



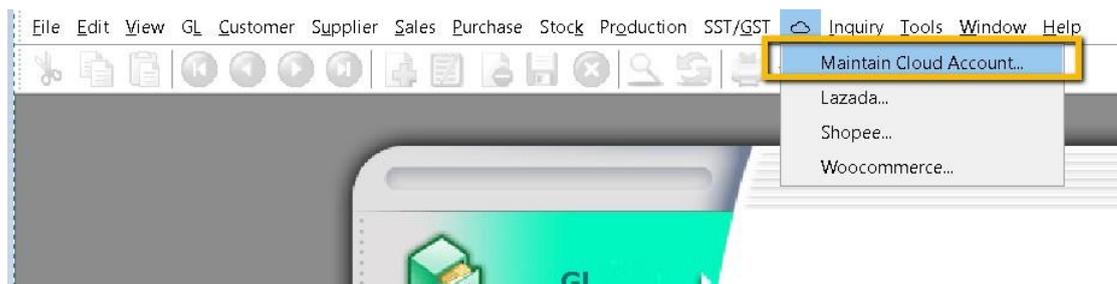
E Commerce - Lazada

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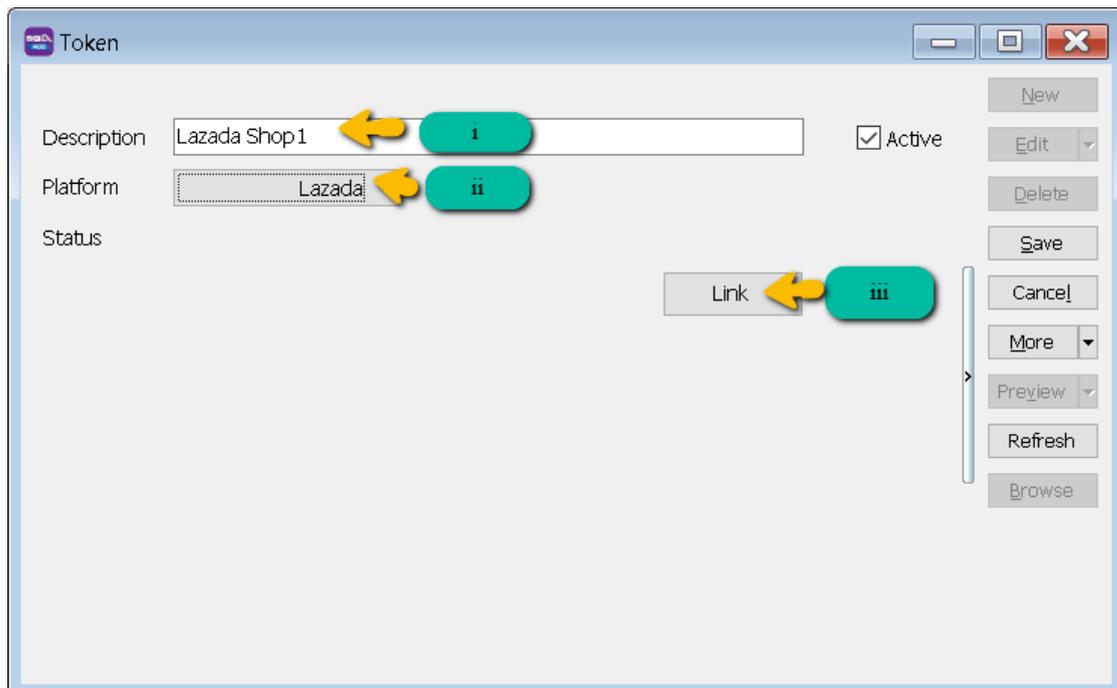
1. Lazada

1.1 Maintain Cloud Account

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



1.1.2 Click on NEW

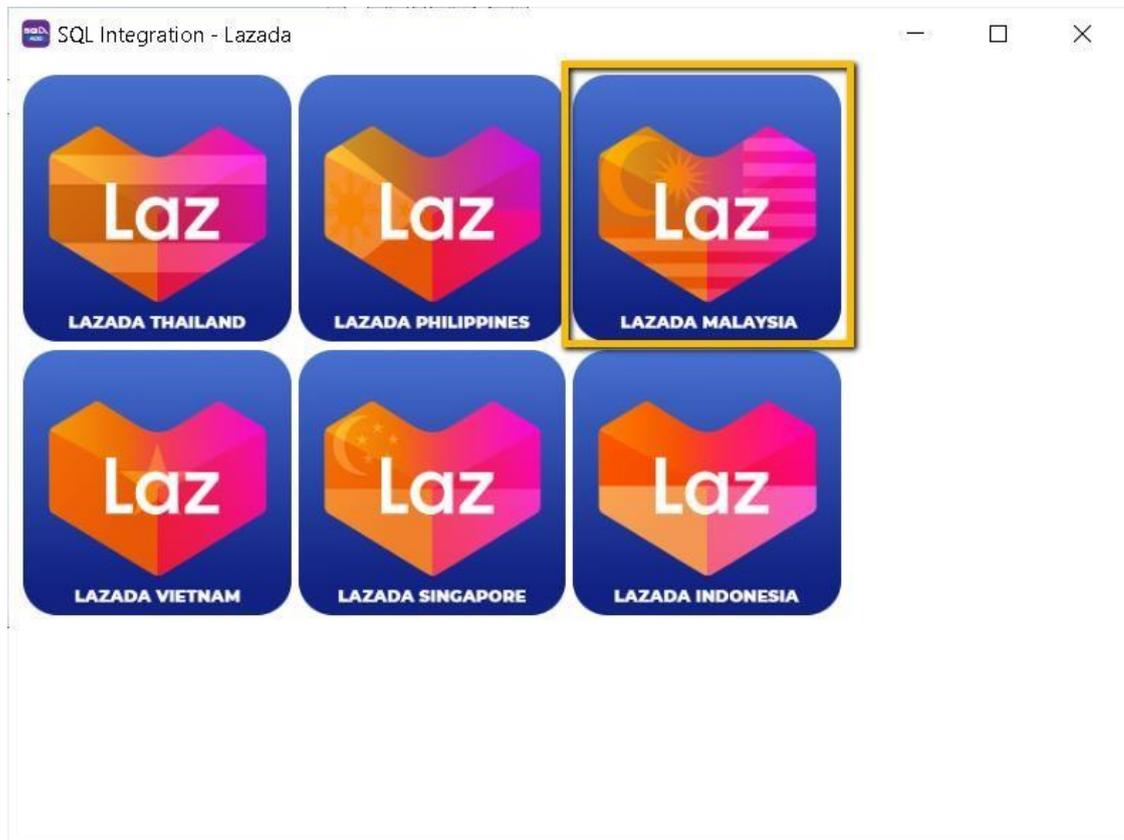


i) Enter **Description**

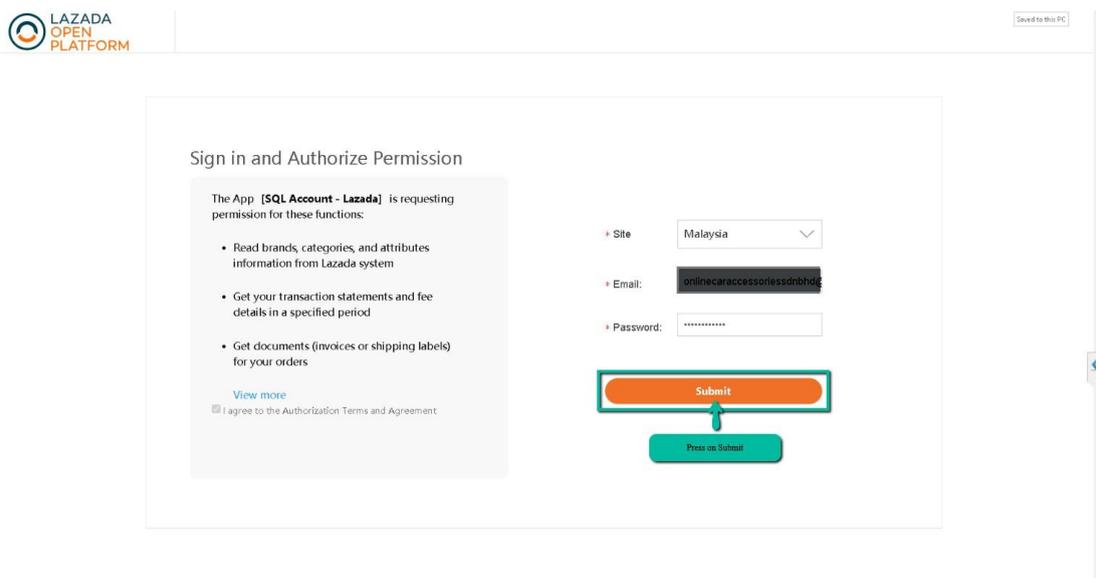
ii) Select **Platform**

iii) Click on **Link** Button

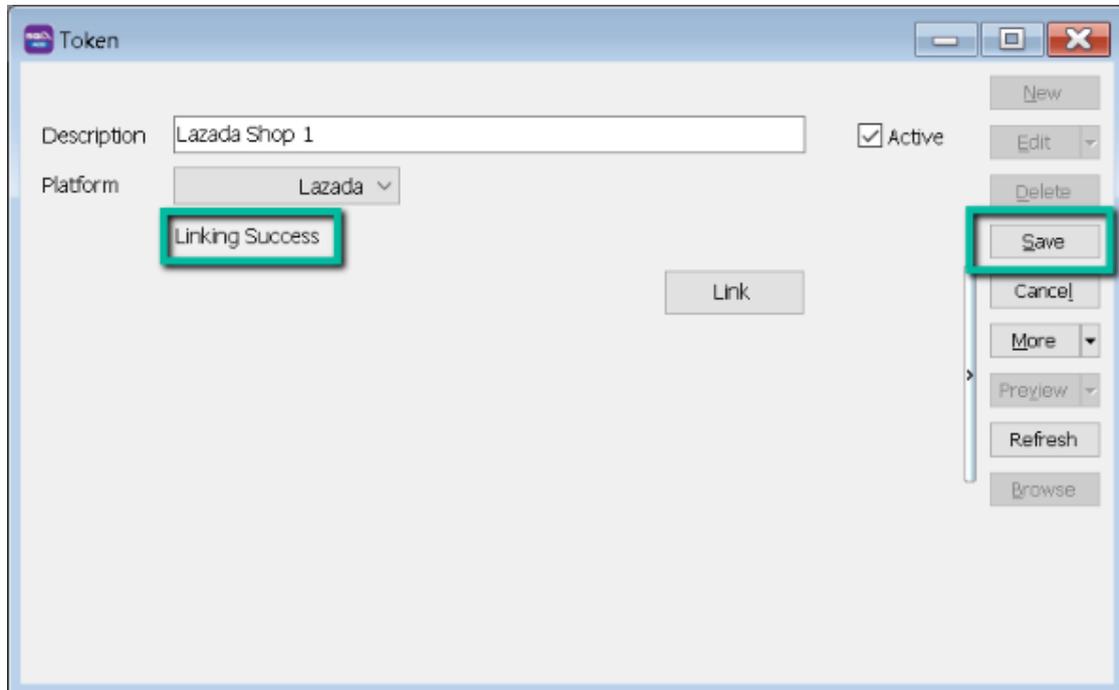
1.1.3 Select Platform



1.1.4 Login with your credentials



1.1.5 : Press on SAVE

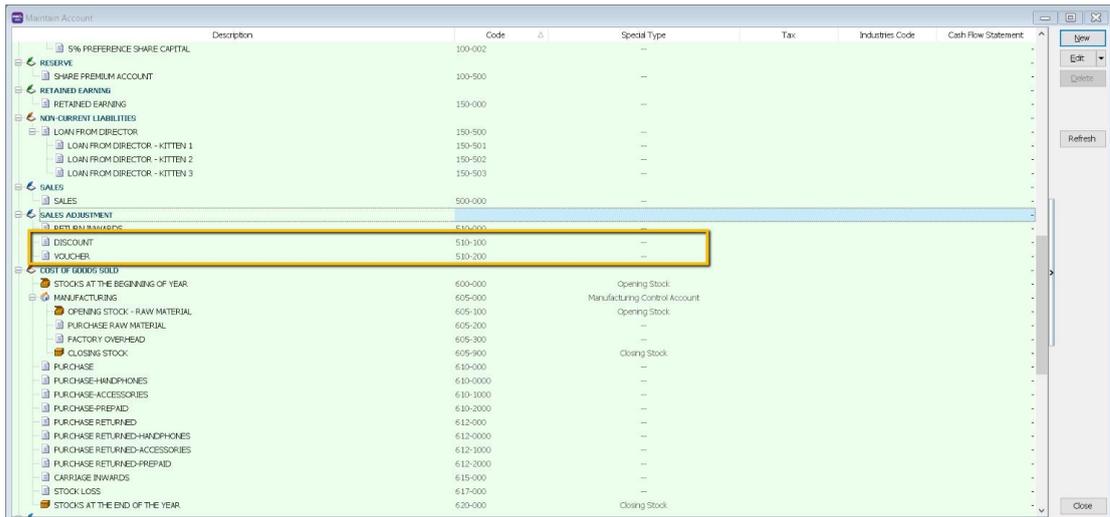


- Once linking Successful, system will be returned status Linking Success Message.

1.2 Configure E Commerce Setting

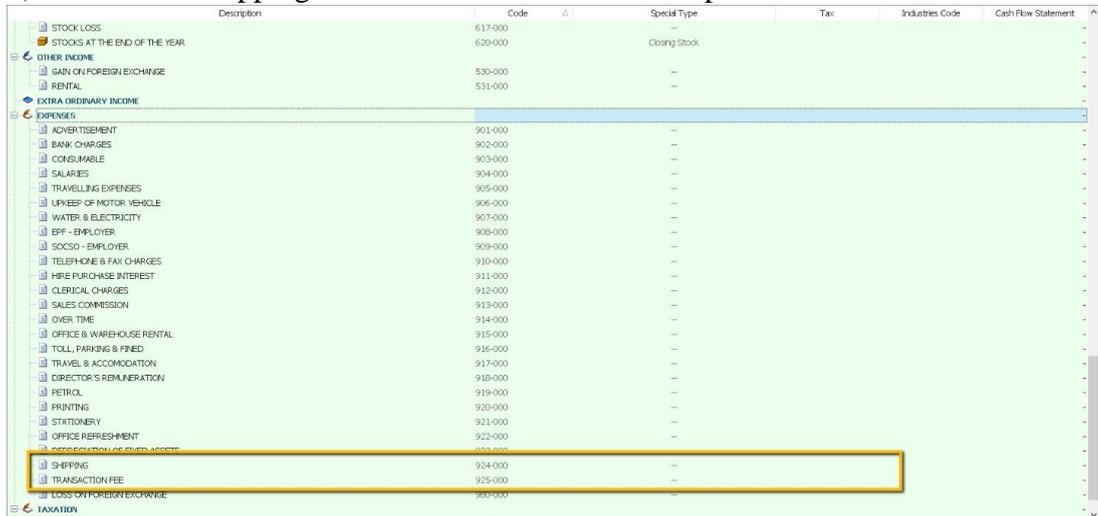
1.2.1 GL -> Maintain Account

i) Create Lazada Voucher / Discount Account Under Sales Adjustment



Description	Code	Special Type	Tax	Industries Code	Cash Flow Statement
5% PREFERENCE SHARE CAPITAL	100-002	--			
RESERVE					
SHARE PREMIUM ACCOUNT	100-500	--			
RETAINED EARNING					
RETAINED EARNING	150-000	--			
NON-CURRENT LIABILITIES					
LOAN FROM DIRECTOR	150-500	--			
LOAN FROM DIRECTOR - KITTEN 1	150-501	--			
LOAN FROM DIRECTOR - KITTEN 2	150-502	--			
LOAN FROM DIRECTOR - KITTEN 3	150-503	--			
SALES					
SALES	500-000	--			
SALES ADJUSTMENT					
BETH IN BALANCE	510-000	--			
DISCOUNT	510-100	--			
VOUCHER	510-200	--			
COST OF GOODS SOLD					
STOCKS AT THE BEGINNING OF YEAR	600-000	Opening Stock			
MANUFACTURING	605-000	Manufacturing Control Account			
OPENING STOCK - RAW MATERIAL	605-100	Opening Stock			
PURCHASE RAW MATERIAL	605-200	--			
FACTORY OVERHEAD	605-300	--			
CLOSING STOCK	605-900	Closing Stock			
PURCHASE	610-000	--			
PURCHASE-HANDPHONES	610-1000	--			
PURCHASE-ACCESSORIES	610-1000	--			
PURCHASE-PREPAID	610-2000	--			
PURCHASE RETURNED	612-000	--			
PURCHASE RETURNED-HANDPHONES	612-0000	--			
PURCHASE RETURNED-ACCESSORIES	612-1000	--			
PURCHASE RETURNED-PREPAID	612-2000	--			
CARRIAGE INWARDS	615-000	--			
STOCK LOSS	617-000	--			
STOCKS AT THE END OF THE YEAR	620-000	Closing Stock			

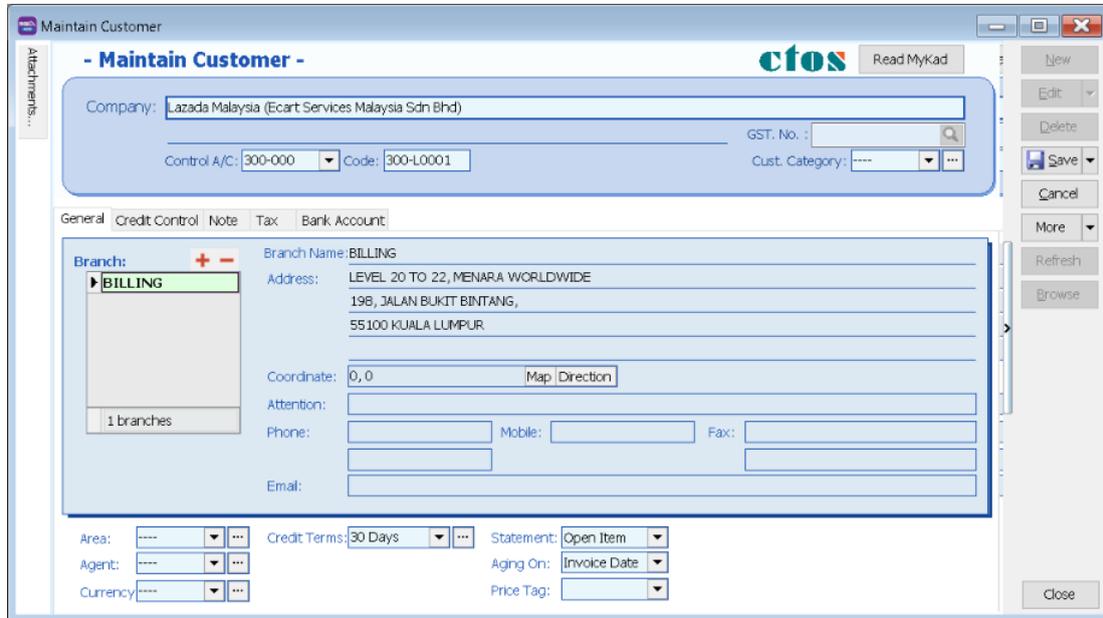
ii) Create Shipping and Transaction Fee under Expenses



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	--			
UNKEEP OF MOTOR VEHICLE	906-000	--			
WATER & ELECTRICITY	907-000	--			
EPF - EMPLOYER	908-000	--			
SOKSO - 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 & ACCOMMODATION	917-000	--			
DIRECTOR'S REMUNERATION	918-000	--			
PETROL	919-000	--			
PRINTING	920-000	--			
STATIONERY	921-000	--			
OFFICE REFRESHMENT	922-000	--			
DEPRECIATION OF FIXED ASSETS	923-000	--			
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.

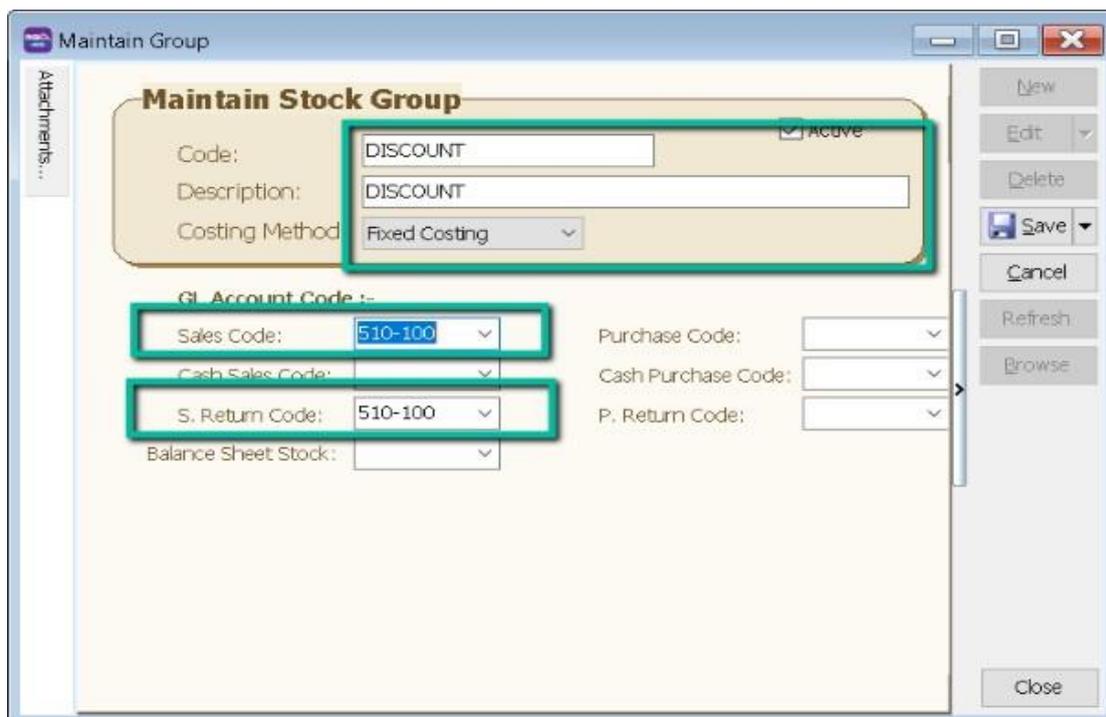
1.2.2 Customer -> Maintain Customer



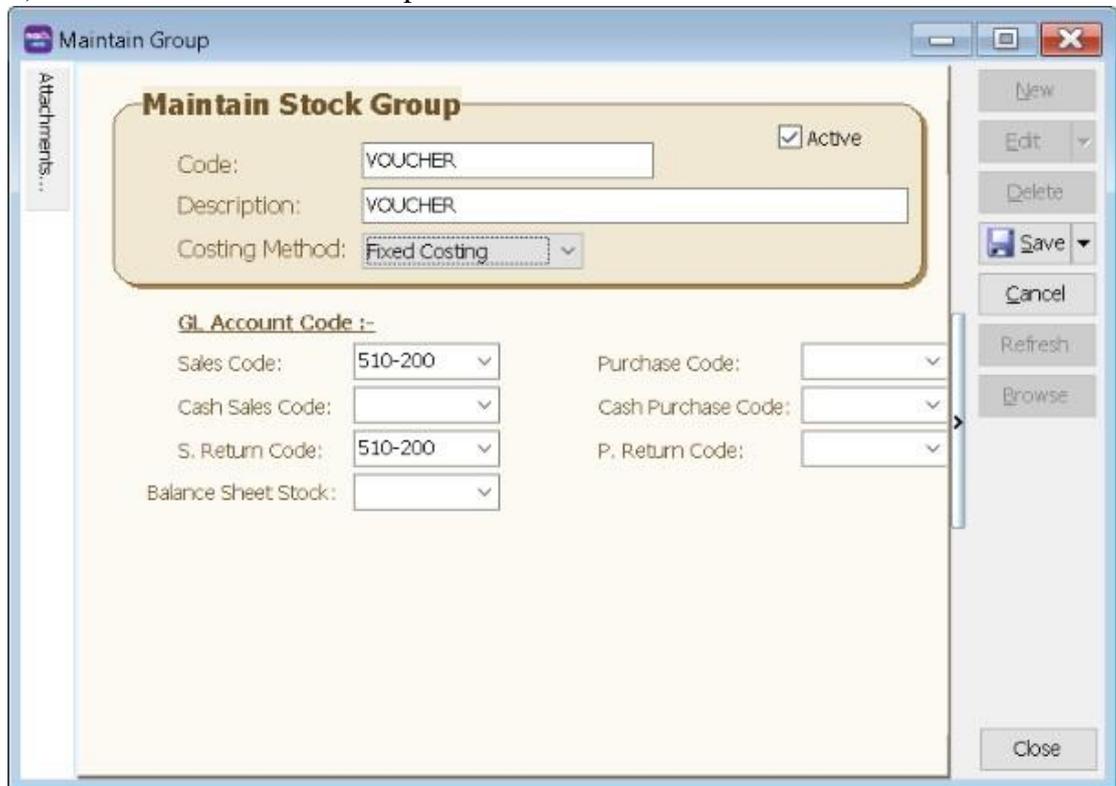
1.2.3 Stock -> Maintain Stock Group

Create Lazada Shipping / Transaction / Voucher / Discount Stock Group

i) Create Discount Stock Group



ii) Create Voucher Stock Group



Maintain Group

Maintain Stock Group Active

Code:

Description:

Costing Method:

GL Account Code :-

Sales Code: Purchase Code:

Cash Sales Code: Cash Purchase Code:

S. Return Code: P. Return Code:

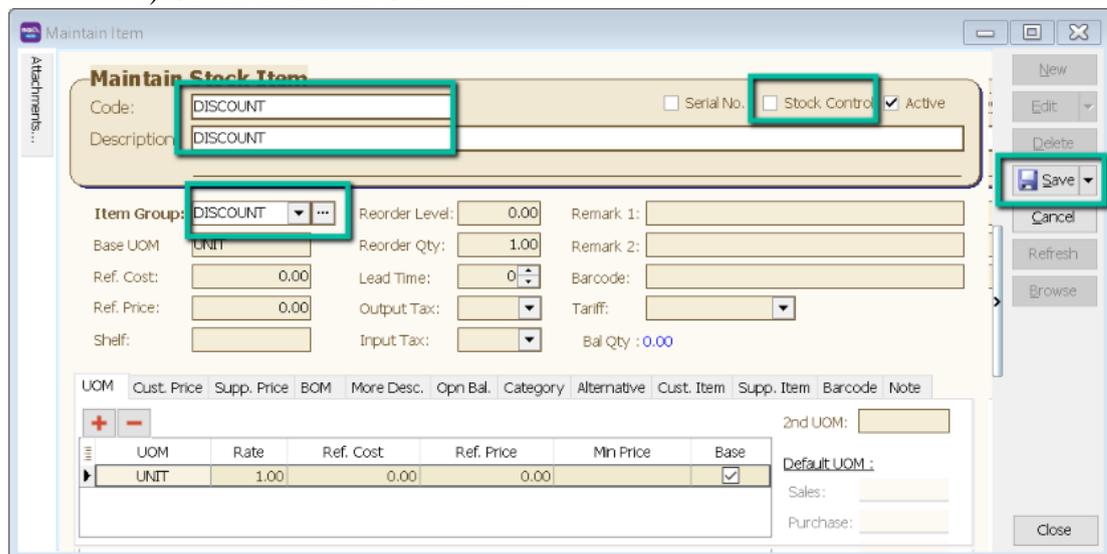
Balance Sheet Stock:

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

Maintain Stock Item Serial No. Stock Control Active

Code:

Description:

Item Group:

Base UOM: Reorder Level: Remark 1:

Reorder Qty: Remark 2:

Ref. Cost: Lead Time: Barcode:

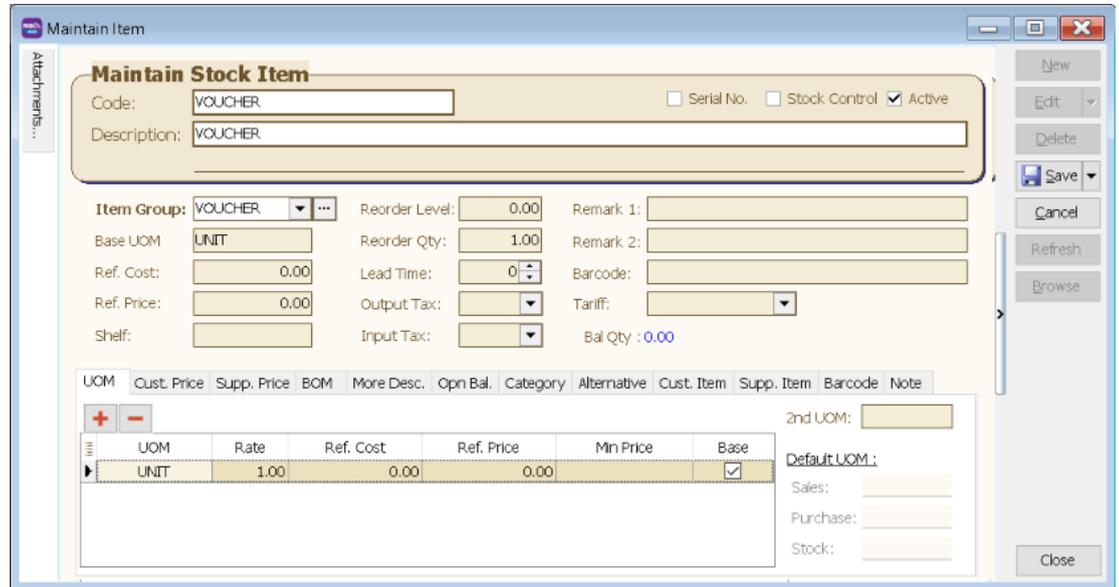
Ref. Price: Output Tax: Tariff:

Shelf: Input Tax: Bal Qty : 0.00

UOM	Cust. Price	Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Barcode	Note
+	-										
UNIT	1.00	0.00									

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

ii) Create Voucher Item Code



The screenshot shows the 'Maintain Stock Item' window with the following details:

- Code:** VOUCHER
- Description:** VOUCHER
- Item Group:** VOUCHER
- Base UOM:** UNIT
- Reorder Level:** 0.00
- Reorder Qty:** 1.00
- Ref. Cost:** 0.00
- Lead Time:** 0
- Ref. Price:** 0.00
- Output Tax:** (dropdown)
- Shelf:** (dropdown)
- Input Tax:** (dropdown)
- Bal Qty:** 0.00
- Active:**

The UOM table below shows the configuration for the 'UNIT' UOM:

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

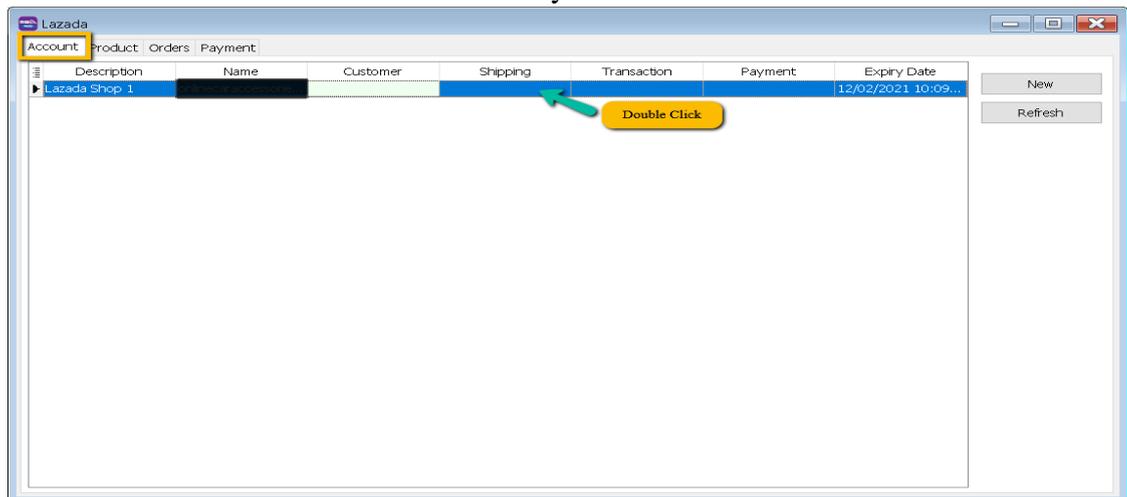
Additional fields on the right include '2nd UOM', 'Default UOM', 'Sales', 'Purchase', and 'Stock'.

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

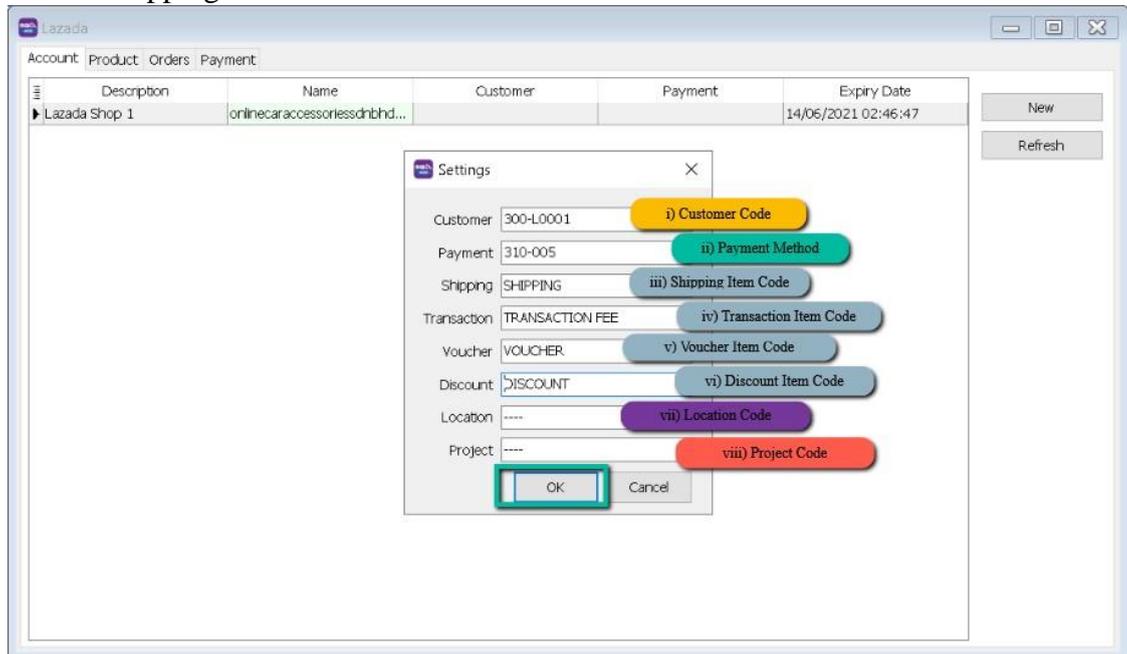
1.3 Account Tab

1.3.1 Click on -> Lazada

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



1.3.2.1 Mapping Code



1.3.2.2 Expiry Date

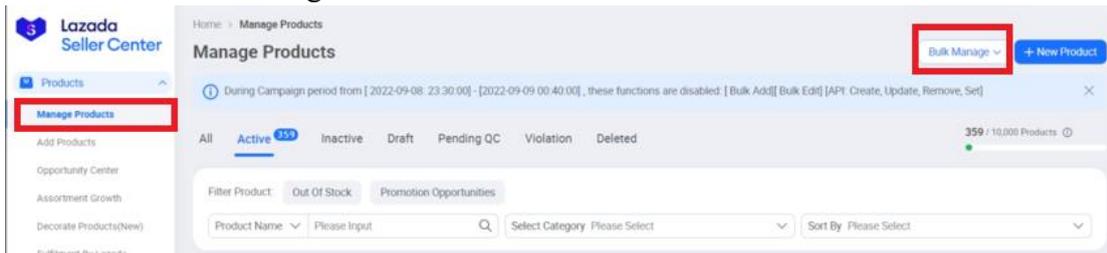
- Is the linking expired with both parties given by Lazada platform for security policy, once expired must relink with Lazada account to fetch the order.

Video Link : <https://www.youtube.com/watch?v=B9UmhTYjFHM>

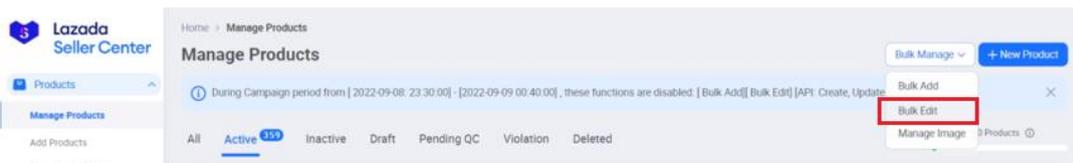
1.4 Product Tab

1.4.1 Step to download Product list from Lazada

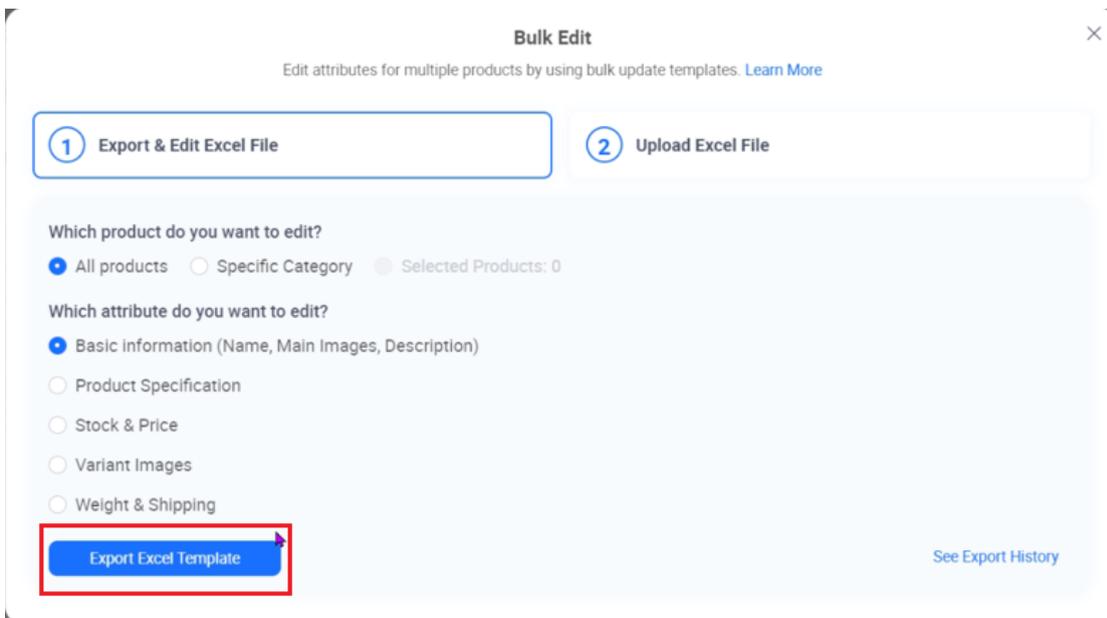
1.4.1.1 Click on “Products” Tab, then click on “Manage Products” and then click “Bulk Manage”



1.4.1.2 Select “Bulk Edit” option



1.4.1.3 Press “Export Excel Template” and save it to your computer location.



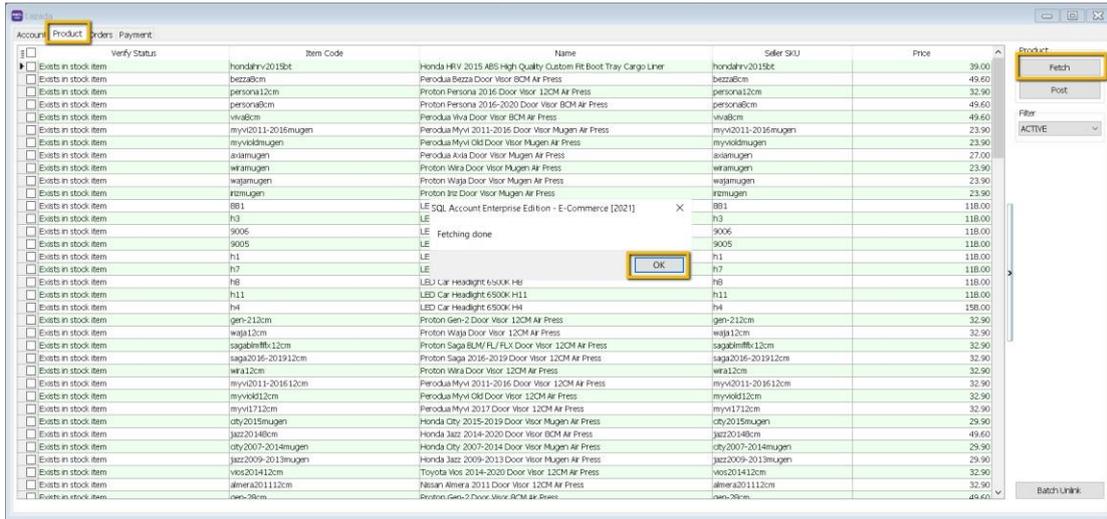
You can choose to have Lazada SKU as SQL Item Code by import to SQL. May contact your service agent to assist on this product import.



E Commerce - Lazada

1.4.2 Fetch Product

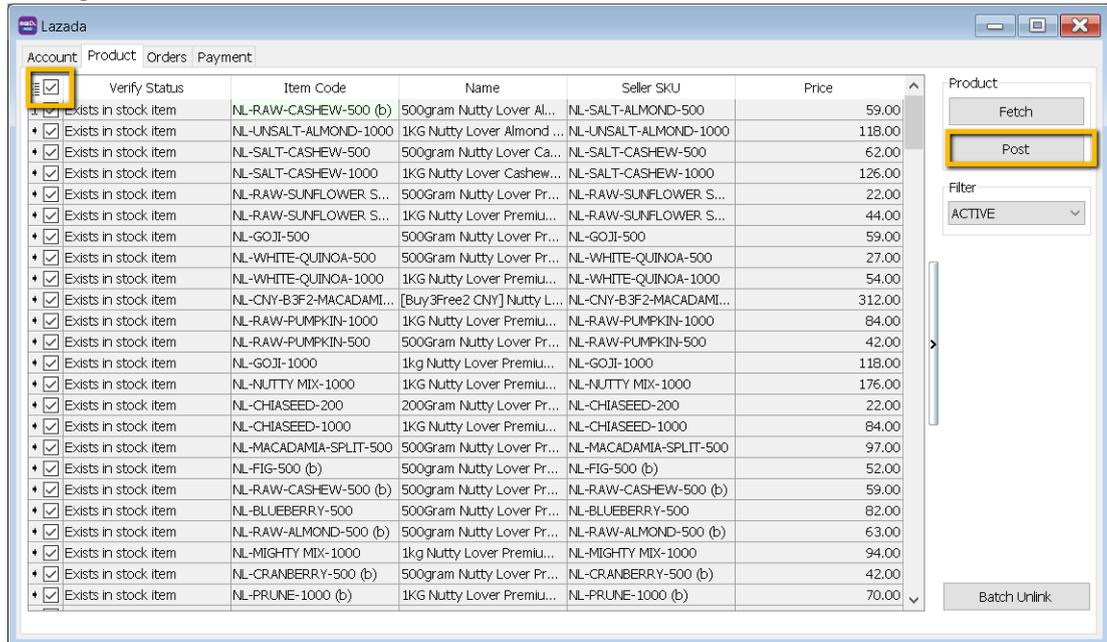
1.4.2.1 Click on Product Tab -> Click on Fetch Button -> System will return the message when fetching done.



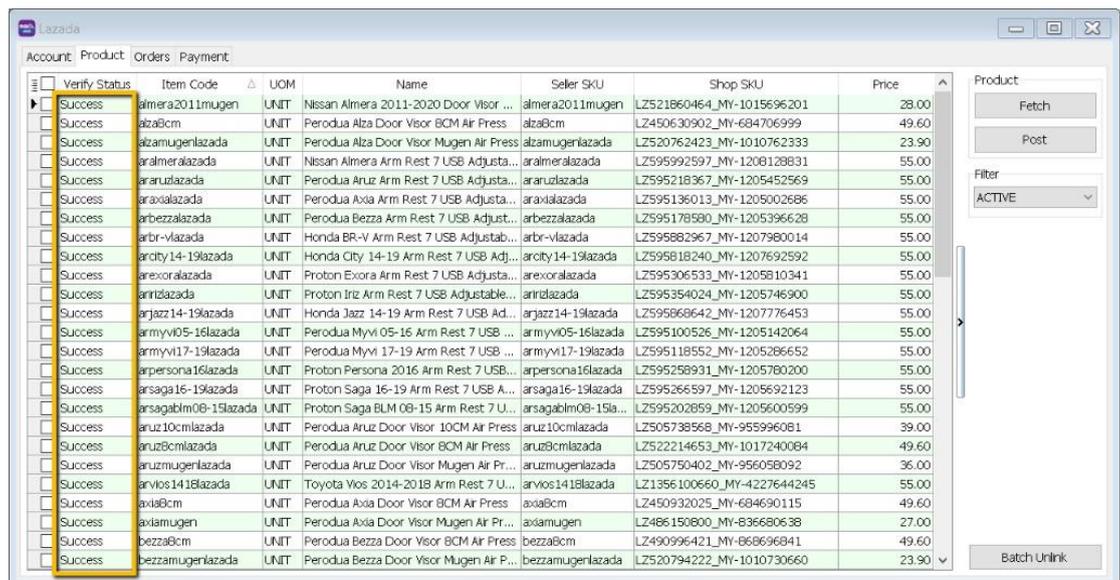
1.4.2.2 Verify Status: Exist in Stock Item are meaning SQL and Seller SKU are having the same Item Code.



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



1.4.2.3 Verified Status: Success when posting done



Note: Once you post successful, system will keep the Shop SKU 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:

UOM	Cust. Price	Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Barcode	Note
							Alternative Item Code				
							LZ521860464_MY-1015696201				

Count = 1

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

1.4.2.4 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.

Lazada

Account Product Orders Payment

Verify Status	Item Code	Name	Seller SKU	Shop SKU
<input type="checkbox"/>	hondacty2014-2018hoopee	onda HRV 2015 ABS High Quality Custom FE Boot Tray Cargo Liner	honda-hv-2015k	493666195_MH-694161154
<input type="checkbox"/>	hdbb2050ft	Car Tinted HD Silver Black Series Si	bezza8cm	490996421_MH-66869841
<input type="checkbox"/>	hdbb35100ft	Car Tinted HD Silver Black Series Si	personal12cm	490922450_MH-6681120610
<input type="checkbox"/>	hdbb3510ft	Car Tinted HD Silver Black Series Si	person8cm	490904368_MH-667734444
<input type="checkbox"/>	hdbb3550ft	Car Tinted HD Silver Black Series Si	wabcm	490530939_MH-665931811
<input type="checkbox"/>	hdbb50100ft	Car Tinted HD Silver Black Series Si	myv10011-2016mugen	486196501_MH-636562306
<input type="checkbox"/>	hdbb5010ft	Car Tinted HD Silver Black Series Si	aviamugen	486170930_MH-636794367
<input type="checkbox"/>	hdbb5050ft	Car Tinted HD Silver Black Series Si	aviamugen	486150600_MH-636680638
<input type="checkbox"/>	hdbb5050ft	Car Tinted HD Silver Black Series Si	wfamugen	486164494_MH-63656360
<input type="checkbox"/>	hondabr2017sk	Honda BRV 2017 ABS High Quality	wajamugen	485136557_MH-636538146
<input type="checkbox"/>	hondacty2017hondahonda BRV / BRV 2017 ABS High		HBMugen	486148129_MH-636442705
<input type="checkbox"/>	hondacty2008-2013b	Honda City 2008-2013 ABS High C	BB1	475380460_MH-780329551
<input type="checkbox"/>	hondacty2008-2013b	Honda City 2008-2013 ABS High C	h3	475362632_MH-780296554
<input type="checkbox"/>	hondacty2014-2017w	Honda City 2014-2017 Window Tr	9006	473894194_MH-775628145
<input type="checkbox"/>	hondacty2014-2018b	Honda City 2014-2018 ABS High C	9005	473860861_MH-775602894
<input type="checkbox"/>	hondacty2014-2018b	Honda City 2014-2018 ABS High C	h1	473854914_MH-775596078
<input type="checkbox"/>	hondacty2014ar(6d)	Honda City 2014 9 USB Double Lai	h7	473840995_MH-775578321
<input type="checkbox"/>	hondacty2014ar(lazad)	Honda City 2014 9 USB Double Lai	h8	473838753_MH-775538542
<input type="checkbox"/>	651		h11	473836276_MH-775482633
<input type="checkbox"/>			h4	473732831_MH-77548365
<input type="checkbox"/>			gen-212cm	450932959_MH-686723339
<input type="checkbox"/>	waja12cm	Proton Waja Door Visor 12CM Air Press	waja12cm	450993779_MH-686667534
<input type="checkbox"/>	sagabinfl-12cm	Proton Saga BLM/FL/FLX Door Visor 12CM Air Press	sagabinfl-12cm	450993778_MH-686669226
<input type="checkbox"/>	saga2016-201912cm	Proton Saga 2016-2019 Door Visor 12CM Air Press	saga2016-201912cm	450977767_MH-68666482
<input type="checkbox"/>	wira12cm	Proton Wira Door Visor 12CM Air Press	wira12cm	450927851_MH-686668312
<input type="checkbox"/>	myv0011-201612cm	Perodua Myvi 2011-2016 Door Visor 12CM Air Press	myv0011-201612cm	450963787_MH-686616494
<input type="checkbox"/>	myv0412cm	Perodua Myvi Old Door Visor 12CM Air Press	myv0412cm	450977717_MH-686609967

Buttons: Fetch, Post, Filter, ACTIVE

Video Link : <https://www.youtube.com/watch?v=B9UmhTYjFHM>

1.5 Orders Tab

- Click on Orders Tab



1.5.1 Status – Default Post Action

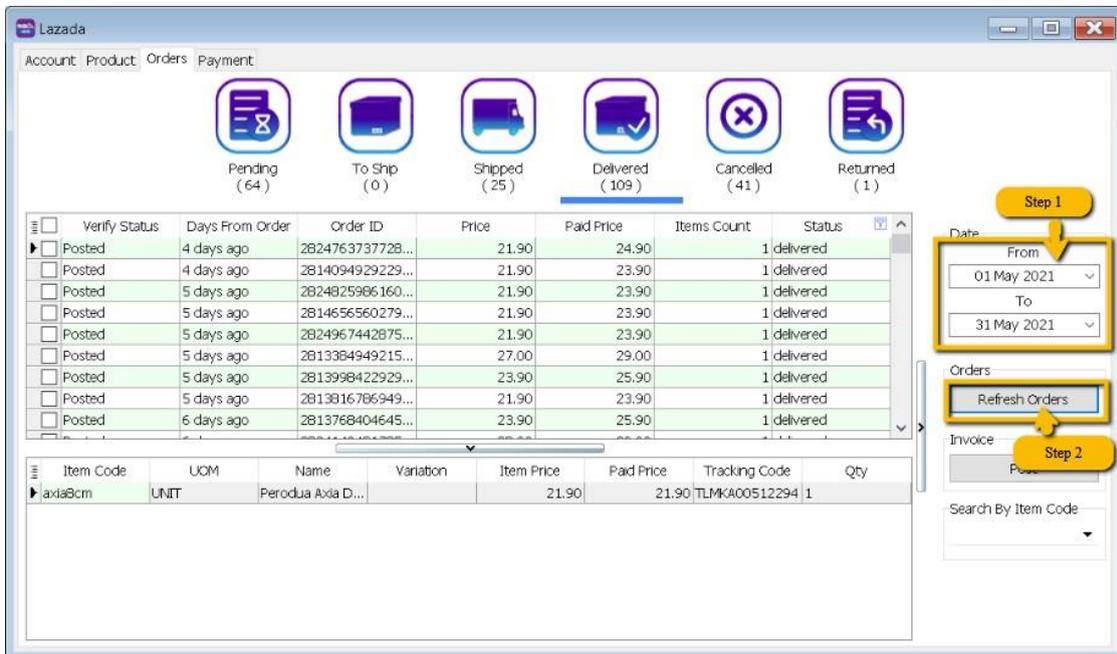


Status	Posting To Sales Quotation	Posting to Sales Invoice
Pending	×	×
To Ship	✓	×
Shipped	×	✓
Delivered	×	✓
Cancelled	×	×
Returned	×	✓

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



Account Product Orders Payment

Pending (64) To Shp (0) Shipped (25) **Delivered (109)** Cancelled (41) Returned (1)

Verify Status	Days From Order	Order ID	Price	Paid Price	Items Count	Status
Posted	4 days ago	2824763737728...	21.90	24.90	1	delivered
Posted	4 days ago	2814094929229...	21.90	23.90	1	delivered
Posted	5 days ago	2824825986160...	21.90	23.90	1	delivered
Posted	5 days ago	2814656560279...	21.90	23.90	1	delivered
Posted	5 days ago	2824967442875...	21.90	23.90	1	delivered
Posted	5 days ago	2813384949215...	27.00	29.00	1	delivered
Posted	5 days ago	2813998422929...	23.90	25.90	1	delivered
Posted	5 days ago	2813816786949...	21.90	23.90	1	delivered
Posted	6 days ago	2813768404645...	23.90	25.90	1	delivered

Item Code: axiaBcm UOM: UNIT Name: Perodua Axia D... Variation: Item Price: 21.90 Paid Price: 21.90 Tracking Code: TLMKA00512294 Qty: 1

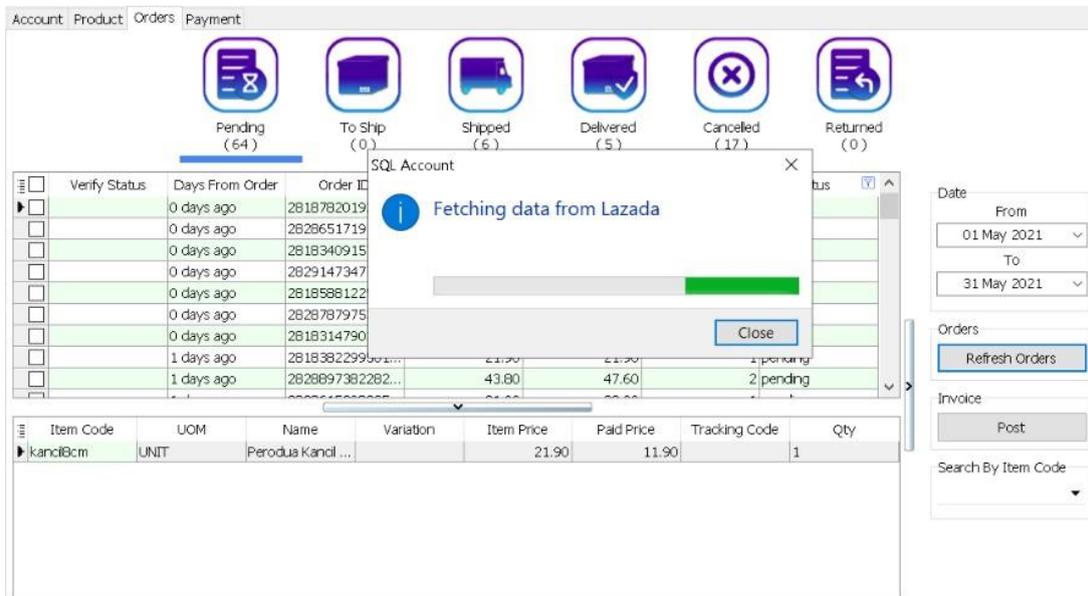
Date: From 01 May 2021 To 31 May 2021

Orders: Refresh Orders

Invoice: Post

Search By Item Code

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



Account Product Orders Payment

Pending (64) To Shp (0) Shipped (6) **Delivered (5)** Cancelled (17) Returned (0)

SQL Account

Fetching data from Lazada

Verify Status	Days From Order	Order ID	Price	Paid Price	Items Count	Status
Posted	0 days ago	2818782019				
Posted	0 days ago	2828651719				
Posted	0 days ago	2818340915				
Posted	0 days ago	2829147347				
Posted	0 days ago	2818588122				
Posted	0 days ago	2828787975				
Posted	0 days ago	2818314790				
Posted	1 days ago	2818382299				pending
Posted	1 days ago	2828897382282...	43.80	47.60	2	pending

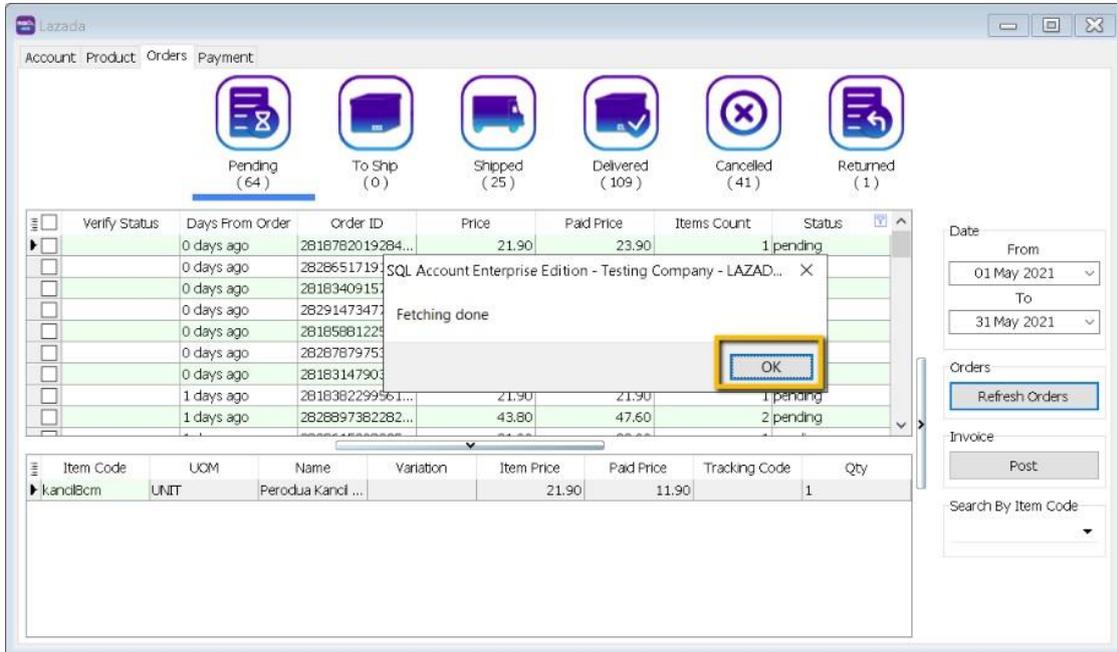
Item Code: kanciBcm UOM: UNIT Name: Perodua Kancil ... Variation: Item Price: 21.90 Paid Price: 11.90 Tracking Code: Qty: 1

Date: From 01 May 2021 To 31 May 2021

Orders: Refresh Orders

Invoice: Post

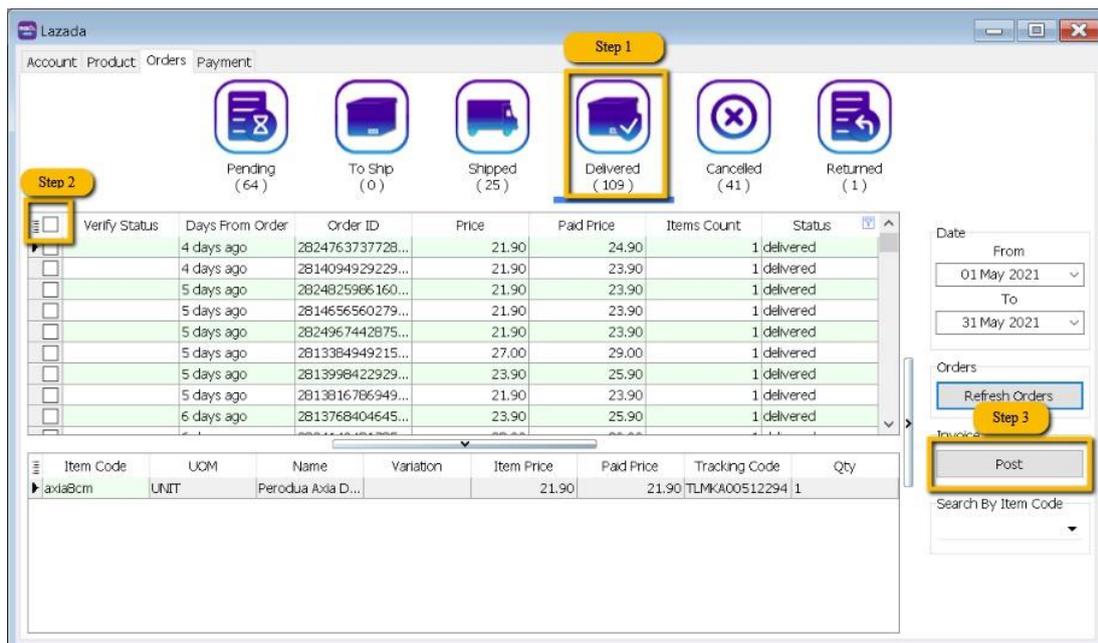
Search By Item Code



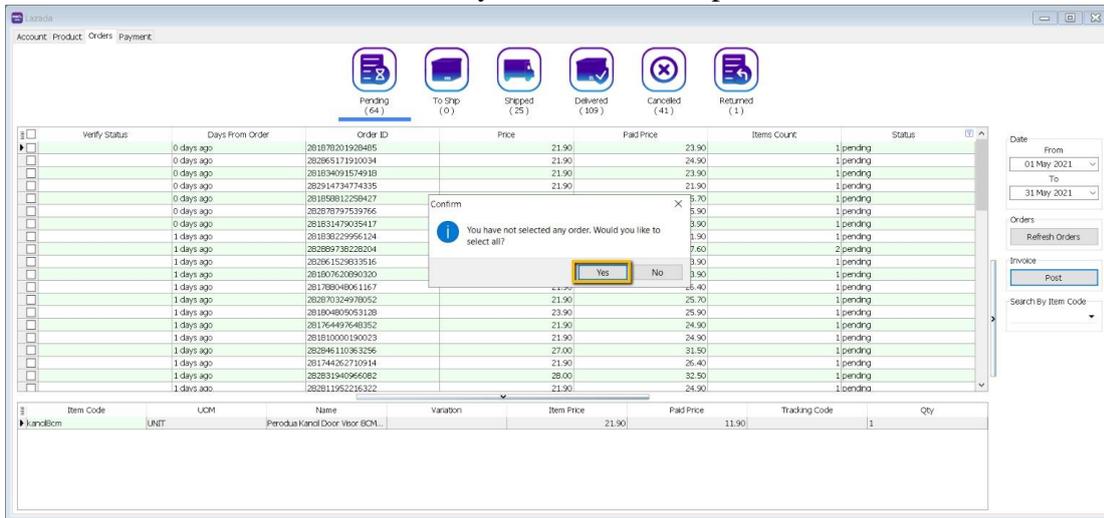
System will return the message when Fetching Done, Press OK.

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 Delivered Status -> Ticked all -> Click on Post

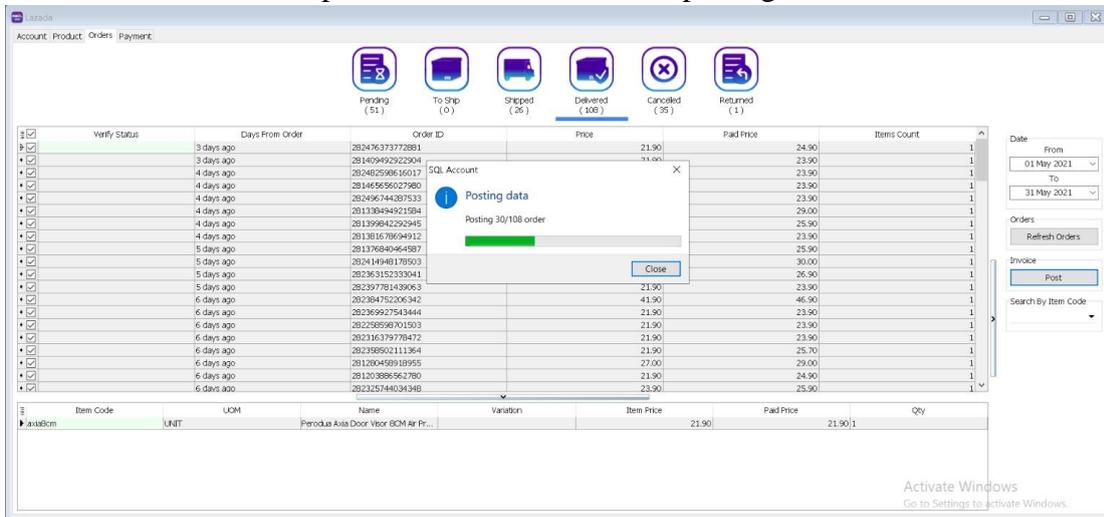


1.5.3.2 If you did not tick on any order when do the posting, system will raise a message: You have not selected any order. Would you like to select all? If you would like to post all -> Press Yes



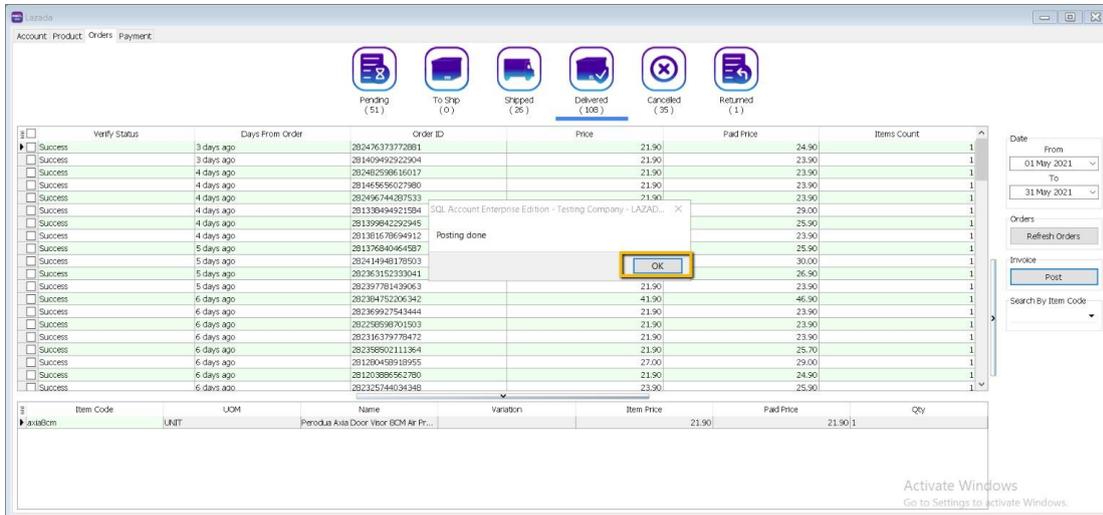
The screenshot shows the Lazada Seller Center interface. At the top, there are navigation icons for Pending (64), To Ship (0), Shipped (25), Delivered (109), Cancelled (41), and Returned (1). Below these is a table of pending orders with columns for Verify Status, Days From Order, Order ID, Price, Paid Price, Items Count, and Status. A dialog box is open in the center, asking for confirmation to select all orders. The 'Yes' button is highlighted.

Please be patient to wait for the order posting.

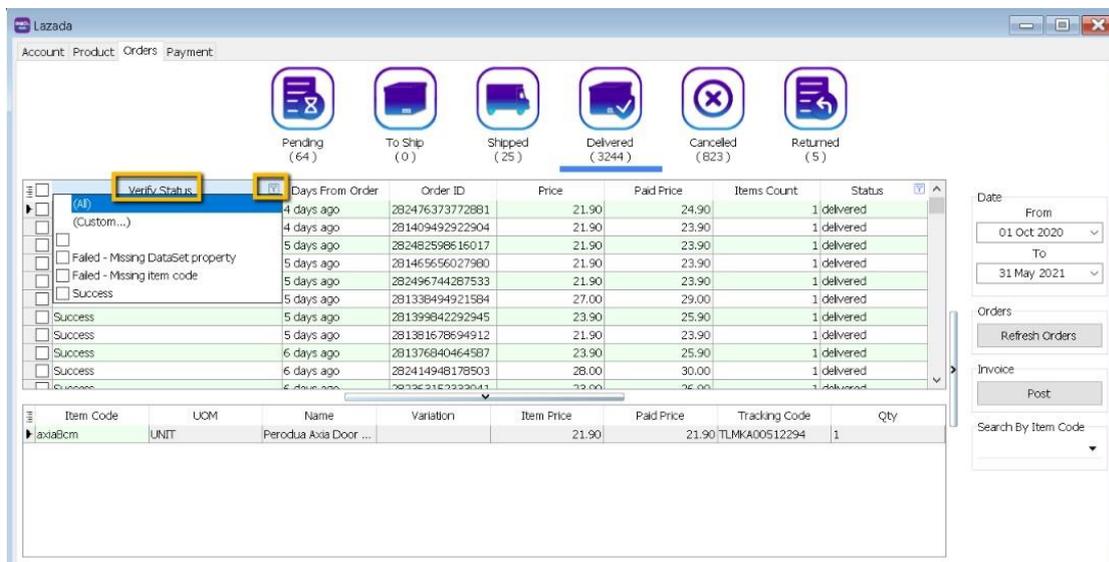


The screenshot shows the Lazada Seller Center interface. The 'Posting data' dialog box is now open, showing a progress bar and the text 'Posting 30/108 order'. The 'Close' button is visible. The background table of orders is still visible, and the 'Yes' button from the previous dialog is no longer present.

1.5.3.3 Click on OK when done posting



1.5.4 Verify Status



1.5.4.1 Posted

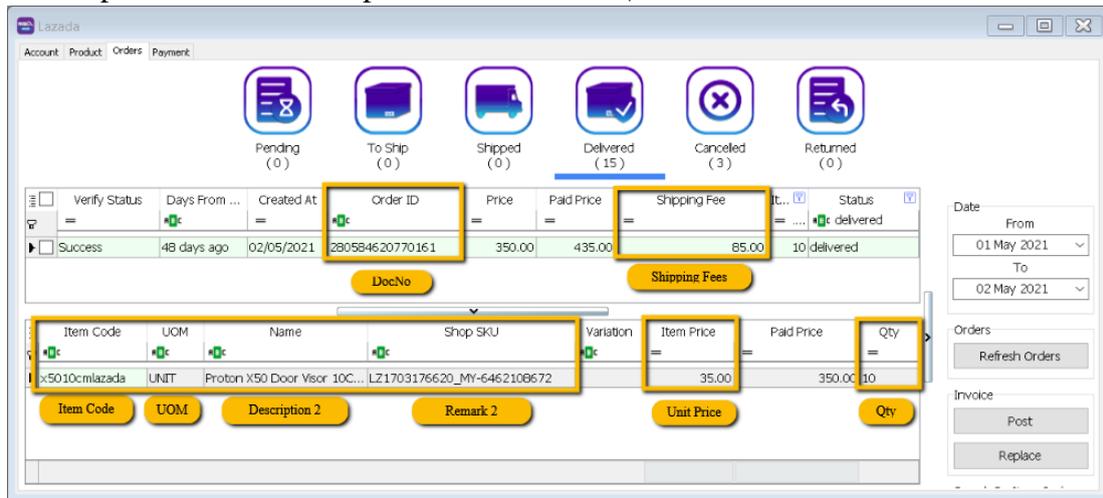
- Earlier Order posted before, system will ignore.

1.5.4.2 Success

- Order had been successfully Posting.

1.5.5 Sales Invoice

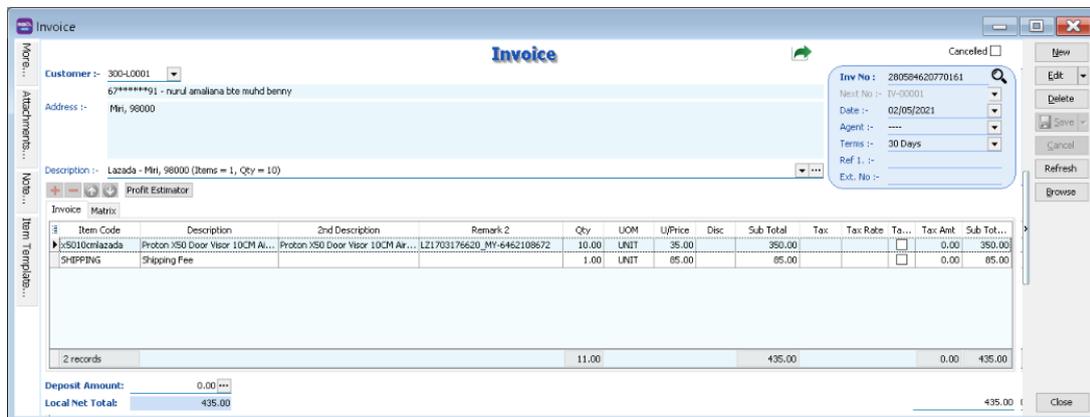
- Example of Sales Invoice posted from Lazada | Orders.



The screenshot shows the Lazada Orders management interface. At the top, there are status filters: Pending (0), To Ship (0), Shipped (0), Delivered (15), Canceled (3), and Returned (0). Below this is a table of orders. One order is highlighted with a yellow box, showing its details. Below the order table, there is a detailed view of the selected item, also with yellow boxes highlighting specific fields.

Verify Status	Days From ...	Created At	Order ID	Price	Paid Price	Shipping Fee	Status
Success	48 days ago	02/05/2021	280594620770161	350.00	435.00	85.00	10/delivered

Item Code	UOM	Name	Shop SKU	Variation	Item Price	Paid Price	Qty
x5010cmlazada	UNIT	Proton X50 Door Visor 10CM...	LZ1703176620_MY-6462108672		35.00	350.00	10



The screenshot shows the Invoice generation interface. It includes customer information, a description of the invoice, and a detailed invoice matrix table. The matrix table lists items and shipping fees with their respective quantities, unit prices, and sub-totals.

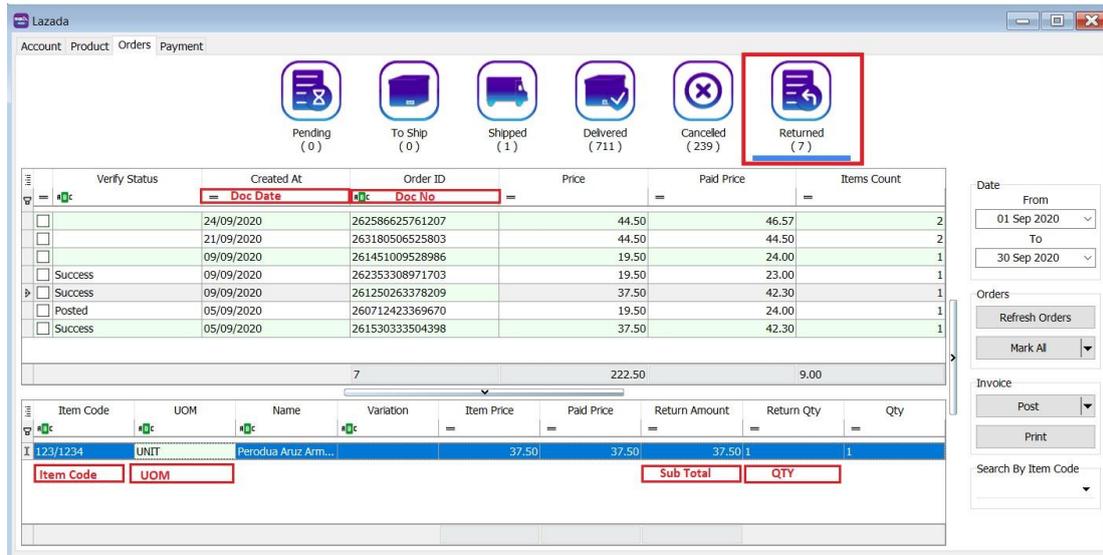
Item Code	Description	2nd Description	Remark 2	Qty	UOM	U/Price	Disc	Sub Total	Tax	Tax Rate	Ta...	Tax Amt	Sub Tot...
x5010cmlazada	Proton X50 Door Visor 10CM A...	Proton X50 Door Visor 10CM Ar...	LZ1703176620_MY-6462108672	10.00	UNIT	35.00		350.00				0.00	350.00
SHIPPING	Shipping Fee			1.00	UNIT	85.00		85.00				0.00	85.00

Summary: 2 records, 11.00, 435.00, 0.00, 435.00

Deposit Amount: 0.00
Local Net Total: 435.00

1.5.6 Sales Credit Note

- Example of Sales Credit Note posted from Lazada | Orders.

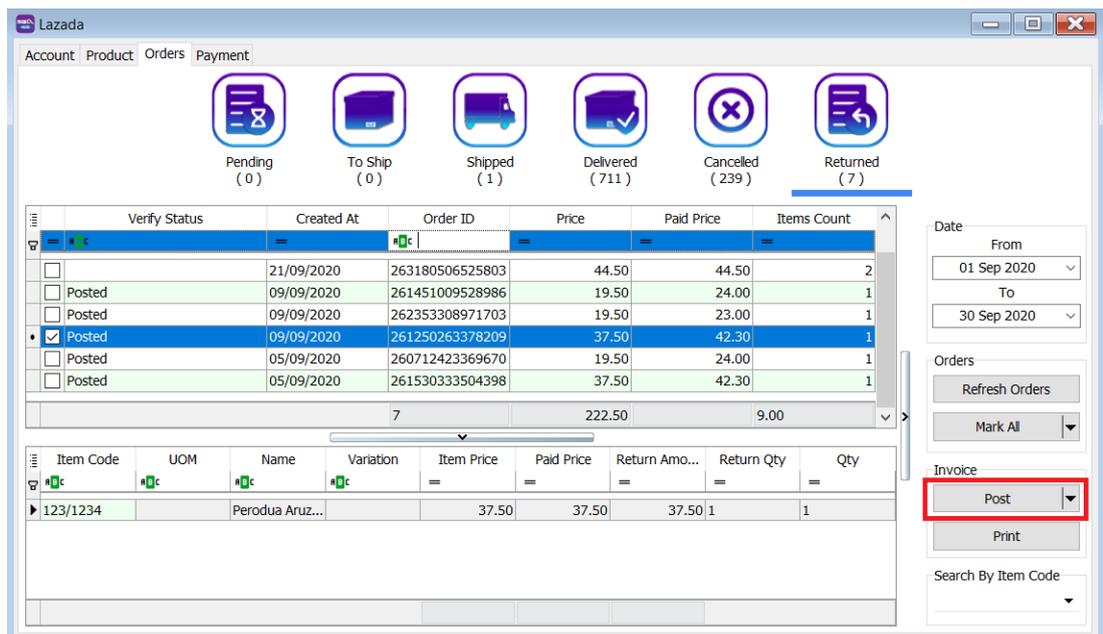


The screenshot shows the Lazada Orders management interface. At the top, there are icons for various order statuses: Pending (0), To Ship (0), Shipped (1), Delivered (711), Cancelled (239), and Returned (7). The 'Returned' icon is highlighted with a red box. Below the icons is a table of orders with columns for Verify Status, Created At, Order ID, Price, Paid Price, and Items Count. The table contains several rows of order data. On the right side, there are filters for Date (From: 01 Sep 2020, To: 30 Sep 2020) and Invoice (Post, Print). A 'Search By Item Code' field is also visible.

Returned Sales will be posted to 1 document only.

In this scenario it is posted to Sales Invoice.

Select **“Post”** to post it to sales invoice.



This screenshot shows the same Lazada Orders interface as the previous one, but with the 'Returned' status selected. In the 'Invoice' section on the right, the 'Post' option is highlighted with a red box. The table below the icons shows a list of orders, with the order from 09/09/2020 (Order ID: 261250263378209) selected. The table has columns for Verify Status, Created At, Order ID, Price, Paid Price, and Items Count. The 'Post' option is also visible in the 'Invoice' section on the right.



E Commerce - Lazada

Invoice

Customer :- 800-L0001
60*****01 - GIVITHIRAN
Address :- Pulau Pinang, 10460

Description :- Lazada - Pulau Pinang, 10460 (Items = 1, Qty = 1)

Profit Estimator Transferable

Item Code	Description	Qty	U...	U/Price	Disc	Sub Total	Tax	Ta...	Tax ...	Tax Amt	Sub Total (...)
123/1234	123/1234	0.00	UNIT	37.50		0.00			<input type="checkbox"/>	0.00	
1 records		0.00				0.00				0.00	0.00

Deposit Amount: 0.00
Local Net Total: 0.00

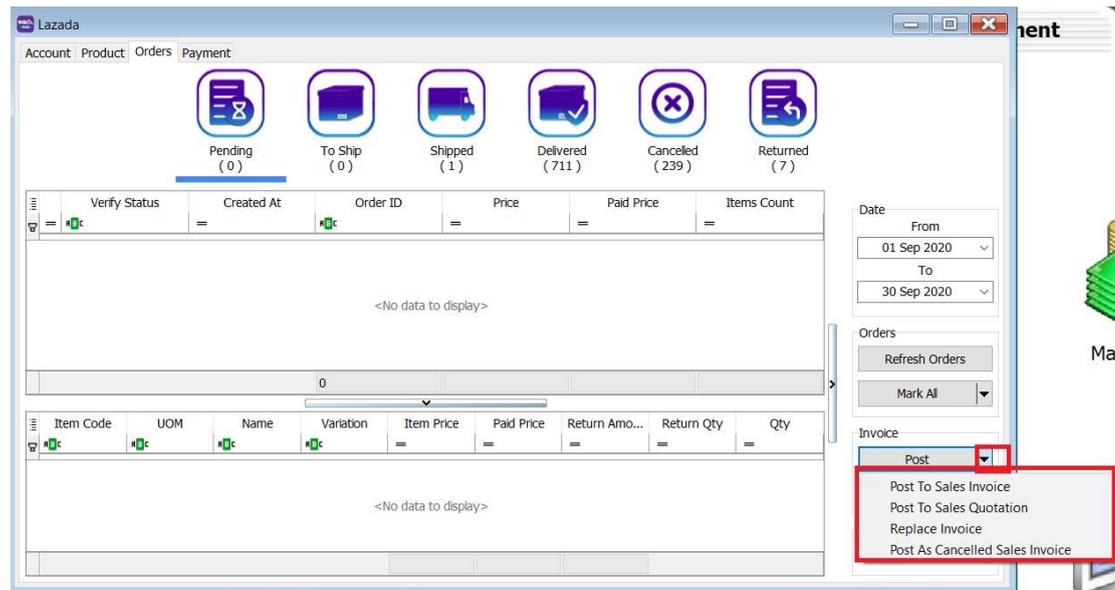
Inv No : 261250263378209
Next No :- IV-00099
Date :- 09/09/2020
Agent :- ---
Terms :- 30 Days
Ref 1. :-
Ext. No :-

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

Video Link: <https://www.youtube.com/watch?v=jrts5wSRecA>

1.5.7 Status – Others than Default POST Action

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



Status	Posting to Sales Invoice	Posting to Sales Quotation	Replace Invoice	Post as Cancelled Sales Invoice
Pending	×	✓	×	✓
To Ship	✓	✓	✓	✓
Shipped	✓	✓	✓	✓
Delivered	✓	✓	✓	✓
Cancelled	×	✓	×	✓
Returned	✓	✓	✓	✓

1.6 Payment Tab

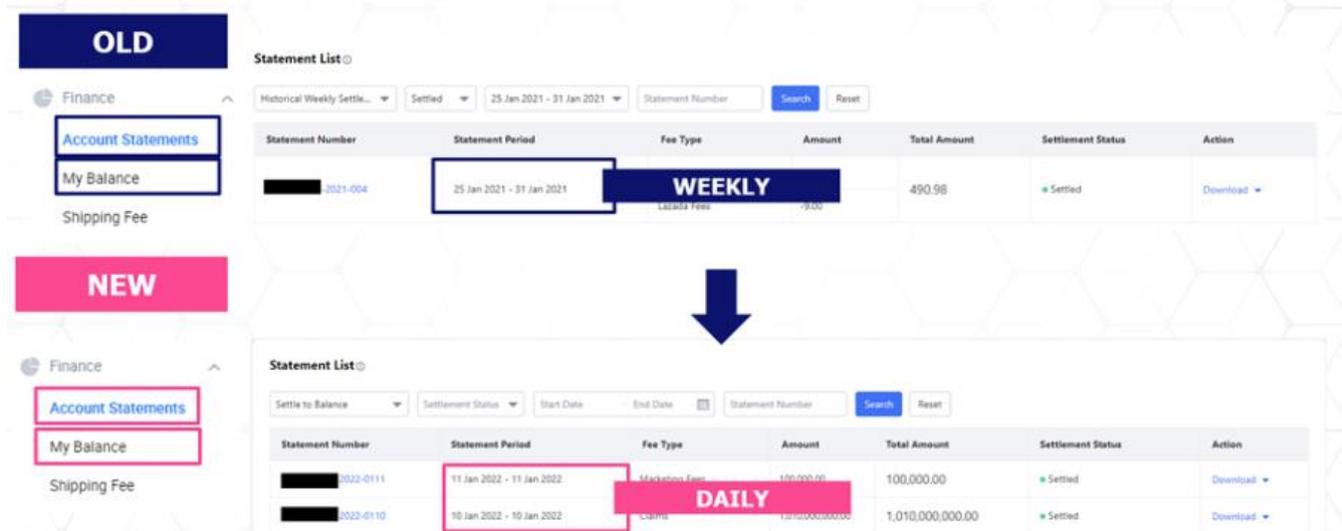
1.6.2 Step to Download statement from Lazada

1.6.1.1 Click on Seller Center -> Finance Tab on left menu -> Account Statement -> Statement Period

**The new version of Lazada Seller Center, has changed the settlement period from weekly to daily.

WEEKLY CYCLE TO DAILY CYCLE SELLER STATEMENT

Seller Statement changes from weekly to daily. **check in Finance > Account Statement > Statement Period**



OLD

Finance

- Account Statements
- My Balance
- Shipping Fee

Statement List

Historical Weekly Settling... Settled 25 Jan 2021 - 31 Jan 2021 Statement Number Search Reset

Statement Number	Statement Period	Fee Type	Amount	Total Amount	Settlement Status	Action
2021-004	25 Jan 2021 - 31 Jan 2021	WEEKLY Lazada Fees	-9.00	490.98	Settled	Download

NEW

Finance

- Account Statements
- My Balance
- Shipping Fee

Statement List

Settle to Balance Settlement Status Start Date End Date Statement Number Search Reset

Statement Number	Statement Period	Fee Type	Amount	Total Amount	Settlement Status	Action
2022-0111	11 Jan 2022 - 11 Jan 2022	Marketing Fees	100,000.00	100,000.00	Settled	Download
2022-0110	10 Jan 2022 - 10 Jan 2022	DAILY Lazada	1,010,000,000.00	1,010,000,000.00	Settled	Download



E Commerce - Lazada

1.6.2.2 At your Statement Overview, go to Settlement Report to see the weekly statement.

The screenshot shows the 'My Statement' page with the following elements:

- Home > My Statement
- My Statement (with a 'Back to old version' link)
- Navigation tabs: Statement Overview (selected), Order Overview, Transaction Overview, My Invoice
- Feedback banner: Tell us how we can improve your payment experiences. Click here to feedback
- Settlement Overview section:
 - Open: MYR 0.00 (Payment of 13 May 2022)
 - Settlement in Progress: MYR 0.00 (01 Nov 2016 - 14 Nov 2016 and more)
 - Recent Settlement: MYR [REDACTED] (Payment of 12 May 2022)
 - Manage My Balance link
- Settlement Report section (highlighted with a red box):
 - For more link
 - 2 May - 8 May 2022 (Download)
 - 25 Apr - 1 May 2022 (Download)
 - 18 Apr - 24 Apr 2022 (Download)
 - 11 Apr - 17 Apr 2022 (Download)

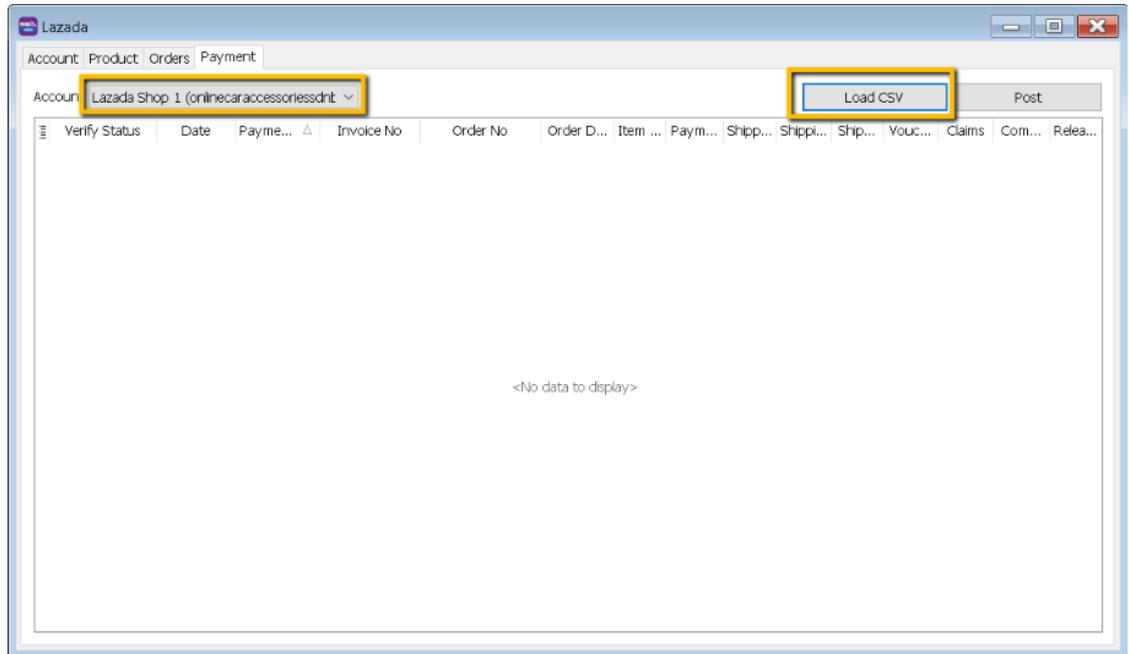
1.6.2.3 Click “Download” and download the file of the weekly statement that contains the payments that you want to export.

This screenshot is identical to the previous one, but with the 'Download' buttons in the Settlement Report section highlighted by a red box.

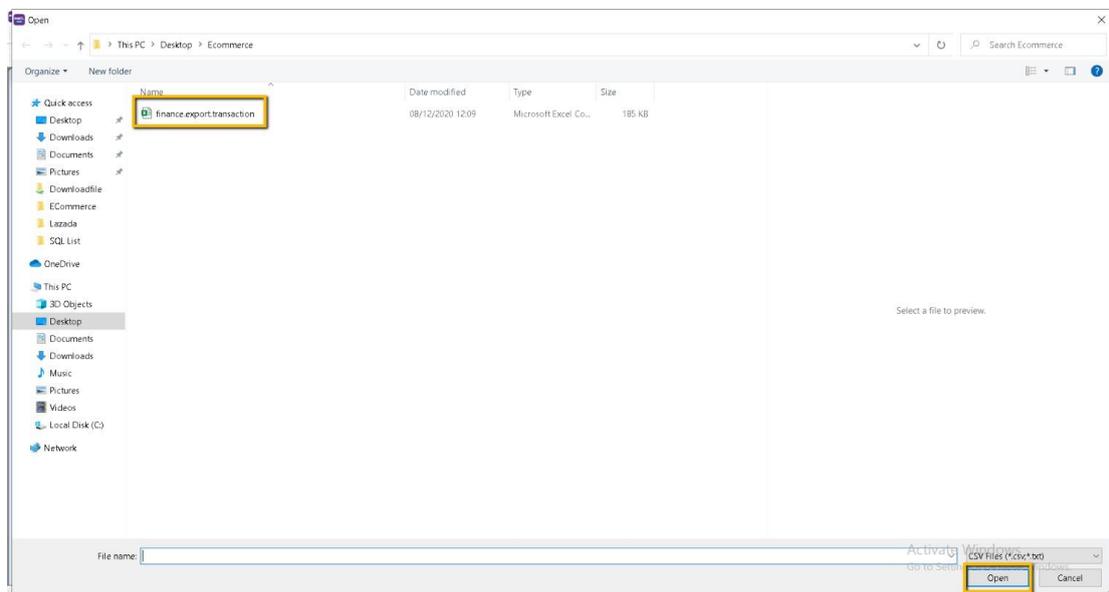
1.6.3 Posting Payment

1.6.3.1 Select Account (Only if you have more than 1 store)

1.6.3.2 Click Load CSV (Statement downloaded from Step 1.6)



1.6.3.3 Select the statement download from Lazada



1.6.3.4 Click on Post



E Commerce - Lazada

Verify Status	Date	Payment No	Invoice No	Order No	Order Date	Item...	Paym...	Shipp...	Shipp...	Shipp...	Voucher	Claims	Com...	Relea...
	27/10/2020		263551644515164	263551644515164		18.30	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.32
	27/10/2020		263553225468239	263553225468239		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	27/10/2020		263564250671440	263564250671440		25.00	(0.60)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	22.70
	27/10/2020		263575640605328	263575640605328		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	28/10/2020		263581875252734	263581875252734		23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.42
	27/10/2020		263585039943872	263585039943872		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99
	27/10/2020		263595429309772	263595429309772		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99
	27/10/2020		263602686334095	263602686334095		18.33	(0.42)	(5.50)	1.79	(3.71)	0.00	0.00	2.21	16.41
	27/10/2020		263653876962257	263653876962257		32.90	(0.80)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	31.10
	27/10/2020		263661419146105	263661419146105		18.30	(0.49)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	16.81
	28/10/2020		263691491116161	263691491116161		18.33	(0.49)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	16.84
	27/10/2020		263699044960620	263699044960620		36.60	(0.78)	(6.00)	0.00	(6.00)	0.00	0.00	4.80	34.62
	27/10/2020		263711656192499	263711656192499		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.35
	27/10/2020		263714087248743	263714087248743		18.33	(0.47)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	16.16
	27/10/2020		263757413644526	263757413644526		25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.37
	27/10/2020		264152199165071	264152199165071		19.50	(0.49)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	17.31
	26/10/2020		264180844565347	264180844565347		39.00	(0.92)	(6.00)	4.00	(2.00)	0.00	0.00	0.00	36.08
	28/10/2020		264242740520432	264242740520432		28.00	(0.67)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	25.63
	26/10/2020		264369046321031	264369046321031		23.90	(0.60)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	22.30
	27/10/2020		264380587582003	264380587582003		23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.42
	28/10/2020		264382783710521	264382783710521		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99
	27/10/2020		264388467258548	264388467258548		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	27/10/2020		264394377005136	264394377005136		18.30	(0.47)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	16.13
	27/10/2020		264399795434685	264399795434685		18.33	(0.42)	(5.50)	1.84	(3.66)	0.00	0.00	2.16	16.41
	27/10/2020		264423546806305	264423546806305		54.90	(1.26)	(6.99)	4.80	(2.19)	0.00	0.00	0.00	51.45
	27/10/2020		264434780502976	264434780502976		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.35
	27/10/2020		264451966511098	264451966511098		25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.37

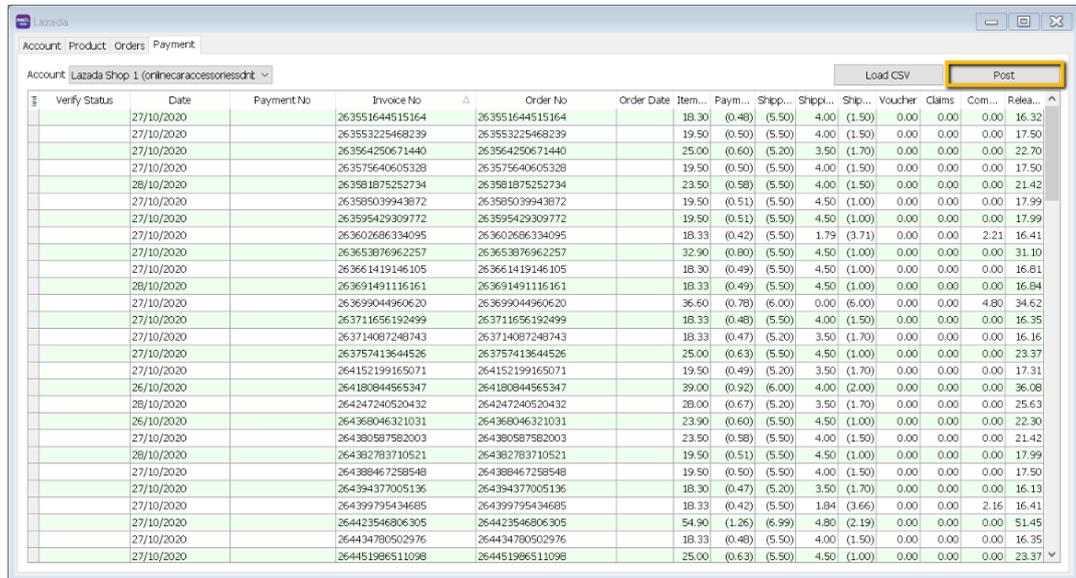
- 1.6.3.5 Error in Red: Please sync all orders before posting payment.
- Due to some order yet posting to Invoice. Before you do the posting, you can check on Invoice No column, post the orders with empty Invoice No.

Verify Status	Date	Paym...	Invoice No	Order No	Order D...	Item...	Paym...	Shipp...	Shipp...	Shipp...	Vouc...	Claims	Com...	Rele...
Order not posted	31/10/20...			264821451176...		55.00	(1.48)	(15.00)	14.80	(0.20)	0.00	0.00	0.00	53.32
Order not posted	31/10/20...			265679709816...		55.00	(1.31)	(15.00)	6.80	(8.20)	0.00	0.00	8.00	53.49
Order not posted	28/10/20...			265726942268...		55.00	(1.44)	(13.00)	12.80	(0.20)	0.00	0.00	0.00	53.36
Order not posted	29/10/20...			264691855096...		55.00	(1.31)	(15.00)	6.80	(8.20)	0.00	0.00	8.00	53.49
Order not posted	30/10/20...			265717507855...		78.90	(2.18)	(24.00)	23.80	(0.20)	0.00	0.00	0.00	76.52
Order not posted	01/11/20...			265659707861...		55.00	(1.31)	(15.00)	6.80	(8.20)	0.00	0.00	8.00	53.49
Order not posted	28/10/20...			264518009569...		55.00	(1.44)	(13.00)	12.80	(0.20)	0.00	0.00	0.00	53.36
	27/10/20...	2645031053...	264503105390...			18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.35
	29/10/20...	2647852437...	264785243722...			19.50	(0.47)	(5.20)	2.57	(2.63)	0.00	0.00	0.93	17.33
	01/11/20...	2646676185...	264667618539...			97.50	(2.15)	(9.00)	5.00	(4.00)	0.00	0.00	0.00	91.35
	27/10/20...	2635756406...	263575640605...			19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	27/10/20...	2645357747...	264535774731...			29.90	(0.73)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	28.17
	27/10/20...	2644811944...	264481194440...			19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	29/10/20...	2654679873...	265467987335...			19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	27/10/20...	2644519665...	264451966511...			25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.37
	27/10/20...	2635516445...	263551644515...			18.30	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.32
	27/10/20...	2643805875...	264380587582...			23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.42
	31/10/20...	2655775730...	265577573028...			19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	29/10/20...	2656603335...	265660333549...			28.00	(0.63)	(5.20)	1.48	(3.72)	0.00	0.00	2.02	25.67
	27/10/20...	2635954293...	263595429309...			19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99
	31/10/20...	2659907157...	265990715757...			37.90	(0.90)	(9.00)	4.80	(4.20)	0.00	0.00	0.00	32.80

Note: Lazada required you to sync all order before can posting payment due to have to tally with bank recon.

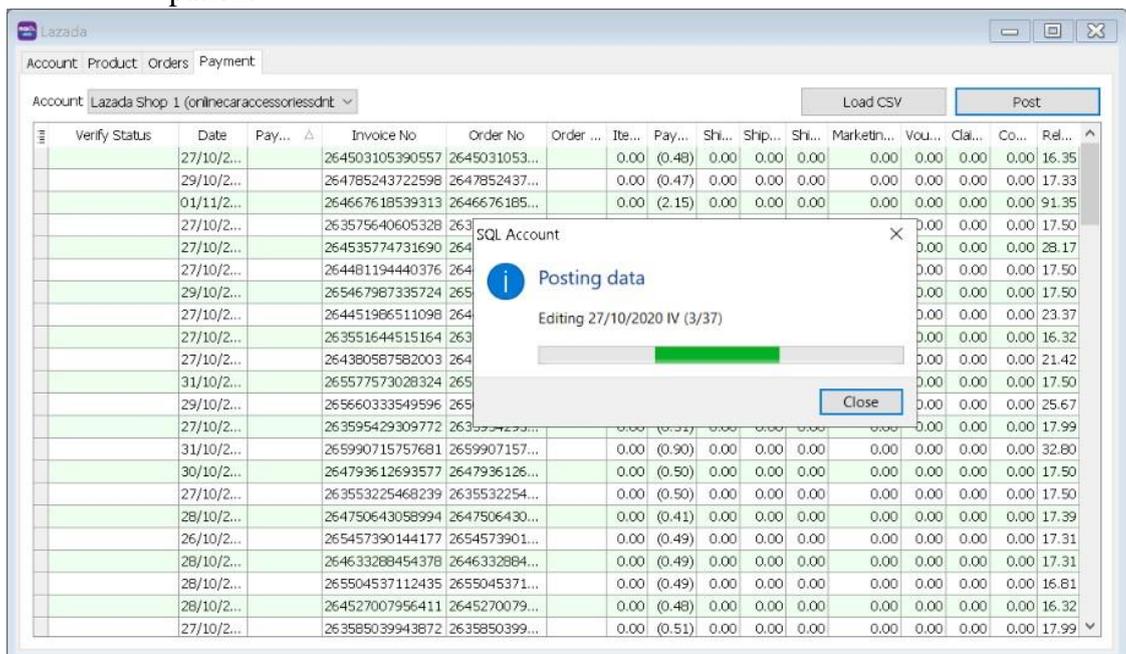
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1.6.3.6 Once you check all the order have been posting (without empty Invoice No), click on Post



Verify Status	Date	Payment No	Invoice No	Order No	Order Date	Item...	Paym...	Shipp...	Shipp...	Shipp...	Voucher	Clams	Com...	Relea...
	27/10/2020		263551644515164	263551644515164		18.30	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.32
	27/10/2020		263553225468239	263553225468239		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	27/10/2020		263564250671440	263564250671440		25.00	(0.60)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	22.70
	27/10/2020		263575640605328	263575640605328		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	28/10/2020		263581875252734	263581875252734		23.50	(0.98)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.42
	27/10/2020		263595039943872	263595039943872		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99
	27/10/2020		263595429309772	263595429309772		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99
	27/10/2020		263602686334095	263602686334095		18.33	(0.42)	(5.50)	1.79	(3.71)	0.00	0.00	2.21	16.41
	27/10/2020		263653876962257	263653876962257		32.90	(0.80)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	31.10
	27/10/2020		263661419146105	263661419146105		18.30	(0.49)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	16.81
	28/10/2020		263691491116161	263691491116161		18.33	(0.49)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	16.84
	27/10/2020		263699044960620	263699044960620		36.60	(0.78)	(6.00)	0.00	(6.00)	0.00	0.00	4.80	34.62
	27/10/2020		263711656192499	263711656192499		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.35
	27/10/2020		263714067248743	263714067248743		18.33	(0.47)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	16.16
	27/10/2020		263757413644526	263757413644526		25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.37
	27/10/2020		264152199165071	264152199165071		19.50	(0.49)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	17.31
	26/10/2020		264180844565347	264180844565347		39.00	(0.92)	(6.00)	4.00	(2.00)	0.00	0.00	0.00	36.08
	28/10/2020		264247240520432	264247240520432		28.00	(0.67)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	25.63
	26/10/2020		264368046321031	264368046321031		23.90	(0.60)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	22.30
	27/10/2020		264380587582003	264380587582003		23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.42
	28/10/2020		264382783710521	264382783710521		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99
	27/10/2020		264388467258548	264388467258548		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	27/10/2020		264394377005136	264394377005136		18.30	(0.47)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	16.13
	27/10/2020		264399795434685	264399795434685		18.33	(0.42)	(5.50)	1.84	(3.66)	0.00	0.00	2.16	16.41
	27/10/2020		264423546806305	264423546806305		54.90	(1.26)	(6.59)	4.80	(2.19)	0.00	0.00	0.00	51.45
	27/10/2020		264434780502976	264434780502976		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.35
	27/10/2020		264451986511098	264451986511098		25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.37

1.6.3.7 Posting Payment / Editing Invoice for Lazada Fees, please be patient



Verify Status	Date	Pay...	Invoice No	Order No	Order ...	Ite...	Pay...	Shi...	Shipp...	Shi...	Marketin...	Vou...	Clai...	Co...	Rel...
	27/10/2...		264503105390557	2645031053...		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.35
	29/10/2...		264785243722598	2647852437...		0.00	(0.47)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.33
	01/11/2...		264667618539313	2646676185...		0.00	(2.15)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.35
	27/10/2...		263575640605328	263575640605328		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50
	27/10/2...		264535774731690	264535774731690		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.17
	27/10/2...		264481194440376	264481194440376		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50
	29/10/2...		265467987335724	265467987335724		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50
	27/10/2...		264451986511098	264451986511098		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.37
	27/10/2...		263551644515164	263551644515164		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.32
	27/10/2...		264380587582003	264380587582003		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.42
	31/10/2...		265577573028324	265577573028324		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50
	29/10/2...		265660333549596	265660333549596		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.67
	27/10/2...		263595429309772	263595429309772		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.99
	31/10/2...		265990715757681	2659907157...		0.00	(0.90)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.80
	30/10/2...		264793612693577	2647936126...		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50
	27/10/2...		263553225468239	2635532254...		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50
	28/10/2...		264750643058994	2647506430...		0.00	(0.41)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.39
	26/10/2...		265457390144177	2654573901...		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.31
	28/10/2...		264633288454378	2646332884...		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.31
	28/10/2...		265504537112435	2655045371...		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.81
	28/10/2...		264527007956411	2645270079...		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.32
	27/10/2...		263585039943872	2635850399...		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.99

1.6.3.8 Cheque number already exists

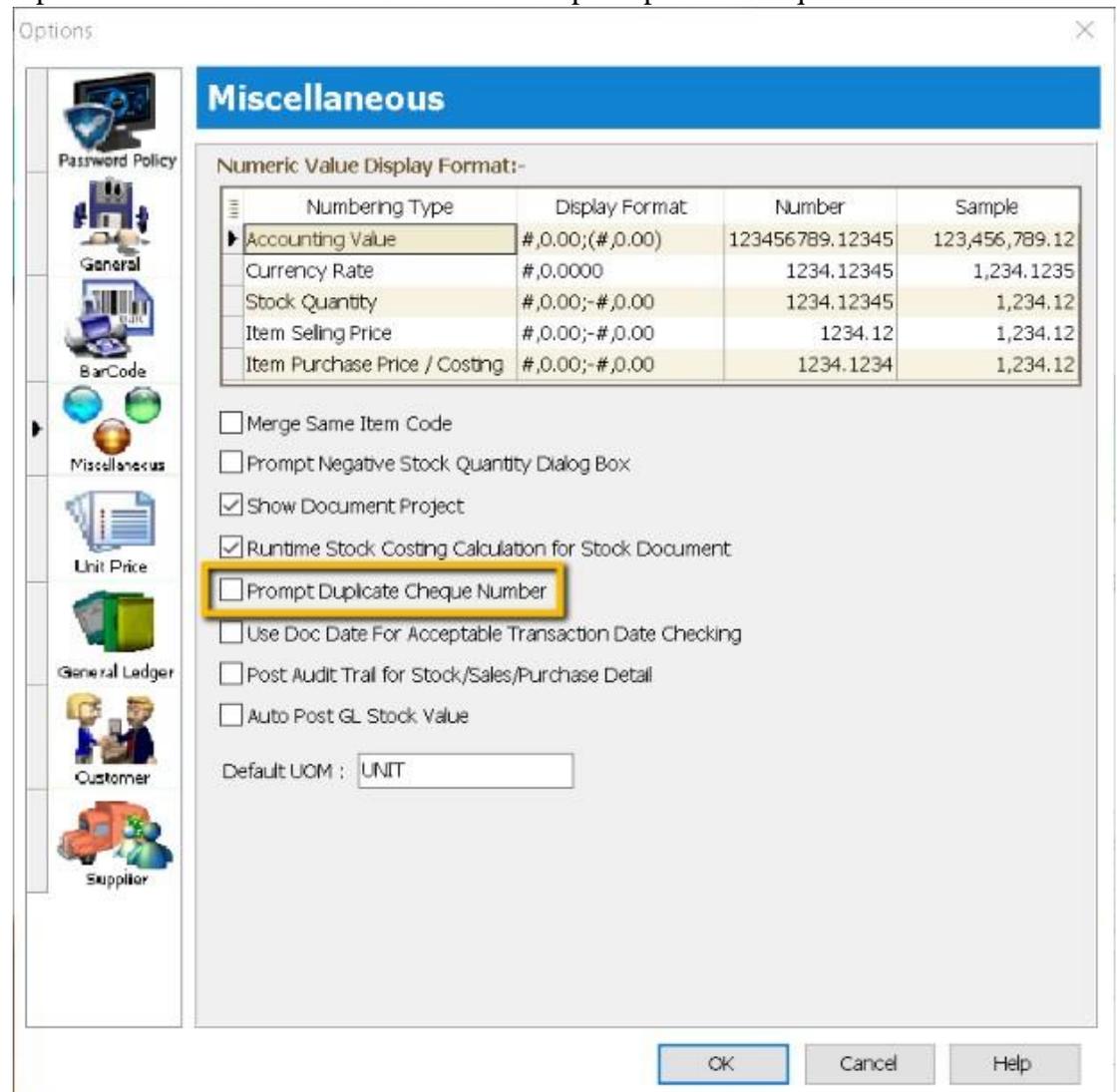


E Commerce - Lazada

- Press Yes, system capture Lazada Payment ref ID as Cheque number.

Verify Status	Order Date	Date	Payment No	Order No	Item Price	Payment Fee	Shipping Fee Paid By Seller	Shipping Fee Paid By Customer	Shipping Variance	Shipping ...	Voucher	Claims	Commission Fee	Released Amo...
		5/6/2021			14.50	(0.39)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	14.11
		5/6/2021			39.00	(0.94)	(7.50)	5.50	(2.00)	0.00	0.00	0.00	0.00	36.06
		6/6/2021			14.50	(0.37)	(3.00)	3.00	0.00	0.00	0.00	0.00	0.00	14.13
		4/6/2021			3.50	(0.12)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	3.38
		5/6/2021			39.00	(0.87)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	38.13
		4/6/2021			35.80			4.80	2.80	0.00	0.00	0.00	0.00	37.74
		3/6/2021			14.50			0.00	0.00	4.50	0.00	0.00	0.00	14.19
		3/6/2021			3.90			3.00	0.00	0.00	0.00	0.00	0.00	3.75
		2/6/2021			3.90			3.00	0.00	0.00	0.00	0.00	0.00	3.75
		3/6/2021			25.90			2.00	0.00	0.00	0.00	0.00	0.00	25.31
		2/6/2021			14.50			2.00	0.00	0.00	0.00	0.00	0.00	14.15
		1/6/2021			5.70			3.80	0.00	0.00	0.00	0.00	0.00	5.52
		2/6/2021			29.90			4.00	(0.80)	0.00	0.00	0.00	0.00	28.38
		31/5/2021			25.90			2.00	0.00	0.00	0.00	0.00	0.00	25.31
		31/5/2021			29.00			3.00	0.00	0.00	0.00	0.00	0.00	28.32
		5/6/2021			14.50	(0.31)	(3.80)	0.00	0.00	3.80	0.00	0.00	0.00	14.19
		5/6/2021			31.80	(0.72)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	31.08
		4/6/2021			14.50	(0.35)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	14.15
		4/6/2021			34.90	(0.81)	(3.00)	3.00	0.00	0.00	0.00	0.00	0.00	34.09
		5/6/2021			15.90	(0.41)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	15.49
		3/6/2021			3.90	(0.29)	(9.50)	9.50	0.00	0.00	0.00	0.00	0.00	3.61
		4/6/2021			14.00	(0.64)	(15.50)	15.50	0.00	0.00	0.00	0.00	0.00	13.36
		3/6/2021			7.00	(0.22)	(3.00)	3.00	0.00	0.00	0.00	0.00	0.00	6.78
		6/6/2021			15.90	(0.41)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	15.49

User can choose to turn off prompt duplicate cheque number at Tools -> Option -> Miscellaneous -> Unticked Prompt Duplicate Cheque Number.



Options

Miscellaneous

Numeric Value Display Format:-

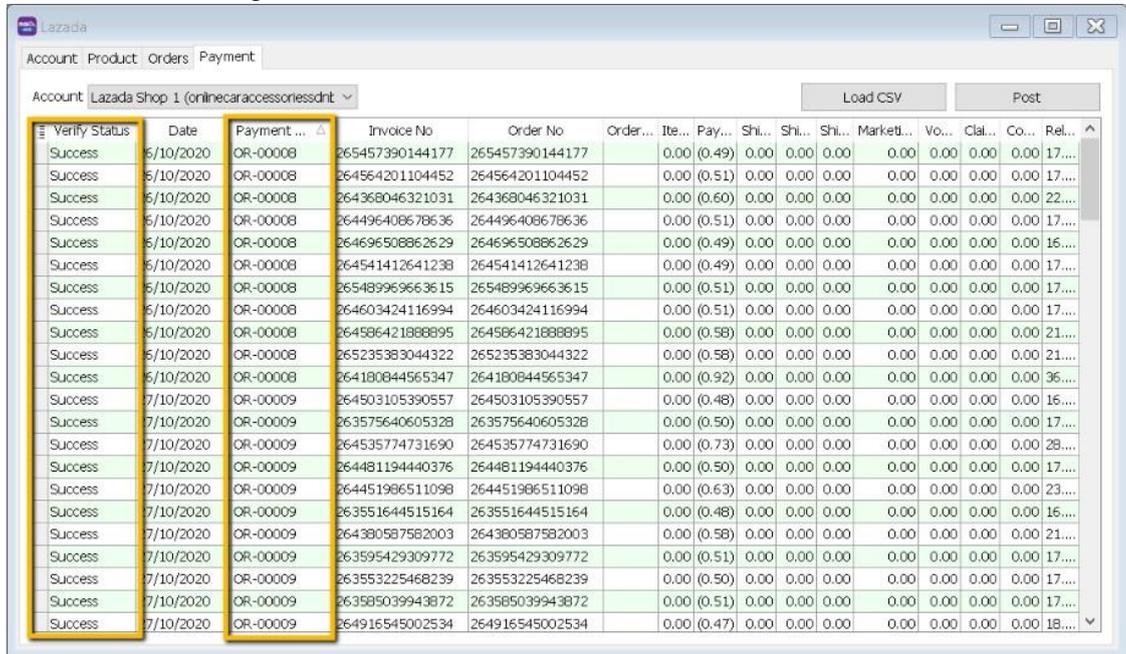
Numbering Type	Display Format	Number	Sample
Accounting Value	#,0.00;(#,0.00)	123456789.12345	123,456,789.12
Currency Rate	#,0.0000	1234.12345	1,234.1235
Stock Quantity	#,0.00;-#,0.00	1234.12345	1,234.12
Item Selling Price	#,0.00;-#,0.00	1234.12	1,234.12
Item Purchase Price / Costing	#,0.00;-#,0.00	1234.1234	1,234.12

- Merge Same Item Code
- Prompt Negative Stock Quantity Dialog Box
- Show Document Project
- Runtime Stock Costing Calculation for Stock Document
- Prompt Duplicate Cheque Number
- Use Doc Date For Acceptable Transaction Date Checking
- Post Audit Trail for Stock/Sales/Purchase Detail
- Auto Post GL Stock Value

Default UOM :

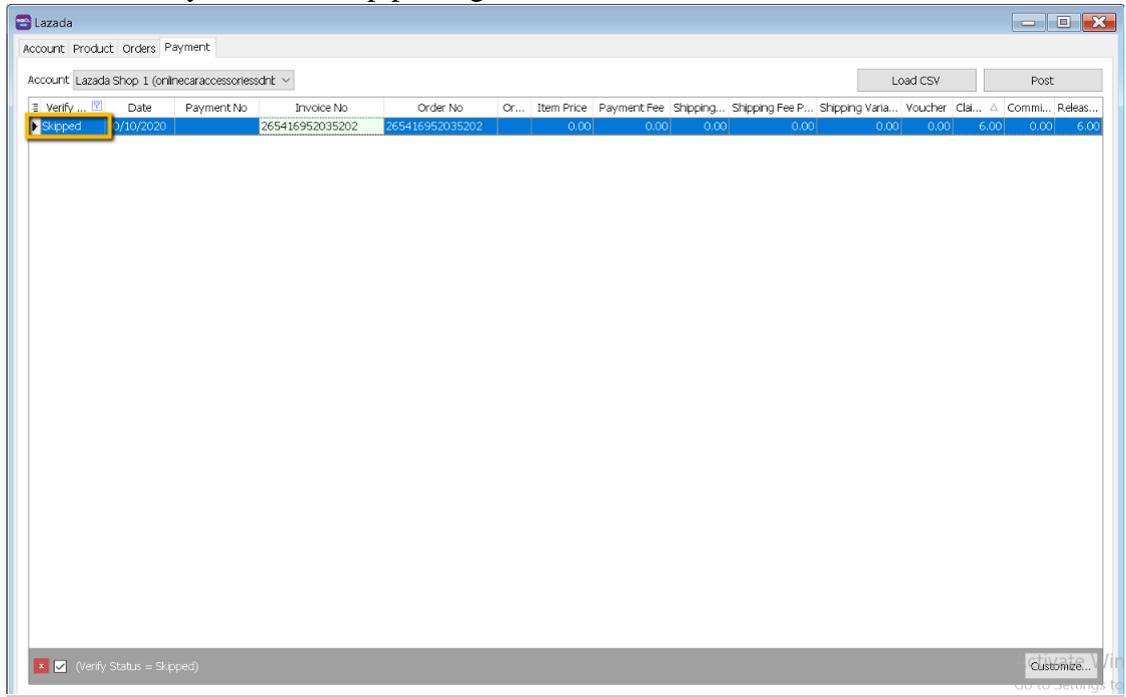
OK Cancel Help

1.6.3.9 Posting done



Verify Status	Date	Payment No	Invoice No	Order No	Order...	Ite...	Pay...	Shi...	Shi...	Shi...	Marketi...	Vo...	Clai...	Co...	Rel...
Success	5/10/2020	OR-00008	265457390144177	265457390144177		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	5/10/2020	OR-00008	264564201104452	264564201104452		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	5/10/2020	OR-00008	264368046321031	264368046321031		0.00	(0.60)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22....
Success	5/10/2020	OR-00008	264496408678636	264496408678636		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	5/10/2020	OR-00008	264696508862629	264696508862629		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16....
Success	5/10/2020	OR-00008	264541412641238	264541412641238		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	5/10/2020	OR-00008	265489969663615	265489969663615		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	5/10/2020	OR-00008	264603424116994	264603424116994		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	5/10/2020	OR-00008	264586421888895	264586421888895		0.00	(0.58)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21....
Success	5/10/2020	OR-00008	265235383044322	265235383044322		0.00	(0.58)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21....
Success	5/10/2020	OR-00008	264180844565347	264180844565347		0.00	(0.92)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36....
Success	7/10/2020	OR-00009	264503105390557	264503105390557		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16....
Success	7/10/2020	OR-00009	263575640605328	263575640605328		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	7/10/2020	OR-00009	264535774731690	264535774731690		0.00	(0.73)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28....
Success	7/10/2020	OR-00009	264481194440376	264481194440376		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	7/10/2020	OR-00009	264451966511098	264451966511098		0.00	(0.63)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23....
Success	7/10/2020	OR-00009	263551644515164	263551644515164		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16....
Success	7/10/2020	OR-00009	264380587582003	264380587582003		0.00	(0.58)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21....
Success	7/10/2020	OR-00009	263595429309772	263595429309772		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	7/10/2020	OR-00009	263553225468239	263553225468239		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	7/10/2020	OR-00009	263585039943872	263585039943872		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17....
Success	7/10/2020	OR-00009	264916545002534	264916545002534		0.00	(0.47)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18....

1.6.3.10 System will skip posting when Item Price is 0



Verify	Date	Payment No	Invoice No	Order No	Or...	Item Price	Payment Fee	Shipping...	Shipping Fee P...	Shipping Varia...	Voucher	Clai...	Comm...	Releas...
Skipped	7/10/2020		265416952035202	265416952035202		0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	6.00

1.6.3.11 Example of Sales Invoice with added in Transaction Fees Posted from Lazada | Payment



E Commerce - Lazada

Invoice

Customer :- 300-L0001
 Address :- 60*****04 - SITI NOR HALISA
 Kuala Lumpur, 52100
 Description :- Lazada - Kuala Lumpur, 52100 (Items = 1, Qty = 1)

Inv No : 265457390144177
 Next No :- IV-00001
 Date :- 22/10/2020
 Agent :- ---
 Terms :- 30 Days
 Ref 1 :-
 Ext. No :-

Item Code	Description	Qty	UO...	U/Price	Disc	Sub Total	Tax	Tax...	Tax I...	Tax Amt	Sub Total (Tax)
wraBcm	Proton Wira Door Visor BCM Air P...	1.00	UNIT	19.50		19.50				0.00	19.50
SHIPPING	Shipping Fee	1.00	UNIT	3.50		3.50				0.00	3.50
TRANSACTION FEE	Payment Fee	1.00	UNIT	-0.49		(0.49)				0.00	(0.49)

3 records 3.00 22.51 0.00 22.51

Deposit Amount: 0.00
 Local Net Total: 22.51 Net Total (RM): 22.51

Note:
 Version 794 – 801 will post to Sales CN
 Version 802 & above is Edit Sales Invoice and added in

1.6.3.12 Example of Customer Payment posted from Lazada | Payment - System will auto do the knockoff

Customer Payment Entry

O/R No.	Date	Customer	Currency	Amount	U/A Amount
OR-00008	26/10/2020	Lazada Malaysia (Ecart Services Malaysia Sdn Bhd)	---	225.01	0.00
OR-00009	27/10/2020	Lazada Malaysia (Ecart Services Malaysia Sdn Bhd)	---	805.19	0.00
OR-00010	28/10/2020	Lazada Malaysia (Ecart Services Malaysia Sdn Bhd)	---	424.90	0.00
OR-00011	29/10/2020	Lazada Malaysia (Ecart Services Malaysia Sdn Bhd)	---	245.63	0.00
OR-00012	30/10/2020	Lazada Malaysia (Ecart Services Malaysia Sdn Bhd)	---	235.23	0.00
OR-00013	31/10/2020	Lazada Malaysia (Ecart Services Malaysia Sdn Bhd)	---	431.36	0.00
OR-00014	01/11/2020	Lazada Malaysia (Ecart Services Malaysia Sdn Bhd)	---	246.52	0.00

7 receipts 2,613.84 0.00

Invoice / Debit Note Knock Off

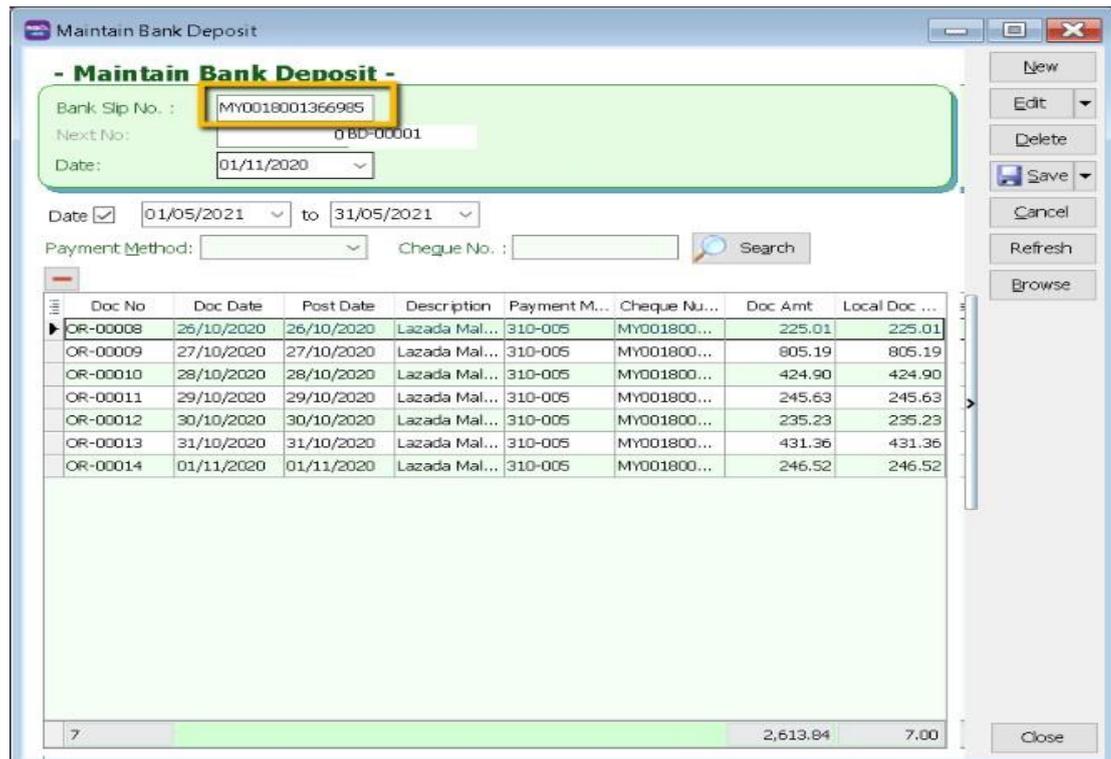
Type	Date	Document No.	Org. Amount	Outstanding	Paid Amt.
IV	11/10/2020	264696508862629	22.31	5.50	16.81
IV	17/10/2020	264180844565347	42.08	6.00	36.08
IV	19/10/2020	264368046321031	27.80	5.50	22.30
IV	20/10/2020	264541412641238	22.51	5.20	17.31
IV	20/10/2020	264564201104452	23.49	5.50	17.99
IV	20/10/2020	264496408678636	23.49	5.50	17.99
IV	20/10/2020	265235383044322	26.82	5.20	21.62
IV	21/10/2020	264603424116994	23.49	5.50	17.99
IV	21/10/2020	264586421888895	26.82	5.20	21.62
IV	22/10/2020	265457390144177	22.51	5.20	17.31
IV	22/10/2020	265489969663615	23.49	5.50	17.99

11 doc 284.81 59.80 225.01

Note: Same Transaction Date will be posting as 1 Customer Payment.

1.6.3.13 Example of Bank Deposit posted from Lazada | Payment

- 7 Days of payment will group as 1 row in bank recon for easier bank recon.



Maintain Bank Deposit

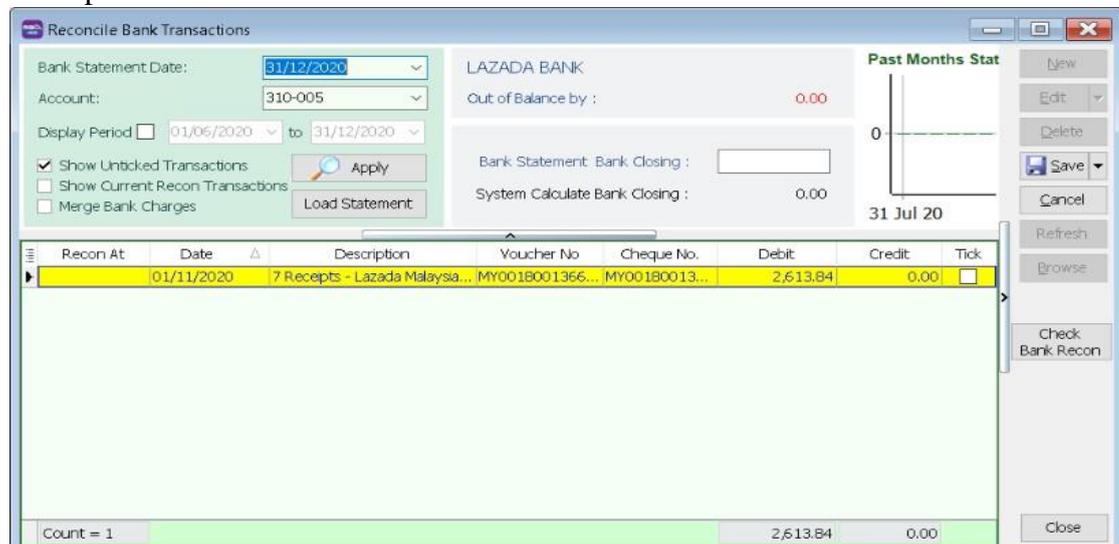
Bank Slip No. : MY0018001366985
 Next No: 0 BD-00001
 Date: 01/11/2020

Date 01/05/2021 to 31/05/2021
 Payment Method: Cheque No. : Search

Doc No	Doc Date	Post Date	Description	Payment M...	Cheque Nu...	Doc Amt	Local Doc ...
OR-00008	26/10/2020	26/10/2020	Lazada Mal...	310-005	MY001800...	225.01	225.01
OR-00009	27/10/2020	27/10/2020	Lazada Mal...	310-005	MY001800...	805.19	805.19
OR-00010	28/10/2020	28/10/2020	Lazada Mal...	310-005	MY001800...	424.90	424.90
OR-00011	29/10/2020	29/10/2020	Lazada Mal...	310-005	MY001800...	245.63	245.63
OR-00012	30/10/2020	30/10/2020	Lazada Mal...	310-005	MY001800...	235.23	235.23
OR-00013	31/10/2020	31/10/2020	Lazada Mal...	310-005	MY001800...	431.36	431.36
OR-00014	01/11/2020	01/11/2020	Lazada Mal...	310-005	MY001800...	246.52	246.52
						7	2,613.84

Note: Bank Slip No is Lazada Payment Ref ID

Example of Bank Recon



Reconcile Bank Transactions

Bank Statement Date: 31/12/2020
 Account: 310-005
 Display Period 01/06/2020 to 31/12/2020
 Show Unticked Transactions
 Show Current Recon Transactions
 Merge Bank Charges

LAZADA BANK
 Out of Balance by : 0.00
 Bank Statement Bank Closing :
 System Calculate Bank Closing : 0.00

Past Months Stat
 31 Jul 20

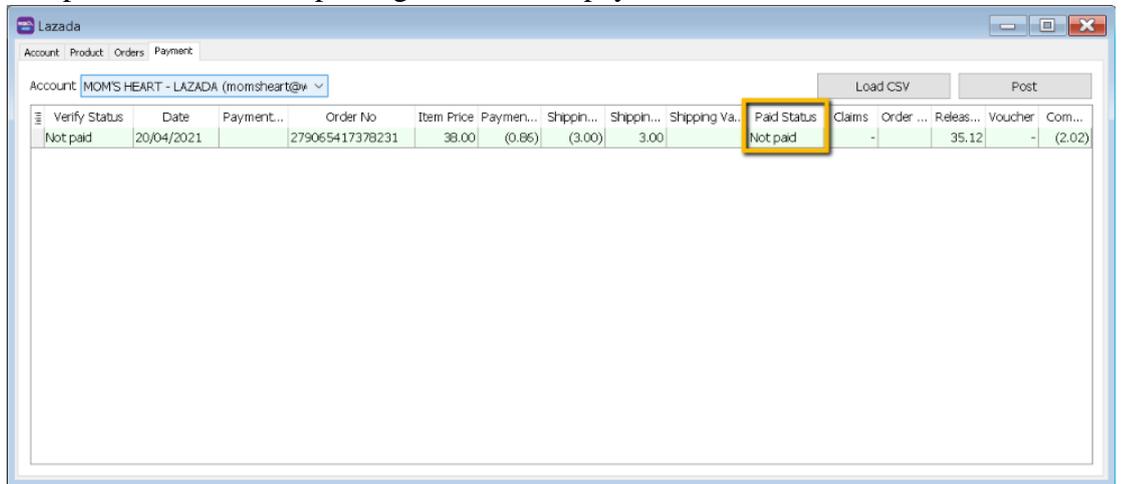
Recon At	Date	Description	Voucher No	Cheque No.	Debit	Credit	Tick
	01/11/2020	7 Receipts - Lazada Malaysia...	MY0018001366...	MY00180013...	2,613.84	0.00	<input type="checkbox"/>
					Count = 1	2,613.84	0.00

Video Link: <https://www.youtube.com/watch?v=PloG3CeHA1w>

1.6.4 Verify Status

1.6.4.3 Not Paid

- Paid Status is status for user to know the order have or have not pay to seller.
- Not paid status will not posting to Customer payment.



Verify Status	Date	Payment...	Order No	Item Price	Paymen...	Shippin...	Shippin...	Shipping Va...	Paid Status	Claims	Order ...	Releas...	Voucher	Com...
Not paid	20/04/2021		279065417378231	38.00	(0.86)	(3.00)	3.00		Not paid	-		35.12	-	(2.02)

1.6.4.4 Payment ref id not found

- Lazada allows seller to forward date download finance statement, without Payment ref ID which mean Lazada yet release payment to Seller, SQL will not posting without payment ref ID.



E Commerce - Lazada

1.7 FAQ

1.7.1 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.

1.7.2 How to do if I want to split Lazada and Shopee Sales?

- Can separate by Project
- Tools -> Maintain Project

1.7.3 How system handle Lazada Marketing Fees?

When load in Payment file(.csv) file in **Payment Tab** with marketing fees, if the amount is in positive, system will raise IV and payment, else system will post to Sales CN and Customer Refund.

Marketing Fees will post to Transaction Item Code.

1.7.4 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. Lazada server down, please try again later.

1.7.5 How system handle Reversal Item Price and Adjustment Item Charge?

- When load payment file, once the lazada payment release more than Outstanding Invoice amount, will deleted CN.

1.7.6 How system handle Opening Invoice?

- Load in payment, when order date before system conversion date, right click Select Check Past Invoice, Click on Post Past Invoice



- User required to post the past invoice in Order

1.7.7 Order Not Post when load in payment, how do I know the Order Date?

- Make sure in payment choose the **correct store name**, right click select **Check Past Invoice**
- Look for Order Date, system will show the Order Date on Verify Status with Order Not Posted



#	Verify Status	Order Date	Date	Payment No	Order No	Item Price	Payment Fee	Shipping Fee Paid...	Shipping Fee Paid...	Shipping Variance	Voucher	Claims	Commission Fee	Released Amount
Order not posted	17/04/2021	17/04/2021	17/04/2021	28013935049247		18.00	(0.45)	(3.00)	3.00	0.00	(1.04)	0.00	0.00	16.01
Order not posted	18/04/2021	18/04/2021	18/04/2021	27924992628028		5.50	(0.27)	(3.00)	3.00	0.00	0.00	0.00	0.00	5.23
Order not posted	17/04/2021	21/04/2021	21/04/2021	280146555147554		9.00	(0.27)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.23
Order not posted	18/04/2021	21/04/2021	21/04/2021	27932202760301		5.50	(0.17)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	4.83
Order not posted	18/04/2021	21/04/2021	21/04/2021	279309422093967		5.50	(0.12)	(3.00)	3.00	0.00	0.00	0.00	0.00	5.38
Order not posted	22/04/2021	22/04/2021	22/04/2021	279470837394383		23.00	(0.55)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	21.57
Order not posted	17/04/2021	20/04/2021	20/04/2021	279149871087514		9.00	(0.24)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.26
Order not posted	18/04/2021	23/04/2021	23/04/2021	279461807262763		3.50	(0.17)	(4.50)	4.50	0.00	0.00	0.00	0.00	3.31
Order not posted	18/04/2021	23/04/2021	23/04/2021	279262852618802		12.00	(0.27)	(9.50)	1.50	0.00	(0.74)	0.00	0.00	10.61
Order not posted	17/04/2021	20/04/2021	20/04/2021	280186398442732		9.00	(0.18)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.32
Order not posted	22/04/2021	22/04/2021	22/04/2021	280467565562092		16.00	(0.36)	(3.00)	3.00	0.00	(0.82)	0.00	0.00	14.02
Order not posted	22/04/2021	24/04/2021	24/04/2021	280654757153739		18.00	(0.43)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	17.07
Order not posted	17/04/2021	20/04/2021	20/04/2021	279203486703714		240.00	(4.80)	(18.80)	0.00	(18.80)	(13.60)	0.00	0.00	202.75
Order not posted	18/04/2021	21/04/2021	21/04/2021	279262209189020		5.50	(0.18)	(3.00)	3.00	0.00	0.00	0.00	0.00	5.32
Order not posted	17/04/2021	20/04/2021	20/04/2021	280150364977554		9.00	(0.24)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.26
Order not posted	19/04/2021	21/04/2021	21/04/2021	280255157339629		12.00	(0.32)	(3.00)	3.00	0.00	(0.74)	0.00	0.00	10.94
Order not posted	22/04/2021	24/04/2021	24/04/2021	279601057966153		10.00	(0.20)	(3.00)	0.00	0.00	(0.50)	0.00	0.00	9.05
Order not posted	18/04/2021	21/04/2021	21/04/2021	279275801806927		5.50	(0.12)	(3.00)	0.50	0.00	(0.50)	0.00	0.00	4.89
Order not posted	17/04/2021	21/04/2021	21/04/2021	279211874332915		9.00	(0.24)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.26
Order not posted	19/04/2021	23/04/2021	23/04/2021	279379618846772		20.00	(0.50)	(4.50)	4.50	0.00	(0.40)	0.00	0.00	19.10
Order not posted	22/04/2021	23/04/2021	23/04/2021	280669906637792		6.00	(0.19)	(3.00)	3.00	0.00	0.00	0.00	0.00	5.73
Order not posted	25/04/2021	25/04/2021	25/04/2021	27946362633571		10.00	(0.28)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.72
Order not posted	23/04/2021	25/04/2021	25/04/2021	280747311592016		36.00	(0.80)	(3.00)	3.00	0.00	(1.22)	0.00	0.00	33.98

1.7.8 How system handle for the scenario when first release payment in negative due to overcharge on shipping fees

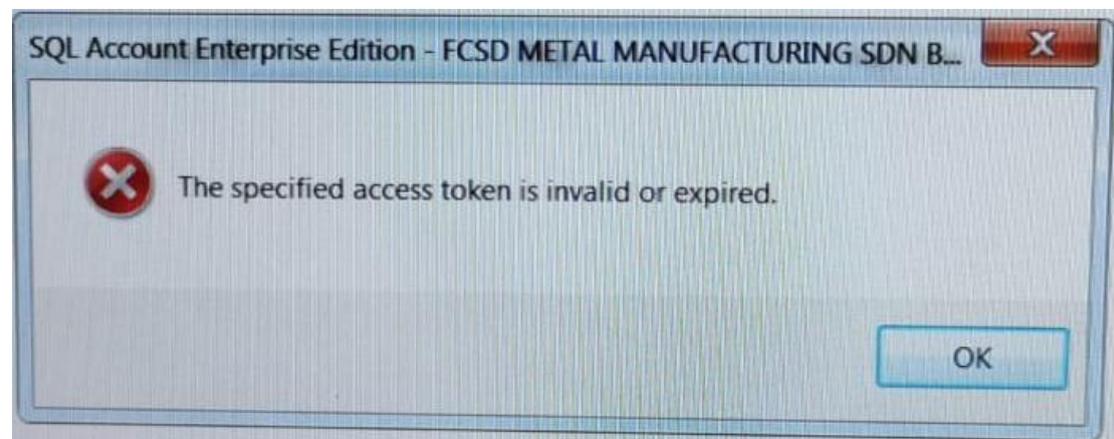
- When load payment, once release amount is in negative, system will delete earlier Invoice, and raise CN(amount will be exactly same as Payment file) and Refund.
- When 2nd payment(Adjustment), if the amount is in negative, append to CN and Refund, if in positive, will raise Invoice(Adjustment value) and Payment.

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



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

1.8.0 The specified access token is invalid or expired.

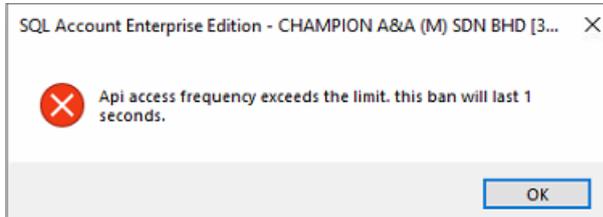


- Lazada API link expired, you are required to go back maintain cloud and link again with Lazada platform (Refer Step 1.1.3 – 1.1.5)



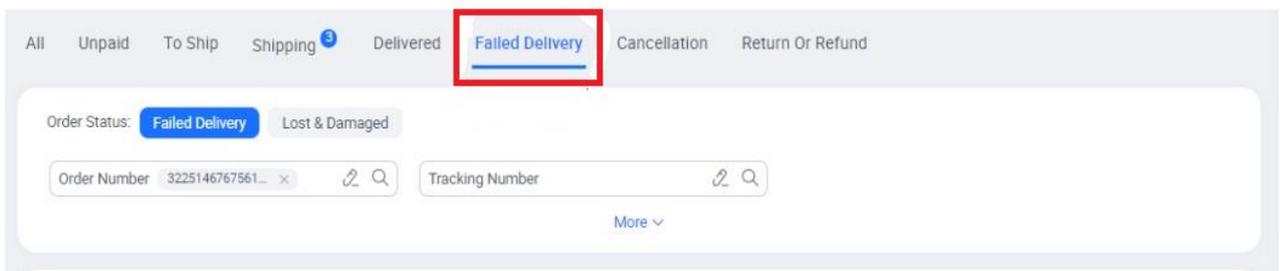
E Commerce - Lazada

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



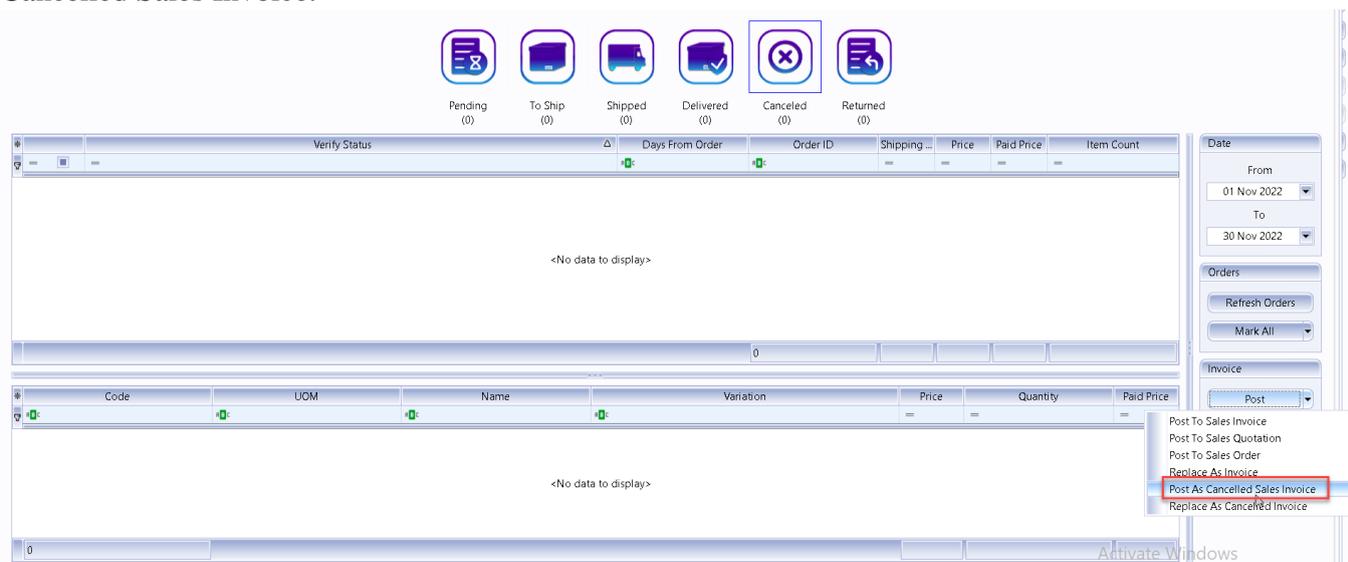
- Error appears after click Fetch. Solution, close your Lazada tab in SQL Account -> re-open it -> click "Fetch" button again

1.8.2 How system handle "Failed Delivery" in SQL?



Orders with "Failed Delivery" in Lazada will be fetch into SQL with the status as **canceled**.

If the order has transaction fees to offset, the canceled order can be posted as Cancelled Sales Invoice.



To post as invoice, click the black arrow beside the "Post" button and select "Post as Cancelled Sales Invoice".