

## Introduction

Deposit and Sales Order Plug-in is an add-on function for AutoCount Accounting user to record the deposit payment from customer at Sales Order.

## System Requirement & Installation

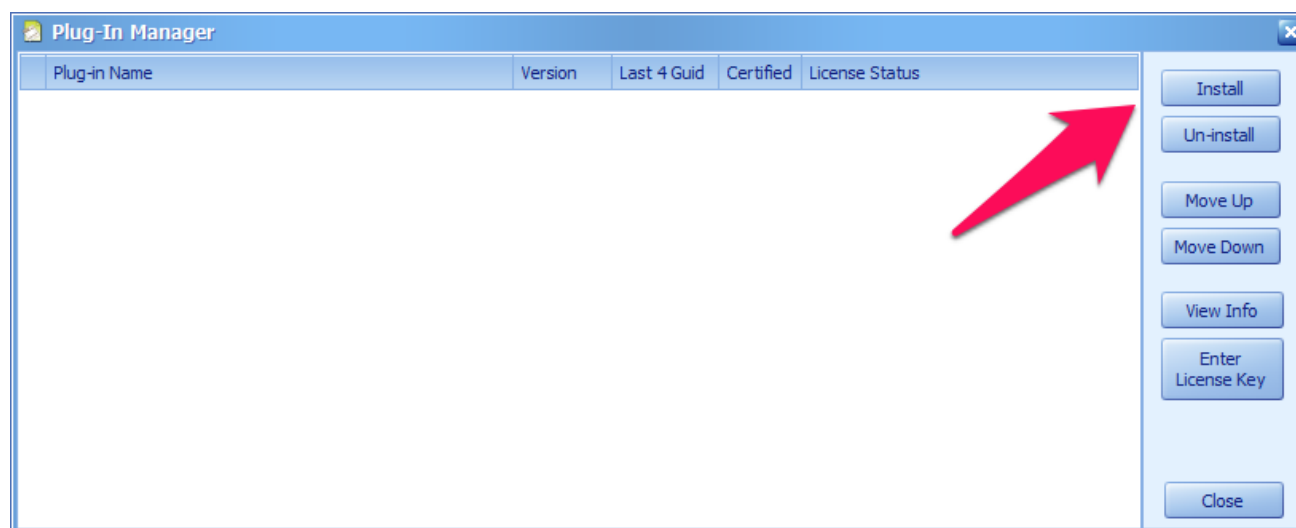
In order to install Deposit and Sales Order Plug-in, user will need to obtain .app file which is used for installation.

AutoCount Accounting System Requirement

- AutoCount Accounting Basic Edition and above

### Step by step guide for installation:

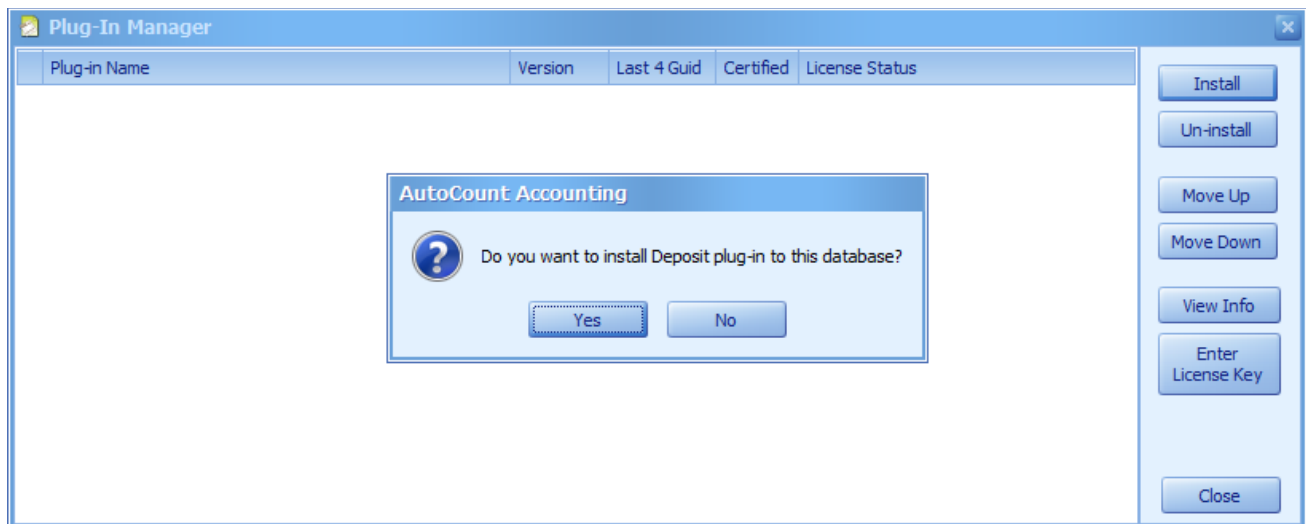
1. Launch AutoCount Accounting and login the account book which you wish to install this plug-in.
2. From the menu bar, go to Tools → Plug-in Manager.



3. After opening Plug-in Manager, click on the "Install" button located on right hand side, system will prompt to select a file. Please browse from folder and open the .app file.
4. A new window will prompt with some basic information of this plugin. Click the "Install" button again located at the bottom.



5. A confirmation message will prompt after clicking the "Install" button. Click "Yes" in order to confirm the installation.
6. Deposit and Sales Order plug-in need to add additional tables or fields onto existing database, message will prompt to notify and again ask for confirmation to continue the installation.



7. After clicking "Yes", the installation will start and after a moment if the plug-in is installed properly, a successfully installed message will appear and user just need to click "OK" to proceed.
8. After installation user will then able to see an extra menu on AutoCount Accounting menu bar. User can now access to function or features related to this plug-in.

DEPOSIT - AutoCount Accounting (Ver: 1.8) (Rev: 177)

File G/L A/R A/P Inquiry Stock Sales Purchase Deposit Plugins General Maintenance Tools GST Window Help

## AutoCount Accounting Pro Edition

Home Customer Supplier Stock Banking & G/L My Favorite

Customer



Item



Debtor



Quotation



Sales Order



Delivery Order



Invoice



Cash Sale



Credit Note



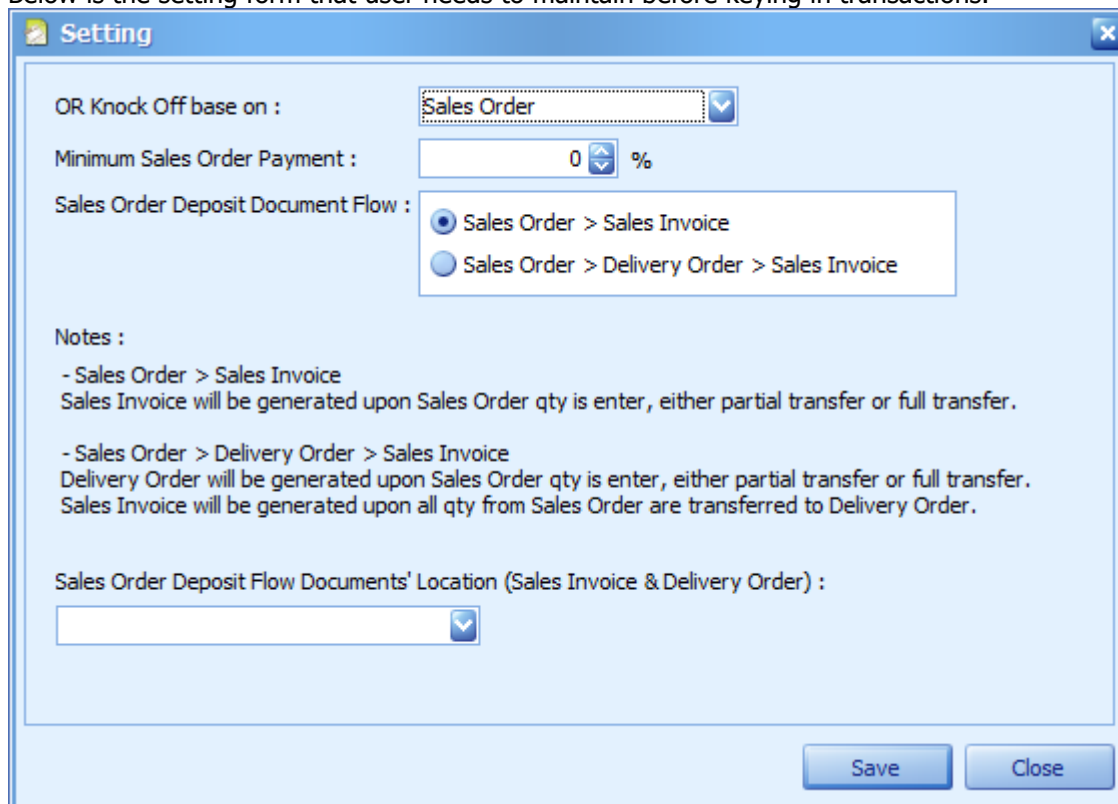
Debit Note

## Functions & Features

After installing this plug-in, system will add in new fields (UDFs) in the Sales Order. These fields are used to key in deposit related information at the same screen. When the stock is delivered, user can key in the quantity in Sales Order and it will trigger the system to generate Invoice or Delivery Order automatically based on the setting.

## Setting Command Form

Below is the setting form that user needs to maintain before keying in transactions.



**OR Knock Off base on:** Select either Sales Order or Debtor. Selecting Sales Order will only allow the payment to knockoff the invoices that transfer from this Sales Order. If there is any extra payment amount, it will be remained unapplied. By selecting Debtor, the system will automatically apply the knockoff into the Sales Order and if there is any extra payment amount, it will be used to knockoff other Invoices which is from this Debtor.

**Minimum Sales Order Payment:** Key in minimum payment amount need to receive in % if applicable.

**Sales Order Deposit Document Flow:** Select Document Flow either Sales Order to Invoice directly or From Sales Order to Delivery Order then Invoice.

**Sales Order Deposit Flow Document's Location:** If have multi-location, when transfer from Sales Order to Delivery Order or Invoice, the location can select either follow Created User's Default Location or Sales Order Location

## Create New Sales Order

### 1. Create New Sales Order.

New Sales Order - [Next Possible No: SO-000008] - DEPOSIT - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Debtor: 300-C001 [New] Updated To:

Name: CUSTOMER 1 AgreeNo:

Address: 1, JALAN 1, TAMAN 1, MALAYSIA. Ready:

Branch:  D. Contact:

Total SO: 2,284.00  
Total Payment: 0.00  
Total Balance: 2,284.00

☒ Can Transfer? ☐ Can Transfer By Value?

S/O No: <<New>>  
Date: 18/09/2017  
Credit Term: C.O.D.  
Sales Agent:   
Ship via:   
Shipping Info:

Main More Header External Link Note Payment Refund User Defined Field

Group Total Discount Add Custom Package Show Instant Info

Item Code	Description	Deliv...	UOM	Qty	Unit Price	SubTotal	Deliv...	BalQty	Delre...	IsNCost	NStk...	ToCQty	Canc...	Desc2	Remark	Batch...	G...	G...	GST	Total ...	Total (inc)
00001	Item 1	18/0...	PCS	5	250.00	1,250.00		5		F									0.00	1,250.00	1,250.00
00002	Item 2	18/0...	PCS	2	454.00	908.00		2		F									0.00	908.00	908.00
00003	Item 3	18/0...	PCS	3	42.00	126.00		3		F									0.00	126.00	126.00

Record 1 of 3

Subtotal (ex): 2,284.00  
Taxable Amount: 0.00  
GST: 0.00  
Total: 2,284.00

Currency: MYR Rate: 1 Local Total: 2,284.00

☐ After save, proceed with new S/O

Save Save & Preview Save & Print Cancel

### 2. When click Save, system will prompt ask to receive payment or direct Save the document.

New Sales Order - [Next Possible No: SO-000008] - DEPOSIT - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Debtor: 300-C001 [New] Updated To:

Name: CUSTOMER 1 AgreeNo:

Address: 1, JALAN 1, TAMAN 1, MALAYSIA. Ready:

Branch:  D. Contact:

Total SO: 2,284.00  
Total Payment: 0.00  
Total Balance: 2,284.00

☒ Can Transfer? ☐ Can Transfer By Value?

S/O No: <<New>>  
Date: 18/09/2017  
Credit Term: C.O.D.  
Sales Agent:   
Ship via:   
Shipping Info:

Main More Header External Link Note Payment Refund User Defined Field

Group Total Discount Add Custom Package Show Instant Info

Item Code	Description	Deliv...	UOM	Qty	Unit Price	SubTotal	Deliv...	BalQty	Delre...	IsNCost	NStk...	ToCQty	Canc...	Desc2	Remark	Batch...	G...	G...	GST	Total ...	Total (inc)
00001	Item 1	18/0...	PCS	5	250.00	1,250.00		5		F									0.00	1,250.00	1,250.00
00002	Item 2	18/0...	PCS	2	454.00	908.00		2		F									0.00	908.00	908.00
00003	Item 3	18/0...	PCS	3	42.00	126.00		3		F									0.00	126.00	126.00

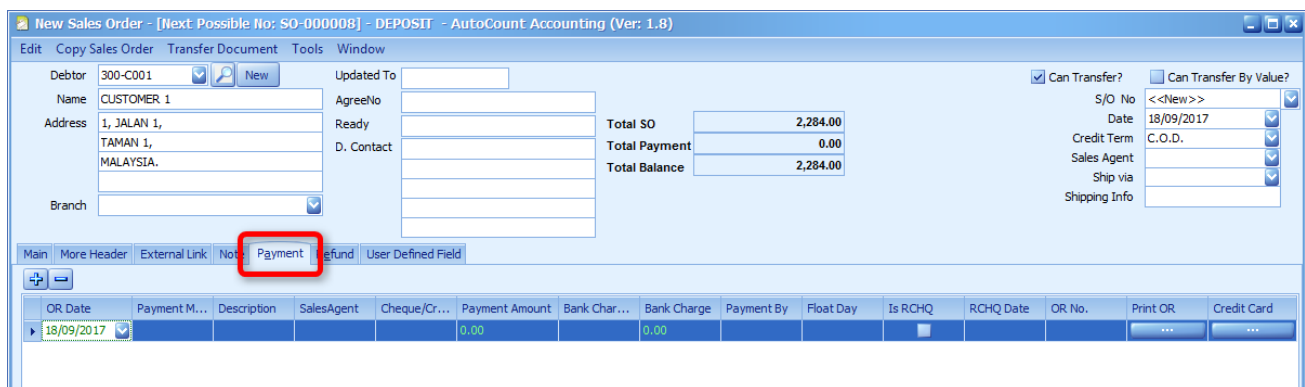
AutoCount Accounting

Official Receipt?

Click [Yes] to go to Payment.  
Click [No] to continue save.

Yes No

- If yes, system will auto prompt to Payment Tab and record the payment received here.



**New Sales Order - [Next Possible No: SO-000008] - DEPOSIT - AutoCount Accounting (Ver: 1.8)**

Debit: 300-C001 | Name: CUSTOMER 1 | Address: 1, JALAN 1, TAMAN 1, MALAYSIA. | Branch: [Dropdown]

Updated To: [Field] | Agree No: [Field] | Ready: [Field] | D. Contact: [Field]

Can Transfer? ☒ | Can Transfer By Value? ☐

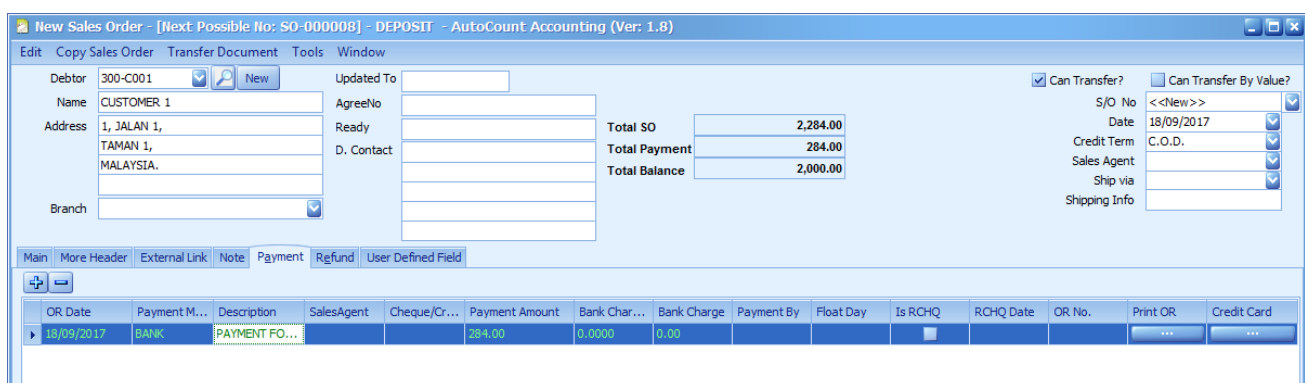
S/O No: <<New>> | Date: 18/09/2017 | Credit Term: C.O.D. | Sales Agent: [Field] | Ship via: [Field] | Shipping Info: [Field]

**Totals:**  
 Total SO: 2,284.00  
 Total Payment: 0.00  
 Total Balance: 2,284.00

Payment Tab is highlighted.

OR Date	Payment M...	Description	SalesAgent	Cheque/Cr...	Payment Amount	Bank Char...	Bank Charge	Payment By	Float Day	Is RCHQ	RCHQ Date	OR No.	Print OR	Credit Card
18/09/2017					0.00		0.00			<input type="checkbox"/>			...	...

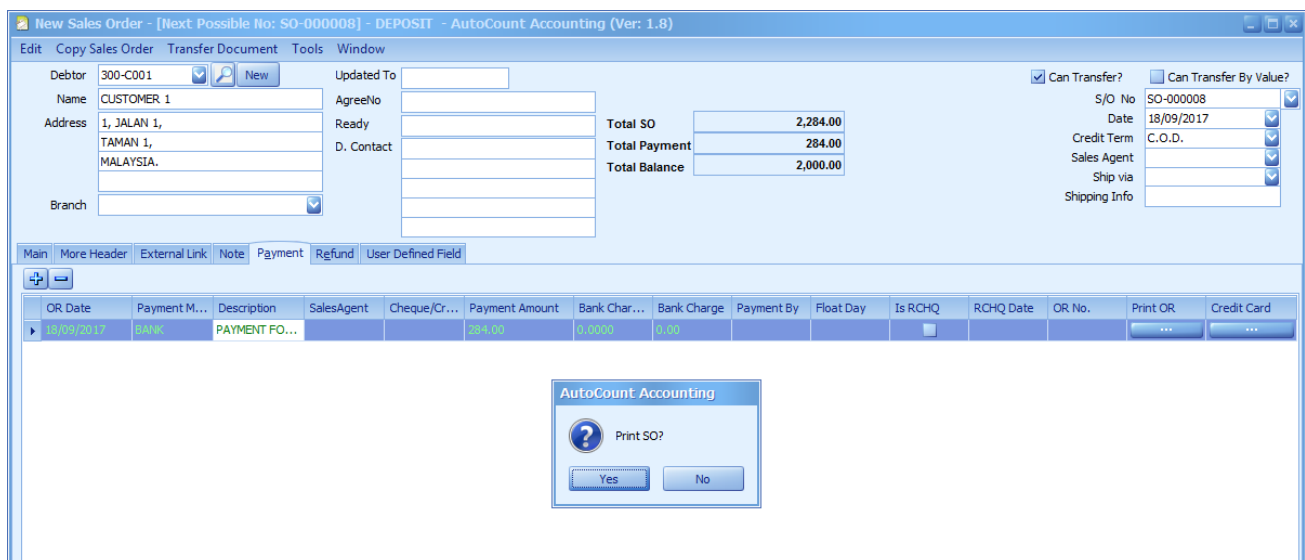
- Key in the OR Date, select Payment Method, key in Payment Amount, Description and cheque/credit card number if available.



Payment Tab is selected.

OR Date	Payment M...	Description	SalesAgent	Cheque/Cr...	Payment Amount	Bank Char...	Bank Charge	Payment By	Float Day	Is RCHQ	RCHQ Date	OR No.	Print OR	Credit Card
18/09/2017	BANK	PAYMENT FO...			284.00	0.0000	0.00			<input type="checkbox"/>			...	...

- After done, click Save, an OR will be generated and system will prompt to print SO and OR.




Payment Tab is selected.

OR Date	Payment M...	Description	SalesAgent	Cheque/Cr...	Payment Amount	Bank Char...	Bank Charge	Payment By	Float Day	Is RCHQ	RCHQ Date	OR No.	Print OR	Credit Card
18/09/2017	BANK	PAYMENT FO...			284.00	0.0000	0.00			<input type="checkbox"/>			...	...

**AutoCount Accounting**  
 Print SO?  
 Yes No


New Sales Order - [Next Possible No: SO-000008] - DEPOSIT - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Debtor: 300-C001  New

Name: CUSTOMER 1

Address: 1, JALAN 1, TAMAN 1, MALAYSIA.

Branch: 

Updated To:

AgreeNo:

Ready:

D. Contact:

Total SO: 2,284.00

Total Payment: 284.00

Total Balance: 2,000.00

☒ Can Transfer? ☐ Can Transfer By Value?

S/O No: SO-000008

Date: 18/09/2017

Credit Term: C.O.D.

Sales Agent:

Ship via:

Shipping Info:

Main More Header External Link Note Payment Refund User Defined Field

OR Date: 18/09/2017 Payment M...: BANK Description: PAYMENT FO...

Select Report

Key	Report Name	Type
0	Sales Order	System
1	Sales Order - Deposit	System
2	Sales Order - For Preprinted Form	System
3	Sales Order - Less Deposit (Date, Amount)	System
4	Tax Sales Order	System
5	Tax Sales Order - Deposit	System
6	Tax Sales Order - For Preprinted Form	System
7	Tax Sales Order - Less Deposit (Date, Amount)	System

OK Cancel


284.00 .00

☐ After save, proceed with new S/O

Save Save & Preview Save & Print Cancel


New Sales Order - [Next Possible No: SO-000008] - DEPOSIT - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Debtor: 300-C001  New

Name: CUSTOMER 1

Address: 1, JALAN 1, TAMAN 1, MALAYSIA.

Branch: 

Updated To:

AgreeNo:

Ready:

D. Contact:

Total SO: 2,284.00

Total Payment: 284.00

Total Balance: 2,000.00

☒ Can Transfer? ☐ Can Transfer By Value?

S/O No: SO-000008

Date: 18/09/2017

Credit Term: C.O.D.

Sales Agent:

Ship via:

Shipping Info:

Main More Header External Link Note Payment Refund User Defined Field

OR Date	Payment M...	Description	SalesAgent	Cheque/Cr...	Payment Amount	Bank Char...	Bank Charge	Payment By	Float Day	Is RCHQ	RCHQ Date	OR No.	Print OR	Credit Card
18/09/2017	BANK	PAYMENT FO...			284.00	0.0000	0.00			<input type="checkbox"/>			...	...

AutoCount Accounting

Print OR?

Yes No


284.00 .00

☐ After save, proceed with new S/O

Save Save & Preview Save & Print Cancel


New Sales Order - [Next Possible No: SO-000008] - DEPOSIT - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Debtor: 300-C001  New

Name: CUSTOMER 1

Address: 1, JALAN 1, TAMAN 1, MALAYSIA.

Branch: 

Updated To:

AgreeNo:

Ready:

D. Contact:

Total SO: 2,284.00

Total Payment: 284.00


Total Balance: 2,000.00


☒ Can Transfer? ☐ Can Transfer By Value?

S/O No: SO-000008

Date: 18/09/2017


Credit Term: C.O.D.

Sales Agent: 

Ship via: 

Shipping Info:

Main More Header External Link Note Payment Refund User Defined Field

OR Date: 18/09/2017 Payment M...: BANK Description: PAYMENT FO... Sales: 

Select Report

Key	Report Name	Type
0	Official Receipt - Deposit	System
1	OR - Half Page	System
2	OR - Half Page (Compact)	System
3	OR - Letter	System
4	OR - Vertical (Letter)	System
5	Tax OR - Half Page	System
6	Tax OR - Half Page (Business Name, Business Reg. No and GST Reg. No)	System
7	Tax OR - Letter	System
8	Tax OR - Letter (Business Name, Business Reg. No and GST Reg. No)	System
9	Tax OR - Vertical (Letter)	System

OK Cancel


284.00 .00

☐ After save, proceed with new S/O

Save Save & Preview Save & Print Cancel


New Sales Order - [Next Possible No: SO-000008] - DEPOSIT - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Debtor: 300-C001  New

Name: CUSTOMER 1

Address: 1, JALAN 1, TAMAN 1, MALAYSIA.

Branch: 

Updated To:

AgreeNo:

Ready:

D. Contact:

Total SO: 2,284.00

Total Payment: 284.00


Total Balance: 2,000.00


☒ Can Transfer? ☐ Can Transfer By Value?

S/O No: SO-000008

Date: 18/09/2017

Credit Term: C.O.D.

Sales Agent: 

Ship via: 

Shipping Info:

Main More Header External Link Note Payment Refund User Defined Field

OR Date	Payment M...	Description	SalesAgent	Cheque/Cr...	Payment Amount	Bank Char...	Bank Charge	Payment By	Float Day	Is RCHQ	RCHQ Date	OR No.	Print OR	Credit Card
18/09/2017	BANK	PAYMENT FO...			284.00	0.0000	0.00			<input type="checkbox"/>			...	...

AutoCount Accounting

Official Receipt : OR-000011 is created.

OK

284.00 .00

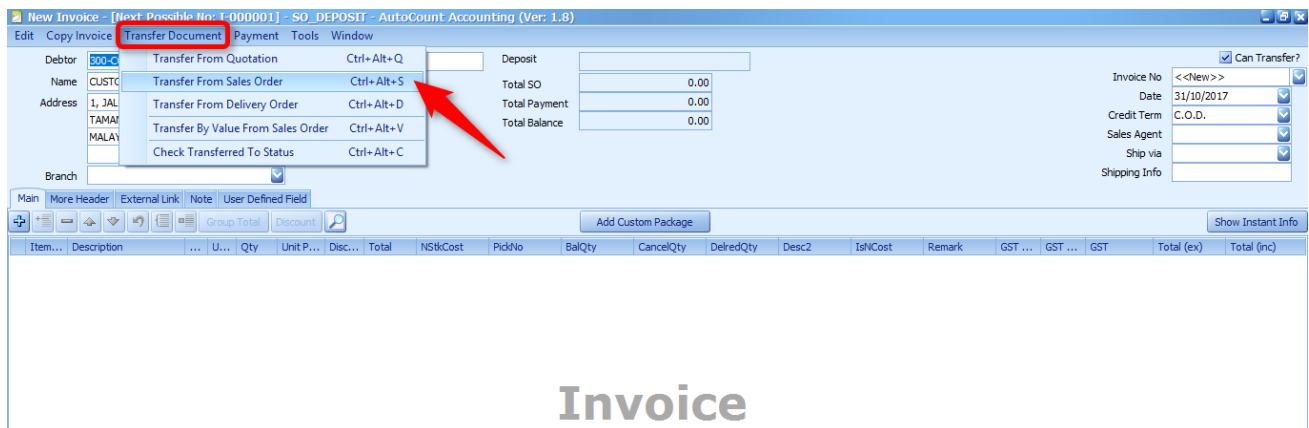
☐ After save, proceed with new S/O

Save Save & Preview Save & Print Cancel

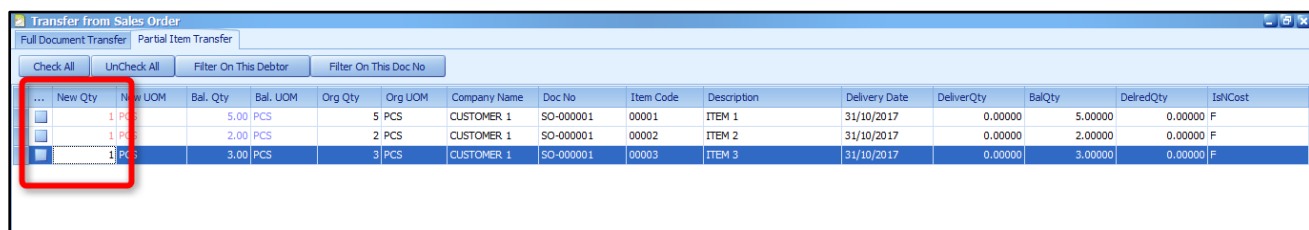


## Stock Delivered (Issue Invoice)

1. When stock is ready for delivery to customer and need transfer into Delivery Order or Sales Invoice directly.
2. Example, now we are going to transfer into Sales Invoice directly. Go to Sales Invoice and transfer document from Sales Order.



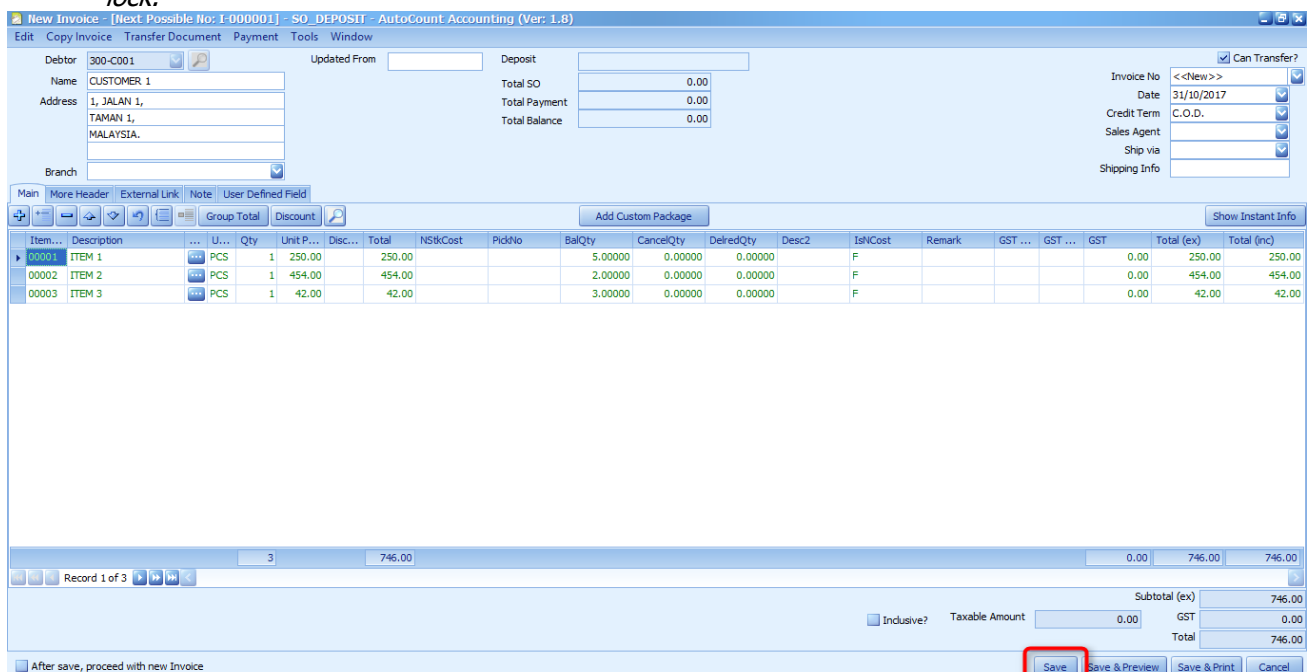
3. Choose either Full Document Transfer or Partial Item Transfer. For example Partial Item Transfer, put in the quantity to be transferred and click OK.



Item Code	Description	Delivery Date	DeliverQty	BalQty	DelredQty	IsHCost
00001	ITEM 1	31/10/2017	0.00000	5.00000	0.00000	F
00002	ITEM 2	31/10/2017	0.00000	2.00000	0.00000	F
00003	ITEM 3	31/10/2017	0.00000	3.00000	0.00000	F

4. After done, system will ask to knock off the deposit amount received previously. And the stock quantity will be updated into Sales Order.

*\*Will update to DelredQty column automatically and the qty cannot be amend by the user. Column is lock.*



Item...	Description	U...	Qty	Unit P...	Disc...	Total	NS&Cost	PickNo	BalQty	CancelQty	DelredQty	Desc2	IsHCost	Remark	GST ...	GST ...	GST ...	Total (ex)	Total (inc)
00001	ITEM 1	PCS	1	250.00		250.00			5.00000	0.00000	0.00000		F				0.00	250.00	250.00
00002	ITEM 2	PCS	1	454.00		454.00			2.00000	0.00000	0.00000		F				0.00	454.00	454.00
00003	ITEM 3	PCS	1	42.00		42.00			3.00000	0.00000	0.00000		F				0.00	42.00	42.00

Record 1 of 3

Subtotal (ex) 746.00, GST 0.00, Total 746.00

Save, Save & Preview, Save & Print, Cancel

**OR Knock Off by Sales Order's unapply OR**

Total Unapplied Invoice Amount : 746.00      Invoice : 746.00  
 Deposit : 284.00  
 Balance : 462.00

**Auto Knock Off**

Date	No.	Unapplied OR Am...	Apply Amount	SO Doc No.	SO Debtor Code	SO Debtor Name
31/10/2017	OR-000001	284.00	284.00	SO-000001	300-C001	CUSTOMER 1

284.00      284.00

Record 1 of 1

**OK**      **Cancel**

**View Sales Order - [SO-000001] - SO\_DEPOSIT - AutoCount Accounting (Ver: 1.8)**

Edit   Copy Sales Order   Transfer Document   Tools   Window

Debtor: 300-C001   Name: CUSTOMER 1   Address: 1, JALAN 1, TAMAN 1, MALAYSIA.   Branch:

Updated To:   AgreeNo:   Ready:   D. Contact:   Total SO: 2,284.00   Total Payment: 284.00   Total Balance: 2,000.00

☒ Can Transfer?   ☐ Can Transfer By Value?   S/O No: SO-000001   Date: 31/10/2017   Credit Term: C.O.D.   Sales Agent:   Ship via:   Shipping Info:

Main   More Header   External Link   Note   User Defined Field   Payment   Refund

+   -   <   >   Group Total   Discount   Add Custom Package   Show Instant Info

Item Code	Description	Furt...	Delivery Date	UOM	Qty	Unit Price	SubTotal	DeliverQty	BalQty	DelredQty	gsNCost	CancelQty	Total (ex)	Total (inc)
00001	ITEM 1	...	31/10/2017	PCS	5	250.00	1,250.00		4	1		0	1,250.00	1,250.00
00002	ITEM 2	...	31/10/2017	PCS	2	454.00	908.00		1	1		0	908.00	908.00
00003	ITEM 3	...	31/10/2017	PCS	3	42.00	126.00		2	1		0	126.00	126.00

10      2,284.00      2,284.00      2,284.00

Record 1 of 3

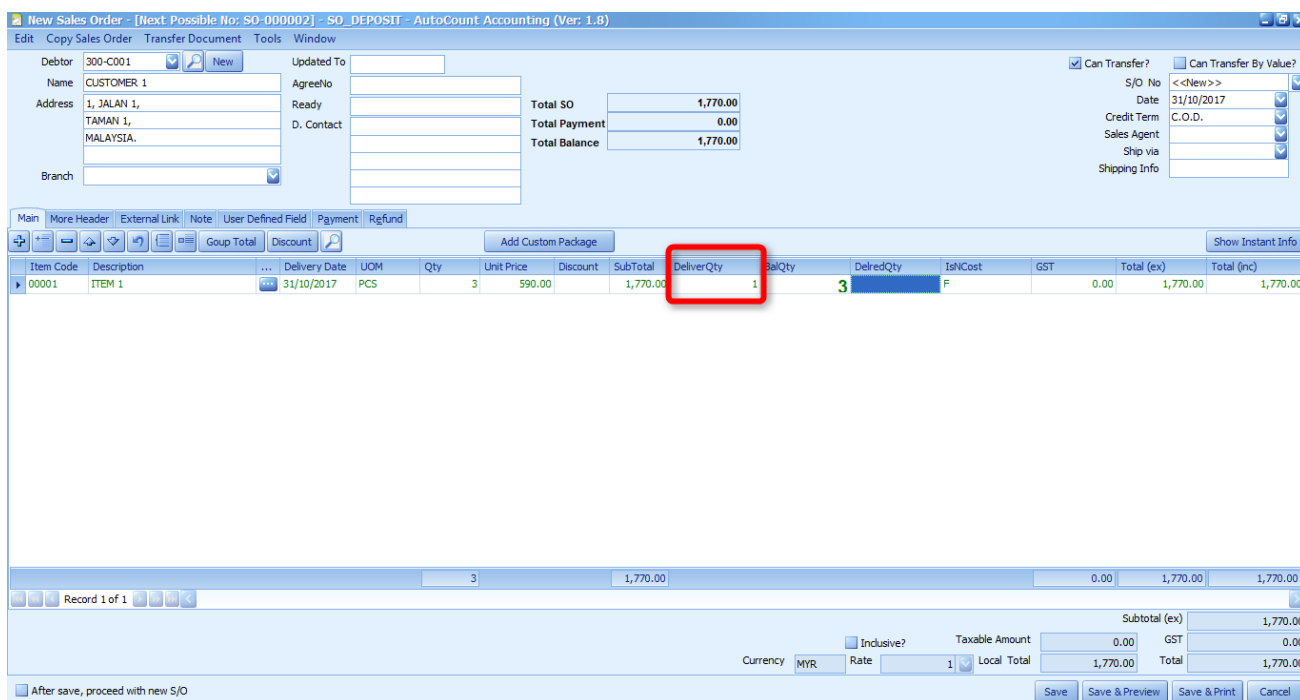
Subtotal (ex) 2,284.00      GST 0.00      Total 2,284.00

Currency: MYR   Rate: 1   Inclusive?   Taxable Amount: 0.00   Local Total: 2,284.00

**Preview   Print   Edit   Cancel Document   Delete   Close**

## Stock Delivered partially in Sales Order

1. When record the deposit received in Sales Order and if stocks are delivered partially to the customer first. User will need to key-in the quantity delivered in the DeliverQty column.



**New Sales Order - [Next Possible No: SO-000002] - SO\_DEPOSIT - AutoCount Accounting (Ver: 1.8)**

Debtor: 300-C001  
Name: CUSTOMER 1  
Address: 1, JALAN 1, TAMAN 1, MALAYSIA.  
Branch: [Dropdown]

Updated To: [Field]  
AgreeNo: [Field]  
Ready: [Field]  
D. Contact: [Field]

Total SO: 1,770.00  
Total Payment: 0.00  
Total Balance: 1,770.00

Can Transfer? ☒ Can Transfer By Value? ☐  
S/O No: <<New>>  
Date: 31/10/2017  
Credit Term: C.O.D.  
Sales Agent: [Dropdown]  
Ship via: [Dropdown]  
Shipping Info: [Field]

Main More Header External Link Note User Defined Field Payment Refund

Item Code	Description	Delivery Date	UOM	Qty	Unit Price	Discount	SubTotal	DeliverQty	SalQty	DelredQty	IsHCost	GST	Total (ex)	Total (inc)
00001	ITEM 1	31/10/2017	PCS	3	590.00		1,770.00	3	3		F	0.00	1,770.00	1,770.00

Record 1 of 1

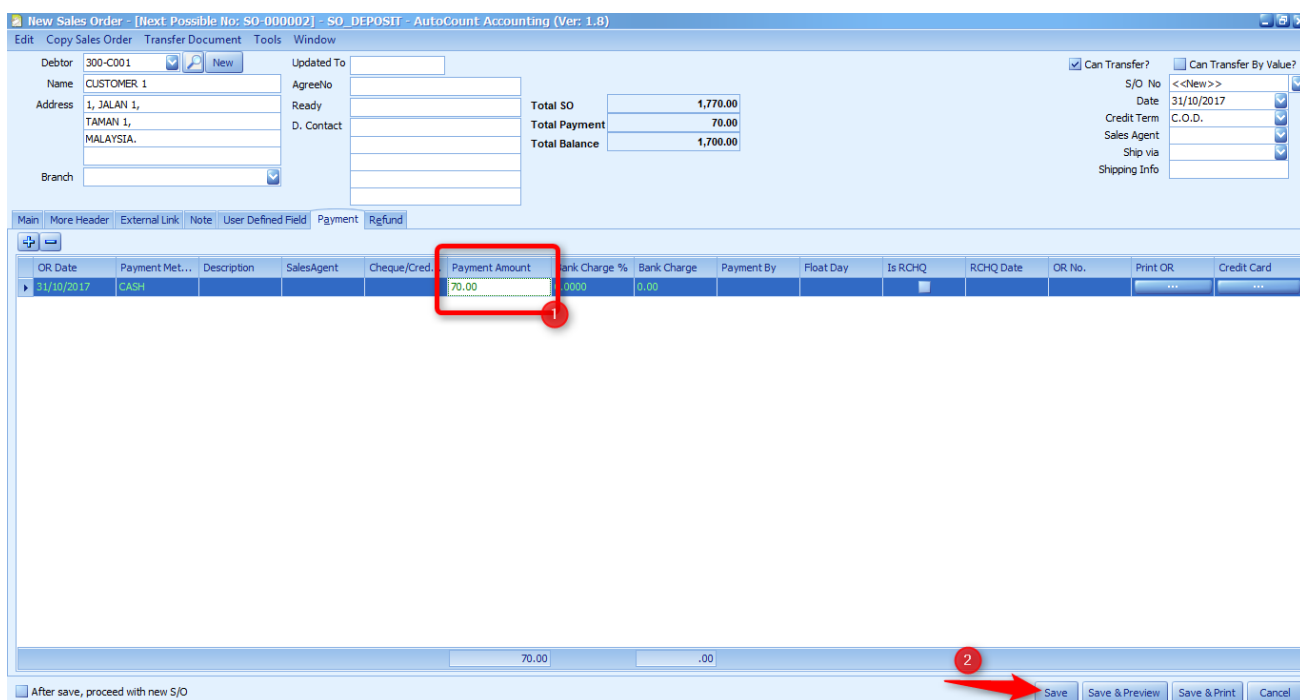
Subtotal (ex): 1,770.00  
GST: 0.00  
Total: 1,770.00

Currency: MYR Rate: 1 Local Total: 1,770.00

After save, proceed with new S/O

Save Save & Preview Save & Print Cancel

2. When click Save, system will prompt for any payment or direct save the document only.
3. If there is payment, system will go to payment tab. Key in the OR Date, select Payment Method, Key in Payment Amount, Description and cheque/credit card number if available.



**New Sales Order - [Next Possible No: SO-000002] - SO\_DEPOSIT - AutoCount Accounting (Ver: 1.8)**

Debtor: 300-C001  
Name: CUSTOMER 1  
Address: 1, JALAN 1, TAMAN 1, MALAYSIA.  
Branch: [Dropdown]

Updated To: [Field]  
AgreeNo: [Field]  
Ready: [Field]  
D. Contact: [Field]

Total SO: 1,770.00  
Total Payment: 70.00  
Total Balance: 1,700.00

Can Transfer? ☒ Can Transfer By Value? ☐  
S/O No: <<New>>  
Date: 31/10/2017  
Credit Term: C.O.D.  
Sales Agent: [Dropdown]  
Ship via: [Dropdown]  
Shipping Info: [Field]

Main More Header External Link Note User Defined Field Payment Refund

OR Date	Payment Met...	Description	SalesAgent	Cheque/Cred.	Payment Amount	Bank Charge %	Bank Charge	Payment By	Float Day	Is RCHQ	RCHQ Date	OR No.	Print OR	Credit Card
31/10/2017	CASH				70.00	0.00	0.00							

70.00 .00

After save, proceed with new S/O

Save Save & Preview Save & Print Cancel

- After done, click Save. System will prompt and ask to create the invoice based on the quantity delivered to user. And knock off will be done automatically after saving the invoice.

New Sales Order - [Next Possible No: SO-000002] - SO\_DEPOSIT - AutoCount Accounting (Ver: 1.8)

Edit Copy Sales Order Transfer Document Tools Window

Debtor: 300-C001 [New] Updated To:   
 Name: CUSTOMER 1 AgreeNo:   
 Address: 1, JALAN 1, TAMAN 1, MALAYSIA. Ready:   
 Branch: D. Contact:   
 Total SO: 1,770.00   
 Total Payment: 70.00   
 Total Balance: 1,700.00

☒ Can Transfer? ☐ Can Transfer By Value?   
 S/O No: SO-000002   
 Date: 31/10/2017   
 Credit Term: C.O.D.   
 Sales Agent:   
 Ship via:   
 Shipping Info:

Main More Header External Link Note User Defined Field Payment Refund

OR Date	Payment Met...	Description	SalesAgent	Cheque/Cred...	Payment Amount	Bank Charge %	Bank Charge	Payment By	Float Day	Is RCHQ	RCHQ Date	OR No.	Print OR	Credit Card
31/10/2017	CASH				70.00	0.00%	0.00							

AutoCount Accounting   
 ? Generate sales invoice after this. Do you want to generate invoice ?   
 Yes No

OR Knock Off by Sales Order's unapply OR

Total Unapplied Invoice Amount : 590.00   
 Invoice : 590.00   
 Deposit : 70.00   
 Balance : 520.00   
 Auto Knock Off

Date	No.	Unapplied OR Am...	Apply Amount	SO Doc No.	SO Debtor Code	SO Debtor Name
31/10/2017	OR-000002	70.00	70.00	SO-000002	300-C001	CUSTOMER 1


70.00 70.00   
 Record 1 of 1   
 OK Cancel

**OR Knock Off by Sales Order's unapply OR**

Total Unapplied Invoice Amount : 590.00      Invoice : 590.00  
 Deposit : 70.00  
 Balance : 520.00     

Date	No.	Unapplied OR Am...	Apply Amount	SO Doc No.	SO Debtor Code	SO Debtor Name
31/10/2017	OR-000002	70.00	70.00	SO-000002	300-C001	CUSTOMER 1

**AutoCount Accounting**

 Invoice Knock Off OR completed.

70.00      70.00

Record 1 of 1

- If deposit amount is lesser than Invoice amount, user will need to knock off this Invoice manually in the future when they receive the next payment.

*Last modified by Jessica, 9th November 2017;*