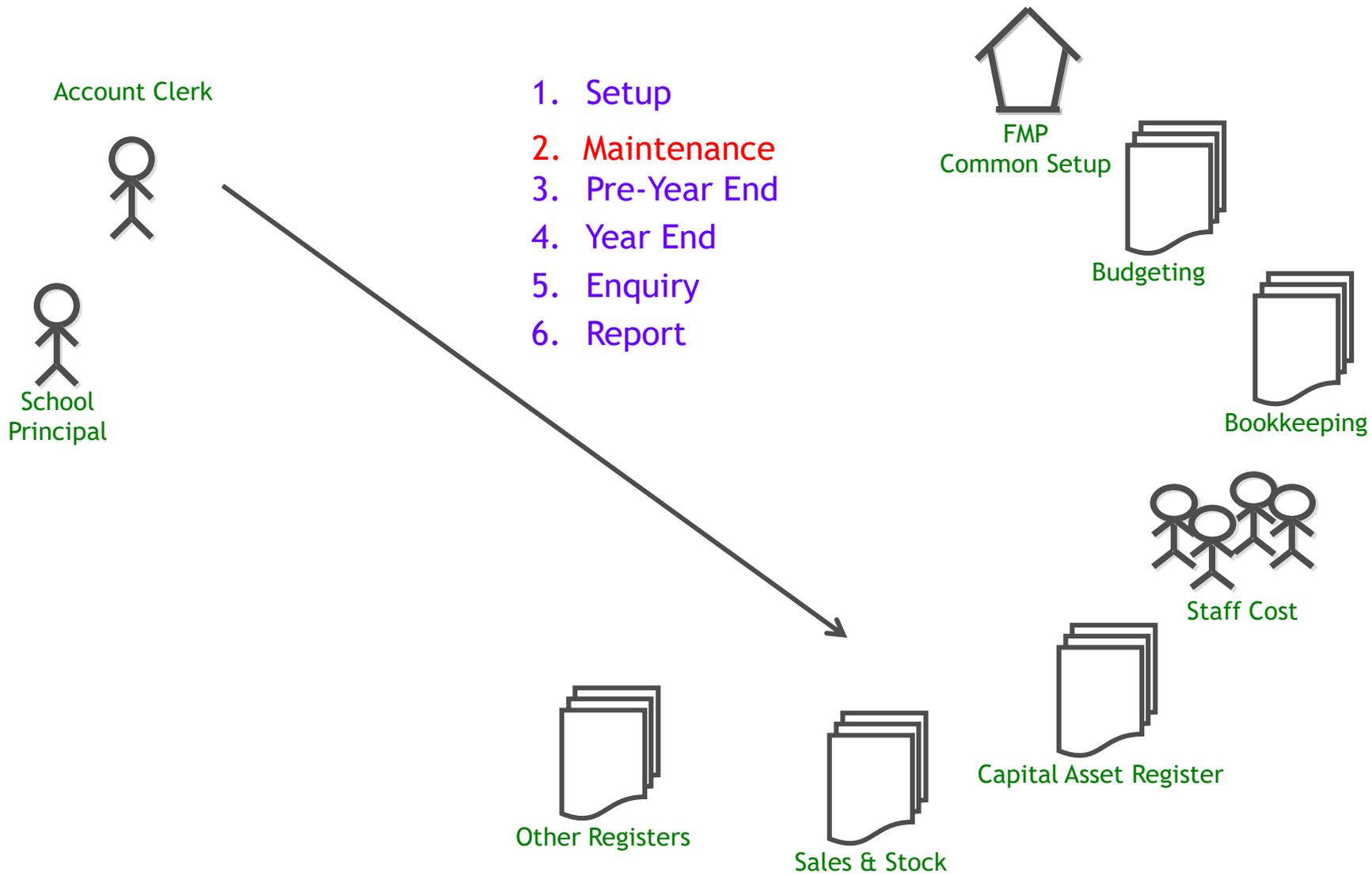


# FMP - Sales & Stock



# Sales & Stock - Maintenance

- The Sales and Stock Maintenance function provides effective tools for stock management once all setup functions have been done.
- User can maintain Purchase and Sales Vouchers, which will be used to register stock items in Stock In / Out Details.
- Stock In Details is used for recording all the purchase of stocks on Purchase Voucher; whilst Stock Out Details is used for recording all the sales of stocks on Sales Voucher.
- Functions are also provided for user to maintain write-off stocks.

## 2 Ways to prepare purchase vouchers

- a) Create in Sales and Stock Module
  - If Bookkeeping Module is not used, user should create all purchase vouchers in Sales and Stock Module.
  
- b) Create in Bookkeeping Module
  - Voucher must be posted and this voucher information will then be transmitted to Sales and Stock Module.

## (a) Purchase Voucher - Create in Sales & Stock Module

- Purchase voucher created under Sales and Stock Module contains Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars, Quotation/Tender Number and Voucher Amount.
- Voucher created in Sales and Stock Module cannot be retrieved in Bookkeeping Module.
- Voucher posting is not required since no account detail is captured in the voucher.
- Depending on the setup of the selected voucher type, user can either manually input voucher number or adopt the system auto-generate number.

# (a) Purchase Voucher – Create in Sales and Stock Module

[S-FSS07-01] FMP > Sales & Stock > Maintenance > Purchase Voucher

**Purchase Voucher** Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY)   To

Voucher No.  To

Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number  To

Stock Code

Category Code

Analysis Code

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

By default, it displays the page of Purchase Voucher

Step 2. Click [Add] button

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

# (a) Purchase Voucher – Create in Sales and Stock Module

[S-FSS07-04] FMP > Sales & Stock > Maintenance > Purchase Voucher

**Purchase Voucher** Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Add Purchase Voucher

Accounting Month (MM/YYYY)	09/2002
Voucher Type	(SP) Stock Purchase voucher
Voucher No.	Auto
Voucher Date (DD/MM/YYYY)	<input type="text"/> 
Voucher Particulars	<input type="text"/>
Quotation/Tender Number	<input type="text"/>
Voucher Amount	\$ 0.00

Type in the Voucher Date directly or select date by clicking calendar icon

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>  
Note 2: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please use same voucher number will not be duplicated in future.

Step 3. Fill in the fields  
Step 4. Click [Add] button

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

## (b) Purchase Voucher – Create in Bookkeeping Module

- Bookkeeping
  - Payment Voucher
  - Receipt Voucher
  - Journal Voucher
  - Petty Cash Voucher
  - Cheque Printing
  - Voucher Posting
  - Month End
  - Pre-Year End
  - Year End
  - Bank Reconciliation
  - Report

[S-FBK01-02] FMP - Bookkeeping - Voucher Posting  
1 Record(s) posted successfully.  
Please go to FMP > Sales & Stocks module to proceed S&S Voucher.

Voucher Type: Payment Voucher

Voucher No.: ALL To: ALL

Voucher Date (DD/MM/YYYY): [ ] To: [ ]

After voucher is posted, the voucher will be transmitted to Sales and Stock Module. User has to enter Stock In Details in Sales and Stock Module.

# Add Purchase Voucher

[S-FSS07-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 02/09/2004 To 01/10/2004

Voucher No. To

Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Stock Code All

Category Code All

Analysis Code

Both vouchers created in Sales and Stock and Bookkeeping Modules can be captured.

<input type="checkbox"/>	Voucher No.	Original Voucher No.			Total Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SP092004-002</a>	-		02/09/2004	270.00	270.00 Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-003</a>	-	stock purchase - FIFO	04/09/2004	480.00	480.00 Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-004</a>	-	stock purchase - FIFO	06/09/2004	3,400.00	3,400.00 Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-005</a>	-	stock purchase - FIFO	07/09/2004	50.00	50.00 Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-006</a>	-	PURCHASE STOCK ADJUSTMENT VOUCHER	12/09/2004	1,000.00	0.00 Sales & Stock	<input type="checkbox"/>

## Update Purchase Voucher

- This function allows user to amend the Voucher Date, Voucher Particulars, Quotation/Tender Number and Voucher Amount of an incomplete unclassified purchase voucher created in Sales and Stock Module.
- Update of purchase voucher created in Bookkeeping Module is not allowed.
- User can fill in Stock In Details only if the voucher is in “Incomplete” status.

# Update Purchase Voucher

[S-FSS07-01] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY)	<input type="text"/>	To	<input type="text"/>
Voucher No.	<input type="text"/>	To	<input type="text"/>
<input type="checkbox"/> Search Voucher(s) with Quotation/Tender Number Only			
Quotation/Tender Number	<input type="text"/>	To	<input type="text"/>
Stock Code	All		
Category Code	All		
Analysis Code	All		

 Search  Add  Reset

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

By default, it displays the page of Purchase Voucher

Step 2. Enter the search criteria

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

[S-FSS07-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Purchase Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY)   To  

Voucher No.  To

Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number  To

Stock Code

Category Code

Analysis Code

 **Search**  **Add**  **Reset**

Step 3. Click [Search] button

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

# Update Purchase Voucher

[S-FSS07-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Purchase Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY)  To

Voucher No.  To

Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number  To

Stock Code

Category Code

Analysis Code

Search Add Reset

Step 4. Click [Voucher No.] hyperlink

<input type="checkbox"/>	<u>Voucher No.</u>	Original Voucher No.	Voucher Particulars	<u>Voucher Date (DD/MM/YYYY)</u>	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SP092004-002</a>	-	stock purchase - FIFO	02/09/2004	270.00	270.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-003</a>	-	stock purchase - FIFO	04/09/2004	480.00	480.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-004</a>	-	stock purchase - FIFO	06/09/2004	3,400.00	3,400.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-005</a>	-	stock purchase - FIFO	07/09/2004	50.00	50.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-006</a>	-	PURCHASE STOCK ADJUSTMENT VOUCHER	12/09/2004	1,000.00	0.00	Sales & Stock	<input type="checkbox"/>

Delete

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

# Update Purchase Voucher

[S-FSS07-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Purchase Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Update Purchase voucher

Accounting Month (MM/YYYY)	09/2004
Voucher Type	Stock Purchase voucher
Voucher No.	SP092004-006
Voucher Date (DD/MM/YYYY)	<input type="text" value="11/09/2004"/> 
Voucher Particulars	<input type="text" value="PURCHASE STOCK ADJUSTMENT VOUCHER"/>
Quotation/Tender Number	<input type="text"/>
Voucher Amount	\$ <input type="text" value="1000.00"/>
Completed	<input type="checkbox"/>

 Save

 Back

Step 5. Update the fields

Step 6. Click [Save] button

▼ Sales & Stock

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

## Delete Purchase Voucher

- This function allows user to delete unclassified purchase vouchers created in Sales and Stock Module.
- The selection box in front of the voucher no. will be disabled under the following conditions and no deletion is allowed:
  - a. This voucher is created in Bookkeeping Module.
  - b. The voucher grouping of this voucher is “Original” or “Adjustment”.

# Delete Purchase Voucher

[S-FSS07-01] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY)	<input type="text"/>	To	<input type="text"/>
Voucher No.	<input type="text"/>	To	<input type="text"/>
<input type="checkbox"/> Search Voucher(s) with Quotation/Tender Number Only			
Quotation/Tender Number	<input type="text"/>	To	<input type="text"/>
Stock Code	<input type="text" value="All"/>		
Category Code	<input type="text" value="All"/>		
Analysis Code	<input type="text" value="All"/>		

 Search  Add  Reset

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

By default, it displays the page of Purchase Voucher

Step 2. Enter the search criteria

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

# Delete Purchase Voucher

[S-FSS07-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Purchase Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY)   To  

Voucher No.  To

Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number  To

Stock Code

Category Code

Analysis Code

 Search

 Add

 Reset

Step 3. Click [Search] button

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

## Delete Purchase Voucher

[S-FSS07-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 02/09/2004 To 01/10/2004

Voucher No.  To  Search Voucher(s) with Quotation/Tender Number OnlyQuotation/Tender Number 

Stock Code All

Category Code All

Analysis Code All

Search Add Reset

Step 4. Select the checkbox(es) next to the [Voucher No.]

<input type="checkbox"/>	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	P092004-002	-	stock purchase - FIFO	02/09/2004	270.00	270.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	P092004-003	-	stock purchase - FIFO	04/09/2004	480.00	480.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	P092004-004	-	stock purchase - FIFO	06/09/2004	3,400.00	3,400.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	P092004-005	-	stock purchase - FIFO	07/09/2004	50.00	50.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	P092004-006	-	PURCHASE STOCK ADJUSTMENT VOUCHER	12/09/2004	1,000.00	0.00	Sales & Stock	<input type="checkbox"/>

Delete

## Sales &amp; Stock

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

# Delete Purchase Voucher

[S-FSS07-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Purchase Voucher](#)

- Purchase Voucher
- Stock In Details
- Sales Voucher
- Stock Out Details
- Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY)  To

Voucher No.  To

Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number  To

Stock Code

Category Code

Analysis Code

- Search
- Add
- Reset

▼ Bottom

<input type="checkbox"/>	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date	Voucher Amount	Total Entered Amount	Generated From	Complete
<input type="checkbox"/>	<a href="#">SP092003-002</a>	-	stock purchase -					
<input type="checkbox"/>	<a href="#">SP092003-003</a>	-	stock purchase -					
<input type="checkbox"/>	<a href="#">SP092003-004</a>	-	stock purchase -					
<input type="checkbox"/>	<a href="#">SP092003-005</a>	-	stock purchase -					
<input type="checkbox"/>	<a href="#">SP092004-001</a>	-	stock purchase -					
<input type="checkbox"/>	<a href="#">SP092004-002</a>	-	stock purchase -					
<input type="checkbox"/>	<a href="#">SP092004-003</a>	-	stock purchase -					
<input type="checkbox"/>	<a href="#">SP092004-004</a>	-	stock purchase -			3,400.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-005</a>	-	stock purchase - FIFO	07/09/2004	50.00	50.00	Bookkeeping	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">SP092004-006</a>	-	PURCHASE STOCK ADJUSTMENT VOUCHER	12/09/2004	1,000.00	0.00	Sales & Stock	<input type="checkbox"/>

Step 5. Click [Delete] button

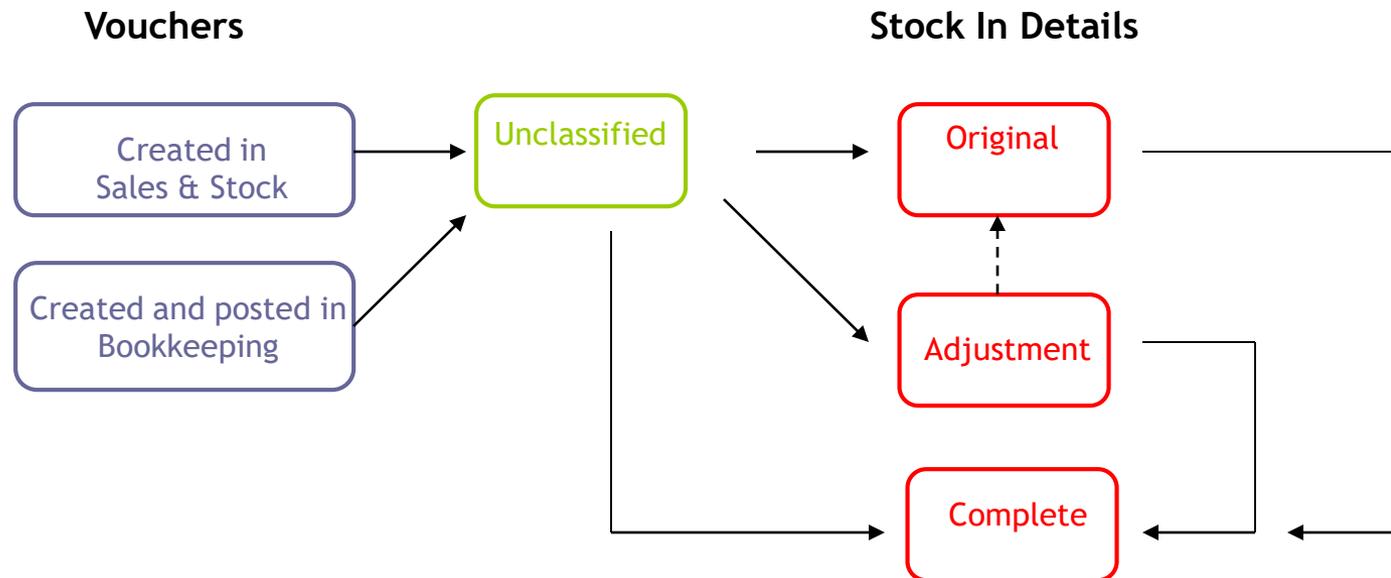
Note: Voucher number cannot be re-used. User can print the list of deleted voucher from the List of Deleted Voucher Report (R-FSS016).



▲ Top

## Notes: Voucher Concept

- After creating a Purchase Voucher, the voucher will become an unclassified voucher. The voucher needs to be classified as an original voucher or an adjustment voucher. For Adjustment Voucher, voucher no. of related completed original purchase voucher has to be linked to that adjustment voucher for reference.



[S-FSS05-01] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Stock In Details

Purchase Voucher **Stock In Details** Sales Voucher Stock Out Details Write-Off Stock

## Unclassified Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-01</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	10/09/2001	273.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SP0901-007</a>	Woven School Badge	30/09/2001	5,000.00	Sales & Stock

## Original Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-02</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	14/09/2001	460.00	460.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SP09/2001-04</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	273.00	200.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP09/2001-05</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	14/09/2001	460.00	460.00	Sales & Stock

## Purchase Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars
<input type="checkbox"/>	<a href="#">SP10/2001-01</a>	SP09/2001-06	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK
<input type="checkbox"/>	<a href="#">SP10/2001-04</a>	SP09/2001-03	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING

Complete

Import

## Voucher Groupings of Purchase Voucher

There are 3 types of purchase vouchers:

1. Unclassified Purchase Voucher
2. Original Purchase Voucher
3. Purchase Adjustment Voucher

The vouchers can be generated from either **Bookkeeping Module** or **Sales & Stock Module**

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

## Classification of Unclassified Voucher to Original Purchase Voucher

- This function allows user to classify an unclassified purchase voucher to an original purchase voucher, and register stock items to Stock In Details.
- For purchase voucher newly created in Sales and Stock Module or voucher newly transmitted from Bookkeeping Module, it will be set to “Incomplete” and appeared as Voucher Grouping “Unclassified” in Stock In Details. User should fill in Stock In Details for this voucher.

# Maintain Stock In Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 14:57

[S-FSS05-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Unclassified Purchase Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP-03</a>	sp03	03/09/2002	40,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP0005</a>	00/05	05/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP0709-00001</a>	Voucher Date Testing	11/09/2007	10.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP091</a>	1	01/09/2002	1.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP093</a>	1	01/09/2002	1.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP111</a>	99	09/09/2002	9.00	Sales & Stock

## Original Purchase Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SI00001</a>	Voucher with Prefix SJ by Jason	01/09/2002	10,000.00	100.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP-001</a>	Testing	14/09/2008	10,000.00	470.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP-002</a>	Te				
<input type="checkbox"/>	<a href="#">SP-01</a>	sp0				
<input type="checkbox"/>	<a href="#">SP0001</a>	00				
<input type="checkbox"/>	<a href="#">SP0003</a>	00				
<input type="checkbox"/>	<a href="#">SP0006</a>	00				
<input type="checkbox"/>	<a href="#">SP0001</a>	00				
<input type="checkbox"/>	<a href="#">SP0003</a>	00				
<input type="checkbox"/>	<a href="#">SP0003</a>	00			300.00	Sales & Stock

Step 1. Click [Sales & Stock] -> [Maintenance] from left menu

Step 2. Click [Stock In Details] tab

Step 3. Click [Voucher No.] hyperlink

# Maintain Stock In Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 14:58

[S-FSS05-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Purchase Stock

Voucher Date (DDMMYYYY)	05/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SP0005	Entered Amount	\$0.00
Voucher Particulars	0005	Original Voucher No.	<input type="text"/>
Voucher Grouping	<input type="text" value="Original Voucher"/>	<input type="button" value="Search"/>	

## Item Details

Category Code	<input type="text" value="ALL"/>	Quantity	<input type="text"/>
Stock Code	<input type="text" value="ABCEDFGXYZ - ABCEDFGXYZ"/>	Unit	UNIT
Description	ABCEDFGXYZ	Unit Cost	
Analysis Code	<input type="text" value="N/A - Not Applicable"/>	Amount	\$ <input type="text"/>
Location	<input type="text" value="N/A - Not Applicable"/>	Remarks	<input type="text"/>

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
----------	------------	-------------------	---------------	----------	----------	------	-----------

No record.

Step 4. Select [Voucher Grouping] as "Original Voucher"

[Voucher Grouping] includes "Original Voucher" or "Adjustment Voucher"

# Maintain Stock In Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 14:59

[S-FSS05-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Purchase Stock

Voucher Date (DDMMYYYY)	05/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SP00/05		
Voucher Particulars	00/05	Entered Amount	\$0.00
Voucher Grouping	Original Voucher		

## Item Details

Category Code	ALL	Quantity	1000
Stock Code	BA00001 - Metal Badge	Unit	UNIT
Description	Metal Badge	Unit Cost	\$2.00
Analysis Code	JUNIOR - Junior Form (F. 1 - F. 3)	Amount	\$ 2000
Location	N/A - Not Applicable	Remarks	

<input type="checkbox"/>	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
--------------------------	----------	------------	-------------------	---------------	----------	----------	------	-----------

No record.

Step 5. Fill in the fields of Item Details

Step 6. Click [Add] button

# Maintain Stock In Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)  
Current School Year: 2002 14 October 2003 15:00

[S-FSS05-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Purchase Stock

Voucher Date (DDMMYYYY)	05/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SP0005		
Voucher Particulars	0005	Entered Amount	\$2,000.00
Voucher Grouping	Original Voucher		

## Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCDEFGXYZ - ABCDEFGXYZ	Unit	UNIT
Description	ABCDEFGXYZ	Unit Cost	
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

<input type="checkbox"/>	Line No.	Stock Code	Stock Description	Amount
<input type="checkbox"/>	1	BA00001	Metal Badge	000.00

Step 7a. To add another item details in this voucher, fill in item details and click [Add] button.

Step 7b. To delete, select the checkbox(es) next to the [Line No.] and click [Delete] button.

# Maintain Stock In Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)  
Current School Year: 2002 14 October 2003 15:00

[S-FSS05-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Purchase Stock

Voucher Date (DDMMYYYY)	05/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SP00005		
Voucher Particulars	00005	Entered Amount	\$2,000.00
Voucher Grouping	Original Voucher		

## Item Details

Category Code	ALL	Quantity	1000.00
Stock Code	BA00001 - Metal Badge	Unit	UNIT
Description	Metal Badge	Unit Cost	\$2.00
Analysis Code	JUNIOR - Junior Form (F. 1 - F. 3)	Amount	\$2000.00
Location	N/A - Not Applicable	Remarks	

<input type="checkbox"/>	Line No.	Stock Code	Stock Description
<input type="checkbox"/>	1	BA00001	Metal Badge

Step 7c. To edit existing item details, click Line No. to view / edit the item details. Detailed information will be displayed in Item Details table. Update the information and click [Edit] button to update the amended item details

# Maintain Stock In Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 15:01

[S-FSS05-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Purchase Stock

Voucher Date (DDMMYYYY)	05/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SP0005		
Voucher Particulars	0005	Entered Amount	\$2,000.00
Voucher Grouping	Original Voucher		

## Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCEDFGXYZ - ABCEDFGXYZ	Unit	UNIT
Description	ABCEDFGXYZ	Unit Cost	\$
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

<input type="checkbox"/>	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
<input type="checkbox"/>	1	BA00001	Metal Badge	JUNIOR	N/A	1,000.00	UNIT	2,000.00

Step 8. Click [Save] button

# Maintain Stock In Details (Input on Screen)

[S-FSS05-01] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Stock In Details

[Purchase Voucher](#)
[Stock In Details](#)
[Sales Voucher](#)
[Stock Out Details](#)
[Write-Off Stock](#)

## Unclassified Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-01</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	10/09/2001	273.00	Bookkeeping

## Original Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-02</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	14/09/2001	460.00	460.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SP09/2001-04</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	273.00	200.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP09/2001-05</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	14/09/2001	460.00	460.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP0901-007</a>	Woven School Badge	30/09/2001	5,000.00	5,000.00	Sales & Stock

## Purchase Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP10/2001-01</a>	SP09/2001-06	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	01/10/2001	755.00	377.20	Sales & Stock
<input type="checkbox"/>	<a href="#">SP10/2001-04</a>	SP09/2001-03	STOCK PURCHASE FROM BOOKKEEPING				

To update an original purchase voucher, click [Voucher No.] hyperlink, the data entry is similar to the process of registering an Original Purchase Voucher

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

## Maintain Stock In Details (Import by Template)

- This feature only allows import of stock in details of purchase vouchers of voucher grouping “Unclassified Voucher” or “Original Voucher”.
- Not applicable to import of stock in details for “Adjustment Voucher”.
- “Unclassified Voucher” will be updated to “Original Voucher” after import of stock in details of the purchase vouchers.
- The imported file format must conform to the format provided by the system.
- The item details which already exist in the system will be overwritten by the item details under the same voucher number of a newly imported file.

# Maintain Stock In Details (Import by Template)

[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher **Stock In Details** Sales Voucher Stock Out Details Write-Off Stock

### Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	SSSS0000005	123456	01/01/2003	1,000.00	Sales & Stock

### Original Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	SS10/11-00001	Mr Tester	04/11/2010	500.00	50.00	Sales & Stock

### Sales Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
<input type="checkbox"/>	SS0000004	SS0000002	123456	01/03/2003	2,000.00	1,000.00	Sales & Stock
<input type="checkbox"/>	SS0000006	SS012003-001	123456	31/01/2003	1,900.00	0.00	Bookkeeping
<input type="checkbox"/>	SS092004-004	SS092004-003	Sales Adjustment Voucher	12/09/2004	5,800.00	4,920.00	Sales & Stock

Complete **Import**

- Step 1. Click [Sales & Stock] -> [Maintenance] from left menu
- Step 2. Click [Stock In Details] tab
- Step 3. Click [Import] button

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

# Maintain Stock In Details (Import by Template)

[S-FSS05-05] FMP > Sales & Stock > Maintenance > Stock In Details

**Please specify the location of file to be upload**

File Name and Path(\*.xls)

\* Import File should be aligned with the template format  
\* Allow import of item details for Unclassified or Original Vouchers only  
\* Not applicable to import item details for Adjustment Vouchers

[Download Stock In Details template](#)

Voucher Amount \$	Generated From
1,000.00	Sales & Stock
1,000.00	Bookkeeping
10.00	Sales & Stock

Entered Amount \$	Generated From
1,000.00	Sales & Stock
0.00	Sales & Stock

Step 4. Click [**Download Stock In Details template**] to download the template.

Step 5. Click [**Browse**] button selected file to be imported.

Step 6. Click [**Confirm**] button. Wait for the system to respond. If the import succeeds, import success message will be shown. Otherwise, modify the file for import according to the error message shown.

## Complete Purchase Voucher

- This function allows user to complete purchase vouchers under the voucher grouping of “Unclassified”, “Original” and “Adjustment”.
- User is recommended to complete a purchase voucher after he/she has finished filling in Stock In Details of that voucher.
- No modification on the Stock In Details is allowed after the voucher has been set to “Completed”.
- Adjustment voucher may be used to adjust the voucher amount and update the Stock In Details of a completed original voucher.
- For year-end closing of an accounting year, all vouchers of that accounting year must be completed.

# Complete Purchase Voucher

[S-FSS05-01] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Stock In Details

Purchase Voucher **Stock In Details** Sales Voucher Stock Out Details Write-Off Stock

## Unclassified Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-01</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	10/09/2001	273.00	Bookkeeping

## Original Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-02</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	14/09/2001	460.00	460.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SP09/2001-04</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	273.00	200.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP09/2001-05</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	14/09/2001	460.00	460.00	Sales & Stock
<input checked="" type="checkbox"/>	<a href="#">SP0901-007</a>	Woven School Badge	30/09/2001	5,000.00	5,000.00	Sales & Stock

## Purchase Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.
<input type="checkbox"/>	<a href="#">SP10/2001-01</a>	SP09/2001-01
<input type="checkbox"/>	<a href="#">SP10/2001-04</a>	SP09/2001-04



Step 1. Click [Sales & Stock] -> [Maintenance] from left menu

Step 2. Click [Stock in Details] tab

Step 3. Select the checkbox(es) next to the [Voucher No.]

Step 4. Click [Complete] button

▼ Sales & Stock

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

# Complete Purchase Voucher

[S-FSS05-01] FMP > Sales & Stock > Maintenance > Stock In Details

Voucher(s) completed successfully.

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Unclassified Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-01</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	10/09/2001	273.00	Bookkeeping

## Original Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-02</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	14/09/2001	460.00	460.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SP09/2001-04</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	273.00	200.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP09/2001-05</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	14/09/2001	460.00	460.00	Sales & Stock

## Purchase Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP10/2001-01</a>	SP09/2001-06	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	01/10/2001	755.00	377.20	Sales & Stock
<input type="checkbox"/>	<a href="#">SP10/2001-04</a>	SP09/2001-03	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	01/10/2001	755.00	377.20	Bookkeeping

[Complete](#) [Import](#)

If a purchase voucher is completed, it will not be shown on this page.

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

## Reverse a Completed Purchase Voucher as Incomplete Purchase Voucher

- This function allows user to set a completed purchase voucher to “Incomplete”.
- By setting a completed purchase voucher to “Incomplete”, user may revise the Stock In Details of the voucher again.
- To incomplete a purchase voucher, the voucher must be either
  - (i) a completed unclassified voucher,
  - (ii) a completed original voucher without adjustment voucher being attached, or
  - (iii) the last completed adjustment voucher of an original voucher.
  - (iv) the stock item under the voucher has not been sold or written off yet.

# Reverse Completed Purchase Voucher

[S-FSS07-01] FMP > Sales & Stock > Maintenance > Purchase Voucher

**Purchase Voucher** Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Search Purchase Voucher

Voucher Date (DD/MM/YYYY)	<input type="text"/>	To	<input type="text"/>
Voucher No.	<input type="text"/>	To	<input type="text"/>
<input type="checkbox"/> Search Voucher(s) with Quotation/Tender Number Only			
Quotation/Tender Number	<input type="text"/>	To	<input type="text"/>
Stock Code	All		
Category Code	All		
Analysis Code	All		

 Search  Add  Reset

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

Step 1. Click [Sales & Stock] -> [Maintenance] from left menu

By default, it displays the page of Purchase Voucher

Step 2. Enter the search criteria

# Reverse Completed Purchase Voucher

[S-FSS07-01] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 02/09/2003 To 01/10/2004

Voucher No. To

Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Stock Code All

Category Code All

Analysis Code All

 Search  Add  Reset

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

Step 3. Click [Search] button

## Reverse Completed Purchase Voucher

[S-FSS07-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 01/09/2001 To 30/10/2001

Voucher No.  To

Stock Code ALL

Category Code ALL

Analysis Code ALL




Step 4. Click [Voucher No.] hyperlink

▼ Bottom

<input type="checkbox"/>	<u>Voucher No.</u>	Original Voucher No.	Voucher Particulars	<u>Voucher Date</u> (DD/MM/YYYY)▲	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SP0901-02</a>	-	Books	01/09/2001	50,000.00	10,000.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP09/2001-01</a>	-	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	10/09/2001	273.00	0.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP09/2001-04</a>	-	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	273.00	200.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP09/2001-02</a>	-	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	14/09/2001	460.00	460.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP09/2001-05</a>	-	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	14/09/2001	460.00	460.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP09/2001-03</a>	-	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	21/09/2001	375.00	377.20	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP09/2001-06</a>	-	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	21/09/2001	375.00	377.20	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP0901-007</a>	-	Woven School Badge	30/09/2001	5,000.00	10,000.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP0901-008</a>	-	Woven School Badge	30/09/2001	2,000.00	2,000.00	Sales & Stock	<input checked="" type="checkbox"/>

# Reverse Completed Purchase Voucher

[S-FSS07-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Purchase Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Update Purchase Voucher

Accounting Month (MM/YYYY)	09/2004
Voucher Type	Stock Purchase voucher
Voucher No.	SP092004-004
Voucher Date (DD/MM/YYYY)	05/09/2004
Voucher Particulars	stock purchase - FIFO
Quotation/Tender Number	
Voucher Amount	\$ 3400.00
Completed	<input checked="" type="checkbox"/>

[Save](#) [Back](#)

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

Step 5. Unselect the Completed status checkbox.

# Reverse Completed Purchase Voucher

[S-FSS07-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Purchase Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Update Purchase Voucher

Accounting Month (MM/YYYY)	09/2004
Voucher Type	Stock Purchase voucher
Voucher No.	SP092004-004
Voucher Date (DD/MM/YYYY)	05/09/2004
Voucher Particulars	stock purchase - FIFO
Quotation/Tender Number	
Voucher Amount	\$ 3400.00
Completed	<input type="checkbox"/>

 Save

 Back

Step 6. Click [Save] button

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

## Reverse Completed Purchase Voucher

[S-FSS07-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 02/09/2004 To 01/10/2004

Voucher No. To

 Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number

Stock Code All

Category Code All

Analysis Code All

The voucher status is incomplete

Search Add Reset

<input type="checkbox"/>	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SP092004-002</a>	-	stock purchase - FIFO	02/09/2004	270.00	270.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-003</a>	-	stock purchase - FIFO	04/09/2004	480.00	480.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-004</a>	-	stock purchase - FIFO	06/09/2004	3,400.00	3,400.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-005</a>	-	stock purchase - FIFO	07/09/2004	50.00	50.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SP092004-006</a>	-	PURCHASE STOCK ADJUSTMENT VOUCHER	12/09/2004	1,000.00	0.00	Sales & Stock	<input type="checkbox"/>

Delete

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

## Classification of Unclassified Voucher to Purchase Adjustment Voucher

- This function allows user to classify an unclassified purchase voucher to a purchase adjustment voucher.
- Adjustment voucher is a voucher which is attached to a completed original voucher for adjustment purpose.
- Adjustment voucher is created when the voucher amount of an original voucher is not enough for registering stock items.
- Adjustment voucher will also be used if user wants to update the Stock In Details of a completed original voucher, since direct updating of a completed original voucher is not allowed.

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher

[S-FSS05-01] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

### Unclassified Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP-03</a>	sp03	03/09/2002	40,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP0005</a>	00/05	05/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP0709-00001</a>	Voucher Date Testing	11/09/2007	10.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP091</a>	1	01/09/2002	1.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP093</a>	1	01/09/2002	1.00	Sales & Stock

### Original Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date	Voucher	Estimated Amount	Generated From
<input type="checkbox"/>	<a href="#">SI00001</a>	Voucher with Prefix SJ by Jason				
<input type="checkbox"/>	<a href="#">SP-001</a>	Testing				
<input type="checkbox"/>	<a href="#">SP-002</a>	Testing				
<input type="checkbox"/>	<a href="#">SP-01</a>	sp01				
<input type="checkbox"/>	<a href="#">SP0001</a>	00/01				
<input type="checkbox"/>	<a href="#">SP0003</a>	00/03				
<input type="checkbox"/>	<a href="#">SP0006</a>	00/06				
<input type="checkbox"/>	<a href="#">SP00001</a>	000/01			1,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP00003</a>	000/03	03/09/2301	10,000.00	300.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP00005</a>	000/05	05/09/2301	100,000.00	300.00	Sales & Stock

Step 1. Click [Sales & Stock] -> [Maintenance] from left menu

Step 2. Click [Stock in Details] tab

Step 3. Click [Voucher No.] hyperlink

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

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher

(AM) User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)  
Current School Year: 2002 14 October 2003 15:20

[S-FSS05-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

**Purchase Voucher** | **Stock In Details** | **Sales Voucher** | **Stock Out Details** | **Write-Off Stock**

### Edit Purchase Stock

Voucher Date (DDMMYYYY)	11/09/2007	Voucher Amount	\$10.00
Voucher No.	SP0709-00001	Entered Amount	\$0.00
Voucher Particulars	Voucher Date Testing	Original Voucher No.	<input type="text"/> <input type="button" value="Search"/>
Voucher Grouping	<input type="text" value="Adjustment Voucher"/>		

### Item Details

Category Code	<input type="text" value="ALL"/>	Quantity	<input type="text"/>
Stock Code	<input type="text" value="ABCEDFGXYZ - ABCEDFGXYZ"/>	Unit	UNIT
Description	ABCEDFGXYZ	Unit Cost	
Analysis Code	<input type="text" value="N/A - Not Applicable"/>	Amount	\$ <input type="text"/>
Location	<input type="text" value="N/A - Not Applicable"/>	Remarks	<input type="text"/>

Line No.	Stock Code	Stock Desc
No record.		

Step 4. Select [Voucher Grouping] as “Adjustment Voucher”

[Voucher Grouping] includes “Original Voucher” or “Adjustment Voucher”

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

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher

[S-FSS05-02] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Edit Purchase Stock

Voucher Date (DDMMYYYY)	11/09/2007	Voucher Amount	\$10.00
Voucher No.	SP0709-00001	Entered Amount	\$0.00
Voucher Particulars	Voucher Date Testing	Original Voucher No.	<input type="text" value="SP092003-001"/> <input type="button" value="Search"/>
Voucher Grouping	Adjustment Voucher		

## Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCEDFGXYZ - ABCEDFGXYZ	Unit	UNIT
Description	ABCEDFGXYZ	Unit Cost	
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

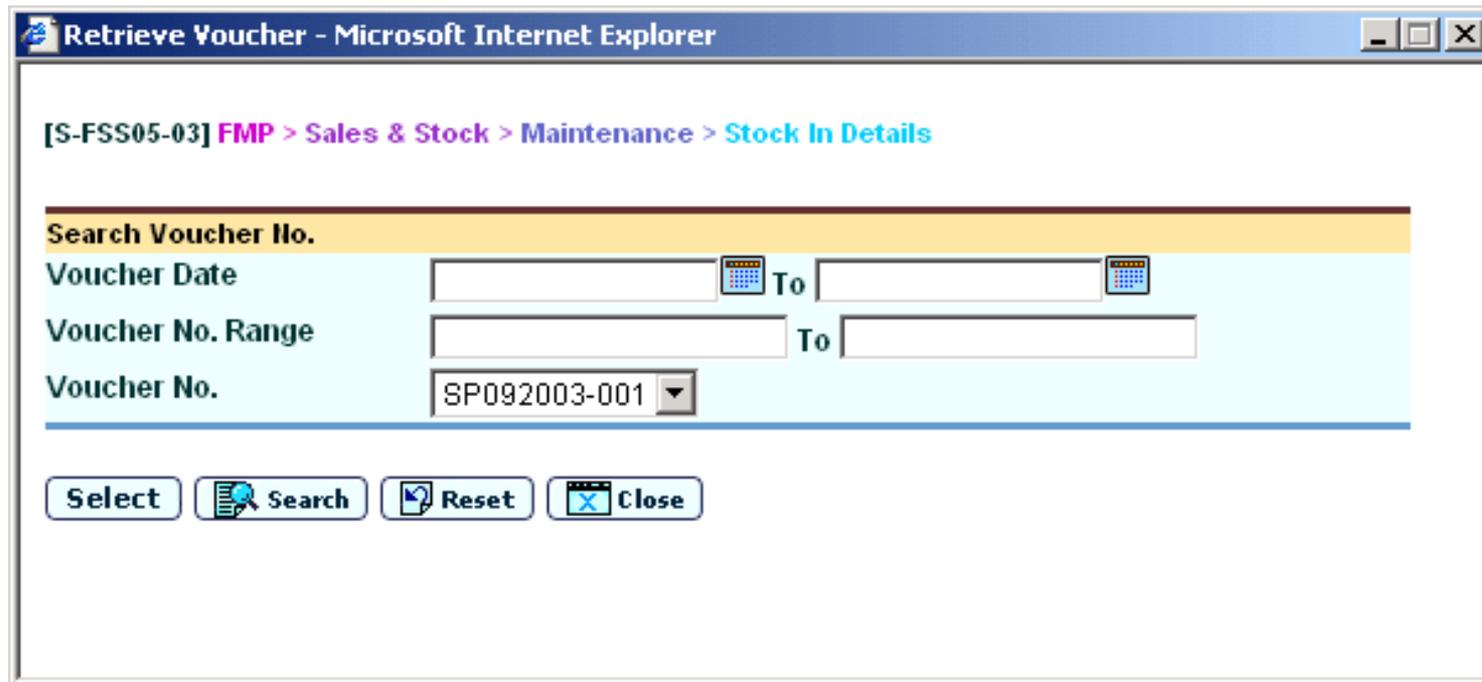
Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
----------	------------	-------------------	---------------	----------	----------	------	-----------

No record.

Step 5. Click [Search] button or enter the [Original Voucher no.]

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

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher



Retrieve Voucher - Microsoft Internet Explorer

[S-FSS05-03] FMP > Sales & Stock > Maintenance > Stock In Details

**Search Voucher No.**

Voucher Date   To  

Voucher No. Range  To

Voucher No.

If [Search] button was clicked in the previous screen, user can search the voucher no. from the pop-up screen.

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 15:21

[S-FSS05-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

**Purchase Voucher** **Stock In Details** **Sales Voucher** **Stock Out Details** **Write-Off Stock**

### Edit Purchase Stock

Voucher Date (DDMMYYYY)	11/09/2007	This Voucher Amount	\$10.00
Voucher No.	SP07/09-00001	Total Voucher Amount	\$1,010.00
Voucher Particulars	Voucher Date Testing	Total Entered Amount	\$1,000.00
Voucher Grouping	Adjustment Voucher	Original Voucher No.	SP092003-001

### Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCDEFGXYZ - ABCDEFGXYZ	Unit	UNIT
Description	ABCDEFGXYZ	Unit Cost	
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount
<input type="checkbox"/>	1	BA00001	Metal Badge	JUNIOR	N/A	100.00	UNIT	1,000.00

The data from original voucher is imported

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

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher

[S-FSS05-02] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Edit Purchase Stock

Voucher Date (DDMMYYYY)	11/09/2007	This Voucher Amount	\$10.00
Voucher No.	SP0709-00001	Total Voucher Amount	\$1,010.00
Voucher Particulars	Voucher Date Testing	Total Entered Amount	\$1,000.00
Voucher Grouping	Adjustment Voucher	Original Voucher No.	SP092003-001

## Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCDEFGXYZ - ABCDEFGXYZ	Unit	UNIT
Description	ABCDEFGXYZ	Unit Cost	<input type="text"/>
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

<input type="checkbox"/>	Line No.	Stock Code	Stock Description
<input type="checkbox"/>	1	BA00001	Metal Badge

Step 6a. To add another item details in this voucher, fill in item details and click [Add] button.

Step 6b. To delete, select the checkbox(es) next to the [Line No.] and click [Delete] button.

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

ount \$ 1,000.00

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher

[S-FSS05-02] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Edit Purchase Stock

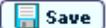
Voucher Date (DDMMYYYY)	11/09/2007	This Voucher Amount	\$10.00
Voucher No.	SP07/09-00001	Total Voucher Amount	\$1,010.00
Voucher Particulars	Voucher Date Testing	Total Entered Amount	\$1,000.00
Voucher Grouping	Adjustment Voucher	Original Voucher No.	SP092003-001

## Item Details

Category Code	ALL	Quantity	100.00
Stock Code	BA00001 - Metal Badge	Unit	UNIT
Description	Metal Badge	Unit Cost	\$10.00
Analysis Code	JUNIOR - Junior Form (F. 1 - F. 3)	Amount	\$1000.00
Location	N/A - Not Applicable	Remarks	

	Line No.	Stock Code	Stock Description	Amount \$
<input type="checkbox"/>	1	BA00001	Metal Badge	1,000.00

Step 6c. To edit existing item details, click Line No. to view / edit the item details. Detailed information will be displayed in Item Details table. Update the information and click [Edit] button to update the amended item details

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

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 15:23

[S-FSS05-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

- Purchase Voucher
- Stock In Details
- Sales Voucher
- Stock Out Details
- Write-Off Stock

## Edit Purchase Stock

Voucher Date (DDMMYYYY)	11/09/2007	This Voucher Amount	\$10.00
Voucher No.	SP0709-00001	Total Voucher Amount	\$1,010.00
Voucher Particulars	Voucher Date Testing	Total Entered Amount	\$1,010.00
Voucher Grouping	Adjustment Voucher	Original Voucher No.	SP092003-001

## Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCDEFGXYZ - ABCDEFGXYZ	Unit	UNIT
Description	ABCDEFGXYZ	Unit Cost	
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

<input type="checkbox"/>	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
<input type="checkbox"/>	1	BA00001	Metal Badge	JUNIOR	N/A	100.00	UNIT	1,000.00
<input type="checkbox"/>	2	BA00001	Metal Badge	SENIOR	N/A	1.00	UNIT	10.00

Step 7. Click [Save] button

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

# Maintain Stock In Details (Input on Screen) – Purchase Adjustment Voucher

[S-FSS05-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock In Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

### Unclassified Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-01</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	10/09/2001	273.00	Bookkeeping

### Original Purchase Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP09/2001-02</a>	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	14/09/2001	460.00	460.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SP09/2001-04</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	273.00	200.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SP09/2001-05</a>	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	14/09/2001	460.00	460.00	Sales & Stock

### Purchase Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SP10/2001-01</a>	SP09/2001-06	STOCK PURCHASE (FIFO) GENERATED FROM SALES & STOCK	01/10/2001	755.00	377.20	Sales & Stock
<input type="checkbox"/>	<a href="#">SP10/2001-04</a>	SP09/2001-03	STOCK PURCHASE (FIFO) GENERATED FROM BOOKKEEPING	01/10/2001	755.00	377.20	Bookkeeping
<input type="checkbox"/>	<a href="#">SP1001-01</a>	SP0901-007	Woven School Badge				

To update a purchase adjustment voucher, click [Voucher No.] hyperlink, the data entry is similar to the process of register a Purchase Adjustment Voucher

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

## 2 Ways to prepare sales vouchers

- a) Create in Sales and Stock Module
  - If Bookkeeping Module is not used, user should create all sales vouchers in Sales and Stock Module.
  
- b) Create in Bookkeeping Module
  - Voucher must be posted and this voucher information will then be transmitted to Sales and Stock Module.

## (a) Sales Voucher - Create in Sales and Stock Module

- Sales voucher created under Sales and Stock Module contains Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars and Voucher Amount.
- Voucher created in Sales and Stock Module cannot be retrieved in Bookkeeping Module.
- Voucher posting is not required since no account detail is captured in the voucher.
- Depending on the setup of the selected voucher type, user can either manually input voucher number or adopt the system auto-generate number.

# (a) Sales Voucher – Create in Sales and Stock Module

[S-FSS12-01] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher   Stock In Details   **Sales Voucher**   Stock Out Details   Write-Off Stock

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)  To

Voucher No.  To

Stock Code

Category Code

Analysis Code

Search   Add   Reset

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

Step 2. Click [Sales Voucher] tab

Step 3. Click [Add] button

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

# (a) Sales Voucher – Create in Sales and Stock Module

[S-FSS12-04] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Add Sales Voucher

Accounting Month (MM/YYYY)	09/2001
Voucher Type	(SS) Stock Sales Voucher
Voucher No.	0901-07
Voucher Date (DD/MM/YYYY)	30/09/2001
Voucher Particulars	Woven School Badge
Voucher Amount	\$ 5000

Type in the Voucher Date directly or select date by clicking calendar icon

Note:

1. Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>
2. Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the voucher number will not be duplicated in future.

Add Back

Step 4. Fill in the fields  
Step 5. Click [Add] button

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

## (b) Sales Voucher – Create in Bookkeeping Module

(AM)

User: fmpSAs Last Login: 27/10/2003 17:09 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 28 October 2003 10:32

[S-FBK01-03] FMP - Bookkeeping - Voucher Posting

1 Record(s) posted successfully.  
Please go to FMP > Sales & Stocks module to proceed S&S Voucher.

Voucher Type

Receipt Voucher

Voucher No.

ALL

To

ALL

Voucher Date (DD/MM/YYYY)

To

 Search

 Reset

After voucher is posted, the voucher will be transmitted to Sales and Stock Module. User has to enter Stock Out Details in Sales and Stock Module.

# Add Sales Voucher

(AM)

User: fmpSAs Last Login: 27/10/2003 17:09 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 28 October 2003 10:35

[S-FSS12-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)  To

Voucher No.  To

Stock Code

Category Code

Analysis Code

Both vouchers created in Sales and Stock and Bookkeeping Modules can be captured.

<input type="checkbox"/>	Voucher No.	Original Voucher No.	Date (DD/MM/YYYY)	Amount \$	Total Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SSADI01</a>	-	11/09/2002	10,000.00	6.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SSADI02</a>	ssad01	12/09/2002	10,000.00	6.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SSED002</a>	-	ED002	900,000.00	9,900.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS102002-001</a>	-	STOCK SALES (FIFO)	700.00	700.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS102002-002</a>	-	STOCK SALES (FIFO)	1,240.00	1,240.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS102002-003</a>	-	STOCK SALES (FIFO)	480.00	482.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS102002-004</a>	-	STOCK SALES (FIFO)	760.00	760.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SSJASON009</a>	-	JASON009	4,000.00	0.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS112002-001</a>	SS102002-003	ADJUSTMENT VOUCHER	100.00	482.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS0001</a>	-	Testing	10,000.00	11.00	Sales & Stock	<input type="checkbox"/>

Top

## Update Sales Voucher

- This function allows user to amend the Voucher Date, Voucher Particulars and Voucher Amount of an incomplete unclassified sales voucher created in Sales and Stock Module.
- Update of sales voucher created in Bookkeeping Module is not allowed.
- User can fill in Stock Out Details only if the voucher is in “Incomplete” status.

# Update Sales Voucher

[S-FSS12-01] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details **Sales Voucher** Stock Out Details Write-Off Stock

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)	<input type="text"/>	To	<input type="text"/>
Voucher No.	<input type="text"/>	To	<input type="text"/>
Stock Code	<input type="text" value="ALL"/>		
Category Code	<input type="text" value="ALL"/>		
Analysis Code	<input type="text" value="ALL"/>		

 Search  Add  Reset

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

Step 2. Click [Sales Voucher] tab

Step 3. Enter the search criteria

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

# Update Sales Voucher

[S-FSS12-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)    
Voucher No.  To   
Stock Code   
Category Code   
Analysis Code

Step 4. Click [Search] button

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

## Update Sales Voucher

[S-FSS12-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)  To

Voucher No.  To

Stock Code

Category Code

Analysis Code




Step 5. Click [Voucher No.] hyperlink

▼ Bottom

<input type="checkbox"/>	<u>Voucher No.</u>	Original Voucher No.	Voucher Particulars	<u>Voucher Date</u>	Amount \$	Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SS0109-02</a>	-	Books	01/09/2001	8,500.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	26/09/2001	600.00	600.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	26/09/2001	600.00	600.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-02</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	28/09/2001	480.00	482.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-06</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	28/09/2001	480.00	482.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	0.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS0901-07</a>	-	Woven School Badge	30/09/2001	5,000.00	0.00	Sales & Stock	<input type="checkbox"/>

▲ Top

# Update Sales Voucher

[S-FSS12-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Update Sales Voucher

Accounting Month (MM/YYYY)	09/2001
Voucher Type	Stock Sales Voucher
Voucher No.	SS0901-07
Voucher Date (DD/MM/YYYY)	<input type="text" value="30/09/2001"/> 
Voucher Particulars	<input type="text" value="Woven School Badge"/>
Voucher Amount	\$ <input type="text" value="5000.00"/>
Completed	<input type="checkbox"/>

 Save  Back

Step 6. Update the fields

Step 7. Click [Save] button

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

## Delete Sales Voucher

- This function allows user to delete unclassified sales vouchers created in Sales and Stock Module.
- The selection box in front of the voucher no. will be disabled under the following conditions and no deletion is allowed:
  - a. This voucher is created in Bookkeeping Module.
  - b. The voucher grouping of this voucher is “Original” or “Adjustment”.

# Delete Sales Voucher

[S-FSS12-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)	<input type="text"/>	To	<input type="text"/>
Voucher No.	<input type="text"/>	To	<input type="text"/>
Stock Code	<input type="text" value="ALL"/>		
Category Code	<input type="text" value="ALL"/>		
Analysis Code	<input type="text" value="ALL"/>		

 Search  Add  Reset

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

Step 2. Click [Sale Voucher] tab

Step 3. Enter the search criteria

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

[S-FSS12-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)	<input type="text" value="01/09/2001"/>	To	<input type="text" value="30/09/2001"/>
Voucher No.	<input type="text"/>	To	<input type="text"/>
Stock Code	<input type="text" value="ALL"/>		
Category Code	<input type="text" value="ALL"/>		
Analysis Code	<input type="text" value="ALL"/>		

 **Search**  **Add**  **Reset**

Step 4. Click [Search] button

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

## Delete Sales Voucher

[S-FSS12-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Sales Voucher

Voucher Date (DD/MM/YYYY) 01/09/2001 To 30/09/2001

Voucher No.  To

Stock Code ALL

Category Code ALL

Analysis Code ALL




Step 5. Select the checkbox(es) next to the [Voucher No.]

▼ Bottom

<input type="checkbox"/>	Voucher No.	Original Voucher No.	Voucher Particulars	Date	Amount	\$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SS0109-02</a>	-	Books	01/09/2001	8,500.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	26/09/2001	600.00	600.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	26/09/2001	600.00	600.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-02</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	28/09/2001	480.00	482.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-06</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	28/09/2001	480.00	482.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	0.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS0901-07</a>	-	Woven School Badge	30/09/2001	5,000.00	0.00	Sales & Stock	<input type="checkbox"/>

▲ Top

## Delete Sales Voucher

[S-FSS12-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)  To

Voucher No.  To

Stock Code

Category Code

Analysis Code




▼ Bottom

<input type="checkbox"/>	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date	Amount \$	Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SS0109-02</a>	-	Books	01/09/2001	8,500.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	-	STOCK SALES (FIF GENERATED FROM BOOKKEEPING					<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	-	STOCK SALES (FIF GENERATED FROM STOCK					<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-02</a>	-	STOCK SALES (FIF GENERATED FROM BOOKKEEPING					<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-06</a>	-	STOCK SALES (FIF GENERATED FROM STOCK					<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	0.00	Bookkeeping	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">SS0901-07</a>	-	Woven School Badge	30/09/2001	5,000.00	0.00	Sales & Stock	<input type="checkbox"/>

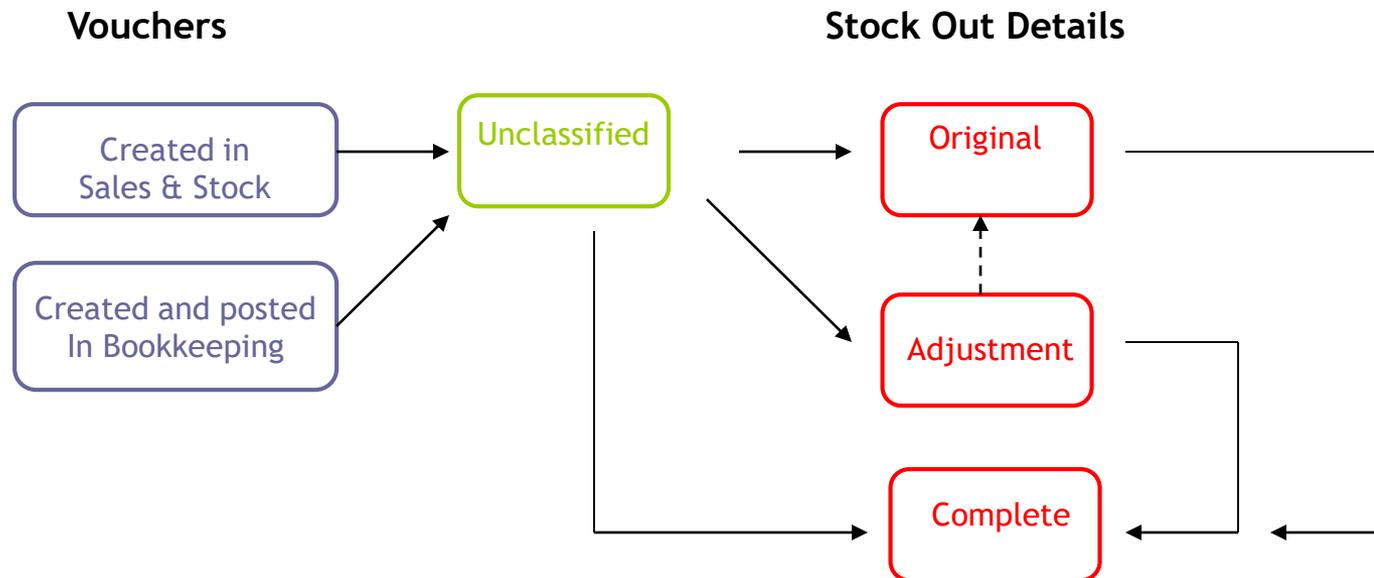
Step 6. Click [Delete] button

Note: Voucher number cannot be re-used.  
User can print the list of deleted voucher from the List of Deleted Voucher Report (R-FSS016).

▲ Top

## Notes: Voucher Concepts

- After creating a Sales Voucher, the voucher will become an unclassified voucher. The voucher needs to be classified as an original voucher or an adjustment voucher. For Adjustment Voucher, voucher no. of related completed original sales voucher has to be linked to that adjustment voucher for reference.



[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher **Stock Out Details** Write-Off Stock

Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS0109-02</a>	Books	01/09/2001	8,500.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS0901-07</a>	Woven School Badge	30/09/2001	5,000.00	Sales & Stock

Original Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	600.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS1070-01</a>	uniform				Sales & Stock

Sales Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars
<input type="checkbox"/>	<a href="#">SS10/2001-01</a>	SS09/2001-06	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK
<input type="checkbox"/>	<a href="#">SS10/2001-04</a>	SS09/2001-02	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING

Complete Import

**Voucher Groupings of Sales Voucher**

There are 3 types of sales vouchers:

1. Unclassified Sales Voucher
2. Original Sales Voucher
3. Sales Adjustment Voucher

The vouchers can be generated from either **Bookkeeping Module** or **Sales & Stock Module**

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

## Classification of Unclassified Voucher to Original Sales Voucher

- This function allows user to classify an unclassified sales voucher to an original sales voucher, and register stock items to Stock Out Details.
- For sales voucher newly created in Sales and Stock Module or voucher newly transmitted from Bookkeeping Module, it will be set to “Incomplete” and appeared as Voucher Grouping “Unclassified” in Stock Out Details. User should fill in Stock Out Details for this voucher.

# Maintain Stock Out Details (Input on Screen)

[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher **Stock Out Details** Write-Off Stock

### Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS-003</a>	Testing	01/09/2009	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS-02</a>	ss02	02/09/2002	30,200.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS-03</a>	ss03	03/09/2002	903,219.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS08/01-00001</a>	Report Testing	01/01/2008	1,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SSTEST001</a>	Testing Purpose	02/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SSW6</a>	Testing	06/09/2200	219,021.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS-02</a>	~02	02/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS-03</a>	~03	03/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SX02/09-00001</a>	1	01/09/2002	10.00	Sales & Stock

### Original Sales Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS-001</a>	Testing			
<input type="checkbox"/>	<a href="#">SS-002</a>	Testing			
<input type="checkbox"/>	<a href="#">SS-01</a>	ss01			
<input type="checkbox"/>	<a href="#">SS000.02</a>	000			
<input type="checkbox"/>	<a href="#">SS000.02</a>	000			
<input type="checkbox"/>	<a href="#">SS000.04</a>	000			
				10,000.00	6,000.00 Sales & Stock

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

Step 1. Click [Sales & Stock] -> [Maintenance] from left menu  
Step 2. Click [Stock Out Details] tab  
Step 3. Click [Voucher No.] hyperlink

# Maintain Stock Out Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)  
Current School Year: 2002 14 October 2003 15:48

[S-FSS08-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock Out Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Sales Stock

Voucher Date (DDMMYYYY)	02/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SSTEST001	Entered Amount	\$0.00
Voucher Particulars	Testing Purpose	Original Voucher No.	<input type="text"/>
Voucher Grouping	<input type="text" value="Original Voucher"/>	<input type="button" value="Search"/>	

## Item Details

Category Code	<input type="text" value="ALL"/>	Quantity	<input type="text"/>
Stock Code	<input type="text" value="ABCEDFGXYZ - ABCEDFGXYZ"/>	Unit	UNIT
Description	ABCEDFGXYZ	Unit Selling Price	
Analysis Code	<input type="text" value="N/A - Not Applicable"/>	Amount	\$ <input type="text"/>
Location	<input type="text" value="N/A - Not Applicable"/>	Remarks	<input type="text"/>

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount
No record.							

Step 4. Select [Voucher Grouping] as "Original Voucher"

[Voucher Grouping] includes "Original Voucher" or "Adjustment Voucher"

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

# Maintain Stock Out Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 14 October 2003 15:49

[S-FSS08-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock Out Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Sales Stock

Voucher Date (DDMMYYYY)	02/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SSTEST001		
Voucher Particulars	Testing Purpose	Entered Amount	\$0.00
Voucher Grouping	Original Voucher		

## Item Details

Category Code	ALL	Quantity	100
Stock Code	FSS0303 - FSS0303	Unit	UNIT
Description	FSS0303	Unit Selling Price	\$10.00
Analysis Code	N/A - Not Applicable	Amount	\$ 1000
Location	N/A - Not Applicable	Remarks	

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
----------	------------	-------------------	---------------	----------	----------	------	-----------

No record.

Step 5. Fill in the fields of Item Details  
Step 6. Click [Add] button

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

# Maintain Stock Out Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)  
Current School Year: 2002 14 October 2003 15:50

[S-FSS08-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock Out Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Sales Stock

Voucher Date (DDMMYYYY)	02/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SSTEST001		
Voucher Particulars	Testing Purpose	Entered Amount	\$1,000.00
Voucher Grouping	Original Voucher		

## Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCEDFGXYZ - ABCEDFGXYZ	Unit	UNIT
Description	ABCEDFGXYZ	Unit Selling Price	
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

<input type="checkbox"/>	Line No.	Stock Code	Stock Description
<input type="checkbox"/>	1	FSS0303	FSS0303

Step 7a. To add another item details in this voucher, fill in item details and click [Add] button.

Step 7b. To delete, select the checkbox(es) next to the [Line No.] and click [Delete] button.

# Maintain Stock Out Details (Input on Screen)

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 Logout | Help | 中文版本

Current School Year: 2002 14 October 2003 15:51

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

- Purchase Voucher
- Stock In Details
- Sales Voucher
- Stock Out Details
- Write-Off Stock

## Edit Sales Stock

Voucher Date (DDMMYYYY)	02/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SSTEST001		
Voucher Particulars	Testing Purpose	Entered Amount	\$1,000.00
Voucher Grouping	Original Voucher		

## Item Details

Category Code	ALL	Quantity	100.00
Stock Code	FSS0303 - FSS0303	Unit	UNIT
Description	FSS0303	Unit Selling Price	\$10.00
Analysis Code	N/A - Not Applicable	Amount	\$ 1000.00
Location	N/A - Not Applicable	Remarks	

Edit Reset

	Line No.	Stock Code	Stock Description	Amount \$
<input type="checkbox"/>	1	FSS0303	FSS0303	1,000.00

Delete Save Back

Step 7c. To edit existing item details, click Line No. to view / edit the item details. Detailed information will be displayed in Item Details table. Update the information and click [Edit] button to update the amended item details

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

# Maintain Stock Out Details (Input on Screen)

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher **Stock Out Details** Write-Off Stock

### Edit Sales Stock

Voucher Date (DDMMYYYY)	02/09/2002	Voucher Amount	\$10,000.00
Voucher No.	SSTEST001		
Voucher Particulars	Testing Purpose	Entered Amount	\$1,000.00
Voucher Grouping	Original Voucher		

### Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCEDFGXYZ - ABCEDFGXYZ	Unit	UNIT
Description	ABCEDFGXYZ	Unit Selling Price	
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
<input type="checkbox"/>	1	FSS0303	FSS0303	N/A	N/A	100.00	UNIT	1,000.00

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

Step 8. Click [Save] button

# Maintain Stock Out Details (Input on Screen)

[S-FSS08-01] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Stock Out Details

[Purchase Voucher](#)
[Stock In Details](#)
[Sales Voucher](#)
[Stock Out Details](#)
[Write-Off Stock](#)

## Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS0109-02</a>	Books	01/09/2001	8,500.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	Sales & Stock

## Original Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	26/09/2001	600.00	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	26/09/2001	600.00	600.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS0901-07</a>	Woven School Badge	30/09/2001	5,000.00	5,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS1070-01</a>	uniform	01/10/2070	10,000.00	10,000.00	Sales & Stock

## Sales Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount	Total Entered Amount	Generated From
<input type="checkbox"/>	<a href="#">SS10/2001-01</a>	SS09/2001-06	STOCK SALES (FIFO) SALES & STOCK				
<input type="checkbox"/>	<a href="#">SS10/2001-04</a>	SS09/2001-02	STOCK SALES (FIFO) BOOKKEEPING				

To update an original sales voucher, click [Voucher No.] hyperlink, the data entry is similar to the process of registering an Original Sales Voucher

### ▼ Sales & Stock

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

## Maintain Stock Out Details (Import by Template)

- This feature only allows import of stock out details of sales vouchers of voucher grouping “Unclassified Voucher” or “Original Voucher”.
- Not applicable to import of stock out details for “Adjustment Voucher”.
- “Unclassified Voucher” will be updated to “Original Voucher” after import of stock out details of the sales vouchers.
- The imported file format must conform to the format provided by the system.
- The item details which already exist in the system will be overwritten by the item details under the same voucher number of a newly imported file.

# Maintain Stock Out Details (Import by Template)

[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher **Stock Out Details** Write-Off Stock

## Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SSSS0000005</a>	123456	01/01/2003	1,000.00	Sales & Stock

## Original Sales Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS10/11-00001</a>	Mr Tester	04/11/2010	500.00	50.00	Sales & Stock

## Sales Adjustment Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS0000004</a>	SS0000002	123456	01/03/2003	2,000.00	1,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS0000006</a>	SS012003-001	123456	31/01/2003	1,900.00	0.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS092004-004</a>	SS092004-003	Sales Adjustment Voucher	12/09/2004	5,800.00	4,920.00	Sales & Stock

Complete  Import

Step 1. Click [Sales & Stock] -> [Maintenance] from left menu

Step 2. Click [Stock Out Details] tab

Step 3. Click [Import] button

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

# Maintain Stock Out Details (Import by Template)

- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- SLP
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- Applied Learning
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
  - CAR
  - Sales & Stock
    - Setup
    - Maintenance
    - Pre-Year End
    - Year End
    - Enquiry
    - Report
  - Daily Coll. Summ
  - Non-Recurrence
  - Data Communication
  - SPA
  - Student Activity
  - WFSFAA(SFO)

Unclassified Sales Voucher

Voucher	Amount	Generated From
SSSS000000	1,000.00	Sales & Stock

Original Sales Voucher

Voucher	Amount	Generated From
SS10/11-0	50.00	Sales & Stock

Sales Adjustment

Voucher	Total Entered Amount	Generated From
SS00000000	1,000.00	Sales & Stock
SS00000000	0.00	Bookkeeping
SS0920040	4,920.00	Sales & Stock

Import Task - Internet Explorer provided by NCS Pte Ltd

[S-FSS08-05] FMP > Sales & Stock > Maintenance > Stock Out Details

Please specify the location of file to be upload

File Name and Path(\*.xls)  Browse...

\* Import File should be aligned with the template format  
 \* Allow import of item details for Unclassified or Original Vouchers only  
 \* Not applicable to import item details for Adjustment Vouchers

Confirm Back Download Stock Out Details template

Step 4. Click [Download Stock Out Details template] to download the template.

Step 5. Click [Browse] button selected file to be imported.

Step 6. Click [Confirm] button. Wait for the system to respond. If the import succeeds, import success message will be shown. Otherwise, modify the file for import according to the error message shown.

## Complete Sales Voucher

- This function allows user to complete sales vouchers under the voucher grouping of “Unclassified”, “Original” and “Adjustment”.
- User is recommended to complete a sales voucher after he/she has finished filling in Stock Out Details of that voucher.
- No modification on the Stock Out Details is allowed after the voucher has been set to “Completed”.
- Adjustment voucher may be used to adjust the voucher amount and update the Stock Out Details of a completed original voucher.
- For year-end closing of an accounting year, all vouchers of that accounting year must be completed.

# Complete Sales Voucher

[S-FSS08-01] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Stock Out Details

[Purchase Voucher](#)
[Stock In Details](#)
[Sales Voucher](#)
[Stock Out Details](#)
[Write-Off Stock](#)

## Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS0109-02</a>	Books	01/09/2001	8,500.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	Sales & Stock

## Original Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	26/09/2001	600.00	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	26/09/2001	600.00	600.00	Sales & Stock
<input checked="" type="checkbox"/>	<a href="#">SS0901-07</a>	Woven School Badge	30/09/2001	5,000.00	5,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS1070-01</a>	uniform	01/10/2070	10,000.00	10,000.00	Sales & Stock

## Sales Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher
<input type="checkbox"/>	<a href="#">SS10/2001-01</a>	SS09/2001
<input type="checkbox"/>	<a href="#">SS10/2001-04</a>	SS09/2001



Step 1. Click [Sales & Stock] -> [Maintenance] from left menu

Step 2. Click [Stock Out Details] tab

Step 3. Select the checkbox(es) next to the [Voucher No.]

Step 4. Click [Complete] button

# Complete Sales Voucher

Current School Year: 2002

29 May 2003 18:48

[S-FSS08-01] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Stock Out Details

Voucher(s) completed successfully.

[Purchase Voucher](#)
[Stock In Details](#)
[Sales Voucher](#)
[Stock Out Details](#)
[Write-Off Stock](#)

## Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS0109-02</a>	Books	01/09/2001	8,500.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	Sales & Stock

## Original Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	26/09/2001	600.00	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	26/09/2001	600.00	600.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS1070-01</a>	uniform	01/10/2070	10,000.00	10,000.00	Sales & Stock

## Sales Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS10/2001-01</a>	SS09/2001-06	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	01/10/2001	580.00	482.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS10/2001-04</a>	SS09/2001-02	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING				Bookkeeping



If a sales voucher is completed, it will not be shown on this page.

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

## Reverse a Completed Sales Voucher as Incomplete Sales Voucher

- This function allows user to set a completed sales voucher to “Incomplete”.
- By setting a completed sales voucher to “Incomplete”, user may revise the Stock Out Details of the voucher again.
- To incomplete a sales voucher, the voucher must be either
  - (i) a completed unclassified voucher,
  - (ii) a completed original voucher without adjustment voucher being attached, or
  - (iii) the last completed adjustment voucher of an original voucher.

# Reverse Completed Sales Voucher

[S-FSS12-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)	<input type="text"/>	To	<input type="text"/>
Voucher No.	<input type="text"/>	To	<input type="text"/>
Stock Code	<input type="text" value="ALL"/>		
Category Code	<input type="text" value="ALL"/>		
Analysis Code	<input type="text" value="ALL"/>		

[Search](#) [Add](#) [Reset](#)

- Step 1. Click [Sales & Stock] -> [Maintenance] from left menu
- Step 2. Click [Sales Voucher] tab
- Step 3. Enter the search criteria

# Reverse Completed Sales Voucher

[S-FSS12-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)    
Voucher No.  To   
Stock Code   
Category Code   
Analysis Code

Step 4. Click [Search] button

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

# Reverse Completed Sales Voucher

[S-FSS12-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Search Sales Voucher

Voucher Date (DD/MM/YYYY)  To

Voucher No.  To

Stock Code

Category Code

Analysis Code

Step 5. Click [Voucher No.] hyperlink

Bottom

<input type="checkbox"/>	<a href="#">Voucher No.</a>	Original Voucher No.	Voucher Particulars	Date	Amount \$	Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SS0109-02</a>	-	Books	01/09/2001	8,500.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	26/09/2001	600.00	600.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	26/09/2001	600.00	600.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-02</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	28/09/2001	480.00	482.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-06</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	28/09/2001	480.00	482.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	0.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS0901-07</a>	-	Woven School Badge	30/09/2001	5,000.00	0.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS0901-08</a>	-	Woven School Badge	30/09/2001	4,000.00	4,000.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS10/2001-01</a>	SS09/2001-06	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	01/10/2001	100.00	482.00	Sales & Stock	<input type="checkbox"/>

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

# Reverse Completed Sales Voucher

[S-FSS12-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Update Sales Voucher

Accounting Month (MM/YYYY)	09/2001
Voucher Type	Stock Sales Voucher
Voucher No.	SS0901-08
Voucher Date (DD/MM/YYYY)	30/09/2001
Voucher Particulars	Woven School Badge
Voucher Amount	4000.00
Completed	<input checked="" type="checkbox"/>

 Save  Back

### ▼ Sales & Stock

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

Step 6. Unselect the Completed status checkbox.

# Reverse Completed Sales Voucher

[S-FSS12-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Sales Voucher](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Update Sales Voucher

Accounting Month (MM/YYYY)	09/2001
Voucher Type	Stock Sales Voucher
Voucher No.	SS0901-08
Voucher Date (DD/MM/YYYY)	30/09/2001
Voucher Particulars	Woven School Badge
Voucher Amount	4000.00
Completed	<input type="checkbox"/>

 Save  Back

### ▼ Sales & Stock

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

Step 7. Click [Save] button

## Reverse Completed Sales Voucher

[S-FSS12-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Sales Voucher

SS0901-08 Record updated successfully.

[Purchase Voucher](#)
[Stock In Details](#)
[Sales Voucher](#)
[Stock Out Details](#)
[Write-Off Stock](#)

## Search Sales Voucher

Voucher Date (DDMM/YYYY)  To   
 Voucher No.  To   
 Stock Code   
 Category Code   
 Analysis Code

The voucher status is incomplete

Bottom

<input type="checkbox"/>	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date	Amount \$	Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	<a href="#">SS0109-02</a>	-	Books	01/09/2001	8,500.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	0.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	26/09/2001	600.00	600.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	26/09/2001	600.00	600.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-02</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	28/09/2001	480.00	482.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-06</a>	-	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	28/09/2001	480.00	482.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	-	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	0.00	Bookkeeping	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS0901-07</a>	-	Woven School Badge	30/09/2001	5,000.00	0.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SS0901-08</a>	-	Woven School Badge	30/09/2001	4,000.00	4,000.00	Sales & Stock	<input type="checkbox"/>

## Classification of Unclassified Voucher to Sales Adjustment Voucher

- This function allows user to classify an unclassified sales voucher to a sales adjustment voucher.
- Adjustment voucher is a voucher which is attached to a completed original voucher for adjustment purpose.
- Adjustment voucher is created when the voucher amount of an original voucher is not enough for registering stock items.
- Adjustment voucher will also be used if user wants to update the Stock Out Details of a completed original voucher, since direct updating of a completed original voucher is not allowed.

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

- Purchase Voucher
- Stock In Details
- Sales Voucher
- Stock Out Details**
- Write-Off Stock

## Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS-003</a>	Testing	01/09/2009	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS-02</a>	ss02	02/09/2002	30,200.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS-03</a>	ss03	03/09/2002	903,219.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS08.01-00001</a>	Report Testing	01/01/2008	1,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SSTEST001</a>	Testing Purpose	02/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SSW6</a>	Testing	06/09/2200	219,021.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS-02</a>	~02	02/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS-03</a>	~03	03/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SX02.09-00001</a>	1	01/09/2002	10.00	Sales & Stock

## Original Sales Voucher

<input type="checkbox"/>	Voucher No. <small>▲</small>	Voucher Partic
<input type="checkbox"/>	<a href="#">SS-001</a>	Testing
<input type="checkbox"/>	<a href="#">SS-002</a>	Testing
<input type="checkbox"/>	<a href="#">SS-01</a>	ss01
<input type="checkbox"/>	<a href="#">SS000.02</a>	00/02
<input type="checkbox"/>	<a href="#">SS000.02</a>	000/02
<input type="checkbox"/>	<a href="#">SS000.04</a>	000/04

Step 1. Click [Sales & Stock] -> [Maintenance] from left menu

Step 2. Click [Stock Out Details] tab

Step 3. Click [Voucher No.] hyperlink

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

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 15:59

[S-FSS08-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock Out Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Sales Stock

Voucher Date (DDMMYYYY)	01/01/2008	Voucher Amount	\$1,000.00
Voucher No.	SS08/01-00001	Entered Amount	\$0.00
Voucher Particulars	Report Testing	Original Voucher No.	<input type="text"/>
Voucher Grouping	<input type="text" value="Adjustment Voucher"/>	<input type="button" value="Search"/>	

## Item Details

Category Code	<input type="text" value="ALL"/>	Quantity	<input type="text"/>
Stock Code	<input type="text" value="ABCEDFGXYZ - ABCEDFGXYZ"/>	Unit	UNIT
Description	ABCEDFGXYZ	Unit Selling Price	
Analysis Code	<input type="text" value="N/A - Not Applicable"/>	Amount	\$ <input type="text"/>
Location	<input type="text" value="N/A - Not Applicable"/>	Remarks	<input type="text"/>

	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
--	----------	------------	-------------------	---------------	----------	----------	------	-----------

No record.

Step 4. Select [Voucher Grouping] as “Adjustment Voucher”

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 16:01

[S-FSS08-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock Out Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Sales Stock

Voucher Date (DDMMYYYY)	01/01/2008	Voucher Amount	\$1,000.00
Voucher No.	SS08/01-00001	Entered Amount	\$0.00
Voucher Particulars	Report Testing	Original Voucher No.	<input type="text" value="SS092003-002"/> <input type="button" value="Search"/>
Voucher Grouping	<input type="text" value="Adjustment Voucher"/>		

## Item Details

Category Code	<input type="text" value="ALL"/>	Quantity	<input type="text"/>
Stock Code	<input type="text" value="ABCEDFGXYZ - ABCEDFGXYZ"/>	Unit	UNIT
Description	ABCEDFGXYZ	Unit Selling Price	
Analysis Code	<input type="text" value="N/A - Not Applicable"/>	Amount	\$ <input type="text"/>
Location	<input type="text" value="N/A - Not Applicable"/>	Remarks	<input type="text"/>

	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
--	----------	------------	-------------------	---------------	----------	----------	------	-----------

No record.

Step 5. Click [Search] button or enter the [Original Voucher no.]

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

Retrieve Voucher - Microsoft Internet Explorer

Search Voucher No.

Voucher Date  To

Voucher No. Range  To

Voucher No.

Select Search Reset Close

If [Search] button was clicked in the previous screen, user can search the voucher no. from the pop-up screen.

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

[S-FSS08-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock Out Details](#)

- Purchase Voucher
- Stock In Details
- Sales Voucher
- Stock Out Details
- Write-Off Stock

## Edit Sales Stock

Voucher Date (DDMMYYYY)	01/01/2008	This Voucher Amount	\$1,000.00
Voucher No.	SS08/01-00001	Total Voucher Amount	\$1,660.00
Voucher Particulars	Report Testing	Total Entered Amount	\$660.00
Voucher Grouping	Adjustment Voucher	Original Voucher No.	SS092003-002

## Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCEDFGXYZ - ABCEDFGXYZ	Unit	UNIT
Description	ABCEDFGXYZ	Unit Selling Price	
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount
<input type="checkbox"/>	1	BA00001	Metal Badge	JUNIOR	N/A	60.00	UNIT	660.00

The data from original voucher is imported

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

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

(AM) User: fmpSAs Last Login: 13/10/2003 17:05 Logout | Help | 中文版本  
Current School Year: 2002 14 October 2003 16:02

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher **Stock Out Details** Write-Off Stock

## Edit Sales Stock

Voucher Date (DDMMYYYY)	01/01/2008	This Voucher Amount	\$1,000.00
Voucher No.	SS08/01-00001	Total Voucher Amount	\$1,660.00
Voucher Particulars	Report Testing	Total Entered Amount	\$660.00
Voucher Grouping	Adjustment Voucher	Original Voucher No.	SS092003-002

## Item Details

Category Code	ALL	Quantity	
Stock Code	ABCEDFGXYZ - ABCEDFGXYZ	Unit	UNIT
Description	ABCEDFGXYZ	Unit Selling Price	
Analysis Code	N/A - Not Applicable	Amount	\$
Location	N/A - Not Applicable	Remarks	

<input type="checkbox"/>	Line No.	Stock Code	Stock Description
<input type="checkbox"/>	1	BA00001	Metal Badge

Step 6a. To add another item details in this voucher, fill in item details and click [Add] button.

Step 6b. To delete, select the checkbox(es) next to the [Line No.] and click [Delete] button.

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

(AM) User: fmpSAs Last Login: 13/10/2003 17:05 Logout | Help | 中文版本  
Current School Year: 2002 14 October 2003 16:04

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher **Stock Out Details** Write-Off Stock

## Edit Sales Stock

Voucher Date (DDMMYYYY)	01/01/2008	This Voucher Amount	\$1,000.00
Voucher No.	SS08/01-00001	Total Voucher Amount	\$1,660.00
Voucher Particulars	Report Testing	Total Entered Amount	\$660.00
Voucher Grouping	Adjustment Voucher	Original Voucher No.	SS092003-002

## Item Details

Category Code	ALL	Quantity	60.00
Stock Code	BA00001 - Metal Badge	Unit	UNIT
Description	Metal Badge	Unit Selling Price	\$11.00
Analysis Code	JUNIOR - Junior Form (F. 1 - F. 3)	Amount	\$ 660.00
Location	N/A - Not Applicable	Remarks	

 Edit  Reset

<input type="checkbox"/>	Line No.	Stock Code	Stock Description	Unit
<input type="checkbox"/>	1	BA00001	Metal Badge	660.00

 Delete  Save  Back

Step 6c. To edit existing item details, click Line No. to view / edit the item details. Detailed information will be displayed in Item Details table. Update the information and click [Edit] button to update the amended item details

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 16:02

[S-FSS08-02] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Stock Out Details](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

## Edit Sales Stock

Voucher Date (DDMMYYYY)	01/01/2008	This Voucher Amount	\$1,000.00
Voucher No.	SS08/01-00001	Total Voucher Amount	\$1,660.00
Voucher Particulars	Report Testing	Total Entered Amount	\$660.00
Voucher Grouping	Adjustment Voucher	Original Voucher No.	SS092003-002

## Item Details

Category Code	ALL	Quantity	<input type="text"/>
Stock Code	ABCEDFGXYZ - ABCEDFGXYZ	Unit	UNIT
Description	ABCEDFGXYZ	Unit Selling Price	
Analysis Code	N/A - Not Applicable	Amount	\$ <input type="text"/>
Location	N/A - Not Applicable	Remarks	<input type="text"/>

<input type="checkbox"/>	Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
<input type="checkbox"/>	1	BA00001	Metal Badge	JUNIOR	N/A	60.00	UNIT	660.00

Step 7. Click [Save] button

# Maintain Stock Out Details (Input on Screen) – Sales Adjustment Voucher

[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher **Stock Out Details** Write-Off Stock

## Unclassified Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS0109-02</a>	Books	01/09/2001	8,500.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS09/2001-03</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	29/09/2001	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-04</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	10/09/2001	600.00	Sales & Stock

## Original Sales Voucher

<input type="checkbox"/>	Voucher No.▲	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	<a href="#">SS09/2001-01</a>	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	26/09/2001	600.00	600.00	Bookkeeping
<input type="checkbox"/>	<a href="#">SS09/2001-05</a>	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	26/09/2001	600.00	600.00	Sales & Stock
<input type="checkbox"/>	<a href="#">SS1070-01</a>	uniform	01/10/2070	10,000.00	10,000.00	Sales & Stock

## Sales Adjustment Voucher

<input type="checkbox"/>	Voucher No.▲	Original Voucher No.	Voucher Particulars	Generated From
<input type="checkbox"/>	<a href="#">SS10/2001-01</a>	SS09/2001-06	STOCK SALES (FIFO) GENERATED FROM SALES & STOCK	Sales & Stock
<input type="checkbox"/>	<a href="#">SS10/2001-04</a>	SS09/2001-02	STOCK SALES (FIFO) GENERATED FROM BOOKKEEPING	Bookkeeping
<input type="checkbox"/>	<a href="#">SS1001-01</a>	SS0901-07	Woven School	Sales & Stock

To update a sales adjustment voucher, click [Voucher No.] hyperlink, the data entry is similar to the process of registering a Sales Adjustment Voucher

Complete Import

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

## Write-Off Stock

- This function allows user to maintain write-off stocks.
- User should write-off stock if any purchased stock items registered in a voucher is broken, loss or no longer functioning.
- Partial write-off and batch write-off are available for user to write-off stocks.

# Write-Off Stock

[S-FSS11-01] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Write-Off Stock](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

Voucher Date (DD/MM/YYYY)	<input type="text"/>	To	<input type="text"/>
Stock Code	<input type="text" value="ALL"/>		
Category Code	<input type="text" value="ALL"/>		
Analysis Code	<input type="text" value="ALL"/>		
Location	<input type="text" value="ALL"/>		

▼ Sales & Stock

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

Step 1. Click [Sales & Stock] -> [Maintenance] from left menu

Step 2. Click [Write-Off Stock] tab

Step 3. Enter the search criteria

# Write-Off Stock

[S-FSS11-01] FMP > Sales & Stock > Maintenance > Write-Off Stock

**Purchase Voucher** **Stock In Details** **Sales Voucher** **Stock Out Details** **Write-Off Stock**

Voucher Date (DD/MM/YYYY)   To

Stock Code

Category Code

Analysis Code

Location

 Search  Reset

Step 4. Click [Search] button

▼ Sales & Stock

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

## Write-Off Stock

[S-FSS11-02] FMP &gt; Sales &amp; Stock &gt; Maintenance &gt; Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Voucher Date (DD/MM/YYYY)  To

Stock Code

Category Code

Analysis Code

Location



▼ Bottom

Stock Code ▲	English Description	Chinese Description	Category Code	Analysis Code	Quantity				On Hand Amount \$
					Purchase	Sales	Write-Off	On Hand	
<a href="#">BADGE1</a>	Woven Badge	梭織校章	BADGE	JUNIOR	5000.00	4000.00	0.00	1000.00	2000.00
<a href="#">EB00001</a>	Maths Ex Book	格仔簿	EXBK	JUNIOR	702.00	621.00	1.00	80.00	99.85
<a href="#">EB00002</a>	Single Line Book	單行簿	EXBK	MATRI	702.00	541.00	1.00	160.00	199.85
<a href="#">SSS01</a>	SSS01	SSS01	SS01	AS01	500.00	1300.00	0.00	0.00	0.00
<a href="#">TT11</a>	TT11	TT11	TT1	TEST1	100.00	0.00	0.00	100.00	200.00

▲ Top

Step 5. Click [Stock Code] hyperlink

# Write-Off Stock - Partial

[S-FSS11-03] FMP > Sales & Stock > Maintenance > Write-Off Stock

[Purchase Voucher](#)
[Stock In Details](#)
[Sales Voucher](#)
[Stock Out Details](#)
[Write-Off Stock](#)

**Stock Code** BADGE1 **Category Code** BADGE  
**Description** Woven Badge **Analysis Code** JUNIOR

<input type="checkbox"/>	Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status
			Purchase	Sales	Write-Off	On Hand			
<input type="checkbox"/>	1 30/09/2001	SP0901-007	2500.00	1500.00	0.00	1000.00	2000.00	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2 30/09/2001	SP0901-007	2500.00	2500.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>

Note 1: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.

Note 2: Partial write-off - please click the hyperlink for that particular location.

[Batch Write-off](#)

[Back](#)

Step 1. Click [Line No.] hyperlink

▼ Sales & Stock

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

# Write-Off Stock - Partial

[S-FSS11-05] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Write-Off Stock](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

Stock Code	BADGEI	Voucher Date (DD/MM/YYYY)	30/09/2001
Description	Woven Badge	Voucher No.	SP0901-007
Category Code	BADGE	Entered Amount	\$5000.00
Analysis Code	JUNIOR	Purchase Quantity	2500.00
Write-off Quantity	0.00	On Hand Quantity	1000.00

<input type="checkbox"/>		Write-off Date (DD/MM/YYYY)	Write-off Quantity	Write-off Reason
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4	<input type="text"/>	<input type="text"/>	<input type="text"/>
	5	<input type="text"/>	<input type="text"/>	<input type="text"/>

▼ Sales & Stock

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

Step 2. Fill in the fields

# Write-Off Stock - Partial

[S-FSS11-05] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details **Write-Off Stock**

Stock Code	BADGEI	Voucher Date (DD/MM/YYYY)	30/09/2001
Description	Woven Badge	Voucher No.	SP0901-007
Category Code	BADGE	Entered Amount	\$5000.00
Analysis Code	JUNIOR	Purchase Quantity	2500.00
Write-off Quantity	0.00	On Hand Quantity	1000.00

<input type="checkbox"/>		Write-off Date (DD/MM/YYYY)	Write-off Quantity	Write-off Reason
	1	<input type="text" value="12/12/2001"/>	<input type="text" value="20"/>	<input type="text" value="Broken"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4	<input type="text"/>	<input type="text"/>	<input type="text"/>
	5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 3. Click [Save] button

# Write-Off Stock - Partial

[S-FSS11-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Write-Off Stock](#)

Record updated successfully.

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

<b>Stock Code</b>	BADGE1	<b>Category Code</b>	BADGE
<b>Description</b>	Woven Badge	<b>Analysis Code</b>	JUNIOR

<input type="checkbox"/>		Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity			On Hand Amount \$	Location	Complete Status	
				Purchase	Sales	Write-Off				On Hand
<input type="checkbox"/>	1	30/09/2001	SP0901-007	2500.00	1500.00	20.00	980.00	1960.00	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	30/09/2001	SP0901-007	2500.00	2500.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>

Note 1: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.

Note 2: Partial write-off - please click the hyperlink for that particular location.

[Batch Write-off](#) [Back](#)

Display the Write-Off quantity and On Hand quantity

▼ Sales & Stock

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

# Write-Off Stock - Batch

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 14:22

[S-FSS11-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Write-Off Stock](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

Stock Code	FSS0303	Category Code	EXBK
Description	FSS0303	Analysis Code	FSS0303

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status
				Purchase	Sales	Write-Off	On Hand			
<input checked="" type="checkbox"/>	1	09/08/2304	SP09	500.00	0.00	0.00	500.00	550.25	N/A	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	05/08/2304	SP05	300.00	278.00	1.00	21.00	23.11	N/A	<input type="checkbox"/>
<input type="checkbox"/>	3	04/08/2304	SP04	400.00	400.00	0.00	0.00	0.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	4	02/08/2304	SP02	260.00	260.00	0.00	0.00	0.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	5	01/08/2304	SP01	2.00	2.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	01/08/2304	SP01	1000.00	1000.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>

Note 1: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.

Note 2: Partial write-off - please click the hyperlink for that particular location.

[Batch Write-off](#)

[Back](#)

Step 1. Select the checkbox(es) of Voucher No(s) to be written-off

# Write-Off Stock - Batch

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 14:22

[S-FSS11-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Write-Off Stock](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

Stock Code	FSS0303	Category Code	EXBK
Description	FSS0303	Analysis Code	FSS0303

<input type="checkbox"/>		Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status
				Purchase	Sales	Write-Off	On Hand			
<input checked="" type="checkbox"/>	1	09/08/2304	SP09	500.00	0.00	0.00	500.00	550.25	N/A	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	05/08/2304	SP05	300.00	278.00	1.00	21.00	23.11	N/A	<input type="checkbox"/>
<input type="checkbox"/>	3	04/08/2304	SP04	400.00	400.00	0.00	0.00	0.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	4	02/08/2304	SP02	260.00	260.00	0.00	0.00	0.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	5	01/08/2304	SP01	2.00	2.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	01/08/2304	SP01	1000.00	1000.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>

Note 1: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.

Note 2: Partial write-off - please click the hyperlink for that particular location.

[Batch Write-off](#) [Back](#)

Step 2. Click [Batch Write-off] button

# Write-Off Stock - Batch

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 14 October 2003 14:23

[S-FSS11-04] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Write-Off Stock](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

Stock Code FSS0303 Category Code EXBK  
Description FSS0303 Analysis Code FSS0303

Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status
		Purchase	Sales	Write-Off	On Hand			
09/08/2304	SP09	500.00	0.00	0.00	500.00	550.25	N/A	<input type="checkbox"/>
05/08/2304	SP05	300.00	278.00	1.00	21.00	23.11	N/A	<input type="checkbox"/>

Write-off Date (DDMM/YYYY)  Write-off Quantity 521.00

Write-off Reason

Save

Back

Step 3. Fill in the fields

# Write-Off Stock - Batch

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 14:24

[S-FSS11-04] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Write-Off Stock](#)

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

Stock Code FSS0303 Category Code EXBK  
Description FSS0303 Analysis Code FSS0303

Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status
		Purchase	Sales	Write-Off	On Hand			
09/08/2304	SP09	500.00	0.00	0.00	500.00	550.25	N/A	<input type="checkbox"/>
05/08/2304	SP05	300.00	278.00	1.00	21.00	23.11	N/A	<input type="checkbox"/>

Write-off Date (DDMM/YYYY) 31/08/2304 Write-off Quantity 521.00

Write-off Reason  
All stocks are broken.

Step 4. Click [Save] button

# Write-Off Stock - Batch

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 14 October 2003 14:25

[S-FSS11-03] [FMP](#) > [Sales & Stock](#) > [Maintenance](#) > [Write-Off Stock](#)

Record updated successfully.

[Purchase Voucher](#) [Stock In Details](#) [Sales Voucher](#) [Stock Out Details](#) [Write-Off Stock](#)

Stock Code	FSS0303	Category Code	EXBK
Description	FSS0303	Analysis Code	FSS0303

<input type="checkbox"/>		Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity			On Hand	On Hand Amount \$	Location	Complete Status
				Purchase	Sales	Write-Off				
<input type="checkbox"/>	1	09/08/2304	SP09	500.00	0.00	500.00	0.00	0.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	2	05/08/2304	SP05	300.00	278.00	22.00	0.00	0.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	3	04/08/2304	SP04	400.00	400.00	0.00	0.00	0.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	4	02/08/2304	SP02	260.00	260.00	0.00	0.00	0.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	5	01/08/2304	SP01	2.00	2.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	01/08/2304	SP01	1000.00	1000.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>

Note 1: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.

Note 2: Partial write-off - please click the hyperlink for that particular location.

[Batch Write-off](#)

[Back](#)

Display the On Hand quantity is zero

## Notes: Write-Off Stock

- All write-off transactions of a purchase voucher should have unique write-off dates. If duplicated write-off records (same voucher and write-off date) are found, an error message will be prompted and user is not allowed to continue with the write-off action. User may amend the write-off quantity for a single write-off record by merging the quantity of all write-off records on the same write-off date, instead of having duplicate write-off records on the same write-off date for the same voucher.



Press  
ESCAPE  
to return