

# USER MANUAL v2.1



**DSBS BUSINESS MANAGEMENT SYSTEM**  
Presented by Deepsky Technology

## **Introduce**

- Deepsky Sdn Bhd is a multimedia company, which specializes in developing and marketing software for the small and medium enterprise market.
- It has a proven track record of 10 years.
- In Malaysia, our clients have grown more than 3000 companies, which trust and use our products.

## **Course status features**

- Guide you to key in customers and suppliers information, then could help to keep all the debtors and creditors data. Second part is categories the product department, and set the individual product information. Let know the interface and common button of the program. Discuss & analyses how to set the stock group & stock code
- Teach how to able handle all the business transactions, as stock opening, print delivery order, cash sales and sales invoice.
- Show and tracking stock movement via unique reports, stock cards, month to date stock status reports. Stock valuation reports, and the multi-sorted sales reports.
- When the products are ready set, then we will show you how to print out the barcode labels. Then will be more focus on the stocks.
- Before start the point of sales, will train the staff fully understand and know how to function. Example like teach to print out sales report by person, products, membership transactions. Also checking customer's transaction prices in history.

- After that is configuring the system setting to monitoring head quarter computer linking to your branches computers. And leading you the newest way to do data transfer. Everything is via on-line even services from our company to provide.
- See how and what you need resource, to do in your company accounting, like transfer money to cash book or pay expenses. And show you how to print out reports from software, then get the figure is needs for accountant.
- Finally teach the customers how to set the chart of account, journal entries, customers and suppliers payments.
- After finish all the courses, inform to them that fully teaching already, if got problem/not clear can call us.
- When customer call, must ask what the problem & try to solve on phone.
- Confirm the time with customer before 1 or 2 day. Prepare the solution before go to customer.

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**A. System login**

Key-in the user name & password to log-in to the system

The image shows a 'Login' dialog box with the following components and instructions:

- User Name :** A text input field. Instruction: "Key-in the User Name 'ADMIN'" (indicated by a red arrow).
- Password :** A password input field. Instruction: "Key-in the password 'ADMIN'" (indicated by a red arrow).
- Login** button. Instruction: "Click on the 'Login' button to login to the program" (indicated by a red arrow).
- Quit** button. Instruction: "Click on the 'Quit' button to logout to the program" (indicated by a red arrow).

**B. Main menu**

Main menu show after successful login





## 2. Setting Up Company Details

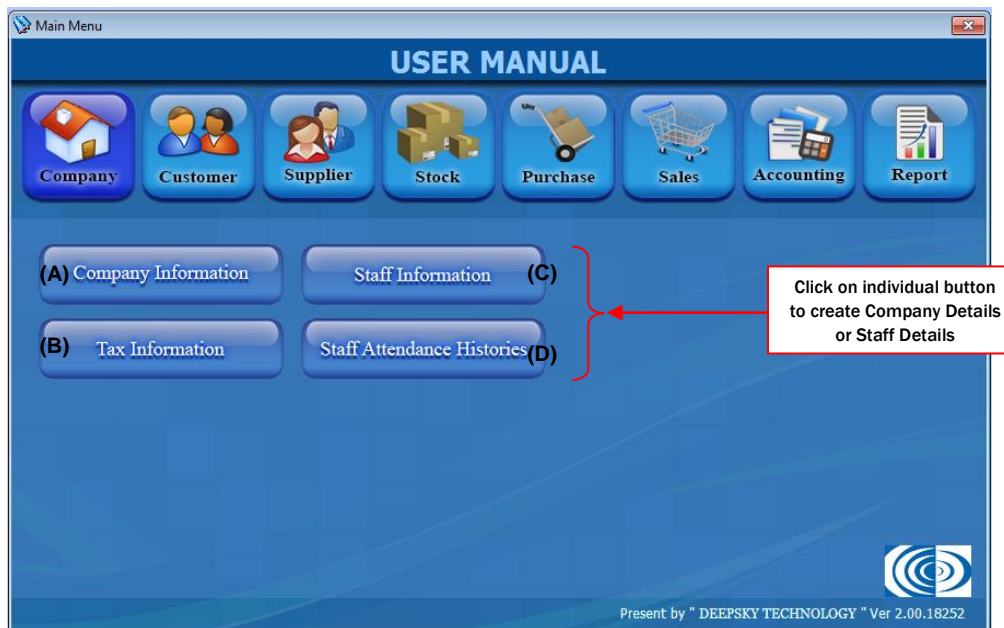
- set up company, tax and staff details

(A) Company Information

(B) Tax Information

(C) Staff information

(D) Staff attendance histories



## A. Company Information

### A.1 Company Information setting

- Create and set your company details

The screenshot shows a 'Company Information' window with the following fields and controls:

- Company Code:** CO001 (1)
- Name 1:** USER MANUAL (2)
- Name 2:** (3)
- Register No.:** 988XXX-A (4)
- GST No.:** GST-1234567890 (5)
- Auto** button: To generate code automatically
- Details** tab: (6)
- Bill No.** field: (7)
- Contact:** (8)
- Address:** NO. 93A (1ST FLR), JALAN BP 6/3, BANDAR BUKIT PUCHONG, 47120 PUCHONG, SELANGOR D.E. (9)
- Phone:** 03-8051 XXXX (10)
- Fax:** 03-8065 XXXX (11)
- Email:** (12)
- Home Page:** (13)
- Navigation buttons:** NEW (To create a new record), DELETE (To delete a record), SEARCH (To search record)
- CLOSE** button: To close this window

- (1) Assign a new company code
- (2) Company name as registered
- (3) Company second name
- (4) Company registration number
- (5) Company GST registration number
- (6) Contact person of the company

- (7) Company address
- (8) Contact number
- (9) Company fax number
- (10) Email address
- (11) Company home page

## A.2 Bill No. setting

- Setup bill no format

The screenshot shows the 'Company Information' window with the following components and annotations:

- Company Code:** CO001. Annotation: "To generate code automatically" points to the 'Auto' button next to it.
- Name 1:** USER MANUAL
- Name 2:** (Empty field)
- Register No.:** 988XXX-A
- GST No.:** GST-1234567890
- Navigation Buttons:**
  - NEW:** To create a new record
  - DELETE:** To delete a record
  - SEARCH:** To search record
- Details Section:**
  - Bill No.:** (Circled, with annotation: "Bill Number Listing Select bill number and highlight to edit")
  - Bill Number List Table:**

Bill Name	Bill Head	No
Purchase Invoice	PI/	3
Purchase Return	PR/	2
Sales Order	SO/	2
Delivery Order	DO/	2
<b>Sales Invoice</b>	<b>SI/</b>	<b>4</b>
Cash Sales	CS/	2
Sales Return	SR/	2
Promotion Setting	DIS/	2
Point Of Sales	POS/	2
Stock Redemption	RDM/	2
  - Choose Bill Type:** (Annotation: "Choose Bill Type")
  - Bill Type:** Sales Invoice (Annotation: "To edit Bill Head" points to the dropdown arrow)
  - Bill Head:** SI/ (Annotation: "Running No. start auto count" points to the '4' in the Running No. field)
  - Running No.:** 4
  - Buttons:**
    - New Bill No.:** Create new Bill No.
    - Add/Update:** To update after any change was made
    - Delete Bill No.:** Delete Bill No.
    - CLOSE:** Close this window

## B. Tax Information

### B.1 Input Tax

- Purchase tax code

The screenshot shows the 'Tax Information' window with the 'Input Tax' tab selected. The window contains the following fields and controls:

- Input Tax Tab:** The 'Input Tax' tab is selected, with 'Output Tax' and 'Default Setting' tabs also visible.
- Tax Code:** The value 'TX' is entered in the 'Tax Code' field.
- Description:** The description is 'Purchases with GST incurred at 6% and directly attributable to taxable supplies.'
- Notes:** A detailed note explains that this refers to goods and/or services purchased from GST registered suppliers, with a 6% GST rate effective from 1/04/2015. It mentions that GST registered traders can claim credits for GST paid on goods or services supplied to them, and that these credits are called input tax. Examples include goods or services purchased for business purposes from GST registered traders.
- Tax Rate:** The 'Tax Rate' is set to '6.00 %'.
- Type:** The 'Type' is set to 'Input Tax' (selected with a radio button), with 'Output Tax' also available.
- Tax Type:** The 'Tax Type' is set to 'TX'.
- Posting Account:** The 'Posting Account' is set to 'GST - INPUT TAX'.
- Deactivate:** A 'Deactivate' button is located at the top right of the window.
- Navigation Controls:** On the right side, there are navigation controls including a page indicator '11/15', and buttons for 'NEW', 'DELETE', and 'SEARCH'.
- Close:** A 'CLOSE' button is located at the bottom right of the window.

Annotations with arrows point to the following elements:

- Tax description:** Points to the 'Description' field.
- Remark for Tax Code:** Points to the 'Notes' field.
- Set tax rate:** Points to the 'Tax Rate' field.
- Choose Tax Code type:** Points to the 'Type' field.
- Default Input:** Points to the 'Tax Code' field.
- Clicks to deactivate Tax Code:** Points to the 'Deactivate' button.
- To create a new record:** Points to the 'NEW' button.
- To delete a record:** Points to the 'DELETE' button.
- To search record:** Points to the 'SEARCH' button.
- Close this window:** Points to the 'CLOSE' button.

## B.2 Output Tax

- Supply tax code

The screenshot shows the 'Tax Information' window with the 'Output Tax' tab selected. The window contains the following fields and controls:

- Tax Code:** SR (Annotated: Tax description)
- Description:** Standard-rated supplies with GST Charged. (Annotated: Remark for Tax Code)
- Notes:** A GST registered supplier must charge and account GST at 6% for all sales of goods and services made in Malaysia unless the supply qualifies for zerorating, exemption or falls outside the scope of the proposed GST model. The GST collected from customer is called output tax. The value of sale and corresponding output tax must be reported in the GST returns.
- Tax Rate:** 6.00 % (Annotated: Set tax rate)
- Type:** Input Tax (selected), Output Tax
- Tax Type:** SR
- Posting Account:** GST - OUTPUT TAX
- Nonrefundable Deposit Acc:** DEPOSIT RECEIVED - NI (Annotated: Selection for deposit posting account)
- Deactivate** button (Annotated: Clicks to deactivate Tax Code)
- Navigation buttons:** NEW (Annotated: To create a new record), DELETE (Annotated: To delete a record), SEARCH (Annotated: To search record)
- CLOSE** button (Annotated: Close this window)

## B.3 Default Setting

- Set information and tax code

The screenshot shows the 'Tax Information' window with the 'Default Setting' tab selected. The window has a title bar with standard Windows controls. The main area is divided into sections for tax settings and authorized person information. Annotations with red boxes and arrows point to specific elements:

- Default Setting:** A red circle highlights the 'Default Setting' tab.
- Activate Tax System:** A red arrow points to the checked checkbox, with a callout box stating 'GST system is activated'.
- Default Input Tax Code:** A dropdown menu showing 'TX'.
- Default Output Tax Code:** A dropdown menu showing 'SR'.
- Price with Tax Inclusive:** Two checkboxes: 'Input Tax (Purchase)' (unchecked) and 'Output Tax (Supply)' (checked).
- Sales Discount with Tax Inclusive:** A checked checkbox.
- Lock Bill Date From:** Two date fields showing '01/01/16' to '01/01/16'.
- Name of Authorized Person:** A text field containing 'USER MANUAL'.
- Identity Card No.:** A text field containing 'XXXXXXXX-XX-XXXX' with '(New)' and '(Old)' options.
- Passport No.:** A text field with '(Mandatory for foreign citizen)'.
- Nationality:** A text field containing 'MALAYSIA'.
- Bad Debt Relief Acc:** A dropdown menu showing '830/001'.
- Bad Debt Recover Acc:** A dropdown menu showing '730/001'.
- Deferred Input Tax Acc:** A dropdown menu showing '710/011'.
- Deferred Output Tax Acc:** A dropdown menu showing '810/011'.
- Close:** A red arrow points to the 'CLOSE' button in the bottom right corner, with a callout box stating 'Close this window'.
- Fill up Tax registered person (owner):** A red box encompasses the 'Name of Authorized Person' and 'Identity Card No.' fields.
- Set Bad Debt account posting:** A red box encompasses the 'Bad Debt Relief Acc' and 'Bad Debt Recover Acc' dropdowns.
- Set Bad Deferred account posting:** A red box encompasses the 'Deferred Input Tax Acc' and 'Deferred Output Tax Acc' dropdowns.

- (1) To active GST function
- (2) Set default Input Tax Code
- (3) Set default Output Tax Code
- (4) Set Price with Tax inclusive
- (5) Thick to activate sales discount with tax inclusive

### C. Staff Information

- Record staff information

The screenshot shows the 'Staff Information' application window. It contains a form with the following fields and controls:

- Staff Code:** Field (1) contains 'EM001'. A red callout 'To generate code automatically' points to the 'Auto' button next to it.
- Name:** Field (2) contains 'STAFF'.
- Name2:** Field (3) is empty.
- Title:** Field (4) is empty.
- Age:** Field (5) contains '21'.
- IC No.:** Field (6) is empty.
- Phone:** Field (7) is empty.
- Address 1:** Field (8) is empty.
- Address 2:** Field (9) is empty.
- Address 3:** Field (10) is empty.
- Address 4:** Field (11) is empty.
- Password:** Field (12) contains '\*\*\*'. A red callout 'Create any password Example: '123'' points to it.
- Gender:** Radio buttons for 'Male' and 'Female'.
- Disactivate:** A checkbox with a red arrow pointing to it from a callout 'To Deactivate Staff Information'.
- Navigation Buttons:** 'NEW' (To create a new record), 'DELETE' (To delete a record), and 'SEARCH' (To search record).
- Close Button:** 'CLOSE' (Close this window).

(1) To assign staff code number

(2) Fill up staff name

(3) Fill up staff name 2/ other name

(4) Name title

(5) Staff ages

(6) Identification card number/passport

(7) Contact number

(8) Address line 1

(9) Address line 2

(10) Address line 3

(11) Address line 4

(12) Create staff password for attendance function

## D. Staff Attendance Histories

- Record attendance history

Staff Attendance History

Staff: **EM001** (1) Date From: **15/04/16** (2) to **15/04/16** (3)

Date	Staff Code	Staff Name	Notes	Time
15/04/16	EM001	STAFF	IN	15:34:41
15/04/16	EM001	STAFF	OUT	15:34:45

(4) (5) (6) (7) (8)

Staff Attendance Report

(9) Report (10) Delete (11) Close

## Staff Attendance Report

(MY DEMO)

Date From: 20/08/16

To 20/08/16

Staff Code:

DATE	CODE	NAME	IN / OUT	TIME
20/08/16	EM001	STAFF	IN	11:29:36
			OUT	11:29:46

Date Printed: 20/08/16 11:29:22 am

Page: 1 of 1

- |                       |   |
|-----------------------|---|
| (1) Select staff code | (7) Attendance notes                        |
| (2) Start date search | (8) Attendance time                         |
| (3) End date search   | (9) Click report to view attendance history |
| (4) History date      | (10) To delete record                       |
| (5) Staff code        | (11) To close this report                   |
| (6) Staff name        |   |



### 3. Setting Up Customer Details

- Record customer information and payment. Click on individual button.

(A) Customer Information

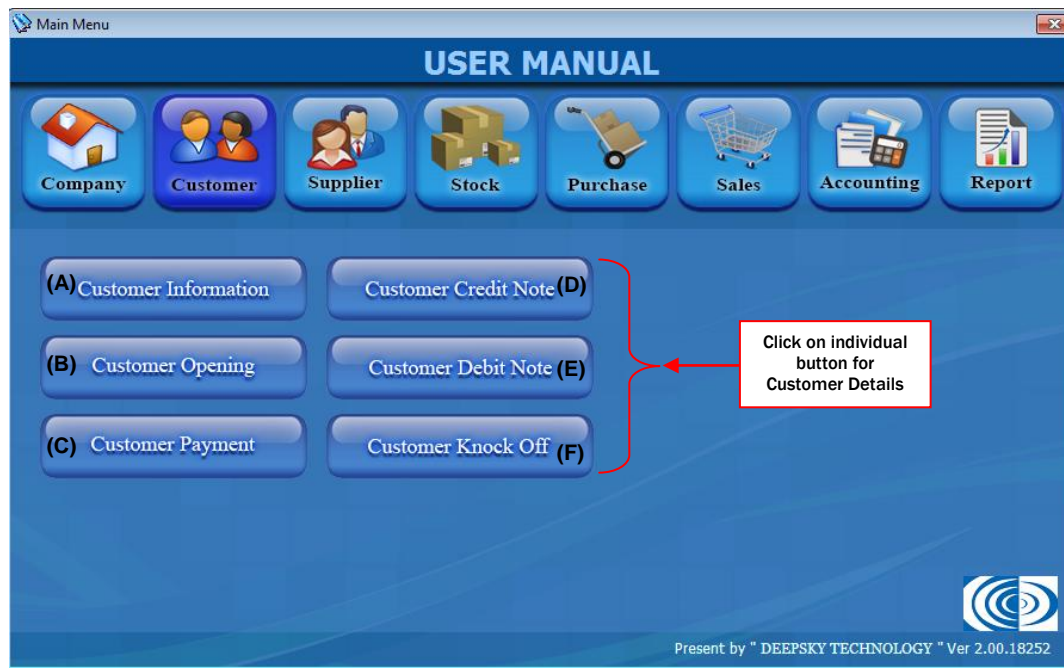
(B) Customer Opening

(C) Customer Payment

(D) Customer Credit Note

(E) Customer Debit Note

(F) Invoice Knock-Off



**(A) Customer Information**

- Record customer details

**Customer Information**

(1) Customer Code: CU00001 Auto To generate code automatically

(2) Name 1: CUSTOMER

(3) Name 2: Customer type example: VIP, REGULAR

(4) Register No.: 123300-X Staff

(5) Tax Reg. No.: 000522641408 Click if Tax Registered

(6) Tax Start Date: 01/01/16 ☒ IS Tax Registered

(7) Tax Code: (will follow default tax code if leave blank)

(8) Account Group: DEBTOR 700/020 Use for others delivery details "BRANCH"

Details **DO Details** Notes Remarks for customer

(9) Contact: Mr. USER Gender: ☒ Male ☐ Female

(10) Address: LOT 33-37, JALAN LENGKUK, KAWASAN PERINDUSTRIAN, SEKSYEN 7, 40000 SHAH ALAM, SELANGOR DARUL EHSAN, MALAYSIA. Business Nature: HARDWARE/RESTAURANT

(11) Area: SHAH ALAM

(12) Phone: 03-8610 XXXX Credit Limit: 10,000.00

(13) Fax: 03-8620 XXXX Price/Discount: Discount % 10.00 %

(14) Term: 60 Days Point

(15) Email: user\_manual@hotmail.com Point Rate: 1.00 Point Opening

Outstanding Bal: 3,500.00 Set point

Bill outstanding amount

1/1

NEW Create new record

DELETE To delete a record

SEARCH To search a record

PRINT Print listing

DOB List Birthday listing

Item Preset Setup preset

Point Opening List Point listing

CLOSE To close this window

**Customer discount preset**

- (1) Assign a new customer code
- (2) First Name of the Customer
- (3) Second Name of the Customer
- (4) Customer registration number
- (5) Customer GST registration number

- (6) Tax registered date
- (7) Choose Tax Code for this customer
- (8) Choose account group
- (9) Contact person
- (10) Customer billing address

- (11) Customer area
- (12) Contact number
- (13) Customer fax number
- (14) Key-in term for this customer
- (15) Customer email address

## A.1 Point Opening Setting

- Set customer starting point for membership

The screenshot shows a 'Point' settings window. It contains three input fields: 'Point Rate' (set to 1.00), 'Min sales' (set to 0.00), and 'Point Remain' (set to 218.00). A 'Point Opening' button is located to the right of these fields. A callout box labeled '1.00 = RM 1.00' points to the 'Point Rate' field. Another callout box labeled 'Set minimum sales to collect point' points to the 'Min sales' field. A third callout box labeled 'Point collected & Remain' points to the 'Point Remain' field. A fourth callout box labeled 'Point Opening' points to the button. A separate 'Info' dialog box is shown, titled 'Info', with the text 'Key in opening point of this customer.' and a text input field containing '200'. The dialog has 'OK' and 'Cancel' buttons.

## A.2 DO Details

The screenshot shows a 'DO Details' window with three tabs: 'Details', 'DO Details', and 'Notes'. The 'Details' tab is active, showing the following fields: 'Branch Name' (CUSTOMER BRANCH 1), 'DO Contact' (MR YAP), and 'DO Address' (LOT 33-37, JALAN LENGKUK, KAWASAN PERINDUSTRIAN, SEKSYEN 7, 40000 SHAH ALAM, SELANGOR DARUL EHSAN, MALAYSIA.). A callout box labeled 'Contact person' points to the 'DO Contact' field. A callout box labeled 'Key-in branch name' points to the 'Branch Name' field. A callout box labeled 'Delivery address' points to the 'DO Address' field.

## A.3 Search Customer

- To search customer information

Search

Search Text

Search/Sort Field: Code

Filter Field: Name

Filter Text

Set as Default

Code	Name1	Name2	Phone1	Phone2	Fax1	Fax2
CU00001	CUSTOMER		03-8610 XXXX		03-8620 XXXX	

Total Record: 1

**Key Value is containing of the sort/Search Field. For example:**  
At Sort/Search by Field click on Payment Method  
At Key Value key-in "Cash" and click on the Search Button, Customer Payment which "CASH" will list. You can double click on the listing to view the entry for that Customer payment.

**Sort/Search Field by:**  
Clicks to view search list.

**Filter Field:**  
Clicks to view search list.

**Click to choose criteria of the Filter Field as below:**  
1. Equal  
2. More Than  
3. More than or equal  
4. Less Than  
5. Less than or equal  
6. Not equal  
7. Begin with  
8. Containing  
9. Between

**Filter Text is the value of the Filter Field by criteria.**  
For example:  
At Filter Field clicks on Date. At Criteria click on "Equal" and at Filter Text key-in "01/01/15", customer payment which the payment date is on 01/01/16 will be listed. You can double click on the listing to view the entry for that customer payment.

**(A) Customer Opening**

- Input the outstanding amount into total

Customer Opening

	Bill No.	Cust Code	Cust Name	Date	Ref No	Description	Debit	Credit	Loc
...	0123456789	CU0000	CUSTOMER	31/12/15			0.00	0.00	CO001
*									

Key-in customer bill no. Use your customer previous unpaid bill

Customer name set by Customer Information. Choose your customer.

Reference no

Key-in debit amount

Company code set by Company Information. Choose your input location.

Customer code set by Customer Information

Invoice date

Bill description

Key-in credit amount

Total amount

Shows print view by list

To close this window

Customer Opening Balance: 0.00

Customer Opening List

CLOSE

**(B) Customer Payment**

- Key in customer payment. Payment for invoices.

Customer Payment

Nonrefundable ☒ Deposit of S.Order:

(1) Receipt No:  Auto To generate code automatically

(2) Receipt Date:

(3) Customer Code:  CUSTOMER

(4) Notes:

(5) Payment Type:

(6) Deposit To:  Account Code  Amount received

(7) Received:

(8) Location:  Control by "Sales Order"

(9) Sales Person:

(10) Cheque/Card No:

(11) Cheque Date:

Auto matching Match all Clear all To clear all matched

Bill No.	Date	Ref No./Desc	Type	Total	Balance	Matched
SI/00001	15/04/16	SALES	SI	10.00	10.00	0.00

Bill no Bill date Bill description Bill type Bill amount Balance

Unpaid amount

Total Balance: **10.00**

Total Unmatched: **10.00**

Key-in amount to clear balance and unmatched

To close this window

1/1

NEW

DELETE

SEARCH

PRINT

Create new record

To delete a record

To search a record

Print listing

CLOSE

- (1) Bill numbering
- (2) Date create or payment date
- (3) Select customer information
- (4) Notes or remark for this payment
- (5) Select payment type, click to choose

- (6) Payment into posting account
- (7) Amount received from customer
- (8) Determine by company location code
- (9) Click to select staff or sales person
- (10) Insert cheque or card number
- (11) Insert cheque date

**(C) Customer Credit Note**

- To reduced or discount the amount which needs to be paid.

Customer Credit Note

**To generate code automatically**

**Tax date**

(1) Bill No: CCN/00004 Auto  
 (2) Date: 22/09/15 GST  
 (3) Location: CO001  
 (4) Customer Code: CU00146 GEMILANG SAUJANA C STORE  
 (5) Notes: Credit Note ( A02654 )

(6) Ref No.: A02654  
 (7) Sales Person: EM001

	Acc Code	Acc Name	Description	Amount	Tax Code	Tax Rat	Tax Amt
▶	100/012	DISCOUNT ALLOWED	Credit Note	36.82	SR	6.00	2.21
*						0.00	
	(8)	(9)	(10)	(11)	(12)	(13)	(14)

**Create new record**  
**To delete a record**  
**To search a record**  
**Print listing**

**To close this window**

Tax: 2.21 Total Amount: 39.03

4/5  
 NEW  
 DELETE  
 SEARCH  
 PRINT  
 CLOSE

- (1) Bill numbering
- (2) Credit note date
- (3) Click on the arrow button for selection of location of the record
- (4) Click on the arrow button for selection of the Customer Code
- (5) Notes or remarks for this Credit Note

- (6) Reference Invoice no.
- (7) Person in charge of this Credit Note
- (8) Account code
- (9) Account name
- (10) Account description

- (11) Credit Note amount
- (12) Choose GST tax code
- (13) Tax rate by percent
- (14) Tax amount

**(D) Customer Debit Note**

- Want to extra charges customer

Customer Debit Note

**To generate code automatically**

**Tax date**

(1) Bill No: CDN/00001 Auto  
 (2) Date: 20/06/16 GST  
 (3) Location: C0001  
 (4) Customer Code: CU00008 PROFIX FLEET MARKETING  
 (5) Notes: Debit Note

(6) Ref No.: SI/005455  
 (7) Sales Person: EM002

**Create new record**  
**To delete a record**  
**To search a record**  
**Print listing**

Acc Code	Acc Name	Description	Amount	Tax Co	Tax Rat	Tax Am
200/012	DISCOUNT RECEIVED	Debit Note	50.00	SR	6.00	3.00
*					0.00	
(8)	(9)	(10)	(11)	(12)	(13)	(14)

**To close this window**

Tax: 3.00 Total Amount: 53.00

**CLOSE**

- (1) Bill numbering  
 (2) Debit note date  
 (3) Click on the arrow button for selection of location of the record  
 (4) Click on the arrow button for selection of the Customer Code  
 (5) Notes of this Debit Note  
 (6) Reference Invoice no.  
 (7) Person in charge of this Debit Note

- (8) Account code  
 (9) Account name  
 (10) Account description  
 (11) Debit Note amount  
 (12) Choose tax code  
 (13) Tax rate by percent  
 (14) Tax amount



**(E) Customer Knock Off**

- For deduct or matching bill. Example: (Sales Return)

**Customer Knock Off**

Customer Code: CU00032  
PIBG SMK SS 17

Match all Clear all

Show Unmatched Only  
Show Outstanding Only

**Received / Credit Notes**

Bill No.	Date	Ref No./Desc	Type	Total	Matched	Unmatched
OR/00002	07/07/15	Payment For Account	COR	286.20	286.20	0.00

**Invoice**

Bill No.	Date	Ref No./Desc	Type	Total	Balance	Matched
SI/00051	25/06/15	SALES	SI	286.20	0.00	286.20
SI/00074	24/07/15	SALES - EN KAMAL - PROGRAM PRESTASI PELAJAR	SI	558.90	558.90	0.00
SI/00080	05/08/15	SALES - PERDAGANGAN - PN CHOK ( PROGRAM PRESTASI PELAJAR	SI	489.50	489.50	0.00
SI/00083	11/08/15	SALES - PROGRAM PRESTASI PELAJAR	SI	80.55	80.55	0.00

Total Balance: **1,128.95** Total Unmatched: **0.00**

CLOSE

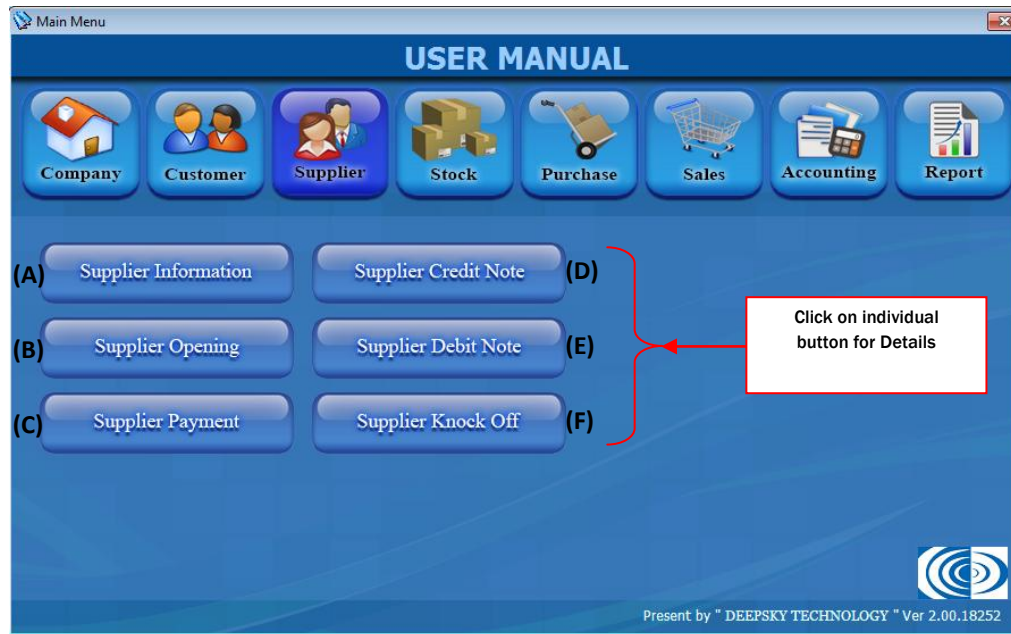
Annotations:

- Key in Customer Code to Knock-Off
- List of Credit Note for customer
- List of sales bill by customer
- Auto match amount to outstanding bill
- Clear all matched bill by highlight
- Click on highlight entry
- Show Unmatched Payment only
- Show Outstanding Invoice/Bill only
- To close this window

#### 4. Setting Up Supplier Details

- (A) Supplier Information
- (B) Supplier Opening Balance
- (C) Supplier Payment

- (D) Supplier Credit Note
- (E) Supplier Debit Note
- (F) Supplier Knock-Off



**(A) Supplier Information**

- Record supplier information

The screenshot shows the 'Supplier Information' window with the following fields and callouts:

- Supplier Code:** SU00002 (1) *To generate code automatically*
- Name 1:** BOON LEE FOOD INDUSTRIES (2)
- Name 2:** (3)
- Register No.:** (JP0141438-T) (4)
- GST No.:** SA-112255H (5)
- Tax Code:** (6) (will follow default tax code if leave blank)
- Account Group:** CREDITOR (7) 800/000
- Contact:** AH CHONG (8)
- Address:** NO 19 JALAN PERINDUSTRIAN (9)
- Billing Address Line 1:** KAMUNTING JAYA , KAMUNTING JAYA 2, (10)
- Billing Address Line 2:** 34600 KAMUNTING TAIPING, (11)
- Billing Address Line 3:** PERAK, MALAYSIA. (12)
- Area:** TAIPING (13)
- Phone:** 05-8911022 (14)
- Fax:** 05-8911023 (15)
- Term:** 30 Days (16)
- Email:** boonleefood@hotmail.com (17)
- Price:** Follow Last Purchase Price (Control purchase limit)
- Credit Limit:** 10,000.00
- Notes:** Invoice must be issued before end of the month
- Outstanding Bal.:** 1,950.00 (Bill outstanding amount)
- Buttons:** NEW (Create new record), DELETE (To delete a record), SEARCH (To search a record), PRINT (Print listing), CLOSE (To close this window)

- (1) Assign a New Supplier Code
- (2) First Name of the Supplier
- (3) Second Name of the Supplier
- (4) Supplier registration number
- (5) Supplier GST registration number
- (6) Supplier Tax Code

- (7) Creditor Group
- (8) Supplier Contact Person
- (9) Billing Address of the Supplier – Line 1
- (10) Billing Address of the Supplier – Line 2
- (11) Billing Address of the Supplier – Line 3
- (12) Billing Address of the Supplier – Line 4

- (13) Supplier Area
- (14) Contact Number of the Supplier
- (15) Fax Number of the Supplier
- (16) Term of Supplier
- (17) Supplier email address

**(B) Supplier Opening**

- Key-in supplier account balance

The screenshot shows the 'Supplier Opening' window with a table and several input fields. Red arrows point from text boxes to specific fields in the window.

	Bill No.	Supp Code	Supp Name	Date	Ref No	Description	Debit	Credit	Loc
	0123456789	SU0000	SUPPLIER	31/12/15			0.00	0.00	
*									

Annotations and their corresponding fields:

- Assign bill number of Supplier Opening balance invoice → Bill No.
- Select supplier name → Supp Name
- Invoice reference number → Ref No
- Key-in debit amount → Debit
- Company code set by Company Information. Choose your input location. → Loc
- Select supplier code → Supp Code
- Invoice date → Date
- Remarks or short description for this Supplier Opening Balance → Description
- Key-in credit amount → Credit
- Total amount → Supplier Opening Balance: 0.00
- Shows print view by list → Supplier Opening List
- Close this window → CLOSE

**(C) Supplier Payment**

- Payment entry for invoices.

**Supplier Payment**

To generate code automatically

(1) PV No: PV/00164 Auto (8) Location: C0001

(2) PV Date: 10/10/15 (9) Sales Person:

(3) Supplier Code: SU00022 BEH-ER PUBLICATION SDN BHD

(4) Notes: Payment For Account

(5) Payment Type: Cheque (10) Cheque/Card No: HLB105736

(6) Payment From: BANK 700/011 (11) Cheque Date: 10/10/15

(7) Paid: 756.00 Key-in Paid amount (12) Match all (13) Clear all

Bill No.	Date	Ref No./Desc	Type	Total	Balance	Matched
PI/00727	09/10/15	10217	PI	756.00	0.00	756.00

Total Balance: 0.00 Total Unmatched: 0.00

105/125

NEW

DELETE

SEARCH

PRINT

CLOSE

Create new record

To delete a record

To search a record

Print listing

To close this window

- (1) Assign a New Payment Voucher No
- (2) Date of Payment Voucher
- (3) Click on the Arrow Button for selection Of Supplier Code
- (4) Short Note for Payment Voucher
- (5) Choose payment type
- (6) Select payment from account
- (7) Paid amount

- (8) Company code
- (9) Sales person in-charge
- (10) Key-in cheque or card no
- (11) Date of cheque
- (12) Match all payment
- (13) Clear all match

**(D) Supplier Credit Note**

- Supplier want add extra charges.

Supplier Credit Note

(1) Bill No: SCN/00001 Auto  
 (2) Date: 29/11/16 GST  
 (3) Location: CO001  
 (4) Sales Person: EM001  
 (5) Supplier Code: SU00001 KIKO TRADING  
 (6) Notes: Credit Note

To generate code automatically

Click to set GST Tax claim date

Acc Code	Acc Name	Description	Amount	Tax Cod	Tax Rat	Tax Am
200/011	PURCHASE RETURN	Credit Note	224.30	ZP	0.00	0.00
(7)	(8)	(9)	(10)	(11)	(12)	(13)

Print listing

1/1

NEW

DELETE

SEARCH

PRINT

CLOSE

Create new record

To delete a record

To search a record

To close this window

Tax: 0.00 Total Amount: 224.30

- (1) Supplier Credit Note No.  
 (2) Credit Note date  
 (3) Company code  
 (4) Sales person in-charge  
 (5) Select Supplier Code/Name  
 (6) Short notes for this Credit Note  
 (7) Account Code

- (8) Account Name  
 (9) Account description  
 (10) Credit Note amount  
 (11) Choose tax code base on good/services type  
 (12) Tax rate by percent  
 (13) Tax amount

**(E) Supplier Debit Note**

- Supplier offer discount or any other deduction.

**Supplier Debit Note**

Bill No: SDN/00009 Auto  
 Date: 20/06/16 GST  
 Location: CO001  
 Sales Person:  
 Supplier Code: 14008B TUNAS PELANGI SDN BHD  
 Notes: Debit Note (GRN2607)

**Table:**

	Acc Code	Acc Name	Description	Amount	Tax Code	Tax Rate	Tax Amt
▶	200/012	DISCOUNT RECEIVED	Debit Note (GRN2607)	250.00		0.00	0.00
*						0.00	

Tax: 0.00 Total Amount: 250.00

**Callouts:**

- To generate code automatically (points to Auto button)
- Click to set GST Tax claim date (points to GST button)
- Create new record (points to NEW button)
- To delete a record (points to DELETE button)
- To search a record (points to SEARCH button)
- Print listing (points to PRINT button)
- To close this window (points to CLOSE button)

**Annotations:**

- Assign a New Supplier Debit Note No.
- Debit Note date
- Company code
- Sales person in-charge
- Select Supplier Code/Name
- Short notes for this Debit Note
- Account Code
- Account Name
- Account description
- Debit Note amount
- Choose tax code base on good/services type
- Tax rate by percent
- Tax amount

**(F) Supplier Knock-Off**

- For deduct or matching bill. Examples : (Purchase Return)

The screenshot shows the 'Supplier Knock Off' window. It features a header bar with the title and a subtitle '\*\* Double click entry for knock off detail'. Below the header, there are input fields for 'Supplier Code' (14031B) and 'ATTARBAH SDN BHD'. To the right of these fields are buttons for 'Match all' and 'Clear all', and checkboxes for 'Show Unmatched Only' and 'Show Outstanding Only'. The main area contains two tables. The top table, titled 'Payment / Debit Notes', has columns: Bill No., Date, Ref No./Desc, Type, Total, Matched, and Unmatched. It contains one row: PV/00136, 14/08/15, HLB104695, SPV, 720.13, 720.13, 0.00. The bottom table, titled 'Purchase Bill', has columns: Bill No., Date, Ref No./Desc, Type, Total, Balance, and Matched. It contains seven rows of purchase bills. At the bottom of the window, there is a status bar showing 'Total Balance: 2,077.92' and 'Total Unmatched: 0.00', along with a 'CLOSE' button. Red arrows point from text boxes to various elements: 'Select Supplier Code to Knock-Off Payment' points to the supplier code field; 'List of payment/Debit Note selected' points to the first table; 'List of Purchase Bill for selected' points to the second table; 'Auto match amount to outstanding bill' points to the 'Match all' button; 'Clear all matched bill' points to the 'Clear all' button; 'Show Unmatched Payment only' points to the 'Show Unmatched Only' checkbox; 'Show Outstanding Inv/Bill only' points to the 'Show Outstanding Only' checkbox; and 'To close this window' points to the 'CLOSE' button.

**Supplier Knock Off**

Supplier Code: 14031B  
ATTARBAH SDN BHD

Match all Clear all

Show Unmatched Only  
Show Outstanding Only

**Payment / Debit Notes**

Bill No.	Date	Ref No./Desc	Type	Total	Matched	Unmatched
PV/00136	14/08/15	HLB104695	SPV	720.13	720.13	0.00

**Purchase Bill**

Bill No.	Date	Ref No./Desc	Type	Total	Balance	Matched
PI/00049	17/04/15	3951	PI	531.50	0.00	531.50
PI/00313	17/06/15	4078	PI	44.80	0.00	44.80
PI/00470	28/07/15	4108	PI	410.35	266.52	143.83
PI/00503	11/08/15	4120	PI	106.20	106.20	0.00
PI/00714	03/10/15	4167	PI	76.80	76.80	0.00
PI/00798	12/10/15	4200	PI	450.60	450.60	0.00
PI/00982	26/12/15	4393	PI	334.80	334.80	0.00

Total Balance: 2,077.92 Total Unmatched: 0.00

CLOSE



## 5. Setting Up Stock Details

- (A) Stock Information
- (B) Set Stock Category
- (C) Set Stock Group
- (D) Set Stock Class

- (E) Set Stock Packaging
- (F) Promotion Setting
- (G) Item Mix & Match Setting
- (H) Stock Opening
- (I) Stock Adjustment

- (H) Stock Opening
- (I) Stock Adjustment
- (J) Stock Transfer



**(A) Stock Information**

- Create new stock/inventory info

The screenshot shows the 'Stock Information' form with the following fields and callouts:

- To generate code automatically:** Points to the 'Auto' button next to the Stock Code field.
- Allow Item Mix & Match:** Points to the 'Item Mix' checkbox.
- Button selection for POS Touch / Restaurant function:** Points to the 'Button' dropdown menu.
- Select if item/stock is unused:** Points to the 'Deactivate' checkbox.
- Create new record:** Points to the 'NEW' button in the right-hand toolbar.
- To delete a record:** Points to the 'DELETE' button in the right-hand toolbar.
- To search a record:** Points to the 'SEARCH' button in the right-hand toolbar.
- Stock Mix Ex-Change Setting:** Points to the 'Mix Exchange' checkbox.
- Touch Pos Remark:** Points to the 'POS Remark' checkbox.
- Price Scale Function:** Points to the 'Export' button in the right-hand toolbar.
- To open Barcode Printing form:** Points to the 'Barcode' button in the right-hand toolbar.
- To close this window:** Points to the 'CLOSE' button in the right-hand toolbar.
- Set point require for redemption:** Points to the 'Point Require' field, which is set to 0.00.

The form fields are numbered as follows:

- Stock Code : ST00005
- Stock Name : I PHONE 6 PLUS
- Stock Name 2 :
- Category : CATEGORY
- Group :
- Class :
- Mix & Match :
- Based UOM : Unit
- Input Tax Code :
- Output Tax Code : (17)
- Retail Price : 3,500.0000
- Price 2 : 0.0000
- Price 3 : 0.0000
- Min Price : 0.0000
- Cost Price : 0.0000
- Min Qty : 0
- Note :

- |   |   |
|---|---|
| (1) Assign a New Stock Code no  | (10) Selling price  |
| (2) Stock Name (master)   | (11) Selling price 2  |
| (3) Stock Name 2 (optional)   | (12) Selling price 3  |
| (4) Click on the Arrow Button for selection of Category                   | (13) Minimum selling price  |
| (5) Click on the Arrow Button for selection of Stock Group                | (14) Cost price   |
| (6) Click on the Arrow Button for the selection of Class Group            | (15) Minimum Quantity for stock availability                                    |
| (7) Click on the Arrow Button for the selection of Mix & Match Group      | (16) Notes for remarks  |
| (8) To assign the UOM of the stock details<br>(Example: Unit, Pc and etc) | (17) Click on the Arrow Button for the selection of Stock Output Tax Code       |
| (9) Click on the Arrow Button for the selection of Stock Input Tax Code   | (18) Assign current stocks allow to be redeem & Point required for redemption   |
|   | (19) Assign current stocks allow negative stock & showing current stock balance |

## A.1 Apply Stock UOM

- create other stock Unit of Measurement (UOM)

The screenshot shows the 'Stock Information' window with the 'Other UOM' tab selected. The window is divided into several sections:

- Top Section:** Contains fields for Stock Code (ST00004), Stock Name (STOCK 3), Stock Name 2, Category, Group, Class, Mix & Match, Based UOM (Unit), Input Tax Code, and Output Tax Code. A red box labeled 'To generate code automatically' points to the 'Auto' button next to the Stock Code field.
- Right Sidebar:** Contains buttons for 'NEW', 'DELETE', 'SEARCH', 'Mix Exchange', 'POS Remark', 'Export', 'Barcode', and 'CLOSE'. Red boxes with arrows point to these buttons with labels: 'Create new record' (NEW), 'To delete a record' (DELETE), 'To search a record' (SEARCH), 'Stock Mix Ex-Change Setting' (Mix Exchange), 'Touch Pos Remark' (POS Remark), 'Price Scale Function' (Export), 'To open Barcode Printing form' (Barcode), and 'To close this window' (CLOSE).
- Other UOM List:** A table showing the current UOM for the stock. It has columns for 'Code', 'UOM', 'Rate', and 'Price'. The first row shows 'PK01', 'PACK', '5', and '130.0000'. A red box labeled 'To create new UOM' points to the 'New UOM' button below the list. A red box labeled 'To delete current UOM' points to the 'Delete UOM' button below the list.
- Form Fields:** Below the list, there are fields for 'Code (2): PK01', 'UOM (3): PACK', 'Rate (4): 5 of Based UOM (Unit)', and 'Follow Based UOM Price'. A red box labeled 'System auto assign price follow base' points to the 'Follow Based UOM Price' checkbox.
- Price Fields:** On the right side of the 'Other UOM' section, there are fields for 'Retail Price' (130.0000), 'Price 2' (0.0000), 'Price 3' (0.0000), 'Min Price' (0.0000), and 'Cost Price' (75.0000). Red boxes with numbers 5 through 9 point to these fields respectively: (5) Retail Price, (6) Price 2, (7) Price 3, (8) Min Price, and (9) Cost Price.

- (1) Listing of UOM for current stock
- (2) Stock code/Barcode for current UOM
- (3) UOM for current stock packing
- (4) Rate of Based UOM (have how many Unit inside this pack)
- (5) Assign a retail price for the stock

- (6) Assign a price 2 for the stock
- (7) Assign a Price 3 for the stock
- (8) Assign a Minimum Price for the stock
- (9) Assign a Cost Price for the stock

## A.2 Apply Stock Picture

- Set stock information image

The screenshot shows the 'Stock Information' application window. The main form contains fields for Stock Code (ST00004), Stock Name (STOCK 3), Stock Name 2, Category, Group, Class, Mix & Match, Based UOM (Unit), Input Tax Code, and Output Tax Code. A 'Deactivate' checkbox is present. A 'Picture' tab is selected, showing a 'Browse' button, a 'Remove' button, and a 'Button Image' area. A large image of a soldier is displayed in the center. The right sidebar contains buttons for 'NEW', 'DELETE', 'SEARCH', 'Mix Exchange', 'POS Remark', 'Price Scale Function', 'Export', 'Barcode', and 'CLOSE'. The bottom status bar shows '14/15'.

**Callouts:**

- To generate code automatically (points to the 'Auto' button next to the Stock Code field)
- Create new record (points to the 'NEW' button)
- To delete a record (points to the 'DELETE' button)
- To search a record (points to the 'SEARCH' button)
- Stock Mix Ex-Change Setting (points to the 'Mix Exchange' button)
- Remarks for Touch Pos (points to the 'POS Remark' button)
- Price Scale Function (points to the 'Price Scale Function' button)
- To open Barcode Printing form (points to the 'Barcode' button)
- To close this window (points to the 'CLOSE' button)
- Click to browse locate picture file (points to the 'Browse' button)
- Click to remove picture (points to the 'Remove' button)
- Double click to locate picture file (points to the 'Button Image' area)

## A.3 Price Scale Function (Click on Export button)

**Price Scale List**

Item Code	Item Name	Hot Key	S.Price	Weight Unit
00001	AYAM	1	8.50	kg
00002	IKAN KEMBONG	2	12.00	kg
00003	BAWANG MERAH INDIA	3	4.50	kg

(1) (2) (3) (4) (5)

Total Records: (6) 3

(7) (8) (9)

Clear All Hot Key Generate Hot Key Confirm & Export

**How to use price scale function**

- (1) Select item code
- (2) Click on generate hot key for auto key
- (3) Select weight unit
- (4) Select 'confirm & export' and choose price scale type and 'OK'
- (5) Close

**Notes:**

For use of price scale, is not allowed to use any alphabet in Stock Information Code. Only 5 digit number can be used as example.

- (1) Stock code
- (2) Items description
- (3) Assign hot key to use with price scale button
- (4) Stock selling price
- (5) Stock weight unit, select to choose more unit
- (6) To show total records
- (7) To clear all hot keys
- (8) To generate hot key automatic
- (9) To confirm list and export list to price scale machine

**(B) Stock Category**

- Create stock category as your stock grouping exp; (Hardware= Category, screw= Stock information)

Click on the Set Stock Category button for the following windows

The screenshot shows the 'Stock Category Information' window. It has a title bar 'Stock Category' and a main title 'Stock Category Infomation'. The window contains several input fields and buttons. Annotations with red arrows point to specific elements:

- Set button for touch POS:** Points to a dropdown button labeled '1' next to the 'Category Code' field.
- Create new record:** Points to the 'NEW' button in the right-hand panel.
- To delete a record:** Points to the 'DELETE' button in the right-hand panel.
- To search a record:** Points to the 'SEARCH' button in the right-hand panel.
- To close this window:** Points to the 'CLOSE' button in the right-hand panel.

The main form fields are:

- (1) Category Code: CATEGORY \*
- (2) Description: CATEGORY \*
- (3) Stock Control: ☒ Svr Charge: ☐
- Account posting of this category :
- (4) Sales: 100/001 SALES \*
- (5) Sales Return: 100/011 SALES RETURN \*
- (6) Purchase: 200/001 PURCHASE \*
- (7) Purchase Return: 200/011 PURCHASE RETURN \*

The right-hand panel also includes a '1/1' indicator, navigation buttons (back, forward, etc.), and a 'CLOSE' button at the bottom.

- (1) Assign a Stock Category Code
- (2) Description of the Stock Category
- (3) Assign stock control or not for current category
- (4) Click on the Arrow Button for selection of Sales Code – 100/001 for Sales
- (4) Click on the Arrow Button for selection of Sales Return Code – 100/011 for Sales Return
- (5) Click on the Arrow Button for selection of Purchase Code – 200/001 for Purchase
- (6) Click on the Arrow Button for selection of Purchase Return Code – 200/011 for Purchase Return

**(C) Set Stock Group**

- Group your stock/inventory

Click on the Set Stock Group button for the following windows

The screenshot shows a window titled "Stock Group" with a blue header and standard Windows window controls. The main area is titled "Stock Group Infomation" (sic). It contains two input fields: "(1) Group Code:" and "(2) Description:", each followed by a text box and a red asterisk. To the right of the main area is a vertical toolbar with several buttons: a record selector showing "\* / 1" with navigation icons, a "NEW" button with a document icon, a "DELETE" button with a trash can icon, a "SEARCH" button with a magnifying glass icon, and a "CLOSE" button with a red X icon. Red arrows point from text boxes on the right to the NEW, DELETE, SEARCH, and CLOSE buttons. The text boxes contain the following instructions:

- Create new record
- To delete a record
- To search a record
- To close this window

- (1) Assign a Stock Group Code
- (2) Description of the Stock Group

**(D) Set Stock Class**

- Stock classifications

Click on the Set Stock Class button for the following windows

The screenshot shows a window titled "Stock Class" with a blue header and standard Windows window controls. The main area is titled "Stock Class Infomation" (note the spelling). It contains two input fields: (1) "Class Code:" and (2) "Description:", both with red asterisks indicating required fields. To the right of the input fields is a vertical toolbar with the following elements: a text box containing "\*/1", navigation buttons (first, previous, next, last), a "NEW" button with a document icon, a "DELETE" button with a trash can icon, a "SEARCH" button with a magnifying glass icon, and a "CLOSE" button with a red X icon. Red arrows point from text boxes to the NEW, DELETE, SEARCH, and CLOSE buttons.

Stock Class

Stock Class Infomation

(1) Class Code:  \*

(2) Description:  \*

\*/1

NEW

DELETE

SEARCH

CLOSE

Create new record

To delete a record

To search a record

To close this window

- (1) Assign a Stock Class Code
- (2) Description of the Stock Class



**(E) Stock Packaging**

- Make your own stock packaging exp; Hampers, gift set

**Stock Packaging**

(1) Package Code:  Account posting of this package : (6)

(2) Description:  Sales:

(3) Description 2:  Sales Return:

(4) UOM:  Purchase:

(5) Notes:  Purchase Return:

	Code	Description	Qty	S.Price	C.Price
	ST00002	STOCK 1	1	20.0000	10.0000
▶	ST00003	STOCK 2	1	20.0000	10.0000
*			1	0.0000	0.0000
(7)	(8)	(9)	(10)	(11)	

Cost Price:  Retail Price:  Min Price:

Buttons: NEW, DELETE, SEARCH, CLOSE

Annotations:

- Create new record (NEW)
- To delete a record (DELETE)
- To search a record (SEARCH)
- To close this window (CLOSE)

- (1) Assign a New Stock Packaging Code
- (2) 1st Description name for the Stock Packaging
- (3) 2nd Description name for the Stock Packaging
- (4) Create a UOM for this Stock Packaging (example: set, service)
- (5) Notes of the Stock Packaging
- (6) Account Posting for current Stock Packaging

- (7) Key in stock code that include on this Packaging
- (8) Description of the stock
- (9) Assign a quantity for the product in this packaging
- (10) Selling Price for the Stock Packaging Stock
- (11) Total cost of the product

**(F) Promotion Setting**

- Set up promotion items with period setting and times.

**Promotion Setting**

Discount No: DIS/00001 Auto

Notes: PROMOTION !!!

☒ Promotion Period From 01/04/16 To 01/05/16

☒ Promotion Date From 8:00 AM To 10:00 PM

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

☐ Member Discount (1)

Code	Description	UOM	S.Price	Dis1%	Dis2%	Disc\$	D.Price
ST00002	STOCK 1	Unit	20.00	0.00	0.00	5.00	15.00
ST00003	STOCK 2	Unit	20.00	0.00	0.00	5.00	15.00

(2) (3) (4) (5) (6) (7) (18) (9)

NEW DELETE SEARCH Import CLOSE

- (1) Either "Promotion" or "Member Discount" can be choosing. To set "Promotion", promotion date must be set
- (2) Select stock code
- (3) Items description
- (4) Stock UOM

- (5) Retail Price of the stock
- (6) Discount %
- (7) Discount %
- (8) Discount amount
- (9) Retail Price after Discount

**(G) Item Mix & Match**

- Create setting for items mix & match exp; (B4F1= Buy 4 Free 1 )

Item Mix & Match Setting

Code	Description	Sales Qty	Offer Qty	Offer Type	
B2D1	BUY 2 DISCOUNT 1	3	1	<input checked="" type="radio"/> Discount	50 % 0.00
B3F1	BUY 3 FREE 1	4	1	<input type="radio"/> FOC	

To delete setting

Add Edit Delete CLOSE

**How to do Mix & Match**

- (1) Click on add button to create setting
- (2) Fill up Information as example below
- (3) Click 'Save' to confirm setting
- (4) Select setting to edit Info

Mix & Match (Add)

**Mix & Match Info**

Code: B2D1

Description: BUY 2 DISCOUNT 1

Sales Qty: 3.00

Offer Qty: 1.00

Offer Type: ☒ Discount 50 % 0.00

☐ FOC

Save CLOSE

Mix & Match (Edit)

**Mix & Match Info**

Code: B3F1

Description: BUY 3 FREE 1

Sales Qty: 4.00

Offer Qty: 1.00

Offer Type: ☐ Discount 0 % 0.00

☒ FOC

Save CLOSE

**(H) Stock Opening**

- Bring forward last stock balance to new opening.

Stock Opening

To generate code automatically

(1) Bill No: 05/00001 Auto Notes: (5)  
 (2) Date: 31/12/15 STOCK OPENING  
 (3) Ref No.: 0123456789  
 (4) Location: CO001

Code	Description	Qty	UOM	C.Price	Amount	Location
ST00002	STOCK 1	1	Unit	10.0000	10.00	CO001
ST00003	STOCK 2	1	Unit	10.0000	10.00	CO001
ST00004	STOCK 3	1	Unit	15.0000	15.00	CO001
(6)	(7)	(8)	(9)	(10)	(11)	(12)

Net Total: 35.00

1/1

Create new record

To delete a record

To search a record

To print a record

To close this window

- (1) Stock Opening No.  
 (2) Date of the Stock Opening  
 (3) Reference No for the Stock Opening  
 (4) Location of the Stock Opening  
 (5) Notes of the Stock Opening  
 (6) Key in the stock code for the Stock opening record

- (7) Description of the stock  
 (8) Key in the Stock Quantity  
 (9) UOM of the stock  
 (10) Unit Cost of the stock  
 (11) Sub Total of the stock  
 (12) Location of the stock

**(I) Stock Adjustment**

- Manually adjust stock balance quantity as physical quantity.

**Stock Adjustment**

(1) Bill No: A3/00001  Notes: (5)  
 (2) Date: 15/04/16  
 (3) Ref No.:  
 (4) Location: CO001

ADJUST STOCK BALANCE

	Code	Description	Qty	UOM	C.Price	Amount	Location
▶	ST00002	STOCK 1	1	Unit	10.0000	10.00	CO001
	ST00003	STOCK 2	1	Unit	10.0000	10.00	CO001
	ST00004	STOCK 3	1	Unit	15.0000	15.00	CO001
*	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Net Total: 35.00

1/1

To generate code automatically

Create new record

To delete a record

To search a record

To print a record

To Import Entry

To close this window

(1) Stock Adjustment No.

(2) Date of the Stock Adjustment Created

(3) Reference No for the Stock Adjustment

(4) Location of the Stock Adjustment

(5) Notes of the Stock Adjustment

(6) Key in the stock code for the Stock Adjustment record

(7) Description of the stock

(8) Key in the Stock Quantity

(9) UOM of the stock

(10) Unit Cost of the stock

(11) Sub Total of the stock

(12) Location of the stock

**(J) Stock Transfer**

- Transfer stock to other branch or location.

**Stock Transfer**

(1) Bill No.: TR/00001 Auto Notes: (6) TRANSFER TO BRANCH

(2) Date: 15/04/16

(3) Ref No.:

(4) From Location: CO001

(5) To Location: CO001

Code	Description	Qty	UOM	C.Price	Amount	From Loc	To Loc
ST00002	STOCK 1	1	Unit	10.0000	10.00	CO001	CO001
ST00003	STOCK 2	1	Unit	10.0000	10.00	CO001	CO001
ST00004	STOCK 3	1	Unit	15.0000	15.00	CO001	CO001
(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Net Total: 35.00

Buttons: NEW, DELETE, SEARCH, PRINT, Import, CLOSE

Annotations:

- To generate code automatically
- Create new record
- To delete a record
- To search a record
- To print a record
- To Import bill entry
- To close this window

- (1) Stock Transfer No.  
 (2) Date of the Stock Transfer Created  
 (3) Reference No for Stock Transfer  
 (4) From Location of the Stock Transfer  
 (5) To Location of the Stock Transfer To  
 (6) Notes of the Stock Transfer  
 (7) Key in the stock code for the Stock Transfer record

- (8) Description of the stock  
 (9) Key in the Stock Quantity  
 (10) UOM of the stock  
 (11) Unit Cost of the stock  
 (12) Sub Total of the stock  
 (13) From Location of the stock  
 (14) To Location of the stock

## 6. Setting Up Purchase Order Details

- (A) Purchase Order
- (B) Purchase Invoice
- (C) Purchase Return



**(A) Purchase Order**

- Make your order from supplier

**Purchase Order**

Order No: PO/00001  **To generate code by automatically**

Date: 15/04/16 **Transferred** **PO already transferred detail to Purchase Invoice**

Supplier Code: SU00001

Supplier Name: SUPPLIER

Notes:

(5) Ref No.:

(6) Term:

(7) Location: CO001

Code	Description	Qty	UOM	C.Price	Dis1%	Dis2%	Disc \$	Amount	Amt +Tax	Tax C	Tax Rate	Tax Amt	Tax Adj	Tax Incl	Location	Entry Index
ST00001	STOCK INFORMATION	1	Unit	10.0000	0.00	0.00	0.00	10.00	10.00		0.00	0.00	0.00	<input type="checkbox"/>	CO001	PO/00001/579
(8)	(9)	(10)	(11)	(12)	(13)			(14)	(15)	(16)	(17)	(18)	(19)			

Gross Total: 10.00 Tax: 0.00 Net Total: 10.00

**To select Tax inclusive/exclusive manually**

**To Import Bill Entries**

**To close this window**

**Create new record**

**To delete a record**

**To search a record**

**To print a record**

- (1) Date of Purchase Order
- (2) Click on the Arrow Button for selection Of Supplier Code
- (3) Click on the Arrow Button for selection Of Supplier Name
- (4) Short Note for Purchase Order
- (5) Reference No for Purchase Order
- (6) Select payment term for order
- (7) Location of Purchase Order
- (8) Stock code
- (9) Stock description
- (10) Key-in quantity

- (11) UOM set by stock information
- (12) Cost price
- (13) Select box to key-in discount by percent % & price \$
- (14) Gross amount
- (15) Amount inclusive GST
- (16) Select box to choose Tax Code manually
- (17) GST Tax rates
- (18) GST Tax amount
- (19) Tax adjustment by: RM 0.01 or -RM 0.01



**(B) Purchase Invoice**

- Purchase invoice from supplier

**Purchase Invoice**

Ref Bill → ☐ Round Adjustment

Bill No:  Auto

Date:  GST

Supplier Code:

Supplier Name:

Notes:

(5) Ref Inv: SA/SI15005923

(6) Ref DO:

(7) Term:

(8) Location:

To generate code by automatically

Click to manually set GST Tax claim date

Click to use rounding

Click to import bill from Purchase Order

Create new record

To delete a record

To search a record

To select Tax inclusive/exclusive manually

Directly send new purchased to barcode printing function

To close this window

Code	Description	Qty	UOM	C.Price	Dis1%	Dis2%	Disc \$	Amount	Amt +Tax	Tax C	Tax Rate	Tax Amt	Tax Adj	Tax Incl.	Locatio	From Bill
K0070	KEROPOK SAYUR 500G X :	40	CTN	38.5000	0.00	0.00	0.00	1,540.00	1,632.40	TX	6.00	92.40	0.00	<input type="checkbox"/>	CO0	
K0071	KEROPOK SAYUR PEDAS 5	30	CTN	39.5000	0.00	0.00	0.00	1,185.00	1,256.10	TX	6.00	71.10	0.00	<input type="checkbox"/>	CO0	
*											0.00					

Gross Total: 2,725.00 Tax: 163.50 Net Total: 2,888.50

- |  |  |
|--|--|
| (1) Date of Purchase Invoice                                 | (11) Key-in quantity                                       |
| (2) Click on the Arrow Button for selection Of Supplier Code | (12) UOM set by stock information                          |
| (3) Click on the Arrow Button for selection Of Supplier Name | (13) Cost price  |
| (4) Short Note for Purchase Invoice                          | (14) Select box to key-in discount by percent % & price \$ |
| (5) Reference No for Purchase Invoice                        | (15) Gross amount  |
| (6) Reference No Delivery Order                              | (16) Amount inclusive GST                                  |
| (7) Select payment term (Term set by Supplier Information)   | (17) Select Tax Code                                       |
| (8) Location of Purchase Invoice                             | (18) GST Tax rates   |
| (9) Stock code   | (19) GST Tax amount  |
| (10) Stock description                                       | (20) Tax adjustment by: RM 0.01 or –RM 0.01                |

**(C) Purchase Return**

- Return your purchase due to wrong order or damage.

**Purchase Return**

(1) Bill No: PR/00002 Aut  
 (2) Date: 16/06/16 GST  
 (3) Supplier Code: SU00009  
 (4) Supplier Name: CMK PLASTIC TRADING  
 (5) Notes:

(6) Ref No.:  
 (7) Term:  
 (8) Location: CO001

Click to use rounding

To generate code by automatically

Click to manually set GST Tax claim date

Create new record

To delete a record

To search a record

To Import Bill Entries

To select Tax inclusive/exclusive manually

To close this window

	Code	Description	Qty	UOM	C.Price	Dis1%	Dis2%	Disc \$	Amount	Amt +Tax	Tax Co	Tax Rate	Tax Amt	Tax Adj	Tax Incl.	Location
0160		KUIH SEPIT	1	Unit	0.0000	0.00	0.00	0.00	0.00	0.00	TX	6.00	0.00	0.00	<input type="checkbox"/>	CO001
160		SAMOSA	1	Unit	0.0000	0.00	0.00	0.00	0.00	0.00	TX	6.00	0.00	0.00	<input type="checkbox"/>	CO001
337		MINI POPIA	1	Unit	0.0000	0.00	0.00	0.00	0.00	0.00	TX	6.00	0.00	0.00	<input type="checkbox"/>	CO001
7862		PENERAM	1	Unit	0.0000	0.00	0.00	0.00	0.00	0.00	TX	6.00	0.00	0.00	<input type="checkbox"/>	CO001
924		SAMBAL KENTANG	1	Unit	0.0000	0.00	0.00	0.00	0.00	0.00	TX	6.00	0.00	0.00	<input type="checkbox"/>	CO001
320		REMPEYEK ( 50GM X 10 )	1	Unit	0.0000	0.00	0.00	0.00	0.00	0.00	TX	6.00	0.00	0.00	<input type="checkbox"/>	CO001
										0.00						

(9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20)

Gross Total: 0.00 Tax: 0.00 Net Total: 0.00

- (1) Assign a New Purchase Invoice No
- (2) Date of Purchase Return
- (3) Click on the Arrow Button for selection Of Supplier Code
- (4) Click on the Arrow Button for selection Of Supplier Name
- (5) Short Note for Purchase Return
- (6) Reference No for Purchase Return
- (7) Select payment term for Purchase Return
- (8) Location of Purchase Return
- (9) Key in Stock code
- (10) Stock description

- (11) Key-in quantity
- (12) UOM set by stock information
- (13) Cost price
- (14) Select box to key-in discount by percent % & price \$
- (15) Gross amount
- (16) Amount inclusive GST
- (17) Select Tax Code
- (18) GST Tax rates
- (19) GST Tax amount
- (20) Tax adjustment by: RM 0.01 or –RM 0.01