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## Shopee Plug-In

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## 1.0 Introduction

Autocount Shopee plugin is designed to facilitate the integration of Shopee accounts, defaults, and syncs with AutoCount, a popular accounting software. Users can efficiently manage their Shopee accounts, defaults, and syncs with AutoCount, streamlining their accounting processes and improving overall productivity.



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## 2.0 Installing the Plug-In

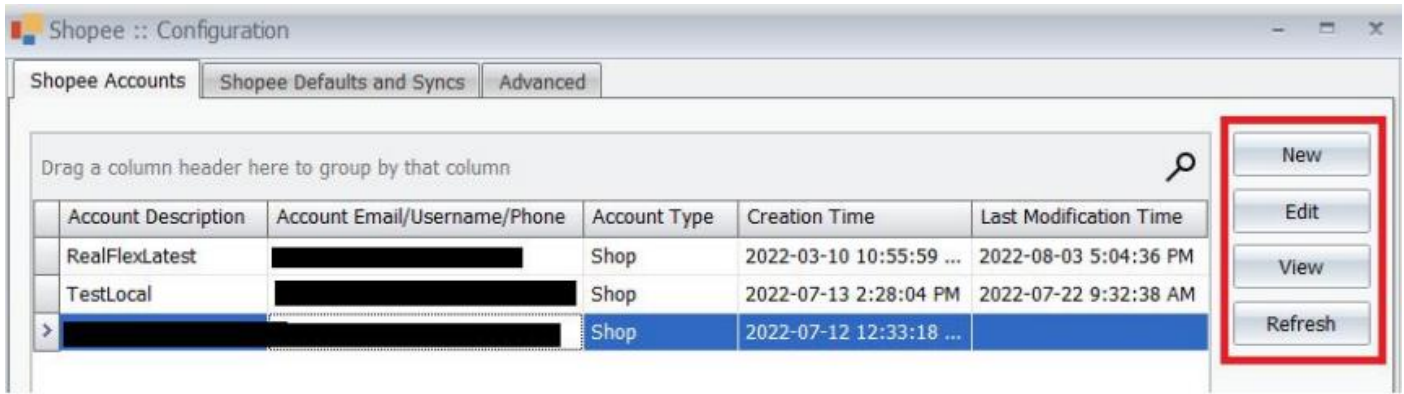
1. Go to **Tools > Plug-In Manager**
2. Click on the “**Install**” button.
3. Browse for the related **.app file** (shopee)
4. A new window will prompt with some basic information of this plug-in.
5. Click on the “**Install**” button again to proceed.
6. A confirmation message will be prompted after that.
7. Click “**Yes**” to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.



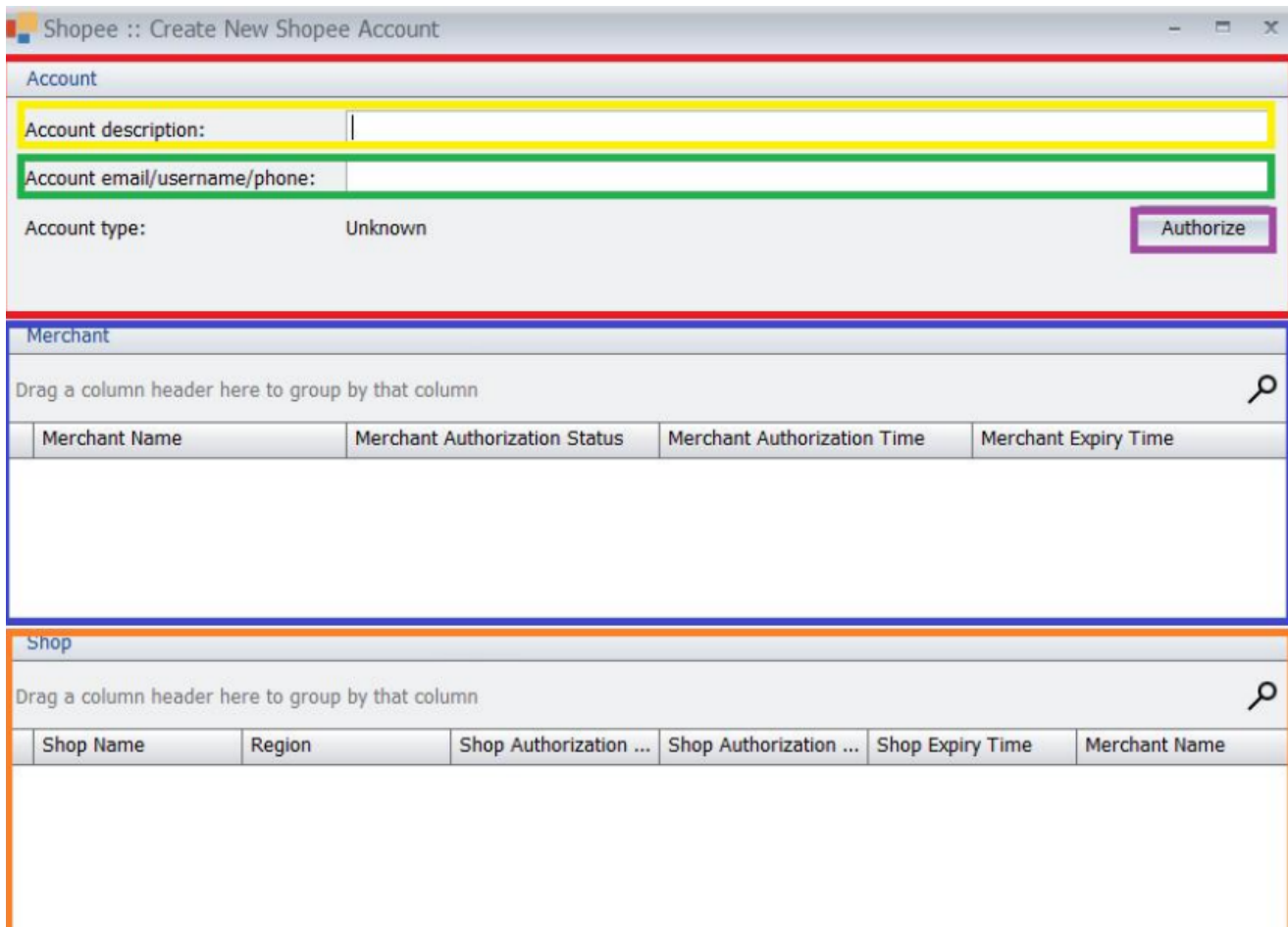
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### 3.0 Create New Shopee Account

1. Go to **Shopee > Configuration**.
2. Click on the **"New"** button to create a new Shopee account.



3. Fill in the required fields, including the account description, account email, username, or phone number.





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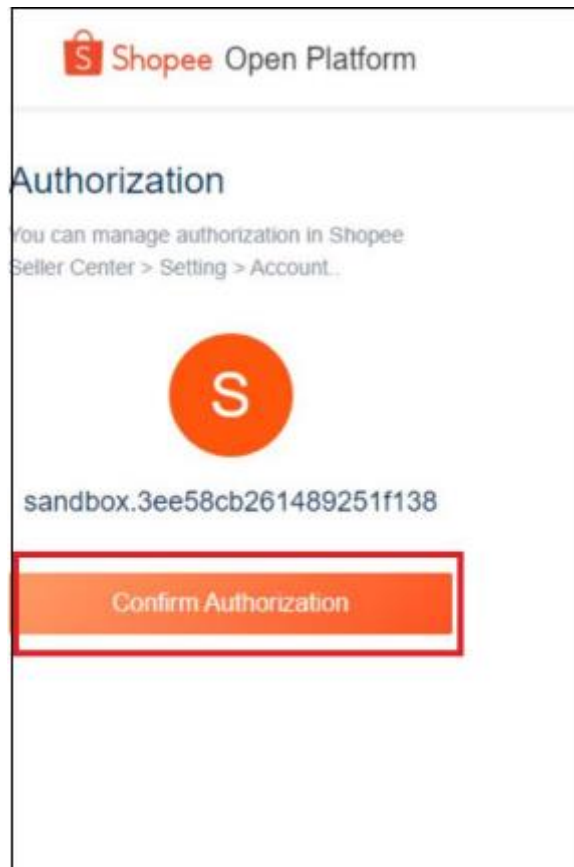
4. Make sure the values provided are unique and include the phone prefix if a phone number is chosen.

The screenshot shows a browser window titled "Shopee :: Create New Shopee Account". The "Account description" field contains "Test". The "Account email/username/phone:" field contains "+60123456789", which is highlighted with a red box. A red arrow points from this box to the phone number field in the login form below. The login form is titled "Login to Authorize Shopee Openplatform APP" and includes a country dropdown set to "MY", a phone number field containing "+60123456789" (highlighted with a red box), a password field (highlighted with a blue box), a "Forgot Password?" link, a "Log In" button (highlighted with a yellow box), and a "Switch to Sub Account" button. A red arrow points from the phone number field in the login form back to the phone number field in the account creation form. A red text annotation "The value should be the same" is placed near the arrow.



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5. Click on the **"Authorize"** button to authorize the Shopee account.
6. A browser window will appear, prompting you to select the region, email/username/phone, and password for the Shopee account. Fill in the necessary fields and click on the "Login In" button to log in to the Shopee account.
7. Click on the **"Confirm Authorization"** button to confirm the authorization of the Shopee account.






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### 3.1 Edit Shopee Account

1. Go to **Shopee > Configuration**.
2. Click on the **"Edit"** button to modify the existing Shopee account.
3. You can change the account description and save the new description by clicking the save button.
4. Editing the account's email/username/phone is not allowed in this operation.
5. You can reauthorize the Shopee account to renew the authorization or unauthorize the account, which is like the steps for authorizing the account.
6. When you unauthorize the Shopee account, the account's data will be removed from the plugin, which is equivalent to a delete operation.

**Account**


Account description:  

Account email/username/phone:

Account type: Shop

---


**Merchant**

Drag a column header here to group by that column 

Merchant Name	Merchant Authorization Status	Merchant Authorization Time	Merchant Expiry Time

---

**Shop**

Drag a column header here to group by that column 

Shop Name	Region	Shop Authorization Status	Shop Authorization Time	Shop Expiry Time	Merchant Name
> <input type="text" value="REDACTED"/>	MY	Authorized	2022-08-03 5:04:30 PM	2023-08-03 11:59:59 PM	



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### 3.2 Create New Shopee Default

1. Go to **Configuration > Shopee Defaults and syncs**.
2. Click on the **"New"** button to create a new Shopee default.
3. Fill in the required fields in the Shopee Default section, including the Shopee account, default debtor, default location, default payment method, default department (optional), default project (optional), default package price correction item, default buyer shipping fee item, default voucher item, default bundle deal item, default add-on deal item, default buyer coin item, default sales invoice no. format, and default AR payment no. format.
4. Tick the **"Enable contra transaction fees"** option to show the Shopee Seller Fees section.

Shopee :: Create New Shopee Default

Shopee Default | Shopee Seller Fees | Shopee Sync

Shopee account: Select a Shopee account...

Default debtor: Select a default debtor...

Default location: Select a default location...

Default payment method: Select a default payment method...

Default department (optional): Select a default department...

Default project (optional): Select a default project...

Default package price correction item: Select a default package price correction item...

Default buyer shipping fee item: Select a default buyer shipping fee item...

Default voucher item: Select a default voucher item...

Default bundle deal item: Select a default bundle deal item...

Default add-on deal item: Select a default add-on deal item...

Default buyer coin item: Select a default buyer coin item...

Default sales invoice no. format: Select a default sales invoice no. format...

Default AR payment no. format: Select a default AR payment no. format...

Default document date format: Select a default document date format...

Enable default item

Default item: Select a default item...

Post order to sales order

Default sales order no. format: Select a default sales order no. format...

Skip sales posting for partial and fully refunded and returned order

Default implicit mapped UOM type: Base UOM

Default order status for sales posting:  Unpaid  To ship  Processed  Shipped  Completed

**Enable contra transaction fees**

Process Shopee discounts of contra transaction fees into item unit price

Save Cancel



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5. Fill in the required fields in the Shopee Seller Fees section (if applicable).

Field Label	Value
Default buyer transaction fee item:	Select a default buyer transaction fee item...
Default seller transaction fee item:	Select a default seller transaction fee item...
Default seller shipping fee item:	Select a default seller shipping fee item...
Default seller coin item:	Select a default seller coin item...
Default service fee item:	Select a default service fee item...
Default commission fee item:	Select a default commission fee item...
Default cross border tax item:	Select a default cross border tax item...
Default escrow tax item:	Select a default escrow tax item...
Default Shopee DRC refund amount item:	Select a default Shopee DRC refund amount item...
Default Shopee discount item:	Select a default Shopee discount item...
Default payment promotion item:	Select a default payment promotion item...
Default product value-added tax item:	Select a default product value-added tax item...
Default shipping value-added tax item:	Select a default shipping value-added tax item...
Default campaign fee item:	Select a default campaign fee item...
Default reverse shipping fee item:	Select a default reverse shipping fee item...
Default RSF seller protection fee claim item:	Select a default RSF seller protection fee claim item...
Default RSF seller protection fee premium item:	Select a default RSF seller protection fee premium item...
Default escrow product GST item:	Select a default escrow product GST item...
Default escrow shipping GST item:	Select a default escrow shipping GST item...



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6. Fill in the required fields in the Shopee Sync section.
7. Click on the **"Save"** button to save the new Shopee default.

The screenshot shows a software window titled "Shopee :: Create New Shopee Default" with three tabs: "Shopee Default", "Shopee Seller Fees", and "Shopee Sync". The "Shopee Sync" tab is active. The form contains the following fields and options:

- Run order sync? **1**  Yes
- Service restart sync date: **2**   
*For back date resync missing orders or payment only.*
- Shopee start date: **3**   
*Shopee's orders cut off date.*
- Run inventory level sync? **4**  Yes
- Consider allocated stock? **5**  Yes, deduct quantities from unpaid, to ship and processed orders.
- Skip AR payment posting during order sync for order status: **6**  Unpaid  To ship  Processed  Shipped  Completed
- Order sync date type: **7**

The "Save" button is highlighted with a red box.



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### 3.3 Advanced – Token

1. Go to **Configuration > Advanced**.
2. Click on the **"Recreate"** button to recreate the token file used for auto order sync and inventory level sync if the token file is missing.
3. Use custom database credentials if the database used by AutoCount is located on a different machine.
4. Enter the custom database username and password in the respective fields if using custom database credentials.
5. Click on the **"Reveal token once"** button to reveal the access token and copy and save it in a secure place.
6. Click on the **"Save"** button to save the changes.

Token

Recreate the token storing database credentials. 1

Use custom database credentials 2

Custom database credentials:

Username: 3

Password: 4



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### 3.4 Advanced – Log

1. Go to Configuration > Advanced.
2. Automate the clearing of logs for order management, order sync, and inventory level sync daily, with users having the flexibility to adjust the frequency by specifying the number of days.
3. To modify settings, click "Edit," and to apply changes, click "Save."

Log

Clear order management log every 1 day(s). ①

Clear order sync log every 1 day(s). ②

Clear inventory level sync log every 1 day(s). ③

Save Edit



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### 4.0 Item Mapper

1. Go to **Shopee >Item Mapper**
2. Tick to select item, can match with existing item or item package from autocount.
3. Create new item with insert new item code, UOM and UOM Rate
4. Click on **"Save all "**button to save all item mapping.
5. you can select multiple item the use autocount fill to get shopee value insert as item code, UOM and etc.
6. To delete a mapping, select the mapping to be cleared and click on the **"Clear Mapping"** button.

General

Refresh View Changes View Errors Clear Mapping Autofill Save All Options Mapping Status

There are 6 unsaved new mapping(s) and 3 errors. Only valid mappings can be saved.

Current Shopee Account: RealFlexLatest Current Shopee Merchant: - Current Shopee Shop: [Redacted] Account Info

Change Shopee Account Exit

**← Toolbar**

**Item mapping**

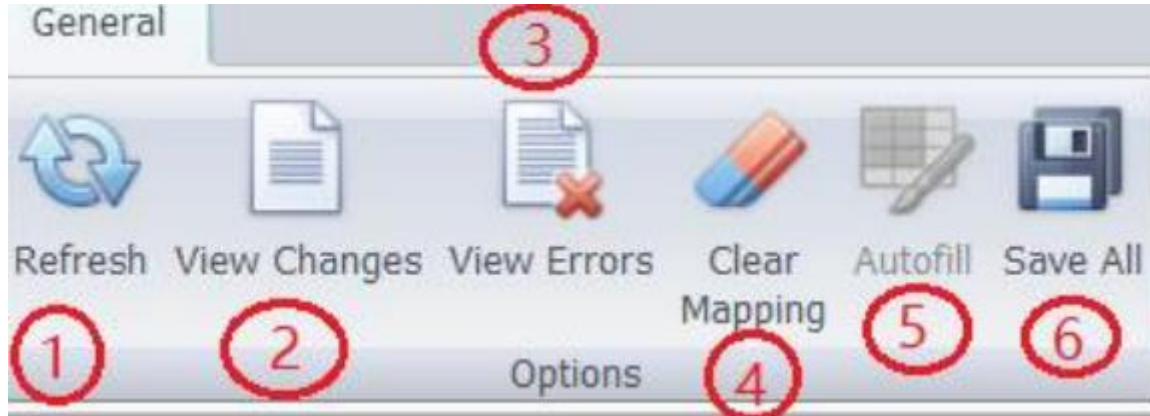
Drag a column header here to group by that column

Mapped	Item Code	UOM	Package Code	New Item Code	New Item UOM	Rate	Standard Selling Price	Description	Bar Code	Shopee Variant ID	Shopee Variant Name	Shopee SKU	Shopee Parent SKU	Shopee Price
Error	APPLE IPHONE 5							APPLE IPHONE 5		10970719358	Jack 'n Jill Roller Coaster Cheese Potato Rings 100g		JDCHEESE	3.50
Mapped	CELCOM10	PCS	DAHFA			1	10.00	CELCOM REL...		10870761405	Munchy's Sugar Crackers 3 Packs 390g		MUNCHY	5.00
Mapped							0.00			12048223018	Pringles Original 107g		PRINGLES	5.00
Error				ITEM						12348234521	Mamee Mister Potato Crisps Honey Cheese 150g		MMHONEY	5.00
Error				ITEM1	UOM					11770716123	Mamee Mister Potato Crisps Original 150g		MMHORI	8.00
Mapped				ITEM2	UOM	1	2.50	ITEM2		13548260834	Twisties Flavoured Corn Snacks Red Cherry Tomato Flavour 60g		TTTOMATO	2.50
Not Mapped										13748226262	Mamee Mister Potato Crisps Tomato 150g		MMTOMATO	5.00
Not Mapped										11970764140	Hup Seng Cream Crackers 428g		HUPSENG	5.50
Not Mapped										12143754919	Lipton Yellow Label Black Tea 50 Tea Bags x 2g (100g)		123456789	12.50
Not Mapped										13148355393	Sneek Ku Mi-Mi Prawn Snacks 10 x 20g		SKMMI	4.50
Not Mapped										13248234180	Jack 'n Jill Roller Coaster Barbecue Potato Rings 100g		JBBQ	3.50
Not Mapped										13748258159	Ngan Yin Hand Brand Groundnut 120g		3312	5.00
Mapped			1				3.25	LOWER PRICE		39016342099	Animal Theme T-shirt - L / Husky	TS-HUSKY-L		69.00
Not Mapped										39016342100	Animal Theme T-shirt - L / Tiger	TS-TIGER-L		69.00
Not Mapped										39016342101	Animal Theme T-shirt - S / Cat	TS-CAT-S		69.00
Not Mapped										39016342102	Animal Theme T-shirt - S / Husky	TS-HUSKY-S		69.00
Mapped	APPLE IPHONE 5	PCS				1	2199.00	APPLE IPHONE 5		39016342103	Animal Theme T-shirt - M / Cat	TS-CAT-M		69.00
Not Mapped										39016342104	Animal Theme T-shirt - M / Tiger	TS-TIGER-M		69.00
Not Mapped										39016342105	Animal Theme T-shirt - S / Tiger	TS-TIGER-S		69.00
Not Mapped										39016342106	Animal Theme T-shirt - M / Husky	TS-HUSKY-M		69.00
Not Mapped										39016342107	Animal Theme T-shirt - L / Cat	TS-CAT-L		69.00
Not Mapped										13748330406	Dahfa Dried Fish Fillet 120g		DAHFA	10.00
Not Mapped										11470740919	Twisties Kaboom! Flavoured Corn Snacks Spiced BBQ Curry Flavour 6...		TTBBQ	2.50
Not Mapped										11470763202	Glisco Pecky Chocolate Biscuit Stick 40g		GLISCO	3.50
Not Mapped										11970361491	Mamee Mister Potato Crisps Hot & Spicy 150g		MMHOT	5.00
Not Mapped										12447618315	Mamee Mister Potato Crisps BBQ 150g		MMBBQ	5.00
Not Mapped										12148358051	Sneek Ku Tam Tam Crab Snack 10pck 200g		SKTAMTAM	4.50



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## 4.1 Item Mapper – Options



### 1. Refresh:

- Allows users to refresh Shopee items and item mapping information in the item mapping section.
- Unsaved new mappings will be removed, so users are advised to save unsaved new mappings before using this option to prevent data loss.

### 2. View Changes:

- Allows users to view current changes made to item mapping, including unsaved new mappings and new mappings with errors.

Ma...	Item C...	U...	Packa...	New It...	New It...	...	Standard S...	Description	Bar ...	Shopee Variant Name	Shop...	Shopee...
> Error	APPLE ...							APPLE IPHONE 5		Jack 'n Jill Roller Coaster Cheese P...		3.50
Ma...	CELCO...	P...				1	10.00	CELCOM RELO...		Munchy's Sugar Crackers 3 Packs ...		5.00
Ma...			DAHFA				0.00			Pringles Original 107g		5.00
Error				ITEM						Mamee Mister Potato Crisps Honey...		5.00
Error				ITEM1	UOM					Mamee Mister Potato Crisps Origin...		8.00
Ma...				ITEM2	UOM	1	2.50	ITEM2		Twisties Flavoured Corn Snacks R...		2.50



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3. View Errors:

- Allows users to view information about current new mappings with errors, including the reasons for errors.
- Users can fix errors based on the provided reasons to change invalid unsaved new mappings to valid unsaved new mappings.

Shopee :: View Item Mapping Errors

Drag a column header here to group by that column

Item Code	U...	Package ...	New Item...	New Item...	R...	Standard Selli...	Bar C...	Shopee Variant Name	Error Reason
> APPLE IP...								Jack 'n Jill Roller Coaster Cheese ...	An UOM is required.
			ITEM					Mamee Mister Potato Crisps Hone...	New item UOM is required.
			ITEM1	UOM				Mamee Mister Potato Crisps Origi...	Rate with a correct forma...

4. Clear Mapping:

- Allows users to clear saved mappings and unsaved new mappings.
- Users can select multiple rows or focus on a single row to apply this option.
- After applying this option, users should use the Save All option to save changes; otherwise, cleared mappings will remain in an unsaved status.



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#### 5. Autofill:

- Allows users to autofill Shopee items attributes into the item mapping section based on a format guide.
- Used for the creation of new AutoCount stock items with corresponding Shopee items' attributes.
- Enabled when users multi-select one or more rows in the item mapping section.



#### 6. Save All:

- Allows users to save all unsaved new mappings.
- Only valid new mappings can be saved using this option; mappings with errors will be skipped and logged during the saving process.



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## 4.2 View Item Mapper

1. Go to **Shopee > View Item Mapping**

Shopee Variant ID	Shopee Variant Name	Shopee SKU	Shopee Parent SKU	Shopee Price	Mapped Item Code	Mapped Item UOM	Rate	Mapped Package Code	Standard Selling Price	Bar Code	Description
13248234180	Stack 'n' all Roller Coaster Barbecue Potato Rings 100g		ZIBBQ	3.50	SPI-QS	TEST	1		20.00		SHOPPY QUICK SALES
39016342099	Animal Theme T-shirt - L / Husky	TS-HUSKY-L		69.00				1	3.25		LOWER PRICE
39016342103	Animal Theme T-shirt - M / Cat	TS-CAT-M		69.00	APPLE IPHONE 5	PCS	1		2199.00		APPLE IPHONE 5

## 4.3 Manage Order

1. Go to **Shopee > Manage order.**
2. Filter the date that u you want.
3. Select **"Order Create Time"** or **"Order Update Time"**

Date Range: 1 10-07-2022 to 24-07-2022

Date Range Type: 2 Order Create Time

Refresh 3

Order Options

4. Choose different order status to view the order.

1 Unpaid (0)

2 To Ship (0)

3 Processed (0)

4 Shipped (0)

5 Completed (2)

6 In Cancel (0)

7 Cancelled (0)

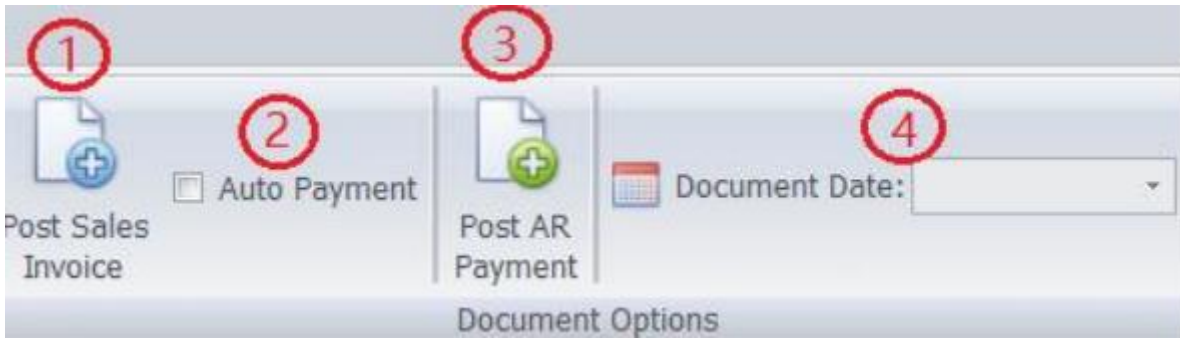
8 Invoice Pending (0)

Order Status



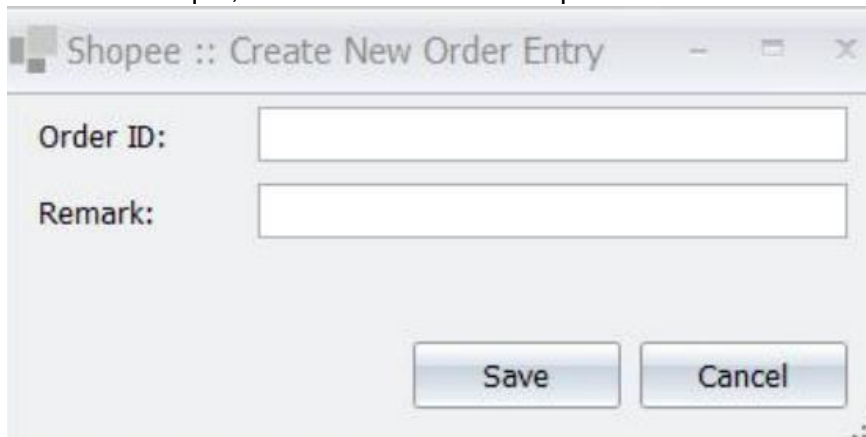
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5. Click on **"Post sales invoice"** to post the invoice into system.
6. Tick **"Auto Payment"**, if want to auto knock off.
7. Click on **"Post AR Payment"** to post to the AR Received Payment in system.

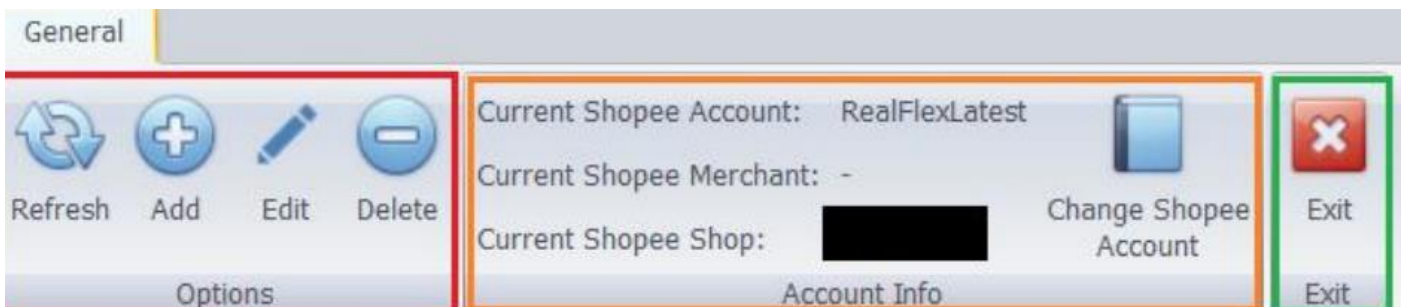


#### 4.4 Manage Pending Order

1. Go to Shopee > Manage Pending Order
2. Refresh: This option allows users to refresh the pending orders.
3. Add: Users can add a Shopee order they want the auto order sync to sync again. The order ID field should be unique, and the remark field is optional.



4. Edit: This option allows users to edit an existing pending order.
5. Delete: Users can delete an existing pending order, and it also allows for the deletion of multiple pending orders by selecting them.





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## 5.0 Application Log

1. Go to **Shopee > Application Log**.
2. **"Refresh"** is the Refresh option, for the users to refresh the application log.
3. **"Date Range"** is filter option allows users to select a range of dates to view the events that have occurred within that specific date range.

Event Date Time	Updated Event Date Time	Event Type	AutoCount User	Description
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	Creating UDF SpOrderId (Shopee
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	UDF [SpOrderId (Shopee Order
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	Creating UDF SpOrderId (Shopee
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	Creating UDF SpOrderId (Shopee
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	Attempting to save new databas
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	Saving new database credentials:
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	New database credentials with u
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	Attempting to insert new token v
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	Inserting new token with usernam
2022-06-16 9:32:40 AM	2022-06-16 9:32:40 AM	Info	ADMIN	New token with username [sa] f
2022-06-16 9:35:48 AM	2022-08-18 3:55:53 PM	Info	ADMIN	New Shopee default record save
2022-06-16 9:35:48 AM	2022-08-18 3:55:53 PM	Info	ADMIN	Saving new Shopee default reco
2022-06-16 9:35:48 AM	2022-08-18 3:55:53 PM	Info	ADMIN	New Shopee default record with
2022-06-16 9:36:32 AM	2022-10-19 10:21:32 AM	Info	ADMIN	Attempting to save new Aflex cri
2022-06-16 9:36:32 AM	2022-10-19 10:21:32 AM	Info	ADMIN	Saving new Aflex credentials wit
2022-06-16 9:36:32 AM	2022-10-19 10:21:32 AM	Info	ADMIN	New Aflex credentials with user
2022-06-16 10:09:21 AM	2022-10-20 4:09:57 PM	Info	ADMIN	Existing Shopee default record s
2022-06-16 10:09:21 AM	2022-10-20 4:09:57 PM	Info	ADMIN	Saving existing Shopee default r
2022-06-16 10:09:21 AM	2022-10-20 4:09:57 PM	Info	ADMIN	Shopee default record with acco
2022-06-16 10:43:21 AM	2022-06-16 11:47:12 AM	Info	ADMIN	Attempting to delete existing Sh



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## 6.0 Bulk Knock Off

1. Copy the knock-off data source from a spreadsheet. The spreadsheet should have two columns: Order ID column and Statement Amount column. The value for the Order ID column should be the Shopee Order ID, whereas the value for the Statement Amount column should be the knock-off amount.

A	B
Order ID	Statement Amount
2111106TN9AKWA	20

2. Access the Bulk Knock Off feature in the A/R Payment, A/R Credit Note, or A/R and A/P Contra modules. When creating a new A/R payment, select a debtor before accessing the Bulk Knock Off feature. When editing an existing A/R payment, the Bulk Knock Off feature can be accessed directly.
3. Paste the copied data source into the Bulk Knock Off template.
4. Click on the Validate button to validate the data source. If there are any errors, they will be displayed in the Error column.

Shopee :: Bulk Knock Off

Knock off data source:  Action (for not match only):

Drag a column header here to group by that column

<input type="checkbox"/>	Shopee Order ID	Statement Amount	Outstanding Amount	Variance	Action	Status
--------------------------	-----------------	------------------	--------------------	----------	--------	--------



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- Click on the Knock Off button to knock off the AutoCount A/R invoices posted from the Shopee orders.

New A/R Receive Payment - SHOPEE\_TEST\_SRV - AutoCount Accounting (Ver: 2.0)

Home Edit

Save as Draft Save Editing Copy from other A/R Payment Copy A/R Payment Copy to a new A/R Payment Copy A/R Payment Bulk Knock-Off Unicart+ Bulk Knock-Off Shopee

Debtor : 300-B001

Project No. : Department No. :

Main External Links Note User Defined Field

Paid By : BEST PHONE SDN BHD Official Receipt No. : <<New>>

Description : Date : 20/10/2022

2nd Receipt No. :

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Charge Ta...	Bank Charge Tax	Bank Charge Bill...	Payment By	Is RCHQ	RCHQ Date
>		0.00	0.00		0.00				

Amount : 0.00  
Unapplied Amount : 0.00

Knock-off Invoices/Debit Notes

Type	Date	No.	Org. Amt.	Outstanding	Discount Due	With Disc.	Disc. Amt.	Pay	...	Knock Off D...	Order Id	Marketplace...	Shopee Orde...
> RI	10/11/2021	2111106TH9...	118.00	118.00			0.00	0.00					2111106TH9...

Proceed New Receive Payment Save Save & Preview Save & Print Cancel