

# Merge Item During Transfer

Account | Billing | Stock | POS | Payroll



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# Introduction

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- This guide demonstrate function of merging stock item during transfer when you partially/fully transferred from more than one (1) documents.
- This guide will use two (2) scenario,
  - Merge Detail Item
  - Merge Detail Item is untick

# Scenario 1: Merge Detail item

A c c o u n t | B i l l i n g | S t o c k | P O S | P a y r o l l

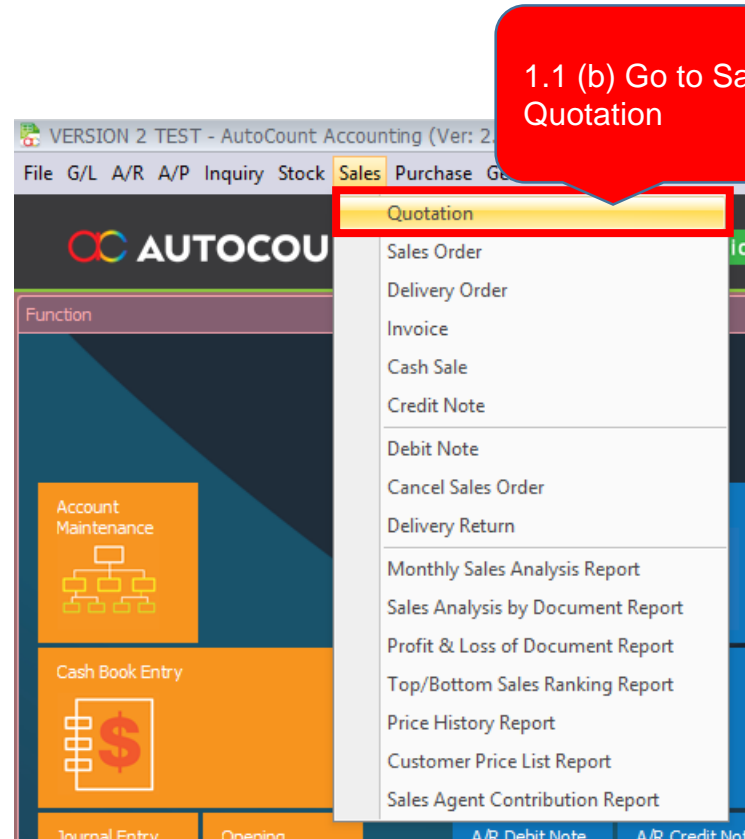
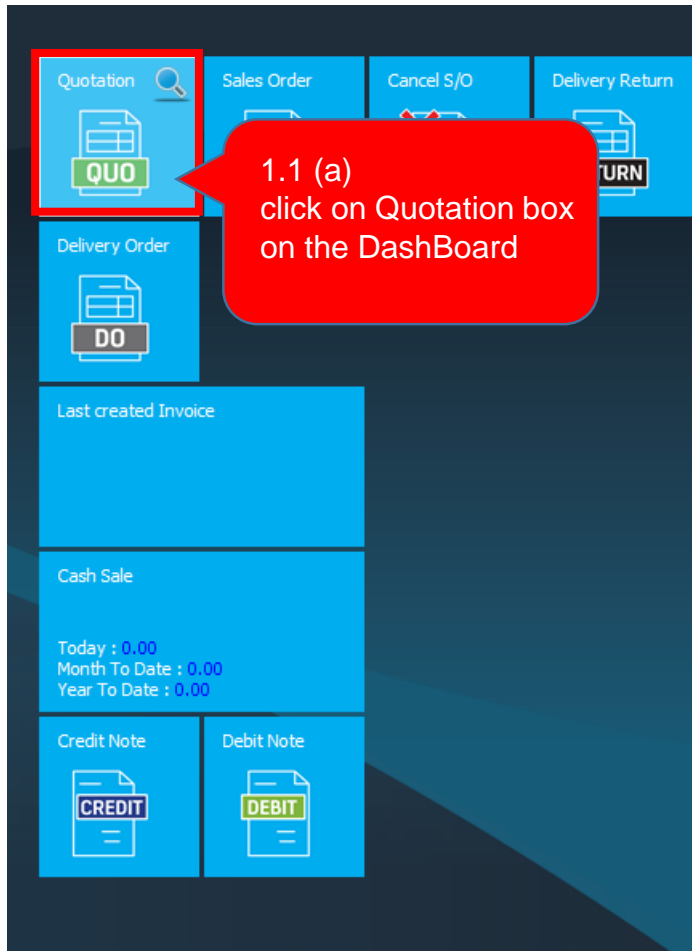


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# Scenario 1: Merge Detail Item

## Step 1: Creating Quotation



# Scenario 1: Merge Detail Item


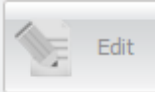
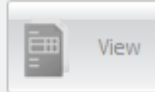

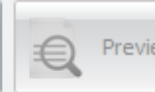





## Step 1: Creating Quotation

Quotation - VERSION 2 TEST - AutoCount Accounting (Ver: 2.0) (Rev: 103)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools GST Window Help | Report Others

### Quotation

**Hint:** In this Quotation window, you can create, modify, or delete quotation for your customer.

 **New**  **Edit**  **View**  **Find**  **Preview**  **Print**  **Print Listing**  **Delete**  **Refresh**  **View Flow**  Show this grid at startup

group by that column

	▼ Debtor Code	Debtor Name	Agent	Inclusive?	Sub-Total (ex)	GST	Total	Cancelled	Approval User	Multi Pricing
					0.00	0.00	0.00			

Record 0 of 0

# Scenario 1: Merge Detail Item

## Step 1: Creating Quotation

- Create quotation

View Quotation - [QT-000001] - VERSION 2 TEST - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Edit Void Delete Show Instant Info Document Navigation Copy Quotation Copy to a new Quotation Transfer Document

Debtor: 300-1001  
Name: 128 ARA DAMANSARA SDN BHD  
Address: SUITE 16-1, LEVEL 16, MENARA WELD, 76 JALAN RAJA CHULAN, 50200 KUALA LUMPUR  
Branch:   
Validity:   
Your Ref.:   
CC:   
Quotation No: QT-000001  
Date: 08/08/2018  
Credit Term: C.O.D.  
Delivery Term:   
Payment Term:   
Sales Agent: NICSON  
Ship Via:   
Shipping Info:   
Sales Location: HQ  
Multi Pricing:   
Bar Code:   
Item Code Description Fur... Delivery Date Location Proj. No. UOM Qty Unit Price Discount SubTotal  
> ITEM00001 ITEM ABC ... 08/08/2018 HQ ... PCS 10 200.00 2,000.00  
ITEM00003 Chair ... 08/08/2018 HQ ... unit 10 30.00 300.00  
ITEM00004 STOOL ... 08/08/2018 HQ ... UNIT 10 10.00 100.00

# Scenario 1: Merge Detail Item

## Step 1: Creating Quotation

- Create second quotation that is issue out to the same debtor as the first quotation

View Quotation - [QT-000002] - VERSION 2 TEST - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Edit Void Delete Show Instant Info Document Navigation Copy from other Quotation Copy to a new Quotation Check Transferred To Status Transfer Document

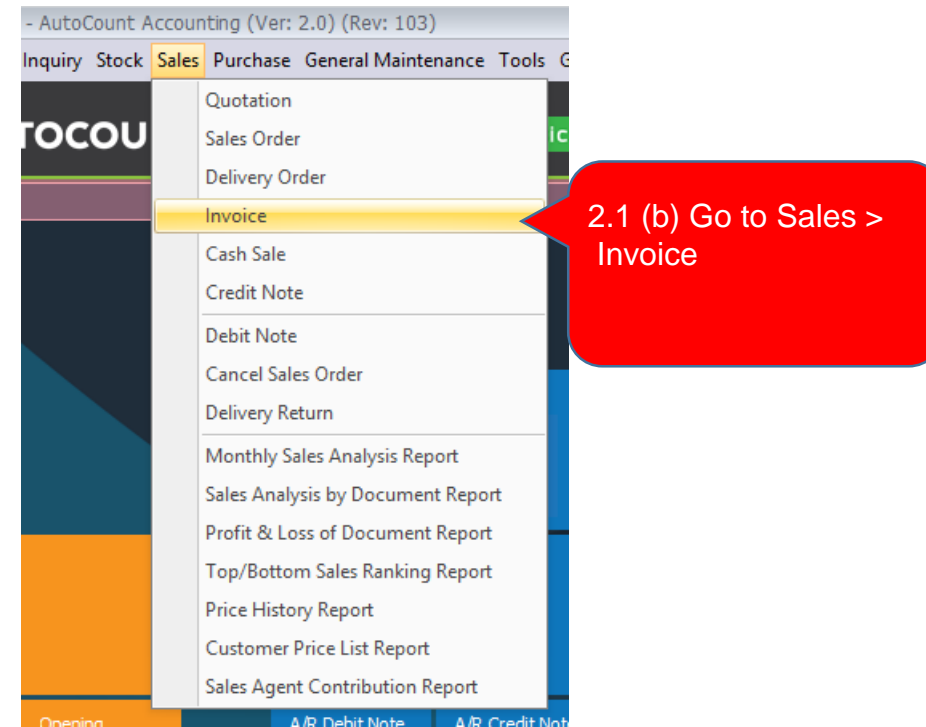
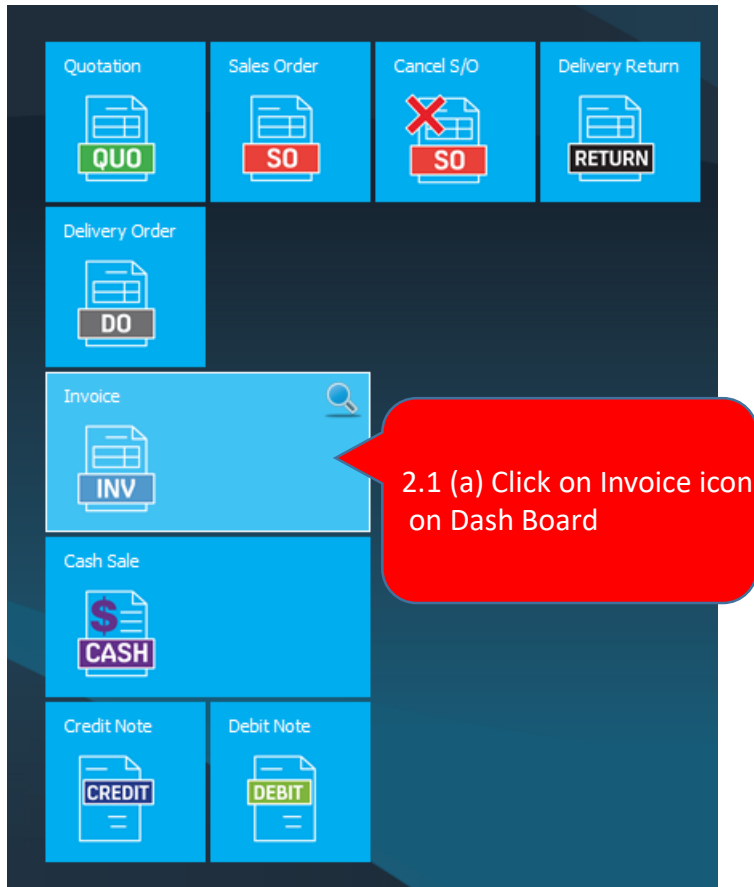
Debtor: 300-1001  
Name: 128 ARA DAMANSARA SDN BHD  
Address: SUITE 16-1, LEVEL 16, MENARA WELD, 76 JALAN RAJA CHULAN, 50200 KUALA LUMPUR  
Branch:   
Validity:   
Your Ref.:   
CC:   
Quotation No: QT-000002  
Date: 08/08/2018  
Credit Term: C.O.D.  
Delivery Term:   
Payment Term:   
Sales Agent: NICSON  
Ship Via:   
Shipping Info:   
Sales Location: HQ  
Multi Pricing:   
Bar Code:   

Item Code	Description	Fur...	Delivery Date	Location	Proj. No.	UOM	Qty	Unit Price	Discount	SubTotal
ITEM00001	ITEM ABC	...	08/08/2018	HQ		PCS	40	200.00		8,000.00
ITEM00002	Table Lamp	...	08/08/2018	HQ		Box	20	30.00		600.00

# Scenario 1: Merge Detail Item

## Step2: Create Invoice

- Go to homepage, and proceed with creating new invoice

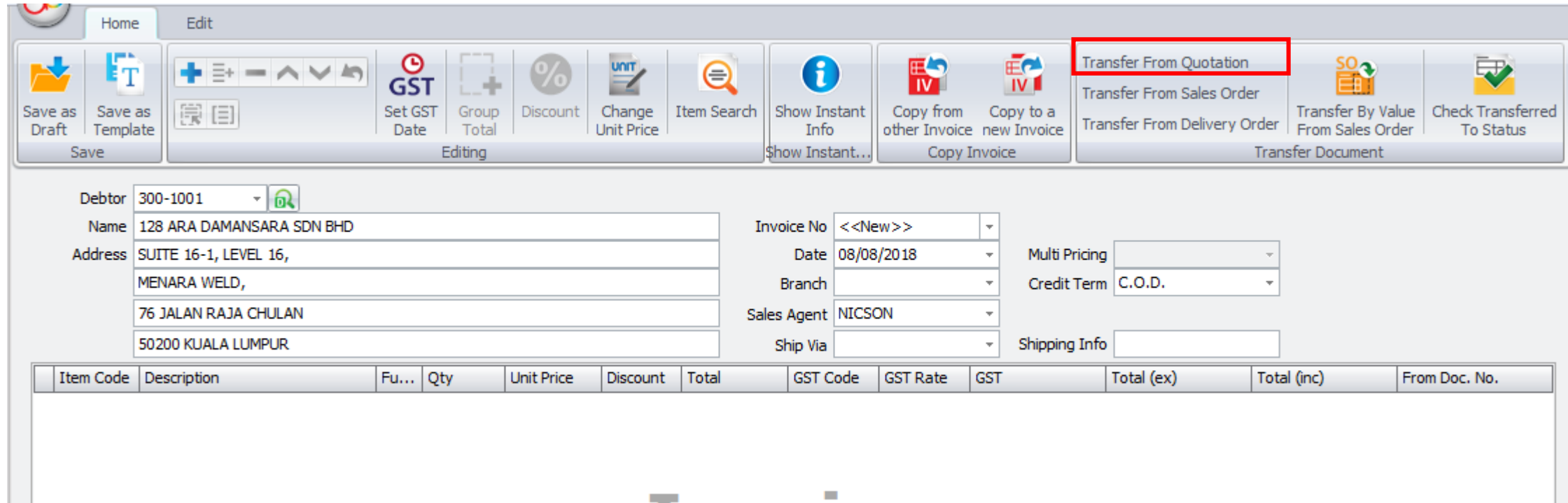




# Scenario 1: Merge Detail Item

## Step2: Create Invoice

- Create a new invoice for the same debtor as the quotations.
- Proceed with Transfer from Quotation



The screenshot displays the autocount software interface. The ribbon at the top includes the following groups and options:

- Save:** Save as Draft, Save as Template
- Editing:** Set GST Date, Group Total, Discount, Change Unit Price, Item Search
- Show Instant Info:** Show Instant Info
- Copy Invoice:** Copy from other Invoice, Copy to a new Invoice
- Transfer Document:** **Transfer From Quotation** (highlighted), Transfer From Sales Order, Transfer From Delivery Order, Transfer By Value From Sales Order, Check Transferred To Status

Below the ribbon, the form fields are populated with the following information:

Debtor	300-1001	Invoice No	<<New>>
Name	128 ARA DAMANSARA SDN BHD	Date	08/08/2018
Address	SUITE 16-1, LEVEL 16, MENARA WELD, 76 JALAN RAJA CHULAN 50200 KUALA LUMPUR	Branch	
		Sales Agent	NICSON
		Ship Via	
		Multi Pricing	
		Credit Term	C.O.D.
		Shipping Info	

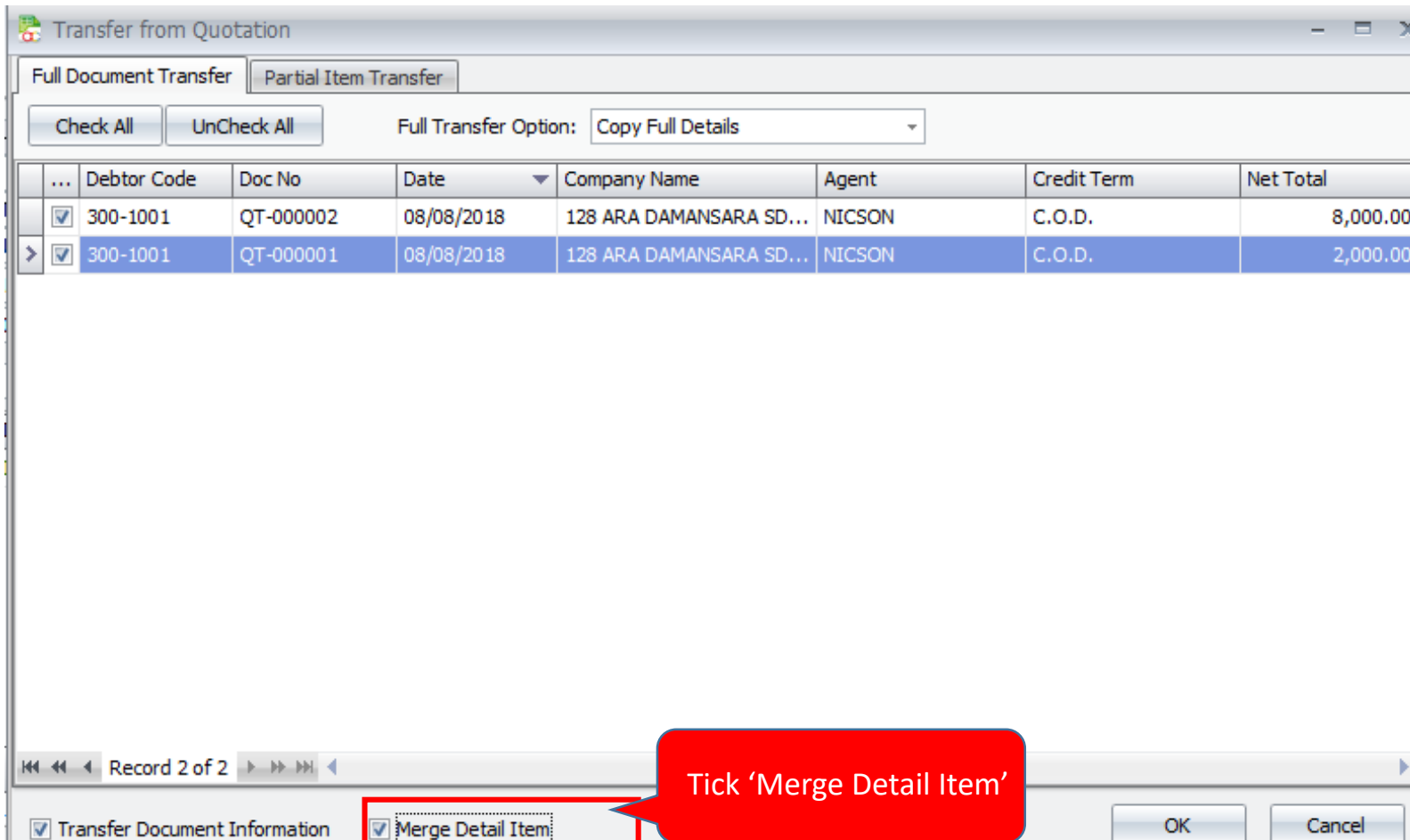
At the bottom of the interface, there is a table header for the invoice items:

Item Code	Description	Fu...	Qty	Unit Price	Discount	Total	GST Code	GST Rate	GST	Total (ex)	Total (inc)	From Doc. No.
-----------	-------------	-------	-----	------------	----------	-------	----------	----------	-----	------------	-------------	---------------

# Scenario 1: Merge Detail Item

## Step2: Create Invoice

- During the transfer of document, make sure that Merge Detail Item is ticked.



...	Debtor Code	Doc No	Date	Company Name	Agent	Credit Term	Net Total
<input checked="" type="checkbox"/>	300-1001	QT-000002	08/08/2018	128 ARA DAMANSARA SD...	NICSON	C.O.D.	8,000.00
<input checked="" type="checkbox"/>	300-1001	QT-000001	08/08/2018	128 ARA DAMANSARA SD...	NICSON	C.O.D.	2,000.00

Record 2 of 2

Transfer Document Information  Merge Detail Item

OK Cancel

Tick 'Merge Detail Item'

# Scenario 1: Merge Detail Item

## Step 3: Layout of Invoice - Merging of Stock Item



- After transferring of document, the same item code will be merge into one line. And From Doc. No. will indicate the item(s) is transferred from which document. And the qty will be sum up.

Debtor: 300-1001  
Name: 128 ARA DAMANSARA SDN BHD  
Address: SUITE 16-1, LEVEL 16, MENARA WELD, 76 JALAN RAJA CHULAN, 50200 KUALA LUMPUR

Invoice No: <<New>>  
Date: 18/10/2018  
Branch:   
Sales Location: HQ  
Ship Via:   
Multi Pricing:   
Credit Term: C.O.D.  
Sales Agent: NICSON  
Shipping Info:

Bar Code:

Item Code	Description	Furth...	Qty	Unit Price		From Doc. No.
ITEM00001	ITEM ABC	...	50	10,000.00		QT-000001, QT-000002
ITEM00003	Chair	...	10	30.00	300.00	QT-000001
ITEM00004	STOOL	...	10	10.00	100.00	QT-000001
ITEM00002	Table Lamp	...	20	30.00	600.00	QT-000002

Same Item Code will combine into one line

# Scenario 2: Merge Detail Item is untick

Account | Billing | Stock | POS | Payroll



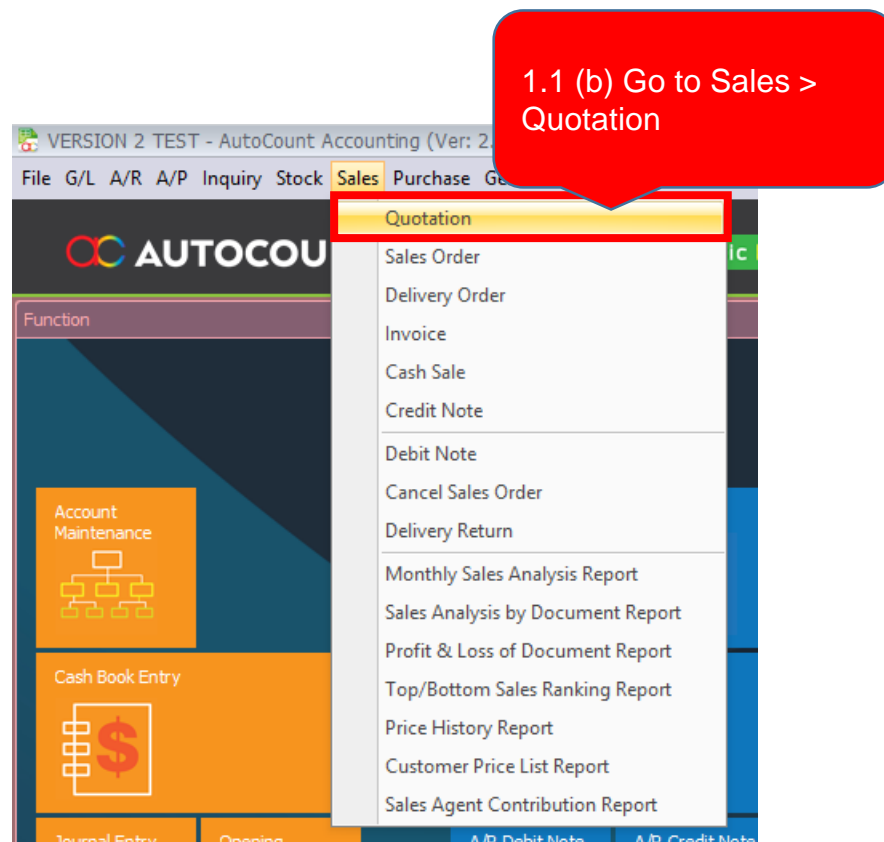
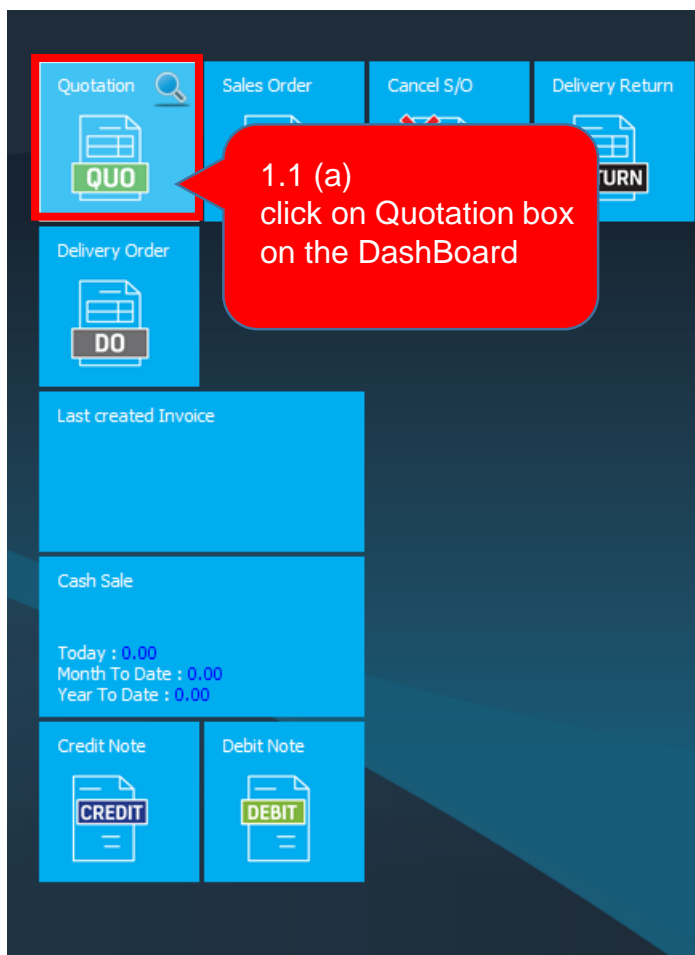
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# Scenario 2: Merge Detail Item is untick



## Step 1: Creating Quotation



# Scenario 2: Merge Detail Item is untick

## Step 1: Creating Quotation


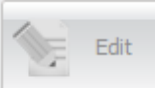


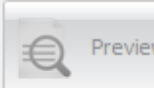

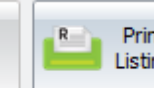





Quotation - VERSION 2 TEST - AutoCount Accounting (Ver: 2.0) (Rev: 103)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools GST Window Help | Report Others

### Quotation

Hint: In this Quotation window, you can create, modify, or delete quotation for your customer.

Show this grid at startup

group by that column

	Debtor Code	Debtor Name	Agent	Inclusive?	Sub-Total (ex)	GST	Total	Cancelled	Approval User	Multi Pricing
					0.00	0.00	0.00			

Record 0 of 0

1.2 Click on New

# Scenario 2: Merge Detail Item is untick

## Step 1: Creating Quotation

- Create quotation

View Quotation - [QT-000001] - VERSION 2 TEST - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Edit Void Delete Show Instant Info Document Navigation Copy from other Quotation Copy to a new Quotation Check Transferred To Status Transfer Document

Debtor: 300-1001  
Name: 128 ARA DAMANSARA SDN BHD  
Address: SUITE 16-1, LEVEL 16, MENARA WELD, 76 JALAN RAJA CHULAN, 50200 KUALA LUMPUR  
Branch:   
Validity:   
Your Ref.:   
CC:   
Quotation No: QT-000001  
Date: 08/08/2018  
Credit Term: C.O.D.  
Delivery Term:   
Payment Term:   
Sales Agent: NICSON  
Ship Via:   
Shipping Info:   
Sales Location: HQ  
Multi Pricing:   
Bar Code:   
Item Code Description Fur... Delivery Date Location Proj. No. UOM Qty Unit Price Discount SubTotal  
ITEM00001 ITEM ABC ... 08/08/2018 HQ ... PCS 10 200.00 2,000.00  
ITEM00003 Chair ... 08/08/2018 HQ ... unit 10 30.00 300.00  
ITEM00004 STOOL ... 08/08/2018 HQ ... UNIT 10 10.00 100.00

# Scenario 2: Merge Detail Item is untick

## Step 1: Creating Quotation



- Create second quotation that is issue out to the same debtor as the first quotation

View Quotation - [QT-000002] - VERSION 2 TEST - AutoCount Accounting (Ver: 2.0)

Home Edit

Preview Print Edit Void Delete Show Instant Info Document Navigation Copy from other Quotation Copy to a new Quotation Check Transferred To Status Transfer Document

Debtor: 300-1001  
Name: 128 ARA DAMANSARA SDN BHD  
Address: SUITE 16-1, LEVEL 16, MENARA WELD, 76 JALAN RAJA CHULAN, 50200 KUALA LUMPUR  
Branch:   
Validity:   
Your Ref.:   
CC:   
Quotation No: QT-000002  
Date: 08/08/2018  
Credit Term: C.O.D.  
Delivery Term:   
Payment Term:   
Sales Agent: NICSON  
Ship Via:   
Shipping Info:   
Sales Location: HQ  
Multi Pricing:   
Bar Code:   

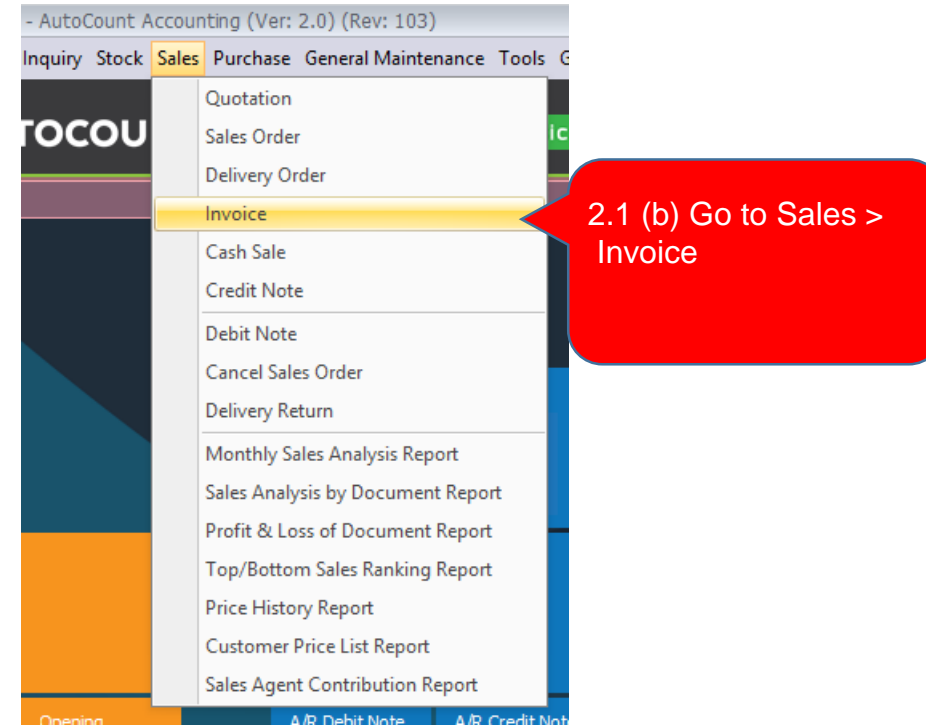
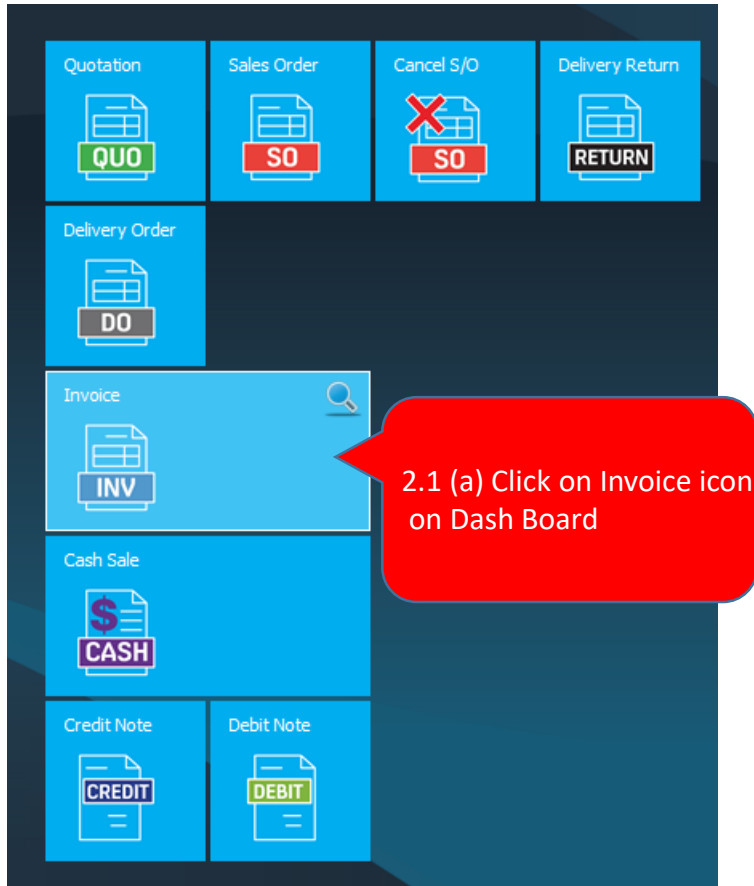
Item Code	Description	Fur...	Delivery Date	Location	Proj. No.	UOM	Qty	Unit Price	Discount	SubTotal
ITEM00001	ITEM ABC	...	08/08/2018	HQ		PCS	40	200.00		8,000.00
ITEM00002	Table Lamp	...	08/08/2018	HQ		Box	20	30.00		600.00



# Scenario 2: Merge Detail Item is untick

## Step2: Create Invoice

- Go to homepage, and proceed with creating new invoice



# Scenario 2: Merge Detail Item is untick

## Step2: Create Invoice



- Create a new invoice for the same debtor as the quotations.
- Proceed with Transfer from Quotation

The screenshot shows the AutoCount software interface. The top ribbon has tabs for 'Home' and 'Edit'. The 'Edit' ribbon contains several groups of buttons: 'Save' (Save as Draft, Save as Template), 'Editing' (Add, Subtract, Multiply, Divide, Undo, Redo, Set GST Date, Group Total, Discount, Change Unit Price, Item Search), 'Show Instant Info' (Show Instant Info), 'Copy Invoice' (Copy from other Invoice, Copy to a new Invoice), 'Transfer Document' (Transfer From Quotation, Transfer From Sales Order, Transfer From Delivery Order, Transfer By Value From Sales Order, Check Transferred To Status), and 'Check Transferred To Status'.

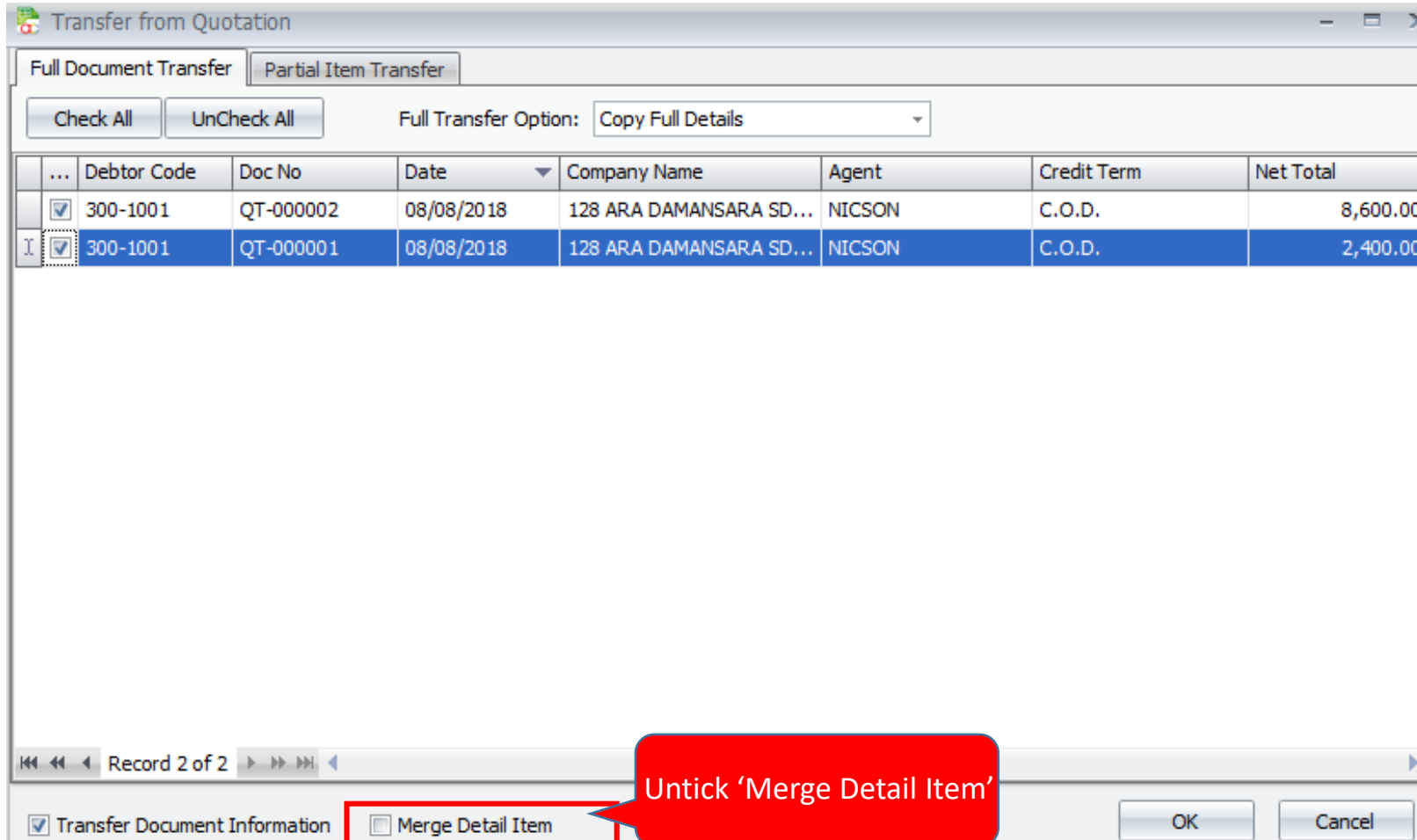
The 'Transfer From Quotation' button is highlighted with a red box. Below the ribbon, the 'Debtor' field is set to '300-1001'. The 'Name' field contains '128 ARA DAMANSARA SDN BHD'. The 'Address' field contains 'SUITE 16-1, LEVEL 16, MENARA WELD, 76 JALAN RAJA CHULAN, 50200 KUALA LUMPUR'. The 'Invoice No' field is set to '<<New>>'. The 'Date' field is set to '08/08/2018'. The 'Branch' field is empty. The 'Sales Agent' field is set to 'NICSON'. The 'Ship Via' field is empty. The 'Multi Pricing' field is empty. The 'Credit Term' field is set to 'C.O.D.'. The 'Shipping Info' field is empty.

Item Code	Description	Fu...	Qty	Unit Price	Discount	Total	GST Code	GST Rate	GST	Total (ex)	Total (inc)	From Doc. No.
-----------	-------------	-------	-----	------------	----------	-------	----------	----------	-----	------------	-------------	---------------

# Scenario 2: Merge Detail Item is untick

## Step2: Create Invoice

- During the transfer of document, make sure that Merge Detail Item is untick.



The screenshot shows the 'Transfer from Quotation' dialog box. It has two tabs: 'Full Document Transfer' (selected) and 'Partial Item Transfer'. Below the tabs are buttons for 'Check All' and 'UnCheck All', and a dropdown menu for 'Full Transfer Option' set to 'Copy Full Details'. A table lists two items for transfer. At the bottom, there are checkboxes for 'Transfer Document Information' (checked) and 'Merge Detail Item' (unchecked). A red callout box points to the 'Merge Detail Item' checkbox with the text 'Untick 'Merge Detail Item''. The 'OK' and 'Cancel' buttons are also visible.

...	Debtor Code	Doc No	Date	Company Name	Agent	Credit Term	Net Total
<input checked="" type="checkbox"/>	300-1001	QT-000002	08/08/2018	128 ARA DAMANSARA SD...	NICSON	C.O.D.	8,600.00
<input checked="" type="checkbox"/>	300-1001	QT-000001	08/08/2018	128 ARA DAMANSARA SD...	NICSON	C.O.D.	2,400.00

Record 2 of 2

Transfer Document Information  Merge Detail Item

OK Cancel

# Scenario 2: Merge Detail Item is untick



## Step 3: Layout of Invoice - Merging of Stock Item

- The same item code will not be merge together when it is from different doc. no

2.1 (b) Go to Sales > Invoice

Item Code	Description	Furth...	Qty	Unit Price	Discount	Total	From Doc. No.
ITEM00001	ITEM ABC	...	40	200.00		8,000.00	QT-000002
ITEM00002	Table Lamp	...	20	30.00		600.00	QT-000002
ITEM00001	ITEM ABC	...	10	200.00		2,000.00	QT-000001
ITEM00003	Chair	...	10	30.00		300.00	QT-000001
ITEM00004	STOOL	...	10	10.00		100.00	QT-000001

Same Item Code will be separated according to From Doc. No.

# Thank You

A c c o u n t | B i l l i n g | S t o c k | P O S | P a y r o l l



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