

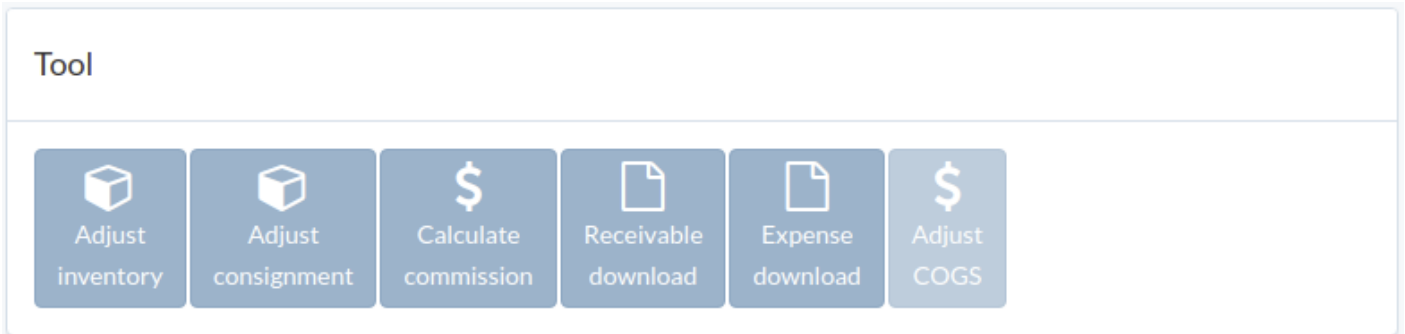
Tool

- [Introduction](#)
- [Adjust inventory](#)
- [Adjust consignment](#)
- [Calculate commission](#)
- [Receivable download](#)
- [Expense download](#)

Introduction

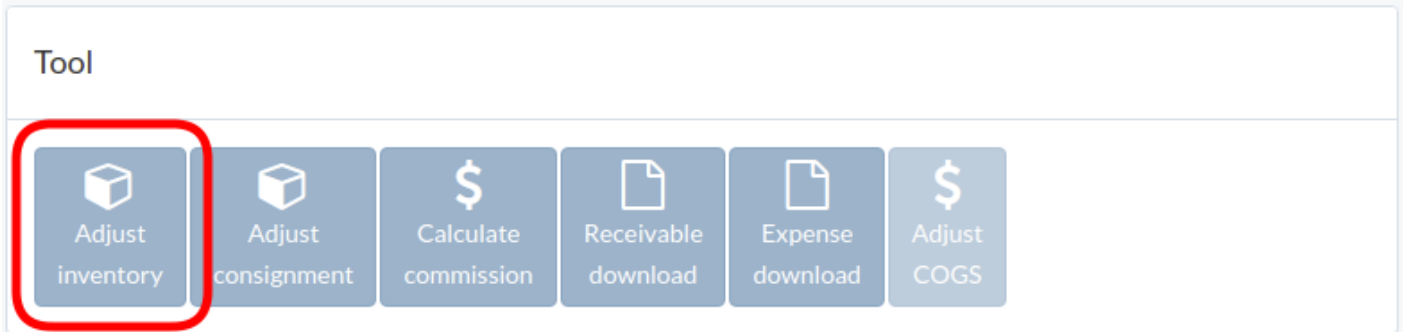
Following shows a sample window.

The chapter describes features available within the window.



Adjust inventory

Click "Adjust inventory" in tool window



Update unit price, select an expense account, and click "Submit"

Adjust inventory

Show entries

Search:

SKU	Location	Unit price	Quantity	Subtotal
ENCA-CCDN:NPEN	main warehouse	<input type="text" value="19.55"/>	15	\$293.25
ENCA-MDH2:NPEN	main warehouse	<input type="text" value="6.80"/>	1	\$6.80
ENCA-MDV:NPEN	main warehouse	<input type="text" value="13.30"/>	10	\$133.00
ENHGS-500P	main warehouse	<input type="text" value="11.24"/>	13	\$146.17
ENHGS-500P	10th warehouse	<input type="text" value="13.00"/>	1	\$13.00
ENL832-TX-RENT:NPENV4	main warehouse	<input type="text" value="2.50"/>	200	\$500.00
ENUAM	main warehouse	<input type="text" value="0.00"/>	-2	\$0.00
ENUCM-013	main warehouse	<input type="text" value="3.00"/>	80	\$240.00
ENUCR-U3:NPEN	main warehouse	<input type="text" value="0.00"/>	-5	-\$30.00
ENUUH-354:NPEN	main warehouse	<input type="text" value="6.96"/>	66	\$459.12
SKU	Location	Unit price	Quantity	Subtotal

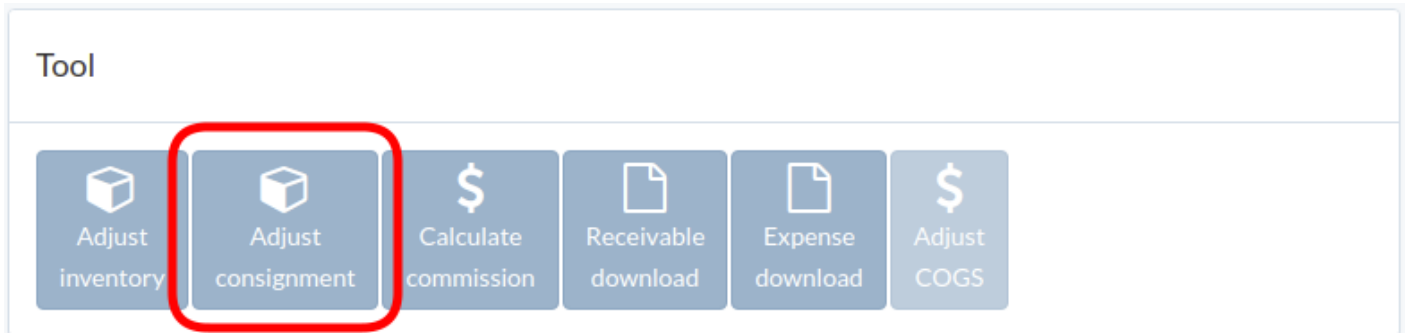
Showing 1 to 10 of 33 entries

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[Next](#)

Select an expense account

Adjust consignment

Click "Adjust consignment" in tool window



Select appropriate supplier, warehouse

Update unit price, quantity, and click "Submit"

Adjust consignment

Entity

Location

Date 

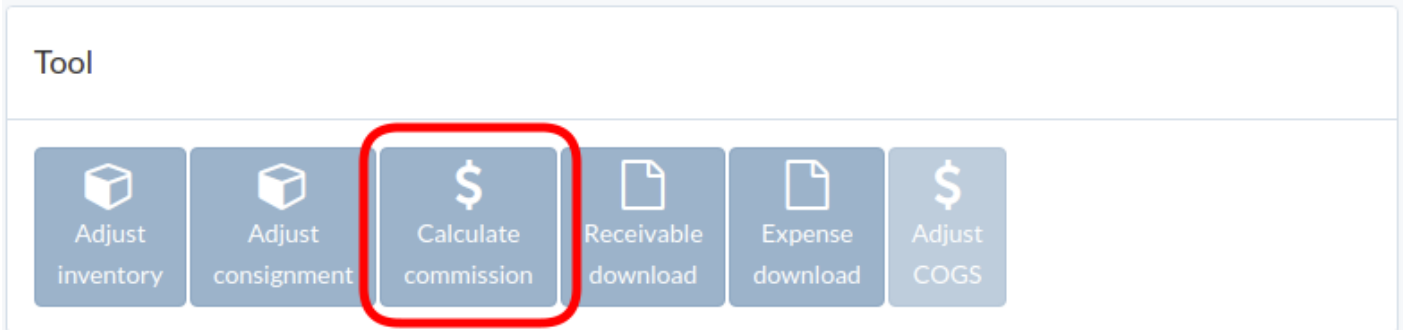
Notes

Item	Unit price	Balance	Quantity	Result
<input type="text" value="A0001"/>	<input type="text" value="1.50"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="100"/>
Item	Unit price	Balance	Quantity	Result
<input type="text" value="PEPSI-COLA-20"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Item	Unit price	Balance	Quantity	Result
<input type="text" value="COCA-COLA-2L"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Item	Unit price	Balance	Quantity	Result
<input type="text" value="DR-PEPPER-2L"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Item	Unit price	Balance	Quantity	Result
<input type="text" value="A0001-CTN"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Item	Unit price	Balance	Quantity	Result
<input type="text" value="A0002-CTN"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

 Submit

Calculate commission

Click "Calculate commission" in tool window



Follow guided steps to calculate commission.

Confirmed result can be converted into expense on last step.

Commission calculator

1. Profile

Is this commission profile already saved? If so, select the profile.

▼ Next »

2. Base

3. Payable entity

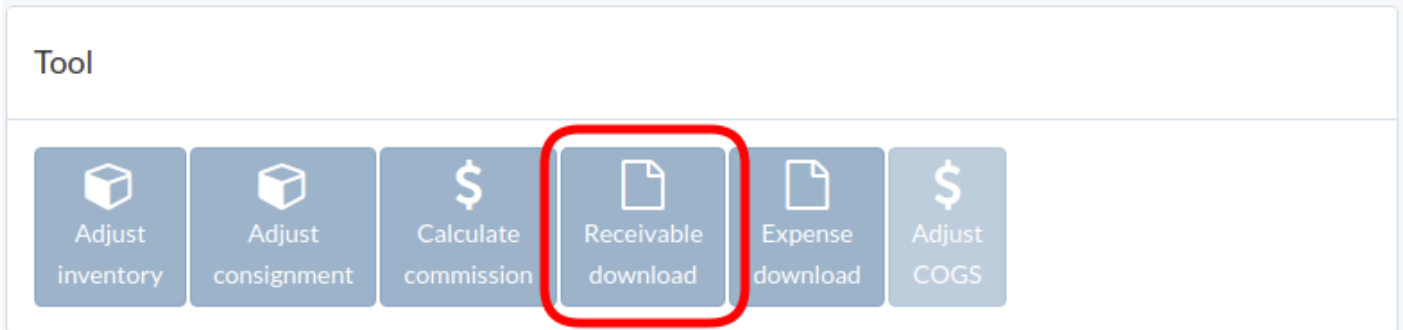
4. Entity, product, & rate (1/1)

5. Date-range

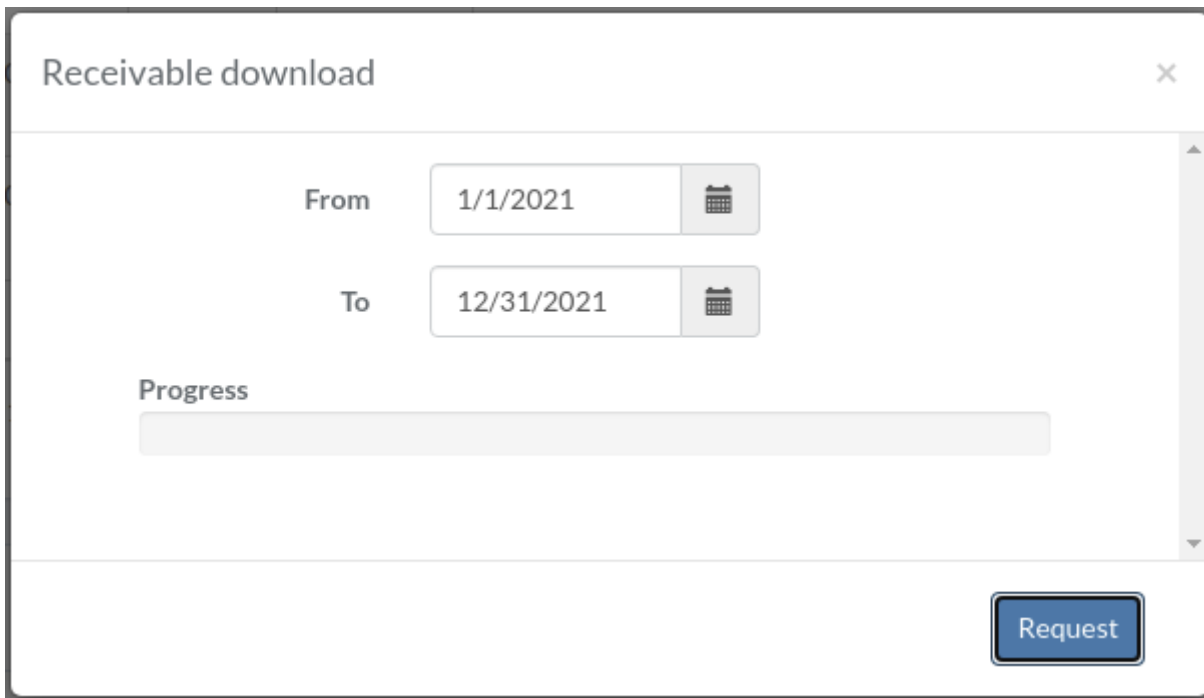
6. Result

Receivable download

Click "Receivable download" in tool window



Select date range, and click "Request"



After progress is completed, click "Download" to download zipfile

Receivable download



From

1/1/2021



To

12/31/2021



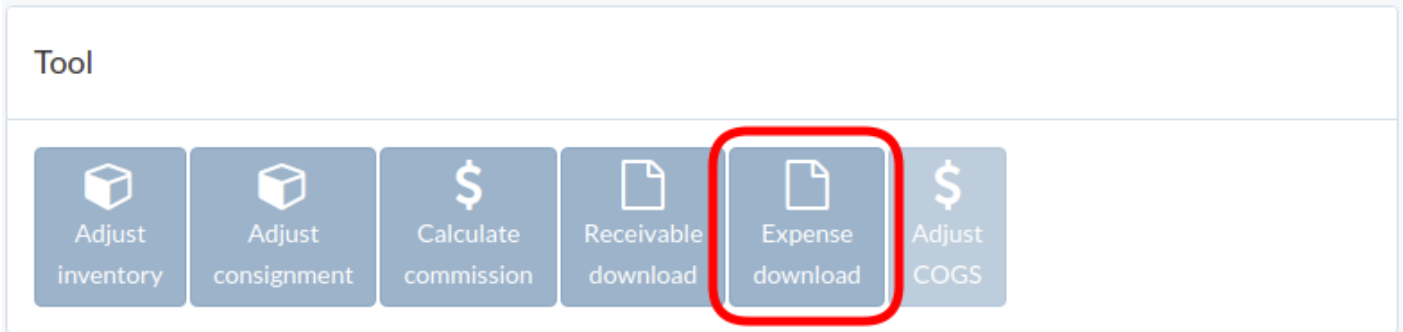
Progress



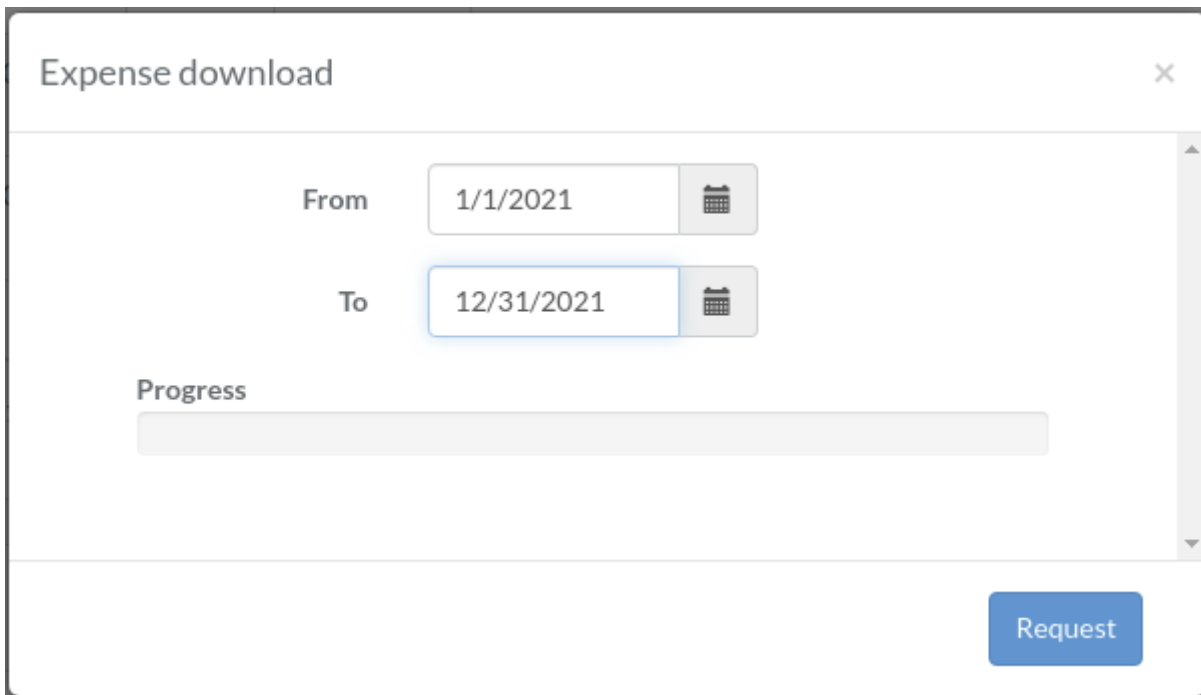
Download

Expense download

Click "Expense download" in tool window



Select date range, and click "Request"



After progress is completed, click "Download" to download zipfile

Expense download



From

1/1/2021



To

12/31/2021



Progress



Download