

# Netforce Manual

## Table of Contents

### 0. Getting Started

- [0.0 Welcome](#)
- [0.1 Add a new customer](#)
- [0.2 Add a new supplier](#)
- [0.2 Add a new product](#)
- [0.3 Import contact list from spreadsheet](#)
- [0.4 Import products from spreadsheet](#)

### 1. Accounting

- [1.1 Create a customer invoice](#)
- [1.2 Record a supplier invoice](#)
- [1.3 Record a payment received from a customer](#)
- [1.4 Record a payment paid to a supplier](#)
- [1.5 Record an expense without an invoice](#)
- [1.6 Create a customer credit note](#)
- [1.7 Record a supplier credit note](#)
- [1.8 Create a manual journal entry](#)
- [1.9 Import a bank statement from a spreadsheet](#)
- [1.10 Import a statement using a bank feed](#)
- [1.11 Reconcile a bank account](#)
- [1.12 View profit & loss report](#)
- [1.13 View balance sheet report](#)
- [1.20 Import accounts from a spreadsheet](#)
- [1.30 Configure GST tax rates \(Malaysia\)](#)

### 2. Inventory

- [2.1 Receive products in stock](#)
- [2.2 Retrieve products from stock](#)
- [2.3 Make a stock count](#)
- [2.10 View stock summary report](#)
- [2.21 View stock card report](#)

### 2. ระบบสต็อกสินค้า

- [2.1 ป้อนข้อมูล รับสินค้าเข้าสต็อก](#)
- [2.2 เรียกดูสินค้าจากสต็อก](#)
- [2.3 การนับสินค้าในสต็อก](#)
- [2.10 เรียกดูรายงานสรุปสต็อกสินค้า](#)
- [2.21 เลือกดู รายงานการ์ดสต็อกสินค้า](#)

### 3. Sales & CRM

- [3.1 Create a sales order](#)
- [3.2 Create a quotation](#)
- [3.3 Create a sales opportunity](#)
- [3.4 Create a sales lead](#)

### 4. Purchasing

[4.1 Create a purchase order](#)

. ระบบบัญชี

## 0. Getting Started

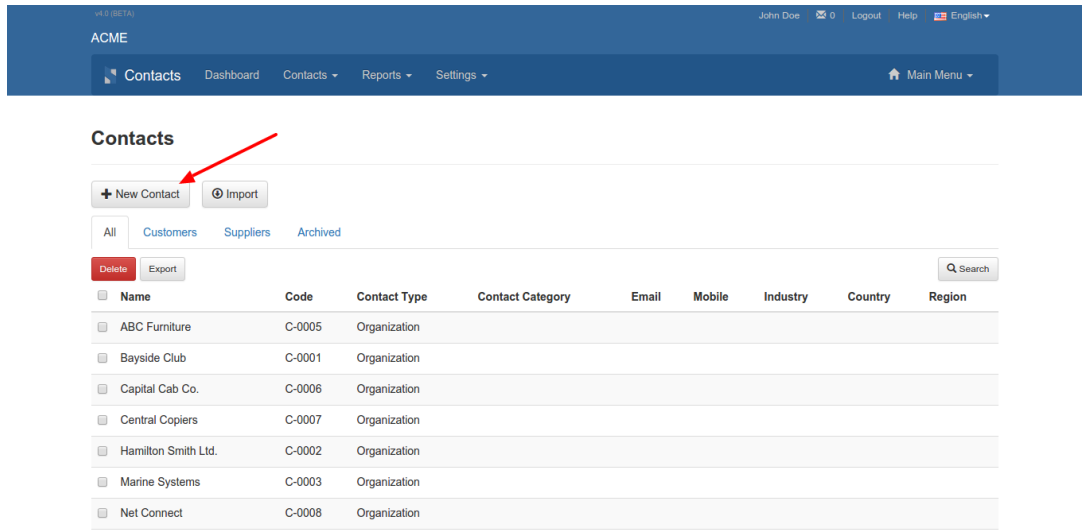
### 0.0 Welcome

Please select a topic from the left menu. If you do not find what you are looking for, please contact [support@netforce.com](mailto:support@netforce.com), we will reply within 24 hours.



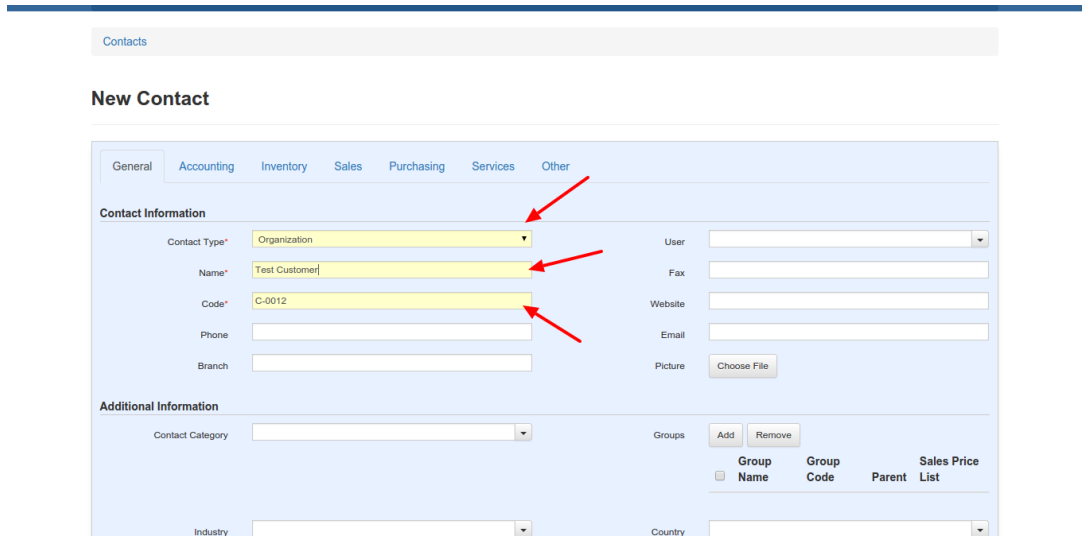
## 0.1 Add a new customer

In the contact list, click on the "New Contact" button.



Select the type of contact (organization or individual), enter the name and code of the contact.

The contact code can be generated automatically by configuring a running number sequence (in the General menu).



Click the "Customer" flag to indicate that this contact is a customer.

Branch
Picture

**Additional Information**

Contact Category
Groups

<input type="checkbox"/>	Group Name	Group Code	Parent	Sales Price List

Industry
Country

Region
Annual Revenue

Employees
Business Area

Fleet Size
Description

**Business Relationship**

Customer
☒
Supplier
☐

Lead source
Type of inquiry

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Click on the "Save" button.

## 0.2 Add a new supplier

In the contact list, click on the "New Contact" button.

Contacts

+ New Contact Import

All Customers Suppliers Archived

Delete Export Search

Name	Code	Contact Type	Contact Category	Email	Mobile	Industry	Country	Region
ABC Furniture	C-0005	Organization						
Bayside Club	C-0001	Organization						
Capital Cab Co.	C-0006	Organization						
Central Copiers	C-0007	Organization						
Hamilton Smith Ltd.	C-0002	Organization						
Marine Systems	C-0003	Organization						
Net Connect	C-0008	Organization						

Select the type of contact (organization or individual), enter the name and code of the contact.

The contact code can be generated automatically by configuring a running number sequence (in the General menu).

Contacts

### New Contact

General Accounting Inventory Sales Purchasing Services Other

**Contact Information**

Contact Type\* Organization

Name\* Test Customer

Code\* C-0012

Phone

Branch

User

Fax

Website

Email

Picture Choose File

**Additional Information**

Contact Category

Groups Add Remove

Group Name	Group Code	Parent	Sales Price List

Industry

Country

Click the "Supplier" flag to indicate that this contact is a supplier.

Branch
Picture

**Additional Information**

Contact Category
Groups

<input type="checkbox"/>	Group Name	Group Code	Parent	Sales Price List

Industry
Country

Region
Annual Revenue

Employees
Business Area

Fleet Size
Description

**Business Relationship**

Customer
☐
Supplier
☒

Lead source
Type of inquiry

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Click on the "Save" button.

## 0.2 Add a new product



### 0.3 Import contact list from spreadsheet

All data in Netforce can be imported from spreadsheets.

Here is a sample spreadsheet that can be used to import contacts.

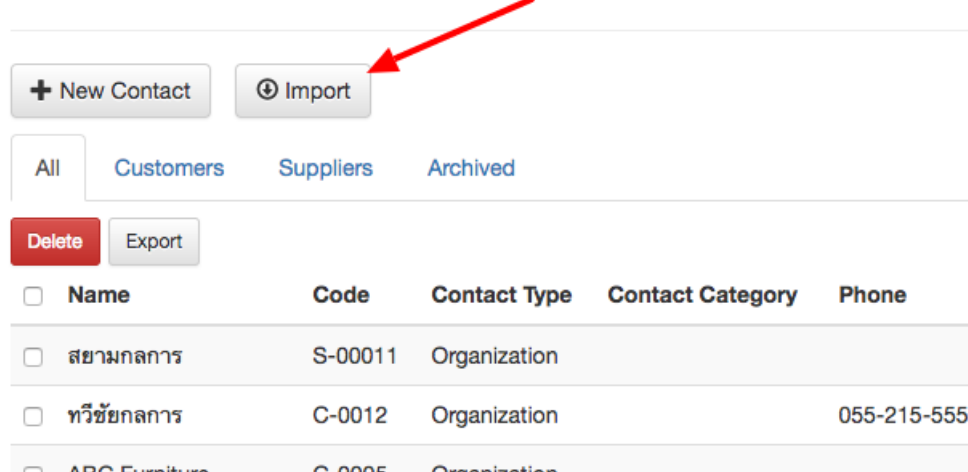
	A	B	C	D	E
1	Name	Code	Contact Type	Is Customer	Is Supplier
2	John Doe	C-0001	Individual	Y	
3	ACME Corp	C-0002	Organization		Y
4					
5					

[View sample spreadsheet in Google Sheets](#)

Additional fields can be added by adding columns to the spreadsheet. The headers have to match the labels of the fields to import.

In the contact list, click the "Import" button.

## Contacts



The screenshot shows the 'Contacts' management interface. At the top, there are two buttons: '+ New Contact' and 'Import'. A red arrow points to the 'Import' button. Below these buttons are tabs for 'All', 'Customers', 'Suppliers', and 'Archived'. Under the 'All' tab, there are 'Delete' and 'Export' buttons. Below the buttons is a table of contacts with columns: Name, Code, Contact Type, Contact Category, and Phone. The table contains three rows of data.

	Name	Code	Contact Type	Contact Category	Phone
<input type="checkbox"/>	สยามกมลการ	S-00011	Organization		
<input type="checkbox"/>	ทวีชัยกมลการ	C-0012	Organization		055-215-555
<input type="checkbox"/>	ABC Furniture	C-0005	Organization		

Save the spreadsheet as a CSV file (if you are using Google Sheets, click Download as > Comma-separated values).

Click "Choose File" and select the CSV file.

Click "Import".

## Import Contacts

2 records imported successfully.

File to import:

netforce-import-templates - Contacts.csv

Choose File

Clear

Import

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## 0.4 Import products from spreadsheet

All data in Netforce can be imported from spreadsheets.

Here is a sample spreadsheet that can be used to import products.

	A	B	C	D	E
1	<b>Code</b>	<b>Name</b>	<b>Product Type</b>	<b>Default UoM / Name</b>	
2	P-0001	Mobile phone	Stockable	Unit	
3	P-0002	Training	Service	Day	
4					
5					
6					

[View sample spreadsheet in Google Sheets](#)

Additional fields can be added by adding columns to the spreadsheet. The headers have to match the labels of the fields to import.

In the product list, click the "Import" button.

### Products

+ New Product

⌚ Import

All

Draft

Approved

Archived

Delete

Export

Print Labels

✓ Approve

Draft

Create Thumbnails

Download Remote Images

<input type="checkbox"/>	Code	Name	Product Type	Default UoM	Product Category
<input type="checkbox"/>	02015-00024	Server	Stockable	Unit	

Save the spreadsheet as a CSV file (if you are using Google Sheets, click Download as > Comma-separated values).

Click "Choose File" and select the CSV file.

Click "Import".

## Import Products

2 records imported successfully.

File to import:

netforce-import-templates - Products.csv

Choose File

Clear

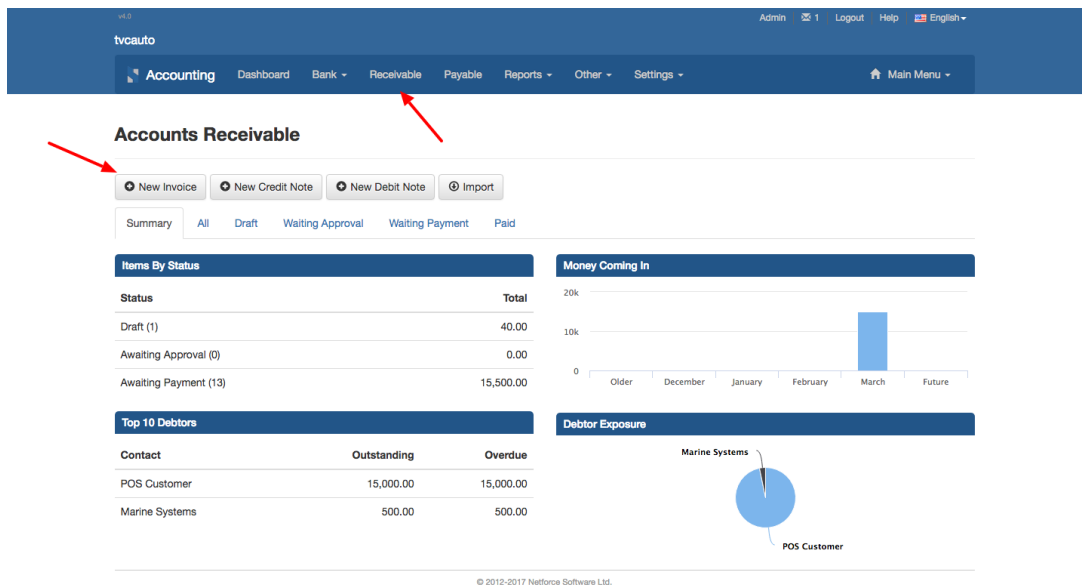
Import

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# 1. Accounting

## 1.1 Create a customer invoice

To create a customer invoice, go to the **"Accounting"** menu, then click **"Receivable"** and **"New Invoice"**.



In the invoice form, enter the following fields:

- **Contact (required):** the customer to which the invoice is addressed
- **Due Date (required):** the date before which the invoice has to be paid

In the invoice lines sheet, enter the following fields:

- **Product (optional):** the product that is invoiced
  - Selecting a product will automatically fill the Description, Qty, UoM, Unit Price, Account and Tax Rate fields configured in the product
- **Description (required):** description of item that is invoiced
- **Qty (optional):** quantity of items invoiced
- **UoM (optional):** unit of measure
- **Unit Price (optional):** sales price of the invoiced item
- **Tax Rate (optional):** tax rate to apply for the invoice item
- **Amount (required):** amount invoiced for the item

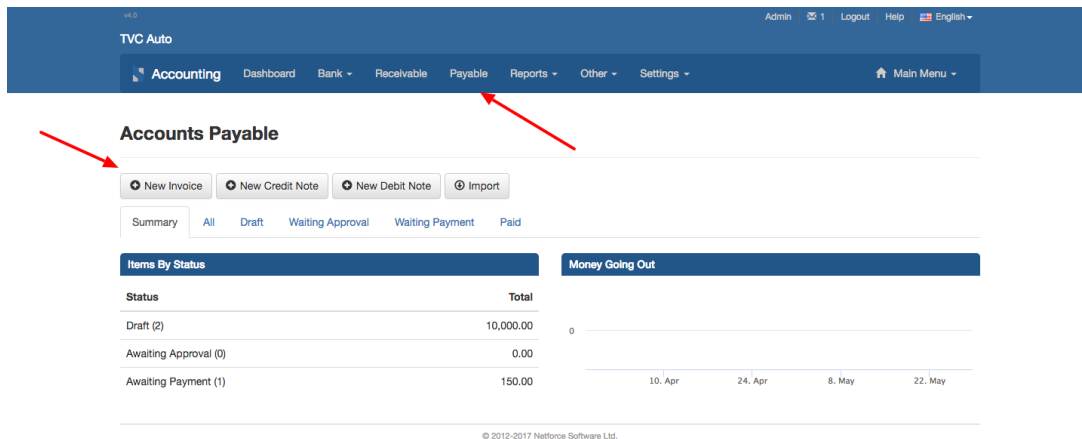
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If you just want to save the invoice and leave it in **Draft** status, click on the **"Save"** button.

If you want to approved the invoice, click on the **"Approve"** button. The status of the invoice will change to **"Waiting Payment"** and a journal entry will be created for that invoice.

## 1.2 Record a supplier invoice

To record a supplier invoice, go to the **"Accounting"** menu, then click **"Payable"** and **"New Invoice"**.



In the invoice form, enter the following fields:

- **Contact (required)**: the supplier from which the invoice was received
- **Due Date (required)**: the date before which the invoice has to be paid

In the invoice lines sheet, enter the following fields:

- **Product (optional)**: the product that is invoiced
  - Selecting a product will automatically fill the Description, Qty, UoM, Unit Price, Account and Tax Rate fields configured in the product
- **Description (required)**: description of item that is invoiced
- **Qty (optional)**: quantity of items invoiced
- **UoM (optional)**: unit of measure
- **Unit Price (optional)**: purchase price of the invoiced item
- **Tax Rate (optional)**: tax rate to apply for the invoice item
- **Amount (required)**: amount invoiced for the item

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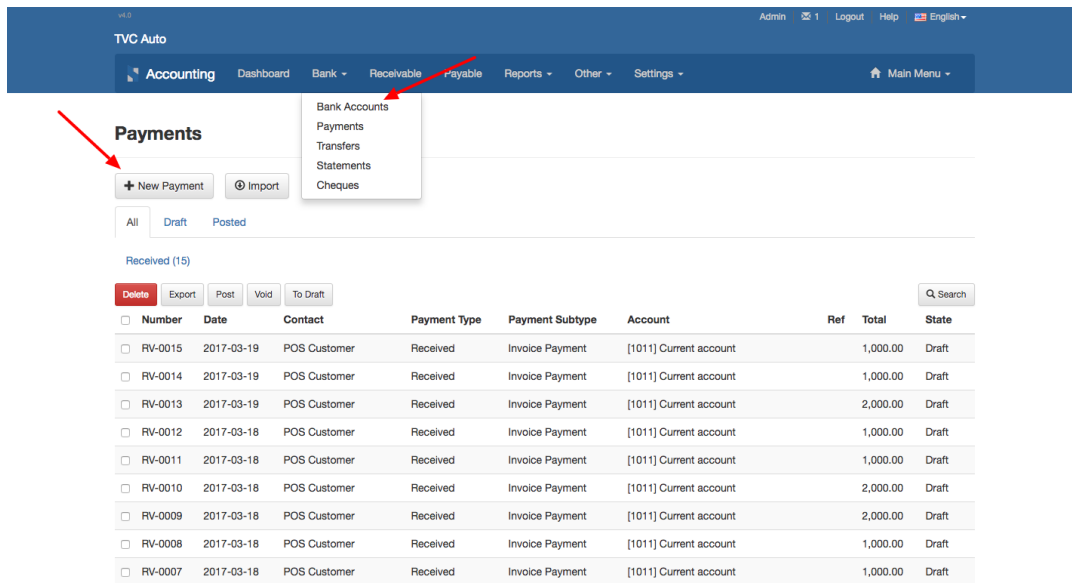
If you just want to save the invoice and leave it in **Draft** status, click on the **"Save"** button.

If you want to approve the invoice, click on the **Approve** button. The status of the invoice will change to **Waiting Payment** and a journal entry will be created for that invoice.



### 1.3 Record a payment received from a customer

To record a payment received from a customer, go to the **"Accounting"** menu, then click **"Payments"** and **"New Payment"**.



The screenshot shows the Netforce Accounting interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Bank', 'Receivable', 'Payable', 'Reports', 'Other', and 'Settings'. A dropdown menu for 'Receivable' is open, showing options: 'Bank Accounts', 'Payments', 'Transfers', 'Statements', and 'Cheques'. The 'Payments' option is highlighted. Below the navigation bar, the 'Payments' section is visible, with a '+ New Payment' button and an 'Import' button. A table titled 'Received (15)' displays a list of payments. The table has columns: Number, Date, Contact, Payment Type, Payment Subtype, Account, Ref, Total, and State. The data shows payments received from 'POS Customer' on various dates in 2017, all with a 'Draft' state.

Number	Date	Contact	Payment Type	Payment Subtype	Account	Ref	Total	State
RV-0015	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0014	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0013	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0012	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0011	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0010	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0009	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0008	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0007	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft

In the payment form, enter the following fields:

- **Contact (required):** the customer from which the invoice was received
- **Payment Type (required):** select "Received" to indicate that this was a payment received from customer
- **Payment Subtype (required):** select "Invoice Payment" to indicate that this was a payment received for an invoice

In the payment lines sheet, enter the following fields:

- **Invoice (required):** the invoice for which a payment was received
- **Amount (Pmt Cur) (required):** the payment amount received for that invoice

Netforce Manual

Accounting Dashboard Bank Receivable Payable Reports Other Settings Main Menu

Payments

## New Payment

TVC Auto

Draft

General Other Info

Contact\* Marine Systems Payment Type\* Received Payment Subtype\* Invoice Payment Date\* 2017-03-30 Number\* RV-0016 Employee

Account\* [1011] Current acco Currency\* USD Tax Type\* Tax Exclusive Tax No. WHT No.

Memo

Related To

Default memo to line description

Invoice Payments Adjustments

Invoice	Invoice Currency	Amount (Inv Cur)	Amount (Pmt Cur)	Currency Rate (Pmt->Inv)	Tax No.
INV-0002	USD	500.00	500.00		

+ Add a new line

Subtotal 500.00

Tax Amount 0.00

Total 500.00

Withholding Tax 0.00

Withholding Tax Base Amount

Net Payment Amount 500.00

Adjustment Amount

Save Post

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If you just want to save the payment and leave it in **Draft** status, click on the **"Save"** button.

If you want to post the payment, click on the **"Post"** button. The status of the payment will change to **"Posted"** and a journal entry will be created for that payment.

## 1.4 Record a payment paid to a supplier

To record a payment paid to a supplier, go to the **"Accounting"** menu, then click **"Payments"** and **"New Payment"**.

The screenshot shows the Netforce Accounting interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Bank', 'Receivable', 'Payable', 'Reports', 'Other', and 'Settings'. The 'Payments' menu is highlighted, showing options: 'Bank Accounts', 'Payments', 'Transfers', 'Statements', and 'Cheques'. Below the menu, there are buttons for '+ New Payment' and 'Import'. A table titled 'Received (15)' lists payments with columns: Number, Date, Contact, Payment Type, Payment Subtype, Account, Ref, Total, and State. The table contains 15 rows of data, all with a 'Draft' state.

Number	Date	Contact	Payment Type	Payment Subtype	Account	Ref	Total	State
RV-0015	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0014	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0013	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0012	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0011	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0010	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0009	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0008	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0007	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft

In the payment form, enter the following fields:

- **Contact (required)**: the supplier to which the payment was made
- **Payment Type (required)**: select "Paid" to indicate that this was a payment paid to a supplier
- **Payment Subtype (required)**: select "Invoice Payment" to indicate that this was a payment paid for an invoice

In the payment lines sheet, enter the following fields:

- **Invoice (required)**: the invoice for which the payment was made
- **Amount (Pmt Cur) (required)**: the payment amount paid for that invoice

The screenshot shows the 'New Payment' form in the Netforce Accounting interface. The form is in 'Draft' status. Red arrows point to the following fields: 'Contact' (set to 'Net Connect'), 'Payment Type' (set to 'Paid'), 'Payment Subtype' (set to 'Invoice Payment'), 'Date' (set to '2017-03-30'), 'Number' (set to 'PV-0001'), 'Account' (set to '[1011] Current accoi'), 'Currency' (set to 'USD'), 'Tax Type' (set to 'Tax Exclusive'), 'Tax No.', 'WHT No.', 'Related To', 'Memo', 'Invoice' (set to 'SRN-0001'), 'Invoice Currency' (set to 'USD'), 'Amount (Inv Cur)' (set to '150.00'), 'Amount (Pmt Cur)' (set to '150.00'), 'Currency Rate (Pmt->Inv)' (set to '150.00'), and the 'Post' button.

Invoice	Invoice Currency	Amount (Inv Cur)	Amount (Pmt Cur)	Currency Rate (Pmt->Inv)	Tax No.
SRN-0001	USD	150.00	150.00	150.00	

Summary:

Subtotal	150.00
Tax Amount	0.00
Total	150.00
Withholding Tax	0.00
Withholding Tax Base Amount	
Net Payment Amount	150.00
Adjustment Amount	

If you just want to save the payment and leave it in **Draft** status, click on the **"Save"** button.

If you want to post the payment, click on the **Post** button. The status of the payment will change to **Posted** and a journal entry will be created for that payment.

## 1.5 Record an expense without an invoice

To record an expense in one step, without recording a supplier invoice, go to the **Accounting** menu, then click **"Payments"** and **"New Payment"**.

The screenshot shows the Netforce Accounting interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Bank', 'Receivable', 'Payable', 'Reports', 'Other', and 'Settings'. A red arrow points to the 'Payments' option in the 'Receivable' dropdown menu. Below the navigation bar, the 'Payments' section is visible, with a red arrow pointing to the '+ New Payment' button. The 'Payments' section also includes an 'Import' button and tabs for 'All', 'Draft', and 'Posted'. Below these tabs, there is a 'Received (15)' section with a table of payments. The table has columns for 'Number', 'Date', 'Contact', 'Payment Type', 'Payment Subtype', 'Account', 'Ref', 'Total', and 'State'. The table lists 15 payments, all of which are 'Received' and 'Draft'.

Number	Date	Contact	Payment Type	Payment Subtype	Account	Ref	Total	State
RV-0015	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0014	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0013	2017-03-19	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0012	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0011	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0010	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0009	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		2,000.00	Draft
RV-0008	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft
RV-0007	2017-03-18	POS Customer	Received	Invoice Payment	[1011] Current account		1,000.00	Draft

In the payment form, enter the following fields:

- **Contact (optional):** the supplier to which the payment was made
- **Payment Type (required):** select "Paid" to indicate that this was a payment paid to a supplier
- **Payment Subtype (required):** select "Direct Payment" to indicate that this is an expense for which there is no corresponding supplier invoice

In the payment lines sheet, enter the following fields:

- **Description (required):** description of the expense item
- **Account (required):** the expense account to use for that expense item
- **Amount (Pmt Cur) (required):** the payment amount for that expense item

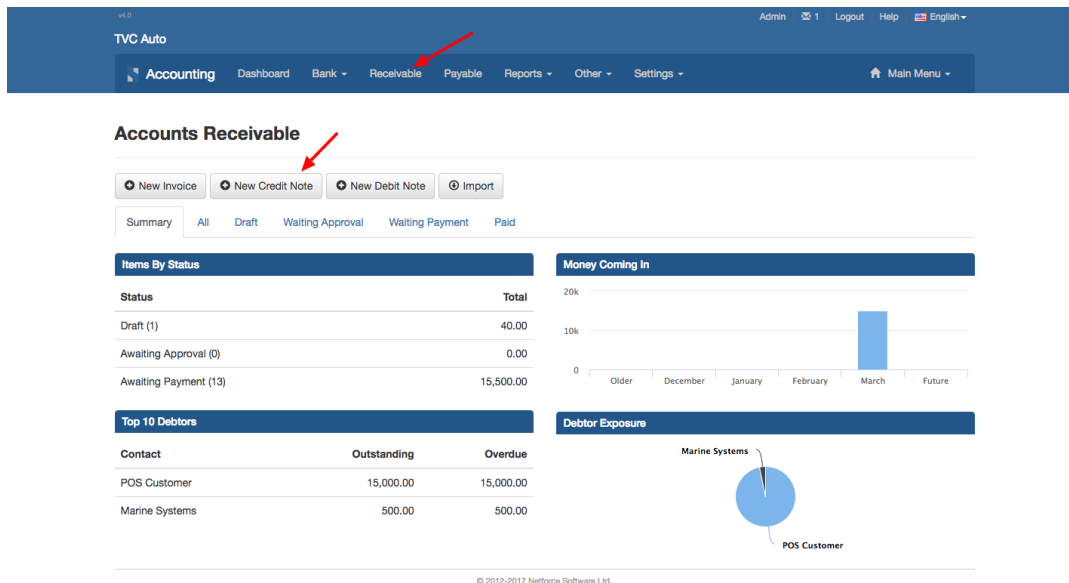
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If you just want to save the payment and leave it in **Draft** status, click on the **"Save"** button.

If you want to post the payment, click on the **"Post"** button. The status of the payment will change to **"Posted"** and a journal entry will be created for that payment.

## 1.6 Create a customer credit note

To create a customer credit note, go to the **"Accounting"** menu, then click **"Receivable"** and **"New Credit Note"**.



The screenshot shows the Netforce Accounting interface. At the top, the 'Accounting' menu is highlighted, and the 'Receivable' sub-menu is selected. Below this, the 'Accounts Receivable' section is visible, featuring a 'New Credit Note' button. The interface also displays a summary of items by status, a money coming in chart, and a debtor exposure pie chart.

Status	Total
Draft (1)	40.00
Awaiting Approval (0)	0.00
Awaiting Payment (13)	15,500.00

Contact	Outstanding	Overdue
POS Customer	15,000.00	15,000.00
Marine Systems	500.00	500.00

In the credit note form, enter the following fields:

- **Contact (required):** the customer to which the invoice is addressed

In the invoice lines sheet, enter the following fields:

- **Product (optional):** a product for which the credit note has to be made
  - Selecting a product will automatically fill the Description, Qty, UoM, Unit Price, Account and Tax Rate fields configured in the product
- **Description (required):** description of credit note item
- **Qty (optional):** quantity of items
- **UoM (optional):** unit of measure
- **Unit Price (optional):** price of credit note item
- **Tax Rate (optional):** tax rate to apply for the credit note item
- **Amount (required):** amount of the credit note item

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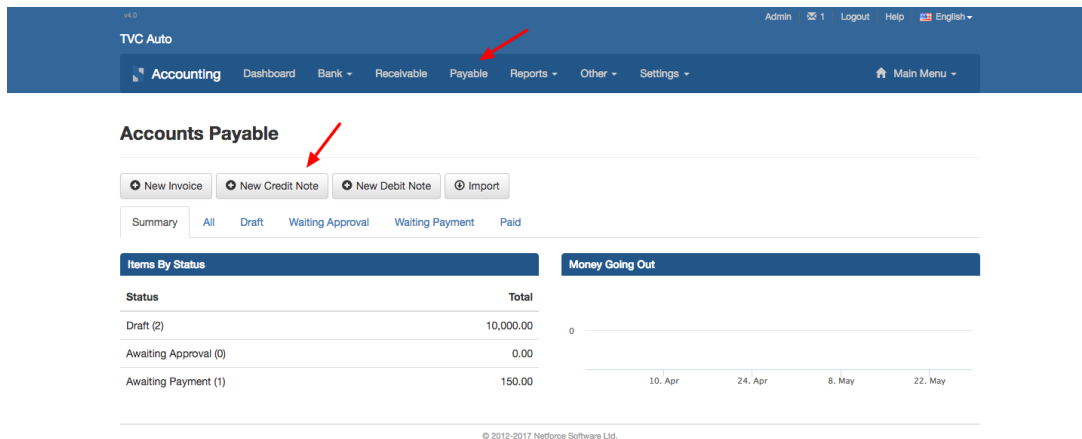
If you just want to save the credit note and leave it in **Draft** status, click on the **"Save"** button.

If you want to approved the credit note, click on the **"Approve"** button. The status of the invoice will change to **"Waiting Payment"** and a journal entry will be created for that credit note.



## 1.7 Record a supplier credit note

To record a supplier credit note, go to the **"Accounting"** menu, then click **"Payable"** and **"New Credit Note"**.



In the credit note form, enter the following fields:

- **Contact (required)**: the supplier from which the credit note is received

In the invoice lines sheet, enter the following fields:

- **Product (optional)**: a product for which the credit note has to be made
  - Selecting a product will automatically fill the Description, Qty, UoM, Unit Price, Account and Tax Rate fields configured in the product
- **Description (required)**: description of credit note item
- **Qty (optional)**: quantity of items
- **UoM (optional)**: unit of measure
- **Unit Price (optional)**: price of credit note item
- **Tax Rate (optional)**: tax rate to apply for the credit note item
- **Amount (required)**: amount of the credit note item

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If you just want to save the credit note and leave it in **Draft** status, click on the **"Save"** button.

If you want to approved the credit note, click on the **"Approve"** button. The status of the invoice will change to **"Waiting Payment"** and a journal entry will be created for that credit note.

## 1.8 Create a manual journal entry

To create a customer invoice, go to the **"Accounting"** menu, then click **"Journal Entries"** and **"New Journal Entry"**

The screenshot shows the Netforce Accounting menu. The 'Accounting' menu is expanded, and 'Journal Entries' is highlighted with a red arrow. A dropdown menu for 'Journal Entries' is also shown, listing options: Journal Entries, Fixed Assets, Budgets, Tracking Entries, and Year End. The 'Journal Entries' option is also highlighted with a red arrow.

In the journal entry form, enter the following fields:

- **Journal (required):** the account journal in which to create the journal entry
- **Document Date (required):** the date of the journal entry
- **Narration (optional):** a description for the journal entry that can be copied to each of the journal entry lines

In the journal entry lines sheet, enter the following fields

- **Description (required):** description of the journal entry item
- **Account (required):** the account to debit or credit
- **Debit (required):** the debit amount to apply to the account
- **Credit (required):** the credit amount to apply to the account

The screenshot shows the 'New Journal Entry' form in Netforce. The form is in 'Draft' status. Red arrows point to the 'Journal' dropdown (set to 'General Journal'), the 'Document Date' field (set to '2017-03-30'), the 'Narration' field (containing 'adjustment'), the 'Description' and 'Account' columns in the journal entry lines table, and the 'Post' button at the bottom.

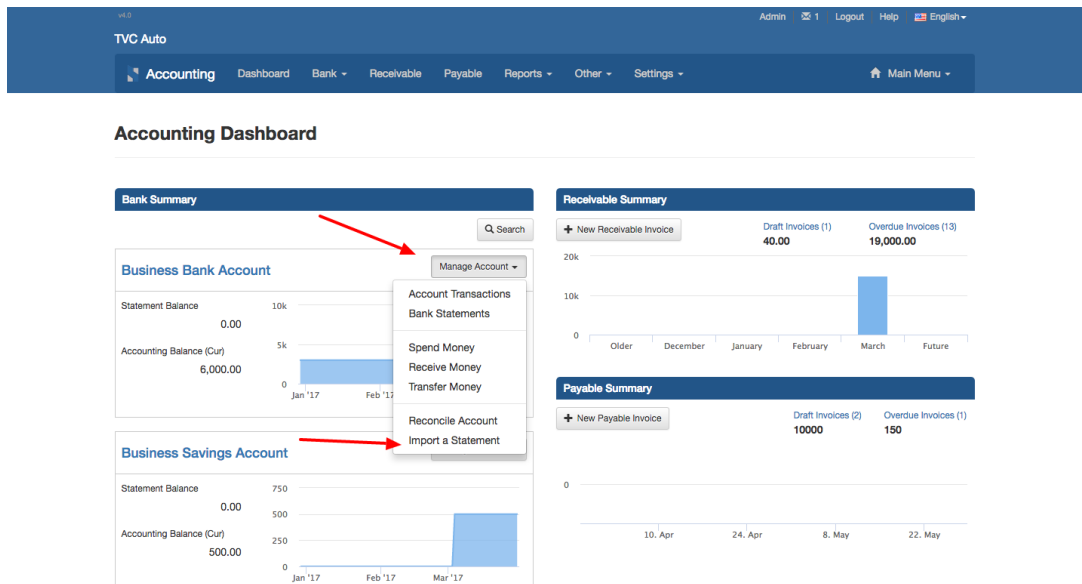
Description	Account	Debit	Credit	Contact	Tax Comp.	Tax Base	Tax No.	Tax Invoice Date	Track-1	Track-2	Currency Amt	Reconciliation
adjustment	[1090] Business Bank Account	1.13	0.00									X
adjustment	[4270] Interest Income	0.00	1.13									X
Total Debit												1.13
Total Credit												1.13
Difference												0.00

If you just want to save the journal entry and leave it in **Draft** status, click on the **"Save"** button.

If you want to post the journal entry, click on the **Post**" button. The status of the journal entry will change to **Posted**".

## 1.9 Import a bank statement from a spreadsheet

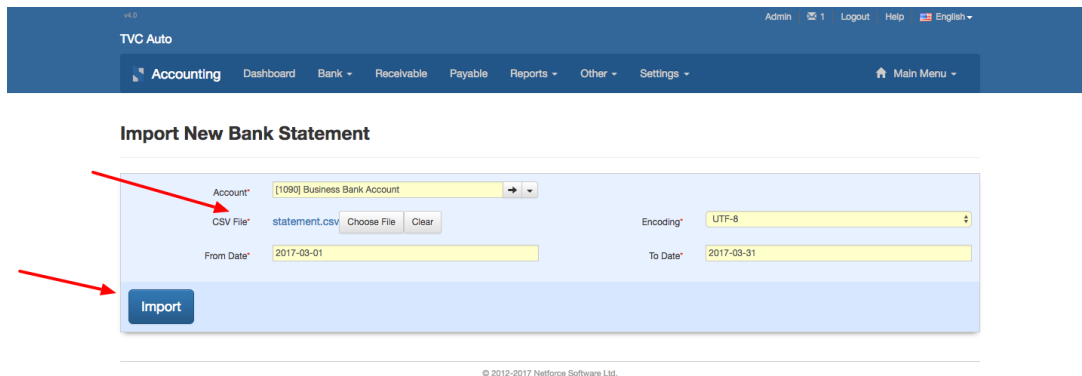
To import a bank statement using a spreadsheet, select a bank account from the accounting dashboard and click "Import a Statement".



The spreadsheet has to be saved as a CSV file and must contain the following headers:

- **Date:** transaction date
- **Description:** transaction description
- **Received:** amount received in the transaction
- **Spent:** amount spent in the transaction
- **Balance:** bank account balance after the transaction

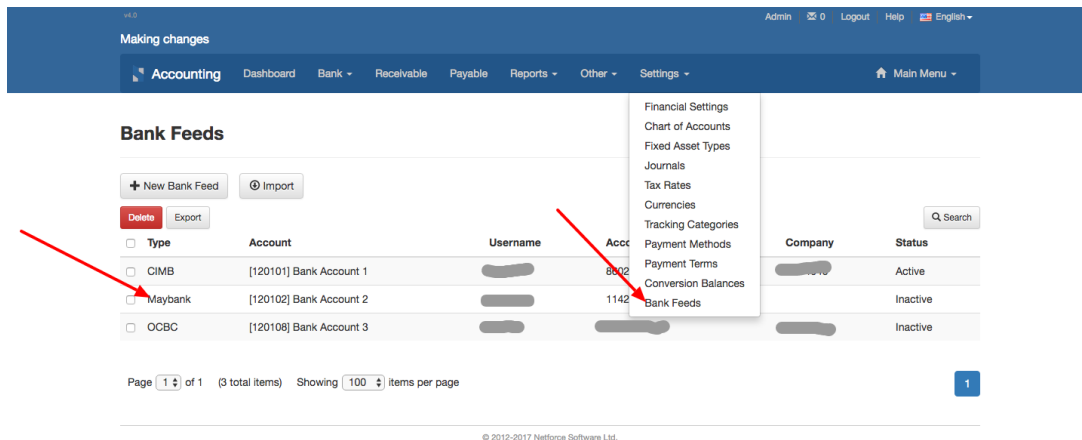
Upload the CSV file by clicking the "Choose File" button and then click "Import".



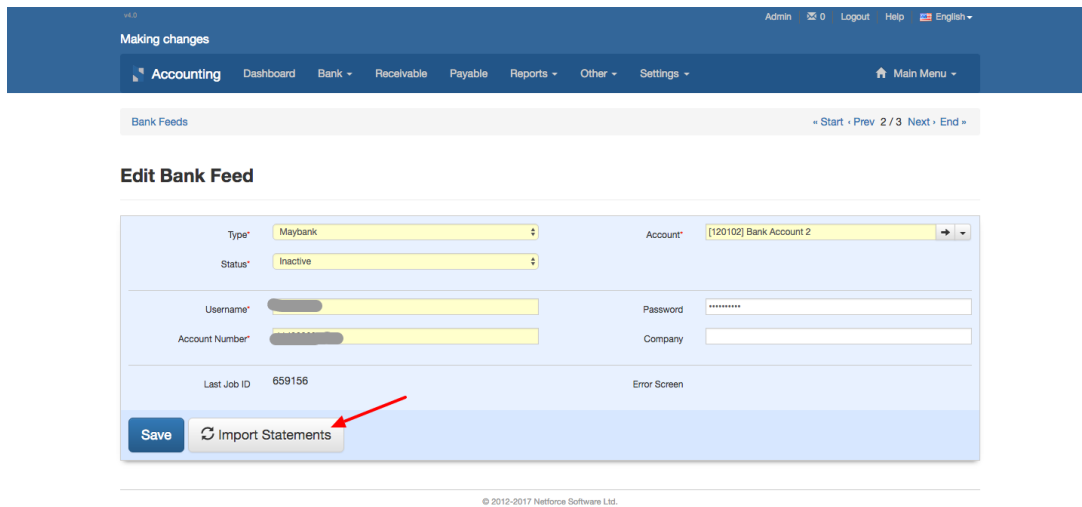
## 1.10 Import a statement using a bank feed

Bank statement can be imported automatically via online banking. This is an alternative to importing statements from spreadsheets and is faster and more convenient.

To import statements from a bank feed, go to the Accounting menu and click on "Bank Feeds".



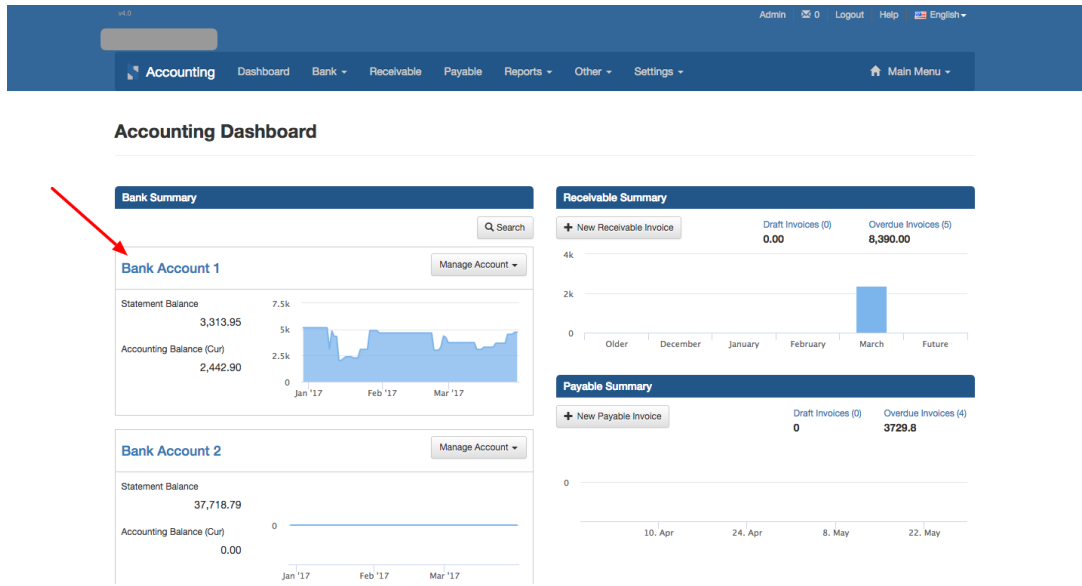
Select the bank feed that you want to use and in the bank feed form, click "Import Statements".



Netforce will connect to your online banking account and automatically update your statements.

## 1.11 Reconcile a bank account

To reconcile a bank account, start by selecting the account from the account dashboard.



In the "Reconcile" tab, a list of unreconciled bank statement items are displayed.

Reconcile each bank statement item by selecting the matching accounting transactions on the right and clicking the "Match" button.

Accounting

Dashboard

Bank ▾

Receivable

Payable

Reports ▾

Other ▾

Settings ▾

Main Menu ▾

« Start » Prev 26 / 100 Next » End »

[View Bank Account](#)

Bank Account 1		Manage Account ▾
Statement Balance	Accounting Balance	
3,313.95	2,442.90	

Account Transactions

Search

Bank Statement Item

Date

Received

Spent

02/28/2017

0.00

231.08

Description

23882718101607 T

Match

New Payment

Account Entries

Add

Remove

Date

Description

Debit

Credit

Bank Statement Item

Date	Received	Spent	
02/26/2017	200.00	0.00	
Description			
CDM CASH DEPOSIT			

✓ Match

+ New Payment

Account Entries

	Add	Remove			
<input type="checkbox"/>	Date	Description	Debit	Credit	
<input type="checkbox"/>	02/26/2017	Training	200.00	0.00	

Bank Statement Item

Date

Received

Spent

0.00

✓ Match

+ New Payment

Account Entries

Add

Remove

<input type="checkbox"/> Date	Description	Debit	Credit
<input type="checkbox"/> 01/16/2017	Transfer	200.00	0.00

Bank Statement Item

Date

Received

Spent

0.00

✓ Match

+ New Payment

Description

Account Entries

Add

Remove

<input type="checkbox"/>	Date	Description	Debit	Credit
<input type="checkbox"/>	01/16/2017	XXXXXXXXXXXXXXXXXXXX	200.00	0.00

Bank Statement Item

Date

Received

Spent

01/14/2017

0.00

931.90

Description

✓ Match

+ New Payment

Account Entries

Add

Remove

☐ Date

Description

Debit

Credit

Bank Statement Item

Date

Received

Spent

01/10/2017

0.00

1,000.00

Description

Match

New Payment

Account Entries

Add

Remove

☐ Date

Description

Debit

Credit

1



## 1.12 View profit & loss report

To view the profit and loss report, go to the Accounting menu and click "Profit & Loss".

**Profit & Loss**

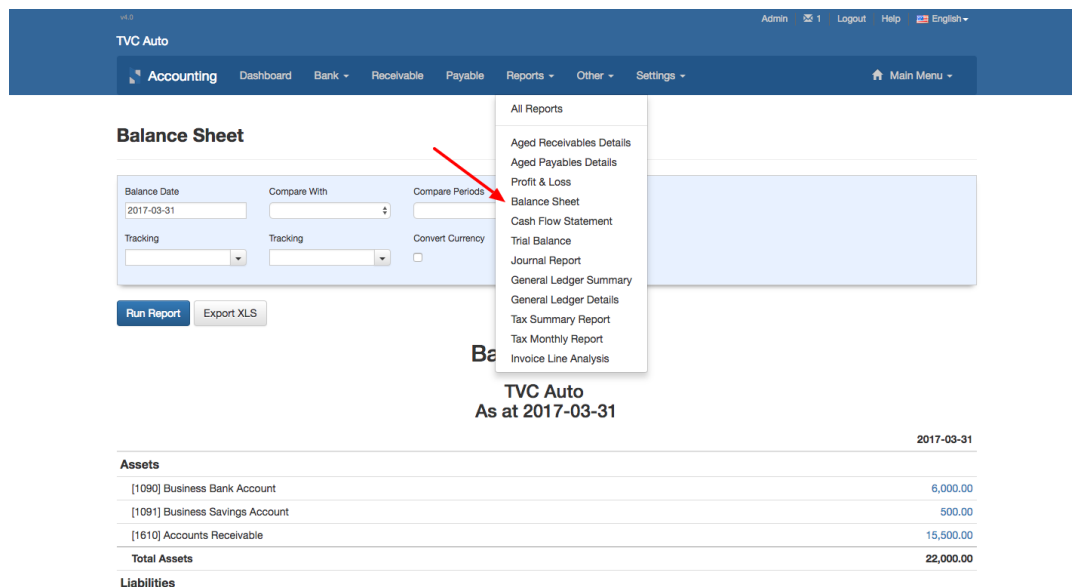
TVC Auto  
2017-03-01 to 2017-03-31

	2017-03-31	YTD
Income		
[4200] Sales	15,000.00	15,000.00
<b>Total Income</b>	<b>15,000.00</b>	<b>0.00</b>
Cost of Sales		

To view the report for a different period, select a date range using the "From" and "To" fields and click "Run Report".

## 1.13 View balance sheet report

To view the balance sheet report, go to the Accounting menu and click "Balance Sheet".



The screenshot shows the Netforce Accounting interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Bank', 'Receivable', 'Payable', 'Reports', 'Other', and 'Settings'. The 'Reports' dropdown menu is open, showing a list of reports including 'All Reports', 'Aged Receivables Details', 'Aged Payables Details', 'Profit & Loss', 'Balance Sheet', 'Cash Flow Statement', 'Trial Balance', 'Journal Report', 'General Ledger Summary', 'General Ledger Details', 'Tax Summary Report', 'Tax Monthly Report', and 'Invoice Line Analysis'. A red arrow points to the 'Balance Sheet' option. Below the menu, the 'Balance Sheet' report form is visible, showing 'Balance Date' as '2017-03-31', 'Compare With' as '2017-03-31', and 'Compare Periods' as '2017-03-31'. The 'Run Report' button is highlighted. Below the form, the report title 'TVC Auto As at 2017-03-31' is displayed. The report table shows the following data:

TVC Auto		2017-03-31
As at 2017-03-31		
<b>Assets</b>		
[1090] Business Bank Account		6,000.00
[1091] Business Savings Account		500.00
[1610] Accounts Receivable		15,500.00
<b>Total Assets</b>		<b>22,000.00</b>
<b>Liabilities</b>		

To view the report for a different point in time, select a date using the "Balance Date" field and click "Run Report".

## 1.20 Import accounts from a spreadsheet

All data in Netforce can be imported from spreadsheets.

Here is a sample spreadsheet that can be used to import accounts.

	A	B	C	D	E	F
1	Account Code	Account Name	Type	Parent / Account Code		
2	1010	Bank Accounts	View			
3	1011	Current account	Bank Account	1010		
4	1012	Savings Accounts	Bank Account	1010		
5	4010	Service Sales	Revenue			
6	5010	Purchases	Expense			
7						
8						
9						

[View sample spreadsheet in Google Sheets](#)

Additional fields can be added by adding columns to the spreadsheet. The headers have to match the labels of the fields to import.

In the account list, click the "Import" button.

### Chart of Accounts

+ New Account

⌚ Import

All

Archived

Delete

Export

Account	Code	Account Name	Type	Parent	Tax
<input type="checkbox"/>	1010	Bank current account	Bank Account		
<input type="checkbox"/>	1090	Business Bank Account	Bank Account		

Save the spreadsheet as a CSV file (if you are using Google Sheets, click Download as > Comma-separated values).

Click "Choose File" and select the CSV file.

Click "Import".

## Import Chart of Accounts

5 records imported successfully.

File to import:  
netforce-import-templates - Chart Of Accounts (4).csv

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## 1.30 Configure GST tax rates (Malaysia)

### Adding Your Tax Code

To add or update your company tax rates, go to **Settings**, then click **Tax Rates**.

There you will find the tax rates that you've added previously. If you want to add a new tax rate, click **+ New Tax Rate**.

#### Tax Rates

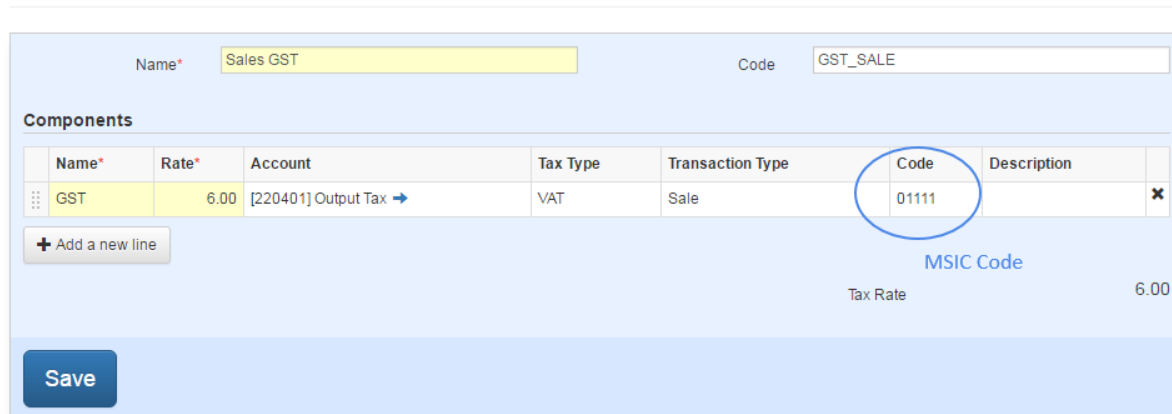


The screenshot shows the 'Tax Rates' interface. At the top, there are two buttons: '+ New Tax Rate' and 'Import'. Below these are tabs for 'All' and 'Archived'. There are also buttons for 'Delete', 'Archive', and 'Export', along with a search bar. A table lists the tax rates:

Name	Tax Rate	WHT Rate
<input type="checkbox"/> [Redacted]	0.00	0.00
<input type="checkbox"/> Purchase GST	6.00	0.00
<input type="checkbox"/> Sales GST	6.00	0.00

Then, enter the relevant details accordingly.

#### Edit Tax Rate



The screenshot shows the 'Edit Tax Rate' form. The 'Name' field is 'Sales GST' and the 'Code' field is 'GST\_SALE'. Below is a table of components:

Name*	Rate*	Account	Tax Type	Transaction Type	Code	Description
...	...	...	...	...	01111	✕

Below the table, there is a '+ Add a new line' button. At the bottom right, the 'MSIC Code' is '01111' and the 'Tax Rate' is '6.00'. A 'Save' button is at the bottom left.

You may enter your MSIC code in the code section.

### Download Your TAP (Taxpayer Access Point) File

**Accounting** Dashboard Bank Receivable Payable Reports Other Settings Main Menu

### All Reports

- Performance Reports**
  - Profit and Loss
  - Sales Report
  - Expenses Report
- Cash Reports**
  - Cash Flow Statement
  - Bank Reconciliation Summary
  - Reconciliation Report
- Foreign Currency Reports**
  - Unrealized Gains and Losses
- Position Reports**
  - Aged Receivables Summary
  - Aged Payables Summary
  - Aged Receivables Details
- All Reports**
  - Aged Receivables Details
  - Aged Payables Details
  - Profit & Loss
  - Balance Sheet
  - Cash Flow Statement
  - Trial Balance
  - Journal Report
  - General Ledger Summary
  - General Ledger Details
  - Tax Summary Report
  - Tax Monthly Report
  - Invoice Analysis
  - Invoice Line Analysis
- Tax Reports**
  - Tax Summary Report
  - Tax Audit Report
  - Tax Monthly Report
  - GST Audit File (Malaysia)
  - TAP Submission File (Malaysia)

In order to download your TAP file for GST submission, you can find your file in the Accounting Module (in **Main Menu** then click **Accounting**). Search and click on **TAP Submission File** (shown above).

## TAP Tax Submission File

From Date\*

To Date\*

01/04/2017

30/04/2017

Download TAP

To pick the period which you need for submission, pick the range of dates and click **Download TAP**.

## Download Your GAF (GST Audit File)

In order to download your GAF file for GST audit, you can find your file in the Accounting Module (in **Main Menu** then click **Accounting**). Search and click on **GST Audit File** (shown above).

## GST Audit File

From Date\*

To Date\*

01/04/2017

30/04/2017

Download GAF

To pick the period which you need for audit, pick the range of dates and click **Download GAF**.

## 2. Inventory

### 2.1 Receive products in stock

To receive products in stock, go to the **"Inventory"** menu, then click **"Goods Receipt"** and **"New Goods Receipt"**.

The screenshot shows the Netforce Inventory system interface. The top navigation bar includes 'Inventory', 'Dashboard', 'Reports', 'Costing', 'Other', and 'Settings'. The 'Goods Receipt' menu is open, showing options like 'Warehouses', 'Stock Balance', 'Stock Movements', 'Goods Receipt', 'Goods Transfer', 'Goods Issue', 'Landed Costs', 'Lot / Serial Numbers Containers', 'Product Transforms', and 'Stock Count'. The 'New Goods Receipt' button is highlighted. Below the menu, a table lists existing receipts with columns for Journal, Number, Date, Related To, Shipping Method, Shipping Tracking, Shipping Cost, Shipping Paid By, Completed By, and Status. The table shows four receipts, all completed by Kittichai Jitraksawana.

In the goods receipt form, enter the following fields:

- **Journal (required):** the stock journal in which to record the transaction
  - Selecting the journal will automatically fill the "From Location" and "To Location" fields

In the goods receipt lines sheet, enter the following fields:

- **Product (required):** the product to receive in stock
  - Selecting a product will automatically fill the "Qty" and "UoM" fields
- **Qty (required):** quantity of items to receive in stock
- **UoM (required):** unit of measure
- **From Location (required):** the location from which products are coming from
- **To Location (required):** the location to which products are received

The screenshot shows the 'New Goods Receipt' form in the Netforce Inventory system. The form is in 'Draft' status. It has tabs for 'General', 'Shipping', 'Approval', and 'Other'. The 'General' tab is active, showing fields for Journal, Number, Date, Contact, and Currency. Below these are fields for Container, Ref, and Related To. The main table for receipt lines is visible, with columns for Product, Qty, UoM, From Location, To Location, Cost Price, Cost Amount, Qty2, Lot / Serial Number, Track, To Container, Packaging, # Packages, Related To, and Invoice. A red arrow points to the 'Product' field, and another points to the 'Confirm' button at the bottom.

After clicking the "Confirm" button, the status of the goods receipt will change from "Draft" to "Planned".

The next step is to click the "Validate" button, which indicates that products are physically received in stock and will change the status from "Planned" to "Completed".

## 2.2 Retrieve products from stock

To receive products in stock, go to the **"Inventory"** menu, then click **"Goods Issue"** and **"New Goods Issue"**.

The screenshot shows the Netforce TVC Auto interface. The top navigation bar includes 'Admin', 'Logout', 'Help', and 'English'. The main menu has 'Inventory', 'Dashboard', 'Reports', 'Costing', 'Other', and 'Settings'. The 'Inventory' menu is expanded, showing 'Warehouses', 'Stock Balance', 'Stock Movements', 'Goods Receipt', 'Goods Transfer', and 'Goods Issue'. The 'Goods Issue' option is highlighted with a red arrow. Below the menu, there is a table of goods issues with columns: Journal, Number, Date, Lot / Serial Numbers, Containers, Product Transforms, Stock Count, Related To, Shipping Address, Shipping Method, Delivery Order, Delivery Route, Shipping Tracking, Shipping Route, and Status. The table contains several rows of data, including 'GI-0016', 'GI-0015', 'GI-0014', 'GI-0013', and 'GI-0012'.

In the goods issue form, enter the following fields:

- **Journal (required):** the stock journal in which to record the transaction
  - Selecting the journal will automatically fill the "From Location" and "To Location" fields

In the goods issue lines sheet, enter the following fields:

- **Product (required):** the product to retrieve from stock
  - Selecting a product will automatically fill the "Qty" and "UoM" fields
- **Qty (required):** quantity of items to retrieve from stock
- **UoM (required):** unit of measure
- **From Location (required):** the location from which products are retrieved
- **To Location (required):** the location to which products are moved

The screenshot shows the 'New Goods Issue' form in the Netforce TVC Auto interface. The form is titled 'Draft' and has tabs for 'General', 'Shipping', 'Approval', and 'Other'. The 'General' tab is active. The form contains fields for 'Journal\*', 'Number\*', 'Date\*', 'Contact', 'Shipping Address', and 'Delivery Slot'. Below these fields, there is a table for 'Product' with columns: Product, Qty, UoM, From Location, To Location, Qty2, Lot / Serial Number, Track, From Container, Packaging, # Packages, Addons, and Related To. The table contains one row of data: '[SHOCK] Shock Absorber', 1.00, Unit, Warehouse, Customers. At the bottom of the form, there are 'Save' and 'Confirm' buttons. Red arrows point to the 'Confirm' button and the 'Product' field.

After clicking the "Confirm" button, the status of the goods issue will change from "Draft" to "Planned". This means that the goods issue is planned but not yet completed.

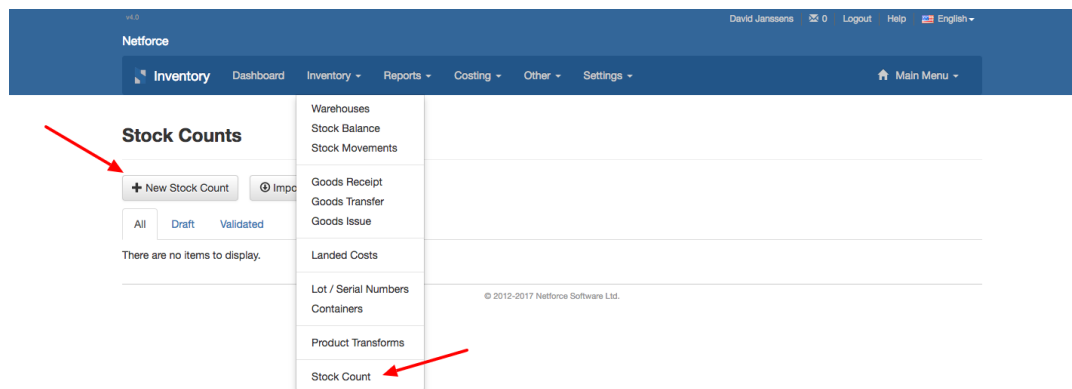
The next step is to click the "Approve" button, which is used to authorize the retrieval of the products from stock. By clicking this button, the status of the goods issue will change from "Planned" to "Approved".



The last step is to click the "Validate" button, which indicates that products are physically removed from stock and will change the status from "Planned" to "Completed".

## 2.3 Make a stock count

To create a stock count, go to the **"Inventory"** menu, then click **"Stock Count"** and **"New Stock Count"**.



In the stock count form, enter the following fields:

- **Warehouse (required):** the warehouse location where products are counted
- **Date (required):** the date of the count

In the stock count lines sheet, enter the following fields:

- **Product (optional):** the product that is counted
  - Selecting a product will automatically fill the "Bin Location", "Previous Qty", "Previous Cost Price", "Previous Cost Amount" fields
- **New Qty (required):** the counted qty of product in the warehouse
- **New Cost Price (required):** the new cost price of the product in the warehouse

The screenshot shows the 'Edit Stock Count' form in the Netforce web interface. The form is titled 'Draft' and has tabs for 'General' and 'Other'. The 'General' tab is active, showing fields for 'Warehouse' (set to 'Warehouse'), 'Date' (set to '2017-03-30'), and 'Number' (set to 'SC-0001'). Below these fields is a table with columns: 'Product', 'Lot / Serial Number', 'Bin Location', 'Previous Qty', 'Previous Cost Price', 'Previous Cost Amount', 'New Qty', 'New Cost Price', 'New Cost Amount', and 'UoM'. The table contains five rows of data for different products. Red arrows point to the 'New Qty' and 'New Cost Price' columns. At the bottom of the table, there is a 'Total New Cost Amount' of 83,500.00. Below the table are 'Save' and 'Validate' buttons. A red arrow points to the 'Validate' button. At the bottom of the form, there is a 'Comments' section with an 'Add' button and a message 'There are no items to display.'

Product	Lot / Serial Number	Bin Location	Previous Qty	Previous Cost Price	Previous Cost Amount	New Qty	New Cost Price	New Cost Amount	UoM
[02015-00024] Server →			30.00	2,600.00	78,000.00	31.00	2,500.00	77,500.00	Unit →
[BRAKE] Compact Brake Rotor →			(1.00)	0.00	0.00	0.00	0.00	0.00	Unit →
[OIL] PTT Oil →			0.00	0.00	5,000.00	1.00	5,000.00	5,000.00	Unit →
[RING] NSK Deep Groove Ball Bearings →			(2.00)	0.00	0.00	0.00	0.00	0.00	Unit →
[SHOCK] Shock Absorber →			(2.00)	0.00	0.00	10.00	100.00	1,000.00	Unit →

If you just want to save the stock count and leave it in **Draft** status, click on the **"Save"** button.

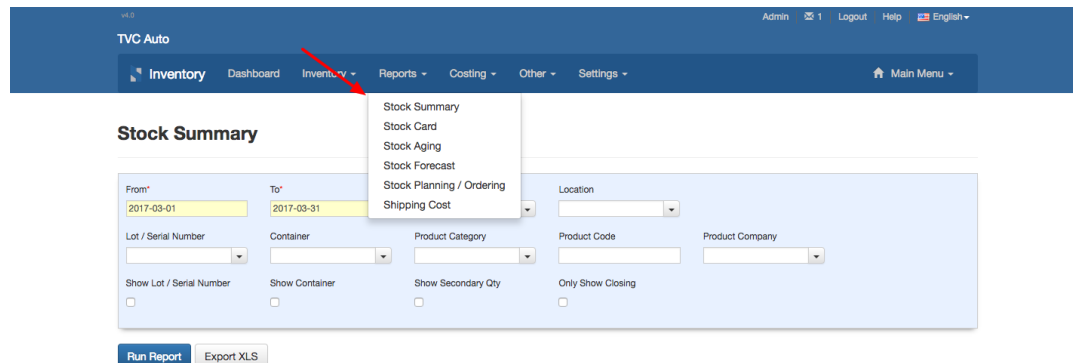
If you want to validate the stock count, click on the **"Validate"** button. The status of the stock count will change to

"**Completed**" and stock transactions will be created for that stock count.

## 2.10 View stock summary report

The stock summary reports shows the total qty of products in different locations.

To view the stock summary report, go to the **Inventory** menu, then click **"Stock Summary"**.



**Stock Summary**

TVC Auto

From: 2017-03-01 To: 2017-03-31

Location:

Product Code:

Product Company:

Run Report Export XLS

**Stock Summary**

TVC Auto

From 2017-03-01 to 2017-03-31

Product Code	Product Name	Location	UoM	Opening		Incoming		Outgoing		Closing	
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
02015-00024	Server	Warehouse	Unit	5.00	3,000.00	25.00	75,000.00	0.00	0.00	30.00	78,000.00
BRAKE	Compact Brake Rotor	Warehouse	Unit	0.00	0.00	0.00	0.00	1.00	0.00	(1.00)	0.00

The report can be filtered by product and location by filling the "Product" and "Location" fields and clicking "Run Report".

## 2.21 View stock card report

The stock card report shows the stock transaction history for specific products and locations.

To view the stock card report, go to the **"Inventory"** menu, then click **"Stock Card"**.

**Stock Card**

TVC Auto

From: 2017-03-01 To: 2017-03-31

Product: Location: Warehouse UoM:

Lot / Serial Number: Invoice: Show Pending: Show Secondary Qty: Hide Zero Lines:

Run Report Export XLS

**Stock Card**

TVC Auto

From 2017-03-01 to 2017-03-31

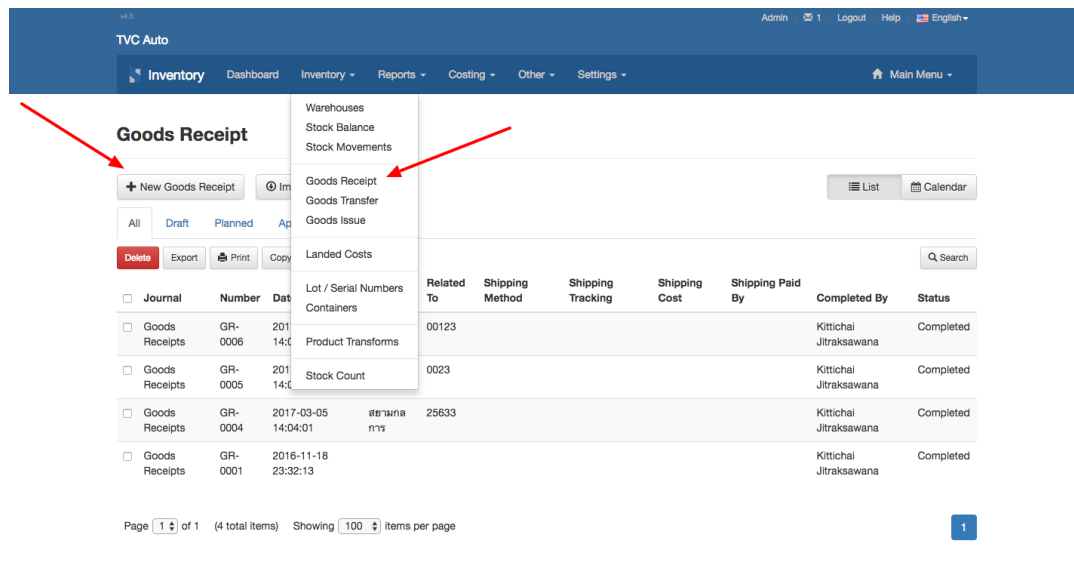
Date	Ref	Lot / Serial Number	Invoice	In			Out			Balance		
				Qty	Unit Price	Amount	Qty	Unit Price	Amount	Qty	Cost Price	Cost Amount
Compact Brake Rotor @ Warehouse												
2017-03-01				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2017-03-19 00:00:00	GI-0010			0.00	0.00	0.00	1.00	0.00	0.00	(1.00)	0.00	0.00
	Total			0.00		0.00	1.00		0.00			

The report can be filtered by product and location by filling the "Product" and "Location" fields and clicking "Run Report".

## 2. ระบบสต็อกสินค้า

### 2.1 ป้อนข้อมูล รับสินค้าเข้าสต็อก

เมื่อรับสินค้าเข้ามาในสต็อก, ไปที่เมนู "Inventory" , เลือก "Goods Receipt" และเลือก "New Goods Receipt".

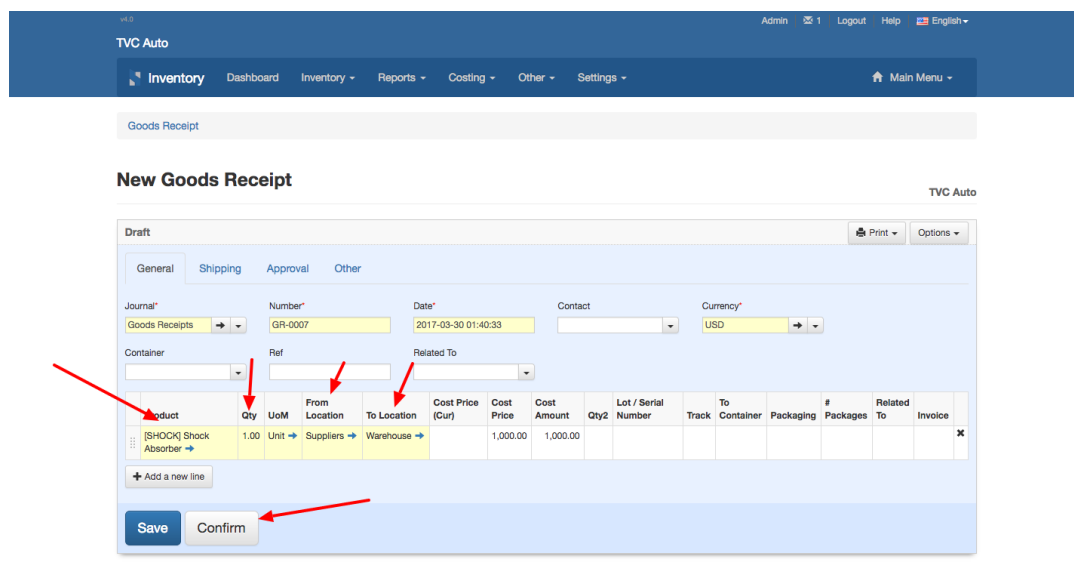


ในแบบฟอร์มรับสินค้าเข้าใหม่ New Goods Receipt Receipt, เลือกป้อนข้อมูลในรายการ (แถบสีเหลือง คือสิ่งที่จำเป็นต้องกรอก) ดังนี้:

- **Journal | รายการสต็อก (จำเป็นต้องป้อนข้อมูล)** : คือรายการที่จะปรากฏในรายการสต็อกที่ต้องการป้อนข้อมูล
  - ข้อมูลจะปรากฏขึ้นมาโดยอัตโนมัติให้กรอกข้อมูลที่ต้องกรอกใช้ ในแถบสีเหลือง โดยเลือกใส่ข้อมูลแหล่งที่มาของสินค้า เช่นจากที่ไหน **"From Location"** และใส่ปลายทางของสินค้าว่าจะให้สินค้าไปเก็บไว้ที่ไหน **"To Location"** fields

ในรายการรับสินค้าเข้าสต็อก ให้ป้อนข้อมูล (ในแถบสีเหลือง คือข้อมูลที่ต้องกรอกเสมอ) ดังต่อไปนี้:

- **Product | ชื่อสินค้า (จำเป็นต้องป้อนข้อมูล)**: ให้ระบุ เลือกชื่อสินค้าที่ได้รับเข้ามาในสต็อก หากไม่มีในรายการสามารถเพิ่มชื่อสินค้าได้จากหน้านี้ หรือสามารถไปที่เมนูหลัก เลือก "Product" และเลือก "Add Product"
  - โปรแกรมจะใส่ชื่อสินค้า จำนวนสินค้าในช่อง "Qty" และเลือกหน่วยสินค้าในช่อง "UoM" มาเป็นตัวอย่างอัตโนมัติแล้ว หากไม่ใช่ให้เปลี่ยนแปลงตามความต้องการของลูกค้า
- **Qty | จำนวน (จำเป็นต้องป้อนข้อมูล)**: คือ จำนวนของสินค้าที่รับเข้ามาในสต็อก
- **UoM | หน่วย (จำเป็นต้องป้อนข้อมูล)**: คือ ชื่อเรียกของหน่วยสินค้า เช่น ชิน กล่อง ถุง ขวด และอื่นๆ
- **From Location | ที่มาของสินค้า ได้รับมาจากไหน (จำเป็นต้องป้อนข้อมูล)**: คือ แหล่งที่มาของสินค้า ได้รับสินค้ามาจากไหน
- **To Location | ปลายทาง ที่จะเก็บสินค้า (จำเป็นต้องป้อนข้อมูล)**: คือ ที่เก็บสินค้า จะให้สินค้าไปอยู่ในสต็อกที่ไหน



หลังจากป้อนข้อมูลเรียบร้อยแล้ว ให้เลือกยืนยันรายการโดย เลือกปุ่ม **"Confirm"** , สถานะของการรับสินค้าเข้าสต็อกจะเปลี่ยนจากร่าง**"Draft"** เป็น ถูกวางแผนไว้แล้ว **"Planned"** (บางครั้งลูกค้ายังไม่ได้รับสินค้าจริง อาจกำลังจะได้รับ ซึ่งสามารถลงข้อมูลที่คาดการณ์ไว้ได้ก่อน).

ขั้นตอนต่อไปคือ เลือกยืนยันและตรวจสอบการรับสินค้าเข้าสต็อก เลือกปุ่ม **"Validate"** , ซึ่งเมื่อเลือกยืนยันแล้วข้อมูลจะเปลี่ยนจากสถานะ ถูกวางแผนไว้แล้ว **"Planned"** เป็นเสร็จสมบูรณ์ คือได้รับสินค้าไว้ในสต็อกแล้วจริง **"Completed"**.

## 2.2 เรียกดูสินค้าจากสต็อก

เมื่อรับสินค้าเข้ามาในสต็อก ต้องการเรียกดูสินค้า หรือทำเบิกจ่ายสินค้า, ไปที่เมนู "Inventory", เลือก "Goods Issue" และเลือก "New Goods Issue".

The screenshot shows the 'Inventory' menu with 'Goods Issue' selected. A dropdown menu is open, showing options like 'Warehouses', 'Stock Balance', 'Stock Movements', 'Goods Receipt', 'Goods Transfer', and 'Goods Issue'. The 'Goods Issue' option is highlighted. Below the menu, there is a table of existing goods issues.

Journal	Number	Date	Lot / Serial Numbers	Containers	Related To	Shipping Address	Shipping Method	Delivery Order	Delivery Route	Shipping Tracking	Shipping Route	Status
Goods Issues	GI-0016	2017-03-26 00:00:00			SO-0041	250/150 Ramkamhaeng 110 10240, Thailand		DO-0003	Driver #1- Morning-03-26	DO-0003	Driver #1- Morning-03-26	Planned
Goods Issues	GI-0015	2017-03-26 00:00:00		Janssens	SO-0040	250/150 Ramkamhaeng 110 10240, Thailand		DO-0002	Driver #1- Morning-03-26	DO-0002	Driver #1- Morning-03-26	Planned
Goods Issues	GI-0014	2017-03-26 00:00:00		David Janssens	SO-0039	250/150 Ramkamhaeng 110 10240, Thailand		DO-0001	Driver #2- Morning-03-26	DO-0001	Driver #2- Morning-03-26	Planned
Goods Issues	GI-0013	2017-03-26 00:00:00		David Janssens	SO-0038							Planned
Goods Issues	GI-0012	2017-03-19		POS Customer	SO-0034							Completed

ในหน้ารายการเบิกจ่ายสินค้า, ให้ป้อนข้อมูลที่จำเป็นดังนี้:

- **Journal | รายการสต็อก (จำเป็นต้องป้อนข้อมูล)** : คือรายการที่จะปรากฏในรายการสต็อกที่ต้องการป้อนข้อมูล
  - ข้อมูลจะปรากฏขึ้นมาโดยอัตโนมัติให้กรอกข้อมูลที่ต้องใช้ ในแถบสีเหลือง โดยเลือกใส่ข้อมูลแหล่งที่มาของสินค้า เช่นจากที่ไหน "From Location" และใส่ปลายทางของสินค้าว่าจะให้สินค้าไปเก็บไว้ที่ไหน "To Location" fields

ในหน้ารายการเบิกจ่ายสินค้า ให้ป้อนข้อมูล (ในแถบสีเหลือง คือข้อมูลที่ต้องกรอกเสมอ) ดังต่อไปนี้:

- **Product | ชื่อสินค้า (จำเป็นต้องป้อนข้อมูล)** : ให้ระบุ เลือกชื่อสินค้าที่ได้ต้องการค้นหาจากสต็อก
  - โปรแกรมจะใส่ชื่อสินค้า จำนวนสินค้าในช่อง "Qty" และเลือกหน่วยสินค้าในช่อง "UoM" มาเป็นตัวอย่างอัตโนมัติแล้ว หากไม่ใช่ให้เปลี่ยนแปลงตามความต้องการของลูกค้า
- **Qty | จำนวน (จำเป็นต้องป้อนข้อมูล)** : คือ จำนวนของสินค้าที่ต้องการจะนำออกจากสต็อก
- **UoM | หน่วย (จำเป็นต้องป้อนข้อมูล)** : คือ ชื่อเรียกของหน่วยสินค้า เช่น ชิน กลอง ถู ขวด และอื่นๆ
- **From Location | ที่มาของสินค้า ได้รับมาจากไหน (จำเป็นต้องป้อนข้อมูล)** : คือ แหล่งที่มาของสินค้า สินค้าออกมาจากไหน
- **To Location | ปลายทาง ที่จะเก็บสินค้า (จำเป็นต้องป้อนข้อมูล)** : คือ ที่เก็บสินค้า จะให้สินค้าย้ายไปอยู่ที่ไหน

The screenshot shows the 'New Goods Issue' form. The 'Draft' tab is selected. The form has several tabs: General, Shipping, Approval, and Other. The 'General' tab is active, showing fields for Journal, Number, Date, Contact, Shipping Address, and Delivery Slot. Below these, there are fields for Container, Ref, and Related To. The main table has columns for Product, Qty, UoM, From Location, To Location, Qty2, Lot / Serial Number, Track, From Container, Packaging, # Packages, Addons, and Related To. The 'Save' and 'Confirm' buttons are at the bottom.

หลังจากป้อนข้อมูลเสร็จแล้ว ให้เลือกยืนยันที่ปุ่ม "Confirm", สถานะของสินค้าจะเปลี่ยนจาก ฉบับร่าง "Draft" เป็นคาดการณ์ ถูกวางแผนไว้แล้ว "Planned". ซึ่งในที่นี้ หมายความว่าสินค้านี้ได้ถูกวางแผนไว้แล้วว่าจะย้ายออกจากสต็อกที่ (1) ไปที่ (2) แต่ยังไม่



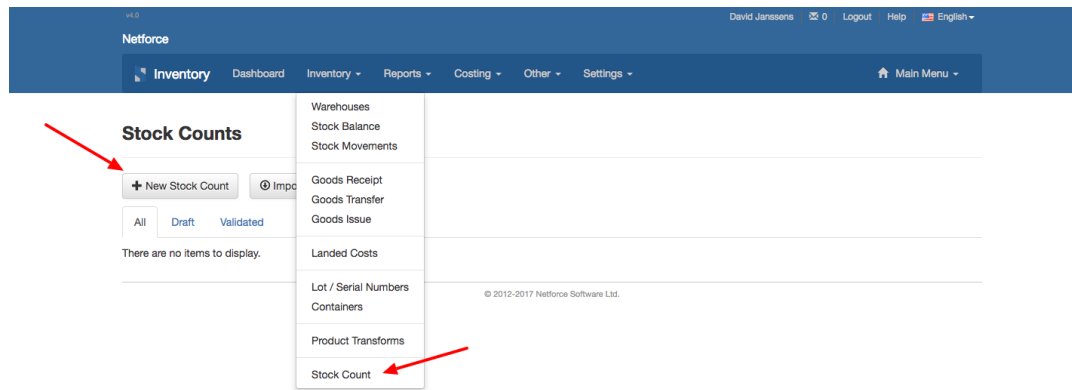
ได้มีการย้ายสินค้าออกจริง.

ขั้นตอนถัดไป หากต้องการยืนยันการย้ายสินค้าจริง ให้เลือกอนุมัติ โดยเลือกปุ่ม **"Approve"**, การเลือกปุ่มอนุมัตินี้ สถานะของสินค้าในสต็อกจะเปลี่ยนสถานะจาก ถูกวางแผนไว้แล้ว **"Planned"** เป็น อนุมัติแล้ว **"Approved"**.

ขั้นตอนสุดท้าย ลูกค้าสามารถเลือกตรวจสอบและยืนยัน โดยเลือกปุ่ม **"Validate"**, ซึ่งการเลือกยืนยันนี้ สถานะของสินค้าจะมีการเปลี่ยนแปลงจริง จะออกจาก จากสต็อกที่ (1) ไปที่ (2) จริง โดยจะเปลี่ยนแปลงจาก ถูกวางแผนไว้แล้ว **"Planned"** เป็น ย้ายออกไปเสร็จสมบูรณ์แล้วจริง **"Completed"**.

## 2.3 การนับสินค้าในสต็อก

การนับสินค้าในสต็อก, ไปที่เมนู "Inventory", เลือกนับสินค้า "Stock Count" และเลือกการนับสินค้าใหม่ (ล่าสุด) "New Stock Count".



ในหน้า การนับสินค้าในสต็อก, ให้ป้อนข้อมูลที่จำเป็นดังนี้:

- **Warehouse | คลังสินค้า ที่เก็บสินค้า (จำเป็นต้องป้อนข้อมูล):** คือ ชื่อคลังสินค้า สถานที่ๆ นับสินค้า
- **Date | วันที่ (จำเป็นต้องป้อนข้อมูล):** วัน เดือน ปี ที่ทำการนับสินค้า

ในหน้า การนับสินค้าในสต็อก ให้ป้อนข้อมูลในรายละเอียด (ข้อมูลที่จะเป็นในแถบสีเหลือง) ดังต่อไปนี้:

- **Product | ชื่อสินค้า (จำเป็นต้องป้อนข้อมูล):** the product that is counted
  - ระบบจะแสดงข้อมูลอัตโนมัติในรายการ "Bin Location" สถานที่อยู่ของสินค้า, "Previous Qty" จำนวนสินค้าก่อนหน้านี้, "Previous Cost Price" ราคาต้นทุนสินค้าก่อนหน้านี้, และ "Previous Cost Amount" ค่าใช้จ่ายก่อนหน้านี้
- **New Qty | จำนวนสินค้าที่นับได้ล่าสุด (จำเป็นต้องป้อนข้อมูล):** คือ จำนวนสินค้าที่นับได้ในครั้งนี้ (ในปัจจุบัน ล่าสุด) ในคลัง
- **New Cost Price | ราคาต้นทุนสินค้าล่าสุด (จำเป็นต้องป้อนข้อมูล):** คือ ราคาต้นทุนสินค้าล่าสุด ที่ต้องการป้อนในคลังสินค้า

The screenshot shows the 'Edit Stock Count' form in the Netforce system. The form is titled 'Draft' and has tabs for 'General' and 'Other'. The 'General' tab is active. It contains fields for 'Warehouse' (set to 'Warehouse'), 'Date' (set to '2017-03-30'), and 'Number' (set to 'SC-0001'). Below these fields is a table with columns: 'Product', 'Lot / Serial Number', 'Bin Location', 'Previous Qty', 'Previous Cost Price', 'Previous Cost Amount', 'New Qty', 'New Cost Price', 'New Cost Amount', and 'UoM'. The table has five rows of data, each with a red arrow pointing to the 'New Qty' column. The total 'New Cost Amount' is 83,500.00. At the bottom of the table are 'Save' and 'Validate' buttons. A red arrow points to the 'Validate' button. Below the table is a 'Comments' section with an 'Add' button and the text 'There are no items to display.'

ลูกค้าสามารถเลือกได้ว่าต้องการที่จะทำการบันทึกรายการ ฉบับร่างไว้ก่อน หรือยืนยันการนับจริง

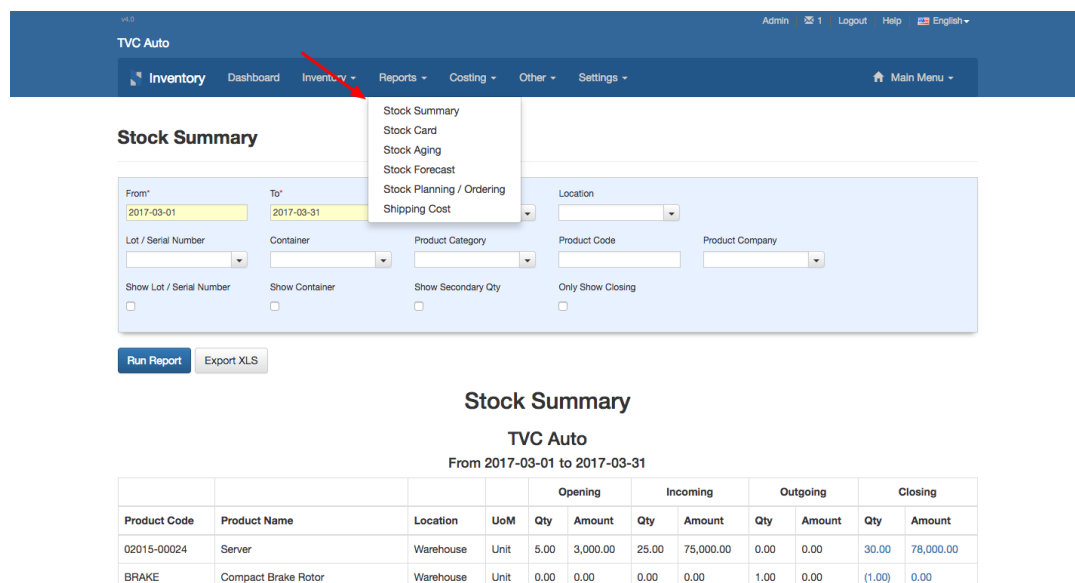
โดยหากต้องการบันทึกเป็นฉบับร่างไว้ก่อน ให้เลือกปุ่ม **"Save"**.

และเมื่อตรวจสอบความถูกต้อง และต้องการยืนยันการนับสินค้าล่าสุดนั้นจริง ให้ทำการยืนยัน โดยเลือกปุ่ม **"Validate"**. สถานะของจำนวนสินค้าจะเปลี่ยนแปลงทันที โดยจะเปลี่ยนแปลงไปและมีข้อความ **"Completed"** ปรากฏในหน้าจอ ซึ่งรายการนับสินค้านี้จะถูกบันทึกและสร้างขึ้นในการงานการนับสต็อก.

## 2.10 เรียกดูรายงานสรุปสต็อกสินค้า

ลูกค้าสามารถเรียกดูข้อมูลสรุปรายงานสต็อกสินค้าได้ โดยรายงานจะสรุปจำนวนสินค้าแต่ละรายการ ที่เก็บอยู่ในสต็อกในคลังสินค้าทั้งหมดในแต่ละที่.

การเรียกดูรายงานสามารถทำได้, โดยไปที่ "Inventory", ให้เลือก "Stock Summary" เพื่อดูรายการสรุปสต็อกทั้งหมด.



**Stock Summary**

TVC Auto

From: 2017-03-01 To: 2017-03-31

Location: [Dropdown]

Product Code: [Dropdown] Product Category: [Dropdown] Product Company: [Dropdown]

Show Lot / Serial Number: ☐ Show Container: ☐ Show Secondary Qty: ☐ Only Show Closing: ☐

Run Report Export XLS

**Stock Summary**

TVC Auto

From 2017-03-01 to 2017-03-31

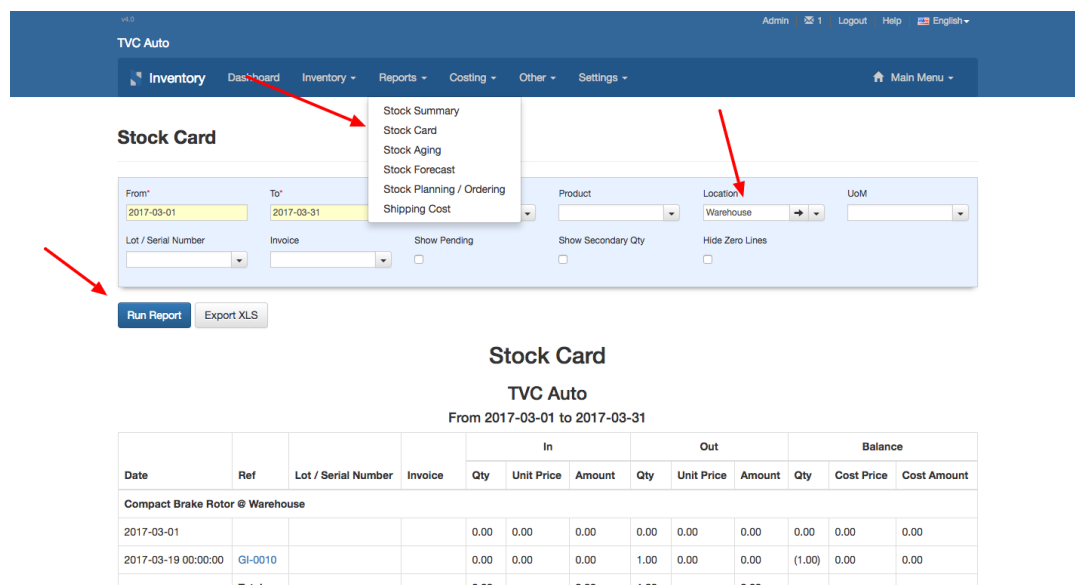
Product Code	Product Name	Location	UoM	Opening		Incoming		Outgoing		Closing	
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
02015-00024	Server	Warehouse	Unit	5.00	3,000.00	25.00	75,000.00	0.00	0.00	30.00	78,000.00
BRAKE	Compact Brake Rotor	Warehouse	Unit	0.00	0.00	0.00	0.00	1.00	0.00	(1.00)	0.00

รายงานสรุปสต็อกนี้ ลูกค้าสามารถเลือกเรียกดูได้ ตามรายชื่อสินค้า โดยเลือก "Product" และสามารถเลือกเรียกดูเฉพาะสถานที่เก็บสินค้าในสต็อก โดยเลือก "Location" ขั้นตอนสุดท้ายเลือกปุ่ม "Run Report" เพื่อทำการสรุปรายงาน.

## 2.21 เลือกดู รายงานการวัดสต็อกสินค้า

รายงานการวัดสต็อกสินค้า จะแสดงข้อมูลประวัติของสินค้า โดยระบุเฉพาะเจาะจงสินค้าแต่ละรายการที่ลูกค้าเลือกดู และแสดงข้อมูลสถานที่เก็บสินค้าในคลังต่างๆ.

การเลือกดูรายงาน การวัดสต็อกสินค้านั้น ทำได้โดย, ไปที่เมนู "Inventory" , เลือก "Stock Card".



Date	Ref	Lot / Serial Number	Invoice	In			Out			Balance	
				Qty	Unit Price	Amount	Qty	Unit Price	Amount	Qty	Cost Price
Compact Brake Rotor @ Warehouse											
2017-03-01				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2017-03-19 00:00:00	GI-0010			0.00	0.00	0.00	1.00	0.00	(1.00)	0.00	0.00
	Total			0.00		0.00	1.00		0.00		

ลูกค้าสามารถเรียกดูรายงาน การวัดสต็อกสินค้า โดยระบุชี้เฉพาะเจาะจงในสินค้าแต่ละชนิดได้ โดยเลือก "Product" และสามารถเลือกดูสถานที่เก็บสินค้าเฉพาะที่ได้โดย เลือก "Location" และขั้นตอนสุดท้าย เลือกปุ่ม "Run Report" เพื่อทำการสรุปข้อมูลและแสดงรายงาน.

## 3. Sales & CRM

### 3.1 Create a sales order

To create a sales order, go to the **"Sales"** menu, then click **"Sales Orders"** and **"New Sales Order"**.

In the sales order form, enter the following fields:

- **Contact (required)**: the customer of the sales order
- **Delivery Date (required)**: the date when the sold items have to be delivered

In the sales order lines sheet, enter the following fields:

- **Product (optional)**: the product that is sold
  - Selecting a product will automatically fill the Description, Qty, UoM, Unit Price, Account and Tax Rate fields configured in the product
- **Description (required)**: description of item that is sold
- **Qty (optional)**: quantity of items sold
- **UoM (optional)**: unit of measure
- **Unit Price (optional)**: sales price of the sold item
- **Tax Rate (optional)**: tax rate to apply for the sold item
- **Amount (required)**: total sales amount for this item

If you just want to save the sales order and leave it in **Draft** status, click on the **"Save"** button.

If you want to confirm the sales order, click on the **"Confirm"** button. The status of the sales order will change to **"Confirmed"**.

After the sales order is confirmed, it can be copied to a customer invoice and a goods issue.

## 3.2 Create a quotation

To create a quotation, go to the **"Sales"** menu, then click **"Quotations"** and **"New Quotation"**.

In the quotation form, enter the following fields:

- **Contact (required)**: the customer to which quotation is addressed
- **Expiry Date (required)**: the date until which the quotation is valid

In the quotation lines sheet, enter the following fields:

- **Product (optional)**: the product that is sold
  - Selecting a product will automatically fill the Description, Qty, UoM, Unit Price, Account and Tax Rate fields configured in the product
- **Description (required)**: description of item that is sold
- **Qty (optional)**: quantity of items sold
- **UoM (optional)**: unit of measure
- **Unit Price (optional)**: sales price of the sold item
- **Tax Rate (optional)**: tax rate to apply for the sold item
- **Amount (required)**: total sales amount for this item

If you just want to save the quotation and leave it in **Draft** status, click on the **"Save"** button.

If you want to confirm the quotation, click on the **"Confirm"** button. The status of the sales order will change to **"Confirmed"**.

When the customer accepts the offer, the quotation can be copied to a sales order.

### 3.3 Create a sales opportunity



### 3.4 Create a sales lead

## 4. Purchasing

### 4.1 Create a purchase order

To create a purchase order, go to the **"Purchasing"** menu, then click **"Purchase Orders"** and **"New Purchase Order"**.

In the purchase order form, enter the following fields:

- **Contact (required)**: the supplier to which the purchase order will be sent
- **Delivery Date (required)**: the date when the purchased items have to be delivered

In the purchase order lines sheet, enter the following fields:

- **Product (optional)**: the product that is sold
  - Selecting a product will automatically fill the Description, Qty, UoM, Unit Price, Account and Tax Rate fields configured in the product
- **Description (required)**: description of item that is sold
- **Qty (optional)**: quantity of items sold
- **UoM (optional)**: unit of measure
- **Unit Price (optional)**: sales price of the sold item
- **Tax Rate (optional)**: tax rate to apply for the sold item
- **Amount (required)**: total sales amount for this item

If you just want to save the purchase order and leave it in **"Draft"** status, click on the **"Save"** button.

If you want to confirm the purchase order, click on the **"Confirm"** button. The status of the purchase order will change to **"Confirmed"**.

After the purchase order is confirmed, it can be copied to a supplier invoice and a goods receipt.

## . ระบบบัญชี