



## ***ChainStorePlus Application Package***

### ***User Operation Manual (v7.0)***

Edition v1.2 (d202303)

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### ***The Book Three (3)***

### ***The Process***



*ChainStorePlus v7 Book-3  
Edition 1.2\_202303*

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# **Table of Content**

	<i>Page</i>
<b>SECTION 6 SYSTEM PROCESS .....</b>	<b>4</b>
6.1 PURCHASE ORDER PROCESS .....	4
6.2 STOCK RECEIVE .....	12
6.3 STOCK RECEIVE CONFIRMATION PROCESS AFTER INPUT OF STOCK RECEIVE DATA .....	22
6.4 STOCK TRANSFER .....	24
6.5 STOCK TRANSFER RECEIVE CONFIRMATION .....	29
6.6 STOCK TRANSFER RECEIVE RECOVERY & ADJUSTMENT .....	31
6.7 PHYSICAL ADJUSTMENT PROCESS .....	33
6.8 PHYSICAL COUNT PROCESS.....	37
6.9 RETURN TO SUPPLIERS .....	48
6.10 DELIVERY ORDER PROCESS – STOCK OUT .....	56
6.11 DELIVERY ORDER PROCESS – STOCK IN .....	66

## SECTION 6 System Process

**Objective:** After we have discussed the maintenance modules in the previous sections, The System Processing modules are the main operations in the package to perform necessary data files/database updating according to functions. The processing functions of the package will be discussed in detail in this section.

### 6.1 Purchase Order Process

The Purchase Order Process in the application allowed users to create Purchase Orders for suppliers the way from order placing, stock receiving, outstanding orders tracking, inventory cost updating (via stock receiving process), and reports.

#### Purchase Order Maintenance

Users could “click” to perform Purchase Order Creation, Modification, or Deletion from the menu as shown below:

Screen Display:



Purchase Order Information (PO3000)								
Order No.	Date	Type	Supplier	Order Qty.	Order Amount	Curr.	Status	
CHR0217	16/12/2019	P	SAP001	0	0.00	HKD	Closed	
CHR02171417	16/12/2019	P	SAP001	16	712.70	HKD	Closed	
CHR02171516	17/02/2021	P	SAP001	1	178.20	HKD	Closed	
CHR02171632	16/12/2019	P	SAP001	16	727.00	HKD	Closed	
CHRIS1907151	15/07/2019	P	1003802	1	100.00	HKD	Closed	
CHRIS1907152	15/07/2019	P	1003323	3	286.00	HKD	Closed	

Create a New Purchase Order by  
Pressing the CREATE button

## Purchase Order Detail Maintenance Screen

### Header Input

The data fields in the menu shown mostly are self-explanatory except may be a few of them need to be elaborate further:

- Normal PO: the Purchase Order is created in normal mode. Partial delivery allowed
- Blanket PO: the Purchase Order is created as a bulk order mode that supplier may deliver the items spread across a period of time- i.e. a year or a season period. The delivery of a Blanket Order therefore requires additional “Delivery Request” in next stage to complete.

The screenshot shows the 'Purchase Order Maintenance (PO3000)' screen. At the top, there are buttons for Save, Clear, Validate, and navigation arrows. On the right, there are links for Back and SX1 Admin User. The main area has tabs for 'Header Info.' (circled in red), 'Others & Remarks', and 'Manage Item'. Under 'Header Info.', there are fields for P.O. No., P.O. Date, Supplier, Supplier Ref., Brand, Season, Fabric, Currency, Ex. Rate, Pay. Terms, and Item Disc. (with radio buttons for Yes and No). Above these fields, two dropdown menus are open: one labeled 'P - Normal P.O.' and another labeled 'B - Blanket P.O.'. To the right, there is a summary table with columns for Total Amount, Net Amount, and Total Qty, all showing 0.00 and 0 respectively. Below the table, there are five buttons labeled 'Discount% 1' through 'Discount% 5'.

This check box will enable item discount input data field available in item level

This is header level discount

The values in these data fields are calculated by the system automatically and cannot be input

## Purchase Order Detail Maintenance Screen

### PO Terms Input

Click to the 2<sup>nd</sup> folder will get into PO terms input and the data fields in this menu shown mostly are explained by themselves except may be a few of them need to be elaborate further:

The screenshot shows the 'Purchase Order Maintenance (PO3000)' screen. At the top, there are buttons for 'Save', 'Clear', 'Validate', and navigation arrows. The main area contains several input fields:

- P.O. No. (text box)
- P.O. Type (dropdown menu: P - Normal P.O.)
- Header Info. (dropdown menu: Others & Remarks, circled with a blue dotted line)
- Header Desc. (text box)
- Footer Desc. (text box)
- Exp. Shipment (date picker: 01 / 03 / 2023)
- Expectation (button)
- Image (button)
- Cancellation Date (date picker)
- Last Validity (date picker)
- Last Shipment (date picker)
- Forwarder (text box)
- Trader Terms (text box)
- Shipped By (text box)
- Receive Loc. (dropdown menu: A007, \*\*\*)
- Ordered By (text box)
- Distribution Loc. (dropdown menu: A030X, \*\*\*)
- Price Method (dropdown menu)
- Sales Order No. (text box)
- Confirmation No. (text box)
- Remarks 1, Remarks 2, Remarks 3 (text areas)

Annotations with callouts:

- Expected Shipment Date:** Some PO Reports are requiring this data as for sorting field
- This will be used for a default location for PO stock receive process
- This may be used as a default location to "Distribute" the arrival stock. This works only under some "special" designed programs.

## Purchase Order Detail Maintenance Screen

### Detail Items Input

The data fields in the menu shown mostly are explained by themselves except may be a few of them need to be elaborate further:

The screenshot shows the 'Purchase Order Maintenance (PO3000)' screen. At the top, there are buttons for Save, Clear, Validate, and navigation arrows. On the right, there are links for Back, SX1 Admin User, and other system icons. The main area displays a grid of purchase order items. The columns include: Item, Color, Size, Inseam, List Price, Def. Disc%, Ovr. Disc%, Unit Cost, Quantity, Order Amount, and Unit. Row 1 shows item 100AC HJC001 with quantity 0 and unit PC. Row 2 shows item 100AC HJC002 with quantity 0 and unit PC. Rows 3 through 7 are empty. A callout box points to the 'Quantity' column, containing the following text:

User may input PO qty direct in this field, or input from "Color & Size" button if the item has color and size break down.

## **The Column Legend for Purchase Order**

	<b>Column</b>	<b>Function Description</b>
1	List Price	The List Price of this purchase item
2	Def Disc%	<ul style="list-style-type: none"><li>■ The default discount % of this Purchase item;</li><li>■ In order the system able to retrieve this default discount value automatically, it is required pre-set by user in master table in advance;</li><li>■ This disc% value can be set either in Supplier Master or Supplier PO Discount Table under Purchase Order Module</li></ul>
3	Ovr Disc%	<ul style="list-style-type: none"><li>■ This is the manual over ride discount input by user incase of the default discount is not applicable;</li><li>■ The system will take this discount for purchase unit cost calculation if available; or user the default discount if otherwise</li></ul>
4	Unit Cost	<ul style="list-style-type: none"><li>■ This is unit purchase cost either calculated by the system; OR</li><li>■ User self input a figure over riding all system calculation;</li><li>■ The figure will turn <b>RED</b> if this value is different than default PO cost for user alert;</li></ul>
5	Qty	Purchase Qty. Input by user
6	Order Amount	A system calculation field based on unit purchase by purchase Qty
7	Unit	Unit of measure of the purchase item

## **Load File Function**

In addition to input the item detail in the Manage Item page, there is Load function for user to upload the item details into the PO.

User is required to have a loading file which is matching with ChainStorePlus PO Load File data format. The file should be in Text file (Tab delimited) format and no limitation on the file name.

## Purchase Order

File Format: Text file (Tab delimited)

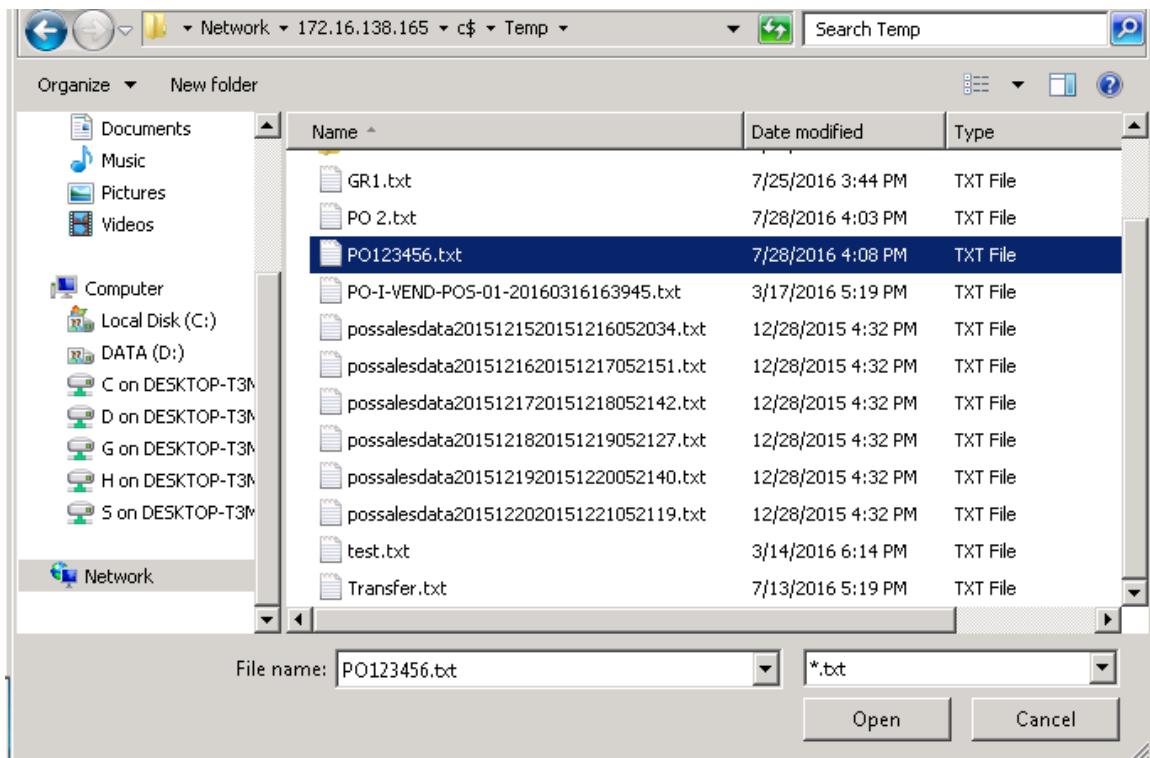
No.	Description	Length	Mandatory	Remarks
1	Item Code	X(14)	Yes	Must define in ChainStorePlus
2	Color	X(5)		Must define in ChainStorePlus
3	Size	X(4)		Must define in ChainStorePlus
4	Inseam	X(4)		Must define in ChainStorePlus
5	Quantity	X(7)	Yes	9999999
6	Unit Cost	X(12)	Yes	999999999.99
7	Item Discount Rate	X(6)		999.99

Above file format displays after clicking 'Load Layout' button.

When the PO Load File is ready, click the Load button in the Purchase Order Maintenance (PO3000) Manage Item page.

The screenshot shows the 'Purchase Order Maintenance (PO3000)' interface. At the top, there are buttons for Save, Clear, Validate, Load (which is highlighted with a red box), Load Layout, Back, and Sanyo. Below the header, there are fields for P.O. No. (PO-299234) and P.O. Type (P - Normal P.O.). The main area has tabs for Header Info., Others & Remarks, Header Desc., Footer Desc., and Manage Item. The Manage Item tab is active. It displays a grid with columns: Item, Color, Size, Inseam, List Price, Def. Disc%, Ovr. Disc%, Unit Cost, Quantity, Order Amount, O/S Qty, and Unit. Row 1 contains data: 001, #6, A, 0.00, 0.00, 5.00, 0.00, 1, 0.00, 0, PCS. Rows 2 through 25 are empty. There are icons for search, refresh, and other functions at the top of the grid.

It will prompt a Load Detail dialogue to ask for the PO Load file location. Select the PO Load File. Click Open to upload the file into PO Maintenance.



When uploading, the program will validate the data of the upload file. It will stop loading and return error when error found.

po3000

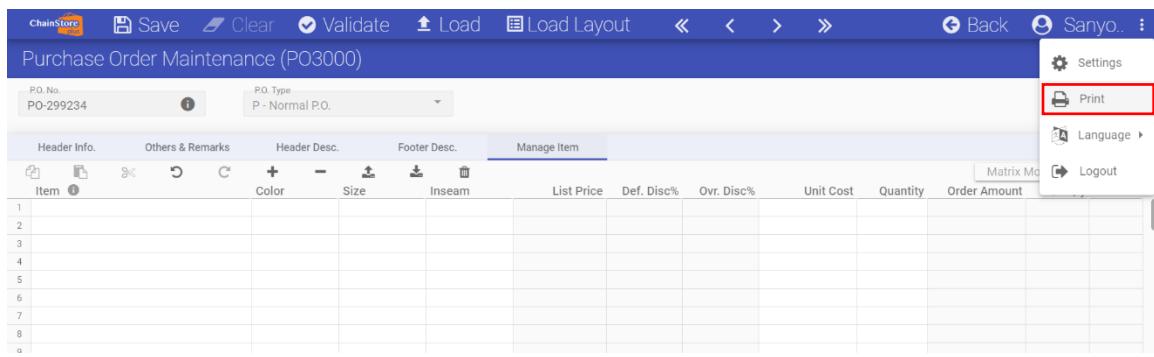
✓ Load Completed  
 End at:- 24/03/2023 11:48:51  
 etx:- 24/03/2023 11:48:51  
 Success:- 0  
Failure:- 1

Task Ref. T2023032411484822  
 Process Ref.: PO-299234 - P - PO.txt

Started At: 2023-03-24 11:48:48 AM  
 Ended At: 2023-03-24 11:48:48 AM

OK

User are required to click Print Queue and save the ‘Purchase Order Upload Error Report’ to realize the invalid upload reason. You have to modify Text file by Error Report and upload again. **Please note the PO Load File should not include the header.** If you find this error, please remove the header line and try again.



Purchase Order Maintenance (PO3000)								
P.O. No.	Date	Time	Report ID	Description	Page	Protect	Company	Save As
PO-299234	24/03/2023	11:48:51.21	PO3000	Purchase Order Upload Error Report(PO-299234)	0	01	.TXT	
	08/12/2022	16:05:32.42	PO3000	Purchase Order Upload Error Report(PO-299234)	0	01	.TXT	
	22/11/2022	11:18:46.53	RC1005	Purchase Receive Posting Report(00000004)	1	02	.TXT	
	22/11/2022	11:18:34.85	RC1004	Purchase Receive Validation Report(00000004)	1	02	.TXT	

If upload successful, the data will place into the Item Detail list. User can edit the content to save the PO.

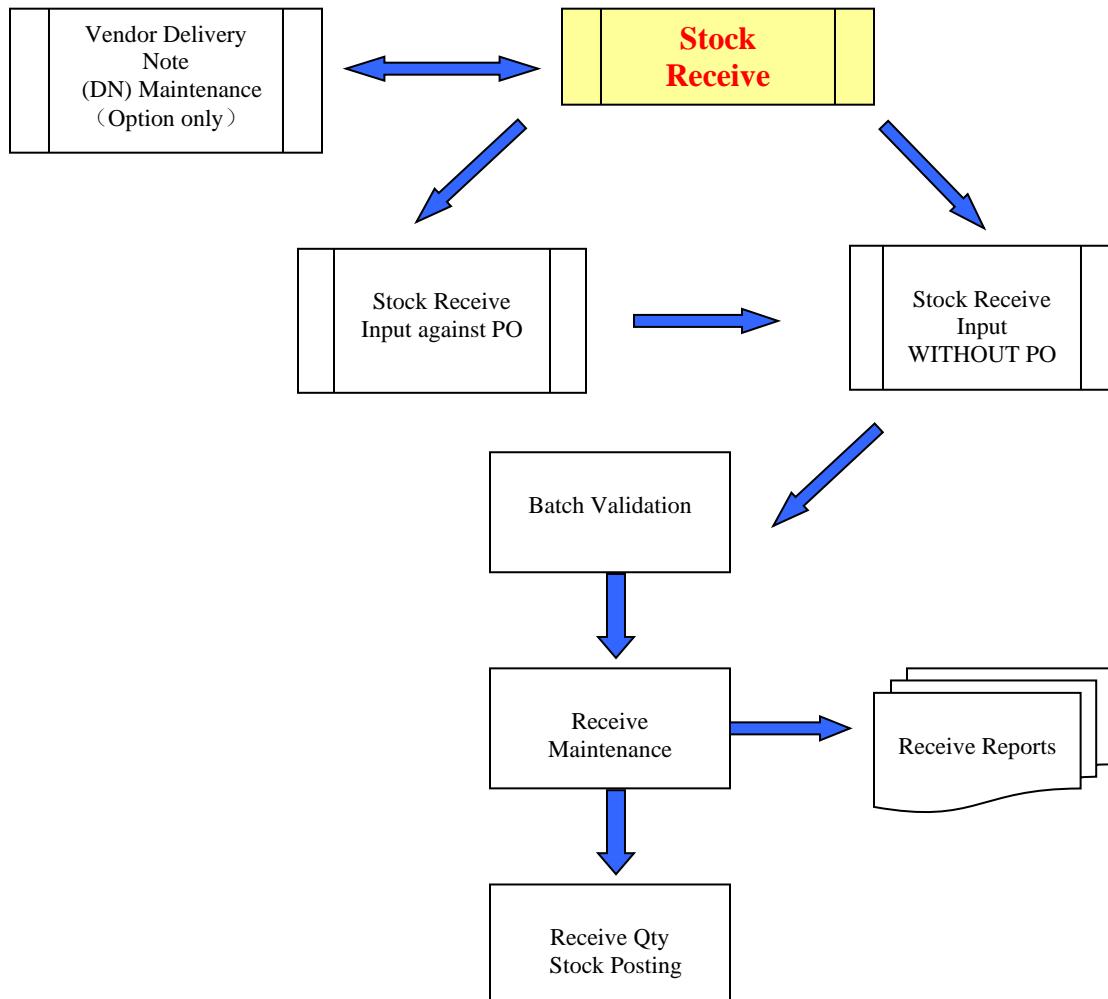
Purchase Order Maintenance (PO3000)												
P.O. No.	P.O. Type		Manage Item									
Item	Color	Size	Inseam	List Price	Def. Disc%	Ovr. Disc%	Unit Cost	Quantity	Order Amount	O/S Qty	Unit	
1 001 20000005	#6	A		0.00	0.00	5.00	0.00	1	0.00	0	PCS	
2												
3												
4												
5												
6												

## 6.2 Stock Receive

The Stock Receive Process is involving 2 major separate operations:

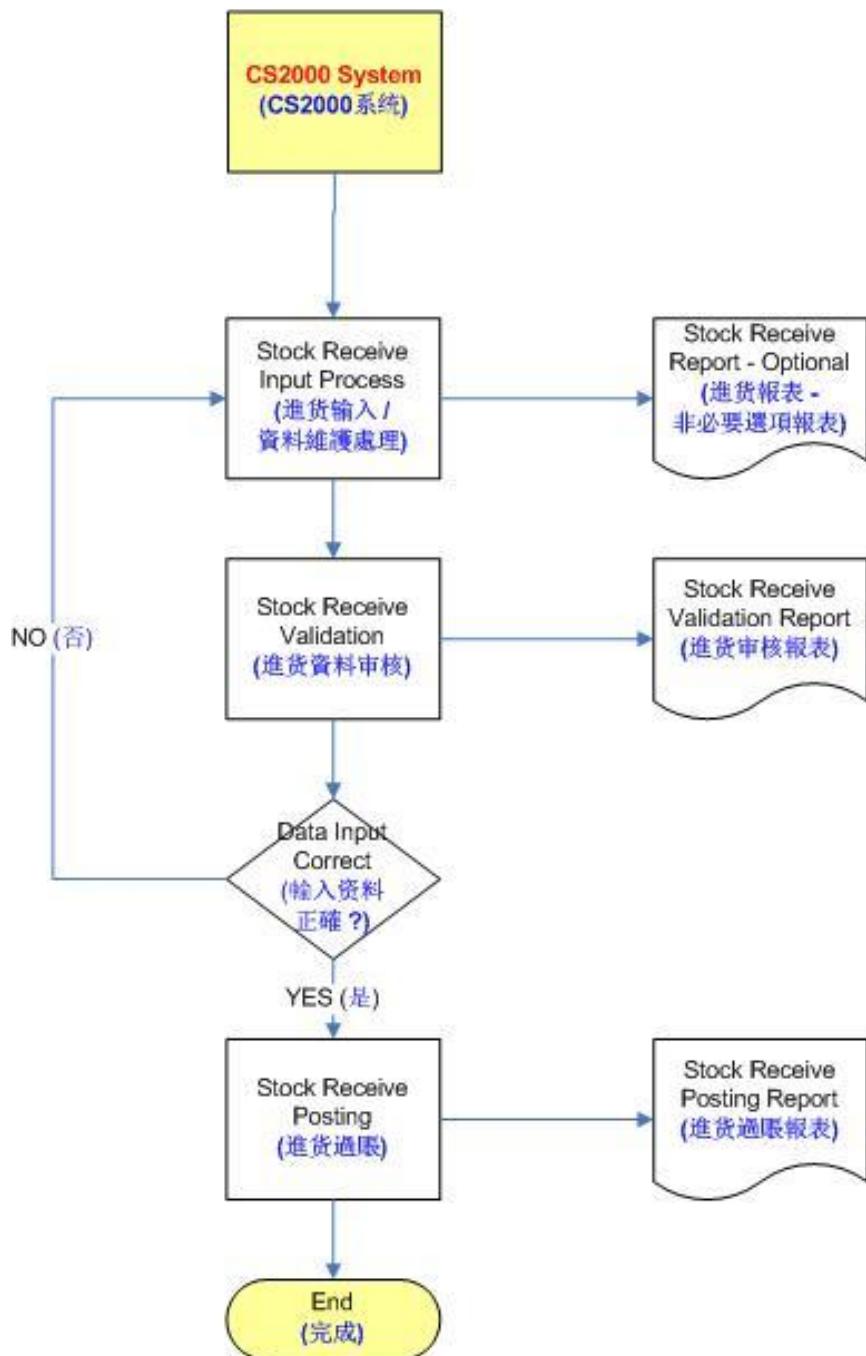
- a) the stock balance update based on actual receive qty from warehouse or receiving locations;
- b) the stock weighted average cost update based on settlement cost (against supplier's invoices) confirmed by Account Department, or relevant operator;

### a) The Operation Flow of Receive Qty Stock Update



## Stock Receive Process

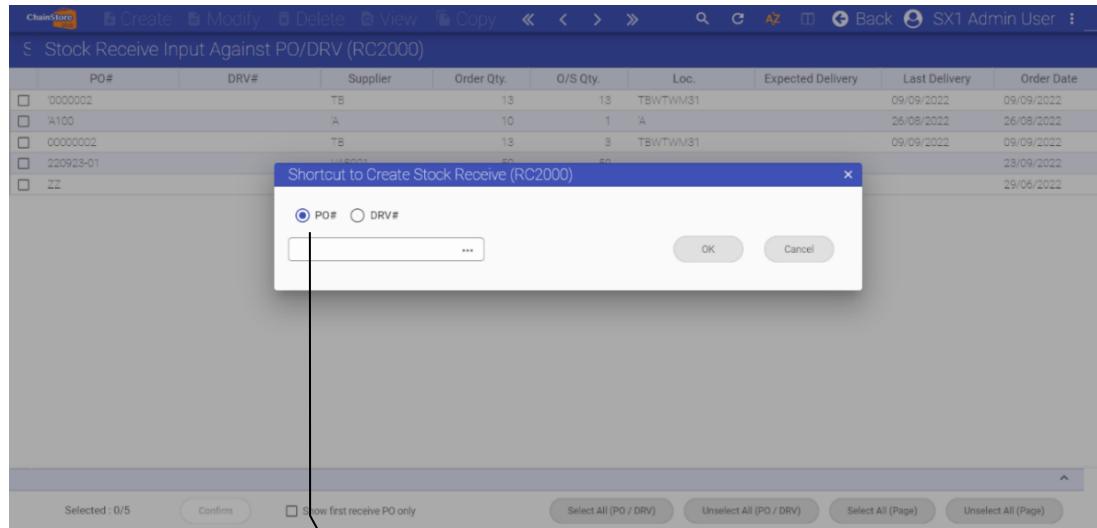
### 进货入庫系統流程



## The Stock Receive Process : a). The Stock Balance Updating

This is the process to allow user input the stock receipt qty into the system for inventory balance update. This stock receipt process could involve with or without a Purchase Order (an optional module):

### The Stock Receive Input Against PO/DRV



- Input the PO Number if the Stock Receive is against PO;
- Or Leave blank by press OK to go for full PO selection in next page.

In case of blank input, the following screen will be display:

- All outstanding POs will be display for user's selection;
- user has choice to view the POs in different sort paths – by Purchase Order# (PO#), by Delivery Request #(DRV#), by Supplier, by Expected Delivery Date, or by Receiving Location;
- User highlighted and mouse click the desired row and a “√” will be marked on the left indicating selection. Multiple selection is allowed;
- Press “Create” button on tool bar on top will make the system to create a receiving batch with default receive qty based on the outstanding qty of selected POs automatically;

The screenshot shows a software interface titled "Stock Receive Input Against PO/DRV (RC2000)". The table contains the following data:

PO#	DRV#	Supplier	Order Qty.	O/S Qty.	Loc.	Expected Delivery	Last Delivery	Order Date
10000002	TB		13	13	TBWTVWM31	09/09/2022	09/09/2022	
A100	A		10	1	A	26/08/2022	26/08/2022	
<input checked="" type="checkbox"/> 00000002	TB		13	3	TBWTVWM31	09/09/2022	09/09/2022	
<input checked="" type="checkbox"/> 220923-01	VAS001		50	50		23/09/2022		
<input type="checkbox"/> ZZ			0	2		29/06/2022		

At the bottom of the interface, there are several buttons: "Selected : 2/5", "Confirm", "Show first receive PO only", "Select All (PO / DRV)", "Unselect All (PO / DRV)", "Select All (Page)", and "Unselect All (Page)".

- Select the desired PO by pointing and mouse click;
- The selected PO is marked by “√” on the left;
- Multiple POs selection allowed;

## THE NEXT SCREEN .....

User needs to input the receiving location as the pre-fix of a Receive Number

This part of Receive Number could be user input or system generation. The field will be protected if system generation parameter is chosen

ChainStore Save Clear Validate < < > >> Back SX1 Admin User

Stock Receive Confirmation Process (RC1000)

Receipt No. A03 \*\*\*

Header Information Item Information

Date

Supplier TERROY

DN#

Remark 1

Remark 2

No. Of Seq.	Total	With P.O.	W/O P.O.	Delivery Request
Recv Qty	13	13	0	0

Click to **Item Information** Folder for next step when all input fields are done

User needs to input Supplier's Delivery Note Number here. It is important for Supplier Invoice verification purpose in later stage

System auto generated field cannot be input

## **Item Information Folder**

Three (3) Receiving Status allowed under one Receiving Batch:

- Stock Receive under PO
- Stock Receive without PO
- Stock Receive under Delivery Request from a Blanket Order

The **Red Circle** indicating which receiving status is now activated.

No. Of Seq.	Total	With P.O.	W/O P.O.	Delivery Request
13	2	2	0	0

Header Information

With P.O. (Red Circle)

W/O P.O.

Item Information (Dotted Circles)

Delivery Request

Import PO (Red Square)

PO#

Item

Color

Size

1 '0000002 00000004

2 '0000002 001 20000001

3 '0000002 001 20000001

4

5

6

7

8

Press this **"SAVE"** button when all input complete. This will lead user to next Receive Confirmation Step.

TEXT data import from external source is allowed – Optional feature.

Color and Size input of a particular Item / Style

### **The Button Legend for “Stock Receive Information Folder”**

	<b>Button</b>	<b>Function Description</b>
1	Insert	Insert an Item
2	Delete	Delete an Item
3	Select PO	This button allow user to inquire all outstanding Purchase Orders of this particular supplier and make selection from these POs. After selection, the system will bring in these orders and make those outstanding PO qty as the default receiving qty;
4	Verify	The system will verify the input data once every time this button is press. Warning or error message will be display in status line after verification
5	PO Enquiry	To inquire Purchase Order details if press
6	Color & Size	Input color and size details of the selected item
7	Description	Display the detail description of the selected item
8	Load	Import external TEXT data from a system directory. This function requires exact data format specified by the application. Please consult our software consultant before use;
9	Model & Guarantee No.	<ul style="list-style-type: none"> <li>■ This is special function do not open for general user but available only under special option.;</li> <li>■ This function allows user to input the item's unique guarantee number and model number in stock receiving stage;</li> <li>■ One item number associate only one guarantee number – therefore one(1) only qty per each item (color &amp; size not allowed) is allowed if this option is used.</li> </ul>

ChainStore Save Clear Validate < < > >> Back SX1 Admin User ::

Stock Receive Confirmation Process (RC1000)

Receipt No.	'A07	...	
<input type="radio"/> Header Information <input type="radio"/> Item Information			
Date	<input type="button" value="Calendar"/>		
Supplier	1003325	...	
DN#	DN6002		
Remark 1			
Remark 2			
Total	With P.O.	W/O P.O.	Delivery Request
No. Of Seq.	0	0	0
Recv Qty	0	0	0

### Receipt No.

Input the Receiving Location Code and the Receiving Number can be auto generate depending on parameter setting;

### Input the Receiving Item in Color & Size Detail for process WITHOUT PO (Option 1)

ChainStore Save Clear Validate < < > >> Back SX1 Admin User ::

Stock Receive Confirmation Process (RC1000)

Receipt No.	'A07	...			
<input type="radio"/> Header Information <input type="radio"/> Item Information					
With P.O.	<input checked="" type="radio"/> W/O P.O.	...			
<input type="radio"/> Color <input type="radio"/> Size					
Item	Inseam	Loc.	Recv Qty	D/N Qty.	Unit
1 100AC HJC003		'A07	20	20	PC
2					
3					
4					
5					
6					
7					
8					
a					

Select the Indicator "Without PO"

Input Item Color & size Detail after pressing this button

Input the receiving Item Code

## Input the Receiving Item in Color & Size Detail for process PO (Option 2)

The screenshot shows the 'Stock Receive Confirmation Process (RC1000)' window. At the top, there are buttons for Save, Clear, Validate, Load, Load Layout, and Back, along with the user 'SX1 Admin User'. Below the header, a table shows receipt details: Receipt No. 'A07', Total 1, With P.O. 1, W/O P.O. 0, Delivery Request 0. The table also includes columns for No. of Seq., Recv Qty, and Delivery Request. In the middle section, there are tabs for Header Information and Item Information. Under Item Information, there are fields for PO#, Item, Color, Size, Inseam, Loc., and a matrix mode table. A 'Select PO' button is circled in red. A callout box points to this button with the text: 'User must input correct 'Supplier' & 'Receipt No' in Header Information and 'Select PO' lets user to view right selection,'.

The system will display ALL related POs for user's selection:

The screenshot shows the 'Stock Receive Confirmation Process (RC1000)' window with a 'PO No. Picklist - Type: P' dialog box overlaid. The dialog has two tabs: 'AVAILABLE' and 'SELECTED'. The 'AVAILABLE' tab shows a list of PO numbers with columns for PO No., Supplier, and Date. The 'SELECTED' tab shows a single entry: PO No. 220923-01, Supplier VAS001, and Date 23/09/2022. There are navigation buttons between the two tabs. The main window below shows a list of PO numbers from 1 to 22, with a sub-total of 5 for the available items and 1 for the selected item.

The selected POs contain will be retrieved and placed as Receiving Items as follows for user's receive confirmation:



Save

Clear

Validate



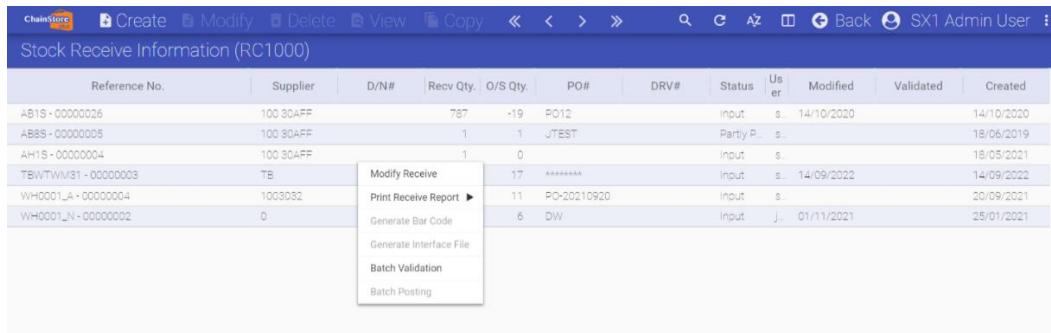
Back

SX1 Admin

## Stock Receive Confirmation Process (RC1000)

		Total	With P.O.	W/O P.O.	Delivery Request			
Receipt No.	10S51201	No. Of Seq.	3	3	0			
		Recv Qty	11	11	0			
Header Information		Item Information						
With P.O.	W/O P.O.	Delivery Request	Select PO	Matrix Mode	Line Mode			
PO#	Item	Color	Size	Inseam	Loc.	Recv Qty	D/N Qty.	Unit
1 00000001	101E20ASTRK1	A0510	1		10S51201	2		PCS
2 00000001	101E20ASTRK1	A0510	2		10S51201	3		PCS
3 00000001	BAAB014325NSL				10S51201	2		PCS
4 00000001	S318	LIL			10S51201	4		PCS
5								
6								

### 6.3 Stock Receive Confirmation Process after Input of Stock Receive Data



		Function
1	Modify Receive	<ul style="list-style-type: none"> <li>■ This is Stock Receive Maintenance that allow user to add, modify and delete receiving items within a batch. User is recommended to make all necessary correction before go into next operation step.</li> <li>■ However, user is allowed roll back to this maintenance for further data correction from work steps below any time BEFORE <b>Posting</b> in step 6;</li> </ul>
2	Print Receive Report	Print the receiving qty into Print Queue
3	Generate Bar Code	Print Bar Code label for the receiving stock.
4	Generate Interface File	Generate TEXT interface file based on the receiving batch data. This is optional feature of the system
5	Batch Validation	<ul style="list-style-type: none"> <li>■ Batch Validation. The system requires the batch must be validated before Posting. Validation Report will be printed to Print Queue automatically by the system</li> <li>■ User is required to check on the validation report before go on to next POSTING step;</li> <li>■ User always could go back to the previous step in case of error is found.</li> </ul>
6	Batch Posting	This is the final step in stock balance qty update. User is required to ensure all data input in the batch is accurate. <b>NO</b> data change is

		<b>Function</b>
		allowed after posting. Data cannot be reverted after this point.

#### **6.4 Stock Transfer**

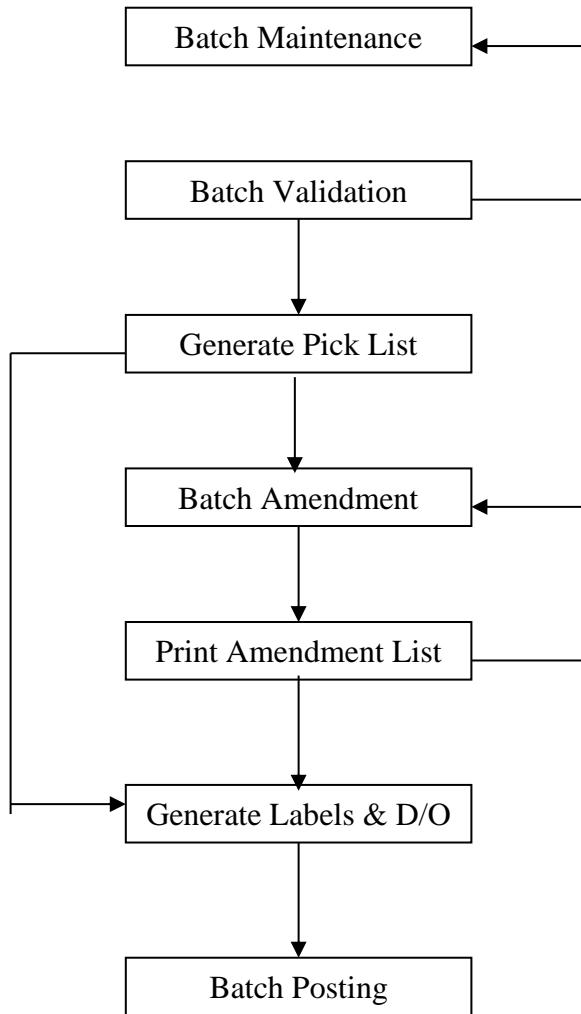
This is a Stock Transfer Process for transferring MANY items to one or many locations at once. The system called this process as *Location Oriented Transfer*. This is particular useful for situation of removing stock items from one location to another.

Objectives :- Issue transfer processes for a particular item in every record

- Functions :-
1. Batch Maintenance
    - 1.1 Create Record
    - 1.2 Modify Record
    - 1.3 Delete Record
  2. Batch Validation
  3. Generate Pick List - Transfer Pick List generation process, the warehouse personnel transfer items by referring the information in this list.
  4. Batch Amendment - Modification of batch information can only be done by this process when Pick List generation (3. above) has completed for this batch.
  5. Print Amendment List - Transfer Amendment List generation process. This is the most updated list that warehouse personnel should refer to during perform items transfer.
  6. Generate Labels & D/O - Labels and Delivery Note generation.
  7. Batch Posting
  8. Modify Description
  9. Modify Remark
  10. Scratch Batch
  11. Clear In Use Status
  12. Change Status
  13. Search Up
  14. Search Down
- Status :-
1. Input - Batch is in data input mode
  2. Validated - Batch has been validated
  3. Pick Gen. - Pick List generation process has completed
  4. Amd Create - Batch Amendment has been created
  5. Amd Print - Amendment List generation process has completed
  6. Label Prt - Labels & D/O generation process has completed
  7. Partly Pst - Error occurred during posting, batch is needed to be posted again

### **Workflow of Location Transfer Process (Manual Data Input):**

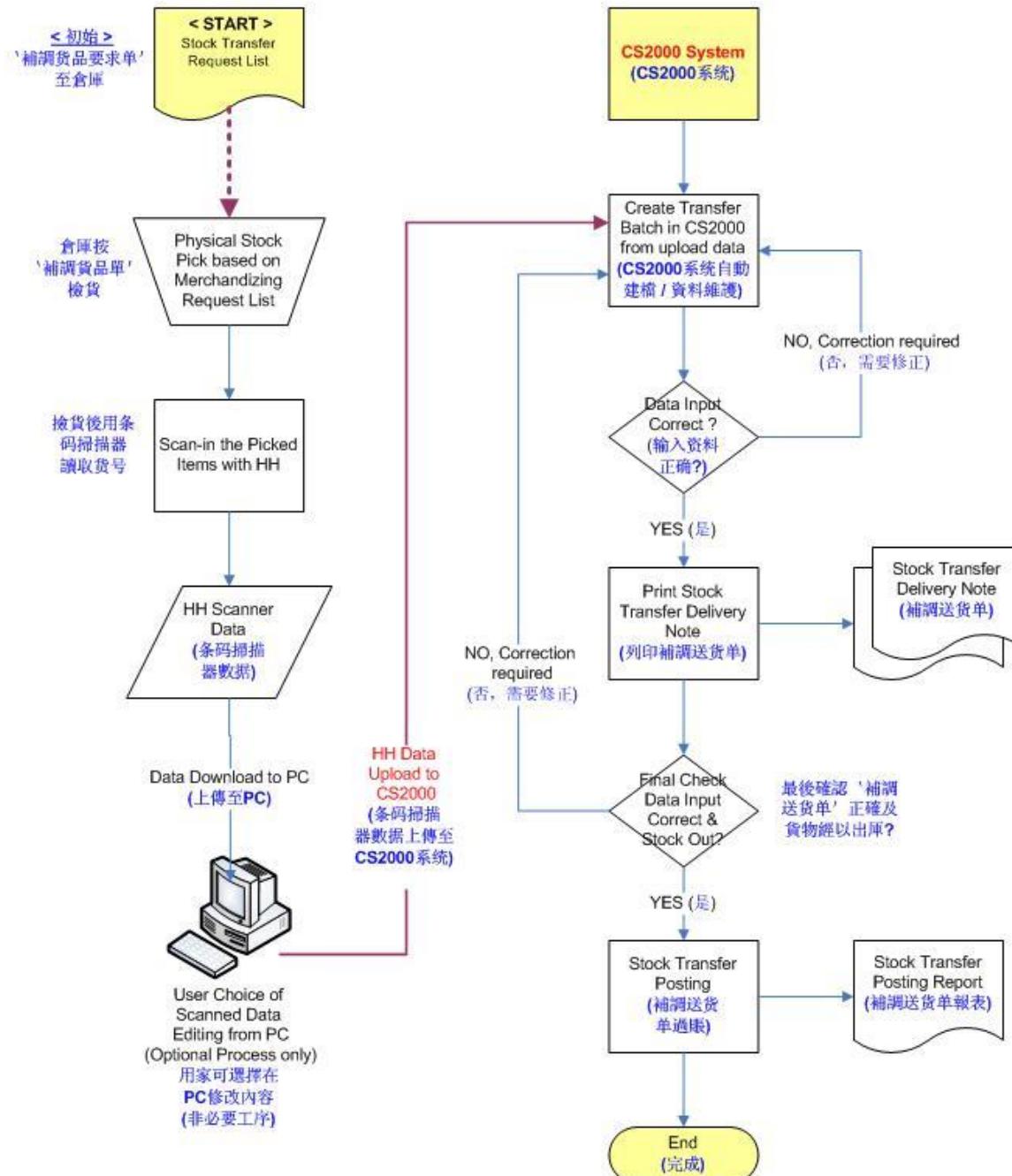
The functions that we have discussed above have their process sequence, this is to say, they are sequence dependent. The workflow of this process is shown as follows:



## Workflow of Location Transfer Process (by Hand Held Scanner Input):

### 3 - Stock Transfer-Out Process (by HH Scanning)

库存補調貨轉出系统流程 - 使用手提条码掃描器



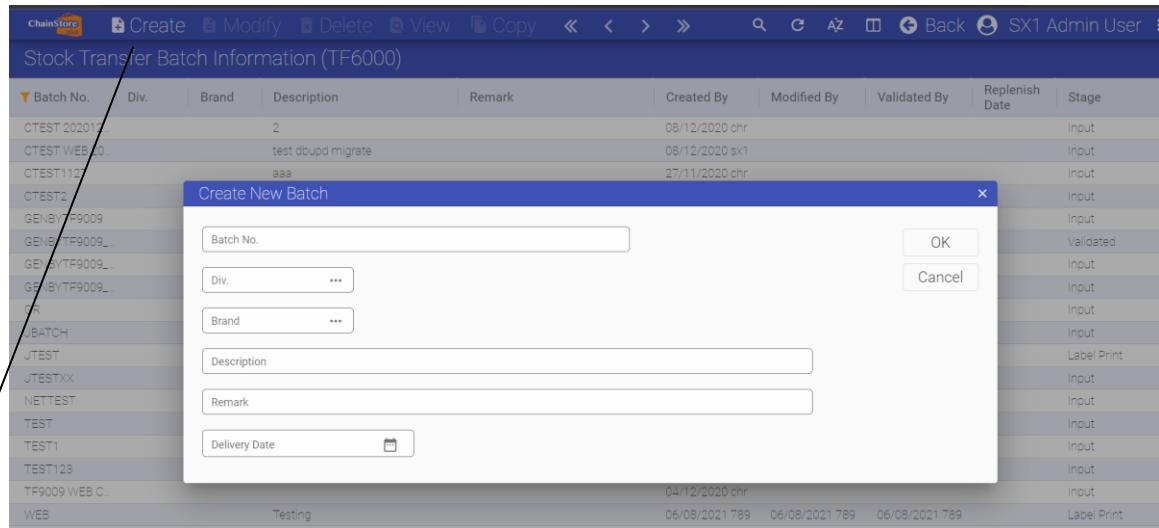
## Stock Transfer Batch Information (TF6000)

Path: Process > Stock Transfer > Stock Transfer (Carton)

Menu Screen:



Batch No.	Div.	Brand	Description	Remark	Created By	Modified By	Validated By	Replenish Date	Stage
CTEST 202012		2			08/12/2020 chr				Input
CTEST WEB 20			test dbupd migrate		08/12/2020 sx1				Input
CTEST1127			aaa		27/11/2020 chr				Input
CTEST2		123			02/10/2019 sxd	09/11/2020 sxd	09/10/2019 sxd		Input
GENBYTF9009		01		aaa	06/08/2021 789				Input
GENBYTF9009_			testing		09/09/2021 sx1		10/09/2021 sx1		Validated
GENBYTF9009_			cat: 00 subcat 1		09/09/2021 sx1				Input
GENBYTF9009_			cat: 00 subcat 1		09/09/2021 sx1				Input
GR					07/10/2021 Jerry				Input
JBATCH		jjj			16/12/2020 sx1				Input
JTEST		xxx		yyy	25/06/2021 sx1	25/06/2021 sx1	25/06/2021 sx1		Label Print
JTESTXX			johnny testing		02/12/2019 sxd				Input
NETTEST			Net testing		07/01/2021 sx1	07/01/2021 sx1			Input
TEST			test		02/12/2019 sx1				Input
TEST1		tt			02/12/2019 sx1				Input
TEST123		111			03/06/2021 sxd				Input



Batch No.	Div.	Brand	Description	Remark	Created By	Modified By	Validated By	Replenish Date	Stage
CTEST 202012		2			08/12/2020 chr				Input
CTEST WEB 20			test dbupd migrate		08/12/2020 sx1				Input
CTEST1127			aaa		27/11/2020 chr				Input
CTEST2									Input
GENBYTF9009									Input
GENBYTF9009_									Validated
GENBYTF9009_									Input
GR									Input
JBATCH									Input
JTEST									Label Print
JTESTXX									Input
NETTEST									Input
TEST									Input
TEST1									Input
TEST123									Input
TF9009 WEB C.					04/12/2020 chr				Input
WEB			Testing		06/08/2021 789	06/08/2021 789	06/08/2021 789		Label Print

- Press “Create” button on tool bar on top will make the system to create a receiving batch with Stock Transfer

ChainStore Stock Transfer Batch Information (TF6000)

Batch No.	Div.	Brand	Description	Remark	Created By	Modified By	Validated By	Replenish Date	Stage
04			111		26/03/2019 sxd	26/03/2019 sxd	02/01/2020 sxd		Label Print
05			aa	aaa	21/06/2021 sx1	21/06/2021 sx1	21/06/2021 sx1		Label Print
05/18H001	H		Auto Replenishment-H002		18/05/2020 sxd		01/12/2022 joh	11/05/2020	Label Print
05/18rH002	H		Auto Replenishment-H001		18/05/2020 sxd		14/09/2021 jerry	11/05/2020	Label Print
05/18H003	H		Auto Replenishment-H002		18/05/2020 sxd			11/05/2020	Input
05/18rS001	S		Auto Replenishment-S001		18/05/2020 sxd			11/05/2020	Input
09/25RA004	A		Batch Maintenance	(Include Replenished Trx.)	14/02/2019 sxd		20/02/2020 sxd	25/09/2018	Label Print
09/25RA006	A		Batch Validation	(Include Replenished Trx.)	14/02/2019 sxd		14/09/2021 jerry	25/09/2018	Label Print
09/25M001	A		Generate Pick List	(Include Replenished Trx.)	14/02/2019 eau	28/10/2019 sx1	28/07/2021 sxd	25/09/2018	Validated
09/25M002	A		Batch Amendment	(Include Replenished Trx.)	14/02/2019 eau		14/02/2019 eau	25/09/2018	Label Print
09/25M003	A		Print Amendment List	(Include Replenished Trx.)	14/02/2019 sxd			25/09/2018	Input
09/25M005	A		Stock Transfer D/O and Label	(Include Replenished Trx.)	14/02/2019 sxd			25/09/2018	Input
1	1		Batch Posting		11/08/2020 sx1	11/08/2020 sx1	11/08/2020 sx1		Label Print
111					20/06/2022 sx1	20/06/2022 sx1	20/06/2022 sx1		Pick Gen
12/21RA001	A		Manual Replenishment		21/12/2018 sx1		19/09/2019 sxd	21/12/2018	Input
12/21rA002	A		Manual Replenishment		21/12/2018 sx1			21/12/2018	Input
12/21rA005	A		Manual Replenishment		21/12/2018 evo1			21/12/2018	Input

■ Click ‘Batch Maintenance’ and input initial information

ChainStore Stock Transfer Batch Information (TF6001)

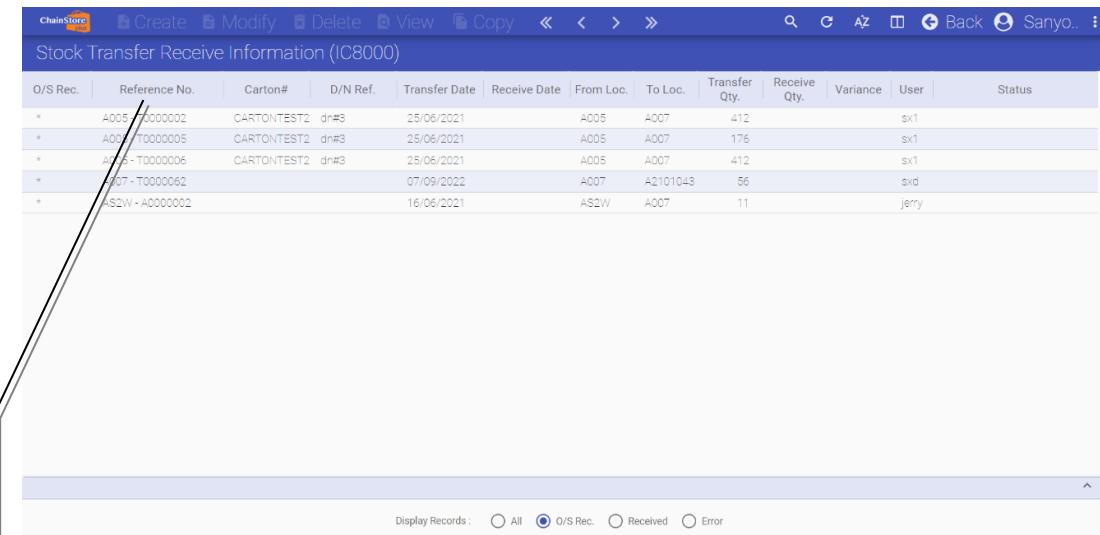
Batch No.	Pick Ref.																																																													
05/18rS001	00000149																																																													
From Loc:	Datashop 銅鑼灣分店																																																													
To Loc:	Datashop 旺角分店																																																													
Carton#	D/N Ref.	D/N Remarks																																																												
<input type="button" value="Matrix Mode"/> <input type="button" value="Line Mode"/> <table border="1"> <thead> <tr> <th>Item</th> <th>Color</th> <th>Size</th> <th>Inseam</th> <th>Quantity</th> <th>'A04 Phy.O/H</th> <th>'A04 Avail.O/H</th> <th>'A03 Phy.O/H</th> <th>'A03 Avail.O/H</th> <th>'A03 Sales</th> <th>'A03 Transfer</th> <th>'A03 Request</th> </tr> </thead> <tbody> <tr> <td>1 'PAGEAGE</td> <td></td> <td></td> <td></td> <td>3</td> <td>3</td> <td>10</td> <td>10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table>			Item	Color	Size	Inseam	Quantity	'A04 Phy.O/H	'A04 Avail.O/H	'A03 Phy.O/H	'A03 Avail.O/H	'A03 Sales	'A03 Transfer	'A03 Request	1 'PAGEAGE				3	3	10	10					2												3												4											
Item	Color	Size	Inseam	Quantity	'A04 Phy.O/H	'A04 Avail.O/H	'A03 Phy.O/H	'A03 Avail.O/H	'A03 Sales	'A03 Transfer	'A03 Request																																																			
1 'PAGEAGE				3	3	10	10																																																							
2																																																														
3																																																														
4																																																														

Users have to input relevant location and stock information. And then click ‘Batch Validation’ and next steps . (please refer to above Workflow of Location Transfer Process)

## 6.5 Stock Transfer Receive Confirmation

ChainStorePlus requires Stock Transfer Receive Confirmation Process for ALL stock transfer operations. This is a control process to make sure the transfer out quantity is correctly received by the receiving party with confirmation.

In case of discrepancy, a Stock Transfer Receive Recovery & Adjustment process is required and will be discussed in next section.



O/S Rec.	Reference No.	Carton#	D/N Ref.	Transfer Date	Receive Date	From Loc.	To Loc.	Transfer Qty.	Receive Qty.	Variance	User	Status
*	A005-T0000002	CARTONTEST2	dn#3	25/06/2021		A005	A007	412		sx1		
*	A005-T0000005	CARTONTEST2	dn#3	25/06/2021		A005	A007	176		sx1		
*	A005-T0000006	CARTONTEST2	dn#3	25/06/2021		A005	A007	412		sx1		
*	A007-T0000062			07/09/2022		A007	A2101043	56		sxd		
*	AS2W - A0000002			16/06/2021		AS2W	A007	11		jerry		

- Click, or press enter at the Stock Transfer record

## Confirm the Receiving Quantity:

Item Code	Color	Size	Inseam	D/N Qty.	Rec Qty.	Var.
1 C9DOWNDOWN	ZYX	1SIZ		9	9	0
2 CQDOWN				167	167	0
3						
4						
5						
6						
7						
8						

- The "Rec Qty" column will be filled with default value equal to D/N Qty
- User could just confirm the "Rec Qty" without change or input if the receiving qty is equal to D/N qty;
- Amend receive qty on "Rec Qty" column in case of discrepancy. The sample above showing D/N = 8 pcs and Rec Qty = 7 pcs.;
- The Variance Qty will auto display under "Var." column once input
- Confirm if your input is correct.

The System will generate Discrepancy Record(s) automatically if Delivery and Receiving Qty are disagreed. These Discrepancy Records, therefore, require future attention for manual Recovery and Adjustment and will be discussed in the next section.

## 6.6 Stock Transfer Receive Recovery & Adjustment

This is the process for recovering the discrepancy of stock transfer qty between locations. Sometimes this is a necessary procedure when we have a disagreement of transfer qty. As the stock transfer receiving location confirms the stock receiving disagreement, we may need to determine which side of the party may be responsible for this disagreement, or none of them.

Only disagreed transfer records are shown. All records are displayed in a sorted sequence of Transfer Reference Order Numbers.

ChainStorePlus Create Modify Delete View Copy << < > >> ⚡ SX1 Admin User :

Stock Transfer Receive Recovery Information (IC8001)

Revy Stat	Reference No.	Transfer Date	Receive Date	From Loc.	To Loc.	Transfer Qty.	User
*	'A - T0000002	30/08/2022	13/09/2022	'A	A02	2	
*	A - T0000003	30/08/2022	13/09/2022	A	A02	3	
*	100SH220 - T0000006	19/10/2021	29/06/2022	100SH220	A005	2	
*	100SH220 - T0000008	21/10/2021	13/07/2022	100SH220	A005	4	
*	100SH220 - T0000009	19/10/2021	13/07/2022	100SH220	10WSHM21	4	
*	100SH220 - T0000016	21/10/2021	30/08/2022	100SH220	10SS1201	2	sx1

Display Records :  All  Unrecover  Recovered

The (\*) signal those records are waiting to be recovered.

## Stock Transfer Recovery Detail Input

This screen will show the discrepancy details of that particular Transfer Note. The user has to determine who is the right party to be responsible for the disagreed qty.

The system will generate proper adjustment records to recover this disagreement according to the user's input. In case there is none of the parties do responsible for the discrepancy, the user may need to 'write off' by performing Physical Adjustments independently from the application.

ChainStore  
Save Clear Validate < < < > > Back SX1 Adm

Stock Transfer Receive Recovery Process (IC8001)

Reference No. 100SH220 - T0000006

From Loc. 100SH220

To Loc. A005 三洋 沙田分店

Transfer Date 19 / 10 / 2021

Receive Date 29 / 06 / 2022

	Item Code	Color	Size	Inseam	D/N Qty.	Rec Qty.	Var.	Rcvy.Rec.	Add D/N
1	001 20000001	#1	.5		2	22	20	22	20

## **6.7 Physical Adjustment Process**

Objectives :- The Physical Adjustment Process allows user to make corrections on stock qty with history journal.

- Functions :-
1. Batch Maintenance
    - 1.1 Create Record
    - 1.2 Modify Record
    - 1.3 Delete Record
  2. Batch Validation
  3. Batch Posting
  4. Modify Description
  5. Scratch Batch
  6. Clear In Use Status
  7. Change Status
  8. Search Up
  9. Search Down

- Status :-
1. Input - Batch is being input by operator
  2. Validated - Batch has been validated
  3. Partly Pst - Error is occurred during posting, batch needs to be re-posted

## Screen Display :-

Menu Screen →

Batch	Description	User ID	Created By	Modified By	Validated By	Stage
20210225	20210225 batch	sx1	25/02/2021	14/10/2022		Input
20210412	20210412 batch1	sx2	12/04/2021	12/04/2021	28/07/2021	Validated
210412TEST	210412TEST batch	sx2	12/04/2021			Input
BATCH	DESC	ADMIN	05/07/2022			Input
M	mmn	sx1	20/06/2022	20/06/2022		Input
T0001	Testing	sx1	16/04/2020			Input

Physical In/Out Batch Information (IC6001)						
Batch No.		20210225 batch				
By Ref.						
Ref. No.	Date	Location	Reason		Remark	Interface Need
00002192	25/02/2021	A007	A-		Y	
00002272	14/07/2022	A007	Modify		N	
Create As						

## Batch Maintenance Screen ➔

Item	Color	Size	Inseam	Quantity	Phy.O/H	New O/H
1 001 20000006	#1	002		1	0	1
2						
3						
4						
5						
6						
7						

### Prompt

### Description

- Ref. No. 9(08) - Display only  
   - Reference number for Physical I/O record  
   - auto-generated by system during record confirmation
- Date 99 99 9999 - Must field (dd/mm/yyyy)
- Reason Code X(02) - Must field  
   - a unique code to identify a particular reason under Reason Table Maintenance
- Location Code X(04) - Must field  
   - Location where the physical I/O process is going to performed  
   - Location description will be displayed beside
- Remarks X(40) - Must field  
   - Remarks of particular Physical I/O record
- Seq 9(03) - Display only  
   - Sequence number of item information  
   - maximum 200 sequence numbers in every reference no.
- Item No. X(14) - at least one in every reference no.

- maximum 200 items in every reference no.

Col X(04) - Must field if item has color control  
- Color of the item which need to be adjusted

Size X(04) - Must field if item has size control  
- Size of the item which need to be adjusted

Adjust S9(07) - Must field  
- Adjusted quantity for the corresponding item

description X(40) - Optional  
- for reference only

Total S9(07) - Display only  
- Total adjust quantity

## **6.8 Physical Count Process**

Objectives :-      Performs stock updating process after stock has been counted physically.

Prerequisites :-      User must process Freeze On Hand Quantity before going to create a physical count batch information. Since the final stock posting job usually is done much later than count input, therefore the Freeze process is became an important step for the final calculation of correct stock on hand after all batches were finally posted.

Procedures :-      1. Create a new batch with respect to a particular location ;

To Proceed

2. Activate Freeze On Hand Quantity process for items involved in the location of the batch;
3. Perform physical count of stock with respect to the time when Procedure 2 is done. Maintain the physical count values by Batch Maintenance where same item can be input as many times since consolidation will be done later;
4. Validation Process – Variance Report generation
5. Perform physical count batch posting after batch has been validated, the on-hand quantity of item after posting will be equal to :-

$$\text{Current\_On\_Hand} + (\text{Physical\_On\_Hand} - \text{Freeze\_On\_Hand})$$

where **Current\_On\_Hand** : Current on hand quantity of item in stock

**Physical\_On\_Hand** : On hand quantity of item found physically in stock(Procedure 3)

**Freeze\_On\_Hand** : On hand quantity of item when freeze (Procedure 1)

Physical adjustment journal will be generated if difference is found in Physical Count records.

If item does not input in Physical Count record while it is existing in the location, zero on hand quantity will be set to the item after the physical count has been posted.

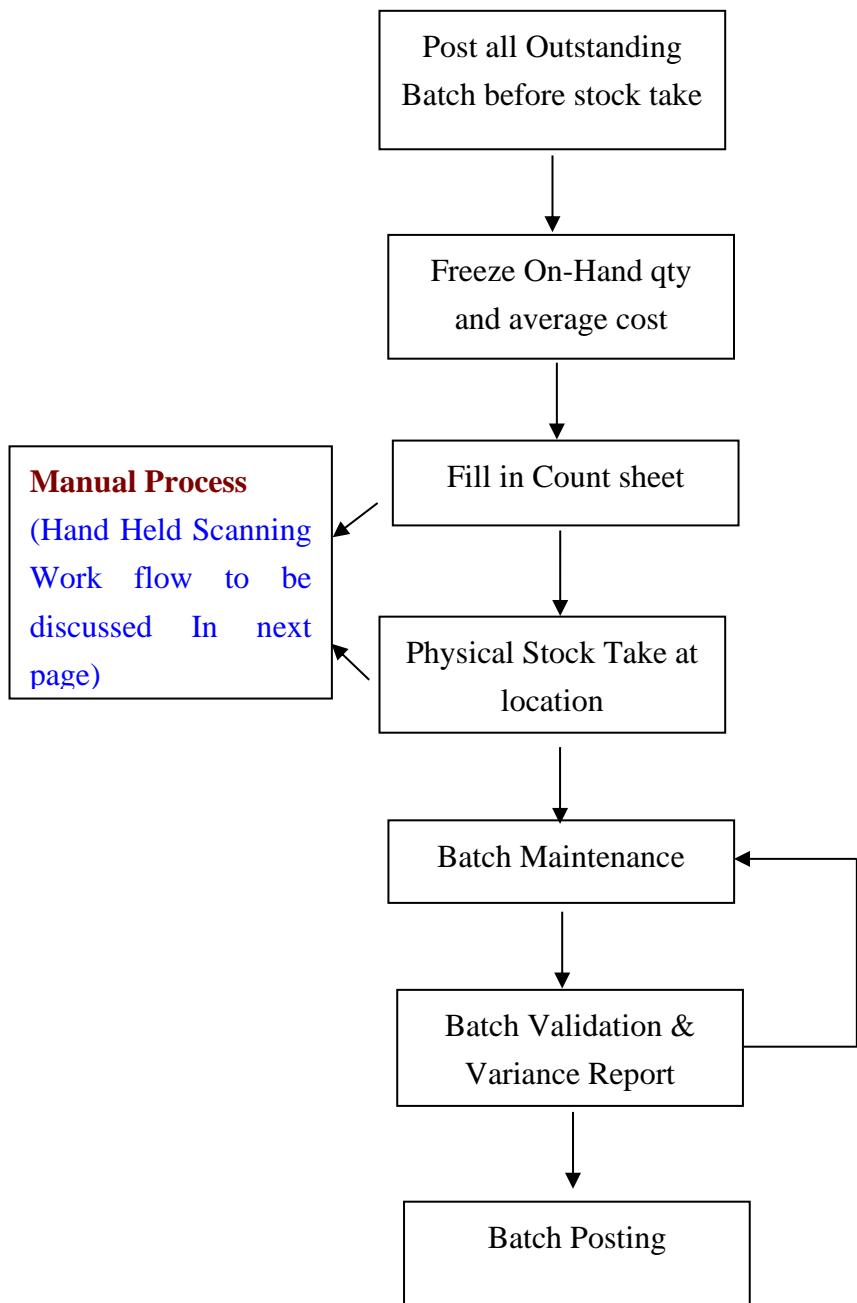
- Functions :-
1. Freeze On Hand Quantity - Necessary to perform on-hand quantity and average cost freezing process before physical count batch is created.
  2. Batch Maintenance
    - 2.1 Create Record
    - 2.2 Modify Record
    - 2.3 Delete Record
  3. Batch Validation
  4. Batch Posting
  5. Modify Description
  6. Scratch Batch
  7. Clear In Use Status
  8. Change Status (Input, Validated)

Status :-

1. Input - Batch is being input by operator
2. Validated - Batch has been validated
3. Partly Pst - Error is occurred during posting, batch needs to be re-posted

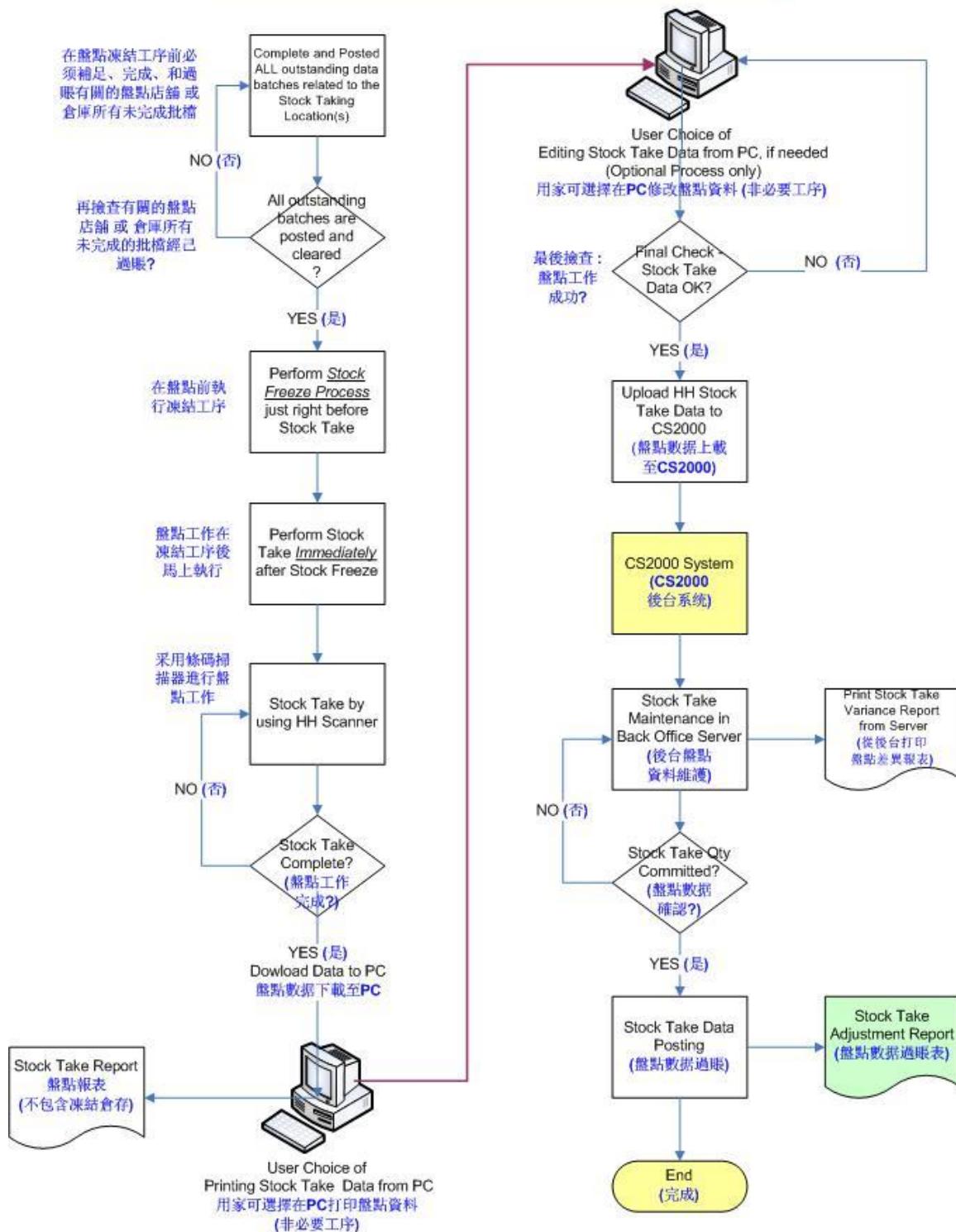
Workflow of Physical Count Batch Control Process is as follows: -

The functions that we have discussed above have their process sequence, this is to say, they are sequence dependent. The workflow of this process is shown as follows:



## Physical Stock Take Process

### 盤點系統流程



## Step 1 : Stock Freeze Operation

Clean up ALL outstanding data batches of the stock take location and perform Stock Freeze.

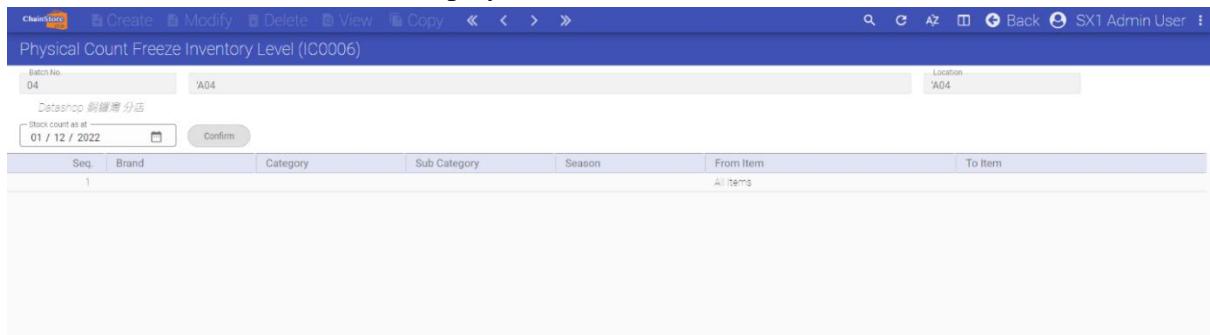
The screenshot shows the 'Physical Count Batch Information' screen with a list of existing batches and a 'Create Batch' dialog box overlaid. The 'Create Batch' dialog contains fields for 'Batch No.' (04), 'Location' (A04), 'Freeze By' (01 - All Items), 'Description' (Stock Freeze), and an 'OK' button. The main table lists batches 00, 01X, 02, and 1, each with a different location and freeze by value. A context menu is open over row 1, showing options like 'Freeze On Hand Quantity', 'Batch Maintenance', 'Batch Validation', and 'Batch Posting'. The top right corner shows the user 'SX1 Admin User'.

### Stock Freeze Operation – Input the Stock Freeze Range of the Location

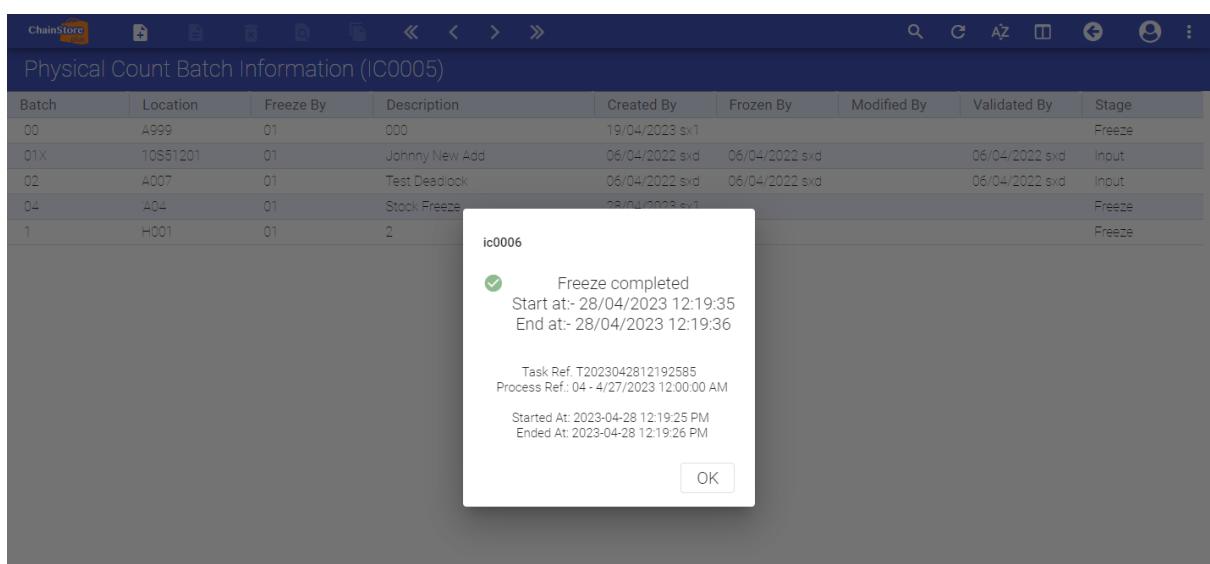
- Leave Blank for 'Select ALL' of the Range
- After Selection and "Confirm", the system will "Freeze" the stock's current qty status at today's system date;
- Stock Variance calculation therefore will based on this Freeze Qty compare to the Input Physical Stock Qty (or upload by Hand Held) in next stage

**Important:** There is **NO** Stock Movement Update or Activities allowed in the system to the Stock Take Location for the period between Stock Freeze and Physical Stock Counting Complete.

## Freeze Stock Selection Screen Display:



After clicking ‘Confirm’, it displays progress and completed message.



## Step 2: Physical Count Stock Input Batch

After stock freeze operation, user could start to input physical stock count input the system from the screen shown below.

### Stock Activities Resume Normal

Since the physical stock counting process should be already completed in this input stage, User may FREE to resume stock activities for the stock count location as normal – provided you MUST sure the physical counting is completely finished.

## Screen Display :-

### Physical Count Stock Input Batch Screen after Stock Freeze

Physical Count Batch Information (IC0005)									
Batch	Location	Freeze By	Description	Created By	Frozen By	Modified By	Validated By	Stage	
00	A999	01	000	10/04/2023 sx1				Freeze	
01X	10551201	01	Johnny New Add	06/04/2022 sx1	06/04/2022 sx1		06/04/2022 sx1	Input	
02	A007	01	Test Deadlock	06/04/2022 sx1	06/04/2022 sx1		06/04/2022 sx1	Input	
04	A04	01	Stock Freeze	28/04/2023 sx1	27/04/2023 sx1			Input	
1	H001			09/06/2022 sx1				Freeze	

Physical Count Batch Maintenance (IC0007)

Batch No.	'A04			
Location	A04			
Freeze By	01 - All Items			
Season	AU			
Ref. No.	Date	Count Sheet No.	Remark	Total Quantity

Physical Count Batch Maintenance (IC0007)

Batch No.	'A04					
Location	A04					
Ref. No.	28 / 04 / 2023					
Count Sheet No.	DW001					
Remarks	DW88 - Cycle Count					
Item	Color	Size	Inseam	Quantity	Bin Number	Freeze O/H
1 000000_LST_PUR		34B		15		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
SUM				15		0

### Prompt

### Description

Ref. No.

9(08) - Display only

- Reference number for Physical Count record

	- auto-generated by system during record confirmation
Date	99 99 9999 - Must field (dd/mm/yyyy) - Date of physical count record made
Count Sheet No.	X(15) - Must field - Count sheet number for reference used
Remarks	X(20) - Optional field - Remarks of the physical count record
Item No.	X(14) - at least one in every record
Col.	- Must field if item has color control - Color of the item
Size	- Must field if item has size control - Size of the item
Quantity	9(08) - Must field - Physical Count quantity
Description	Optional - for reference only
Total Qty	9(08) - Display only - Total physical count quantities of the record

### **Step 3: - Stock Count Validation and Variance Report Printing**

After the Physical Count Data Input and verified, you may want to validate the Input Data and print the Stock Variance Report by the system.

#### **Screen Display : Data Validation & Variance Report Printing**

Batch	Location	Freeze By	Description	Created By	Frozen By	Modified By	Validated By	Stage
00	A999	01	000	19/04/2023 sxd				Freeze
01X	10551201	01	Johnny New Add	06/04/2022 sxd	06/04/2022 sxd		06/04/2022 sxd	Input
02	A007	01	Test Deadlock	06/04/2022 sxd	06/04/2022 sxd		06/04/2022 sxd	Input
04	A04	01	Stock Freeze	28/04/2023 sxd	27/04/2023 sxd		06/04/2022 sxd	Input
1	H001	01	2	09/06/2022 sxd				Freeze

Batch	Location	Freeze By	Description	Created By	Frozen By	Modified By	Validated By	Stage
00	A999	01	000	19/04/2023 sxd				Freeze
01X	10551201	01	Johnny New Add	06/04/2022 sxd	06/04/2022 sxd		06/04/2022 sxd	Input
02	A007	01	Test Deadlock	06/04/2022 sxd	06/04/2022 sxd		06/04/2022 sxd	Input
04	A04	01	Stock Freeze	28/04/2023 sxd	27/04/2023 sxd		06/04/2022 sxd	Input
1	H001	01	2	09/06/2022 sxd				Freeze

After clicking 'OK', it displays progress and completed message.

Batch	Location	Freeze By	Description	Created By	Frozen By	Modified By	Validated By	Stage
00	A999	01	000	19/04/2023 sxd				Freeze
01X	10551201	01	Johnny New Add	06/04/2022 sxd	06/04/2022 sxd		06/04/2022 sxd	Input
02	A007	01	Test Deadlock	06/04/2022 sxd	06/04/2022 sxd		06/04/2022 sxd	Input
04	A04	01	Stock Freeze	28/04/2023 sxd	27/04/2023 sxd		06/04/2022 sxd	Input
1	H001	01	2	09/06/2022 sxd				Freeze

#### Step 4: - Stock Take Posting

- This is the final job for the Stock Take Process. The system will use the final validated input Stock Count Data to compare the Stock Freeze qty produce a Variance and update to Inventory as final.
- Corresponding Update journal / history records will be generated.

Physical Count Batch Information (IC0005)								
Batch	Location	Freeze By	Description	Created By	Frozen By	Modified By	Validated By	Stage
00	4999	01	000	19/04/2023 sx1				Freeze
01X	10551201	01	Johnny New Add	06/04/2022 sx0	06/04/2022 sx0		06/04/2022 sx0	Input
02	4007	01	Test Deadlock	06/04/2022 sx0	06/04/2022 sx0		06/04/2022 sx0	Input
04	404	01	Stock Freeze	28/04/2023 sx1	27/04/2023 sx1		28/04/2023 sx1	Validated
1	H001	01	2	Freeze On Hand Quantity	022 sx1			Freeze

[Batch Maintenance](#)  
[Batch Validation](#)  
[Batch Posting](#)

After clicking ‘Batch posting’, it displays progress and completed message.

Physical Count Batch Information (IC0005)								
Batch	Location	Freeze By	Description	Created By	Frozen By	Modified By	Validated By	Stage
00	4999	01	000	19/04/2023 sx1				Freeze
01X	10551201	01	Johnny New Add	06/04/2022 sx0	06/04/2022 sx0		06/04/2022 sx0	Input
02	4007	01	Test Deadlock	06/04/2022 sx0	06/04/2022 sx0		06/04/2022 sx0	Input
04	404	01	Stock Freeze	28/04/2023 sx1	27/04/2023 sx1		28/04/2023 sx1	Validated
1	H001	01	2	Freeze On Hand Quantity	09/08/2022 sx1			Freeze

Physical Count Posting (IC0009)

Physical Count Posting 1  
 Physical Count Posting 2  
 Physical Count Posting 3  
 Physical Count Posting 4  
 Physical Count Posting 5

IC0009

Posting completed

Task Ref: T2023042815504192  
Process Ref: 04 - False - False - False - False

Started At: 2023-04-28 03:50:42 PM  
Ended At: 2023-04-28 03:50:43 PM

OK Cancel

## **6.9 Return to Suppliers**

This function allows user to return goods to supplier. In some cases, such as wrong delivery or damaged product, the company need to return those products to the supplier.

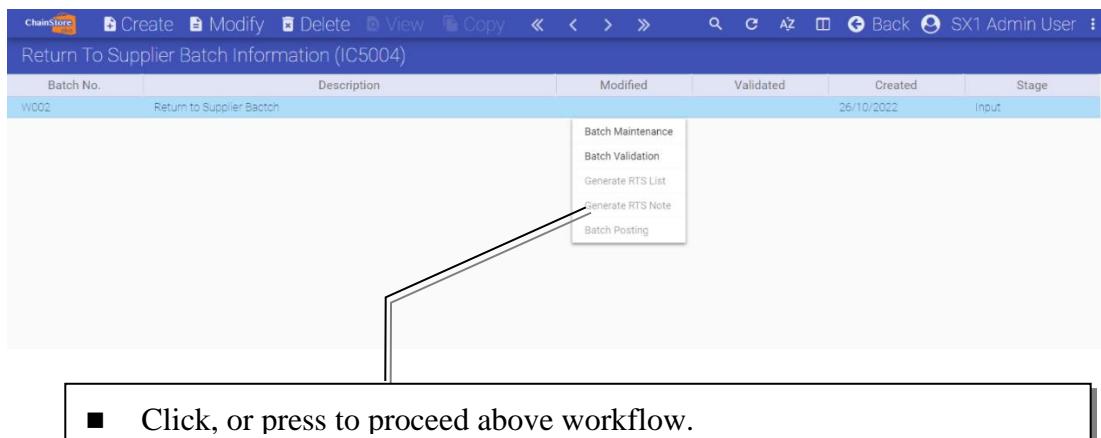
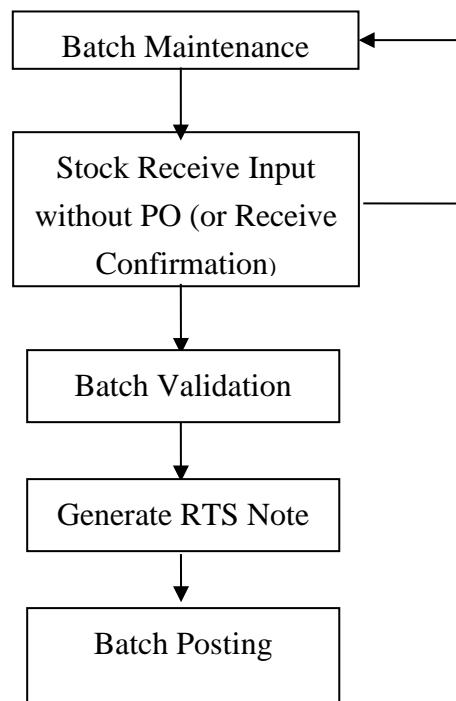
Objectives :- Issue return order to a particular supplier and fulfill the stock related transaction control in the system.

- Functions :-
1. Batch Maintenance
    - 1.1 Create Record
    - 1.2 Modify Record
    - 1.3 Delete Record
  2. Batch Validation
  3. Generate RTS List
  4. Generate RTS Note
  5. Batch Posting

Status :-

Input -	Batch is in data input mode
Validated -	Batch has been validated
RTS List -	RTS List has been generated
RTS Note -	RTS Note has been generated

## Workflow of Delivery Order Batch Control:-



## Batch Maintenance Screen ==> Header Information Folder

The screenshot shows the 'Return To Supplier Batch Control (IC5005)' screen. At the top, there are buttons for Save, Clear, Validate, and navigation arrows. The title bar says 'Return To Supplier Batch Control (IC5005)'. Below the title, there are fields for 'Return No.' and 'Date' (set to 19/10/2022). A radio button group for 'Return Type' has 'Normal' selected. The 'Header Information' tab is highlighted with a blue border. Under 'Supplier', the number '1003326' is entered. There are fields for 'Supplier Ref.' and 'Transfer Ref.'. The 'Currency' section shows 'HKD' as the currency with an exchange rate of '1.00000'. Below this, 'Total Ret. Qty.' is listed as '0'. The 'Ret. Amt.' and 'Net Return Amt.' both show '0.00'. The 'Remarks' section contains two empty text boxes labeled 'Remarks 1' and 'Remarks 2'.

### Prompt

Return No.

### Description

X(08) – Must field

- Reference number for a particular return no.

Date

99/99/9999 - Must field (dd/mm/yyyy)

- the date of item return

Return Type

X(01) - Must Field

- the return type: Normal or Consignment

Supplier

X(08) - Must field

- name of the supplier

Supplier Ref.

X(08) – Optional field

- the reference number of supplier

Transfer Ref.

X(08) - Optional field

- the reference number of transfer

Currency	X(03) - Must field - Currency code (ie. HKD, USD...etc.)
Ex. Rate	9(05).(05) -Display field - Exchange Rate between Base and Foreign Currency
Total Ret. Qty.	X(08) – Display Only - the total quantity of return item
Ret. Amt.	X(08) – Display Only - the amount of return item
Discount Amt..	X(08) – Display Only - the discount amount of return item
Net Return. Amt.	9(09).(02) - Display field - Net amount of such return order - Total Amt. * (1 - Discount/100) – Other Disc. + Other Charge
Remarks	X(79) * (2 Rows) - Text Description for remarks input.

## Batch Maintenance Screen ==> Manage Item Folder

PO#	Item	Unit Cost	Qty.	Loc.	Unit	Amount
1	001 20000002	49.63	0	AQ2S	PCS	
2						
3						
4						
5						

<u>Prompt</u>	<u>Description</u>
Item	X(09) - Optional field - If the Unit Price or Loc. is entered, this field has to be filled in
Unit Price	(+/-) 9(08).9(02) - Optional field - Unit price of the item - Leaving blank/space will assign zero price to the field
Loc.	X(04) - Must field - Location code for the location where the delivery order transaction is carried out
Qty	(+/-)9(07) - Optional field - Item quantity in such delivery transaction - if the item has no color and size, Qty field will become Must field
Unit	X(04) - Display field - Unit of measurement of the item - Automatically retrieved from the item master file record which is pre-defined by user

Rec. Amt.	(+/-)9(08).9(02) - Display field - Total amount = Unit Price * Qty - Automatically calculated and displayed by the system
Total Qty/Amt.	(+/-)9(08) / (+/-)9(08).(02) - Display field - Total quantity of items delivered in such delivery order - Total amount of items delivered in such delivery order

This process allows user to STOCK OUT the Inventory by using unique stock transaction codes created your own to relate the work of own business transactions. In most of retail operations, common transaction types like transfer, sales, stock count .. etc. are not sufficient to handle their business requirements. They need user definable transaction codes more related to individual unique business requirements, with appropriate reports and journals for future analysis.

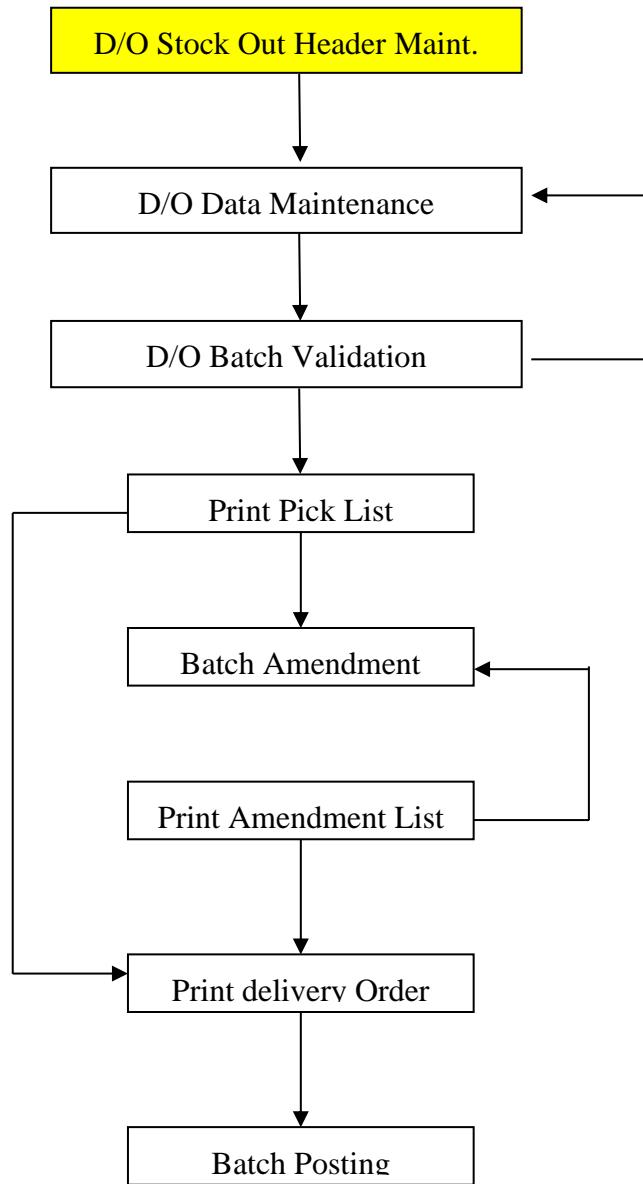
Some examples of user specific STOCK OUT transaction codes as follows:

- ☞ Internal Use
- ☞ Internal Sales
- ☞ Give Away Samples
- ☞ Sponsorship
- ☞ Special Project Usage
- ☞ Write Off
- ☞ And many more ....

In this process, Delivery Order Processing is made to handle and fulfill this requirement. It provides flexible self-defined transaction codes for different stock situation related to own business operations.

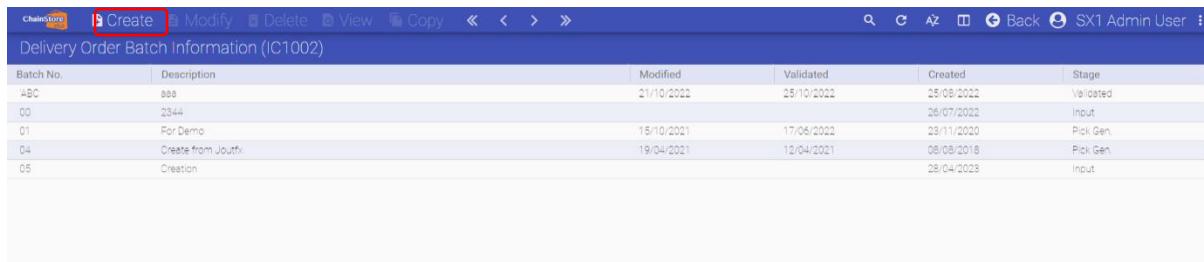
## **Workflow of Delivery Order Batch Control:-**

The functions that we have discussed above have their process sequence, this is to say, they are sequence dependent. The workflow of this process is shown as follows:



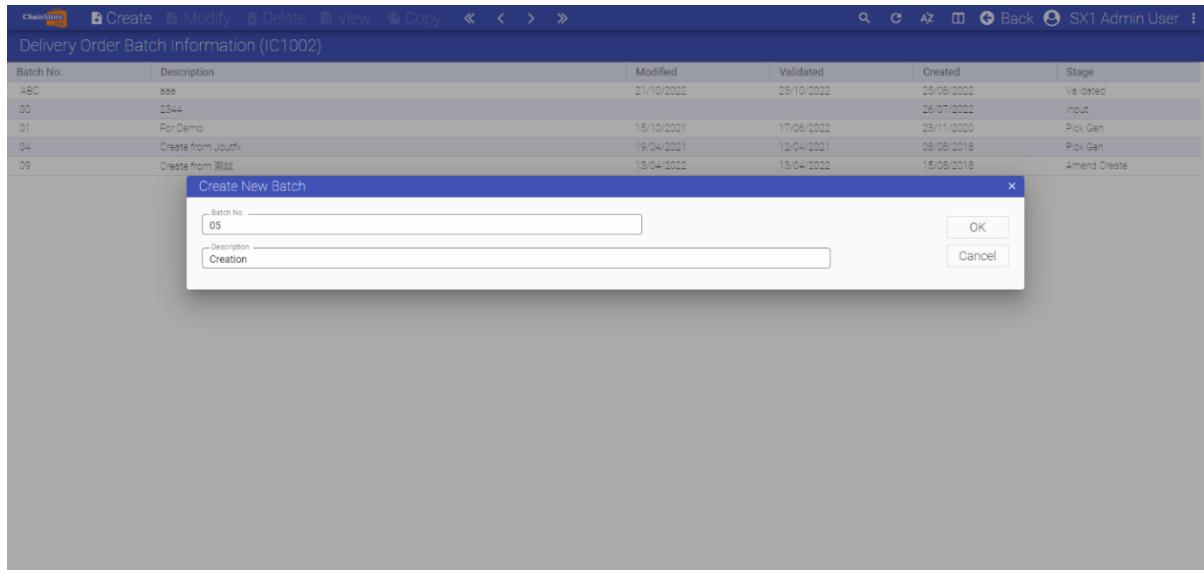
## 6.10 Delivery Order Process – Stock Out

### Screen display – Delivery Order – The Stock Out Process Header



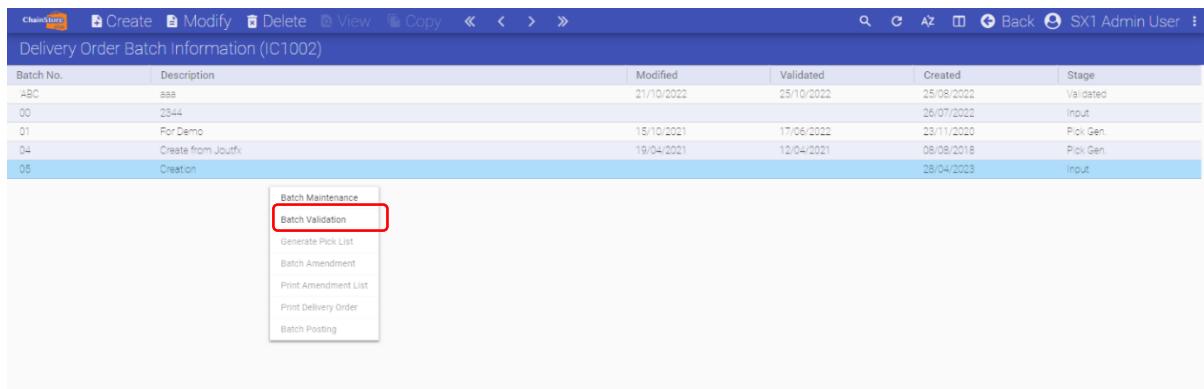
Batch No.	Description	Modified	Validated	Created	Stage
ABC	aaa	21/10/2022	25/10/2022	25/08/2022	Validated
00	2344			26/07/2022	Input
01	For Demo	15/10/2021	17/06/2022	23/11/2020	Pick Gen
04	Create from Joutfix	19/04/2021	12/04/2021	08/08/2018	Pick Gen
05	Creation			28/04/2023	Input

Create New Batch first



Batch No.	Description	Modified	Validated	Created	Stage
ABC	aaa	21/10/2022	25/10/2022	25/08/2022	Validated
00	2344			26/07/2022	Input
01	For Demo	15/10/2021	17/06/2022	23/11/2020	Pick Gen
04	Create from Joutfix	19/04/2021	12/04/2021	08/08/2018	Pick Gen
09	Create from 調試	13/04/2022	13/04/2022	15/08/2018	Amend Create

Click Batch Maintenance



Batch No.	Description	Modified	Validated	Created	Stage
ABC	aaa	21/10/2022	25/10/2022	25/08/2022	Validated
00	2344			26/07/2022	Input
01	For Demo	15/10/2021	17/06/2022	23/11/2020	Pick Gen
04	Create from Joutfix	19/04/2021	12/04/2021	08/08/2018	Pick Gen
05	Creation			28/04/2023	Input

**Customer Data Input**

Optional only

Batch Maintenance Screen ==> Header Information Folder

**Prompt**

**Description**

Pick Ref. No.

X(08) - Display only

- Reference number for a particular delivery Order

Date

99/99/9999 - Must field (dd/mm/yyyy)

- item to be taken from that date

Dept. No.

X(01) - Must Field

- Pre-set Department Code that handle such delivery order transaction

Customer Name	X(08) - Must field - name of the customer.
Address	99/99/9999 - Must field (dd/mm/yyyy) - Order to be delivery at that date
Remarks	X(80) - Optional field - Any remarks for this Pick List
Del. Date	99/99/9999 - Must field (dd/mm/yyyy) - item to be taken to that date
Project no.	X(07) - Optional field - Pre-define project ID - if the transaction is project based then project need to be entered

The screenshot shows the 'Delivery Order Maintenance (IC1003)' screen. At the top, there are buttons for Save, Clear, Validate, and navigation arrows. The main area contains input fields for 'Pick Ref.', 'Date' (set to 28/04/2023), 'Dept. No.' (set to Inter Company 0000000000 - Null), and 'Header Information' (Currency set to HKD, Ex. Rate set to 1.00000). Below this is a 'Payment' section with fields for 'Disc %', 'Oth Disc/Adj', and 'Oth Chrg/Adj'. At the bottom, there are summary fields for 'Total Amount', 'Discount Amt.', and 'Net Amount', all showing 0.00.

**Prompt** **Description**  
 Currency X(03) - Must field  
 - Currency code (ie. HKD, USD...etc.)

Ex. Rate 9(05).(05) -Display field  
 - Exchange Rate between Base and Foreign Currency

Discount	9(03).(02) - Optional field - Discount percentage for the delivery order
Total Amt.	9(09).(02) - Display field - Total amount for such delivery order
Other Disc/Adj	9(09).(02) - Optional field - Other fixed discount amount for such delivery order
Other Charg/Adj	9(09).(02) - Optional field - Other fixed charge amount for such delivery order
Net Total. Amt.	9(09).(02) - Display field - Net amount of such delivery order - Total Amt. * (1 - Discount/100) – Other Disc. + Other Charge

Batch Maintenance Screen ==> Remarks Folder

The screenshot shows the 'Delivery Order Maintenance (IC1003)' screen. At the top, there are buttons for 'Save', 'Clear', 'Validate', and navigation arrows. On the right, it shows 'SX1 Admin User'. Below the header, there are input fields for 'Pick Ref.' (containing '28 / 04 / 2023') and 'Dept. No.' (containing '0000000000 - Null'). The main area has tabs for 'Header Information', 'Payment', 'Remarks' (which is selected), and 'Item Information'. Under the 'Remarks' tab, there is a table with 20 rows, each labeled from 1 to 20. The table has columns for 'Remarks' and includes icons for edit, delete, and add.

<u>Prompt</u>	<u>Description</u>
Remarks	X(79) * (20 Rows) Text Description for remarks input.

Pick Ref. Date 28 / 04 / 2023  
Dept. No. Inter Company 000000000 - Null

	Header Information	Payment	Remarks	Item Information						Matrix Mode	Line Mode
	Item	Color	Size	Inseam	Code	Unit Cost	Loc.	Qty.	Unit	Amount	
1	100AC HJC003	000	6X		GIV	0.00	'A08	2	PC	0.00	
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

## Prompt

## Description

- Item X(09) - Optional field  
   - If the Unit Price or Loc. is entered, this field has to be filled in
- Trx X(03) - Must field  
   - Transaction Code pre-defined by user and assigned to such Delivery Note
- Unit Price (+/-) 9(08).9(02) - Optional field  
   - Unit price of the item  
   - Leaving blank/space will assign zero price to the field
- Loc. X(04) - Must field  
   - Location code for the location where the delivery order transaction is carried out
- Qty (+/-)9(07) - Optional field  
   - Item quantity in such delivery transaction

- if the item has no color and size, Qty field will become Must field

Unit	X(04) - Display field
	<ul style="list-style-type: none"> <li>- Unit of measurement of the item</li> <li>- Automatically retrieved from the item master file record which is pre-defined by user</li> </ul>
Rec. Amt.	(+/-)9(08).9(02) - Display field
	<ul style="list-style-type: none"> <li>- Total amount = Unit Price * Qty</li> <li>- Automatically calculated and displayed by the system</li> </ul>
Total Qty/Amt.	(+/-)9(08) / (+/-)9(08).(02) - Display field
	<ul style="list-style-type: none"> <li>- Total quantity of items delivered in such delivery order</li> <li>- Total amount of items delivered in such delivery order</li> </ul>

### Click Batch Validation

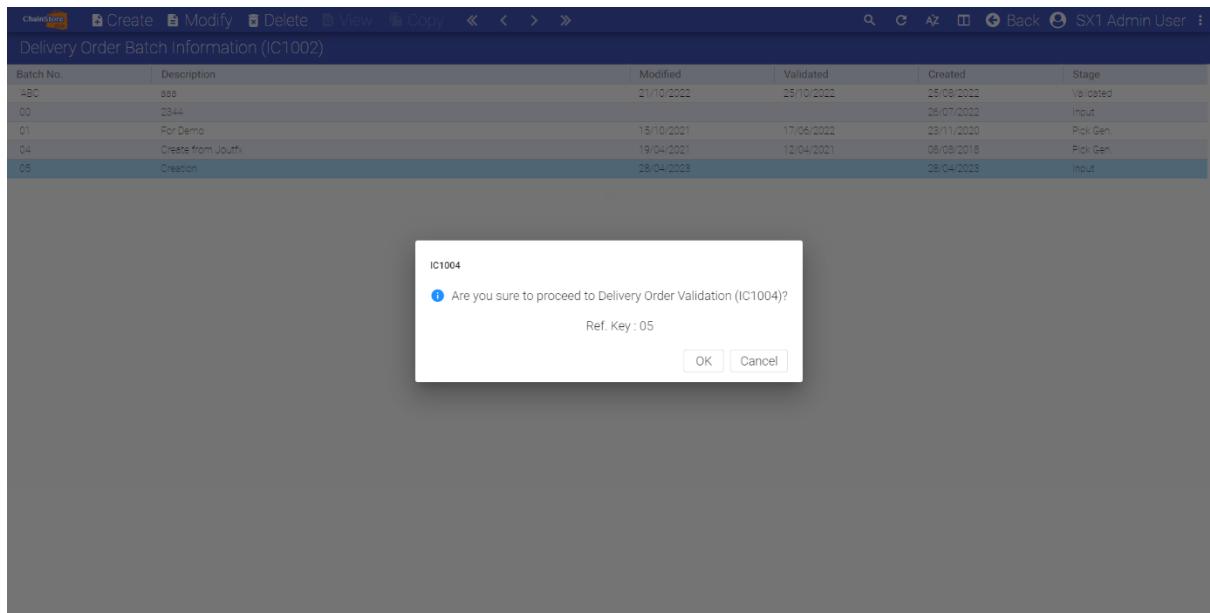
The screenshot shows a software interface for managing delivery order batches. The main window title is "Delivery Order Batch Information (IC1002)". The table contains the following data:

Batch No.	Description	Modified	Validated	Created	Stage
ABC	888	21/10/2022	25/10/2022	25/08/2022	Validated
00	2344			26/07/2022	Input
01	For Demo	15/10/2021	17/06/2022	23/11/2020	Pick Gen
04	Create from Joutfx	19/04/2021	12/04/2021	08/08/2018	Pick Gen
05	Creation			28/04/2023	Input

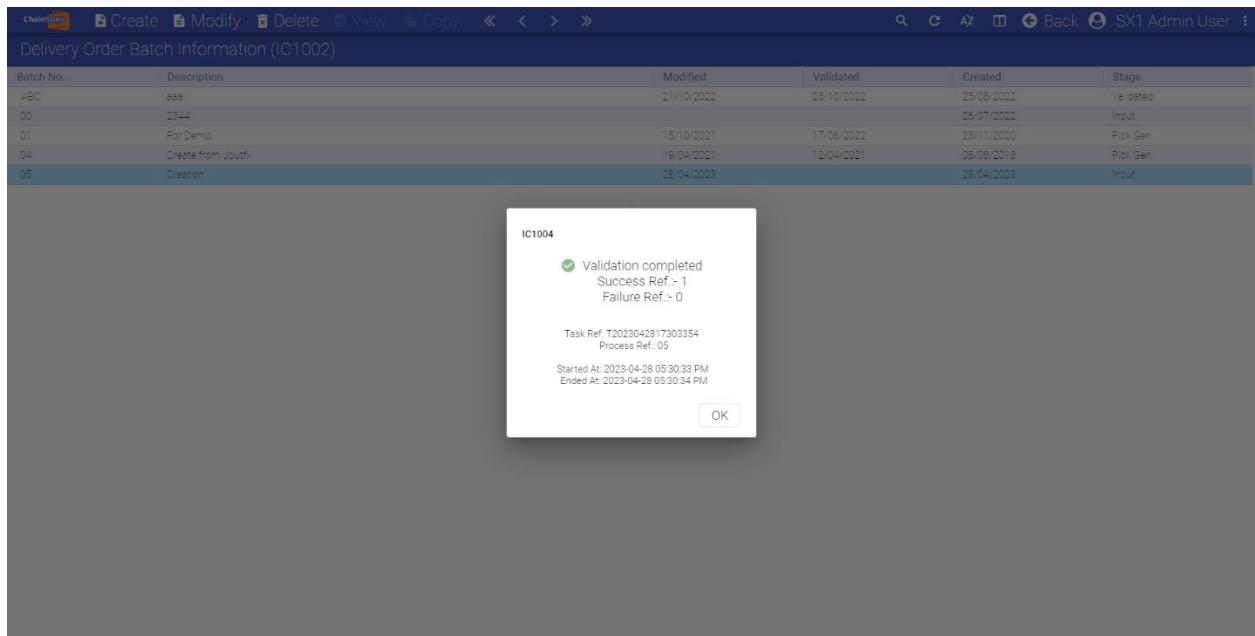
A context menu is open over the last row (Batch No. 05), listing the following options:

- Batch Maintenance
- Batch Validation
- Generate Pick List
- Batch Amendment
- Print Amendment List
- Print Delivery Order
- Batch Posting

Message box pops up



After clicking 'OK', it displays completed message



Message box pops up after clicking 'Generate Pick Up'

ChainStore

Delivery Order Batch Information (IC1002)

Batch No.	Description	Modified	Validated	Created	Stage
ABC	aaa	21/10/2022	25/10/2022	25/08/2022	Validated
00	2344			26/07/2022	Input
01	For Demo	15/10/2021	17/06/2022	23/11/2020	Pick Gen.
04	Create from Joutfx	19/04/2021	12/04/2021	08/08/2018	Pick Gen.
05	Creation	28/04/2023	28/04/2023	28/04/2023	Validated

IC1005

i Are you sure to proceed to Delivery Order Pick List (IC1005)?

Ref. Key : 05

OK Cancel

After clicking 'OK', it displays completed message

ChainStore

Delivery Order Batch Information (IC1002)

Batch No.	Description	Modified	Validated	Created	Stage
ABC	aaa	21/10/2022	25/10/2022	25/08/2022	Validated
00	2344			26/07/2022	Input
01	For Demo	15/10/2021	17/06/2022	23/11/2020	Pick Gen.
04	Create from Joutfx	19/04/2021	12/04/2021	08/08/2018	Pick Gen.
05	Creation	28/04/2023	28/04/2023	28/04/2023	Validated

IC1005

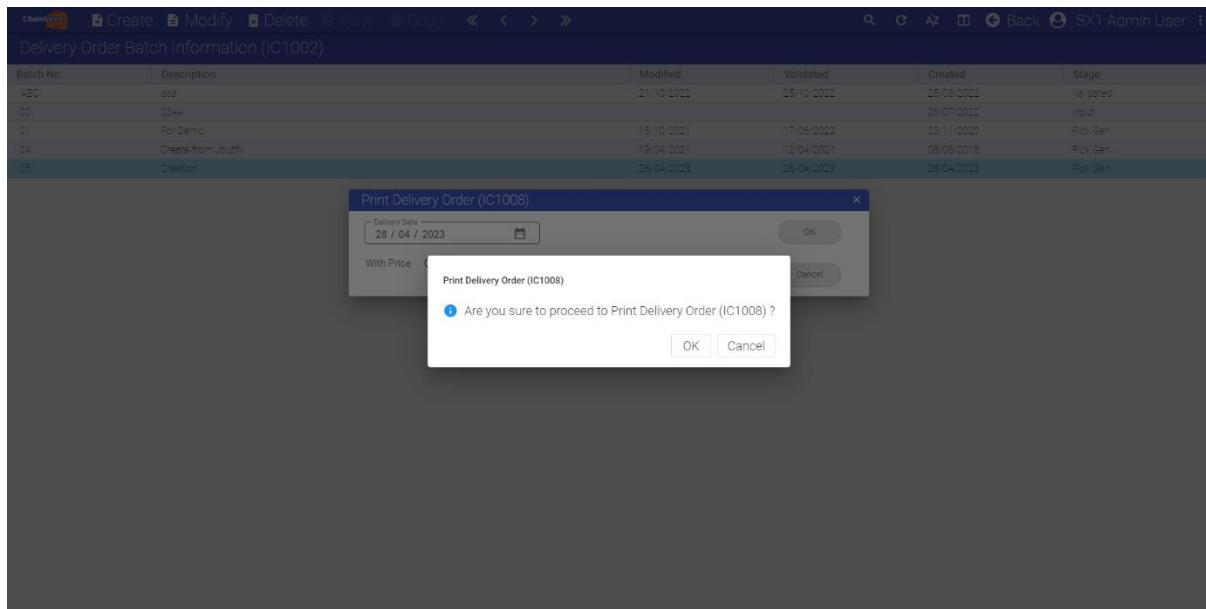
✓ Generation completed

Task Ref. T2023042817312309  
Process Ref..05

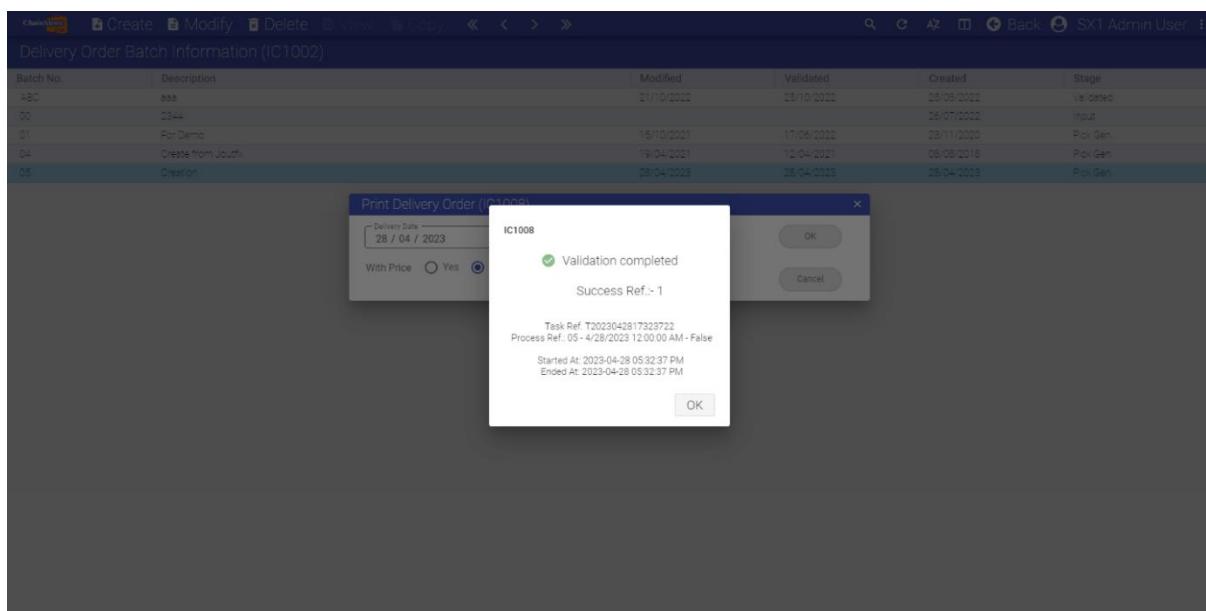
Started At: 2023-04-28 05:31:23 PM  
Ended At: 2023-04-28 05:31:23 PM

OK

Message box pops up after clicking ‘Print Delivery Order’



After clicking ‘OK’, it displays completed message



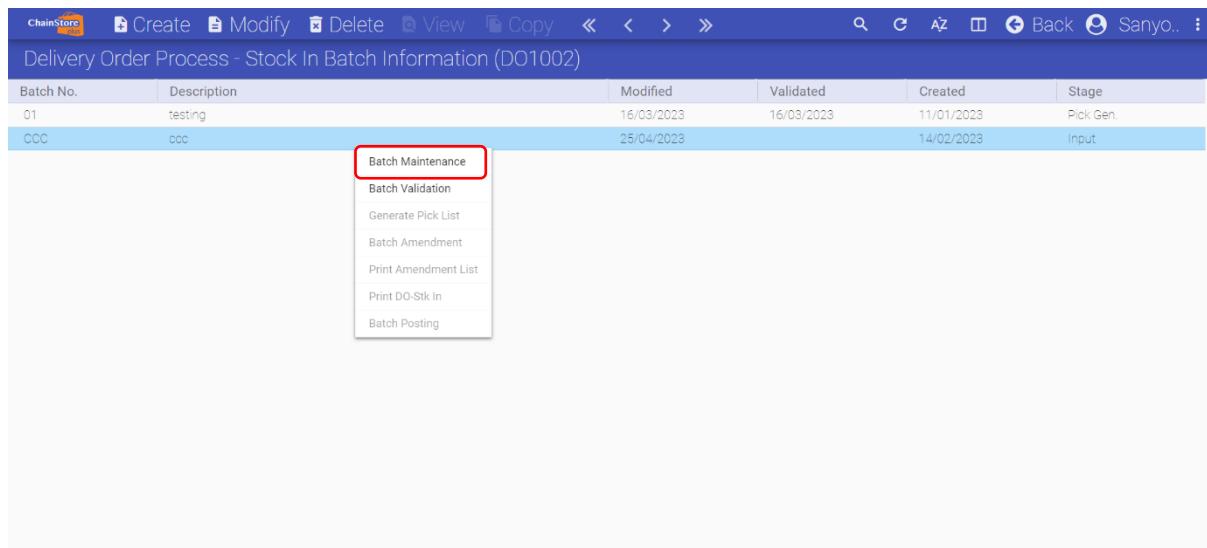
User can print that from top right “three vertical dots” and select save as Delivery Order.

The screenshot shows a software application window titled "Delivery Order Batch Information (IC1002)". The window has a blue header bar with various icons and text. On the right side of the header, there is a dropdown menu with several options: "Settings", "Print" (which is highlighted with a red box), "Language", and "Logout". Below the header is a table with columns: "Batch No.", "Description", "Modified", "Validated", "Created", and "Stage". There are six rows of data in the table. The last row, which contains the text "Create from JoutInv", is highlighted with a blue background.

Batch No.	Description	Modified	Validated	Created	Stage
ABC	aaa	21/10/2022	25/10/2022	25/08/2022	Validated
00	2344			26/07/2022	Input
01	For Demo	15/10/2021	17/06/2022	23/11/2020	Pick Gen
04	Create from JoutInv	19/04/2021	12/04/2021	08/08/2018	Pick Gen
05	Creation	28/04/2023	28/04/2023	28/04/2023	D/O Print

## 6.11 Delivery Order Process – Stock In

This is the Delivery Process Screen for Stock –In function. The system will take this stock in data as one of Physical Adjustment distinguished with user defined Transaction Codes, the same update mechanism of Delivery Order – Stock Out process but in the reverse calculation.



Delivery Order Process - Stock In Information (DO1003)									
Pick Ref.	Date	Cust. Name	Dely. Date	Proj. No.	Qty.	Amount	Curr.	Status	
J0000001	25/04/2023				10	1,000.00	HKD		
J0000002	25/04/2023						HKD		
J0000003	25/04/2023						HKD		
J0000004	25/04/2023						HKD		

**- END OF BOOK (3) : PROCESS -**