



# USER GUIDE

Version 1.0

Thank you for being interested in the **Inventory Control** application program. This User's Guide contains complete information about the program, how to install and use it.

ATTENTION: We recommend that you review this document completely before starting to use the program. Please start from the beginning because there are ways to use the program which were only discussed at the beginning.

This document file can be copied / sent so that it can be read on a cellphone, or shared with other friends.

The latest update of this document can be found on the website:  
**<https://software.web.id/ic>**

## INTRODUCTION

**Inventory Control** application is an application to calculate the stock of goods inventory.

This app covers:

- **Stock Opname** (Stock Taking) as the basis for stock calculating.

The **Stock Opname** module is also used to enter the initial balance of items stock.

- **Purchases** from suppliers (will add stock).
- **Purchase Returns** to suppliers (will reduce stock).
- **Sales** to customers (will reduce stock).

Sales module is also used for delivery of goods to customers (parties outside the company).

- **Sales Returns** from customers (will add stock).
- **Transfer** between stock locations (eg between warehouses and stores) within the company/organization, which will reduce the stock of the origin location and increase the stock of the destination location.

This application can be used in:

- Trading / sales company.
- Freight forwarding / logistics company.
- Organizations that distribute goods.

### Application advantages in general:

- Includes all transactions that increase and decrease stock.
- Using generic forms and data fields so that they can be generally accepted (standard).
- Standard print out design so that it can be used by various companies / organizations.

### Application advantages in technical terms:

- Support multiple stock locations (warehouse, shop, branch, etc.).
- Stock Taking can be done partially (not necessarily all at once for all goods). The stock used as the basis is the last stock taking (for each item), while transactions that affect stock are transactions that occur after the stock-taking day.
- Data can be entered not chronologically. Data will be automatically sorted by transaction date.
- Data can be edited or deleted (depending on the rights granted to the user). The stock calculation will be automatic according to the data in the database.
- Multi-user (can be used simultaneously by many people in the network).
- Each user can be given their own (different) rights according to their respective duties and responsibilities.

- Applications can only be run by authorized users (so it's safe).
- The database file is stored by yourself, so it is safe from outsiders.
- Application programs are made with Microsoft Access which can be run directly without needing to be installed. The program file does not contain data so it can be replaced/updated without disturbing the data.
- Program files can be run even with the free Access Runtime, and are available in 32 bit and 64 bit versions.
- The look and feel of the program follows the **Microsoft** style, making it elegant and familiar to most users.
- This application program was created by **Haer Talib**, an experienced professional Access developer (who has been awarded as Access MVP from Microsoft nine times), so the application is very easy to use (user friendly) and rich in features..

## SPECIFICATIONS & REQUIREMENTS

- The Inventory Control application can only be run on Windows-based computers (any version, both 32 bit and 64 bit).
- Microsoft Access version 2016 or later (32 bit or 64 bit). You can also use the Access Runtime which can be downloaded for free.
- Network if you want to use multiuser.
- Printer for printing on A4 paper.

## HOW TO GET THE APP

- Download from <https://software.web.id/ic>

## HOW TO INSTALL THE APPLICATION

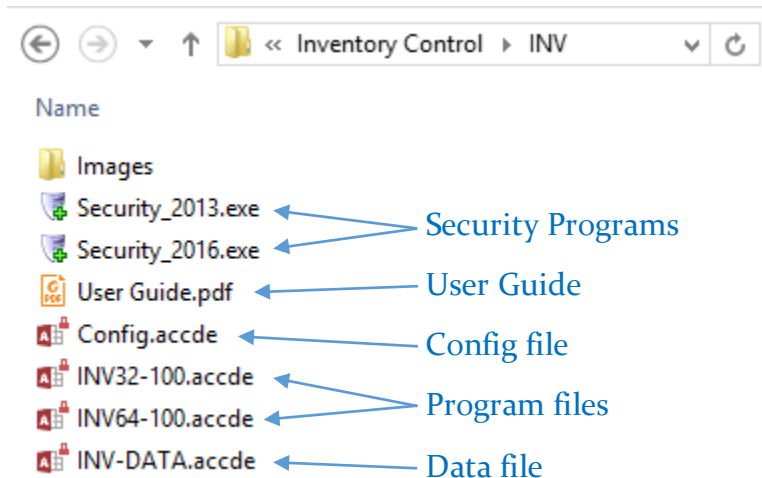
- Extract the **INV** folder from the downloaded zip file, save it where you want (eg in D: drive, in Documents folder, etc.).
- For multiuser use, the database file (**INV-DATA.accde**) is placed in a ***shared folder*** (on the computer that is used as a server), where the shared folder must be shared with ***full access*** to all users who will use the Inventory Control application.

(that's all. The next setting is in Program Configuration).

## CHECKING THE PROGRAM FOLDER

The program folder by default is named **INV** (can be changed).

The contents are:

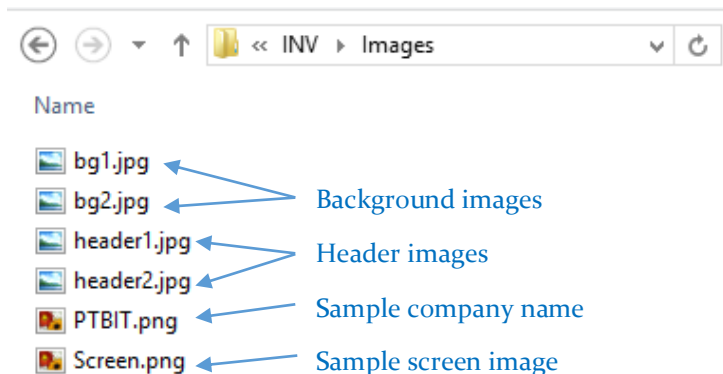


Program file **INV<sub>32</sub>** → for used with Access 32 bit

Program file **INV<sub>64</sub>** → for used with Access 64 bit

The number “100” is the version number 1.00. This number can change according to the update program that you download.

Folder **Images** contains:



These image files can be replaced and installed via Program Configuration.

## RUNNING THE SECURITY PROGRAM

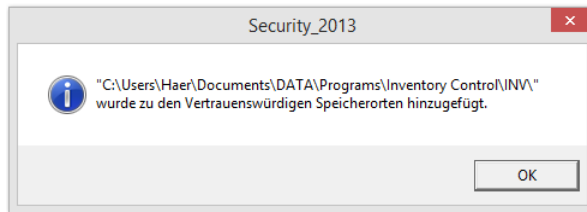
Before running the application for the first time, you need to run the security program file that matches the version of Access you are using.

### **Security\_2016.exe**

This security program must be run in the folder containing the Inventory Control program. Its job is to register the **INV** folder as a trusted location so that the program can run without a hitch.

This security program needs to be run once on each user's computer, and needs to be run again if the INV folder is moved to another location.

The security program runs very fast and only displays a message box. Click the "OK" button and you're done.



## RUNNING THE APPLICATION PROGRAM

There are two application program files:

**INV-104 (32 bit).accde** → for Access 32 bit

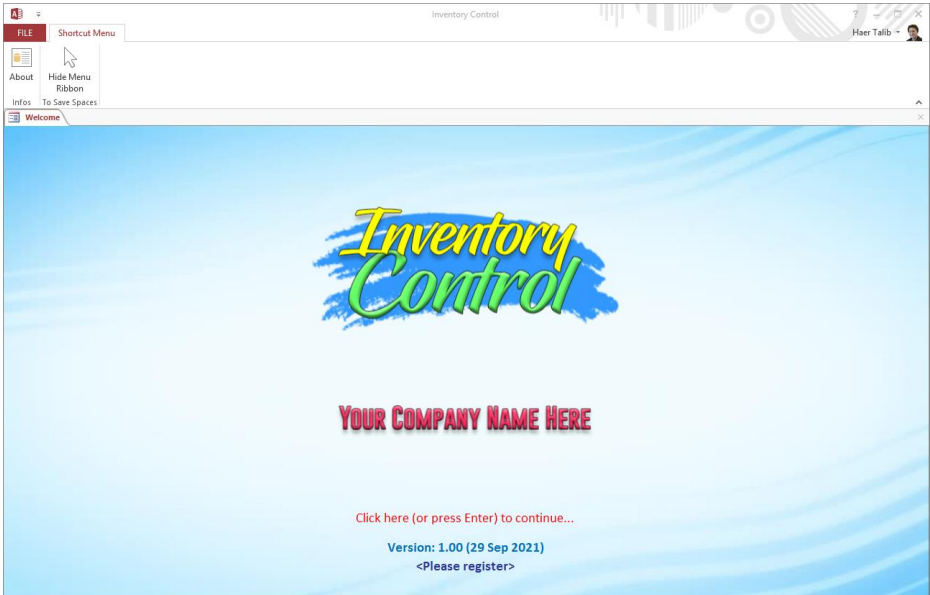
**INV-104 (64 bit).accde** → for Access 64 bit

If you don't know the bit version of Access, try running one of the program files, whichever works is the right one. You can discard other program files.

**NOTE:** to run the program, double-click the program file or right-click the file and select "Open" or "Open with..."

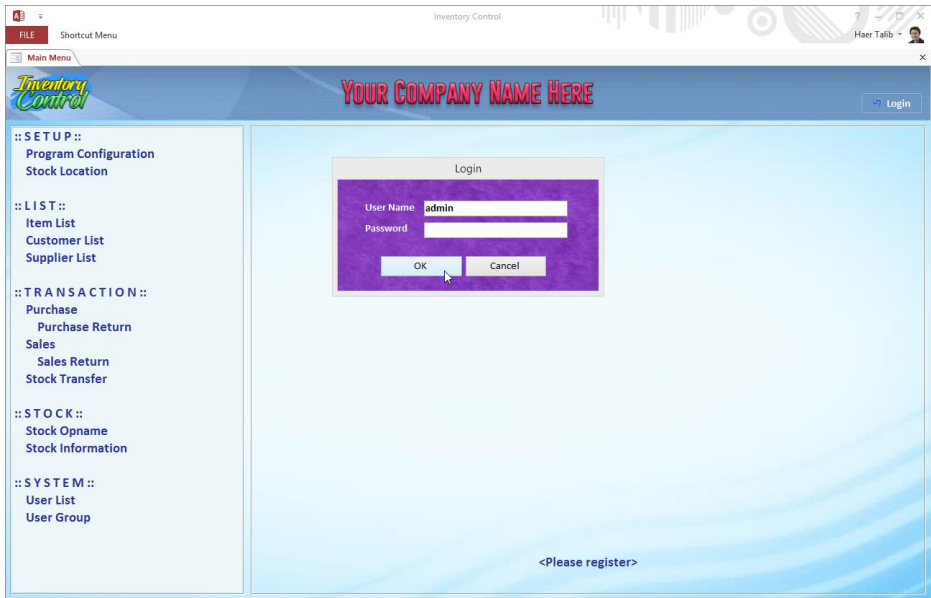
If there are no obstacles, the Inventory Control program display looks as follows:





You can click the command on the ribbon to close the ribbon so that the program screen becomes wider. The program menu is available after you click the red text on the screen (or press Enter).

# LOGIN



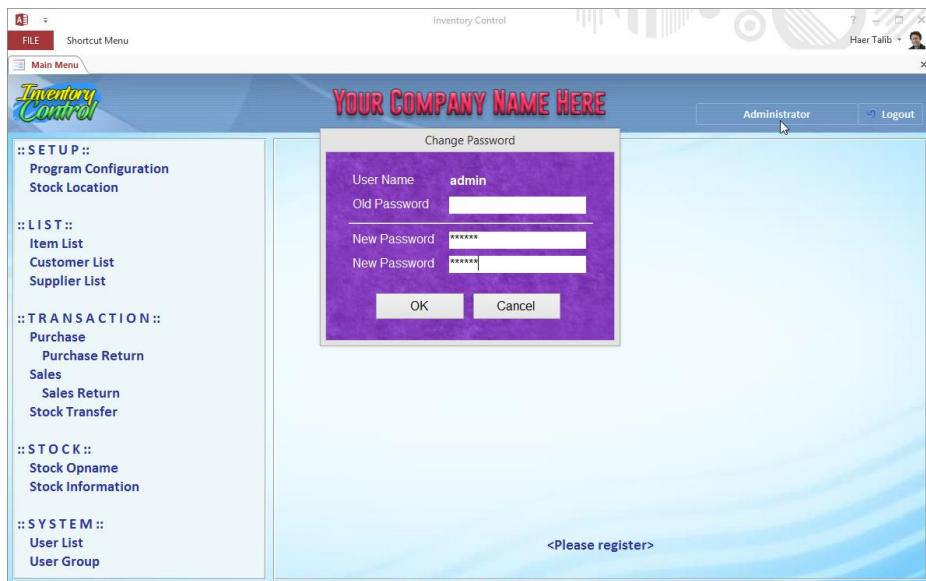
For the first time you can login with username: **admin** without password. You can add or change this password later.

If you click "Cancel" (do not log in) then you cannot run the program menu.

To re-login, click the “Login” button on the top-right.

## CHANGE THE ADMIN PASSWORD

So that the program cannot be opened by just anyone, you need to give the admin user a password. How: click the user name on the top-right.

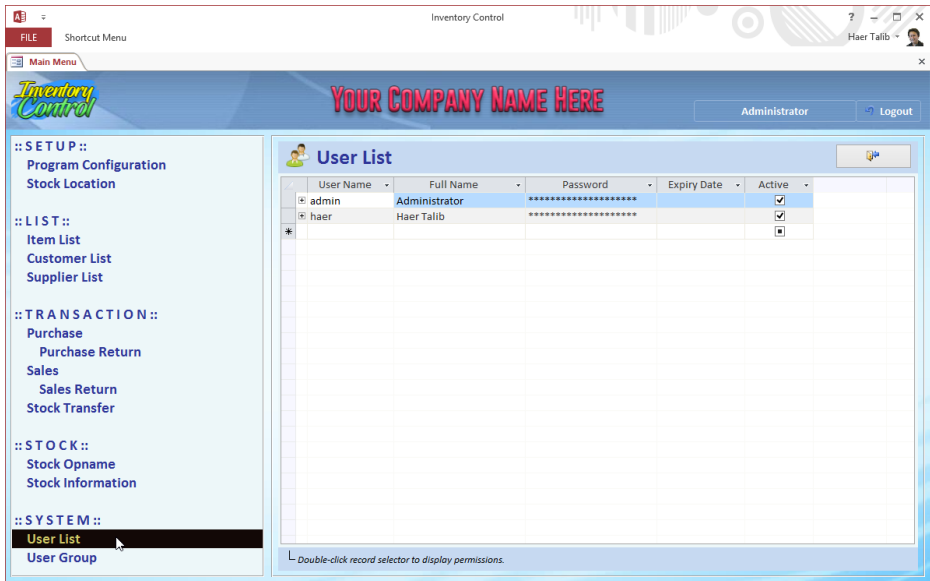


Passwords can consist of letters and numbers or special characters, and may also contain spaces. Passwords are case-sensitive, meaning that they distinguish between uppercase and lowercase letters (while usernames are not case-sensitive). Password can be up to 20 characters.

When entered, the password is automatically randomized and displayed only in asterisks.

## ADD USERS

User **Admin** is not used to enter data, but only to manage the system. You need to add another user to work with. You can add multiple users and give them their own rights.



Double-click menu “User List”.

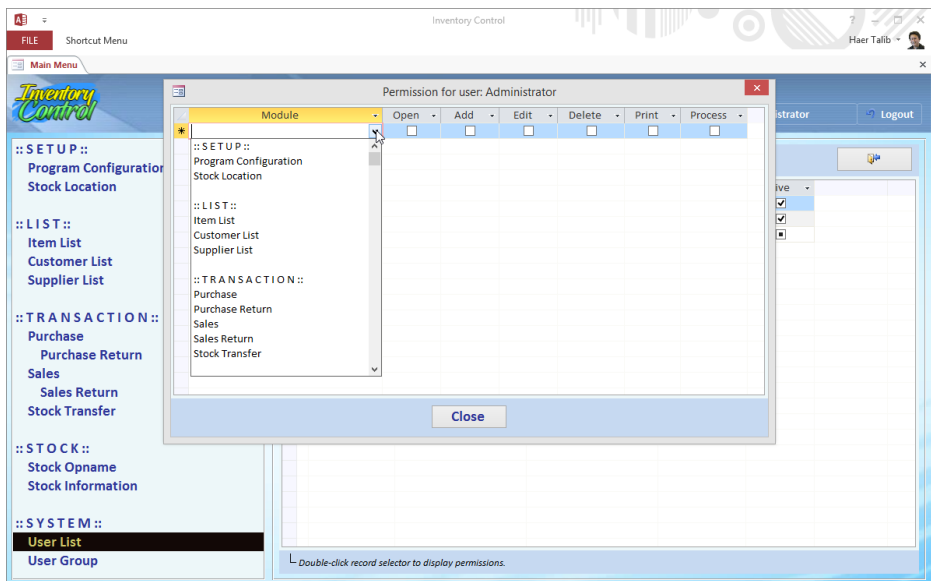
- **User Name** maximum 20 chars, may contain spaces, but is not case sensitive.
- **Full Name** maximum 50 chars.
- **Password** maximum 20 chars, may contain spaces, and is case sensitive. Passwords will automatically be randomized and

only displayed with asterisk characters. Password can not be seen by anyone, can only be changed.

- **Expiry Date** used to limit the validity period of the user. After the expiration date, the user cannot login again. Leave blank if there is no expiration.
- **Active** must be checked so that the user can login. If it is not checked, the user cannot login.
- To delete a record, click on the Record Selector (left end of the line) then press **Delete** (on the keyboard).

## GIVE USER RIGHTS

To grant rights to the user, double-click the Record Selector.

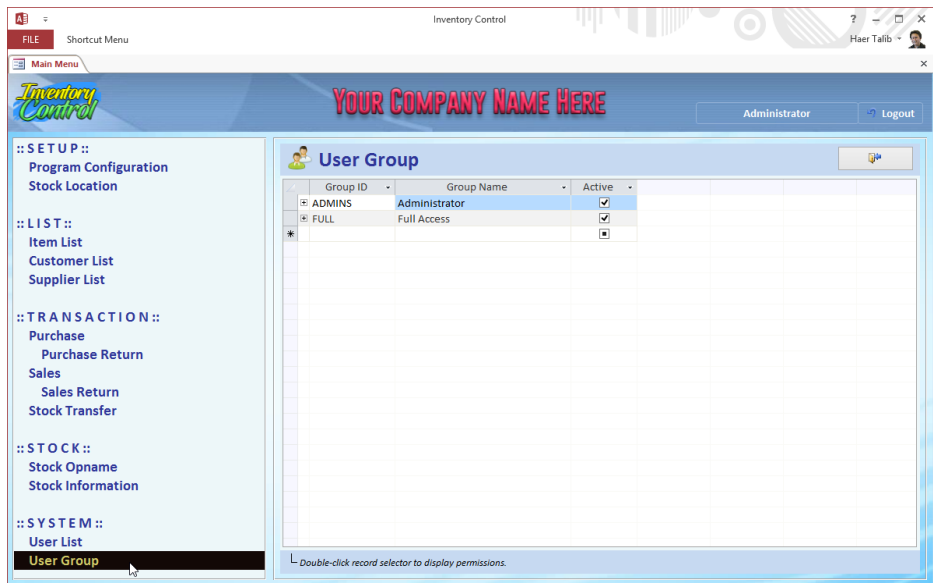


You can give rights directly to users, but if many users are given the same rights, it is better to grant rights through the User Group.

Rights granted to users directly or through groups will be equally effective (whichever is the most profitable).

## ADDING USER GROUP

Double-click menu “User Group”



User Group is intended to give equal rights to a group of users.

- **Group ID** maximum 20 chars, may contain spaces, not case sensitive.
- **Group Name** maximum 50 chars.

- **Active** must be checked so that the rights in the group become active.
- To delete a record, click on the Record Selector (left end of the line) then press **Delete**.
- To give rights to a user group, **double-click** Record Selector.

Module	Open	Add	Edit	Delete	Print	Process
Program Configuration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stock Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Module	Open	Add	Edit	Delete	Print	Process
Item List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Return	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Return	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stock Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stock Opname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stock Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To delete a record, click on the Record Selector (left end of the line) then press **Delete**.

- **Open** Users can run program modules.
- **Add** User can add new data.
- **Edit** Users can edit existing data.
- **Delete** Users can delete data records.

- **Print** User can print (if available).
- **Process** Users can perform special commands (if available) that affect/change data/information.

## SETTING CONFIGURATION

Double-click menu “Program Configuration”.

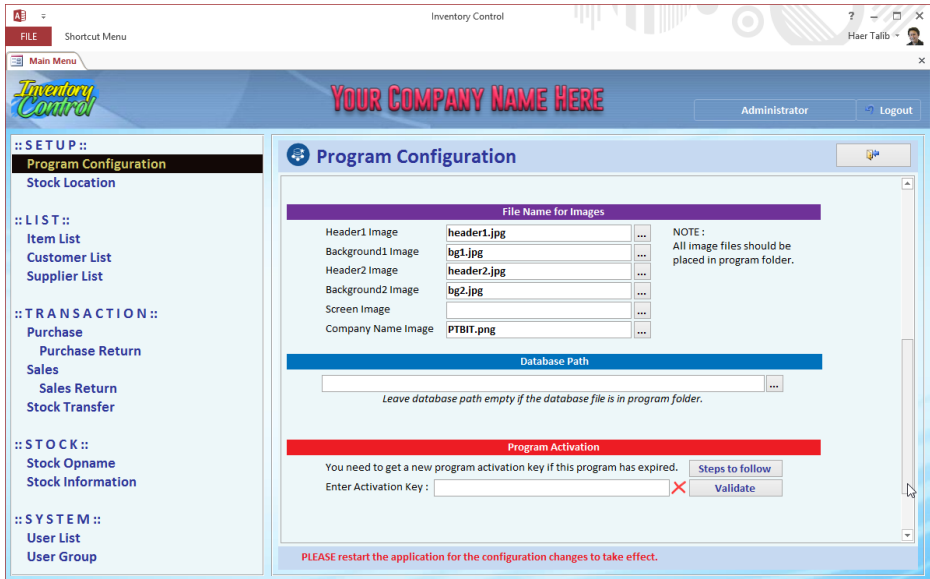
The screenshot displays the 'Inventory Control' application window. The title bar shows 'Inventory Control' and the user 'Haer Talib'. The main menu on the left includes 'FILE', 'Main Menu', and a tree view with categories like 'SETUP::', 'LIST::', 'TRANSACTION::', 'STOCK::', and 'SYSTEM::'. The 'Program Configuration' window is open, showing a 'Company Information' section with fields for Company Name, Division Name, Address, City, Country, Phone, Fax, Website, and Email. The 'Options' section includes 'Date Format', 'Decimal Money', and 'Decimal Qty' dropdowns, and checkboxes for 'Close the form' and 'Ask to close the form'. A 'Save' button is visible. A red text message at the bottom states: 'PLEASE restart the application for the configuration changes to take effect.'

- Fill in your company name and address.
- **Division Name** need to be filled if your organization is a division or branch of a company.
- Notice the yellow field. If you register the program, this data must be filled in because it will be used to generate a registration code. This data change will make the activation



code no longer appropriate (you can leave the Division field blank if it is not applicable).

- Other options can be changed at any time.



- **Header1** and **Background1** are used on **main form**, while **Header2** and **Background2** are used on **popup window**.
- **Screen image** used on the main screen (menu).
- **Company Name image** will be used to replace the "Your Company Name Here" image, and will appear after you register the program.

Preferably the image is in transparent **PNG** format.



- All image files should be placed in the **Images** folder under the program folder. If you use the button  to specify an

image file, the image file will be copied into the Images folder (automatically).

- The image file will be effective after you restart the program.
- **Database Path** is the location (folder) where the database files are placed. This path supports UNC (Universal Naming Convention).

**ATTENTION:** fill in the database path without the database name (use the button  to be more certain). Empty the database path if the data file is in the program folder.

The database file MUST remain named **INV-DATA.accde**

- This configuration data is stored in a file named **Config.accde** (in the program folder). You can copy the **Config.accde** file for use on another computer (so the configuration is the same). If a user makes a configuration change, the configuration applies only to his computer.

## DOING PROGRAM REGISTRATION

Program registration needs to be done to get an activation code from the program maker. For that you will be charged a small fee to appreciate the work of the programmer.

You can still use this program without registering, but there are some limitations:

1. Your company name does not appear on the program screen nor on the printout.

2. Randomly, you can only display part of the item list (in Item List and Stock Information).

(Your data remains in the database and sometimes everything can be displayed).

To register for the program, click the “**Steps to follow**” button, then follow the steps in the form that appears. Make sure you have filled in the company/organization data correctly.

Steps to get activation key

Inventory Control

Steps to get activation key

You can use this application for a very low monthly fee (only about US\$ 3/month). Support us by purchasing an activation key according to the desired validity period. Without the activation key, your data is still there and safe but can only be partially displayed.

English Indonesian

1

Make a bank transfer equivalent to US\$:

37,50 (valid for 1 year)

To bank: BCA KCP Santa (Jakarta - Indonesia)  
Acc#: 524 008 0267  
Haeruddin A. Talib, SE

Transfer from outside Indonesia to BCA  
Use Swift Code: CENAI DJA  
You can also use a service like Fire Cash or MoneyGram

2

Send a WhatsApp message to number : +62 822-6001-7525

Message content: INV-100  
(copy or type PT. BimaSakti Inti Teknologi  
precisely) Bogor - Indonesia  
39093-24727-26350-03456-3

Sample

3

After the transfer comes in, we will send an Activation Key that matches the data you submitted above. Enter the Activation Key in Program Configuration.

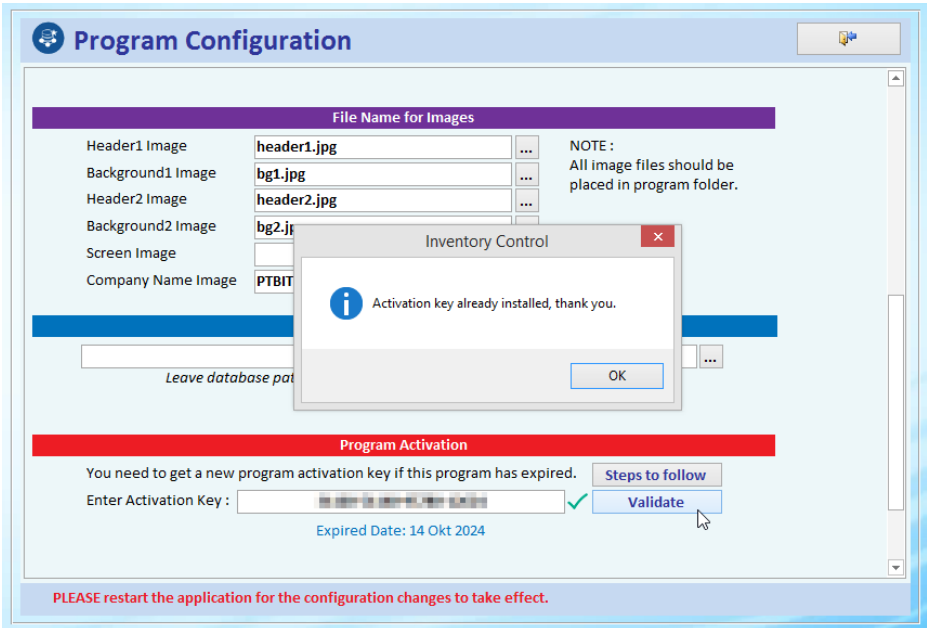
**ATTENTION:** If you change the Copany Name, Division, City, or Country data, the Activation Key will no longer match (must be the same as the data you sent above). Keep the Activation Key properly so it can be used again if necessary. If the Activation Key is lost then you have to buy it again.

The data in the image above is just an example. You must follow the steps and send the data according to what is on your computer screen.

- Please note that the activation code has an expiration date. You can choose from 3 months to 3 years.
- Make a bank transfer according to the first step, then send a WA message according to the 2nd step. You will receive an activation code to enter into Program Configuration.

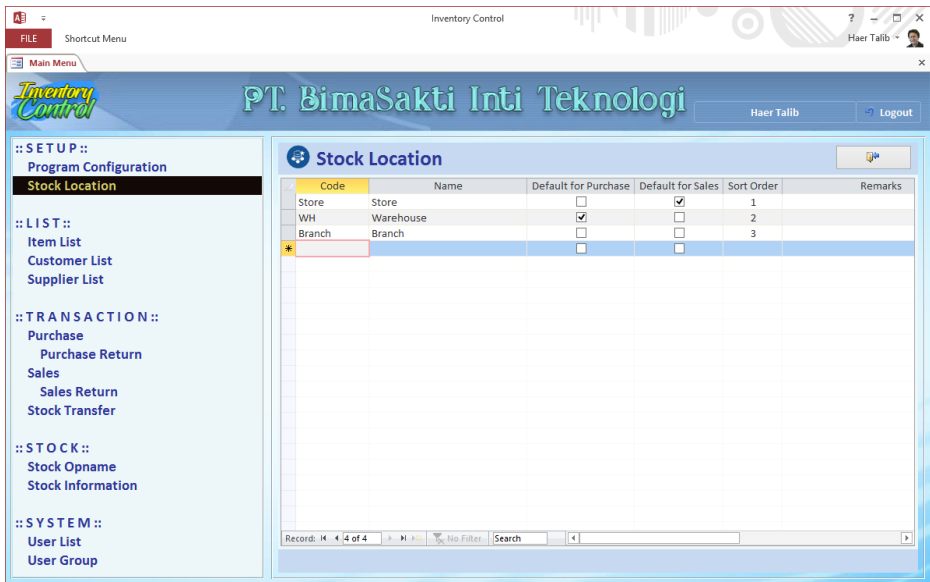
After entering the activation code, **restart** the program.

This activation code can be entered on any computer that uses the program, as long as the company data (company name, division name, city name, and country name) are the same.



## ENTER STOCK LOCATION LIST

Double-click menu “Stock Location”.



- **Code** maximum 20 chars, not case sensitive.
- **Default for Purchase** indicates the stock location as the default location for receiving stock from purchases.  
If desired, stock receipts from purchases can also be directly directed to certain stock locations (non default).
- **Default for Sales** indicates stock location as default location for sales.  
If desired, sales locations can also be made at certain stock locations (non default).

## MANAGING ITEM LIST

Double-click menu “Item List”. To manage the Item List you must login with the user who has been given rights.

**Inventory Control Item List**

**FILTER**

Supplier: [Dropdown] Display [X] All [ ] Active [ ] Inactive [ ]

Type: [Dropdown]

Group: [Dropdown] Search [Go]

**Buttons:** Add, Edit, Delete, Close, Edit Mode

Item Code	Item Name	Unit	Type	Group	COGS	Unit Price	Discount	
001-0001	GREASE FITTING 1/8 NPT		test 1		14.520	18.150		ABINDA PRAT.
003-0052	1/4 X 3/4 LG COILED SPRING PIN			Test 2	14.520	18.150		
0040008	SNAP RING 13MM			Test 3	0	0		
0080156	BOLT 5/8"-18UNFX6"LG			Test 4	43.560	54.450		
0080206	5/16 X 3/4 BOLT GR8 NC YELLOW			Test Lain	0	0		
0080219	3/8 X 1 1/2 BOLT GR8 NC YELLOW				0	0		
008-0219	BOLT			test 6	0	0		
0080222	3/8 X 3 BOLT GR8 NC YELLOW			test 7	0	0		
0080239	1/2 X 1 BOLT GR8 NC YELLOW			Test 8	0	0		
0080240	1/2 X 1 1/4 BOLT GR8 NC YELLOW			Test 9	0	0		
008-0345	BOLT 5/8-18 UNF X 7" LG				0	0		
0084527	1/2 X 1/34 BOLT GR8 FT NC YELL				14.520	18.150		
010-0017	LOCK NUT							
010-0018	LOCK NUT; PIN RT502							
010-0323	LOCK NUT							
011-0010	NUT; LOCK WHITE DRIVE MOTOR				169.448	211.811		
0120009	1/2 SAE FLAT WASHER ZINC PLATE				0	0		
012-0004	2/8 - 16UNC X 1.1/2 LG GR8 SOCKET CAP NC BLACK				14.520	18.150		

**Instructions:**

- Double-click on Record Selector to display record in form.
- Activate EDIT MODE to edit data directly in the datasheet.
- Right-click on a cell in datasheet to display shortcut menu.
- You can directly add, edit, or delete record(s) in datasheet.
- Click "Go" button to apply filter / refresh data in datasheet.
- The « sign indicate that field can be double-clicked.

- In the picture above there are:

**Filter**

to filter data.

**Datasheet**

contains all data that fits the filter.

**Keterangan**

short instructions.

**Tombol**

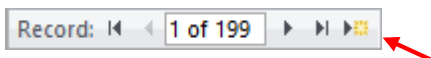
to add, edit, and delete data records.

**Edit Mode**

to enable edit mode on Datasheet.

- In the **Supplier** filter, you can search for suppliers by part of their name.

- **Search** can use parts of **Item Code**, **Item Name**, and **Remarks**.
- To directly manage data in **Datasheet**, enable **Edit Mode**.
- To input new data (in the Datasheet), click the button on the **Navigation Buttons** (at the bottom of the Datasheet).



- To delete a record(s), click the Record Selector you want to delete and then press **Delete**.
- To add new data via the form, click the button “**Add**”.
- To edit a record with a form, select the record in the Datasheet and then click the button “**Edit**”.

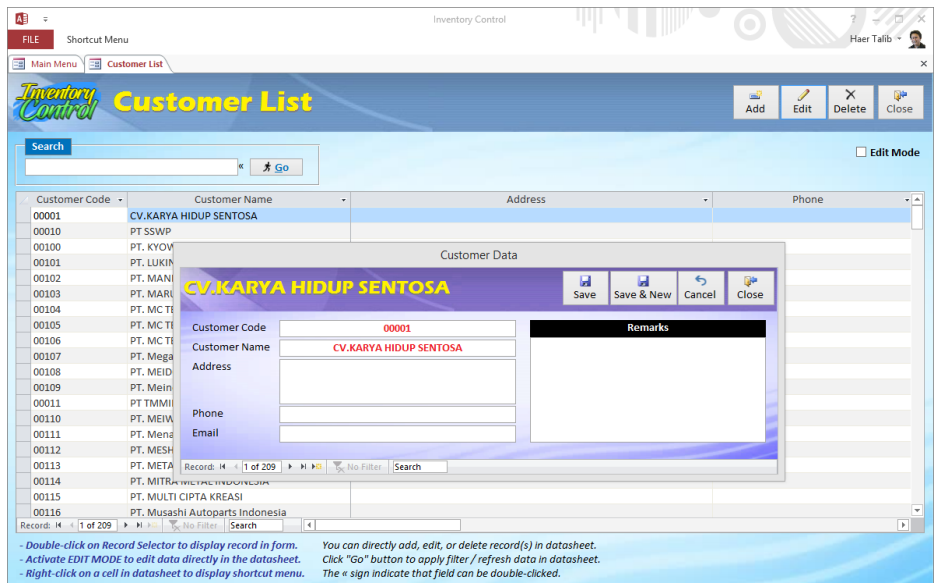
- On the form, you can add images for each item.
- **Item Code** can consist of letters, numbers, and spaces, maximum 20 chars. You can also scan the **barcode** as an Item Code.



- Unit, Type, and Group are optional. The list will be automatically retrieved from the data that has been entered. If the data is not available, type or enter a new one.
- **Supplier** data is optional. The list comes from Supplier List (must be entered first).

# MANAGING CUSTOMER LIST

Double-click menu “Customer List”.



The procedure for managing customer data is the same as managing item data.

Double-click menu “Supplier List”.



Please note that all codes can be changed later even though they have been used in transactions. The program will automatically adjust/use the new code. But you can't delete lines of Code that are already used.

## ENTERING STOCK OPNAME DATA

**Stock Opname** or **Stock Taking** is stock resulting from physical calculations at a stock location. You can also use Stock Opname to enter the initial stock.

Double-click menu “Stock Opname” (under menu STOCK).

The screenshot shows the 'Inventory Control' application window with the 'Stock Opname' menu item selected. The interface includes a 'FILTER' section with fields for 'Location' (Warehouse), 'From Date' (11 Okt 2021), and 'To' (empty), along with a 'Search' button and a 'Go' button. Below the filter is a table with columns: 'Opname Date', 'Item Code', 'Item Name', 'Qty', and 'Remarks'. The table contains two rows of data: one for 'GREASE FITTING 1 / 8 NPT' with a quantity of 100, and another for '1 / 4 X 3 / 4 LG COILED SPRING PIN' with a quantity of 200. A dropdown menu is open for the 'Item Code' column, showing a list of item codes and names. At the bottom, there is a 'Records' section showing '4 of 3' records, a 'No Filter' button, and a 'Search' button. Below the records section, there are instructions: 'Activate EDIT MODE to edit data directly in the datasheet.', 'Click "Go" button to apply filter / refresh data in datasheet.', and 'The « sign indicate that field can be double-clicked.'

Opname Date	Item Code	Item Name	Qty	Remarks
11 Okt 2021	001-0001	GREASE FITTING 1 / 8 NPT	100	
11 Okt 2021	003-0052	1 / 4 X 3 / 4 LG COILED SPRING PIN	200	

Records: 4 of 3 | No Filter | Search

- Activate EDIT MODE to edit data directly in the datasheet.  
- Right-click on a cell in datasheet to display shortcut menu.

You can directly add, edit, or delete record(s) in datasheet.  
Click "Go" button to apply filter / refresh data in datasheet.  
The « sign indicate that field can be double-clicked.

- Choose **Stock Location**
- Activate **Edit Mode**
- **Opname Date** is the date the stock taking was done (so the stock entered is the end stock as of that date).
- **Item Code** can be selected or inputted or scan the barcode.
- You can search for **Item Name** by part of the name.

- **Qty** is the amount of stock (according to the units on the Item List).

ATTENTION:

- If you enter the same stock data twice (on the same date), then the stock data will be added up (in the stock calculation).
- If there is stock data with a different date, then the stock used is the latest date.
- All transactions before or on the opname date will be ignored, because the stock entered on the opname date is the end stock.

If you want Stock Taking data to be used as the initial stock for today, then you must enter it as stock as of yesterday.

- You can enter stock opname data on different dates, because the system will use the last stock opname for each item as the basis for the calculation.
- You can change/edit stock taking data/date at any time, and the program will automatically adjust.

## ENTERING PURCHASE DATA

Double-click menu “Purchase” (under TRANSACTION).

Inventory Control

Shortcut Menu

Main Menu Purchase

**Inventory Control Purchase**

Add Edit Delete Close

**FILTER**

Supplier Location Warehouse

From Date To Search Go

Receipt Date	Ref. No.	Supplier	Subtotal	Discount	Fees	Taxes	Total	Remarks
14 Okt 2021	123	A&K TEKNIK JAYA PT.	4,356.000				4,356.000	

Record: 1 of 1 No Filter Search

- Double-click on Record Selector to display record in form. Click "Go" button to apply filter / refresh data in datasheet.  
- Right-click on a cell in datasheet to display shortcut menu. The « sign indicate that field can be double-clicked.

- Click the “Go” button to display all transactions according to the filter criteria.
- You can search data based on part of the text in the **Ref.No.**, **Supplier**, and **Remarks** columns.
- To enter purchase data, click the “Add” button. To edit a purchase data, select the data record in the Datasheet then click the “Edit” button.
- You can delete an incorrect or unnecessary purchase transaction.

Purchase

## Purchase

Save

Cancel

Print

Close

Ref.No.

Receipt Date

Received in

Supplier

Jl. Kruing 2 Blok L II No. 17 Delta Silicon 1 Cikarang Bekasi

No.	Item Code	Item Name	Qty	Unit Price	Discount	Amount
1	001-0001	GREASE FITTING 1 / 8 NPT	100	18.150		1.815.000
2	003-0052					
*	003-0052	1 / 4 X 3 / 4LG COILED SPRING PIN				
	0040008	SNAP RING 13MM				
	0080156	BOLT 5/8"-18UNFX6"LG				
	0080206	5 / 16 X 3 / 4 BOLT GR8 NC YELLOW				
	0080219	3 / 8 X 1 1 / 2 BOLT GR8 NC YELLOW				
	008-0219	BOLT				
	0080222	3 / 8 X 3 BOLT GR8 NC YELLOW				
	0080239	1 / 2 X 1 BOLT GR8 NC YELLOW				
	0080240	1 / 2 X 1 1 / 4 BOLT GR8 NC YELLOW				
	008-0345	BOLT 5/8-18 UNF X 7" LG				
	0084527	1 / 2 X 1 / 34 BOLT GR8 FT NC YELL				
	010-0017	LOCK NUT				
	010-0018	LOCK NUT ; PIN RT502				
	010-0323	LOCK NUT				
	011-0010	NUT; LOCK WHITE DRIVE MOTOR				
	0120009	1 / 2 SAE FLAT WASHER ZINC PLATE				

Subtotal 1.815.000

Discount

Fees

Taxes

**TOTAL 1.815.000**

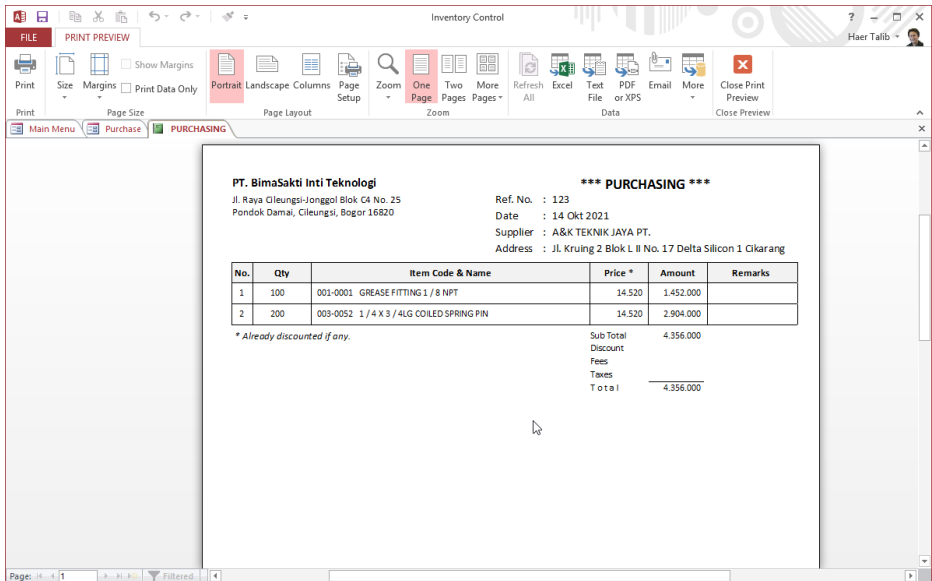
- **Ref.No.** is the reference number of the note from the supplier.
- **Receipt Date** is the date the goods were received (add stock).
- **Received In** is the stock location where you receive the purchased goods (will add stock to that location).
- **Supplier** is a place to buy goods. You can enter the supplier name snippet to search in the Combo Box.
- **No.** (sequence number) will be automatically filled when you input data, but you can also enter it yourself. This number will be used to sort the data in the Datasheet and in the printout.
- You can enter/select an **Item Code**, or you can scan a barcode. **Item Name** will automatically appear.

- You can search for items by name snippet on **Item Name**.
- **Qty** is the number of goods received (according to the units in the Item List).
- **Unit Price** automatically retrieved from COGS in the Item List. This value is only a *prompt*, and you must enter the price from the purchase order.
- Enter **Discount** (if any will reduce the price). You can enter the discount in face value, or in percent form, for example 10% which will be automatically converted into face value.
- **Discount** at the bottom is used to enter the total discount given by the supplier (other than the discount per item).
- **Fees** are costs that may be charged by the supplier. You can also enter Fees as a percent, which will be multiplied by the Subtotal-Discount value.
- **Taxes** can be filled with nominal according to the note or can also be entered in percent, which will be multiplied by (Subtotal-Discount+Fees).

**NOTES:** if you save the data, the input form will be closed. You can set this behavior in Program Configuration.

If you click **Print**, the data will be saved so that it cannot be canceled again. The printout will always be displayed in **Print Preview** where you can setup if needed or choose a printer.





- Click on the paper area to zoom.
- Click “Print” (or press Ctrl+P) to print.
- The default paper size used is A4.
- Default printer according to settings in Windows.

## ENTERING PURCHASE RETURN DATA

Purchase Return is the return of goods to the supplier (will reduce stock).

Double-click menu "Purchase Return".

The screenshot displays the 'Purchase Return' window in the 'Inventory Control' application. The window has a title bar with 'Inventory Control' and a user profile 'Haer Talfib'. Below the title bar is a menu bar with 'FILE', 'Shortcut Menu', 'Main Menu', 'Stock Opname', and 'Purchase Return'. The 'Purchase Return' menu is active, showing a 'Purchase Return' sub-menu. The main area is titled 'Purchase Return' and contains a 'FILTER' section with fields for 'Supplier', 'Location' (set to 'Warehouse'), 'From Date', and 'To'. A 'Go' button is next to the 'To' field. Below the filter is a table with columns: 'Return Date', 'Ref. No.', 'Purchase Ref.', 'Supplier', 'Subtotal', and 'Remarks'. The first row shows a record for '15 Okt 2021' with 'Ref. No.' PR2110-001, 'Purchase Ref.' 123, 'Supplier' A&K TEKNIK JAYA PT., and 'Subtotal' 29.040. At the bottom, there is a status bar with 'Record: 14', '1 of 1', and a 'Search' button. Below the status bar, there are instructions: '- Double-click on Record Selector to display record in form.', '- Right-click on a cell in datasheet to display shortcut menu.', 'Click "Go" button to apply filter / refresh data in datasheet.', and 'The « sign indicate that field can be double-clicked.'

Return Date	Ref. No.	Purchase Ref.	Supplier	Subtotal	Remarks
15 Okt 2021	PR2110-001	123	A&K TEKNIK JAYA PT.	29.040	

- Click "Add" to enter Purchase Return data.
- Select the record then click "Edit" to edit the existing data.



purchase. If not associated, then all active items can be selected.

- Fill in / select the returned **Item Code**.

If the return is associated with a purchase, the program will fill in the Unit Price with the Unit Price of the related purchase. If not associated, the program will fill the Unit Price with COGS on the Item List.

- You can search for item names by snippet of text on **Item Name**.
- Fill in the returned **Qty**.
- Fill in the actual **Unit Price** (perhaps an agreement with the supplier). Unit Price is useful for determining the return value (perhaps for a refund from a supplier or reducing debt).

If you print, it will look as follows:

Inventory Control

Haer Talib

FILE PRINT PREVIEW

Print Size Margins ☐ Show Margins ☐ Print Data Only

Portrait Landscape Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Excel Test File PDF or XPS Email More

Print Page Size Page Layout Zoom Close Print Preview

Main Menu Purchase Return PURCHASING

**PT. BimaSakti Inti Teknologi**  
 Jl. Raya Cleungsai-Jonggol Blok C4 No. 25  
 Pondok Damai, Cleungsai, Bogor 16820

**\*\*\* PURCHASE RETURN \*\*\***  
 Ref. No. : PR2110-001  
 Date : 15 Okt 2021  
 Purchase : 123  
 Supplier : A&K TEKNIK JAYA PT.  
 Address : Jl. Kruing 2 Blok L II No. 17 Delta Silicon 1 Cikarang

No.	Qty	Item Code & Name	Unit Price	Amount	Remarks
1	2	001-0001 GREASE FITTING 1 / 8 NPT	14.520	29.040	
Total				29.040	

Page: 14 of 1 Filtered: 1

## ENTERING SALES DATA

Double-click menu “Sales” (under TRANSACTION)

The screenshot shows the 'Inventory Control Sales' window. At the top, there's a menu bar with 'FILE', 'Shortcut Menu', 'Main Menu', and 'Sales'. Below the menu bar, there's a header area with the 'Inventory Control Sales' logo and buttons for 'Add', 'Edit', 'Delete', and 'Close'. The main area contains a 'FILTER' section with dropdowns for 'Customer' and 'Location', and input fields for 'From Date' and 'To'. A 'Search' button and a 'Go' button are also present. Below the filter section is a table with the following columns: Sales Date, Ref. No., Customer, Subtotal, Discount, Fees, Taxes, Total, and Remark. The first row of data shows: 15 Okt 2021, S211015-001, CV.KARYA HIDUP SENTOSA, 508.200, 50.820, 45.738, 50.312, 553.430. At the bottom, there's a status bar with 'Record: 1 of 1' and a 'Search' button. Below the status bar, there are instructions: '- Double-click on Record Selector to display record in form.', '- Right-click on a cell in datasheet to display shortcut menu.', '- Click "Go" button to apply filter / refresh data in datasheet.', and '- The « sign indicate that field can be double-clicked.'

Sales Date	Ref. No.	Customer	Subtotal	Discount	Fees	Taxes	Total	Remark
15 Okt 2021	S211015-001	CV.KARYA HIDUP SENTOSA	508.200	50.820	45.738	50.312	553.430	


The **Sales** module is simple and generic, but sufficient for entering sales data.

If your organization does not make sales in the true sense but only in the form of delivery of goods or distribution to certain parties (outside the company/organization), then this module can be used.

To send goods to a branch or division within the company/organization (internal), you can use the **Stock Transfer** module.

Input sales data using the following form:

Sales



Save Cancel Print Close

**Location** Store ▼  
**Ref.No.** S211015-001 ⌵  
**Sales Date** 15 Okt 2021

**Customer** CV.KARYA HIDUP SENTOSA ▼

No.	Item Code	Item Name	Qty	Unit Price	Discount	Amount
1	001-0001	GREASE FITTING 1 / 8 NPT	20	18.150	1.815	326.700
2	003-0052	1 / 4 X 3 / 4LG COILED SPRING PIN	10	18.150		181.500

\*

001-0001  
003-0052  
0040008  
0080156  
0080206  
**0080219**  
008-0219  
0080222  
0080239  
0080240  
008-0345  
0084527  
010-0017  
010-0018  
010-0323

GREASE FITTING 1 / 8 NPT  
1 / 4 X 3 / 4LG COILED SPRING PIN  
SNAP RING 13MM  
BOLT 5/8"-18UNFX6"LG  
5 / 16 X 3 / 4 BOLT GR8 NC YELLOW  
**3 / 8 X 1 1 / 2 BOLT GR8 NC YELLOW**  
BOLT  
3 / 8 X 3 BOLT GR8 NC YELLOW  
1 / 2 X 1 BOLT GR8 NC YELLOW  
1 / 2 X 1 1 / 4 BOLT GR8 NC YELLOW  
BOLT 5/8-18 UNF X 7" LG  
1 / 2 X 1 / 34 BOLT GR8 FT NC YELL  
LOCK NUT  
LOCK NUT ; PIN RT502  
LOCK NUT

Subtotal 508.200  
Discount  
Fees  
Taxes  
**TOTAL** 508.200

**Record:**  
**Remarks**  
- Double-  
- Discount  
- The No.

- Select the **Location** where the sale will be made (will reduce stock).
- **Ref.No.** will be auto-supplied (Last +1, reset daily) in the format yymmdd-nnn (total 999 sales/day for all locations). If needed you can also enter your own number, but the prefix “S” cannot be changed.
- Fill in **Sales Date**. If this date changes, it is likely that Ref.No. will also change.
- Select **Customer**, or search by name text snippet.

Inventory Control app. (<https://software.web.id/ic>)

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- **No.** (sequence number) will be filled in automatically, but can also be filled in by yourself.
- Select / input **Item Code** or scan **barcode**.  
**Item Name** will appear automatically, or you can search for items based on the item name text snippet.
- **Unit Price** and **Discount** will be filled automatically taken from the Item List. You can edit **Unit Price** and **Discount** if needed. Discount can be filled in nominal or percent (eg 10%) which will be converted to nominal value automatically.
- Enter the **Qty** sold (according to the units in the Item List)..
- **Discount** at the bottom is the total discount. You can fill it with a nominal value or percent which will be converted to a nominal value automatically.
- **Fees** are the costs charged to the customer. You can fill in the nominal value or percent which will be multiplied by **Subtotal-Discount**.
- **Taxes** is the tax charged to the customer. You can fill in the nominal value or percent which will be multiplied by **Subtotal-Discount+Fees**.

If you print sales it will look like this:



Inventory Control

FILE PRINT PREVIEW

Print Size Margins ☐ Show Margins ☐ Print Data Only

Portrait Landscape Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Excel Text File PDF or XPS Email More Close Print Preview

Print Page Size Page Layout Zoom Close Preview

Main Menu Sales SALES SLIP

**PT. BimaSakti Inti Teknologi**  
 Jl. Raya Cileungsi-Jonggol Blok C4 No. 25  
 Pondok Damai, Cileungsi, Bogor 16820

**\*\*\*SALES SLIP\*\*\***  
 Ref. No. : S211015-001  
 Date : 15 Okt 2021  
 Customer : CV.KARYA HIDUP SENTOSA  
 Address :

No.	Qty	Item Code & Name	Unit Price	Discount	Amount	Remarks
1	20	001-0001 GREASE FITTING 1 / 8 NPT	18.150	1.815	326.700	
2	10	003-0052 1 / 4 X 3 / 4 LG COILED SPRING PIN	18.150		181.500	
Sub Total					508.200	
Discount					50.820	
Fees					45.738	
Taxes					50.512	
Total					553.430	

Page: 14 of 1 Filtered: 1

## ENTERING SALES RETURN DATA

Sales Return is the return of goods from the Customer (will add stock).

Double-click menu “Sales Return”.

The screenshot shows the 'Inventory Control' application window. The title bar includes 'Inventory Control' and a user profile 'Haer Taffib'. The menu bar has 'FILE' and 'Shortcut Menu'. The 'Main Menu' is open, showing 'Sales Return' as the selected option. The 'Sales Return' form has a 'FILTER' section with fields for 'Customer', 'Location', 'Store', 'From Date', and 'To', along with a 'Search' button and a 'Go' button. Below the filter is a table with the following data:

Return Date	Ref. No.	Sales Ref.	Supplier	Subtotal	Remarks
15 Okt 2021	SR2110-001	S211015-001	CV.KARYA HIDUP SENTOSA	16.335	

At the bottom of the form, there is a status bar with 'Record: 14', '1 of 1', and a 'Search' button. Below the status bar, there are instructions: '- Double-click on Record Selector to display record in form.', '- Right-click on a cell in datasheet to display shortcut menu.', 'Click "Go" button to apply filter / refresh data in datasheet.', and 'The « sign indicate that field can be double-clicked.'

- Click "Add" to enter Sales Return data.
- Select the record then click "Edit" to edit the existing data.



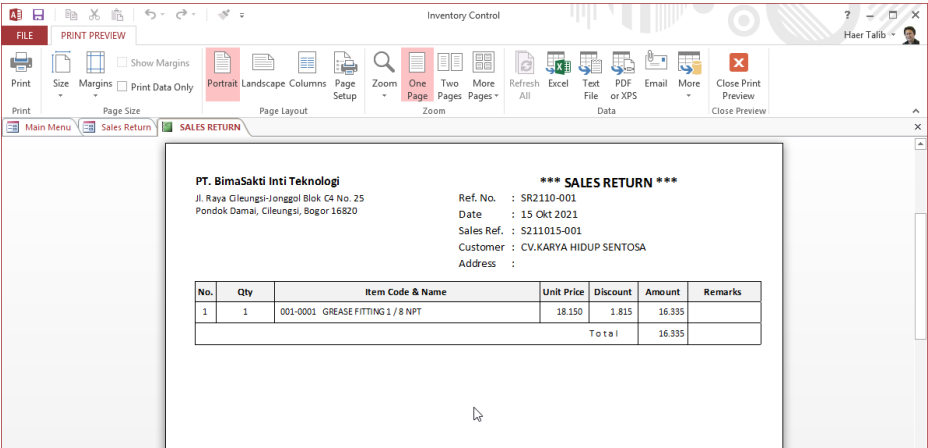
If you associate this return with a specific sale, then the items that can be selected are limited to the items in that sale. If not linked, then all active items can be selected.

- Fill in / select the returned **Item Code**.

If the return is associated with a sale, the program will charge the **Unit Price** and **Discount** of the related sale. If not linked, the program will fill in the **Unit Price** of the Item List.

- You can search for item names by snippet of text on **Item Name**.
- Fill in the returned **Qty**.
- Fill in the actual **Unit Price** (perhaps an agreement with the customer). Unit Price is useful for determining the value of returns (for refunds or reducing receivables).

If you print, it will look as follows:



# ENTERING STOCK TRANSFER DATA

This module is used to send goods to other locations within the company/organization. The stock of goods will decrease at the origin location and increase automatically at the destination location.

Inventory Control

FILEShortcut Menu

Main MenuStock Transfer

Inventory Control Stock Transfer

AddEditDeleteClose

FILTER

FromTo

From DateToSearchGo

Transfer Date	Ref. No.	Transfer Form	Transfer To	Remarks
15 Okt 2021	ST2110-001	Warehouse	Store	

Record: 1 of 1No FilterSearch

- Double-click on Record Selector to display record in form.

- Right-click on a cell in datasheet to display shortcut menu.

Click "Go" button to apply filter / refresh data in datasheet.

The « sign indicate that field can be double-clicked.

Click “Add” to enter a new transaction, or select a data record and click “Edit” to edit an existing transaction.

Stock Transfer

## Stock Transfer

Save

Cancel

Print

Close

Ref.No. ST2110-001 «

From Warehouse ▼

Transfer Data 15 Okt 2021

To Store ▼

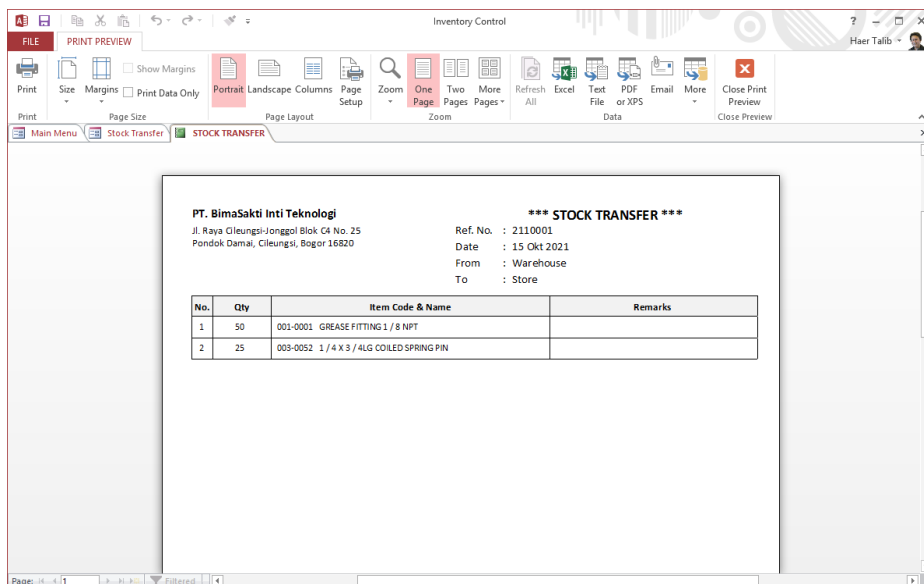
No.	Item Code	Item Name	Qty	Remarks
*				
	001-0001	GREASE FITTING 1 / 8 NPT		
	003-0052	1 / 4 X 3 / 4LG COILED SPRING PIN		
	0040008	SNAP RING 13MM		
	0080156	BOLT 5/8"-18UNFX6"LG		
	0080206	5 / 16 X 3 / 4 BOLT GR8 NC YELLOW		
	0080219	3 / 8 X 1 1 / 2 BOLT GR8 NC YELLOW		
	008-0219	BOLT		
	0080222	3 / 8 X 3 BOLT GR8 NC YELLOW		
	0080239	1 / 2 X 1 BOLT GR8 NC YELLOW		
	0080240	1 / 2 X 1 1 / 4 BOLT GR8 NC YELLOW		
	008-0345	BOLT 5/8-18 UNF X 7" LG		
	0084527	1 / 2 X 1 / 34 BOLT GR8 FT NC YELL		
Record: 1	010-0017	LOCK NUT		
Remarks	010-0018	LOCK NUT ; PIN RT502		
- Double-c	010-0323	LOCK NUT		
- The No. v	011-0010	NUT; LOCK WHITE DRIVE MOTOR		

- **Ref.No.** will be automatically provided (Last +1, reset every month). You can also enter your own number but the prefix “ST” cannot be changed.
- Fill in **Transfer Date**. On this date there will be a reduction in stock at the origin location and stock addition at the destination location (within the same day, no different days).
- Select the origin (**From**) and transfer destination (**To**).
- **No.** (sequence number) will be filled in automatically, but can also be filled in by yourself.
- Select / input **Item Code** or scan **barcode**.  
**Item Name** will appear automatically, or you can search for items based on the item name text snippet.

- Enter the transferred **Qty** (according to the Unit in the Item List).

In stock transfer transactions, the value of the goods is not required.

If you print, it will look as follows:



**PT. BimaSakti Inti Teknologi**  
 Jl. Raya Cileungsi-Jonggol Blok C4 No. 25  
 Pondok Damai, Cileungsi, Bogor 16820

**\*\*\* STOCK TRANSFER \*\*\***  
 Ref. No. : 2110001  
 Date : 15 Okt 2021  
 From : Warehouse  
 To : Store

No.	Qty	Item Code & Name	Remarks
1	50	001-0001 GREASE FITTING 1 / 8 NPT	
2	25	009-0052 1 / 4 X 3 / ALG COILED SPRING PIN	

Pages: 1 of 1 | Filtered: 1

## VIEW STOCK INFORMATION

Double-click menu “Stock Information” (under STOCK).

Inventory Control

Haer Talib

### Stock Information

Close

**FILTER**

Location: Warehouse

Search: [ ] Go

Display records that:

- ☒ Have Ending Stock
- ☐ Have Transaction
- ☐ Empty Ending Stock

Item Code	Item Name	Beginning	Purchase	P. Return	Sales	S. Return	Transfer In	Transfer Out	Ending
001-0001	GREASE FITTING 1 / 8 NPT	100	100	2				50	148
003-0052	1 / 4 X 3 / 4 LG COILED SPRING PIN	200	200					25	375

Record: 1 of 2

- Click "Go" button to apply filter / refresh data in datasheet.  
- Right-click on a cell in datasheet to display shortcut menu.  
- The « sign indicate that field can be double-clicked.

- Select the Stock **Location** you want to display.
- If you leave **Location** blank, the stock will be totaled for all locations.
- You can display only items that have stock (end stock), or items that have transactions (after the last stock opname of the item, even though it doesn't have end stock). If you activate all three options, then you will display all items, even if the item does not have an end stock or transaction.
- This stock information is "life", meaning that it is in accordance with the data in the database. If a user adds or



changes data after the information is displayed, you only need to re-select **Location** to ensure the latest data from the associated location is updated.

**ATTENTION:**

- Stock information for each item is calculated based on the last **Stock Opname** data of the item and then added/subtracted by transactions after the Stock Opname date (until now).
- Stock information according to the selected **Location**.
- It may be that the **End Stock** becomes negative if the goods issued exceed the recorded stock. To display negative stock, uncheck all display options.

## DOING PROGRAM UPDATES

This **Inventory Control** application program will be updated if:

- Errors/bugs found in the program.
- There are additional facilities or new features.

You are expected to download and use the latest program updates.

Visit the website for the information.

<https://software.web.id/ic>

## GETTING TECHNICAL SUPPORT

The Inventory Control application program is provided “as is” without our obligation to provide technical support. However, you can ask questions or provide suggestions / input for the development of this program so that it becomes even better.

Visit the website for the information.

## PROGRAM CUSTOMIZATION

You like the Inventory Control program but this program is still not suitable for your needs? That means you need to customize this program.

You can't do it yourself, but you can ask us to customize the program according to your request. Of course you will be charged according to the work to be done, and it may be more than the registration fee.

To request program customization, contact the contact we provide on the website:

<https://software.web.id/ic>

## YOU NEED OTHER PROGRAMS

If you need another application program that is not available in the market, we can make it for you. This application program is called "Custom Application".

We have experience in making application programs for companies and industries, such as:

- Payroll System
- Purchasing (Procurement) System

- Warehouse System (Inventory Control for Industry).
- PPIC System (Delivery Schedule, Production Schedule, Delivery Notes, Trip Calculation, Invoicing, etc.
- Production System (Input production results and create production reports).

Please take a look at: <http://www.BimaSakti-IT.com>

We have also made many application programs that you can download and try right away. Please visit the website:

<http://software.RumahAccess.com>

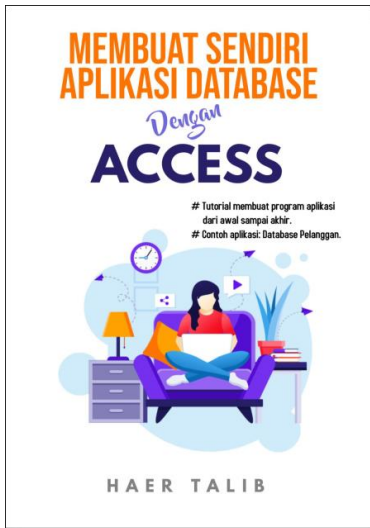
## WANT TO LEARN TO MAKE APPLICATION PROGRAMS

You want to learn to program applications with MS Access? Visit the Access community website (Indonesia):

<http://www.RumahAccess.com>

we provide various articles and tutorials, training programs and courses (online and offline), and you can join the WAG Access Community (Indonesia).

If you want to learn through books, we also provide tutorial books such as:



<https://bit.ly/msad-customer>

For other tutorial books, please see the information at:

<http://www.RumahAccess.com>