

Sales and Purchase Module one by one document Mark as Close and Mark as Close By Batch

[1.0]

Cheng Kah Poh

[09/11/2020]



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 1 of 3

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Sales and Purchase Module one by one document Mark as Close and Mark as Close By Batch	Cheng Kah Poh	09/11/2020	

Amendment Record



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SCENARIO

There is a scenario that maybe the supplier is not enough 10QTY of the item and only can delivered for 8 QTY, the customer(User) may just accept it and no intend to follow up anymore, so the user just accept to close the purchase order.

Example: Purchase Order created with 10QTY of ASUS-MB

Purchase Orders

Details | Supplier | Deliver To | Others | Notes | Files | Approvals | Info

Supplier: 800-A001 | Currency: RM | Rate: | Doc Date: 09/11/2020
From: ALI MANUFACTURING SDN. BHD. | Attention: EN. ALI | P. Order No.: 620311020
Term: 30 DAYS | Purchaser: | Reference No.:
Location: | Require Date: |
Project: | Cost Centre: |
☐ Tax Inclusive ☐ Rounding

Scan Item... | View Variants...

Stock Code	Description	Qty	UOM	Unit Pr.	Disc	Amount	Tax C.	Tax A.	Net
ASUS-MB	ASUS TECH MB MOTHERBO...	10	UNITS	230.00		2,300.00			2,300.00

But Transfer only 8QTY to Goods Receive Note.

Goods Received Notes

Details | Supplier | Deliver To | Others | Notes | Files | Approvals | Info

Supplier: 800-A001 | Currency: RM | Rate: | Exchange Rate: 1.00000000
From: ALI MANUFACTURING SDN. BHD. | Attention: EN. ALI | Doc Date: 09/11/2020
Term: 30 DAYS | Purchaser: | GRN No.: GRN2011015
Location: | Supplier DO No: | Reference No.:
Project: | Cost Centre: |
☐ Tax Inclusive ☐ Rounding ☐ Post as Accrued AP

Scan Item... | View Variants...

Stock Code	Description	Batch No	P.Desc	Qty	UOM	Unit Pr.	Disc	Amount	Tax C.	Tax A.	Net	Serial No	CostA	CostB	CostC	CostD
ASUS-MB	ASUS TECH MB MOTHERBO...			8	UNITS	230.00		1,840.00			1,840.00					

there still outstanding 2 unit in Purchase Order

Outstanding Purchase Order

Document Date	Stock Code	Stock Name	Qty	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Disc #	Rcv Date	Outstanding Qty
09/11/2020	ASUS-MB	ASUS TECH MB MOTHERBOARD	10	230.00	2,300.00		8	GRN2011015	09/11/2020	2

And in Good Receive Note, and Purchase invoice transfer from Purchase order screen, will always remain it still have 2 qty of stock not transfer yet

Goods Received Notes

Details | Supplier | Deliver To | Others | Notes | Files | Approvals | Info

Supplier: 800-A001 | Currency: RM | Rate: | Exchange Rate: 1.00000000
From: ALI MANUFACTURING SDN. BHD. | Attention: EN. ALI | Doc Date: 09/11/2020
Term: 30 DAYS | Purchaser: | GRN No.: GRN2011015
Location: | Supplier DO No: | Reference No.:
Project: | Cost Centre: |
☐ Tax Inclusive ☐ Rounding ☐ Post as Accrued AP

Scan Item... | View Variants...

Purchase Orders Transfer

Doc From: | Doc To: |
Date From: | Date To: |

☒ Tick All ☐ Uncheck All

Transfer	PO #	Date	Account Name	Purchaser	Term	Tax Total Amount	Due Amount
<input type="checkbox"/>	PO20090006	01/01/2020	ALI MANUFACTURING...	ALVIN	30 DAYS		1,630.00
<input type="checkbox"/>	PO 00002	01/01/2011	ALI MANUFACTURING...	ALVIN	60 DAYS		12,800.00
<input type="checkbox"/>	PO0101001	01/01/2011	ALI MANUFACTURING...	ALVIN	60 DAYS		8,900.00
<input type="checkbox"/>	PO0101003	01/01/2011	ALI MANUFACTURING...	ALVIN	60 DAYS		1,800.00
<input type="checkbox"/>	PO20090007	01/01/2020	ALI MANUFACTURING...	ALVIN	30 DAYS		230.00
<input checked="" type="checkbox"/>	PO2011009	09/11/2020	ALI MANUFACTURING...	ALVIN	30 DAYS		2,300.00

We can mark as close for this Outstanding Document.

If, we have many same situation transaction, we can mark as close by Batch.



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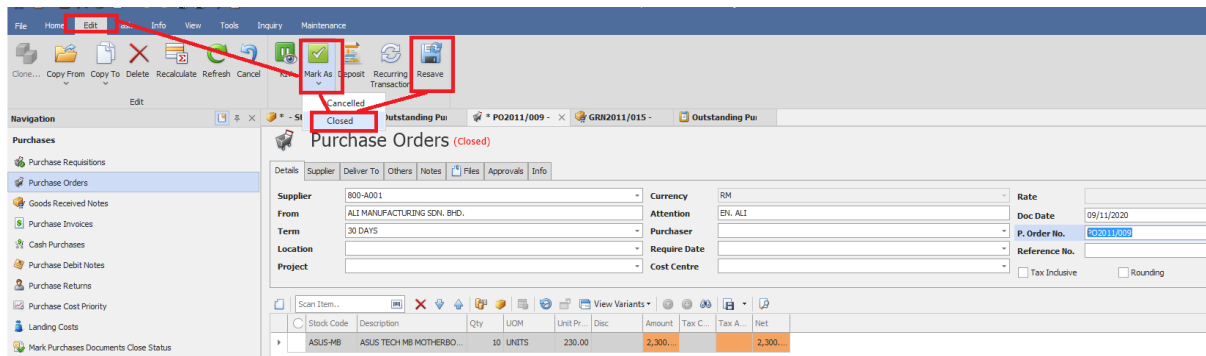
Doc No : 1

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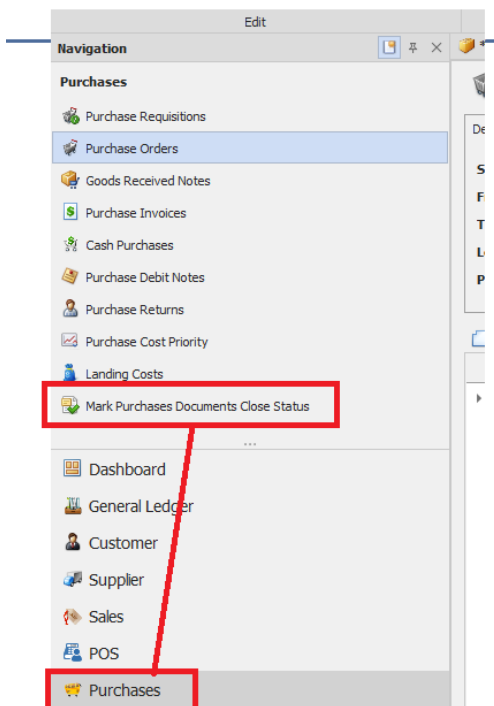
SOLUTION

To Mark as close for one document.

Click Edit → Click Mark As → Click Closed, and Click Resave.



To Mark as Close by Batch, Click Purchases → Click Mark Purchase Document Close Status.





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Click Purchase Order Tab → Click Inquiry.

Mark Purchases Documents Close Status

Filters

Date From: 01/11/2020 To: 09/11/2020

Supplier From: To:

Purchaser From: To:

Area From: To:

Category From: To:

Control A/C From: To:

Project From: To:

Purchase Requests Purchase Orders Goods Received Notes

PO From: To: Show Un-close Only

Inquiry

PO #	Date	Creditor	Creditor Name	Term	Due Amount
PO2011/008	05/11/2020	800-A001	ALI MANUFACTURING SDN. BHD.	30 DAYS	230.00
PO2011/009	09/11/2020	800-A001	ALI MANUFACTURING SDN. BHD.	30 DAYS	2,300.00

Tick the transaction you want to close → Click Save.

Save Save and Close Reset View View Variants Close

Save View Close

Navigation

- Purchases
 - Purchase Requests
 - Purchase Orders
 - Goods Received Notes
 - Purchase Invoices
 - Cash Purchases
 - Purchase Debit Notes
 - Purchase Returns
 - Purchase Cost Priority
 - Landing Costs
 - Mark Purchases Documents Close Status
- Dashboard
- General Ledger
- Customer
- Supplier

Mark Purchases Documents Close Status

Filters

Date From: 01/11/2020 To: 09/11/2020

Supplier From: To:

Purchaser From: To:

Area From: To:

Category From: To:

Control A/C From: To:

Project From: To:

Purchase Requests Purchase Orders Goods Received Notes

PO From: To: Show Un-close Only

Inquiry

PO #	Date	Creditor	Creditor Name	Term	Due Amount
<input checked="" type="checkbox"/> PO2011/008	05/11/2020	800-A001	ALI MANUFACTURING SDN. BHD.	30 DAYS	230.00
<input checked="" type="checkbox"/> PO2011/009	09/11/2020	800-A001	ALI MANUFACTURING SDN. BHD.	30 DAYS	2,300.00

Result:

Transaction Closed.

Stock Items

Outstanding Pui

PO2011/009 - P

GRN2011/015 -

Outstanding Pui

Mark Purchases

Purchase Orders

(Closed, Transferred)

Details

Supplier

Deliver To

Others

Notes

Files

Approvals

Info

Supplier

800-A001

Currency

RM

Rate

From

ALI MANUFACTURING SDN. BHD.

Attention

EN. ALI

Doc Date

09/11/2020

Term

30 DAYS

Purchaser

P. Order No.

PO2011/009

Location

Require Date

Reference No.

Project

Cost Centre

☐ Tax Inclusive
 ☐ Rounding

Scan Item...

View Variants

Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax A...	Net
ASUS-MB	ASUS TECH MB MOTHERBO...	10	UNITS	230.00		2,300.00			2,300.00

And Outstanding Purchase order no more appear the closed Purchase Order (PO2011/009)

Outstanding Purchase Order

Options

Inquiry

View Variants

Document Date	Stock Code	Stock Name	Qty	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Doc #	Rcv Date	Outstanding Qty
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And transfer screen also no more appear the close Purchase Order (PO2011/009).

Goods Received Notes

Details

Supplier

Deliver To

Others

Notes

Files

Approvals

Info

Supplier

800-A001

From

ALI MANUFACTURING SDN. BHD.

Term

30 DAYS

Location

Project

Scan Item...

View Variants

Stock Code	Description	Batch
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Transfer

PO #

Date

Account Name

Purchaser

Term

Tax Total Amount

Due Amount

<input type="checkbox"/>	AA-PO2009/006	23/09/2020	ALI MANUFACTURING...		30 DAYS		1,630.00
<input type="checkbox"/>	PO-00002	01/01/2011	ALI MANUFACTURING...	ALVIN	60 DAYS		12,800.00
<input type="checkbox"/>	PO0101/001	10/01/2011	ALI MANUFACTURING...	ALVIN	60 DAYS		8,900.00
<input type="checkbox"/>	PO0101/003	15/01/2011	ALI MANUFACTURING...	ALVIN	60 DAYS		1,800.00
<input type="checkbox"/>	PO2009/007	01/09/2020	ALI MANUFACTURING...		30 DAYS		230.00

Tick All

Uncheck All

View Variants

OK

Cancel

Inquiry

Same feature is applied into Purchase and Sales Module.