1. Introduction

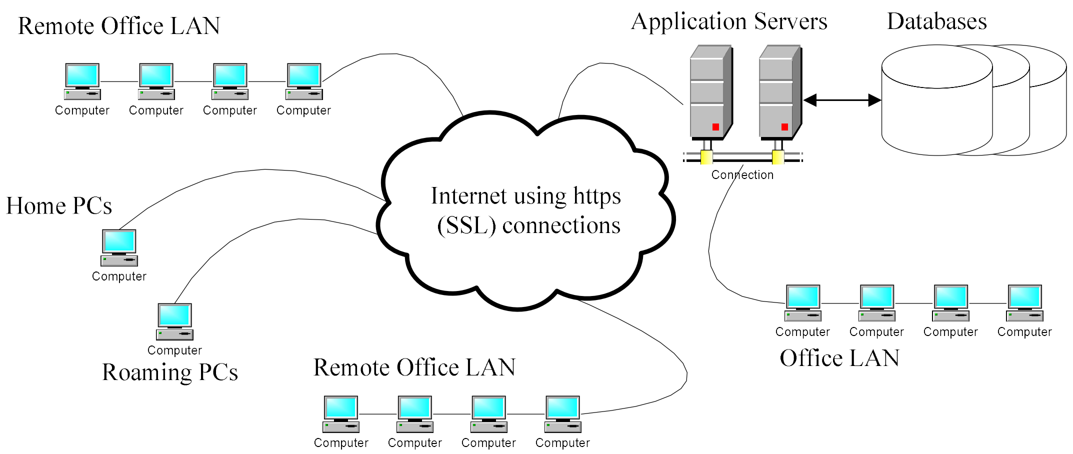
GTMain

GTMain is an integrated business solution for your company's sales, buying, and shipping, warehouse, accounting and supporting departments. GTMain delivers strong features to facilitate the management and control of users' access and securities, internal and external documents, order processing, stocks, accounting and inter-departmental affairs.

Background

We have started to develop GoldTrade (standard version) since 1997 and have been successfully implemented in trading, retail, manufacturing and service business setups locally. In order to cope with the advancement of software development and the change of needs of customers, we have re-engineered and rewrite GoldTrade. We employ the latest development platform and the most advanced technologies.

3-Tier Application Model implies more stable, more secure, and faster operations (work load is shared among client, application and database servers), less communication cost and requires less bandwidth (remote sites using Internet access and run efficiently), cheaper (do not need terminal services licenses) implementation cost, increase data availability (remote offices can share online database, instant monitoring of business activities in remote offices), less cost to implement to other system clients (e.g., Web/PDA), highly scalability and more flexible system expansion for additional transactional loadings (e.g., additional application servers).



Smart Client Application gives faster overall system performance (than web-based clients), handles more complex business logics, more stable in slow network environments, provides more features like file upload / download, report preview and export etc.

Features

Multi-Level branch concept	
	Branch Item Price
	Branch User-Definable Document Layout
	Branch Accounting Ledger A/C usage, Voucher usage
	Branch Security to control Customer and respective Document access rights
	Consolidation of Accounting Reports, Sales, Purchase Reports and Stock Ledgers
User-Definable Document Layout	
	Sales Documents: Quotation, Sales Order, Delivery Note and Invoice
	Purchase Documents: Purchase Request, Purchase Order and Purchase Receive
	Accounting Vouchers and Reports: all pre-defined vouchers and User-definable vouchers, Balance Sheet, Trial Balance, Profit and Loss A/C, Customer Statement, Vendor Statement
	Inheritable and overridable by sub-branch from its parent branch
User-Definable Accounting Voucher Type	
	Default Ledger A/Cs
	Limit to particular Branch
	Limit to particular User-Group
Item Price Table	
	Limit Item Price for particular Currency
	Limit Item Price for particular Item Unit
	Limit Item Price for particular Branch
	Effective Date
	Composition of Item Price from Cost, Handling Charge, Freight, Insurance, and calculation from pre-defined GP%
	Minimal Order Quantity and Incremental Order Quantity
Multiple Lingual	
	Unicode in all text fields
	User can select UI language during sign-in
Automatic download of new version of GTMain client application	

Document Repository	
	Sales Documents
	Purchase Documents
	Accounting Documents
Full Record update history	
Currency Table	
	Bi-directional conversion
	Effective Date
User-Definable Document Approval	
	Sales Documents
	Purchase Documents
	Accounting Documents
	Document without complete Approval will have limited action
Warehouse and Storage Location	
	Multiple Warehouses for each Branch
	Multi-Level Storage Locations
Sales Handling	
	Sales Item Queuing
	Back-to-Back linkage from Sales Order Item to Purchase Order Item
	Modifiable Bundle Quantity in Quotation and Sales Order
Enhanced Security	
	Database access is guarded by application server (end-user cannot access to database server directly and there is no system password stored remotely)
	Database is not exposed to the Internet to avoid the possibility of unauthorized access
	Data passing between client and server are protected by SSL encryption
	User security control based on branch offices and item categories
	Incomplete transaction (due to client or network interruption) would not be saved

Function Summary

System Data	
	Branch
	Document Type and Serial Numbers
	Document Prerequisite (Approvals)
	Currency
	Customer, Vendors

	Item, Brand, Category, Unit
	Chart of Accounts
	Document Header & Footer
	Business Area, Group
	Project
	Payment Term, Type, Shipment Term
	Warehouse, Stock Type & Location
Sales Operations	
	Quotation
	Sales Order
	Invoice
Purchase Operations	
	Purchase Request
	Purchase Order
	Purchase Receive
Stock Operations	
	Cargo Acceptance
	Cargo Delivery
	Cargo Transfer Acceptance
	Cargo Transfer Delivery
	Stock Queue
	Stock Take
	Stock Listing, Ledger
Accounting Operations	
	Sales Voucher
	Purchase Voucher
	General Voucher
	Credit Note, Debit Note
	Deposit, Prepayment
	Receive and Payment
	Custom define functions
	Customer Ledger
	Vendor Ledger
	Ledger List
	Trial Balance, Balance Sheet, Profit and Loss
Security	
	User, User Group

System Requirements

Client	
	Pentium 800MHz, 256MB RAM, 1GB HDD free, 1024x768 Display C2D, 2GB RAM, 1280x1024, 1440x900 above recommended）
	Microsoft Windows 98, ME, 2000, XP, Vista, Windows 7（XP or above recommended）
	Microsoft .Net 2.0 (or above recommended）

Server (Hosting in your own company)	
	Pentium 800MHz, 512MB RAM, 5GB HDD free (C2Q, 4GB RAM or above recommended）
	Microsoft Windows 2003 Server or above, Microsoft SQL 2005 Server(Standard version recommended）
	Microsoft .Net 2.0 (or above recommended）

2. Installation

GTMain run on .NET Framework Version 2.0. This platform must be installed before installing GTMain application. The .NET Framework Version 2.0 (or above) Redistributable can be downloaded from http://www.microsoft.com/net.

Visit GTMain website (http://www.gtmain.com/publish.htm) and click the "Install" button.

3. Starting

3.1 Login

Launch GTMain application by clicking Windows “Start” button, select “All Programs” and choose “Home” and then click “GTMain”.

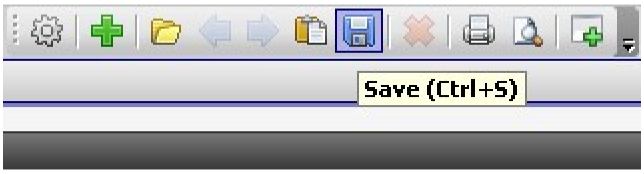
Enter User ID, Password and select interface language when the Sign in windows appears. Create a Profile Name for your server. The Server Address, Port 1 and Port 2 are connection information whereas Comp Alias is for security control purpose. These fields must be filled for the first time. Check the Slow Connection (the system will compress data to and from the server and client) if you are not connected using LAN.

User must be noted that a User ID can login to the system at a time. If the same User ID has been used to login from another client, the User ID login previously will be logout automatically.

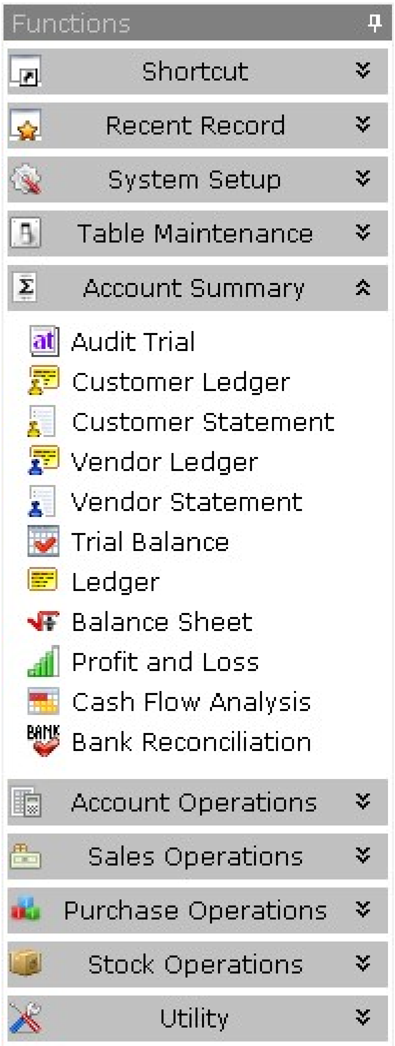
3.2 Menus

Located at the top of the windows is the GT Tool Bar which is used to navigate and manipulates between records of a list.

The buttons are namely (from left to right): refresh, add, open, previous, next, clone, save, delete, print, preview and add shortcut. The name and the keyboard short cut key (e.g. Ctrl and S) would be shown when the mouse pointer is placed over the button.



Located at the left of the windows is the GT Menu Bar which holds all GTMain functions. Users can only see the functions that the users have rights to access. Clicking the "Pin" to unlocked (floating) the GT Menu Bar if the computer display is not big enough.



3.3 Status Bar

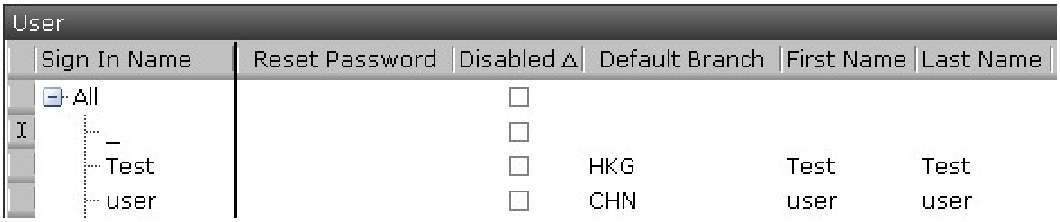
The status at the bottom of the window shows (from left to right) the user, database name, network status, server host name and GTMain server and client versions.

4. Security and Utility

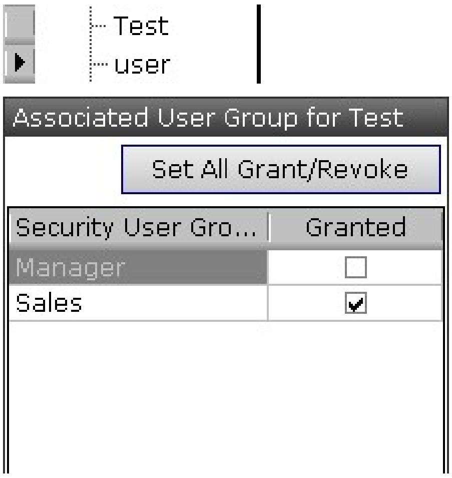
Client Securities of GTMain are implemented through the use of User and User Group controls. Whereas server securities (please refer to sever installation) are implemented through the use of white and black list, login suspension of consecutive incorrect login attempts and company alias code.

4.1 User User (Utility → User)

Create a User ID for each staff. To create a user, select the "Utility Menu", click "User" button and press the "New" button. Input user information (except password and default branch). Click the "Save" button when finished. During saving record, the password change windows would be displayed. Input the password of current user (not the newly created user, for verification) and the password for the new user.



Click the user just created (click the button at the left). Select the "Default Branch" for that user if necessary.



Choose the "User Group" this user belongs to under the "Associated User Group" window at the right. And click the "Save" button to save. Click "Set All Grant/Revoke" to grant or revoke all rights to or from all users.

4.2 User Group User Group (Utility → User Group)

This provides a comprehensive permission access control for all functions of GTMain. There are several basic permission controls for each function, namely Function (access to this function), Read (read data under this function), Create, Delete, and Grant Security (Manager's right: Allow Grant/Revoke security access of others).

Level 2: BizArea

7	TableMaint.BizArea.Create	☑	Allow to create a new Branch
10	TableMaint.BizArea.Delete	☑	Allow to delete an existing Branch
12	TableMaint.BizArea.DeRelate	☑	Allow to delete the relation of Parent-Child Branchs.
31	TableMaint.BizArea.Function	☑	Allow to launch Branch Module
152	TableMaint.BizArea.GrantSecurity	☑	Allow to Grant/Revoke security access rigth for Branc
8	TableMaint.BizArea.Read	☑	Allow to read Branch

Find and check the "Allow" box to grant access right to a group. Use multi-select (click the first row, press "Shift" key and then click the last row) to select continuous security rights and click the "Allow" (or "Not Allow") button.

There are similar rights for user groups for account setups and account voucher template setups.

Granted Users for User-Group Manager

Set All Grant/Revoke

Sign-In Name	Granted	First Name	Last Name
Test	☑	Test	Test
user	☐	user	user

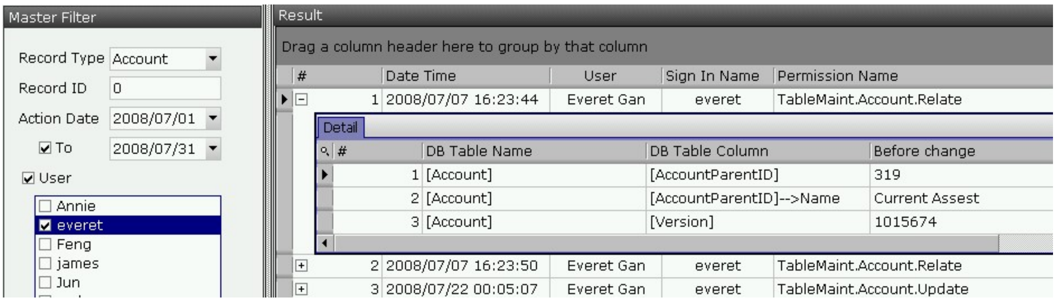
On the right hand side of the window, check users belong to this group and click "Save" to save.

4.3 Statistics Statistics (Utility →Statistics)

This provides an efficient way to compile a statistic data and chart of the major business activities including sales and purchase performances. Select this function and choose the subject, documents and document information to be computed. Click "Next", select business group or branch (if required) and input date range and click "Next" again. The report is divided into two parts. The upper one is the statistic data and the lower one is a chart. Click "Chart Wizard" to change type of the chart. Click "" to preview or click "" to print or export to other format.

4.4 Record Update History Record Update History (Utility →Record Update History)

Every document update transaction (when is updated, who updates and what is updated) is recorded by the system. User may retrieve the history through this record update history. Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) record. The record(s) match the search criteria would be displayed in the result window. Click the “⊞” to expand to see the detailed history.



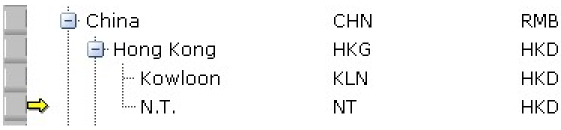
5. System Setup

5.1 Branch (System Setup → Branch)

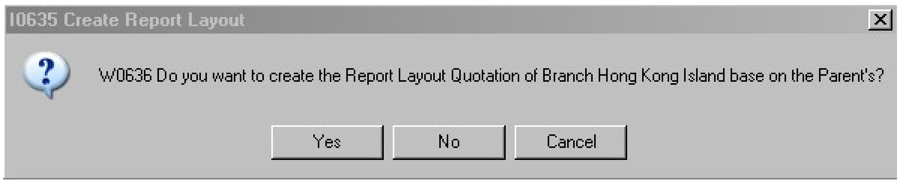
Branches are used in situations where different branches have different item prices or currencies, different document layout (e.g. Invoice format), different sets of accounting data and different sets of security controls. For instance, user may create two branches, one for Hong Kong and one for China.

Branches are of multi-level format. Select a parent branch and then click the “New” button. Input the branch name, code, default currency and then click “Save” button. After the branch has been save, select the sales and purchase warehouses of that branch (the warehouse must be created beforehand with security set to this branch). Check which “User Group” can access this branch of the “Associated Security for branch” window at the right hand side.

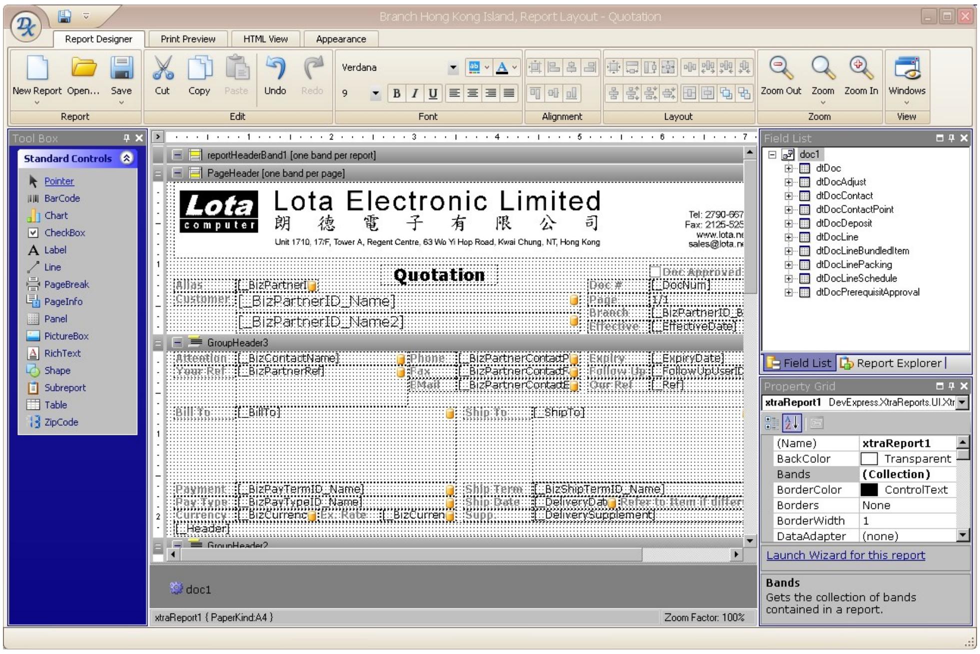
The branches can be moved from one parent to another. Drag a branch and drop it to other parents.



There is a set of predefined report layouts. Newly created branch may not have a report, user can edit the report. If there is no report layout for a branch, the report layout of parent branch will be used. To edit a report layout, select a branch, the report layout of that branch would be shown at the bottom window. Click the “Edit” button and choose whether to create the report layout based on parent’s report layout.



Edit the report layout and click “Save ” in the edit panel to save. And click “Save” button in GT tool bar. Edit all necessary report layouts for this branch.



5.2 Document Type and Serial Document Type and Serial (System Setup → Document Type and Serial)

The document number is user definable. For instance, the document prefix and the serial number sequence format. Change the prefix and serial roll code and "Save".

Document Type	Doc Type	Prefix	Serial Roll Code
All			
Quotation	Q	A	yyyyMM
Sales Order	SO	B	
Invoice	INV	A	
Purchase Request	PR	A	
Purchase Order	PO	A	
Purchase Receive	PRN	A	
Cargo Accepted Note	CAN	A	
Cargo Delivery Note	CDN	A	

MMyy
MMyyyy
yy
yyMM
yyMMM
yyyy
yyyyMM

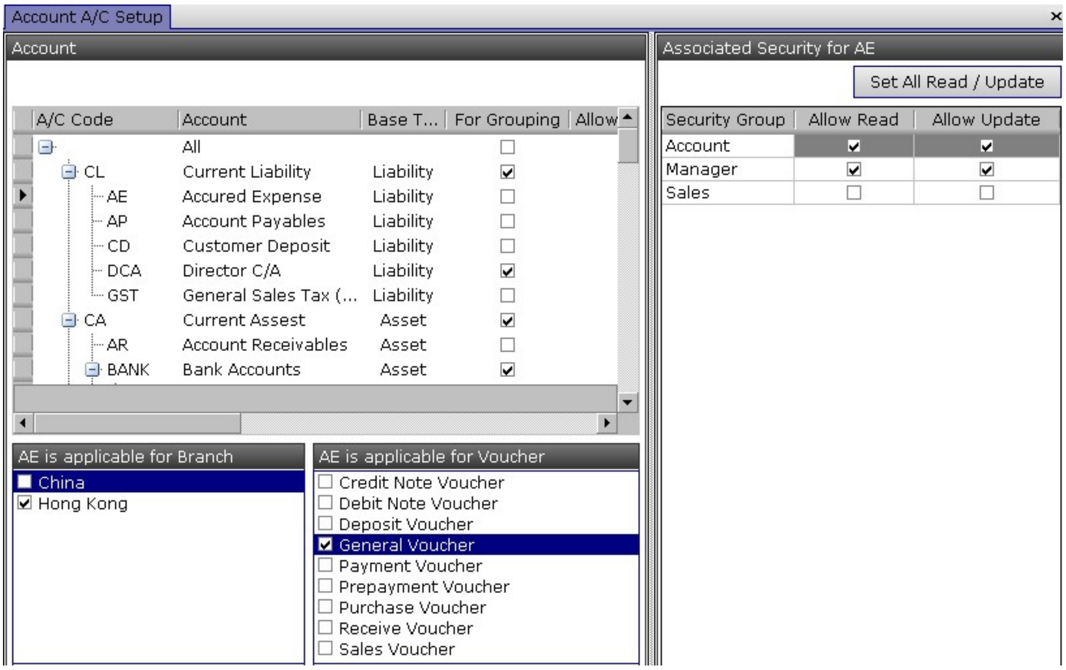
The prefix and numbers which have been used would be shown on the window on the right when a document type is selected.

5.3 Account Setup Account A/C Setup (System Setup → Account Setup)

Chart of accounts is defined in this section. The chart of accounts support multiple level accounts. There are two types of nodes in the (tree like) chart of accounts, namely, grouping and accounts. Grouping node is used to hold accounts of the group as well as other sub-groups. Select the account group and then click "" (either in the GT tool bar or right-click mouse button) to add an account under that group. Input the "A/C Code", "Account" (account name), select the "Base Type" and default currency. Check the "For

Grouping” checkbox if it is (not an actual account) used for grouping purpose. Check “Allow Sub Ledger” if customer or vendor is to be associated with this account. Check “P/L A/C” if this account is the current year profit and loss account.

Save the account and select it again to set the user group security on the window on the right. Besides, user must select which branches and which vouches this account can be used.



User may drag an account (or whole group) and drop it in other position of the account chart (must of the same “Base Type”).

To remote an existing account, make sure the account has not been used in any voucher, select the account and click “” button (either in the GT tool bar or right-click mouse button) to remove.

5.4 Warehouse Warehouse (System Setup → Warehouse)

Click the “” to add a new warehouse or “” button to remove an existing warehouse. The “Handle by Branch” specifies which users have rights to handle this branch (defined in “Table→ Branch”), that is, to access or modify stock of this warehouse.

Warehouse

Warehouse	Warehouse Description	Type	Code	Handle by Branch
All				
Hong Kong	Hong Kong	Production Line	LOTA	Hong Kong
東莞	東莞	Warehouse	DG	China
公倉	香港運輸公司大倉	Warehouse	HK	Hong Kong

Before doing a stock take of a warehouse, the warehouse must be "Locked" (Therefore, no transactions can be done). And it must be unlocked afterwards.

Locked
☑
☑
☐

5.5 Stock Location Stock Location (System Setup →Stock Location)

User can create multiple stock locations. Click the "" to add a new stock location or "" button to remove an existing stock location. User can lock a particular stock location by clicking the "lock" check box. All transactions concerning that location will be prohibited.

Stock Location

Type	Code	In Warehouse	Stock Location
			All
Room	L1	DG	Level 1
Room	L2	DG	Level 2
Rack	L2R1	DG	Level 2 Rack 1
Rack	L2R2	DG	Level 2 Rack 2
Room	R1	LOTA	Store Room

5.6 Stock Location Type Stock Location Type (System Setup →Stock Location Type)

Click the "" to add a new stock location type or "" button to remove an existing stock location type.

6. Table Maintenance

6.1 Document Prerequisite Document Prerequisite (Table → Document Prerequisite)

User can create as many document approvals as needed. Click "New" button to create an approval, select the corresponding document and choose which group(s) are allowed.

For instance, an invoice approval required manager group to approve. When an invoice is created by a group other than manager, the invoices would have a status of non-approved and cannot be processed further. Manager group user must login and check the approve button of the invoice in order to proceed further operation. The approval button is in the second page (tag) of a document. User may click to approve or tick again to remove the approval.

Approval

Status	Prerequisite	Approved	By	Date/Time
	Invoice Approval	☑	Everet Gan	2008/06/07 10:36:37

6.2 Currency Currency (Table → Currency)

Currency effective date and bi-direction conversion are implemented. Click "New" button to create a currency. Input currency code and name and click "" to save. Select a currency (uncheck the "show as at") and click "+" to input (or "−" to remove) currency exchange rates for the currency to other currencies.

Currency Conversion HKD

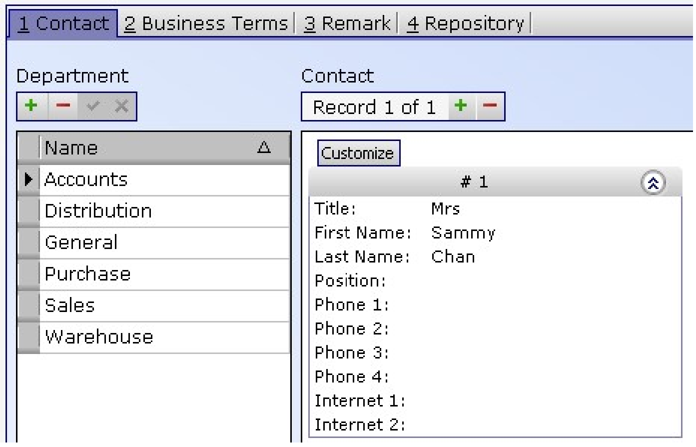
☐ Show As At 2008/06/28

To Currency	Effective	Type	Factor
EUR	2008/03/15	Use Conversion Factor	0.081930
EUR	2008/05/01	Use Conversion Factor	0.082000
RMB	2008/03/01	Use Conversion Factor	0.910000
TST	2008/05/29	Use Conversion Factor	0.500000
USD	2008/03/01	Use Conversion Factor	0.128000

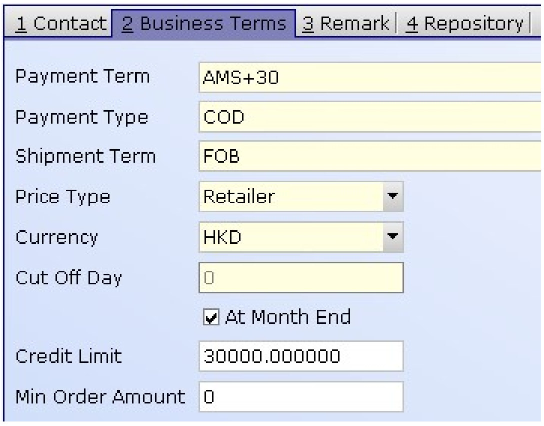
The currency exchange rate of any document (e.g. sales order) created would follow the exchange rate defined within the particular date specified.

6.3 Customer Customer (Table → Customer)

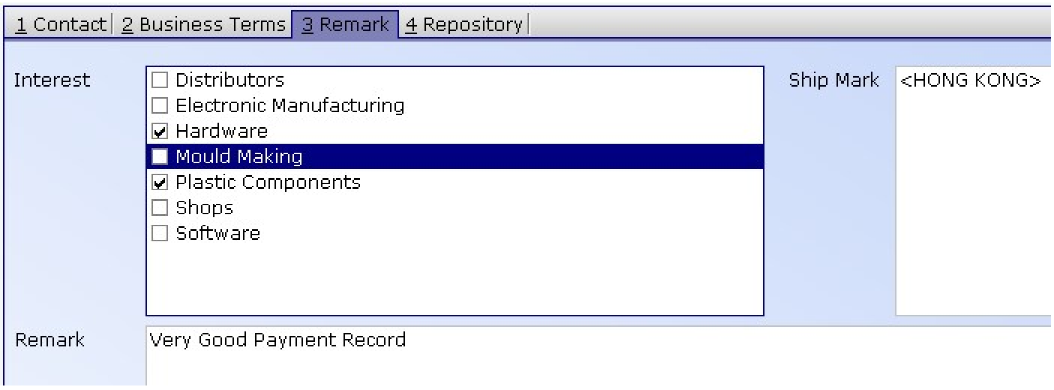
Customer function menu is used to create or edit a customer. Click "+" and input all relevant information and click "" to create a customer. Contact can be added by clicking the "+" and remove by clicking the "−" button (in first tag of customer). Double click a contact to open the contact edit window. Check the “Default Contact” check box to change to default.



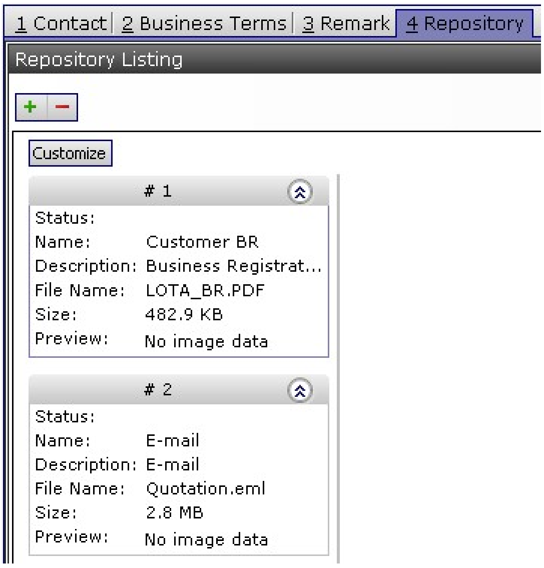
Business Terms can be input in the second tab. User can set the month end day for AMS payment type.



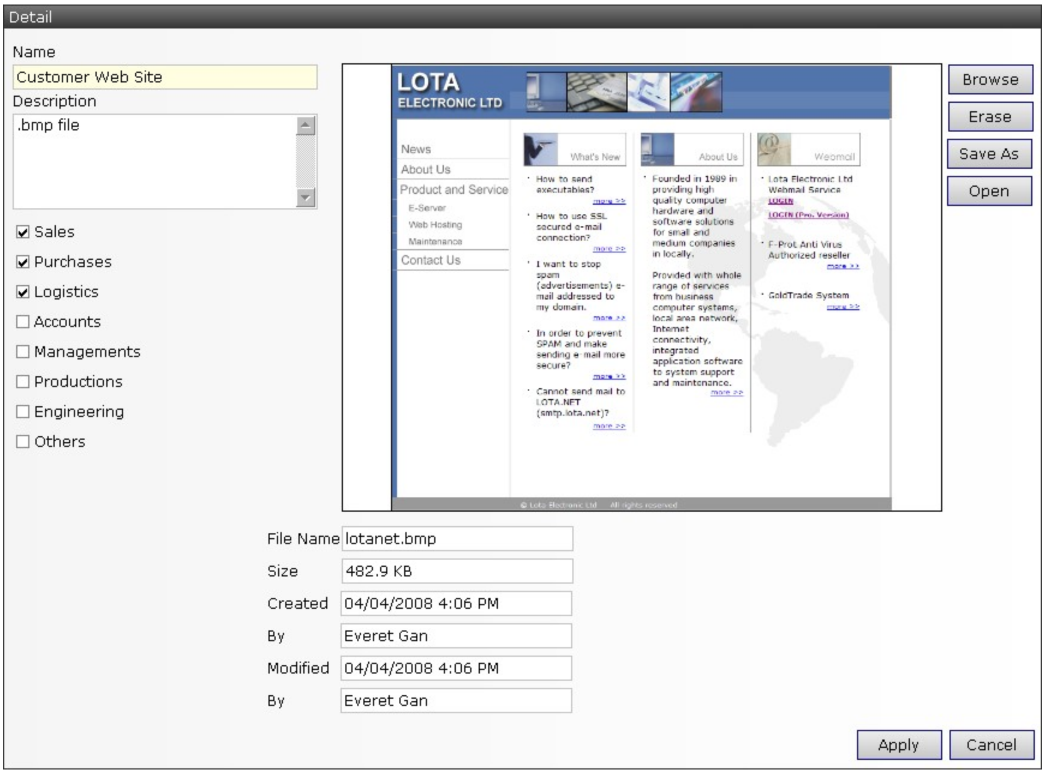
Remarks and customer business interests can be input in the third tab.



Non standard information can be saved in the Repository (in fourth tab). It can hold any type of documents including PDF, e-mail, executables, etc. Click the “+” to add and “−” to remove.



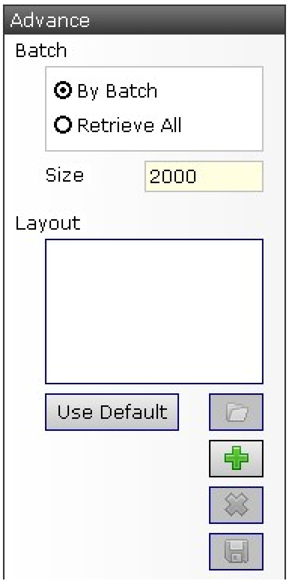
The department(s) which can access this document can be edited by clicking the corresponding department at the left of the window. Click “ ” (of GT Tool bar) to save changes.



6.4 Customer Listing Customer Listing (Table → Customer Listing)

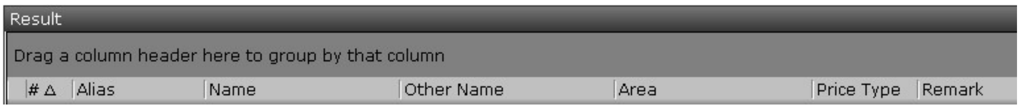
Customer list is used to search customer(s) from the customer database. Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) customers from customer database.

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Customer list report layout can also be defined here. Click the " Add New Layout" will save the current layout. Select the Layout and click " Use Selected Layout" to retrieve data in format defined in the layout.

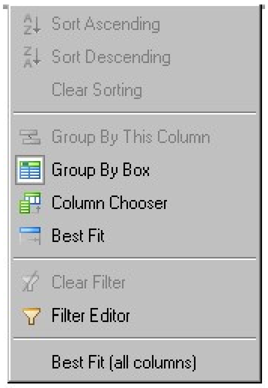


Search result is displayed on the right of the search filter. Click the "" button to open a particular customer.

The listing layout can be modified by left-clicking (sort) or right-clicking (column headings (group, sort, size) functions) any column headings. To delete a column, drag the title of the column to the grid area.



Right-clicking column heading would pop-up a function screen.



To calculate Max, Min, Sum and Count of all the items in the list, right click the bottom bar of the result window and select the function.

6.5 Vendor Vendor (Table → Vendor)

Vendor function menu is used to create or edit a vendor. Click "New" and input all relevant information and click "Save" to create a vendor. Contact can be added by clicking the "+" and remove by clicking the "−" button. Double click a contact to open the contact edit window. Check the "Default Contact" check box to change to default.

Functions of vendor are the same as that of customer (refer to the above customer section).

6.6 Vendor Listing Vendor Listing (Table → Vendor Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) vendor from customer database.

Functions of vendor Listing are the same as that of customer listing (refer to the above customer section).

6.7 Business Area Business Area (Table → Business Area)

Add business area using this function. The business area can be used in customer and vendor contacts. Areas can be added by clicking the "+" and remove by clicking the "✖" button. If an area has been used in a customer or vendor record, the area cannot be deleted.

Business Area

Area	Area Description
All	
Hong Kong	Hong Kong
Kowloon	Kowloon
NT	NT
RPC	
Singapore	
Taiwan	

6.8 Business Group Business Group (Table → Business Group)

Add business group using this function. The business group can be used in customer and vendor records. Groups can be added by clicking the “ ” and remove by clicking the “ ” button. If a business group has been used in a customer or vendor record, the business group cannot be deleted.

Business Group

Group
All
China Group
Hong Kong Group
Overseas Group
Software Group
Plastic Group
Metal Group

6.9 Business Payment Term Business Payment Term (Table → Business Payment Term)

Different types of payment terms can be created here. AMS stands for after monthly statement and the pay day (mature date of invoice) is the number of days after the invoice date (or after the month end of a customer). Payment terms can be added by clicking the “ ” and remove by clicking the “ ” button. If a payment term has been used in a customer or vendor record, the payment term cannot be deleted.

Business Payment Term

Payment Term	Payment Term Description	Use AMS	Pay Day
All		☐	
14 Days	14 Days	☐	14
30 Days	30 Days	☐	30
45 Days	45 Days	☐	45
50DEP	50% Deposit, 50% Balance COD	☐	0
7 Days	7 Days	☐	7
90 Days	90 Days	☐	90
AMS	Monthly	☑	0
AMS+30	30 Days After Monthly Statement	☑	30
COD	Cash On Delivery	☐	0
Prepayment	Prepayment	☐	0

6.10 Business Payment Type Business Payment Type (Table → Business Payment Type)

Add business payment type using this function. The payment type can be used in customer and vendor records. Payment types can be added by clicking the “” and remove by clicking the “” button. If a payment type has been used in a customer or vendor record, the payment type cannot be deleted.

Business Payment Type

Payment Type	Payment Type Description
All	
COD	Cash On Delivery
LC	Letter of Credit
P.D. Cheque	Post Date Cheque

6.11 Business Shipment Term Business Shipment Term (Table → Business Shipment Term)

Add business shipment term using this function. Shipment terms can be added by clicking the “” and remove by clicking the “” button. If a shipment term has been used in a customer or vendor record, the shipment term cannot be deleted.

Business Shipment Term

Shipment Term	Shipment Term Description
All	
CIF	Cost Insurance and Freight
FOB	Free On Board
Local Delivery	Local Delivery
Pickup	Self Pickup

6.12 Business Interest Business Interest (Table → Business Interest)

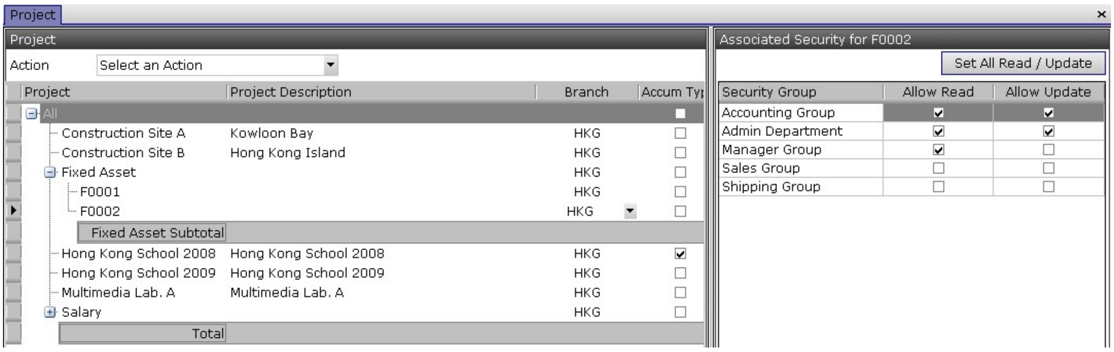
This function provides a way to record customers’ interests or nature of businesses. User can retrieve customers who have interest on a particular product line. Business interest can be added by clicking the “” and remove by clicking the “” button. If a business interest has been used in a customer or vendor record, the business interest cannot be deleted.

Business Interest

Interest
All
Computer Hardware
Computer Software
ISP
上门电脑维护
打印机损耗品
打印機
網絡工程

6.13 Project Project (Table → Project)

In order to calculate the profit for a particular project, users can create projects. Projects can also be used to sum values of an entity. For instance: fixed asset book value and staff salary. Projects can be added by clicking the "" and remove by clicking the "" button. User group access rights (on the right window) must be defined when a project has been created.



To create a voucher, select the project (by clicking the left most buttons) and select the "Action" (at the top). A voucher will be created according to the voucher template (setup in System Setup) with the project name filled in the voucher automatically.

6.14 Business Header Footer Business Header Footer (Table → Business Header Footer)

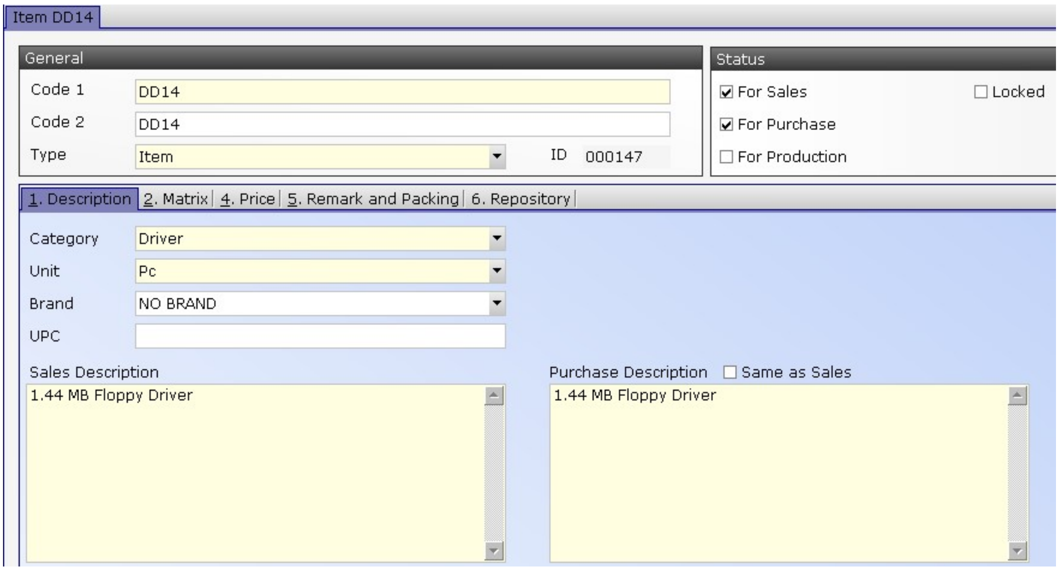
Header and Footer statement can be defined here. These predefined texts can save time in typing recurrent text in documents such as invoice. Header and footer can be added by clicking the "" and remove by clicking the "" button. Check the appropriate check box if the statement is going to be used in that documents.

6.15 Item Item (Table → Item)

Input an item code to view or edit an item or click the "" button and select item "Type" and then input (and select) item details to create a new item. Code 1 and Code 2 must be unique. Code 2 is optional and can be blank.

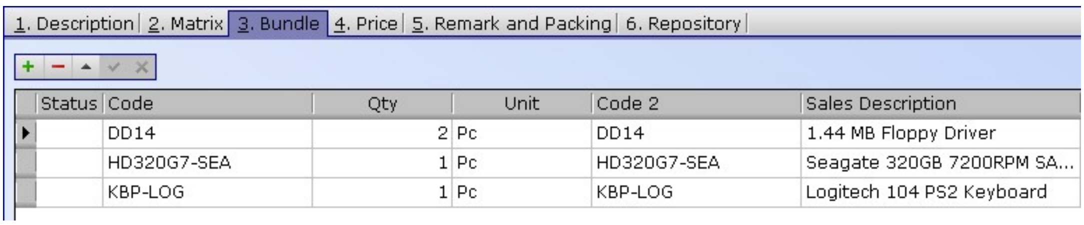
Item Type	Descriptions
Item	Ordinary stock item
Service	Non stock item, sales or purchase will not minus or

	add stock amount
Semi-Finished	Work in progress items, hold bills of materials
Finished	Finished items, hold bills of materials
Bundle	Bundle item contains lists of other (ordinary) items. The bundle item code and description will be shown in sales documents (Quotation, SO, invoice) but the actual items deducted from stock are the items under the bundle item list.

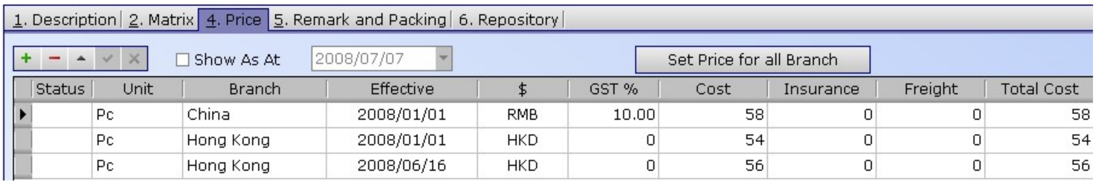


Different prices (of different units and currencies) can be defined in the price tag. Different branches can have different prices (of different currencies). An item cannot be used in any sales documents, if there is no price (with an effective date) defined for an item. If there are more than one price defined for an item (but with different effective dates), the price used in sales document would be the one with closest effective date and sales document date.

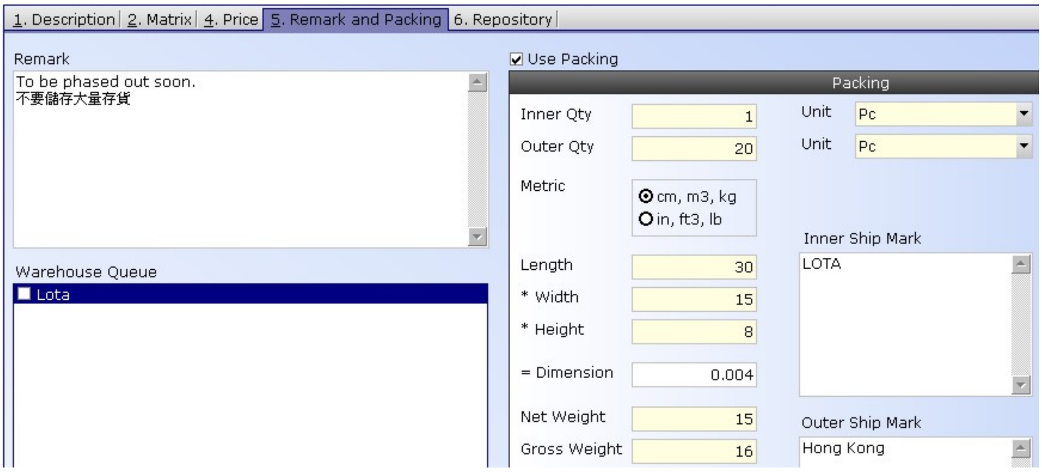
Select “Bundle” under the item “Type” to create a bundled item. Tag number 3 will be displayed.



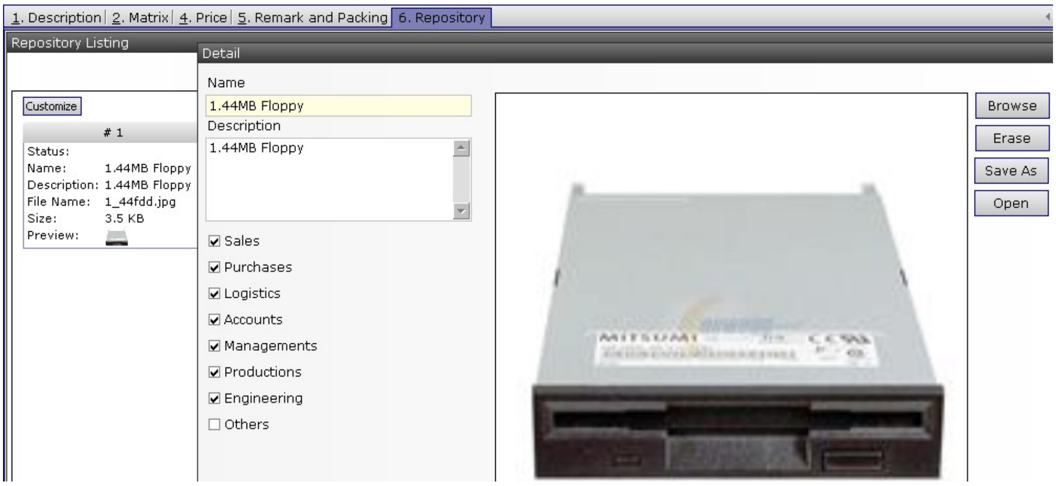
Click “ ” button to add items (code, quantity) under this bundle item.



Check the “Warehouse Queue” to enable the item to put into a queue when creating sales orders. The customers who placed a sales order would have the higher priority to receive the items (in case of stock shortage).



Information about an item of different file format can be saved in the repository.

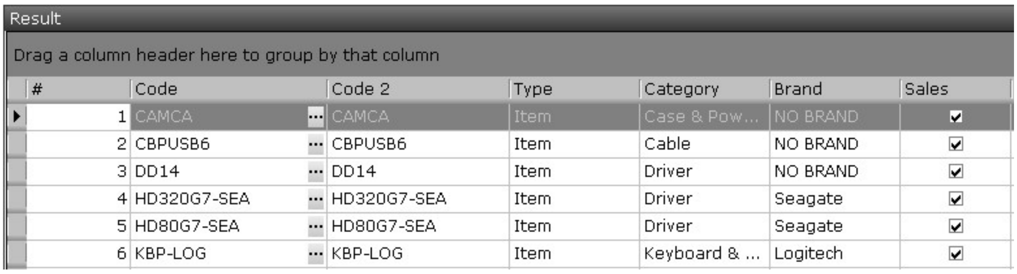


6.16 Item Listing Item Listing (Table → Item Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) items from item database.

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Customer list report layout can also be defined here.

The items match the search criteria would be displayed in the result window.

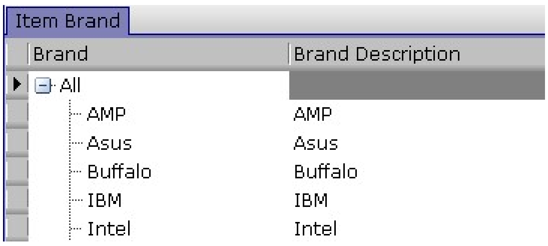


#	Code	Code 2	Type	Category	Brand	Sales
1	CAMCA	CAMCA	Item	Case & Pow...	NO BRAND	☑
2	CBPUSB6	CBPUSB6	Item	Cable	NO BRAND	☑
3	DD14	DD14	Item	Driver	NO BRAND	☑
4	HD320G7-SEA	HD320G7-SEA	Item	Driver	Seagate	☑
5	HD80G7-SEA	HD80G7-SEA	Item	Driver	Seagate	☑
6	KBP-LOG	KBP-LOG	Item	Keyboard & ...	Logitech	☑

Click the "..." button to open an item. Right click the bottom bar (of the result window) to calculate the max, min and count of the result.

6.17 Item Brand Item Brand (Table → Item Brand)

Click the "" to add a new brand or "" button to remove an existing brand.



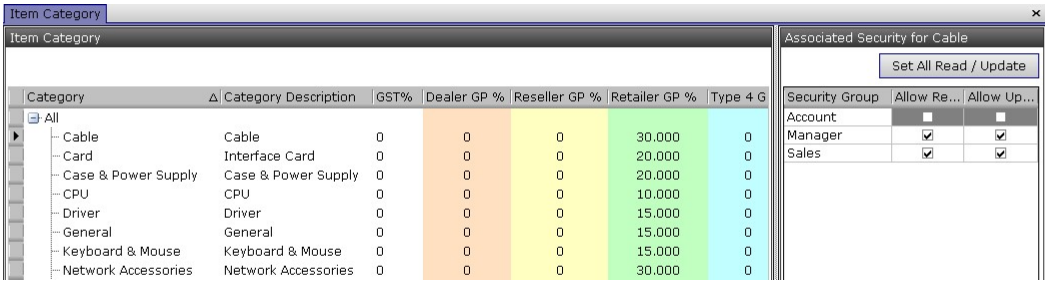
Brand	Brand Description
All	
AMP	AMP
Asus	Asus
Buffalo	Buffalo
IBM	IBM
Intel	Intel

User may not remove a brand if it has been used in item(s) and an error

E0685 would be displayed.

6.18 Item Category Item Category (Table → Item Category)

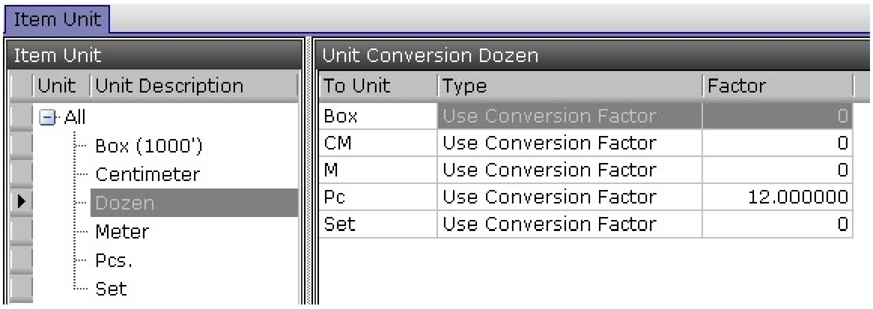
Use item category to classify items if there are a lot of items. Item categories can also be used to classify different groups of users. Click the "" to add a new category or "" button to remove an existing category. Check the user group(s) security setting for a category.



User may input a standard GP% and GST% of a category. When creating an item, the GP% and GST% would be copied from the category.

6.19 Item Unit Item Unit (Table → Item Unit)

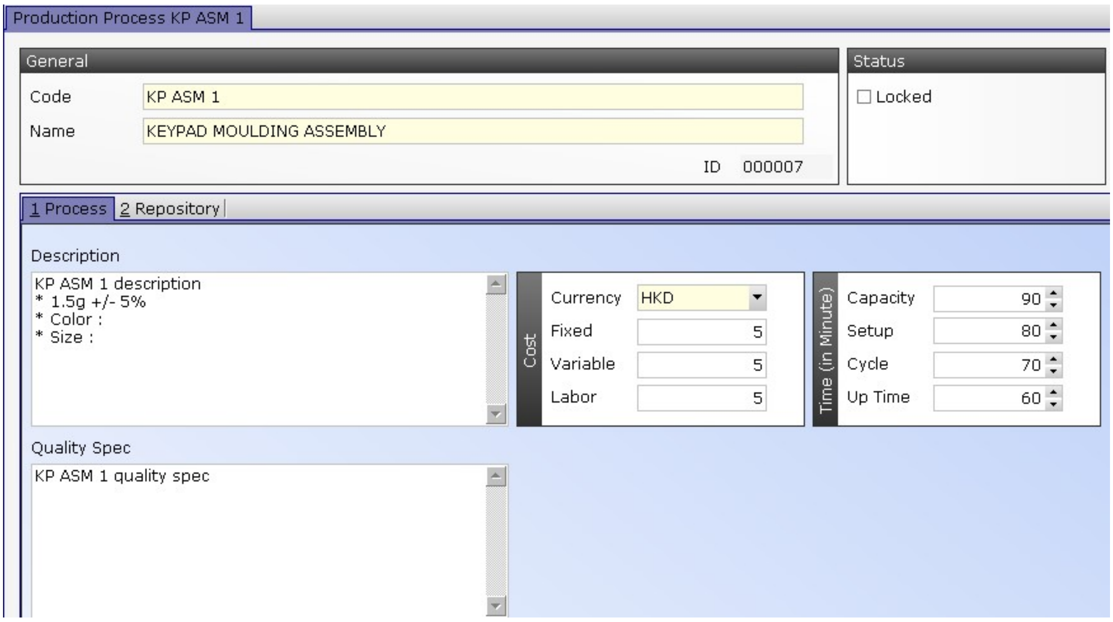
Click the "" to add a new item unit or "" button to remove an existing item unit. Select a unit and edit the "Unit Conversion" on the right window if necessary. For instance, one dozen is twelve pieces.



6.20 Production Process Production Process (Table → Production Process)

Production process is used to combine items to form a node (branch) of a Bill of Material (BOM). Production process can be any process like assembly, machine, moulding, inspection, etc. Click the "" to add a production process, fill in necessary information and click "" to save.

Non text information can be saved in the repository.

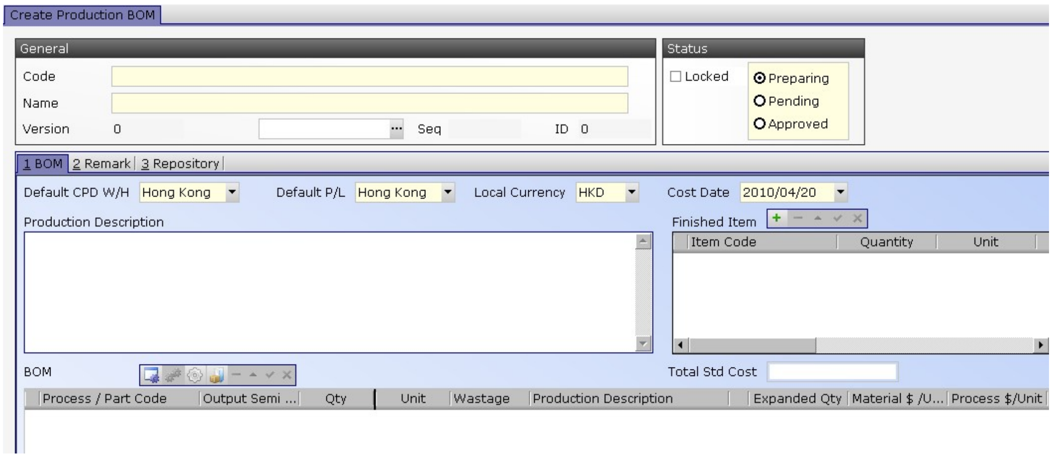


6.21 Production Process Listing Production Process Listing (Table → Production Process Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) production processes from database. Production processes will be displayed in the result window. Click the "" button to open a production process.

6.22 Production BOM Production BOM (Table → Production BOM)

Production BOM is a list of raw items, processes and other sub-assembly (other BOM) and the quantities of each entity needed to manufacture a Finished item. Click the "" to add a production BOM, fill in necessary information and click "" to save.



Input BOM Code and Name in the fields provided. And select the default warehouse, production line, currency and cost date. Input the product of the BOM in the Finished Item (at the right). Two or more finished products can be input here. It is recommend to review the status of that finished item and make sure that the “for production” status is checked.

The raw material (items) of the BOM can be input using the tool bar. Click “ ” to add a new production process. Input the process code or click “ ” and search using the pop-up window. Process details will be copied from production process database. Under this process, items (raw material) can be added to attach to that process. Under the process, click “ ”. Input item code or search using pop-up window. Change the quantity and yield loss (scrap) to be used per each finished item produced. Another production process with its items may be added under this production process. A semi-finished item has to be specified in the required field.

Another production BOM may be added to at any level to extend the BOM. Click “ ” to add a new BOM. Input another production BOM code or search using the pop-up window.

To see the cost of items and last purchase order cost of items, click “ ” to show the costs on the table below.

Some other buttons on the tool bars are:
“ ” to remove an entry (select an entry and the click the button);
“ ” to edit an entry (select an entry and click the button);
“ ” to save input or modified data;
“ ” to undo input or modified data.

The Status of the Production BOM is set to “preparing” initially. It must be changed to “Approved” before it is to be used in Production Operations. If the Production BOM is “Locked” it cannot be selected when doing Production Operations (such as obsolete BOM).

Remark can be input in the “Remark” tag and non-text information can be saved in the repository.

6.23 Production BOM Listing Production BOM Listing (Table → Production

BOM Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) production BOM from database. Production BOM will be displayed in the result window. Click the “...” button to open a production BOM.

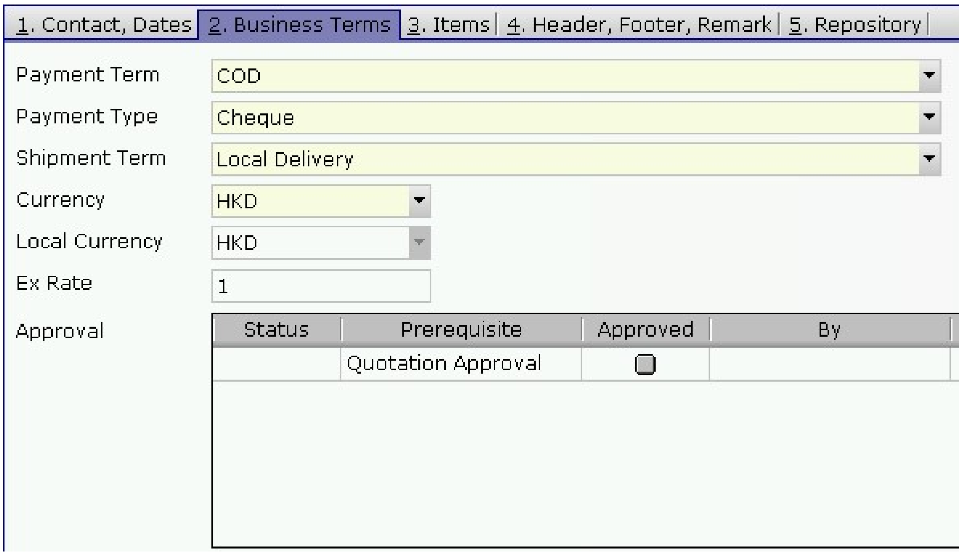
7. Sales Operations

7.1 Quotation Quotation (Sales Operations → Quotation)

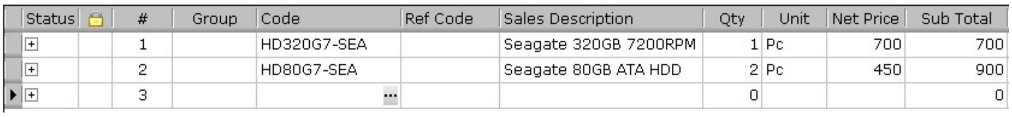
Click the “” to add a new quotation or input a quotation number and click “Open” to retrieve a quotation. There are 5 tags in a quotation namely “Contact, Dates”, “Business Terms”, “Items”, “Header, Footer, Remark” and “Repository” to hold different information of a quotation. Click the tags and fill in relevant information.

Under the “Contact, Dates” tag, input a customer alias (or part of it or just left it blank) in the “To” field and click the search button “”. Select a customer from the list. All customer information will be fetched from customer database and fill up automatically. The information can be changed as needed and the changed information will be saved (the changes will not affect the original customer database) in this quotation only. If text is input in the “Supplement” field, that text will be printed in quotation printout instead of the delivery date. For instance, the delivery will be one month after your confirmation.

Under the “Business Terms” tag, select and input the terms of this quotation. If a “Document Prerequisite” has been defined for quotation, user has to review the approval status. The “approved” button will be checked automatically if the creator has quotation approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the quotation and check the “approved” button later (or the quotation cannot be preceded further). User may enter deposit(s) requested in under this tag.

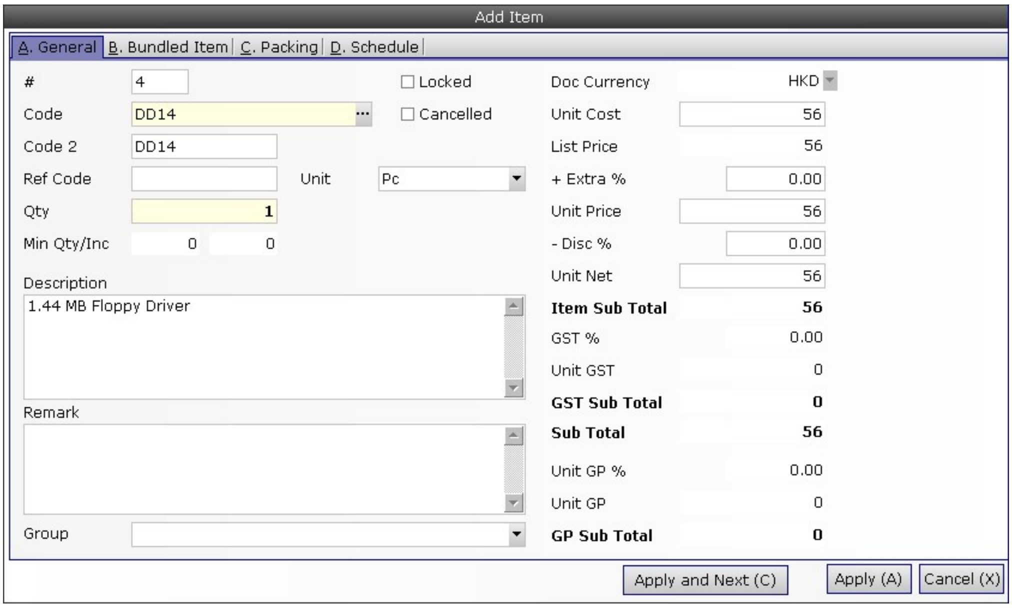


The major portion of quotation is the “Items”. Click the “ ” to insert items to quotation. User may input items (code, quantity and price) in the grid and use “tab” key or mouse to navigate.



Status		#	Group	Code	Ref Code	Sales Description	Qty	Unit	Net Price	Sub Total
+		1		HD320G7-SEA		Seagate 320GB 7200RPM	1	Pc	700	700
+		2		HD80G7-SEA		Seagate 80GB ATA HDD	2	Pc	450	900
+		3		...			0			0

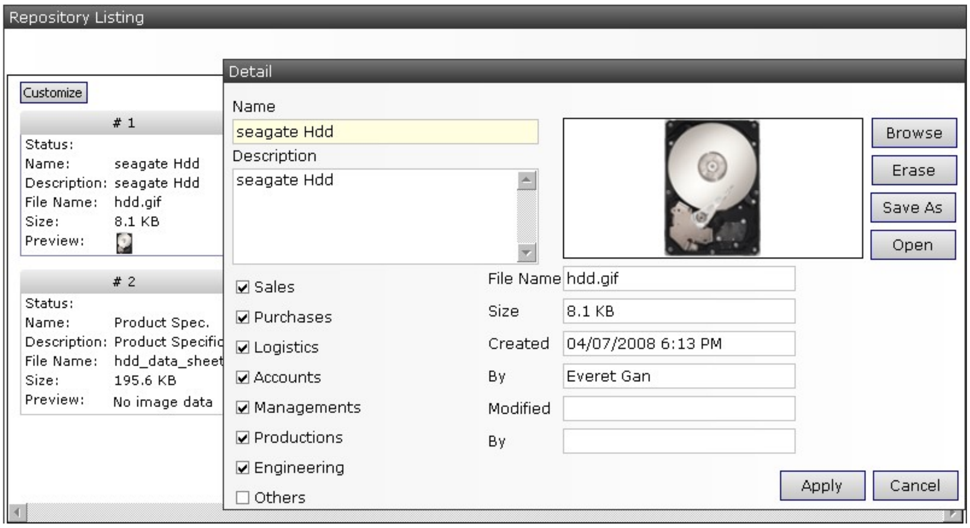
User may use a separate item input window to input item and detailed information by clicking the “ ” key.



Overall “Discount”, “Handling” and “Adjustment” of this quotation can be input at the bottom of the “Items” tag.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but not printed.

User can save all relevant information related to this quotation which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the “ ” under the “Repository” tag to insert file to quotation. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.



Click the "Save" button when finished. And click "" to preview the quotation or click "" to print.

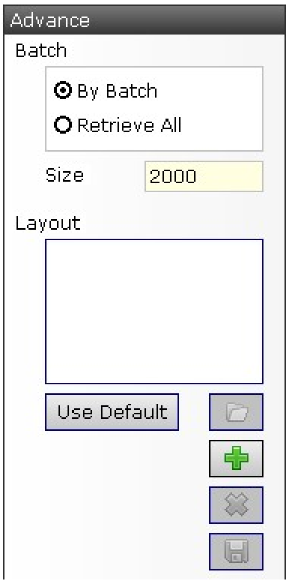
Click the "Clone" button to copy whole content of this quotation to the same or another customer.

If a quotation has confirmed, check "Make SO" to convert this quotation to Sales Order.

7.2 Quotation Listing Quotation Listing (Sales Operations → Quotation Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) quotation(s).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Quotation list report layout can also be defined here.



The quotation(s) match the search criteria would be displayed in the result window. Click the "" button to open a quotation and use "" at the top to navigate among the list.

User may check "Show Item" to expand the quotation(s) to list all items in the quotation(s), check "Show Price" to list the price, check "Show Cost" to list the cost and etc.

7.3 Sales Order SO Sales Order (Sales Operations →Sales Order)

Click the "" to add a new sales order or input a sales order number and click "Open" to retrieve a sales order. There are 5 tags in a sales order namely "Contact, Dates", "Business Terms", "Items", "Header, Footer, Remark" and "Repository" to hold different information of a sales order. Click the tags and fill in relevant information.

Under the "Contact, Dates" tag, input a customer alias (or part of it or just left it blank) in the "To" field and click the search button "". Select a customer from the list. All customer information will be fetched from customer database and fill up automatically. The information can be changed as needed and the changed information will be saved (the changes will not affect the original customer database) in this sales order only. If text is input in the "Supplement" field, that text will be printed in sales order printout instead of the delivery date.

Under the "Business Terms" tag, select and input the terms of this sales order. If a “Document Prerequisite” has been defined for sales order, user has to review the approval status. The “approved” button will be checked automatically if the creator has sales order approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the sales order and check the “approved” button later. User may enter deposit(s) requested in under this tag.

The major portion of sales order is the “Items”. Click the “+” to insert items to sales order. User may input items (code, quantity and price) in the grid and use “tab” key or mouse to navigate.

Status		#	Group	Code	Ref Code	Sales Description	Qty	Unit	Net Price	Sub Total
+		1		HD320G7-SEA		Seagate 320GB 7200RPM	1	Pc	700	700
+		2		HD80G7-SEA		Seagate 80GB ATA HDD	2	Pc	450	900
+		3		...			0			0

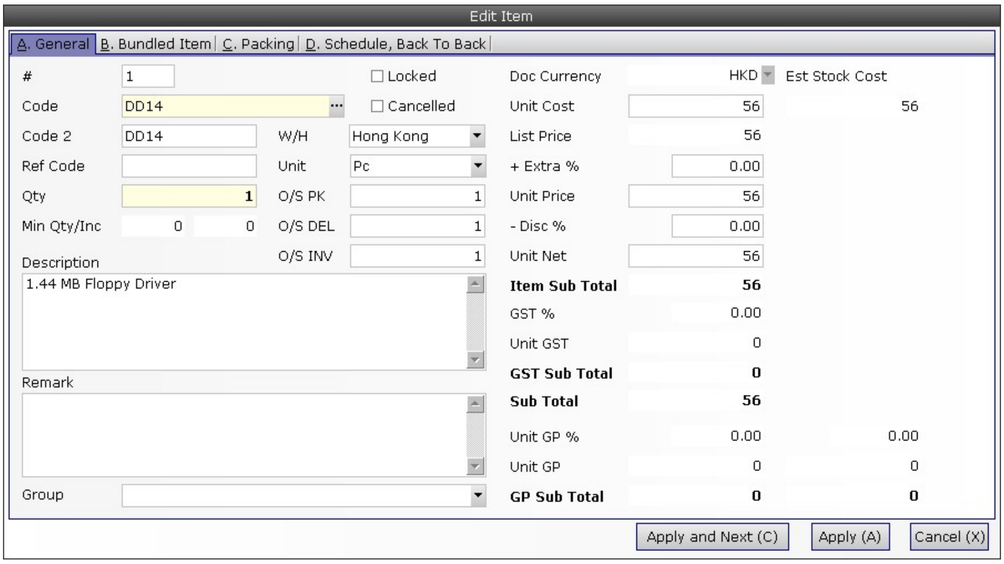
Click the “⊞” to see and change the quantity of items bundled under a bundled item.

Status		#	Group	Code	Ref Code	Sales Description	Qty	Unit
−		1		TEL-01		TELEPHONE MODEL 01	2	Pc

BundledItems

#	Code	Sales Description	Qty / Bundle	Unit	Sub Total Qty	O/S PK	O/S DEL
1	DD14	1.44 MB Floppy Driver	2	Pc	4	4	4
2	HD320G7-SEA	Seagate 320GB 7200RPM	1	Pc	2	2	2
3	KBP-LOG	Logitech 104 PS2 Keyboard	1	Pc	2	2	2
					= 8	= 8	= 8

User may use a separate item input window to input item and detailed information (bundled item, packing and schedule, back to back) by clicking the “ ” key.



If the item is a bundled item, click Tag “B. Bundled Item” to check or adjust the quantity of items bundled with it.

A. General | B. Bundled Item | C. Packing | D. Schedule, Back To Back

#	Code	Sales Description	Qty / Bundle	Unit	Sub Total Qty	Unit Cost
1	DD14	1.44 MB Floppy Driver	2	Pc	4	56
2	HD320G7-SEA	Seagate 320GB 7200RPM	1	Pc	2	621
3	KBP-LOG	Logitech 104 PS2 Keyboard	1	Pc	2	130

Packing information of this sales order can be input in “C. Packing” tag.

There is a default delivery date (in the first page of sales order). User may specify maximum 5 delivery dates for each item. Click the Tag “D. Schedule, Back to Back”. Click to create a delivery date (or to remove a delivery date). Input the quantity to be delivery on the date column.

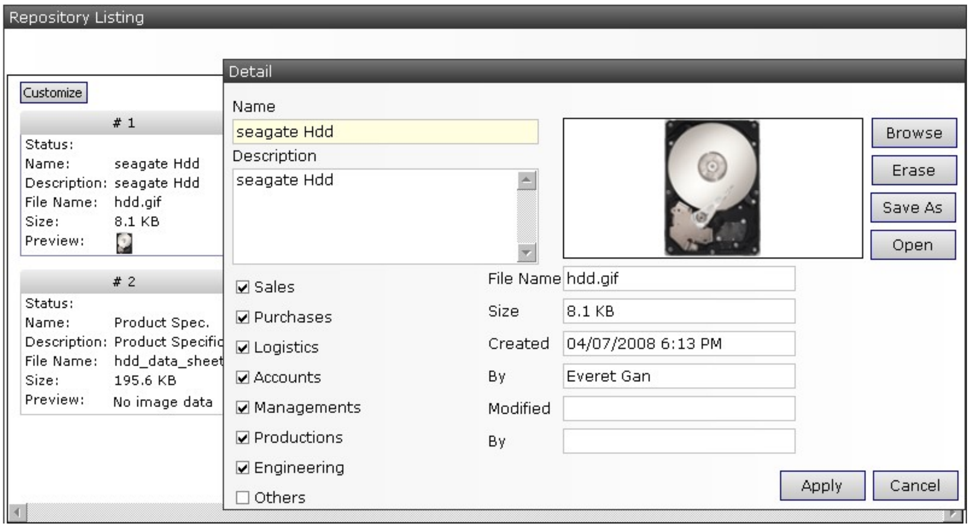
A. General | B. Bundled Item | C. Packing | D. Schedule, Back To Back

Status	#	Code	Sales Description	Subtotal Qty	Shipped Qty	Unit	Unassign Qty	2008/07/26	2008/07/29	2008/07/31
	1	DD14	1.44 MB Floppy Driver	10		Pc	3	5	2	

Overall “Discount”, “Handling” and “Adjustment” of this sales order can be input at the bottom of the “Items” tag. A “GP%” will be calculated based on the selling price and the average weighted cost of items in stocks.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

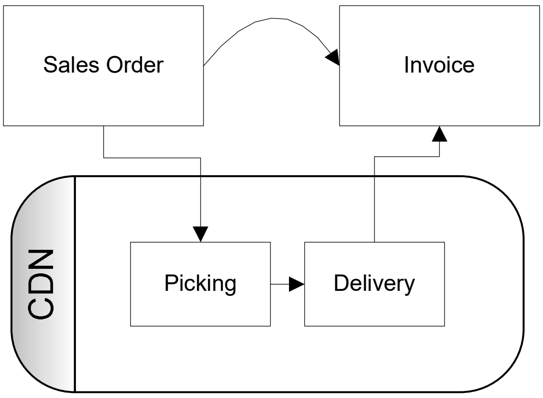
User can save all relevant information related to this sales order which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the “+” under the “Repository” tag to insert file to sales order. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.



Click the "Save" button when finished. And click "" to preview the sales order or click "" to print.

Click the "Clone" button to copy whole content of this sales order to (the same or) another customer.

The following diagram shows the process of creating an invoice. A sales order (or some sales orders) must be prepared for every invoice. Each sales order must be picked and delivered before it can be converted to an invoice. To simply the process, user may select the fifth action (described below) to pick, deliver and create invoice in one step.



There are 12 actions that a sales order can be performed. Click Select an Action to choose an action. The easiest way is to choose the third action.

Selections	Action to be performed
Check Stock Availability	Check if stock(s) are available for all

	items of the SO
Picking	Create a “Cargo Delivery Note” (or CDN) to move stock items from stored location(s) manually
Picking and FIFO Delivery	Create a “Cargo Delivery Note” (or CDN) to move stock items from stored location(s) automatically according to First-In-First-Out basis
Invoicing	Create an invoice from this sales order only when items of the sales order has been “picked” (i.e. CDN of items has been created) or the items are of service type
Picking, FIFO Delivery and Invoicing	Create an invoice from a sales order (all items in sales order to be shipped together and will be picked according to First-In-First-Out basis)
List all Invoices for this SO	List all invoice(s) which contain item(s) from this sales order
List all CDNs for this SO	List all CDN(s) which contain item(s) from this sales order
Create PO from this SO	Create a PO with all item(s) copied from this SO
Create BTB PO from this SO	Create a PO with all item(s) copied from this SO and set the relationship of each item in the PO to the corresponding item in the SO
List BTB PO from for this SO	List all PO with item(s) relating to this SO
Show Document Tracking	Pop-up a window showing all documents relating to this SO (including: CDN, Invoice, Sales Voucher, Receive Voucher)
Create Deposit Voucher	Create a deposit voucher if deposit payment has been received from customer

7.4 Back to Back Orders

"Back to Back" provides a way to link the relationship between a sales order item and a purchase order item. This also controls the sequence of item dispatch. That is, an item received from a purchase order (linked back to back to a sales order), must be shipped under the linked sales order. User may change the link relationship before creating invoices.

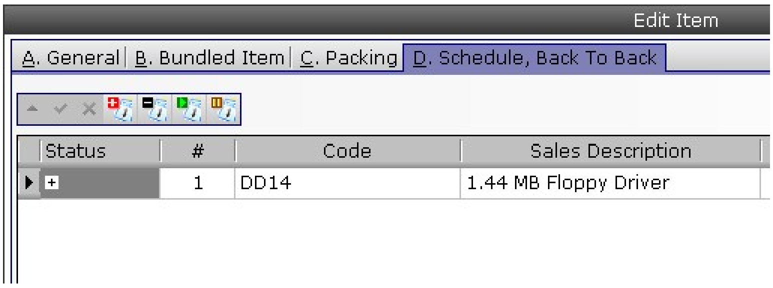
There are two ways to create back to back orders. One is the create using the "Create BTB PO from this SO" action in Sales order (this create a one SO to one PO relationship). The other is to create using SO item to PO item relations (this may create many SO to many PO relationship).

User have to change the windows display from "Tabbed Windows" by un-checking the "Windows → Tabbed Windows" to "Cascade" or "Tile". And close other unnecessary windows.

Create a Sales Order (or open an existing Sales Order). Input an item code and details using "item detail pop-up" key. Save it and click tag "D. Schedule, Back-To-Back".

Create a purchase order (or click an existing one) and click the "3.Items" tag.

Select the Sales Order again. Place mouse pointer over the position of item to be linked to purchase order and drag (hold the mouse click) and drop (release the mouse click) it to the item tag of the purchase order. Click Apply (A) button of purchase order to save back-to-back data.



Select the item again by clicking “”. Click the “D. Schedule, Back to Back” to see back-to-back orders of sales order and purchase order.

7.5 Sales Order Listing Sales Order Listing (Sales Operations →Sales Order Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) sales order(s).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Sales order list report layout can also be defined here.

The sales order (s) match the search criteria would be displayed in the result window. Click the “” button to open a sales order and use “” at the top to navigate among the list.

User may check “Show Item” to expand the sales order (s) to list all items in the sales order (s), check “Show Price” to list the price, check “Show Cost” to list the cost and etc.

User may input a customer, a date range and check the “Show Price” and “Show Cost” to retrieve the sales performance of a customer within a specified period.

7.6 Sales Order Summary Sales Order Summary (Sales Operations →Sales Order Summary)

Sales Order Summary provides a way to browse all or any specific branch, customer, and sales handler, date rage, status of orders and references, etc. Input information to be filter in the master filer table and click “Open”.

Information with relation to sales order will be displayed including sales order details, deposit and deposit amount received, invoice(s), sales voucher(s), receive voucher(s) and amount received. By viewing this report, user can know the progress of a sales order and outstanding amount to be received.

7.7 Invoice (Sales Operations →Invoice)

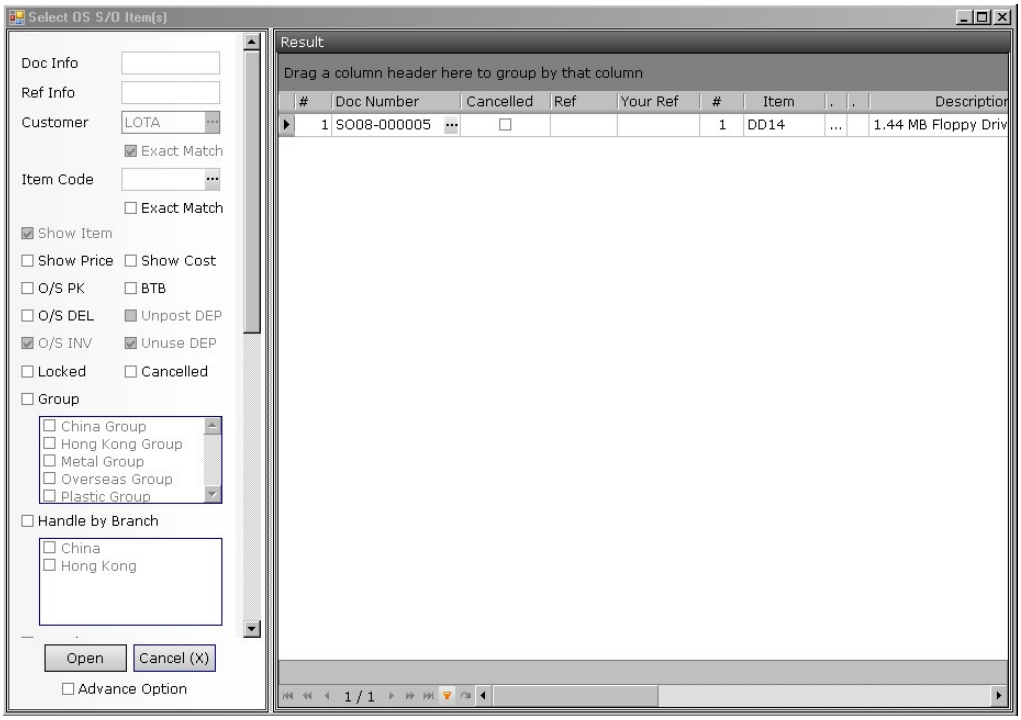
Click the “+” to add a new invoice or input an invoice number and click “Open” to retrieve an invoice. There are 5 tags in an invoice namely “Contact, Dates”, “Business Terms”, “Items”, “Header, Footer, Remark” and “Repository” to hold different information of an invoice. Click the tags and fill in relevant information.

It is recommended to create invoice from sales order. Create an invoice here if user wants to combine two or more sales orders (or part of) to one invoice. It should be noted that sales order of the same currency can be combined to an invoice.

Under the “Contact, Dates” tag, input a customer alias (or part of it or just left it blank) in the “To” field and click the search button “…”. Select a customer from the list. All customer information will be fetched from customer database and fill up automatically. The information can be changed as needed and the changed information will be saved (the changes will not affect the original customer database) in this invoice only.

Under the “Business Terms” tag, select and input the terms of this invoice. If a “Document Prerequisite” has been defined for invoice, user has to review the approval status. The “approved” button will be checked automatically if the creator has invoice approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the invoice and check the “approved” button later.

The major portion of invoice is the “Items”. Click the “+”, a window showing all outstanding sales order (items have been picked) of the customer of the same currency. Select one of several items.



User may edit the item quantity (price cannot be modified) in the grid if needed. User may use a separate item input window to edit item detailed information by clicking the “” key including the packaging information.

Overall “Discount”, “Handling” and “Adjustment” of this invoice can be input at the bottom of the “Items” tag. Overall “Discount”, “Handling” and “Adjustment” of an invoice will not be copied from that of sales order (they will be copied to invoice only when the invoice is created directly from a sales order). A “GP%” will be calculated based on the selling price and the average weighted cost of items in stocks.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but not printed.
Packing information of this invoice can be input in “C. Packing” tag.

User can save all relevant information related to this invoice which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the “+” to under the “Repository” tag insert file to invoice. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.

Click the "Save" button when finished. And click "" to preview the invoice or click "" to print.

Click Select an Action to post invoice to sales voucher (or other voucher type defined).

7.8 Invoice Listing Invoice Listing (Sales Operations →Invoice Listing)
Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) invoice(s).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Invoice list report layout can also be defined here.

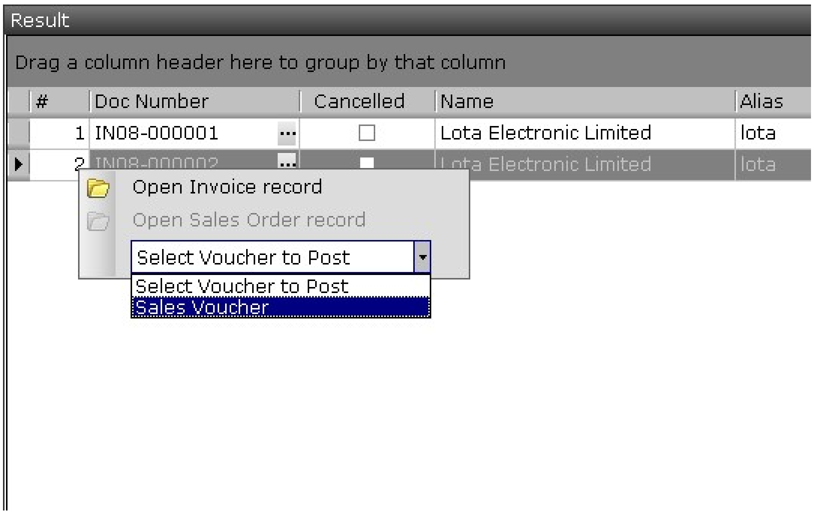
The invoice(s) match the search criteria would be displayed in the result window. Click the "" button to open an invoice and use "" at the top to navigate among the list.

User may check "Show Item" to expand the invoice(s) to list all items in the invoice(s), check "Show Price" to list the price, check "Show Cost" to list the cost and etc.

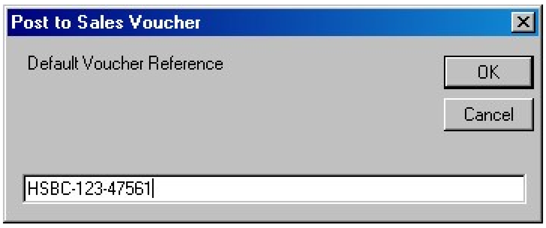
User may input a customer, a date range and check the "Show Price" and "Show Cost" to retrieve the sales performance of a customer within a specified period.

7.9 Posting to Sales Voucher
There are three ways to post to sales voucher. One is to post using the action of invoice, the second is to post using invoice list (described here) and the third is to create a sales voucher (and select an invoice).

Check (by double clicking) the "☑ Not Post Yet" in the search filter and click "Open" to search un-posted invoice. Use mouse to select one or some (or all) un-posted invoice(s) and right-click mouse. Click "Select Voucher to Post" and select a voucher.



Input a voucher reference in the pop-up window. All vouchers created will be filled with the reference typed. Wait until the progress bar finished.



8. Purchase Operations

8.1 Purchase Request PR Purchase Request (Purchase Operations → Purchase Request)

Click the "+" to add a purchase request or input a purchase request number and click "Open" to retrieve a purchase request. There are 5 tags in a purchase request namely "Contact, Dates", "Business Terms", "Items", "Header, Footer, Remark" and "Repository" to hold different information of a purchase request. Click the tags and fill in relevant information.

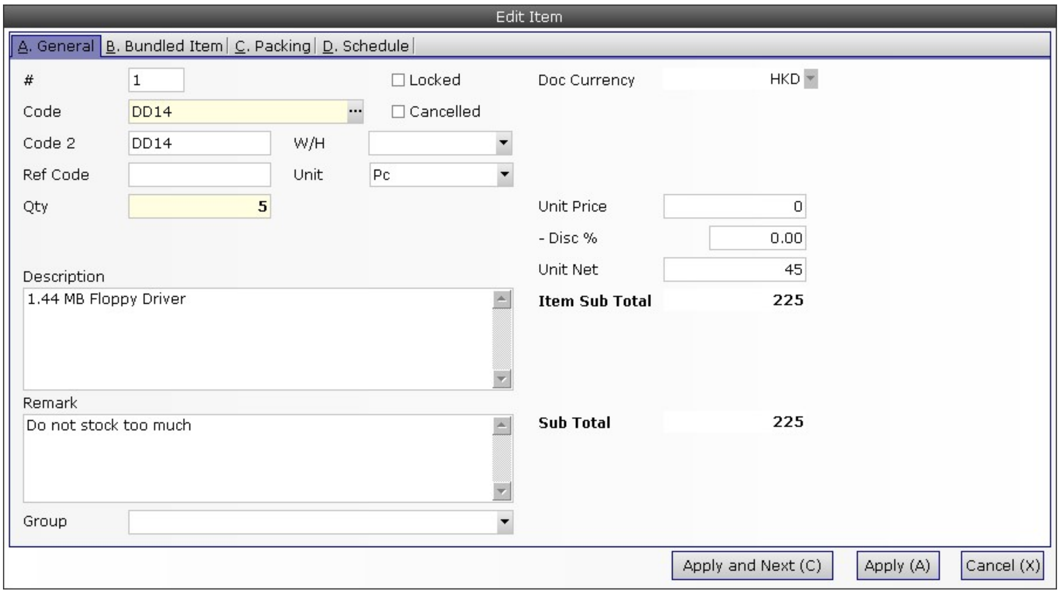
Under the "Contact, Dates" tag, input a vendor alias (or part of it or just left it blank) in the "To" field and click the search button "…". Select a vendor from the list. All vendor information will be fetched from vendor database and fill up automatically. The information can be changed as needed and the changed information will be saved (the changes will not affect the original vendor database) in this purchase request only. If text is input in the "Supplement" field, that text will be printed in purchase request printout instead of the delivery date.

Under the "Business Terms" tag, select and input the terms of this purchase request. If a "Document Prerequisite" has been defined for purchase request, user has to review the approval status. The "approved" button will be checked automatically if the creator has purchase request approval right. But the "approved" button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the purchase request and check the "approved" button later. User may enter prepayment(s) requested in under this tag.

The major portion of purchase request is the "Items". Click the "+" to insert items to purchase request. User may input items (code, quantity and price) in the grid and use "tab" key or mouse to navigate.

摖

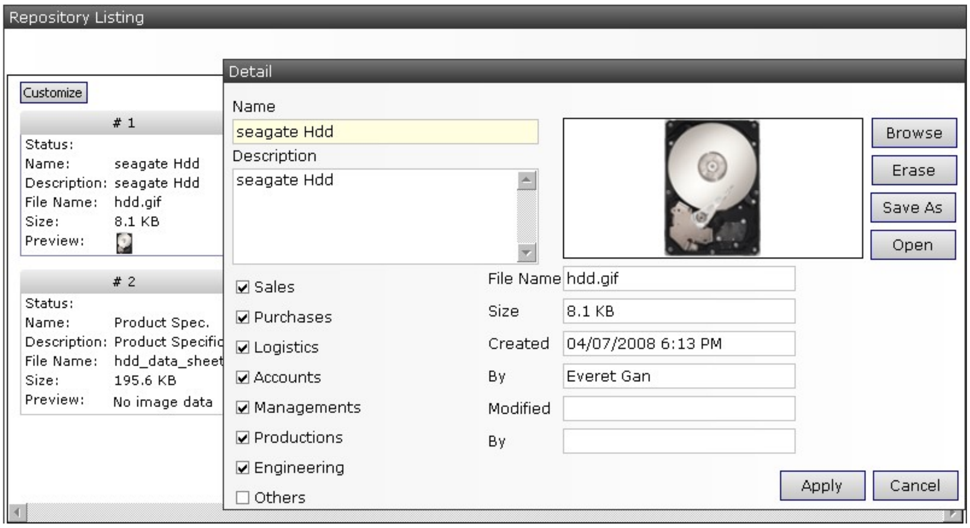
User may use a separate item input window to input item and detailed information by clicking the "" key.



Overall “Discount”, “Handling” and “Adjustment” of this purchase request can be input at the bottom of the “Items” tag.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. Remark” will be saved but not printed.

User can save all relevant information related to this purchase request which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the “ ” under the “Repository” tag to insert file to purchase request. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.



Click the “Save ” button when finished. And click “ ” to preview the purchase request or click “ ” to print.

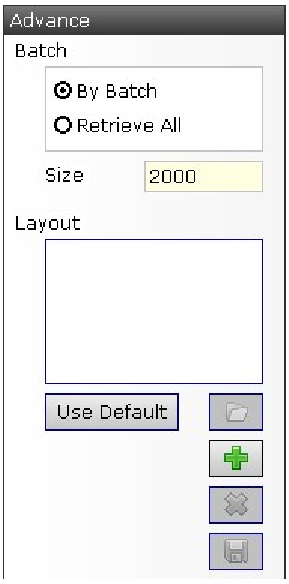
Click the "Clone" button to copy whole content of this purchase request to another vendor.

If a purchase request has confirmed, check "Make PO" to convert this purchase request to Purchase Order.

8.2 Purchase Request Listing PR Purchase Request Listing (Purchase Operations → Purchase Request Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) purchase request(s).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Purchase request list report layout can also be defined here.



The purchase request(s) match the search criteria would be displayed in the result window. Click the "" button to open a purchase request and use "" at the top to navigate among the list.

User may check "Show Item" to expand the purchase request(s) to list all items in the purchase request(s), check "Show Price" to list the price etc.

8.3 Purchase Order PO Purchase Order (Purchase Operations →Purchase Order)

Click the "" to add a new purchase order or input a purchase order number and click "Open" to retrieve a purchase order. There are 5 tags in a purchase order namely “Contact, Dates”, “Business Terms”, “Items”, “Header, Footer, Remark” and “Repository” to hold different information of a purchase order. Click the tags and fill in relevant information.

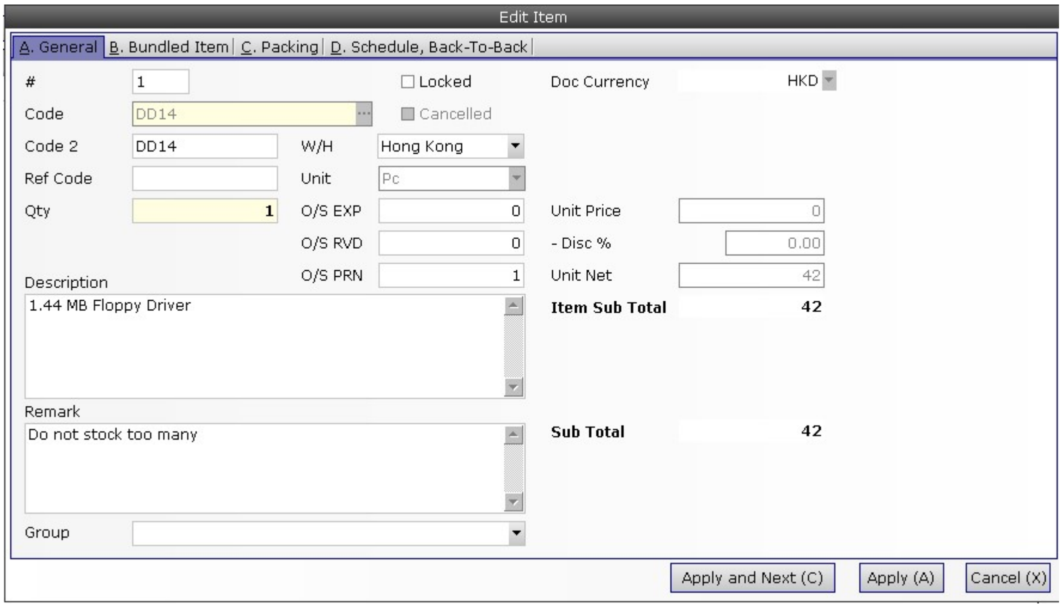
Under the “Contact, Dates” tag, input a vendor alias (or part of it or just left it blank) in the “To” field and click the search button “...”. Select a vendor from the list. All vendor information will be fetched from vendor database and fill up automatically. The information can be changed as needed and the changed information will be saved (the changes will not affect the original vendor database) in this purchase order only. If text is input in the “Supplement” field, that text will be printed in purchase order printout instead of the delivery date.

Under the “Business Terms” tag, select and input the terms of this purchase order. If a “Document Prerequisite” has been defined for purchase order, user has to review the approval status. The “approved” button will be checked automatically if the creator has purchase order approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the purchase order and check the “approved” button later. User may enter prepayment(s) requested in under this tag.

The major portion of purchase order is the “Items”. Click the “+” to insert items to purchase order. User may input items (code, quantity and price) in the grid and use “tab” key or mouse to navigate.

Status		#	Group	Code	Ref Code	Purchase Description	Qty	Unit	Net Price	SubTotal	W/H
		1		DD14		1.44 MB Floppy Driver	5	Pc	45	225	Hong Kong
		2		HD80G7-SEA		Seagate 80GB ATA HDD	4	Pc	380	1,520	Hong Kong
		3		KBP-LOG		Logitech 104 PS2 Keyboard	10	Pc	100	1,000	Hong Kong

User may use a separate item input window to input item and detailed information by clicking the “” key.



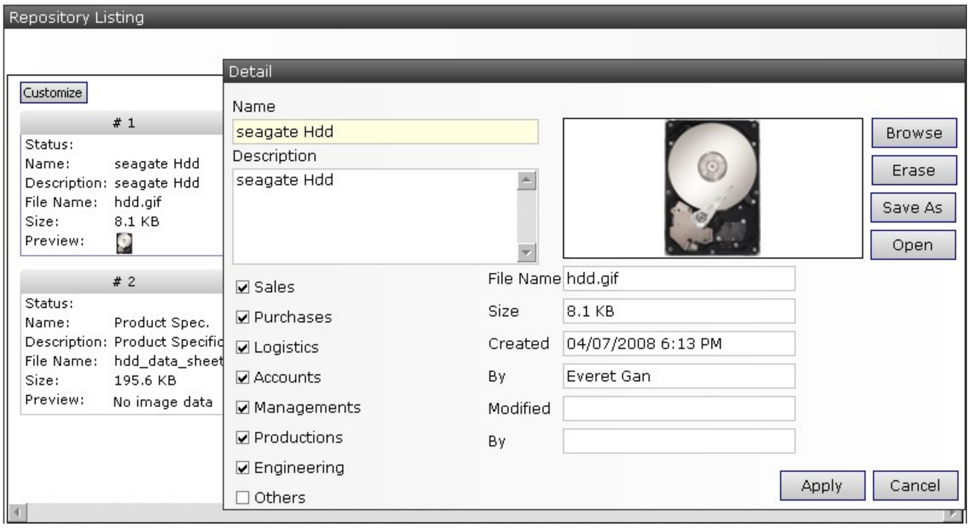
Packing information of this purchase order can be input in “C. Packing” tag.

There is a default delivery date (in the first page of purchase order). User may specify maximum 5 delivery dates for each item. Click the Tag “D. Schedule, Back to Back”. Click to create a delivery date (or to remove a delivery date). Input the quantity to be delivery on the date column.

Overall “Discount”, “Handling” and “Adjustment” of this purchase order can be input at the bottom of the “Items” tag.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

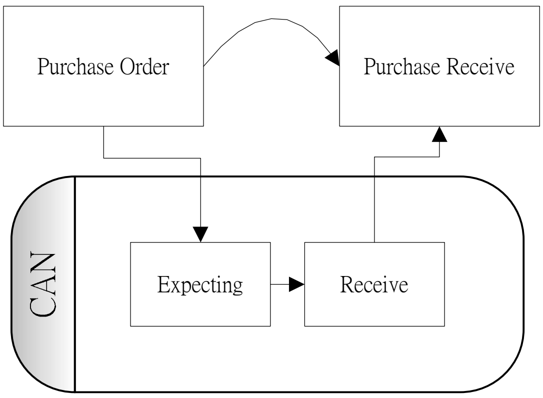
User can save all relevant information related to this purchase order which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the “ + ” under the “Repository” tag to insert file to purchase order. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.



Click the "Save" button when finished. And click "" to preview the purchase order or click "" to print.

Click the "Clone" button to copy whole content of this purchase order to (the same or) another vendor.

The following diagram shows the process of creating a purchase receives. A purchase order (or some purchase orders) must be prepared for every purchase receives. Each purchase order must be expected and received before it can be converted to a purchase receive. To simply the process, user may select the fourth action (described below) to expect, receive and create purchase receive in one step.



There are 8 actions that a purchase order can be performed. Click Select an Action to choose an action. The easiest way is to choose the third action.

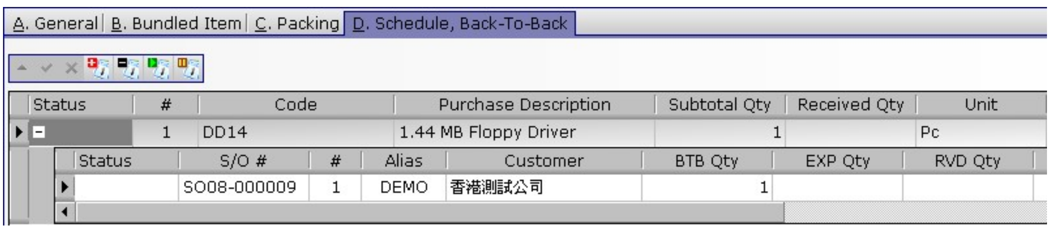
Selections	Action to be performed

Expecting	Create a “Cargo Accepted Note” (or CAN) to receive stock items from vendor to stored location(s) manually
Expecting and Receive into default Loc	Create a “Cargo Accepted Note” (or CAN) to receive stock items from vendor to default stored location(s) automatically
PRN	Create a purchase receive note from this purchase order only when items of the purchase order has been “expected” (i.e. CAN of items has been created) or service items
Expecting, Receive into default Loc & PRN	Create a purchase receive note from a purchase order (all items in purchase order to be received together)
List all PRN for this PO	List all purchase receive note(s) which contain item(s) from this purchase order
List all CANs for this PO	List all CAN(s) which contain item(s) from this purchase order
Show Document Tracking	Pop-up a window showing all documents relating to this PO (including: CAN, PRN, Purchase Voucher, Payment Voucher)
Create Prepayment Voucher	Create a prepayment voucher if vendor request prepayment

8.4 Back to Back Orders

Refer to “Back to Back Order” in sales (previous) section.

Select an item of a purchase order by clicking “”. Choose “D. Schedule, Back-To-Back” and then click the “+” under the “status” to see back-to-back orders of sales order and purchase order.



8.5 Purchase Order Listing Purchase Order Listing (Purchase Operations →Purchase Order Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) purchase order(s).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Purchase order list report layout can also be defined here.

The purchase order(s) match the search criteria would be displayed in the result window. Click the "" button to open a purchase order and use "" at the top to navigate among the list.

User may check "Show Item" to expand the purchase order(s) to list all items in the purchase order(s), check "Show Price" to list the price etc. User may input a vendor, a date range and check the "Show Price" to retrieve the purchase performance of a vendor within a specified period.

8.6 Purchase Order Summary Purchase Order Summary (Purchase Operations →Purchase Order Summary)

Purchase Order Summary provides a way to browse all or any specific branch, vendor, and purchase handler, date rage, status of orders and references, etc. Input information to be filter in the master filer table and click "Open".

Information with relation to purchase order will be displayed including purchase order details, prepayment and prepayment amount paid, purchase receive note(s), purchase voucher(s), payment voucher(s) and amount paid. By viewing this report, user can know the progress of a purchase order (prepayment paid? purchase received? paid?) and outstanding amount to be paid.

8.7 Purchase Receive Purchase Receive (Purchase Operations →Purchase Receive)

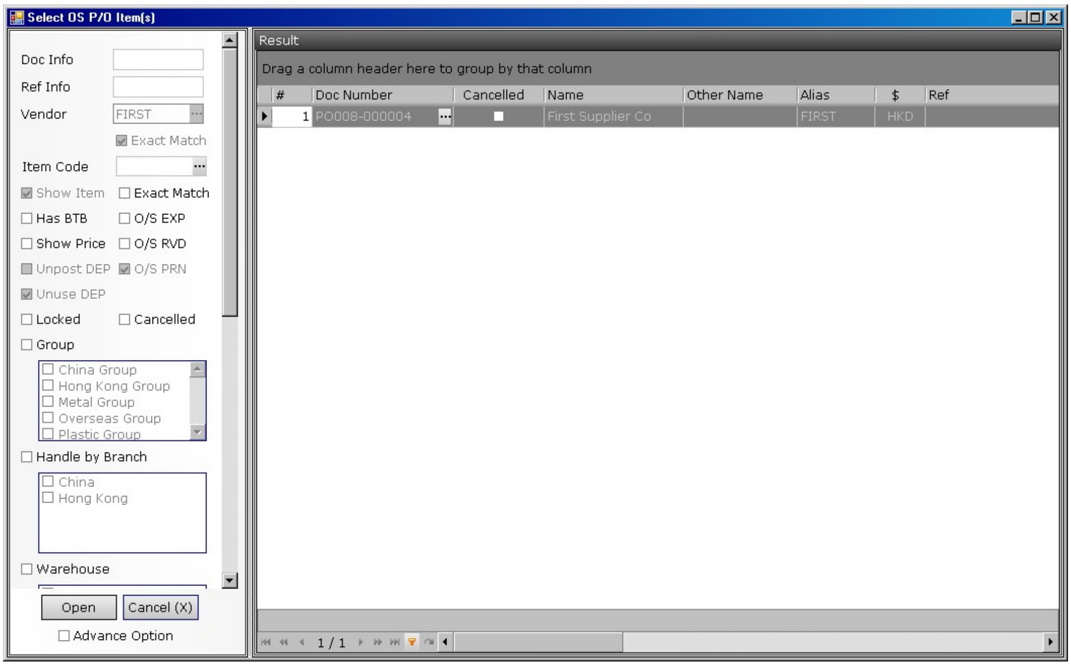
Click the "" to add a new purchase receive note or input a purchase receive note number and click "Open" to retrieve a purchase receive note. There are 5 tags in a purchase receive note namely "Contact, Dates", "Business Terms", "Items", "Header, Footer, Remark" and "Repository" to hold different information of a purchase receive note. Click the tags and fill in relevant information.

It is recommended to create purchase receive note from purchase order. Create a purchase receive note here if user wants to combine two or more purchase orders (or part of) to one purchase receive note. It should be noted that purchase order of the same currency can be combined to a purchase receive note.

Under the “Contact, Dates” tag, input a vendor alias (or part of it or just left it blank) in the “To” field and click the search button “”. Select a vendor from the list. All vendor information will be fetched from vendor database and fill up automatically. The information can be changed as needed and the changed information will be saved (the changes will not affect the original vendor database) in this purchase receive note only. If text is input in the “Supplement” field, that text will be printed in purchase receive note printout instead of the delivery date.

Under the “Business Terms” tag, select and input the terms of this purchase receive note. If a “Document Prerequisite” has been defined for purchase receive note, user has to review the approval status. The “approved” button will be checked automatically if the creator has purchase receive note approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the purchase receive note and check the “approved” button later.

The major portion of purchase receive note is the “Items”. Click the “”, a window showing all outstanding purchase order of the vendor of the same currency. Double click the select button “” to select item(s).



User may edit the item quantity (price cannot be modified) in the grid if needed. User may use a separate item input window to edit item detailed information by clicking the “” key. Packing information of this purchase receive note can be input in “C. Packing” tag.

Overall “Discount”, “Handling” and “Adjustment” of this purchase receive note can be input at the bottom of the “Items” tag. Overall “Discount”, “Handling” and “Adjustment” of a purchase receive note will not be copied from that of purchase order (they will be copied to purchase receive note only when the note is created directly from a purchase order).

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but not printed.

User can save all relevant information related to this note which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the “+” to under the “Repository” tag insert file to purchase receive note. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.

Click the “Save” button when finished. And click “” to preview the purchase receive note or click “” to print.

Click [Select an Action ▾] to post purchase receive note to purchase voucher (or other voucher type defined).

8.8 Purchase Receive Listing Purchase Receive Listing (Purchase Operations →Purchase Receive Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) purchase receive note(s).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Purchase receive note list report layout can also be defined here.

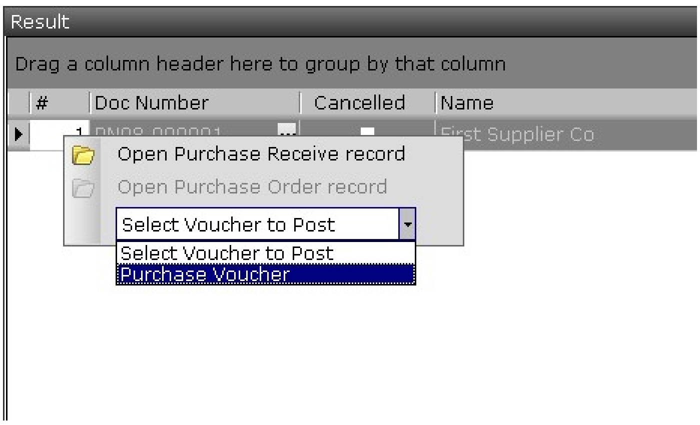
The purchase receive note(s) match the search criteria would be displayed in the result window. Click the “…” button to open a purchase receive note and use “ ” at the top to navigate among the list.

User may check “Show Item” to expand the purchase receive note(s) to list all items in the purchase receive note(s), check “Show Price” to list the price etc.

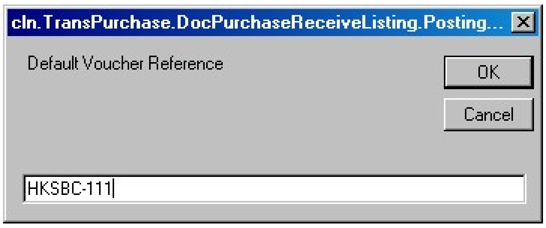
User may input a vendor, a date range and check the “Show Price” to retrieve the purchase performance of a vendor within a specified period.

8.9 Posting to Purchase Voucher

Check (by double clicking) the “☑ Not Post Yet” in the search filter and click “Open” to search un-posted purchase receive note. Use mouse to select one or some (or all) un-posted purchase receive note(s) and right-click mouse. Click “Select Voucher to Post” and select a voucher.



Input a voucher reference in the pop-up window. All vouchers created will be filled with the reference typed. Wait until the progress bar finished.



9. Stock Operations

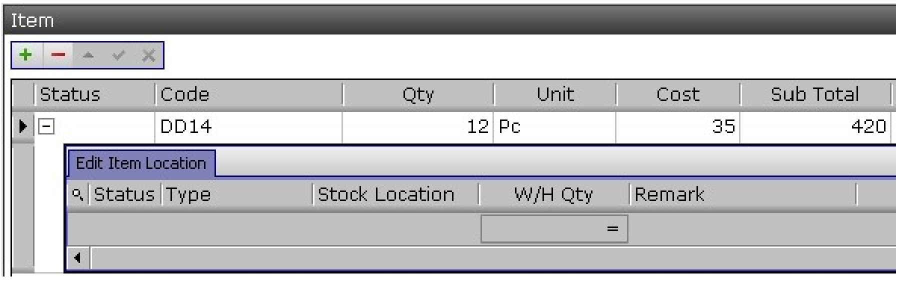
9.1 Cargo Accepted Note Cargo Accepted Note (Stock Operations → Cargo Accepted Note)

CAN is used to receive goods from vendor(s). Click the “” (on the tool bar) to add a new cargo accepted note (CAN) or input a CAN number and click “Open” to retrieve a CAN. There are 3 tags in a CAN, namely “General” holds stock item information, and “Others” keeps remarks and dates, and “Repository” holds different document type of a CAN. Click the tags and fill in relevant information (e.g. Warehouse, LOT Code, Currency, etc.). It must be noted that each CAN must have a unique “Lot Code” for identify purpose. Duplicated Lot Code CAN cannot be saved.

It is recommended to create CAN from purchase order (Purchase Order Action: Expecting). Create a CAN directly from here if user wants to receive goods without purchase order. One purchase order can have several CAN related to. But one CAN only related to one purchase order. To create a CAN for a purchase order, select a purchase order and choose “Expecting” (refer to purchase order section above). A CAN will be created based on the information of the purchase order (such as warehouse, currency, document number and outstanding items). User may have to input the received quantity for each item (in the “Qty” field) and then select the store location of each item (see below). User may check “☐ Set Qty as Expecting Qty” to fill all received quantity (Qty) of items to the same as expecting “Exp” and select store location afterwards.

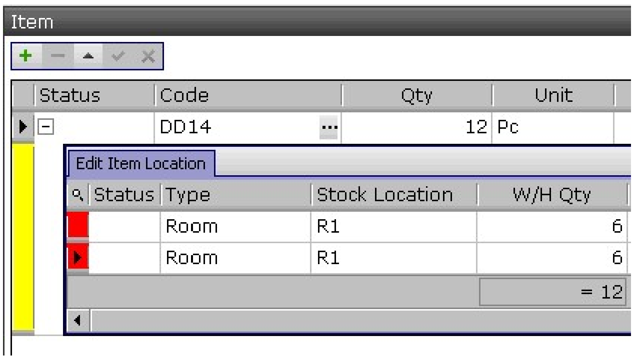
For CAN without purchase order, user may click the “” (under the Item box) to insert items to CAN. Input Code (user may click “...” search button to search item code from item database), Quantity, Unit and Cost of an item. Click the tick “” when finished.

A “⊞” plus sign under the “Status” will be displayed if item has been entered. Click it to expand the row.



Click somewhere of the “Edit Item Location” and then click the “+” (under the Item box) again to insert stock location for an item. Select a location in “Stock Location” and input the quantity stored at that location. Click “+”, select location and quantity again for other location(s). Click “✓” when finished. Select the row and click “−” to remove a location.

NOTE: Click the position marked in yellow in the picture below (actual display is not in yellow) and click “+” or “−” is to add or remove item record. Whereas click the position marked in red in the picture below (actual display in not red) and click “+” or “−” is to add or remove stock location.



User can save all relevant information related to this CAN which cannot be input in previous tag, such as scanned images of delivery note or vendor invoice. Click the “+” under the “Repository” tag to insert file. Check the departments which can read this file. Click “” to preview or print and “” to save CAN.

9.2 Cargo Accepted Note Listing CAN Cargo Accepted Note Listing (Stock Operations → Cargo Accepted Note Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) CAN(s). Outstanding CAN can be listed by checking “☑ Outstanding” of the search filter. Those CAN with items of outstanding expecting quantity (therefore quantity received is less than expecting).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Cargo Accepted Note (CAN) Listing report layout can also be defined here.

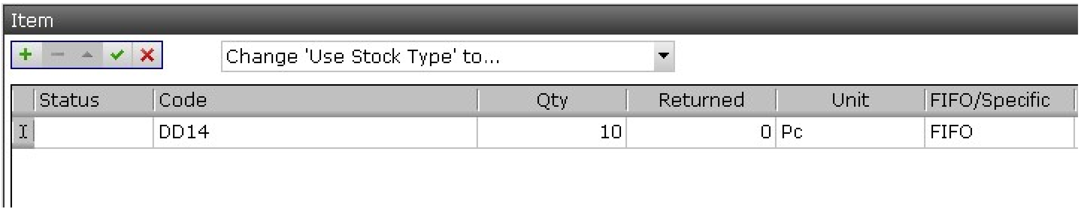
The CAN(s) match the search criteria would be displayed in the result window. Click the "···" button to open a CAN and use "" at the top to navigate among the list.

9.3 Cargo Delivery Note CDN Cargo Delivery Note (Stock Operations → Cargo Delivery Note)

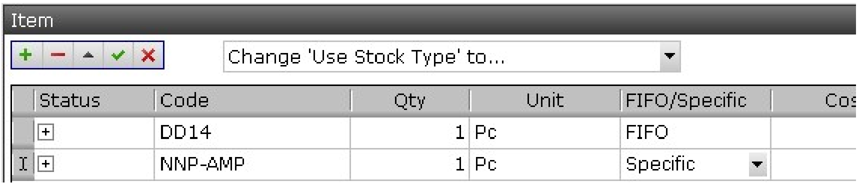
CDN is used to dispatch goods from customer(s). Click the "" (on the tool bar) to add a new cargo delivery note (CDN) or input a CDN number and click "Open" to retrieve a CDN. There are 3 tags in a CDN, namely "General" holds stock item information, and "Others" keeps remarks and dates, and "Repository" holds different document type of a CDN. Click the tags and select dispatching warehouse.

It is recommended to create CDN from sales order (Sales Order Action: Picking). Create a CDN directly from here if user wants to dispatch goods without sales order. One sales order can have several CDN related to. But one CDN only related to one sales order. To create a CDN for a sales order, select a sales order and choose "Picking" (refer to sales order section above). A CDN will be created based on the information of the sales order (such as warehouse, currency, document number and outstanding items). User may have to input the pick quantity for each item (in the "Qty" field just after "PK"), choose "FIFO/specific", and then select the store location of each item (see below). User may check "☐ Set Qty as Target Qty" to fill all picked quantity (Qty) of items to the same as picking "PK" and select store location afterwards.

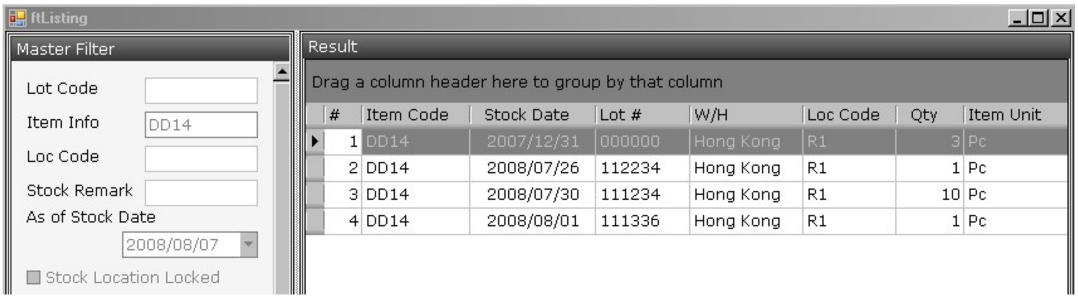
For CDN without sales order, click the "+" (under the Item box) to insert items to CDN. Input Code (user may click "···" search button to search item code from item database), Quantity, Unit and select stock dispatch sequence.



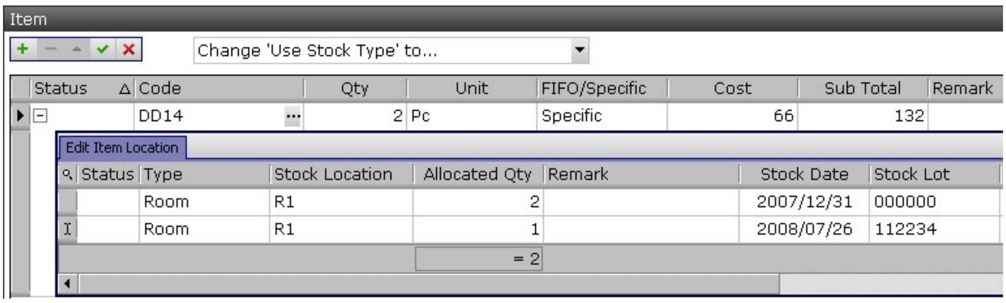
The stock dispatch sequence is either “FIFO” (first in first out) or “Specific”. If FIFO is selected, the item(s) dispatched earlier is the item received earlier (this is an automatic selection action therefore user does not need to choose item(s) LOT/location to be dispatched). On the other hand, user has to select item(s) LOT/location to dispatch for “Specific”.



Click the tick “✓” when finished inputting each row. A “⊞” plus sign under the “Status” will be displayed if item has been entered. For “Specific”, user has to click “⊞”, and then click somewhere under the “Edit Item Location”, and then “+” (under the Item box) to list items available in the warehouse.

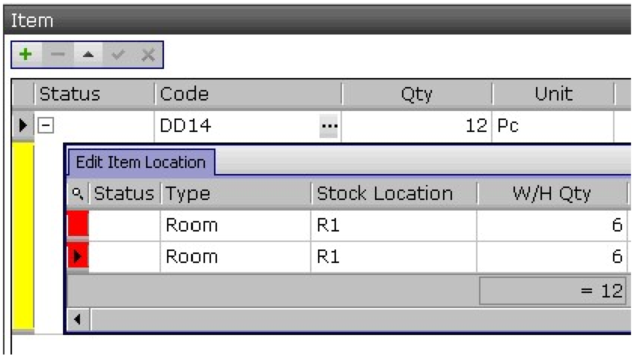


Click the “▸” to select the row (item LOT# and Location Code). Add another row if the quantity required is not enough.



Click “+” (under the Item box) to add more rows or click “−” to remove a row. Click “” to preview or print and click “” to save CAN.

NOTE: Click the position (marked in yellow in the picture below, the actual display is not in yellow) and click “+” or “−” is to add or remove item record. Whereas click the position (marked in red in the picture below, the actual display in not red) and click “+” or “−” is to add or remove stock location.



User can save all relevant information related to this CDN which cannot be input in previous tag, such as scanned images of B/L or shipping documents. Click the “+” under the “Repository” tag to insert file. Check the departments which can read this file.

9.4 Cargo Delivery Note Listing Cargo Delivery Note Listing (Stock Operations → Cargo Delivery Note Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) CDN(s). Outstanding CDN can be listed by checking “☑ Outstanding” of the search filter. Those CDN with items of outstanding picking quantity (therefore quantity picked is less than picking).

The CDN(s) match the search criteria would be displayed in the result window. Click the “...” button to open a CDN and use “” at the top to navigate among the list.

9.5 Cargo Warehouse Transfer Delivery Note Cargo W/H Transfer (Delivery) Note (Stock Operations → Cargo Warehouse Transfer Delivery Note)

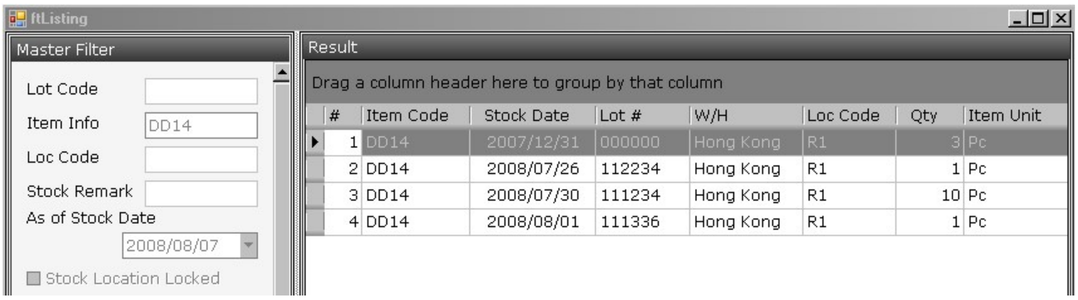
Cargo Warehouse Transfer Delivery Note (CTD) is used when transferring items from one warehouse to another. The operation of CTD is similar to CDN except that user has to choose the “transferred TO” warehouse.

Click the “ ” (on the tool bar) to add a new cargo warehouse transfer delivery note (CTD) or input a CTD number and click “Open” to retrieve a CTD. There are 3 tags in a CTD, namely “General” holds stock item information, and “Others” keeps remarks and dates, and “Repository” holds different document type of a CTD. Click the tags and select dispatching warehouse and “TO” warehouse.

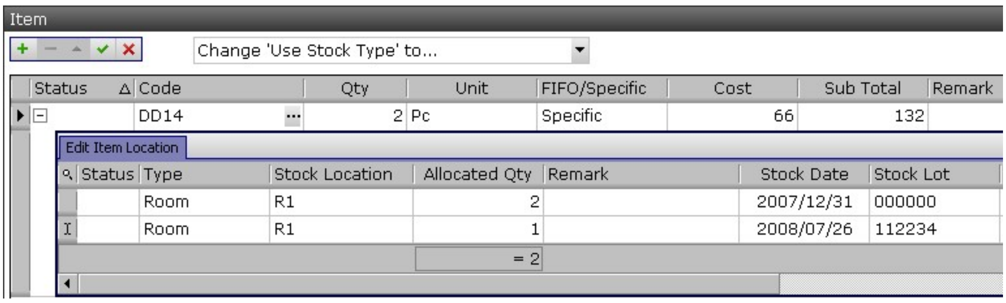
Every CTD must be accomplished with a (or more) cargo warehouse transfer acceptance note (CTA). CTD is transfer out and CTA is transfer in. Stocks have been CTD but not CTA yet is considered under “IN-TRANSIT” and can be listed in “Stock Listing” report with location marked as “IN-TRANSIT”.

Click the “ ” (under the Item box) to insert items to CTD. Input Code (user may click “ ” search button to search item code from item database), Quantity, Unit.

Click the tick “ ” when finished inputting each row. A “ ” plus sign under the “Status” will be displayed if item has been entered. Click “ ”, and then click somewhere under the “Edit Item Location”, and then “ ” (under the Item box) to list items available in the warehouse.

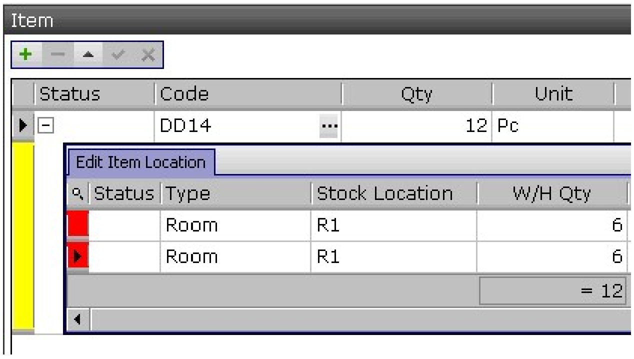


Click the “ ” to select the row (item LOT# and Location Code). Add another row if the quantity required is not enough.



Click “ ” (under the Item box) to add more rows or click “ ” to remove a row. Click “ ” to preview or print and click “ ” to save CTD.

NOTE: Click the position (marked in yellow in the picture below, the actual display is not in yellow) and click “+” or “−” is to add or remove item record. Whereas click the position (marked in red in the picture below, the actual display in not red) and click “+” or “−” is to add or remove stock location.



User can save all relevant information related to this CTD which cannot be input in previous tag, such as scanned images of custom declaration or shipping documents. Click the “+” under the “Repository” tag to insert file. Check the departments which can read this file.

There are 3 actions that a cargo warehouse transfer delivery note can be performed. Click Select an Action to choose an action. The easiest way is to choose the first action to create the corresponding cargo warehouse transfer accept note.

Selections	Action to be performed
Create Cargo W/H Transfer (Accept) Note	Create Cargo W/H Transfer (Accept) Note to receive stock items from the Cargo W/H Transfer (Delivery) and select store location(s) manually
List all CTA for this CTD	List all Cargo W/H Transfer (Accept) Note relating to item of this Cargo W/H Transfer (Delivery) Note
Cargo W/H Transfer (Delivery) Note Tracking	Pop-up a window showing all documents relating to this Cargo W/H Transfer (Delivery) Note

9.6 Cargo Warehouse Transfer Delivery Note Listing

Cargo W/H Transfer (Delivery) Note Listing (Stock Operations →Cargo Warehouse Transfer Delivery Note Listing)

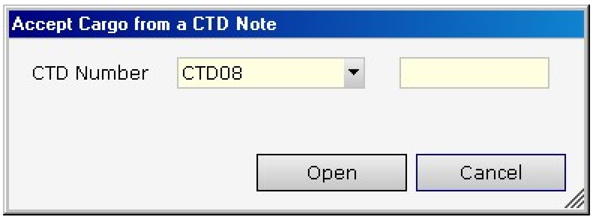
Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) CTD(s).

The CTD(s) match the search criteria would be displayed in the result window. Click the "" button to open a CTD and use "" at the top to navigate among the list.

9.7 Cargo Warehouse Transfer Acceptance Note

Cargo W/H Transfer (Acceptance) Note (Stock Operations →Cargo Warehouse Transfer Acceptance Note)

Click the "" (on the tool bar) to add a new cargo warehouse transfer acceptance note (CTA). Input a CTD number when a window is pop-up.



The content of the CTD will be copied to that of CTA. User may click "Accept All Qty" button to accept all items and quantity and select a common stock location for all the items.

User may accept partial "CTA" items or quantities and store the items in different locations. Click "" under the "Status" to expand the "Edit Item Location" window. Click the "" in the "Stock Location" and select a location, input "Accepted Qty" and click "" for one item. Select and input for the rest.

User can save all relevant information related to this CTA which cannot be input in previous tag, such as scanned images of custom declaration or shipping documents. Click the "" under the "Repository" tag to insert file. Check the departments which can read this file.

Click “” to preview or print and click “” to save CTA.

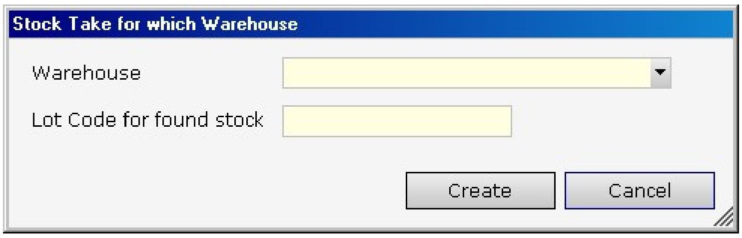
9.8 Cargo Warehouse Transfer Acceptance Note Listing
Cargo W/H Transfer (Acceptance) Note Listing (Stock Operations →Cargo Warehouse Transfer Acceptance Note Listing)
Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) CTA(s).

The CTA(s) match the search criteria would be displayed in the result window. Click the “” button to open a CTA and use “” at the top to navigate among the list.

9.9 Cargo Stock Take Note Cargo Stock Take Note (Stock Operations →Cargo Stock Take Note)
The steps of performing stock take are:

Step	Action	Comment
1	Prepare stock take	Prepare a stock take form printout with items and quantities of the warehouse at the preparing date for physical stock take.
2	Lock warehouse	Prevent users moving in or out stock during the stock take period
3	Start stock take	Freeze warehouse (warehouse cannot be unlocked), prepare an input form for user to update stock take amounts.
4	Completed stock take	Update stock take items figures and un-freeze warehouse.
5	Unlock warehouse	Resume warehouse operations
6	Cancel stock take	Started stock take can be cancelled. But completed stock take cannot be cancelled.

Step 1: Preparing stock take
Click the “” (on the tool bar) to add a new stock take note (CST). Select warehouse and input “Lot Code for found stock” in the pop-up window. If extra stock items are found during stock, the found items must have “Lot Code” assigned.



The items available in the warehouse at that moment (in different locations) will be summarized and listed for checking and preparation.

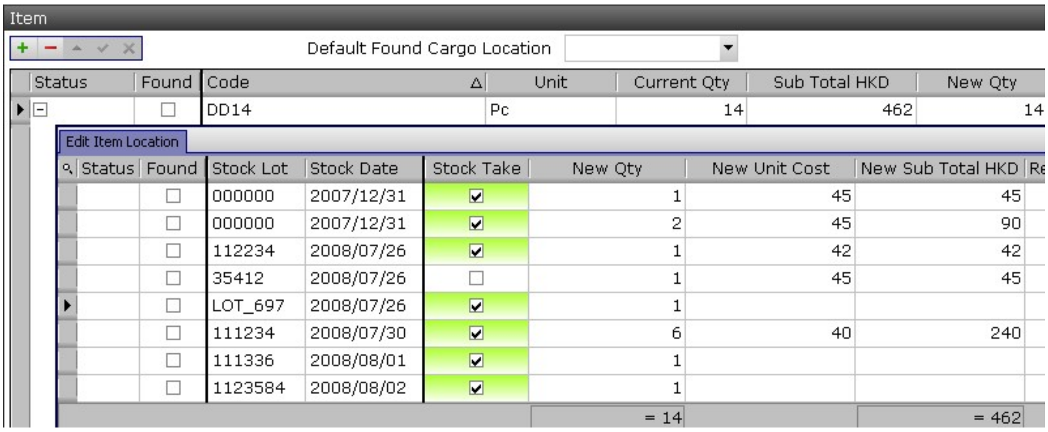
Step 2: Lock warehouse

Locate the warehouse to be stock taken in (System Setup → Warehouse) warehouse setup. Click the "locked" check box of the warehouse and click "" to save. All users are not allowed to dispatch, receive or transfer stock in and out the warehouse.

Step 3: Start stock take

Change the "Status" of stock take from "Preparing" to "Started" and "Save".

Items available in the warehouse at that moment (in different locations) will be summarized and listed. Print the stock take form and perform the actual stock stake. Input stock quantities at different location taken into the form.



Check the "Stock Take" checkbox "" and modify the quantity taken and the unit cost (if required). Repeat for all items (all locations) in the warehouse.

Step 4: Complete stock take

Change the "Status" of stock take from "Started" to "Completed" and click "" to save.

Step 5: Unlock warehouse

Locate the warehouse to be stock taken in (System Setup → Warehouse) warehouse setup. Clear the "locked" check box of the warehouse and click "" to save. All users are allowed to dispatch, receive or transfer stock in and out the warehouse.

Step 6: Cancel stock take

Stock take note can only be cancelled when it is started but not completed yet. Change the "Status" of stock take from "Started" to "Cancelled" and click "" to save.

9.10 Cargo Stock Take Note Listing Cargo Stock Take Note Listing (Stock Operations →Cargo Stock Take Note Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) CST(s).

The CST(s) match the search criteria would be displayed in the result window. Click the "" button to open a CST and use "" at the top to navigate among the list.

9.11 CRD - Cargo Repackaging Dispatch Note

CRD - Cargo Repackaging Dispatch Note (Stock Operations →CRD - Cargo Repackaging Dispatch Note)

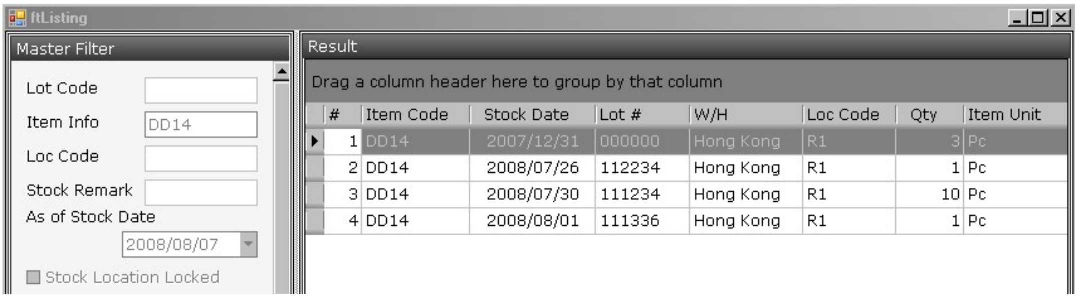
Cargo Repackaging is used to change the packaging of an item. For instance change the unit of an item from a roll to 100 meters.

Click the "" (on the tool bar) to add a new cargo repackaging dispatch note (CRD) or input a CRD number and click "Open" to retrieve a CRD. There are 3 tags in a CRD, namely "General" holds stock item information, and "Others" keeps remarks and dates, and "Repository" holds different document type of a CRD. Click the tags and select a warehouse.

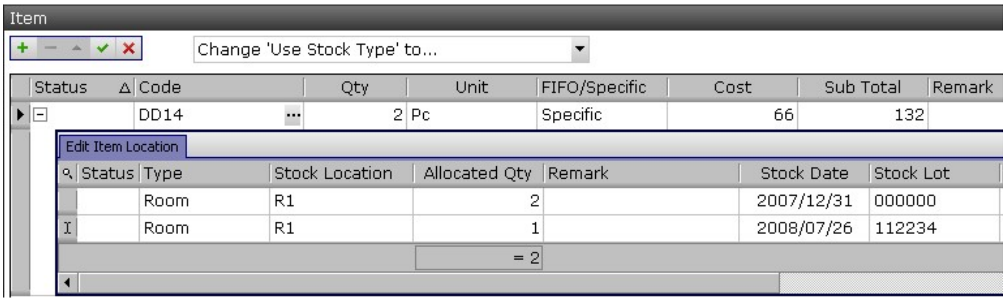
Every CRD must be accomplished with a (or more) cargo repackaging complete note (CRA).

Click the "+" (under the Item box) to insert items to CRD. Input item Code (user may click "…" search button to search item code from item database), Quantity, Unit before and after the repackaging.

Click the tick "✓" when finished inputting each row. A "⊞" plus sign under the "Status" will be displayed if item has been entered. Click "⊞", and then click somewhere under the "Edit Item Location", and then "+" (under the Item box) to list items available in the warehouse.

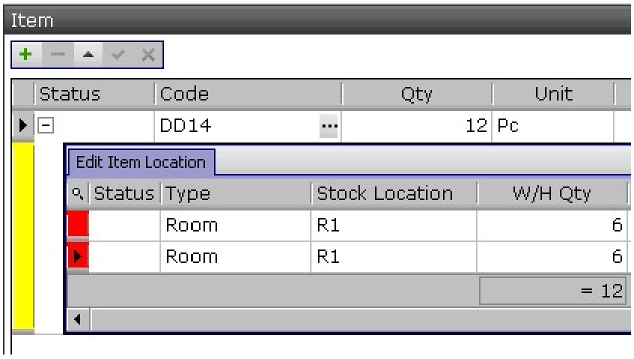


Click the "▶" to select the row (item LOT# and Location Code). Add another row if the quantity required is not enough.



Click "+" (under the Item box) to add more rows or click "−" to remove a row. Click "🔍" to preview or print and click "💾" to save CRD.

NOTE: Click the position (marked in yellow in the picture below, the actual display is not in yellow) and click "+" or "−" is to add or remove item record. Whereas click the position (marked in red in the picture below, the actual display in not red) and click "+" or "−" is to add or remove stock location.



User can save all relevant information related to this CRD which cannot be input in previous tag, such as scanned images of custom declaration or shipping documents. Click the "+" under the "Repository" tag to insert file. Check the departments which can read this file.

There are 3 actions that a cargo repackaging dispatch note can be performed. Click Select an Action to choose an action.

Selections	Action to be performed
Create Cargo Repackaging Complete Note	Create Cargo Repackaging Complete Note to complete items from this Cargo Repackaging Dispatch Note and select store location(s) manually
List all CRAs for this CRD	List all Cargo Repackaging Complete Note relating to item of this Cargo Repackaging Dispatch Note
Cargo Repackaging Dispatch Note Tracking	Pop-up a window showing all documents relating to this Cargo Repackaging Dispatch Note

9.12 CRD Listing - Cargo Repackaging Dispatch Note Listing

CRD Listing - Cargo Repackaging Dispatch Note Listing (Stock Operations →CRD Listing - Cargo Repackaging Dispatch Note Listing)

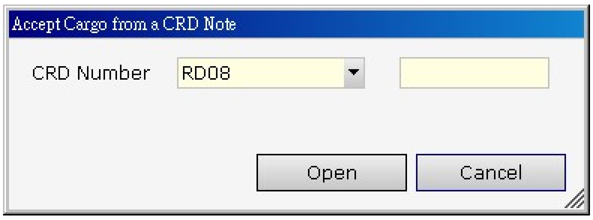
Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) CRD(s).

The CRD(s) match the search criteria would be displayed in the result window. Click the "..." button to open a CRD and use " " at the top to navigate among the list.

9.13 CRA - Cargo Repackaging Complete Note

CRA - Cargo Repackaging Complete Note (Stock Operations →CRA - Cargo Repackaging Complete Note)

Click the “” (on the tool bar) to add a new cargo repackaging complete note (CRA). Input a CRD number when a window is pop-up.



The content of the CRD will be copied to that of CRA. User may click “Accept All Qty” button to accept all items and quantity and select a common stock location for all the items.

User may accept partial “CRA” items or quantities and store the items in different locations. Click “” under the “Status” to expand the “Edit Item Location” window. Click the “” in the “Stock Location” and select a location, input “Accepted Qty” and click “” for one item. Select and input for the rest.

User can save all relevant information related to this CRA which cannot be input in previous tag, such as scanned images of custom declaration or shipping documents. Click the “” under the “Repository” tag to insert file. Check the departments which can read this file.

Click “” to preview or print and click “” to save CRA.

9.14 CRA Listing - Cargo Repackaging Complete Note Listing

CRA Listing - Cargo Repackaging Complete Note Listing (Stock Operations →CRA Listing - Cargo Repackaging Complete Note)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) CRA(s).

The CRA(s) match the search criteria would be displayed in the result window. Click the "" button to open a CRA and use "" at the top to navigate among the list.

9.15 Stock Ledger Stock Ledger (Stock Operations → Stock Ledger)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) item(s). The report shows stock ledgers (detailed transaction of stocks) of the selected items (warehouse, and time). To search all items do not input anything in item code.

Result

Drag a column header here to group by that column

Code	Code 2	Unit	Type	Category	Brand	Sales Description
CAMCA	CAMCA	Pc	Item	Case & Pow...	NO BRAND	Micro ATX Case
CBPUSB6	CBPUSB6	Pc	Item	Cable	NO BRAND	USB Printer Cable 6'
DD14	DD14	Pc	Item	Driver	NO BRAND	1.44 MB Floppy Driver

Ledger Entries

#	Ledger Date	Txn Type	Stock Txn No.	Doc Type	Doc No.	DR. Qty	DR. Cost HKD	CR. Qty	CR. Cost HKD	Bal
			B/F							
1	2007/12/31	CST	CST08-000001							
2	2008/07/24	CDN	CDN08-000003	SO	SO08-000004			1	45	
3	2008/07/24	CDN	CDN08-000004	SO	SO08-000005			1	45	
4	2008/07/26	CAN	CAN08-000002	PO	PO008-000003	1	42			
5	2008/07/26	CAN	CAN08-000003	PO	PO008-000002	1	45			
6	2008/07/26	CAN	CAN08-000004	PO	PO008-000004	1				
7	2008/07/30	CAN	CAN08-000005			10	400			
8	2008/08/01	CAN	CAN08-000006	PO	PO008-000005	1				
9	2008/08/02	CAN	CAN08-000007	PO	PO008-000005	1				
10	2008/08/07	CTD	CTD08-000001					2	90	
11	2008/08/08	CTA	CTA08-000001			2	80			
12	2008/08/11	CDN	CDN08-000008	SO	SO08-000011			2	87	

Code	Code 2	Unit	Type	Category	Brand	Sales Description
HD320G7-SEA	HD320G7-SEA	Pc	Item	Driver	Seagate	Seagate 320GB 7200RPM SATA HDD
HD80G7-SEA	HD80G7-SEA	Pc	Item	Driver	Seagate	Seagate 80GB ATA HDD

Click "+" under the "Ledger Entries" to expand an item ledger. Click "" to preview and click "" to print.

9.16 Stock Listing Stock Listing (Stock Operations → Stock Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) item(s). The report shows current stock quantities of each Lot code at each warehouse.

9.17 Edit Stock Edit Stock (Stock Operations → Edit Stock)

Edit stock is used to modify the stock location of item(s) in a warehouse. Select "Edit Stock" function menu and input either item code or Lot code and warehouse to search.

Locate the Lot code (or item) to be modified. Click "⊞" to show item location.

Change the quantities stored at each location. Click the scissors "" under the "Item" window to split one store location to two locations and modify the quantities. Click "" when finished modify one Lot code and click "" to save.

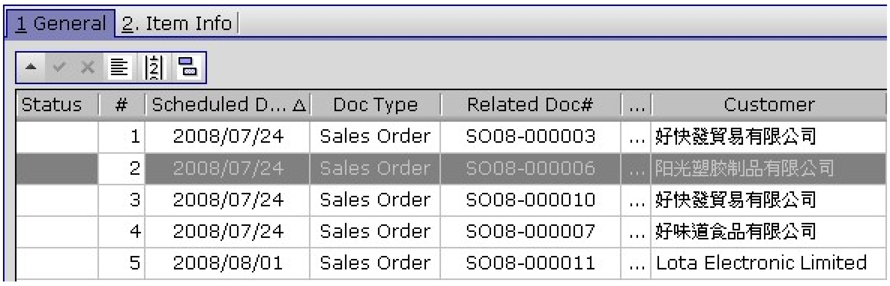
9.18 Stock Summary Stock Summary (Stock Operations → Stock Summary)

This report shows the overall stock status of all warehouses including stock in each warehouse, dispatching quantities of outstanding sales order, receiving quantities of outstanding purchase order, back-to-back orders quantities and queued order quantities. Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) item(s).

9.19 Edit Stock Queue Edit Stock Queue (Stock Operations →Edit Stock Queue)

In order to use the stock queue function, an item must have checked "stock queue" enabled for a warehouse (refer to item section above). When a sales order is created with such item and warehouse, the item will be placed in the stock queue. The item of a sales order created earlier will be queued in earlier position (therefore smaller queue number). Under limited stock conditions, stock will be assigned to sales order item according to the queue sequence automatically. Therefore sales order created earlier can dispatch stock whereas later may not.

Manager (or groups with security rights) can adjust the sequence manually. Select “Edit Stock Queue” function menu and input item code, unit and warehouse and click “Open” to search.



User may rearrange the queue by clicking the column head(s), edit the “#” manually, drag and drop the “#”. Click the “” to refresh the sequence. And click “” to save.

10. Account Operations

10.1 General Voucher General Voucher (Account Operations →General Voucher)

Click “” (of Tool Bar) to add a new general voucher or input a general voucher number and click “Open” to retrieve a general voucher. There are 4 tags in a general voucher namely “General”, “Approval”, “Header, Footer, Remark” and “Repository”.

Input post date, reference, descriptions, branch and select if the general voucher is related to a customer, a vendor or not. Input customer or vendor alias where necessary.

Click “” or “” to add or remove entry to general voucher. Input account code, currency and amount, click “” to auto-balance the voucher, click “” to copy line description from “description”. User may use “Tab” (keyboard) or mouse to navigate. Click “” when finished editing one entry. Click “” to save or “” to print.

If a “Document Prerequisite” has been defined for general voucher, user has to review the approval status. The “approved” button will be checked automatically if the creator has general voucher approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the general voucher and check the “approved” button later.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click “” to under the “Repository” tag insert file to voucher. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.

10.2 General Voucher Listing General Voucher Listing (Account Operations

→General Voucher Listing)
Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) general voucher(s).

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option "☑ Advance Option".

The voucher(s) match the search criteria would be displayed in the result window. Click the "···" button to open a voucher and use "" at the top to navigate among the list.

User may check "Show Txn Detail" to expand the voucher(s) to list all entries in the voucher(s); the summed (debit and credit) local amounts are at the bottom of the list. Click "" to preview and export to Excel or other documents.

10.3 Sales Voucher Sales Voucher (Account Operations →Sales Voucher)
Click "" (of Tool Bar) to add a new sales voucher or input a sales voucher number and click "Open" to retrieve a sales voucher. There are 4 tags in a sales voucher namely "General", "Approval", "Header, Footer, Remark" and "Repository".

Sales voucher can be created in three ways. One is to create using invoice (click the action button of an invoice, refer to above section), or create using batch posting (select post to sales voucher in invoice listing, refer to above section) and create a sales voucher here. There are two types of sales vouchers: sales invoice related sales voucher and a non-related sales voucher. Sales invoice related sales voucher must be linked directly to a sales invoice (one to one) and the information in sales voucher must be the same as that in the invoice.

Input a customer and click the "Document" then click "···" to select an invoice from the pop-up window. Most of the information will be filled automatically according to the selected invoice. Input reference, descriptions and others if required.

If the "Document" is not checked, a non-related sales voucher can be created. Select customer, payment terms and description and update entries of the default accounts.

User may add additional entry to the sales voucher by clicking “” or “”. Input account code, currency and amount, click “” to auto-balance the voucher, click “” to copy line description from “description”. User may use “Tab” (keyboard) or mouse to navigate. Click “” when finished editing one entry. Click “” to save or “” to print.

If a “Document Prerequisite” has been defined for sales voucher, user has to review the approval status. The “approved” button will be checked automatically if the creator has sales voucher approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the sales voucher and check the “approved” button later.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click “” to under the “Repository” tag insert file to voucher. Check the departments which can read this file.

10.4 Sales Voucher Listing Sales Voucher Listing (Account Operations →Sales Voucher Listing)

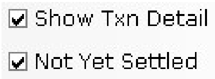
Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) sales voucher(s).

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option “Advance Option”.

The voucher(s) match the search criteria would be displayed in the result window. Click the “” button to open a voucher and use “” at the top to navigate among the list.

To show outstanding receivables, click the “Show Txn Detail” and “Not Yet

Settled”. All sales vouchers (outstanding receivables) and the outstanding amount will be displayed.



10.5 Purchase Voucher Purchase Voucher (Account Operations →Purchase Voucher)

Click “+” (of Tool Bar) to add a new purchase voucher or input a purchase voucher number and click “Open” to retrieve a purchase voucher. There are 4 tags in a purchase voucher namely “General”, “Approval”, “Header, Footer, Remark” and “Repository”.

Purchase voucher can be created in three ways. One is to create using purchase receive (click the action button of a purchase receive, refer to above section), or create using batch posting (select post to purchase voucher in purchase receive listing, refer to above section) and create a purchase voucher here. There are two types of purchase vouchers: “purchase receive” related purchase voucher and a non-related purchase voucher. Purchase receive related purchase voucher must be linked directly to a purchase receive (one to one) and the information in purchase voucher must be the same as that in the purchase receive.

Click the “Document” then click “...” to select a purchase receive from the pop-up window. Most of the information will be filled automatically according to the selected receive. Input reference, descriptions and others if required.

If the “Document” is not checked, a non-related purchase voucher can be created. Select vendor, payment terms and description and update entries of the default accounts.

User may add additional entry to the purchase voucher by clicking “+” or “−”. Input account code, currency and amount, click “” to auto-balance the voucher, click “” to copy line description from previous line. User may use “Tab” (keyboard) or mouse to navigate. Click “” when finished editing one entry. Click “” to save or “” to print.

If a "Document Prerequisite" has been defined for purchase voucher, user has to review the approval status. The "approved" button will be checked automatically if the creator has purchase voucher approval right. But the "approved" button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the purchase voucher and check the "approved" button later.

Predefined "Header" and "Footer" can be selected in the "Header, Footer, Remark" tag. User can change the header or footer text as needed. "Remark" will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click "+" to under the "Repository" tag insert file to voucher. Check the departments which can read this file.

10.6 Purchase Voucher Listing Purchase Voucher Listing (Account Operations →Purchase Voucher Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) purchase voucher(s).

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option "☑ Advance Option".

The voucher(s) match the search criteria would be displayed in the result window. Click the "…" button to open a voucher and use "" at the top to navigate among the list.

To show outstanding payables, click the "Show Txn Detail" and "Not Yet Settled". All purchase vouchers (outstanding payables) and the outstanding amount will be displayed.

☑ Show Txn Detail
☑ Not Yet Settled

10.7 Credit Note Voucher (Account Operations →Credit Note Voucher)

Click "+" (of Tool Bar) to add a credit note voucher or input a credit note voucher number and click "Open" to retrieve a credit note voucher. There are 4 tags in a credit note voucher namely "General", "Approval", "Header, Footer, Remark” and “Repository”.

Input reference, select a customer (or a vendor), currency and descriptions. Click “+” or “−”. Input account code, currency and amount, click “Ⓐ” to auto-balance the voucher, click “” to copy line description from previous line. User may use “Tab” (keyboard) or mouse to navigate. Click “✓” when finished editing one entry. Click “” to save or “” to print.

If a “Document Prerequisite” has been defined for credit note voucher, user has to review the approval status. The “approved” button will be checked automatically if the creator has credit note voucher approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the credit note voucher and check the “approved” button later.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click “+” to under the “Repository” tag insert file to voucher. Check the departments which can read this file.

10.8 Credit Note Voucher Listing (Account Operations →Credit Note Voucher Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) credit note voucher(s).

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option “☑ Advance Option”.

The voucher(s) match the search criteria would be displayed in the result window. Click the “...” button to open a voucher and use “⇦ ⇨” at the top to navigate among the list.

10.9 Debit Note Voucher (Account Operations →Debit Note Voucher)

Click “+” (of Tool Bar) to add a debit note voucher or input a debit note voucher number and click “Open” to retrieve a debit note voucher. There are 4 tags in a debit note voucher namely “General”, “Approval”, “Header, Footer, Remark” and “Repository”.

Input reference, select a customer (or a vendor), currency and descriptions. Click “+” or “−”. Input account code, currency and amount, click “” to auto-balance the voucher, click “” to copy line description from previous line. User may use “Tab” (keyboard) or mouse to navigate. Click “✔” when finished editing one entry. Click “” to save or “” to print.

If a “Document Prerequisite” has been defined for debit note voucher, user has to review the approval status. The “approved” button will be checked automatically if the creator has debit note voucher approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the debit note voucher and check the “approved” button later.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click “+” to under the “Repository” tag insert file to voucher. Check the departments which can read this file.

10.10 Debit Note Voucher Listing (Account Operations →Debit Note Voucher Listing)

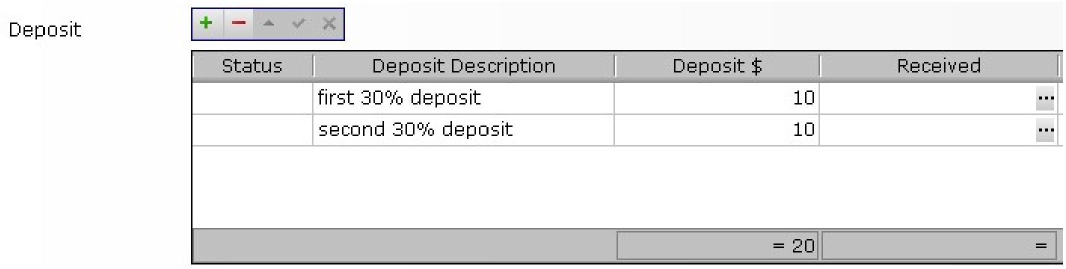
Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) debit note voucher(s).

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option “☑ Advance Option”.

The voucher(s) match the search criteria would be displayed in the result window. Click the “···” button to open a voucher and use “” at the top to navigate among the list.

10.11 Deposit Voucher Deposit Voucher (Account Operations →Deposit Voucher)

Deposit voucher must be used together with a sales order. The overall deposit amount must be input in the sales order (as shown in below). Multiple deposit entry can be entered in the sales order. When deposit is received create a deposit voucher for each deposit entry.



Status	Deposit Description	Deposit $	Received
	first 30% deposit	10	
	second 30% deposit	10	
		= 20	=

There are two ways to create a deposit voucher. The first one is to select "create deposit voucher" from the action of sales order. The second one is to create using the method stated below.

Click "" (of Tool Bar) to add a new deposit voucher or input a deposit voucher number and click "Open" to retrieve a deposit voucher. There are 4 tags in a deposit voucher namely "General", "Approval", "Header, Footer, Remark" and "Repository".

Click the "Document" then click "···" to select a sales order (with outstanding deposit) from the pop-up window. Most of the information will be filled automatically according to the selected sales order. Input reference, descriptions and others if required.

Update entries of the default accounts. User may add additional entry to the deposit voucher by clicking "+" or "−". Input account code, currency and amount, click "" to auto-balance the voucher, click "" to copy line description from previous line. User may use "Tab" (keyboard) or mouse to navigate. Click "" when finished editing one entry. Click "" to save or "" to print.

If a "Document Prerequisite" has been defined for deposit voucher, user has to review the approval status. The "approved" button will be checked automatically if the creator has deposit voucher approval right. But the "approved" button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the deposit voucher and check the "approved" button later.

Predefined "Header" and "Footer" can be selected in the "Header, Footer, Remark" tag. User can change the header or footer text as needed. "Remark" will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click "+" to under the "Repository" tag insert file to voucher. Check the departments which can read this file.

10.12 Deposit Voucher Listing Deposit Voucher Listing (Account Operations →Deposit Voucher Listing)

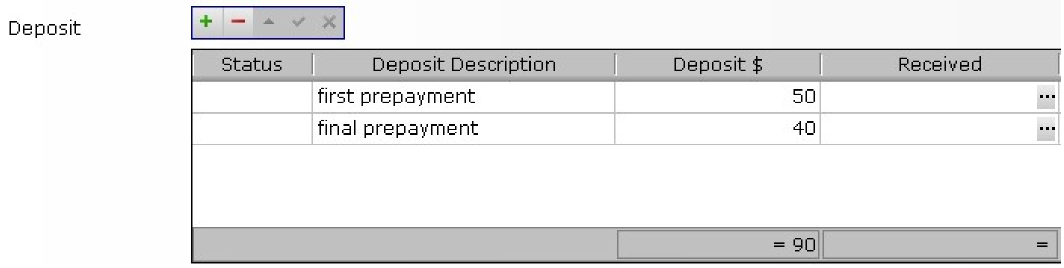
Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) deposit voucher(s).

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option "☑ Advance Option".

The voucher(s) match the search criteria would be displayed in the result window. Click the "..." button to open a voucher and use "" at the top to navigate among the list.

10.13 Prepayment Voucher Prepayment Voucher (Account Operations →Prepayment Voucher)

Similar to deposit voucher, prepayment voucher must be used together with a purchase order. The overall prepayment amount must be input in the purchase order (as shown in below). Multiple prepayment entry can be entered in the purchase order. When prepayment is to be paid, create a prepayment voucher for each prepayment entry.


Deposit

Status	Deposit Description	Deposit $	Received
	first prepayment	50	...
	final prepayment	40	...
		= 90	=

There are two ways to create a deposit voucher. The first one is to select “create deposit voucher” from the action of sales order. The second one is to create using the method stated below.

Click “” (of Tool Bar) to add a new prepayment voucher or input a prepayment voucher number and click “Open” to retrieve a prepayment voucher. There are 4 tags in a prepayment voucher namely “General”, “Approval”, “Header, Footer, Remark” and “Repository”.

Click the “Document” then click “...” to select a purchase order (with outstanding prepayment) from the pop-up window. Most of the information will be filled automatically according to the selected purchase order. Input reference, descriptions and others if required.

Update entries of the default accounts. User may add additional entry to the prepayment voucher by clicking “+” or “−”. Input account code, currency and amount, click “” to auto-balance the voucher, click “” to copy line description from previous line. User may use “Tab” (keyboard) or mouse to navigate. Click “” when finished editing one entry. Click “” to save or “” to print.

If a “Document Prerequisite” has been defined for prepayment voucher, user has to review the approval status. The “approved” button will be checked automatically if the creator has prepayment voucher approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the prepayment voucher and check the “approved” button later.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click “+” to under the “Repository” tag insert file to voucher. Check the departments which can read this file.

10.14 Prepayment Voucher Listing Prepayment Voucher Listing (Account Operations →Prepayment Voucher Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) prepayment voucher(s).

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option "☑ Advance Option".

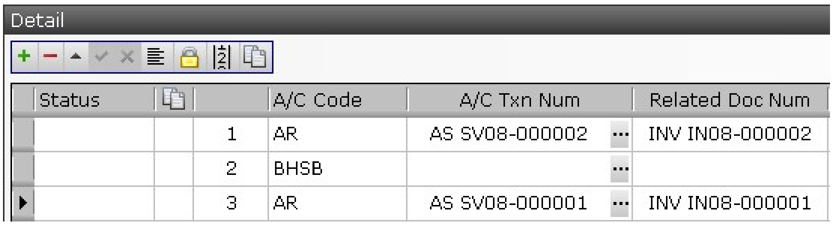
The voucher(s) match the search criteria would be displayed in the result window. Click the "…" button to open a voucher and use " " at the top to navigate among the list.

10.15 Receive Voucher Receive Voucher (Account Operations →Receive Voucher)

Receive voucher is used to settle the amount created by sales voucher. There are two ways to create a receive voucher. The first one is to select "create receive voucher" from the action of sales voucher. The second one is to create using the method stated below.

Click "+" (of Tool Bar) to add a new receive voucher or input a receive voucher number and click "Open" to retrieve a receive voucher. There are 4 tags in a receive voucher namely "General", "Approval", "Header, Footer, Remark" and "Repository".

Input or select a customer and input descriptions. Click the "…" (A/C Txn Num) button of account receivable account. A window showing all outstanding receivables of the customer will be pop-up. Select one (or more than one by pressing CTRL key or SHIFT key) outstanding entry and adjust the receive amount (if needed). To settle multiple entries (multiple sales vouchers) click "+" to add account receivable account and click the "…" to select another sales voucher.


Detail

Status			A/C Code	A/C Txn Num	Related Doc Num
		1	AR	AS SV08-000002 …	INV IN08-000002
		2	BHSB	…	
		3	AR	AS SV08-000001 …	INV IN08-000001

User may add additional entry to the receive voucher by clicking "+" or

“” Input account code, currency and amount, click “” to auto-balance the voucher, click “” to copy line description from previous line. User may use “Tab” (keyboard) or mouse to navigate. Click “” when finished editing one entry. Click “” to save or “” to print.

If a “Document Prerequisite” has been defined for receive voucher, user has to review the approval status. The “approved” button will be checked automatically if the creator has receive voucher approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the receive voucher and check the “approved” button later.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click “” to under the “Repository” tag insert file to voucher. Check the departments which can read this file.

10.16 Receive Voucher Listing Receive Voucher Listing (Account Operations →Receive Voucher Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) receive voucher(s).

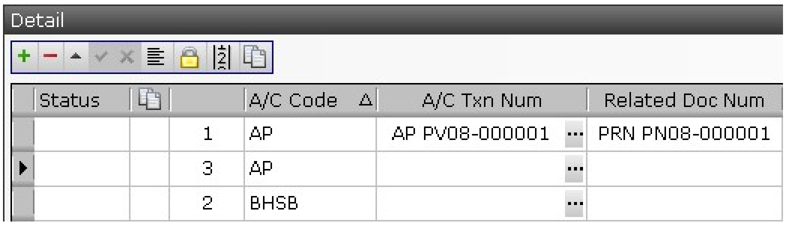
User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option “Advance Option”.

The voucher(s) match the search criteria would be displayed in the result window. Click the “” button to open a voucher and use “” at the top to navigate among the list.

10.17 Payment Voucher Payment Voucher (Account Operations →Payment Voucher)

Similar to receive, payment voucher is used to settle the amount created by purchase voucher. Click “” (of Tool Bar) to add a new purchase voucher or input a purchase voucher number and click “Open” to retrieve a receive voucher. There are 4 tags in a purchase voucher namely “General”, “Approval”, “Header, Footer, Remark” and “Repository”.

Input or select a vendor and input descriptions. Click the “” (A/C Txn Num) button of account payable account. A window showing all outstanding payables of the vendor will be pop-up. Select one outstanding entry and adjust the payment amount (if needed). To settle multiple entries (multiple purchase vouchers) click “” to add account payable account and click the “” to select another purchase voucher.



User may add additional entry to the payment voucher by clicking “” or “”. Input account code, currency and amount, click “” to auto-balance the voucher, click “” to copy line description from previous line. User may use “Tab” (keyboard) or mouse to navigate. Click “” when finished editing one entry. Click “” to save or “” to print.

If a “Document Prerequisite” has been defined for payment voucher, user has to review the approval status. The “approved” button will be checked automatically if the creator has payment voucher approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the payment voucher and check the “approved” button later.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. “Remark” will be saved but printed.

User can save all relevant information related to voucher which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click “” to under the “Repository” tag insert file to voucher. Check the departments which can read this file.

10.18 Payment Voucher Listing Payment Voucher Listing (Account Operations

→Payment Voucher Listing)

Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) payment voucher(s).

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option "☑ Advance Option".

The voucher(s) match the search criteria would be displayed in the result window. Click the "…" button to open a voucher and use " " at the top to navigate among the list.

11. Account Summary

11.1 Audit Trial Audit Trial (Account Summary →Audit Trial)

Audit trial helps user to search any voucher(s) in the system. Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) voucher(s). User may click the "☑ Show Txn Detail" to expand voucher entries and the summed values will be displayed at the bottom window.

User can define report layout and limit the number of data retrieved (to save time in remote connections) in the advance option "☑ Advance Option".

The voucher(s) match the search criteria would be displayed in the result window. Click the "…" button to open a voucher and use " " at the top to navigate among the list.

11.2 Customer Ledger Customer Ledger (Account Summary → Customer Ledger)

Customer ledger shows the accounting activities of selected customer(s). All transactions within the selected range will be listed. Select the function and choose branch or a specific customer and select date ranges and click "Next" again. Click " " to preview or click " " to print or export to Excel (or other format).

User may click the "…" button to review the corresponding voucher(s).

Txn Type	Txn #		Related Doc #	
Brought Forward		…		…
Deposit Voucher	AD DV08-000002	…	SO SO08-000011	…
Deposit Voucher	AD DV08-000004	…	SO SO08-000013	…

11.3 Customer Statement Customer Statement (Account Summary →Customer Statement)

Customer statement summarizes accounting activities of selected customer(s) and prepares a printed statement for customers. Select the function and input specific customers (or blank), select branch and date ranges, change the local currency and click “O/S summary” or “Next”.

The outstanding (O/S) summary runs faster and shows all vouchers/invoices which has not been settled. User can click the “+” to expand detailed vouchers of each customer.

It takes longer time to prepare the statement if “Next” is clicked. The windows is divided into two major portions namely the upper and the lower portion. The upper portion lists the customers whereas the lower portion lists the outstanding vouchers/invoices of that selected customer. Select a customer and click “” to preview or click “” to print. User may click the “…” button to review the corresponding voucher(s).

Use mouse (and SHIFT or CTRL keys) to select multiple customers, the statement of the customers will be printed by clicking “” (only the first can be previewed if “” is pressed).

11.4 Vendor Ledger Vendor Ledger (Account Summary →Vendor Ledger)

Vendor ledger shows the accounting activities of selected vendor(s). All transactions within the selected range will be listed. Select the function and choose branch or a specific vendor select date ranges and click “Next”. Click “” to preview or click “” to print or export to Excel (or other format).

User may click the “…” button to review the corresponding voucher(s).

Txn Type	Txn #		Related Doc #	
Brought Forward		...		...
Purchase Voucher	AP PV08-000001	...	PRN PN08-000001	...
Prepayment Vo...	AV TV08-000001	...	PO PO008-000009	...

11.5 Vendor Statement Vendor Statement (Account Summary →Vendor Statement)

Vendor statement summarizes accounting activities of selected vendor(s) and prepares a printed statement for vendors. Select the function and input specific vendors (or blank), select branch and date ranges, change the local currency and click “O/S summary” or “Next”.

The outstanding (O/S) summary runs faster and shows all vouchers/purchase receives which has not been settled. User can click the “+” to expand detailed vouchers of each vendor.

It takes longer time to prepare the statement if “Next” is clicked. The windows is divided into two major portions namely the upper and the lower portion. The upper portion lists the vendors whereas the lower portion lists the outstanding vouchers/purchase receives of that selected vendor. Select a vendor and click “” to preview or click “” to print. User may click the “...” button to review the corresponding voucher(s).

Use mouse (and SHIFT or CTRL keys) to select multiple vendors, the statement of the vendors will be printed by clicking “” (only the first can be previewed if “” is pressed).

11.6 Trial Balance Trial Balance (Account Summary →Trial Balance)

Trial balance provides a way to check accounting data rapidly. Select the function and choose a branch and currency and click “Next”. Input the start and end dates and click “Next”. Check the values or click the “...” at the left of the “A/C Name” to view the transactions of a particular account.

Trial Balance Info

A/C Code	A/C Name
CA	... Current Assest
AR	Account Receivables
BANK	Bank Accounts
BBOC	Bank of China C/A
BHSB	HSBC Bank C/A
CASH	Cash

11.7 Ledger Ledger (Account Summary →Ledger)

Ledger lists selected transactions (of a selected ledger, branch with a date range). Select the function and choose a branch and currency and click “Next”. Locate the ledger to be viewed by clicking the column with “”, change date range if required and then click “Next”. User may click

"Preview all" to list all transactions of all ledgers.

Account

A/C Code	A/C Name
CA	Current Assest
AR	Account Receivables
BANK	Bank Accounts
BBOC	Bank of China C/A
BHSB	HSBC Bank C/A
CASH	Cash
DP	General Deposit

Click "…" to view the related voucher. Multiple branches can be selected and the local currency can be modified when viewing the ledger.

Ledger of BHSB HSBC Bank C/A

Post D/T	Due D/T	Txn Type	Txn #		$	Ex. Rate	Dr $	Cr $
2008/07/01		Brought Forward		…	HKD	1		
2008/07/22		Receive Voucher	AR RV08-000001	…	HKD	1	500	
2008/08/01		Deposit Voucher	AD DV08-000004	…	HKD	1	50	
2008/08/09		General Voucher	AG GV08-000001	…	HKD	1		1,000
2008/08/09		General Voucher	AG GV08-000002	…	HKD	1	1,000	

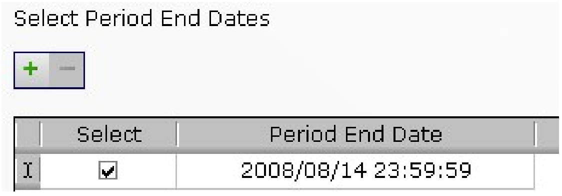
11.8 Balance Sheet Balance Sheet (Account Summary →Balance Sheet)

Balance sheet serves three functions. One is the preview balance sheet as at a particular date and the other is to perform period end and review previous period ended balance sheet. Select the function and choose a branch and click "Preview B/S". Select as at date and click "Apply". Click "" to preview or click "" to print or export to Excel (or other format). Click the "…" at the left of the "A/C Name" to view the transactions of a particular account.

Select the function, choose a branch and click "Next". Select as at date and click "+" to perform period. Click "−" to perform to remove a period end if necessary. Please be noted that vouchers with date equal or earlier than the period end data will be locked and cannot be modified. Period end cannot be performed if there is any un-approved voucher (within the period end period).

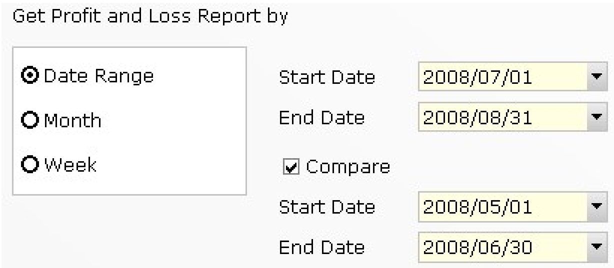
Click "Apply" to continue. Click "" to preview or click "" to print or export to Excel (or other format). Click the "…" at the left of the "A/C Name" to view the transactions of a particular account.

To review previous balance sheets, select the function, choose a branch and click “Next”. Check the desired period and click “Next” to view.



11.9 Profit and Loss Profit and Loss (Account Summary →Profit and Loss)

User may view the profit and loss report by selecting this function and select a date range. Check the “Compare” to compare figures with previous periods. Click “Next” to view the report. Click “ ” to preview or click “ ” to print or export to Excel (or other format). Click the “ ” at the left of the “A/C Name” to view the transactions of a particular account.



12. Production Operations

12.1 Production Order Production Order (Production Operations → Production Order)

Click the “+” to add a production order or input a production order number and click “Open” to retrieve a production order. There are 5 tags in a production order namely “Contact, Dates”, “Business Terms”, “Items”, “Header, Footer, Remark” and “Repository” to hold different information of a production order. Click the tags and fill in relevant information.

Under the “Contact, Dates” tag, input a vendor alias (or part of it or just left it blank) in the “To” field and click the search button “...”. Select a vendor from the list. All vendor information will be fetched from vendor database and fill up automatically. The information can be changed as needed and the changed information will be saved (the changes will not affect the original vendor database) in this production order only. If text is input in the “Supplement” field, that text will be printed in production order printout instead of the delivery date.

Under the “Business Terms” tag, select and input the terms of this production order. If a “Document Prerequisite” has been defined for production order, user has to review the approval status. The “approved” button will be checked automatically if the creator has production order approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the production order and check the “approved” button later.

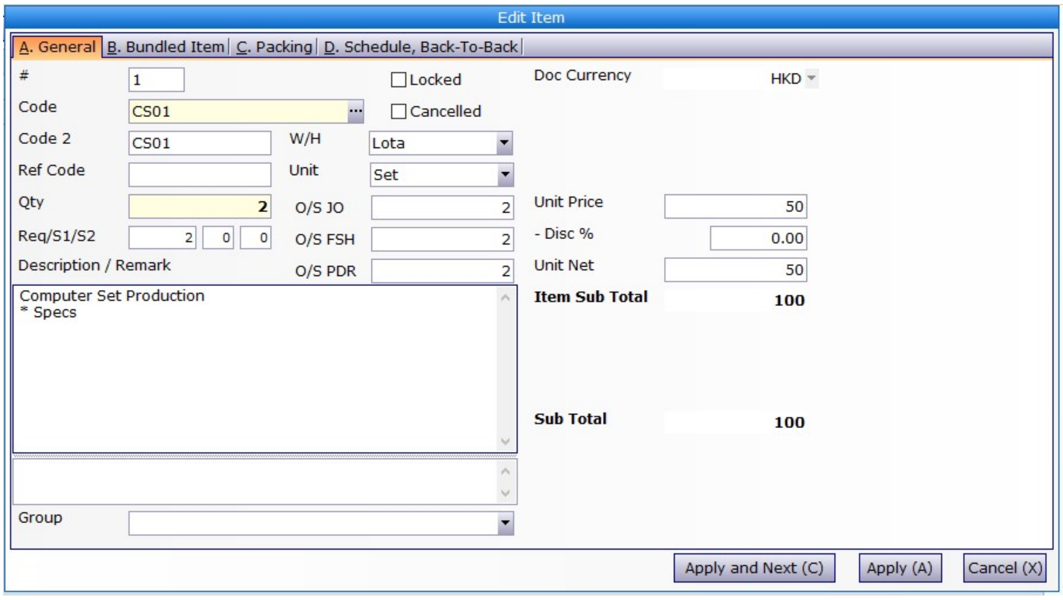
Production order can also be created from sales order. Select a sales order with finished-item as item type and click the action button and then select “create PDO from this SO”. Input or search for a vendor for this production order. The item and quantities will be copied from the sales order automatically.

The major portion of production order is the “Items”. Click the “+” to insert items to production order. User may input items (code, production BOM, quantity and price) in the grid and use “tab” key or mouse to navigate. The code is the item code of a finished item whereas production BOM is it’s associated bills of material (BOM).

The current version of the BOM will be copied and associated to this production order. Further modification of the BOM will not affect the version used in this production order. To edit the BOM version associated with this production, click the production BOM once and then click “…” to edit the production BOM.

Status		#	Group	Code	Prod BOM	BOM Ver	BOM Status	Ref Code	Production Spec	Qty	Unit	Net
+		1		CS01	CS01/A				Computer Set Prodn	2	Set	
+		2		CS02	CS01/B				Computer Set Prodn	5	Set	

User may use a separate item input window to input item and detailed information by clicking the “” key.



Overall “Discount”, “Handling” and “Adjustment” of this production order can be input at the bottom of the “Items” tag.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. Remark” will be saved but not printed.

User can save all relevant information related to this production order which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the “+” under the “Repository” tag to insert file to production order. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.

Click the “Save” button when finished. And click “” to preview the production order or click “” to print.

Click the “Clone” button to copy whole content of this production order to another vendor.

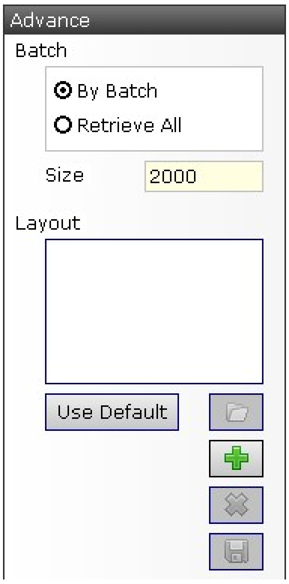
There are 6 actions that a production order can be performed. Click Select an Action to choose an action.

Selections	Action to be performed
Use latest BOM version	Discard current associated BOM version and use the latest version
Create Job Order from this PD/O	Create a “Job Order” and copy all relevant information to that Job Order.
Create PDR from this PD/O	Create a “Production Receive” to complete the Production Order
List all Job Orders for this PD/O	List all Job Orders related to this Production Order
List all Production Receive Note for this PD/O	List all Production Receive Note related to this Production Order
Show Document Tracking	Pop-up a window showing all documents relating to this Production Order (including: Stock Notes)

12.2 Production Order Listing PD Production Order Listing (Production Operations → Production Order Listing)

Input the search criteria in the master filter and click “Open” (or the open button) to search specific (or all) production order(s).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Production Order list report layout can also be defined here.



The production order(s) match the search criteria would be displayed in the result window. Click the “” button to open a production order and use “ ” at the top to navigate among the list.

User may check “Show Item” to expand the production order(s) to list all items in the production order(s), check “Show Price” to list the price, and check O/S JO to list with outstanding Job Orders, and check O/S FSH to list with outstanding Finish items, and check O/S PDR to list with outstanding production receive etc.

12.3 Job Order Job Order (Production Operations → Job Order)

Click the “” to add a job order or input a job order number and click “Open” to retrieve a job order. Job orders can only be created from an outstanding production order. Select an outstanding production from the pop-up window.

Job order can also be created from production orders function. Select a production order with outstanding item and click the action button and then select “create Job Order from this PD/O”. The vendor, item, production BOM and quantities will be copied from the production order automatically. Since one job order can be used to produce only one kind of finished item (or one production BOM). A windows will be pop-up for user to choose which item to create when there are more than one outstanding finished items.

There are 5 tags in a job order namely “Contact, Dates”, “Business Terms”, “Items”, “Header, Footer, Remark” and “Repository” to hold different information of a job order. Most information will be copied from the production order, click the tags and fill in or modify relevant information.

Under the “Contact, Dates” tag, all vendor information will be copied from production order. The information can be changed as needed and the changed information will be saved in this job order only. If text is input in the “Supplement” field, that text will be printed in job order printout instead of the delivery date.

Payment and currency information in “Business Terms” tag cannot be modified as they must be the same as production order. If a “Document Prerequisite” has been defined for job order, user has to review the approval status. The “approved” button will be checked automatically if the creator has job order approval right. But the “approved” button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the job order and check the “approved” button later.

The CPD W/H (Production Dispatch Warehouse), the P/L (Production Line), Cost Date (item standard cost), Production Description and Quality Specification are copied from the BOM specified in the production order. User may modify the information as required.

BOM will be copied from the production order. Further modification of the BOM will not affect the version stored in the production order. To edit the BOM associated with this job order, click the buttons of the tool bars (please refer to production BOM in previous part of this manual) to add, delete or modify items or quantities to be used.

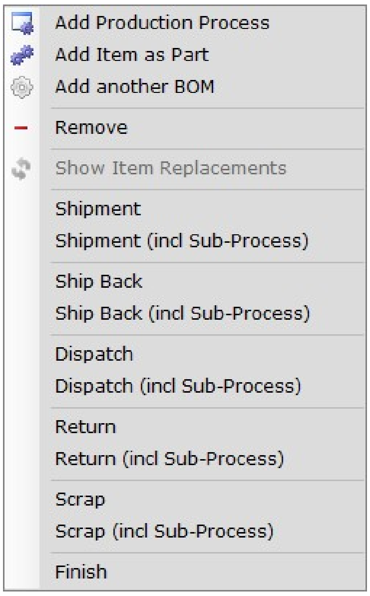
The Expanded Quantity is the quantity required for each item in account for quantity to be produced and the wastage percentage. Data on other columns are summarized as (“Show Stock Cost and Last PO Cost”  has to be clicked to show all the columns):

Job Order BOM Column	Descriptions
W/H Qty	Show stock quantity
CSD Up Qty	Quantity of item being transfer from

	other warehouses to the CPD warehouse (eg. When there is not enough stock in the CPD warehouse before production)
CSD Down Qty	Quantity of item being transfer from CPD warehouse to other warehouse (eg. Return of stocks after production)
OS Ship Qty	Outstanding quantity to be dispatch to production line
CPD Qty	Quantity dispatched to production line
CPR Qty	Quantity returned from production line
Used Qty	Quantity used by the job order
CPF Qty	Quantity of finished product
Net PL Qty	Balance quantity in production line
Scrapped Qty	Quantity wasted
Material $/Unit	Cost of material per unit
Process $/Unit	Cost of process per unit
Subtotal Cost	Subtotal cost
Fixed Cost	Fixed cost (copied from production process)
Var Cost	Variable cost (copied from production process)
Labor Cost	Labor cost (copied from production process)
Est Start	Estimated start date
Est End	Estimated end date
Act Start	Actual start date
Act End	Actual end date

Stock handling of Job Order

Normally, before production starts, required materials will be ready in the production line dispatch warehouse. And during actual production, materials will be transferred to production line for processes, scrapped materials will be returned to or exchanged with dispatch warehouse, and finished or semi-finished products will be returned to the dispatch warehouse afterword. Select a process or select an item and then right-click. A menu bar will pop-up like:



The "Add Production Process", "Add Item as Part" and "Add another BOM" has been discussed in the production BOM section previously. The rest functions are listed below. Click include sub-process (incl Sub-Process) will create a stock note to include all items selected as well as items of the sub-processes.

Job Order Actions	Action to be performed
Shipment	To create a shipment transfer (delivery) note CSD for transferring items selected from a warehouse to the production dispatch warehouse. This may be used to prepare material before production.
Ship Back	To create a shipment transfer (delivery) note CSD for transferring items selected from production dispatch warehouse to other warehouses. This may be used to clean up the dispatch warehouse.
Dispatch	To create a part dispatch note (CPD) to transfer items from dispatch warehouse to production line warehouse.
Return	To create a part return note (CPR) for items returned from production line to dispatch warehouse.
Scrap	To create a cargo used note (CSP) for

	subtracting the quantity of the item from warehouse.
Finish	To create finished return note (CSP) for adding finished item quantity and subtracting quantities of items being used.

Predefined “Header” and “Footer” can be selected in the “Header, Footer, Remark” tag. User can change the header or footer text as needed. Remark” will be saved but not printed.

User can save all relevant information related to this job order which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the “+” under the “Repository” tag to insert file to job order. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.

Click the “Save” button when finished. And click “” to preview the job order or click “” to print.

Shipment

12.3.1 Shipment Transfer (Delivery) Note (CSD)

User may use the menu function “Production Operations → CSD” to create a CSD or use right-click a process/item of a Job Order to create a CSD.

Open a Job Order and right-click a process/item and choose “Shipment”. A shipment transfer (delivery) note will be created based on the job order. The “deliver from” warehouse has to be chosen, but the “accepted into” must be the production dispatch warehouse. The item(s) with outstanding quantities will be filled automatically. Adjust the quantities and other information and click “” to save when finished. Click “” to preview the CSD or click “” to print.

Please be reminded not to input item and with zero quantity. Zero item quantity may be automatically generated when there is no outstanding requirement. Please remove those items with the “–” button.

There are two types of stock models. One is first-in-first-out (FIFO) and a stock note will allocate stock item (i.e. LOT# and cost) according to FIFO queue. The other one is specific and user has to choose specific stock items to allocate when creating a stock note. User may scroll horizontally and find the “FIFO/specific” column. Click and select stock model for each item. Click the “⊞” button of a specific item and then click a place inside the “Edit Item Location”. Click “+” and choose the stock item to allocate from the pop-up windows.

12.3.2 Shipment Transfer (Acceptance) Note (CSA)

At this moment, stock quantities of the CSD is taken out from the “deliver from” warehouse but not stock in to the “accepted into” warehouse yet. Every item of CSD must be accepted into the “accepted into” warehouse using the action under the CSD. Open a CSD and click “Select an Action” and choose “Create Shipment Transfer (Acceptance) Note”. A shipment transfer (acceptance) note will be created based on that CSD. Please click “Accept all Qty” to stock in all the quantities of that CSD (to CSA) or edit the quantities as required. The accepted quantities will be stock in to the “accepted into” warehouse.

To find outstanding CSD (without corresponding CSA), click the menu function “Production Operations → CSD Listing” and check “O/S CSA Qty” check box and click “Open”. One CSD can be accepted by many CSA, but one CSA can only accept from one CSD.

<u>Ship Back</u>

“Ship Back” is very similar to “Shipment”. The only difference is that the “deliver from” warehouse is the production dispatch warehouse whereas the “accepted into” is other warehouses. “Ship Back” is used for transferring stocks from production dispatch warehouse to other warehouses. And it uses CSD and CSA to handle stocks.

<u>Dispatch</u>

12.3.3 Part Dispatch Note (CPD)

User may use the menu function “Production Operations → CPD” to create a CPD or use right-click a process/item of a Job Order to create a CPD.

Open a Job Order and right-click a process/item and choose “Dispatch”. A part dispatch note will be created based on the job order. The “dispatch from” warehouse is the production dispatch warehouse, and the “accepted into” is the production line warehouse. The item(s) with outstanding quantities will be filled automatically. Adjust the quantities and other information and click “” to save when finished. Click “” to preview the CPD or click “” to print.

Please be reminded not to input item and with zero quantity. Zero item quantity may be automatically generated when there is no outstanding requirement. Please remove those items with the “” button.

There are two types of stock models. One is first-in-first-out (FIFO) and a stock note will allocate stock item (i.e. LOT# and cost) according to FIFO queue. The other one is specific and user has to choose specific stock items to allocate when creating a stock note. User may choose stock model by clicking “Change ‘Use Stock Type’ to…” button to set stock type for all items or scroll horizontally and find the “FIFO/specific” column. Click and select stock model for each item individually. Click the “” button of a specific item and then click a place inside the “Edit Item Location”. Click “” and choose the stock item to allocate from the pop-up windows.

There is no upper limit for dispatch quantities for items of a job order. User may dispatch quantity greater than or smaller than the expanded quantity.

12.3.4 Part Dispatch Accepted Note (CPP)

When a CPD is created, a corresponding CPP will be automatically created. Therefore stock item is taken out from the “deliver from” warehouse and stock in to the “accepted into” warehouse. User may find the corresponding CPP using options in action. Choose “List all CPPs for this CPD” to show all CPP associated with this CPD.

<u>Return</u>

12.3.5 Part Return Note (CPR)

User may use the menu function “Production Operations → CPR” to create a CPR or use right-click a process/item of a Job Order to create a CPR.

Open a Job Order and right-click a process/item and choose “Return”. A part return note will be created based on the job order. The “returned from” warehouse is the production line warehouse, and the “accepted into” is the production dispatch warehouse. The item(s) quantities available for return will be filled automatically. Input the return quantities and other information and click “” to save when finished. Click “” to preview the CPD or click “” to print.

Please be reminded not to input item and with zero quantity. Zero item quantity may be automatically generated when there is no outstanding requirement. Please remove those items with the “” button.

There are two types of stock models. One is first-in-first-out (FIFO) and a stock note will allocate stock item (i.e. LOT# and cost) according to FIFO queue. The other one is specific and user has to choose specific stock items to allocate when creating a stock note. User may choose stock model by clicking “Change ‘Use Stock Type’ to…” button to set stock type for all items or scroll horizontally and find the “FIFO/specific” column. Click and select stock model for each item individually. Click the “⊞” button of a specific item and then click a place inside the “Edit Item Location”. Click “+” and choose the stock item to allocate from the pop-up windows.

12.3.6 Part Return From Dispatch Note (CPW)

When a CPR is created, a corresponding CPW will be automatically created. Therefore stock item is taken out from the “return from” warehouse and stock in to the “accepted into” warehouse. User may find the corresponding CPW using options in action. Choose “List all CPWs for this CPR” to show all CPW associated with this CPR.

<u>Finish</u>

12.3.7 Cargo Used Note (CSP)

Open a Job Order and right-click a process and choose “Finish”. A cargo used note will be created based on the job order. The “used in” warehouse is the production line warehouse, and the “finished in” is the production dispatch warehouse. A LOT Code has to be entered. The quantity of finished item produced and the quantities of items dispatched to the production line warehouse will be filled automatically. User may adjust the quantities and other information and click “” to save if needed. Click “” to preview the CPD or click “” to print.

There are two types of stock models. One is first-in-first-out (FIFO) and a stock note will allocate stock item (i.e. LOT# and cost) according to FIFO queue. The other one is specific and user has to choose specific stock items to allocate when creating a stock note. User may choose stock model by clicking "Change 'Use Stock Type' to…" button to set stock type for all items or scroll horizontally and find the "FIFO/specific" column. Click and select stock model for each item individually. Click the "⊞" button of a specific item and then click a place inside the "Edit Item Location". Click "+" and choose the stock item to allocate from the pop-up windows.

12.3.8 Finish Return Note (CPF)

When a finish CSP is created, a corresponding CPF will be automatically created. Therefore material items are stock-out from the "used in" warehouse (using CSP) and finished item is stock-in to the "finished in" warehouse (using CPF). User may find the corresponding CPF using options in action. Choose "List all CPFs for this CSP" to show all CPF associated with this CSP.

12.4 Production Receive Production Receive (Production Operations →Production Receive)

Click the "+" to add a new production receive note or input a production receive note number and click "Open" to retrieve a production receive note. There are 5 tags in a production receive note namely "Contact, Dates", "Business Terms", "Items", "Header, Footer, Remark" and "Repository" to hold different information of a production receive note. Click the tags and fill in relevant information.

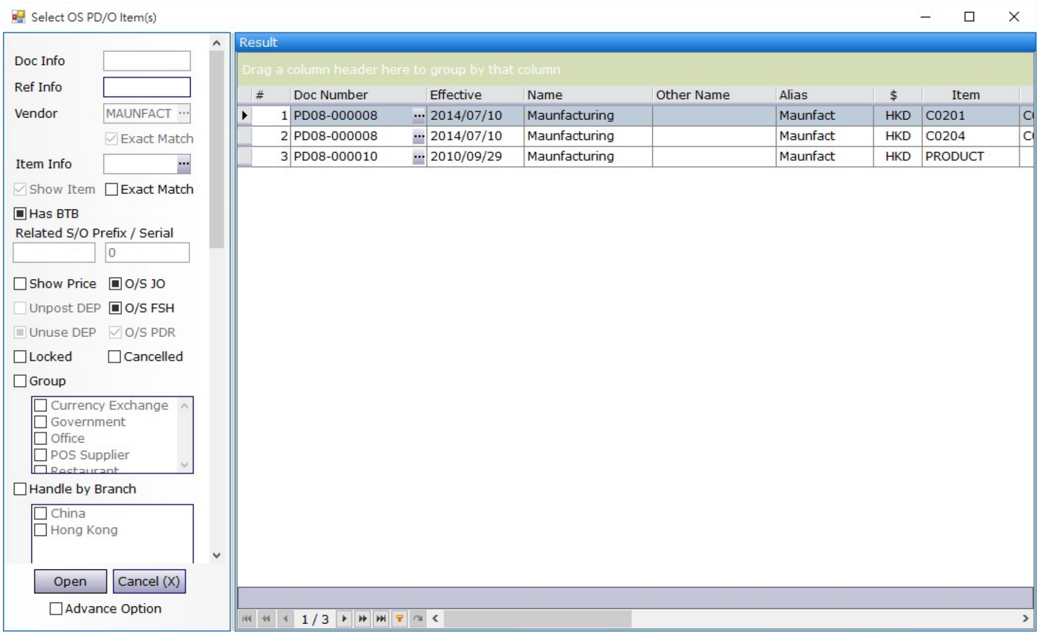
It is recommended to create production receive note from production order. Create a production receive note here if user wants to combine two or more production orders (or part of) to one production receive note. It should be noted that production order of the same currency can be combined to a production receive note.

Under the "Contact, Dates" tag, input a vendor alias (or part of it or just left it blank) in the "To" field and click the search button "…". Select a vendor from the list. All vendor information will be fetched from vendor database and fill up automatically. The information can be changed as needed and the changed information will be saved (the changes will not affect the original vendor database) in this production receive note only. If text is input in the

"Supplement" field, that text will be printed in production receive note printout instead of the delivery date.

Under the "Business Terms" tag, select and input the terms of this production receive note. If a "Document Prerequisite" has been defined for production receive note, user has to review the approval status. The "approved" button will be checked automatically if the creator has production receive note approval right. But the "approved" button will remain uncheck if the creator does not have approval right. A user with approval right has to verify the production receive note and check the "approved" button later.

The major portion of production receive note is the "Items". Click the "+", a window showing all outstanding production order of the vendor of the same currency. Double click the select button "▸" to select item(s).



User may edit the item quantity (price cannot be modified) in the grid if needed. User may use a separate item input window to edit item detailed information by clicking the "+≡" key. Packing information of this production receive note can be input in "C. Packing" tag.

Overall "Discount", "Handling" and "Adjustment" of this production receive note can be input at the bottom of the "Items" tag. Overall "Discount", "Handling" and "Adjustment" of a production receive note will not be copied from that of production order (they will be copied to production receive note only when the note is created directly from a production order).

Predefined "Header" and "Footer" can be selected in the "Header, Footer, Remark" tag. User can change the header or footer text as needed. "Remark" will be saved but not printed.

User can save all relevant information related to this note which cannot be input in previous tag, such as e-mail, PDF, Word, Excel or image files. Click the "+" to under the "Repository" tag insert file to purchase receive note. Check the departments which can read this file. There is virtually no limit on the number of file attached in the repository database.

Click the "Save" button when finished. And click "" to preview the production receive note or click "" to print.

Click Select an Action to post production receive note to production voucher (or other voucher type defined).

12.5 Production Receive Listing Production Receive Listing (Production Operations →Production Receive Listing)
Input the search criteria in the master filter and click "Open" (or the open button) to search specific (or all) production receive note(s).

User can limit the number of data retrieve (to save time in remote connections) in the advance option. Production receive note list report layout can also be defined here.

The production receive note(s) match the search criteria would be displayed in the result window. Click the "..." button to open a production receive note and use "" at the top to navigate among the list.

User may check "Show Item" to expand the production receive note(s) to list all items in the production receive note(s), check "Show Price" to list the price etc.

User may input a vendor, a date range and check the "Show Price" to retrieve the production performance of a vendor within a specified period.