



# **AutoCount Inventory Part 1**

Presented by:



**PRESOFT (M) SDN. BHD.**

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# Agenda

- Stock.
- Stock transaction.
- Sales.
- Purchase.





**STOCK**

# What is stock?

- goods or merchandise kept on the premises of a business or warehouse and available for sale or distribution.



# Stock Item Maintenance

**Edit Stock Item - [LG110]**

Edit Copy Item Window

Item Code: LG110 Group: PHONE Item Type: LG  Active

Description: LG KG110  Has Promoter  Discontinued

Total Bal. Qty: 17 Lead Time: Tax Type: Duty Rate: 0.00 %  Back Order Control

Stock Control Costing Method: Weighted Average

Details Replacement Item Alternative Item Code Image Further Description External Link Note User Defined Field

UOM: PCS

UOM Details Others

Price	
Standard Selling Price:	1,760.00
Min. Selling Price:	1,200.00
Max. Selling Price:	-1.00
Min. Purchase Price:	-1.00
Max. Purchase Price:	880.00

Stock Level	
Min Qty:	0
Balance Qty:	17
Re-order Level:	0
Re-order Qty:	0
Normal Level:	0
Max Qty:	0

Up To Date Cost	
Qty	Unit Cost
17	-235.2941

Cost	
Standard Cost:	800.0000
Real Cost:	0.0000



# Costing Method

- **Fixed Cost.**
- **Most Recent Cost.**
- **LIFO.**
- **FIFO.**
- **Weighted Average.**



# Weighted Average

- average cost will be updated with each purchase.

Costing Method	B/F Qty	B/F Cost	Average B/F ...	Balance Qty	Balance Cost	Average Balan...	Bal. Qty after C...	Bal. Cost after CSGN
Weighted Average	0	0	0	2	3.3333	1.6667		

Doc. No.	In Qty	Out Qty	Qty	Cost	Total Cost	Balance Qty	Balance Cost	Average Balan...
PI-000006	2		2	1	2	2	2	1
I-000007		-1	-1	1	-1	1	1	1
PI-000008	2		2	2	4	3	5	1.6667
I-000008		-1	-1	1.6667	-1.6667	2	3.3333	1.6667





# FIFO

- the sequence of First In First Out is referred.

Costing Method	B/F Qty	B/F Cost	Average B/F ...	Balance Qty	Balance Cost	Average Balan...	Bal. Qty after C...	Bal. Cost after CSGN
FIFO	0	0	0	2	4	2		

Doc. No.	In Qty	Out Qty	Qty	Cost	Total Cost	Balance Qty	Balance Cost	Average Balan...
PI-000004	2		2	1	2	2	2	1
I-000005		-1	-1	1	-1	1	1	1
PI-000005	2		2	2	4	3	5	1.6667
I-000006		-1	-1	1	-1	2	4	2



# LIFO

- the sequence of Last In First Out is referred.

Costing Method	B/F Qty	B/F Cost	Average B/F ...	Balance Qty	Balance Cost	Average Balan...	Bal. Qty after C...	Bal. Cost after CSGN
LIFO	0	0	0	2	3	1.5		

Doc. No.	In Qty	Out Qty	Qty	Cost	Total Cost	Balance Qty	Balance Cost	Average Balan...
PI-000011	2		2	1	2	2	2	1
I-000011		-1	-1	1	-1	1	1	1
PI-000012	2		2	2	4	3	5	1.6667
I-000012		-1	-1	2	-2	2	3	1.5



# Item Replacement

- Item A is used to replace item a in sales when item 123 is out of stock.



# Stock Item Maintenance

✓ Stock Control    Costing Method: Weighted Average

Details   **Replacement Item**   Alternative Item Code   Image   Further Description   External Link   Note

+

Drag a column header here to group by that column

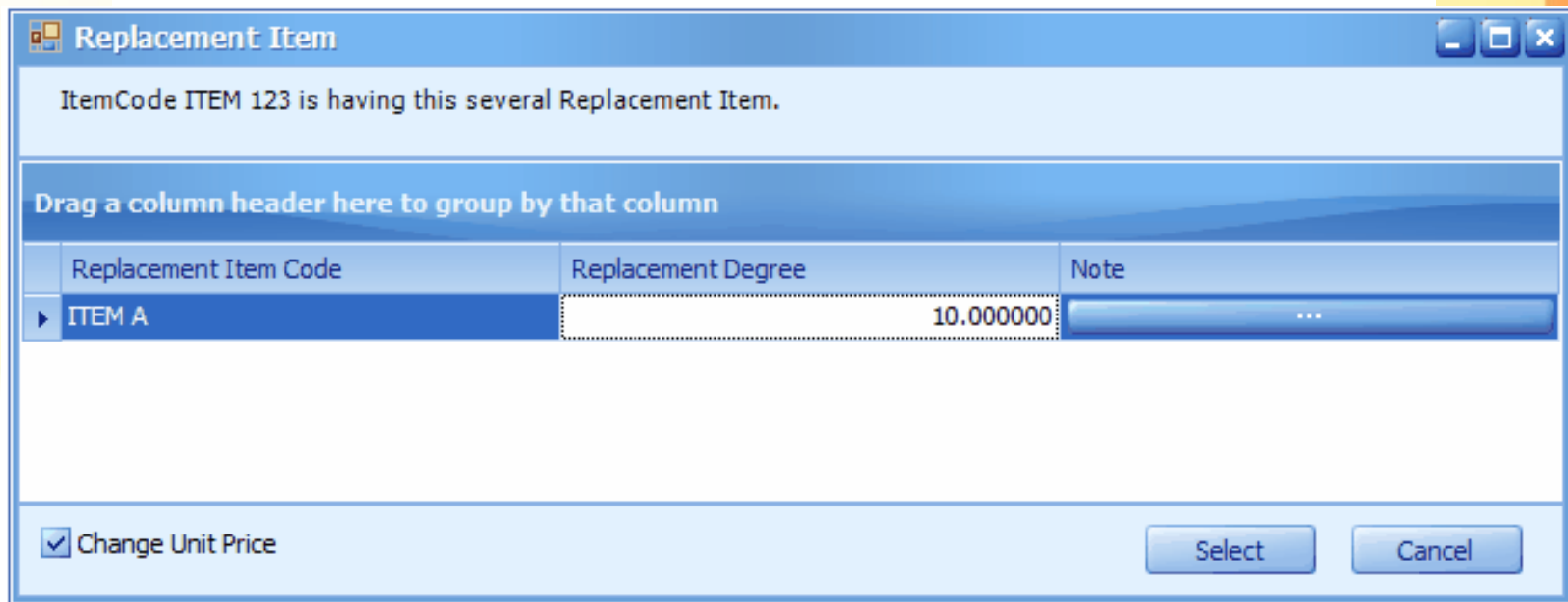
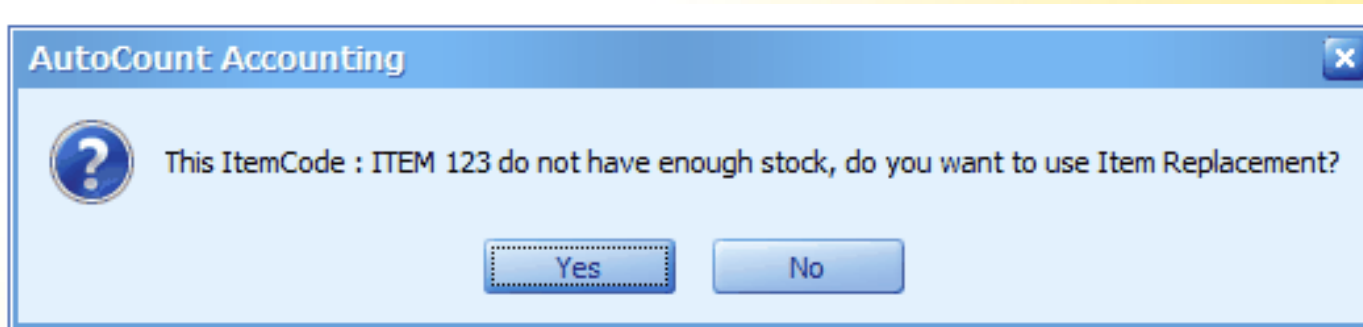
Replacement Item Code	Replacement Degree	Note
▶ ITEM A	100.00	...

click on '+' to add a replacement item and specify the degree of replaceability.

Record 1 of 1



# Stock Item Maintenance



# Stock Item Maintenance

Stock Control    Costing Method: Weighted Average

Details   Replacement Item   **Alternative Item Code**   Image   Further Description   External Link   Note

+   -   ↻

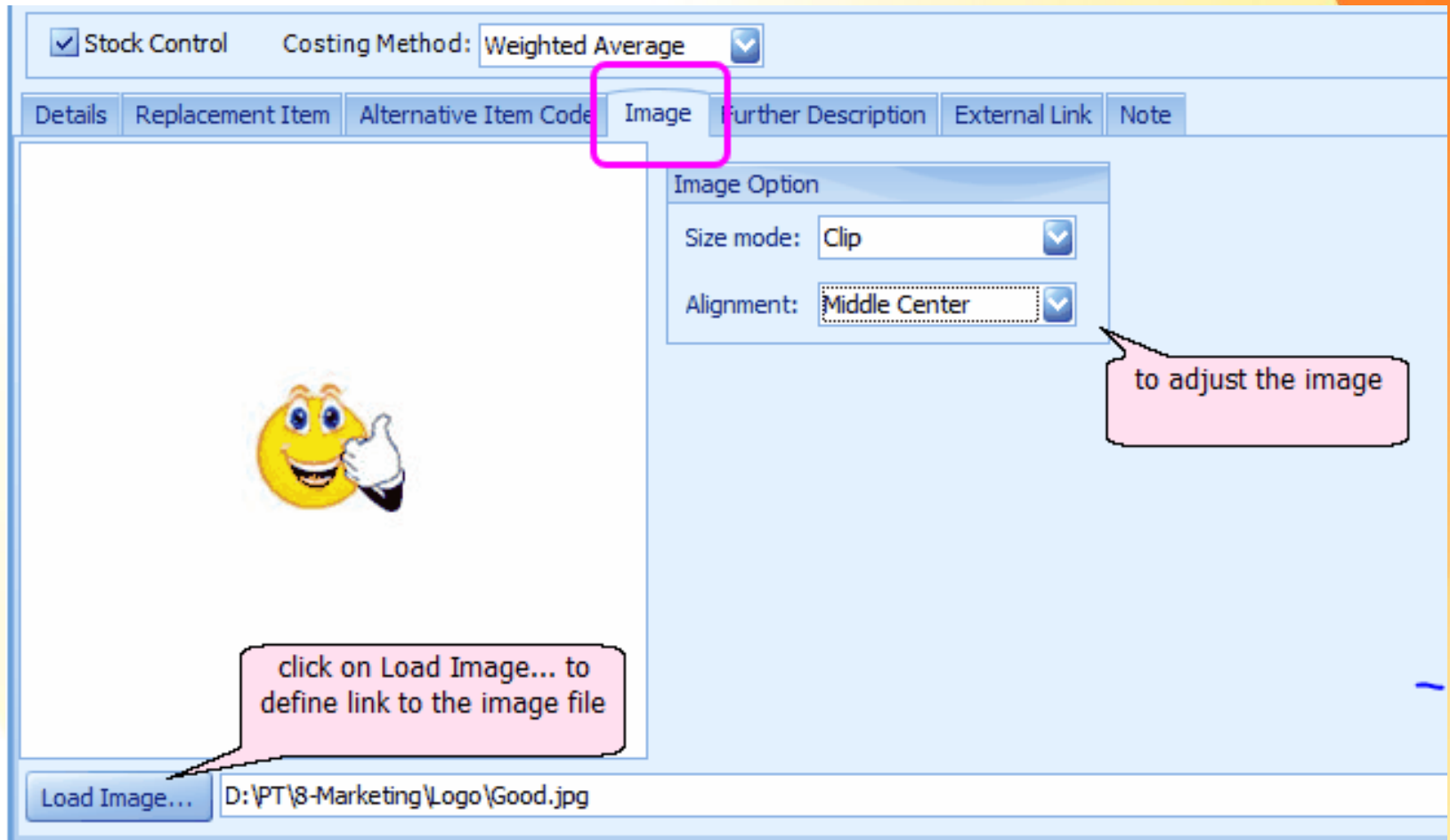
Alternative Item Code
123
I 9551234512345

click on '+' to add an alternative item code (if any)

Record 2 of 2



# Stock Item Maintenance



# Stock Item Maintenance

The screenshot displays the 'Stock Item Maintenance' software interface. At the top, there is a 'Stock Control' checkbox and a 'Costing Method' dropdown menu set to 'Weighted Average'. Below this is a tabbed interface with 'Further Description' selected. A text editor is open, showing the text: 'This item carries **warranty** period of **12 months**. For more information, please contact: **01?- 12345678**'. The text is formatted with bold, italic, and underline. A pink callout box points to the text editor with the text: 'use the formatting tools to change the font size/type/color of the text. The text will be captured during transaction.'





# Stock Item Maintenance

Stock Control Costing Method: Weighted Average

Details Replacement Item Alternative Item Code Image Further Description **External Link** Note

+ - Folder

D:\PT\8-Marketing\Licensing\Product Info\ProductSpec.pdf

click on '+' to add a link to any file (document, excel sheet, image, contract, MOU ...) that contains additional info. This makes it easier as you may open/view the file here.



# Stock Item Maintenance

Stock Control    Costing Method:

Details   Replacement Item   Alternative Item Code   Image   Further Description   External Link   **Note**

Arial   10   **B**   *I*   U   [List Icons]   [Link Icons]

Here you may key in some note related to this item for reference purpose. |



# Item Price Book

- maintain item pricing by item code, debtor or creditor.
- set different item code for different debtor/creditor.



# Item Price Book Maintenance

## Item Price Book

**Hint:** In this windows you can edit, delete Price Book, Supplier Item Price Customer Item Price. Note: Please click start edit Item Price Book.

**1. check the checkbox and select an item**

Edit Filter

Item Code    ITEM 123    UOM

Price Book Type

Price Category

Debtor

Creditor

**2. click on Edit**

Edit (Note: Click Edit button to edit Item Price Book.)

Refresh    Close

Drag a column header here to group by that column

I...	D...	.	Pric...	...	...	Com...	Cur...	Use...	Fi...	..	..	..	..	..	..
------	------	---	---------	-----	-----	--------	--------	--------	-------	----	----	----	----	----	----



# Item Price Book Maintenance

Window this is the selected item

Filter By: Item Code

Delete	UOM	Debtor	Price Category	Creditor	Use Fixed Price	Fixed Price	Fixed Discount	Qty 1	Price 1	Discount 1
<input type="checkbox"/>	PCS	300-A001			<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS	300-B001			<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS	300-C001			<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS	300-D001			<input checked="" type="checkbox"/>					
<input type="checkbox"/>	PCS	300-L001			<input checked="" type="checkbox"/>	110.00	10%			
<input type="checkbox"/>	PCS	300-P001			<input type="checkbox"/>			5	95.00	
<input checked="" type="checkbox"/>	PCS	300-P002			<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS	300-P003			<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS	300-P004			<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS	300-T001			<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS			400-B001	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS			400-C001	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	PCS			400-D001	<input checked="" type="checkbox"/>					

(debtor) key in the price/discount value here or use the bottom section

(creditor) key in the price/discount value here or use the bottom section



# Item Price Book Maintenance

<input checked="" type="checkbox"/>	PCS			400-F001	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	PCS			400-L001	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	PCS			400-M001	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	PCS		RET		<input checked="" type="checkbox"/>		99.00		
<input type="checkbox"/>	PCS		WHL		<input checked="" type="checkbox"/>		100.00	2	

Record 5 of 18

Main Up To Date Cost

ItemCode: ITEM 123 UOM: PCS  Delete

Description: NOKIA ITEM 123  Use Fixed Price

Price Category:  Price: 110 >=

Debtor: 300-L001 Discount: 10% >=

Creditor:  >=

Debtor Item Code: K333 >=

Reference:

Debtor: LGH ENTERPRISE

alternatively, you may use this section to key in price/discount value for the highlighted row

(price category) key in the price/discount value here or use the bottom section



# Item Price Book Maintenance

Item Price Book - LEARNING AUTOCOUNT SDN BHD [L2] - AutoCount Accounting (Ver: 1.3.3.9)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Window Help

## Item Price Book

**Hint:** In this windows you can edit, delete Price Book, Supplier Item Price Customer Item Price. Note: Please click edit but

**Edit Filter**

Item Code   UOM

**Price Book Type**

Price Category

Debtor

Creditor

(Note: Click Edit button to edit Item Price Book.)

1. check the checkbox and select a debtor

2. click on Edit



# Item Price Book Maintenance

**Item Price Book Entry**

Window

Filter By: Description  Debtor

Delete	ItemCode	UOM	Use Fixed Price	Fixed Price	Fixed Discount	Qty 1	Price 1	Discount 1	Qty 2	Price 2	Discount 2
<input checked="" type="checkbox"/>	BOM	SET	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	BOM-A	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	BOM-B	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	BOM-C	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	BOM-D	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	BOM-EE	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	BOM-GG	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	CELCOM100	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	CELCOM50	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	DIGI100	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	DIGI50	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	FG20	SET	<input checked="" type="checkbox"/>								
<input type="checkbox"/>	ITEM 123	PCS	<input checked="" type="checkbox"/>	100.00	7%						
<input checked="" type="checkbox"/>	ITEM A	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	ITEM B	PCS	<input checked="" type="checkbox"/>								
<input type="checkbox"/>	M1200	PCS	<input type="checkbox"/>			3	1,000.00	5%	6	1,000.00	7%
<input checked="" type="checkbox"/>	MAXIS100	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	MAXIS50	PCS	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	ME2	PCS	<input checked="" type="checkbox"/>								

this is the selected debtor

(item) key in the price/discount value here or use the bottom section





# Item Opening Balance Maintenance

## Item Opening Balance

**Hint:** In this windows, you can add, edit delete Item Opening Balance. Note: Please filter the ItemCode first to improve the operation performance.

Filter By

Item Code: No filter

Item Group: Filter by multi-select 1 was selected

Item Type: Filter by multi-select 1 was selected

Apply Filter

Auto Generate Opening Balance By Filter Criteria Delete All

Drag a column header here to group by that column

ItemCode	UOM	Rate	Description	Quantity	Cost	Seq
ITEM 123	PCS		1 NOKIA ITEM 123	25	50.00	0
N50	PCS		1 NOKIA E50	10	830.00	0
N80	PCS		1 NOKIA N80	10	990.00	0
N8800	PCS		1 NOKIA 8800	10	2,600.00	0
N95	PCS		1 NOKIA N95	10	1,400.00	0

Record 5 of 5

Auto correct sequence error when save

Save Cancel

1. define filter options

2. click Apply Filter

3. click Auto Generate Opening.....

4. key in opening quantity and unit cost

5. click on Save



# Stock Group

- maintain stock item groups for the purpose of report filtering and posting to G/L accounts.



# Stock Group Maintenance

**Stock Group Maintenance**

Item Group: RELOAD      Short Code: RL

Description: RELOAD CARD

Posting Accounts    Note

Load Default Accounts

Sales Account Code	500-0000	Purchase Account Code	610-0000
Cash Sale Account Code	500-1000	Purchase Return Account Code	612-0000
Sales Return Account Code	510-0000	Purchase Discount Account Code	540-0000
Sales Discount Account Code	520-0000	Balance Stock Account Code	330-0000

Note 1: Sales Discount Account Code and Purchase Discount Account Code is used when Line Discount post to separate account option is turned on, hence, it is optional.

Note 2: Balance Stock Account Code is used in Financial Report when Use Live Stock Balance option is turned on, hence, this value is optional.

OK      Cancel



# Stock Item Type Maintenance

The screenshot displays a software window titled "Item Type Maintenance" with a sub-tab "Item Type Edit". The window contains the following fields and controls:

- Item Type:** A text box containing "NOKIA".
- Short Code:** A text box containing "N".
- Description:** A text box containing "NOKIA" with a second empty line below it.
- Note:** A rich text editor area with a toolbar. The toolbar includes options for font (Arial), size (10), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, and outdent. The text area is currently empty.
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right of the dialog.



# Item Group

- purpose of report filtering.
- posting to G/L accounts.

# Item Type

- purpose of report filtering.

# **Stock Transaction**

# Stock Adjustment

New Stock Adjustment - [Next Possible No: ADJ-000002]

Edit Copy Stock Adjustment Window

Description: STOCK ADJUSTMENT  
Ref. Doc. No:   
Stock Adjustment No: <<New>>  
Date: 15-03-2010

Main More Header External Link Note

+ + - ↑ ↓ ↺ ↻ 🔍

Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Cost	Sub Total
PHL-001	MTOROLA 501	...	UNIT	-1	300.0000	-300.00
PHL-002	MTOROLA 509	...	UNIT	1	550.0000	550.00
▶ ACS-001	ACCESSORY SAMSONG 1	...	UNIT		-200.0000	-200.00

Record 3 of 3

Total: 50.00

After save, proceed with new Stock Adjustment

Save Save & Preview Save & Print Cancel

negative qty means reduce adjustment; positive means increase adjustment

this is to adjust (reduce) the value but not affecting quantity. (applicable for costing method Weighted Average only)



# Inventory Physical Worksheet

The screenshot shows the 'Inventory Physical Worksheet' window. At the top, there is a green header bar with the title and a help icon. Below the header, there are two main sections: 'Filter Options' and 'Report Options'. The 'Filter Options' section includes a 'Date' dropdown set to '08/10/2009' and a 'Stock Item' dropdown set to 'No filter'. The 'Report Options' section includes a 'Group By' dropdown set to 'None', a 'Sort By' dropdown set to 'Item Code', and a checked checkbox for 'Show Criteria In Report'. A 'More Options' button is located between these two sections. Below the options are five buttons: 'Inquiry', 'Preview', 'Print', 'Hide Options', and 'Close'. A callout box points to the 'Inquiry' button with the text '2. click on Inquiry'. Another callout box points to the 'Filter Options' section with the text '1. define filter options'. Below the buttons, there are two tabs: 'Result' and 'Criteria'. Below the tabs is a table with the following columns: 'Item Code', 'Item Description', 'UOM', 'Item Group', 'Item Type', and 'Available Qty'. The table contains several rows of data, including 'ITEM 123', 'M1200', 'ME2', 'MV6', and 'N50'. A callout box points to the 'Item Code' header with the text 'Drag a column header here to group by that column'.

**Filter Options**

Date : 08/10/2009  
Stock Item : No filter

**Report Options**

Group By: None  
Sort By: Item Code  
 Show Criteria In Report

More Options

Inquiry Preview Print Hide Options Close

Result Criteria

Drag a column header here to group by that column

Item Code	Item Description	UOM	Item Group	Item Type	Available Qty
ITEM 123	NOKIA ITEM 123	PCS	PHONE	NOKIA	24
M1200	MOTOROLA A1200	PCS	PHONE	MOTOROLA	10
ME2	MOTOROLA ROKR E2	PCS	PHONE	MOTOROLA	10
MV6	MOTOROLA RAZR MAXX V6	PCS	PHONE	MOTOROLA	10
N50	NOKIA E50	PCS	PHONE	NOKIA	9





# Inventory Physical Worksheet

Date : 08/10/2009 11:07:31  
User ID : ADMIN

## Inventory Physical Worksheet

LEARNNG AUTOCOUNT SDN BHD (751600-A)

Page 1 of 1

Item Group	Description	UOM	Book Quantity	Physical Quantity	Adjust Quantity
ITEM 123	NOKIA ITEM 123	PCS	24		
M1200	MOTOROLA A1200	PCS	10		
ME2	MOTOROLA ROKR E2	PCS	10		
MV6	MOTOROLA RAZR MAXX V6	PCS	10		
N50	NOKIA E50	PCS	9		

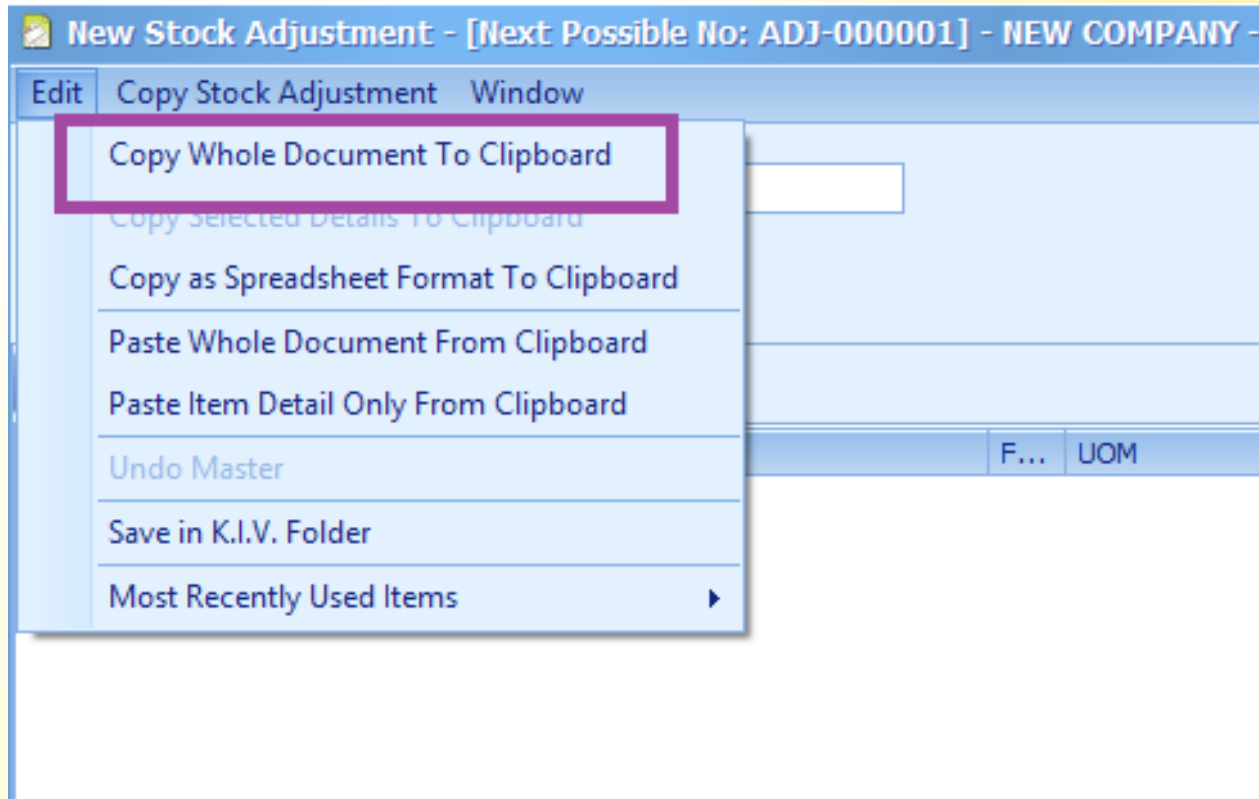


# “Edit” Function

- Copy whole document to clipboard.
- Copy selected details to clipboard.
- Copy as spreadsheet format to clipboard.
  
- Paste whole document from clipboard.
- Paste item detail only from clipboard.



# “Edit” Function



# “Edit” Function

The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'Home' tab, showing the 'Clipboard', 'Font', 'Alignment', and 'Number' groups. The formula bar shows the active cell 'A91' containing the XML schema definition: `<xs:maxLength value="25" />`. The formula bar also includes icons for undo, redo, and the 'fx' function wizard. Below the formula bar, the XML code is displayed in a grid format, with row 91 highlighted in green. The code is as follows:

	A
79	<code>&lt;/xs:simpleType&gt;</code>
80	<code>&lt;/xs:element&gt;</code>
81	<code>&lt;xs:element name="InvAddr4" minOccurs="0"&gt;</code>
82	<code>&lt;xs:simpleType&gt;</code>
83	<code>&lt;xs:restriction base="xs:string"&gt;</code>
84	<code>&lt;xs:maxLength value="40" /&gt;</code>
85	<code>&lt;/xs:restriction&gt;</code>
86	<code>&lt;/xs:simpleType&gt;</code>
87	<code>&lt;/xs:element&gt;</code>
88	<code>&lt;xs:element name="Phone1" minOccurs="0"&gt;</code>
89	<code>&lt;xs:simpleType&gt;</code>
90	<code>&lt;xs:restriction base="xs:string"&gt;</code>
91	<code>&lt;xs:maxLength value="25" /&gt;</code>
92	<code>&lt;/xs:restriction&gt;</code>



# “Edit” Function

The screenshot shows a software window titled "View Stock Adjustment - [ADJ-000002]". The "Edit" menu is open, displaying several options. The option "Copy as Spreadsheet Format To Clipboard" is highlighted. Other options include "Copy Whole Document To Clipboard", "Copy Selected Details To Clipboard", "Paste Whole Document From Clipboard", "Paste Item Detail Only From Clipboard", "Undo Master", "Save in K.I.V. Folder", and "Most Recently Used Items".

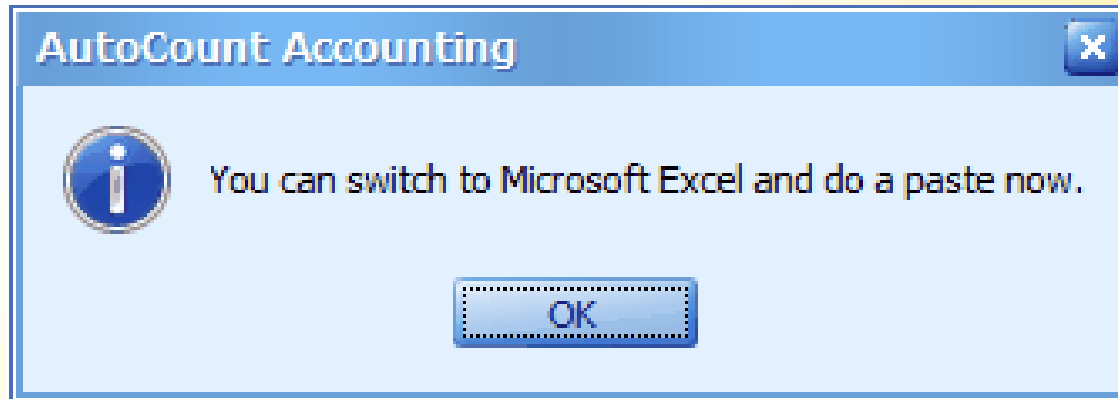
Form fields in the window show "Stock Adjustment No" as ADJ-000002 and "Date" as 21-04-2011. A "Show Instant Info" button is visible on the right.

	F...	UOM	Qty	Unit Cost	Sub Total
	...	PCS	1	9.0000	9.00
DIGI10		PCS	-1	7.4992	-7.50
CELCOM100		PCS			100.00
MAXIS100		PCS			-70.00
PH-N-00003		Unit	1	200.0000	200.00

At the bottom, a status bar shows "Record 1 of 5" and a "Total" of 231.50. Navigation buttons (back, forward, home, end) and action buttons (Preview, Print, Edit, Cancel Document, Delete, Close) are located at the bottom of the window.



# “Edit” Function



# “Edit” Function

	A	B	C	D	E	F	G	H	I	J	K
1	AutoCount Accounting Stock Adjustment										
2											
3	DocNo	ADJ-000002									
4	Date	21-04-11									
5	Description	STOCK ADJUSTMENT									
6	RefDocNo										
7	Remark1										
8	Remark2										
9	Remark3										
10	Remark4										
11	ItemCode	Description	UOM	BatchNo	ProjNo	DeptNo	Qty	SubTotal	PrintOut	Location	UnitCost
12	CELCOM10	CELCOM RELOAD CARD RM10	PCS				1	9	TRUE	HQ	9
13	DIGI10	DIGI RELOAD CARD RM10	PCS				-1	-7.5	TRUE	HQ	7.4992
14	CELCOM100	CELCOM RELOAD CARD RM100	PCS				0	100	TRUE	HQ	0
15	MAXIS100	MAXIS RELOAD CARD RM100	PCS				0	-70	TRUE	HQ	0
16	PH-N-00003	panasonic battery 1500	Unit				1	200	TRUE	HQ	200
17											



# “Edit” Function

The screenshot shows a software window titled "Edit Stock Adjustment - [ADJ-000002]". The window has a menu bar with "Edit", "Copy Stock Adjustment", and "Window". A context menu is open over the table, listing options such as "Copy Whole Document To Clipboard", "Copy Selected Details To Clipboard", "Copy as Spreadsheet Format To Clipboard", "Paste Whole Document From Clipboard", "Paste Item Detail Only From Clipboard", "Undo Master", "Save in K.I.V. Folder", and "Most Recently Used Items".

Form fields in the window include "Stock Adjustment No" with the value "ADJ-000002" and "Date" with the value "21-04-2011". A "Show Instant Info" button is also visible.

	F...	UOM	Qty	Unit Cost	Sub Total
	...	PCS	1	9.0000	9.00
DIGI10	DIGI RELOAD CARD RM10	...	-1	7.4992	-7.50
CELCOM100	CELCOM RELOAD CARD RM100	...			100.00
MAXIS100	MAXIS RELOAD CARD RM100	...			
PH-N-00003	panasonic battery 1500	...	1	200.0000	200.00





# “Edit” Function

	A	B	C	D	E	F	G	H	I	J	K
1	AutoCount Accounting Stock Adjustment										
2											
3	DocNo	ADJ-000002									
4	Date	21-04-11									
5	Description	STOCK ADJUSTMENT									
6	RefDocNo										
7	Remark1										
8	Remark2										
9	Remark3										
10	Remark4										
11	ItemCode	Description	UOM	BatchNo	ProjNo	DeptNo	Qty	SubTotal	PrintOut	Location	UnitCost
12	N50	NOKIA E50	PCS				21	16,800.00	TRUE	HQ	800
13	N80	NOKIA N80	PCS				2	1,600.00	TRUE	HQ	800
14											
15											



# “Edit” Function

Edit Stock Adjustment - [ADJ-000002]

Edit Copy Stock Adjustment Window

Description: STOCK ADJUSTMENT Stock Adjustment No: ADJ-000002  
Ref. Doc. No: Date: 21-04-2011

Main More Header External Link Note

Bar Code

Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Cost	Sub Total
CELCOM10	CELCOM RELOAD CARD RM10	...	PCS	1	9.0000	9.00
▶ DIGI10	DIGI RELOAD CARD RM10	...	PCS	-1	7.4992	-7.50
CELCOM100	CELCOM RELOAD CARD RM100	...	PCS			100.00
MAXIS100	MAXIS RELOAD CARD RM100	...	PCS			
PH-N-00003	panasonic battery 1500	...	Unit	1	200.0000	200.00
N50	NOKIA E50	...	PCS	21	800.0000	16,800.00
N80	NOKIA N80	...	PCS	2	800.0000	1,600.00



# Stock Adjustment Listing

**Print Stock Adjustment Listing**

Report Type: Print Stock Adjustment Listing

Filter Option

Document Date: No filter

Document No: No filter

Cancelled Status: Show Uncancelled

Report Options

Group By: None

Sort By: Document No

Show Criteria In Report

Inquiry Preview Print Hide Options Close

Result

Search Result  Keep Search Result

Check All Uncheck All Uncheck All in Selection

Drag a column header here to group by that column

	Doc No	Doc Date	Description	Total	Ref. Doc. No.	Cancelled
<input checked="" type="checkbox"/>	ADJ-000001	07/10/2009	STOCK ADJUSTM...	-243.00		

Select Report

Key	Report Name	Type
0	Stock Adjustment Listing	System
1	Stock Adjustment Listing With Detail	System

1. select report type

2. define filter options

3. click Inquiry

4. check to select entries

5. click Preview

6. select Report, OK.



# Stock Adjustment Listing

<b>Stock Adjustment Listing With Detail</b>							Date : 12/10/2009 17:33:46
							User ID : ADMIN
LEARNNG AUTOCOUNT SDN BHD (751600-A)							Page 1 of 1
Doc No	Date	Code	Debtor Name	UOM	Qty	Unit Price	Amount
No.	Item Code	Description					
ADJ-000001	10/07/2009						
1	ITEM 123	NOKIA ITEM 123		PCS	-1	50.00	-50.00
2	ITEM B	ITEM B		PCS	1	7.00	7.00
3	MAXIS100	MAXIS RELOAD CARD RM100		PCS			-200.00
Total :							-243.00
<b>Doc Count: 1</b>							<b>Total : -50.00</b>
<b>Final Summary By Items</b>							



# Stock Issue

- stock item (that was taken out from warehouse) for any reason other than sales.

New Stock Issue - [Next Possible No: SI-000001]

Edit Copy Stock Issue Window

Description: STOCK ISSUE  
Ref. Doc. No:   
Stock Issue No: <<New>>  
Date: 07/10/2009

Main More Header External Link Note

[Update Unit Cost with Standard Cost](#) [Update Unit Cost with Up-To-Date Cost](#) [Show Instant Info](#)

Item Code	Description	F...	UOM	Qty	Unit Cost	Sub Total
ITEM 123	NOKIA ITEM 123	...	PCS	1	50.00	50.00

Record 1 of 1

Total: 50.00

After save, proceed with new Stock Issue

Save Save & Preview Save & Print Cancel



# Stock Receive

- stock item (that was received into warehouse) for any reason other than purchase.

New Stock Receive - [Next Possible No: SR-000001]

Edit Copy Stock Receive Window

Description: STOCK RECEIVE  
Ref. Doc. No.:  
Stock Receive No: <<New>>  
Date: 07/10/2009

Main More Header External Link Note

Item Code	Description	UOM	Qty	Unit Cost	Sub Total
ITEM 123	NOKIA ITEM 123	PCS	2	50.00	100.00

Record 1 of 1

Total: 100.00

After save, proceed with new Stock Receive

Save Save & Preview Save & Print Cancel



# Stock Write-Off

- Reduce the quantity of stock that were damaged, expired, obsolete.
- The cost of the items that were written off will be shared by other stock (remaining stock).



# Stock Write-Off

**New Stock Write Off - [Next Possible No: WOFF-000001]**

Edit Copy Stock Write Off Window

Description: DAMAGED STOCK      Stock Write Off No: <<New>>  
Ref. Doc. No:      Date: 07/10/2009

Main More Header External Link Note

Show Instant Info

Item Code	Description	...	UOM	Qty	Unit Cost	Sub Total
ITEM 123	NOKIA ITEM 123	...	PCS	1	50.00	50.00

Record 1 of 1

Total 50.00

After save, proceed with new Stock Write Off

Save Save & Preview Save & Print Cancel





# Stock Update Cost

- Used to update the Standard Cost and Real Cost.
- **Update To Real Cost:** to update the real cost (Stock Item Maintenance).
- **Auto Update Item Cost:** to automatically fill into the field of New Cost with calculated up-to-date cost.



# Stock Update Cost

New Stock Update Cost - [Next Possible No: UT-000001]

Edit Copy Stock Update Cost Window

Description: STOCK UPDATE COST

Stock Update Cost No: <<New>>

Date: 07/10/2009

Update To Real Cost

Main Note

Fill Blank New Cost with Old Cost Auto Update Item Cost

Item Code	Description	UOM	Old Cost	New Cost
ITEM 123	NOKIA ITEM 123	PCS	50.00	52.00

Record 1 of 1

After save, proceed with new Stock Update Cost

Save Save & Preview Save & Print Cancel



# Stock Card Report

**Stock Card**

Basic Filter

Date Range: 01/10/2009 to 07/10/2009

Stock Item: No filter

More Options

Inquiry Preview Print Hide Options Close

Result Criteria **2. click on Inquiry**

**Drag a column header here to group by that column**

Item Code	Item Group	Item Type	Description	Costing Method	B/F Qty	B/F Cost	Average B/F C...	Balance Qty	Bala
+ FG20	PHONE	BOM	FINISHED GOODS 20	Weighted Aver...	4	79.00	19.75	4	
▶ - ITEM 123	PHONE	NOKIA	NOKIA ITEM 123	Weighted Aver...	25	1,250.00	50.00	24	

Detail

Item Code	Date	Doc. Type	Doc. No.	In Qty	Out Qty	Qty	Cost	Total Cost	Balance Qty	Balance Co
▶ + ITEM 123	07/10/2009	SR	SR-000001	2		2	50.00	100.00	27	1,...
+ ITEM 123	07/10/2009	SA	ADJ-000001		-1	-1	50.00	-50.00	26	1,...
+ ITEM 123	07/10/2009	SI	SI-000001		-1	-1	50.00	-50.00	25	1,...
+ ITEM 123	07/10/2009	WO	WOFF-000001		-1	-1	0.00	-0.00	24	1,...

double click on detail row to view its source entry

+ ITEM A	PHONE	SOP	ITEM A	Weighted Aver...	6	30.00				
+ ITEM B	PHONE	SOP	ITEM B	Weighted Aver...	3	21.00				
+ M1200	PHONE	MOTOROLA	MOTOROLA A1200	Weighted Aver...	10	13,500.00	1,350.00	10		



# Stock Card Report

Date : 07/10/2009 18:56:23  
User ID : ADMIN

## Stock Card

LEARNNG AUTOCOUNT SDN BHD (751600-A)

Page 1 of 1

Location	UOM	Batch No.		B/F Qty	FIFO			B/F Cost
Date	Type	Doc. No.	Desc.	In/Out Qty	Bal Qty	Qty	Unit Cost	Total Cost
								Bal Cost
<b>Item :</b>	<b>DIGI50</b>	<b>DIGI RELOAD CARD RM50</b>						
<b>HQ</b>	<b>PCS</b>				100			4,000.00
								4,000.00
<b>Item :</b>	<b>FG20</b>	<b>FINISHED GOODS 20</b>						
<b>HQ</b>	<b>SET</b>				4			79.00
								79.00
<b>Item :</b>	<b>ITEM 123</b>	<b>NOKIA ITEM 123</b>						
<b>HQ</b>	<b>PCS</b>				25			1,250.00
07/10/2009	SR	SR-000001	STOCK RECEIVE	2	27	2	50.00	100.00
07/10/2009	SA	ADJ-000001	STOCK ADJUSTMENT	-1	26	-1	50.00	-50.00
07/10/2009	SI	SI-000001	STOCK ISSUE	-1	25	-1	50.00	-50.00
07/10/2009	WO	WOFF-000001	DAMAGED STOCK		24	-1	0.00	0.00
								1,250.00

click on detail row to view its source entry



# Stock Movement Report

## Stock Movement

**Filter Options**

Date Range:  to

Stock Item :  [17 were selected](#)

Stock Group :  [1 was selected](#)

Stock Item Type :  [7 were selected](#)

Item Active Option :  Print Active Item  Print Inactive Item

**Report Options**

Group By :

Sort By:

Show Criteria In Report

Result **Criteria**

2. click on Inquiry

Drag a column header to that column

Item Code	Item Desc	Item Group	Item Type ↑	BF	Qty In GRN	P/I	C/P	SR	ASM/I	ADJ/I	XFER/I
ITEM 123	NOKIA ITEM 123	PHONE	NOKIA	25				2			
N50	NOKIA E50	PHONE	NOKIA	10							
N95	NOKIA N95	PHONE	NOKIA	10							
S500	SAMSUNG SGH-E500	PHONE	SAMSUNG	10							
S570	SAMSUNG SGH-E570	PHONE	SAMSUNG	10		1					
ITEM A	ITEM A	PHONE	SOP		5	2					

1. define filter options



# Stock Movement Report

## Stock Movement

LEARNNG AUTOCOUNT SDN BHD (751600-A)

Group ID	Description															
Item Code	Description															
←-----Quantity In-----→											←-----Quantity Out-----→					
Batch No.	B/F	Purchase	D/O Rtn	S/R	ASM/I	ADJ/I	XFER/I	UOM/I	C/N	Total In	Sales	D/N	S/I	ASM/O	ADJ/O	XFER/O
<b>ITEM 123</b>	<b>NOKIA ITEM 123</b>				<b>PCS</b>											
	25			2						2			1			
Total of ITEM 123	25	0	0	2	0	0	0	0	0	2	0	0	1	0	1	0
<b>ITEM A</b>	<b>ITEM A</b>				<b>PCS</b>											
		7								7	-1					
Total of ITEM A	0	7	0	0	0	0	0	0	0	7	-1	0	0	0	0	0



# Stock Status Report

**Stock Status** 1. define filter options

Basic Filter  
Stock Item: No filter More Options

Inquiry Preview Print Hide Options Close

Result Criteria 2. click on Inquiry

Drag a column header here to group by that column

ItemCode	Item Group	Item Type	Description	Lead Time	Is Active?		
+ A01	PHONE	MOTOROLA	A01		<input checked="" type="checkbox"/>		
+ A02		MOTOROLA	A02		<input checked="" type="checkbox"/>		
+ A03		MOTOROLA	A03		<input checked="" type="checkbox"/>		
- M1200	PHONE	MOTOROLA	MOTOROLA A1200		<input checked="" type="checkbox"/>		
ItemCode	On Hand Qty	CSGN Bal Qty	SO Qty	PO Qty	Available Qty	Available Qty after CSGn	Stock Status
+ M1200	9				9	9	High Level
+ ME2							<input checked="" type="checkbox"/>
+ MV6							<input checked="" type="checkbox"/>
+ N50							<input checked="" type="checkbox"/>

3. click on '+' to view the status



# Stock Status Report

Date : 08/10/2009 10:46:11  
User ID : ADMIN

## Stock Status

OCOUNT SDN BHD (751600-A)

Page 1 of 1

Description	Location	UOM	On Hand Quantity	SO QTY	PO QTY	AO QTY	Available Quantity	Qty On CSGN	Available Qty After Consignment	Stock Status
NOKIA N95	HQ	PCS	13.00				13.00		13.00	High Level
NOKIA N95	L1	PCS	-3.00				-3.00		-3.00	Backorder Level
SERIAL NUMBER ITEM	HQ	PCS	98.00				98.00		98.00	High Level
NOKIA 8800	HQ	PCS	9.00				9.00		9.00	High Level
NOKIA E50	HQ	PCS	10.00				10.00		10.00	High Level
NOKIA N80	HQ	PCS	10.00				10.00		10.00	High Level
NOKIA N80	L1	PCS	-3.00				-3.00		-3.00	Backorder Level





# Stock Status Report

- **Backorder Level:** when stock available quantity is  $< 0$
- **Critical Level:** when stock available quantity is  $< \text{Min. Qty}$  (Stock Item Maintenance)
- **Reorder Level:** when stock available quantity is  $\geq \text{Min. Qty}$  and  $< \text{Reorder Level}$  (Stock Item Maintenance)
- **Low Level:** when stock available quantity is  $\geq \text{Reorder Level}$  and  $< \text{Normal Level}$  (Stock Item Maintenance)
- **Healthy Level:** when stock available quantity is  $\geq \text{Normal Level}$  and  $< \text{Max. Qty}$  (Stock Item Maintenance)
- **High Level:** when stock available quantity is  $\geq \text{Max Qty}$  (Stock Item Maintenance)



The image shows a presentation slide with a vibrant, abstract background of overlapping yellow and orange shapes. In the center, there is a white rectangular area enclosed by a double orange border. The word "SALES" is written in a bold, black, sans-serif font within this white area.

**SALES**

# Document Numbering Format

- Set auto numbering for every transaction.
- INV-2016001, INV-2016002.....
- PV-OCT001, PV-OCT002.....



# Document Numbering Format Maintenance

**Document Numbering Format Maintenance**

Hint: possible of Document No and define the Document Format.

2. Click on New

1. Expand and click on Invoice type. There is a default format. We are going to add a new format.

3. Assign a name for the new format, and set the format.

Category: G/L  
Category: Manufacturing  
Category: Purchase  
Category: Sales  
DocType: Consignment  
DocType: Credit Note  
DocType: Cash  
DocType: Debit  
DocType: Delivery  
DocType: Invoice  
DocType: Quotation  
DocType: Sales Order  
DocType: Cancel S/O  
Category: Stock

Name	NextNumber	Format	Is Default
IV Default	1	I-<000000>	Yes

Document Numbering Format Maintenance

Name: INV-1  Default

Document Type: IV

Next Number: 1

Format: INV-{@yyMM}-<00000> Sample: INV-0907-00001

Each month with different running set number

Year	January Next Number	February Next Number	March Next Number	April Next Number	May Next Number	June Next Number	July Next Number	August Next Number	September Next Number	October Next Number	November Next Number	December Next Number
2009	1001	2001	3001	4001	5001	6001	7001	8001	9001	10001	11001	12001
2010												

Hint: If you enable "Each month with different running set number", you would better embed month year variable into your format. For example, Format: PV-{@yyyyMM}-<0000>.

OK Cancel

Record 21 of 47



# Document Numbering Format Maintenance

The screenshot shows the 'Document Numbering Format Maintenance' window. It features a tree view on the left for categories and document types, and a table on the right for document number formats. Five callouts provide instructions:

- 1. Click to highlight Invoice type.
- 2. Click on Manage
- 3. Click on This tab
- 4. Click to highlight INV-1
- 5. Click on 'Set as Default Document Number Format'

Document Number Format Name	Is Default
IV Default	<input type="checkbox"/>
INV-1	<input checked="" type="checkbox"/>

Name	NextNumber	Format
IV Default	1 I-<000000>	Yes
INV-1	1 INV-{@yyMM}-<000...	Yes



# Document Numbering Format Maintenance

Manage Document Number Format

Set Default Document Number Format | Assign Document Number Format to Users

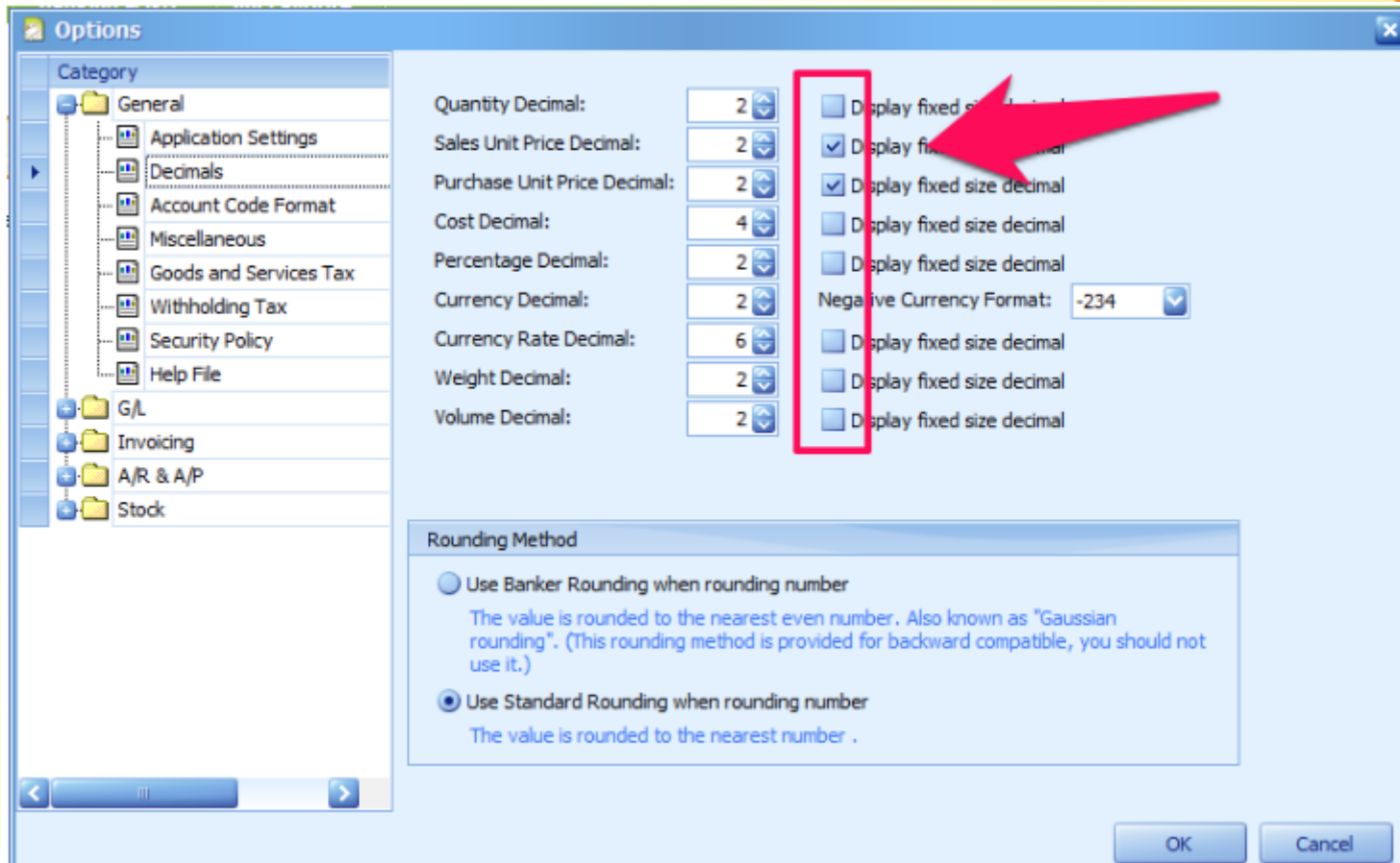
User ID	User Name	Department	Document Number Format Name
ADMIN	Administrator	Admin	IV Default
USER	General User		INV-1

Record 2 of 2

Save



# Decimal



# Decimal

Figure	Decimals Setting	No Tick Display Fixed Size	Tick Display Fixed Size
10.00	2	10	10.00
3.6840	4	3.684	3.6840
55.6048	4	55.6048	55.6048
8.4532	2	8.45 (Round to 2 Decimal)	8.45 (Round to 2 Decimal)
6.12395	4	6.124 (Round to 4 Decimal)	6.1240 (Round to 4 Decimal)



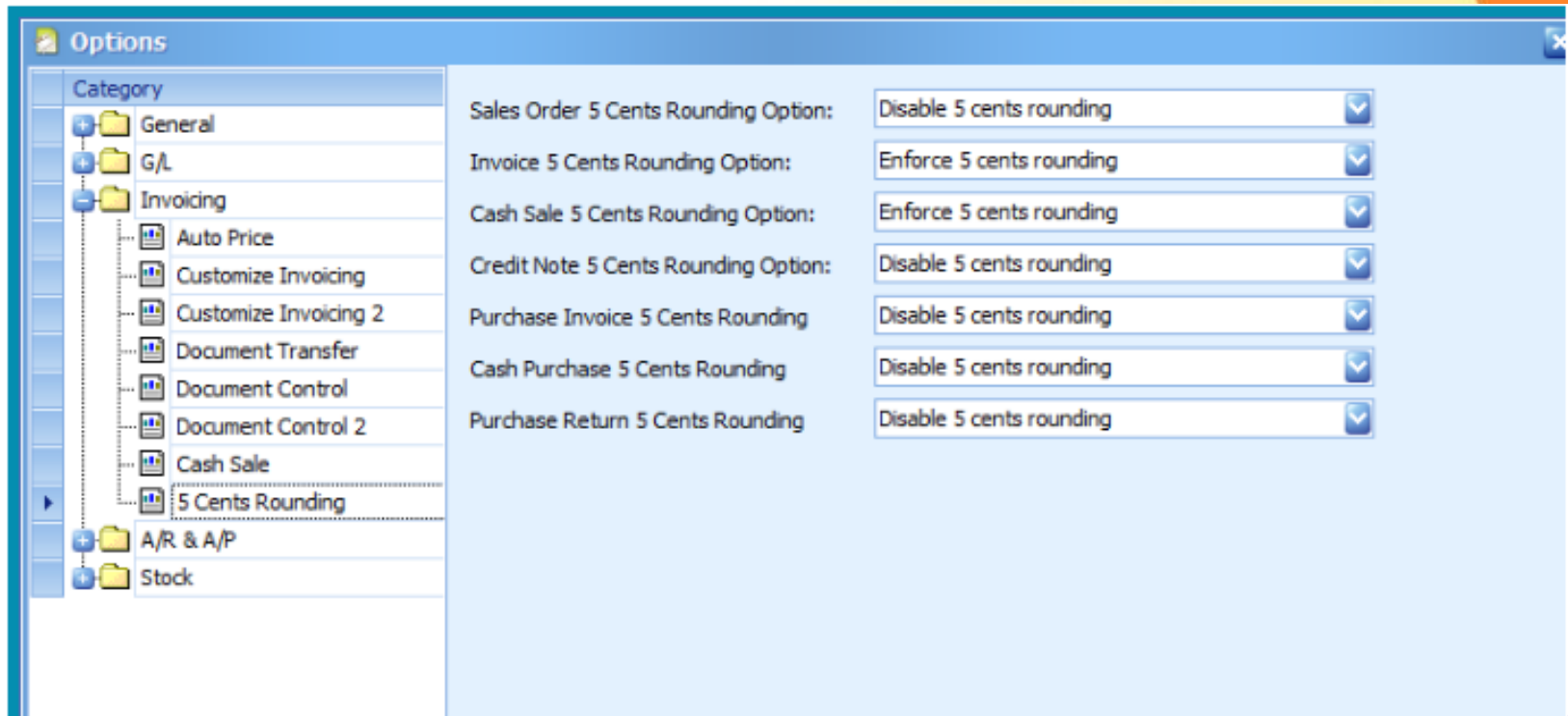


# 5 Cent Rounding

- RM 7.02 -> RM 7.00
- RM 8.03 -> RM 8.05
- RM 9.07 -> RM 9.05
- RM 10.08 -> RM 10.10



# 5 Cent Rounding



# 5 Cent Rounding

The screenshot shows a software window titled "Credit Note". The window has a menu bar with "Main", "More Header", "More Header 2", "External Link", and "Note". Below the menu bar is a toolbar with icons for adding, deleting, and other actions, along with buttons for "Group Total", "Discount", "Item Package", and "Show Instant Info". The main area of the window displays "Credit Note" in large text. Below this, there is a data entry section with several fields: "0", "0", "0.00", "0.00", "0.00", and "0.00". A status bar at the bottom left indicates "Record 0 of 0". The bottom right section contains a "5 cents rounding?" checkbox, which is highlighted with a red box. Other checkboxes include "Inclusive?". There are also fields for "Currency" (MYR), "Rate" (1.000000), "Taxable Amount" (0.00), "Local Total" (0.00), "Subtotal (ex)" (0.00), "GST" (0.00), and "Total" (0.00). At the very bottom, there is a checkbox "After save, proceed with new C/N" and four buttons: "Save", "Save & Preview", "Save & Print", and "Cancel".



# 5 Cent Rounding

It...	Description	...	B...	L...	D...	P...	Return?	...	Uni...	Un...	Di...	FOC ...	Foc U...	Su...	G...	G...	GST	Total ...	Total (...)	
▶	APPLE IPHONE 5		PCS	HQ			<input checked="" type="checkbox"/>		1	2,1...	2,500		0		2,1...	SR_S	6	131.94	2,199...	2,330.94

1	0	2,...	131.94	2,199...	2,330...
---	---	-------	--------	----------	----------

Record 1 of 1

<input checked="" type="checkbox"/> 5 cents rounding?	Subtotal (ex)	2,199.00			
<input type="checkbox"/> Inclusive?	Taxable Amount	2,199.00			
	GST	131.94			
Currency MYR	Rate 1.000000	Local Total	2,330.94	Total	2,330.94
	Rounding Adj.	0.01	Final Total	2,330.95	

After save, proceed with new C/N

Save Save & Preview Save & Print Cancel



# Shipping Method Maintenance

- Ship via column.

**Shipping Method Maintenance**

**Hint:** Shipping Method is used in Sales Document Entry to define the shipping method such as COURIER SERVICE, SELF PICK-UP, and etc.

New Edit Delete

Shipping Method	Description
-----------------	-------------

**Shipping Method Maintenance**

Shipping Method

Description

Active

OK Cancel



# Quotation

**New Quotation - [Next Possible No: QT-000002] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)**

Edit Copy Quotation Status Tools Window

Debtor: 300-0001  Can Transfer?

Name: customer a

Address: jalan 1  
bandar 2

Validity:   
Delivery Term:   
Your Ref.:   
CC:   
Payment Term:

Quotation No: <<New>>  
Date: 13/10/2016  
Credit Term: C.O.D.  
Sales Agent:   
Ship via:   
Shipping Info:

Branch:   
Sales Location: HQ

Main More Header External Link Note

+ = < > < > < > < > Group Total Discount Item Package Show Instant Info

Item C...	Description	...	U...	Qty	Unit ...	Discount	SubTotal	GST...	GST...	GST	Total (ex)	Total (inc)
00002	item 2	...		10	1		10.00	S...	6	0.60	10.00	10.60

10 10.00 0.60 10.00 10.60

Record 1 of 1

5 cents rounding? Subtotal (ex) 10.00  
 Inclusive? Taxable Amount 10.00 GST 0.60  
Currency MYR Rate 1 Local Total 10.60 Total 10.60

After save, proceed with new QT

Save Save & Preview Save & Print Cancel



# Further Description, Instant Info

The screenshot displays the AutoCount Inventory Software interface. At the top, there are tabs for 'Main', 'More Header', 'External Link', and 'Note'. Below these are several icons and buttons, including 'Group Total', 'Discount', and 'Item Package'. A 'Show Instant Info' button is highlighted with a red box in the top right corner.

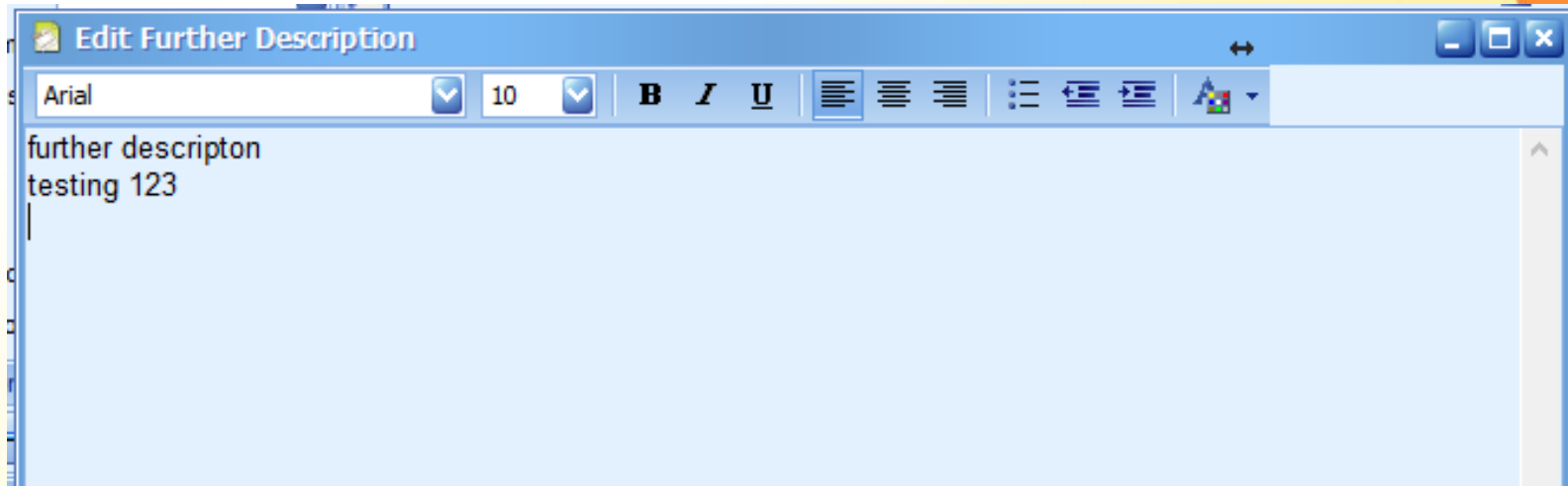
Item ...	Description	Further Descri...	L...	D...	P...	...	U...	Dis...	Sub...	...	...	GST	Total	Total (inc)
▶ ...	item 2	...	Ho				1		0.00	S...	6	0.00	0.00	0.00

At the bottom of the interface, there are several summary fields and controls:

- Record 1 of 1
- 5 cents rounding?
- Inclusive?
- Currency: MYR
- Rate: 1
- Subtotal (ex): 0.00
- Taxable Amount: 0.00
- Local Total: 0.00
- GST: 0.00
- Total: 0.00



# Further Description





# Instant Info

Price History	Stock Balance	Stock Item Info	Aging	Item Replacement	Up To Date Cost	Debtor Note	Purchase Price History	Refresh	Info			
Acc. No.	Company Name	Item Code	U...	T	Date	Doc. ...	Description	Lo...	Qty	Unit...	Disco...	SubTotal
▶ 400-S002	supplier usa	00002		PI	21/07/...	PI-000...	hgjnkml	HQ	100	10		1,000.00

Record 1 of 1

After save, proceed with new QT

Save Save & Preview Save & Print Cancel



# Quotation

## QUOTATION

No. : QT-000004

customer a

jalan1

bandar 2

47100 Selangor

TEL : 03-123456789

FAX :

Your Ref. :

From :

C. C. :

Date : 18/10/2016

Page : 1 of 1

Thank you for your inquiry. We are pleased to submit our quote as follows:

Item	Tax Code	Description	Qty	UOM	U/ Price RM	Disc.	Total RM
1.	SR	item 2 further descripton testing 123	1		10		10.00



# Quotation Listing

## Quotation

**Hint:** In this Quotation window, you can create, modify, or delete quotation for your customer.

**You can:**

[Create a new Quotation](#)      [Find Quotations](#)      [Print Quotation Listing](#)

or you can show a list of Quotation, then find your Quotation and apply the action on it.

Show this grid at startup

Drag a column header here to group by that column

	Doc. No.	Date ↓	Debtor ...	Debtor ...	Agent	Net Total	Cancelled	Approv...
▶	QT-000003	09/10/2009	300-L001	LGH ENTER...	PT	2,736.00		ADMIN
	QT-000002	09/10/2009	300-C001	CARE PHO...	FION	5,012.00		ADMIN
	QT-000001	09/10/2009	300-B001	BEST PHON...	TEH	2,068.00		ADMIN



# Quotation Listing

**Print Quotation Listing**

Report Type: Print Quotation Listing

Filter Options:

- Document Date: No filter
- Document No: No filter
- Debtor: No filter
- Debtor Type: No filter
- Sales Agent: No filter
- Area: No filter
- Cancelled Status: Show Uncancelled

Report Options:

- Group By: None
- Sort By: Date
- Show Cri

Buttons: Inquiry, Preview, Print, Hide Options, Close

Search: Check All, Uncheck All, Uncheck All in Selection, Clear all unchecked records from the grid

Drag a column header here to group by that column

	Doc. No.	Date	Debtor Code	Debtor Name	Agent	Net Total	Cancelled
<input checked="" type="checkbox"/>	QT-000001	09/10/2009	300-B001	BEST PHONE S...	TEH	2,068.00	
<input checked="" type="checkbox"/>	QT-000002	09/10/2009	300-C001	CARE PHONE ...	FION	5,012.00	
<input checked="" type="checkbox"/>	Q	9/10/2009	300-L001	LGH ENTERPRISE	PT	2,736.00	



# Quotation Listing

Date : 12/10/2009 18:02:47  
User ID : ADMIN

## Quotation Listing With Detail

LEARNNG AUTOCOUNT SDN BHD (751600-A)

Page 1 of 1

Doc No	Date	Code	Debtor Name				Curr.	Amount	LocalAmount
No.	Item Code	Description		UOM	Qty	Unit Price	Disc.		
QT-000001	09/10/2009	300-B001	BEST PHONE SDN BHD				RM	2,068.00	2,068.00
1	ITEM 123	NOKIA ITEM 123		PCS	2	134.00		268.00	268.00
2	S500	SAMSUNG SGH-E500		PCS	1	1,800.00		1,800.00	1,800.00
QT-000002	09/10/2009	300-C001	CAREPHONE SDN BHD				RM	5,012.00	5,012.00
1	MAXIS100	MAXIS RELOAD CARD RM100		PCS	5	131.00		655.00	655.00
2	ITEM 123	NOKIA ITEM 123		PCS	3	134.00		402.00	402.00
3	N50	NOKIA E50		PCS	1	1,055.00		1,055.00	1,055.00
4	ME2	MOTOROLA ROKR E2		PCS	1	1,100.00		1,100.00	1,100.00
5	S500	SAMSUNG SGH-E500		PCS	1	1,800.00		1,800.00	1,800.00
QT-000003	09/10/2009	300-L001	LGH ENTERPRISE				RM	2,736.00	2,736.00
1	ITEM 123	NOKIA ITEM 123		PCS	4	134.00		536.00	536.00
2	S570	SAMSUNG SGH-E570		PCS	2	1,100.00		2,200.00	2,200.00
Doc Count:	3							Total :	9,816.00



# Sales Order

New Sales Order - [Next Possible No: SO-000005]

Edit Copy Sales Order **Transfer Document** Tools Window

Debtor  **Transfer From Quotation** Ctrl+Alt+Q  Allow to Transfer  Allow to Transfer By Value

To  **Check Transferred To Status** Ctrl+Alt+C

S/O No <<New>>

Address

Date 09/10/2009

Branch

Credit Term

Sales Agent

Ship via

Shipping Info

Main More Header External Link Note

+ + - ↕ ↘ ↶ ↷ { } [ ]

Goup Total Discount 🔍 Show Instant Info

Item Code	Description	F...	Delivery Date	UOM	Qty	Unit Price	Discount	SubTotal
-----------	-------------	------	---------------	-----	-----	------------	----------	----------

# Sales Order



# Sales Order

New Sales Order - [Next Possible No: SO-000001] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Transfer from Quotation

Full Document Transfer Partial Item Transfer

Check All UnCheck All Full Transfer Option: Copy Full Details

...	Debtor Code	Doc No	Date	Company Name	Agent	Credit Term	Net Total
<input type="checkbox"/>	300-0001	QT-000003	13/10/2016	customer a		C.O.D.	10.60

Record 1 of 1

Transfer Document Information

OK Cancel

Currency MYR Rate 1 Local Total 0.00 Total 0.00



# Sales Order

New Sales Order - [Next Possible No: SO-000001] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Debtor: 300-0001  Can Transfer?  Can Transfer By Value?

Name: customer a S/O No: <<New>>

Address: jalan 1 Date: 13/10/2016

bandar 2 Credit Term: C.O.D.

47100 Selangor Sales Agent:

Branch: Ship via:

Sales Location: HQ Shipping Info:

Main More Header External Link Note

+ - < > < > Goup Total Discount Item Package Show Instant Info

Ite...	Description	...	Deliv...	Lo...	D...	Pro...	UOM	Qty	Unit ...	Di...	Su...	FOC Qty	GS...	GS...	GST	Total (ex)	Total (inc)
▶ 0...	item 2		13/10...	HQ				10	1		10.00	0	SR-S	6	0.60	10.00	10.60

10 10.00 0 0.60 10.00 10.60

Record 1 of 1

5 cents rounding? Subtotal (ex) 10.00

Inclusive? Taxable Amount 10.00 GST 0.60

Currency MYR Rate 1 Local Total 10.60 Total 10.60





# Sales Order

Item		Tax Code	Description	Qty	UOM	U/ Price RM	Disc.	Total RM
1.	SR	Item 2		10		1		10.00

RINGGIT MALAYSIA TEN AND CBVTS SIXTY ONLY		<b>Sub Total (Excluding GST)</b>	<b>10.00</b>
		<b>GST payable @ 6% on 10</b>	<b>0.60</b>
		<b>Total (Inclusive of GST)</b>	<b>10.60</b>

Notes :	<b>GST Summary</b>	<b>Amount(RM)</b>	<b>Tax(RM)</b>
1. All cheques should be crossed and made payable to PREBOFT (M) SDN BHD	SR @ 6%	10.00	0.60
2. Goods sold are neither returnable nor refundable. Otherwise a cancellation fee of 20% on purchase price will be imposed.			



# Delivery Order

New Delivery Order - [Next Possible No: DO-000001]

Edit Copy Delivery Order **Transfer Document** Tools Window

Debtor | Transfer From Quotation Ctrl+Alt+Q  
To | Transfer From Sales Order Ctrl+Alt+S  
Address | Check Transferred To Status Ctrl+Alt+C  
Branch |

Allow to Transfer  
D/O No <<New>>  
Date 10/10/2009  
Credit Term  
Sales Agent  
Ship via  
Shipping Info

Main More Header External Link Note

+ - [Icons] Group Total Discount Serial Number Show Instant Info

Item Code	Description	...	Delivery Date	UOM	Qty	Unit Price	Discount	SubTotal
-----------	-------------	-----	---------------	-----	-----	------------	----------	----------

# Delivery Order



# Delivery Order

New Delivery Order - [Next Possible No: DO-000002] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)

Edit Copy Delivery Order Transfer Document Tools Window

Debtor: 300-0001  Can Transfer?

Name: customer a D/O No: <<New>>

Address: jalan1 Date: 13/10/2016

bandar 2 Credit Term: C.O.D.

47100 Selangor Sales Agent:   
 Ship via:   
 Shipping Info:

Branch:   
 Sales Location: HQ

Main More Header External Link Note

+ + - < > < > < > < > Group Total Discount Item Package Total Cost Show Instant Info

Ite...	Description	Deliv...	Batc...	L...	D...	Pr...	UOM	Qty	Uni...	Dis...	Sub...	F...	G...	G...	GST	Total ...	Total (i...
...	item 2	13/10/...		HQ				10	1		10.00	0	SR-S	6	0.60	10.00	10.60

10 10.00 0 0.60 10.00 10.60

Record 1 of 1

Subtotal (ex) 10.00

Inclusive? Taxable Amount 10.00 GST 0.60

Currency MYR Rate 1 Local Total 10.60 Total 10.60

After save, proceed with new D/O

Save Save & Preview Save & Print Cancel



# Transferred Status (S/O to D/O)

View Sales Order - [SO-000001] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order **Transfer Document** Tools Window

Debtor: 300-0001  
 Name: customer a  
 Address: jalan1, bandar 2, 47100 Selangor  
 Branch: [dropdown]  
 Sales Location: HQ

Transfer From Quotation Ctrl+Alt+Q  
 Check Transferred To Status Ctrl+Alt+C

Can Transfer?

S/O No  
 Date  
 Credit Term  
 Sales Agent  
 Ship via  
 Shipping Info

Main More Header External Link Note

+ + [list] - [arrow up] [arrow down] [refresh] [list] [list] Goup Total Discount [magnifying glass] Item Package

Ite...	Description	...	Deliv...	Lo...	D...	Pro...	UOM	Qty	Unit ...	Di...	Su...	FOC Qty	GS...	GS...	GST
▶ 0...	item 2		13/10...	HQ				10	1		10.00	0	SR-S	6	



# Transferred Status (S/O to D/O)

Transfer Status

View Sales Order 50-000001 Transfer Status.

Full & Partial Transfer Status Value Transfer Status For S/O

**Full Transfer**

Drag a column header here to group by that column

To Do...	Doc Type	Doc Date	Debtor Code	Debtor Name	Agent	Net Total	Local Net Total	Cancelled
▶ DO-000002	DO	13/10/2016	300-0001	customer a		10.60	10.60	F

10.60 10.60

Record 1 of 1

OK



# Delivery Order & Invoice

Debtor	300-C001	<input checked="" type="checkbox"/> Allow to Transfer	
To	CARE PHONE SDN BHD	D/O No	<<New>>
Address	NO. 38, JALAN SATU, 41200 KLANG	Date	02/10/2009
Branch	BR1	Credit Term	C.O.D.
		Sales Agent	FION
		Ship via	
		Shipping Info	

Main **More Header** External Link Note

Document Information			
Description	DELIVERY ORDER		
Ref		Ref Doc	
Remark 1		Remark 3	
Remark 2		Remark 4	

Customer Information					
Attention		Phone	03-33420011	Fax	03-33420022

Delivery Information			
Delivery Address	123 BRANCH ROOD 123, KL CENTRAL, KUALA LUMPUR	Contact	GOGILA
		Phone	031234567
		Fax	

Sales Tax Exemption			
No	123123123	Expiry Date	

After save, proceed with new D/O

Save Save & Preview Save & Print Cancel



# Invoice

The screenshot shows a software window titled "New Invoice - [Next Possible No: I-000006]". The menu bar includes "Edit", "Copy Invoice", "Transfer Document", "Payment", "Tools", and "Window". The "Transfer Document" menu is open, listing several options with their respective keyboard shortcuts: "Transfer From Quotation" (Ctrl+Alt+Q), "Transfer From Sales Order" (Ctrl+Alt+S), "Transfer From Delivery Order" (Ctrl+Alt+D), "Transfer By Value From Sales Order" (Ctrl+Alt+V), and "Check Transferred To Status" (Ctrl+Alt+C). The "Transfer From Delivery Order" option is highlighted with a pink box. On the right side of the window, there are input fields for "Invoice No" (set to "<<New>>"), "Date" (10/10/2009), "Credit Term", "Sales Agent", "Ship via", and "Shipping Info". A checkbox labeled "Allow to Transfer" is checked. Below the menu bar, there are tabs for "Main", "More Header", "External Link", and "Note". A toolbar contains icons for adding, deleting, and other actions, along with buttons for "Group Total", "Discount", and "Show Instant Info". At the bottom of the window, a table header is visible with columns: "Item Code", "Description", "Furt...", "UOM", "Qty", "Unit Price", "Discount", and "SubTotal".

Item Code	Description	Furt...	UOM	Qty	Unit Price	Discount	SubTotal
-----------	-------------	---------	-----	-----	------------	----------	----------

# Invoice



# Invoice

Item	Tax Code	Description	Qty	UOM	U/ Price	Disc. RM	Total RM
1.	SR	trestring2	1		50		50.00

RINGGIT MALAYSIA FIFTY THREE ONLY	<b>Sub Total (Excluding GST)</b>	<input type="text" value="50.00"/>
	<b>GST payable @ 6% on 50</b>	<input type="text" value="3.00"/>
	<b>Total (Inclusive of GST)</b>	<input type="text" value="53.00"/>

**TAX INVOICE** **No. : I-000008**

customer b Your Ref. :

Our D/O No. :

TEL : Terms : C.O.D.

FAX : Date : 29/09/2016

Page : 1 of 1



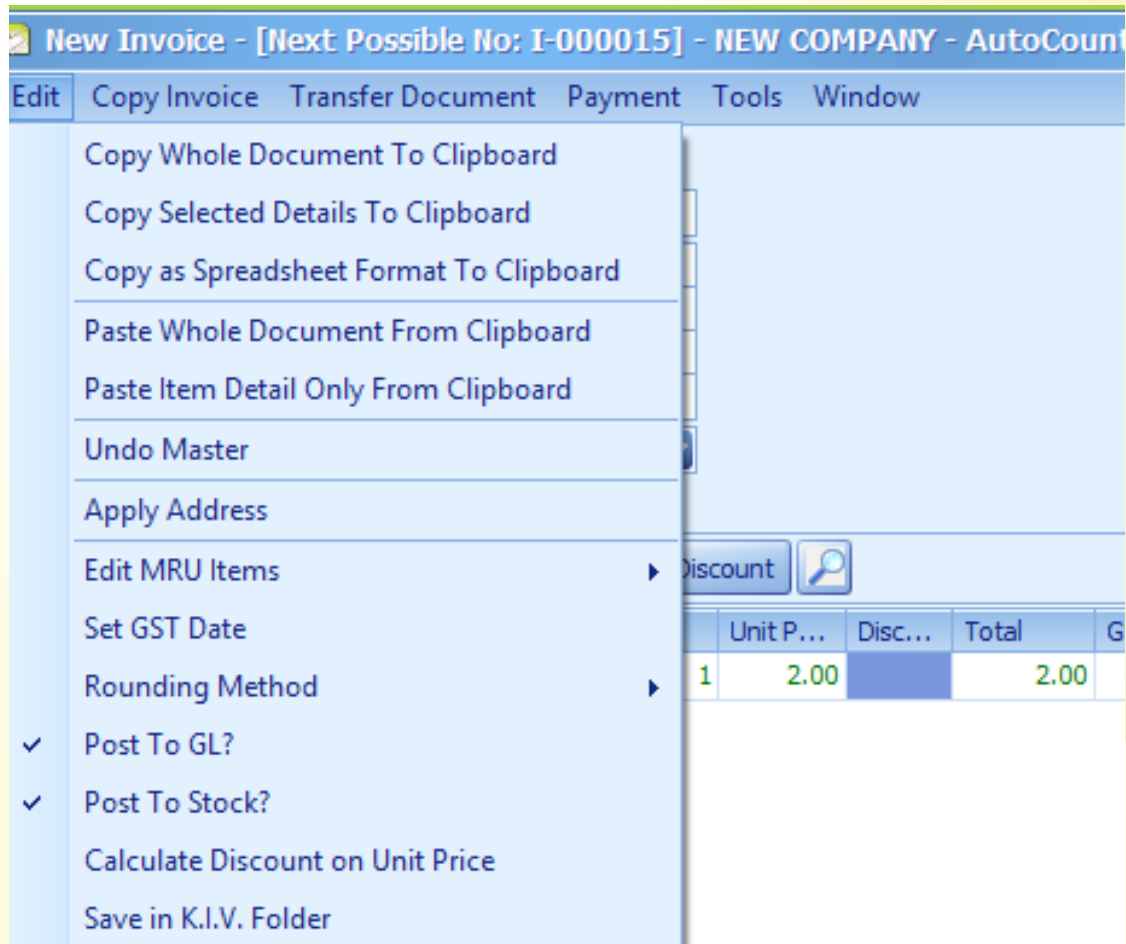


# “Edit” Function

- Apply address.
- Edit MRU item.
  - Description.
  - Ref.
  - Remark.
- Set GST date.
- Post to GL?
- Post to Stock?
- Save in KIV folder.



# “Edit” Function



# Apply Address

The screenshot displays the 'Apply Address' dialog box in the AutoCount Inventory Software. The dialog box is titled 'Apply Address' and contains the following fields and options:

- Apply Address To :** Radio buttons for  Billing Address and  Delivery Address.
- Name:** A dropdown menu.
- Address:** Three text input fields.
- Contact:** A checkbox.
- Phone:** Two text input fields.
- Fax:** A checkbox and one text input field.

Buttons for 'OK' and 'Cancel' are located at the bottom of the dialog box.

The background window shows an invoice form with the following details:

- Debtor:** 300-D001
- Name:** debtor 1
- Address:** (Empty fields)
- Branch:** (Empty field)
- Invoice No:** <<New>>
- Date:** 19/10/2016
- Credit Term:** C.O.D.
- Can Transfer?:**

A table at the bottom right of the background window shows the following data:

total (ex)	Total (inc)
2.00	2.00



# Edit MRU item

The screenshot displays the 'Edit MRU Items' dialog box in the AutoCount software. The dialog box is titled 'Edit MRU Items' and contains a list of items. The list has two columns: 'Item ...' and 'Description'. The first item is '003' with the description 'item 003 fifo'. Below the list are three buttons: 'Clear All', 'Save', and 'Cancel'. The background shows an invoice form with the following fields:

- Debtor: 300-D001
- Name: debtor 1
- Address: (empty)
- Branch: (empty)
- Invoice No: <<New>>
- Date: 19/10/2016
- Credit Term: C.O.D.
- Sales Agent: (empty)
- Can Transfer? (checked)

At the bottom of the invoice form, there is a table with the following data:

	Total (ex)	Total (inc)
00	2.00	2.00

The status bar at the bottom of the window shows 'Record 1 of 1' and a summary of values: 1, 2.00, 0.00, 2.00, 2.00.



# Set GST date

The screenshot displays the 'Set GST Date' dialog box in the AutoCount Inventory Software. The dialog box has a title bar with a close button (X) and contains the following fields and text:

- GST Date :** A dropdown menu currently showing an empty field.
- (Note: Leave GST Date empty if GST Date is equal to Document Date.)** A red note.
- Doc Date :** A text box containing the date '19/10/2016'.
- Buttons:** 'OK' and 'Cancel' buttons.

The background shows an invoice form with the following details:

- Debtor:** 300-D001
- Name:** debtor 1
- Address:** (Empty)
- Branch:** (Empty)
- Can Transfer?:**
- Invoice No:** <<New>>
- Date:** 19/10/2016
- Credit Term:** C.O.D.
- Sales Agent:** (Empty)
- Ship via:** (Empty)
- Shipping Info:** (Empty)

The invoice table below the dialog box shows the following data:

Item ...	Description	...	U...	C	...	GST	Total (ex)	Total (inc)
003	item 003 ffo	...	set			0.00	2.00	2.00

The status bar at the bottom of the window shows 'Record 1 of 1' and a summary of values: 1, 2.00, 0.00, 2.00, 2.00.



# Invoice Payment

Edit Invoice - [I-000007] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)

Edit Copy Invoice Transfer Document **Payment** Tools Window

Debtor 300-0001

Name customer a

Address jalan

Branch

Sales Location HQ

Main More Header External Link Note

Group Total Discount  Item Package Total Cost

Ite...	Description	...	...	B...	L...	...	P...	Qty	Uni...	Di...	FO...	Total	...	GS...
▶	testing					d1		1	100			100.00	<input type="checkbox"/>	SR-S



# Invoice Payment

Enter Payment

Edit

Total Invoice Amount : 106.00

Debtor : 300-0001 Payment's Currency : MYR Debtor's Currency : MYR

Project No. : Department No. :

Main External Links Note

Paid By : customer a Official Receipt No. : <<New>>

Description : paid by cash Date : 29/09/2016

2nd Receipt No. :

Payment M...	Cheque...	Payment A...	Bank Ch...	Bank C...	Bank C...	Bank C...	To Bank ...	Paymen...	Is RC...	RCHQ D...
▶ CASH		106.00	0.00		0.00		1		<input type="checkbox"/>	

Amount : 106.00

Save Cancel



# Invoice Payment

View A/R Receive Payment - [I-000007] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)

Edit Copy Payment View Window

Debtor : 300-0001 Payment's Currency : MYR Debtor's Currency : MYR

Project No. : Department No. :

Main External Links Note

Paid By : customer a Official Receipt No. : I-000007

Description : Payment From Invoice I-000007 Date : 29/09/2016

2nd Receipt No. :

Payment Me...	Cheque ...	Payment A...	Bank Ch...	To Bank ...	Bank Ch...	Bank Ch...	Bank Ch...	Paymen...	Is RCHQ	RCHQ D...
CASH		106.00	0.00	1		0.00			<input type="checkbox"/>	

Bank Account Balance for CASH as at 18/10/2016 is RM 376.00

Amount : 106.00

Unapplied Amount : 0.00

Knock-off Invoices/Debit Notes

Type	Date	No.	Org. Amt.	Outstanding	Discount ...	With ...	Disc. Amt.	Pay	...	Knock Off...
RI	11/07/2...	I-000001	3,180.00	180.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
RI	11/07/2...	I-000002	3,180.00	3,180.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
RI	25/09/2...	I-000006	21.20	21.20		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
RI	29/09/2...	I-000007	106.00	0.00		<input type="checkbox"/>	0.00	106.00	<input checked="" type="checkbox"/>	29/09/2016

View Source Preview Print Edit Cancel Document Delete Close



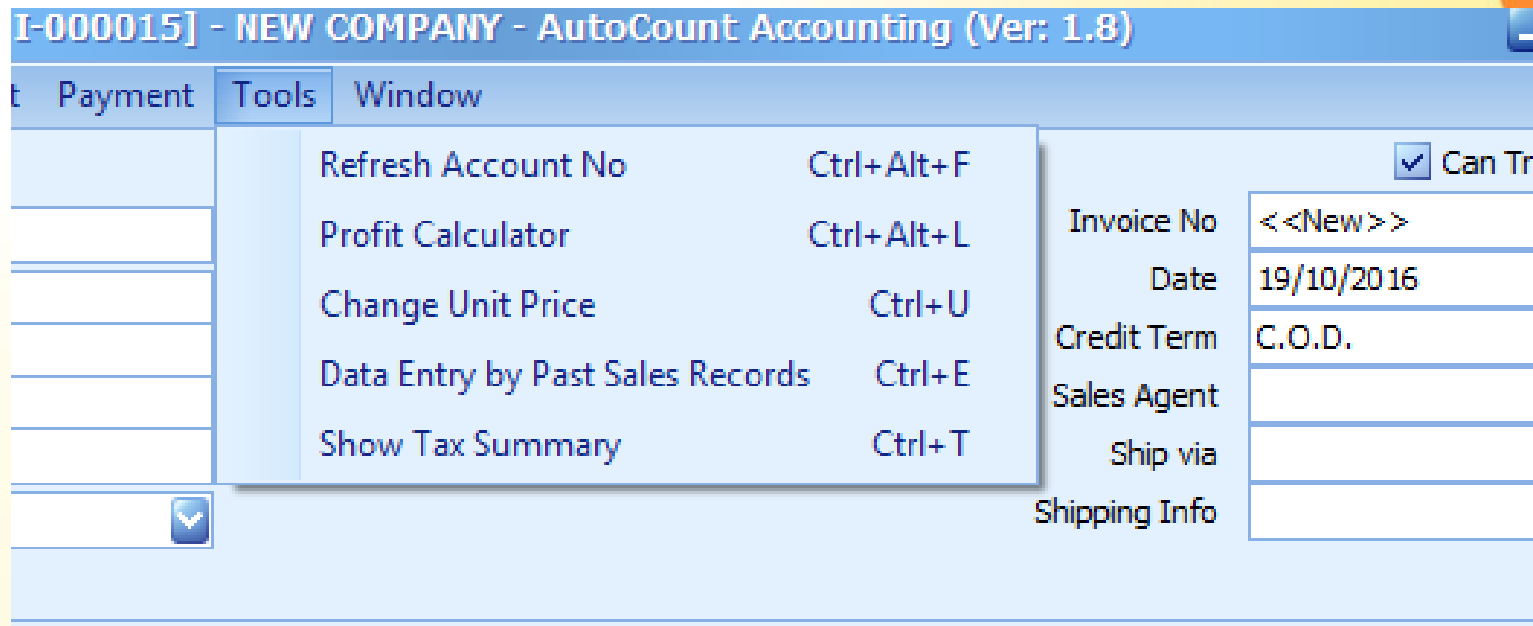


# “Tool” Function

- **Refresh Account No:** to refresh G/L account code.
- **Profit Calculator.**
- **Change Unit Price.**
- **Data Entry By Past Sales Records.**
- **Show tax summary.**



# “Tool” Function



# Profit Calculator

Edit Copy Invoice Transfer Document Payment Tools Window

Debtor 300-D001

Name debtor 1

Address

Invoice No <<New>>

Date 19/10/2016

Credit Term C.O.D.

Can Transfer?

**Profit Calculator**

Calculated based on date : **19/10/2016**

Drag a column header here to group by that column

Item Code	Description	UOM	Qty	Unit Price	SubTotal	Unit Cost	Total Cost	Profit	Margin (%)	Markup (...)	Costing ...
006	item6 lifo		1	5.00	5.00	2	2	3.00	60	150	LIFO



# Change Unit Price

The screenshot displays the 'Change Unit Price' dialog box in the foreground, which is overlaid on the main invoice form. The main form includes fields for Debtor (300-D001), Name (debtor 1), Address, Branch, Invoice No (<<New>>), Date (19/10/2016), Credit Term (C.O.D.), Sales Agent, Ship via, and Shipping Info. A table at the bottom shows 'Total (ex)' as 0 and 'Total (inc)' as 5.00. The dialog box prompts for a 'New Unit Price' (5), a 'User Name' (ADMIN), and a 'Password' for approval.

Item...	Description
006	item6 lifo

Total (ex)	Total (inc)
0	5.00



# Data Entry By Past Sales Records

Item Code	Description	UOM	Last Sale...	Past Qty ▼	Past Count	On Hand ...	Qty	Unit Price	Discount	SubTotal
002	item 002	pcs	24/10/2016	10	2	90				
005	item 5 fixe...	set	22/10/2016	2	2	2				
003	item 003 fifo	set	26/10/2016	2	2	2				
004	item 4 ave...	et	24/10/2016	2	2	2				
006	item6 lifo		22/10/2016	2	2	2				



# Tax Summary

The screenshot displays the AutoCount software interface. The main window shows an invoice form with the following details:

- Debtor: 300-D001
- Name: debtor 1
- Address: (empty)
- Invoice No: <<New>>
- Date: 19/10/2016
- Credit Term: C.O.D.
- Sales Agent: (empty)
- Can Transfer? (checked)

A "Tax Summary" dialog box is open in the foreground, showing a table of summarized taxes. The dialog title is "Tax Summary" and it has a "Close" button. The "Summarized Tax by" dropdown is set to "GST Tax Code".

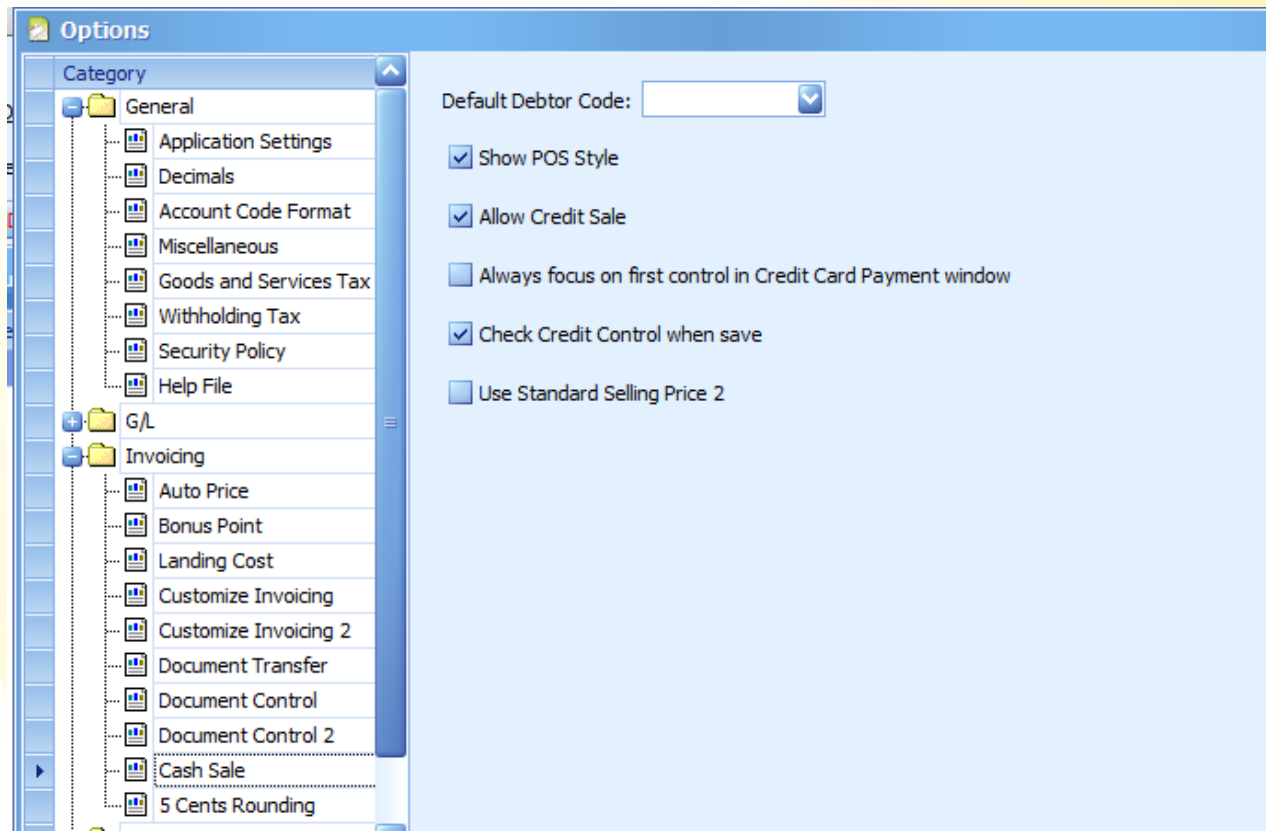
Tax Code	Tax Rate	No. of Items	Taxable Amount	Tax
SR @ 6%		6	5.00	0.30

Below the table, the total tax amount is shown as 5.30 (inc).



# Cash Sale

- 2 interface option.



# Cash Sale (POS style)

**New Cash Sale - [Next Possible No: CS-000005]**

Debtors: 300-9999  
To: CASH CUSTOMER  
C/S No: <<New>>  
Date: 11/10/2009

**Net Total: 1,954.00**

**Last Change:** [Green bar]

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	1	134.00		134.00
M1200	MOTOROLA A1200	...	PCS	1	1,820.00		1,820.00

Outstanding: 0.00

Total: 1,954.00  
Net Total: 1,954.00

Buttons: Cash, Credit Card, Multi Payment, Credit Sales, Cancel

Footer: F2 - Open Cash Drawer F3 - Cash Payment F5 - Credit Sales F7 - Credit Card Payment F8 - Multi-Payment Ctrl+U - Change Unit Price

Callouts:  
1. select debtor/customer  
2. click on '+' to select item  
3. this is the highlight of selected item  
4. this is the highlight of current total  
5. choose the payment method





# Cash Sale

New Cash Sale - [Next Possible No: CS-000001] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)

Edit Copy Cash Sale Transfer Document Tools Window

Debtor: 300-C002    Transferable

Name: customer c C/S No: <<New>>

Address: Jalan Puchong Date: 18/10/2016

Branch: Credit Term: C.O.D.

Sales Location: HQ Sales Agent: Ship via: Shipping Info:

Main More Header External Link Note

+ = - < > < > < > < > Group Total Discount Item Package Total Cost Show Instant Info

Item...	Description	Bat...	L...	D...	Qty	Unit...	Disc...	SubT...	F...	Po...	G...	G...	GST	Total (...)	Total (...)
I	cash sale service				1	10		10.00		<input type="checkbox"/>	SR-S	6	0.60	10.00	10.60

0 0.00 0 0.00 0.00 0.00

Record 1 of 1

Subtotal (ex) 10.00

Inclusive? Taxable Amount 10.00 GST 0.60

Currency MYR Rate 1 Local Total 10.60 Total 10.60

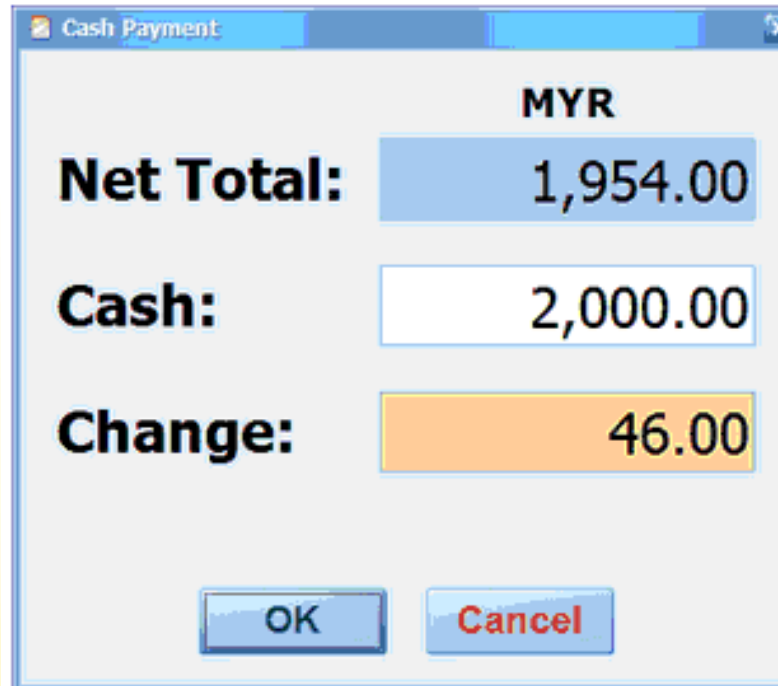
After save, proceed with new C/S

Cash Credit Card Multi Payment Credit Sale Cancel

F2 - Open Cash Drawer F3 - Cash Payment F5 - Credit Sales F7 - Credit Card Payment F8 - Multi-Payment Ctrl+U - Change Unit Price



# Cash Payment



A dialog box titled "Cash Payment" with a currency symbol "MYR" at the top right. It contains three rows of data: "Net Total:" with a value of 1,954.00 in a blue box; "Cash:" with a value of 2,000.00 in a white box; and "Change:" with a value of 46.00 in an orange box. At the bottom are "OK" and "Cancel" buttons.

	MYR
<b>Net Total:</b>	1,954.00
<b>Cash:</b>	2,000.00
<b>Change:</b>	46.00

OK Cancel



# Credit Card Payment

**Credit Card Payment**

Our Own Credit Card Account: CREDIT CARD-MBB

**MYR**

Net Total: 1,954.00

Payment Amount: 1,954.00

Credit Card No.: 1234-5678-9012-3

Approval Code: 1234

Do not print receipt

OK Cancel



# Multiple Payment

**Enter Payment**

Edit

**Total Cash Sale Amount : 1,954.00**

Debtor : 300-9999

Project No. :

Department No. :

Main External Links Note

Paid By : CASH CUSTOMER Official Receipt No. : <<New>>

Description : CASH SALES Date : 11/10/2009

Payment Method	Cheque No.	Payment Amount	Bank Charge	Payment By	Is RCHQ	RCHQ Date
CHEQUE-PBB	124333	1,000.00	0.00	CHEQUE	<input type="checkbox"/>	
CASH		300.00	0.00	CASH	<input type="checkbox"/>	

Amount : 1,300.00

Save Cancel



# Cash Sale Receipt

## CASH SALE

Sold to :

CASH CUSTOMER

Tel :

No. : CS-000005

Date : 11/10/2009

Page : 1 of 1

Item	Description	Qty	UOM	U/ Price RM	Disc	Amount RM
1	NOKIA ITEM 123	1	PCS	134.00		134.00
2	MOTOROLAA1200	1	PCS	1,820.00		1,820.00

RINGGIT MALAYSIA ONE THOUSAND NINE HUNDRED FIFTY FOUR ONLY

Total **1,954.00**

Goods sold are neither returnable nor refundable. Otherwise a cancellation fee of 20% on purchase price will be imposed.

**E.& O.E.**

\_\_\_\_\_  
**Authorised Signature**



# Credit Note

New Credit Note - [Next Possible No: CN-000003]

Edit Copy Credit Note Transfer Document Tools Window

Debtor 300-8001 Transfer From Invoice Ctrl+Alt+I

To BEST PHONE SDN BHD

Address NO 8, LORONG POKOK SAKAT  
41100 KLANG  
SELANGOR

Branch

C/N No <<New>>

Date 11/10/2009

Credit Term Net 30 days

Sales Agent TEH

C/N Type

Our Invoice No.

Main More Header External Link Note

Group Total Discount Serial Number Show Instant Info

Item Code	Description	...	UOM	Return?	Qty	Unit Price	Unit Cost	Discount	Foc Unit Cost	SubTotal
-----------	-------------	-----	-----	---------	-----	------------	-----------	----------	---------------	----------

## Credit Note



# Credit Note

The screenshot shows a software window titled "Transfer from Invoice". At the top, there are two tabs: "Full Document Transfer" and "Partial Item Transfer", with the latter being selected and highlighted by a pink box. Below the tabs are four buttons: "Check All", "UnCheck All", "Filter On This Debtor", and "Filter On This Doc No". To the right of these buttons is a checked checkbox labeled "Transfer Document Information".

The main area contains a table with the following columns: #, New Qty, New UOM, Bal. Qty, Bal. UOM, Org Qty, Org UOM, Doc No, Item Code, and Description. The first row is selected, and a callout box points to the "New Qty" and "New UOM" columns of the second row.

#	New Qty	New UOM	Bal. Qty	Bal. UOM	Org Qty	Org UOM	Doc No	Item Code	Description
<input checked="" type="checkbox"/>	1	PCS	2.00	PCS	2	PCS	I-000006	ITEM 123	NOKIA ITEM 123
<input type="checkbox"/>		PCS	1.00	PCS	1	PCS	I-000006	S500	SAMSUNG SGH-E500
<input type="checkbox"/>					1	PCS	I-000002	S500	SAMSUNG SGH-E500
<input type="checkbox"/>					1	PCS	I-000002	N95	NOKIA N95
<input type="checkbox"/>					1	PCS	I-000001	ITEM A	ITEM A

check the related item and key in the quantity returned



# Credit Note

New Credit Note - [Next Possible No: CN-000003]

Edit Copy Credit Note Transfer Document Tools Window

Debtor 300-B001

To BEST PHONE SDN BHD

Address NO 8, LORONG POKOK SAKAT  
41100 KLANG  
SELANGOR

Branch

C/N No <<New>>

Date 11/10/2009

Credit Term Net 30 days

Sales Agent TEH

C/N Type

Our Invoice No. I-000006

Main More Header External Link Note

Group Total Discount Show Instant Info

Item Code	Description	...	UOM	Return?	Qty	Unit Price	Unit Cost	Discount	Foc Unit Cost	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	<input checked="" type="checkbox"/>	1	134.00	52.09			134.00





# Credit Note

## CREDIT NOTE

To :  
BEST PHONE SDN BHD  
Tel : 03-33240098

**No.** : CN-000003  
**Inv No.** : I-000006  
**Date** : 11/10/2009  
**Page** : 1 of 1

Item	Description	Qty	UOM	U/ Price RM	Disc	Amount RM
1	NOKIA ITEM 123	1	PCS	134.00		134.00

RINGGIT MALAYSIA ONE HUNDRED THIRTY FOUR ONLY

**Total** 134.00



# Cancel Sales Order

New Cancel S/O - [Next Possible No: XS-000001]

Edit Transfer Document Tools Window

Transfer From Sales Order

To

Address

Branch

X/S No <<New>>

Date 11/10/2009

Credit Term

Sales Agent

Main More Header External Link Note

Item Code	Description	Fur...	UOM	Qty	Unit Price	Discount	SubTotal
-----------	-------------	--------	-----	-----	------------	----------	----------

Cancel S/O



# Cancel Sales Order

you may choose Full Document or Partial Item Transfer

Full Document Transfer Partial Item Transfer

Check All UnCheck All Full Transfer Option: Copy Full Details

	Debtor Code	Doc No	Date	Company Name	Agent	Credit Term	Net Total
<input checked="" type="checkbox"/>	300-C001	SO-000004	23/09/2009	CARE PHONE SDN BHD	FION	C.O.D.	1,000.00
<input type="checkbox"/>	300-D001	SO-000003	23/09/2009	DOCTOR MOBILE ZONE	JLO	C.O.D.	3,000.00



# Cancel Sales Order

CANCEL SALES ORDER				No. : XS-000001		
CARE PHONE SDN BHD				Your Ref No :		
NO. 38, JALAN SATU, 41200 KLANG				Our Ref No. :		
TEL : 03-33420011      FAX : 03-33420022				Terms : C.O.D.		
				Date : 11/10/2009		
				Page : 1 of 1		
Item	Description	Qty	UOM	U/ Price RM	Disc.	Amount RM
1	FINISHED GOODS 20	4	SET	250.00		1,000.00



# Delivery Return

New Delivery Return - [Next Possible No: DR-000001]

Edit Transfer Document Tools Window

Transfer From Delivery Order Ctrl+Alt+D

To

Address

Branch

D/R No <<New>>

Date 11/10/2009

Credit Term

Sales Agent

Main More Header External Link Note

Item Code	Description	Fur...	UOM	Qty	Unit Price	Discount	SubTotal
-----------	-------------	--------	-----	-----	------------	----------	----------

## Delivery Return



# Delivery Return

Transfer from Delivery Order

Full Document Transfer | Partial Item Transfer

Check All | UnCheck All | Filter On This Debtor | Filter On This Doc No |  Transfer Document Information

	New Qty	New UOM	Bal. Qty	Bal. UOM	Org Qty	Org UOM	Debtor Code	Doc No	Item Code	Description
<input type="checkbox"/>		PCS	1.00	PCS	1	PCS	300-L001	DO-000004	N8800	NOKIA 8800
<input type="checkbox"/>		PCS	1.00	PCS	1	PCS	300-L001	DO-000004	M1200	MOTOROLA A1200
<input type="checkbox"/>		PCS	1.00	PCS	1	PCS	300-L001	DO-000004	S900	SAMSUNG SGH-E900
<input checked="" type="checkbox"/>	1	PCS	1.00	PCS	1	PCS	300-B001	DO-000003	ITEM B	ITEM B
<input type="checkbox"/>		PCS	1.00	PCS	1	PCS	300-L001	DO-000002	ITEM 123	NOKIA ITEM 123

you may choose Fulll Document Transfer or Partial Item Transfer



# Monthly Sales Analysis Report

**Monthly Sales Analysis**

**Filter Options**

Date Range: 01/01/2009 to 11/10/2009

Debtor: No filter

Stock Code: No filter

**Report Options**

Show Criteria In Report  Show In Alternatively  Show Description

**Other Options**

Group Level 1: Debtor Code

Show Branch  Show Empty Branch

Group Level 2: None

Show Branch  Include Empty Branch

More Options

Inquiry Preview Print Hide Options Close

Result Criteria

1. define the options

2. click on Inquiry

Drag a column header here to group by that column

Debtor ...	Compan...	Jan 2009 Amount	Feb 2009 Amount	Mar 2009 Amount	Apr 2009 Amount	May 2009 Amount	Jun 2009 Amount	Jul 2009 Amount	Aug 2009 Amount	Sep 2009 Amount	Oct 2009 Amount
▶ 300-A001	AAA										1,334.00
300-B001	BEST PHON...									4,449.00	4,134.00
300-9999	CASH CUST...										6,756.00



# Monthly Sales Analysis Report

## Monthly Sales Analysis Report

PRESOFT (M) SDN BHD

Item Code	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016
Description										
<b>Debtor Code</b>	<b>300-0001</b>	<b>customer a</b>								
00003									20.00	
Qty :									1	
serial no										
Total : 300-0001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00
Qty :	0	0	0	0	0	0	0	0	1	0
Grand Total :	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00
Qty :	0	0	0	0	0	0	0	0	1	0

End of Report





# Sales Analysis by Document Report

**Sales Analysis by Document**

**Basic Filter**

Date Range: 01/07/2009 to 11/10/2009

Debtor: No filter

Stock Item: No filter

**Report Options**

Show criteria In Report     Show as Sales Summary     Show Description

**Other Options**

Group Level 1: Debtor Code

Show Branch  
 Show Empty Branch

Group Level 2: None

Show Branch  
 Include Empty Branch

**Buttons:** Inquiry, Preview, Print, Hide Options, Close

**1. define the options**

**2. click on Inquiry**

Drag a column header here to group by that column

	Debtor Code	Balance BF	IV	CS	CN	DN	Current Balance	Balance CF	
▶	300-A001	0.00	1,250.00			-50.00	134.00	1,334.00	1,334.00
	300-B001	0.00	6,517.00			-134.00	2,200.00	8,583.00	8,583.00
	300-9999	0.00		6,756.00				6,756.00	6,756.00



# Sales Analysis by Document Report

Sales Analysis By Document						
LEARNNG AUTOCOUNT SDN BHD (751600-A)						
Description	Currency Code	Balance BF	IV	CS	CN	
<b>Debtor Code 300-9999</b>	<b>CASH CUSTOMER</b>					
	MYR	0.00		6,756.00		
<b>Total: 300-9999</b>		0.00	0.00	6,756.00		0.00
<b>Debtor Code 300-A001</b>	<b>AAA</b>					
	MYR	0.00	1,250.00			-50.00
<b>Total: 300-A001</b>		0.00	1,250.00	0.00		-50.00
<b>Debtor Code 300-B001</b>	<b>BEST PHONE SDN BHD</b>					
	MYR	0.00	6,517.00			-134.00
<b>Total: 300-B001</b>		0.00	6,517.00	0.00		-134.00
<b>Grand Total:</b>		0.00	7,767.00	6,756.00		-184.00



# Profit & Loss of Document Report

**Profit & Loss of Document**

**Basic Filter**

Date Range: 01/10/2009 to 11/10/2009  
Debtor: No filter

**Report Options**

Group By: Debtor Code  
Sort By: Document No  
 Show Detail  
 Show Criteria In Report  
[More Options](#)

Inquiry Preview Print Hide Options Close

Result Criteria

Drag a column header here to group by that column

3. click on '+' to expand the details

	Debtor Name	Sales Agent	Area	Debtor Type	Local Subtotal	Local Total Cost			
+ IV	I-000006	10/10/2009	300-B001	BEST PHONE SDN BHD	TEH	SOUTH	EXCLUSIVE	2,068.00	1,474.17
- IV	I-000004	05/10/2009	300-A001	AAA	TEH	SOUTH	REGULAR	1,250.00	1,060.00

MasterDetailRelation

Item Code	Description	Qty	Discount	Local Subtotal	Local Total Cost	Local Profit/Loss
▶ CELCOM100	CELCOM RELOAD CARD RM100	2		200.00	188.00	
MAXIS50	MAXIS RELOAD CARD RM50	1		50.00	42.00	
N50	NOKIA E50	1		1,000.00	830.00	



# Profit & Loss of Document Report

Date: 11/10/2009 18:34:33  
User ID: ADMIN

## Profit & Loss of Document

LEARNNG AUTOCOUNT SDN BHD (751600-A) Page 1 of 1

DocNo	Date	Type Code	Description	Total	Cost	Profit/Loss	Margin (%)
Debtor Code :		300-9999	CASH CUSTOMER				
CS-000001	06/10/2009	CS	CASH SALE	268.00	104.17	163.83	61.13
CS-000002	08/10/2009	CS	CASH SALE	1,100.00	780.00	320.00	29.09
CS-000003	09/10/2009	CS	CASH SALE	1,500.00	880.00	620.00	41.33
CS-000004	10/10/2009	CS	CASH SALE	1,934.00	1,422.08	511.92	26.47
CS-000005	11/10/2009	CS	CASH SALE	1,954.00	1,402.08	551.92	28.25
				6,75			32.09

click on any document row to view the source document



**PURCHASE**

# Request Quotation

New Request Quotation - [Next Possible No: RQ-000002]

Edit Copy R/Q Status Tools Window

Creditor 400-C001  Allow to Transfer

To SELCOM SDN BHD

R/Q No <<New>>

Address A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

Date 12/10/2009

Credit Term Net 30 days

Agent PETE

Branch

Main More Header External Link Note

Group Total Discount Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	20	50.00		1,000.00
ITEM A	ITEM A	...	PCS	5	50.00		250.00
I S500	SAMSUNG SGH-E500	...	PCS	2	1,370.00		2,740.00



# Request Quotation

## REQUEST FOR QUOTATION

SELCOM SDN BHD

No. : RQ-000002

A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

Your Ref. :

Date : 12/10/2009

Page : 1 of 1

TEL : 03-22119900

FAX : 03-22118800

Item	Description	Qty	U/ Price RM	Amount RM
1	NOKIA ITEM 123	20	50.00	1,000.00
2	ITEM A	5	50.00	250.00
3	SAMSUNG SGH-E500	2	1,370.00	2,740.00



# Purchase Order

New Purchase Order - [Next Possible No: PO-000002]

Edit Copy Purchase Order **Transfer Document** Tools Window

Creditor

To

Address

Branch

Allow to Transfer

P/O No <<New>>

Date 12/10/2009

Credit Term

Agent

Ship via

Shipping Info

Main More Header External Link Note

Group Total Discount Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	SubTotal
-----------	-------------	------	-----	-----	------------	----------	----------

# Purchase Order





# Purchase Order

**New Purchase Order - [Next Possible No: PO-000002]**

Edit Copy Purchase Order Transfer Document Tools Window

Creditor: 400-C001  Allow to Transfer

To: SELCOM SDN BHD

Address: A 10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

Branch:

P/O No: <<New>>

Date: 12/10/2009

Credit Term: Net 30 days

Agent: PETE

Ship via:

Shipping Info:

Main More Header External Link Note

Group Total Discount Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	20	50.00		1,000.00
ITEM A	ITEM A	...	PCS	5	50.00		250.00
S500	SAMSUNG SGH-E500	...	PCS	2	1,370.00		2,740.00



# Purchase Order

## PURCHASE ORDER

No. : PO-000002

SELCOM SDN BHD  
A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

TEL : 03-22119900

FAX : 03-22118800

Attn:

Your Ref No :

Terms : Net 30 days

Date : 12/10/2009

Delivery Date :

Page : 1 of 1

Item No	Description	UOM	Qty	U/ Price RM	Disc.	Amount RM
1	NOKIA ITEM 123	PCS	20	50.00		1,000.00
2	ITEM A	PCS	5	50.00		250.00
3	SAMSUNG SGH-E500	PCS	2	1,370.00		2,740.00



# Purchase Order Listing

**Print Purchase Order Listing** ?

Report Type: Print Purchase Order Listing 1. select report type

**Filter Options**

Document Date	No filter
Document No	No filter
Creditor	No filter
Creditor Type	No filter
Purchase Agent	No filter
Area	No filter
Cancelled Status	Show Uncancelled

2. define filter options Advanced Filter...

**Report Options**

Group By: None

Sort By: Date

Show Criteria In Report

Inquiry Preview Print Hide Options Close

**Result** 3. click Inquiry 5. click Preview

Search Keep Search Result

Check All Uncheck All Uncheck All in Selection Clear all unchecked records from the grid

Drag a column header here to group by that column

	Doc. No.	Date	Creditor Code	Creditor Name	Agent	Net Total	Cancelled
<input checked="" type="checkbox"/>	PO-000001	22/09/2009	400-F001	FUTURE DREAM ...		46.00	
<input checked="" type="checkbox"/>	PO-000002	12/10/2009	400-C001	SELCOM SDN BHD	PETE	3,990.00	

4. check to select entries

Select Report



# Purchase Order Listing

Date : 12/10/2009 18:16:54  
User ID : ADMIN

## Purchase Order Listing With Detail

LEARNNG AUTOCOUNT SDN BHD (751600-A)

Page 1 of 1

Doc No	Date	Code	Creditor Name				Curr.	Amount	Local Amount
No.	Item Code	Description		UOM	Qty	Unit Price	Disc.		
PO-000001	22/09/2009	400-F001	FUTURE DREAM PHONE SDN BHD				MYR	46.00	46.00
1	ITEM A	ITEM A		PCS	5	5.00		25.00	25.00
2	ITEM B	ITEM B		PCS	3	7.00		21.00	21.00
PO-000002	12/10/2009	400-C001	SELCOM SDN BHD				MYR	3,990.00	3,990.00
1	ITEM 123	NOKIA ITEM 123		PCS	20	50.00		1,000.00	1,000.00
2	ITEM A	ITEM A		PCS	5	50.00		250.00	250.00
3	5500	SAMSUNG SGH-E500		PCS	2	1,370.00		2,740.00	2,740.00
PO-000003	12/10/2009	400-C001	SELCOM SDN BHD				MYR	14,350.00	14,350.00
1	M1200	MOTOROLA A1200		PCS	5	1,350.00		6,750.00	6,750.00
2	N95	NOKIA N95		PCS	5	1,400.00		7,000.00	7,000.00
3	ITEM 123	NOKIA ITEM 123		PCS	12	50.00		600.00	600.00
Doc Count: 3								Total :	18,386.00



# Goods Received Note

**New Goods Received Note - [Next Possible No: GR-000003]**

Transfer Document

- Transfer From Request For Quotation Ctrl+Alt+Q
- Transfer From Purchase Order Ctrl+Alt+P**
- Check Transferred To Status Ctrl+Alt+C

Allow to Transfer

G/R No <<New>>

Supplier D/O No

Date 12/10/2009

Credit Term

Agent

Ship via

Shipping Info

Main More Header External Link Note

Group Total Discount Serial Number Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	C/N Amt.	SubTotal
-----------	-------------	------	-----	-----	------------	----------	----------	----------

## Goods Received Note



# Goods Received Note

New Goods Received Note - [Next Possible No: GR-000003]

Edit Copy G/R Transfer Document Tools Window

Creditor 400-C001  Allow to Transfer

To SELCOM SDN BHD

Address A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

Branch

G/R No <<New>>

Supplier D/O No 112211

Date 12/10/2009

Credit Term Net 30 days

Agent PETE

Ship via

Shipping Info

key in the supplier DO number

Main More Header External Link Note

Group Total Discount Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	C/N Amt.	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	20	50.00			1,000.00
ITEM A	ITEM A	...	PCS	5	50.00			250.00
S500	SAMSUNG SGH-E500	...	PCS	2	1,370.00			2,740.00



# Goods Received Note

## GOODS RECEIVED NOTE

No. : GR-000003

SELCOM SDN BHD  
A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

TEL : 03-22119900

FAX : 03-22118800

Attn:

Our PO No : PO-000002

Terms : Net 30 days

Date : 12/10/2009

Our PO Date : 12/10/2009

Page : 1 of 1

Item No	Description	UOM	Qty	U/ Price RM	Disc.	Amount RM
1	NOKIA ITEM 123	PCS	20	50.00		1,000.00
2	ITEM A	PCS	5	50.00		250.00
3	SAMSUNG SGH-E500	PCS	2	1,370.00		2,740.00



# Purchase Invoice

**New Purchase Invoice - [Next Possible No: PI-000002]**

Edit Copy P/I **Transfer Document** Payment Tools Window

Transfer From Request For Quotation Ctrl+Alt+Q  
Transfer From Purchase Order Ctrl+Alt+P  
**Transfer From Goods Receive Note Ctrl+Alt+G**  
Check Transferred To Status Ctrl+Alt+C

Allow to Transfer

P/I No <<New>>  
Supplier D/O No  
Supplier Invoice No  
Date 12/10/2009  
Credit Term  
Agent  
Ship via  
Shipping Info

Branch

Main More Header External Link Note

Group Total Discount Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	C/N Amt.	SubTotal
-----------	-------------	------	-----	-----	------------	----------	----------	----------

## Purchase Invoice





# Purchase Invoice

New Purchase Invoice - [Next Possible No: PI-000002]

Edit Copy P/I Transfer Document Payment Tools Window

Creditor 400-C001  Allow to Transfer

To SELCOM SDN BHD

Address A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

Branch

P/I No <<New>>

Supplier D/O No 112211

Supplier Invoice No 223322

Date 12/10/2009

Credit Term Net 30 days

Agent PETE

Ship via

Shipping Info

key in Supplier Invoice No.

Main More Header External Link Note

Group Total Discount Show Instant Info

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	C/N Amt.	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	20	50.00			1,000.00
ITEM A	ITEM A	...	PCS	5	50.00			250.00
S500	SAMSUNG SGH-E500	...	PCS	2	1,370.00			2,740.00



# Purchase Invoice

## PURCHASE INVOICE

No. : PI-000002

SELCOM SDN BHD  
A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

TEL : 03-22119900

FAX : 03-22118800

Attn:

Our GRN No : GR-000003

Terms : Net 30 days

Date : 12/10/2009

Page : 1 of 1

Item No	Description	UOM	Qty	U/ Price RM	Disc.	Amount RM
1	NOKIA ITEM 123	PCS	20	50.00		1,000.00
2	ITEM A	PCS	5	50.00		250.00
3	SAMSUNG SGH-E500	PCS	2	1,370.00		2,740.00



# Purchase Invoice Payment

Payment

Creditor: 405-S001

Name: supplier AAA

Address:

Branch:

Purchase Location: HQ

New Payment

P/I No

Supplier D/O No

Supplier Invoice No

Date

Credit Term

Agent

Ship via

Shipping Info

Main More Header External Link Note

Group Total Discount Item Package Landed Cost

Item...	Description	...	...	...	...	...	Qty	U...	Di...	C/N A...	Total	F...	L...	...	...	G...	G...	C
...	coke			HQ		btl	1	100			100...			0.00	TX-S		6	



# Purchase Invoice Payment

**Enter Payment**

Edit

**Total Purchase Invoice Amount :106.00**

Creditor : 405-S001      Payment's Currency : MYR      Creditor's Currency : MYR

Project No. :

Department No. :

Main   External Links   Note

Paid To : supplier AAA      Payment Voucher No. : <<New>>

Description : 1st payment      Date : 29/09/2016

2nd Voucher No. :

Payment M...	Cheque...	Payment A...	Bank Ch...	Bank C...	Bank C...	Bank C...	To Bank ...	Paymen...	Is RC...	RCHQ D...
▶ CASH		106.00	0.00		0.00		1		<input type="checkbox"/>	

Amount : 106.00

Save      Cancel



# Purchase Invoice Payment

View A/P Payment - [PV-000009] - PRESOFT (M) SDN BHD - AutoCount Accounting (Ver: 1.8)

Edit Copy Payment View Window

Creditor : 405-S001 Payment's Currency : MYR Creditor's Currency : MYR

Project No. : Department No. :

Main External Links Note

Paid To : supplier AAA Payment Voucher No. : PV-000009

Description : Payment From Purchase Invoice PI-000010 Date : 29/09/2016

2nd Voucher No. :

Payment Me...	Cheque ...	Payment A...	Bank Ch...	Bank Ch...	Bank Ch...	Bank Ch...	To Bank ...	Paymen...	Is RCHQ	RCHQ D...
▶ CASH		106.00	0.00		0.00		1		<input type="checkbox"/>	

Bank Account Balance for CASH as at 18/10/2016 is RM 270.00 Amount : 106.00

Unapplied Amount : 0.00

Knock-off Invoices/Debit Notes

Type	Date ▲	No.	Supplier ...	Org. Amt.	Outstanding	Discoun...	Wit...	Disc. Amt.	Pay	...	Knock Of...
▶ PB	21/09/...	PI-000007		10,600.00	9,600.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
PB	25/09/...	PI-000009		10.60	10.60		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
PB	29/09/...	PI-000010	s01	106.00	0.00		<input type="checkbox"/>	0.00	106.00	<input checked="" type="checkbox"/>	29/09/2016
PR	20/10/...	PI-000011	s01	106.00	106.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	



# Cash Purchase

New Cash Purchase - [Next Possible No: CP-000002]

Edit Copy Cash Purchase Transfer Document Tools Window

Creditor: 400-C001  Transferable

To: SELCOM SDN BHD

Address: A10, SELCOM TOWER  
JALAN RAJA LAUT,  
58000 KL

Branch:

C/P No: <<New>>

Supplier D/O No: 12345

Supplier Invoice No: 12345

Date: 12/10/2009

Credit Term: Net 30 days

Agent: PETE

Ship via:

Shipping Info:

1. select creditor/supplier

2. click on '+' to select item

Main Link Note

Group Total Discount Show Instant Info

Item C...	Description	Furt...	UOM	Qty	Unit Price	Discount	C/N Amt.	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	5	50.00			250.00
N50	NOKIA E50	...	PCS	2	830.00			1,660.00

Record 2 of 2

3. choose the payment method

Outstanding: 0.00

Total: 1,910.00

Net Total: 1,910.00

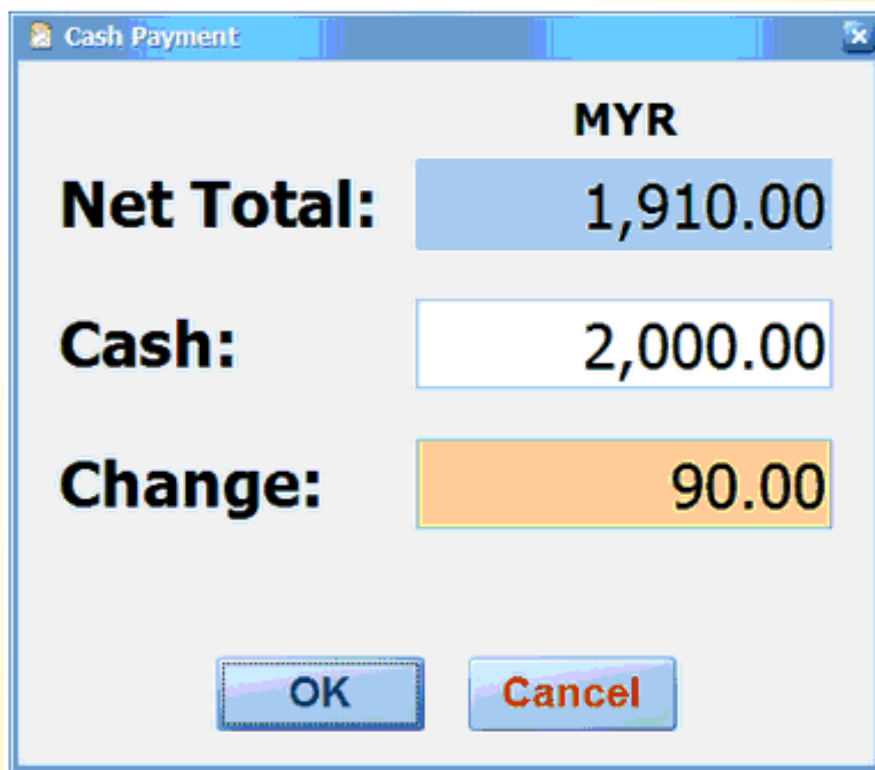
After save, proceed with new C/P

Cash Credit Card Multi Payment Credit Purchase Cancel

F2 - Open Cash Drawer F3 - Cash Payment F5 - Credit Purchase F7 - Credit Card Payment F8 - Multi-Payment



# Cash Payment



A screenshot of a software dialog box titled "Cash Payment". The dialog box has a light gray background and a blue title bar with a close button. It displays financial information in MYR currency. The "Net Total" is 1,910.00, the "Cash" amount is 2,000.00, and the "Change" is 90.00. There are "OK" and "Cancel" buttons at the bottom.

	MYR
<b>Net Total:</b>	1,910.00
<b>Cash:</b>	2,000.00
<b>Change:</b>	90.00

OK Cancel



# Credit Card Payment

**Credit Card Payment**

Our Own Credit Card Account: CREDIT CARD-MBB

**MYR**

Net Total: 1,910.00

Payment Amount: 1,910.00

Credit Card No.: 1234-5678-9012-3

Approval Code: 1122

Do not print receipt

OK Cancel





# Multi Payment

Enter Payment

Edit

Total Cash Purchase Amount : 1,910.00

Creditor : 400-C001

Project No. :

Department No. :

Main External Links Note

Paid To : SELCOM SDN BHD Payment Voucher No. : <<New>>

Description : CASH PURCHASE Date : 12/10/2009

+ + - ↕ ↘ ↶

Payment Method	Cheque No.	Payment Amount	Bank Charge	Payment By	Is RCHQ	RCHQ Date
CHEQUE-MBB	12350	1,500.00	0.00	CHEQUE	<input type="checkbox"/>	
CASH		410.00	0.00	CASH	<input type="checkbox"/>	

Amount : 1,910.00

Save Cancel



# Cash Purchase

## CASH PURCHASE

No. : CP-000002

SELCOM SDN BHD  
A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

Our PO No :  
Date : 12/10/2009  
Page : 1 of 1

TEL : 03-22119900 FAX : 03-22118800

Attn:

Item No	Description	UOM	Qty	U/ Price RM	Disc.	Amount RM
1	NOKIA ITEM 123	PCS	5	50.00		250.00
2	NOKIA E50	PCS	2	830.00		1,660.00



# Purchase Return

**New Purchase Return - [Next Possible No: PR-000002]**

Transfer Document | Transfer From Purchase Invoice | Ctrl+Alt+I

Creditor: 400-C001

To: SELCOM SDN BHD

Address: A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

Branch: [Dropdown]

P/R No: <<New>>

Supplier C/N No: [Empty]

Date: 12/10/2009

Credit Term: Net 30 days

Agent: PETE

Transferable:

1. select creditor;  
2. transfer from P/Invoice

Item Code	Description	Fu...	UOM	Return?	Qty	Unit Price	Discount	SubTotal
-----------	-------------	-------	-----	---------	-----	------------	----------	----------

# Purchase Return



# Purchase Return

**New Purchase Return - [Next Possible No: PR-000002]**

Edit Copy Purchase Return Transfer Document Tools Window

Creditor: 400-C001  Transferable

To: SELCOM SDN BHD

Address: A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

Branch:

P/R No: <<New>>

Supplier C/N No: 99008

Date: 12/10/2009

Credit Term: Net 30 days

Agent: PETE

Main More Header External Link Note

Group Total Discount Show Instant Info

Item Code	Description	Fu...	UOM	Return?	Qty	Unit Price	Discount	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	<input checked="" type="checkbox"/>	2	50.00		100.00



# Purchase Return

## PURCHASE RETURN

No. : PR-000002

SELCOM SDN BHD  
A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

TEL : 03-22119900

FAX : 03-22118800

Attn:

Terms : Net 30 days

Date : 12/10/2009

Our P/O No. :

Your D/O No. :

Page : 1 of 1

Item No	Description	UOM	Qty	U/ Price RM	Disc.	Amount RM
1	NOKIA ITEM 123	PCS	2	50.00		100.00



# Cancel Purchase Order

New Cancel P/O - [Next Possible No: XP-000001]

Edit Transfer Document Window

Transfer From Purchase Order

To

Address

Branch

Cancel P/O No <<New>>

Date 12/10/2009

Credit Term

Agent

Main More Header External Link Note

Item Code	Description	Furt...	UOM	Qty	Unit Price	Discount	SubTotal
-----------	-------------	---------	-----	-----	------------	----------	----------

Cancel P/O



# Cancel Purchase Order

**New Cancel P/O - [Next Possible No: XP-000001]**

Edit Transfer Document Window

Creditor: 400-C001  
To: SELCOM SDN BHD  
Address: A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL  
Branch: [Dropdown]

Cancel P/O No: <<New>>  
Date: 12/10/2009  
Credit Term: Net 30 days  
Agent: PETE

Main More Header External Link Note

Item Code	Description	Furt...	UOM	Qty	Unit Price	Discount	SubTotal
ITEM 123	NOKIA ITEM 123	...	PCS	2	50.00		100.00



# Cancel Purchase Order

## CANCEL PURCHASE ORDER

No. : XP-000001

SELCOM SDN BHD  
A10, SELCOM TOWER,  
JALAN RAJA LAUT,  
58000 KL

TEL : 03-22119900

FAX : 03-22118800

Attn:

Your Ref No :

Terms : Net 30 days

Date : 12/10/2009

Delivery Date :

Page : 1 of 1

Item No	Description	UOM	Qty	U/ Price RM	Disc.	Amount RM
1	NOKIA ITEM 123	PCS	2	50.00		100.00





# Goods Return

New Goods Return - [Next Possible No: GT-000001]

Edit Transfer Document Window

Transfer From Goods Receive Note Ctrl+Alt+G

To

Address

Branch

Goods Return No <<New>>

Date 12/10/2009

Credit Term

Agent

Main More Header External Link Note

Serial Number

Item Code	Description	Furt...	UOM	Qty	Unit Price	Discount	SubTotal
-----------	-------------	---------	-----	-----	------------	----------	----------

# Goods Return



# Goods Return

**Edit Goods Return - [GT-000001]**

Edit Transfer Document Window

Creditor: 400-F001  
To: FUTURE DREAM PHONE SDN BHD  
Address:  
Branch:

Goods Return No: GT-000001  
Date: 12/10/2009  
Credit Term: C.O.D.  
Agent:

Main More Header External Link Note

Item Code	Description	Furt...	UOM	Qty	Unit Price	Discount	SubTotal
BOM	BOM FINISHED ITEM	...	SET	3	68.00		204.00



# Goods Return

## GOODS RETURN NOTE

FUTURE DREAM PHONE SDN BHD

No. : GT-000001

Terms : C.O.D.

Date : 12/10/2009

Page : 1 of 1

TEL :

FAX :

Attn:

Item No	Description	UOM	Qty	U/ Price RM	Disc.	Amount RM
1	BOM FINISHED ITEM	SET	3	68.00		204.00



# Purchase Analysis By Document Report

**Purchase Analysis By Document**

**Basic Filter**

Date Range: 01/09/2009 to 12/10/2009  
Creditor: No filter  
Stock Item: No filter

**Report Options**

Show Criteria In Report    Show As Purchase Summary    Show Description

**Other Options**

Group Level 1: Creditor Code  
 Show Branch  
 Show Empty Branch

Group Level 2: None  
 Show Branch  
 Show Empty Branch

**1. define the options**

**2. click on Inquiry**

Inquiry   Preview   Print   Hide Options   Close

Result   Criteria

Drag a column header here to group by that column

Creditor Code	Balance BF	PI	CP	PR	Current Balance	Balance CF
400-C001	0.00	4,660.00	1,910.00	-100.00	6,470.00	6,470.00
400-D001	0.00	264.00	1,600.00	-50.00	1,814.00	1,814.00



# Purchase Analysis By Document Report

## Purchase Analysis by Document

UNUNT SDN BHD (751600-A)

Description	Currency Code	Balance BF	PIV	CP
SELCOM SDN BHD	MYR	0.00	4,660.00	1,910.00
DGEE SDN BHD	MYR	0.00	264.00	1,600.00
<b>Grand Total:</b>		0.00	4,924.00	3,510.00



**Thank you.**