EC
INVENTORY

USER GUIDE

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EC INVENTORY CONTROL VERSION 6.3

User-Definable Features

The following features can be selected by user in order to match the company's requirements:

Select financial year
Customized Invoice Format
Customized Credit Note Format
Customized Debit Note Format
Customized Cash Sales Format
Customized Delivery Order Format
Customized Quotation Format
Cost/Selling Price: 2-4 decimal places options
Quantity: 0-2 decimal places options
Integration facility with EC Accounting System
Selectable stock valuation method (FIXED, AVERAGE, FIFO)

Hardware Requirements

1. An Intel pentium or higher microprocessor based computer with a minimum 640 kb memory.

2. 1 hard disk.

3. 1 pen drive (for backup purposes).

4. 1 printer.

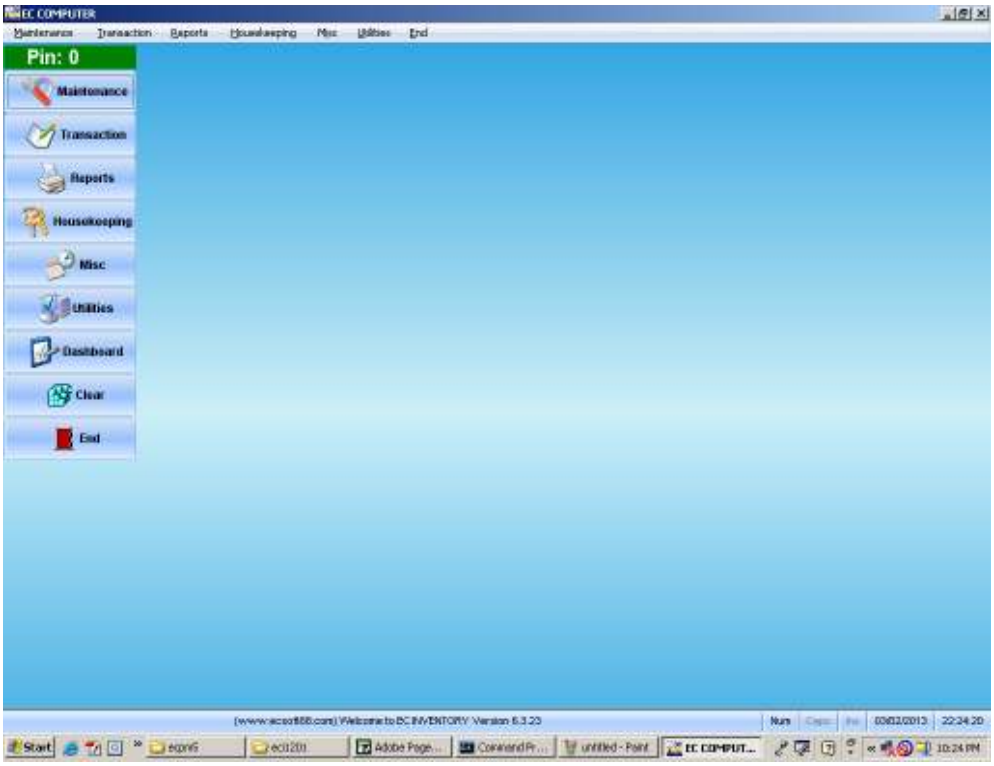
5. 1 CD-ROM drive.

EC INVENTORY CONTROL VERSION 6.3

Fig. 1a (Password)



Fig. 1b (Main Menu)



EC INVENTORY CONTROL VERSION 6.3

System Software Requirement

Windows XP or higher.

Installation

Put in the CD-ROM or pen drive containing EC Software. Click on EC Inventory and follow directions.

To start EC Inventory, double-click on EC Inventory on desktop. Select the company required or click "ADD" to create a new company. If you are greeted with a message whether to create files, click on "YES" (Note: This message whether to create files will not appear the next time you start up EC Inventory once the data files are created). If you want to enter the key code, please select the directory ".\data". The system uses 5 PIN numbers. PIN 0 can access all the functions of the program. Only pin 0 can have access to "Housekeeping->Menu Control Manager". You can set the accessibility in each menu and sub-menus for other PIN users if you use PIN 0. PIN 1 is similar to PIN 0 except PIN 1 cannot access "Menu Control Manager". PIN 2, PIN 3 and PIN 4 have decreasing order of accessibility. For password, type "EC" and click "ACCEPT" (This password can be changed by the user). Enter date required and click 'OK'. The main menu should now be displayed on the screen. You can select any menu from top or at the column on the left of the screen. The menu at the left of the screen shows only commonly used items. These items are marked by a "tick" sign or a "star" sign in the menu shown at the top.
See figure 1 below.

Fig. 1

Maintenance Transaction Reports Housekeeping Misc Utilities End

CHAPTER 1

CUSTOMERS MAINTENANCE (For System not linked to EC Accounting)

1. Add Customers (Fig. 2)

i. Select option 1 in the Inventory Control Main Menu and click on Debtor.

ii. Click on "New". Enter Customers particulars. (Fig. 3).

NB.

CUST. NO.	: Type in the Customer's number, format is "XXXX/XXX". e.g. 3000/A01 for ABC Sdn Bhd and 3000/A02 Advance Entry Sdn Bhd.
NAME	: Type in the name of the Customer.
ATTENTION	: Type in the name of the person attention to. Leave blank if not necessary
PHONE NO.	: Type in the telephone numbers. Leave blank if none.
FAX	: Type in the fax numbers. Leave blank if none.
AREA	: Type in the area of the customer. Leave blank if not necessary.
AGENT	: Type in the name of the agent or salesman who is in charge of this customer. Leave blank if not necessary.

EC INVENTORY CONTROL VERSION 6.3

Fig. 2

MAINTENENCE **TRANSACTION** **REPORTS** **HOUSEKEEPING** **MISC.** **UTILITIES** **END**

DEBTORS
CREDITORS
ITEMS

Fig.3

ADD NEW CUSTOMER

CUST. NO. : 3000/B01 NAME : BINGO PTE LTD	
SUITE 0106, KEW BUILDING KIMBERLY ROAD SINGAPORE 1202 ATTENTION : MR JAMES	BUSINESS: AREA: AGENT: TERMS: CREDIT LIMIT:
PHONE NO. : 02-2531526 : 02-2531818 FAX : 02-2542014 CONTACT : MS JANE EMAIL : S3 WEBSITE :	Enter This For Foreign Currency CREDIT LIMIT : 20000.00 CURR. CODE : SIN CURRENCY : DOLLARS:

TERMS	:	Type in the credit days. Leave blank if none.
CREDIT LIMIT	:	Type in the credit limit. Leave blank if none.
CURR. CODE	:	Type in the Country currency code. e.g. "SIN" for Singapore.
CURR. SYMBOL	:	Type in the currency used. Leave blank if not necessary. e.g. "S$".
CURR. WORD	:	Type in the foreign currency word. e.g. "DOLLARS:". Leave blank if not necessary.

NOTE: For user who are using the EC Accounting modules, the Inventory Control System shares the same Customer (Debtor) file generated in the Accounting System.

2. Modify Customers

i. To edit a Customer's particulars, click Modify in Customer Maintenance.

ii. Click on the Customer in the listbox. Click ACCEPT.

iii. Type in the necessary modifications.

iv. Click ACCEPT.

3. View Customers

i. To view a Customer's particulars, click "VIEW" in Customer Maintenance. The particulars for the first customer will appear. Click NEXT, PREV, TOP or BOTTOM.

4. Delete Customers

i. To delete a Customer's particulars, click "DELETE" in Customer Maintenance.

ii. Click on the customer in the listbox. Click ACCEPT.

iii. Click NEXT and YES to delete. A Customer can only be deleted if there are no transactions for the accounting year.

5. Print Customers

i. To print a Customer's particulars, click "PRINT" in Customer Maintenance.

ii. Enter the range for the customer or leave them to print all. The system will ask whether you want to select a specified area or agent . Leave blank for all.

6. Add Suppliers

- Similar to Add Customers.

7. Modify Suppliers

- Similar to Modify Customers.

8. View/Delete Suppliers

- Similar to View/Delete Customers.

9. Print Suppliers

- Similar to Print Customers.

CHAPTER 2

STOCK ITEM MAINTENANCE (Fig. 4)

1. Maintain Groups

i. To maintain group, select option 1 from the Stock Item Maintenance.

ii. Click NEW to add a new group. Enter the Code for Group and its description. Click ACCEPT.

iii. Click EDIT to modify. Click on the group in the listbox and click ACCEPT. Make the necessary modifications and click ACCEPT. Similar procedure applies for DELETE.

iv. Print a list of group codes and group description by selecting PRINT.

2. Add Item

i. Select option 2 for Add Item from the Stock Item Maintenance Menu. Stock items may include finished goods, raw materials or components, etc. Each is identified by an item number which may consist of up to 14 alphanumeric characters. Click NEW to enter a new item.

Fig. 4

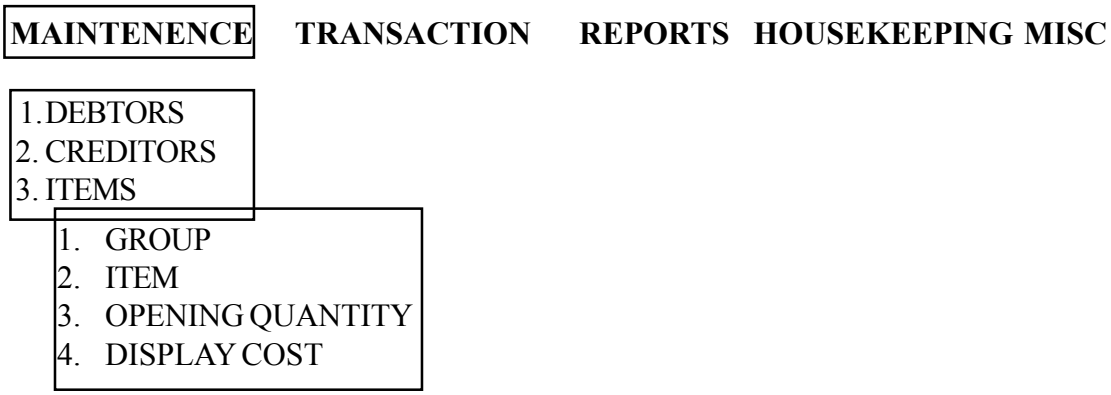


Fig. 5

GROUP

GROUP	DESCRIPTION
GA	COMPUTER ACCESSORIES
GH	COMPUTER HARDWARE

Fig. 6

ADD NEW ITEM

ENTER ITEM NO.	:	T 001		
ITEM DESCRIPTION	:	COMPUTER TABLE - ART 2024		
	:			
CATEGORY	:			
ITEM GROUP	:	GA	% DISCOUNT	:
SHELF NO.	:		% TAX	:
SUPPLIER NO.	:	4000/A01		
UNIT USED	:	SETS		
UNIT COST PRICE	:	100.00		
UNIT SELLING PRICE	:	110.00		
		125.00		
MARK UP RATIO 2.00	:	200.00		
MINIMUM LEVEL	:	10		
REORDER QUANTITY	:	30		
REMARK	:			

F GEN G S COMP

N.B.

ENTER ITEM NO. : Maximum characters allowed is 14 characters. If required, click button "F" to see all items entered, "GEN" to generate new item number, "G" to see the group file, "S" for Supplier file and "COMP" to get mark up.

ITEM DESCRIPTION : Type in the item description or name.

CATEGORY : Type in the category to which a particular stock item belongs. e.g. RM for Raw Material, FG for Finished Goods. Leave blank if not required.

ITEM GROUP	:	Type in the group the particular item belongs. The group of item files is usually first created in the Maintain Group file. By maintaining this file, item stock status/movement can be analysed in groups.
SHELF	:	The shelf number is used to identify the location of an item in a store or warehouse.
SUPPLIER NO.	:	If a stock item is regularly sourced from only one supplier, a record of the supplier account can be kept in this file. Leave blank if not required.
UNIT USED	:	This refers to the unit of measurement i.e. whether the item in question is measured in pieces, length, weight, etc.
UNIT COST PRICE	:	Type in the cost price of the item. Using this option, stock valuation will be based on the unit price entered in this option irrespective of unit price change entered in other menus. i.e. Transaction Menu (to be discussed in Chapter 3).
UNIT SELLING PRICE	:	There are 3 selling prices which can be set for any item. This will be useful to users who adopt different price for different customers.
MARK UP RATIO	:	Use to determine the 3rd selling price computed : S.P. = C.P. x MARK UP RATIO.

MININUM LEVEL	: Use this option in conjunction with the option (Reoder Quantity) to set a minimum stock level, below which a report can be generated to high-light stock items which need replenishment.
REORDER QUANTITY	: Setting a reorder level will make it more convenient for a user to make purchasing decisions. With the help of this option, a report can be generated to highlight the quantity which is to be ordered.
REMARK	: Type in more information for that item. e.g. code for your unit price.
% DISCOUNT	: Enter the % discount if necessary.
% TAX	: Enter the % tax if necessary.

3. Copy

i. To copy an item, click COPY for ITEM from the Stock Item Maintenance Menu.

ii. Click on the item to copy in the listbox. Click ACCEPT.

iii. Enter a new item number and the necessary modifications and click ACCEPT.

4. Edit

i. To modify an item, click EDIT for ITEM from the Stock Item Maintenance Menu.

ii. Click on the item to modify in the listbox. Click ACCEPT.

iii. Type in the necessary modifications and click ACCEPT.

5. Delete

i. To delete an item, click DELETE for ITEM from the Stock Item Maintenance.

ii. Click on the item to delete in the listbox. Click ACCEPT. Click NEXT and YES. Only an item with no transaction can be deleted.

6. Print

i. Click PRINT for ITEM from the Stock Item Maintenance.

7. Generate

i. To generate % discount ot tax, click GENERATE for ITEM from the Stock Item Maintenance.

ii. Select range for items. Select group. Select discount or tax. Click ACCEPT.

8. Opening Qty

i. From the Stock Item Maintenance Menu, click Opening Quantity. To edit, click on the item required and click EDIT. Click PRINT to print.

9. Display Cost

i. From the Stock Item Maintenance Menu, click Display Cost.

ii. Click on the item required and click EDIT.

CHAPTER 3

TRANSACTIONS MAINTENANCE (Fig. 7)

Transactios relate to the following major areas:

Receipts of items from suppliers
Issues of items for the company's internal use
Invoice to customers
Cash sales to customers
Credit Note to customers
Debit Note to suppliers
Adjustments against stock loss, wastage or even stock found.

Each of the above transactions mentioned will update stock level.

Fig. 7

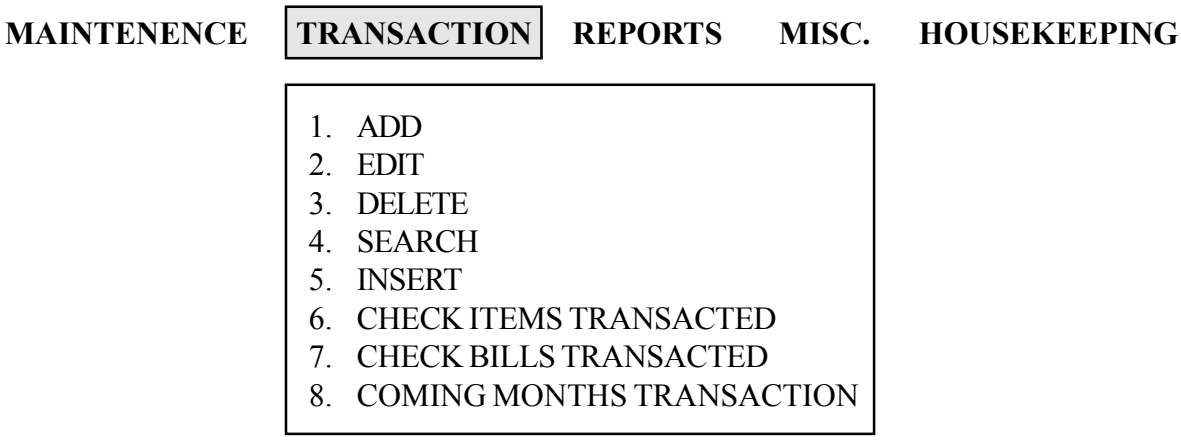


Fig. 7a (Screen For 'Transaction - Add')

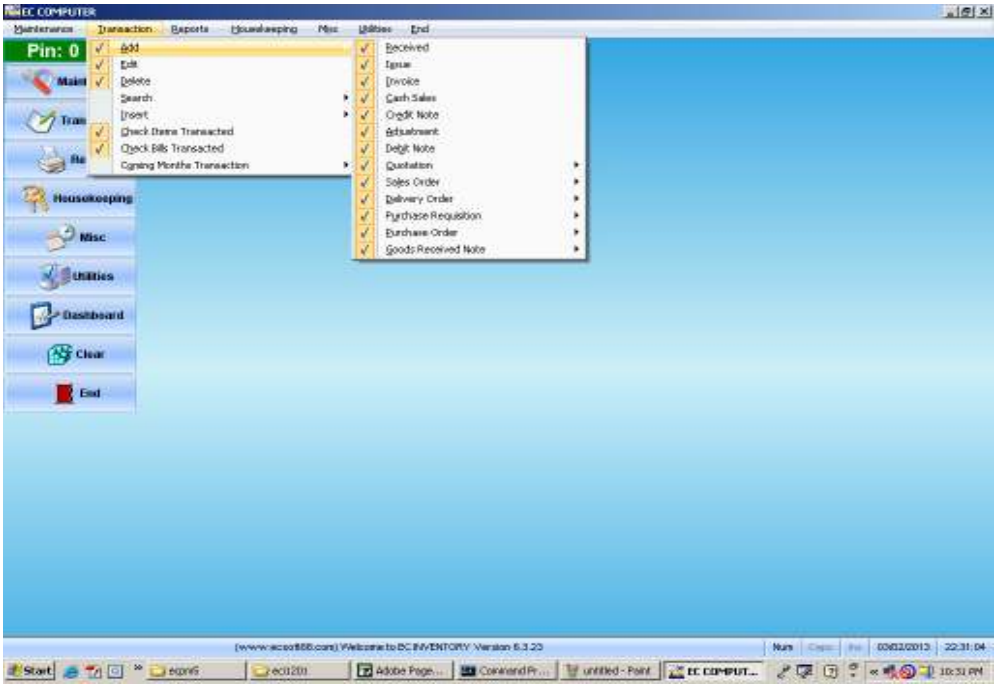
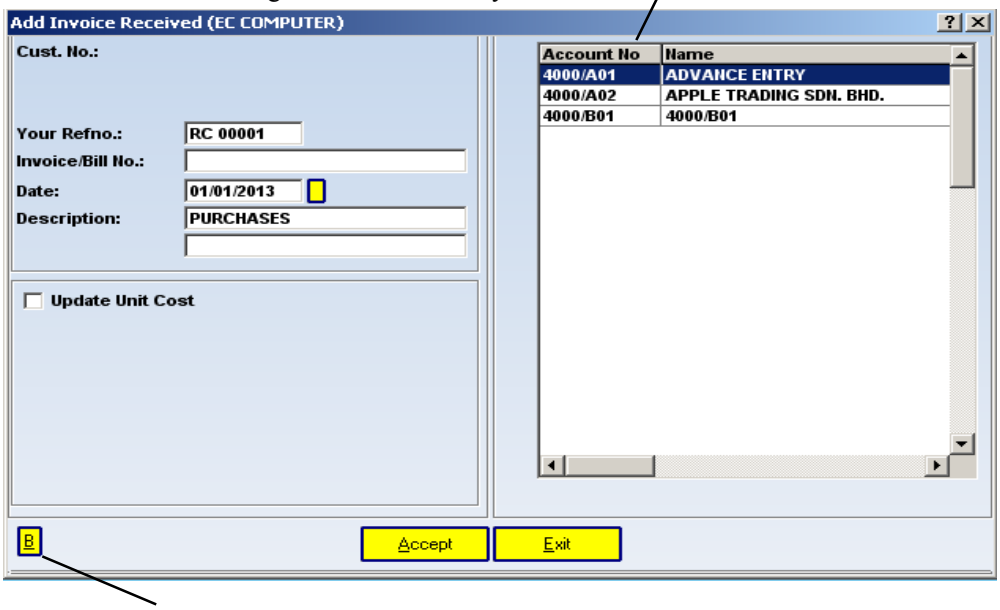


Fig. 7b ("Transaction, Add, Received ')

Click To Select Creditor. Double Click To Search By Account Number.
Right Click To Search By Name.



Click To See All 'Receipts'

Fig. 7c (After Button 'B' In Fig. 7b was clicked)

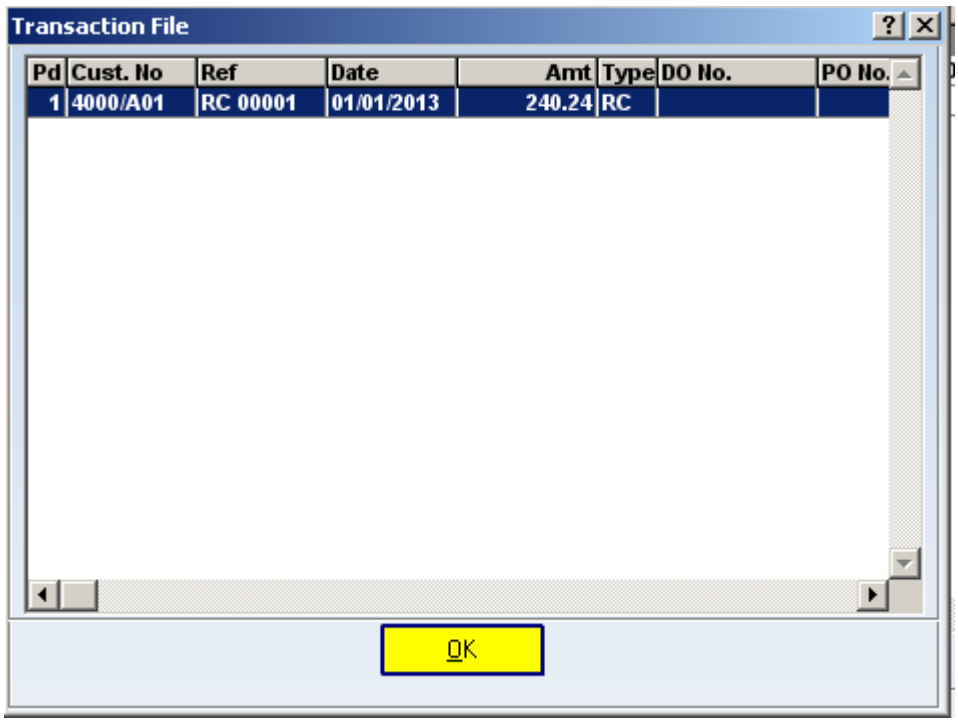
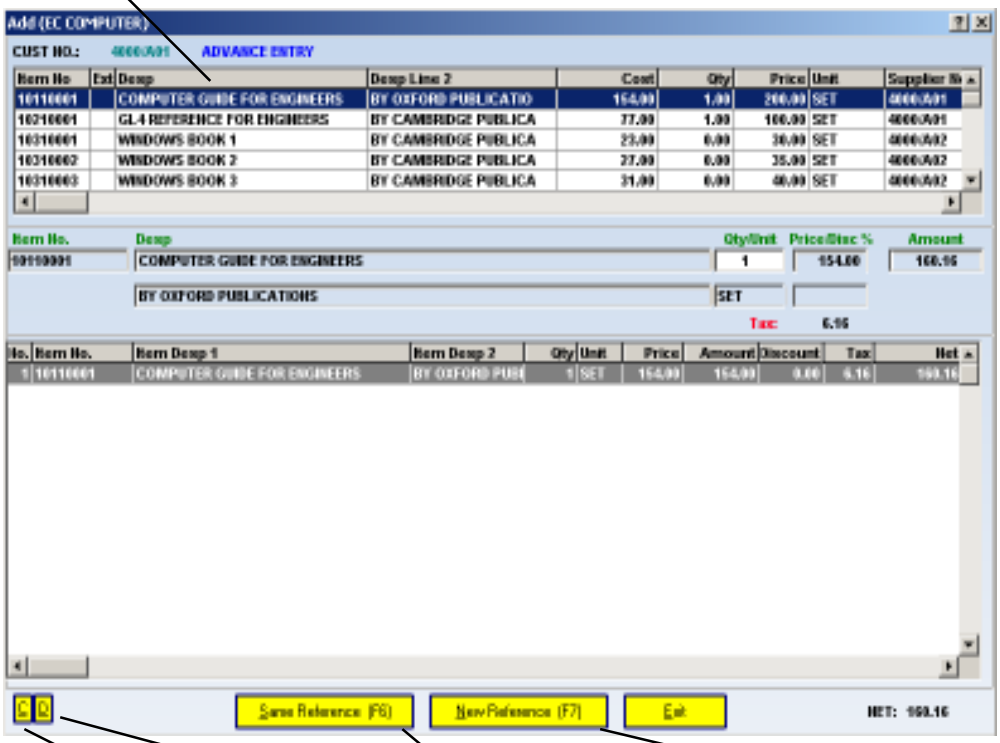


Fig. 7d (Enter Goods Received)

Click To Select Item.
Double Click To Search By Item Despcription.
Right Click To Search By Item Number.



Click Button 'C' To Check Last Price.

Click Button 'D' To See All Transactions For The Item Selected.

Click 'Same Reference' To Accept The Item.

Click 'New Reference' To Accept All Items And Go On To New Reference.

1. Add

i. To add transactions, click ADD from the Transaction Maintenance Menu.

1.1 Received

i. To enter Receipt from purchases, click RECEIVED from the Add Transaction Menu. Enter the following details when prompted by the system: (Fig. 8)

SUPPLIER NO.	:	Click on the supplier in the listbox. Double click to search by account number and right click to search by name. Click button below "B" to see all bills if necessary.
YOUR REFNO.	:	Change the Reference number if necessary.
INVOICE/BILL NO.	:	Enter the supplier's invoice number.
DESCRIPTION	:	Change the description if necessary.
DATE	:	Date of receipt.
UPDATE UNIT COST	:	Answering "Y" will update the unit cost.

ii. After that, enter the following details when prompt to next screen.

ITEM NO.	:	Click on the item number in the top listbox. If you enter a new item number, it will be stored in the item file. The description, unit and price will be displayed together with the item number when you click the top listbox. Change them if necessary. Enter the quantity received. If you enter the quantity and price, it is not necessary to enter the amount. You can check the quantity on hand from the top listbox. Double click to search by item number and right click to search by item description.

iii. Click SAME REFERENCE to accept the item. Click NEW REFERENCE after you have entered all the items. Enter the amount for discount and tax if necessary.

EC INVENTORY CONTROL VERSION 6.3

Fig. 8

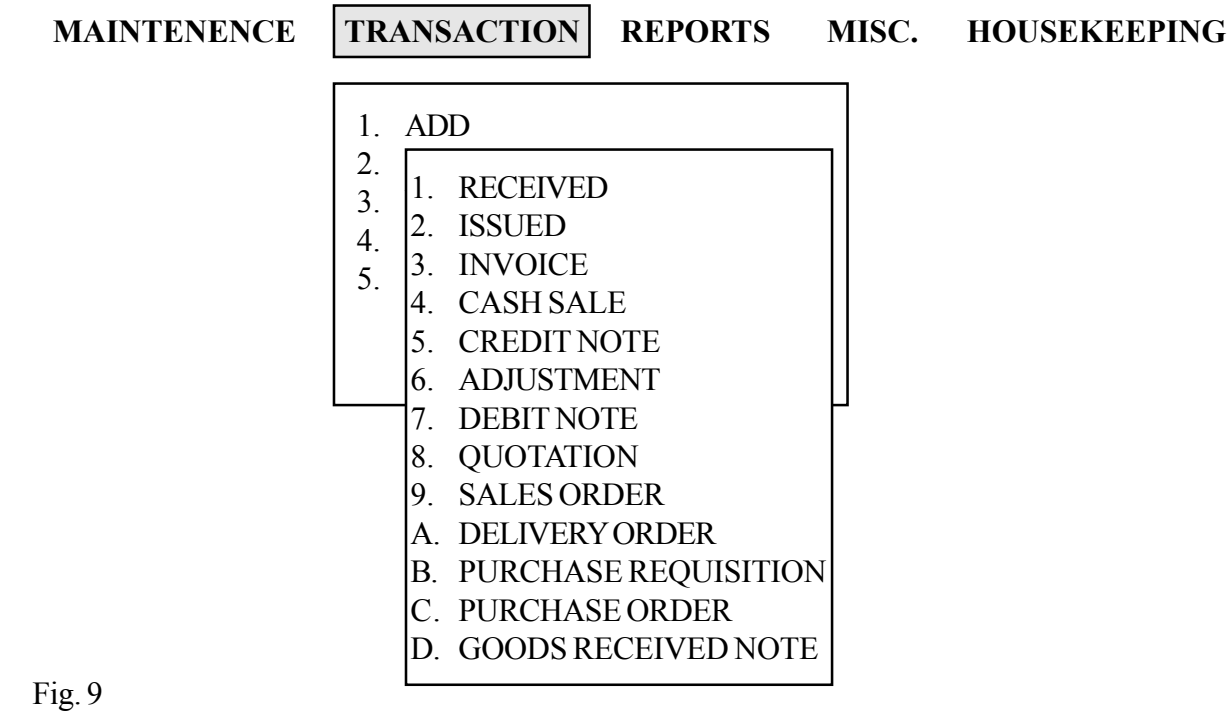


Fig. 9

ENTER RECEIPT

SUPPLIER NO. : 4000/M01
NAME : MEGA TRADING CO

YOUR REFNO. : RC 002

INVOICE/BILL NO. : I 01002

DESCRIPTION : PURCHASES

DATE : 02/01/2010

UPDATE UNIT COST : ☐

B

1.2 Issued

i. To enter item issued, click ISSUE from Add Transaction Menu. Issue of items is for company's own internal use.

ii. Enter the following details when prompted by the system: (Fig. 10)

N.B.

ISSUED REF. NO.	:	Change the number if necessary.
AUTHORISED BY	:	The name of the authorised person. Do not leave this blank.
REASON FOR ISSUE	:	The reason for the issue. e.g. For Sample Used.
DATE	:	Date of issue.

iii. The system will then proceed to the next screen as in RECEIVED.

Fig. 10

ISSUED REF. NO.	:	ISS 002
AUTHORISED BY	:	MR ALLEN
REASON FOR ISSUE	:	FOR SAMPLE USE
DATE :	:	02/01/2010

1.3 Invoice

i. To enter the Invoice, click INVOICE from Add Transaction Menu. Use this option for credit sales to customers and to prepare the invoice to be printed on hard copy.

ii. Enter the following details: (Fig. 11)

CUST. NO.	:	Click on the customer in the listbox. Double click to search by account number and right click to search by name. Click button "B" below to see all bills if necessary.
INVOICE NO.	:	Change the invoice number if necessary.
DATE	:	Date of invoice.
DESCRIPTION	:	Change the description if necessary.
P.O. NO. 1 & 2	:	Type in the purchases order number from your customer. Leave blank if none.
D.O. NO. 1 & 2	:	Type in your delivery order number. Leave blank if none.
PACKING	:	Type in the packing record e.g. Boxes. Leave blank if none.
REMARK 1 & 2	:	Type in more information for that invoice. Leave blank if none.
TERMS	:	Terms of payment, it will appear automatically if you have recorded it in Debtors File Maintenance (EC Accounting).

AGE : When was the goods in the invoice delivered? Type "0" for current month, "1' for one month ago and so on (maximum 11).

AGENT : Salesman's code, it will appear automatically if you have recorded it in Debtors File Maintenance (EC Accounting).

Fig. 11

ENTER INVOICE

CUST. NO.	: 3000/B01		
NAME	: BINGO PTE LTD		
INVOICE NO.	: INV 002		
DATE	: 03/01/2010		
DESCRIPTION	: SALES		
P.O. NO. 1	: P 102/103		
P.O. NO. 2	:	TERMS	: 30 DAYS
D.O. NO. 1	: D 0002	AGE	: 0
D.O. NO. 2	:	AGENT	: 53
PACKING	:		
REMARK 1	:		
REMARK 2	:		

iii. The system will then proceed to the next screen just like transaction for RECEIPT.

Notes:

(A) For servicing charges, instead of entering the item reference number, type "SERVICE". It will then be a simple matter of entering the service description and amount to be billed, leaving out unit price.

(B) Item description in the invoice will normally follow the item description entered in the Item Maintenance File for each item. If for purpose of billing, there is a need to enter more information into an item description than is required, type "SERVICE" as discussed above and enter more information in place of the item description. Do this only after having entered the relevant item to be billed into the invoice. Further item description can then be included.

1.4 Cash Sale

i. To enter Cash Sales, click CASH SALES from the Add Transaction Menu.

ii. Enter the following details when prompted by the system:
(Fig. 12)

N.B.

CUST. NO. : Click on the Account Number for CASH SALES.

BILL NO. : Change the bill number if necessary.

DATE : Date of cash sales.

DESCRIPTION : Change the description if necessary.

Fig. 12

ENTER CASH SALES

CUST. NO. : 3000/F01
NAME : FANTA SDN BHD

BILL NO. : CS 004

DATE : 08/01/2010

DESCRIPTION : CASH SALES
:

P.O. NO. : TERMS : C.O.D.

D.O. NOS. : AGENT : S3
:

CHEQUE NO. :

Fig. 13

ENTER CREDIT NOTE

CUST. NO. : 3000/B01
NAME : BINGO PTE LTD

CR. NOTE NO. : CN 003

DATE : 03/01/2010
:

DESCRIPTION : GOODS RETURNED

INV. NO(S) : INV 002
PACKING :
REMARK 1 :
REMARK 2 :

P.O. NO.	: Type in the customer's purchase order number. Leave blank if none.
D.O. NO.	: Type in your delivery order number. Leave blank if none.
CHEQUE NO.	: Type in particulars of payment. Leave blank if not necessary.
TERMS	: Enter if necessary.
AGENT	: Enter if necessary.

iii. The system will then proceed to the next screen just like transaction for RECEIPT.

1.5 Credit Note

i. To enter Credit Note, click CREDIT NOTE from the Add Transaction Menu. Use this option to prepare your credit notes in respect of further discounts or goods returned. By using this option, Credit Notes can be printed.

ii. Enter the following details when prompted by the system:
(Fig. 13)

N.B.

CUST. NO.	: Click on the customer in the listbox.
CR. NOTE NO.	: Change the credit note number if necessary.
DATE	: Date of credit note.
DESCRIPTION	: Type in the description of transaction e.g. GOODS RETURNED.

INV. NO(S)	: Type in the invoice number for the credit note reference.
PACKING	: Enter if necessary.
REMARK 1 & 2	: Enter if necessary.
AGE	: Change it if necessary.
AGENT	: Change it if necessary.

iii. The system will then proceed to the next screen just like transaction for RECEIPT.

1.6 Adjustments

i. To enter Adjustment, click ADJUSTMENT from the Add Transaction Menu. This option allows the user to add on to stock in cases of stock loss or found or to deduct for stock damage.

ii. Enter the following details when prompted by the system:
(Fig. 14)

N.B.

ADJ. REF. NO.	: Change the number if necessary.
AUTHORISED BY	: The name of person who authorised the adjustment. Do not leave this blank.
REASON FOR ADJ.	: Reason for adjusting the stock item. e.g. stock loss.
DATE	: Date of adjustment.
INCREASE OR REDUCE?	: Type "I" to increase or "R" to reduce the stock item adjustment.

iii. The system will then proceed to the next screen just like transaction for RECEIPT.

Fig. 14

ENTER ADJUSTMENT

ADJ. REF NO.	: ADJ 002
AUTHORISED BY	: MR PETER
REASONS FOR ADJ.	: STOCK LOSS
DATE	: 03/01/2010
INCREASE OR REDUCE? (I/R)	: R

1.7 Debit Note

i. To enter Debit Note, click DEBIT NOTE from the Add Transaction menu. Use this option to prepare your debit notes in respect of goods returned outwards. By using this option, debit notes can be printed.

ii. Enter the details when prompted by the system as in 1.1(Enter Receipt)

1.8 Quotation

i. To enter Quotation, click QUOTATION from the Add Transaction menu.

ii. Enter the details when prompted by the system as in 1.1(Enter Receipt)

1.9 Sales Order

i. To enter Sales Order, click SALES ORDER from the Add Transaction menu.

ii. Enter the details when prompted by the system as in 1.1(Enter Receipt)

1.10 Delivery Order

i. To enter Delivery Order, click DELIVERY ORDER fom the Add Transaction menu.

ii. Enter the details when prompted by the system as in.1(Enter Receipt)

1.11 Purchase Requisition

i. To enter Purchase Requisition, click PURCHASE REQUISITION from the Add Transaction menu.

ii. Enter the details when prompted by the system as in 1.1(Enter Receipt)

1.12 Purchase Order

i. To enter Purchase Order, click PURCHASE ORDER fom the Add Transaction menu.

ii. Enter the details when prompted by the system as in.1(Enter Receipt)

1.13 Goods Received Note

i. To enter Goods Received Note, click GOODS RECEIVED NOTE from the Add Transaction menu.

ii. Enter the details when prompted by the system as in 1.1(Enter Receipt)

2 Edit

i. To edit transactions, click EDIT from the Transaction Maintenance Menu.

ii. Click the bill you want to edit. The transaction type and the reference number will appear on the space provided. Click Accept.

iii. Type in the necessary modifications. Click Edit/Delete Item if you want to edit detail transaction. Click ACCEPT or DELETE for the item. Change the tax and discount amount if necessary. Click ACCEPT.

3. Delete

i. To delete a particular transaction, click DELETE from the Transaction Maintenance Menu.

ii. Click the transaction required. The transaction type and the bill number will appear in the space provided. Click ACCEPT. Click DELETE and YES to delete.

4. Search

i. To check the bill for a particular account number, click SEARCH from the Transaction Maintenance Menu.

ii. Select the type of bill required. Click 'Top', 'Next', 'Prev' or 'Bottom' to locate the account number required. Click 'Search' if necessary. Click 'Print' if necessary.

5. Insert

i. To insert a blank line so that you can add in more items, click INSERT from the Transaction Maintenance Menu.

ii. Type in the type of bill required. Click on the bill and click 'Append'. Enter a number for the blank line position. Click 'Accept'. With this blank line created, you can go the 'Edit Transaction' to put in the new item.

6. Check Items Transacted

i. To check Items Transacted, click ITEMS TRANSACTED from the Transaction Maintenance Menu. Use this option to obtain a list of items transacted for audit purposes.

ii. Enter 0 for period if you want to print items transacted for all periods. Type in the transaction type, item number/type of service, item no., D.O. no., date and Customer number if necessary. Click on the item required if necessary. Click PRINT to print.

7. Check Bills Transacted

i. To Check Bills Transacted, click CHECK BILLS TRANSACTED from the Transaction Maintenance Menu. Use this option to obtain a list of bills transacted for audit purposes.

ii. Type in the period or enter 0 for all.

iii. Type in the bill type or leave blank for all.

iv. Type in the bill number ("ZZZZZZZZ" here defines the last bill number available).

v. Type in the range of dates, agent no., customer no. and terms. Leave blank for all.

vi. Enable 'Posted' if necessary (bills already posted to EC Accounting System).

8. Coming Months Transaction

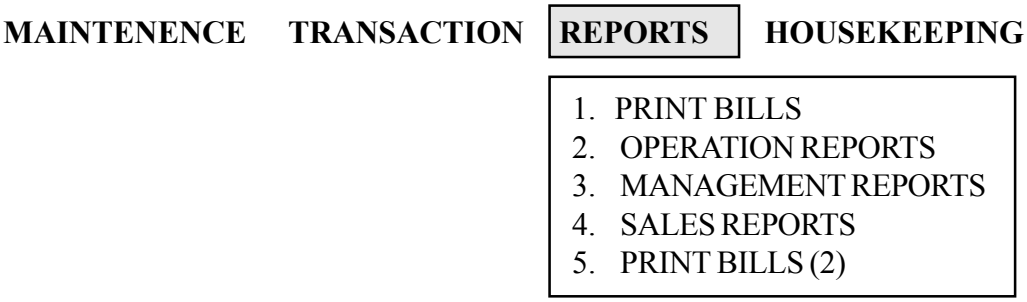
i. To enter coming months transaction, click COMING MONTHS TRANSACTION from the Transaction Maintenance Menu.

ii. Select 'Add'. Select bill type. Enter period. Click 'Accept'. Enter transaction as in 'Transaction'->'Add'. The transaction will be transfer to current month after doing 'Month End'.

CHAPTER 4

PRINT BILLS (Fig. 15)

Fig. 15



PRINT BILLS (Fig. 15)

1. Invoice

i. Select option 1 from Print Bills Menu.

ii. Enter period.

iii. Click on the item in the listbox to print 'TO'. Right click on the item again. Click on the item in the listbox to print 'FROM'. Select format. The setup for invoice is in 'HOUSEKEEPING', 'REPORT DESIGNER'. Click 'Print'.

2. Cash Bill, Debit Note And Credit Note

i. Select option 2 to 4 from Print Bills Menu.

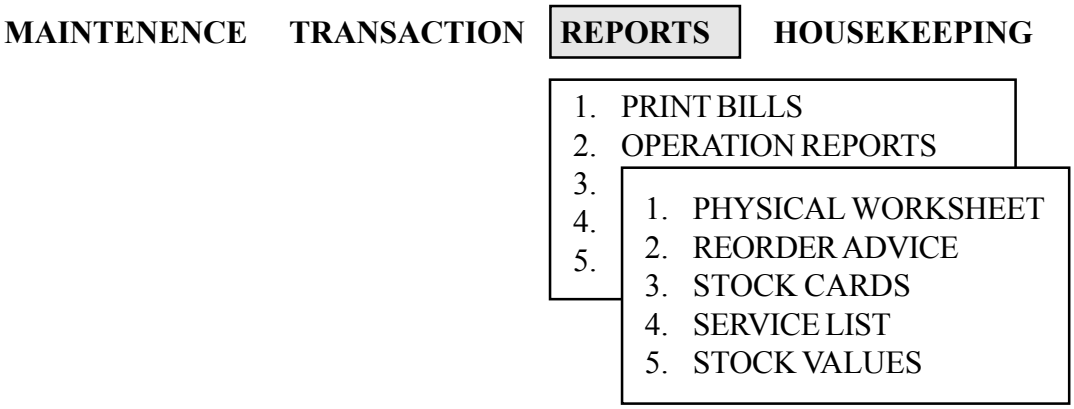
ii. Enter period.

iii. Click on the item in the listbox to print 'TO'. Right click on the item again. Click on the item in the listbox to print 'FROM'. Select format. The setup for invoice is in 'HOUSEKEEPING', 'REPORT DESIGNER'. Click 'Print'.

CHAPTER 5

OPERATION REPORTS (Fig. 16)

Fig. 16



OPERATION REPORTS (Fig. 16)

1. Physical Worksheet

i. Select option 1 from Operation Reports Menu.

ii. Type in the category. Leave blank for all.

iii. Type in the group number. Leave blank for all.

iv. Disable 'With Quantity' if necessary. Enable 'With Total' if necessary.

2. Reorder Advice

i. Select option 2 from Operation Reports Menu. Select range for items. Enable 'Below Minimum Stock Level Only' if necessary. Enable 'With Total Quantity' if necessary. Enable 'Include Purchase Order And GRN File' if necessary.

3. Stock Cards

i. Select option 3 from Operation Reports Menu.

ii. Select 'Year' for year-to-date and 'Month' for month-to-date. Enable 'Include 0 Stock' if necessary.

iii. Select the range for items. Leave blank for all.

4. Service List

i. Select option 4 from Operation Reports Menu.

ii. Select bill type. Click PRINT to print.

5. Stock Status/Value

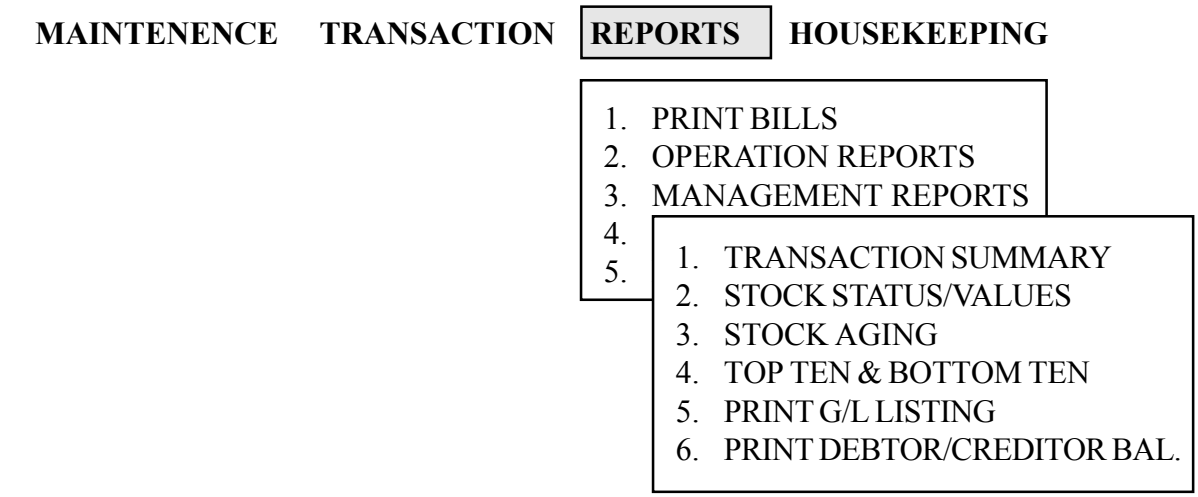
i. Select option 5 from Operation Reports Menu.

ii. Type in the Category and group number. Disable 'Include 0 Stock' if necessary.

CHAPTER 6

MANAGEMENT REPORTS (Fig. 17)

Fig. 17



1. Transaction Summary

i. Select option 1 from Management Reports Menu.

ii. Type in the Category and group number. Leave blank for all.

iii. Disable 'Include 0 Stock' if necessary.

iv. Enter range for date.

2. Stock Status/Value

i. Select option 2 from Management Reports Menu.

ii. Click Year-To-Date Status, Month-To-Date Status, Month-To-Date Status without values or Month-To-Date Status With Profit Margin.

3. Stock Aging

i. Select option 3 from Management Reports Menu.

ii. Type in the group. Leave blank for all. Click PRINT to print.

4. Top Ten & Bottom Ten

i. Select option 4 from Management Reports Menu. A report on Top Ten and Bottom Ten based on quantities issued, by sales value, by profit value and by margin will be shown.

5. Print G/L Listing

i. Select option 5 from Management Reports Menu.

ii. Select 'Debtor' or 'Creditor'.

iii. Select range for account number.

iv. Click Print.

6. Print Debtor/Creditor Balances

i. Select option 6 from Management Reports Menu.

ii. Select 'Debtor' or 'Creditor'.

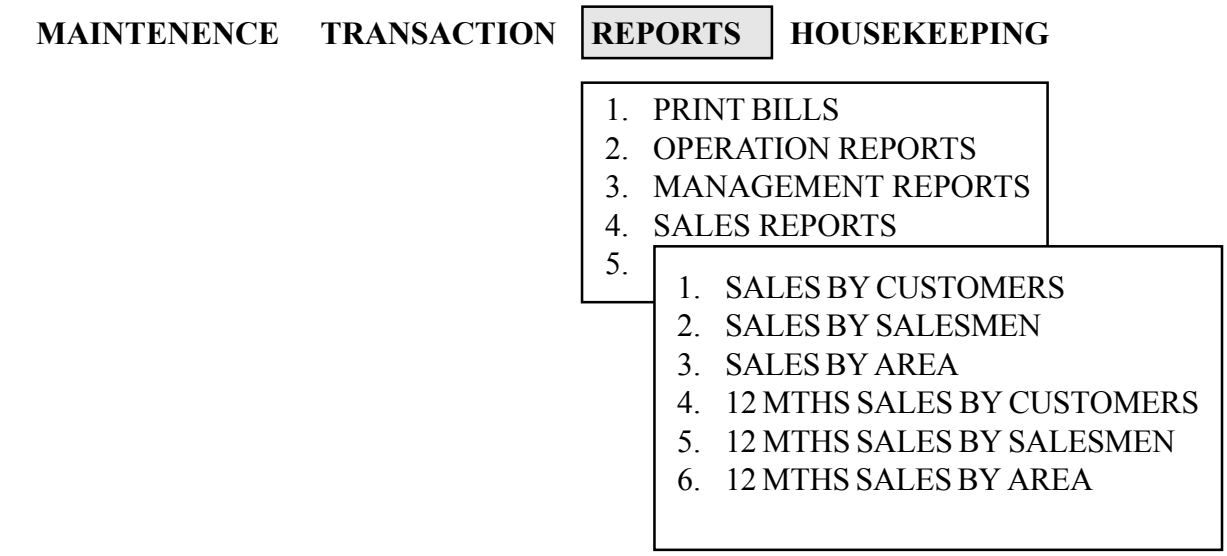
iii. Select range for account number.

iv. Click Print.

CHAPTER 7

SALES REPORTS (Fig. 18)

Fig. 18



1. Sales By Customers

i. Select option 1 from Sales Reports Menu.

ii. Type in the Agent and area number. Leave blank for all.

2. Sales By Salesmen

i. Select option 2 from Sales Reports Menu.

ii. Type in the Agent code. Leave blank for all.

3 Sales By Area

i. Select option 3 from Sales Reports Menu.

ii. Type in the Area number. Leave blank for all.

4. 12 Mths Sales By Customers

i. Select option 4 from Sales Reports Menu.

ii. Type in the Agent and area code. Leave blank for all.

5 12 Mths Sales By Salesmen

i. Select option 5 from Sales Reports Menu.

ii. Type in the Agent code. Leave blank for all.

6. 12 Mths Sales By Area

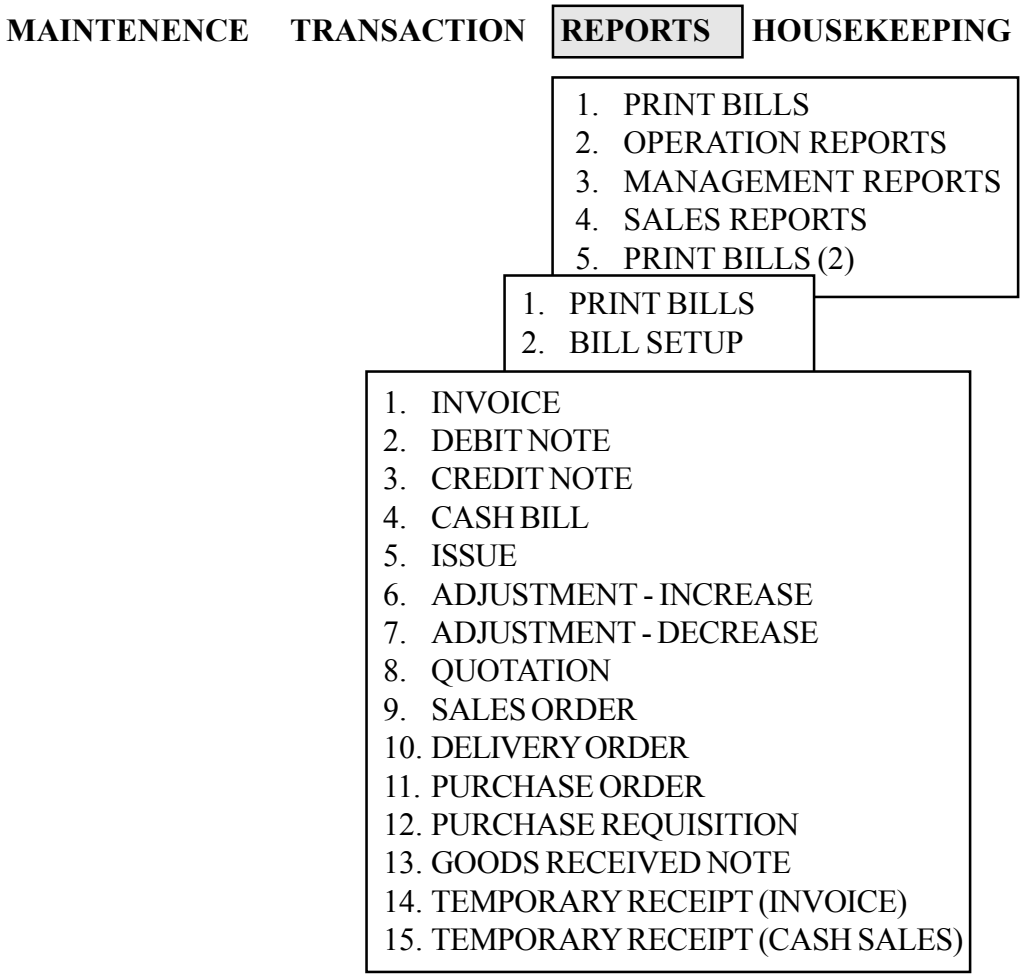
i. Select option 6 from Sales Reports Menu.

ii. Type in the Area code. Leave blank for all.

CHAPTER 8

PRINT BILLS MENU (2) (Fig. 19)

Fig. 19



PRINT BILLS (2)

i. Select option 5 from Reports Menu.

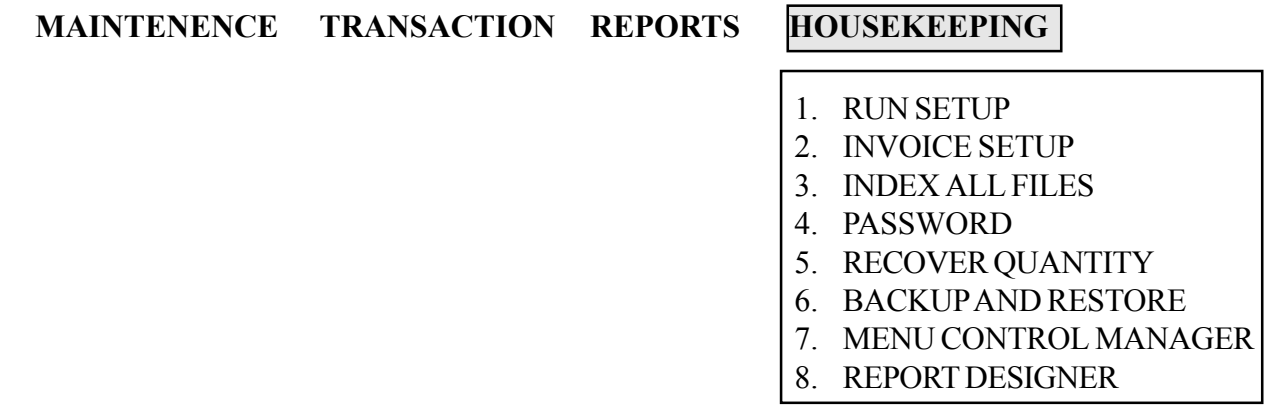
ii. Select option 1 for Print Bills and option 2 for Bill Setup.

iii. Click Invoice, Debit Note, Credit Note, Cash Bill, Issue, Adjustment - Increase, Adjustment - Decrease, Quotation, Sales Order, Delivery Order, Purchase Order, Purchase Requisition, Goods Received Note, Temporary Receipt (Invoice - Deposit) or Temporary Receipt (Cash Sales - Deposit). Change the period if necessary. Click the reference number required. (If you want to print, say, form "IN 0005" to "IN 0008", first click on "IN 0008". Then right click on "IN 0008". Then click "IN 0005").

CHAPTER 9

HOUSEKEEPING (Fig. 20)

Fig. 20



1. Run Setup

i. Select option 1 from Housekeeping Menu.

ii. Page 1, 2, 3, 4 or 5.
Page 1.
Type in your company name, company number, address, last year closing date and the directory for EC Accounting. Leave blank if you do not want to link to EC Accounting. Your current directory is shown at the bottom.
Page 2.
Page 2 allows you to type in your last bill number. Change the description for P.O. number etc if necessary. Change the account numbers to link to EC Accounting if necessary. Disable "Desp. To Follow A/C Name" if you do not want description to follow account name when posting to EC Accounting. Enable "With Deposit" if you want to enter deposit during transaction. Enable "Follow Last Price" if you want the price set according the last price for the item sold to the customer. Enable "With Change" if you want to enter "Change" when entering CASH SALES. Enable "Use Barcode" if you want to do transactions using barcode reader. Enable "D.O./Serial Number" if you want to enter D.O. NUMBER or SERIAL NUMBER during transactions. Enable "With Exceeded Credit Limit Warning" if you want a warning for those debtors whose credit limit has been exceeded. Enable "Dotted Line Report" if you want to draw dotted line for non report designer reports. Change "No. Of Rows In Report (-ve to reduce)" if you want to change the number of lines in non report designer reports.

Page 3.

Page 3 allows you to type in your other last bill number. Change the "Discount % Decimal" if necessary. Change the "USB Backup Drive" if necessary. Change "Non Report Designer Font" if necessary. Disable "Preview Report" if you do not want to preview your reports. Enable "With Item Discount" if you want to enter percentage discount for items. Enable "With Item S. Tax" if you want to enter tax percentage for items. Enable "Second Unit" if you want a second unit for items. Disable "Use Report Designer Format" if you do not want to print using report designer format. Disable "Tooltip" if you do not want tooltip to appear. Enable "Change Menu Look" if necessary. Change the criteria for "Commission" and "Long Term Commission" if necessary.

Page 4.

Page 4 allows you to change the bill discount percentage. Enable "With Bill Discount Button" if you want a button to compute bill discount. Disable "First Discount Only" if necessary. Change the "Bill Tax" percentage if necessary. Enable "With Bill Tax Button" if you want a button to compute bill tax. Disable "First Tax Only" if necessary. Enable "Final Figure Only For Save Paper Format" if necessary. Disable "Print Description Line 2" if necessary. Change the description for "S. Tax" if necessary. Change the "Auto Generate Item Group Length" if necessary.

Page 5.

Page 5 allows you to change the last bill number of purchase requisition and GRN.

2. Invoice And Currency Setup

From the "HOUSEKEEPING" menu , click "INVOICE AND CURRENCY SETUP". Click "GENERAL AND CURRENCY SETUP". Enter number of decimal place in unit price (2 or 4). Enter the currency (e.g. "RINGGIT"). Enter the currency symbol (e.g. RM:). Enter the currency word (2) (e.g. Ringgit Malaysia). Most reports use "Currency Word (2)".

Invoicing - Setup (Body)

To do setup for 'Body', click "BODY". Change the name of bill title for format 3, 4 and 5 if necessary.

3. Index All Files

All original system are indexed. However, use this option when advised by your Dealer.

i. Select option 2 from the Housekeeping Menu.

ii. Click YES to proceed.

4. Change Password

i. Select option 3 from the Housekeeping Menu.

ii. Type in your old password. Then type in your new password. Type new password again to verify. Click ACCEPT.

5. Recover Quantity

i. Select option 4 from the Housekeeping Menu.

ii. Do this if your data is corrupted. Click YES to proceed.

6. Backup And Restore

Select "ZIP FILES" or "COPY DATA FILES". Select "YES" to proceed. Select "UNZIP(RESTORE) FILES" or "RESTORE DATA FILES". All your data in the directory selected will be overwritten once you do Restore.

7. Menu Control Manager

This menu is only accessible to PIN 0. Click the function to enable or disable access by other PINS.

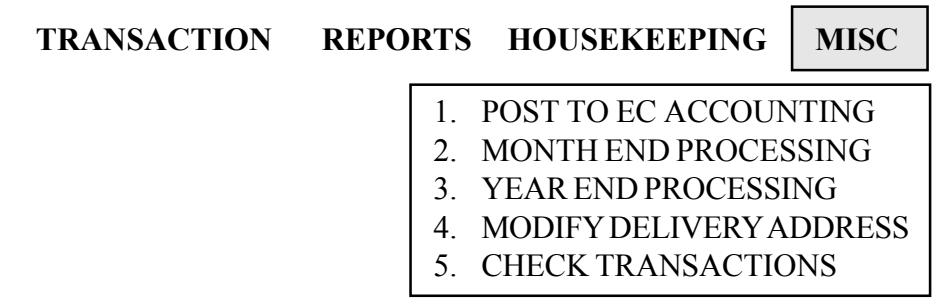
8. Report Designer.

Select the report required. You can change the font type, font size, alignment, etc. (eg. To change the font size of your company name in invoice, click "Invoice". Right click on `Company Name'. Select `Item Property'. Click `Font' to change the font size.)

CHAPTER 10

MISCELLANEOUS (Fig. 21)

Fig. 21



1. Post To EC Accounting

This option allows sales, purchases, credit notes, debit notes, discount and sales tax particulars generated through the modules's billing system to be posted over to the general ledger module of the EC Accounting System.

i. Select option 1 from Misc Menu.

ii. Select option 1 in "Post To EC Accounting" to list the unposted invoices. Type in the bill type to list. All bill types will be listed if you leave it blank.

iii. Select option 2 to export from invoice, etc. Type in the period and last date to export. Select the transaction, "RC" for received, "INV" for invoice, "CN" for credit note, "CS" for cash sales, "RC" for receipt (purchases) and "DN" for debit note.

iv. Select option 3 to list transaction in exported file. Check if any message for Account Number not in EC Accounting.

v. Select option 4 to edit account number. Click the transaction you want to edit or delete. It is not necessary to edit if all records are correct.

vi. Select option 5 to import into account. Change the Group to import if necessary. Change the period to import if necessary. Change the batch number if necessary.

2. Month End Processing

Month end closing must be done at the end of every month in order to proceed to the next month. Once the month is closed, you are not allowed to enter transaction in that month. Please remember to backup before doing month end.

i. Select option 2 from Misc Menu.

ii. Click ACCEPT to proceed.

3. Year End Processing

Once all yearly reports has been printed and all 12 months are closed, select this option to close the year. All transactions will be removed and all balances carried forward. Backup your data to pen drive and hard disk before performing this function.

i. Select option 3 from Misc Menu. Click ACCEPT and YES to proceed.

4. Modify Delivery Address

Click the debtor and click MODIFY. Click PRINT to print.

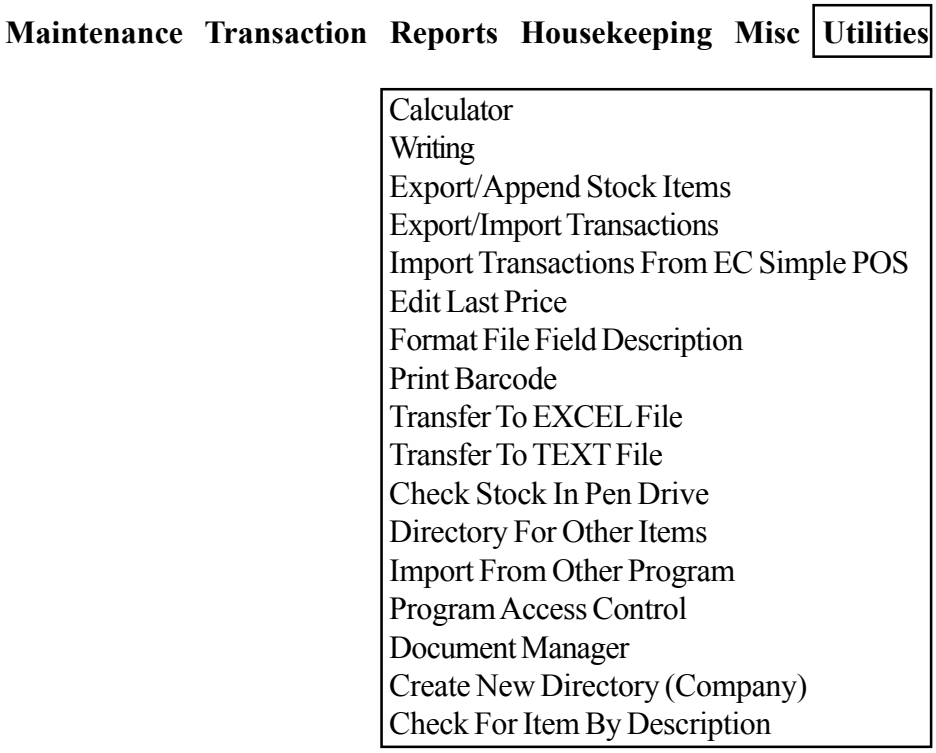
5. Check Transactions

Click "LIST BILL", "DEPOSIT", "PACKING AND REMARK", "SERIAL NUMBER", "QUANTITY ANALYSIS", "COMMISSION", "LONG TERM COMMISSION", "LOWEST COST", "G/L SALES ACCOUNT", "G/L PURCHASES ACCOUNT" or "MISSING REFERENCE NO." For "LIST BILL", select the bill type if necessary. For "DEPOSIT" and "PACKING AND REMARK", click the reference number required if necessary. For "SERIAL NUMBER", click the item number if necessary. For "QUANTITY ANALYSIS", select the bill type if necessary. For "COMMISSION" and "LONG TERM COMMISSION", change the commission setting in "HOUSEKEEPING"->"RUN SETUP"->"PAGE 3" if necessary. For "LOWEST COST", change the period if necessary. "G/L SALES ACCOUNT" enables you to check the sales account in EC Accounting including invoices not posted to EC Accounting. "G/L PURCHASES ACCOUNT" enables you to check the purchases account in EC Accounting including purchase invoices not posted to EC Accounting. For "MISSING REFERENCE NO.", select the bill type.

CHAPTER 11

UTILITIES (Fig. 22)

Fig. 22



1. Calculator
Select this option for a calculator to appear.

2. Writing...
Select this option to enter you own memo.

3. Export/Append Stock Items
Select "Export Stock Items, Debtors And Creditors File" to export stock items, debtors and creditors. If you want to append only stock items, click "Append Stock Items". If you want to append stock items, debtors and creditors, click "Append Stock Items, Debtors And Creditors File".

4. Export/Import Transactions
Select "List Unexported Transactions" to see transactions not yet exported. To export, click "Export Transactions" Click "Import Transactions" to import.

5. Import Transactions From EC Simple POS
Select this option to import transactions in "CASH SALES" in EC ACCOUNTING. Click to import. Remember to backup your data before performing this function.

6. Edit Last Price
Select this option to set the selling price for a particular customer for a certain item. You can also set a percentage discount or percentage tax for certain items. Click "NEW". Click button "B" below to get the item. Click button "C" below to get the customer. Enter selling price. Enter Group, Percentage Discount and Percentage Tax if necessary. Click "GENERATE" to generate the percentage discount or percentage tax for certain group of items if necessary.

7. Format File Field Description
Select this option to find out the field description for your invoice, etc. You can print out the description and enter the field in "PRINT BILL, SETUP".

8. Print Barcode

If you want to use barcode printer, click "USE BARCODE PRINTER". For ordinary printers, select "SAME ITEM", "DIFFERENT ITEM" or "DIFFERENT ITEMS, REPEAT ITEMS". For "SAME ITEM", click the item required. Change the starting and ending column numbers if necessary. Change the starting and ending row numbers if necessary. Enter the number of pages required. For "DIFFERENT ITEMS", enter the starting and ending item numbers. Click button "F" and "T" at the bottom to get the stating item number and ending item number if necessary. For "REPEAT ITEMS", enter the number per item.

9. TRANSFER TO EXCEL FILE

Click the report required. Note the file name so that you can format it in Microsoft EXCEL.

10. TRANSFER TO TEXT FILE

Click the report required. Note the file name so that you can format it in WORDPAD or Microsoft WORDS.

11. Check Stock In Pen Drive

Click to check stock in pen drive. Click "Directory" to find the directory in pen drive.

12. Directory For Other Items

Click "DIRECTORY FOR OTHER ITEMS". Click "NEW". Enter the directory and the description. If you want to see the physical worksheet of items in other directories click "PHYSICAL WORKSHEET". Other options are "CHECK ITEMS TRANSACTED" and "STOCK CARDS"

13. Import From Other Program

Select EXCEL (.xls) or TEXT (.txt) File. For excel file, enter the starting row and ending row. Enter the column position for any field you want to import. Enter a large number (eg. 99) for any field you do not want to import. For text file, first you must have your data in TEXT (.txt) format in a pen drive or in current directory. Next, click "CONVERT TEXT FILE IN PEN DRIVE TO DATA FILE" or "CONVERT TEXT FILE IN CURRENT DIRECTORY TO DATA FILE". Change the file name if necessary. Enter the column position for the fields required. Leave as "0" if not required. (e.g. if you have item number such as 12345 appearing in column 8 to 50 in your text file, enter "8" for "FROM" and "50" for "TO" in "ITEM NUMBER". If the column position for item description line 1 is 71 to 110, enter "71" for "FOR" and "110" for "TO" in "DESCRIPTION LINE 1"). Click "PRINT DATA FILE" to print out the temporary converted data. Click "MODIFY" if necessary. Click "APPEND ITEM FILE FROM DATA FILE". Remember to backup your data before performing this function. Once you have done this "APPEND", your item file will have these new items. Click "DELETE ITEM DATA FILE" if necessary. Click "CHECK ITEM NO. IN ITEM FILE BUT NOT IN DATA FILE" if necessary. Click "CHECK ITEM NUMBER NO. IN DATA FILE BUT NOT IN ITEM FILE" if necessary. Click "CHECK FOR REPEATED ITEM NO. IN ITEM TEXT FILE" if necessary. Click "CHECK FOR ITEMS WITH EXACTLY SAME NAME" if necessary.

14. Program Access Control

This menu is only accessible to PIN 0. Click the function to enable or disable access by other PINS.

15. Document Manager

Select the report required. You can change the font type, font size,alignment, etc. (eg. To change the font size of your company name in invoice, click "Invoice". Right click on `Company Name'. Select `Item Property'. Click `Font' to change the font size.)

16. Create New Directory (Company)

From the "UTILITIES" menu, click "CREATE NEW DIRECTORY (COMPANY)". Select "Yes" to proceed. This function enables you to have report format different form the current directory. Any changes in your report will not have an effect on this new directory.

17. Check For Item By Description

Select this option to output your items in alphabetical order instead of in item number order. Select option 1 to search for items starting with the first few characters you type. Select option 2 to search for items containing the few characters you enter.