SALES AND STOCK CONTROL (SSC)

WEB USER GUIDE

SALES & DELIVERY

Inverze Sdn Bhd (942114-M)
B-16-02, The Scott Garden,
289 Jalan Klang Lama,
58000 Kuala Lumpur.

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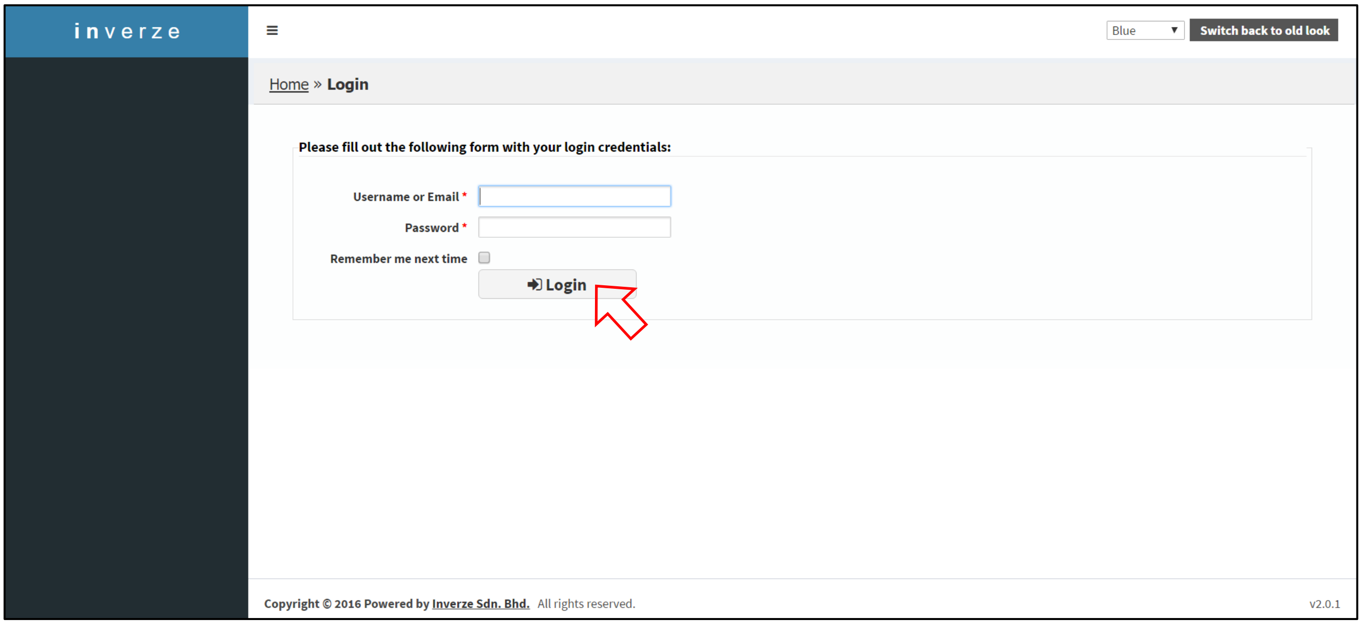
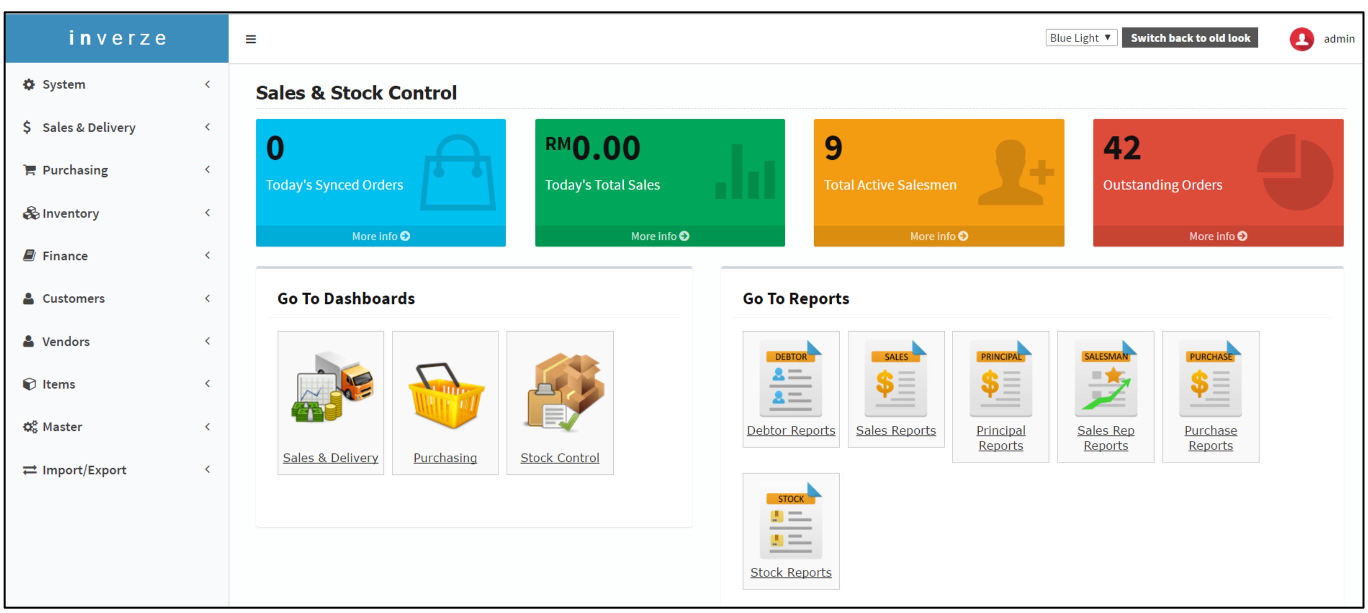
ACCESS SSC

1. Google Chrome is the recommended web browser to use SSC.
2. Type _________________________ at the URL bar.



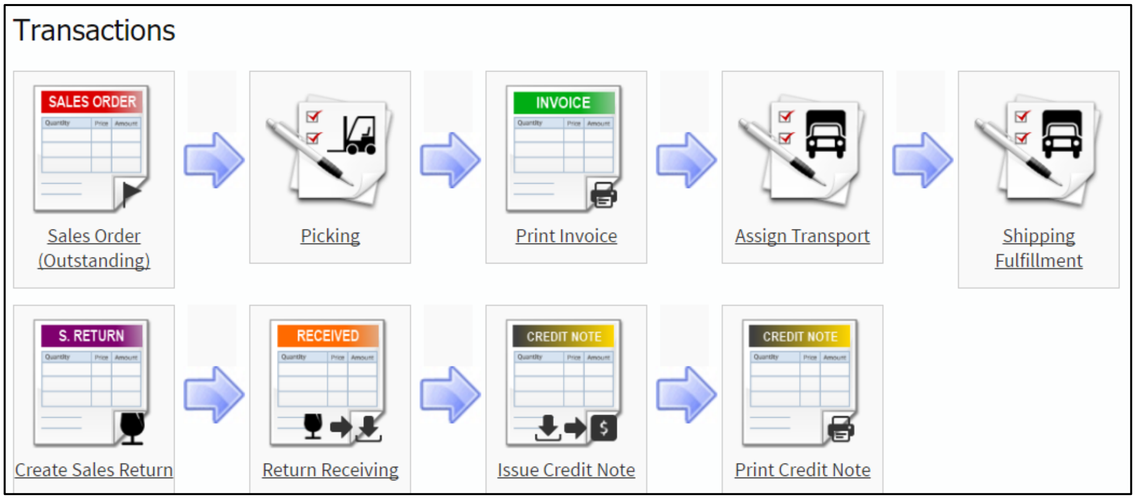
3. Type in username and password. Then click Login.



4. The Login Page, click to access any Dashboards or Reports.

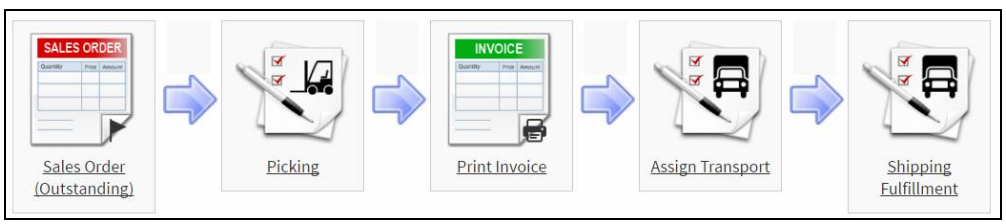
SALES & DELIVERY

1. Transactions

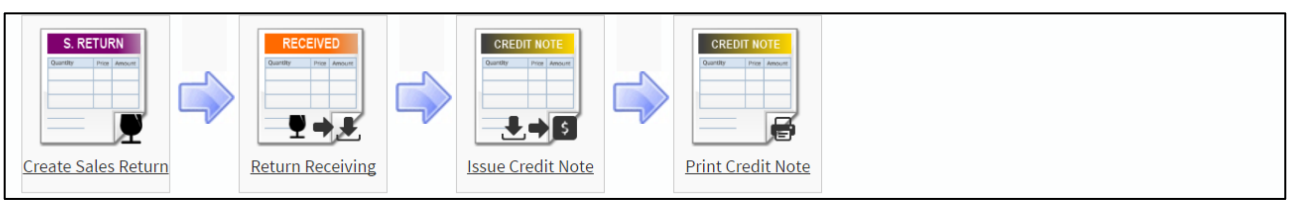


1. There are 2 transaction flows:

   a) Sales Order Processing:

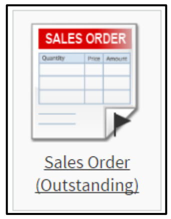


   b) Sales Return Processing:

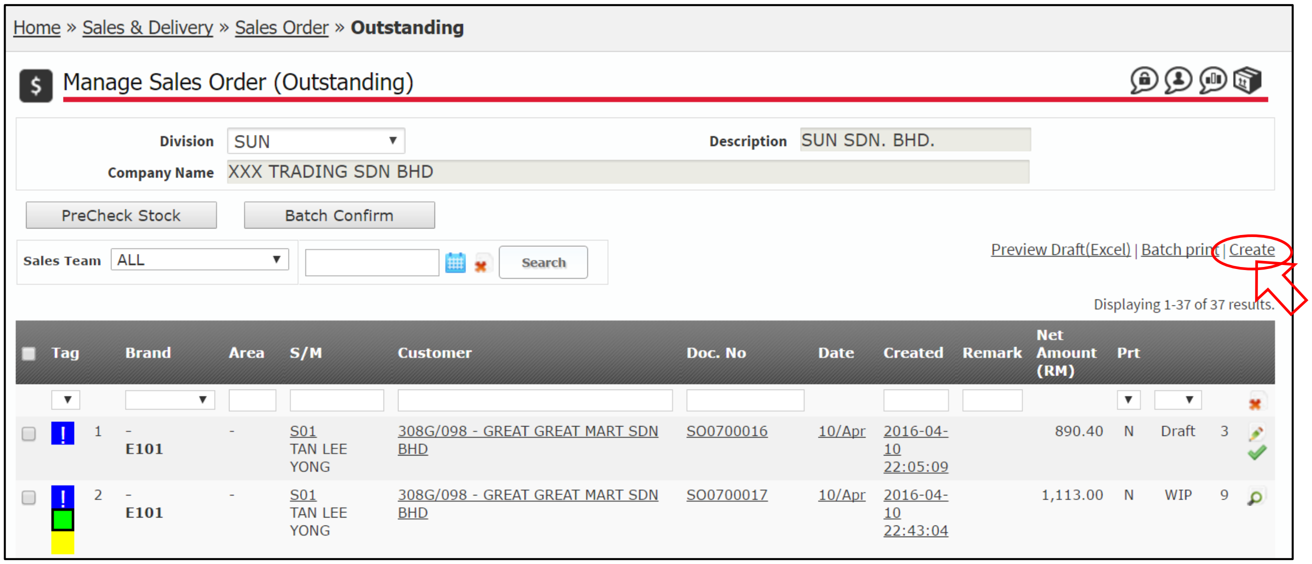


a. Sales Order Processing

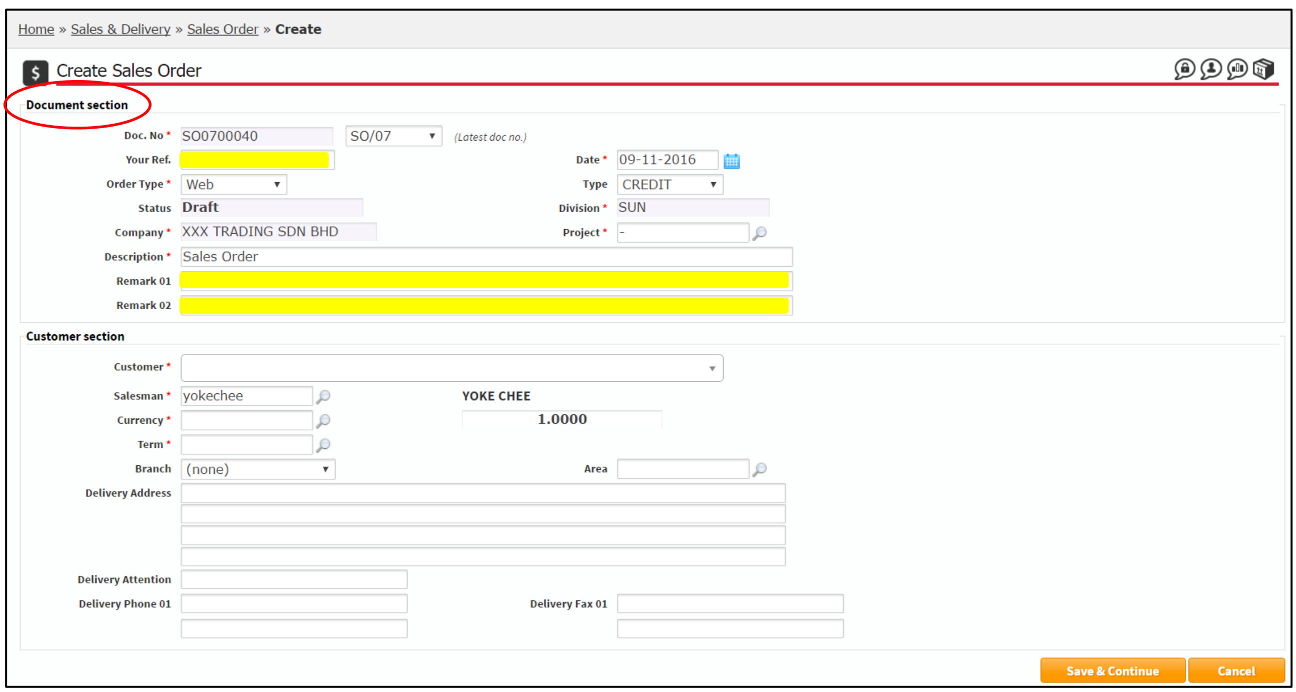
Sales Order (Outstanding)



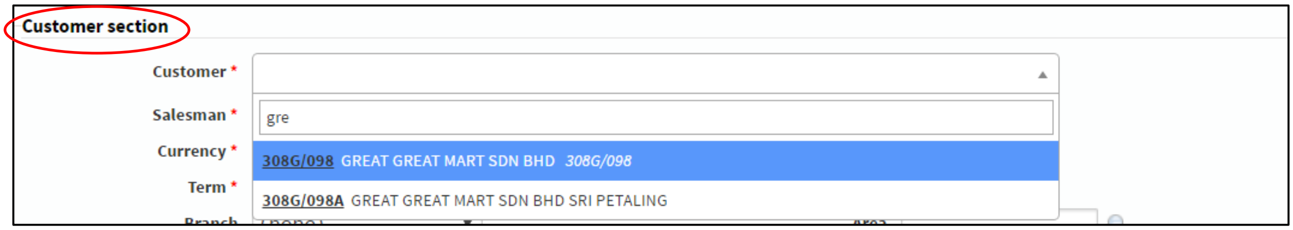
i. Web Create Sales Order



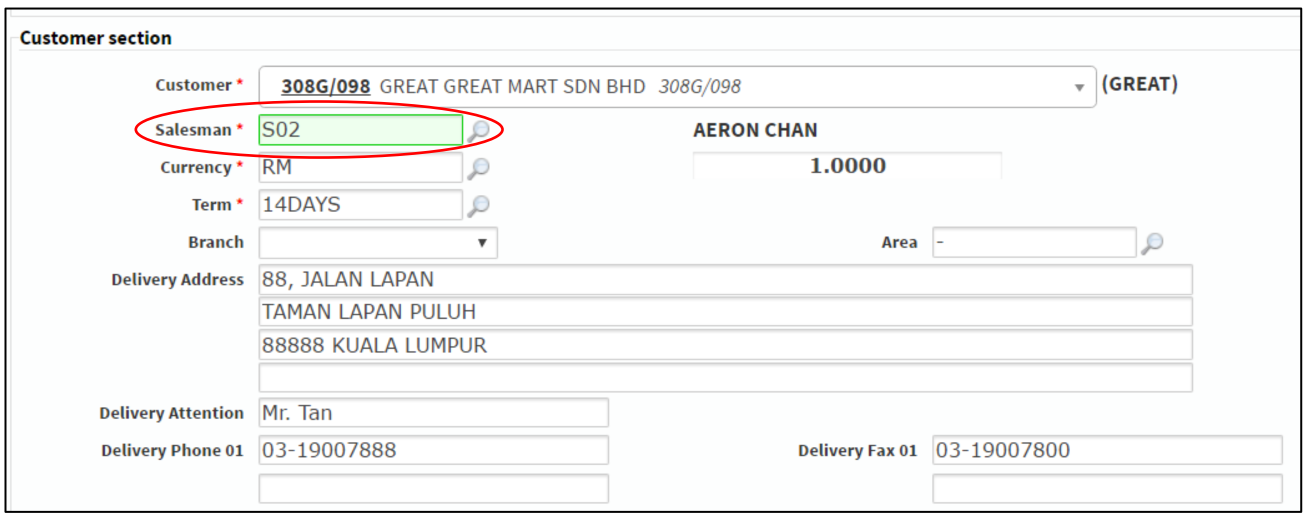
1. Click Create.



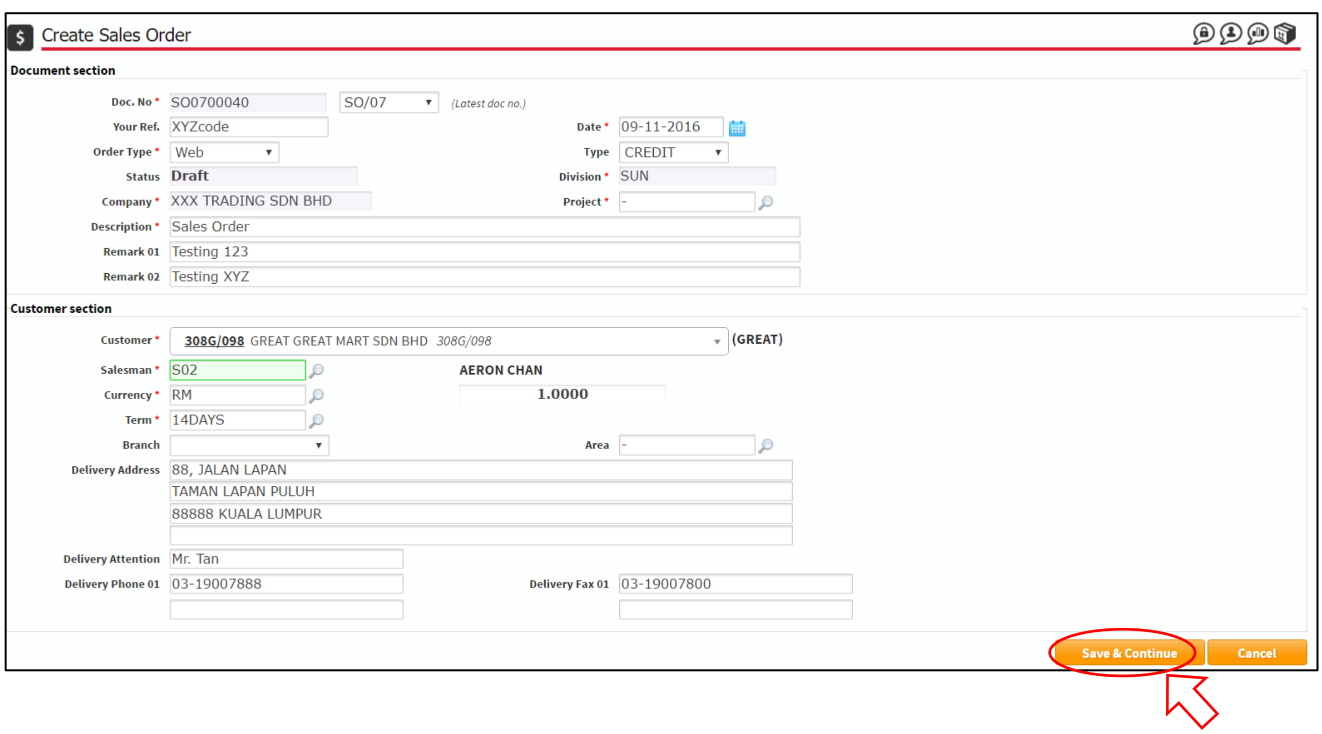
2. Under Document Section, fill in:
   Your Ref. – any reference number (if any)
   Remark 1 – any remark (if any)
   Remark 2 – any remark (if any)



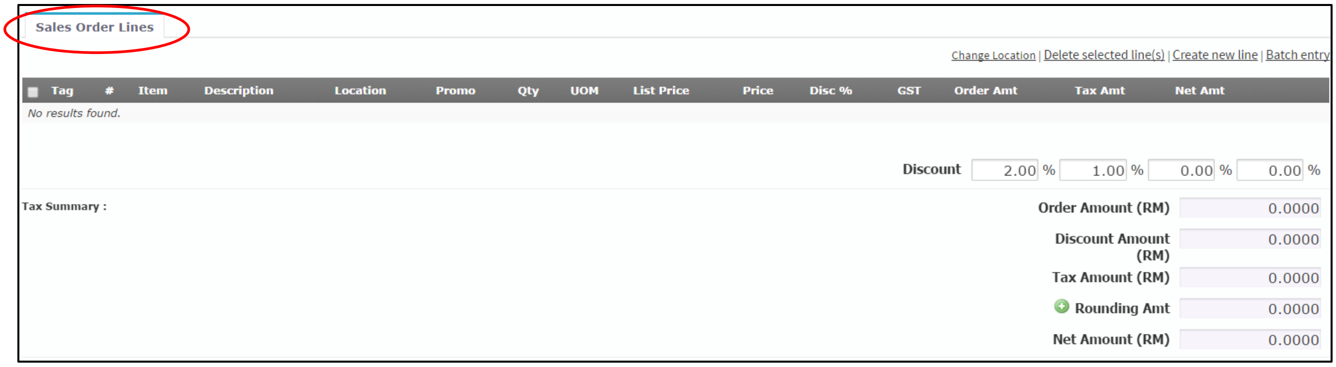
3. Under Customer Section, select customer.



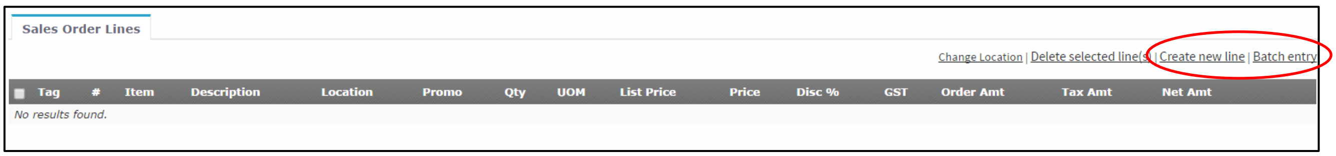
4. Check the Salesman and change it if needed.



5. Click Save & Continue.

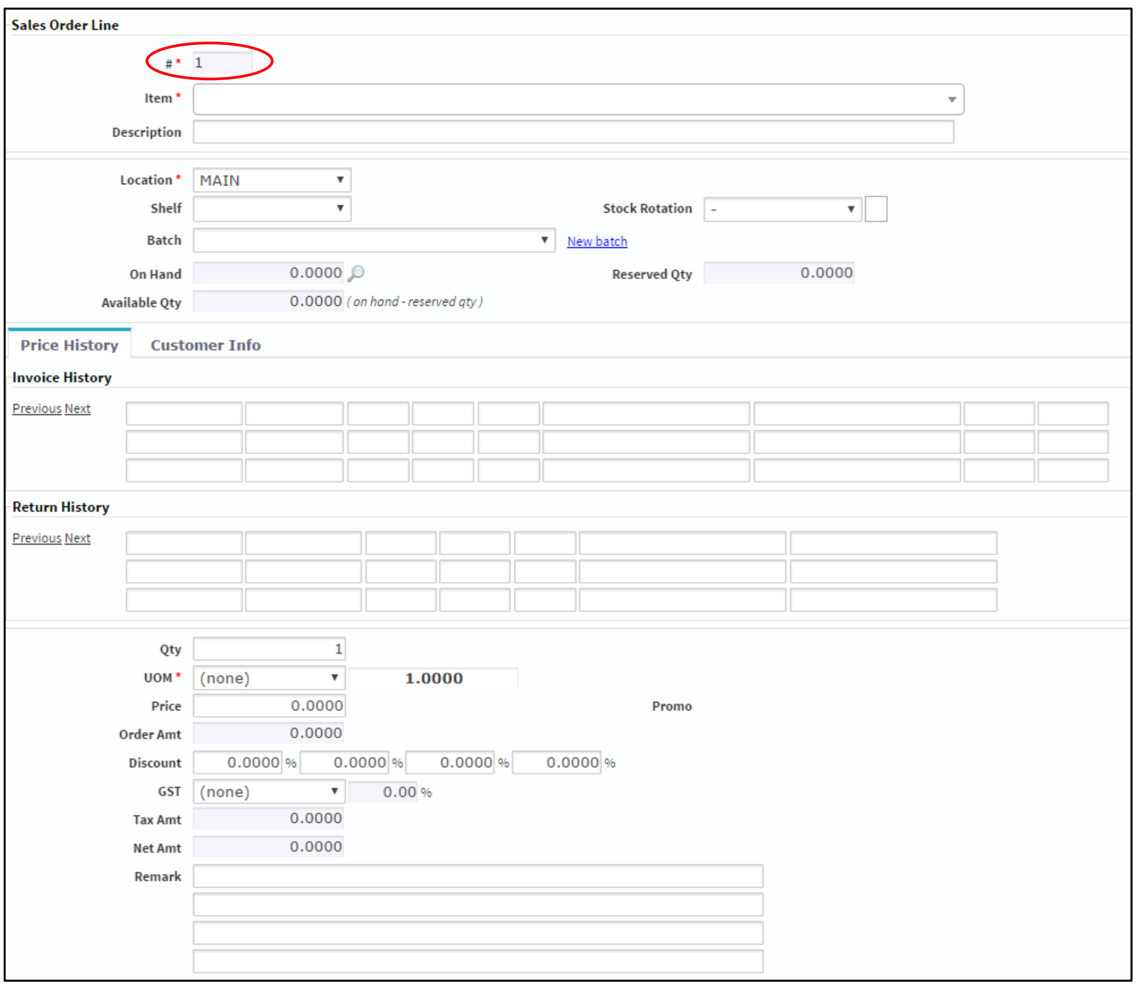


6. Scroll down to bottom, and Sales Order Lines section will appeared.

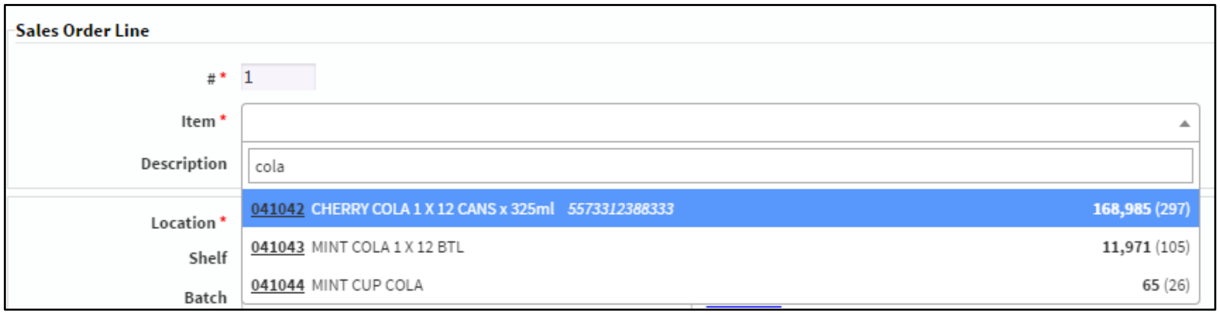


7. To add items in the Sales Order, click Create New Line or Batch Entry.

<u>Create New Line</u>



The item page will show # as the Item number.



In the Item box, type to search the products. Click to select the item.

Item Code = 041042

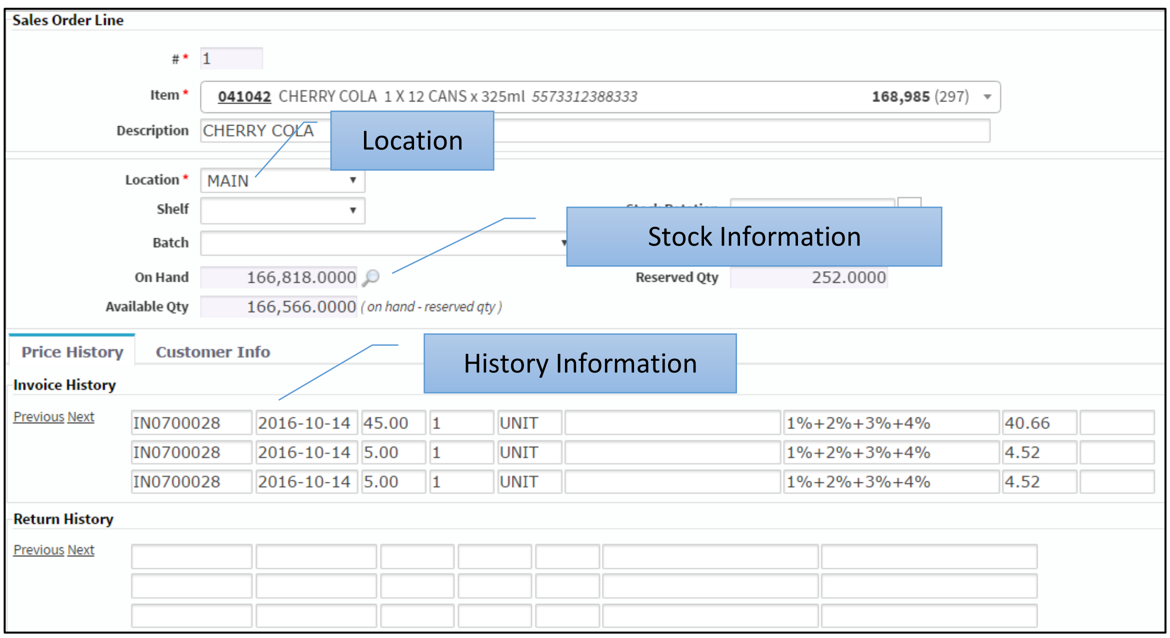
Item Description = CHERRY COLA

Item Packing = 1X12 CANS X 325ml

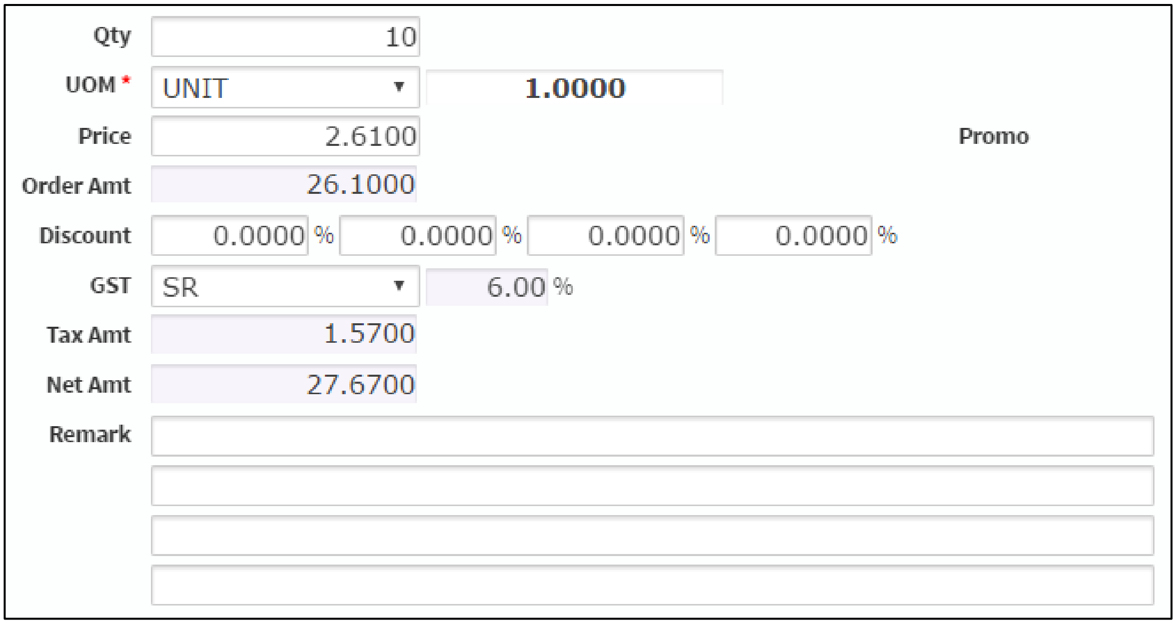
Item Barcode = 5573312388333

Available Stock Balance = 168,985 units

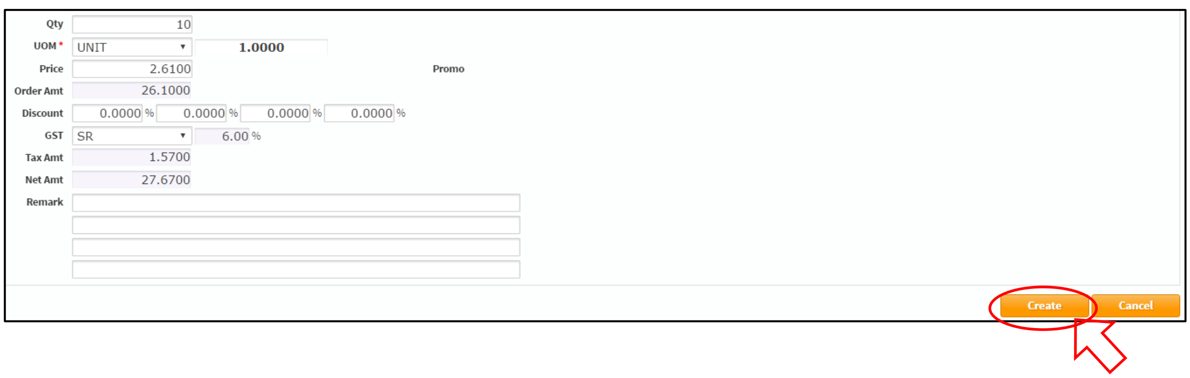
Reserve Quantity = 297 units



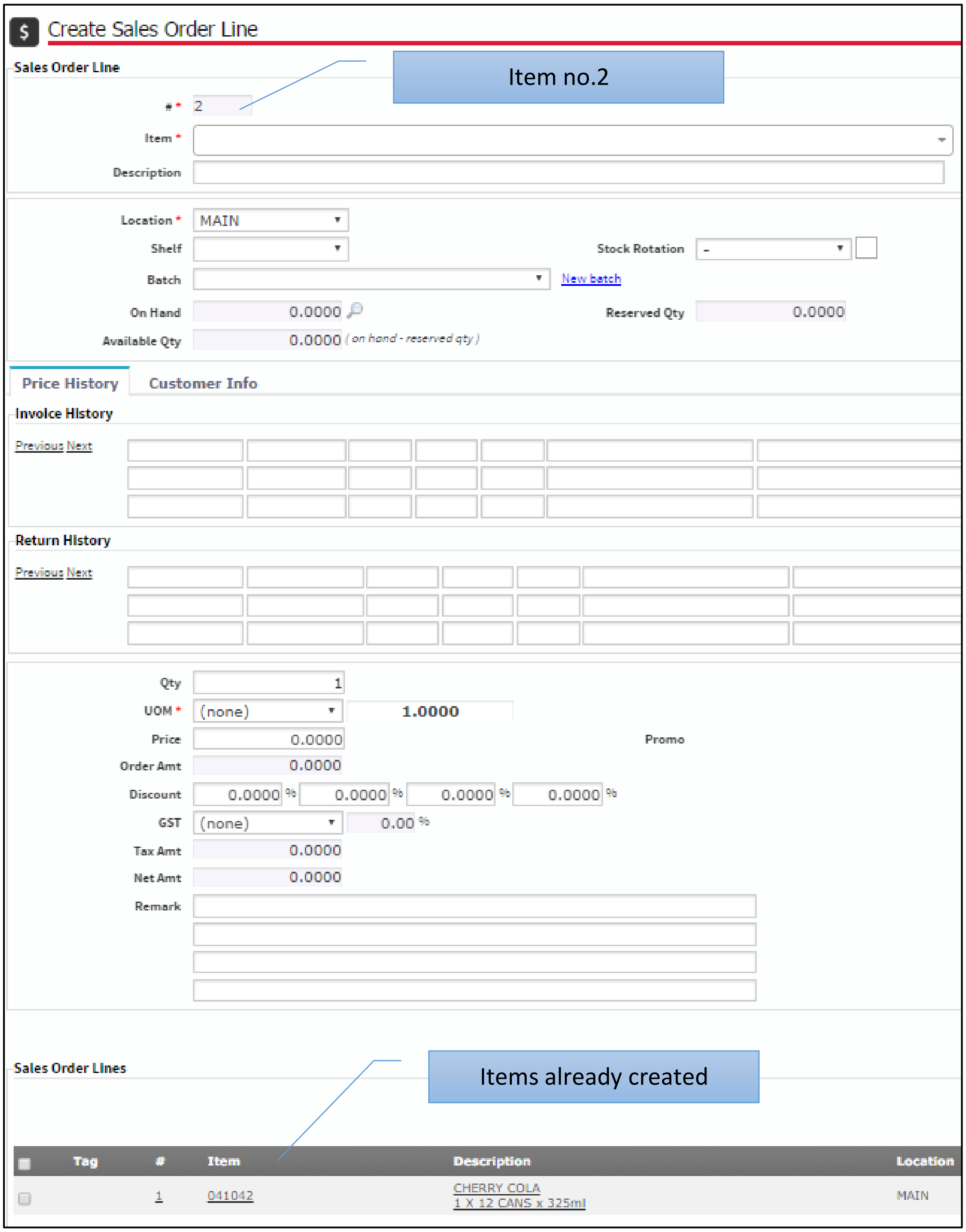
After the item chosen, the page will display the stock information and history of the item.



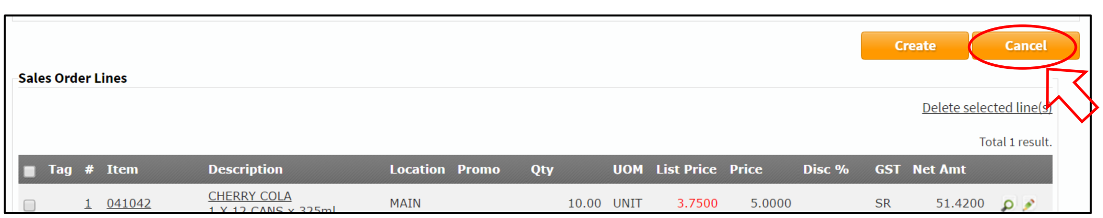
Fill in Quantity, select UOM, discount if any, and Remark if any.



Click Create button.

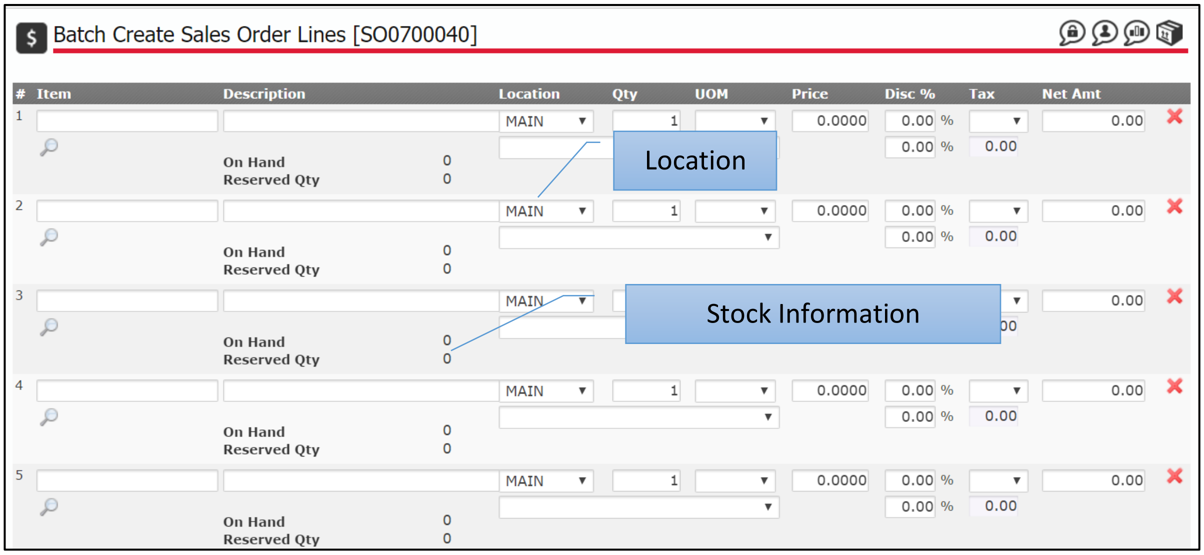


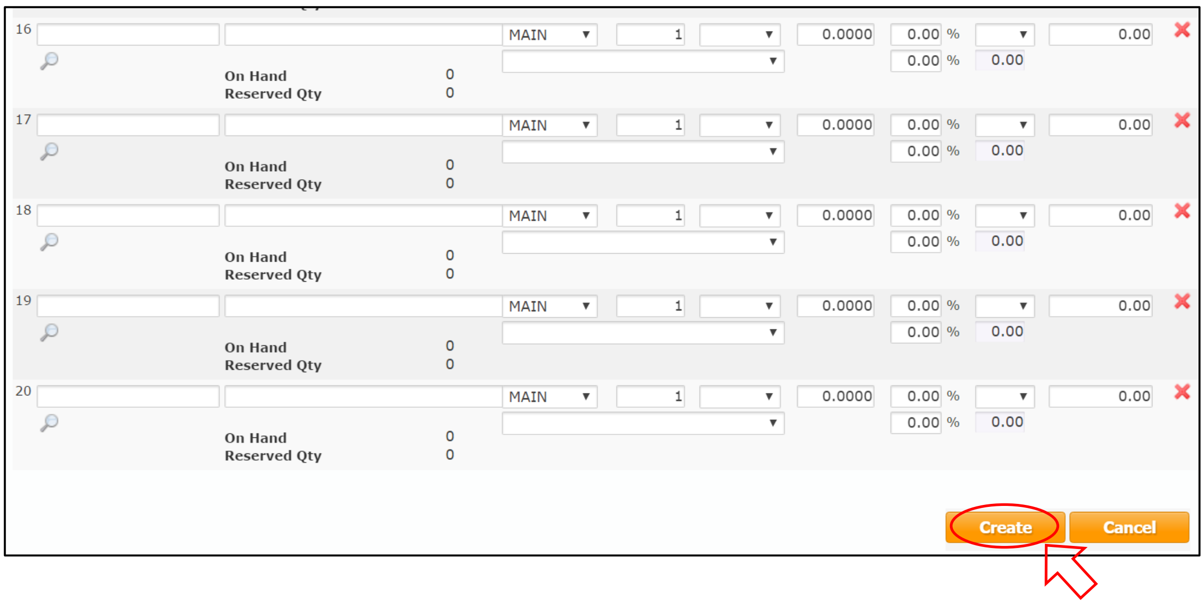
The page will refresh and the items created will be displayed at below "Sales Order Lines" section.



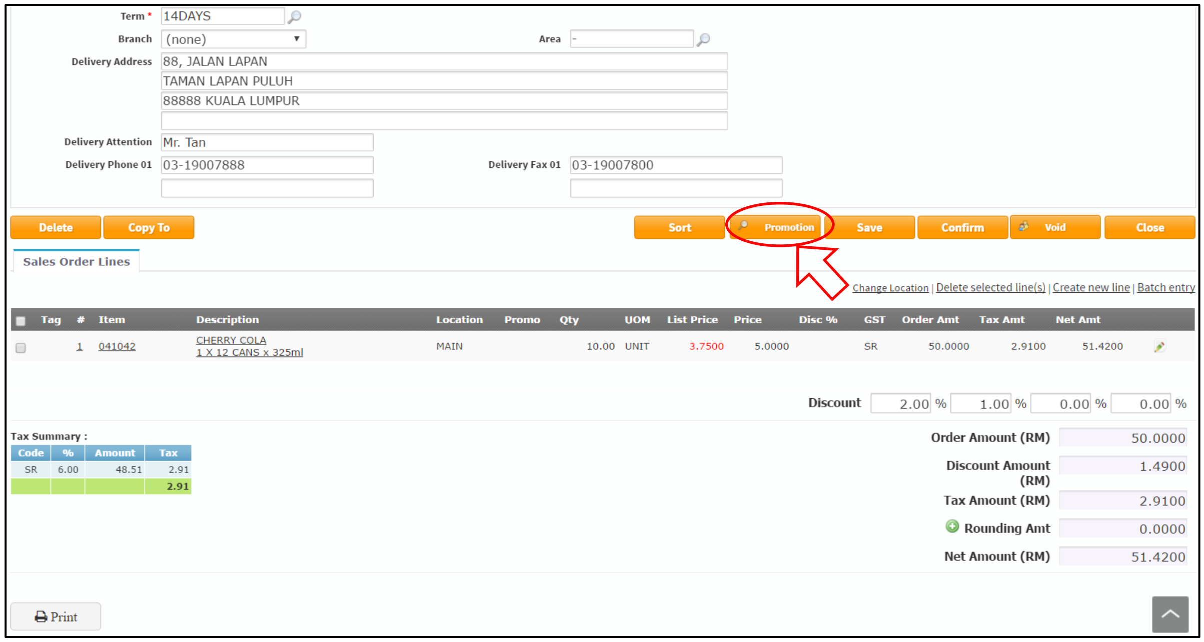
Once item finish created, click Cancel button to return to the Sales Order header page.

Batch Entry





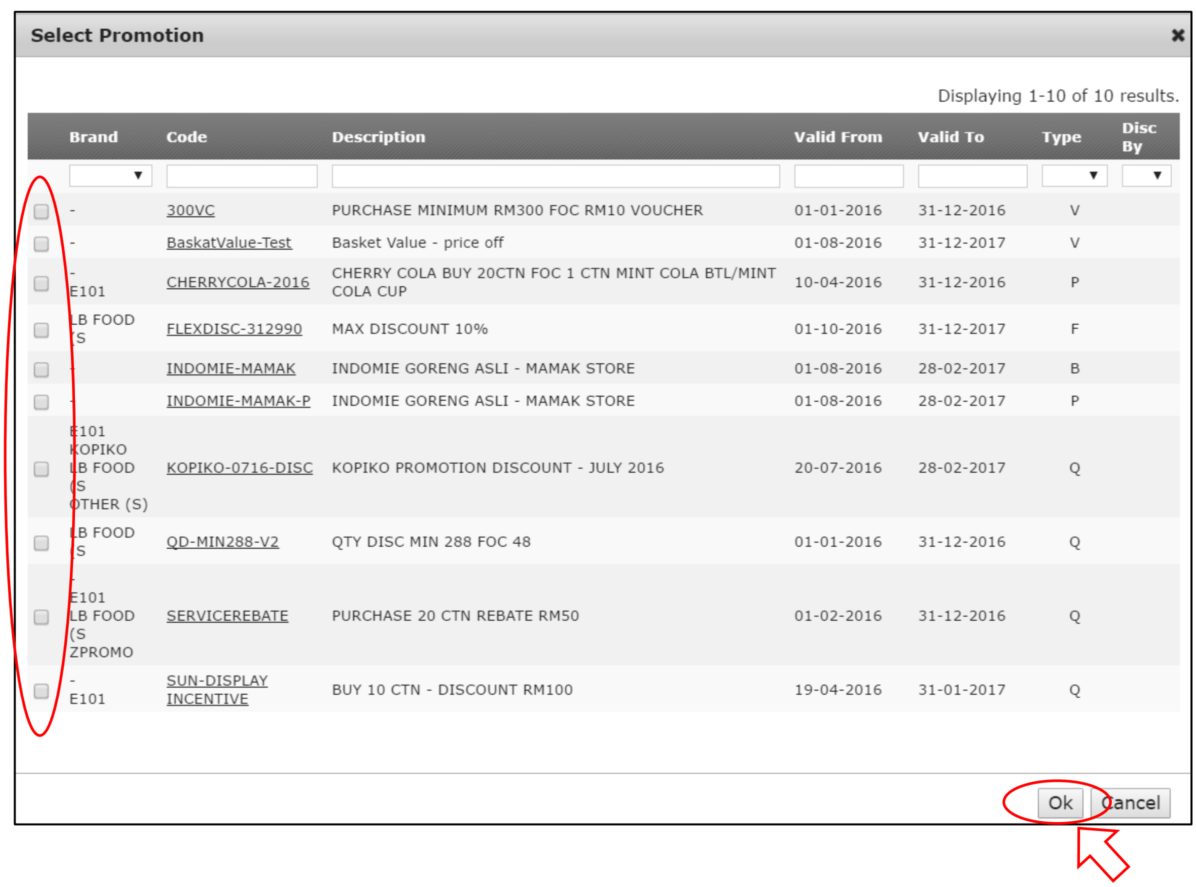
The page will display 20 lines, fill up all items then click Create button.



Return to the Sales Order header page.

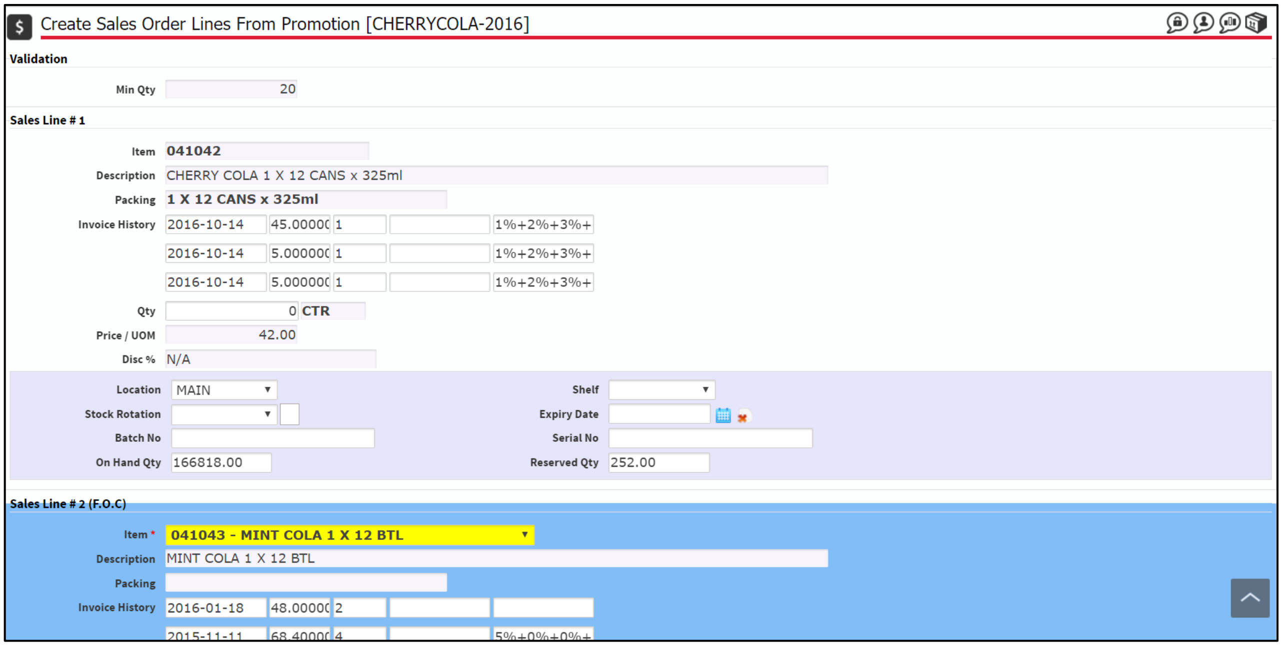
Create Promotion Item

To create items with Promotion, click Promotion button.

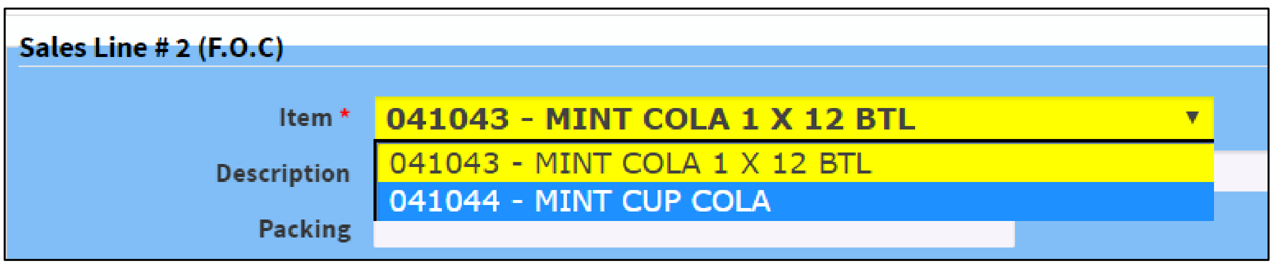


Tick to select the promotion from the list.

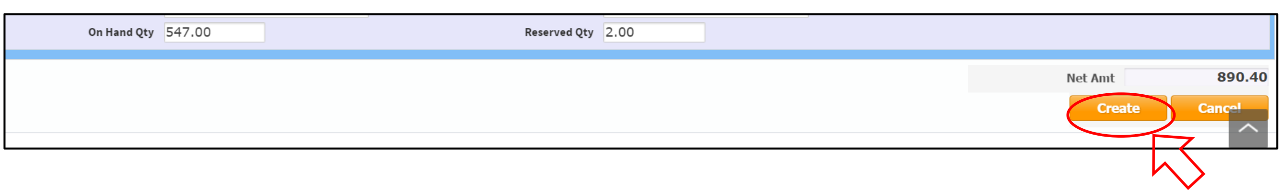
The promotion details page:



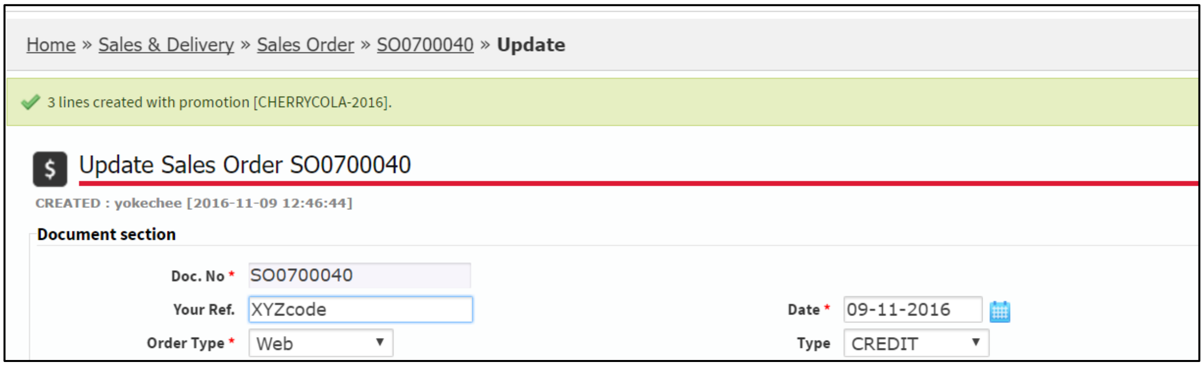
Fill in Quantity



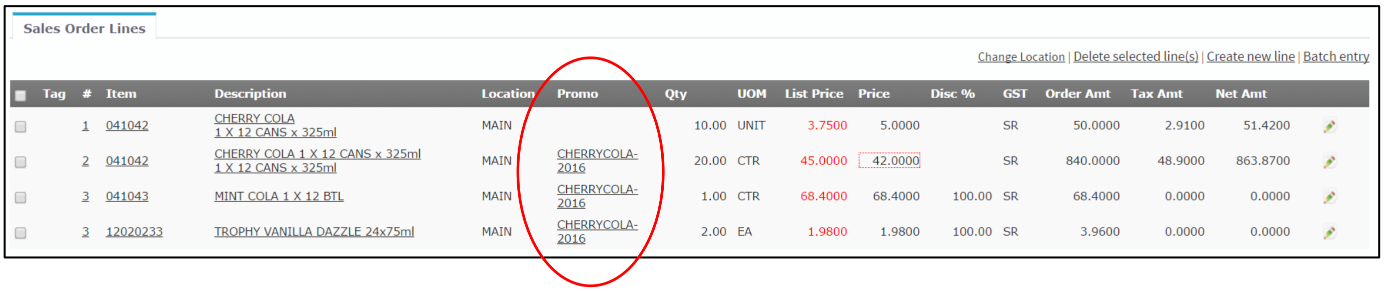
Drop down the yellow box to choose the FOC items.



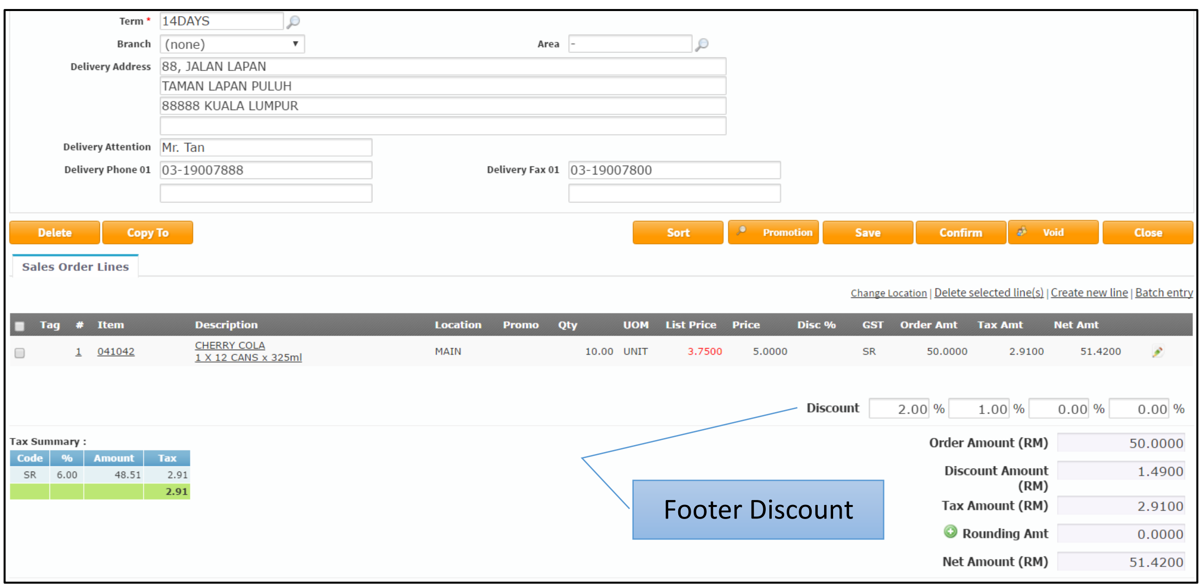
Click Create



A message appeared “3 lines created with promotion [CHERRYCOLA-2016].”



Sales Order Lines will show the items and tagged with the Promo Code.



At the Sales Order header page, fill in footer discount (if any).

Save or Confirm the Sales Order

Delete – to delete the Sales Order PERMANENTLY in the system.

Copy To – use this to copy the Sales Order as a new Sales Order.

Save – Save the Sales Order as Draft status.

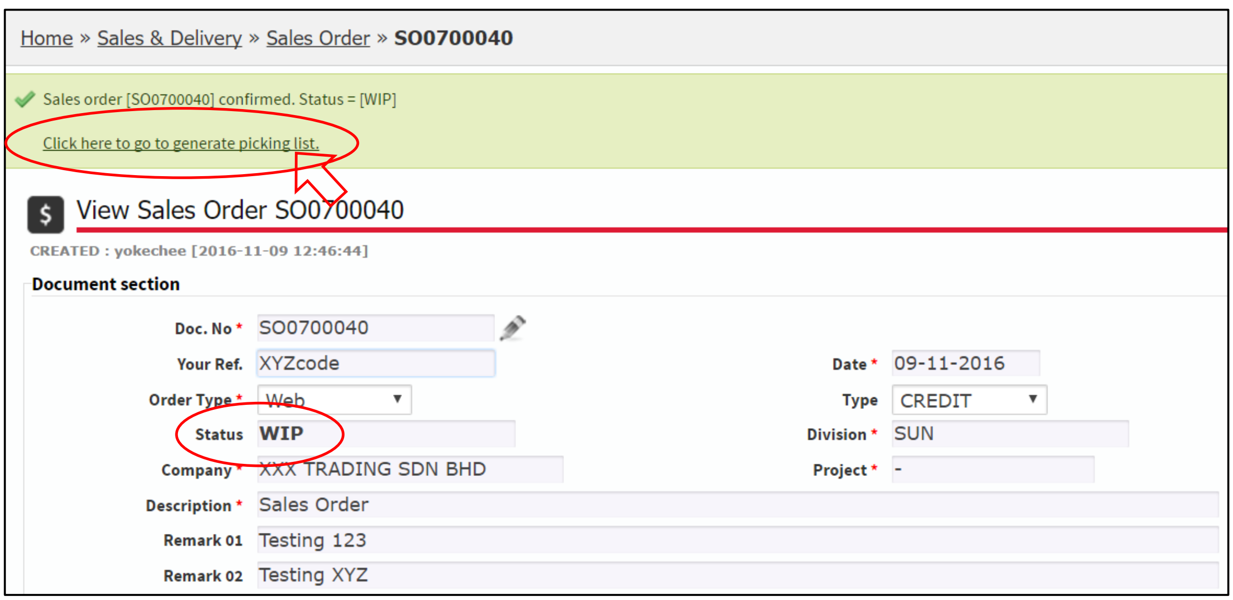
Confirm – the system will check the Stock level/Pricing/Customer Credit:

- Status: Draft - if the customer credit being blocked.
- Status: WIP - if Customer Credit no issue.

Void – to cancel the Sales Order, status will be VOID.

Close – close the Sales Order and return to the Sales Order Outstanding page.

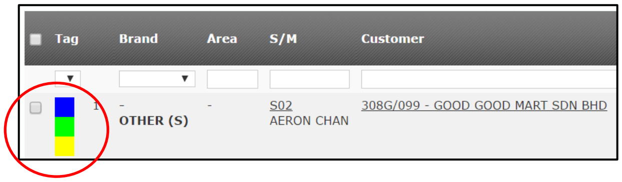
Once done key in items at the Sales Order, click Confirm.

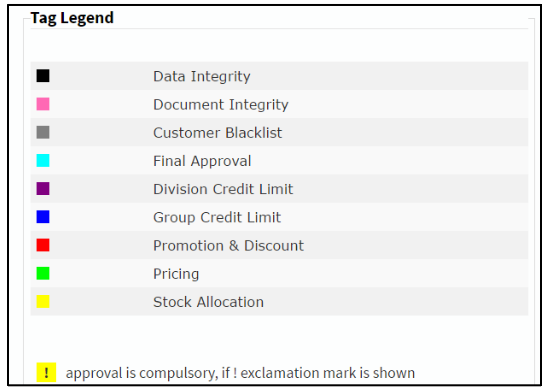


Message “Sales Order [xxxxx] confirmed. Status = [WIP]

Click the link Click here to go to generate picking list to access to Picking page.

ii. Sales Order with Colors Tag





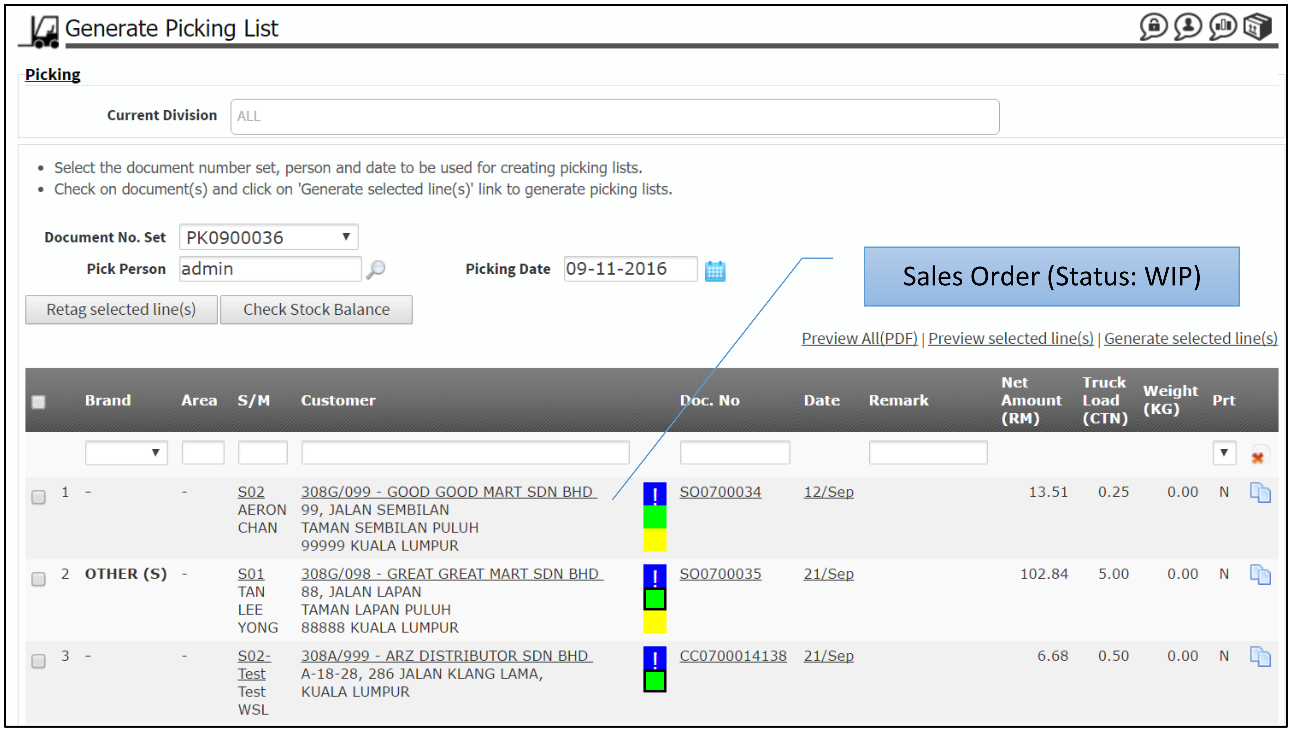
The selling price of the item was below list price (standard selling price). Sales Order (SO Status WIP) will **NOT BE BLOCKED** to generate Sales Invoice, but kindly check the item's selling price to ensure the selling price is correct.

The item was out of stock or insufficient stock level. Sales Order (SO Status WIP) will be **BLOCKED** to generate Sales Invoice. Kindly **EDIT** the sales order or **ADJUST** stock level to proceed sales order to generate sales invoice.

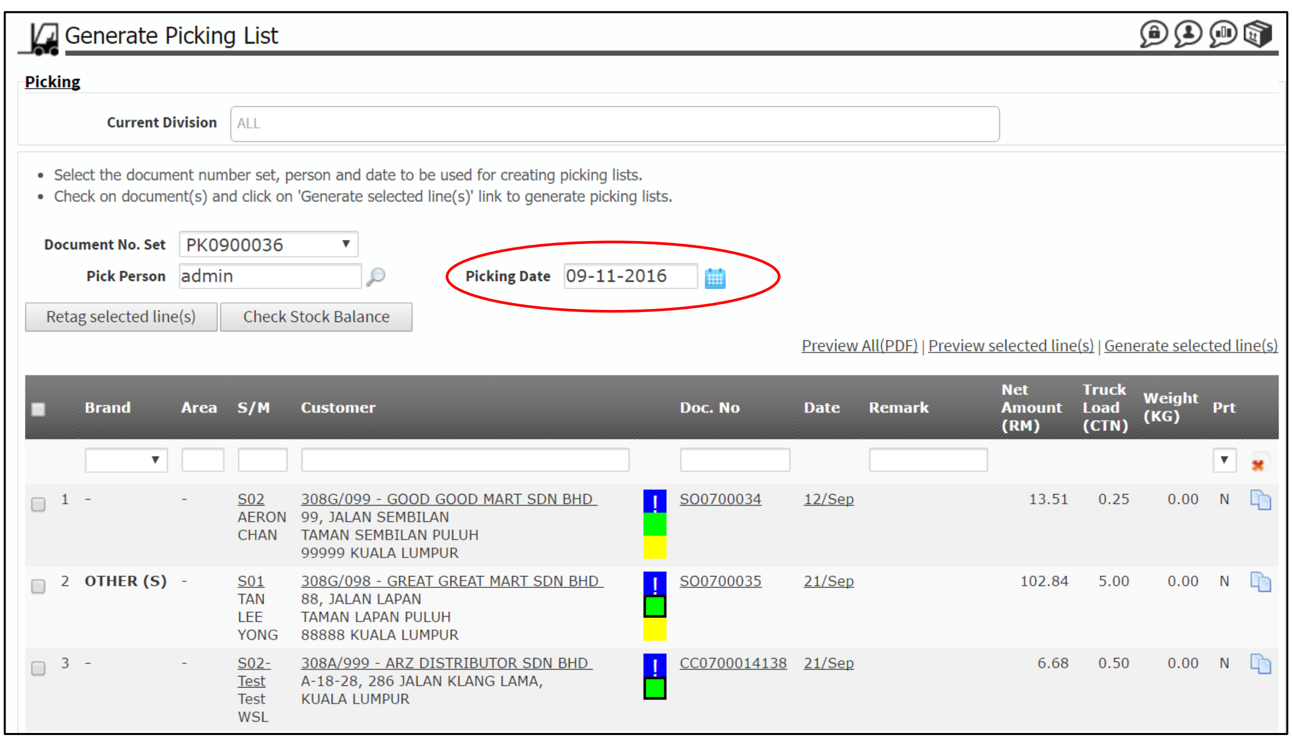
The Sales Order was **BLOCKED** (SO Status Draft) due to customer's credit issue (applicable if sync aging with accounting system is triggered). The Sales Order need to be approved by authorized personnel in order to proceed to generate Picking List.

The Sales Order was BLOCKED (SO Status Draft) due to promotion already expired or over promotion allocation.

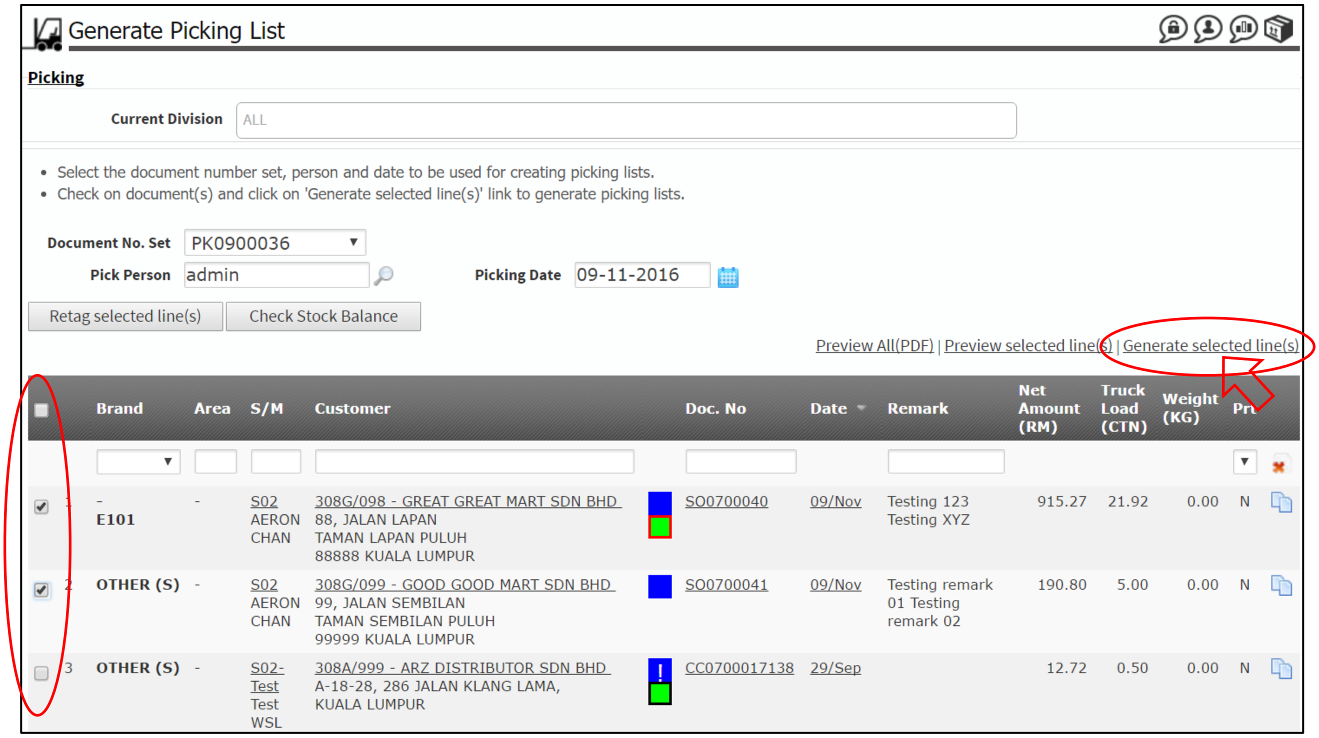
Picking



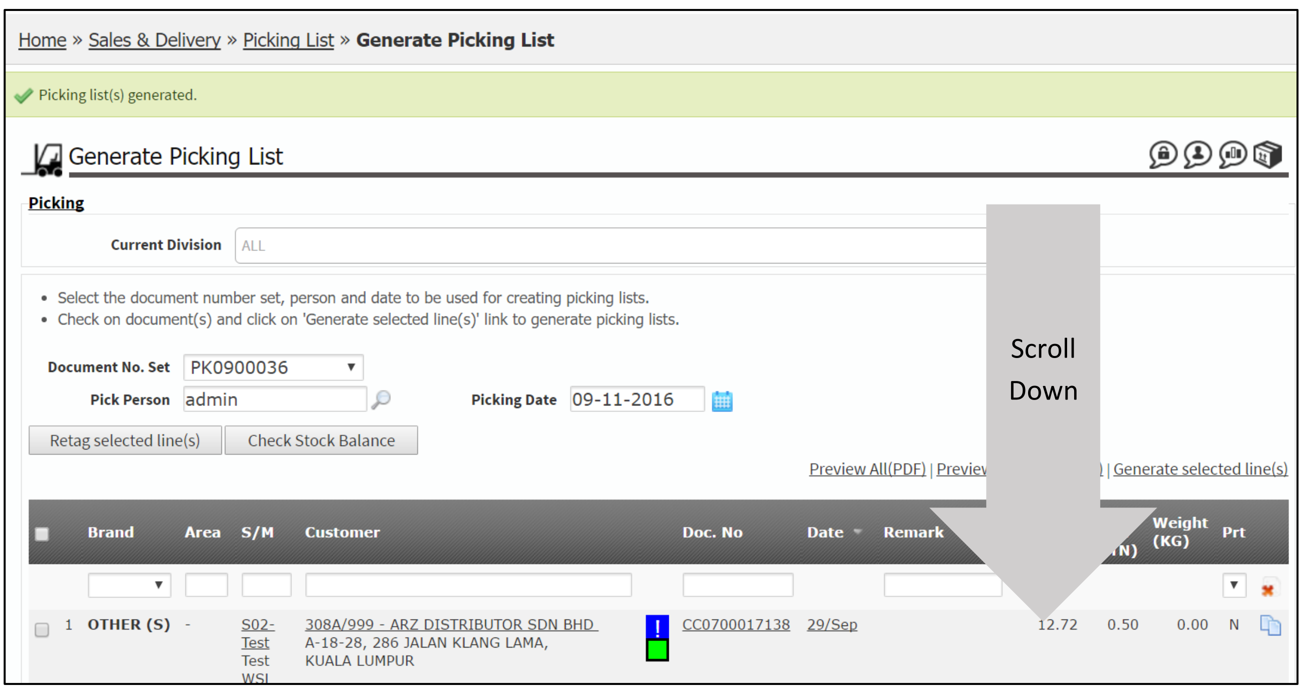
1. All Sales Order in Status WIP will appear in Picking page.



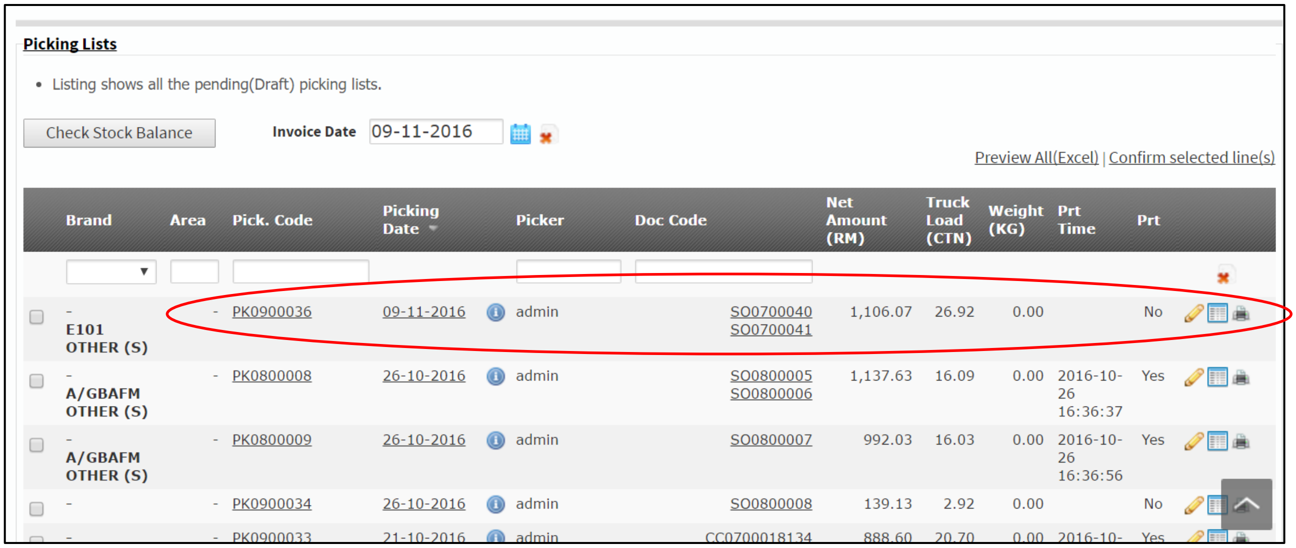
2. Select the picking date or else it is default today date.



3. Tick the sales order that want to generate picking list.
4. Then, click Generate selected line(s).



5. Message appear “Picking list(s) generated.”
6. Scroll down to below Picking Lists section.



Picking Lists

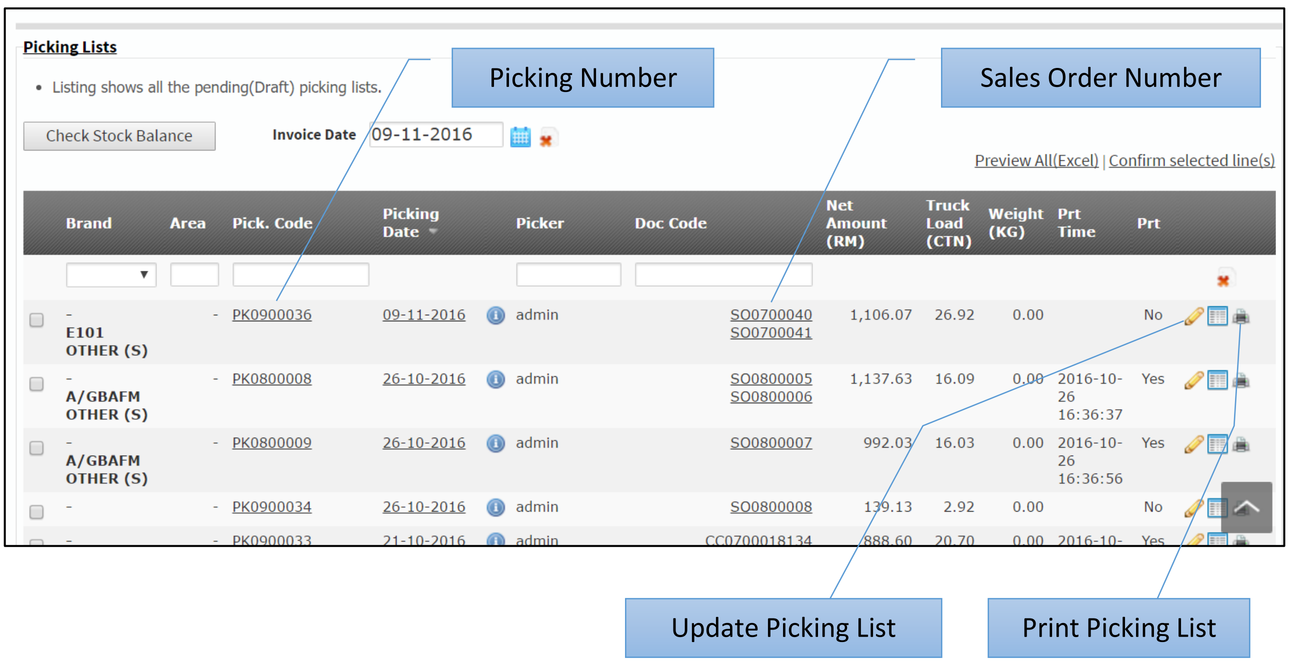
- Listing shows all the pending(Draft) picking lists.

Check Stock Balance | **Invoice Date** 09-11-2016

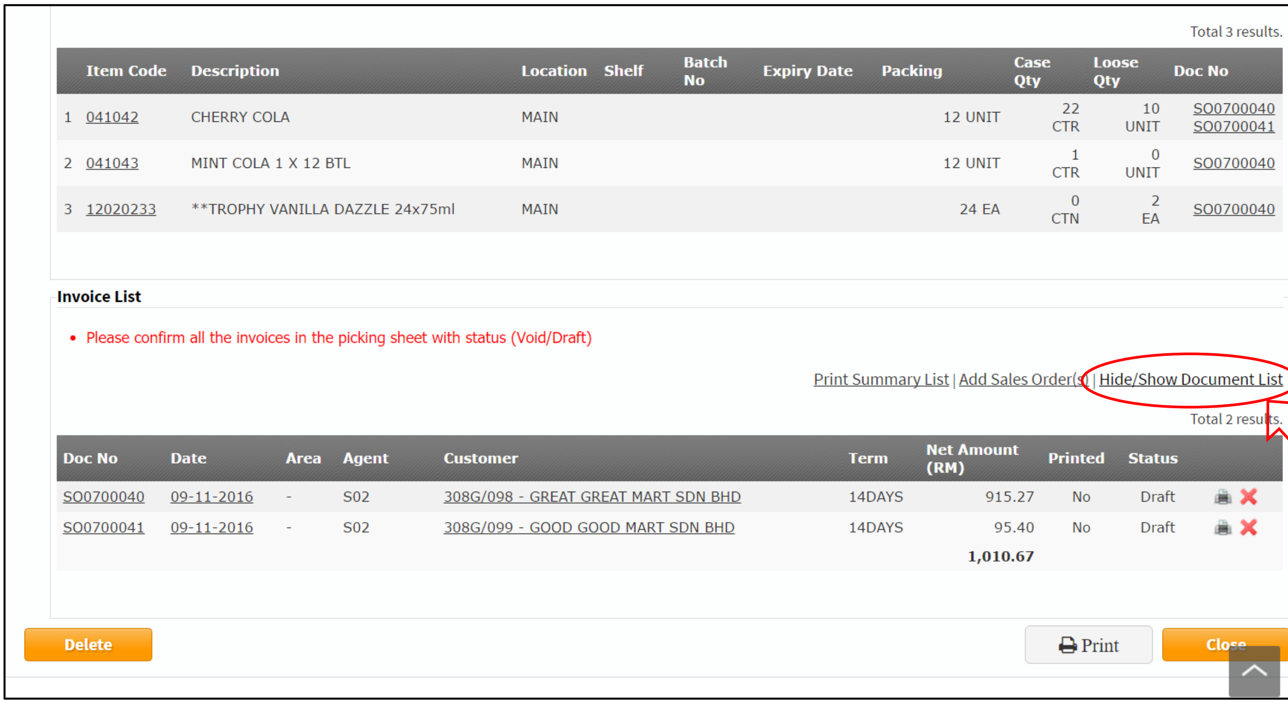
Preview All(Excel) | Confirm selected line(s)

Brand	Area	Pick. Code	Picking Date	Picker	Doc Code	Net Amount (RM)	Truck Load (CTN)	Weight (KG)	Prt Time	Prt
- E101 OTHER (S)	-	PK0900036	09-11-2016	admin	SO0700040 SO0700041	1,106.07	26.92	0.00		No
- A/GBAFM OTHER (S)	-	PK0800008	26-10-2016	admin	SO0800005 SO0800006	1,137.63	16.09	0.00	2016-10-26 16:36:37	Yes
- A/GBAFM OTHER (S)	-	PK0800009	26-10-2016	admin	SO0800007	992.03	16.03	0.00	2016-10-26 16:36:56	Yes
-	-	PK0900034	26-10-2016	admin	SO0800008	139.13	2.92	0.00		No
-	-	PK0900033	21-10-2016	admin	CC0700018134	888.60	20.70	0.00	2016-10-	Yes

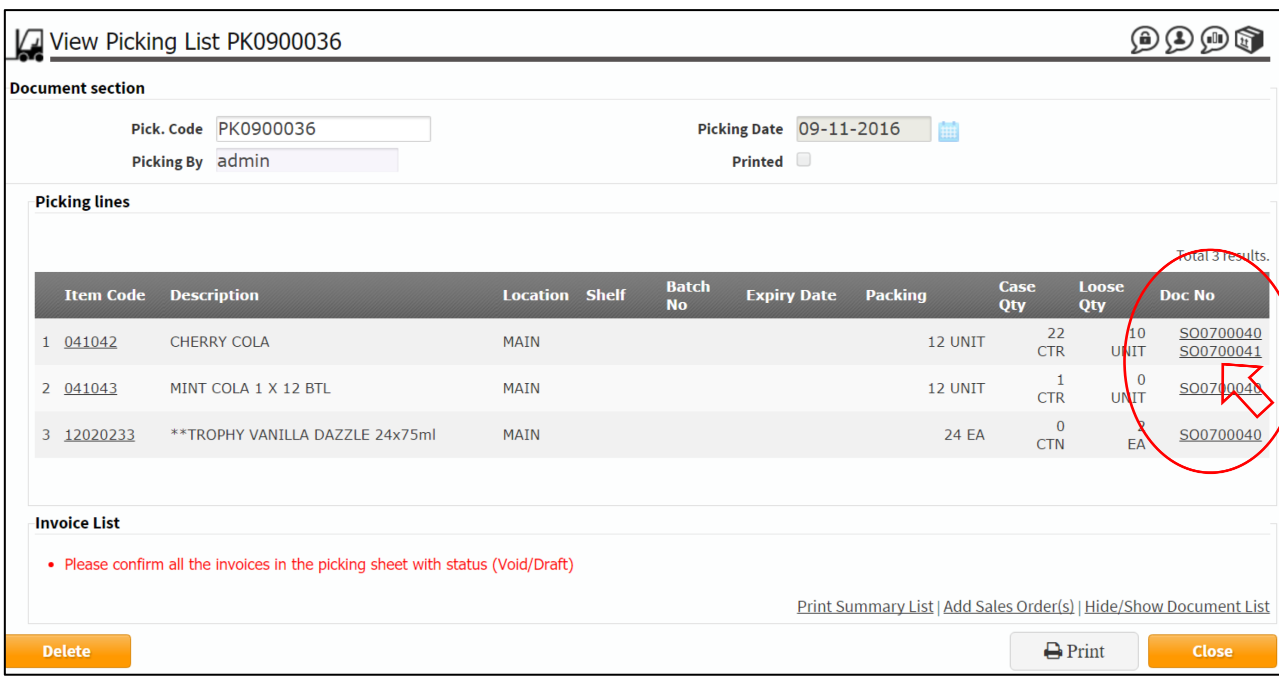
7. The sales order that you ticked will generate a picking list.



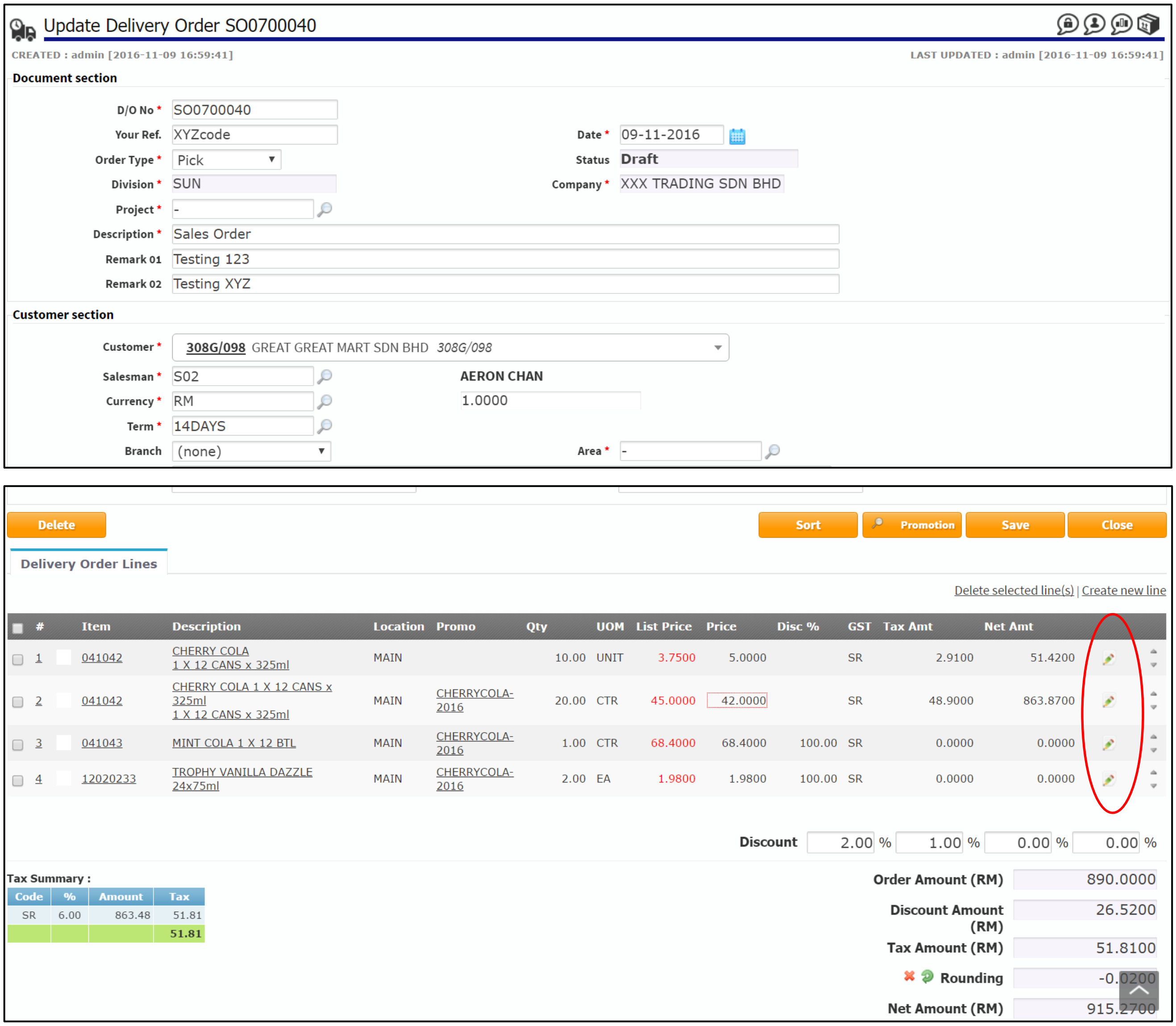
i. Edit Quantity in Picking List



1. To view the Sales Order summary, click Hide/Show Document List.

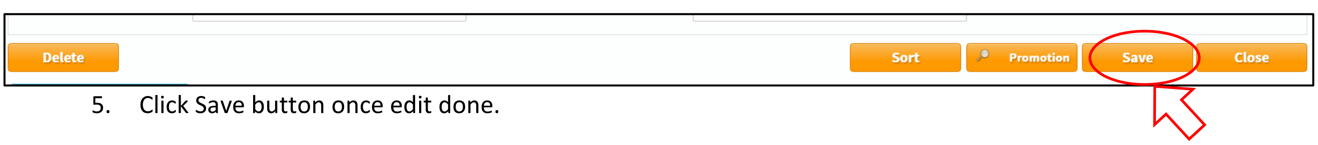


2. To edit the item, click on the Sales Order number that you wish to edit.

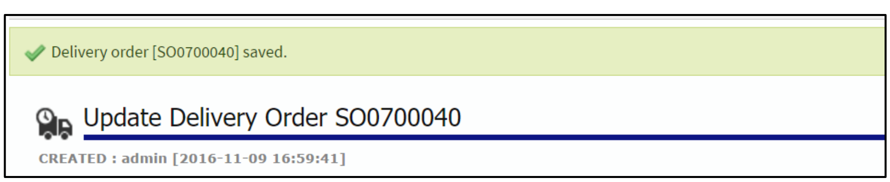


3. It will direct to the Sales Order page.

4. Click  to edit the item.

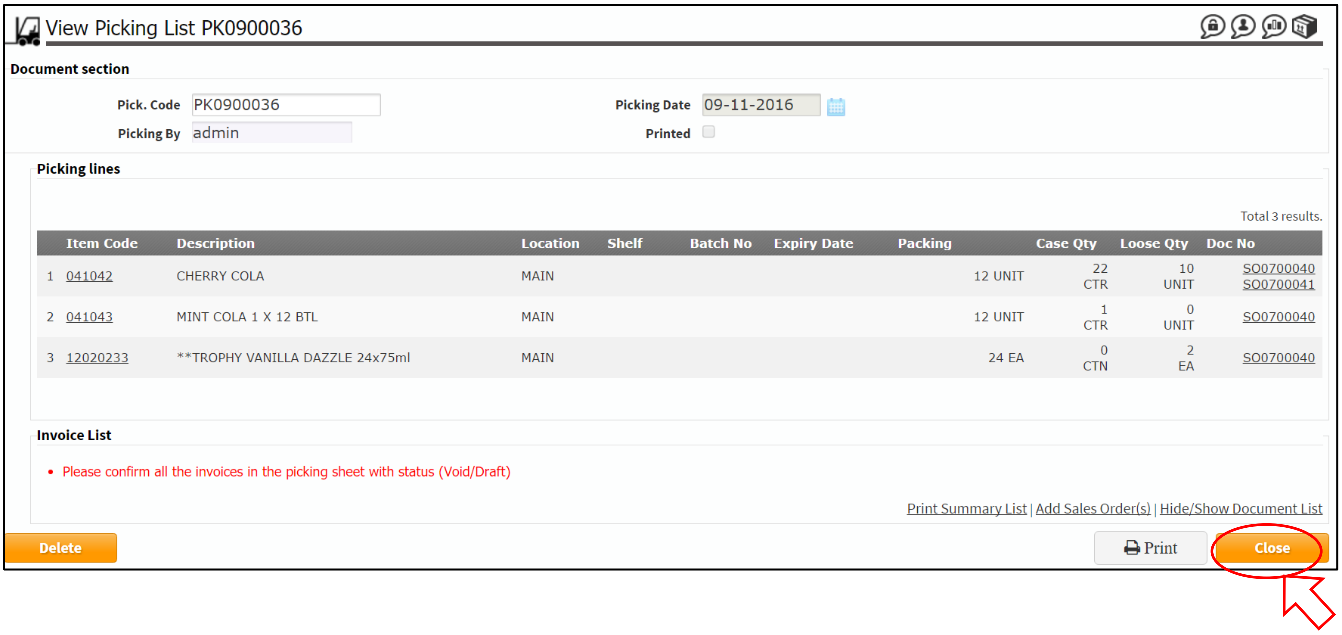


5. Click Save button once edit done.



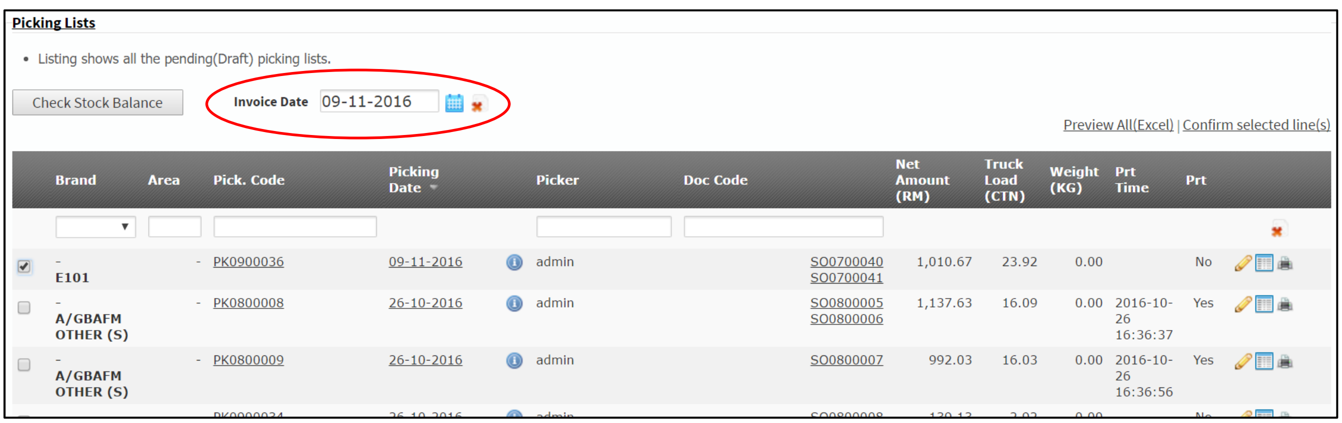
6. Message “Delivery Order [xxxxx] saved.”

7. Click Close button.

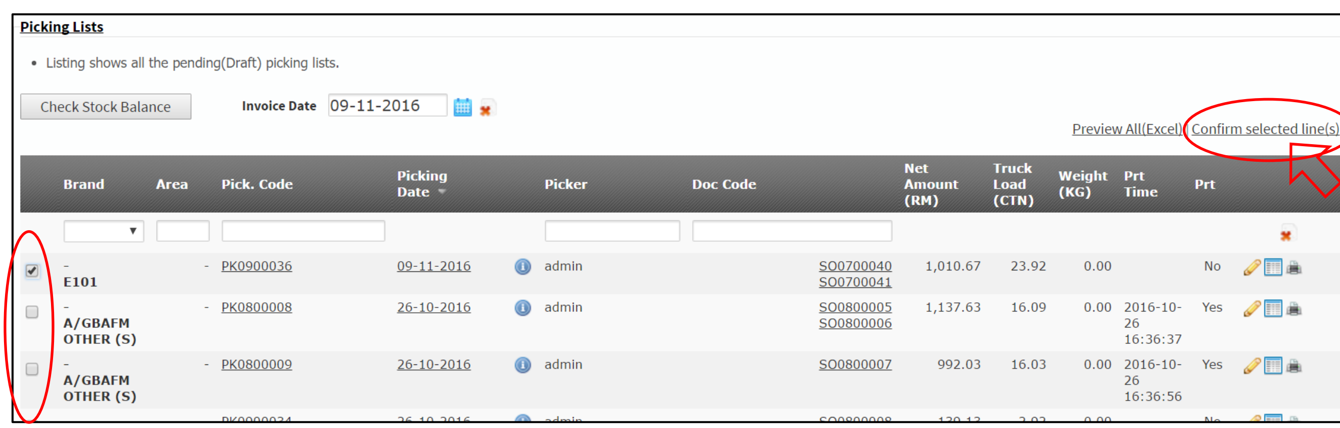


8. You will be directed back to Picking List page.
9. Click Close.

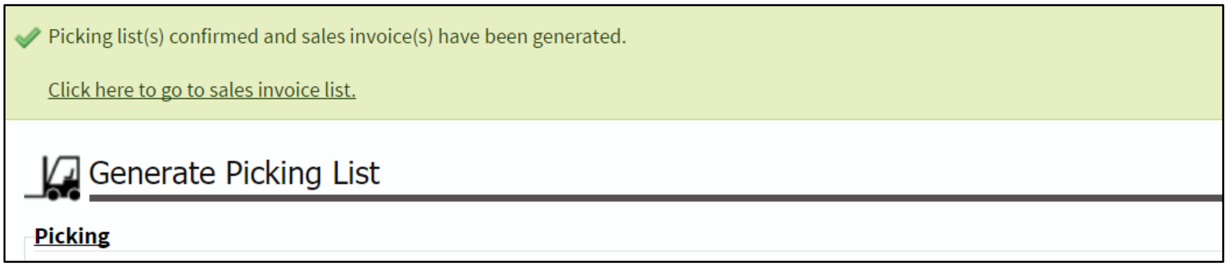
ii. Confirm Picking List to Generate Sales Invoices



1. Choose the Invoice Date or else default to today Date.

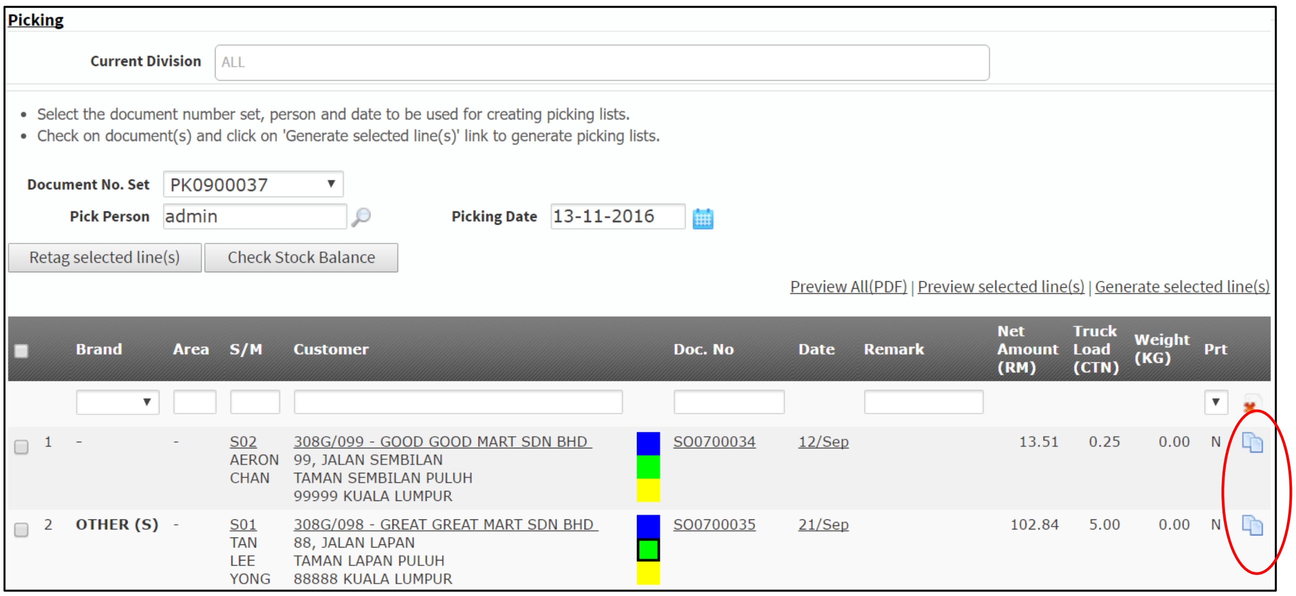


2. Tick the Picking number that want to confirm as Sales Invoice.
3. Click Confirm selected line(s).

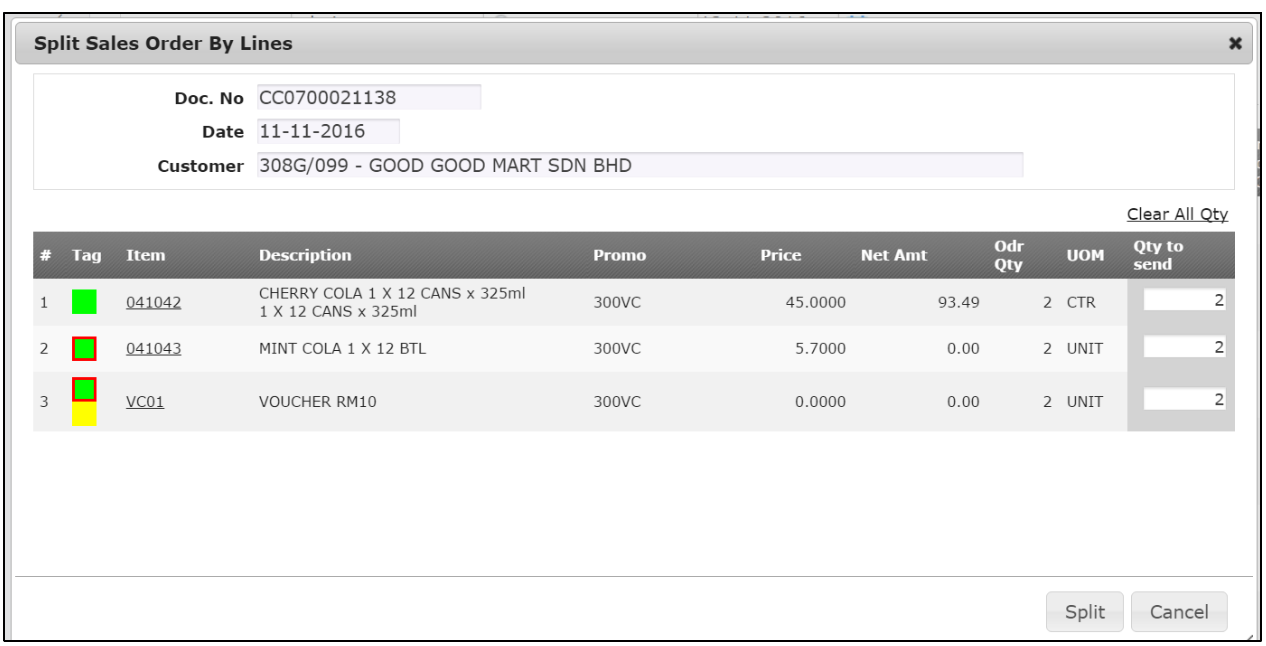


4. Message "Picking List(s) confirmed and sales invoice(s) have been generated."
5. Click the link Click here to go to sales invoice list to access to Manage Invoice page.

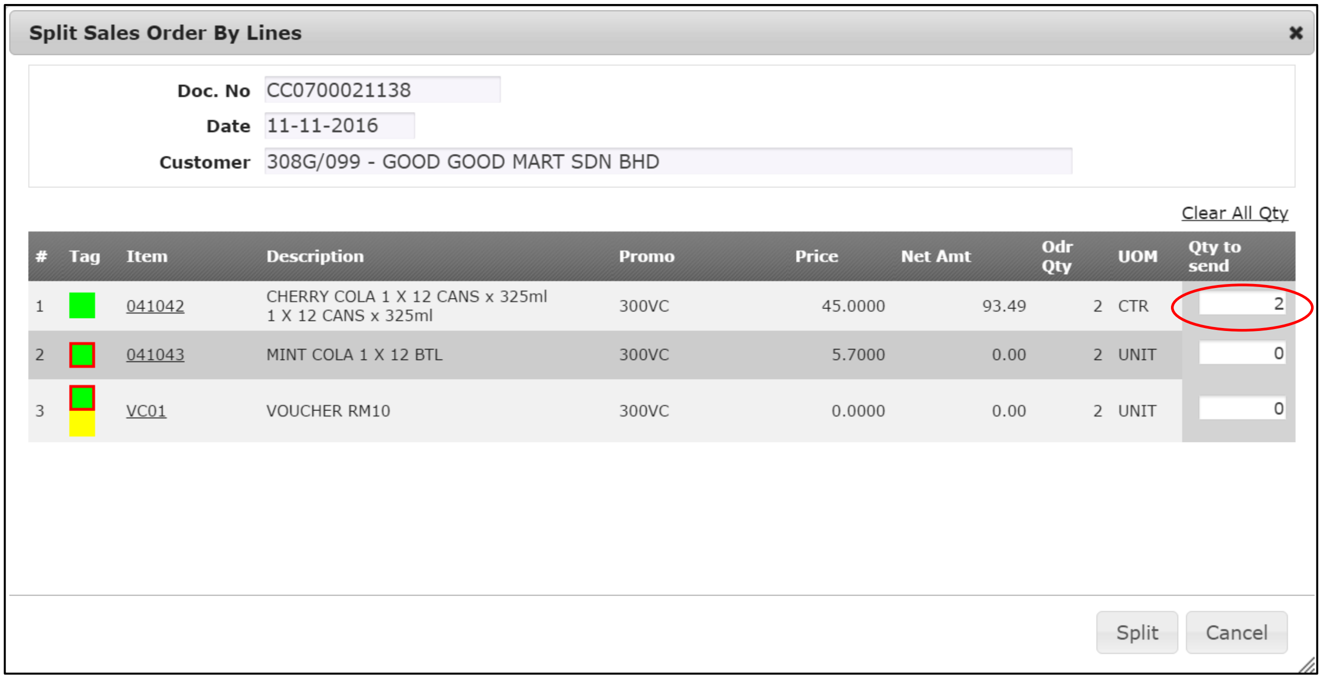
iii. Split Sales Order



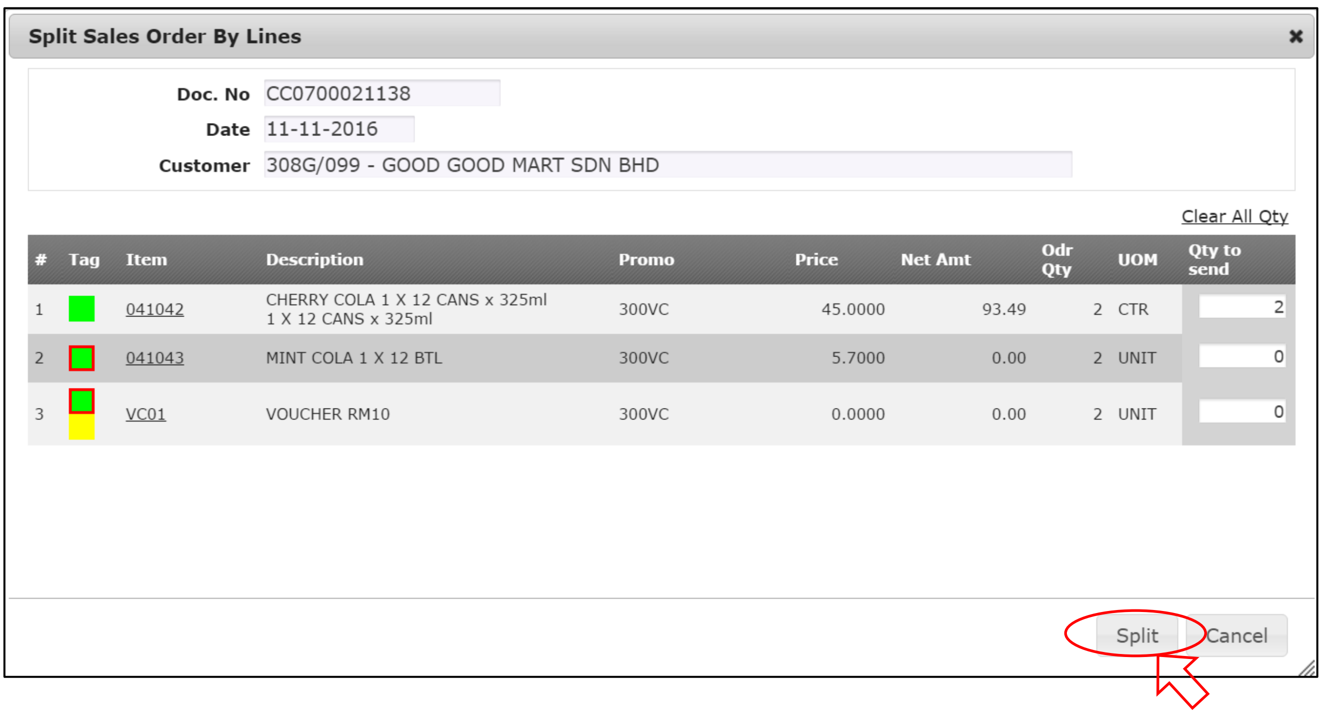
1. Under section Picking, click  button at Sales Order.



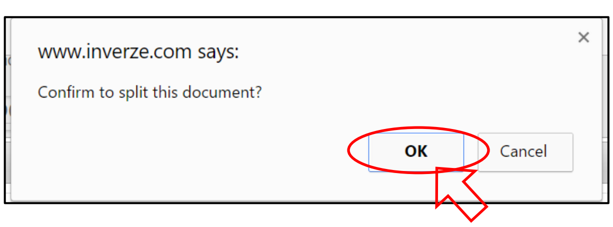
2. Fill in Quantity that want to split out to another Sales Order.



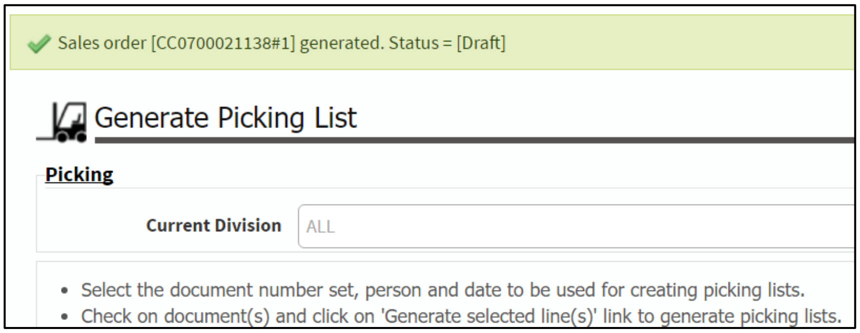
3. Example to split item 1 to another Sales Order. Item 2 and 3, filled 0.



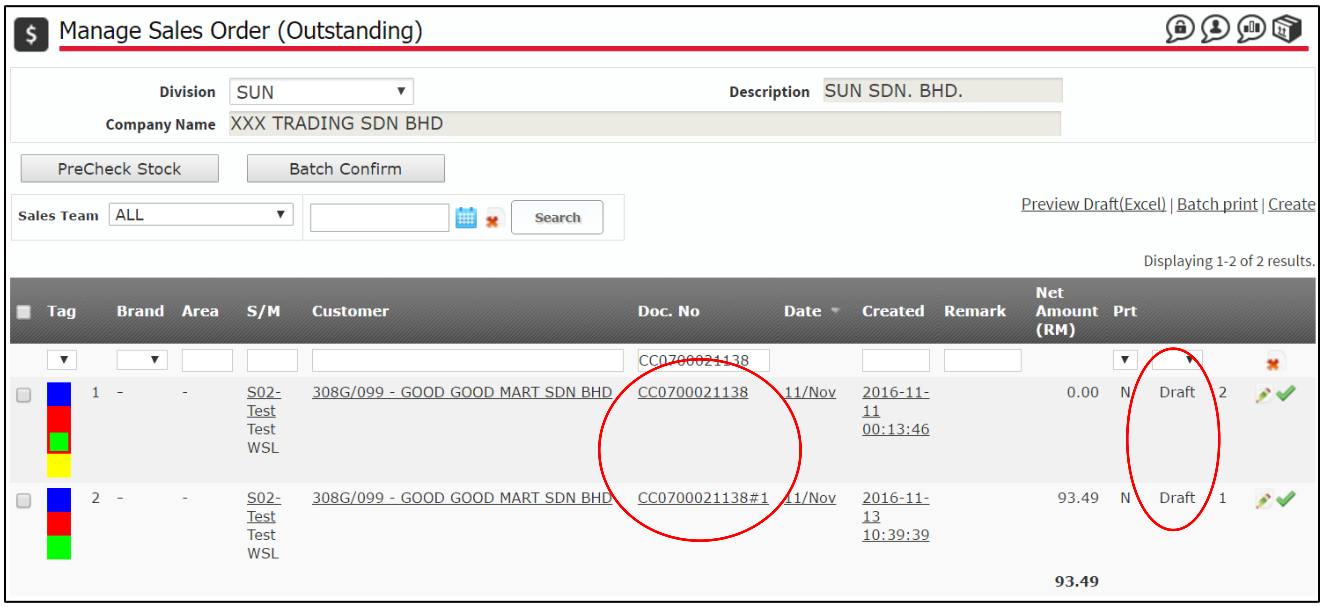
4. Click Split.



5. Click OK.



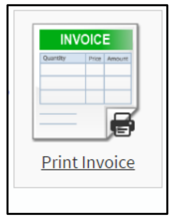
6. Another Sales Order will be generated and the number is same with the Split Sales Order and ending with “#1”.
7. Both Sales Order also at Status **DRAFT**.
8. Return to Sales Order (Outstanding) page to find the Sales Order.

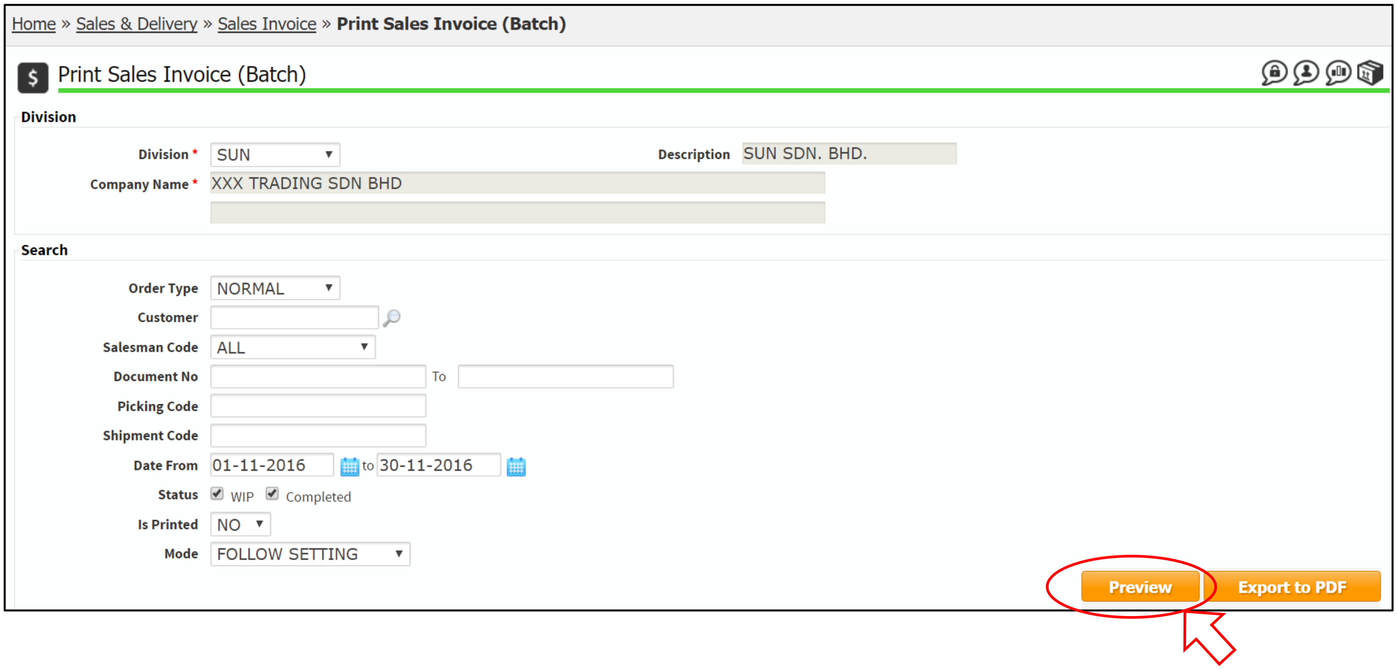


9. Edit the Sales Order.

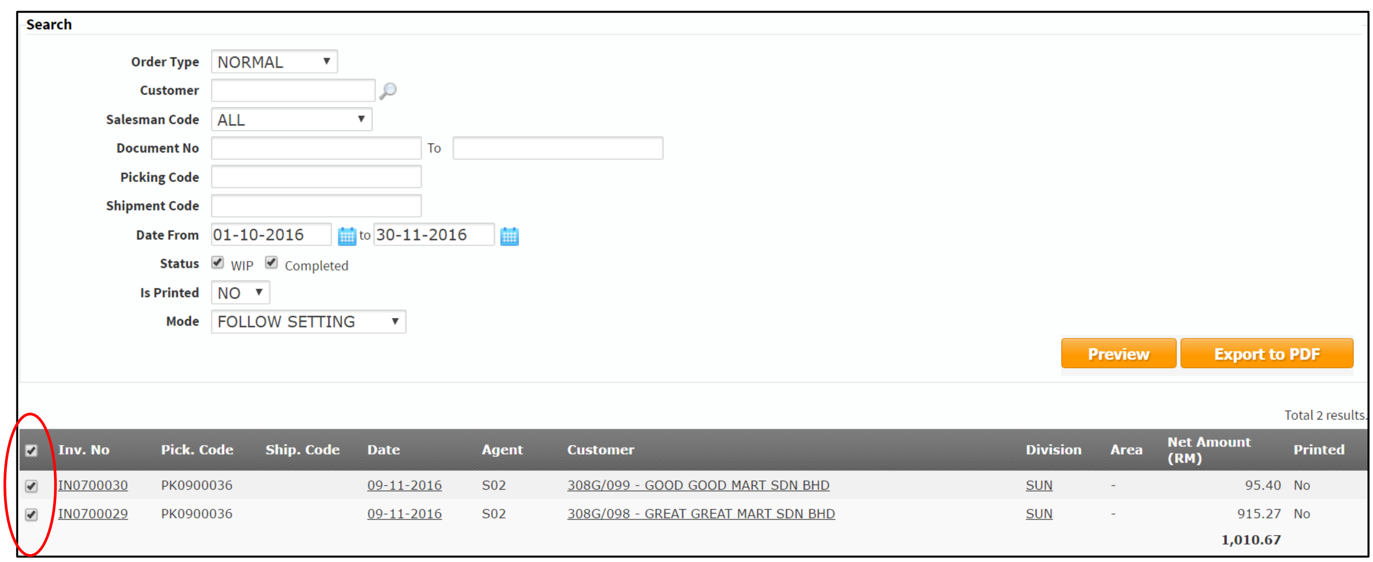
Print Invoice

i. Print Invoice (Print Sales Invoice in Batch)

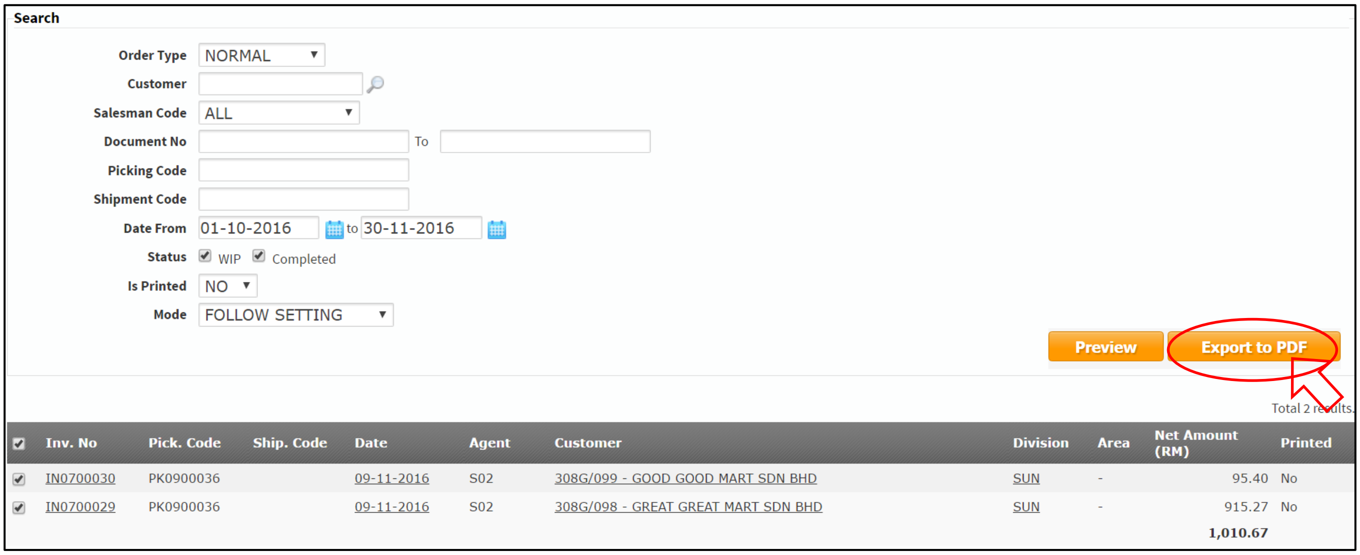




1. Choose the Sales Invoice Date.
2. Is Printed:
    a. No, to print all invoices that not yet print before
    b. Yes, to print all invoices that already printed before
3. Click Preview button.



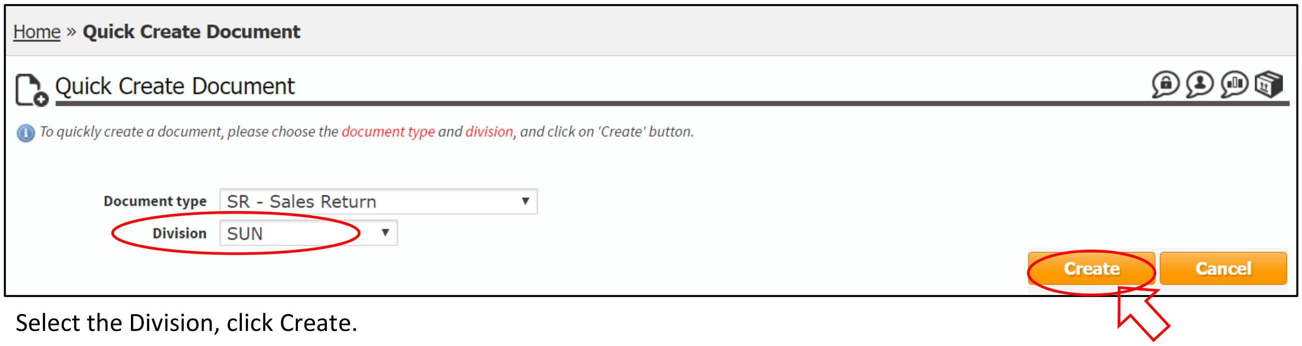
4. The list of sales invoices will be showed.
5. Tick the invoices that want to print in batch.



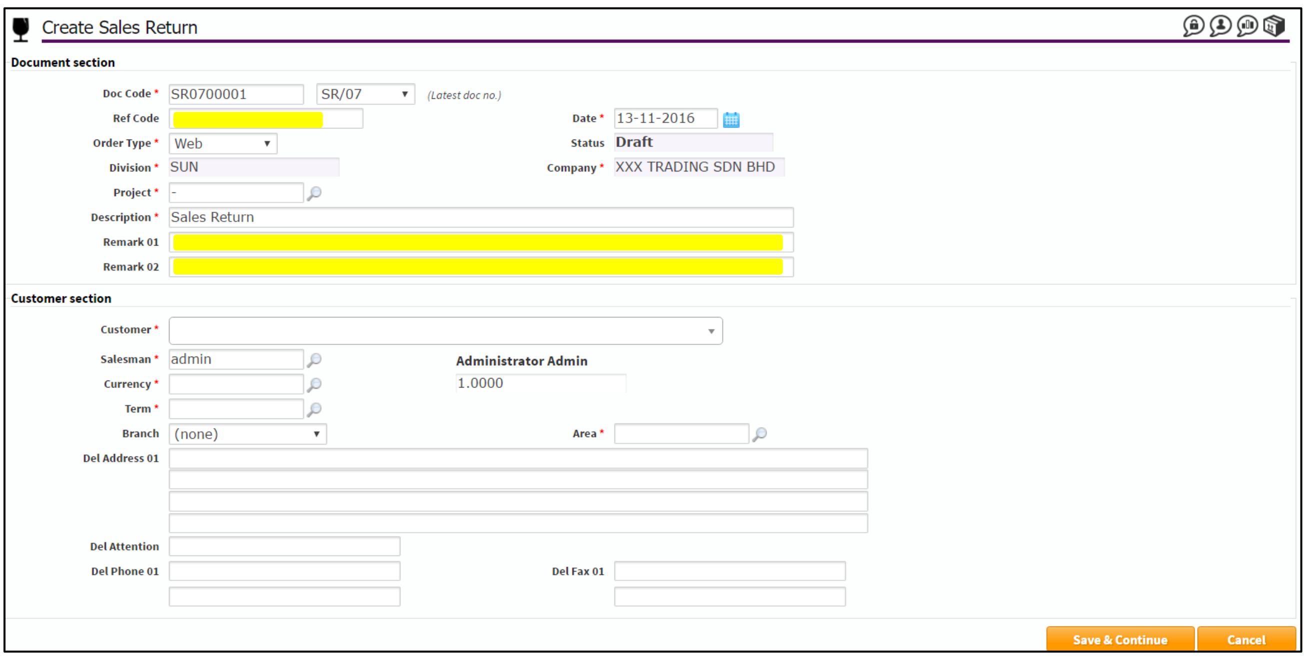
6. Click Export to PDF button.
7. A pdf file will be downloaded. Open the pdf file and print invoices in batch.

b. Sales Return Processing

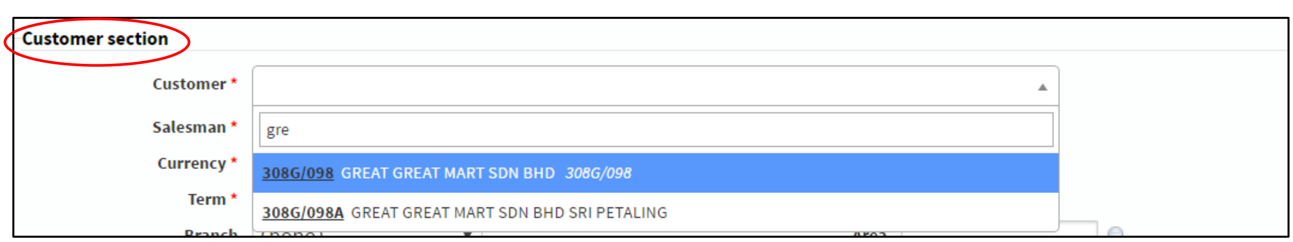
Create Sales Return



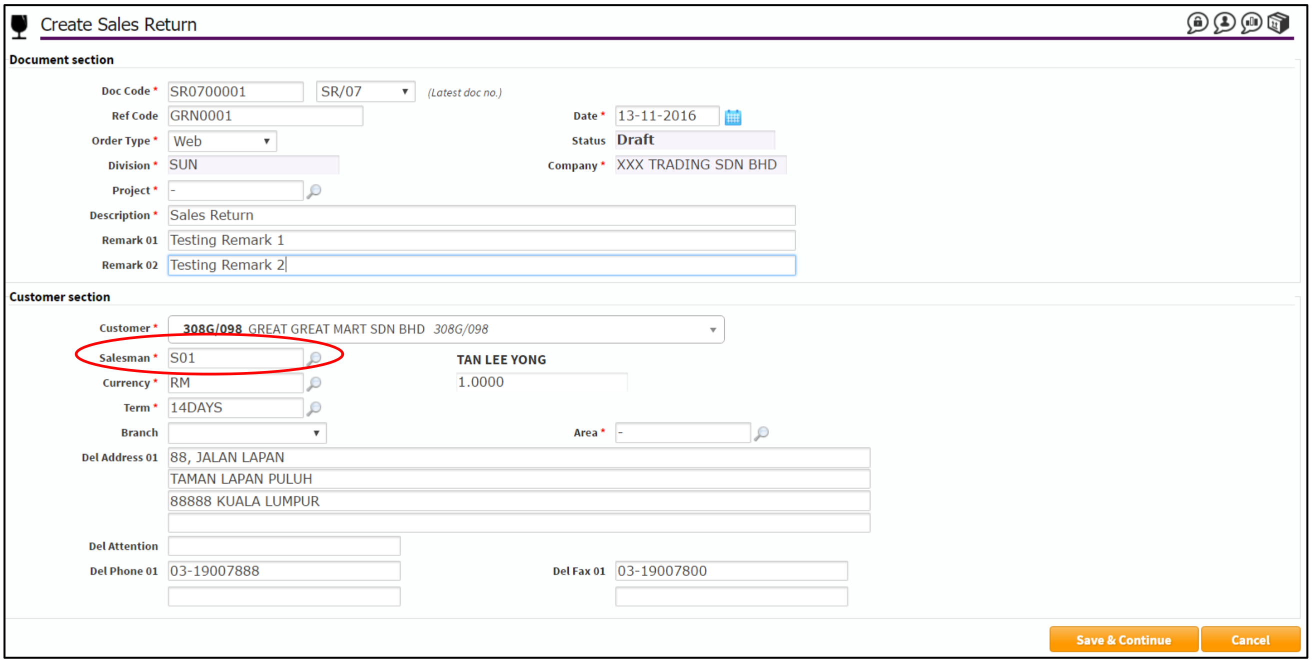
1. Select the Division, click Create.



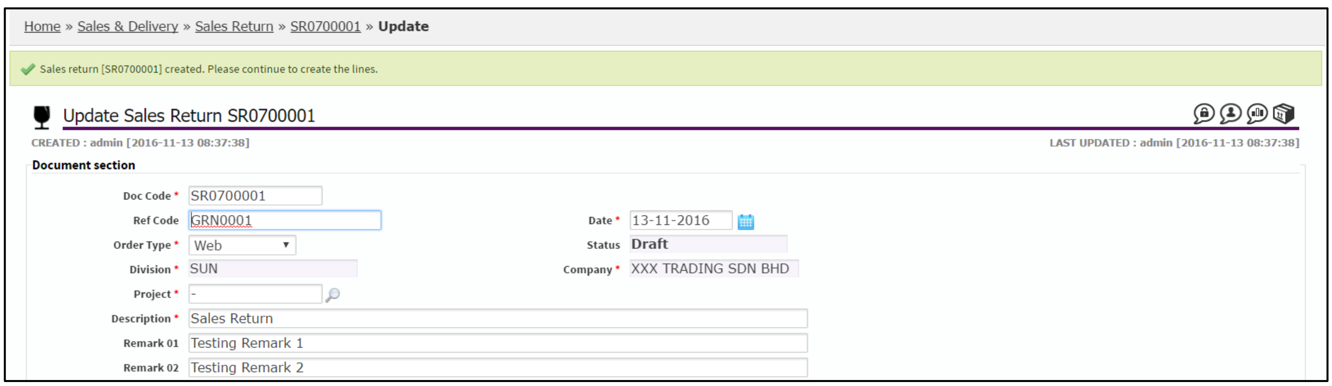
2. Document Section, fill in:
   Ref Code – GRN/TRN number/or any reference code (if any)
   Remark 01 – any remark (if any)
   Remark 02 – any remark (if any)



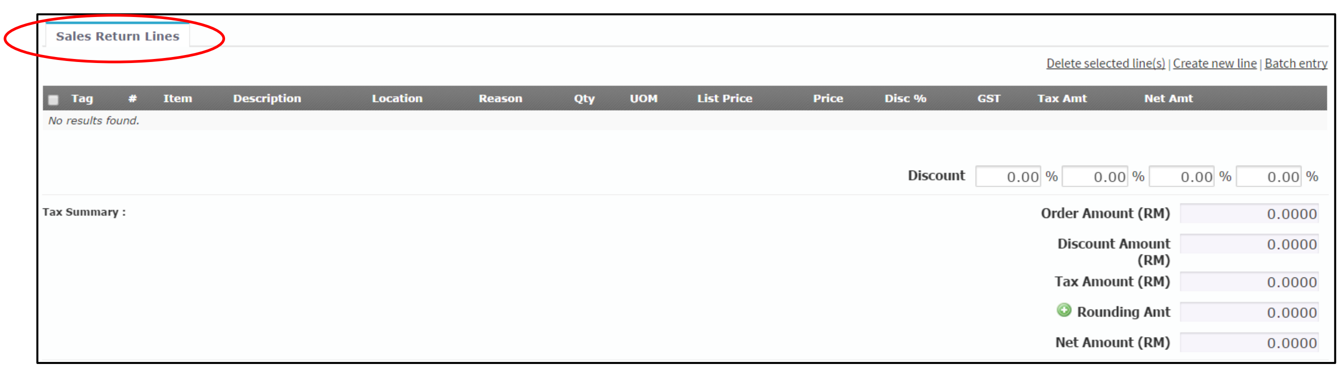
3. Under Customer Section, select customer.



4. Check and change the Salesman (if needed).
5. Click Save & Continue.

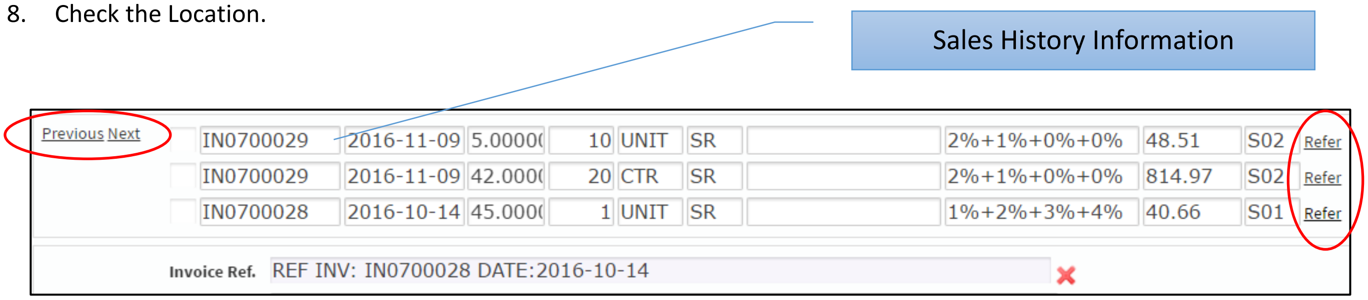


6. Message “Sales Return [xxxxxx] created. Please continue to create the lines.”

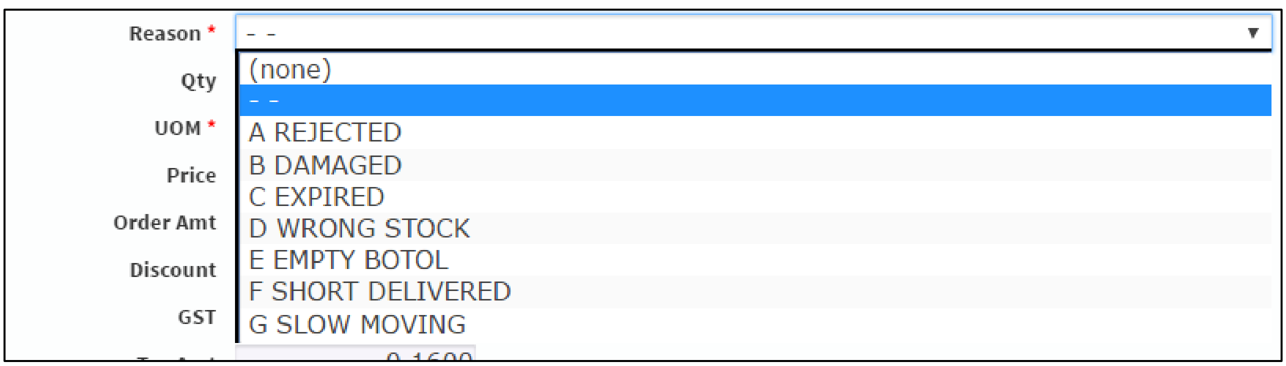


7. Scroll down to bottom, and Sales Return Lines section will appeared.

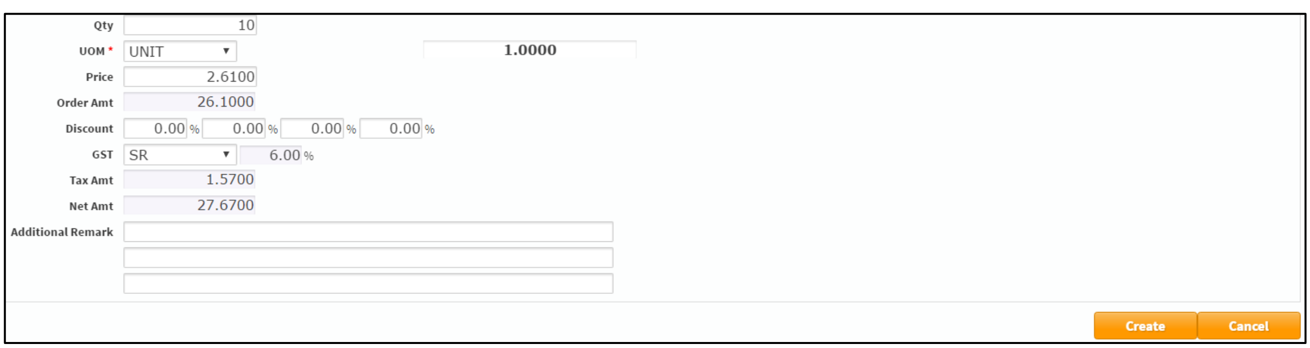
8. Check the Location.



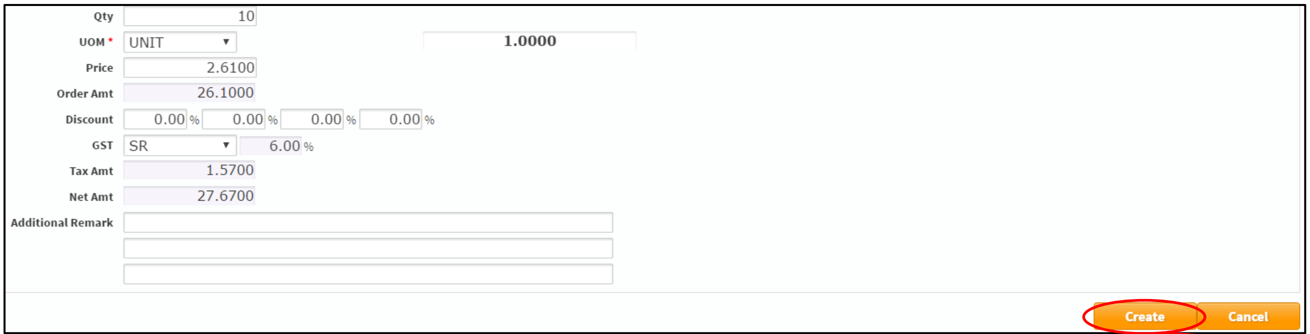
9. Click Refer to fill Invoice Ref. number.
10. Click Previous/Next button to find Invoices.



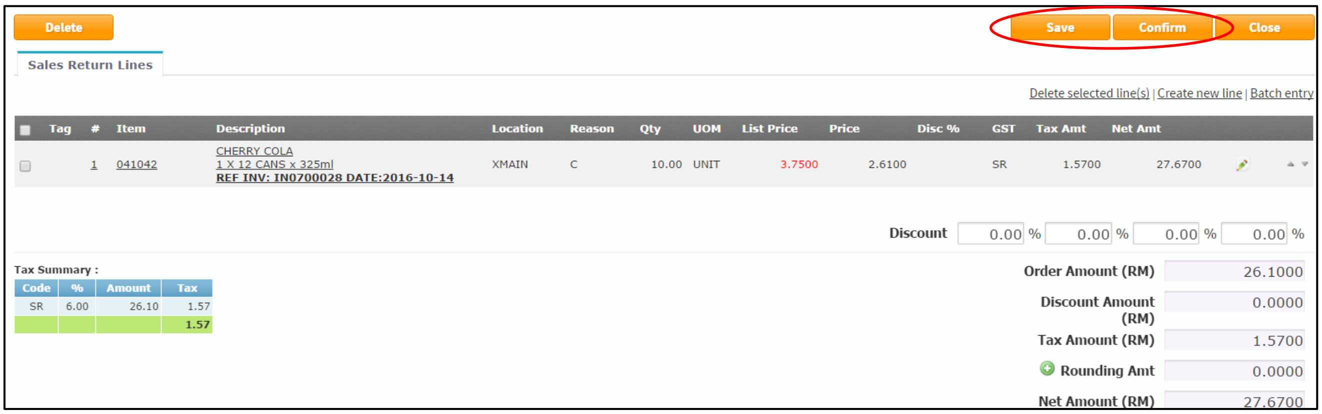
11. Select Reason from drop-down menu.



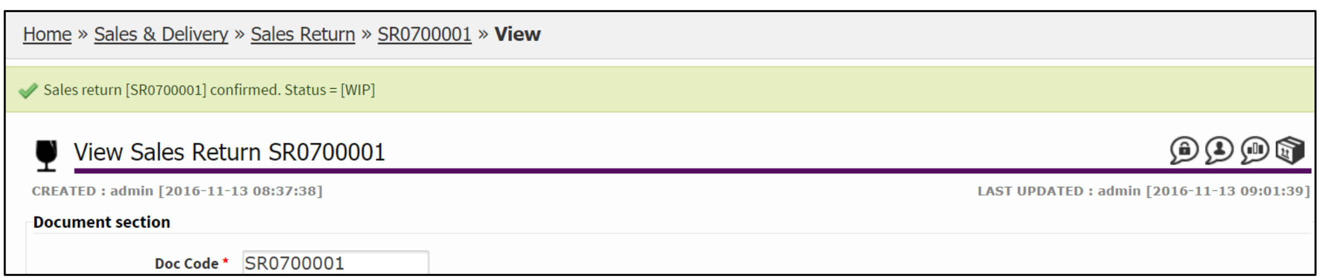
12. Fill in Quantity, select UOM, discount if any, and Remark if any.



13. Click Create button.
14. Continue to create other items.

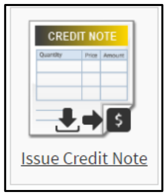


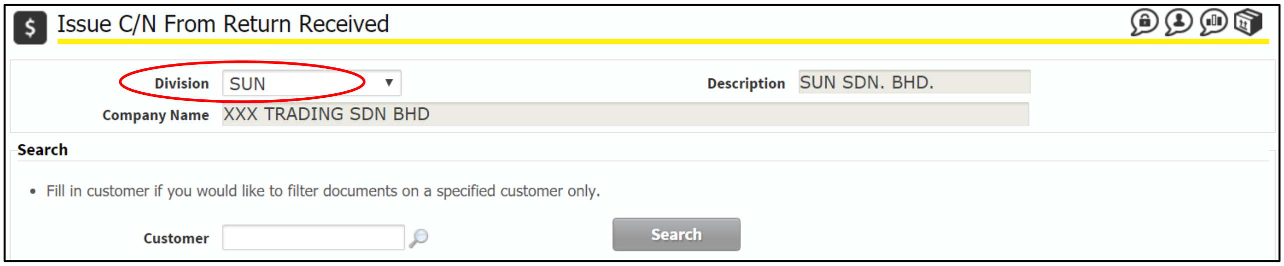
15. Once done, click Cancel button to return to Document header page.
16. Check the Sales Return Lines details.
17. Click Save (if want to save as Draft Status only), or Click Confirm to confirm the Sales Return as WIP Status.



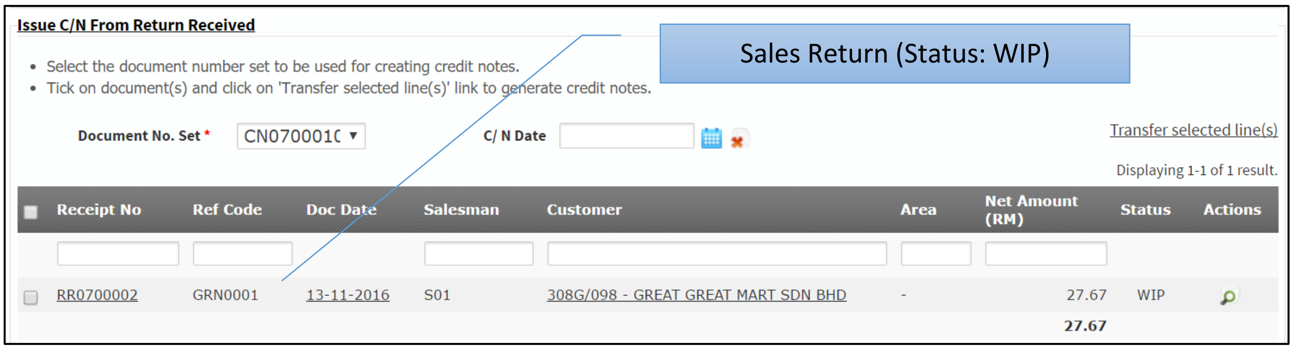
18. Message “Sales Return [xxxxx] confirmed. Status = [WIP]”

Issue Credit Note

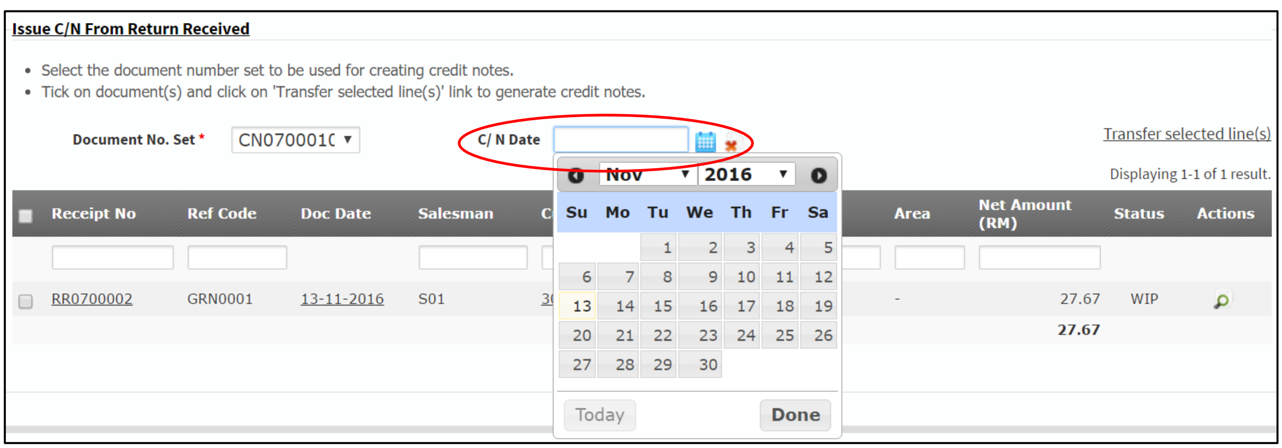




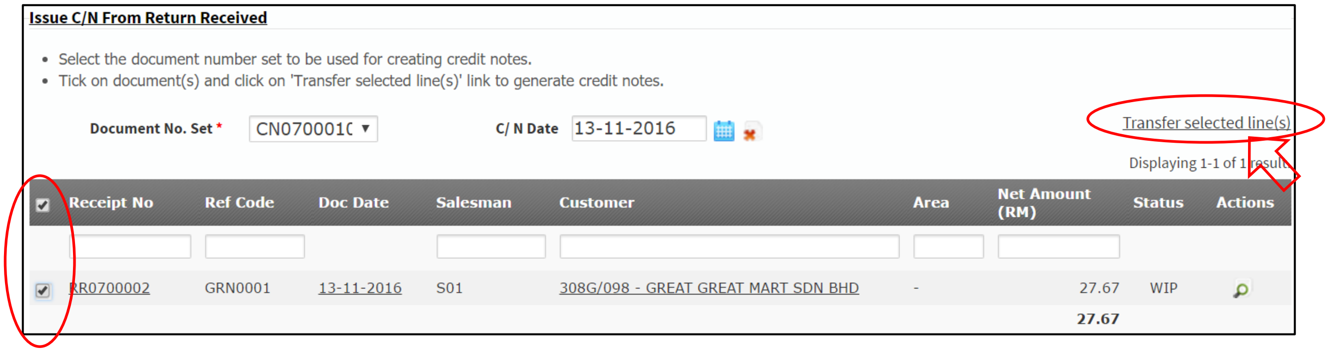
1. Select Division.



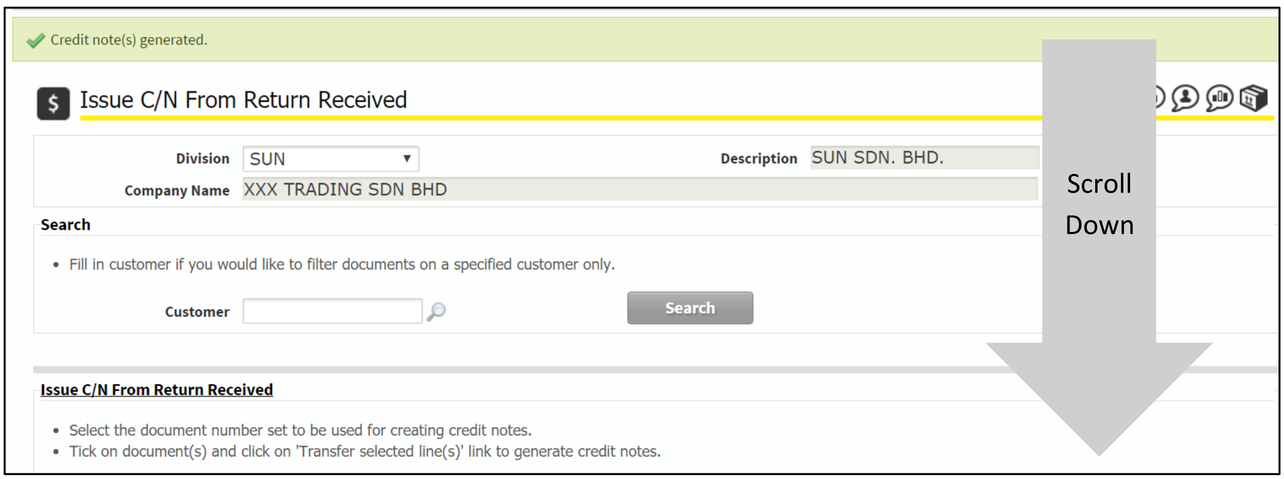
2. All Sales Return in Status WIP will appear in Issue C/N From Sales Return section.



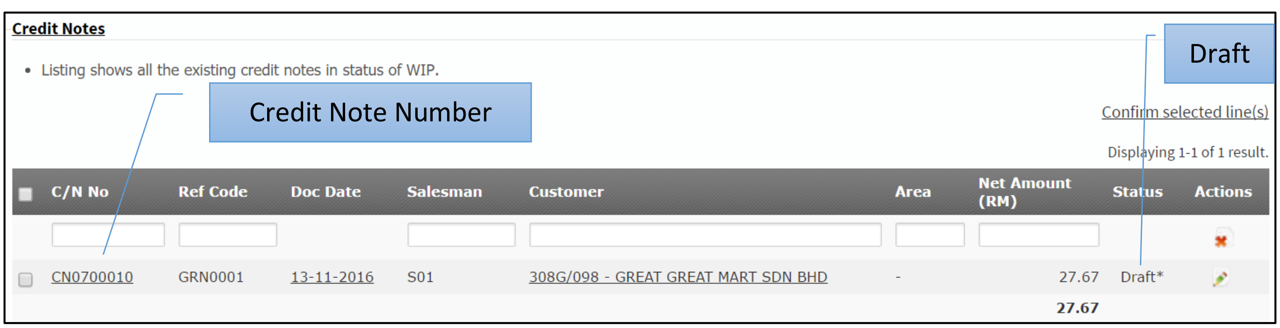
3. Select C/N Date.



4. Tick the Sales Return that want to generate Sales Credit Note.
5. Click Transfer selected line(s).

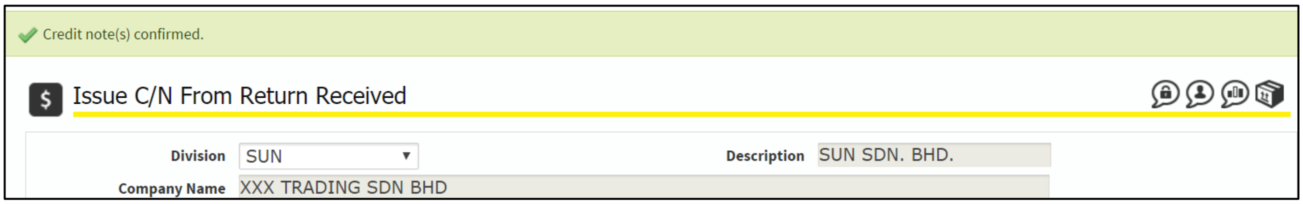


6. Message “Credit note(s) generated.”
7. Scroll down to bottom Credit Note section.



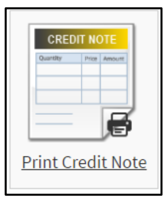
8. Credit Note at status Draft.

9. Tick the Credit Note that want to Confirm as Completed.

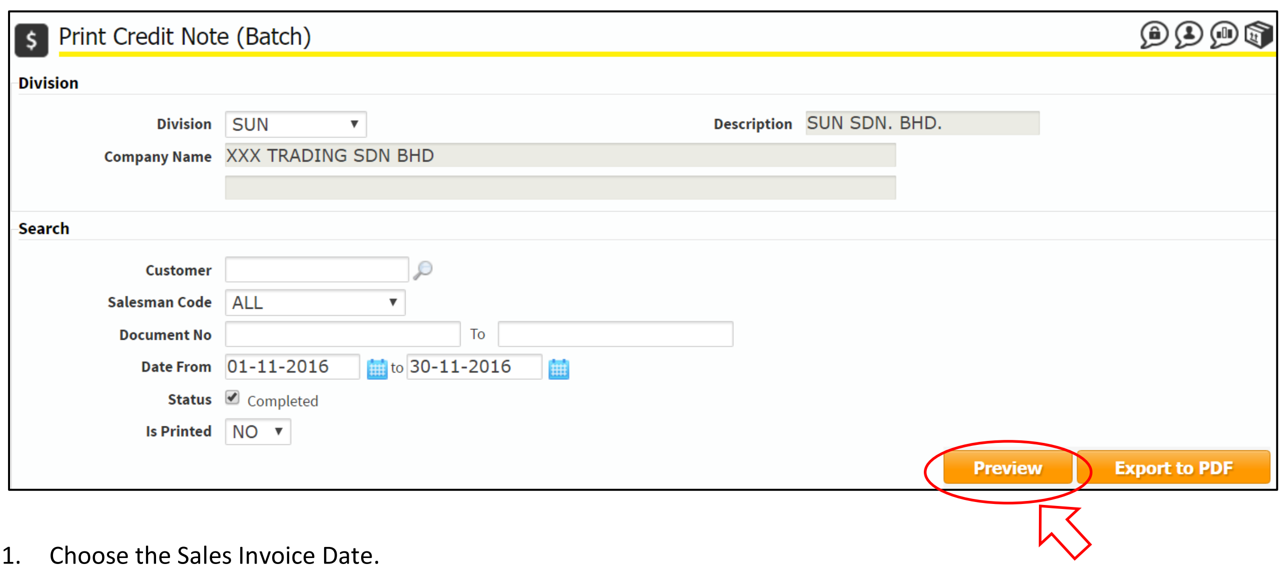


10. Message "Credit note(s) confirmed."

Print Credit Note

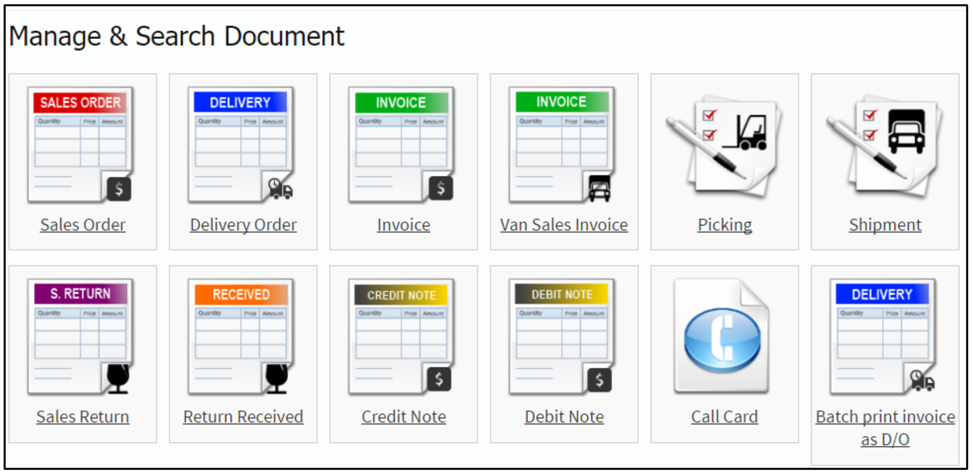


i. Print Credit Note (Print Sales Credit Note in Batch)

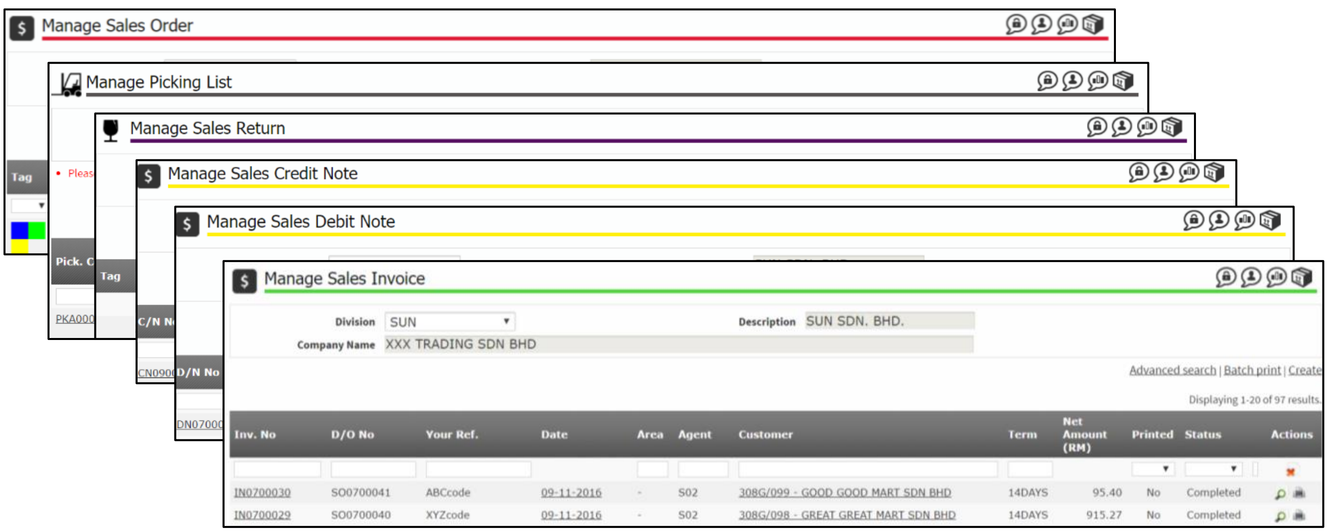


1. Choose the Sales Invoice Date.
2. Is Printed:
   a. No, to print all invoices that not yet print before
   b. Yes, to print all invoices that already printed before
3. Click Preview button.
4. Then, tick the Credit Note, and click Export to PDF button.

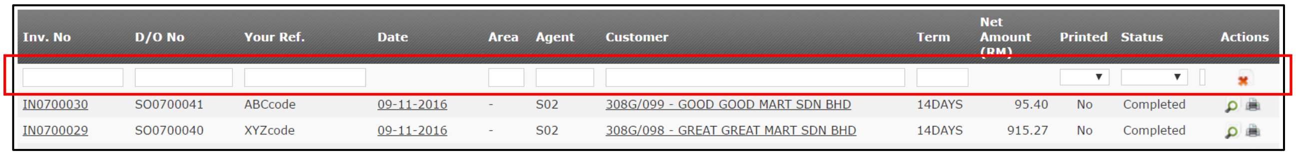
2. Manage & Search Document



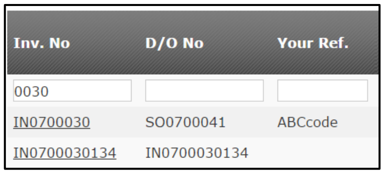
1. Click to access any Sales Transaction.



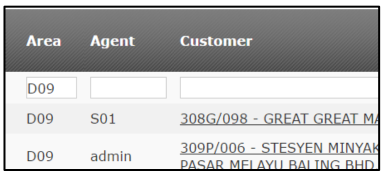
a. Search Document



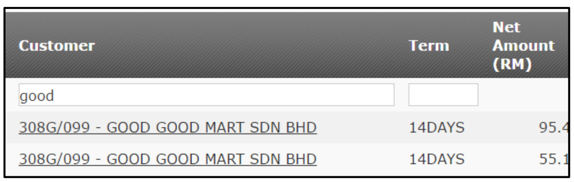
1. Search box below the title bar.



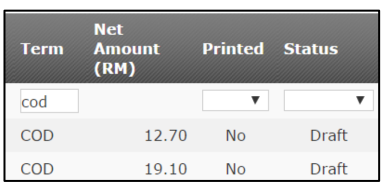
Search using **Document Code/Number**



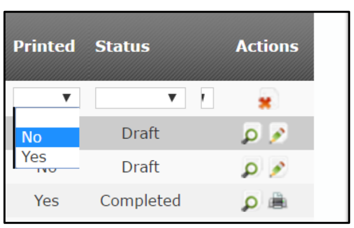
Search using **Area Code**



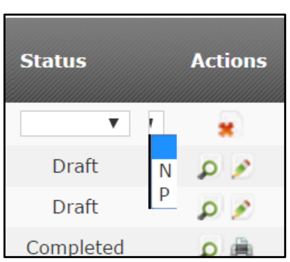
Search Using **Customer Code/Customer Name**



Search using the **Term Code**

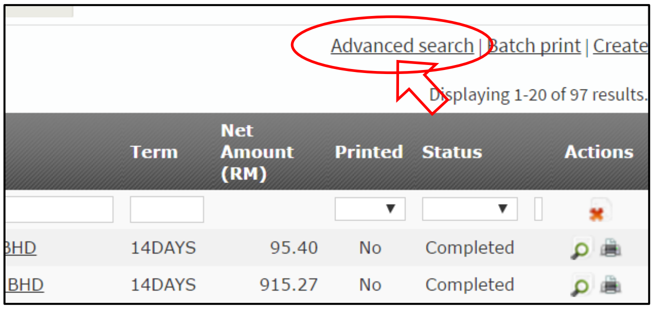


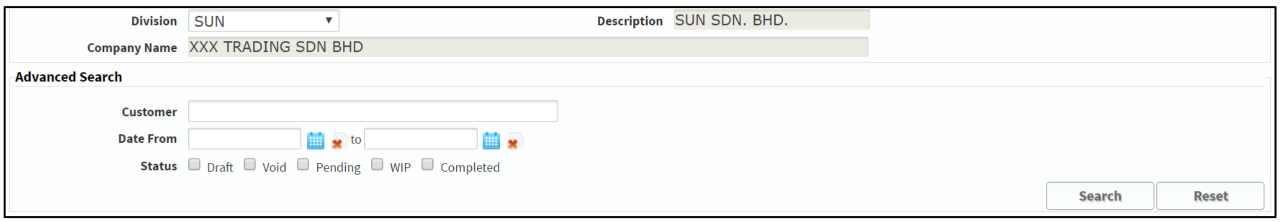
Search using **Printed Status** (Yes or No)



Search using **Exported Status** (N-Not Export, P-Exported)

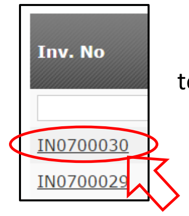
Document Advanced Search





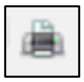
1. Search by the document Date range/Customer Name/Customer Code/Document Status

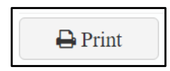
b. View Document

1. Click  or the Document Code 

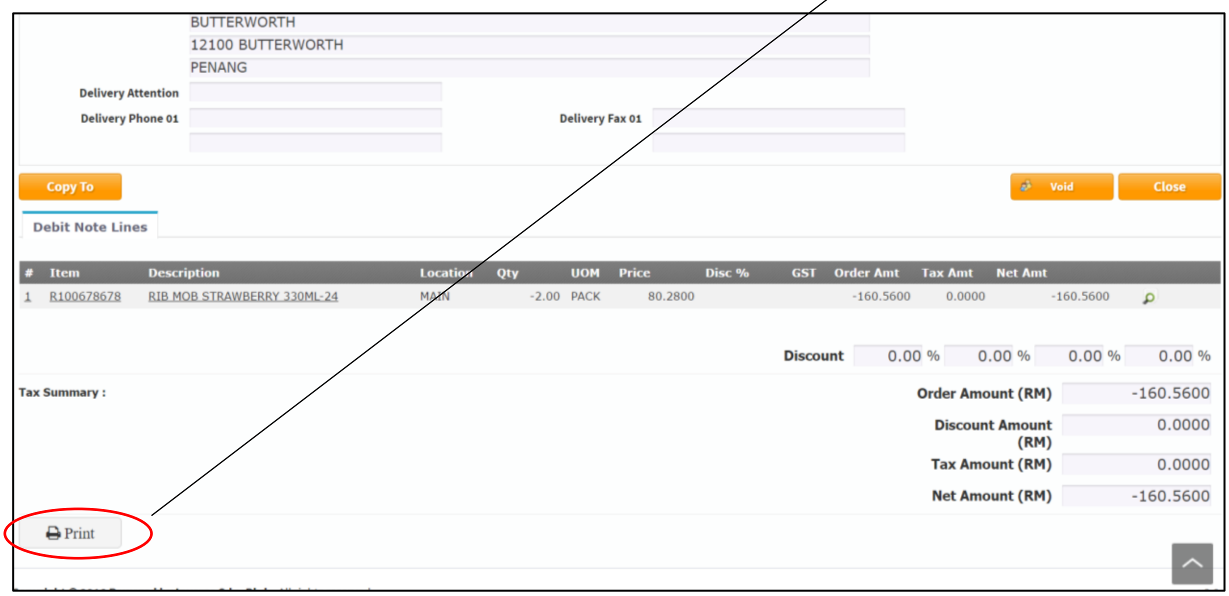
to view the document/transaction details.

c. Print Document

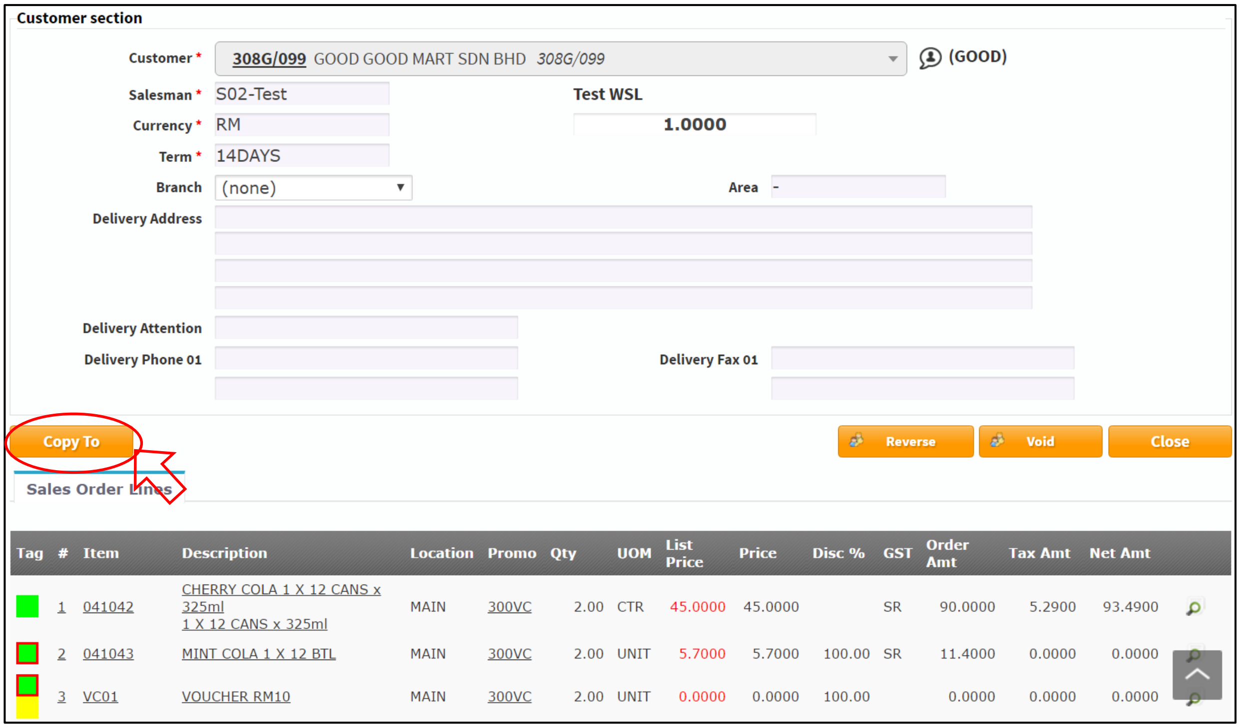
1. Click  to download the pdf and print.

2. Or, go into the Document/Transaction, go to the bottom of the page, click 

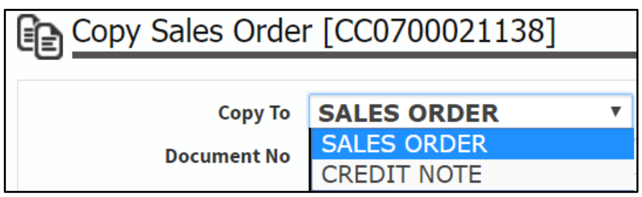
to download the pdf and print.



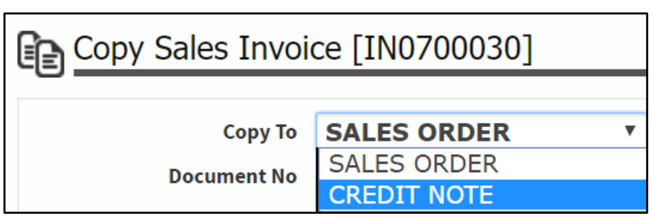
d. Copy Document



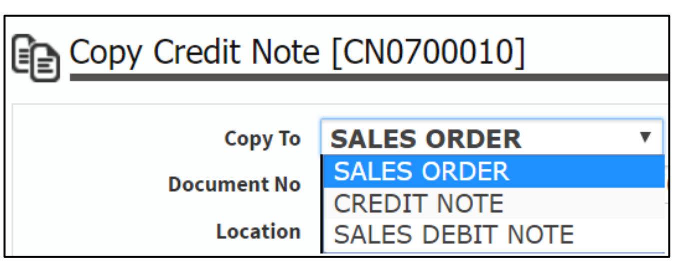
1. At Sales Order/Sales Invoice/Sales Credit Note document header page, click the Copy To button.



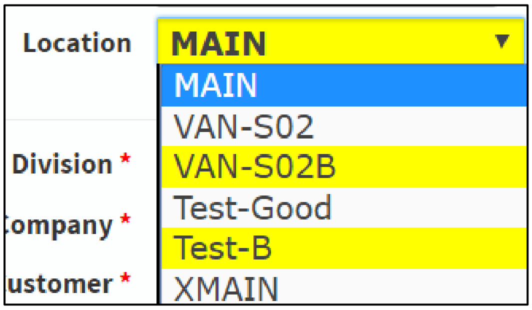
2. Copy Sales Order > Sales Order/Credit Note.



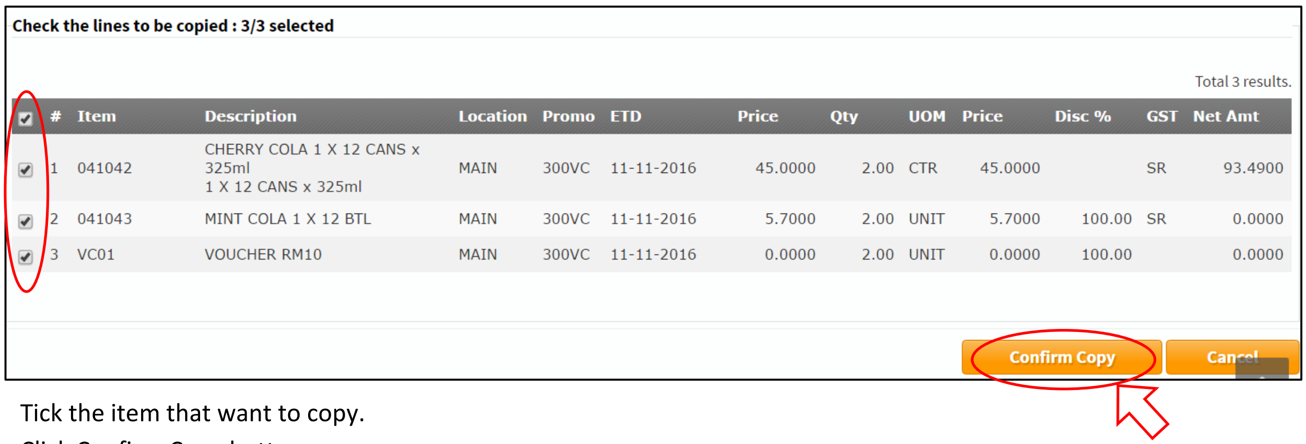
3. Copy Sales Invoice > Sales order/Credit Note.



4. Copy Credit Note > Sales Order/Sales Credit Note/Sales Debit Note.

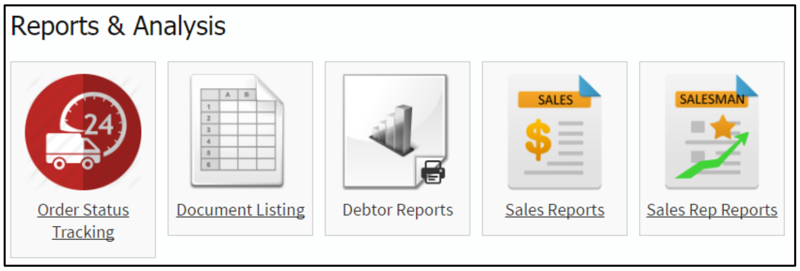


5. Choose the location.

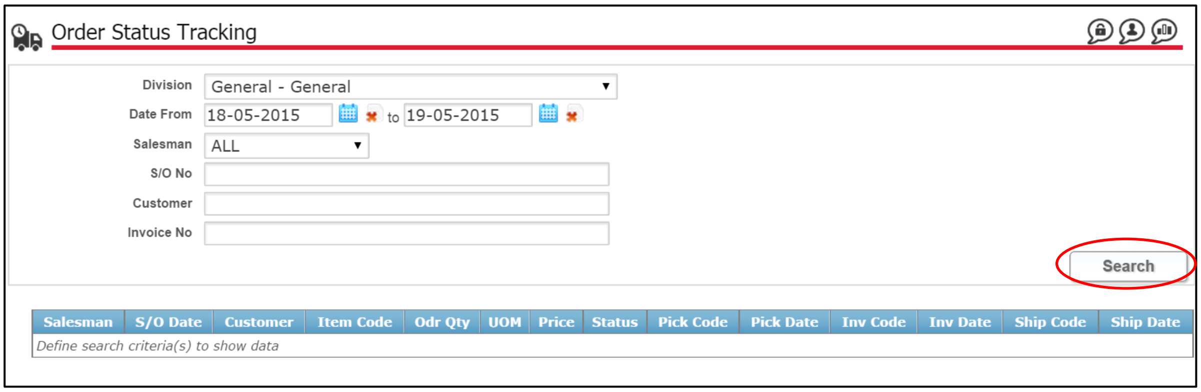


6. Tick the item that want to copy.
7. Click Confirm Copy button.

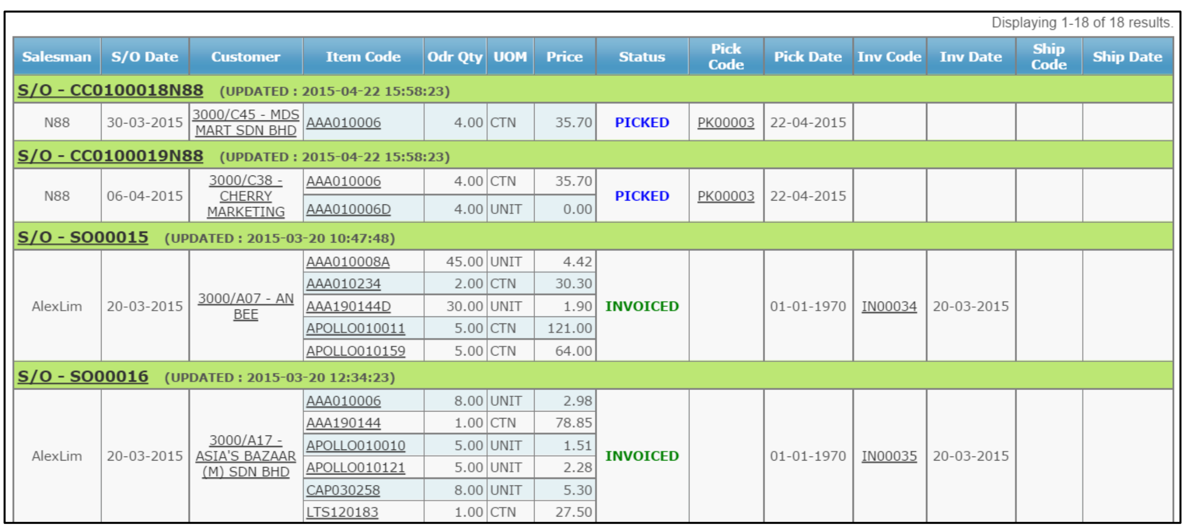
3. Report & Analysis



a. Order Status Tracking



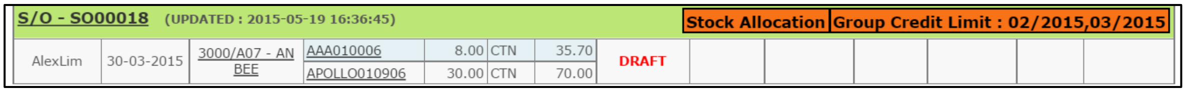
1. Select the criteria (date, salesman, S/O no., customer name, or invoice no.) to view the Sales Order status.
2. Click Search.



Displaying 1-18 of 18 results.

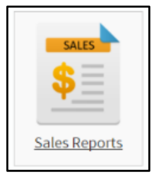
Salesman	S/O Date	Customer	Item Code	Odr Qty	UOM	Price	Status	Pick Code	Pick Date	Inv Code	Inv Date	Ship Code	Ship Date
S/O - CC0100018N88 (UPDATED : 2015-04-22 15:58:23)													
N88	30-03-2015	3000/C45 - MDS MART SDN BHD	AAA010006	4.00	CTN	35.70	PICKED	PK00003	22-04-2015				
S/O - CC0100019N88 (UPDATED : 2015-04-22 15:58:23)													
N88	06-04-2015	3000/C38 - CHERRY MARKETING	AAA010006	4.00	CTN	35.70	PICKED	PK00003	22-04-2015				
			AAA010006D	4.00	UNIT	0.00							
S/O - SO00015 (UPDATED : 2015-03-20 10:47:48)													
AlexLim	20-03-2015	3000/A07 - AN BEE	AAA010008A	45.00	UNIT	4.42	INVOICED		01-01-1970	IN00034	20-03-2015		
			AAA010234	2.00	CTN	30.30							
			AAA190144D	30.00	UNIT	1.90							
			APOLLO010011	5.00	CTN	121.00							
			APOLLO010159	5.00	CTN	64.00							
S/O - SO00016 (UPDATED : 2015-03-20 12:34:23)													
AlexLim	20-03-2015	3000/A17 - ASIA'S BAZAAR (M) SDN BHD	AAA010006	8.00	UNIT	2.98	INVOICED		01-01-1970	IN00035	20-03-2015		
			AAA190144	1.00	CTN	78.85							
			APOLLO010010	5.00	UNIT	1.51							
			APOLLO010121	5.00	UNIT	2.28							
			CAP030258	8.00	UNIT	5.30							
			LTS120183	1.00	CTN	27.50							

3. A list of sales order will be listed.
4. Status:
    a. Draft – Sales Order at draft, not yet confirm.
    b. Order Confirmed – Sales Order at WIP.
    c. Picked – Sales Order already done picking.
    d. Invoiced – Sales Order already done picking and invoicing.
    e. Shipped – Sales Order already done picking, invoicing, and shipping.

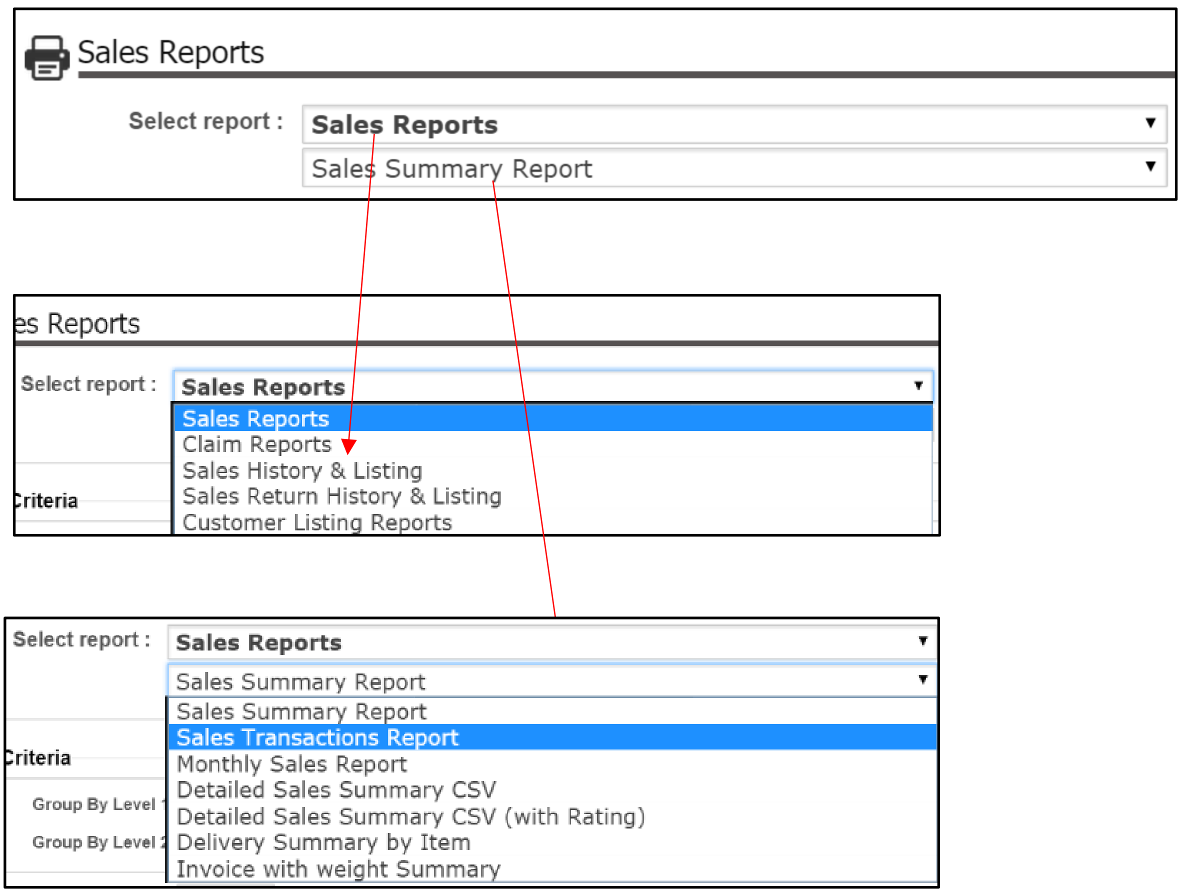


5. Sales Order at Draft with tag issue, will be labelled:
    a. Stock Allocation – Sales Order with out of stock item.
    b. Group Credit Limit – Sales Order with open bill and on due.

b. Sales Report

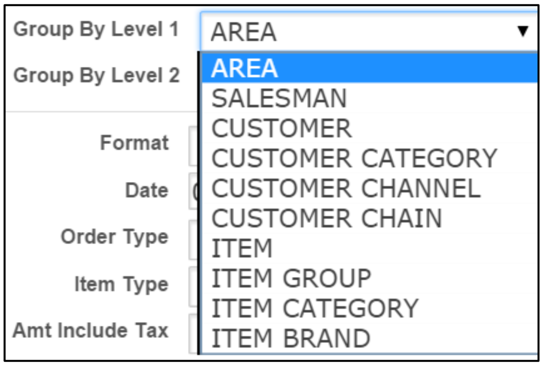


1. Click Sales Report.

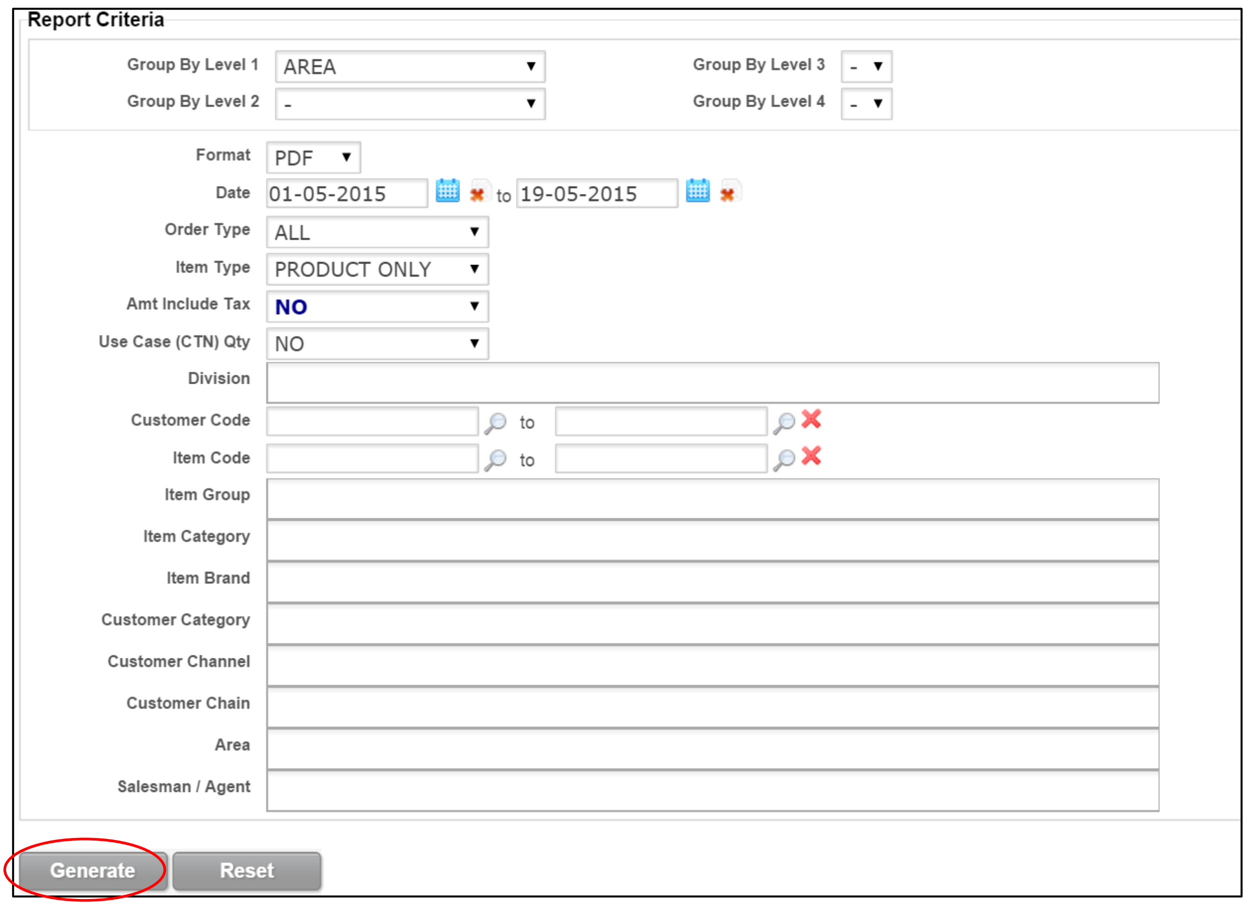


2. Choose the sales report type.

3. Choose report group by level 1 and up to 4.

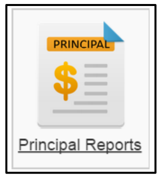


4. Level can view by Area, Salesman, Customer, Item, and etc.

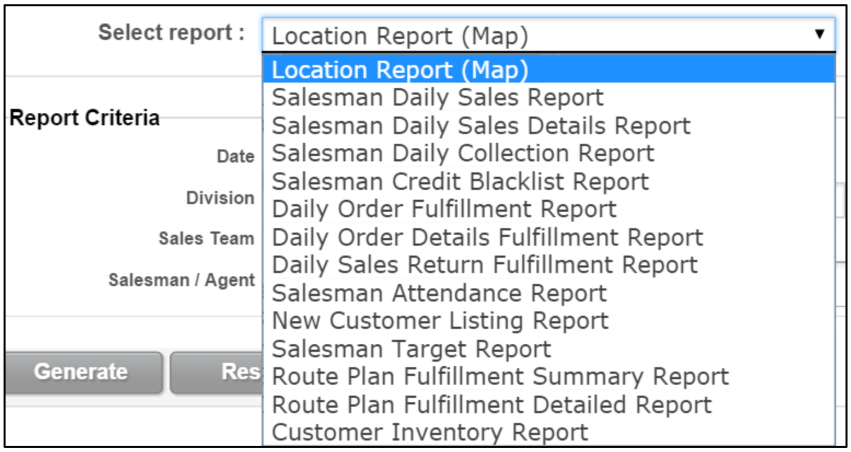


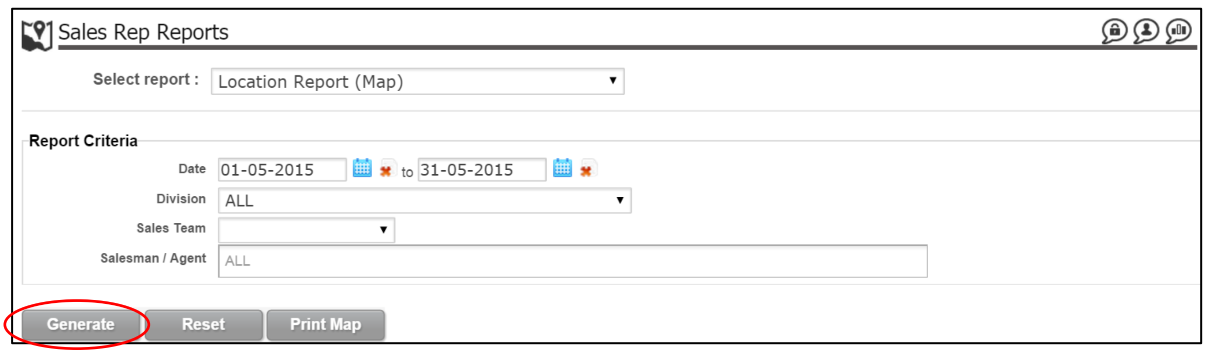
5. Select other report criteria, and then Generate.

c. Sales Rep Report



1. Click Sales Rep Reports.

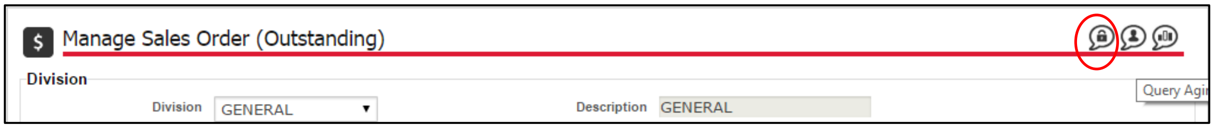




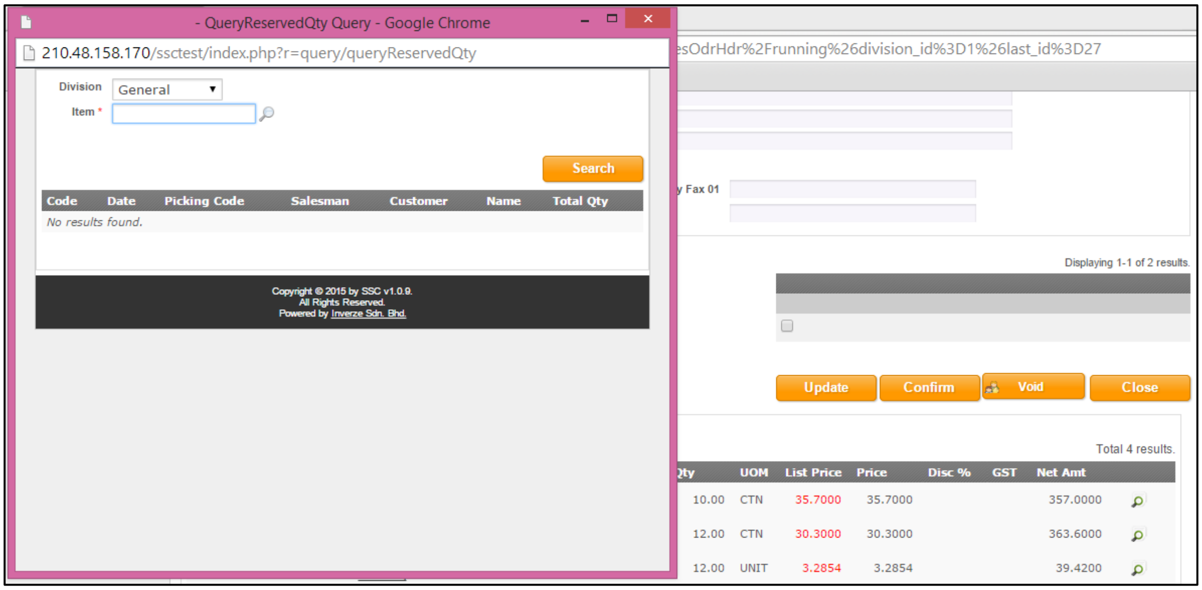
2. Select the Sales Rep report type.
3. Select the criteria.
4. Click Generate.

4. Query Tools

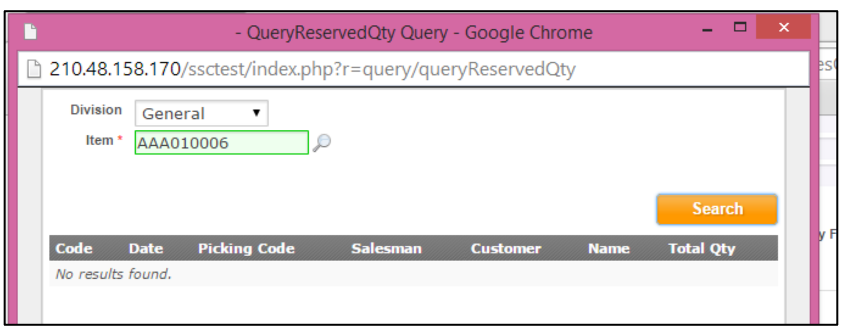
a. Query Reserved Quantity



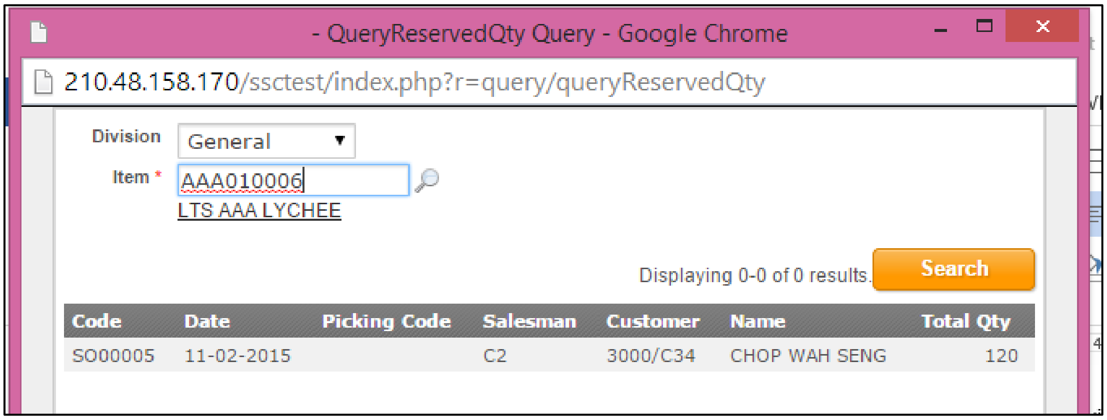
1. Click on the Lockset icon. 



2. A new window will be opened.



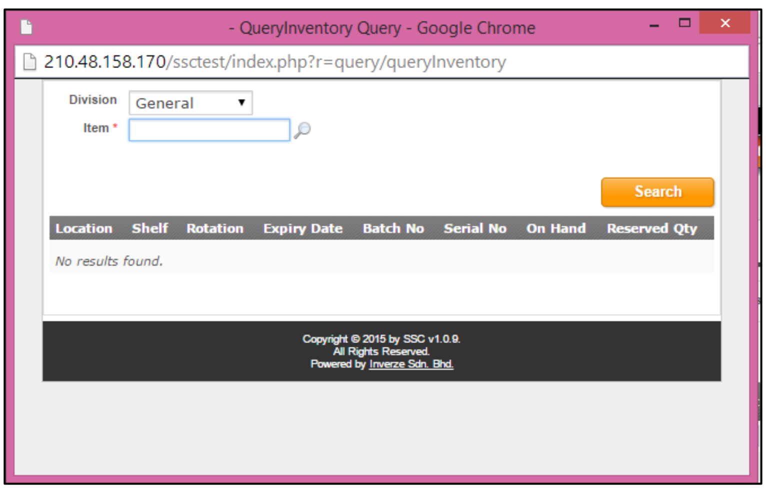
3. Enter the item code in the search box and press Enter, or click on the magnifying glass to find item.
4. Then, click Search.



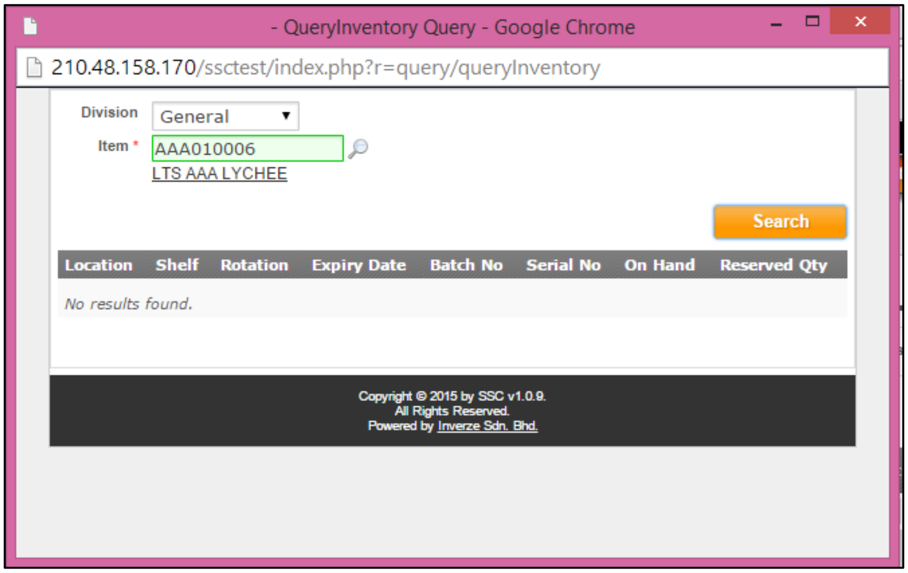
5. List of Sales Order will be displayed, and total quantity have been reserved.

b. Query Inventory

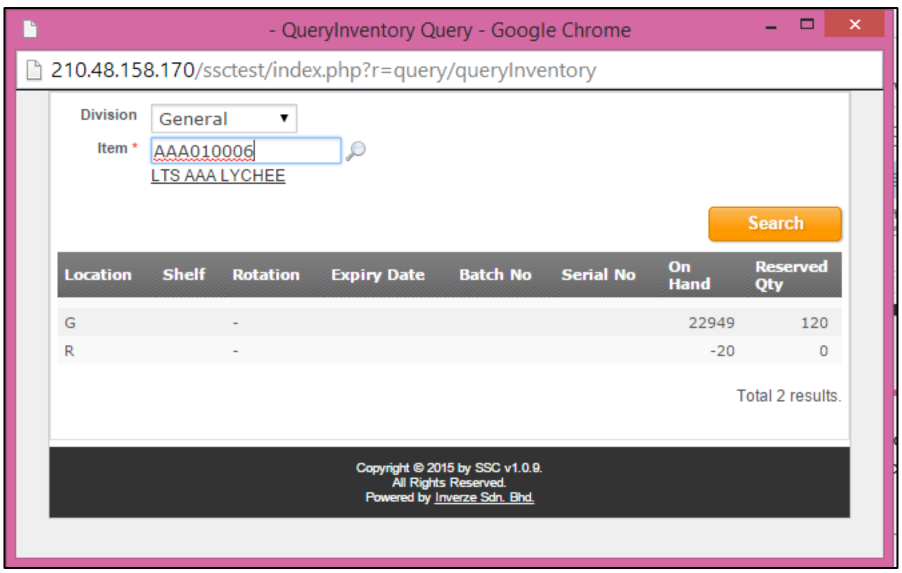
1. Click on the Graph icon. 



2. A new window will be opened.



3. Enter the item code in the search box, and press Enter.
4. Then, click Search.



5. It will show the item's location, expiry date, on hand quantity, and reserved quantity.