



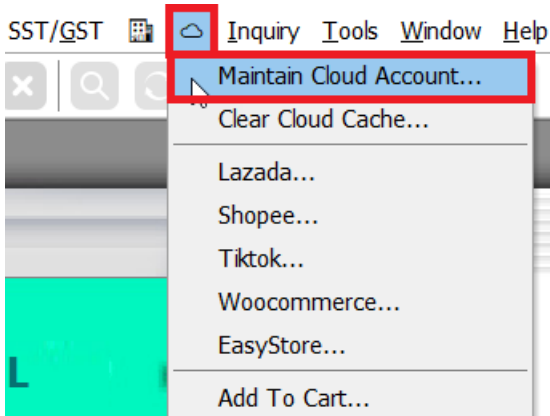
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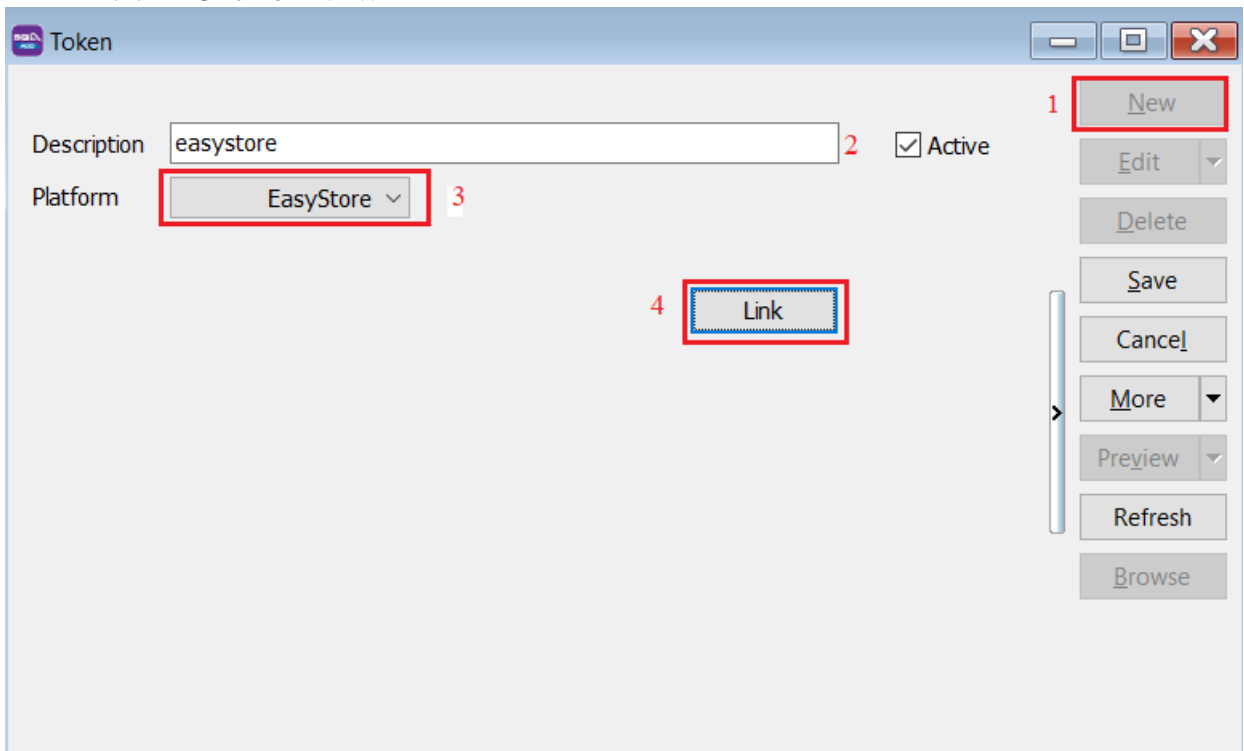
1. EasyStore

1.1 Maintain Cloud Account

1.1.1 Select -> Maintain Cloud Account (One Time Setting)



1.1.2 Click on NEW



i) Enter **Description** “EasyStore”

ii) Select **Platform**

iii) Click on **Link** Button



E Commerce – EasyStore


1.1.3 Paste your Easy Store URL and press **GO**

SQL Integration - EasyStore

Enter your shop url

1.1.4 **Login** with your credentials and then press **Install**

EasyStore: Ecommerce Platform Made For You

 **EasyStore**

Log in EasyStore

Email address

Password

[Forgot password?](#)



E Commerce – EasyStore

EasyStore: Ecommerce Platform Made For You

<
SQL Account

SQL Account EasyStore

You're about to install SQL Account

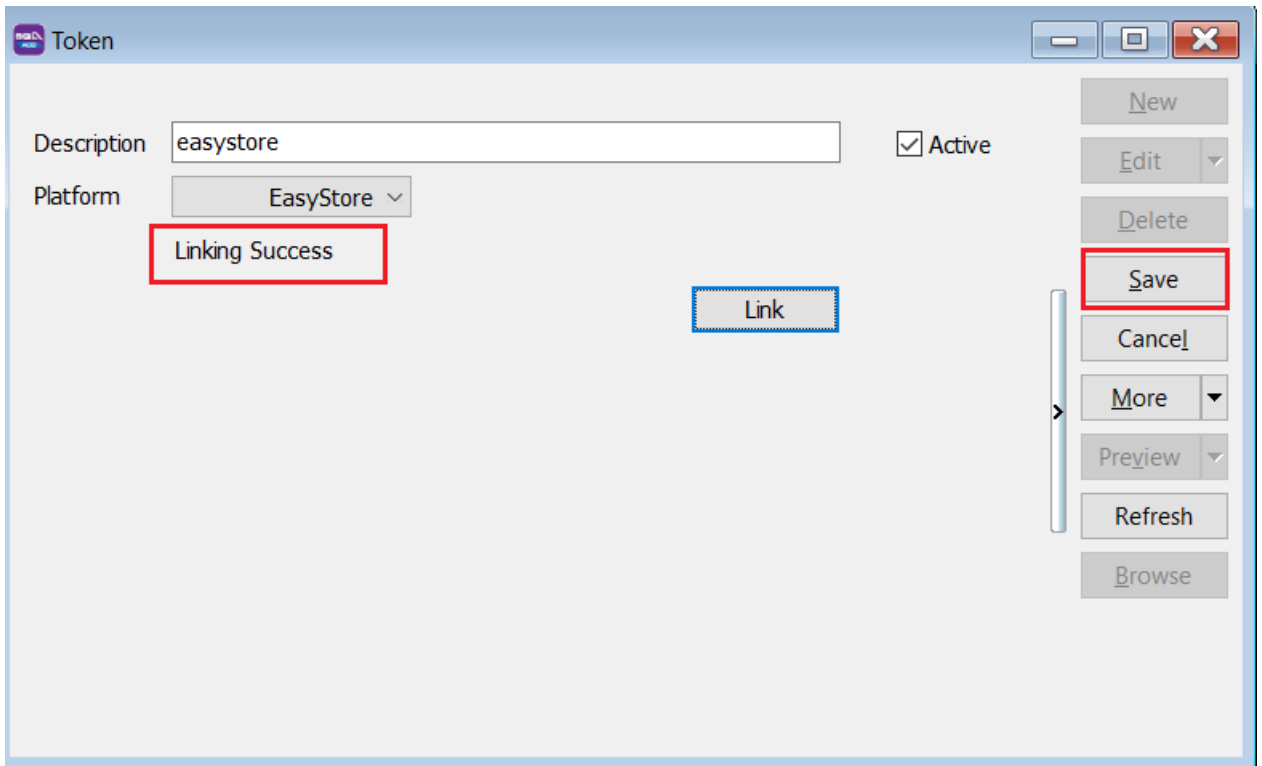
This application will be able to access and modify your store data.

- Read Store basic information
- Read Products variants and collections
- Read Orders transactions and fulfillments

Install

☰ 🏠 ✉️ 🏷️ 👤

1.1.5 : Press SAVE



Token

Description: easystore

Platform: EasyStore

Linking Success

Link

Active:

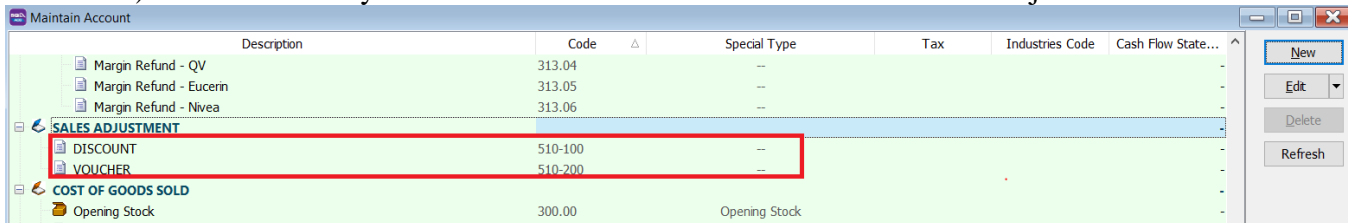
Save

- Once linking Successful, system will be returned status Linking Success Message.

1.2 Configure E Commerce Setting

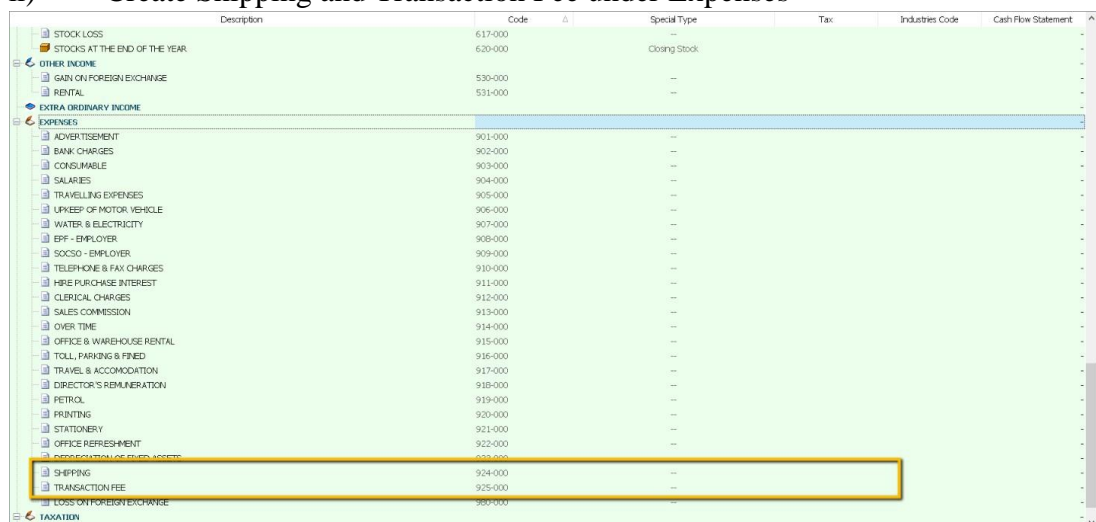
1.2.1 GL -> Maintain Account

i) Create EasyStore Voucher / Discount Account Under Sales Adjustment



Description	Code	Special Type	Tax	Industries Code	Cash Flow State...
Margin Refund - QV	313.04	--			
Margin Refund - Eucerin	313.05	--			
Margin Refund - Nivea	313.06	--			
SALES ADJUSTMENT					
DISCOUNT	510-100	--			
VOUCHER	510-200	--			
COST OF GOODS SOLD					
Opening Stock	300.00	Opening Stock			

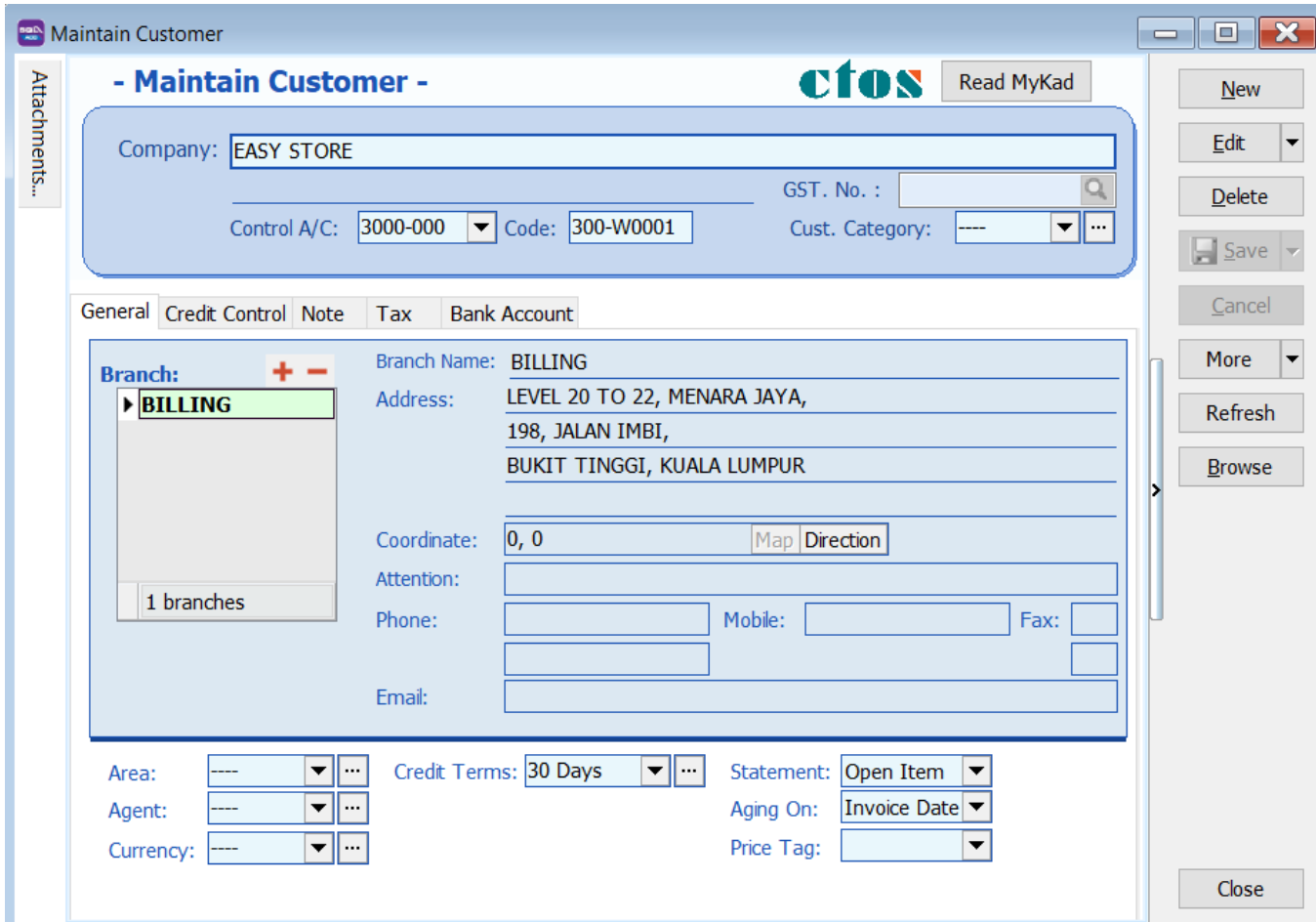
ii) Create Shipping and Transaction Fee under Expenses



Description	Code	Special Type	Tax	Industries Code	Cash Flow Statement
STOCK LOSS	617-000	--			
STOCKS AT THE END OF THE YEAR	620-000	Closing Stock			
OTHER INCOME					
GAIN ON FOREIGN EXCHANGE	530-000	--			
RENTAL	531-000	--			
EXTRA ORDINARY INCOME					
EXPENSES					
ADVERTISEMENT	901-000	--			
BANK CHARGES	902-000	--			
CONSUMABLE	903-000	--			
SALARIES	904-000	--			
TRAVELLING EXPENSES	905-000	--			
UPKEEP OF MOTOR VEHICLE	906-000	--			
WATER & ELECTRICITY	907-000	--			
EPF - EMPLOYER	908-000	--			
SOCSSO - EMPLOYER	909-000	--			
TELEPHONE & FAX CHARGES	910-000	--			
HIRE PURCHASE INTEREST	911-000	--			
CLERICAL CHARGES	912-000	--			
SALES COMMISSION	913-000	--			
OVER TIME	914-000	--			
OFFICE & WAREHOUSE RENTAL	915-000	--			
TOLL, PARKING & FINED	916-000	--			
TRAVEL & ACCOMODATION	917-000	--			
DIRECTOR'S REMUNERATION	918-000	--			
PETROL	919-000	--			
PRINTING	920-000	--			
STATIONERY	921-000	--			
OFFICE REFRESHMENT	922-000	--			
SHIPPING	924-000	--			
TRANSACTION FEE	925-000	--			
LOSS ON FOREIGN EXCHANGE	980-000	--			
TAXATION					

- It is up to company want to create under which category. Some of the Company will create under Cost of Goods Sold.

1.2.2 Customer -> Maintain Customer



Maintain Customer

- Maintain Customer - ctos Read MyKad

Company:

Control A/C: Code:

GST. No. :

Cust. Category:

General | Credit Control | Note | Tax | Bank Account

Branch: + -

- BILLING**

1 branches

Branch Name:

Address:

Coordinate: Map Direction

Attention:

Phone: Mobile: Fax:

Email:

Area: Credit Terms: Statement:

Agent: Aging On:

Currency: Price Tag:

Buttons: New, Edit, Delete, Save, Cancel, More, Refresh, Browse, Close

1.2.3 Stock -> Maintain Stock Group

Create EasyStore Shipping / Transaction / Voucher / Discount Stock Group

i) Create Discount Stock Group



E Commerce – EasyStore

Maintain Group

Attachments...

Maintain Stock Group

Active

Code: DISCOUNT

Description: DISCOUNT

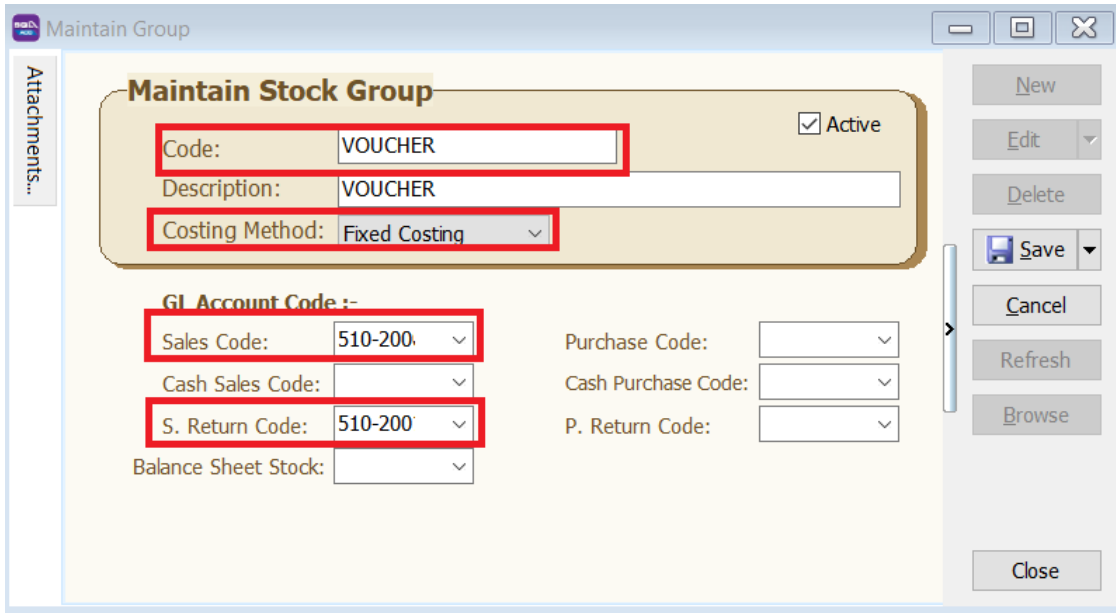
Costing Method: Fixed Costing

GL Account Code :-

Sales Code:	510-100	Purchase Code:	
Cash Sales Code:		Cash Purchase Code:	
S. Return Code:	510-100	P. Return Code:	
Balance Sheet Stock:			

New
Edit
Delete
Save
Cancel
Refresh
Browse
Close

ii) Create Voucher Stock Group



Maintain Group

Code: Active

Description:

Costing Method:

GI Account Code :-

Sales Code: Purchase Code:

Cash Sales Code: Cash Purchase Code:

S. Return Code: P. Return Code:

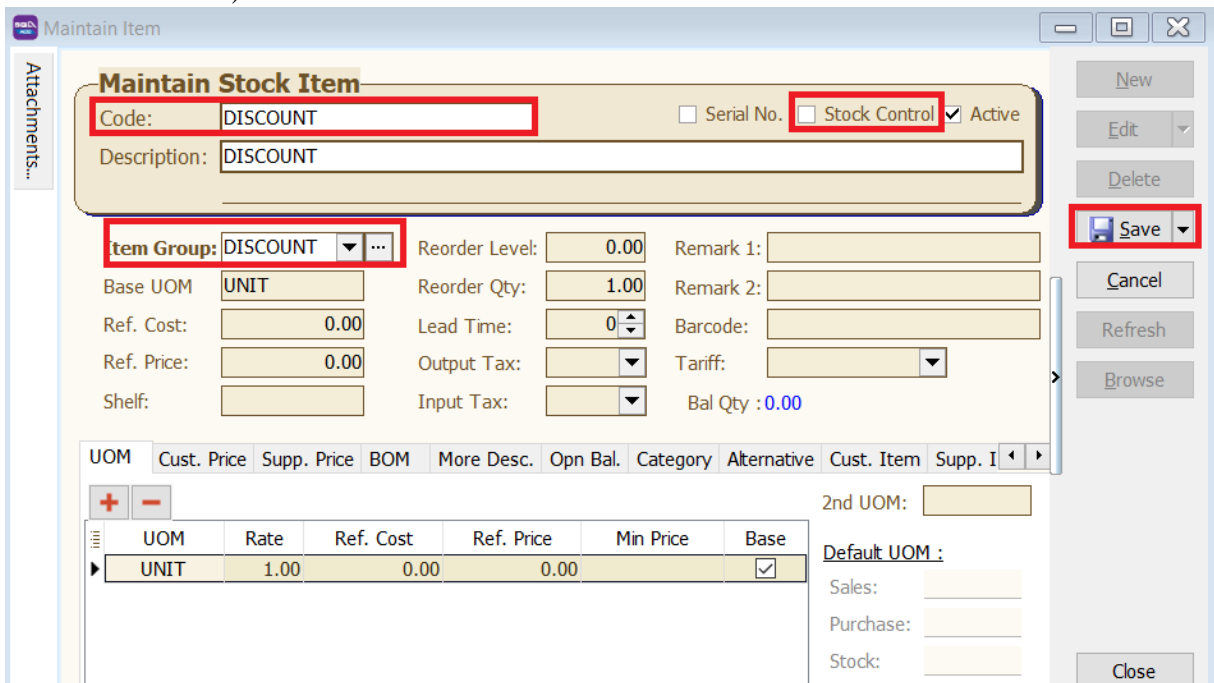
Balance Sheet Stock:

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

- Repeat same step to create for Shipping and Transaction Fees Stock Group

1.2.4 Stock -> Stock Item

i) Create Discount Stock Item



Maintain Item

Code: Serial No. Stock Control Active

Description:

Item Group: Reorder Level: Remark 1:

Base UOM: Reorder Qty: Remark 2:

Ref. Cost: Lead Time: Barcode:

Ref. Price: Output Tax: Tariff:

Shelf: Input Tax: Bal Qty : 0.00

UOM	Rate	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	0.00	0.00		<input checked="" type="checkbox"/>

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

ii) Create Voucher Item Code

Maintain Item

Maintain Stock Item

Code: Serial No. Stock Control Active

Description:

Item Group: Reorder Level: Remark 1:

Base UOM: Reorder Qty: Remark 2:

Ref. Cost: Lead Time: Barcode:

Ref. Price: Output Tax: Tariff:

Shelf: Input Tax: Bal Qty : 0.00

UOM Cust. Price Supp. Price BOM More Desc. Opn Bal. Category Alternative Cust. Item Supp. I

UOM	Rate	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	0.00	0.00		<input checked="" type="checkbox"/>

2nd UOM:

Default UOM :

Sales:

Purchase:

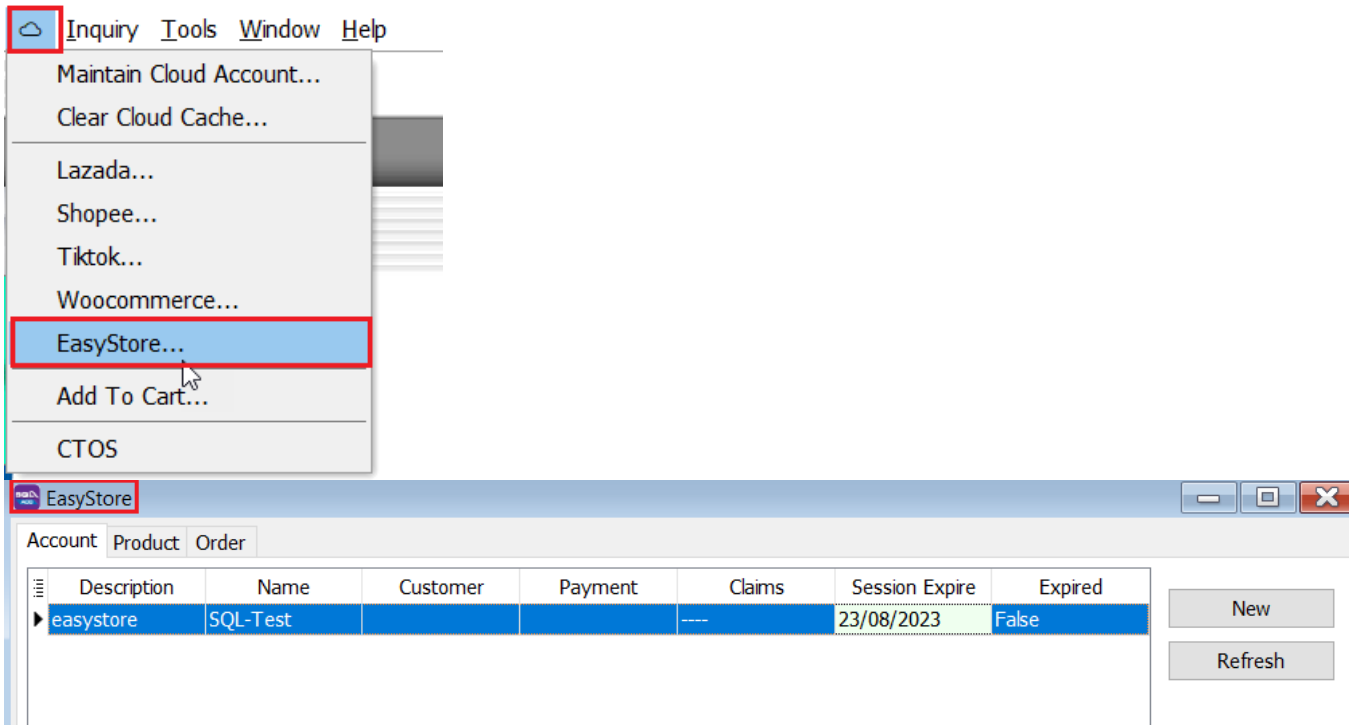
Stock:

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

- Repeat same step to create for Shipping and Transaction Fees Item Code

1.3 Account Tab

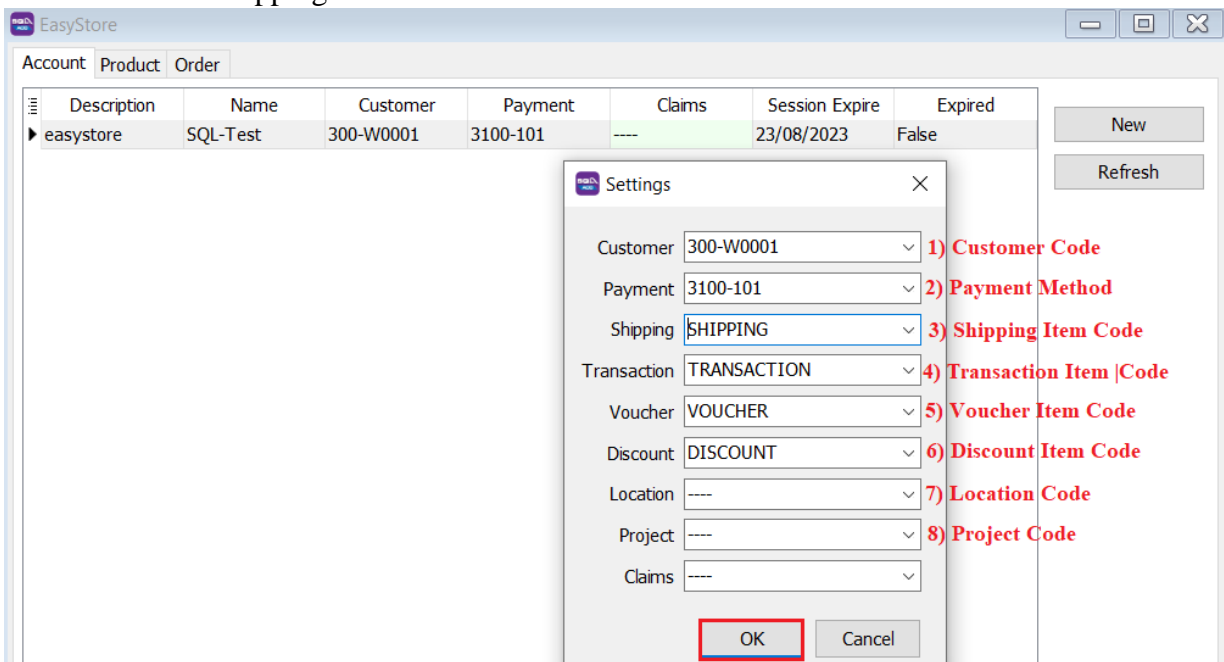
1.3.1 Click on ->Easy Store



The screenshot shows the EasyStore application interface. At the top, there is a menu bar with 'Inquiry', 'Tools', 'Window', and 'Help'. A dropdown menu is open under 'Inquiry', listing options: 'Maintain Cloud Account...', 'Clear Cloud Cache...', 'Lazada...', 'Shopee...', 'Tiktok...', 'Woocommerce...', 'EasyStore...' (highlighted with a red box and a mouse cursor), 'Add To Cart...', and 'CTOS'. Below the menu, the 'EasyStore' window is visible, showing a table with columns: 'Description', 'Name', 'Customer', 'Payment', 'Claims', 'Session Expire', and 'Expired'. The table contains one row: 'easystore', 'SQL-Test', '---', '---', '---', '23/08/2023', 'False'. There are 'New' and 'Refresh' buttons to the right of the table.

1.3.2 Click on Account Tab -> Double click on your account

1.3.2.1 Mapping Code



The screenshot shows the EasyStore application with the 'Settings' dialog box open. The dialog box has a title bar 'Settings' and a close button. It contains several dropdown menus, each with a red numbered label to its right:

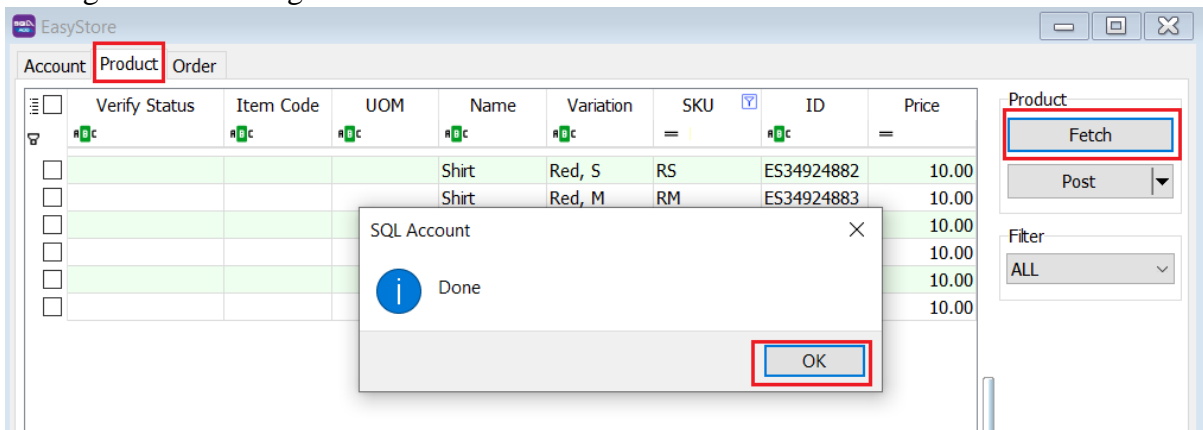
- Customer: 300-W0001 (1) Customer Code
- Payment: 3100-101 (2) Payment Method
- Shipping: SHIPPING (3) Shipping Item Code
- Transaction: TRANSACTION (4) Transaction Item |Code
- Voucher: VOUCHER (5) Voucher Item Code
- Discount: DISCOUNT (6) Discount Item Code
- Location: --- (7) Location Code
- Project: --- (8) Project Code
- Claims: ---

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. In the background, the 'EasyStore' window is visible, showing the same table as in the previous screenshot, but with the 'Customer' and 'Payment' columns populated with '300-W0001' and '3100-101' respectively.

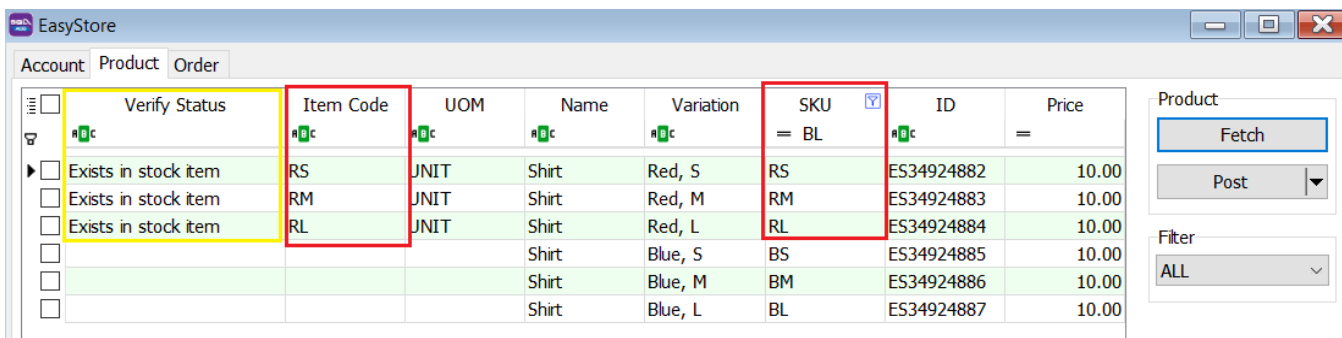
1.4 Product Tab

1.4.1 Fetch Product

1.4.1.1 Click on Product Tab -> Click on Fetch Button -> System will return the message when fetching done.



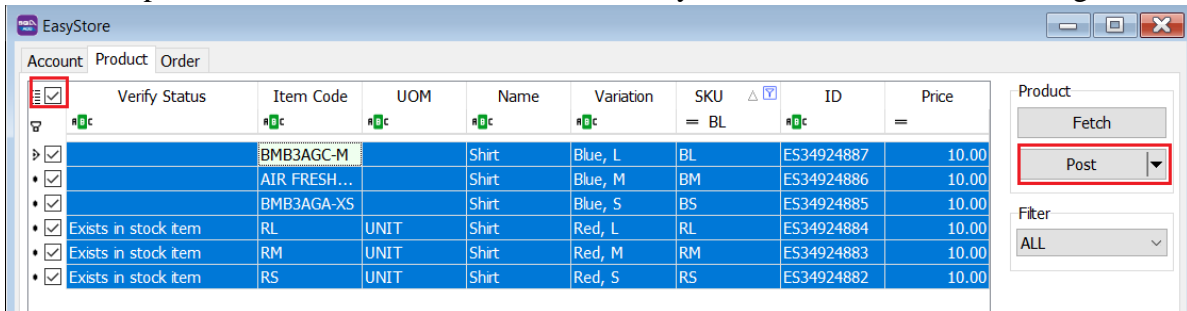
1.4.1.2 Verify Status: Exist in Stock Item are meaning SQL and EasyStore Shop SKU are having the same Item Code.



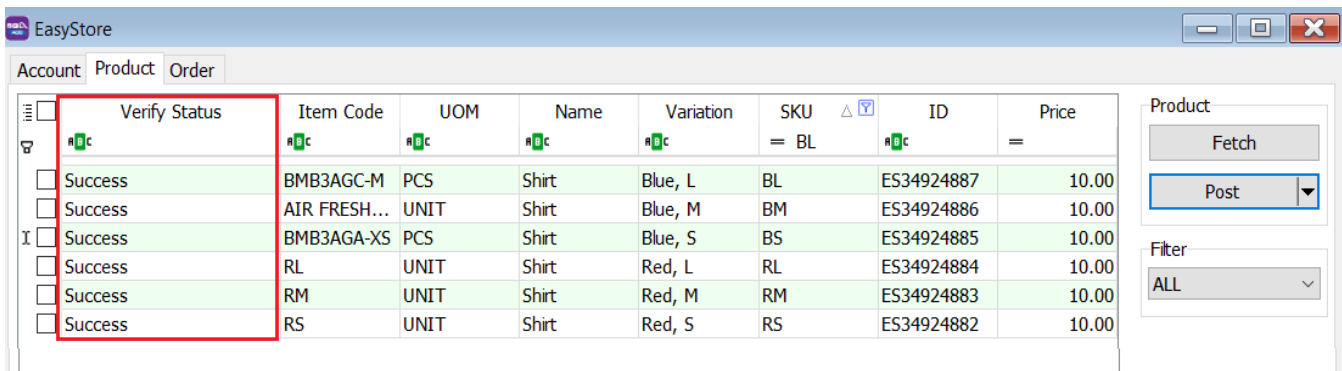


E Commerce – EasyStore

If you decide to use the same item code as EasyStore Shop SKU, click on select All records -> press on Post button for the first time so system will remember the settings.



1.4.1.3 Verify Status: Success when posting done



Note: Once you post successful, system will keep the ID in Stock Item as Alternative Item

Maintain Item

Maintain Stock Item

Code: Serial No. Stock Control Active

Description:

Item Group: Reorder Level: Remark 1:

Base UOM: Reorder Qty: Remark 2:

Ref. Cost: Lead Time: Barcode:

Ref. Price: Output Tax: Tariff:

Shelf: Input Tax: Bal Qty : 0

UOM Cust. Price Supp. Price BOM More Desc. Opn Bal. **Alternative** Cust. Item Supp. Item Barcode Note

Alternative Item Code	Description	UOM	Ref. Cost	Ref. Price
ES34924884		UNIT	0.00	0.00

Count = 1

1.4.1.4 You can still decide to map to different item code (system will auto ticked the record you change the item code), once done all, click on POST button.

EasyStore

Account Product Order

Verify Status	Item Code	UOM	Name	Variation	SKU	ID	Price
<input type="checkbox"/>	BMB3AGC-M		Shirt	Blue, L	BL	ES34924887	10.00
<input type="checkbox"/>	AIR FRESH...		Shirt	Blue, M	BM	ES34924886	10.00
<input type="checkbox"/>	BMB3AGA-XS		Shirt	Blue, S	BS	ES34924885	10.00
<input checked="" type="checkbox"/>	RL	UNIT	Shirt	Red, L	RL	ES34924884	10.00

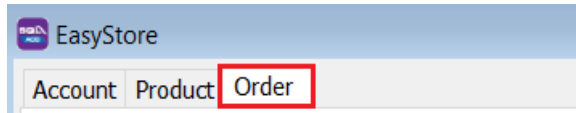
Product: Fetch Post Filter: ALL

Code	Description	Description 2	Qty
PERFUMEIV	PERFUME INVIVTUS SPORTY CR		85
PERFUMEJO	PERFUME JO MALONE NOSTALG		85
PERFUMEMS	PERFUME AQVA (FRESH DYNAM)		75
PERFUMEMS01	PERFUME GUCCI(MODERN SENS		111
PERFUMEOM	PERFUME ONE MILLION EXTREM		86
PERFUMETF	PERFUME TOMFORD BITTER PE		88
PERFUMETFNF	PERFUME TOM FORD NEROLI PC		76
PERFUMEVS	PERFUME VICTORIA SECRET TR		95
PERFUMEYSL	PERFUME YSL SEDUCTIVE PROT		88
POSTAGE	POSTAGE		0
R00001-7	ROLL KAIN DRESS GREY		11
R0006-8	ROLL LACE GREY		0
RL	RL		0
RM	RM		0
ROLL0000-5	ROLL KAIN CHIFFON		9
ROLLKAIN-1	ROLL DUCHESS BM		6
423			

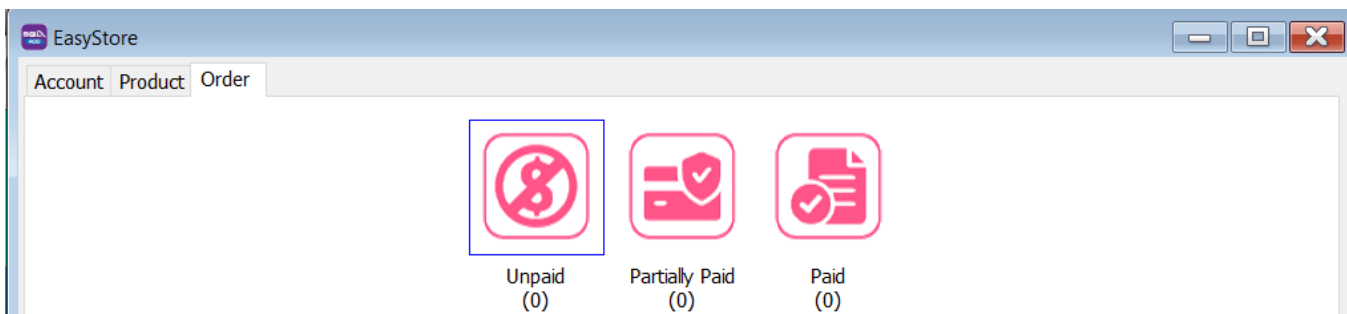
A=a -A- Fetch All New

1.5 Orders Tab

- Click on Orders Tab



1.5.1 Status – Default Post Action



Status	Posting To Sales Quotation	Posting to Sales Invoice
Unpaid	✓	✗
Partially Paid	✓	✓
Paid	✓	✓

Remark: Each order number will be posted once. You can delete the Invoice if you want to repost.

1.5.2 Fetch Order

1.5.2.1 Select Date Range -> Click on Refresh Order



E Commerce – EasyStore

SQL Account

Fetching data from EasyStore

Fetching orders from SQL-Test

Close

Step 1

Step 2

Unpaid (1) Partially Paid (1) Paid (1)

Verify Status Days Fr... Invoice Quotation Order N... Sum

<No data to display>

0

Code UOM Name Variation Discount Price Quantity Total Amount

<No data to display>

0

Date From 01 Jun 2022 To 30 Jun 2022

Orders Refresh Orders Mark All

Invoice Post Print

Search By Item Code

Please be patient, system is on the way to fetch the order from EasyStore

SQL Account

Done

OK

Unpaid (1) Partially Paid (1) Paid (1)

Verify Status Days Fr... Invoice Quotation Order N... Sum

<No data to display>

0

Code UOM Name Variation Discount Price Quantity Total Amount

<No data to display>

Date From 01 Jun 2022 To 30 Jun 2022

Orders Refresh Orders Mark All

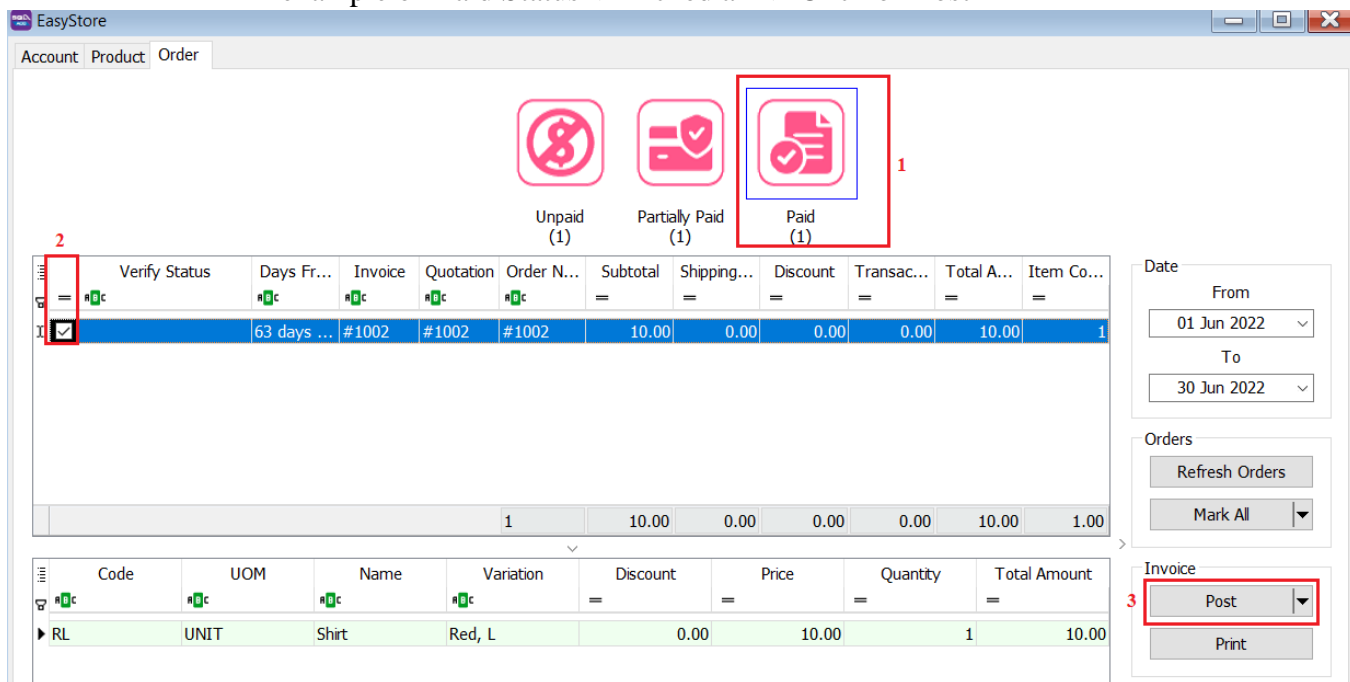
Invoice Post Print

Search By Item Code

System will return the message when Fetching Done, Press OK.

1.5.3 Post Order

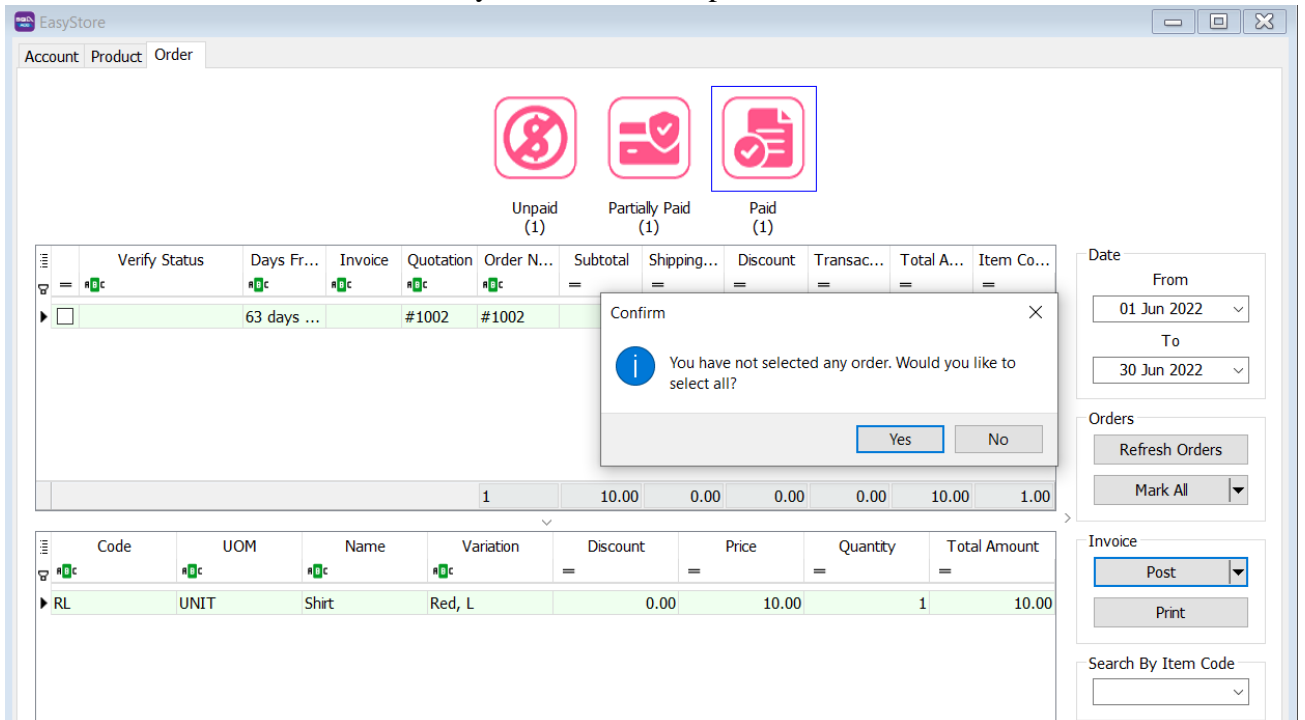
1.5.3.1 Click on the status you want to post the order, let us take an example on Paid Status -> Ticked all -> Click on Post



The screenshot shows the EasyStore interface with the following elements:

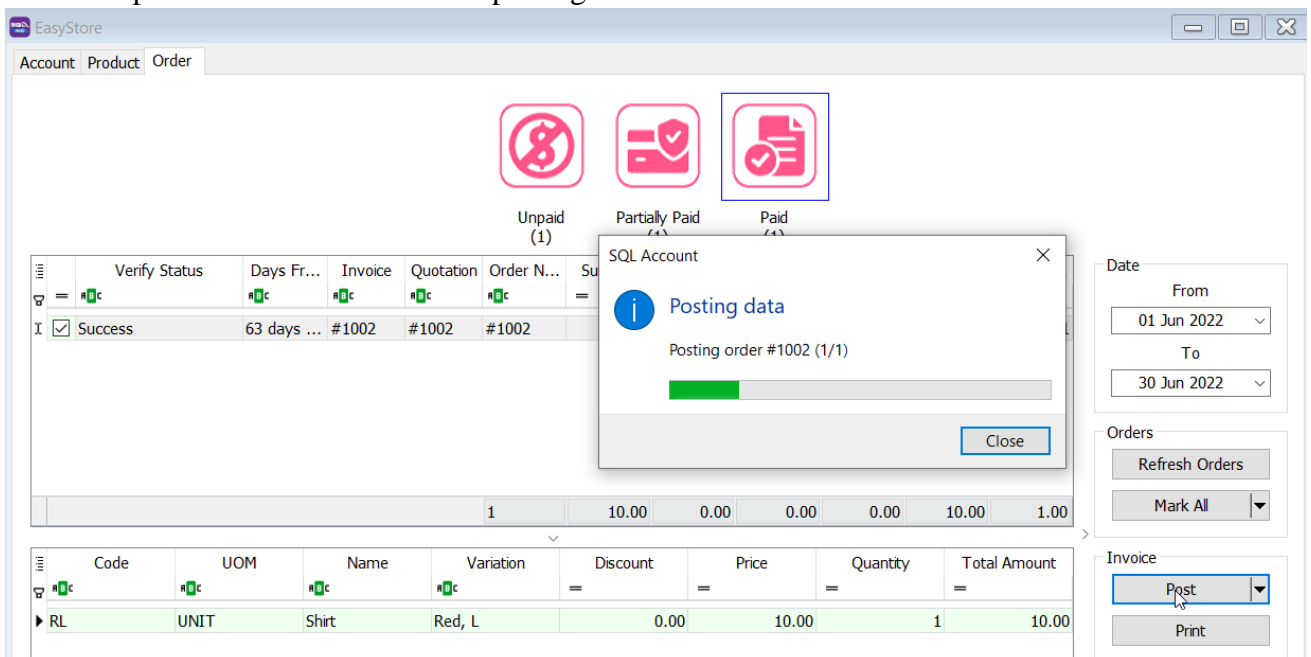
- Status Buttons:** Unpaid (1), Partially Paid (1), and Paid (1). The 'Paid (1)' button is highlighted with a red box and labeled '1'.
- Order List Table:** A table with columns: Verify Status, Days Fr..., Invoice, Quotation, Order N..., Subtotal, Shipping..., Discount, Transac..., Total A..., Item Co... The first row is selected and has a checkbox checked, labeled '2'.
- Summary Table:** A table with columns: Code, UOM, Name, Variation, Discount, Price, Quantity, Total Amount. It shows 1 unit of 'Shirt' (Red, L) for a total amount of 10.00.
- Right Panel:** Contains 'Date' (From: 01 Jun 2022, To: 30 Jun 2022), 'Orders' (Refresh Orders, Mark All), and 'Invoice' (Post, Print). The 'Post' button is highlighted with a red box and labeled '3'.

1.5.3.2 If you did not tick on any order when do the posting, system will raise a message: You have not selected any order. Would you like to select all? If you would like to post all -> Press Yes



The screenshot shows the EasyStore application window. At the top, there are three status icons: Unpaid (1), Partially Paid (1), and Paid (1). Below these is a table with columns: Verify Status, Days Fr..., Invoice, Quotation, Order N..., Subtotal, Shipping..., Discount, Transac..., Total A..., and Item Co... The table contains one row with a checkbox that is not selected. A dialog box titled 'Confirm' is displayed in the center, with the message: 'You have not selected any order. Would you like to select all?'. The dialog has 'Yes' and 'No' buttons. On the right side, there are date filters (From: 01 Jun 2022, To: 30 Jun 2022), 'Orders' section with 'Refresh Orders' and 'Mark All' buttons, and an 'Invoice' section with 'Post' and 'Print' buttons. A 'Search By Item Code' field is also visible.

Please be patient to wait for the order posting.



The screenshot shows the EasyStore application window after the 'Post' button was clicked. A dialog box titled 'SQL Account' is displayed, with the message: 'Posting data' and 'Posting order #1002 (1/1)'. There is a progress bar below the text, which is partially filled with green. A 'Close' button is at the bottom right of the dialog. The background interface is the same as in the previous screenshot, but the 'Post' button in the 'Invoice' section is now disabled.

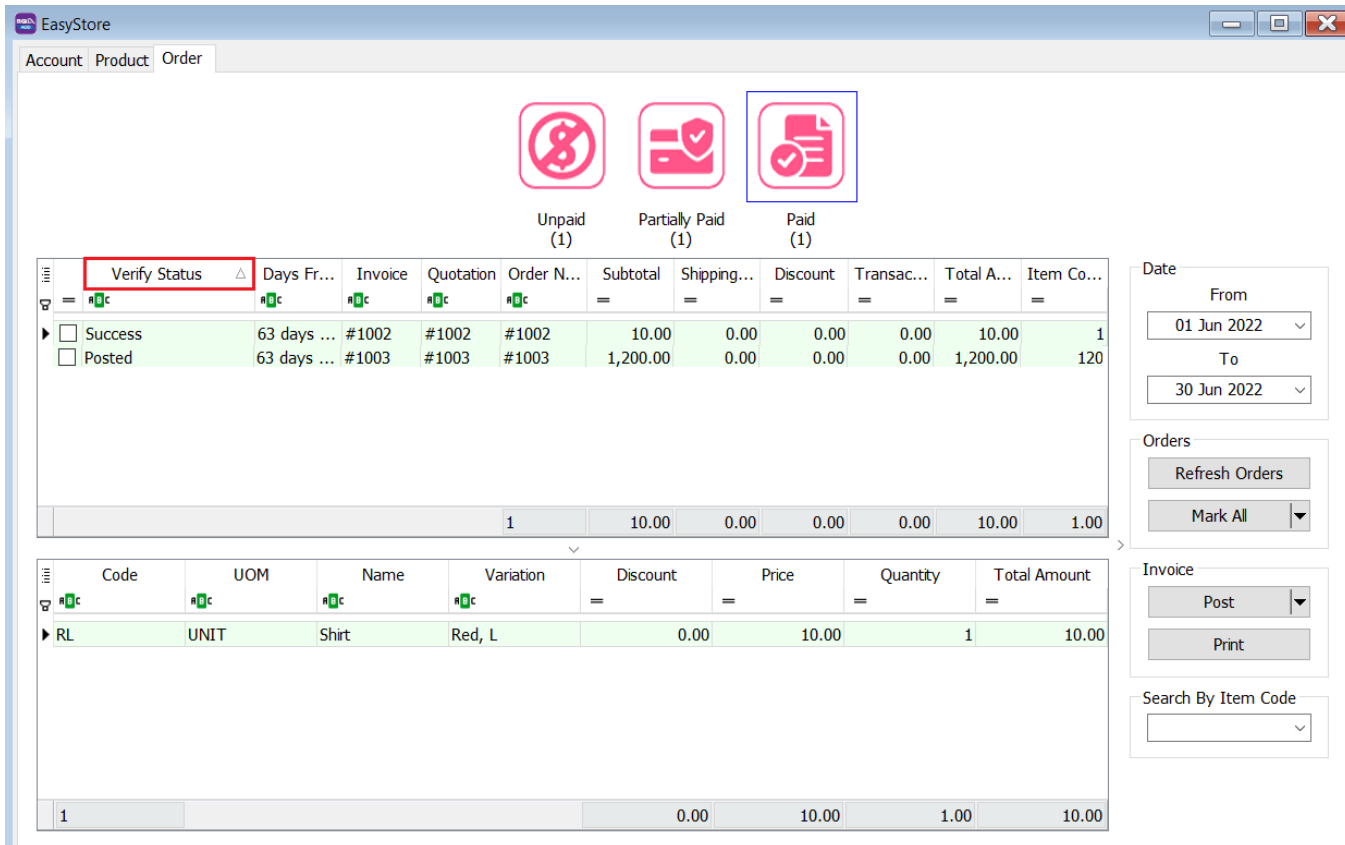


E Commerce – EasyStore

1.5.3.3 Click on OK when done posting

The screenshot shows the EasyStore application window with a modal dialog box titled "SQL Account" in the center. The dialog box contains the text "Posting done" and an "OK" button. In the background, there are three icons: "Unpaid (1)", "Partially Paid (1)", and "Paid (1)". The "Paid (1)" icon is highlighted with a blue box. Below the icons is a table with columns: Verify Status, Days Fr..., Invoice, Quotation, Order N..., and Su. The table has one row with a checked checkbox, "63 days ...", "#1002", and "#1002". Below this is a summary row with values: 1, 10.00, 0.00, 0.00, 0.00, 10.00, 1.00. At the bottom is a detailed table with columns: Code, UOM, Name, Variation, Discount, Price, Quantity, and Total Amount. The table has one row: RL, UNIT, Shirt, Red, L, 0.00, 10.00, 1, 10.00. On the right side of the interface, there are date pickers for "From" (01 Jun 2022) and "To" (30 Jun 2022), buttons for "Refresh Orders" and "Mark All", and an "Invoice" section with "Post" and "Print" buttons. A "Search By Item Code" field is also visible.

1.5.4 Verify Status



EasyStore

Account Product Order

Unpaid (1) Partially Paid (1) Paid (1)

Verify Status	Days Fr...	Invoice	Quotation	Order N...	Subtotal	Shipping...	Discount	Transac...	Total A...	Item Co...
Success	63 days ...	#1002	#1002	#1002	10.00	0.00	0.00	0.00	10.00	1
Posted	63 days ...	#1003	#1003	#1003	1,200.00	0.00	0.00	0.00	1,200.00	120

Date From: 01 Jun 2022 To: 30 Jun 2022

Orders Refresh Orders Mark All

Invoice Post Print

Search By Item Code

Code	UOM	Name	Variation	Discount	Price	Quantity	Total Amount
RL	UNIT	Shirt	Red, L	0.00	10.00	1	10.00

1.5.4.1 Posted

- Earlier Order posted before, system will ignore.

1.5.4.2 Success

- Order had been successfully Posting.

1.5.4.3 Failed – Missing Dataset Property

- Normally repost will be fine.

1.5.4.4 Failed – Missing Item Code

- Is due to EasyStore have inactive item code, user can manually map in orders.

Step 1: Click on Item Code Drop Down, user can manually map the item code

Step 2: Ticked on the record you want to post


Step 3: Click on Post




E Commerce – EasyStore

EasyStore


Account Product Order



Unpaid
(0)



Partially Paid
(1)



Paid
(1)

Verify Status	Days Fro...	Invoice	Quotation	Order Nu...	Subtotal	Shipping Fee	Discount	Transactio...	Total Amo...	Item Count
<input type="checkbox"/> Missing item code	0 days ago			#1005	10.00	0.00	0.00	0.00	10.00	1
					1	10.00	0.00	0.00	10.00	1.00

Date

From
01 Aug 2022

To
31 Aug 2022

Code	UOM	Name	Variation	Discount	Price	Quantity	Total Amount
BMB3BB-S		FUZY SOCKS		0.00	10.00	1	10.00
0000056		SANITISER ALL SCENT				0	
AIR FRESHNER		AIR FRESHNER ALL SCENT				-20	
BMB3AGA-XS		BJ MEL BTG 3 APPLE GREEN -(XS)				112	
BMB3AGB-S		BJ MEL BTG 3 APPLE GREEN -(S)				94	
BMB3AGC-M		BJ MEL BTG 3 APPLE GREEN -(M)				8	
BMB3AGD-L		BJ MEL BTG 3 APPLE GREEN -(L)				9	
BMB3AGE-XL		BJ MEL BTG 3 APPLE GREEN -(XL)				60	
BMB3AGF-2XL		BJ MEL BTG 3 APPLE GREEN -(2XL)				20	
BMB3AGG-3XL		BJ MEL BTG 3G APPLE GREEN -(3XL)				23	
BMB3BA-XS		BJ MEL BTG 3 BABY BLUE -(XS)				119	
BMB3BB-S		BJ MEL BTG 3 BABY BLUE -(S)		0.00	10.00	1.00	10.00

Orders

Refresh Orders

Mark All

Invoice

Post

Print

Search By Item Code



E Commerce – EasyStore

1.5.5 Sales Invoice

- Example of Sales Invoice posted from EasyStore | Orders.

EasyStore Account Product Order

Unpaid (1) Partially Paid (1) Paid (1)

Verify Status	Days From Order	Order Number	Subtotal	Shipping Fee	Discount	Transaction Fee	Total Amount	Item Count
Posted	63 days ago	#1002	10.00	0.00	0.00	0.00	10.00	1

Date From: 01 Jun 2022 To: 30 Jun 2022

Orders Refresh Orders Mark All

Code	UOM	Name	Variation	Discount	Price	Quantity	Total Amount
RL	UNIT	Shirt	Red, L	0.00	10.00	1	10.00

Invoice Post Print

Invoice

Customer :- 300-W0001

Address :-

Description :- EasyStore (cp) - Shah Alam, Selangor, Malaysia (Items = 1, Qty = 1)

Profit Estimator

Inv No : #1002

Next No :- IV-00028

Date :- 21/06/2022

Agent :-

Terms :- 30 Days

Ref 1. :-

Ext. No. :-

Item Code	Description	Location	Qty	UOM	U/Price	Disc	Sub Total	Tax
RL	RL	---	1	UNIT	10.00		10.00	

1 records 1 10.00

Deposit Amount: 0.00

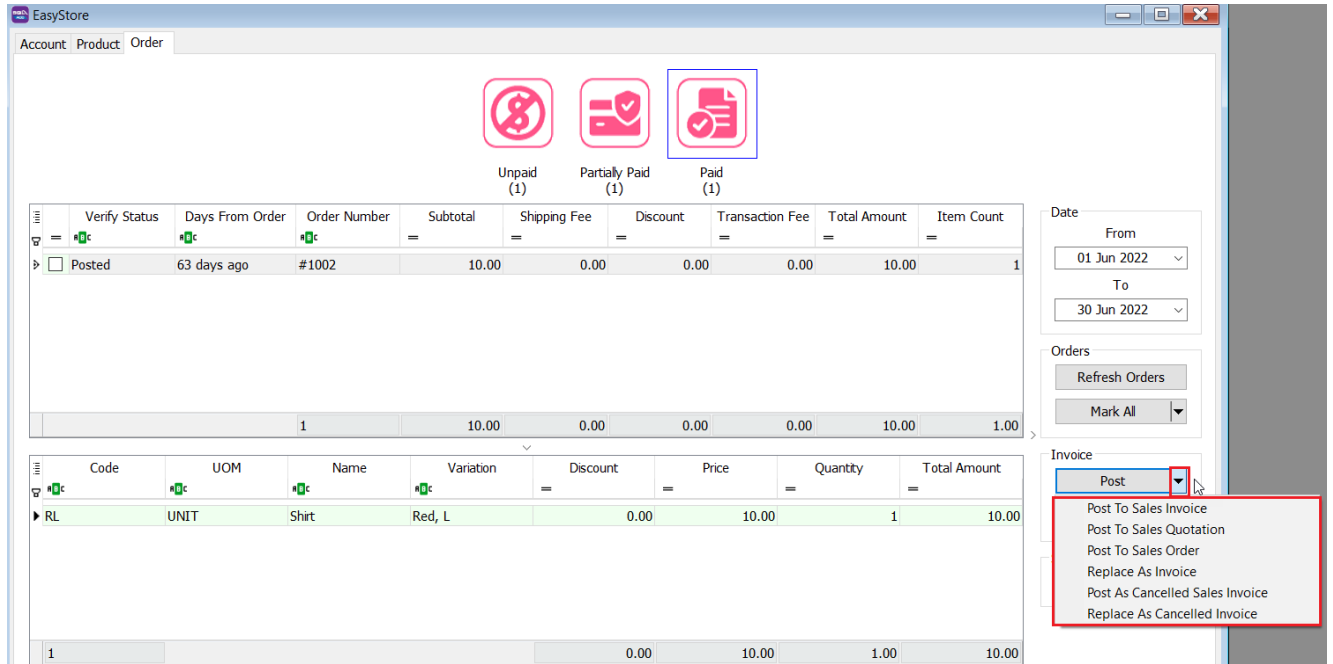
Local Net Total: 10.00

Net Total (RM): 10.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1.5.6 Status – Others than Default POST Action

- Beside the post button, press the black triangle, and select “Post” to post it to sales invoice.

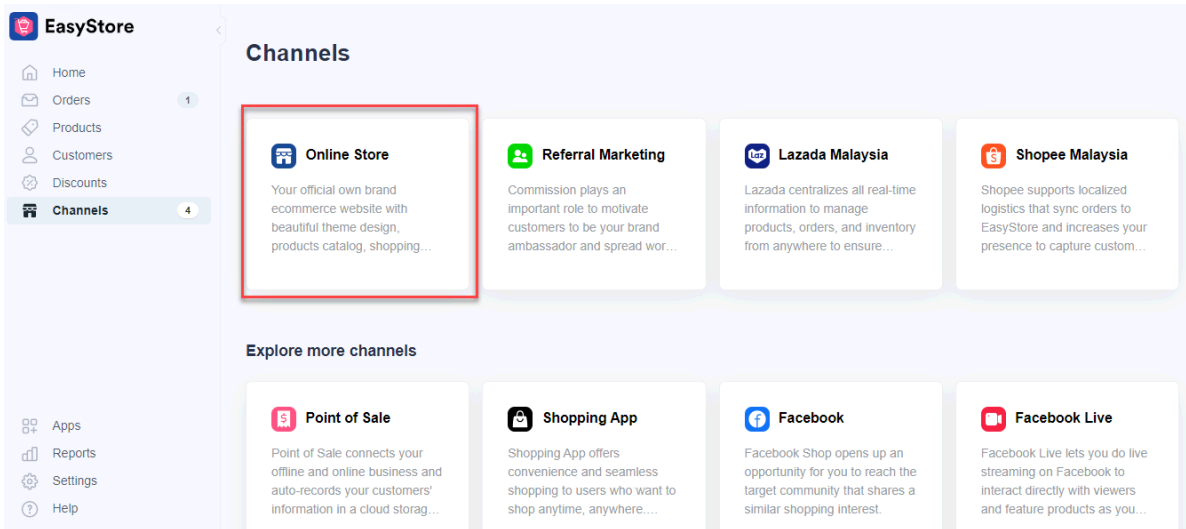


Status	Unpaid	Partially Paid	Paid
Post to Sales Invoice	×	✓	✓
Post To Sales Quotation	✓	✓	✓
Post To Sales Order	✓	✓	✓
Replace as Invoice	✓	✓	✓
Post As Cancelled Sales Invoice	✓	✓	✓
Replace as Cancelled Sales Invoice	✓	✓	✓

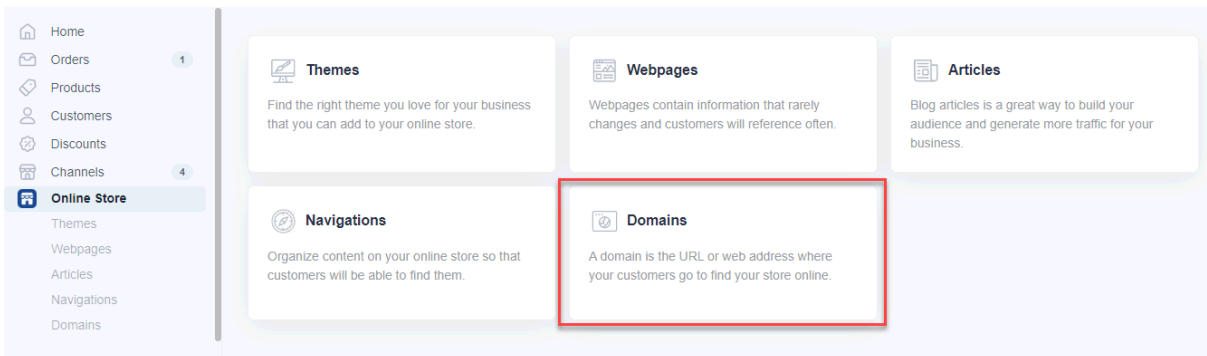
1.6 FAQ

1.6.1 How to get my EasyStore domain?

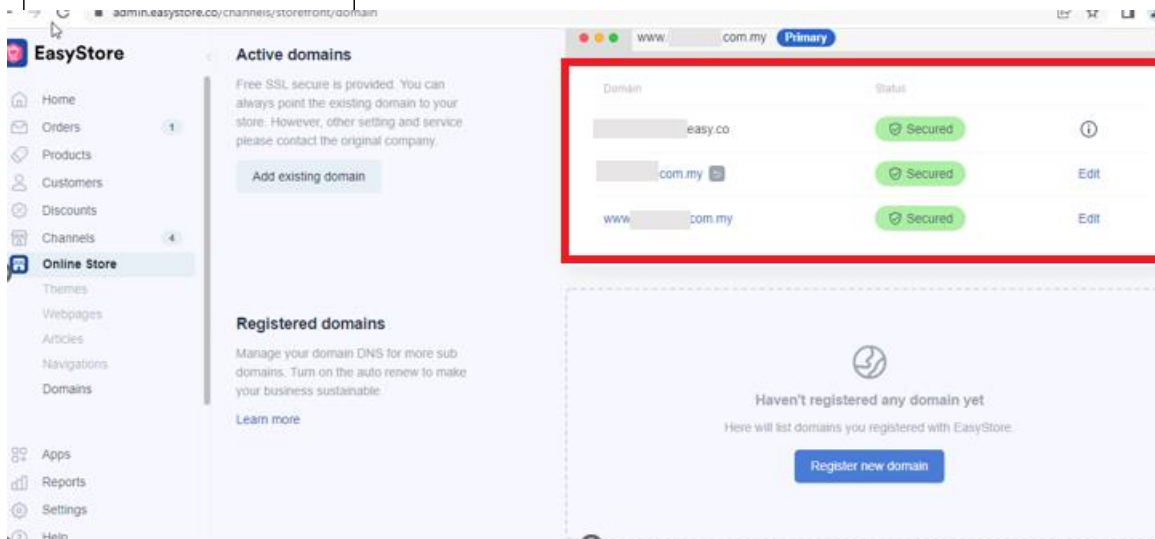
1. Login to your EasyStore account and go to Channels -> and click Online Store



2. Then click Domains and copy the “easy.co” domain.



E Commerce – EasyStore



1.6.2 How to do if have multiple location for each store?

- It is advisable user to create one Location called Ecommerce, use the stock transfer from location A to Ecommerce, Location B to Ecommerce, in Ecommerce | Shopee | Account | Location set to Ecommerce.

1.6.3 Error sending data : (12002) The operation timed out.

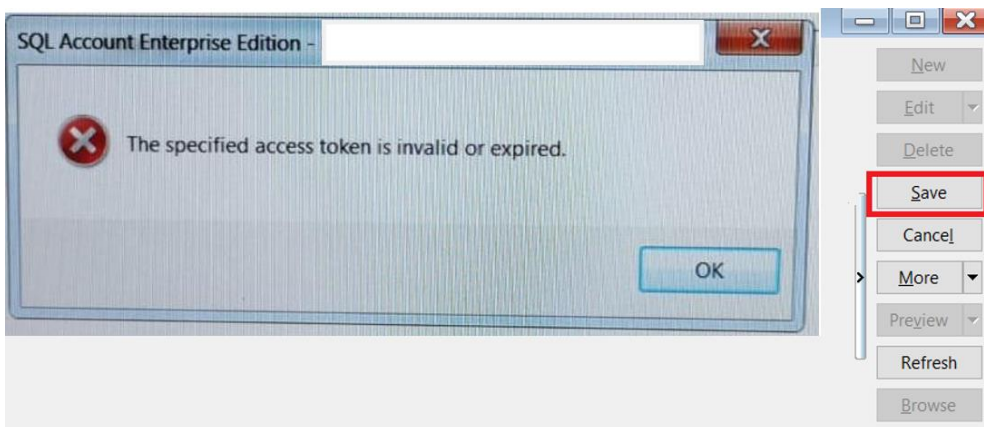
1. User Internet unstable. Please check your internet connection. May try on others wifi or using mobile data.
2. EasyStore server down, please try again later.

1.6.4 Fetch Order raise error : E097 : Offset and limit sum 5100 must less than 5000, request id : 2101235d16xxxx



- EasyStore API Returned error as too huge transaction being fetched, the only way is to shorten the date period.

1.6.5 The specified access token is invalid or expired.

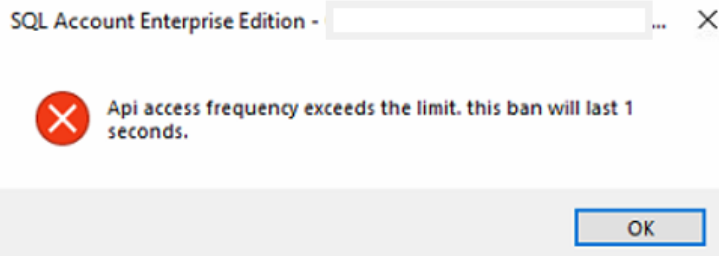


- EasyStore API link expired, you are required to go back maintain cloud and link again with EasyStore platform (Refer Step 1.1.3 – 1.1.5)



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1.6.6 API access frequently exceeds the limit. This ban will last 1 seconds.



- Error appears after click Fetch. Solution, close your EasyStore tab in SQL Account -> re-open it -> click “Fetch” button again