



INBISCO DMS

WEB USER GUIDE

# PURCHASE ORDER & INVOICE

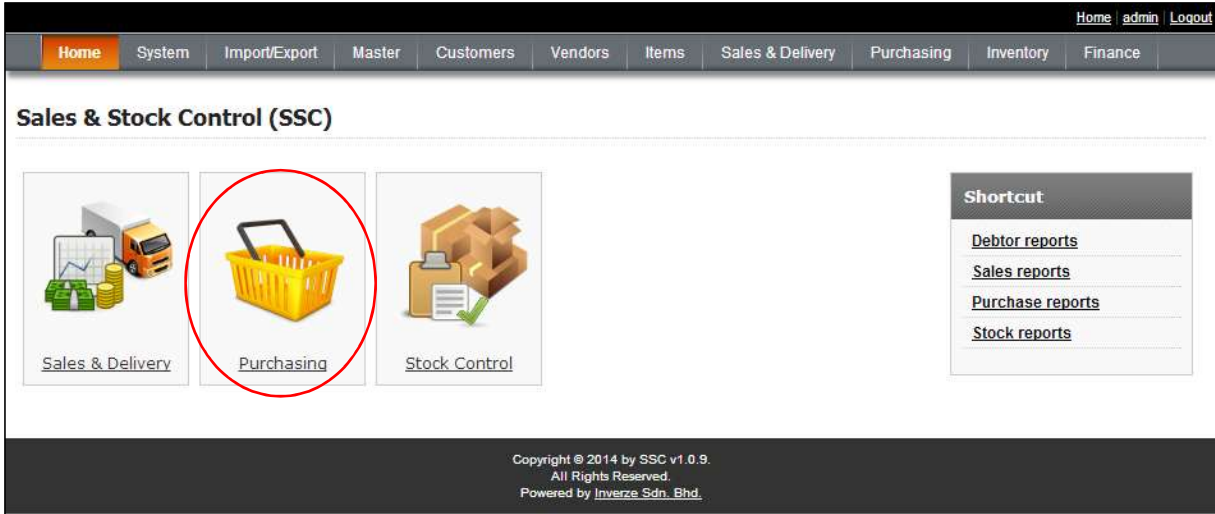


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# PURCHASING



Home admin Logout

Home System Import/Export Master Customers Vendors Items Sales & Delivery Purchasing Inventory Finance

### Sales & Stock Control (SSC)

[Sales & Delivery](#) [Purchasing](#) [Stock Control](#)

**Shortcut**

- [Debtor reports](#)
- [Sales reports](#)
- [Purchase reports](#)
- [Stock reports](#)

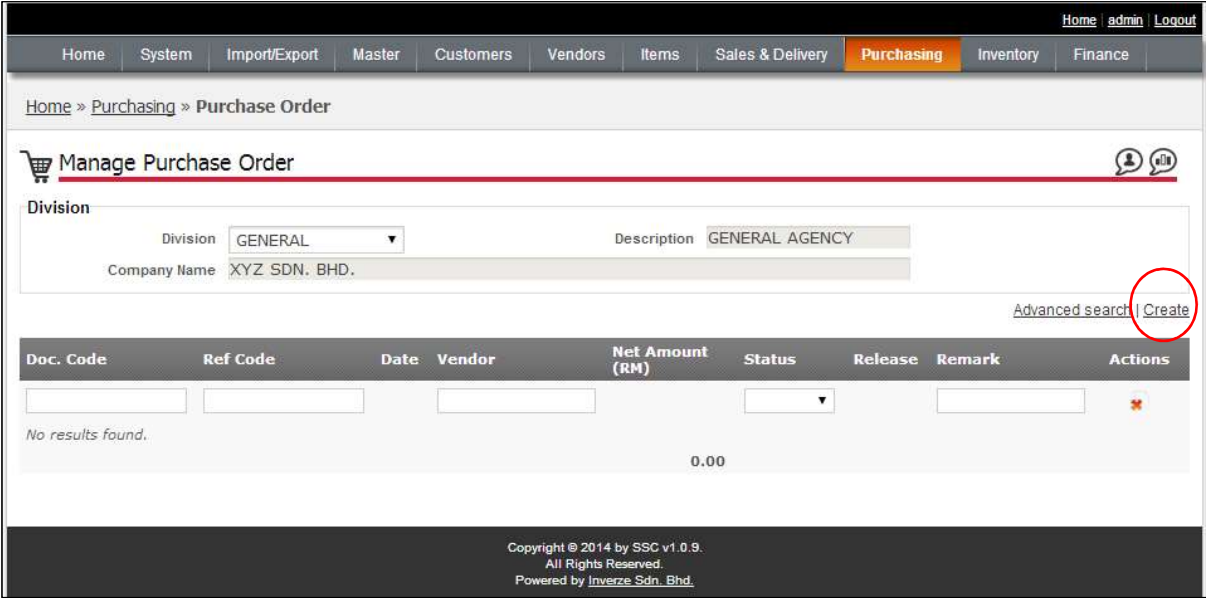
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Click Purchasing

# Create Purchase Order



1. Click Purchase Order



2. Click Create

**Create Purchase Order**

**Document section**

Doc. Code\* PO00001 PO01 (Latest doc no.)

Ref Code [redacted] Date\* 03-07-2014

Type\* Web Status **Draft**

Division\* GENERAL Company\* XYZ SDN. BHD.

Purchaser\* admin Project\* default

Description\* Purchase Order

Remark 01 [redacted]

Remark 02 [redacted]

**Vendor section**

Vendor\* [redacted]

Currency\* [redacted] 1.0000

Term\* [redacted]

Tax Group\* [redacted]

Branch (none) Area [redacted]

Address [redacted]

Attention [redacted]

Phone 01 [redacted] Fax 01 [redacted]

**Save & Continue** **Cancel**

3. Ref Code - Enter the PO no.
4. Description – Enter description if any.
5. Remark 1 or 2 – Enter remark if any.
6. Vendor – select the supplier name - INB.
7. Click Save & Continue.

Home admin Logout

Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » Purchase Order » PO00001 » Update

✔ Purchase order [PO00001] created. Please continue to create the lines.

**Update Purchase Order PO00001**

CREATED : admin [2014-07-03 15:20:40] LAST UPDATED : admin [2014-07-03 15:20:40]

**Document section**

Doc. Code\* PO00001

Ref Code 456789 Date\* 03-07-2014

Type\* Web Status **Draft**

Division\* GENERAL Company\* XYZ SDN. BHD.

Purchaser\* admin Project\* default

8. A message will showed the PO created and saved.
9. Then, scroll down to bottom.

Attention   
 Phone 01   
 Fax 01

**Purchase Order Lines**

#	Item	Description	Location	ETD	Qty	UOM	Price	Disc %	Net Amount
No results found.									

Discount  %  %  %  %

Order Amount (RM)   
 Discount Amount (RM)   
 Tax Amount (RM)   
 Net Amount (RM)

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### 10. Click Create New Line

**Purchase Order Line**

#\*

Item\*   APOLLO PEANUT CR/WAFER [1607] 36X12X18GM  
 Description   
 ETD

Location\*  Shelf   
 Stock Rotation   Expiry Date     
 Batch No   
 On Hand

Reorder Qty  Reorder Level


Qty   
 UOM\*    
 Price   
 Order Amt   
 Disc % 01  %  %  %  %  
 GST   %  
 Tax Amt   
 Net Amt

11. Item – Enter the product.
12. Qty – Enter the purchase quantity.
13. UOM – Select the correct UOM.
14. Price – Enter the purchase price.
15. Disc % - Enter the Discount percentage if any.
16. Item selected will auto load with GST Tax Code & GST Tax percentage.



Fields with \* are required.

**Purchase Order Line**

#\* 2

Item\*

Description

ETD 03-07-2014

Location\* COUNTRY Shelf

Stock Rotation - Expiry Date

Batch No

Serial No

On Hand 0.0000

Reorder Qty 0.0000 Reorder Level 0.0000


Qty 1.00

UOM\* (none) 1.0000

Price 0.0000

Order Amount 0.0000

Disc % 01 0.00 % 0.00 % 0.00 % 0.00 %

Net Amount 0.0000

Remark

Create Cancel

**Purchase Order Lines**

Delete selected line(s)

Total 1 result:

#	Item	Description	Location	ETD	Qty	Price	UOM	Net Amount
1	B1M94	JULIE'S MY MARIE MILK 75G	COUNTRY	03-07-2014	5.00	130.0000	CTN	637.0000

21. Continue to create line 2 for next item.
22. Once done, click cancel.



**Vendor section**

Vendor \* VEND0001 ABC SDN BHD

Currency \* RM 1.0000

Term \* 60DAYS

Branch (none) Area -

Address BKT TENGAH

Attention

Phone 01 Fax 01

**Purchase Order Lines**

[Delete selected line\(s\)](#) | [Create new line](#) | [Batch entry](#)

Total 1 result.

#	Item	Description	Location	Qty	UOM	Price	Disc %	GST	Tax Amt	Net Amt
1	APOLLO0010335	APOLLO PEANUT CR/WAFER [1607] 36X12X18GM	G	8.00	UNIT	33,2000		TX	15,9400	281,5400

Discount  %  %  %  %

**Tax Summary :**

Code	%	Amount	Tax
TX	6.00	265.60	15.94
			15.94

Order Amount (RM)

Discount Amount (RM)

Tax Amount (RM)

Net Amount (RM)

23. Check on the Order Amount, Discount Amount, Tax Amount & Net Amount.
24. Click Save to save this PO as draft.
25. Click Confirm to save this PO as WIP status.

Home admin Logout

Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » Purchase Order » PO00002 » Update

✓ Purchase order [PO00002] saved.

**Update Purchase Order PO00002**

CREATED : admin [2014-07-04 12:46:00] LAST UPDATED : admin [2014-07-04 12:48:00]

**Document section**

Doc. Code \* PO00002

Ref Code 678910

Type \* Web

Division \* GENERAL

Purchaser \* admin

Date \* 01-07-2014

Status **Draft**

Company \* XYZ SDN. BHD.

Project \* default

26. For draft, a message will show the PO saved.

Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » Purchase Order » PO00001

✓ Purchase order [PO00001] confirmed. Status = [WIP]

### View Purchase Order PO00001

CREATED : admin [2014-07-03 15:20:40] LAST UPDATED : admin [2014-07-03 16:27:37]

**Document section**

Doc. Code *	PO00001	Date *	03-07-2014
Ref Code	456789	Status	WIP
Type *	Web	Company *	XYZ SDN. BHD.
Division *	GENERAL	Project *	default
Purchaser *	admin		
Description *	Purchase Order		
Remark 01			
Remark 02			

**Vendor section**

Vendor *	400D/002	DKSH MALAYSIA SDN BHD
Currency *	RM	1.0000
Term *	COD	
Tax Group *		
Branch	(none)	Area
Address		
Attention		
Phone 01		Fax 01

[Void](#) [Close](#)

27. For WIP, a message will show this PO confirmed.
28. Click Close.

## Edit Purchase Order

### Draft Purchase Order

Home admin Logout

Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » Purchase Order





### Manage Purchase Order

Division

Division: GENERAL Description: GENERAL AGENCY  
Company Name: XYZ SDN. BHD.

Advanced search | Create

Displaying 1-2 of 2 results.

Doc. Code	Ref Code	Date	Vendor	Net Amount (RM)	Status	Release	Remark	Actions
PO00002	678910	01-07-2014	400D/001 - DUTCH LADY MILK INDUSTRIES BERHAD	148.96	Draft	0/1		 
PO00001	456789	03-07-2014	400D/002 - DKSH MALAYSIA SDN BHD	637.00	WIP	0/1		 
				785.96				

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1. Select the PO with draft status.
2. Click on the pencil to start edit.

### Update Purchase Order PO00002

CREATED : admin [2014-07-04 12:46:00] LAST UPDATED : admin [2014-07-04 12:53:40]

**Document section**

Doc. Code \* PO00002  
Ref Code 678910 Date \* 01-07-2014  
Type \* Web Status **Draft**  
Division \* GENERAL Company \* XYZ SDN. BHD.  
Purchaser \* admin Project \* default  
Description \* Purchase Order  
Remark 01  
Remark 02

**Vendor section**

Vendor \* 400D/001 DUTCH LADY MILK INDUSTRIES BERHAD  
Currency \* RM 1.0000  
Term \* COD  
Tax Group \*  
Branch (none) Area -  
Address 13, JALAN SEMANGAT  
46200 PETALING JAYA  
MALAYSIA  
Attention  
Phone 01 03-79567477 Fax 01 03-79584055

3. Edit the PO document section and vendor section.
4. Then, scroll down to bottom to edit the Item purchase.

Purchase Order Lines

[Delete selected line\(s\)](#) | [Create new line](#)

Total 1 result.

#	Item	Description	Location	ETD	Qty	UOM	Price	Disc %	Net Amount
1	WCM01	SOY MASTER 320ML-SOYA BEAN	COUNTRY	04-07-2014	10.00	CTN	15.2000	2.0000	148.9600

Discount  %  %  %  %

Order Amount (RM)


Discount Amount (RM)

Tax Amount (RM)

Net Amount (RM)

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5. Click the pencil to edit the item.

 Update Purchase Order Line #1



Fields with \* are required.

**Purchase Order Line**

#\*

Item\*

Description

ETD

Location\*  Shelf

Stock Rotation  Expiry Date

Batch No

Serial No

On Hand

Reorder Qty  Reorder Level

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Qty

UOM\*

Price

Order Amount

Disc % 01  %  %  %  %

Net Amount

Remark

6. Edit the Item  
7. Once done, click Save.

Purchase Order Lines

[Delete selected line\(s\)](#)  
Total 1 result.

<input checked="" type="checkbox"/>	#	Item	Description	Location	ETD	Qty	Price	UOM	Net Amount
<input checked="" type="checkbox"/>	1	WCM01	SOY MASTER 320ML-SOYA BEAN	COUNTRY	04-07-2014	10.00	15.2000	CTN	148.9600

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8. Tick the selected line, and click Delete selected line(s) to delete item.

Reorder Qty: 0.0000

Qty: 10.00

The page at www.inverze.com says:

Are you sure to perform this action on checked items?

9. A message will prompt out, click OK to confirm delete selected line.

**Vendor section**

Vendor \* 400D/001 DUTCH LADY MILK INDUSTRIES BERHAD

Currency \* RM 1.0000

Term \* COD

Tax Group \*

Branch (none) Area -

Address 13, JALAN SEMANGAT  
46200 PETALING JAYA  
MALAYSIA

Attention

Phone 01 03-79567477 Fax 01 03-79584055

Purchase Order Lines

[Delete selected line\(s\)](#) | [Create new line](#)  
Total 1 result.

<input type="checkbox"/>	#	Item	Description	Location	ETD	Qty	UOM	Price	Disc %	Net Amount
<input type="checkbox"/>	1	WCM01	SOY MASTER 320ML-SOYA BEAN	COUNTRY	04-07-2014	10.00	CTN	15.2000	2.0000	148.9600

10. Once edit done, click Save to save the PO as draft.

11. Click Confirm to save the PO as WIP.

# WIP Purchase Order

Home admin Logout

Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » Purchase Order

### Manage Purchase Order

Division

Division: GENERAL Description: GENERAL AGENCY  
Company Name: XYZ SDN. BHD.

Advanced search | Create  
Displaying 1-2 of 2 results.

Doc. Code	Ref Code	Date	Vendor	Net Amount (RM)	Status	Release	Remark	Actions
PO00002	678910	01-07-2014	400D/001 - DUTCH LADY MILK INDUSTRIES BERHAD	148.96	Draft	0/1		
PO00001	456789	03-07-2014	400D/002 - DKSH MALAYSIA SDN BHD	637.00	WIP	0/1		
				785.96				

1. Select the PO with WIP status.
2. Click the magnifying glass to view the PO.

### View Purchase Order PO00001

CREATED : admin [2014-07-03 15:20:40] LAST UPDATED : admin [2014-07-03 16:27:37]

**Document section**

Doc. Code \* PO00001  
Ref Code 456789  
Date \* 03-07-2014  
Type \* Web  
Status **WIP**  
Division \* GENERAL  
Company \* XYZ SDN. BHD.  
Purchaser \* admin  
Project \* default  
Description \* Purchase Order  
Remark 01  
Remark 02

**Vendor section**

Vendor \* 400D/002 DKSH MALAYSIA SDN BHD  
Currency \* RM 1.0000  
Term \* COD  
Tax Group \*  
Branch (none) Area  
Address  
Attention  
Phone 01 Fax 01

Void Close

3. Click Void to void the PO.

**View Purchase Order PO00001**

CREATED : admin [2014-07-03 15:20:40] LAST UPDATED : admin [2014-07-03 16:27:37]

The page at www.inverze.com says:

Confirm to void this document?

**Document section**

Doc. Code \* PO00001  
 Ref Code 456789  
 Type \* Web  
 Division \* GENERAL  
 Purchaser \* admin  
 Description \* Purchase Order  
 Remark 01  
 Remark 02

Status **WIP**  
 Company \* XYZ SDN. BHD.  
 Project \* default

**Vendor section**

Vendor \* 400D/002 DKSH MALAYSIA SDN BHD  
 Currency \* RM 1.0000  
 Term \* COD  
 Tax Group \*  
 Branch (none) Area -  
 Address  
 Attention  
 Phone 01 Fax 01

4. A message will prompt out, click OK to confirm void.

Home | admin | Logout

Home System Import/Export Master Customers Vendors Items Sales & Delivery **Purchasing** Inventory Finance

Home » Purchasing » Purchase Order » PO00001

✔ Purchase order [PO00001] voided. Status = [Void]

**View Purchase Order PO00001**

CREATED : admin [2014-07-03 15:20:40] LAST UPDATED : admin [2014-07-04 13:13:50]

**Document section**

Doc. Code \* PO00001  
 Ref Code 456789  
 Type \* Web  
 Division \* GENERAL  
 Purchaser \* admin  
 Description \* Purchase Order  
 Remark 01  
 Remark 02

Date \* 03-07-2014  
 Status **Void**  
 Company \* XYZ SDN. BHD.  
 Project \* default

5. A message will show the PO is voided. Status = Void.

## View Purchase Order PO00001



CREATED : admin [2014-07-03 15:20:40]

LAST UPDATED : admin [2014-07-04 13:13:50]

### Document section

Doc. Code *	PO00001	Date *	03-07-2014
Ref Code	456789	Status	Void
Type *	Web	Company *	XYZ SDN. BHD.
Division *	GENERAL	Project *	default
Purchaser *	admin		
Description *	Purchase Order		
Remark 01			
Remark 02			

### Vendor section

Vendor *	400D/002	DKSH MALAYSIA SDN BHD
Currency *	RM	1.0000
Term *	COD	
Tax Group *		
Branch	(none)	Area -
Address		
Attention		
Phone 01		Fax 01

**Update** **Confirm** **Close**

6. Click Update to edit the PO.

## Update Purchase Order PO00001



CREATED : admin [2014-07-03 15:20:40]

LAST UPDATED : admin [2014-07-04 13:13:50]

### Document section

Doc. Code *	PO00001	Date *	03-07-2014
Ref Code	456789	Status	Void
Type *	Web	Company *	XYZ SDN. BHD.
Division *	GENERAL	Project *	default
Purchaser *	admin		
Description *	Purchase Order		
Remark 01			
Remark 02			

### Vendor section

Vendor *	400D/002	DKSH MALAYSIA SDN BHD
Currency *	RM	1.0000
Term *	COD	
Tax Group *		
Branch	(none)	Area -
Address		
Attention		
Phone 01		Fax 01

**Save** **Confirm** **Close**

7. Edit for the Document Section and Vendor Section.
8. Once done, click Save.



9. Scroll down to bottom and edit for item.

Purchase Order Lines




[Delete selected line\(s\)](#) | [Create new line](#)

Total 1 result.

#	Item	Description	Location	ETD	Qty	UOM	Price	Disc %	Net Amount
1	BJM94	JULIE'S MY MARIE MILK 75G	COUNTRY	03-07-2014	5.00	CTN	130.0000	2.0000	637.0000

Discount  %  %  %  %

10. Click the pencil to edit for item.

 **Update Purchase Order Line #1**  



*Fields with \* are required.*

**Purchase Order Line**

#\*



Item\*  JULIE'S MY MARIE MILK 75G

Description

ETD   


---

Location\*  Shelf

Stock Rotation  Expiry Date   

Batch No

Serial No

On Hand  

---

Reorder Qty  Reorder Level

---

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

Qty

UOM\*  24.000000

Price

Order Amount

Disc % 01  %  %  %  %

Net Amount

Remark

11. Edit the item.

12. Once done, click Save.

Home » Purchase Order » PO00001 » Update Purchase Order Line

✓ Purchase order line #[1] updated.

Update Purchase Order Line #1

Fields with \* are required.

Purchase Order Line

#\* 1

Item\* RJM94 JULIE'S MY MARIE MILK 75G

Description JULIE'S MY MARIE MILK 75G

ETD 03-07-2014

13. A message will show the item line updated.

Update Purchase Order PO00001

CREATED : admin [2014-07-03 15:20:40] LAST UPDATED : admin [2014-07-04 13:22:36]

Document section

Doc. Code\* PO00001

Ref Code 456789

Date\* 03-07-2014

Type\* Web

Status Void

Division\* GENERAL

Company\* XYZ SDN. BHD.

Purchaser\* admin

Project\* default

Description\* Purchase Order

Remark 01

Remark 02

Vendor section

Vendor\* 400D/002 DKSH MALAYSIA SDN BHD

Currency\* RM 1.0000

Term\* COD

Tax Group\*

Branch (none) Area -

Address

Attention

Phone 01

Fax 01

Save Confirm Close

14. Once done, click Save to save this PO to draft.

15. Click Confirm to confirm this PO to WIP.

Home » Purchasing » Purchase Order » PO00001

✓ Purchase order [PO00001] confirmed. Status = [WIP]

View Purchase Order PO00001

16. A message will show the PO confirmed and Status = WIP.

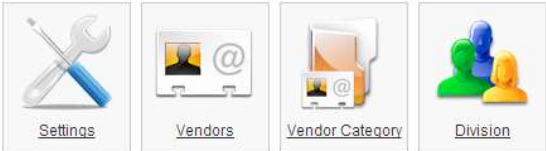
# Invoicing

## Invoicing From Purchase Order

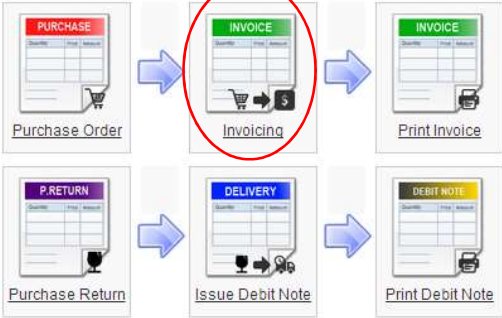
- Only Purchase Order with WIP status can be confirmed as Purchase Invoice.

### Purchasing Dashboard

#### Setup



#### Transactions



1. Click on Invoicing.

### \$ Invoicing From Purchase Order



#### Division

Division: GENERAL  
Description: GENERAL AGENCY  
Company Name: XYZ SDN. BHD.

#### Search

- Fill in vendor if you would like to filter documents on a specified vendor only.

Vendor:  Search

#### Transfer From Purchase Orders

- Select the document number set, location and stock rotation to be used for creating purchase invoices.
- Tick on document(s) and click on 'Transfer selected line(s)' link to generate purchase invoices.
- Otherwise you may click on the 'View' button to perform transfer by lines.

Document No. Set\*: PI00132  
Location\*: COUNTRY  
Current Rotation\*: -

Transfer selected line(s)

Displaying 1-1 of 1 result.

Doc. Code	Date	Vendor	Division	Net Amount (RM)	Status	Release	Actions
<input type="checkbox"/> PO00004	07-07-2014	400D/001 - DUTCH LADY MILK INDUSTRIES BERHAD	GENERAL	592.00	WIP	0/1	
				592.00			

2. Tick on the PO.
3. Click Transfer selected line(s).

Vendor:

The page at www.inverze.com says:

Are you sure to perform this action on checked items?

OK  Cancel

4. Click OK.

✔ Purchase invoice(s) generated.

### \$ Invoicing From Purchase Order

Division: GENERAL  
Description: GENERAL AGENCY  
Company Name: XYZ SDN. BHD.

5. A message will show Purchase invoice(s) generated.

- Select the document number set, location and stock rotation to be used for creating purchase invoices.
- Tick on document(s) and click on 'Transfer selected line(s)' link to generate purchase invoices.
- Otherwise you may click on the 'View' button to perform transfer by lines.

Document No. Set\*    
 Location\*    
 Current Rotation\*

[Transfer selected line\(s\)](#)

Doc. Code	Date	Vendor	Division	Net Amount (RM)	Status	Release	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
No results found.				0.00			

**Purchase Invoices**

- Listing shows all the existing purchase invoices in status of Draft.

Displaying 1-1 of 1 result.

Inv Code	Doc Date	Vendor	Division	Net Amount (RM)	Status	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<a href="#">PI00132</a>	<a href="#">07-07-2014</a>	<a href="#">400D/001 - DUTCH LADY MILK INDUSTRIES BERHAD</a>	<a href="#">GENERAL</a>	592.00	Draft	
				592.00		

6. Scroll down to bottom – Purchase Invoices section
7. You can view the Purchase Invoices.
8. The Purchase Invoices are all set at draft status.
9. You need to confirm the draft Purchase Invoice to status Completed.

## Edit Purchase Invoice

**Purchase Invoices**

- Listing shows all the existing purchase invoices in status of Draft.

Displaying 1-1 of 1 result.

Inv Code	Doc Date	Vendor	Division	Net Amount (RM)	Status	Actions
PI00132	07-07-2014	400D/001 - DUTCH LADY MILK INDUSTRIES BERHAD	GENERAL	592.00	Draft	
				592.00		

1. Click on the pencil to view the Purchase Invoice.

**Update Purchase Invoice PI00132**

CREATED : admin [2014-07-07 12:46:06] LAST UPDATED : admin [2014-07-07 12:46:06]

**Document section**

Inv Code *	PI00132	Order Type *	Web
Vendor's Inv No	345678	Due On *	07-07-2014
Doc Date *	07-07-2014	Division *	GENERAL
Status	Draft	Purchaser *	admin
Company *	XYZ SDN. BHD.	Project *	default
Description *	Purchase Order		
Remark 01			
Remark 02			

**Vendor section**

Vendor *	400D/001	DUTCH LADY MILK INDUSTRIES BERHAD	
Currency *	RM	1.0000	
Term *	COD		
Tax Group			
Branch	(none)	Area *	-
Address 01	13, JALAN SEMANGAT		
	46200 PETALING JAYA		
	MALAYSIA		
Attention			
Phone 01	03-79567477	Fax 01	03-79584055

**Save** **Confirm** **Delete** **Close**

2. Edit the document section and vendor section.
3. Click Save.

Branch (none) Area -

Address 01 13, JALAN SEMANGAT  
46200 PETALING JAYA  
MALAYSIA

Attention

Phone 01 03-79567477 Fax 01 03-79584055

Save Confirm Delete Close

Invoice Lines [Delete selected line\(s\)](#) [Create new line](#) Total 1 result.

#	Item	Description	Location	ETD	Qty	UOM	Price	Disc %	Net Amt
1	BLF02	KJELDSSENS B/COOKIES 125G	COUNTRY	07-07-2014	5.00	CTN	118.4000		592.0000

Discount 0.00% 0.00% 0.00% 0.00%

Order Amount (RM) 592.0000  
Discount Amount (RM) 0.0000  
Tax Amount (RM) 0.0000  
Net Amount (RM) 592.0000

4. To edit on Purchase Item, click pencil.
5. To add new item, click Create New Line.
6. To delete item, tick item and click Delete Selected Line(s).
7. Once done, click Save.

Home » Purchasing » Purchase Invoice » PI00132 » Update

✔ Purchase invoice [PI00132] saved.

**Update Purchase Invoice PI00132**

CREATED : admin [2014-07-07 12:46:06] LAST UPDATED : admin [2014-07-07 13:04:29]

Document section

Inv Code \* PI00132

Vendor's Inv No 345678

Doc Date \* 07-07-2014

Status Draft

Company \* XYZ SDN. BHD.

Project \* default

Description \* Purchase Order

Remark 01

Remark 02

Order Type \* Web

Due On \* 07-07-2014

Division \* GENERAL

Purchaser \* admin

8. A message will show Purchase Invoice saved.

## Confirm Purchase Invoice

### Purchase Invoices

- Listing shows all the existing purchase invoices in status of Draft.

Displaying 1-1 of 1 result.

Inv Code	Doc Date	Vendor	Division	Net Amount (RM)	Status	Actions
PI00132	07-07-2014	400D/001 - DUTCH LADY MILK INDUSTRIES BERHAD	GENERAL	592.00	Draft	
				592.00		

1. Click on the pencil to view the Purchase Invoice.

### Update Purchase Invoice PI00132

CREATED : admin [2014-07-07 12:46:06] LAST UPDATED : admin [2014-07-07 13:04:29]

**Document section**

Inv Code \* PI00132  
Vendor's Inv No 345678  
Doc Date \* 07-07-2014  
Status **Draft**  
Company \* XYZ SDN. BHD.  
Project \* default  
Description \* Purchase Order  
Remark 01  
Remark 02

Order Type \* Web  
Due On \* 07-07-2014  
Division \* GENERAL  
Purchaser \* admin

**Vendor section**

Vendor \* 400D/001 DUTCH LADY MILK INDUSTRIES BERHAD  
Currency \* RM 1.0000  
Term \* COD  
Tax Group  
Branch (none) Area \* -  
Address 01 13, JALAN SEMANGAT  
46200 PETALING JAYA  
MALAYSIA  
Attention  
Phone 01 03-79567477 Fax 01 03-79584055

Save Confirm Delete Close

2. Click Confirm to confirm the Purchase Invoice.



**Update Purchase Invoice PI0013**

CREATED : admin [2014-07-07 12:46:06] LAST UPDATED : admin [2014-07-07 13:04:29]

The page at www.inverze.com says:

Confirm this document?

**Document section**

Inv Code \* PI00132

Vendor's Inv No 345678

Doc Date \* 07-07-2014

Status **Draft**

Company \* XYZ SDN. BHD.

Project \* default

Description \* Purchase Order

Remark 01

Remark 02

Division \* GENERAL

Purchaser \* admin

**Vendor section**

Vendor \* 400D/001 DUTCH LADY MILK INDUSTRIES BERHAD

Currency \* RM 1.0000

Term \* COD

Tax Group

Branch (none) Area \* -

Address 01  
13, JALAN SEMANGAT  
46200 PETALING JAYA  
MALAYSIA


Attention

Phone 01 03-79567477 Fax 01 03-79584055

3. Click OK to confirm.
4. Status will be Completed.


**Manage & Search Document**

PURCHASE



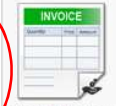
Purchase Order

INVOICE




Purchase Invoice

INVOICE




Cash Purchase

P.RETURN




Purchase Return

DELIVERY




Return Delivery

DEBIT NOTE



Debit Note

CREDIT NOTE



Credit Note

**Reports & Analysis**



Purchase Reports



Purchase Tracking

5. At Manage & Search Document, click Purchase Invoice.



Division

Division:  Description:

Company Name:

[Advanced search](#) | [Batch print](#) | [Create](#)

Displaying 1-20 of 131 results.

Inv Code	Vendor's Inv No	Doc Date	Due On	Order Type	Vendor	Term	Net Amount (RM)	Status	Actions
<a href="#">PI00132</a>	345678	<a href="#">07-07-2014</a>	07-07-2014	W	<a href="#">400D/001 - DUTCH LADY MILK INDUSTRIES BERHAD</a>	COD	592.00	Completed	
<a href="#">PI00131</a>	309521	<a href="#">17-06-2014</a>	17-06-2014	W	<a href="#">4000/BKG - BENTONG KIAN GUAN TRD SDN BHD</a>	COD	17,916.16	Completed	
<a href="#">PI00130</a>	309451	<a href="#">17-06-2014</a>	17-06-2014	W	<a href="#">4000/BKG - BENTONG KIAN GUAN TRD SDN BHD</a>	COD	9,379.05	Completed	
<a href="#">PI00129</a>	18033	<a href="#">17-06-2014</a>	17-06-2014	W	<a href="#">400A/003 - ALLBRANDS GLOBAL SDN.BHD</a>	COD	1,165.00	Completed	
<a href="#">PI00128</a>	1136834	<a href="#">17-06-2014</a>	17-06-2014	W	<a href="#">400N/002 - NSK TRADING SDN BHD</a>	COD	6,204.00	Completed	
<a href="#">PI00127</a>	309102	<a href="#">12-06-2014</a>	12-06-2014	W	<a href="#">4000/BKG - BENTONG KIAN GUAN TRD SDN BHD</a>	COD	1,278.20	Completed	
<a href="#">PI00126</a>	309112	<a href="#">12-06-2014</a>	12-06-2014	W	<a href="#">4000/BKG - BENTONG KIAN GUAN TRD SDN BHD</a>	COD	5,426.40	Completed	
<a href="#">PI00125</a>	308898	<a href="#">10-06-2014</a>	11-06-2014	W	<a href="#">4000/BKG - BENTONG KIAN GUAN TRD SDN BHD</a>	COD	11,771.20	Completed	
<a href="#">PI00124</a>	308861	<a href="#">10-06-2014</a>	10-06-2014	W	<a href="#">4000/BKG - BENTONG KIAN GUAN TRD SDN BHD</a>	COD	27,955.02	Completed	

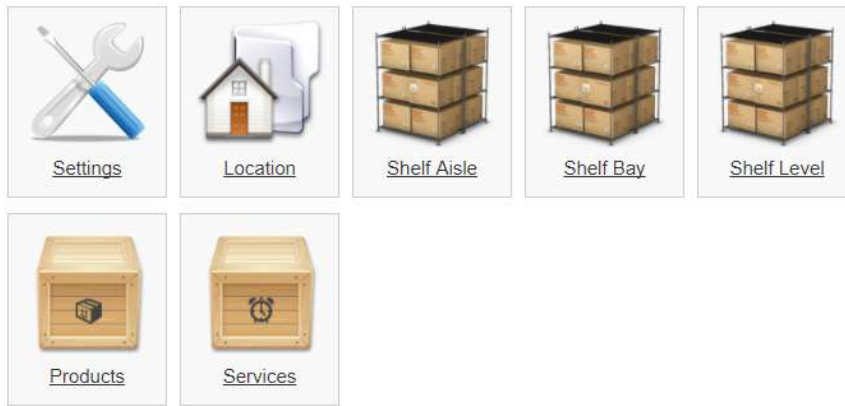
6. Click on the magnifying glass to view the Purchase Invoice.

# STOCK

## Stock Transfer

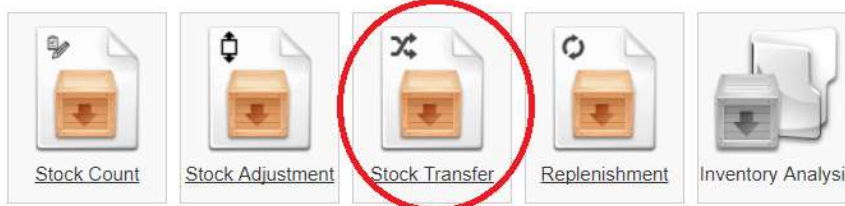
### Inventory Index

#### Setup



Settings Location Shelf Aisle Shelf Bay Shelf Level Products Services

#### Transactions



Stock Count Stock Adjustment Stock Transfer Replenishment Inventory Analysis

1. Click Stock Transfer.

### Manage Stock Transfer

Division

Division: 600037.001 Description: CHOON ENG (SARAWAK) S  
Company Name: CHOON ENG (SARAWAK) SDN BHD

Advanced search | Batch print | **Create**

Doc Code	Doc Date	Description	Storekeeper	Division	Company	Reason	Is Printed	Status	Actions

No results found.

2. Click Create.

### Create Stock Transfer

Fields with \* are required.

Document section

Doc Code \* IT1600001 IT/16 (Latest doc no.)  
Ref Code \* [redacted]  
Reason \* -  
Division \* 600037.001  
Storekeeper \* admin  
Description \* Stock Transfer  
Remark 01 [redacted]  
Remark 02 [redacted]

Doc Date \* 26-01-2015  
Status Draft  
Company \* CHOON ENG (SARAWAK)

**Save & Continue** Cancel

3. Enter Ref Code and remark 1 & remark 2 if any.
4. Click Save & Continue.

**Update Stock Transfer IT1600001**



Fields with \* are required.

**Document section**

Doc Code *	IT1600001	Doc Date *	26-01-2015
Ref Code	YCTest01	Status	Draft
Reason *	-	Company *	CHOON ENG (SARAWAK)
Division *	600037.001		
Storekeeper *	admin		
Description *	Stock Transfer		
Remark 01			
Remark 02			

**Stock Transfer Lines**

[Delete selected line\(s\)](#) | [Create new line](#)

#	Item	Description	Fr Location	Fr Shelf	To Location	To Shelf	Qty
No results found.							

5. Click Create New Line to add item.

**Stock Transfer Line**

# \* 1

Item \*

Description

**From**

Fr Location \* HSA-B

Fr Shelf

Fr Stock Rotation -

Fr Expiry Date \*

Fr Batch No

Fr Serial No

On Hand 0.0000

Reserved Qty 0.0000

**To**

To Location \* HSA-B

To Shelf

UOM 1

UOM 2

UOM 3

UOM 4

Qty

UOM

Remark

test/index.php?r=stkTransferDtl/create&hdr\_id=27&doc\_date=2015-01-26+00%3A00%3A00#

**Stock Transfer Line**

# \* 1

Item \* 328001 ASTICK VANILLA 36 X 50G

Description ASTICK VANILLA 36 X 50G

---

**From**

Fr Location \* CESB-G Fr Shelf

Fr Stock Rotation - Fr Expiry Date \*

Fr Batch No Fr Serial No

On Hand 4,951.0000 Reserved Qty 114.0000

---

**To**

To Location \* CEB-G To Shelf

---

UOM 1 **UNIT** 1.0000

UOM 2 CTN 36.0000

UOM 3

UOM 4

---

Qty 23.00

UOM CTN 1.0000

Remark

Create Cancel

6. Select an item.
7. At From section, choose the location.
8. At To section, choose the location.
9. Then, enter quantity, and select UOM.
10. Click Create.
11. Once finish add item, click Cancel to return to the document page.

**Update Stock Transfer IT1600001** 🔒 👤 🗨

*Fields with \* are required.*

**Document section**

Doc Code \* IT1600001

Ref Code YCTest01

Reason \* -

Division \* 600037.001

Storekeeper \* admin

Description \* Stock Transfer

Remark 01

Remark 02

Doc Date \* 26-01-2015 📅

Status Draft

Company \* CHOON ENG (SARAWAK)

Delete Save Confirm Close

**Stock Transfer Lines** Delete selected line(s) | Create new line

Total 1 result.

#	Item	Description	Fr Location	Fr Shelf	To Location	To Shelf	Qty
1	328001	ASTICK VANILLA 36 X 50G	CESB-G		CEB-G		828.00

12. Check on the preview of items.
13. Click Confirm.

✓ Stock Transfer [IT1600001] confirmed. Status : [Completed]

## View Stock Transfer IT1600001



Fields with \* are required.

### Document section

Doc Code *	IT1600001	Doc Date *	26-01-2015
Ref Code	YCTest01	Status	Completed
Reason *	-	Company *	CHOON ENG (SARAWAK)
Division *	600037.001		
Storekeeper *	admin		
Description *	Stock Transfer		
Remark 01			
Remark 02			

Void

Close

14. A message will showed the Stock transfer was confirmed and status Completed.