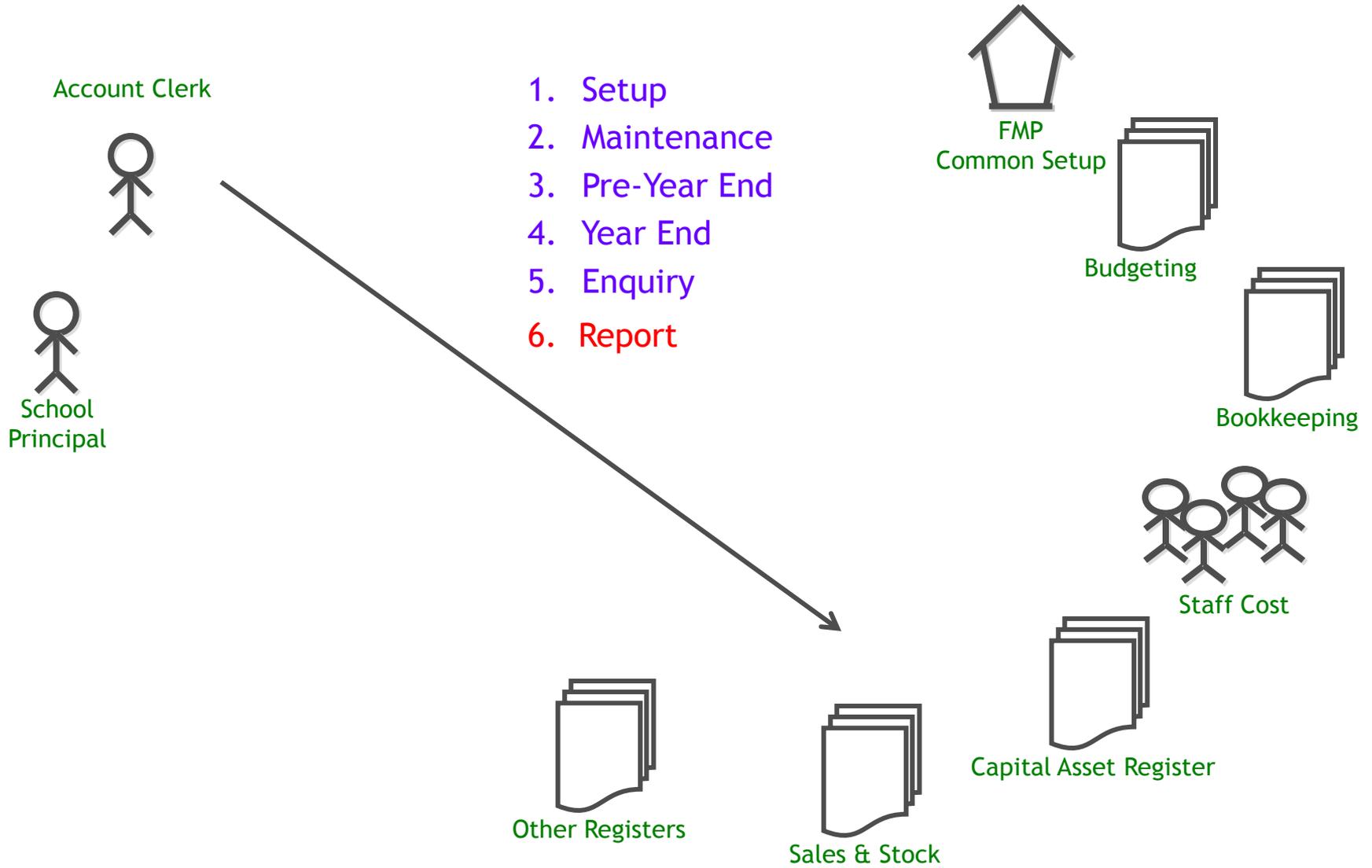


FMP - Sales & Stock



Sales & Stock - Report

- User can generate English or Chinese Sales and Stock reports through this report function.
- User can view the reports of the following categories:
 - All Categories
 - Setup
 - e.g. List of Stock Analysis Code, List of Stock Master
 - Voucher List
 - e.g. Incomplete Purchase/Purchase Adjustment Voucher List
 - Register & Others
 - e.g. Sales Record, Stock Balance, Stock Ledger
 - Pre-Year End
 - e.g. Stock Balance, Stock Profit Report
 - Year End
 - e.g. Stock Balance, Stock Profit Report
 - Stocktake Worksheet
 - e.g. Stocktake Worksheet by Location

Sales & Stock - Report

- Important reports:
 - Sales Record (R-FSS003)
 - Stock Balance (Group by Category) (R-FSS011B)
 - Stock Balance (Group by Stock Code) (R-FSS011A)
 - Stock Ledger (R-FSS010)
 - Stock Profit Report (R-FSS009)

[S-FSS10-01] [FMP](#) > [Sales & Stock](#) > [Report](#)

Category
Language English Chinese

Reports under Setup Category

Report Name (ID)
▶ List of Stock Analysis Code (R-FSS015-E)
▶ List of Stock Category (R-FSS013-E)
▶ List of Stock Master (R-FSS014-E)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

[S-FSS10-01] FMP > Sales & Stock > Report

Category
Language English Chinese

Reports under Voucher List Category

Report Name (ID)
▶ Incomplete Purchase/ Purchase Adjustment Voucher List (R-FSS001-E)
▶ Incomplete Sales/ Sales Adjustment Voucher List (R-FSS005-E)
▶ List of Deleted Vouchers (R-FSS016-E)
▶ Voucher List for Purchase of Stock (Group by Stock Code) (R-FSS002B-E)
▶ Voucher List for Purchase of Stock (Group by Voucher No.) (R-FSS002A-E)
▶ Voucher List for Sales of Stock (Group by Stock Code) (R-FSS006B-E)
▶ Voucher List for Sales of Stock (Group by Voucher No.) (R-FSS006A-E)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

[S-FSS10-01] FMP > Sales & Stock > Report

Category
Language English Chinese

Reports under Registers & Others Category

Report Name (ID)	
Sales Record (R-FSS003-E)	
Stock Balance (Group by Category) (R-FSS011B-E)	
Stock Balance (Group by Stock Code) (R-FSS011A-E)	
Stock Ledger (R-FSS010-E)	
Stock Profit Report (R-FSS009-E)	
Write-Off Stock Register (R-FSS007-E)	

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

[S-FSS10-01] [FMP](#) > [Sales & Stock](#) > [Report](#)

Category
Language English Chinese

Reports under Pre-Year End Category

Report Name (ID)
▶ Stock Balance (Group by Category) (R-FSS011B-E)
▶ Stock Balance (Group by Stock Code) (R-FSS011A-E)
▶ Stock Profit Report (R-FSS009-E)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

[S-FSS10-01] [FMP](#) > [Sales & Stock](#) > [Report](#)

Category 
Language English Chinese

 Search  Reset

Reports under Year End Category

Report Name (ID)
▶ Stock Balance (Group by Category) (R-FSS011B-E)
▶ Stock Balance (Group by Stock Code) (R-FSS011A-E)
▶ Stock Profit Report (R-FSS009-E)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

[S-FSS10-01] [FMP](#) > [Sales & Stock](#) > [Report](#)

Category
Language English Chinese

Reports under Stocktake Worksheet Category

Report Name (ID)
Stocktake Worksheet by Location (R-FSS012-E)

* Click [▶](#) or the link to display the report template(s) and then click the template you need to create the report.

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

Generate Report

- Report can be generated in a preview pop-up window or stored in Report Management - Repository.
- 4 different formats can be selected for report generation - PDF, WORD, RICHTEXT and EXCEL.
- User may edit the generated report in WORD, RICHTEXT and EXCEL format.
- The following report can be generated in PDF format only and it is not allowed for amendment:
 - List of Deleted Vouchers

[S-FSS10-01] FMP > Sales & Stock > Report

Category

All Categories

Language

English Chinese

 Search

 Reset

▼ Sales & Stock

- Setup
- Maintenance
- Pre-Year End
- Year End
- Enquiry
- Report

Step 1. Click [Sales & Stock] → [Report] from the left menu.

Step 2. Select one of the categories and language.

Step 3. Click [Search] button.

[S-FSS10-01] FMP > Sales & Stock > Report

Category 
Language English Chinese

 Search  Reset

Report Name (ID)

- ▶ [Incomplete Purchase/ Purchase Adjustment Voucher List \(R-FSS001-E\)](#)
- ▶ [Incomplete Sales/ Sales Adjustment Voucher List \(R-FSS005-E\)](#)
- ▶ [List of Deleted Vouchers \(R-FSS016-E\)](#)
- ▶ [List of Stock Analysis Code \(R-FSS015-E\)](#)
- ▶ [List of Stock Category \(R-FSS013-E\)](#)
- ▶ [List of Stock Master \(R-FSS014-E\)](#)
- ▶ [Sales Record \(R-FSS003-E\)](#)
- ▶ [Stock Balance \(Group by Category\) \(R-FSS011B-E\)](#)
- ▶ [Stock Balance \(Group by Stock Code\) \(R-FSS011A-E\)](#)
- ▶ [Stock Ledger \(R-FSS010-E\)](#)
- ▶ [Stock Profit Report \(R-FSS009-E\)](#)
- ▶ [Stocktake Worksheet by Location \(R-FSS012-E\)](#)
- ▶ [Voucher List for Purchase of Stock \(Group by Stock Code\) \(R-FSS002B-E\)](#)
- ▶ [Voucher List for Purchase of Stock \(Group by Voucher\) \(R-FSS002A-E\)](#)
- ▶ [Voucher List for Sales of Stock \(Group by Stock Code\) \(R-FSS006B-E\)](#)
- ▶ [Voucher List for Sales of Stock \(Group by Voucher\) \(R-FSS006A-E\)](#)
- ▶ [Write-Off Stock Register \(R-FSS007-E\)](#)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

Step 4. Click the report name hyperlink

[S-FSS10-01] FMP > Sales & Stock > Report

Category

Language English Chinese

Search Reset

Report Name (ID)

- ▶ [Incomplete Purchase/ Purchase Adjustment Voucher List \(R-FSS001-E\)](#)
- ▶ [Incomplete Sales/ Sales Adjustment Voucher List \(R-FSS005-E\)](#)
- ▶ [List of Deleted Vouchers \(R-FSS016-E\)](#)
- ▶ [List of Stock Analysis Code \(R-FSS015-E\)](#)
- ▶ [List of Stock Category \(R-FSS013-E\)](#)
- ▶ [List of Stock Master \(R-FSS014-E\)](#)
- ▶ [Sales Record \(R-FSS003-E\)](#)
- ▶ [Stock Balance \(Group by Category\) \(R-FSS011B-E\)](#)
- ▶ [Stock Balance \(Group by Stock Code\) \(R-FSS011A-E\)](#)
- ▶ [Stock Ledger \(R-FSS010-E\)](#)
- ▶ [Stock Profit Report \(R-FSS009-E\)](#)
- ▶ [Stocktake Worksheet by Location \(R-FSS012-E\)](#)
- ▶ [Voucher List for Purchase of Stock \(Group by Stock Code\) \(R-FSS002B-E\)](#)
- ▼ [Voucher List for Purchase of Stock \(Group by Voucher\) \(R-FSS002A-E\)](#)

Template Description	Type	Creator	Creation Date
Built-in Template	Built-In	---	---
- ▶ [Voucher List for Sales of Stock \(Group by Stock Code\) \(R-FSS006B-E\)](#)
- ▶ [Voucher List for Sales of Stock \(Group by Voucher\) \(R-FSS006A-E\)](#)
- ▶ [Write-Off Stock Register \(R-FSS007-E\)](#)

* Click ▶ or the link to display the report template(s) and then click

Step 5. Click the report template hyperlink

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

Generate Report

[S-FSS10-02A] [FMP](#) > [Sales & Stock](#) > [Report](#)

Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E):- Built-in Template

Please Input The Print Criteria

<input checked="" type="radio"/> Original Voucher Date	<input type="text"/>	To	<input type="text"/>
(DDMM/YYYY)			
<input type="radio"/> Original Voucher No.	<input type="text"/>	To	<input type="text"/>
<input type="radio"/> Adjustment Voucher No.	<input type="text"/>		
Voucher Status	<input type="text" value="ALL"/>		
Format	<input type="text" value="PDF"/>		

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

▼ Sales & Stock

- Setup
- Maintenance
- Pre-Year End
- Year End
- Enquiry
- Report

Step 6. Enter the print criteria

Generate Report

[S-FSS10-02A] FMP > Sales & Stock > Report

Voucher List for Purchase of Stock (Group by Voucher) (R-F) Built-in Template

Please Input The Print Criteria

Original Voucher Date To
(DD/MM/YYYY)

Original Voucher No. To

Adjustment Voucher No.

Voucher Status

Format

Two ways to generate reports:

Option 1: Generate report in a preview pop-up window

Option 2: Generate and store the report in Report Management - Repository.

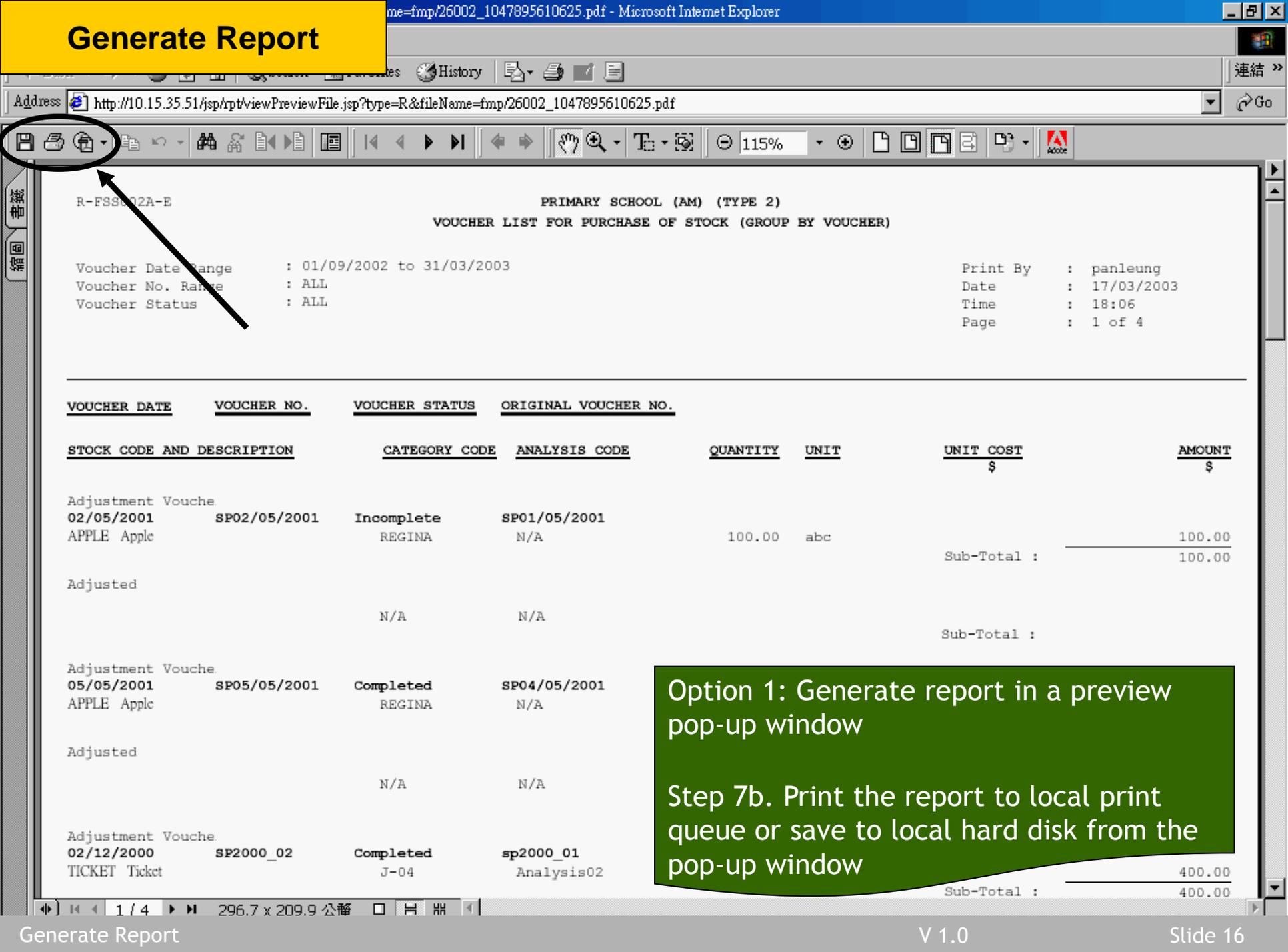
▼ Sales & Stock

- Setup
- Maintenance
- Pre-Year End
- Year End
- Enquiry
- Report

Option 1: Generate report in a preview pop-up window

Step 7a. Click [Preview & Print] button

Generate Report



Option 1: Generate report in a preview pop-up window

Step 7b. Print the report to local print queue or save to local hard disk from the pop-up window

Generate Report

[S-FSS10-02A] FMP > Sales & Stock > Report

Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E):- Built-in Template

Please Input The Print Criteria

Original Voucher Date
(DDMM/YYYY)

Original Voucher No. To

Adjustment Voucher No.

Voucher Status

Format

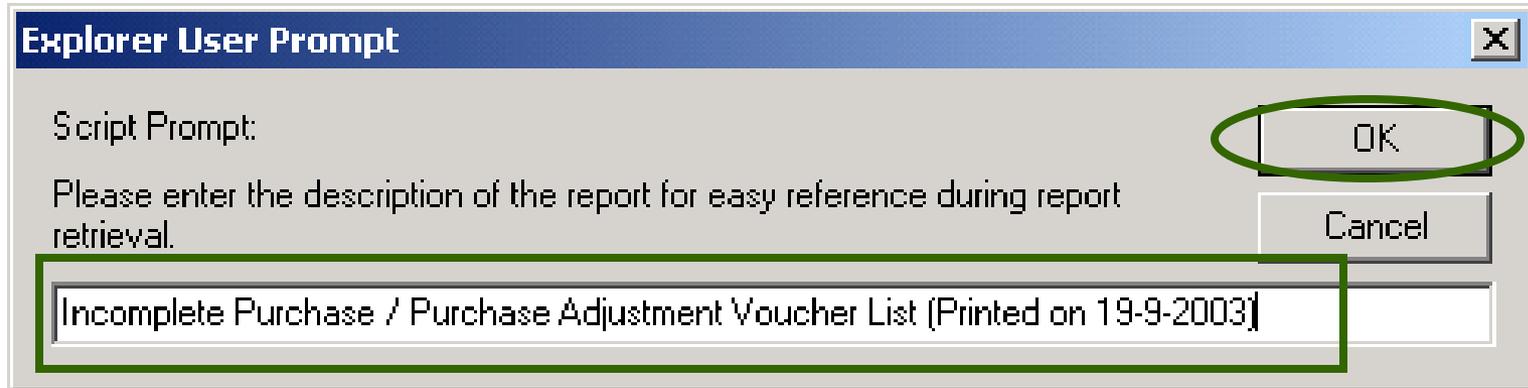
▼ Sales & Stock

- Setup
- Maintenance
- Pre-Year End
- Year End
- Enquiry
- Report

Option 2: Generate and store the report in Report Management - Repository.

Step 7a. Click [To File] button

Generate Report



Option 2: Generate and store the report in Report Management - Repository.

Step 7b. Fill in the report description in the pop-up dialog box

Step 7c. Click [OK] button

Generate Report

(AM)

User: fmpSAs Last Login: 30/09/2003 14:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

2 October 2003 11:37

[S-FSS10-02A] [FMP](#) > [Sales & Stock](#) > [Report](#)

Report has been submitted for generation. Please go to the ["Repository" function of "Report Management" module](#) to view the generated report.

Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E):- Built-in Template

Please input the print criteria.

Original Voucher Date To
(DD/MM/YYYY)

Original Voucher No.

Adjustment Voucher No.

Voucher Status

Format

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

Option 2: Generate and store the report in Report Management - Repository.

Step 7d. User can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later

Generate Report

List of reports generated under Report Management - Repository

(AM) User: fmpSAs Last [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 27 October 2003 18:01

[S-RPT01-01] [Report Management](#) > [Repository](#)

Module	FMP		
Category	FSS 2 - Voucher List		
Report Name (ID)	Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E)		
Report Description			
Language	<input checked="" type="radio"/> All <input type="radio"/> English <input type="radio"/> Chinese		
Creator			
Creation Date (From)	<input type="text"/>	Creation Date (To)	<input type="text"/>
(DD/MM/YYYY)		(DD/MM/YYYY)	
Status	All		

Search Reset

<input type="checkbox"/>	Report Name (ID)	Report Description	Creator	File	Creation Date	Status
<input type="checkbox"/>	Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E)	Incomplete Purchase / Purchase Adjustment Voucher List (Printed on 19-9-2003)	fmpSAs	PDF 0.0 KB	27/10/2003 18:00:20	In Progress

Delete

* Click on the link of Report Name (ID) to view a Report

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report