UNICART INTEGRATOR PLUGIN

AUTO COUNT SDN BHD

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1.0 Overview

The UniCart Integrator Plugin is the result of cooperation between two Malaysia leading companies to provide faster, simpler, and completely accurate e-Commerce system to their customers. Indeed, the UniCart Integrator Plugin will help you to simply synchronize your customers (debtors), products (items), invoices, and payments between the most popular e-Commerce system and the most accurate Accounting system in Malaysia as easy as clicking one button.

The benefits are below:

- Increase productivity and simplify transactions as you are not required to key in the sales order, sales invoice and AR payment all over again. You just need to click buttons.
- Minimise human error. As you just need to click buttons, then debtors, items, invoices and payments between UniCart and AutoCount will be synchronized. Therefore, it reduces human error such as typo.
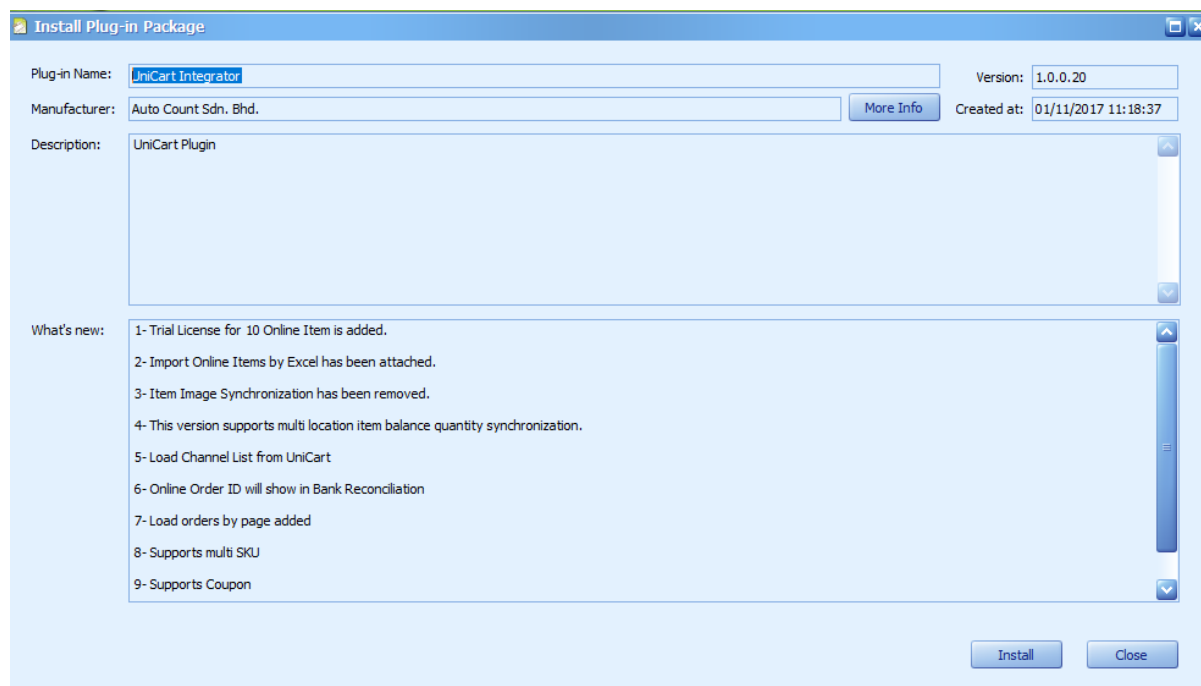
System requirement as below:
- AutoCount Version 1.8.8 and above
- AutoCount Basic Version or Scripting module
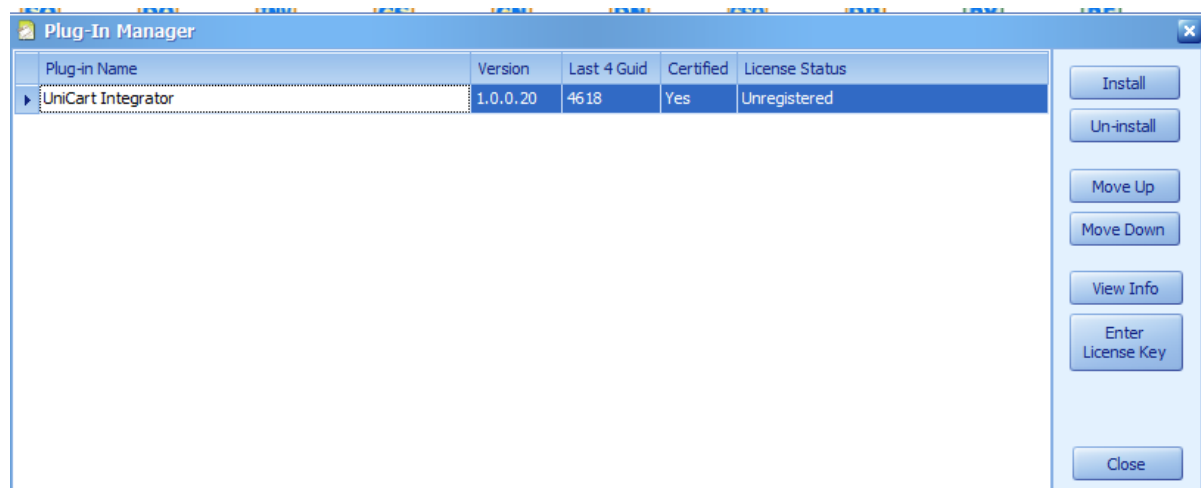- Multi-UOM module

2.0 Installation

Go to Tools> Plugin Manager > Install > Choose the .app file that you save.
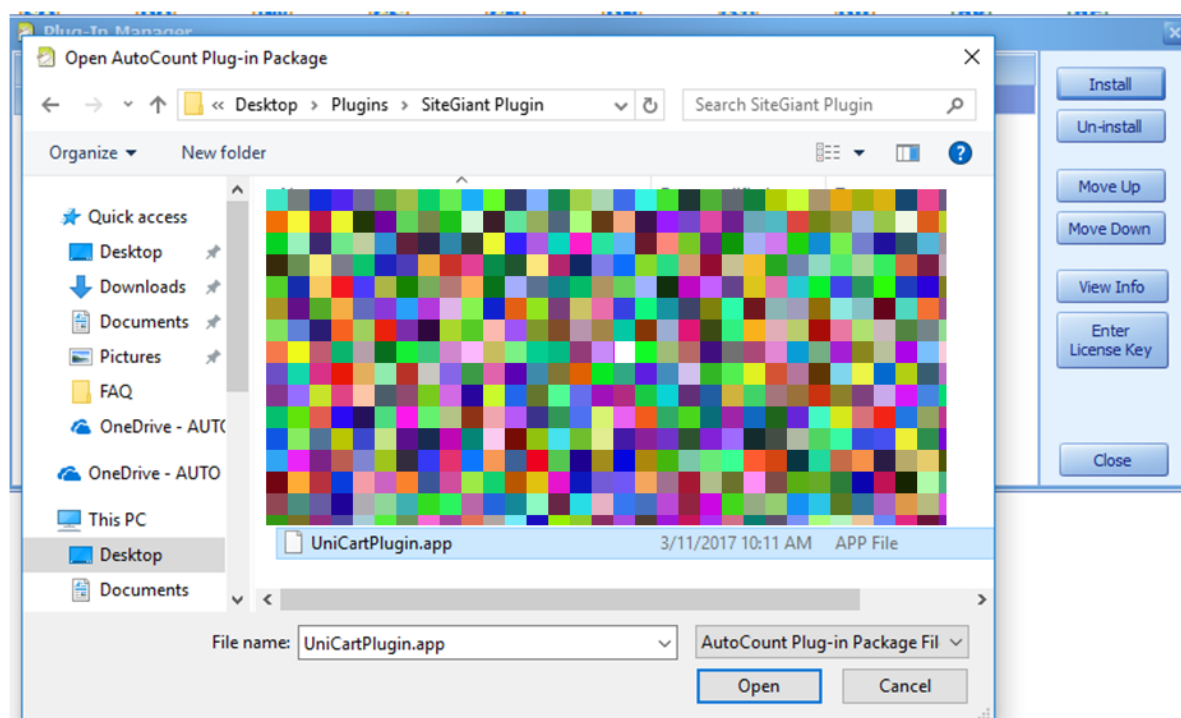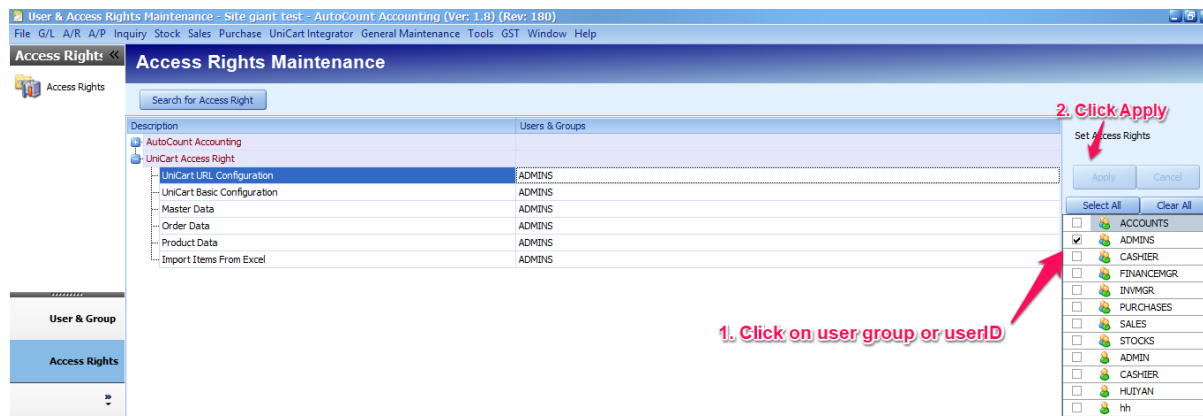
Click Install.

Click Close.

3.0 Access right

First step that you need to do after installation is to set user access right for the plugin. Without doing this, users will not able to use the plugin. Go to general maintenance > User maintenance.

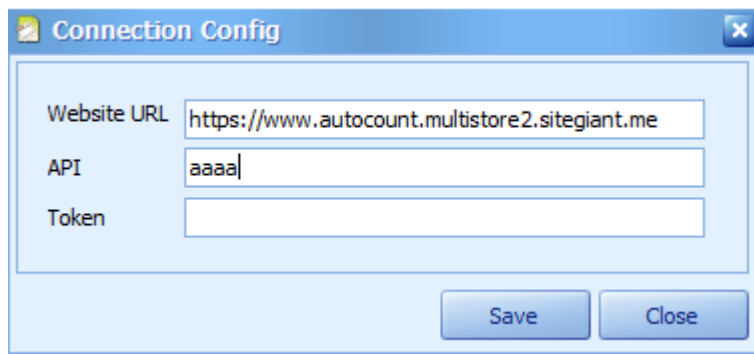On User maintenance screen, click Access Right and assign the user group or user ID as shown below:

4.0 Settings

4.1 URL Configuration

After setting the user access right, then you need to do the URL configuration. The setting of this one is to link the website with Auto Count so that your customers (debtors), products (items), invoices, and payments can be synced. Therefore, it is compulsory to set URL Configuration.

Go to UniCart integrator > URL Configuration

i. **Website URL –** The URL link for your website. You may get the website URL from top of the browser.
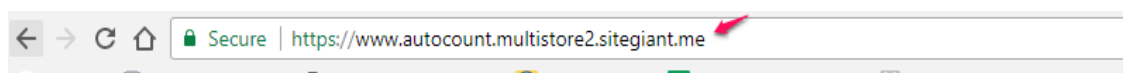
ii. **API –** A series of alphanumeric key which generate and given by UniCart. You will need to request this API key directly from UniCart support.

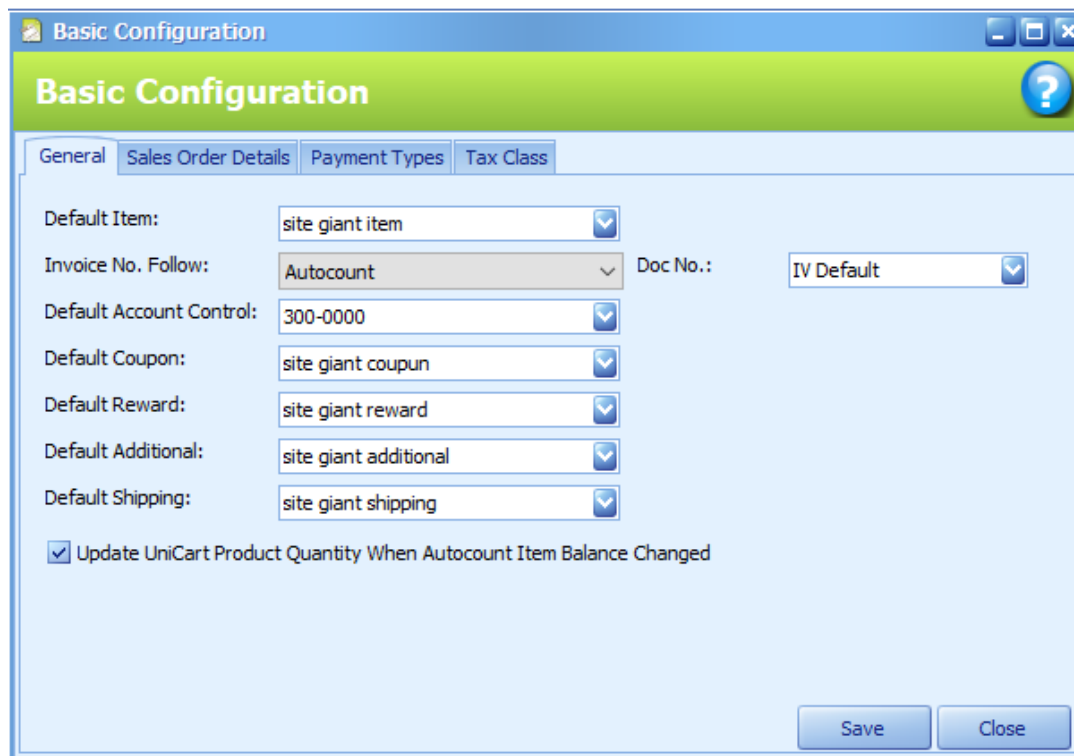iii. **Token –** Don't need to fill in, leave it blank will do.

4.2 Basic Configuration

After setting the URL configuration, the next important step is Basic Configuration.

Basic configuration is the setting of UniCart Integrator Plugin. In basic configuration it is required to set the general setting, sales order details setting, payment type's setting and tax class setting.

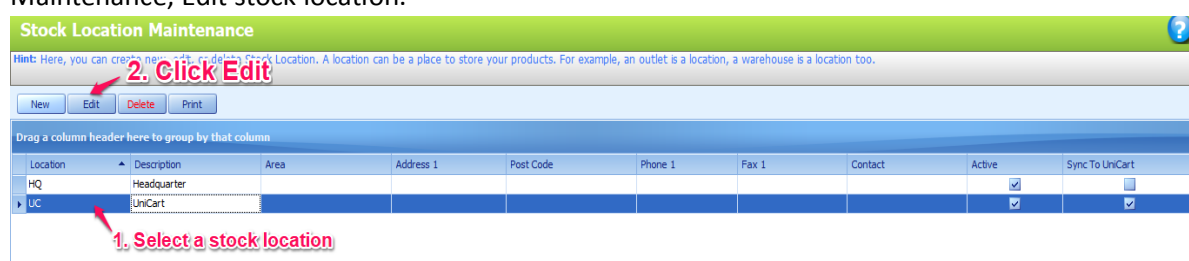Go to UniCart Integrator > Basic Configuration.

4.2.1 General

i. **Default Item** – For those items which do not exist in AutoCount but exist in UniCart Orders, you would need to set a default item. This item will be replaced with those non-existence items in UniCart Orders with your permission during Sales Invoice and Payment Synchronization.

ii. **Invoice No. Follow** – To set the invoice no. You can either choose AutoCount or UniCart invoice numbering format. By selecting AutoCount, the invoice numbering will follow AutoCount's invoice numbers and would change UniCart invoice numbers after synchronizing UniCart Orders to Autocount. Whereas, by choosing UniCart, the invoice numbers in AutoCount will follow the UniCart 's invoice numbering within Sales Invoice and Payment Synchronization.

iii. **Doc No** – If you select AutoCount for Invoice No. Follow, then you need to select the format Doc No of invoice when orders are synchronized from UniCart to AutoCount.

iv. **Default Account Control -** To set the default Account Control in AutoCount. This Account Control will be used for creating new Debtors in AutoCount during Customers (Debtors) synchronization. Select the default debtor control account that set in AutoCount.

v. **Default Coupon** – To set an Item Code in AutoCount, this will represent the Coupon discount that given in UniCart Orders.

vi.   **Default Reward –** To set an Item Code in AutoCount, this will represent the Reward discount that given in UniCart Orders.

vii.   **Default Additional –** To set an Item Code in AutoCount, this will represent those additional discounts other than coupon and reward that given in UniCart Orders.

viii.   **Default Shipping –** To set an item Code in AutoCount, this will represent the shipping fees that occur in UniCart Order.

ix.   **Update UniCart Product Quantity When Autocount Item Balance Changed –** Tick if you wish the balance quantity of the online item is updated to UniCart when the balance quantity of the item is changed in AutoCount.
Note: To make this function work, you also need to go to Stock > Stock Location Maintenance, Edit stock location.
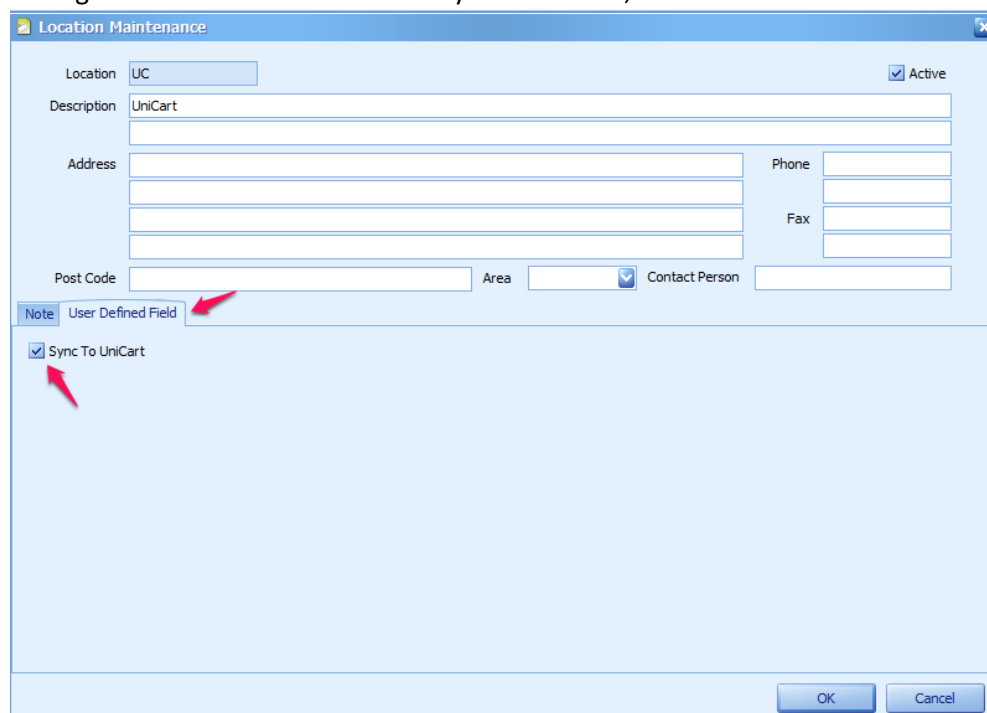
Then go to User Defined Field > tick Sync to UniCart, and then click OK.

4.2.2 Sales Order Details

i. **Title and Method –** The title and method is following the shipping settings in UniCart.

ii. **Item -** Select an item code for each shipping method, so that when an order is synchronized from UniCart, the amount for shipping method in the order can be updated to AutoCount. Before doing this, you need to go to Stock > Stock Item Maintenance to create item codes for shipping method.

Note: You can directly apply the item and click Apply to All if all shipping methods are assigned to same item code.

4.2.3 Payment Details

This part is to set the default payment method and debtor account of channels, so that the payment can be auto created when synchronizing the UniCart Orders to AutoCount.

i.   **Title –** Select the name of channel.

        Note: The list of channel is following the sales channel setting in UniCart.
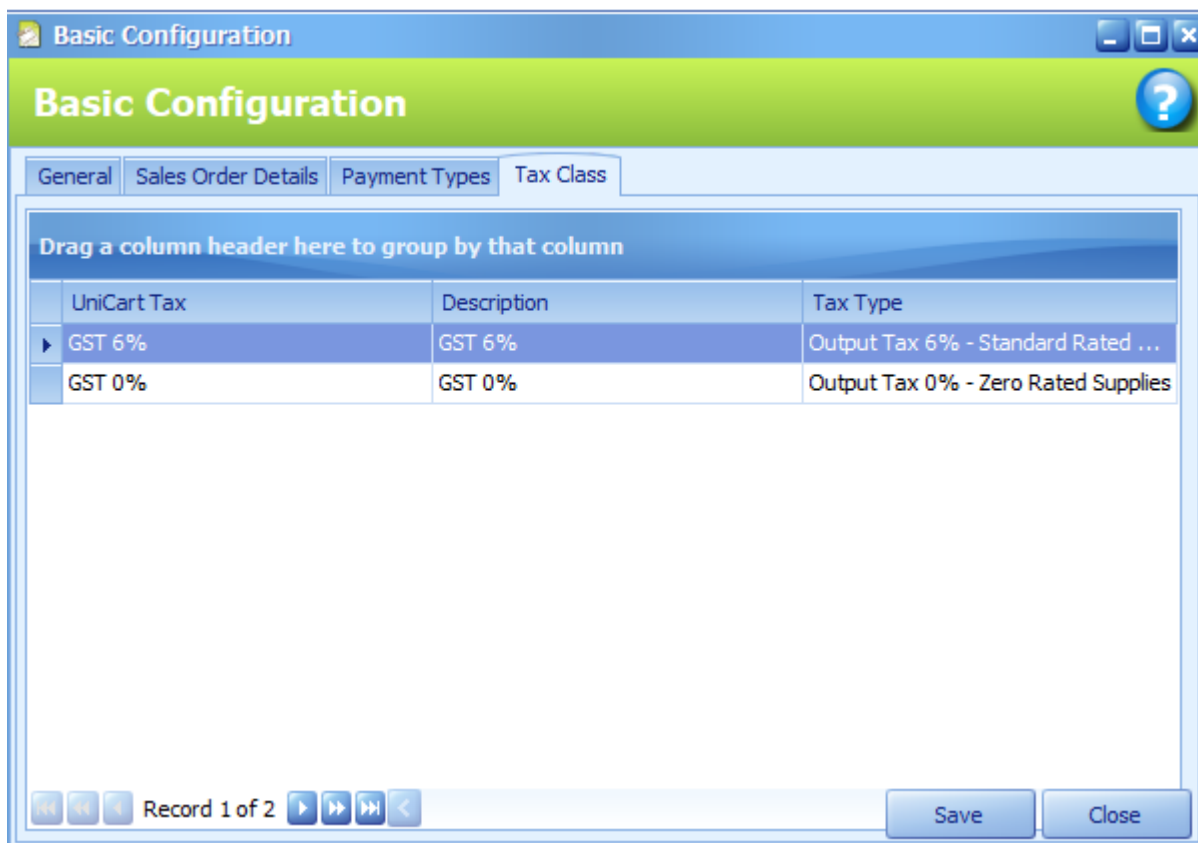
ii.   **Location –** Select the sales location to be used when synchronizing the UniCart Orders to AutoCount for each particular channel.

iii.   **Payment Method –** Select the payment method to be used when synchronizing the UniCart Orders to AutoCount for each particular channel.

iv. **Auto Payment Synchronization –** Tick if you wish to auto create an AR Payment for the particular Sales Invoice after update UniCart Orders to AutoCount.

v. **Debtor Account –** Select the debtor account to be used when synchronizing the UniCart Orders to AutoCount for each particular channel.
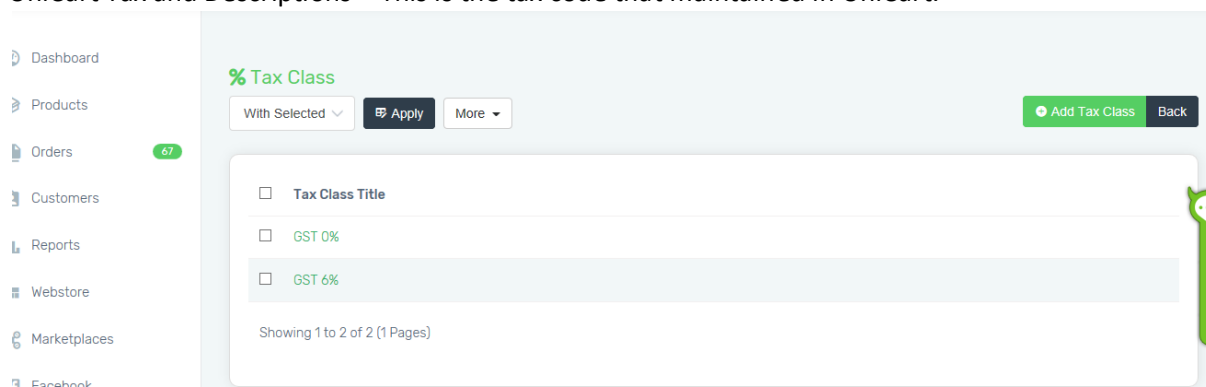
4.2.4 Tax Class

Although the tax classes and tax rate has been set in UniCart, you still need to assign the tax code that have been set in AutoCount for each tax class of UniCart, so that the tax code is auto-assigned when synchronizing UniCart Orders to AutoCount.

i. UniCart Tax and Descriptions – This is the tax code that maintained in UniCart.

ii. Tax type – Assign the tax code of AutoCount for each tax class.

After done all the settings, click Save.

5.0 Master Data Synchronize

Before you can synchronize orders, invoice and payment, you need to synchronize the master data such as debtor, item types and item categories from UniCart to AutoCount.

Go to UniCart Integrator > Master Date Synchronize

5.1 Debtor (Customer)

5.1.1 Synchronize customer

On screen, there is a list of debtor, item type (manufacture) and item categories (which have not been update in AutoCount) from UniCart.

To import the debtor into AutoCount, tick the debtor that you wish to update to AutoCount and click Update to AutoCount.
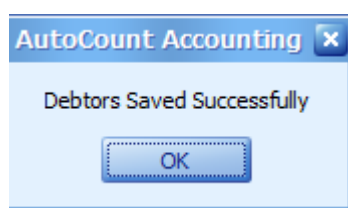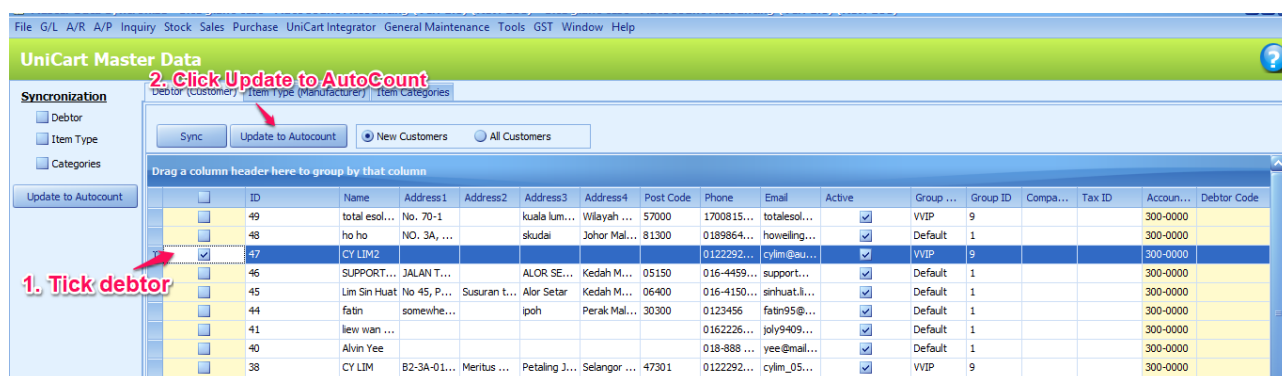
Refer to 4.2.1, the default account control is set in basic configuration. If you wish to change the Control Account of the debtor before updating to AutoCount, you may change it on the UniCart Master Data screen. Refer to the picture below:
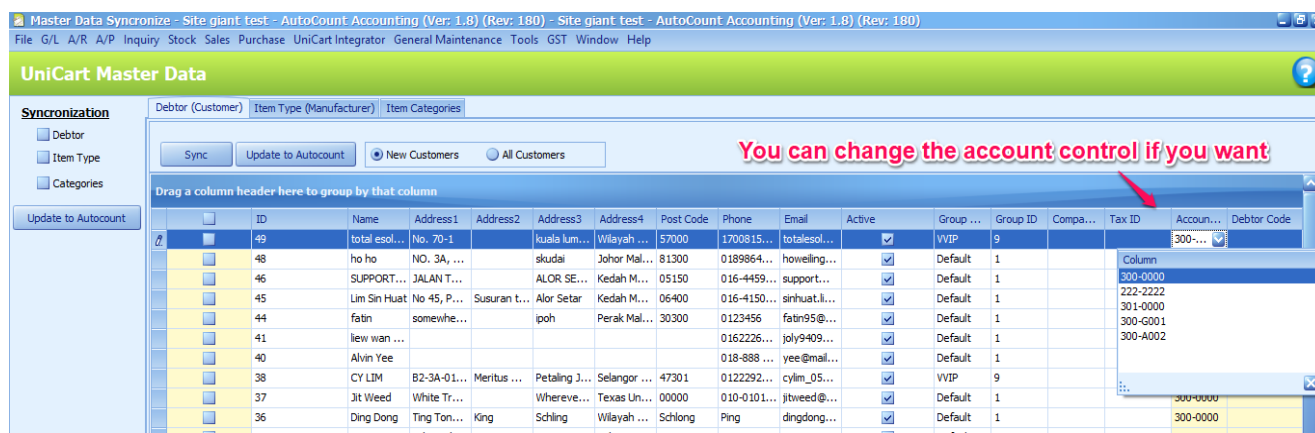
In addition, if you wish to know or customise the debtor code before update to AutoCount, you may select the … button at debtor code column or key in the debtor code that you want.

The customer will be updated in AR > Debtor maintenance.

Note that to change the account control and debtor code, only new customers (customers that have not been updated to AutoCount yet) are allowed to be changed at UniCart Master Data screen. For the customer that already imported to AutoCount, you may change the account control and debtor code in AutoCount.

- To change account control, go to AR > Debtor maintenance
- To change debtor code, go to Tools > Change Code > Change Account Number.

5.1.2 Update customer details

If you already update a customer to AutoCount, and you edit the existing customer details in UniCart and also wish to update the customer details in AutoCount.

Go to UniCart Integrator > Master Data Synchronization.

On the Screen, click All Customers.

After that, the screen will show you all list of customers that created in UniCart. Select the customer that you have edited the details in UniCart and click Update to AutoCount.

5.2 Item Type (Manufacturer)

Select the item type (manufacturer) and click Update to AutoCount.
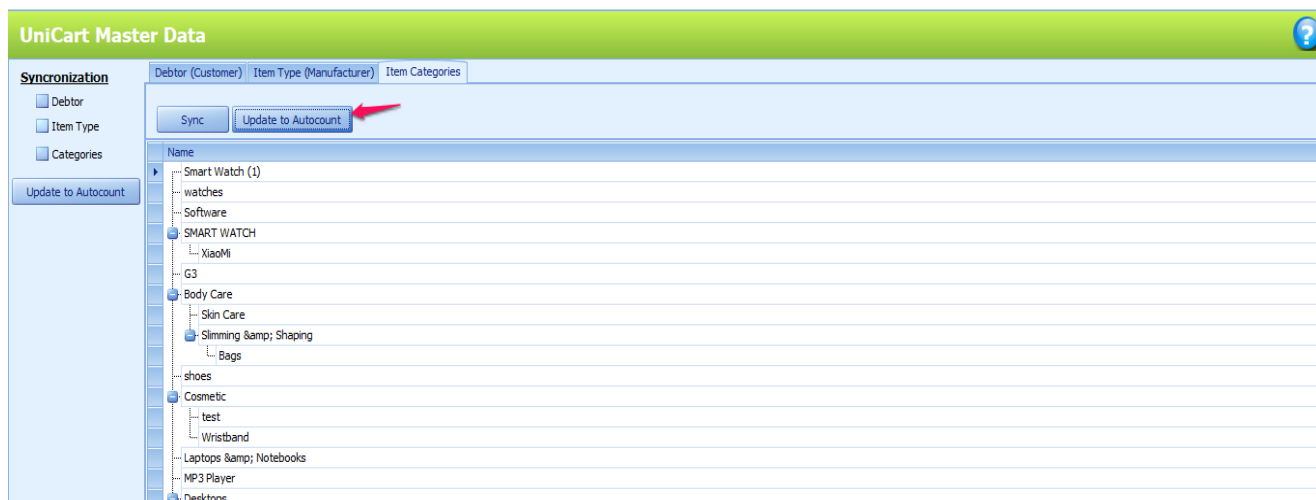

The item type will be updated in Stock > Stock item type maintenance.

5.3 Item Categories

You do not need to select any category. It will update all categories when you press Update to Autocount button.
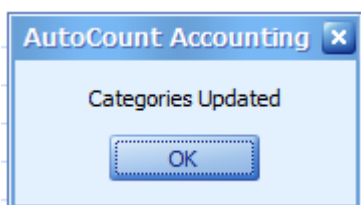
Note:

If you wish to update all debtors, item types and item categories into AutoCount without selecting one by one, you can tick debtor, item types and categories and click update to AutoCount.

AutoCount Accounting

Item Types Saved Successfully

OK

AutoCount Accounting
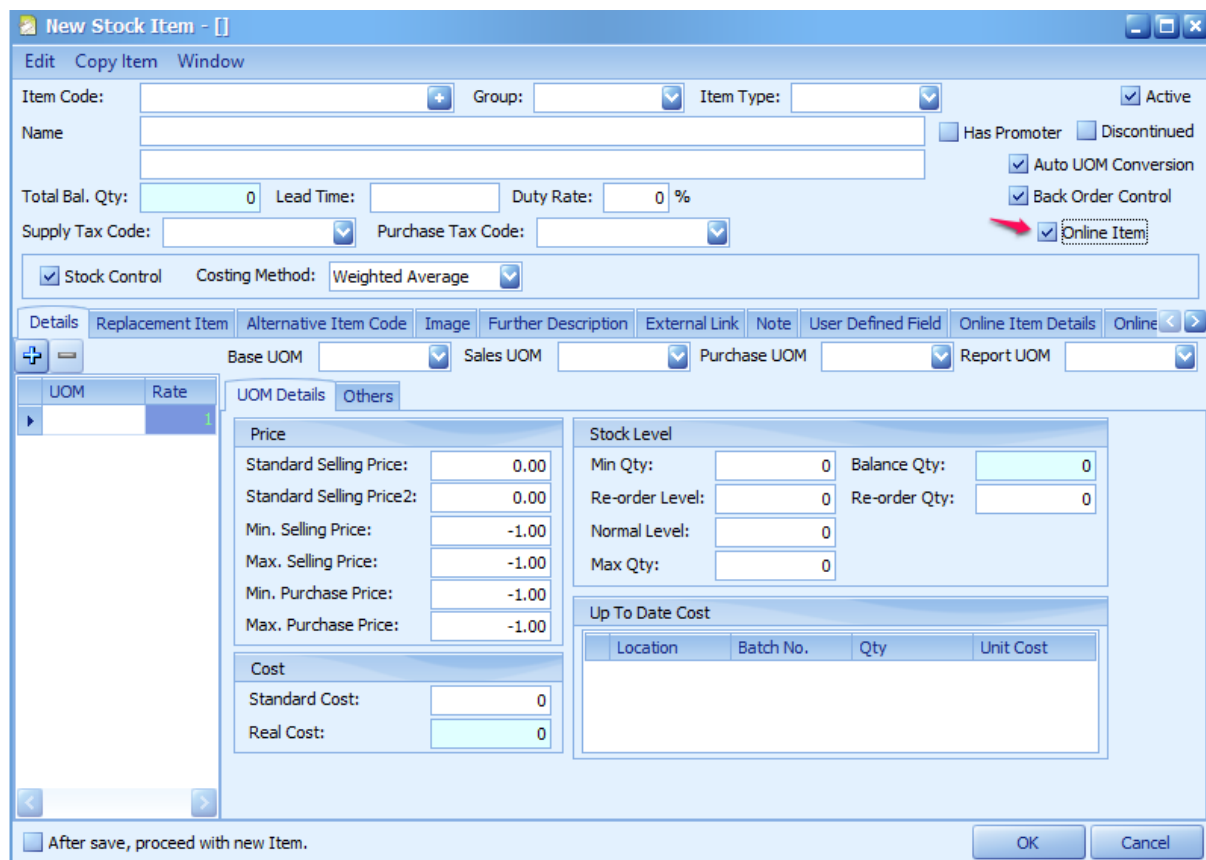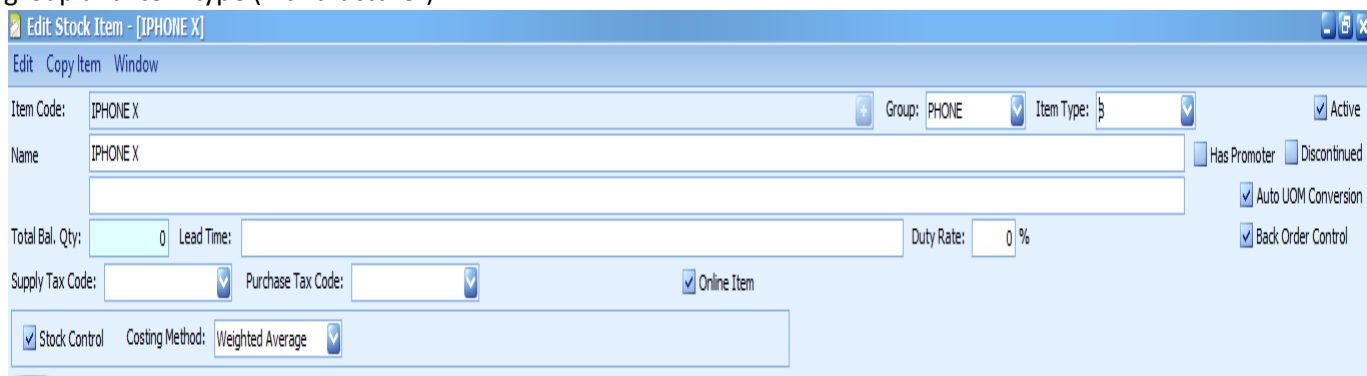
Categories Updated

OK
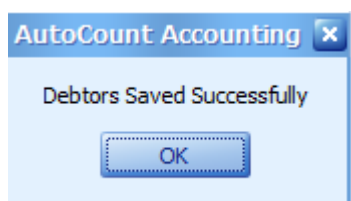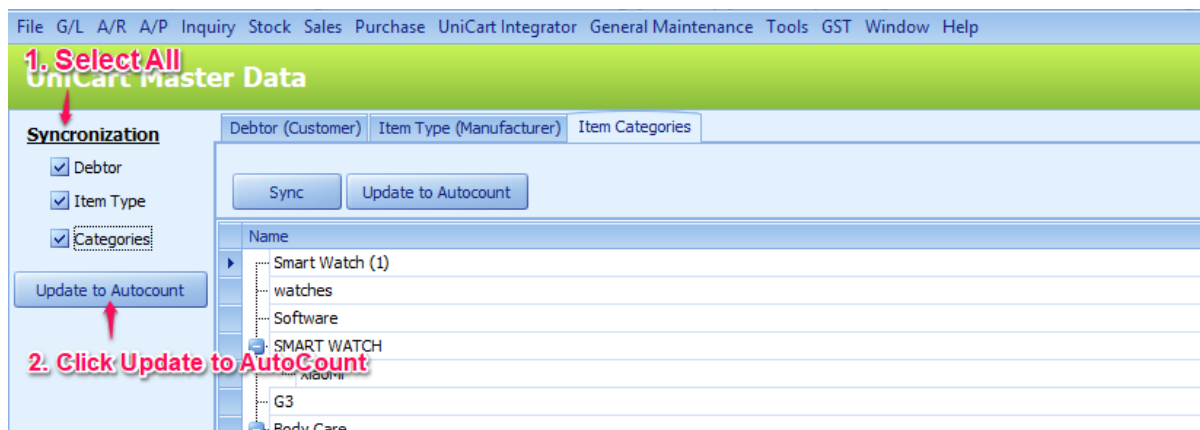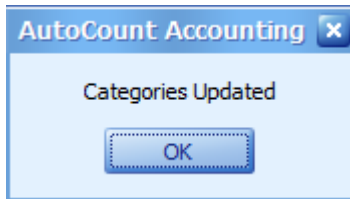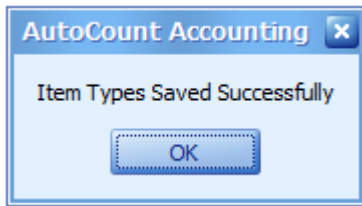
6.0 Create online item in AutoCount
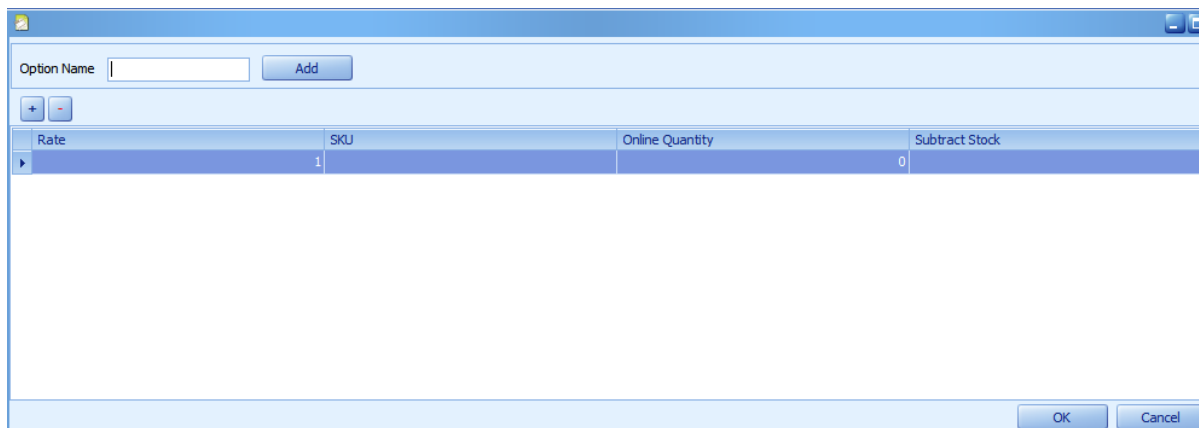
Go to Stock > Stock item maintenance

Tick Online Item if it is an online item.

Then, key in the item code and name that you want. For example: IPHONE X. Then, assign item group and item type (manufacturer).
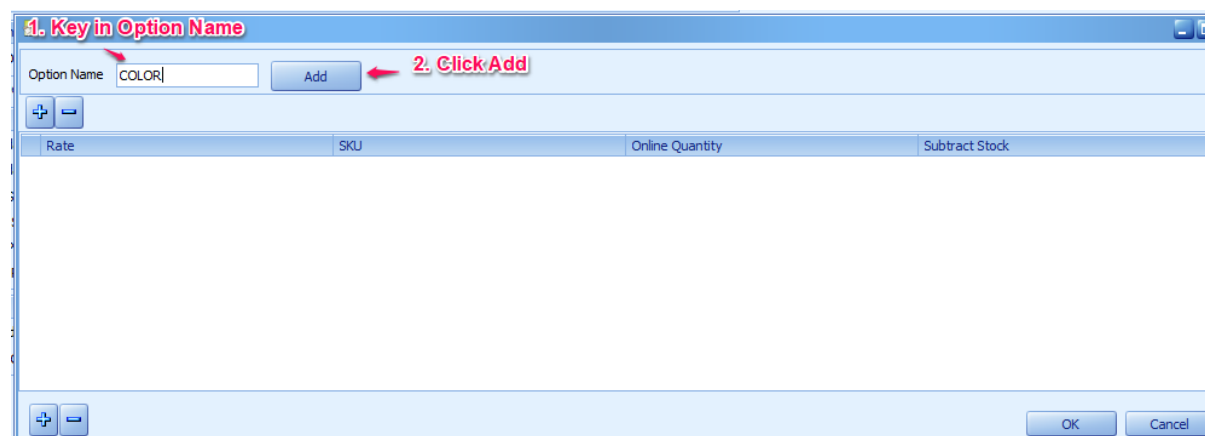
When double click UOM, system will pop out a window as shown below:

i.   Option Name – specification of the product.

ii.   SKU – model or identification of the specification.

iii.   Online quantity – quantity of item that want to sell online

iv.   Subtract stock – select Yes if want to deduct the stock level when the stock is sold online, or else select No
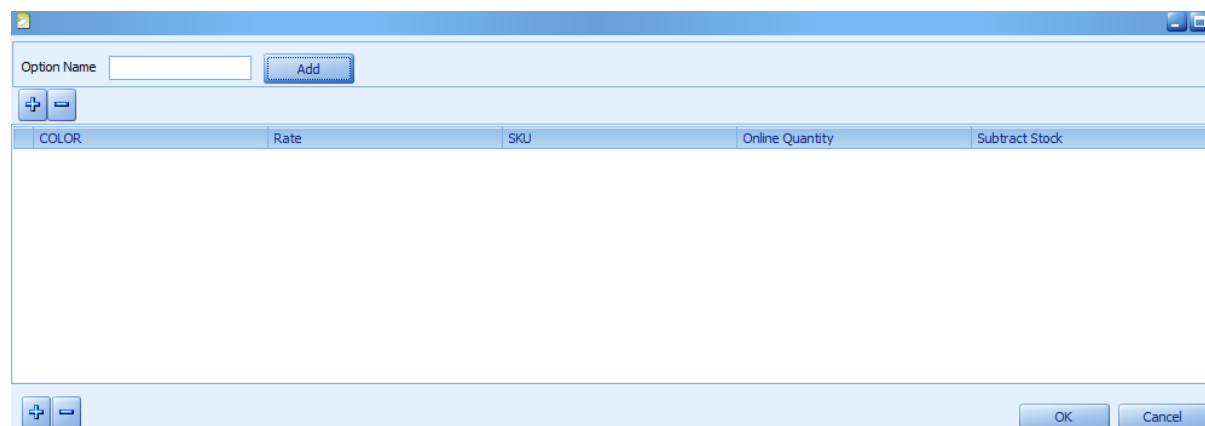
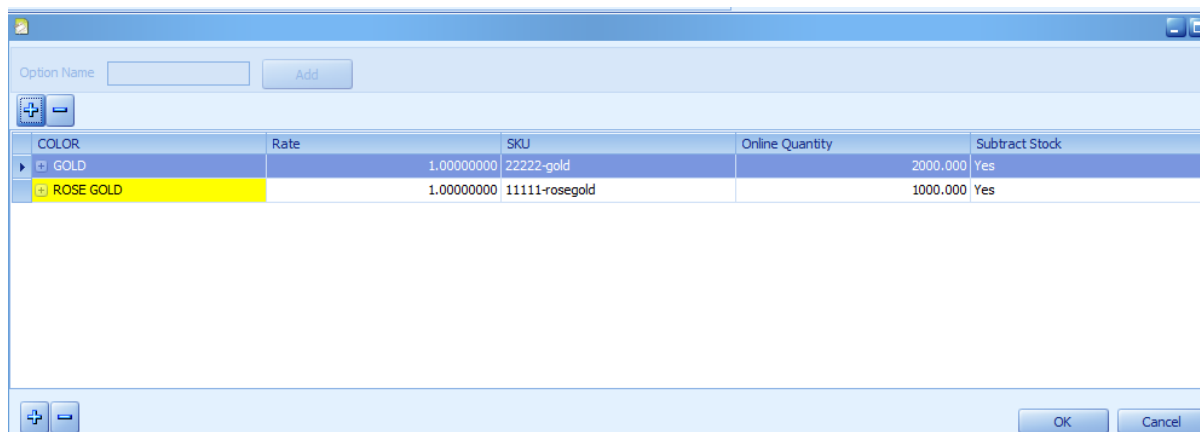For example, want to add option name: color.

Then the option name COLOR will be shown in the column and you can key in the color of iphone by adding the line.

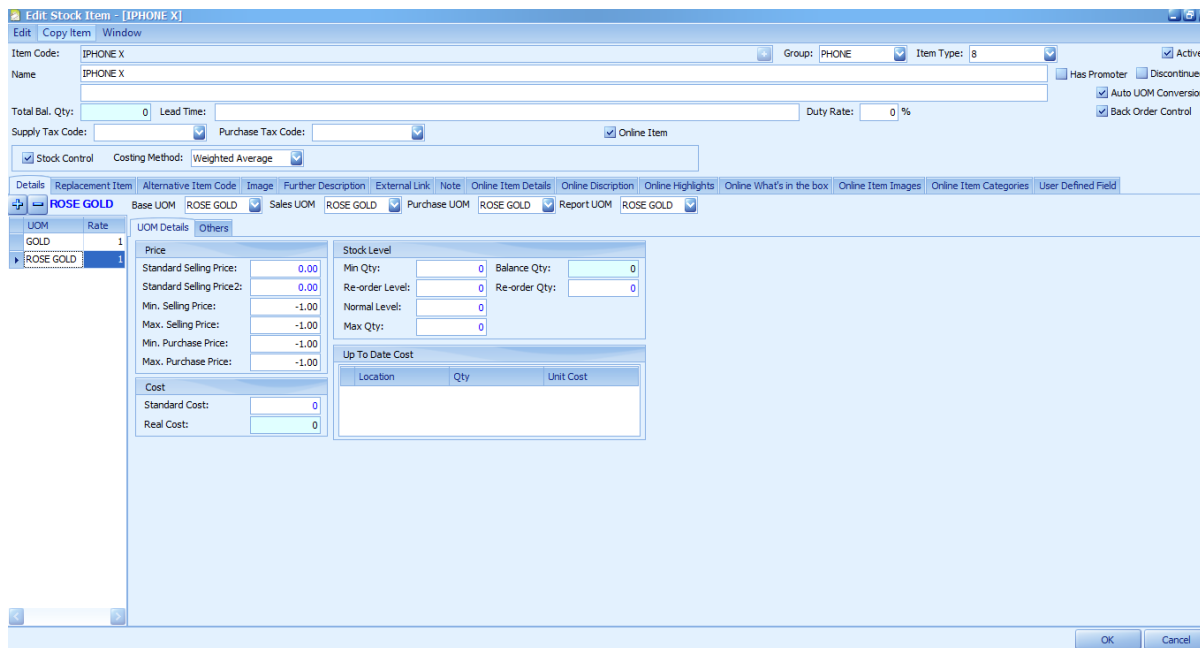After that, key in all the details such as SKU, online quantity and subtract stock.
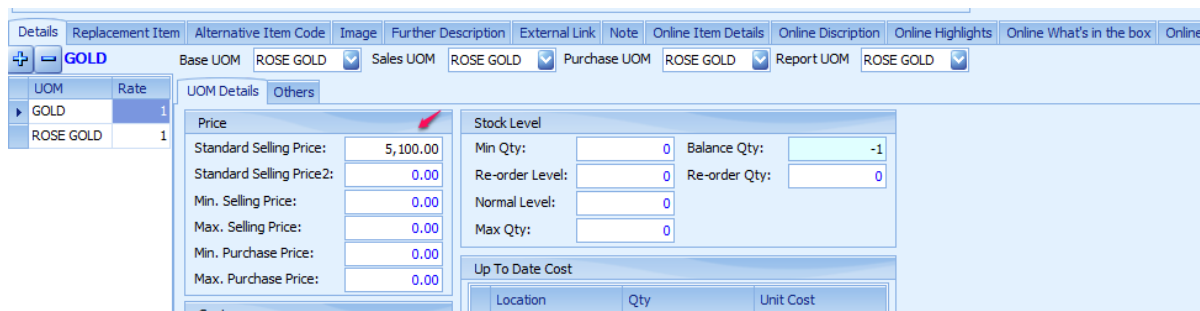
Then click OK.

In each UOM, key in the standard selling price.
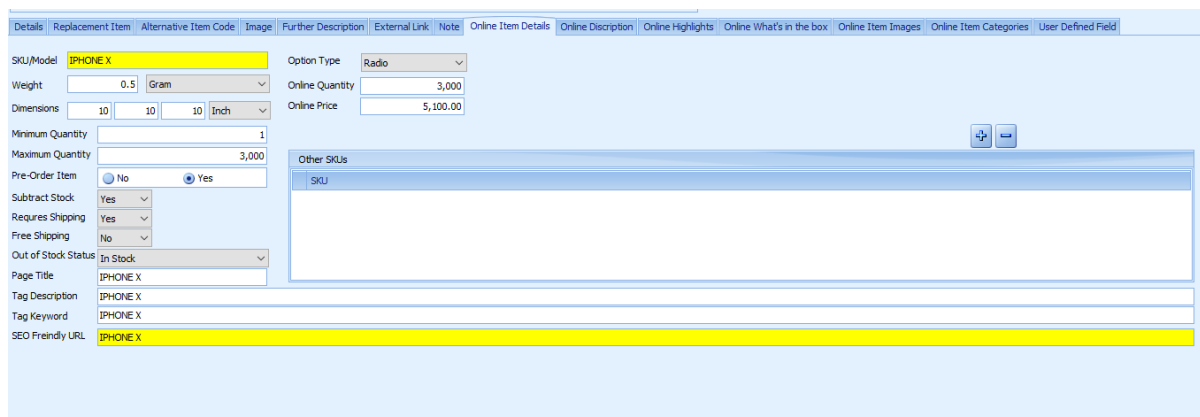
There are also some additional tabs in stock item maintenance screen:

6.1 Online Item Details

It is compulsory to key in all the details in online item details as the item details will updated in UniCart and post the item from UniCart to marketplace. Therefore online item details reflect the presentation of item details on marketplace.
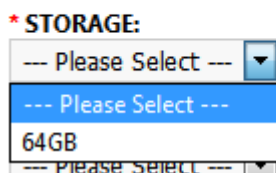

i. SKU/Model –model or identification of item. It may be alphanumeric or other special characters.

ii. Option Type – there are 2 types of options: Radio and Select. This will affect presentation of options when the item is uploaded to UniCart and posted to marketplace via UniCart.

a. If choose radio type, the option name will be presented in radio type selection as shown in the picture below:

b. If choose selection type, it will show as the picture below. For example:

iii. Dimension – You may key in dimensions of item in millimetres, Inches, kilogram and gram.

iv. Minimum quantity – the minimum order amount online

v. Maximum quantity – the maximum order amount online

vi. Online Quantity – Quantity of item sold online.

vii. Online Price – item price to be shown online.

viii. Pre-order Item– select Yes if it is pre-order item, or else No.

ix.   Subtract Stock- select Yes if you want to deduct number of item, or else No.

x.   Requires Shipping – select yes if shipping is requires, else no

xi.   Free Shipping – Click Yes if free shipping, or else no

xii.   Out of Stock Status- this is to show the stock availability. Types of stock availability include: 2-3 days, In Stock, Out of Stock and Pre-order.

xiii.   Page Title – Key in the page title that you want to show in marketplace. It will reflect on top of tab when post item from UniCart to marketplace.

xiv.   SEO Friendly URL – what you enter in SEO Friendly URL will be reflect on the marketplace item URL after update stock from UniCart to marketplace.
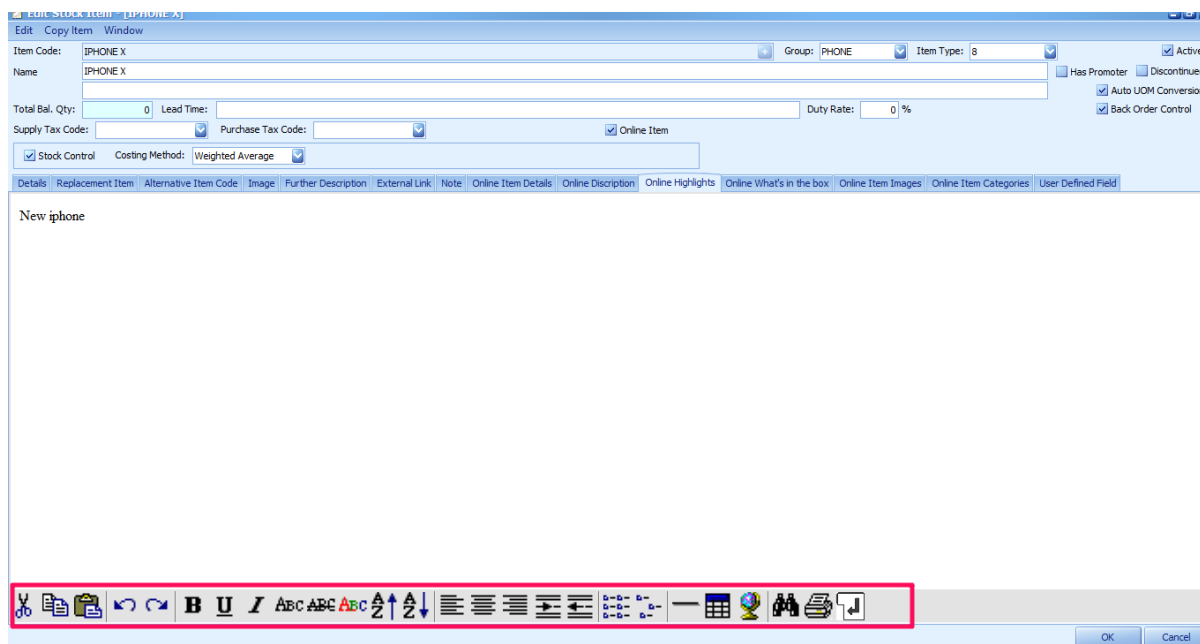
6.2 Online Descriptions

Key in item descriptions that you wish to show online. You can customise text using the tools below.
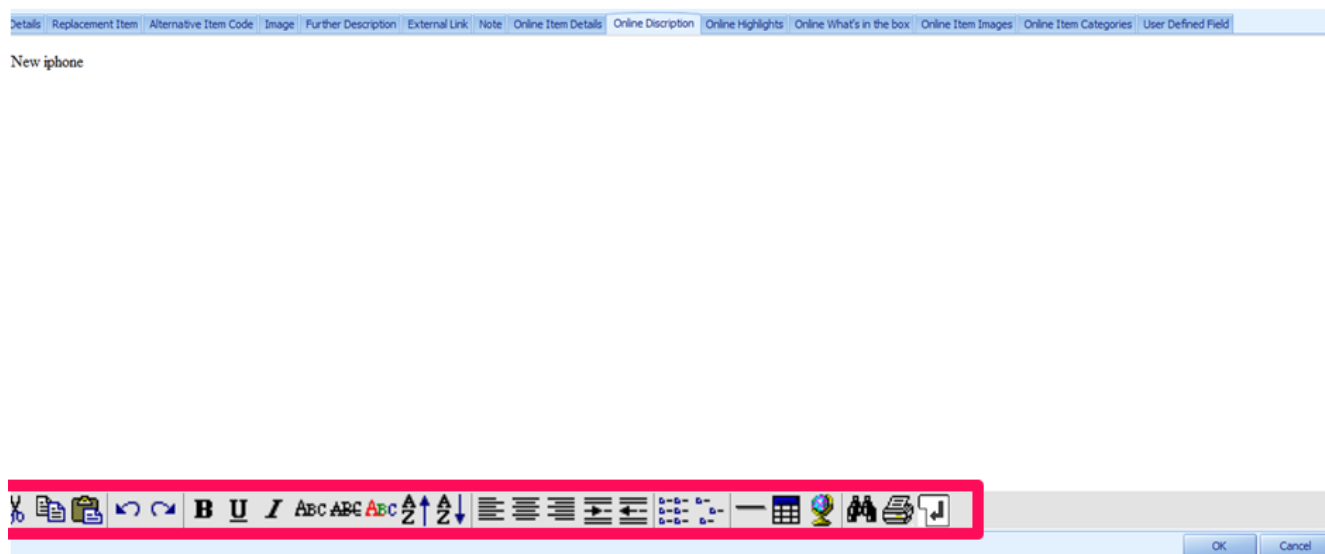
6.3 Online Highlights

Write the highlights that you wish to show online. You can customise text using the tools below.

6.4 Online What's in the box

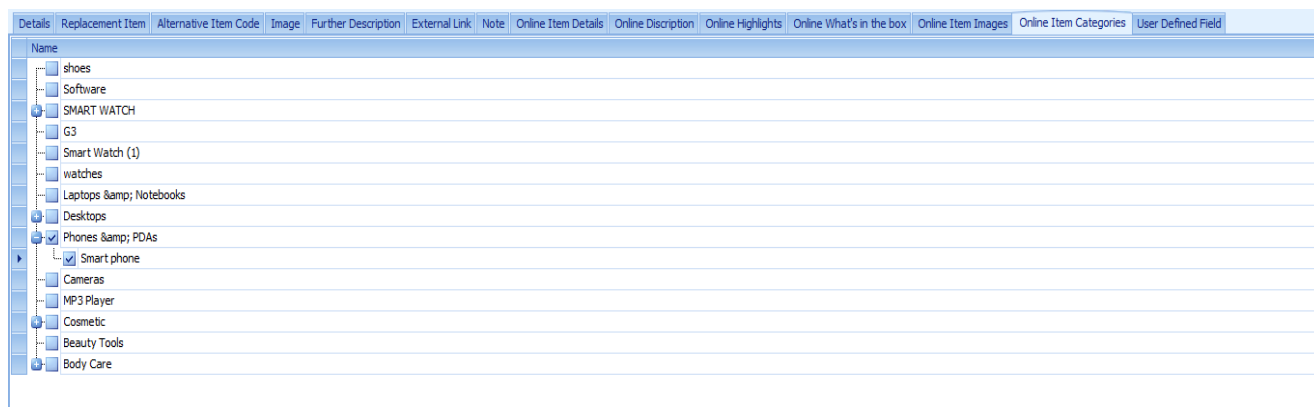You may describe what item contains and details.
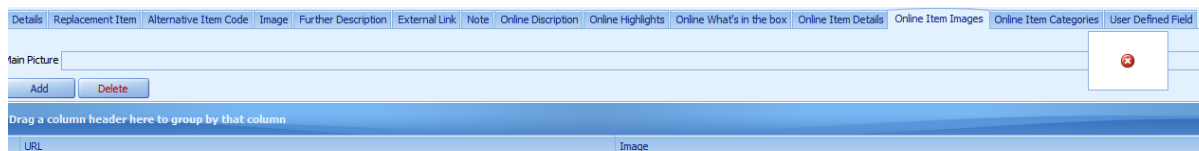
6.5 Online item image

When a stock is uploaded from UniCart, the image of the item will be shown. However, if create online item in AutoCount, it is not allowed to load image.
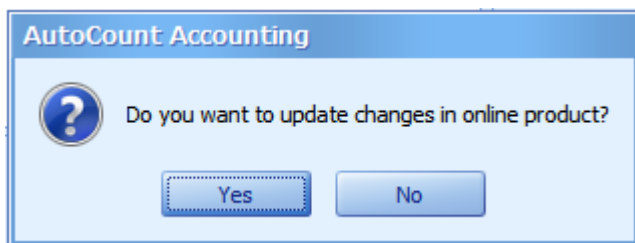

6.6 Online item categories

Select item category that the online item is belonged to.

After key in all the details, click OK.
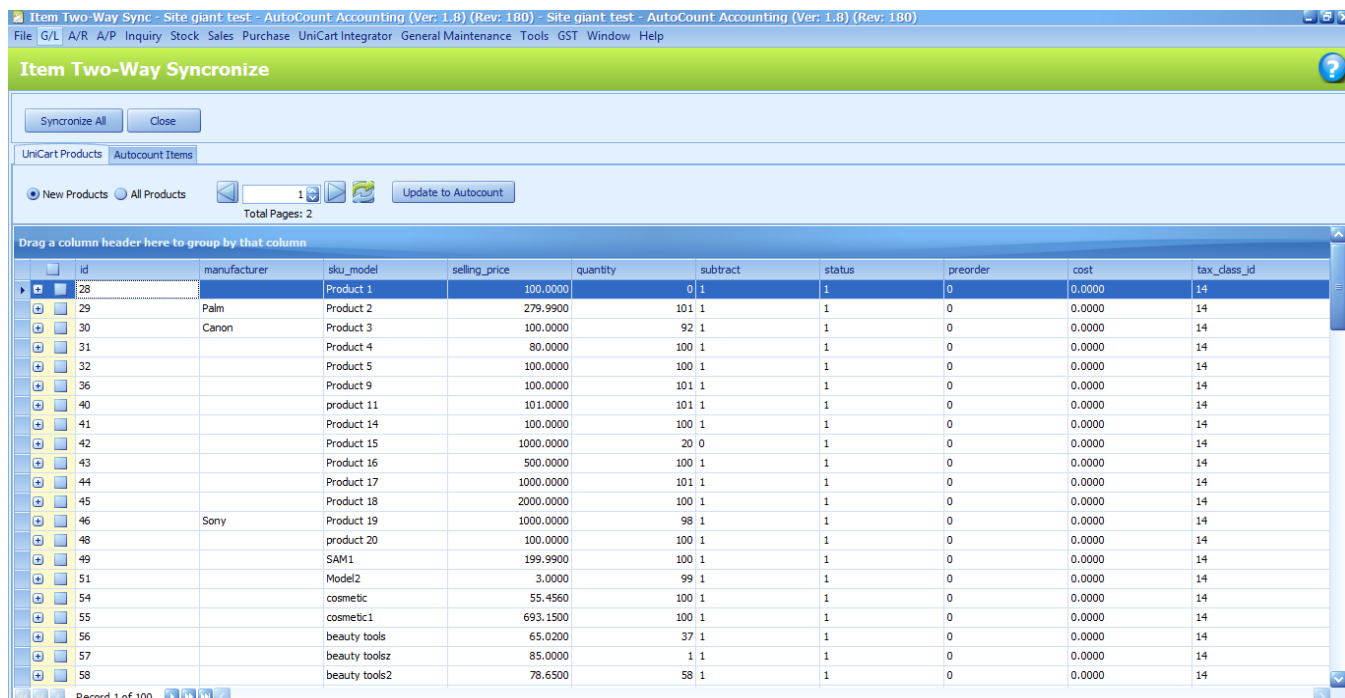
Click Yes.

7.0 Item Two Way Synchronization

This function is to synchronize the items that create at UniCart to AutoCount, and also synchronize the item that created at AutoCount to UniCart. Therefore, it is a two way synchronization.

Goes to UniCart Integrator > Item Two – Way Synchronization

On the screen, there are 2 tabs: UniCart products and AutoCount items.

UniCart Products shows the list of item synchronized from UniCart and ready to update to AutoCount, whereas AutoCount items show the list of items created in AutoCount which ready to be updated to UniCart.

1 screen shows 100 items. You may click next to search the item because there might be more than 100 items and it will show more than 1 page.
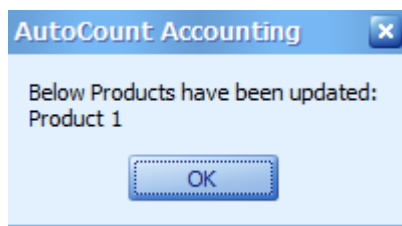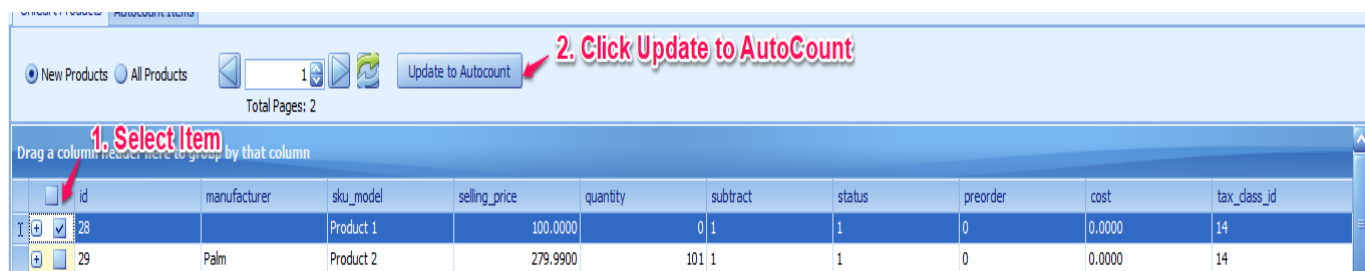
7.1 UniCart Products update to AutoCount

If you wish to get UniCart Products into AutoCount, tick the item you want and click Update to AutoCount.

You may go to stock > stock item maintenance to check whether the UniCart item is updated into AutoCount.
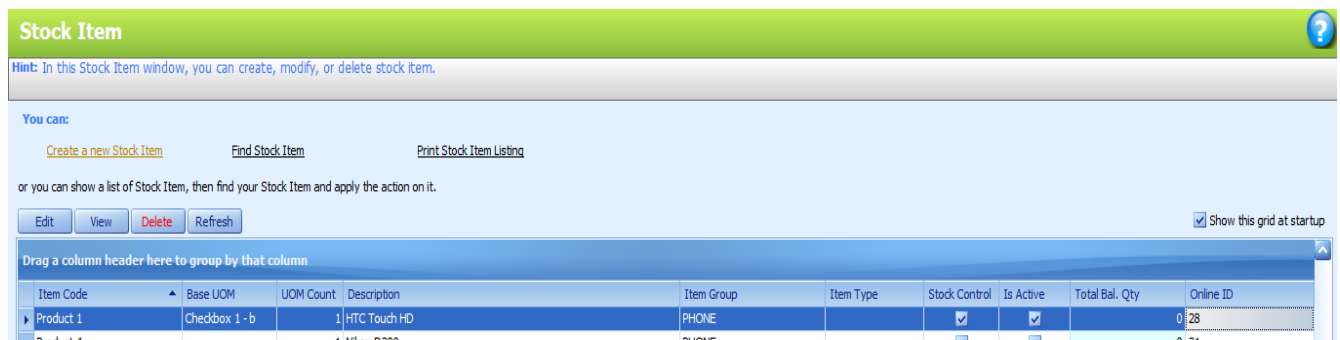
7.2 AutoCount items upload to UniCart

If you wish to upload the AutoCount items to UniCart, tick the item you want and click Upload.
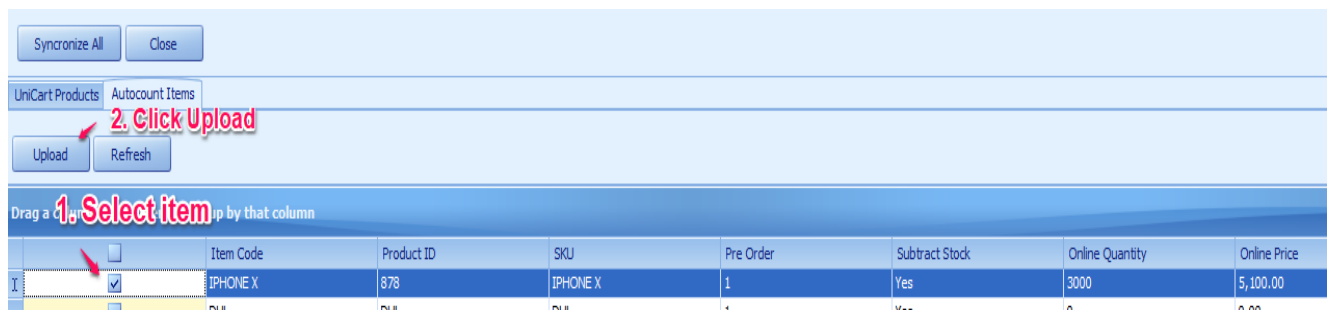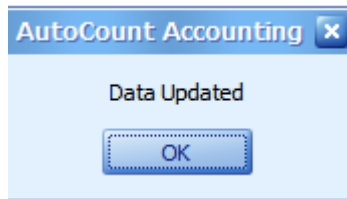
For example, IPHONE X

AutoCount Accounting

Data Updated

OK

Note: In stock item maintenance, to check which item is an online item or online item has been uploaded to UniCart, there is an online ID column. If the online ID is zero, means that the item is not an online item or the item is an online item but has not been uploaded to UniCart.

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

Stock Item

Hint: In this Stock Item window, you can create, modify, or delete stock item.

You can:

Create a new Stock Item   Find Stock Item   Print Stock Item Listing

or you can show a list of Stock Item, then find your Stock Item and apply the action on it.

Edit   View   Delete   Refresh   ☑ Show this grid at startup

Drag a column header here to group by that column

Item Code	Base UOM	UOM Count	Description	Item Group	Item Type	Stock Control	Is Active	Total Bal. Qty	Online ID
import	unit	1	import	ACC	APPLE	☑	☑	0	0
IPHONE X	ROSE GOLD	2	IPHONE X	PHONE	8	☑	☑	0	878
iphone111 with image	unit	1	iphone111 with image	ACC	APPLE	☑	☑	0	0
LG110	PCS	1	LG KG110	PHONE	LG	☑	☑	0	0
LG200	PCS	1	LG KG200	PHONE	LG	☑	☑	0	0
LG600	PCS	1	LG KE600	PHONE	LG	☑	☑	0	0
LG800	PCS	1	LG KE800	PHONE	LG	☑	☑	0	0

8.0 Update stock item details after synchronization

Scenario 1:   An item has been synchronized from UniCart into AutoCount and then the item detail is edited in UniCart. Now, the item detail is needed to be updated in AutoCount

Answer: Go to UniCart > item two way synchronization and go to AutoCount items and click Update (refer to 7.1). Then in UniCart, it will update the details.

Scenario 2: An AutoCount item is updated to UniCart. Then, the item detail is edited in AutoCount. Now the item detail is needed to be updated to UniCart.

Go to UniCart Integrator > item two way synchronization. Click All Products.


Then select the item that you already edit in UniCart and click Update to AutoCount.

9.0 Sales Invoice and Payment Synchronization

This function is to sync the sales orders from UniCart. When update in AutoCount, it will generate sales invoice and A/R receive payment.
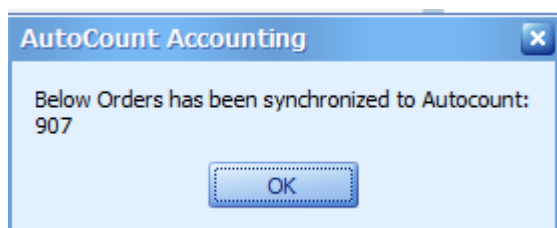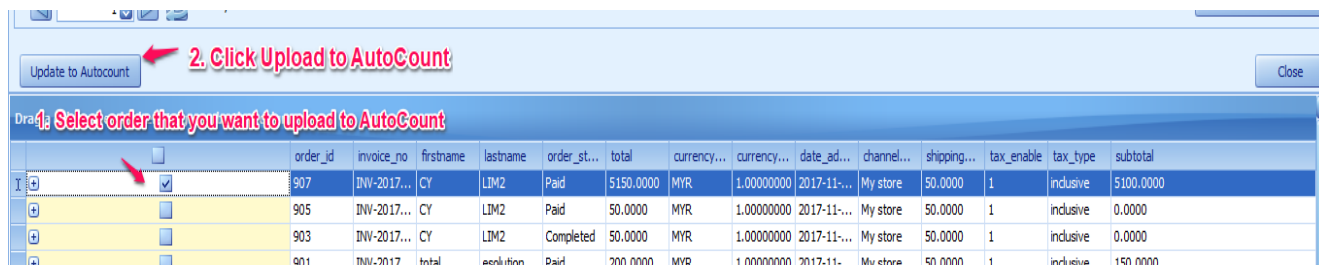
Goes to UniCart > Sales Invoice and payment synchronization

On screen, there are 4 tabs: New Orders, Orders By Date, Orders By Channel and All Orders.
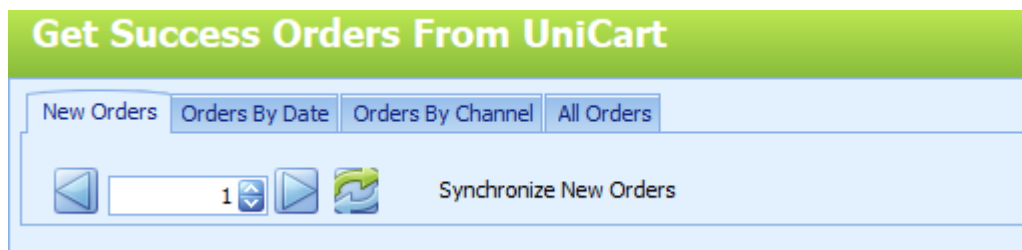
i.   New Orders screen show the new orders from UniCart nad have not upload to AutoCount.
ii.   In Orders by Date, you can search orders from UniCart by date.
iii.   In Orders by Channel, you can search orders by sales channel.
iv.   All Orders show all of the orders from UniCart including the orders that had upload to AutoCount.

To upload the orders from UniCart to AutoCount, select the sales order that you want and click Update to AutoCount.

Now, check whether sales invoice and A/R payment are generated in system.

Note:

In UniCart, only orders with status Completed and Paid will be shown on Get Success Orders From UniCart screen and ready to be updated to AutoCount, whereas orders with status Pending and Cancelled will not be shown on screen.
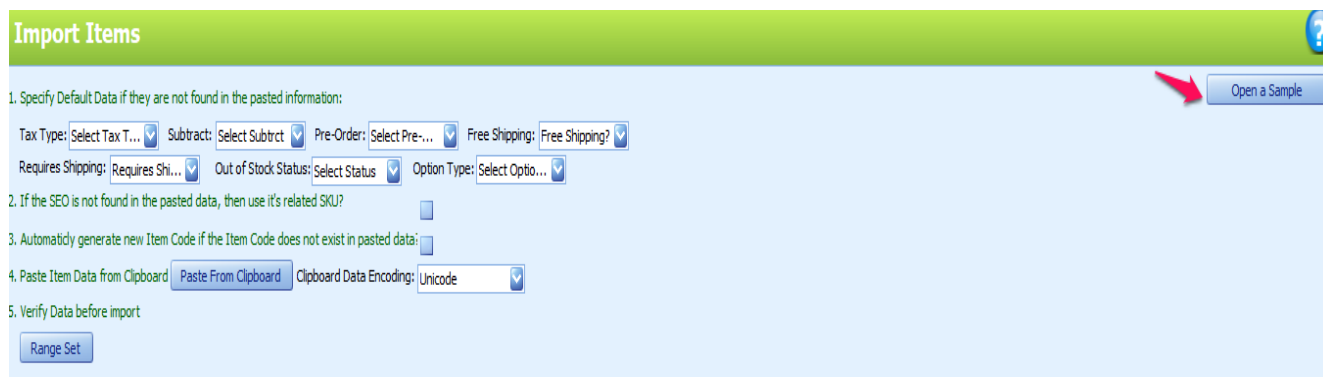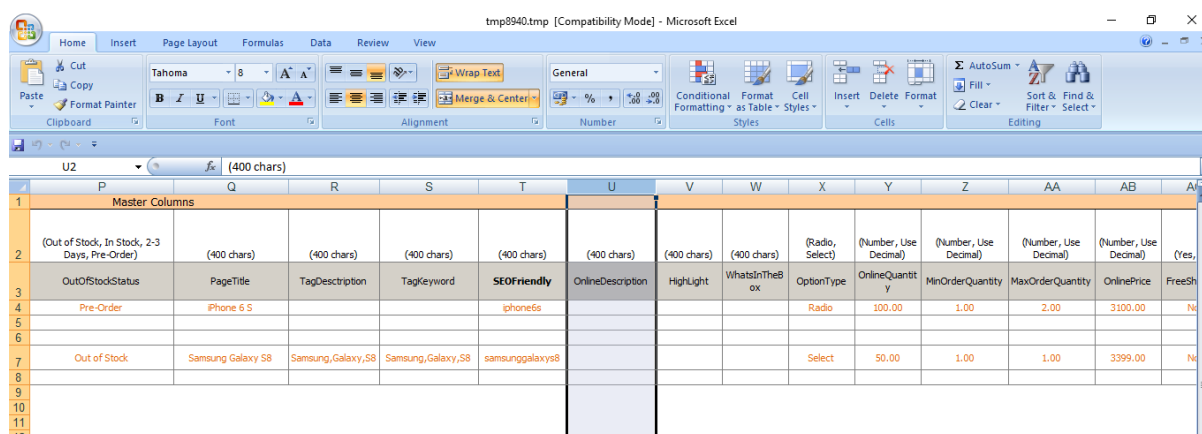
	Order ID	Date	Customer	Status	Total
	#904 Channel: My Store	23-11-2017 18:05:26	CY LIM2 Group: VVIP	Completed Remark: Completed	RM50.00
	#907 Channel: My Store	27-11-2017 10:01:30	CY LIM2 Group: VVIP	Paid Remark: Completed	RM5,150.00

10.0 Import items from Excel

Besides create online item in stock item maintenance in AutoCount, you can also import items from Excel. By doing this, you do not need to click too many buttons when you create multiples item.
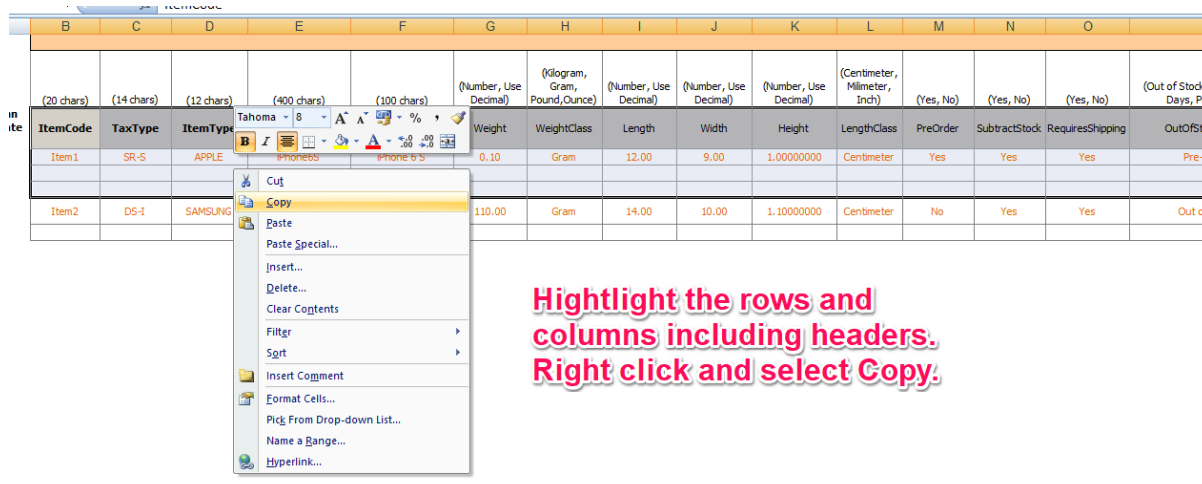
Go to UniCart Integrator > Import Items from Excel.
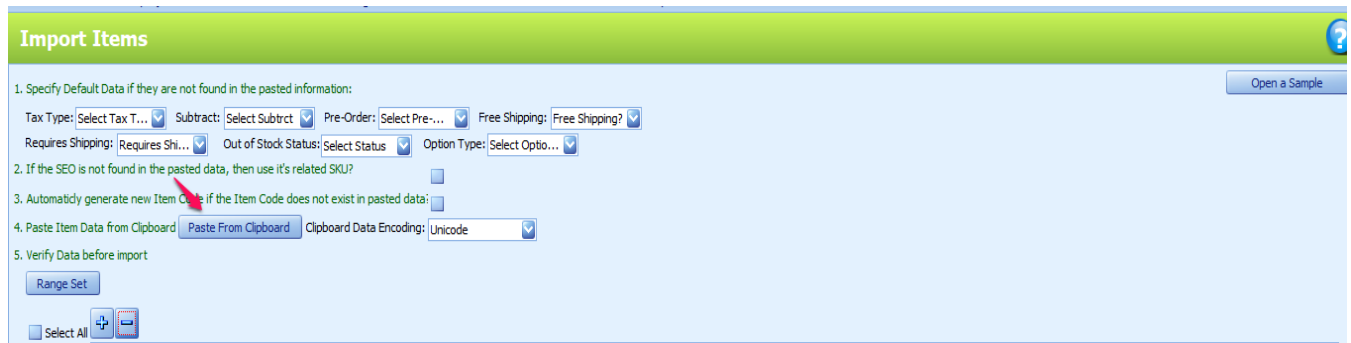
You can click Open Sample to see the excel format.

You can use the sample excel to key in the details of online item.

After key in all the details, copy the row and column that you wish to import into AutoCount. Note that the row of headers is also required to be copied.

Then you go to Import Items screen again and click Paste from Clipboard.

The Import details will be shown in number 5.

Then, Tick Check the item and Click Import.

Now you may go to Stock>Stock Item Maintenance to check whether the item is shown.
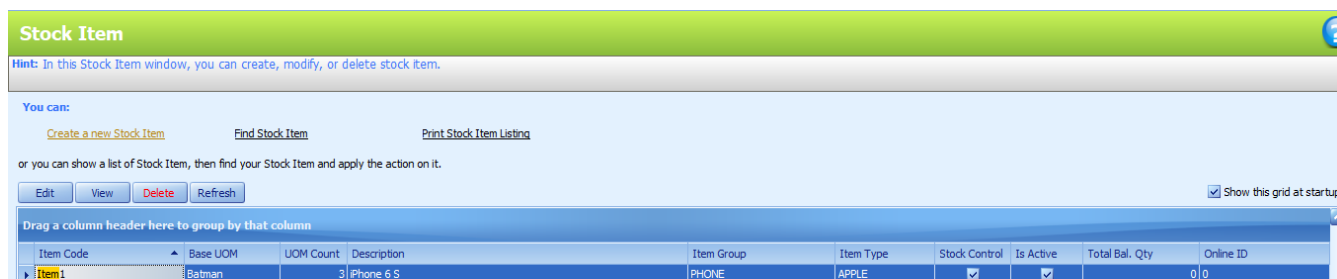
Note:

Before using the import items from excel function, you may need to select the Default Data if some details is not found in excel , such as Tax Type, Subtract, Pre-order, free shipping , requires shipping, out of stock status and option Type.
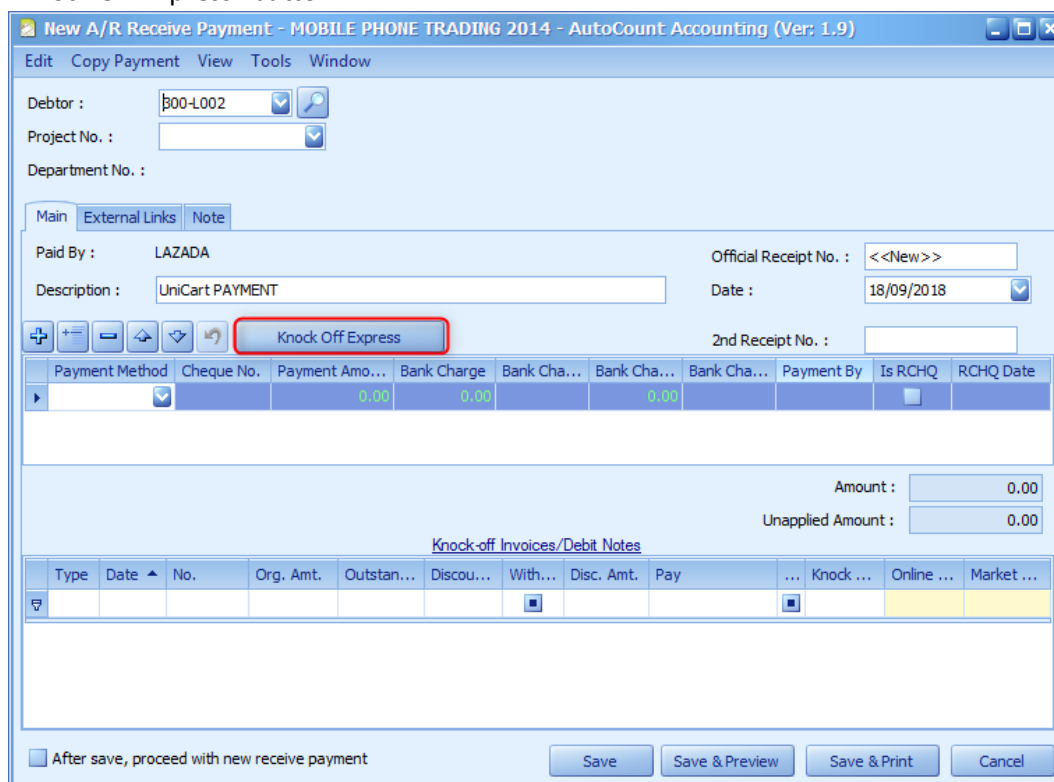
11.0 AR Receive Payment / Credit Note Knock Off Express

Market Place / Payment Gateway Company usually release the payment for the customer orders once a week or 2 weeks once, and the payment they release may be related to large number of orders.

For example, in 15/09/2018, Lazada release a total of RM3000 payment to you, and the total of Rm3000 is pay for the orders from 15/08/2018 until 31/08/2018. And then they will send you the amount is paid for which order number.

Payment RM3000 for orders below:		
Order Number	Order Date	Order Amount
0001	16/08/2018	659.90
0002	18/08/2018	299.80
0003	18/08/2018	150.00
0004	20/08/2018	308.00
0005	23/08/2018	253.50
0006	25/08/2018	590.00
0007	28/08/2018	430.50
0008	30/08/2018	308.30
	Total	3000.00

When you receive the payment, go to A/R Receipt Payment and select the debtor, then press on "Knock Off Express" button.
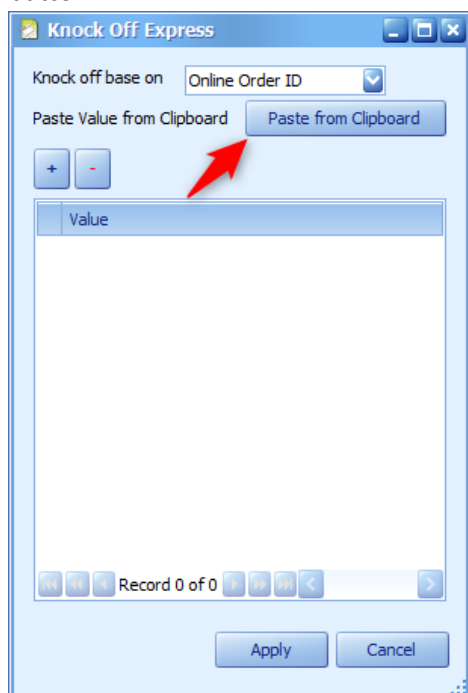
Copy the order number that you want to knock off for this A/R Payment Receive and paste it into an excel file. After that, highlight the header and order number and copy (ctrl + c) all of them.

Click on "Paste from Clipboard" button on Knock Off Express screen, and then click on "Apply" button.
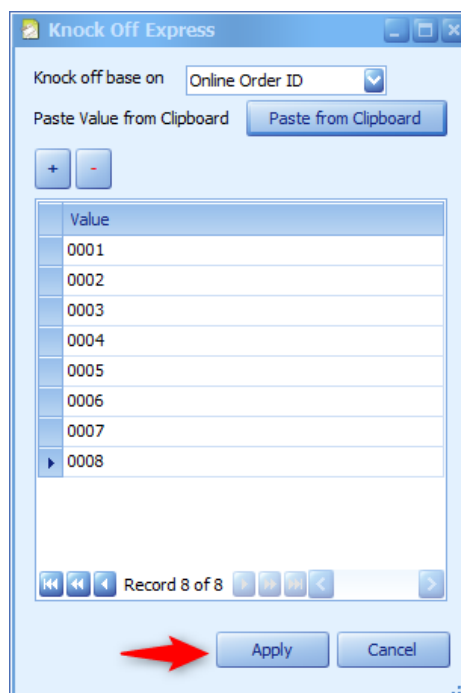
Then our system will automatically tick and knock off the matched order number.

This feature applied to A/R Credit Note as well.