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Easy Item Batch NoPlug-In

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1.0 Introduction

The AutoCount Easy Batch No Plugin simplifies the batch number assignment process, especially useful for industries like pharmaceutical and manufacturing. This plugin enables users to efficiently update batch numbers for previously issued invoices, ensuring accuracy and stock traceability.



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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** (Easy Batch No)
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.



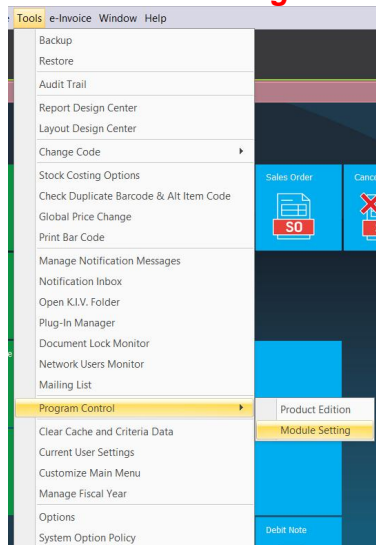
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3.0 Enabling Item Batch Module

Before using the plugin, the Batch module must be activated.

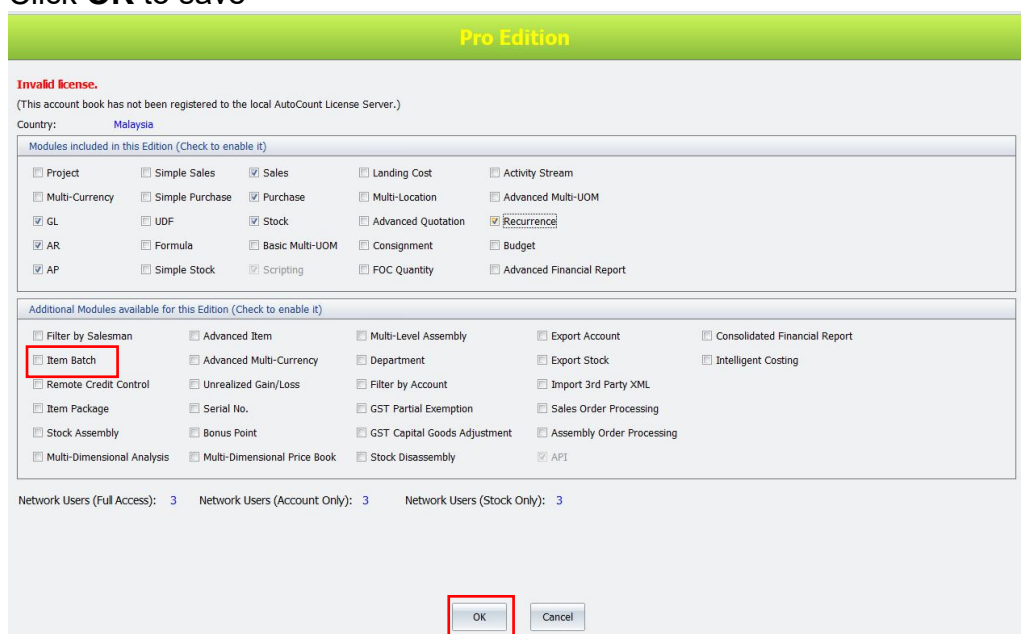
Steps:

Go to **Tools > Program Controls > Module Setting**



Tick the checkbox for **Item Batch**

Click **OK** to save



Click **OK** to save



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4.0 Creating Sales Invoice with Batch Control

Steps:

Go to **Sales > Sales Invoice**

Click **New**, and select a Debtor

Click **“+”**

Choose the item (already batch-controlled)

You may save the invoice first without batch details



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5.0 Stock Item Maintenance

Steps:

Go to **Stock > Item Maintenance**

Select the Item and Click **Edit**

Stock Item

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

Drag a column header here to group by that column

Item Code	Base UOM	UOM C...	Description	Item Group	Item Type	Stock C...	Is Active	Total Bal. Qty	Main Supplier	Whole Sale Price	Bonus Price	Promotion Price	COD Price	Retail Price	Effective Date
AAPAP1040	UNIT		1 A4 Paper 500 Sheets	STATION	Office Supply	☒	☒	100							
ABFLL1032	UNIT		1 Air Filter	AUTOPART	Part	☒	☒	100							
ABLDX1018	UNIT		1 AIR DRYER			☒	☒	200							
APPLE	each		2 Apple			☒	☒	9,500							
BALFEN1041	UNIT		1 Ballpoint Pen	STATION	Office Supply	☒	☒	100							
BAN1001	UNIT		1 Bananas	FRESH	Consumable	☒	☒	100							
BAT12V1036	UNIT		1 Battery 12V	AUTOPART	Part	☒	☒	100							
BLUEAD1017	UNIT		1 Bluetooth Earbuds	MOBILES	Product	☒	☒	100							
BRKAE-FLUD	BOTTLE		1 BRAKE-FLUID			☒	☒	200							
BRAPAD1031	UNIT		1 Brake Pads	AUTOPART	Part	☒	☒	100							
BRQ101026	UNIT		1 Bricks (100 pcs)	BUILDMAT	Material	☒	☒	100							
BUILD KIT	UNIT		1 BUILD KIT			☒	☒	200							
CAL1049	UNIT		1 Calculator	STATION	Office Supply	☒	☒	100							
CAR SERVICE KIT	UNIT		1 CAR SERVICE KIT			☒	☒	200							
CAR1002	UNIT		1 Carradio	FRESH	Consumable	☒	☒	100							
CARJAC1039	UNIT		1 Car Jack	AUTOPART	Part	☒	☒	100							
CEMBA1020	UNIT		1 Cement Bag	BUILDMAT	Material	☒	☒	100							
CONMD1027	UNIT		1 Concrete Mixer	BUILDMAT	Material	☒	☒	100							
COO1037	UNIT		1 Coolant	AUTOPART	Part	☒	☒	100							
CUC1006	UNIT		1 Cucumbers	FRESH	Consumable	☒	☒	100							
DESO1046	UNIT		1 Desk Organizer	STATION	Office Supply	☒	☒	100							
DRBEL1038	UNIT		1 Drive Belt	AUTOPART	Part	☒	☒	100							
ENGINE-OIL	BOTTLE		1 ENGINE-OIL			☒	☒	200							

Tick **Controlled by Batch No**
click **ok**

Edt Stock Item - [APPLE] - DEMOBACKUP [09/07/2025] - AutoCount Accounting (Ver: 2.2)

Copy Item Window

Item

Item Code: APPLE
Description: APPLE
Total Balance Qty: 9,500 Lead Time: Duty Rate (%): 0
Supply Tax Code: Purchase Tax Code:
Tariff Code:

Analysis Code

Item Group:
Item Type:

☒ Active
☐ Has Promoter
☐ Discontinued
☒ Auto UOM Conversion
☒ Back Order Control

Costing Method: Weighted Average **Main Supplier**: **Stock Control**: ☒ **Controlled by Batch No**: ☒ **Controlled by Serial No**: ☐ **Calculate Bonus Point**: ☒

Details | Item Batch | Replacement Item | Image | Further Description | External Link | Note | Stock Analysis

Base UOM: EACH Sales UOM: EACH Purchase UOM: EACH Report UOM: EACH

UOM Details | Alternative Item Code | Others | Sales Entitlement | User Defined Field

UOM	Rate
EACH	1
CTN	100

Cost	Markup %	Selling Price	Markdown %	Profit Margin %	A. Calc.
Real Cost	2	Price 1	0.00	0	☐
Standard Cost	0	Price 2	0.00	0	☐
Min. Purchase Price	-1.00	Price 3	0.00	0	☐
Max. Purchase Price	-1.00	Price 4	0.00	0	☐
		Price 5	0.00	0	☐
		Price 6	0.00	0	☐
		Min. Selling Price	-1.00	0	☐
		Max. Selling Price	-1.00	0	☐

Up To Date Cost

Batch No.	Qty	Unit Cost

Record 1 of 2

OK Cancel



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6.0 Creating Invoice with Credit Term

Steps:

Go to **Purchase > Purchase Invoice**

Select the Creditor

Creditor	400-A006
Name	Advance Automation Sdn Bhd
Address	No. 236, Jalan Bukit Bintang
	2nd Floor, Block B
	Johor Bahru
	Sarawak, Malaysia
Branch	

Click **"Add"**

Choose the same item

Enter the quantity, and Batch No

Save the invoice

Item Code	APPLE
Description	APPLE
Quantity	
Unit Price	
Discount	
SubTotal	0
Your PO No	
UOM	EACH
Total Qty	
Average Cost	
Last Price	

ItemCode	Batch No	Description	Quantity	ManufacturedDate	ExpiryDate
> APPLE	Apple-01	APPLE	1000	9/7/2025	9/7/2026

Add

Delete

Up

Down

Save

Close



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7.0 Updating Batch Number in Sales Invoice

Steps:

Go to **Sales > Invoice**

Click the Update button

The screenshot shows a software interface with three buttons: 'Refresh', 'View Flow', and 'Update Batch No'. The 'Update Batch No' button is highlighted with a red rectangular box. Below the buttons, there is a table with two columns: 'Total' and 'Outstanding'. The 'Total' column shows a value of 5,000.00.

The system will display eligible items for batch number update

Click Apply

The screenshot shows a dialog box titled 'Update Empty Batch No'. It contains a hint: 'This Form is used to updated invoice with empty batch no'. Below the hint, there is a table with the following columns: DocNo, DocDate, Debtor Code, Debtor Name, ItemCode, Qty, Batch No, ExpiryDate, BatchNo Bal, and Status. The table contains two rows of data:

DocNo	DocDate	Debtor Code	Debtor Name	ItemCode	Qty	Batch No	ExpiryDate	BatchNo Bal	Status
I-000005	9/7/2025	300-A001	Apple Group	APPLE	1000.00000000	Apple-01	9/6/2026	0	
I-000005	9/7/2025	300-A001	Apple Group	APPLE	1000.00000000	Apple-02	9/7/2026	0	

At the bottom right of the dialog box, there is an 'Apply' button highlighted with a red rectangular box and a 'Cancel' button.

The system auto-updates the Batch No in the sales invoice

The screenshot shows a message box titled 'AutoCount Accounting' with the text 'Batch update completed.' and an 'OK' button. A mouse cursor is pointing at the 'OK' button.