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

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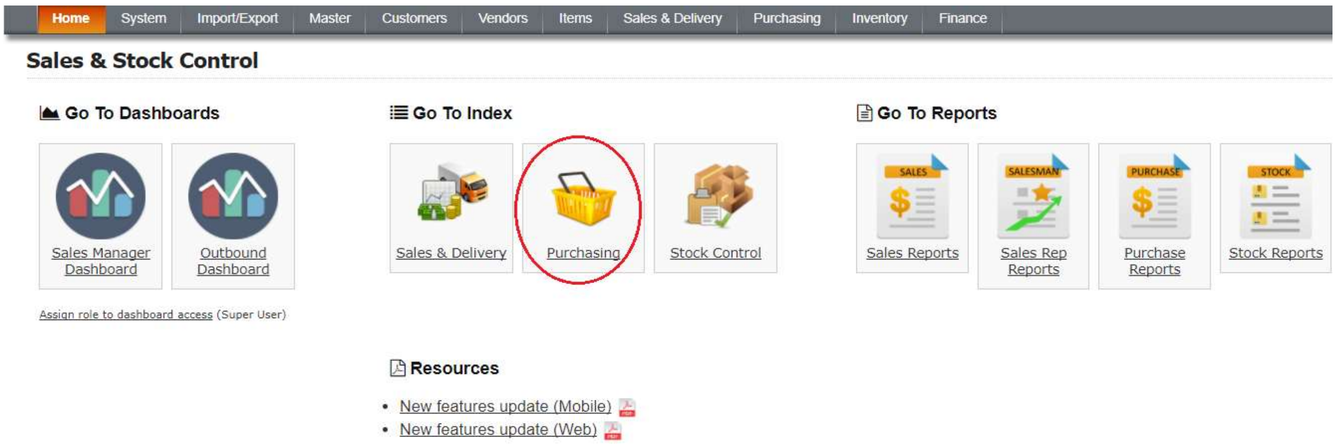
58000 Kuala Lumpur.

Contents

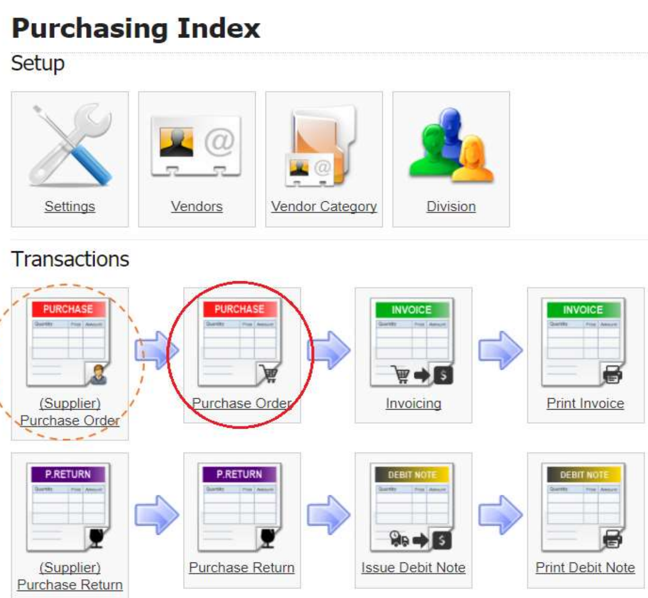
PURCHASING



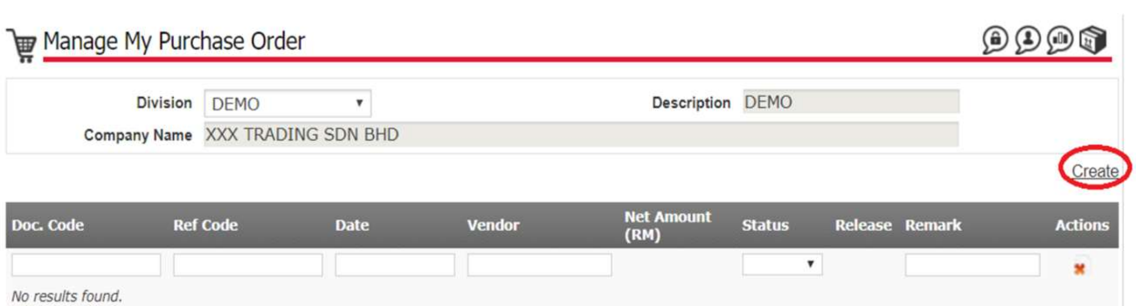
Create Purchase Order

1. Click on Purchase Order

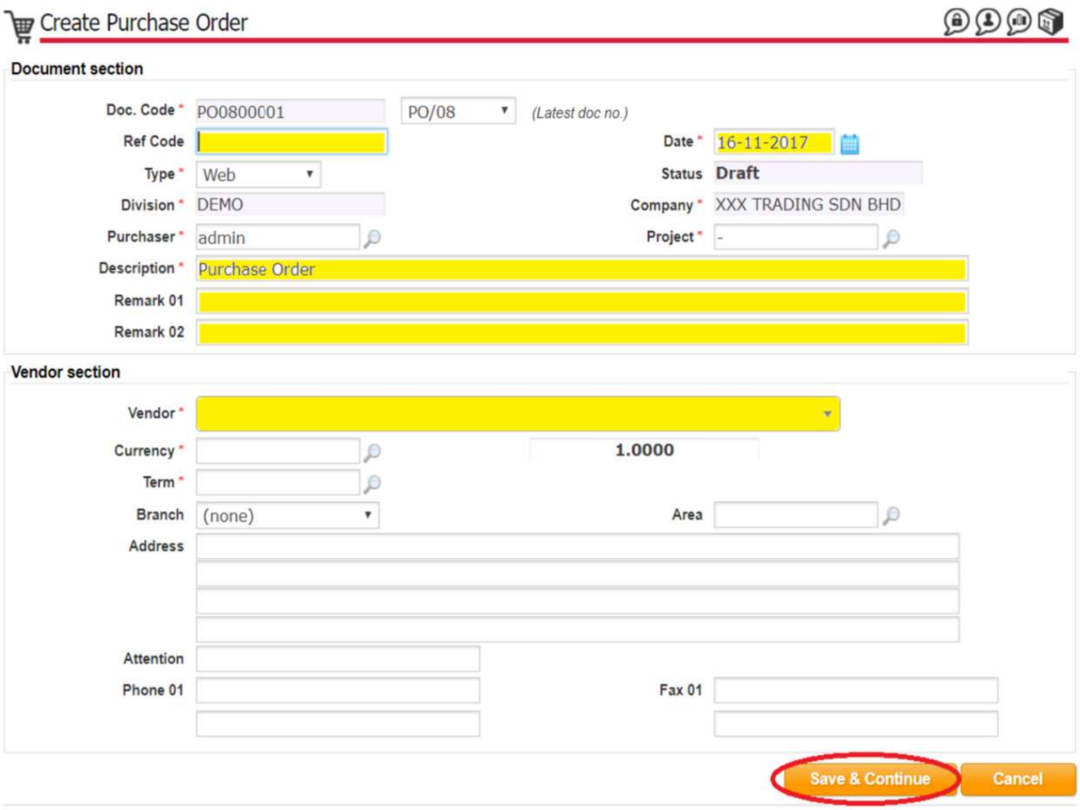
For Supplier to create PO - Click on (Supplier) Purchase Order



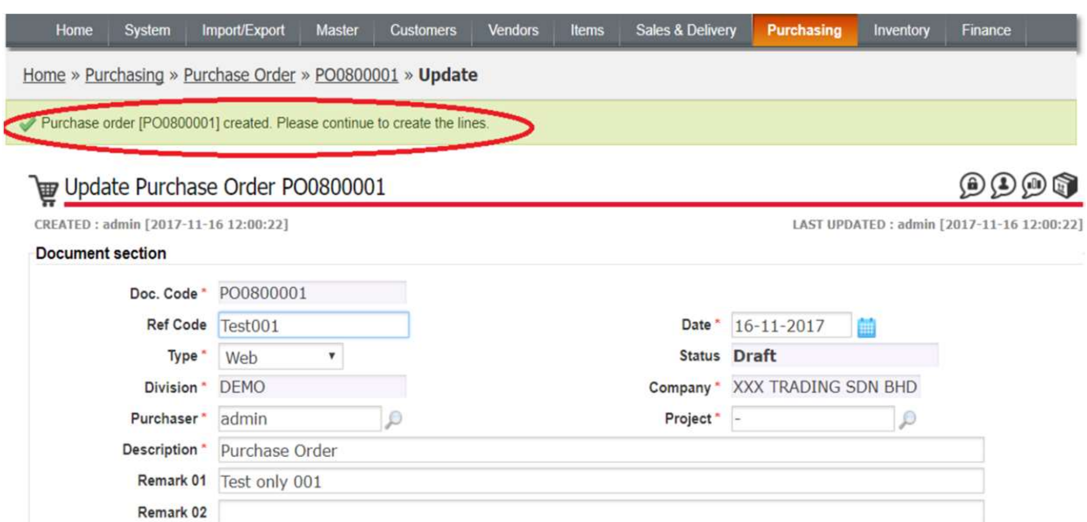
2. Click on Create



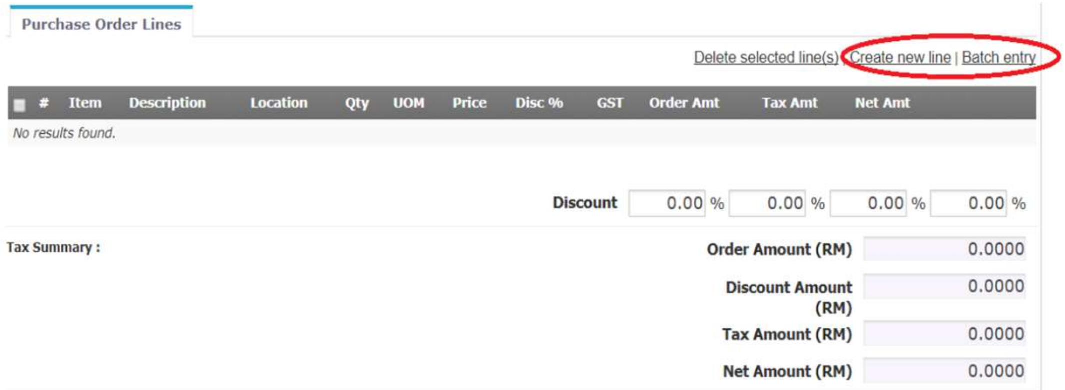
3. Ref Code - Enter the PO no.
4. Decription -Enter description if any
5. Remark 1 or 2 - Enter remark if any
6. Date - Key in the PO date
7. Vendor - select the supplier / vendor name
8. Click Save & Continue



9. A message will show the PO created and saved

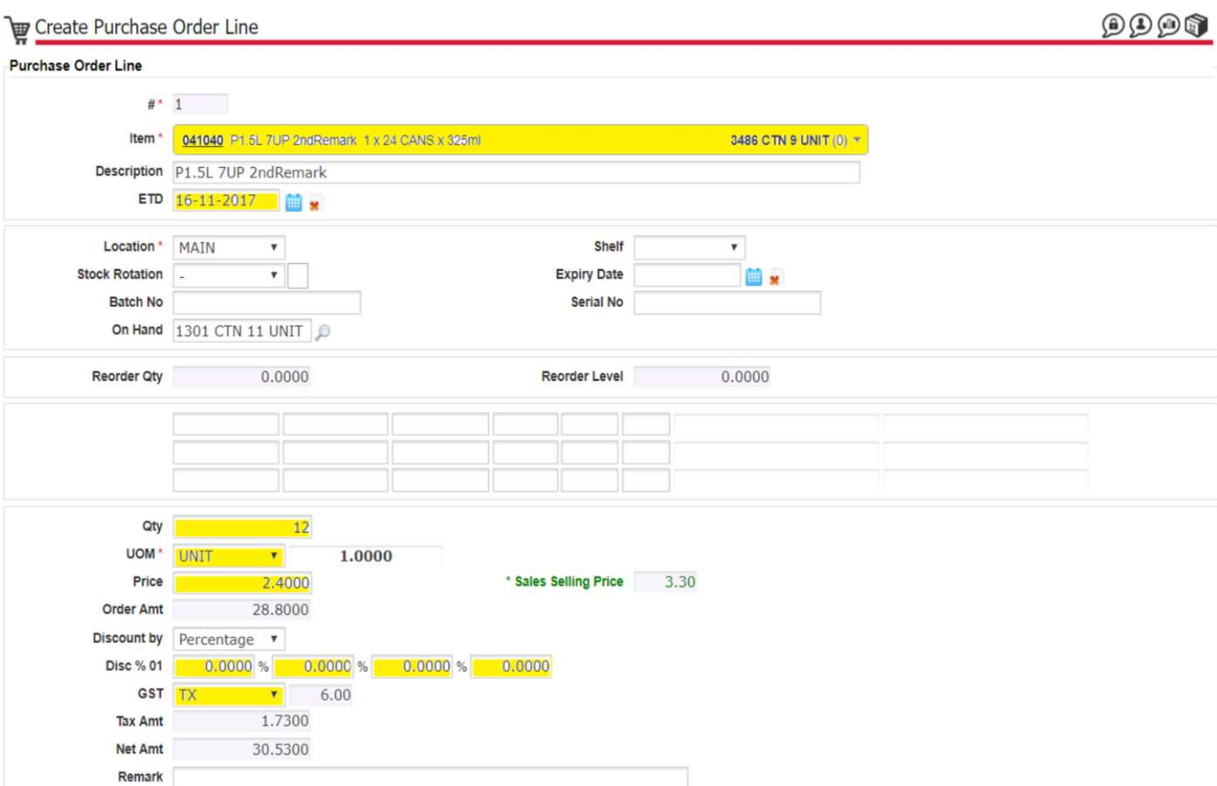


10. Then, scroll down to bottom page and click `Create new line` / `Batch entry` to create items



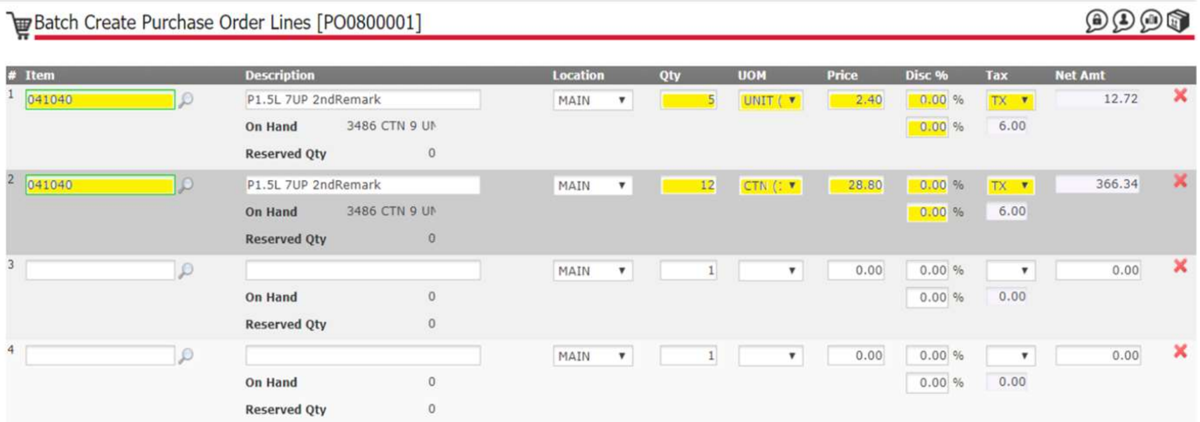
Option 1: Click on Create new line (to create item one by one)

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

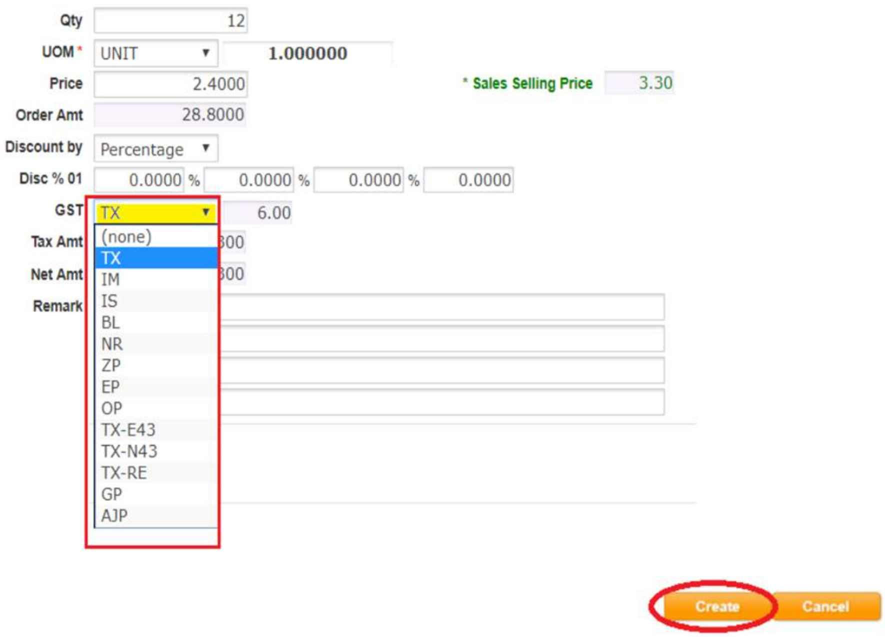


Option 2: Click on Batch Entry (to create purchase items qty by batch- maximum 20 items per batch creation)

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

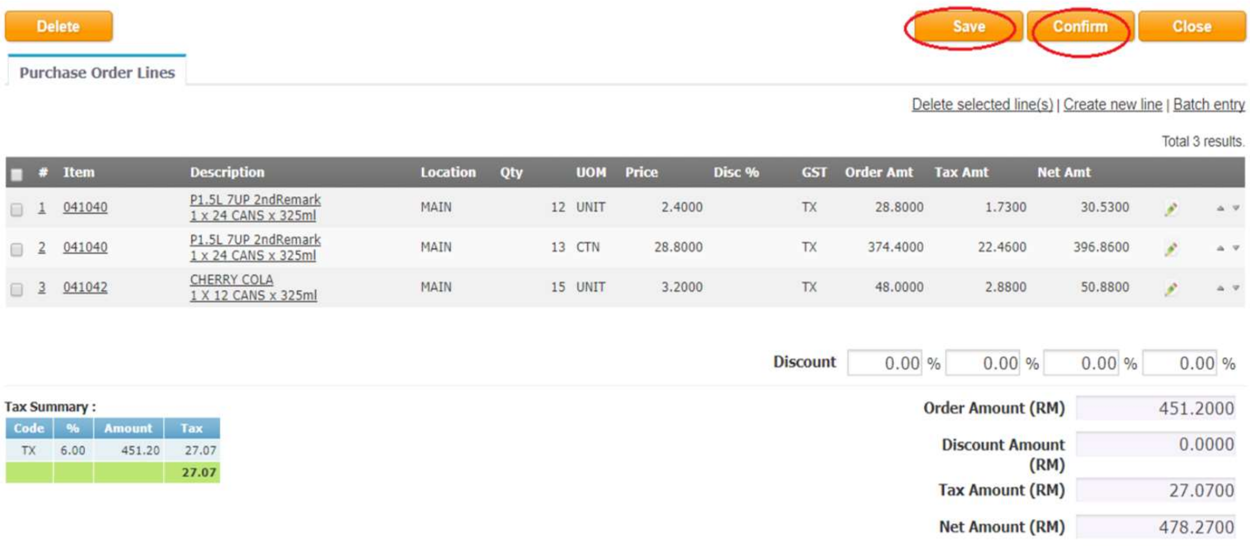


11. To change other GST Tax Code, click on drop down menu to choose other Tax code.
12. Then, Scroll down to bottom page and click create
13. Click Cancel once finish add items



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

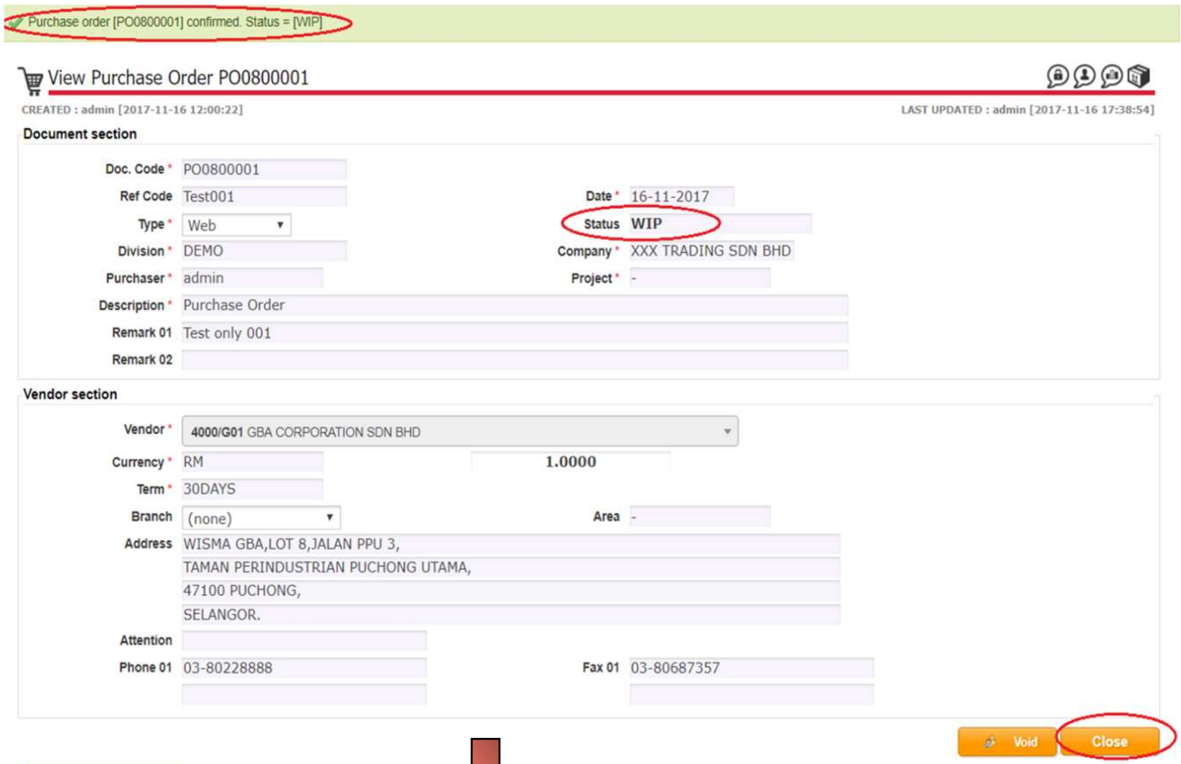


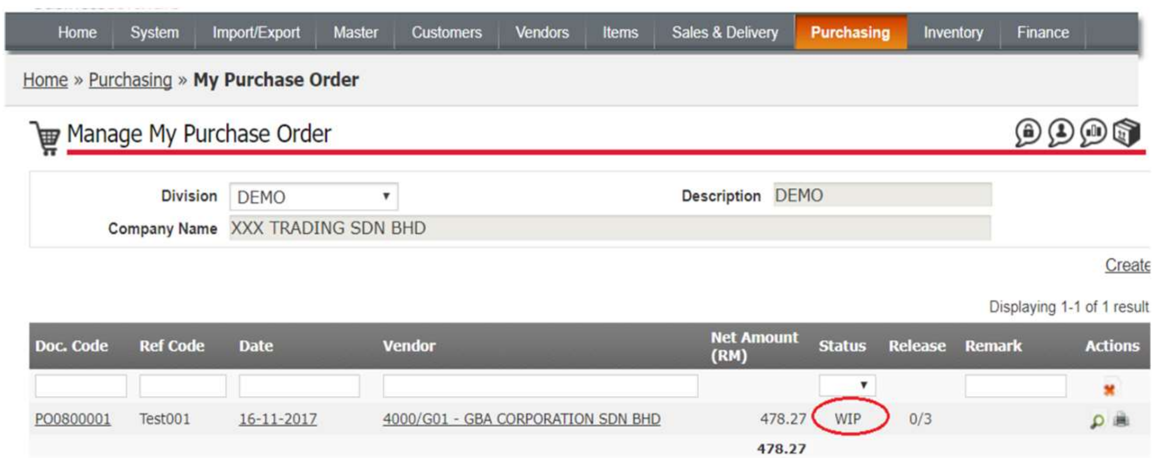
#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Order Amt	Tax Amt	Net Amt
1	041040	P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml	MAIN	12	UNIT	2.4000		TX	28.8000	1.7300	30.5300
2	041040	P1.5L 7UP 2ndRemark 1 x 24 CANS x 325ml	MAIN	13	CTN	28.8000		TX	374.4000	22.4600	396.8600
3	041042	CHERRY COLA 1 X 12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

Code	%	Amount	Tax
TX	6.00	451.20	27.07
			27.07

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

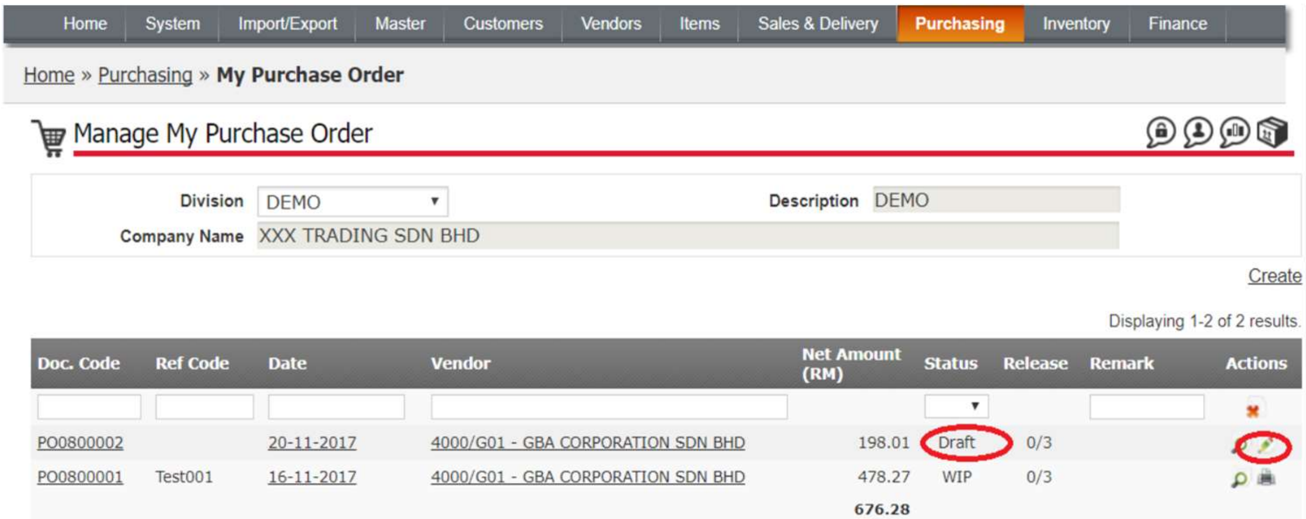




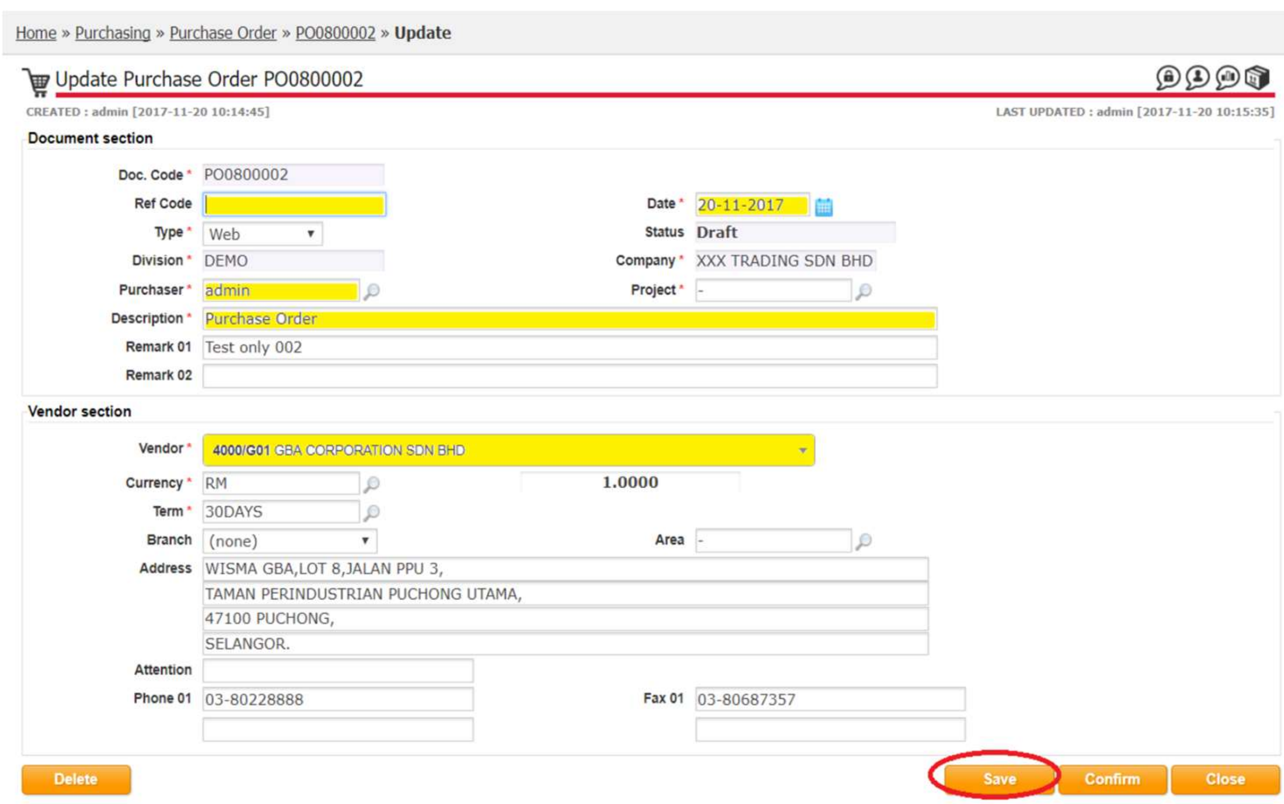
Edit Purchase Order

Draft Purchase Order

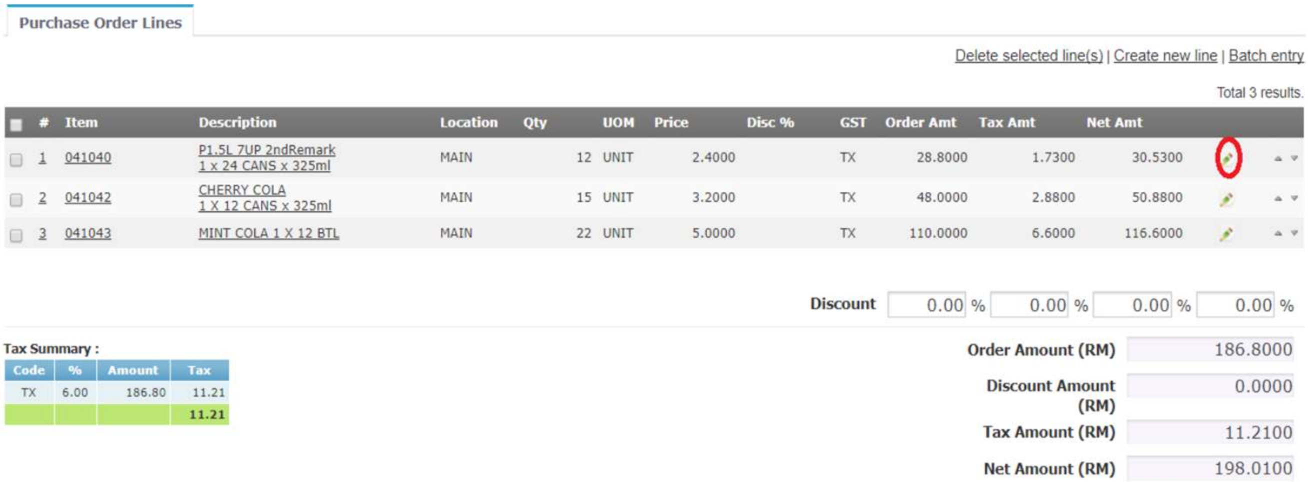
1. Select the Purchase Orde at Draft status
2. Click on pencil to edit the purchase order



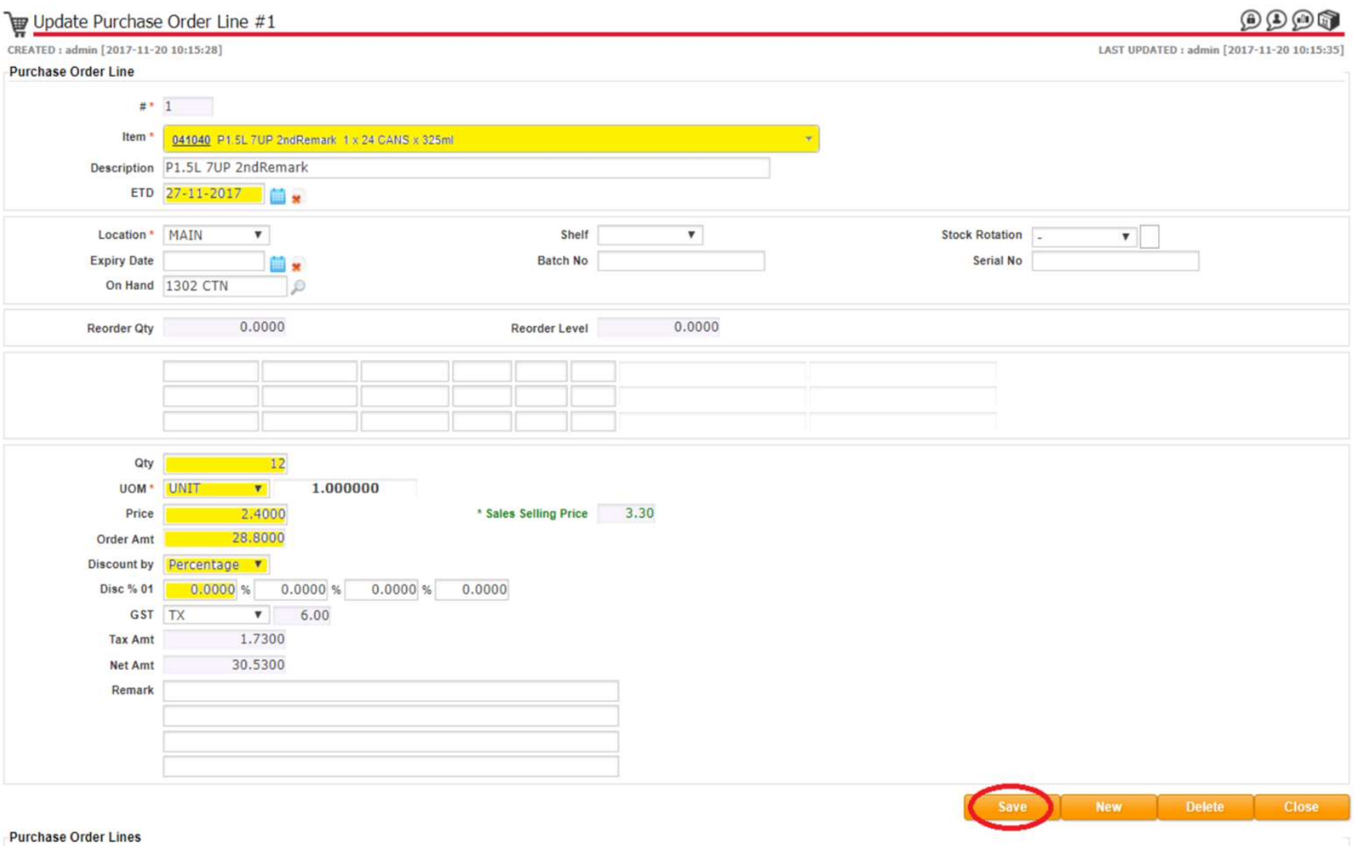
3. Edit on the PO document section and vendor section (fields higlighted in yellow)
4. Click Save after done editing.



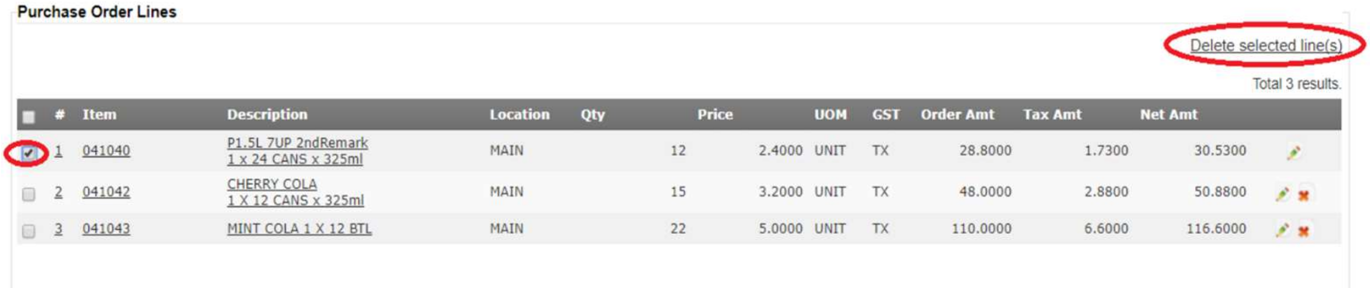
5. Next, scroll down to bottom page to edit Item purchase
6. Click on Pencil to edit Item Purchase



7. Click Save after done edit the item.



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


Purchase Order Lines

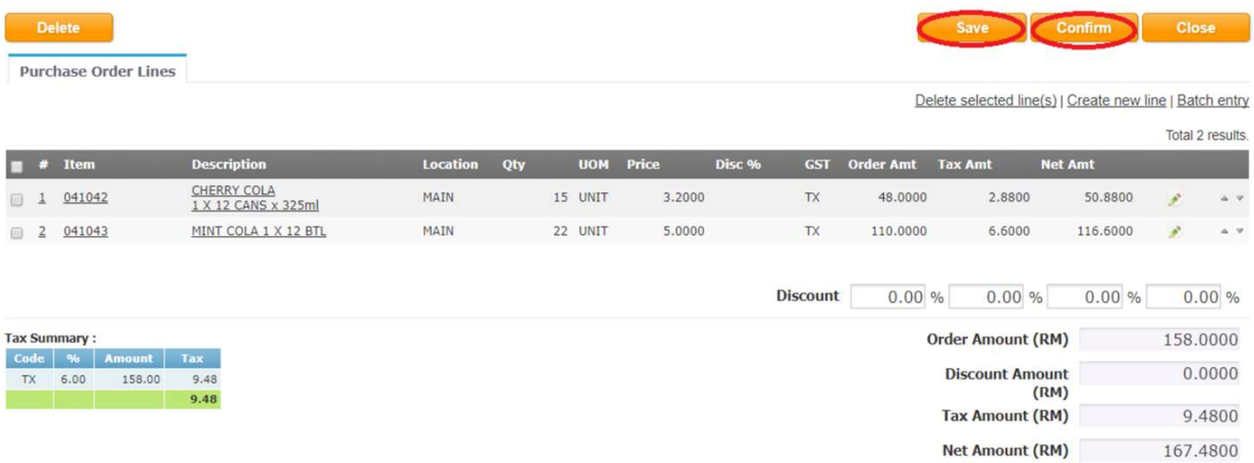
Delete selected line(s)

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

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



	#	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 0.00 % 0.00 % 0.00 % 0.00 %

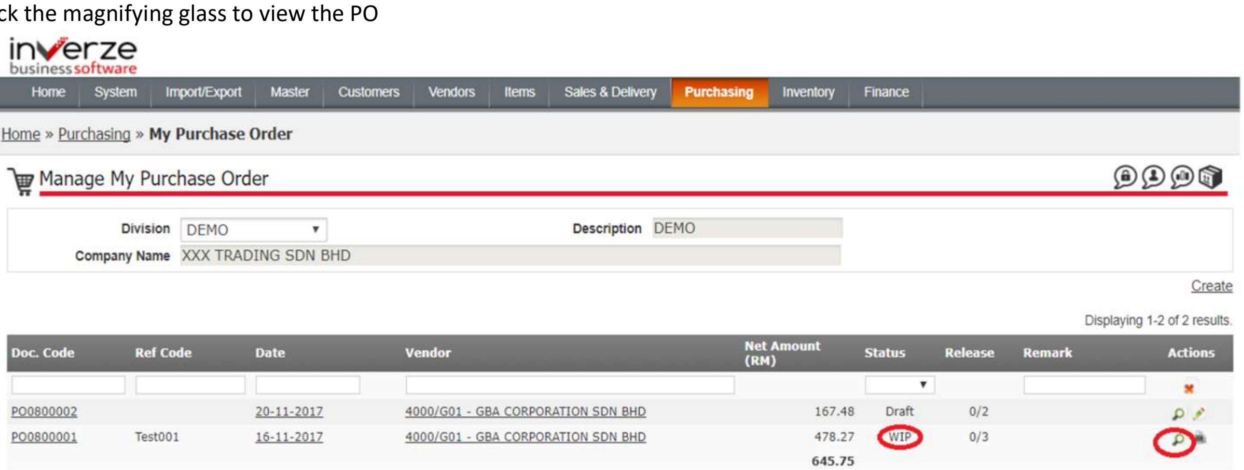
Tax Summary :

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

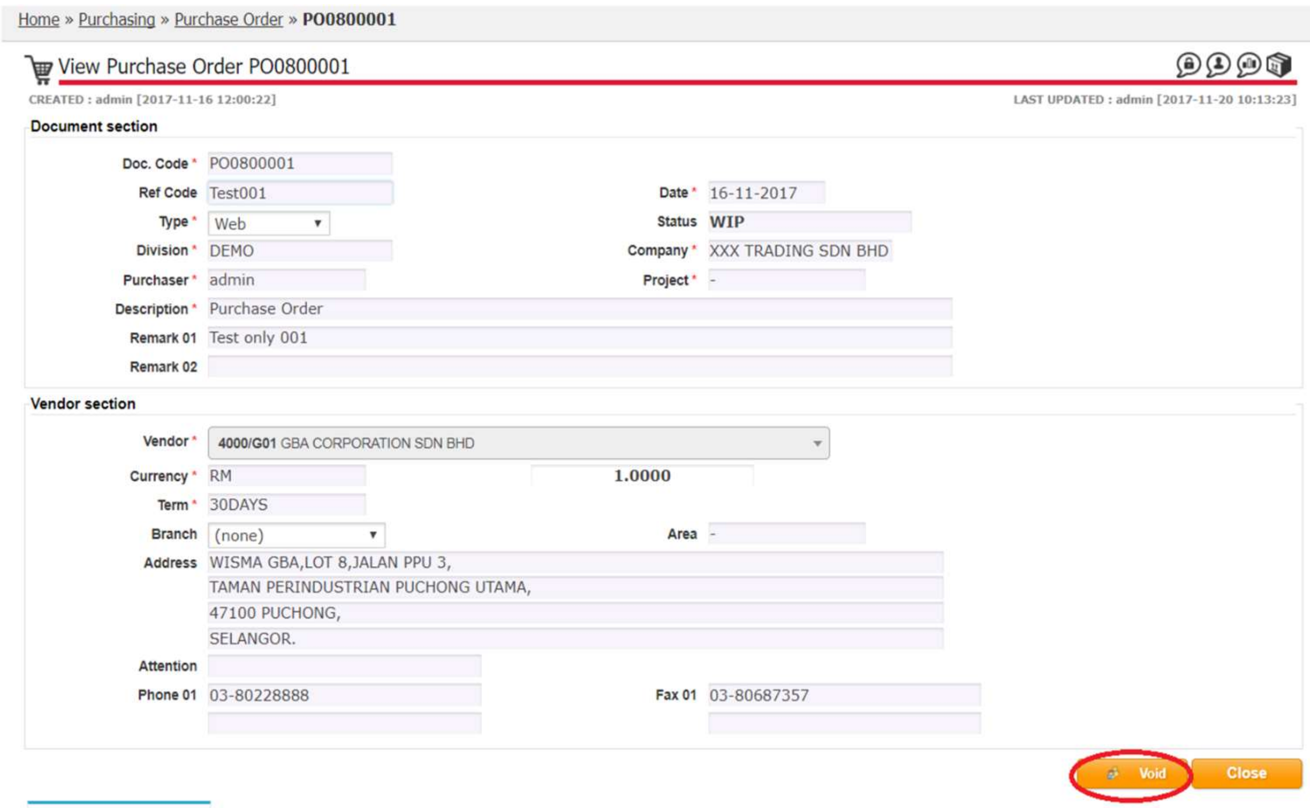
WIP Purchase Order

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

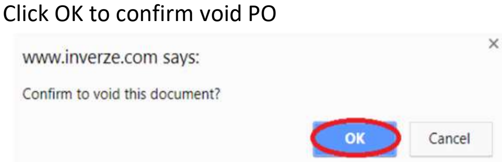


Doc. Code	Ref Code	Date	Vendor	Net Amount (RM)	Status	Release	Remark	Actions
PO0800002		20-11-2017	4000/G01 - GBA CORPORATION SDN BHD	167.48	Draft	0/2		
PO0800001	Test001	16-11-2017	4000/G01 - GBA CORPORATION SDN BHD	478.27	WIP	0/3		
				645.75				

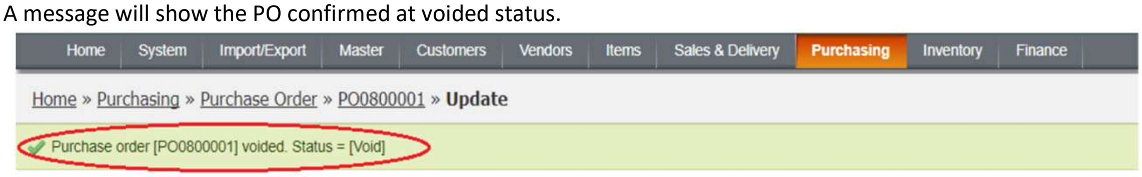
3. Click Void to void the PO



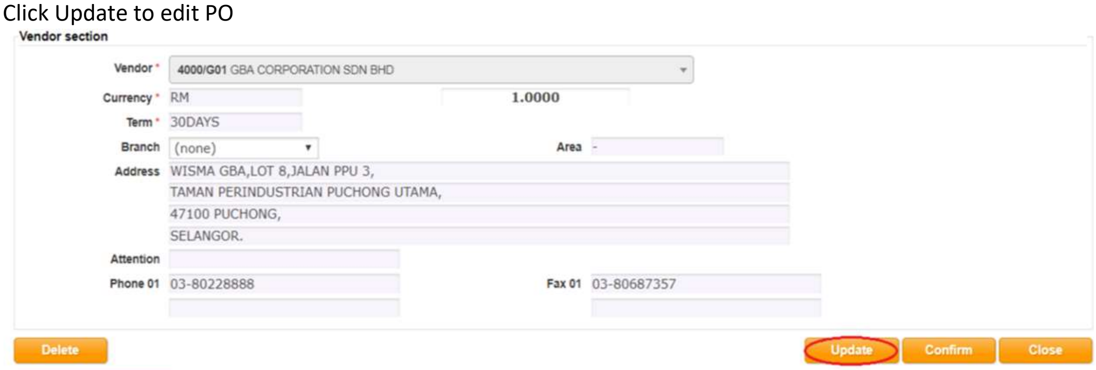
4. Click OK to confirm void PO



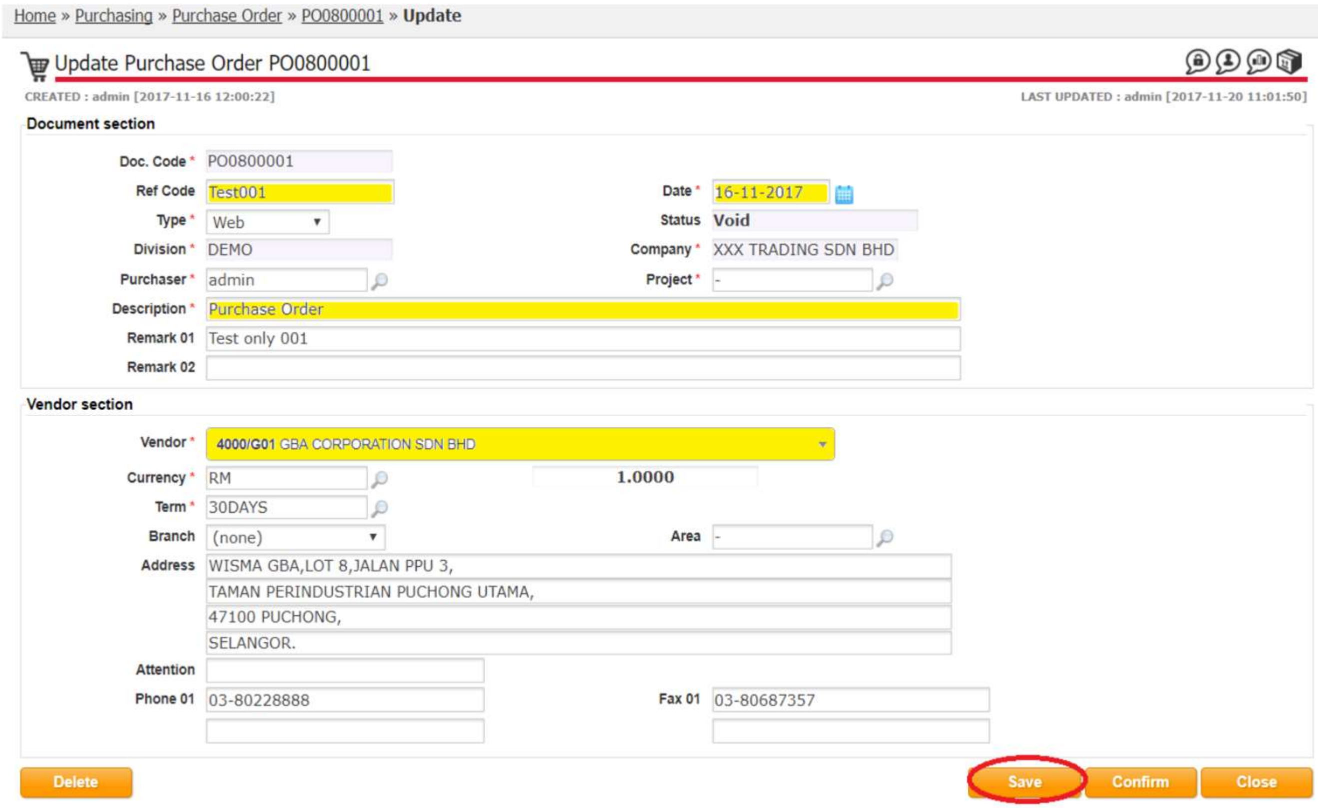
5. A message will show the PO confirmed at voided status.



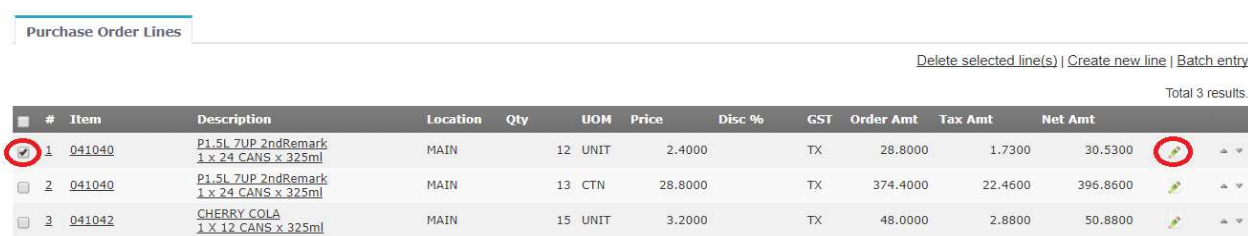
6. Click Update to edit PO



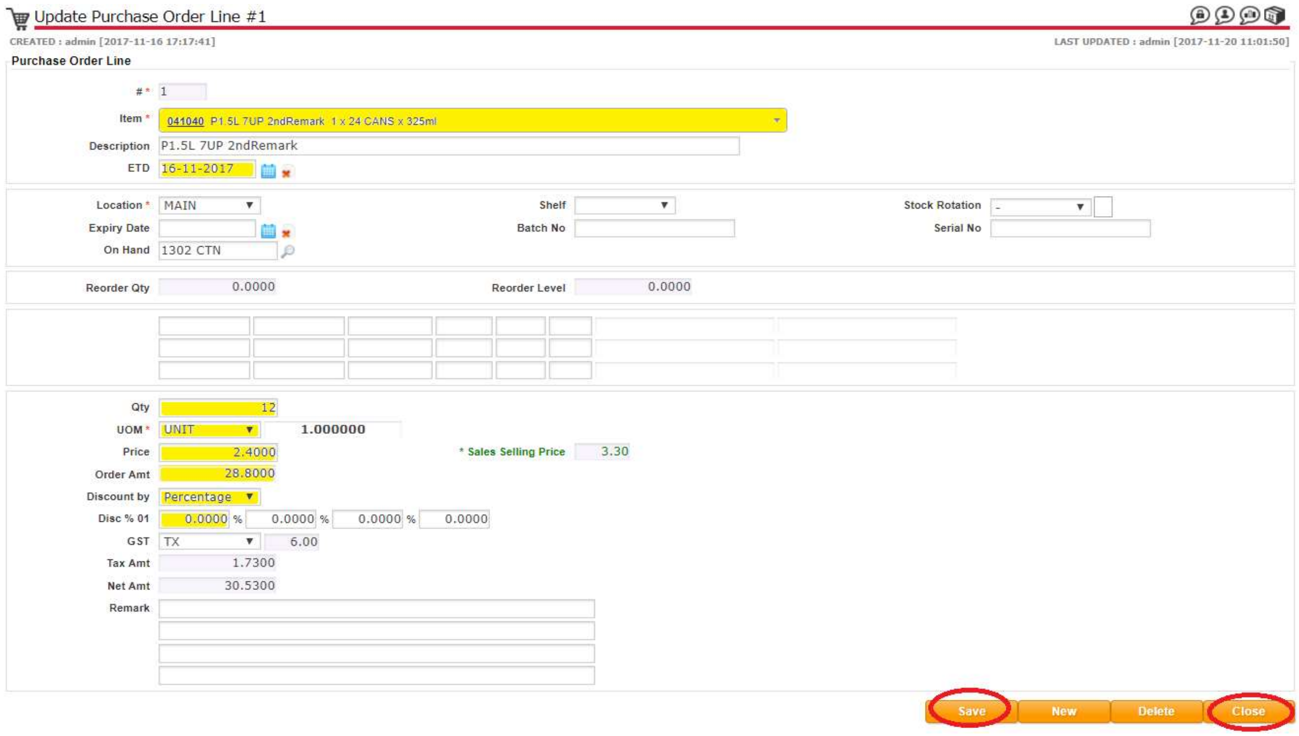
7. Edit on the PO document section and vendor section
8. Click Save after done editing.



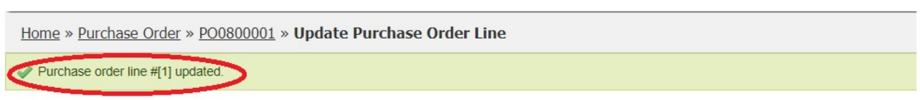
9. Next, scroll down to bottom page to edit Item purchase
10. Click on Pencil to edit Item Purchase



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



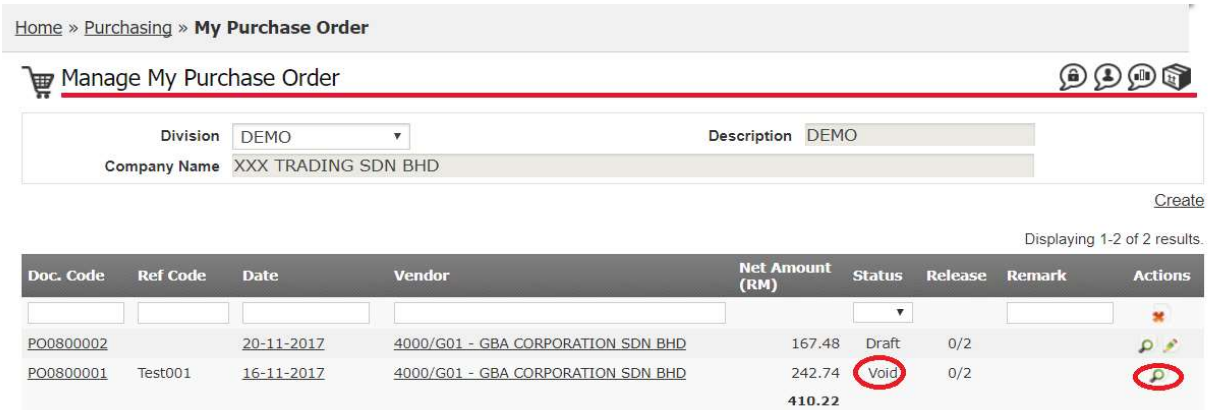
13. A message will show the item line updated



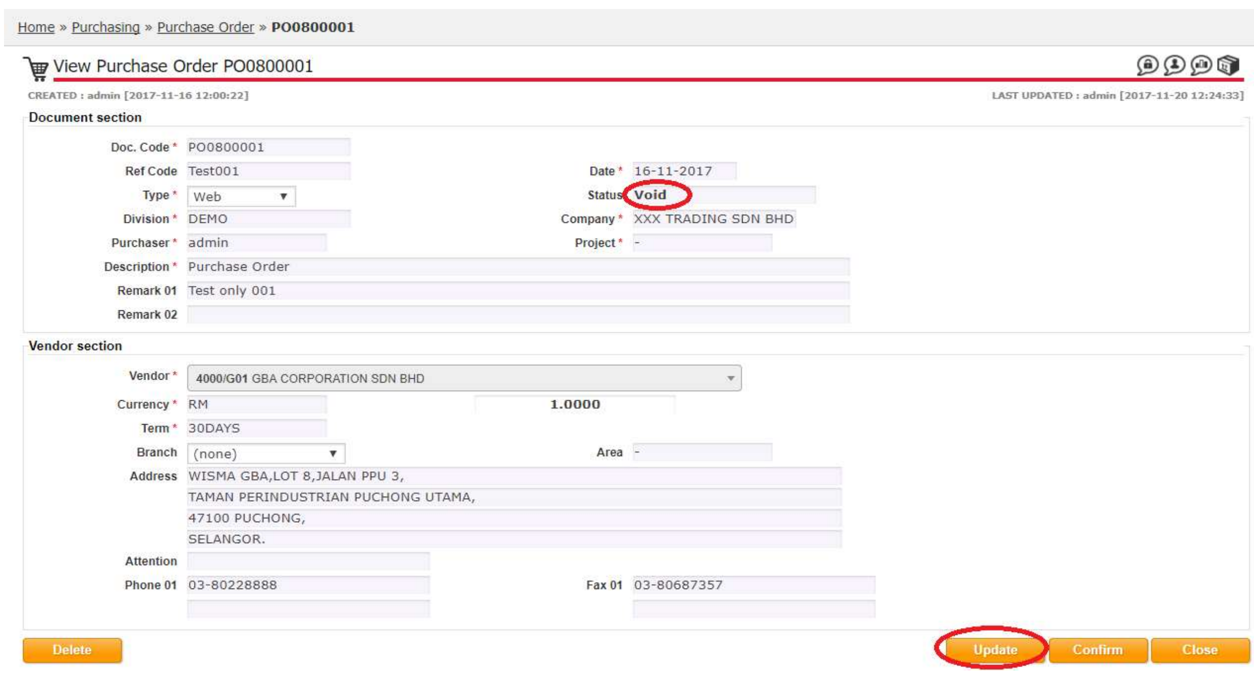
14. Once done, click Save to save the PO to draft
15. Or click Confirm to save this PO under WIP status.
16. A message will show the PO confirmed as WIP status.

Void Purchase Order

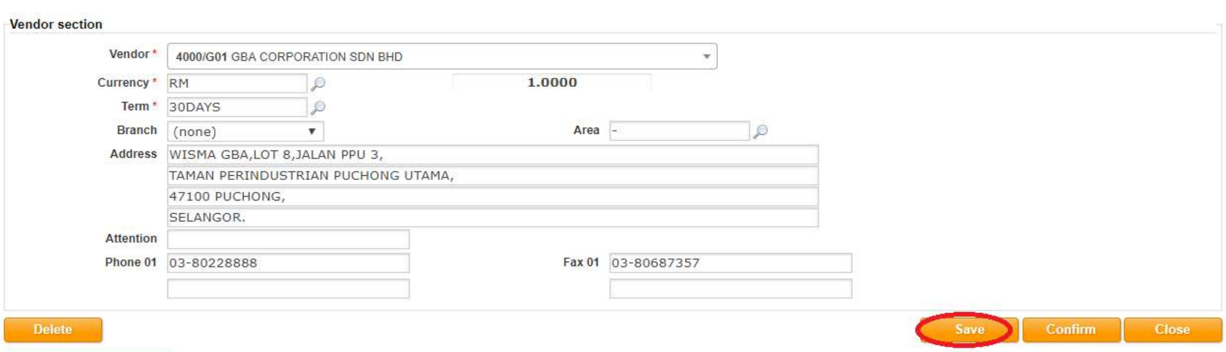
1. Select The PO with Void satus
2. Click on magnifying glass to view the PO



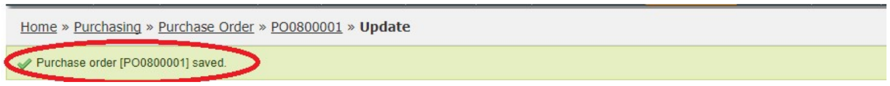
3. Click Update to edit PO



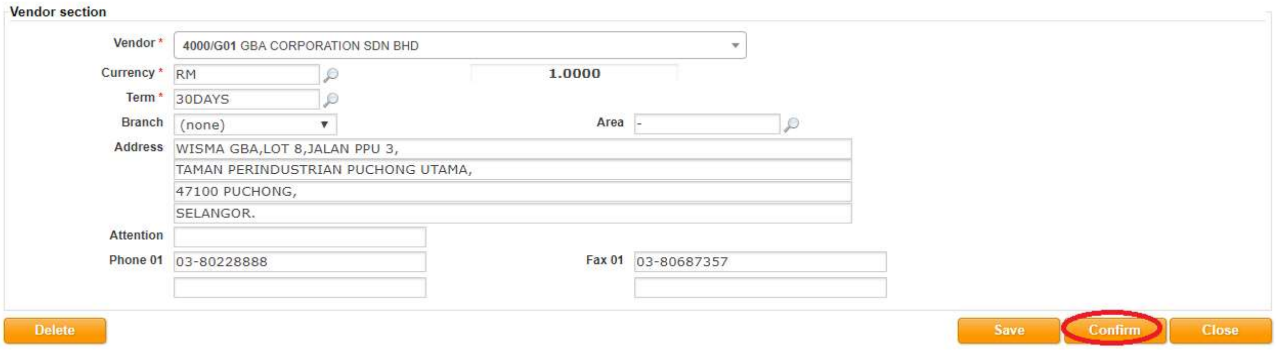
4. Click Save after done edit



5. A meesage will show the PO under saved status



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



7. And, click OK to confirm the document

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

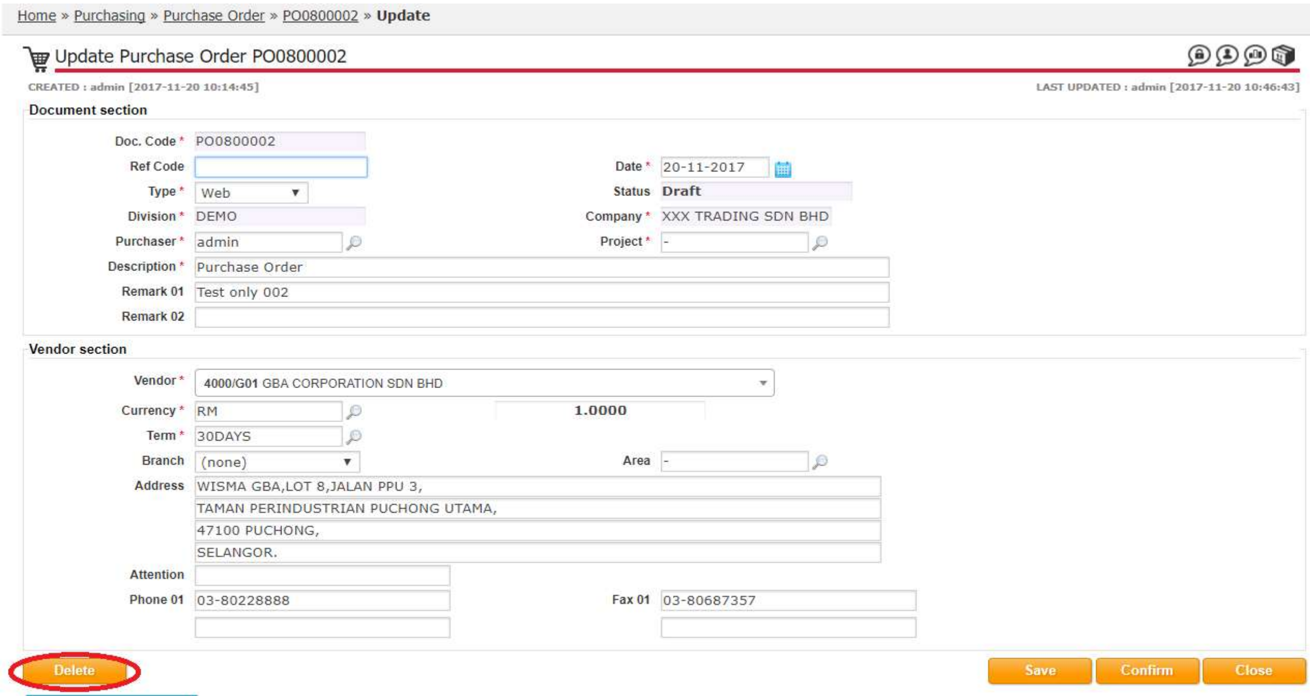
Delete Purchase Order

* Only Draft Purchase Order can be deleted

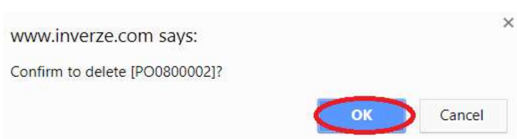
*Purchase Order with WIP status or Completed status can only be voided

Draft Purchase Order

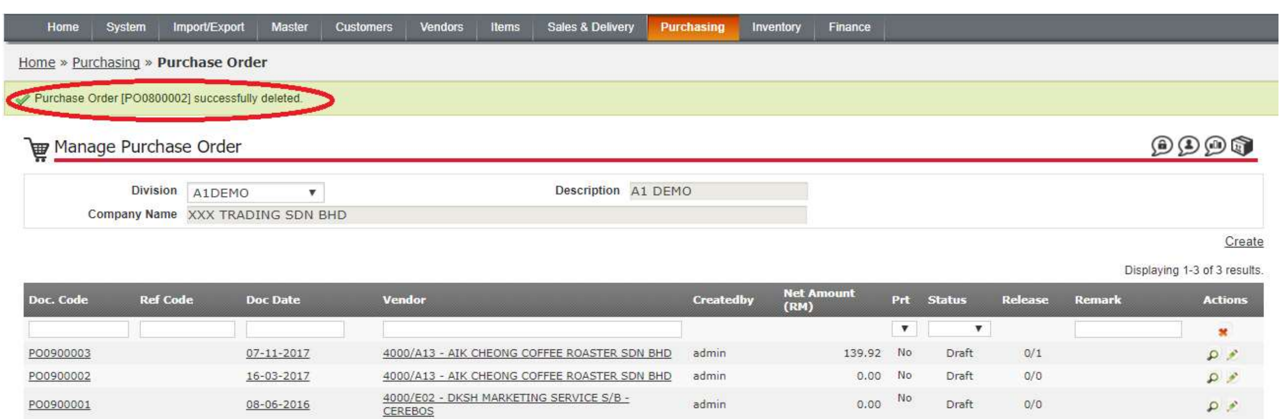
1. Click Delete to delete the draft PO.



2. Click OK to confirm delete PO



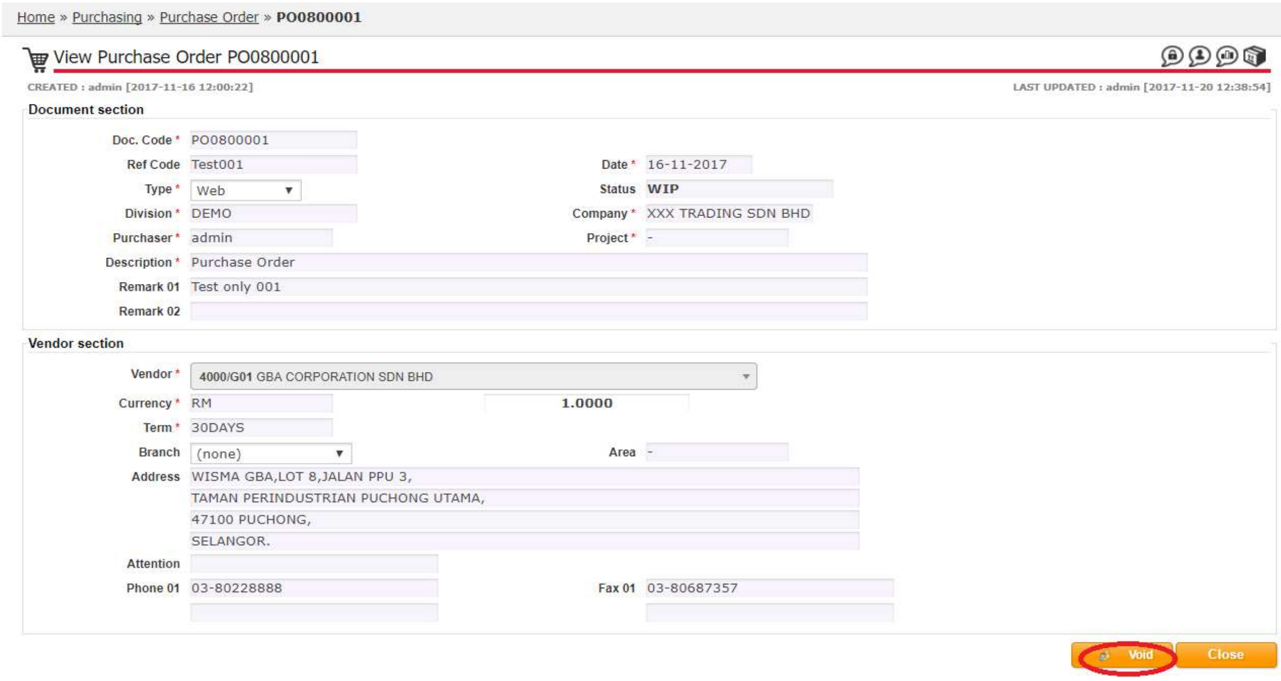
3. A message will show the Purchase Order successfully deleted



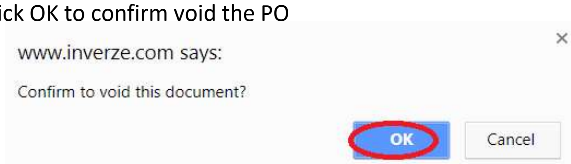
Void Purchase Order

WIP Purchase Order

1. Click Void to void the purchase order

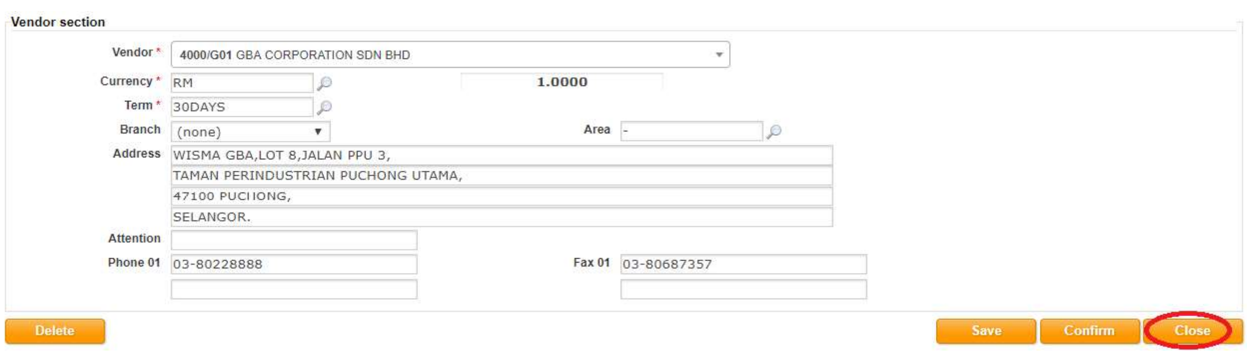


2. Click OK to confirm void the PO



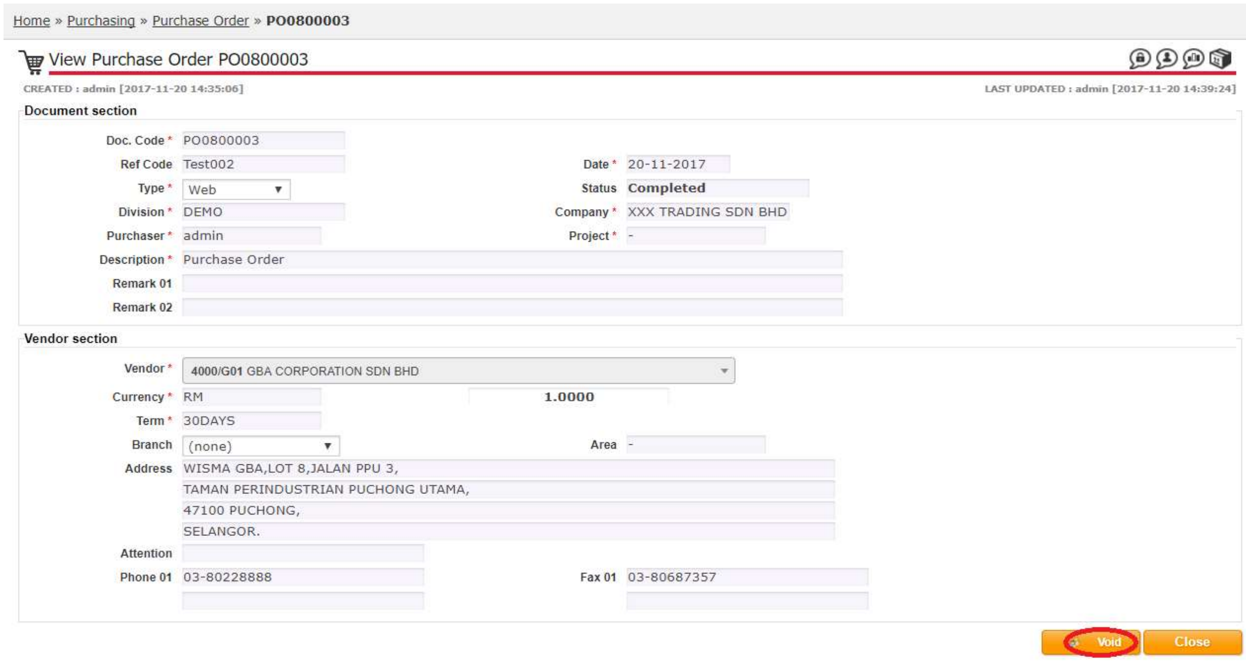
3. A message will show PO status void

4. Click Close when done

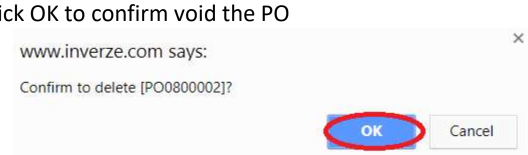


Completed Purchase Order

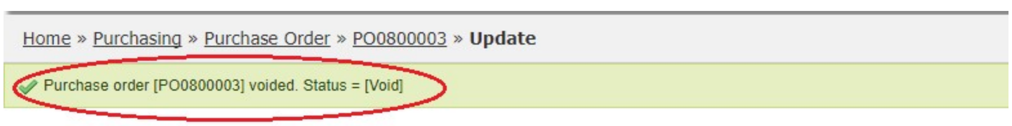
1. Click Void to void the purchase order



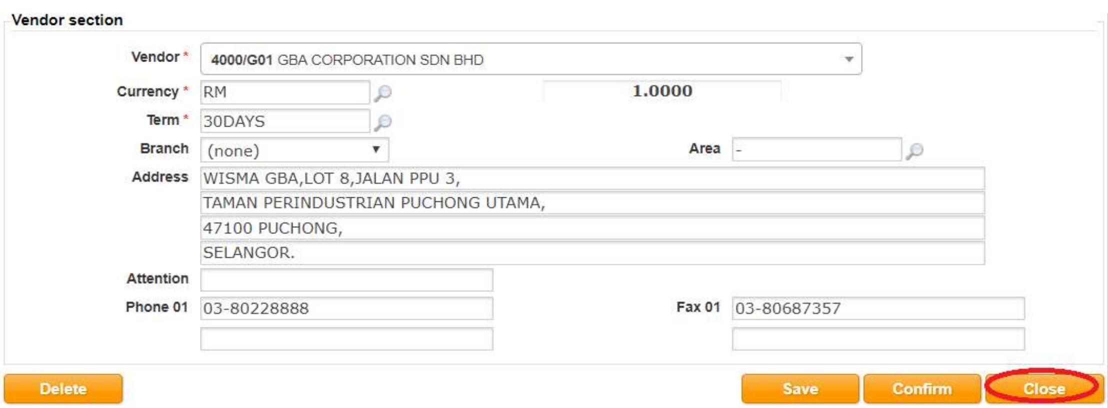
2. Click OK to confirm void the PO



3. A message will show PO status void



4. Click Close once done

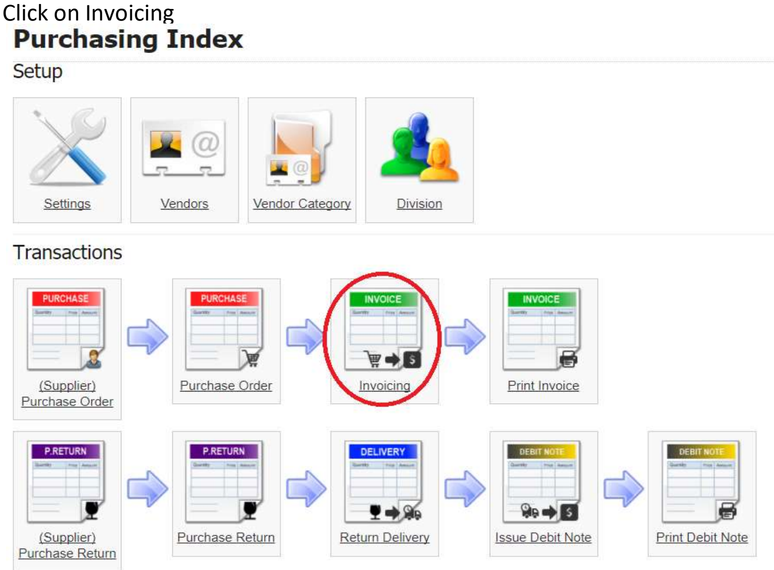


Invoicing

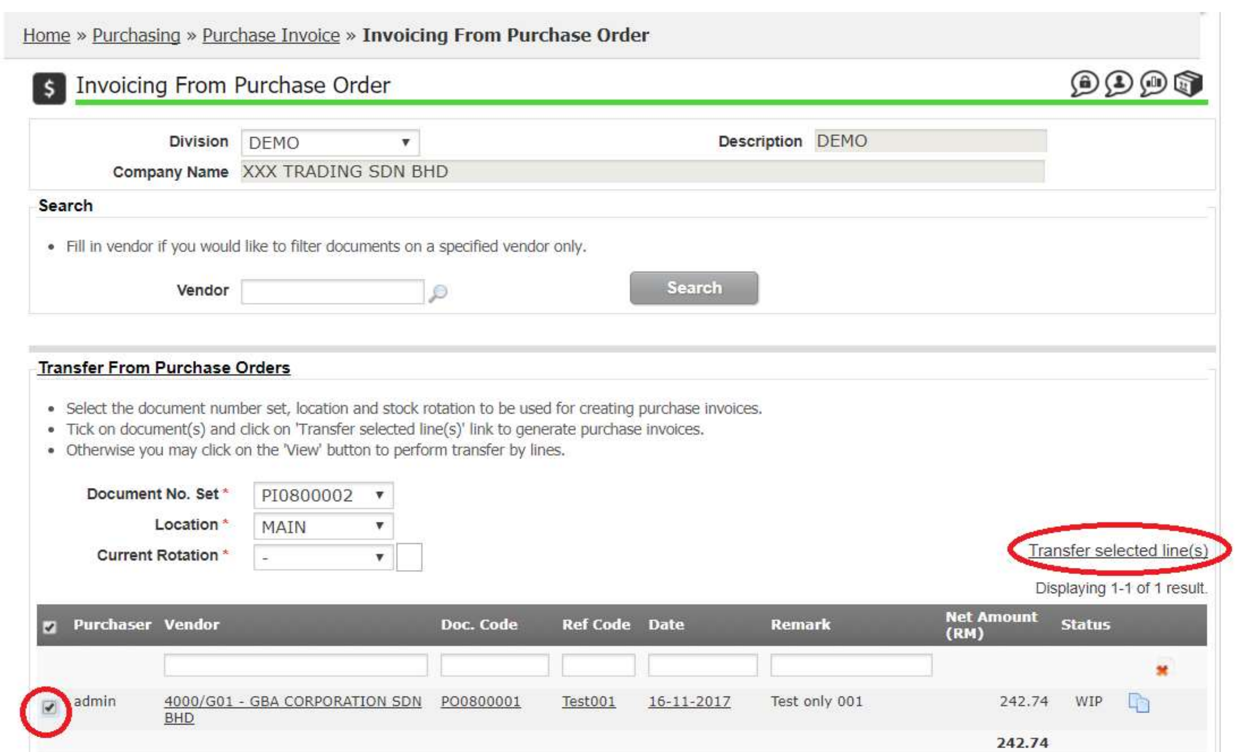
Invoicing Purchase Order

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

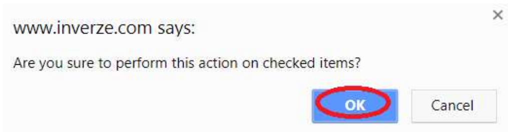
1. Click on Invoicing



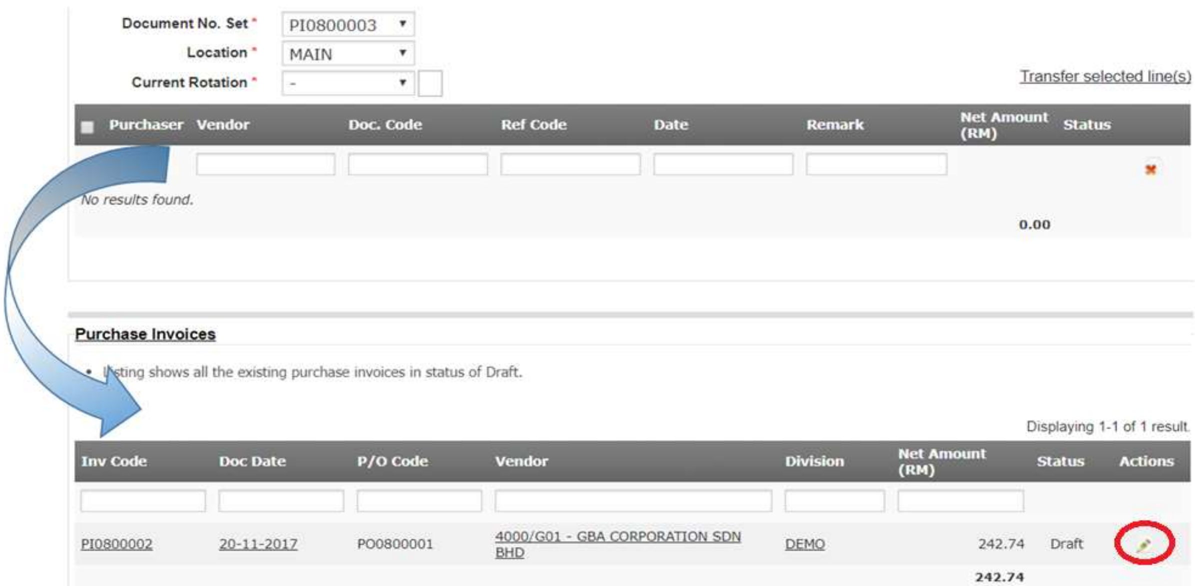
2. Tick on ☐ then click on Traansfer selected line(s)



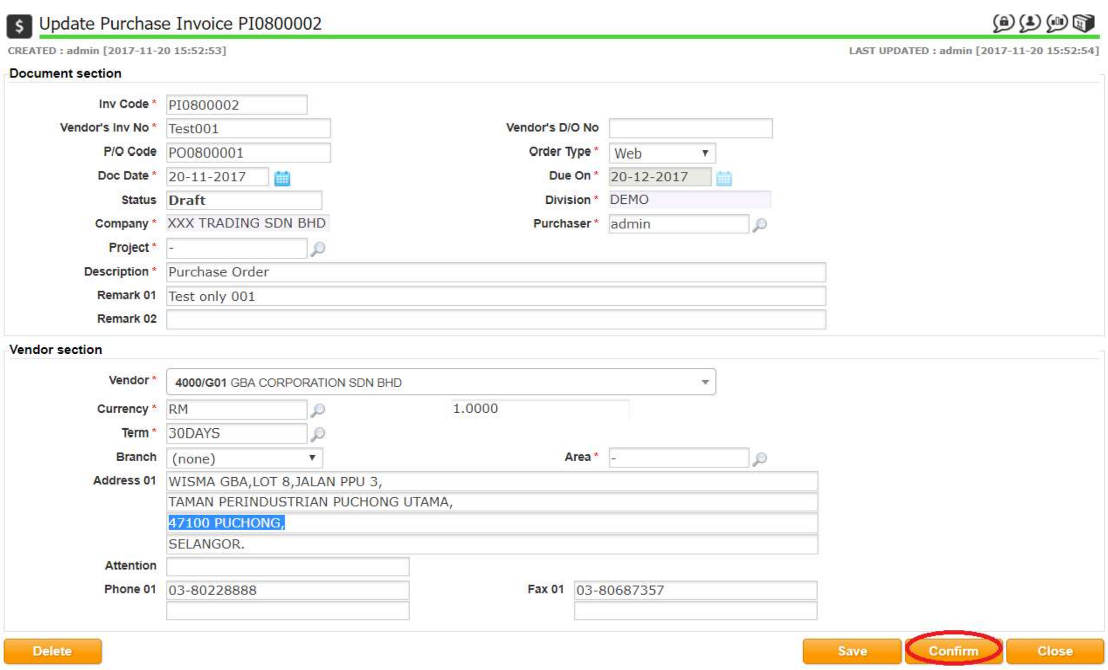
3. Click OK



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



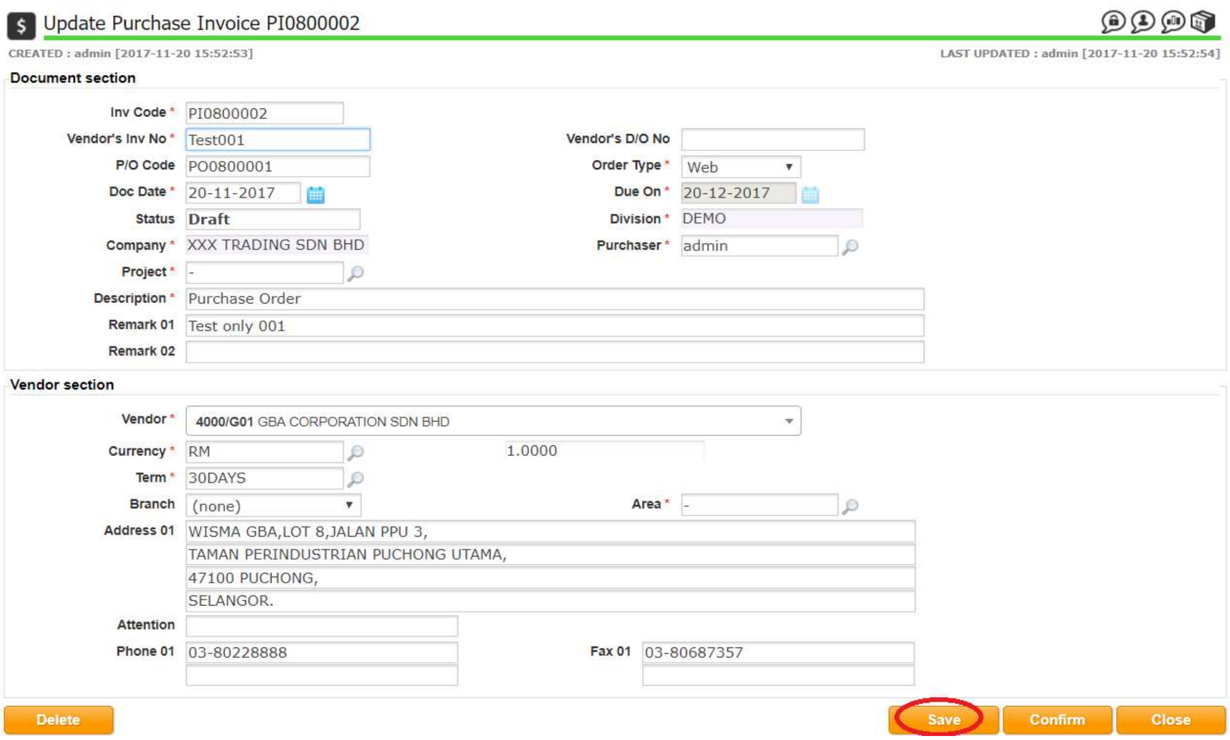
7. Click Confirm to change the Purchase Invoice to Complete status



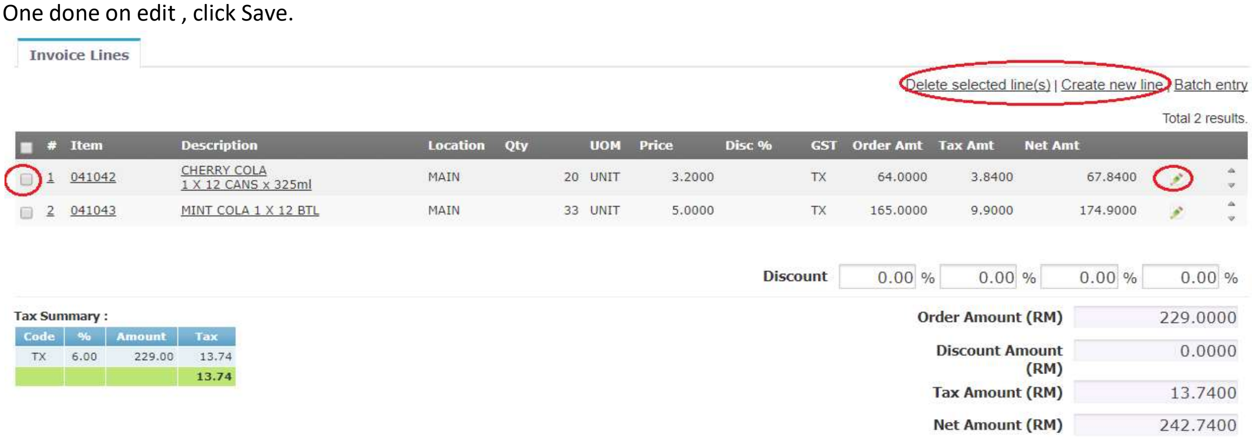
Edit Purchase Invoice

1. Click on Pencil to edit Purchase Invoice

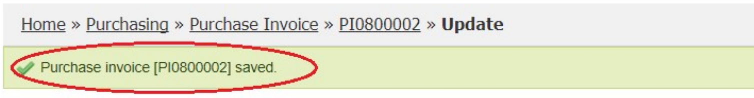
2. Review on document section and vendor section, then click Save



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.



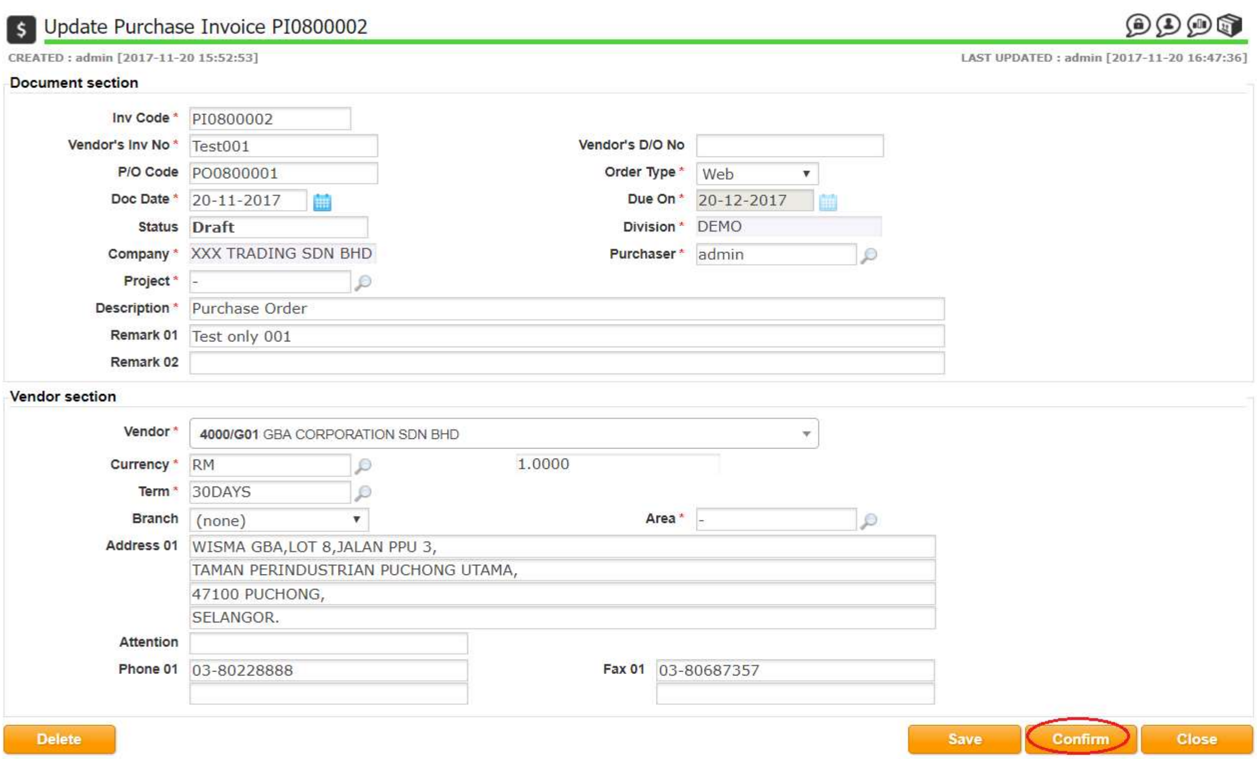
7. A message will show Purchase Invoice saved



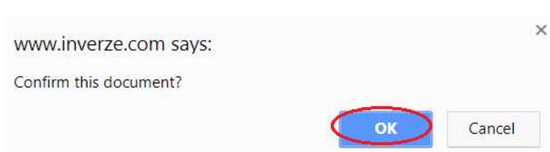
Confirm Purchase Order

1. Click on pencil to view Purchase Invoice

2. Click Confirm to confirm Purchase Invoice

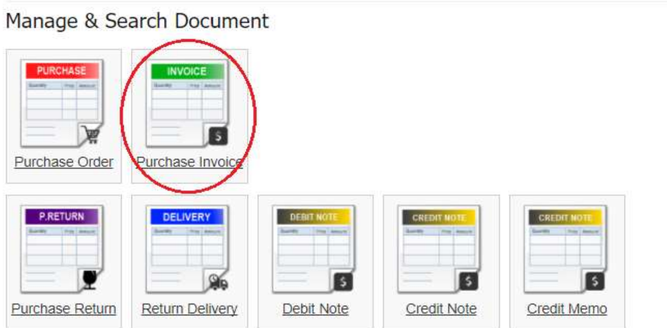


3. Click OK to confirm document

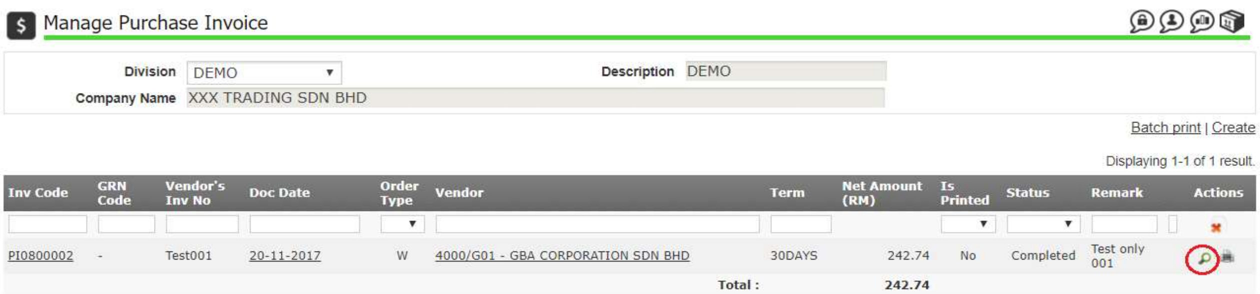


4. The Purchase invoice will change to Complete status

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

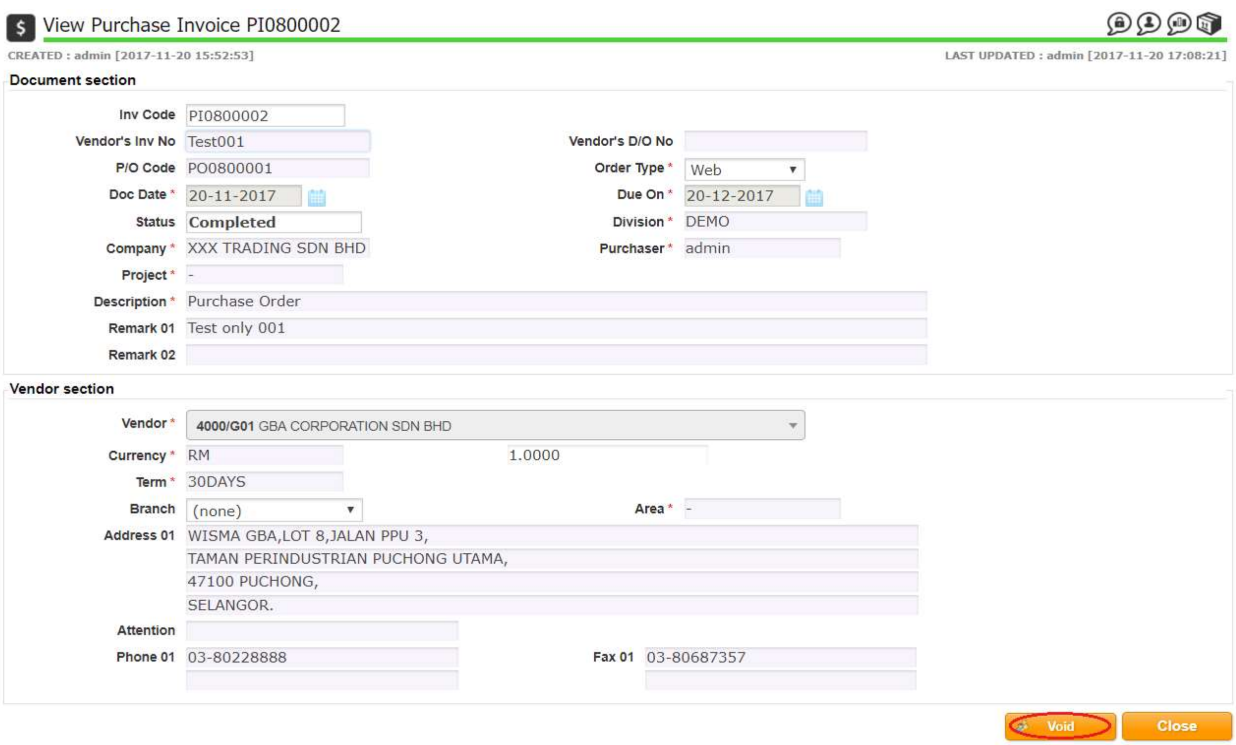


6. Click on magnifying glass to view Purchase Invoice.



Void Purchase Invoice

1. click Void to void Purchase Invoice



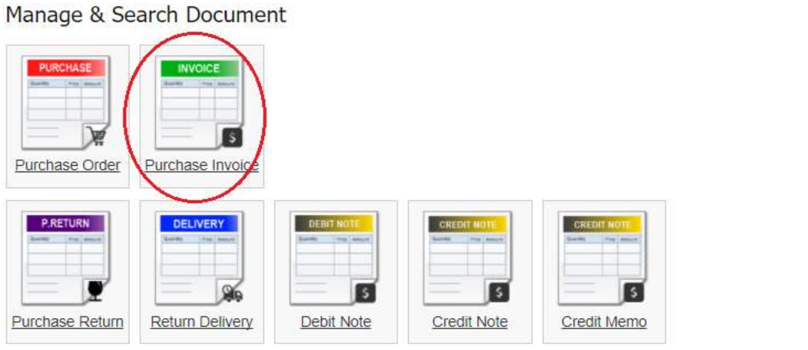
2. Fill in reason to void Purchase Invoice
3. Then, click Confirm to proceed to next step

4. Click OK to confirm void the document

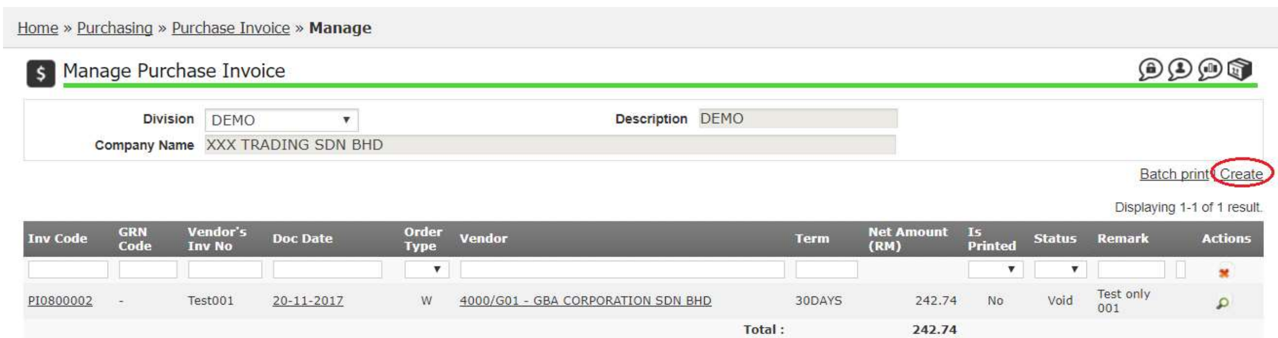
5. A message will show thePurchase Invoice voided

Create Purchase Invoice

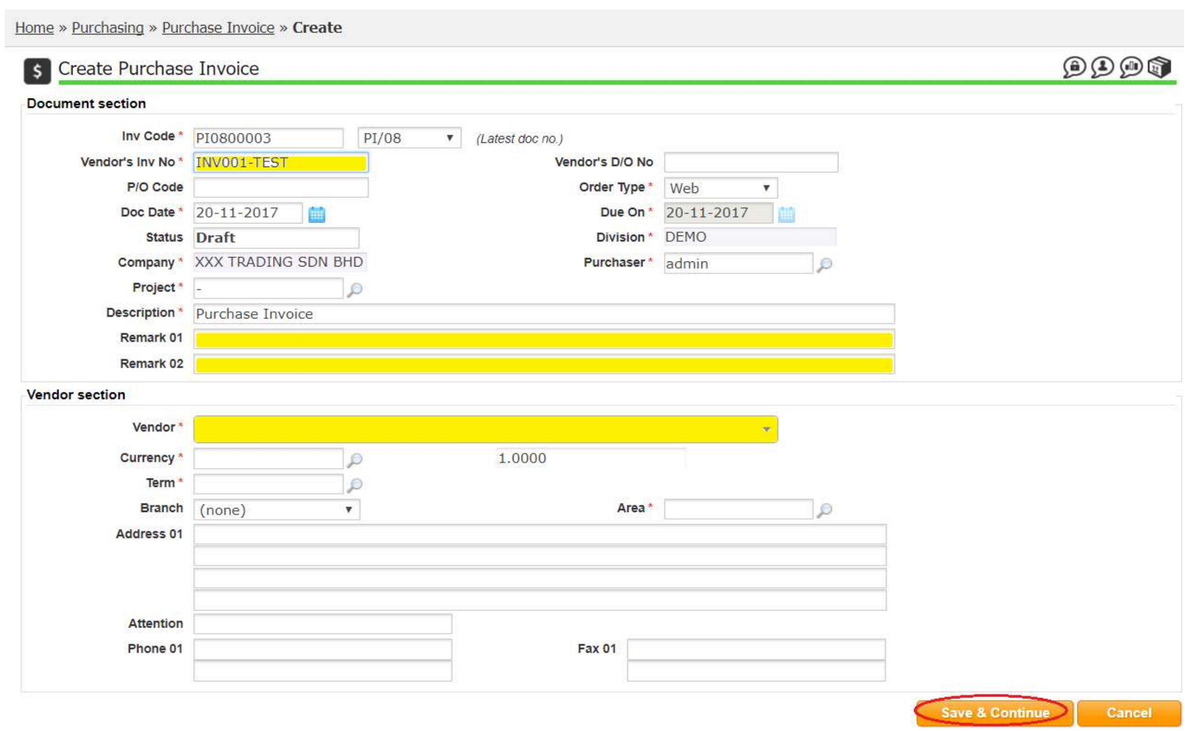
1. Go to Purchasing > Manage & Search Document, then click Purchase Invoice



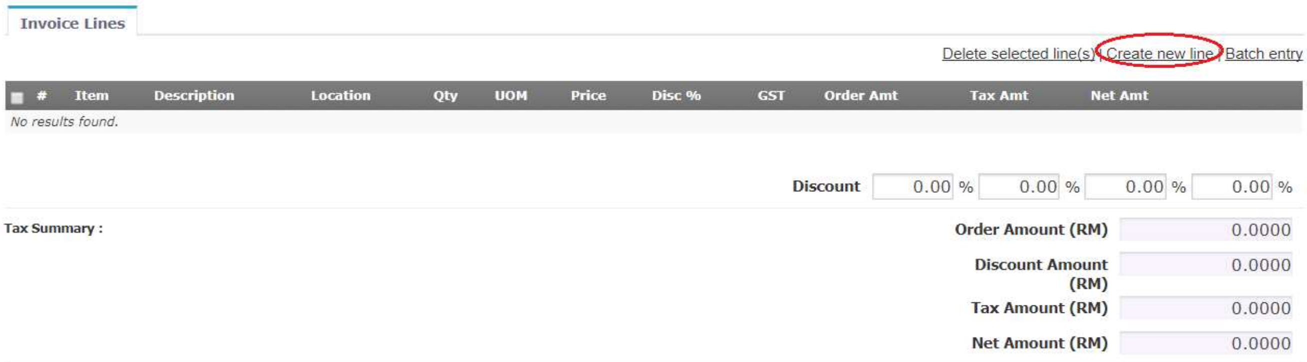
2. Click Create



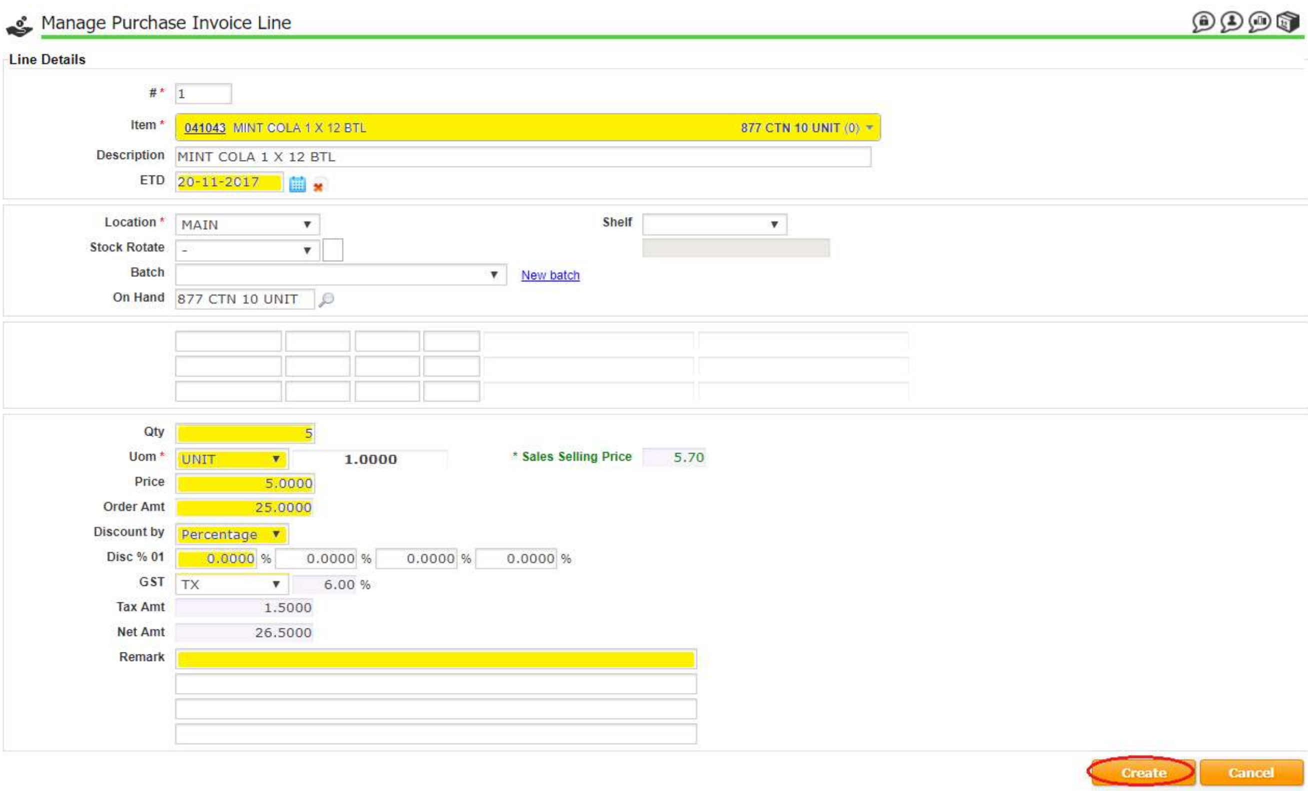
3. Fill in the fields which highlighted in yellow



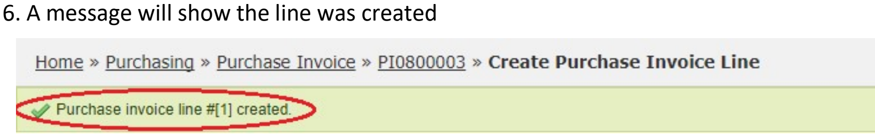
4. Click Create new line



5. Fill the highlighted fields, then click Create

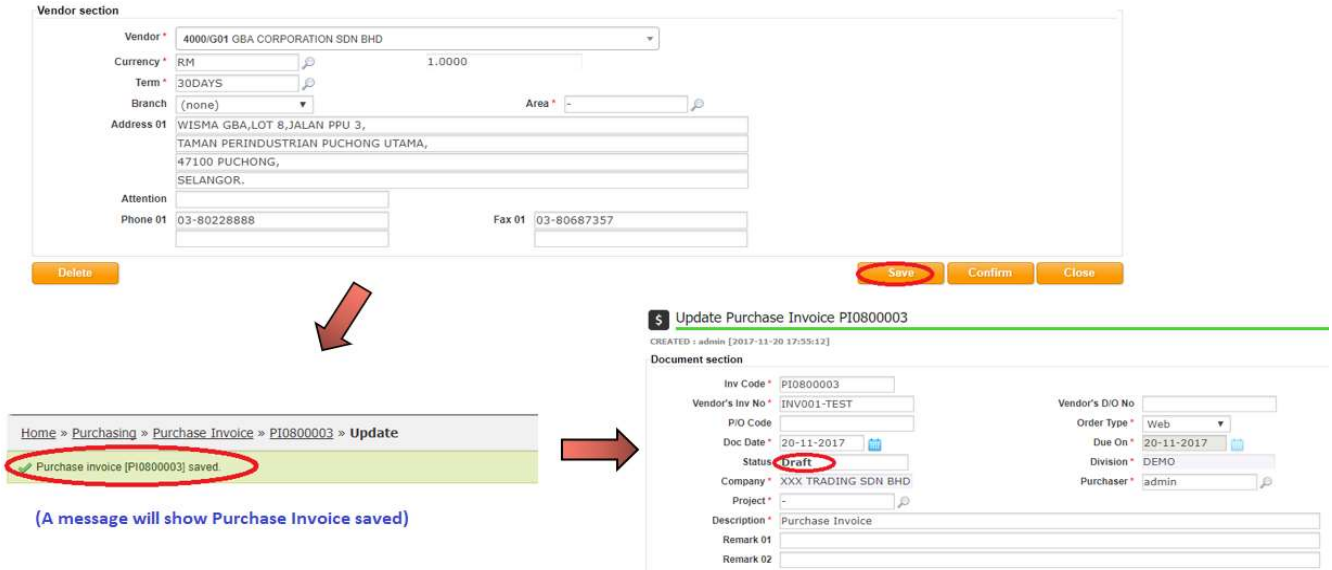


6. A message will show the line was created

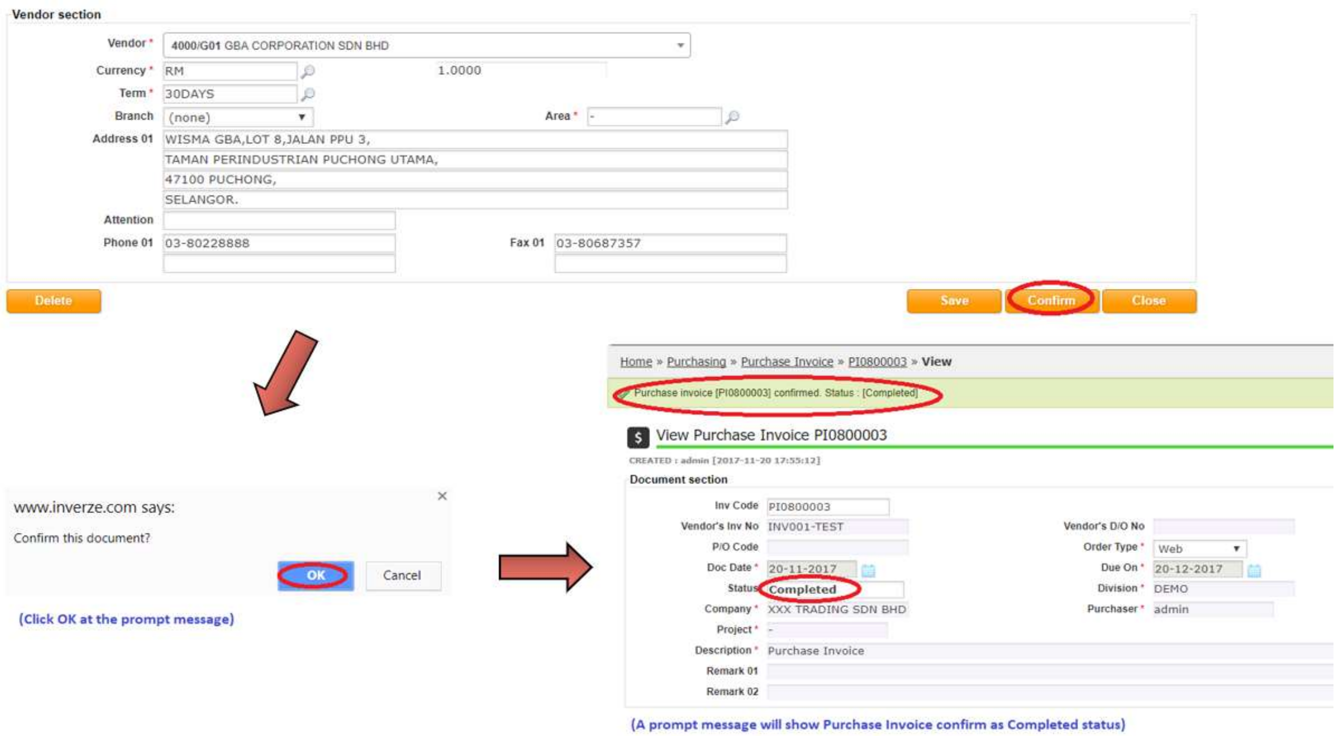


7. Continue create for next item
8. Once done, click Cancel

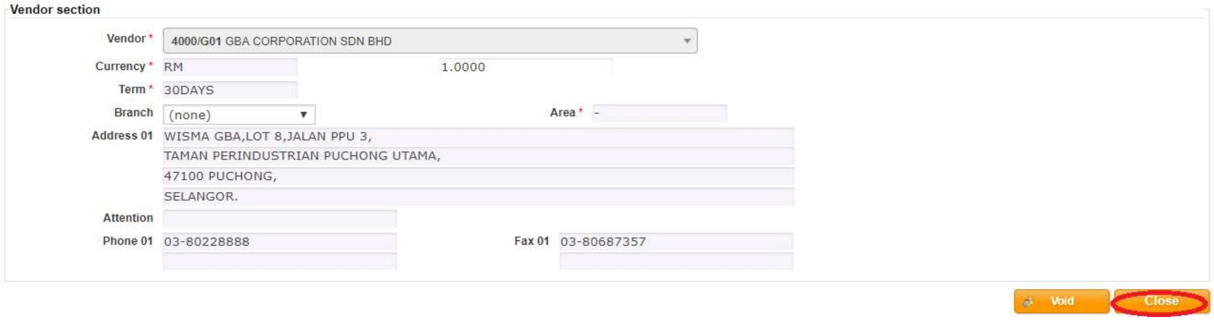
9. Click Save to save Purchase Invoice under as Draft status



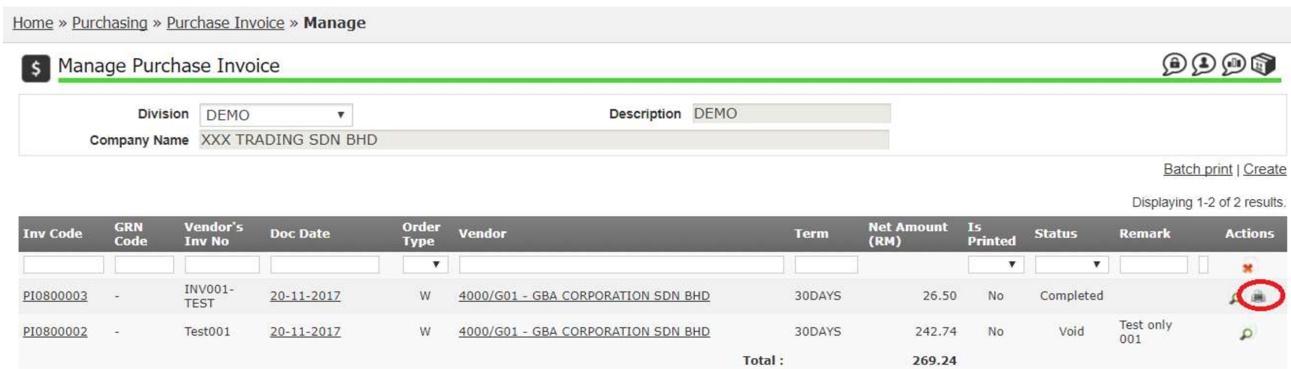
10. Or, click Confirm to change the Purchase Invoice to Complete status



11. Once done, Click Close



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



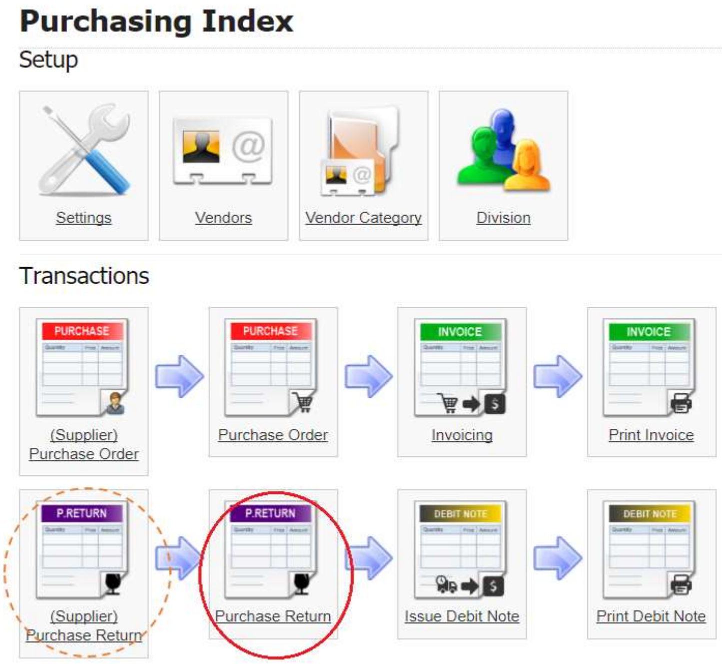
13. The Purchase Invoice will downloaded in PDF format. Click to open and print the Purchase Invoice.

PURCHASE RETURN

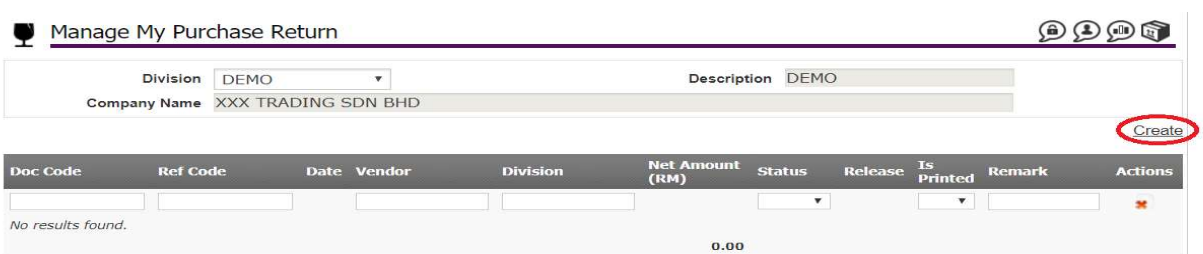
Create Purchase Return

1. Click on (Supplier) Purchase Return

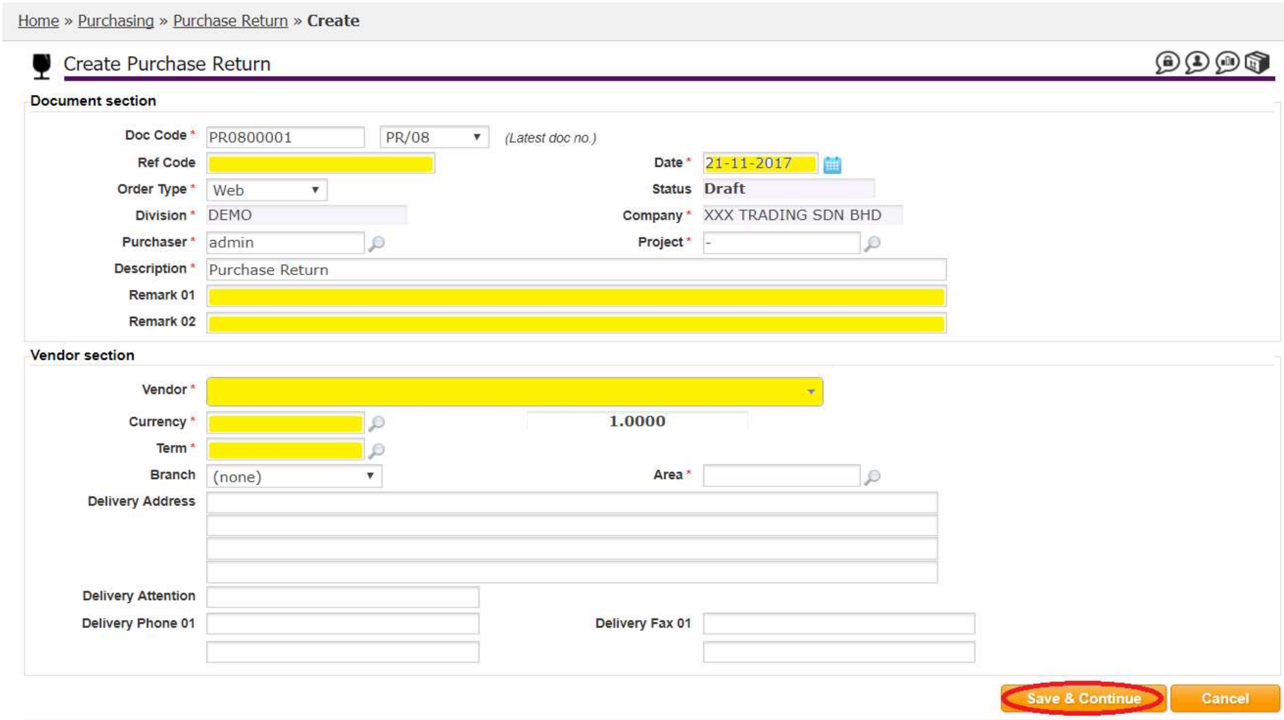
For Supplier to create Purchase Return - click on (Supplier) Purchase Return



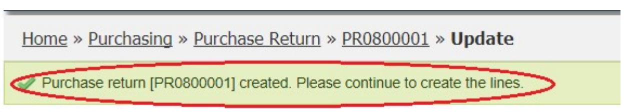
2. Click create



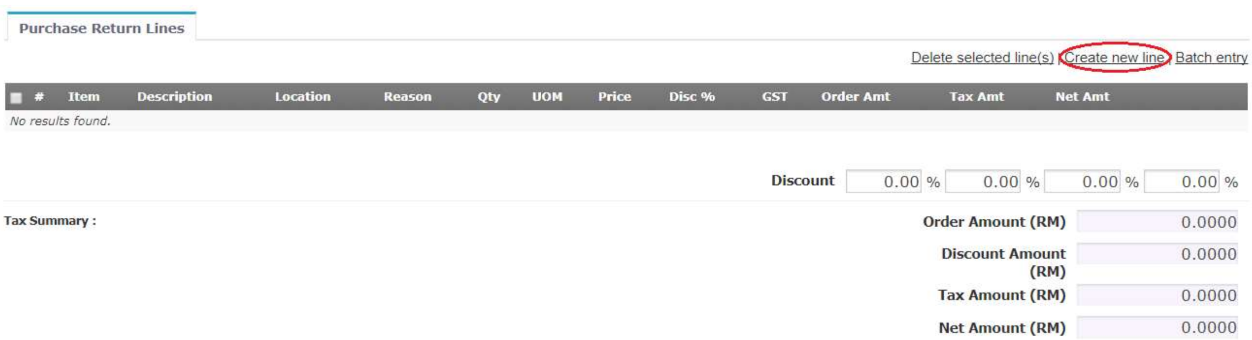
3. Fill in the field which highlighted in yellow
4. Click Save & Continue



5. A message will show Purchase Return created

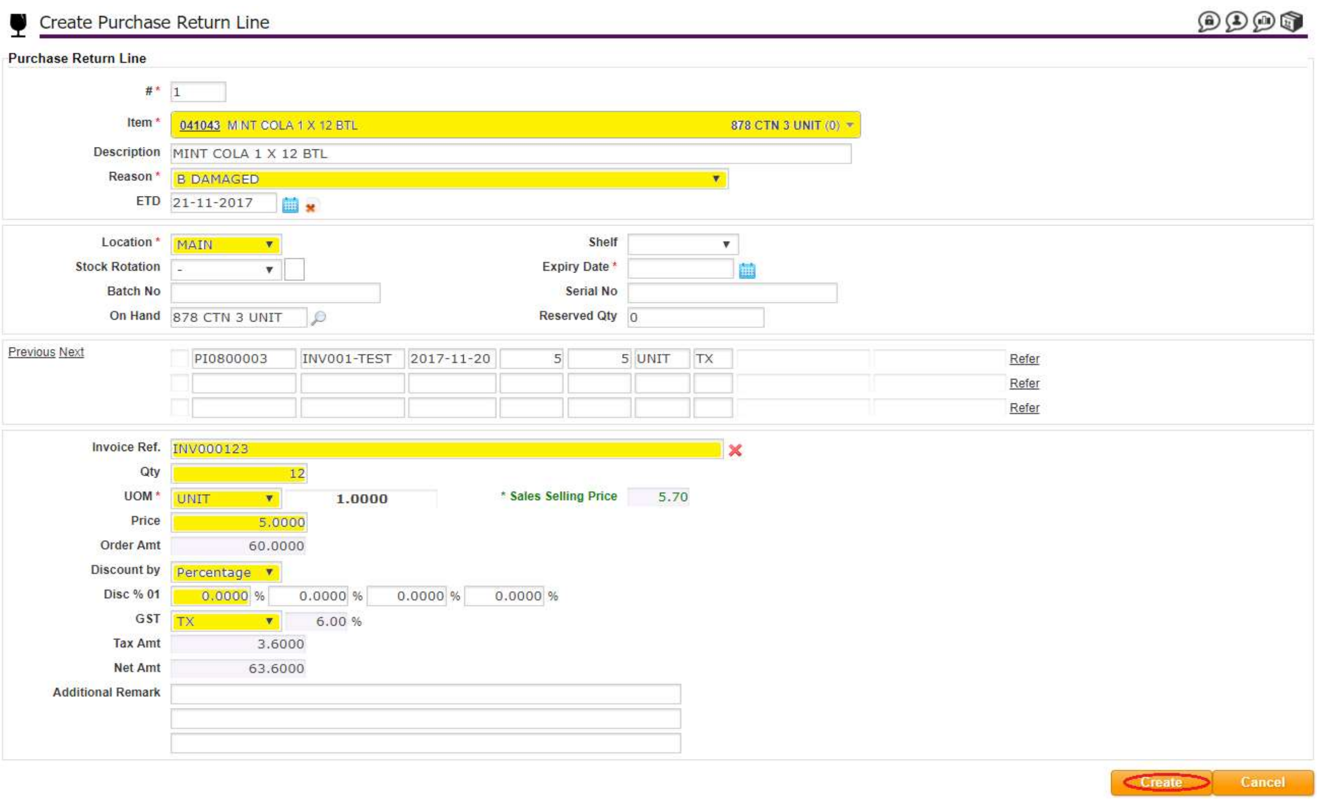


6. Click Create new line



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



9. Continue to create next item.

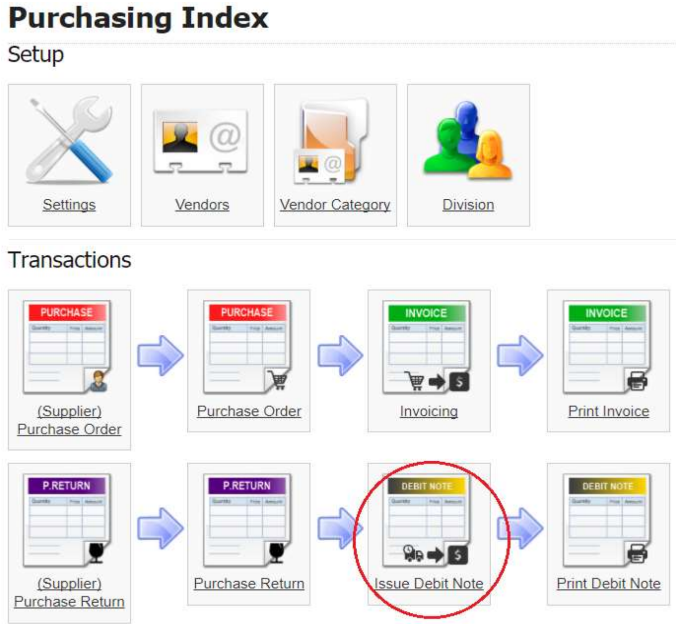
10. Click Cancel when done item creation

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

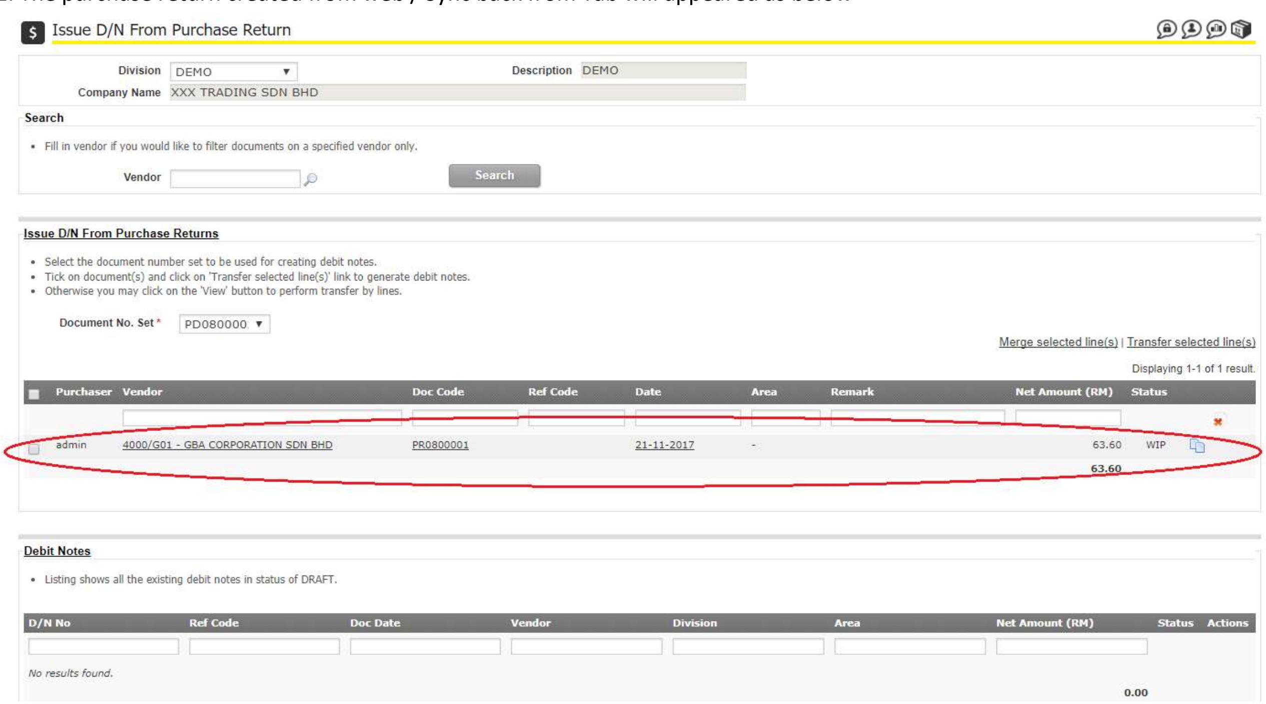
12. Or, Click Confirm to save this Purchase Return to WIP status

Issue Debit Note

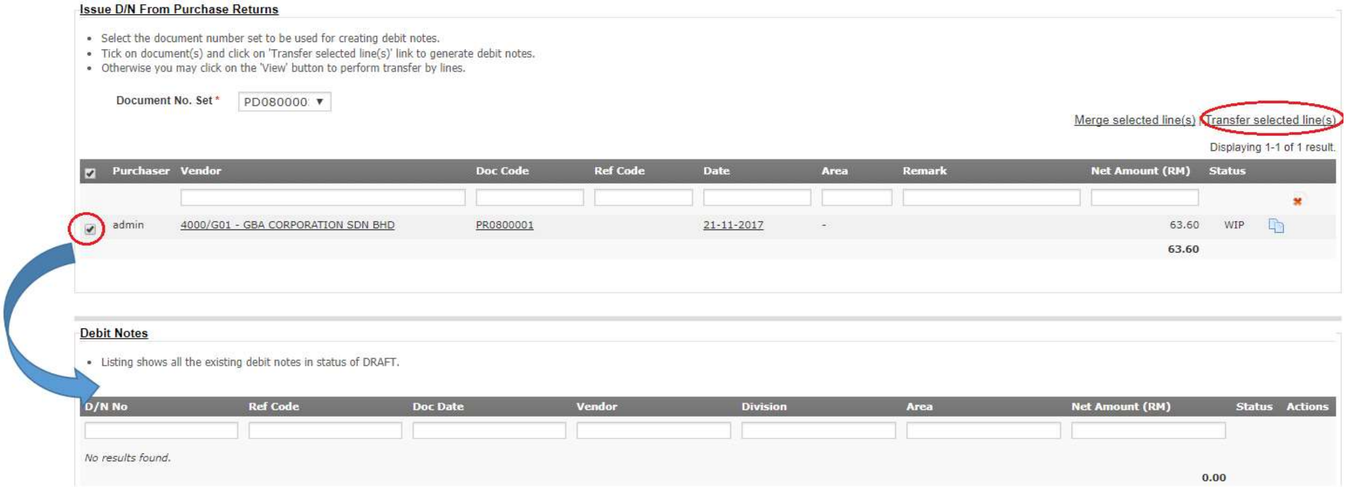
1. Click Issue Debit Note



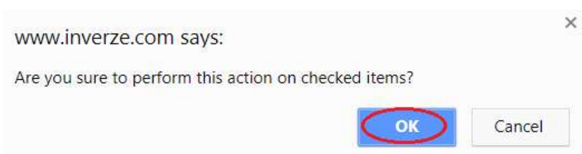
2. The purchase return created from web / Sync back from Tab will appeared as below



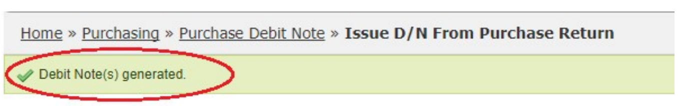
3. Tick on the Purchase Return
4. Click Transfer selected lines (s)



5. Click OK to confirm transfer.

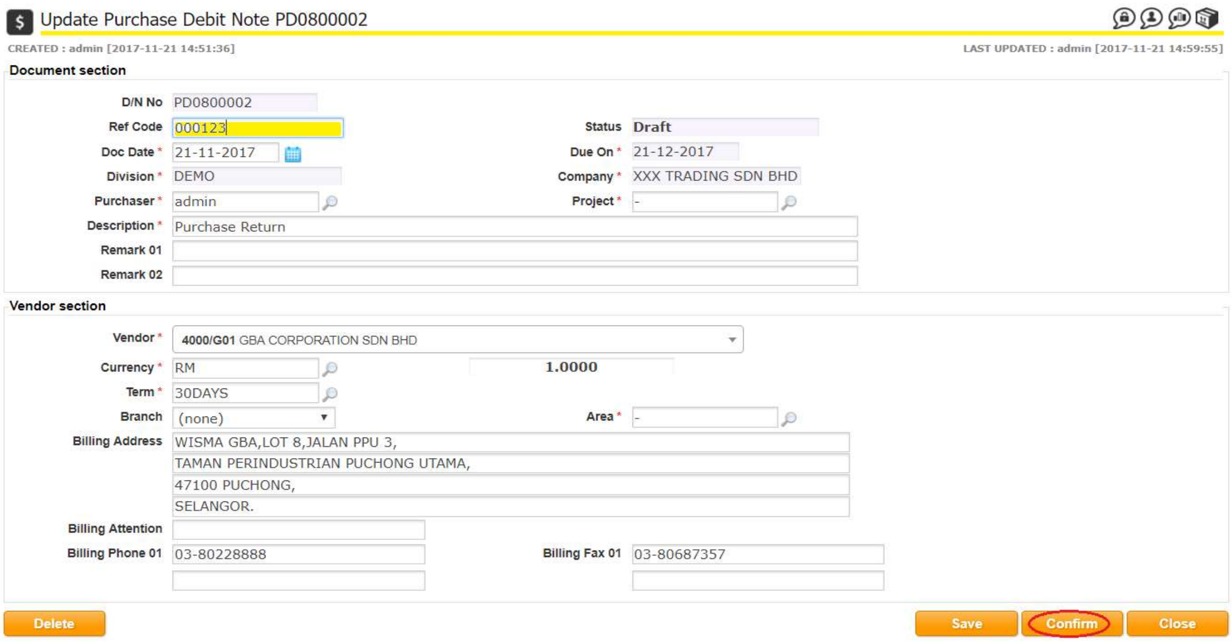


6. A message show Debit note generated



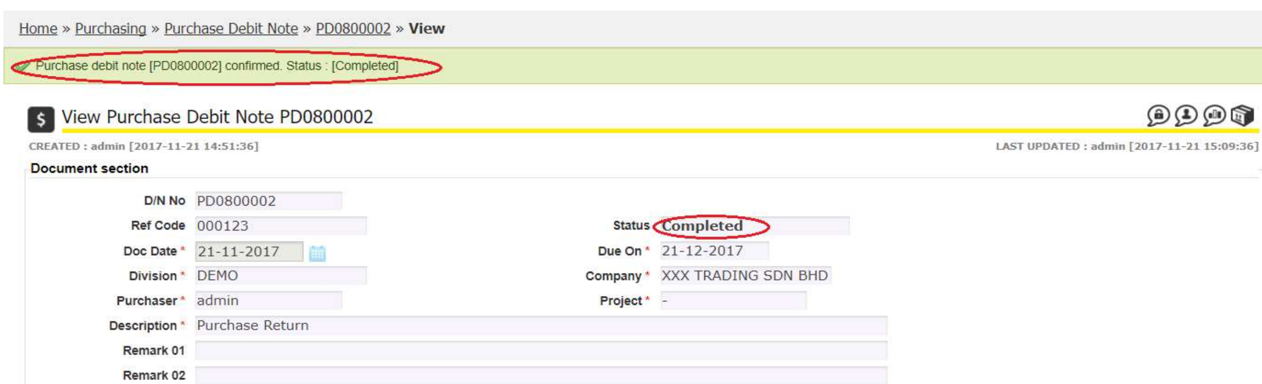
7. Scoll down to bottom page - Debit Note
8. Click on pencil

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

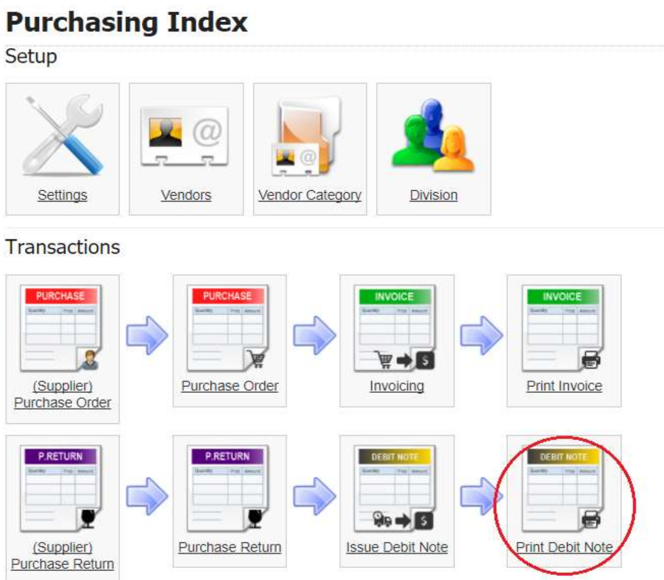


10. Click OK to confirm this document

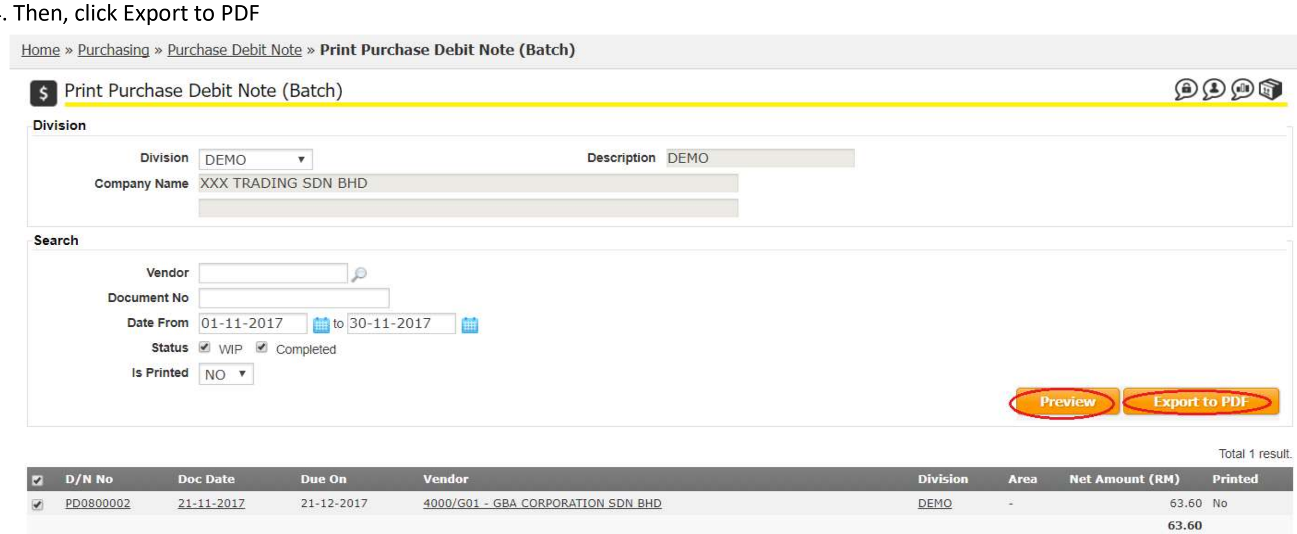
11. A message will show Purchase Debit Note confirmed as Completed status



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



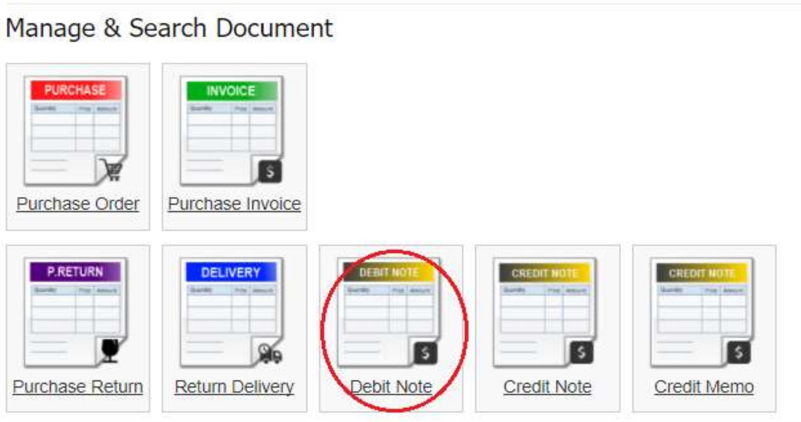
13. Click Preview to generate Purchase Debit Note
14. Then, click Export to PDF



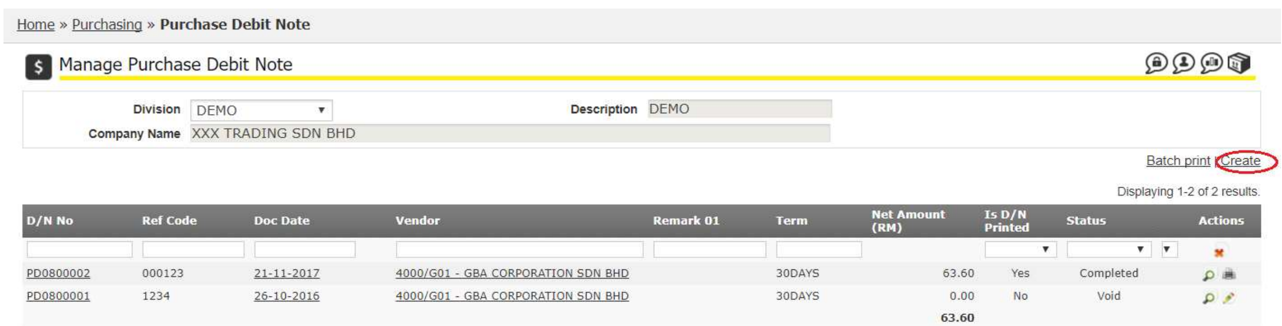
15. The Purchase Debit Note will downloaded in PDF format. Click to opne and print the Purchase Debit Note.

Create Debit Note

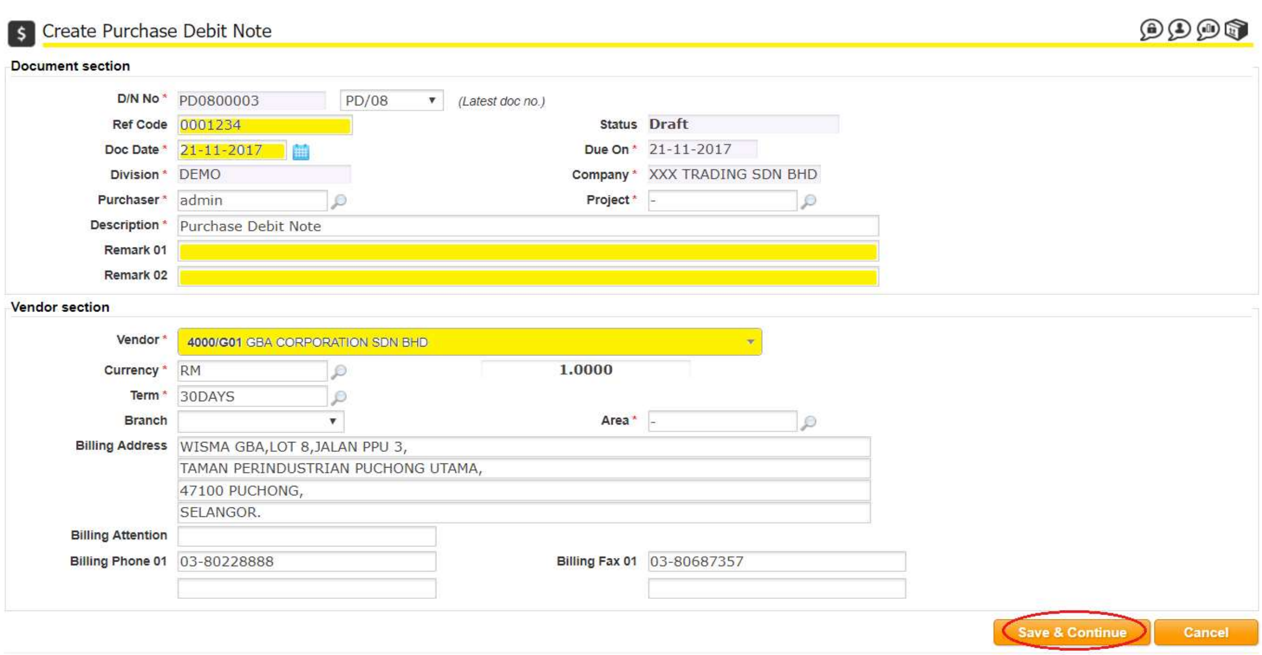
1. Go to Purchasing > Manage & Search Document > Debit Note



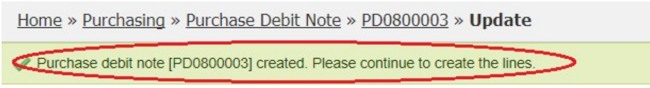
2. Click Create



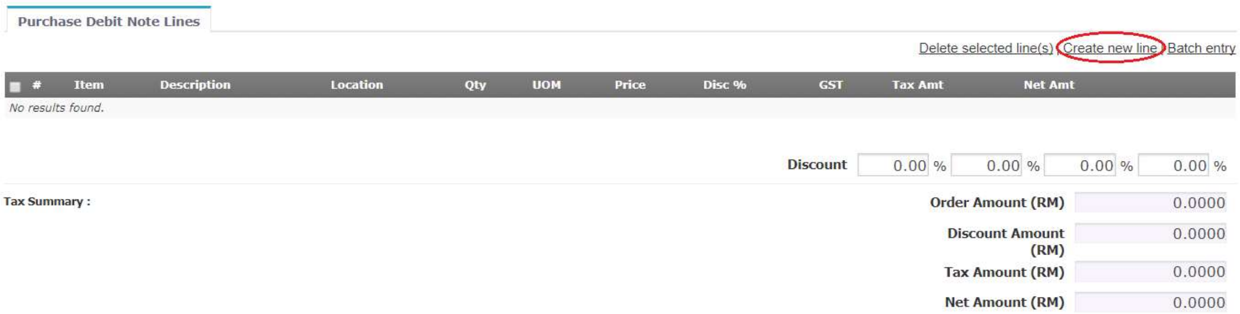
3. Fill in the field which highlighted in yellow colour.
4. Then, click Save & Continue



5. A message will show Purchase Debit Note created

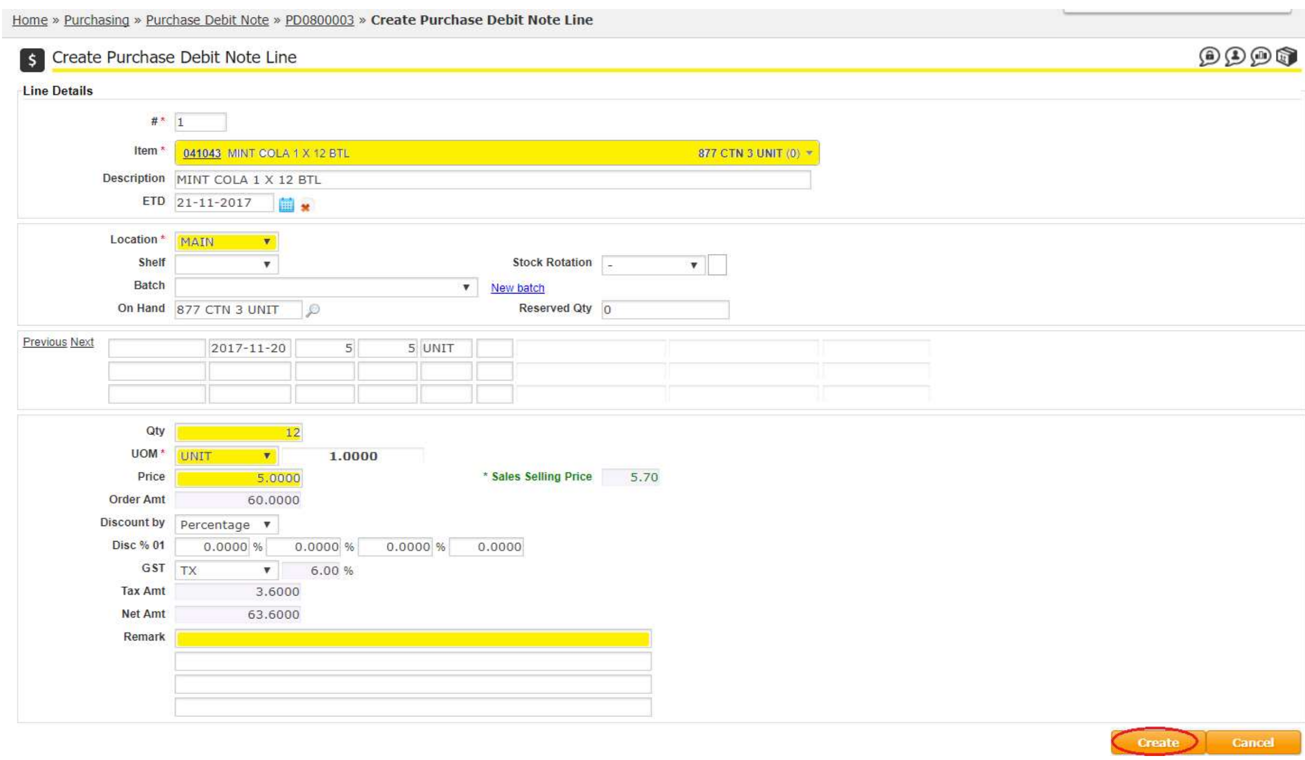


6. Click Create new line



7. Fill in the field which highlighted in yellow

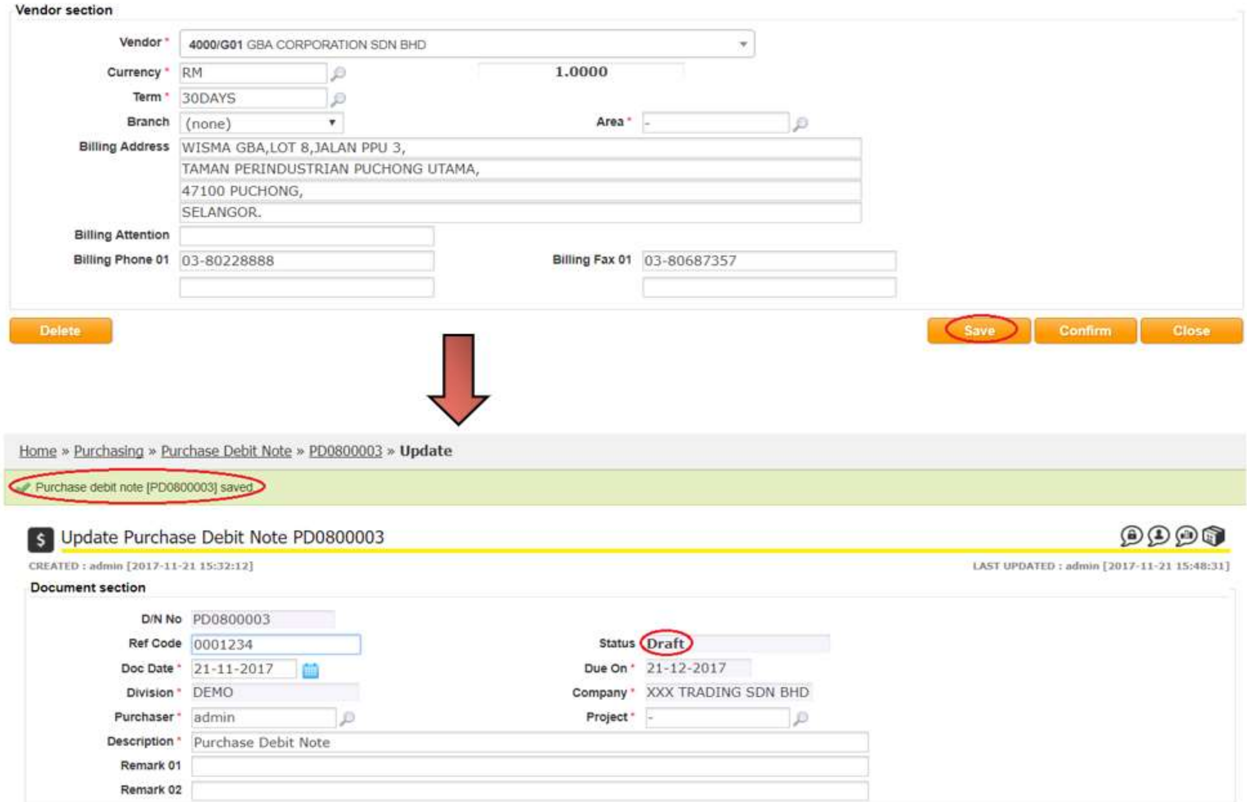
8. Then, click create



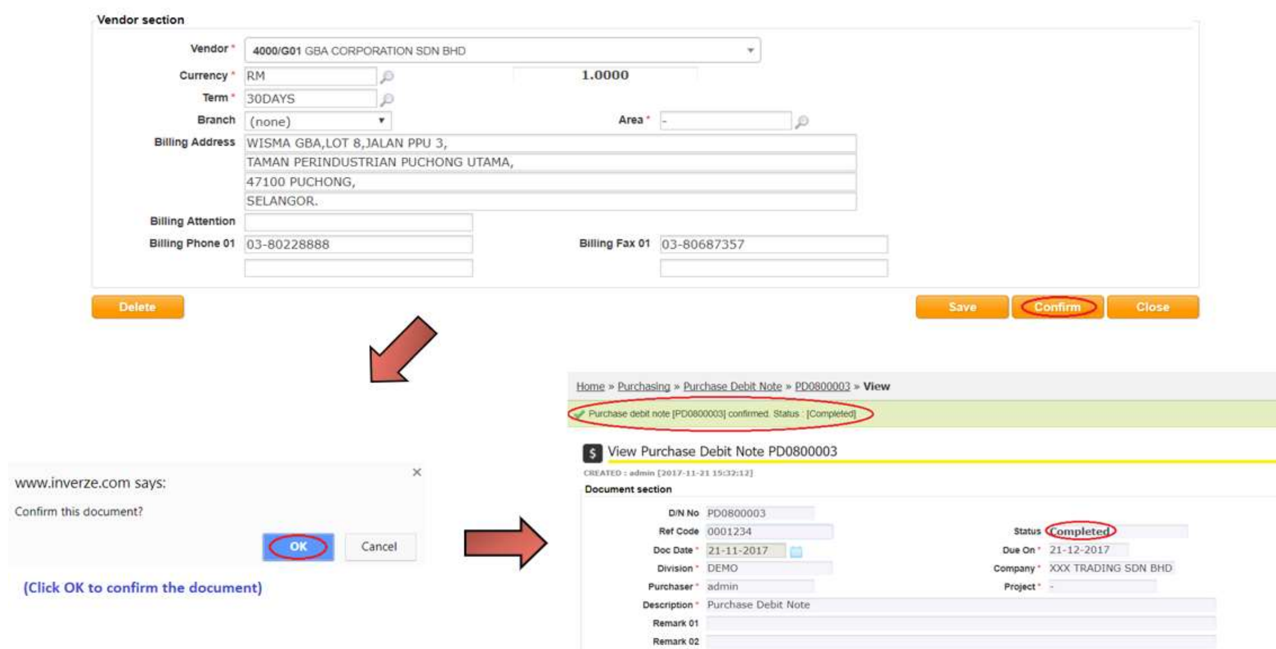
9. A message will show item line created

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



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

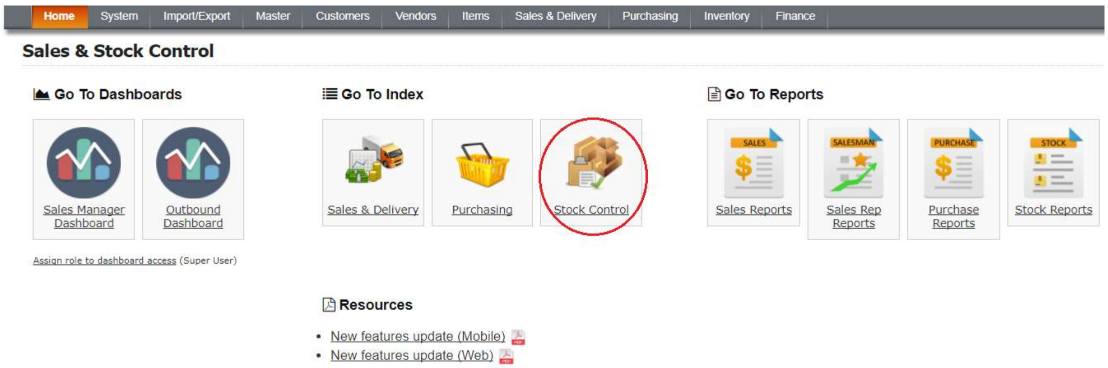


16. Click Close
17. To print Debit Note, click on Printer Icon

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

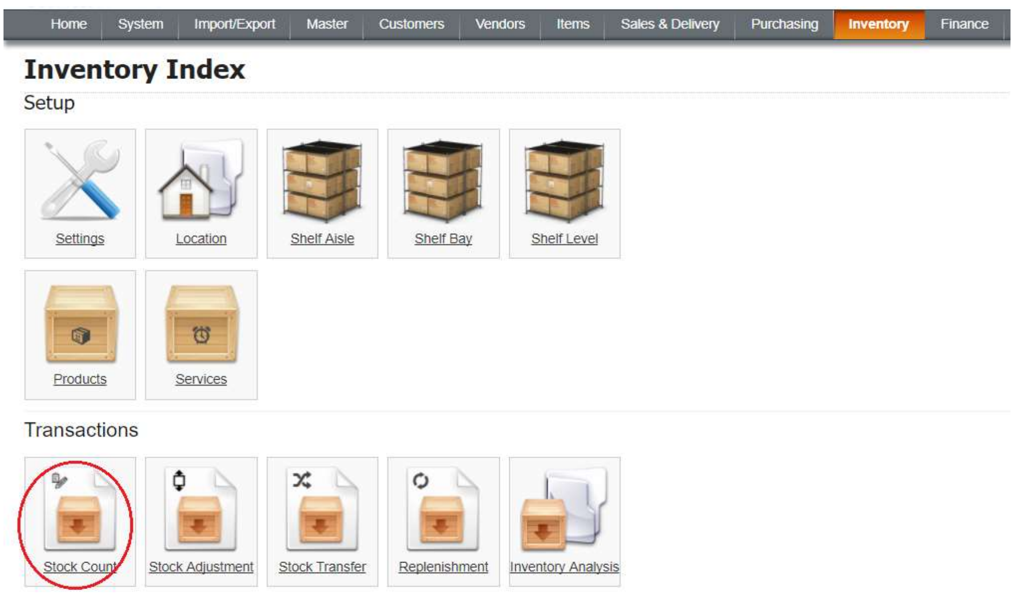
INVENTORY

1. Click on Stock Control



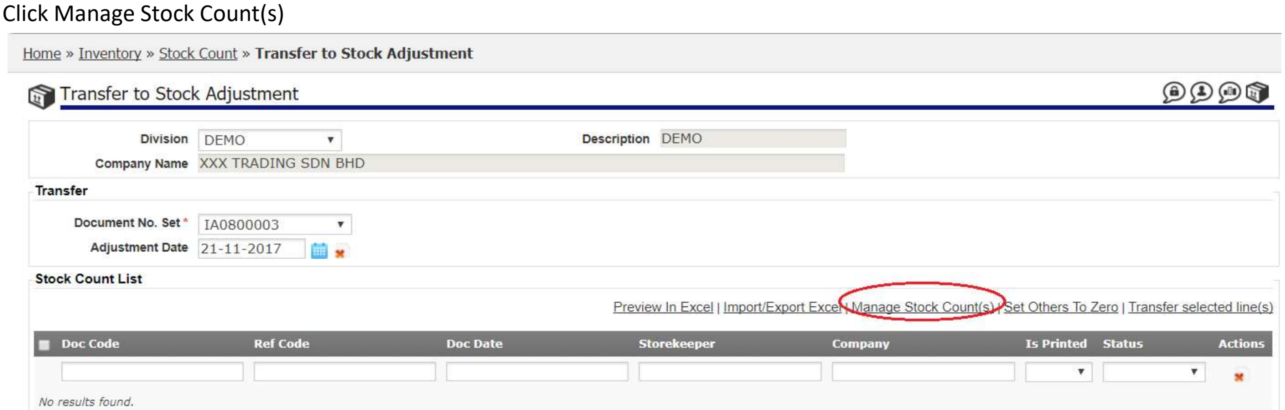
Stock Count

1. Click on stock Count



Create Stock Count

1. Click Manage Stock Count(s)

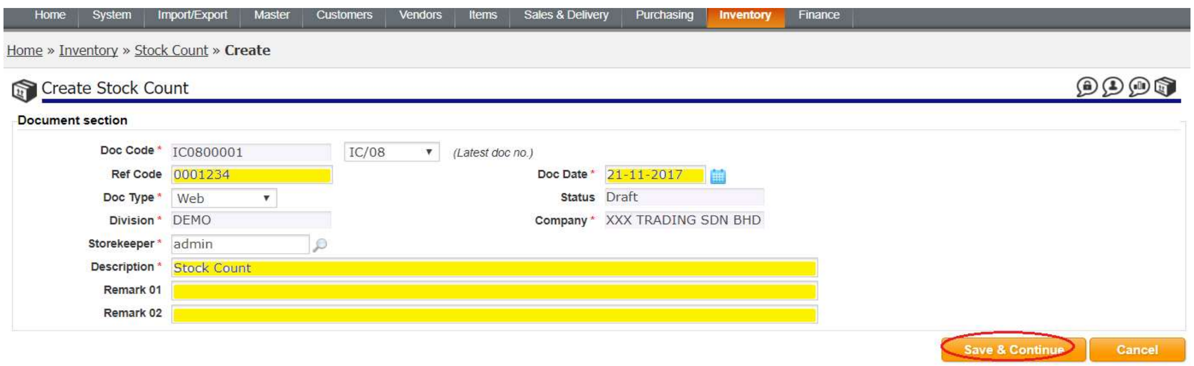


2. Click Create

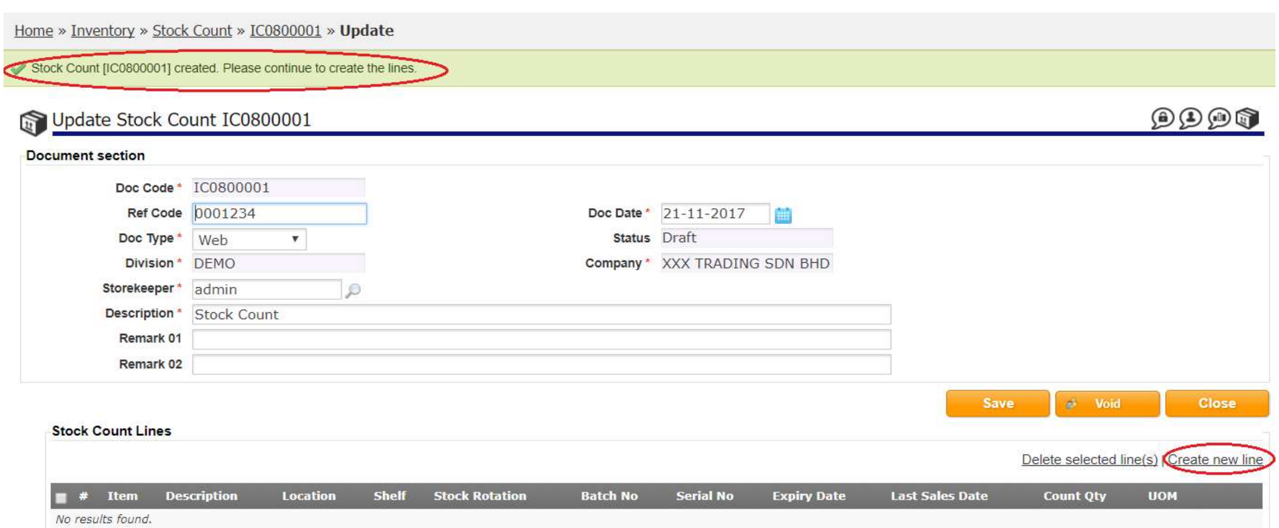
3. Fill in the field which highlighted in yellow

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

4. Then click Save & Continue

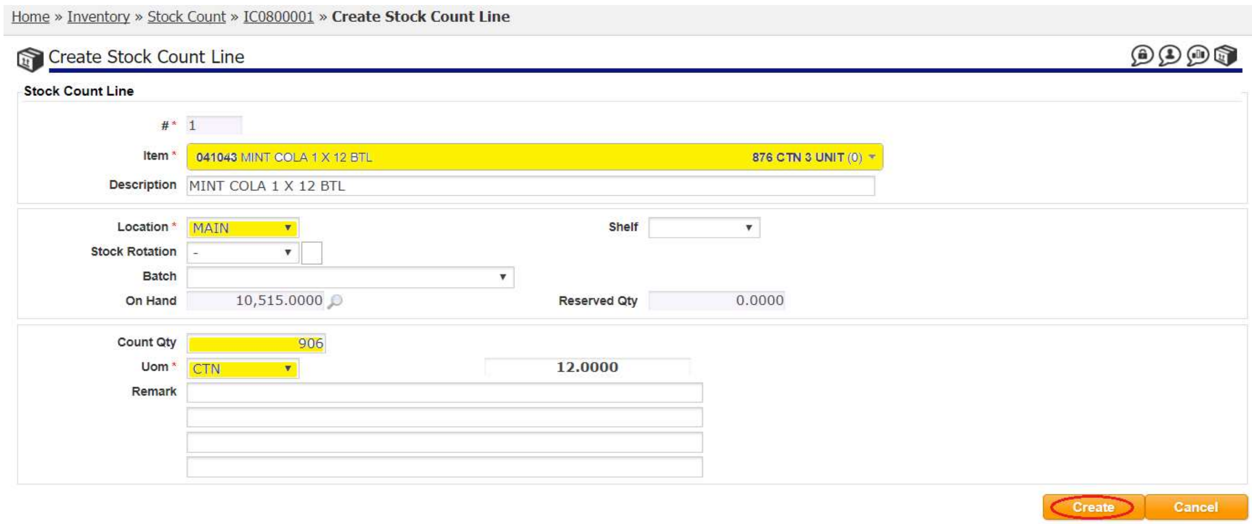


5. A message will show stock count created.
6. Click Create new line.

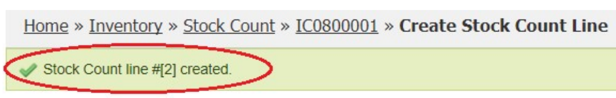


7. Fill in the field which highlighted in yellow
- Location - Select the correct stock location
- Count Qty - The total qty of physical stock as per stock count
- UOM - Select the correct UOM (Exp: Unit/ Bag / CTN...)

8. Then, click Create

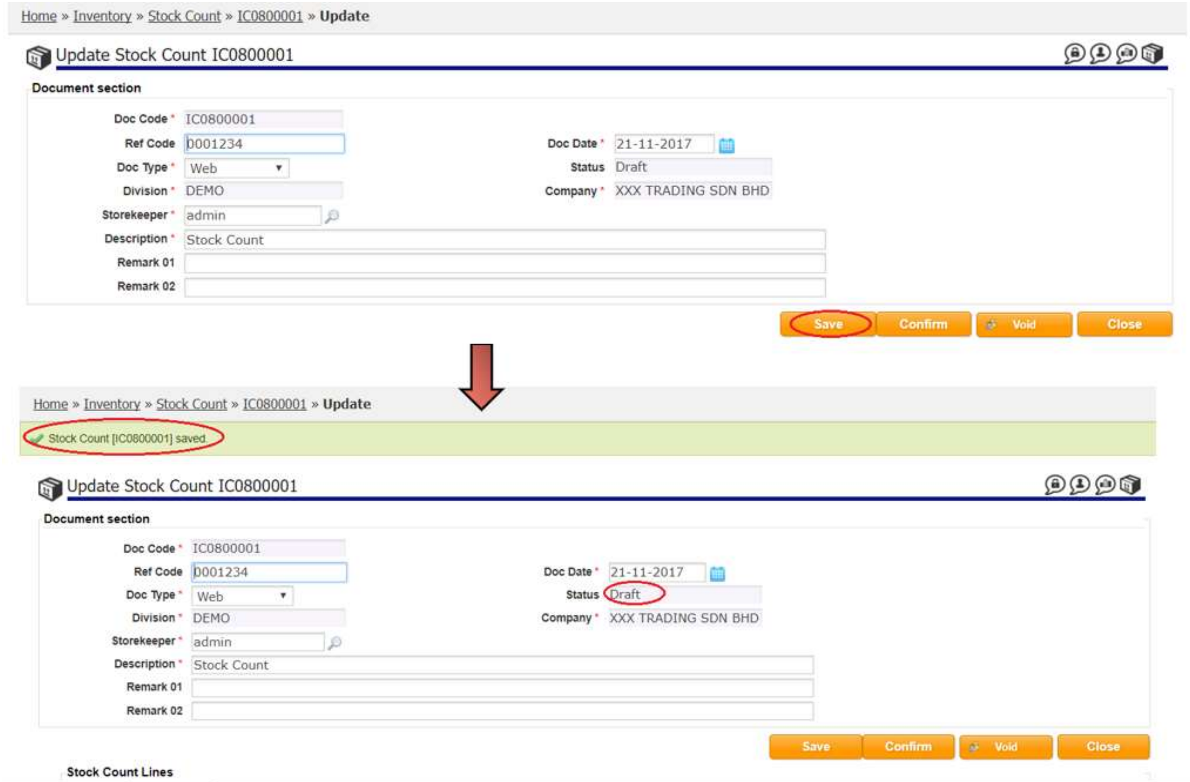


9. A message will show Stock Count line created

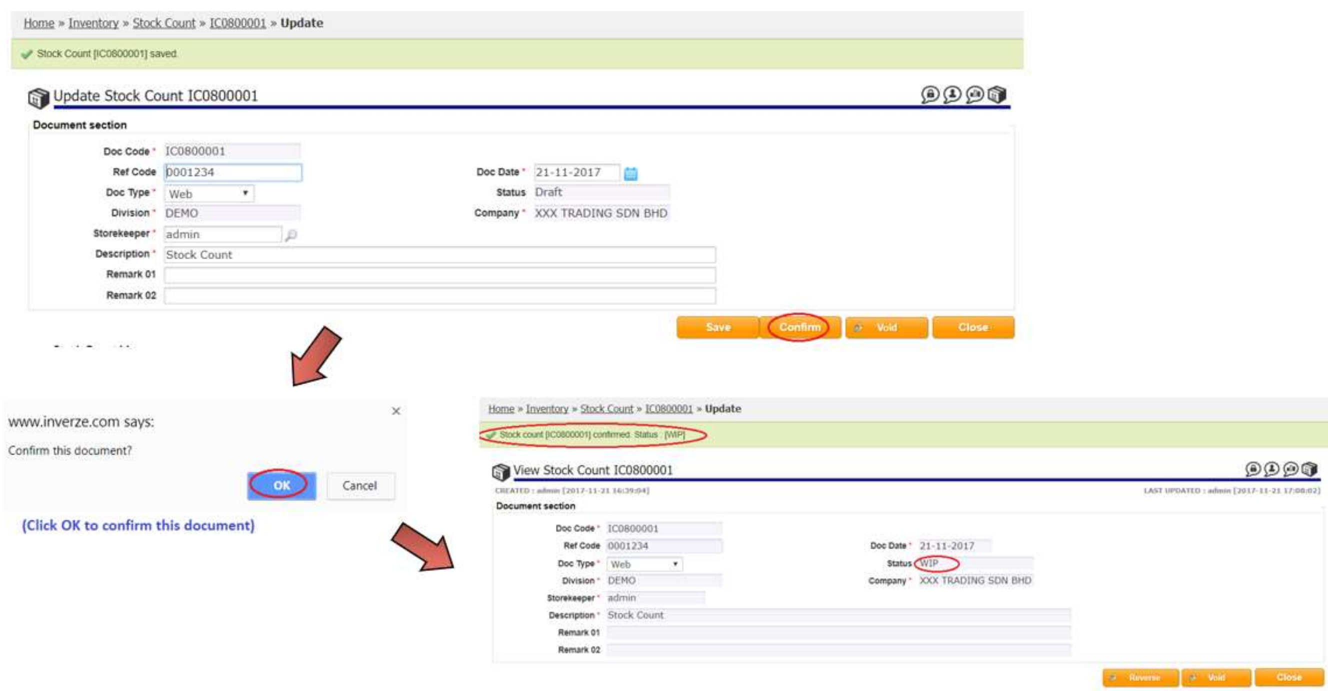


10. Click Cancel when done creation for stock count item

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



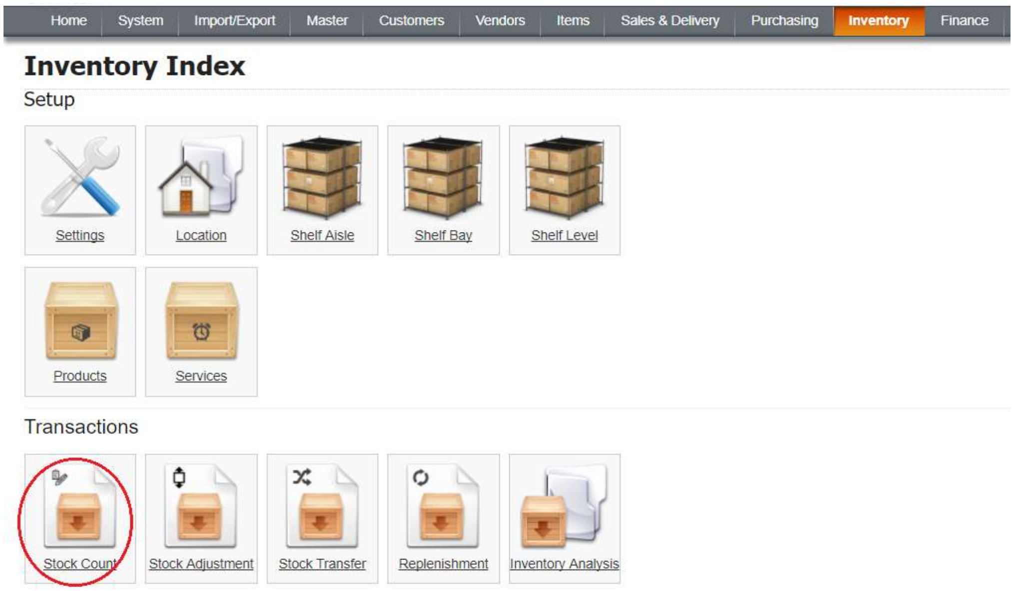
12. Or Click Confirm
13. Click OK to Confirm the document
14. A message will show sotck count confirmed as WIP status



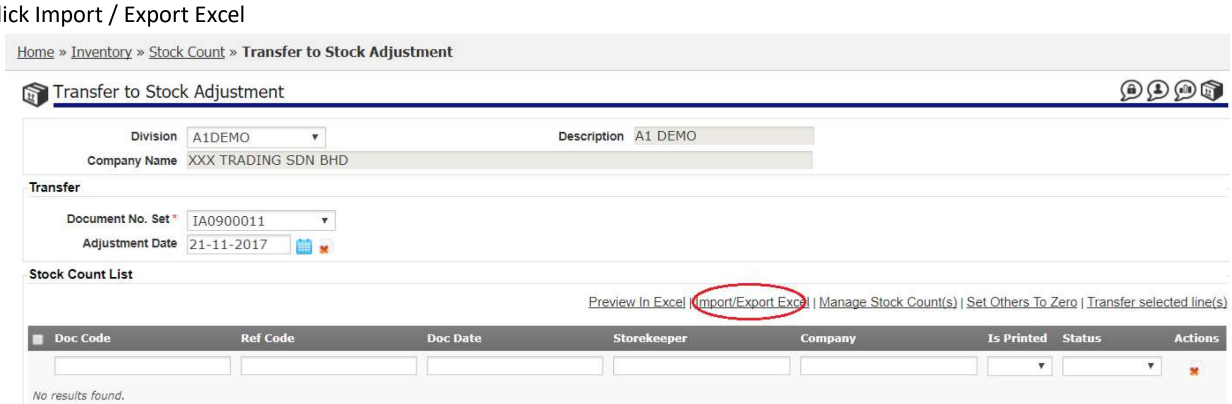
15. Click Close

Import Stock Count with Excel Template

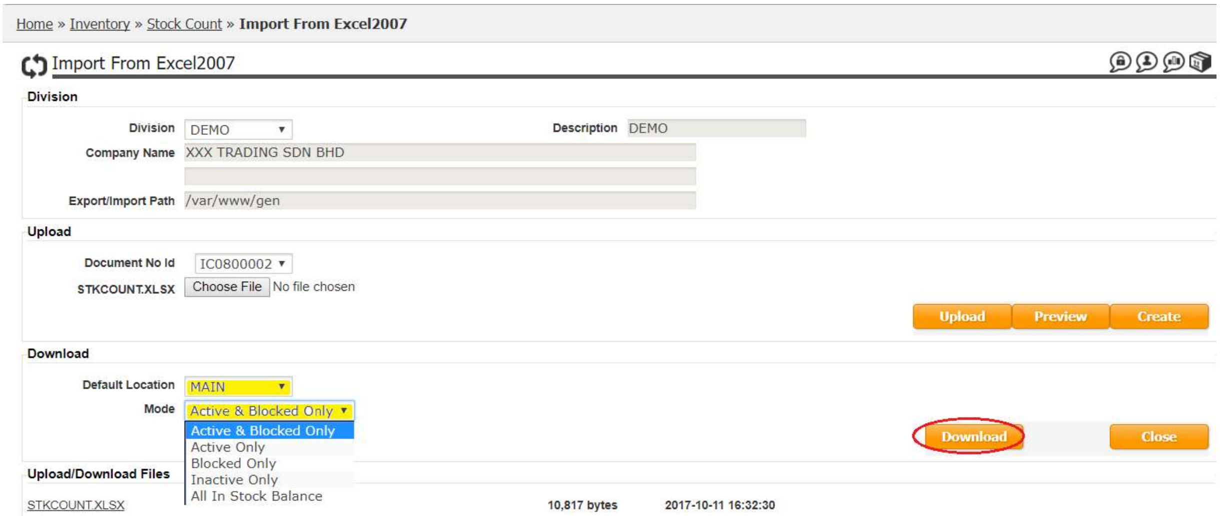
1. Click Stock count



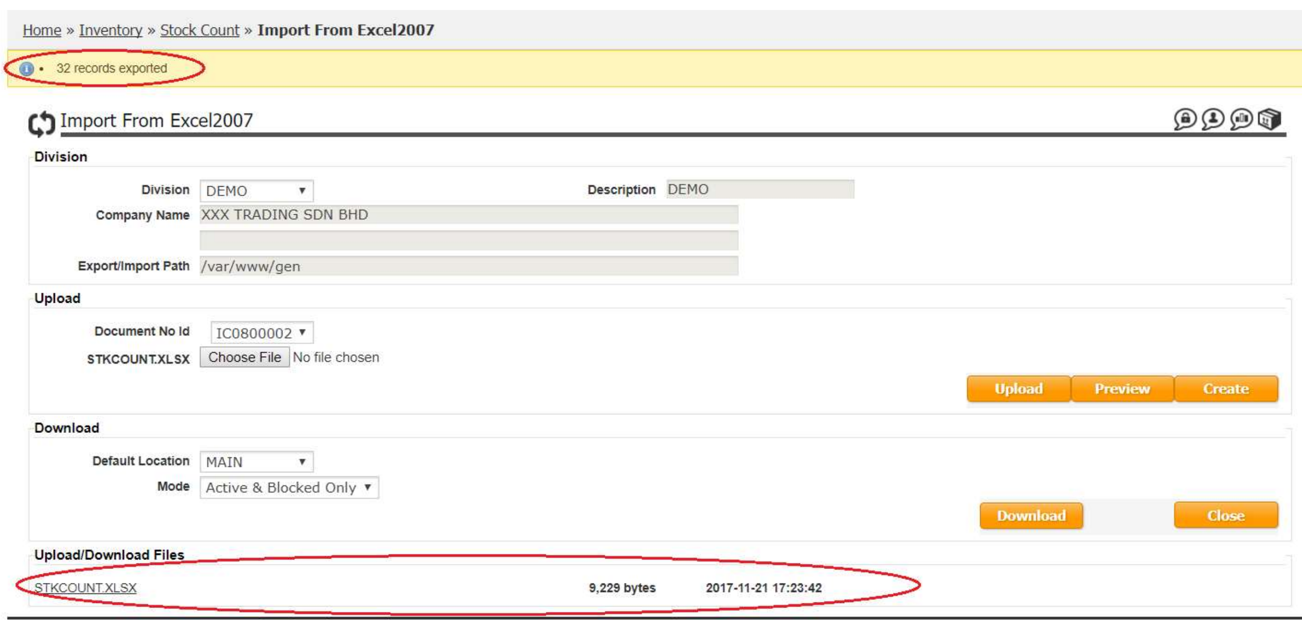
2. Click Import / Export Excel



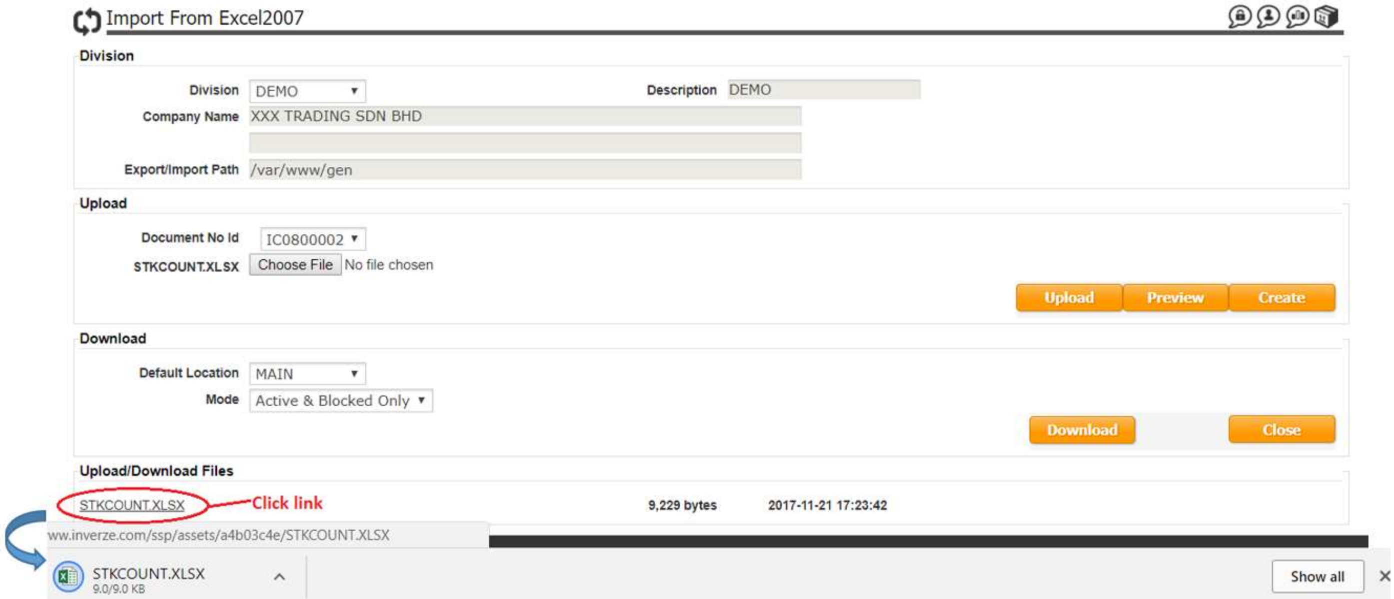
3. Select correct Default Location
4. Select the correct Mode
5. Click Download



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



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



9. Downloaded excel as below format

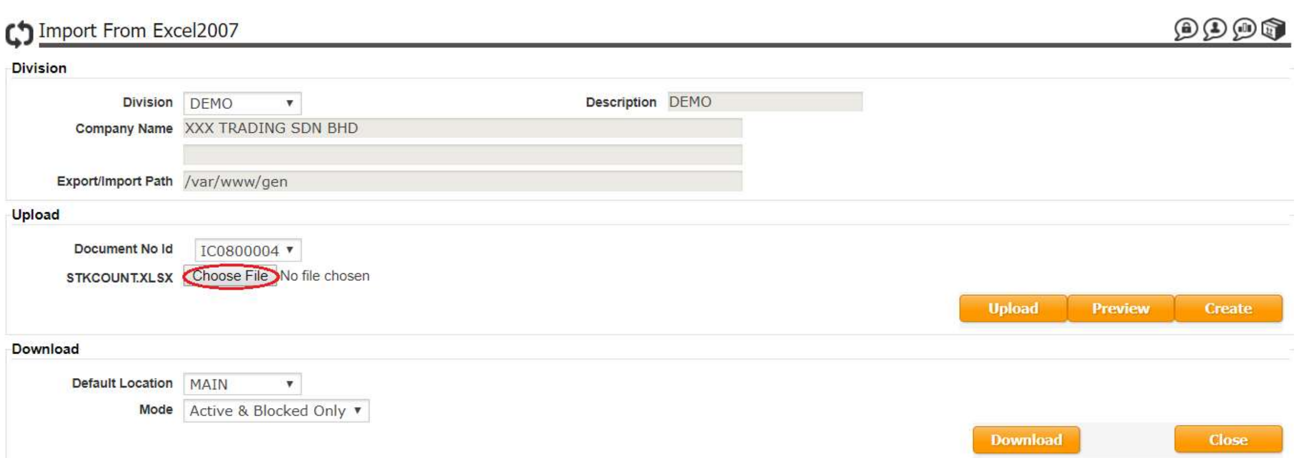
10. Perform stock count and update the Qty (Column Q) in the excel template

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

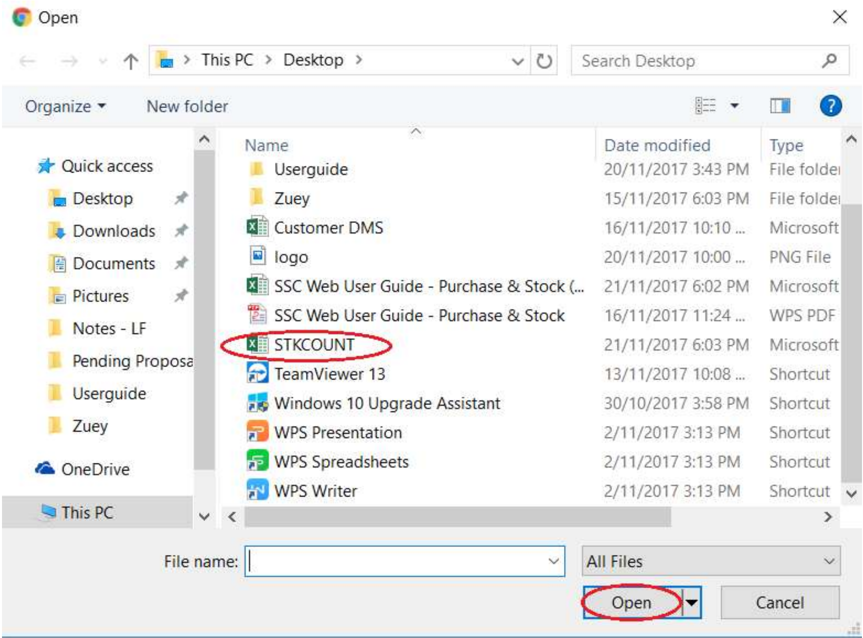
- REF_ CODE - to fill your reference code for this stock count.
- HDR_DESC - to fill decription of this stock count

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	REF_CODE	HDR_DESC	REMARI	REMARK2	ITEM_COI	ITEM_DES	ITEM_DES	PACKING	GROUP	LOCATION	SHELF	ROTATION	SERIAL_N(	BATCH_N(	EXPIRY_D/	LAST_SAI	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-FRKI2	KINDER BU	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

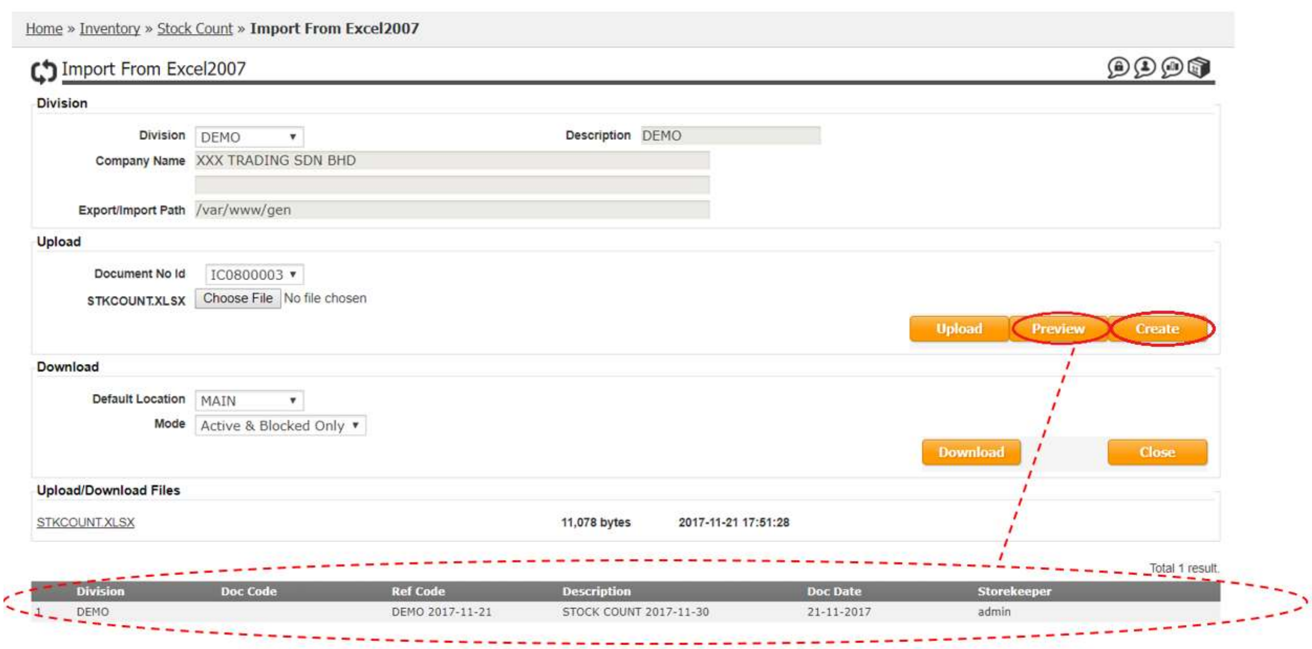
12. Click Choose File



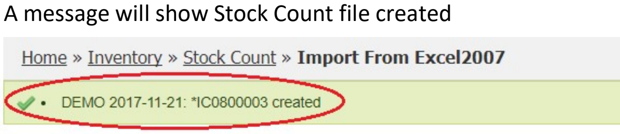
13. Select the excel template with updated stock count qty
14. Click Open



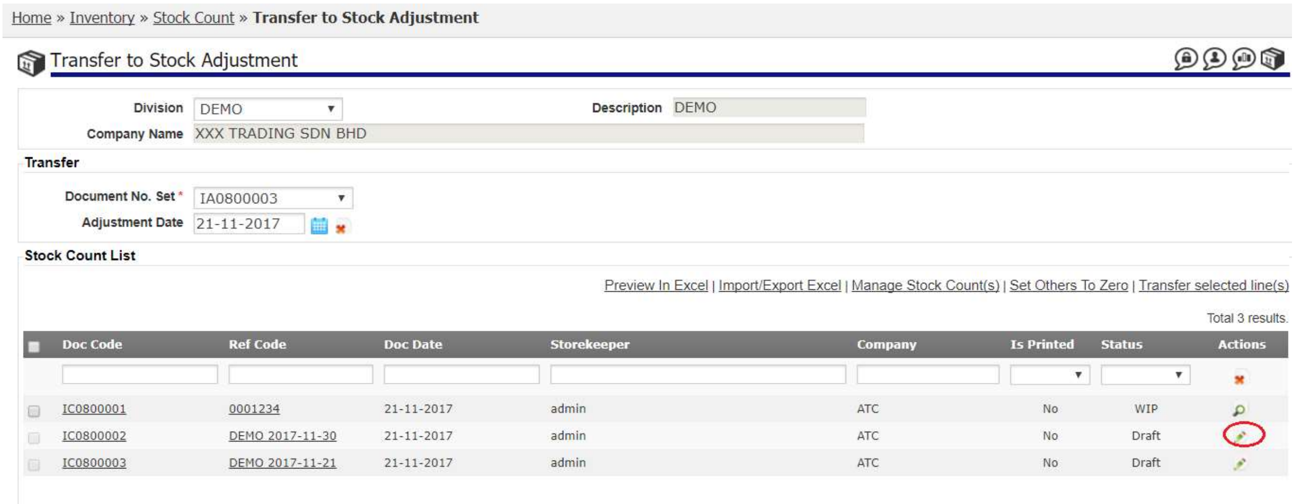
15. Click Upload
16. Click Preview - A line with uploaded file info (Ref Code, Decription Document Date) generated
17. Click Create



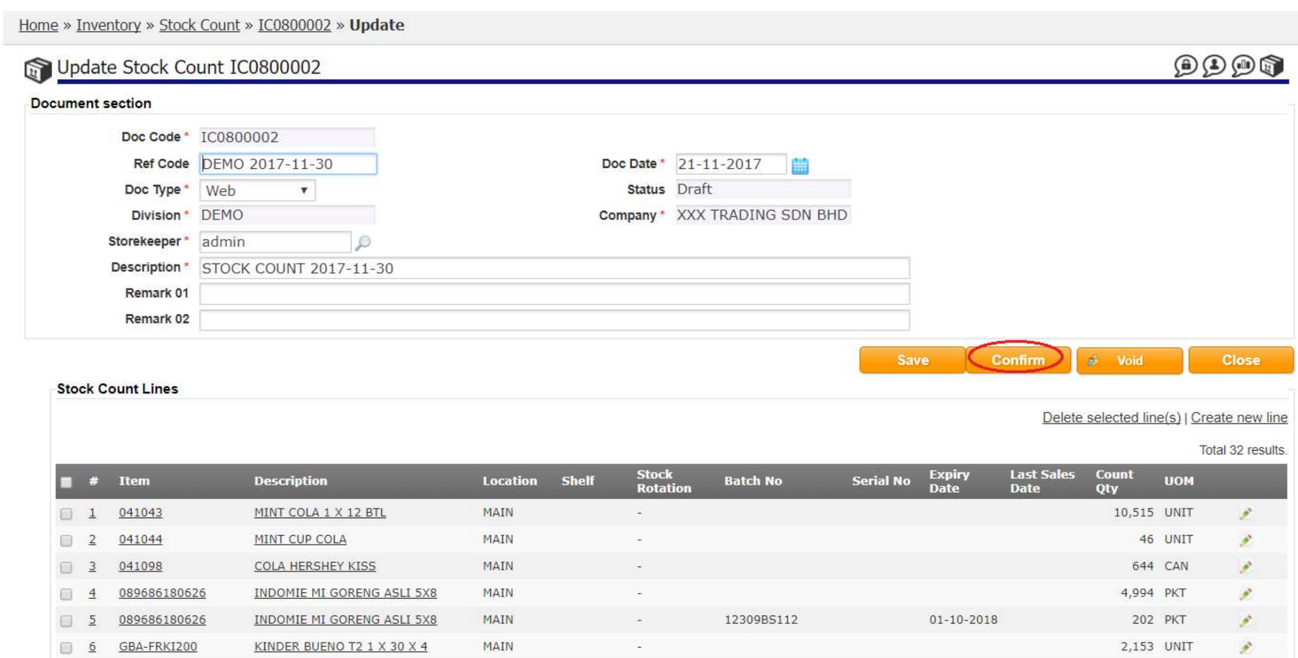
16. A message will show Stock Count file created



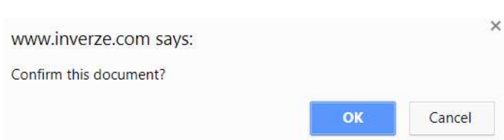
17. Click Close
18. The uploaded stock count was saved under Draft status
17. Click pencil to edit



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



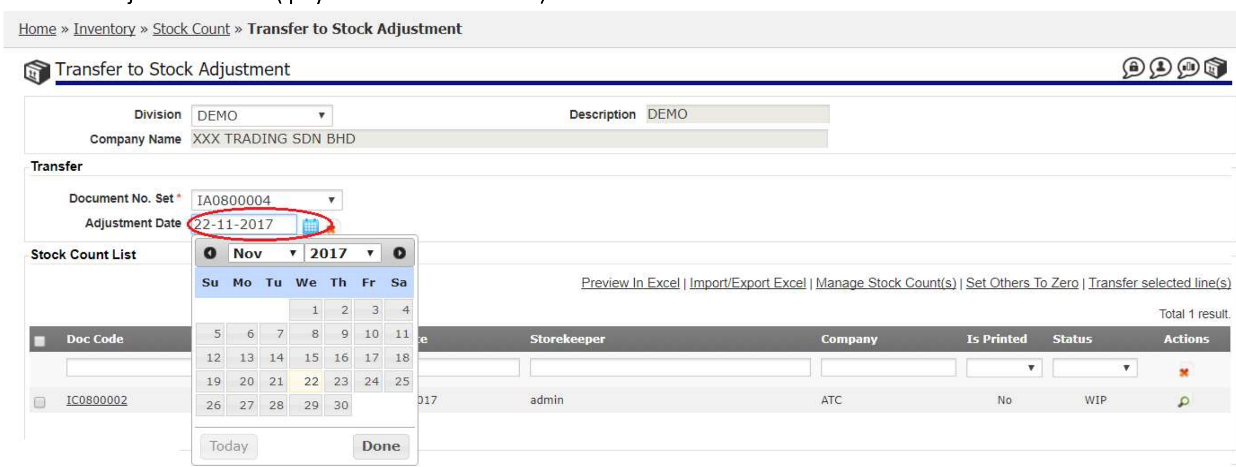
20. Click OK to confirm the document



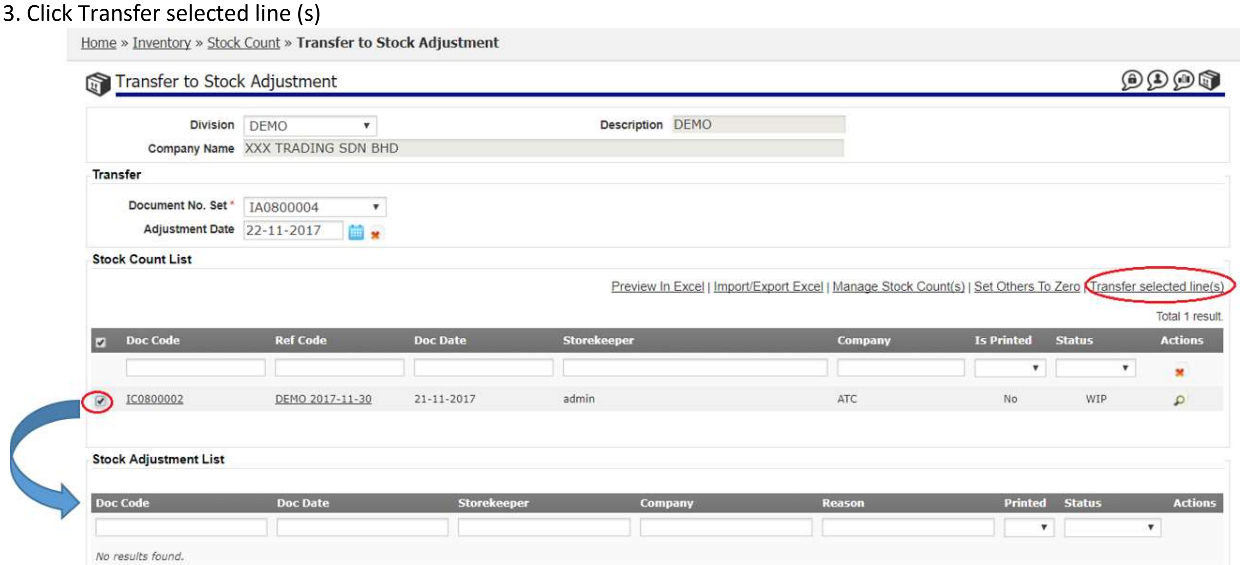
21. A message will show Stock Count status confirmed as WIP
22. Click Close

Transfer Stock Count to Stock Adjustment

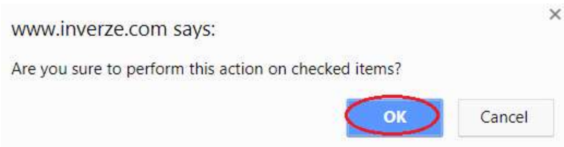
1. Select the Adjustment Date (physical stock count date)



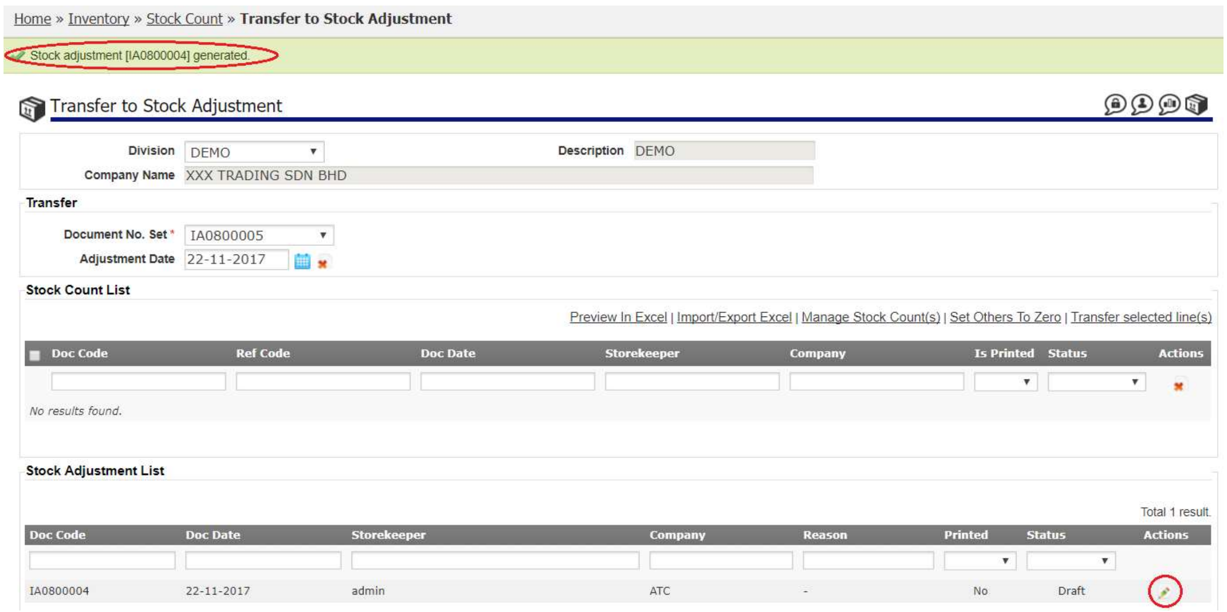
2. Tick on Stock Count
3. Click Transfer selected line (s)



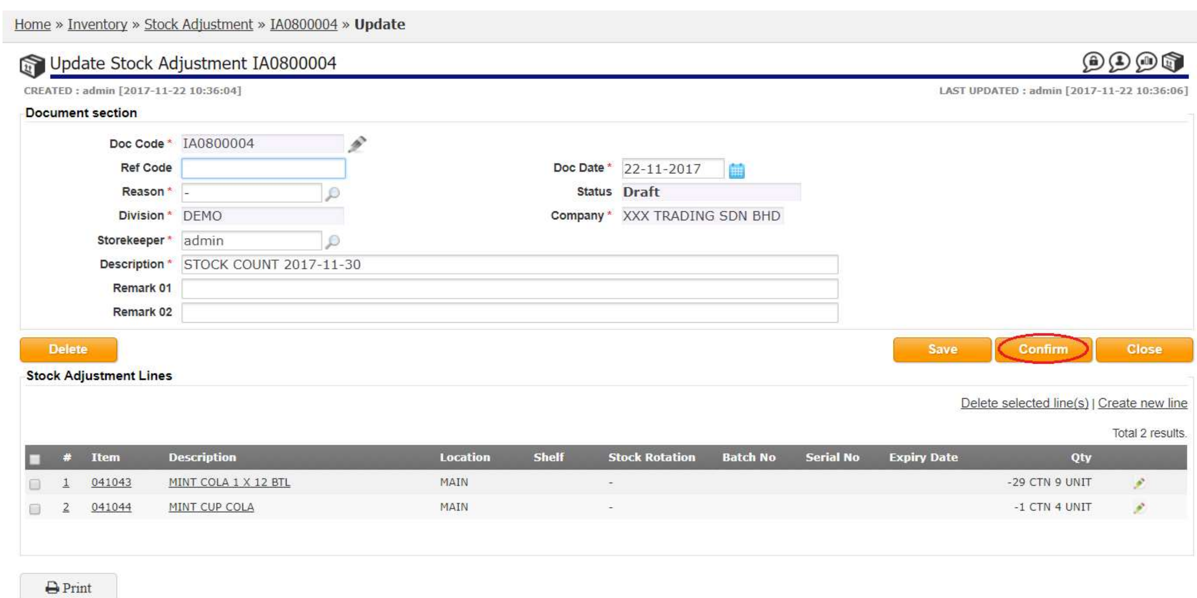
4. Click **OK** to perform the transfer line to Stock Adjustment List



5. A message show Stock Adjustment generated
5. The stock count was transfer to bottom part as Draft status
6. Click pencil to edit



7. Click Confirm



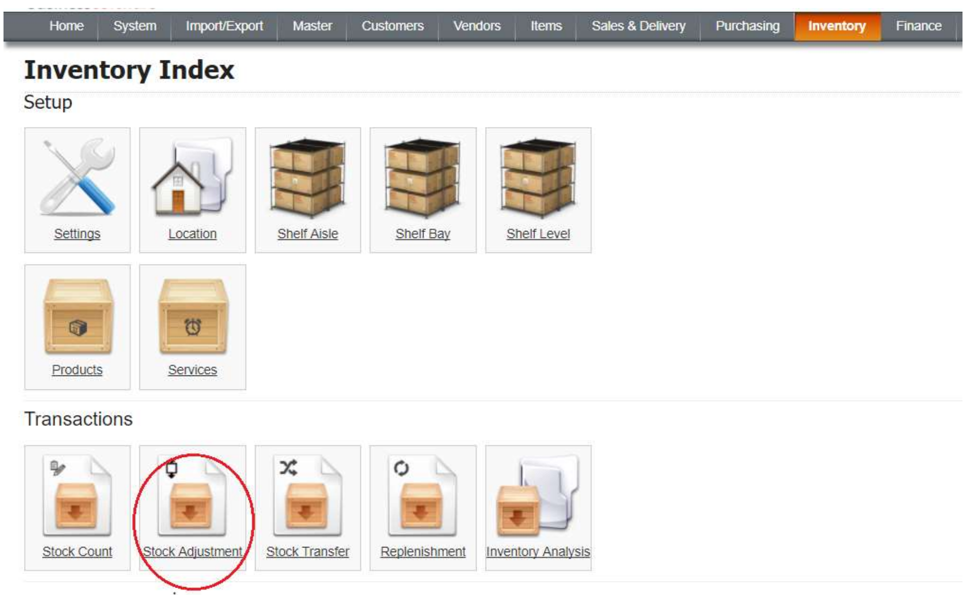
8. Click Ok to confirm the document

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

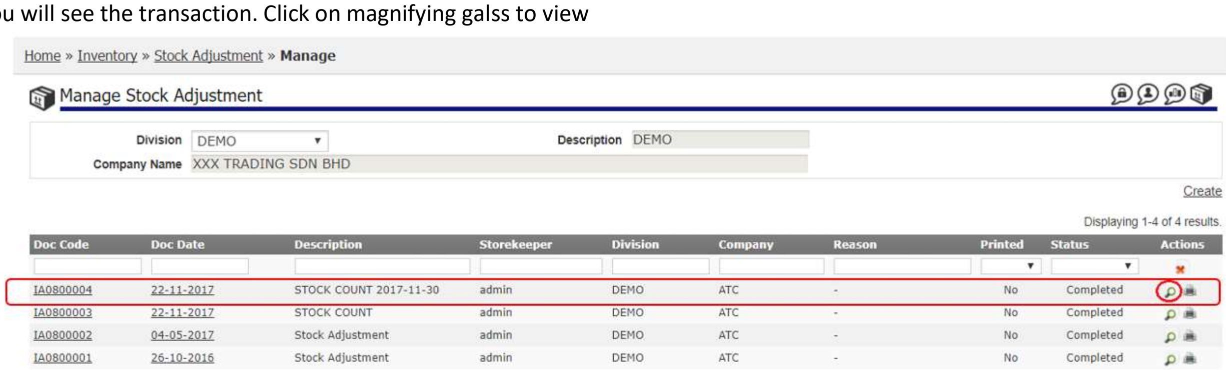
10. Stock level will adjusted accordingly.

11. Click Close

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

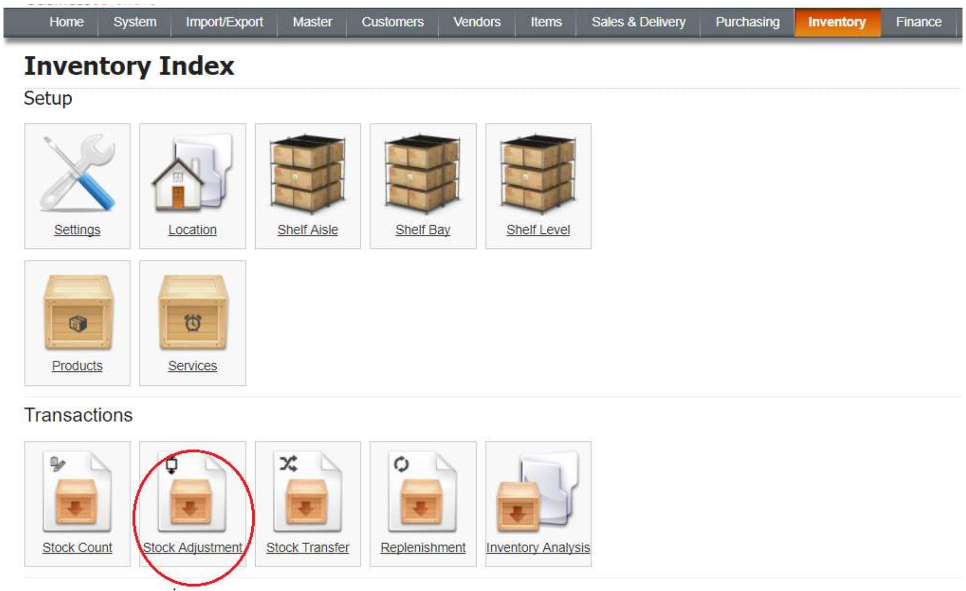


13. You will see the transaction. Click on magnifying galss to view

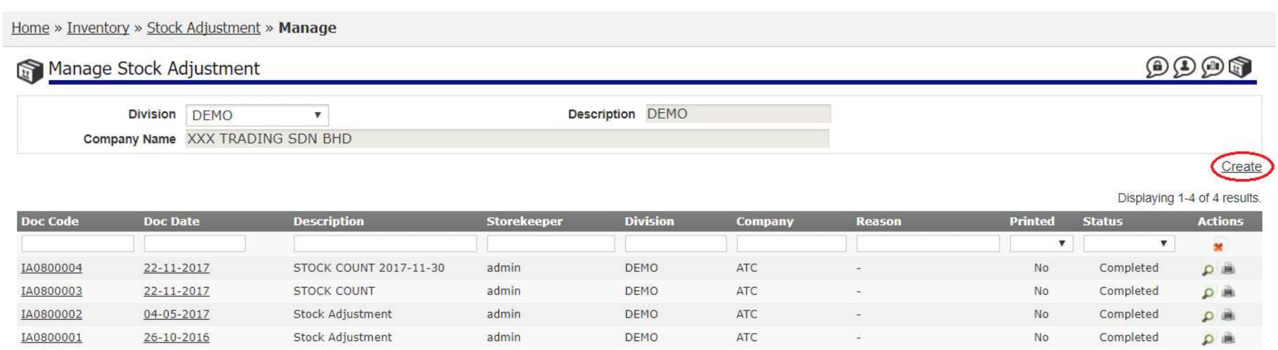


Stock Adjustment

1. Click Stock Adjustment



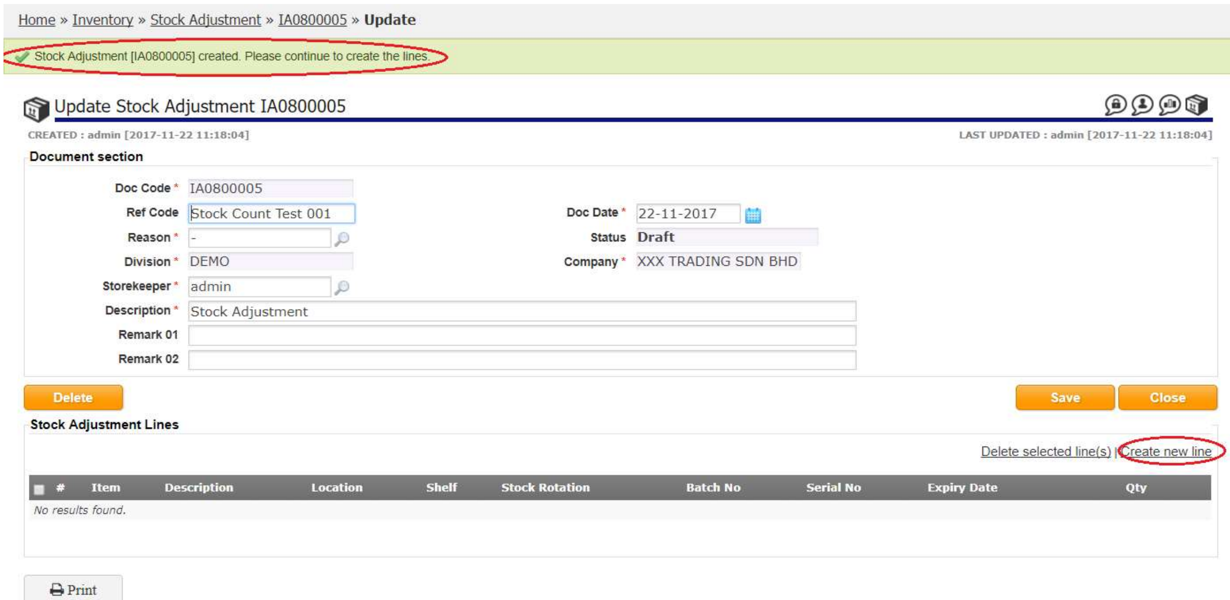
2. Click Create



3. Fill the fields as per highlighted in yellow
   - Ref Code - Ref no. for the stock adjustment
   - Doc Date - Date of the stock adjustment
   - Decription, Remark 01 & Remark 02

4. Click Save & Continue

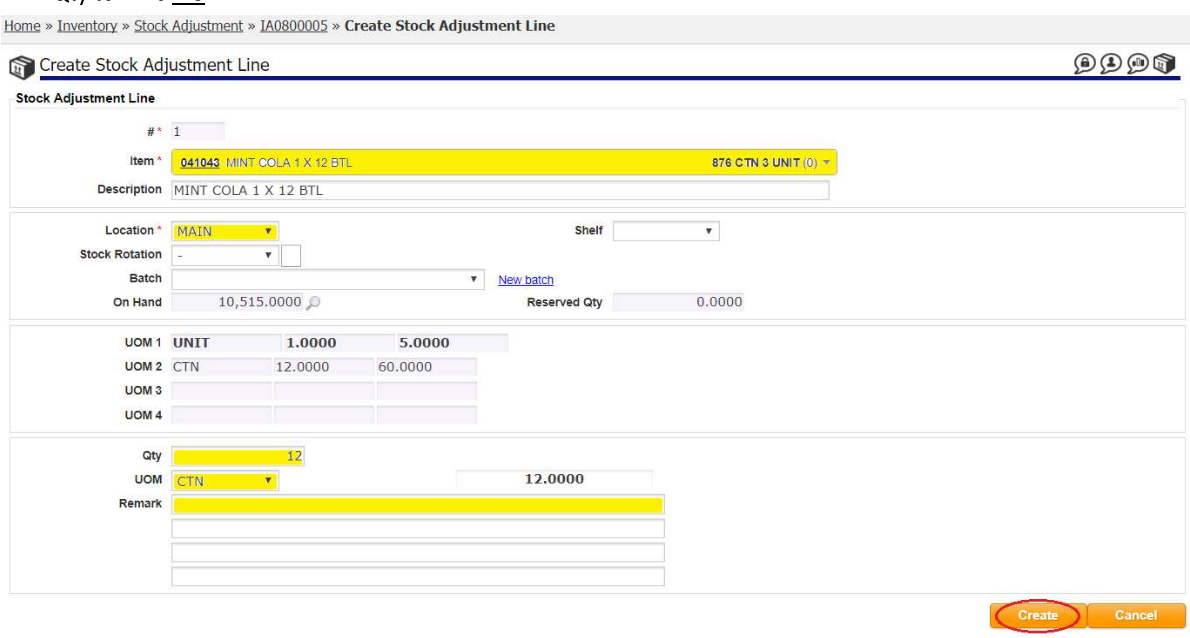
5. A message will show Stock Adjustment created
6. Click Create new line



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**

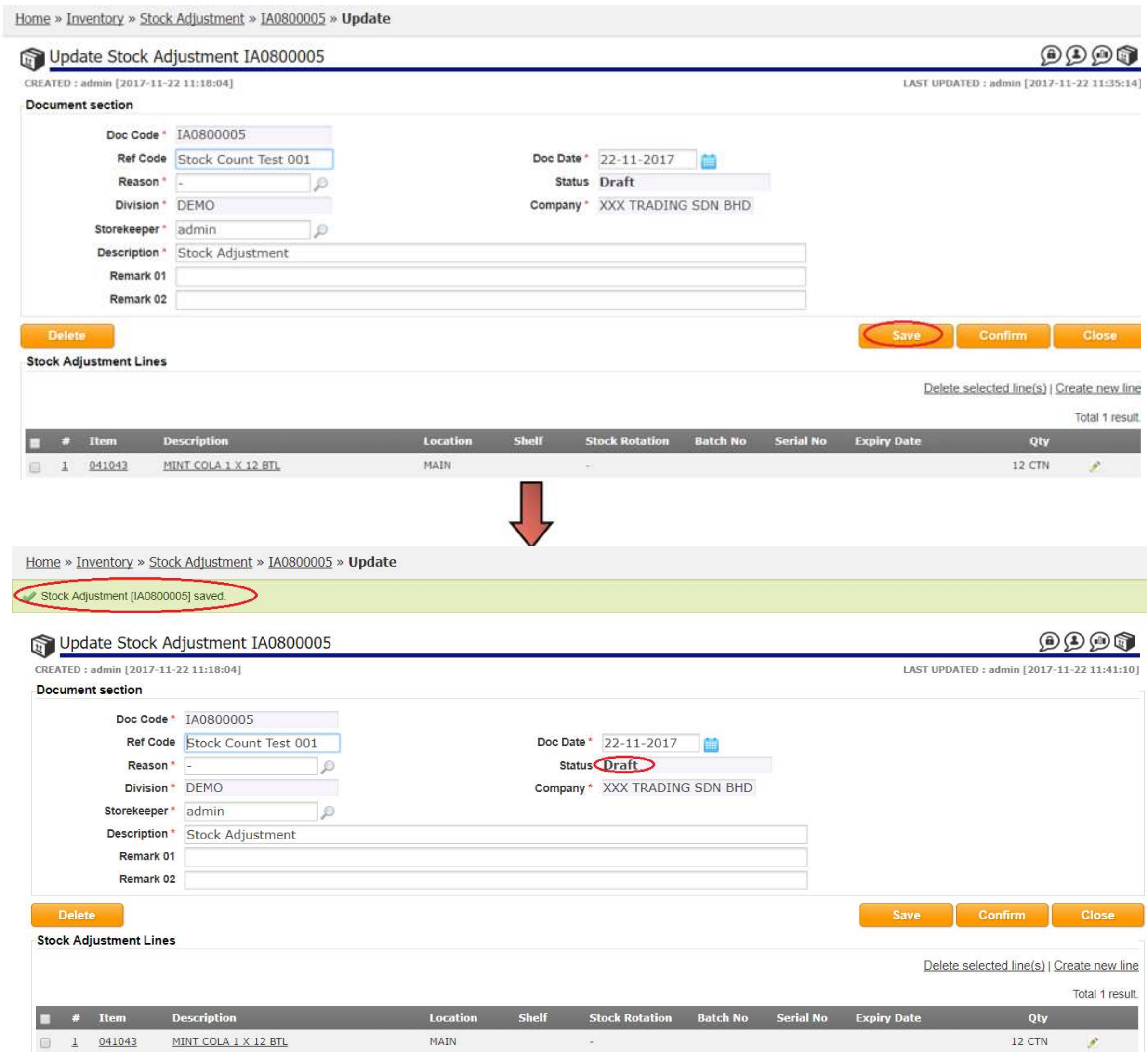
  Exp 2: Stock count on **physical stock is 90 box** but **system have 108 box**.
  > Qty to fill is **-18**



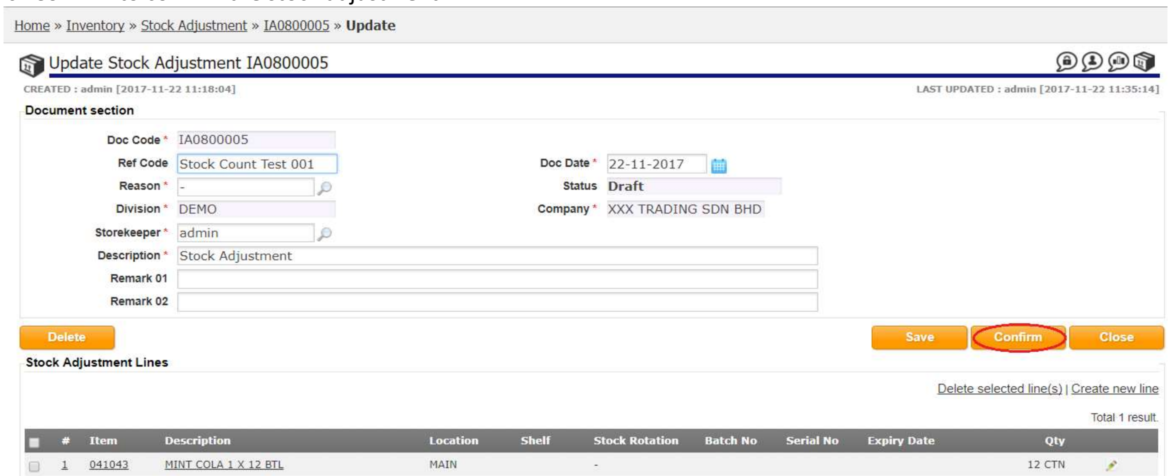
8. Click Create

9. Once done, click Cancel

10. Click Save to save the stock adjustment in Draft status
11. A message will stock adjustment was saved

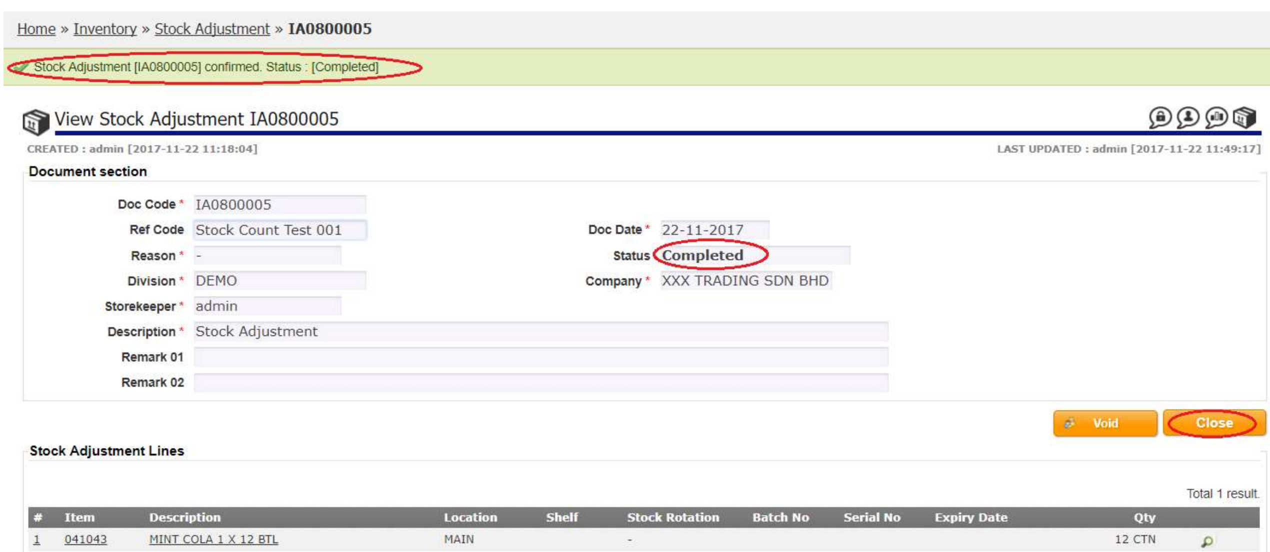


12. Click Confirm to confirm the stock adjustment



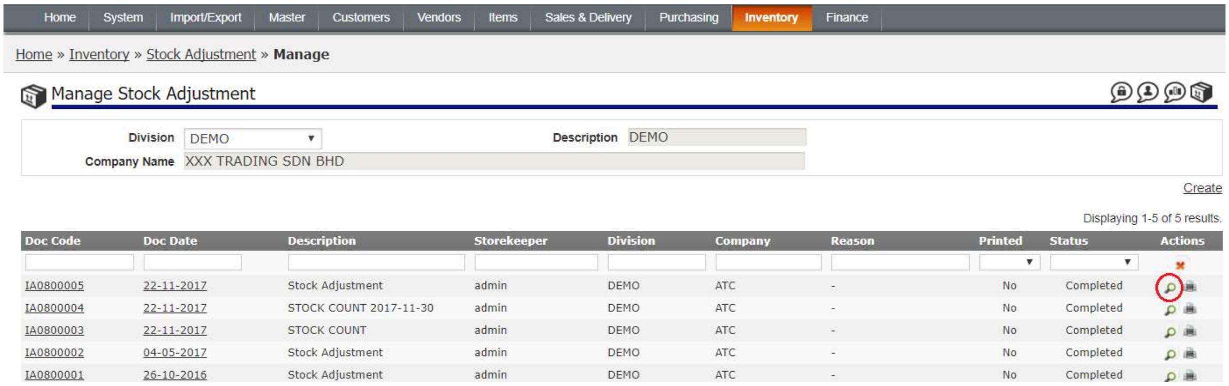
13. Click Ok

14. A message will show Stock Adjustment confirmed at Completed status
15. Stock level was adjusted.
16. Click Close



Void Stock Adjustment

1. Click on magnifying glass to view the stock adjustment

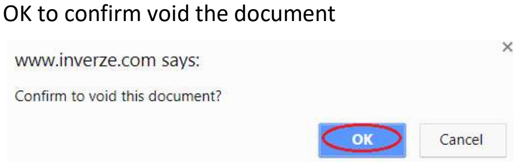


2. Click Void

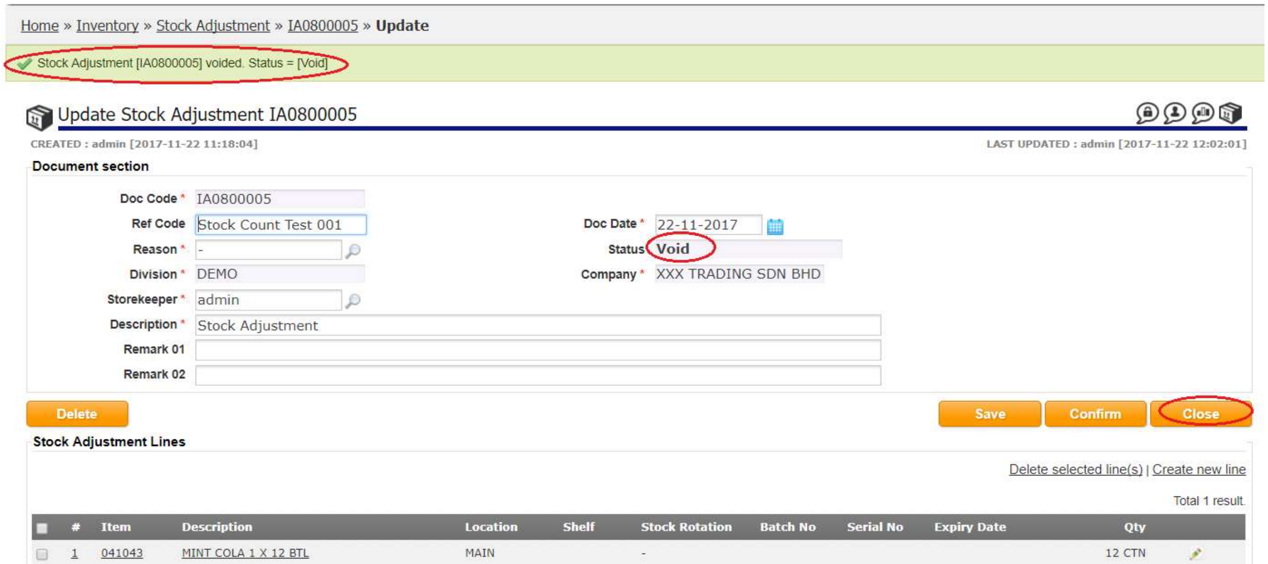
3. Key in reason to void stock adjustment

4. Click Confirm

5. Click OK to confirm void the document

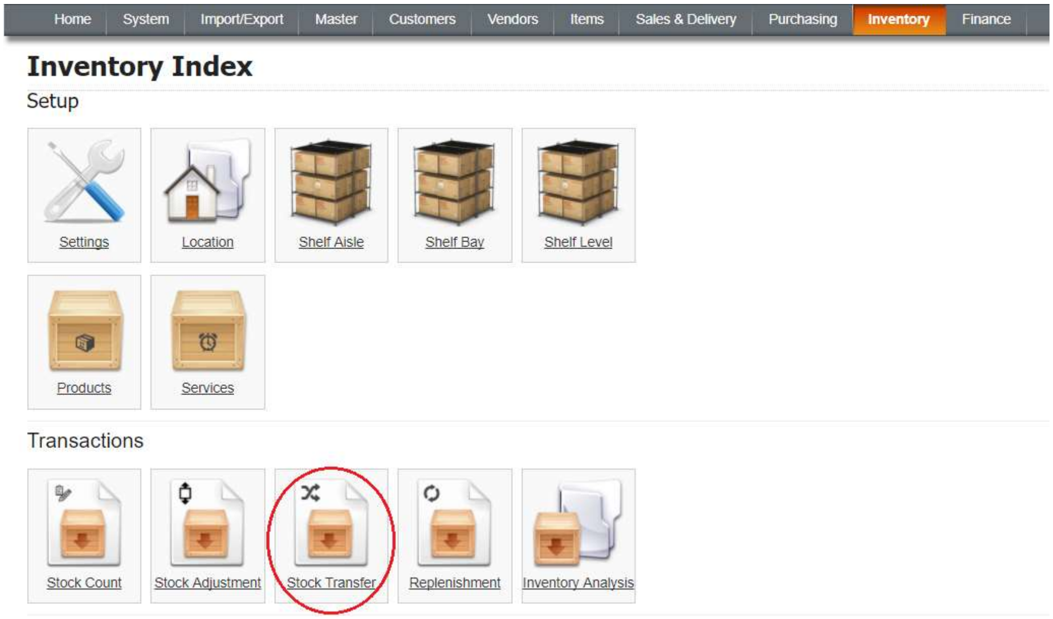


6. A message will show Stock Adjustment successly change to Void status
7. Click Close

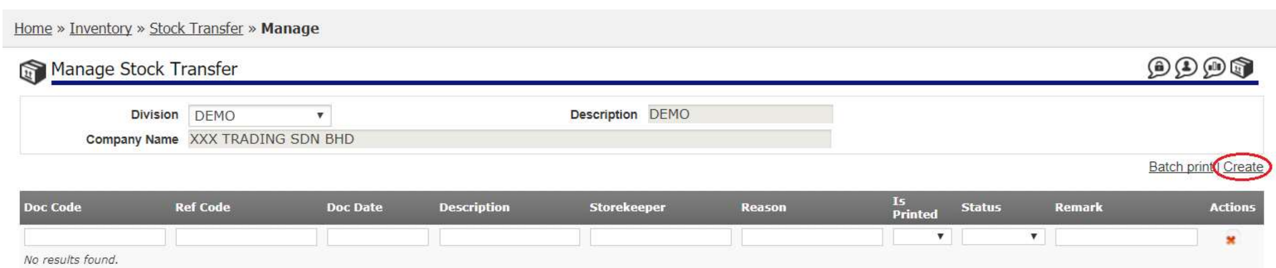


Stock Transfer

1. Click Stock Transfer



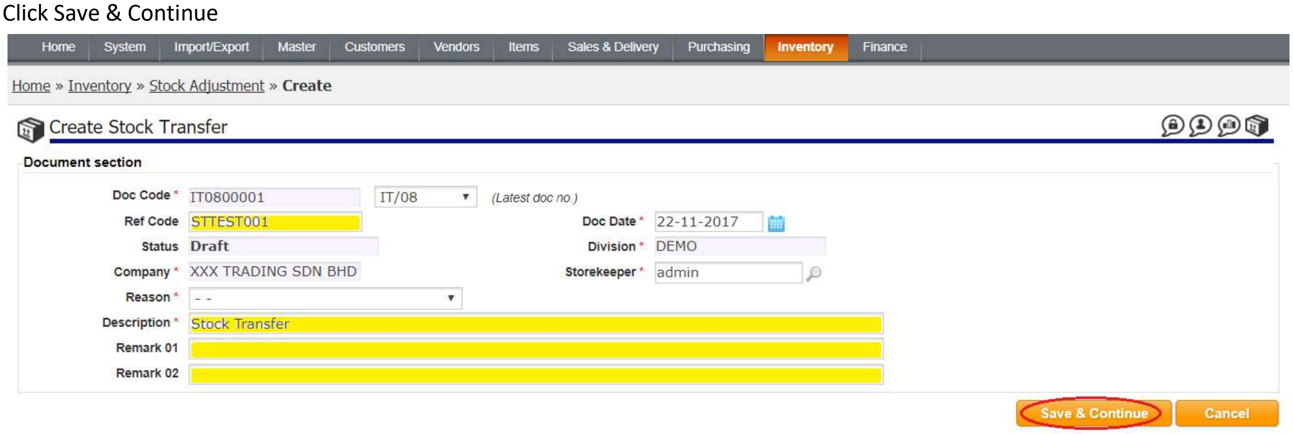
2. Click Create



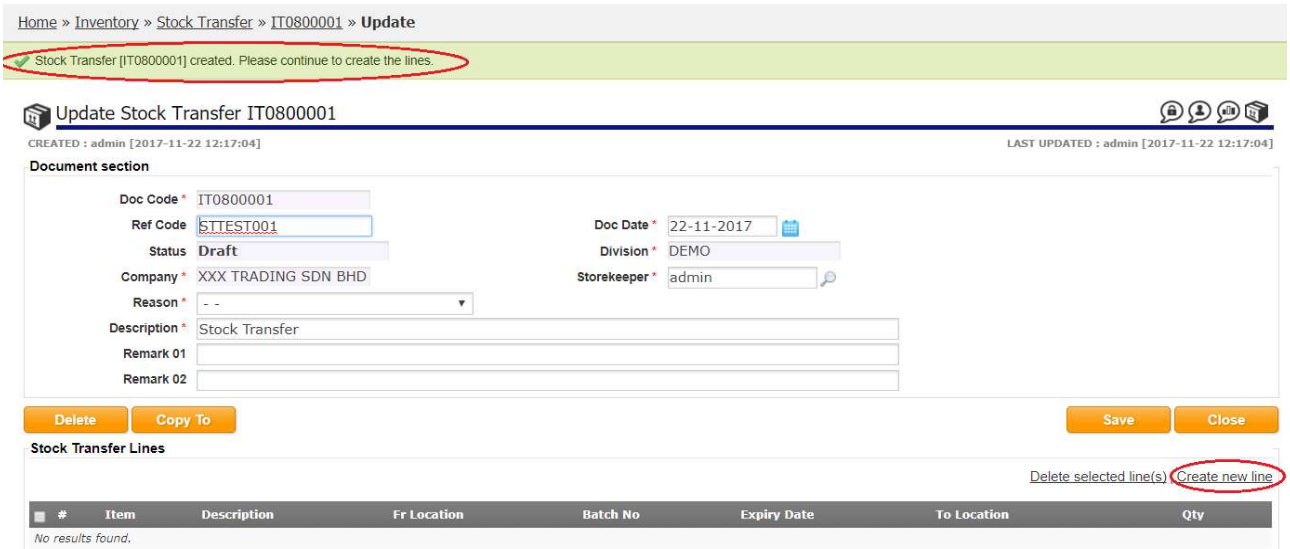
3. Fill in the fields highlighted in yellow

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

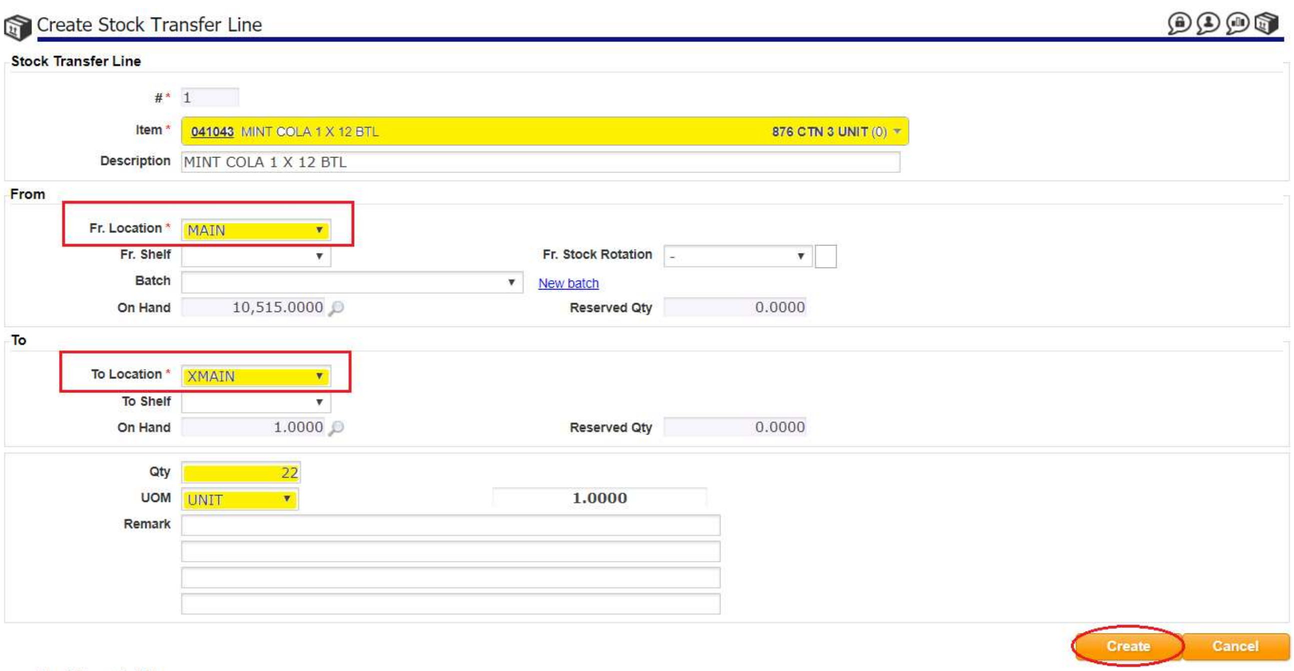
4. Click Save & Continue



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

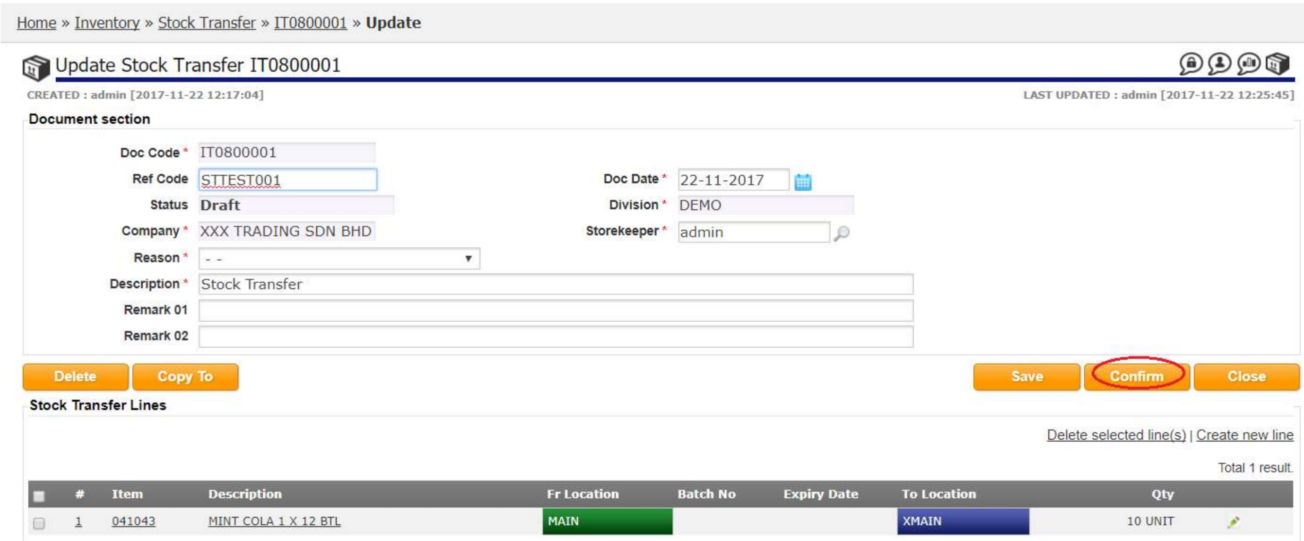


7. Select an item
8. At From section, choose the location
9. At To section, choose the location
10. Then, key in quantity , select UOM
11. Click Create



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

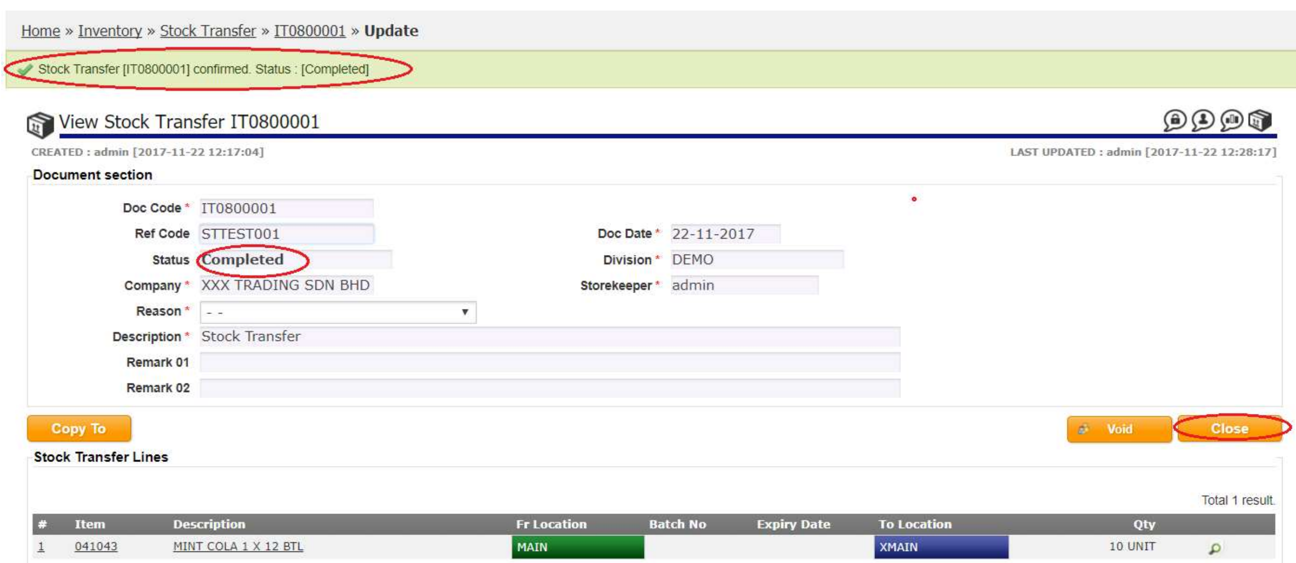
13. Check in preview item, click Confirm



14. Click Ok to confirm document

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

16. Click Close

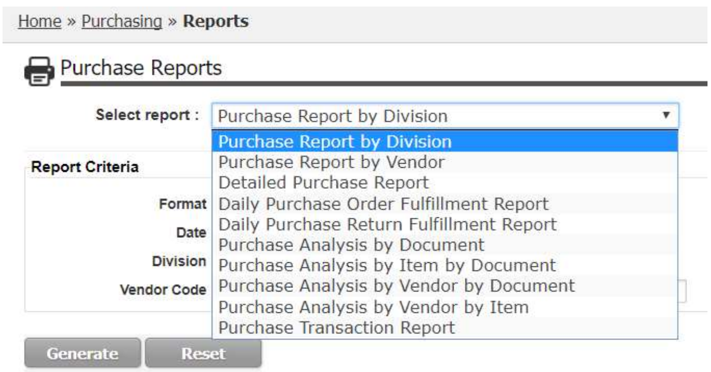


REPORT & ANALYSIS

Purchase Report

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

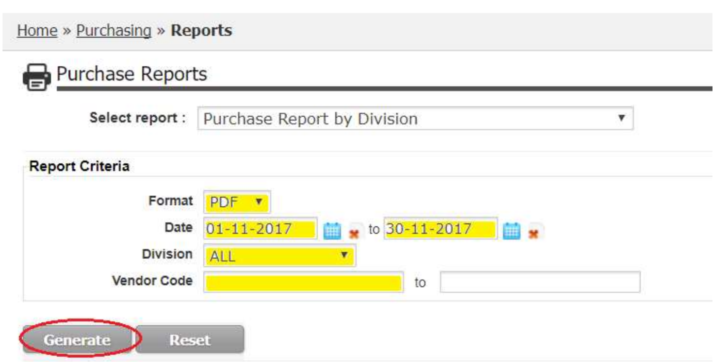
2. Select Report



3. Select Criteria

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

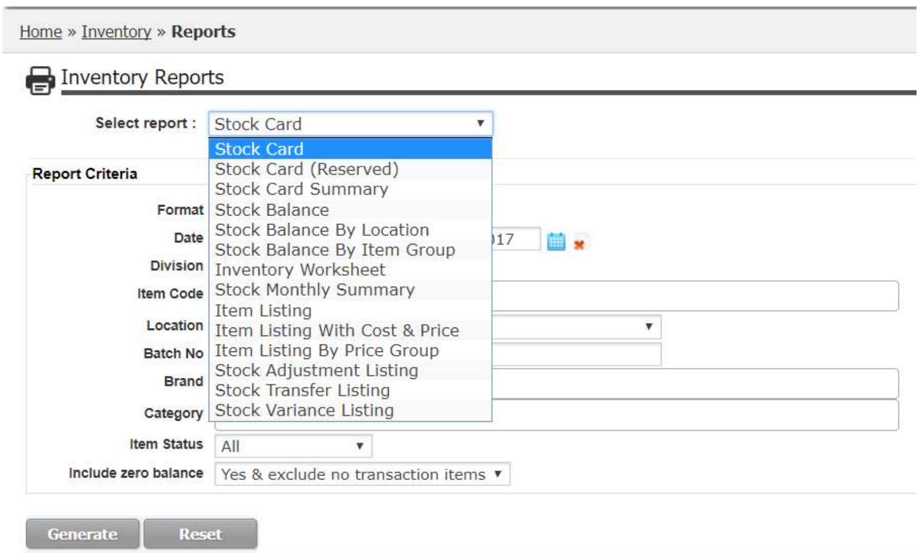
4. Click Generate



Stock Report

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

2. Select Report



3. Select Report Criteria
4. Click Generate