

Inventory & Billing

(Formerly Stock Control)

User Manual

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INTRODUCTION

UBS Inventory and Billing system makes inventory management easy and efficient. You have the flexibility to handle all types of inventory transactions and have instant update and inventory status at your fingertips.

This is the real-time update of stock of each receipt and issue of item. All items come with numerous unit of measurement. You can have multi location entry as well as multi payment mode.

There are many comprehensive inventory reports and is fully integrated with *UBS Accounting* system.

Getting Started

After the installation procedure, a shortcut icon is creating on your desktop. Double-click the shortcut icon to open *UBS Inventory and Billing* system.

When the main screen appears, you have to type in the correct information so that you can enter into the system.

This system uses PIN Control (Personal Identification Number) as a security measure. It reserves 5 PIN numbers whereby each PIN can only access to its own work area using individual password. The default password given are 'UBS', and you have to change it to your own password to maintain the confidentiality of this system. Password maintenance is found in Housekeeping → Run Setup → Change Password.

The work area of each PIN is controlled by the management and is defined through the accessibility in each menu and its sub-menus. Menu access maintenance is found in Housekeeping → Run Setup → User Defined → User Defined Menu.

- PIN 0 = Management
This PIN is reserved for the management level.
- PIN 1 = A.R Clerk
This PIN is reserved for Accounts Receivable Assistant and the work area is mostly on invoicing and billing.
- PIN 2 = A.P Clerk
This PIN is reserved for Accounts Payable Assistant and the work area is mostly on purchasing and costing.
- PIN 3 = Storekeeper
This PIN is reserved for Storekeeper or Stock Assistant and the work area is mostly on receiving of goods.
- PIN 4 = Storekeeper
This PIN is reserved for Storekeeper of Stock Assistant and the work area is mostly on issuing of goods.

Inventory & Billing

(Formerly Stock Control)

User Manual

(Maintenance)

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The MAINTENANCE is the first menu of *UBS Inventory and Billing System*. You can maintain customer, supplier and inventory's information. You may also maintain miscellaneous information such as category, group, service, location, business, region, area, agent, customer site, currency rate, project, brand, address, comment, category % discount, customer/supplier class, color-size, matrix item, opening quantity, recommended price for customer and supplier, and bills of material.

1.1. Customer Maintenance

This option enables you to create a new customer account, obtain a list of customer's name, printing the customer's information on label and maintaining the discount rate given to each customer.

1.1.1. Customer File Maintenance

This is for creating a new customer account with its information, search for an existing customer, modify or delete it from your system.

Create or add a new customer

1. Click on the **Add** button and type in the Customer number. The first 4 characters are the main account group, while the last three characters are customer's code, base on customer's initial name.

Example, 3000/A01 AURA LEE TRADING COMPANY

Note: AR code range setting must be the same with the main account group. To check the AR code range please go to Housekeeping → Run Setup → General setup. If the system is linked to *UBS Accounting System*, the AR code range must be the same with *UBS Accounting* debtor control number.

2. Type in each of the particulars information:

Name : This is the name of the customer account and it will appear mostly in Customer report.

Inv./Del. To : Customer's correspondence or delivering address.

Attention : Name of person in charge.

Email address : Customer's email address.

Web Site : Customer's web site address.

Phone No. : Customer's telephone number.

- Fax/Telex : Customer's facsimile number or telex number.
- Contact : The name of the person in regular contact.
- Business : Nature of business.
- Region : Customer's region
- Area : Customer's area code or geographical location.
- Agent : Your company's salesman or agent in charge.
- Terms : The term of payment.
- Credit Limit : The credit facility or amount given.
- Target : The sales target of this customer.
- Invoice Limit : The maximum amount allowed per invoice.
- Group To : This is an alternate account number of this maintained account. All transactions in this maintained account will be grouped to the alternate account.
- Created Date : Customer's join date
- Country Code : When you trade with overseas suppliers or customers, you need to assign a country code. Maintaining the country code is found in **Maintenance → Miscellaneous File → Currency Rate Maintenance**.
- Open Item Customer : Tick at this check box if this customer is using open item method.
- Bad Status : Tick at this check box if the customer's payment status is bad.
- More Info. : Select this tab and you can enter more information related to this customer.
- Discount Percentage Category : Select the type of category for discount percentage given to this customer.
Discount Percentage Category setting is found in *Maintenance → Customer File Maintenance → Edit Discount Percentage*.

Search for an existing customer

1. Click on the **Search** button and a dialog box will prompt you to search by customer number.
2. You can also search by using the following buttons:
 - **Top** → showing the first customer on the record.
 - **Prev** → show the previous record of the current account.
 - **Next** → showing the next record of the current account.
 - **Bottom** → showing the last customer on the record.

Modify an existing customer

Search for the customer you want modify. Directly click it on screen to modify the changes and then save it.

Delete an existing customer

Search for the customer that you want to remove and then click on the **Delete** button.

1.1.2. List Customer

This is for printing a list of customers with its information.

1.1.3. Print Labels

This is for printing customer's address and other information on label. You can use it for correspondence or filing purposes.

1.1.4. Edit Discount Percentage

This option is for you to maintain the discount percentage given to customer.

1. Click on the **Generate** button to enter the discount percentage for each individual category.
2. After that, you need to enter the discount category for each customer.

1.2. Supplier Maintenance

This option enables you to create a new supplier account, obtain a list of supplier's name, printing the supplier's information on label and maintaining the discount rate given by the supplier.

1.2.1. Supplier File Maintenance

This is for creating a new supplier account with its information, search for an existing supplier, modify or delete it from your system.

Create or add a new supplier

1. Click on the **Add** button and type in the Supplier number. The first 4 characters are the main account group, while the last three characters are supplier's code, base on supplier's initial name.

Example, 4000/C01 CAPITAL EMPIRE SDN. BHD.

Note: AP code range setting must be the same with the main account group. To check the AP code range please go to Housekeeping → Run Setup → General setup. If the system is linked to *UBS Accounting System*, the AP code range must be the same with *UBS Accounting* creditor control number.

2. Type in each of the particulars information:

Name	: This is the name of the supplier account and it will appear mostly in Supplier report.
Address	: Supplier's correspondence address.
Attention	: Name of person in charge.
Email address	: Supplier's email address.
Web Site	: Supplier's web site address.
Phone No.	: Supplier's telephone number.
Fax/Telex	: Supplier's facsimile number or telex number.
Contact	: The name of the person in regular contact.
Business	: Nature of business.
Region	: Supplier's region
Area	: Supplier's area code or geographical location.
Agent	: Your company's salesman or agent in charge.
Terms	: The term of payment.
Credit Limit	: The credit facility or amount allowed.
Target	: The sales target given by this supplier.
Invoice Limit	: The maximum amount allowed per invoice.

- Group To** : This is an alternate account number of this maintained account. All transactions in this maintained account will be grouped to the alternate account.
- Created Date** : Customer's join date
- Country Code** : When you trade with overseas suppliers or customers, you need to assign a country code. Maintaining the country code is found in **Maintenance** → **Miscellaneous File** → **Currency Rate Maintenance**.
- Open Item Supplier** : Tick at this check box if this supplier is using open item method.
- Status Bad** : Tick at this check box if the supplier's status is bad.
- More Info.** : Select this tab and you can enter more information related to this supplier.
- Discount Percentage Category** : Select the type of category for discount percentage given by this supplier. *Discount Percentage Category setting is found in **Maintenance** → **Supplier File Maintenance** → **Edit Discount Percentage**.*

Search for an existing supplier

1. Click on the **Search** button and a dialog box will prompt you to search by supplier number.
2. You can also search by using the following buttons:
 - **Top** → showing the first supplier on the record.
 - **Prev** → show the previous record of the current account.
 - **Next** → showing the next record of the current account.
 - **Bottom** → showing the last supplier on the record.

Modify an existing supplier

Search for the supplier you want modify. Directly click it on screen to modify the changes and then save it.

Delete an existing supplier

Search for the supplier that you want to remove and then click on the **Delete** button.

1.2.2. List Supplier

This is for printing a list of suppliers with its information.

1.2.3. Print Labels

This is for printing supplier’s address and other information on label. You can use it for correspondence or filing purposes.

1.2.4. Edit Discount Percentage

This option is for you to maintain the discount percentage given to supplier.

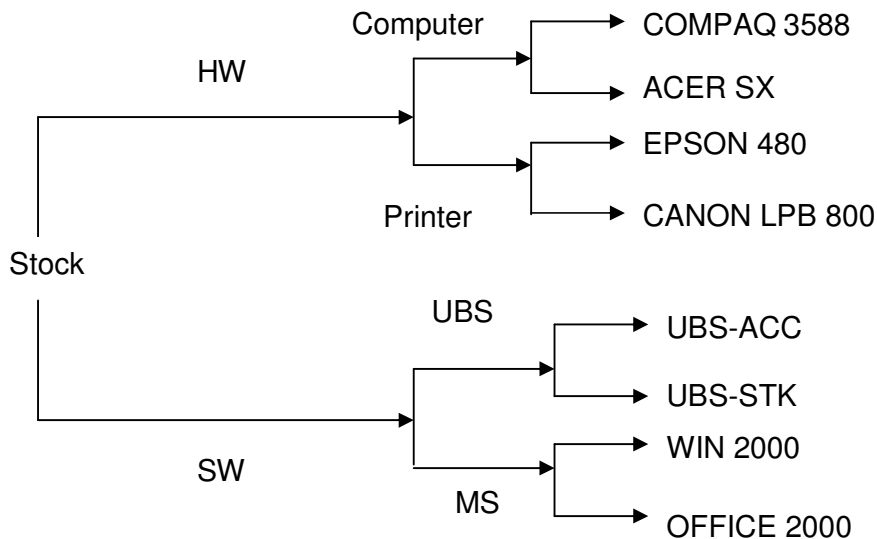
1. Click on the **Generate** button to enter the discount percentage for each individual category.
2. After that, you need to enter the discount category for each supplier.

1.3. Item Maintenance

This option enables user to create new item code (stock) with its information, obtain a list of items and printing item barcodes.

Below is an example of an illustration chart of stock item classification.

Stock ⇒ Category ⇒ Group ⇒ Item



1.3.1. Item File Maintenance

This option enables user to create new item code (stock) with its information, search for an existing item, modify or delete it from your database.

Create or add a new item

1. Click on the **Add** button and type in the new stock Item Number (can be extended up to 24 characters) and item description.

2. Type in each of the particulars information:

Alternate Item No. : Normally use as a product's barcode.

Universal Item No. : Different item can maintain same product's code.

Brand : A product name or identifying label.

Category : The classification of product for this item.
(For more details please refer to section 1.4.1)

Item group : Sub-classification of category in details for this item.

Supplier No. : The supplier that supplying you with this item.

Shelf No. : To identify the specific place/rack of an item in the storeroom or warehouse

Packing : The item's content and usually it is measured in weight.
E.g. Unit of measurement = 1 tin
Packing = 250 g

Cost Code : A code given to replace an actual cost (please refer to section 1.3.2).
E.g. Cost Code = 2T5H
Cost = RM 2500

Unit of Measurement : The unit that is used to measure this item.
E.g. cm, kg or piece

Unit Cost Price : Cost price per item.
This cost price will remain same unless you request the system to update the new cost price when you receive new stock at **Transaction → Receive**.

Unit Selling Price : You can maintain 2 different selling prices for an item.

Mark up Ratio : The rate that is used for marking up the cost price in order to determine the third selling price. Normally base on the unit cost price.

$$\text{Selling Price} = \text{Cost Price} * \text{Mark up Ratio}$$

- 2nd Unit : An alternate unit of measurement. E.g. box. In order to have multiple unit of measurement for the same item, just click at the arrow down button and type in the data/values.
- 2nd Unit Factor : According to the example given (base on sub-screen values), we define that 10 cartons (Factor 1) in 1 box (Factor 2).
- Quantity Formula : Tick at the checkbox if this item requires a special
Unit Price Formula formulation to obtain its quantity and unit price or a serial
Serial No. number. Next, type in item's length, width, thickness, weight/length and price/weight.
(For more details please refer to section 7.1.1)
- Qty B/F : The item's opening quantity.
- Minimum : The lowest stock level of this item in quantity
- Maximum : The highest stock level of this item in quantity
- Reorder : Setting a reorder level will make it more convenient for you to replenish item that reaches the minimum level.
- Account codes : There are 5 types of account code given, such as credit sales, cash sales, sales return, purchase and purchase return. They are only applicable when your system is linked to *UBS Accounting*. If you leave it blank, the system will default them to preset account numbers (For more details please refer to section 7.1.1).
- Remark : Tick at this checkbox to activate a sub-screen to input more information on item in terms of remarks.
- More Info. (1) : Tick at this checkbox to enable the setting of points and rewards. Points are gained by the customer to exchange for an item (e.g. bonus link). Award 1 to 8 will be the different points allocated. You may also set three levels of discounts for an item in percentage base on your own setting for each of the discount category. Assign item commission by percentage.
- More Info. (2) : Tick at this checkbox to enable the setting of commission rate for a customer base on the collection according to the duration of month. Assign item tax; item default unit; Item Status; Item Type; Matrix Item No; Color and Size.
- Related Item : How to apply **Related Item** in Item File Maintenance?
Answer
i. Go to *Maintenance* → *Item Maintenance* → *Item File Maintenance*, tick **Related Item**, select the related product that belongs to this item and click "**Insert**", "**Save**"

- ii. View/Print the related item in *Enquiry* → *Inventory Balance Check* → *Related Item Balance*

3. Select "**Click here to load photo**" button in order to scan the picture of the item and load it into this system.

Search for an existing item

1. Click on the **Search** button and a dialog box will prompt you to search by item number.
2. You can also search by using the following buttons:
 - **Top** → showing the first item on the record.
 - **Prev** → show the previous record of the current account.
 - **Next** → showing the next record of the current account.
 - **Bottom** → showing the last item on the record.

Modify an existing item

Search for the item you want modify. Directly click it on screen to modify the changes and then save it.

Delete an existing item

Search for the item that you want to remove and then click on the **Delete** button.

Note: Items can ONLY be deleted when there is no transaction entered and the balance must be zero.

1.3.2. List Item

This is for printing a list of items with detailed information.

1.3.3. Print Barcode

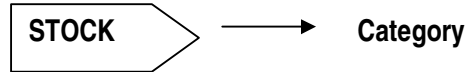
This is for printing item's barcode.

1.4. Miscellaneous Files

This option enables you to maintain other useful information such as category, group, service, location, area and agent code, currency rate, project title, business classification, address code, comment line, category discount and colour & size of an item.

1.4.1. Category Maintenance

This is the **first level** of classifying the various types of stock.



1.4.2. Group Maintenance

This is the **second level** of classifying the various types of stock. After you have classified the stock into different categories then you may need to sub-divide each category into the correct group.



Note:-

Meter Reading

This is for item group that needs meter reading, for example, photocopier machine. When you add an invoice, at the amount column, click at the arrow down key and you will see a table for meter reading calculation.

*(**Remark: If your Inventory and Billing is linked to UBS Accounting System, it will link to Accounting General Ledger code and it consists of 3 levels of posting those account numbers are essential for posting to main account in UBS Accounting. To get the account number maintenance, go to Housekeeping → Run Setup → General Setup or for more details please refer to section 7.1.1)*

1.4.3. Service Maintenance

This is for creating a code for a service or task performed.

1.4.4. Location Maintenance

This is for identifying the exact place or location to keep your stock.

1.4.5. Business Maintenance

This is for classifying the business type of an organization.

1.4.6. Region Maintenance

This is for maintaining customer/supplier type of region.

1.4.7. Area Maintenance

This is for maintaining an area code instead of using full description of certain geographical region.

1.4.8. Agent Maintenance

This is for maintaining the salesman or agent in your company.

1.4.9. Customer Site Maintenance

This is for maintaining the customer site.

1.4.A. Project Maintenance

This is for maintaining either the Project or Job (P or J) titles for different projects.

1.4.B. Brand Maintenance

This is for maintaining item's brand.

1.4.C. Currency Rate Maintenance

This is for maintaining the foreign currency rate for companies dealing with overseas trading.

1.4.D. Address Maintenance

This is for maintaining an additional address for a customer.

1.4.E. Comment Maintenance

This is for maintaining those comments (greetings, notices, promotions and etc) that are frequently used.

1.4.F. Category Discount % Maintenance

This is for maintaining a discount for category in percentage base on your own setting.

1.4.G. Customer / Supplier Class Maintenance

How to apply discount class?

Answer

- i. Tick "Get discount percentage from class code" & "With per item discount" in Transaction (Housekeeping → Run Setup → General Setup)
- ii. Add the new class code in Customer / Supplier Class Maintenance (Maintenance → Miscellaneous Files)
- iii. Add the new customer/supplier code in Customer/Supplier File Maintenance and select class code in More Info tab
- iv. Issue the new INV/RC, select customer/supplier code, access to body, select any item, key in quantity & price then the discount % will be get from class code

1.4.H. Color-Size Maintenance

This is for specifying and describe about an item (only for those items to be classified into different levels or grades, e.g. shoes may consist of different sizes).

1.4.I. Matrix Item File Maintenance

How to generate matrix items?

Answer

- i. Maintain the colour number, colour code, colour description and the size in *Maintenance → Miscellaneous Files → Colour – Size Maintenance*

- ii. Key in the matrix number, colour number, matrix description and click on Save button in *Maintenance* → *Miscellaneous Files* → *Matrix Item Maintenance*
- iii. In Matrix Item `Maintenance, search back the matrix item number then tick Generate Item No check box

1.5. Opening Quantity Maintenance

This option enables you to enter item's opening quantity and cost, opening quantity by location and batch. Subsequently, the system will generate the opening quantity constantly every year after running 'Year End Processing'.

1.5.1. Edit Item Opening Quantity/Cost

This is for entering item's opening quantity and cost.

Note: All these items opening quantity information can be updated. Please refer to section 1.3.1.

Select "**FIFO**" button if you want your costing method to be first-in-first-out. Next, enter the quantity, cost and date accordingly.

1.5.2. Enquiry Opening Value

This is for viewing item's opening quantity, item cost and total opening value.

1.5.3. Edit Location Opening Quantity

This is for entering item's opening balance by location.

Select "**By Location + Item No**" button, the Location column will be displayed first followed by the item no. Other columns will remain in the same sequence.

1.5.4. Edit Customer – Item Opening Quantity

This is for maintaining the item opening quantity for customer.

1.5.5. Edit Supplier – Item Opening Quantity

This is for maintaining the item opening quantity from supplier.

1.5.6. Edit Batch Opening Quantity

This is for maintaining item's quantity in batch to track the expiry date. This is ONLY suitable for products that carry an expiry date, e.g. food, drink and medicine.

1.5.7. Edit Location – Item – Grade Opening Quality

This option is ONLY suitable for certain stock that needed to be subdivided into different grade or levels, e.g. Shoes or garments with different sizes. Select "**By Location + Item No**" button the Location column will be displayed first follow by the item no.

1.5.8. Edit Location – Item – Batch Opening Quantity

This is for maintaining item's quantity in batch to track the expiry date at different location. This is ONLY suitable for products that carry an expiry date, e.g. food, drink and medicine.

1.5.9. Edit Available Opening Balance

This option allows you to edit an item's net opening quantity available.

1.6. Customer Item Maintenance

This option enables you to input the recommended price for a customer. Usually a company may give a special price for a particular customer that have a good record on payment.

1.6.1. Recommended Price – Customer – Item

This is for you to input a recommended price of an item and the discounts given to a customer.

1.6.2. Recommended Price – Item – Customer

This is for you to input a recommended price and the discounts given to customers base on an item.

1.6.3. Customer Item Price Listing

This is for you to view the customer's item price list.

Tick on the check box '**Generate Recommended price from Markup ratio**' and the recommended price will change to the markup ratio amount.

1.7. Supplier Item Maintenance

This option enables you to input the recommended price for a supplier. Usually a company may give a special price for a particular supplier that have a good record on payment.

1.7.1. Recommended Price – Supplier – Item

This is for you to input a recommended price of an item and the discounts given by your supplier.

1.7.2. Recommended Price – Item – Supplier

This is for you to input a recommended price and the discounts given by your supplier base on an item.

1.7.3. Supplier Item Price Listing

This is for you to input a recommended price and the discounts given by your supplier base on an item.

1.8. Bill of Material

This option enables you to maintain raw materials/component parts that are required to assemble into finished good/item, listing the materials, generating the cost and checking the quantity required.

1.8.1. Add

This is for you to add a new finished good by combining the required raw materials/ component parts.

Remark: When you incur an additional cost while assembling this finished good, you have to type it into the Misc. Cost column.

1.8.2. List

This is for listing finished goods and its components.

1.8.3. Generate Cost

This is for generating the cost incurred of a finished good.

1.8.4. Check Material

This is for checking the materials required for assembling a finished good. You must enter the BOM number. Otherwise, this option will be rejected.

1.8.5. Use In Where

This is for listing what are the raw materials and the quantity to be used for an item.

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(Transaction)

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The TRANSACTION menu allows you to do billing, using the appropriate documents. When a transaction takes place, this system will update the stock value and its quantity accurately.

2.1. Receive

This option enables you to enter receivables of stock from purchases. The Receive menu comprises of three (3) screens.

Main/Header screen

Create/add a new Receive bill

1. Select **"Add"** and fill in the required fields.

- Period : This is the fiscal period or accounting period.
- Your Ref. No. : The current reference number and is generated automatically. You can either preset or reset another new number. For more details please refer to section 7.1.1.
- Last Ref. No : The last reference number being used.
- Supplier code : Enter/click on the arrow down button to set the supplier code and the supplier's name will automatically appear on screen.
- Date : Specify the date it was created, if available.
- Ref. No. 2 : A supporting reference number, e.g. supplier's invoice number or D/O number.
- Description : The narration of this Receive, e.g. Purchase of goods.
- Bill Terms : Billing method. Pay by cash or cheque.
- Delivered by : Enter the delivery information such as name, lorry plate number, mode of transport and others.
- Po No./So No. : Type in the purchase order number or the sales order number when required.
- Delivery Order No : Type in the delivery order number if required.
- Remark (0-11) : To allow the user to key in more information or description of the goods received. You can redefine another word instead of using the word 'Remark'. For more details please refer to section 7.1.1.
- Update From PO : Tick at this checkbox and the system will display a list of Purchase Order numbers that have been created. Mark the correct PO that you may like to update into this receive bill.

Note : Before you update from PO, you must create the supplier record at PO, and make sure the supplier code match with PO otherwise the system will not accept the updating transaction/process.

Update Unit Cost : Tick at this checkbox and the system will update the unit cost based on the latest receive.

2. Specify the type of bill either it is a "**Credit purchases**" or "**Consignment Receive**".
3. Click on "**Multiple Payment Mode**" box if you want to have more than one payment method to be made. At the footer screen, you can enter the amount of the payment method that you have made.
4. Select "**Accept**" once you have completed entering the information. The system will auto generate and prompt you to another screen.

Body Screen

Part A:

- Item No. : Type in or click on the arrow down button to get the Item number.
- Description : The system will auto generate/display the item's description.
- Remark 1 & 2 : This is an extra column to support the description.
- Location : Type in or click on the arrow down button to define the location (where the item to be placed).
- Change Unit : Tick at this checkbox and you are able to modify the item's unit of measurement or quantity per unit.

User is allowed to select from the following functions:

- Service : When there is no item but provide service only. User may require to define/enter the service part and cost only.
- Comment : User can include their comment/description about the item.
- Tax : To include tax charges into this bill. User is required to enter the tax code, description, price and amount (set by user itself).
- No display : Items that will not be displayed in bill but will be deducted in stock card, e.g. the operating manual, warranty card and others.
- Update Qty. : The item receive will update the stock list automatically. If you do not want to update into the stock list, untick this checkbox.

Part B:

This part displays the cost and selling price of an item.

Part C:

This part allows user to enter the quantity and item price.

Part D:

- Remark 3 & 4 : This is an extra column to support the description after Remark 1 & Remark 2.
- Inv/Po : Enter the Inv/Po number that is related to this bill.

- Project/Job : Enter the project [P] or job [J] code. This field only used for Project A/C.
- GL A/C : If your system is linked to *UBS Accounting System*, then you have to specify the account number. Otherwise, the system will default them as preset account number.

5. Click on **"Total Up"** box to add up a few items to produce a sub-total.
6. Select **"Accept"** you will switch back to the Main/Header Screen. Or else, select **"Footer"** and the system will auto generate and prompt you to another screen.

Footer Screen

- Total : System will auto generate/calculate the total bill amount.
- Discount % : There are 3 types of discount rates. The first discount is the normal discount rate, the second discount is a double discount and the third discount is a triple discount.

E.g.:

Total bill amount	:1000
1st discount (10%)	: <u>100</u>
	900
2 nd discount (10%)	: <u>90</u>
	810
3 rd discount (10%)	: <u>81</u>
	729

- Tax % : There are 2 types of tax rate. The first tax is a normal tax and the second tax is a double tax.

E.g.:

Total bill amount	: 2000
1 st tax (10%)	: <u>200</u>
	2200
2 nd tax (5%)	: <u>110</u>
	2310

- Misc. Charges 1 & 2 : There are 2 miscellaneous charges given for entering charges incurred.

- PTAX/STAX/ZR/EX : Enter the correct type of tax to be paid. This GST field is applicable for Singapore used
 - PTAX ~ Purchase tax
 - STAX ~ Standard rated sales tax
 - ZR ~ Zero Rated Sales tax
 - EX ~ Exempted Sales tax

- Tax Account No. : Enter the tax account number that later will be used for posting to *UBS Accounting system*.

- Tax Already Included : Tick at this checkbox and the system will include this tax amount in the grand total.

- Remark (0-9) : To allow the user to key in more information.

- Payment Made By : Enter the method of payment.

7. Select **"Accept"** button and return to main/header screen.

Modify an existing Receive record

1. Select **"Edit"** button to allow you to modify a particular fields of an item.

Delete an existing Receive record

1. Select **"Delete"** button and the system will prompt you a dialog box to make your selection such as **Recover Related PO**. After that, select **"OK"** button.

2.2. Purchase Return

This option enables you to enter purchase return to supplier.

Note: The steps are similar to section 2.1. Receive.

2.3. Delivery Order

This option enables you to enter goods delivered to your customer.

Main/Header Screen

Create/add a new Delivery Order

1. Select **"Add"** and fill in the required fields.

- | | | |
|----------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Period | : | This is the fiscal period or accounting period. |
| Del. Order No. | : | The current Delivery Order number and is generated automatically. You can either preset or reset another new number. For more details please refer to section 7.1.1. |
| Last DO. No | : | The last Delivery Order number being used. |
| Cust. No. | : | Enter/click on the arrow down button to set the customer code and the customer's name will automatically appear on screen. |
| Date | : | Specify the date it was created, if available. |
| Ref. No. 2 | : | A supporting reference number. |
| Description | : | The narration of this order, e.g. Delivery. |
| Bill Terms | : | Billing method as maintained in Customer file. |
| Bill Age | : | Showing the outstanding aging. |
| Delivered by | : | Enter the delivery information such as name, lorry plate number, mode of transport and others. |
| Po No./So No. | : | Type in the purchase order number or the sales order number when required. |

Delivery Order No : Type in the delivery order number if required.

Remark (0–11) : To allow the user to key in more information or description of the goods delivered. You can redefine another word instead of using the word 'Remark'. For more details please refer to section 7.1.1.

Update From SO : Tick at this checkbox and the system will display a list of Sales Order numbers that have been created. Mark the correct SO that you may like to update into this delivery order.

Note : Before you update from SO, you must create the customer record at SO, and make sure the customer code match with SO otherwise the system will not accept the updating transaction/process.

With Delivery Address : Tick at this checkbox and the system will include the customer's delivery address into this DO. At the same time, the system will prompt another checkbox called '**Change Address**' for entering a new delivery address.

2. Select "**Accept**" once you have completed entering the information. The system will auto generate and prompt you to another screen.

Body Screen

Part A:

Item No. : Type in or click on the arrow down button to get the Item number.

Description : The system will auto generate/display the item's description.

Remark 1 & 2 : This is an extra column to support the description.

Location : Type in or click on the arrow down button to define the location (where the item is being placed).

Change Unit : Tick at this checkbox and you are able to modify the item's unit of measurement or quantity per unit.

User is allowed to select from the following functions:

Service : When there is no item but provides service only. User may require to define/enter the service part and cost only.

Comment : User can include their comment/description about the item.

Tax : To include tax charges into this bill. User is required to enter the tax code, description, price and amount (set by user itself).

No display : Items that will not be displayed in bill but will be deducted in stock card, e.g. the operating manual, warranty card and others.

Update Qty. : The item delivered will update the stock list automatically. If you do not want to update into the stock list, untick this checkbox.

Part B:

This part displays the cost of an item.

Part C:

This part allows user to enter the quantity.

Part D:

- Why Free? : This will only appear when your stock unit is zero value, otherwise you will not be able to view this field. Indicate the reason such as 'Free Sample' or 'Free of Charge'.
- Gst Item : Tick at this checkbox, if this item is a Gst item.
- Remark 3 & 4 : This is an extra column to support the description after Remark 1 & Remark 2.
- Inv/So : Enter the Inv/So number that is related to this bill.
- Project/Job : Enter the project [P] or job [J] code. This field only used for Project A/C.
- GL A/C : If your system is linked to *UBS Accounting System*, then you have to specify the account number. Otherwise, the system will default them as preset account number.

3. Click on **"Total Up"** box to add up a few items to produce a sub-total.

4. Select **"Accept"** you will switch back to the Main/Header Screen.

Modify an existing Delivery Order record

1. Select **"Edit"** button to allow you to modify a particular fields of an item.

Delete an existing Delivery Order record

1. Select **"Delete"** button and the system will prompt you a dialog box to make your selection such as **Recover Related SO**. After that, select **"OK"** button.

2.4. Invoice

This option enables you to enter the goods sold to the customers on credit.

Main/Header screen**Create/add a new Invoice**

1. Select **"Add"** and fill in the required fields.

Period : This is the fiscal period or accounting period.

Invoice No. : The current Invoice number and is generated automatically. You can either preset or reset another new number. For more details please refer to section 7.1.1.

Last Invoice No : The last Invoice number being used.

Cust. No. : Enter/click on the arrow down button to set the customer code and the customer's name will automatically appear on screen.

- Date : Specify the date it was created, if available.
- Ref. No. 2 : A supporting reference number.
- Description : The narration of this order, e.g. Sales.
- Bill Terms : Billing method as maintained in Customer file.
- Bill Age : Showing the outstanding aging.
- Delivered by : Enter the delivery information such as name, lorry plate number, mode of transport and others.
- Po No./So No. : Type in the purchase order number or the sales order number when required.
- Delivery Order No : Type in the delivery order number if required.
- Remark (0–11) : To allow the user to key in more information or description of the goods. You can redefine another word instead of using the word 'Remark'. For more details please refer to section 7.1.1.
- Update From DO : Tick at this checkbox and the system will display a list of Delivery Order numbers that have been created. Mark the correct DO that you may like to update into this invoice. At the **"Body Screen"** go to **"Price"** column and enter each item's pricing.
- Update From SO : Tick at this checkbox and the system will display a list of Sales Order numbers that have been created. Just mark the correct SO that you may like to update into this invoice.
- Update Qty Returned : Tick at this checkbox and it will prompt another screen showing the quantity of this bill being returned. In order to show this screen, you need to specify the Invoice number of the returned good in the Credit Note in section 2.6. After that go to **'Transactions → Generate/Update → Generate Quantity Returned on Bills'**.
- Multiple Payment Mode : Tick at this checkbox when you have more than one payment method to be made.
- With Delivery Address : Tick at this checkbox and the system will include the customer's delivery address into this DO. At the same time, the system will prompt another checkbox called **'Change Address'** for entering a new delivery address.

2. Select **"Accept"** once you have completed entering the information. The system will auto generate and prompt you to another screen.

Body Screen

Part A:

- Item No. : Type in or click on the arrow down button to get the Item number.

- Description : The system will auto generate/display the item's description.
- Remark 1 & 2 : This is an extra column to support the description.
- Location : Type in or click on the arrow down button to define the location (where the item to be placed).
- Change Unit : Tick at this checkbox and you are able to modify the item's unit of measurement or quantity per unit.

User is allowed to select from the following functions:

- Service : When there is no item but provide service only. User may require to define/enter the service part and cost only.
- Comment : User can include their comment/description about the item.
- Tax : To include tax charges into this bill. User is required to enter the tax code, description, price and amount (set by user itself).
- No display : Items that will not be displayed in bill but will be deducted in stock card, e.g. the operating manual, warranty card and others.
- Update Qty. : The item delivered will update the stock list automatically. If you do not want to update into the stock list, untick this checkbox.

Part B:

This part displays the cost and selling price of an item.

Part C:

This part allows user to enter the quantity and item price.

Part D:

- Remark 3 & 4 : This is an extra column to support the description after Remark 1 & Remark 2.
- Inv/Do : Enter the Inv/Do number that is related to this bill.
- Project/Job : Enter the project [P] or job [J] code. This field only used for Project A/C.
- GL A/C : If your system is linked to *UBS Accounting System*, then you have to specify the account number. Otherwise, the system will default them as preset account number.

3. Click on **"Total Up"** box to add up a few items to produce a sub-total.
4. Select **"Accept"** you will switch back to the Main/Header Screen. Or else, select **"Footer"** and the system will auto generate and prompt you to another screen.

Footer Screen

- Total : System will auto generate/calculate the total bill amount.

Discount % : There are 3 types of discount rates. The first discount is the normal discount rate, the second discount is a double discount and the third discount is a triple discount.

E.g.: Total bill amount :1000
 1st discount (10%) : 100
 900
 2nd discount (10%) : 90
 810
 3rd discount (10%) : 81
 729

Tax % : There are 2 types of tax rate. The first tax is a normal tax and the second tax is a double tax.

E.g.: Total bill amount : 2000
 1st tax (10%) : 200
 2200
 2nd tax (5%) : 110
 2310

Misc. Charges 1 & 2 : There are 2 miscellaneous charges given for entering charges incurred.

PTAX/STAX/ZR/EX : Enter the correct type of tax to be paid. This GST field is applicable for Singapore used

- PTAX ~ Purchase tax
- STAX ~ Standard rated sales tax
- ZR ~ Zero Rated Sales tax
- EX ~ Exempted Sales tax

Tax Account No. : Enter the tax account number that later will be used for posting to *UBS Accounting* system.

Tax Already Included : Tick at this checkbox and the system will include this tax amount in the grand total.

Remark (0–9) : To allow the user to key in more information.

5. Select **"Accept"** button and return to main/header screen.

Modify an existing Invoice record

1. Select **"Edit"** button to allow you to modify a particular fields of an item.

Delete an existing Invoice record

1. Select **"Delete"** button and the system will prompt you a dialog box to make your selection such as **Recover Related SO**. After that, select **"OK"** button.

2.5. Cash Sale

This option is only used for entering those goods sold to customer by CASH.

Main/Header screen

Create/add a new Cash Sale

1. Select **"Add"** and fill in the required fields.

Period	:	This is the fiscal period or accounting period.
Bill No.	:	The current Cash Sale number and is generated automatically. You can either preset or reset another new number. For more details please refer to section 7.1.1.
Last Cash Bill	:	The last Cash Sale number being used.
Cust. No.	:	Enter/click on the arrow down button to set the customer code and the customer's name will automatically appear on screen.
Date	:	Specify the date it was created, if available.
Ref. No. 2	:	A supporting reference number.
Description	:	The narration of this order, e.g. Cash Sales.
Bill Terms	:	Billing method, e.g. Cash on Delivery.
Cheque No.	:	Enter the cheque number.
Delivered by	:	Enter the delivery information such as name, lorry plate number, mode of transport and others.
Po No./So No.	:	Type in the purchase order number or the sales order number when required.
Delivery Order No	:	Type in the delivery order number if required.
Remark (0–11)	:	To allow the user to key in more information or description of the goods. You can redefine another word instead of using the word 'Remark'. For more details please refer to section 7.1.1.
Cash Account	:	Tick at this checkbox and the customer number will default as 9999/999 as cash account.
Debtor Account	:	Tick at this checkbox and enter the customer number.
Multiple Payment Mode	:	Tick at this checkbox when you have more than one payment method to be made.

2. Select **"Accept"** once you have completed entering the information. The system will auto generate and prompt you to another screen.

Body Screen

Part A:

Item No.	:	Type in or click on the arrow down button to get the Item number.
Description	:	The system will auto generate/display the item's description.

- Remark 1 & 2 : This is an extra column to support the description.
- Location : Type in or click on the arrow down button to define the location (where the item to be placed).
- Change Unit : Tick at this checkbox and you are able to modify the item's unit of measurement or quantity per unit.

User is allowed to select from the following functions:

- Service : When there is no item but provide service only. User may require to define/enter the service part and cost only.
- Comment : User can include their comment/description about the item.
- Tax : To include tax charges into this bill. User is required to enter the tax code, description, price and amount (set by user itself).
- No display : Items that will not be displayed in bill but will be deducted in stock card, e.g. the operating manual, warranty card and others.
- Update Qty. : The item delivered will update the stock list automatically. If you do not want to update into the stock list, untick this checkbox.

Part B:

This part displays the cost and selling price of an item.

Part C:

This part allows user to enter the quantity and item price.

Part D:

- Gst Item : Tick at this checkbox, if this item is a Gst item.
- Remark 3 & 4 : This is an extra column to support the description after Remark 1 & Remark 2.
- Inv/Do : Enter the Inv/Do number that is related to this bill.
- Project/Job : Enter the project [P] or job [J] code. This field only used for Project A/C.
- GL A/C : If your system is linked to *UBS Accounting System*, then you have to specify the account number. Otherwise, the system will default them as preset account number.

3. Click on **"Total Up"** box to add up a few items to produce a sub-total.
4. Select **"Accept"** you will switch back to the Main/Header Screen. Or else, select **"Footer"** and the system will auto generate and prompt you to another screen.

Footer Screen

Total : System will auto generate/calculate the total bill amount.

Discount % : There are 3 types of discount rates. The first discount is the normal discount rate, the second discount is a double discount and the third discount is a triple discount.

E.g.: Total bill amount	:1000
1st discount (10%)	: <u>100</u>
	900
2 nd discount (10%)	: <u>90</u>
	810
3 rd discount (10%)	: <u>81</u>
	729

Tax % : There are 2 types of tax rate. The first tax is a normal tax and the second tax is a double tax.

E.g.: Total bill amount	: 2000
1 st tax (10%)	: <u>200</u>
	2200
2 nd tax (5%)	: <u>110</u>
	2310

Misc. Charges 1 & 2 : There are 2 miscellaneous charges given for entering charges incurred.

PTAX/STAX/ZR/EX : Enter the correct type of tax to be paid. This GST field is applicable for Singapore used
 PTAX ~ Purchase tax
 STAX ~ Standard rated sales tax
 ZR ~ Zero Rated Sales tax
 EX ~ Exempted Sales tax

Tax Account No. : Enter the tax account number that later will be used for posting to *UBS Accounting* system.

Tax Already Included : Tick at this checkbox and the system will include this tax amount in the grand total.

Remark (0-9) : To allow the user to key in more information.

5. Select **"Accept"** button and return to main/header screen.

Modify an existing Cash Sale record

1. Select **"Edit"** button to allow you to modify a particular fields of an item.

Delete an existing Cash Sale record

1. Select **"Delete"** button and the system will prompt you a dialog box to make your selection such as **Recover Related PO**. After that, select **"OK"** button.

2.6. Credit Note

This option is only used for entering goods that were overcharged your customer.

Note: The steps are similar to section 2.5. Cash Sale.

2.7. Debit Note

This option is only used for entering those goods that were undercharged your customer.

Note: The steps are similar to 2.5. Cash Sale

2.8. Issue

This option is used for entering goods issued for internal use.

Main/Header screen

Create/add a new Issue

1. Select **"Add"** and fill in the required fields.

- | | | |
|------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Period | : | This is the fiscal period or accounting period. |
| Issued Ref. No. | : | The current Issued number and is generated automatically. You can either preset or reset another new number. For more details please refer to section 7.1.1. |
| Last Issued No. | : | The last Issue number being used. |
| Authorized By | : | The name of the person in charge of this issue. |
| Reason For Issue | : | State the reason of this issue. |
| Date | : | Specify the date it was created, if available. |
| Remark (0–11) | : | To allow the user to key in more information or description of the goods. |

Note: For **"Body"** and **"Footer"** screen, the steps are similar to section 2.5. Cash Sale.

2.9. Transfer

This option is used for transferring item from one location to another.

Main/Header screen

Create/add a new Transfer

1. Select **"Add"** and fill in the required fields.

- | | | |
|--------|---|-------------------------------------------------|
| Period | : | This is the fiscal period or accounting period. |
|--------|---|-------------------------------------------------|

- Transfer Ref. No. : The current Transfer number and is generated automatically. You can either preset or reset another new number. For more details please refer to section 7.1.1.
- Last Transfer No. : The last Transfer number being used.
- Authorized By/
Custno : The name of the person in charge of this transfer.
- Reason For
Transfer : State the reason of this transfer.
- Date : Specify the date it was created, if available.
- Transfer From
Location : State the original location of this item before the transfer.
- Transfer To
Location : State the designate location of the item after the transfer.
- Remark (0–11) : To allow the user to key in more information or description of the goods.

Note: For “Body” and “Footer” screen, the steps are similar to section 2.5. Cash Sale.

2.A. Adjustment Increase

This option is used when there is an increase of stock quantity.

Note: The steps are similar to section 2.8. Issue.

2.B. Adjustment Reduce

This option is used when there is a decreased of stock quantity.

Note: The steps are similar to section 2.8. Issue.

2.C. Item Assembly

This option is used internally where it will assemble raw materials/component parts into finished goods.

Main/Header screen

Create/add a new Item Assembly

1. Select “Add” and fill in the required fields.

Period : This is the fiscal period or accounting period.

- Your Ref. No. : The current Item Assembly number and is generated automatically. You can either preset or reset another new number. For more details please refer to section 7.1.1.
- Last Ref. No. : The last Item Assembly number being used.
- Date : Specify the date it was created, if available.
- Ref. No. 2 : A supporting reference number.
- Description : The narration of this order, e.g. Receive or Issue.

2. Click **"Add to receive bill"** if you want the assembly bill to be added in/updated to your receive bill and this will consider as a receive of new item and at the same time the raw materials used are considered as an issued item.
3. Click **"Update from PO"** and the system will auto generate/update to the PO file if required.
4. Click **"Update unit cost"** and if there is any changes made on "Price" (Body screen) it will directly link and update **"Unit Cost Price"** on the Item Maintenance File (section 1.3.1)
5. Type in the currency exchange rate for this item when required.

Note: For **"Body"** and **"Footer"** screen, the steps are similar to section 2.5. Cash Sale.

2.D. Historical Records

This option enables you to view and check bills on items and transactions of past record.

2.D.1. View Batch Summary

This is for viewing the number of transactions for all type of bills.

2.D.2. List Historical Bills

This is for listing historical bills to trace back those previous bills that were already issued by the company.

Note :-

- ⊙ **Posted**
Select this button to list historical bills that were posted to UBS.
- ⊙ **Unposted**
Select this button to list historical bills that were not posted to UBS.
- ⊙ **All**
Select this button to list all the historical bills.

2.D.3. List Historical Price

This is for listing historical price to trace back that previous item bills (in greater details) that already issued by the company. This menu is divided into 2 pages.

2.D.4. List Bills With Sales/Purchase Tax

This is for listing bills with Sales/Purchases Tax (For GST only)

2.D.5. List Bills With Sales/Purchase Discount

This is for listing bills with Sales/Purchases Discount.

2.D.6. Item Tax Listing

This is for listing bills local bills or foreign currency bills with sales tax.

2.D.7. List Return Good

This is for listing the number of goods returned.

2.D.8. Dump Bills

This option enables user to delete unwanted bills such as Delivery Order, Invoice, Cash Bill, Credit Note, Debit Note, Receive and Purchase Return.

2.E. Non-Accounting Bill

This section is for entering bills, which are not included under the Accounting bill category, such as the Purchase Order, Sales Order, Quotation and Sample. User can also list the historical records and remove the unwanted bills.

2.E.1. Purchase Order

This option enables you to enter purchase order to supplier.

Note: The steps are similar to section 2.1. Receive.

2.E.2. Sales Order

This option enables you to enter sales order from customer.

Note: The steps are similar to section 2.4. Invoice.

2.E.3. Quotation

This option enables you to enter quotation to customer.

Note: The steps are similar to section 2.4. Invoice.

2.E.4. Sample

This option enables you to enter sample item given to customer.

Note: The steps are similar to section 2.4. Invoice.

2.E.5. Historical Records

This section consists of three menus such as View Batch Summary, List Historical Bills Order and List Historical Items Order.

2.E.5.1. View Batch Summary

This is for viewing the number of transactions for all type of non-accounting bills.

2.E.5.2. List Historical Bills Order

This is for listing historical bills to trace back those previous non-accounting bills that were already issued by the company.

2.E.5.3. List Historical Items Order

This is for listing historical price to trace back that previous non-accounting item bills (in greater details) that already issued by the company. This menu is divided into 2 pages.

2.E.6. Remove Cleared Transactions

This section allows user to remove non-accounting bills that previously have been cleared or deleted, such as Purchase Order, Sales Order, Quotation and Sample.

2.E.7. Remove Last Year Transactions

This section allows user to remove bills of last year transactions, such as Purchase Order, Sales Order, Quotation, Sample and Delivery Order.

2.E.8. Write Off Purchase Order

This is for user to write off the quantity of an item in Purchase Order.

2.E.9. Write Off Sales Order

This is for user to write off the quantity of an item in Sales Order.

2.E.A. Dump Bills

This option enables user to delete unwanted bills such as Purchase Order, Sales Order and Quotation.

2.F. Generate/Update

This option enables user to copy bills, generate debit note from item loan, combine or arrange invoice details, distribute miscellaneous charges into cost, update DO price from invoice price, maintain purchase order and generate or update certain data.

2.F.1. Copy Bills

This is for generating a new bill by copying the body contents of an existing bill.

2.F.2. Item Loan → Debit Note

Use this option to generate Debit Note from an item loan. For example, selling of the cooking gas to a customer where the cylinder tank is considered as a loan item. This Debit Note is generated to furnish the report on item loan and will not affect stock card.

Remark : If there is a charge incurred on this item, enter the amount in '**Charge per unit item**' column.

2.F.3. Combine Invoice Details By Item

Use this option to combine items of an Invoice with Delivery Order, a different Invoice, Purchase Order or Sales Order. **The items that you select to combine MUST be the same with your invoice's item.**

2.F.4. Arrange Invoice Details By Item

Use this option to combine items of an Invoice with the Purchase Order or a different Invoice and then rearrange the item's code in an order.

2.F.5. Distribute Miscellaneous Charges Into Cost

Use this option to include miscellaneous charges (footer portion of Receive e.g. transport fees or traveling charge) into this purchase and distribute the charges among the item. It will generate a new item cost.

2.F.6. Update DO price from invoice price

Use this option to update item price in Delivery Order when you have changed an item price in Invoice. (Invoice's item number MUST be the same as the item number in DO)

2.F.7. Maintain Purchase Price

When you issue a Credit Note of an item returned, the system will take in the selling price instead of the purchase price (cost price). Use this option to maintain the original purchase price of the item.

2.F.8. Copy Issue Cost to Selling Price

Use this option to copy the item cost into Issue and generate Sales Report showing this item with selling price.

Note: When you issue an item for internal use, there is no cost or selling price involved. You can view the report at **Reports → Sales Report → Profit Margin →**

Calculate Cost of Sales → Fixed Cost Method → (select any one of the costing method) and it shows the item's selling price of an Issue as zero. Once you run this option, '**Copy Issue Cost to Selling Price**' the report will show the item's selling price of an Issue as cost price.

2.F.A. Generate Bill Point

Use this option to generate the item number and the points awarded.

Note: First of all, go to the Item Maintenance File to preset or define the point to be awarded for a particular item.

2.F.B. Generate Quantity Returned on Bills

Use this option to generate bills showing the item quantity being returned.

1. First of all, user must create the quantity return record at the Invoice by clicking on "**Updated Qty. Returned**" box. At the Body screen, enter the number of quantity to be returned under the "Qty Ret." Field and save the data.
2. Next, create the goods returned record at the Credit Note and make sure the customer number matches with Invoice. At the Body Screen, select the item number and the invoice number that prior created.
3. Then, go to **Transaction → Generate/Update → Generate Quantity Returned on Bills** to view report on quantity returned.

2.F.C. Generate Extra Charges on Invoice

Use this option to generate related item charges, e.g. container for beer.

Note: To identify that an item is a container, you must go to **Maintenance → Item Maintenance → Item File Maintenance** at **More Info**, go to **Break to** column and enter the unit of measurement, e.g. ctn., keg. After running this option, the container will be billed automatically in the Invoice.

2.F.D. Generate Selling Price

Use this option to generate the latest mark up ratio of an item and it will auto update in **Maintenance → Item Maintenance → Item File Maintenance**.

2.F.E. Generate Year To Date Average Cost

Use this option to generate the year to date average cost of an item.

2.F.F. Update Last 3 Price

Use this option to update 3 latest selling price of an item in Invoice or Cash Sales. You are able to view this report at **Enquiry → History Price Enquiry → Customer-Item Last Price**.

2.F.G. Generate Full Payment Date

(To activate this option, *Inventory and Billing* system must link to Accounting system)

Use this option to generate the date when an Invoice was fully paid.

2.F.I. Generate Customer Outstanding Balance

(To activate this option, *Inventory and Billing* system must link to Accounting system)

Use this option to generate customer's outstanding balance for all type of bills.

2.F.J. Verify Sales Order

(To activate this option, *Inventory and Billing* system must link to Accounting system)

This option enables user to display Sales Order information, Customer Credit status, stock availability status for management to approve.

Inventory & Billing

(Formerly Stock Control)

User Manual

(Print Bills)

CONTENTS

Chapter 3: Print Bills

- 3.1. Delivery Order**
- 3.2. Invoice**
- 3.3. Cash Bill**
- 3.4. Credit Note**
- 3.5. Debit Note**
- 3.6. Receive**
- 3.7. Purchase Return**
- 3.8. More Bills**
- 3.9. Packing List**

The PRINT BILLS menu allows user to either view or (and) print all type of bills that being generated previously under the Transactions menu.

The following options enables user to print more than one bill of each type.

- 3.1. Delivery Order**
- 3.2. Invoice**
- 3.3. Cash Bill**
- 3.4. Credit Note**
- 3.5. Debit Note**
- 3.6. Receive**
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 - 3.8.6. Adjustment-Increase**
 - 3.8.7. Adjustment-Reduce**
 - 3.8.8. Transfer Note (2)**
 - 3.8.A. Consignment Note**
 - 3.8.B. Consignment Return**

3.9. Packing List

This option enables user to print Packing List. Normally this is used for van sales (a van selling a variety of items).

Note:

- Van**
Select this button to prompt a sub-screen showing all the bills and indicate the van number (0-9) that you have placed the item.
- Detail**
Select this button to list individual bill and the item quantity.
- Summary**
Select this button to list item and the total quantity.

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(Enquiry)

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Chapter 4: Enquiry

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- 4.6. Exception Reports**
- 4.7. Trace Item Cost & Value**
- 4.8. Totals Check**

The ENQUIRY menu is mainly used for checking purpose. User can either view or trace back those records that have been prior defined under the Maintenance and Transaction sections (Chapter 1 & 2).

4.1. History Price Enquiry

This section enables user to view or identify the latest item's price for the customer, supplier, the adjusted transaction cost and the cost code.

4.1.1. Customer Item-Last Price

User can check 3 latest selling price of an item by customer. (User must enter a few Invoices and Cash Sales to obtain more selling price records)

Note: **'Update Last 3 Price'** is for updating 3 latest selling price of an item in Invoice or Cash Sales.

4.1.2. Item-Customer Transacted Price

User can check the transacted price of an item sold to customer.

Note: **'Update Last 3 Price'** is for updating 3 latest selling price of an item in Invoice or Cash Sales.

'Display Discounted Price' is for displaying the total discount price of each bill.

4.1.3. Customer-Item Transacted Price

This report shows a list of bills with the transacted price of an item sold to customer.

4.1.4. Item-Supplier Last Price

User can check the last purchasing price of an item from supplier.

4.1.5. Item-Supplier Transacted Price

User can check the transacted price of an item purchased from supplier.

Note: **'Update Last 3 Price'** is for updating 3 latest purchasing price of an item in Receive.

'Display Discounted Price' is for displaying the total discount price of each bill.

4.1.6. Supplier-Item Transacted Price

This report shows a list of bills with the transacted price of an item purchased from supplier.

4.1.7. Adjusted Transactions Cost

Miscellaneous charges in Receive maybe regarded as part of the cost. Under certain circumstances these charges can be distributed into the Receive item by adjusting the item cost. You run this option to adjust the Receive item cost.

Note: Transactions → Receive at Body Screen, mark **XCOST** in Remark 4 and go to Footer Screen to enter the Miscellaneous Charges. After that, go to **Transactions → Generate/Update → Distribute Miscellaneous Charges Into Cost** to generate an extra cost.

4.1.8. Cost Code

Cost code is a secret code that the user used to represent the unit cost. You can maintain your code formula in **Housekeeping → Run Setup → General Setup** in **Transaction**.

4.2. Inventory Balance Check

This section enables user to check item's information (item stock card) and stock balance on monthly or yearly basis by location.

4.2.1. Item Stock Card

This report shows the quantity movement of an item and the unit cost. Click "**With transfer transaction**" checkbox, the internal item transfer will be listed out.

4.2.2. Stock Balance

This report shows the item's quantity brought forward, stock movement and the balance quantity on hand.

4.2.3. Item 12 Months Balance

This report shows the item's stock movement and balance for 12 months.

4.2.4. Item Location Stock Card

This report shows the quantity movement of an item and the unit cost by location.

4.2.5. Item Location Balance

This report shows the item's opening quantity and on-hand quantity by location.

4.2.6. Customer-Item Balance

This report shows the item's quantity brought forward, stock movement and the balance quantity on hand by customer.

4.3. Bill Listing

User can use this section to list all transacted bills according to each bill type and display gross amount, discounts given and tax incurred.

4.3.1. Receive

This report shows a list of transacted Receive.

Note: The above steps can be used for **Purchase Return, Delivery Order, Invoice, Cash Sale, Credit Note, Debit Note, Issue, Transfer, Adjusted-Increase and Adjusted Decrease**.

4.3.C. This Month Sales Commission

This report shows a list of bills and the commission amount payable to salesman or agent.

4.4. Outstanding & Tracking

This section enables user to check on the outstanding delivery orders, purchase orders, sales order and quotations, tracking for certain record and forecast.

4.4.1. Outstanding DO

User can check the outstanding delivery orders that have not issued to an invoice.

4.4.2. Outstanding PO Status

User can check the outstanding Purchase Orders that have not shipped to your company. This report shows the status of item ordered, goods that have received and outstanding items in quantity.

4.4.3. Outstanding PO Details

Use this option to check the outstanding Purchase Order details that have not shipped to your company. This report shows the status of item ordered, goods that have received and the outstanding quantity.

Click on the **"With order clear"** checkbox to include all PO records.

4.4.4. Outstanding SO Status

Use this option to check on the outstanding Sales Orders that have not delivered to your customer. This report shows the status of item ordered, goods that have delivered and outstanding items in quantity.

When you add a Sales Order in Transaction menu, you are allowed to define the 'Plan DO Date'. Click on the **"Control by planned DO Date"** checkbox, and it will display all SO with a planned DO date.

4.4.5. Outstanding SO Details

User can check the outstanding Sales Order details that have not delivered to your customer. This report shows the status of item ordered, goods that have delivered and the outstanding quantity.

4.4.6. Outstanding QO

User can check the outstanding quotations that have not cleared.

The following options are used to track the status of all the items.

4.4.7. Track Items In SO

4.4.8. Track Items In DO

4.4.9. Track Items In INV

4.4.A. Forecast Quantity

This report shows the forecast of items on hand.

4.4.B. Sales Order Viewing

User can check a list of outstanding Sales Order showing the planned DO date.

4.5. Exported Status

This report will show a list bills that have been exported and bills that have not exported to *UBS Accounting System*.

4.6. Exception Reports

This section enables user to check bills without agent, area and project code.

The following reports list bills without agent code.

4.6.1. Bills With No Agent

4.6.2. Bill With No Area

4.6.3. Bills With No Project

4.6.4. All Bills

The following reports list item transactions in bills without agent code.

4.6.5. Item Trans. With No Agent

4.6.6. Item Trans. With No Project

4.6.7. Item Trans. With No Location

4.6.8. All Item Trans.

4.7. Trace Item Cost and Value

This option enables user to trace item cost and item value by using Fixed Cost, Month Average, FIFO (first-in-first-out) and Moving Average as the costing method.

4.7.1. Fixed Cost Method

This option uses fixed cost as the costing method to trace item cost and value by period.

Note: The above steps are similar to 4.7.2. Month Average Method, 4.7.3. FIFO Method & 4.7.4. Moving Average Method.

i) Month Average Cost = Total Amount of the month / total quantity

*ii) Moving Average cost = [Quantity(B/F) * AverageCost(B/F)] / Total Qty(Balance)*

4.8. Totals Check

User can check bills showing the total amount in product, service, item tax, bill total, discount, net, tax, grand total and the extra cost (Miscellaneous charges 1 & 2).

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(Reports)

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Chapter 5: Reports

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- 5.E. External Application**

The REPORTS menu consists of daily operation reports on billing, inventory, sales, purchase, location and points system. These reports will assist the management to obtain information in daily business routine.

5.1. Bills Listing

This section allows user to print bills in summary for accounting and non-accounting bill type.

5.1.1. Receive

This report lists all Receive bills in summary. (User can select to include Miscellaneous charges into this report or prints ONLY Receive bills that have tax charges.)

Note: The following reports under section 5.1. are mainly for bill listing.

5.2. Inventory Reports

This section allows user to print inventory reports showing an up-to-date stock movement on quantity, status and others.

5.2.1. Physical Worksheet

This report lists all items records in book quantity. It will be taken to warehouse and check on the item actual physical quantity to make an adjustment when necessary.

1. **"With Quantity"** will list item number with quantity; otherwise this report lists only item number.
2. **"Include 0 Stock"** will list item with zero balance.
3. Tick on the **"Update Actual Quantity"** and you will be prompted with another sub-screen, user can enter item's actual quantity.
4. **"Generate Adjustment Transactions"** allows user to generate the actual physical quantity into book quantity.

5.2.2. Reorder Advice

This report lists all items actual quantities as compared to the minimum level and the required quantity to be reordered.

1. **"Include Purchase Order"** will include Purchase Order's items into its actual quantity.
2. **"Include Sales Order"** will include Sales Order's items into its actual quantity.

5.2.3. Stock Cards

This report lists all items actual transactions in summary (movement of quantity), total balance and item's unit price.

1. **"With Cost Price Only"** will display item's cost price only.

2. **"Sort by Itemno + Batchcode"** enables the system to present this report by sorting items by item number follows by batch code.
3. **"With To Invoice No"** to display invoice number in DO transaction.
4. **"With 0 figure"** to include records with zero value.
5. **"With transfer transaction"** to include transactions of transferred items.

5.2.4. Transaction Summary By Quantity

This report lists all items transactions in summary by quantity.

1. **"Include 0 Stock"** will list item with zero balance.

5.2.5. Transaction Summary By Value

This report lists all items transactions in summary by value.

5.2.6. Item Status and Value

This report lists items status (quantity movement) and value.

1. **"Sort by Item No."** enables the system to present this report by item number.
2. **"With transfer transaction"** to include transactions of transferred items.
3. **"With Unit Cost"** will display item's cost price only.
4. **"Include 0 figure"** to include records with zero value.
5. **"Include 0 quantity"** to include records with zero quantity.

Note: The above steps are similar for section
5.2.7. Group Status and Value (only list items with group)
5.2.8. Category Status and Value (only list items with category)
5.2.9. Matrix Item Status & Value (only list matrix items)

5.2.A. Stock Aging Report

This report lists items aging status (movement) in quantity for monthly and yearly.

1. **"Include 0 figure"** to include records with zero value.

5.2.B. Transaction Summary and Status

This report lists items status (movement) in quantity by transaction summary.

5.2.C. Sales Order Status Reports

This section enables user to view various combination reports on sales order.

- 5.2.C.1. RC – SO Day Summary**
Report shows item transactions summary by days.
- 5.2.C.2. RC – SO Month Summary**
Report shows item transactions summary by month.
- 5.2.C.3. Zero Available Stock**
Report shows items with zero balance.
- 5.2.C.4. Require Material For SO**
Report shows the quantity required for items in Sales Order.
- 5.2.C.5. SO, DO and Backlog – Item**
Report shows items ordered, delivered and backlog in quantity.
- 5.2.C.6. SO, DO and Backlog – Group**
Report shows the value of backlog items by group.
- 5.2.C.7. SO, DO and Backlog – Category**
Report shows the value of backlog items by category.
- 5.2.C.8. SO Lead Time Monthly Listing**
Report shows the number of days between Sales Order date and actual delivery date.
- 5.2.C.9. Urgency Order – Delivery Accuracy**
It is the listing of urgency order as marked **Urgency** in Sales Order. Some Sales Orders are delivered on or before planned DO date, while others are delivered after the DO date. Delivery accuracy is the percentage of SO delivered on time.

5.3. Sales Reports

These are various sales reports breakdown by Invoice, Cash Sales, Debit Note and Credit Note.

- 5.3.1. Products Sales – By Type**
- 5.3.2. Customers Sales – By Type**
- 5.3.3. Agent Sales – By Type**
- 5.3.4. Area Sales – By Type**
- 5.3.5. Group Sales – By Type**

These are various sales reports breakdown by month (Jan, Feb, Mar, Apr, ..., Dec).

- 5.3.6. Products Sales – By Month**
- 5.3.7. Customers Sales – By Month**
- 5.3.8. Agent Sales – By Month**
- 5.3.9. Area Sales – By Month**
- 5.3.A. Group Sales – By Month**

5.3.B. Profit Margin

This first option in this section enables user to select the costing method to calculate cost.

5.3.B.1. Calculate Cost Of Sales

You can select any one of the four costing method given. This will determine the costing calculation method for the subsequent reports.

- 1. Fixed Cost Method**

2. **Month Average Method**
3. **FIFO Cost Method**
4. **Moving Average Method**

This following option in this section enables user to print profit margin by various classification.

- 5.3.B.2. **By Products**
- 5.3.B.3. **By Bills**
- 5.3.B.4. **By Customers**
- 5.3.B.5. **By Agent**
- 5.3.B.6. **By Bill Item**
- 5.3.B.7. **By Location**
- 5.3.B.8. **By Group**
- 5.3.B.9. **By Project**
- 5.3.B.A. **By Brand**
- 5.3.B.B. **Consignment DO Gross Profit**
- 5.3.B.C. **Consignment Sales Gross Profit**

Note: Certain locations are maintained as consignment locations. Consignment DO is DO addressed to this location and Consignment Invoice is Invoice addressed to this location.

5.3.C. Top 50 – Product Sales

Use this option for product assessment and find out the top 50 most sellable products in terms of sales quantity or sales value.

1. **“Include FOC Item”** to include free of charge item as part of your report.

5.3.D. Bottom 50 – Product Sales

This is the opposite of the above, listing the bottom 50 least sellable products in terms of sales quantity or sales value.

5.3.E. Sales Listing

This section enables user to obtain sales value of **customer**, **agent** and **area** by listing every bill.

5.3.F. Agent Sales Commission Report

User can use this option to obtain agents' sales commission based on the sales amount. To determine the sales commission of an agent, just click on **“Update commission %”** box and user will be prompted to another sub-screen to update the commission rate, when necessary.

5.3.G. Item Break Sales – By Month

Some items can be break down into a few components. This report lists the sales of the components.

5.3.H. Active Customer Analysis

This section enables user to list out the number of active customers and also new active customers by agent or by area.

- 1. No. Of Active Customer by Agent**
- 2. No. Of New Active Customer by Agent**
- 3. No. Of Active Customer by Area**
- 4. No. Of New Active Customer by Area**

5.4. Purchase Reports

These are various purchase reports breakdown by Receive and Purchase Return.

- 5.4.1. Products Purchase – By Type**
- 5.4.2. Vendors Supply – By Type**

These are various purchase reports breakdown by month (Jan, Feb, Mar, Apr,, Dec).

- 5.4.3. Products Purchase – By Month**
- 5.4.4. Vendors Supply – By Month**

These reports list purchase value and quantity by supplier and item.

- 5.4.5. Vendor – Product (Quantity) Purchases**
- 5.4.6. Product – Vendor (Quantity) Purchases**
- 5.4.7. Purchase Listing – By Vendors**

5.5. Customer/Supplier/Agent/Area Item Reports

The following reports enable user to print transaction listing by various orders.

- 5.5.1. Customer – Product Sales – By Type**
- 5.5.2. Product – Customer Sales – By Type**
- 5.5.3. Agent – Product Sales – By Type**
- 5.5.4. Product – Agent Sales – By Type**
- 5.5.5. Customer – Product Quantity Sales – By Type**
- 5.5.6. Product – Customer Quantity Sales – By Type**
- 5.5.7. Category – Group – Product Sales – By Type**
- 5.5.8. Customer – Product Sales – By Month**
- 5.5.9. Product – Customer Sales – By Month**
- 5.5.A. Area – Product Sales – By Month**
- 5.5.B. Product – Area Sales – By Month**
- 5.5.C. Agent – Customer Sales – By Month**

The following reports enable user to print stock status & movement by supplier and customer.

- 5.5.D. Customer Item Status**
- 5.5.E. Supplier Item Stock Card**
- 5.5.F. Customer Item Stock Card**
- 5.5.G. Supplier Item Stock Card**
- 5.5.H. Customer Stock Statement**
- 5.5.I. Debit Note & Stock Statement**

The following reports enable user to print top sales performance by category, group, customer, agent and product.

- 5.5.J. Top Category – Product Sales**
- 5.5.K. Top Group – Product Sales**
- 5.5.L. Top Customer – Product Sales**
- 5.5.M. Top Agent – Product Sales**
- 5.5.N. Top Product – Customer Sales**

5.6. Location Item Reports

This section allows user to print various order reports on location.

- 5.6.1. Location Physical Worksheet**
- 5.6.2. Location Reorder Advice**
- 5.6.3. Item – Location Opening**
- 5.6.4. Item – Location Sales**
- 5.6.5. Item – Location Purchase**
- 5.6.6. Item – Location Status and Value**
- 5.6.7. Location – Item Opening**
- 5.6.8. Location – Item Sales**
- 5.6.9. Location – Item Purchase**
- 5.6.A. Location – Item Status and Value**
- 5.6.B. Location Transfer Listing**
- 5.6.C. Location Stock Card**
- 5.6.D. Location Forecast**
- 5.6.E. Check Total Location Opening Quantity**
- 5.6.F. Recover Location Quantity Transaction**
This option will help user to recover those unsaved records.

5.7. Graded Item Reports

This section allows user to print various order reports on item grade.

- 5.7.1. Graded Item Opening**
- 5.7.2. Graded Item Sales**
- 5.7.3. Graded Item Status**
- 5.7.4. Graded Item Stock Card**
- 5.7.5. Location Graded Item Opening**
- 5.7.6. Location Graded Item Sales**
- 5.7.7. Location Graded Item Status**
- 5.7.8. Location Graded Item Stock Card**
- 5.7.9. Recover IGRADE, ITEMGRD, LOGRDOB**
This option will help user to recover those unsaved records.

5.8. Batch Code Reports

This section allows user to print various order reports on batch code.

- 5.8.1. Item Batch Opening**
- 5.8.2. Item Batch Sales**
- 5.8.3. Item Batch Status**
- 5.8.4. Item Batch Stock Card**
- 5.8.5. Batch Item Listing**
- 5.8.6. Location Item Batch Opening**
- 5.8.7. Location Item Batch Sales**
- 5.8.8. Location Item Batch Status**
- 5.8.9. Location Item Batch Stock Card**

5.8.A. Recover Batch Quantity Transaction

This option will help user to recover those unsaved records.

5.9. Project Reports

This section allows user to print various order reports on project.

- 5.9.1. List By Project Item**
- 5.9.2. Project Sales and Issue**
- 5.9.3. Project – Item Issue**
- 5.9.4. Item – Project Issue**

5.A. Serial No. Reports

This section allows user to print various order reports on serial number.

- 5.A.1. Transaction Listing By Ref. No.**
- 5.A.2. Transaction Listing By Item**
- 5.A.3. Item – Serial No. Status**
- 5.A.4. Serial No. Sales Listing**

5.A.5. Calculate Cost Of Sales

Use this option to track the purchase cost of the item using serial number as reference number.

5.A.6. Item Serial No. Gross Profit

From the above, you can use the sales and cost of sales of the item to list the item gross profit.

5.A.7. Remove Serial Nos.

Use this option to remove unwanted serial numbers.

5.A.8. Non – Bill Transaction

This option allows user to add serial number (example from previous year), that were not entered through Receive.

5.A.9. Recover MSERIAL

Use this option to generate missing serial numbers into the master file.

5.A.A. Year End Processing

Use this option to run year end and remove serial numbers that were sold/issued of the previous year.

5.B. Service Reports

This section allows user to view or print various types of service reports on customer, agent, supplier and profit margin.

- 5.B.1. Service List**
- 5.B.2. Service Income Report**
- 5.B.3. Customer – Service Report**
- 5.B.4. Agent – Service Report**
- 5.B.5. Supplier – Service Report**
- 5.B.6. Service Profit Margin – Transactions**
- 5.B.7. Service Profit Margin – Service Code**
- 5.B.8. Service Part Report – By Month**

5.C. Performance & Award

This section allows user to print reports on commission and points earned by customers, points earned by products/transaction/bill and delivery commission.

- 5.C.1. Customer Points Earned**
- 5.C.2. Points Earned By Products**
- 5.C.3. Points Earned By Transaction**
- 5.C.4. Points Earned By Bill**
- 5.C.5. Point Earned By Agent**
- 5.C.6. Delivery Commission**
- 5.C.7. Customer Sales Rating**
- 5.C.8. Customer Sales – Award System**
- 5.C.9. Group Sales By Bills**

5.D. Storekeeper Reports

This section allows user to print reports for storekeeper checking on the stock quantity, items sold to customers and items purchased from supplier.

- 5.D.1. Stock Card**
- 5.D.2. Customer Item Sales Listing**
- 5.D.3. Customer Invoice Detail Listing**
- 5.D.4. Supplier Item Transaction Listing**
- 5.D.5. Supplier Bill Detail Listing**

5.E. External Application

This section allows user to link to external program (third party application) for more reporting.

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Chapter 6: Periodic

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- 6.3. Check Records In Files**
- 6.4. View Audit Trail**
- 6.5. Backup**
- 6.6. Restore**
- 6.7. Post To Daccount**

This PERIODIC menu allows user to process year-end closing, export/import files, check records in files, view audit trail, backup, restore and post data to *UBS Accounting* system.

6.1. Year End Processing

Year-end processing must be done at the end of every year. It will close the current year's transactions and proceed to the next fiscal year.

Before generating this option, user must complete the following procedures:

- a) Completed transactions up to Period 12
- b) All reports are printed.
- c) Backup all data files

After performing year-end processing, the following will take place:

- a) All transactions from period 1 to 12 will be removed.
- b) The system will generate all balance brought forward amount
- c) Transactions from period 13 to 18 will be adjusted to period 1 to 6

6.2. Export/Import

This section allows user to import and export DBF files and CSV files.

6.2.1. Export to DBF file

User can export some transactions or all transactions to the database file.

1. List Un-Exported Transaction

Use this option to list all transactions that have not been exported to Daccount.

2. Export Transactions

Use this option to export transactions to Daccount.

3. Set Exported Status

When a transaction is exported to Daccount, the exported status will be marked, so that you cannot export again. Use this option to unmark the status in case you need to export again.

The following options will copy a DBF file to another file and rename it.

4. Copy ICITEM.DBF To ICITEM9.DBF (item records)
5. Copy ARCUST.DBF To ARCUST9.DBF (customer records)
6. Copy APVEND.DBF To APVEND9.DBF (supplier records)
7. Copy ICL3P.DBF To ICL3P9.DBF (customer's item last 3 prices)

6.2.2. List records *9.DBF file

*9.DBF files are intermediate files exported from *Inventory and Billing* and ready to be imported into Daccount. This option list all such files.

6.2.3. Import from DBF file

Use this option to import the above files into Daccount.

Note: The above functions are similar to
6.2.4. Export to CSV file
6.2.5. List records & CSV file
6.2.6. Import from CSV file

6.2.7. E.I. Housekeeping

The export & import housekeeping option is for posting purpose. That means if this *Inventory and Billing* system is not link with *UBS Accounting* system then user may need to copy the file to another directory.

6.2.8. CSV Tools

CSV stands for Comma Separated Value. CSV files are collection of data and each data is separated by a comma.

E.g. A file contains item number, description, cost price and selling price.

A001,computer,1500.00,1800.00

A002,printer,800.00,1000.00

A003,cartridge,15.00,18.00

Under this section user can set the CSV files formats to be exported and imported, generate stock balance and view CSV files.

6.2.8.1. Set Export CSV Files Formats

6.2.8.2. Set Import CSV Files Formats

6.2.8.3. Export To CSV/TXT Files

6.2.8.4. Import From CSV Files

6.2.8.5. Change Export Status

6.2.8.6. Generate

1. Generate Stock Balance

2. Generate Location Stock Balance

3. Assign Supplier & EDI_COU To Trans

6.2.8.7. CSV/TXT Files

6.2.8.8. CSV Parameters

6.2.9. Inventory and Billing Flow Chart

This is the flow chart of *UBS Inventory and Billing* system.

6.3. Check Records In Files

This option enables user to check through all the records in files for more information.

6.3.1. Count Records by Period

Use this option to count the number of records in various transaction files.

6.3.2. Remove Bad Records

The system will check for bad records and then removing them.

6.3.3. List Bad Transactions

This system will list all the bad transactions in ICTRAN.DBF file.

6.3.4. User Login/Logout Listing

This option tracks the date and time of login and logout when user uses this system.

6.3.5. Menu Log File Listing

This option tracks the date and time of the menu assessed by the user.

6.3.6. Data Integrity Check

This option checks for the non-consistency in data files.

6.4. View Audit Trail

View Audit Trail allows user to view 2 sets of data:

1. Transactions entered into this system.
2. Transactions that have been modified.

6.5. Backup

This option enables you to backup all your data files into floppy disk or hard disk.

6.6. Restore

This option enables user to restore the data files (backup files) to the computer hard disk when necessary.

1. For the "Attribute all Files" box, it is for CD backup purpose because when you copy files to CD it only can "Read Only" and you may not be able to restore it.
2. Click on "Restore From Version 9.2 and Below" box to return or to load the old version file.
4. Select "Restore" once you have completed specifying the relevant information and the system will prompt out "Type RESTORE" field that is for security purpose, user just needs to key in "RESTORE".

6.7. Post To Daccount

After entering all the bills, user can post them to the Daccount (*UBS Accounting System*).

1. User can select from the following type of functions:

List Bills Not Exported	~ to view those bills that have not been exported.
List Bills Exported	~ to view those bills which have already been exported.
List Exported Transactions	~ to view all the records under the "Export Transactions" file

2. Select "**Export Bills**" after you have selected the bills you want to export.
3. Select "**Clear Exported File**" to delete those unwanted files or records.
4. Select "**Change Exported Status**" if you want to modify the current status of the file.
5. Select "**Import Into Daccount**" to post your data to *UBS Accounting system*. Please make sure that your system is linked with the *UBS Accounting System*.

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User Manual

(Housekeeping)

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The HOUSEKEEPING menu is mainly for maintaining general setting of the system according to the individual company's requirement, password maintenance, report format setting, indexing and recovering data files, upgrading and deleting data.

Basically, it is advisable to preset the requirements before user starts off with Chapter 1.

7.1. Run Setup

This section enables user to maintain, preset or reset the general setting of the system and the parameters that suit the company's requirement.

7.1.1. General Setup

In General Setup menu, the setting is divided into eleven (11) parts.

Part 1 : Company Profile

1. Type in the company address, currency used and accounting period.

Currency Code : Click on the arrow down button to obtain the currency code from the sub-menu, follows by "OK" button to auto generate the currency symbol and currency word.

Last A/C year closing date : This is the last date of the previous accounting year. The system will base on this date to generate the current accounting year's date.

E.g. Accounting Period : 01/01/2007 to 31/12/2007
Last Accounting Year : 31/12/2006

Accounting Period : 01/07/2007 to 30/06/2008
Last Accounting Year : 30/06/2007

This A/C year Closing period : The closing period of your accounting system.

E.g. **Closing Period = 12**
You are keeping 12 months transactions in the system.

Closing Period = 15
You are keeping 15 months transactions in the system, and when you run year-end processing the system will close at period 15.

Multi Company : Click on this box to enable user to use this software for many branches or more than one company.

Part 2 : Stock Valuation

Costing:

1. Select one of the following to be your stock valuation method.

- Fixed cost = Using one standard cost price
- Month Average Cost = Total amount of the month / total quantity
- First In First Out = Base on the latest cost price
- Moving Average Cost = $[Quantity\ B/F * Average\ Cost\ (B/F) + Amount] / total\ Quantity\ (Balance)$

2. Select the type of bills that you want to contribute to cost calculation.
3. There is no cost for free item received from supplier. For stock valuation purposes, we can assign a cost to it by using this option **"Auto assign cost to free item received"**.
4. **"Affected by zero cost transaction"** to include zero cost transaction into cost calculation.

Reporting:

1. **"Include tax in sales/purchase report"** to display the tax in your sales and purchase report.
2. **"Reorder based on qty on hand"** allows user to reorder items depending on the quantity on hand.
3. **"Print Total Pages"** to print the total pages on every page, e.g. 1/2, 2/2.
4. **"Print Invoice item sort by DO date"** to print items in Invoice list by DO date.
5. **"Print Invoice item sort by Item Desp."** to print items in Invoice list by item description.

Posting:

1. **"Post customer name as description in sales ledger"** to take in the customer name in sales ledger when posting invoice to *UBS Accounting* system, instead of the description.
2. **"Post receive 2nd reference no. to 1st reference no."** to replace the first reference number with the second reference number.
3. **"Misc. charges to be posted to account"** to include the miscellaneous charges when posting to *UBS Accounting* system.
4. **"Currency conversion when posting to account"** allows the conversion to be calculated during posting to Daccount.
5. For **"Treatment of credit note on sales"**, you can select one of the followings.
 - **Ignore** that will not less credit note in the monthly sales.
 - **Less sales on credit note date** to less this month credit note amount from the monthly sales.
 - **Less sales on invoice date** to less credit notes that have reference to this month invoice.

Part 3 : Item Maintenance

Item Maintenance:

1. User can preset the **item code length** and **serial number code length**.
2. **"Split each item into grades"** enables user to define whether to split/separate an item into different grades such as colours and sizes.
3. **"Clear item information when adding a new code"** will clear the previous item information on screen and let it blank each time you add a new code.
4. **"Update unit cost from average cost"** will auto generate the unit cost from average cost.

5. **"With Minimum Selling Price"** to include the minimum selling price on each item.
6. **"Collection duration month taken to pay"** to include the percentage commission rate according to the duration month of payment.

Other:

1. **"Search 1000 items only"** will display the first 1000 items only.
2. **"Show Icon [For Screen Area 1024 x 768]"** is to change the screen output with icon displays instead of using plain layout.
3. **"Only Invoicing"** allows the system to auto generate into UBS INVOICING System.

Decimal Point:

1. **1st unit/report qty decimal place (0-5)** to preset the quantity decimal place of item's first unit that can be set from 0 up to 5 decimal places.
E.g.: Qty Decimal Place = 1 Item Quantity = 5.0
2. **2nd unit qty decimal place (0-5)** to preset the quantity decimal place of second unit item that can be set from 0 up to 5 decimal places.
E.g.: Qty Decimal Place = 4 Item Quantity = 5.0000
3. **1st unit price decimal place (0-7)** to preset the decimal place setting for first unit price can be 0 up to 7.
E.g.: Unit price decimal place = 4 Unit price = 8.0000
4. **2nd unit price decimal place (0-7)** to preset the decimal place setting for second price can be 0 up to 7.
E.g.: Unit price decimal place = 3 Unit price = 8.000

Type contribute to outstanding:

1. 'Outstanding' refers to amount due for payment by customers. The selected bills below will be added to determine the total outstanding.
 - Sales order
 - Delivery order
 - Invoice
 - Credit note
 - Debit note

Formula for Cost Code:

1. The character sequence below represents 1234567890.
For example,
Cost Code = AXCDEFGH9Z
then
AXZC represents 1203
9EFG represents 9567
DHCA represents 4831
2. **Matrix Item code length** allows user to preset the matrix item code length from 0 up to 20 characters.

Part 4 : Transaction

Add Header

1. **Increase period by one on/after day** will increase period by one when the transaction date falls on or after the specific day automatically.
2. **Use Only 1 set Invoice no.** allows user to maintain one preset Invoice number.
3. **Use Only 1 set DO no.** allows user to maintain one preset Delivery Order number.
4. **Allowed edit exported bill** enables user to edit header's contents after exporting.
5. **Standard auto running** will auto generate the reference number for all type of bills.
6. **Project by bill** enables user to assign a project by individual bill.
7. **With bill agent** allows the system to include a field for entering an agent code in the bill.
8. **With Site** is a customer project site. It is a site for us to deliver goods.
9. **Search transaction by Date** allows the system to search the transaction of the bill by date.
10. **Allowed edit name** allows user to edit header's contents after saving the transaction.
11. **SO has to be verify** allows the credit control clerk to verify the SO before delivery is allowed.

Add Body

1. **With per item tax** will generate tax for a single or individual item in the bill.
2. **With per item discount** will generate discount for individual item in the bill.
3. **With price in DO** will print item's selling price in Delivery Order.
4. **Compulsory Location** requires user to enter the location code when adding a bill.
5. **Allow edit amount** allows user to edit a bill and change the amount.
6. **Batch Code / Other charges** allows user to enter the batch code of a product. "Batch Code" will be assigned to the product with different expiry dates, e.g. food and medicine.
7. **Allow change in 2nd unit factor** allows user to change the 2nd unit factor when adding a bill.
8. **Allow create code during transaction** allows user to add a new code when the system is generating.
9. **Display cost code during transaction** allows the cost to appear on screen when the system is generating.
10. **Transfer note based on selling price** allows all items in transfer note to use selling price.
11. **Compulsory Serial No.** requires user to enter the serial number when adding a bill.
12. **Allow qty RC exceed qty outstanding PO** allows the quantity received to exceed the quantity outstanding in Purchase Order.

13. **3 levels discount** will generate 3 levels of discount for individual item. This option will only be activated when you select **With per item discount**.
14. When you add a transaction, the Service will be ticked automatically when you select **Default service**.
15. When you add a transaction, the Change Unit will be ticked automatically when you select **Default change unit**.
16. **Round off on item discount** will take in the nearest unit figure of item discount.
17. **Round down on item amount** will take in the lowest unit figure of item amount.
18. **Update latest price** allows the system to automatically update the latest price received, when adding a new item.
19. When you want to give discount, you can get the percentage from the customer records or from the item records or provide discount percentage when adding transactions. You may select one of the following.
 1. Get category discount percentage from customer
 2. Get category price & discount percentage from item
 3. Get discount percentage from transaction

Add Footer

1. **Compulsory Footer** will automatically prompt user to the Footer Screen.
2. **Exchange rate on invoice total** will include a column showing the exchange rate in invoice at the Footer Screen.
3. **Dis 2: Discount on Invoice Net + Discount** is for 2nd discount being calculated base on:
 $(\text{Invoice Net} - \text{Discount}) \times 2^{\text{nd}} \text{ discount percentage}$
4. **Tax 2: Tax on Invoice Net + Tax** is for 2nd tax amount being calculated base on:
 $(\text{Invoice Net} + \text{Tax}) \times 2^{\text{nd}} \text{ tax percentage}$
5. Under certain circumstances, you may not want to update your stock balance. You can change your condition in **Condition for not updating stock balance**.

Part 5 : Account No.

1. User is allowed to preset the sales, payment by cash or bank and purchase related account numbers as given by the system. Setting the account code will enable you to post data files to *UBS Accounting System*.
2. **AR code range** reserves the account group for debtor, i.e. 3000.
3. **AP code range** reserves the account group for creditor, i.e. 4000.
4. **Sub-dir for customer, vendor & chart of A/C** enables the system to link to *UBS Accounting System*.

Part 6 : Last Used Nos.

1. **Last used nos./ Auto running** allows user to set the auto running reference number for each bill type. Click on the checkbox to activate it.

2. **Display reference no.** will display the reference number in all type of bills.
3. **Generate last used nos.** will display the last used reference number in all type of bills.
4. **Update last used nos. for non auto-running** will update the last reference number that is being used for bills that are not using the auto running option.

Part 7 : User Defined – Desp. (Header)

1. In header, there are additional fields that user can choose to add into their bills by clicking on individual checkbox. If you want to select all the fields, you have to click on the **Mark all** or deselect all the fields by clicking on the **Unmark all**.

Part 8 : User Defined – Desp. (Body/Footer)

1. This menu allows user to change the fields name in Body and Footer.

Part 9 : User Defined – Formula

1. This menu allows user to define the formulas to be used in calculating item's quantity, price, discount and others. User can use an existing formula or create another new formula, for example:

Set a new formula for quantity,

$$\mathbf{QTYE = XQTY1 + XQTY2 - XQTY3 - XQTY4 - XQTY5}$$

Define the fields for each component:

XQTY1 = Bal. B/f
XQTY2 = Qty
XQTY3 = Bal. C/f
XQTY4 = Qty return
XQTY5 = F.O.C (free of charge)
XQTY6 = Purchase price

2. Select **"Verify"** button if you reset or create a new formula and then select **"OK"** button to save your specification.

Part 10 : User Defined – Item Remark

1. This menu allows user to change the Remark field name in Item Maintenance.

Part 11 : User Defined – Markup Ratio

1. This menu allows user to set a condition for item markup price. The condition can be the price range. For example, between 100 and 200 and the mark-up ratio is 1.2.

7.1.2. Change Password

User is allowed to change or reset the password on this system for security purposes.

7.1.3. Report Setting

User is allowed to change the report's format setting by using the code description given by the system.

Delivery Order Setting

1. Select file name **ICBIL#07.frx** and then click on the **OK** button.
2. It is divided into three main portions consisting of header, detail and footer.
3. To add a new field, go to the designated place, click on the right hand mouse and select **Data Environment**. Click on the field and then drag and drop it into the setting.
4. To change the font of a certain field, you must highlight the field and then go to **Format** menu and select **Fonts**. Choose the appropriate fonts from the font menu.
5. To duplicate a certain field, you must highlight it and then click on the right hand mouse to select **Copy**. After that, click on the right hand mouse again and this time select **Paste**. Drag the duplicate field and drop it into the designated place.
6. To remove a certain field, you must highlight it and then click on the right hand mouse to select **Cut**.

7.1.4. Label Setting

User is allowed to change the label's format setting. The file name is **label#11.lbx**.

7.1.5. User Defined

User is allowed to define the accessibility in each menu, sub-menus and individual fields.

7.1.5.1. User Defined Menu

There are 4 levels of menu/sub-menu given. TICK at the user's PIN number to activate it.

The accessibility of the following options is according to the fields given.

7.1.5.2. User Defined Detail Invoice

7.1.5.3. User Defined Footer Invoice

7.1.5.4. User Defined Field – Arcust.dbf

7.1.5.5. User Defined Field – Apvend.dbf

7.1.5.6. User Defined Field – IciteM.dbf

7.1.5.7. User Defined Field – Iclocate.dbf

7.1.6. User ID Maintenance

User is allowed to change the ID name on each PIN.

7.2. Index All Files

This option enables user to reorganize all index files found in this system.

7.3. Recover Quantity

This option enables user to regain the current item quantity. User can tick one of the choices to run recover quantity.

- i) Set Infinity Number To 0
- ii) Recover Trancode From Item No.

The system will calculate the balance of the stock card, because at certain time the system is unable to update it and user needs to recover it.

- iii) Manual Update Trancode (Igrade.dbf) From Atran
- iv) Manual Update Trancode (Igrade.dbf) From Arpso
- v) Manual Update Trancode (Iclink.dbf) From Artran
- vi) Manual Update Trancode (Iclink.dbf) From Arpso

Sometimes the system may not be able to detect the outstanding item of a bill so user needs to click on this box for updating.

7.4. Recover ARTRAN & ARPSO

This option enables user to list the transactions of every bill when you are unable to view or print them. That is to say, user needs to call back the data in case of a power failure occurred. Both ARTRAN & ARPSO are the database files.

7.5. Upgrade Data Files

This option enables user to upgrade the data files when upgrading the system to a new version.

7.6. Clear Files

This option enables user to purge all data files in this system and is only available for UBS Educational Set.

7.7. Transfer Item/Trans. From Stk6.2

This option enables user to transfer the existing data from UBS Inventory Control System – DOS version 6.2.

7.8. Recalculate From Exchange Rate

This option enables user to recalculate from exchange rate after transferring data from version Stk6.2.

7.9. Recalculate Quantity From Factors

This option enables user to recalculate quantity from factors after transferring data from version Stk6.2.

7.A. Close All Your Files

This option enables user to close other data files that are sharing the same database with this system.

Inventory & Billing

(Formerly Stock Control)

User Manual

(Others)

CONTENTS

Chapter 8: Others **8.1. About**

OTHERS menu allows you to check the *UBS Inventory and Billing System's* information on the software version and the program's directory. This is a multi-language accounting software and you are able to choose the type of language you want to use.

Basically, it is advisable to preset the requirements before user starts off with Chapter 1.

8.1. About

This option enables user option check the *UBS Inventory and Billing System's* information on the software version and the program's directory.