

## Improved Inventory (Item Journal)

Means enhancing data available items in stock equally to the number of items that are actually applied. The count was the event that is limited the need to improve the product in stock.

### The window to save the document to Item Journal.

The window can be divided into three sections :

- Basic Data is a recording detailed documentation improvements reduce product.
- Note & Attachment is a recording detailed description of the notes and conditions.
- Define Field is a recording that more information is available form filled out manually (Define Field tab will only appear if it sets Define Field only).

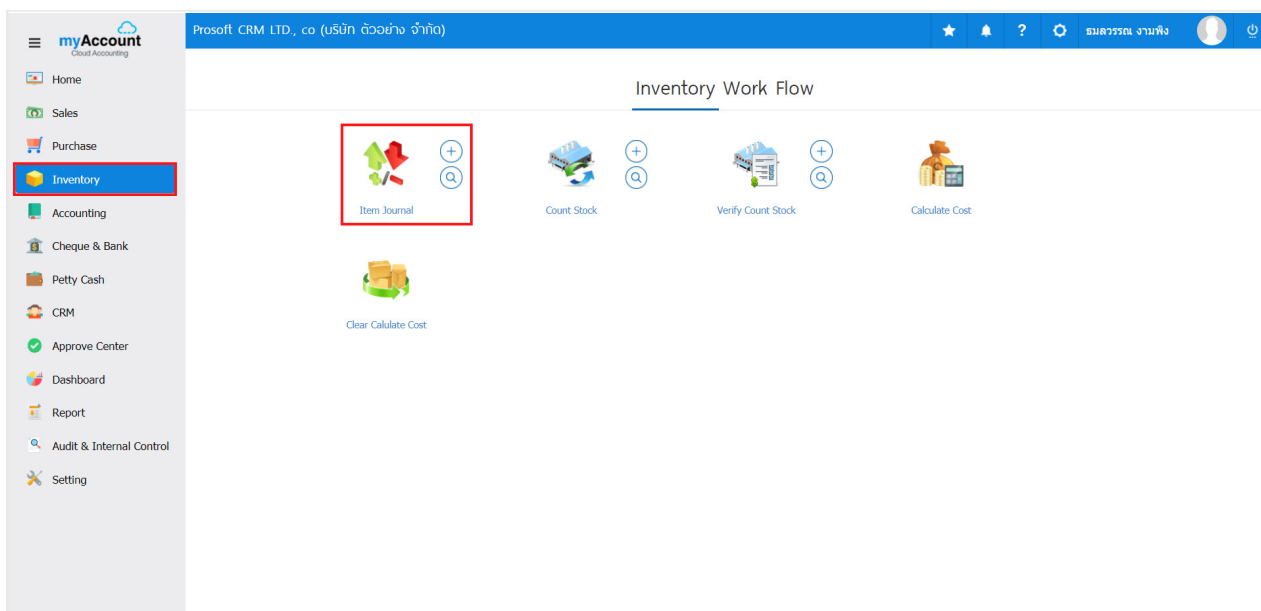
### Types of recording the Item Journal.

Recording the improvements of increasing and decreasing products can be divided into 2 forms :

- Recorded by Key Information Document increasing and decreasing new products.
- Recording using the "Copy" recording the improvements of increasing and decreasing products that previously recorded program information as the original document in order to save time during data recording.

## The process of the improvements of increasing and decreasing products

1. The user can save the document to add increasing and decreasing products by pressing the "Inventory"> "Item Journal" Figure.



2. The system will display an updated list of increasing and decreasing products. Users can create, update, add, reduce new product by pressing the "New" button at the top right of the screen shown in figure.

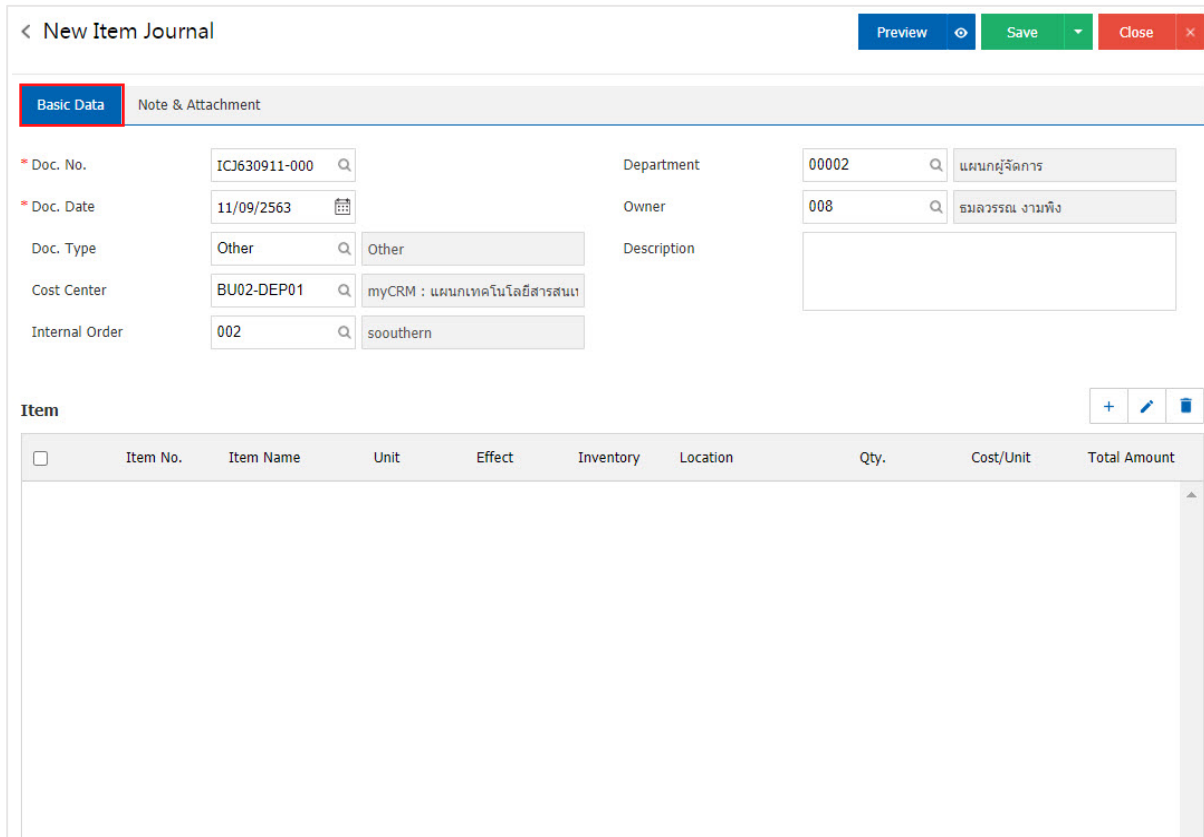
Item Journal
New

All Item Journal

	Doc. Date	Doc. No.	Description	Doc. Type	Total Amount	Owner
<input type="checkbox"/>	10/09/2563	ICJ630910-0001		Adjust Stock	15,000.00	
<input type="checkbox"/>	21/08/2563	ICJ630821-000		Adjust Stock	150,000.00	อาร์รัตน์ โนนศิริ
<input type="checkbox"/>	06/08/2563	ICJ630806-000		Adjust Stock	1,000.00	พิชิตพล อนุวงศ์
<input type="checkbox"/>	24/07/2563	ICJ630724-002		Adjust Stock	100,000.00	พิชิตพล อนุวงศ์
<input type="checkbox"/>	09/07/2563	ICJ630709-000		Receive Goods	0.00	
<input type="checkbox"/>	09/07/2563	ICJ630709-001		Adjust Stock	30,000.00	ลำดวน รัญจวนจิต
<input type="checkbox"/>	22/06/2563	ICJ630622-000		Transfer Goods	0.00	
<input type="checkbox"/>	12/06/2563	ICJ630612-000		Adjust Stock	2,500.00	
<input type="checkbox"/>	22/05/2563	ICJ630522-001		Adjust Stock	500.00	ธมลวรรณ จามพิง
<input type="checkbox"/>	13/05/2563	ICJ630513-000		Adjust Stock	54,000.00	
<input type="checkbox"/>	13/05/2563	ICJ630513-001		Transfer Goods	0.00	
<input type="checkbox"/>	13/05/2563	ICJ630513-002		Transfer Goods	0.00	
<input type="checkbox"/>	12/05/2563	ICJ630512-000		Transfer Goods	500.00	

1
2
20
Items per page
1 - 20 Items From 24 Items

3. In the "Basic Data" is to record detailed documentation increasing and decreasing products such as document number. The documentation department and responsible users should fill in the form which marked "\*" are required.



< New Item Journal

Preview Save Close

**Basic Data** Note & Attachment

\* Doc. No. ICJ630911-000 Department 00002 แผนกผู้จัดการ

\* Doc. Date 11/09/2563 Owner 008 สมลวรรณ จามพิง

Doc. Type Other Other Description

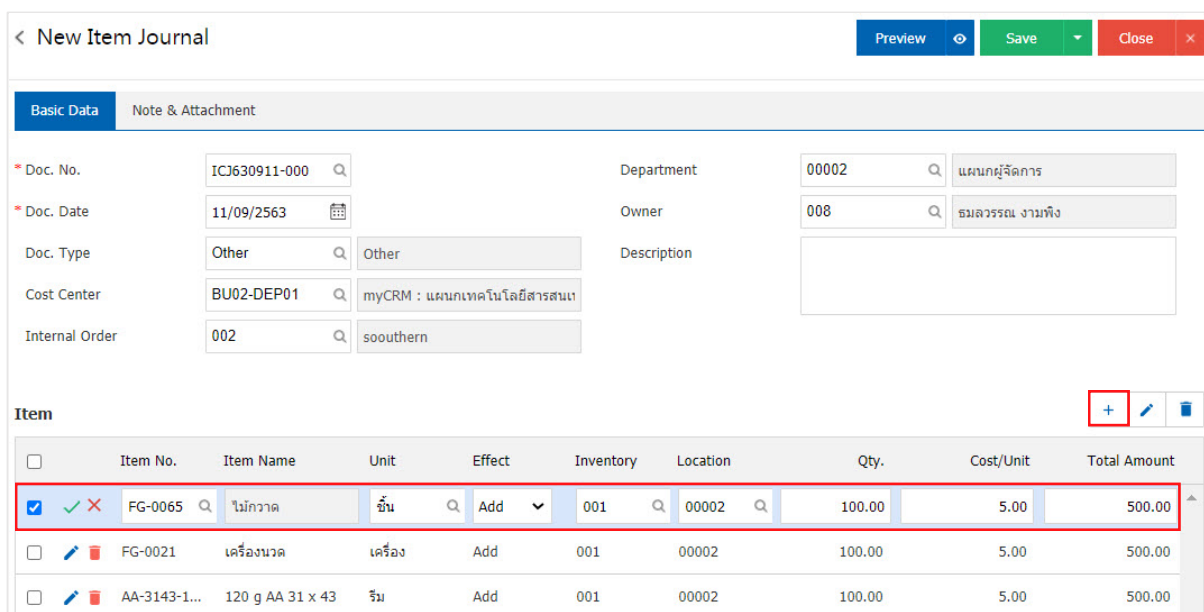
Cost Center BU02-DEP01 myCRM : แผนกเทคโนโลยีสารสนเทศ

Internal Order 002 soouthern

Item

Item No.	Item Name	Unit	Effect	Inventory	Location	Qty.	Cost/Unit	Total Amount
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4. In the list, users can add multiple items by pressing the "+" button, the system will display the list. Reducing the need to improve the product, users must specify the product number repository and its cost / unit specified when finished, press the "✓" button to save.



< New Item Journal

Preview Save Close

**Basic Data** Note & Attachment

\* Doc. No. ICJ630911-000 Department 00002 แผนกผู้จัดการ

\* Doc. Date 11/09/2563 Owner 008 สมลวรรณ จามพิง

Doc. Type Other Other Description

Cost Center BU02-DEP01 myCRM : แผนกเทคโนโลยีสารสนเทศ

Internal Order 002 soouthern

Item

Item No.	Item Name	Unit	Effect	Inventory	Location	Qty.	Cost/Unit	Total Amount
FG-0065	ไม้กวาด	ชิ้น	Add	001	00002	100.00	5.00	500.00
FG-0021	เครื่องนวด	เครื่อง	Add	001	00002	100.00	5.00	500.00
AA-3143-1...	120 g AA 31 x 43	รีม	Add	001	00002	100.00	5.00	500.00

Select Goods

Item No.	Item Name	Base UOM	Sale UOM.	Stock Qty.	Sale Stock Q...	Type
<input type="checkbox"/> FG-00001	เครื่องนวด	Machanism	กล่อง	1.00	1.00	Goods
<input type="checkbox"/> FG-0021	เครื่องนวด	เครื่อง	โหล	10.00	34.00	Goods
<input type="checkbox"/> FG-0060	รถ	ริม	ริม	151.00	151.00	Assets
<input type="checkbox"/> FG-0065	ไม้กวาด	ชั้น	ชั้น	113.00	125.00	Goods
<input type="checkbox"/> FG-0066	แปรงฝุ่น	กระปุก	กระปุก	0.00	0.00	Goods
<input type="checkbox"/> FG-0067	AJ-1200E ผลิตภัณฑ์...	เครื่อง	เครื่อง	-1.00	-1.00	Goods
<input checked="" type="checkbox"/> IC-064	หมวก	อัน	อัน	1,130.00	1,145.00	Goods

1

20

Items per page

1 - 13 Items From 13 Items

Select

Cancel

\* Note: If the products are too much. The user can type the name of the product name and other information in the search entry box.

5. In the "Note & Attachment" is the bill note. Users can specify the notes you want by pressing the ">" "Specify the desired" > "✓ Set to form remark" used in the definition. Because the bill which over 1 and to present in the form > "✓" and save.

< New Item Journal

Preview

Save

Close

Basic Data

Note & Attachment

Note List

+

No	Note
1	บันทึกปรับปรุงยอดสินค้า เนื่องจากยอดบัญชีที่ติดค้าง 30/09/2563

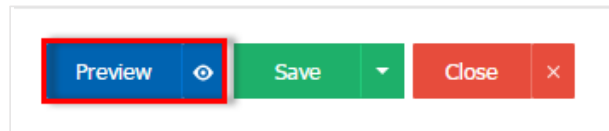
Add Files

☒ Set to form remark.

\* Note: The "▲" and "▼" to scroll the text up or according to user requirements.

\* Note: If the user has other documents. According to the document, to be reduced to improve the product, users can "Add Files" other documents.

6. The user can press the "Preview" button before saving a document to increase and decrease the product to determine the accuracy of the data.



Preview Item Journal

Prosoft CRM LTD., co  
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อีเมล sale@prosoftbiz.com เลขประจำตัวผู้เสียภาษี 0505557001854

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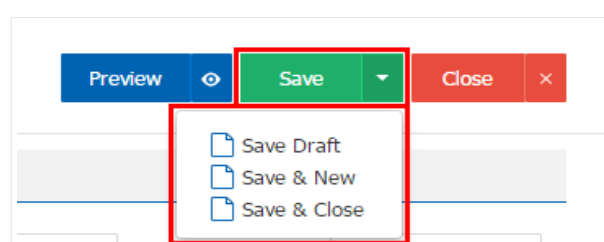
**ITEM JOURNAL**

Recorder	008	ธนกร รณกิจ	Doc. No.	ICJ630911-000
Branch	BRH-001	สำนักงานใหญ่	Doc. Date	11/09/2563
Department	แผนกผู้จัดการ		Doc. Type	อื่นๆ
Description			Cost Center	myCRM : แผนกเทคโนโลยี
			Internal Order	southern

Goods No.	Items	Inventory	Location	Qty.	Unit	Cost/Unit	Amount
FG-0065	ไม่ทราบ	001	00002	100.00	ชิ้น	5.00	500.00
FG-0021	เครื่องแก้ว	001	00002	100.00	เครื่อง	5.00	500.00
AA-3143-100g	120 g AA 31 x 43	001	00002	100.00	กรัม	5.00	500.00

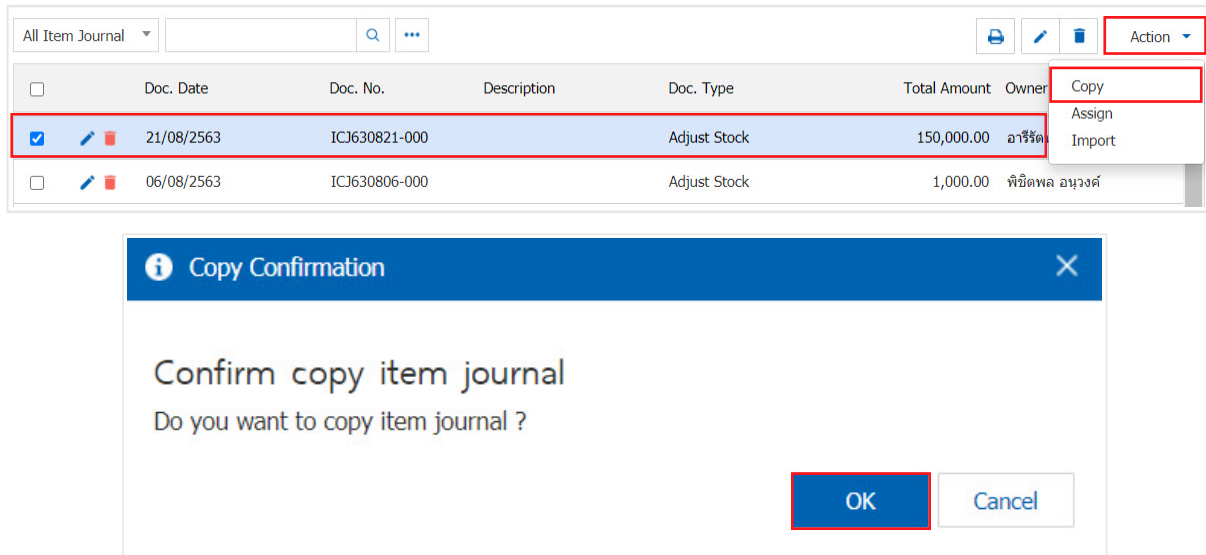
7. After the check is complete, press the "Save" button at the top right of the screen to save. The recorded data can be divided into 4 recording format:

- Save the document to increasing and decreasing products normalized. Available data show that successfully saved.
- Save Draft is to save a draft document. When users save documents to improve its reduction. The system will display the document to improve its draft immediately reduced.
- Save & New is to save and open documents to improve data reduction products when users save documents to improve its already reduced. The system will display the data. Reduce paperwork, improve the product immediately.
- Save & Close is to save and return. When a user logs Document information improve increasing and decreasing products, will be added to the list screen. All updates are immediately reduced.



## To copy documents, reducing product enhancements

1. User can copy the information, documents, improve product reduced by pressing "Select the product you want to copy" > "Action" > "Copy" The system will show Pop - up to the user to verify the copy. Document information increasing and decreasing products.



The screenshot shows the 'All Item Journal' table with the following data:

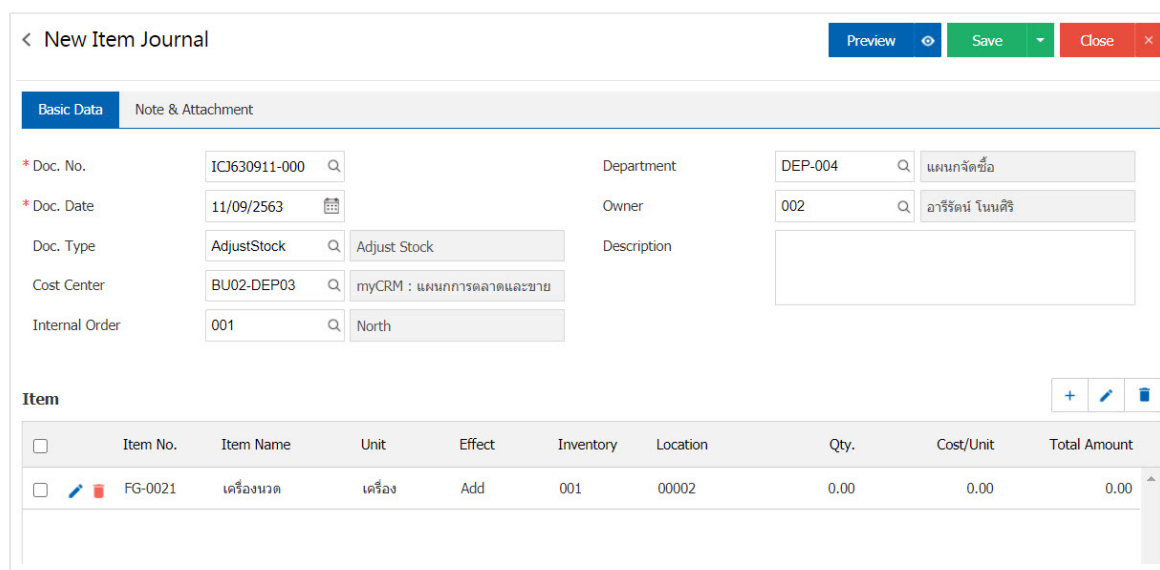
	Doc. Date	Doc. No.	Description	Doc. Type	Total Amount	Owner
<input checked="" type="checkbox"/>	21/08/2563	ICJ630821-000		Adjust Stock	150,000.00	อารีรัตน์ โนนศิริ
<input type="checkbox"/>	06/08/2563	ICJ630806-000		Adjust Stock	1,000.00	พีชิตพล อันวรกุล

The 'Action' menu is open, showing options: Copy, Assign, Import. The 'Copy' option is selected.

The 'Copy Confirmation' dialog box is displayed with the message: "Confirm copy item journal. Do you want to copy item journal ?". The 'OK' button is highlighted.

\* Note: The user can copy documents at any position. To help reduce the time to create a new document.

2. The system displays detailed data deduplication products. And note the total bill Users can edit Information in this section was shown.



The screenshot shows the 'New Item Journal' form with the following data:

**Basic Data**

* Doc. No.	ICJ630911-000	Department	DEP-004
* Doc. Date	11/09/2563	Owner	002
Doc. Type	AdjustStock	Description	
Cost Center	BU02-DEP03		
Internal Order	001		

**Item**

	Item No.	Item Name	Unit	Effect	Inventory	Location	Qty.	Cost/Unit	Total Amount
<input type="checkbox"/>	FG-0021	เครื่องนวด	เครื่อง	Add	001	00002	0.00	0.00	0.00

## Downloading, Printing documents and sending email updates

1. When users add or reduce the products, to finish downloading, printing or email. The users press the "  " button on the top right of the screen. In the increasing and decreasing products.




2. The system will display forms increasing and decreasing products. The user can select the button "Download" "Print" or "Send Email" on the top right of the screen. According to user needs immediately following.

Preview ItemJournal Form-ItemJournal

Status

Download
Print
Send Email



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อีเมล [sale@prosoftbiz.com](mailto:sale@prosoftbiz.com) เลขประจำตัวผู้เสียภาษี 0505557001854

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ITEM JOURNAL

Recorder EMP170628-003 พิชิตพล อนุวงศ์  
Branch BRH-001 สำนักงานใหญ่ Department แผนกจัดซื้อ  
Description

Doc. No. ICJ630724-002  
Doc. Date 24/07/2563  
Doc. Type เพิ่มลดสินค้า  
Cost Center  
Internal Order

Goods No.	Items	Inventory	Location	Qty.	Unit	Cost/Unit	Amount
NF07E4104923	รถจักรยานยนต์ HONDA รุ่น NSS300AL TH สี แดง-เทา หมายเลขเครื่อง NF07E-4104923 หมายเลขถัง MLHNF0772LS104923	001	00002	10.00	ตัว	10,000.00	100,000.00

\* Note: The documents used to improve the reduction in the form of extension .PDF.