

Invoicer 3.0 MADAR

Manual

MADAR

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2006

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Introduction

Invoicer is an accounting software solution intended for small business owners. It is a powerful tool for drawing and keeping track of all the VAT invoices in small organizations with no warehousing facilities.

It has been designed to work with other, even future, MADAR software as well as the MADAR Integrated System. Apart from invoicing capabilities, the program can:

- print sales records and sets of documents,
- create a customer database,
- create a directory of products and services.

The program can work in a network environment; it comes with a built-in option access control for each individual user.



Attention: *It is distributed as freeware, which means that it is provided free of charge for both individual users and organizations.*



Attention: *This manual also describes functions present in other MADAR applications.*

Invoicing

This module is used for invoicing goods and services based on the product and service directory. It does not provide warehouse inventory management. The invoicing module features the following:

- manual data entry and entries based on the product and service directory,
- automatic data transfer to VAT records,
- interaction with the periodic invoice module.

All invoices can be produced in three languages:

- Polish,
- English,
- and German.

The directory of goods and services can also be drawn up in three different languages.

Other documents

Apart from the standard invoices, the program can produce other documents, especially those connected with foreign trade or intra-organizational matters:

- domestic invoices,
- export invoices,
- SGU invoices (Supply of Goods within the EU),
- PGU invoices (Purchase of Goods within the EU),
- invoice corrections,

- Intracompany invoice.

Periodic invoices

In the event **when invoices are drawn up periodically for customers**, the program provides a useful tool which allows the planning and design of the date, amount, and the content of the invoice to be prepared. This features are available in the periodic invoice options. While designing a periodic invoice, the user will specify the name of the customer, services or products with respect to which the invoice is to be issued, quantity, and sale price. This data is entered onto a list automatically as the invoice is produced and the invoice is logged as „processed” - signaled also by the change in invoice color.

Customer Directory

Customer Directory is a database that collects all the information about customers such as addresses, contact data, phone numbers, and etc. Sometimes it becomes necessary to identify a particular group of customers, which the program makes possible via the following options:

1. **Region** - 128 regions available for grouping customers.
2. **Rep** - Representative - the most universal tool for categorizing and analyzing documents as well as for automatizing records.
3. **Features** - there are 32 customer characteristics available.

Some fields in the Customer Directory have additional properties:

- search by the first letter of a word; a letter after a blank space allows to search for the second word in a sequence,
- abbreviation of names by providing an extra character space,
- remarks - text area for miscellaneous information,
- search by NIP number or any phrase,
- NIP double-entry prevention - signaled during adding new customers,
- control for the proper length of a bank account number,
- automatic addressing of documents(envelopes, labels).

Customer data window also consists of fields supporting invoicing procedures. The user can ascribe certain attributes to customers such as discounts, available credit, price-lists. These fields are used only during the invoicing process.

Product/Service Catalogue

Product/Service Catalogue allows the categorizing of information regarding the products and services offered. Each product on the list is described by two types of windows.

- Name - contains basic data - name, measurement unit, VAT rate,
- Calculation - prices, foreign currency, conversion rate,
- Description - additional information such as English or German name, dimensions, weight,
- Image - space for a picture or drawing of a product.

The Description window contains a field for entering the name of a product or service, which is printed on documents and balance sheets, and additional information such as item, PKWiU [Polish Classification of Products and Services], supplier ID, packaging, etc. In the Description window, the user can find all the data concerning products and services, which are utilized in multi-level price sales and foreign currency price-list. The application can automatically convert foreign currency sales according to a preset rate.

1. Invoicing

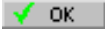

1.1 General Info

Data for each document type is entered into a window whose appearance doesn't differ from that of other windows'. One can distinguish four basic elements:

Heading describing the document: customer, transaction date, form of payment.

Products/Services Info – a set of fields containing names of particular products or services.

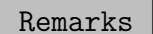

Local Menu – allows for printing additional documents, preparation of reports, change of transaction type.

Buttons at the bottom of the window - allow for standard operations such saving  and editing  .

Remarks  a window used for miscellaneous information about documents.

1.1.1 Heading

At the top of the window there is a heading which contains all the data concerning the whole transaction such as document signature, dates, and customer's name. The most important fields which appear in most windows include the following:


Signature	document signature (assigned by the program),
Recipient	selected from the Customer Directory. Sometimes, it might prove necessary to enter a recipient other than purchaser, in such cases, the name of the other customer can appear in  ,
Document date	date of the issuing of a document,
Date of sale	the date when the purchase was made. If the user wishes to have only a month displayed, the following should be typed in 02-01-1900 ,
Payment	form of payment, selected from a list, modification (or entering a new type) is possible after a blank area have been selected where a new form of payment is to be entered and by clicking  button,
Payment due date	the date when the payment is due.

Payment window

This window is used for defining different types of payment options. It consists of 128 elements, each allowing to define a single payment option whose text will be displayed on the document.

If a payment option contains the word **days** (cash 2 days, transfer 7 days), the program automatically calculates the date of the payment.

— **Adding new item** - The user will select a new empty line and click on  .

— **Editing data** - The user will select a line to be changed and click on  .

A new text should be entered and saved by clicking  .

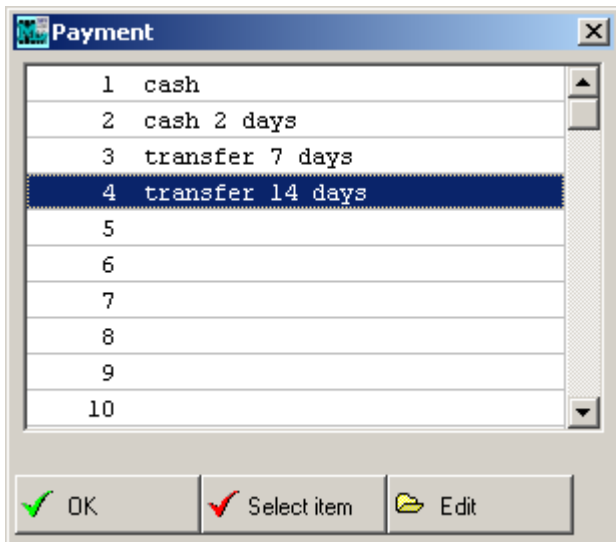


Figure 1.1: Payment window

1.1.2 Transaction details

Transaction details are entered into the fields located in the central part of the window. They contain the following information:

Name the name of service or product sold.

Each product or service can be additionally described in the next line. The name field can be filled out in two ways:

1. Manually – typing in the name,
2. Automatically – selection from the Product/Service Catalogue [2.2](#).

It is also possible to combine the two methods; the name is selected from the Catalogue and additional information is added manually.

While filling out the fields the user should obey the following rules:

1. Describing products or services can be done over several lines - the amount should be entered at the last line describing the service/product.
2. The price of a single unit may be omitted.
3. The user can use alternative names for foreign products/services, which are entered in the description field **description** [2.2.1](#).
4. The user can change the character face – use Bold or Underline by placing special characters before the text: `_Reference` will be printed as ***Reference***.

Quantity quantity of items; if this field is empty, the invoice print reads: name, the amount of VAT,

Unit measurement unit - this field may remain unfilled,

Price price of a single unit without VAT - this field may remain unfilled,

Value total value of the products/services. If previous fields are filled out, the value appears automatically, otherwise it has to be entered manually,

VAT% VAT rate - e.g. if entered as 220, the VAT rate is automatically set to 22%. Other VAT rates are entered in the following way:

99 exempted
 90 deposit
 92 VAT free
 91 export

Each **Name** field has a small icon which, when clicked, allows the user to utilize certain functions offered by the program.



Entering the Product/Service Catalogue and the Customer Directory. The Product/Service Catalogue is used during sale/purchase transactions.

The Customer Directory icon is placed next to the customer name, which is always at the top of the window in all of the documents.



The button is used for entering additional information concerning different items in the document. They may include: weight, CN code, or expiry date. To save this data, the user will enter into **Operations- system info** the following comment: *jestmemo=2*.


1.1.3 Local Menu

The local menu has various options such as:

- **Print preview** – this options allows the user to preview the document in the full screen mode and to print it.
- Printing various document types – e.g. in English or German.
- Importing and exporting data found in the Operations option.
- **Footnote** – Footnote design – By clicking the Footnote option **Footnote**, the user can design the bottom part of the invoice.


1.1.4 Bottom buttons

OK button

In order to accept, save, and print a document, the user should click the  button.

Print Preview

The window into which information is entered has its own appearance which is different from the actual appearance of the document. To view the actual invoice, the user can use the **File -Print preview** option. The preview window also allows the document to be sent, copied, or printed. The top of the window has the following buttons:

Print	allows to print the document - a standard printer popup will be displayed,
Return	closes the window and goes back to the previous operation,
Zoom	zooms in and out on the document,
Clipboard	copies the document into clipboard, which may be then pasted into a text editor or spreadsheet,
Send to	saves the contents of the window in a (pdf, txm, gif, xls, postscript, text editor) file and sends it to a recipient via e-mail,
Excel	opens Microsoft Excel with the contents of the document. ATTENTION! When using other types of spreadsheet, one can take advantage of the  option.

Page 1

Print Return zoom Clipboard Send to excel

INVOICE

Date of Invoice : 23/ 02/ 2006
Date of Sale : 15/ 02/ 2006

Seller :
MADAR, Ltd
Kopernika 14
41- 819 Zabrze
Polska

Bank : **WBK/BSK**
account : **823765781**
NIP : **PL12846-474**

Buyer :
Comtech Solutions, Inc.
13231 Champ Forest
Houston, TX 77777
USA

NIP : **1294- 692- 39**

Payment : **transfer 14 days**
Date of payment : **01/ 03/ 2006**

Pos	Description	Quantity	Unit price	
1	Kashan Persian Rugs Carpets U-6582 Wool 10x13, Rectangle	2	124 , 00	
		rate	NET	VAT
		22%	248 , 00	54, 56
				GROSS
				302, 56

Figure 1.2: On-screen document preview

1.1.5 Remarks

This button allows the user to provide additional information regarding the invoice:

- Additional text placed at the bottom of the document,
- Name of the issuer and the recipient,
- Salesman ID,
- Bank account selection
- Subject of the invoice.



Additional text on the invoice

In order to type additional information (e.g. order ID, method of delivery), the user will click on the  button.

In the Remarks popup window, the user can select or change the account number printed on the document in accordance with the preset options selected in the **Configuration** menu. The desired **Bank** account number is selectable from a list.



1.1.6 Editing documents

In order to modify any document, the user must first retrieve it from the database, which can be done by:

1. Typing in the signature of an invoice **signature**.
2. Clicking on the  button in the VAT records window as well as double clicking the  button in the VAT records window.

In the event when the correction is to eliminate the whole transaction, the user will delete all the data from each field except for the customer name. While editing prices or volumes, new data should be entered in place of the old one.


1.1.7 Printing documents

By clicking the  button or , the user will save the document and print it. A new window will pop up prompting for the type of action to be taken.

Print preview

The appearance of the invoice form seen on the screen is different from the actual invoice that will be printed. The user can preview the actual invoice at any time by clicking on the Preview button in the local menu File option. **File - Print Preview**.

Printing in other languages

While producing documents in foreign languages, the user follows the same rules and procedures as in issuing documents in the default language. Before the document is saved however, the language print option should be selected from the **Documents - Polish Print / German Print or French Print**. The saving is done by clicking  .

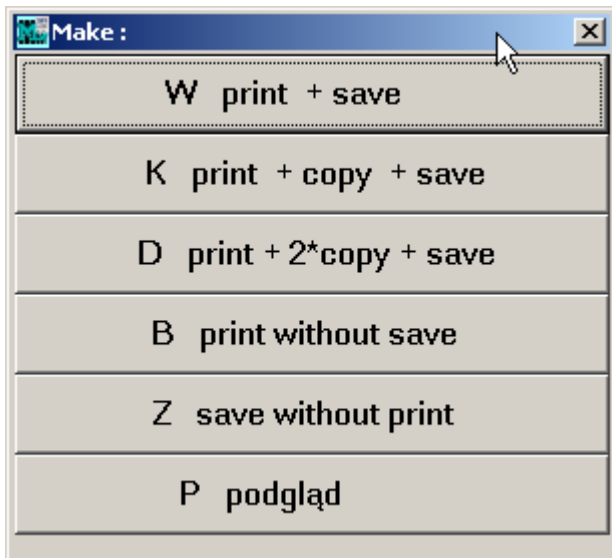


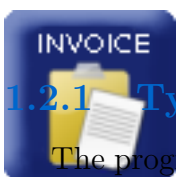
Figure 1.3: Saving documents

1.1.8 Reports

All invoices are saved in the program database, which makes it possible to retrieve them or to draw up transaction reports. In the local menu of each document, at the top of the main program window there is a **Reports** option, which provides the following:

List of Sales	list of sales in a given period of time, data about the customer, invoice signature, net/gross VAT values.
Documents	Report contains the contents of issued documents.
Unpaid	Report of unpaid transactions; the Payment function is not available in Invoiccer.

1.2 Invoicing



The program allows the user to prepare sales/purchase documents - they are drawn up by selecting the appropriate option (by the type of document) in the **Invoice** menu.

1.2.1 Types of invoices

The program can produce many different types of documents concerning sales transactions (purchase transactions in certain situations) – one can draw these documents by selecting a desired document type in the **Invoices** menu.

Polish laws regulate the appearance of invoices and provide a detailed specification of what they should include. There are several types of invoices categorized by type of transaction:

- **VAT invoice** – the most widespread type of document drawn by the seller - VAT payer registered in Poland. The VAT invoice can be produced for entities who are VAT payers or those who are not.
 - **VAT invoice - correction** – prepared only when any of the details on the original invoice are changed or incorrect (refund, return, change of discount, wrong price, wrong VAT rate, and etc).
- 1.2.3.**
- **SGU invoice** – Supply of Goods within the EU (sales of goods to members of the EU). This type of invoice should also have a valid VAT UE number and a two-letter prefix which allows the

identification of the country it is from. Very often such document is drawn in a foreign language [1.2.4](#).

- **SGU invoice-correction** – correction of details.
- **Domestic Invoice** – documenting a supply of goods or services for which taxes are paid by the purchaser. It also describes activities that are tantamount to making a purchase e.g. donations, goods for advertising purposes, etc.
- **FGS invoice** – Foreign goods supply. This type of invoice documents exports (sales made with the use of NIP number from a different European country).
- **Export** – documenting sales to countries other than EU.
- **Services Import** – rendering services where the tax burden is carried by a service buyer and the service is carried out by taxpayers of another country. Primarily, it includes services such as licensing, advertising, legal, accounting, or translating.
- **PGU invoice** – Purchase of Goods within the EU.
- **Deposit invoice** – documenting deposits made by buyers for VAT purposes. It should include a date and amount of deposit (part or whole amount due), VAT, info concerning the order or contract [1.2.5](#).
- **Intracompany invoice** – documents a distribution of goods within a company.
- **VAT invoice FF** – issued for farmers who pay a fixed amount of tax. It is necessary to enumerate the rate and the amount of tax return on the purchased agricultural goods as well as the value of these goods without taxes [1.2.6](#).
- **VAT Correction Note** – documenting all errors connected with the seller or buyer or products/services which don't directly affect the amount of VAT [1.2.7](#).

1.2.2 VAT invoice

VAT invoice is used only for invoicing goods or services **without inventory analysis** – based on the Product/Service Catalogue. It differs from warehouse invoices with the way a data is stored in a database. The invoice is also present in **VAT Records**. It is also possible to produce turnover reports or reports concerning unpaid invoices.

The screenshot shows a software window titled "INVOICE" with a menu bar (File, Documents, Reports, Footnote, Tools, Periodic invoices). The main area displays the following information:

NETTO 248,00 VAT 54,56 RAZEM BRUTTO 302,56

Signature: [empty field]
 Recipient: Comtech Solutions, Inc.
 Payment: transfer 14 days

Document date: 23-02-2005
 Date of sale: 15-02-2005
 Payment due date: 01-03-2006

Name (description)	Quantity	Unit	Price	Value	vat %
Kashan Persian Rugs Carpets U-6582	2	Unit	124	248,00	22
Wool 10x13, Rectangle		Unit			

Buttons at the bottom: OK, Open, Note.

Figure 1.4: VAT Invoice

Additional features available on the invoice:

- Printing on a cash register - menu **Operations - Cash Register Print**
- Issuing invoices in foreign currency - menu **Operations - Foreign currency**

1.2.3 VAT invoice - correction

VAT invoice - correction is issued only when errors or changes affect the amount of VAT on the original invoice (discount, refund, price error, VAT rate, etc). Heading of the invoice:

Signature	invoice signature may contain alphanumeric characters,
Recipient	name of the buyer,
Payment V	selected from a window, automatic way of payment and due date,
Document date	the day when the correction was issued,
Date of sale	the day when the sale was made,
Payment due date	the day when the payment is due,
Reference	the signature of the VAT invoice being corrected ,
Date of VAT Inv.	date of the original VAT invoice – the day when the original VAT invoice was issued.



Attention: *It's possible for the data of the original VAT invoice to be entered automatically. When the user retrieves an invoice while being in the VAT invoice correction mode, all the data of the original invoice will be entered automatically: date of sale, reference, etc.*

Figure 1.5: VAT invoice correction

The window for editing items is divided into two parts: the upper part shows the original invoice, the bottom part is a correction.

Item correction

- the user enters the name, volume, and the value of the **VAT invoice being corrected**

Should be section

- the user enters a new name, volume, and the value of the corrected item.

Saving changes after clicking  .

1.2.4 SGU invoice - no inventory analysis

Supply of Goods within the EU (sales of goods to members of the EU). This type of invoice can be selected in the main menu, **SGU invoice** option.

SGU invoices are issued in foreign currency which is calculated according to a preset conversion rate.

This type of invoice should also have a valid VAT UE number and a two-letter prefix which allows the identification of the country it is from. The NIP of the seller is selected from **Configuration**, option **NIP UE**.

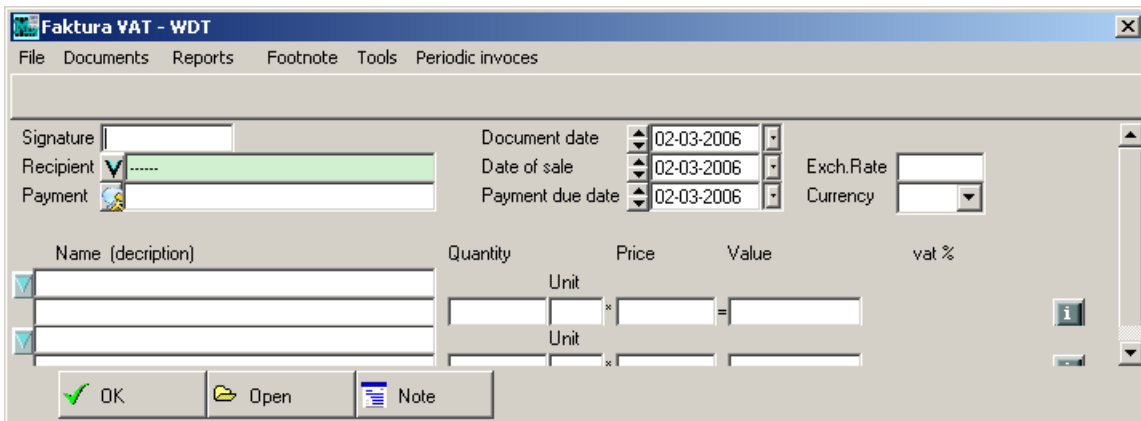
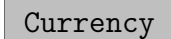


Figure 1.6: SGU invoice – Supply of Goods within the EU

Signature	document signature may also contain the type e.g. SGU 234/06
Recipient	selected from the Customer Directory. It is important that the buyer has a valid VAT UE number with a two-letter prefix which allows the identification of the country it is from,
Exchange rate	exchange rate at the time of sale,
Currency	name of currency (a three-letter code) selected from a list. Currency is defined in the following menu: Configuration , option  3.2.2 .

Subsequently, a product/service data should be entered:

Name	most frequently based on the Product/Service Catalogue. In foreign language documents, the user can also use alternative names found in Description 2.2.1 – the invoice will contain only foreign language names. A foreign language name can be also entered in the description line,
Quantity	the volume may remain unfilled,
Meas.unit	measurement unit, it may remain unfilled,
Price	foreign currency price , it may remain unfilled,
Value	foreign currency value . If previous fields are filled out (price and quantity), the value is calculated automatically, otherwise it has to be entered manually.

The invoice can be issued in a foreign language - menu **Documents - English Print** (German and French).

1.2.5 Deposit invoice

The obligation, manner, and appearance of issuing the deposit invoice is regulated by the decree of April 27, 2004 issued by the Ministry of Finance. To summarize it, the invoice should include three pieces of information: one - concerning the deposit paid, two- concerning the deposit received, and three-information about the order.

Deposit invoices can be selected from the main menu **Invoicing - deposit invoice**.

Window description

The deposit invoice window is similar in appearance to the service invoice window [1.2.2](#). The amount of the deposit is entered in the following:

Deposit amount	the amount of gross deposit received,
VAT rate	for products or services sold,
VAT amount	calculation based on the formula provided by the Ministry of Finance.

Fields concerning previous deposits. In the event when it is the first deposit, these fields remain unfilled.

Description	the user should enter dates and signatures of the previous deposit invoices,
Deposit amount	gross amount of the previous deposit,
VAT rate	shown on the previous deposit invoices,
VAT amount	shown on the previous deposit invoices.

The last element is the information concerning the order placed also on the deposit invoice. The columns are marked:

Name	name of the service or product sold,
Quantity	the volume may remain unfilled,
Measurement unit	may remain unfilled,
Price	price without tax, the field may remain unfilled,
Value	value of the product or service. If previous fields are filled out (price and quantity), the value is calculated automatically, otherwise it has to be entered manually,
VAT%	VAT rate.

VAT account

The deposit invoice is saved into the VAT records; it increases the amount of VAT due at the time of issuing the invoice and decrease the very amount at the time such VAT payment is due - date entered in **VAT date**.

This means that at the time of issuing an actual sale invoice all the advanced payments bear the same VAT date, which is entered in **VAT date** field, and such a deposit will go to a VAT account for a given month.

Attention: 1. It is assumed that a sale invoice is present in VAT records at its normal rate.
2. Deposits are marked by (-) and deducted from the amount of VAT due.
3. Deposit invoice is not entered into the payable account.

Figure 1.7: Deposit invoice

Issuing VAT invoices

In compliance with the Ministry of Finance, if a deposit invoice doesn't cover the gross amount due, the seller should issue a VAT invoice after completing transaction proportional to the VAT deposit paid; such an invoice should also contain signatures of all invoices connected with the transaction issued prior to this.



Attention: *In an invoicing program where sales are made from warehouse inventory, it becomes necessary to issue a „final” invoice, regardless of the amount of deposit paid.*

VAT invoices which show deposits are issued in the same way as „regular” invoices. The information about deposits should be entered in **Remarks** window.

VAT deposit invoice - correction

Correction of a deposit invoice is done in the same menu as the deposit invoice - the user should change however the type of document in **Type** field. There are the following fields:

Date of sale	the date when the deposit invoice was issued,
Reference	signature of the deposit invoice,
Type	the user should select <i>correction</i> ,
amount of deposit	with a (+) sign,
VAT	the amount of VAT, with + sign.

1.2.6 FF VAT invoice

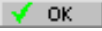
Buyers of agricultural products from a farmer who pays a flat tax is obligated to issue an FF VAT invoice documenting such transaction. In compliance with section 115 of the MF Act, a farmer is entitled to a tax refund. Notwithstanding its name **Invoice**, the document is a proof of transaction.

1.2.7 VAT correction note

This option enables the user to issue a correctional note to a VAT invoice . It is used for correcting information that doesn't affect the amount of VAT such as address or name of a customer. The correctional note is available in the main menu **Invoicing - VAT correction note** .

After selecting this option a window will appear with the following fields:

Date	date of the note,
Note	note signature <i>who</i> recipient of the note,
Invoice	signature of the invoice it refers to ,
Correction	items to be corrected,
Should read	corrected text.

Printing and saving the note is done after clicking  .


1.2.8 List of correctional notes

Records option available in the local menu is used for listing all correctional notes.

1.3 Periodic invoice

In the event when invoices are drawn up periodically for customers, the program provides a useful tool which allows the planning and design of the date, amount, and the content of the invoice to be prepared. This features are available in the periodic invoice option **periodic invoice** useful in sales with no inventory bookkeeping. While designing a periodic invoice, the user will specify the name of the customer, services or products with respect to which the invoice is to be issued, quantity, and sale price. This data is entered onto a list automatically as the invoice is produced and the invoice is logged as „processed” - signaled also by the change in invoice color.

1.3.1 Adding new periodic invoice

In order to add a new periodic invoice the user will select option  , which can be found in periodic invoice menu **periodic invoice**.

In the least complicated form the following data will be entered:

customer	for whom the invoice will be issued,
from date	date when it issued,
to date	the end of period for periodic invoices,
type	depending on the field there will be a different method of product selection:
	simple a selected product will be shown in the invoice,

Periodic invoices

Template Invoice Note

Customer from date

Name to date

Issued to Out of date

Type	Products	Quantity	Price
proste	<input checked="" type="checkbox"/> Kashan Persian Rugs Carpets U-6582	1,00	450,00
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		
proste	<input checked="" type="checkbox"/>		

Figure 1.8: periodic invoice - form

code+year+month product selected by code that is available in product description, *index*). The first part of the code is entered in the adjacent field, the second part is based on the date. For example, typing in 555 will produce a 7-digit code 5550510, where 555 is a user-selected product code, 05 stands for the year, and 10 stands for the month,

product (service) from Product Catalogue,
 Quantity quantity of the product (service),
 price sale price.

1.3.2 Generating periodic invoices

During the invoice issuing, after entering the *periodic invoice* option and selecting appropriate item, the data is saved in a file and the periodic invoice is marked as „processed” – the invoice changes color:

- Black - invoices that are overdue and have not been issued yet,
- Blue - invoices to be issued today,
- Grey - invoiced already issued,
- Red - overdue but was to be issued in the current month,

— Crossed out - the periodic invoice period has ended as per field **to**.

1.3.3 Examples

Example:

Every month a customer is given an invoice for services rendered with a date of these services. In the Product/Service Catalogue there is a list of services for which invoices have been issued. In order to expedite this process and make it more readable the user can create a **periodic invoice**.

1. A periodic invoice should be added to a list. The user should select a customer, date from which a periodic invoice is to be issued, a date for the end of the periodic invoice period, and in the type option a **code+year+month**: type in a code e.g. 111, price, and quantity.
2. In the product/service list, the user will add a service e.g. „service for September 2005” with index 1110509. In analogical way the next items are added for the following months with a changed month and index.
3. By clicking on the **VAT invoice**, and then on the **periodic invoice** the user can select a periodic invoice, save it, and create a new one.

Example:

Every month the user issues an invoice for phone services, therefore he or she can create a periodic invoice. The user will select a customer, a date from which a periodic invoice is to be issued, a date for the end of the periodic invoice period, and in the type option he/she selects Simple, types in **„phone bill”**, and saves it. The invoice will be added to the templates. By double clicking the customer, the user will issue the invoice.

2. Catalogues

2.1 Customers



Customer Directory is a database containing information (addresses, contacts, phone numbers, etc) about customers, be it companies or individuals, for correspondence and transactional purposes. The customers are accessible from different modules of the program: accounting, warehousing, or reception desk. Each customer connects thus various operations conducted in the program.

In customer data, there are some fields that are helpful with invoicing. Each customer can be given a discount, available credit, or can be assigned to an appropriate price list.

After clicking on the Customer icon, a customer window appears containing a list of all the customers (just names - the first line of the name field from the customer description menu) added to the Directory up to date. All operations are done with the aid of the buttons at the bottom of the window.

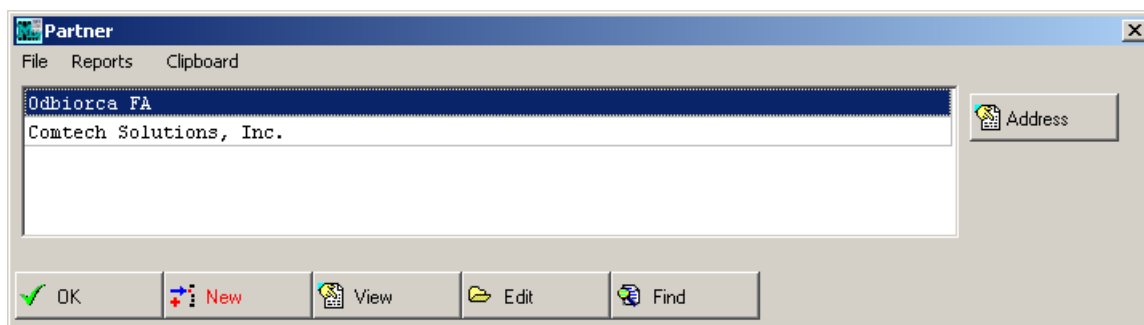


Figure 2.1: Product Directory

2.1.1 Description data

Name, city	Five lines for data entry. This fields are used for entering a name and address of a customer. The first two lines are treated as a customer name, the following lines are assumed to be an address (the content of this fields is printed on documents).The name and address can be used while addressing envelopes or preparing documents,
Phone	Phone number,
Fax	Fax number,
E-mail	Customer e-mail address,
Abb	Customer's abbreviated name. It will appear on the list before the name,
NIP	Customer NIP number.

2.1.2 Administration

Bank	the name of the bank where the customer has his/her account,
Account	Account number,

The screenshot shows a 'Customer' dialog box with the following fields and values:

- Name:** Comtech Solutions, Inc.
- City:** 13231 Champ Forest, Houston, TX 77777, USA
- NIP:** 1294-692-39-84
- Payment:** 0
- Price list:** 0
- Rabate:** (empty)
- Credit:** (empty)

Buttons at the bottom: OK, Cancel, and Note.

Figure 2.2: Customer info - name

- NIP** NIP number (does not allow a EU NIP entry),
- Region** There are 128 regions by which the customers can be grouped available in the program. Using this field, the user can analyze sales, purchases, unpaid accounts, and etc. [2.1.4](#),
- Rep** The ID of a representative enables the division of customers. Using this field, the user can analyze sales, purchases, unpaid accounts, and etc. [2.1.4](#),
- Features** There are 32 characteristics by which the customers can be grouped available [2.1.4](#).

2.1.3 Unpaid

The window displays unpaid transactions of a selected customer.

2.1.4 Customer classification

As it's very often the case, it becomes necessary to distinguish a group of customers. The program has some built-in mechanisms that allow this: by Region, Rep, and Features. It is possible to analyze sales, purchases, unpaid transaction, and etc by using these fields.

Region

There are 128 regions available. Lists such as analysis of purchases, sales, collective transactions, analysis of turnover for each customer belonging to the same region.

Rep

There are numbers available ranging from 1..to 9999. Rep is the most universal tool which allows a division and analysis of documents as well as automatization.

1. Rep on the invoice *jestakwizytor=1*.
2. Assigning a Rep:
 - Reps assigned to a customer – field **Rep**.
 - Reps assigned to an operator – command *stalyakw=1*.
3. Possible separate numbering by Rep – command *numakw=1*.
4. Various signatures on invoices by different reps – command *podpisAKW=1*.

Features

There are 32 features available. They work as (AND) – which means that if there are many characteristics marked by which a search is to be conducted, the program will find a customer who meets all the criteria.

cechylub=1 - characteristics that work as (OR)

2.1.5 Extra capabilities

Some fields in the Customer Directory are especially important. This section contain information that is not always visible while using the program.

- First letter search, a letter after a space will search by the second word in a phrase.
- Additional field **Abb** – added to the first position before the name, it will appear in reports/lists; the directory is sorted by this field; in official documents, the contents of this field is omitted.
- Remarks – text field for entering additional information.
- Search by NIP or any phrase – when **Find** has been pressed.
- NIP double-entry prevention – signaled while a new customer is being added.
- Bank account number control – ensures the correctness of the account number.
- Automatic addressing (e.g. envelopes, labels) – when function **Addressing** is selected.

There are also fields that are helpful with transactions with a particular customer. Each customer can be given a discount, available credit, or be assigned an appropriate price list. These fields are used in the invoicing process:

Discount	discount expressed in per cent,
Credit	testing overdraft, possible sale stop when payments are overdue or limit exceeded ??,
Price list	price list (0-6 - price levels; higher - from price lists of inventory checks) 2.2.3 ,
Payment	negotiated form of payment, same list appears during drawing documents.

2.1.6 Available functions and operations

List of available functions and buttons:

- **Clipboard** – kopiowanie danych (nazwy kontrahenta) do schowka,
- **Functions**

Addressing	printing name and address on an envelope,
Phoning	TAPI dialing,
E-mail	sending e-mails,

- **List**

List of addresses	tabular list of customers with addresses, categorized by salesperson or region,
Address labels	printing labels for selected customers,
File format	customer list in form of a file compatible with GONIEC, PBK, Kredyt Bank,
Export Excel	eksport kontrahentów do pliku *.xls.

Moreover, there are the following buttons available on the list:

addressing – corresponds the option **addressing**,

mail in – shows incoming mail from a customer,

mail out – shows an outgoing mail to a customer.

2.1.7 Import from external databases

The program makes it possible to utilize customer databases from the following sources:

- files dBase — DBF,
- files XLS — Excel,
- files TXT,
- Outlook Microsoft – address book.

2.2 Product/Service



Product/Service Catalogue gathers information about the products and services. Based on this catalogue, the user may draw up invoices or orders, or print price lists, etc.

Each product is described by a few windows.

- **Name** – basic information about the product such as name, index, measurement unit, VAT rate,
- **Estimate** – price definition: price, export price, markup, max stock, min stock, packaging,
- **Description** – additional information: weight, dimensions, manufacturer, status, English and German names,
- **Image** – space for a picture,
- **Stock** – preview of the factual in-stock availability.

Name of the folder `towar.dat towar.idx`

Optional data: `wspolnykat=1` – a collective catalogue for many organizations.

2.2.1 Data entry window

After entering the catalogue, a displayed active window shows basic information about the product.

Figure 2.3: Adding products

Basic window - name

Each product has the following options:

Name	The first line of the Name option is displayed on the product list and on printed documents. The user can use multiple lines. This field should also contain an PKWIU number for goods and services whose VAT rate is lower than 22
index	Product code.
VAT	VAT rate in per cent. Entering 22 will mean 22%. The goods and services with 0% VAT rate must be marked "0", for goods and services that are exempted from VAT, the user should enter 99.
Purchase price	price for which the product has been purchased.
Sale price	price for which the product is sold.
Features	Characteristics of the product. Data entry is pretty similar to that of the Customer Directory,
Group	a group that the product belongs to. It's possible to create 128 different product groups.
Measurement unit	appears on invoices.

For goods and services whose VAT is less than 22%, the user should also enter a product classification code according to the Polish Classification of Goods and Services (PKWiU). This data can be added in :

- the name – e.g. ,,Copy paper A3 Kwidzyn PKWiU 12-345''
- second line – products that have an PKWIU will be printed with two lines
- third or fourth line – this information will be printed in appropriate column on the invoice. One should remember to add a PKWIU.

Estimate

The product/Service Catalogue contains information about the purchase/sale prices (entered automatically during sales and purchases) - a price list can be drawn up on the basis of this information. The price lists can be in various currencies. Not all of the product prices have to be calculated the same way - the program allows the use of many different currencies or „mixed” currencies.

Estimate window provides information concerning goods and services that are used at sales having different price levels and foreign currency prices. General options:

Name	product name – copied from the basic product window,
Measurement unit	– copied from the basic product window,
VAT	VAT rate,
PCN	consecutive PCN number – assigned automatically while using the import option,
Purchase NET, GROSS	The purchase price is automatically transferred from the last PZ, which contains the product, in case of a foreign currency price, calculated on the basis of an exchange rate. The gross price includes VAT. Prices are in PLN,
Sale NET, GROSS	Current price in PLN. It can be listed in the Product/Service Catalogue. If multi-level prices are used, the price from the desired level is used. If a currency and exchange rate are entered - the program will treat each price from the appropriate level as a foreign currency price and will convert it according to a given exchange rate. The Gross price includes VAT,
Profit	the difference between the price of sale and purchase calculated in each column,
Markup	Markup calculated on the basis of the purchase price and sale price,
Min. stock	Minimum stock of product - used during generating orders.

Image

This option allows for entering a product picture, which can be done clicking on **operations - copy image** from the product list menu. The images are stored in separate files `towary/*.dat`.

Description

This window makes it possible for the user to add some extra information about the goods and services. Descriptions are saved in files together with images, therefore, accessing this information can take some time.

The application allows the user to give foreign names to products and services:

English name

German name

Invoices and documents printed in foreign languages will contain foreign names of the products.

Stock

Direct info about in-stock availability. The program will automatically search databases and display current in-stock situation.

2.2.2 Additional fields

In the next lines of the description, the user can add additional fields. They contain a few-letter abbreviations after which a text can be added:

MAG	warehouse spot,
DOS	supplier code,
PKWIU	PKWiU,
DIMENSION	dimensions,
EAN	bar code if it's not entered in Index.

If the name of a product is written in several lines and the user wants it all to be printed on a document, he/she must set *drugaliniatowaru=1*. The contents of these fields can be placed in separate columns.

2.2.3 PLN price list

The application enables the user to conduct sales of goods and services at various price levels (max. 6), which are set for a particular buyer. This feature is available in the following fields:

Price	basic price. It is used for regular buyers. It is copied for the main price field. the price is always in PLN.
Price1..6	price levels from 1 to 6.

The screenshot shows a software window titled 'Product' with several tabs: Name, Calculation, Image, Description, and Stock. The 'Description' tab is active, showing the product name 'Kashan Persian Rugs Carpets U-6582' and the PKWIU code '6568565'. To the right, there are fields for Measure (m2), Currency (EUR), Exchange (4,0023), PCN, Vendor, and Price-list (11). Below these are sections for Sale and Exchange prices, and a table for NET and GROSS prices.

Sale		Exchange		NET		GROSS	
Price	120,07	Purchase	20	Purchase	80,05		97,66
Price 1	125	Sale	30	Sale	125		152,5
Price 2	126,12	Catalogue	28	Profit	44,95		54,84
Price 3		Min.stock	100			Markup	56,15
Price 4		Max.stock	150	Packaging	1.250		1525
Price 5		Packaging	10				
Price 6							

Figure 2.4: Product price list

In the right bottom corner there are some fields that allow for the product estimate, consecutively NET and GROSS:

Purchase	purchase price – typed in manually or transferred from foreign currency price,
----------	--

Sale	sale price – displayed according to the selected number in the Price list , if there are no foreign currency prices from 1..6 entered; with a given currency and its exchange rate, the foreign currency prices 1..6 are converted according to the currency exchange rate, without conversion they are displayed for price list 11..16,
Profit	the difference between the purchase price and the sale price,
Packaging	price of the packaging (entered in the field Packaging).

2.2.4 Foreign currency price list

The program allows the user to keep a price list in foreign currency as well as converting these prices according to the currency exchange rate. All foreign currency prices may be entered manually. In case the user uses the Import function or receives imported supplies, they will be entered automatically.

In order to enable the foreign currency function, the user should type in a three-letter acronym for the currency in the field **Currency** of the window **Estimate**. For the proper conversion, a current exchange rate must be entered in **Exchange rate**.



Attention: *Change in the exchange rate for on products affects all the products in that currency.*

The following fields should be filled out in the column **<Currency>**:

Purchase	purchase price in a selected foreign currency. The program will approximate the value in PLN and will place it in purchase fields NET, GROSS,
Sale	sale price in a selected foreign currency. The program will calculate the price and places it in sales fields NET, GROSS,
Catalogue	Catalogue product price in a selected foreign currency. Entering any value into this field will cause the program to make calculations based on the foreign price list.

Similarly to the PLN price list, it's possible for the user to conduct a product estimation (according to exchange rate entered) in the right bottom corner, in the columns NET and GROSS:

Purchase	purchase price in PLN – from foreign currency price,
Sale	Sale price in PLN — For price list 0 – price from the field Sale (Currency) — price lists 1..6 allow the conversion of prices 1..6 according to exchange rate,
Profit	the difference between the purchase price and the sale price,
Packaging	price of the packaging (entered in the field Packaging).

2.2.5 Setting prices for the customer

The program allows the user to set prices automatically in the invoicing process. Customer entered in **Price list** for a selected customer 2.1.5. The meaning of different price list numbers is explained below:

0	basic price, if the field Currency is filled out and foreign currency has an exchange rate,
---	---

1-6	auxiliary price lists, if the field Currency is filled out and foreign currency has an exchange rate; if a negative value is entered ranging $< -2, 0$, it is used as a coefficient in relation to the basic price, if the price ranges $< -2100, -1900 >$, it is used as a coefficient in relation to the purchase price,
10-16	Basic and auxiliary price list, no conversion. If <i>bruttonetto=1</i> the selected price is reduced by the VAT value,
8	purchase price,
9	transaction purchase price,
19	transaction purchase price - Gross,
29	transaction sale price - Gross,
23	catalogue price,
22	Sales - foreign currency,
21	Purchase - foreign currency,
24	Sale price,
18	Import - purchase,
50-70	external price list ?? – from files with extension *.rem,
80	Number of packages,
81	Min. stock (see ordering ??,
82	Max. stock.

2.2.6 External price lists

External price lists are created in a separate database, where products are entered together with customers and prices.

- promotional price list – created in option **Stock - operations - promotional price list ??**,
- price lists in files with extension **cen*.rem** – then the number points to the price list number,

2.2.7 Price list formats

- regular,
- three-columns,
- HTML -export ,
- XML for the EDI purposes - export ,
- in-stock availability ??.

2.2.8 Functions

At the top of the window there is a menu with the following functions:

Database	when selected, a list of functions will appear, which are the same as those at the bottom (on buttons),
Price list	It's possible to print a product list (created on the basis of the price data entries) by selected parameters,
Clipboard	The product data can be stored in clipboard for cross-application purposes.

The following buttons are available on the right side of the list:

Card – list of operations (Product card) in the warehouse,

Stock – list of stock in the warehouse.

2.2.9 Data importing

The program can import data from external databases. Compatible formats include: DBF, TXT, EXCEL, XML. The option **List of import codes** shows accepted fields during the importing process.

In case of the XLS and TXT formats, there are some complementary functions, which may be used for testing purposes. The user can generate a price list in a given format and then copy it after some changes have been made.

2.2.10 Central catalogue distribution

The program supports a central management of product catalogue, an important feature for multi-plant organizations. In menu **administration/operations**, the designers located several functions:

Packaging	Compressed file containing a product database that can be shared,
Unpackaging	copied from the aforementioned file,
See price changes	report about price changes: in comparison to the previous report.

These functions are switched on in the **System info** window.

3. Program administration

3.1 User

The program access control is predefined for each individual user. Apart from granting an access permission to different modules and options, the administrator of the program can limit:

- Data editing (current, old, archived),
- Access to folders,
- Deletion of data,
- Access to Customers *Customer change*.

In option *administration-configuration*, the administrator specifies users who will have access to the application and defines their permissions to different parts of the program. The user data window is rather extensive and is used only for authorization details. By ticking various options, the administrator creates a user profile.

Adding new users or editing the existing ones can be done in menu *administration - user*. A list of current users will be displayed.

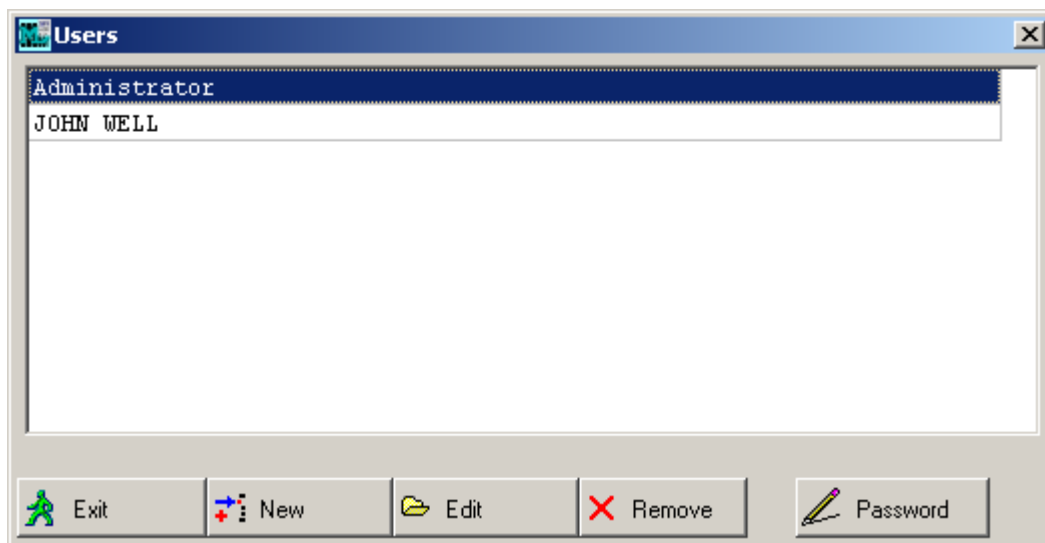

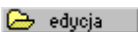


Figure 3.1: List of users



Attention: *In order to activate the program access control, the administrator should fill out the field **Login**. From this moment on, the user will be able to access the program by providing the right type of data.*

3.1.1 User data

Editing existing users as well as adding the new ones is done with two buttons. The button  opens a new window that does not contain any data yet and the button  allows the

administrator to edit an existing user. This can be done only by the administrator or a user who has administrator privileges.

This option allows the administrator to define the range of privileges for a specific user. By clicking on the boxes, the administrator specifies privileges.

The screenshot shows a software window titled 'User data' with the following elements:

- Navigation tabs: Funtions, Administration (selected), Authorization, CRM.
- Input fields: Login (ASD2M), Full name (JOHN WELL), Internal Code (1).
- Privilege checkboxes:
 - Checked: Partner, list of articles, Staff, Purchase price, Issues, Contacts.
 - Unchecked: Cases database, list of scenario, Campaign, Issues, Parameters, Editor.
- Buttons: OK (with a green checkmark icon), Cancel (with a red X icon).

Figure 3.2: User data

- User** Identification. Every time when a user wants to start the program, he/she will have to enter identification (content of the desktop shortcut **Login**) and a password (provided that the password is already set - how to set a password is described below). When the correct ID and password are entered, the user is granted access described by the system administrator. If an incorrect password has been entered, no access is allowed. The window is especially important for the administrator since it will allow him/her to activate user access control.
- Full name** It is a name by which a user can be identified. The name is used in some documents, for example, as invoice issuer.
- Code** This is a code by which the system identifies a given user. The application will assign a number to each individual user. The administrator of the system is identified by number 0. Every new user will get a consecutive number (starting with 1). This code will be placed on each transaction that has been carried out and in this way it will allow identification of the issuer.
- Administering privileges. The system provides multiple privilege switches at the administrator level.



Attention: *Program has a standard default user named **administrator**, who has access to all the components of this application. Initially, the program has a default setting without an active administrator ID and it comes with the user access control that is switched off. It means that anyone can access the program as an administrator. When **the administrator identification is set, the user identification option becomes active.***

3.1.2 Password

Every user can set and change his/her password. A password is activated when the cursor is placed over the user name in user menu and the button **Password** is clicked. A separate window will be displayed that will ask for a new password and its confirmation.

One should point out the difference between the **user** field and the user password. At program startup (in case when the user control is active), one should enter the user ID in the window (of the desktop <**login**>), and then provide a password (if activated).

3.2 Configuration

Setting concerning user names, banks, and languages are available in option **administration - configuration**.

3.2.1 Address information

The following information should be entered:

Name	company name, this information will be appear on invoices as the information about the seller,
Account	Bank account number,
Bank	name of the bank,
Language/Sprache	selected language.

3.2.2 Currency

Currency	name of the currency - a three-letter abbreviation e.g. EUR, PLN, USD,
Exchange rate	may remain unfilled. It is entered in each document,
Conversion rate	usually 1; in case of low value currencies, one should enter a conversion rate, for example, Belorussian Ruble (100 BYR = 0,1485 PLN), one should enter 100.

Most frequent questions

Installation and Use

I have two shops located at different addresses. I have to issue separate invoices due to the fact that the shops have different locations. What should I do about it?

The data from both locations should be stored separately in two different files. It's best to place two icons on the desktop, each for one location.

I have installed the program but it's not in English. How to switch it to the right language?

Most likely, during the installation process, the system didn't recognize the code page. In order to change the language, the following procedure should be followed:

from the menu the user should select option: **Configuration**

and then:

and in the field **Jezyk/Language/Sprache** should change the language.

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