

SALES AND STOCK CONTROL (SSC) WEB USER GUIDE PURCHASE & STOCK



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PURCHASING

Home	System	Import/Export	Master	Customers	Vendors	Items	Sales & Delivery	Purchasing	Inventory	Finance
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Sales & Stock Control

Go To Dashboards



Assign role to dashboard access (Super User)

Go To Index



Go To Reports



Resources

- New features update (Mobile)
- New features update (Web)

Create Purchase Order

1. Click on Purchase Order

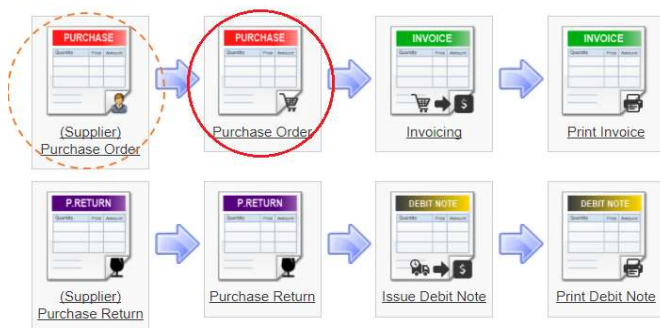
For Supplier to create PO - Click on (Supplier) Purchase Order

Purchasing Index

Setup



Transactions



2. Click on Create

Manage My Purchase Order

Division
Description

Company Name

Doc. Code

Ref Code

Date

Vendor

Net Amount (RM)

Status

Release

Remark

Actions

No results found.

Create

3. Ref Code - Enter the PO no.
4. Description - Enter description if any
5. Remark 1 or 2 - Enter remark if any
6. Date - Key in the PO date
7. Vendor - select the supplier / vendor name
8. Click Save & Continue

Create Purchase Order

Document section

Doc. Code *	PO0800001	PO/08	(Latest doc no.)	Date *	16-11-2017	
Ref Code				Status	Draft	
Type *	Web			Company *	XXX TRADING SDN BHD	
Division *	DEMO			Project *	-	
Purchaser *	admin					
Description *	Purchase Order					
Remark 01						
Remark 02						

Vendor section

Vendor *						
Currency *		1.0000				
Term *						
Branch	(none)			Area		
Address						
Attention						
Phone 01				Fax 01		

Save & Continue
Cancel

9. A message will show the PO created and saved

[Home](#)
[System](#)
[Import/Export](#)
[Master](#)
[Customers](#)
[Vendors](#)
[Items](#)
[Sales & Delivery](#)
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[Inventory](#)
[Finance](#)

Home » Purchasing » Purchase Order » PO0800001 » Update

Purchase order [PO0800001] created. Please continue to create the lines.

Update Purchase Order PO0800001

CREATED : admin [2017-11-16 12:00:22] LAST UPDATED : admin [2017-11-16 12:00:22]

Document section

Doc. Code *	PO0800001			Date *	16-11-2017	
Ref Code	Test001			Status	Draft	
Type *	Web			Company *	XXX TRADING SDN BHD	
Division *	DEMO			Project *	-	
Purchaser *	admin					
Description *	Purchase Order					
Remark 01	Test only 001					
Remark 02						

10. Then, scroll down to bottom page and click Create new line / Batch entry to create items

Purchase Order Lines

Delete selected line(s) **Create new line | Batch entry**

#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt
No results found.											

Discount 0.00 % 0.00 % 0.00 % 0.00 %

Tax Summary :

Order Amount (RM)	0.0000
Discount Amount (RM)	0.0000
Tax Amount (RM)	0.0000
Net Amount (RM)	0.0000

Option 1: Click on Create new line (to create item one by one)

- i) Item - Enter the product code
- ii) ETD - Enter the ETD if any
- iii) Qty - Enter the purchase quantity
- iv) UOM - Ensure the correct UOM selected
- v) Price - Enter the purchase price
- vi) Disc % - Enter the Discount percentage if any
- vii) Item selected will auto load with GST Tax Code & GST Tax percentage

Create Purchase Order Line

Purchase Order Line

* 1

Item * 041040 P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml 3486 CTN 9 UNIT (0) *

Description P1.5L 7UP 2ndRemark

ETD 16-11-2017

Location * MAIN Shelf

Stock Rotation - Expiry Date

Batch No

On Hand 1301 CTN 11 UNIT

Reorder Qty 0.0000 Reorder Level 0.0000

Qty 12

UOM * UNIT 1.0000

Price 2.4000 * Sales Selling Price 3.30

Order Amt 28.8000

Discount by Percentage

Disc % 01 0.0000 % 0.0000 % 0.0000 % 0.0000

GST TX 6.00

Tax Amt 1.7300

Net Amt 30.5300

Remark

Option 2: Click on Batch Entry (to create purchase items qty by batch- maximum 20 items per batch creation)

- i) Item - Enter the product code
- ii) Qty - Enter the purchase quantity
- iii) UOM - Ensure the correct UOM selected
- iv) Price - Enter the purchase price
- v) Disc % - Enter the Discount percentage if any
- vi) Item selected will auto load with GST Tax Code & GST Tax percentage

Batch Create Purchase Order Lines [PO0800001]

#	Item	Description	Location	Qty	UOM	Price	Disc %	Tax	Net Amt
1	041040	P1.5L 7UP 2ndRemark	MAIN	5	UNIT	2.40	0.00 %	TX	12.72
		On Hand 3486 CTN 9 UP					0.00 %	6.00	
		Reserved Qty 0							
2	041040	P1.5L 7UP 2ndRemark	MAIN	12	CTN	28.80	0.00 %	TX	366.34
		On Hand 3486 CTN 9 UP					0.00 %	6.00	
		Reserved Qty 0							
3			MAIN	1		0.00	0.00 %		0.00
		On Hand 0					0.00 %	0.00	
		Reserved Qty 0							
4			MAIN	1		0.00	0.00 %		0.00
		On Hand 0					0.00 %	0.00	
		Reserved Qty 0							

- 11. To change other GST Tax Code, click on drop down menu to choose other Tax code.
- 12. Then, Scroll down to bottom page and click create
- 13. Click Cancel once finish add items

Qty 12

UOM * UNIT 1.000000

Price 2.4000 * Sales Selling Price 3.30

Order Amt 28.8000

Discount by Percentage

Disc % 01 0.0000 % 0.0000 % 0.0000 % 0.0000

GST TX 6.00

Tax Amt (none) 0.00

Net Amt IM 0.00

Remark

IS

BL

NR

ZP

EP

OP

TX-E43

TX-N43

TX-RE

GP

AJP

Create Cancel

14. A message will show the purchase order line created



15. Repeat the step for Option 1 to create new line for next item / Option 2 to create next batch of items.

16. Click Save to save this PO as draft and a message show Purchase order was saved

Buttons: **Delete** **Save** **Confirm** **Close**

Purchase Order Lines

Delete selected line(s) | Create new line | Batch entry

Total 3 results.

#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt
1	041040	P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml	MAIN	12	UNIT	2.4000		TX	28.8000	1.7300	30.5300
2	041040	P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml	MAIN	13	CTN	28.8000		TX	374.4000	22.4600	396.8600
3	041042	CHERRY COLA 1 X 12 CANS x 325ml	MAIN	15	UNIT	3.2000		TX	48.0000	2.8800	50.8800

Discount: 0.00 % 0.00 % 0.00 % 0.00 %

Tax Summary:

Code	%	Amount	Tax
TX	6.00	451.20	27.07
			27.07

Order Amount (RM) 451.2000
Discount Amount (RM) 0.0000
Tax Amount (RM) 27.0700
Net Amount (RM) 478.2700

Home » Purchasing » Purchase Order » PO0800001 » Update

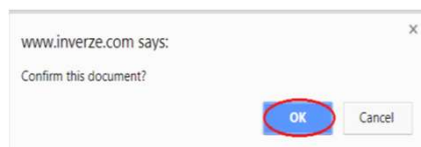
✓ Purchase order [PO0800001] saved.

Update Purchase Order PO0800001

CREATED : admin [2017-11-16 12:00:22] LAST UPDATED : admin [2017-11-16 17:34:11]

17. Click Confirm to save this PO at WIP status.

18. Click OK to confirmed document.



19. A message will show the Purchase order confirmed status as WIP
20. Click Close

Purchase order [PO0800001] confirmed. Status = [WIP]

View Purchase Order PO0800001

CREATED : admin [2017-11-16 12:00:22] LAST UPDATED : admin [2017-11-16 17:38:54]

Document section

Doc. Code * PO0800001
 Ref Code Test001
 Type * Web
 Division * DEMO
 Purchaser * admin
 Description * Purchase Order
 Remark 01 Test only 001
 Remark 02
 Date * 16-11-2017
 Status WIP
 Company * XXX TRADING SDN BHD
 Project *

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
 Currency * RM 1.0000
 Term * 30DAYS
 Branch (none) Area -
 Address WISMA GBA, LOT 8, JALAN PPU 3,
 TAMAN PERINDUSTRIAN PUCHONG UTAMA,
 47100 PUCHONG,
 SELANGOR.
 Attention
 Phone 01 03-80228888 Fax 01 03-80687357

Void Close



Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » My Purchase Order

Manage My Purchase Order

Division DEMO Description DEMO
 Company Name XXX TRADING SDN BHD

Create

Displaying 1-1 of 1 result

Doc. Code	Ref Code	Date	Vendor	Net Amount (RM)	Status	Release	Remark	Actions
PO0800001	Test001	16-11-2017	4000/G01 - GBA CORPORATION SDN BHD	478.27	WIP	0/3		
				478.27				

Edit Purchase Order

Draft Purchase Order

1. Select the Purchase Order at Draft status
2. Click on pencil to edit the purchase order

[Home](#)
[System](#)
[Import/Export](#)
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[Home](#) » [Purchasing](#) » **My Purchase Order**

Manage My Purchase Order

Division: DEMO
Description: DEMO
Company Name: XXX TRADING SDN BHD

[Create](#)

Displaying 1-2 of 2 results.

Doc. Code	Ref Code	Date	Vendor	Net Amount (RM)	Status	Release	Remark	Actions
PO0800002		20-11-2017	4000/G01 - GBA CORPORATION SDN BHD	198.01	Draft	0/3		
PO0800001	Test001	16-11-2017	4000/G01 - GBA CORPORATION SDN BHD	478.27	WIP	0/3		
				676.28				

3. Edit on the PO document section and vendor section (fields highlighted in yellow)
4. Click Save after done editing.

[Home](#) » [Purchasing](#) » [Purchase Order](#) » PO0800002 » **Update**

Update Purchase Order PO0800002

CREATED : admin [2017-11-20 10:14:45]
LAST UPDATED : admin [2017-11-20 10:15:35]

Document section

Doc. Code * PO0800002
Ref Code *
Date * 20-11-2017
Type * Web
Status * Draft
Division * DEMO
Company * XXX TRADING SDN BHD
Purchaser * admin
Project *
Description * Purchase Order
Remark 01 * Test only 002
Remark 02 *

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
Currency * RM
Term * 30DAYS
Branch * (none)
Area *
Address * WISMA GBA, LOT 8, JALAN PPU 3, TAMAN PERINDUSTRIAN PUCHONG UTAMA, 47100 PUCHONG, SELANGOR.
Attention *
Phone 01 * 03-80228888
Fax 01 * 03-80687357

Delete
Save
Confirm
Close

5. Next, scroll down to bottom page to edit Item purchase
6. Click on Pencil to edit Item Purchase

Purchase Order Lines

[Delete selected line\(s\)](#) | [Create new line](#) | [Batch entry](#)

Total 3 results.

#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt	
1	041040	P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml	MAIN	12	UNIT	2.4000		TX	28.8000	1.7300	30.5300	
2	041042	CHERRY COLA 1 X 12 CANS x 325ml	MAIN	15	UNIT	3.2000		TX	48.0000	2.8800	50.8800	
3	041043	MINT COLA 1 X 12 BTL	MAIN	22	UNIT	5.0000		TX	110.0000	6.6000	116.6000	

Discount

%
 %
 %
 %

Tax Summary :

Code	%	Amount	Tax
TX	6.00	186.80	11.21
			11.21

Order Amount (RM)	186.8000
Discount Amount (RM)	0.0000
Tax Amount (RM)	11.2100
Net Amount (RM)	198.0100

7. Click Save after done edit the item.

Update Purchase Order Line #1

CREATED : admin [2017-11-20 10:15:28]
LAST UPDATED : admin [2017-11-20 10:15:35]

Purchase Order Line

* 1
Item * 041040 P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml
Description P1.5L 7UP 2ndRemark
ETD 27-11-2017

Location * MAIN
Expiry Date
On Hand 1302 CTN

Shelf
Batch No
Reorder Qty 0.0000
Reorder Level 0.0000

Stock Rotation -
Serial No

Qty	12	UOM *	UNIT	1.000000	Price	2.4000	* Sales Selling Price	3.30
Order Amt	28.8000	Discount by	Percentage		Disc % 01	0.0000 %	0.0000 %	0.0000
GST	TX			6.00	Tax Amt	1.7300	Net Amt	30.5300
Remark								

Save

New

Delete

Close

8. To delete purchase item, tick on selected line and click on Delete selected line(s)

Purchase Order Lines

Delete selected line(s)

Total 3 results.

#	Item	Description	Location	Qty	Price	UOM	GST	Order Amt	Tax Amt	Net Amt	
☒	1	041040	P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml	MAIN	12	2.4000	UNIT	TX	28.8000	1.7300	30.5300
☐	2	041042	CHERRY COLA 1 X 12 CANS x 325ml	MAIN	15	3.2000	UNIT	TX	48.0000	2.8800	50.8800
☐	3	041043	MINT COLA 1 X 12 BTL	MAIN	22	5.0000	UNIT	TX	110.0000	6.6000	116.6000

9. Then, click OK to confirm delete item line

www.inverze.com says:

Are you sure to perform this action on checked items?

10. Then, click Save to save the PO under Draft status
Or Click Confirm to save PO under WIP status

Purchase Order Lines

Delete selected line(s) | Create new line | Batch entry

Total 2 results.

#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt
☐	1	041042	CHERRY COLA 1 X 12 CANS x 325ml	MAIN	15	UNIT	3.2000	TX	48.0000	2.8800	50.8800
☐	2	041043	MINT COLA 1 X 12 BTL	MAIN	22	UNIT	5.0000	TX	110.0000	6.6000	116.6000

Discount % % % %

Tax Summary :

Code	%	Amount	Tax
TX	6.00	158.00	9.48
			9.48

Order Amount (RM) 158.0000
Discount Amount (RM) 0.0000
Tax Amount (RM) 9.4800
Net Amount (RM) 167.4800

WIP Purchase Order

1. Select the PO with WIP status
2. Click the magnifying glass to view the PO

inverze
business software

Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » My Purchase Order

Manage My Purchase Order

Division Description

Company Name

Create

Displaying 1-2 of 2 results.

Doc. Code	Ref Code	Date	Vendor	Net Amount (RM)	Status	Release	Remark	Actions
PO0800002		20-11-2017	4000/G01 - GBA CORPORATION SDN BHD	167.48	Draft	0/2		
PO0800001	Test001	16-11-2017	4000/G01 - GBA CORPORATION SDN BHD	478.27	WIP	0/3		
				645.75				

3. Click Void to void the PO

Home » Purchasing » Purchase Order » PO0800001

View Purchase Order PO0800001

CREATED : admin [2017-11-16 12:00:22] LAST UPDATED : admin [2017-11-20 10:13:23]

Document section

Doc. Code *	PO0800001	Date *	16-11-2017
Ref Code	Test001	Status	WIP
Type *	Web	Company *	XXX TRADING SDN BHD
Division *	DEMO	Project *	-
Purchaser *	admin		
Description *	Purchase Order		
Remark 01	Test only 001		
Remark 02			

Vendor section

Vendor *	4000/G01 GBA CORPORATION SDN BHD		
Currency *	RM		1.0000
Term *	30DAYS		
Branch	(none)	Area	-
Address	WISMA GBA, LOT 8, JALAN PPU 3, TAMAN PERINDUSTRIAN PUCHONG UTAMA, 47100 PUCHONG, SELANGOR.		
Attention			
Phone 01	03-80228888	Fax 01	03-80687357

Void Close

4. Click OK to confirm void PO

www.inverze.com says:

Confirm to void this document?

5. A message will show the PO confirmed at voided status.

Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » Purchase Order » PO0800001 » Update

Purchase order [PO0800001] voided. Status = [Void]

6. Click Update to edit PO

Vendor section

Vendor *	4000/G01 GBA CORPORATION SDN BHD		
Currency *	RM		1.0000
Term *	30DAYS		
Branch	(none)	Area	-
Address	WISMA GBA, LOT 8, JALAN PPU 3, TAMAN PERINDUSTRIAN PUCHONG UTAMA, 47100 PUCHONG, SELANGOR.		
Attention			
Phone 01	03-80228888	Fax 01	03-80687357

7. Edit on the PO document section and vendor section
8. Click Save after done editing.

Home » Purchasing » Purchase Order » PO0800001 » Update

Update Purchase Order PO0800001

CREATED : admin [2017-11-16 12:00:22] LAST UPDATED : admin [2017-11-20 11:01:50]

Document section

Doc. Code * PO0800001

Ref Code Test001

Type * Web

Division * DEMO

Purchaser * admin

Description * Purchase Order

Remark 01 Test only 001

Remark 02

Date * 16-11-2017

Status Void

Company * XXX TRADING SDN BHD

Project *

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD

Currency * RM

Term * 30DAYS

Branch (none)

Address WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.

Attention

Phone 01 03-80228888

1.0000

Area

Fax 01 03-80687357

Delete
Save
Confirm
Close

9. Next, scroll down to bottom page to edit Item purchase
10. Click on Pencil to edit Item Purchase

Purchase Order Lines											
											Delete selected line(s) Create new line Batch entry
											Total 3 results.
#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt
1	041040	P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml	MAIN	12	UNIT	2.4000		TX	28.8000	1.7300	30.5300
2	041040	P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml	MAIN	13	CTN	28.8000		TX	374.4000	22.4600	396.8600
3	041042	CHERRY COLA 1 X 12 CANS x 325ml	MAIN	15	UNIT	3.2000		TX	48.0000	2.8800	50.8800

11. Click Save after done edit the item purchase
12. And, click Close after done edit all the items

Update Purchase Order Line #1

CREATED : admin [2017-11-16 17:17:41] LAST UPDATED : admin [2017-11-20 11:01:50]

Purchase Order Line

* 1

Item * 041040 P1 5L 7UP 2ndRemark 1 x 24 CANS x 325ml

Description P1.5L 7UP 2ndRemark

ETD 16-11-2017

Location * MAIN Shelf Stock Rotation -

Expiry Date Batch No Serial No

On Hand 1302 CTN

Reorder Qty 0.0000 Reorder Level 0.0000

Qty 12

UOM * UNIT 1.000000

Price 2.4000 * Sales Selling Price 3.30

Order Amt 28.8000

Discount by Percentage

Disc % 01 0.0000 % 0.0000 % 0.0000 % 0.0000

GST TX 6.00

Tax Amt 1.7300

Net Amt 30.5300

Remark

Save New Delete Close

13. A message will show the item line updated

Home » Purchase Order » PO0800001 » Update Purchase Order Line

✓ Purchase order line #1 updated.

14. Once done, click Save to save the PO to draft
15. Or click Confirm to save this PO under WIP status.
16. A message will show the PO confirmed as WIP status.

Home » Purchasing » Purchase Order » PO0800001

✓ Purchase order [PO0800001] confirmed. Status = [WIP]

Void Purchase Order

1. Select The PO with Void status
2. Click on magnifying glass to view the PO

Home » Purchasing » My Purchase Order

Manage My Purchase Order

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Create

Displaying 1-2 of 2 results.

Doc. Code	Ref Code	Date	Vendor	Net Amount (RM)	Status	Release	Remark	Actions
PO0800002		20-11-2017	4000/G01 - GBA CORPORATION SDN BHD	167.48	Draft	0/2		
PO0800001	Test001	16-11-2017	4000/G01 - GBA CORPORATION SDN BHD	242.74	Void	0/2		
				410.22				

3. Click Update to edit PO

Home » Purchasing » Purchase Order » PO0800001

View Purchase Order PO0800001

CREATED : admin [2017-11-16 12:00:22] LAST UPDATED : admin [2017-11-20 12:24:33]

Document section

Doc. Code * PO0800001
Ref Code * Test001
Date * 16-11-2017
Type * Web
Status * Void
Division * DEMO
Company * XXX TRADING SDN BHD
Purchaser * admin
Project *
Description * Purchase Order
Remark 01 * Test only 001
Remark 02 *

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
Currency * RM 1.0000
Term * 30DAYS
Branch * (none) Area *
Address * WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.
Attention *
Phone 01 * 03-80228888 Fax 01 * 03-80687357

Delete Update Confirm Close

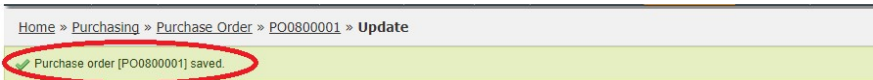
4. Click Save after done edit

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
Currency * RM 1.0000
Term * 30DAYS
Branch * (none) Area *
Address * WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.
Attention *
Phone 01 * 03-80228888 Fax 01 * 03-80687357

Delete Save Confirm Close

5. A message will show the PO under saved status



6. Or, click Confirm to save the PO under WIP status

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD

Currency * RM 1.0000

Term * 30DAYS

Branch (none) Area -

Address WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.

Attention

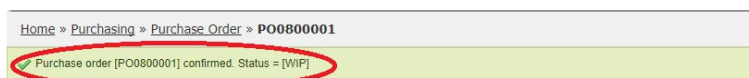
Phone 01 03-80228888 Fax 01 03-80687357

Buttons: Delete Save **Confirm** Close

7. And, click OK to confirm the document



8. A message will show the PO saved under WIP status



Delete Purchase Order

* Only Draft Purchase Order can be deleted

* Purchase Order with WIP status or Completed status can only be voided

Draft Purchase Order

1. Click Delete to delete the draft PO.

Home » Purchasing » Purchase Order » PO0800002 » Update

Update Purchase Order PO0800002

CREATED : admin [2017-11-20 10:14:45] LAST UPDATED : admin [2017-11-20 10:46:43]

Document section

Doc. Code * PO0800002
 Ref Code
 Type * Web
 Division * DEMO
 Purchaser * admin
 Description * Purchase Order
 Remark 01 Test only 002
 Remark 02

Date * 20-11-2017
 Status Draft
 Company * XXX TRADING SDN BHD
 Project *

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
 Currency * RM 1.0000
 Term * 30DAYS
 Branch (none) Area
 Address WISMA GBA, LOT 8, JALAN PPU 3,
 TAMAN PERINDUSTRIAN PUCHONG UTAMA,
 47100 PUCHONG,
 SELANGOR.
 Attention
 Phone 01 03-80228888 Fax 01 03-80687357

Delete Save Confirm Close

2. Click OK to confirm delete PO

www.inverze.com says:

Confirm to delete [PO0800002]?

OK Cancel

3. A message will show the Purchase Order successfully deleted

Home » Purchasing » Purchase Order

Purchase Order [PO0800002] successfully deleted

Manage Purchase Order

Division A1DEMO Description A1 DEMO
 Company Name XXX TRADING SDN BHD

Displaying 1-3 of 3 results.

Doc. Code	Ref Code	Doc Date	Vendor	Created by	Net Amount (RM)	Prt	Status	Release	Remark	Actions
PO0900003		07-11-2017	4000/A13 - AIK CHEONG COFFEE ROASTER SDN BHD	admin	139.92	No	Draft	0/1		
PO0900002		16-03-2017	4000/A13 - AIK CHEONG COFFEE ROASTER SDN BHD	admin	0.00	No	Draft	0/0		
PO0900001		08-06-2016	4000/E02 - DKSH MARKETING SERVICE S/B - CEREBOS	admin	0.00	No	Draft	0/0		

Void Purchase Order

WIP Purchase Order

1. Click Void to void the purchase order

Home » Purchasing » Purchase Order » PO0800001

View Purchase Order PO0800001

CREATED : admin [2017-11-16 12:00:22] LAST UPDATED : admin [2017-11-20 12:38:54]

Document section

Doc. Code * PO0800001
 Ref Code Test001
 Type * Web
 Division * DEMO
 Purchaser * admin
 Description * Purchase Order
 Remark 01 Test only 001
 Remark 02
 Date * 16-11-2017
 Status WIP
 Company * XXX TRADING SDN BHD
 Project *

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
 Currency * RM 1.0000
 Term * 30DAYS
 Branch (none)
 Address WISMA GBA, LOT 8, JALAN PPU 3,
 TAMAN PERINDUSTRIAN PUCHONG UTAMA,
 47100 PUCHONG,
 SELANGOR.
 Attention
 Phone 01 03-80228888 Fax 01 03-80687357

Void Close

2. Click OK to confirm void the PO

www.inverze.com says:

Confirm to void this document?

OK Cancel

3. A message will show PO status void

Home » Purchasing » Purchase Order » PO0800001 » Update

Purchase order [PO0800001] voided. Status = [Void]

4. Click Close when done

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
 Currency * RM 1.0000
 Term * 30DAYS
 Branch (none)
 Address WISMA GBA, LOT 8, JALAN PPU 3,
 TAMAN PERINDUSTRIAN PUCHONG UTAMA,
 47100 PUCHONG,
 SELANGOR.
 Attention
 Phone 01 03-80228888 Fax 01 03-80687357

Delete Save Confirm Close

Completed Purchase Order

1. Click Void to void the purchase order

Home » Purchasing » Purchase Order » PO0800003

View Purchase Order PO0800003

CREATED : admin [2017-11-20 14:35:06] LAST UPDATED : admin [2017-11-20 14:39:24]

Document section

Doc. Code * PO0800003
 Ref Code Test002
 Type * Web
 Division * DEMO
 Purchaser * admin
 Description * Purchase Order
 Remark 01
 Remark 02

Date * 20-11-2017
 Status **Completed**
 Company * XXX TRADING SDN BHD
 Project *

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
 Currency * RM 1.0000
 Term * 30DAYS
 Branch (none) Area -
 Address WISMA GBA, LOT 8, JALAN PPU 3,
 TAMAN PERINDUSTRIAN PUCHONG UTAMA,
 47100 PUCHONG,
 SELANGOR.
 Attention
 Phone 01 03-80228888 Fax 01 03-80687357

Void **Close**

2. Click OK to confirm void the PO

www.inverze.com says:

Confirm to delete [PO0800002]?

OK Cancel

3. A message will show PO status void

Home » Purchasing » Purchase Order » PO0800003 » **Update**

✓ Purchase order [PO0800003] voided. Status = [Void]

4. Click Close once done

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
 Currency * RM 1.0000
 Term * 30DAYS
 Branch (none) Area -
 Address WISMA GBA, LOT 8, JALAN PPU 3,
 TAMAN PERINDUSTRIAN PUCHONG UTAMA,
 47100 PUCHONG,
 SELANGOR.
 Attention
 Phone 01 03-80228888 Fax 01 03-80687357

Delete **Save** **Confirm** **Close**

Invoicing

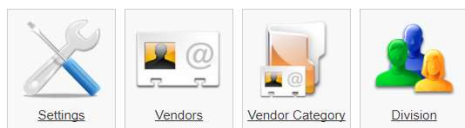
Invoicing Purchase Order

* Only Purchase Order with WIP status can be confirmed as Purchase Order

1. Click on Invoicing

Purchasing Index

Setup



Transactions



2. Tick on ☐ then click on Transfer selected line(s)

Home » Purchasing » Purchase Invoice » Invoicing From Purchase Order

Invoicing From Purchase Order

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Search

- Fill in vendor if you would like to filter documents on a specified vendor only.

Vendor: Search

Transfer From Purchase Orders

- Select the document number set, location and stock rotation to be used for creating purchase invoices.
- Tick on document(s) and click on 'Transfer selected line(s)' link to generate purchase invoices.
- Otherwise you may click on the 'View' button to perform transfer by lines.

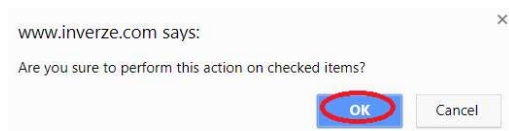
Document No. Set: PI0800002
Location: MAIN
Current Rotation: -

Transfer selected line(s)

Displaying 1-1 of 1 result.

☒	Purchaser	Vendor	Doc. Code	Ref Code	Date	Remark	Net Amount (RM)	Status
☒	admin	4000/G01 - GBA CORPORATION SDN BHD	PO0800001	Test001	16-11-2017	Test only 001	242.74	WIP
							242.74	

3. Click OK



4. The PO will transfer to bottom part to proceed Purchase Invoice

5. The Purchase Invoices are all set at Draft Status

6. Click Pencil to edit Purchase Invoice

Document No. Set * Location * Current Rotation *

[Transfer selected line\(s\)](#)

Purchaser	Vendor	Doc. Code	Ref Code	Date	Remark	Net Amount (RM)	Status
						0.00	

No results found.

Purchase Invoices

* Listing shows all the existing purchase invoices in status of Draft.

Displaying 1-1 of 1 result.

Inv Code	Doc Date	P/O Code	Vendor	Division	Net Amount (RM)	Status	Actions
PI0800002	20-11-2017	PO0800001	4000/G01 - GBA CORPORATION SDN BHD	DEMO	242.74	Draft	
					242.74		

7. Click Confirm to change the Purchase Invoice to Complete status

Update Purchase Invoice PI0800002

CREATED : admin [2017-11-20 15:52:53] LAST UPDATED : admin [2017-11-20 15:52:54]

Document section

Inv Code * Vendor's Inv No * Vendor's D/O No

P/O Code Order Type * Due On *

Doc Date * Status Division *

Company * XXX TRADING SDN BHD Purchaser *

Project * Description *

Remark 01 Remark 02

Vendor section

Vendor * Currency * 1.0000

Term * Branch Area *

Address 01

Attention Phone 01 Fax 01

Edit Purchase Invoice

1. Click on Pencil to edit Purchase Invoice

Purchase Invoices

• Listing shows all the existing purchase invoices in status of Draft.

Displaying 1-1 of 1 result.

Inv Code	Doc Date	P/O Code	Vendor	Division	Net Amount (RM)	Status	Actions
PI0800002	20-11-2017	PO0800001	4000/G01 - GBA CORPORATION SDN BHD	DEMO	242.74	Draft	
					242.74		

2. Review on document section and vendor section, then click Save

Update Purchase Invoice PI0800002

CREATED : admin [2017-11-20 15:52:53] LAST UPDATED : admin [2017-11-20 15:52:54]

Document section

Inv Code * PI0800002

Vendor's Inv No * Test001

P/O Code PO0800001

Doc Date * 20-11-2017

Status Draft

Company * XXX TRADING SDN BHD

Project * -

Description * Purchase Order

Remark 01 Test only 001

Remark 02

Vendor's D/O No

Order Type * Web

Due On * 20-12-2017

Division * DEMO

Purchaser * admin

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD

Currency * RM 1.0000

Term * 30DAYS

Branch (none)

Area * -

Address 01 WISMA GBA, LOT 8, JALAN PPU 3, TAMAN PERINDUSTRIAN PUCHONG UTAMA, 47100 PUCHONG, SELANGOR.

Attention

Phone 01 03-80228888

Fax 01 03-80687357

Buttons: Delete, Save, Confirm, Close

3. To edit on Purchase Item, click pencil

4. To add new item, click Create New Line

5. To delete item, tick item and click Delete Selected Line(s)

6. One done on edit, click Save.

Invoice Lines

Delete selected line(s) | Create new line | Batch entry

Total 2 results.

#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt	
1	041042	CHERRY COLA 1 X 12 CANS x 325ml	MAIN	20	UNIT	3.2000		TX	64.0000	3.8400	67.8400	
2	041043	MINT COLA 1 X 12 BTL	MAIN	33	UNIT	5.0000		TX	165.0000	9.9000	174.9000	

Discount 0.00 % 0.00 % 0.00 % 0.00 %

Tax Summary :

Code	%	Amount	Tax
TX	6.00	229.00	13.74
			13.74

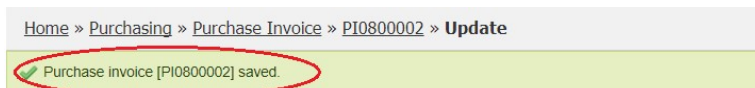
Order Amount (RM) 229.0000

Discount Amount (RM) 0.0000

Tax Amount (RM) 13.7400

Net Amount (RM) 242.7400

7. A message will show Purchase Invoice saved



Confirm Purchase Order

1. Click on pencil to view Purchase Invoice

Purchase Invoices

- Listing shows all the existing purchase invoices in status of Draft.

Displaying 1-1 of 1 result.

Inv Code	Doc Date	P/O Code	Vendor	Division	Net Amount (RM)	Status	Actions
PI0800002	20-11-2017	PO0800001	4000/G01 - GBA CORPORATION SDN BHD	DEMO	242.74	Draft	
					242.74		

2. Click Confirm to confirm Purchase Invoice

Update Purchase Invoice PI0800002

CREATED : admin [2017-11-20 15:52:53] LAST UPDATED : admin [2017-11-20 16:47:36]

Document section

Inv Code * PI0800002
 Vendor's Inv No * Test001
 P/O Code PO0800001
 Doc Date * 20-11-2017
 Status Draft
 Company * XXX TRADING SDN BHD
 Project * -
 Description * Purchase Order
 Remark 01 Test only 001
 Remark 02

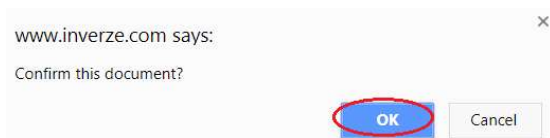
Vendor's D/O No
 Order Type * Web
 Due On * 20-12-2017
 Division * DEMO
 Purchaser * admin

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD
 Currency * RM 1.0000
 Term * 30DAYS
 Branch (none)
 Area * -
 Address 01 WISMA GBA, LOT 8, JALAN PPU 3,
 TAMAN PERINDUSTRIAN PUCHONG UTAMA,
 47100 PUCHONG,
 SELANGOR.
 Attention
 Phone 01 03-80228888
 Fax 01 03-80687357

Buttons: Delete, Save, **Confirm**, Close

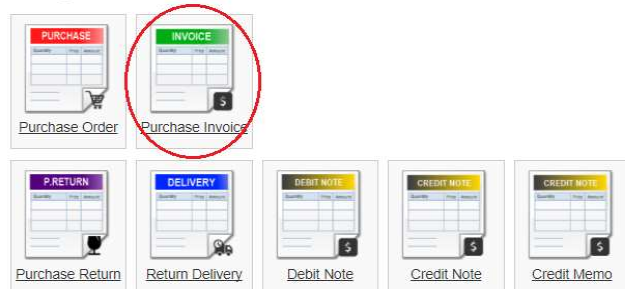
3. Click OK to confirm document



4. The Purchase invoice will change to Complete status

5. To view the Purchase Invoice , go to Purchasing > Manage & Search Document, click Purchase Invoice

Manage & Search Document



6. Click on magnifying glass to view Purchase Invoice.

Manage Purchase Invoice

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

[Batch print](#) | [Create](#)

Displaying 1-1 of 1 result.

Inv Code	GRN Code	Vendor's Inv No	Doc Date	Order Type	Vendor	Term	Net Amount (RM)	Is Printed	Status	Remark	Actions
PI0800002	-	Test001	20-11-2017	W	4000/G01 - GBA CORPORATION SDN BHD	30DAYS	242.74	No	Completed	Test only 001	
Total :							242.74				

Void Purchase Invoice

1. click Void to void Purchase Invoice

View Purchase Invoice PI0800002

CREATED : admin [2017-11-20 15:52:53] LAST UPDATED : admin [2017-11-20 17:08:21]

Document section

Inv Code: PI0800002
Vendor's Inv No: Test001
P/O Code: PO0800001
Doc Date: 20-11-2017
Status: Completed
Company: XXX TRADING SDN BHD
Project: -
Description: Purchase Order
Remark 01: Test only 001
Remark 02:
Vendor's D/O No:
Order Type: Web
Due On: 20-12-2017
Division: DEMO
Purchaser: admin

Vendor section

Vendor: 4000/G01 GBA CORPORATION SDN BHD
Currency: RM 1.0000
Term: 30DAYS
Branch: (none) Area: -
Address 01: WISMA GBA, LOT 8, JALAN PPU 3, TAMAN PERINDUSTRIAN PUCHONG UTAMA, 47100 PUCHONG, SELANGOR.
Attention:
Phone 01: 03-80228888 Fax 01: 03-80687357

[Void](#) [Close](#)

2. Fill in reason to void Purchase Invoice
3. Then, click Confirm to proceed to next step

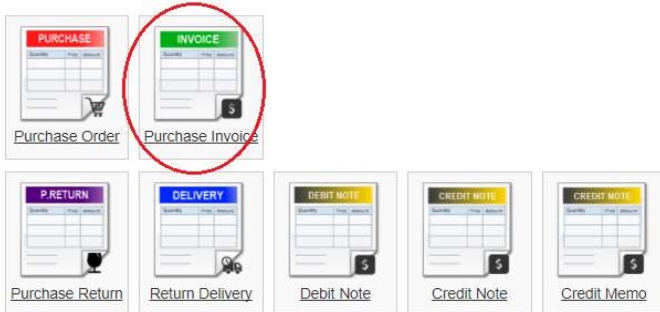
4. Click OK to confirm void the document

5. A message will show the Purchase Invoice voided

Create Purchase Invoice

1. Go to Purchasing > Manage & Search Document, then click Purchase Invoice

Manage & Search Document



2. Click Create

Home » Purchasing » Purchase Invoice » Manage

Manage Purchase Invoice

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Batch print **Create**

Displaying 1-1 of 1 result.

Inv Code	GRN Code	Vendor's Inv No	Doc Date	Order Type	Vendor	Term	Net Amount (RM)	Is Printed	Status	Remark	Actions
PI0800002	-	Test001	20-11-2017	W	4000/G01 - GBA CORPORATION SDN BHD	30DAYS	242.74	No	Void	Test only 001	
Total :							242.74				

3. Fill in the fields which highlighted in yellow

Home » Purchasing » Purchase Invoice » Create

Create Purchase Invoice

Document section

Inv Code * PI0800003 PI/08 (Latest doc no.)
 Vendor's Inv No * INV001-TEST
 P/O Code
 Doc Date * 20-11-2017
 Status Draft
 Company * XXX TRADING SDN BHD
 Project *
 Description * Purchase Invoice
 Remark 01
 Remark 02

Vendor's D/O No
 Order Type * Web
 Due On * 20-11-2017
 Division * DEMO
 Purchaser * admin

Vendor section

Vendor *
 Currency * 1.0000
 Term *
 Branch (none) Area *
 Address 01
 Attention
 Phone 01 Fax 01

Save & Continue **Cancel**

4. Click Create new line

Invoice Lines

Delete selected line(s) **Create new line** Batch entry

#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt
No results found.											

Discount 0.00 % 0.00 % 0.00 % 0.00 %

Tax Summary :

Order Amount (RM)	0.0000
Discount Amount (RM)	0.0000
Tax Amount (RM)	0.0000
Net Amount (RM)	0.0000

5. Fill the highlighted fields, then click Create

Manage Purchase Invoice Line

Line Details

1

Item * 041043 MINT COLA 1 X 12 BTL 877 CTN 10 UNIT (0)

Description MINT COLA 1 X 12 BTL

ETD 20-11-2017

Location * MAIN Shelf

Stock Rotate -

Batch New batch

On Hand 877 CTN 10 UNIT

Qty 5

Uom * UNIT 1.0000 * Sales Selling Price 5.70

Price 5.0000

Order Amt 25.0000

Discount by Percentage

Disc % 01 0.0000 % 0.0000 % 0.0000 % 0.0000 %

GST TX 6.00 %

Tax Amt 1.5000

Net Amt 26.5000

Remark

Create Cancel

6. A message will show the line was created

Home » Purchasing » Purchase Invoice » PI0800003 » Create Purchase Invoice Line

✓ Purchase invoice line #1 created

7. Continue create for next item

8. Once done, click Cancel

9. Click Save to save Purchase Invoice under as Draft status

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD

Currency * RM 1.0000

Term * 30DAYS

Branch (none) Area *

Address 01 WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.

Attention

Phone 01 03-80228888 Fax 01 03-80687357

Delete Save Confirm Close

Update Purchase Invoice PI0800003
CREATED : admin [2017-11-20 17:55:12]

Document section

Inv Code * PI0800003

Vendor's Inv No * INV001-TEST

P/O Code

Doc Date * 20-11-2017

Status **Draft**

Company * XXX TRADING SDN BHD

Project *

Description * Purchase Invoice

Remark 01

Remark 02

Vendor's D/O No

Order Type * Web

Due On * 20-11-2017

Division * DEMO

Purchaser * admin

Home » Purchasing » Purchase Invoice » PI0800003 » Update

Purchase invoice [PI0800003] saved.

(A message will show Purchase Invoice saved)

10. Or, click Confirm to change the Purchase Invoice to Complete status

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD

Currency * RM 1.0000

Term * 30DAYS

Branch (none) Area *

Address 01 WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.

Attention

Phone 01 03-80228888 Fax 01 03-80687357

Delete Save Confirm Close

Home » Purchasing » Purchase Invoice » PI0800003 » View

Purchase invoice [PI0800003] confirmed. Status : [Completed]

View Purchase Invoice PI0800003
CREATED : admin [2017-11-20 17:55:12]

Document section

Inv Code PI0800003

Vendor's Inv No INV001-TEST

P/O Code

Doc Date * 20-11-2017

Status **Completed**

Company * XXX TRADING SDN BHD

Project *

Description * Purchase Invoice

Remark 01

Remark 02

Vendor's D/O No

Order Type * Web

Due On * 20-12-2017

Division * DEMO

Purchaser * admin

www.inverze.com says:
Confirm this document?

OK Cancel

(Click OK at the prompt message)

(A prompt message will show Purchase Invoice confirm as Completed status)

11. Once done, Click Close

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD

Currency * RM 1.0000

Term * 30DAYS

Branch (none) Area *

Address 01 WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.

Attention

Phone 01 03-80228888 Fax 01 03-80687357

[Void](#) [Close](#)

12. To print Purchase Invoice, click on the printer icon.

Home » Purchasing » Purchase Invoice » Manage

Manage Purchase Invoice

Division DEMO Description DEMO

Company Name XXX TRADING SDN BHD

[Batch print](#) | [Create](#)

Displaying 1-2 of 2 results.

Inv Code	GRN Code	Vendor's Inv No	Doc Date	Order Type	Vendor	Term	Net Amount (RM)	Is Printed	Status	Remark	Actions
PI0800003	-	INV001-TEST	20-11-2017	W	4000/G01 - GBA CORPORATION SDN BHD	30DAYS	26.50	No	Completed		
PI0800002	-	Test001	20-11-2017	W	4000/G01 - GBA CORPORATION SDN BHD	30DAYS	242.74	No	Void	Test only 001	
Total :							269.24				

13. The Purchase Invoice will downloaded in PDF format. Click to open and print the Purchase Invoice.

PURCHASE RETURN

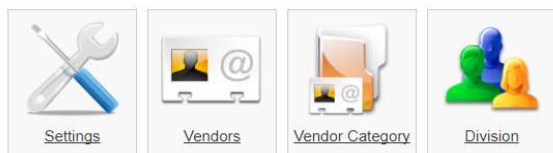
Create Purchase Return

1. Click on (Supplier) Purchase Return

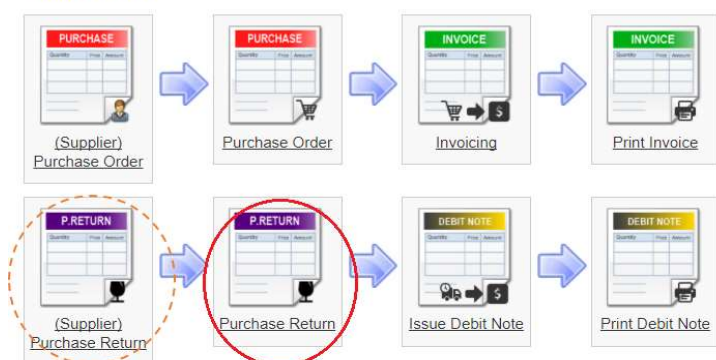
For Supplier to create Purchase Return - click on (Supplier) Purchase Return

Purchasing Index

Setup



Transactions



2. Click create

Manage My Purchase Return

Division

 Company Name

Description

[Create](#)

Doc Code	Ref Code	Date	Vendor	Division	Net Amount (RM)	Status	Release	Is Printed	Remark	Actions
						▼		▼		
<i>No results found.</i>										
					0.00					

3. Fill in the field which highlighted in yellow
4. Click Save & Continue

Home » Purchasing » Purchase Return » Create

Create Purchase Return

Document section

Doc Code * PR0800001 PR/08 (Latest doc no.)

Ref Code *

Date * 21-11-2017

Order Type * Web

Status Draft

Division * DEMO

Company * XXX TRADING SDN BHD

Purchaser * admin

Project *

Description * Purchase Return

Remark 01

Remark 02

Vendor section

Vendor *

Currency * 1.0000

Term *

Branch (none)

Area *

Delivery Address

Delivery Attention

Delivery Phone 01

Delivery Fax 01

Save & Continue Cancel

5. A message will show Purchase Return created

Home » Purchasing » Purchase Return » PR0800001 » Update

Purchase return [PR0800001] created. Please continue to create the lines.

6. Click Create new line

Purchase Return Lines

Delete selected line(s) Create new line Batch entry

#	Item	Description	Location	Reason	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt
No results found.												

Discount 0.00 % 0.00 % 0.00 % 0.00 %

Tax Summary :

Order Amount (RM)	0.0000
Discount Amount (RM)	0.0000
Tax Amount (RM)	0.0000
Net Amount (RM)	0.0000

7. Fill in the fields highlighted in yellow:

- 🍏 Item
- 🍏 Reason - select the reason to return.
- 🍏 Location
- 🍏 Invoice Ref - If have any invoice to refer as reference
- 🍏 Qty
- 🍏 UOM
- 🍏 Price
- 🍏 Discount by (Percentage / Amount)
- 🍏 Discount % (If any)
- 🍏 GST Tax Code

8. Click Create

Create Purchase Return Line

Purchase Return Line

* 1

Item * 041043 MINT COLA 1 X 12 BTL 878 CTN 3 UNIT (0) ▾

Description MINT COLA 1 X 12 BTL

Reason * B DAMAGED ▾

ETD 21-11-2017 📅 ✖

Location * MAIN ▾ Shelf ▾

Stock Rotation - ▾ Expiry Date * 📅

Batch No Serial No

On Hand 878 CTN 3 UNIT 🔍 Reserved Qty 0

Previous Next

PI0800003	INV001-TEST	2017-11-20	5	5	UNIT	TX			Refer
									Refer
									Refer

Invoice Ref. INV000123 ✖

Qty 12

UOM * UNIT ▾ 1.0000 * Sales Selling Price 5.70

Price 5.0000

Order Amt 60.0000

Discount by Percentage ▾

Disc % 01 0.0000 % 0.0000 % 0.0000 % 0.0000 %

GST TX ▾ 6.00 %

Tax Amt 3.6000

Net Amt 63.6000

Additional Remark

Create Cancel

9. Continue to create next item.

10. Click Cancel when done item creation

Create Cancel

11. Click Save to save this Purchase Return as Draft status

12. Or, Click Confirm to save this Purchase Return to WIP status

Delivery Attention

Delivery Phone 01 03-80228888

Delivery Fax 01 03-80687357

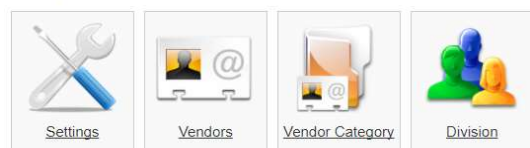
Delete Save Confirm Close

Issue Debit Note

1. Click Issue Debit Note

Purchasing Index

Setup



Transactions



2. The purchase return created from web / Sync back from Tab will appeared as below

Issue D/N From Purchase Return

Division: DEMO Description: DEMO
Company Name: XXXX TRADING SDN BHD

Search

Fill in vendor if you would like to filter documents on a specified vendor only.

Vendor: Search

Issue D/N From Purchase Returns

- Select the document number set to be used for creating debit notes.
- Tick on document(s) and click on 'Transfer selected line(s)' link to generate debit notes.
- Otherwise you may click on the 'View' button to perform transfer by lines.

Document No. Set: PD080000

Merge selected line(s) | Transfer selected line(s)

Displaying 1-1 of 1 result.

Purchaser	Vendor	Doc Code	Ref Code	Date	Area	Remark	Net Amount (RM)	Status
admin	4000/G01 - GBA CORPORATION SDN BHD	PR0800001		21-11-2017	-		63.60	WIP
							63.60	

Debit Notes

- Listing shows all the existing debit notes in status of DRAFT.

D/N No	Ref Code	Doc Date	Vendor	Division	Area	Net Amount (RM)	Status	Actions

No results found.

0.00

3. Tick on the Purchase Return

4. Click Transfer selected lines (s)

Issue D/N From Purchase Returns

- Select the document number set to be used for creating debit notes.
- Tick on document(s) and click on 'Transfer selected line(s)' link to generate debit notes.
- Otherwise you may click on the 'View' button to perform transfer by lines.

Document No. Set *

Merge selected line(s) **Transfer selected line(s)**

Displaying 1-1 of 1 result.

☒	Purchaser	Vendor	Doc Code	Ref Code	Date	Area	Remark	Net Amount (RM)	Status
☒	admin	4000/G01 - GBA CORPORATION SDN BHD	PR0800001		21-11-2017	-		63.60	WIP
								63.60	

Debit Notes

- Listing shows all the existing debit notes in status of DRAFT.

D/N No	Ref Code	Doc Date	Vendor	Division	Area	Net Amount (RM)	Status	Actions

No results found.

0.00

5. Click OK to confirm transfer.

www.inverze.com says:

Are you sure to perform this action on checked items?

OK Cancel

6. A message show Debit note generated

Home » Purchasing » Purchase Debit Note » Issue D/N From Purchase Return

✓ Debit Note(s) generated.

7. Scroll down to bottom page - Debit Note

8. Click on pencil

Debit Notes

- Listing shows all the existing debit notes in status of DRAFT.

Displaying 1-1 of 1 result.

D/N No	Ref Code	Doc Date	Vendor	Division	Area	Net Amount (RM)	Status	Actions
PD0800002		21-11-2017	4000/G01 - GBA CORPORATION SDN BHD	DEMO	-	63.60	Draft	
						63.60		

9. Fill in Ref Code as per highlighted field in yellow
10. Then, click Confirm to confirm the Debit Note

\$ Update Purchase Debit Note PD0800002 [Icons]

CREATED : admin [2017-11-21 14:51:36] LAST UPDATED : admin [2017-11-21 14:59:55]

Document section

D/N No	PD0800002	Status	Draft
Ref Code	000123	Due On *	21-12-2017
Doc Date *	21-11-2017	Company *	XXX TRADING SDN BHD
Division *	DEMO	Project *	-
Purchaser *	admin		
Description *	Purchase Return		
Remark 01			
Remark 02			

Vendor section

Vendor *	4000/G01 GBA CORPORATION SDN BHD		
Currency *	RM		1.0000
Term *	30DAYS		
Branch	(none)	Area *	-
Billing Address	WISMA GBA, LOT 8, JALAN PPU 3, TAMAN PERINDUSTRIAN PUCHONG UTAMA, 47100 PUCHONG, SELANGOR.		
Billing Attention			
Billing Phone 01	03-80228888	Billing Fax 01	03-80687357

Delete
Save
Confirm
Close

10. Click OK to confirm this document

www.inverze.com says:

Confirm this document?

OK
Cancel

11. A message will show Purchase Debit Note confirmed as Completed status

Home » Purchasing » Purchase Debit Note » PD0800002 » View

Purchase debit note [PD0800002] confirmed. Status : [Completed]

\$ View Purchase Debit Note PD0800002 [Icons]

CREATED : admin [2017-11-21 14:51:36] LAST UPDATED : admin [2017-11-21 15:09:36]

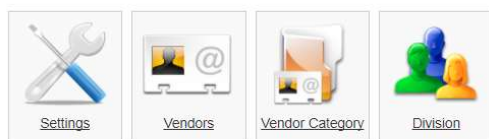
Document section

D/N No	PD0800002	Status	Completed
Ref Code	000123	Due On *	21-12-2017
Doc Date *	21-11-2017	Company *	XXX TRADING SDN BHD
Division *	DEMO	Project *	-
Purchaser *	admin		
Description *	Purchase Return		
Remark 01			
Remark 02			

12. To print Debit Note, go to Purchasing > Transaction > Print Debit Note

Purchasing Index

Setup



Transactions



13. Click Preview to generate Purchase Debit Note

14. Then, click Export to PDF

Home » Purchasing » Purchase Debit Note » **Print Purchase Debit Note (Batch)**

Print Purchase Debit Note (Batch)

Division

Division: DEMO Description: DEMO

Company Name: XXX TRADING SDN BHD

Search

Vendor:

Document No:

Date From: 01-11-2017 to 30-11-2017

Status: ☒ WIP ☒ Completed

Is Printed: NO

Preview **Export to PDF**

Total 1 result.

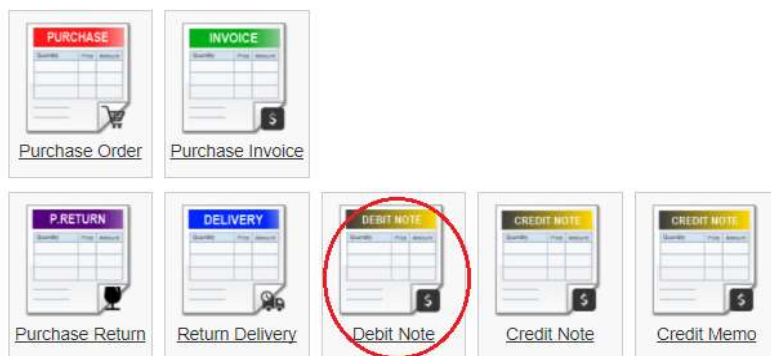
D/N No	Doc Date	Due On	Vendor	Division	Area	Net Amount (RM)	Printed
PD0800002	21-11-2017	21-12-2017	4000/G01 - GBA CORPORATION SDN BHD	DEMO	-	63.60	No
						63.60	

15. The Purchase Debit Note will downloaded in PDF format. Click to opne and print the Purchase Debit Note.

Create Debit Note

1. Go to Purchasing > Manage & Search Document > Debit Note

Manage & Search Document



2. Click Create

Home > Purchasing > Purchase Debit Note

Manage Purchase Debit Note

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Batch print **Create**

Displaying 1-2 of 2 results.

D/N No	Ref Code	Doc Date	Vendor	Remark 01	Term	Net Amount (RM)	Is D/N Printed	Status	Actions
PD0800002	0001234	21-11-2017	4000/G01 - GBA CORPORATION SDN BHD		30DAYS	63.60	Yes	Completed	
PD0800001	1234	26-10-2016	4000/G01 - GBA CORPORATION SDN BHD		30DAYS	0.00	No	Void	
						63.60			

3. Fill in the field which highlighted in yellow colour.

4. Then, click Save & Continue

Create Purchase Debit Note

Document section

D/N No * PD0800003 PD/08 (Latest doc no.)
 Ref Code 0001234
 Doc Date * 21-11-2017
 Division * DEMO
 Purchaser * admin
 Description * Purchase Debit Note
 Remark 01
 Remark 02

Status Draft
 Due On * 21-11-2017
 Company * XXX TRADING SDN BHD
 Project *

Vendor section

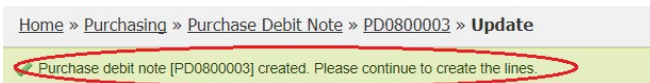
Vendor * 4000/G01 GBA CORPORATION SDN BHD
 Currency * RM 1.0000
 Term * 30DAYS
 Branch
 Area *

Billing Address
 WISMA GBA, LOT 8, JALAN PPU 3,
 TAMAN PERINDUSTRIAN PUCHONG UTAMA,
 47100 PUCHONG,
 SELANGOR.

Billing Attention
 Billing Phone 01 03-80228888
 Billing Fax 01 03-80687357

Save & Continue Cancel

5. A message will show Purchase Debit Note created



6. Click Create new line

Purchase Debit Note Lines

Delete selected line(s) Create new line Batch entry

#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Tax Amt	Net Amt
No results found.										

Discount 0.00 % 0.00 % 0.00 % 0.00 %

Tax Summary :

Order Amount (RM)	0.0000
Discount Amount (RM)	0.0000
Tax Amount (RM)	0.0000
Net Amount (RM)	0.0000

7. Fill in the field which highlighted in yellow

8. Then, click create

Home » Purchasing » Purchase Debit Note » PD0800003 » Create Purchase Debit Note Line

Create Purchase Debit Note Line

Line Details

1

Item * 041043 MINT COLA 1 X 12 BTL 877 CTN 3 UNIT (0)

Description MINT COLA 1 X 12 BTL

ETD 21-11-2017

Location * MAIN

Shelf

Stock Rotation -

Batch

On Hand 877 CTN 3 UNIT

Reserved Qty 0

Previous Next

2017-11-20	5	5	UNIT
------------	---	---	------

Qty 12

UOM * UNIT 1.0000

Price 5.0000 * Sales Selling Price 5.70

Order Amt 60.0000

Discount by Percentage

Disc % 01 0.0000 % 0.0000 % 0.0000 % 0.0000

GST TX 6.00 %

Tax Amt 3.6000

Net Amt 63.6000

Remark

Create Cancel

9. A message will show item line created



10. Continue to create for new item, and click Cancel when done creation



11. Click Save to save as Draft status
12. A message will show Purchase debit noted saved as Draft status

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD

Currency * RM 1.0000

Term * 30DAYS

Branch (none) Area * -

Billing Address
WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.

Billing Attention

Billing Phone 01 03-80228888 Billing Fax 01 03-80687357

Delete Save Confirm Close

Home » Purchasing » Purchase Debit Note » PD0800003 » Update

Purchase debit note [PD0800003] saved

Update Purchase Debit Note PD0800003

CREATED : admin [2017-11-21 15:32:12] LAST UPDATED : admin [2017-11-21 15:48:31]

Document section

D/N No PD0800003

Ref Code 0001234

Doc Date * 21-11-2017

Division * DEMO

Purchaser * admin

Description * Purchase Debit Note

Remark 01

Remark 02

Status Draft

Due On * 21-12-2017

Company * XXX TRADING SDN BHD

Project * -

13. Or, Click Confirm to complete the Purchase Debit Note
14. Click OK to confirm the document
15. A message will show Purchase Debit Note confirmed as Completed status

Vendor section

Vendor * 4000/G01 GBA CORPORATION SDN BHD

Currency * RM 1.0000

Term * 30DAYS

Branch (none) Area * -

Billing Address
WISMA GBA, LOT 8, JALAN PPU 3,
TAMAN PERINDUSTRIAN PUCHONG UTAMA,
47100 PUCHONG,
SELANGOR.

Billing Attention

Billing Phone 01 03-80228888 Billing Fax 01 03-80687357

Delete Save Confirm Close

Home » Purchasing » Purchase Debit Note » PD0800003 » View

Purchase debit note [PD0800003] confirmed Status : [Completed]

View Purchase Debit Note PD0800003

CREATED : admin [2017-11-21 15:32:12]

Document section

D/N No PD0800003

Ref Code 0001234

Doc Date * 21-11-2017

Division * DEMO

Purchaser * admin

Description * Purchase Debit Note

Remark 01

Remark 02

Status Completed

Due On * 21-12-2017

Company * XXX TRADING SDN BHD

Project * -

www.inverze.com says:

Confirm this document?

OK Cancel

(Click OK to confirm the document)

16. Click Close

17. To print Debit Note, click on Printer Icon

Home » Purchasing » Purchase Debit Note

\$ Manage Purchase Debit Note 🔒 👤 🗨️ 📄

Division: DEMO Description: DEMO

Company Name: XXX TRADING SDN BHD

[Batch print](#) | [Create](#)

Displaying 1-3 of 3 results.

D/N No	Ref Code	Doc Date	Vendor	Remark 01	Term	Net Amount (RM)	Is D/N Printed	Status	Actions
PD0800003	0001234	21-11-2017	4000/G01 - GBA CORPORATION SDN BHD		30DAYS	434.60	No	Completed	🔍 🖨️ ✖️
PD0800002	000123	21-11-2017	4000/G01 - GBA CORPORATION SDN BHD		30DAYS	63.60	Yes	Completed	🔍 🖨️
PD0800001	1234	26-10-2016	4000/G01 - GBA CORPORATION SDN BHD		30DAYS	0.00	No	Void	🔍 🖨️
						498.20			

18. A file will downloaded in PDF format, click to open the PDF file and print.

INVENTORY

1. Click on Stock Control

Home System Import/Export Master Customers Vendors Items Sales & Delivery Purchasing Inventory Finance

Sales & Stock Control

Go To Dashboards

Sales Manager Dashboard
 Outbound Dashboard

Go To Index

Sales & Delivery
 Purchasing
 Stock Control

Go To Reports

Sales Reports
 Sales Rep Reports
 Purchase Reports
 Stock Reports

Assign role to dashboard access (Super User)

Resources

- New features update (Mobile)
- New features update (Web)

Stock Count

1. Click on stock Count

Home System Import/Export Master Customers Vendors Items Sales & Delivery Purchasing **Inventory** Finance

Inventory Index

Setup

Settings
 Location
 Shelf Aisle
 Shelf Bay
 Shelf Level
 Products
 Services

Transactions

Stock Count
 Stock Adjustment
 Stock Transfer
 Replenishment
 Inventory Analysis

Create Stock Count

1. Click Manage Stock Count(s)

Home » Inventory » Stock Count » Transfer to Stock Adjustment

Transfer to Stock Adjustment

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Transfer

Document No. Set: IA0800003
Adjustment Date: 21-11-2017

Stock Count List

Preview In Excel | Import/Export Excel | Manage Stock Count(s) | Set Others To Zero | Transfer selected line(s)

Doc Code	Ref Code	Doc Date	Storekeeper	Company	Is Printed	Status	Actions

No results found.

2. Click Create

Home » Inventory » Stock Count » Manage

Manage Stock Count

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Preview In Excel2007 | Import Excel2007 **Create** | Back

Doc Code	Ref Code	Doc Date	Storekeeper	Division	Company	Is Printed	Status	Actions
No results found.								

3. Fill in the field which highlighted in yellow

- Ref Code - referenced code for the stock count
- Doc Date - date of stock count
- Description, Remark 01 or Remark 02

4. Then click Save & Continue

Home » System » Import/Export » Master » Customers » Vendors » Items » Sales & Delivery » Purchasing **Inventory** » Finance

Home » Inventory » Stock Count » Create

Create Stock Count

Document section

Doc Code * IC0800001 IC/08 (Latest doc no.)
Ref Code * 0001234
Doc Date * 21-11-2017
Doc Type * Web
Status Draft
Division * DEMO
Company * XXX TRADING SDN BHD
Storekeeper * admin
Description * Stock Count
Remark 01
Remark 02

Save & Continue Cancel

5. A message will show stock count created.

6. Click Create new line.

Home » Inventory » Stock Count » IC0800001 » Update

✓ Stock Count [IC0800001] created. Please continue to create the lines.

Update Stock Count IC0800001

Document section

Doc Code * IC0800001
Ref Code * 0001234
Doc Date * 21-11-2017
Doc Type * Web
Status Draft
Division * DEMO
Company * XXX TRADING SDN BHD
Storekeeper * admin
Description * Stock Count
Remark 01
Remark 02

Save Void Close

Stock Count Lines

Delete selected line(s) **Create new line**

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Last Sales Date	Count Qty	UOM
No results found.											

7. Fill in the field which highlighted in yellow

- 🍏 Location - Select the correct stock location
- 🍏 Count Qty - The total qty of physical stock as per stock count
- 🍏 UOM - Select the correct UOM (Exp: Unit/ Bag / CTN...)

8. Then, click Create

Home » Inventory » Stock Count » IC0800001 » Create Stock Count Line

Create Stock Count Line

Stock Count Line

* 1

Item * 041043 MINT COLA 1 X 12 BTL 876 CTN 3 UNIT (0) *

Description MINT COLA 1 X 12 BTL

Location * MAIN Shelf *

Stock Rotation - Batch *

On Hand 10,515.0000 Reserved Qty 0.0000

Count Qty 906

Uom * CTN 12.0000

Remark

Create Cancel

9. A message will show Stock Count line created

Home » Inventory » Stock Count » IC0800001 » Create Stock Count Line

✓ Stock Count line #[2] created.

10. Click Cancel when done creation for stock count item

Create Cancel

11. Click Save to Save the stock count as Draft status

Home » Inventory » Stock Count » IC0800001 » Update

Update Stock Count IC0800001

Document section

Doc Code * IC0800001
Ref Code 0001234
Doc Type * Web
Division * DEMO
Storekeeper * admin
Description * Stock Count
Remark 01
Remark 02

Doc Date * 21-11-2017
Status Draft
Company * XXX TRADING SDN BHD

Save Confirm Void Close

Home » Inventory » Stock Count » IC0800001 » Update

✓ Stock Count [IC0800001] saved

Update Stock Count IC0800001

Document section

Doc Code * IC0800001
Ref Code 0001234
Doc Type * Web
Division * DEMO
Storekeeper * admin
Description * Stock Count
Remark 01
Remark 02

Doc Date * 21-11-2017
Status Draft
Company * XXX TRADING SDN BHD

Save Confirm Void Close

Stock Count Lines

12. Or Click Confirm

13. Click OK to Confirm the document

14. A message will show stock count confirmed as WIP status

Home » Inventory » Stock Count » IC0800001 » Update

✓ Stock Count [IC0800001] saved

Update Stock Count IC0800001

Document section

Doc Code * IC0800001
Ref Code 0001234
Doc Type * Web
Division * DEMO
Storekeeper * admin
Description * Stock Count
Remark 01
Remark 02

Doc Date * 21-11-2017
Status Draft
Company * XXX TRADING SDN BHD

Save Confirm Void Close

www.inverze.com says:
Confirm this document?

OK Cancel

(Click OK to confirm this document)

Home » Inventory » Stock Count » IC0800001 » Update

✓ Stock count [IC0800001] confirmed Status: [WIP]

View Stock Count IC0800001

Doc Code * IC0800001
Ref Code 0001234
Doc Type * Web
Division * DEMO
Storekeeper * admin
Description * Stock Count
Remark 01
Remark 02

Doc Date * 21-11-2017
Status WIP
Company * XXX TRADING SDN BHD

Review Void Close

15. Click Close



Import Stock Count with Excel Template

1. Click Stock count

Home System Import/Export Master Customers Vendors Items Sales & Delivery Purchasing **Inventory** Finance

Inventory Index

Setup

Settings
 Location
 Shelf Aisle
 Shelf Bay
 Shelf Level

Products
 Services

Transactions

Stock Count
 Stock Adjustment
 Stock Transfer
 Replenishment
 Inventory Analysis

2. Click Import / Export Excel

Home » Inventory » Stock Count » Transfer to Stock Adjustment

Transfer to Stock Adjustment

Division: A1DEMO Description: A1 DEMO
Company Name: XXX TRADING SDN BHD

Transfer

Document No. Set: IA0900011
Adjustment Date: 21-11-2017

Stock Count List

Preview In Excel | **Import/Export Excel** | Manage Stock Count(s) | Set Others To Zero | Transfer selected line(s)

Doc Code	Ref Code	Doc Date	Storekeeper	Company	Is Printed	Status	Actions

No results found.

3. Select correct Default Location
4. Select the correct Mode
5. Click Download

Home » Inventory » Stock Count » Import From Excel2007

Import From Excel2007

Division

Division: DEMO Description: DEMO

Company Name: XXX TRADING SDN BHD

Export/Import Path: /var/www/gen

Upload

Document No Id: IC0800002

STKCOUNT.XLSX Choose File No file chosen

Upload Preview Create

Download

Default Location: MAIN

Mode: Active & Blocked Only

Active & Blocked Only

Active Only

Blocked Only

Inactive Only

Download Close

Upload/Download Files

File Name	Size	Date
STKCOUNT.XLSX	10,817 bytes	2017-10-11 16:32:30

6. A message will show a number of stock exported
7. Ensure the downloaded file is with current date and time

Home » Inventory » Stock Count » Import From Excel2007

32 records exported

Import From Excel2007

Division

Division: DEMO Description: DEMO

Company Name: XXX TRADING SDN BHD

Export/Import Path: /var/www/gen

Upload

Document No Id: IC0800002

STKCOUNT.XLSX Choose File No file chosen

Upload Preview Create

Download

Default Location: MAIN

Mode: Active & Blocked Only

Download Close

Upload/Download Files

File Name	Size	Date
STKCOUNT.XLSX	9,229 bytes	2017-11-21 17:23:42

8. Click on the File link to download an excel file

Import From Excel2007

Division

Division: DEMO Description: DEMO

Company Name: XXX TRADING SDN BHD

Export/Import Path: /var/www/gen

Upload

Document No Id: IC0800002

STKCOUNT.XLSX Choose File No file chosen

Upload Preview Create

Download

Default Location: MAIN

Mode: Active & Blocked Only

Download Close

Upload/Download Files

STKCOUNT.XLSX Click link 9,229 bytes 2017-11-21 17:23:42

www.inverze.com/ssp/assets/a4b03c4e/STKCOUNT.XLSX

STKCOUNT.XLSX 9.0/9.0 KB Show all

9. Downloaded excel as below format

10. Perform stock count and update the Qty (Column Q) in the excel template

11. Column A (REF_CODE) & Coloum B (HDR_DESR) is compulsory field to fill in:

REF_CODE - to fill your reference code for this stock count.

HDR_DESC - to fill decription of this stock count

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	REF_CODE	HDR_DESC	REMARK1	REMARK2	ITEM_CODE	ITEM_DESC	ITEM_DESC	PACKING	GROUP	LOCATION	SHELF	ROTATION	SERIAL_N	BATCH_N	EXPIRY_D	LAST_SAL	QTY	UOM
2	DEMO 2017-11-30	STOCK COUNT 2017-11-30			041043	MINT COLA 1 X 12 BTL			-	MAIN		-					10515	UNIT
3	DEMO 2017-11-30	STOCK COUNT 2017-11-30			041044	MINT CUP COLA			-	MAIN		-					46	UNIT
4	DEMO 2017-11-30	STOCK COUNT 2017-11-30			041098	COLA HERSHEY KISS			-	MAIN		-					644	CAN
5	DEMO 2017-11-30	STOCK COUNT 2017-11-30			08968618	INDOMIE MI GORENG ASLI 5X8			-	MAIN		-					4994	PKT
6	DEMO 2017-11-30	STOCK COUNT 2017-11-30			08968618	INDOMIE MI GORENG ASLI 5X8			-	MAIN		-		12309BS1	1/10/18		202	PKT
7	DEMO 2017-11-30	STOCK COUNT 2017-11-30			GBA-FRK12	KINDER BL 1 X 30 X 4			A/GBAFE	MAIN		-					2153	UNIT
8	DEMO 2017-11-30	STOCK COUNT 2017-11-30			GBA-FM12	FISHERMA 25G X 1 X 24			A/GBAFM	MAIN		-					-1	UNIT
9	DEMO 2017-11-30	STOCK COUNT 2017-11-30			GBA-FM12	FISHERMA 25G X 1 X 24			A/GBAFM	MAIN		-		12345AS2	1/1/19		2299	UNIT
10	DEMO 2017-11-30	STOCK COUNT 2017-11-30			GBA-FM12	FISHERMA 25G X 1 X 24			A/GBAFM	MAIN		-					-48	UNIT
11	DEMO 2017-11-30	STOCK COUNT 2017-11-30			GBA-FM12	FISHERMA 25G X 1 X 24			A/GBAFM	MAIN		-	123444	BA111033	1/10/19		2224	UNIT

12. Click Choose File

Import From Excel2007

Division

Division: DEMO Description: DEMO

Company Name: XXX TRADING SDN BHD

Export/Import Path: /var/www/gen

Upload

Document No Id: IC0800004

STKCOUNT.XLSX Choose File No file chosen

Upload Preview Create

Download

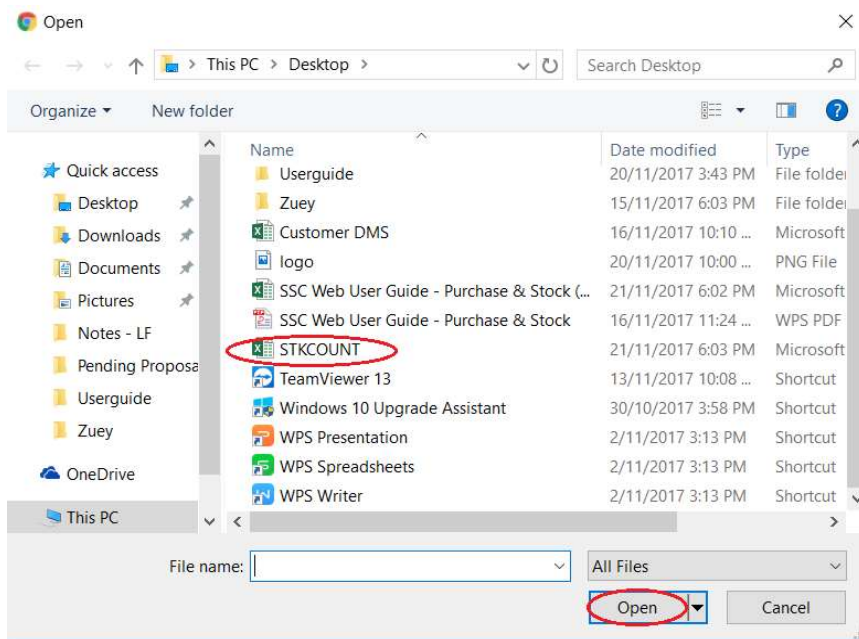
Default Location: MAIN

Mode: Active & Blocked Only

Download Close

13. Select the excel template with updated stock count qty

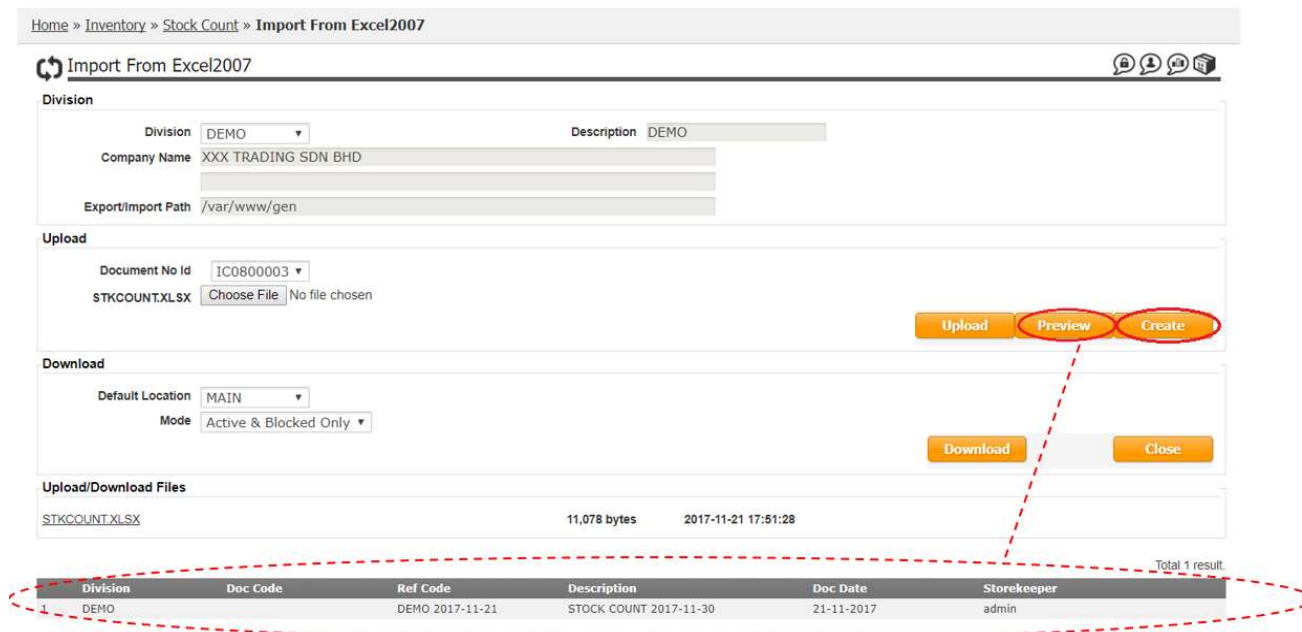
14. Click Open



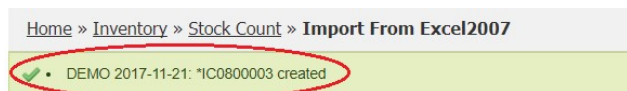
15. Click Upload

16. Click Preview - A line with uploaded file info (Ref Code, Decription Document Date) generated

17. Click Create



16. A message will show Stock Count file created



17. Click Close
18. The uploaded stock count was saved under Draft status
17. Click pencil to edit

Home » Inventory » Stock Count » Transfer to Stock Adjustment

Transfer to Stock Adjustment

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Transfer

Document No. Set: IA0800003
Adjustment Date: 21-11-2017

Stock Count List

[Preview In Excel](#) | [Import/Export Excel](#) | [Manage Stock Count\(s\)](#) | [Set Others To Zero](#) | [Transfer selected line\(s\)](#)

Total 3 results.

Doc Code	Ref Code	Doc Date	Storekeeper	Company	Is Printed	Status	Actions
IC0800001	0001234	21-11-2017	admin	ATC	No	WIP	
IC0800002	DEMO 2017-11-30	21-11-2017	admin	ATC	No	Draft	
IC0800003	DEMO 2017-11-21	21-11-2017	admin	ATC	No	Draft	

18. Check and edit stock qty and UOM
19. click Confirm once done edit/ checking.

Home » Inventory » Stock Count » IC0800002 » Update

Update Stock Count IC0800002

Document section

Doc Code: IC0800002
Ref Code: DEMO 2017-11-30
Doc Type: Web
Division: DEMO
Storekeeper: admin
Description: STOCK COUNT 2017-11-30
Remark 01:
Remark 02:

Doc Date: 21-11-2017
Status: Draft
Company: XXX TRADING SDN BHD

Save Confirm Void Close

Stock Count Lines

[Delete selected line\(s\)](#) | [Create new line](#)

Total 32 results.

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Last Sales Date	Count Qty	UOM	Actions
1	041043	MINT COLA 1 X 12 BTL	MAIN		-					10,515	UNIT	
2	041044	MINT CUP COLA	MAIN		-					46	UNIT	
3	041098	COLA HERSHEY KISS	MAIN		-					644	CAN	
4	089686180626	INDOMIE MI GORENG ASLI 5X8	MAIN		-					4,994	PKT	
5	089686180626	INDOMIE MI GORENG ASLI 5X8	MAIN		-	12309BS112		01-10-2018		202	PKT	
6	GBA-FRK1200	KINDER BUENO T2 1 X 30 X 4	MAIN		-					2,153	UNIT	

20. Click OK to confirm the document

www.inverze.com says:

Confirm this document?

OK Cancel

21. A message will show Stock Count status confirmed as WIP

22. Click Close

Home » Inventory » Stock Count » IC0800002 » Update

Stock count [IC0800002] confirmed. Status : [WIP]

View Stock Count IC0800002

CREATED : admin [2017-11-21 17:49:58] LAST UPDATED : admin [2017-11-21 18:14:41]

Document section

Doc Code * IC0800002
 Ref Code DEMO 2017-11-30
 Doc Date * 21-11-2017
 Doc Type * Web
 Status WIP
 Division * DEMO
 Company * XXX TRADING SDN BHD
 Storekeeper * admin
 Description * STOCK COUNT 2017-11-30
 Remark 01
 Remark 02

Reverse Void Close

Transfer Stock Count to Stock Adjustment

1. Select the Adjustment Date (physical stock count date)

Home » Inventory » Stock Count » Transfer to Stock Adjustment

Transfer to Stock Adjustment

Division DEMO Description DEMO
 Company Name XXX TRADING SDN BHD

Transfer

Document No. Set * IA0800004
 Adjustment Date 22-11-2017

Stock Count List

Nov 2017

Preview In Excel | Import/Export Excel | Manage Stock Count(s) | Set Others To Zero | Transfer selected line(s)

Doc Code	Ref Code	Doc Date	Storekeeper	Company	Is Printed	Status	Actions
IC0800002	DEMO 2017-11-30	21-11-2017	admin	ATC	No	WIP	

Total 1 result.

2. Tick on Stock Count

3. Click Transfer selected line (s)

Home » Inventory » Stock Count » Transfer to Stock Adjustment

Transfer to Stock Adjustment

Division DEMO Description DEMO
 Company Name XXX TRADING SDN BHD

Transfer

Document No. Set * IA0800004
 Adjustment Date 22-11-2017

Stock Count List

Preview In Excel | Import/Export Excel | Manage Stock Count(s) | Set Others To Zero | Transfer selected line(s)

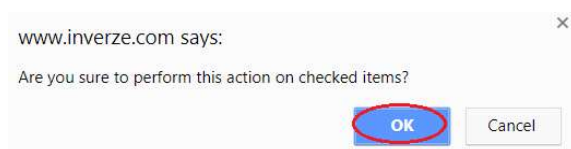
Doc Code	Ref Code	Doc Date	Storekeeper	Company	Is Printed	Status	Actions
☒ IC0800002	DEMO 2017-11-30	21-11-2017	admin	ATC	No	WIP	

Stock Adjustment List

Doc Code	Doc Date	Storekeeper	Company	Reason	Printed	Status	Actions

No results found.

4. Click **OK** to perform the transfer line to Stock Adjustment List



5. A message show Stock Adjustment generated

5. The stock count was transfer to bottom part as Draft status

6. Click pencil to edit

Home » Inventory » Stock Count » Transfer to Stock Adjustment

Stock adjustment [IA0800004] generated.

Transfer to Stock Adjustment

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Transfer

Document No. Set: IA0800005
Adjustment Date: 22-11-2017

Stock Count List

Preview In Excel | Import/Export Excel | Manage Stock Count(s) | Set Others To Zero | Transfer selected line(s)

Doc Code	Ref Code	Doc Date	Storekeeper	Company	Is Printed	Status	Actions
No results found.							

Stock Adjustment List

Total 1 result.

Doc Code	Doc Date	Storekeeper	Company	Reason	Printed	Status	Actions
IA0800004	22-11-2017	admin	ATC	-	No	Draft	

7. Click Confirm

Home » Inventory » Stock Adjustment » IA0800004 » Update

Update Stock Adjustment IA0800004

CREATED : admin [2017-11-22 10:36:04] LAST UPDATED : admin [2017-11-22 10:36:06]

Document section

Doc Code: IA0800004
Ref Code:
Reason: -
Division: DEMO
Storekeeper: admin
Doc Date: 22-11-2017
Status: Draft
Company: XXX TRADING SDN BHD
Description: STOCK COUNT 2017-11-30
Remark 01:
Remark 02:

Delete Save **Confirm** Close

Stock Adjustment Lines

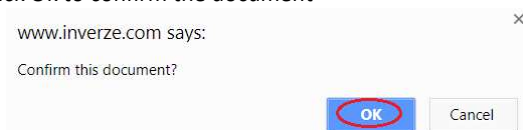
Delete selected line(s) | Create new line

Total 2 results.

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN		-				-29 CTN 9 UNIT
2	041044	MINT CUP COLA	MAIN		-				-1 CTN 4 UNIT

Print

8. Click Ok to confirm the document



9. A message will show Stock Adjustment confirmed as Completed status

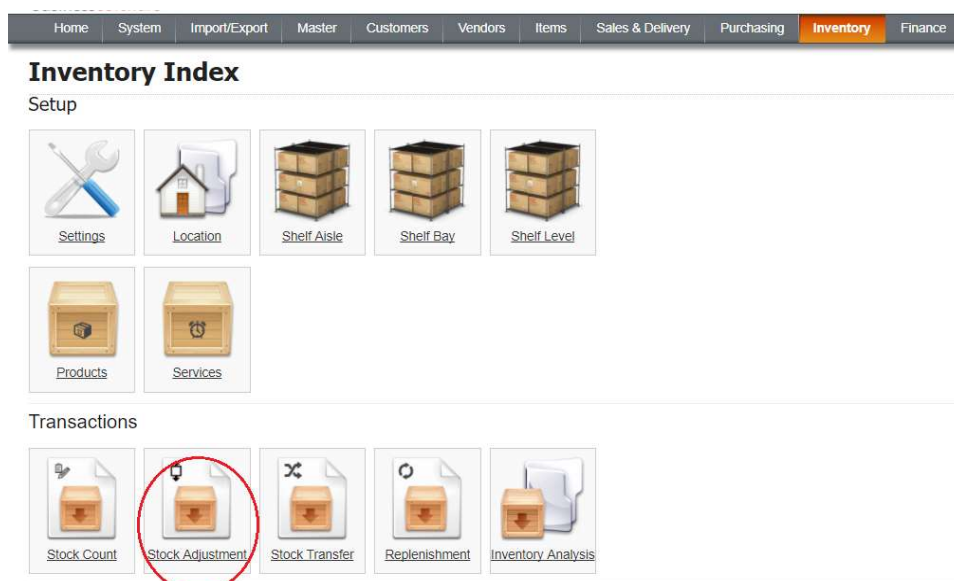
10. Stock level will adjusted accordingly.



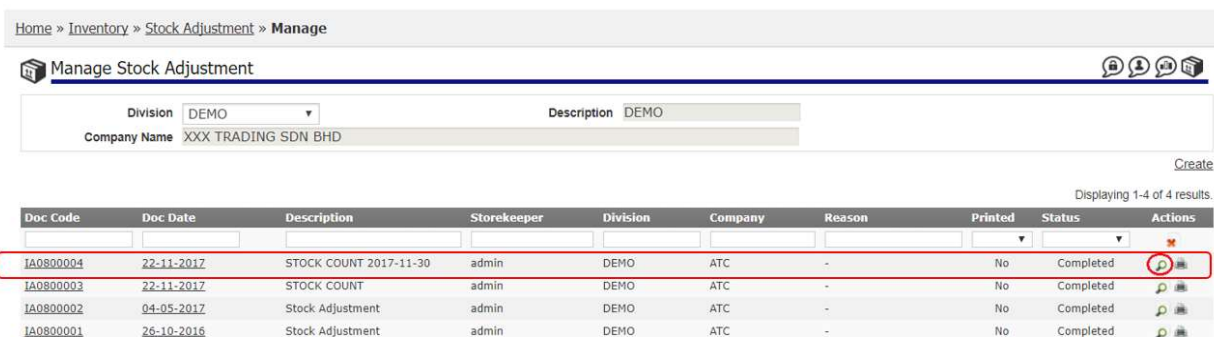
11. Click Close



12. To view the stock transaction, go to Inventory > Transaction > Stock Adjustment



13. You will see the transaction. Click on magnifying glass to view



Stock Adjustment

1. Click Stock Adjustment

Home System Import/Export Master Customers Vendors Items Sales & Delivery Purchasing **Inventory** Finance

Inventory Index

Setup

 Settings
  Location
  Shelf Aisle
  Shelf Bay
  Shelf Level

 Products
  Services

Transactions

 Stock Count
  **Stock Adjustment**
 Stock Transfer
  Replenishment
  Inventory Analysis

2. Click Create

Home » Inventory » Stock Adjustment » **Manage**

Manage Stock Adjustment

Division DEMO Description DEMO Company Name XXX TRADING SDN BHD

Create

Displaying 1-4 of 4 results.

Doc Code	Doc Date	Description	Storekeeper	Division	Company	Reason	Printed	Status	Actions
IA0800004	22-11-2017	STOCK COUNT 2017-11-30	admin	DEMO	ATC	-	No	Completed	 
IA0800003	22-11-2017	STOCK COUNT	admin	DEMO	ATC	-	No	Completed	 
IA0800002	04-05-2017	Stock Adjustment	admin	DEMO	ATC	-	No	Completed	 
IA0800001	26-10-2016	Stock Adjustment	admin	DEMO	ATC	-	No	Completed	 

3. Fill the fields as per highlighted in yellow

- 🍏 Ref Code - Ref no. for the stock adjustment
- 🍏 Doc Date - Date of the stock adjustment
- 🍏 Description, Remark 01 & Remark 02

4. Click Save & Continue

Home » Inventory » Stock Adjustment » **Create**

Create Stock Adjustment

Document section

Doc Code * IA0800005 IA/08 (Latest doc no.)

Ref Code **Stock Count Test 001** Doc Date * 22-11-2017

Reason * ~ Status Draft

Division * DEMO Company * XXX TRADING SDN BHD

Storekeeper * admin

Description * **Stock Adjustment**

Remark 01

Remark 02

Save & Continue Cancel

5. A message will show Stock Adjustment created

6. Click Create new line

Home » Inventory » Stock Adjustment » IA0800005 » Update

✓ Stock Adjustment [IA0800005] created. Please continue to create the lines.

Update Stock Adjustment IA0800005

CREATED : admin [2017-11-22 11:18:04] LAST UPDATED : admin [2017-11-22 11:18:04]

Document section

Doc Code * IA0800005
 Ref Code Stock Count Test 001
 Reason *
 Division * DEMO
 Storekeeper * admin
 Description * Stock Adjustment
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Status Draft
 Company * XXX TRADING SDN BHD

Delete Save Close

Stock Adjustment Lines

Delete selected line(s) Create new line

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Qty
No results found.									

Print

7. Fill in the details highlighted in yellow

Qty - Fill in the quantity that need to adjust.

Exp 1: Stock count on physical stock is 70 box but system only have 65 box.

> Qty to fill is 5

Exp 2: Stock count on physical stock is 90 box but system have 108 box.

> Qty to fill is -18

Home » Inventory » Stock Adjustment » IA0800005 » Create Stock Adjustment Line

Create Stock Adjustment Line

Stock Adjustment Line

* 1

Item * 041043 MINT COLA 1 X 12 BTL 876 CTN 3 UNIT (0)

Description MINT COLA 1 X 12 BTL

Location * MAIN Shelf

Stock Rotation -

Batch New batch

On Hand 10,515.0000 Reserved Qty 0.0000

UOM	UNIT	1.0000	5.0000
UOM 2	CTN	12.0000	60.0000
UOM 3			
UOM 4			

Qty 12

UOM CTN 12.0000

Remark

Create Cancel

8. Click Create

9. Once done, click Cancel



10. Click Save to save the stock adjustment in Draft status

11. A message will stock adjustment was saved

Home » Inventory » Stock Adjustment » IA0800005 » Update

Update Stock Adjustment IA0800005

CREATED : admin [2017-11-22 11:18:04] LAST UPDATED : admin [2017-11-22 11:35:14]

Document section

Doc Code * IA0800005
 Ref Code Stock Count Test 001
 Reason * -
 Division * DEMO
 Storekeeper * admin
 Description * Stock Adjustment
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Status Draft
 Company * XXX TRADING SDN BHD

Delete Save Confirm Close

Stock Adjustment Lines

Delete selected line(s) | Create new line

Total 1 result.

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN		-				12 CTN



Home » Inventory » Stock Adjustment » IA0800005 » Update

✓ Stock Adjustment [IA0800005] saved.

Update Stock Adjustment IA0800005

CREATED : admin [2017-11-22 11:18:04] LAST UPDATED : admin [2017-11-22 11:41:10]

Document section

Doc Code * IA0800005
 Ref Code Stock Count Test 001
 Reason * -
 Division * DEMO
 Storekeeper * admin
 Description * Stock Adjustment
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Status Draft
 Company * XXX TRADING SDN BHD

Delete Save Confirm Close

Stock Adjustment Lines

Delete selected line(s) | Create new line

Total 1 result.

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN		-				12 CTN

12. Click Confirm to confirm the stock adjustment

Home » Inventory » Stock Adjustment » IA0800005 » Update

Update Stock Adjustment IA0800005

CREATED : admin [2017-11-22 11:18:04] LAST UPDATED : admin [2017-11-22 11:35:14]

Document section

Doc Code * IA0800005
 Ref Code Stock Count Test 001
 Reason * -
 Division * DEMO
 Storekeeper * admin
 Description * Stock Adjustment
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Status Draft
 Company * XXX TRADING SDN BHD

Delete Save **Confirm** Close

Stock Adjustment Lines

Delete selected line(s) | Create new line

Total 1 result.

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN		-				12 CTN

13. Click Ok

www.inverze.com says:

Confirm this document?

OK Cancel

14. A message will show Stock Adjustment confirmed at Completed status

15. Stock level was adjusted.

16. Click Close

Home » Inventory » Stock Adjustment » IA0800005

Stock Adjustment [IA0800005] confirmed. Status : [Completed]

View Stock Adjustment IA0800005

CREATED : admin [2017-11-22 11:18:04] LAST UPDATED : admin [2017-11-22 11:49:17]

Document section

Doc Code * IA0800005
 Ref Code Stock Count Test 001
 Reason * -
 Division * DEMO
 Storekeeper * admin
 Description * Stock Adjustment
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Status **Completed**
 Company * XXX TRADING SDN BHD

Void **Close**

Stock Adjustment Lines

Total 1 result.

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN		-				12 CTN

Void Stock Adjustment

1. Click on magnifying glass to view the stock adjustment

Home » Inventory » Stock Adjustment » Manage

Manage Stock Adjustment

Division: DEMO Description: DEMO
Company Name: XXX TRADING SDN BHD

Create

Displaying 1-5 of 5 results.

Doc Code	Doc Date	Description	Storekeeper	Division	Company	Reason	Printed	Status	Actions
IA0800005	22-11-2017	Stock Adjustment	admin	DEMO	ATC	-	No	Completed	
IA0800004	22-11-2017	STOCK COUNT 2017-11-30	admin	DEMO	ATC	-	No	Completed	
IA0800003	22-11-2017	STOCK COUNT	admin	DEMO	ATC	-	No	Completed	
IA0800002	04-05-2017	Stock Adjustment	admin	DEMO	ATC	-	No	Completed	
IA0800001	26-10-2016	Stock Adjustment	admin	DEMO	ATC	-	No	Completed	

2. Click Void

View Stock Adjustment IA0800005

CREATED : admin [2017-11-22 11:18:04] LAST UPDATED : admin [2017-11-22 11:49:17]

Document section

Doc Code * IA0800005
Ref Code Stock Count Test 001
Reason * -
Division * DEMO
Storekeeper * admin
Description * Stock Adjustment
Remark 01
Remark 02

Doc Date * 22-11-2017
Status Completed
Company * XXX TRADING SDN BHD

Void Close

Stock Adjustment Lines

Total 1 result.

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN	-	-	-	-	-	12 CTN

3. Key in reason to void stock adjustment

4. Click Confirm

Void stock adjustment # IA0800005

Reason :

Wrongly Adjusted

Confirm Cancel

5. Click OK to confirm void the document

www.inverze.com says:

Confirm to void this document?

OK Cancel

6. A message will show Stock Adjustment successfully change to Void status
7. Click Close

Home » Inventory » Stock Adjustment » IA0800005 » Update

✓ Stock Adjustment [IA0800005] voided. Status = [Void]

Update Stock Adjustment IA0800005

CREATED : admin [2017-11-22 11:18:04] LAST UPDATED : admin [2017-11-22 12:02:01]

Document section

Doc Code * IA0800005

Ref Code Stock Count Test 001

Reason * -

Division * DEMO

Storekeeper * admin

Description * Stock Adjustment

Remark 01

Remark 02

Doc Date * 22-11-2017

Status **Void**

Company * XXX TRADING SDN BHD

Delete Save Confirm Close

Stock Adjustment Lines

Delete selected line(s) | Create new line

Total 1 result.

#	Item	Description	Location	Shelf	Stock Rotation	Batch No	Serial No	Expiry Date	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN		-				12 CTN

Stock Transfer

1. Click Stock Transfer

Home System Import/Export Master Customers Vendors Items Sales & Delivery Purchasing **Inventory** Finance

Inventory Index

Setup

 Settings
  Location
  Shelf Aisle
  Shelf Bay
  Shelf Level

 Products
  Services

Transactions

 Stock Count
  Stock Adjustment
  Stock Transfer
  Replenishment
  Inventory Analysis

2. Click Create

Home » Inventory » Stock Transfer » Manage

Manage Stock Transfer

Division DEMO Description DEMO
Company Name XXX TRADING SDN BHD

Batch print Create

Doc Code	Ref Code	Doc Date	Description	Storekeeper	Reason	Is Printed	Status	Remark	Actions

No results found.

3. Fill in the fields highlighted in yellow

- Ref Code
- Remark 01 & Remark 02 (If any)

4. Click Save & Continue

Home System Import/Export Master Customers Vendors Items Sales & Delivery Purchasing **Inventory** Finance

Home » Inventory » Stock Adjustment » Create

Create Stock Transfer

Document section

Doc Code * IT0800001 IT/08 (Latest doc no.)
 Ref Code STTEST001
 Status Draft
 Company * XXX TRADING SDN BHD
 Reason * --
 Description * Stock Transfer
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Division * DEMO
 Storekeeper * admin

Save & Continue Cancel

5. A message will show Stock Transfer created
6. Click Create new line to add item

Home » Inventory » Stock Transfer » IT0800001 » Update

✓ Stock Transfer [IT0800001] created. Please continue to create the lines.

Update Stock Transfer IT0800001

CREATED : admin [2017-11-22 12:17:04] LAST UPDATED : admin [2017-11-22 12:17:04]

Document section

Doc Code * IT0800001
 Ref Code S1TEST001
 Status Draft
 Company * XXX TRADING SDN BHD
 Reason * --
 Description * Stock Transfer
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Division * DEMO
 Storekeeper * admin

Delete Copy To Save Close

Stock Transfer Lines

Delete selected line(s) Create new line

#	Item	Description	Fr Location	Batch No	Expiry Date	To Location	Qty
No results found.							

7. Select an item
8. At From section, choose the location
9. At To section, choose the location
10. Then, key in quantity , select UOM
11. Click Create

Create Stock Transfer Line

Stock Transfer Line

* 1

Item * 041043 MINT COLA 1 X 12 BTL 876 CTN 3 UNIT (0)

Description MINT COLA 1 X 12 BTL

From

Fr. Location * MAIN

Fr. Shelf
 Batch
 On Hand 10,515.0000

Fr. Stock Rotation
 New batch
 Reserved Qty 0.0000

To

To Location * XMAIN

To Shelf
 On Hand 1.0000

Reserved Qty 0.0000

Qty 22
 UOM UNIT 1.0000
 Remark

Create Cancel

12. Once finish create item, Click Cancel to return to document page

Create Cancel

13. Check in preview item, click Confirm

Home » Inventory » Stock Transfer » IT0800001 » Update

Update Stock Transfer IT0800001

CREATED : admin [2017-11-22 12:17:04] LAST UPDATED : admin [2017-11-22 12:25:45]

Document section

Doc Code * IT0800001
 Ref Code * SITEST001
 Status * Draft
 Company * XXX TRADING SDN BHD
 Reason * --
 Description * Stock Transfer
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Division * DEMO
 Storekeeper * admin

Delete Copy To Save **Confirm** Close

Stock Transfer Lines

Delete selected line(s) | Create new line

Total 1 result.

#	Item	Description	Fr Location	Batch No	Expiry Date	To Location	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN			XMAIN	10 UNIT

14. Click Ok to confirm document

www.inverze.com says:

Confirm this document?

OK Cancel

15. A message will show Stock transfer confirmed as Completed Status

16. Click Close

Home » Inventory » Stock Transfer » IT0800001 » Update

✓ Stock Transfer [IT0800001] confirmed. Status : [Completed]

View Stock Transfer IT0800001

CREATED : admin [2017-11-22 12:17:04] LAST UPDATED : admin [2017-11-22 12:28:17]

Document section

Doc Code * IT0800001
 Ref Code * SITEST001
 Status * **Completed**
 Company * XXX TRADING SDN BHD
 Reason * --
 Description * Stock Transfer
 Remark 01
 Remark 02

Doc Date * 22-11-2017
 Division * DEMO
 Storekeeper * admin

Copy To Void **Close**

Stock Transfer Lines

Total 1 result.

#	Item	Description	Fr Location	Batch No	Expiry Date	To Location	Qty
1	041043	MINT COLA 1 X 12 BTL	MAIN			XMAIN	10 UNIT

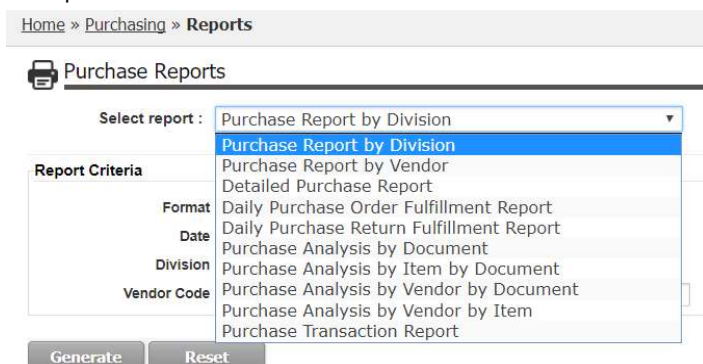
REPORT & ANALYSIS

Purchase Report

1. Go to Purchasing > Report & Analysis > Purchase Reports



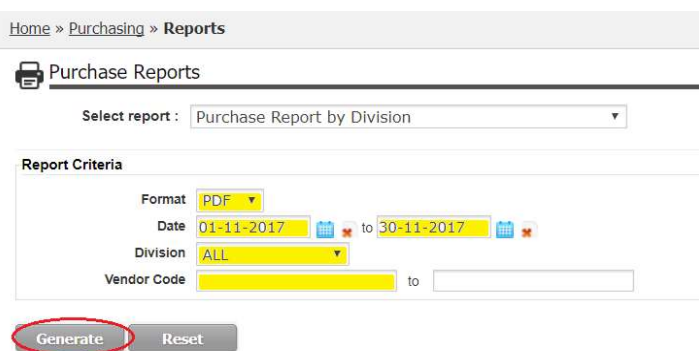
2. Select Report



3. Select Criteria

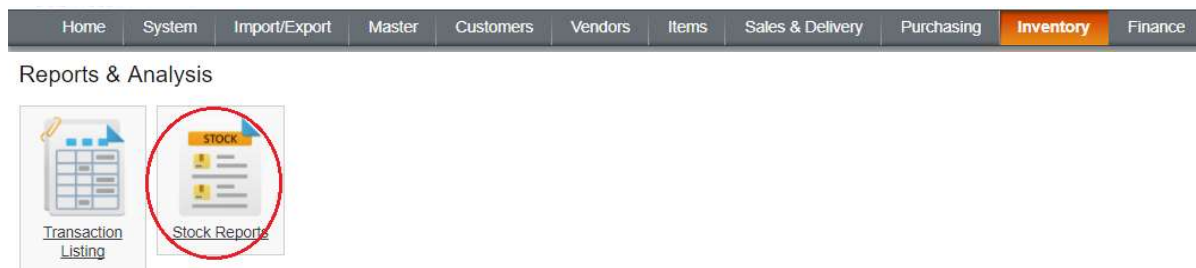
- 🍏 Format
- 🍏 Date
- 🍏 Division
- 🍏 Vendor Code (If to view selected vendor only)

4. Click Generate



Stock Report

1. Go to Inventory > Report & Analysis > Stock Report



2. Select Report

Home » Inventory » Reports

Inventory Reports

Select report : Stock Card

Report Criteria

Format Stock Card

Date 01-11-2017

Division ALL

Item Code

Location CR - COLD ROOM

Batch No

Brand

Category

Item Status All

Include zero balance Yes & exclude no transaction items

Generate Reset

3. Select Report Criteria

4. Click Generate

Home » Inventory » Reports

Inventory Reports

Select report : Stock Card

Report Criteria

Format PDF

Date 01-11-2017 to 30-11-2017

Division ALL

Item Code

Location CR - COLD ROOM

Batch No

Brand

Category

Item Status All

Include zero balance Yes & exclude no transaction items

Generate Reset