

Departments

~ OTHER DATA ~

• **{“Place of Business” Active}**

Tick if the department issues invoices that must be fiscalised.

• **{“Place of Business” ID}**

Identifier of the place of business under the fiscalisation rules. The identifier is free-form and may consist of digits and/or letters.

- The following validation rules apply:

- **Allowed characters:** capital letters (**A-Z**) and digits (**0-9**) only.
- **Forbidden characters:** spaces, Croatian diacritics (Č, Š, Ž...) and special characters (-, _, /, @, .).
- **Length:** at most **20 characters**.
- **Empty value:** the field may not be left empty.

- Examples of identifier logic:

- **P, S, W...** by the department's activity: Sales (Prodaja), Software, Webshop
- **R, Z...** by the department's location: Rijeka and Zagreb
- **1, 2...** by department codes
- **P1, P2...**

- ☒ If the place-of-business identifier of a department changes during a calendar year, a new cash register number must also be introduced in the department settings. Invoice numbering restarts from 1, unless the identifier was already used earlier in the year — in that case numbering continues the earlier sequence.
- ☒ Entry of invoices and quotes is blocked if the department has no place-of-business identifier. This applies only to companies that fiscalise invoices.

• **{Sales outlet type}**

Type of sales outlet under the price-list publication regulations: *Hypermarket, Supermarket, Minimarket, Discount store, Specialty store, Webshop* or *Other*. The value becomes part of the file name of the price list Brix publishes on the company's website, so it is mandatory for every department that publishes a price list.

- ☒ The field is shown only in companies with the **G_MKC** setting (Price control measures) enabled. The setting is enabled by support on the customer's request.

• **{Location}**• **{POS Customer}**• **{IBAN}**

Shown when the company has several bank accounts. If a specific IBAN is selected here, invoices print the line “Please pay to account **HR6124840071101234356** with reference HR011113-21104846”.

• **{Price List}**

Default price list of goods and services for the department; prices in quotes, invoices and POS receipts issued in the department are taken from it. See [Price lists](#) for how the price is determined.

• **{Payment Terms}**

Default payment terms for the department's invoices: *A - Advance, D - On delivery, K - Offset, M - End of month, O - Deferred* and *R - Instalments*. With *End of month* and *Deferred* the number of days of deferral is also shown.

- ☒ These terms are proposed on a new invoice **only if the customer has no payment**

terms of their own — the partner's terms take precedence. See [uvjeti](#).

- **{Authorized}**

The responsible person printed on invoices; see [Invoices](#). The person must first be entered in [Employees](#).

- **{Last document date}**

If material documents (invoices, stock issues, goods receipts etc.) are entered retroactively in the department, enter here, once, when the department is opened, 1 January of the year the documents belong to, with the time 09:00 (because of time zones). The date is used to check the sequence of document numbers and dates in the department. After the initial entry Brix updates it as documents are closed, so the field shows the date and time of the last document entered in the department.

-  Once entered, this value must not be changed, as that would break the sequence of document numbers and dates and the material and financial values of stock. Repairing the data afterwards is demanding work.

- **{Stocks Opening Date}**

- **{email}**

- **{Phone}**

- **{Mobile}**

- **{Tills}**

Cash tills in which payments can be recorded directly from the department's invoices.

- **{Retail}**

- **{Consignment}**

Indicates that the stock in the department is consignment (third-party) goods.

- **{Default Warehouse Stock Type}** and **{Stocks Account}**

Type and account of the stock predominantly held in the department.

-  If this is not entered on the department, material documents such as goods receipts and stock issues cannot be entered.
-  If you keep records of small inventory in use, read [si](#).

- **Account Revenue Services**

Alternative accounts on which revenue from services is posted, by the customer's seat:

- **{Inland}**
Revenue account for services provided to domestic customers.
- **{From the EU}**
Revenue account for services provided to customers from other EU member states.
- **{Outside the EU}**
Revenue account for services provided to customers outside the EU.

- **{knthip}**

- **{Income liquidator}**

If an employee with an e-mail address is entered in the default incoming-invoices department (defined in the Companies form), a user account with access to the Accounts Payable program is opened automatically.

- **{Sales Invoices Checked by}**

Printed on invoices; see [Invoices](#). The person must first be entered in [Employees](#).

- **{Has members}**

Shown in departments of associations and political parties. Allows a [member](#) to be assigned to the department. For example, local branches of a political party have members, whereas a county or regional organisation does not, because those are organisational units the branches belong to. **It is essential** that this flag is not set on departments above the lowest level of the hierarchy.

- **{Min. redovni rad}**

Minimum pay for a student's regular work.

- **{Min. rad nedjelja, blagdan, noć}**

Minimum pay for a student's work on Sundays, public holidays and at night.

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