is carried out in the auxiliary window: **Contact: add.**

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.

5.11.3.A. AUXILIARY WINDOWS: ADDING A CONTACT



The window for addition of contacts of the given bank can be seen on the screen.

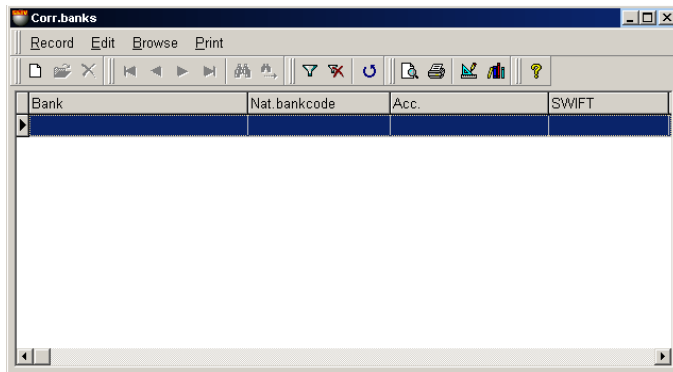
Contact type: Selection of such types of a contact which are available in the hidden list of contacts. Pressing the Enter button located on the right side of a field will result in opening the window of the hidden list of contacts.

Value: Value of the given contact. For example, if it is a telephone, its value is its number.

Notes: Any combination of characters serving as a comment to a contact.

5.12. THE LIST OF CORRESPONDENT BANKS

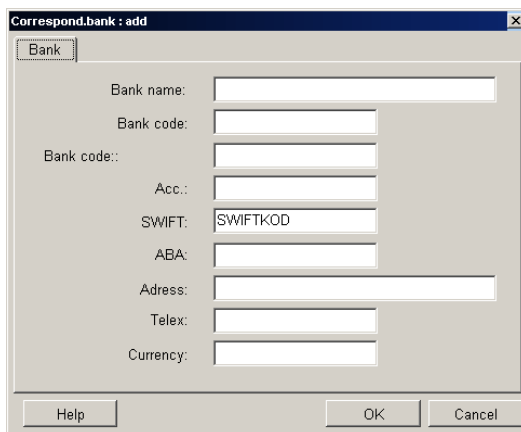
5.12.1. THE MAIN WINDOW OF CORRESPONDENT BANKS



The main window of the list of CORRESPONDENT BANKS can be seen on the screen. There is a menu and in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of correspondent banks and their basic data are shown in the window. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new correspondent bank, it will open a window CORRESPONDENT BANK'S CARD.

5.12.2. CORRESPONDENT BANK'S CARD



The correspondent bank's card can be seen on the screen. A data of a correspondent bank is shown in the corresponding fields in case of editing the existing correspondent bank or empty fields are shown in case of input of a new correspondent bank.

Correspondent bank. Bank - an owner of an account opened in the other bank.

Bank name. Any combination of characters and digits used as the name of the given correspondent bank.

Bank code (The code of the Bank of Latvia). The code of a correspondent bank in a national bank of the state (This requisite is not mandatory).

Bank code. The code under which the given correspondent bank is registered in the central bank of the state.

Account. A number of an account of a correspondent bank.

Address. Mail address of a bank.

Telex. A number of a telex of a bank.

SWIFT. The code of a bank according to the international SWIFT system.

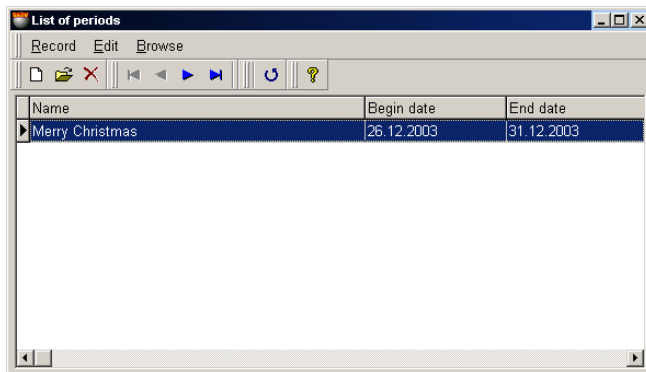
ABA. The code of a bank according to the international ABA system.

Currency. Currency of the corresponding account.



5.13. THE LIST OF LISTS OF TIME PERIODS

5.13.1. THE MAIN WINDOW OF THE LIST OF PERIODS



The system allows making a list of the defined periods of time. For example - New Year's sale, a summer holiday, vacation. Further, preparing any reports it will be possible to refer to the necessary period instead of entering the start and end dates of the report.

The main window of the list of time periods can be seen on the screen. There is a menu and in the upper part of the window. The toolbar duplicating the menu commands is located below. The list of time periods and their basic data are shown in the window. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. If you edit or add a new time period, it will open a window of a time period card.

5.13.2. TIME PERIOD CARD

The time period card can be seen on the screen. A data of a time period is shown in the corresponding fields in case of editing the existing time period or empty fields are shown in case of input of a new period.

Period name Any combination of characters and digits used as the name of a period.

Begin. date. Date of the beginning of a period.

Expiry date. Date of the end of a period.

Notes. Any combination of characters and digits serving as a comment to the given time period.



6. DOCUMENTS

6.1. DOCUMENTS: AN INCOMING INVOICE

The window with an incoming invoice opened on the tab of the list of goods can be seen on the screen. An incoming invoice is a document, on the basis of which goods are entered in the system.

- Input fields of general data for an incoming invoice are located in the upper part of the window.
- Two tabs with tables - the List of purchased goods and the list of additional expenses are located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of an invoice in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from an incoming invoice, if balances of goods of this invoice vary in a department, for example, as a result of sale or transfer.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents.

If you open windows of the necessary lists, it will be possible to use the mode of dragging data (**Drag & Drop**). Thus, for example, input of the list of goods in a field of an invoice will mean simple dragging of the necessary goods from the window of the list of codes of goods into an item of the invoice.

Let's consider the general procedure of creation of an incoming invoice:

- General data of an incoming invoice are entered;
- The inventory of goods is entered from the list of goods;
- The quantity for each article of goods is entered;
- If necessary, attributes for each item are entered as well. If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter several attributes.
- If necessary, the inventory of the additional expenses related to the given invoice, is formed.
- If necessary, the invoice is printed out.
- The document is saved in the journal of documents in "confirmed" or "non-confirmed" state.



6.1.1. FILLING IN GENERAL DATA OF AN INCOMING INVOICE

Date. The date that is written on the real invoice, on the basis of which creation of the given incoming invoice is carried out. This date should not necessarily coincide with the current date.

ATTENTION!!! Drawing up an incoming invoice influences stocks on hand in departments. Therefore, if you confirm the invoice with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this invoice will differ.

Number. The number of the real invoice, on the basis of which creation of the given incoming invoice is carried out. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creating two documents with identical numbers.

Department. A department where the item listed in the given invoice is accepted. Pressing the selection button located on the right side of the input field will open the list of departments, from which it is necessary to select the necessary department.

Currency. ????????????????????

Discount. Input of a percent or coefficient of the total discount or extra charge for all items of an invoice. The discount is calculated only for the sum of money for goods (separated discount can be assigned to each item of goods) and does not influence the sum of money of additional expenses of the given invoice.

Consignment. A field for input of the name of a set of interrelated documents. For example: Goods came in one consignment (in one container or a car), but there are several invoices drawn up for this consignment. Thus there are common overheads connected with obtaining of these goods. It is necessary to arrange these expenses and allocate them in the invoices. In this case the name of a consignment should be identical for all invoices included in this consignment and expenses are distributed between them. Further, during obtaining reports, it will be possible to filter invoices by the name of a consignment additionally.

Supplier. The supplier whose goods are accepted under the given incoming invoice. Pressing the selection button will open the appropriate list, from which it is necessary to select the necessary supplier.

The supplier's address. The field is filled in automatically during selection of a supplier. Pressing the selection button opens the inventory of addresses of the given supplier, from which it is necessary to select the address you need.

Supplier's requisites. The field with client's accounts is filled in automatically during selection of a supplier. Pressing the selection button opens the inventory of accounts of the given supplier, from which it is necessary to select the one you need.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

Firm's address. The field is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of addresses of the given firm, from which it is necessary to select the one you need.

Firm's requisites. The field with accounts of a firm is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of accounts of the given firm, from which it is necessary to select the one you need.

6.1.2. CREATION OF THE INVENTORY OF GOODS

The inventory of goods is formed in the table located in the middle part of the window of an incoming invoice in the tab GOODS. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Pressing the right mouse button in a field of the table will open the shortcut menu with the list of possibilities of work with goods.

The main window of the list of goods, from which it is possible to select the necessary item, is opened during the process of addition of a new item. You can select goods one by one or as a group, if you press the **Ctrl key** on the keyboard simultaneously with the left mouse button. The group mode of selection of goods switches on by setting the parameter "Selection of one item from the inventory of codes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

Double clicking the line with the name of an item will open the auxiliary window for input or editing of quantity and price of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

Code. The code of an item of goods

Name. The name of an item of goods

Quantity. Quantity of an item of goods

Price. The price of the given item of goods, without tax, taking into account a discount on this item.

Total for goods. The sum for the given quantity of an item of goods, without tax, taking into account a discount on this item.

Tax amount. The sum of tax imposed on an item of goods.

Total. The sum of the given item of an invoice taking into account a discount and tax.



6.1.2.A. AN AUXILIARY WINDOW: INPUT OF QUANTITY AND PRICE OF GOODS

The window for input and editing quantity and prices of goods for creation of an incoming invoice can be seen on the screen.

Item. The name of an item of goods. The field cannot be edited.

Quantity. A field for input of quantity of an item. Pressing the selection button located on the right side of the input field opens a window for input of item attributes. If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter several attributes. In this case an attribute will be assigned to each entered quantity of an item of goods. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

ATTENTION!!! If a type of the entered goods is "Service", input of item attributes will be prohibited.

Tax. Field for input of a value of the tax imposed on an item of goods. Pressing the selection button located on the right side of the input field opens the list of taxes, from which it is necessary to select a tax.

Purchase: Net price. The price for a unit of an item calculated according to the selected method of calculation of the cost price. Certainly, this price can be corrected directly having entered digits in the input field. The method of calculation of the cost price must be set in the section: SERVICE/PARAMETERS/DOCUMENTS/COST PRICE TYPE.

Purchase: Tax. The sum of tax per unit of goods is shown in the left field, there is a sum of tax for the whole quantity of goods in the right field.

Purchase: Price incl. tax. The cost price with a tax per unit of goods is shown in the left field. In the right field the purchase sum with the tax for the whole quantity of goods is shown. The data in these fields are connected to the data in the fields - "Purchase: Net price". Therefore, if you correct the prices including tax, net prices will be altered correspondingly and vice versa.

Markup. A percent of the obtained or planned markup per unit of goods and for the total quantity. The percent of markup is calculated depending on the set retail and cost price.

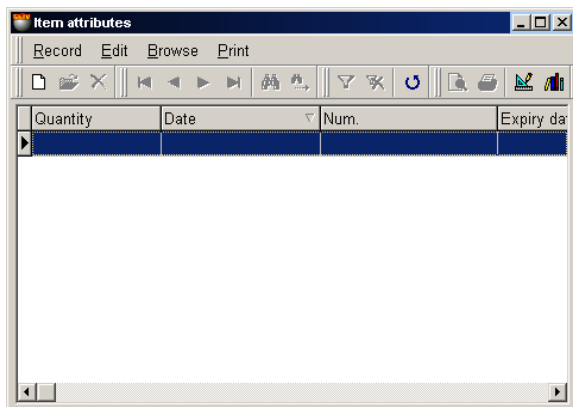
Tax. The sum of tax for the sum of markup per unit of goods and for the whole quantity of goods.

Retail. A retail price per unit of goods and for the whole quantity of goods. In this case the base retail price of goods is considered as the retail price or the price of the item in a department, if the department is selected.

Discount. A percent of discount for the given goods.



6.1.2.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of attributes of an item can be seen on the screen. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.

If the quantity of goods with attributes will be less than the total quantity of the given goods in an invoice, attributes will not be assigned to the rest of goods.

6.1.3. CREATION OF THE INVENTORY OF ADDITIONAL EXPENSES

The window with the incoming invoice open on the tab of additional expenses can be seen on the screen. It is possible to make and connect the inventory of additional expenses to each concrete document. Additional expenses are stored, edited and selected from the hidden list of additional expenses.

The inventory of additional expenses and the sum of each of them is given in the window of the incoming invoice opened on the tab 'expenses'. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with additional expenses. Double clicking a line containing an expense will result in opening of an auxiliary window for addition of a new expense or editing the existing one.



6.1.3.A. AN AUXILIARY WINDOW: ADDITIONAL EXPENSES

Expense: edit

Name: Transporta pakalp. ...

Sum: 180,14 ...

Percent: 165,0238% ...

Tax: ... 0

Help OK Cancel

The window for input or editing additional expenses can be seen on the screen. Information about an expense is shown in the corresponding fields in case of editing or empty fields are shown in case of input of a new expense.

Name. A field for selection of the name of an expense from the hidden list of expenses. Pressing the selection button located on the right side of the field opens the window of the hidden list of expenses, whence it is possible to select the necessary expense, to enter a new expense or edit the existing one.

Sum. A field for input of a value of expense.

Percent. A field for input of a percent of expense. In this case the field of the sum of expense is filled in automatically taking into account the total sum of goods in the incoming invoice.

Tax. A field for selection of a value of tax imposed on the given expense. Pressing the selection button located on the right side of the field opens the window of the list of taxes.

Amount of tax. The amount of tax of the given expense.



6.1.4. SUMMARY DATA OF THE INVOICE. DOCUMENT CONFIRMATION

Incoming invoice: add

Date: 20.11.2003 Supplier: SIA "Radiotehnika"
 No.: 3 Adress: Brivibas 180
 Dept: Nodaļa: Noliktava. Details:
 Currency: 1,00 Firm: SIA "Piemērs"
 Discount: 0% Adress: Rīga, Brivibas XX
 Details:

Code	Name	Quantity	Price	To
70000004	2*COM seriālo portu karte (2 KA)	2	18,983051	
2		3		

Item: 109,16 Expenses: 180,14 To pay: 308,95
 Tax: 19,65 Tax: 0,00 Control: 20.11.2003
 Total: 128,81 Total: 180,14 Sums in currency

Help Reports Actions OK Cancel

Fields containing the summary data of an incoming invoice are located in the lower part of the invoice.

Item. The sum of all goods of the incoming invoice taking into account discounts and markups, without tax.

Tax. The sum of tax of all goods of the invoice taking into account all discounts and markups.

Total. The sum of all goods of the invoice including tax, taking into account all discounts and markups.

Expenses. The sum of all additional expenses of the given invoice without tax.

Tax. The sum of tax of all additional expenses of the given invoice.

Total. The sum of all additional expenses of the given invoice including tax.

To pay. The total amount to be paid under the given incoming invoice taking into account all discounts, markups, taxes and additional expenses.

Control. A field for input of a check date as of which the given invoice should be paid. Further it is always possible to receive the inventory of documents in reports having sorted them out by the given check date.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Choose revaluation for a source. If the retail price is used during registration of goods, there can be a situation when several retail prices are used for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of revaluation for a source will result in opening the window with the inventory of revaluations as of the date of drawing up of the document. It is necessary to select revaluation, the price of goods, which should be used in the document.

ATTENTION!!! In case, if several retail prices existed as of the date of drawing up of the document, but the number of revaluation has not been selected, the price will be taken by results of the last revaluation as of the date of creation of the document.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

"OK". The end of work with the invoice. An additional question about necessity of its "confirmation" is asked every time you finish work with the invoice.



6.2. DOCUMENTS: RETURN TO SUPPLIER

The window for work with the document "Return to supplier" can be seen on the screen. Goods are returned to the supplier on the basis of this document. It is possible to return goods to the supplier of these goods only from the concrete department, in quantity that does not exceed the current balance taking into account the reserved goods. Thus the method of registration of reservation of balances is determined in SERVICE/PARAMETERS/DOCUMENTS/RESERVED ITEMS.

- Input fields of general data of the document are located in the upper part of the window.
- A table containing the inventory of goods to be returned is located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of a document in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from a document, if balances of goods vary in a department.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents.

If you open windows of the necessary lists, it will be possible to use the mode of dragging data (**Drag & Drop**). Thus, for example, input of the list of goods in a field of a **document** will mean simple dragging of the necessary goods from the window of the list of codes of goods into a line of the **document**.

Let's consider the general procedure of creation of a document "Return to supplier":

- General data of the document is entered;
- The inventory of goods to be returned is entered from the list of goods;
- The quantity of return is entered for each article of goods;
- If necessary, attributes for each item are entered as well. If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter several attributes.
- If necessary, a document is printed out.
- Correspondence of quantities of goods in the document to the actual quantity of goods in the system, which could have changed during creation of the document, is checked.
- The document is saved in the journal of documents in "confirmed" or "non-confirmed" state.



6.2.1. FILLING IN GENERAL DATA OF A DOCUMENT

Date. The date that will be entered in the document. This date should not necessarily coincide with the current date.

ATTENTION!!! Drawing up a document influences stocks on hand in departments. Therefore, if you confirm the document with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this document will differ.

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Department. The department, from which return of goods is carried out. Pressing the selection button located on the right side of the input field will open the list of departments, from which it is necessary to select the necessary department.

Supplier. The supplier to whom an item is to be returned. Pressing the selection button will open the appropriate list, from which it is necessary to select the necessary supplier.

The supplier's address. The field is filled in automatically during selection of a supplier. Pressing the selection button opens the inventory of addresses of the given supplier, from which it is necessary to select the address you need.

Supplier's requisites. The field with client's accounts is filled in automatically during selection of a supplier. Pressing the selection button opens the inventory of accounts of the given supplier, from which it is necessary to select the one you need.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

Firm's address. The field is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of addresses of the given firm, from which it is necessary to select the one you need.

Firm's requisites. The field with accounts of a firm is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of accounts of the given firm, from which it is necessary to select the one you need.

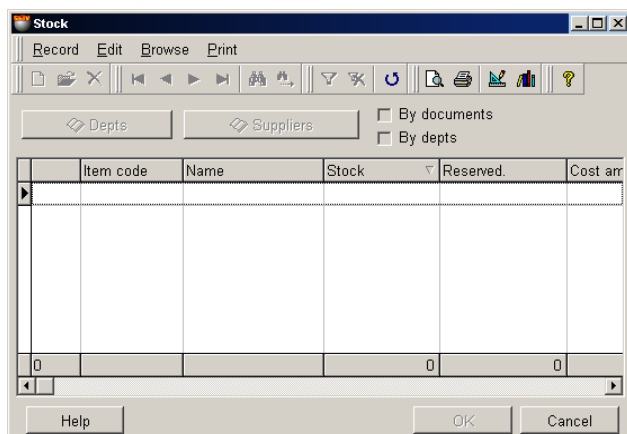
6.2.2. CREATION OF THE INVENTORY OF GOODS

The inventory of goods is formed in the table located in the middle part of the document "Return to supplier". It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

If you add or edit goods, it opens the window with balances of goods in the selected department for the selected supplier. Double clicking the line with the name of an item will open the auxiliary window for input or editing of quantity and price of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

ATTENTION!!! In case of use of the scanner of barcodes for input of items into a document, the system does not check existence of balances in the selected department or its connection with the selected supplier. The check will be carried out during an attempt of "confirmation" of the document or after pressing the button "Check".





The window with the inventory of stocks on hand in the selected department for the given supplier can be seen on the screen. The summary data of the corresponding columns are indicated in the lowermost line of the table.

Code. The code of an item of goods

Name. The name of an item of goods

Stock (balance). Quantity of an item of goods in a department. Reserved item is included in this quantity as well.

Reserved. Quantity of the reserved items.

Cost amount. The sum of the given quantity of goods in cost prices. The cost price is calculated according to the selected method of calculation of the cost price. The method of calculation of the cost price is set in the section: SERVICE/PARAMETERS/DOCUMENTS/PURCHASE PRICE TYPE.

Retail amount. The sum of the given quantity of goods in sale prices.

Item attributes. If attributes of goods are used, there will be columns with attributes of the selected goods in the table.

ATTENTION!!! The data about stocks are shown as of the moment of inquiry. As there can be different events connected both to departure of goods and their entry in the system, the data shown in the given table can vary in different inquiries. Pressing the button "Check" you can bring the document into accord with the current state of stocks. In this case items where stock varies will be marked by color.

6.2.2.A. AN AUXILIARY WINDOW: INPUT OF QUANTITY OF GOODS

The auxiliary window for input of quantity of goods to be returned can be seen on the screen.

Quantity. A field for input of quantity of an item. The quantity cannot exceed the current stock taking into account the reserved goods. The method of registration of reservation of stocks is determined in SERVICE/PARAMETERS/DOCUMENTS/RESERVED ITEMS. Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

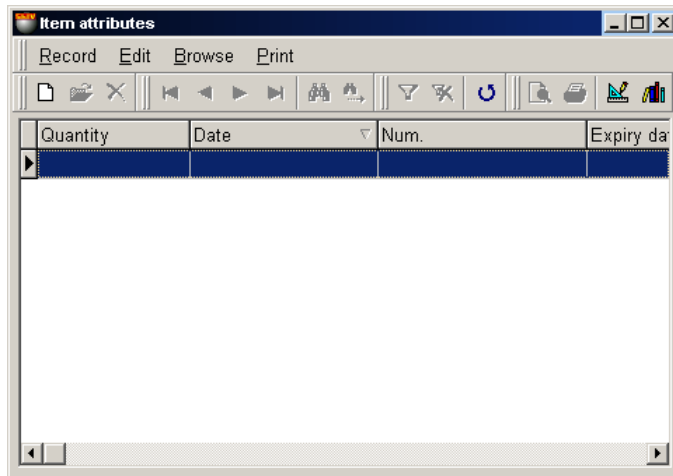
ATTENTION!!! If a type of the entered goods is "Service", input of item attributes will be prohibited.

Item. The name of an item of goods. The field is unavailable.

Stock. The total quantity of an item of goods in a department including the reserved item.

Reserved. Quantity of the reserved item.

6.2.2.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of attributes of an item can be seen on the screen. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.

6.2.3. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION

Total. The sum of all goods of the document.

Actions / Choose revaluation for a source. If the retail price is used during registration of goods, there can be a situation when several retail prices are used for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of revaluation for a source will result in opening the window with the inventory of revaluations as of the date of drawing up of the document. It is necessary to select revaluation, the price of goods, which should be used in the document.

ATTENTION!!! In case, if there were several retail prices on goods as of the date of creation of the document, and the number of revaluation has not been selected (the command "P.II."), the price will be taken as per results of the last revaluation as of the date of creation of the document.

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. In case of confirmation of the document, the check of compliance of stocks on hand will take place automatically. The system will not allow "to confirm" the document, if quantities of goods in the document exceed the actual stock.



6.3. DOCUMENTS: OUTGOING INVOICE

The window with an outgoing invoice opened on the tab of the list of goods can be seen on the screen. An outgoing invoice is a document, on the basis of which goods are sold to buyers. The goods can be sold only from the concrete department in quantity that does not exceed the current stock taking into account the reserved goods. The method of registration of reservation of stocks of goods is determined in SERVICE /PARAMETERS /DOCUMENTS /RESERVED.

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. ("Minus" Sale) 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.

Possibility to sell goods using "Minus sale" is determined in the section SERVICE /PARAMETERS /DOCUMENTS /ALLOW NEGATIVE STOCK FOR OUTGOING INVOICES.

- Input fields of general data for an outgoing invoice are located in the upper part of the window.
- Two tabs with tables - the List of goods sold and the list of additional expenses are located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of an outgoing invoice in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from an outgoing invoice, if some goods have been returned.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents.

If you open windows of the necessary lists, it will be possible to use the mode of dragging data (**Drag & Drop**). Thus, for example, input of the list of goods in a field of an invoice will mean simple dragging of the necessary goods from the window of the list of codes of goods into items of the invoice.

Let's consider the general procedure of creation of a document "Outgoing invoice":

- General data of the document is entered;
- The inventory of goods to be sold is entered from the list of goods;
- The quantity to be sold is entered for each article of goods;
- If necessary, attributes for each item are entered as well. If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter several attributes.



- If necessary, the inventory of the additional expenses related to the given invoice, is formed.
- If necessary, the document is printed out.
- Correspondence of quantities of goods in the document to the actual quantity of goods in the system, which could have changed during creation of the document, is checked.
- The document is saved in the journal of documents in "confirmed" or "non-confirmed" state.

6.3.1. FILLING IN GENERAL DATA OF AN OUTGOING INVOICE

Date. Date of drawing up of an outgoing invoice. This date should not necessarily coincide with the current date.

ATTENTION!!! *Drawing up an outgoing invoice influences stocks on hand in departments. Therefore, if you confirm the invoice with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this invoice will differ.*

Number. The number of the given outgoing invoice. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Department. The department where expenditure of goods is fixed in the given outgoing invoice. Pressing the selection button located on the right side of the input field will open the list of departments, from which it is necessary to select the necessary department.

Currency. ????????????????????

Discount. Input of a percent of the total discount for the whole invoice. The discount is calculated only for the sum of money for goods (separated discount can be assigned to each item of goods) and does not influence the sum of money of additional expenses of the given invoice.

Salesman. The salesman, (From the list of salesmen) making out the given invoice.

Price-list. Selection of the price-list, from which it is necessary to take the price of an item. If the price-list is fixed for the client, the given field will be filled in automatically.

Property "Copy prices from last purchase" If the property is marked, the price for each item will be determined by the price of last sale of these goods to this client. If the discount was granted at last sale of this item, the price would already include this discount.

Client. The buyer for whom sale of goods under the given outgoing invoice is made out. Pressing the selection button located on the right side of the input field of the client will open the appropriate list, from which you can select the necessary client.

Client's address. The field is filled in automatically during selection of a client. Pressing the selection button opens the inventory of addresses of the given client, from which it is necessary to select the address you need.

Client's requisites. The field with client's accounts is filled in automatically during selection of a client. Pressing the selection button opens the inventory of accounts of the given client, from which it is necessary to select the one you need.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

Firm's address. The field is filled in automatically during selection of a firm. Pressing the selection button opens the inventory of addresses of the given firm, from which it is necessary to select the address you need.

Firm's requisites. The field with firm's accounts is filled in automatically during selection of a firm. Pressing the selection button located on the right side next to the input field opens the inventory of accounts of the given firm, from which it is necessary to select the one you need.



6.3.2. CREATION OF THE INVENTORY OF GOODS

The inventory of goods is formed in the table located in the middle part of the window of an outgoing invoice in the tab GOODS. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Pressing the right mouse button in a field of the table will open the shortcut menu with the list of possibilities of work with goods.

The main window of the list of goods, from which it is possible to select the necessary item, is opened during the process of addition of a new item. You can select goods one by one or as a group, if you press the **Ctrl** key on the keyboard simultaneously with the left mouse button. The group mode of selection of goods switches on by setting the parameter "Selection of one item from the inventory of codes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

During selection of goods from the list of goods the system does not check actual availability of the given goods in the selected department, therefore after creation of the inventory of goods it is recommended to check up their actual availability by means of the command **Check**.

Double clicking the line with the name of an item will open the auxiliary window for input or editing of quantity and price of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

6.3.2.A. AN AUXILIARY WINDOW: INPUT OF QUANTITY AND PRICE OF GOODS

The screenshot shows a window titled "Sales: edit" with a close button (X). The window contains the following fields and controls:

- Item name: 2*COM seriālo portu karte (2 KA)
- Quantity: Input field with value 1 and a selection button (three dots).
- Stock: Input field with value 0.
- Reserved: Input field with value 0.
- Tax: Input field with value PVN 18% and a selection button (three dots).
- Price list: Input field with value 28,00 and a dropdown arrow.
- Price: Input field with value 23,728814 and a selection button (three dots).
- Sum: Input field with value 23,73 and a selection button (three dots).
- Incl. tax: Input field with value 28,00 and a selection button (three dots).
- Discount: Input field with value 0% and a selection button (three dots).
- Buttons: Help, OK, and Cancel.
- Cost price: Input field with value 18,983051 and a selection button (three dots).
- Price: Input field with value 18,98 and a selection button (three dots).

The window for input and editing quantity and prices of goods during creation of an outgoing invoice can be seen on the screen.

Item. The name of an item of goods. The field cannot be edited.

Quantity. A field for input of quantity of an item. Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

ATTENTION!!! If a type of the entered goods is "Service", input of item attributes will be prohibited.

Stock (balance). Quantity of an item of goods in a department. Reserved item is included in this quantity as well.

Reserved. Quantity of the reserved items.

Tax. A field for selection of a value of tax imposed on the given item. Pressing the selection button located on the right side of the field opens the window of the list of taxes



Price-list. Selection of a sale price of goods from possible sale prices for these goods. The prices are indicated in all price-lists where containing the given goods as well as the prices generated by the set criteria.

Price without tax. The price for a unit of an item of goods, minus the tax, calculated from the sale price. Certainly, this price can be corrected, if you enter digits directly in the input field.

Sum without tax. The sum of the indicated quantity of goods, without tax.

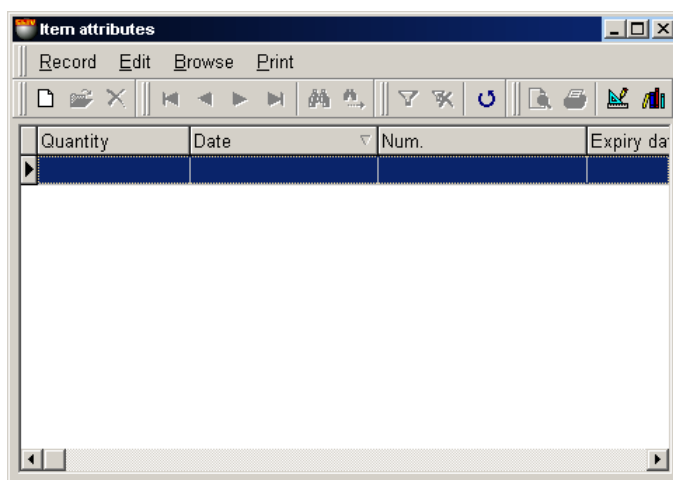
Price incl. tax. The price for a unit of an item of goods calculated from the sale price. The data in these fields are connected to the data in fields - "Price without tax". Therefore if you correct the prices with tax, prices without tax will be altered correspondingly and vice versa.

Sum incl. tax. The sum of the indicated quantity of goods.

Discount. A percent of discount on the given goods.

Purchase. The price at which the given goods have been bought.

6.3.2.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of attributes of an item can be seen on the screen. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.



6.3.3. CREATION OF THE INVENTORY OF ADDITIONAL EXPENSES

The window with the outgoing invoice open on the tab of additional expenses can be seen on the screen. It is possible to make and connect the inventory of additional expenses to each concrete document. Additional expenses are stored, edited and selected from the hidden list of additional expenses.

The inventory of additional expenses and the sum of each of them is given in the window of the outgoing invoice opened on the tab 'expenses'. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with additional expenses. Double clicking a line containing an expense will result in opening of an auxiliary window for addition of a new expense or editing the existing one.

6.3.3.A. AN AUXILIARY WINDOW: ADDITIONAL EXPENSES

The window for input or editing additional expenses can be seen on the screen. Information about an expense is shown in the corresponding fields in case of editing or empty fields are shown in case of input of a new expense.

Name. A field for selection of the name of an expense from the hidden list of expenses. Pressing the selection button located on the right side of the field opens the window of the hidden list of expenses, whence it is possible to select the necessary expense, to enter a new expense or edit the existing one.

Sum. A field for input of a value of expense.

Percent. A field for input of a percent of expense. In this case the field of the sum of expense is filled in automatically taking into account the total sum of goods in the outgoing invoice.

Tax. A field for selection of a value of tax imposed on the given expense. Pressing the selection button located on the right side of the field opens the window of the list of taxes.

Amount of tax. The amount of tax of the given expense.



6.3.4. SUMMARY DATA OF THE INVOICE. DOCUMENT CONFIRMATION

Fields containing the summary data of an outgoing invoice are located in the lower part of the invoice.

Item. The sum of all goods of the outgoing invoice taking into account discounts excluding a tax.

Discount. Сумма суммарной скидки на все товары накладной.

Total incl. disc. The sum of tax of all goods of the invoice taking into account all discounts.

Expenses. The sum of all additional expenses of the given invoice without tax.

Tax imposed on the item. The sum of tax of all goods of an invoice.

Tax imposed on the expense. The sum of tax of all additional expenses of an invoice.

To pay. The total amount of the given outgoing invoice taking into account all discounts, taxes and additional expenses.

Control. A field for input of a check date as of which the given invoice should be paid. Further it is always possible to receive the inventory of documents in reports having sorted them out by the given check date.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Choose revaluation for a source. If the retail price is used during registration of goods, there can be a situation when several retail prices are used for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of revaluation for a source will result in opening the window with the inventory of revaluations as of the date of drawing up of the document. It is necessary to select revaluation, the price of goods, which should be used in the document.

ATTENTION!!! In case, if several retail prices existed as of the date of drawing up of the document, but the number of revaluation has not been selected, the price will be taken by results of the last revaluation as of the date of creation of the document..

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

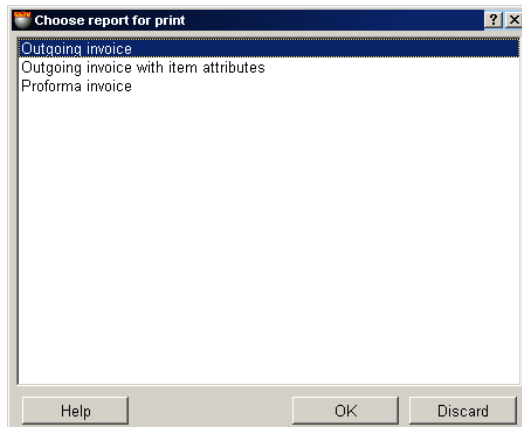
Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

Actions / To round up the price up to two digits. All prices in the given document are rounded up to two digits behind a comma.

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. In case of confirmation of the document, the check of compliance of stocks on hand will take place automatically. The system will not allow "to confirm" the document, if quantities of goods in the document exceed the actual stock.



6.3.5. PRINTOUT OF AN OUTGOING INVOICE



If you choose the option **Reports** from the shortcut menu, you can print an outgoing invoice in several modes:

- **The outgoing invoice.** The outgoing invoice with the inventory of sold goods is printed out. During printout there is a possibility to type their barcodes instead of codes of goods.
- **The outgoing invoice with attributes of goods.** The outgoing invoice with the inventory of sold goods and their attributes is printed out. There is a possibility to print their barcodes instead of codes of goods.
- **Pro forma invoice.** The invoice based on goods of the given outgoing invoice is printed out.

6.3.5.A. USE OF THE PRO FORMA INVOICE

The printed invoice can be used for creation of the advance order of goods by the client.

- Draw up an invoice with the necessary goods.
- Print out the pro forma invoice using this invoice.
- Save an invoice in the journal of documents without its confirmation. In case of such saving all changes in movement of goods described in the given invoice are not considered by the system.
- Issue the pro forma invoice to the client.
- Receive confirmation of payment from the client.
- Open from the saved invoice the journal of documents.
- If necessary edit it and confirm it.
- After confirmation all changes in movement of goods in the system become effective.
- In case, if a buyer has not paid an outstanding invoice, the non-confirmed invoice can always be deleted from the journal of documents without any consequences.

ATTENTION!!! Before confirmation of an invoice it is necessary to make sure that all goods included in this invoice are available.



6.4. DOCUMENTS: RETURN FROM BUYER

Code	Name	Quantity	Price
0		0	

The window for work with the document "Return from buyer". On the basis of this document goods are returned from the buyer to a shop. The goods are always returned to any department from the buyer who has purchased these goods in this department on the basis of an invoice. The quantity of returned goods cannot exceed quantity of the purchased goods.

- Input fields of general data of the document are located in the upper part of the window.
- A table containing the inventory of goods to be returned is located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of a document in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from a document, if balances of goods vary in a department.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents. (есть лишняя фраза в оригинале)

Let's consider the general procedure of creation of a document "Return from buyer":

- General data of the document is entered;
- The inventory of goods to be returned is entered from the list of goods;
- The quantity of return is entered for each article of goods;
- If necessary, attributes for each item are entered as well. If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter several attributes.
- If necessary, a document is printed out.
- The document is saved in the journal of documents in "confirmed" or "non-confirmed" state.



6.4.1. FILLING IN GENERAL DATA OF A DOCUMENT

Date. The date that will be entered in the document. This date should not necessarily coincide with the current date.

ATTENTION!!! Drawing up a document influences stocks on hand in departments. Therefore, if you confirm the document with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this document will differ.

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Department. The department where the return of goods is being drawn up. Pressing the selection button located on the right side of the input field will open the list of departments, from which it is necessary to select the necessary department.

Buyer. The buyer from whom goods are returned. Pressing the selection button located on the right side of the input field will open the list of clients, from which it is necessary to select the necessary client.

Buyer's address. The field is filled in automatically during selection of a buyer. Pressing the selection button opens the inventory of addresses of the given buyer, from which it is necessary to select the address you need.

Requisites. The field with client's accounts is filled in automatically during selection of a buyer. Pressing the selection button opens the inventory of accounts of the given buyer, from which it is necessary to select the one you need.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

Firm's address. The field is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of addresses of the given firm, from which it is necessary to select the one you need.

Firm's requisites. The field with accounts of a firm is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of accounts of the given firm, from which it is necessary to select the one you need.

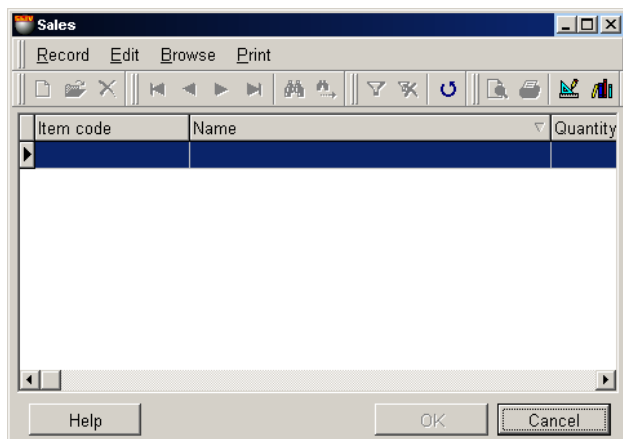
6.4.2. CREATION OF THE INVENTORY OF GOODS

The inventory of goods is formed in the table located in the middle part of the document "Return from buyer". It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

If you add or edit goods, it opens the window with balances of goods in the selected department for the selected buyer. Double clicking the line with the name of the item to be returned will open the auxiliary window for input or editing of quantity and price of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

ATTENTION!!! In case of use of the scanner of barcodes for input of items into a document, the system does not check existence of balances in the selected department or its connection with the selected supplier. The check will be carried out during an attempt of "confirmation" of the document or after pressing the button "Check".





The window with the inventory of goods sold from the selected department to the selected buyer can be seen on the screen.

Item code. Item code.

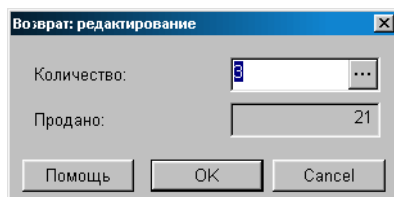
Name. Item name.

Quantity. Total quantity of goods sold to the buyer.

Retail amount. The sum of the given quantity of goods in sale prices.

ATTENTION!!! *The data about stocks are shown as of the moment of inquiry. As there can be different events connected both to departure of goods and their entry in the system, the data shown in the given table can vary in different inquiries. Pressing the button "Check" you can bring the document into accord with the current state of stocks. In this case items where stock varies will be marked by color.*

6.4.2.A. AN AUXILIARY WINDOW: INPUT OF QUANTITY OF GOODS.



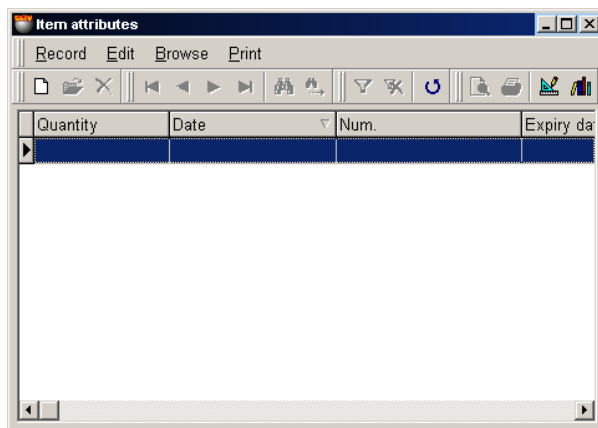
The window for input of quantity of goods to be returned during can be seen on the screen.

Quantity. A field for input of quantity of an item. Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. The system will not permit to return of more articles than it has been sold.

ATTENTION!!! *If a type of the entered goods is "Service", input of item attributes will be prohibited.*

Sold. Quantity of the goods sold to the given buyer.

6.4.2.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of attributes of an item can be seen on the screen. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.



6.4.3. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION

Total. The sum of all goods of the document including tax.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Choose revaluation for a source. If the retail price is used during registration of goods, there can be a situation when several retail prices are used for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of revaluation for a source will result in opening the window with the inventory of revaluations as of the date of drawing up of the document. It is necessary to select revaluation, the price of goods, which should be used in the document.

ATTENTION!!! *In case, if several retail prices existed as of the date of drawing up of the document, but the number of revaluation has not been selected, the price will be taken by results of the last revaluation as of the date of creation of the document..*

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. In case of confirmation of the document, the check of compliance of stocks on hand will take place automatically. The system will not allow "to confirm" the document, if quantities of goods in the document exceed the actual stock.



6.5. DOCUMENTS: MOVEMENT

The window for work with the document "Movement" (Transfer of goods). On the basis of this document goods are moved from one department into another. It is possible to move goods only in such quantity, which does not exceed the current stock including the reserved goods. Thus the method of registration of reservation of balances is determined in SERVICE/PARAMETERS/DOCUMENTS/RESERVED ITEMS.

- Input fields of general data of the document are located in the upper part of the window.
- A table containing the inventory of goods to be returned is located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of a document in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from a document, if balances of goods vary in a department.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents. (есть лишняя фраза в оригинале)

Let's consider the general procedure of creation of the document "Movement":

- General data of a document are entered;
- The department – a source of moved goods is selected.
- The department – the receiver of moved goods is selected.
- The inventory of goods to be moved is entered from the list of goods;
- The quantity to be moved for each article of goods is entered;
- If necessary, attributes for each item are entered as well. If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the attribute of the concrete unit of the item of goods.
- If revaluation of goods has been carried out, the item price is selected from the source department and the receiving department.
- If necessary, the invoice is printed out.
- The document is saved in the journal of documents in "confirmed" or "non-confirmed" state.



6.5.1. FILLING IN GENERAL DATA OF A DOCUMENT

Date. The date that will be entered in the document. This date should not necessarily coincide with the current date.

ATTENTION!!! Drawing up a document influences stocks on hand in departments. Therefore, if you confirm the document with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this document will differ.

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

From (Department). The department from which the transfer of goods is made. Pressing the selection button located on the right side of the input field of the department will open the appropriate list, from which you can select the necessary department.

To (Department). The department where acceptance of goods is carried out. Pressing the selection button located on the right side of the input field of the department will open the appropriate list, from which you can select the necessary department.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

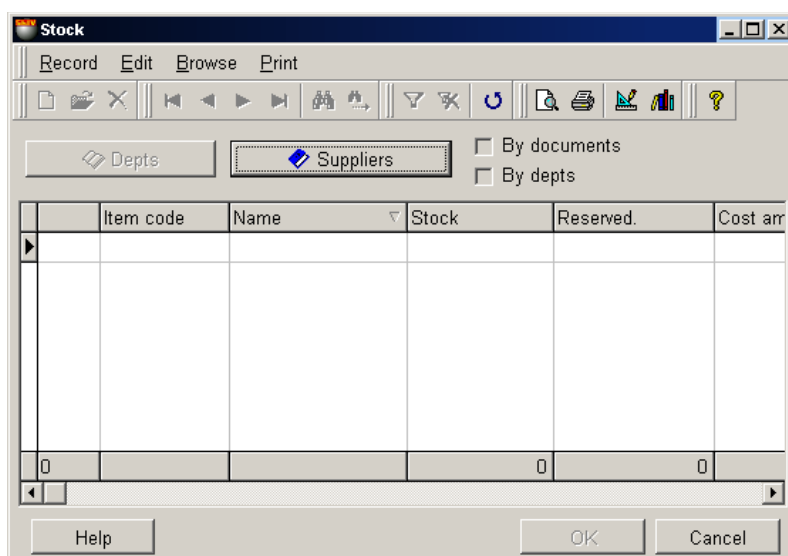
6.5.2. CREATION OF THE INVENTORY OF GOODS

The inventory of goods is formed in the table located in the middle part of the document "Movement". It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

If you add or edit goods, it opens the window with balances of goods in the selected department. Double clicking the line with the name of an item will open the auxiliary window for input or editing of quantity and price of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

ATTENTION!!! In case of use of the scanner of barcodes for input of items into a document, the system does not check existence of balances in the selected department or its connection with the selected supplier. The check will be carried out during an attempt of "confirmation" of the document or after pressing the button "Check".



The window with the inventory of stocks on hand in the selected department can be seen on the screen. The summary data of the corresponding columns are indicated in the lowermost line of the table.



Code. The code of an item of goods

Name. The name of an item of goods

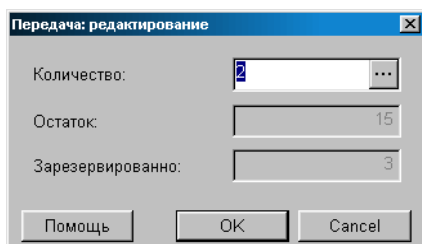
Stock (balance). Quantity of an item of goods in a department. Reserved item is included in this quantity as well.

Reserved. Quantity of the reserved items.

Cost amount. The sum of the given quantity of goods in cost prices. The cost price is calculated according to the selected method of calculation of the cost price. The method of calculation of the cost price is set in the section: SERVICE/PARAMETERS/DOCUMENTS/PURCHASE PRICE TYPE.

Retail amount. The sum of the given quantity of goods in sale prices.

6.5.2.A. AN AUXILIARY WINDOW: INPUT OF QUANTITY OF GOODS.



The window for input of quantity of goods to be moved during can be seen on the screen.

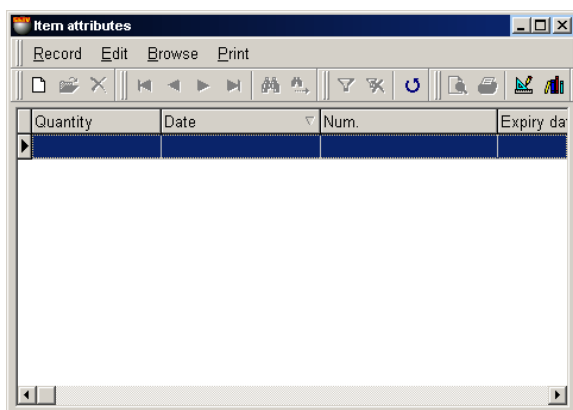
Quantity. A field for input of quantity of an item to be moved. Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. The system will not permit to return of more articles than it has been sold.

ATTENTION!!! If a type of the entered goods is "Service", input of item attributes will be prohibited.

Stock. The total quantity of an item of goods in a department including the reserved item.

Reserved. Quantity of the reserved item

6.5.2.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of attributes of an item can be seen on the screen. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.



6.5.3. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION

Total. The sum of all goods of the document including tax.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

Actions / Selection of a retail price in the source. If a retail price is used during creation of the document, there can be a situation when there are several retail prices for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of this option will result in opening of the window with the inventory of revaluations as of the date of creation of the document. It is necessary to select revaluation from the source department, the item price which should be used in the document.

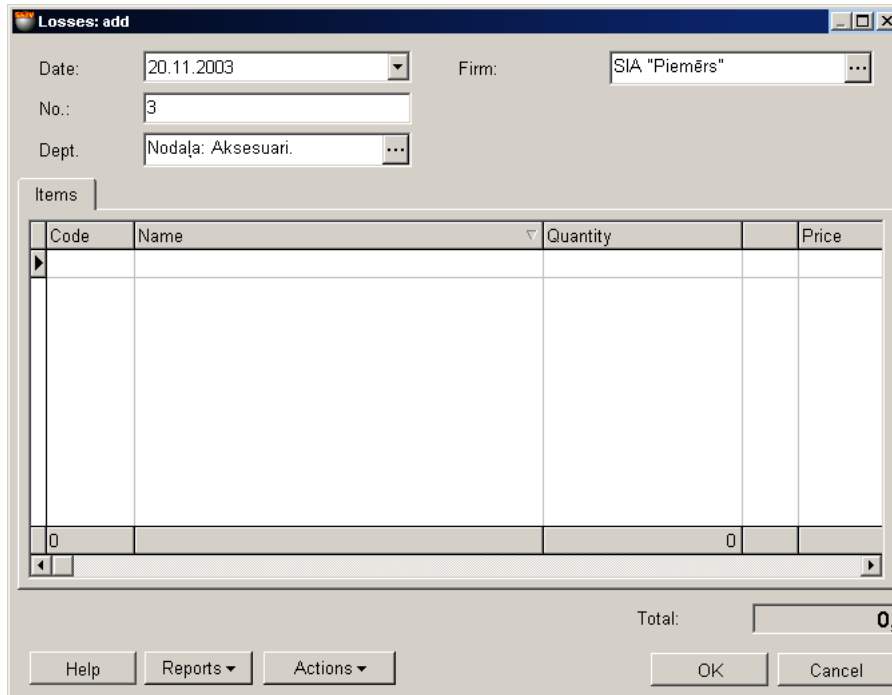
Actions / Selection of a retail price in the receiver. Selection of revaluation in the receiving department, selection of the item price which should be used in the document.

ATTENTION!!! In case, if there were several retail prices on goods as of the date of creation of the document, and the number of revaluation has not been selected, the price will be taken as per results of the last revaluation as of the date of creation of the document.

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. In case of confirmation of the document, the check of compliance of stocks on hand will take place automatically. The system will not allow "to confirm" the document, if quantities of goods in the document exceed the actual stock.

6.6. DOCUMENTS: LOSSES



The window for work with the document "Losses" (Write off) can be seen on the screen. On the basis of this document goods are written off. It is possible to write off goods only in such quantity, which does not exceed the current stock including the reserved goods. Thus the method of registration of reservation of balances is determined in SERVICE /PARAMETERS /DOCUMENTS /RESERVED ITEMS.

- Input fields of general data of the document are located in the upper part of the window.
- A table containing the inventory of goods to be returned is located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of a document in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. You can always revoke the operation of "confirmation" for the given document.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents.

Let's consider the general procedure of creation of the "Losses":

- General data of a document are entered;
- The department, from which goods will be written off, is selected.
- The inventory of goods to be written off is entered from the list of goods;
- The quantity to be written off for each article of goods is entered;
- If necessary, attributes for each item are entered as well. If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the attribute of the concrete unit of the item of goods.
- If revaluation of goods has been carried out, the item price to be used in write-off is selected.
- If necessary, the invoice is printed out.
- The document is saved in the journal of documents in "confirmed" or "non-confirmed" state.



6.6.1. FILLING IN GENERAL DATA OF A DOCUMENT

Date. The date that will be entered in the document. This date should not necessarily coincide with the current date.

ATTENTION!!! Drawing up a document influences stocks on hand in departments. Therefore, if you confirm the document with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this document will differ.

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Department. The department where write-off of goods is carried out. Pressing the selection button located on the right side of the input field of the department will open the appropriate list, from which you can select the necessary department.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

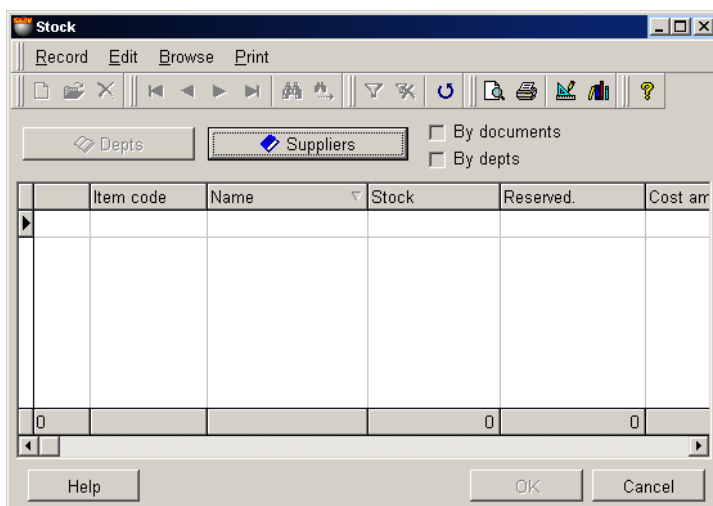
6.6.2. CREATION OF THE INVENTORY OF GOODS

The inventory of goods is formed in the table located in the middle part of the document "Losses". It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

If you add or edit goods, it opens the window with balances of goods in the selected department. Double clicking the line with the name of an item will open the auxiliary window for input or editing of quantity and price of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

ATTENTION!!! In case of use of the scanner of barcodes for input of items into a document, the system does not check existence of balances in the selected department or its connection with the selected supplier. The check will be carried out during an attempt of "confirmation" of the document or after pressing the button "Check".



The window with the inventory of stocks on hand in the selected department can be seen on the screen. The summary data of the corresponding columns are indicated in the lowermost line of the table.

Code. The code of an item of goods

Name. The name of an item of goods

Stock (balance). Quantity of an item of goods in a department. Reserved item is included in this quantity as well.

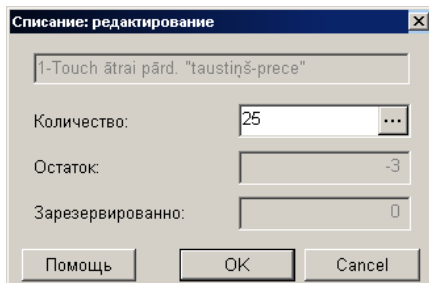
Reserved. Quantity of the reserved items.

Cost amount. The sum of the given quantity of goods in cost prices. The cost price is calculated according to the selected method of calculation of the cost price. The method of calculation of the cost price is set in the section: SERVICE/PARAMETERS/DOCUMENTS/PURCHASE PRICE TYPE.

Retail amount. The sum of the given quantity of goods in sale prices.

Expiry date... Attributes of items.

6.6.2.A. AN AUXILIARY WINDOW: INPUT OF QUANTITY OF GOODS.



The window for input of quantity of goods to be written off can be seen on the screen.

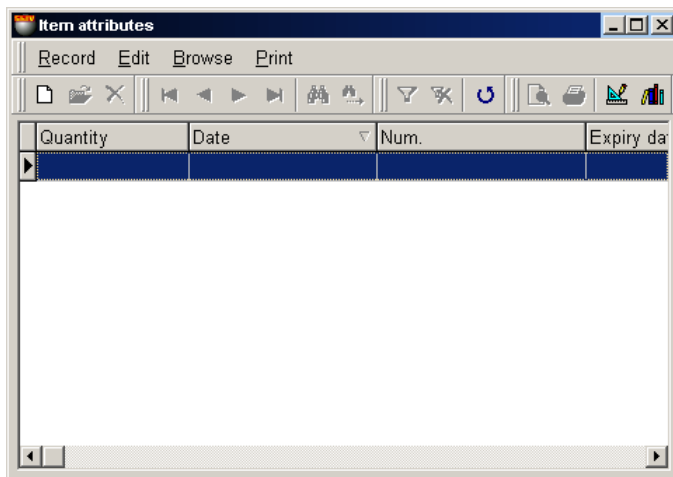
Quantity. A field for input of quantity of an item to be written off. Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. The system will not permit to return of more articles than it has been sold.

ATTENTION!!! If a type of the entered goods is "Service", input of item attributes will be prohibited.

Stock. The total quantity of an item of goods in a department including the reserved item.

Reserved. Quantity of the reserved item.

6.6.2.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of attributes of an item can be seen on the screen. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.



6.6.3. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION

Total. The sum of all goods of the document including tax.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

Actions / Selection of a retail price in the source. If a retail price is used during creation of the document, there can be a situation when there are several retail prices for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of this option will result in opening of the window with the inventory of revaluations as of the date of creation of the document. It is necessary to select revaluation from the source department, the item price which should be used in the document.

ATTENTION!!! In case, if there were several retail prices on goods as of the date of creation of the document, and the number of revaluation has not been selected, the price will be taken as per results of the last revaluation as of the date of creation of the document.

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. In case of confirmation of the document, the check of compliance of stocks on hand will take place automatically. The system will not allow "to confirm" the document, if quantities of goods in the document exceed the actual stock.



6.7. DOCUMENTS: INVENTORY

Item code	Name	Q-ty by theory	Theor. amount
70000004	2*COM seriālo portu karte (2 KA)	0	0
70000005	8*COM seriālo portu karte (8 KA)	0	0
70000009	8*ComII serilo portu karte (8 KA)	0	0
70000010	8*ComPCI seriālo portu karte (8 KA)	0	0
58000000	AWA CR-AS25	0	0

The window for work with the document "Inventory" can be seen on the screen. On the basis of this document it is possible to do the following: to match of the actual quantity of goods to the quantity of the goods which have been registered by the system (Theoretical data). After "confirmation" of the document, the theoretical quantity of goods is equated to the actual quantity. Inventory is always carried out in the concrete department.

- Input fields of general data of the document are located in the upper part of the window.
- A table containing the inventory of goods to be returned is located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of a document in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from a document, if balances of goods vary in a department.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents.

Generally the order of carrying out inventory is as follows:

- The report - " Stocks on hand in a department " is printed out.
- Count the actual quantity of goods in a department. If you have the portable database BRIO JetBAR, the process of manual counting of goods in a department can become considerably simpler and it will be sped up.
- General data of a document are entered.
- The firm and department, in which inventory will be carried out, is selected.
- Theoretical stocks are updated.
- The actual quantity of goods obtained according to the results of inventory is entered.
- The theoretical quantity of goods is equated to the actual quantity.
- The formed document "Inventory" is confirmed. In this case the theoretical quantity of goods is adjusted in accordance with the actual quantity.



6.7.1. FILLING IN THE DOCUMENT

Date. The date that will be entered in the document. This date should not necessarily coincide with the current date.

ATTENTION!!! *Drawing up a document influences stocks on hand in departments. Therefore, if you confirm the document with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this document will differ.*

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Department. The department where inventory of goods shall take place. Pressing the selection button located on the right side of the input field will open the list of departments, from which it is necessary to select the necessary department.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

The system creates the list of goods for inventory after entering the general data and pressing the button "Update theory" in the table located in the middle part of the document window "Inventory". It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

Code. The code of an item of goods

Name. The name of an item of goods

Quantity by theory. Quantity of an item of goods in a department. Reserved item is included in this quantity as well.

Theoretical amount. The sum according to the theoretical quantity of goods. The sum is calculated as the sum of all incoming documents for the given goods in cost prices. For example:

Document-1: 5 pieces * 100 Ls = 500 Ls

Document -2: 5 pieces * 110 Ls = 550 Ls

Document -3: 10 pieces * 93 Ls = 930 Ls

Sum: 500 + 550 + 930 = 1980 Ls

Quantity by fact. A column for input of the actual quantity of goods obtained as a result of inventory. Double clicking the line containing an item will open an auxiliary window for input of the actual quantity of goods.

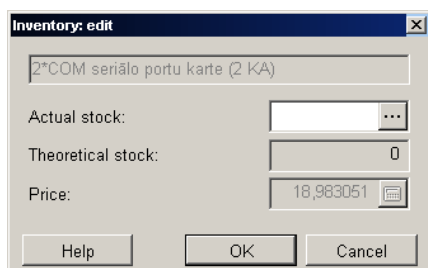
Fact amount. The sum as per the actual quantity of goods. If the actual quantity of goods is more than the theoretical quantity, the fact amount = (quantity by theory) + (a difference in quantity) * (the entered item price). If the theoretical quantity of goods is more than the actual one, writing off is carried out taking into account the average price obtained as the total sum of the theoretical quantity of goods divided by the theoretical quantity.

Update theory. To count a quantity of goods in the selected department and update the contents of the table column "Quantity by theory". In case, if during creation of the document stocks on hand have changed, the corresponding items will change as well.

Reset fact to 0. To reset all items of the column "Fact" to a zero state.

Copy theory to fact. To make quantities of goods in the column "Fact" equal to the quantities of goods in the column "Theory".

6.7.1.A. AN AUXILIARY WINDOW: INPUT OF THE ACTUAL AMOUNT OF GOODS.



The window for input of the actual quantity of goods can be seen on the screen.

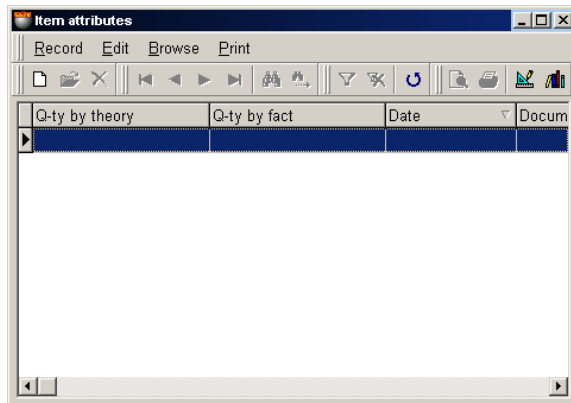
Actual stock. A field for input of the actual quantity of an item received as a result of inventory. Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

Theoretical stock. The total quantity of an item of goods in a department including the reserved item.

Price. Cost price (without tax) for a unit of an item using which it is necessary to account the difference in the theoretical and actual quantity of goods. The method of calculation of a cost price is set in the section: SERVICE /PARAMETERS /DOCUMENTS/ COST PRICE TYPE. Certainly, this price can be corrected having entered digits directly in the input field.



6.7.1.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of item attributes during inventory is located in this window. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.

6.7.2. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

Actions / Choose revaluation for a source. If the retail price is used during registration of goods, there can be a situation when several retail prices are used for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of revaluation for a source will result in opening the window with the inventory of revaluations as of the date of drawing up of the document. It is necessary to select revaluation, the price of goods, which should be used in the document.

ATTENTION!!! In case, if there were several retail prices on goods as of the date of creation of the document, and the number of revaluation has not been selected (the command "P.II."), the price will be taken as per results of the last revaluation as of the date of creation of the document.

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. During confirmation of the document the system will automatically check up correspondence of new theoretical stocks in a department to the actual stocks existing at the moment of confirmation of the document. If during creation of the document stocks on hand have changed inappropriate items of goods will be marked by color and they can be edited. The system will not allow "to confirm" the document, if quantities of goods in the document do not correspond to the actual stock.



6.8. DOCUMENTS: REVALUATION

Code	Name	Quantity	Old price
68000002	1-Touch ātrai pārd. "taustiņš-prece"	8	Gab
70000004	2*COM seriālo portu karte (2 KA)	10	Gab
70000005	8*COM seriālo portu karte (8 KA)	10	Gab
69000010	BRIO Jet-Bar portat.DB (inventarizāc.)	5	Gab

The window for work with the document "Revaluation" can be seen on the screen. On the basis of this document a retail price of goods in a department is changed. If the price in a department has not been fixed for an item before revaluation (LIST/ ITEM/ DEPARTMENT PRICE), the additional price for a selected department will appear in properties of goods after confirmation of revaluation.

- Input fields of general data of the document are located in the upper part of the window.
- A table containing the inventory of goods to be returned is located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of a document in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from a document, if balances of goods vary in a department.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents. If you open windows of the necessary lists, it will be possible to use the mode of dragging data (**Drag & Drop**). Thus, for example, input of the list of goods in a field of a document will mean simple dragging of the necessary goods from the window of the list of codes of goods into items of the document.

ATTENTION!!! The data about stocks are shown as of the moment of inquiry. As there can be different events connected both to departure of goods and their entry in the system, the data shown in the given table can vary in different inquiries. Pressing the button "Check" you can bring the document into accord with the current state of stocks. In this case items where stock varies will be marked by color.

Generally the order of revaluation is as follows:

- The firm and department, in which revaluation of goods will be carried out, is selected.
- Goods are selected for revaluation.
- A new price is entered for each item of goods to be revaluated.
- The formed document "Revaluation" is saved in the journal of documents in the form of a draft copy or it is confirmed. After confirmation of the document new prices will be set for goods in the given department.



6.8.1. FILLING IN THE DOCUMENT

Date. The date that will be entered in the document. This date should not necessarily coincide with the current date.

ATTENTION!!! Drawing up a document influences stocks on hand in departments. Therefore, if you confirm the document with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this document will differ.

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Department. The department where revaluation shall take place. Pressing the selection button located on the right side of the input field will open the list of departments, from which it is necessary to select the necessary department.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

Firm's address. The field is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of addresses of the given firm, from which it is necessary to select the one you need.

Firm's requisites. The field with accounts of a firm is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of accounts of the given firm, from which it is necessary to select the one you need.

It is necessary to create the list of goods for revaluation after filling in the general data in the table located in the middle part of the window of the document "Revaluation". It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

6.8.2. CREATION OF THE INVENTORY OF GOODS

The inventory of goods is formed in the table located in the middle part of the document "**Revaluation**". It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

The main window of the list of goods, from which it is possible to select the necessary item, is opened during the process of addition of a new item. You can select goods one by one or as a group, if you press the **Ctrl key** on the keyboard simultaneously with the left mouse button. The group mode of selection of goods switches on by setting the parameter "Selection of one item from the inventory of codes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

Double clicking the line with the name of an item will open the auxiliary window for input or editing of quantity and price of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

Code. The code of an item of goods

Name. The name of an item of goods

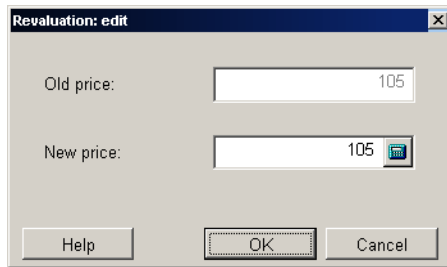
Quantity. Quantity of an item of goods in a department. Reserved item is included in this quantity as well.

Old price. The current price of goods in the selected department.

New price. A new price of goods for the selected department. If the price in a department has not been fixed for an item before revaluation (LIST/ ITEM/ DEPARTMENT PRICE), the additional price for a selected department will appear in properties of goods after confirmation of revaluation.



6.8.2.A. AN AUXILIARY WINDOW: INPUT OF A NEW ITEM PRICE



The window for input of the actual quantity of goods can be seen on the screen.

Old price. The existing sale price for the given item in the selected department (DEPARTMENT PRICE). If there were no item price for goods in the given department, the base retail price will be shown in a field.

New price. A new price of goods for the selected department.

6.8.3. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION

Amount in old prices. The amount in old prices for the listed items.

Amount in new prices. The amount in new prices for the listed items.

Total difference. A difference between a new and old amount of items.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. During confirmation of the document the system will automatically check up correspondence of new theoretical stocks in a department to the actual stocks existing at the moment of confirmation of the document. If during creation of the document stocks on hand have changed inappropriate items of goods will be marked by color and they can be edited. The system will not allow "to confirm" the document, if quantities of goods in the document do not correspond to the actual stock.



6.9. DOCUMENTS: PROCESSING

The screenshot shows a window titled "Processing: add" with the following fields and table:

Date: 20.11.2003 Firm: SIA "Piemērs"
 No.: 3
 Dept.: Nodaļa: Noliktava.

Code	Name	Quantity	Price
68000002	1-Touch ātrai pārd. "taustiņš-prece"	0 Gab	71,1€
70000004	2*COM seriālo portu karte (2 KA)	0 Gab	18,9€
70000005	8*COM seriālo portu karte (8 KA)	0 Gab	71,1€
68000010	BRIO Jet-Bar portat.DB (inventarizāc.)	0 Gab	202,7€

Total: 0

The window for work with the document "Processing" opened on the tab 'Source items' can be seen on the screen. Processing is a process of obtaining of one or several new goods out of one or several existing goods. The structure of new and available goods participating in processing has not been previously described anywhere (unlike production where the concept of an estimate is used), but is formed and used only during processing, the processed quantity of the source items is removed from stocks on hand after "confirmation" of the document "Processing", and newly created goods appear.

ATTENTION!!! The system does not control the logical structure of the source and new goods, therefore it is theoretically possible to process five TVs into ten packs of cigarettes.

- Input fields of general data of the document are located in the upper part of the window.
- A table containing the inventory of goods to be returned is located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of a document in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from a document, if balances of goods vary in a department.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents. If you open windows of the necessary lists, it will be possible to use the mode of dragging data (**Drag & Drop**). Thus, for example, input of the list of goods in a field of a document will mean simple dragging of the necessary goods from the window of the list of codes of goods into items of the document.

ATTENTION!!! The data about stocks are shown as of the moment of inquiry. As there can be different events connected both to departure of goods and their entry in the system, the data shown in the given table can vary in different inquiries. Pressing the button "Check" you can bring the document into accord with the current state of stocks. In this case items where stock varies will be marked by color.

Generally the order of processing is as follows:

- The firm and department, in which processing of goods will be carried out, is selected.
- The set of the source goods with the necessary attributes is selected in the necessary quantities.
- The set of the result items with the necessary attributes is selected in the necessary quantities.
- The formed document "Processing" is saved in the journal of documents in the form of a draft copy or it is confirmed. After confirmation of the document the source items will disappear, but newly created items will appear in their stead.



6.9.1. FILLING IN GENERAL DATA OF A DOCUMENT

Date. The date that will be entered in the document. This date should not necessarily coincide with the current date.

ATTENTION!!! Drawing up a document influences stocks on hand in departments. Therefore, if you confirm the document with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this document will differ.

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Department. The department where documents are drawn up which are related to processing of goods. Pressing the selection button located on the right side of the input field will open the list of departments, from which it is necessary to select the necessary department.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

6.9.2. CREATION OF THE SOURCE ITEM INVENTORY

The screenshot shows a window titled "Processing: add" with the following fields and table:

Date: 20.11.2003 Firm: SIA "Piemērs"
 No.: 3
 Dept.: Nodaļa: Noliktava.

Code	Name	Quantity	Price
68000002	1-Touch ātrai pārd. "taustiņš-prece"	0 Gab	71,1€
70000004	2*COM senālo portu karte (2 KA)	0 Gab	18,9€
70000005	8*COM senālo portu karte (8 KA)	0 Gab	71,1€
69000010	BRIO Jet-Bar portat.DB (inventarizāc.)	0 Gab	202,71
4		0	

Total: 0,0

Buttons: Help, Reports, Actions, OK, Cancel

The window opened on the tab "Source items" can be seen on the screen. The inventory of the source items is created in the table located in the middle part of the window. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

Code. Source item code.

Name. Source item name.

Quantity. The quantity of the item used for processing.

Price. Cost price of the item.

Amount for the item. The amount for the item in the cost prices.

Tax amount. The amount of tax imposed on the processed item.

Total. The purchasing amount including tax.

If you add or edit goods, it opens the window with stocks of goods in the selected department. Double clicking the line with the name of an item will open the auxiliary window for input or editing of quantity and attributes of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

ATTENTION!!! In case of use of the scanner of barcodes for input of items into a document, the system does not check existence of balances in the selected department or its connection with the selected supplier. The check will be carried out during an attempt of "confirmation" of the document or after pressing the button "Check".



6.9.2.A. AN AUXILIARY WINDOW: ITEM STOCKS

Item code	Name	Stock	Reserved.	Cost
68000002	1-Touch ātrai pārd. "t	8		
70000004	2*COM seriālo portu	10		
70000005	8*COM seriālo portu	10		
69000010	BRIO Jet-Bar portat. D	5		
68000000	DP Key klien.rekv.iev	2		
67000000	Magnētisko kartīšu n	3		
6		38	0	

The window with the inventory of stocks of goods in the selected department can be seen on the screen. The summary data of the corresponding columns are indicated in the lowermost line of the table.

Code. The code of an item of goods.

Name. The name of an item of goods.

Stock (balance). Quantity of an item of goods in a department. Reserved item is included in this quantity as well.

Reserved. Quantity of the reserved items.

Cost amount. The sum of the given quantity of goods in cost prices. The cost price is calculated according to the selected method of calculation of the cost price. The method of calculation of the cost price is set in the section: SERVICE/PARAMETERS/DOCUMENTS/PURCHASE PRICE TYPE.

Retail amount. The sum of the given quantity of goods in sale prices.

Expiry date... Attributes of items.

6.9.2.B. AN AUXILIARY WINDOW: INPUT OF QUANTITY OF GOODS.

The window for input of quantity of the source items can be seen on the screen.

Quantity. A field for input of quantity of a source item. The quantity cannot exceed the current stock taking into account the reserved goods. The method of registration of reservation of stocks is determined in SERVICE/PARAMETERS/DOCUMENTS/RESERVED ITEMS.

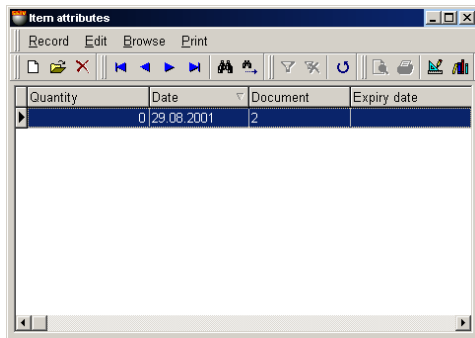
Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

ATTENTION!!! If a type of the entered goods is "Service", input of item attributes will be prohibited.

Stock. The total quantity of an item of goods in a department including the reserved item.

Reserved. Quantity of the reserved item.

6.9.2.C. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM

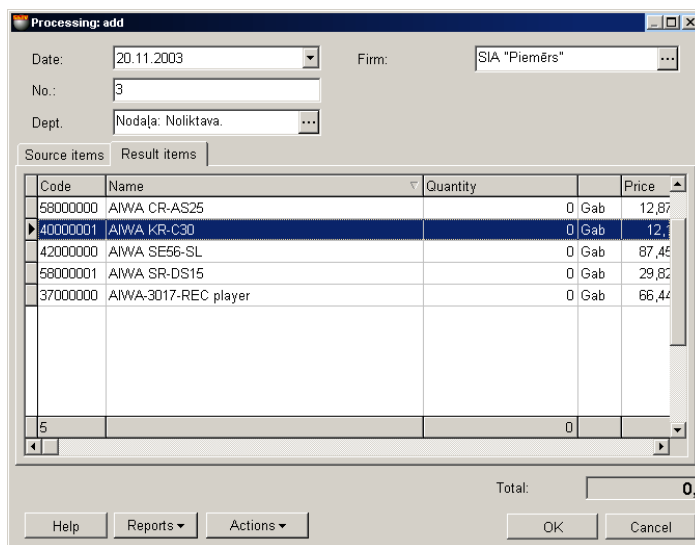


The table for input of attributes of an item can be seen on the screen. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.

6.9.3. CREATION OF THE INVENTORY OF THE RESULT ITEMS

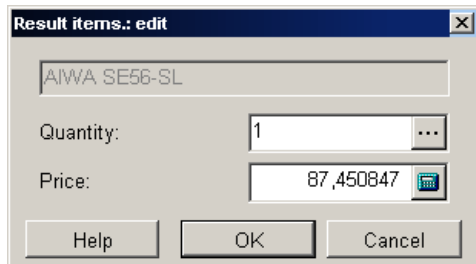


The window for work with the document "Processing" opened on the tab 'Result items' can be seen on the screen. The inventory of the result items is created in the table located in the middle part of the document "Processing" opened on the tab "Result items". Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

If you add or edit goods, it opens the window with the list of goods where you can select the necessary items. Double clicking the line with the name of an item will open the auxiliary window for input or editing of quantity and attributes of this item.

If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

6.9.3.A. AN AUXILIARY WINDOW: INPUT OF QUANTITY OF GOODS.



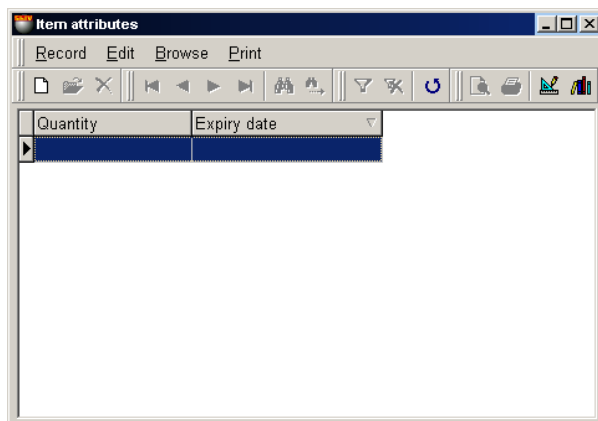
The window for input of quantity of the result items can be seen on the screen.

Quantity. A field for input of quantity of a result item. Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

ATTENTION!!! If a type of the entered goods is "Service", input of item attributes will be prohibited.

Price. Cost price of the item.

6.9.3.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of attributes of items during **processing** is located in this window. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.



6.9.4. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

Actions / Choose revaluation for a source. If the retail price is used during registration of goods, there can be a situation when several retail prices are used for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of revaluation for a source will result in opening the window with the inventory of revaluations as of the date of drawing up of the document. It is necessary to select revaluation, the price of goods, which should be used in the document.

ATTENTION!!! *In case, if there were several retail prices on goods as of the date of creation of the document, and the number of revaluation has not been selected (the command "P.I."), the price will be taken as per results of the last revaluation as of the date of creation of the document.*

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. During confirmation of the document the system will automatically check up correspondence of new theoretical stocks in a department to the actual stocks existing at the moment of confirmation of the document. If during creation of the document stocks on hand have changed inappropriate items of goods will be marked by color and they can be edited. The system will not allow "to confirm" the document, if quantities of goods in the document do not correspond to the actual stock.



6.10. DOCUMENTS: PRODUCTION

The window for work with the document "Production" opened on the tab 'Production' can be seen on the screen. Production is a process of obtaining of new goods out of other goods which are included in its structure as integral parts. Production of new goods is carried out only in accordance with the described structure (LIST / GOODS / STRUCTURE). Components of goods (Materials) are written off from the stock on the moment of "confirmation" of the document, and new goods appear in the manufactured quantity. Certainly, all materials should be available in a department in sufficient quantities.

ATTENTION!!! The system does not control the logical structure of the source and new goods, therefore it is theoretically possible to manufacture five TVs out of ten packs of cigarettes.

- Input fields of general data of the document are located in the upper part of the window.
- A table containing the inventory of goods to be returned is located in the middle part of the window. It is impossible to change the structure of columns in the table, but it is possible to rearrange them or sort them out by clicking the header of a column.
- There are fields with the summary data of a document in the lower part of the window.

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.

ATTENTION!!! The operation of "confirmation" of documents in most cases is irreversible or reversible under the certain conditions. The system will not allow removing confirmation from a document, if balances of goods vary in a department.

All documents after their creation will be registered in a journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents.

If you open windows of the necessary lists, it will be possible to use the mode of dragging data (**Drag & Drop**). Thus, for example, input of the list of goods in a field of a document will mean simple dragging of the necessary goods from the window of the list of codes of goods into items of the document.

ATTENTION!!! The data about stocks are shown as of the moment of inquiry. As there can be different events connected both to departure of goods and their entry in the system, the data shown in the given table can vary in different inquiries. Pressing the button "Check" you can bring the document into accord with the current state of stocks. In this case items where stock varies will be marked by color.

Generally the order of production is as follows:

- The firm and department, in which production of goods will be carried out, is selected.
- The set of products with the necessary attributes is selected in the necessary quantities.
- The set of raw materials with the necessary attributes is selected in the necessary quantities.
- The formed document "Production" is saved in the journal of documents in the form of a draft copy or it is confirmed. After confirmation of the document raw materials will disappear, but newly created items will appear in their stead.



6.10.1. FILLING IN GENERAL DATA OF THE DOCUMENT

Date. The date that will be entered in the document. This date should not necessarily coincide with the current date.

ATTENTION!!! Drawing up a document influences stocks on hand in departments. Therefore, if you confirm the document with yesterday's date today, for example, reports on availability of goods as of the yesterday's date obtained before and after confirmation of this document will differ.

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Department. The department where documents are drawn up which are related to productions of goods. Pressing the selection button located on the right side of the input field will open the list of departments, from which it is necessary to select the necessary department.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

6.10.2. CREATION OF THE INVENTORY OF PRODUCTION

The screenshot shows a software window titled "Производство: редактирование". It contains several input fields: "Дата:" (06.09.02), "Фирма:" (BRIO ZRF), "Номер:" (25), and "Отдел:" (Nodalja; Noliktava.). Below these is a table with two tabs: "Продукция" and "Материалы". The "Продукция" tab is active, showing a table with columns: Код, Наименование, Количество, Цена, Сумма за товар, Сумма налога, and Всего. The table contains one row: 66000003, POS BRIO-3012 Comple, 10, 812.881356, 8 128.81, 1 463.19, 9 592.00. A context menu is open over the first row, with options: "Добавить запись..." (Ins), "Редактировать запись..." (Enter), "Удалить запись..." (Del), "Искать запись..." (Ctrl+F), and "Искать далее" (F3). At the bottom right, there is a field "Итого:" with the value 9 592.00 and buttons "OK" and "Cancel".

Код	Наименование	Количество	Цена	Сумма за товар	Сумма налога	Всего
66000003	POS BRIO-3012 Comple	10	812.881356	8 128.81	1 463.19	9 592.00

The window opened on the tab "Production" can be seen on the screen. The inventory of the produced items is created in the table located in the middle part of the window. Certainly, all initial goods should be present in a department. Clicking the field of the table using the right mouse button you can open the shortcut menu with a list of options of work with an item.

Code. Produced item code.

Name. Produced item name.

Quantity. The quantity of the produced item.

Price. The cost price of goods calculated according to the selected method of calculation of the cost price. Certainly, this price can be corrected entering the quantity of produced goods. The method of calculation of the cost price is set in the section: SERVICE/PARAMETERS/DOCUMENTS/ COST PRICE TYPE.

Amount for the item. The amount for the item in the cost prices.

Tax amount. The amount of tax imposed on the produced item.

Total. The purchasing amount including tax

If you add, edit or double click goods, it opens the auxiliary window for input or editing of quantity produced item.

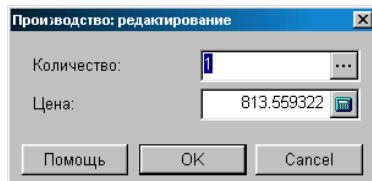
If the scanner of barcodes is connected to a computer, input of the inventory of goods can be carried out by scanning a label on an item. Thus the system will carry out search of goods having the scanned code and will enter it into a document with the quantity equal to one. In case, if the scanned barcode does not belong to any of the goods available in the database, the system will produce the appropriate message and will show the scanned barcode.

The inventory and quantity of goods (materials) necessary for production of the ordered quantity of goods appears after input of the quantity of produced goods in the tab "materials".

ATTENTION!!! The system will allow entering into the inventory of made production only those goods which are composite parts (LIST / GOODS / STRUCTURE / ...).



6.10.2.A. AN AUXILIARY WINDOW: INPUT OF QUANTITY OF GOODS.

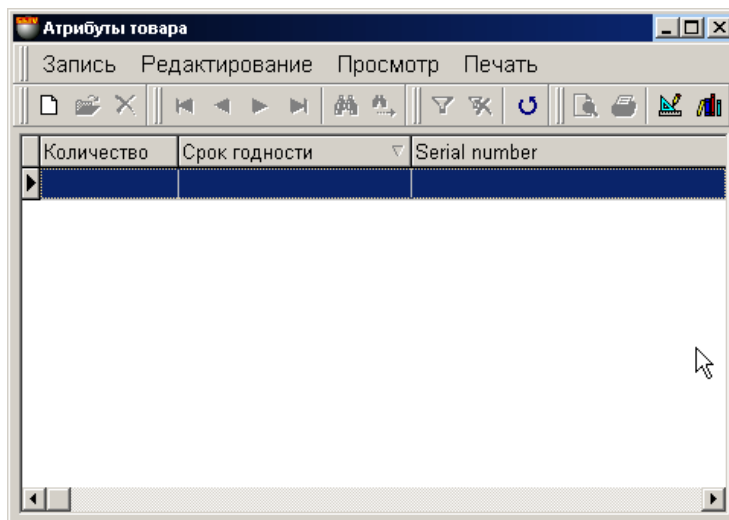


The window for input of quantity of the produced items can be seen on the screen.

Quantity. A field for input of quantity of a produced item. Pressing the selection button located on the right side of the input field opens a window for input of item attributes for several items or for each article of an item. Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/.

Price. The cost price of goods calculated according to the selected method of calculation of the cost price. This price can be corrected or entered anew.

6.10.2.B. AN AUXILIARY WINDOW: INPUT OF ATTRIBUTES OF AN ITEM



The table for input of attributes of goods during production is located in this window. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

Permission for work with attributes of goods is obtained by setting the parameter "Item attributes" in the window SERVICE/PARAMETERS/DOCUMENTS/. It is possible to create new attributes or activate standard ones in the same place.

If an attribute implies uniqueness of each separate article of goods (For example, the serial number of the TV) it is necessary to enter the quantity of an item equal to one in the attribute window and assign own value of an attribute for each item. In this case separate attribute is assigned to each unit of the item.



6.10.3. NECESSARY MATERIALS

The screenshot shows a software window titled "Production: add". It has a tabbed interface with "Production" and "Raw materials" tabs. The "Raw materials" tab is active, displaying a table with columns: Code, Name, Quantity, and Price. The table is currently empty. Above the table, there are input fields for Date (20.11.2003), Firm (SIA "Piemērs"), No. (3), and Dept. (Nodaļa: Davanu karte). At the bottom of the window, there is a "Total:" field showing "0," and buttons for "Help", "Reports", "Actions", "OK", and "Cancel".

The window for work with the document the "Production" opened on the tab "materials" can be seen on the screen. The inventory and quantity of goods (materials) necessary for production of the ordered quantity of goods appears after input of the quantity of produced goods in the tab "materials".

Code. Item code.

Name. Item name.

Quantity. The quantity of the given item necessary for production.

Price. The cost price of goods calculated according to the selected method of calculation of the cost price. The method of calculation of the cost price is set in the section: SERVICE/PARAMETERS/DOCUMENTS/ COST PRICE TYPE.

Amount for the item. The amount for the item in the cost prices.

Tax amount. The amount of tax imposed on the produced item.

Total. The purchasing amount including tax.

6.10.4. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION

Total. The sum of all produced goods in the cost prices including tax.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

Actions / Port. DB The system allows forming documents by means of various portable databases. Devices of this type are local for the system, therefore drivers for them should be installed directly on a computer to which they are connected. (FILE/LIST/EQUIPMENT/ATTACHED DEVICES). After pressing this button "Port. DB" the system shall carry out formation of a document using the installed and connected device.

Action / Check. To check up correspondence of the quantity of goods in the document to actual stocks on hand in the system on the moment of check. In case, if during creation of the document stocks on hand have changed, inappropriate items of goods will be marked by color and they can be edited.

Actions / Choose revaluation for a source. If the retail price is used during registration of goods, there can be a situation when several retail prices are used for the same date, for the same goods. For example - revaluation has been conducted. In this case it is necessary to select such retail price which will be used for the document. Selection of revaluation for a source will result in opening the window with the inventory of revaluations as of the date of drawing up of the document. It is necessary to select revaluation, the price of goods, which should be used in the document.

"OK". The end of work with the document. An additional question about necessity of its "confirmation" is asked every time you finish work with the document. During confirmation of the document the system will automatically check up correspondence of new theoretical stocks in a department to the actual stocks existing at the moment of confirmation of the document. If during creation of the document stocks on hand have changed inappropriate items of goods will be marked by color and they can be edited. The system will not allow "to confirm" the document, if quantities of goods in the document do not correspond to the actual stock.

Components of goods (Materials) are written off from the stock on the moment of "confirmation" of the document, and new goods appear in the manufactured quantity. Certainly, all materials should be available in a department in sufficient quantities.



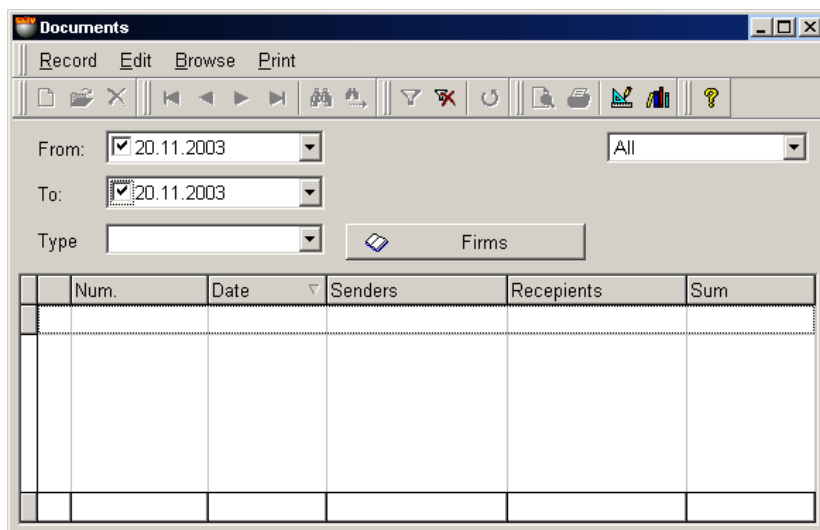
6.11. DOCUMENT JOURNAL

A journal is an archive of documents existing in the system. A document is a set of data describing changes in a state or movement of goods or money in the system. All movements of goods and money in the system are carried out only on the basis of a document. 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.

"**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.

ATTENTION!!! The operation of "confirmation" of documents is irreversible in most cases. For example, the system will not allow removing confirmation from an incoming invoice, if the stocks of goods from this invoice vary in a department as a result of their sale or transfer. If the changes described in the document are reversible, "confirmation" from the document can always be removed, and it again will become "a draft copy", thus all changes described in the document related to movement of money and goods will return to a state, in which it was before its confirmation.



The window of the journal of documents can be seen on the screen. The menu, the toolbar and filters for assignment of criteria of selection of documents are located in the upper part. The table with the inventory of the selected documents satisfying the assigned criteria is located in the lower part. Pressing the right mouse button in a field of the table will open the menu with options of work with the selected document.

From. / To. Fields for input of the dates of the beginning and the end of period of time for search of documents. Clicking a field of periods using the right mouse button will result in opening of the list of periods, from which it is possible to select the necessary period.

In order to activate use of the dates of the beginning and the end of period, it is necessary to mark the corresponding field with a "tick". Input of date can be made by means of a calendar field (Pressing the arrow on the right side of the input field), and input them directly by means of the numeric keypad of a computer (To put the cursor directly on the field of date).

ATTENTION!!! If you have not expressly indicated the beginning and the end of periods, documents related to the whole time of existence of the system will be selected.

All / Confirmed / Non-confirmed. Selection of criterion of reflection of documents by their state.


The structure of keys of filters depends on a type of the selected document

A type of a document: Selection of a type of a document for reflection in the table. Depending on the selected document type the structure of keys of filters will differ. The inventory of available documents and the structure of keys of filters for each of them are indicated below.

- Incoming invoices. Suppliers/ Departments/ Firms
- Outgoing invoices. Departments/ Buyers/ Firms



- Return to supplier. Departments/ Suppliers/ Firms
- Return from buyer. Buyers/ Departments/ Firms
- Movement. Senders/ Recipients/ Firms
- Production. Departments/ Firms
- Processing. Departments/ Firms
- Write-off. Departments/ Firms
- Inventory. Departments/ Firms
- Sale from cash registers. Departments/ Buyers/ Firms
- Revaluation. Departments/ Firms

After selection of the necessary criteria it is necessary to press the key  (Set filter) for reflection in the table of documents satisfying the set criteria. For search of the concrete document in the shown inventory it is possible to use other tools located on the toolbar.

The list of columns in the table depends on the selected type of documents and it cannot be changed. It is possible to change width of columns, to rearrange them or sort them out by clicking the header of a column. On pressing the right mouse key the shortcut menu with the list of options of work with a document will be opened.

Let's list general data of all documents located in the table.

Property of confirmation. If the field is marked by a tick, the document has been confirmed. Using the menu option RECORD/CONFIRMATION it is possible to remove confirmation from the document. If the changes described in the document are reversible, the system will remove "confirmation" from the document, and it will again become a "draft copy" and all changes described in it related to movement of money and goods shall return to the state, in which the document was before its confirmation.

Document number. The number which has been assigned to the document at its creation.

Document date. The date fixed in the document. Certainly, this date cannot coincide with the date of actual creation of the document or date of its "confirmation".

Suppliers. The name of a supplier to which the given document is related.

Department. The name of a department to which the given document is related.

Amount. The sum of money of the given document.

Double clicking the line with a document will result in opening of the document for review or editing (If it is not confirmed or if confirmation has been removed).



6.12. DOCUMENTS: ADDITIONAL EXPENSES

6.12.1. THE JOURNAL OF ADDITIONAL EXPENSES

Additional expenses mean some amount of money, which is connected with costs of one or several incoming invoices and which should be taken into account in cost prices of goods. For example, cost of transportation for delivery of a consignment by several invoices simultaneously.

Additional expenses do not change cost prices in the incoming documents, and they are used only for calculations of cost prices during obtaining reports. Certainly, the document of an additional expense can be attached to the confirmed invoices only.

Allocation of additional expenses between goods in incoming invoices in the system can be carried out using two algorithms:

- **Allocation by amount.** A part of the sum of additional expenses proportional to the price of each item of goods is added to a cost price of each item of goods included in incoming invoices.
- **Allocation by quantity.** A part of the sum of additional expenses proportional to the quantity of goods is added to a cost price of each item of goods included in incoming invoices.

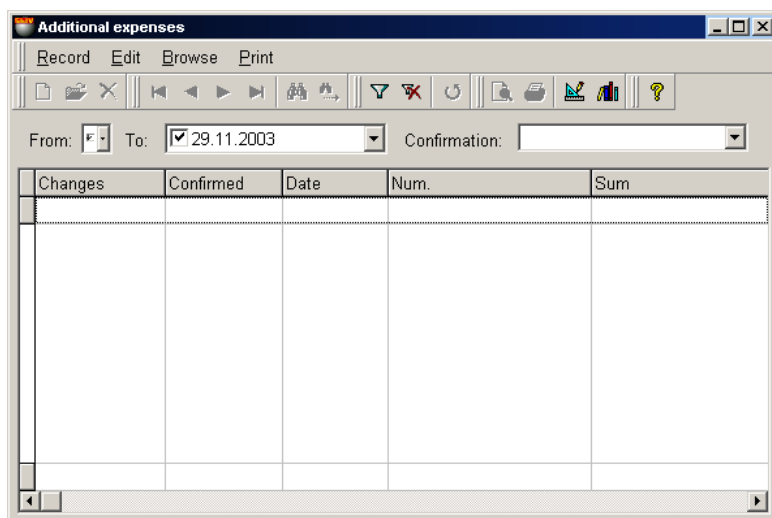
ATTENTION!!! The document of additional charges is absolutely not connected with expenses which can be entered during creation of invoices. The basic difference is as follows: the expenses indicated during input of invoices change the total sum of an invoice, but do not change cost prices of goods included in it. The document of additional charges changes procurement prices of goods for reports, but does not change the total sum of an invoice.

As well as any other document in the system additional expenses are stored in **the journal of additional charges** and can have two states.

"**Confirmed additional charges**" are additional expenses, amounts of which have been already calculated and will be added to cost prices of goods in reports.

"**Non-confirmed additional charges**" are additional expenses, amounts of which have not been entered in the database yet and are not taken into account by the system in cost prices of goods. If the document is not confirmed, it represents a "draft copy", which can always be edited or simply deleted without any consequences for accuracy of the registration.

The operation of "confirmation" of documents of additional expenses is reversible in most cases. If you remove "confirmation" from a document of additional expenses, and it will again become a "draft copy", and additional expenses will not be added to all reports where cost prices are used.



The window of the journal of additional expenses can be seen on the screen. The menu, the toolbar and filters for assignment of criteria of selection of documents are located in the upper part. The table with the inventory of the selected documents satisfying the assigned criteria is located in the lower part. Pressing the right mouse button in a field of the table will open the menu with options of work with the selected document.


From. / To. Fields for input of the dates of the beginning and the end of period of time for search of documents. Clicking a field of periods using the right mouse button will result in opening of the list of periods, from which it is possible to select the necessary period.



In order to activate use of the dates of the beginning and the end of period, it is necessary to mark the corresponding field with a "tick". Input of date can be made by means of a calendar field (Pressing the arrow on the right side of the input field), and input them directly by means of the numeric keypad of a computer (To put the cursor directly on the field of date).

ATTENTION!!! *If you have not expressly indicated the beginning and the end of periods, documents related to the whole time of existence of the system will be selected.*

Confirmation: All / Confirmed / Non-confirmed. Selection of criterion of reflection of documents of additional expenses by their state.

After selection of the necessary criteria it is necessary to press the key  (Set filter) for reflection in the table of documents satisfying the set criteria. For search of the concrete document in the shown inventory it is possible to use other tools located on the toolbar.

The list of columns in the table depends on the selected type of documents and it cannot be changed. It is possible to change width of columns, to rearrange them or sort them out by clicking the header of a column. On pressing the right mouse key the shortcut menu with the list of options of work with a document will be opened.

Let's list general data of all documents located in the table.

Property of confirmation. If the field is marked by a tick, the document has been confirmed. Using the menu option RECORD/CONFIRMATION it is possible to remove confirmation from the document. The system will remove "confirmation" from a document of additional expenses, and it will again become a "draft copy", and all cost prices included in incoming invoices of the given document will return to the initial state (as before "confirmation").

Document number. The number which has been assigned to the document at its creation.

Document date. The date fixed in the document. Certainly, this date cannot coincide with the date of actual creation of the document or date of its "confirmation".

Document amount. The sum of additional expenses added by the given document to cost prices of goods included in incoming invoices.

Changes. If the field is marked by a tick, one or several invoices attached to the given document, have been changed (For example, somebody has changed quantity of goods in the incoming invoice). In this case calculation of cost prices made on the basis of the old quantity of goods will not correspond to reality. It is necessary to remove confirmation from the document of additional expenses and confirm it repeatedly. Thus the system will make reallocation of expenses between goods on the basis of the new data of the incoming invoice.

Double clicking the line with a document will result in opening of the document for review or editing (If it is not confirmed or if confirmation has been removed).



6.12.2. ADDITIONAL EXPENSES: ADD

Название	Алгоритм	Сумма без налога	Налог	Всего
Транспорта ракар.	Summa	100	20	120

По расходам
Сумма без налога: 100,00 Налог: 20,00 Итого: 120,00

По товарам
Сумма без налога: 2 752,54 Налог: 495,46 Итого: 3 248,00

The window with the additional expense document opened on the tab of the inventory of expenses can be seen on the screen. Additional expenses mean some amount of money, which is connected with costs of one or several incoming invoices, and which should be taken into account in cost prices of goods included in these invoices. For example, cost of transportation for delivery of a consignment by several invoices simultaneously. Additional expenses do not change cost prices in the incoming documents, and they are used only for calculations of cost prices during obtaining reports.

- Fields of input of general data of the document of an additional expense are located in the upper part of the window.
- Two tabs with tables are located in the middle part - the inventory of expenses and the inventory of documents, in which the given expenses should be taken into account. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.
- Fields with the summary data on expenses and invoices are located in the lower part of the window.

Date. A date of creation of the given document of an additional expense. This date should not necessarily coincide with the current date.

Number. The number of the document. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system inspects these numbers and will not allow creation of two documents with identical numbers.

Note. A text line, in which it is possible to comment the given document of an additional expense.

Expenses. The table with a list of expenses included in the given document and their parameters.

Documents. The table with a list of incoming invoices where it is necessary to allocate the existing amounts of additional expenses between goods.

6.12.3. CREATION OF THE INVENTORY OF EXPENSES

The inventory of expenses is formed in the table located in the middle part of the window of additional expenses in the tab EXPENSES. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column. On pressing the right mouse key the shortcut menu with the list of options of work with expenses will be opened. Double clicking a line containing an expense will result in opening of an auxiliary window for addition of a new expense or editing the existing one.

The list of columns in the table depends on the selected type of documents and it cannot be changed. It is possible to change width of columns, to rearrange them or sort them out by clicking the header of a column.

Наименование: Транспорта ракар.

Алгоритм расчета: По сумме

Сумма без налога: 100 Налог: 20

Сумма с налогом: 100



Name. A field for selection of the name of an expense from the hidden list of expenses. Pressing the selection button located on the right side of the field opens the window of the hidden list of expenses, whence it is possible to select the necessary expense, to enter a new expense or edit the existing one. If you enter the name of an expense again, the newly entered expense will be used only in the given document and will not be entered in the hidden list of expenses.

Algorithm of calculation. Selection of an algorithm of allocation the amount of expenses between goods in incoming invoices.

- **Allocation by amount.** A part of the sum of additional expenses proportional to the price of each item of goods is added to a cost price of each item of goods included in incoming invoices.
- **Allocation by quantity.** A part of the sum of additional expenses proportional to the quantity of goods is added to a cost price of each item of goods included in incoming invoices.

Amount without tax. A field for input of a value of expense in monetary expression.

Tax amount. A field for selection of a value of the tax imposed on the given expense.

Amount incl. tax. The amount of expense including the tax.

6.12.4. CREATION OF THE INVENTORY OF DOCUMENTS

The inventory of documents, between which the sum obtained from the inventory of expenses will be allocated, is formed in the table located in the middle part of the window of additional expenses in the tab DOCUMENTS. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.

The window with an additional expense document opened on the tab of the inventory of documents can be seen on the screen. Pressing the right mouse button in a field of the table will open the shortcut menu with options of work with the inventory of documents.

Add record. The window of the journal of documents, from which it is possible to select invoices between which the entered additional expenses should be distributed, is opened.

Delete record. To delete a document from the inventory.

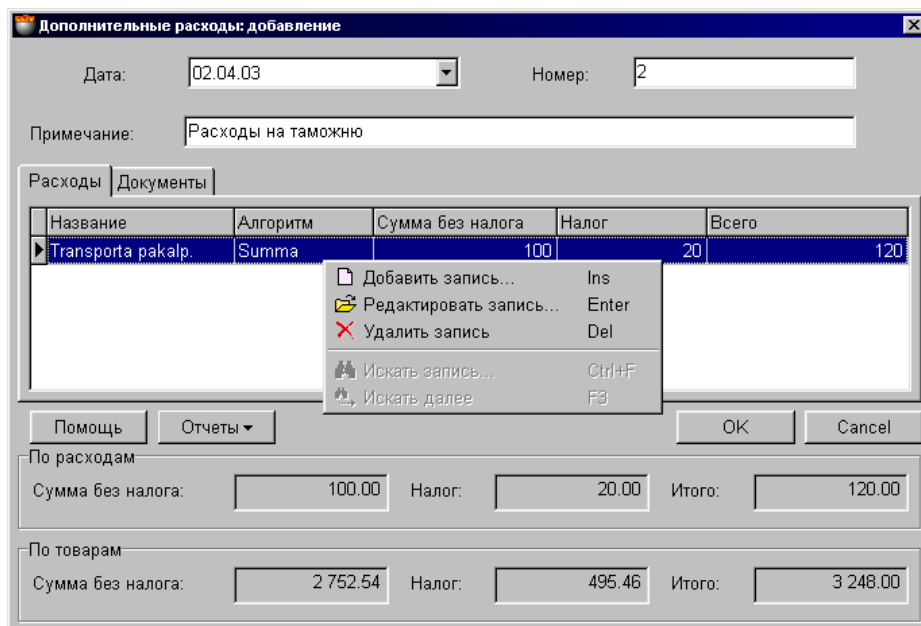
Date. The date of the selected document.

Number. The number of the selected document.

Amount. The amount of the document.

ATTENTION!!! The system will permit to select only confirmed documents from the journal of documents.

6.12.5. SUMMARY DATA OF THE DOCUMENT. DOCUMENT CONFIRMATION



The window with the additional expense document opened on the tab of the inventory of expense.

- Fields of input of general data of the additional expense document are located in the upper part of the window.
- Two tabs with tables are located in the middle part - the inventory of expenses and the inventory of documents, in which the given expenses should be taken into account. It is impossible to change the structure of columns in the table, but it is possible to change their width, to rearrange them or sort them out by clicking the header of a column.
- Fields with the summary data on expenses and invoices are located in the lower part of the window.

Amounts of expenses. Amounts of all expenses of the given document without tax, an amount of taxes, and the total amount of expenses.

Amounts of goods. Amounts of all goods from the inventory of invoices without tax, an amount of taxes, and the total amount of goods.

Reports: Preview. Preview of appearance of a printout of the document.

Reports: Printing. To print the document.

Reports: Editing. To start the program for editing the report.

Reports: Editing the inventory of reports.

"OK". The end of work with the additional expense document. A question about necessity of its "confirmation" is asked every time you finish work with the document. If you do not "confirm" the document, it will be saved in the journal of additional expenses in "non-confirmed" state.



7. MONEY

7.1. PAYMENT JOURNAL

The journal represents an archive of payments existing in the system. A payment is a document describing changes in a state or movement of money in the system. All movements of money in the system are carried out only on the basis of a document. All payments ever created in the system will be entered and saved in the journal. Documents can always be extracted from the journal for review or work with them. Both "Confirmed" and "Non-confirmed" payments are stored in the journal.

In some cases of sums of money can be present in the system and but they are not connected with the concrete document. For example, if a buyer has overpaid money making payment on the ground of the concrete invoice, the overpaid amount will be registered in the name of the concrete buyer, but will not be connected with the given invoice.

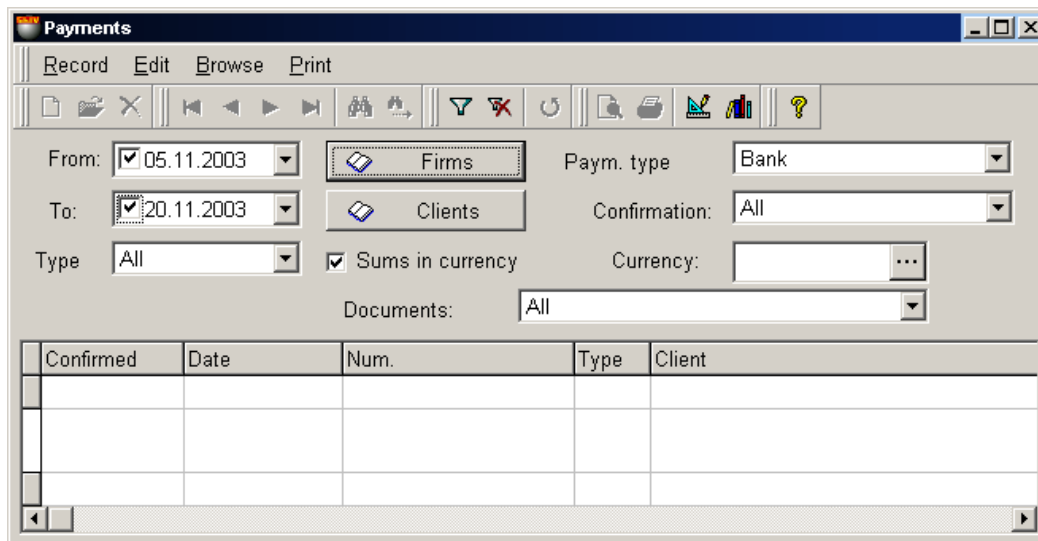
Other situation is possible as well. For example, money is already transferred from the client, but the corresponding invoice has not been obtained yet or has not been entered into the system. In this case it is necessary to enter the payment for the client without specification of the number of the document. Thus money will be accounted in the client's balance, and after obtaining and input of an invoice it should be added into the given payment.

It is possible to make simultaneously several payments, both outgoing and incoming, using one and the same payment document. But documents should comply one with another in relation to information about the firm, the client and used currency.

"Confirmed payments" are payments, for which all changes described in them related to a state of money are already entered in the database and taken into account by the system.

"Non-confirmed payments" are payments, for which all changes described in them related to a state of money have not been entered in the database yet and are not taken into account by the system. If a payment is not confirmed, it represents a "draft copy", which can always be edited or simply deleted without any consequences for accuracy of the registration

The operation of "confirmation" of documents is reversible!!! If you remove "confirmation" from a document, it will again become a "draft copy", thus all changes described in it related to movement of money will return to the state, in which the payment was before its confirmation.



The window of the journal of payments can be seen on the screen. The menu, the toolbar and filters for assignment of criteria of selection of payments are located in the upper part. The table with the inventory of the selected payments satisfying the assigned criteria is located in the lower part. Pressing the right mouse button in a field of the table will open the menu with options of work with the selected payment.

From. / To. Fields for input of the dates of the beginning and the end of period of time for search of documents. Clicking a field of periods using the right mouse button will result in opening of the list of periods, from which it is possible to select the necessary period.

In order to activate use of the dates of the beginning and the end of period, it is necessary to mark the corresponding field with a "tick". Input of date can be made by means of a calendar field (Pressing the arrow on the right side of the input field), and input them directly by means of the numeric keypad of a computer (To put the cursor directly on the field of date).



ATTENTION!!! If you have not expressly indicated the beginning and the end of periods, documents related to the whole time of existence of the system will be selected.

Property “Amounts in currency” If the given property is marked, the amounts of the table will be shown in the appropriate currency.

Type. / All / Payment to Suppliers / Payment by buyers. Selection of a type of payment documents using incoming or outgoing payments as a principle of selection.


Firm. A field for selection of a firm, choosing among firms registered in the system. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

Clients. A field for selection of a client choosing among clients registered in the system. Pressing the selection button located on the right side of the input field opens the list of clients, from which it is necessary to select the client you need.

Payment type / All / Cash / Bank / Advance payment / Clearing. A field for selection of a type of payment.

Confirmation: All / Confirmed / Non-confirmed. Selection of criterion of reflection of payments by their state.

Currencies. Selection of payments by the currency used. By pressing the selection button located on the right side of the field of selection you can open the list of currencies, from which it is possible to select the necessary currency.

After selection of the necessary criteria it is necessary to press the key  (Set filter) for reflection in the table of payments satisfying the set criteria. For search of the concrete document in the shown inventory it is possible to use other tools located on the toolbar.

The list of columns in the table depends on the selected type of documents and it cannot be changed. It is possible to change width of columns, to rearrange them or sort them out by clicking the header of a column. On pressing the right mouse key the shortcut menu with the list of options of work with a document will be opened.

Let's list general data of all payments located in the table.

Property of confirmation. If the field is marked by a tick, the payment has been confirmed. Using the menu option CONFIRMATION it is possible to remove confirmation from the payment. The system will remove "confirmation" from a payment and all changes described in it related to movement of money and goods shall return to the state, in which the payment was before its confirmation.

Payment number. The number which has been assigned to the payment at its creation.

Payment date. The date fixed in the payment. Certainly, this date cannot coincide with the date of actual creation of the payment or date of its "confirmation".

Payment type. Determines a type of payment - incoming payment or outgoing payment.

Client. The name of the client, to which the given payment is related.

Firm. The name of the firm, to which the given payment is related.

Amount. The amount of money confirmed by the given payment.

By documents. The amount of money documented in the given payment,.

Currency. The name of currency, in which the given payment is made out.

Double clicking the line with a payment will result in opening of the payment for review or editing (If it is not confirmed or if confirmation has been removed).

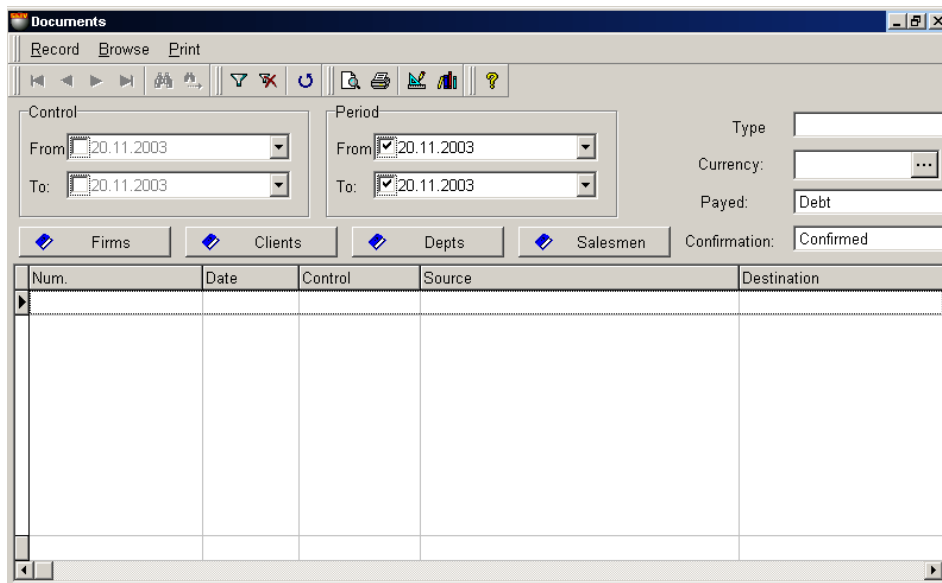
It is possible to view or print out three types of reports directly from the journal:

- The inventory of payments
- The extended inventory of payments
- The amounts by clients.



7.2. DEBTS.

One of variants of reflection of the journal of documents intended for the analysis of the state of debts and payments.



The window of the journal of debts can be seen on the screen. The menu, the toolbar and filters for assignment of criteria of selection of **payments** are located in the upper part. The table with the inventory of the selected **payments** satisfying the assigned criteria is located in the lower part. Pressing the right mouse button in a field of the table will open the menu with options of work with the selected **payment**.

Control. From. A field for input of the beginning of period of time for search of payments having the control date exceeding the indicated.

Control. To. A field for input of the end of period of time for search of payments, the control date of which is earlier than the indicated date.

From. / To. Fields for input of the dates of the beginning and the end of period of time for search of documents. Clicking a field of periods using the right mouse button will result in opening of the list of periods, from which it is possible to select the necessary period.

In order to activate use of the dates of the beginning and the end of period, it is necessary to mark the corresponding field with a "tick". Input of date can be made by means of a calendar field (Pressing the arrow on the right side of the input field), and input them directly by means of the numeric keypad of a computer (To put the cursor directly on the field of date).

ATTENTION!!! *If you have not expressly indicated the beginning and the end of periods, documents related to the whole time of existence of the system will be selected.*

Firm. A filter for selection of a firm, choosing among firms registered in the system. If a firm is not selected, the data on all firms, which are taken into account in the system, are displayed. Pressing the selection button will open the list of firms, from which it is necessary to select the firm you need.


Clients. A filter for selection of a client choosing among clients registered in the system. Pressing the selection button located on the right side of the input field opens the list of clients, from which it is necessary to select the client you need.

Departments. A filter for selection of a department choosing among department registered in the system. Pressing the selection button located on the right side of the input field opens the list of department, from which it is necessary to select the department you need.

Types /incoming invoices/outgoing invoices. Selection of a type of documents where it is necessary to display payments.

Payment. / All / Debt / Overpayment. Selection of a type of debt by documents.

Confirmation. / Confirmed / Non-confirmed. Selection of a state of payments, which should be displayed in the table.

After selection of the necessary criteria it is necessary to press the key  (Set filter) for reflection in the table of **payments** satisfying the set criteria. For search of the concrete **payment** in the shown inventory it is possible to use other tools located on the toolbar.

The list of columns in the table depends on the selected type of **payment** and it cannot be changed. It is possible to change width of columns, to rearrange them or sort them out by clicking the header of a column. On pressing the right mouse key the shortcut menu with the list of options of work with a document will be opened.



Let's list general data of all **documents** located in the table.

Document number. The number which has been assigned to the document at its creation.

Document date. The date fixed in the document. Certainly, this date cannot coincide with the date of actual creation of the document or date of its "confirmation".

Control. The control date of the given document.

Client. The name of a department, to which the given document is related.

Amount. The total amount of money as per the given document.

Debt. The amount of the outstanding debt as per the given document

Currency. Currency of the given document.

It is possible to view or print out the report related to the selected documents directly from the journal.



7.3. PAYMENTS TO SUPPLIERS

The window for creation of a payment document - payment to suppliers can be seen on the screen. Fields for data entry of a payer are located in the left part. The table with the selected outstanding documents is located in the right part. Pressing the right mouse button in a field of the table will open the menu with options of work with the selected payment.

It is possible to pay up several incoming documents (incoming invoices) simultaneously by one and the same payment. But documents must comply one with another in relation to information about the firm, the client and used currency. The main document, on the basis of which a payment is carried out, is an incoming invoice.

The amount, for which a payment is made out, can exceed the amount of documents included in it. But in this case the system will not allow confirmation of the payment and it can be saved in the journal of payments only in the form of a draft copy. This possibility is used for preliminary filling in of a payment, for example, if only some documents for the given payment are entered into a computer, but not all of them. The payment can be extracted from the journal after input of all documents, missing documents can be added to it and then you can confirm the payment.

ATTENTION!!! The system permits to print out payment documents irrespective of the fact whether they are confirmed or not.

All payments can be in two states:

"Confirmed payments" are payments, for which all changes described in them related to a state of money are already entered in the database and taken into account by the system and it is possible to print reports related to them for making payment.

"Non-confirmed payments" are payments, for which all changes described in them related to a state of money have not been entered in the database yet and are not taken into account by the system. If a payment is not confirmed, it represents a "draft copy", which can always be edited or simply deleted without any consequences for accuracy of the registration.

After creation all documents will entered in the journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents.

ATTENTION!!! The operation of "confirmation" of documents is reversible!!! You should be careful when you remove confirmation from a payment. Removal of confirmation can result in the situation when one and the same report obtained before and after removal of confirmation, will differ substantially.

In general we recommended drawing up a payment in accordance with the following procedure:

- Select the date of creation of a payment.
- Select the firm, documents of which should be paid.
- Select a client.
- Select the currency of payment. Here it is necessary to take into account the fact that a payment can be confirmed only in such currency, in which the paid document has been created.
- If necessary, fill in a field of the note.



- Open the debt window in the window of incoming invoices, from which you can select the necessary documents. Only the documents related to the given client and those which are in the selected currency will be offered for selection in the 'debt' window.
- Adjust amounts of payment for each document in the edit window of the document.
- If necessary, edit the total amount of payment. When editing it is possible only to increase the amount. In this case the excess amount of money will be transferred to the client's balance and can be used later.
- Close the window of payment to suppliers pressing the **"OK" button**. A question about necessity of confirmation of the given payment appears each time you close the window.
- Confirm the payment, having answered "Yes", or it transfers it to the journal of payments as a draft copy.

The following payment documents can be printed out by pressing the button "reports" before termination of work with the given payment:

- An empty form of an expense order
- An empty form of a payment order
- An empty form of a payment order in a foreign currency
- A filled in expense order
- A filled in expense order in a foreign currency
- A filled in payment order
- A filled in payment order in a foreign currency.

Empty forms will be useful in case you need to fill them in manually. The filled documents already comprise the data related to the payment.

ATTENTION!!! The system supports filling in an amount of money "in words" in accounting documents. The given possibility now is supported only for reports in Latvian language.

ATTENTION!!! The field of the actual number of a document remains empty in printed payment documents. In any case it is necessary to fill in the actual number of a payment document manually concerting it with the accounting department.



7.3.1. FILLING IN GENERAL DATA OF PAYMENT TO SUPPLIERS

Date. The date that will be entered in the payment document. This date should not necessarily coincide with the current date.

ATTENTION!!! *Drawing up a document influences the concrete supplier's balance. Therefore, if you confirm the payment with yesterday's date today, for example, reports on the balance of money as of the yesterday's date obtained before and after confirmation of this document will differ.*

Number. The internal number of the given outgoing payment document in the system. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system controls these numbers and will not allow creation of two documents with identical numbers. This number does not correspond to the real number of payment (taken into account by the accounting department or a bank) which will be filled in manually after a printout. The given number can be present on a printout only as additional information used for simplification of search.

Payment type / Cash / Bank / Advance payment / Clearing. A field for selection of a type of payment. The type of payment is used only for convenience of search of payments. For example, during interaction with the accounting department.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

Firm's address. The field is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of addresses of the given firm, from which it is necessary to select the one you need.

Firm's requisites. The field with accounts of a firm is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of accounts of the given firm, from which it is necessary to select the one you need.

Client. The client, for whom the payment is drawn up. Pressing the selection button located on the right side of the input field of the client will open the appropriate list, from which you can select the necessary client.

Client's address. The field is filled in automatically during selection of a client. Pressing the selection button opens the inventory of addresses of the given client, from which it is necessary to select the address you need.

Client's requisites. The field with client's accounts is filled in automatically during selection of a client. Pressing the selection button opens the inventory of accounts of the given client, from which it is necessary to select the one you need.

Currency. Selection of currency of the payment. Pressing the selection button located on the right side of the input field opens the list of currencies, from which it is necessary to select the one you need. In order to clear the field you have to press the right mouse button and choose the option "Clear" of the shortcut menu.

ATTENTION!!! *If you select currency before selecting payment documents, the system will offer for selection only those documents which should be paid in the selected currency.*

Rate. The field is filled in automatically. The rate of the selected currency is taken as of the date of drawing up of the given payment.

Amount without tax. (It is interrelated with the fields - Amount of tax, Amount incl. tax). The amount without tax, for which the payment is made out. The total amount appears in this window after selection of documents and amounts of payment for each of them. If necessary, it is possible to modify it manually increasing it. In this case this money goes to the client's balance and can be used later.

Amount of tax. (It is interrelated with the fields - Amount without tax, Amount incl. tax). The amount of tax contained in the documents to be paid up. The total amount of tax contained in the selected documents appears after selection of documents and amounts of payment for each of them.

Amount incl. tax. (It is interrelated with the fields - Amount without tax, Amount of tax). The amount incl. tax, for which the payment is made out. The total amount appears in this window after selection of documents and amounts of payment for each of them. If necessary, it is possible to modify it manually increasing it.

ATTENTION!!! *The amount, for which a payment is made out, can exceed the amount of documents included in it. But in this case the system will not allow confirmation of the payment and it can be saved in the journal of payments only in the form of a draft copy. This possibility is used for preliminary filling in of a payment, for example, if only some documents for the given payment are entered into a computer, but not all of them. The payment can be extracted from the journal after input of all documents, missing documents can be added to it and then you can confirm the payment.*

Note. A text line, in which it is possible to comment the given payment.

Amount by documents / Amount without tax. The amount to be paid of the given payment by the selected documents.

Amount by documents / Amount of tax. The amount of tax for the given payment by the selected documents.

Amount by documents / Amount incl. tax. The total amount including tax for the given payment by the selected documents.



7.3.2. SELECTION OF DOCUMENTS FOR PAYMENT

For selection of documents for payment it is necessary to press the right mouse button in the table of documents and select the option "Add record" of the shortcut menu. The window of the journal of debts, from which it is necessary to select the necessary documents, will be opened.

ATTENTION!!! *If a client has been previously selected from the window of payment of suppliers, only this client's documents will be shown.*

ATTENTION!!! *If a currency has been previously selected from the window of payment of suppliers, only the documents drawn up in this currency will be shown.*

The window of the journal of debts by documents can be seen on the screen. The menu, the toolbar and filters for assignment of criteria of selection of documents are located in the upper part. The table with the inventory of the selected documents satisfying the assigned criteria is located in the lower part. Pressing the right mouse button in a field of the table will open the menu with options of work with the selected documents.

Control. From. / To. A field for input of the beginning and the end of period of time for search of documents having the control date included in the selected period. Clicking a field of periods using the right mouse button will result in opening of the list of periods, from which it is possible to select the necessary period.

Period. From. To. From. / To. A field for input of the beginning and the end of period of time for search of documents. Clicking a field of periods using the right mouse button will result in opening of the list of periods, from which it is possible to select the necessary period.

In order to activate use of the dates of the beginning and the end of period, it is necessary to mark the corresponding field with a "tick". Input of date can be made by means of a calendar field (Pressing the arrow on the right side of the input field), and input them directly by means of the numeric keypad of a computer (To put the cursor directly on the field of date).


ATTENTION!!! *If you have not expressly indicated the beginning and the end of periods, documents related to the whole time of existence of the system will be selected.*

Departments. A filter for selection of a department choosing among department registered in the system. Pressing the selection button located on the right side of the input field opens the list of department, from which it is necessary to select the department you need.

Type. / Incoming invoices. A type of the shown documents.

Payment. / All / Debt / Overpayment. Selection of a type of debt by documents.

Confirmation. / Confirmed / Non-confirmed. Selection of a state of payments, which should be displayed in the table.

After selection of the necessary criteria it is necessary to press the key  (Set filter) for reflection in the table of documents satisfying the set criteria. For search of the concrete **document** in the shown inventory it is possible to use other tools located on the toolbar.



The list of columns in the table depends on the selected type of **document** and it cannot be changed. It is possible to change width of columns, to rearrange them or sort them out by clicking the header of a column. On pressing the right mouse key the shortcut menu with the list of options of work with a document will be opened.

Let's list general data of all documents located in the table.

Document number. The number which has been assigned to the document at its creation.

Document date. The date fixed in the document. Certainly, this date cannot coincide with the date of actual creation of the document or date of its "confirmation".

Control. The control date of the given document.

Client. The name of the client, to which the given document is related.

Amount. The total amount of money as per the given document.

Debt. The amount of the outstanding debt as per the given document.

Currency. Currency of the given document.

It is necessary to select the necessary document (Documents) and press **the "OK" button**. If necessary, it is possible to view or print out the report related to the selected documents directly from the journal.

7.3.3. EDITING THE AMOUNT OF PAYMENT BY A DOCUMENT

The amount of payment should be entered for each of the selected documents after selection of documents for payment. After confirmation of payment the given amount will be deducted from the amount of the document, and the rest is written as a debt by the given document. For depositing the amount of payment it is necessary to open the window for editing a payment from the shortcut menu.

The window for editing a payment can be seen on the screen.

Document number. The number which has been assigned to the document at its creation.

Document date. The date fixed in the document. Certainly, this date cannot coincide with the date of actual creation of the document or date of its "confirmation".

Control. The control date of the given document.

Firm. The name of the firm, to which the given payment is related.

Client. The name of the client, to which the given document is related.

Currency. Currency of the given document. If the document is calculated in the base currency the field remains empty.

Rate. Currency rate existing on the moment of creation of a document.

Amount. The total amount of money as per the given document.

Tax incl. An amount of tax for by documents.

Debt. An amount of the outstanding debt by this document.

Pay. (Interrelated with the fields "Without Tax" and "Tax"). The field for input of the amount which should be paid by the given document. The amount of debt is shown by default in the window. If the part of debt is paid, it is necessary to enter the paid amount to the given field.

Without Tax. (Interrelated with the fields "Pay" and "Tax") The field for input of the amount without tax. In this case the tax and the amount including tax are recalculated automatically.

Tax. (Interrelated with the fields "Pay" and "Without tax") The field for input of a tax. In this case the amount including tax and the amount without tax are recalculated automatically.

Finish editing by pressing the button "OK".



7.4. CUSTOMER PAYMENTS

The window for creation of a payment document - payment by buyers can be seen on the screen. Fields for data entry of a buyer are located in the left part. The table with the selected documents, for which payments are being registered, is located in the right part. Pressing the right mouse button in a field of the table will open the menu with options of work with the selected payment.

It is possible to pay up several incoming documents (outgoing invoices) simultaneously by one and the same payment. But documents must comply one with another in relation to information about the firm, the client and used currency. The main document, on the basis of which a payment is carried out, is an outgoing invoice.

The amount, for which a payment is made out, can exceed the amount of documents included in it. But in this case the system will not allow confirmation of the payment and it can be saved in the journal of payments only in the form of a draft copy. This possibility is used for preliminary filling in of a payment, for example, if only some documents for the given payment are entered into a computer, but not all of them. The payment can be extracted from the journal after input of all documents, missing documents can be added to it and then you can confirm the payment.

ATTENTION!!! The system permits to print out payment documents irrespective of the fact whether they are confirmed or not.

All payments can be in two states:

"Confirmed payments" are payments, for which all changes described in them related to a state of money are already entered in the database and taken into account by the system and it is possible to print reports related to them for making payment.

"Non-confirmed payments" are payments, for which all changes described in them related to a state of money have not been entered in the database yet and are not taken into account by the system. If a payment is not confirmed, it represents a "draft copy", which can always be edited or simply deleted without any consequences for accuracy of the registration.

After creation all documents will entered in the journal. It is always possible to extract the necessary document for review, printout or editing from the journal. Editing is possible only for "Non-confirmed" documents.

ATTENTION!!! The operation of "confirmation" of documents is reversible!!! You should be careful when you remove confirmation from a payment. Removal of confirmation can result in the situation when one and the same report obtained before and after removal of confirmation, will differ substantially.

In general we recommended drawing up a payment in accordance with the following procedure:

- Select the date of creation of a payment.
- Select the firm, documents of which should be paid.
- Select a client.
- Select the currency of payment. Here it is necessary to take into account the fact that a payment can be confirmed only in such currency, in which the paid document has been created.
- If necessary, fill in a field of the note.
- Open the debt window in the window of outgoing invoices, from which you can select the necessary documents. Only the documents related to the given client and those which are in the selected currency will be offered for selection in the 'debt' window.



- Adjust amounts of payment for each document in the edit window of the document.
- If necessary, edit the total amount of payment. When editing it is possible only to increase the amount. In this case the excess amount of money will be transferred to the client's balance and can be used later.
- Close the window of payment to suppliers pressing the **"OK" button**. A question about necessity of confirmation of the given payment appears each time you close the window.
- Confirm the payment, having answered "Yes", or it transfers it to the journal of payments as a draft copy.

The following payment documents can be printed out by pressing the button "reports" before termination of work with the given payment:

- An empty form of an incoming expense order
- A filled in incoming expense order
- A filled in incoming expense order in a foreign currency

Empty forms will be useful in case you need to fill them in manually. The filled documents already comprise the data related to the payment.

ATTENTION!!! The system supports filling in an amount of money "in words" in accounting documents. The given possibility now is supported only for reports in Latvian language.

ATTENTION!!! The field of the actual number of a document remains empty in printed payment documents. In any case it is necessary to fill in the actual number of a payment document manually concerting it with the accounting department.



7.4.1. FILLING IN GENERAL DATA OF CUSTOMER PAYMENTS

Data. The date that will be entered in the payment document. This date should not necessarily coincide with the current date.

ATTENTION!!! *Drawing up a document influences the concrete customer's balance. Therefore, if you confirm the payment with yesterday's date today, for example, reports on the balance of money as of the yesterday's date obtained before and after confirmation of this document will differ.*

Number. The internal number of the given incoming payment document in the system. The system offers the first free number for new documents, but if you wish it is always possible to enter another number. The system controls these numbers and will not allow creation of two documents with identical numbers. This number does not correspond to the real number of payment (taken into account by the accounting department or a bank) which will be filled in manually after a printout. The given number can be present on a printout only as additional information used for simplification of search.

Payment type / Cash / Bank / Advance payment / Clearing. A field for selection of a type of payment. The type of payment is used only for convenience of search of payments. For example, during interaction with the accounting department.

Firm. A field for selection of a firm, choosing among firms registered in the system. If the property "By default" is made active for any firm in the list of firms, the name of this firm will be automatically entered in the given field and its parameters will be adhered to this invoice. Pressing the selection button located on the right side of the input field opens the list of firms, from which it is necessary to select the firm you need.

Firm's address. The field is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of addresses of the given firm, from which it is necessary to select the one you need.

Firm's requisites. The field with accounts of a firm is filled in automatically during selection of a firm. Pressing the selection button located on the right side of the input field opens the inventory of accounts of the given firm, from which it is necessary to select the one you need.

Client. The client, for whom the payment is drawn up. Pressing the selection button located on the right side of the input field of the client will open the appropriate list, from which you can select the necessary client.

Client's address. The field is filled in automatically during selection of a client. Pressing the selection button opens the inventory of addresses of the given client, from which it is necessary to select the address you need.

Client's requisites. The field with client's accounts is filled in automatically during selection of a client. Pressing the selection button opens the inventory of accounts of the given client, from which it is necessary to select the one you need.

Currency. Selection of currency of the payment. Pressing the selection button located on the right side of the input field opens the list of currencies, from which it is necessary to select the one you need. In order to clear the field you have to press the right mouse button and choose the option "Clear" of the shortcut menu.

ATTENTION!!! *If you select currency before selecting payment documents, the system will offer for selection only those documents which should be paid in the selected currency.*

Rate. The field is filled in automatically. The rate of the selected currency is taken as of the date of drawing up of the given payment.

Amount without tax. (It is interrelated with the fields - Amount of tax, Amount incl. tax). The amount without tax, for which the payment is made out. The total amount appears in this window after selection of documents and amounts of payment for each of them. If necessary, it is possible to modify it manually increasing it. In this case this money goes to the client's balance and can be used later.

Amount of tax. (It is interrelated with the fields - Amount without tax, Amount incl. tax). The amount of tax contained in the documents to be paid up. The total amount of tax contained in the selected documents appears after selection of documents and amounts of payment for each of them.

Amount incl. tax. (It is interrelated with the fields - Amount without tax, Amount of tax). The amount incl. tax, for which the payment is made out. The total amount appears in this window after selection of documents and amounts of payment for each of them. If necessary, it is possible to modify it manually increasing it.

ATTENTION!!! *The amount, for which a payment is made out, can exceed the amount of documents included in it. But in this case the system will not allow confirmation of the payment and it can be saved in the journal of payments only in the form of a draft copy. This possibility is used for preliminary filling in of a payment, for example, if only some documents for the given payment are entered into a computer, but not all of them. The payment can be extracted from the journal after input of all documents, missing documents can be added to it and then you can confirm the payment*

Note. A text line, in which it is possible to comment the given payment.

Amount by documents / Amount without tax. The amount to be paid of the given payment by the selected documents.

Amount by documents / Amount of tax. The amount of tax for the given payment by the selected documents.

Amount by documents / Amount incl. tax. The total amount including tax for the given payment by the selected documents.



7.4.2. SELECTION OF DOCUMENTS FOR CUSTOMER PAYMENTS

For selection of documents for payment it is necessary to press the right mouse button in the table of documents and select the option "Add record" of the shortcut menu. The window of the journal of debts, from which it is necessary to select the necessary documents, will be opened.

ATTENTION!!! If a client has been previously selected from the window of **customer payments**, only this client's documents will be shown.

ATTENTION!!! If a currency has been previously selected from the window **of customer payments**, only the documents drawn up in this currency will be shown.

The window of the journal of debts by documents can be seen on the screen. The menu, the toolbar and filters for assignment of criteria of selection of documents are located in the upper part. The table with the inventory of the selected documents satisfying the assigned criteria is located in the lower part. Pressing the right mouse button in a field of the table will open the menu with options of work with the selected documents.

Control. From. / To. A field for input of the beginning and the end of period of time for search of documents having the control date included in the selected period.

Period. From. To. A field for input of the beginning and the end of period of time for search of documents having the control date included in the selected period.

In order to activate use of the dates of the beginning and the end of period, it is necessary to mark the corresponding field with a "tick". Input of date can be made by means of a calendar field (Pressing the arrow on the right side of the input field), and input them directly by means of the numeric keypad of a computer (To put the cursor directly on the field of date).


ATTENTION!!! If you have not expressly indicated the beginning and the end of periods, documents related to the whole time of existence of the system will be selected.

Departments. A filter for selection of a department choosing among department registered in the system. Pressing the selection button located on the right side of the input field opens the list of department, from which it is necessary to select the department you need.

Type. / Outgoing invoices. A type of the shown documents.

Payment. / All / Debt / Overpayment. Selection of a type of debt by documents.

Confirmation. / Confirmed / Non-confirmed. Selection of a state of payments, which should be displayed in the table.

After selection of the necessary criteria it is necessary to press the key  (Set filter) for reflection in the table of documents satisfying the set criteria. For search of the concrete **document** in the shown inventory it is possible to use other tools located on the toolbar.

The list of columns in the table depends on the selected type of **document** and it cannot be changed. It is possible to change width of columns, to rearrange them or sort them out by clicking the header of a column. On pressing the right mouse key the shortcut menu with the list of options of work with a document will be opened.



Let's list general data of all documents located in the table.

Document number. The number which has been assigned to the document at its creation.

Document date. The date fixed in the document. Certainly, this date cannot coincide with the date of actual creation of the document or date of its "confirmation".

Control. The control date of the given document.

Client. The name of the client, to which the given document is related.

Amount. The total amount of money as per the given document.

Debt. The amount of the outstanding debt as per the given document.

Currency. Currency of the given document.

It is necessary to select the necessary document (Documents) and press the **"OK"** button. If necessary, it is possible to view or print out the report related to the selected documents directly from the journal.

7.4.3. EDITING THE AMOUNT OF CUSTOMER PAYMENT BY A DOCUMENT

The amount of payment should be entered for each of the selected documents after selection of documents for payment. After confirmation of payment the given amount will be deducted from the amount of the document, and the rest is written as a debt by the given document. For depositing the amount of payment it is necessary to open the window for editing a payment from the shortcut menu.

The window for editing a payment can be seen on the screen.

Document number. The number which has been assigned to the document at its creation.

Document date. The date fixed in the document. Certainly, this date cannot coincide with the date of actual creation of the document or date of its "confirmation".

Control. The control date of the given document.

Firm. The name of the firm, to which the given payment is related.

Client. The name of the client, to which the given document is related.

Currency. Currency of the given document. If the document is calculated in the base currency the field remains empty.

Rate. Currency rate existing on the moment of creation of a document.

Amount. The total amount of money as per the given document.

Tax incl. An amount of tax for by documents.

Debt. An amount of the outstanding debt by this document.

Pay. (Interrelated with the fields "Without Tax" and "Tax"). The field for input of the amount which should be paid by the given document. The amount of debt is shown by default in the window. If the part of debt is paid, it is necessary to enter the paid amount to the given field.

Without Tax. (Interrelated with the fields "Pay" and "Tax") The field for input of the amount without tax. In this case the tax and the amount including tax are recalculated automatically.

Tax. (Interrelated with the fields "Pay" and "Without tax") The field for input of a tax. In this case the amount including tax and the amount without tax are recalculated automatically.

Finish editing by pressing the button **"OK"**



8. REPORTS. SHORT DESCRIPTION.

Reports represent a set of definitely composed templates with records, headers and fields for data, in which the system writes the results of payments obtained at the moment of generation of the concrete report. The set of reports is delivered as the base package created in advance in one of the available languages. In order to receive reports in different languages, it is necessary to purchase the necessary package in addition and simply to switch between various packages of reports during work. Certainly, packages of reports should be compatible with the version of the available system.

We shall not describe in detail each report in the given manual, but will supply their brief description. The number, appearance and structure of reports can vary depending on the delivered set or the version of the system. Moreover, sophisticated users can independently create new reports or edit the available ones by means of the editor of reports.

The reports included in the base package delivered together with the system are listed below. A detailed description of the set of reports of the base package can be found in the document CHAPTER 5. MAIN REPORTS.

8.1. REPORTS: MOVEMENT OF GOODS

STOCKS.

- The report allows viewing and printing out the data on stocks on hand.
- Optional filters: by departments and by suppliers.
- The following is shown for each of item: Code of goods, Name, Quantity by incoming documents, Stock quantity, Quantity of the reserved goods, Amount in cost prices, Amount of sale prices, Date and number of an incoming document, the Allowed attributes.

MOVEMENT OF GOODS.

- The report allows viewing and printing out the data on movement (transfer) of goods.
- Optional filters: by dates, by periods of time, by firms, by departments, by groups of goods, by codes of goods, by documents.
- The following is shown for each of item: Code of goods, Name, Number of transfer document, Date of transfer document, Quantity of goods. Cost price. Amount in cost prices. Retail price. Amount in retail prices. The total amount in cost prices. The total amount in retail prices.
- The report has two variants of printout - in retail or cost prices.

REVALUATION.

- The report allows viewing and printing out the data on revaluation of goods.
- Optional filters: by dates, by periods of time, by firms, by departments, by groups of goods, by codes of goods.
- The following is shown in the report: Code of goods, Name, Unit of measurement of goods, Quantity of goods, Amount of revaluation. The following is shown for each of item: Date of revaluation document, Document number, Quantity of the revaluated goods, Price before revaluation. Price after revaluation. Amount before revaluation, Amount after revaluation, The total amount of revaluation.
- The report has two variants of printout - short and complete.

CODE MOVEMENT.

- The report allows viewing and printing out the data on movement of an item.
- Optional filters: by dates, by periods of time, by departments, by item code.
- Movement of goods is shown in the report by the following documents: Incoming from supplier, Return from buyer, Incoming from other departments, Incoming from inventory, Incoming from processing, Incoming from production, Sale, Return to supplier, Out coming to other departments, Outcoming to inventory, Outcoming to processing, Outcoming to production, Write-off. Quantity of goods, Amount in cost prices, Amount in retail prices is shown for each movement.

TURNOVER OF GOODS.

- The report allows viewing and printing out the data on turnover of goods in retail or cost prices.
- Optional filters: by dates, by periods of time, by firms, by clients, by groups of goods, by item code, including or excluding internal movements.
- Totals of a turnover of goods on the following movements of goods are shown in the report: The amount as of the beginning of period. Return from buyer. Incoming from departments. Incoming from production. Incoming from processing. Incoming from inventory. Return by cash department. Sale of goods. Return to suppliers. Outcoming to departments. Outcoming to production. Outcoming to processing. Write-off. Outcoming to inventory. Sale by cash department. Revaluation. The amount on the end of period. Quantities on the beginning of period, on the end of period, outcoming quantity of goods, and incoming quantity of goods are indicated for each item.
- The report has three variants of printout - short, complete, printout of amounts.



TURNOVER OF MONEY.

- The report allows viewing and printing out the data on turnover of money.
- Optional filters: by dates, by periods of time, by firms, by departments.
- The following is shown in the report: results of a turnover of movement of money: Sale by outgoing invoices, Return of goods, Sale by cash department, Return by cash department, Customer payment, Payments by suppliers.
- The report has one variant of printout.

TOTAL TURNOVER.

- The report allows viewing and printing out the data on the total turnover of money.
- Optional filters: by dates, by periods of time, by firms, by departments.
- The following is shown in the report: results of a turnover by the following operations with goods: Incoming goods, Payment to suppliers, Return of goods to suppliers, Difference in exchange rate by suppliers, Current debt to suppliers, Sale of goods by cash departments, Sale of goods by invoices, Discount during sale by cash departments, Discount during sale by invoices, Return from buyer by cash departments, Return from buyer by invoices.
- It is possible to receive information in the different prices about each operation: By cost price, by retail price, Tax on cost price, Tax on retail price, Markup, Percent of markup, Expenses, Tax on expenses
- The report has one variant of printout.

8.2. REPORTS: INCOMING GOODS

INCOMING GOODS

- The report allows viewing and printing out the data on incoming goods.
- Optional filters: by dates, by periods of time, by firms, by departments, by supplier, by code of goods, by documents. Additional filter by type of incoming: Incoming invoices, Production, Processing, Inventory.
- The following is shown in the report: data about incoming of each item: Item code, Item name, Incoming document number, Document date, Quantity of goods, Cost price, Amount of incoming goods in cost prices, Retail price, Amount of incoming goods in retail prices. The summary data of the selected goods are shown as well: Amount in cost prices, Amount in retail prices, quantity of goods. Results can be grouped by codes or documents.
- The report has two variants of printout - in cost prices and in retail prices.

RETURN BY BUYER

- The report allows viewing and printing out the data on return of an article to shop by a buyer.
- Optional filters: by dates, by periods of time, by firms, by code of goods, by sender of return, By recipient of return, by documents.
- The following is shown in the report: data about return of each article: Item code, Item name, Document number, Document date, Quantity of goods, Cost price, Amount of return in cost prices, sale price, Amount of return in sale prices. The summary data of the selected goods are shown as well: Amount in cost prices, Amount in retail prices, quantity of goods. Results can be grouped by codes or documents.
- The report has two variants of printout - in cost prices and in retail prices.

ACQUISITIONS REGISTER

- The report allows viewing and print out the accounting document - "Acquisitions register" (Received book).
- Optional filters: by dates, by periods of time, by firms, by departments.
- The data of all incoming goods are shown in the report: Supplier, Incoming document, Incoming document number, Quantity of goods, Cost price of goods, Amount of tax, Amount with tax, Amount to supplier, Percent of markup, Amount of markup, Item price, Amount.
- The report has two variants of printout - ?????????

ITEMS REPORT

- The report allows viewing and printing out the accounting document - "Items report".
- Optional filters: by dates, by periods of time, by firms, by departments, by supplier.
- The Received book is created in the report. This book contains the following data: Supplier's name, Document date, Document number, Amount by retail prices, Amount of tax by retail prices, Amount of markup, Amount in cost prices, Tax by cost prices, Amount by packing, Tax by packing, Amount of additional expenses, Tax by additional expenses, Amount due. The amount by all selected documents is given for each of the listed items of the report.
- The report has two variants of printout- "Received book with retail prices", " Received book only for purchases".



8.3. REPORTS: ITEMS EXPENDED

ITEMS EXPENDED

- The report allows viewing and printing out the data on items expended.
- Optional filters: by dates, by periods of time, by firms, by departments, by buyer, by code of goods, by documents. Additional filter by the type of expense: Outgoing invoices, Production, Processing, Inventory, Write-off.
- Date on expense of each item are shown in the report: Item code, Item name, Number of outgoing document, Document date, Quantity of goods, Cost price, Amount of expense in cost prices, Retail price, Amount of expense in retail prices. The summary data on the selected goods are shown there as well: Amount in cost prices, Amount in retail prices, quantity of goods. Results can be grouped by codes or documents.
- The report has two variants of printout - in cost prices и in retail prices.

RETURN TO SUPPLIER

- The report allows viewing and printing out the data on return of goods to a supplier.
- Optional filters: by dates, by periods of time, by firms, by code of goods, by sender of return, by recipient of return, by documents.
- The following is shown in the report: data about return of each article: Item code, Item name, Document number, Document date, Quantity of goods, Cost price, Amount of return in cost prices, sale price, Amount of return in sale prices. The summary data on the selected goods are shown there as well: Amount in cost prices, Amount in retail prices, quantity of goods. Results can be grouped by codes or documents.
- The report has two variants of printout - in cost prices и in retail prices.

SALES BY POS

- The report allows viewing and printing out the protocol of work of cash registers connected to the system.
- Optional filters: by dates, by periods of time, by number of a cash register, by document, by codes.
- The data on sales from cash registers are shown in the report: Cash register number, Date of sale, time of sale, Code of sold item, Quantity of sold item, Item price, Amount, Amount of discount, Department where item was sold, Registered salesman, Number of credit card used. The summary data are shown there as well: Cash register number, Amount of cash, Amount of sale of goods by codes, Amount of sale by money, Amount of sale by bank transfer.
- The report can be printed out.

8.4. REPORTS: STOCK CONTROL

STATISTICS OF GROUPS BY STOCKS

- The report allows viewing and printing out statistical information on stocks of different groups.
- Optional filters: by groups, by departments, by firms, by types of stocks.
- Statistical data on stocks in different groups are shown in the report: Code of item group, Name of item group, Quantity of goods in a group, Amount of goods in cost prices, Amount of markup, Percent of markup, Amount in retail prices, and Percent of retail. If some groups of goods are selected simultaneously, the summary data on these groups are considered as well.
- The report can be printed out.

STATISTICS OF GROUPS BY SALES

- The report allows viewing and printing out statistical information on sales of items of different groups.
- Optional filters: by groups, by departments, by firms, by dates, by periods of time, by salesmen.
- Additional filters: Including or excluding return, Including or excluding cost price, Sales by invoices, by cash registers or all sales.
- Statistical information on sales of items of different groups are shown in the report: Code of item group, Name of item group, Quantity of goods in a group, Amount of goods in cost prices, Amount of markup, Percent of markup, Amount in retail prices, Percent of the whole retail. If some groups of goods are selected simultaneously, the summary data on these groups are considered as well.
- The report can be printed out.

SUPPLIERS OF GOODS



- The report allows viewing and printing out the inventory of suppliers of the concrete code of goods.
- Optional filters: by dates, by periods of time, by firms.
- The data on suppliers of the given goods are shown in the report: Document number, Document date, Supplier's name, Quantity of goods, Cost price of goods.
- Additional information about each supplier: The inventory of attributes of the given goods.
- The report has two variants of printout - with attributes of goods and without attributes.

BUYERS OF GOODS

- The report allows viewing and printing out the inventory of buyers of goods.
- Optional filters: by dates, by periods of time, by firms, by item codes, by groups of goods, by departments, by buyers.
- Additional filters: Including or excluding return of goods.
- The data on buyers are shown in the report: Name of a buyer, Amount of purchases.
- Additional information on each buyer: Item code, Item name, Unit of measurement of goods, Quantity, Price, Number of outgoing document.
- The report has three variants of printout - the inventory of buyers, the inventory of buyers with the nomenclature of goods, the nomenclature of goods.

RETAIL PRICE DIFFERENCE

- The report allows viewing and printing out the inventory of the sold goods for which the sale price differs from the retail price.
- Optional filters: by dates, by periods of time, by firms, by item groups, by departments, by type of difference of sale and retail price.
- Additional filters: Only by outgoing invoices, Only by cash registers, By cash registers and outgoing invoices, Including or excluding return of goods.
- The data on goods are shown in the report: Item code, Item name, Unit of measurement, Quantity of goods, Amount in retail prices, Amount in sale prices.
- Additional information on each item: Document date, Document number, Type of outgoing document, Quantity of goods, Retail price, Sale price.
- The report can be printed out.

CRITICAL STOCK

- The report allows viewing and printing out the inventory of goods, the actual quantity of which is less than the minimum quantity for the given code of goods.
- Optional filters: by groups of goods, by departments.
- The data on goods are shown in the report: Item code, Item name, Unit of measurement, Minimum quantity of goods, Actual quantity, Missing quantity of goods.
- The report can be printed out.

ITEMS OUT OF STOCK

- The report allows to view and print out the inventory of goods, the actual quantity of which is equal or is less (if the system allows "Sale in minus") than zero.
- Optional filters: by dates, by periods of time, by firms, by groups of goods, by departments, by suppliers
- The data on goods are shown in the report: Item code, Item name, Retail price, Date (when stock is exhausted).
- The report can be printed out.

UNPOPULAR ITEMS

- The report allows viewing and printing out the inventory of goods which have not been sold.
- Optional filters: by groups of goods, by departments
- Additional filters: Only by outgoing invoices, Only by cash registers, By cash registers and outgoing invoices, By all goods or only by the available.
- The data on goods are shown in the report: Item code, Item name, Date of last sale, Item stock, Date of last receipt.
- The report can be printed out.

NEGATIVE STOCK

- The report allows to view and print out the inventory of goods, the actual quantity of which is negative (if the system allows "Sale in minus").
- Optional filters: by groups of goods, by departments
- The data on goods are shown in the report: Item code, Item name, Unit of measurement, Actual amount, Amount in retail prices.
- The report can be printed out.



UNMOVED ITEMS

- The report allows to view and print out the inventory of goods, which were not moved anywhere from departments since the indicated date.
- Optional filters: by firms, by groups of goods, by departments.
- The data on goods are shown in the report: Item code, Item name, Date ???
- The report can be printed out.

SALES STATISTICS BY ITEMS

- The report allows viewing and printing out the statistical information of sale by items.
- Optional filters: by dates, by periods of time, by groups, by departments, by firms, by suppliers.
- Additional filters: Including or excluding return, Including or excluding cost price, Sales by invoices, by cash registers or all sales.
- Statistical information on sales of items are shown in the report: Item code, Item name, Unit of measurement, Quantity of goods, Amount of goods in cost prices without tax, Amount of goods in sale prices without tax, Amount of markup, Percent of markup.
- The report can be printed out.

8.5. REPORTS: SUPPLIER CONTROL

SUPPLIERS ACCOUNTS

- The report allows viewing and printing out the data on accounts with suppliers of goods.
- Optional filters: by dates, by periods of time, by departments, by firms, by suppliers.
- The data on suppliers are shown in the report: Supplier's name, Debt on the beginning of period, Amount of goods received, Amount of return of goods, Amount payments, Amount of debt to supplier.
- The report has two variants of printout - short and complete.

SUPPLIERS ACCOUNTS (J.6)

- The report allows to generate, view and print out the data on accounts with suppliers of goods in the form of the accounting document - Journal 6
- Optional filters: by dates, by periods of time, by firms, by suppliers.
- The data on suppliers are shown in the report: Document name, Document date, Supplier's name, Debt on the beginning of period, Debt on the end of period. The summary information is given about all suppliers as well: Debt on the beginning of period, Debt on the end of period, Amount by goods, Amount of taxes by goods, Amount of expenses, Amount of taxes by expenses, Amount by packing, Amount of tax on packing, Amount of payment by documents, Amount of payment, Amount of return, Amount of return of packing.
- Additional information on each supplier: Debt on the beginning of period, Amount by goods, Amount of tax on goods, Amount by packing, Amount of tax on packing, Amount of expenses, Amount of tax on expenses, Amount of payment, Amount of return, Amount for returned packing, Debt on the end of period.
- The report has four variants of printout - short, complete, without division of amounts, with the amounts by suppliers.

ITEMS SOLD

- The report allows generating, viewing and printing out the data on the sold goods of different suppliers.
- Optional filters: by dates, by periods of time, by firms, by departments, by invoices,
- Additional filters: sales by invoices, by cash departments or all sales.
- The data on each supplier are shown in the report: Item code, Item name, Unit of measurement, Quantity of goods, Amount with tax, Quantity of the returned goods, Amount by return.
- Additional information on each item: Date of sale, Invoice number, Quantity of goods, Price with tax, Amount with tax, Return.
- The report has four variants of printout - with division by invoices, with division by suppliers in retail prices, with division by suppliers, summary by suppliers.

STOCK BY ITEMS FROM SUPPLIER

- The report allows generating, viewing and printing out the data on stocks from different suppliers.
- Optional filters: by dates, by periods of time, by firms, by departments, by invoices, by suppliers, by groups of goods.
- Additional filters: selection of a range of markups, selection of a range of expiry date, variants of suppliers.
- The data on goods are shown in the report: Item code, Item name, Unit of measurement, Quantity of goods, Amount in cost prices, Amount of tax.



- The report has five variants of printout - stocks, the form for inventory, complete variant of stocks by suppliers, short variant of stocks by suppliers, stocks with suppliers' data.

REALIZATION STATISTICS BY SUPPLIER

- The report allows generating, viewing and printing out the statistical data on sale of goods for different suppliers.
- Optional filters: by dates, by periods of time, by firms, by departments, by suppliers, by groups of goods, by item codes.
- Additional filters: Sales by invoices, by cash departments or all sales, accounting of return of goods.
- The data on suppliers are shown in the report: Supplier's name, Amount in cost prices without tax, Amount in sale prices without tax, Amount of markup, Percent of markup.
- The report can be printed out.

DINAMICS BY SUPPLIER

- The report allows generating, viewing and printing out dynamics of receipt of goods from suppliers for different periods.
- Optional filters: by dates, by periods of time, by firms, by departments, by suppliers.
- Additional filters: To show data including or excluding taxes.
- The data on suppliers are shown in the report: Supplier's name, Amount in cost prices without tax, Amount in sale prices without tax, Amount of markup, Percent of markup.
- Additional information on each supplier: Amount of receipt by invoices, Amount of movements from other departments, Return from buyers, Amount of the sold items, Amount of the written-off items, Return to supplier, Moved to other departments, Written-off during inventory, Outcoming to processing, Outcoming to production. All amounts are indicated with tax, without tax, Amount of tax.
- The report can be printed out in two variants - short and complete.

8.6. REPORTS: CUSTOMER CONTROL

ACCOUNTS WITH CUSTOMERS

- The report allows viewing and printing out data on accounts with customers.
- Optional filters: by dates, by periods of time, by departments, by firms, by buyers.
- The data on customers are shown in the report: Customer's name, Debt on the beginning of period, Amount of return of goods, Amount of sale, Amount of payments, Amount of customer's debt.
- The report has two variants of printout - short and complete.

ITEMS TURNOVER BY CLIENTS

- The report allows viewing and printing out turnover of goods for each buyer.
- Optional filters: by dates, by periods of time, by departments, by firms, by buyers.
- The data on customers are shown in the report: Item code, Item name, Quantity of goods on the beginning of period, Quantity of goods on the end of period, Quantity of the returned goods, Quantity of the sold goods.
- Additional information on each item: Invoice number, Invoice date, Quantity of the returned goods, Quantity of the issued goods.
- The report has two variants of printout - short and complete.

OLD CUSTOMERS

- The report allows viewing and printing out the inventory of buyers who did not make a purchase after the indicated date.
- Optional filters: by date, by departments, by firms.
- The data on customers are shown in the report: Customer's name, information about addresses.
- Additional information on each buyer: Contact information
- The report has two variants of printout - short and complete.

PURCHASED ITEMS

- The report allows viewing and printing out information on the purchased goods.
- Optional filters: by date, by periods of time, by departments, by firms, by item groups, by buyers, by code.
- Additional filters: Including or excluding return of item.
- The data on items are shown in the report: Item code, Item name, Unit of measurement, Quantity of the sold goods, Amount of sale.



- Additional information on each item: Document numbers, Document date, Customer's name, Quantity of the sold goods by a document, Amount by a document.
- The report has three variants of printout - totals by codes, totals by buyers, the complete report.

8.7. REPORTS: CONTROL REGISTERS

INCOMING INVOICES REGISTER

- The report allows viewing and printing out the inventory of invoices, which according to the legislation require special registration (Usually these are excise goods). On the present moment these are invoices related to goods of one of the following types - "Alcohol", "Tobacco", "Petroleum".
- Optional filters: by dates, by periods of time, by departments, by firms, by groups of goods, by suppliers, by code.
- The data of invoices are shown in the report: Document number, Document date, Supplier, Percent of tax, Amount in cost prices, Amount of tax.
- The report has one variant of printout - the inventory of invoices.

STOCK REGISTER

- The report allows viewing and printing out the stocks of goods, which according to the legislation require special registration (Usually these are excise goods). On the present moment these are invoices related to goods of one of the following types - "Alcohol", "Tobacco", "Petroleum".
- Optional filters: by date, by periods of time, by departments, by firms, by groups of goods.
- The data on stocks are shown in the report: Item code, Item name, Unit of measurement, Cost price with tax, Stocks on the beginning of period, Items received per period, Items expended per period, Stocks on the end of period.
- The report has five variants of printout - the Standard journal, the Application with numbers, the Extended journal, the Standard journal in retail prices, the Extended journal in retail prices.

EXPENSES REGISTER

- The report allows viewing and printing out expenditure of goods, which according to the legislation require special registration (Usually these are excise goods). On the present moment these are invoices related to goods of one of the following types - "Alcohol", "Tobacco", "Petroleum".
- Optional filters: by date, by periods of time, by departments, by firms, by groups of goods.
- The data on expenditure of goods are shown in the report: Item code, Item name, Unit of measurement, Cost price with tax, Stocks on the beginning of period, Items received per period, Items expended per period, Stocks on the end of period.
- The report has five variants of printout - the Standard journal, the Application with numbers, the Extended journal, the Standard journal in retail prices, the Extended journal in retail prices.

REGISTRATION OF INCOMING INVOICES

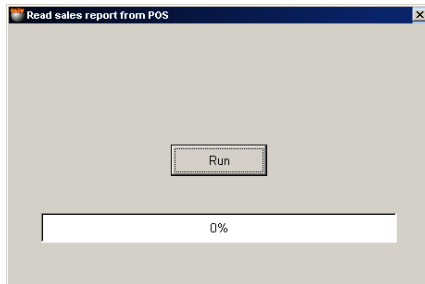
- The report allows viewing and printing out the inventory of invoices or transferring protocols on the basis of which goods were received.
- Optional filters: by date, by periods of time, by departments, by firms, by groups of goods, by suppliers, by code.
- The data on documents are shown in the report: Document numbers, Document date, Supplier, Percent of tax, Amount in cost prices, Amount of tax.
- The report has one variant of printout - the inventory of invoices.

REGISTRATION OF OUTGOING INVOICES

- The report allows viewing and printing out the inventory of invoices or transferring protocols on the basis of which goods were issued.
- Optional filters: by date, by periods of time, by departments, by firms, by groups of goods, by suppliers, by code.
- The data on documents are shown in the report: Document numbers, Document date, Supplier, Percent of tax, Amount in cost prices, Amount of tax.
- The report has one variant of printout - the inventory of invoices.

9. TOOLS

9.1. TOOLS: POS REPORT



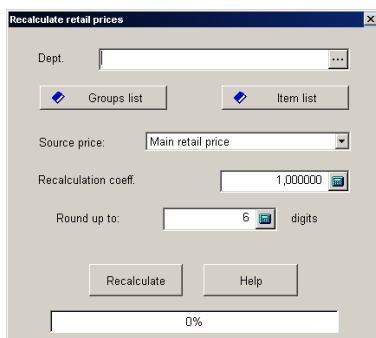
The window for the registration of sales from cash registers in case of usage of the postponed registration can be seen on the screen. There are three possibilities to register goods sold from trade terminals in documents in the system: registration of sales in real time, postponed registration and registration in **OFFLINE** mode.

- **REGISTRATION IN REAL TIME.** All operations of sale of goods on trade terminals are taken into account in the appropriate documents of the system at once in case of such registration. Certainly, in this case cash registers should be connected to computers of the system.
- **POSTPONED REGISTRATION.** All operations of sale of goods on trade terminals are not taken into account in documents, but are written in the separate file in case of such registration. For confirmation of synchronization of documents of the system, it is necessary to start the mode **REGISTRATION** of **SALES FROM CASH DEPARTMENT** (Read POS report). In this case all sales accomplished by cash registers are transferred to the system and placed in the appropriate documents.
- **REGISTRATION IN OFFLINE MODE.** This is a variant of the postponed registration. Many cash registers of BRIO Engineering allow loading a part of the database for sale of goods in their own memory without link with computers of the system. In this case they carry on their own registration of movement of goods and money. After their connection to a computer it is possible to enter into the system all accumulated information on sales.

For selection of variant of registration it is necessary to mark the appropriate property in the menu option **SERVICE/PARAMETERS/AUTOMATIC DATA REQUEST FROM POS**. If the property is marked, the mode of registration in real time is selected, if the mark is removed, the mode of the postponed registration is selected.

To start. Start the process of registration of sales in documents of the system.

9.2. TOOLS: RECALCULATION OF RETAIL PRICES



The window of the tool for recalculation of prices of goods. The tool is intended for group recalculation of retail base prices and prices of goods in departments. Recalculation can be carried out by departments, by all goods in a group or by concrete goods.

Department. It is necessary to select a department where recalculation of prices of all goods will be made.

List of groups. Pressing the key will open the window with a tree of groups of goods. It is necessary to mark those groups where it is necessary to recalculate prices.

List of codes. Pressing the key will open the main window of a list of goods for which it is necessary to recalculate prices.

Source price. It is necessary to select the price to be recalculated - Base retail price or item price of the selected department.

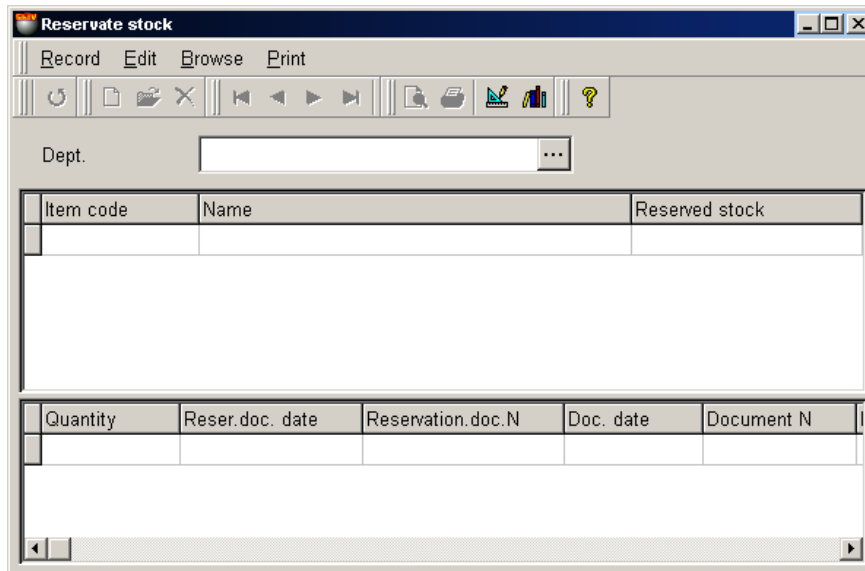
Recalculation coef. The source price will be multiplied by this coefficient.

Round up to. Number of signs in the recalculated price, up to which it should be rounded up.

Recalculate. To start the process of recalculation of prices.

9.3. TOOLS: RESERVATE STOCK

ATTENTION!!! Possibilities of the given mode will be realized in full in future versions of the system. In the present version reservation of goods is carried out only by quantity, without support of creation and monitoring of documents of reservation.



The main window for work with reservation of goods can be seen on the screen. Reservation of goods is an operation during which sale of some quantity of goods is forbidden. During an 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 sale of the reserved goods (PARAMETERS / DOCUMENTS / RESERVED GOODS).

The menu is located in the upper part of the window. The toolbar duplicating the menu commands is located below. The table with the reserved goods is shown in the window. Pressing column headings of the table will result in sorting fields in the alphabetic order. The set of fields of the table cannot be changed, but the width of columns, their order and layout can always be edited by simple dragging of the border or the column itself.

On pressing the right mouse button an additional menu for work with the selected element will be opened. The structure of menu options and a set of tools depend on the type of elements you are working with at the present moment in windows. The auxiliary window for work with goods opens during editing or reservation of new item.

Double clicking a line of the table will result in opening of an auxiliary window for editing data of the reserved item.

Department. Selection of a department where work with the reserved items will take place.

Item code. Reserved item code.

Quantity. Quantity of goods which should be reserved. The system does not control actual availability of goods.

Number of reservation document. Document number on the basis of which goods are reserved.

Date of reservation document. Creation date of the document on the basis of which goods are reserved.

Document number. (It will be used in future versions of the system!!!)

Date of document. (It will be used in future versions of the system!!!)

Expiry date. (It will be used in future versions of the system!!!)

Attributes. Attributes of concrete copies of the reserved items.



9.3.1. AN AUXILIARY WINDOW: INPUT OF QUANTITY OF GOODS.

Rezervats prece: add

Item:

Quantity:

Atribūti:

Help OK Cancel

The window for addition or editing of the reserved goods can be seen on the screen. Data on the reserved goods are shown in the appropriate fields in case of editing, or empty fields are shown in case of input of new goods.

Item. Field for input of the name of reserved goods. During editing the field is unavailable. During input of new goods the main window of a list of goods, from which it is possible to select goods, will be opened.

Quantity. Field for input or editing quantity of the reserved goods.

Attributes. If it is required to reserve the goods having the concrete attributes.

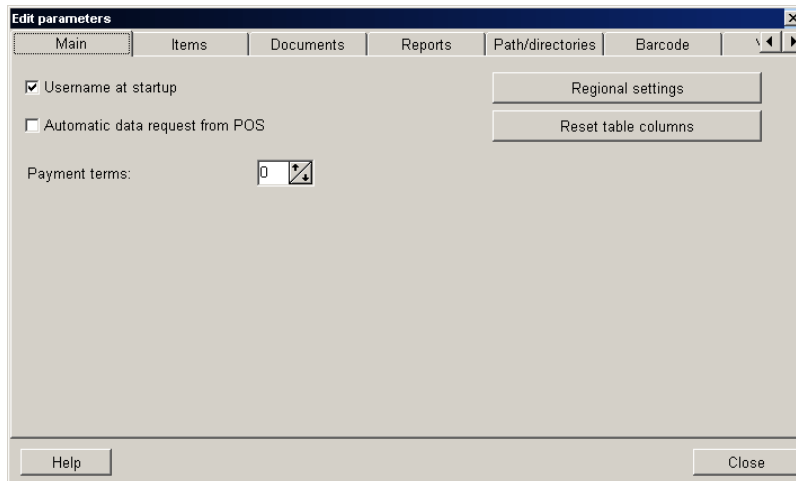
ATTENTION!!! The system will not allow editing attributes of the reserved goods. In order to change an attribute of goods, it is necessary to remove reservation of the given goods, and reserve them anew having indicated the necessary attributes.



10. SERVICE

10.1. SERVICE: PARAMETERS

10.1.1. MAIN



The window with tabs for setting common parameters of system operation can be seen on the screen.

Username at startup: If the property is marked, at start of the system on the given computer there will be a start window of the program. In this window parameters of connection to databases of the system are set. If this property is not marked, start of the program and connection to the database will take place without inquiry of the user, but according to the parameters of the last connection.

Automatic data request from POS: If the property is active, all changes in documents of the system will be registered at once, at the moment of sale of goods from cash registers. If the property is not active, the data on sales will be stored and it will be necessary to start the procedure of updating documents manually in order carry out their registration. The menu TOOLS / READ POS REPORT.

Length of item group: Number of digits in the code of the goods envisaged for the number of item group.

Item code length: The total number of digits in the item code including the number of group.

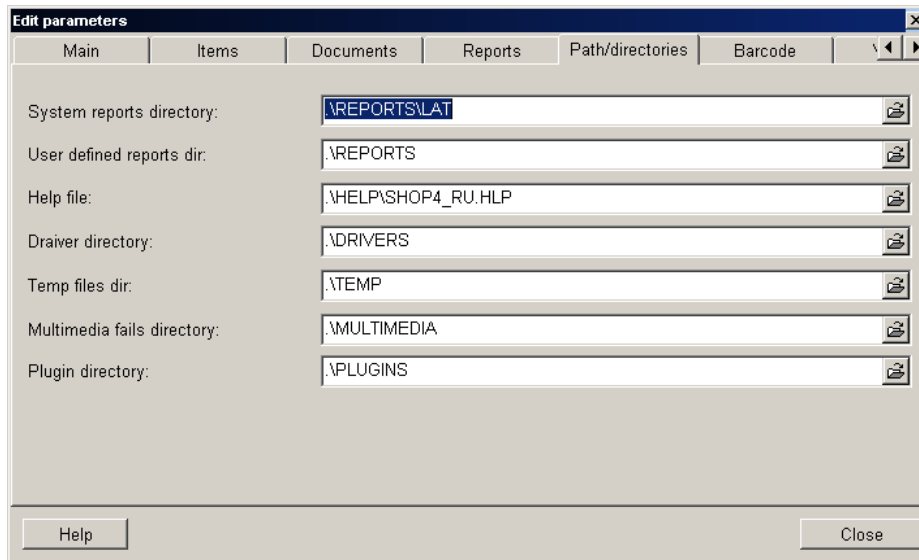
ATTENTION!!! Change of the number of signs in the code of item group and in the item code is possible only for an empty base. When the first items appear in the database, changes of these parameters are impossible.

Terms of payments. / 1 / 0.

Regional settings: The standard window of the Windows system is opened. There it is possible to change regional settings of the operating system.

Reset table columns: Pressing this key will result in setting the default value for columns in tables of the program.

10.1.2. PATH/DIRECTORIES



The window with the list of paths to various sections used by default by the system can be seen on the screen.

System reports directory. Section for storage of files with forms for printed reports.

User defined reports directory. Section for storage of forms of the reports created by the user.

Help file. Section and a filename of the Help in the necessary language which will be used by the system.

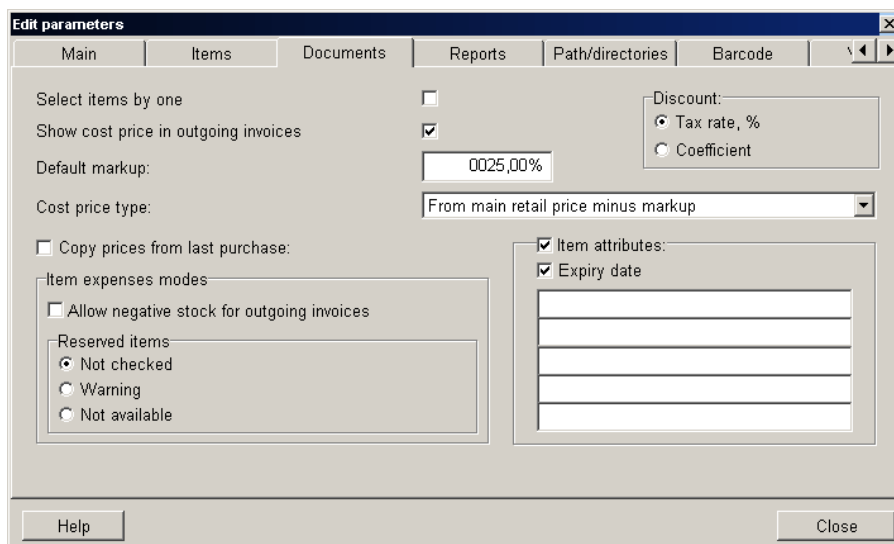
Driver directory. Section where drivers of various devices are stored by default.

Temporary files directory. Section where the system will store temporary files.

Multimedia files directory. Section where multimedia files will be found by default.

PlugIn directory. Section where additional program modules will be found by default.

10.1.3. DOCUMENTS



The window for setting values of some parameters used during work with documents of the system can be seen on the screen.

Select items by one. If the property is marked, everywhere where goods from the inventory of goods are selected, simultaneous selection of several goods will be prohibited.



Default Markup. Value of markup (in percentage) which will be entered "by default" if input of the value of markup is required anywhere in a document.

Cost price type. Selection of a method of calculation of a cost price during work with documents. There are several methods of calculation of a cost price in the system:

- **From item list.** It is the base cost price or the price in a department, if any.
 - **From main retail price minus markup.** The amount of markup is deducted from a retail price, the percent of which is indicated in the parameter "Default markup". In this case an item price in a department is considered as a retail price or an item price in a department, if the department is selected.
- **Average cost price.** Algorithm of calculation of average cost price.
 - $= (\text{Price1} + \text{Price2} + \dots + \text{PriceNN}) / \text{NN}$
- **Average balanced cost price.** Algorithm of calculation of average balanced cost price:
 - $= ((\text{Price1} * \text{Quantity1}) + (\text{Price2} * \text{Quantity2}) + \dots + (\text{PriceNN} * \text{QuantityNN})) / (\text{Quantity1} + \dots + \text{QuantityNN})$
- **Last cost price.** Price, of an item when it was purchased last.

Copy prices from last purchase. The property determines a state of the same property in outgoing documents. If it is active it determines whether the system will enter prices of goods drawing up outgoing documents using the price of the last sale of these goods to the given client.

Discount Percent / coefficient. Selection of a method of input of a discount in documents.

Allow negative stock for outgoing invoices. Permission to the system to make out outgoing invoices with goods, quantity of which is equal to zero in the system (Certainly if the code of the given goods is present in the list of the system). In this case the quantity of an item in the system increases negatively. During receipt of the given goods its accepted quantity shall compensate the negative balance.

Reserved items. Selection of a variant of operations during an attempt to sell the reserved goods. Depending on settings the system can ignore reservation, warn about reservation or prohibit sale of the reserved goods completely.

Item attributes. The property allowing usage of attributes of goods during registration of documents. If the property is active, there is a possibility to enter goods with indication of attributes in incoming documents, and attributes of concrete goods are to be specified during drawing up of outgoing documents. The property can be switched on or off at any time.

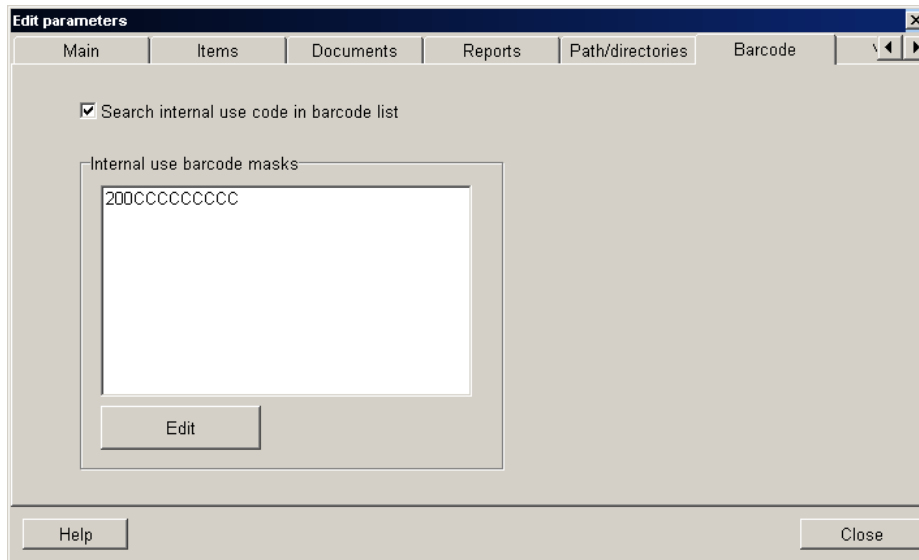
Item Attribute - Expiry date. To allow usage of expiry date as an attribute of goods.

Five additional attributes. User defined fields containing information on peculiarities of a consignment or the concrete item.

ATTENTION!!! Usage of item attributes in systems where there is no such necessity can essentially complicate use of the system. It happens due to the fact that attributes allow taking into account features of each item.



10.1.4. BARCODES



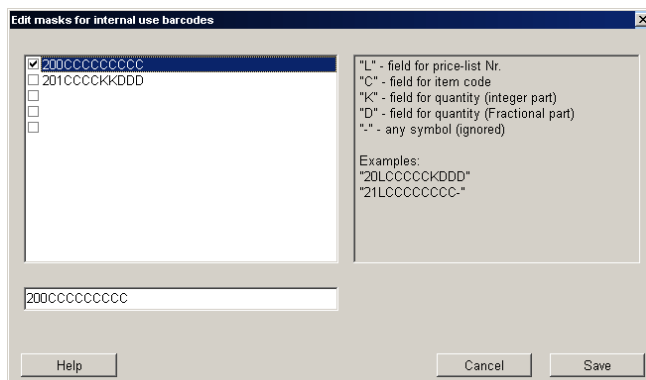
The window for setting masks of internal barcodes (EAN-13) can be seen on the screen. Item barcode is formed according to requirements EAN International. Active masks of internal barcodes are listed in the window. The mandatory condition for internal barcodes is availability of the digit 2 in the beginning of the code. During printing a label with such barcode the system uses a mask selected from settings of the barcode printer driver. During reading a label the system uses a mask for recognition of contents of elements of the scanned barcode.

If the property is active, during reading a label containing an internal barcode the system will search in a list of goods in the beginning, and then will start to sort its contents according to the inventory of active masks. Otherwise the system will start sorting of the scanned code by components according to active masks at once.

Masks of internal barcodes. Active masks of internal barcodes are listed in the window. During definition of values of elements of the scanned barcode masks are used in the order of their listing.

Edit. To open the window of the editor of barcode masks.

10.1.4.A. AN AUXILIARY WINDOW: EDITING BARCODE MASKS.



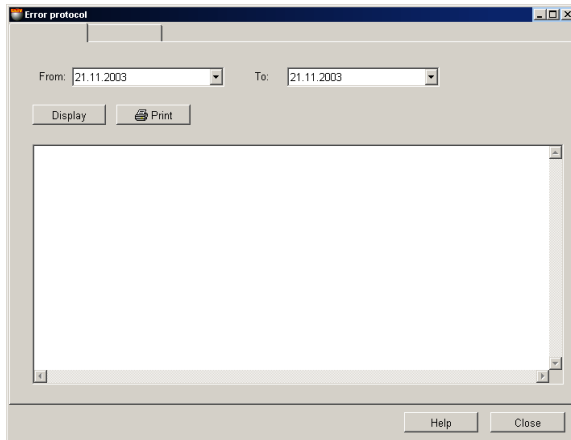
The window for creation of new mask, editing or activation of the available mask of internal barcodes can be seen on the screen. The available masks are listed in the left window. In order to activate a mask, you should mark it by a "tick". The system allows creation of up to five masks. Elements of masks and their values are shown in the right window. There is a field for input or editing a mask in the lower part of the screen.

ATTENTION!!! If the length of code included in a label is shorter than the length of item code in a list of items, the system will cut off "excess" digits. In this case when trade equipment reads such label the system cannot find items as the shortened code will not correspond to any item in the list. Therefore, it is necessary to assign short codes beforehand for items, for which it is supposed to print internal barcodes.



10.2. SERVICE: ERROR PROTOCOL

10.2.1. REVIEW OF THE PROTOCOL



The window with tabs for work with the error protocol can be seen on the screen. The system can conduct special **YearMonthDay.log file** in which errors occurred during system operation are recorded. This file serves for search and elimination of bugs by the service department.

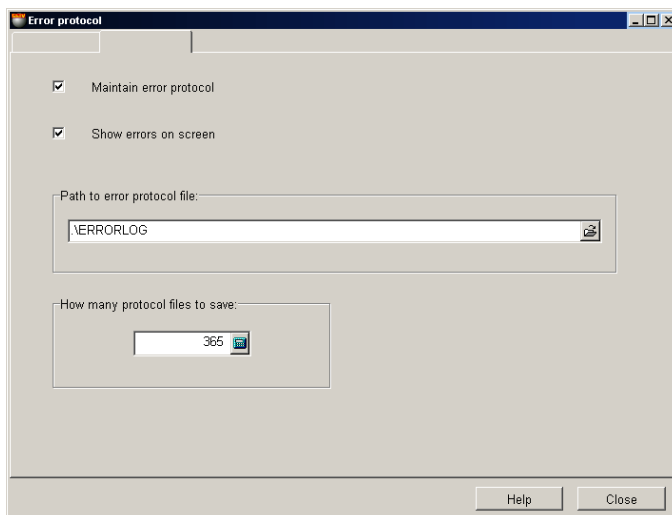
Date FROM: It is necessary to select the initial date for opening the error protocol.

Date TO: It is necessary to select the final date for opening the error protocol.

Display: To show the contents of protocols for the selected period of time on the screen.

Print: To print out the contents of protocols.

10.2.2. PROTOCOL SETTINGS



The window with settings for maintaining the error protocol can be seen on the screen. The system can conduct special **YearMonthDay.log file** in which errors occurred during system operation are recorded. This file serves for search and elimination of bugs by the service department.

Maintain error protocol: To allow or prohibit the system to maintain the error protocol.

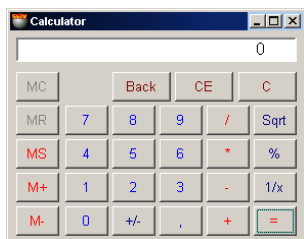
Show errors on screen: The property enabling the system to display information of the error protocol at the moment of occurrence of an error.

Path to error protocol file: Indication of a path to the section where error protocol files will be stored.

How many protocol files to save: The number of files with protocols to be stored. If necessary, there will be a new file with an error protocol, but the old file will be deleted every day.



10.3. SERVICE: CALCULATOR



The window of the calculator can be seen on the screen. The calculator allows making four arithmetic operations, to calculate the square root and percent. There is a memory with possibility of summation and subtraction in the calculator. For work with the calculator it is possible to use both a mouse and the numeric keypad of a computer.

If you select the number on the display with the help of the cursor and press **Ctrl_C**, the number will be recorded in the system clipboard and it is possible to transfer it to other windows of ShoppinG or to other programs having pressed **Ctrl_V**.

"/": division

+": addition

-": subtraction

+/-": to change the sign of a number for opposite

%": calculation of percent

Sqrt": calculation of square root

1/X": to divide 1 by the entered number.

MS": to replace the number stored in memory with the number from the display.

M+": to store the number into memory and to add it to the contents of memory

M-": to store the number into memory and to subtract it from the contents of memory

MC": to clear the contents of memory

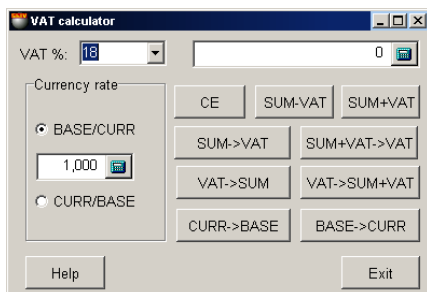
MR": to extract the number from memory

Back": correction of the last entered digit

CE": correction of the last entered number

C": clear the contents of the display completely

10.4. SERVICE: VAT CALCULATOR



The window of the VAT calculator can be seen on the screen. The calculator ensures recalculation of exchange rates and carries out calculations with taxes. For input of numbers in input fields it is necessary to click the appropriate input field. Clicking the image of calculator on the right side of input fields will open the window of the common calculator where you can do intermediate calculations or input numbers.

If you select the number on the display with the help of the cursor and press **Ctrl_C**, the number will be recorded in the system clipboard and it is possible to transfer it to other windows of ShoppinG or to other programs having pressed **Ctrl_V**.

• CALCULATION OF TAXES

"VAT %": Field for input of a tax rate or for selection of a tax rate from the taxes of the list.

"1-VAT": To deduct the amount of tax contained the entered amount from the entered amount of money.

"1+VAT": To add the amount of the calculated tax to the entered amount of money.

"VAT": To calculate the amount of the tax contained in the entered amount.

"VAT->SUMM": To calculate the amount of money for which the tax is equal to the entered amount.

"VAT->SUMM+VAT": To calculate the amount of money with tax for which the tax is equal to the entered amount.

• RECALCULATION OF CURRENCY RATES

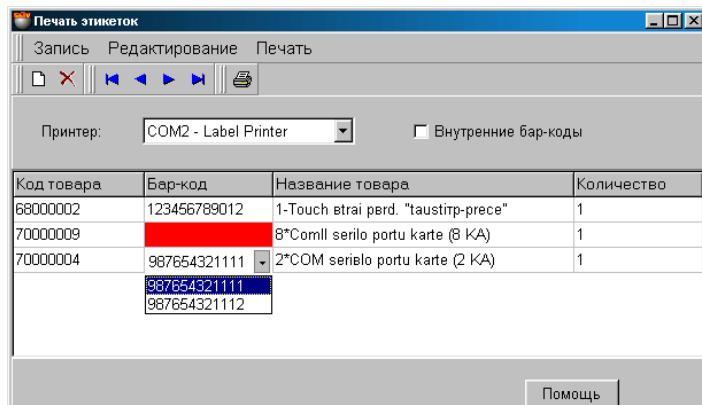
"Exchange rate": Field for input of an exchange rate. Having marked the appropriate property LVL/CURR or CURR/LVL it is possible to indicate the order of calculation of the rate.

"CURR->LVL": To recalculate the entered amount of currency in the amount of the base currency at the indicated rate.

"LVL->CURR": To recalculate the entered amount of the base currency in the amount of currency at the indicated rate.



10.5. SERVICE: PRINT LABELS



The window for creation of the task for printing barcode labels can be seen on the screen. Printing is carried out using the barcode printer (See section 2. CONNECTION of EQUIPMENT). A detailed description of settings of the driver of the printer can be found in the document **CHAPTER 4. SYSTEM COMPONENTS**.

The menu and the toolbar are located in the upper part of the window. The table with the generated printing task is located in the lower part of the window.

Printer. Selection of a printer from the number of printer connected to a computer.

Internal barcodes. If the property is active, the barcodes generated according to the mask selected from settings of the printer driver will be printed for the listed goods, but not the barcodes set in an item card (LIST / GOODS / BARCODES) and shown in the table. (**CHAPTER 4. SYSTEM COMPONENTS**).

Item code. Item code.

Barcode. The barcode of goods assigned to the given goods (LIST / GOODS / BARCODES). After pressing this field of the table the selection key will appear using which you can select the necessary barcode, if there are several barcodes set for this item.

ATTENTION!!! If an item without any barcode in the list is indicated in the table and the property "Internal barcodes" is not active, the field "Barcode" for such goods will be marked by red color. This indicates that there is an error because there is no own barcode, and creation of a barcode using a mask is switched off.

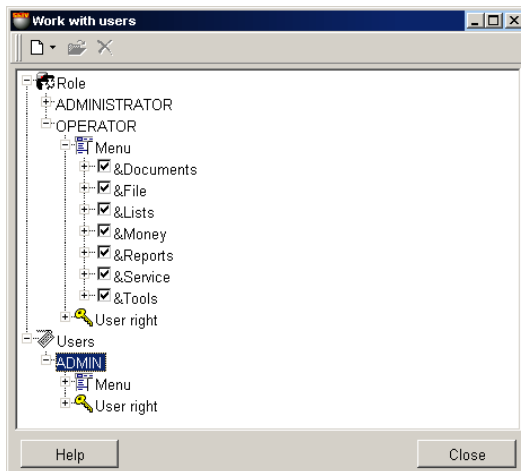
Item name. Item name.

Quantity. Field for input of quantity of labels for the given goods.

10.6. SERVICE: VERIFICATION OF ITEMS (JetBAR)

10.7. SERVICE: USER CONTROL

10.7.1. WORK WITH USERS

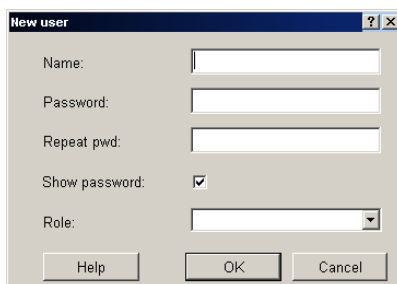


The window for control of user rights can be seen on the screen. A user is limited in his actions by the options assigned to him after logon and input of an individual password. Defining rights of a new user, it is possible to take as a basis one of the previously created roles.

There are two tree structures - **Roles** and **Users** in the window. Two big sections "Menu" and "User right" correspond to each **role** or **user**. Marking or removing a mark from the appropriate items of sections, you allow or prohibit the corresponding options. Pressing the right mouse button in the window will open the shortcut menu for input, deletion or editing a role or a user.

- **Section "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.
- **Section "User right"**. 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.
- **Roles of users**. The library of previously generated templates of user rights. You can edit the available roles or create new ones. Templates are used only for the initial definition of user's rights and do not influence them further.

10.7.2. ADDING A USER



The window for addition or editing the user of the system can be seen on the screen. The user's data are shown in the appropriate fields in case of editing or empty fields are shown in case of input of a new user.

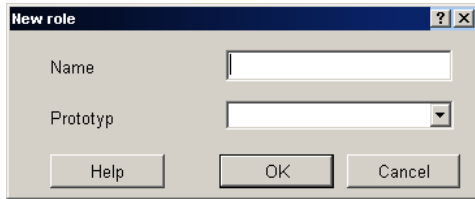
User name: User name, under which a user will be accounted in the system. The user name should consist only of characters of the Latin alphabet.

Password: A combination consisting of digits and characters permitting the system to identify a user and define user's rights. All users may have passwords.

Role: It is necessary to select a role, options of which will be assigned to the given user. Certainly, further it is possible to edit these options.

Property "Show password": If the property is not active, at logon characters entered in the window of input of password will be shown as ****

10.7.3. ADDING A ROLE



The window for addition or editing of a role can be seen on the screen. Data of the selected role are shown in the appropriate fields in case of editing or empty fields are shown in case of creation of a new role.

Name: Combination of characters used as the name of a role.

Prototype: It is necessary to select the most suitable role from the available set of roles in order to assign the same option to a new role. Certainly, further it is possible to edit these options.



11. HELP SYSTEM

11.1. HELP: CONTENTS, INDEX, HOW TO USE

Various sections of the help file of the system ShoppinG-IV.

11.2. HELP: REMOTE CONTROL

The given feature will allow experts to carry out administration and set-up of the system from the remote computer using the Internet or other data link. For example: this can be done by the system administrator from the central office of the firm or by employees of the service department of BRIO EngineerinG. For usage of the remote control it is necessary to purchase an additional module.

ATTENTION!!! Possibilities of the given mode will be realized in full in future versions of the system.

11.3. HELP: BRIO EngineerinG - ON LINE

References to various resources of the firm BRIO EngineerinG in the Internet are located in this section. Selection of the appropriate option will result in activation of Internet Explorer (or other browser installed on a computer) and connection to the homepage of BRIO EngineerinG.

Home page. The main home page of BRIO EngineerinG www.briosys.lv

ShoppinG-IV. Home page of the system ShoppinG-IV

Send message. To activate the mailer installed on a computer and send a letter to the firm BRIO EngineerinG at brio@mailbox.riga.lv

On-Line registration. Possibilities of the given mode will be realized in full in future versions of the system.

11.4. HELP: ABOUT THE PROGRAM



The window with information about the system installed in your computer. Here it is possible to see addresses and phones of the firm BRIO EngineerinG, the number of the current version the systems, registration data, the serial number, and you can read the text of the license agreement as well.

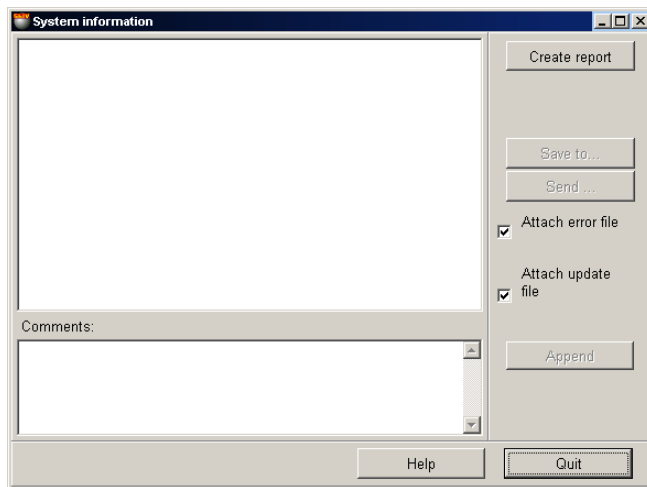
OK. Close the window and return to the program.

The serial number. A record "Demo" can be seen, if the main program of the system ShoppinG-IV works in a demo mode or the serial number of the license (the Electronic key) if the program works in the full-function mode.

License. Read and print out the text of the license agreement, if necessary.



11.5. HELP: SYSTEM INFORMATION



The main window for collection of the system information and creation of a report file ShopReport <Date>, containing the complete information on the configuration of a computer and the structure of software of the system ShoppinG-IV. It is possible to add an error protocol, the journal of updates and user's comments to the report. In many cases the report file transmitted to the service department will considerably facilitate and speed up finding of errors and debugging. Certainly any commercial information related to activity of the client is not entered in this report.

Create report. Start the system of collection of information and place it in the upper part of the window.

Save to... To save the generated report as a file.

Comments. A field for input of comments. For example: the description of a problem.

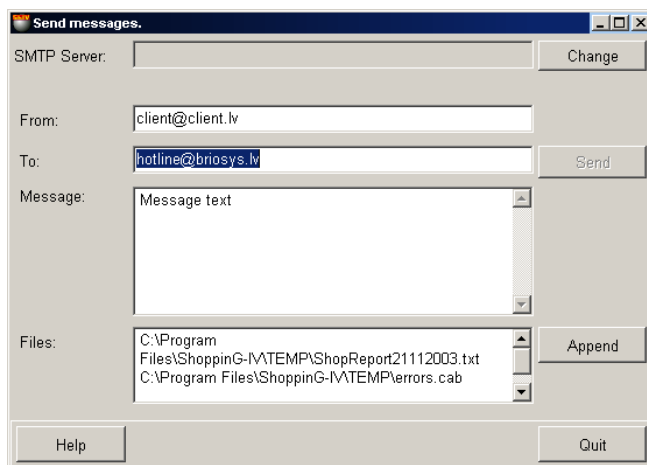
Append. To add user's comment to the structure of the report file.

Attach error file. Attach the error protocol of the system. We recommend doing this always.

Attach update file. Attach an update file (the journal of upgrades of the software of the system) to the report. We recommend doing this always.

Send. Activate the mailer installed on a computer and send the report file by e-mail.

11.5.1. AN AUXILIARY WINDOW: SEND



The window for sending letters by e-mail can be seen on the screen.

SMTP Server. The window for parameter setup of the mail service of the client. (It is customized during installation of the system)

From. E-mail address of the sender

To. E-mail address of the recipient - BRIO Engineering

Message. A field for entering the text of a letter.

Files. The list of the files added to the letter with reports.

Add. To add additional files to the letter

Send. To send the generated letter.



12. REFERENCE INFORMATION

12.1. BARCODES

12.1.1. BARCODING OF GOODS

A bar code (barcode or bar-code) represents a graphical image (stripes or lines) of some sequence of digits (and characters) prepared by means of a computer. Digits, on the basis of which the indicated image is developed, are called a digital equivalent of a barcode.



It is possible to present a sequence of any signs (digits) in the form of lines. The computer prepares an image using characters comprehensible for a person and for automatic devices. Programs used for obtaining barcode images on the basis of the set signs are called generators of barcodes. Now, if it is necessary to enter data into a computer, there is no need to type digits using the keyboard. Put an image of a barcode before a special reading device - the scanner connected to a computer and the program will reproduce the initial digital equivalent out of stripes of a barcode. These data will be instantly entered into a computer without usage of the keyboard.

Bar codes are used by manufacturers and distributors of goods. They are printed on packing of goods and they specify the digital reference to a manufacturer and a description of goods. Bar codes allow to automatize input of information on goods into computer systems. In some countries barcodes are printed on goods just for the purposes of attaching greater significance to packing of goods and for attraction of buyers.

Printing and scanning of barcodes must be governed by a set of rules, quite in the same way as it is with assigning of automobile numbers. [European Article Numbering Association](#) was organized in 1977 in order to ensure proper enumeration of goods. This association has developed the structure of the code on the basis of American UPC code (Universal Product Code) and this code is suitable for use in all countries of the world. Subsequently the Association became international. The structure of EAN code (13-bit EAN-13 code is most widely applied) was distributed worldwide.

12.1.2. EAN INTERNATIONAL



EAN is a voluntary noncommercial international Association consisting of 92 national organizations of documentary indexing, representing 94 countries. EAN International develops and controls the world diversified system of documentary indexing and standards of the bar-coding, which enables us to identify and transmit information on goods, services, firms, transport units and location.



12.1.3. THE STRUCTURE OF THE CODE EAN-13



Let's study the structure of the code EAN-13, consisting of 13 digits:



The first 3 digits are called the EAN prefix and are assigned by EAN International. They designate national organizations. National organizations of documentary indexing are authorized by EAN International to use the EAN system on national or regional levels as official representatives of EAN. There can be only one representative EAN International in a country or region.

Prefixes 475 in EAN-13 code are assigned to EAN Latvia. The prefix is always a reference to a national organization. So the prefix 475 means that the firm is registered in EAN Latvia, but it does not imply that the firm is located on the territory of Latvia. Any firm can enter the national organization of Latvia, for example, located on the territory of Germany, Ukraine, etc. provided that it has a representation office in Latvia. If a firm joins the EAN Latvia, the appropriate code will be assigned to the firm starting with the prefix 475. Similarly, for example, the prefix 50 means, that the firm is registered in the national organization of the Great Britain, but it does not imply that it is located in England. (Prefixes of some national organizations consist of 2 digits.)



The following 9 digits contain a number of a firm registered in the national organization and the number of goods. The structure of 9 signs is determined directly by a national organization, for example:

- 5 - firm / 4 - goods,
- 6 - firm / 3 - goods,
- 7 - firm / 2 - goods etc.



Having read a graphical image of a barcode by means of the SCANNER and having transformed it into the digital code, a computer finds a control category bit and compares it with the scanned image.

Coincidence of the scanned and found control category means correct reading of the barcode. In this case the corresponding light / beep signal appears on the scanner. If the code is read badly, it may be that one or several digits of the code are distorted. In this case the scanner will not give a signal about correct reading. Similarly, if someone has invented his own code using free 13 digits or if a control category contains wrong value, this barcode cannot be read by the scanner!



12.1.4. EAN/UCC PREFIXES

PREFIX	NAT. ORGANIZATION	COUNTRY
00-13	UCC (U.S.A. & Canada)	The USA and Canada
20-29	In-store numbers	Internal indexing. If the manufacturer uses codes for internal needs.
30-37	GENCOD-EAN France	France
380	BCCI (Bulgaria)	Bulgaria
383	EAN Slovenia	Slovenia
385	EAN Croatia	Croatia
387	EAN-BIH (Bosnia-Herzegovina)	Bosnia - Herzegovina
400-440	CCG (Germany)	Germany
45+49	Distribution Code Center - DCC (Japan)	Japan
460-469	UNISCAN / EAN RUSSIA (Russian Federation)	RUSSIA
471	EAN Taiwan	Taiwan
474	EAN Eesti (Estonia)	Estonia
475	EAN Latvia	Latvia
476	EAN Azerbaijan	Azerbaijan
477	EAN Lithuania	Lithuania
478	EAN Uzbekistan	Uzbekistan
479	EAN Sri Lanka	Sri Lanka
480	PANC (Philippines)	Philippines
481	EAN Belarus	Byelorussia
482	EAN Ukraine	Ukraine
484	EAN Moldova	Moldova
485	EAN Armenia	Armenia
486	EAN Georgia	Georgia
487	EAN Kazakhstan	Kazakhstan
489	HKANA (Hong Kong)	Hong Kong
50	E Centre UK	Great Britain
520	HELLCAN - EAN HELLAS (Greece)	Greece
528	EAN Lebanon	Lebanon
529	EAN Cyprus	Cyprus
531	EAN-MAC (FYR Macedonia)	Macedonia
535	EAN Malta	Malta
539	EAN Ireland	Ireland
54	ICODIF/EAN Belgium. Luxembourg	Belgium, Luxembourg
560	CODIPOR (Portugal)	Portugal
569	EAN Iceland	Iceland
57	EAN Denmark	Denmark
590	EAN Poland	Poland
594	EAN Romania	Romania
599	EAN Hungary	Hungary
600-601	EAN South Africa	South Africa
609	EAN Mauritius	Mauritius
611	EAN Marco (Marocco)	Marocco
613	EAN Algeria	Algeria
616	EAN Kenya	Kenya
619	TUNICODE (Tunisia)	Tunisia
621	EAN Syria	Syria



622	EAN Egypt	Egypt
624	EAN Libya	Libya
625	EAN Jordan	Jordan
626	EAN Iran	Iran
627	EAN Kuwait	Kuwait
628	EAN Saudi Arabia	Saudi Arabia
629	EAN Emirates	Emirates
64	EAN Finland	Finland
690-693	Article Numbering Centre of China - ANCC (China)	China
70	EAN Norge (Norway)	Norway
729	Israeli Bar Code Association - EAN Israel	Israel
73	EAN Sweden	Sweden
740	EAN Guatemala	Guatemala
741	EAN El Salvador	El Salvador
742	EAN Honduras	Honduras
743	EAN Nicaragua	Nicaragua
744	EAN Costa Rica	Costa Rica
745	EAN Panama	Panama
746	EAN Republica Dominicana	Republica Dominicana
750	AMECE (Mexico)	Mexico
759	EAN Venezuela	Venezuela
76	EAN (Schweiz, Suisse, Svizzera)	Schweiz
770	IAC (Colombia)	Colombia
773	EAN Uruguay	Uruguay
775	EAN Peru	Peru
777	EAN Bolivia	Bolivia
779	CODIGO - EAN Argentina	Argentina
780	EAN Chile	Chile
784	EAN Paraguay	Paraguay
786	ECOP (Ecuador)	Ecuador
789-790	EAN Brazil	Brazil
80-83	INDICOD (Italy)	Italy
84	AECOC (Spain)	Spain
850	Camera de Comercio de la Republica de Cuba (Cuba)	Cuba
858	EAN Slovakia	Slovakia
859	EAN Czech	Czech
860	EAN YU (Yugoslavia)	Yugoslavia
867	EAN DPR Korea (North Korea)	North Korea
869	Union of Chambers of Commerce of Turkey (Turkey)	Turkey
87	EAN Nederland (Netherlands)	Netherlands
880	EAN Korea (South Korea)	South Korea
885	EAN Thailand	Thailand
888	SANC (Singapore)	Singapore
890	EAN India	India
893	EAN Vietnam	Vietnam
899	EAN Indonesia	Indonesia
90-91	EAN Austria	Austria
93	EAN Australia	Australia
94	EAN New Zealand	New Zealand
955	Malaysian Article Numbering Council (MANC)	Malaysia



958	EAN Macau	Macau
977	Periodicals (ISSN)	Periodicals
978-979	Books (ISBN)	Books
980	Refund receipts	Refund receipts
981-982	Common Currency Coupons	Common Currency Coupons
99	Coupons	Coupons

ATTENTION!!! Values of prefixes are given as of 14.04.2003 and are subject to change. For obtaining information on values of prefixes it is necessary to access home page of European Article Numbering Association at <http://www.ean-int.org> or www.ean.ru



12.2. THE BRIEF DESCRIPTION OF INTERBASE 6.0

The SQL-server of databases Borland InterBaseR 6 combines simplicity of usage, low costs of support and power of systems of the corporate level. Borland guarantees that InterBase 6 combines force of the powerful, approved architecture with the advanced technologies necessary for success of application systems.

Increased productivity as a result of the advanced architecture

InterBase server uses the architecture of multiple generations of records (MGA - Multi-Generational Architecture). MGA provides unique possibilities of usage of versions that ensures a high degree of data availability as for the users working with transactions as for the users using the applications of support of decision making. Mechanism MGA in InterBase works well during operative processing of short transactions (OLTP - On-Line Transaction Processing) and is a unique mechanism for large-scale real applications outmatching other databases in the field of parallel fulfillment of durable transactions for support of decision making. The mechanism of versions eliminates necessity of locking records, access to which is ensured during transaction, freeing them from access conflicts - access for reading never locks access for record. In contradistinction with the other databases, InterBase provides modern, stable reproduction results for each inquiry without special programming. In result maximum capacity for all users' transactions is achieved.

The multiflow architecture

InterBase server adds the multiflow architecture to MGA, improving productivity and optimizing usage of system resources, especially in case of big number of users. The multiflow architecture provides the divided cache of metadata, reducing the number of disk operations of input-output for each inquiry in the application. The divided cache of the metadata on the server reduces cost of compilation for inquiries and makes execution of stored procedures and triggers more effective. Statistics on users and on the database, stored by the server, is useful for diagnostics of critical points of productivity of the application.

Support of JavaT

JavaT and InterBase is a natural combination. Attractive properties of Java - simplicity, reliability, portability and flexibility are characteristic of InterBase as well. Java applications get access to InterBase through InterClientT - highly efficient driver JDBC. InterClient is a driver written in Java which can work as the applet which does not require installation of any additional resources on the client. Implementation is carried out simply as it is not necessary to configurate computers with client libraries. Installation of client-server applications on Java can be fulfilled once on the central server with automatic expansion on all connected clients.

Key features

- Identity of functionalities in Linux, R Solaris, T and other Unix-environments, WindowsR 2000, NT, ME, 98
- Multiflow architecture of the server - high-performance multithreaded processing on the server
- InterClientT- driver JDBC providing access to the data stored in the databases of InterBaseR for JavaT applications
- Strict observance of SQL-92 standard and the reliable SQL interface
- Support of large numbers without loss of accuracy
- Unique version mechanisms simultaneously supporting decision support systems (DSS) and operative transaction processing (OLTP)
- Automatic two-phase fixing of transactions and distributed restoring at two-phase fixing
- The functions defined by user (UDF - User-defined function) for extension of functionalities of the server

High reliability of all your applications

In InterBase the concept of an active core of a database server is realized for the first time. Functions of active core of InterBase include the patented mechanism of signalizers of the events, stored procedures, triggers, the functions defined by user (UDF - User-defined function) and BLOB-filters. Co-work of these functions ensures transfer of data processing to the server where they are fulfilled more quickly and reliably. InterBase provides high availability and data integrity by means of mechanisms of declarative reference integrity including cascade operations.

Strong support of various data types

Many applications (multimedia, scientific, Internet applications) require a possibility of processing of the unstructured data. InterBase is the first relational database satisfying this requirement using BLOB. Usage of BLOB allows saving audio, video, graphic and binary information in the database. In modern applications BLOB filters are used for compression and transformation of data. Development of applications and the improved productivity for scientific applications are supported by the multivariate data types InterBase providing storage up to 16 dimensions in one field of the database.

Signalizers of events (Event Alerters)

Signalizers of events notify "the interested sides" about the specific changes which have occurred in the database. The application registers interest to an event and then waits without inquiring the notification database about occurrence of the event. Due to elimination of inquiring signalizers of events save system resources and provide a scalability of applications.

Self-adjustment and simplicity of installation

Installation InterBase takes no more than five minutes. One command and it is ready. It differs from traditional servers of the relational databases requiring involvement of all staff of a department of information technologies for set-up and constant



support of operation. The set of functions of self-adjustment of InterBase includes automatic assembly of garbage of old records and indexes, expansion of the database, monitoring versions and transactions.

Real identity of functionalities

When time will come to transfer your InterBase application to another operating system, simply make a backup copy of the database and load it under the control of a new operating system! Scaling of your solutions from the smallest up to the biggest servers according to needs of your clients does not require modification of the application.

Independence from the client and toolkit

InterBase supports interaction with all popular clients for desktop computers and the environments of development of applications, such as: DelphiT, C ++ BuilderT, JBuilderT, KylixT, MicrosoftR Access, all ODBC-compatible clients and compatible with integrated API databases of the application and tools.

Productivity of resources

Compactness of InterBase core saves precious disk space for its subsequent use by crucial business applications. InterBase provides the productivity comparable to competing databases with smaller requirements to the RAM for additional saving on the cost of memory. Expansion of the server will consist of one executable file and is a simple machine process that simplifies installation of custom applications.

Strict observance of industrial standards

InterBase adheres to strict correspondence to industrial standards for the client-server computing environments, such as ANSI/SQL, Java, UNICODE and XDR (External Data Representation - an external data representation). Our adherence to crucial technological standards means that you can reduce the time necessary for development, implantation and support of your applications for set of platforms with the warranty of immediate reaching the best productivity.

Support of international requirements of business

InterBase supports UNICODE, the universal coding of characters, providing set of national character sets in one table (such as English, Japanese and Russian) for storage and data manipulation. The application can be designed for the companies working in the global markets where there are essential requirements of support of fields in different languages in one table of the database.

InterBase: Embed. Deploy. Relax.

In InterBase the technology of built databases satisfying requirements of applications of the companies worldwide which require reliable systems with low costs of support is realized for the first time. Join the numbers of developers convinced that usage of InterBase for built-in applications allows you to work using the principle Embed. Deploy. Relax - install InterBase, expand it and then forget about any support!

Replication in InterBase

InterBase 6 includes IBReplicator - the special software providing a high level of controllability of transfer of data and metadata - replications. Uniqueness of this mechanism does not simply imply its wide functionalities, but also support of replication between multi-user (InterBase Server) and local (single-user - InterBase Desktop) databases. Thus you have possibility to transfer the selected data and metadata "as it is", but also specify names of sources and target objects of base even if their names do not coincide and the structure differs.

InterBase set

InterBase provides all levels of development and expansion of applications. For the corporate developers creating crucial SUBD-APPLICATIONS as well as for independent developers interested in creation of solutions in the field of freeware InterBase is a choice for development of real built-in applications of databases.

Server Edition - for corporate developers who require reliability and scalability of InterBase

Desktop Edition - for professional developers and advisers for whom scalable built-in applications of databases are necessary.

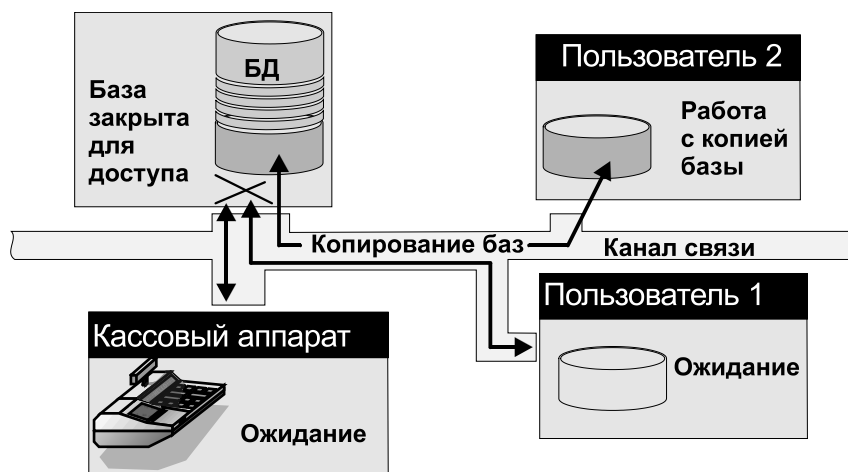
Open Edition - for independent developers of freeware.

12.3. ABOUT TECHNOLOGY CLIENT - SERVER

In computer systems in which it is necessary to provide simultaneous work with the database (DB) for many users, productivity of work can become too low. Especially negatively loss of productivity affects the systems where not only the users working on other computers, but also a plenty of the equipment working in real-time mode should access the database simultaneously.

These problems are connected with the fact that a user work with a copy of the database which should be preliminary copied on a computer of the user, or on a computer to which the peripheral trading equipment is connected.

For example, if a user inquires the system about presence of goods in a warehouse, the fragment of base of all goods is transferred to his computer, from which the necessary data then are selected. Thus the original of the database stored on the computer - server is closed for access for other users. After the termination of work with the necessary base its changed copy goes back to the computer - server and substitutes the original. It is easy to image what can happen, if any failure takes place during this quite long procedure.



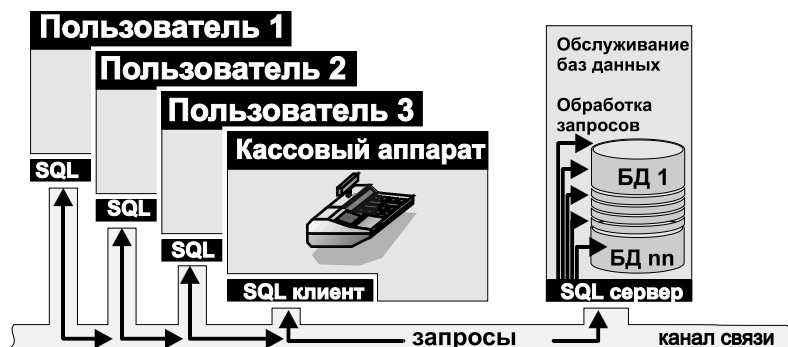
Disadvantages of such organization of work are obvious:

- Great volume of information which is necessary to transfer by the network and as a consequence - overloading of the network. Impossibility of simultaneous change of the data in the central base from different computers.
- High probability of damage of data at failures of equipment.
- Inadmissible long delays during exchange with the trading equipment working in the 'real time' mode.
- Impossibility of prevention of damages of databases and their full restoring in case of failures

For support of more effective work with the uniform database it is expedient to use the technology the CLIENT - SERVER. The given technology means presence of two parts of the software: the server software and the client software.

The program - client works on a computer of the user and sends inquiries only to the computer - server. The program-server is engaged in demand processing and interaction, which after execution of all necessary operations returns answers to inquiries to the program - client.

Program - database server it is specially oriented to processing and storage of great volumes of data and simultaneous maintenance of inquiries from a plenty of programs-clients. Besides it provides high efficiency, reliability and security of databases.





Besides, small size of information transmitted by the network (not the whole bases, but only inquiries!) allows reducing considerably requirements to the network equipment and reliability of data links. Thus not only the high-speed network of computers can work as such channel, but also rather slow modem connection. SQL server is used in the trading computer system ShoppinG-IV as the program support of client - server interaction.

Databases of SQL server are physically stored in several files on disks of the computer - server. In addition to data the set of service information and procedure is saved in the databases. It allows guaranteeing safety of data in case of failures of equipment. For example, in case of power failure it is easy to restore what has happened to data up to the failure and make the necessary corrections.

SQL server can store and service some databases simultaneously. It can have one database containing data for all users or different databases for each user group. Thus it is possible to organize data access for various user groups depending on the organized access rights.

The centralized storage and maintenance of databases makes loading of separate copies of databases to users' computers unnecessary that sharply reduces size of information transmitted between computers and guarantees work of all users with the same data. Besides SQL server effectively allocates resources of computers between client applications.