



Skygo ERP - Spare Parts Inventory System Manual

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Revision History

Version	Revision Date	Updated By	Summary of Changes
1	10/08/2014	Paul Gako	Document creation

Table of Contents

1. SYSTEM OVERVIEW.....	4
1.1 OBJECTIVE	4
1.2 ASSUMPTIONS.....	4
1.3 USERS	4
1.4 SYSTEM LINK.....	4
1.5 USER ACCESS	4
1.6 HARDWARE REQUIREMENTS	4
1.7 SOFTWARE REQUIREMENTS	4
1.8 DEFINITION OF TERMS	5
1.9 PROCESS FLOW.....	5
2. BRANCH REQUISITION	6
2.1 APPLICATION	ERROR! BOOKMARK NOT DEFINED.
2.1.1 MAKING BRANCH REQUEST.....	6
2.1.2 PREVIEW BRANCH REQUEST (PRINTABLE FORMAT)	9
2.1.3 FIND/SEARCH BRANCH REQUEST	10
3. RECEIVING FROM WAREHOUSE.....	12
3.1 APPLICATION	ERROR! BOOKMARK NOT DEFINED.
3.1.1 RECEIVING FROM WAREHOUSE TRANSACTION	12
3.1.2 PREVIEW TRANSACTION (PRINTABLE FORMAT).....	14
3.1.3 FIND/SEARCH RECEIVING FROM WAREHOUSE RECORD	15
4. PARTS SALES REQUISITION.....	17
4.1 APPLICATION	ERROR! BOOKMARK NOT DEFINED.
4.1.1 MAKING PARTS SALES REQUISITION	17
4.1.2 PREVIEW CUSTOMERS ORDERS (PRINTABLE FORMAT)	22
4.1.3 FIND/SEARCH CUSTOMER'S ORDER(S)	23
5. PARTS SALES.....	25
5.1 APPLICATION	ERROR! BOOKMARK NOT DEFINED.
5.1.1 MAKING MOTORCYCLE SPARE PARTS SALES.....	25
5.1.2 PREVIEW PARTS SALES TRANSACTION (PRINTABLE FORMAT)	27
5.1.3 FIND/SEARCH PARTS SALES TRANSACTION.....	28

1. System Overview

1.1 Objective

In the Spare Parts Inventory module, a user can request for motorcycle parts to be used for running branch operations.

1.2 Assumptions

The request for motorcycle spare parts is to be used only for Skygo operations.

1.3 Users

Position	Department	Notes
Cashier	Sales	
Branch Supervisor	Sales	
Partsman	Branch	

1.4 System Link

<http://system.skygo.com.ph/skygo/LoginForm.aspx>

1.5 User Access

For access to the system, kindly contact your immediate superior.

1.6 Hardware Requirements

You need the following hardware to access the system:

1. Standard Personal Computer or Laptop with mouse or track pad
2. Internet connection with at least 1 MBPS speed

1.7 Software Requirements

You need the following software to access the system:

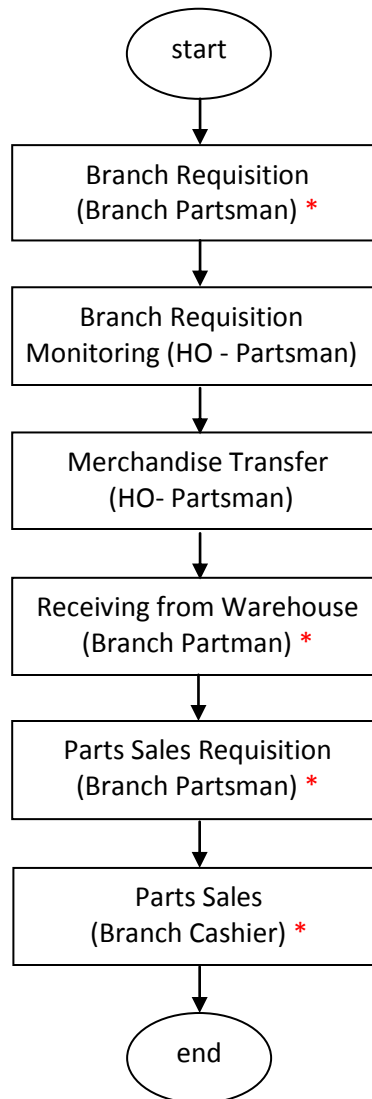
1. Internet browser – should be the latest version of Google Chrome or Mozilla Firefox
2. PDF reader

1.8 Definition of Terms

Term	Definition
BR	Branch Requisition
MT	Merchandise Transfer

1.9 Process Flow

Legend: * = you



2. Branch Requisition

2.1 Application

For the requisition of motorcycle spare parts in branches.

User: Branch Partsman

Pre-requisite: Below ROP (Remotorcycle parts inventory level)

2.1.1 Making Branch Request

This is to request for a motorcycle spare parts for a particular branch.

Steps:

1. Hover mouse to Inventory ► Parts menu
2. Click Branch Requisition submenu

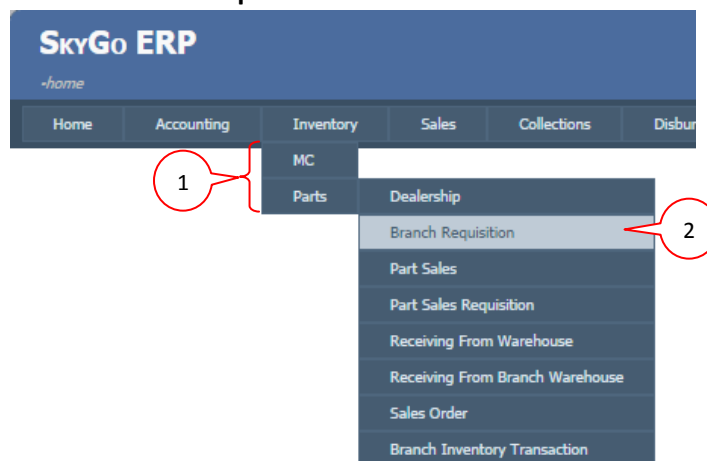


Figure 1

3. Branch Requisition page will display, set BR Date and fill in Remarks
4. Click Item To Order button

SkyGo ERP
-inventory-parts-branch requisition

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch: Baybay (BAY) ▼

BR No.:

BR Date: 10/17/2014

Remarks: test

Item To Order

Product Code	Product Model	Product	UOM	Qty Order	Inv. on Hand	ROP Qty	Diff.

Figure 2

2.1.1.1 Selecting All Items To Order

5. Select Item To Order Record window will appear. Click Select All button

Select Item To Order Record

Criteria: Search Select All

	Code	Model	Description
1	E00-01-001CS-OIL	CASTROL 4T	Castrol 4T
2	E01-01-12311A-SG100-A	DESIRE	Cover, Cylinder Head
3	E01-04-12121L-SG150-ZK	KING	Gasket, Cylinder Block
4	E01-08-12312L-SG150-ZK	KING	Sealing Ring
5	E01-15-34210A-SG100-A...	DESIRE	Spar Plug-A7TC
6	E02-01-14730L-SG150-ZK	KING	Oil-Insulating Cover
7	E02-04-14440L-SG150-ZK	KING	Rocker Arm Support
8	E03-02-11319L-SG150-ZK	KING	Gasket, Crankcase Cover, ...
9	E03-04-15611L-SG150-ZK	KING	Dipstick
10	E04-02-11119L-SG150-ZK	KING	Gasket, Crankcase
11	E07-06-21170A-SG100-A	DESIRE	Friction Disk
12	E07-09-21180A-SG100-A	DESIRE	Drive Disk II

Page 1 of 3 | Displaying 1 - 20 of 58

Figure 3

6. Click close button (x mark) found at the upper right corner of Select Item To Order Record window

7. Click Save button

~inventory-parts-branch requisition

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch **7** Baybay (BAY) ▼

BR No.

BR Date 10/17/2014

Remarks test

Item To Order

Items								
Add	Edit	Delete						
	Product Code	Product Model	Product	UOM	Qty Order	Inv. on Hand	ROP Qty	Diff.
1	E00-01-001CS-OIL	CASTROL 4T	Castrol 4T	pc	158	18	44	26
2	E01-01-12311A-SG100-A	DESIRE	Cover, Cylinder Head	pc	7	1	2	1
3	E01-04-12121L-SG150-ZK	KING	Gasket, Cylinder Blo...	pc	41	7	12	5
4	E01-08-12312L-SG150-ZK	KING	Sealing Ring	pc	64	8	18	10
5	E01-15-34210A-SG100-A-NHSP LD	DESIRE	Spar Plug-A7TC	pc	8		2	2
6	E02-01-14730L-SG150-ZK	KING	Oil-Insulating Cover	pc	115	21	34	13
7	E02-04-14440L-SG150-ZK	KING	Rocker Arm Support	pc	13	3	4	1
8	E03-02-11319L-SG150-ZK	KING	Gasket, Crankcase ...	pc	45	3	12	9
9	E03-04-15611L-SG150-ZK	KING	Dipstick	pc	7	1	2	1
10	E04-02-11119L-SG150-ZK	KING	Gasket, Crankcase	pc	21	3	6	3

Figure 4

2.1.1.2 Delete Specific Item (if necessary)

8. Click selected item under Items grid

9. Click Delete button

Item To Order

Items								
Add	Edit	Delete						
	Product Code	Product Model	Product	UOM	Qty Order	Inv. on Hand	ROP Qty	Diff.
1	E00-01-001CS-OIL	CASTROL 4T	Castrol 4T	pc	158	18	44	26
2	E01-01-12311A-SG100-A	DESIRE	Cover, Cylinder Head	pc	7	1	2	1
3	E01-04-12121L-SG150-ZK	KING	Gasket, Cylinder Blo...	pc	41	7	12	5
4	E01-08-12312L-SG150-ZK	KING	Sealing Ring	pc	64	8	18	10
5	E01-15-34210A-SG100-A-NHSP LD	DESIRE	Spar Plug-A7TC	pc	8		2	2
8	E02-01-14730L-SG150-ZK	KING	Oil-Insulating Cover	pc	115	21	34	13
7	E02-04-14440L-SG150-ZK	KING	Rocker Arm Support	pc	13	3	4	1
8	E03-02-11319L-SG150-ZK	KING	Gasket, Crankcase ...	pc	45	3	12	9
9	E03-04-15611L-SG150-ZK	KING	Dipstick	pc	7	1	2	1
10	E04-02-11119L-SG150-ZK	KING	Gasket, Crankcase	pc	21	3	6	3

9

Figure 5

2.1.1.3 Search Specific Item To Order

10. Do steps 1-4 of 2.1.1 (Making Branch Request)
11. Type in either one of the following: motorcycle code, model or Application beside Criteria box
12. Click Search button
13. Double click selected items in the grid
14. Click close button (x mark) on upper right of Select Item To Order Record window
15. Click Save button (refer Figure 4 of 2.1.1.1)

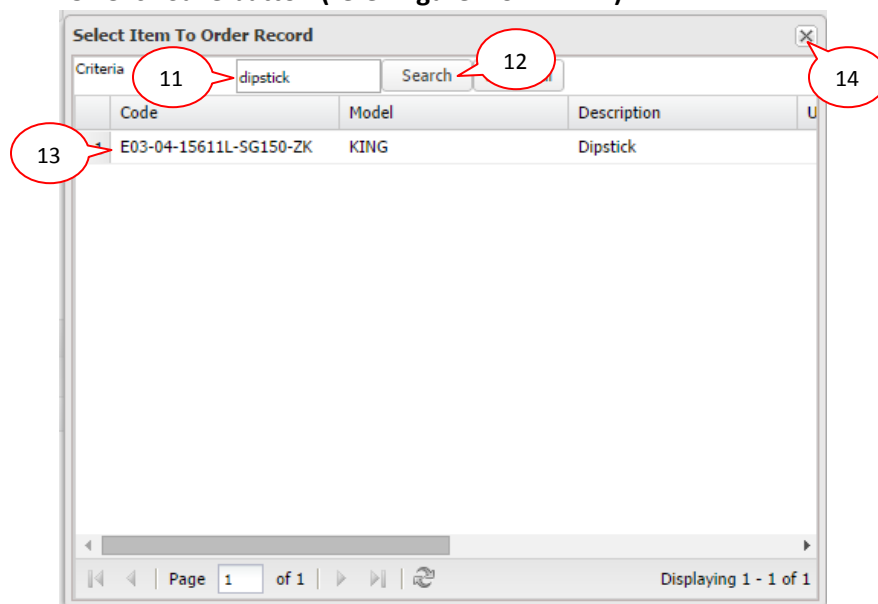


Figure 6

2.1.2 Preview Branch Request (Printable Format)

To view transaction in printable format.

Steps:

1. Click Preview button

The screenshot shows the SkyGo ERP interface. At the top, there's a blue header with the SkyGo ERP logo and a 'Logout' button. Below the header is a navigation bar with tabs: Home, Accounting, Inventory, Sales, Collections, Disbursements, Master File, Old Accounts, and Reports. The 'Inventory' tab is selected. Below the navigation bar is a toolbar with buttons: Add, Save, Delete, Find, and Preview. The 'Preview' button is circled with a red circle and labeled '1'. Below the toolbar is a form with the following fields: Branch (dropdown menu showing 'Baybay (BAY)'), BR No. (text box with 'BAY-11'), BR Date (calendar icon showing '10/02/2014'), and Remarks (text area with 'test data').

Figure 7

2. Enter Username and Password

Username: guest1

Password: skygo_123

3. Click Login button

The screenshot shows an 'Authentication Required' dialog box. The title bar says 'Authentication Required' with a close button (X). The main text says 'The server http://system.skygo.com.ph:80 requires a username and password.' Below this are two input fields: 'User Name:' and 'Password:'. Both fields are circled with a red circle and labeled '2'. At the bottom of the dialog box are two buttons: 'Log In' and 'Cancel'. The 'Log In' button is circled with a red circle and labeled '3'.

Figure 8

2.1.3 Find/Search Branch Request

This is to find a requisition for a particular branch.

Steps:

1. Click Add button

2. Click Find button

1

2

Branch: Baybay (BAY)

BR No.:

BR Date: 10/17/2014

Remarks:

Item To Order

Product Code	Product Model	Product	UOM	Qty Order	Inv. on Hand	ROP Qty	Diff.
--------------	---------------	---------	-----	-----------	--------------	---------	-------

Figure 8

3. Select Branch Requisition Record window will appear. Fill in BR No. at Criteria box

4. Click Search button

5. Double click selected item on the grid

6. To view transaction in printable format, follow steps 1-3 of 2.1.2 (Preview Branch Request (Printable Format))

3

4

5

Criteria: bay-13

Search

BR No.	BR Date	Remarks
BAY-13	10/09/2014	test

Page 1 of 1

Displaying 1 - 1 of 1

Figure 9

3. Receiving From Warehouse

3.1 Application

For receiving of Merchandise Transferred items from Head Office.

User: Branch Partsman

Pre-requisite: Approved and shipped items from Head Office

3.1.1 Receiving From Warehouse Transaction

This is to make Receiving From Warehouse transaction

Steps:

1. Hover mouse to Inventory ► Parts menu
2. Click on Receiving From Warehouse submenu

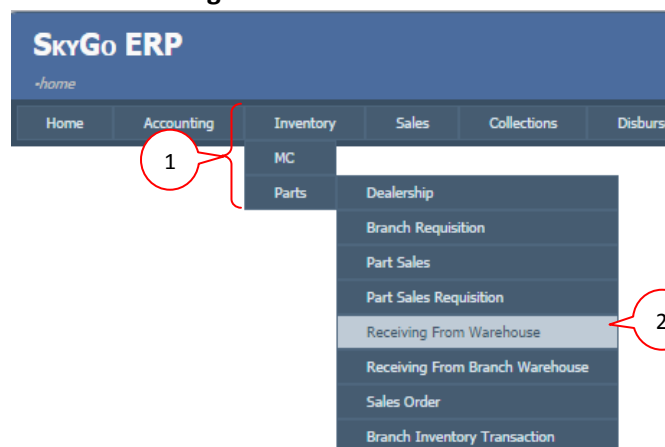


Figure 1

3. Receiving From Warehouse page will display
4. Click button beside MT No.

SkyGo ERP
 -inventory-parts-receiving from warehouse

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch: Baybay (BAY) Date Received: 10/17/2014 MT No.: 4

Transaction No.: Shipped Via: Origin:

Transaction Date: Date Shipped: Received By: forttest lbrtest Particulars:

Confirmed By: Warehouse:

IT Detail GL Entries

Product Code	Product Model	Product	UOM	Qty Order	Qty Served	Box No.
--------------	---------------	---------	-----	-----------	------------	---------

Figure 2

5. Select MT No Record window will appear. Fill in MT/Inventory Transaction number beside Criteria box
6. Click Search button
7. Double click selected item

Select MT No Record

Criteria: 5 ho-83 Search: 6

MT No.	Origin Branch	Satellite	Trans. Date
HO-83	Home Office	BAY WH1	09/29/2014

Page 1 of 1 Displaying 1 - 1 of 1

Figure 3

8. Click Save button

SkyGo ERP Logout

inventory-parts-receiving from warehouse

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch **8** Baybay (BAY) Date Received 06/27/2014 MT No. HO-41

Transaction No. Shipped Via testship Origin Home Office (HO)

Transaction Date 06/27/2014 Date Shipped 06/27/2014

Received By test Particulars test

Confirmed By test

Satellite

IT Detail GL Entries

Item Detail							
	Product Code	Product Model	Product	UOM	Qty Order	Qty Served	Box No.
1	E01-06-12244A-SG100-A	DESIRE	Gasket, Cylinder Head Cover, RH	pc	1	2	1

Figure 4

3.1.2 Preview Transaction (Printable Format)

To view saved transaction in printable format.

Steps:

1. Click Preview button

SkyGo ERP Logout

inventory-parts-receiving from warehouse

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview **1**

Branch Baybay (BAY) Date Received 06/27/2014 MT No. HO-41

Transaction No. BAY-123 Shipped Via testship Origin Home Office (HO)

Transaction Date 06/27/2014 Date Shipped 06/27/2014

Received By test Particulars test

Confirmed By test

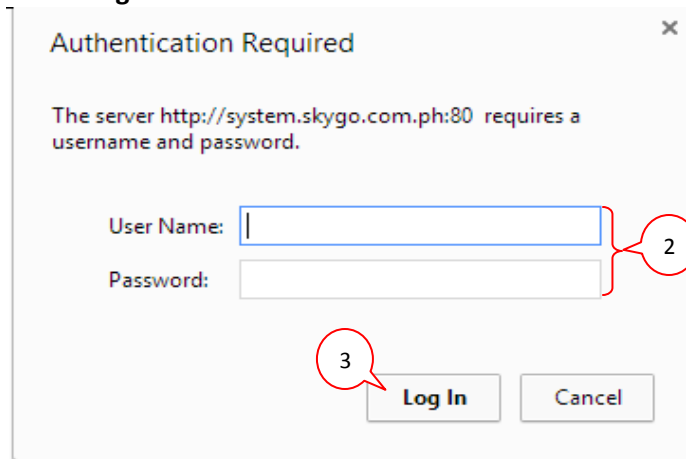
Satellite

Figure 5

2. Fill in Username and Password

Username: guest1

Password: skygo_123

3. Click LoginA dialog box titled "Authentication Required" with a close button (X) in the top right corner. The text inside says "The server http://system.skygo.com.ph:80 requires a username and password." Below this text are two input fields: "User Name:" and "Password:". A red bracket labeled "2" groups these two fields. Below the input fields are two buttons: "Log In" and "Cancel". A red circle labeled "3" is around the "Log In" button.

Authentication Required

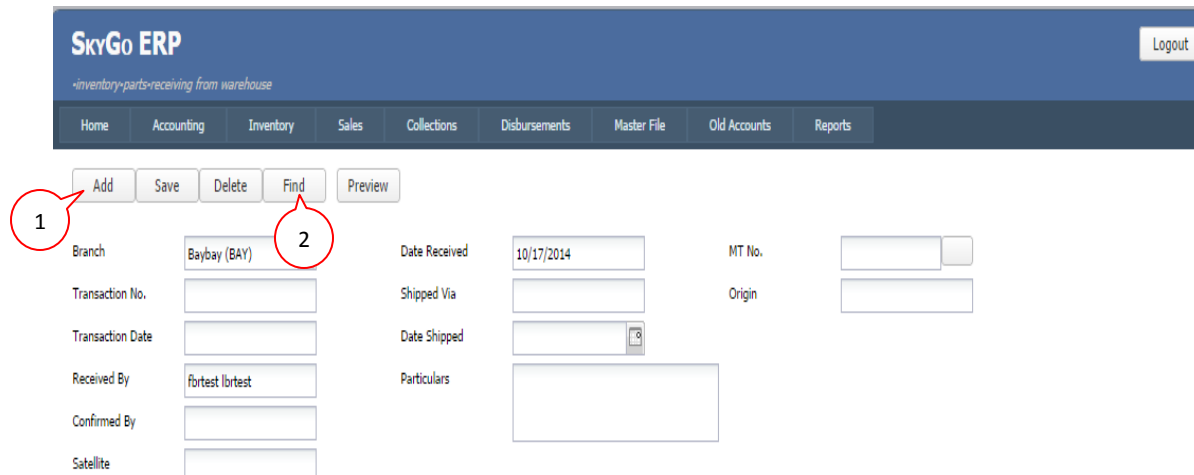
The server http://system.skygo.com.ph:80 requires a username and password.

User Name:

Password:

Figure 6**3.1.3 Find/Search Receiving From Warehouse Record**

For viewing received transactions.

Steps:**1. Click Add button****2. Click Find button**The screenshot shows the SkyGo ERP interface. At the top is a blue header with the "SkyGo ERP" logo and a "Logout" button. Below the header is a navigation bar with tabs: Home, Accounting, Inventory, Sales, Collections, Disbursements, Master File, Old Accounts, and Reports. The main area has a sub-header "inventory-parts-receiving from warehouse" and a row of buttons: Add, Save, Delete, Find, and Preview. A red circle labeled "1" is around the "Add" button. Below the buttons is a form with several fields. A red circle labeled "2" is around the "Find" button. The form fields include: Branch (Baybay (BAY)), Transaction No., Transaction Date, Received By (fortest lbrtest), Confirmed By, Satellite, Date Received (10/17/2014), Shipped Via, Date Shipped, MT No., and Origin. The "Particulars" field is a large text area.

SkyGo ERP

Logout

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

inventory-parts-receiving from warehouse

Add Save Delete Find Preview

Branch: Baybay (BAY)

Transaction No.:

Transaction Date:

Received By: fortest lbrtest

Confirmed By:

Satellite:

Date Received: 10/17/2014

Shipped Via:

Date Shipped:

MT No.:

Origin:

Particulars:

Figure 7

3. Select Receiving From Warehouse Record window will appear. Type in Transaction No. at the box beside Criteria
4. Click Search button
5. Double click selected item in the grid
6. To preview transaction in printable format, follow steps 1-3 of 3.1.2

Transaction No.	Received By	Confirmed By	Shipped Via	Date Received	Transaction Date
BAY-117	testrec	testconf	testshipv	06/17/2014	06/17/

Figure 8

4. Parts Sales Requisition

4.1 Application

For taking customer's motorcycle spare parts orders in the Branch.

User: Branch Partsman

Pre-requisite: Non zero inventory of a specific motorcycle spare parts

4.1.1 Making Parts Sales Requisition

This is to clear the page for performing new transaction

Steps:

1. Hover mouse to Inventory ► Parts menu
2. Click Parts Sales Requisition submenu

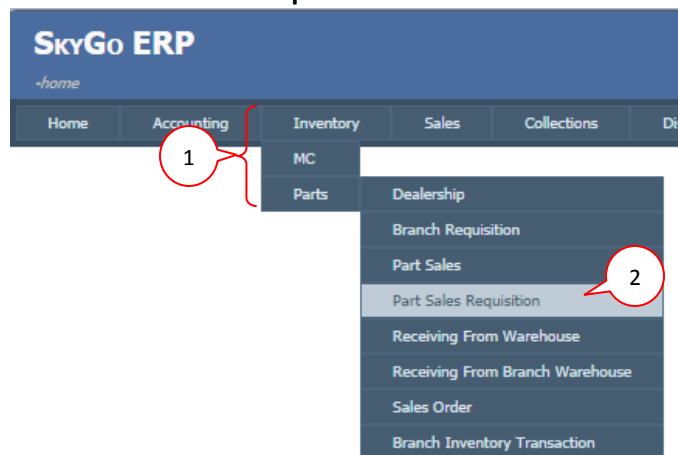


Figure 1

3. Select Date (set current date)
4. Fill in Customer Name box
5. Fill in Issued By box

SkyGo ERP Logout

~home

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch: Baybay (BAY) ▼

Satellite: ▼

Reference No.:

Date: 10/17/2014 3

Customer Name: test 4

Issued By: test 5

Items

Add Edit Delete

Code	Model	Product Description	UOM	Qty	Price	Amount
------	-------	---------------------	-----	-----	-------	--------

Figure 2

4.1.1.1 Adding Customer Ordered Items

6. Click Add button under Items grid

SkyGo ERP Logout

~home

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch: Baybay (BAY) ▼

Satellite: ▼

Reference No.:

Date: 10/17/2014 3

Customer Name: test 4

Issued By: test 5

Items

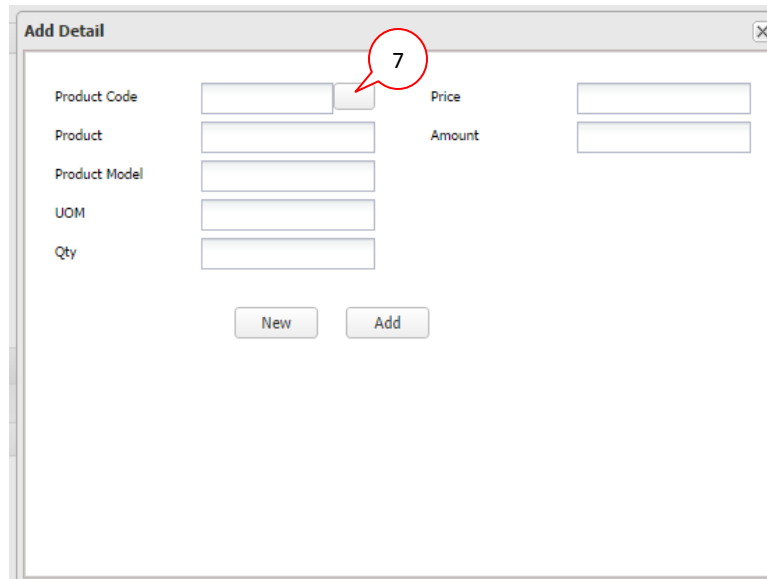
Add Edit Delete

Code	Model	Product Description	UOM	Qty	Price	Amount
------	-------	---------------------	-----	-----	-------	--------

6

Figure 3

7. Add Detail window will appear. Click button beside Product Code



The 'Add Detail' window contains several input fields and two buttons. A red circle with the number 7 points to the 'Product Code' field.

Field	Field
Product Code	Price
Product	Amount
Product Model	
UOM	
Qty	

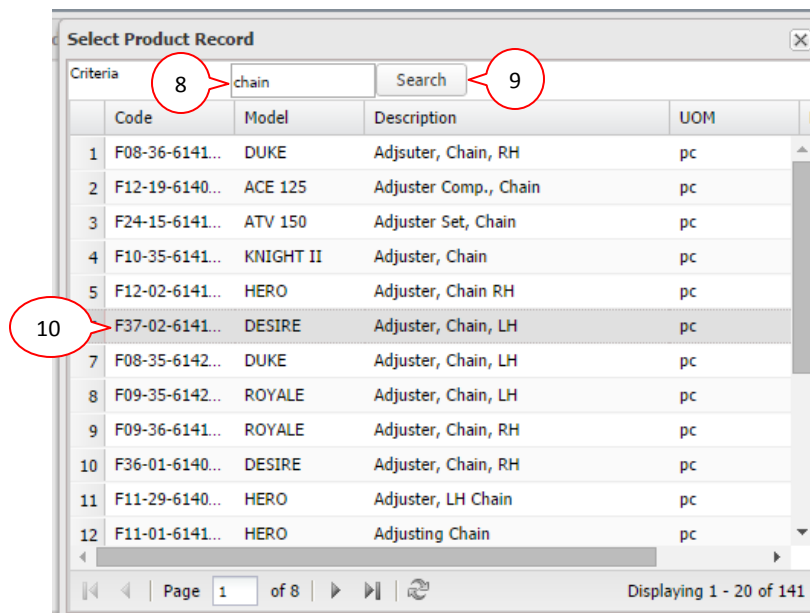
Buttons: New, Add

Figure 4

8. Select Product Record window will appear. Fill in Product Code or product name in Criteria box

9. Click Search button

10. Double click selected item



The 'Select Product Record' window shows a search criteria box with the text 'chain' (labeled 8) and a 'Search' button (labeled 9). Below is a table of product records. A red circle with the number 10 points to the first row of the table.

	Code	Model	Description	UOM
1	F08-36-6141...	DUKE	Adjstuter, Chain, RH	pc
2	F12-19-6140...	ACE 125	Adjuster Comp., Chain	pc
3	F24-15-6141...	ATV 150	Adjuster Set, Chain	pc
4	F10-35-6141...	KNIGHT II	Adjuster, Chain	pc
5	F12-02-6141...	HERO	Adjuster, Chain RH	pc
10	F37-02-6141...	DESIRE	Adjuster, Chain, LH	pc
7	F08-35-6142...	DUKE	Adjuster, Chain, LH	pc
8	F09-35-6142...	ROYALE	Adjuster, Chain, LH	pc
9	F09-36-6141...	ROYALE	Adjuster, Chain, RH	pc
10	F36-01-6140...	DESIRE	Adjuster, Chain, RH	pc
11	F11-29-6140...	HERO	Adjuster, LH Chain	pc
12	F11-01-6141...	HERO	Adjusting Chain	pc

Page 1 of 8 | Displaying 1 - 20 of 141

Figure 5

11. At Add Detail window, fill in Qty

12. Click Add button

13. To add additional item, click New button and follow steps 8-11

Product Code: F37-02-61411A-SG1
Product: Adjuster, Chain, LH
Product Model: DESIRE
UOM: pc
Qty: 5
Price: 25
Amount: 125
Buttons: New, Add

Figure 6

4.1.1.2 Edit Customers Orders

14. Under items grid, click selected item

15. Click Edit button

Branch: Baybay (BAY)
Satellite:
Reference No.:
Date: 10/17/2014
Customer Name: test
Issued By: test

	Code	Model	Product Description	UOM	Qty	Price	Amount
1	F37-02-61411A-SG100-A	DESIRE	Adjuster, Chain, LH	pc	1	25.00	25.00
2	F27-02-34510L-SG150-ZK	KING	Cap, Spark Plug	pc	2	88.00	176.00

Figure 7

16. Change Qty value**17. Click Update button**

Edit Detail

Product Code	F27-02-34510L-SG1	Price	88
Product	Cap, Spark Plug	Amount	88
Product Model	KING		
UOM	pc		
Qty	1		

New Update

Figure 8**18. Item quantity was changed****19. Click save button**

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch Bay (BAY) Satellite Reference No. Date 10/17/2014 Customer Name test Issued By test

Items							
	Code	Model	Product Description	UOM	Qty	Price	Amount
1	F37-02-61411A-SG100-A	DESIRE	Adjuster, Chain, LH	pc	1	25.00	25.00
2	F27-02-34510L-SG150-ZK	KING	Cap, Spark Plug	pc	1	88.00	88.00

Figure 9

4.1.1.3 Delete Customers Orders (if necessary)

20. Under Items grid, click selected item

21. Click Delete button

The screenshot shows the SkyGo ERP interface with the following elements:

- Navigation Bar:** Home, Accounting, Inventory, Sales, Collections, Disbursements, Master File, Old Accounts, Reports.
- Buttons:** Add, Save, Delete, Find, Preview.
- Form Fields:**
 - Branch: Baybay (BAY)
 - Satellite: (empty)
 - Reference No.: (empty)
 - Date: 10/17/2014
 - Customer Name: test
 - Issued By: test
- Items Grid:**

	Code	Model	Product Description	UOM	Qty	Price	Amount
1	F37-02-61411A-SG100-A	DESIRE	Adjuster, Chain, LH	pc	1	25.00	25.00
2	F27-02-34510L-SG150-ZK	KING	Cap, Spark Plug	pc	1	88.00	88.00

Figure 10

4.1.2 Preview Customers Orders (Printable Format)

To view customers orders in printable format.

1. Click Preview button

The screenshot shows the SkyGo ERP interface with the following elements:

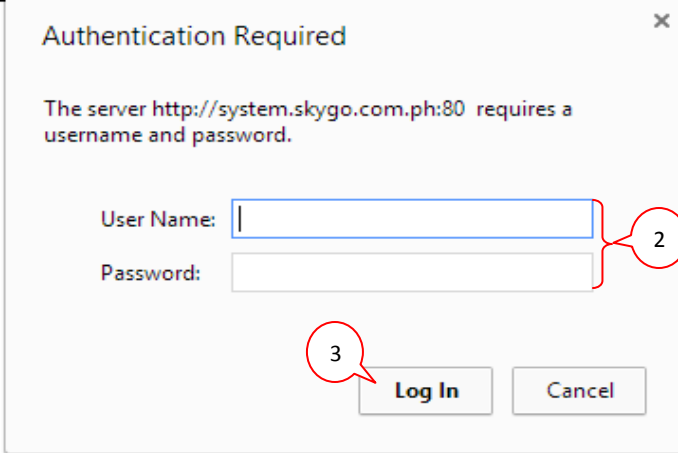
- Header:** SkyGo ERP, Logout
- Navigation Bar:** Home, Accounting, Inventory, Sales, Collections, Disbursements, Master File, Old Accounts, Reports.
- Buttons:** Add, Save, Delete, Find, Preview.
- Form Fields:**
 - Branch: Baybay (BAY)
 - Satellite: (empty)
 - Reference No.: BAY-130
 - Date: 10/17/2014
 - Customer Name: test
 - Issued By: test

Figure 11

2. Fill in Username and Password

Username: guest1

Password: skygo_123

3. Click Login buttonA dialog box titled "Authentication Required" with a close button (X) in the top right corner. The text inside reads: "The server http://system.skygo.com.ph:80 requires a username and password." Below this text are two input fields: "User Name:" and "Password:". A red circle with the number "2" is placed over both input fields. Below the input fields are two buttons: "Log In" and "Cancel". A red circle with the number "3" is placed over the "Log In" button.

Authentication Required

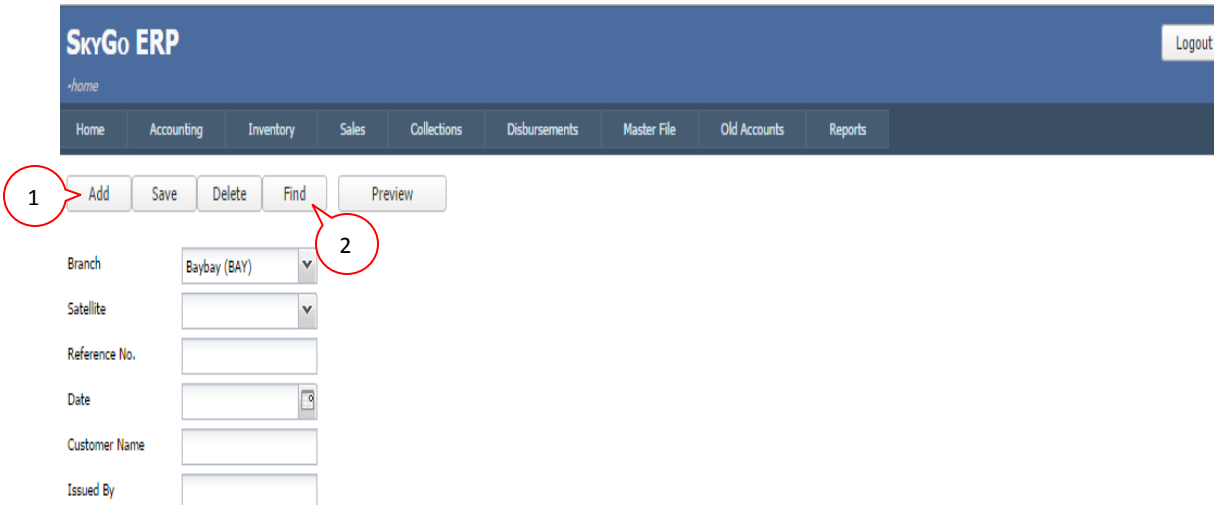
The server http://system.skygo.com.ph:80 requires a username and password.

User Name:

Password:

Figure 12**4.1.3 Find/Search Customer's Order(s)**

To search inventory if customer's order(s) are still available for serving.

Steps:**1. Click Add button****2. Click Find button**The screenshot shows the SkyGo ERP main interface. At the top is a blue header bar with the "SkyGo ERP" logo on the left and a "Logout" button on the right. Below the header is a dark blue navigation bar with buttons for "Home", "Accounting", "Inventory", "Sales", "Collections", "Disbursements", "Master File", "Old Accounts", and "Reports". Below the navigation bar is a light blue area containing a row of buttons: "Add", "Save", "Delete", "Find", and "Preview". A red circle with the number "1" is placed over the "Add" button. Below this row of buttons is a form with several fields: "Branch" (a dropdown menu showing "Baybay (BAY)"), "Satellite" (a dropdown menu), "Reference No." (a text input field), "Date" (a date input field with a calendar icon), "Customer Name" (a text input field), and "Issued By" (a text input field). A red circle with the number "2" is placed over the "Find" button.

SkyGo ERP

Logout

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Branch: Baybay (BAY) ▼

Satellite: ▼

Reference No.:

Date: 8

Customer Name:

Issued By:

Figure 13

3. Select Parts Sales Record window will appear. Fill in transaction no., remarks or customer name at Criteria box
4. Click Search button
5. Double click selected item in the grid

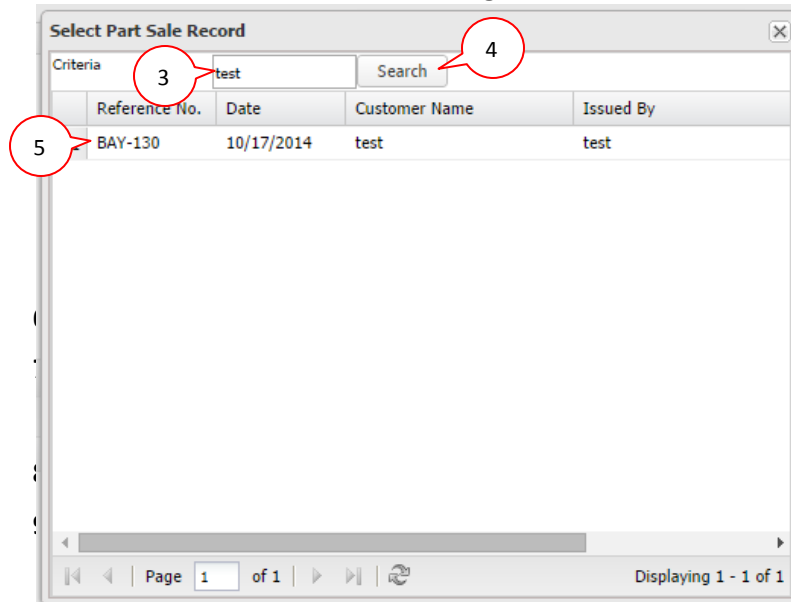


Figure 14

6. To view customers orders in printable format, follow steps 1-3 of 4.1.2 (Preview Customers Orders (Printable Format))

5. Parts Sales

5.1 Application

Where customer pay their motorcycle spare parts orders in the Branch.

User: Branch Cashier

Pre-requisite: Parts Sales Requisition order made by Partsman

5.1.1 Making Motorcycle Spare Parts Sales

This is to create parts sales.

Steps:

1. Hover mouse to Inventory ► Parts menu
2. Click Parts Sales submenu

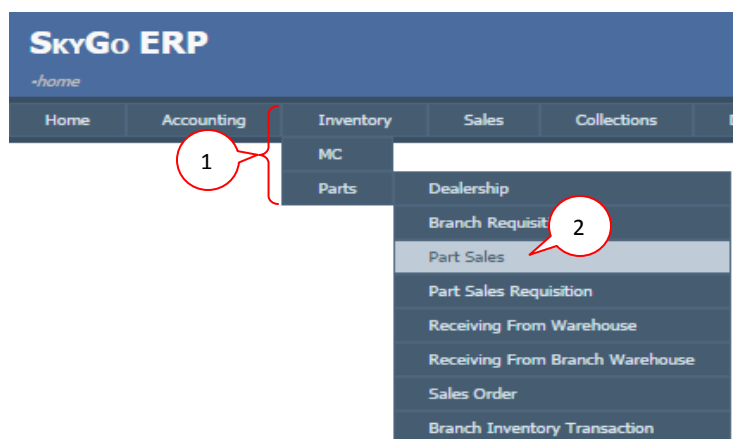


Figure 1

3. Select Date (set current date)
4. Fill in OR No.
5. Click button beside Req. No.

SkyGo ERP Logout

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch: Baybay (BAY) OR No.: 123
 Satellite: Req. No.:
 Reference No.: Customer Name:
 Date: Issued By:

IT Detail GL Entries

Items

Add	Edit	Delete						
Code	Model	Product Description	UOM	Qty	Price	Amount		

Gross Amount Discount Percent Net Amount
Discount Amount Vatable Amount

Figure 2

6. **Select Req. No. Record window will appear. Fill in transaction no. at Criteria box**
7. **Click Search button**
8. **Double click selected item in the grid**

Select Req. No. Record

Criteria

6 bay-130 7 Search

	Req. No.	Date	Customer Name	Issued By
8 1	BAY-130	10/17/2014	test	test

Page 1 of 1 Displaying 1 - 1 of 1

Figure 3

9. Click Save button

Home Accounting Inventory Sales Collections Disbursements Master File Old Accounts Reports

Add Save Delete Find Preview

Branch **9** Baybay (BAY) OR No. 123

Satellite Req. No. BAY-130

Reference No. Customer Name test

Date 10/20/2014 Issued By test

IT Detail GL Entries

Items

Add Edit Delete

	Code	Model	Product Description	UOM	Qty	Price	Amount
1	F37-02-61411A-SG100-A	DESIRE	Adjuster, Chain, LH	pc	1	25.00	25.00
2	F27-02-34510L-SG150-ZK	KING	Cap, Spark Plug	pc	1	88.00	88.00

Gross Amount 113.00 Discount Percent 0 Net Amount 113.00

Discount Amount Vatable Amount 100.89

Input VAT 12.11

Figure 4

5.1.2 Preview Parts Sales Transaction (Printable Format)

To view the transaction in printable format.

Steps:

1. Click Preview button

Home Accounting Inventory Sales Collections Disbursements

Add Save Delete Find Preview **1**

Branch Baybay (BAY) OR No. 123

Satellite Req. No. BAY-130

Reference No. BAY-131 Customer Name test

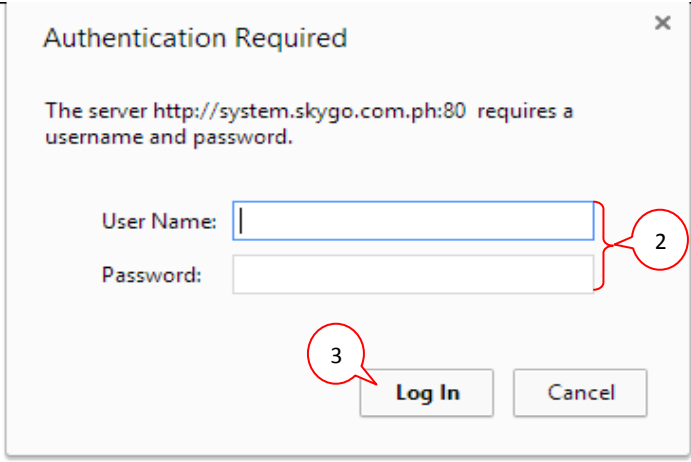
Date 10/20/2014 Issued By test

Figure 5

2. Fill in Username and Password

Username: guest1

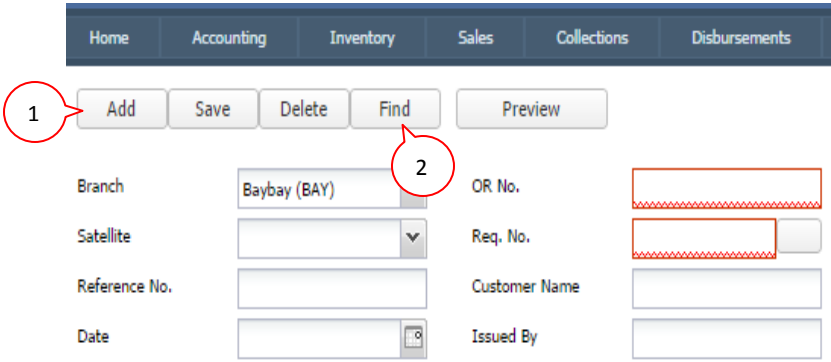
Password: skygo_123

3. Click Login button

The dialog box titled "Authentication Required" contains the text: "The server http://system.skygo.com.ph:80 requires a username and password." Below this text are two input fields: "User Name:" and "Password:". A red circle with the number "2" is placed over both input fields. Below the input fields are two buttons: "Log In" and "Cancel". A red circle with the number "3" is placed over the "Log In" button.

Figure 6**5.1.3 Find/Search Parts Sales Transaction**

To find/search for old parts sales transactions.

Steps:**1. Click Add button****2. Click Find button**

The form displays a navigation bar with tabs: Home, Accounting, Inventory, Sales, Collections, and Disbursements. Below the navigation bar is a row of buttons: Add, Save, Delete, Find, and Preview. A red circle with the number "1" is placed over the "Add" button. Below the buttons are several input fields: Branch (dropdown menu with "Baybay (BAY)" selected), Satellite (dropdown menu), Reference No. (text input), Date (text input with a calendar icon), OR No. (text input), Req. No. (text input), Customer Name (text input), and Issued By (text input). A red circle with the number "2" is placed over the "Find" button.

Figure 7

3. Select Part Sale Record window will appear. Fill in the transaction number beside Criteria box
4. Click Search button
5. Double click selected item
6. To view transaction in printable format, follow steps 1-3 of 5.1.2 (Preview Parts Sales Transaction (Printable Format))

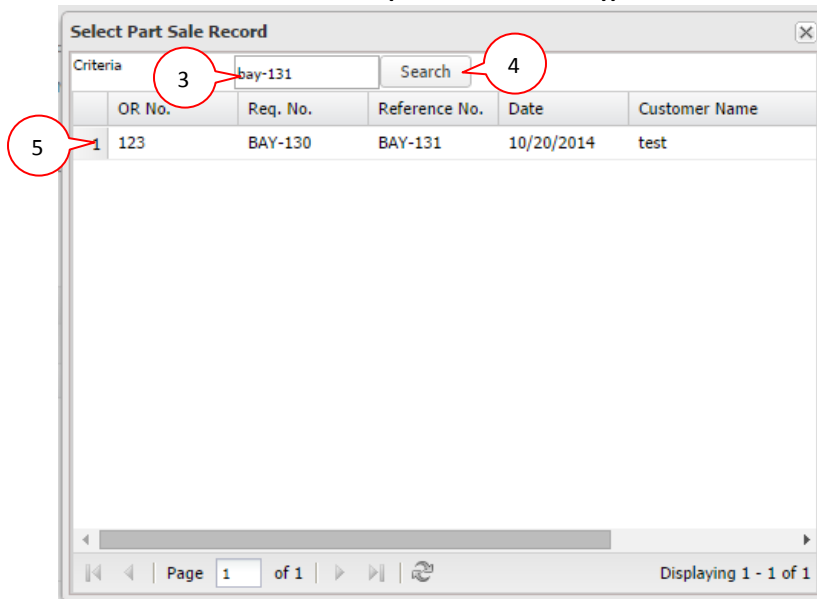


Figure 8