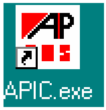
INVENTORY CONTROL SYSTEM

CONTENTS

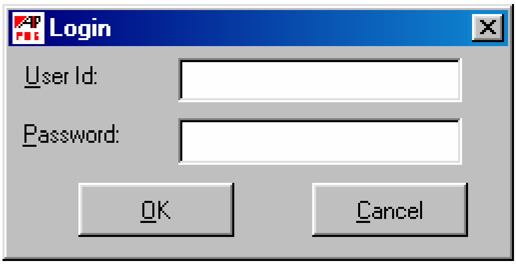
1. INTRODUCTION

This software is specially designed for you to track and maintain your inventory control together with data collector.

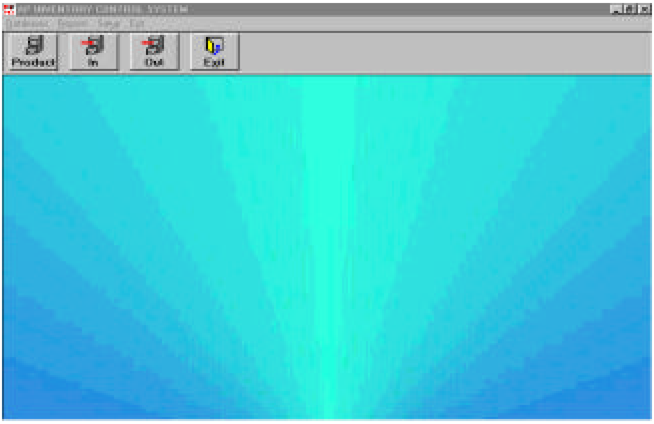
To get into the system, click on the provided icon:



The system will then prompt you the following screen to login:



1) Enter your assigned id followed by Enter key.
2) Enter your provided password followed by Enter key.
3) Click OK button to proceed or Cancel button to quit.
4) You will get to see the following screen:

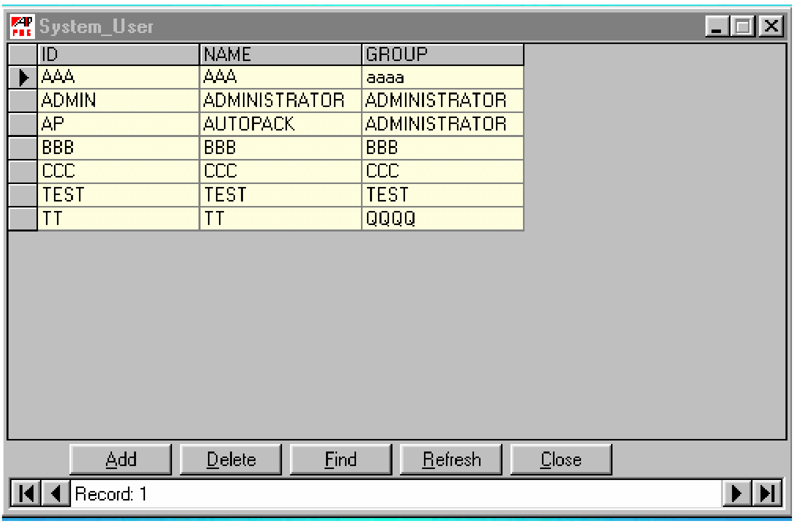

INVENTORY CONTROL SYSTEM
Product
In
Out
Exit

2. Setup

If this is the first time you use the system, you have to proceed to this Setup Menu to create new system user, location, supplier, group and customer before you proceed further to enter your product.

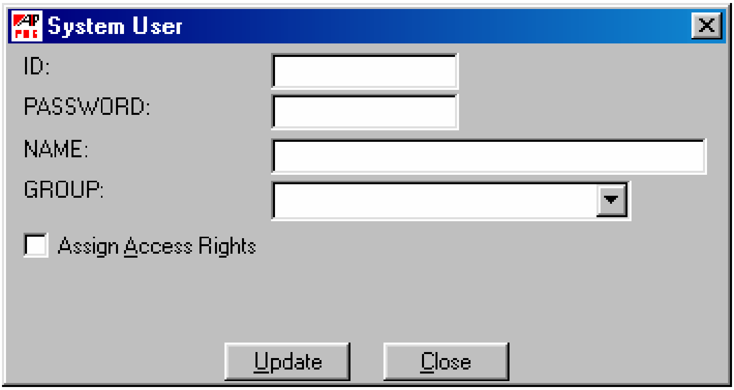
2.1) System User

Under this option, you can create authorized user to access to this system, change password for user or change access rights to this system.

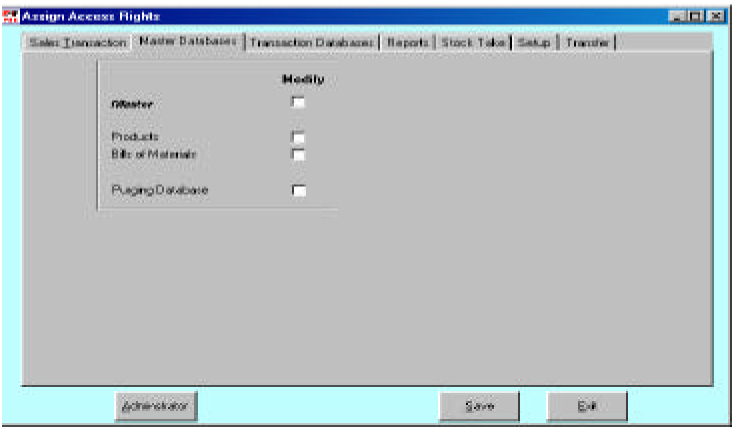


FUNCTION KEYS

2.1.1 ADD



1) Enter the ID, Password, Name and Group.
2) Click on Update button to save the data.
3) Click on Assign Access Rights check box to assign the rights to access to different menu.

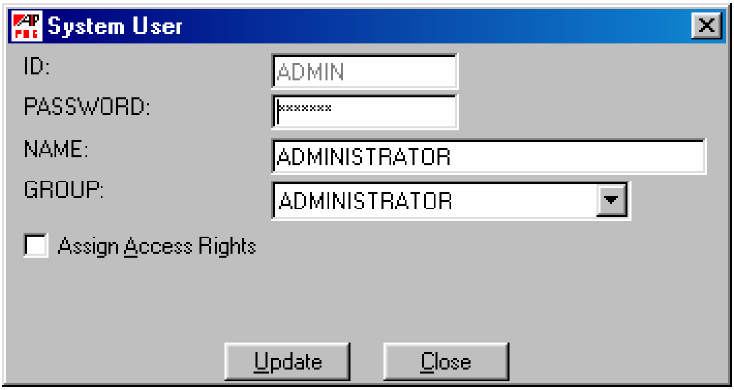


4) Click on Administrator button assign all rights to this user.
5) Double click on the check box provided to check or uncheck the box.
6) Click Save button to save the settings.

7) Click Exit button to close this screen.

2.1.2 EDIT

1) Scroll to the record you want.
2) Double click on the row and the system will display the record details:



3) Change the data you want or click on the Assign Access Rights check box if you want to change the rights.
4) Remember to click the Save button in the Assign Access Rights Screen and Update button to save all changes.

2.1.3 DELETE

1) Scroll to the record you want.
2) Click Delete button and the screen will prompt:

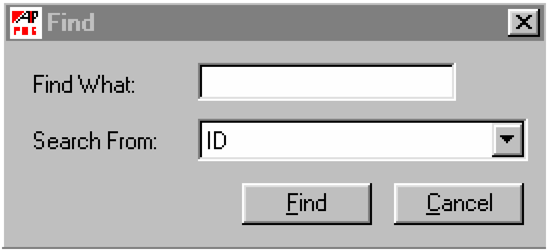
3) Click Yes to delete or No to cancel.

2.1.4 REFRESH

Click on refresh button to view all the latest changes.

2.1.5 FIND

1) Click on the Find button.

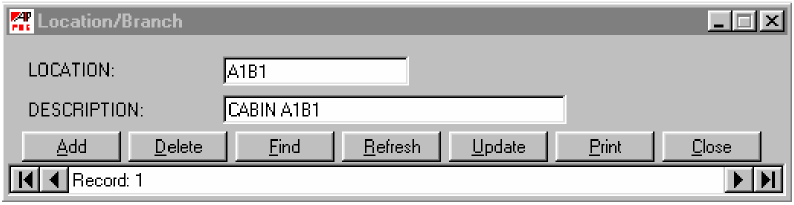


2) Select ID to search by User ID or Name to search by Name from the drop down box Search From.
3) Enter the content you want to find from the Find What box.
4) To find the exact match, you have to enter the full code or name to search or if you want to do a partial search, just enter the 1st few character
5) Click Find button to find the 1st match record.
6) To proceed to the next record, click Find button again till the screen prompt:

7) Similarly, if there is no record that matches the text you have entered, the system will also prompt the above screen.

2.2) Location

Under this option, you can get to maintain location records where your products are stored at. Each time when a new warehouse is introduced or new outlet is opened, you have to create a new location code before transferring products to this location.

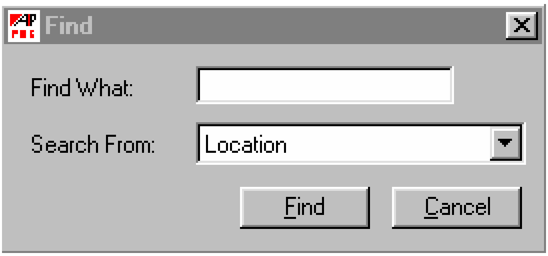


Refer to Section 2.1 on function key usage.

FUNCTION KEYS

2.2.1 FIND

1) Click on the Find button.

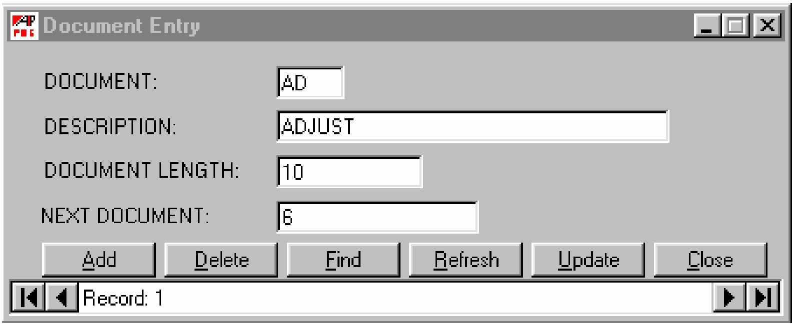


2) Select Location to search by Location or Description to search by description from the drop down box Search From.
3) Enter the content you want to find from the Find What box.
4) To find the exact match, you have to enter the full code or name to search or if you want to do a partial search, just enter the 1st few character
5) Click Find button to find the 1st match record.
6) To proceed to the next record, click Find button again till the screen prompt:

8) Similarly, if there is no record that matches the text you have entered, the system will also prompt the above screen.

2.3) Document

Under this option, you can get to maintain all document no. that are generated by the system like received notes, issued notes, transfer notes and adjustment notes.



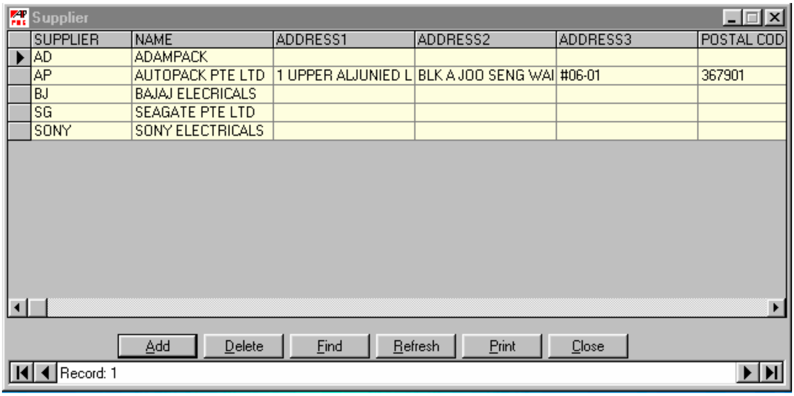
Note:

1) The system will use AD for Adjustment Notes, RC for Received Notes, IS for Issued Notes and TR for Transfer Notes.
2) The document length is 10.

Refer to Section 2.1 on function key usage.

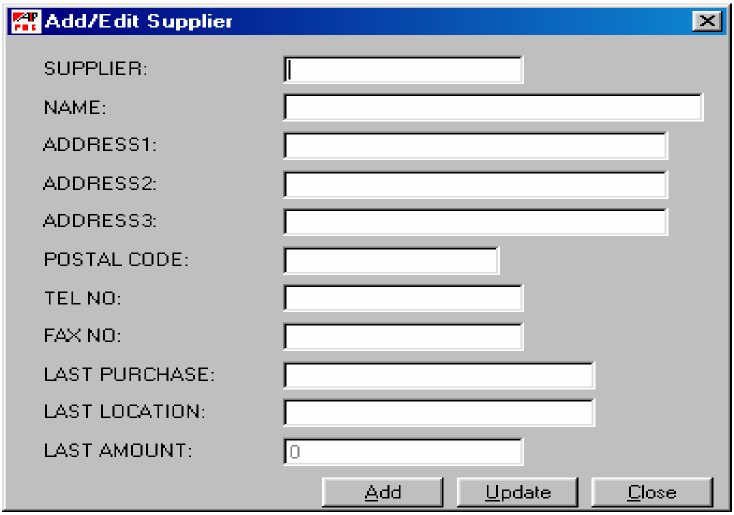
2.4) Supplier

Under this option, you can get to maintain all supplier codes that are required when you receive your goods.



FUNCTION KEYS

2.4.1 ADD

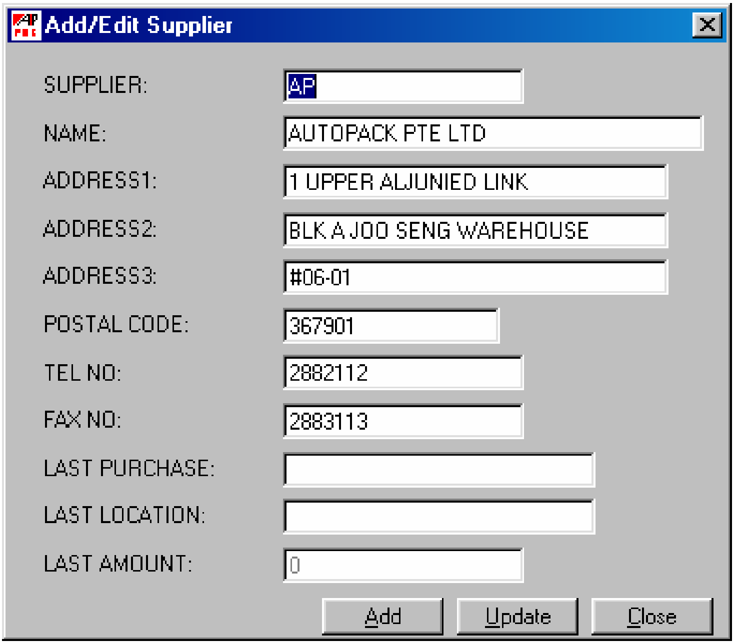


1) Enter the required information for the supplier
2) Click Update button to save the data
3) Click Add button to add new supplier code again.

4) Close button to quit this screen.

2.4.3 EDIT

1) Scroll to the record you want
2) Double click on the row.

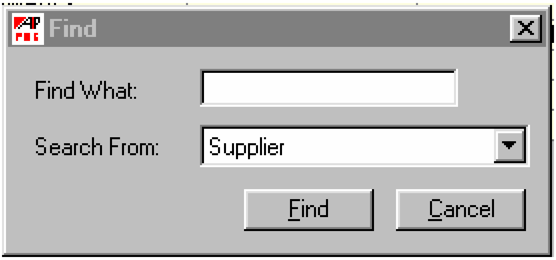


3) Enter the changes you want.
4) Click Update button to save the changes.
5) Click Add button to add new supplier.
6) Click Close button to quit this screen.

FUNCTION KEYS

2.4.3 FIND

1) Click on the Find button.



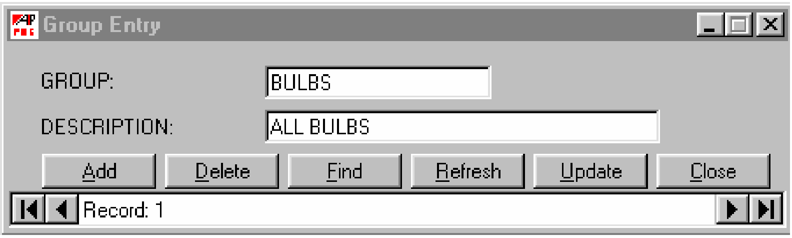
2) Select Supplier to search by Supplier or Name to search by name from the drop down box Search From.
3) Enter the content you want to find from the Find What box.
4) To find the exact match, you have to enter the full code or name to search or if you want to do a partial search, just enter the 1st few character
5) Click Find button to find the 1st match record.
6) To proceed to the next record, click Find button again till the screen prompt:

7) Similarly, if there is no record that matches the text you have entered, the system will also prompt the above screen.

Refer to Section 2.1 on Delete and Refresh function key usage.

2.5) Group

You have to define all the required groupings for your product before proceed to Product Data Entry.

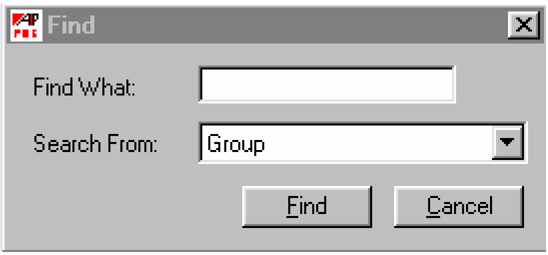


Refer to Section 2.1 on function key usage.

FUNCTION KEY

2.5.1 FIND

1) Click on the Find button.



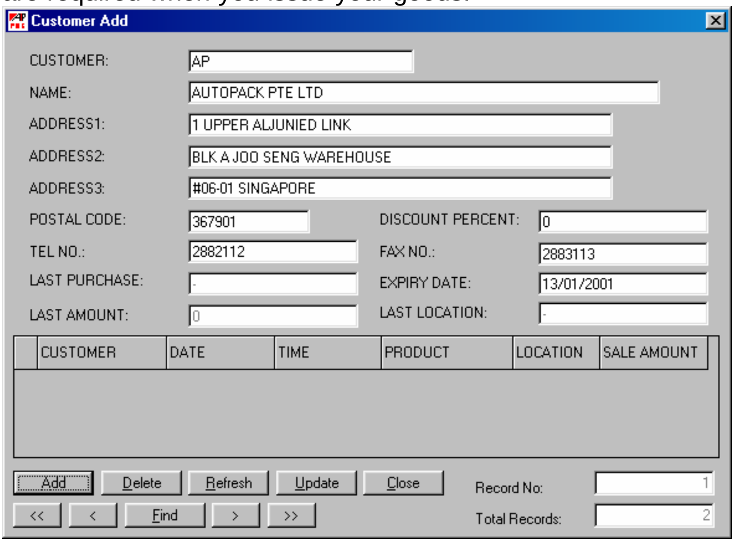
2) Select Group to search by group or Description to search by description from the drop down box Search From.
3) Enter the content you want to find from the Find What box.
4) To find the exact match, you have to enter the full code or name to search or if you want to do a partial search, just enter the 1st few character
5) Click Find button to find the 1st match record.

6) To proceed to the next record, click Find button again till the screen prompt:

7) Similarly, if there is no record that matches the text you have entered, the system will also prompt the above screen.

2.6) Customer

Under this option, you can get to maintain all customer codes that are required when you issue your goods.

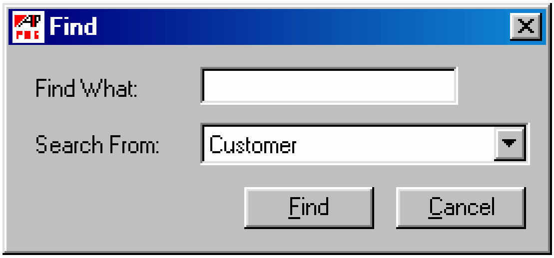


Refer to Section 2.1 on function key usage.

FUNCTION KEYS

2.6.1 FIND

1) Click on the Find button.



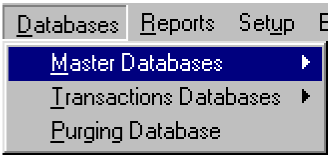
2) Select Customer to search by customer code or Name to search by Name from the drop down box Search From.
3) Enter the content you want to find from the Find What box.
4) To find the exact match, you have to enter the full code or name to search or if you want to do a partial search, just enter the 1st few character
5) Click Find button to find the 1st match record.
6) To proceed to the next record, click Find button again till the screen prompt:

7) Similarly, if there is no record that matches the text you have entered, the system will also prompt the above screen.

Refer to Section 2.1 on other function keys usage.

3. Database

After you have created all the necessary setup codes, you can proceed to Database Menu to define your raw material products or finished goods, define bills of materials, create received notes, create issued notes, create transfer notes, create adjustment notes as well as purging product data.

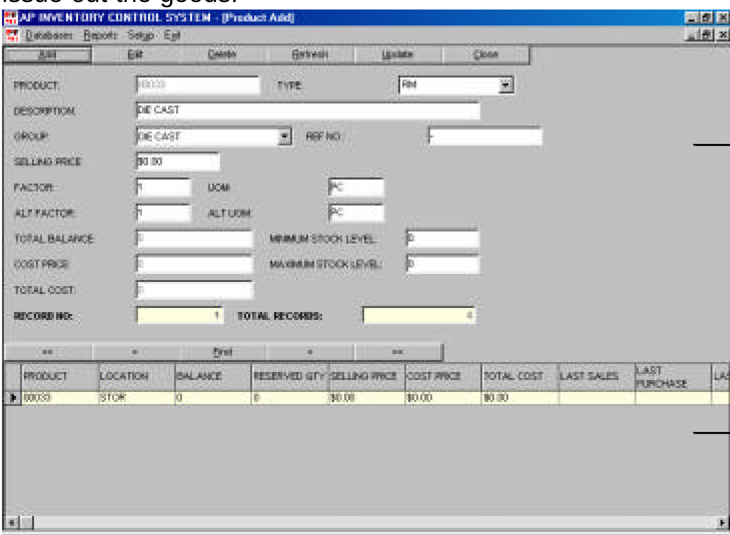


3.1) Master Databases

Under this menu, you can select to define your raw material products or finished goods as well as bills of material.

3.1.2 Product Details

Upon purchasing of new raw materials or creating a new finished goods, you have to select this option to define a product code before you can proceed to build your bills of materials, receive the items or issue out the goods.

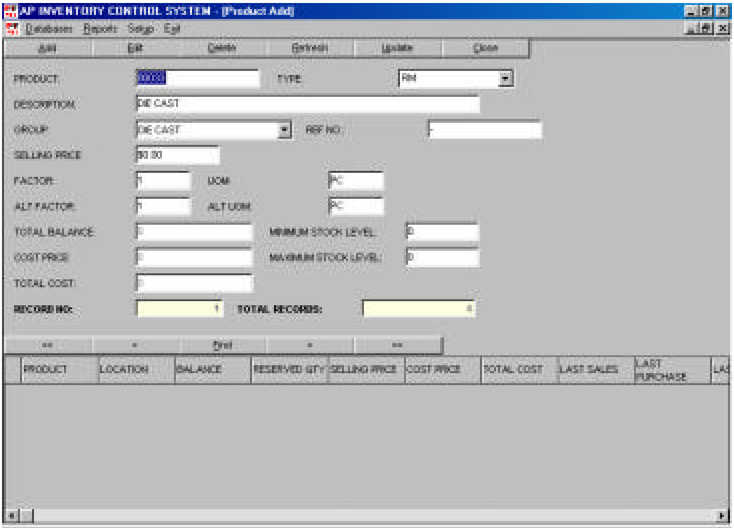


Product Header

Product Items

FUNCTION KEYS

2.6..1 ADD



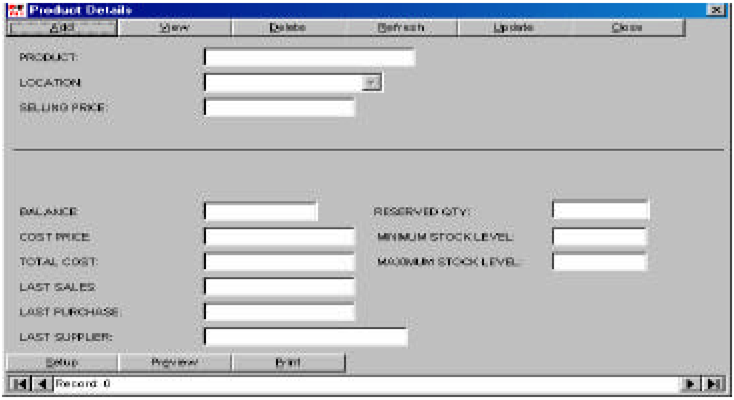
1) Before clicking the Add button, you can always point to the record that bears the most common information that required by you for this new product that you are adding to save the trouble for re-keying in.
2) Once you click the Add button, the system will 1st highlight the product code for you to enter new code. The product code must be unique.
3) As for the Type, you have to select:
   - RM – Raw Materials
   - FG – Finished Goods
   - NS – Non-Stock Items
   - CS – Consigned Stock
4) Enter the full description of the product.
5) Select the Group from the drop-down list for this product. Note: If you have not defined the Group for this product, please proceed to Group setup code under the Setup Menu before adding the new product.
6) Enter the Ref No. for this product if you have an alternative code for this product, for example, Supplier's Part No. etc. If not,

enter a "-" for this field. You are not allowed to leave blank. In addition, make sure the Ref No. is unique.

7) Enter a selling price for this product. Enter 0 if not applicable. Do not leave blank.
8) The Factor is tied to the UOM. It represents the lowest unit of measurement when receiving or issuing goods. Enter the unit for the Factor, for example, 1, followed by the UOM, for example, PC denotes pieces, GM for grams, ML for milliliters, etc.
9) Similarly, the ALT Factor is tied to the ALT UOM. If you do not have any alternate factor or uom, enter the same as Factor and UOM. However, if you do receive product in dozen, box, kg or liters, you have to enter:

    a) ALT Factor: 12 ALT UOM: DOZ
       (1 DOZ = 12 PC)
    b) ALT Factor: 20 ALT UOM: BOX
       (1 BOX = 20 PC)
    c) ALT Factor: 1000 ALT UOM: KG
       (1 KG = 1000 GM)
    d) ALT Factor: 1000 ALT UOM: LIT
       (1 LIT = 1000 ML)

10) Enter the Minimum Stock Level and Maximum Stock Level. Enter both 0 if not applicable. These 2 fields are utilized for Re-order Listing. Any balance that falls below or equal to the Minimum Stock Level will be reported in the listing with a computed replenished quantity up to the Maximum Stock Level. Maximum Stock Level must be equal or greater than Minimum Stock Level.
11) Click Update button to save data.
12) Upon saving the data, the system will automatically display another screen for you to create product details by location.



13) Click Add button to add a new item under the location you want.
14) Upon clicking the Add button, the system will default the Product Code, location and selling price for you to make changes if necessary.
15) Click Update button to save the data.

2.6..2 EDIT

1) To edit product header data, just change the content of the fields.
2) Click Update to save the changes.
3) To edit product items, double click on the item you want and the system will display the item screen for you to edit.
4) Click Update to save changes.

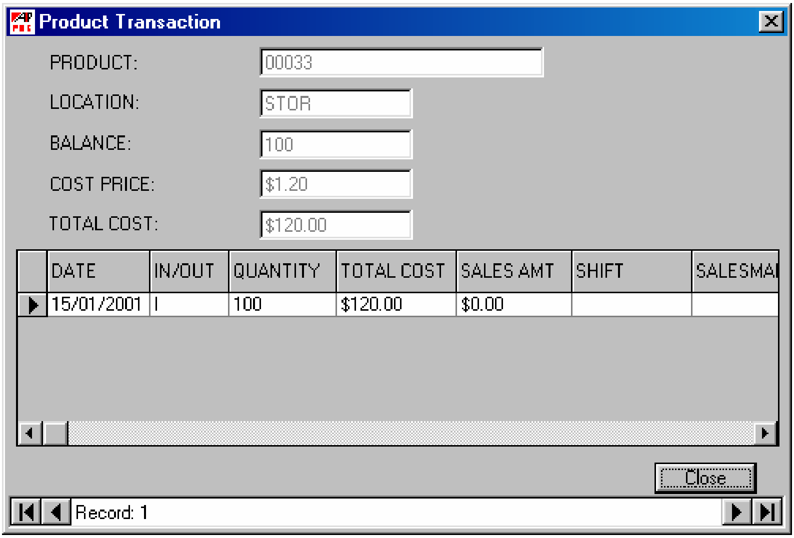
2.6..3 DELETE

1) Scroll to record you want.
2) Click Delete button.
3) Click Yes to confirm deleting the product header as well as the product items or No to cancel this function.

Note: You are not allowed to delete if Total Balance is not equal to 0. Thus, to delete away the item, you have to adjust the balance to 0.

2.6..4 VIEW

Under the product items, the View button is for you to view all transaction data under this product code and location.



1) You are not allowed to change the data.
2) Under the In/Out column, the I represents incoming transaction while O represents outgoing transactions.
3) Click Close button to close this screen.

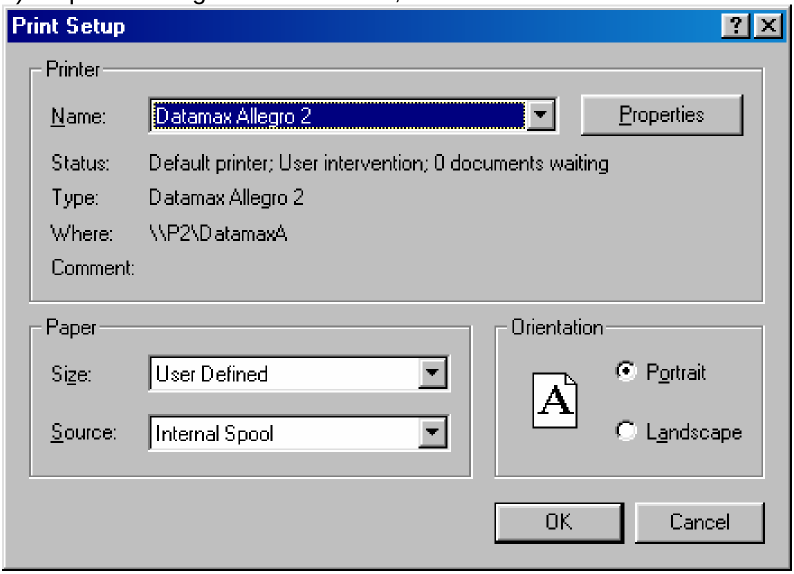
2.6..5 PRINT

1) This Print button is for you to print barcode label. This is an optional feature and only applicable if you have opted for it during your purchase.
2) It only ties to Datamax Barcode Printer.
3) By clicking the Print button, the system will prompt:

4) Enter the no.of labels to be printed.
5) Click OK button to print or Cancel button to quit.

2.6..6 SETUP

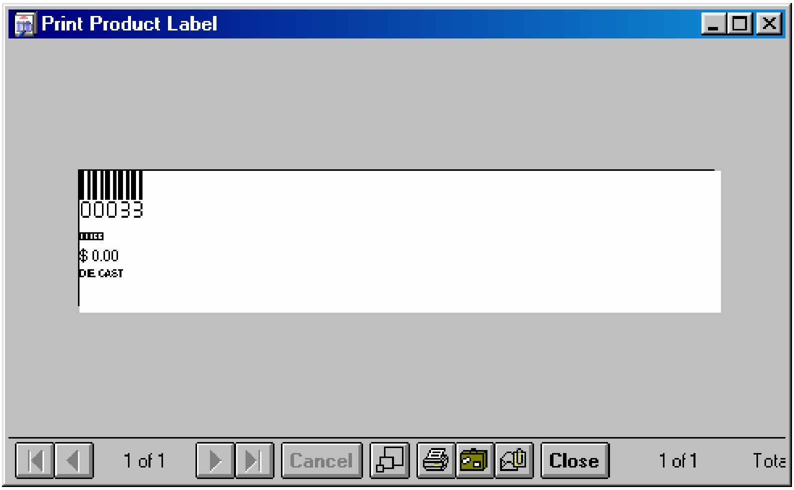
1) This Setup button is for you to setup your barcode printer before printing the labels.
2) Upon clicking the Print button, the screen will show:



3) Select the right Printer from the Name field.
4) Change the Properties if necessary.
5) Click OK button to confirm the setup.
6) Click Cancel button to quit the setup.

2.6..7 PREVIEW

Instead of clicking the Print button to print the label directly, you can always click on Preview button to preview your labels before printing.

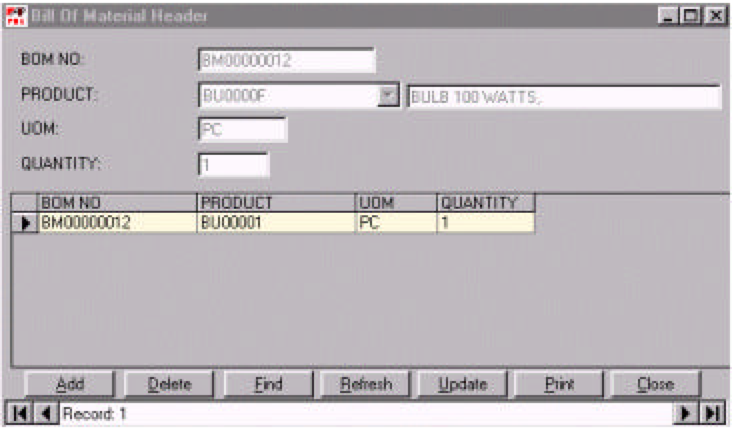


1) Click  button to print label or Close button to quit this screen.

Refer to Section 2.1 for Edit and Delete function key.

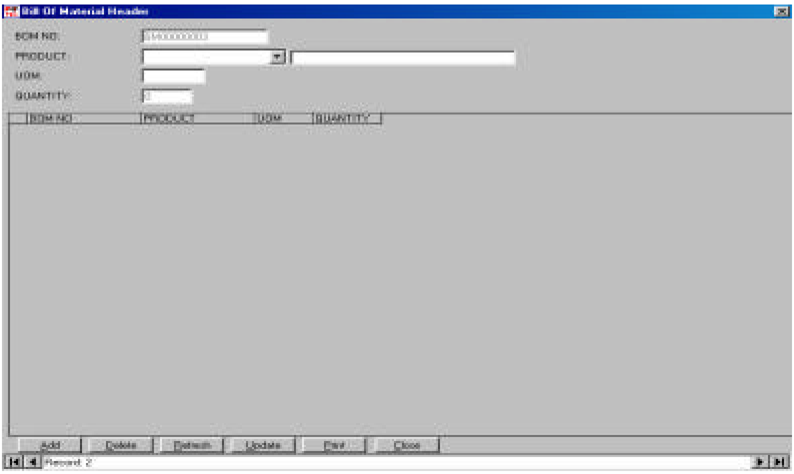
<u>3.1.2</u> Bills of Material

This option allows you to build your bills of material. It allows you to define the list of raw materials that build up the finished goods.



The above screen shows that the finished goods require 3 raw materials to make up.

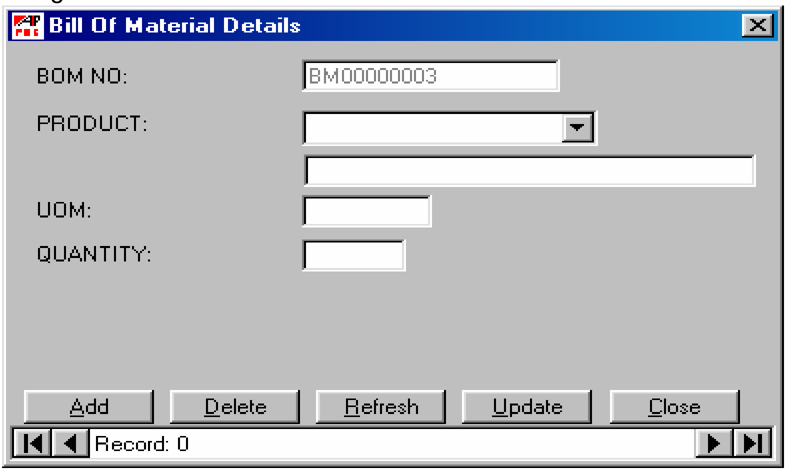
FUNCTION KEYS



2.6..1 ADD

1) The system will auto-generate a document no.

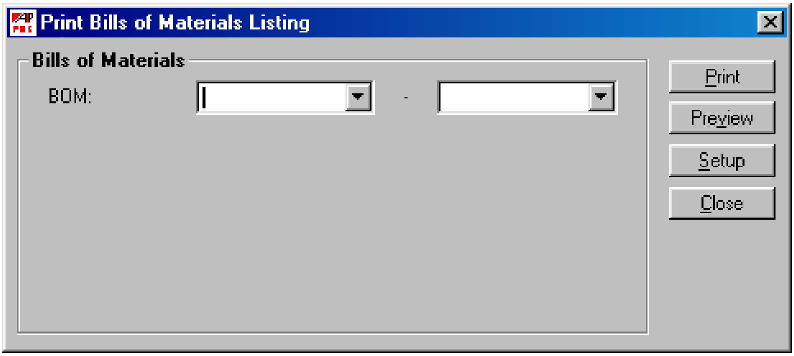
2) Select the finished goods product code from the drop-down list. Note: The system will only prompt for finished goods product code.
3) The system will then prompt at the Update button.
4) Click on Update button to create the header information.
5) Upon updating, the system will prompt the following screen for you to define the list of raw materials to make up this finished goods code.



6) Select the raw material product codes from the drop-down list.
7) The system will display the description and unit of measures and prompt you to enter the quantity.
8) After entering the quantity, click Update button to save data or click Close button to quit this screen.
9) If these finished goods require more than 1 raw material to make up, click Add button to continue adding.
10) Click Close button to quit this screen.

2.6..2 PRINT

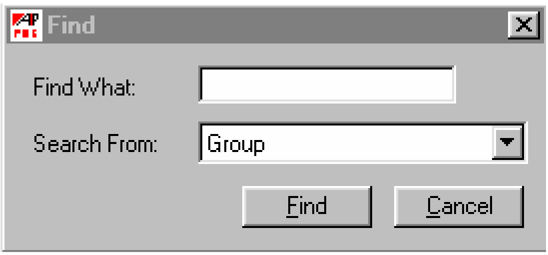
This print allows you to print a list of Bills of Material for filing purpose.



1) Select the starting and ending BOM no. from the drop-down list.
2) Click Print to print a hardcopy to the printer.
3) Click Preview to preview the report on screen.
4) Click Setup to setup your printer.
5) Click Close to quit this screen.

3.1.2.3 FIND

1) Click on the Find button.



2) Select Group to search by group or Description to search by description from the drop down box Search From.
3) Enter the content you want to find from the Find What box.
4) To find the exact match, you have to enter the full code or name to search or if you want to do a partial search, just enter the 1st few character
5) Click Find button to find the 1st match record.

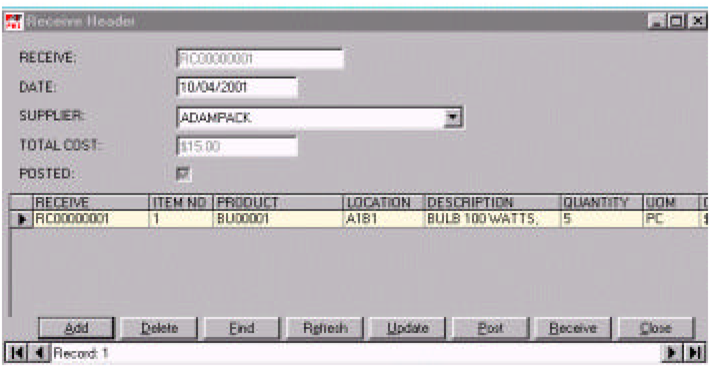
6) To proceed to the next record, click Find button again till the screen prompt:

7) Similarly, if there is no record that matches the text you have entered, the system will also prompt the above screen.

3.2) <u>Transaction</u>

Under this menu, you can select to receive goods, issue goods, inter-store transfer and adjust goods.

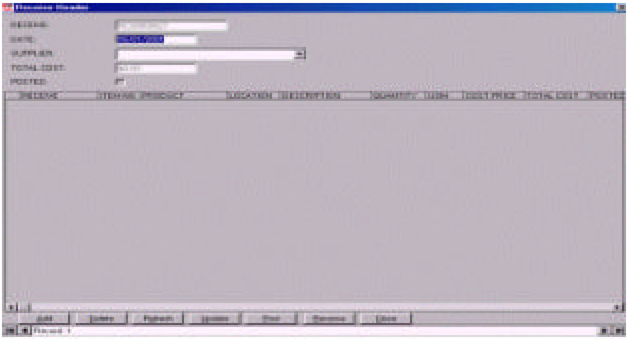
3.2.1 Incoming



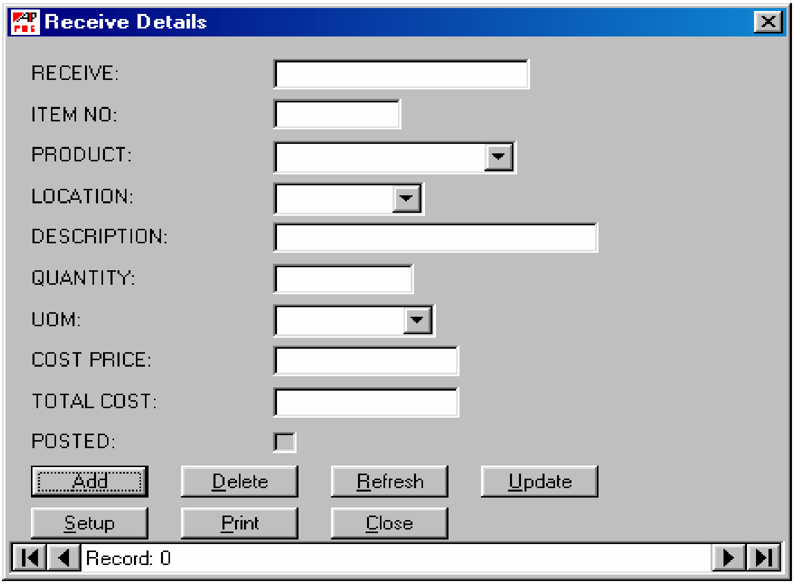
This option allows you to receive your goods through manually entering or downloading from data collector.

FUNCTION KEYS

3.2.1.1 ADD



1) Click Add button to add a received note manually.
2) The system will automatically generate a received note document no. Followed by a system default date.
3) Overwrite the date if necessary.
4) Select the Supplier from the drop-down list, which is defined in the Supplier table under Setup Menu.
5) Click Update button to save or Close button to quit this option.
6) Upon clicking the Update button, the system will display another screen for you to enter all the items you have received under this document:

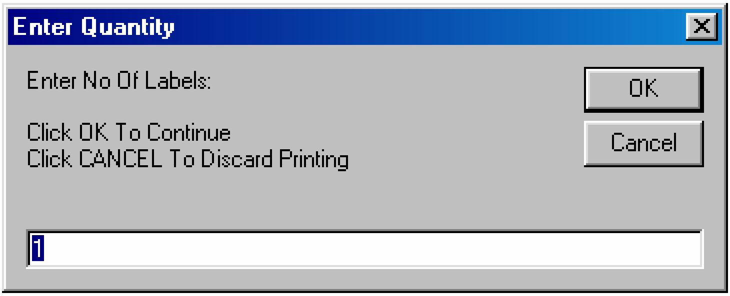


7) Click Add button from the above screen to add items.
8) The system will default the received note no. followed by the auto-increment in item no.
9) Select the product from the drop-down list and the system will display the description.
10) Select the location you want to receive to.
11) Enter the quantity you have received.
12) Select the UOM from the provided drop-down list formulated from the product master file you have defined earlier. Note: Make sure you have selected the right UOM or else the system will update the quantity wrongly.
13) Enter the cost price for each UOM and the system will calculate the total cost automatically. Note: If this is not the 1st time you have received this product, the system will default the current cost and display on the screen. Overwrite it if the costing is different. The system will then re-calculate the cost of the product in the master file during posting based on weighted average method.
14) Click Update button to save the item.
15) Click Close button to quit this screen.

3.2.1.2 PRINT

This option allows you to print barcode labels based on the received quantity.

1) Upon clicking the Print button, the system will prompt:

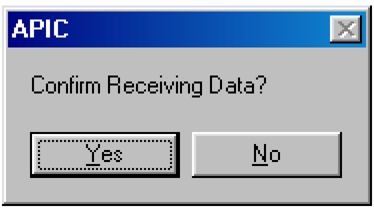


2) The system will default the quantity according to the received quantity.
3) By clicking OK button, the system will start to print the labels or Cancel button quit this option.

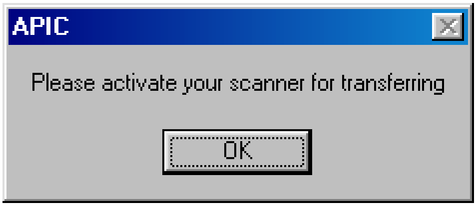
3.2.1.3 RECEIVE

This option allows you to download incoming data from data collector instead of entering into the system manually.

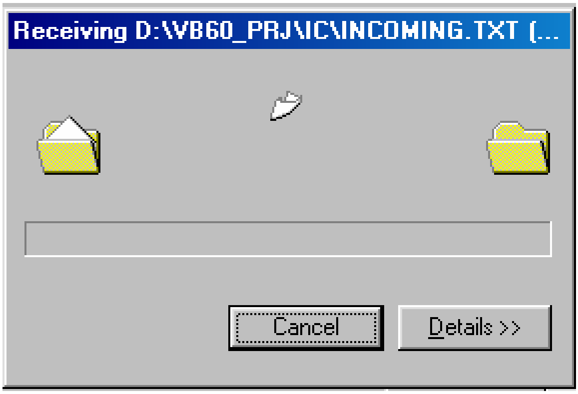
1) Once you have scanned all the received quantity through the data collector (refer to Data Collector's User Guide for details), activate the send function key on the data collector.
2) Click on Receive button and the system will prompt:



3) Click Yes button to confirm or No button to quit the receiving mode.
4) The system will display the following screen:



5) Click OK button to proceed and the system will display the following screen for data transferring:



Note: If your file is small, you may not get to see the above screen, as the system will close it once the transferring is over.

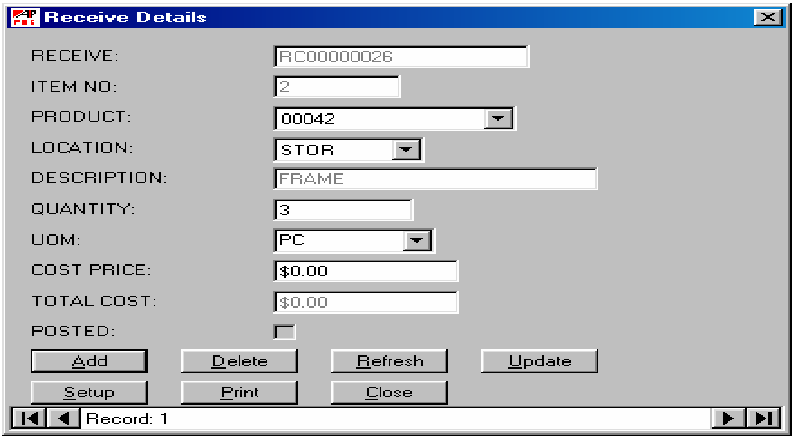
6) Once completed, the system will display the range of received notes generated by the system.
Note: The no. of received notes generated is based on the no. of supplier logged in the data collector under one downloading. The unit cost will be set to 0 as the data collector's user will not enter the cost price during data collection.
7) However, if there is no communication between the data collector and PC, after sometimes, the system will display the following screen:

8) Click OK button to quit out this receiving mode and check on the power supply to the cradle, the cable connection and whether you have activated the sending mode on the data collector.

3.2.1.4 EDIT

After you have received the data from the data collector, you may want to enter the cost price of each item, change the product code due to invalid product code scanned in, change in quantity, etc.

1) Make sure you are at the right received note you want.
2) Double click on the row item you want.
3) Change any information including unit cost on the screen



Except the received note no. and item no.

4) Click Update button to save.

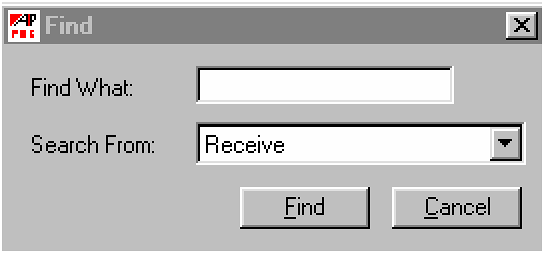
Note: If the document is posted, you are not allowed to edit the data any more. You are only allowed to view the data.

3.2.1.5 POST

After you have manually entered the received notes or generated the received notes, you can print a hardcopy or preview a softcopy of the document under the Report Menu. Once you have checked through the document and everything is fine, you can proceed to post the received note. Note: Once you have posted the document, you are not allowed to revert it. You have to raise an adjustment note to change it.

2.2.1.5 FIND

1) Click on the Find button.

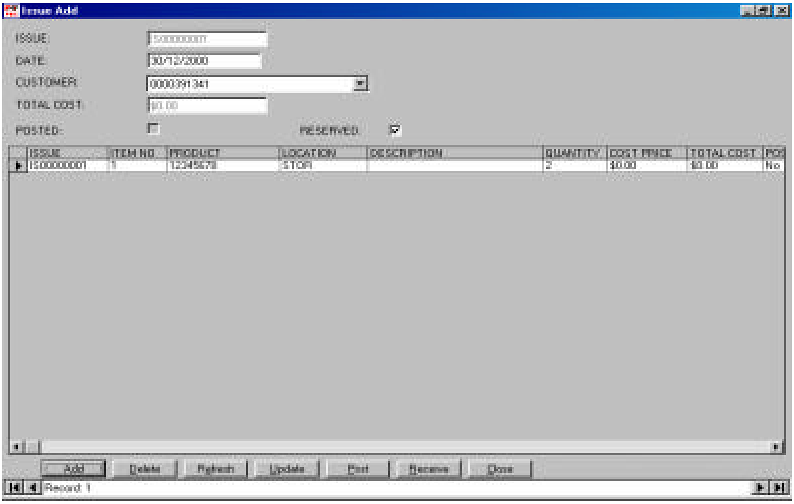


2) Select Receive to search by receive or date to search by date from the drop down box Search From.
3) Enter the content you want to find from the Find What box.
4) To find the exact match, you have to enter the full code or name to search or if you want to do a partial search, just enter the 1st few character
5) Click Find button to find the 1st match record.
6) To proceed to the next record, click Find button again till the screen prompt:

7) Similarly, if there is no record that matches the text you have entered, the system will also prompt the above screen.

3.2.2 Outgoing

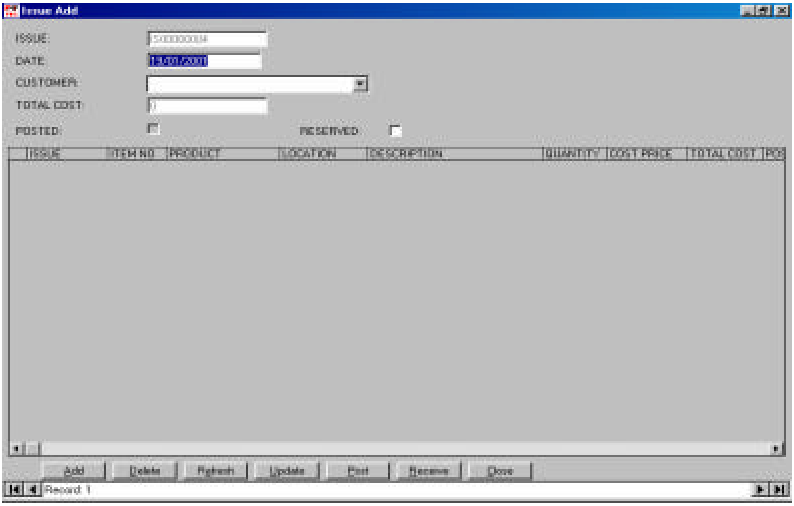
This option allows you to issue your goods through manually



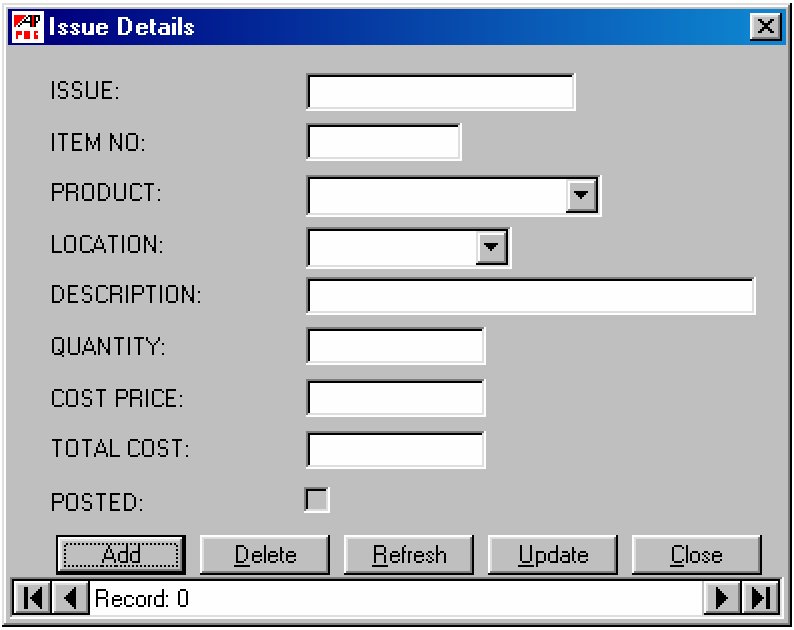
entering or downloading from data collector.

FUNCTION KEYS

3.2.2.1 ADD



1) Click Add button to add an issued note manually. The system will automatically generate an issued note document no. followed by a system default date. Overwrite the date if necessary.
2) Select the Customer from the drop-down list, which is defined in the Customer table under Setup Menu.
3) Click reserved check box if you want to update the reserved quantity to the product master table.
4) Click Update button to save or Close button to quit this option. Upon clicking the Update button, the system will display another screen for you to enter all the items you have issued under this document:



5) Click Add button from the above screen to add items.
6) The system will default the issued note no. followed by the auto-increment in item no.
7) Select the product from the drop-down list and the system will display the description.
8) Select the location you want to receive to.
9) The system will retrieve the cost price of the product from the product master.
10) Enter the quantity you want to issue.
11) Overwrite the cost price if you want and the system will calculate the total cost automatically.
12) Click Update button to save the item.
13) Click Close button to quit this screen.

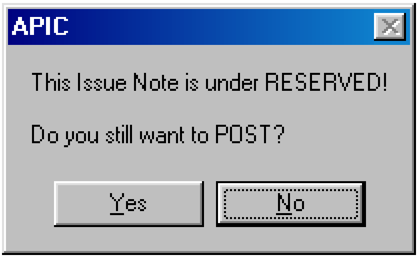
3.2.2.2 RECEIVE

Refer to Section 3.1.1.3 for Receive function.

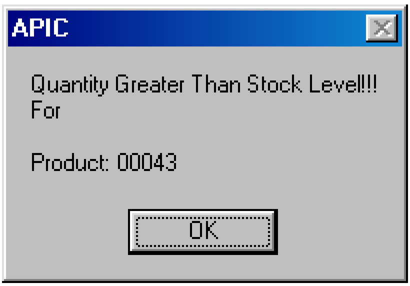
Note: The system will display the range of issued notes generated instead of the received notes. The no. of issued notes generated is based on the no. of customer logged in the data collector under one downloading. The unit cost will be set to 0 as the data collector's user will not enter the cost price during data collection.

3.2.2.3 POST
Refer to Section 3.2.1.6 for Post function.

Note:
1) If you have checked the Reserved check box and you still proceed to do posting to update the product master, the system will prompt the screen to make sure you want to proceed:



Click Yes to proceed or No to quit this function.
2) If the balance stock is less than the issued quantity, the system will prompt:

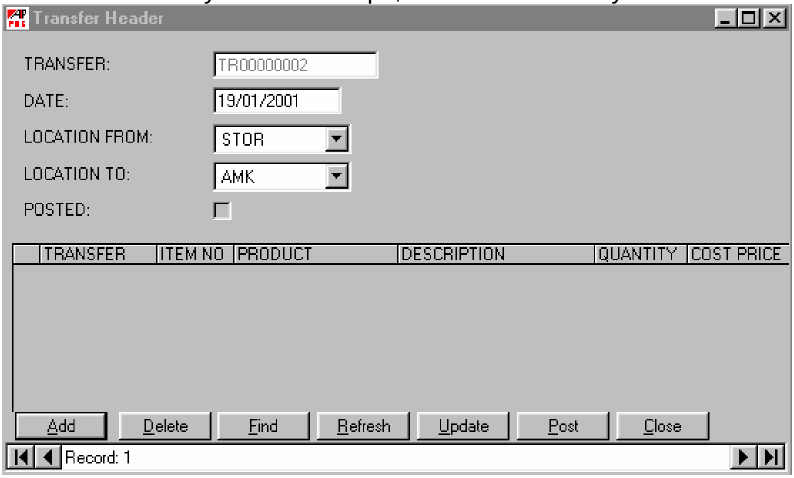


3) Click OK button to quit this screen and you have to edit the quantity to make sure it is less than the stock balance.

Refer to Section 3.2.1 for other function keys.

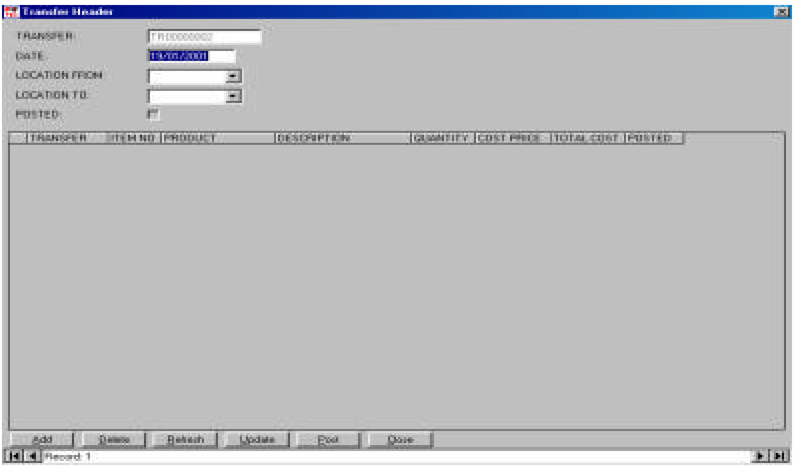
3.2.3 Inter-Store Transfer

This option allows you to perform inter-store transfer, for example, from the Store to your retail shops, from the Store to your branch outlets etc. The system will then deduct the stock from Store and place at the location you have specified.



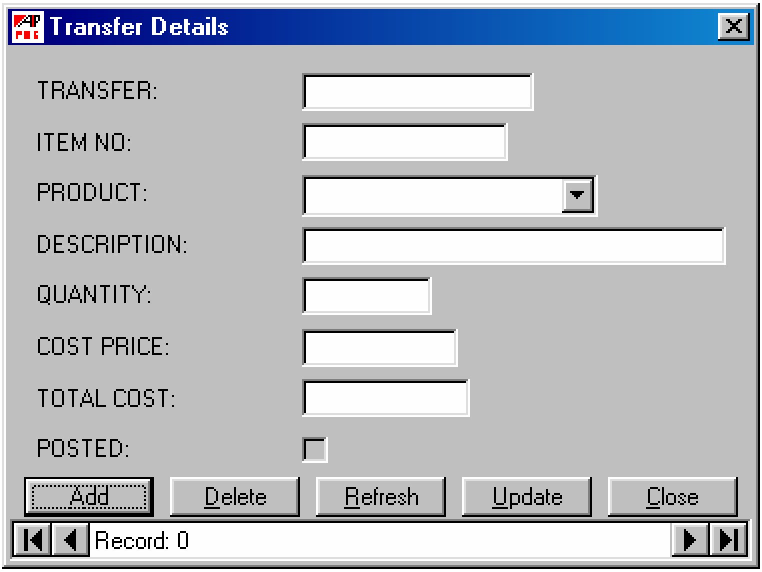
FUNCTION KEYS

3.2.3.1 ADD



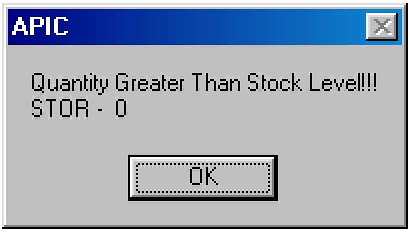
1) Click Add button to add a transfer note.
   The system will automatically generate a transfer note document no. followed by a system default date.
   Overwrite the date if necessary.

2) Select the Location From from the drop-down list which is defined in the Location table under Setup Menu. The location you have selected refers to the location you want to deduct stock from.
3) Similarly, select the Location To from the drop-down list. This location refers to the location where you want to stock up the product.
4) Click Update button to save or Close button to quit this option. Upon clicking the Update button, the system will display another screen for you to enter all the items you want to transfer under this document:



5) Click Add button from the above screen to add items.
6) The system will default the transfer note no. followed by the auto-increment in item no.
7) Select the product from the drop-down list and the system will display the description.
8) The system will retrieve the cost price of the product from the product master.
9) Enter the quantity you want to transfer.
10) Overwrite the cost price if you want and the system will calculate the total cost automatically.
11) Click Update button to save the item.

Note: Upon clicking the Update button, the system will check to make sure that the location where you want to deduct stock from must have enough stock to deduct or else the system will prompt:



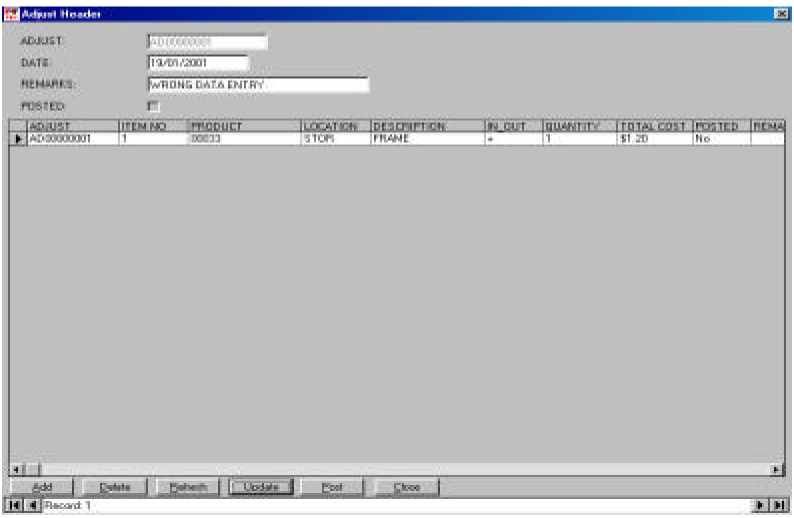
You will have to re-adjust the quantity before clicking the Update button again.

12) Click Close button to quit this screen.

Refer to Section 3.2.1 for other function keys.

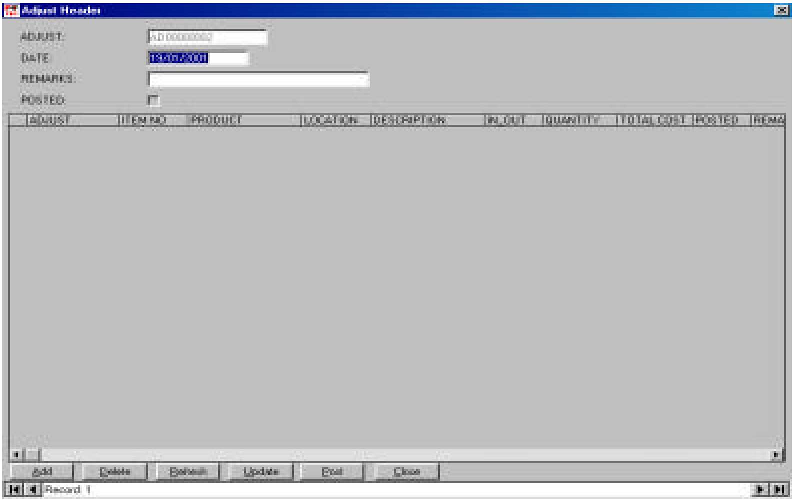
3.2.4 Product Adjustments

This option allows you to adjust your stock balance as well as the product costing either due to wrong data entry or discrepancy in the stock balance and costing. You can choose to adjust the quantity alone, costing alone or both together.

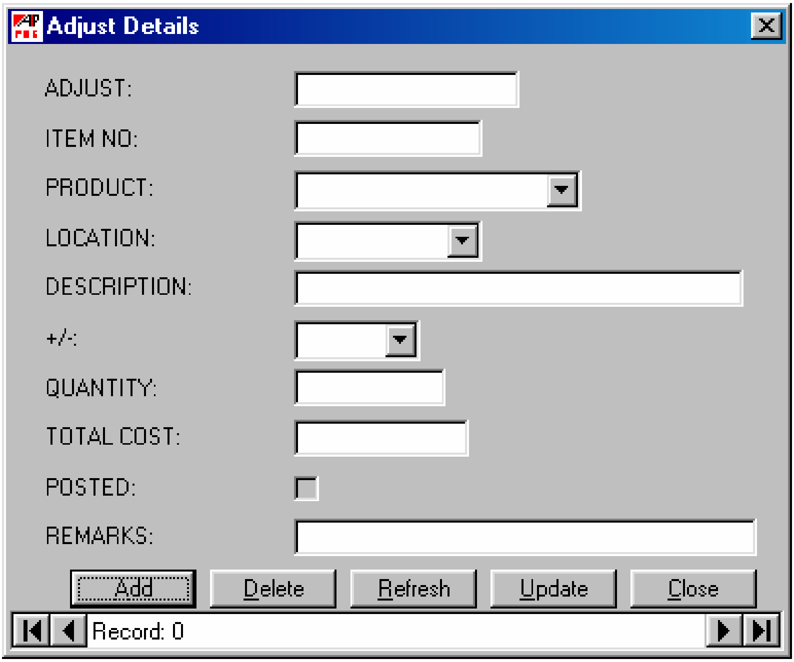


FUNCTION KEYS

3.2.4.1 ADD



1) Click Add button to add an adjustment note.
   The system will automatically generate an adjustment note document no. Followed by a system default date.
   Overwrite the date if necessary.
2) Enter the remark for reference purpose.
3) Click Update button to save or Close button to quit this option.
   Upon clicking the Update button, the system will display another screen for you to enter all the items you want to transfer under this document:

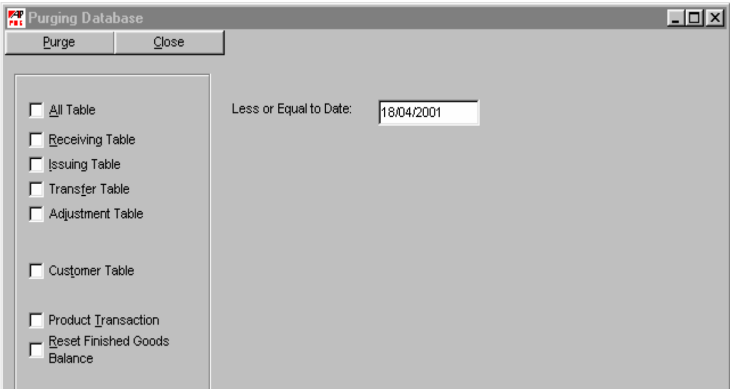


4) Click Add button from the above screen to add items.
5) The system will default the transfer note no. followed by the auto-increment in item no.
6) Select the product from the drop-down list and the system will display the description.
7) Select +/- indicator. + refers to increase stock while – refers to deduct stock.
8) Enter the quantity you want to adjust. If you only want to adjust costing, enter 0 for quantity.
9) You are going to adjust costing, enter a total value to adjust either up or down depends on the indicator sign you have selected earlier. However, if you only want to adjust quantity alone, enter 0 for total cost.
10) Enter the remark if you want to have a special remark for this item.
11) Click Update button to save the item.
12) Click Close button to quit this screen.

Refer to Section 3.2.1 for other function keys.

3.3) Purging Database

This menu allows you to purge your old unwanted data including old received notes, issued notes, transfer notes, adjustment notes, customer details, product transaction and reset finished goods balance.



Notes: Make sure you have printed all the required reports before purging your data or else you may not able to get your transaction data.

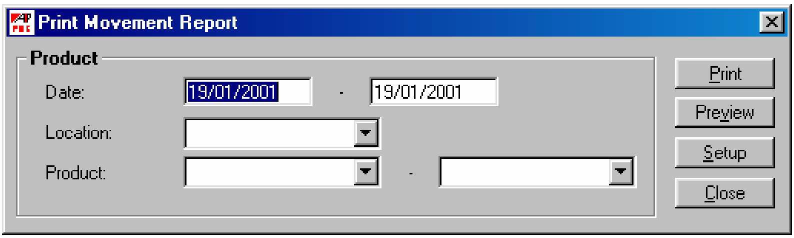
1) By clicking on the all tables check box, the system will check all the boxes below to denote that you want to perform all the stated jobs.
2) However, you may want the system to perform individual jobs only. Thus you just need to check on the jobs you want the system to perform.
3) Specify the cut-off date you want the system to process till, for example, if the date is set at 31/12/2000 and check on only receiving table, it means that you want the system to purge any received notes that dated 31/12/2000 or earlier.
4) Click on Purge button to proceed or Close button to quit this screen.

Note: The check on reset finished goods balance does not take the date into account. It will reset all finished goods balance to zero.

4. Reports

This menu allows you to print a list of reports for filing or checking purposes.

4.1 Product Detailed Movement List



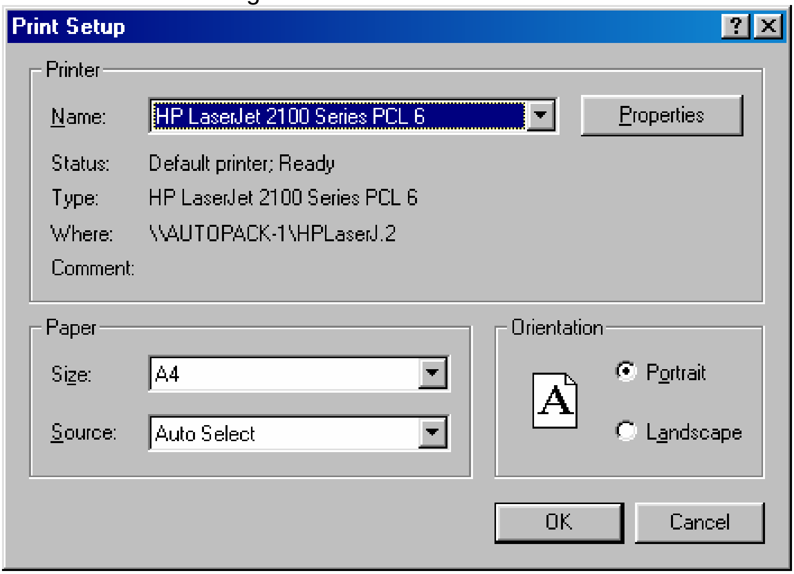
This report allows you to have a full detail of stock movement.

1) Enter the range of date you want to report.
2) Select the location from the list. You can leave blank to print the entire product.
3) Select the range of product you are interested. You can leave blank to print the entire product.

FUNCTION KEYS

4.1.1 Setup

1) Click on Setup button to setup your printer. The system will show the following screen:

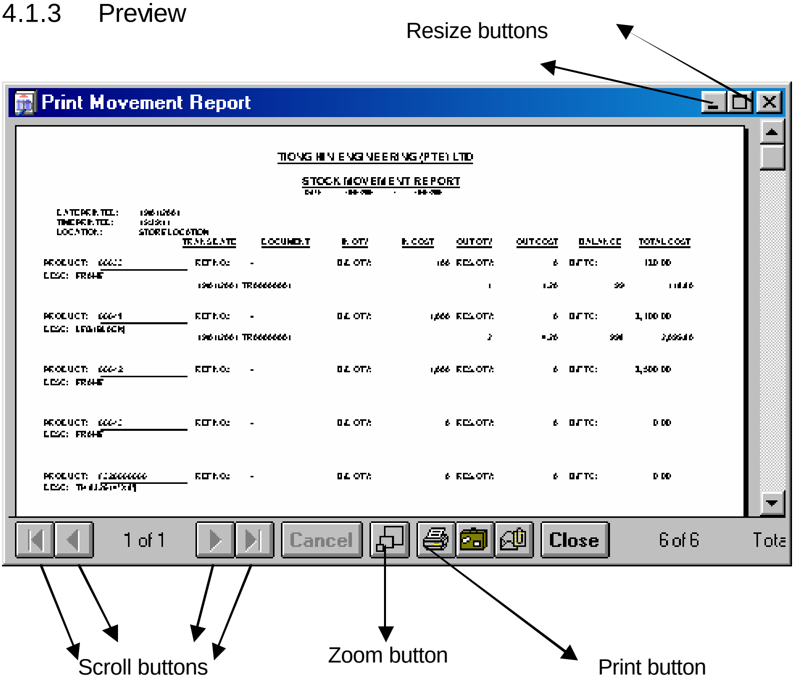


2) Select the right printer you want from Printer Name.
3) Make sure the paper size and orientation is correct.
4) Click OK to save the changes or Cancel to quit this screen.

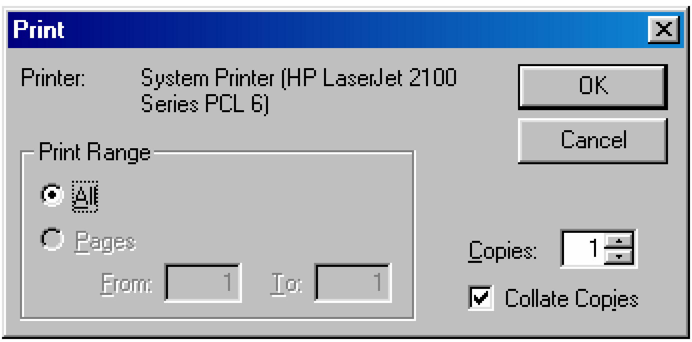
4.1.2 Print

Click on this button to print the entire hardcopy of the listing to the printer you have selected or the default printer in your print manager.

4.1.3 Preview

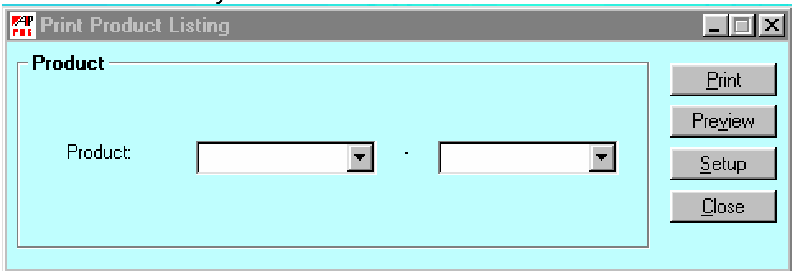


1) Click on this button to preview the entire listing before printing.
2) Click on the Scroll buttons to scroll to next page, last page, previous page or first page to view the report.
3) Click on the Zoom button to zoom in or out of the report.
4) Click on the Resize button to maximum or minimum the screen.
5) Click on the Print button to print a hardcopy of the report.



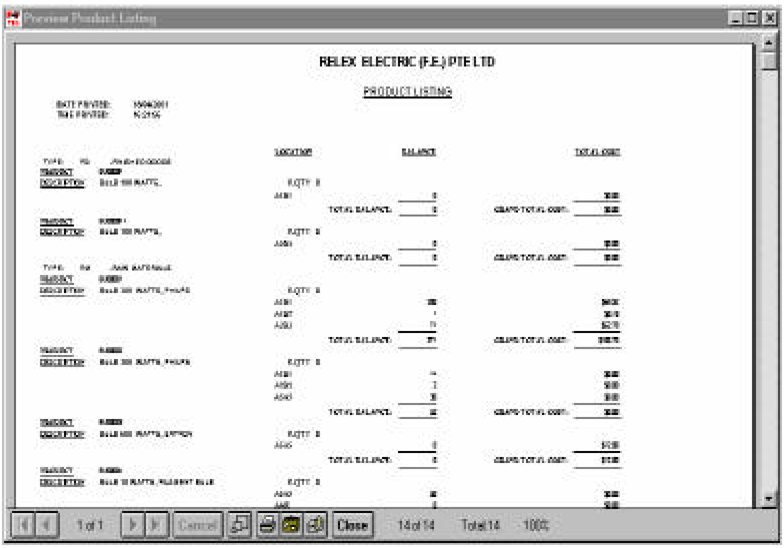
6) Select the range of Pages you want to print if you only want to print a certain pages of the report.
7) Click OK button to proceed printing or Cancel button to quit the printing.
8) Click Close button to quit the preview screen.

4.2 Product List by Location

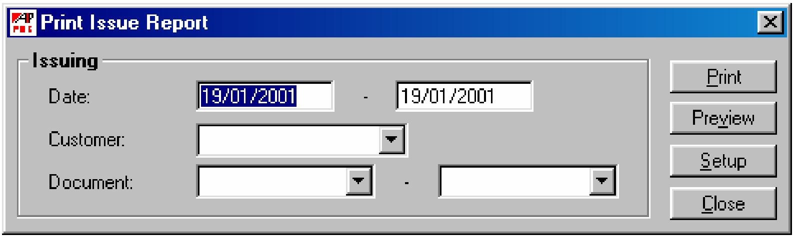


1) Select the range of Product you want. Leave blank if you want to print all products.

Refer to Section 4.1 for other function keys.



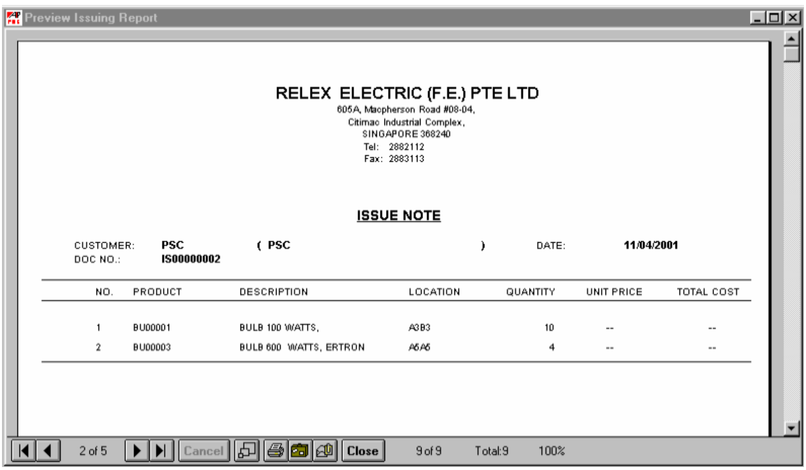
4.3 Issuing Document



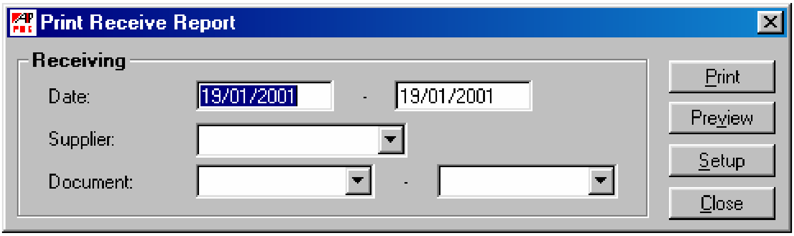
This menu allows you to select range of issued notes to print where every document is a new page with letterhead and issuer signature section.

1) Enter the date range. It is a compulsory field.
2) Select Customer from the drop-down list or leave blank for any customer that falls within the date range.
3) You can also select the particular document you want to print or range of document to print or leave blank to print any document that falls within the date range.

Refer to Section 4.1 for other function keys.



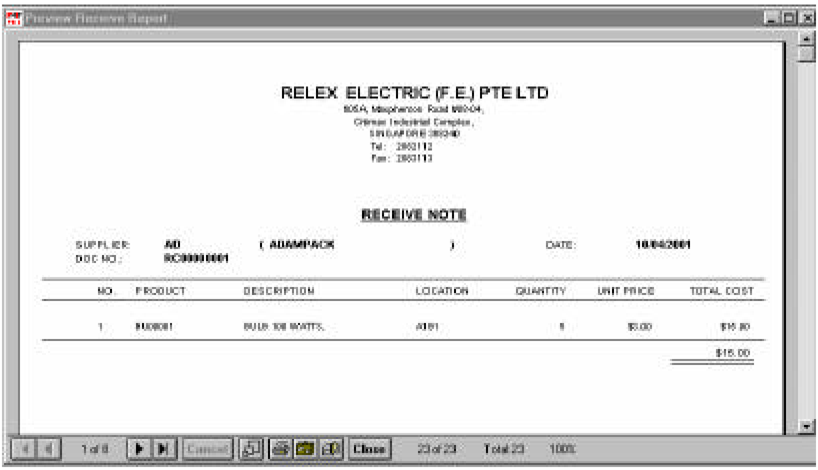
4.4 Receiving Document



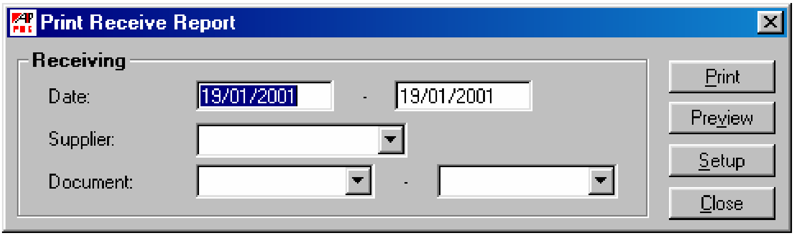
This menu allows you to select range of received notes to print where every document is a new page with letterhead and recipient's signature section.

1) Enter the date range. It is a compulsory field.
2) Select Supplier from the drop-down list or leave blank for any supplier that falls within the date range.
3) You can also select the particular document you want to print or range of document to print or leave blank to print any document that falls within the date range.

Refer to Section 4.1 for other function keys.



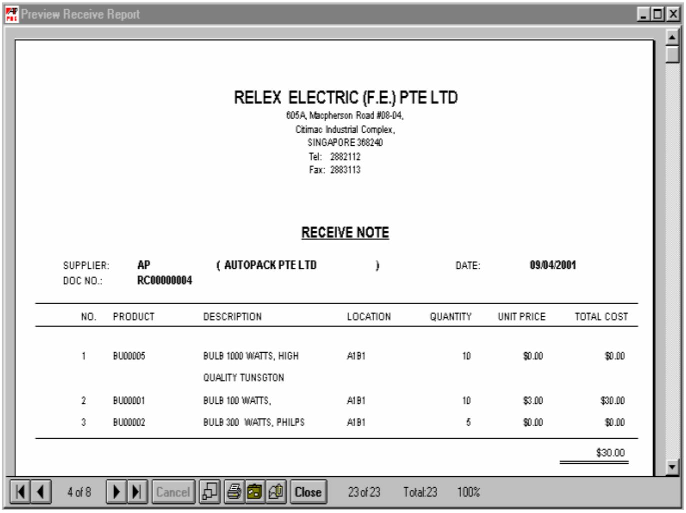
4.5 Transferring Document



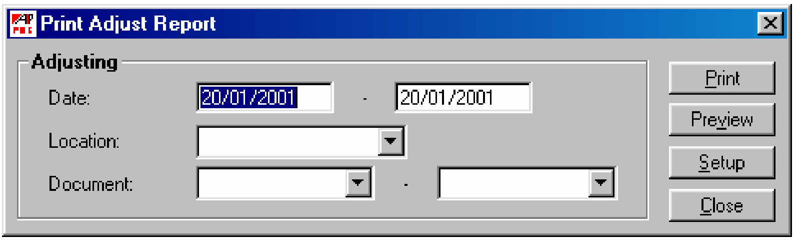
This menu allows you to select range of transfer notes to print where every document is a new page with letterhead and recipient's signature section.

1) Enter the date range. It is a compulsory field.
2) Select Supplier from the drop-down list or leave blank for any supplier that falls within the date range.
3) You can also select the particular document you want to print or range of document to print or leave blank to print any document that falls within the date range.

Refer to Section 4.1 for other function keys.



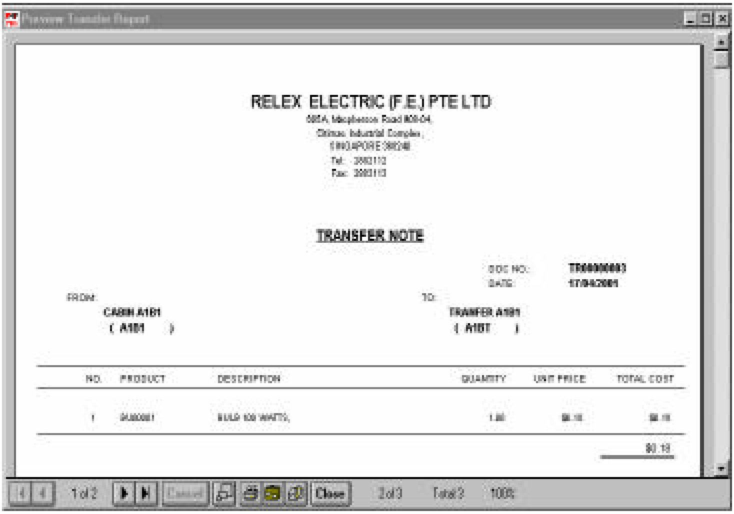
4.6 Product Adjustment Document



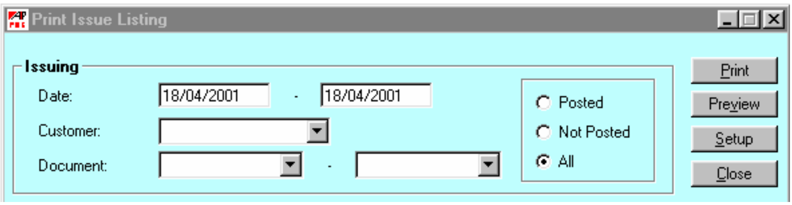
This menu allows you to select range of product adjustment document to print where every document is a new page with letterhead and authorized signature section.

1) Enter the date range. It is a compulsory field.
2) Select Location from the drop-down list or leave blank for any location that falls within the date range.
3) You can also select the particular document you want to print or range of document to print or leave blank to print any document that falls within the date range.

Refer to Section 4.1 for other function keys.

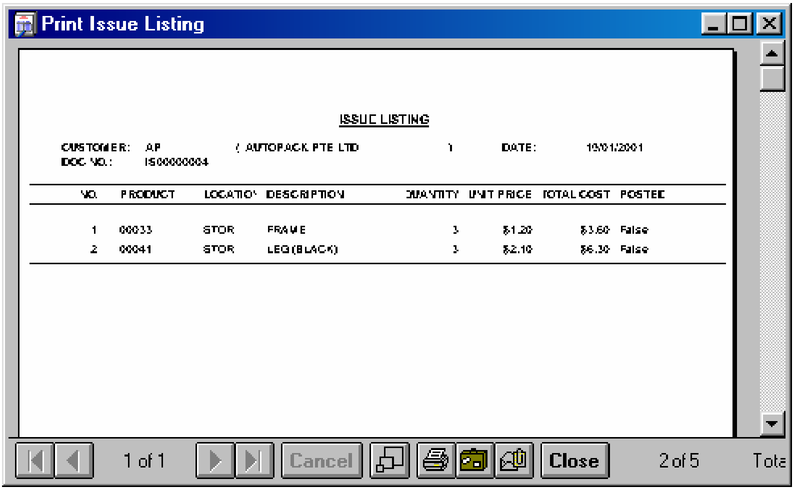


4.7 Issuing Listing

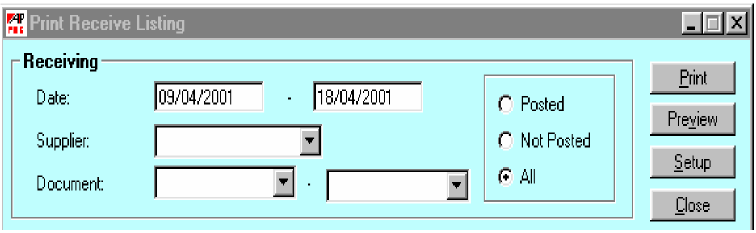


This menu allows you to select range of product adjustment document to print. It is mainly for checking and filing purpose. It allows to view the records which is Posted, Not Posted or All

Refer to Section 4.3 for details.

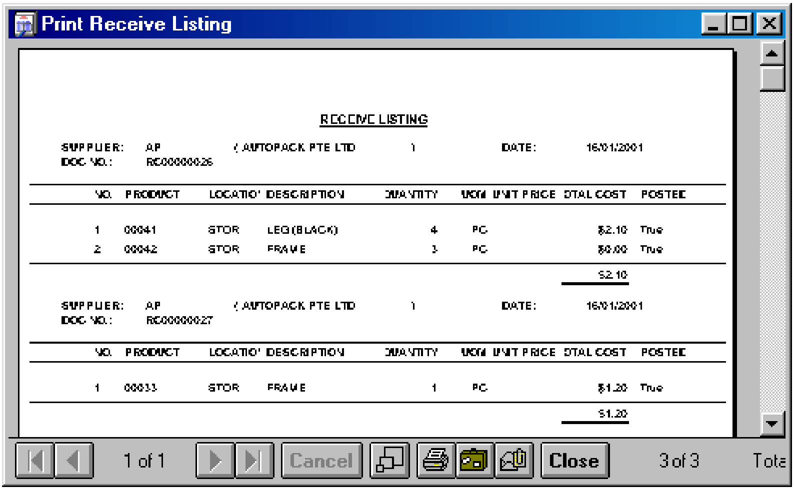


4.8 Receiving Listing

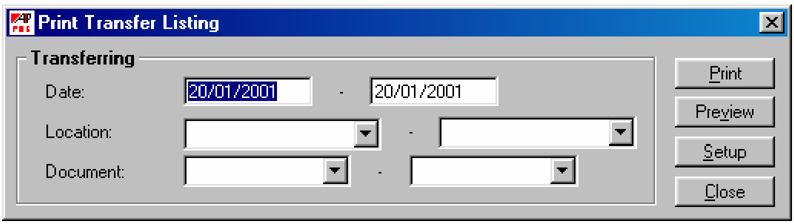


This menu allows you to select range of received notes to print. It also allows to view the records which is posted, Not posted or All. It is mainly for checking and filing purpose.

Refer to Section 4.4 for details.

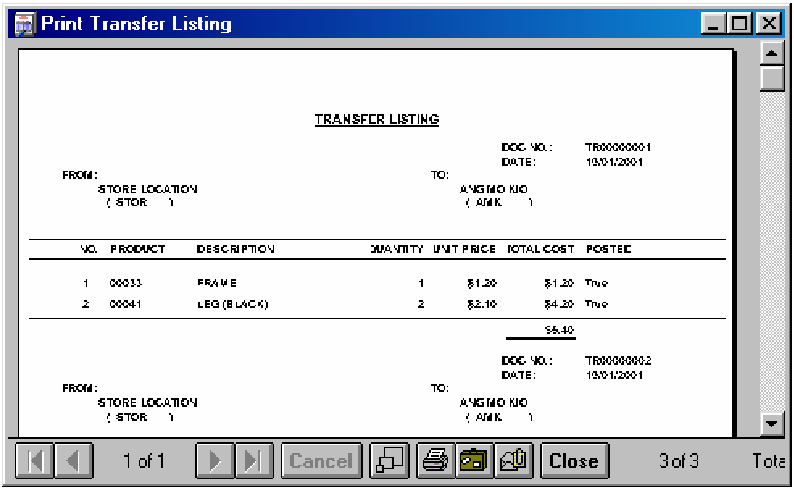


4.9 Transfer Listing

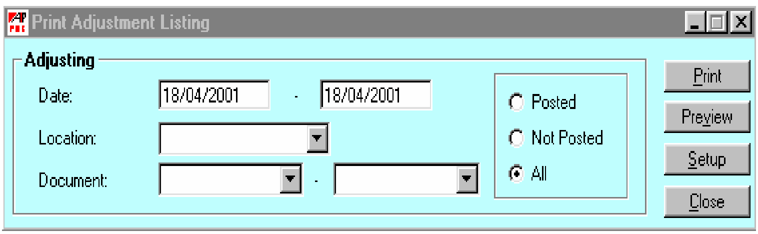


This menu allows you to select range of transfer notes to print. It is mainly for checking and filing purpose.

Refer to Section 4.5 for details.

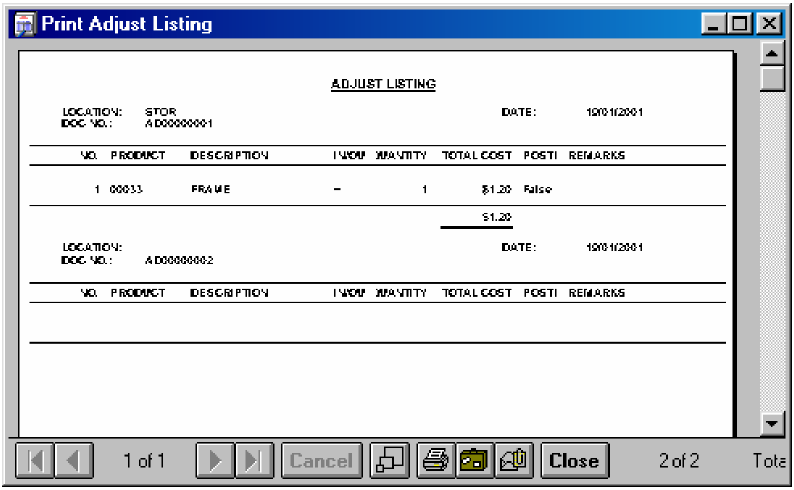


Product Adjustment Listing

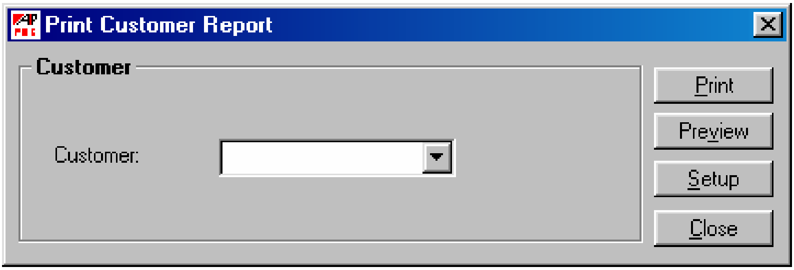


This menu allows you to select range of product adjustment listing to print. It is mainly for checking and filing purpose.

Refer to Section 4.5 for details.



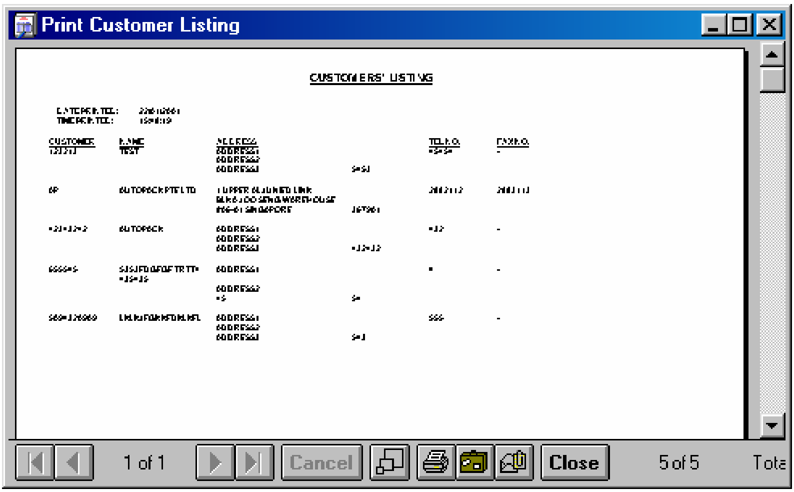
4.8 Customer Listing



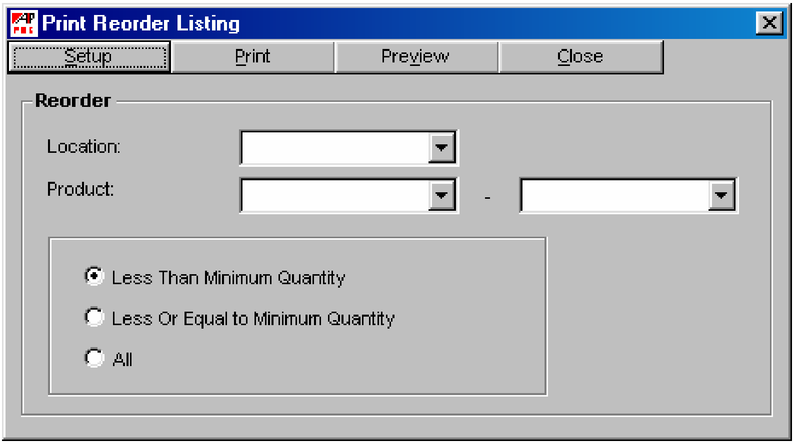
This menu allows you to select all customers or a particular customer to print. It is mainly for checking and filing purpose.

1) Leave blank for all customers or click on the drop-down list to select a particular customer to print.

Refer to Section 4.5 for details.



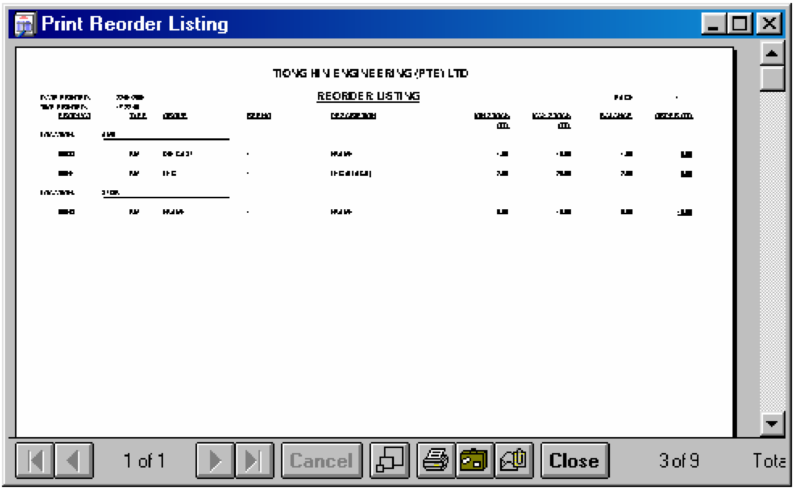
4.9 Re-order Listing



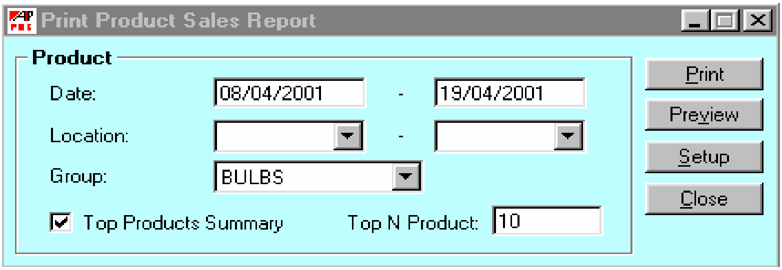
This menu allows you to print list of products that require you to re-order. This is depends on the value you have set in the product master: Minimum and Maximum Stock Level.

1) Select a location from the drop-down list provided. Leave blank if you want to print all locations.
2) Select the range of products you want to the system to process from the drop-down list or leave blank for all products.
3) Opt for “Less Than Minimum Quantity” if you want the system to print those products that are less than the minimum stock level.
4) Opt for “Less Than or Equal To Minimum Quantity” if you want the system to print those products that are less than or equal to the minimum stock level.
5) Opt for “All” if you want the system to print all products even though both the Minimum Stock Level and Maximum Stock Level are set to 0.
6) Click on Print or Preview button to print the report.

Refer to Section 4.5 for function key details.



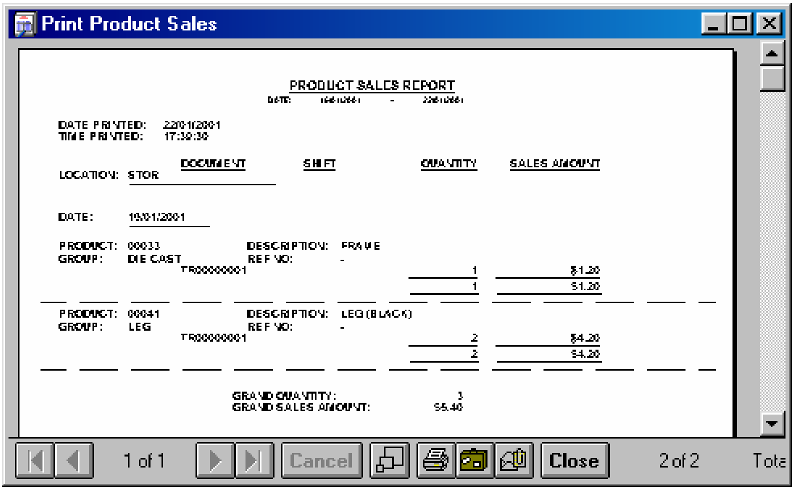
4.10 Top-10 Product Listing



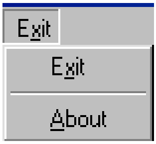
This menu allows you to print the top 10 products that you have issued out.

1) Enter the date range. It is compulsory.
2) Select the location range from the drop-down list provided. Leave blank if you want to print all locations.
3) Select the product group from the drop-down list or leave blank for all product group.
4) Check on Summary check box and enter the top N products to be viewed, if you want to see the consolidated quantity for the date range or else the system will print the transaction by date in details.
5) Click on Print or Preview button to print the report.

Refer to Section 4.5 for function key details.



5. Exit



To exit from the system completely, click on the exit button.

Note: Please make sure you have quit this system completely before shutting down your computer system. This is to prevent data corruption due to improper shutdown of the system.

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