

# BATCH NUMBER MODULE

[1.0]

Crimsen

[26/11/2021]



**QNE**  
**SOFTWARE**

## **QNE TIPS**

Product : QNE Optimum


Version: 1.00

Doc No : 1

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REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Crimsen Than	26/11/2021	

**Amendment Record**

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## SCENARIO

Batch Number Module allows users to control the purchase and selling of their stock in batches. It is especially useful for product items that have an expiration date or will depreciate over a certain time period, such as food products and medicine.

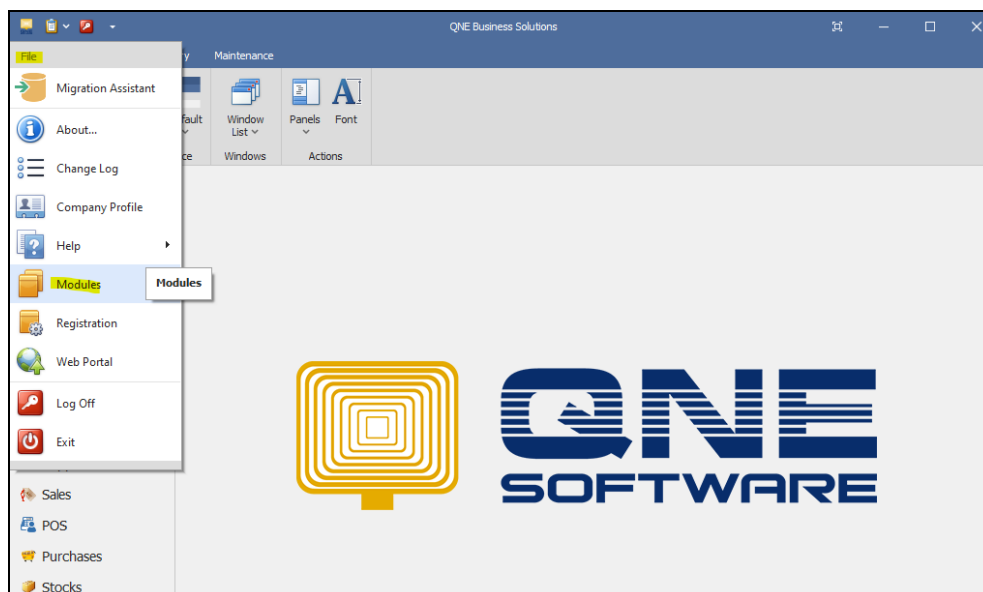
User may create stock items in batches and select stock batches that need to be cleared out first in any product transactions. They may even plan for promotion campaigns based on stock batches using Batch Number Module.


For example, 100 boxes of Panadols tablets can be purchased together as a batch and sold using the same batch number.

## SOLUTION

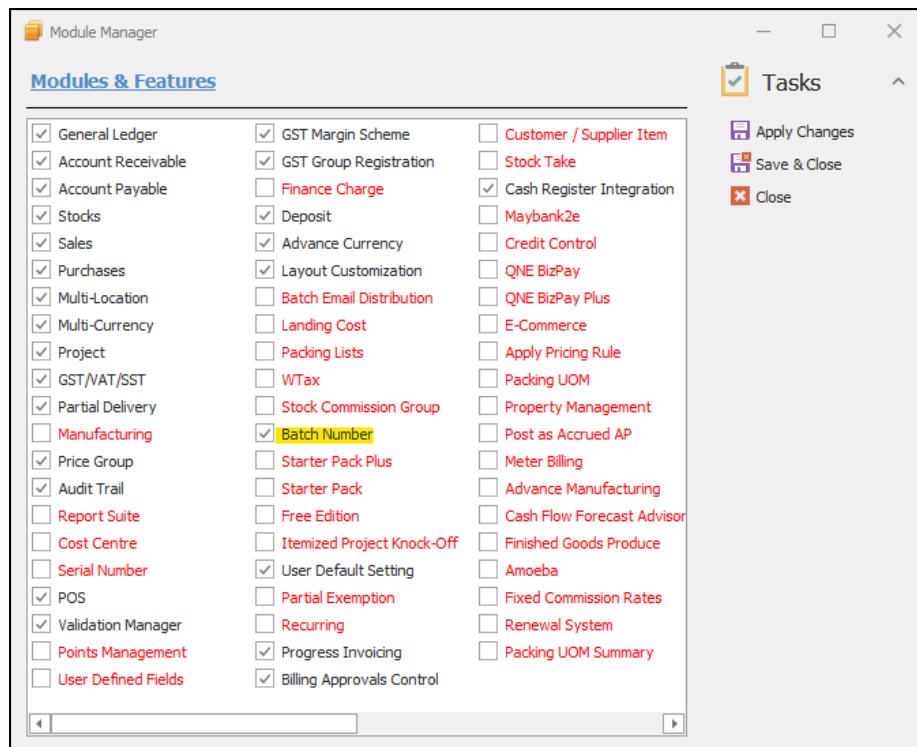
### SETTING UP

1. Go to File > **Module**



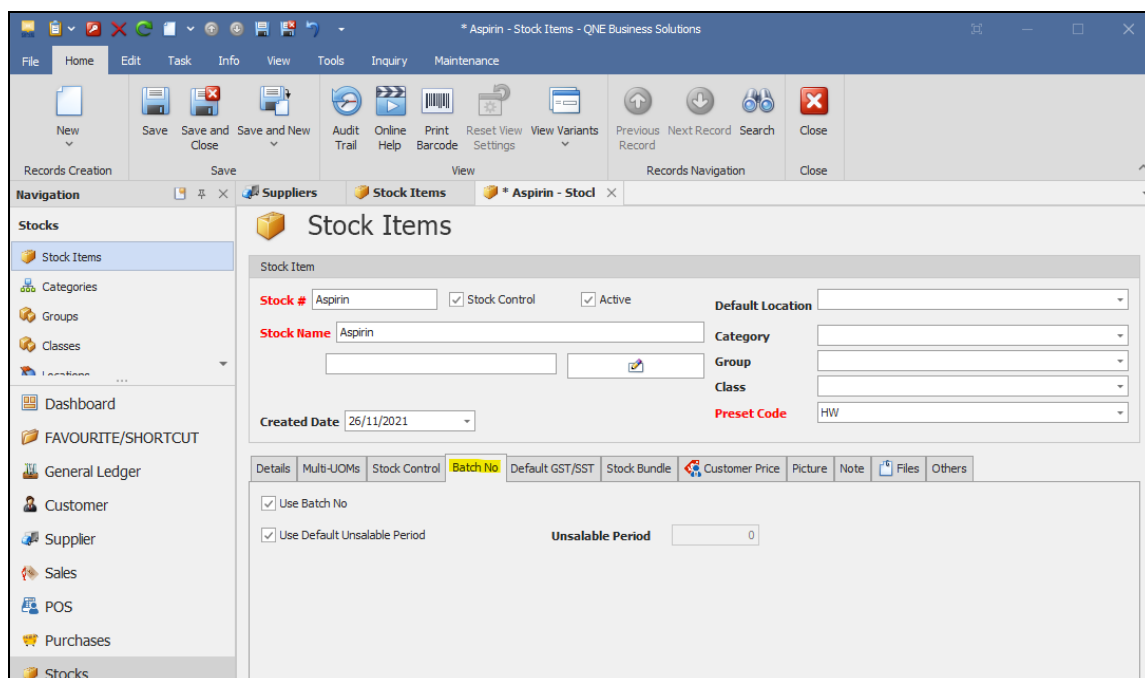
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## 2. Tick **Batch Number**. Save & Close



## 3. Create a stock item at Stock > Stock Item

**Tick Use Batch No**





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### TRANSACTIONS

1. Create a **Purchase Invoice**. Select the supplier and stock created just now.

Stock Code	Description	Batch No	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
	Aspirin			1	UNIT(S)						

2. System will prompt a table automatically for you to enter Batch No, Description, Manufacturing Date and Expired Date in **Stock In**. Update Reference 1 and Reference 2 if there is any (Optional) Click OK.

System will prompt this table in all transactions of Purchase Module except Purchase Requisition and Purchase Order.

Batch No	Description	Manufacturing Date	Expiry Date	Reference 1	Reference 2
AS 101	Aspirin	01/01/2020	31/12/2021		



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3. Enter QTY and price. Save.

The screenshot shows the 'Purchase Invoices' form in QNE Business Solutions. The form is titled 'Purchase Invoices' and has a tabbed interface with 'Details', 'Supplier', 'Deliver To', 'Others', 'Notes', 'Files', 'Approvals', and 'Info'. The 'Details' tab is active, showing fields for Supplier (800-A001), Currency (RM), Rate (1.00000000), Exchange Rate, From (ALI MANUFACTURING SDN. BHD.), Attention (EN. ALI), Doc Date (29/11/2021), Term (30 DAYS), Purchaser, Invoice No. (BIL2111/018), Location, Supplier DO No., and Supplier Inv No. (BIL2111/018). There are checkboxes for 'Tax Inclusive' and 'Rounding'. Below the form is a table with columns: Stock Code, Description, Batch No, F.Desc, QTY, UOM, Unit Price, Disc, Amount, Tax C..., Tax, Net. The table contains one row: Aspirin, Aspirin, AS 101, , 20, UNIT(S), 3.00, , 60.00, , 60.00.

4. Create a **Sale Invoice**. Select the supplier and stock created just now.

The screenshot shows the 'Sales Invoices' form in QNE Business Solutions. The form is titled 'Sales Invoices' and has a tabbed interface with 'Details', 'Customer', 'DO Address', 'Others', 'Notes', 'Files', 'Approvals', 'Info', and 'JomPay'. The 'Details' tab is active, showing fields for Customer (700-A001), Currency (RM), Rate (1.00000000), Exchange Rate, To (ADVANCE TRADING SDN. BHD.), Attention (Ms. Lee Pui San), Doc Date (29/11/2021), Delivery Term, Agent (CINDY), Invoice No. (INV00020), Term (C.O.D.), Our DO No., Reference No., Location, and Project. There are checkboxes for 'Tax Inclusive' and 'Rounding'. Below the form is a table with columns: Stock Code, Description, Unit Price, Amount, Tax Code, Tax, Net, Batch No. The table contains one row: Aspirin, Aspirin, , , , , , . At the bottom of the form, there are fields for Progress % (0%), Taxable, Tax, Rounding Adj, and Due Amount. The status bar at the bottom shows: [Server: PC106\QNEBS(11.00.2100)] [Database: SampleDB\_report(2021.1.0.3)] [Country: MY] [Language: en-MY] Draft(s) Current Working Date: 29/11/2021 QLS: Connected



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5. You can tick and update the OUT QTY manually so that system will deduct QTY from the particular batch.

Stock Batch No In Out

Stock Out

	Out	Qty	UOM	Batch No	Description	Manufacturing...	Expiry Date	Balance
	<input checked="" type="checkbox"/>	3	UNIT(S)	AS 103	Aspirin	01/12/2020	31/12/2021	7
	<input checked="" type="checkbox"/>	3	UNIT(S)	AS 104	Aspirin	01/08/2021	31/08/2022	15

☐ Automatically Allocate Qty

OK Cancel

Sales Invoices - QNE Business Solutions

File Home Edit Task Info View Tools Inquiry Maintenance

New Transfer Partial Transfer Save Save and Close Save and New Preview and New Print And New Audit Trail Print Barcode Online Help Reset View Settings View Variants Print Preview Previous Record Next Record Search Close

Navigation: Purchase Invoice Sales Invoices Batch Num Sales Invoice

FAVOURITE/SHORTCUT: Sales Invoices Receipt Voucher Dashboard FAVOURITE/SHORTCUT General Ledger Customer Supplier Sales POS Purchases Stocks

Sales Invoices

Details Customer DO Address Others Notes Files Approvals Info JomPay

Customer: 700-A001 Currency: RM Rate: 1.00000000 Exchange Rate

To: ADVANCE TRADING SDN. BHD Attention: Ms. Lee Pui San Doc Date: 29/11/2021

Delivery Term: C.O.D. Agent: CINDY Invoice No.: INV00021

Term: C.O.D. Our DO No: Reference No:

Location: Project: ☐ Tax Inclusive ☐ Rounding

Stock Code	Description	Unit Price	Batch No	Amount	Qty	Tax Code	Tax	Net
Aspirin	Aspirin		AS 104		3.00			
Aspirin	Aspirin		AS 103		3.00			



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6. Or you can use the other method which tick **Automatically Allocate Qty** and enter QTY instead of ticking one by one in **Stock Out**. System will automatically update the batch number and QTY. Click OK.

Out	Qty	UOM	Batch No	Description	Manufacturing...	Expiry Date	Balance
<input type="checkbox"/>	5	UNIT(S)	AS 100	Aspirin	01/10/2020	31/10/2021	5
<input type="checkbox"/>	10	UNIT(S)	AS 103	Aspirin	01/12/2020	31/12/2021	10
<input type="checkbox"/>	15	UNIT(S)	AS 104	Aspirin	01/08/2021	31/08/2022	15


☒ Automatically Allocate Qty    8.00

OK Cancel

System will automatically allocate batch item according to the quantity and older date created.

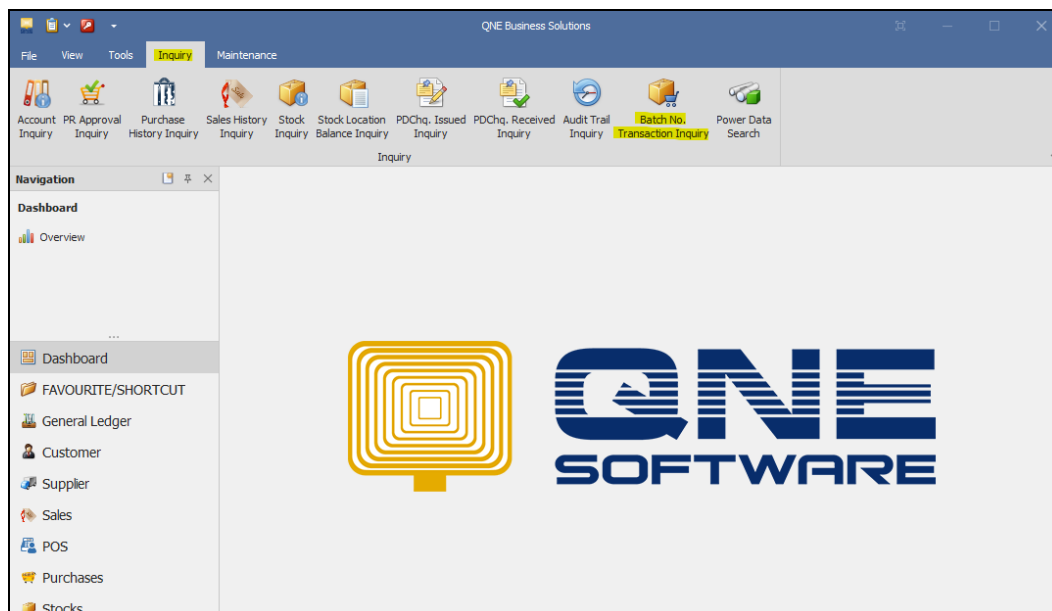
Stock Code	Description	Unit Price	Batch No	Amount	Qty	Tax Code	Tax	Net
Aspirin	Aspirin		AS 100		5.00			
Aspirin	Aspirin		AS 103		3.00			



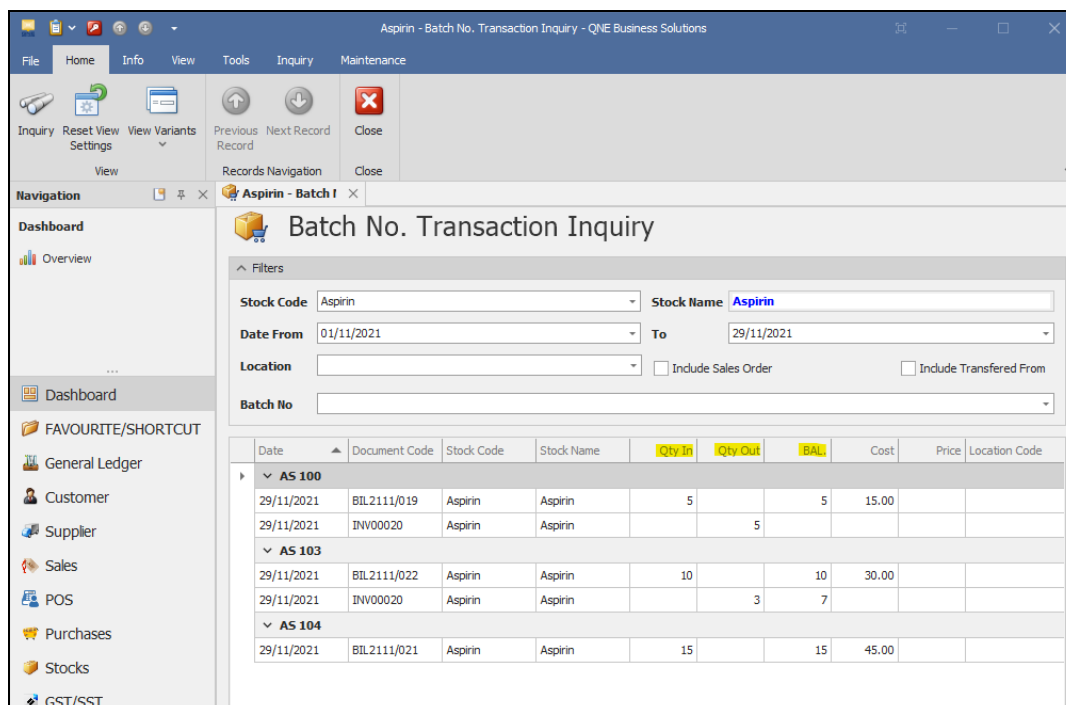
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## INQUIRY

1. Go to Inquiry > **Batch No. Transaction Inquiry**. You can check the particular batch number ledger



2. Select batch item and date. Click Inquiry to show quantity in, out and balance.

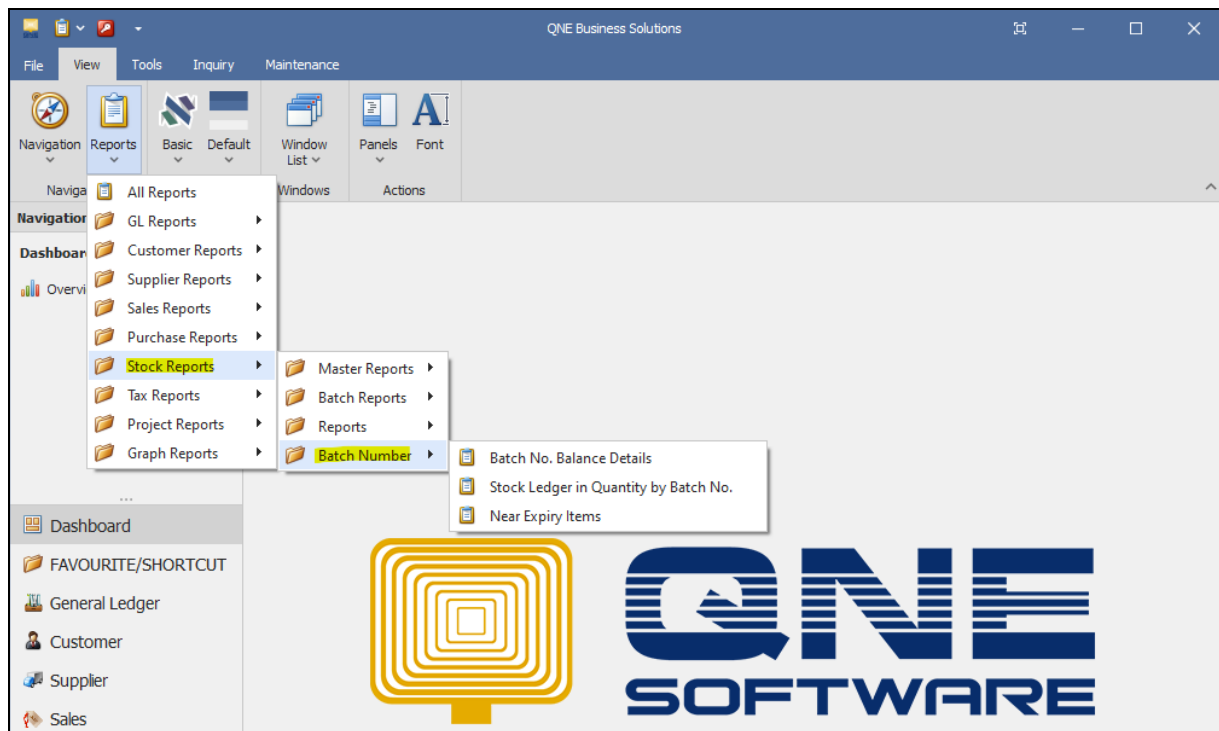


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## REPORTING

1. Go to View > Reports > **Stock Reports** > Batch Number.

There are three reports available. Select date and click Preview.



2. **Batch No. Balance Details** allow you to know the balances bring forward of the batch, total IN QTY and total OUT QTY with in the period.

**Outdated QTY** is the quantity according to the unsalable period. Default is 6 months.



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Batch No. Balance Details - QNE Business Solutions

File Home Info View Tools Inquiry Maintenance

Design Print Preview Add/Remove In Favorites Close

View Close

Navigation

Dashboard Overview

Dashboard

FAVOURITE/SHORTCUT

General Ledger

Customer

Supplier

Sales

POS

Purchases

Stocks

GST/SST

Advance Currency

Batch No. Balance Details

Options Inquiry

Filters

Date From 01/07/2021 To 01/02/2022

Manufacturing Date To

Expiry Date To

Batch No To

Stock To

Stock Category To

Stock Group To

Stock Class To

Location To

Option

☐ Include Zero Balance

When Date To is 01/02/2022, it is more than 6 months to 31/8/2022, outdated QTY does not show.

Batch No. Balance Details By Stock Code								
29/11/2021 11:53:33 AM								
Date From: 01/11/2021								
Date To: 29/11/2021								
Page 1 of 1								
BATCH NO.	UOM	ON HAND QTY	EXPIRY DATE	LOCATION	B/F	IN QTY	OUT QTY	OUTDATED QTY
<b>Aspirin</b>								
AS 103	UNIT(S)	7	31/12/2021		0	10	3	7
AS 104	UNIT(S)	15	31/08/2022		0	15	0	0
TOTAL:		22			0	25	3	7



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Batch No. Balance Details - QNE Business Solutions

File Home Info View Tools Inquiry Maintenance

Design Print Preview Add/Remove In Favorites Close

Navigation

Dashboard Overview

Dashboard

FAVOURITE/SHORTCUT

General Ledger

Customer

Supplier

Sales

POS

Purchases

Stocks

GST/SST

Batch No. Balance Details

Options Inquiry

Filters

Date From 01/07/2021 To 01/03/2022

Manufacturing Date To

Expiry Date To

Batch No To

Stock To

Stock Category To

Stock Group To

Stock Class To

Location To

Option

☐ Include Zero Balance

When Date To is 01/03/2022, it is less than 6 months to 31/8/2022, outdated QTY will be show.

01/12/2021 11:05:24 AM

**Batch No. Balance Details By Stock Code**

Date From: 01/07/2021

Date To: 01/03/2022

Page 1 of 1

BATCH NO.	UOM	ON HAND QTY	EXPIRY DATE	LOCATION	B/F	IN QTY	OUT QTY	OUTDATED QTY
<b>Aspirin</b>								
AS 103	UNIT(S)	7	31/12/2021		0	10	3	7
AS 104	UNIT(S)	15	31/08/2022		0	15	0	15
TOTAL:		22			0	25	3	22



### 3. Stock Ledger in Quantity by Batch No. Report shows all transaction details of batch item

29/11/2021 11:55:40 AM					
<b>Stock Ledger in Qty with Batch No.</b>					
SAMPLE TRADING (M) SDN. BHD. (123456-A)			Page 1 of 1		
Date From:	01/01/2021	Stock From:	BatchNo. From:	Category From:	
Date To:	29/11/2021	Stock To:	BatchNo. To:	Category To:	
<b>Aspirin</b>	<b>Aspirin</b>	<b>AS 100</b>	<b>Aspirin</b>		
DATE	REF. #	DESCRIPTION	IN	OUT	BAL.
29/11/2021	BIL2111/019	ALI MANUFACTURING SDN. BHD.	5		5
29/11/2021	INV00020	ADVANCE TRADING SDN. BHD.		5	
			5	5	
<b>Aspirin</b>	<b>Aspirin</b>	<b>AS 103</b>	<b>Aspirin</b>		
DATE	REF. #	DESCRIPTION	IN	OUT	BAL.
29/11/2021	BIL2111/022	ALI MANUFACTURING SDN. BHD.	10		10
29/11/2021	INV00020	ADVANCE TRADING SDN. BHD.		3	7
			10	3	
<b>Aspirin</b>	<b>Aspirin</b>	<b>AS 104</b>	<b>Aspirin</b>		
DATE	REF. #	DESCRIPTION	IN	OUT	BAL.
29/11/2021	BIL2111/021	ALI MANUFACTURING SDN. BHD.	15		15
			15	0	

### 4. Near Expiry Items Report shows all batch items with expiry date

29/11/2021 11:57:19 AM

Near Expiry Items						
SAMPLE TRADING (M) SDN. BHD. (123456-A)					Page 1 of 1	
As of Date:		29/11/2021	Age more than:			
ITEM CODE	DESCRIPTION	BATCH NO.	UOM	QTY	LOCATION	EXPIRY DATE
Aspirin	Aspirin					
		AS 100	UNIT(S)			31/10/2021
		AS 101	UNIT(S)			31/12/2021
		AS 102	UNIT(S)			30/11/2022
		AS 103	UNIT(S)	7		31/12/2021
		AS 104	UNIT(S)	15		31/08/2022
			TOTAL	22		



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**Tick Expired In** shows all nearly expired batch items in number of months so that the company can make any arrangement if necessary.

Near Expiry Items						
SAMPLE TRADING (M) SDN. BHD. (123456-A)						
As of Date: 01/12/2021      Age more than: 6 Months						
ITEM CODE	DESCRIPTION	BATCH NO.	UOM	QTY	LOCATION	EXPIRY DATE
Aspirin	Aspirin	AS 100	UNIT(S)			31/10/2021
		AS 101	UNIT(S)			31/12/2021
		AS 103	UNIT(S)	7		31/12/2021
		TOTAL		7		



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### SYSTEM OPTION SETTINGS

1. Go to Maintenance > System Option > Sales > Tick **Allow Scan Batch No.**

The screenshot shows the 'System Options - Sales' window. The 'Discount Method' is set to 'Value & %'. The 'Allow Scan Batch No.' checkbox is checked. Other options include 'Automatically Update Unit Price In Delivery Order', 'Selling Price Verification Checking on Save', 'Allow use Discount per unit', and 'Allow use Service Cost per unit'. The 'Customer Pricing Rules' section shows 'Get Min Selling Price From' and 'Get Max Selling Price From' both set to 'Quotations, Sales Orders, Delivery Orders, Sales Invoices, Cash Sales', and 'Preferred Selling Price' set to 'Higher price'.

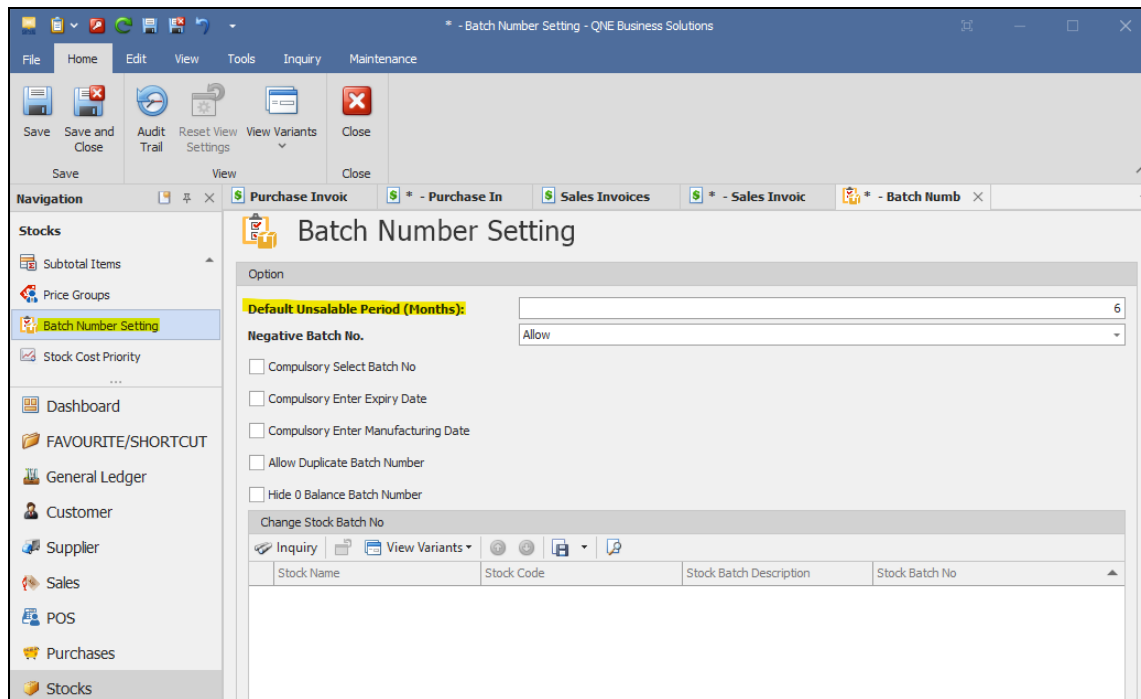
Create a sale invoice. Enter Batch No at **Bar Code Input**. Batch Item will be shown without selecting stock code.

The screenshot shows the 'Sales Invoices - Sales Invoice' window. The 'Customer' is 'AS-103'. The 'Currency' is 'RM'. The 'Rate' is '1.00000000'. The 'Doc Date' is '29/11/2021'. The 'Invoice No.' is 'INV00021'. The 'Reference No.' is empty. The 'Tax Inclusive' and 'Rounding' checkboxes are unchecked. The 'Stock Batch No In Out' dialog box is open, showing the 'AS-103' batch for 'Aspirin' with a quantity of '1' and a balance of '7'.

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## BATCH NUMBER SETTINGS

Default Unsalable Period (Months) is 6 months.

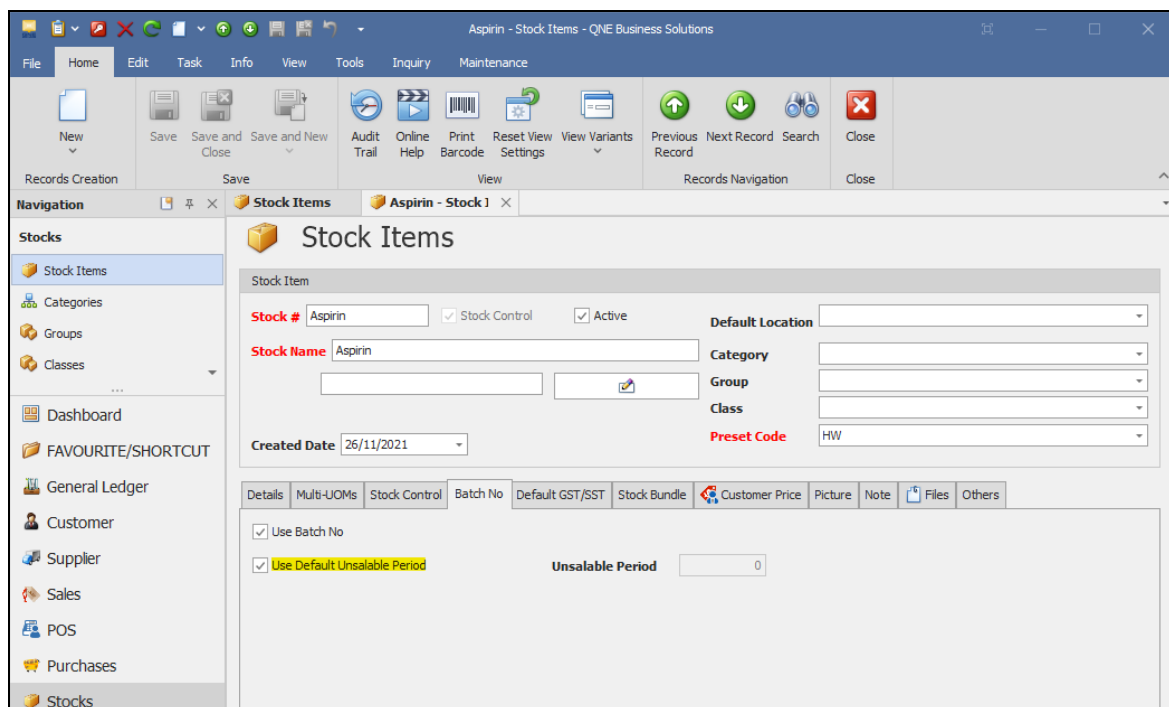


The screenshot shows the 'Batch Number Setting' window. The 'Option' section includes the following settings:

- Default Unsalable Period (Months):** 6
- Negative Batch No.**: Allow
- ☐ Compulsory Select Batch No
- ☐ Compulsory Enter Expiry Date
- ☐ Compulsory Enter Manufacturing Date
- ☐ Allow Duplicate Batch Number
- ☐ Hide 0 Balance Batch Number

Below these options is a section titled 'Change Stock Batch No' with buttons for 'Inquiry' and 'View Variants'. A table below this section has columns for 'Stock Name', 'Stock Code', 'Stock Batch Description', and 'Stock Batch No'.


When User Default Unsalable Period is ticked in Stock Items, it will refer to the setting in Batch Number Setting which is 6 months.



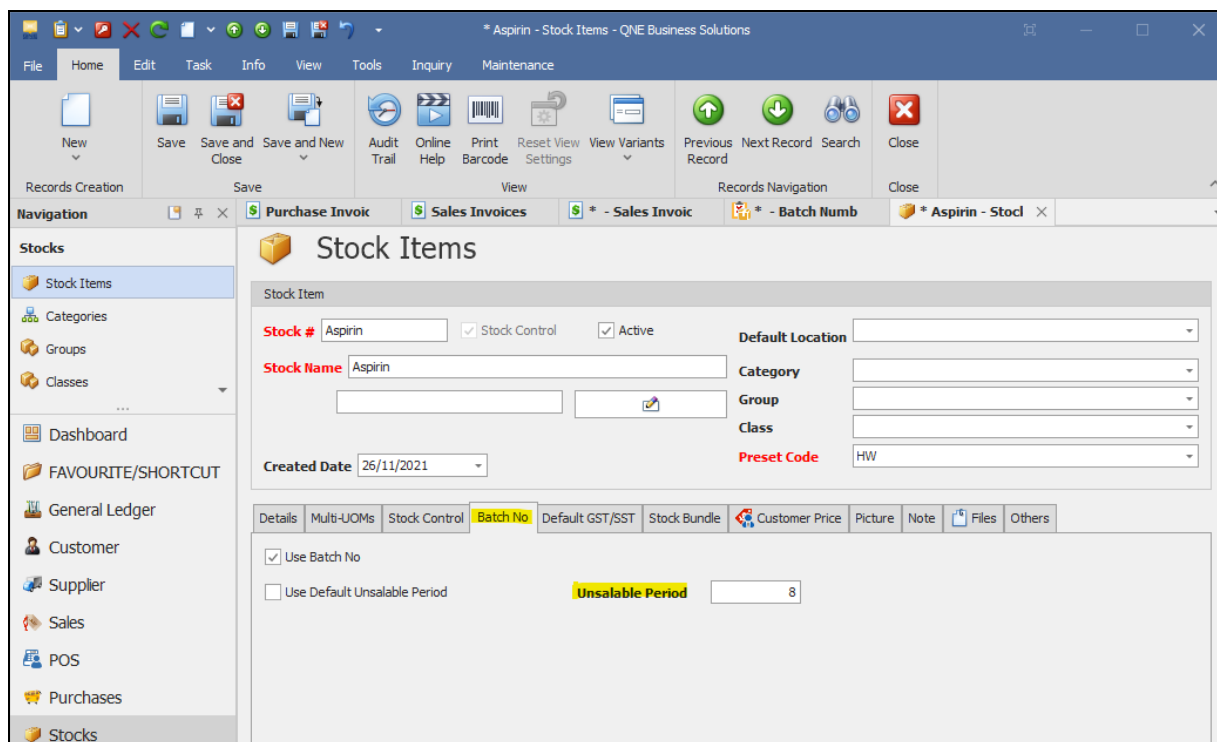
The screenshot shows the 'Stock Items' window for 'Aspirin'. The 'Batch No' tab is selected, showing the following settings:

- ☒ Use Batch No
- ☒ Use Default Unsalable Period
- Unsalable Period**: 0



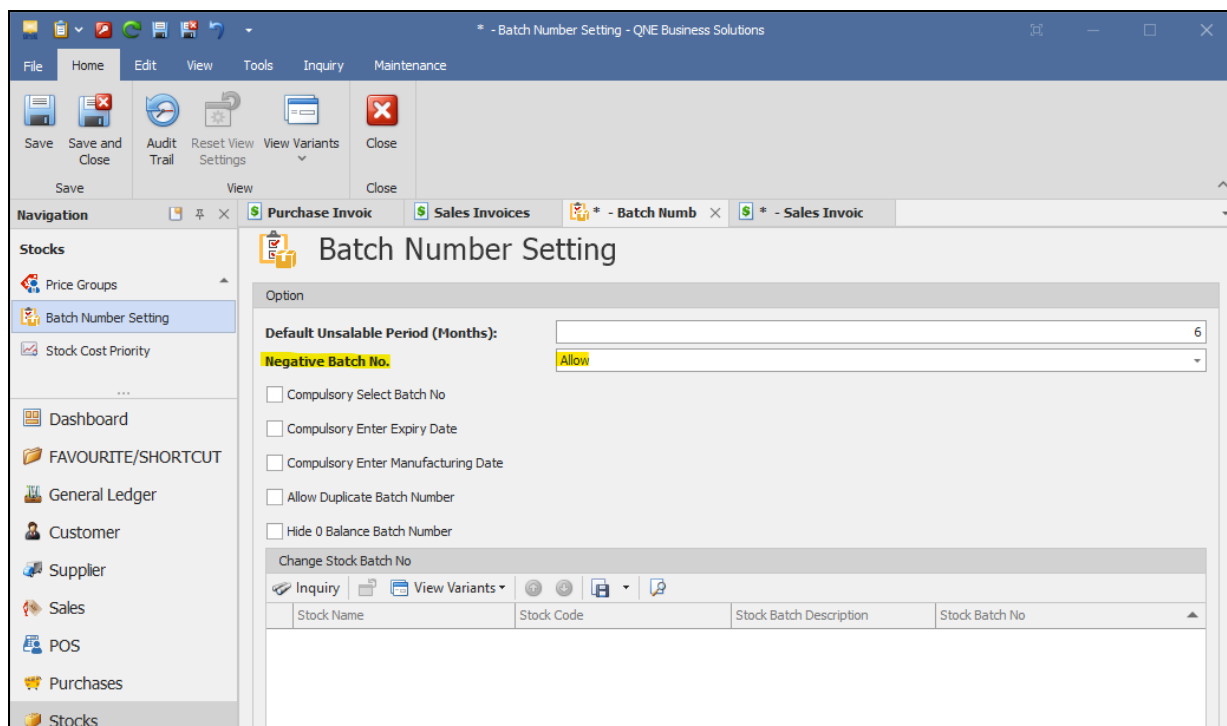
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Or you may define own Unsalable Period by **unticking** Use Default Unsalable Period. For example, 8 months.



The screenshot shows the 'Stock Items' form in QNE Business Solutions. The 'Batch No' tab is active. The 'Unsalable Period' is set to 8 months. The 'Stock #' is 'Aspirin' and the 'Stock Name' is 'Aspirin'. The 'Created Date' is '26/11/2021'. The 'Default Location' is empty. The 'Category' is empty. The 'Group' is empty. The 'Class' is empty. The 'Preset Code' is 'HW'. The 'Use Batch No' checkbox is checked. The 'Use Default Unsalable Period' checkbox is unchecked.

**Allow Negative Batch No.** allows transactions where there is not enough balance for the batch item.



The screenshot shows the 'Batch Number Setting' form in QNE Business Solutions. The 'Option' tab is active. The 'Default Unsalable Period (Months)' is set to 6. The 'Negative Batch No.' option is set to 'Allow'. The 'Compulsory Select Batch No' checkbox is unchecked. The 'Compulsory Enter Expiry Date' checkbox is unchecked. The 'Compulsory Enter Manufacturing Date' checkbox is unchecked. The 'Allow Duplicate Batch Number' checkbox is unchecked. The 'Hide 0 Balance Batch Number' checkbox is unchecked. The 'Change Stock Batch No' section is visible with buttons for 'Inquiry' and 'View Variants'.



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For example, Batch No AS 100 has 0 balance, sales invoices is **allowed** to stock out 1 or above quantity.

Batch No	Description	Manufacturing Date	Expiry Date	Balance
AS 104	Aspirin	01/08/2021	31/08/2022	15
AS 103	Aspirin	01/12/2020	31/12/2021	7
AS 100	Aspirin	01/10/2020	31/10/2021	
AS 101	Aspirin	01/01/2020	31/12/2021	
AS 102	Aspirin	01/11/2021	30/11/2022	

**Block Negative Batch No.** does not allow transactions where there is not enough balance for the batch item.

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
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For example, Batch No AS 100 has 0 balance, sales invoices is **not** allowed to stock out 1 or above quantity.


The screenshot shows the 'Sales Invoices' window in QNE Business Solutions. The 'Details' tab is active, showing customer information (700-A001, ADVANCE TRADING SDN. BHD.) and invoice details (Doc Date: 29/11/2021, Invoice No: INV00021). A table below shows a stock item 'Aspirin' with Batch No 'AS 100' and a quantity of 3.00. A modal window titled 'Stock Batch No Quantity Control' is open, displaying a table with columns 'Stock', 'Batch No', 'Available', 'Out Qty', and 'Batch No Balance'. The row for 'Aspirin' AS 100 shows 'Available' as 0, 'Out Qty' as -3, and 'Batch No Balance' as -3, indicating a negative balance.

Stock	Batch No	Available	Out Qty	Batch No Balance
Aspirin	AS 100	0	-3	-3

**Warning Negative Batch No.** warns transactions where there is not enough balance for the batch item.

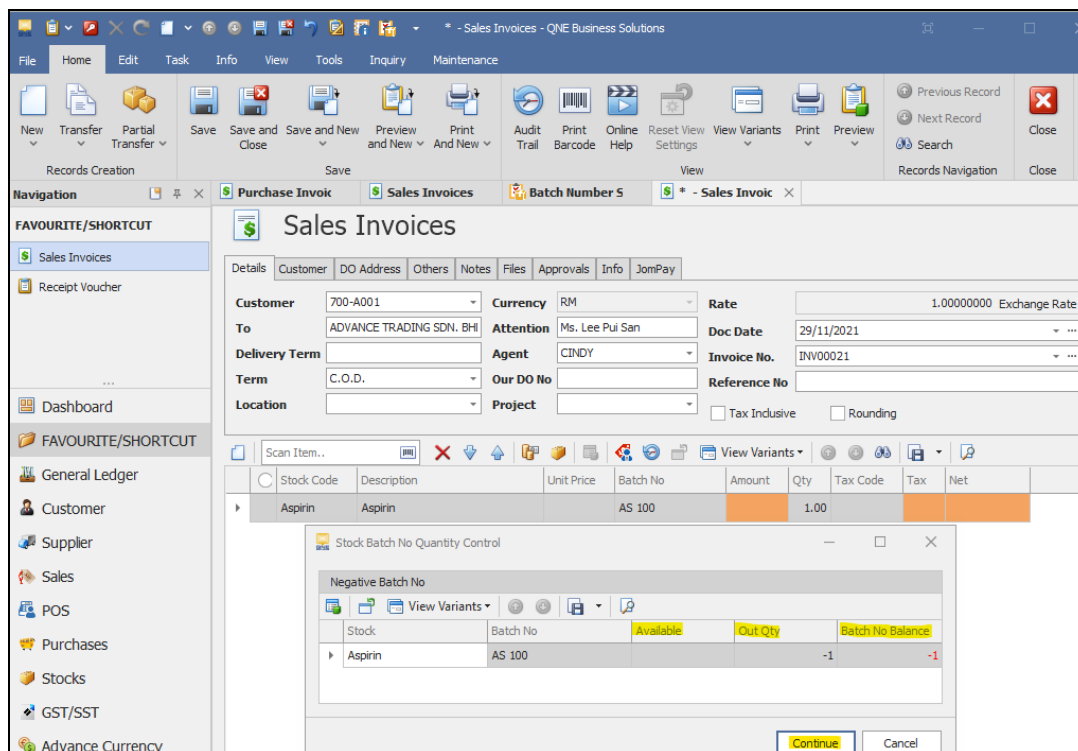
The screenshot shows the 'Batch Number Setting' window in QNE Business Solutions. The 'Option' tab is active, showing settings for batch numbers. The 'Default Unsalable Period (Months)' is set to 6. The 'Negative Batch No.' dropdown is set to 'Warning'. There are checkboxes for 'Compulsory Select Batch No', 'Compulsory Enter Expiry Date', 'Compulsory Enter Manufacturing Date', 'Allow Duplicate Batch Number', and 'Hide 0 Balance Batch Number'. A section titled 'Change Stock Batch No' includes an 'Inquiry' button and a table with columns 'Stock Name', 'Stock Code', 'Stock Batch Description', and 'Stock Batch No'.

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
------------	------------	-------------------------	----------------

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For example, Batch No AS 100 has 0 balance, sales invoices is **warned** to stock out 1 or above quantity.

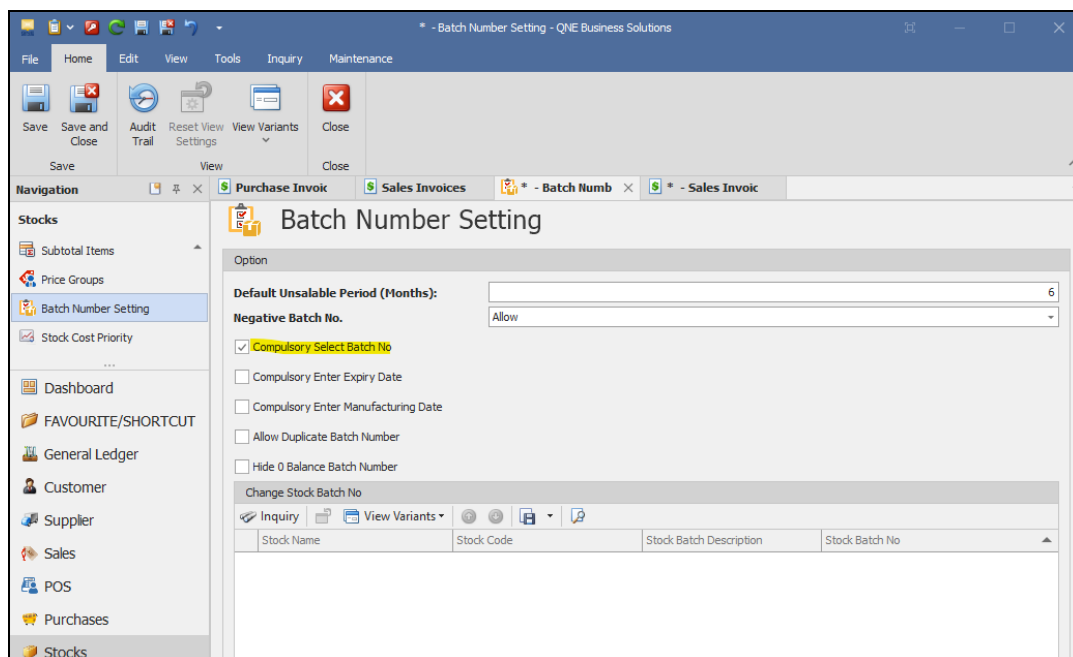
Click **Continue** to save the transaction.



The screenshot shows the 'Sales Invoices' window in QNE Business Solutions. The 'Details' tab is active, showing customer information (700-A001), currency (RM), and invoice date (29/11/2021). A warning dialog box titled 'Stock Batch No Quantity Control' is displayed over the invoice items. The dialog shows a table with columns: Stock, Batch No, Available, Out Qty, and Batch No Balance. The data row shows 'Aspirin' with Batch No 'AS 100', Available quantity of 0, and an Out Qty of -1, resulting in a Batch No Balance of -1. The 'Continue' button is highlighted at the bottom of the dialog.

Stock	Batch No	Available	Out Qty	Batch No Balance
Aspirin	AS 100	0	-1	-1

**Tick Compulsory Select Batch No.** Batch Number cannot be empty. There will be error prompted when save.



The screenshot shows the 'Batch Number Setting' window in QNE Business Solutions. The 'Option' section contains several settings: 'Default Unsalable Period (Months)' is set to 6, 'Negative Batch No.' is set to 'Allow', and 'Compulsory Select Batch No' is checked. Other options like 'Compulsory Enter Expiry Date', 'Compulsory Enter Manufacturing Date', 'Allow Duplicate Batch Number', and 'Hide 0 Balance Batch Number' are unchecked. The 'Change Stock Batch No' section includes a table with columns: Stock Name, Stock Code, Stock Batch Description, and Stock Batch No.

Option	Value
Default Unsalable Period (Months):	6
Negative Batch No.	Allow
Compulsory Select Batch No	<input checked="" type="checkbox"/>
Compulsory Enter Expiry Date	<input type="checkbox"/>
Compulsory Enter Manufacturing Date	<input type="checkbox"/>
Allow Duplicate Batch Number	<input type="checkbox"/>
Hide 0 Balance Batch Number	<input type="checkbox"/>



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\* INV00021 - Sales Invoices - QNE Business Solutions

File Home Edit Task Info View Tools Inquiry Maintenance

Records Creation: New, Transfer, Partial Transfer, Save, Save and Close, Save and New, Preview and New, Print And New

View: Audit Trail, Print Barcode, Online Help, Reset View Settings, View Variants, Print, Preview

Records Navigation: Previous Record, Next Record, Search, Close

Navigation: Purchase Invoice, Sales Invoices, Batch Number 5, \* INV00021 - Sa

FAVOURITE/SHORTCUT: Sales Invoices, Receipt Voucher, Dashboard, FAVOURITE/SHORTCUT, General Ledger, Customer, Supplier, Sales, POS, Purchases, Stocks, GST/SST, Advance Currency, Billing Approval

### Sales Invoices

Details Customer DO Address Others Notes Files Approvals Info JomPay

Customer: 700-A001 Currency: RM Rate: 1.00000000 Exchange Rate

To: ADVANCE TRADING SDN. BHD. Attention: Ms. Lee Pui San Doc Date: 29/11/2021

Delivery Term: C.O.D. Agent: CINDY Invoice No.: INV00021

Term: C.O.D. Our DO No: Reference No:

Location: Project: ☐ Tax Inclusive ☐ Rounding

Scan Item.. View Variants

Stock Code	Description	Unit Price	Batch No	Amount	Qty	Tax Code	Tax	Net
Aspirin	Aspirin				1.00	ST-10%		

Validation Error

Problems were detected during data validation. Please read the information below to understand what the issues are and how you can correct them.

Target	Description
*INV00021 at Pos 1' (Sales Invoice Details, 496ba249-35bd-4f90-a682-	"Batch No" must not be empty.

Close

\* - Purchase Invoices - QNE Business Solutions

File Home Edit Task Info View Tools Inquiry Maintenance

Records Creation: New, Transfer, Partial Transfer, Save, Save and Close, Save and New, Preview and New, Print And New

View: Audit Trail, Print Barcode, Online Help, Reset View Settings, View Variants, Print, Preview

Records Navigation: Previous Record, Next Record, Search, Close

Navigation: Purchase Invoice, Sales Invoices, Batch Number 5, \* INV00021 - Sa, \* - Purchase In

Purchases: Purchase Requisitions, Purchase Orders, Goods Received Notes, Purchase Invoices

Dashboard, FAVOURITE/SHORTCUT, General Ledger, Customer, Supplier, Sales, POS, Purchases, Stocks, GST/SST, Advance Currency, Billing Approval

### Purchase Invoices

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 800-A001 Currency: RM Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING SDN. BHD. Attention: EN. ALI Doc Date: 29/11/2021

Term: 30 DAYS Purchaser: Invoice No.: BIL2111/023

Location: Supplier DO No: Supplier Inv No:

Project: ☐ Tax Inclusive ☐ Rounding

Scan Item.. View Variants

Stock Code	Description	Batch No	Qty	UOM	Unit Price	Amount	Tax C...	Tax	Net
Aspirin	Aspirin		1	UNIT(S)	3.00	3.00			3.00

Validation Error

Problems were detected during data validation. Please read the information below to understand what the issues are and how you can correct them.

Target	Description
* at Pos 1' (Purchase Invoice Details, f0a4b3b1-daca-4ac5-9de3-	"Batch No" must not be empty.

Close



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 21/34

### Tick Compulsory Enter Expiry Date

Batch Number Setting

Option

Default Unsalable Period (Months): 6

Negative Batch No. Allow

☐ Compulsory Select Batch No

☒ **Compulsory Enter Expiry Date**

☐ Compulsory Enter Manufacturing Date

☐ Allow Duplicate Batch Number

☐ Hide 0 Balance Batch Number

Change Stock Batch No

Inquiry View Variants

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
------------	------------	-------------------------	----------------

When expired date is empty, system will prompt error message.

Purchase Invoices

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 800-A001 Currency: RM Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING SDN. BHD. Attention: EN. ALI Doc Date: 30/11/2021

Term: 30 DAYS Purchaser: Invoice No.: BIL2111/024

Location: Supplier DO No.: Supplier Inv No.:

☐ Tax Inclusive ☐ Rounding

Stock Code	Description	Batch No	Qty	UOM	Unit Price	Amount	Tax C...	Tax	Net
Aspirin	Aspirin		1	UNIT(S)					

\* - Stock Batch No In Out

Stock In

Batch No: Description: Manufacturing Date: Expiry Date: Reference 1: Reference 2:

OK Cancel



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 22/34

Scan Item...

Stock Code	Description	Batch No	Qty	UOM	Unit Price	Amount	Tax C...	Tax	Net
Aspirin	Aspirin		1	UNIT(S)					

\* - Stock Batch No In Out

Stock In

Batch No: AS 105

Description: Aspirin

Manufacturing Date:  Expiry Date:

Reference 1

**QNE Business Solutions**

Expiry Date cannot be empty.

OK Cancel

OK

### Tick Compulsory Enter Manufacturing Date

\* - Batch Number Setting - QNE Business Solutions

File Home Edit View Tools Inquiry Maintenance

Save Save and Close Audit Trail Reset View Settings View Variants Close

Navigation

- Subtotal Items
- Price Groups
- Batch Number Setting
- Stock Cost Priority
- Dashboard
- FAVOURITE/SHORTCUT
- General Ledger
- Customer
- Supplier
- Sales
- POS
- Purchases
- Stocks

Batch Number Setting

Option

Default Unsalable Period (Months): 6

Negative Batch No. Allow

☐ Compulsory Select Batch No

☐ Compulsory Enter Expiry Date

☒ **Compulsory Enter Manufacturing Date**

☐ Allow Duplicate Batch Number

☐ Hide 0 Balance Batch Number

Change Stock Batch No

Inquiry View Variants

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
------------	------------	-------------------------	----------------





**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

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When manufacturing date is empty, system will prompt error message.





# QNE SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 24/34

### Untick Allow Duplicate Batch Number

Batch Number Setting - QNE Business Solutions

File Home Edit View Tools Inquiry Maintenance

Save Save and Close Audit Trail Reset View Settings View Variants Close

Navigation

Stocks

- Subtotal Items
- Price Groups
- Batch Number Setting
- Stock Cost Priority

Dashboard

FAVOURITE/SHORTCUT

- General Ledger
- Customer
- Supplier
- Sales
- POS
- Purchases
- Stocks

Batch Number Setting

Option

Default Unsalable Period (Months): 6

Negative Batch No. Allow

☐ Compulsory Select Batch No

☐ Compulsory Enter Expiry Date

☐ Compulsory Enter Manufacturing Date

☒ Allow Duplicate Batch Number

☐ Hide 0 Balance Batch Number

Change Stock Batch No

Inquiry View Variants

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
------------	------------	-------------------------	----------------

For example, a batch number AS 100 has been created before and exists.

Aspirin - Batch No. Transaction Inquiry - QNE Business Solutions

File Home Info View Tools Inquiry Maintenance

Inquiry Reset View Settings Previous Next Record Close

Records Navigation Close

Navigation

Purchases

- Purchase Requisitions
- Purchase Orders
- Goods Received Notes
- Purchase Invoices

Dashboard

FAVOURITE/SHORTCUT

- General Ledger
- Customer
- Supplier
- Sales
- POS
- Purchases
- Stocks
- GST/SST

Batch No. Transaction Inquiry

Filters

Stock Code Aspirin Stock Name Aspirin

Date From 01/11/2021 To 30/11/2021

Location Include Sales Order Include Transferred From

Batch No

Date	Document Code	Stock Code	Stock Name	Qty In	Qty Out	BAL.	Cost	Price	Location Code
AS 100									
29/11/2021	BIL2111/019	Aspirin	Aspirin	5		5	15.00		
29/11/2021	INV00020	Aspirin	Aspirin		5				
30/11/2021	BIL2111/024	Aspirin	Aspirin	1		1	3.00		
AS 103									
29/11/2021	BIL2111/022	Aspirin	Aspirin	10		10	30.00		
29/11/2021	INV00020	Aspirin	Aspirin		3	7			
AS 104									
29/11/2021	BIL2111/021	Aspirin	Aspirin	15		15	45.00		



# QNE SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 25/34

Same Batch Number is not allowed to be duplicate.

The screenshot shows the 'Purchase Invoices' screen in QNE Business Solutions. A validation error dialog box is displayed, stating: 'Problems were detected during data validation. Please read the information below to understand what the issues are and how you can correct them.' The error details are as follows:

Target	Description
'AS 100' (Stock Batch Numbers, AS 100)	Combination of the following properties <b>must be unique</b> : Stock Code, Batch No. The following objects are found: <b>AS 100</b>

The background shows the 'Purchase Invoices' form with fields for Supplier (800-A001), Currency (RM), Rate (1.00000000), Doc Date (30/11/2021), and Invoice No. (BILL211/024). The 'Taxable' checkbox is checked. The 'Batch Number' field is set to 'AS 100'.

### Tick Allow Duplicate Batch Number

The screenshot shows the 'Batch Number Setting' screen in QNE Business Solutions. The 'Option' section contains the following settings:

- Default Unsalable Period (Months): 6
- Negative Batch No.: Allow
- ☐ Compulsory Select Batch No
- ☐ Compulsory Enter Expiry Date
- ☐ Compulsory Enter Manufacturing Date
- ☒ **Allow Duplicate Batch Number**
- ☐ Hide 0 Balance Batch Number

The 'Change Stock Batch No' section includes a table with columns: Stock Name, Stock Code, Stock Batch Description, and Stock Batch No.



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 26/34

Same Batch Number can be created again.

BIL2111/025 - Purchase Invoices - QNE Business Solutions

File Home Edit Task Info View Tools Inquiry Maintenance

New Transfer Partial Transfer Save Save and Close Save and New Preview and New Print And New Audit Trail Print Barcode Online Help Reset View Settings View Variants Print Preview Previous Record Next Record Search Close

Navigation: Purchases, Purchase Requisitions, Purchase Orders, Goods Received Notes, Purchase Invoices, Dashboard, FAVOURITE/SHORTCUT, General Ledger, Customer, Supplier, Sales, POS, Purchases

### Purchase Invoices

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 800-A001 Currency: RM Rate: 1.00000000 Exchange Rate  
From: ALI MANUFACTURING SDN. BHD. Attention: EN. ALI Doc Date: 30/11/2021  
Term: 30 DAYS Purchaser: Invoice No.: BIL2111/025  
Location: Supplier DO No.: Supplier Inv No.: BIL2111/025  
Project: ☐ Tax Inclusive ☐ Rounding

Scan Item.. View Variants

Stock Code	Description	Batch No	Qty	UOM	Unit Price	Amount	Tax C...	Tax	Net
Aspirin	Aspirin	AS 100	1	UNIT(S)	5.00	5.00			5.00

Aspirin - Batch No. Transaction Inquiry - QNE Business Solutions

File Home Info View Tools Inquiry Maintenance

Inquiry Reset View Settings View Variants Previous Next Record Close Records Navigation Close

Navigation: Purchases, Purchase Requisitions, Purchase Orders, Goods Received Notes, Purchase Invoices, Dashboard, FAVOURITE/SHORTCUT, General Ledger, Customer, Supplier, Sales, POS, Purchases, Stocks, GST/SST, Advance Currency

### Batch No. Transaction Inquiry

Filters

Stock Code: Aspirin Stock Name: Aspirin  
Date From: 01/11/2021 To: 30/11/2021  
Location: ☐ Include Sales Order ☐ Include Transferred From  
Batch No:

Date	Document Code	Stock Code	Stock Name	Qty In	Qty Out	BAL.	Cost	Price	Location Code
AS 100									
29/11/2021	BIL2111/019	Aspirin	Aspirin	5		5	15.00		
29/11/2021	INV00020	Aspirin	Aspirin		5				
30/11/2021	BIL2111/024	Aspirin	Aspirin	1		1	3.00		
30/11/2021	BIL2111/025	Aspirin	Aspirin	1		2	5.00		
AS 103									
29/11/2021	BIL2111/022	Aspirin	Aspirin	10		10	30.00		
29/11/2021	INV00020	Aspirin	Aspirin		3	7			
AS 104									
29/11/2021	BIL2111/021	Aspirin	Aspirin	15		15	45.00		



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 27/34

### Untick Hide 0 Balance Batch Number

Batch Number Setting - QNE Business Solutions

Option

Default Unsalable Period (Months): 6

Negative Batch No. Allow

☐ Compulsory Select Batch No

☐ Compulsory Enter Expiry Date

☐ Compulsory Enter Manufacturing Date

☐ Allow Duplicate Batch Number

☐ **Hide 0 Balance Batch Number**

Change Stock Batch No

☒ Inquiry ☐ View Variants

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
------------	------------	-------------------------	----------------

There is also **dropdown** icon to select previous created batch number.

Batch Number with 0 balance are shown too.

Sales Invoices - QNE Business Solutions

Details Customer DO Address Others Notes Files Approvals Info JoinPay

Customer: 700-A001 Currency: RM Rate: 1.00000000 Exchange Rate

To: ADVANCE TRADING SDN. BHD. Attention: Ms. Lee Pui San Doc Date: 29/11/2021

Delivery Term: C.O.D. Agent: CINDY Invoice No: INV00020

Term: C.O.D. Our DO No: Reference No:

Location: Project: ☐ Tax Inclusive ☐ Rounding

Scan Item...

Stock Code	Description	Unit Price	Batch No	Amount	Qty	Tax Code	Tax	Net
Aspirin	Aspirin		AS 100	5.00				
Aspirin	Aspirin		AS 103	3.00				
Aspirin	Aspirin		...	1.00				

Batch No Description Manufacturi... Expiry Date Balance

AS 104	Aspirin	01/08/2021	31/08/2022	15
AS 103	Aspirin	01/12/2020	31/12/2021	7
AS 100	Aspirin	01/10/2020	31/10/2021	
AS 101	Aspirin	01/01/2020	31/12/2021	
AS 102	Aspirin	01/11/2021	30/11/2022	



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

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### Untick Hide 0 Balance Batch Number

Batch Number Setting

Option

Default Unsalable Period (Months): 6

Negative Batch No. Allow

☐ Compulsory Select Batch No

☐ Compulsory Enter Expiry Date

☐ Compulsory Enter Manufacturing Date

☐ Allow Duplicate Batch Number

☒ Hide 0 Balance Batch Number

Change Stock Batch No

☒ Inquiry ☐ View Variants

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
------------	------------	-------------------------	----------------

Batch Number with 0 balance does not show in dropdown column.

Sales Invoices

Details Customer DO Address Others Notes Files Approvals Info JomPay

Customer: [X] Currency: RM Rate: 1.00000000 Exchange Rate

To: [ ] Attention: [ ] Doc Date: 30/11/2021

Delivery Term: [ ] Agent: [ ] Invoice No.: INV00022

Term: C.O.D. Our DO No: [ ] Reference No: [ ]

Location: [ ] Project: [ ]

☐ Tax Inclusive ☐ Rounding

Scan Item..

Stock Code	Description	Unit Price	Batch No	Amount	Qty	Tax Code	Tax	Net
Aspirin	Aspirin				1.00			
			Batch No	Description	Manufacturi...	Expiry Date	Balance	
			AS 104	Aspirin	01/08/2021	31/08/2022	15	
			AS 103	Aspirin	01/12/2020	31/12/2021	7	

Reload



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

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**Change Stock Batch No.** Click Inquiry to view all batch numbers.

Batch Number Setting

Option

Default Unsalable Period (Months): 6

Negative Batch No. Allow

☐ Compulsory Select Batch No

☐ Compulsory Enter Expiry Date

☐ Compulsory Enter Manufacturing Date

☐ Allow Duplicate Batch Number

☐ Hide 0 Balance Batch Number

**Change Stock Batch No**

☒ Inquiry ☐ View Variants

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
Aspirin	Aspirin	Aspirin	AS 100
Aspirin	Aspirin	Aspirin	AS 100
Aspirin	Aspirin	Aspirin	AS 101
Aspirin	Aspirin	Aspirin	AS 102
Aspirin	Aspirin	Aspirin	AS 103
Aspirin	Aspirin	Aspirin	AS 104

Change batch number from AS 100 to AS 105

Batch Number Setting

Option

Default Unsalable Period (Months): 6

Negative Batch No. Allow

☐ Compulsory Select Batch No

☐ Compulsory Enter Expiry Date

☐ Compulsory Enter Manufacturing Date

☐ Allow Duplicate Batch Number

☐ Hide 0 Balance Batch Number

**Change Stock Batch No**

☒ Inquiry ☐ View Variants

Stock Name	Stock Code	Stock Batch Description	Stock Batch No
Aspirin	Aspirin	Aspirin	AS 100
Aspirin	Aspirin	Aspirin	AS 101
Aspirin	Aspirin	Aspirin	AS 102
Aspirin	Aspirin	Aspirin	AS 103
Aspirin	Aspirin	Aspirin	AS 104
Aspirin	Aspirin	Aspirin	AS 105





# QNE SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

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Batch Number Updated

Sales Invoices - QNE Business Solutions

File Home Edit Task Info View Tools Inquiry Maintenance

New Transfer Partial Transfer Save Save and Close Save and New Preview and New Print And New Audit Trail Print Barcode Online Help Reset View Settings View Variants Print Preview Previous Record Next Record Search Close

Records Creation Save View Records Navigation Close

Navigation Batch Number 5 Purchase Invoice Sales Invoices \* - Sales Invoice

FAVOURITE/SHORTCUT Sales Invoices Receipt Voucher Dashboard FAVOURITE/SHORTCUT General Ledger Customer Supplier Sales POS Purchases

### Sales Invoices

Details Customer DO Address Others Notes Files Approvals Info JomPay

Customer  Currency RM Rate 1.00000000 Exchange Rate

To  Attention  Doc Date 30/11/2021

Delivery Term  Agent  Invoice No. INV00022

Term C.O.D. Our DO No  Reference No

Location  Project  ☐ Tax Inclusive ☐ Rounding

Scan Item.. View Variants

Stock Code	Description	Unit Price	Batch No	Amount	Qty	Tax Code	Tax	Net
Aspirin	Aspirin			1.00				

Batch No	Description	Manufacturi...	Expiry Date	Balance
AS 104	Aspirin	01/08/2021	31/08/2022	15
AS 103	Aspirin	01/12/2020	31/12/2021	7
AS 105				
AS 100	Aspirin	01/10/2020	31/10/2021	
AS 101	Aspirin	01/01/2020	31/12/2021	
AS 102	Aspirin	01/11/2021	30/11/2022	



# QNE SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

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### USER ROLES SETTINGS

In Maintenance > User Roles, there are two permission settings about batch number.

Operation	Allow
Access Web Application	<input type="checkbox"/>
Access Windows Application	<input type="checkbox"/>
Allow Create Stock Batch Number	<input checked="" type="checkbox"/>
Allow Mark Documents as Bounced/Revert Cheque	<input type="checkbox"/>
Allow Mark Documents as Cancelled	<input type="checkbox"/>
Allow Mark Documents as Closed	<input type="checkbox"/>
Allow Mark Documents as PD Cheque	<input type="checkbox"/>
Allow Mark Documents as Received	<input type="checkbox"/>
Allow Select Stock (In) Batch Number	<input checked="" type="checkbox"/>
Allow To Edit Transferred Document's Header	<input type="checkbox"/>
Allow To Eject Cash Drawer in Cash Sales	<input type="checkbox"/>
Customization Center	<input type="checkbox"/>
Customize Layout	<input type="checkbox"/>
Database Backup	<input type="checkbox"/>

### Tick Allow Create Stock Batch Number

Operation	Allow
Access Web Application	<input type="checkbox"/>
Access Windows Application	<input checked="" type="checkbox"/>
Allow Create Stock Batch Number	<input checked="" type="checkbox"/>
Allow Mark Documents as Bounced/Revert Cheque	<input type="checkbox"/>
Allow Mark Documents as Cancelled	<input type="checkbox"/>
Allow Mark Documents as Closed	<input type="checkbox"/>
Allow Mark Documents as PD Cheque	<input type="checkbox"/>
Allow Mark Documents as Received	<input type="checkbox"/>
Allow Select Stock (In) Batch Number	<input checked="" type="checkbox"/>
Allow To Edit Transferred Document's Header	<input type="checkbox"/>





**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

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In Purchase Module, user can create new stock number.

The screenshot shows the 'Purchase Invoices' window in QNE Business Solutions. The 'Details' tab is active, showing fields for Supplier, Currency (RM), Rate (1.00000000), Doc Date (30/11/2021), Invoice No. (BIL2111/024), and Supplier Inv No. A 'Stock Batch No In Out' dialog box is open, displaying fields for Batch No, Description, Manufacturing Date, Expiry Date, Reference 1, and Reference 2. The 'Stock In' tab is selected in the dialog box.

### Untick Allow Create Stock Batch Number

The screenshot shows the 'Security System Role' configuration window. The 'Name' field is set to 'Purchase' and the 'Description' is 'Purchase Department'. The 'Permissions' tab is active, showing a list of operations with checkboxes for 'Allow'. The 'Allow Create Stock Batch Number' checkbox is highlighted and is currently checked.

Operation	Allow
Access Web Application	<input type="checkbox"/>
Access Windows Application	<input checked="" type="checkbox"/>
Allow Create Stock Batch Number	<input checked="" type="checkbox"/>
Allow Mark Documents as Bounced/Revert Cheque	<input type="checkbox"/>
Allow Mark Documents as Cancelled	<input type="checkbox"/>
Allow Mark Documents as Closed	<input type="checkbox"/>
Allow Mark Documents as PD Cheque	<input type="checkbox"/>
Allow Mark Documents as Received	<input type="checkbox"/>
Allow Select Stock (In) Batch Number	<input checked="" type="checkbox"/>
Allow To Edit Transferred Document's Header	<input type="checkbox"/>



# QNE SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

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In Purchase Module, user can only select from existing batch number and cannot create new batch number.

### Tick Allow Select (In) Batch Number

## QNE TIPS

**Product : QNE Optimum**

Version: 1.00

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In Purchase Module, users can select one of the existing batch number.

[illegible][illegible]



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

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### Untick Allow Select (In) Batch Number

**Security System Role**

Name: Purchase

Description: Purchase Department

Permissions:

Operation	Allow
Access Web Application	<input type="checkbox"/>
Access Windows Application	<input checked="" type="checkbox"/>
Allow Create Stock Batch Number	<input checked="" type="checkbox"/>
Allow Mark Documents as Bounced/Revert Cheque	<input type="checkbox"/>
Allow Mark Documents as Cancelled	<input type="checkbox"/>
Allow Mark Documents as Closed	<input type="checkbox"/>
Allow Mark Documents as PD Cheque	<input type="checkbox"/>
Allow Mark Documents as Received	<input type="checkbox"/>
Allow Select Stock (In) Batch Number	<input type="checkbox"/>
Allow To Edit Transferred Document's Header	<input type="checkbox"/>

When users select an existing batch number, system will prompt an error message.

**Purchase Invoices**

Details: Supplier, Deliver To, Others, Notes, Files, Approvals, Info

Supplier: [Dropdown] Currency: RM Rate: 1.00000000 Exchange Rate

From: [Dropdown] Attention: [Dropdown] Doc Date: 30/11/2021

Term: [Dropdown] Purchaser: John Invoice No.: BILL2111/024

Location: [Dropdown] Supplier DO No.: [Dropdown] Supplier Inv No.: [Dropdown]

Project: [Dropdown] Tax Inclusive: ☐ Rounding: ☐

Scan Item...

Stock Code	Description	Batch No	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
Aspirin	Aspirin	AS 104	Aspirin	1	UNIT(S)						
		AS 103	Aspirin								
		AS 100	Aspirin								
		AS 105	Aspirin								
		AS 100	Aspirin								
		AS 101	Aspirin								
		AS 102	Aspirin								

Taxable: [Dropdown] Tax: [Dropdown] Reload



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 36/34

Scan Item..

Stock Code	Description	Batch No	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
Aspirin	Aspirin	AS 100									

**QNE Business Solutions**  

Permission to select stock batch number is required.

OK