



Scan to visit our AutoCount Website

AutoCount Item Package Module

Table of Contents

1.0	Introduction
2.0	Settings
2.1	➤ Check Back Order Quantity
3.0	Features
3.1	➤ Add as Item Template
3.2	➤ Maintain Item Package
3.3	➤ View Item Package Maintenance again
3.4	➤ Item Package Transaction Inquiry
3.5	➤ Check Item Package Detail Inquiry
3.6	➤ Item Package with Serial No
4.0	Transaction
4.1	➤ Transaction - Purchase
4.2	➤ Transaction - Sales
5.0	Report
5.1	➤ Item Package Sales Report



Scan to visit our AutoCount Website

1.0 Introduction

The Autocount Item Package Module is a feature within the Autocount Accounting software that allows businesses to create and maintain item packages. This module is designed to simplify the invoicing process for regular combinations of items that are often sold together as a package, especially during seasonal or promotional periods. This module is used to maintain item package and to ease the invoicing process of regular combination of items.



Scan to visit our AutoCount Website

2.0 Settings

2.1 Check Back Order Quantity

Go to *Tools > Options > Stock > General Stock Setting*

Check the “Check Back Order QTY In Item Package” to check the quantity of back order left in item package.

The screenshot shows the 'Options' dialog box with the 'Stock' category selected. Under 'General Stock Setting', the 'Check Back Order Qty In Item Package' checkbox is checked and highlighted with a red box. Other visible settings include 'Default' set to 'UNIT', 'Automatic Generation of Item Code Format' set to '%G%T-<000>', and 'Stock Item Cost Encoding' set to 'ABCDEFGHIJKL'.

Character	Meaning
%G	Will be replaced with the Item Group's Short Code.
%T	Will be replaced with the Item Type's Short Code.
%B	Will be replaced with the Item Brand's Short Code.
%A	Will be replaced with the Item Category's Short Code.
%C	Will be replaced with the Item Class's Short Code.
%%	Will be replaced with the character %.
< 0..0 >	Will be replaced a running number starts from 1 and left padding with 0's.
%<	Will be replaced with the character <.
%>	Will be replaced with the character >.



Scan to visit our AutoCount Website

3.0 Features

3.1 Add as Item Template

If you check the function “Add as Item Template”, the item included in item package will display as a single item.

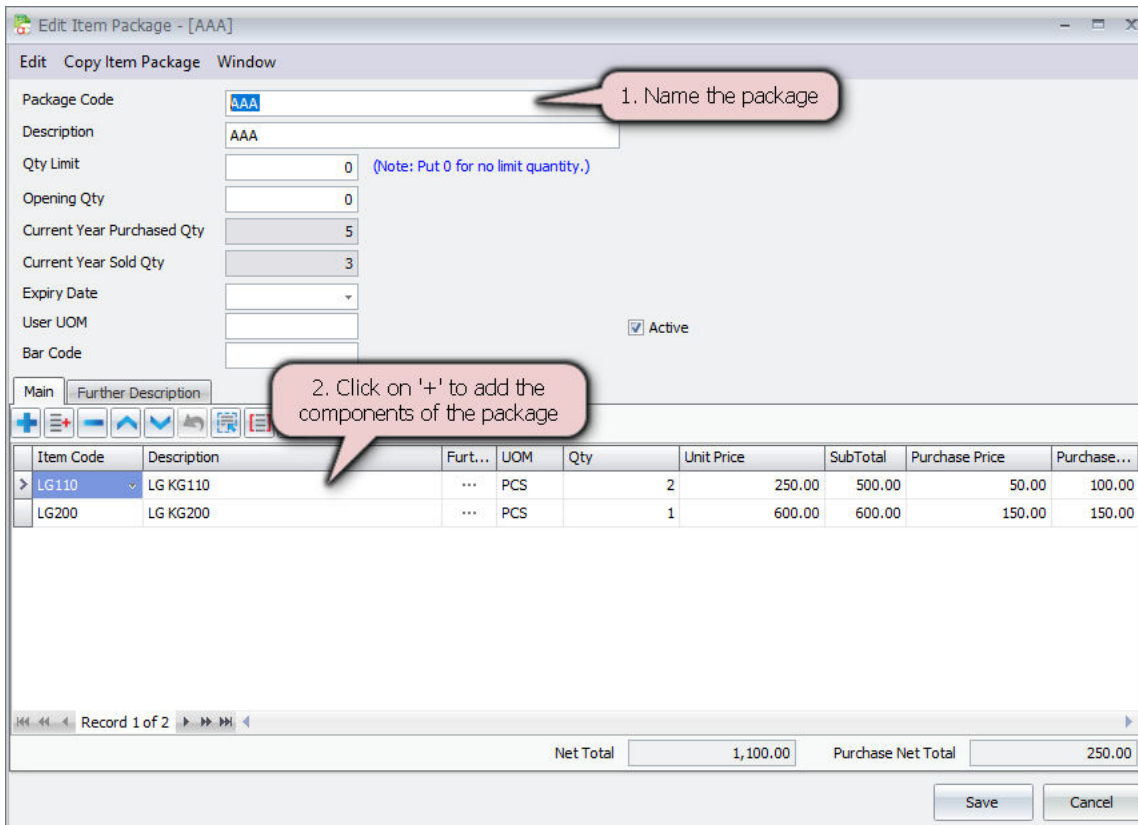
The screenshot shows the 'New Invoice' window in AutoCount Accounting. The window title is 'New Invoice - [Next Possible No: I-000027] - MOBILE PHONE TRADING 2014 - AutoCount Accounting (Ver: 2.0)'. The interface includes a menu bar (Home, Edit, Item Matrix), a toolbar with various icons, and a main form area. The form contains fields for Name (300-A001), Invoice No (<<New>>), Date (15/04/2021), Branch, Sales Location (HQ), and Ship Via. Below these fields is a table with columns: Item Co..., Description, Description 2, UOM, Batch, U., F., To., Dis1, Dis 2, Posti..., Debt..., Debt..., Sale..., G..., G..., S..., GST, Tota..., Total (mc). The table contains two rows of data for 'APPLE IPHO...' items. The first row is highlighted with a red box. Below the table, there are fields for GST Code, GST Rate, Discount, Taxable, and Local. The Subtotal (ex) is 50.00, and the Total is 50.00. The window also has a 'Proceed New Invoice' checkbox and buttons for 'Save', 'Save & Preview', 'Save & Print', and 'Cancel'.

Item Co...	Description	Description 2	UOM	Batch	U.	F.	To.	Dis1	Dis 2	Posti...	Debt...	Debt...	Sale...	G...	G...	S...	GST	Tota...	Total (mc)
APPL...	APPLE IPHO...		PCS	HQ	1	10...	0	10...									0.00	10.00	10.00
APPL...	APPLE IPHO...		PCS	HQ	2	20...	0	40...									0.00	40.00	40.00



3.2 Maintain Item Package

1. Go to *Stock > Item Package Maintenance*
2. Click on *Create A New Item Package*



Qty Limit: maximum units of this package that can be sold

Opening Quantity: opening quantity of this package unit

Current Year Purchased Qty: total package unit purchased in current fiscal year (auto calculated)

Current Year Sold Qty: total package unit sold in current fiscal year (auto calculated)

Expiry Date: to set the last selling day for this package

User UOM: the UOM for this package; this is not a stock item UOM and it will not appear in Stock Card Report..

Bar Code: to set the barcode of the item package

3. Click on '+' sign to add items that are included under this package.
4. Click on *Save*.



Scan to visit our AutoCount Website

3.3 View Item Package Maintenance again

Go to *Stock > Item Package Maintenance*

Package Code	Description	Unit Price	Qty Limit	Opening Qty	Purchased Qty	Sold Qty	Bal. Qty	Bar Code	Expiry Date	Expired?	Active?
> AAA	AAA	1,100.00	0	0	5	3	2			<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notice that Purchased/Sold/Balance Quantity is updated.

Highlight a Package Code, click on *View*



Scan to visit our AutoCount Website

View Item Package - [AAA]

Edit Copy Item Package Window

Package Code: AAA

Description: AAA

Qty Limit: 0 (Note: Put 0 for no limit quantity.)

Opening Qty: 0

Current Year Purchased Qty: 5

Current Year Sold Qty: 3

Expiry Date: [dropdown]

User UOM: [dropdown] Active

Bar Code: [text]

Main Further Description

Item Code	Description	Fur...	UOM	Qty	Unit Price	SubTotal	Purchase Price	Purchas...
> LG110	LG KG110	...	PCS	2	250.00	500.00		
LG200	LG KG200	...	PCS	1	600.00	600.00		

Record 1 of 2

Net Total: 1,100.00 Purchase Net Total: 0.00

Edit Close

Noticed that the current year purchased and sold quantity is updated.



Scan to visit our AutoCount Website

3.4 Item Package Transaction Inquiry

Go to *Inquiry > Item Package Transaction Inquiry*

Select Item Package Code,

transaction record will be displayed...

Doc. Type	Doc. No.	Date	Acc No.	Company Na...	Location	Qty	Unit Price	Discount Amt.	Sub Total
IV	I-000009	20-11-2017	300-C001	CARE PHON...	HQ	3	1,100.00	0.00	3,300.00
PI	PI-000005	20-11-2017	400-B001	BEST PHONE...	HQ	5	3,500.00	0.00	17,500.00



Scan to visit our AutoCount Website

3.5 Check Item Package Detail Inquiry

1. Go to *Inquiry > Check Item Package Detail Inquiry*
2. Select Item Package Code,
3. Click on *Inquiry...*

The screenshot shows the 'Check Item Package Detail' window in the AutoCount Accounting software. The window title is 'Check Item Package Detail - MOBILE PHONE TRADING 2014 [v2 testing] - AutoCount Accounting (Ver: 2.0) (Rev: 55)'. The menu bar includes File, G/L, A/R, A/P, Inquiry, Stock, Sales, Purchase, Bonus Point, Business Flow, General Maintenance, Tools, GST, Window, Help, and Report. The main area is titled 'Check Item Package Detail' and contains a 'Filter Options' section with a 'Package Code' field set to 'AAA'. Below this are checkboxes for 'Include Outstanding P/O & Outstanding S/O & Outstanding A/O' and 'Calculate All UOMs'. A toolbar contains buttons for 'Inquiry', 'Preview', 'Print', 'Hide Options', and 'Close'. The 'Inquiry' button is highlighted with a callout: '2. Click on Inquiry'. The 'Package Code' field has a callout: '1. Select a package code'. Below the toolbar, there are fields for 'Expiry Date' and 'Max. Package Qty' (set to 2), with a callout: '3. This is the max qty that can be packaged.. (based on the smallest Max Package Qty of the component item list below)'. At the bottom, there is a table with two tabs: 'Item Package' and 'Item Package Summary'. The 'Item Package Summary' tab is active, showing a table with columns: Item Code, Description, UOM, Unit Price, Sub Total, Required Qty, Available Qty, and Max. Package Qty. The table contains two rows: one for 'LG110' (LG KG110, PCS, 250.00, 500.00, 2, 15, 7) and one for 'LG200' (LG KG200, PCS, 600.00, 600.00, 1, 2, 2).

Item Code	Description	UOM	Unit Price	Sub Total	Required Qty	Available Qty	Max. Package Qty
LG110	LG KG110	PCS	250.00	500.00	2	15	7
LG200	LG KG200	PCS	600.00	600.00	1	2	2



Scan to visit our AutoCount Website

Check Item Package Detail - MOBILE PHONE TRADING 2014 [v2 testing] - AutoCount Accounting (Ver: 2.0) (Rev: 55)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point Business Flow General Maintenance Tools GST Window Help | Report

Check Item Package Detail

Filter Options

Package Code: AAA

Include Outstanding P/O & Outstanding S/O & Outstanding A/O

Calculate All UOMs

Inquiry Preview Print Hide Options Close

Basic Info

Description: AAA

Expiry Date: UOM:

Max. Package Qty: 2

Item Package: **Item Package Summary**

Drag a column header here to group by that column

Item Code	Available Qty	Max. Package Qty
> LG110	15	7
LG200	2	2

Record 1 of 2



Scan to visit our AutoCount Website

3.6 Item Package with Serial No

When dealing with sales/purchase documents (such as Delivery Order, Invoice, Cash Sale, Goods Received Note, Purchase Invoice, Cash Purchase ...), while adding an Item Package, user may directly specify the package quantity, and if the package has one or more sub-items that uses serial number control, the screen of input/selecting serial numbers will be prompted immediately before return to document transaction screen.

For example: Sales Invoice...

Item ...	Description	F...	UOM	Batc...	Loca...	De...	Qty	Unit Price	Disco...	FOC ...	Total	GST C...	GST R...	GST	Total (ex)	Total (inc)	
Invoice																	
												0	0	0.00	0.00	0.00	0.00

Subtotal (ex) 0.00
Taxable Amount 0.00
GST 0.00
Local Total 0.00
Total 0.00



Scan to visit our AutoCount Website

The 'Find Item Package' dialog box is shown with the 'Item Package Quantity' field set to 3. A callout bubble points to this field with the text: "1. Specify the quantity for selected Item Package." The 'Search' button is highlighted. Below the search criteria, a table displays search results for packages AAA and BBB. At the bottom, the 'OK' button is highlighted with a red box, and a callout bubble points to it with the text: "2. ok".

Package Code	Description	Unit Price	Qty Limit	Opening Qty	Purchased ...	Sold Qty	Bal. Qty	Bar Code	Expiry D...	Expired?	Active?
AAA	AAA	1,100.00	0	0	5	3	2			<input type="checkbox"/>	<input checked="" type="checkbox"/>
BBB	BBB	150.00	0	0	0	0	0			<input type="checkbox"/>	<input checked="" type="checkbox"/>

The 'Serial Number' dialog box is shown for item code 'MAXIS100 (MAXIS RELOAD CARD RM100)' with a required quantity of 3. A callout bubble points to the 'Scan Serial Number Bar Code' field with the text: "3. The screen will be prompted for you to scan/define/select the serial numbers involved." Below, a table shows available serial numbers A1004, A1005, and A1006. At the bottom, the 'Close' button is highlighted with a red box, and a callout bubble points to it with the text: "4. Close.".

Starting S/N	Ending S/N	Qty	Remarks	Note
A1004	A1006	3		...

Serial Number	Batch ...	Manufacture...	Expiry Date	Last Sales ...	Qty	Cost	Consign	Remarks	Note
A1004					1	0.00000...			...
A1005					1	0.00000...			...
A1006					1	0.00000...			...



Scan to visit our AutoCount Website

New Invoice - [Next Possible No: I-000010] - MOBILE PHONE TRADING 2014 [v2 testing] - AutoCount Accounting (Ver: 2.0)

Home Edit

Clipboard: Copy Whole Document, Paste Whole Document, Copy Selected Details, Paste Selected Details, Copy as Spreadsheet, Paste Item Detail Only

Undo Master, Apply Address, Edit MRU Items, Can Transfer?, Others

Payment: New Payment, Posting, Calculation

Tools: Refresh Account No, Profit Calculator, Show Selected Price Book Rules, Data Entry by Past Sales Records, Show Tax Summary

Debtor: 300-C001
Name: CARE PHONE SDN BHD
Address: NO. 38, JALAN SATU, 41200 KLANG

Invoice No: <<New>>
Date: 20-11-2017
Branch:
Sales Location: HQ
Ship Via:
Credit Term: Net 60 days
Sales Agent: FION
Shipping Info:

5. The quantity field is filled.

Item C...	Description	Fur...	UOM	Batch...	Locat...	Dep...	Qty	Unit Price	Discount	FOC Qty	Total	GST Code	GST Rate	GST	Total (ex)	Total (inc)
BBB					HQ		3	150.00			450.00			27.00	450.00	477.00
Package Detail																
Item Code	Description	Fur...	Batch No.	UOM	Qty	Unit Price	Taxable Amount	GST Code	GST Rate	GST	GST Adjustment					
MAXIS100	MAXIS RELOA...			PCS	1	100.00	300.00	SR-S	6	18.00						
MAXIS50	MAXIS RELOA...			PCS	1	50.00	150.00	SR-S	6	9.00						
Record 1 of 1																



Scan to visit our AutoCount Website

4.0 Transaction

4.1 Transaction - Purchase

Item Package is available in all types of Sales/Purchase documents.

Go to *Purchase > Purchase Invoice*

Click on *Create A New Purchase Invoice*

Item Code	Description	Bat...	Loc...	De...	UOM	Qty	Unit ...	Disco...	C/N Amt.	Total	GST C...	GST R...	GST	Total (ex)	Total (inc)
Purchase Invoice															
										0	0.00	0.00	0.00	0.00	0.00

Subtotal (ex) 0.00
Taxable Amount 0.00
GST 0.00
Local Total 0.00
Total 0.00

Assign a Creditor/Supplier,

Click on *Item Package* button



Scan to visit our AutoCount Website

Package Code	Description	Unit Price	Qty Limit	Opening Qty	Purchased ...	Sold Qty	Bal. Qty	Bar Code	Expiry D...	Expired?	Active?
AAA	AAA	1,100.00	0	0	0	0	0			<input type="checkbox"/>	<input checked="" type="checkbox"/>
BBB	BBB	2,700.00	0	0	0	0	0			<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click on **Search**,

From Search Result, highlight to select a Package Code, then click on **OK**...



Scan to visit our AutoCount Website

Window Title: Edit Purchase Invoice - [PI-000005] - MOBILE PHONE TRADING 2014 [v2 testing] - AutoCount Accounting (Ver: 2.0)

Supplier: 400-B001
Name: BEST PHONE MALAYSIA SDN BHD
Address: [Empty]
Branch: [Empty]
Purchase Location: HQ

P/I No: PI-000005
Supplier D/O No: [Empty]
Supplier Invoice No: [Empty]
Date: 20-11-2017
Credit Term: C.O.D.
Purchase Agent: STELLA
Shipping Via: [Empty]
Ship Info: [Empty]

Item Code	Description	Bat...	Loc...	De...	UOM	Qty	Unit Price	Disco...	C/N Amt.	Total	GST ...	GST ...	GST	Total (ex)	Total (inc)
AAA	AAA	...	HQ			5	250.00			1,250.00			75.00	1,250.00	1,325.00

Package Detail

ItemCode	Description	Further D...	UOM	Batch No.	Qty	Unit Price	C/N Amt.	Taxable A...	GST Code	GST Rate	GST	GST Adjust...
LG110	LG KG110	...	PCS		2	50.00		500.00	TX-S	6	30.00	
LG200	LG KG200	...	PCS		1	150.00		750.00	TX-S	6	45.00	

Summary:

Subtotal (ex)	1,250.00
GST	75.00
Total	1,325.00

Outstanding: 18,550.00
Currency: MYR, Rate: 1

You may change the quantity of package and its sub total will be changed accordingly;

For example, I have changed the quantity to 5,

Click on the '+' sign in **Item Code** column to expand the package details;

While the package row is expanded,

You may change the item package details such as quantity and price, the Unit Price and sub total of the package will be changed accordingly;

You may click on the '+' or '-' sign from the tool bar, to add or remove items in package details;

Click on **Save & Preview**,



Scan to visit our AutoCount Website

		MOBILE PHONE TRADING 2014				
		27, JALAN MERU, TAMAN DESA PARK, 43200 KUALA LUMPUR. Tel: 03-96358213 GST ID No : 123456789				
PURCHASE INVOICE			No. : PI-000005			
BEST PHONE MALAYSIA SDN BHD		Our GRN No. :				
		Terms : C.O.D.				
		Date : 20-11-2017				
TEL :		FAX :		Page : 1 of 1		
Attn:						
Item	Description	UOM	Qty	U/ Price RM	Disc.	Total RM
1.	AAA		5	250.00		1,325.00
	<i>Item</i>	<i>Items Description</i>				<i>Quantity</i>
	1.	LG KG110				10
	2.	LG KG200				5

You can view the Purchase Invoice as per shown above.



Scan to visit our AutoCount Website

4.2 Transaction - Sales

Item Package is available in all types of Sales/Purchase documents.

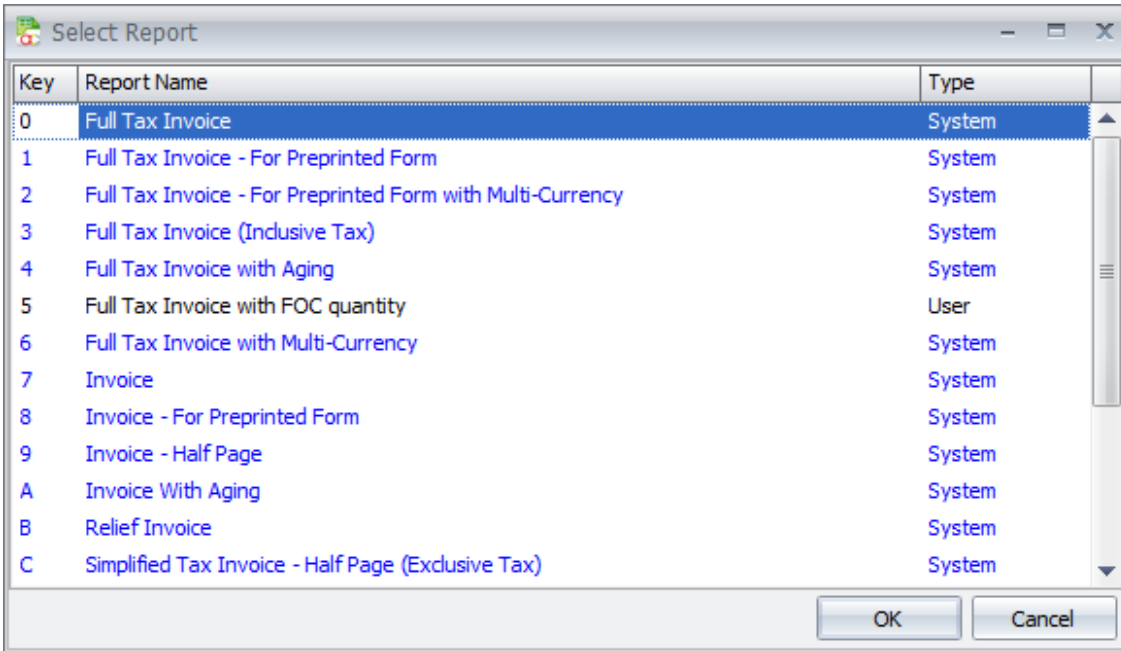
1. Go to **Sales > Invoice**
2. Click on **Create A New Invoice**
3. Assign a Creditor/Supplier,
4. Click on **Item Package** button,
5. Click on **Search**,
6. From Search Result, highlight to select a Package Code, then click on **OK...**

Item ...	Description	F...	UOM	Batc...	Loca...	De...	Qty	Unit Price	Disco...	FOC ...	Total	GST C...	GST R...	GST	Total (ex)	Total (inc)
AAA		...			HQ		3	1,100.00			3,300.00			198.00	3,300.00	3,498.00
Package Detail																
Item Code	Description	Fu...	Batch No.	UOM	Qty	Unit Price	Taxable Am...	GST Code	GST Rate	GST	GST Adjustm...					
LG110	LG KG110	...		PCS	2	250.00	1,500.00	SR-S	6	90.00						
LG200	LG KG200	...		PCS	1	600.00	1,800.00	SR-S	6	108.00						
Record 1 of 1																
															Subtotal (ex)	3,300.00
															Taxable Amount	3,300.00
															GST	198.00
															Local Total	3,498.00
															Total	3,498.00

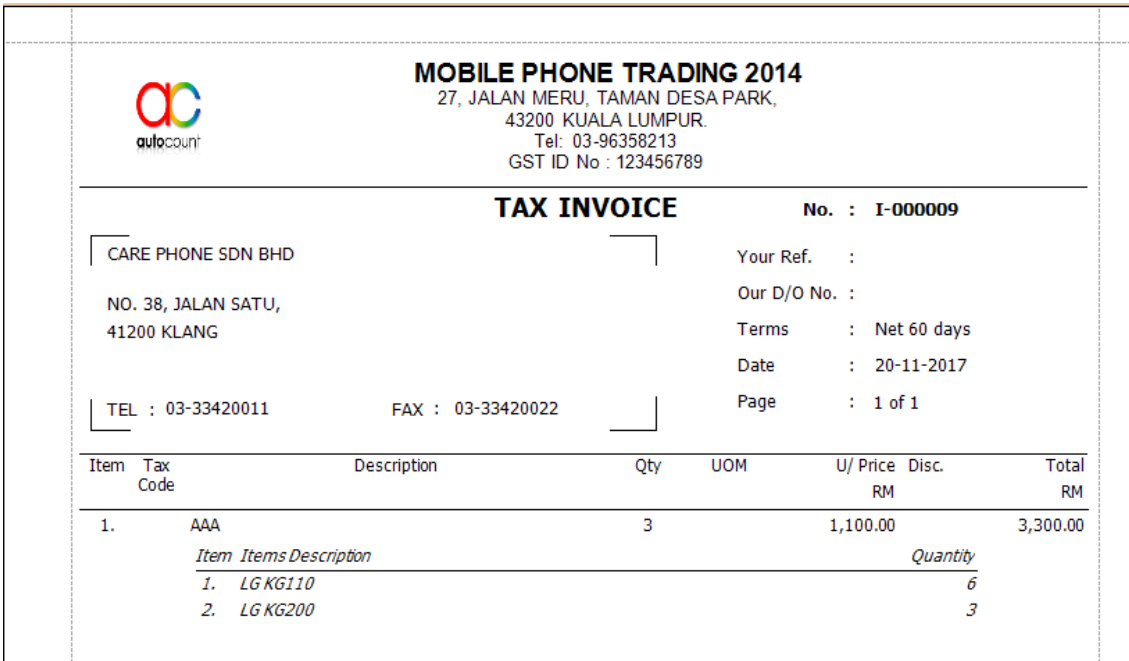
7. Changed the package quantity to **3**,
8. Click on **Save & Preview**,



Scan to visit our AutoCount Website



9. Click on **OK**,



You can view the Tax Invoice as per shown above.

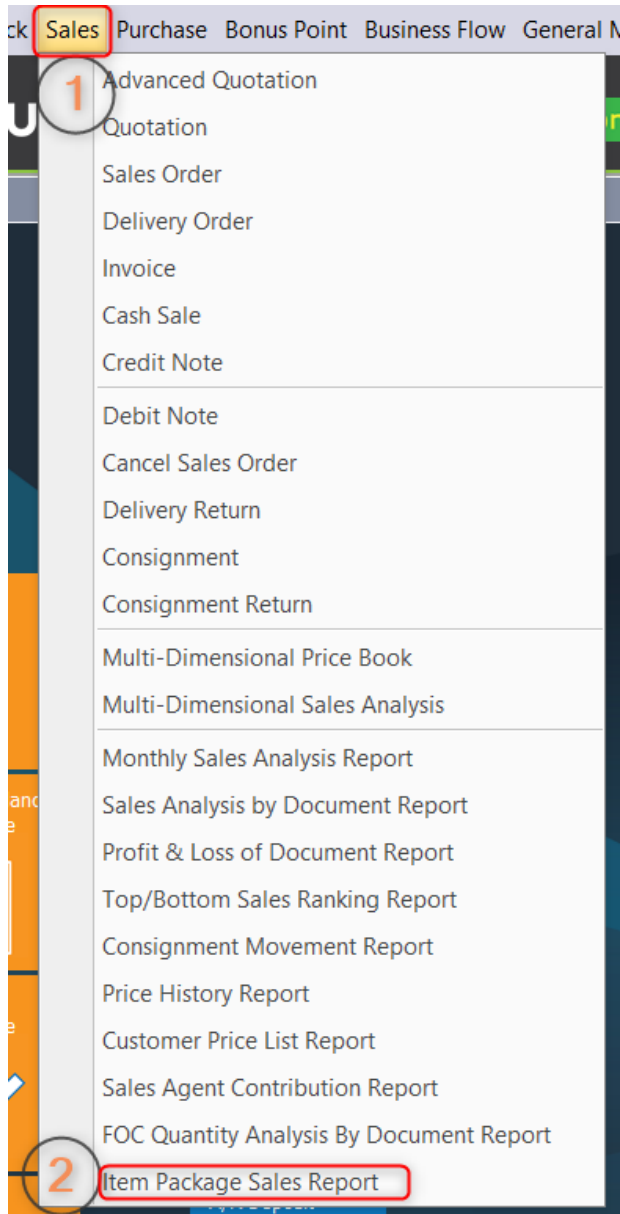


Scan to visit our AutoCount Website

5.0 Report

5.1 Item Package Sales Report

Go to **Sales > Item Package Sales Report**





Scan to visit our AutoCount Website

You can use the filter options to generate the report accordingly.

Item Package Sales - POS BACKEND - AutoCount Accounting (Ver: 2.0) (Rev: 136)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point Point of Sale General Maintenance Tools Tax Window Help Report

Item Package Sales

Filter Options

Date Range: 01/01/2020 to 09/03/2020

Package Code: No filter

Debtor Code: No filter

Sales Location: No filter

Package Active Option: Print Active Package Print Inactive Package

Document Options

Include Invoice (IV) Include Cash Sale (CS)

Include Credit Note (CN) Include Debit Note (DN)

Include Point Of Sales(OS)

Report Options

Show Criteria In Report

Inquiry Preview Print Hide Options Criteria Close

Drag a column header here to group by that column

Package Code	Description	Location	Qty Limit	Sold Qty	Package Price	Expiry Date			
DESKTOP SET	DESKTOP SET	HQ			2,440.00	31/12/2020			
DESKTOP SET	DESKTOP SET	KLANG			2,440.00	31/12/2020			
Details									
Doc Type	Doc No	Doc Date	Debtor Code	Company Name	Stock Location	Qty	Unit Price	Discount Amt.	Sub Total
CS	CS-000001	24/02/2020	300-C001	CUSTOMER	KLANG	1	2,440.00	0.00	2,440.00
SAMSUNG NOTE 10 SET							2	3,880.00	
Details									
Doc Type	Doc No	Doc Date	Debtor Code	Company Name	Stock Location	Qty	Unit Price	Discount Amt.	Sub Total
OS	TO1-000001	17/02/2020			HQ	1	3,880.00	0.00	3,880.00
IV	I-000004	28/02/2020	300-C001	CUSTOMER	HQ	1	3,900.00	0.00	3,900.00

Record 2 of 3

There are some filters and options provided for this report :

- **Filter Options** : Allows users to perform some basic filtering.
- **Document Options** : Allows users to select what document types to include when processing report.
- **Report Options** : Standard report options to show criteria in printout report.