

#### T-1 How to apply **Generate Year To Date Average Cost?**

*Version 9.1 (17 Feb 2006) and after - Maxx*

##### Answer

- Definition: only add up all transaction receive amount and divide by all transaction receive quantity (not inclusive of adjustment increase, credit note and transfer note)
- For example:

Step 1: Go to *Transactions* → *Receive*: add 2 transactions as table below:

Date	Type	Item Code	Qty	Price
01/01/2006	RC	A01	10	RM 1.00
02/01/2006	RC	A01	10	RM 2.00

Step 2: Go to *Transactions* → *Generate / Update* → *Generate Year To Date Average Cost*: click **Yes**

ITEMNO	DESP.	QTY(RC)	AMT(RC)	COST(YTD)
A01	01	20.000	30.00	1.500

Step 3: For year to date average cost filed name is called **icitem.avcost3** will update RM 1.50 to your item master file

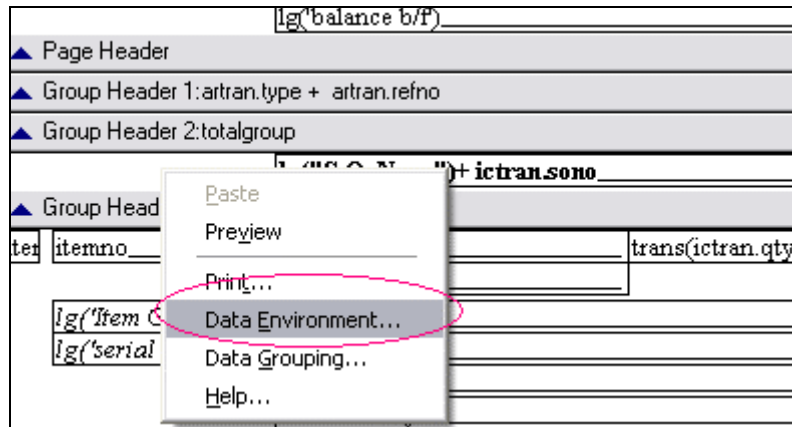
#### T-2 How to change from **Discount Amount to Discount Percentage** in a bill (like picture below)?

INVOICE				
NO. : 00000004				
DATE : 28/04/2006				
TERM :				
PAGE : 1				
QTY	U.PRICE	DIS.	TAX	AMOUNT
1 UNIT	200.00	10%		180.00

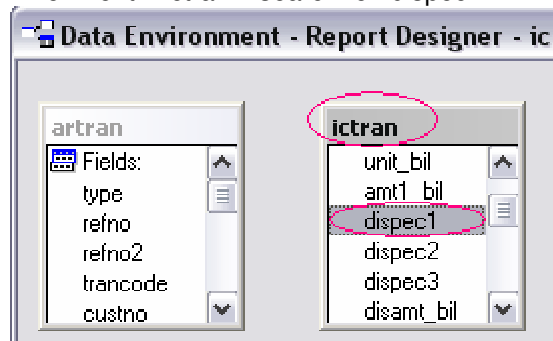
*All Versions - Shir Lee*

##### Answer

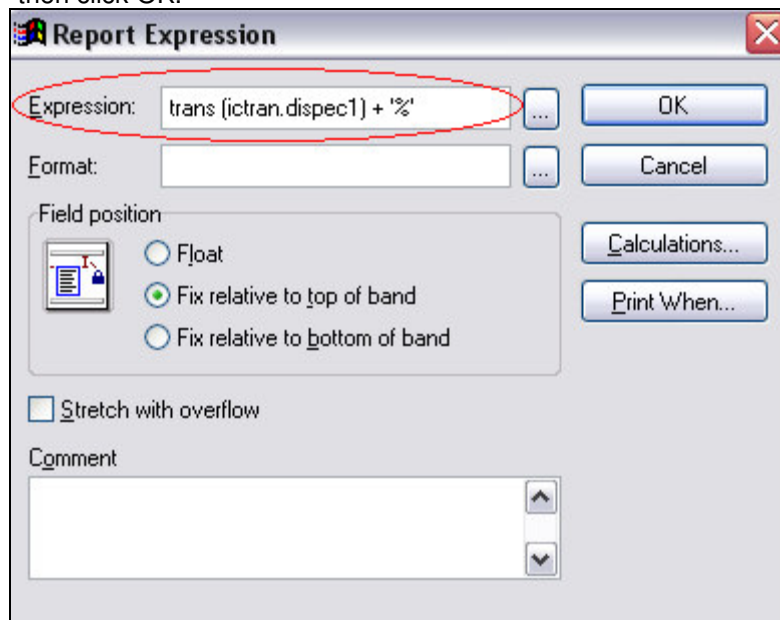
Step 1: In the report customization – Data Environment.



Step 2: In Data Environment – ictran – search for 'dispec1'.



Step 3: Double click at the field 'dispec1', and you will see a Report Expression window prompt out. At the Report Expression column, type **trans (ictran.dispec1) + '%'** then click OK.



T-3 After maintained Delivery Address in Customer File Maintenance (Figure 2-3-1), how to view the **Deliver Address** in Invoice transaction?

Customer Maintenance - Customer File Maintenance			
Customer No.	3000/M01	<input type="checkbox"/> Open Item Customer	
Name	MAXX COMPUTER SDN BHD	<input type="checkbox"/> Status Bad	
		<input type="checkbox"/> More Info	
Invoice / Delivery To	NO 1, JLN SATU,	NO 222, JLN HANG JEBAT,	
	TAMAN MAJU,	TAMAN HANG JEBAT,	
	53300, KL	53300, KL	
Attention			

Figure 2-3-1

All Versions – SK Oung

Answer

At Transactions → Invoice, at header, tick **With Delivery Address**

Invoice			
Period	6 June-2006	<input type="checkbox"/> Update From DO	
		<input type="checkbox"/> Update From SO	
Invoice No.	00000030	<input type="checkbox"/> Update Qty Returned	
Cust. No.	3000/M01	<input type="checkbox"/> Multiple Payment Mode	
Name	MAXX COMPUTER SDN BHD		
Date	09/06/2006	<input checked="" type="checkbox"/> With Delivery Address	
Ref. No. 2		<input type="checkbox"/> Change Delivery Address	

Figure 2-3-2

T-4 How to update the **last selling price** for some customers?

Version 9.1 (01 March 2006) and after – SK Oung

Answer

Go to Transactions → Generate / Update → Update Last 3 Price → Yes

T-5 Can the **Cash Sales** transaction been **updated** from **Sales Order**?

All Versions - Maxx

Answer

No, except for Invoice and Delivery Order

T-6 In transaction, can we key in both **discount percentage (%)** and **discount amount** at the body/footer?

*All Versions - Maxx*

Answer

No, you only can select either one

T-7 In transaction, can we key in both **tax percentage (%)** and **tax amount** at the body/footer?

*All Versions - Maxx*

Answer

No, you only can select either one

T-8 How to **access/view transaction body after posted** the transaction to UBS Accounting?

*All Versions – Maxx*

Answer

Go to *Housekeeping* → *Run Setup* → *General Setup* → *Transaction*: tick *Allowed edit exported bill*

T-9 How to display **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> level discount amount** at footer of an Invoice bill?

*All Versions – Maxx*

Answer

Step 1: Go to invoice “icbil#02” report setting, Report → Variables: insert 3 variables as below

Variable Name:	Value to store:	Initial value:	Release after report:	Reset at:	Calculate:
dis_amt1	(artran.disp1*ARTRAN.GROSS_BIL)/100	0	Tick	End of Report	Nothing
dis_amt2	(ARTRAN.GROSS_BIL-dis_amt1)*ARTRAN.DISP2/100	0	Tick	End of Report	Nothing
dis_amt3	(ARTRAN.GROSS_BIL-dis_amt1-dis_amt2)*ARTRAN.DISP3/100	0	Tick	End of Report	Nothing

Step 2: Go to Report → Insert Control → Field: add 3 fields then put in page footer

Expression:	Format:	Print only when expression is true:
dis_amt1	999,999.99	artran.disp1 <> 0 .and. ictran.body <> 1
dis_amt2	999,999.99	artran.disp2 <> 0 .and. ictran.body <> 1
dis_amt3	999,999.99	artran.disp3 <> 0 .and. ictran.body <> 1

Step 3: Final result

				TOTAL QUANTITY	10	TOTAL			100.00	
<b>DISCOUNT</b>	<b>50.00</b>	<b>+</b>	<b>5.00</b>	<b>+</b>	<b>4.50</b>	DISCOUNT	50 %+	10 %+	10 %	59.50

T-10 Can I generate/pick **serial number** item when issue PO/SO bill?

*All Versions – Maxx*

Answer

No, but you can generate/pick serial number after issuing RC/INV/DO, which updated from PO/SO.

T-11 How to customize the Invoice in order to show **Agent Description** in the header?

*All Versions – Maxx*

Answer

- Step 1) Go to *Housekeeping* → *Run Setup* → *General Setup* → *Transaction* → *Add Header*: tick **With bill agent**
- Step 2) Go to *Maintenance* → *Miscellaneous Files* → *Agent Maintenance*: add any group number and description
- Step 3) Go to *Maintenance* → *Customer Maintenance* → *Customer File Maintenance*: add any customer number and name, then select agent code
- Step 4) Go to *Transactions* → *Invoice*: click on *Add* button, select any customer code and agent code then access to body. In body transaction, select any item then save the Invoice format called “icbil#02”
- Step 5) Go to Invoice “icbil#02” report setting, *Report* → *Insert Control* → *Field* → key in **icagent.desp** in Expression then click on OK button. Put this field at Page Header

Below is a sample:

CAROL COMPUTER SERVICE				INVOICE			
AGENT NAME: MAXX							
ATTN. :				NO. : 00000001			
TEL. :				DATE : 14/08/2006			
FAX :				TERM :			
A/C NO. : 3000/C01				PAGE : 1			
ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT	
1 01	01	11 SET	10.00			110.00	

T-12 While issuing an Invoice, can I **change/set default bill description** from “SALES” to “INVOICE”?

*All Versions – Maxx*

Answer

Yes, whenever you issue an Invoice, just type “INVOICE” at Description, proceed with Invoice issuance & accept the bill. Then the description for next bill will be shown as “INVOICE” automatically (for some of the old version of STK, you may need to change the bill description again if you exit from STK).

T-13 What is the function of **Total Up** in the body of Invoice transaction?

*All Versions – SK Oung*

Answer

It will add up the total amount of several items which appeared as sub-total before continue to add in new item.

Example: when adding item 1 and item 2, click on “Total Up” then continue to add in item 3 and so on. The result will be shown as below.

ITEM NO.	DESCRIPTION	QTY	U PRICE	DIS.	TAX	AMOUNT
1 00001	PENCIL	10 UNIT	1.00			10.00
2 00002	PEN	2 UNIT	1.20			2.40
		12				12.40
3 00003	ERASER	2 UNIT	0.50			1.00

T-14 In any transaction footer discount, how to display figure with **2 decimal points** (example: 12.23%) when go to Preview page?

*Version (01 March 2006) and above – SK Oung*

Answer

- Click *Print* for the Invoice that have footer discount
- Click *Preview* & save the report, press *Esc*
- Click *Setting* & double click the file that have saved just now
- At Page Footer, locate & double click **trans(artran.disp1,'99') + ' %'**, then change to **trans(artran.disp1,'99.99') + ' %'**

T-15 How to show all DO ref. no (mean more than 8 DO) in INV?

*All Versions – Maxx*

Answer

Step 1) Download the file '**fdono.fxp**' into your STK data folder (<http://www.ubs-software.com/ubs/Support-FAQ/STK/fdono.FXP>)

Step 2) Try to add 10 DO bills with same customer (with any item)

Step 3) Issue an INV and select same customer update from 10 DO bills

Step 4) Go to Invoice “icbil#02” report setting, *Report* → *Insert Control* → *Field*: key in **fdono()** at Expression field (tick **Stretch with overflow**)

Step 5) Put this field at Page Header

Sample:

001		After Customized			INVOICE		
D.O. NO. :		00000001, 00000002, 00000003, 00000004, 00000005, 00000006, 00000007, 00000008, 00000009,			NO. : 00000018		
ATTN. 00000010, 00000011, 00000012, 00000013					DATE		
TEL. :					TERM Original		
FAX :					PAGE : 1		
A/C NO. : 3000/001		D.O. NO. : 00000001,00000002,00000003,00000004,00000005,00000006,00000007,0					
ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT	

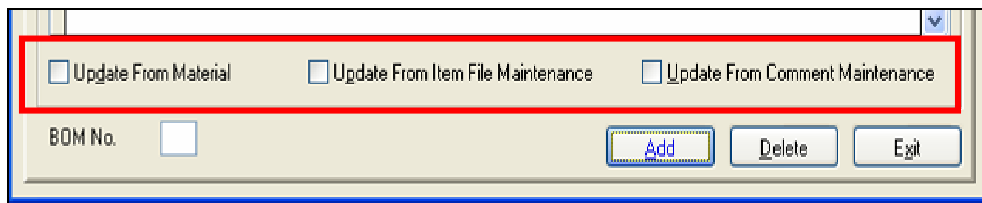
T-16 I have added an item in Invoice, but why there is **nothing to be showed** when I print out the Invoice?

*All Versions – SY Lee*

Answer

Make sure you did not tick on *No Display* in body for the particular item. If yes, just un-tick it.

T-17 How to use the **Update options** in body, after ticking **Comment**?



*All Versions – SY Lee*

Answer

- (i) **Update From Material** – To update the list of material used for the sold item (finished goods)
- (ii) **Update From Item File Maintenance** – To update those Remarks that keyed in the Item File Maintenance
- (iii) **Update From Comment Maintenance** – To update the comment from Comment Maintenance in Miscellaneous Files

ABC TRADING		INVOICE				
ATTN. :		NO. :	00000007			
TEL. :		DATE :	26/09/2006			
FAX :		TERM :				
A/C NO. : 3000/A01		PAGE :	1			
ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT
1 FG	FINISHED GOODS 2 UNIT RAW MATERIAL 01 4 UNIT RAW MATERIAL 02 6 UNIT RAW MATERIAL 03	2 UNIT	3600.00			7,200.00
2 SL-PAY	SL-PAY STANDALONE VERSION INCLUSIVE MANUAL BOOK, CD, WARRANTY CARD	4 SET	1600.00			6,400.00
3 S01	SAMSUNG COMPUTER WITH 1 YEAR WARRANTY FROM 1/1/2006 TO 31/12/2006	1 UNIT	3200.00			3,200.00

T-18 Can I have **different format of Serial Number** when printing Receive/Invoice?

*Version 9.0 & above – SY Lee*

**Answer**

Yes. Go to the Report Designer, double click on Fserialno(1, ",") and then edit to Fserialno(2, ",") or Fserialno(3, ",").

{g('Item Grade :')}_	Fgrade(1)
{g('serial no. :')}_	Fserialno(1, ",")
	Fcomment()
	Fremark()

▲ Detail

**Fserialno(1, ",")**

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT
1 SL-ACC	UBS ACCOUNTING	10 SET	1300.00			13,000.00
SERIAL NO. :	SN#00001					
	SN#00002					
	SN#00003					
	SN#00004					
	SN#00005					
	SN#00006					
	SN#00007					
	SN#00008					
	SN#00009					
	SN#00010					

#### FserialNo(2,"")

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT
1 SL-ACC	UBS ACCOUNTING	10 SET	1300.00			13,000.00
<i>SERIAL NO.:</i>		<u>SN#00001 =&gt; SN#00010</u>				

#### FserialNo(3,"")

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT
1 SL-ACC	UBS ACCOUNTING	10 SET	1300.00			13,000.00
<i>SERIAL NO.:</i>		<u>SN#00001, SN#00002, SN#00003, SN#00004, SN#00005, SN#00006, SN#00007, SN#00008, SN#00009, SN#00010</u>				

T-19 Can I have **different format of Grade** when printing Receive/Invoice?

Version 9.0 & above – SY Lee

Answer

Yes. Go to the Report Designer, double click on Fgrade(1) then edit to Fgrade(2) or Fgrade(3).

<i>lg('Item Grade :')</i>	<u>Fgrade(1)</u>
<i>lg('serial no.')</i>	<u>Fserialno(1,"")</u>
	<u>Fcomment()</u>
	<u>Fremark()</u>

▲ Detail

#### Fgrade(1)

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT
1 J01	JEANS	20 PCS	88.00			1,760.00
<i>ITEM GRADE:</i>		<u>BLACK : 5</u>				
		<u>WHITE : 5</u>				
		<u>ORANGE : 5</u>				
		<u>RED : 5</u>				

#### Fgrade(2)

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT
1 J01	JEANS	20 PCS	88.00			1,760.00
<i>ITEM GRADE:</i>		<u>BLACK/5, WHITE/5, ORANGE/5, RED/5</u>				

**Fgrade(3)**

ITEM NO.	DESCRIPTION	QTY	U.PRICE	DIS.	TAX	AMOUNT
1 J01	JEANS	20 PCS	88.00			1,760.00
<b>ITEM GRADE :</b>		<u>BLACK-5, WHITE-5, ORANGE-5, RED-5</u>				

T-20 How to apply **Combine Invoice Details By Item: DO, INV, PO, SO**  
(Transactions → Generate / Update)?

All Versions – Maxx

Answer

Definition: System will group all the same items in a bill

Condition: Those same items must have same type of UOM (Unit Of Measurement) & selling price

For example:

Step 1) Create an Invoice transaction & select item code “Apple” with 6 qty, “Banana” with 10 qty & another “Apple” with 4 qty

Step 2) Run the Combine Invoice Details By Item, select Invoice ref no, press OK button, press Yes button, press OK button. Finally, go back that transaction and you can see the result is Apple 10 qty and Banana 10 qty.

Before grouping:

Item	Description	Qty	Price	Amount
1 APPLE	APPLE	6 PCS	1.20	7.20
2 BANANA	BANANA	10 PCS	1.00	10.00
3 APPLE	APPLE	4 PCS	1.20	4.80
Footer				22.00

After grouping:

Item	Description	Qty	Price	Amount
1 APPLE	APPLE	10 PCS	1.20	12.00
2 BANANA	BANANA	10 PCS	1.00	10.00
Footer				22.00

T-21 What is “**Write Off Purchase Order / Sales Order**” in Transaction → Non Accounting Bill?

Version 9.0 (17 Jan 2005) and after – CSChan

Answer

- To write off the remaining backlog quantity in both purchase order and sales order
- Key in the quantity in **Write Off Quantity** column

T-22 What is “Fcomment()”?

*Version 9.0 (17 Jan 2005) and after – CSChan*

Answer

- The build-in call function especially found in transaction bill (e.g. Invoice, Cash Sales & etc...)
- Before the above version released, system is replaced by **ictran.comment**, system will store the comment field into ictran.dbf but with this new call function, system will store it into **ic\_memo.dbf**

T-23 What is “Fserialno()”?

*Version 9.0 (17 Jan 2005) and after – CSChan*

Answer

- The build-in call function especially found in transaction bill (e.g. Invoice, Cash Sales & etc...)
- Before the above version released, system is replaced by serialnof & serialnoe
- If you key in an expression **Fserialno(1)**, result show **A001**  
**A002**
- If you key in an expression **Fserialno(2)**, result show **A001 ==> A002**
- If you key in an expression **Fserialno(3)**, result show **A001, A002**

T-24 What is “Fremark()”?

*Version 9.0 (17 Jan 2005) and after – CSChan*

Answer

- The build-in call function especially found in transaction bill (e.g. Invoice, Cash Sales & etc...)
- Before the above version released, system is replaced by ictran.brem1, ictran.brem2, ictran.brem3 and ictran.brem4, but now system uses fremark()

T-25 What is “Fgrade()”?

*Version 9.0 (17 Jan 2005) and after – CSChan*

Answer

- The build-in call function especially found in transaction bill (e.g. Invoice, Cash Sales & etc...)
- Before the above version released (8.3s), system is replaced by **icgroup.gradd11**, **icgroup.gradd12.... icgroup.gradd25**
- Although before the above version released (9.0), system is replaced by **gradeq**, **gradee**, **gradef**
- Key in 3 quantities into Receive, 1 for red colour and 2 for green colour
- If you key in an expression **Fgrade(1)**, result show **Red : 1**  
**Green : 2**
- If you key in an expression **Fgrade(2)**, result show **Red/1, Green/2**
- If you key in an expression **Fgrade(3)**, result show **Red – 1, Green – 2**

T-26 How to add **Overdue Date** in Invoice?

*Version 9.0 (17 Jan 2005) and after – CSChan*

Answer

- Key in the terms for debtor in Customer File Maintenance
- Save the default Invoice format as **icbil#02**
- Select **customize** at the bill format
- Insert the new field with an expression **artran.date + val(substr(artran.term,1))** into Header section