



Sin Aik Hardware (Pte) Ltd

Data-Driven Inventory Management & Financial Integration System (DIMF)

User Guide



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1. Getting Started

1.1 Login

Access the Sinaik Webpage

The screenshot shows a login interface for 'Sin Aik Hardware (Pte) Ltd'. At the top right is the company's red circular logo with a stylized 'S' or 'A' inside. To its right, the company name is written in both Chinese ('新益五金私營有限公司') and English ('Sin Aik Hardware (Pte) Ltd'). Below the logo is a large input field labeled 'Email'. Underneath it is another input field labeled 'Password'. To the right of the 'Password' field is a blue link that says 'Forgot password?'. At the bottom of the form is a blue rectangular button with a white outline and the word 'Sign In' in white. At the very bottom of the page, in a smaller font, it says 'Version 4/3'.

- a. Enter user credentials
- b. Webpage can be accessed by 2 roles
 - Admin
 - Warehouse
- c. Admin will be able to view the entire system.
- d. History and stock menus will be hidden from the Warehouse user.
- e. The admin user will be logged into the page below

This screenshot shows the main dashboard of the Sin Aik Hardware (Pte) Ltd system after an admin user has logged in. The top navigation bar contains several dropdown menu items: 'Home', 'Gen. Ledger', 'D/O & Invoice', 'Acct Receivable', 'Acct Payable', 'Pricing History', 'Stock Control', and 'Sys Config'. On the far right of the header is a blue 'Logout' button. The main content area is titled 'Home' and features the company's red circular logo followed by the Chinese name '新益五金私營有限公司' and the English name 'Sin Aik Hardware (Pte) Ltd'.

- f. The office and warehouse user will be logged into the page below

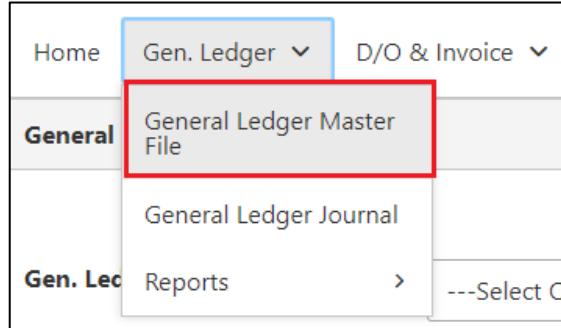
This screenshot shows the main dashboard of the Sin Aik Hardware (Pte) Ltd system after a warehouse user has logged in. The top navigation bar is identical to the Admin version, with links for Home, Gen. Ledger, D/O & Invoice, Acct Receivable, Acct Payable, Pricing History, Stock Control, and Sys Config. On the far right is a blue 'Logout' button. The main content area is titled 'Home' and features the company's red circular logo followed by the Chinese name '新益五金私營有限公司' and the English name 'Sin Aik Hardware (Pte) Ltd'.



2 General Ledger

2.1 General Ledger Master File

- a. Go to the menu General Ledger → General Ledger Master File



- b. The page will list all the General Ledger AC codes records as at month end date

GL-A/C List as at 20 Nov, 2021								
#	Code	Name	Type	B/F Balance	PR-YR-END Balance	Current Month	Last Month	Y-T-D Balance
1	000	string	string	\$0.00	\$0.00	-\$100.00	\$0.00	-\$100.00
2	0000	stringss	A	\$0.00	\$0.00	\$0.00	\$0.00	\$999.00
3	010	string	A	\$10.00	\$20.00	\$230.00	\$40.00	\$240.00
4	01-001	LEASE	A	\$1,000.00	\$1,000.00	\$199.00	\$100.00	\$1,199.00
5	01-002	MOTOR VEHICLE 1	A	\$879,450.47	\$859,864.47	\$1,414.00	\$110.00	\$880,864.47

Debit and credit amount is entered while creating GL journal, AR journal and AP journal

- c. YTD balance is calculated based on AC type

- When AC type is A, E
DR→YTD balance = current month + BF balance + (debit + credit)

$$\text{CR} \rightarrow \text{YTD balance} = \text{current month} + \text{BF balance} - (\text{debit} + \text{credit})$$

- When AC type is I, L, R
DR→YTD balance = current month + BF balance - (debit + credit)

$$\text{CR} \rightarrow \text{YTD balance} = \text{current month} + \text{BF balance} + (\text{debit} + \text{credit})$$

- d. Current month is also calculated based on AC type

- When AC type is A, E
DR → Current month = current month + (debit + credit)
CR → Current month = current month - (debit + credit)

- When AC type is I, L, R

$$\text{DR} \rightarrow \text{Current month} = \text{current month} - (\text{debit} + \text{credit})$$



CR → Current month = current month + (debit + credit)

- e. Debit or credit for the AC type is based on the BF balance

- BF bal $\geq 0 \rightarrow$ debit for A and E ac type

Credit for L, I and R ac type

- BF bal $< 0 \rightarrow$ credit for A and E ac type

Debit for L, I and R ac type

2.1.1 Search

- a. Click on Gen. Ledger A/C code (Name) dropdown list box to filter the records

Gen. Ledger A/C code (Name)	---Select One / View All---

- b. The dropdown box will list all the available GLAC codes with its respective names

---Select One / View All---	
01-001 LEASE	
01-002 MOTOR VEHICLE 1	
01-003 FURNITURE &	
01-004 OFFICE EQUIPMENT	

- c. Click on the GLAC code to be viewed

- d. The page will display only the selected GLAC record

2.1.2 Add GLAC code

- a. Click on **Add** button

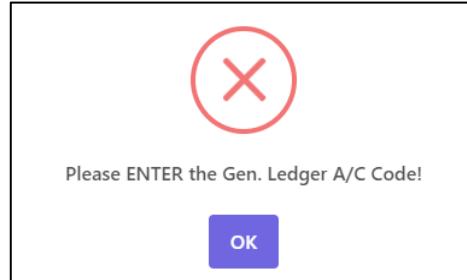
Add	Print
------------	--------------

- b. Add page will be displayed as below

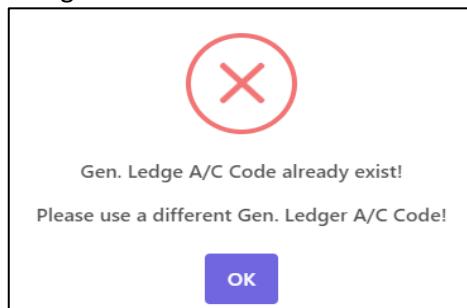
General Ledger Master File	
Gen. Ledger A/C Code	<input type="text"/> [Max 6 Char]
Gen. Ledger A/C Title	<input type="text"/> [Max 30 Char]
A/C Type	<input type="text"/> -- Select one --
B/F Balance	\$ <input type="text"/> 0.00
PR-YR-END Balance	\$ <input type="text"/> 0.00
Current Month	\$ <input type="text"/> 0.00
Last Month	\$ <input type="text"/> 0.00
Y-T-D Balance	\$ <input type="text"/> 0.00
Save Back	



- c. All fields are mandatory in add page
- d. Pops up when any field is not entered while saving



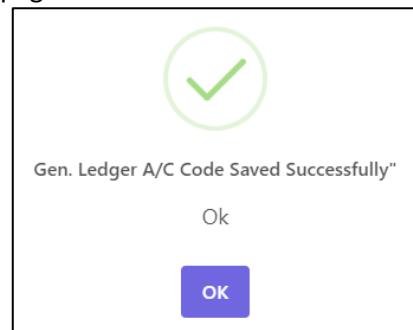
- e. Pops up when existing GLAC code is entered while saving



- f. Initially user will be allowed to enter all the amount fields manually
- g. Clicking on save button



- h. Success message pops and the new code will be added to the list and move to the main page



- i. Clicking on back button will move to the main page without saving





2.1.3 Print GLAC records

- Click on print button

Add	Print
-----	-------

- Records that are listed in the page will be printed

2.1.4 Update GLAC code record

- Click on the GLAC code to be updated from the list

General Ledger Master File												
Gen. Ledger A/C Code		01-001 [Max 6 Char]										
Gen. Ledger A/C Title		LEASE [Max 30 Char]										
A/C Type		Asset										
B/F Balance		\$ 1000										
PR-YR-END Balance		\$ 1000										
Current Month		\$ 299										
Last Month		\$ 100										
Y-T-D Balance		\$ 1299										
#	Doc Date	Doc Type	Doc-No.	Cust/Supp Code	Particulars	Cheque No.	Debit	Credit	Tax Code (Rate)	Entry Date		
1	31/10/2021	JV	12345		add		100	0	0	29/30/2021		
<button>Save</button> <button>Delete</button> <button>Back</button>												

- The page will display the respective GLAC transaction details in a table below

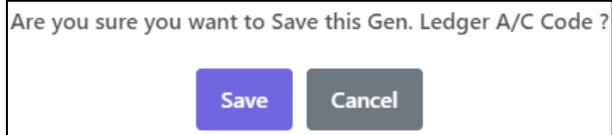
#	Doc Date	Doc Type	Doc-No.	Cust/Supp Code	Particulars	Cheque No.	Debit	Credit	Tax Code (Rate)	Entry Date
1	31/10/2021	JV	12345		add		100	0	0	29/30/2021

- GL AC code and AC type field will not be enabled to edit
- YTD balance and current month will not be updated on clicking save button when the GLAC code exist in GL journal, AR journal and AP journal in the month of month end date
- Click on save button to update the record in the list and will move back to main page

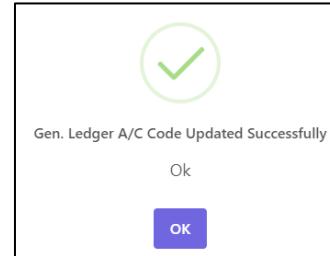
<button>Save</button>	<button>Delete</button>	<button>Back</button>
-----------------------	-------------------------	-----------------------



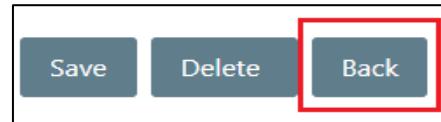
- f. Pops up for user confirmation to update the code



- g. Pops up success message when the data is updated successfully



- h. Click on back button to move to the main listing page

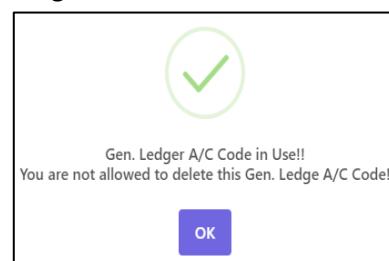


2.1.5 Delete GLAC code

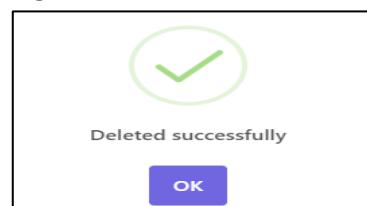
- a. Click on delete button



- b. User will not be allowed to delete GLAC code when it has dependencies in other pages
c. Pops up an error message as below



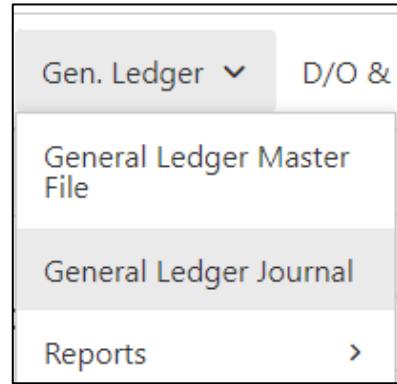
- d. Pops up success message when the GLAC code is deleted successfully





2.2 General Ledger Journal

- Go to Gen. Ledger → General Ledger Journal



- The page will list all the journals added for the respective GLAC code with search options

#	Doc No.	Doc Type	Doc-Date	GL- A/C	A/C Title	Particulars	Cheque No.	Debit	Credit	Tax Code	Rate	Entry Date
1	002569	PM	18/11/2021	01-001	LEASE	t	44	\$10.00	\$0.00	EP	0%	30/11/2021
2	002569	JV	14/11/2021	01-009	COMPUTER	t		\$0.00	\$10.00	EP	0%	30/11/2021
3	009586	JV	14/11/2021	01-001	LEASE	test		\$10.00	\$0.00	EP	0%	30/11/2021
4	009586	JV	14/11/2021	03-003	DEPOSITS &	test		\$0.00	\$10.00	EP	0%	30/11/2021

2.2.1 Search

- Enter GLAC code to be filtered on GL – AC code search textbox

GL - A/C Code Search	<input type="text"/>
-----------------------------	----------------------

- Click on help button to list all the GLAC codes





A/C Code	Name
000	string
0000	stringss
010	string
01-001	LEASE
01-002	MOTOR VEHICLE 1
01-003	FURNITURE &
01-004	OFFICE EQUIPMENT
01-005	AIR-CONDITIONER
01-006	PLANT & MACHINERY
01-007	RENOVATION
01-009	COMPUTER
01-010	Construction of 28/30 S.K.Loop
01-011	Property 277 Tanjong Katong Rd

- c. Select document type to be searched from the document type search dropdown list box

Document Type Search	---Select One / View All---	▼
-----------------------------	-----------------------------	---

- d. Enter Document number to be searched in the Document no search textbox

Document No. Search

- e. Choose entry date to be filtered in entry date calendar

- Entry date will be between the start date of the month end date and the month end date by default

Entry Date	Between	01 Nov, 2021	and	30 Nov, 2021
-------------------	---------	--------------	-----	--------------

- f. Click on search button to filter the records

Search

2.2.2 Add journal

- a. Click on Add journal button

Search	Add Journal	Print
--------	-------------	-------

- b. All fields in this page are mandatory to add journal



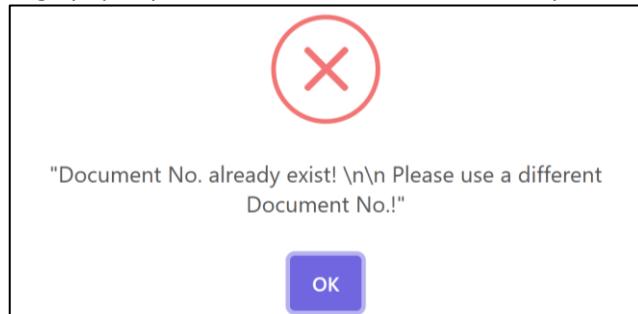
- c. Select Document type from the dropdown list box
- Transaction table appears below on selecting document type

-- Select one --
-- Select one --
JV -Journal
PM -Payment
RT -Receipt

- d. Enter Document number in the no. textbox
- Document number must be unique for each document type

Document Type / No. -- Select one -- / [Max 20 Chars]

- Error message pops up when document number already exist

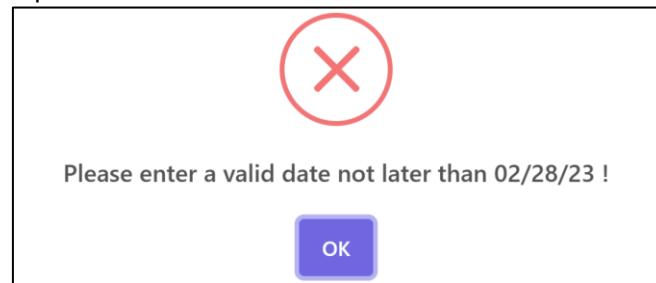


- e. By default, document date will be month end date

- Choose date from the date format textbox

Document Date 27/04/2023 *Note: Please do not use symbols for Doc. No. (e.g. % , # , &) [dd/mm/yyyy]

- When the chosen date is later than the month end date, error message pops up



- f. Enter particulars in the particulars textbox

Particulars [Max 60 Chars]
*Note: You may test out to use symbols (e.g. % , # , &) to see if it works now



- g. Enter cheque no. in the cheque No. textbox
- Cheque no. is mandatory only for PM – Payment document type

Cheque No.	[Max 30 Chars]
------------	----------------

- h. Enter min 2 transaction details to balance credit and debit amount

#	GL-A/C	Title	Debit (\$)	Credit (\$)	Tax Code
1			\$ 0	\$ 0	-- Select one --
2			\$ 0	\$ 0	-- Select one --
3			\$ 0	\$ 0	-- Select one --
4			\$ 0	\$ 0	-- Select one --
5			\$ 0	\$ 0	-- Select one --
6			\$ 0	\$ 0	-- Select one --
7			\$ 0	\$ 0	-- Select one --

Save Back

- i. Click on GL-AC help button
- List of all available GLAC codes with its respective names in a new window

#	GL-A/C	help
1		

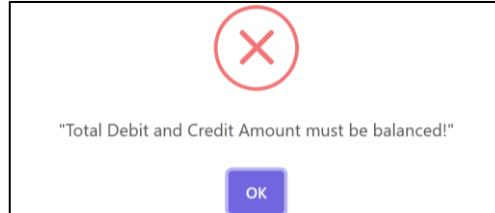
A/C Code	Name
01-001	LEASEHOLD PROPERTY
01-002	MOTOR VEHICLES
01-003	FURNITURE & FITTINGS
01-004	OFFICE EQUIPMENT
01-005	AIR-CONDITIONER

- j. Enter GLAC code in the GL- AC column
- All GLAC code can be same
- k. Respective title for the GLAC code will appear automatically in the title column in the respective row

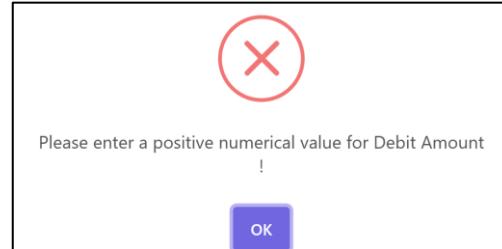
#	GL-A/C	help	Title
1	01-001		LEASEHOLD PROPERTY



- I. Enter credit and debit amount in credit and debit column respectively
- Error message pops up when total credit and debit amount are not balanced

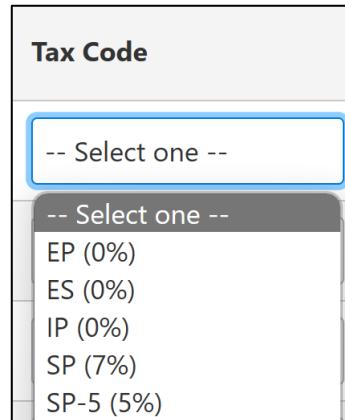


- Error message pops up when credit or debit amount is negative
- Error message pops up when credit or debit amount is not numerical



- m. Select tax code from the tax code dropdown list box

- Minimum one tax code must be entered



- n. Click on save button

- Error message pops up when any mandatory field is empty

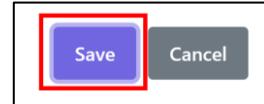




- Confirmation message pops up all conditions are satisfied



- Click on OK to save the journal



- Newly added journal will be added in the listing table

- Click on back button
 - Will go back to the main listing page



2.2.3 Update journal

- Click on the journal from the list to be updated

#	Doc No.	Doc Type	Doc-Date	GL- A/C	A/C Title	Particulars	Cheque No.	Debit	Credit	Tax Code	Rate	Entry Date
1	8575	JV	27/02/2023	01-001	LEASHOLD PROPERTY	test		\$100.00	\$0.00	0%	28/02/2023	
2	8575	JV	27/02/2023	01-002	MOTOR VEHICLES	test		\$0.00	\$100.00	0%	28/02/2023	
3	89483	PM	01/02/2023	02-010	THE DEVELOPMENT BANK OF S LTD	IG3A924752F	DBS IBG	\$0.00	\$430.95	0%	28/02/2023	
4	89483	PM	01/02/2023	02-013	GST INPUT TAX A/C 2	IG3A924752F	DBS IBG	\$430.95	\$0.00	0%	28/02/2023	

- Document type/No. document date, particulars and cheque no. fields will be enabled to edit

General Ledger Journal	
Document Type / No.	PM - Payment / 89483 [Max 20 Chars]
Document Date	*Note: Please do not use symbols for Doc. No. (e.g. %, #, &) 01/02/2023 [dd/mm/yyyy]
Particulars	IG3A924752F [Max 60 Chars]
Cheque No.	*Note: You may test out to use symbols (e.g. %, #, &) to see if it works now DBS IBG [Max 30 Chars]

- All fields are mandatory
- Error message pops up when document no. is not unique
- Transaction details for the document no will be listed in the table below which is non-editable

#	GL-A/C	Title	Debit (\$)	Credit (\$)	Tax Code
1	02-010	THE DEVELOPMENT BANK OF S LTD	0	430.95	
2	02-013	GST INPUT TAX A/C 2	430.95	0	

- Click on GLAC help button to view all the available GLAC codes with its respective names in a new window





g. Click on save button

- Error message pops up when any field is left empty
- Confirmation message pops up when all conditions are satisfied

Are you sure you want to Save this GL Transaction ?

Save Cancel

- Edited details will be updated in the main list

h. Click on back button

- Will go back to the listing page

Back

2.2.4 Print GL journal

a. Click on print button

Search Add Journal Print

- Preview of the page to be printed will be shown in a new window
- Click on print to print the page

2.3 Reports

2.3.1 Monthly Detailed GLAC List

a. The page will list the detailed transaction report of all GLAC codes as at month end date

Monthly Detailed GL-A/C List Report										
GL - A/C Code			From		To		help			
#	A/C Code	A/C Title	A/C Type	Doc No.	Doc Type	Doc Date	Particulars / Cheque No.	Debit (\$)	Credit (\$)	Current Month (\$)
1	01-001	LEASEHOLD PROPERTY	A				BALANCE BROUGHT FORWARD :			1,314,891.33 DR
				89487	IV	23/2/2023	test	100.00		
				5656	CN	27/2/2023	test		1,000.00	
				568811	CN	27/2/2023	test		10.00	
				Y00555	RT	27/2/2023	test		100.00	
				Y00556	RT	27/2/2023	test		10.00	
				Y00558	RT	27/2/2023	test		10.00	
				C123457	PM	28/2/2023	Getting Cheque No. test		500.00	

b. Balance brought forward, current month total and Balance carried forward will be calculated and displayed for each GLAC code



2.3.1.1 Search

- Enter GLAC code range to list only the required GLAC details in the GLAC code search textboxes

GL - A/C Code	From	to	help
---------------	------	----	------

- Enter only one GLAC code in from textbox and leave to textbox empty to get only one GLAC report
- Click on generate button

Generate	Print
----------	-------

- Monthly detailed GLAC list as at month end date will be listed

Monthly Detailed (February) GL-A/C List as at 28 Feb, 2023 For GL-A/C code (01-001 to 01-002)										
#	A/C Code	A/C Title	A/C Type	Doc No.	Doc Type	Doc Date	Reference / Cheque No.	Debit (\$)	Credit (\$)	Current Month (\$)
1	01-001	LEASEHOLD PROPERTY	A				BALANCE BROUGHT FORWARD:-			1,314,891.31 DR
				69487	IV	23/2/2023	test	100.00		
				5656	CN	27/2/2023	test	1,000.00		
				565611	CN	27/2/2023	test	10.00		
				Y 00055	RT	27/2/2023	test	100.00		
				Y 00056	RT	27/2/2023	test	10.00		
				Y 00058	RT	27/2/2023	test	10.00		
				C123407	PM	28/2/2023	Testing Cheque No. xxx		500.00	
				test	IV	28/2/2023	test	100.00		
									280.00CR	
										1,314,891.31 DR

2.3.1.2 Print

- Click on print button to print the records listed in the page after filter

Generate	Print
----------	-------



2.3.2 Monthly Cash Book

- The page will list the cash book details for the selected month.

Monthly Cash Book List										
Month		January								
		Cash Book -- A/C 02-004 (OCBC BANK) as at 31 Jan, 2023								
#	Entry Date	Doc Type	Doc No.	Doc Date	Particulars	Debit (\$)	Credit (\$)	DR/CR - Ledger	Cheque No.	
					BALANCE BROUGHT FORWARD :	\$15,769.10				
					PREVIOUS MONTH TOTAL :	\$0.00	\$0.00			
					BALANCE CARRIED FORWARD :	\$15,769.10				
00 00 00										
February										
Cash Book -- A/C 02-005 (UNITED OVERSEAS BANK LTD) as at 31 Jan, 2023										
#	Entry Date	Doc Type	Doc No.	Doc Date	Particulars	Debit (\$)	Credit (\$)	DR/CR - Ledger	Cheque No.	
					BALANCE BROUGHT FORWARD :	\$712,814.77				

2.3.2.1 Search

- It has two option as previous and current months. By default, selected as previous month.

Month	<input checked="" type="radio"/> Previous (January)	<input type="radio"/> Current (February)
--------------	---	--

- Click on generate button

Generate	Print
-----------------	--------------

- Selected month cash book details displayed according with its cash book number.

Monthly Cash Book List										
Month		February								
		Cash Book -- A/C 02-004 (OCBC BANK) as at 28 Feb, 2023								
#	Entry Date	Doc Type	Doc No.	Doc Date	Particulars	Debit (\$)	Credit (\$)	DR/CR - Ledger	Cheque No.	
					BALANCE BROUGHT FORWARD :	\$15,769.10				
					PREVIOUS MONTH TOTAL :	\$0.00	\$0.00			
					BALANCE CARRIED FORWARD :	\$15,769.10				
< > >>										

2.3.2.2 Print

- Click on print button to print the records listed in the page after filter

Generate	Print
-----------------	--------------



2.3.3 Trial Balance Report

- This page list all GL AC code's transactions for beginning of the month, current month, and YTD balance

Trial Balance Report									
TRIAL BALANCE as at 28 Feb, 2023									
#	A/C Code	A/C Title	A/C Type	Beginning of Month		Current Month		YTD Balance	
				Debit (\$)	Credit (\$)	Debit (\$)	Credit (\$)	Debit (\$)	Credit (\$)
1	01-001	LEASEHOLD PROPERTY	A	1,316,893.33		12,291.00		1,329,184.33	
2	01-002	MOTOR VEHICLES	A	911,397.47		1,028.00		912,425.47	
3	01-003	FURNITURE & FITTINGS	A	14,567.60		0.00		14,567.60	

2.3.3.1 Print

- Click on print button to print the records listed in the page.



2.3.4 Financial Statements -- [Trading and Profit and Loss Accounts] and [Balance Sheet]

- This page list all Trading, profit and loss account and also the balance sheet for the current month

Financial Statements -- [Trading and Profit and Loss Accounts] and [Balance Sheet]						
TRADING AND PROFIT AND LOSS ACCOUNT 28 February, 2023						
A/C Code [Type]	A/C Title	Beginning of Month		Current Month		YTD Balance
05-001 [I]	CASH SALES	4,462,891.20		650,385.80		5,113,277.00
05-002 [I]	CREDIT SALES	3,362,477.53		526,370.70		3,888,848.23
05-003 [I]	EXPORT CASH SALES	118,805.00		15,790.00		134,595.00

2.3.4.1 Print

- Click on print button to print the records listed in the page.





2.3.5 GST Summary Report

- This page list detailed GST summary report for the particular month.

GST Summary Report	
Month	<input checked="" type="radio"/> Previous (January) <input type="radio"/> Current (February)
SALES	
	LOCAL SALES A/C 256,146.80 EXPORT SALES A/C 0.00 TOTAL SALES FOR THE MONTH 256,146.80
PURCHASES	
	TAXABLE PURCHASES (TRADING ONLY) A/C 276,733.86 NON-TAXABLE PURCHASES (TRADING UNIT) A/C 6,819.00 CF VALUE OF PURCHASE (TO BE ADDED TO STD & ZERO-RATED PURCHASES) (P OF GST INPUT A/C * 100% X 12/31.37 / 7) -181,364.43 TOTAL PURCHASES FOR THE MONTH 102,988.43
GST A/C BALANCES AS AT 31 Oct. 2021	
	GST INPUT TAX A/C 1 (PAID ON LOCAL & PURCHASES & EXPENSES) 907,644.76 GST INPUT TAX A/C 2 (PAID ON IMPORT) 76,696.13 TOTAL INPUT TAX 984,938.83 GST OUTPUT TAX A/C (COLLECTED ON SALES) 1,027,275.29 NET GST -186,316.46 GST CONTRA A/C 208,934.83

2.3.5.1 Search

- It has two option as previous and current months. By default, selected as previous month.

Month	<input checked="" type="radio"/> Previous (January) <input type="radio"/> Current (February)
--------------	--

- Click on generate button

Generate	Print
-----------------	--------------

- Selected month GST summary report details will be displayed in the page.

2.3.5.2 Print

- Click on print button to print the records listed in the page after filter.

Generate	Print
-----------------	--------------

2.3.6 GST Detailed Report

- This page will list the detailed GST group details.

GST Detailed Report											
GST GROUP		GST group IPT									
Entry Date		Between 01 Feb, 2023 and 28 Feb, 2023									
Generate	Print	238 Record(s) Found									
#	Doc Date	Doc No	Type	Amt Before Tax	GST Code/Rate(%)	GST Amt	Amt After Tax	GST Group	GL-A/C Code	Title	Entry Date
1	07/02/23	2023002	CN	60.00	SP 8.00	4.80 CR	64.80	IPT	06-002	PURCHASES	23/02/23



2.3.6.1 Search

- a. Select GST group to be searched from GST group dropdown list box

GST GROUP

- Select One / View All---
- Select One / View All---
- IPT
- IPT1
- IPT2
- OPT

- b. Choose entry date to be filtered in entry date calendar

- Entry date will be the start date of the month particular month and the month end date by default

Entry Date Between 01 Nov, 2021 and 30 Nov, 2021

- c. Click on generate button

Generate Print

- d. Selected month GST Detailed report will be displayed in the page.

2.3.6.2 Print

- a. Click on print button to print the records listed in the page after filter.

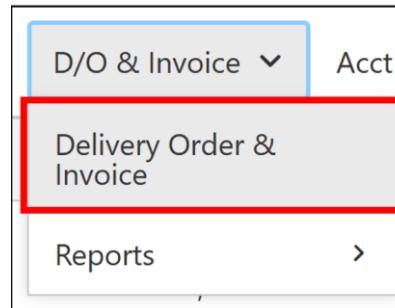
Generate Print



3 D/O & Invoice

3.1 Delivery Order & Invoice

- Go to D/O & Invoice menu -> select Deliver Order & Invoice



- This page list all the Delivery order and Invoice with detailed information.

Delivery Order File Management													
D/O Search		Between D [] and D []											
D/O Printed		<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
Invoice Search		Between I [] and I []											
Cash Sales Search		Between C [] and C []											
INV/CS Type		<input checked="" type="checkbox"/> Invoice <input checked="" type="checkbox"/> Cash Sales											
INV/CS Generated		<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
INV/CS Printed		<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
Cust-Code Search		[] help []											
Trans. Date		Between [] 31 Jan, 2023 and [] 03 May, 2023											
<input type="button" value="Search"/> <input type="button" value="New D/O"/> <input type="button" value="Bulk Print D/O"/> <input type="button" value="Bulk Print D/O Range"/> <input type="button" value="Bulk Generate INV/CS"/> <input type="button" value="(WH) INV/CS"/> <input type="button" value="(Office) INV/CS"/>													
923 Record(s) Found													
#	D/O	INV/CS	Date	Cust-Code Cust-ref	Cust-Name	Loc /Exp	D/O Prn.	INV Gen.	INV Prn.	Tax Code	Rate (%)	Invoice Amt (\$\$)	
1	D 23001283	C 23000761	3 May, 2023	C189 test	1-Elephant HOMEZKER yTE LTD	L	N	N	N	SS	7	0.00	▲

3.1.1 Search

- We can search records by using any parameter.
- To search record using D/O Number, enter the value in D/O search textbox to select the particular record. To select more than one records, enter the D/O Number in both textboxes.

D/O Search	Between D [] and D []
------------	-------------------------

- To search record using D/O Printed option, select the D/O Printed checkbox. It has two options as Yes or No. By default, both checkboxes were selected.

Conditions

- If we select “Yes”, it will display all the printed D/O records
- If we select “No”, it will display all the records which are not printed.
- If both checkboxes selected or unselected, all records will be displayed

D/O Printed	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-------------	--



- d. To search record using invoice number, enter the value in Invoice search textbox.

Invoice Search	Between I	<input type="text"/>	and I	<input type="text"/>
----------------	-----------	----------------------	-------	----------------------

- e. To search record using cash sale number, enter the value in Cash Sales search textbox.

Cash Sales Search	Between C	<input type="text"/>	and C	<input type="text"/>
-------------------	-----------	----------------------	-------	----------------------

- f. To search record using Invoice/cash sales type, select the INS/CS Type checkbox. It has two options, Invoice or Cash Sales. By default, both checkboxes were selected.

Conditions

- If we select “Invoice”, it will display all the Invoice records
- If we select “Cash Sales”, it will display all the Cash Sales records
- If both checkboxes selected or unselected, all records will be displayed

INV/CS Type	<input checked="" type="checkbox"/> Invoice	<input checked="" type="checkbox"/> Cash Sales
-------------	---	--

- g. To search record using Invoice/cash sales generate option, select the INS/CS Generated checkbox. It has two options as Yes or No. By default, both checkboxes were selected.

Conditions

- If we select “Yes”, it will display all the INS/CS Generated records
- If we select “No”, it will display all the records which are not INS/CS Generated.
- If both checkboxes selected or unselected, all records will be displayed

INV/CS Generated	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------	---	--

- h. To search record using INS/CS Printed option, select the INS/CS Printed checkbox. It has two options as Yes or No. By default, both checkboxes were selected.

Conditions

- If we select “Yes”, it will display all the printed INS/CS records
- If we select “No”, it will display all the records which are not INS/CS printed.
- If both checkboxes selected or unselected, all records will be displayed

INV/CS Printed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
----------------	---	--



- i. To search record using customer code, enter the value in Cust-Code search textbox to select the particular record.

Cust-Code Search	<input type="text"/>	<input type="button" value="help"/>
------------------	----------------------	-------------------------------------

- j. Click the help button to view customer code.

<input type="button" value="help"/>

- k. To search record using Transfer date, select the start and end date in Trans Date option.

Trans. Date	Between	<input type="text" value="31 Jan, 2023"/>	and	<input type="text" value="03 May, 2023"/>
-------------	---------	---	-----	---

- l. After select the options, click the search button.

<input type="button" value="Search"/>	<input type="button" value="New D/O"/>	<input type="button" value="Bulk Print D/O"/>	<input type="button" value="Bulk Print D/O (Range)"/>	<input type="button" value="Bulk Generate INV/CS"/>	<input type="button" value="(WH) INV/CS"/>	<input type="button" value="(Office) INV/CS"/>
---------------------------------------	--	---	---	---	--	--

- m. Selected records will be displayed in the page.

3.1.2 New D/O

- a. To create new Delivery order file, click the “New D/O” button.

<input type="button" value="Search"/>	<input type="button" value="New D/O"/>	<input type="button" value="Bulk Print D/O"/>	<input type="button" value="Bulk Print D/O (Range)"/>	<input type="button" value="Bulk Generate INV/CS"/>	<input type="button" value="(WH) INV/CS"/>	<input type="button" value="(Office) INV/CS"/>
---------------------------------------	--	---	---	---	--	--

- b. The following page will be displayed.

Create D/O	
D/O , INV/CS	
DATE	<input type="text" value="03 May, 2023"/>
CUSTOMER CODE	<input type="text" value="Select a Customer"/> <input type="button" value="help"/>
<input type="button" value="Back"/> INVALID CUSTOMER CODE	



- c. Select the date using date calendar textbox.

A screenshot of a date selection interface. At the top, it shows "DATE" and "03 May, 2023". Below that is a section labeled "CUSTOMER CODE". The main part is a calendar for May 2023, with the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31) arranged in a grid. The date "3" is highlighted with a blue background.

- d. Select the Customer code using the dropdown list box as show below.

A screenshot of a dropdown menu titled "CUSTOMER CODE". It contains a search bar with the placeholder "Select a Customer" and a magnifying glass icon. Below the search bar, there is a list of customer codes: "C121" and "C189".

- e. Click the help but to view the customer code details.

help

- f. Once date and customer code has been selected, following fields will automatically be enabled.

A screenshot of a "Create D/O" form. The "DATE" field is set to "03 May, 2023". The "CUSTOMER CODE" field is set to "C189" and has a "help" button next to it. The "Delivery Address" field contains the address "293 River VZeeeeey RoZd SingZwore 238334". The "Remarks" field contains "Sample". The "CUSTOMER'S REF" field is empty. The "CURRENCY (RATE)" field shows "\$ 1.000 LOCAL/EXPORT : L". The "TAXCODE (GST RATE)" field shows "SS (7.000%)". The "D/O TOTAL" field shows "\$ 0.00 (Enter value INCLUSIVE of GST)". At the bottom right are "Back" and "Create" buttons.

- g. Enter the value for all the fields

- h. Click the “Create” button to create the Delivery order file

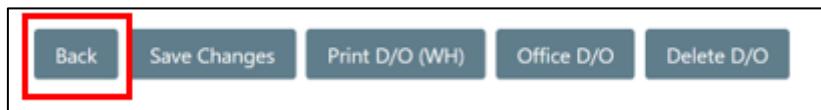
A screenshot of a button labeled "Create" with a red rectangular box drawn around it, indicating it is the target for the user's click action.



- i. Once the Delivery order file has been created, as below

The screenshot shows the 'Create D/O' interface. It includes fields for D/O, INV/CS, Date (03 May 2023), Customer Code (C121), Delivery Address (Nett), Remarks (45656ghgf), Customer's Ref, Currency (S\$ 1.000), Taxcode (GST RATE), and D/O Total (\$ 0.00). At the bottom are buttons for Back, Save Changes, Print D/O (WH), Office D/O, and Delete D/O.

- j. Click the “Back” button



3.1.3 Edit D/O

- To edit D/O File, click on the File to be edit.
- The following page will be appeared,

The screenshot shows the 'Order File Maintenance - Edit' interface, which is identical to the 'Create D/O' screen but with a different title. It includes fields for D/O, INV/CS, Date (03/04/2023), Customer Code (C121), Delivery Address (Nett), Remarks (test ut), Customer's Ref, Currency (S\$ 1.000), Taxcode (GST RATE), and D/O Total (\$ 0.00). At the bottom are buttons for Back, Save Changes, Print D/O (WH), Office D/O, and Delete D/O.

- Click on the “Edit” button to enable the fields.



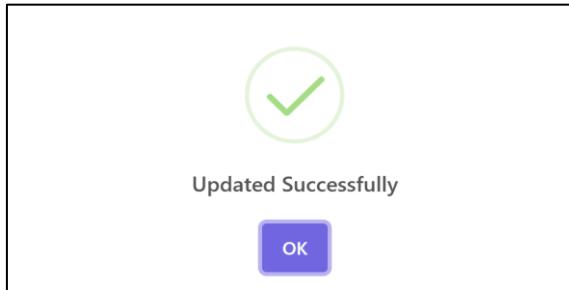


3.1.3.1 Save Changes

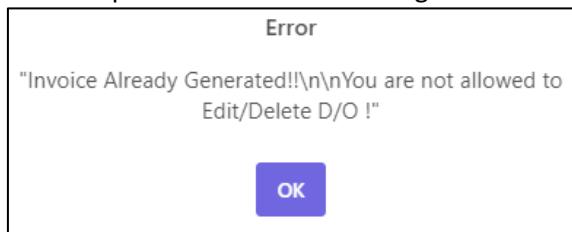
- After edit the D/O File, click the “Save changes” button.



- Once saved, pop up will be appeared as shown below,



- User will not be able to update once the invoice is generated.



3.1.3.2 Print D/O(WH)

- Click on the “Print D/O(WH)” button to Print the D/O File

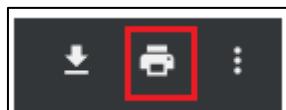


- PDF window will open.

- Click on download to save the DO details in the system.



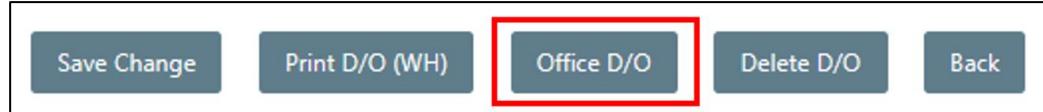
- Click on print button to print the DO details.





3.1.3.3 Office D/O

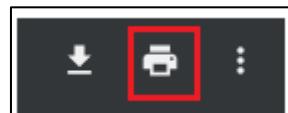
- Click on the “Office D/O” button to Print the D/O File



- PDF window will open.
- Click on download to save the DO details in the system.



- Click on print button to print the DO details.

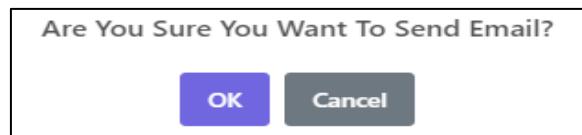


3.1.3.4 Email DO

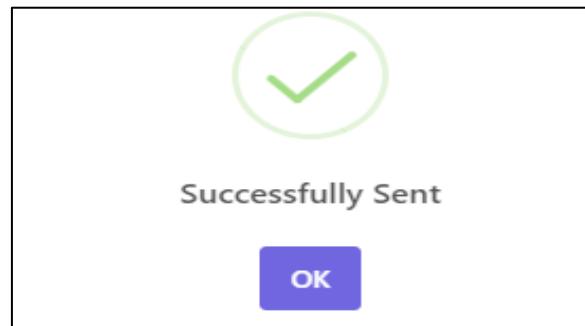
- Click on Email DO button to email the DO details to the warehouse.



- Confirmation pop up will appear, click ok to send mail.



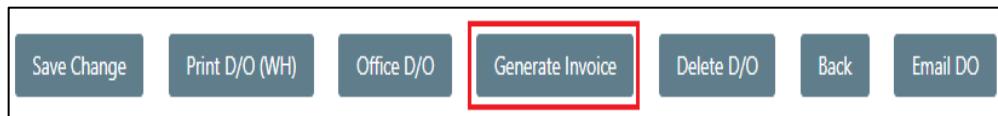
- Success message pops up “successfully sent” when email is sent successfully.



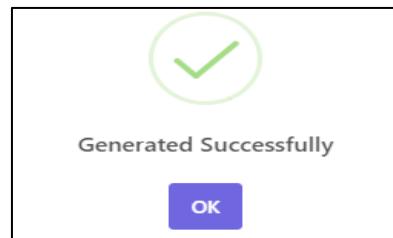


3.1.3.5 Generate Invoice

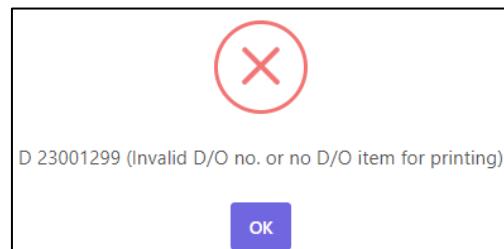
- After printing DO, Generate invoice button will be enabled



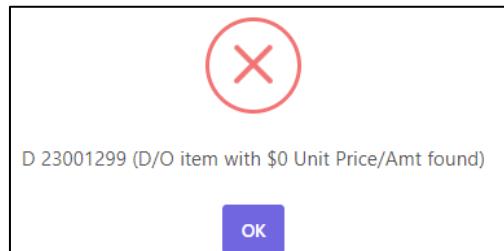
- Click on generate invoice button to generate.
- "Invoice generated successfully" pop up appears on successful generation



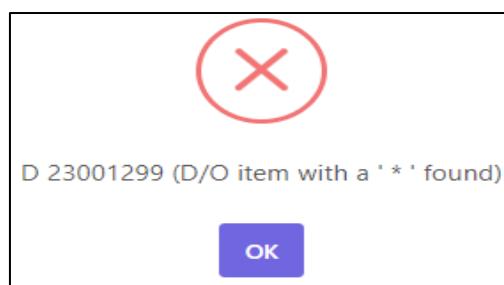
- Invoice can be generated only when the following conditions are satisfied
 - DO must have atleast one item.



- Unit price is not 0 for any of the items added.



- All items listed must be in stock.





3.1.3.6 Print INV/CS (WH) and Office (INV/CS)

- a. After generating invoice, Print INV/CS and Office (INV/CS) button will be enabled.
- b. Click on Print INV/CS button to print invoice for warehouse.
- c. Click on Office INV/CS button to print invoice for office.

Save Change	Print D/O (WH)	Office D/O	Back	Email DO	Email INV	Print INV/CS (WH)	Office INV/CS
-------------	----------------	------------	------	----------	-----------	--------------------------	---------------

- d. PDF tab will open, User can download or print the generated invoice.

3.1.3.7 Email INV

- a. After invoice is generated, Email INV button will be generated.
- b. Click on Email INV button to send invoice to the respective customer's mail ID.

Save Change	Print D/O (WH)	Office D/O	Back	Email DO	Email INV	Print INV/CS (WH)	Office INV/CS
-------------	----------------	------------	------	----------	------------------	-------------------	---------------

3.1.3.8 Delete D/O

- a. To delete the Delivery order file, click the "Delete D/O"

Save Change	Print D/O (WH)	Office D/O	Delete D/O	Back
-------------	----------------	------------	-------------------	------

- b. The following confirmation box will be appearing, click "Yes" to proceed.

Are you sure you want to Delete this Item ?

Yes	Cancel
------------	--------

- c. Once deleted following pop-up will be displayed.

✓

Data Delete Successfully

OK

- d. Delete D/O button will be hidden from the user after the invoice is generated successfully.



3.1.3.9 Add D/O Item

- To Add D/O item in the Delivery order file, click the “Add D/O” Item

ADD D/O ITEM Back

- The following page will be appeared, as shown below

Add D/O item
DO no. / INVCS no. / Cust no. D 23001306/ C 23000784/ C121
Item Category / Item Size
Supp-code / Manufacturer / Heat No. / Tr-ref
D/O ITEM DESCRIPTION
UNIT WEIGHT
BF QTY/ Reserved QTY/ On-Order QTY /
Heat specific Reserved QTY
Heat specific QTY on hand (Inc. Reserved Qty)
QTY ON HAND (Inc. Reserved Qty)
WEIGHT (TON)
QTY (Unit of Measurement)
UNIT PRICE/AMT
Add Back

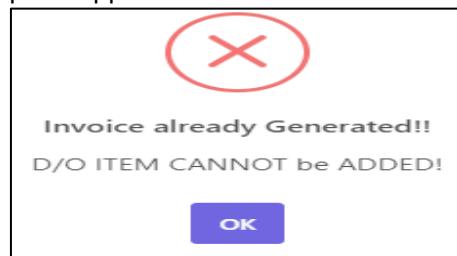
- The following dropdown box indicates the availability of stock items.

Item Category / Item Size AB / 10125 help

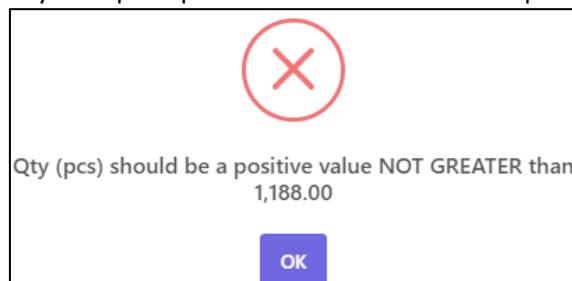
- Enter the required fields and click “Add” button.

Add Back

- Items cannot be added once the invoice is generated for the particular DO. The following error pop up will appear.

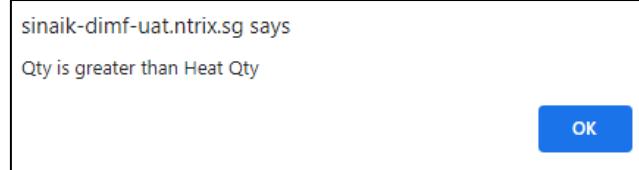


- When qty on hand is lesser than the qty entered and the itemindic dropdown box is empty, the system prompts the user to enter a valid quantity.





- g. When * is selected from the dropdown box indicates that there is no stock for the particular item to be reserved. Here the system allows to save even when the qty on hand is lesser than the qty entered by the user to reserve.
- h. The system prompts when qty entered by the user to reserve is greater than the heat qty as below yet saves the record without stopping the process.

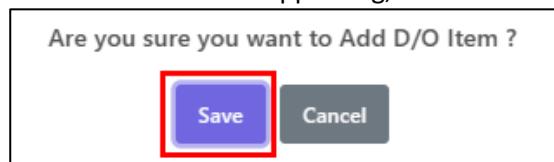


- i. The page will also list the history and reserved records for the respective item category and size below.

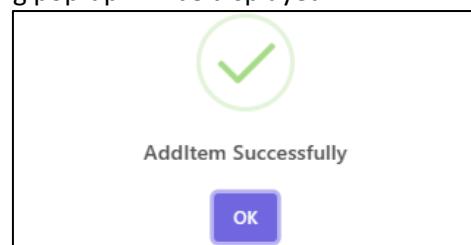
History Records Found										
#	CUST-REF	DOC-REF	DOC-DATE	QTY	UNIT PRICE					
1	testt c121 testt2 c121	C 23000795	21/06/2023	1	1.00					
2	testt c121 testt2 c121	C 23000795	21/06/2023	2	4.00					
3	.	C 23000789	31/05/2023	1	3.00					

13 Reserved Records Found									
#	D/O	INV/CS	CUST-NO	CUST-REF	TR-DATE	WGT	QTY	UNIT PRICE	EXTENDED PRICE
1	D 23001226	I 23000521	ISMAYAY	ONZ3139100/AY1. Lim Kim Neo	23/03/2023	1.00	11	10.00	0.00
2	D 23001254	C 23000732	CTECH	.	27/04/2023	0.00	10	0.00	0.00
3	D 23001259	C 23000737	CNH	.	25/04/2023	0.00	10	0.00	0.00
4	D 23001262	C 23000740	CTECH	.	26/04/2023	10.00	10	0.00	0.00

- j. The following confirmation box will be appearing, click "Save" to proceed.



- k. Once added following pop-up will be displayed.



- l. Item added will be displayed In the edit DO page.

#	ITEM CATEGORY, ITEM SIZE	DESCRIPTION	D/O ITEM DESC	WGT (TON)	QTY (UNIT)	UNIT PRICE	TOTAL AMT	TOTAL WT
1	- ,	Non-stock Item , no Item Categ and Item Size	Sampl	100.00	1(pcs)	1.00	-1.00	0.00
								Total: \$-1.00 0

- m. Click on back button to move to the DO page without adding item.





3.1.3.10 Edit DO item

- Click on the item from the list to be edited.
- After updating the necessary changes, click on save changes button.

- Items can only be viewed and cannot be edited once the invoice is generated.
- Save changes button will be hidden from the user.

3.1.3.11 Delete DO item

- Click on the item from the list to be deleted.
- Click on delete button.

- Confirmation pop up will appear as below

- Delete button will be hidden from the user after generating invoice.

3.1.4 Bulk Print D/O

- For Bulk D/O print, click on the “Bulk Print D/O” button

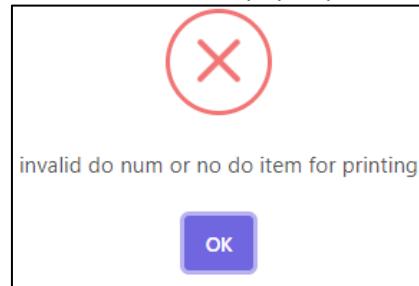
- Enter the D/O numbers in the textboxes

- Click “Print D/O(WAREHOUSE)” button to print

- Click “Print D/O(Office)” button to print



- e. When non existing DO number is entered, pops up as below.



- f. Click "Reset" button to clear the values

Print D/O (WAREHOUSE)	Print D/O (Office)	Reset	Back
-----------------------	--------------------	--------------	------

- g. Click "Back" to return the main page

Print D/O (WAREHOUSE)	Print D/O (Office)	Reset	Back
-----------------------	--------------------	-------	-------------

3.1.5 Bulk Print D/O (Range)

- a. For Bulk D/O print, click on the "Bulk Print D/O(Range)" button

Search	New D/O	Bulk Print D/O	Bulk Print D/O (Range)	Bulk Generate INV/CS	(WH) INV/CS	(Office) INV/CS
--------	---------	----------------	-------------------------------	----------------------	-------------	-----------------

- b. Enter the D/O numbers range between the textboxes

D/O NO.	Between D <input type="text"/>	and D <input type="text"/>
---------	--------------------------------	----------------------------

- c. Click "Print D/O(WAREHOUSE)" button to print

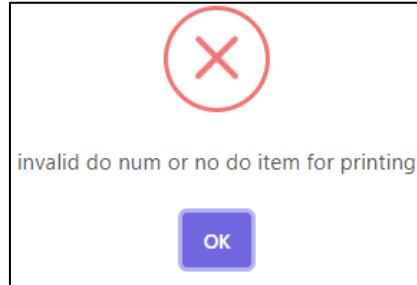
Print D/O (WAREHOUSE)	Print D/O (Office)	Reset	Back
------------------------------	--------------------	-------	------

- d. Click "Print D/O(Office)" button to print

Print D/O (WAREHOUSE)	Print D/O (Office)	Reset	Back
-----------------------	---------------------------	-------	------



- e. When non existing DO number is entered, pops up as below.



- f. Click "Reset" button to clear the values from the textboxes.

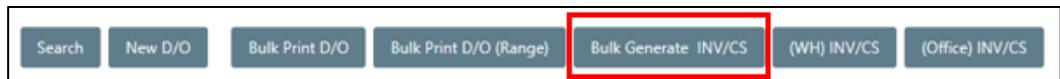


- g. Click "Back" to return the main page



3.1.6 Bulk Generate INV/CS

- a. For Bulk generate Invoice and Cash sales, click on the "Bulk Generate INV/CS" button



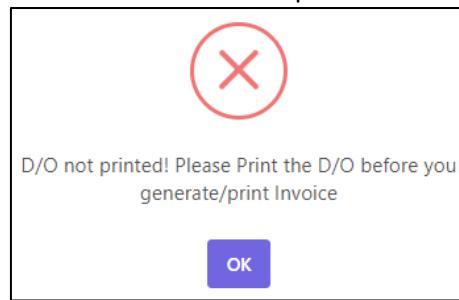
- b. Enter the D/O numbers in the textboxes



- c. Click "Generate INV/CS" button to generate Invoice and Cash sales



- d. Invoice cannot be generated when DO is not printed.





- e. Click “Reset” button to clear the values

Generated INV/CS	Reset	Back
------------------	--------------	------

- f. Click “Back” to return the main page

Generated INV/CS	Reset	Back
------------------	-------	-------------

3.1.7 (WH) INV/CS

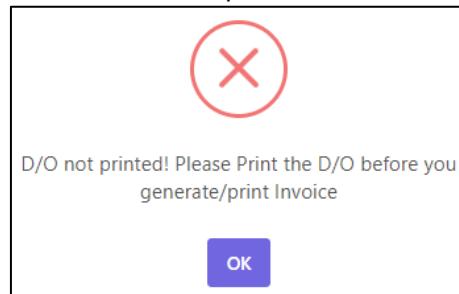
- a. To print Invoice and Cash sales for warehouse, click “(WH)INV/CS” button

Search	New D/O	Bulk Print D/O	Bulk Print D/O (Range)	Bulk Generate INV/CS	(WH) INV/CS	(Office) INV/CS
--------	---------	----------------	------------------------	----------------------	--------------------	-----------------

- b. Enter the D/O number in the textbox

D/O NO.	D
---------	---

- c. Invoice cannot be printed before DO is printed and invoice is generated.



- d. Click “Print INV/CS” button to print

Print INV/CS	Back
---------------------	------

- e. Click “Back” to return the main page

Print INV/CS	Back
--------------	-------------



3.1.8 (Office) INV/CS

- To print Invoice and Cash sales for warehouse, click “(WH)INV/CS” button

Search	New D/O	Bulk Print D/O	Bulk Print D/O (Range)	Bulk Generate INV/CS	(WH) INV/CS	(Office) INV/CS
--------	---------	----------------	------------------------	----------------------	-------------	-----------------

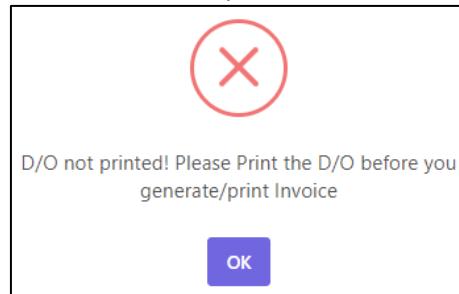
- Enter the D/O number in the textbox

D/O NO.	D
---------	---

- Click “Print INV/CS” button to print

Print INV/CS	Back
--------------	------

- Invoice cannot be printed before DO is printed and invoice is generated.



- Click “Back” to return the main page

Print INV/CS	Back
--------------	------



3.2 Reports

3.2.1 Invoice/Cash Bill

- Go to D/O & Invoice -> Reports -> Invoice/Cash Bill
- Select the date range to be generate from the calendar textbox

Date Range	Between <input type="text" value="01 Jan, 2023"/> and <input type="text" value="31 Jan, 2023"/>
------------	---

- Click the “Generate” Button

<input type="button" value="Generate"/>	<input type="button" value="Print"/>
---	--------------------------------------

- Records will be displayed as shown below,

Invoice / Cash Bill														
Date Range		Between <input type="text" value="01 Jan, 2023"/> and <input type="text" value="31 Jan, 2023"/>												
		Generate		Print		203 Record(s) Found								
#	Cash Bill / Sale Invoice	Invoice Date	D/O No.	Cost Code (Name)	Loc /Exp	Tax Code	GST Rate	Amount Excluding GST	GST Amount	Invoiced Amount	Ex Rate	Amount Excluding GST	GST Amount	Invoiced Amount
1	C20000067	08/01/2023	O 20000112	CE0001 [REDACTED] [REDACTED]	L	SS	8					100	17.6	117.6
2	C20000074	27/01/2023	O 20000381	CARAHAM [REDACTED] [REDACTED] [REDACTED] [REDACTED]	L	SS	8					370	61.6	431.6
3	C20000075	27/01/2023	O 20000502	CARAHAM [REDACTED] [REDACTED] [REDACTED] [REDACTED]	L	SS	8					650	110	640

- To print the record, click the “Print” button

<input type="button" value="Generate"/>	<input type="button" value="Print"/>
---	--------------------------------------

3.2.2 Sales Analysis

- Go to D/O & Invoice -> Reports -> Sales Analysis
- Select the date range to be generate from the calendar textbox

Date Range	Between <input type="text" value="01 Jan, 2023"/> and <input type="text" value="31 Jan, 2023"/>
------------	---

- Click the “Generate” Button

<input type="button" value="Generate"/>	<input type="button" value="Print"/>
---	--------------------------------------



- d. Records will be displayed as shown below,

Sales Analysis			
Date Range		Between 01 Jan, 2023 and 28 Feb, 2023	
#	Cust-Code	Cust-Name	Sub-Total Sales (\$\$)
1	C1STOP	1STOy BUILDERS yTE LTD	220.00
2	CABRAHAM	ZBRHZM INTERNZTIONZL yROCESS ENeeNEERINee CODy. yTE LTD.	1,422.00
3	CACERTE	ZCERTEC HZRDWZRE yTE LTD	670.00
4	CADMIRA	ZDMIRZLY INTERNZTONZL yTE LTD	230.00
5	CALFRENCH	ZLFRENCH FZCZDE yTE LTD	47,111.00
6	CALIGN	ZLleN ENeeNEERINee WORK & CONSTRUCTION 1991 yTE LTD	15,835.00
7	CALLINT	ZLLINTON ENeeNEERINee & TRZDINee yTE LTD	185.00

- e. To print the record, click the “Print” button



3.2.3 Deleted D/O

- a. Go to D/O & Invoice -> Reports -> Deleted D/O
b. Deleted records will be displayed as shown below,

Deleted D/O							
741 Record(s) Found							
*Note: Click on the deleted D/O to print. (Only Prints to OFFICE Printer)							
#	D/O	INV/CS	TR-Date	Cust-Code	Deleted Date	Deleted By	Printed Date
1	D 23001291	C 23000769	04 May, 2023	C121	May 4, 2023	API	** not printed **
2	D 23001288	C 23000766	03 May, 2023	C121	May 3, 2023	API	** not printed **
3	D 23001287	C 23000765	03 May, 2023	C121	May 3, 2023	API	** not printed **
4	D 23001285	C 23000763	01 May, 2023	C189	May 3, 2023	API	** not printed **
5	D 23001284	C 23000762	01 May, 2023	C189	May 3, 2023	API	** not printed **

- c. Click on the DO number to print the details of the particular deleted DO.



4 Acct Receivable

4.1 Customer File Maintenance

- Go to Acct Receivable -> Customer File Maintenance
- This page display customer code details.

Customer File Maintenance												
Customer Code			4093 Record(s) Found									
#	Code	Name	Contact Office Add. Delivery Add.	Remarks	Terms (Day) CR Limit	Sales Type GST Tax Code	Open Credit	B/F Balance	Y-T-D Sales	Balance	Last Receipt Date (Amount)	
1	C121	TESTC121	contact: 6857345566 Office Add:gbtujy Delivery Add: testt	test ust	100 \$100.00	E ZS	\$100.00	\$100.00	\$0.00	\$0.00	03 May, 2023 (\$0.00)	
2	C123	TT-HEllo	contact: 2345 Office Add:32 Delivery Add: 23423		0 \$0.00	L SS	\$0.00	\$0.00	\$0.00	\$0.00	05 May, 2023 (\$0.00)	

4.1.1 Search

- Enter the value in the “Customer Code” textbox and press “Enter”.

Customer Code	
---------------	--

- Use the “Help” button to get customer code information

help

- Based on the filter, customer details will be displayed.

4.1.2 Add

- Click the “Add” button

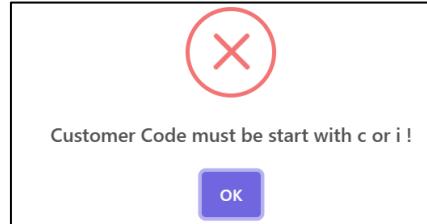
Add	Print
-----	-------

- Enter the new customer code in the textbox (Note: customer code starts with letter “C” or “I”) and press “Enter”.

Customer Code		[Max 100 Chars]
<small>*NOTE: Pls do not use special symbols as they may not be recognized by the system. (e.g. +, -, %, @, &, ', " , >, <, /, \, , ^, #, \$, ~, `)</small>		



- c. Customer code must start only with the letter ‘C’ or letter ‘I’, otherwise the below pop up will appear.



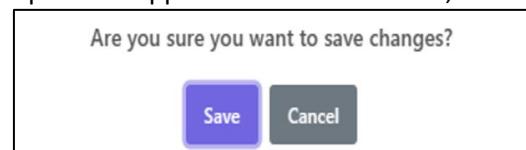
- d. Enter all the mandatory fields

Customer Code	<input type="text" value="CTEST1"/> [Max 100 Chars] <small>*NOTE: Pls do not use special symbols as they may not be recognized by the system. (e.g. +, -, %, @, &, ^, -, >, <, /, \, [,], ^, #, \$, ~, ;)</small>
Customer Name	<input type="text"/>
Contact	<input type="text"/>
Email	<input type="text"/> <small>Note: Use ";" as separator for multiple emails</small>
Office Address	<input type="text"/>
Delivery Address	<input type="text"/>
Remarks	<input type="text"/>
Sales Type / GST Tax Code	<input type="text"/> ---Select One / View All--- <small>[Note: You should select "SS" for Local and "ZS" for Export unless otherwise]</small>
Terms (Days)	<input type="text" value="0"/>
Credit Limit	<input type="text" value="0"/>
Open Credit	<input type="text" value="0"/>
B/F Balance	<input type="text" value="0"/>
Y-T-D Sales	<input type="text" value="0"/>
Balance	<input type="text" value="0"/>

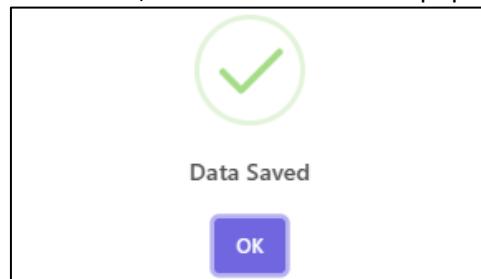
- e. Click the “Save” button



- f. Confirmation pop-up will be appeared as shown below,



- g. Click “Save” to proceed further, once saved the below pop-up will be displayed



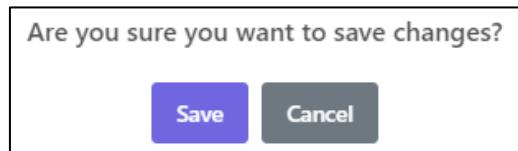


4.1.3 Edit Customer

- a. Click on the respective customer from the list to update the details of the customer.
- b. Click on save button after the necessary changes are made.



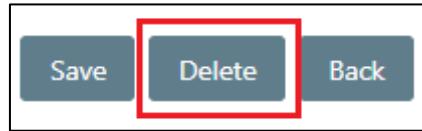
- c. Confirmation pop up will appear before saving.



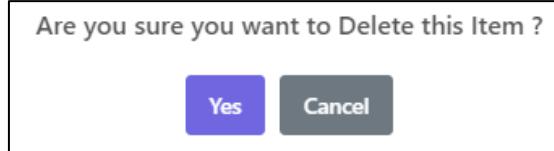
- d. Customer details will be updated and saved after clicking on save button.

4.1.4 Delete customer

- a. Click on the respective customer from the list to be deleted.
- b. Click on delete button.



- c. Confirmation pop up will appear, click on OK to delete.



- d. The particular customer will be removed from the list.

4.1.4 Print

- a. To print the record, click the “Print” button





4.2 A/R Journal

- Go to Acct Receivable -> A/R Journal
- This page displays all the A/R Journal details.

The screenshot shows the 'A/R Journal' search interface. It includes fields for 'A/C Code Search', 'Customer Code Search', 'Document Type Search' (with a dropdown menu), 'Document No. Search', and 'Entry Date' (set between 01 Feb, 2023 and 28 Feb, 2023). Below these are buttons for 'Search', 'Add Journal', and 'Print'. A message at the top right says '866 Record(s) Found'. The main area displays a table of 4 records:

#	Doc No.	Doc Type	Cust Code	Doc- Date	A/C	A/C Title	Particulars	Debit	Credit	Tax Code	Rate	Entry Date
1	Y 00552	RT	C189	15/03/2023	02-002	TRADE DEBTORS	test189	\$10.00		7.00%	28/02/2023	
2	Y 00552	RT	C189	15/03/2023	02-002	TRADE DEBTORS	test189	\$10.00		0.00%	28/02/2023	
3	123344	CN	C189	27/02/2023	02-002	TRADE DEBTORS	tesd		\$22.00	7.00%	28/02/2023	
4	Y 00553	RT	C189	27/02/2023	02-002	TRADE DEBTORS	adfadfadf		\$10.00	7.00%	28/02/2023	

4.2.1 Search

- Enter>Select any one search value

The screenshot shows the search interface with fields for 'A/C Code Search', 'Customer Code Search', 'Document Type Search' (dropdown), 'Document No. Search', and 'Entry Date' (between 01 Feb, 2023 and 28 Feb, 2023). A green 'help' button is located to the right of the search fields.

- Use the "help" button to get code information

help

- Click the "Search" button to filter records

The screenshot shows three buttons: 'Search' (highlighted with a red box), 'Add Journal', and 'Print'.

- Selected records will be displayed in the page

4.2.2 Edit Journal

- To edit A/R journal, click on the record to be edited.
- We can edit the document date and particular fields.

The screenshot shows the 'Edit Journal' interface. It includes fields for 'Document Date' (15/03/2023) with a calendar icon, 'Particulars' (test1890), and a note '(Max 60 Chars)'.

- After edit the details, click "Save" button

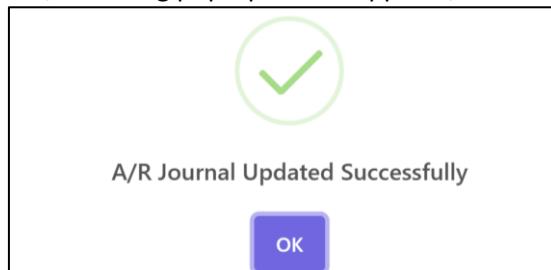
The screenshot shows two buttons: 'Save' (highlighted with a red box) and 'Back'.



- d. The following confirmation pop-up will appear, to proceed further, click “Save”



- e. Once the data saved, following pop-up will be appears,

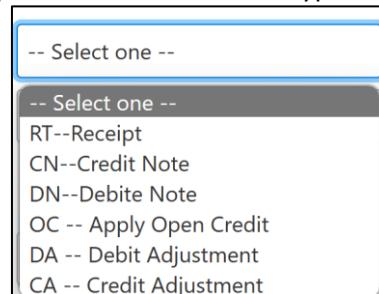


4.2.3 Add Journal

- a. Click the “Add Journal” button



- b. Select the document type from the “Document Type” dropdown list box



- c. List of fields will be automatically shown based on the document type

- d. Enter the customer code and the customer Name will be automatically display

Customer Code / Name	
-----------------------------	--

- e. Use the “Help” button to get customer code information

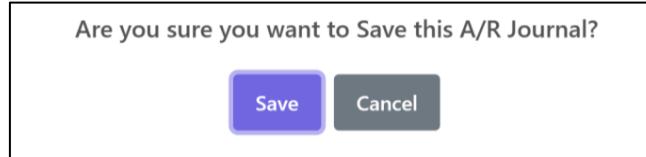


- f. After entering the details, click “Save” button

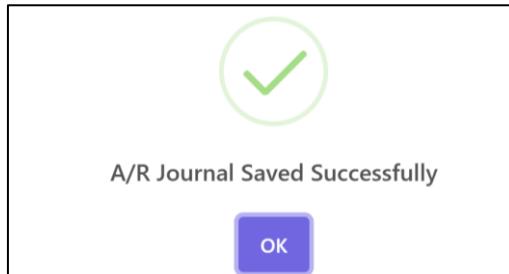




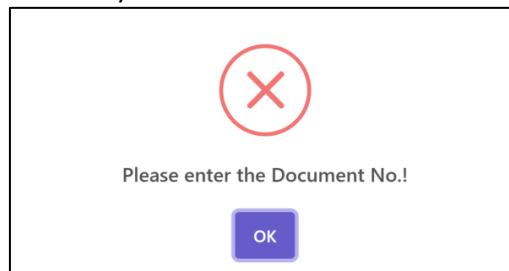
- g. The following confirmation pop-up will appear, to proceed further, click "Save"



- h. Once the data saved, following pop-up will be appears,



- i. Clicking on save button without entering the required fields, the system pop ups as below for each mandatory fields.



- j. Click "Back" button, to go to main page



4.2.4 Print

- a. To print the record, click the "Print" button





4.3 A/R Aging Enquiry

- Go to Acct Receivable -> A/R Aging Enquiry

4.3.1 Search

- Enter the customer code range to be selected in “Customer code search” textbox

Customer Code Search	From	To
----------------------	------	----

- Use the “Help” button to get customer code information

help

- Select the type as “Detailed” or “Summary” by using the radio button

Type	<input checked="" type="radio"/> Detailed	<input type="radio"/> Summary
------	---	-------------------------------

- Click the “Search” button

Search	Print
--------	-------

- Detailed or Summary A/R customer code report will be displayed based on the filter

Customer Code (Name)		C1 (3 INNOVATION PTE LTD)				
Credit Limit / Terms		0 / 0				
Y-T-D Sales		\$20.00				
Open Credit / Over Limit		\$4,000.00				
Last Receipt Date / Amount		27 Feb, 2023 / 21.00				
		Current	1 Month			
		-11.00	0.00			
		0.00	0.00			
		0.00	0.00			
		0.00	0.00			
		0.00	0.00			
		-11.00	0.00			
		-11.00	0.00			
5 Record(s) Found						
#	Doc Date	Type	Doc No.	Particulars	Doc Amt (\$)	Balance (\$)
1	27/02/23	RT	Y 00557	test	-21.00	-21.00
2	16/02/23	CN	789	test	-10.00	-10.00
3	08/02/23	CN	456	test	-10.00	-10.00
4	12/02/23	DA	34567	test	10.00	10.00
5	16/02/23	DA	test 5	particular 789	20.00	20.00
Total For February 2023(\$):				-11.00	-11.00	

4.3.2 Print

- To print the record, click the “Print” button

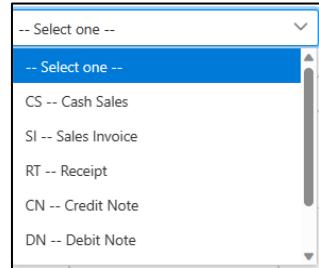
Search	Print
--------	-------



4.4 Report

4.4.1 A/R Transaction List

- Go to Acct Receivable -> Reports -> A/R Transaction List
- Select the document type from “Document Type Search” dropdown list box



- Select the date to be filter from the date calendar

Entry Date	Between	01 Feb, 2023	and	28 Feb, 2023
------------	---------	--------------	-----	--------------

- Click the “Generate” Button



- This page will display A/R transaction details based on the filters, as shown below,

A/R Transaction List									
Document Type Search									
Entry Date									
#	Doc No.	Doc Type	Cust Code	Doc Date	Particulars	Debit	Credit	Entry Date	A
1	Y00601	RT	C189	28/02/2023	samp1	\$100.00		28/02/2023	
2	Y00601	RT	C189	28/02/2023	samp1		\$100.00	28/02/2023	
3	Y00599	RT	CTECH	28/02/2023	test		\$1,000.00	28/02/2023	
4	Y00598	RT	C189	28/02/2023	test		\$1,000.00	28/02/2023	
5	Z23000592	RT	CTECH	28/02/2023	test date		\$110.00	28/02/2023	

- To print the record, click the “Print” button



4.4.2 A/R Credit Allocation List

- Go to Acct Receivable -> Reports -> A/R Credit Allocation List
- Enter the customer code range to be selected in “Customer code search” textbox

Customer Code Search	From	to
----------------------	------	----



- c. Use the “Help” button to get customer code information

help

- d. Select the date to be filter from the date calendar

Entry Date	Between	01 Feb, 2023	and	28 Feb, 2023
<input type="button" value=""/>				

- e. Click the “Generate” Button

Generate Print

- f. This page will display A/R Credit Allocation details based on the filters, as shown below,

Cust Code	Doc-Date	Doc Type	Doc No.	Particulars	Amount	Doc Type	Doc Applied	Amount Applied	Entry Date
C109	01/02/23	CN	765	test	1.00	CN			28/02/23
						OpenCr		1.00	28/02/23
									1.00
Cust Code	Doc-Date	Doc Type	Doc No.	Particulars	Amount	Doc Type	Doc Applied	Amount Applied	Entry Date
C109	28/02/23	CN	Htryd6765	(P)th	12.00	CN			28/02/23
						OpenCr		12.00	28/02/23
									12.00

- g. To print the record, click the “Print” button

Generate Print

4.4.3 A/R Statement Of Account

- a. Go to Acct Receivable -> Reports -> A/R Statement Of Account
b. Enter the customer code range to be selected in “Customer code search” textbox

Customer Code Search	From	To
----------------------	------	----

- c. Use the “help” button to get customer code information

help

- d. Click the “Generate” Button

Generate Print



- e. This page will display A/R Statement Of Account details based on the filter, as shown below,

#	Doc Date	Type	Doc No.	Particulars	Doc Avail (\$)	Balance (\$)
1	14/02/23	CN	67587018	test	-100.00	-100.00
2		CN	myPhy	test	-200.00	-200.00
3	27/02/23	CN	D001	test	-400.00	-600.00
4	27/02/23	CN	23031905	myPhy	-40.00	-640.00
5	27/02/23	CN	ghryh64	test	-10000.00	-10000.00
6	27/02/23	CN	1234491887	test	-100.00	-100.00
7	27/02/23	RT	Y 0052	test	-100.00	-100.00
8	27/02/23	CN	123344	test	-20.00	-120.00
9	27/02/23	RT	Y 0053	myPhy	-10.00	-130.00
10	27/02/23	RT	Y 0054	test	-10.00	-140.00
11	27/02/23	CN	123456	test	-10.00	-150.00
12	27/02/23	RT	Y 0055	test	-10.00	-160.00
13	27/02/23	RT	Y 0056	test	-10.00	-170.00
14	28/02/23	RT	Y 0058	test	-10.00	-180.00
15	28/02/23	CN	784716	test	-10.00	-190.00
16	28/02/23	RT	Y 0060	myPhy	-100.00	-100.00
17	28/02/23	CN	785	RT	-1.00	-101.00
18	28/02/23	CN	myPhy5785	myPhy	-120.00	-121.00

- f. To print the record, click the “Print” button

Generate **Print**

4.4.4 A/R Outstanding INV/CS List

- a. Go to Acct Receivable -> Reports -> A/R Outstanding INV/CS List
b. Select the document type from “Document Type Search” dropdown list box

-- Select one --

-- Select one --

CS -- Cash Sales

SI -- Sales Invoice

- c. Month end date will be automatically updated.
g. Click the “Generate” Button

Generate **Print**

- d. This page will display A/R Outstanding INV/CS details based on the filter
e. To print the record, click the “Print” button

Generate **Print**



4.4.5 A/R Outstanding Debtors

- a. Go to Acct Receivable -> Reports -> A/R Outstanding Debtors
- b. Select the date to be filter from the date calendar

Entry Date	Between <input type="text" value="01 Feb, 2023"/> and <input type="text" value="28 Feb, 2023"/>		
------------	---	--	--

- c. Click the “Generate” Button

--	--

- d. This page will display A/R Outstanding Debtors list details based on the filters
- e. To print the record, click the “Print” button

--	--



5 Acct Payable

5.1 Supplier File Maintenance

- Go to Acct Payable -> Supplier File Maintenance
- This page display Supplier code details.

Supplier File Maintenance											
Supplier Code											
Supplier Code		Name	Contact Office Add.		Remarks	Terms (Day) CR Limit	GST Reg No.	Open Credit	B/F Balance	Y-T-D Purchases	Balance
1	S	fsf	Contact: Office:			0 \$0.00	sdrfrg33	\$0.00	\$0.00	\$0.00	\$0.00

5.1.1 Search

- Enter the supplier code in the “Supplier Code” textbox and press “Enter”.

Supplier Code

help

- Use the “Help” button to get supplier code information

- Based on the filter, supplier details will be displayed.

5.1.2 Add

- Click the “Add” button

Add Print

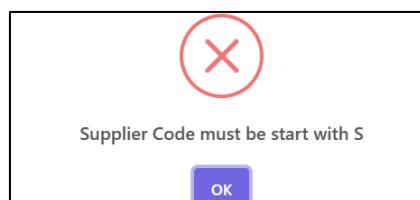
- Enter the new supplier code in the textbox (Note: supplier code must start with letter “S”) and press “Enter”.

Supplier Code

[Max 10 Chars]

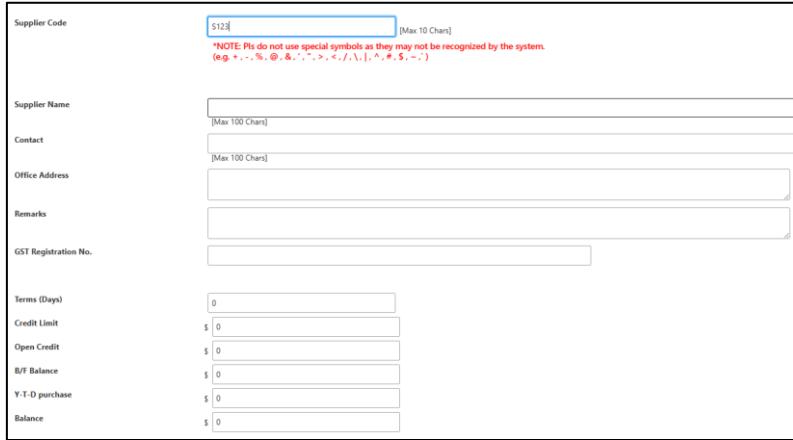
*NOTE: Pls do not use special symbols as they may not be recognized by the system.
(e.g. +, -, %, @, &, ', " , >, <, /, \, |, ^, #, \$, ~, `)

- If we enter new code with any other character or symbol, the following pop-up will appear,





d. Enter all the mandatory fields



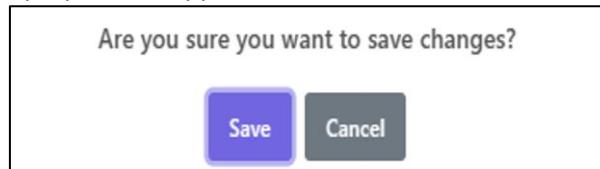
A screenshot of a form titled 'Supplier Information'. It contains the following fields:

Supplier Code	S123 [Max 10 Chars]
*NOTE: Pls do not use special symbols as they may not be recognized by the system. (e.g. +, -, %, @, ^, *, >, <, /, \, {, }, ^, #, \$, ~, _)	
Supplier Name	[Max 100 Chars]
Contact	[Max 100 Chars]
Office Address	[Max 100 Chars]
Remarks	[Text area]
GST Registration No.	[Text area]
Terms (Days)	0
Credit Limit	\$ 0
Open Credit	\$ 0
B/F Balance	\$ 0
Y-T-D purchase	\$ 0
Balance	\$ 0

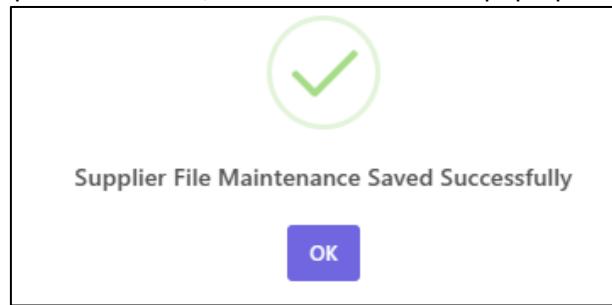
e. Click the “Save” button



f. Confirmation pop-up will be appeared as shown below,



g. Click “Save” to proceed further, once saved the below pop-up will be displayed



5.1.3 Print

a. To print the record, click the “Print” button





5.2 A/P Journal

- b. Go to Acct Payable -> A/P Journal
- c. This page displays all the A/P Journal details.

#	Doc No.	Doc Type	Supp Code	Doc-Date	A/C	A/C Title	Particulars /Cheque No.	Debit	Credit	Tax Code	Rate	Entry Date
5	12312	PI	SABENI	27/02/2023	03-001	TRADE CREDITORS	test		22.00		7.00%	28/02/2023
6	12312	CN	SCH	27/02/2023	03-001	TRADE CREDITORS	tests	10.00			7.00%	28/02/2023

5.2.1 Search

- a. Enter>Select any one search value

- b. Use the “Help” button to get code information

help

- c. Click the “Search” button to filter records

- d. Selected records will be displayed in the page

5.2.2 Edit Journal

- a. To edit A/P journal, click on the record to be edited.
- b. Edit the required field values,
- c. After edit the details, click “Save” button

- d. The following confirmation pop-up will appear, to proceed further, click “Ok”

- e. Once the data saved, pop-up will be appearing.

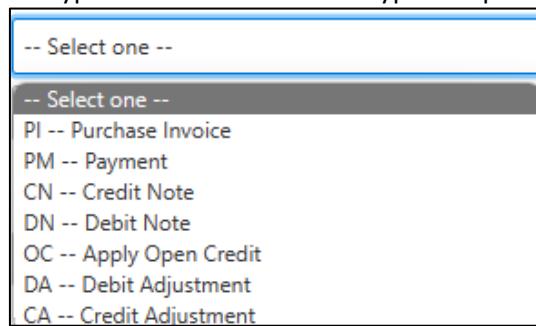


5.2.3 Add Journal

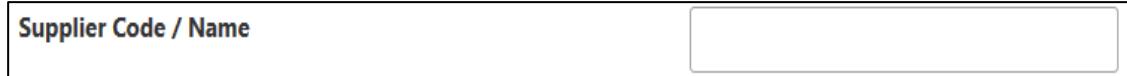
- Click the “Add Journal” button



- Select the document type from the “Document Type” dropdown list box



- List of fields will be automatically shown based on the document type
- Enter the Supplier code and the Supplier Name will be automatically display



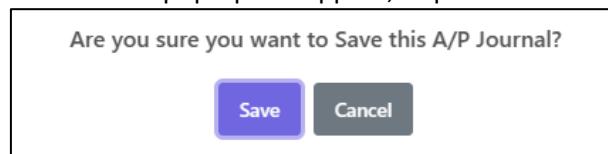
- Use the “Help” button to get code information

help

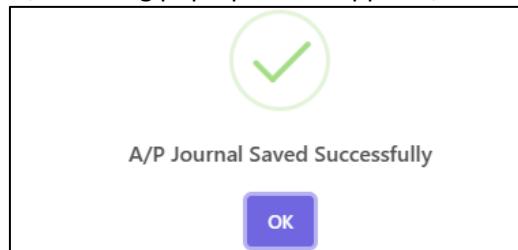
- After entering the details, click “Save” button



- The following confirmation pop-up will appear, to proceed further, click “Save”

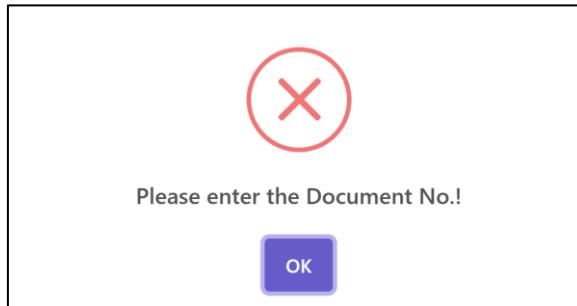


- Once the data saved, following pop-up will be appears,





- i. Without entering mandatory fields, if click “save” button, following pop-up will be appears,



- j. Click “Back” button, to go to main page



5.2.4 Print

- a. To print the record, click the “Print” button



5.3 A/P Aging Enquiry

- a. Go to Acct Payable -> A/P Aging Enquiry

5.3.1 Search

- a. Enter the supplier code range to be selected in “Supplier Code Search” textbox

Supplier Code Search	From	to
----------------------	------	----

- b. Use the “Help” button to get customer code information



- c. Select the type as “Detailed” or “Summary” by using the radio button

Type	<input checked="" type="radio"/> Detailed	<input type="radio"/> Summary
------	---	-------------------------------

- d. Click the “Search” button





- e. Detailed or Summary A/P supplier code report will be displayed based on the filter

Customer Details							
Customer Code [Name]		S123 [Sample]					
Credit Limit / Term		100.00 / 10					
Open Credit / Over Limit		0.00 / 0.00					
Last Receipt Date / Amount		/					
Current (\$)	1 Month (\$)	2 Months (\$)	3 Months (\$)	> 4 Months (\$)	Balance DR (\$)		
10.00	0.00	0.00	0.00	0.00	10.00	OK*	
1 Record(s) Found							
#	Doc Date	Type	Doc No.	Particulars	Doc Amt (\$)	Balance (\$)	
1	20/02/23	(R)	123	Test	10.00	10.00	
Total For S123 :						10.00	
A / P AGING TOTAL (R) Does Not Tally with A / P Control A / C Bal. (R)							
	Doc. Amt (\$)	Balance DR (\$)	Current (\$)	1 Month (\$)	2 Months (\$)	3 Months (\$)	> 4 Months (\$)
A/P Aging Total (\$):	10.00	10.00	10.00	0.00	0.00	0.00	0.00

5.3.2 Print

- a. To print the record, click the “Print” button

[Print](#)

5.4 Report

5.4.1 A/P Transaction List

- a. Go to Acct Payable -> Reports -> A/P Transaction List
 - b. Select the document type from “Document Type Search” dropdown list box

- Select one --
- Select one --
- PI -- Purchase Invoice
- PM -- Payment
- CN -- Credit Note
- DN -- Debit Note
- DA -- Debit Adjustment

- c. Select the date to be filter from the date calendar

Entry Date Between **01 Feb, 2023** and **28 Feb, 2023**

- d. Click the “Generate” Button

Generate **Print**



- e. This page will display A/P transaction details based on the filters, as shown below,

#	Doc No.	Doc Type	Supp Code	Supp Name	Doc Date	Particulars / Cheque No.	Debit	Credit	Entry Date
1	89517	PI	SABENI	rsSin-BENI STEEL INDUSTRIES (PTE) LTD	10/02/23	test1211 Cheque No.: -		\$10.00	28/02/23
2	12312	PM	SABENI	rsSin-BENI STEEL INDUSTRIES (PTE) LTD	11/02/23	test1000 Cheque No.: 11	\$22.00		28/02/23
3	35393	DN	SCH	CH STEEL SUPPLIES PTE LTD	14/02/23	test		\$10.00	28/02/23
4	34343	DN	SABENI	rsSin-BENI STEEL INDUSTRIES (PTE) LTD	14/02/23	test		\$110.00	28/02/23
5	12312	PI	SABENI	rsSin-BENI STEEL INDUSTRIES (PTE) LTD	27/02/23	test		\$22.00	28/02/23
6	ent64	PI	SABENI	rsSin-BENI STEEL INDUSTRIES (PTE) LTD	27/02/23	highj	\$10.00		28/02/23

- f. To print the record, click the “Print” button

Generate	Print
----------	-------

5.4.2 A/P Debit Allocation List

- a. Go to Acct payable -> Reports -> A/P Debit Allocation List
b. Enter the supplier code range to be selected in “Supplier Code Search” textbox

Supplier Code Search	From	to
----------------------	------	----

- c. Use the “help” button to get supplier code information

help

- d. Select the date to be filter from the date calendar

Entry Date	Between 01 Feb, 2023	and 28 Feb, 2023
------------	----------------------	------------------

- e. Click the “Generate” Button

Generate	Print
----------	-------

- f. This page will display A/P Debit Allocation details based on the filters, as shown below,

Supp Code	Doc-Date	Doc Type	Doc No.	Particulars	Amount	Doc Type	Doc Applied	Amount Applied	Entry Date
SABENI	28/02/23	CN	45454	test	1,110.00		OpenCr	1,100.00	28/02/23
								1,110.00	
SABENI	28/02/23	CN	6090	test	110.00		OpenCr	110.00	28/02/23
								110.00	
Supp Code	Doc-Date	Doc Type	Doc No.	Particulars	Amount	Doc Type	Doc Applied	Amount Applied	Entry Date
SABENI	28/02/23	PM	89561		465.45		OpenCr	0.00	28/02/23
							202205071	465.45	28/02/23
								465.45	
Total Amnt: \$1,685.45									
Total Applied Amnt: \$1,675.45									

- g. To print the record, click the “Print” button

Generate	Print
----------	-------



5.4.3 A/P Creditors Ledger List

- Go to Acct Payable -> Reports -> A/P Creditor Ledger List
- Enter the value to be selected in “Supplier Code Search” textbox

Supplier Code Search	From	to
----------------------	------	----

- Use the “help” button to get supplier code information



- Click the “Generate” Button



- This page will display A/P Creditor Ledger List details based on the filter, as shown below,

= \$123														
Supplier Code	\$123													
Supplier name	Sample													
B/F Balance:	0.00													
Date 28 Feb, 2023														
1 Record(s) Found														
#	Doc Date	Type	Doc No.	Particulars	Debit (\$)	Credit (\$)	Outstanding Balance (\$)							
1	27/02/23	Pt	123	test		10.00	10.00 28/02/23							
Current Month		1 Month	2 Months	3 Months	>= 4 Months	Balance DR								
10.00		0.00	0.00	0.00	0.00	0.00 10.00								

- To print the record, click the “Print” button



5.4.4 A/P Outstanding Creditors

- Go to Acct Payable -> Reports -> A/P Outstanding Creditors
- Select the date to be filter from the date calendar

Entry Date	Between 01 Feb, 2023		and 28 Feb, 2023	
------------	----------------------	--	------------------	--

- Click the “Generate” Button



- This page will display A/P Outstanding Creditors list based on the filters
- To print the record, click the “Print” button





6 Pricing History

6.1 Customer

- Go to Pricing History -> Customer
- This page displays the customer pricing history details

6.1.1 Search

- Enter the value in the “CUST-CODE” textbox, customer name will automatically appear

CUST-CODE (CUST-NAME)	<input type="text"/>
*Note: Search by EXACT code	

- Use the “help” button to get customer code information

<input type="button" value="help"/>

- Enter the item details in “Item Category” and “Item Size” textbox

Item Category / Item Size	<input type="text"/> / <input type="text"/>
----------------------------------	---

- Use the “help” button to get category and item code information

<input type="button" value="help"/>

- Once enter the item category and size, item description and unit weight will automatically display

Item Description / Unit Wgt	/ /
------------------------------------	-----

- Click the “Search” button

<input type="button" value="Search"/>	<input type="button" value="New Item"/>
---------------------------------------	---

- This page will display customer pricing history list based on the filters

6.1.2 New Item

- Click the “New Item” button

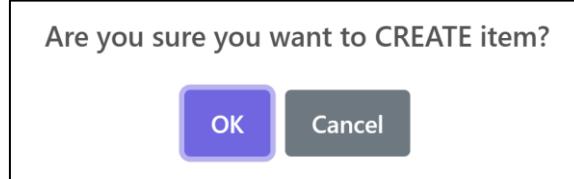
<input type="button" value="Search"/>	<input type="button" value="New Item"/>
---------------------------------------	---

- Enter all the mandatory fields
- Click the “Add” button

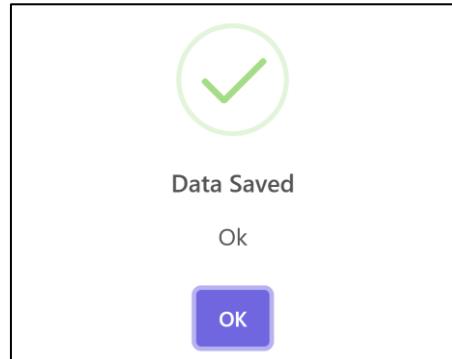
<input type="button" value="Add"/>	<input type="button" value="Back"/>
------------------------------------	-------------------------------------



- d. Confirmation pop-up will be appear as shown below



- e. Click "Ok" button to proceed further



- f. Click the "Back" button to go to main page



6.1.3 Edit Item

6.1.3.1 Save Changes

- To edit customer pricing details, click on the record to be edited.
- We can edit DOC-Ref, DOC-DATE, QTY and UNIT PRICE fields.

CUST-CODE (CUST-NAME)	<input type="text" value="CTECH"/> help
Item Category / Item Size	<input type="text" value="GI"/> / <input type="text" value="08"/> help
Item Description	Galvanised Iron Sheet / 0.8mm x 4' x 8'
DOC-REF	<input type="text" value="TEST"/>
D/O No. (if applicable)	
Customer Ref.	
DOC-DATE	<input type="text" value="27 Apr, 2023"/>
QTY	<input type="text" value="100"/>
UNIT-PRICE	\$ <input type="text" value="10"/>

- c. Once edit the values, click the "Save Changes" button





- d. Confirmation pop-up will be appear as shown below

Are you sure you want to Save Changes to Item ?

Save Cancel

- e. Click “Save” button to proceed further



Data Updated

Ok

OK

- f. Click the “Back” button to go to main page

Save Changes

Delete Item

Back

6.1.3.2 Delete Item

- a. To delete customer pricing details, Click the “Delete Item” button

Save Changes

Delete Item

Back

- b. Confirmation pop-up will be appear as shown below

Are you sure you want to Delete this Item ?

Yes

Cancel

- c. Click “Yes” button to proceed further



Deleted successfully

OK



6.2 Supplier

- Go to Pricing History -> Supplier
- This page displays the supplier pricing history details

6.2.1 Search

- Enter the value in the “SUPP-CODE” textbox, supplier name will automatically appear

SUPP-CODE (SUPP-NAME)	<input type="text"/>
*Note: Search by EXACT code	

- Use the “help” button to get supplier code information

help

- Enter the item details in “Item Category” and “Item Size” textbox

Item Category / Item Size	<input type="text"/> / <input type="text"/>
---------------------------	---

- Use the “help” button to get category and item code information

help

- Once enter the item category and size, item description and unit weight will automatically display

Item Description / Unit Wgt	/ /
-----------------------------	-----

- Click the “Search” button

Search	New Item
--------	----------

- This page will display supplier pricing history list based on the filters

6.2.2 New Item

- Click the “New Item” button

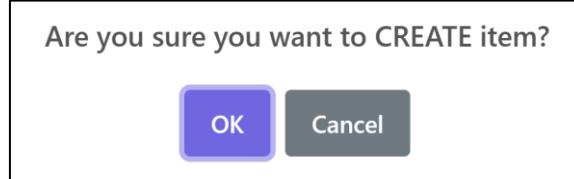
Search	New Item
--------	----------

- Enter all the mandatory fields
- Click the “Add” button

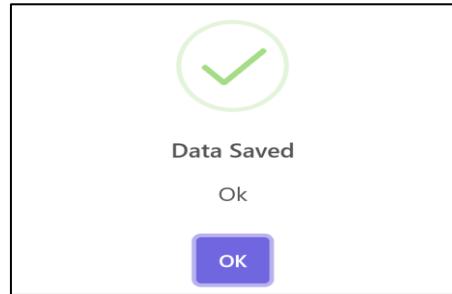
Add	Back
-----	------



- d. Confirmation pop-up will be appear as shown below



- e. Click "Ok" button to proceed further



- f. Click the "Back" button to go to main page



6.2.3 Edit Item

6.2.3.1 Save Changes

- To edit supplier pricing details, click on the record to be edited.
- User can edit DOC-Ref, DOC-DATE, QTY and UNIT PRICE fields.

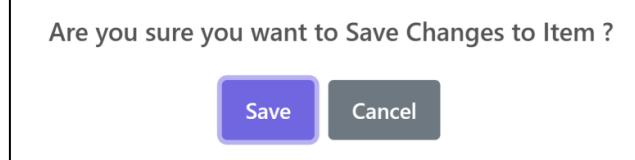
SUPP-CODE (SUPP-NAME)	<input type="text" value="SABENI"/> help
Item Category / Item Size	<input type="text" value="GI"/> / <input type="text" value="08"/> help
Item Description	Galvanised Iron Sheet / 0.8mm x 4' x 8'
DOC-REF	<input type="text" value="testd"/>
D/O No. (if applicable)	
Customer Ref.	
DOC-DATE	<input type="text" value="08 May, 2023"/>
QTY	<input type="text" value="63"/>
UNIT-PRICE	\$ <input type="text" value="10"/>
INDENT WEIGHT	0
INDENT COST	\$

- c. Once edit the values, click the "Save Changes" button

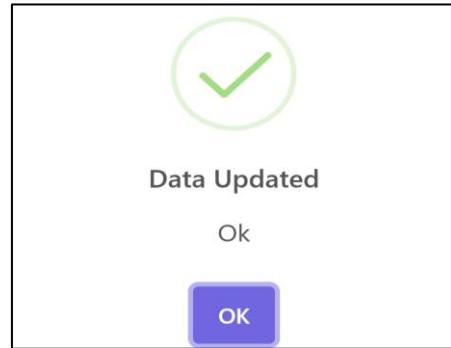




- d. Confirmation pop-up will be appear as shown below



- e. Click "Save" button to proceed further



- f. Click the "Back" button to go to main page

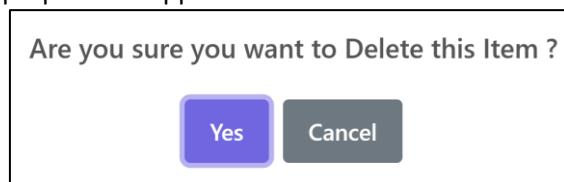


6.2.3.2 Delete Item

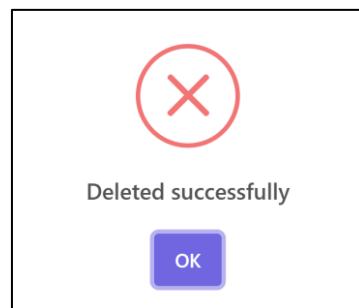
- a. To delete supplier pricing details, Click the "Delete Item" button



- b. Confirmation pop-up will be appear as shown below



- c. Click "Yes" button to proceed further





7 Stock Control

7.1 Item/Categories Master File

- Go to Stock Control -> Item/Categories Master File
- Enter the value in “Item Category” textbox and press “Enter” button

ITEM CATEGORY

- Use the “help” button to get item category information

help

- Enter the item size in “Item Category” textbox and press “Enter” button

ITEM SIZE

- Once item category value entered, category description automatically updated.

Category Description

Invalid Item Category

- Based on the entered Item Category and Size the records will be displayed in the page.
- To edit category description, click on the textbox and enter new value, click “Save Changes” button

Save Changes

- To delete item category, click “Delete Category” button

Delete Category

7.1.1 New Category

- Click the “New Category” button

New Category

- Enter the new code value in “Item Category Code” textbox

Item Category Code

[Max 10 Chars]

*NOTE: Do not use special symbols as they will not be recognized by the system.
(e.g. +, -, %, @, &, ^, >, <, /, \, |, ^, #, \$, ~, `)



- c. Enter the value for “Item Category Description” textbox

Item Category Description	<input type="text"/>	[Max 30 Chars]
---------------------------	----------------------	----------------

- d. Click the “Save” button

<input type="button" value="Save"/>	<input type="button" value="Back"/>
-------------------------------------	-------------------------------------

- e. Confirmation pop-up will be appear as shown below,

Are you sure you want to Add Item Category?	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

- f. Click “Ok” to proceed further

- g. Click the “Back” button to go to main page

<input type="button" value="Save"/>	<input type="button" value="Back"/>
-------------------------------------	-------------------------------------

7.1.2 New Item

- a. Click the “New Item” button

<input type="button" value="New Item"/>

- b. Enter the value for all mandatory fields

- c. Without entering value, if click “save” button, error notification will appear,

Please Enter the ITEM SIZE!
<input type="button" value="OK"/>

- d. Click the “Save” button

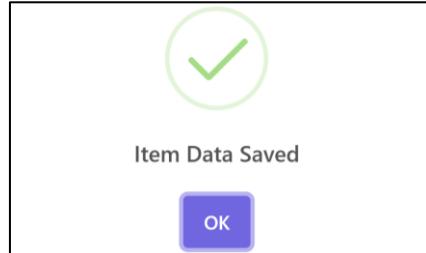
<input type="button" value="Save"/>	<input type="button" value="Back"/>
-------------------------------------	-------------------------------------

- e. Confirmation pop-up will be appear as shown below,

Are you sure you want to Add Item?	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>



- f. Click “Ok” to proceed further



- g. Click the “Back” button to go to main page



7.1.3 Item List

- a. Click the “Item List” button



- b. Item details will be displayed in new window, as shown below

SIN AIK HARDWARE (PTE) LTD Stock Item List (May 11, 2023)				
#	Category Code	Item Code	Item Description	Unit Of Measurement
1	ABA	10	SAMPLE TEST DES	10

7.1.4 Category List

- a. Click the “Category List” button



- b. Item details will be displayed in new window, as shown below

SIN AIK HARDWARE (PTE) LTD Inventory Category List (May 11, 2023)		
220 Record(s) Found		
#	Category Code	Name
1	AA	test abc12



7.2 Stock Enquiry

- Go to Stock Control -> Stock Enquiry
- Enter the value for "Item Category" and "Item Size" in the textboxes, press "Enter" button

Item Category / Item Size	<input type="text" value="AA"/>	/	<input type="text" value="100"/>
---------------------------	---------------------------------	---	----------------------------------

- Use the "help" button to get item category information

help

- Once "Item Category" and "Item Size" value entered, stock details will be automatically updated

The screenshot shows a software interface titled 'Stock Enquiry'. At the top, there are two input fields: 'Item Category / Item Size' containing 'AA' and 'Item Description' containing 'test abc12 / TEST'. Below these are several data rows: 'Unit Weight' (10), 'Balance B/F (PCS) (Unit of Measurement)' (0 (PCS)), 'Balance B/F (\$\$)' (0.00), 'Reserve QTY' (0), 'QTY (inclusive reserve)' (0), 'QTY (exclusive reserve)' (0), and 'ON ORDER QTY' (0). At the bottom, there are two sets of tables. The first table has columns: #, TR-DATE, Supp-Code, TR-REF, QTY-RECD, UNIT COST, QTY UNALLOC, STOCK VALUE. The second table has columns: #, D/O, INV/CS, CUST-NO, CUST-REF, TR-DATE, WGT, QTY, UNIT PRICE, EXTENDED PRICE. Both tables have a header row with the same column names.

7.3 Indent Order

- Go to Stock Control -> Indent order

7.3.1 Search

- Enter the any one search value in the textbox

CONTRACT NO. Search	<input type="text"/>
SUPPLIER CODE Search	<input type="text"/>
ITEM CATEG CODE Search	<input type="text"/>
ITEM SIZE CODE Search	<input type="text"/>
Date Range	Between <input type="text" value="11 May, 2022"/> and <input type="text" value="11 May, 2023"/>

- Use the "help" button to get code information

help

- After entered the search value, click "Search" button

Search

- This page displays the filter record details



7.3.2 New Indent Order

- Click the “New Indent Order” button

- Enter the values for the following fields and press “Enter”

Contract No.	<input type="text"/> [Max 20 Char]
Supplier Code	<input type="text"/> [Max 10 Char]
Item Category / Item Size	<input type="text"/> / <input type="text"/> help

- The order details will be updated as table in the page
- Click “Back” button to go to main page

7.3.3 Add Item

- Click the “Add Item” button

- Enter the value for all mandatory fields

Contract No. / Supplier Code	<input type="text"/> --Select One / View All--
Item Category / Item Size	<input type="text"/> / <input type="text"/> help
Item Description	/
TR-DATE	<input type="text"/> 11 May, 2023 [dd/mm/yyyy]
Unit Weight	<input type="text"/> 0
QTY Ordered (Weight)	<input type="text"/> 0
QTY On Order (Weight)	<input type="text"/> 0
UNIT COST	\$ <input type="text"/> 0

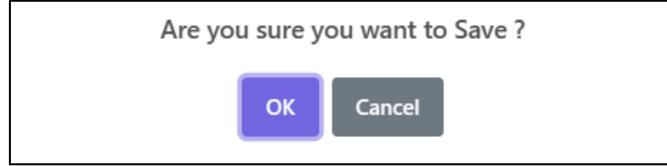
- Use the “help” button to get code information

- After entering values, click the “Save” button

The "Save" button is highlighted with a red border.



- e. Confirmation pop-up will be appear as shown below,



- f. Click "Ok" to proceed further
g. Click the "Back" button to go to main page



7.3.4 Print

- a. To print the record, click the "Print" button



7.4 Transaction

7.4.1 Overseas Purchase Receipt

- a. Go to Stock Control -> Transaction -> Overseas Purchase Receipt
b. Select the Contract No. and Supplier Code using the dropdown box

Contract No. / Supplier Code	---Select One / View All---
------------------------------	-----------------------------

- c. Once value selected, the record will be displayed in the page

#	Contract No.	Supplier No.	Item Category /Size	TR-DATE	QTY Ordered (Weight)	QTY On Order (Weight)	Unit Cost
1	12345	12345	AB, [10100]	18/05/2023	100	100	\$ 100
2	12345	12345	AB, [10130]	18/05/2023	21	21	\$ 22

- d. To edit record, click on the contract No.

- e. Edit the field values

Overseas Purchase Receipt for Indent Order (New/Add)	
Contract No. / Supplier Code	/
Item Category, [Item Size], Item Desc.	/ [] /
Item Category Description	
TRANS. TYPE	
B/F QTY BAL. / QTY On-hand / On Order QTY	/ /
TRANS. REF	[Max 30 Chars]
TRANS. DATE	
WEIGHT-INDENT QTY	
MANUFACTURER	
HEAT NO.	
TRANS. QTY (PCS)	
UNIT COST	\$
CERTIFICATE	<input type="button" value="Choose File"/> No file chosen



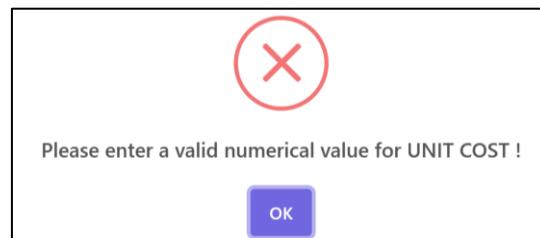
- f. Once entered value and click “Update” button

- g. Confirmation pop-up will be appear as shown below,



- h. Click “Save” to proceed further

- i. Without filling the value, if click update button, error message pop-up will be appeared



- j. Click the “Back” button to go to main page

7.4.2 Local Purchase Receipt

- a. Go to Stock Control -> Transaction -> Local Purchase Receipt

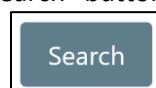
7.4.2.1 Search

- a. Enter any search value in the textbox

- b. Use the “help” button to get code information



- c. After entering values, click the “Search” button





- d. The record will be displayed in the page

#	Supp Code	Trans. Ref.	Item Category	Item Size	Manufacturer	Heat No.	Type	Trans. Date	QTY Received	QTY Issued	Unit Cost	Certificate
1	S123	1	AB	1275	1	1	PI	29/05/2023	1	0	\$1	
2	S123	testuat	AB	1212	test		PI	29/05/2023	56	0	\$56	
3	SCH	test	AB	430	56	56	PI	29/05/2023	65	0	\$65	
4	S123	testuat	AB	1275			PI	26/05/2023	455	0	\$454	
5	S123	sample	AB	10100			PI	23/05/2023	10	0	\$10	

- e. To view detail information, click on the record

Supplier Code / Name	S123	Sample				
TRANS. TYPE	PI					
TRANS. REF	1	[Max 30 Chars]				
TRANS. DATE	May 29, 2023					
Item Category / Item Size	AB	/ 1275				
Item Description	Mild Steel Angle Bar / 75mm x 75mm x 12mm x 6M					
Unit Weight	78					
B/F QTY / On Order QTY / Reserved QTY	669 / 0 / 0					
QTY On Hand less Reserved QTY	(1148 - 0)= 1148					
#	D/O No.	INV/CS No.	CUST code	Trans. Date	Qty/Weight	Unit Price

- f. Click the “Back” button to go to main page

Back

7.4.2.2 New Receipt

- a. To add new receipt, click the “New Receipt” button

New Receipt

- b. Enter the values in all mandatory fields

Purchase Receipt for Local Order (New/Add)	
Supplier Code / Name	
TRANS. TYPE	PI
TRANS. REF	
TRANS. DATE	29/05/2023 [dd/mm/yyyy]
Item Category / Item Size	
Item Description	
Unit Weight	
B/F QTY / On Order QTY / Reserved QTY	
QTY On Hand less Reserved QTY	
MANUFACTURER	
HEAT NO.	
TRANS. QTY (pos)	
UNIT COST	\$
CERTIFICATE	<input type="file"/> Choose File No file chosen

- c. Use the “help” button to get code information

help

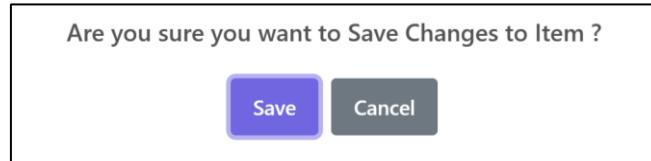
- d. Upload certificate in .pdf format.



- e. After entering values, click the “Update” button



- f. Confirmation pop-up will be appear as shown below,



- g. Click “Save” to proceed further

- h. Without filling mandatory field value, if click update button, error message pop-up will be appeared



- i. Click the “Back” button to go to main page



7.4.2.3 Add Item

- a. To add new receipt, click the “Add Item” button



- b. Enter the values in all mandatory fields

Purchase Receipt for Local Order (New/Add)

Supplier Code / Name	<input type="text"/>	help
TRANS. TYPE	<input type="text"/> PI	[Max 30 Chars]
TRANS. REF	<input type="text"/>	
TRANS. DATE	<input type="text"/> 29/05/2023	dd/mm/yyyy
Item Category / Item Size	<input type="text"/>	/ <input type="text"/>
Item Description	<input type="text"/>	
Unit Weight	<input type="text"/> / /	
B/F QTY / On Order QTY / Reserved QTY	<input type="text"/> (-)=	
QTY On Hand less Reserved QTY	<input type="text"/>	
MANUFACTURER	<input type="text"/>	
HEAT NO.	<input type="text"/>	
TRANS. QTY (pcs)	<input type="text"/>	
UNIT COST	\$ <input type="text"/>	
CERTIFICATE	<input type="file"/> Choose File No file chosen	



- c. Use the “help” button to get code information

help

- d. After entering values, click the “Update” button

Update

Back

- e. Confirmation pop-up will be appear as shown below,

Are you sure you want to Save Changes to Item ?

Save

Cancel

- f. Click “Save” to proceed further

- g. Without filling mandatory field value, if click update button, error message pop-up will be appeared



Quantity should be greater than 0 !

OK

- h. Click the “Back” button to go to main page

Update

Back

7.4.3 Purchase Return

- a. Go to Stock Control -> Transaction -> Purchase Return

7.4.3.1 Search

- a. Enter any search value in the textbox

Supplier Code [Name]	<input type="text"/>	help
ITEM CATEG CODE Search	<input type="text"/>	help
ITEM SIZE CODE Search	<input type="text"/>	help
Trans. Date	Between <input type="text"/> and <input type="text"/>	

- b. Click the “Search” button

Search



- c. Filter records will be displayed in the page

#	Supp Code	Trans. Ref.	Item Category	Item Size	Type	Trans. Date	QTY Received	QTY Issued	Unit Cost
1	SCH	sch	AB	430	PR	24/05/2023	1	0	0
2	SCH	sch6	GI	4	PR	18/05/2023	0	4.6	4.7
3	SCH	testd	GI	08	PR	18/05/2023	0	10	10
4	SCH	sch1	GI	08	PR	16/05/2023	5	0	0
5	SCH	sch3	GI	08	PR	16/05/2023	56	0	0
6	SCH	sch5	GI	08	PR	16/05/2023	55	0	0
7	SCH	sch2	AB	4330	PR	16/05/2023	66	0	0

7.4.3.2 New Purchase Return

- a. For new purchase return, click the “New Purchase Return” button

New Purchase Return

- b. Enter the values in all mandatory fields
c. Use the “help” button to get code information

help

- d. After entering values, click the “Update” button

Update

Back

- e. Confirmation pop-up will be appear as shown below,

Are you sure you want to Update this Transaction ?

OK

Cancel

- f. Click “Ok” to proceed further
g. Without filling mandatory field value, if click update button, error message pop-up will be appeared



Please enter a valid numerical value for TRANS. QTY !

OK

- h. Click the “Back” button to go to main page

Update

Back



7.4.4 Sales Return

- Go to Stock Control -> Transaction -> Sales Return

7.4.4.1 Search

- Enter any search value in the textbox

Customer Code [Name]	<input type="text"/>	<input type="button" value="help"/>
ITEM CATEG CODE Search	<input type="text"/>	<input type="button" value="help"/>
ITEM SIZE CODE Search	<input type="text"/>	<input type="button" value="help"/>
Trans. Date	Between <input type="text" value="29 May, 2022"/> and <input type="text" value="29 May, 2023"/>	

- Click the “Search” button

- Filter records will be displayed in the page

#	Supp Code	Trans. Ref.	Item Category	Item Size	Type	Trans. Date	QTY Received	QTY Issued	Unit Cost
1	c189	test	AB	10100	SR	18/05/2023	21	0	22

7.4.4.2 New Sales Return

- For new sales return, click the “New Sales Return” button

- Enter the values in all mandatory fields

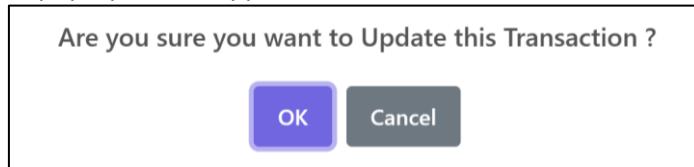
Sales Return (New)	
Customer Code / Name	<input type="text"/>
TRANS. TYPE	SR
TRANS. REF	<input type="text"/> [Max 30 Chars]
TRANS. DATE	<input type="text" value="29/05/2023"/> dd/mm/yyyy
Item Category / Item Size	<input type="text"/> / <input type="text"/>
Item Description	/
Unit Weight	/
B/F QTY / On Order QTY / Reserved QTY	/ /
QTY On Hand less Reserved QTY	(-)=
TRANS. QTY (pcs)	<input type="text"/>
UNIT COST	\$ <input type="text"/>

- Use the “help” button to get code information

- After entering values, click the “Update” button

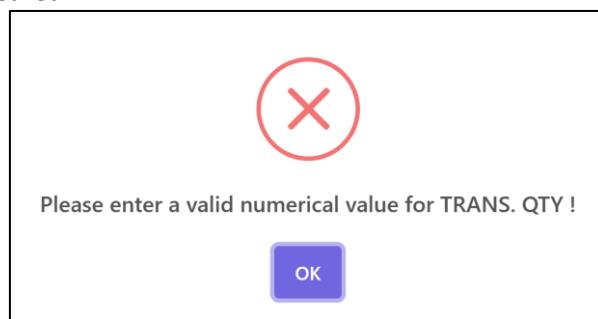


- j. Confirmation pop-up will be appear as shown below,



- k. Click "Ok" to proceed further

- l. Without filling mandatory field value, if click update button, error message pop-up will be appeared



- m. Click the "Back" button to go to main page



7.4.5 Positive Adjustment

- a. Go to Stock Control -> Transaction -> Positive Adjustment

7.4.5.1 Search

- a. Enter any search value in the textbox

Positive Adjustment	
ITEM CATEG CODE Search	<input type="text"/> help
ITEM SIZE CODE Search	<input type="text"/> help
Trans. Date	Between <input type="text" value="29 May, 2022"/> and <input type="text" value="29 May, 2023"/>

- b. Click the "Search" button





- c. Filter records will be displayed in the page

#	Trans. Ref.	Item Category	Item Size	Type	Trans. Date	QTY Received	QTY Issued	Unit Cost
1	testuat	AB	430	PA	29/05/2023	5	0	\$ 5
2	dbtest	AB	430	PA	22/05/2023	55	0	\$ 55
3	dbtest	AB	10100	PA	18/05/2023	5	0	\$ 5
4	testd	AB	10100	PA	18/05/2023	10.7	0	\$ 10.8
5	55	AB	530	PA	17/05/2023	10	0	\$ 10

7.4.5.2 New Adjustment

- a. For new positive adjustment, click the “New Adjustment” button

New Adjustment

- b. Enter the values in all mandatory fields

Positive Adjustment (New)

TRANS. TYPE	PA
TRANS. REF	[Max 30 Chars]
TRANS. DATE	29 May, 2023
Item Category / Item Size	/
Item Description	/
Unit Weight	/ /
B/F QTY / On Order QTY / Reserved QTY	(-)=
QTY On Hand less Reserved QTY	
TRANS. QTY (pcs)	
UNIT COST	\$

- c. Use the “help” button to get code information

help

- d. After entering values, click the “Update” button

Update

Back

- e. Confirmation pop-up will be appear as shown below,

Are you sure you want to Update this Transaction ?

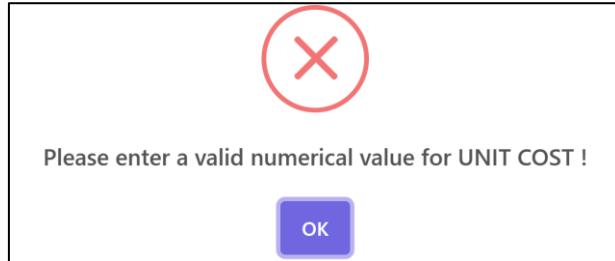
Save

Cancel

- f. Click “Save” to proceed further



- g. Without filling mandatory field value, if click update button, error message pop-up will be appeared



- h. Click the “Back” button to go to main page



7.4.6 Negative Adjustment

- a. Go to Stock Control -> Transaction -> Negative Adjustment

7.4.6.1 Search

- a. Enter any search value in the textbox

ITEM CATEG CODE Search	<input type="text"/>	<input type="button" value="help"/>
ITEM SIZE CODE Search	<input type="text"/>	<input type="button" value="help"/>
Trans. Date	Between <input type="text" value="29 May, 2022"/>	and <input type="text" value="29 May, 2023"/>

- b. Click the “Search” button



- c. Filter records will be displayed in the page

#	Trans. Ref.	Item Category	Item Size	Type	Trans. Date	QTY Received	QTY Issued	Unit Cost
1	testuat	AB	530	NA	29/05/23	0	4	\$ 4
2	testapi	AB	530	NA	22/05/23	0	66	\$ 0
3	testdd	AB	10100	NA	09/05/23	0	11	\$ 0
4	testd	AB	10100	NA	05/05/23	0	78	\$ 0
5	testd	AB	10100	NA	05/05/23	0	78	\$ 0

7.4.6.2 New Adjustment

- a. For new negative adjustment, click the “New Adjustment” button



- b. Enter the values in all mandatory fields



- c. Use the “help” button to get code information

help

- d. After entering values, click the “Update” button

Update

Back

- i. Confirmation pop-up will be appear as shown below,

Are you sure you want to Update this Transaction ?

Save

Cancel

- j. Click “Save” to proceed further

- k. Without filling mandatory field value, if click update button, error message pop-up will be appeared



Please enter a valid numerical value for UNIT COST !

OK

- l. Click the “Back” button to go to main page

Update

Back



7.5 Report

7.5.1 Stock Transaction List

- Go to Stock Control -> Report -> Stock Transaction List
- Enter the search condition in the textboxes

- Click the “Generate” button



- Selected records will be displayed in the page
- To print the record, click the “Print” button



7.5.2 Closing Stock Report

- Go to Stock Control -> Report -> Closing Stock Report
- This page displays the closing stock report details

SIN AIK HARDWARE (PTE) LTD CLOSING STOCK REPORT AS AT 31 Mar, 2023					
5787 Transaction Record(s) Found					
#	ITEM CATEGORY [DESCRIPTION]	ITEM SIZE [DESCRIPTION]	TOTAL QTY (pcs)	TOTAL VALUE (\$)	AVERAGE UNIT COST (\$)
	AA [test abc]	100 [TEST]	0.00	0.00	0.00
	AB [Mild Steel Angle Bar]	10100 [100mm x 100mm x 10mm x 6M]	2,283.00	236,693.00	103.68
	AB [Mild Steel Angle Bar]	10120 [120mm x 120mm x 10mm x 6M]	0.00	0.00	0.00
	AB [Mild Steel Angle Bar]	10125 [125mm x 125mm x 10mm x 6M]	198.00	17,121.00	86.47

- To print the record, click the “Print” button





8 Sys Config

8.1 User Manage

- Go to Sys Config -> User Manage
- To edit user name, login name and password, click the cursor on the text box

Users Maintenance						
#	User Name [Max 30 Char]	Log-In Name [Max 10 Char]	Password [Max 10 Char]	Re-Enter Password	Roles	Active
1	<input type="text"/> * Super-admin account that can access Users Maintenance	<input type="text"/>	<input type="password"/>	<input type="password"/>	<input checked="" type="radio"/> Sys Admin <input type="radio"/> Office <input type="radio"/> Warehouse	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="password"/>	<input checked="" type="radio"/> Sys Admin <input type="radio"/> Office <input type="radio"/> Warehouse	<input checked="" type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="password"/>	<input checked="" type="radio"/> Sys Admin <input type="radio"/> Office <input type="radio"/> Warehouse	<input checked="" type="checkbox"/>

- Select any role using the radio button

Sys Admin Office Warehouse

- To enable user, select the active checkbox



- Once changes made, click the “Update” button

Update

8.2 GST Code Maintenance

- Go to Sys Config -> GST Code Maintenance
- This page display GST code detailed information

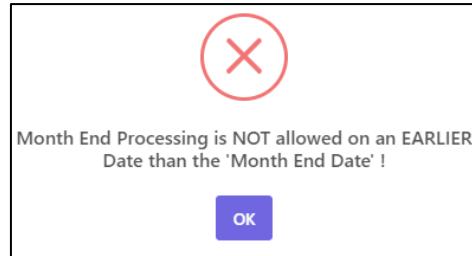
GST Code Maintenance					
#	GST Code	Type of Supplies	GST Rate	GST Tax Group	
1	EP	EXEMPT PURCHASE	0.0	IPT1	
2	ES	EXEMPT SALES	0.0	OPT	
3	IP	IMPORT PURCHASE	0.0	IPT2	
4	SP	STD RATED PURCHASES	7.0	IPT	
5	SP-5	STD RATED PURCHASES (5%)	5.0	IPT	
6	SP-7	STD RATED PURCHASES (7%)	7.0	IPT	
7	SS	STD RATED SALES	7.0	OPT	
8	SS-5	STD RATED SALES (5%)	5.0	OPT	
9	SS-7	STD RATED SALES (7%)	7.0	OPT	
10	ZP	ZERO RATED PURCHASE	0.0	IPT	
11	ZS	ZERO RATED SALES	0.0	OPT	

- To edit GST code, click on the “GST code”
- Click the “Back” button to go to main page

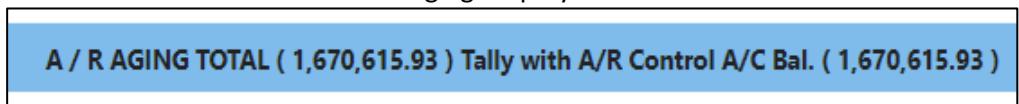


8.3 Month-End Processing

- a. Go to Sys Config -> Month-End Processing.
- b. Click on start button to start the month end process.
- c. Month end processing cannot be done before the month end date.



- d. Month end processing will be started if the following two conditions are satisfied.
 - i. Balance and balance DR in the AR aging enquiry must be tallied.

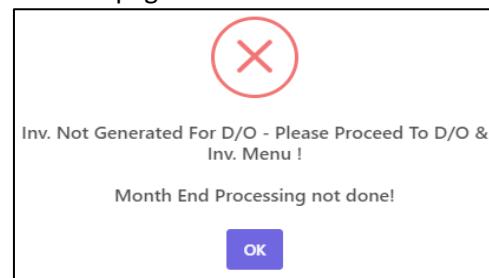


- If it is not tallied the page will be redirected to the AR aging enquiry page
-

- ii. All DOs must be printed, all INV must be generated and all INV must be printed.

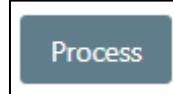
#	D/O	INV/CS	Date	Cust-Code Cust-ref	Cust-Name	Loc /Exp	D/O Prn.	INV Gen.	INV Prn.
1	D 23001323	C 23000801	24 Jun, 2023	C189	1-EIEEHT-9 HOMEMZKER YTE LTD	L	Y	Y	Y
2	D 23001322	C 23000800	21 Jun, 2023	CDD	cdd	L	Y	Y	Y
3	D 23001321	C 23000799	21 Jun, 2023	CDD cdd1 cdd2	cdd	L	Y	Y	Y
4	D 23001320	C 23000798	21 Jun, 2023	CTECH ctech1 ctech2	TECH ONSHORE MEy-yREFZBRICZTORS yTE LTD	L	Y	Y	Y

- If even anyone of the above is not done, the system will redirect to the delivery order & invoice page.

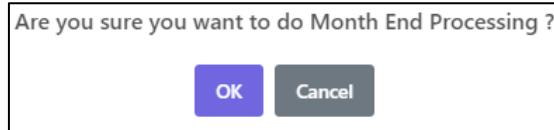




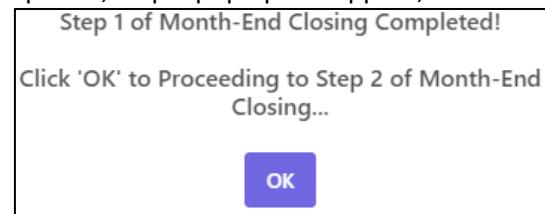
- e. When the above 2 conditions are satisfied, process button will be enabled to start the process.



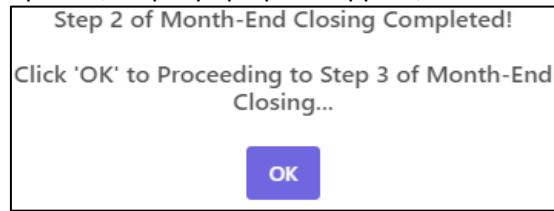
- f. Click on process button to start the month end process.
g. Confirmation pop up will appear, click on ok button.



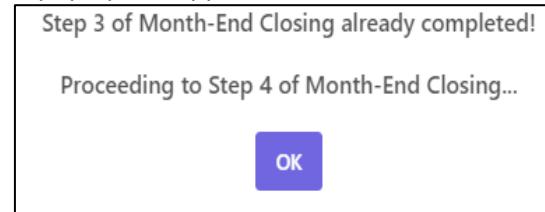
- h. After step 1 is completed, step 2 pop up will appear, click ok



- i. After step 2 is completed, step 3 pop up will appear, click ok



- j. Immediately step 4 pop up will appear, click ok.



- k. After above steps are completed successfully, re-login to continue.



8.4 Year-End Processing

- a. Go to Sys Config -> Year-End Processing
b. This page display Year-End Processing details



8.5 GL Posting Configuration

- a. Go to Sys Config -> GL Posting Configuration
- b. This page display GL Posting details
- c. To edit value, click on the textbox
- d. Once changes made, click the “Save” button

Save

- e. Confirmation pop-up will be appear as shown below,

Are you sure you want to Update Changes?

Update

Cancel

- f. Click “Update” to proceed further
- g.

8.6 System Configuration

- a. Go to Sys Config -> System Configuration
- b. This page display system details
- c. To edit value, click on the textbox
- d. Once changes made, click the “Save” button
- e. Confirmation pop-up will be appear as shown below,

Are you sure you want to Update Changes?

Update

Cancel

- f. Click “Update” to proceed further

8.7 Purge Data

- a. Go to Sys Config -> Purge Data
- b. Click on Purge data button.