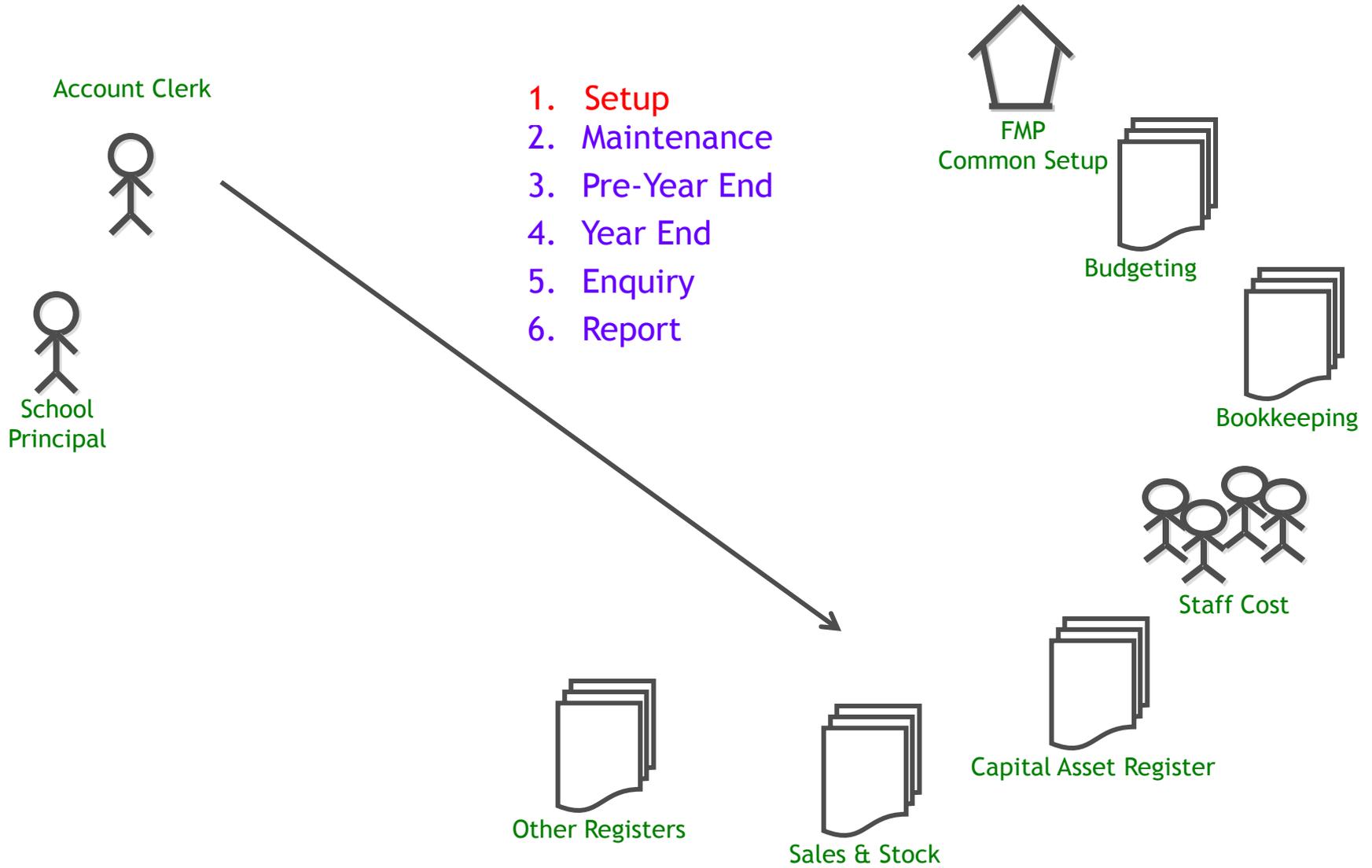


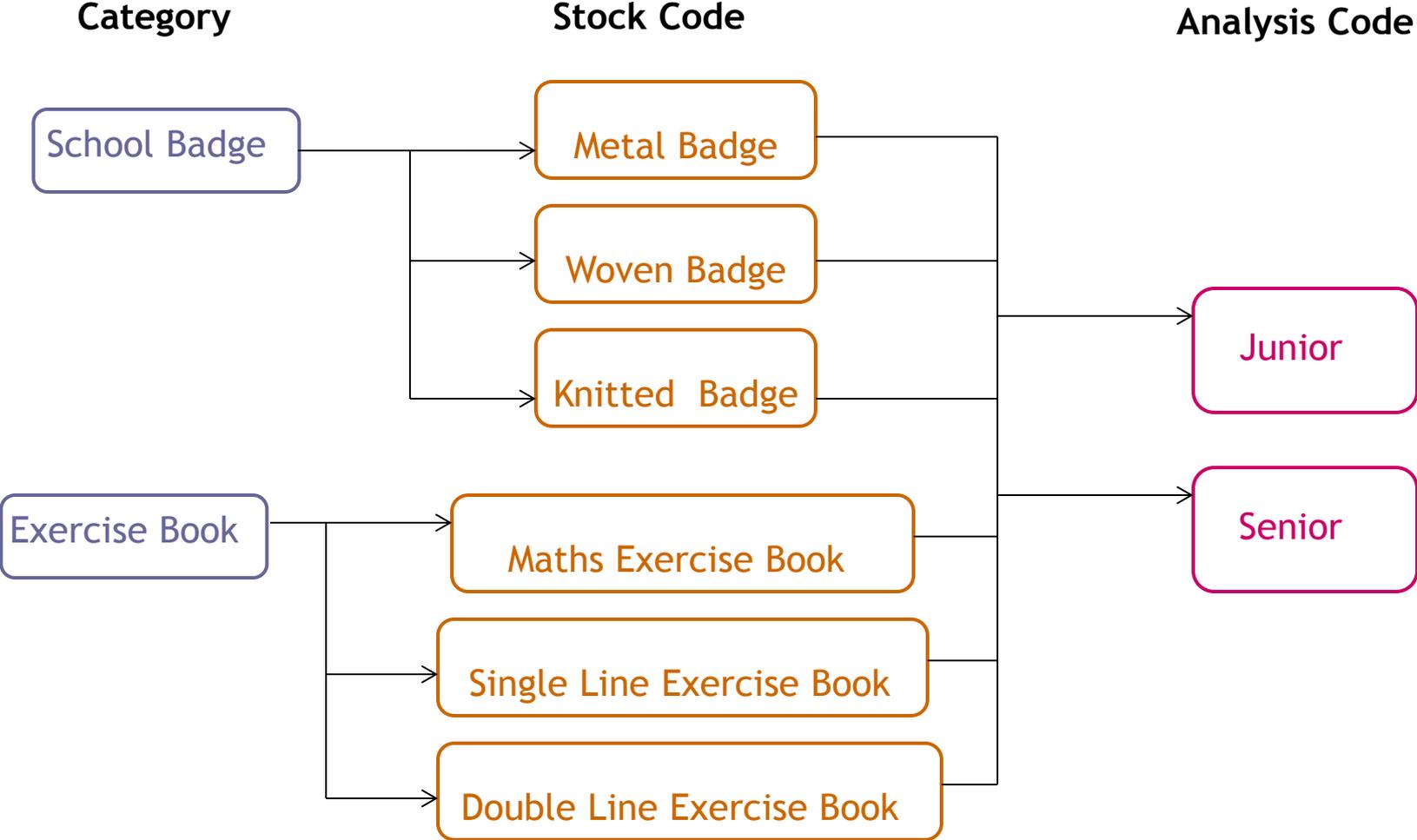
FMP - Sales & Stock



Sales & Stock - Setup

- The Sales and Stock setup function provides the following basic functions for preparation of stock management.
 - Maintain Category
 - Maintain Stock Master
 - Maintain Analysis Code
 - Maintain Costing Method
 - Maintain Default Unit
- Once all setup functions have been done, user can proceed to maintain Stock In Details, Stock Out Details and Write-Off for stock items registered in Purchase / Sales vouchers created in Bookkeeping and Sales and Stock Modules.

Sales & Stocks - An Example



Sales & Stock - Category

- A stock category is used to bundle a group of stock master records with similar nature.
- Every stock code will be categorized under a category to facilitate the filtering of stock master records when performing maintenance of Stock In Details and Stock Out Details.
- If user has converted Stock Category from Stock Ledger of SAMS, please read the following data conversion rule:
 - Ledger Code in SAMS with a '0' inserted after the second digit is converted to Category Code in WebSAMS. For example, SAMS Ledger Code 561 is converted to WebSAMS Ledger Code 5601.

Add Category

- This function allows user to create a new stock category.
- User should create stock category before creating stock master records.
- By default, effective status of all newly created categories will be set to “Active”.
- No duplicated category code is allowed.

Add Category

[S-FSS01-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Category](#)

Category Stock Master Analysis Code Costing Method Default Unit

Category Code

English Description

Chinese Description

 Search  Add  Reset

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

By default, it displays the page of Category

Step 2. Click [Add] button

▼ Sales & Stock

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

Add Category

[S-FSS01-04] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Category](#)

Category	Stock Master	Analysis Code	Costing Method	Default Unit
Category Code	English Description	Chinese Description		
Badge	School Badge	校章		

Step 3. Fill in the fields

Step 4. Click [Save] button

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

Update Category

- This function allows user to update an existing stock category.
- User may change the description and effective status of the category.
- Updated description will appear on all the online screens and newly generated reports after the change.
- Change in effective status will be effective instantly.

[S-FSS01-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Category](#)

[Category](#) [Stock Master](#) [Analysis Code](#) [Costing Method](#) [Default Unit](#)

Category Code

English Description

Chinese Description

 Search  Add  Reset

- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▶ CAR
 - ▼ Sales & Stock
 - Setup

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

By default, it displays the page of Category

Step 2. Enter the search criteria

Step 3. Click [Search] button

[S-FSS01-02] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Category](#)

Category Stock Master Analysis Code Costing Method Default Unit

Category Code

English Description

Chinese Description

 Search  Reset

<input type="checkbox"/>	Category Code	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	BADGE	School Badge	校章	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EXBK	Exercise Book	練習簿	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SS01	SS01	SS01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TT1	TT1	TT1	<input checked="" type="checkbox"/>

 Add  Delete

▼ Sales & Stock

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

Step 4. Click [[Category Code](#)] hyperlink

Update Category

[S-FSS01-03] FMP > Sales & Stock > Setup > Category

Category Stock Master Analysis Code Costing Method Default Unit

Category Code BADGE

English Description School Badge

Chinese Description 校章

Effective Status Active

Save Back

Step 5. Update the fields

Step 6. Click [Save] button

▼ Sales & Stock

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

Delete Category

- This function allows user to delete an existing stock category.
- User is not allowed to delete category, if any stock master record has been categorized under this category.
- Instead of deleting a category, user may consider setting the effective status of the category to “Inactive” if the category is no longer in use.

Delete Category

[S-FSS01-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Category](#)

Category Stock Master Analysis Code Costing Method Default Unit

Category Code

English Description

Chinese Description

 Search  Add  Reset

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

By default, it displays the page of Category

Step 2. Enter the search criteria

Step 3. Click [Search] button

▼ Sales & Stock

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

Delete Category

[S-FSS01-02] FMP > Sales & Stock > Setup > Category

Category Stock Master Analysis Code Costing Method Default Unit

Category Code ALL

English Description

Chinese Description

Search Reset

<input type="checkbox"/>	Category Code	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	BADGE	School Badge	校章	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EXBK	Exercise Book	練習簿	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SS01	SS01	SS01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TT1	TT1	TT1	<input checked="" type="checkbox"/>

Add Delete

Step 4. Select the checkbox(es) next to the [Category Code]

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

Delete Category

[S-FSS01-02] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Category](#)

Category Stock Master Analysis Code Costing Method Default Unit

Category Code

English Description

Chinese Description

Search Reset

<input type="checkbox"/>	Category Code	English Description	Chinese Description	Effective Status
<input checked="" type="checkbox"/>	BADGE	School Badge	校章	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EXBK	Exercise Book	練習簿	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SS01	SS01	SS01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TT1	TT1	TT1	<input checked="" type="checkbox"/>

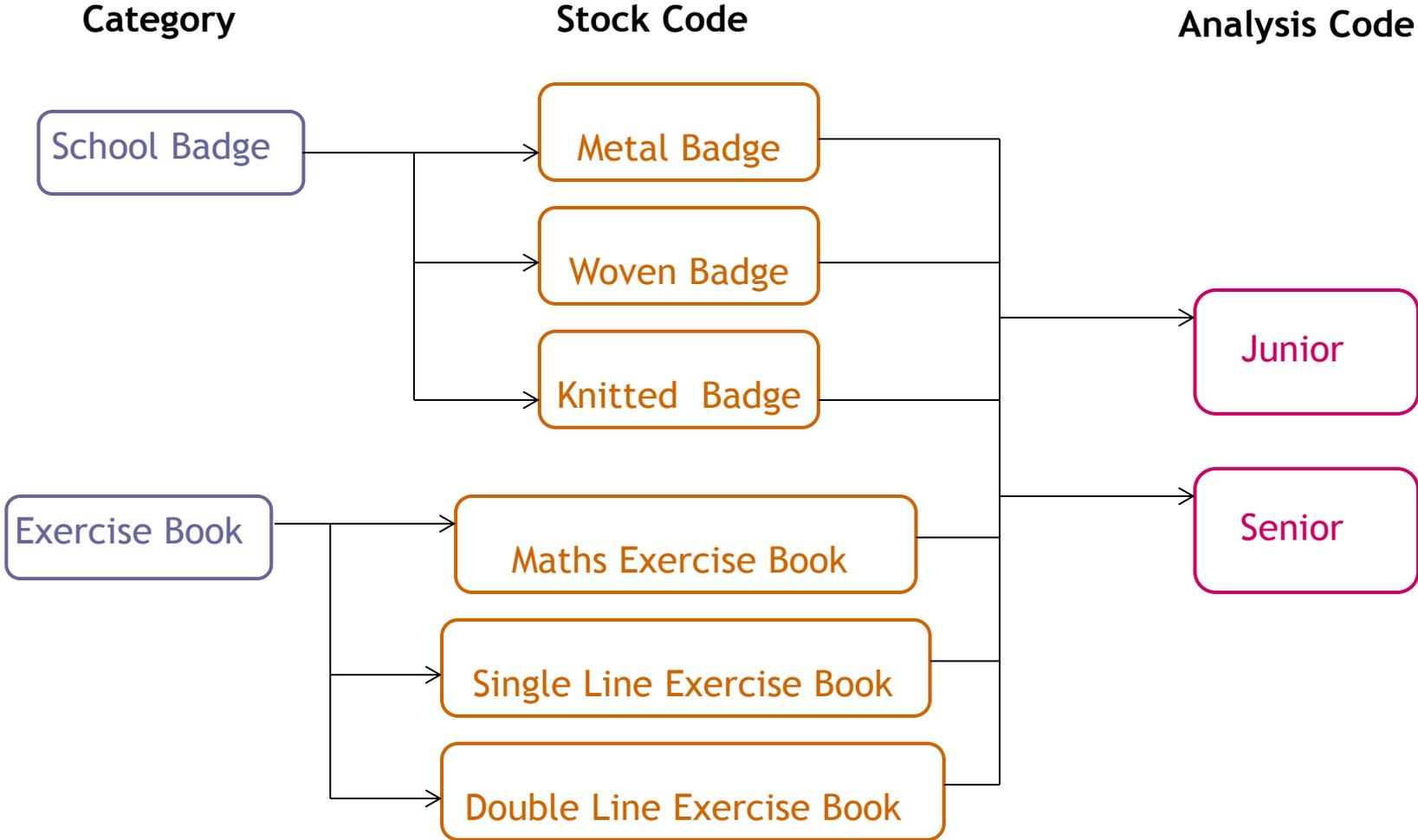
Add Delete

Step 5. Click [Delete] button

Note:

Deleting Category is not allowed, if any stock master record with this stock category exists.

Sales & Stocks - An Example



Sales & Stock - Stock Master

- A stock code is a stock item or goods, which will be categorized under a stock category for stock management.
- Stock code is required to identify the purchase / sales stock item when filling in Stock In / Out Details.
- If user has converted Stock Code from Stock Item of SAMS, please read the following data conversion rule:
 - Stock Item in SAMS is converted to Stock Code in WebSAMS. For example, SAMS Stock Item 001 is converted to WebSAMS Stock Code 001.

Add Stock Master

- This function allows user to create a new stock code.
- User should create stock category before creating stock master records.
- Every stock code will have a base unit. Depending on the value user set in [Sales & Stock] -> [Setup] -> [Default Unit], it will become the default base unit when creating stock code record. User may change the base unit at the time of Stock Code record creation.
- Examples of stock unit include unit, piece, pair, dozen, score and gross.
- No duplicated stock code is allowed.

Add Stock Master

[S-FSS02-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Stock Master](#)

Category	Stock Master	Analysis Code	Costing Method	Default Unit
Stock Code	ALL			
English Description				
Chinese Description				
Category	ALL			

 Search  Add  Reset

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

Step 2. Click [Stock Master] tab

Step 3. Click [Add] button

▼ Sales & Stock

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

Add Stock Master

[S-FSS02-04] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Stock Master](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Stock Code	<input type="text"/>
English Description	<input type="text"/>
Chinese Description	<input type="text"/>
Category	BADGE - School Badge <input type="text"/>
Base Unit	UNIT <input type="text"/>
Effective Status	Active <input type="text"/>

Step 4. Fill in the fields

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

Add Stock Master

[S-FSS02-04] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Stock Master](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Stock Code

English Description

Chinese Description

Category

Base Unit

Effective Status

Step 5. Click [Save] button

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

Update Stock Master

- This function allows user to update an existing stock master record.
- User may change stock code information and effective status of the stock code.
- Updated information will appear on all the online screens and newly generated reports after the change.
- Change in effective status will be effective instantly.

Update Stock Master

[S-FSS02-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Stock Master](#)

Category **Stock Master** Analysis Code Costing Method Default Unit

Stock Code	<input type="text" value="ALL"/>
English Description	<input type="text"/>
Chinese Description	<input type="text"/>
Category	<input type="text" value="ALL"/>

 Search  Add  Reset

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

Step 2. Click [Stock Master] tab

Step 3. Enter the search criteria

Step 4. Click [Search] button

▼ Sales & Stock

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

[S-FSS02-02] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Stock Master](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Stock Code:

English Description:

Chinese Description:

Category:

 Search  Reset

▼ Bottom

<input type="checkbox"/>	Stock Code	English Description	Chinese Description	Category	Effective Status
<input type="checkbox"/>	BADGE1	Woven Badge	梭織校章	BADGE	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00001	Maths Ex Book	格仔簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00002	Single Line Book	單行簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00003	Double Line Book	雙行簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SSS01	SSS01	SSS01	SS01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TT1	TT1	TT1	TT1	<input checked="" type="checkbox"/>

▲ Top

 Add  Delete

Step 5. Click [Stock Code] hyperlink

▼ Sales & Stock

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

[S-FSS02-03] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Stock Master](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Stock Code: BADGE1

English Description: Woven Badge

Chinese Description: 梭織校章

Category: BADGE - School Badge

Base Unit: UNIT

Effective Status: Active

 Save  Back

Step 6. Update the fields

Step 7. Click [Save] button

▼ Sales & Stock

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

Delete Stock Master

- This function allows user to delete an existing stock code.
- Deletion of the stock code is not allowed if any Stock In Details with this stock code exists.
- Instead of deleting a stock code, user may consider setting the effective status of the stock code to “Inactive” if the code is no longer in use.

[S-FSS02-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Stock Master](#)

Category	Stock Master	Analysis Code	Costing Method	Default Unit
Stock Code	ALL			
English Description				
Chinese Description				
Category	ALL			

 Search  Add  Reset

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

Step 2. Click [Stock Master] tab

Step 3. Enter the search criteria

Step 4. Click [Search] button

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

[S-FSS02-02] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Stock Master](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Stock Code:

English Description:

Chinese Description:

Category:

Search Reset

▼ Bottom

<input type="checkbox"/>	Stock Code	English Description	Chinese Description	Category	Effective Status
<input type="checkbox"/>	BADGE1	Woven Badge	梭織校章	BADGE	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00001	Maths Ex Book	格仔簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00002	Single Line Book	單行簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00003	Double Line Book	雙行簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SSS01	SSS01	SSS01	SS01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TT1	TT1	TT1	TT1	<input checked="" type="checkbox"/>

▲ Top

Add Delete

Step 5. Select the checkbox(es) next to the [Stock Code]

Delete Stock Master

[S-FSS02-02] FMP > Sales & Stock > Setup > Stock Master

Category Stock Master Analysis Code Costing Method Default Unit

Stock Code

English Description

Chinese Description

Category

 Search  Reset

Bottom

<input type="checkbox"/>	Stock Code▲	English Description	Chinese Description	Category	Effective Status
<input checked="" type="checkbox"/>	BADGE1	Woven Badge	梭織校章	BADGE	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00001	Maths Ex Book	格仔簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00002	Single Line Book	單行簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EB00003	Double Line Book	雙行簿	EXBK	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SSS01	SSS01	SSS01	SS01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TT11	TT11			

 Add  Delete

Step 6. Click [Delete] button

Note:

Deleting stock code is not allowed, if any Stock In Details with this stock code exists.

Sales & Stock - Analysis Code

- An analysis code is used to characterize stock master records and facilitate user to fine tune the searching criteria in all online enquiry and reports.
- It is optional for user to use analysis code.

Add Analysis Code

- This function allows user to create a new analysis code.
- By default, effective status of all newly created analysis codes will be set to “Active”.
- No duplicated analysis code record is allowed.

Add Analysis Code

[S-FSS01-05] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Analysis Code](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Analysis Code	<input type="text" value="ALL"/>
English Description	<input type="text"/>
Chinese Description	<input type="text"/>

 Search  Add  Reset

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

Step 2. Click [Analysis Code] tab

Step 3. Click [Add] button

▼ Sales & Stock

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

Add Analysis Code

[S-FSS01-08] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Analysis Code](#)

Category	Stock Master	Analysis Code	Costing Method	Default Unit
Analysis Code	English Description	Chinese Description		
JUNIOR	Junior (F.1 - F.3)	初中 (中一至中三)		

 Save  Back

Step 4. Fill in the fields

Step 5. Click [Save] button

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

Update Analysis Code

- This function allows user to update an existing analysis code.
- User may change the description and effective status of the analysis code.
- Updated description will appear on all the online screens and newly generated reports after the change.
- Change in effective status will be effective instantly.

[S-FSS01-05] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Analysis Code](#)

[Category](#) [Stock Master](#) [Analysis Code](#) [Costing Method](#) [Default Unit](#)

Analysis Code	<input type="text" value="ALL"/>
English Description	<input type="text"/>
Chinese Description	<input type="text"/>



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

Step 2. Click [Analysis Code] tab

Step 3. Enter the search criteria

Step 4. Click [Search] button

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

[S-FSS01-06] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Analysis Code](#)

[Category](#) [Stock Master](#) [Analysis Code](#) [Costing Method](#) [Default Unit](#)

Analysis Code	<input type="text" value="ALL"/>
English Description	<input type="text"/>
Chinese Description	<input type="text"/>

 Search  Reset

<input type="checkbox"/>	Analysis Code ▲	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	AS01	AS01	AS01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	JUNIOR	Junior Form (F. 1 - F. 3)	初中 (中一至中三)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MATRI	Matriculaion Class (F. 6 - F. 7)	預料 (中六至中七)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SENIOR	Senior Form (F. 4 - F. 5)	高中 (中四至中五)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TEST1	test1	test1	<input type="checkbox"/>

 Add  Delete

Step 5. Click [\[Analysis Code\]](#) hyperlink

▼ Sales & Stock

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

[S-FSS01-07] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Analysis Code](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Analysis Code JUNIOR

English Description Junior Form (F. 1 - F. 3)

Chinese Description 初中 (中一至中三)

Effective Status Active

Step 6. Update the fields

Step 7. Click [Save] button

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

Delete Analysis Code

- This function allows user to delete an existing analysis code.
- User is not allowed to delete analysis code, if any stock master record with this analysis code exists in Stock In Details.
- Instead of deleting an analysis code, user may consider setting the effective status of the analysis code to “Inactive” if the code is no longer in use.

Delete Analysis Code

[S-FSS01-05] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Analysis Code](#)

[Category](#) [Stock Master](#) [Analysis Code](#) [Costing Method](#) [Default Unit](#)

Analysis Code	<input type="text" value="ALL"/>
English Description	<input type="text"/>
Chinese Description	<input type="text"/>

 Search  Add  Reset

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

Step 2. Click [Analysis Code] tab

Step 3. Click [Search] button

▼ Sales & Stock

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

Delete Analysis Code

[S-FSS01-06] FMP > Sales & Stock > Setup > Analysis Code

Category Stock Master Analysis Code Costing Method Default Unit

Analysis Code

English Description

Chinese Description

Search Reset

<input type="checkbox"/>	Analysis Code ▲	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	AS01	AS01	AS01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	JUNIOR	Junior Form (F. 1 - F. 3)	初中 (中一至中三)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MATRI	Matriculaion Class (F. 6 - F. 7)	預料 (中六至中七)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SENIOR	Senior Form (F. 4 - F. 5)	高中 (中四至中五)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TEST1	test1	test1	<input type="checkbox"/>

Add Delete

Step 4. Select the checkbox(es) next to the [Analysis Code]

▼ Sales & Stock

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

Delete Analysis Code

[S-FSS01-06] FMP > Sales & Stock > Setup > Analysis Code

Category Stock Master Analysis Code Costing Method Default Unit

Analysis Code

English Description

Chinese Description

 Search  Reset

<input type="checkbox"/>	Analysis Code ▲	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	AS01	AS01	AS01	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	JUNIOR	Junior Form (F. 1 - F. 3)	初中 (中一至中三)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MATRI	Matriculaion Class (F. 6 - F. 7)	預料 (中六至中七)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SENIOR	Senior Form (F. 4 - F. 5)	高中 (中四至中五)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TEST1	test1	test1	<input type="checkbox"/>

 Add  Delete

Step 5. Click [Delete] button

Note:

Deleting Analysis Code is not allowed, if any Stock In Details with this analysis code exists.

▼ Sales & Stock

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

Sales & Stock - Costing Method

- This function allows user to select a default costing method for the sales and stock activity on any accounting years created in the system.
- Specified costing method will be applied to all sales and stock activities as default value to compute the profit and loss of all the sales and stock activities for that particular accounting year.

Costing Method

3 methods available in the system:-

- First In First Out - FIFO (Default)
- Last In First Out - LIFO
- Weighted Average
- Setup must be performed yearly, otherwise, FIFO will be taken as selected for the new year.

Costing Method - First In First Out

Date of Purchase	Quantity	Unit Cost		Quantity Out
01/09/2003	1000pcs	\$10	→	1000pcs
15/09/2003	500pcs	\$12	→	200pcs

Date of Sale	Quantity	Unit Selling Price	Unit Cost	Profit
16/09/2003	1200pcs	\$15	\$10	\$5000
			\$12	\$600

Costing Method - Last In First Out

Date of Purchase	Quantity	Unit Cost		Quantity Out
01/09/2003	1000pcs	\$10	→	700pcs
15/09/2003	500pcs	\$12	→	500pcs

Date of Sale	Quantity	Unit Selling Price	Unit Cost	Profit
16/09/2003	1200pcs	\$15	\$10	\$3500
			\$12	\$1500

Costing Method - Weighted Average

Date of Purchase	Quantity	Unit Cost	Quantity Out
01/09/2003	1000pcs	\$10	
15/09/2003	500pcs	\$12	
Total:	1500pcs		1200pcs



Weighted Average Cost: $\$(10 \times 1000 + 12 \times 500) / 1500 = \10.67

Date of Sale	Quantity	Unit Selling Price	Unit Cost	Profit
16/09/2003	1200pcs	\$15	\$10.67	\$5200

[S-FSS03-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Default Costing Method](#)

[Category](#) [Stock Master](#) [Analysis Code](#) [Costing Method](#) [Default Unit](#)

Accounting Year (YYYY/YYYY)

To

 Search  Reset

▼ Sales & Stock

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

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

Step 2. Click [Costing Method] tab

Step 3. Enter the Accounting Year

[S-FSS03-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Default Costing Method](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Accounting Year (YYYY/YYYY)

To



Step 4. Click [Search] button

▼ Sales & Stock

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

Maintain Costing Method

[S-FSS03-02] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Default Costing Method](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Accounting Year (YYYY/YYYY) To

 Search  Reset

Accounting Year (YYYY/YYYY)	Costing Method
2001/2002	First In First Out
2002/2003	<input type="text" value="First In First Out"/>

 Save

By default, the costing method is First In First Out

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

Maintain Costing Method

[S-FSS03-02] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Default Costing Method](#)

Category Stock Master Analysis Code **Costing Method** Default Unit

Accounting Year (YYYY/YYYY) 2001/2002 To 2002/2003

Search Reset

Accounting Year (YYYY/YYYY)	Costing Method
2001/2002	First In First Out
2002/2003	<div style="border: 1px solid black; padding: 2px;"> First In First Out ▾ First In First Out Last In First Out Weighted Average </div>

Save

Step 5. Click to change the Costing Method

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

Maintain Costing Method

[S-FSS03-02] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Default Costing Method](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Accounting Year (YYYY/YYYY) To

 Search  Reset

Accounting Year (YYYY/YYYY)	Costing Method
2001/2002	First In First Out
2002/2003	Last In First Out <input type="text"/>

 Save

Step 6. Click [Save] button

▼ Sales & Stock

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

Sales & Stock - Default Unit

- Default unit is the base unit for the creation of stock code.
- User may change the base unit when creating stock code.

Maintain Default Unit

[S-FSS04-01] [FMP](#) > [Sales & Stock](#) > [Setup](#) > [Default Unit](#)

Category **Stock Master** **Analysis Code** **Costing Method** **Default Unit**

Default Unit

 Save

▼ Sales & Stock

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

Step 1. Click [Sales & Stock] → [Setup] from the left menu.
Step 2. Click [Default Unit] tab

[S-FSS04-01] FMP > Sales & Stock > Setup > Default Unit

Category Stock Master Analysis Code Costing Method Default Unit

Default Unit

piece

Save

Step 3. Enter the new Default Unit

Step 4. Click [Save] button

Press
ESCAPE
to return

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