



Perwira Training Sales Module

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Vendor Management/Customer Management

Vendor Management Sales Management Home > Sales Tool > Vendor Management

New Delete Export Show 10 entries Search:

No	Action	Status	Vendor_Name	Code	ROC	GST_No	Contact_Person	Contact_No
1	View	Active	BGN CONSTRUCTION SDN BHD	300-B0001	1010141-W			
2	View	Active	ADVANCE AIR COND TRADING	400-A0001				
3	View	Active	ANEKA CONSTRUCTION ENGINEERING	400-A0002				
4	View	Active	AMSAT PROPERTIES SDN BHD	400-A0003				05
5	View	Active	AZTEL CORPORATION (M) SDN BHD	400-A0004	202903-P			03
6	View	Active	ADAM GALAXY TRADING	400-A0005				01

Add new vendor

Status:

Vendor Name:

Code:

ROC:

GST_No:

Contact Person:

Contact No:

Address:

Email:

Description:

Create New Vendor/Customer

- Click "New" button
- Key in Vendor/Customer information
- Click "Add" button



Vendor Management (Vendor Pricing)

Vendor Management Logistics Management Home > Management Tool > Logistics Management > Vendor Management

Vendor Details

Vendor Name: BGN CONSTRUCTION SDN BHD

Vendor Contact Person:

Contact No.:

Address: STAIRCASE 1, SUITE 3A-2, MENARA KLH, BANDAR PUCHONG JAYA, 47100 PUCHONG, SELANGOR DARUL EHSAN.

Description:

New Delete Export Show 10 entries Search:

No	Material/Service	Item Code	Item Description	Unit	Price_1	Price_2	Remark
1	Service		test				
2	Service		test				
3	Service		test				

Showing 1 to 3 of 3 entries

Create new entry

Item:

Price_1:

Price_2:

Remark:

Create

New Vendor Pricing

- Click "New" button
- Key in Item and pricing
- Click "Create"

Note : Vendor pricing will auto create from PR item for pricing history check



Material Management/ Service Management Management

Inventory Management Logistics Management Home > Management Tool > Logistics Management > Inventory Management

Show entries Search:

No	Action	Project_Name	Region	Ownership	Material_Service
1	<input type="button" value="Files"/> <input type="button" value="Vendor"/>				Stocks

Showing 1 to 1 of 1 entries

Add new inventory

Item Code:

Serial Number:

Item Description:

Category:

Unit:

Remark:

New Material or Service

- Click "New" button
- Key in Item Information
- Click "Add" button



Material/Service Management (Vendor Pricing)

Inventory Details Sales Management Home > Sales Management > Inventory Management > Inventory Details

Inventory Details

Item Code :	Item 1
Item Description	abc
Material / Service	Stocks
Remark	1

Show entries
 Search:

No	Vendor	Price(RM)	Remarks	Created Date
1	BGN CONSTRUCTION SDN BHD	100.00		

Showing 1 to 1 of 1 entries

Add vendor for inventory

Vendor:

Price (RM):

Remark:

New Vendor Pricing

- Click "New" button
- Select Vendor and input vendor pricing
- Click "Create"

Note : Vendor pricing will auto create from PR item for pricing history check



Sales Order

Sales Order Sales Management Home > Sales Management > Sales Order

Project Name : Year : Month : Search :

Data : Sum : 0 Count : 2 Showing 2 of 2 record(s)

Search :

Unsaved data : 0 record(s)

					PO_Date	Payment_Terms	Payment_Milestone	PO_Amount	Remarks	Name	Total_Po
1	MY_DIGI_00006	8933B	Bandar Satelit Muadzam Shah	PO123	12-Mar-2023	100%	100%	2,000.00	test	Portal Admin (perwira)	2,000.00
2	MY_DIGI_00003	3613B	AEON D KAYANGAN	PO124	12-Mar-2023	100%	100%	150.00	test	Portal Admin (perwira)	150.00

Click on this to access SO information

Click on this to access Site Document folder

Create New SO

- Select Project Code
- Key in Payment Term, Payment Milestone, PO NO, PO Date
- Key in item(can be lump sum if not item tracking needed)
- Click "Create" button

Create New record

Project Code : Payment Terms : Payment Milestone :

PO No : PO Date :

Remarks : Total Amount :

No	Description	Quantity	Unit Price	Tax	Total	Action
1		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="Delete"/>



Sales Invoice

Project Name : Year : Month : Search :

Data : Sum : Count : Showing 1 of 1 record(s)

Search :

Unsaved data : 0 record(s)

Click on this to access SI information

	Project_Code	Site_ID	Site_Name	Invoice_No	Invoice_Date	Invoice_Description	Name	Total
1	MY_DSI_0003	3613B	AEON D KAYANGAN	INV1	03-Oct-2023		Portal Admin (perwira)	150.00

Click on this to access Site Document folder

Create New SI

- Key in Invoice Info
- Select SO
- Item will be auto populated with balance to invoice
- Key in Invoice Quantity
- Click "Submit" to create

Note : Fully invoiced SO will not appear

Create Sales Invoice Sales Management

Home > Sales Management > Create Sales Invoice

Sales Invoice No :

Date :

Remarks :

Total Amount RM 2020.00

SO No :

Description	Quantity	Unit Price	Tax	Total	Quantity Balance	Invoice Quantity
test	4.00	500.00	0.00	2020.00	4.00	<input type="text" value="4"/>



Purchase Order

Order Management [My Order] Sales Management Home > Management Tool > Sales Management > Order Management[My Order]

Year :

Show entries

No	Action	Status	PR_No	GR_No	Possible_Duplicate	Final_PR	PR_Submitted
1	<input type="button" value="View"/>	PR Rejected	PR23-MY-0001-01			No	2023-10-24 22:1

Showing 1 to 1 of 1 entries

Create new entry

Project Name:

Vendor:

Category:

PR_Description:

Currency:

Rate:
[Required when PO Received and PR in different currency]

Order Date:

Payment_Milestone:

Payment_Terms:

Remark:

Create PR

- Click "New"
- Select Project, Vendor and key in PR information
- Click "Create" button
- Click "View" button to create PR line item



Purchase Order

Add Existing Line Item Create New Line Item Duplicate Entry Delete Export Show 10 entries Search:

No	Project_Code	Site_ID	Site_Name	Item_Description	Payment_Milestone	Qty	Unit	Unit_Price	Total
1	MY_DIGI_00001	2591A	Taman Mutiara Barat	test		1.000	1	100.000	100.000
2	MY_DIGI_00002	2687A (4667C)	Batu Maung RT (REL)	test		1.000	1	150.000	150.000
3	MY_DIGI_03256	9000Q5	Qcell WCIT BASEMENT	test		1.000		3000.000	3000.000

Showing 1 to 3 of 3 entries Previous 1 Next

Add Existing Line Item

- Select Project Code
- Existing item will show for selection with history price
- Key in quantity , adjust price
- Click "Add" button
- Estimated Profit and Lost will display at bottom

Use Create New Line Item for non standard or new item code

New Line Item

Project Code :

Item_Description	Payment_Milestone	Unit	Qty	Unit_Price
<input type="text" value="test"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100.00"/> <small>Price_1 : 100.00 Price_2 : 0.00</small>
<input type="text" value="test"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="150.00"/> <small>Price_1 : 150.00 Price_2 : 0.00</small>
<input type="text" value="test"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3000.00"/> <small>Price_1 : 3000.00 Price_2 : 0.00</small>

Sub Total : RM0.00

Purchase Order

Home > Management Tool > Logistics Management > Order Management

Upload Document

*PR to be attached with quotation/BoQ/PO/WO or email from customer

Choose Files No file chosen

Approval Control Admin Home > Admin > Approval Control

3
Project Without Approval Set [More info](#)

New Row Delete Export Show 10 entries Search:

No	Type	Approver	Level	Project_Name
1	PR	Portal Admin (perwira)	Final Approval	

Previous Next

Submit PR

- Attached supporting document
- If not attachment will prompt for confirmation
- Is Final for last PR for this project code
- PR will flow to approver according to approval setting





Purchase Invoice

Purchase Invoice Sales Management Home > Sales Management > Purchase Invoice

Project Name : Year : Month : Search :

Data : Sum : Count : Showing 1 of 1 record(s)

Search :

Unsaved data : 0 record(s)

Project_Name	PR_No	PO	Invoice_No	Invoice_Date	Invoice_Description	Name	Total
MY_DIGI	PR23-MY-0001-01		INV11223	05-Oct-2023		Portal Admin (perwira)	3,250.00

Click on this to access PI information

Click on this to access Site Document folder

Create New PI

- Key in Invoice Info
- Select PO
- Item will be auto populated with balance to invoice
- Key in Invoice Quantity
- Click "Submit" to create

Note : Fully invoiced PO will not appear
Only Approved PO can be selected

Create Purchase Invoice Sales Management Home > Sales Management > Create Purchase Invoice

Purchase Invoice No :

Date :

Remarks :

Total Amount RM 0.00

Purchase No :

Description	Quantity	Unit Price	Total	Quantity Balance	Invoice Quantity
<input type="button" value="Submit"/>					



Profit and Loss

Profit & Loss Sales Management Home > Sales Management > Profit & Loss

Filter :

Project Name: Project Code:

PO Number: PO Date:

Invoice Number: Invoice Date:

Show entries

No	PO_Number	Project_Code	Project_Name	PO_Date	PO_Amount	Invoice_Date	Invoice_Number	Invoiced_Amount	PO1_No	PO1_Subcoh	PO1_Type	PO1_Amount	PO1_Status	PO2_No	PO2_Subcoh	PO2_Type	PO2_Amo
1	Cancel	MY_DIGI_02236	MY_DIGI		1,891.00			0.00				0.00					C
2	ML100111	MY_DIGI_01745	MY_DIGI	20-Apr-2022	925.00			0.00				0.00					C
3	ML100422	MY_DIGI_01746	MY_DIGI	21-Apr-2022	1,891.00			0.00				0.00					C
4	ML100802	MY_DIGI_01747	MY_DIGI	24-Apr-2022	6,410.86			0.00				0.00					C
5	ML100927	MY_DIGI_01748	MY_DIGI	25-Apr-2022	11,452.00			0.00				0.00					C
6	ML103324	MY_DIGI_01749	MY_DIGI	12-May-2022	6,237.00			0.00				0.00					C
7	ML103917	MY_DIGI_01750	MY_DIGI	17-May-2022	16,571.45			0.00				0.00					C
8	ML104277	MY_DIGI_01751	MY_DIGI	19-May-2022	1,891.00			0.00				0.00					C
9	ML104281	MY_DIGI_01752	MY_DIGI	19-May-2022	1,891.00			0.00				0.00					C
10	ML104678	MY_DIGI_01753	MY_DIGI	22-May-2022	17,123.45			0.00				0.00					C

Only can view PNL for project with Project Access





THANK YOU!

