ALIEN

Technology From another World

ALIEN WARP∞ HELP FILES

STOCK

Generation & Delivery of Bulk Orders

Business flow overview

FUEL PUMP CONTROL SYSTEM DIAGRAM

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Vehicle Automatic Detection

Mobile Tank Gauging

Third Party GPS Services

Depot One

Reports, Vehicle Data Management, Tag/ Vehicle Assignment

Head Office

Tagged Vehicle

DATABASE

Fuel Tank

Sales Data & Vehicle Fuel/ GPS/ Tag Data

Alien Host DB

Alien API

Tag Reader

Pump Controller

Data Extraction and Reports

Client Interface & Fuel Management

Step 1: In the Configuration tab create a new Supplier & link to group.

Step 2: Now in Accounts module, create an Account for the Supplier

How to create a New Supplier Account

1.) At the top of the screen, click the Manage/Create Accounts tab.

2) Click the New button on the next screen.
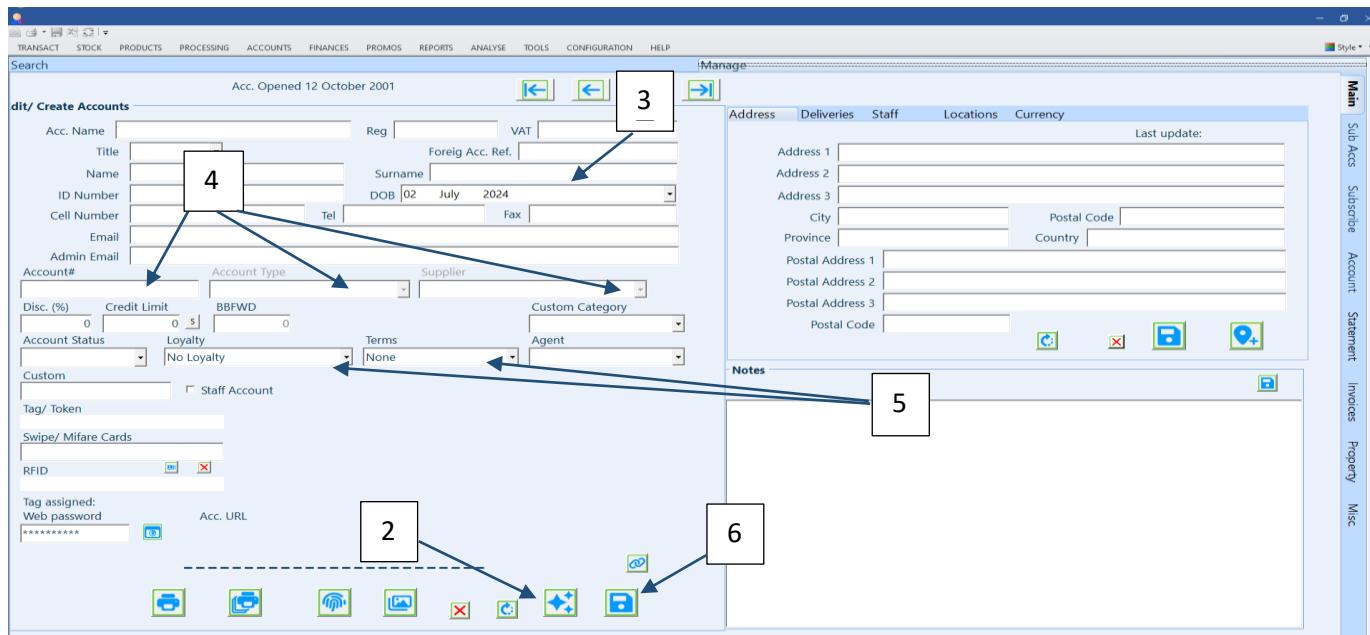
3) Fill in all the particulars eg. Name, Surname, Business Name, Email and Admin Email, Credit Limit. And select "Active" from the Account Status drop down menu.
4) Add an account number, account type will change to "Creditor", then select previously captured Supplier from the dropdown list.
5) Select "No Loyalty" and payment terms.
6) Before saving, select the currency of the account first! (see Next Image)

*** When all the fields have been filled in click the Save button.
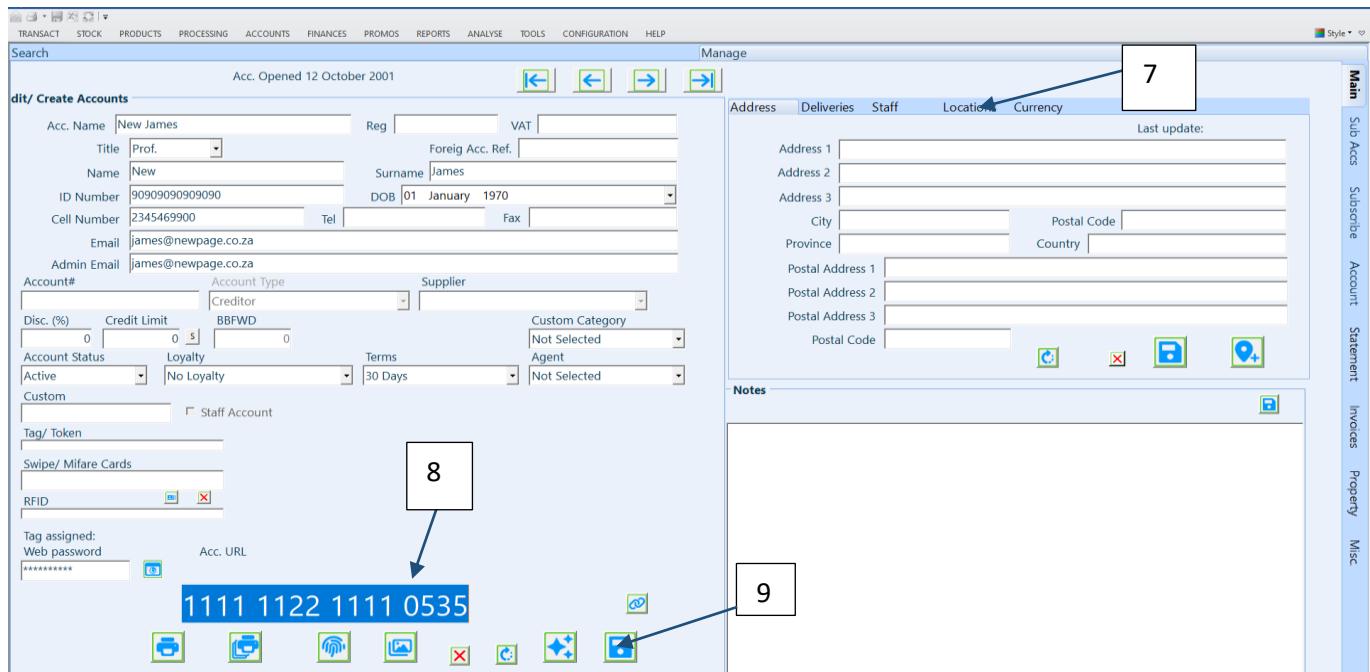
7) Once you have clicked on the Save button Alien will generate a 10-digit Account Number.
8) Select save button and the account will automatically be created as selected.

Step 3: In the stock module, create a Purchase Order to the Supplier
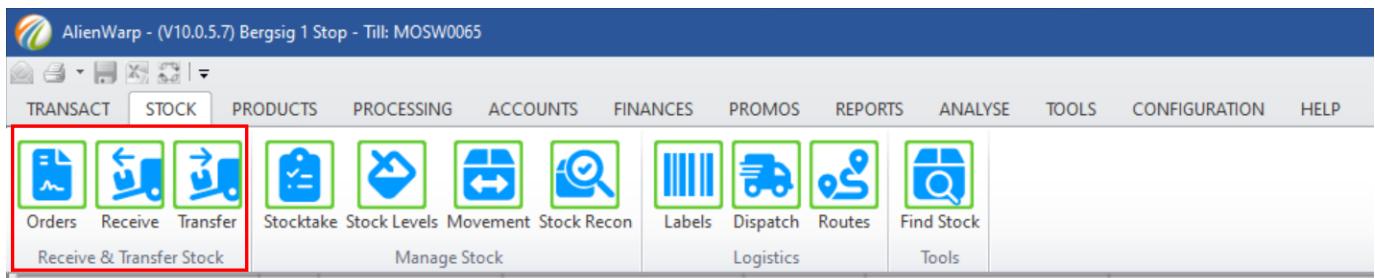
The Stock Module includes all aspects of Stock management divided into groups under the following headings:

1. Receive & Transfer Stock

Orders: The first tab in this module is used to create Purchase orders to Suppliers

Process flow summary = Select "New" button = Then search products via orange search field - From available products in list (under orange search bar), select appropriate one = the selected product detail will be populated in field Top left – now add Qty in text box on right and select "plus" button. The product ordered, will be in a list populated underneath. The supplier linked to the product will be displayed as soon as "plus" is selected. Repeat these steps till all products you wish to order are on the list. Select delivery date – next, if on a customer account, enter account number – enter customer order - sub account if relevant and reference plus notes if any. Select region and destination for delivery and save.

How to create a New PO to a Supplier Account

1) Select "New" button = Then search products in the orange search field - From available products in list (under orange search bar), select the appropriate one = the selected product detail will be populated in field Top left

2) Highlight the product you want to order. Add Qty in text box on right and select "plus" button.

3) The product ordered, will be in a list populated underneath. The supplier linked to the product will be displayed as soon as "plus" is selected. Repeat these steps till all products you wish to order are on the list.

4) Select delivery date and add customer order nr / destination to be delivered and delivery notes if applicable and save.

5) To view orders placed, select the "Search" tab and the period plus criteria of the orders to be displayed (Completed / incomplete / cancelled etc.) and run the report. The list as selected will be displayed.

How to receive stock from a Supplier

Open the Alien Software and click on the Stock button situated on the menu bar.

1.) Login to "Stock" and "Receive"

2) Choose the correct Region
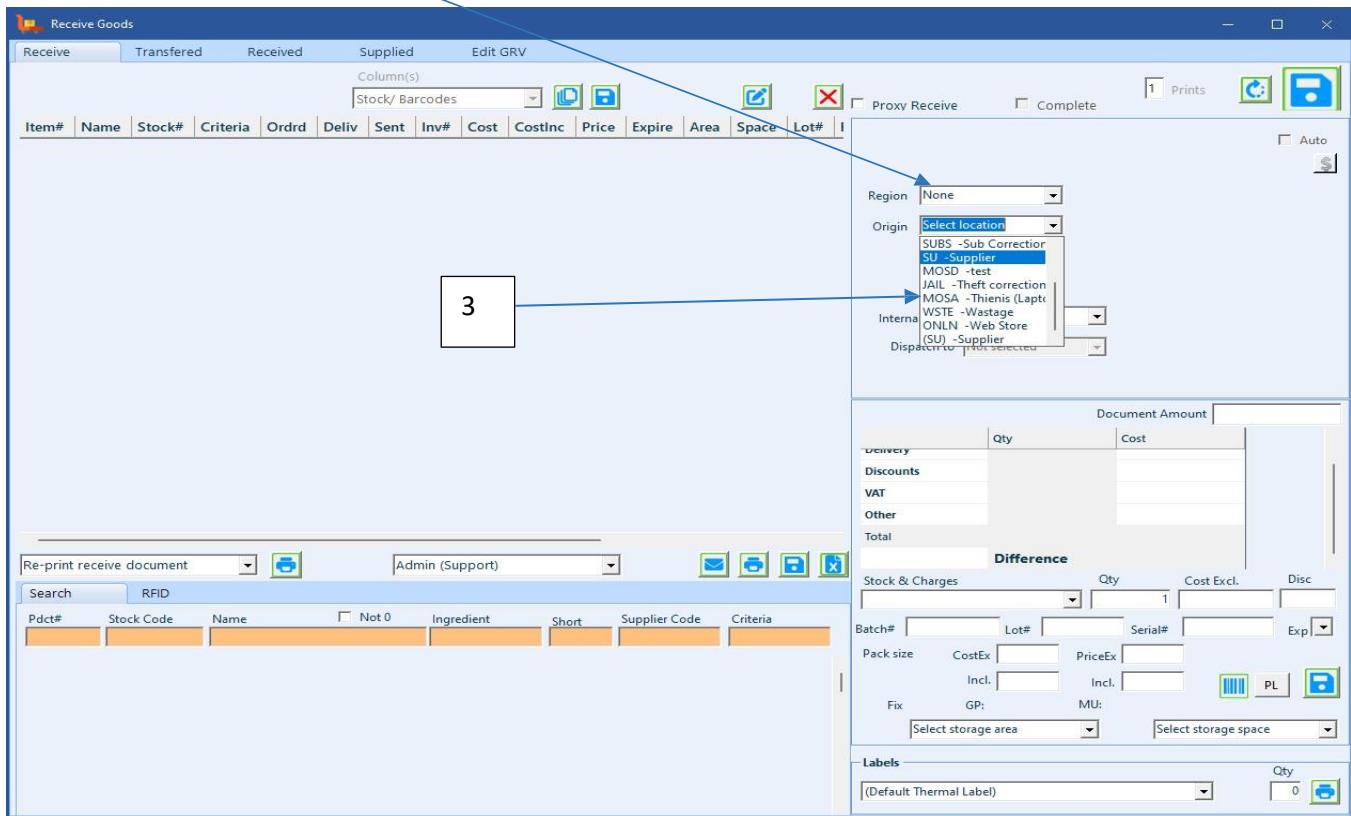
3) Choose the Origin from where the stock is received from.

COKE PENINSULA BEVERAGES

☐ Auto

Region None
Move Category Not Selected
Origin SU -Supplier
Doc Date
Invoice No:

Internal order MOSW000103-7-COK
Delivery Note:
Dispatch to Not selected
Waybill

Enter invoice number or if internal order, select number from dropdown list

Document Amount

	Qty	Cost
Delivery		
Discounts		
VAT		0.00
Other		
Total		
	Difference	

Stock & Charges: 5000073   Qty   Cost Excl.   Disc

Batch#   Lot#   Serial#   Exp

Single: 1   CostEx 6.5000   PriceEx 11.3043
0%   Incl. 7.48   Incl. 13.00
Fix   GP: 42.50%   MU: 1.74

Select storage area   Select storage space

4) Search for the items being received, choose the correct items being received
5) Notice that the stock code is entered into "Stock and Charges"

6) Enter the quantity being received.
7) Populate the block by adding all the items being received.

8) Save to have GRV number generated.

9) Cost is optional – You can update the global costs here to include the last Cost and Price

How to Transfer Stock

1) Select the Transfer button to display the screen were.
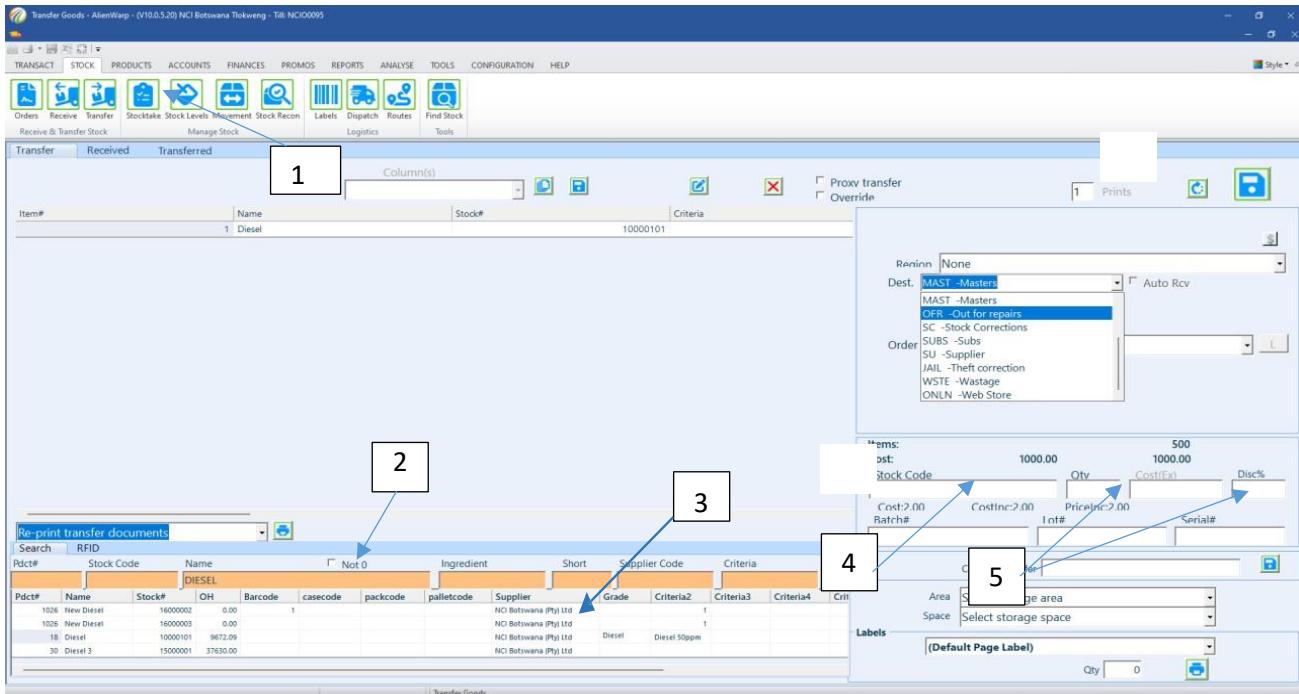
2) Search for the product to be transferred on the search bar.
3) Select from the list the specific product linked a supplier.
4) The right side of the screen will be populated with the product.
5) Enter the quantity cost price and discount if applicable and press enter.
6) The product will move to the left block of the screen. Make sure the stock being transferred is "on hand".
7) Select save button - a document nr will be assigned. You can now in products module check if the balance of the product was updated.
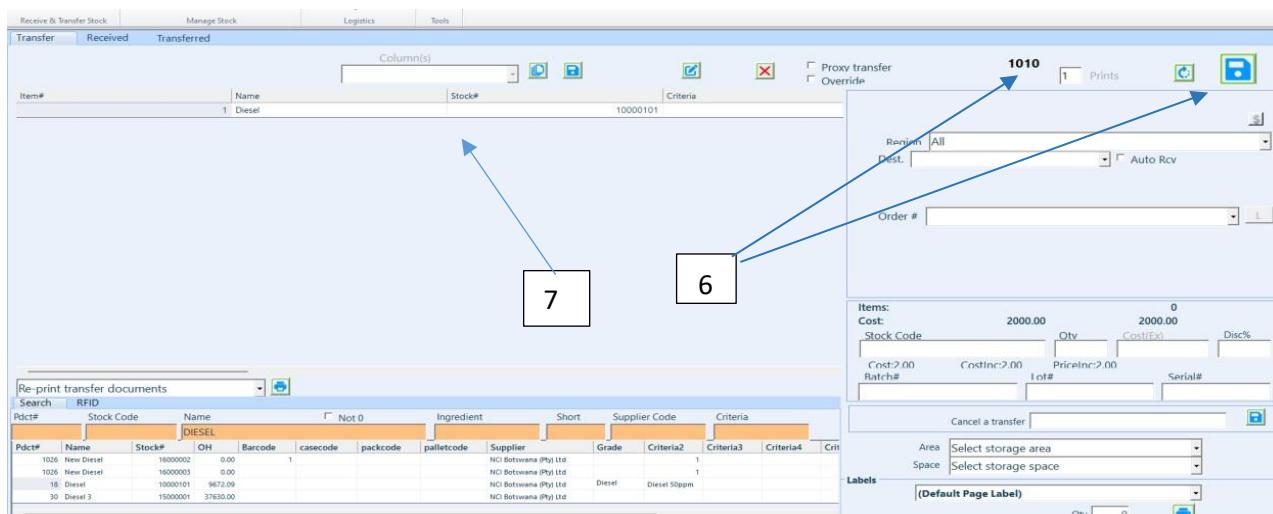
How do I view received and transferred stock.

8) Select the respective tabs to view the list of stock received and transferred.