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1. WooCommerce

1.1 Maintain Cloud Account

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



1.1.2 Click on NEW

😁 Token					
					<u>N</u> ew
Description	Woocommerce1			Active	<u>E</u> dit ▼
Platform	Woocommerce ~	ii			<u>D</u> elete
Status					<u>S</u> ave
			Link 🛄		Cance <u>l</u>
					More 🔻
				>	Pre <u>v</u> iew -
					Refresh
				U	Browse
i) Enter Des	cription				

- ii) Select Platform
- iii) Click on Link Button



SQL Integration - WooCommerce -		×
Enter your store url		GO
iv) Enter store URL		
f D197 Musang King Durian 5KG A gr 🗙 🕂		
← → C (eshop.newleaf.com.my/ anguage/en/product/d197-musang-kinghong-kong-doorstep-delivery-5kg-a-gra	ide-fresh-duria	an-copy/
v) Go to your shop website and copy this first part of the URL:		

🕿 SQL Integration - Wood	Commerce	_	×
Enter your store url	https://eshop.newleaf.com.my/		GO

vi) Paste in you SQL Account and press GO

Application at	uthentication request	_		×
	SQL Account would like to connect to your store To connect to SQL Account you need to be logged in. Log in to your store below, or <u>cancel</u> and return to SQL Account Username or email address *			
	Password *			
	Login		Act	tivat



vii) Login to your Woocommerce account.

1.1.3 : Press on SAVE

🐃 New Token	×
	Reset
Description Woocommerce1	Save & New
Platform Woocommerce ~	Save
Linking Success	Close
Link	
	>

• 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 Voucher / Discount Account Under Sales Adjustment

Maintain Account						-	
Description	Code	Special Type	Tax	Industries Code	Cash Flow Statement	^	N
5% PREFERENCE SHARE CAPITAL	100-002	-				·	
K RESERVE						- 1	-
SHARE PREMIUM ACCOUNT	100-500	-				•	
RETAINED EARNING						-	
RETAINED EARNING	150-000	-				•	
K NON-CURRENT LIABILITIES						- 1	
E I LOAN FROM DIRECTOR	150-500	-				•	P
- i LOAN FROM DIRECTOR - KITTEN 1	150-501	-				•	
- a LOAN FROM DIRECTOR - KITTEN 2	150-502					•	
LOAN FROM DIRECTOR - KITTEN 3	150-503					·	
& SALES						- 1	
SALES	500-000					- 1	a
SALES ADJUSTMENT						-	
	\$10,000					-	
- DISCOUNT	510-100	-				-	
- i 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				-	
- DURCHASE RAW MATERIAL	605-200					-	
- FACTORY OVERHEAD	605-300					-	
CLOSING STOCK	605-900	Closing Stock				-	
- DURCHASE	610-000						
PURCHASE-HANDPHONES	610-0000					- 11	
- DURCHASE-ACCESSORIES	610-1000	-					
- I PURCHASE-PREPAID	610-2000	-					
- I PURCHASE RETURNED	612-000	-				.	
- DURCHASE RETURNED-HANDPHONES	612-0000	-				.	
- D PURCHASE RETURNED-ACCESSORIES	612-1000	-					
- I PURCHASE RETURNED-PREPAID	612-2000						
CARRIAGE INWARDS	615-000	_					
- STOCK LOSS	617-000	-					

ii) Create Shipping and Transaction Fee under Expenses

	Description	Code	△ Special Type	Ta×	Industries Code	Cash Flow Statement
	- 🗟 STOCK LOSS	617-000	-			-
	STOCKS AT THE END OF THE YEAR	620-000	Closing Stock			
6	OTHER INCOME					-
	GAIN ON FOREIGN EXCHANGE	530-000	-			-
	RENTAL	531-000	-			-
•	EXTRA ORDINARY INCOME					
6	EXPENSES					-
	advertisement	901-000	-			
	BANK CHARGES	902-000				
	CONSUMABLE	903-000	-			-
	SALARJES	904-000	-			-
	- TRAVELLING EXPENSES	905-000	-			
	I UPKEEP OF MOTOR VEHICLE	906-000	-			-
	WATER & ELECTRICITY	907-000	-			-
	EPF - EMPLOYER	908-000	-			
	- B SOCSO - EMPLOYER	909-000				
	TELEPHONE & FAX CHARGES	910-000	-			
	HIRE PURCHASE INTEREST	911-000				
	CLERICAL CHARGES	912-000	-			-
	BALES 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				-
	C DEDREGISTION OF EVED ACCETC	022.000			_	-
	SHIPPING	924-000				-
	TRANSACTION FEE	925-000	-			
	LOSS ON FOREIGN EXCHANGE	980-000	**			-

• 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

😁 Maintair	in Customer						
Attac -	- Maintain Custon	ner -		ctos	Read MyKad		New
dhments (Company: WOOCOMMERC	CE					<u>E</u> dit ▼
f _				GST. No. :	Q		<u>D</u> elete
	Control A/C: 30	0-000 🔻 0	Code: 300-W0146	Cust. Category	/: 🔻		<mark>∏</mark> <u>S</u> ave ▼
							<u>C</u> ancel
Gene	eral Credit Control Note	Tax Bank Ac	count			_	More 🔻
Br	ranch: + -	Branch Name:	BILLING				Refresh
	▶ BILLING	Address:					Browse
Ar	1 branches rea:▼ gent:▼… Currency▼	Coordinate: [Attention: [Phone: [Email: [Credit Terms:	0, 0	Map Direction Mobile: Statement: Open Item Aging On: Invoice Date Price Tag:	Fax:	>	
							Close

- 1.2.3 Stock -> Maintain Stock Group Create Shipping / Transaction / Voucher / Discount Stock Group
 - i) Create Discount Stock Group

Code: Description: Costing Method	DISCOUNT DISCOUNT Fixed Costing	Edit Dele Sa
GL Account Code Sales Code: Code Sales Code: S. Return Code: Balance Sheet Stock:	510-100 V 9urchase Code: Cash Purchase Code: 510-100 V P. Return Code:	<u>C</u> and Refre

ii) Create Voucher Stock Group

=	Main	tain Group				- 0 💌	3
Attach		Maintain Stoc	c Group		_	New	
nents.		Code:	VOUCHER		🗹 Active	Edit	~
		Description:	VOUCHER			Delete	
		Costing Method:	Fixed Costing]~		Save •	•
						Cancel	
		GL Account Code	<u>:-</u> E10-200	Durahasa Cadar		Refresh	
		Sales Code:	510-200 V	Purchase Code:		Browse	
		Cash Sales Code:		Cash Purchase C	ode:	>	
		S. Return Code:	510-200 ~	P. Return Code:		<u> </u>	
		Balance Sheet Stock:	~				
						5	
						Close	

G

www.SQL.com.my



• Repeat same step to create for Shipping, Transaction Fees and Claim Stock Group

1.2.4 Stock -> Stock Item

i) Create Discount Stock Item

aintain	Item								
-M	aintair C	SCOUNT				Serial No.	Stock Contro		Edi
De	scription	SCOUNT][De
	_		_					J	l s
It	em Group: D	SCOUNT 💌	Reorder Le	vel: 0.00	Remark 1:			1 [⊆a
Ba	ise UOM	art.	Reorder Qt	y: 1.00	Remark 2:				Ref
Re	ef. Cost:	0.00	Lead Time:	0	Barcode:				Bro
Re	f. Price:	0.00	Output Ta	a 💌	Tariff:		•	>	Dro
Sh	elf:		Input Tax:	•	Bal Qty : 0.00				
UOM	1 Cust. Price	Supp. Price B	OM More Desc.	Opn Bal. Categor	y Alternative Cus	t. Item Sup	p. Item Barcode Note	U	
+	-						2nd UOM:		
3	UOM	Rate	Ref. Cost	R.ef. Price	Min Price	Base	Default LIOM -		
•	UNIT	1.00	0.00	0.00			Sales:		
							Purchase:		d

ii) Create Voucher Item Code

😁 М	aintain Item								
Attachment	Code:	Stock Item				Serial No.	Stock Control 🗹 Active	٦.	New Edt 👻
:	Description:	/OUCHER							<u>D</u> elete
								J.	🛃 <u>S</u> ave 🔻
	Item Group:	VOUCHER 🔻 …] Reorder Le	evel: 0.00	Remark 1:				<u>C</u> ancel
	Base UOM	TIN	Reorder Q	ty: 1.00	Remark 2:				Refresh
	Ref. Cost:	0.00	Lead Time:	0	Barcode:				Browse
	Ref. Price:	0.00	Output Ta	G 🔽	Tariff:		•	>	
	Shelf:		Input Tax:	•	Bal Qty : 0.00				
	UOM Cust. Price	e Supp. Price BOM	More Desc.	Opn Bal. Categor	y Alternative Cust	t. Item Supp	. Item Barcode Note	_ U	
	+ -						2nd UOM:		
	∃ UOM	Rate F	lef. Cost	Ref. Price	Min Price	Base	Default UOM :		
		1.00	0.00	0.00			Sales:		
							Purchase:		
							Stock:		Close

• Repeat same step to create for Shipping, Transaction Fees and Claim Item Code



1.3 Account Tab

1.3.1 Click on \bigcirc -> Woocommerce

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

Woocommerce						
Account Product Order						
E Description	Name	Customer	Payment	Expiry Date	Claims	
WOOCOMERCE						New
			Double-click on the	nis		Refresh

1.3.2.1 Mapping Code

😁 Woocommerce								
Account Product Order								
 Description WOOCOMERCE 	Name https://treazpassapp.kin	Customer 300-W0146	Pa 310-001	yment	Expiry Date 18/06/2022	:	Claims	New
		[🕿 Settings		×]		Refresh
			Customer	300-W0146	~ i)	Custo	omer Code	
			Payment	310-001	~ ii)	Payn	nent Method	
			Shipping	SHIP	~ iii) Ship	ping Item Code	
			Transaction	TRANS	~ iv) Tran	saction Item Code	
			Voucher	VOUC	~ v) Voud	cher Item Code	
			Discount	DIS	~ V	i) Disc	ount Item Code	
			Location		~ v	ii) Loc	ation Code	
			Project		~ v	iii) Pro	oject Code	
			Claims		~ vi	iiii) Cla	aim Item Code	
				ОК	Cancel			
		L		<u>un</u>	Curred	J		

1.3.2.2 Expiry Date

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



1.4 Product Tab

1.4.1 Step to download Product list from WooCommerce

1.4.1.1 Click on "Products" Tab, then click on "All Products"

ooard	Proc	lucts					
ì	Prod All (19)	ucts Publisl	Add New Im	port Export 3			
nents	Bulk a	ctions	✓ Apply	Select a category	~	Filter by product type	✓ Filte
Commerce			Name			SKU	Stock
icts	1		Test Virtual D	ownloadable Produ	uct	_	In stock
ts	2						
		1	WordPress Pe	ennant		wp-pennant	In stock
:							
		- Bar	Logo Collecti	on		logo-collection	In stock
	poard a nents Commerce acts s	a All (19) Bulk a commerce acts 2 s 2 s 1 2 2 1 2 2 1	Products All (19) Publis Bulk actions Bulk actions Commerce acts acts <t< th=""><th>Products Products Add New All (19) Published (19) Sorting Bulk actions Bulk actions Name Name Test Virtual D S S Logo Collection</th><th>Products Products Add New Import Export 3 All (19) Published (19) Sorting Bulk actions ~ Apply Select a category Bulk actions ~ Apply Select a category Image: Select a</th><th>Products Products Add New Import Export 3 All (19) Published (19) Sorting Bulk actions ~ Apply Select a category ~ Bulk actions ~ Apply Select a category ~ Image: Commerce <</th><th>Products Products Add New import Export 3 All (19) Published (19) Sorting Bulk actions ~ Apply Select a category ~ Filter by product type Name SKU Image: Commerce Name SKU Image: Commerce <t< th=""></t<></th></t<>	Products Products Add New All (19) Published (19) Sorting Bulk actions Bulk actions Name Name Test Virtual D S S Logo Collection	Products Products Add New Import Export 3 All (19) Published (19) Sorting Bulk actions ~ Apply Select a category Bulk actions ~ Apply Select a category Image: Select a	Products Products Add New Import Export 3 All (19) Published (19) Sorting Bulk actions ~ Apply Select a category ~ Bulk actions ~ Apply Select a category ~ Image: Commerce <	Products Products Add New import Export 3 All (19) Published (19) Sorting Bulk actions ~ Apply Select a category ~ Filter by product type Name SKU Image: Commerce Name SKU Image: Commerce Image: Commerce <t< th=""></t<>

1.4.1.2 Click on the "Export" button

Products Add New Import Export	
All (19) Published (19) Sorting	
Bulk actions Apply Select a category Filter by product type	✓ Filter by stock status ✓ Filter

1.4.1.3 Click "Generate CSV" once the export file has been generated. You will receive a file in .csv format.



Export products to a CSV file										
This tool allows you to generate and download a CSV file containing a list of all products.										
Which columns should be exported?	Export all columns									
Which product types should be exported?	Export all products									
Which product category should be exported?	Export all categories									
Export custom meta?	Yes, export all custom meta									
	Generate CSV									

1.4.1.4 Load the file into Microsoft Office. Then you can edit the details you need.

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



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.

🔁 Woo	ocommerce									- 0 ×
Accou	nt Product Ord	er								
1	Verify Status	Item Code	A UOM	Name	Sku	Stock	Status	Price		Product Fetch Post Filter
				SOL Account				×		ALL \checkmark
				Feto	hing data fr	om Woocom	nmerce		ſ	
				Fetch	ed 0 product(s)	from WOOCOM	ERCE			
								_		
							Close			
										,
										Batch Unlink
😁 Wo	ocommerce									
Accou	nt Product Ord	ler								
1	Verify Status	Item Code	MOU	Name	Sku	Stock	Status	Price	^	Product
				G2 General Seri	General_Series	instock	publish	122.00		Fetch
				G2 General Seri	General_Series	instock	publish	132.00		Post
				G2 General Seri	G2-DI -ALU-LE	instock	publish	317.00		- TOSC
				G2 General Seri	General_Series	instock	publish	282.00		Filter
				G2 General Seri	General_Series	instock	publish	307.00		ALL \vee
				G1 General Seri	General_Series	instock	publish	272.00		
				G1 General Seri	G1-SL-SS-LED	instock	publish	260.00		3
				G1 General Seri	Conoral Sorias	instock			1	
				G1 General Ser	2L ACCOUNT EITE	iprise Edition - 1	REAZPASS ADVE			
				ATI Alah Muha	Fetching done					
				AT1 Allah Muha	j					>
				AT1 Allah Muha				OK		
				AT1 Allah Muha				<u>OK</u>		
				AT1 Allah Muha	AT-Standee-GS1	instock	publish	85.00		
				KH1 Key Hang	KH1-BSS	instock	publish	75.00		
므				KH1 Key Hang	KH1-GSS	instock	publish	132.00		
				KH1 Key Hang	KHI-Alu	Instock	publish	/5.00		
				RUI Customiza	RH1-35	instock	publish	/5.00		
					1 10 1 1 TO 8 18 TO 10 1TO 1					
				BUI Customize	BUI1-Box-Up-B	instock	publish	185.00		
				BU1 Customize BU1 Customize	BU1-Box-Up-B BU1-Box-Up-S	instock	publish	185.00		
				BU1 Customize BU1 Customize BU1 Customize RH1 Roadtax	BU1-Box-Up-B BU1-Box-Up-SS Roadtax-Holde	instock instock instock	publish publish publish	185.00 185.00 135.00 49.00		



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

😁 W	loocommerce										- 0 🔀
Acco	ount Product Order										
٦E	Verify Status	Item Code 🛛 🗠		UOM	Name	Sku	7	Stock	Status		Product
8	R C	R C	A C		R C	∎c General_Ser	i A©C	:	REC		Fetch
	Exists in stock item	General_Series-D	UNIT		G2 General Series	General_Series-D	inst	ock	publish		Post
	SQ	L Item Code	•		S	eller Item (Code			>	Fiter ALL V
											Batch Unlink

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								
Attachments	Stock Item CA1 CATOON SERIES SINGLE LAYER			C Se	rial No. 🗌 Stock Cor	ntrol 🗹 Active		New Edit Delete
Item Group: Base UOM Ref. Cost: Ref. Price: Shelf: UOM Cust. Price	500-CA1 Reorder Lev UNIT Reorder Qty Lead Time: 0.00 Output Tax: Input Tax: re Supp. Price More Desc. Opn Bal 	el: 0.00 1.00 0 ÷ V Alternative Cu:	Remark 1: Remark 2: Barcode: Tarff: Bal Qty : 0.00 st. Item Supp. Item Ba	rcode Note			>	Cancel Refresh Browse
Cartoon_Series	Alternative Item Code S-SL-SS-ALU		Description	UOM UNIT	Ref. Cost	Ref. Price 0.00		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.



😁 Wo	ocommerce												- D ×	
Accou	Account Product Order Payment													
3	Verify Status	Item Code	UOM	Name	SKL	J	Status	7	F	Price	Item ID	^	Product	
8	RBC	RBC	R B C	R B C	8 <mark>8</mark> C	8 <mark>8</mark> 8	UNLIST	=	-		RBC		Fetch	
	Exists in stock i	nugenshoped 🖂	UNIT	Honda Jazz 20	jazz2009	2013 UNI	IST			27.90	SP1907465512			
	Exists in stock i	E Code		Description		Descripti	on 2	Qty	^	41.50	SP5102596681		Post	
	Exists in stock i	hdsb5010ft	Car Tir	nted HD Silver Black	Series Sc			0.00		25.90	SP2633425528		Filter	
	Exists in stock i	hdsb5050ft	Car Tir	nted HD Silver Black	Series Sc			0.00		65.70	SP3215514723		LICTED	
	Exists in stock i	hondabrv2017	btshope Honda	BRV / BR-V 2017 A	.BS High (-9.00		65.70	SP3515603442		LISTED V	
	Exists in stock i	hondacity2014	ar(old) Honda	City 2014 9 USB D	ouble Lay			0.00		49.70	SP4115352814			
	Exists in stock i	hondacivic2012	2wt Honda	Civic 2012 Window	/ Trim Sta			0.00		49.70	SP4348885757		n	
	Exists in stock i	hondahrv2015	btshope Honda	HRV 2015 ABS Hig	h Quality			-10.00		65.70	SP4615523064			
	Exists in stock i	hondahrvwt	Honda	HRV Window Trim	Stainless			-1.00		49.70	SP6148888483			
	Exists in stock i	hondajazz2014	-2017v Honda	Jazz 2014-2017 W	indow Tr			0.00		49.70	SP6515520966			
	Exists in stock i	hondajazz2014	-2018b Honda	Jazz 2014-2018 AB	8S High Ç			0.00		49.70	SP6615508376		>	
	Exists in stock i	iriz8cmshopee	Protor	Iriz Door Visor 8CM	Air Pres			-48.00		49.70	SP7515519823			
	Exists in stock i	iriz8cmshopeev	rt Door \	/isor 8CM Air Press -	Proton I			-2.00		49.70	SP7615518088			
	Exists in stock i	irizmugenshope	ee Protor	Iriz Door Visor Mug	en Air Pr			-58.00		369.00	SP7438110459			
	Exists in stock i	irizmugenshope	evrt Door V	/isor Mugen Air Pres	s - Protoi			0.00		369.00	SP6738080150		J	
	Exists in stock i	jazz2009-2013	mugens Honda	Jazz 2009-2013 Do	oor Visor			-3.00		489.00	SP6638084055			
	Exists in stock i	jazz2009-2013	mugens Door \	/isor Mugen Air Pres	s - Honda			0.00		369.00	SP6637728674			
	Exists in stock i	jazz20148cmsł	nopee Honda	Jazz 2014-2020 Do	oor Visor			-1.00		459.00	SP6538076379			
	Exists in stock i	kanci@cmfccho	Doo Dorodi	ia Kandi Door Vicor	OCM Air I			211.00		369.00	SP6137735043			
	Exists in stock i	435							~	369.00	SP5638081974			
	Exists in stock i				, F	A=a -A-	Fetch	All Ne	ew	369.00	SP5038102356			
	Exists in stock i	nanomatexora	UNIT	NANOMAT Car	nanomate	xora UNI	IST		_	459.00	SP4838108784			
	85			THE REAL PROPERTY OF			107			000.00	0040000000		Batch Unlink	
_									_					



1.5 Orders Tab

- Click on Orders Tab									
🕾 Woocommerce	😁 Woocommerce								
Account Product	Order								

1.5.1 Status

Unpaid (0)	Processing (0)	On Hold (0)	Con	npleted	Cancelled	Refunded (0)	Failed (0)
Status	Posting	to Sales Inv	oice	Postir	ng to Sales C	redit Note	
Unpaid	×			\times			
Processing	\checkmark			\times			
On Hold	\checkmark			\times			
Completed	\checkmark			\times			
Cancelled	×			\times			
Refunded	×			\checkmark			
Failed	X			Х			

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

😁 Woocommerce										
Account Product O	rder									
	Unpaid (41)	Processing (20)	On Hold (0)	Co	ompleted (0)	Cano	zeled F	Refunded (0)	Fail (0	led D)
E Verify Status	Days From O	Order Key	Date Created	Total	Item	Count	Customer Na	Customer ID	~	Step 1
	0 days ago	UN5563	03/08/2021	38	88.00 1	count	Syahir shahirul	23		Date Step 1
	0 days ago	UN5549	03/08/2021	12	22.00 1	-	Md Rosli Bin T	23		01 Aug 2021 V
	0 days ago	UN5475	03/08/2021	12	22.00 1		Nur hidayah b	23		To
	0 days ago	UN5469	03/08/2021	18	80.00 1		Hamidah binti	23		31 Aug 2021 V
	1 days ano	TA5550	02/08/2021	15	22.00 1		Chitra Daman	0	*	
Item Code	UOM It	tem Sku Item	n Name Quai	ntity	Price	Total T	ax Total	Sub Tota	al	Orders Step 2
Þ	PE1-	-BU-LED3 PE1 P	remiu 1		388.00		0.00 38	8.00 388	8.00	Refresh Orders
									>	Invoice Post Replace Search By Item Code V

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

🕾 Woocommerce									×
Account Product Or	der								
(Unpaid (43)	Processing (57)	On Hold (0)	Completed (0)	Canceled (0)	Refunded (0)	Failed (0)		
Image: Second sec	Days From O 0 days ago 0 days ago 0 days ago 1 days ago UOM It	Order Key UN5563 0 UN5549 0 UN5475 0 UN5469 0 TASSE0 0 tem Sku Item f	Oate Created SQL Account Fetch SQL Account Fetch SQL Account	Total Ite ching data from ned 150 order(s) from display>	m Count Customer	Na Customer ID	tal Dal	e From 01 Jun 2021 To 31 Aug 2021 Jers Refresh Orders oice Post Replace arch By Item Code	> > e



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

Woocommerce										
Account Product Ord	der									D
	Unpaid (41)	Processing (20)	On Hold (0)	Complet (0)	ed Can	celled 0)	Refunded (0)	Fa	Niled 0)	
E Verify Status	Days From O	Order Key	Date Created	Total	Item Count	Custo	omer Na Customer ID	^	Data	
•	0 days ago	UN5563	03/08/2021	388.00	1	Syahir	shahirul 23		From	
	0 days ago	UN5549	03/08/2021	122.00	1	Md Ro	osli Bin T 23		01 Aug 2021 v	
	0 days ago	UN5475	03/08/2021	122.00	1	Nur hi	dayah b 23		То	
	0 days ago	UN5469	03/08/2021	180.00	1	Hamid	lah binti 23		31 Aug 2021 V	1
	1 dave ano	TA5550	02/08/2021	122.00	1	Chitra		× .		
∃ Item Code	UOM It	em Sku Iten	n Name Quant	ity Pric	e Total I	ax	SQL Account Enterprise E	aition	I - TREAZPASS ADVERTISING	×
•	PE1-	BU-LED3 PE1 P	remiu 1	3	88.00	0.00	Fetching done			
							retening done			
									C	К
									Replace Search By Item Code	al En
									Replace Search By Item Code	ĸ

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 Completed -> Ticked all -> Click on Post

Wooco	Product Order					Step 1				
tep	2		Unpaid (44)	Processing (406)	On Hold (0)	Completed (732)	Canceled (0)	raled (0)		
	Verify Status	△ Days From Ore	ler Order	Key Date Cr	eated	Total	Item Count	Customer Name	Customer ID ^	Data
		7 days ago	BN4326	27/07/2021		161.40	1	AMIR MAT ALI 0		From
		7 days ago	SZ4260	27/07/2021		31.60	1	MOHAMAD SYAZWAN BL 0		01 Jun 2021
		9 days ago	SZ3832	25/07/2021		19.80	1	MOHD NAJIB MASLAN 0		To
		10 days ago	RU3787	24/07/2021		0.00	1	Azizul Bin Mat Isa 0		21 Aug 2021
		10 days ago	GT3784	24/07/2021		0.00	1	Tan Joo Ngee (REDO) 0		51 Aug 2021
		10 days ago	BN3770	24/07/2021		166.30	1	DHEPANESHWARA RAJ 0		Orders
		11 days ago	SZ3715	23/07/2021		19.80	1	NURDIYANA BINTI BAHA 0		Orders
		12 days ago	TA3614	22/07/2021		184.00	1	Ratha 0		Refresh Orders
		12 days ago	BN2547	22/07/2021		65.00	1	ZHI YANG 0		Invoice
		13 days ago	TA3627	21/07/2021		132.00	1	MURUGESU 0	~	anvoice
_					v					Post
	Item Code	UOM	Item Sku	Item Name	Quantity	Price	Total Ta	ix Total	Sub Total	Replace
			PB1-3D-Lettering	PB1 Premium Edition B	1		265.00	0.00 265	.00 310.00	Tupace
									Step 3	Search By Item Cod

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



Wood	Product Order												
			Unpaid (44)	Processing (406)	On Hold (0)	Completed (732)	Canceled (0)	Refund (0)		Failed (0)			
:	Verify Status	Days From Orde	r Order Key	/ Date O	reated	Total	Item	Count	Customer	Name	Customer ID	^	Data
		7 days ago	BN4326	27/07/2021		161.4	0 1		AMIR MAT ALI	0			From
		7 days ago	SZ4260	27/07/2021		31.6	01		MOHAMAD SYA	ZWAN BL 0			01 Jun 2021
		9 days ago	SZ3832	25/07/2021		101			D NAJIB M	ASLAN 0			To
		10 days ago	RU3787	24/07/2021	Confirm				I Bin Mat Is	a 0			31 Aug 2021
		10 days ago	GT3784	24/07/2021					Joo Ngee (REDO) 0			51 Muy 2021
		10 days ago	BN3770	24/07/2021	1 🕕 🖞	ou have not selected any	order. Would y	ou like to	PANESHW/	ARA RAJ 0			Ordere
		11 days ago	SZ3715	23/07/2021		eleccalit			DIYANA BI	ITI BAHA 0			Orders
		12 days ago	TA3614	22/07/2021	1			-	, Na	0			Refresh Orders
		12 days ago	BN2547	22/07/2021	1		Yes	No	YANG	0			•
		13 days ago	TA3627	21/07/2021	1	132.0	1	-	HURUGESU	0		~	Invoice
_						,							Post
	Item Code	UOM	Item Sku	Item Name	Qua	antity Pri	ce	Total Tax		Total	Sub Total		Banhan
		F	B1-3D-Lettering	PB1 Premium Edition B	1		265.00		0.00	265.0	00	310.00	Replace
													Search By Item Code

Please be patient to wait for the order posting.



1.5.3.3 Click on OK when done posting





1.5.4 Verify Status

Woocommerce										
Account Product Order										
		Unpaid (44)	Processing (406.)	On Hold (0)	Completed (732)	Canceled (0)	Refunded (0)	Faled (0)		
E Verify Status /	Days From Order	Order Key	Date Crea	ited	Total	Item Co	ount	Customer Name	Customer ID ^	Date
(AI)	27 days ago	TA2320	07/07/2021		113.00	1	Thara	inithra kumar	0	From
(Custom)	27 days ago	TA2317	07/07/2021		132.00	1	MAHE	NDRAN	0	01 Jun 2021
	27 days ago	RU2283	07/07/2021		100.00	1	MEOR	R MIZAINUDDIN ME	0	To
Faled: Missing item code	27 days ago	RU2280	07/07/2021		122.00	1	AHM	D FIKRI BIN ALI	0	21 Aug 2021
Missing DataSet property	27 days ago	SZ2277	07/07/2021		150.00	1	QUA	I CHENG BOON	0	51 Aug 2021
C Skinoodi Doctod	27 days ago	SZ2274	07/07/2021		132.00	1	ABDU	IL MUTTALIP BIN JO	0	Orders
Success	27 days ago	SZ2268	07/07/2021		110.00	1	YUSP	I BIN MASDAR	0	olueis
Skippeu: Posted	27 days ago	SZ2265	07/07/2021		132.00	1	ZURI	NA BINTI AHMAD	0	Refresh Orders
Skipped: Posted	27 days ago	RU2169	07/07/2021		112.00	1	ZURI	N SALLEH	0	
Skipped: Posted	27 days ago	RU2166	07/07/2021		265.00	1	NOO	RAIZAH BINTI MOHD	. 0	Invoice
_				~						Post
Item Code	UOM	Item Sku	Item Name	Quantity	Price		Total Tax	Total	Sub Total	Banhca
•	PE	81-3D-Lettering P	B1 Premium Edition B 1			265.00	0.0	00	265.00 310.00	Repace
										Search By Item Code

- 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 WooCommerce have inactive item code, user can manually map in orders.

Woocommerce										
ccount Product Orde	r									
		Unpaid (44)	Processing (406)	On Hold (0)	Completed (732)	Canceled (0)	Refunded (0)	Faled (0)		
Verify Status	△ 🕜 Days From Order	Order Key	Date Cr	eated	Total	Item Count	:	Customer Name	Customer ID	Patr
Failed: Missing item	code 17 days ago	TS3252	17/07/2021		172.0	0 2	Ku A	Amerah 0		From
Failed: Missing item	code 19 days ago	RU3036	15/07/2021		265.0	0 2	SAR	IMAH BINTI YAAKUB 0		01 Jun 2021
Failed: Missing item	code 24 days ago	TS2616	10/07/2021		170.0	0 3	WA	N NOR ADUNEE BT W 0		To
Falled: Missing Item	code 26 days ago	TS2418	08/07/2021		172.0	0 2	HAF	IZA BINTI SELI 0		31 Aug 2021
Failed: Missing item	code 28 days ago	GT2215	06/07/2021		234.0	0 3	Jan	essa Psydelica D/A 0		51 AUg 2021
Failed: Missing item	code 29 days ago	BN2072	05/07/2021		233.5	0 2	FAIZ	UL NAKAL Mazinah bt 0		Orders
Failed: Missing item	code 35 days ago	BN1496	29/06/2021		282.0	0 2	Agn	es chong 0		
				~						Refresh Orders
Item Code	UOM	Item Sku	Item Name	Quantity	Price	Tot	tal Tax	Total	Sub Total	Invoice
32	UNIT Jawi_	Series-DL-SS1 J2 J	lawi Series Double L 1			122.00	0.0	122.00	122.00	Dest
	✓ КН1-Е	ISS KH1	I Key Hanger Alumi 1			50.00	0.0	0 50.00	75.00	POSt
Code	Description	Description 2	Qty ^							Replace
500-033	BACKDROP		-2.00							
ACRYLIC	ACRYLIC		3,996.0						-	Search By Item Code
AL1	[READY STOCK] NO. RUMAH AKRI	1	0.00							
ALUMINIUM -OTHERS	ALUMINIUM -OTHERS		6,798.(
ARTWORK FEE	ARTWORK FEE		-92.00							
BACKDROP	BACKDROP		-10.00							
BACKLITFILM	BACKLITFILM	-	107.00							
BANNER	BANNER		2,583.0							
DILLDUARD	DILLDUARD		-7.00							

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

1.5.5 Sales Invoice

- Example of Sales Invoice posted from WooCommerce | Orders.

🔁 Woocommerce		
Account Product Ord	er .	
Click on the fiel "Shipping Total	id chooser, tick "Discount Total" and "field "field "integration of the second	
	Verify Status Days From Order Order Key 🗓 Date Created Discount Shipping Total Item Count Customer	Name Customer ID Date
(AI)	+0× +0× +0× +0× +0× +0× +0×	+Or From
(Sorted)	8 days ago RU4270 27/07/2021 2.00 12.00 282.00 1 HAMILYA DE/	NHIRY 0 01 May 2021 ~
Account		То
Credit Note No		31 Aug 2021 🗸
Customer Address	Shinning Item Code	
Customer ID	Invoice No	Orders
Customer Name		Refresh Orders
Date Created	Voucher Item Code	Toucies
Date Paid		livoice
Days From Order		Post
Discount Tax		Replace
Discount Total		,
Invoice No		Search By Item Code
Criter Count	V V	Sub Total
Payment Method	law Series Duble Lawer 1 220.00 Price Total at 100 270.00 270.00 270.00	272.00
Prices Include Tax		
Shipping Tax		
Shipping Total		
Status		
✓ Total		
Verfy Status		
	•	
S Woocommerce		
Account Product Order		
	Unpad (F7) Unpad (F7)	
10	Verfy Status Days From Order Order Key 😨 Date Created Discount Shipping Item Count Customer Name Customer ID	ate
8		From
Posted	8 days ago RU4270 27/07/2021 2.00 1 HAMILYA DEAHIRY 0	01 May 2021 V
		31 Aug 2021 V
E Itam Code	UDM Ress Elsu Ress Name Outstitut Briss Total Tay Total Of Tabl	rders
[CA1	Com Accimant Quarky PEO DULT (a): TOTAl SUD TOTAl 3/am/ Series Duty Serie	Refresh Orders
		voice
	Stock Item Details	Post
	G	Replace
	s	earch By Item Code
		•



😁 In	voi	e												[-	
More						In	voice							Cancelled		New
-	Сι	stomer	:- 300-W0146	•								Inv N	b: RU4270	Q		<u>E</u> dit ▼
Atta			+6019858321	4 - HAMILYA DEAHIRY								Next N	o :- IV2107-0678	0 🔽		Delete
hm	Ad	dress :-	No.1H Lorong	Permai Timur 19A/1 Sibu SWK 96000	MY							Date :-	27/07/2021	-		
ents.												Agent		•		Save 🔻
												Terms	:- C.O.D.	•		<u>C</u> ancel
Not												Ref 1.	-		П	Defeast
÷	De	scription	:- Woocommerce	e - No.1H Lorong Permai Timur 19A/1 9	ibu SWK 96000 MY (Items = 1, (Qty = 1)					Ext. No	o :-		Л	Refresh
Ife	ł	- (Profit Estin	nator												Browse
3	Ir	voice													Þ	
empl		No.	Item Code	Description	More Description	Qty	U/Price	Sub Total	Tax	Tax	Tax I	Tax Amount	Sub Total (Tax)	Account		
ate			CA1	CARTOON SERIES SINGLE LAYER	a	1.00	272.00	272.00	ST-10%	10%		27.20	299.20	500-CA1		
	э		VOUC	Voucher	a	1.00	-2.00	(2.00)	ST-10%	10%		(0.20)	(2.20)	550-000	u	
			SHIPP	Shipping Fee	a	1.00	12.00	12.00	ST-10%	10%		1.20	13.20	500-000		
			3 records			3.00		282.00				28.20	310.20			
	De	posit A	mount:	0.00												
	Lo	cal Net	Total:	310.20									310.20		_	Close

1.5.6 Sales Credit Note (Refund)

- Refunds in WooCommerce are posted as sales credit notes in SQL Account. Example of Sales Credit Note posted from WooCommerce | Orders .

😁 Woocommerce											
Account Product Or	rder										
		Unpa (12	id) Processing (6)	On Hold (94)	Completed (748)	Cancelled (12)	Refunded (6)	Falle (73			
E Account	Verify Status	Days From (Order Order Key	Date Created		Prices In	Discount Total	Shippin	Total Tax	Total	Item Count
https://eshop.ne	Success	46 days ago	10075	01/07/2021	refunded	False	34.00	0.00	0.00	4.00 1	
https://eshop.ne	Success	47 days ago	10035	30/06/2021	refunded	False	0.00	10.00	0.00	90.00 1	
https://eshop.ne		50 days ago	9943	27/06/2021	refunded	False	0.00	0.00	0.00	1,900.00 2	: [
https://eshop.ne		51 days ago	9940	26/06/2021	refunded	False	30.00	0.00	0.00	8.00 1	
https://eshop.ne		51 days ago	9915	26/06/2021	refunded	False	35.00	0.00	0.00	3.00 1	
https://eshop.ne		51 days ago	9912	26/06/2021	refunded	False	35.00	0.00	0.00	3.00 1	
				~							
1 Item Code	2 UOM	Item Sku	Item Name	Quantity	P	ice	Total Tax		Total		Sub Total
► CH-001	BOX	truffechocolate	Durian Truffle Chocolate	1		4.00		0.00		4.00	38.

Tick which orders key you want to post to sales credit note. If post is successful, the verify status should show "Success". You can see a Sales credit Note has been created in Sales | Credit Note



😁 C	redit Note								- 🗆 🔀
More			Credi	t Note			Ca	incelled	New
Þ	Customer :-	300-00001			(CN No: 100)75	Q	<u>E</u> dit •
ttach	A 44 4 4 4 4 4 4 4 4 4	woocommerce				Next No :- CN-	-00001	_	Delete
men	Address :-					Date :- 01/	07/2021		Save 🚽
5						Agent :	Dave		Canaal
N						Ref 1 :-	Days		Cancer
te	Description :-	Woocommerce Return			▼ …	Ext. No :-]	Refresh
Ħ	+ - 🕥	•						/	Browse
em T	Credit Note								
empl	📱 Item Cod	e Description	Qty U U/Pr	ce Disc	Sub Total	T T Tax	Tax Amt	Sub Total	
ate	► CH-001	DURIAN TRUFFLE CHOCO	1.000 BOX 38	00	38.00		0.00	38.00	
		Voucher	1.000 -34	00	(34.00)		0.00	(34.00)	>
	2 records		2.000		4.00		0.00	4.00	
	Local Net To	tal: 4.00						4.00	Close

For a refund voucher, a sales credit note will be created as well as a sales invoice.



😁 In	voice													_	
More					Inv	oice			_			Car	icelled 🗌		New
·	Customer :-	300-W0001 💌						- (In	v No :	10075		Q,		<u>E</u> dit ▼
Atta		0123181107 - ang leo	ng						Ne	xt No :-	IV-00010)	-		Delete
dhme	Address :-	no 4, jalan kepong ke	epong KU	68100	MY				Da	te :-	01/07/20	021	-		
ents.									Ag	ent :-			•		Save 🔻
					Tran	sferre	d		Ter	rms :-	30 Days		-		<u>C</u> ancel
Not								_	Re	f 1. :-					D (1
:	Description :-	Woocommerce - no 4	, jalan kep	ong ke	pong KUL	68100 N	IY (Item 🔻		Ext	t. No :-)		Refresh
Ite	+ - 🕥	Profit Estimator							_						Browse
Э.	Invoice														
empl	📱 Item C	Description	Qty	UOM	U/Price	Disc	Sub Total	Та	ix -	Tax R	Tax I	Tax Amt	Sub To		
ate.	CH-001	DURIAN TRUFFLE C	1.000	BOX	38.00		38.00					0.00	38.00		
•		Voucher	1.000		-34.00		(34.00)					0.00	(34.00)		
	2 records		2.000				4.00					0.00	4.00		
	Deposit Amo	unt:	0.00												
	Local Net Tot	tal:	4.00										4.00		Close

w.SQL.com.mv

stomer Credit Note Entry Customer Code: 300-W0001 Area:	• •					Currency	:		New CN
Customer Credit Note C/r Canceled Customer : woocommerce Age					C/N No: 1 Next No: Date: 0 Agent:	'N No: 10075 C wxt No: CN-00001 ite: 01/07/2021 upent:			Edit Delete
GL Account	Amount	Тах	Tax Rate	Ext. No: Tax Amt	Tax Inclu	Sub Total (Cancel Refresh	
S00-000 DURIAN TRUFFLE CHOCOLATE 510-000 Voucher					0.00		38.00 (34.00)		Browse
2 records	0.00 Net Total (PM):			1).	4.00	>			
C/N Description: Woocommerce Return									
Knock Off Grid	Knock-	off Invoices / D	ebit Note	5					
IV Date	Doc No.	Amount Out 4.00		Outstan	nding Pay 0.00		4.00 🗸		
1 records	Total:		4.00		0.00		4.00		Close

In the customer credit note, The CN knocks off the outstanding amount of the Invoice. Meaning the invoice has been cancelled off and there is not outstanding payment.