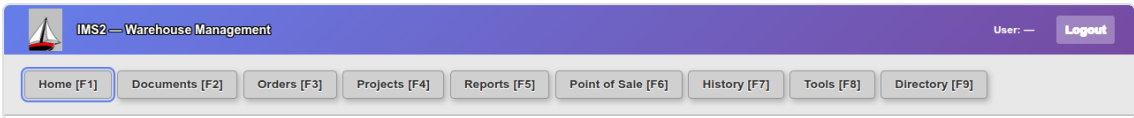


Main Menu



The top bar is the entry point to every section of the system. Always visible once you're logged in.

What's on screen

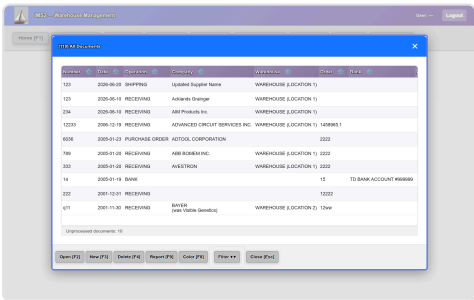
- **Logo and name** — on the left
- **Username** and the **Logout** button — on the right, to sign out
- **Section buttons** — a horizontal row, each with its own hotkey F1–F9

Buttons

Button	Key	What it opens
Home	F1	The start screen
Documents	F2	The list of all documents — receiving, expenditure, cash operations
Orders	F3	Customer orders
Projects	F4	Supplier orders
Reports	F5	Reports
Point of Sale	F6	Retail sale register
History	F7	Change history for items and documents
Tools	F8	Utility functions — reservation, placement, specifications, etc.
Directory	F9	Reference tables

The active section is highlighted. Switching sections — click the button or use the hotkey from anywhere on screen.

Documents — Document List



Opened from the main menu with the **Documents** button or the **F2** key. Shows every document in the company in one table — receiving, expenditure, cash operations, orders.

What's on screen

A table with columns: document number, date, operation, counterparty, warehouse, order, bank account. Each row is one document. At the bottom — the count of unprocessed documents.

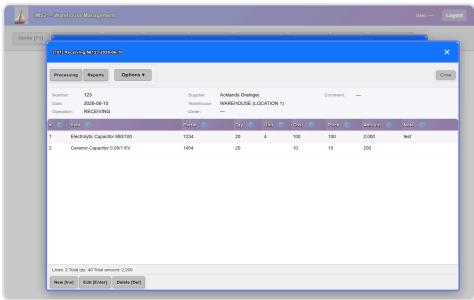
Column headers are clickable — sorts by that column. The icon next to a header opens a filter for that column.

Buttons

Button	Key	Action
Open	F2	Open the selected document — opens the appropriate form (receiving, expenditure, order, etc.)
New	F3	Create a new document — asks for the operation type and opens the matching form
Delete	F4	Delete the selected document (only if not processed)
Report	F9	Print the document
Color	F8	Assign a color tag to the document — for visually flagging priority
Filter	—	Expands the filter panel by operation type, period, counterparty
Close	Esc	Close the list window

Double-clicking a row does the same as **Open**.

Receiving



A document recording goods arriving into a warehouse from a supplier.
Opened from the document list or created via **New**.

Header

Number, date, operation, supplier, warehouse, order (if the receipt is linked to a supplier order), comment.

Lines

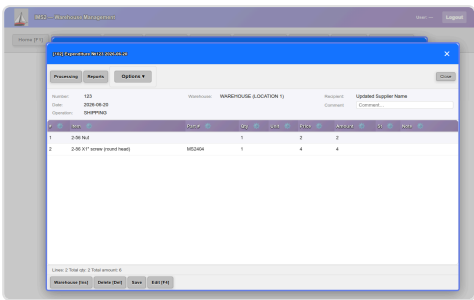
The item table: item, part #, quantity, unit of measure, cost, price, amount, note.

Buttons

Button	Action
Processing	Process the document — the goods are added to stock, balances are updated
Reports	Print the invoice
Options	Extra actions — serial numbers, extra sums, expense distribution
New [Ins]	Add a line — pick an item and enter quantity/price
Edit [Enter]	Edit the selected line
Delete [Del]	Delete a line
Close	Close the form

Before processing, lines can be changed freely. After processing — the document can only be changed via rollback.

Shipping / Transfer — Expenditure



A document recording goods shipped out of a warehouse — to a customer or to another warehouse (a transfer).

Header

Number, date, source warehouse, recipient (customer or destination warehouse), comment.

Lines

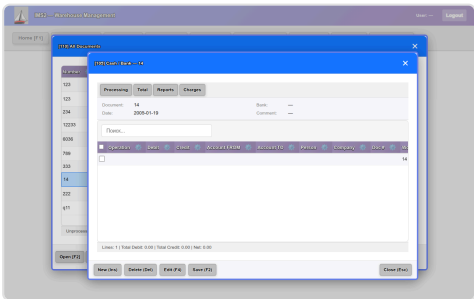
Item, part #, quantity, price, amount, status (St), note.

Buttons

Button	Action
Processing	Process — the goods are written off from stock
Reports	Print the invoice/bill
Options	Extra actions
Warehouse [Ins]	Pick an item from stock on hand — shows only what's physically available
Delete [Del]	Delete a line
Save	Save changes to a line
Edit [F4]	Edit a line

Selling an item not in stock is not allowed — the system won't let you write off more than the available balance.

Bank / Cash — Money Operation



Tracks money movement — a bank account or cash. The document is made up of transaction lines: from, to, how much.

Header

Number, date, bank account, comment.

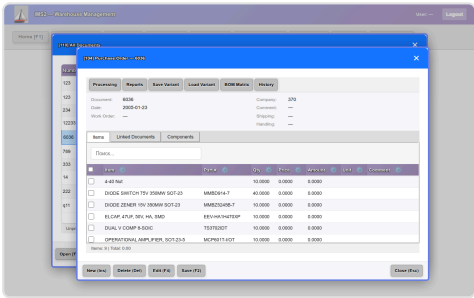
Lines

Operation, debit, credit, source account, destination account, counterparty (an individual or a company), reference document number.

Buttons

Button	Action
Processing	Process — the money actually moves between accounts
Total	The document's total amount
Reports	Print
Charges	Extra charges (fees, interest)
New [Ins]	Add a transaction line
Edit [F4]	Edit a transaction line
Delete [Del]	Delete a transaction line
Save [F2]	Save

Purchase Order — Supplier Order



Ordering goods from a supplier. Unlike receiving and expenditure, it doesn't move goods right away — it records an intent and tracks fulfillment. Described in detail as a separate subsystem in the general overview ("Supplier orders").

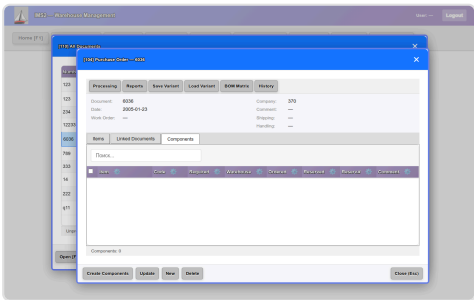
Header

Number, date, supplier company, work order (if the order is tied to a larger project), comment, extra charges (shipping, handling).

Tabs

- **Items** — order lines: item, part #, quantity, price, amount, unit, note
- **Linked Documents** — receipts already recorded against this order
- **Components** — the order broken down into components by spec

Components



Shows what needs to be bought to fulfill the order, if the ordered lines are assembled products. Columns: item, code, required, in stock, ordered, reserved (total and for this order), note.

Button	Action
Create Components	Break down the order lines by spec — the system deletes the old list and builds a new one
Update	Recalculate stock/order/reservation data without changing the component list
New	Add a component manually
Delete	Delete the selected component

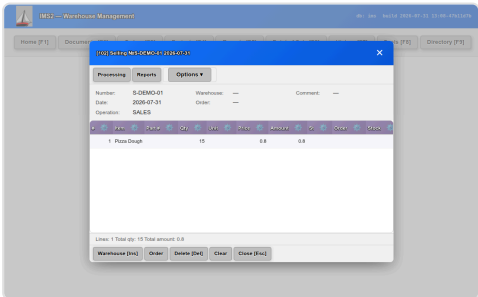
Top-panel buttons

Button	Action
Processing	Change the order status / process it
Reports	Print the supplier order or a quotation
Save Variant	Save the current set of lines as a variant — for comparing different configurations
Load Variant	Load a previously saved variant
BOM Matrix	A summary table: components in rows, orders in columns — how much of each is needed
History	Change history for the selected line

Bottom-panel buttons (Items tab)

Button	Action
New [Ins]	Add an order line
Edit [F4]	Edit a line
Delete [Del]	Delete a line
Save [F2]	Save changes
Close [Esc]	Close the form

Sales



A document shipping goods to a customer with a bill issued. Similar to Shipping, but geared toward processing payment and reporting.

Header

Number, date, customer (counterparty), source warehouse, payment status (unpaid/paid), comment.

Lines

The item table: item, part #, quantity, unit, price (the warehouse price and separately the sale price), amount, note.

Difference from Shipping

Shipping (expenditure) is simply shipping goods out. Can be between warehouses (a transfer) or between companies.

Sales is shipping goods to a customer with money accounted for. The line tracks the sale price (which differs from the warehouse price).

Requesting an item not in stock is not allowed — the system won't let you write off more than what's available.

Buttons

Button	Action
Processing	Process — the goods are written off from stock, the sale is recorded
Reports	Print the bill/invoice
Options	Extra actions — extra sums, expense distribution
Warehouse [Ins]	Pick an item from stock on hand
Delete [Del]	Delete a line
Save [F2]	Save
Edit [F4]	Edit a line
Close [Esc]	Close the form

Before processing, lines are edited freely. After processing — only via rollback.

Receiving

A document recording goods arriving from a supplier into a warehouse. The primary way goods enter the system at all (apart from manufacture and revaluation). Once processed, it increases the warehouse balance and records the lot's purchase price.

Header

Number, date, supplier, destination warehouse, department, the order/project this receipt belongs to, comment. The document date cannot fall within a closed accounting period — otherwise processing is rejected with a "period is closed" error.

Lines

Item, catalog number, quantity, unit of measure, cost (a reference value, doesn't move money), purchase price (the price the item enters stock at), the lot's expiry date (if applicable), note. A line is added by searching for the item in the reference list; quantity and price are entered manually.

Logic

A receipt always adds goods to stock — there's no reverse meaning to this document.

During processing, for each line:

1. If the item doesn't yet have a "price with this supplier" card, one is created.
2. A new stock lot is created: it records the warehouse, supplier, quantity, purchase price, receipt date, expiry date, order link. This lot then lives its own life — expenditure, revaluation, and manufacture reference it, not the document line.

3. The item's summary card is updated — the accumulated quantity and the latest receiving price.
4. The "latest purchase price from this supplier" card is updated — but only if this receipt is newer than the already-stored price (older receipts can't retroactively overwrite the current price).
5. The document line is marked as processed.

After every line is processed:

- If a supplier is specified and a cash/bank account is NOT — the goods are considered taken on credit: the receipt amount is added to the balance owed to this supplier.
- If an account is specified — payment to the supplier must be recorded as a separate money document (Cash/Bank); the receipt itself doesn't touch the supplier's balance and (currently) doesn't automatically create a cash entry — see "Differences from the reference implementation" below.
- The document is marked processed (status, processing date, document total).

Receiving doesn't check quantity "in reverse" — any quantity can be received, there's no limit.

Buttons

Button	Action
Processing	Process — the goods are added to stock, the price and lot are recorded
New [Ins]	Add a line — pick an item, enter quantity and price
Edit [F4]	Edit a line
Delete [Del]	Delete a line
Reports	Print the receipt
Save [F2]	Save a draft without processing
Close [Esc]	Close the form

Before processing, lines are edited freely. After processing — only via rollback (the document is undone, the stock lots are voided, the status returns to unprocessed).

Differences from the reference implementation

- **No automatic cash-entry creation.** On expenditure documents (Sale/Shipping), when an account is specified the system now automatically creates a twin Cash/Bank document with the payment entry — this is already implemented. For Receiving, an equivalent link existed in the original system too (the receiving processing has a "if a cash account is specified — record the payment" block that creates a cash operation for the receipt amount), but the current port doesn't implement it yet: if an account is specified on a receipt, no cash entry is created automatically, and payment needs to be recorded manually via a separate Cash/Bank document.
- The original system could create a missing supplier price-list card on the fly during receiving processing — the current port preserves equivalent behavior.

Expenditure / Selling

One and the same document serves two related operation types:

Type	Meaning
Expenditure	Writing goods off from stock: a transfer between warehouses, shipment to a company, a write-off with no sale
Selling	Shipping goods to a customer with a sale amount recorded

Processing logic is identical for both types (a shared function), the difference is in a couple of spots noted below.

Header

Number, date, source warehouse, partner — recipient/customer (the label changes: "Recipient" for Expenditure, "Customer" for Selling), order (if the shipment fulfills an order), cash account for payment (optional), comment (read-only on this form — edited on the receipt).

For **Expenditure** the destination warehouse is additionally shown — if specified, the document works as a warehouse-to-warehouse transfer (see below). **Selling** doesn't show a destination warehouse — a sale writes goods off the company entirely, there's no "receiving" onto another warehouse.

Lines

An item is picked **only from actual stock on hand** — the `Warehouse` button opens a list of lots for the source warehouse, with filters (search by name/part #, a "Full" mode showing the whole warehouse). Free entry of "an item that isn't there" is not allowed — you can't write off more than what's in stock (the quantity check is mandatory both on the client and during processing).

The `Order` button — shipping against an open order line: the list is restricted to items the order is waiting on, and after processing it automatically closes (fully/partially) the matching order line.

Each line stores: item, part #, quantity, the write-off price (the lot's warehouse price, must match the lot's current cost) and the sale/transfer price (for Expenditure usually equal to the cost, for Selling — the retail price).

A line is tied to a specific stock lot — it's not a free entry, but a "slice" of a specific stock balance at the moment it was picked. You can't change the quantity/price of an already-picked line — only delete it and pick again (the `Edit` button is deliberately absent from this form).

If a single lot doesn't have enough quantity for an item, an automatic breakdown across several lots is available (oldest-first) — with user confirmation.

Processing logic

Clicking `Processing` performs the following (for each open line in the document):

1. **Period check** — the document date must be after the period-close date, otherwise "PERIOD IS CLOSED FOR JOB".
2. **Source-lot check**: the item/part # and the lot's price must match the values recorded on the document line — if someone changed the lot between when the line was picked and processing, the document won't process ("PROCESSING STOPPED. INVALID DATA").
3. **Quantity check** — the lot must have enough stock, otherwise "NOT ENOUGH QUANTITY".
4. **Write-off from the source lot**: quantity is reduced by the written-off amount; if the balance reaches zero, the lot is marked inactive; the stock's last-operation date is updated; if the item had a soft reservation, the lot's reservation is reduced too.

5. **Releasing a reservation for the order/document** — done **always for Selling** and **only for Expenditure with a partner specified** ("sale on credit") — a plain warehouse-to-warehouse transfer doesn't touch reservations. A reservation tied to the same order or the same document is released, up to the shipped quantity; if the reservation is larger than what was shipped, it's reduced, not removed.
6. **Warehouse-to-warehouse transfer** (Expenditure only, if a destination warehouse is specified): a new lot is created (or topped up) at the destination warehouse — **the cost at the new warehouse becomes equal to the shipping price** of the source line, i.e. a transfer can "raise" or "lower" the carrying price at the destination warehouse. A mirroring receiving line is created at the same time — the receiving side of the transfer, already in a processed state.
7. **Write-off from a storage location** — if the lot had a specific storage spot recorded, the balance at that spot is reduced too (can't go negative).
8. **Document total** — quantity × price is summed across all lines (with the operation sign taken into account); plus the document's extra sums (services/taxes/total) are added — giving the full amount due.

Differences: Expenditure vs. Selling

	Expenditure	Selling
Destination warehouse	Present (optional) — a transfer between warehouses	Absent — goods leave the company
Releasing a reservation	Only if a partner is specified (credit shipment)	Always
Typical scenario	Transfer, write-off, a shipment to a company with no revenue	A shipment to a customer with revenue recorded

Both types share the same processing, so all of steps 1–5, 7–8 above work identically.

Payment: automatic cash-entry creation

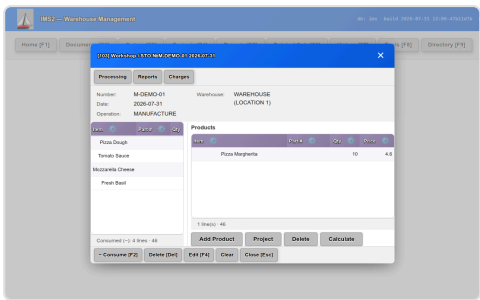
If a cash account is specified in the header, a twin cash document is automatically created (or appended to) during processing (same number and date) for the document's total — the money is considered received right away, with no separate "record payment" step. In this case the counterparty's balance **is not adjusted** — since payment is recorded immediately, no debt is created.

If a cash account **isn't** specified, but a partner is — the document's amount is subtracted from the counterparty's balance — a balance owed is created ("sale on credit").

Known differences from the original Delphi implementation

- **Discount cards**: in the original, a sale with a discount card specified accumulated usage statistics per item (the base price, the discount, the total). In the current IMS2 implementation this accumulation is **not ported** — the sale is processed, but discount-card usage statistics aren't kept.
- Ledger entries (accounting entries) from the original are not ported — in IMS2, accounting is deferred.

Manufacture



A document producing a finished product from components. The system creates a receipt of the finished product and an expenditure of the components per the recipe (bill of materials) in a single document.

Header

Number, date, warehouse, Work Order/Project (optional — links to the Projects/F4 section), comment.

Lines

One document holds two kinds of lines:

- **Consume (-)** — a component written off from stock, picked from actual stock on hand (a specific lot with price/quantity). Lines with serial numbers are marked in red — for these, picking the S/N is mandatory when consuming.
- **Produce (+)** — the finished product received into stock. Shown in a separate, always-visible "Products" panel to the right of the component table (not hidden, unlike the equivalent panel in an expenditure document).

Color coding for component lines: expenditure lines are shown with a pale yellow background.

Buttons

Button	Action
Add Product	Manufacture a product per its recipe (bill of materials) — a "+" line (the product) and all its "-" components are added at once. Clicking the same product again in this document doesn't create duplicates — the product's old components are deleted and rebuilt
Project	Link the output to a project plan line (Projects/F4) — instead of expanding a recipe, separate from it
- Consume	Manually write off a component from stock (not tied to a specific product's recipe) — picked from stock on hand
Calculate	Compute the product(s)' cost = sum of consumed components + extra charges (Charges), distributed proportionally across all "+" lines in the document
Delete	Delete a line (for a component shared across several products, all its occurrences are deleted at once; only while the line is unprocessed)
Edit	Change a line's quantity/price
Processing	Process the document — receive the product, write off the components
Reports	Print the document
Close [Esc]	Close the form

Document pricing mode

The first product added to the document fixes the pricing mode for the **whole** document (not per line):

- **Manual mode** — the product's price is entered by the user when adding it, and "Calculate" doesn't touch it; every subsequent product in the document must also have a manually entered price.
- **Auto mode** — the product(s)' price is computed via "Calculate" (components + Charges) or automatically during processing if no price was set.

The mode doesn't reset automatically even if every product in the document is deleted and re-added — otherwise the manual-mode "lock" could be bypassed by recreating the line.

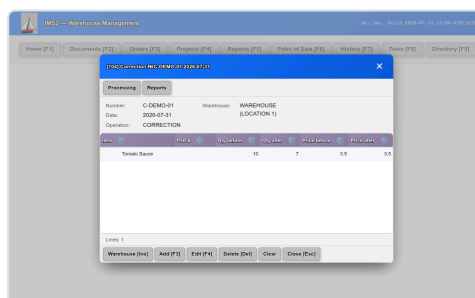
Processing logic

When the document is processed:

- **Plus:** each product line is received into stock (quantity × 1). If the product's price isn't set, it's computed automatically from the components' cost + Charges, with a warning to the user (not a block).
- **Minus:** each component is written off from the lot that was picked when the line was added.
- The finished product's supplier/ownership is determined from the lots the components were drawn from: if all components come from one supplier, the product inherits it; if from several, it's considered owned by the main company.

If there aren't enough components in stock, manufacturing is **still allowed**. The system doesn't block output on a shortage; the decision on sourcing more components is left to the user.

Correction



A document that directly adjusts a stock lot — bringing the database in line with physical reality: an item was found physically, a discrepancy was found after an inventory count/recount, etc. Uses the same document type as Manufacture, but with separate logic and a separate form; no recipe, no products — just "before / after."

Header

Number, date, warehouse, comment.

Lines

The line model (an "after" version follows the document field convention):

Field	Meaning
Quantity BEFORE	A snapshot of stock at the moment the line was added
Quantity AFTER	Entered by the user, the target state
Price BEFORE	A snapshot
Price AFTER	Entered by the user, cannot be zero
Lot	The specific stock lot being corrected; a special value if the stock line doesn't exist yet

A line is added two different ways — with different mechanics:

- **Warehouse** — a plain pick of an existing lot (a list of actual stock on hand). The "before" value is taken from the picked lot automatically; the user only enters the "after" (quantity and price).
- **Add** — like on a receiving document: searching an item across the whole reference list + entering quantity/price the normal way. "Before" is always zero — the stock line doesn't exist yet; the new line is created with "own company" as the supplier (no real supplier).

A stock line cannot be deleted — only brought to a zero "after" quantity (equivalent to writing it off to zero). The Delete button in this form only deletes an unprocessed draft document line, not the stock lot itself.

Buttons

Button	Action
Warehouse	Pick an existing stock lot to correct
Add	Create a new stock line (the item wasn't in stock before)
Delete	Delete an unprocessed draft document line
Edit	Change the "after" quantity/price
Processing	Process — apply the new quantity/price to stock
Reports	Print
Close [Esc]	Close the form

Processing logic

A correction **directly rewrites the stock lot** — unlike Manufacture, there's no separate receipt/expenditure here, just bringing a lot to a new state:

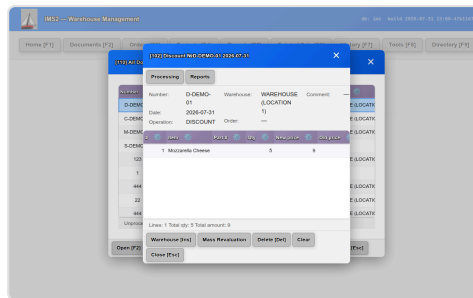
- If the line points to an existing lot, its quantity and price are changed to the "after" values. If the "after" quantity reaches zero, the lot is marked exhausted but not deleted.
- If the line didn't exist before, a new lot is created with the "after" quantity/price, owned by the main company. The reference to the created lot is stored on the document line — needed for a later rollback.
- Processing is unavailable if the accounting period is closed.

The "before/after" history isn't rewritten: the "before" values on the document line remain as a historical snapshot at the moment of the correction.

Differences from earlier documentation

- An earlier description of this section incorrectly described Correction as a "revaluation/reclassification with no goods movement" document with "current price / new price / reason" fields. The actual implementation is a direct quantity-and-price correction of a specific stock lot ("before/after"), with no concept of reason/category and no separate audit log entry; the description above is the accurate one.
- Manufacture and Correction share the same underlying document type, distinguished only by an operation subtype and separate processing functions — this isn't always obvious in the docs at first glance, worth keeping in mind when searching the code.

Discount — Warehouse Revaluation



Important: despite the name "Discount," this document **has nothing to do with customer discounts**. It's a **stock-lot revaluation** document: it changes the carrying price (cost) of a specific stock lot — a markdown (a price decrease, e.g. for damage/obsolescence) or a markup (a price increase). Customer discounts/special offers are not implemented as a separate document type in IMS2 (the per-customer discount mechanism isn't universal).

Header

Number, date, warehouse, comment. The partner/counterparty and a destination warehouse aren't shown on this form — a revaluation isn't tied to a customer or to moving between warehouses (the warehouse stays the same, only the price changes).

Lines

An item is picked **only from actual stock on hand, as a whole lot** — the `Warehouse` button opens a list of lots (the same stock-picking dialog used in Expenditure/Selling); the chosen quantity must match the lot's entire balance (you can't revalue "part" of a lot — a lot either changes price entirely, or isn't included).

Columns: item, part #, quantity, **New price**, **Old price** (the lot's old/warehouse price at the moment it was picked, for reference only). Serial numbers aren't requested when picking — a revaluation doesn't concern them.

A line is a snapshot of a specific lot; there's deliberately no `Edit` — if you made a mistake, delete the line and pick the lot again.

Processing logic

For each open line:

1. **Period check** — same as Expenditure/Selling.
2. **Source-lot check:** the item/part # and the lot's current price must match what was recorded on the line.
3. **Quantity check** — unlike Expenditure/Selling, here you're required to take the **entire** lot (a discrepancy larger than 0.001, or an inactive lot, causes a "NECESSARY TO CHOOSE ALL QUANTITY" error).
4. **Write off the source lot to zero** — the lot is marked inactive.
5. **Create a new lot** with the same item, the same warehouse, the same quantity, but the **new price**. The expiry date is inherited from the source lot — a revaluation doesn't change the expiry date, only the price.
6. **A mirroring receiving line** is created, the same way as a warehouse-to-warehouse transfer in Expenditure — the lot logically "leaves at the old price and arrives at the new one."
7. Reservations and storage locations aren't touched by a revaluation — the item physically moves nowhere, only its recorded price changes.

- The document total is the sum of the lines plus extra sums, same as Expenditure/Selling. No cash entry or counterparty balance is created — a revaluation isn't tied to a customer's money.

Mass Revaluation

Besides picking a lot line-by-line via the `Warehouse` button, the form offers `Mass Revaluation` — an extended search-and-bulk-apply tool:

- Find** — search criteria across the warehouse: item name/code, item group, supplier, expiry "before...". Returns a list of matching stock lots.
- Preview** — the revaluation parameter: a percentage markdown/markup or a direct new price. Recomputes the new price for each found line **without contacting the server** — the user sees the result before applying anything.
- Delete** (in the search results) — remove a specific found line from the list (not from the DB) — manual refinement of the results.
- Apply to All Found** — creates a document line for each lot in the result with the computed new price. Requires `Preview` to have been clicked explicitly (without that step the button refuses — the old behavior of silently falling back to -10% has been removed, the revaluation parameter must be visible to the user before applying it).
A zero price after Preview is also blocked as a likely input error.

This is an enhancement over the original Delphi implementation — there, line-by-line picking from stock was the only way to create a revaluation line.

Printed form

The report prints, per line: quantity, **Old price** (the price before), **New price** (the price after), **Value change** (quantity × the price difference) — positive for a markup, negative for a markdown (accounting sign: a markup increases inventory value, a markdown decreases it). The document total is the sum of the value change across all lines, not the sum of quantity/price as in an earlier (incorrect) version of the report.

Buttons

Button	Action
Processing	Process — write off the lot at the old price, create it at the new one
Warehouse [Ins]	Pick a stock lot in full for revaluation
Mass Revaluation	Find lots by criteria and apply a %/direct price in bulk
Delete [Del]	Delete a document line
Clear	Delete all document lines
Reports	Print the revaluation document
Close [Esc]	Close the form

Before processing, lines can be freely added/removed. After processing — only via rollback.

Cash/Bank

A document recording money movement: paying a supplier, receiving from a customer, transferring between your own accounts, paying for services, etc. Doesn't move goods — money only. Can exist on its own (entered manually by the user) or be created automatically as a "twin" when a Receiving or Expenditure/Sale document is processed with an account

specified (in which case payment is recorded right along with the goods document, with no separate step).

Header

Number, date, the account/cash register the document belongs to, the linked goods document (number/date), comment. As with other documents, the date cannot fall within a closed accounting period.

Lines

Each line is a separate transaction:

- **Description** — the purpose of the payment.
- **Debit / Credit** — money leaving or money arriving. A line usually fills in only one of the two amounts; both at once is the rare case of a compound entry (e.g. conversion/a fee).
- **Destination account** — for a transfer between your own accounts: one account is FROM, the other is TO.
- **Counterparty** — an individual or a company the transaction is tied to.
- **Linked document** — the number and date of the document this line pays for (e.g. a receipt's number).
- **Order/project**, if the payment relates to a specific order.
- **Operation reason** — an optional field: sale, purchase, service payment, etc. Not a separate document type, just a classifier for the line (see Service below).

Logic

During processing, for each open line:

1. The line is tied to the document (number, date, account, order), if the link to the underlying document isn't already set — the current document's number/date is used.
2. The line is marked processed.
3. If a company counterparty is specified — its balance is updated: the difference between debit and credit is added to the balance. A payment to a supplier (debit) reduces what's owed to them; a receipt from a customer (credit) increases what they owe us (or reduces what we owe them, depending on the sign).

Once every line is processed, the document is marked processed. A cash document by itself doesn't move goods or recalculate stock — it's a purely money-related operation.

Service — retired as a separate type

The original system had a separate "service" document — a form for paying for services with its own extra sums and a two-sided invoice. In IMS2 this is deliberately NOT split out as a separate document type: paying for a service is recorded as an ordinary Cash/Bank line, and its meaning ("this is a service payment") is set through the "operation reason" field, like any other transaction classification.

Buttons

Button	Action
Processing	Process — lines are tied to the document, counterparty balances are updated
New [Ins]	Add a line — accounts, debit/credit amounts, counterparty, reason
Edit [F4]	Edit a line
Delete [Del]	Delete a line
Reports	Print (a cash voucher / bank statement)
Save [F2]	Save a draft without processing
Close [Esc]	Close the form

The status bar shows total Debit, total Credit, and Net (Credit – Debit).

Differences from the reference implementation

- Cash/Bank documents can now be created not just manually but also automatically — as a twin of Expenditure/Sale when an account is specified: the system creates a cash document with the same date/number and a payment line on its own. For Receiving, this auto-creation doesn't exist yet — see `05_receiving.md`, "Differences from the reference implementation."
- The money direction on a line is encoded only through the debit/credit pair — a separate plus/minus flag, which on other document types shows whether goods are added or removed, is not used or read by reports for cash lines.

Order — Supplier Order

An intent document: "we want to buy these items from a supplier, in this quantity, at this price." An order by itself **doesn't move stock or spend money** — it only records an intent and serves as a tag grouping related documents under one number. Processing an order (the Processing button) only clears the "draft" flag — it creates no stock entries.

The actual goods movement is done by a subsequent Receiving document, into which goods are entered manually (or, in a future enhancement, via a link to the order). The order and the receipt are linked by the common Work Order number, which the Linked Documents tab is built on.

The operations reference table historically had two subtypes of this document: a bill to a customer, and a supplier order. Both are hidden today (marked as unused — "no clear use case"). IMS2 actually implements only one scenario — a supplier order (procurement); the historical "customer bill" branch is not used in the current system.

Header

Document number, date, supplier company, Work Order (the common number related documents are grouped under), comment, Shipping and Handling — expected shipping/handling costs not yet included in the line prices.

Items tab — order lines

Each line: item (searchable by name/catalog number), catalog number, quantity, price, amount (quantity × price), unit of measure, comment. A separate pack quantity is stored — units per supplier package, not to be confused with the actually-received quantity.

Lines can be added/edited/deleted freely while the document is unprocessed.

Linked Documents tab

A list of all documents whose Work Order number matches this order (processed only, not the order itself) — shows how many receipts have been made against the order, whether any expenditures happened against it. View-only, no edit buttons.

Components tab — recipe breakdown

Shows the list of ordered components for the Work Order: item, catalog number, required, in stock, already ordered, reserved, comment.

- **Create Components** — rebuild the component list from the order lines (Items), expanding the recipe (bill of materials) for products that have one; items without a recipe are included as-is. The old component list is deleted and rebuilt.
- **Update** — recompute the accumulated figures (stock on hand, reserved, etc.) for the existing component list.
- **New** — add a component manually (search the item reference list + enter the required quantity).
- **Delete** — remove a component from the list.

This is the shortage-calculation mechanism for a product/project: how much is needed, how much is in stock, how much is already ordered and reserved — the user makes a purchasing decision from this data.

Top-panel buttons (document actions)

Button	Action
Processing	Process the order — clears the draft status, creates no stock/money entries
Reports	Print the order / a quotation
Save Variant	Save the current set of lines as a variant for comparison (e.g. different offers from different suppliers)
Load Variant	Load a previously saved variant — replaces the current lines
Cost Report	Open the cost report (recipe matrix): needed / in stock / to buy
History	Change history for the selected line

`Save Variant / Load Variant / Cost Report` are new IMS2 capabilities, absent from the original Delphi form.

Bottom-panel buttons

Button	Action
New (Ins)	Add an order line
Delete (Del)	Delete a line
Edit (F4)	Edit a line
Save (F2)	Confirmation (order lines are saved immediately on add/edit)
Clear	Delete all lines in the document
Close (Esc)	Close the form

New/Delete/Edit/Save/Clear belong to the Items tab and are hidden on the Linked Documents / Components tabs (which have their own buttons: Create Components, Update, New, Delete).

Processing logic

Processing an order is the simplest of all document types:

1. Checks that the document is indeed a supplier order and isn't already processed.

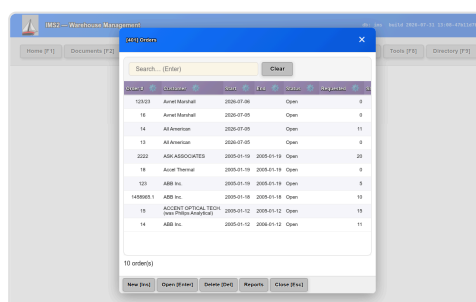
2. All order lines get their draft status cleared, also pulling the cash account, Work Order number and operation code from the header.
3. The document header gets its draft status cleared, a processing date, and a user.

No stock movement or ledger entries happen — unlike the historical processing of a customer bill, which in Delphi additionally computed accounting entries. Today, since the "bill" subtype is hidden, that branch is irrelevant.

Differences from the reference implementation

- **Auto-creating a supplier order from a project's component shortage** — in Delphi there was a "create supplier order" button right from the shortage list: the user picked the missing components, picked a supplier, and the system created an order document with one line per selected component (quantity = required, price from the supplier's price list if unambiguous, otherwise a price-selection prompt). IMS2 has no such automation: the Components tab only shows the shortage (Create Components/Update), it doesn't create a new order — the user creates the document and transfers the lines manually.
- **The reference form in Delphi is significantly broader** — it served as both a supplier-order form and a project/work-order form, with tabs for Quotations (offers from different suppliers: date/price/lead time), Notes (free-form notes), Labour (labor cost: employee/hours/rate), plus Mark (flag a line), Open (open a linked receipt), Reservation (reserve for the order) buttons and Status/Edit/Quotation/Work Order menu items. IMS2 implements only Items, Linked Documents, and Components from this set — the rest was not ported.
- **The two historical subtypes of this document** (customer bill and supplier order) were, in the source, two different user scenarios with different processing forms (the bill computed ledger entries, the order didn't). Today both subtypes are hidden in the reference table, and IMS2 uses a single unified processing routine that posts nothing to any account.
- **Locking a processed document** — on other document forms, the grid becomes non-editable after processing; this behavior wasn't separately verified for the order form while documenting it — it falls under the general backlog item on locking processed documents for all document forms.

Orders — Customer Orders (F3)



A reference-style subsystem, **not a direct-action document** — by itself it doesn't move stock or spend money. An order records "we were ordered from" (customer, period, a list of lines with requested quantities), and the actual shipping against the order happens from an expenditure/sale document (the **Order** button in the expenditure dialog) — there you

pick an open order line, then a lot in stock. When the document is processed, the order's remaining quantity decreases automatically.

Not to be confused with a supplier order (the **Order** document, accessible via Documents/F2 → New) — there, we place the order; here, we're ordered from. The symmetry: Orders (F3) = "we were ordered from," Projects (F4) = "we order."

Order list

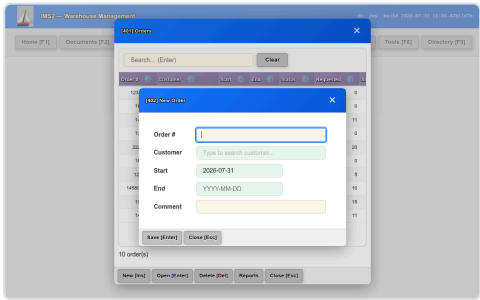
Column	What it shows
Order #	Order number (arbitrary, entered manually)
Customer	Customer
Start / End	Planned start/end dates
Status	Open / Closed
Requested	Total requested quantity across all lines
Shipped	Total actually shipped
Comment	Comment

Closed orders (*Closed*) are shown in gray italic — visually distinct from open ones, but not hidden from the list.

List buttons

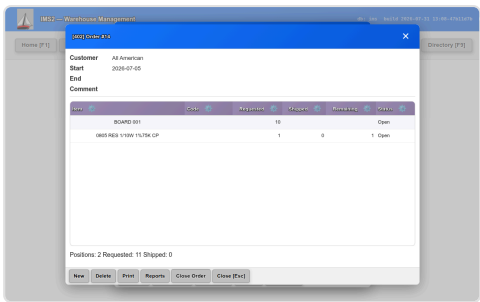
Button	Key	Action
New	Ins	New order — number, customer, start/end dates, comment
Open	Enter	Open the order — lines, statuses, shipping (double-clicking a row does the same)
Delete	Del	Delete the whole order
Reports	—	The Orders Reference report — across all orders at once
Close	Esc	Close the window

New order



Field	Required	Notes
Order #	yes	Arbitrary text/number
Customer	yes	Searched from the partners reference table
Start	no	Defaults to today
End	no	Planned end date
Comment	no	

Order card (Open)

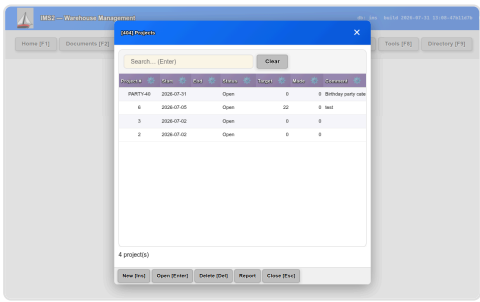


A table of order lines: item, code, requested, shipped, remaining, status (Open / Closed — closes automatically when a line is fully shipped). At the bottom — a summary: line count, total requested/shipped.

Button	Action
New	Add a line — item + requested quantity + comment
Delete	Delete the selected line
Print	Print this order's report directly (same report as Reports)
Reports	Choose a report for this order (Order Reference)
Close Order	Close the order manually, regardless of remaining line quantities — the order disappears from the open list. This action can't be undone through the UI
Close	Esc — just closes the window, doesn't affect the order's status

Close Order isn't just called "Close" so it's not confused with closing the window itself — a deliberate choice when designing the dialog.

Projects — Supplier Orders (F4)



Projects are the mirror opposite of Orders (F3): there, we're ordered from; here, **we ourselves** want to manufacture/assemble a certain quantity of products. Projects by itself makes nothing — it's only a checkpoint of "how much is needed / how much is already made." Actual manufacturing always happens through a normal Workshop production document.

A running example: buying for a birthday party

Below is one running example instead of scattered ones, so you can see how a project actually helps plan a purchase.

Situation. A birthday party for 40 guests needs to be catered, and Pizza Margherita was chosen. Pizza isn't a stocked item, it's a product with its own recipe (Tools → Products): dough, tomato sauce, mozzarella cheese, basil. Some ingredients are already in the kitchen, some need to be bought — but it's not obvious in advance exactly what and how much will be short for all 40 pizzas at once.

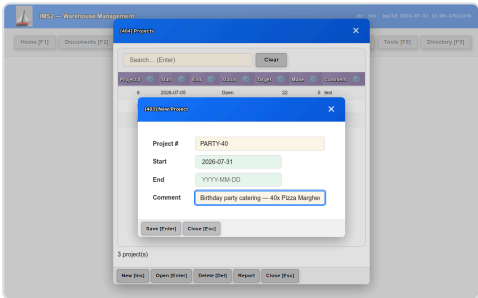
1. Project list

Column	What it shows
Project #	The project's number/code (short, up to 15 characters — there's a separate Comment field for a description)
Start / End	Planned start/end dates
Status	Open / Closed
Target	Total target quantity across all lines
Made	Total made
Comment	The project's comment/description

List buttons

Button	Key	Action
New	Ins	New project
Open	Enter	Open the project — lines, components (double-clicking a row does the same)
Delete	Del	Delete the whole project
Report	—	Project Cost Report — cost based on what was actually made
Close	Esc	Close the window

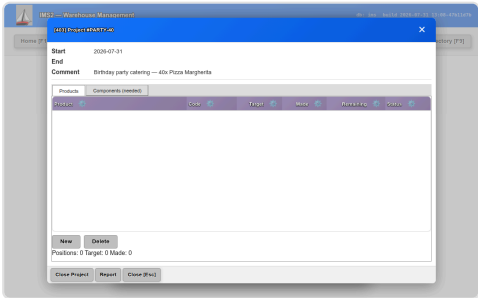
2. New project



Project # is a short code, not a description (in the database it's a limited field, 15 characters) — in the example, simply `PARTY-40` . The full description of what the project is goes into **Comment**: "Birthday party catering — 40x Pizza Margherita."

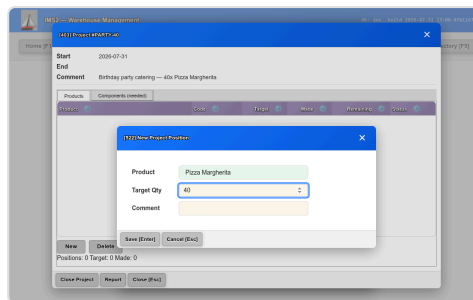
Field	Required	Notes
Project #	yes	A short code
Start	yes	Defaults to today
End	no	Planned end date
Comment	no	The project's full description

3. Project card — the Products tab

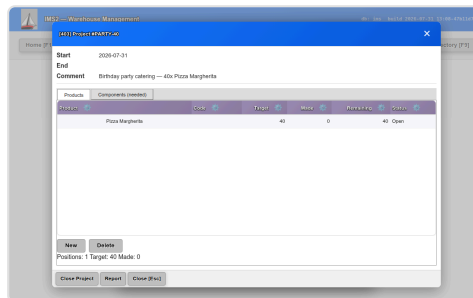


A project has two tabs inside it. **Products** — exactly what and how much needs to be made. The **New** button adds a line: search for a product by name (the **Product** field — this searches specifically for

a product, i.e. an item with its own recipe in Products/BOM) and a target quantity.

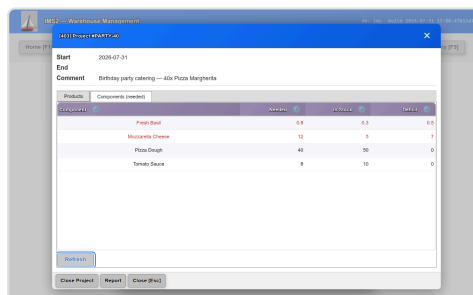


Entered "Pizza Margherita," target quantity 40 (how many pizzas are needed for the party).



Once saved, the line shows: **Target 40, Made 0, Remaining 40, Status Open**. As manufacturing happens (see §5), Made will grow and Remaining will shrink.

4. The Components (needed) tab — what's short



The most useful part for planning a purchase. It stores nothing — computes **on the fly**, via the **Refresh** button:

1. Takes each product's recipe (composition) from every open line in the project (Products/BOM).
2. Multiplies by the line's **remaining** quantity (target minus already made — if some pizzas are already baked, their components don't need to be recomputed).
3. Sums across all lines — if the same component is needed for several products at once, it shows up as a single row with the combined requirement.
4. Compares against the current stock on hand.

For the 40-guest pizza example, this looks like:

Component	Needed	In Stock	Deficit
Fresh Basil	0.8	0.3	0.5
Mozzarella Cheese	12	5	7
Pizza Dough	40	50	0
Tomato Sauce	8	10	0

There's enough dough and sauce with room to spare (0 in the Deficit column) — no need to buy more. But cheese is short by 7 kg, basil by 0.5 kg: rows with a deficit are highlighted in red so it's immediately clear what to buy. This is "what needs to be bought" reconnaissance, not a document and not a reservation — it processes and locks nothing by itself, refreshed with the **Refresh** button at any time (e.g. after something has already been bought and received).

5. How manufacturing happens

The Projects screen itself makes nothing — it's just a list of "what's needed." Actual manufacturing happens through the Workshop form, the **Project** button in the manufacture dialog): pick an open project line, enter the quantity made, the document is processed as a normal manufacture — consumes components per the recipe, receives the finished product.

When the document is processed the system automatically:

- adds the made quantity to the line's **Made**;
- if **Made** reaches **Target** — the line closes automatically;
- if all lines are closed — the whole project closes automatically.

6. Manual close and restrictions

Close Project forcibly closes a project even if something isn't finished (e.g. part of the party was canceled). This is a separate action from auto-close-on-manufacture.

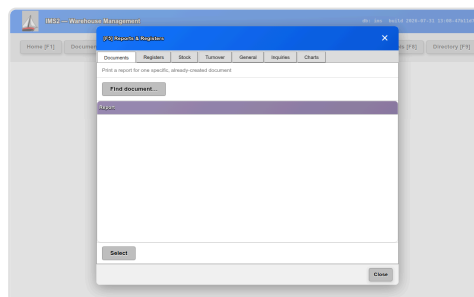
Editing restrictions (protecting against loss of history):

- a line's target quantity can't be reduced below what's already made;
- a line can't be deleted if anything has already been made against it;
- the whole project can't be deleted if at least one line has a made quantity.

7. Report

Project Cost Report (the **Report** button) — a separate report inside the project: the actual cost based on the quantity already made (not the target) — how much it actually cost to feed the guests, based on the components actually bought and consumed.

Reports (F5)



The single entry point to every printed form and chart in the system. Reports are organized into seven tabs — by task type, not alphabetically: the grouping is somewhat approximate (some reports could fit two categories at once), whatever didn't clearly fit anywhere else stayed in the **General** tab.

Tabs

Tab	What's inside
Documents	Printing a single already-created document (you need to find the document first — the Find document... button)
Registers	Lists of operations over a period, sliced various ways (by document, by item, by counterparty, etc.)
Stock	A snapshot of the current state — stock on hand as of now/as of a date
Turnover	Opening balance + movement over a period + closing balance
General	Miscellaneous items that didn't fit other categories
Inquiries	Quick reference lookups (prices, items)
Charts	Interactive charts — trends, period comparisons (see <code>cash_flow_chart</code> , <code>sales_by_month</code> , <code>stock_levels_chart</code> , <code>top10_chart</code>)

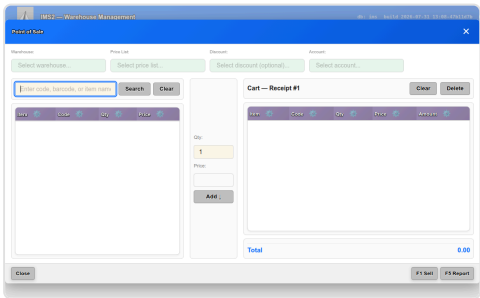
The hint under a tab's title briefly explains its purpose — short tab names (like "Turnover") aren't always self-explanatory on their own.

Working with a report

1. Pick a tab.
2. For the **Documents** tab — click **Find document...** first and find the document you need (by number/date/counterparty); other tabs load their report list immediately when the section opens.
3. Pick a report from the list (double-click, or the **Select** button below the list).
4. If the report has parameters (period, warehouse, grouping, etc.), a parameter dialog opens. If it has no parameters, the report prints right away.
5. The report opens in a new browser tab as an HTML page, ready to print (Ctrl+P) or save as PDF via the browser.

Button	Action
Find document...	(Documents tab only) — find the document to print a report for
Select	Open the selected report (same as double-clicking the row)
Close	Close the reports section

Point of Sale (F6)



A "single screen" retail-sale interface — item search, adding to a receipt, payment, printing the receipt — without going through a full expenditure document. Each sale is recorded as a separate receipt (Receipt #) with continuous numbering.

Before you start

Three required fields need to be set in the header — without them the **Sell** button stays disabled:

Field	Purpose
Warehouse	The warehouse goods are written off from
Price List	The price list prices are taken from
Discount	A discount (optional) — applies to the whole receipt
Account	The account/cash register money goes into

Finding and adding an item

1. Enter a code, barcode, or part of an item's name in the search field, click **Search** (or press Enter).

2. Search results appear in the left-hand table (Item / Code / Qty in stock / Price).

3. Pick a row, set **Qty** (quantity) and adjust **Price** if needed, click **Add** ↓ — the item moves into the cart on the right.

4. **Clear** next to the search results clears the found list; a separate **Clear** next to the cart clears the whole receipt.

Cart

The right-hand table — items in the current receipt (Item / Code / Qty / Price / Amount). The header shows the receipt number (**Cart — Receipt

N). The cart's Delete** button removes the selected line. The total

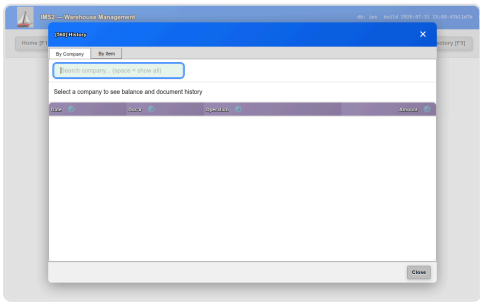
amount — **Total** — is at the bottom.

Completing a sale

Button	Key	Action
Sell	F1	Process the sale — a confirmation with a breakdown (lines/subtotal/tax/total) appears; after confirming, a "Sale complete" dialog opens with a Print Receipt button (prints the receipt, see the pos_receipt form)
Report	F5	A sales report for the shift/period (Sales Register) — period, mode (totals only / brief / detailed), a Print button
Close	—	Close the register

After a sale, the cart and receipt number reset for a new receipt; the warehouse/price list/account stay selected — the next sale starts right away.

History (F7)



A quick answer to two typical customer-support questions — without building a full report with parameters and a period:

1. "Have we paid you everything? How much do we still owe?" — the **By Company** tab.

2. "Who supplied us this component?" / "Who have we sold it to?" — the **By Item** tab.

Both lookups use a single input field at the top; the result appears immediately after picking from the list (no "Find" button, no parameter dialog).

The old Delphi system had no such section at all — this is a new feature, added for real support scenarios, not a port.

By Company

- 1. Start typing the counterparty's name in the search field (or press space to show the whole list).
- 2. Pick a counterparty — their **current balance** appears below the field:
- 3. *"They owe us: N"* — the customer owes us;
- 4. *"We owe them: N"* — we owe the customer (a prepayment/overpayment);
- 5. *"Balance: 0.00 (even)"* — settled.
- 6. Below — a table of documents with this counterparty (date, number, operation type, amount).

The balance is the same live field the Debt Report shows; here it's available without generating a report, for an on-the-fly conversation with a customer.

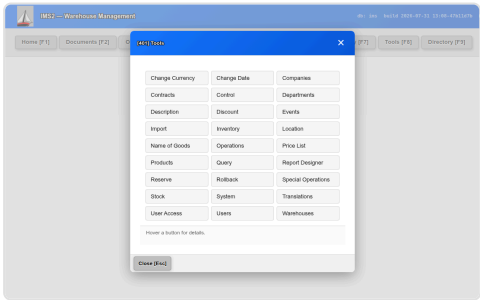
By Item

- 1. Start typing the item's name (or press space to show the whole list).
- 2. Pick an item — a table of its operations: date, document number, operation type, +/- (receiving/expenditure), quantity, price, counterparty, warehouse.

Lets you quickly find which supplier a specific component was last bought from, or who a specific item is most often sold to.

Element	Action
Close	Close the History section

Tools (F8)



The shared panel of utility functions — 27 buttons in alphabetical order (the order in the code is historical, by addition date, but alphabetical is easier to scan visually). Hovering a button shows a short explanation under the panel of what it does — the same text is also in the native `title` (the browser's tooltip).

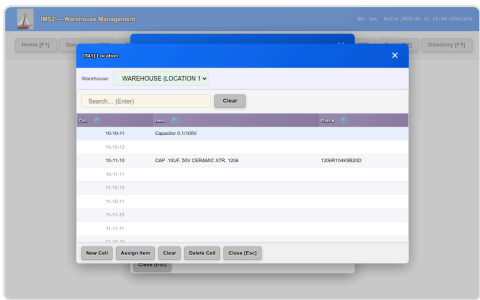
Some buttons are only available to administrators (access level ≥ 9) — they simply aren't shown to a regular user: **Change Date, Control, Import, Name of Goods, Query, System, Translations, User Access.**

Full list

Button	Admin-only	What it does
Inventory / Stock		Both open the same stock-on-hand screen — see 21 tools warehouse stock.md
Reserve		Reserving stock for a customer/order — currently a stub ("Available by request only"), a full tool is built only against a specific customer request
Location		The warehouse cell map — see 14 tools location.md
Name of Goods	✓	The master item list (<code>sprim</code>) — a general reference table, see Directory (F9)
Price List		Price lists by item — see 15 tools products pricing.md
Change Currency		The exchange rate (local/USD) — see 17 tools admin settings.md
Rollback		Rolling back a processed document — see 16 tools document fixes.md
Special Operations		A targeted fix to a document's number/date without a rollback — see 16 tools document fixes.md
Change Date	✓	Closing a period — documents before that date can't be edited/deleted — see 17 tools admin settings.md
Operations, Contracts, Description, Users, Companies, Warehouses, Departments	partial	Plain reference tables — shared interface, see Directory (F9)
Products		Product specifications (BOM) — see 15 tools products pricing.md
Discount		Discount rules — see 15 tools products pricing.md
Control	✓	Document validation rules (e.g. "can't sell below cost") — see 17 tools admin settings.md
Query	✓	A builder for saved filters used in reports — see 18 tools query builder.md
User Access	✓	User permissions by menu/module/document type — see 19 tools user access.md
System	✓	General company settings — see 17 tools admin settings.md
Events		Auto-notification rules (e.g. a low-stock threshold) + a log of what fired — see 20 tools event log.md
Import	✓	Bulk data import from Excel/CSV
Report Designer		A visual editor for printed-report templates — see 22 tools report designer.md
Translations	✓	Editing UI translations (RU/FR) for existing keys — see 23 tools translations.md

The plain reference tables (Name of Goods, Operations, Contracts, Description, Users, Companies, Warehouses, Departments) all open the same universal list editor (search / add / edit / soft-delete) — the same interface every Directory (F9) reference table uses, so it's documented in detail once there instead of being repeated for each button.

Tools → Location — Warehouse Cell Map



Manages the physical grid of storage cells (rack/shelf/bin) — what's stored where. Not to be confused with stock quantities (that's tracked by stock on hand) — this is only the map: which cells exist and which item sits in which one. In practice, the cell grid is stable and rarely changes.

Screen

- 1. Pick a warehouse from the **Warehouse** dropdown at the top — the cell table refreshes for that warehouse.
- 2. Search by cell code or item — the **Search...** field.
- 3. Table: **Cell** (cell code), **Item** (what's stored there), **Part** #. Empty cells are shown in gray text.

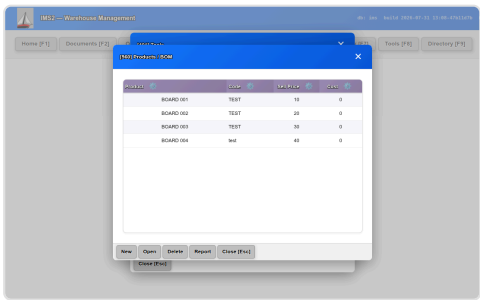
Button	Action
New Cell	Create a new cell — enter a code (e.g. A-01-02)
Assign Item	Attach an item to the selected cell (opens the items reference table)
Clear	Clear the contents of the selected cell (the cell itself remains)
Delete Cell	Delete the cell entirely
Close	Close the window

All actions require a cell to be selected in the table first (except **New Cell**, which only needs a warehouse selected).

Tools → Products, Price List, Discount

Three tools for managing products and pricing — combined on one page since they're logically linked (a product's cost is built from its components' prices, the sale price comes from a price list, a discount applies on top of that).

Products — Product Specifications (BOM)



A list of products (finished goods assembled from components) with their sale price and computed cost.

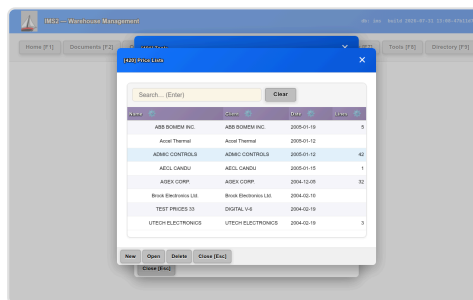
Button	Action
New	Create a new product (search/pick a product item from the reference table)
Open	Open the spec (component list) of the selected product
Delete	Delete the product along with all its components
Report	The Products Register report — no period needed, just a mode (totals only / brief / detailed with components)
Close	Close the window

Inside a product (Open) — component editor

The component table: **Component**, **Part #**, **Qty** (quantity per recipe), **Unit Price**, **Cost** (line cost). The **Options** menu:

Menu item	Action
Add Item	Add a component (search the items reference table)
Delete Selected	Remove the selected component from the recipe
Batch Size	Set how many units/servings the recipe is scaled for (if not for a single unit)
Calculate Cost	Recompute the product's cost from the components' current prices
Print	Print the spec (product_bom)

Price List — Price Lists



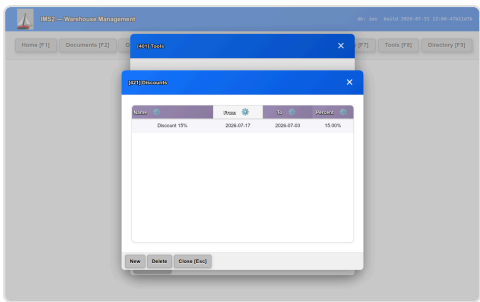
A list of named price lists (can be tied to a specific customer).
Columns: **Name**, **Client**, **Date**, **Lines** (line count).

Button	Action
New	Create a price list (name)
Open	Open the price list's contents (item → price)
Delete	Delete the whole price list
Close	Close the window

Inside a price list — the Options menu

Menu item	Action
Add Item	Add an item with a price
Copy from Warehouse	Fill the price list from current warehouse prices
Copy from Price List	Copy lines from another price list
Adjust Prices	Bulk-adjust prices (e.g. +10%)
Delete Selected	Remove a line from the price list
Print (by name) / Print (by category)	Print the price list sorted by name or by item group

Discount — Discounts



A list of named discount rules: **Name**, effective period (**From**/**To**, both optional), **Percent**.

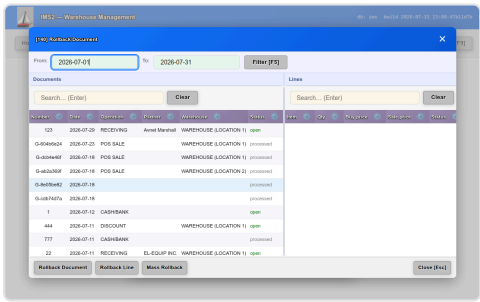
Button	Action
New	Create a discount — name, period (optional), percent
Delete	Delete a discount
Close	Close the window

A discount is applied at the register (Point of Sale) or on a sale document — picking a discount from this list at the point of sale.

Tools → Rollback, Special Operations

Two tools for fixing already-processed documents after the fact — different scales of intervention. Combined on one page since both work with the same document list for a period and both are a last resort, not an everyday action.

Rollback — Document Rollback



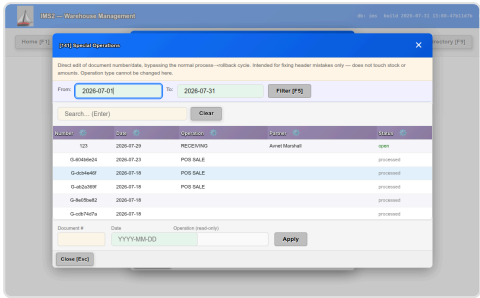
Fully rolls back a processed document: returns stock/cash to the state "before the document," as if it had never been processed. The reverse of Processing.

- 1. Set a period (**From**/**To**), click **Filter**.
- 2. On the left — the document list for the period (number, date, operation type, counterparty, warehouse, status: `open / processed`). Pick a document — its lines appear on the right.
- 3. You can roll back the whole document, or just one line.

Button	Action
Rollback Document	Roll back the whole document — every line
Rollback Line	Roll back only the selected line (a partial rollback)
Mass Rollback	Roll back EVERY processed document for the period at once, in reverse chronological order. Period checks are skipped for this — intended for a full state restore
Close	Close the window

Mass Rollback is an irreversible bulk action; it asks for explicit confirmation showing the document count and period.

Special Operations — Targeted Document Fix



Direct editing of a document header's number/date **without a rollback** — only for typos made at creation time. The operation type is not editable here — shown for reference only.

- 1. Set a period, **Filter** — the same document list as in Rollback.
- 2. Pick a document — the current number and date are filled into the form below.
- 3. Enter new values, **Apply**.

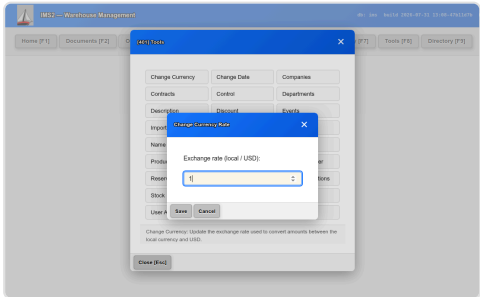
The edit is blocked if the new date would break the chronology of lots across the whole goods-movement chain (receiving → expenditure → repeat manufacture, etc.) or fall within an already-closed period (see Change Date).

Field/Button	Notes
Document #	The new document number
Date	The new date
Operation (read-only)	The operation type — reference only, not editable
Apply	Apply the fix
Close	Close the window

Tools → Change Currency, Change Date, System, Control

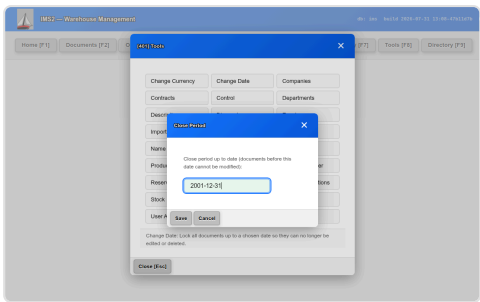
Four small administrative dialogs — company-wide settings, not per document. Three of the four (Change Date, System, Control) are admin-only.

Change Currency — Exchange Rate



A single field — the local currency's rate against USD, used when converting amounts.

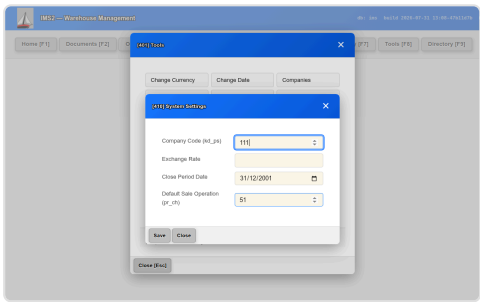
Change Date — Closing a Period



Blocks editing/deleting every document up to and including the selected date. Used once a period has been reconciled and closed for changes (e.g. end of month/quarter).

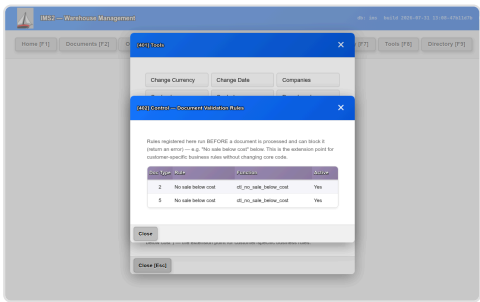
The period-close date is also checked by Special Operations — a document can't be moved into an already-closed period.

System — General Company Settings



Field	Purpose
Company Code	The company's own code in the partners reference table
Exchange Rate	The currency rate (same value as Change Currency)
Close Period Date	The period-close date (same value as Change Date)
Default Sale Operation	The operation code the register (Point of Sale) sets by default on a sale

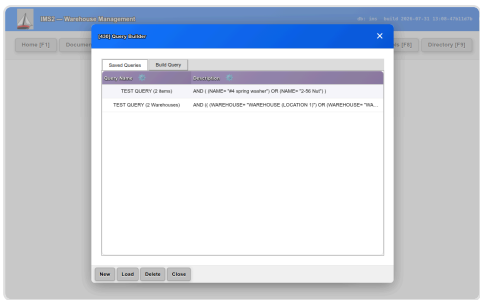
Control — Document Validation Rules



A view-only (read-only) list of rules checked **before** a document is processed, which can block it (e.g. "can't sell below cost"). This is an extension point for customer-specific business rules — new rules are added in code (`database/control_hooks.php`), this screen only shows which are currently active.

Column	Meaning
Doc Type	The document type the rule applies to
Rule	The rule's name
Function	The name of the checking function in code
Active	Whether the rule is currently enabled

Tools → Query Builder



A builder for named filters that can then be applied to reports (the "Query" parameter in a report's parameter dialog — narrows the data set by companies/warehouses/items/operations/groups using several conditions at once, rather than just a specific report's standard parameters).

Saved Queries tab

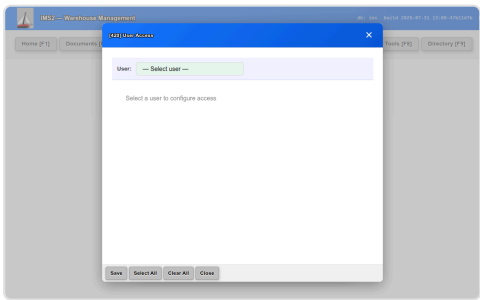
A list of already-saved filters: **Query Name**, **Description** (a human-readable description of the condition, generated automatically). Double-click, or the **Load** button, loads a filter onto the Build Query tab for viewing/editing.

Build Query tab

Each filter is built from one or more fields out of a fixed set: **Companies, Warehouses, Items, Operations, Groups**. Each field has an add-value button (opens a search against the matching reference table); multiple values can be picked at once (an "OR" condition within one field, "AND" between different fields). At the bottom — a count of matching documents, updated as conditions are added.

Button	Action
New	Start a new filter from scratch
Load	Load the selected saved filter for editing
Delete	Delete a saved filter
Save Query	Save the current filter under a name
Close	Close the window

Tools → User Access



Per-user access permissions — what a specific employee is allowed to see/do in the system. Separate from **Users** (Tools → Users) — that's where the accounts themselves are created (login/password/role); this is where fine-grained permissions for an already-existing user are set.

Usage

- 1. Pick a user from the **User** dropdown — groups of checkboxes with the current permissions appear below.
- 2. Permissions are split into five sections:

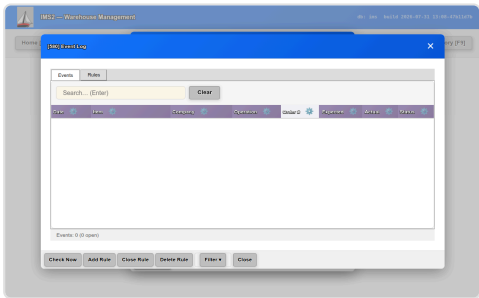
Section	What it controls
Menu	Access to main-menu sections (F1–F9)
Modules	Access to individual system modules/features
Doc Types	Which document types (Receiving, Expenditure, Cash/Bank, Orders, Selling, Workshop, Discount) the user can create/see
Features	Individual capabilities within modules
Tools	Which buttons on the Tools (F8) panel are available to the user

- 1. Check/uncheck boxes, **Save**.

Button	Action
Save	Save the selected user's permissions
Select All	Check every box at once
Clear All	Uncheck every box at once
Close	Close the window

By default (if there's no explicit record for a user), access is allowed; explicit restrictions need to be set manually.

Tools → Events (Event Log)



Automatic-notification rules (e.g. "an item's stock fell below a threshold") and a log of events that already fired. Two sections on separate tabs.

Events tab — the log

A list of fired events: date, item, company, operation type, order number, expected/actual value, status (🕒 Open / ✅ Done).

Element	Action
Check Now	Check every active rule right now (don't wait for the scheduled run)
Filter ▼	All / Open only / By Company / By Item — narrow the event list

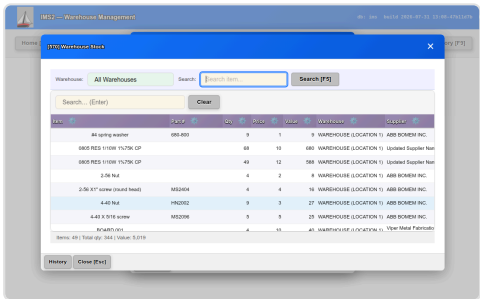
Rules tab — rules

A list of configured notification rules: company, item, warehouse, operation, threshold, check period, next check date, effective period (start/end), whether it's active.

Button	Action
Add Rule	Create a new rule: company/item/warehouse/operation (all optional — searched via the reference table), a quantity threshold, a check period in the format <code>W; 2; 6</code> (weekly on Mon+Fri) or <code>M; 1; 15</code> (monthly on the 1st and 15th), start/end dates
Close Rule	Close (deactivate) the selected rule
Delete Rule	Delete the rule entirely
Close	Close the window

The period format `W; N; D1, D2` — by day of the week (numbered the Delphi way: 1=Sunday...7=Saturday, so in the example above `W; 2; 6` means Monday+Friday, not 2 and 6 in the usual ISO numbering); `M; N; D1, D2` — by day of the month. An empty period field means the rule is one-time (checked once).

Tools → Inventory / Stock (Warehouse Stock)



A single screen for current stock on hand across all warehouses — the **Inventory** and **Stock** buttons on the Tools panel both open it (two entry points into the same tool under two familiar names).

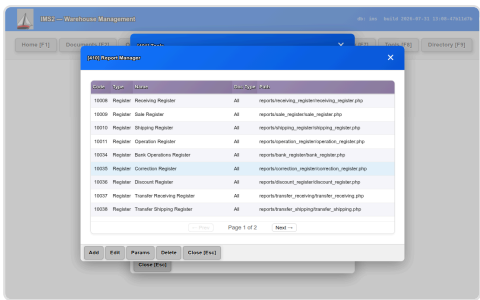
Usage

- Pick a warehouse (or **All Warehouses**) and/or type part of an item's name in the search field, click **Search** (or F5).
- Table: **Item**, **Part #**, **Qty**, **Price** (warehouse cost), **Value** (Qty × Price), **Warehouse**, **Supplier**, **Location** (cell, if set via Tools → Location).
- At the bottom — a summary: line count, total quantity, total value on hand.

Button	Action
History	Open the operation history for the selected item (the same screen as History (F7) → By Item)
Close	Close the window

This is a static "as of now" snapshot — for stock as of an arbitrary past date, use the **Stock on Date/Stock Summary** reports (Reports → Stock).

Tools → Report Designer (Report Manager)



The registry of every printed report in the system — not a visual layout builder (report templates are HTML files, edited directly in code), but metadata management: which reports exist, which document type they're tied to, where their file lives, what parameters they have.

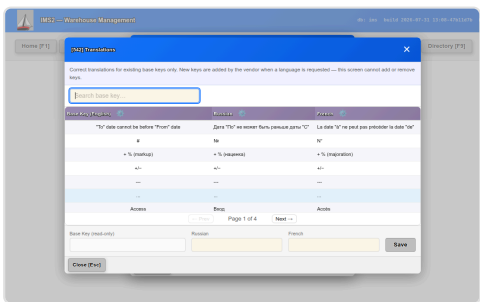
Report list

Columns: **Code** (internal report code), **Type** (Register / Report / Inquiry / Document), **Name**, **Doc Type** (which document type it belongs to, if it's a per-document report), **Path** (the path to the report's PHP file). The list is paginated.

Button	Action
Add	Register a new report — code, name (EN/RU), type, file path, document type
Edit	Change the selected report's metadata
Params	Configure the report's parameters — which fields show in the parameter dialog (period, warehouse, mode, etc.), their type and options
Delete	Remove the report from the registry (the report file itself isn't deleted)
Close	Close the window

This registry is exactly what determines which reports the user sees in the Reports (F5) section — a new report file with no entry here won't appear in any list.

Tools → Translations



Editing UI and printed-report translations into Russian and French — for keys that already exist. This screen **does not add or remove** keys: new base (English) keys appear automatically when new text in the code is wrapped for translation — this screen only edits translation quality.

Usage

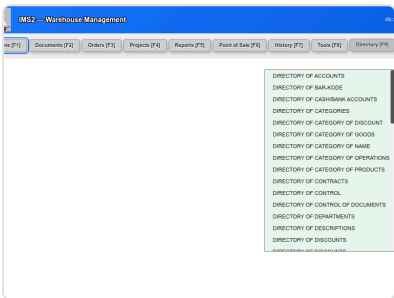
1. Search by the base (English) key — the **Search base key...** field.
2. Table: **Base Key (English)**, **Russian**, **French**. The list is paginated (over 1000 keys as of when this was documented).
3. Pick a row — editing fields appear below.

4. Change the translation, **Save**.

Field	Notes
Base Key (read-only)	The English key — not editable here
Russian	The Russian translation
French	The French translation
Save	Save the translation changes
Close	Close the window

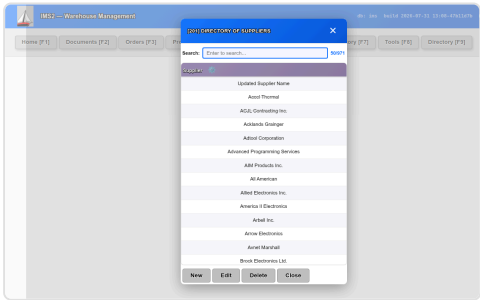
Changes apply immediately across the whole UI and every printed report that uses this key (after the page is refreshed).

Directory — Reference Tables (F9)



The single access point to every reference table in the system — items, partners, warehouses, operations, categories, etc. Clicking **Directory [F9]** opens a dropdown list of 51+ reference tables (the system uses one shared registry table, `sysfl`, that the list is loaded from once at login). Picking a reference table opens it in the universal editor — the interface is identical for absolutely every reference table, no matter what it actually stores.

The universal reference-table editor



Any reference table opens as a searchable table:

- **Search** — filters by name, updates as you type. The counter on the right (e.g. 50/971) shows "how many rows are shown / how many were found in total" — the table loads in chunks, not all at once.
- The list shows the main name column; deleted records (see below) are shown in gray, struck through, but don't disappear from the list.

Button	Action
New	Create a new record — opens a form with all the reference table's fields
Edit	Edit the selected record
Delete	Flag the record as deleted (or restore it, if already deleted) — see below
Close	Close the window

The record form (New / Edit)

Form fields are generated automatically from the database table's structure — labels and field type (`(TEXT)` , `(NUMBER)` , `(DATE)` , etc.) are shown right on the form. Required fields are marked with a red asterisk. The exact same screen is also used when picking a reference value from within a document (e.g. picking a supplier on a receipt) — there, instead of **New/Edit/Delete**, the bottom shows **New/Select**, so a missing record can be created on the spot while filling in the document, without interrupting the work.

Soft delete

The **Delete** button doesn't physically erase anything — it sets a service "deleted" flag. A deleted record:

- disappears from search when picking a value inside a document (it can no longer be picked for a new operation);
- stays visible in the reference table itself (grayed out, struck through) — this doesn't harm the history of already-created documents referencing it;
- can be restored — clicking **Delete** again on such a record clears the flag.

Physically deleting records from reference tables isn't available through the UI — a deliberate decision, since reference tables are used as foreign keys across every operation, and deleting them retroactively would break history.