

**USER MANUAL  
FOR  
FINANCE MODULE OF  
ERP SYSTEM FOR POWER SECTOR  
(RFP No: 27.71.0000.002.07.023.17-154)**

Developed By:



in collaboration with:

Microsoft, Technohaven Co Ltd and Computer Services Ltd



## **Executive Summary**

Techvision in collaboration with Microsoft Bangladesh, Technohaven Co. Ltd. and Computer Services Ltd. has completed customization and configuration of Finance Module of Microsoft Navision 2018 ERP System under the contract agreement dated 11<sup>th</sup> October 2018 against RFP No 27.71.0000.002.07.023.17-154 dated February 08, 2018.

According to the signed agreement, we, the joint venture company, will customize, configure and deploy an ERP System to 14 power companies (legal entities) under Power Cell. The deliverable modules are –

- HR Management System
- Fixed Asset Management System
- Procurement System
- Accounts and Finance System

Users of the ERP System are from 14 legal entities / power companies under Power Cell namely

1. Power Cell
2. Power Division
3. BPDB
4. DPDC
5. PGCB
6. BREB
7. DESCO
8. APSCL
9. CPGCBL
10. RPCL
11. NWPGCL
12. WZPGCL
13. SREDA
14. NESCO
15. EGCB
16. B-R PowerGen Ltd.

This document has been prepared as User Manual outlining the usages and operational learning of Finance Module of ERP System for Power Sector.

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## Introduction

Microsoft Dynamics NAV enables you to manage all routine finance processes such as posting financial transactions, preparing financial statements, managing bank accounts, recording inventory costs, manufacturing costs, and fixed assets.

The following list describes a sequence of tasks which are generally performed in

1. Financial Management:
2. Configure Finance process
3. Manage Payables
4. Manage Receivables
5. Collect Supplier Refunds
6. Manage Cash
7. Manage cash flow forecasts
8. Manage Cost Accounting
9. Close year and periods
10. General Journals
11. Manage Inventory Cost
12. Generate cash flow forecast
13. Prepare Budget

Followings are the basic feature of Finance Management.



## Minimum Requirement

Before you access Navision 2018 ERP System for Power Sector, we recommend that you verify that your computer or mobile device and internet connection meets or exceeds the minimum system requirements for the product. This section lists the requirements.

### Browsers

**Chrome for Windows and Firefox for Windows:** Dynamics NAV is designed to work with the current version of these desktop browsers.

**Safari:** Dynamics NAV is designed to work with the current version of Safari on OSX.

**Microsoft Edge:** Dynamics NAV is designed to work with the current version of Microsoft Edge.

**Internet Explorer:** Dynamics NAV is designed to work with Internet Explorer 11 (build 11.0.9600.17239) for Windows 10 and for Windows 8.1 (32-bit and 64-bit versions). We recommend that you upgrade to the latest version of Internet Explorer supported for your version of Windows.

### Mobile devices

**Windows:** Dynamics NAV for Windows can be installed on devices with at least 1GB of RAM and Windows 10 Phone, Home, Pro, Enterprise, or Education (32-bit and 64-bit editions).

**iOS:** Dynamics NAV for iPad and iPhone requires iOS 9.0 or later.

**Android:** Dynamics NAV for Android tablet and Android phone can be installed on devices with at least 1GB of RAM and Android 5.0 or higher.

**Device size:** Dynamics NAV is supported on smartphones with a minimum screen size of 4" and tablets with a minimum screen size of 7".

### Internet Connection

Standard bandwidth (3 Mbps downlink) of internet connection will require to run the ERP System.

# Get Started

## Introduction

This is a general instruction section to show

- Log In to the ERP System
- Log Out from the ERP System
- Navigation Process

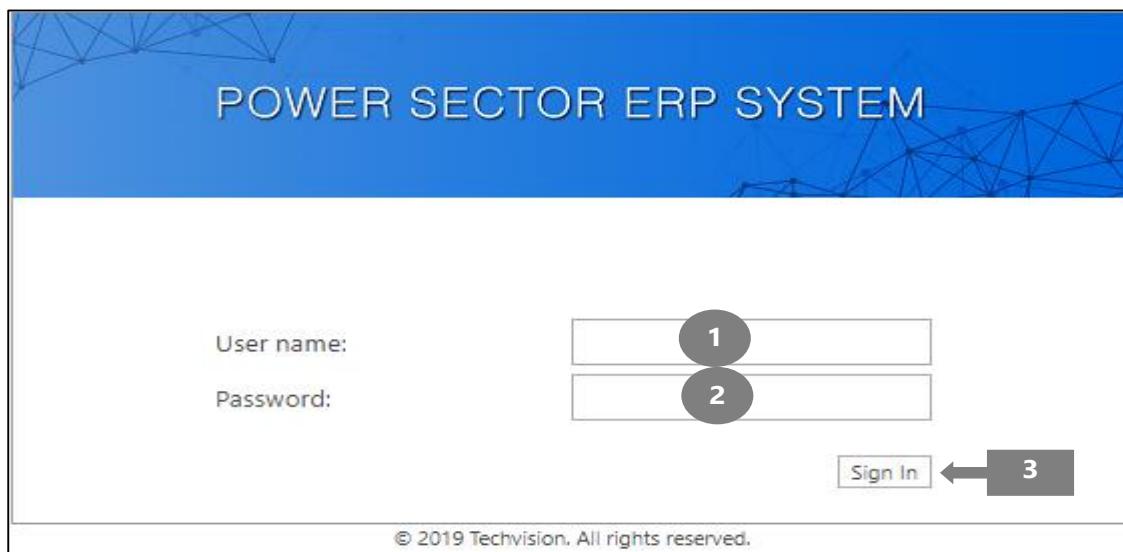
## Prerequisite

- Meeting minimum requirement
- ERP Credentials – Username and Password

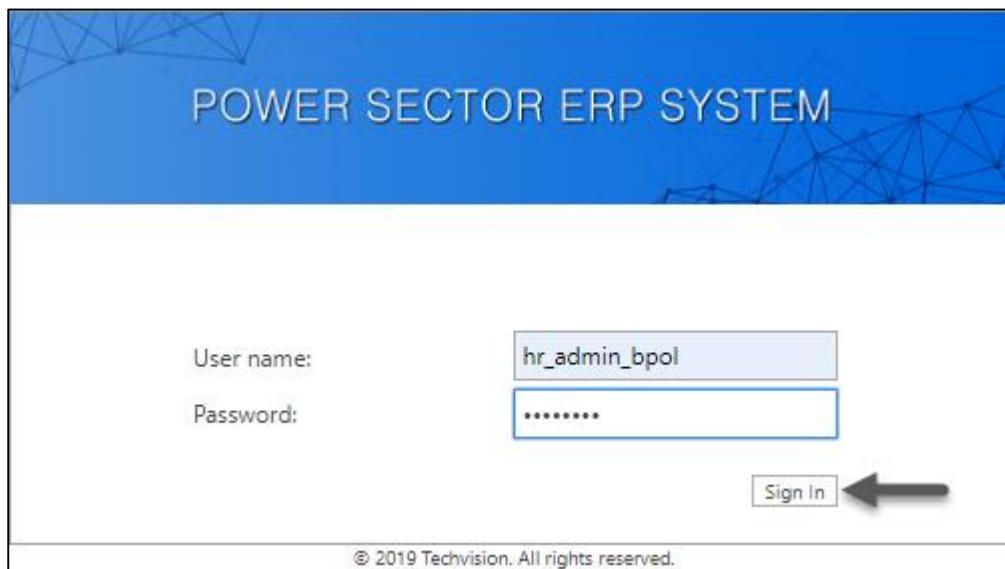
### How to Log In / Start

Steps

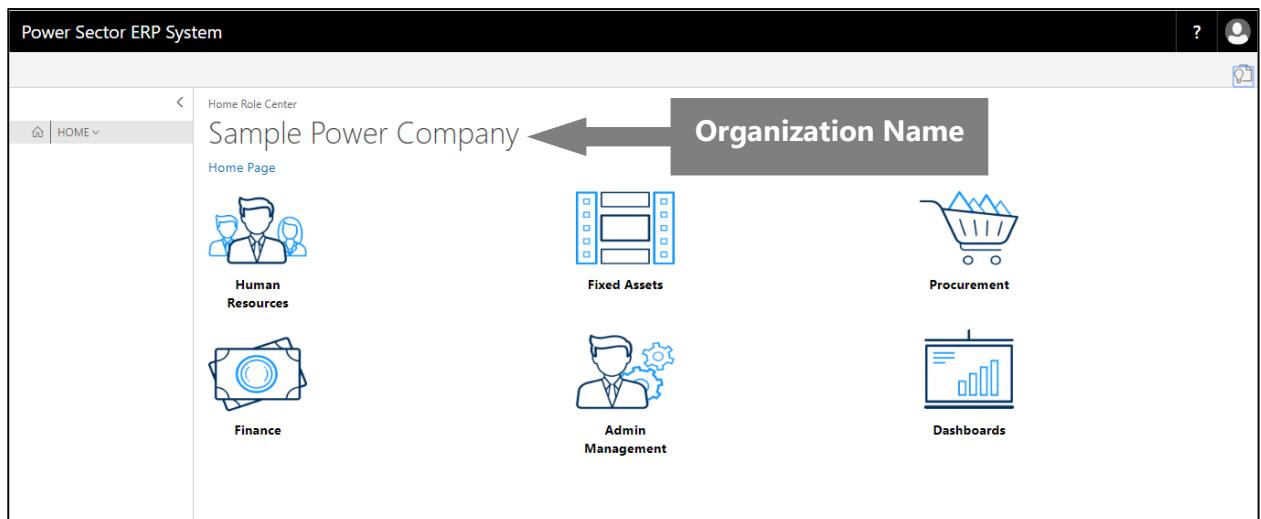
- A. Open browser (Chrome / Internet Explorer / Mozilla Firefox)
- B. Enter the URL address in address bar of the browser  
(<https://bdpowersectorerp.com/powerdiverpservice>)
- C. Press Enter. Login page will be appeared as below.



D. Enter your Username and Password in box 1 and 2 respectively.



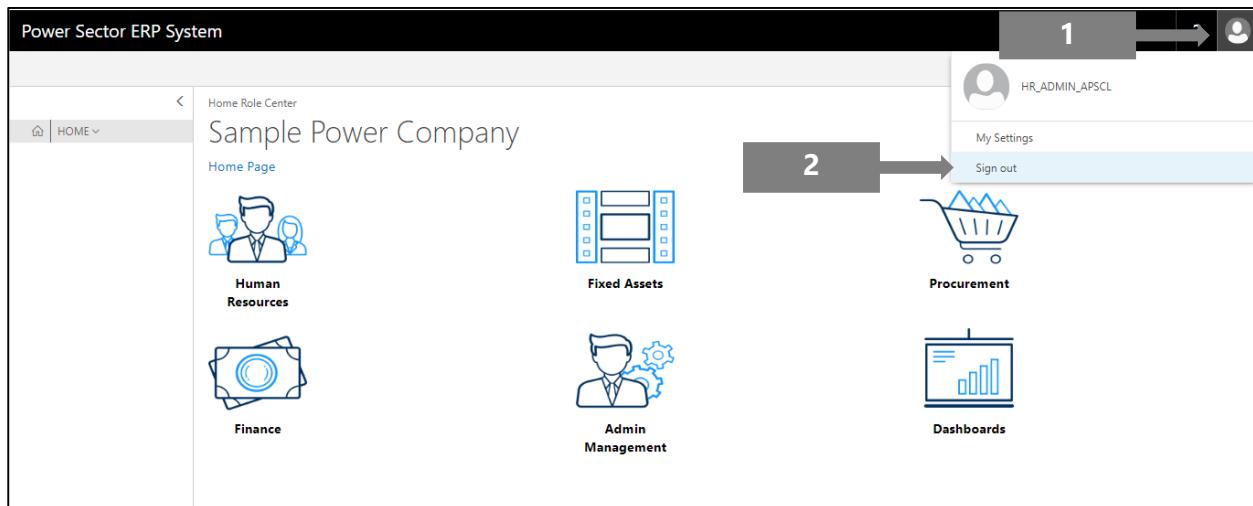
E. Select on "Sign In" button or press ENTER to load ERP Home Page. Following screen will be appeared



## How to Log Out

### Steps

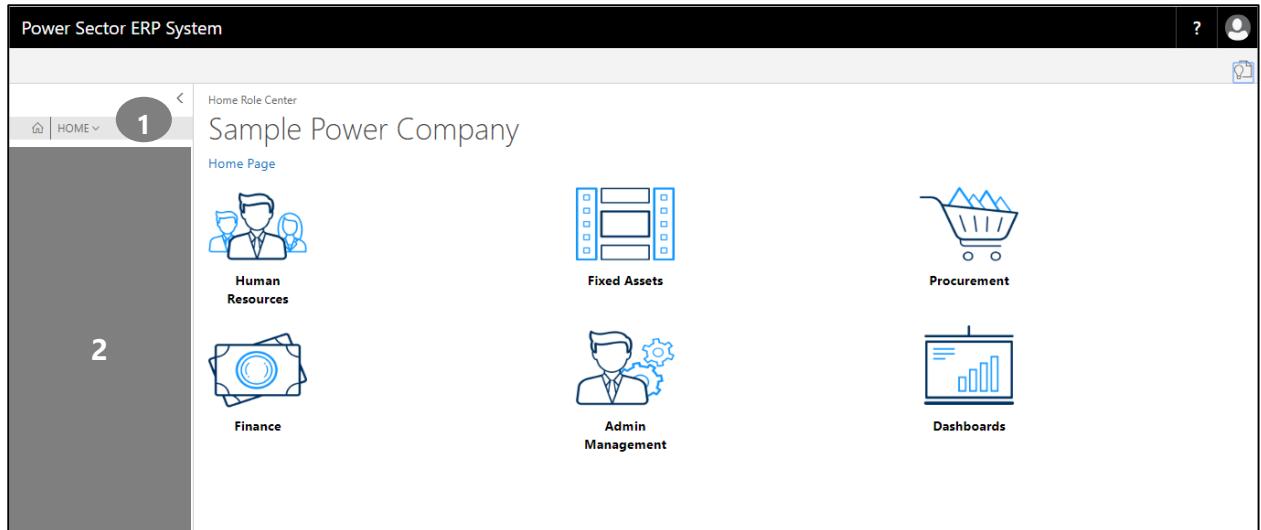
Follow the below steps as serialized in following figure in any forms



1. Click on right most top icon
2. Click on Sign Out to exit the system

## How to Navigate Form / Page

1. Click on "Home" from any form to return to ERP Home Page. Refer to figure below.
2. Click on blank left panel, as shown in above figure, from any form to return to previous form. Refer to figure below.



## FI-100 General Setup

### Introduction

This section shows how to configure the setup options to run and operate different finance functions in the module. General Setup contains –

- FI-101      Setup Chart of Accounts
- FI-102      Mushok info setup
- FI-103      Accounting Period Setup
- FI-104      Bank Setup
- FI-105      Cost center Setup
- FI-106      Bank Posting Setup
- FI-107      Budget Setup

### Role

- Module Admin

### Prerequisite

- Module Admin credentials – username and password

## FI-101 How to: Setup Chart of Account

### Introduction

This process demonstrates how to setup Chart of Account of an organization. This setup is all about finance core setup. To perform Finance, this is the first thing what have to setup.

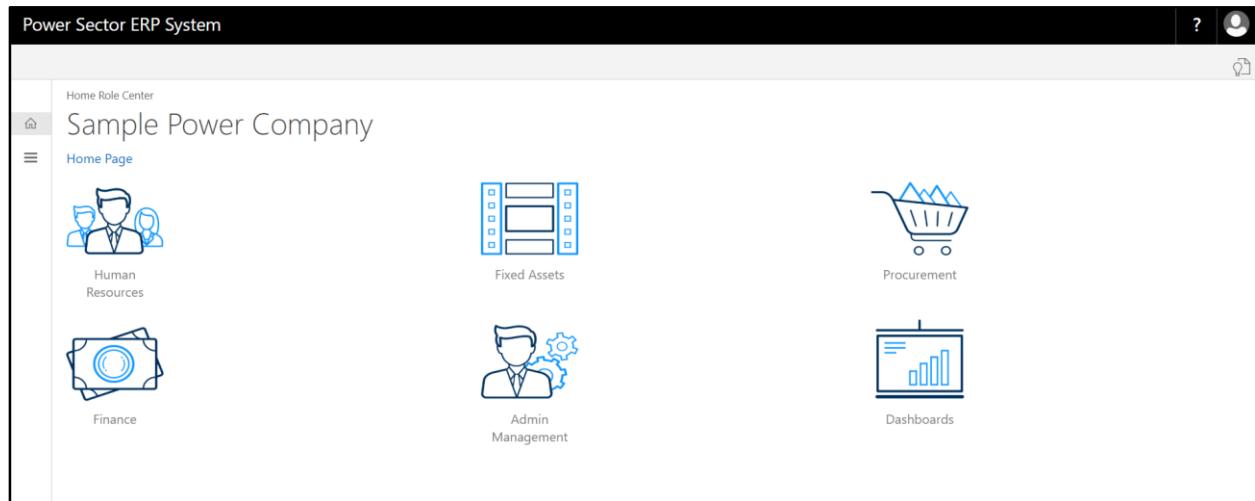
### Roles

- Module Admin

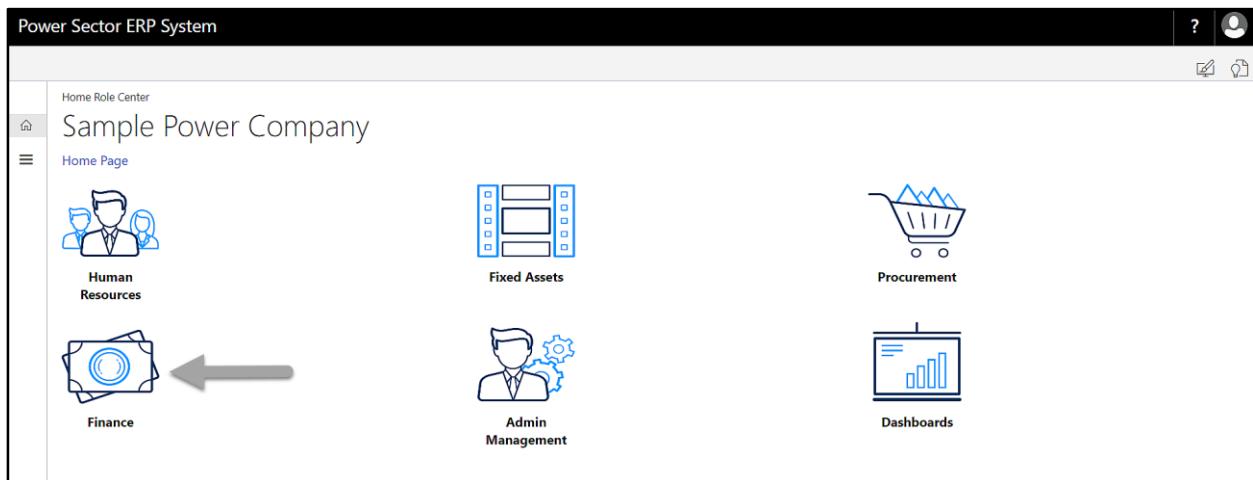
### Add new Chart of Account

To initiate, follow the steps below.

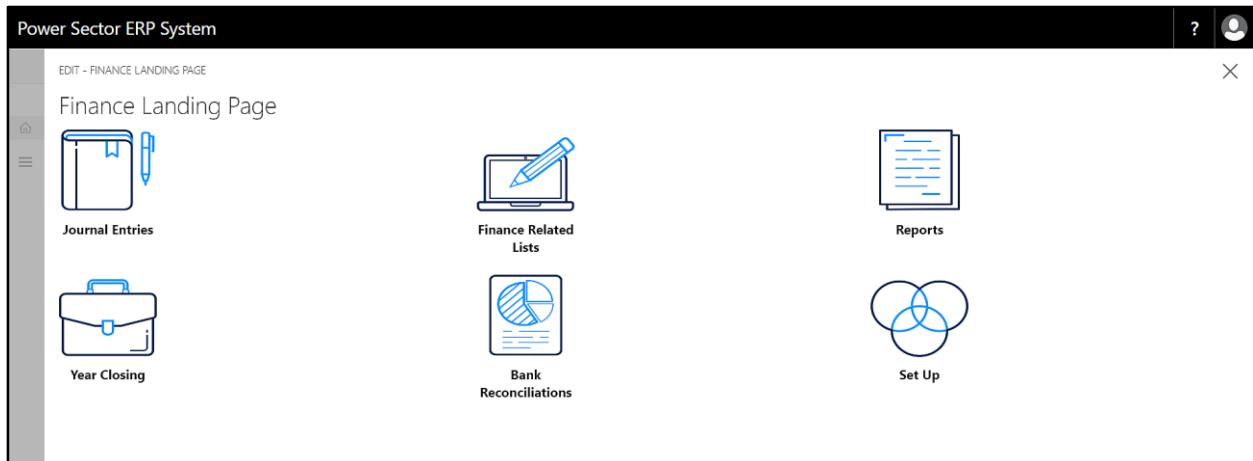
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



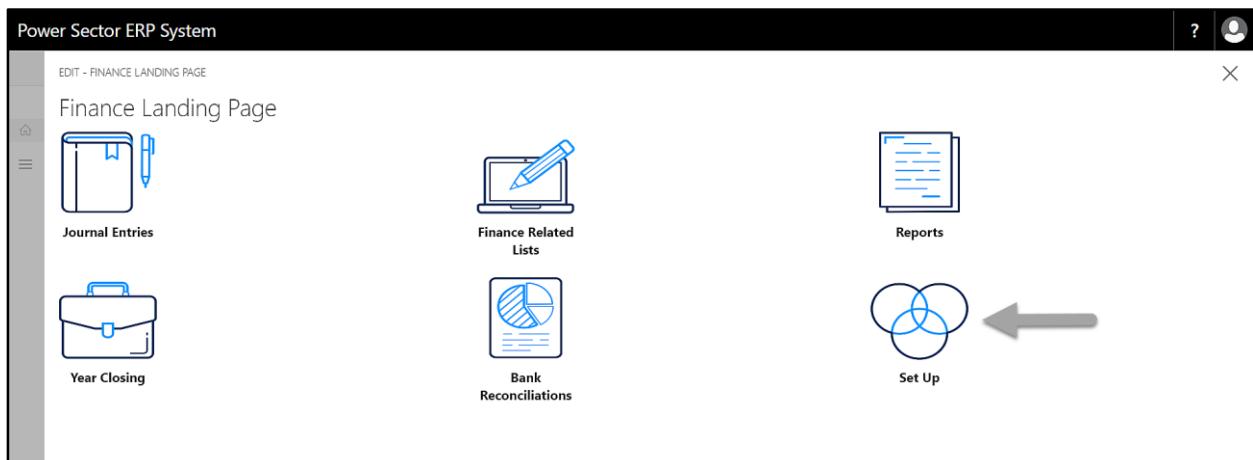
B. Choose the “Finance” icon.



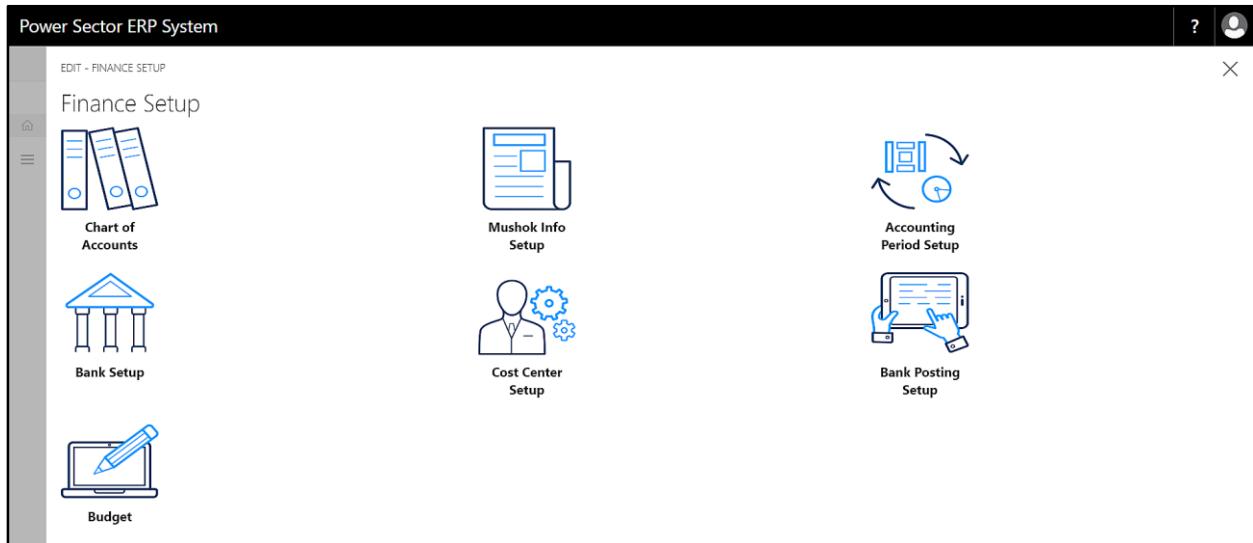
Finance Landing Page will be appeared as below



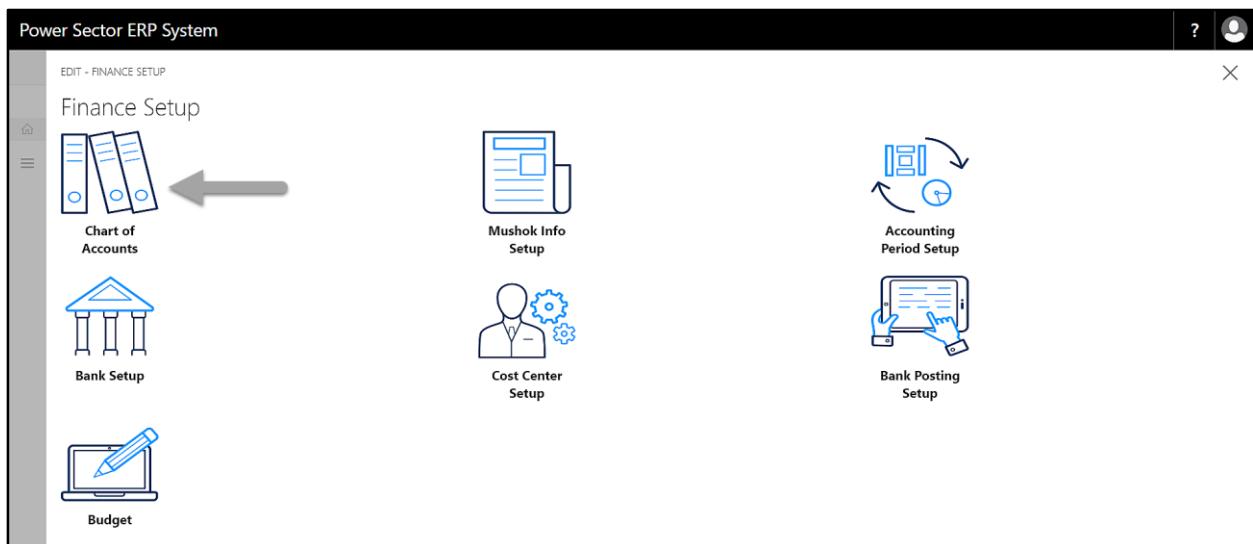
C. Choose the “Setup” in Finance Landing Page.



Finance Setup landing page will be appeared as below



D. Choose the “**Chart of Accounts**” in Finance Setup Landing Page.



## User Manual for Finance Module, ERP System for Power Division

The following Chart of Account List page will be appeared.

No.	Name	Income/Bal...	Account Category	Account Type	Totaling	Debit Amount	Credit Amount	Balance	Cost Type No.	Default Deferal Template
1000000000	Property & Assets	Income State...		Begin-Total						
1010000000	NonCurrent Assets	Income State...		Begin-Total						
1010100000	Property, Plant & Equipment	Income State...		Begin-Total						
1010101000	Land	Income State...		Begin-Total						
1010101001	Land	Income State...		Posting						
1010101999	Land, Total	Income State...		End-Total	1010101000..1010101999					
1010102000	Building	Income State...		Begin-Total						
1010102001	Office Building Power Plant	Income State...		Posting						
1010102002	Other Building Corporate ...	Income State...		Posting						
1010102003	Increase during the year - ...	Income State...		Posting						
1010102004	Accumulated Depreciation...	Income State...		Posting						
1010102005	Write-Down Account - Bul...	Income State...		Posting						
1010102006	Decrease during the year - ...	Income State...		Posting						
1010102999	Building, Total	Income State...		End-Total	1010102000..1010102999					

### Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “New” icon.

No.	Name	Income/Bal...	Account Category	Account Type	Totaling	Debit Amount	Credit Amount	Balance	Cost Type No.	Default Deferal Template
1000000000	Property & Assets	Income State...		Begin-Total						
1010000000	NonCurrent Assets	Income State...		Begin-Total						
1010100000	Property, Plant & Equipment	Income State...		Begin-Total						
1010101000	Land	Income State...		Begin-Total						
1010101001	Land	Income State...		Posting						
1010101999	Land, Total	Income State...		End-Total	1010101000..1010101999					
1010102000	Building	Income State...		Begin-Total						
1010102001	Office Building Power Plant	Income State...		Posting						
1010102002	Other Building Corporate ...	Income State...		Posting						
1010102003	Increase during the year - ...	Income State...		Posting						
1010102004	Accumulated Depreciation...	Income State...		Posting						
1010102005	Write-Down Account - Bul...	Income State...		Posting						
1010102006	Decrease during the year - ...	Income State...		Posting						
1010102999	Building, Total	Income State...		End-Total	1010102000..1010102999					

G/L Account Card Page will be appeared as below

Power Sector ERP System

EDIT - G/L ACCOUNT CARD

G/L Account Card

General

No.	*	Balance
Name		Reconciliation Account
Income/Balance	Income Statement	Automatic Ext. Texts
Account Category		Direct Posting
Control Head		Blocked
Debit/Credit	Both	Last Date Modified
Account Type	Posting	Omit Default Descr. in Jnl.
Totaling		

F. Provide below **General** information to proceed.

1. Provide **No.**

- **No:** 1010102007

2. Provide **Name.**

- **Name:** Other Building Corporate Office

3. Choose the **Income/Balance** from the dropdown by clicking on  button.

- **Income/Balance:** Income Statement

4. Choose the **Account Category** from the dropdown by clicking on  button.

button.

- **Account Category:** Asset

5. Choose the **Control Head** from the dropdown by clicking on  button.

- **Control Head:** Current Asset

6. Choose the **Debit/Credit** from the dropdown by clicking on  button.

- **Debit/Credit:** Both

7. Choose the **Account Type** from the dropdown by clicking on  button.

- **Account Type:** Posting

8. Choose the **Totalling** from the dropdown by clicking on  button.

- **Totalling:**

9. **Balance** Data will be updated as Transaction go on.

10. Select **Reconciliation Account** checkbox to allow this account to Reconcile.

11. Select **Automatic Ext. Text** checkbox to Extend text.

12. Select **Direct Posting** checkbox to post directly in this account.

13. Select **Blocked** checkbox to Block this account.

14. **Last Date Modified** will be updated through system.

15. Select **Omit Default Descr. In Jnl** checkbox to Omit Default Descr. In Jnl.

G. Provide below **Posting** information to proceed.

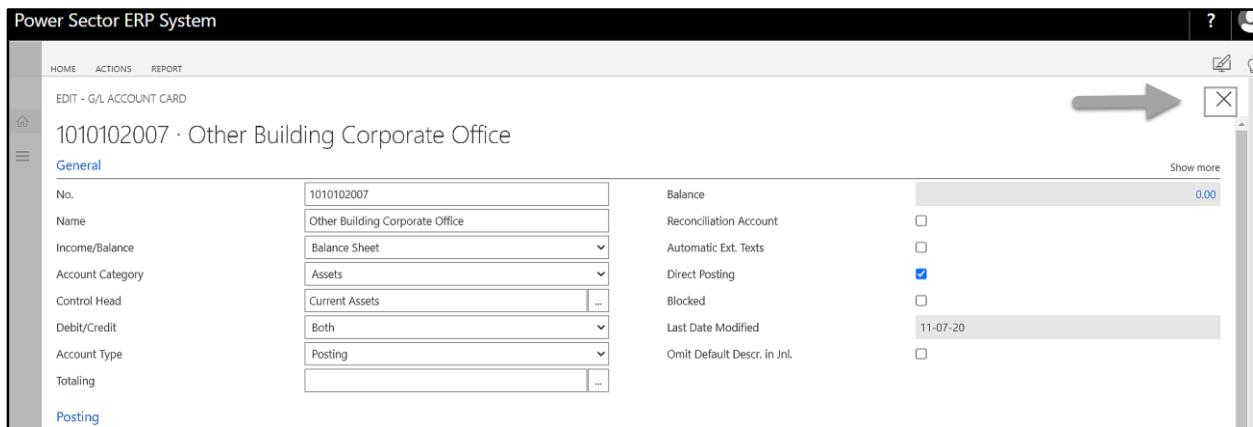
1. Provide **Gen. Posting Type**.
  - **Gen. Posting Type: Purchase**
2. Choose the **Gen. Bus Posting Group** from the dropdown by clicking on button.
  - **Gen. Bus Posting Group: CONSTRUCTION**
3. Choose the **Gen. Prod. Posting Group** from the dropdown by clicking on button.
  - **Gen. Prod. Posting Group: Building**
4. Choose the **vat Bus Posting Group** from the dropdown by clicking on button.
  - **vat Bus Posting Group: CONSTRUCTION**
5. Choose the **Vat. Prod. Posting Group** from the dropdown by clicking on button.
  - **Vat. Prod. Posting Group: 2%**
6. Choose the **Default IC Partner G/L Acc. No.** from the dropdown by clicking on button.
  - **Default IC Partner G/L Acc. No.: 001**
7. Choose the **Default Deferral Template** from the dropdown by clicking on button.
  - **Default Deferral Template: 001**

Posting			
Gen. Posting Type	Purchase CONSTRUCTION BUILDING CONSTRUCTION	(1) ... ... ...	VAT Prod. Posting Group Default IC Partner G/L Acc. No Default Deferral Template
Gen. Bus. Posting Group	CONSTRUCTION	(2) ...	2% 001 001
Gen. Prod. Posting Group	BUILDING	(3) ...	5 6 7
VAT Bus. Posting Group	CONSTRUCTION	(4) ...	...

H. Provide below **Consolidation and Reporting** information to proceed.

1. Choose the **Consol. Debit Acc.** from the dropdown by clicking on  button.
  - **Consol. Debit Acc.: 24500000**
2. Choose the **Consol. Debit Acc.** from the dropdown by clicking on  button.
  - **Consol. Debit Acc.: 58645000**
3. Choose the **Consol. Translation Method** from the dropdown by clicking on  button.
  - **Consol. Translation Method: Average Rate (Manual)**
4. Choose the **Exchange Rate Adjustment** from the dropdown by clicking on  button.
  - **Exchange Rate Adjustment: No Adjustment**

Consolidation			
Consol. Debit Acc.	24500000 1	Consol. Translation Method	Average Rate (Manual) 3
Consol. Credit Acc.	58645000 2		
Reporting			
Exchange Rate Adjustment	No Adjustment 4		

- I. Click the “

The screenshot shows the 'Power Sector ERP System' interface. The title bar says 'Power Sector ERP System'. Below it, there's a navigation bar with 'HOME', 'ACTIONS', and 'REPORT'. The main area is titled 'EDIT - G/L ACCOUNT CARD' and shows account number '1010102007 · Other Building Corporate Office'. The card is divided into sections: 'General' (containing fields like No., Name, Income/Balance, Account Category, Control Head, Debit/Credit, Account Type, Totaling, and Posting), 'Balance' (showing a balance of 0.00), and other settings like Reconciliation Account, Automatic Ext. Texts, Direct Posting (which is checked), Blocked, Last Date Modified (set to 11-07-20), and Omit Default Descr. in Jnl. A large gray arrow points to the top-right corner of the card, where the 'X' button is located.

## FI-102 How to: Setup Mushok Info

### Introduction

This process demonstrates how to setup Mushok Information for an organization.

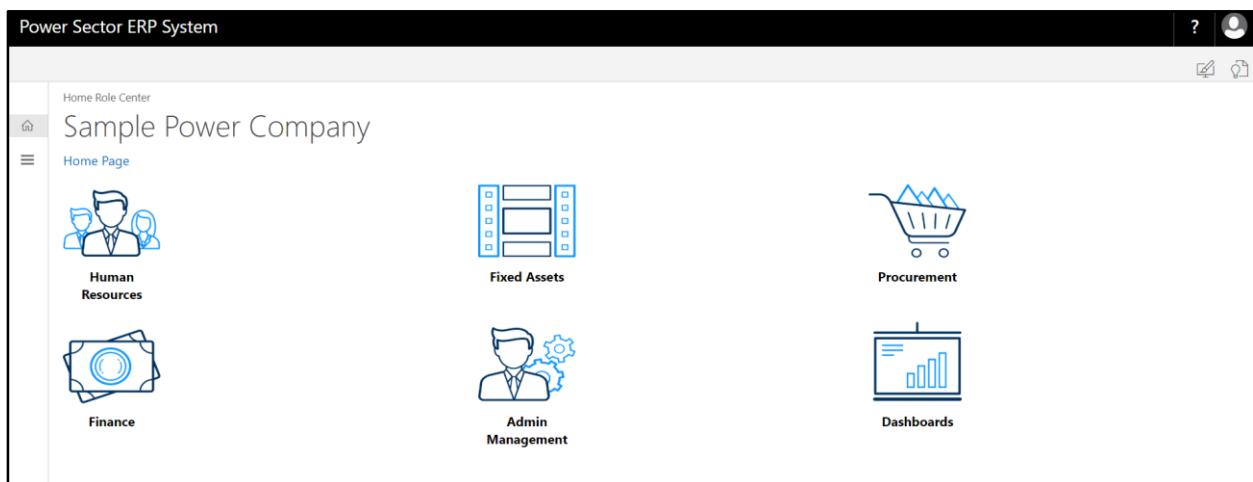
### Roles

- Module Admin

## Mushok Info Setup

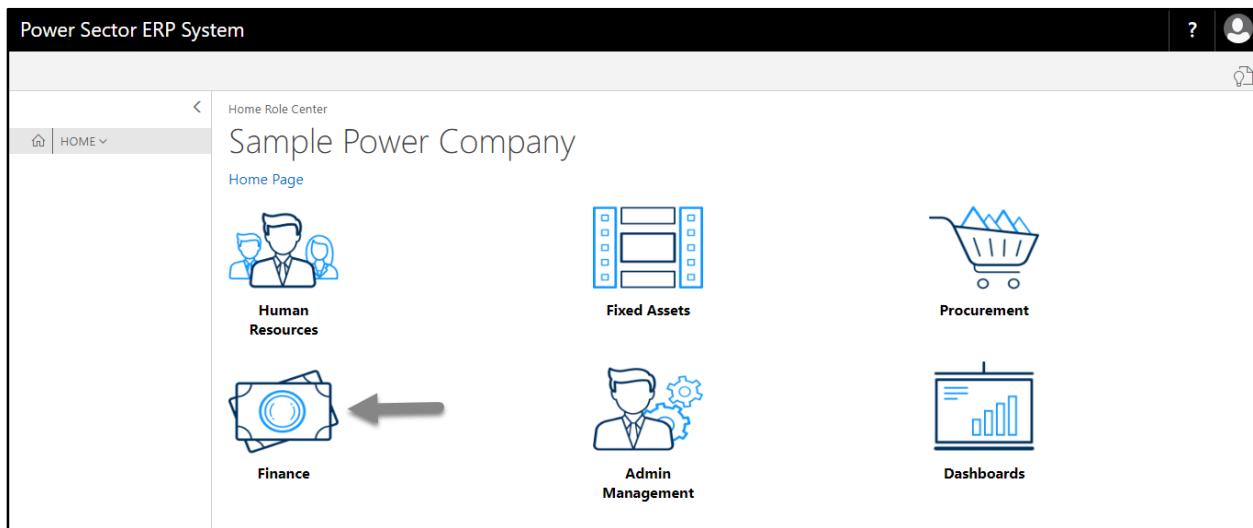
To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

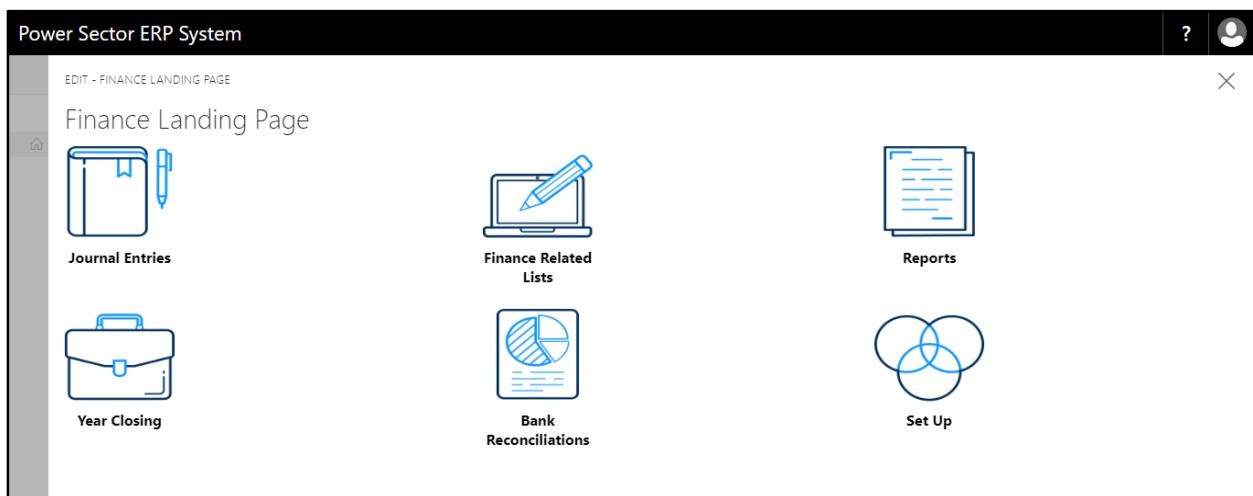


## User Manual for Finance Module, ERP System for Power Division

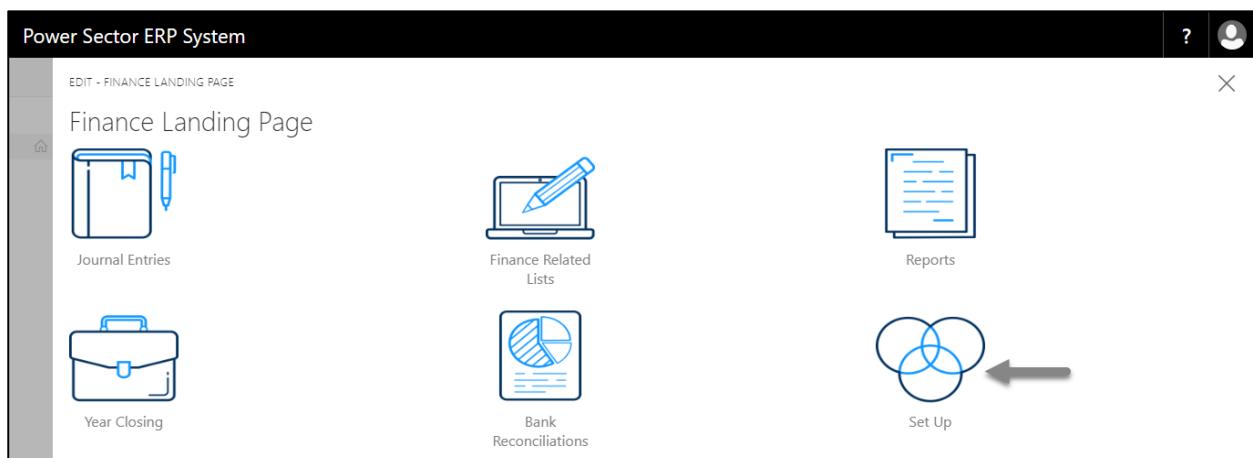
B. Choose the “**Finance**” icon.



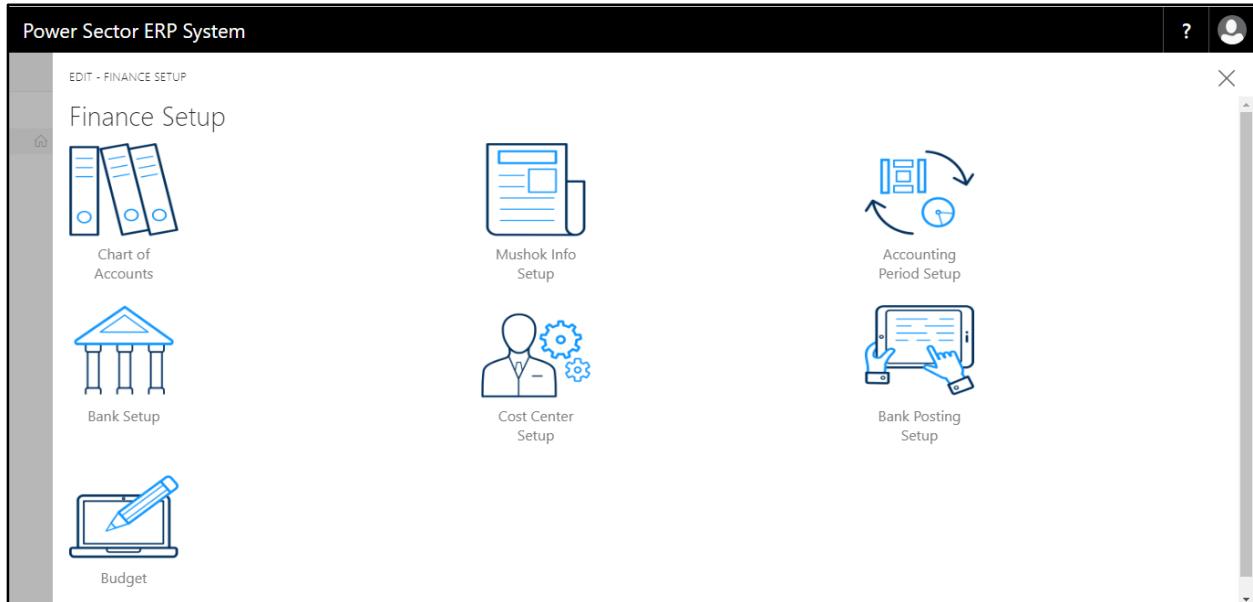
**FI Landing Page** will be appeared as below



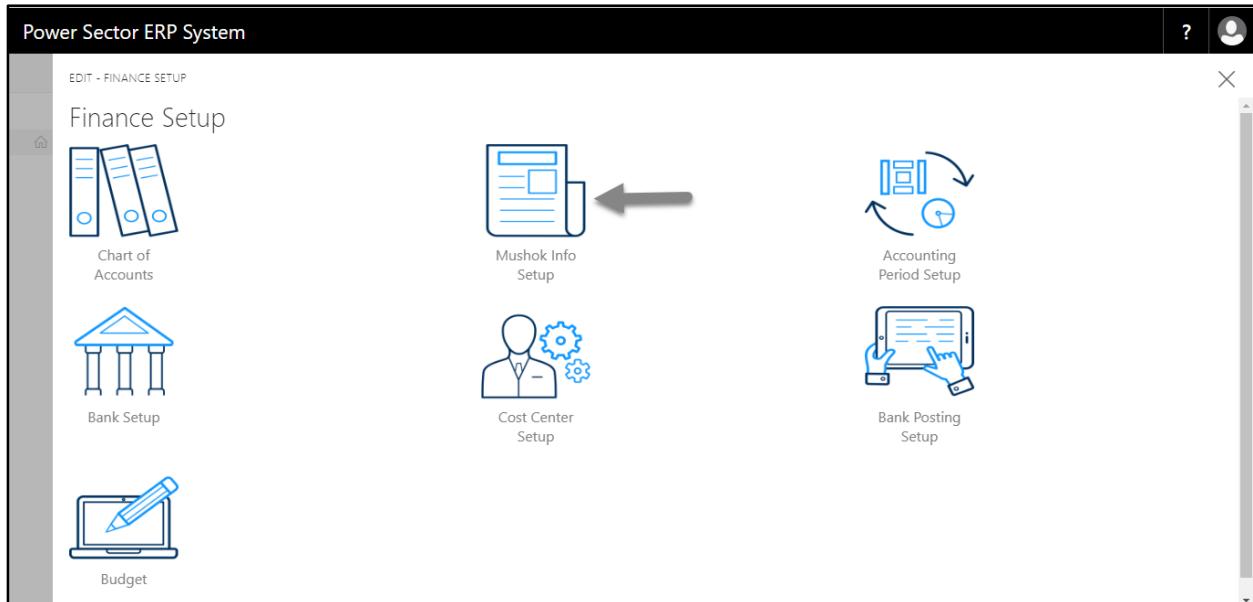
C. Choose the “**Setup**” in FI Landing Page.



**FI Setup Landing Page** will be appeared as below



D. Choose the "**Mushok Info Setup**" in FA Setup Landing Page, as indicated below.



## User Manual for Finance Module, ERP System for Power Division

The following **Mushok Info Setup page** will be appeared.

### Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “**New**” icon on the Chalan Info List page, as indicated in figure below.

The following **Chalan Info card Page** will be appeared.

F. Provide below **General** information to proceed.

1. Provide **ID**.
  - **ID: CHALAN002**
2. Provide **Accountant Name**.
  - **Accountant Name: Md. Abrar Hossain**
3. Provide **Accountant Address**.
  - **Accountant Address: Mirpur-10, Dhaka.**

4. Provide **Bank Branch.**

- **Bank Branch: Mirpur Branch**

5. Provide **District.**

- **District: Dhaka.**

6. Provide **Transection Type.**

- **Transection Type: Regular.**

7. Provide **AIT Challan Code.**

- **AIT Challan Code:778856.**

8. Provide **VAT Challan Code.**

- **VAT Challan Code:932652.**

9. Select **Allow Is Current** Checkbox to Allow current challan.

ID	1 CHALAN002	TransactionType	6 Regular
AccountantName	2 Md. Abrar Hossain	AITChalanCode	7 778856
AccountantAddress	3 Mirpur-10, Dhaka.	VATChalanCode	8 932652
BankBranch	4 Mirpur Branch	IsCurrent	9 <input checked="" type="checkbox"/>
District	5 Dhaka		

G. Click the “” button to save and close.

ID	CHALAN002	TransactionType	Regular
AccountantName	Md. Abrar Hossain	AITChalanCode	778856
AccountantAddress	Mirpur-10, Dhaka.	VATChalanCode	932652
BankBranch	Mirpur Branch	IsCurrent	<input checked="" type="checkbox"/>
District	Dhaka		

## FI-103 How to: Setup Accounting period

### Introduction

This process demonstrates how to setup Accounting Period for an organization.

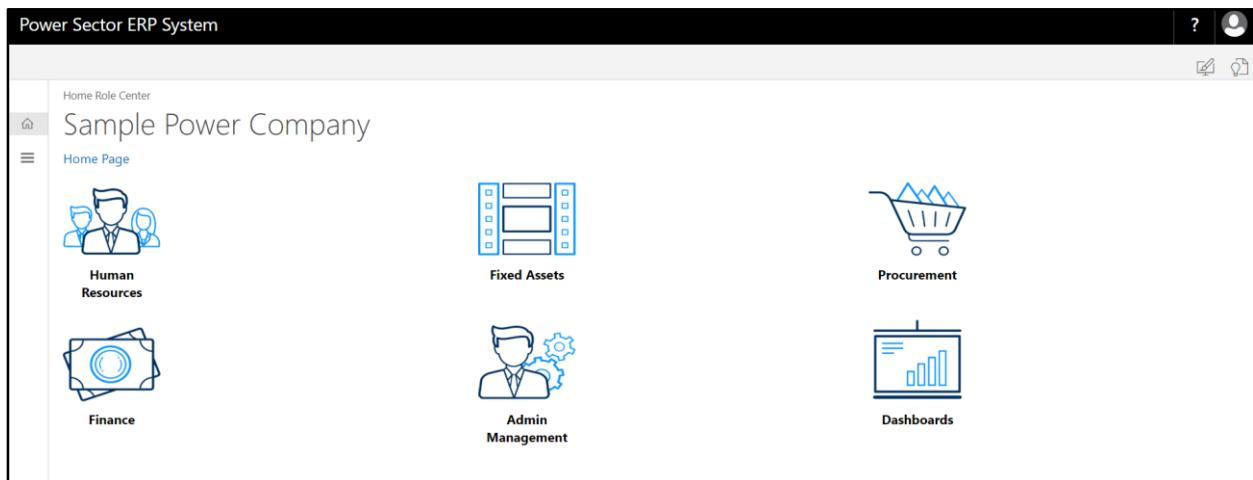
### Roles

- Module Admin

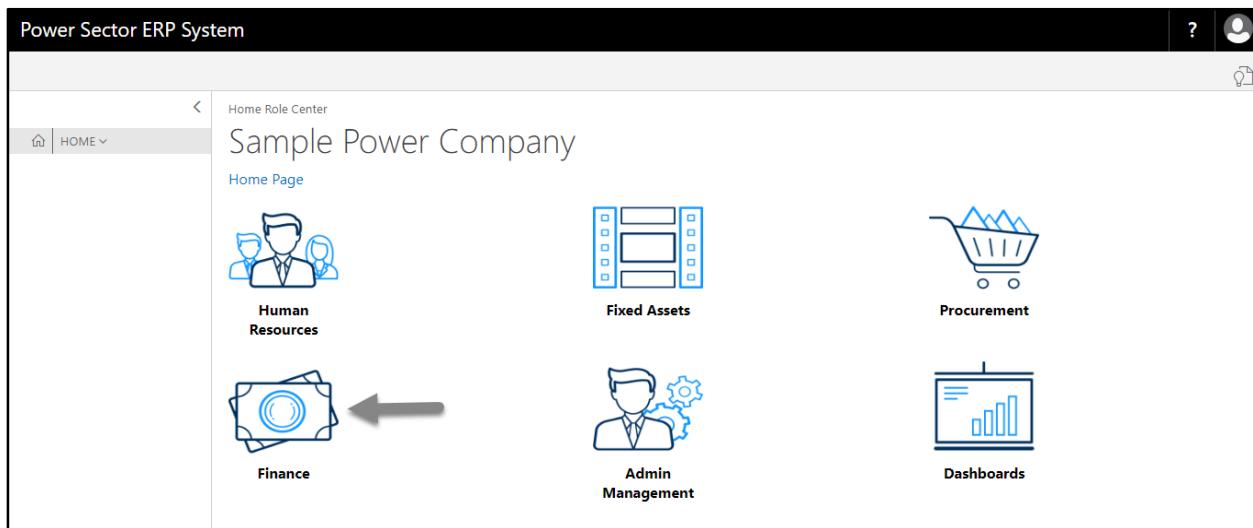
## Accounting Period Setup

To initiate, follow the steps below.

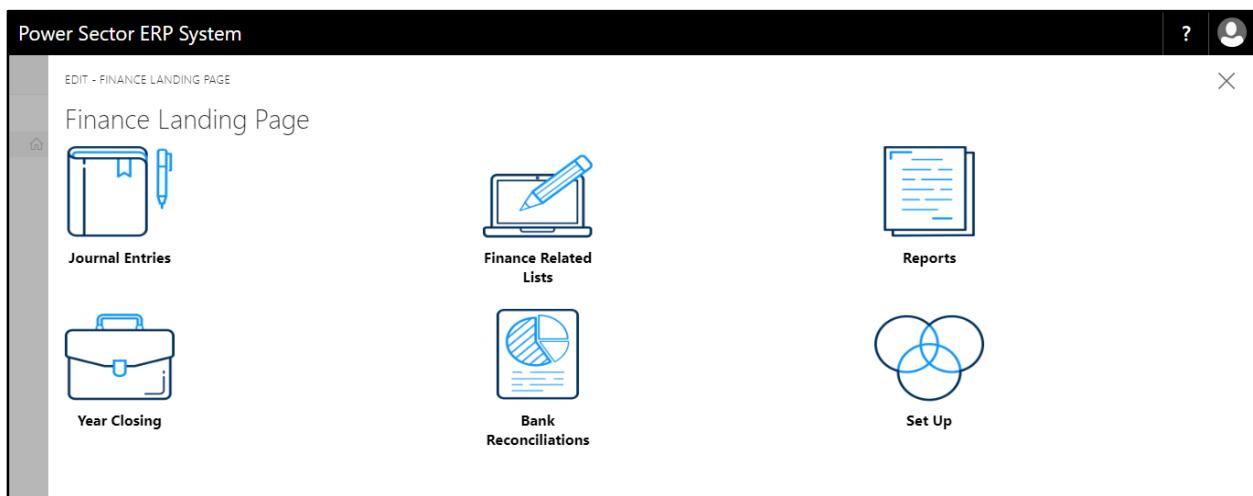
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



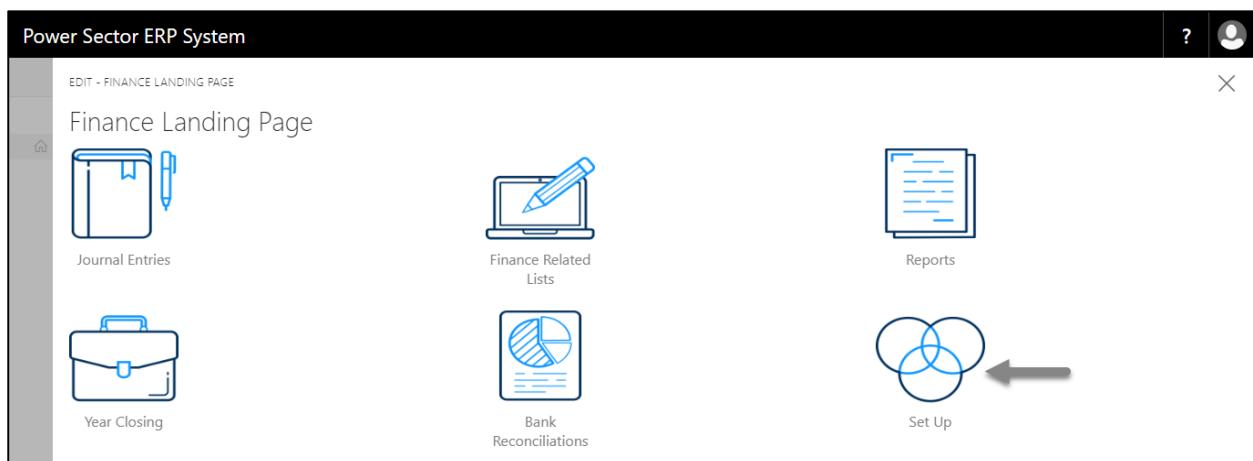
B. Choose the “**Finance**” icon.



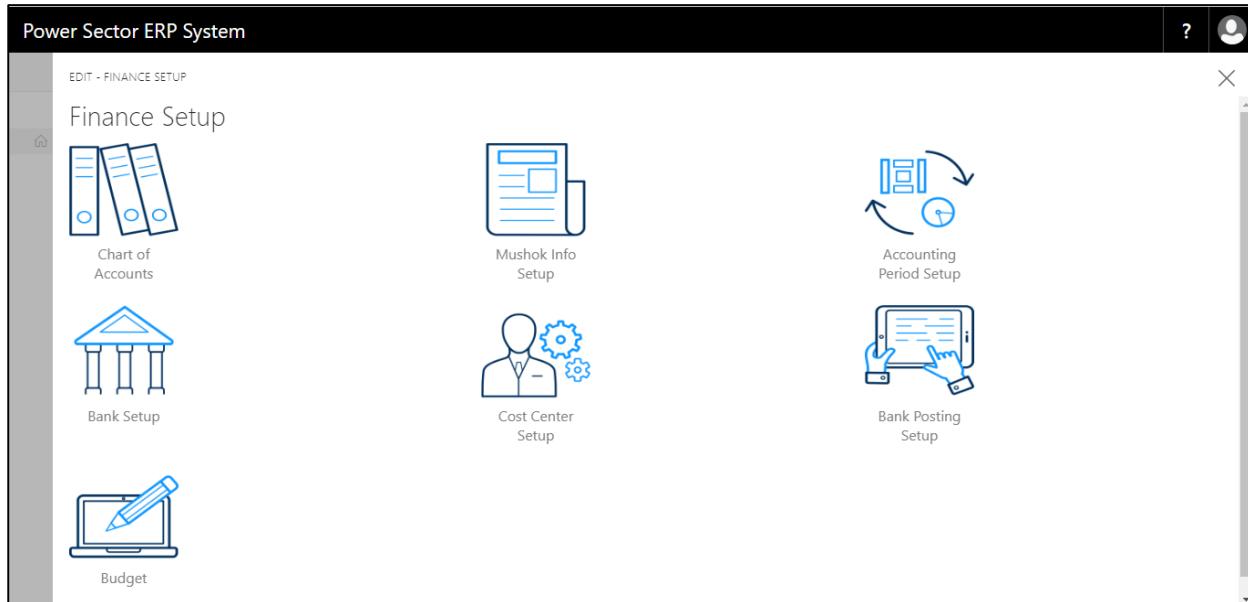
**Finance Landing Page** will be appeared as below



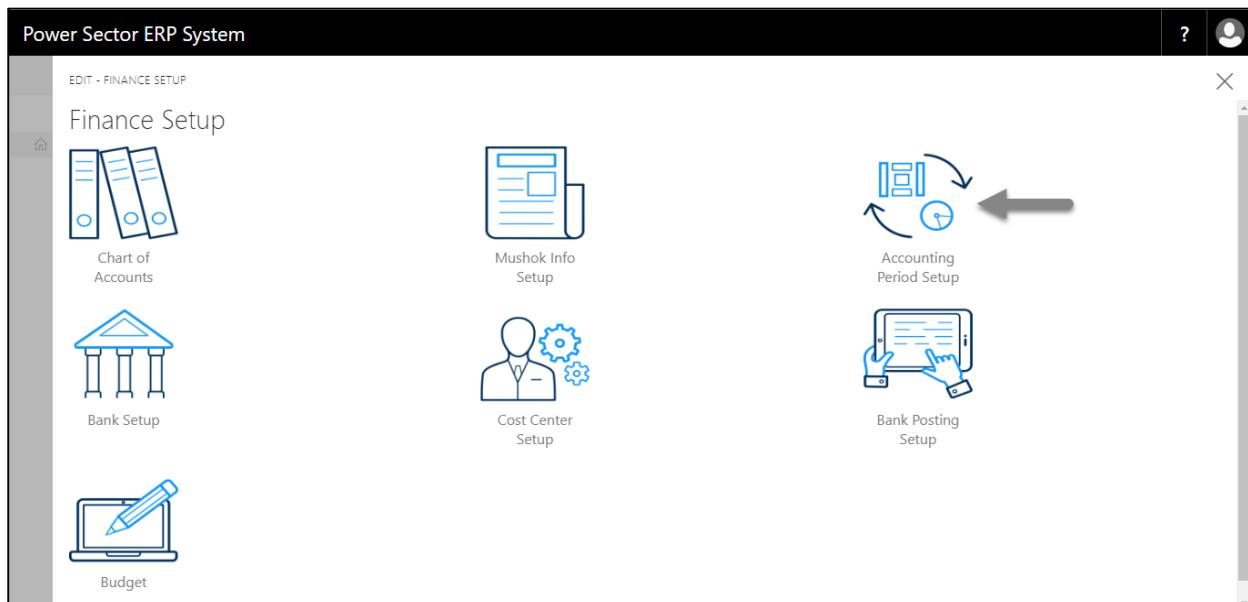
C. Choose the “**Setup**” in Finance Landing Page.



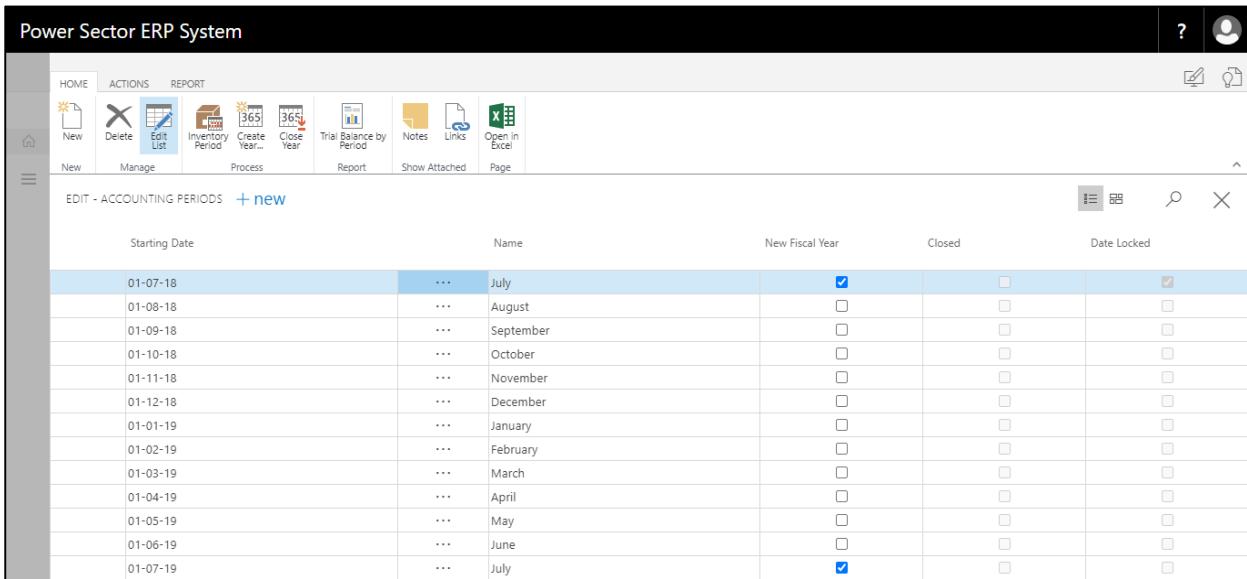
**Finance Setup Landing Page** will be appeared as below



D. Choose the "**Accounting Period Setup**" in Finance Setup Landing Page, as indicated below.



The following **Accounting Period Setup page** will be appeared.

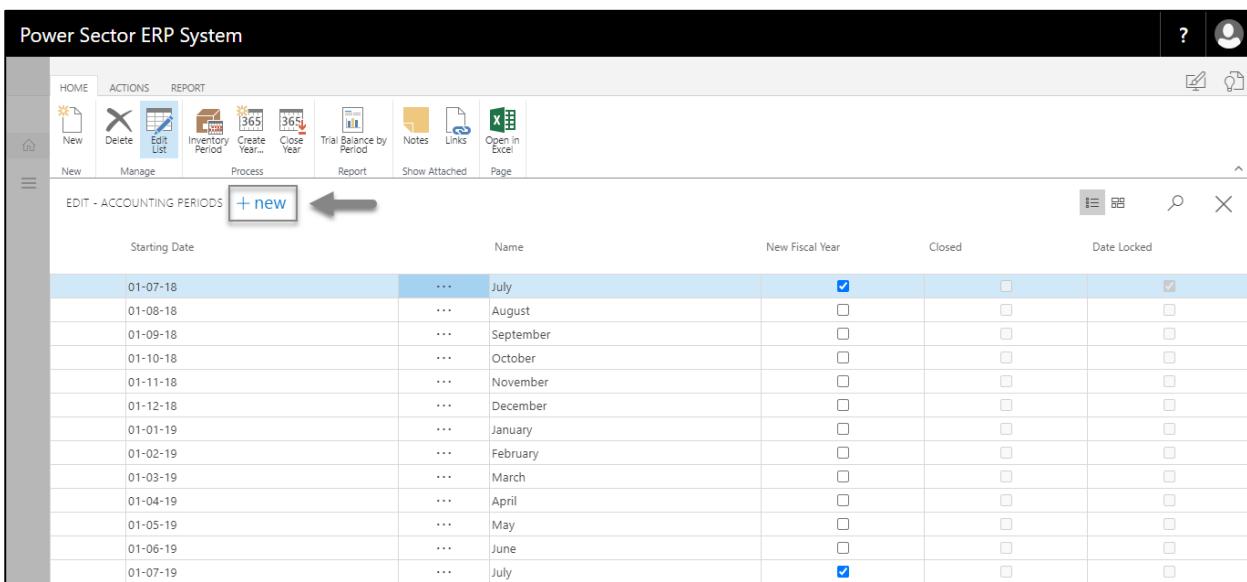


Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-07-18	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-18	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-02-19	February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-03-19	March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-04-19	April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-05-19	May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-06-19	June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-19	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

- E. Choose the “**New**” icon on the Accounting Periods List page, as indicated in figure below.



Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-07-18	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-18	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-02-19	February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-03-19	March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-04-19	April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-05-19	May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-06-19	June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-19	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In Accounting Period card one new row will be appeared.

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-07-18	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-18	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Provide below **General** information to proceed.

1. Provide **Starting Date**.

- **Starting Date: 01-08-19**

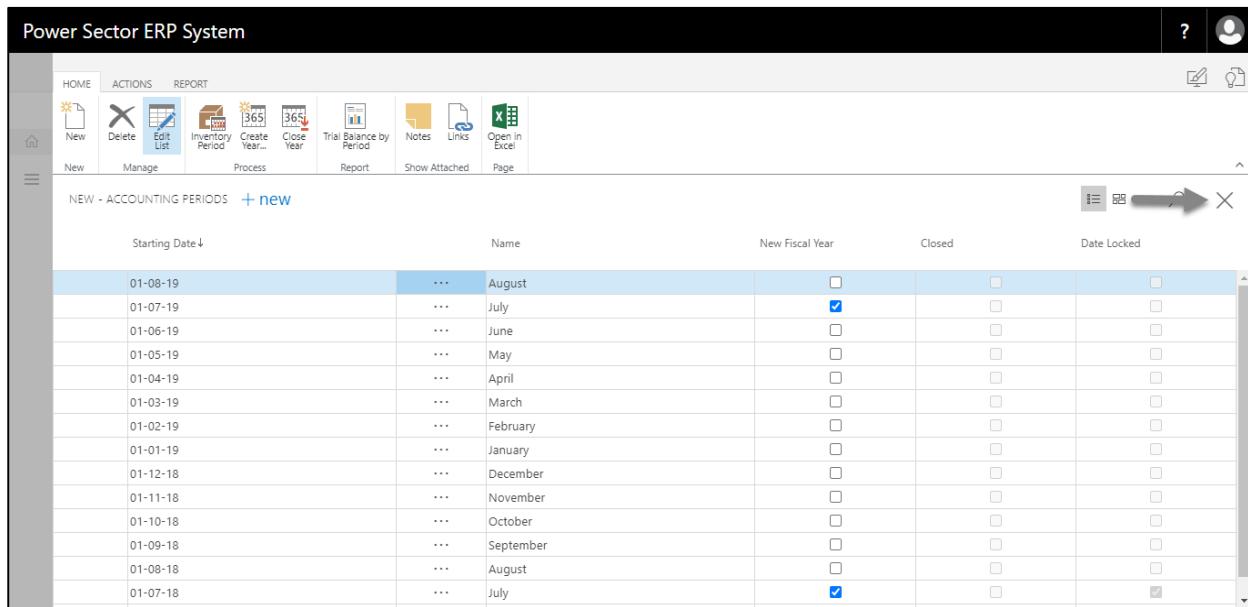
**Month name will automatically be populated by the system.**

2. Select **Allow New Fiscal Year** Checkbox to Allow new fiscal year.

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-08-19	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-19	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-06-19	June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-05-19	May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-04-19	April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-03-19	March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-02-19	February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-08-18	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-18	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### Note

For full fiscal year provide 12 months start and end date and check mark Start month and End month.

G. Click the “

The screenshot shows a software interface titled "Power Sector ERP System". At the top, there is a navigation bar with tabs: HOME, ACTIONS, and REPORT. Under the ACTIONS tab, there are several icons: New, Delete (highlighted with a red box), Edit List, Inventory Period, Create Year..., Close Year, Trial Balance by Period, Notes, Links, Open In Excel, Manage, Process, Report, Show Attached, and Page. Below the navigation bar, a message says "NEW - ACCOUNTING PERIODS + new". A table lists accounting periods with columns: Starting Date, Name, New Fiscal Year, Closed, and Date Locked. The table contains 15 rows of data. The "Closed" column has checkboxes; the row for "01-07-18" has a checked checkbox, while others are empty. The "Date Locked" column also has checkboxes, with the first few rows having checked boxes. At the bottom right of the table area, there is a red arrow pointing to the "X" button, which is used for saving and closing changes.

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-08-19	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-19	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-06-19	June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-05-19	May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-04-19	April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-03-19	March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-02-19	February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-08-18	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-18	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## FI-104 How to: Setup Bank

### Introduction

This process demonstrates how to setup Bank of an organization. This setup is all about finance core setup. To perform Finance, Bank setup is most important Setup.

### Roles

- Module Admin

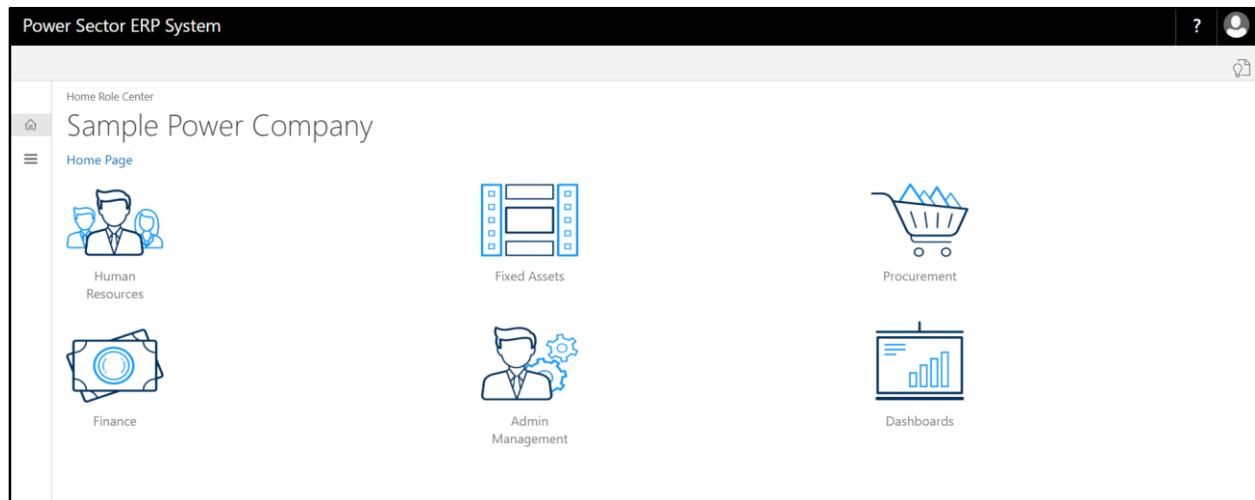
### Prerequisites

- Chart of Accounts

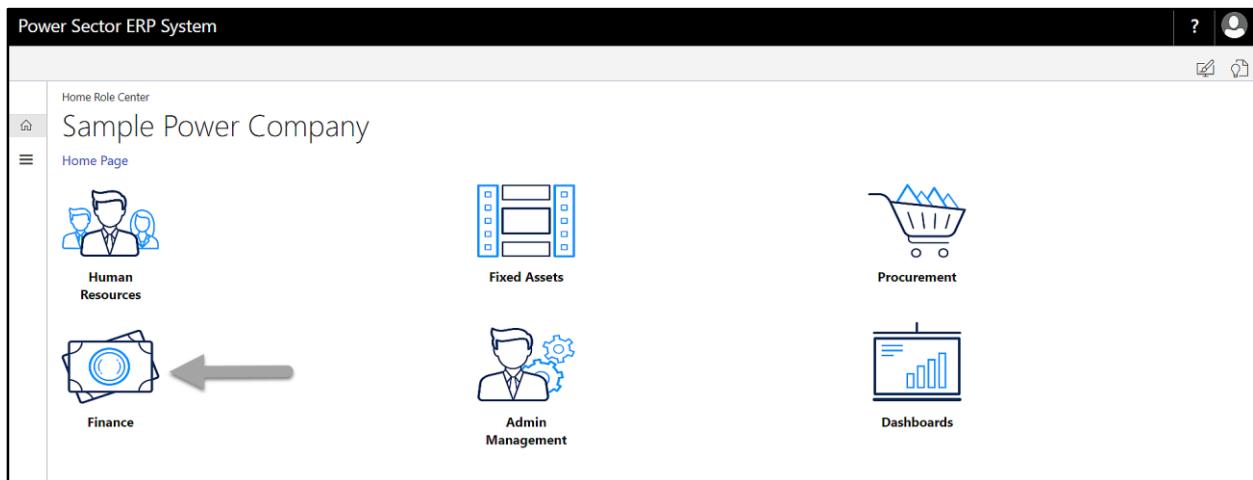
## Setup Bank Account

To initiate, follow the steps below.

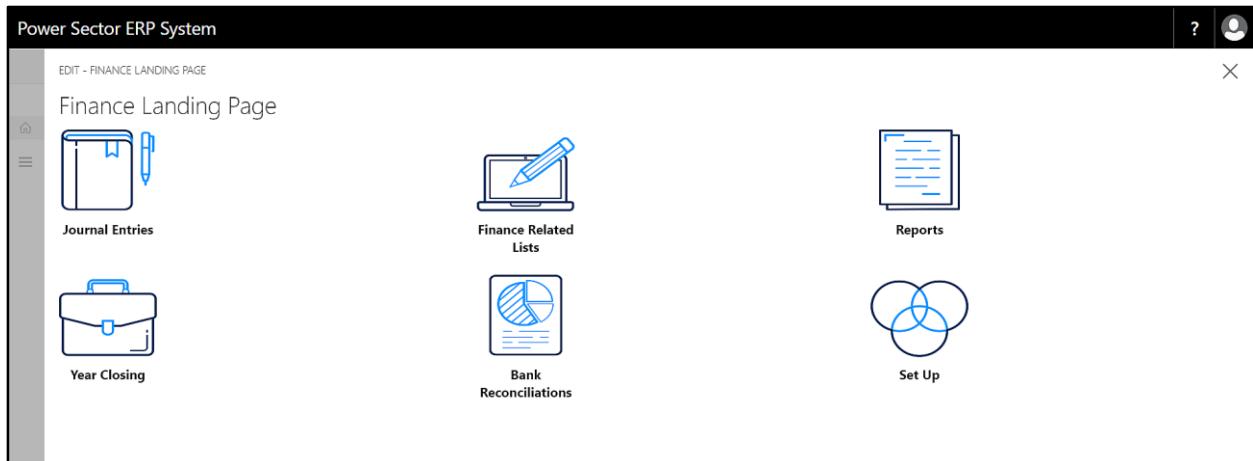
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



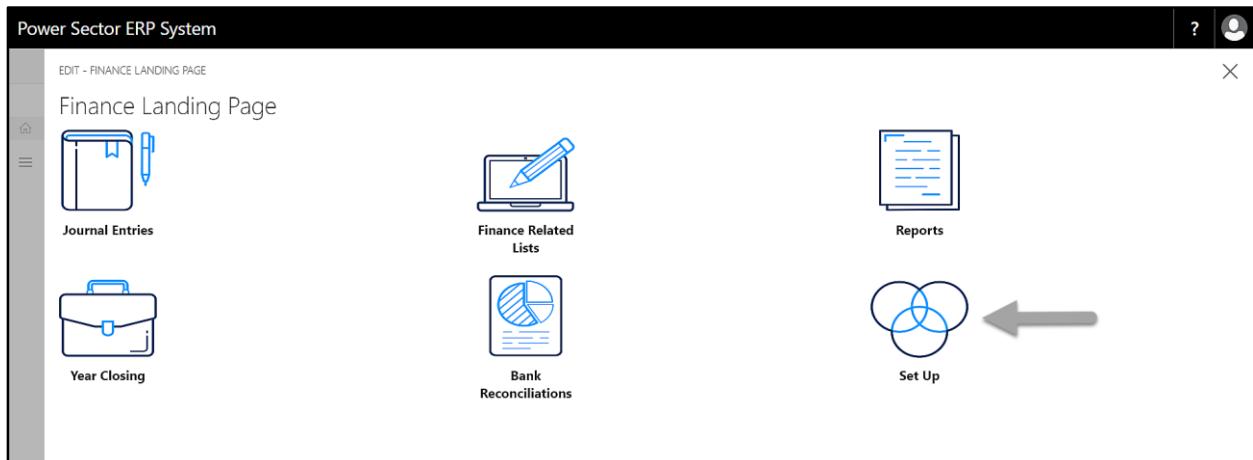
B. Choose the “Finance” icon.



Finance Landing Page will be appeared as below

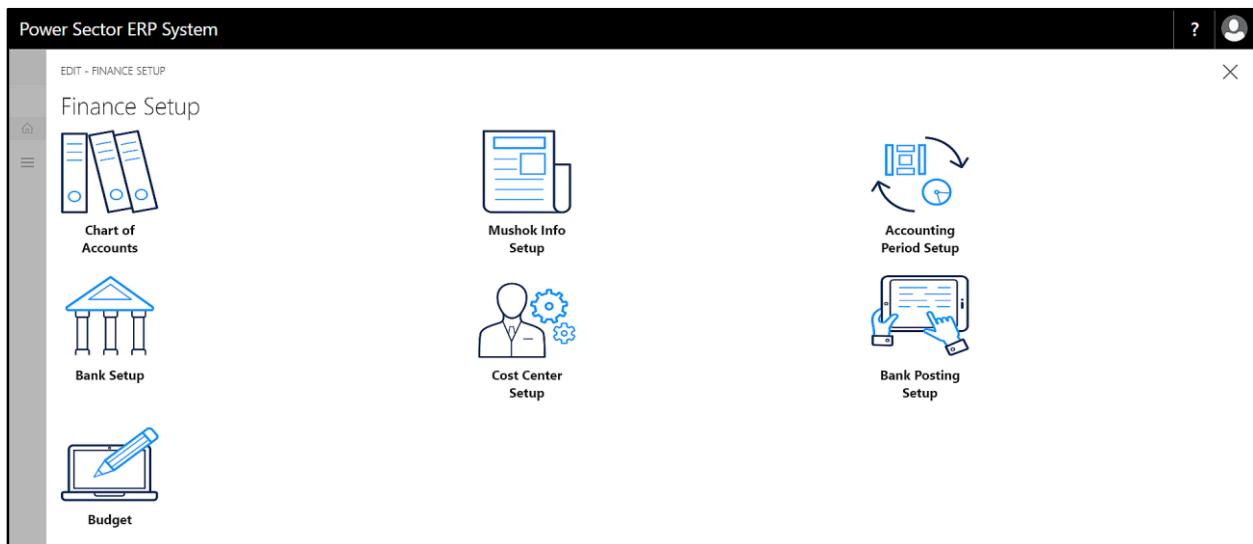


C. Choose the “Setup” in Finance Landing Page.

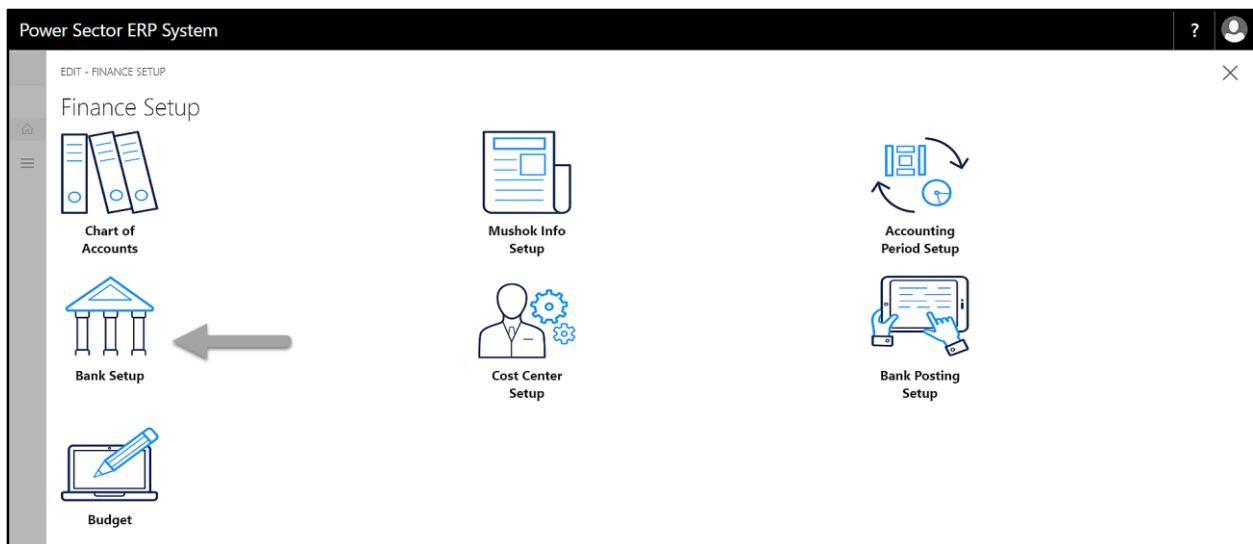


## User Manual for Finance Module, ERP System for Power Division

Finance Setup landing page will be appeared as below



D. Choose the “**Bank Setup**” in Finance Setup Landing Page.



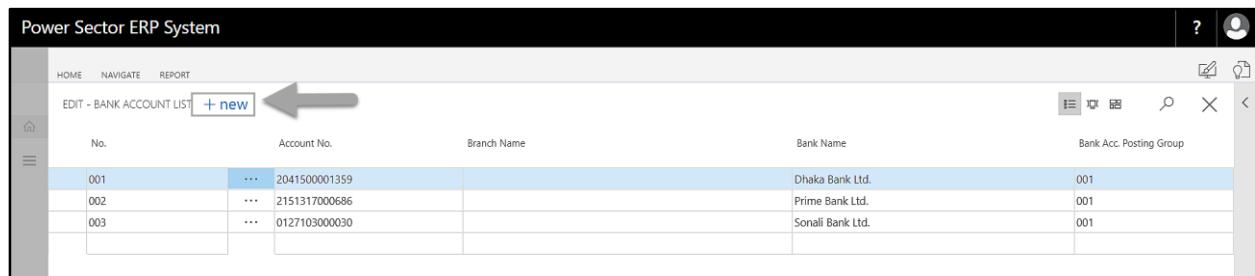
The following Bank Account List page will be appeared.

No.	Account No.	Branch Name	Bank Name	Bank Acc. Posting Group
001	2041500001359		Dhaka Bank Ltd.	001
002	2151317000686		Prime Bank Ltd.	001
003	0127103000030		Sonali Bank Ltd.	001

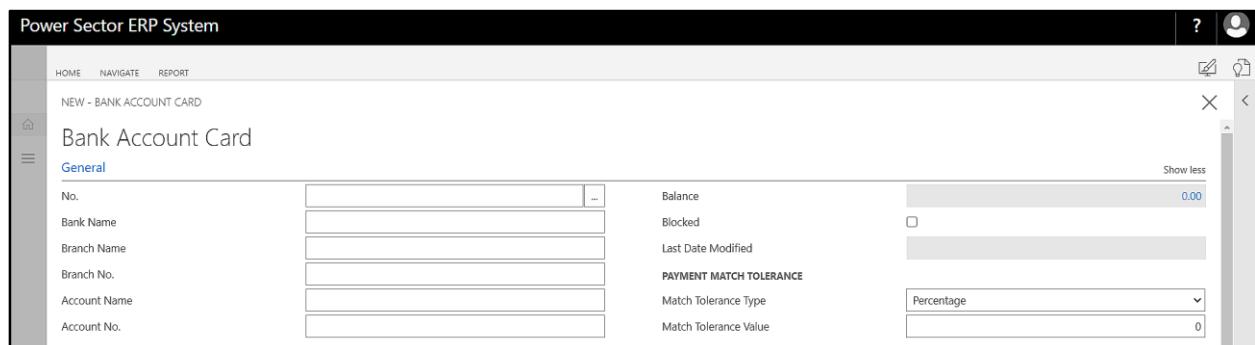
### Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “New” icon.



Bank Account Card Page will be appeared as below



F. Provide below **General** information to proceed.

1. Provide **No.**
  - **No: BANK004**
2. Provide **Bank Name.**
  - **Bank Name: Pubali Bank**
3. Provide **Branch Name.**
  - **Branch Name: Uttara**
4. Provide **Branch No.**
  - **Branch No: 025**
5. Provide **Account Name**
  - **Account Name: Corporate office**
6. Provide **Account No.**
  - **Account No.: 6846541531**
7. **Balance** Data will be updated as Transaction go on.
8. Select **Blocked** checkbox to Block this account.
9. **Last Date Modified** will be updated through system.

10. Choose the **Match Tolerance Type** from the dropdown by clicking on  button.

- **Match Tolerance Type: Percentage**

11. Provide **Match Tolerance Value**

- **Match Tolerance Value: 0**

No.	BANK004	1	...
Bank Name	Pubali Bank	2	
Branch Name	Uttura	3	
Branch No.	025	4	
Account Name	Corporate office	5	
Account No.	6846541531	6	
Balance	0.00		
Blocked	<input type="checkbox"/>		
Last Date Modified	8		
PAYMENT MATCH TOLERANCE			
Match Tolerance Type	Percentage		
Match Tolerance Value	0		

G. Provide below **Communication** information to proceed.

1. Provide **Address**

- **Address: Uttura 7 no sector**

2. Provide **Address 2**

- **Address 2: Jashim Uddin Road**

3. Choose the **Post Code** from the dropdown by clicking on  button.

- **Post Code: 001**

4. **City** will be auto populated from system as per Post Code

5. **Country/Region Code** will be auto populated from system as per Post Code

6. Provide **Phone No.**

- **Phone No.: 8585857**

7. Provide **Contact**

- **Contact: 0154241414**

8. Provide **Fax No.**

- **Fax No.: 212-555-1234**

9. Provide **Email**

- **Email: Test@gmail.com**

10. Provide **Home Page**

- **Home Page: Link**

Communication				
Address	Uttara 7 no sector	<input type="text" value="1"/>	Phone No.	8585857
Address 2	Jashim Uddin Road	<input type="text" value="2"/>	Contact	0154241414
Post Code	001	<input type="text" value="3"/>	Fax No.	212-555-1234
City	Dhaka	<input type="text" value="4"/>	Email	Test@gmail.com
Country/Region Code	+880	<input type="text" value="5"/>	Home Page	<input type="text" value="Link"/>

H. Provide below **Posting** information to proceed.

1. Provide **Currency Code**

- **Currency Code: BDT**

2. Provide **Last Check No.**

- **Last Check No.: 7852865254**

3. Provide **Transit No.**

- **Last Check No.: 7542154210**

4. Provide **Last Statement No.**

- **Last Statement No.: 5454**

5. Provide **Last Payment Statement No.**

- **Last Payment Statement No.: 552154**

6. Provide **Balance Last Statement**

- **Balance Last Statement: 0**

7. Choose the **Bank Acc. Posting Group** from the dropdown by clicking on  button.

- **Bank Acc. Posting Group: 001**

Posting				
Currency Code	BDT	<input type="text" value="1"/>	Last Payment Statement No.	552154
Last Check No.	7852865254	<input type="text" value="2"/>	Balance Last Statement	0.00
Transit No.	7542154210	<input type="text" value="3"/>	Bank Acc. Posting Group	<input type="text" value="001"/>
Last Statement No.	5454	<input type="text" value="4"/>		<input type="text" value="7"/>

I. Provide below **Posting** information to proceed.

1. Provide **Transit No.**

- **Last Check No.: 7542154210**

2. Provide **SWIFT Code.**

- **SWIFT Code: 8465465**

3. Provide **IBAN**

- **IBAN: 68468465**

4. Choose the **Bank Statement Import Format** from the dropdown by clicking on button.

- **Bank Statement Import Format: SEPACT**

Transfer	
Transit No.	7542154210 1
SWIFT Code	8465465 2
IBAN	68468465 3
Bank Statement Import Format	SEPACT 4
Payment Export Format	SEPACT 5

- J. Click the “” button to save and close

Power Sector ERP System

NEW - BANK ACCOUNT CARD - BANK004 - PUBALI BANK

BANK004 · Pubali Bank

General

No.	BANK004	Balance	0.00
Bank Name	Pubali Bank	Blocked	<input type="checkbox"/>
Branch Name	Uttura	Last Date Modified	
Branch No.	025	PAYMENT MATCH TOLERANCE	
Account Name	Corporate office	Match Tolerance Type	Percentage
Account No.	6846541531	Match Tolerance Value	0

## FI-105 How to: Setup Cost Center

### Introduction

This process demonstrates how to setup Cost Center of an organization. This setup is all about finance core setup. To perform Finance, Cost Center Setup is most important Setup.

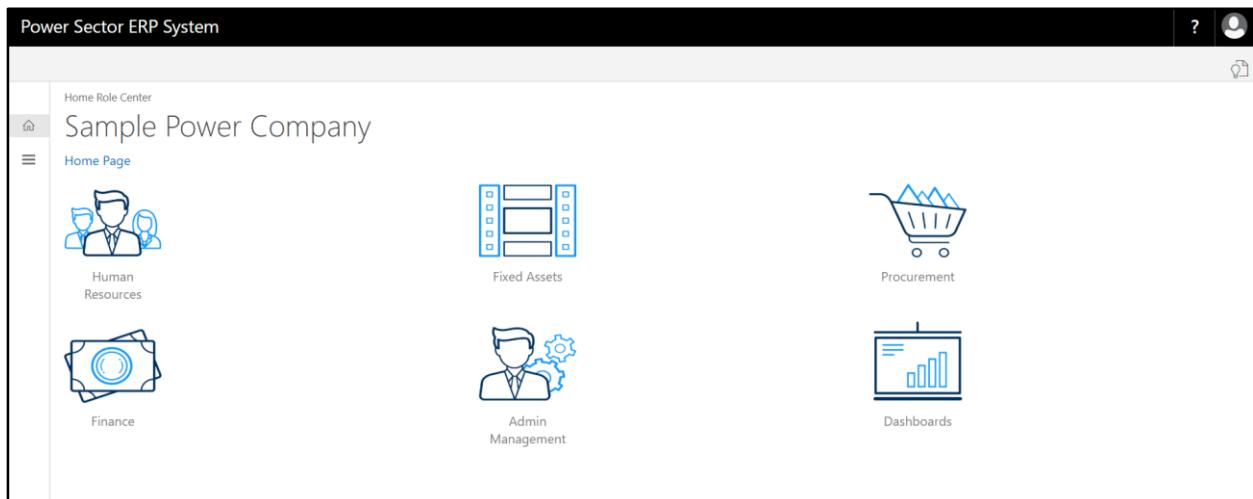
### Roles

- Module Admin

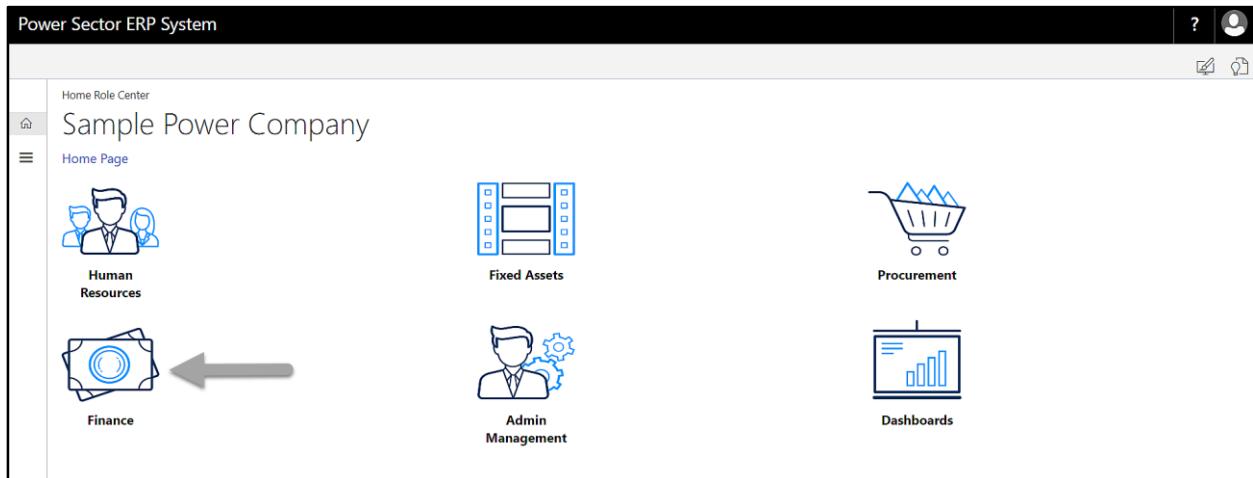
## Setup Cost Center

To initiate, follow the steps below.

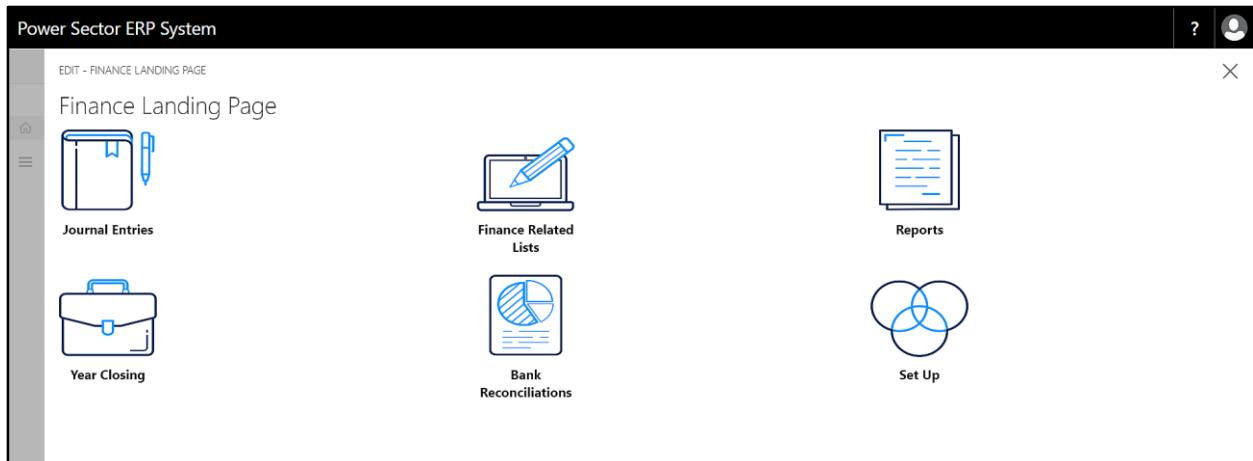
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



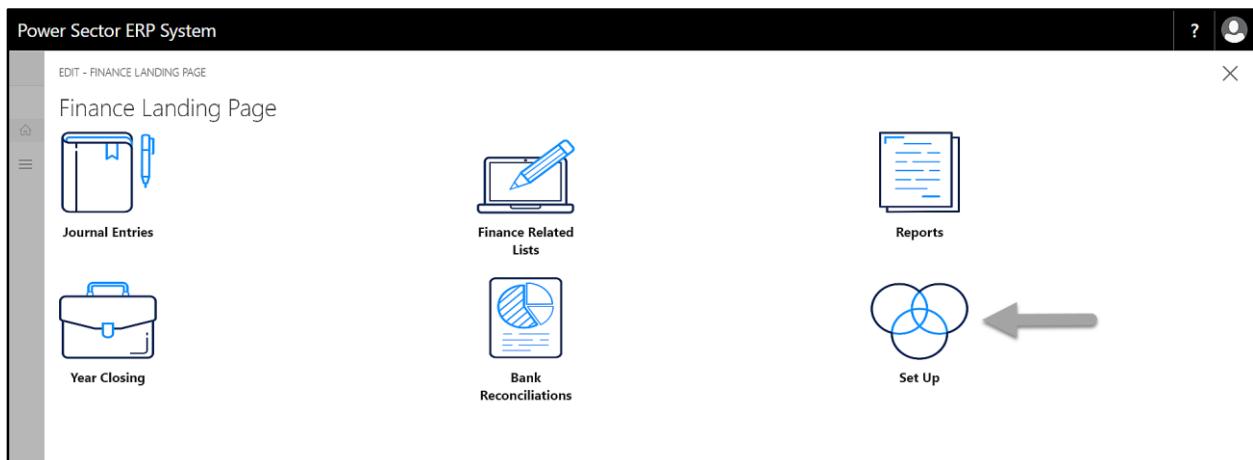
B. Choose the “Finance” icon.



Finance Landing Page will be appeared as below

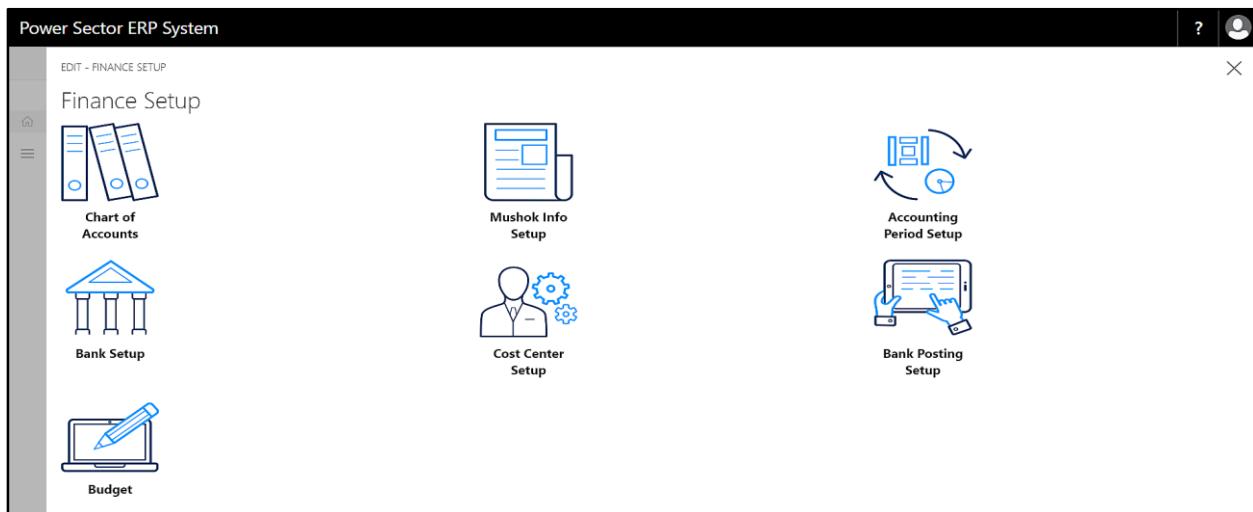


C. Choose the “Setup” in Finance Landing Page.

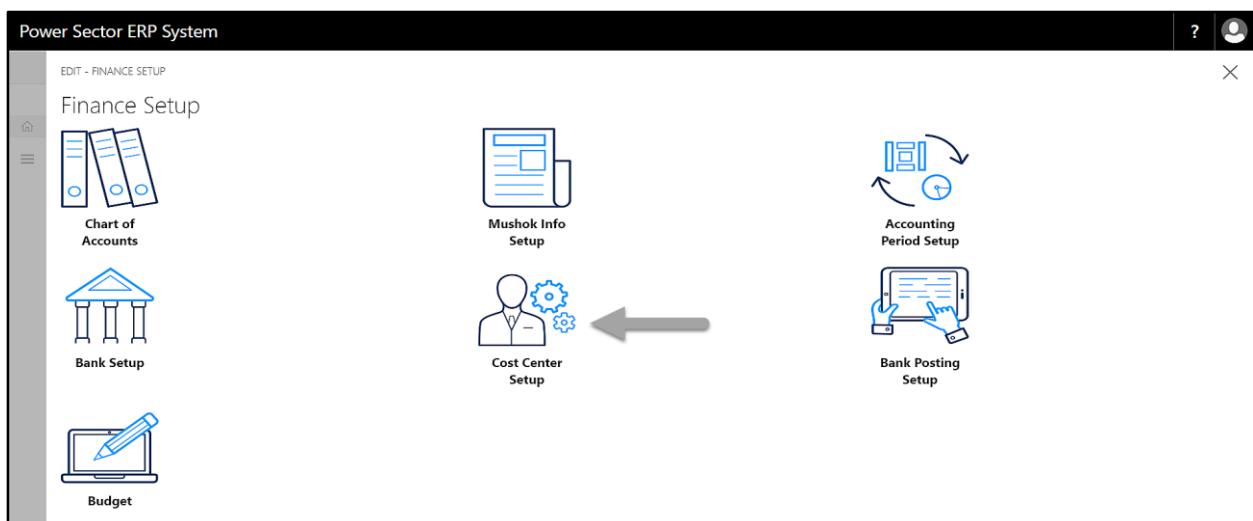


## User Manual for Finance Module, ERP System for Power Division

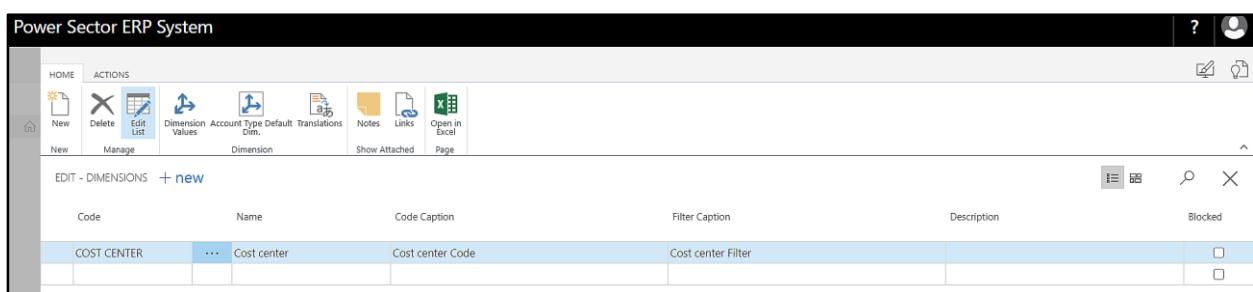
Finance Setup landing page will be appeared as below



D. Choose the “**Cost Center Setup**” in Finance Setup Landing Page.



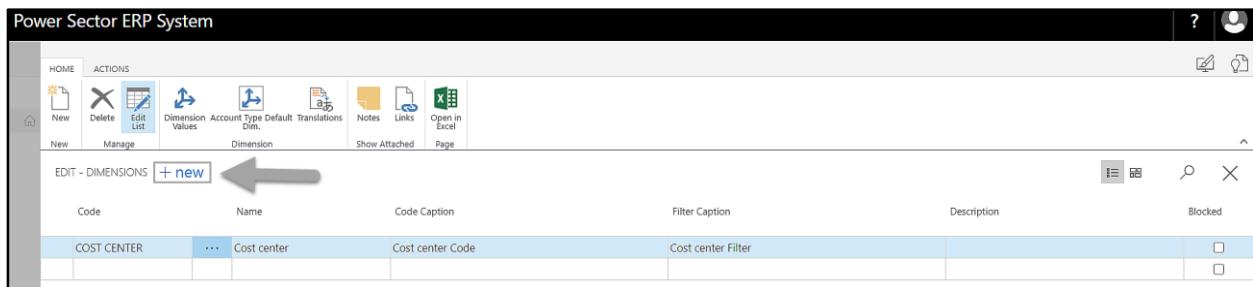
The following “Cost Center/Dimensions” page will be appeared.



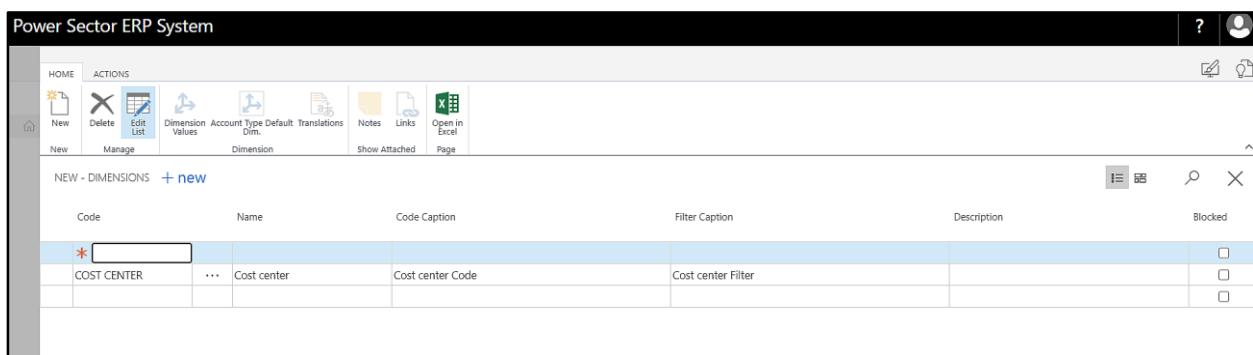
### Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “New” icon.

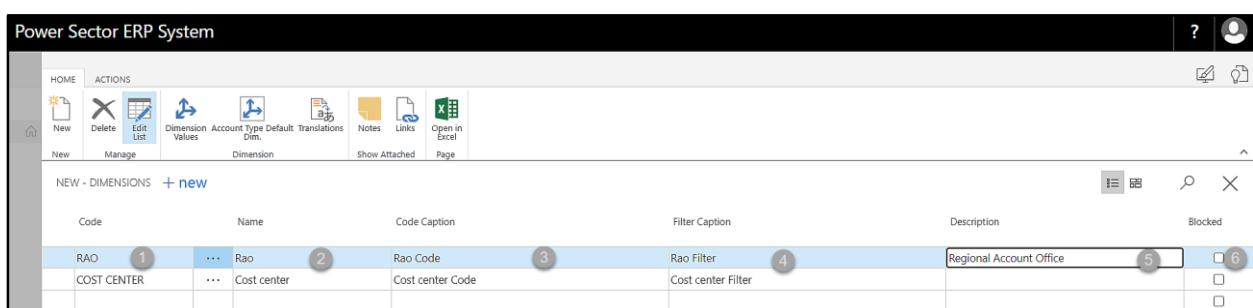


New row will be appeared as below



F. Provide below information to proceed.

1. Provide **Code**
  - **Code: RAO**
2. **Name** will be populated by system based on **Code**
3. **Code Caption** will be populated by system based on **Code**
4. **Filter Caption** will be populated by system based on **Code**
5. Provide **Description**
  - **Description: Regional Account Office**
6. Select check box **Blocked** to block this dimension



G. Click on **Dimension Values** to Set values

Code	Name	Code Caption	Filter Caption	Description	Blocked
RAO ①	... Rao ②	Rao Code ③	Rao Filter ④	Regional Account Office ⑤	<input type="checkbox"/> ⑥
COST CENTER	... Cost center	Cost center Code	Cost center Filter		<input type="checkbox"/>

Following Dimension Values Card page will be appeared

Code	Name	Dimension Value Type	Blocked
*		Standard	<input type="checkbox"/>

**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

H. Choose the “**New**” icon.

Code	Name	Dimension Value Type	Blocked
*		Standard	<input type="checkbox"/>

New row will be appeared as below

Code	Name	Dimension Value Type	Blocked
*		Standard	<input type="checkbox"/>

I. Provide Below information to Proceed.

1. Provide **Code**

• **Code: 001**

2. Provide **Name**

• **Name: Thakurgaon**

3. Choose the **Dimension Value Type** from the dropdown.

• **Dimension Value Type: Standard**

4. Select check box **Blocked** to block this dimension value

A screenshot of a web-based application titled "Power Sector ERP System". The top navigation bar includes "HOME" and "ACTIONS" buttons, along with icons for help, search, and user profile. Below the header, the title "EDIT - DIMENSION VALUES - RAO - RAO" is displayed, followed by a "+ new" button. The main content area is a table with four columns: "Code", "Name", "Dimension Value Type", and "Blocked". There is one row of data: Code 001, Name Thakurgaon, Dimension Value Type Standard, and Blocked status (unchecked).

Code	Name	Dimension Value Type	Blocked
001	Thakurgaon	Standard	<input type="checkbox"/>

J. Click the “” button to save and close

A screenshot of the same "Edit - Dimension Values" screen. The data in the table remains the same: Code 001, Name Thakurgaon, Dimension Value Type Standard, and Blocked status (checked). A large red arrow points to the "X" button in the top right corner of the window, indicating where to click to save and close the operation.

Code	Name	Dimension Value Type	Blocked
001	Thakurgaon	Standard	<input checked="" type="checkbox"/>

## FI-106 How to: Setup Bank Posting

### Introduction

This process demonstrates how to setup Bank Posting for an organization.

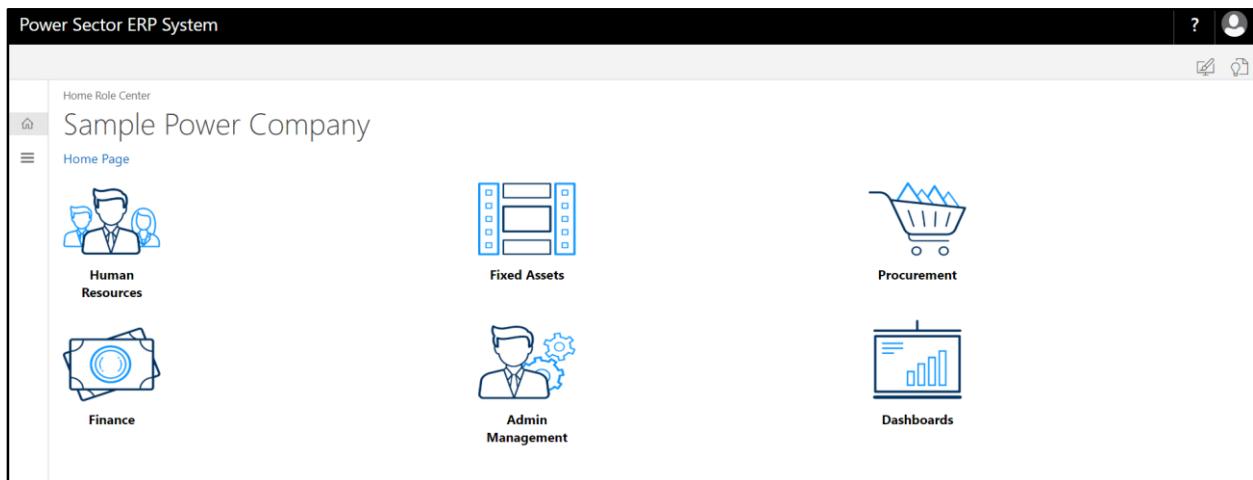
### Roles

- Module Admin

## Bank Posting Setup

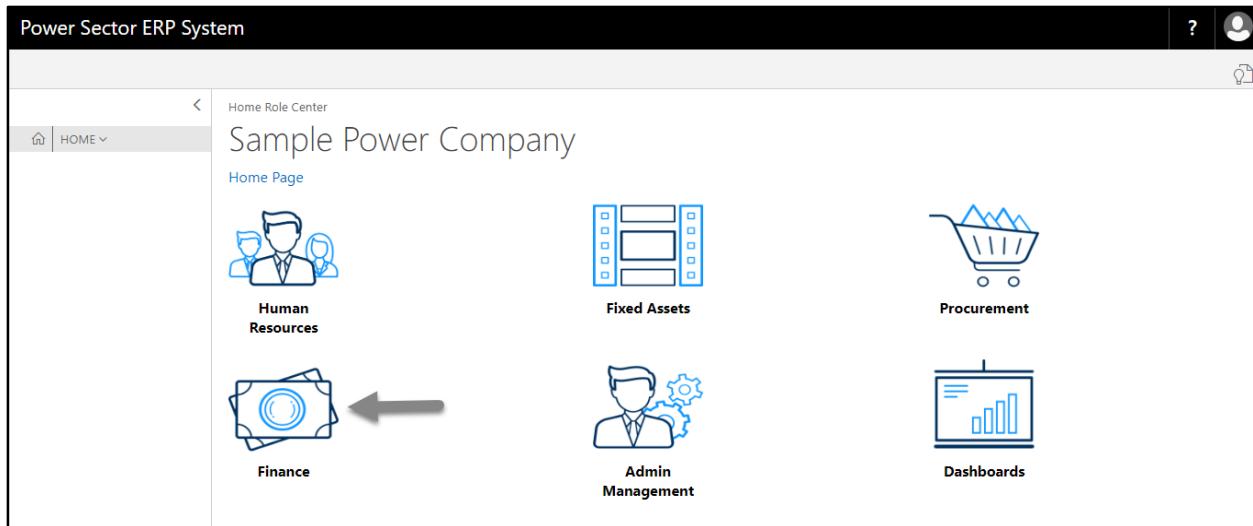
To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

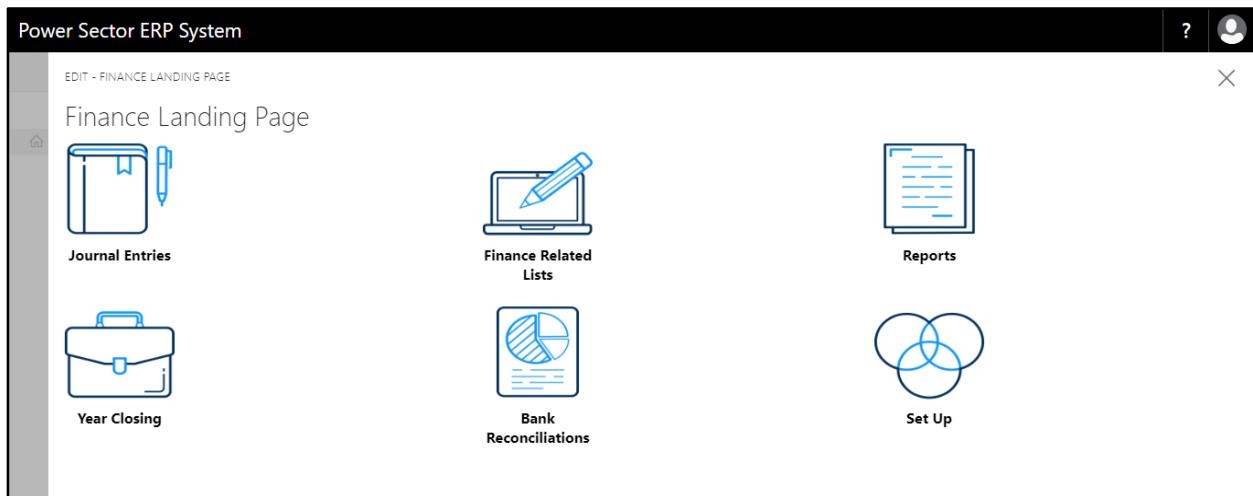


- B. Choose the "**Finance**" icon.

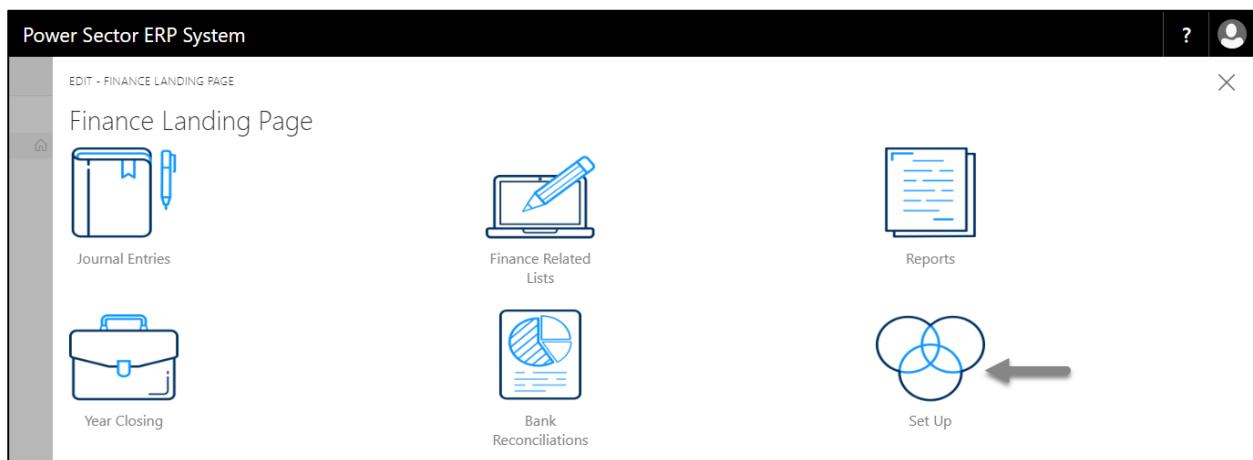
## User Manual for Finance Module, ERP System for Power Division



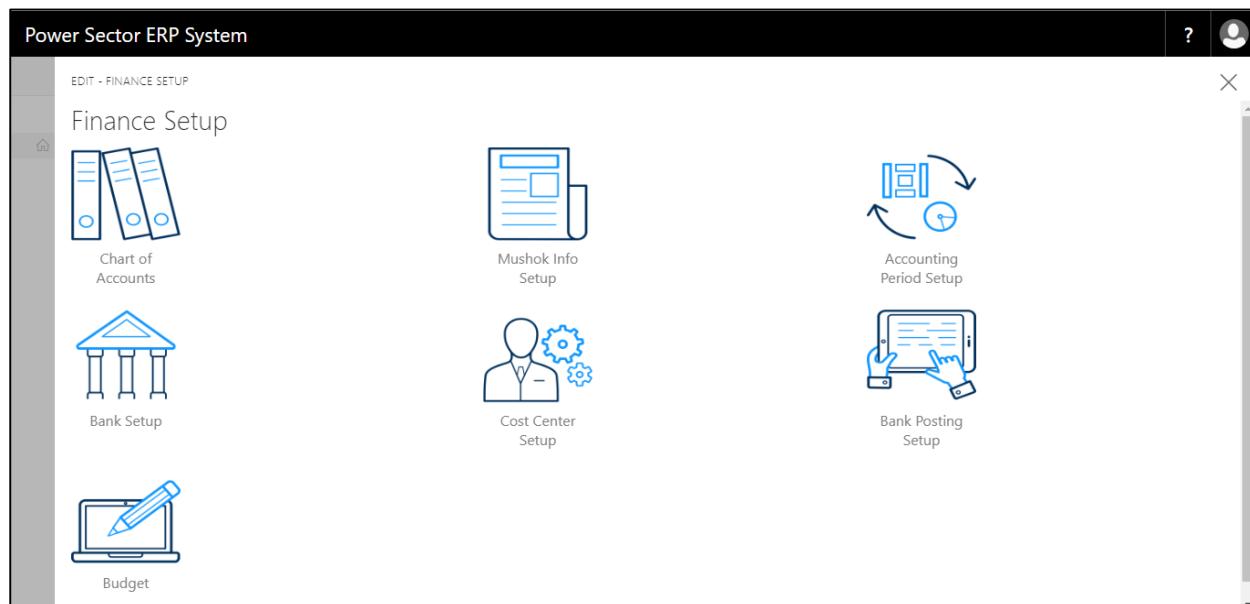
**Finance Landing Page** will be appeared as below



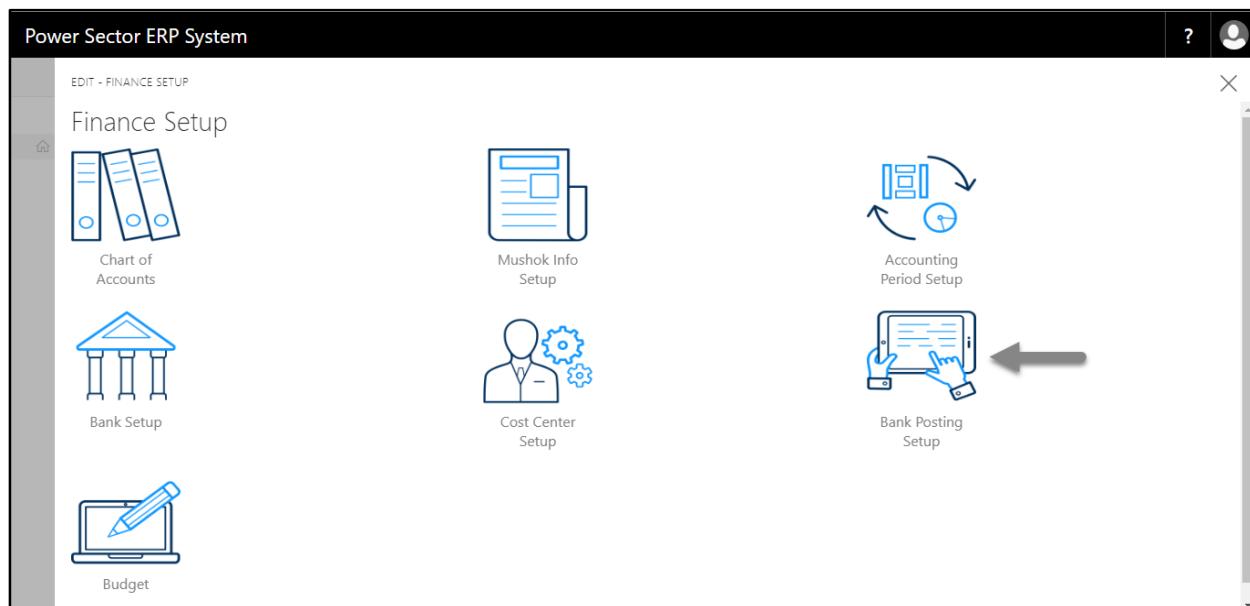
C. Choose the “**Setup**” in FI Landing Page.



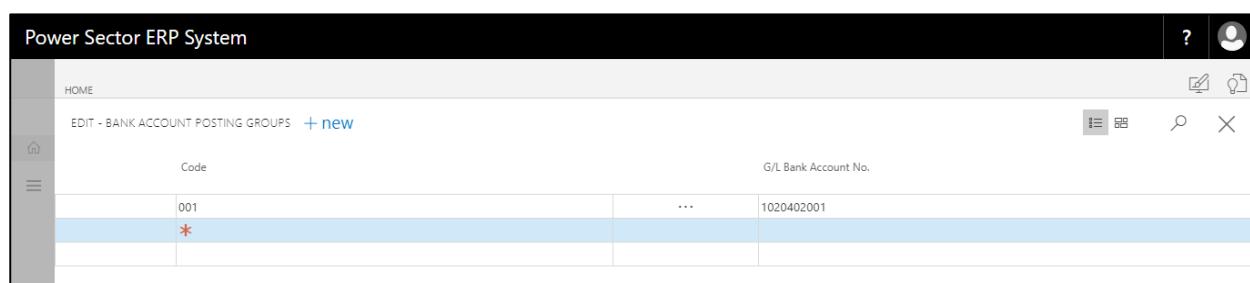
**FI Setup Landing Page** will be appeared as below



D. Choose the “**Bank Posting Setup**” in FA Setup Landing Page, as indicated below.



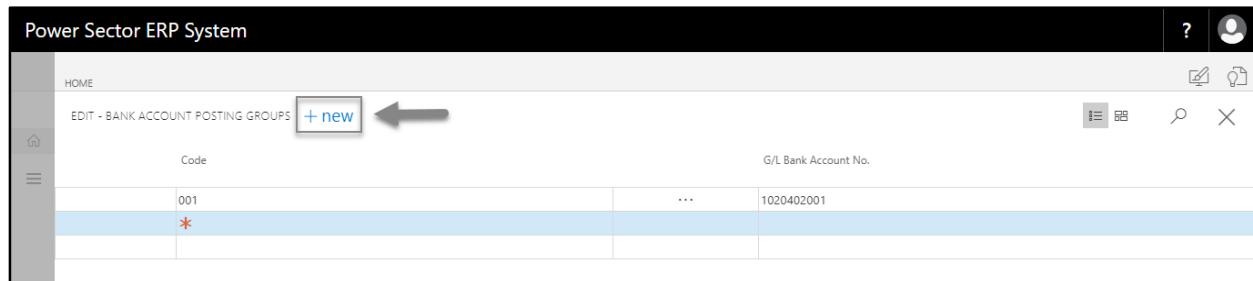
The following **Bank Posting Setup page** will be appeared.



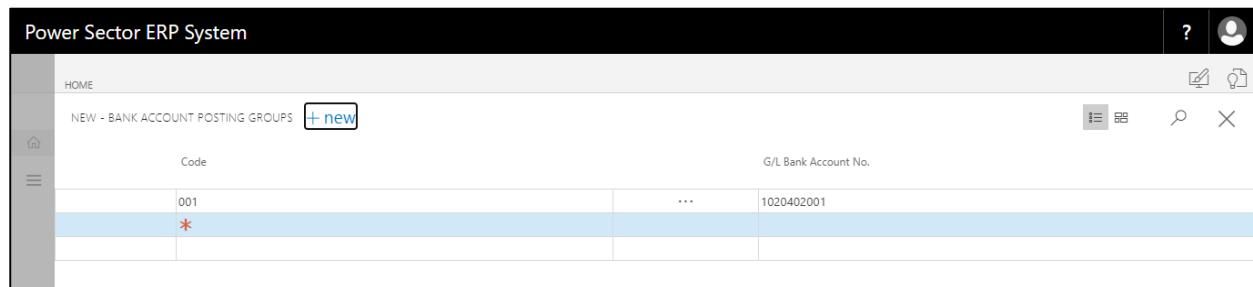
**Note**

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “**New**” icon on the Bank Posting List page, as indicated in figure below.

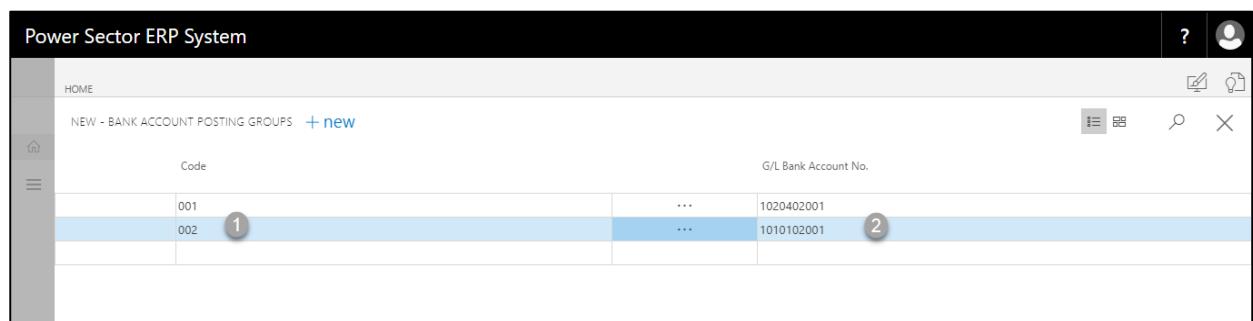


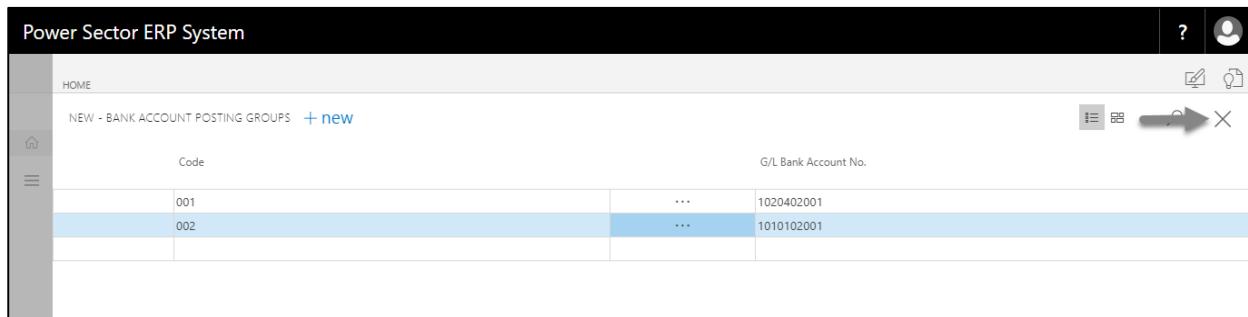
In **Bank Account Posting Card** One new row will be appeared.



F. Provide below **General** information to proceed.

1. Provide **Code**.
  - **Code: 002**
2. Select **G/L Bank Account No.** from the dropdown.
  - **G/L Bank Account No.: 1010102001**



G. Click the “

Code	G/L Bank Account No.
001	1020402001
002	1010102001

## FI-107 How to: Setup Budget

### Introduction

This process demonstrates how to setup Budget for an organization.

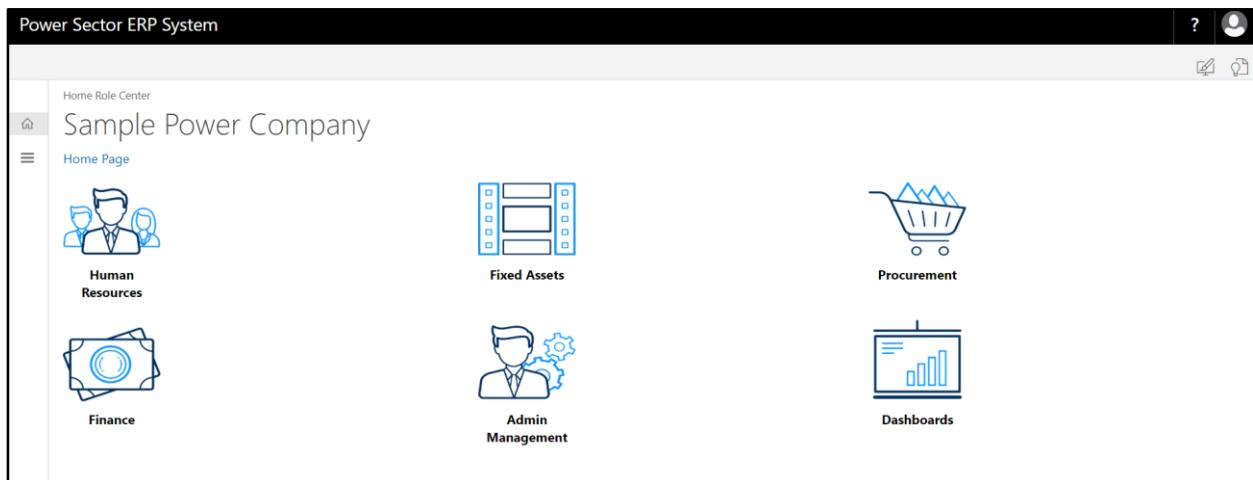
### Roles

- Module Admin

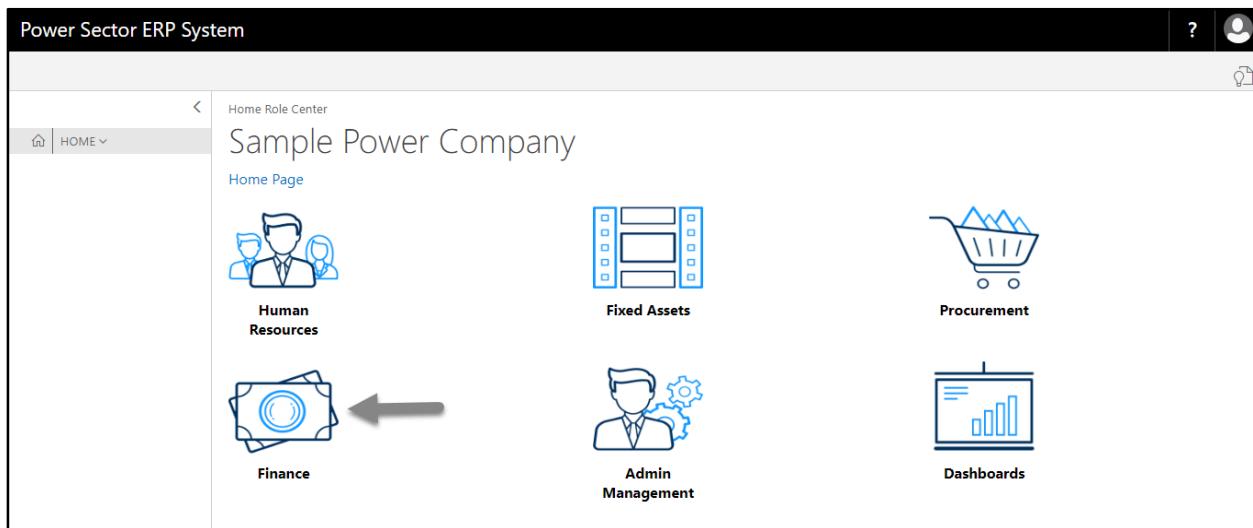
## Budget Setup

To initiate, follow the steps below.

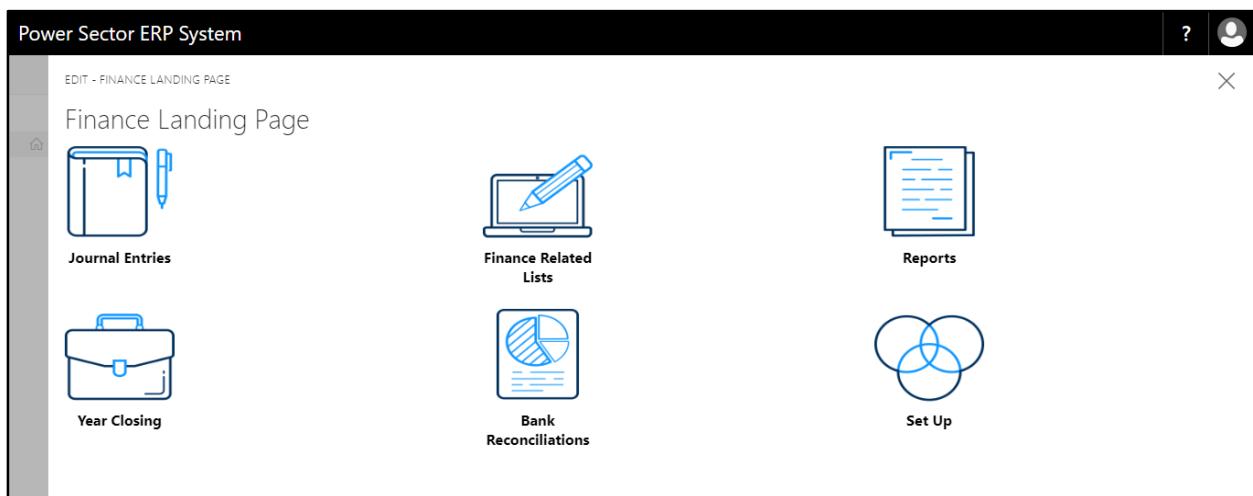
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



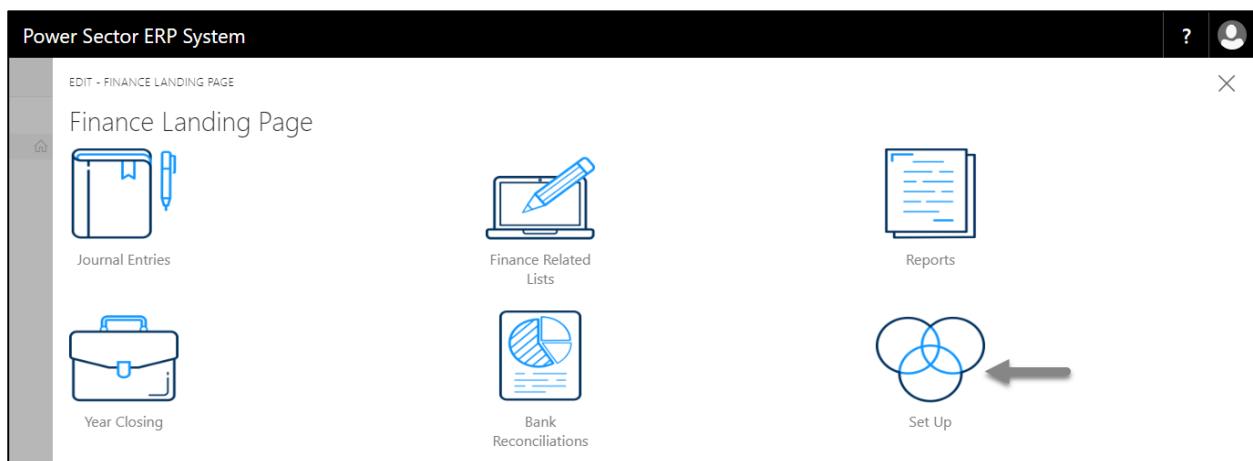
B. Choose the “**Finance**” icon.



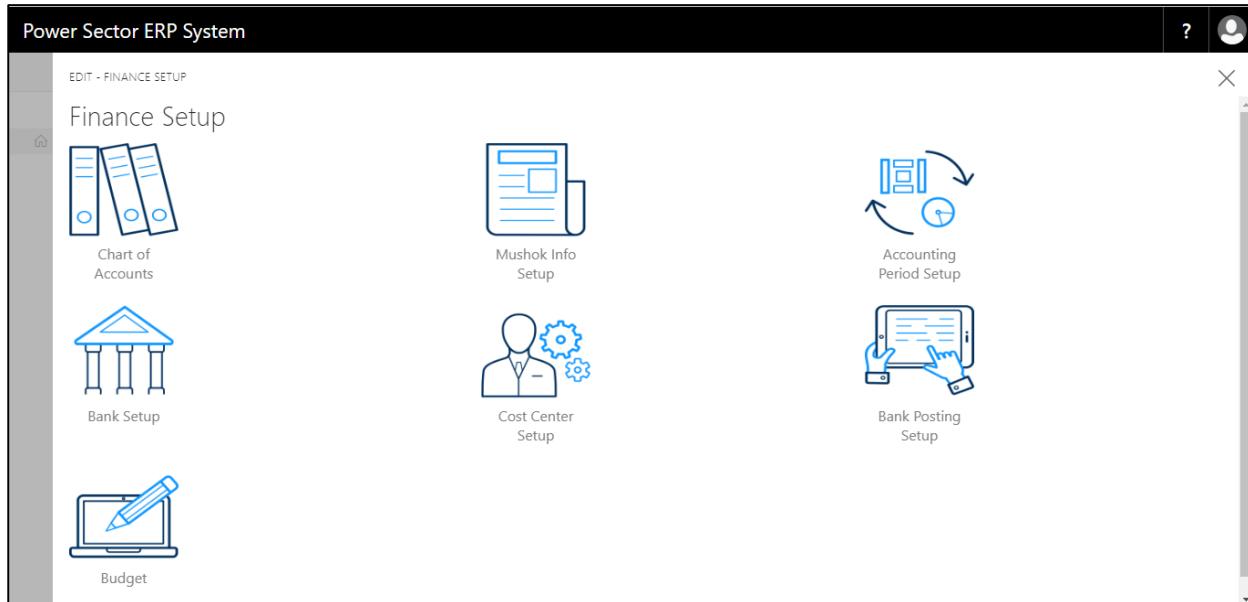
**FI Landing Page** will be appeared as below



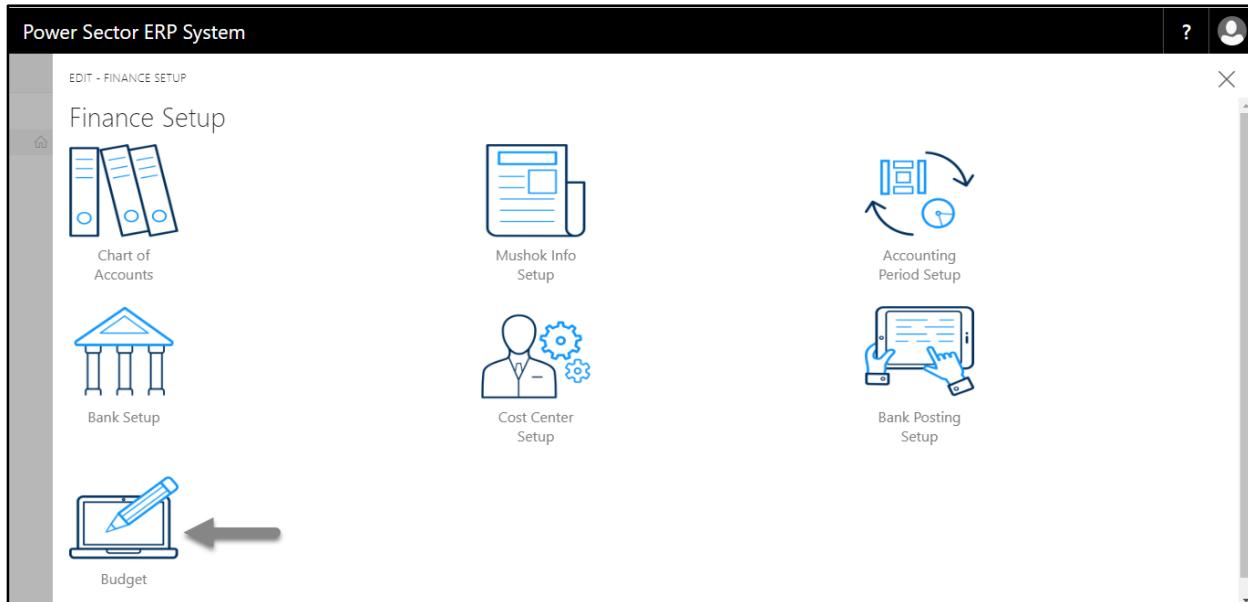
C. Choose the “**Setup**” in FI Landing Page.



**FI Setup Landing Page** will be appeared as below

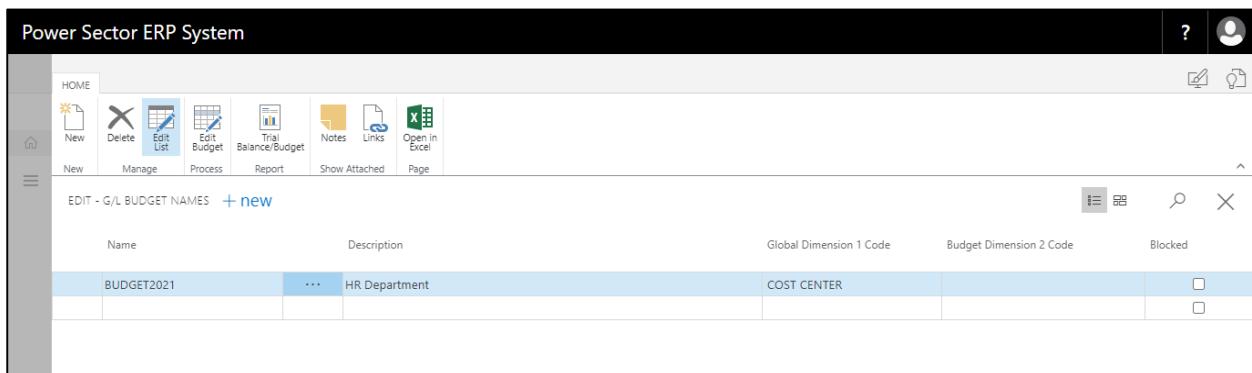


D. Choose the "**Budget**" in FA Setup Landing Page, as indicated below.



## User Manual for Finance Module, ERP System for Power Division

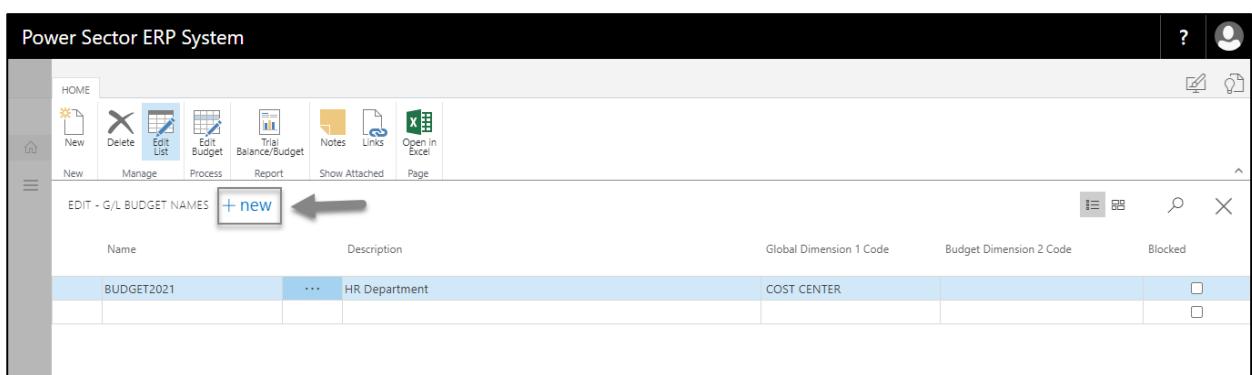
The following **Budget** will be appeared.



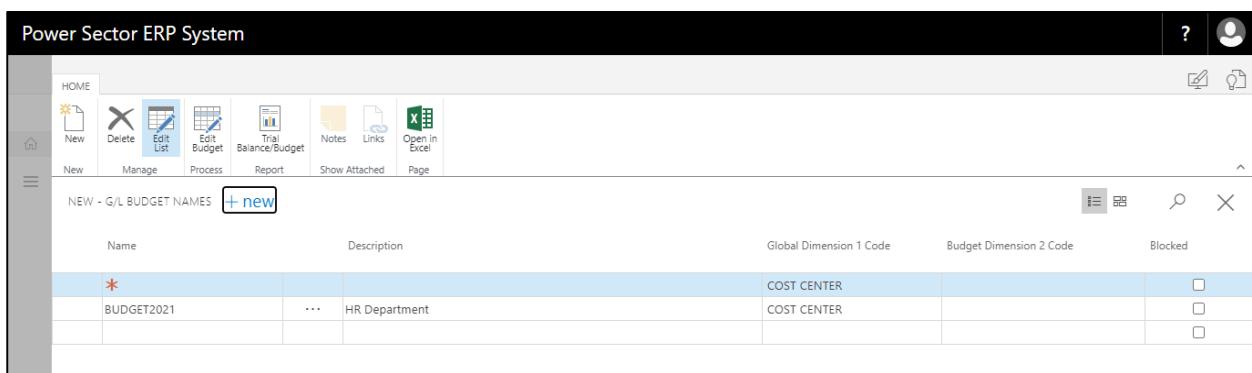
### Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “**New**” icon on the Budget page, as indicated in figure below.



In **Budget Card** One new row will be appeared.



F. Provide below **General** information to proceed.

1. Provide **Name**.

- **Name: BUDGET2020**

## 2. Provide **Description**.

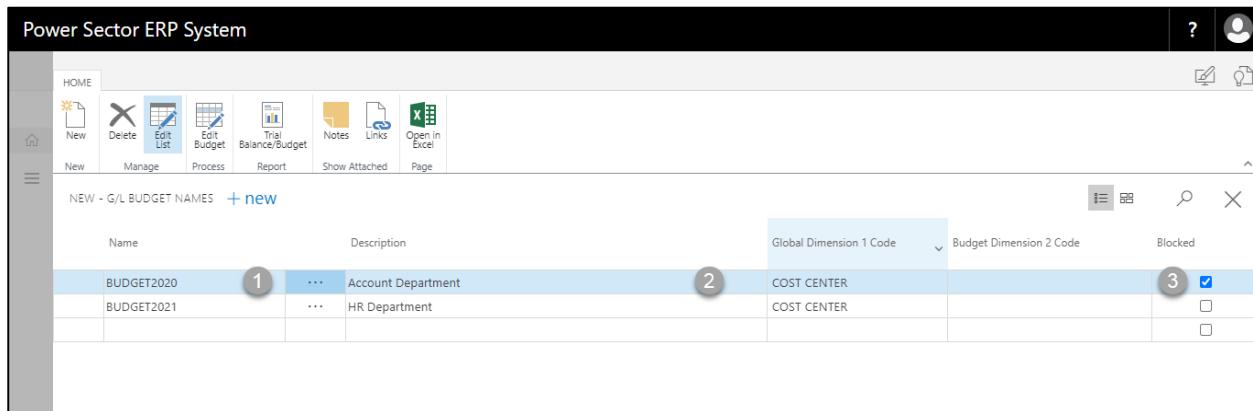
- **Description: Account Department**

**Global Domain 1 Code will be auto populated by the system.**

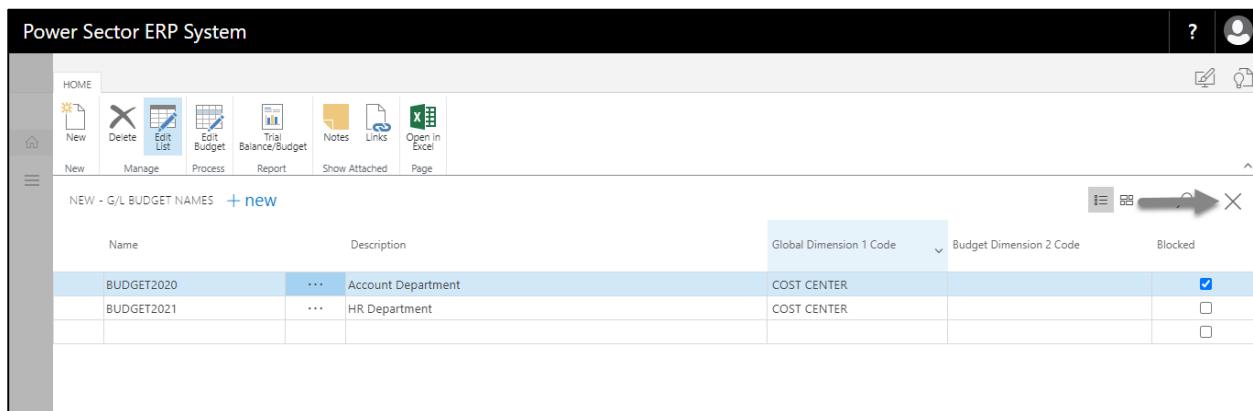
## 3. Select **Blocked** Checkbox to Blocked this budget.

### Note

You can provide Global Domain 2 Code by clicking on the dropdown.



Name	Description	Global Dimension 1 Code	Budget Dimension 2 Code	Blocked
BUDGET2020	1 ... Account Department	2 COST CENTER		3 <input checked="" type="checkbox"/>
BUDGET2021	... HR Department	COST CENTER		<input type="checkbox"/>

G. Click the “

Name	Description	Global Dimension 1 Code	Budget Dimension 2 Code	Blocked
BUDGET2020	... Account Department	COST CENTER		<input checked="" type="checkbox"/>
BUDGET2021	... HR Department	COST CENTER		<input type="checkbox"/>

## FI-200 Actions

### Introduction

This section shows how the actions work in the Finance module. Finance actions contain –

- FI-201** Journal Entries
- FI-201.1** General Journal
- FI-201.2** Payments Journal
- FI-201.3** Save Standard Journal
- FI-201.4** Get and Post from Standard Journal
- FI-202** Year Closing
- FI-203** Bank Reconciliation

### Role

- Module Admin and User

### Prerequisite

- Module Admin credentials – username and password

## **FI-201 How to: Journal Entries**

### **Introduction**

This process demonstrates how to entries Journal. This is all about entry Process for an organization. The entry process of an organization is divided into 4 major activities-

- |          |                       |
|----------|-----------------------|
| FI-201.1 | General Journal       |
| FI-201.2 | Payment Journal       |
| FI-201.3 | Save Standard Journal |
| FI-201.4 | Get Standard Journal  |

### **Roles**

- Module Admin

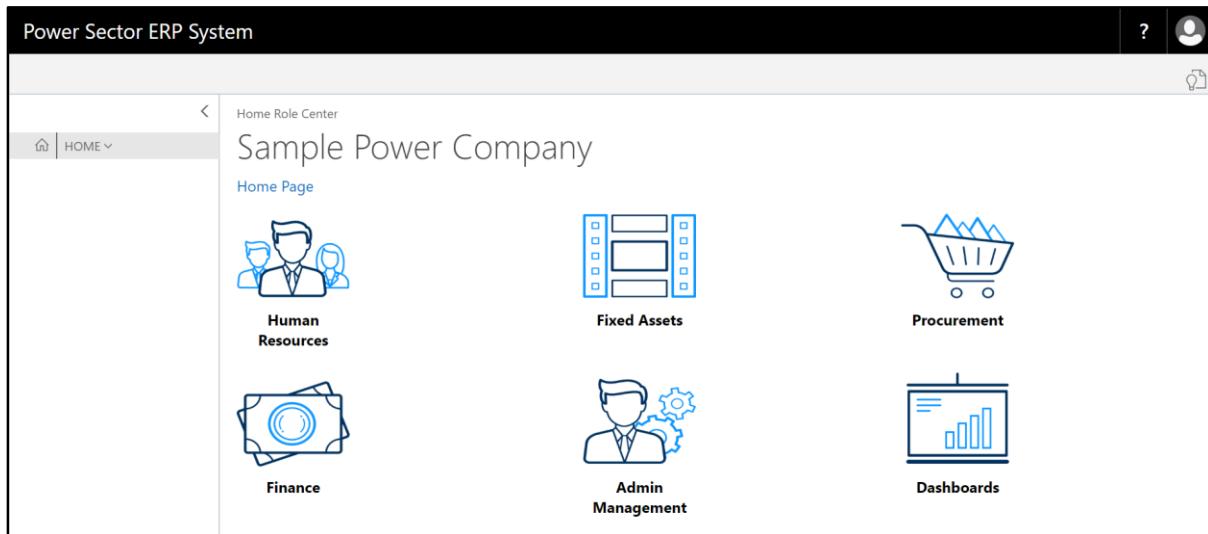
### **Prerequisite**

- Chart of Account

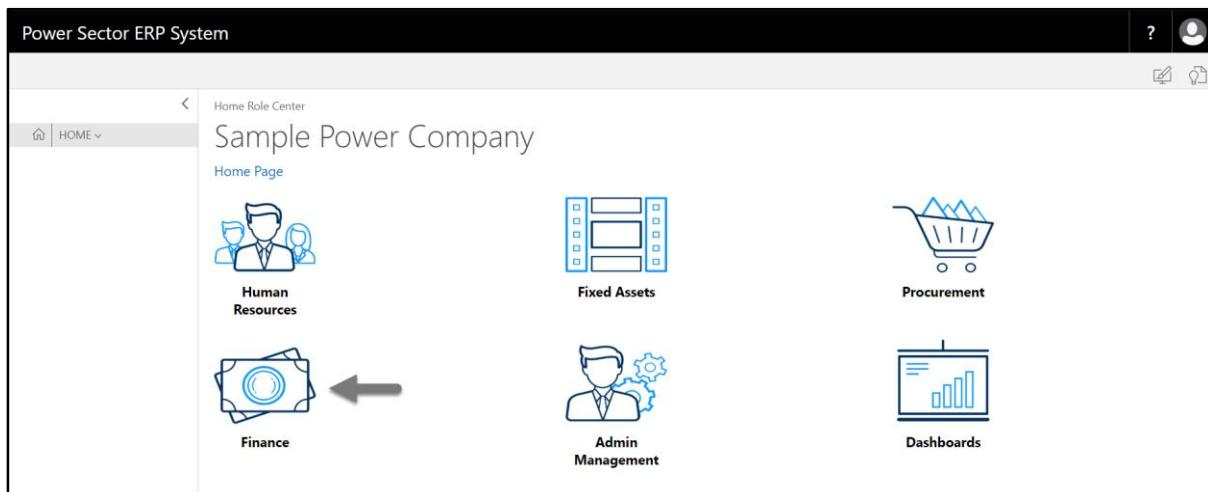
## 201.1 General Journal

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

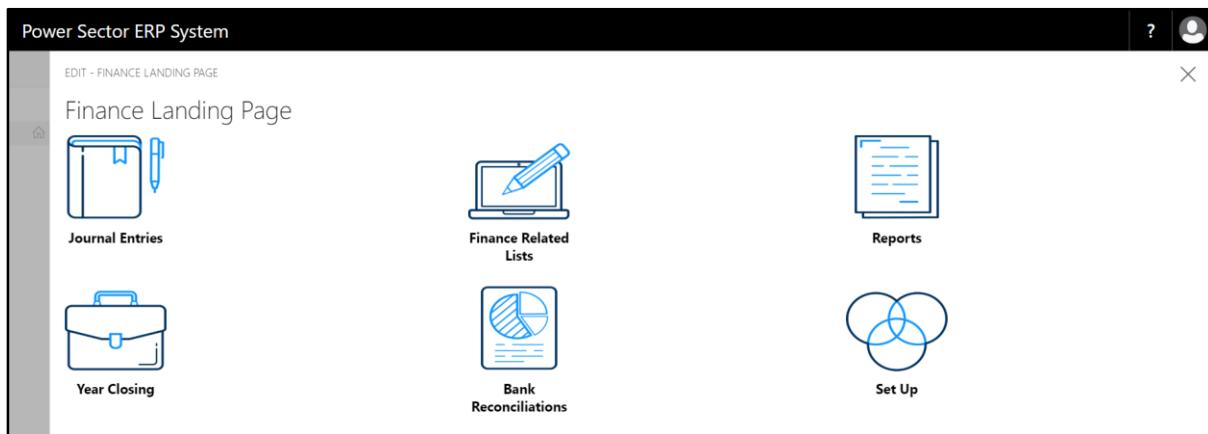


- B. Choose the "**Finance**" icon.

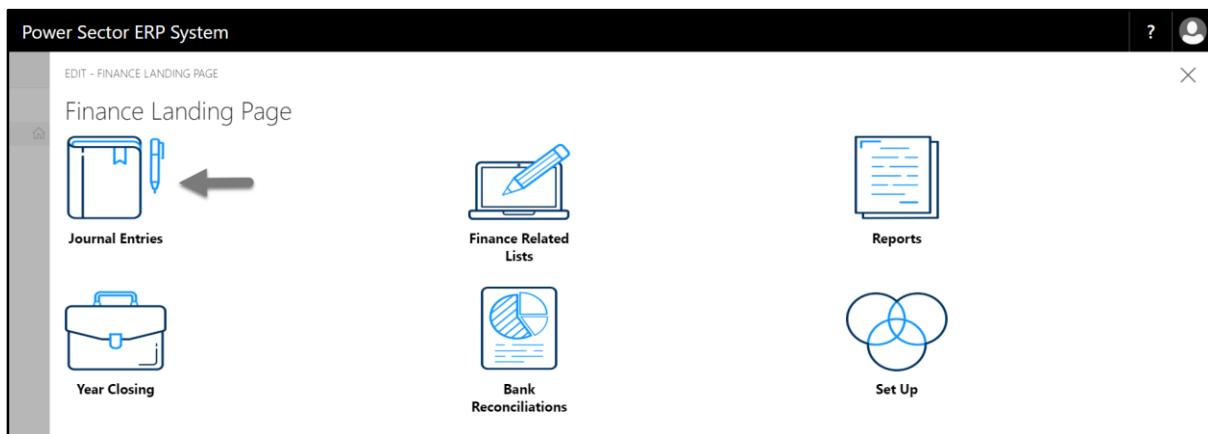


## User Manual for Finance Module, ERP System for Power Division

Finance Landing Page will be appeared as below



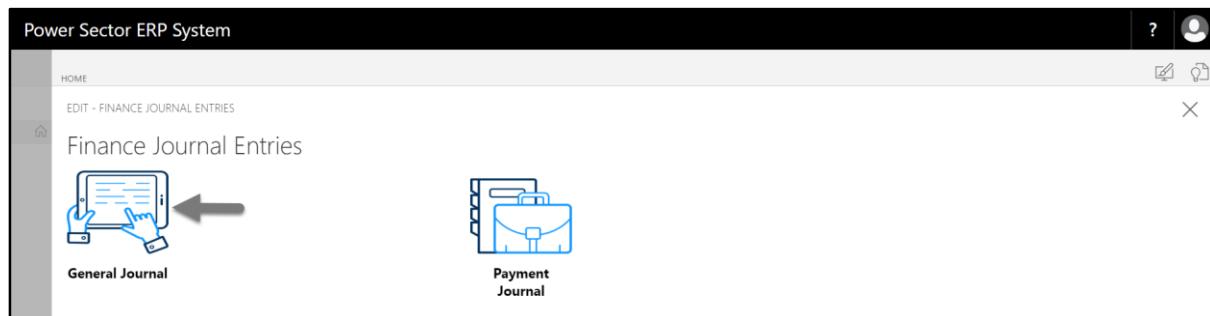
C. Choose the “**Journal Entries**” in Finance Landing Page.



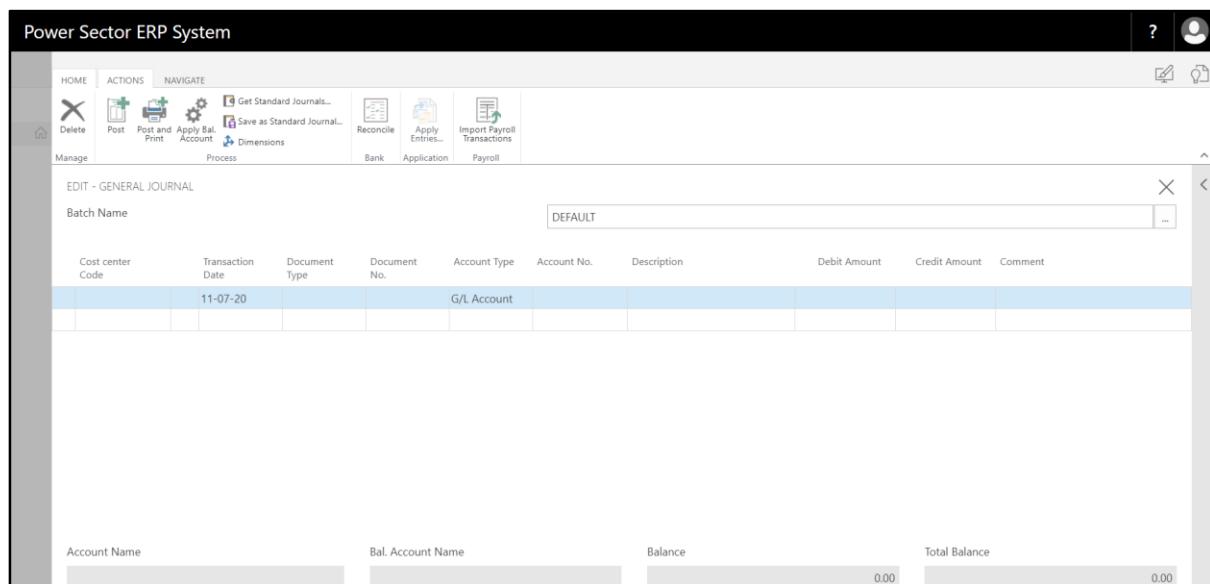
Journal Entries landing page will be appeared as below



D. Choose the “**General Journal**” in Journal Entries Landing Page.



The following General Journal page will be appeared.



E. Provide below **General Journal** information to proceed.

1. Choose **Cost Centre Code** from the dropdown by clicking on button.
  - **Cost Centre Code: 001**
2. Choose **Transaction Date** from the dropdown by clicking on button.
  - **Transaction Date: 11-07-20**
3. Choose **Document Type** from the dropdown by clicking on button.
  - **Document Type: Invoice**
4. Provide **Document No.**.
  - **Document No.: DOC001**
5. Choose **Account Type** from the dropdown by clicking on button.

- **Account Type: G/L Account & Bank Account**

6. Choose **Account No.** from the dropdown by clicking on  button.

- **Account No.: 1171-00 & BANK007**

7. Description will be automatically populated.

8. Provide Debit Amount.

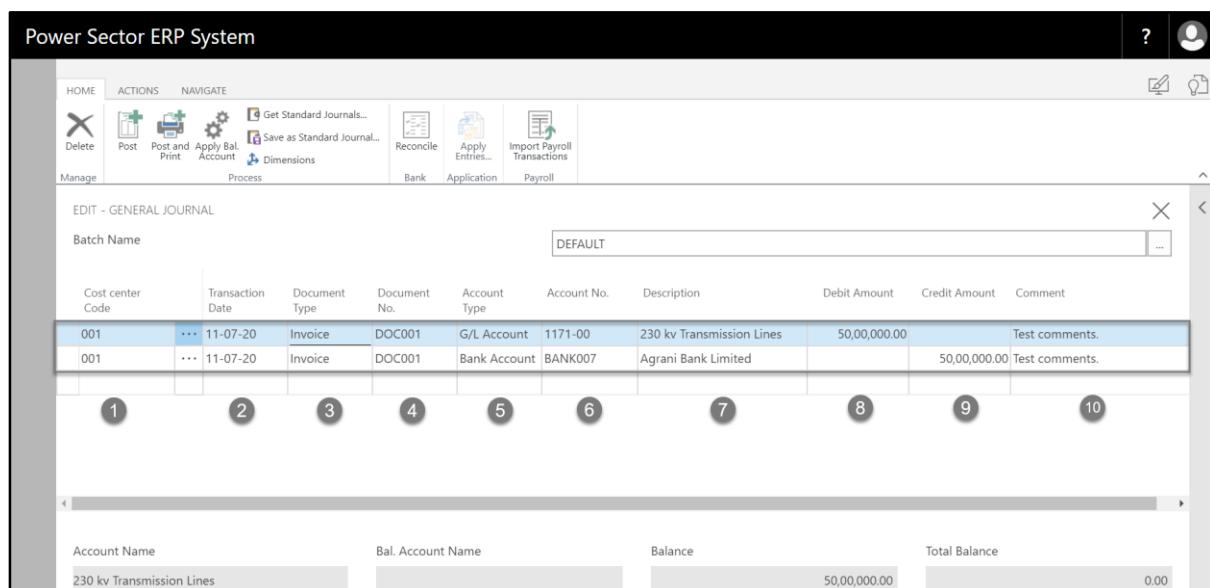
- Debit Amount: **50000**

9. Provide Credit Amount.

- Credit Amount: **50000**

10. Provide **Comment.**

- **Comment: Test comments.**

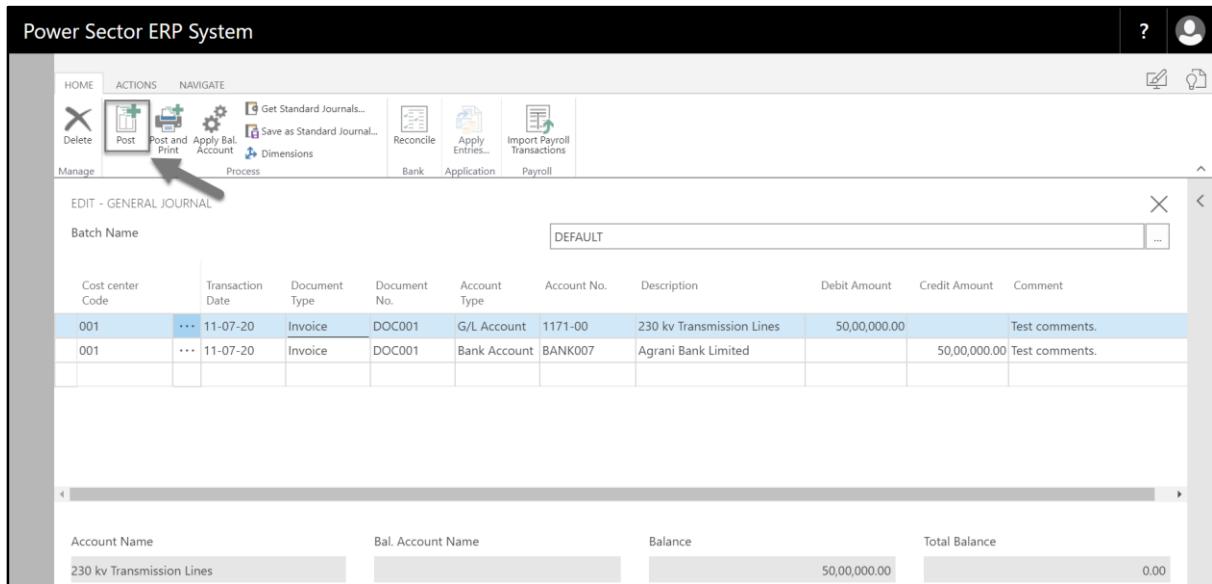


Cost center Code	Transaction Date	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Comment
001	11-07-20	Invoice	DOC001	G/L Account	1171-00	230 kv Transmission Lines	50,00,000.00	0.00	Test comments.
001	11-07-20	Invoice	DOC001	Bank Account	BANK007	Agrani Bank Limited	0.00	50,00,000.00	Test comments.

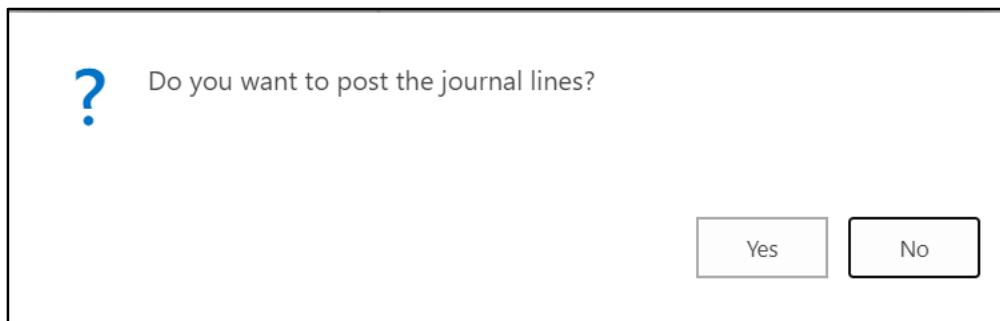
1 2 3 4 5 6 7 8 9 10

Account Name: 230 kv Transmission Lines      Bal. Account Name:      Balance: 50,00,000.00      Total Balance: 0.00

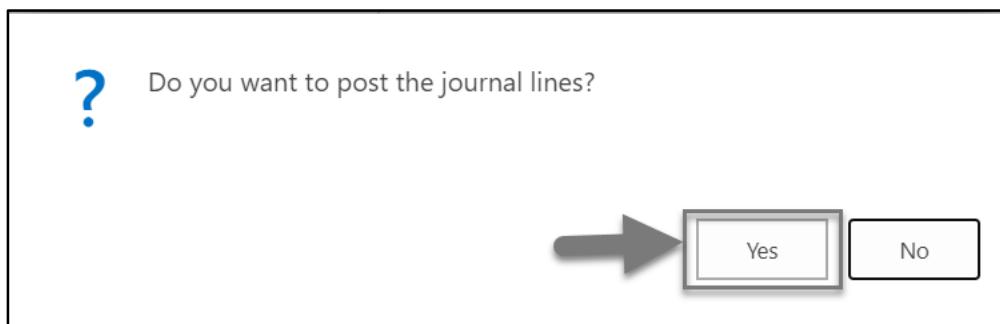
### F. Choose the **Post** icon.



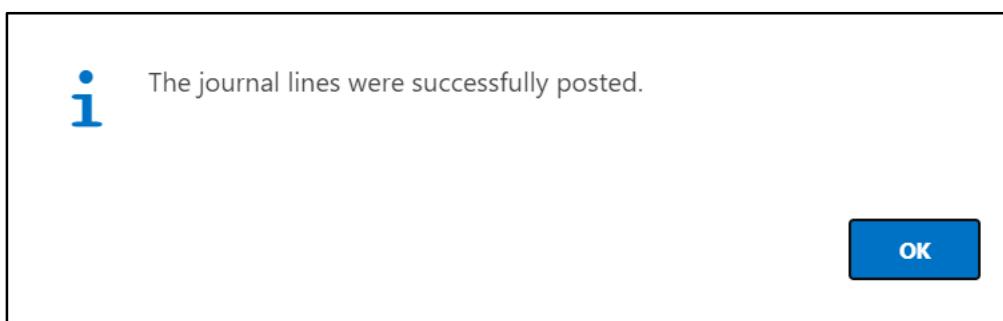
The following pop up will be appeared.



### G. Choose the **Yes** icon to post the journal line.



The following box will be appeared.

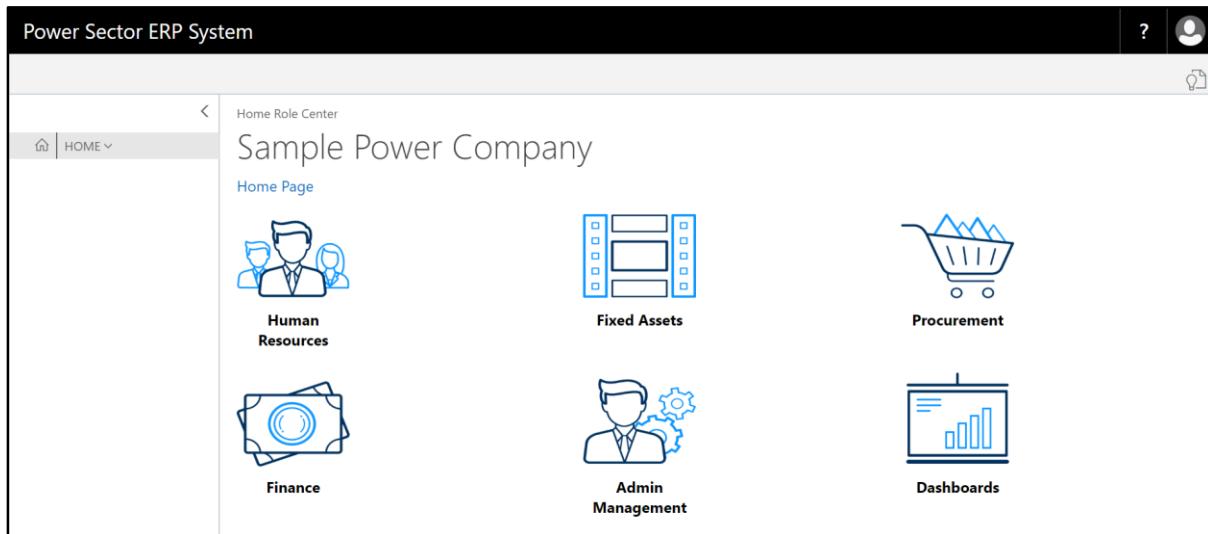


H. Choose the **OK** icon to complete journal line.

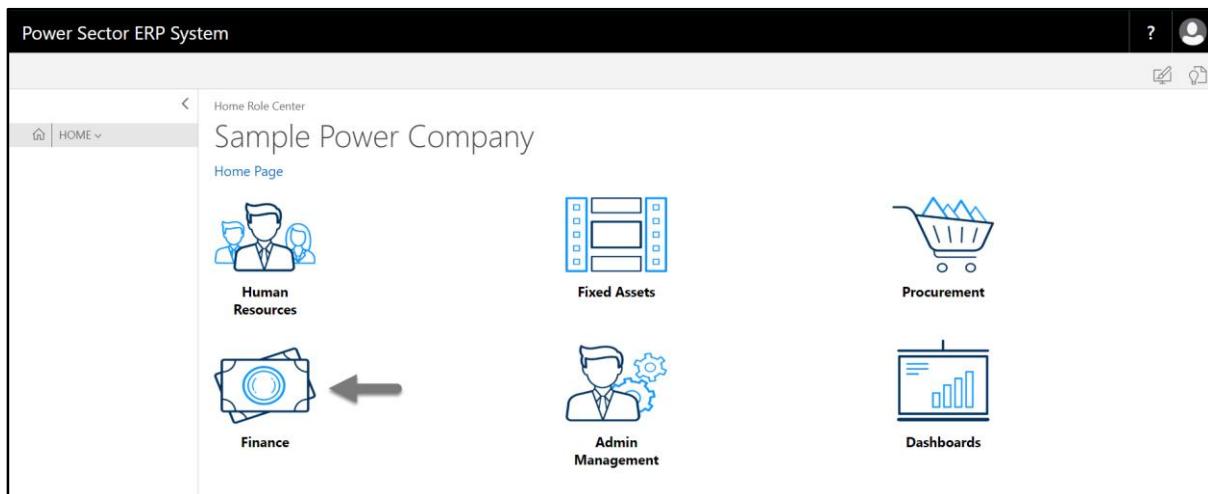
## 201.2 Payment Journal

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the "**Finance**" icon.



## User Manual for Finance Module, ERP System for Power Division

Finance Landing Page will be appeared as below



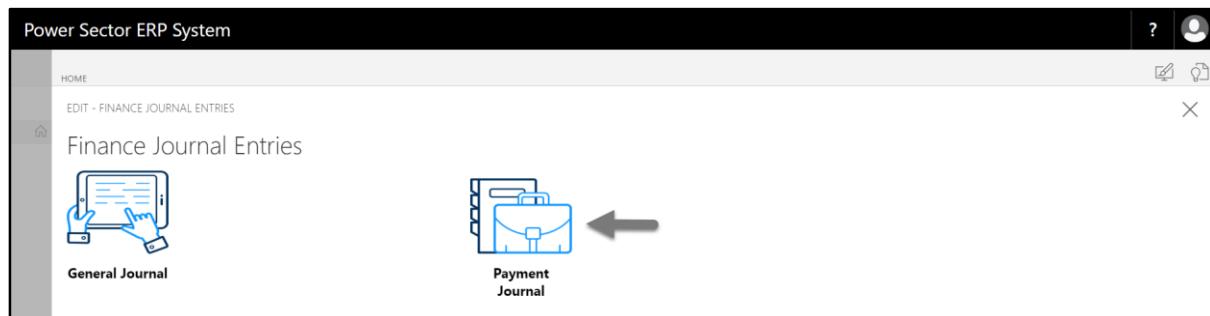
C. Choose the “**Journal Entries**” in Finance Landing Page.



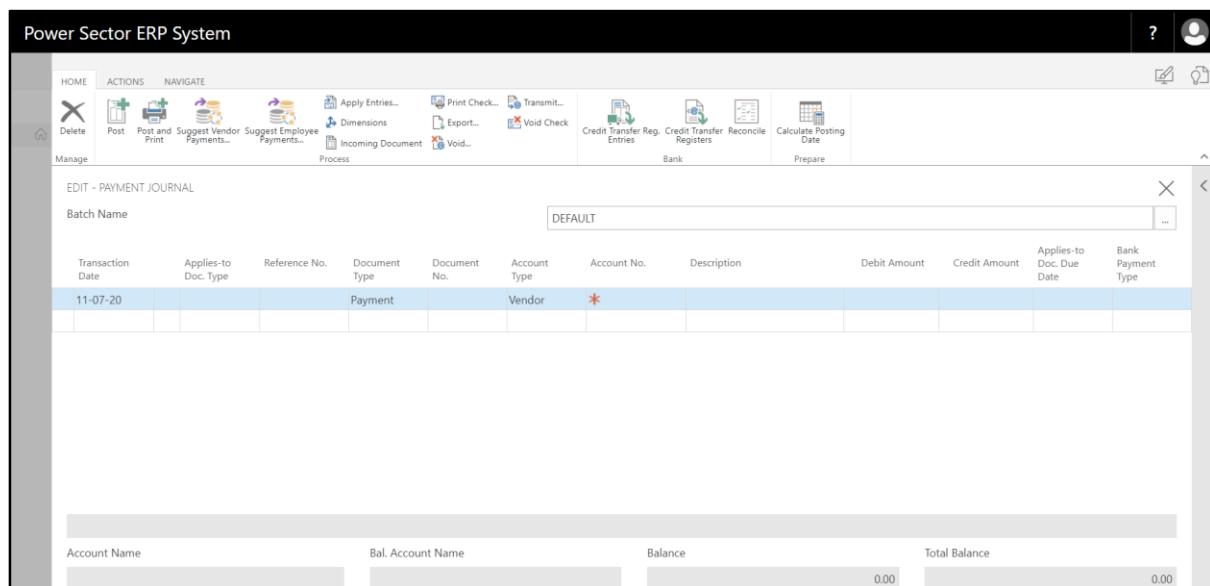
Journal Entries landing page will be appeared as below



D. Choose the “**Payment Journal**” in Journal Entries Landing Page.



The following Payment Journal page will be appeared.



E. Provide below **Payment Journal** information to proceed.

1. Choose **Transaction Date** from the dropdown by clicking on button.
  - **Transaction Date: 11-07-20**
  
2. Choose **Applies to Document Type** from the dropdown by clicking on button.
  - **Applies to Document Type: Payment**
  
3. Choose **Reference No.** from the dropdown by clicking on button.
  - **Reference No.: DOC005**
  
4. Choose **Document Type** from the dropdown by clicking on button.
  - **Document Type: Payment**

5. Provide **Document No.**

- **Document No.: DOC002**

6. Choose **Account Type** from the dropdown by clicking on  button.

- **Account Type: Vendor & Bank Account**

7. Choose **Account No** from the dropdown by clicking on  button.

- **Account No: VEN000005 & BANK007**

8. Description will be automatically populated.

9. Provide Debit Amount.

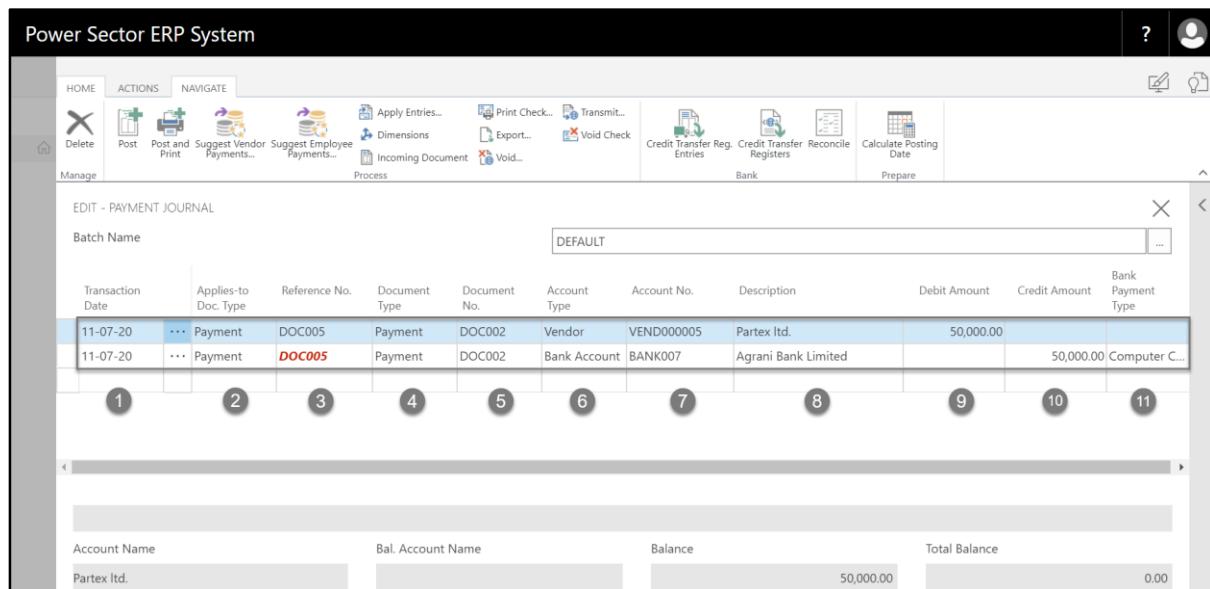
10. Debit Amount: **50000**

11. Provide Credit Amount.

12. Credit Amount: **50000**

13. Choose **Bank Payment Type** from the dropdown by clicking on  button.

- **Bank Payment Type: Computer Cheque**

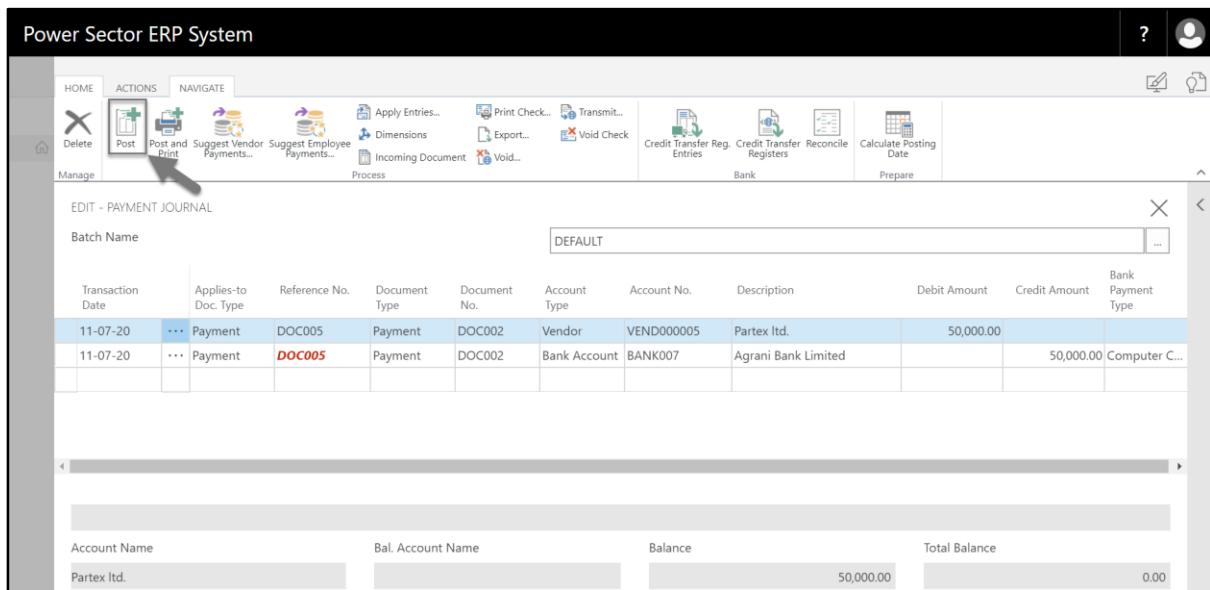


Transaction Date	Applies-to Doc. Type	Reference No.	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Bank Payment Type
11-07-20	Payment	DOC005	Payment	DOC002	Vendor	VEND000005	Partex Ltd.	50,000.00	0.00	Computer C...
11-07-20	Payment	<b>DOC005</b>	Payment	DOC002	Bank Account	BANK007	Agrani Bank Limited	0.00	50,000.00	Computer C...

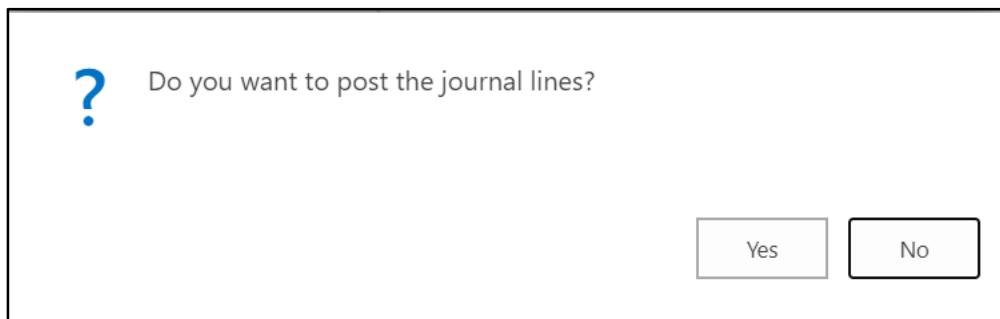
1 2 3 4 5 6 7 8 9 10 11

Account Name: Partex Ltd.      Bal. Account Name:      Balance: 50,000.00      Total Balance: 0.00

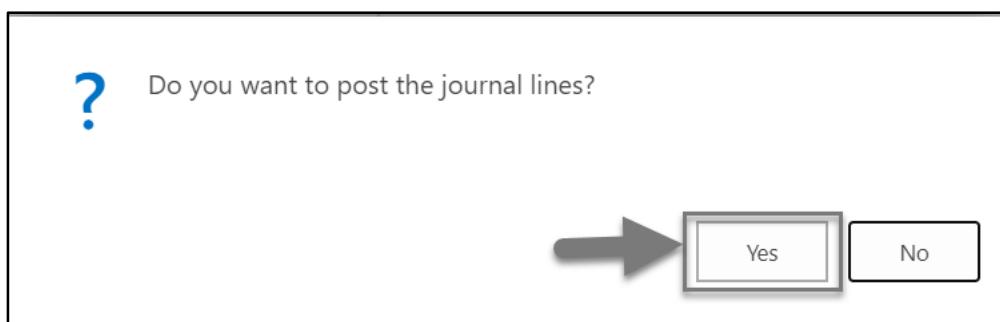
### F. Choose the **Post** icon.



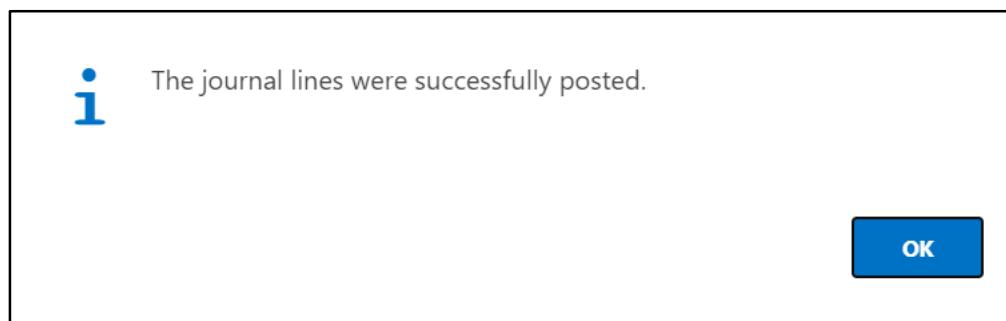
The following pop up will be appeared.



### G. Choose the **Yes** icon to post the journal line.



The following box will be appeared.

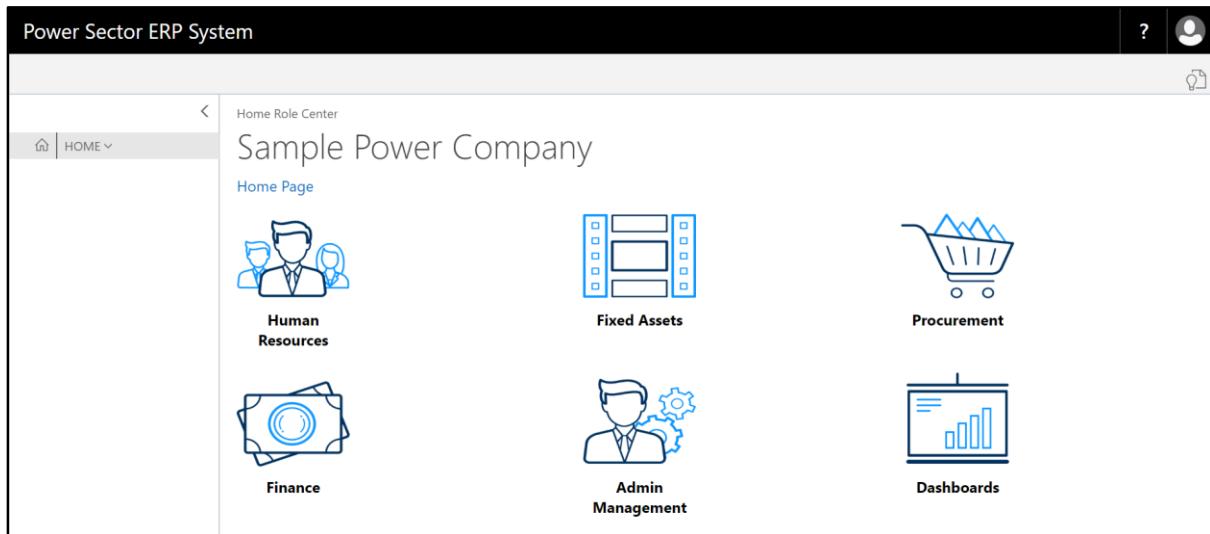


H. Choose the **OK** icon to complete journal line.

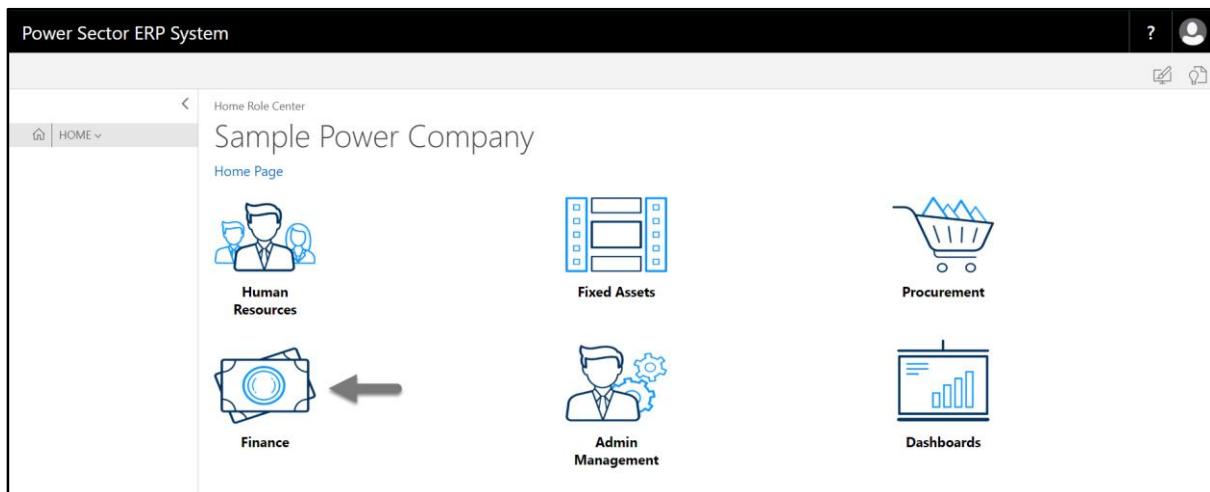
## 201.3 Save Standard Journal

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

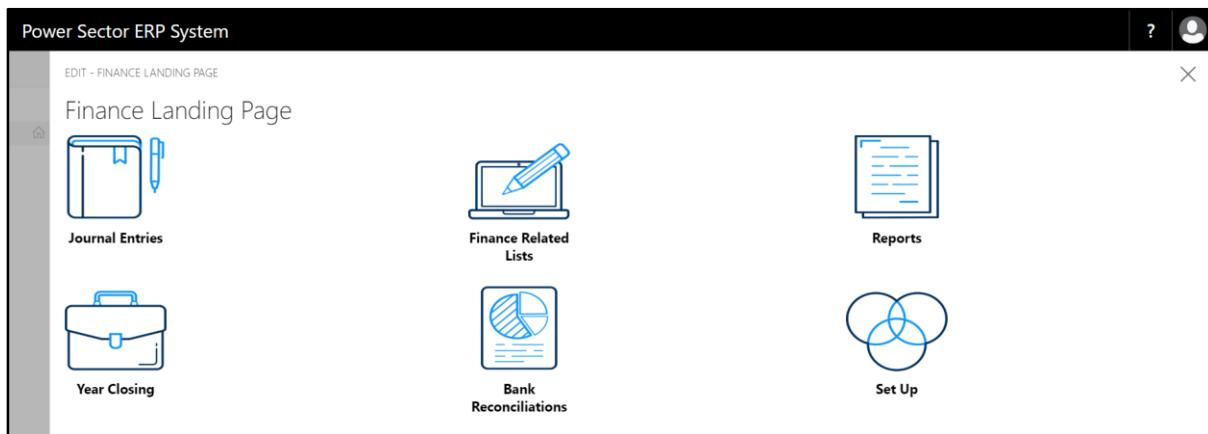


- B. Choose the "**Finance**" icon.

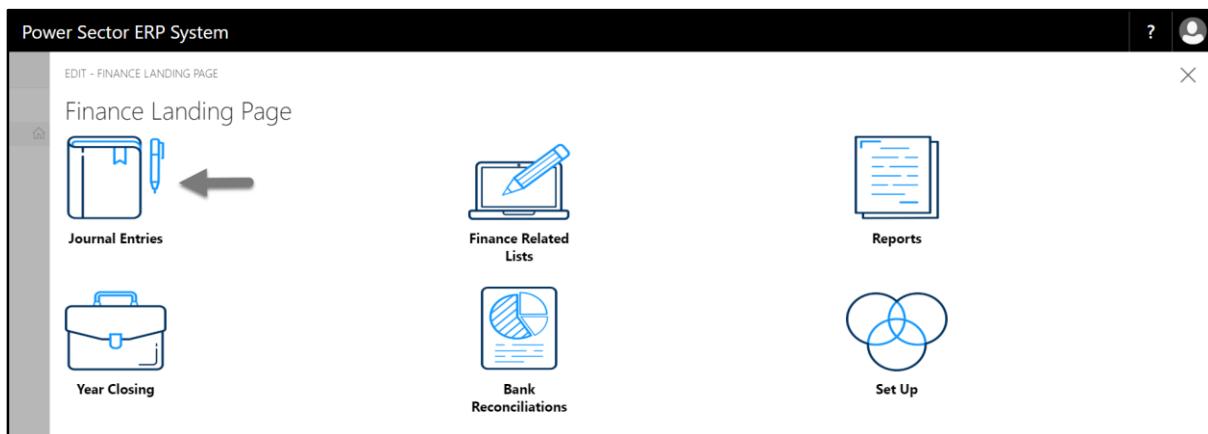


## User Manual for Finance Module, ERP System for Power Division

Finance Landing Page will be appeared as below



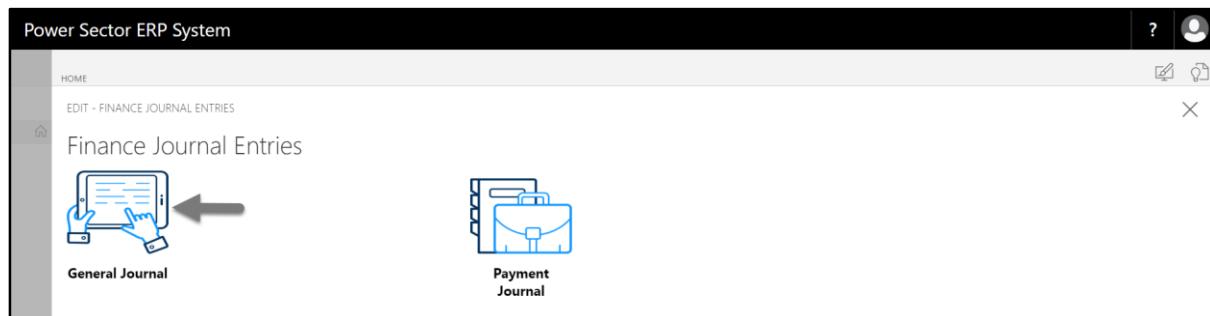
C. Choose the “**Journal Entries**” in Finance Landing Page.



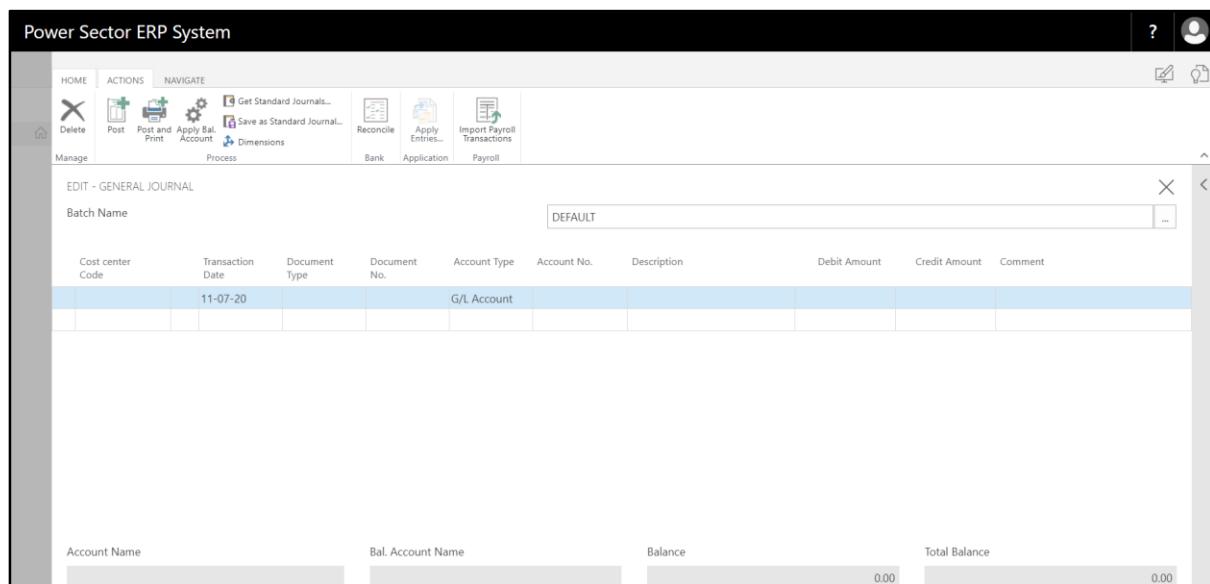
Journal Entries landing page will be appeared as below



D. Choose the “**General Journal**” in Journal Entries Landing Page.



The following General Journal page will be appeared.



E. Provide below **General Journal** information to proceed.

1. Choose **Cost Centre Code** from the dropdown by clicking on  button.
  - **Cost Centre Code: 001**
2. Choose **Transaction Date** from the dropdown by clicking on  button.
  - **Transaction Date: 11-07-20**
3. Choose **Document Type** from the dropdown by clicking on  button.
  - **Document Type: Invoice**
4. Provide **Document No.**.
  - **Document No.: DOC001**
5. Choose **Account Type** from the dropdown by clicking on  button.

- **Account Type: G/L Account & Bank Account**

6. Choose **Account No.** from the dropdown by clicking on  button.

- **Account No.: 1171-00 & BANK007**

7. Description will be automatically populated.

8. Provide Debit Amount.

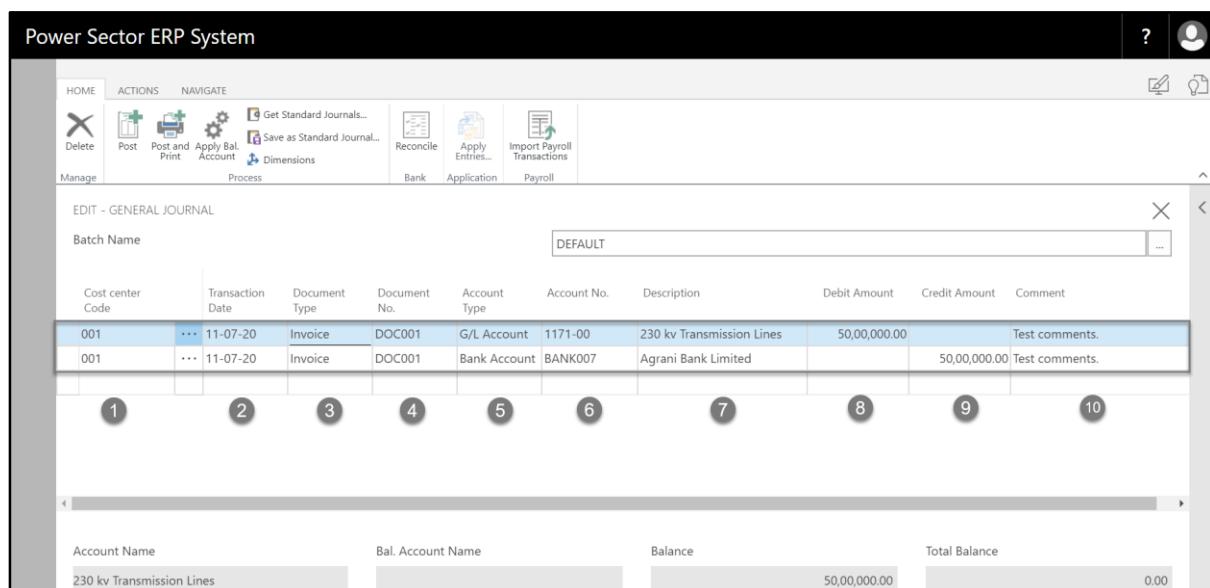
- Debit Amount: **50000**

9. Provide Credit Amount.

- Credit Amount: **50000**

10. Provide **Comment.**

- **Comment: Test comments.**



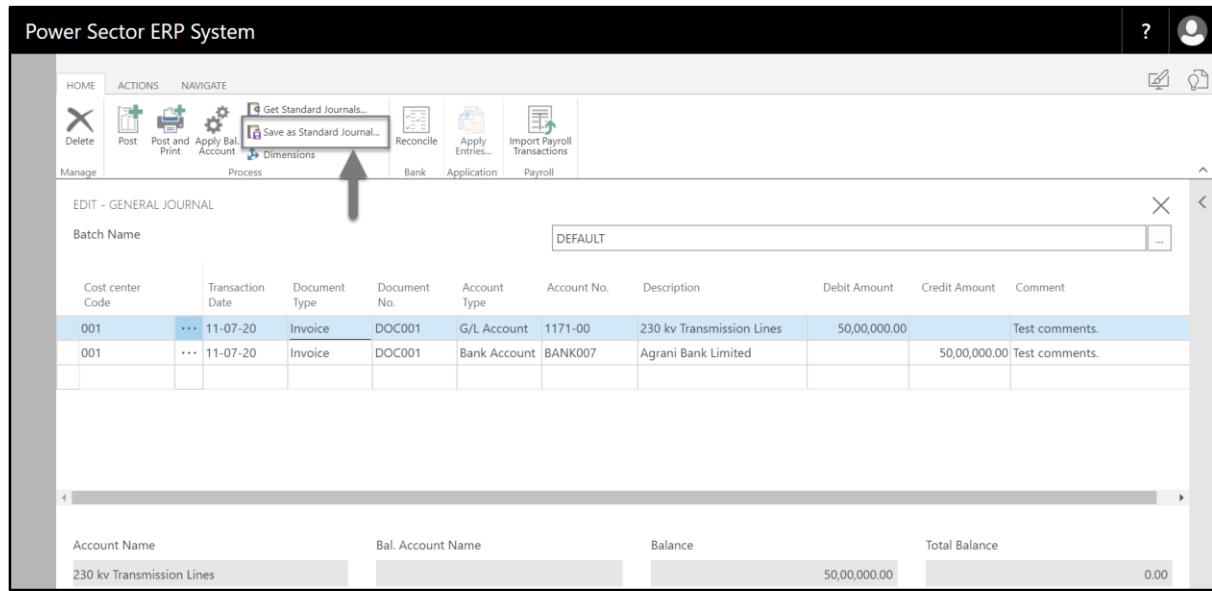
Cost center Code	Transaction Date	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Comment
001	11-07-20	Invoice	DOC001	G/L Account	1171-00	230 kv Transmission Lines	50,00,000.00		Test comments.
001	11-07-20	Invoice	DOC001	Bank Account	BANK007	Agrani Bank Limited		50,00,000.00	Test comments.

The screenshot shows the 'Edit - General Journal' screen in the Power Sector ERP System. The top navigation bar includes 'HOME', 'ACTIONS' (with options like Post, Print, Apply Bal. Account, Get Standard Journals..., Save as Standard Journal...), 'NAVIGATE' (with links to Reconcile, Apply Entries, Import Payroll Transactions, Dimensions, Bank, Application, Payroll), and user profile icons. The main area displays a table of journal entries. The first row has a blue background and contains the following data:

- Cost center Code: 001
- Transaction Date: 11-07-20
- Document Type: Invoice
- Document No.: DOC001
- Account Type: G/L Account
- Account No.: 1171-00
- Description: 230 kv Transmission Lines
- Debit Amount: 50,00,000.00
- Credit Amount: (empty)
- Comment: Test comments.

The second row contains similar data for a bank account entry. Below the table, there are summary rows for 'Account Name' (230 kv Transmission Lines) and 'Bal. Account Name' (Agrani Bank Limited). The total debit balance is 50,00,000.00 and the total credit balance is 0.00.

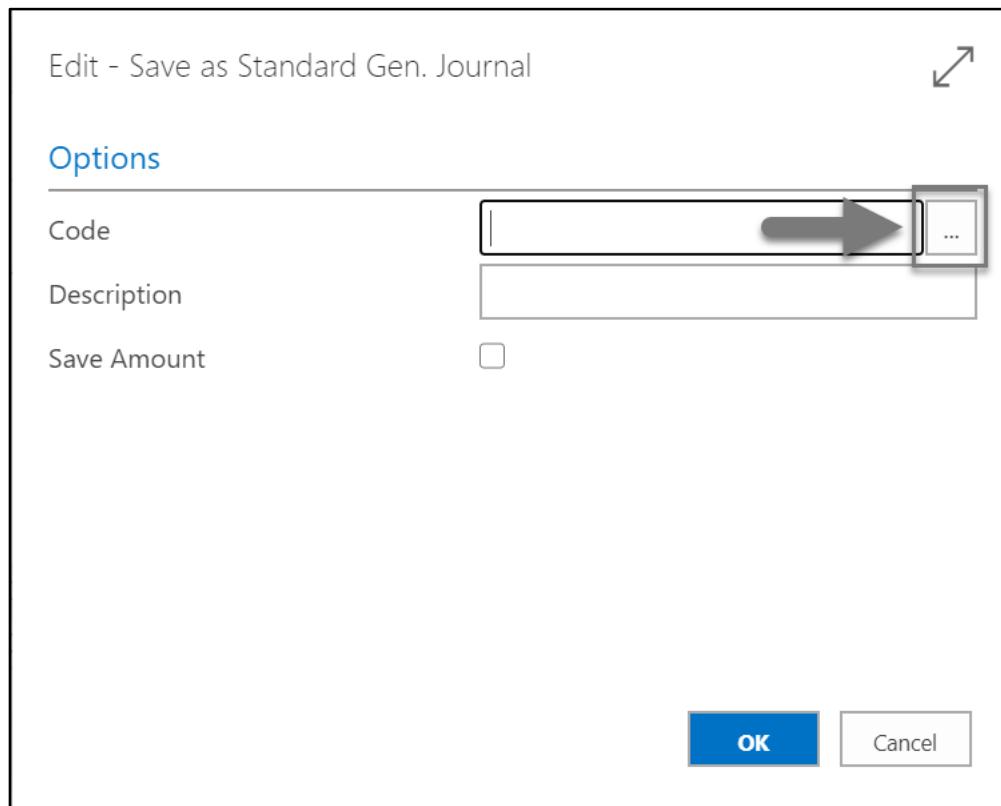
### F. Choose the **Save a Standard Journal** icon.



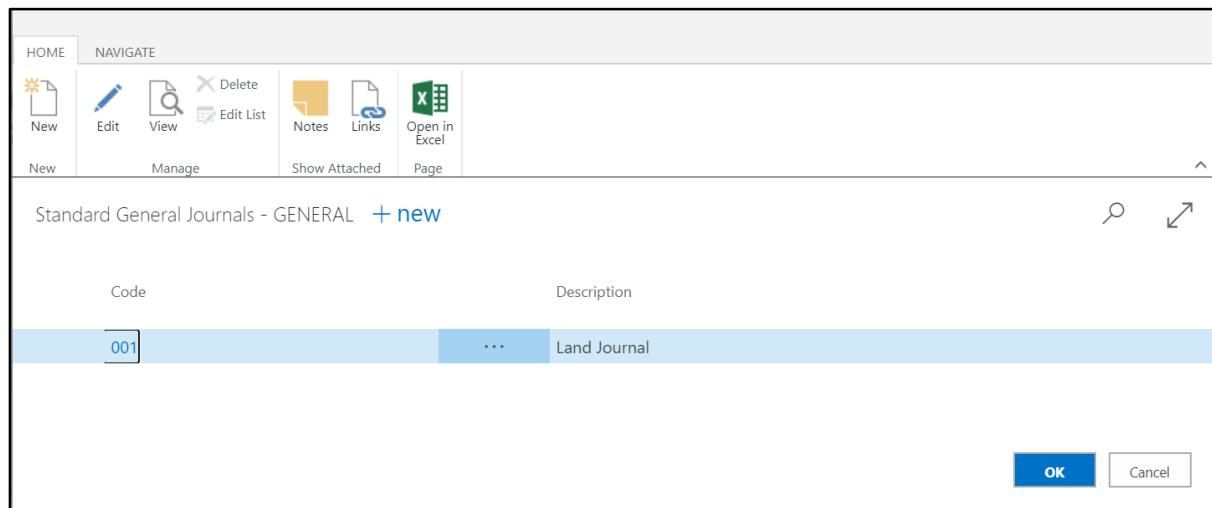
The following calling form will be appeared.

The dialog box is titled 'Edit - Save as Standard Gen. Journal'. It contains three input fields: 'Code' (with a text input field and a browse button), 'Description' (with a text input field), and 'Save Amount' (with a checked checkbox). At the bottom right are 'OK' and 'Cancel' buttons.

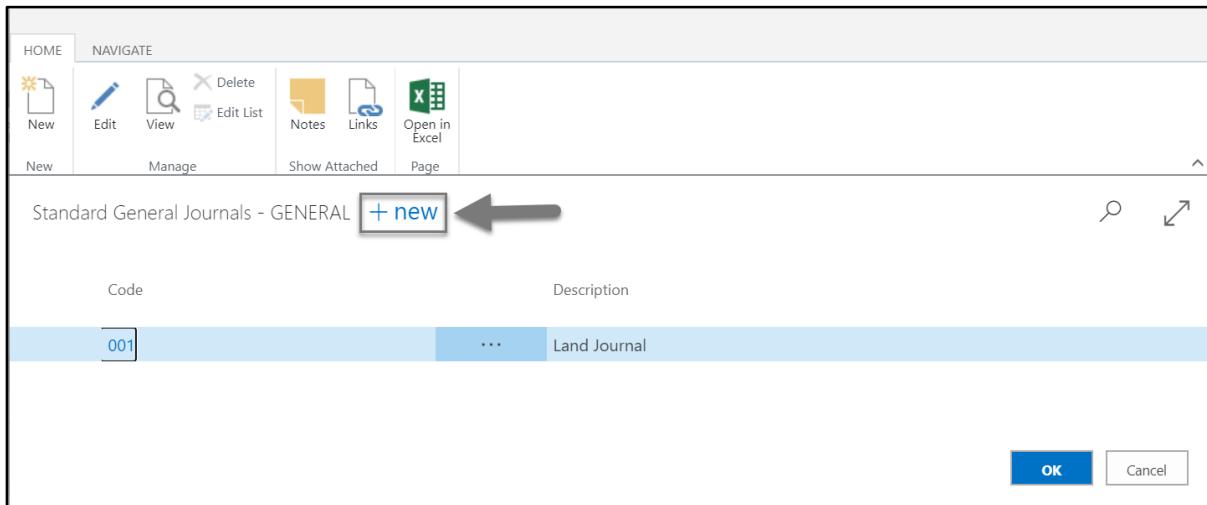
G. Choose the dropdown to add new Standard Journal.



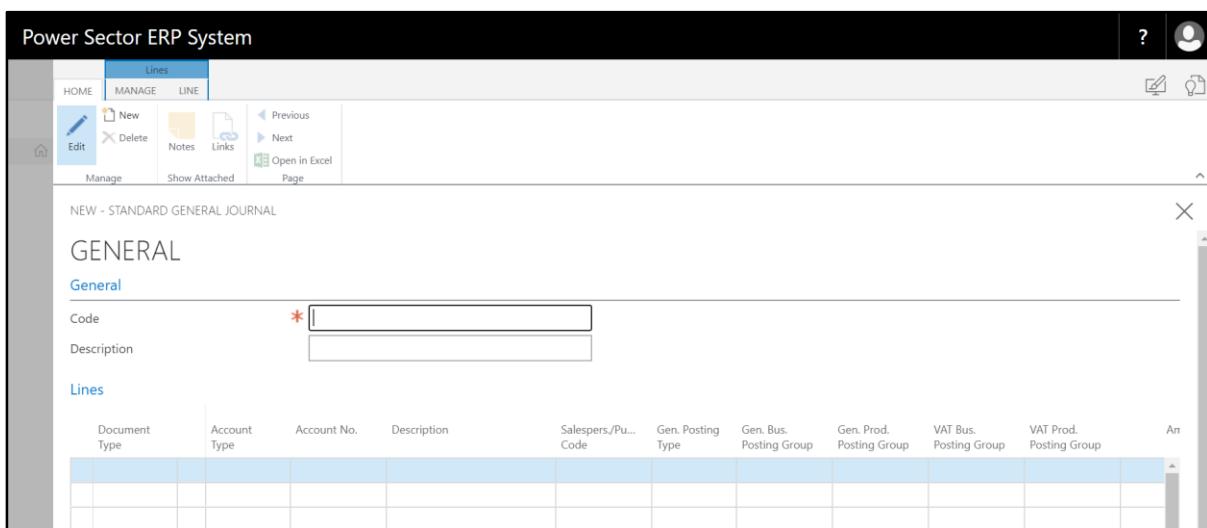
Following Standard General Journal list page will be appeared.



H. Choose “new” to add new Standard Journal.



The following page will be appeared.



I. Provide below information to proceed.

1. Provide **Code** here.
  - **Code: 002**
2. Provide **Description** here.
  - **Description: Transmission Journal**

## User Manual for Finance Module, ERP System for Power Division

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Power Sector ERP System

Lines

HOME MANAGE LINE

New Delete Notes Links Previous Next Open in Excel Page

Manage Show Attached Page

NEW - STANDARD GENERAL JOURNAL

X

GENERAL

General

Code 002

Description Transmission Journal

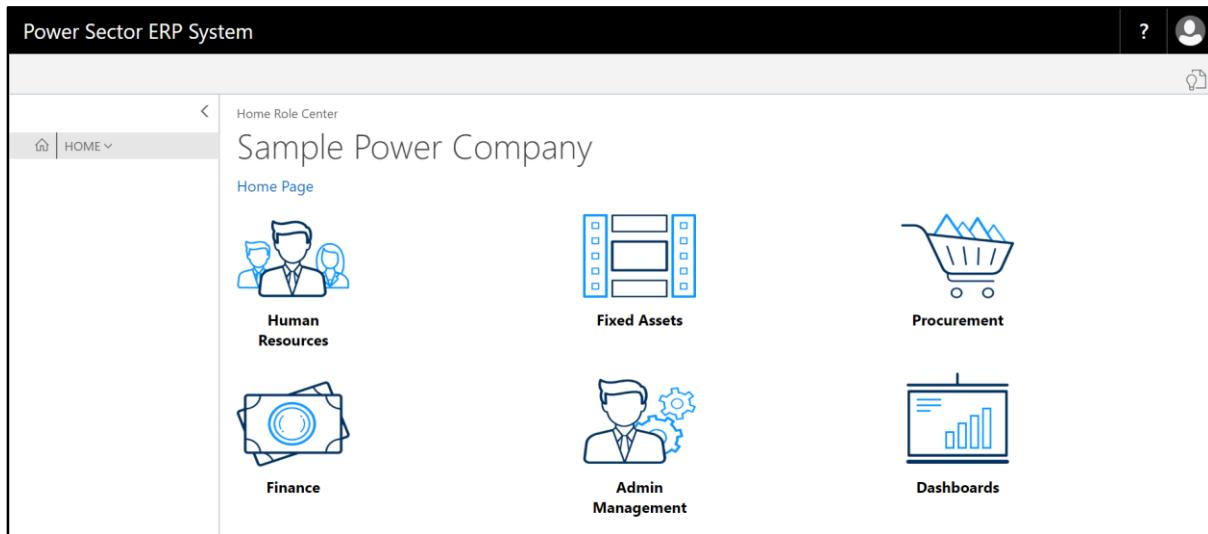
Lines

Document Type	Account Type	Account No.	Description	Salespers./Pur... Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group	Arr
	G/L Account									

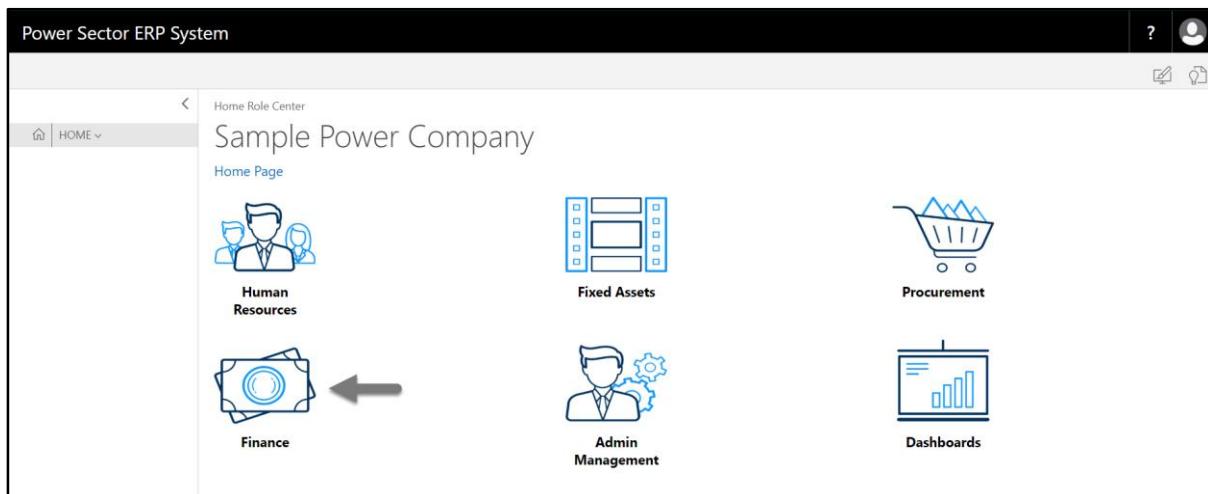
## 201.4 Get Standard Journal

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

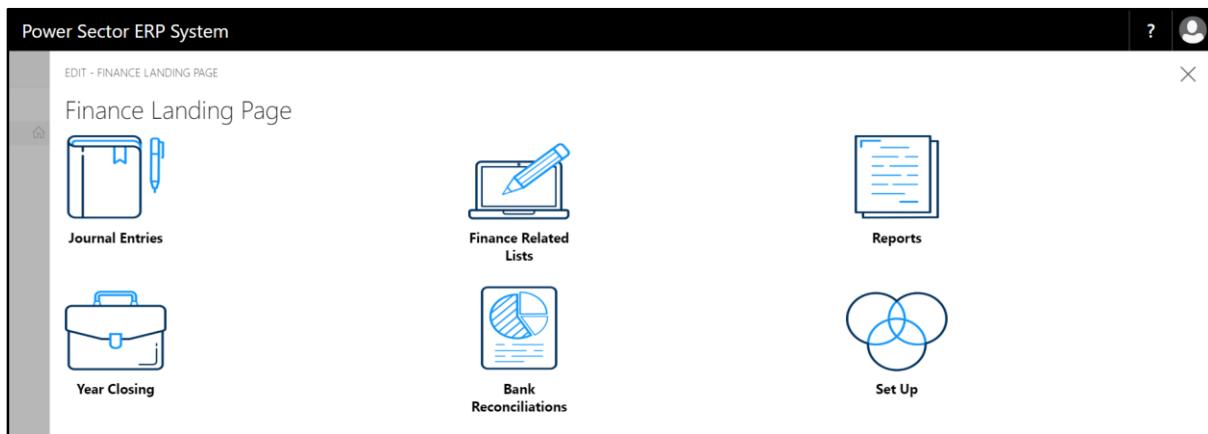


- B. Choose the "**Finance**" icon.

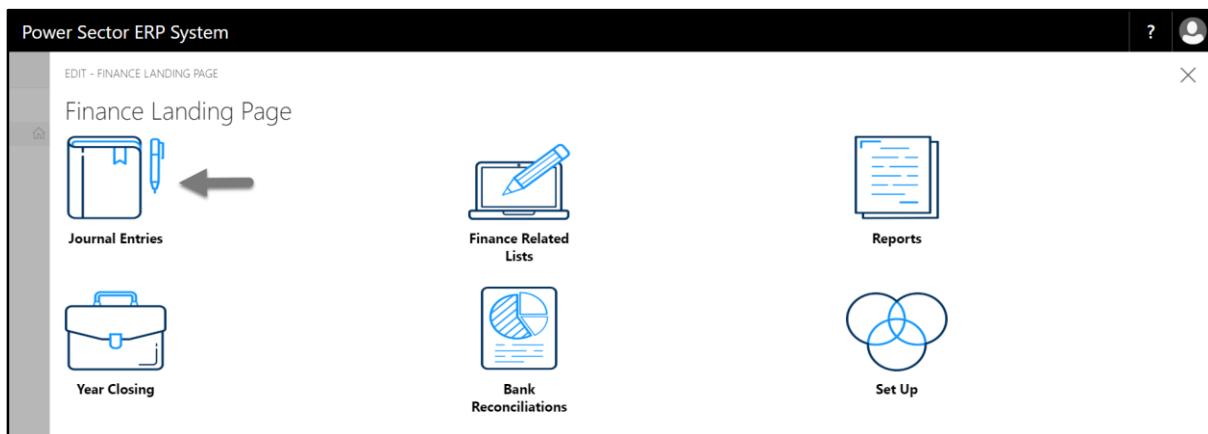


## User Manual for Finance Module, ERP System for Power Division

Finance Landing Page will be appeared as below



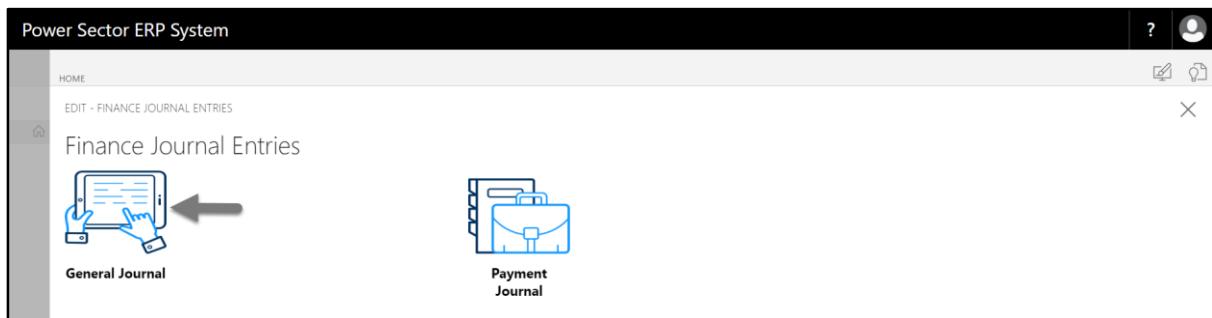
C. Choose the “**Journal Entries**” in Finance Landing Page.



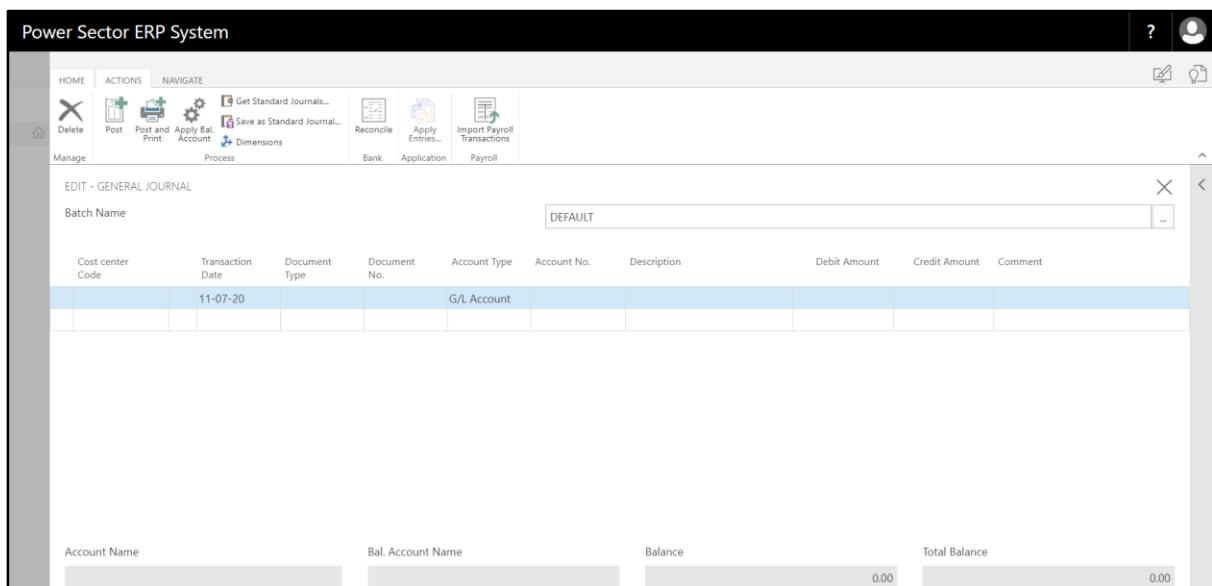
Journal Entries landing page will be appeared as below



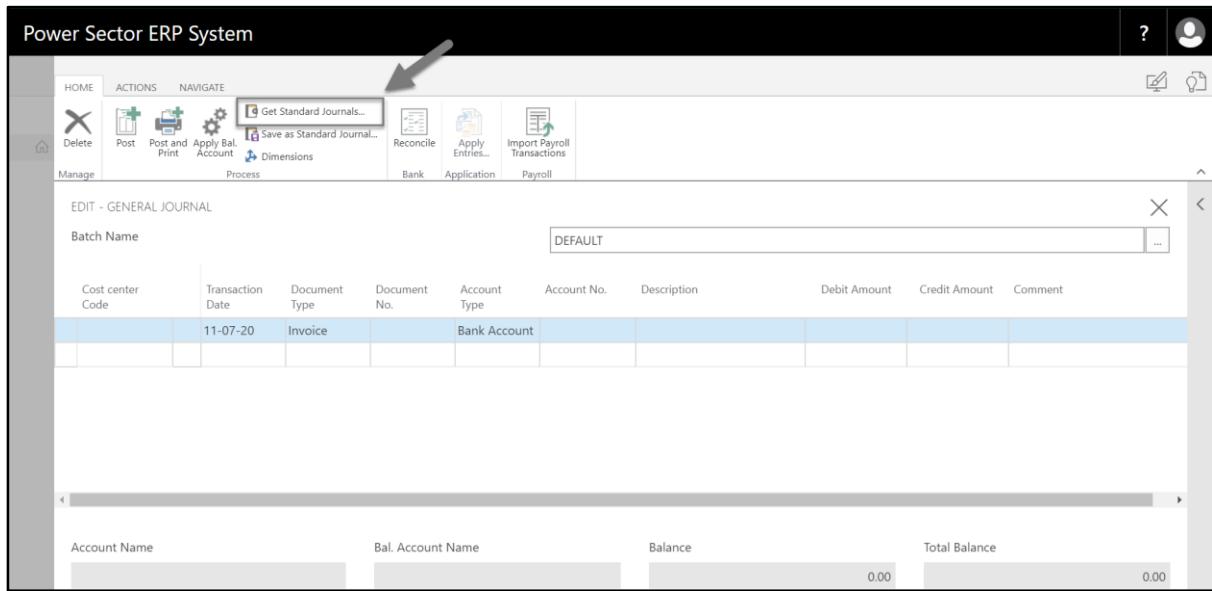
### D. Choose the “General Journal” in Journal Entries Landing Page.



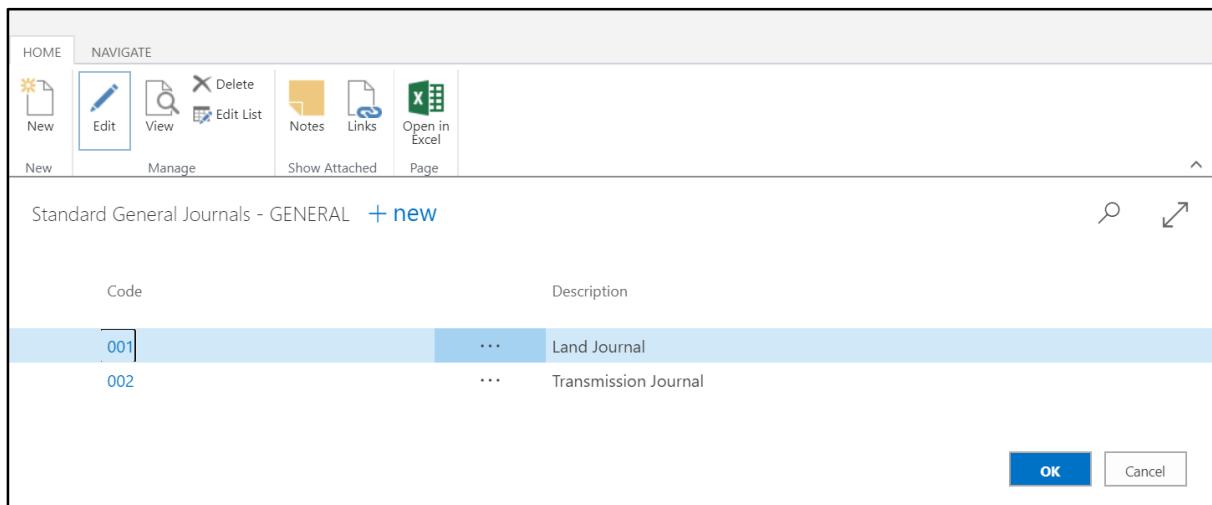
The following General Journal page will be appeared.



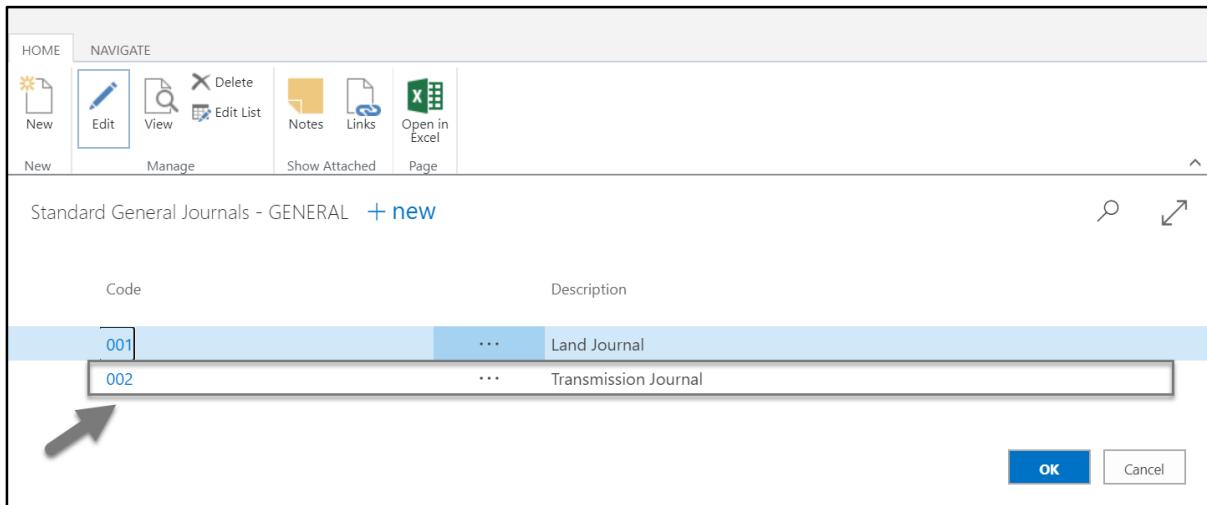
E. Choose the **Get Standard Journal** icon.



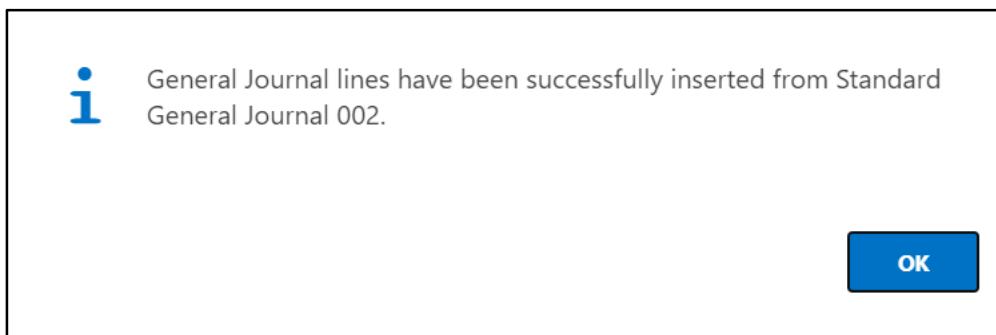
Following Standard General Journal list page will be appeared.



F. Choose the line to get Standard Journal.



The following pop up will be appeared.



## FI-202 How to: Year Closing

### Introduction

This process demonstrates how to close fiscal year. This is all about fiscal year closing process for an organization.

### Roles

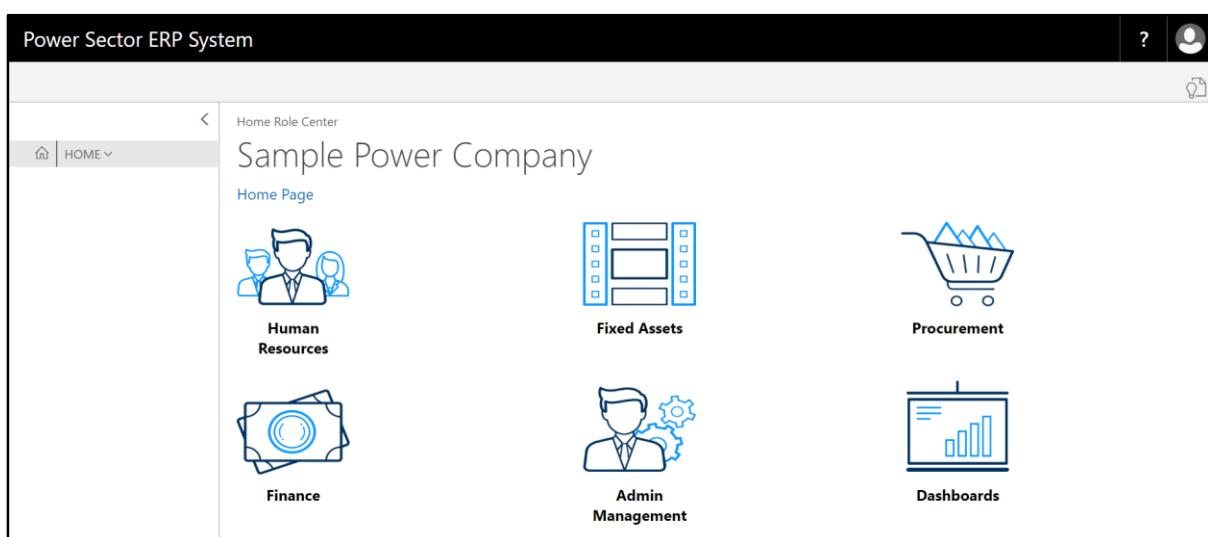
- Module Admin

### Prerequisite

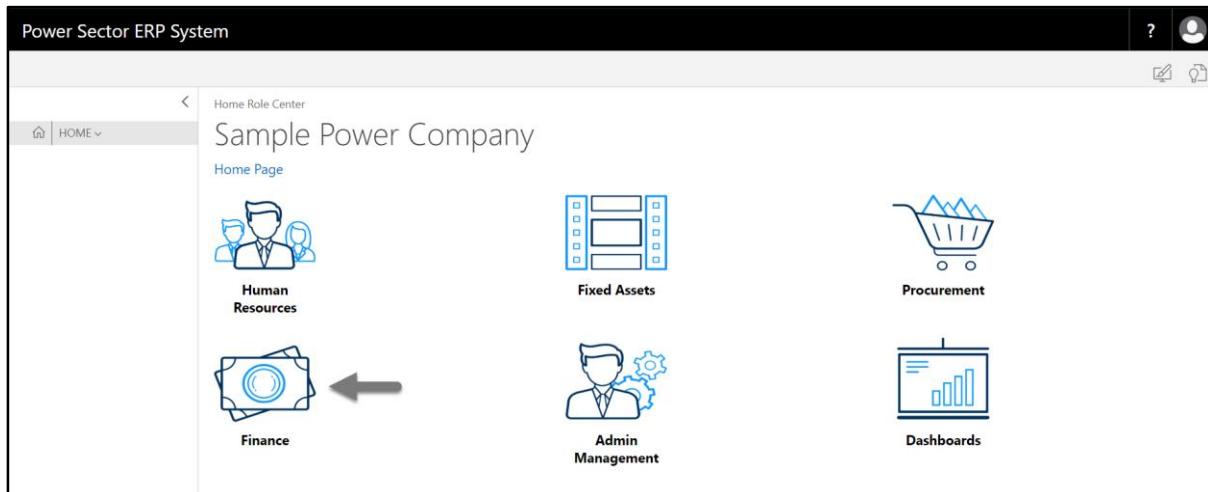
Open a New Fiscal Year

To initiate, follow the steps below.

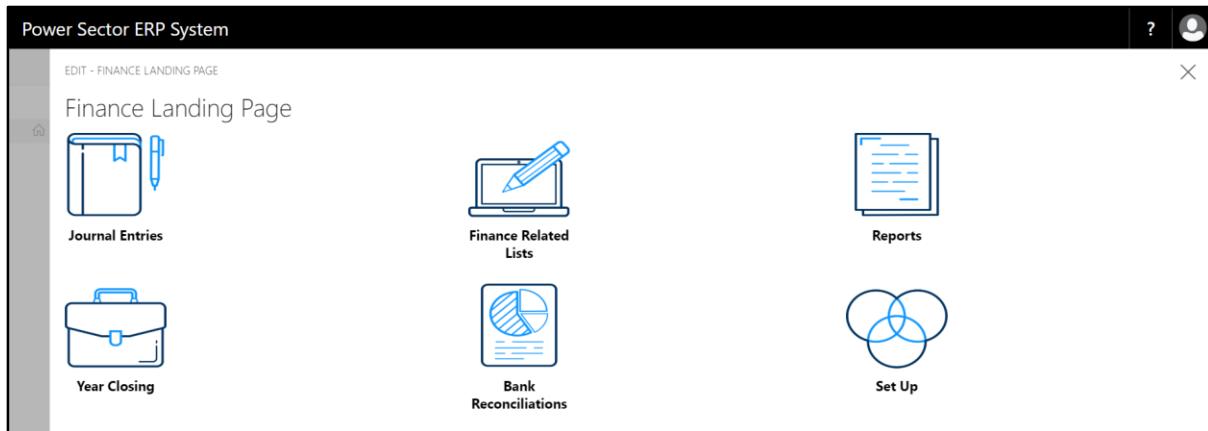
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



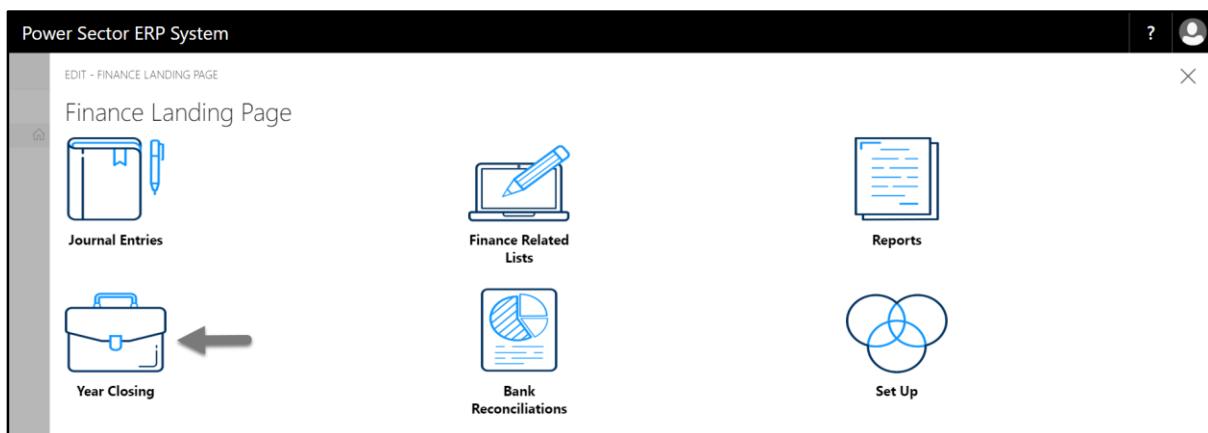
B. Choose the “Finance” icon.



Finance Landing Page will be appeared as below



C. Choose the “Year Closing” in Finance Landing Page.



## User Manual for Finance Module, ERP System for Power Division

Year Closing list page will be appeared as below.

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes 'HOME', 'ACTIONS', and 'REPORT' tabs. Under 'ACTIONS', there are icons for 'New', 'Delete', 'Edit List', 'Inventory Period', 'Create Year...', 'Close Year', 'Trial Balance by Period', 'Notes', 'Links', 'Open in Excel', and 'Report'. The 'Report' icon is highlighted with a red box and has a tooltip 'EDIT - ACCOUNTING PERIODS + new'. Below the toolbar is a table titled 'EDIT - ACCOUNTING PERIODS'. The columns are 'Starting Date', 'Name', 'New Fiscal Year', 'Closed', and 'Date Locked'. The data rows represent months from June to May of the following year, each with a '... More' link. The 'Closed' column contains checkboxes, and the 'Date Locked' column contains checked checkboxes for all rows except the first one.

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-06-07	June	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-07-07	July	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-07	August	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-09-07	September	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-10-07	October	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-11-07	November	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-12-07	December	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-01-08	January	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-02-08	February	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-03-08	March	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-04-08	April	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-05-08	May	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

D. Choose “Close Year” icon to close the year.

This screenshot is identical to the one above, showing the 'EDIT - ACCOUNTING PERIODS' table. However, the 'Close Year' icon in the 'ACTIONS' toolbar is now highlighted with a red box and has a large black arrow pointing to it, indicating the user action.

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-06-07	June	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-07-07	July	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-07	August	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-09-07	September	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-10-07	October	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-11-07	November	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-12-07	December	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-01-08	January	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-02-08	February	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-03-08	March	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-04-08	April	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-05-08	May	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The following pop up page will be appeared.



This function closes the fiscal year from 01-06-09 to 31-05-10. Once the fiscal year is closed it cannot be opened again, and the periods in the fiscal year cannot be changed.

Do you want to close the fiscal year?

Yes

No

E. Choose the “**Yes**” to close the year.



This function closes the fiscal year from 01-06-09 to 31-05-10. Once the fiscal year is closed it cannot be opened again, and the periods in the fiscal year cannot be changed.

Do you want to close the fiscal year?



Yes

No

## FI-203 How to: Bank Reconciliation

### Introduction

This process demonstrates how to reconcile the bank account. This is all about reconciliation of bank process for an organization.

### Roles

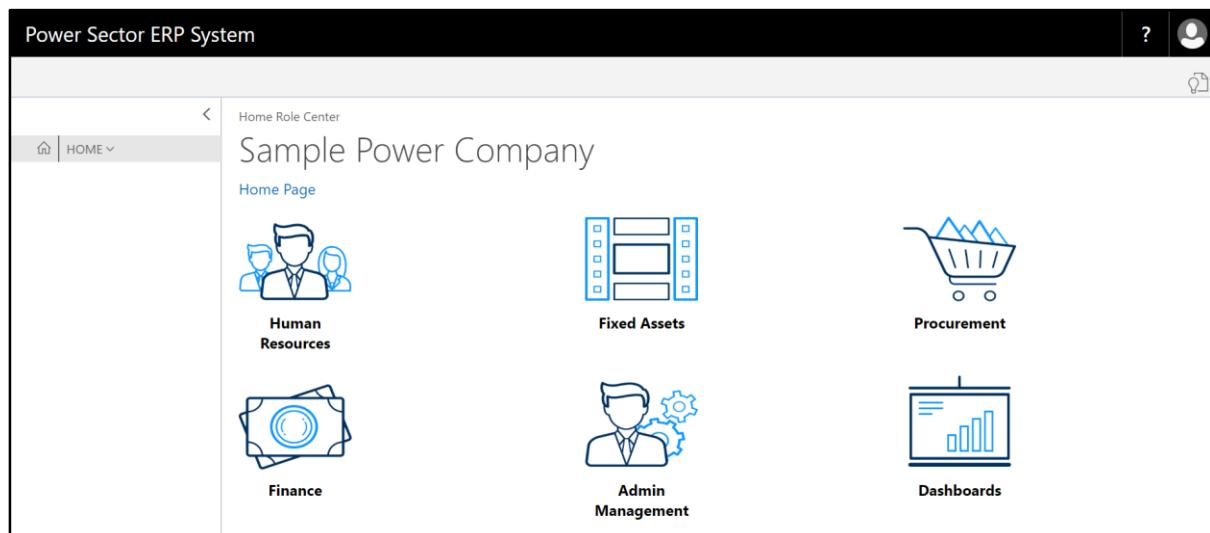
- Module Admin

### Prerequisite

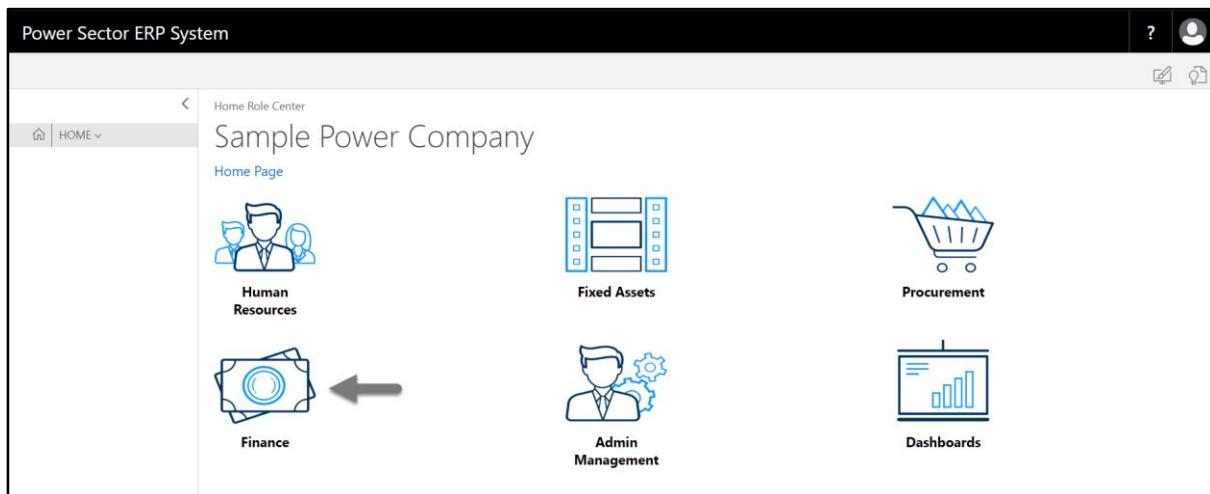
Configured Bank Setup

To initiate, follow the steps below.

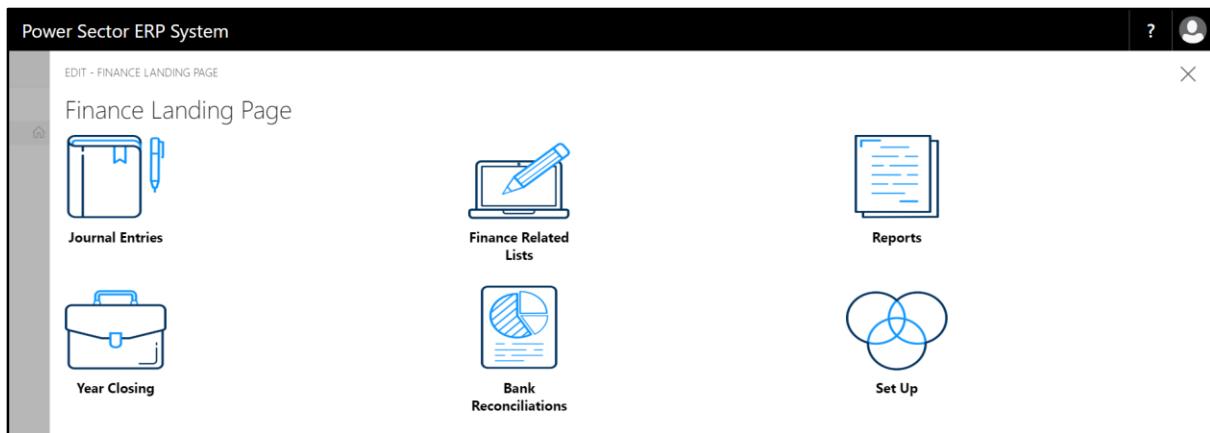
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



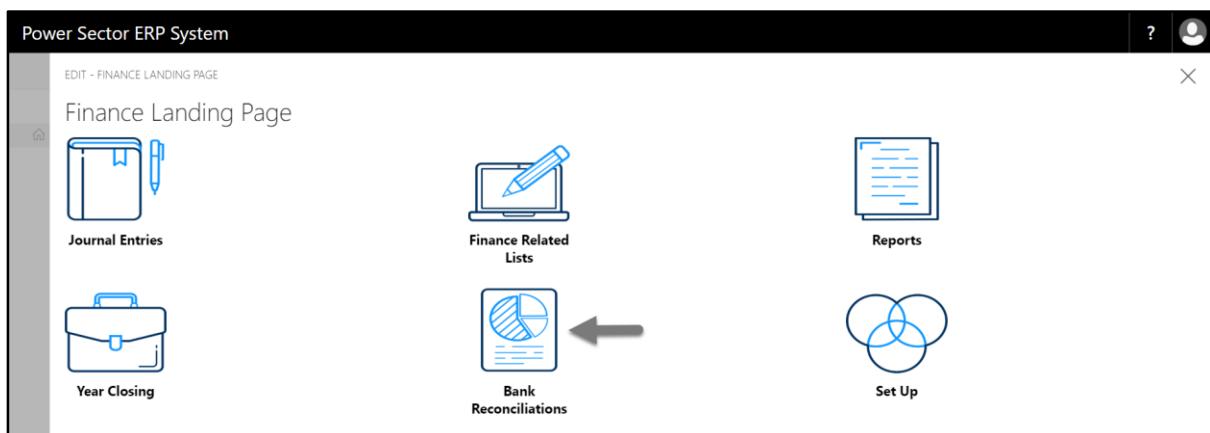
B. Choose the “Finance” icon.



Finance Landing Page will be appeared as below

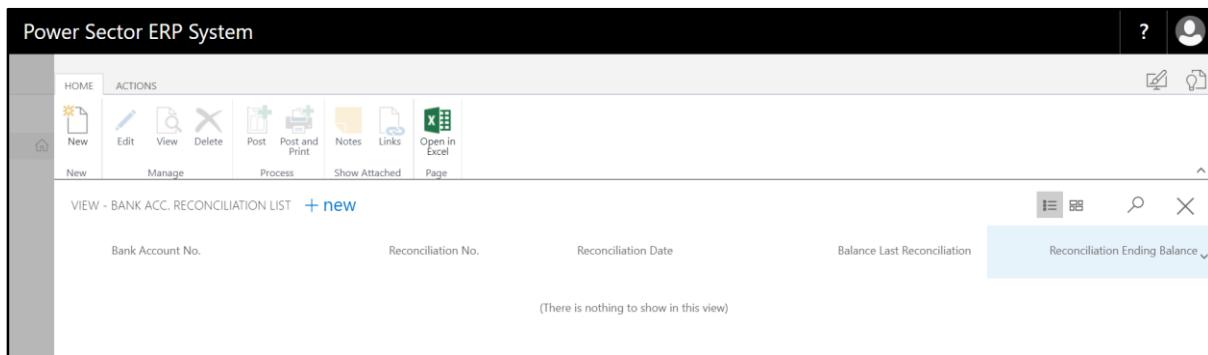


C. Choose the “Bank Reconciliation” in Finance Landing Page.

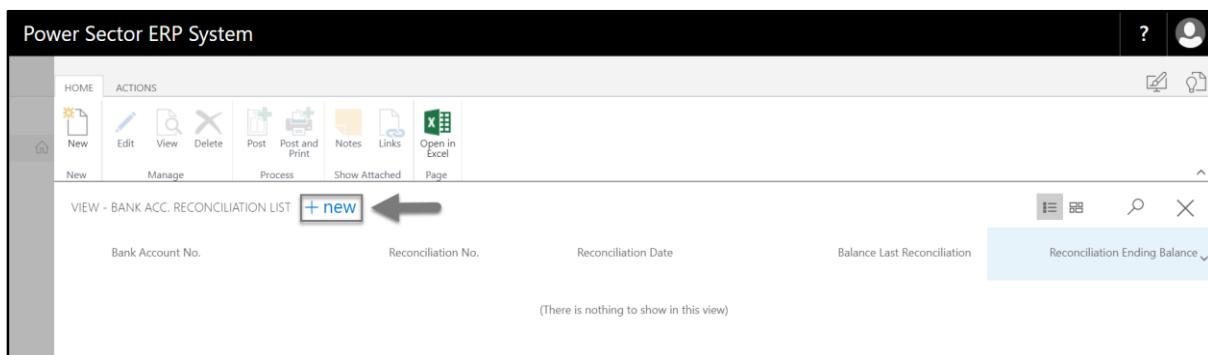


## User Manual for Finance Module, ERP System for Power Division

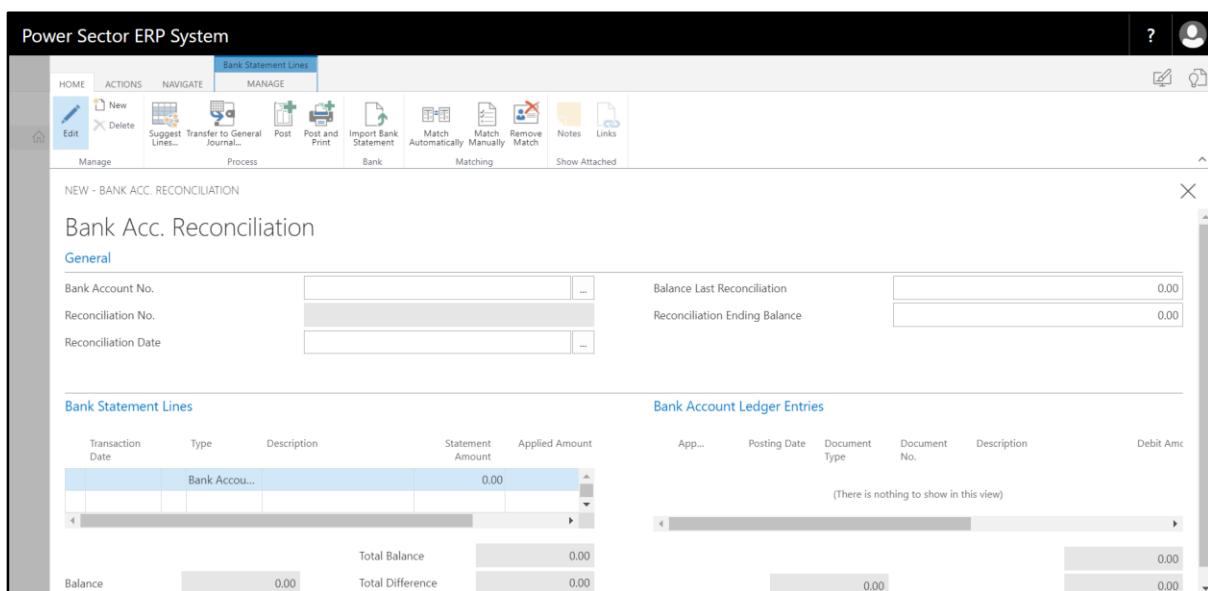
Bank Reconciliation list page will be appeared as below depends on data availability.



D. Choose “new” icon to access Bank Account Reconciliation.

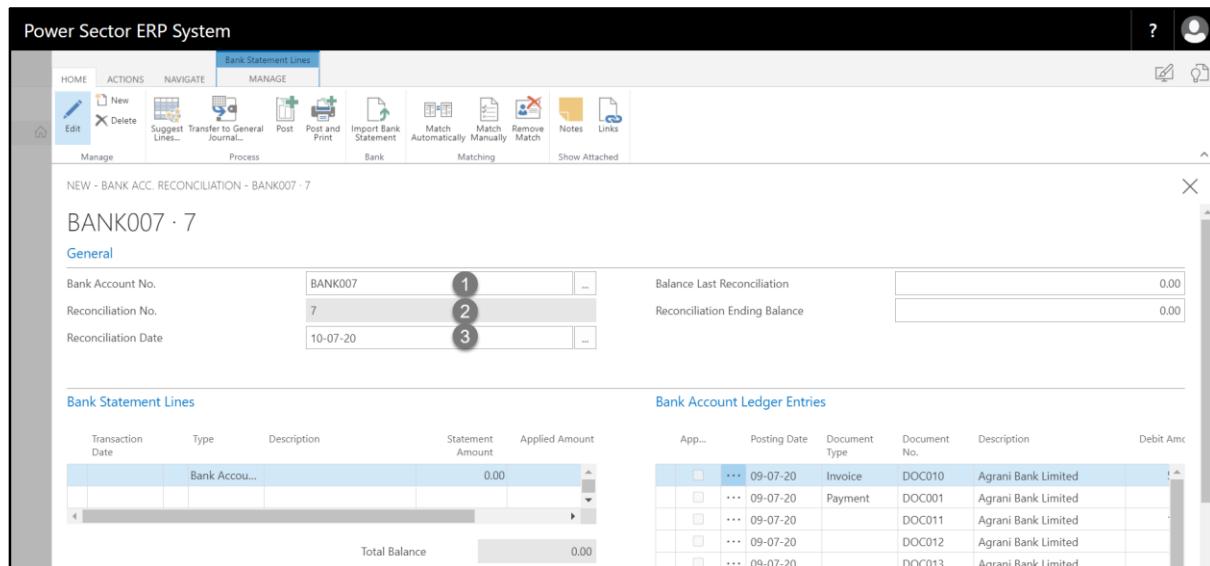


The following Bank Account Reconciliation page will be appeared.



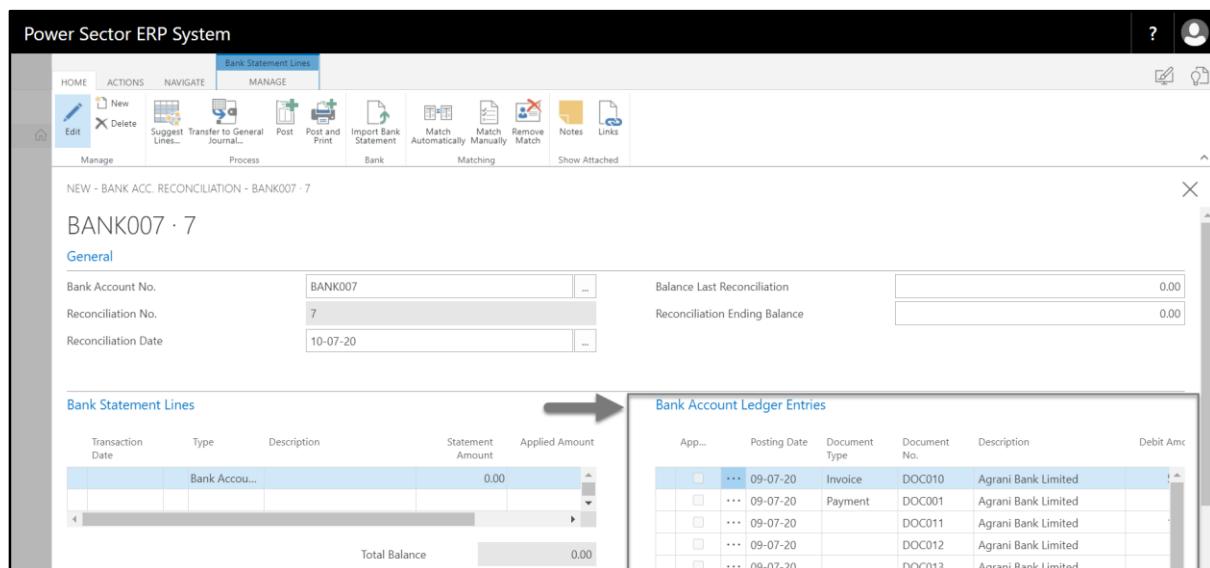
E. Provide below Bank Account Reconciliation information to proceed.

1. Choose **Bank Account No.** from the dropdown by clicking on  button.
  - **Bank Account No.: BANK007**
2. **Reconciliation No.** will be automatically populated.
3. Choose **Reconciliation Date** from the dropdown by clicking on  button.
  - **Reconciliation Date: 10-07-20**



Statement Date	Type	Description	Statement Amount	Applied Amount	Posting Date	Document Type	Document No.	Description	Debit Amc
	Bank Accou...		0.00		09-07-20	Invoice	DOC010	Agrani Bank Limited	
					09-07-20	Payment	DOC001	Agrani Bank Limited	
					09-07-20		DOC011	Agrani Bank Limited	
					09-07-20		DOC012	Agrani Bank Limited	
					09-07-20		DOC013	Agrani Bank Limited	

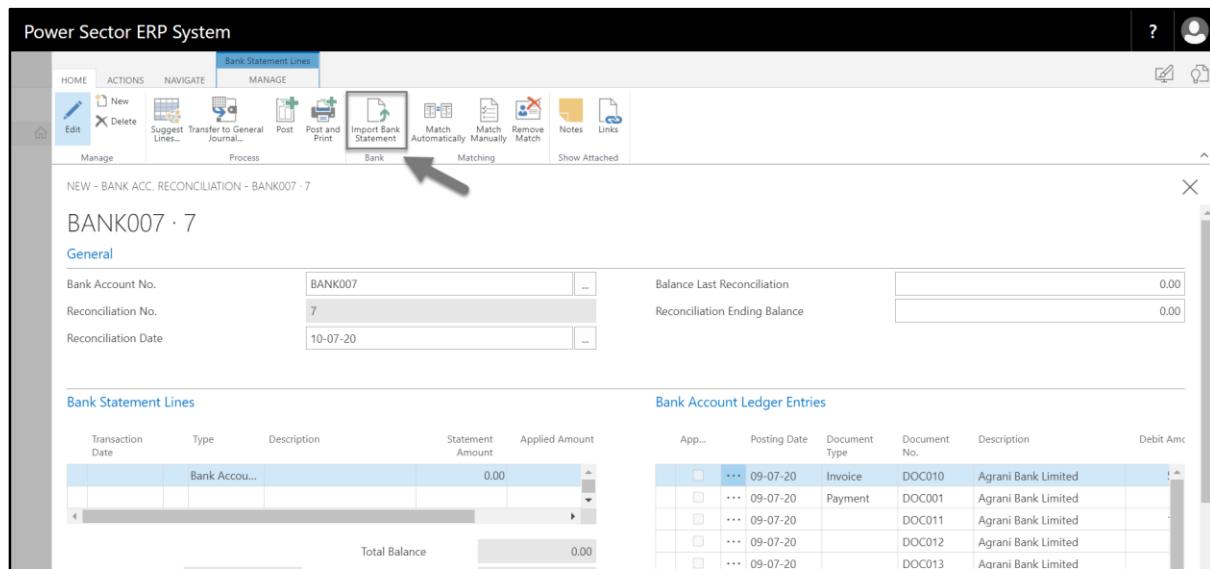
After choosing Bank Account No, Bank Account Ledger Entries will be populated.



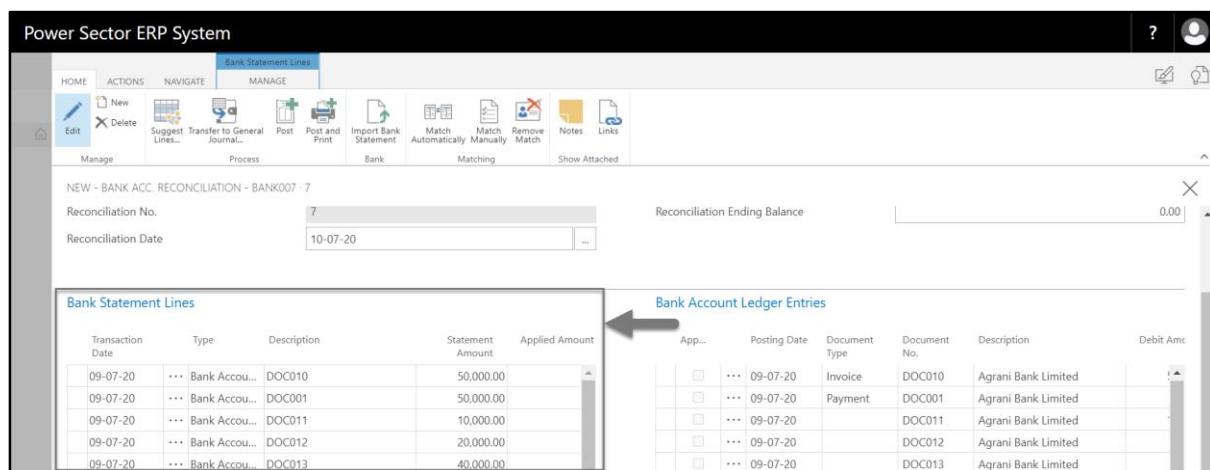
Statement Date	Type	Description	Statement Amount	Applied Amount	Posting Date	Document Type	Document No.	Description	Debit Amc
	Bank Accou...		0.00		09-07-20	Invoice	DOC010	Agrani Bank Limited	
					09-07-20	Payment	DOC001	Agrani Bank Limited	
					09-07-20		DOC011	Agrani Bank Limited	
					09-07-20		DOC012	Agrani Bank Limited	
					09-07-20		DOC013	Agrani Bank Limited	

## User Manual for Finance Module, ERP System for Power Division

F. Import Bank Statement or input the Bank Statement Lines manually to compare with Bank Account Ledger Entries.

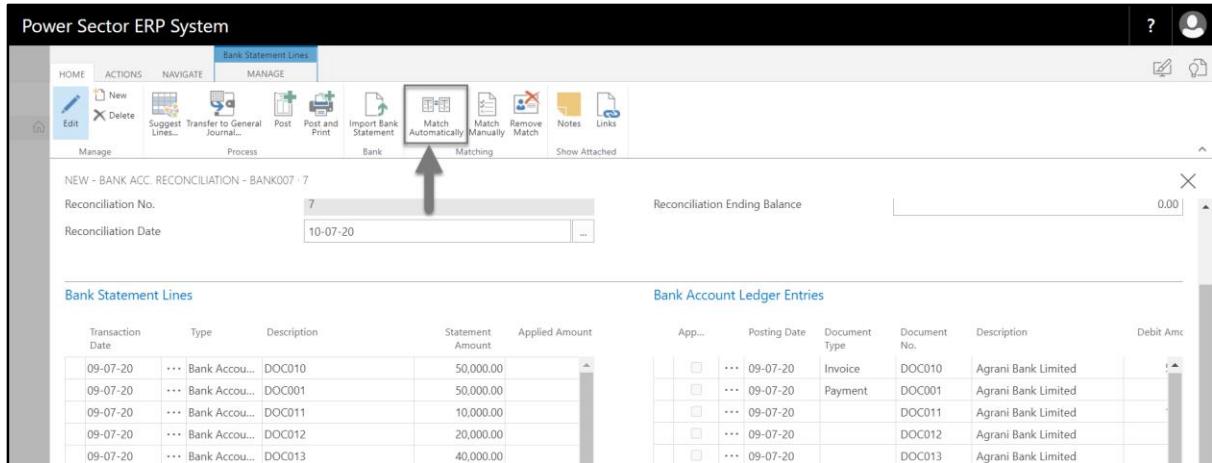


After importing the Bank Statement or manual input, Bank Statement Lines will be appeared.

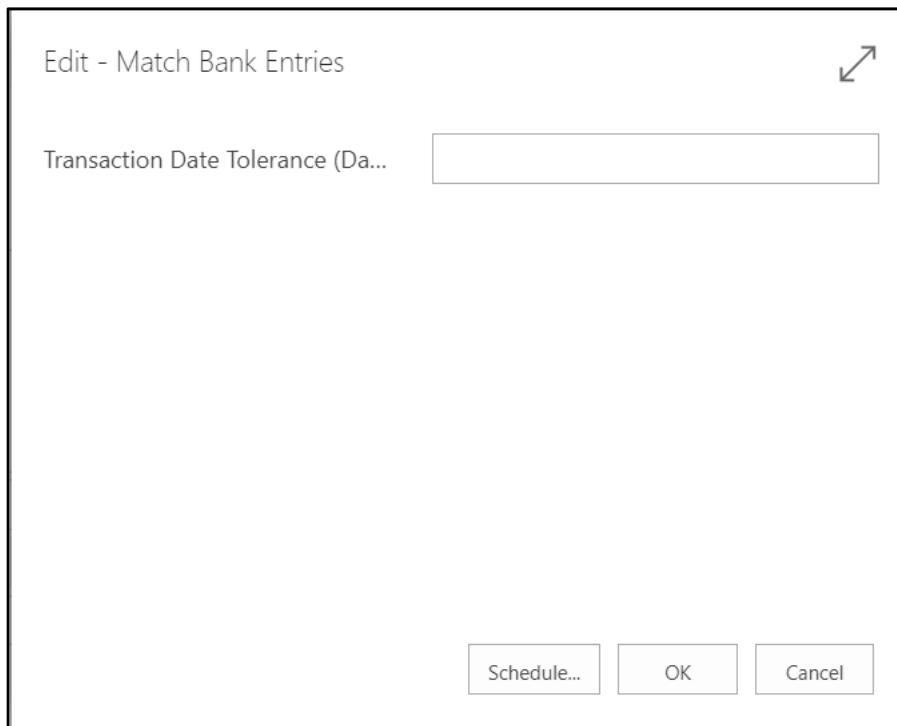


G. After appear both Bank Statement Lines and Bank Account Ledger Entries, choose “Match Automatically” or “Match Manually” to match.

## User Manual for Finance Module, ERP System for Power Division

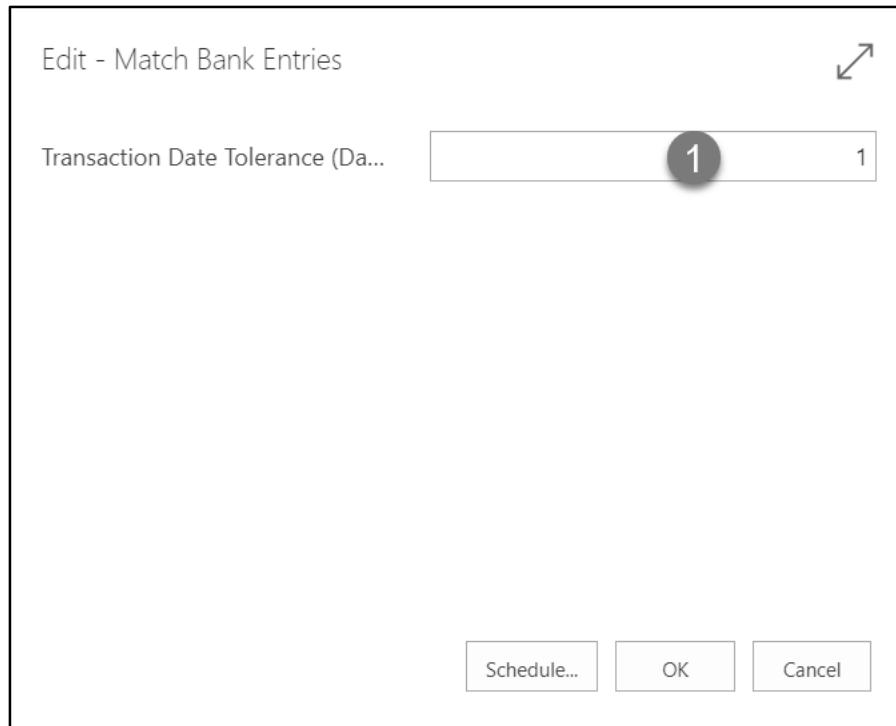


Following pop up box will be appeared.

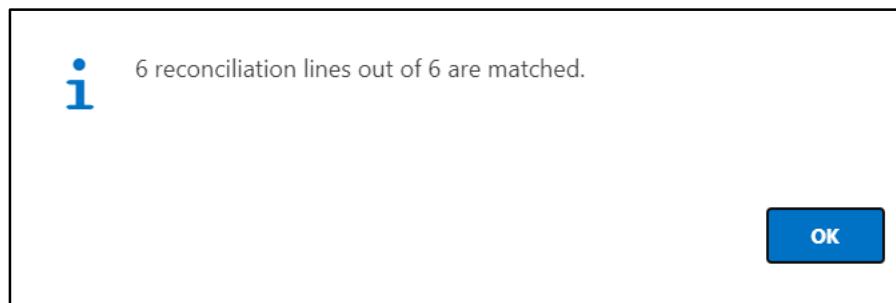


H. Provide **Transaction Date Tolerance (Days)** to proceed.

1. Provide **Transaction Date Tolerance (Days)** here.
  - **Transaction Date Tolerance (Days): 1**



Following pop up box will be appeared.



- I. Choose **OK** to complete the reconciliation and following reconciled Statement will be appeared.

## User Manual for Finance Module, ERP System for Power Division

Power Sector ERP System

HOME ACTIONS NAVIGATE MANAGE

Bank Statement Lines

NEW - BANK ACC. RECONCILIATION - BANK007 - 7

BANK007 · 7

General

Bank Account No.	BANK007	...	
Reconciliation No.	7	Balance Last Reconciliation	0.00
Reconciliation Date	10-07-20	Reconciliation Ending Balance	0.00

Bank Statement Lines

Transaction Date	Type	Description	Statement Amount	Applied Amount
09-07-20	...	Bank Accou... DOC010	50,000.00	50,000
09-07-20	...	Bank Accou... DOC001	50,000.00	-50,000
09-07-20	...	Bank Accou... DOC011	10,000.00	10,000
09-07-20	...	Bank Accou... DOC012	20,000.00	-20,000
09-07-20	...	Bank Accou... DOC013	40,000.00	-40,000

Bank Account Ledger Entries

App...	Posting Date	Document Type	Document No.	Description	Debit Amc
<input checked="" type="checkbox"/>	09-07-20	Invoice	DOC010	Agrani Bank Limited	
<input checked="" type="checkbox"/>	09-07-20	Payment	DOC001	Agrani Bank Limited	
<input checked="" type="checkbox"/>	09-07-20		DOC011	Agrani Bank Limited	
<input checked="" type="checkbox"/>	09-07-20		DOC012	Agrani Bank Limited	
<input checked="" type="checkbox"/>	09-07-20		DOC013	Agrani Bank Limited	

### NOTE

Green font indicate the matched line between Bank Statement and Bank Ledger Entries.

### IMPORTANT

If any error found after matched, select lines and choose “**Remove Match**” icon to remove the match between two lines.

## FI-300 Finance Related List

### Introduction

This section shows how to view Finance Related List originated from posting journal. Finance Related List contains –

- FI-301** General ledger
- FI-302** Cash Ledger Entries
- FI-303** Bank Ledger Entries
- FI-304** Vendor Ledger Entries
- FI-305** AIT Statement
- FI-306** AIT Mushok
- FI-307** VAT Statement
- FI-308** VAT Mushok
- FI-309** VAT Settlement
- FI-310** AIT Settlement
- FI-311** VAT Entries
- FI-312** AIT Entries
- FI-313** Cash Deposit Register

### Role

- Module Admin

### Prerequisite

- Module Admin credentials – username and password

## FI-301 How to: View General Ledger

### Introduction

This process demonstrates how to view General Ledger.

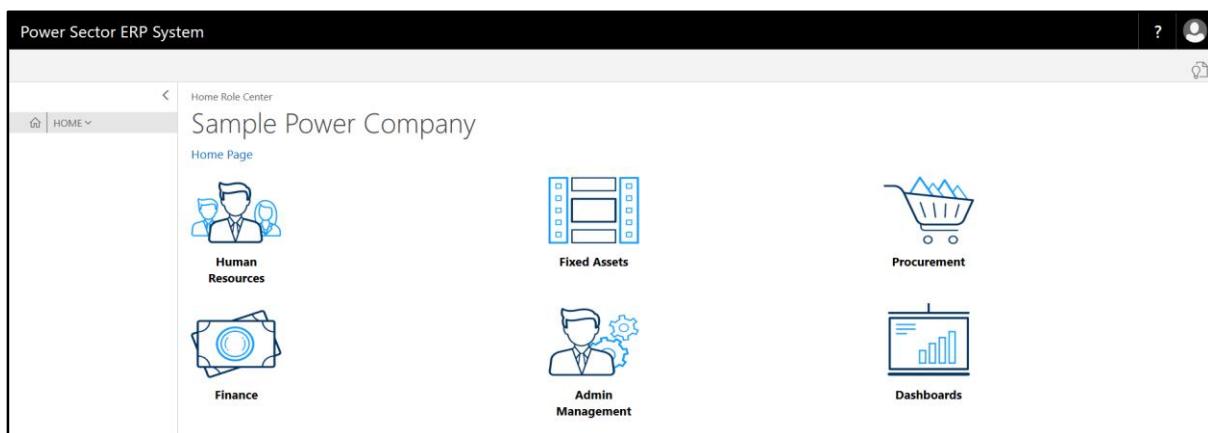
### Roles

- Module Admin
- Module User

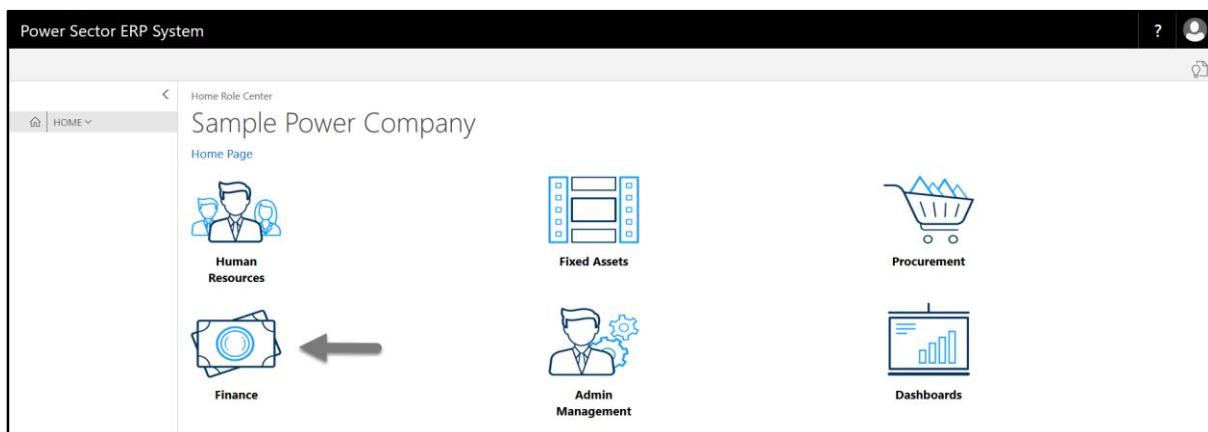
## View General Ledger

To initiate, follow the steps below.

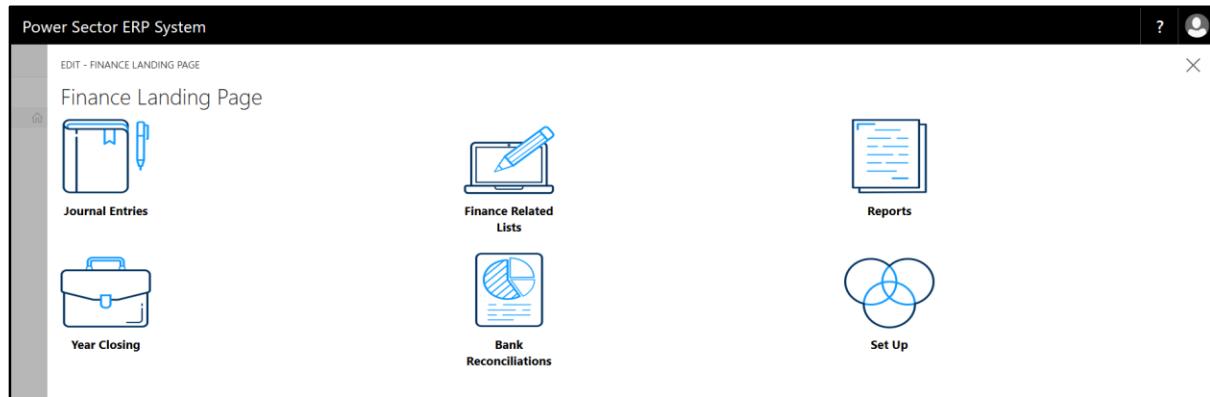
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



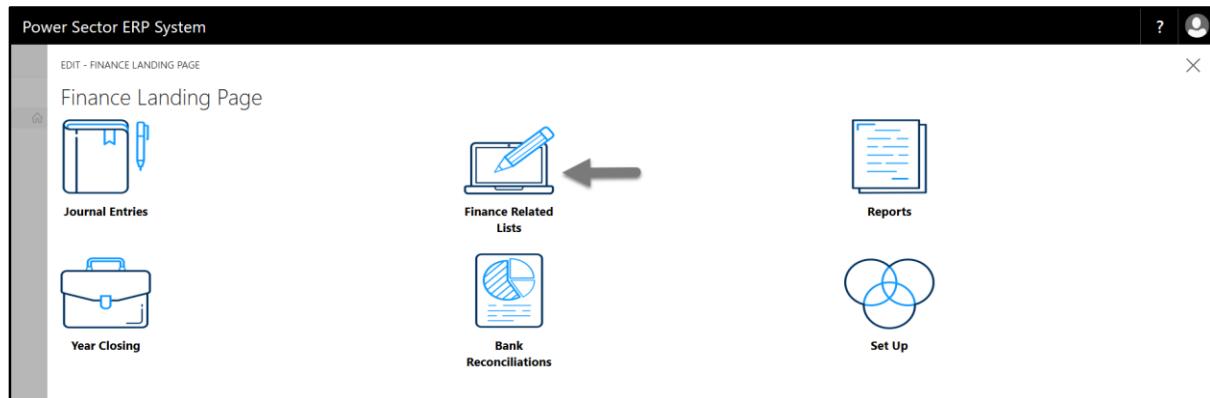
- B. Choose the "**Finance**" icon.



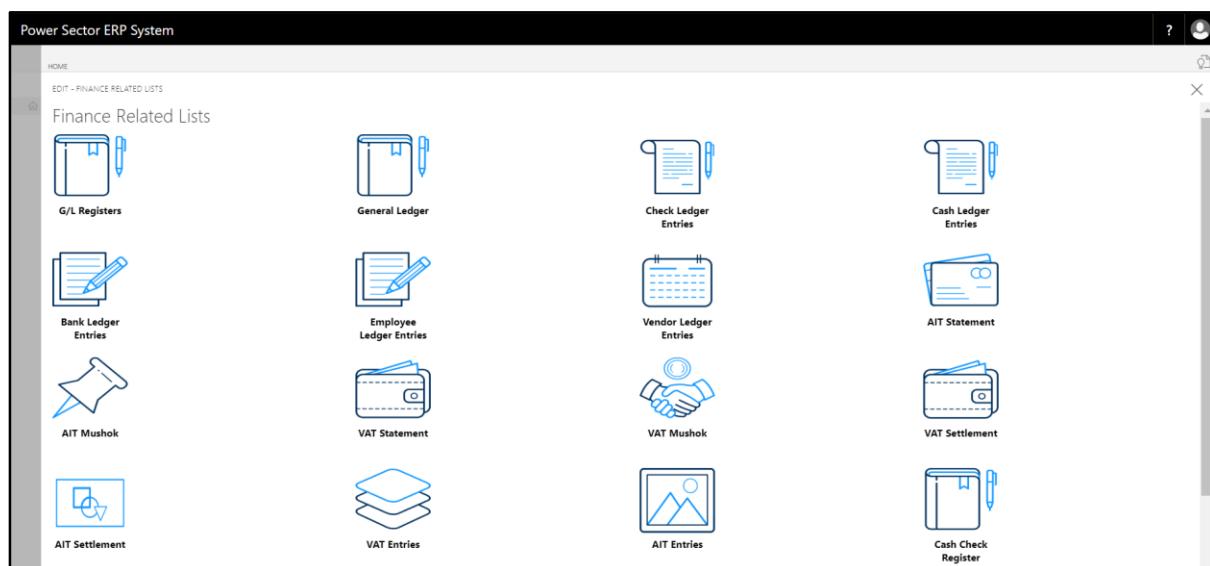
Finance Landing Page will be appeared as below



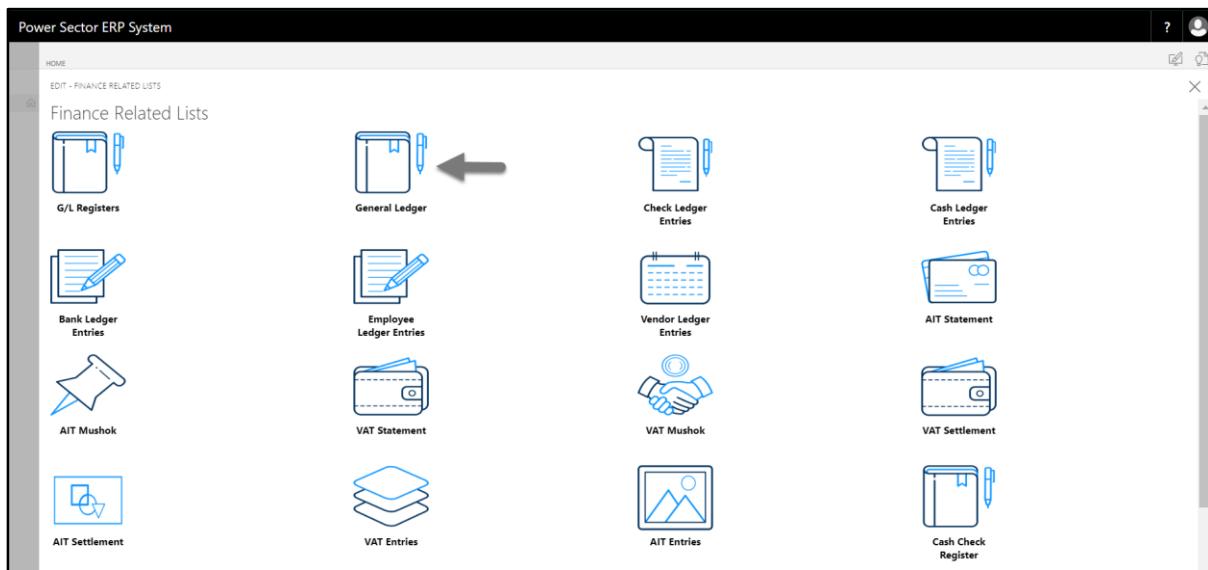
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “General Ledger” in Finance Related Lists Page.



The following General Journal list page will be appeared.

Posting Date	Document Type	Document No.	G/L Account No.	Description	Cost center Code	Debit Amount	Credit Amount	Bal. Account Type	Bal. Account No.	Entry No.
08-07-20	... Payment	DOC010	2030501006	Matador Stationary		18,000.00		G/L Account	1020402001	20
08-07-20	... Payment	DOC010	1020402001	Matador Stationary		18,000.00		Vendor	VEND000012	19
08-07-20	... Payment	DOC009	2030501006	Otobi Furniture		19,000.00		G/L Account	3020201001	18
08-07-20	... Payment	DOC009	3020201001	Otobi Furniture		19,000.00		Vendor	VEND000010	17
08-07-20	... Invoice	DOC002	1020402001	Preliminary expense		10,000.00		G/L Account	1010402001	16
08-07-20	... Invoice	DOC002	1010402001	Preliminary expense		10,000.00		G/L Account	1020402001	15
08-07-20	... Invoice	DOC001	1020402001	Utilities: Gas, Electricity & WASA bill		5,000.00		G/L Account	4030501001	14
08-07-20	... Invoice	DOC001	4030501001	Utilities: Gas, Electricity & WASA bill		5,000.00		G/L Account	1020402001	13
06-07-20	... Invoice	PPI0000004	2030501006	Order P00000006		2,500.00		G/L Account		12
06-07-20	... Invoice	PPI0000004	2030403001	Order P00000006		375.00		G/L Account		11
06-07-20	... Invoice	PPI0000004	1010303001	Order P00000006		2,875.00		G/L Account		10
06-07-20	...	PPI0000004	1020201002	Direct Cost VEND000013 on 06-07-...		2,500.00		G/L Account		9
06-07-20	...	PPI0000004	1010105001	Direct Cost VEND000013 on 06-07-...		2,500.00		G/L Account		8
07-07-20	... Payment	CP00000003	2030501006	Invoice PPI0000003		2,500.00		G/L Account	1010105002	7
07-07-20	... Payment	CP00000003	1010105002	Invoice PPI0000003		2,500.00		Vendor	VEND000013	6

## FI-302 How to: View Cash Ledger Entries

### Introduction

This process demonstrates how to view Cash Ledger Entries.

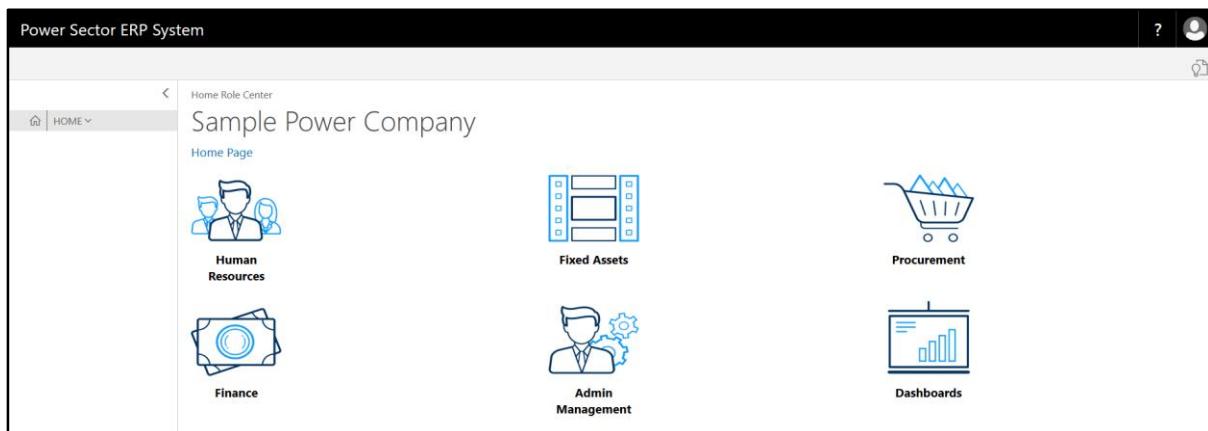
### Roles

- Module Admin
- Module User

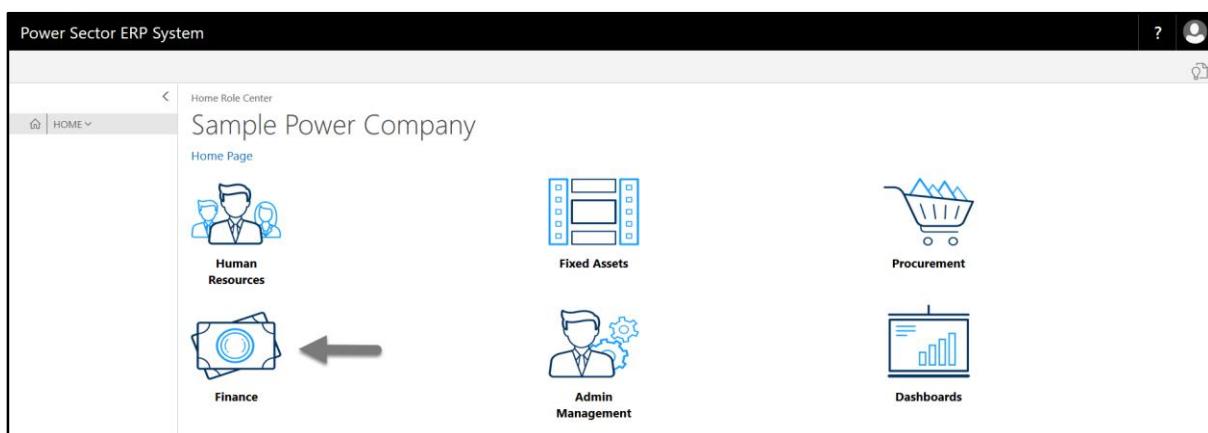
### View Cash Ledger Entries

To initiate, follow the steps below.

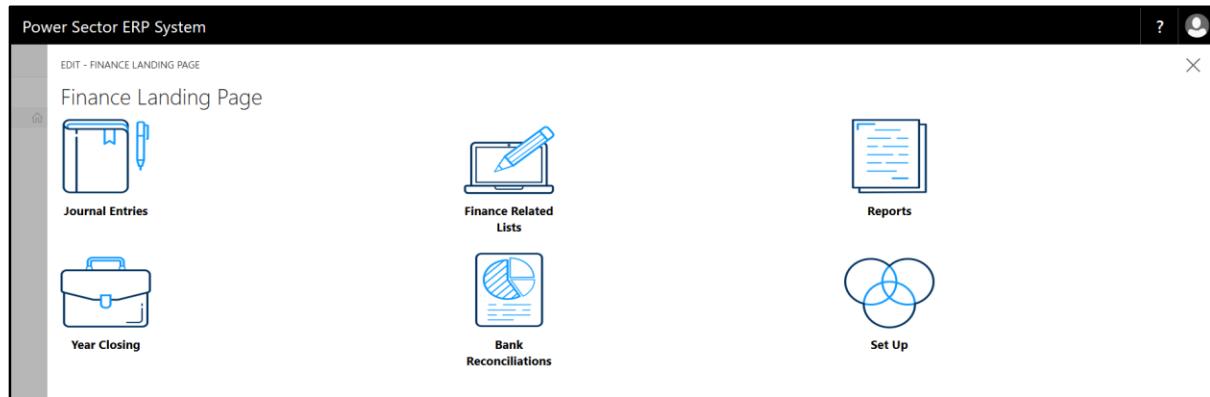
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



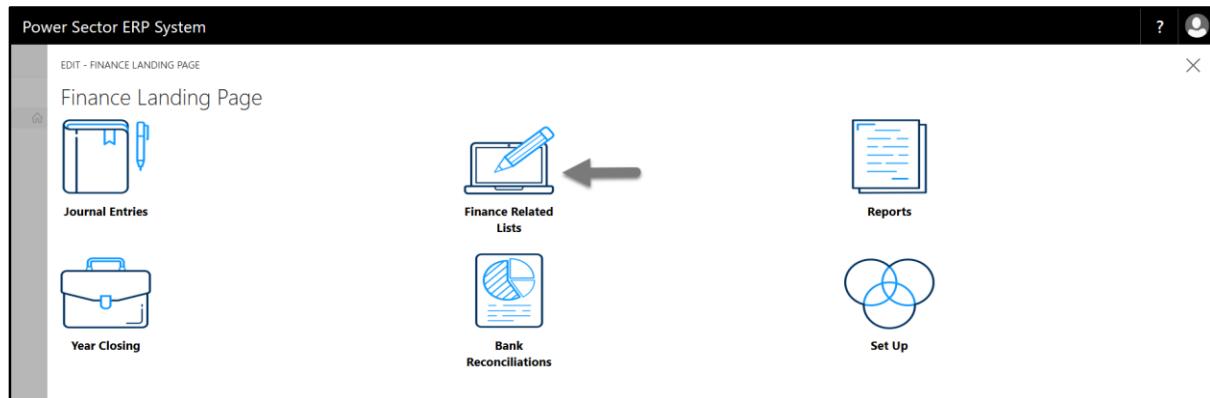
- B. Choose the "**Finance**" icon.



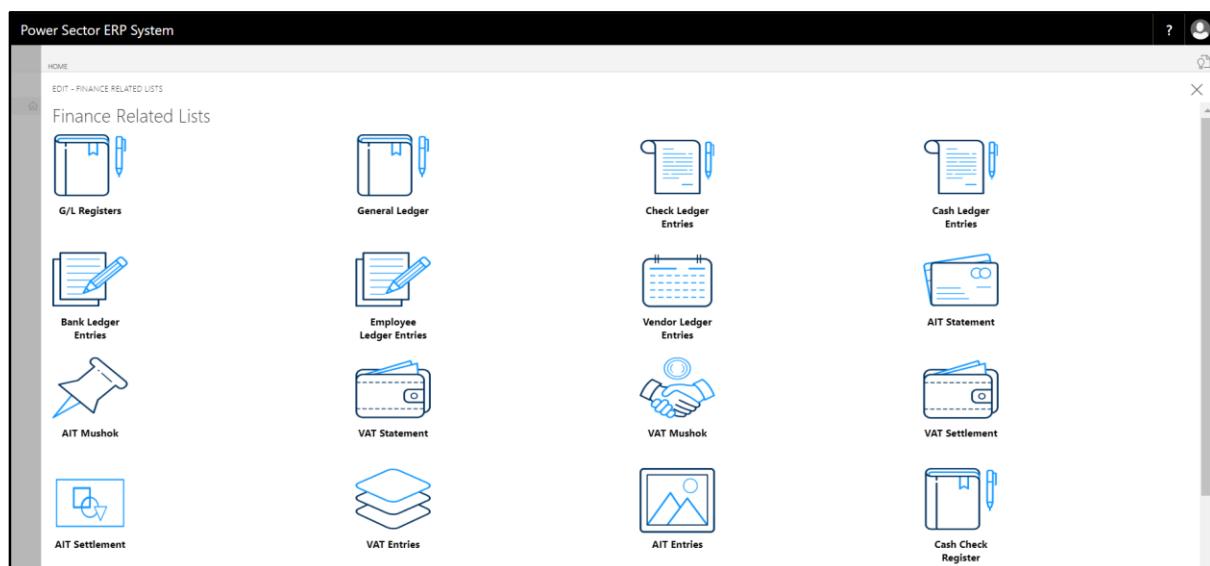
Finance Landing Page will be appeared as below



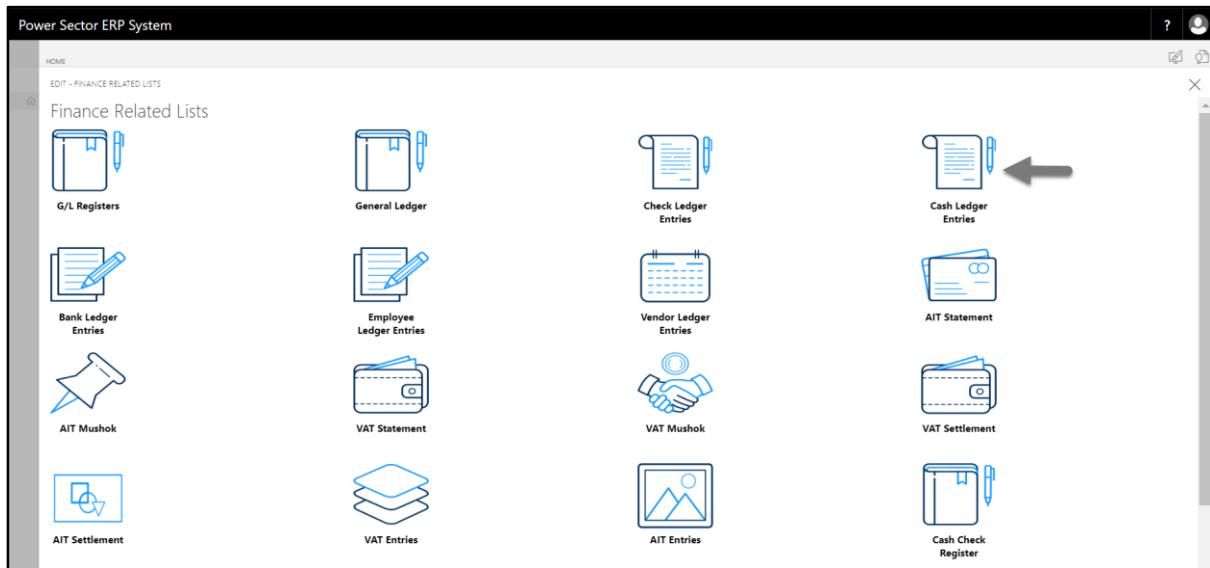
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**Cash Ledger Entries**” in Finance Related Lists Page.



The following Register will be appeared.

VIEW - CASH LEDGER ENTRIES - 1010105002 PETTY CASH SUSPENSE						
Posting Date	Document Type	Document No.	G/L Account No.	Description	G/L Entry No.	
11-07-20	Invoice	DOC006	1010105002	Petty cash suspense	34	
11-07-20	Payment	DOC004	1010105002	Petty cash suspense	28	
07-07-20	Payment	CP00000003	1010105002	Invoice PPI0000003	6	

## FI-303 How to: View Bank Ledger Entries

### Introduction

This process demonstrates how to view Bank Ledger Entries.

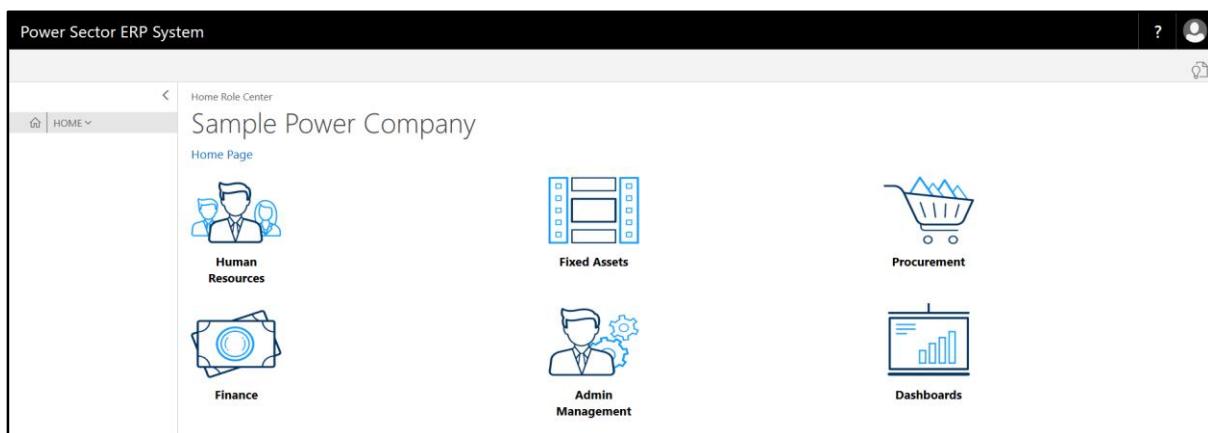
### Roles

- Module Admin
- Module User

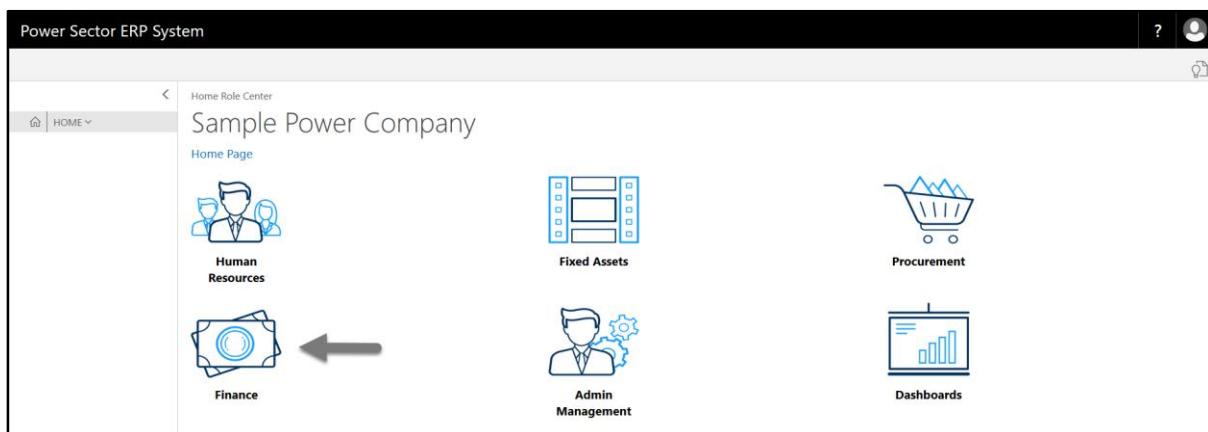
## View Bank Ledger Entries

To initiate, follow the steps below.

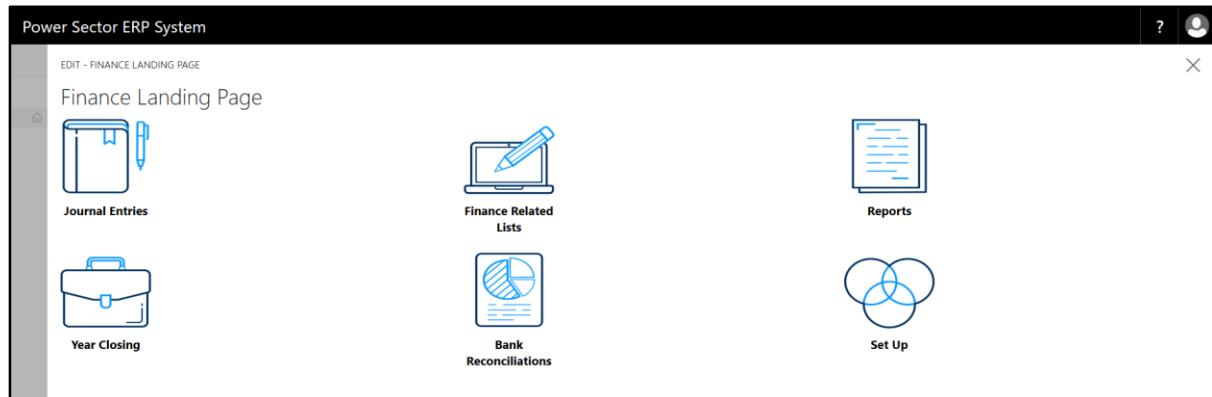
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



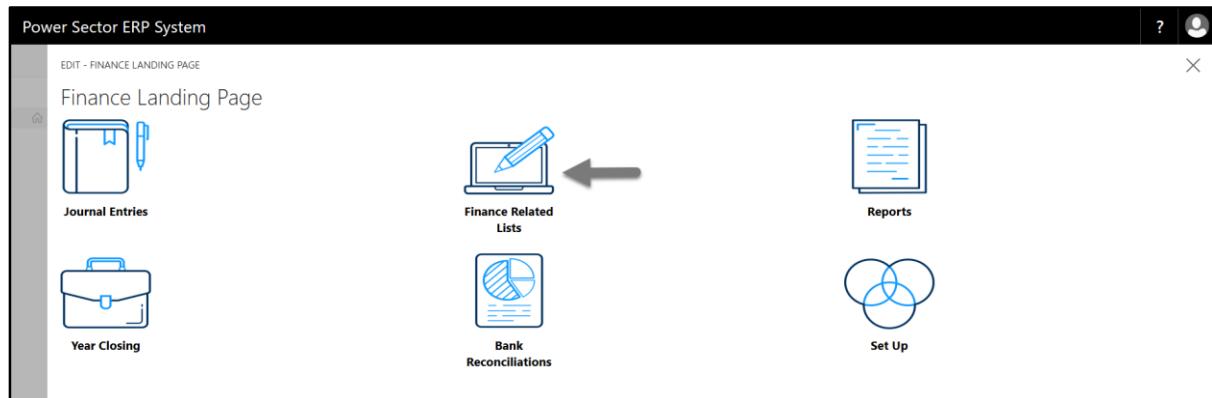
- B. Choose the "**Finance**" icon.



Finance Landing Page will be appeared as below



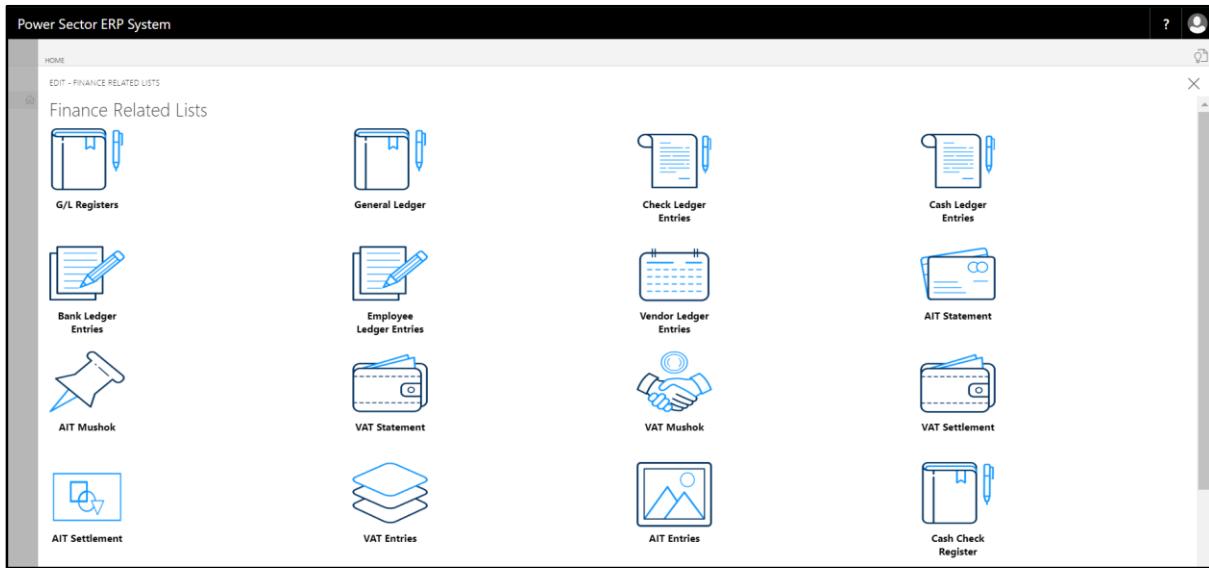
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



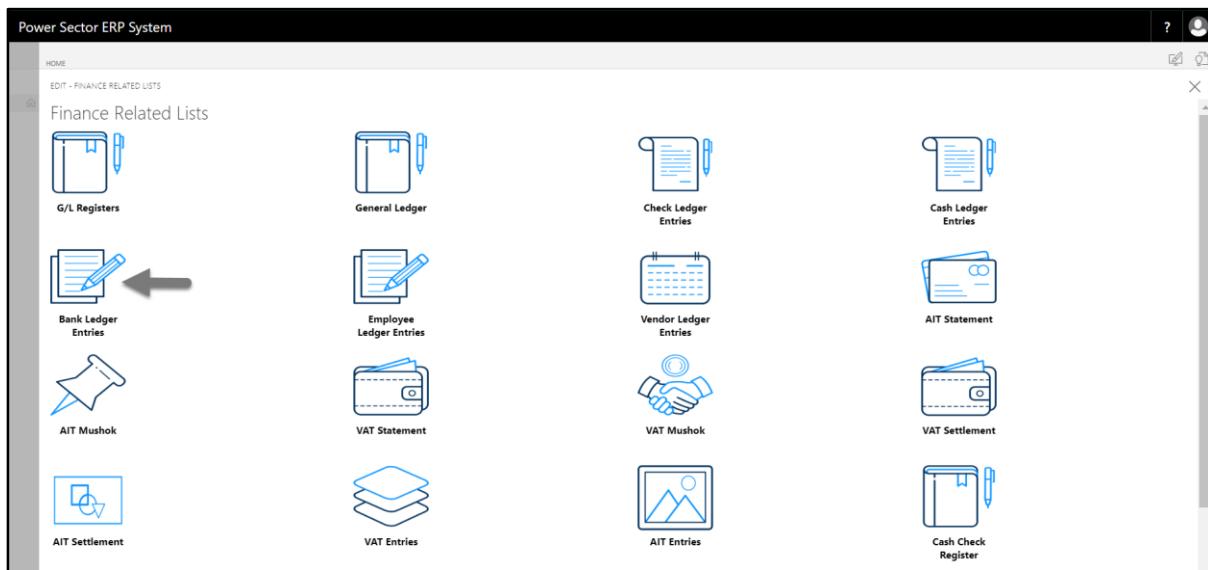
## User Manual for Finance Module, ERP System for Power Division

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Finance Related List page will be appeared as below



D. Choose the “**Bank Ledger Entries**” in Finance Related Lists Page.



The following Bank Account Ledger Entries will be appeared.

Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount	Open
11-07-20	...	Payment	DOC005	003	Sonali Bank Ltd.	80,000.00 <input checked="" type="checkbox"/>
11-07-20	...	Payment	DOC004	002	Prime Bank Ltd.	50,000.00 <input checked="" type="checkbox"/>
11-07-20	...	Invoice	DOC002	001	Dhaka Bank Ltd.	5,000.00 <input checked="" type="checkbox"/>

## FI-304 How to: View Vendor Ledger Entries

### Introduction

This process demonstrates how to view Vendor Ledger Entries.

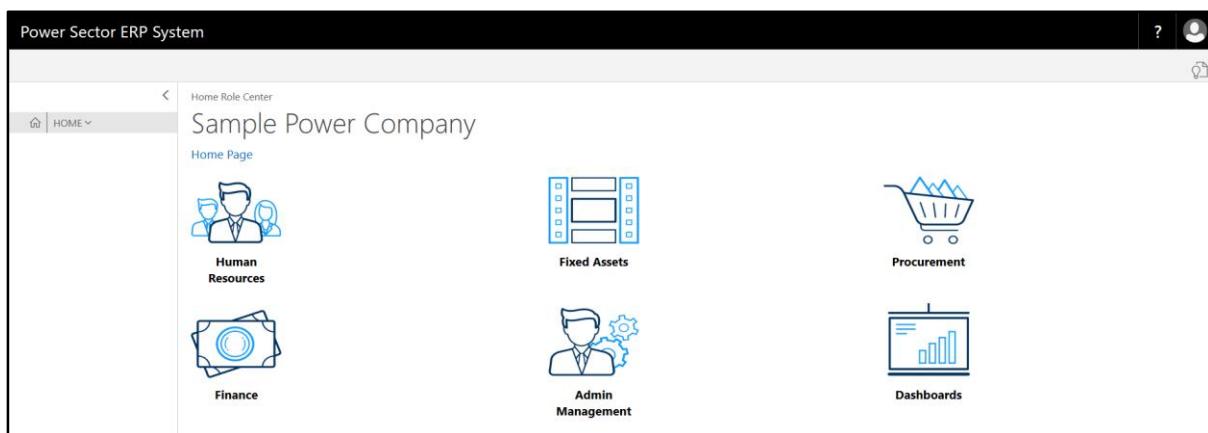
### Roles

- Module Admin
- Module User

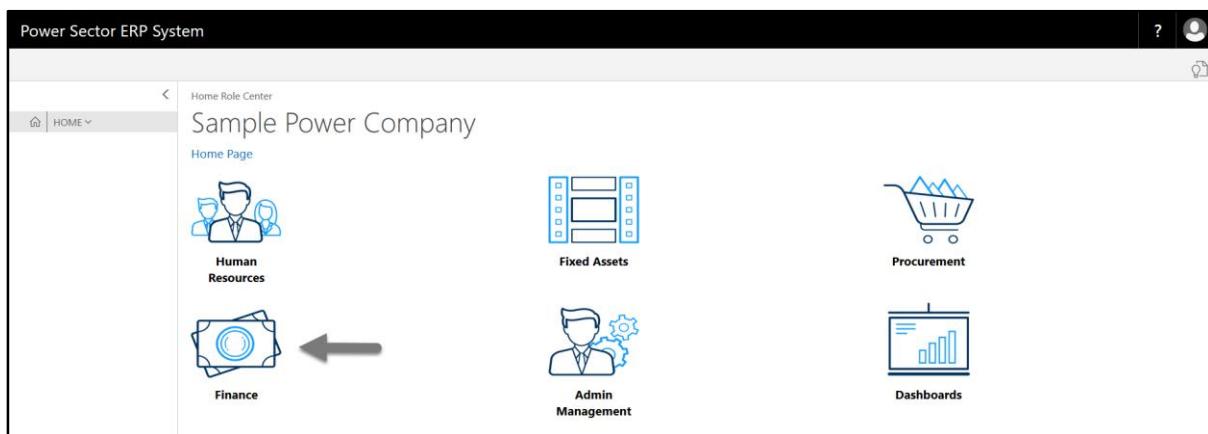
## View Vendor Ledger Entries

To initiate, follow the steps below.

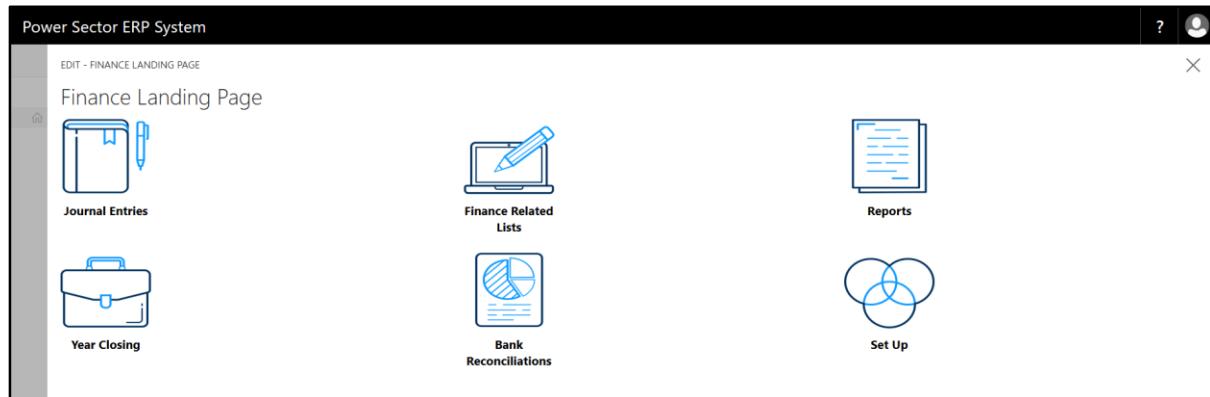
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



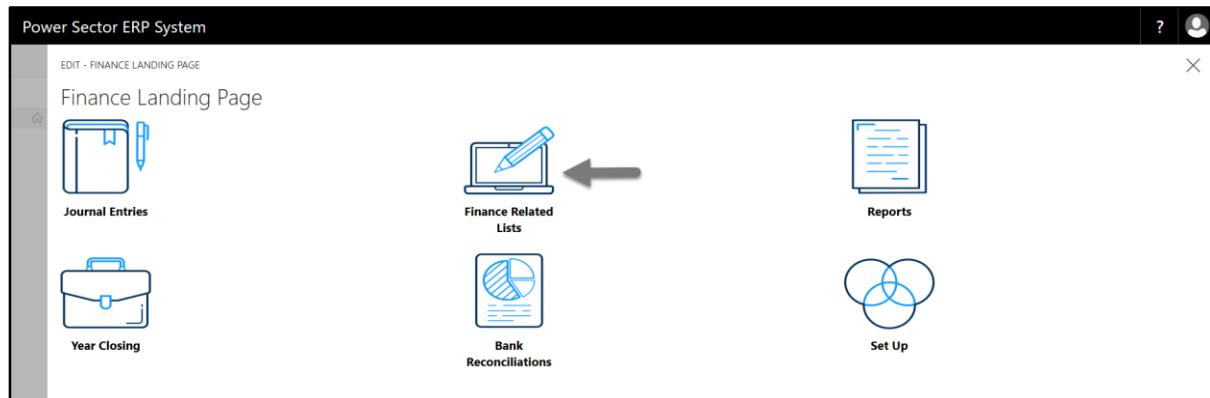
- B. Choose the "**Finance**" icon.



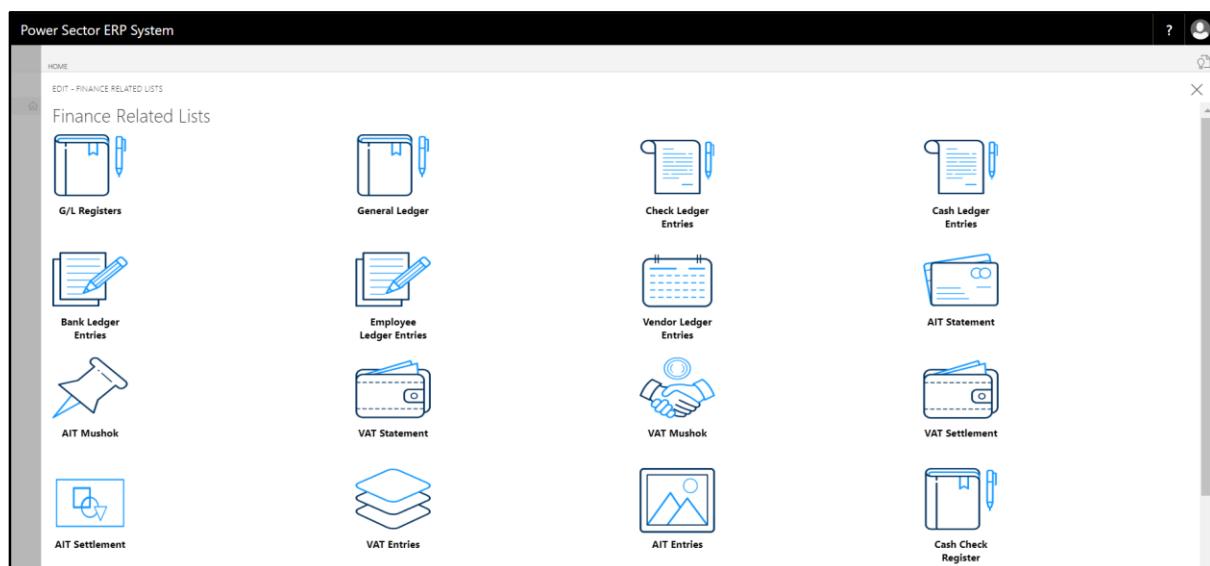
Finance Landing Page will be appeared as below



C. Choose the “**Finance Related Lists**” in Finance Landing Page.

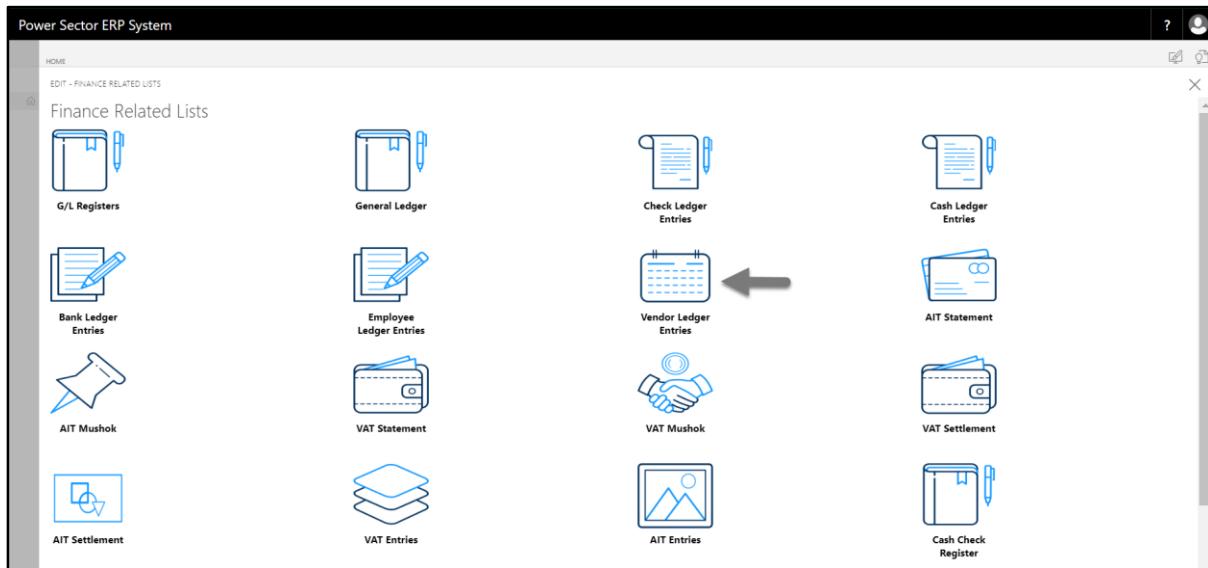


Finance Related List page will be appeared as below



## User Manual for Finance Module, ERP System for Power Division

D. Choose the “**Vendor Ledger Entries**” in Finance Related Lists Page.



The following Register will be appeared.

Posting Date	Document Type	Document No.	Vendor No.	Description	Payment Method Code	Original Amount	Debit Amount	Debit Amount (LCY)	Credit Amount	Credit Amount (LCY)
08-07-20	Payment	DOC011	VEND000010	Otobi Furniture		18,500.00	18,500.00	18,500.00		
08-07-20	Payment	DOC010	VEND000012	Matador Stationary	CASH	18,000.00	18,000.00	18,000.00		
08-07-20	Payment	DOC009	VEND000010	Otobi Furniture	CASH	19,000.00	19,000.00	19,000.00		
06-07-20	Invoice	PPI0000004	VEND000013	Order P00000006		-2,500.00			2,500.00	2,500.00
07-07-20	Payment	CP00000003	VEND000013	Invoice PPI0000003		2,500.00	2,500.00	2,500.00		
06-07-20	Invoice	PPI0000003	VEND000013	Order P00000008		-2,500.00			2,500.00	2,500.00

Posting Date	Credit Amount	Credit Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible	Remaining Pmt. Disc. Possible	Max. Payment Tolerance	Open	On Hold
08-07-20			18,500.00	18,500.00	08-07-20			0.00	0.00	0.00	<input checked="" type="checkbox"/>	
08-07-20			18,000.00	18,000.00	08-07-20			0.00	0.00	0.00	<input checked="" type="checkbox"/>	
08-07-20			19,000.00	19,000.00	08-07-20			0.00	0.00	0.00	<input checked="" type="checkbox"/>	
06-07-20	2,500.00	2,500.00	-2,500.00	-2,500.00	06-07-20			0.00	0.00	0.00	<input checked="" type="checkbox"/>	
07-07-20			0.00	0.00	07-07-20			0.00	0.00	0.00	<input type="checkbox"/>	
06-07-20	2,500.00	2,500.00	0.00	0.00	06-07-20			0.00	0.00	0.00	<input type="checkbox"/>	

## FI-305 How to: View AIT Statement

### Introduction

This process demonstrates how to view AIT Statement Report.

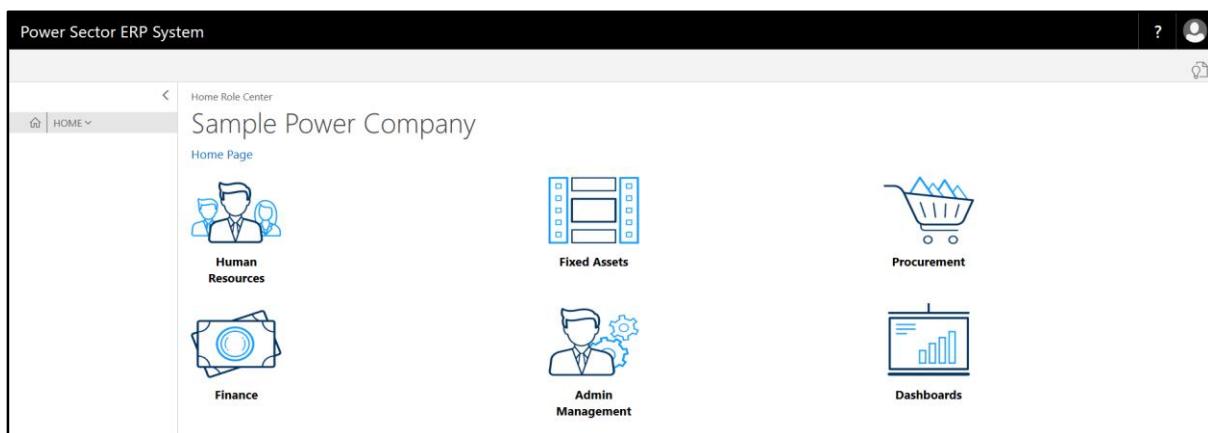
### Roles

- Module Admin
- Module User

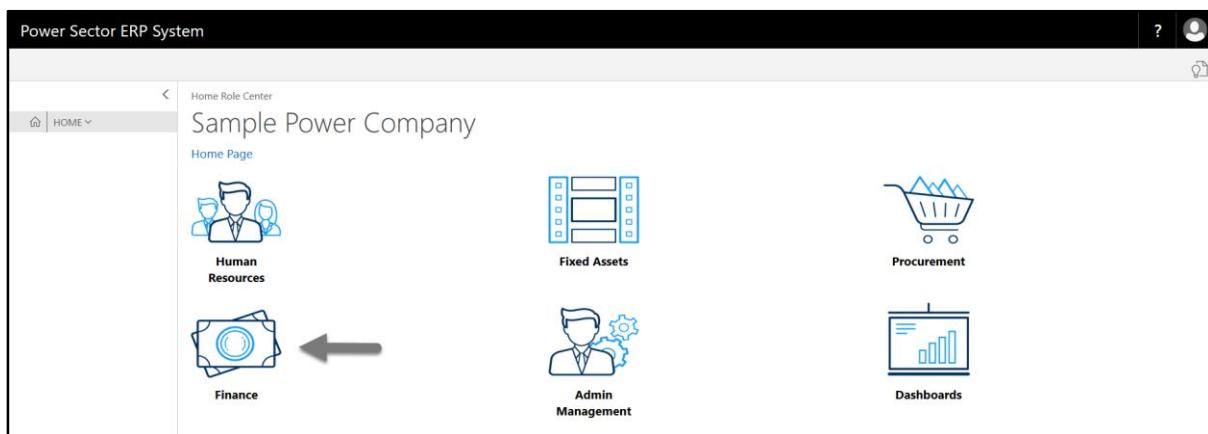
### View AIT Statement

To initiate, follow the steps below.

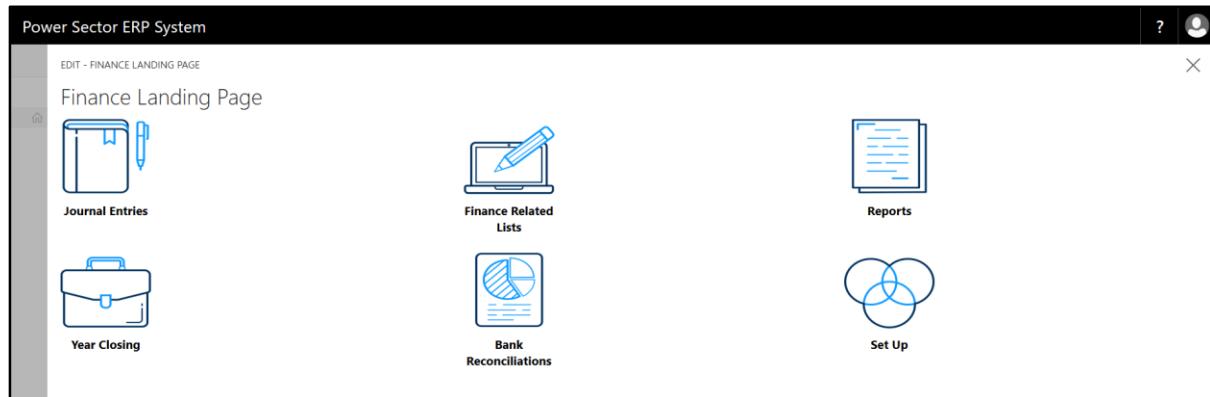
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



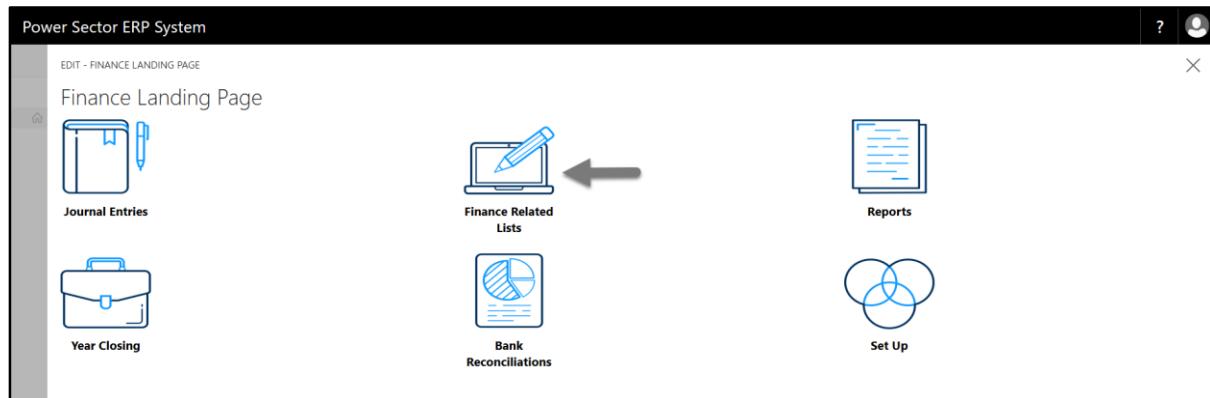
- B. Choose the "**Finance**" icon.



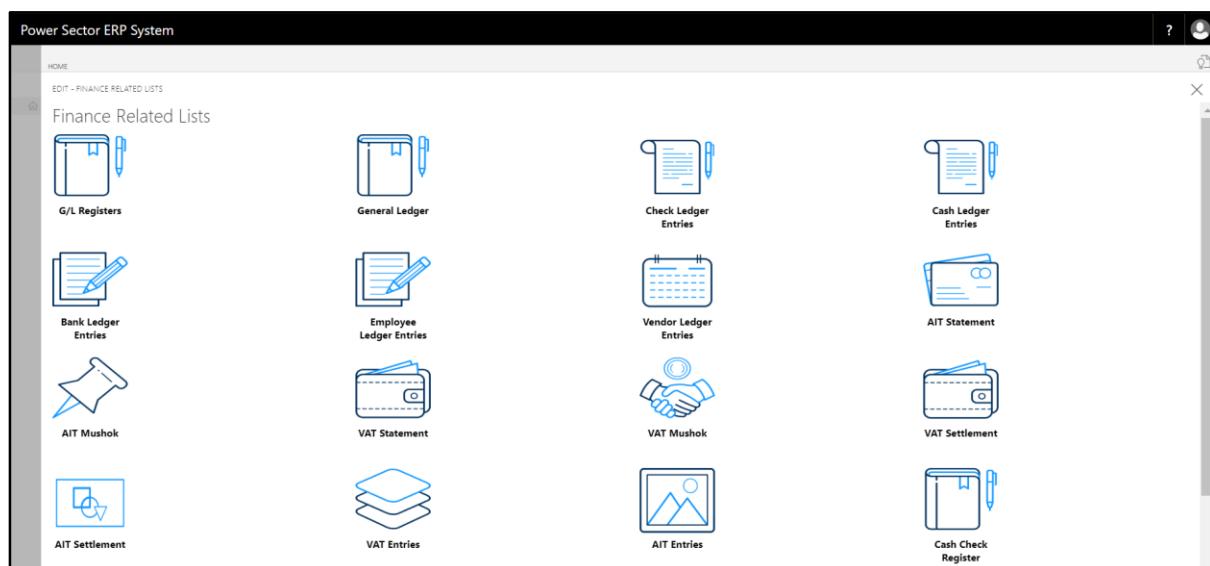
Finance Landing Page will be appeared as below



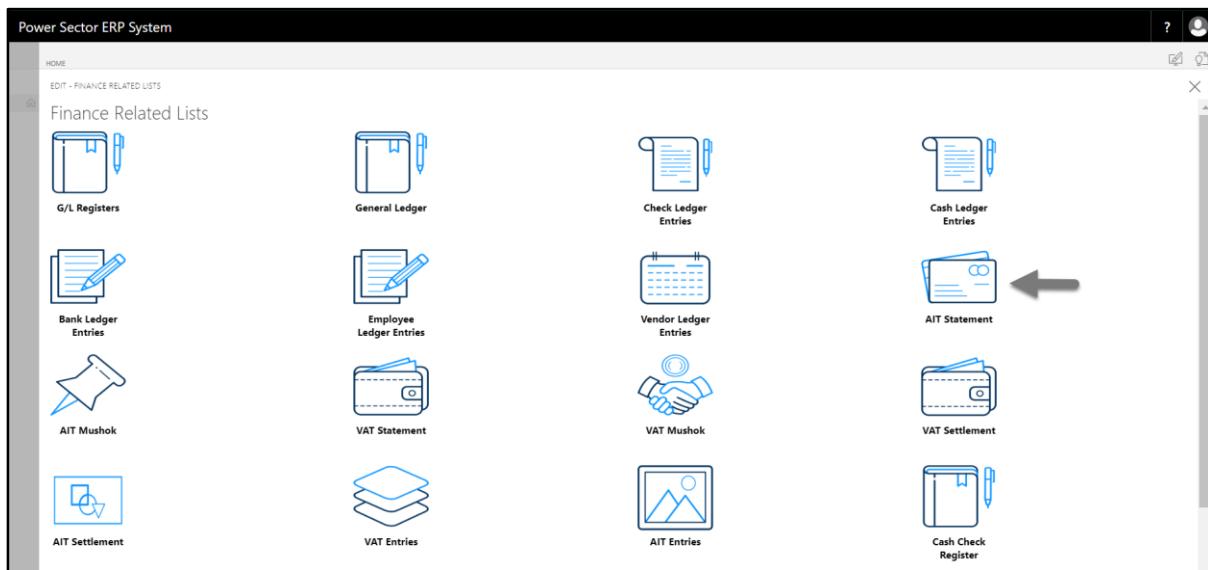
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**AIT Statement**” in Finance Related Lists Page.



The following **Calling Page** will appear for VAT Statement report.

Edit - AIT Statement

Date Filter

Start Date

End Date

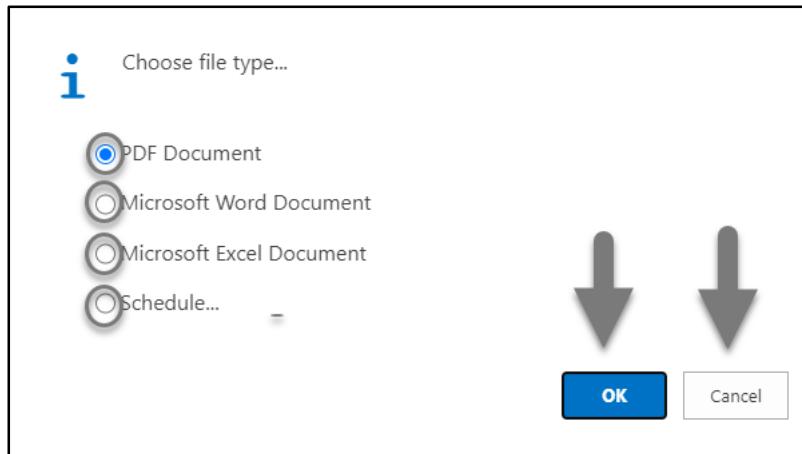
Send to... Print Preview Cancel

E. Provide below information to view report successfully.

1. Choose **Start Date** from the dropdown by clicking on  button.
  - **Start Date: 01-08-19**
2. Choose **End Date** from the dropdown by clicking on  button.

- **End Date: 31-07-20**

3. Choose **Send to** take it on PDF, Excel And Word



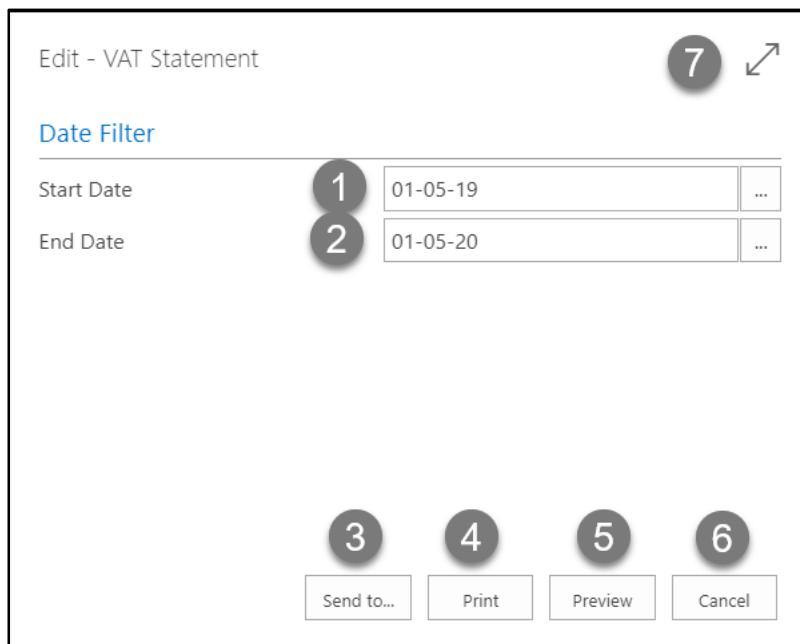
- Click "OK" after select an option.
- Click "Cancel" to cancel this page

4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on button to make it full page.



The following AIT Statement Report will be appeared.

		Date: 11-07-20																								
<b>Sample Power Company</b>																										
<b>AIT Statement</b>																										
<b>From</b> 01-08-2019 <b>To</b> 31-07-2020																										
*All amounts are in BDT																										
<table border="1"><thead><tr><th>Document Date</th><th>Type</th><th>Document Type</th><th>Document No.</th><th>Vendor</th><th>Base Amount</th><th>AIT Amount</th><th>Settlement Status</th></tr></thead><tbody><tr><td>06-07-2020</td><td>Purchase</td><td>Invoice</td><td>PPI0000003</td><td>Uttora Motors</td><td>2,875.00</td><td>0.00</td><td>Not Closed</td></tr><tr><td>06-07-2020</td><td>Purchase</td><td>Invoice</td><td>PPI0000004</td><td>Uttora Motors</td><td>2,875.00</td><td>0.00</td><td>Not Closed</td></tr></tbody></table>			Document Date	Type	Document Type	Document No.	Vendor	Base Amount	AIT Amount	Settlement Status	06-07-2020	Purchase	Invoice	PPI0000003	Uttora Motors	2,875.00	0.00	Not Closed	06-07-2020	Purchase	Invoice	PPI0000004	Uttora Motors	2,875.00	0.00	Not Closed
Document Date	Type	Document Type	Document No.	Vendor	Base Amount	AIT Amount	Settlement Status																			
06-07-2020	Purchase	Invoice	PPI0000003	Uttora Motors	2,875.00	0.00	Not Closed																			
06-07-2020	Purchase	Invoice	PPI0000004	Uttora Motors	2,875.00	0.00	Not Closed																			

F. Report Action Bar will be appeared as below initially -



Actions are chronologically organized as below:

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-306 How to: AIT Mushok

### Introduction

This process demonstrates how to access AIT Mushok in the system.

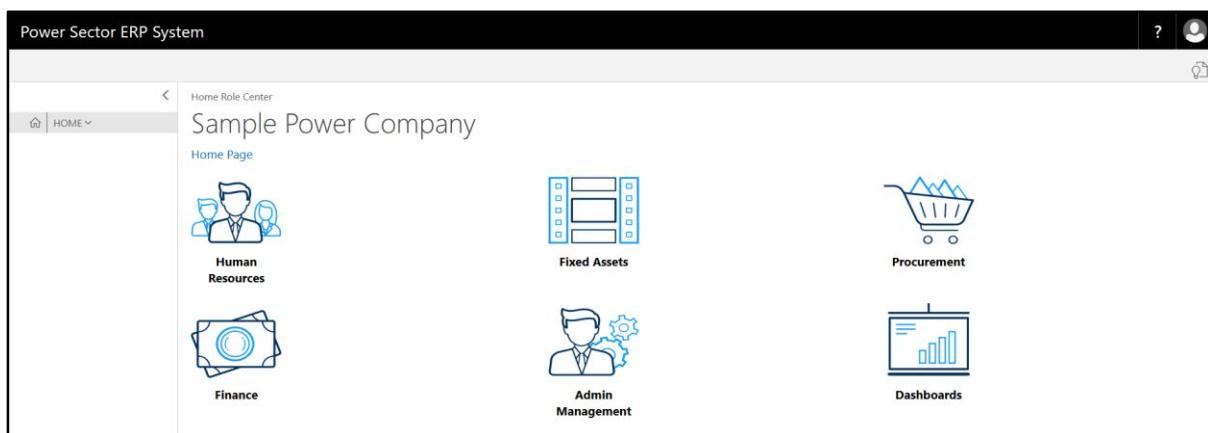
### Roles

- Module Admin
- Module User

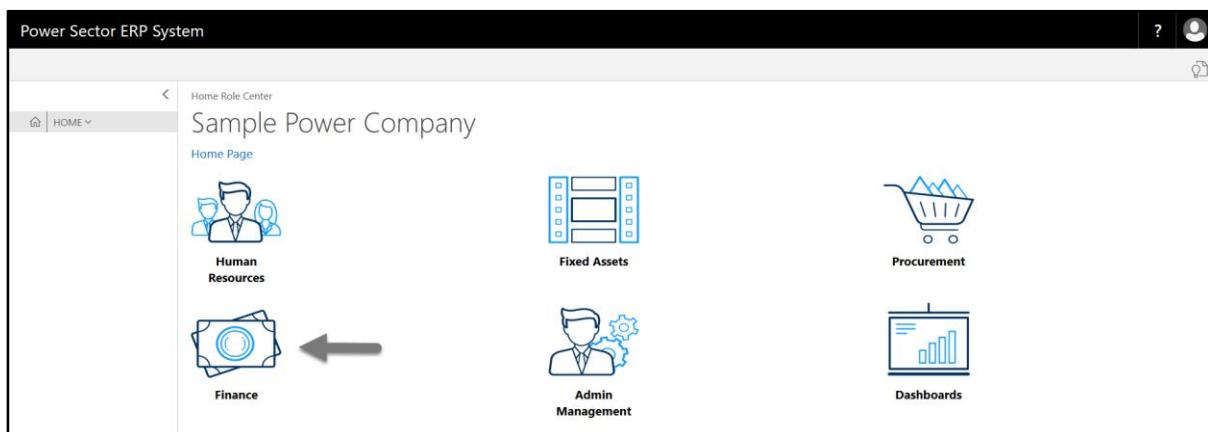
### View AIT Mushok

To initiate, follow the steps below.

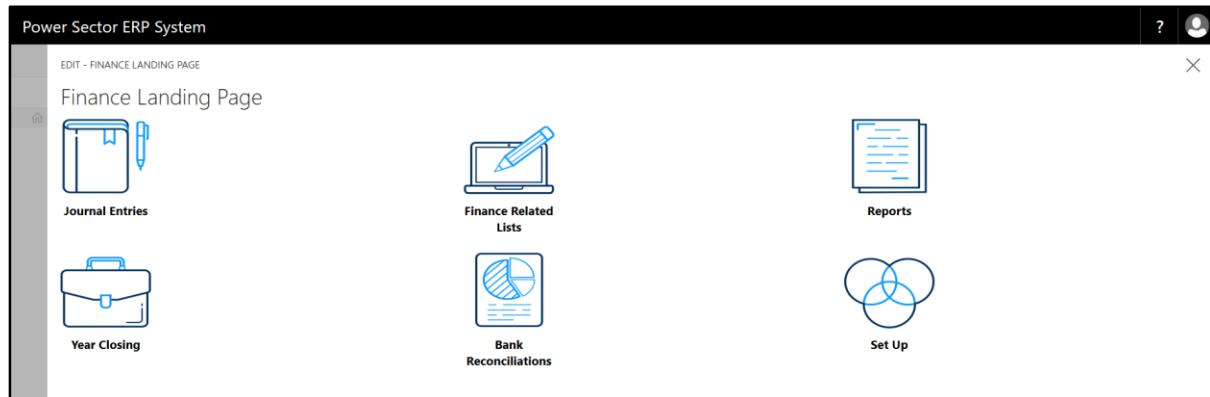
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



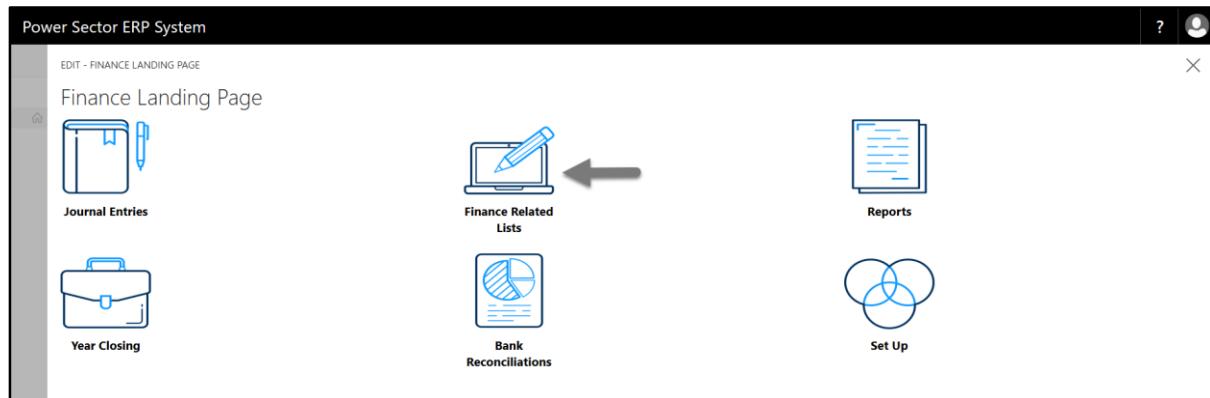
- B. Choose the "**Finance**" icon.



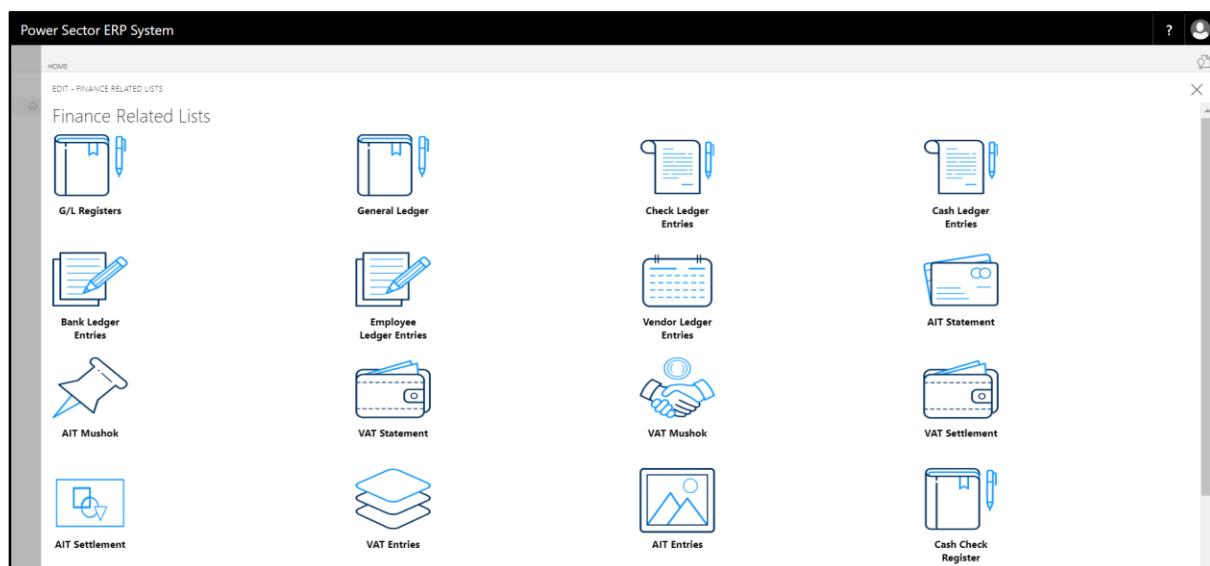
Finance Landing Page will be appeared as below



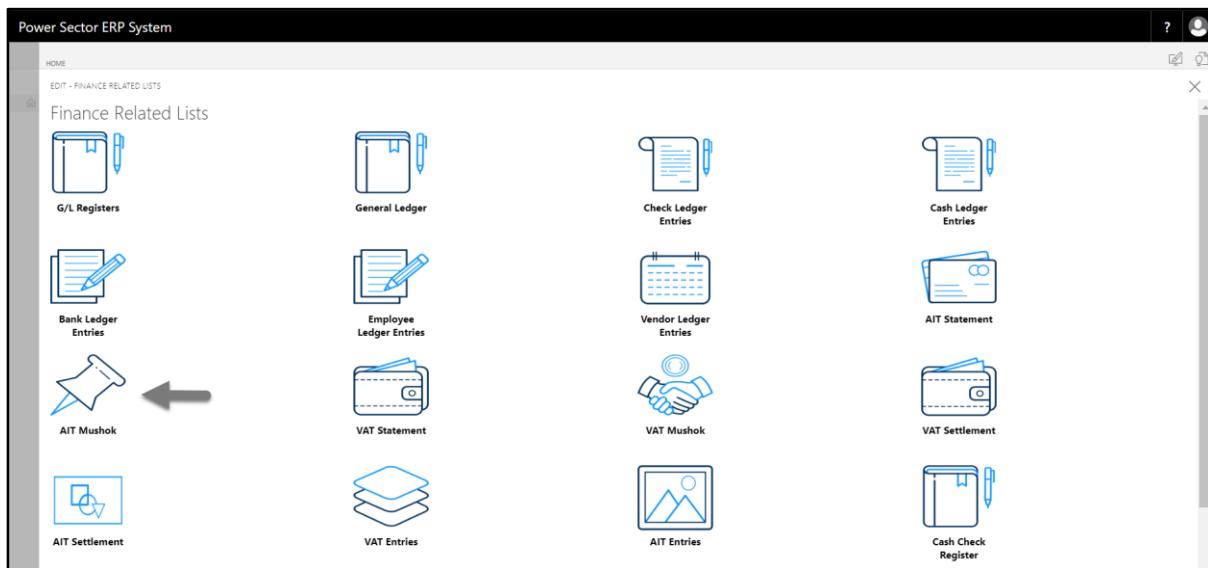
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**VAT Mushok**” in Finance Related Lists Page.



**AIT Mushok** page will be appeared like below:

Row No.	Description	Type	Account Totaling	Gen. Posting Type	Tax Bus. Posting Group	Tax Prod. Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with
10	... Sales Tax	Tax Entry Tot...	2030403002	Sale	DOMESTIC	AIT5	Amount	Test Totaling	Sign	<input checked="" type="checkbox"/>	Sign
20	... Sales Business Tax	Tax Entry Tot...	2030403001	Sale	DOMESTIC	AIT5	Amount	Test Totaling	Sign	<input checked="" type="checkbox"/>	Sign

E. Choose a new line to add new AIT Mushok information.

Row No.	Description	Type	Account Totaling	Gen. Posting Type	Tax Bus. Posting Group	Tax Prod. Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with
10	... Sales Tax	Tax Entry Tot...	2030403002	Sale	DOMESTIC	AIT5	Amount	Test Totaling	Sign	<input checked="" type="checkbox"/>	Sign
20	... Sales Business Tax	Tax Entry Tot...	2030403001	Sale	DOMESTIC	AIT5	Amount	Test Totaling	Sign	<input checked="" type="checkbox"/>	Sign
	Account Tot...								Sign	<input checked="" type="checkbox"/>	Sign

F. Provide below information to proceed.

1. Provide **Row No.**
  - **Row No: 10**
2. Provide **Description.**
  - **Description: Sales Tax**
3. Choose **Type** from the dropdown by clicking on  button
  - **Type: Tax Entry Totalling**
4. Choose **Account Totalling** from the dropdown by clicking on  button
  - **Account Totalling: 2030403001**
5. Choose **Gen. Posting Type** from the dropdown by clicking on  button
  - **Gen. Posting Type: Sale**
6. Choose **Tax Bus. Posting Type** from the dropdown by clicking on  button
  - **Tax Bus. Posting Type: Domestic**
7. Choose **Tax Prod. Posting Type** from the dropdown by clicking on  button
  - **Tax Prod. Posting Type: AIT5**
8. Choose **Amount Type** from the dropdown by clicking on  button
  - **Amount Type: Amount**
9. Provide **Row Totalling** here.
  - **Row Totalling: Test Totalling**
10. Choose **Calculated With** from the dropdown by clicking on  button
  - **Calculated With: Sign**
11. Select **Print** checkbox, if applicable.
12. Choose **Print With** from the dropdown by clicking on  button
  - **Print With: Sign**

## User Manual for Finance Module, ERP System for Power Division

Row No.	Description	Type	Account Totaling	Gen. Posting Type	Tax Bus Posting Group	Tax Prod Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with
10	... Sales Tax	Tax Entry Tot...	2030403002	Sale	DOMESTIC	AITS	Amount	Test Totaling	Sign	<input checked="" type="checkbox"/>	Sign
20	... Sales Business Tax	Tax Entry Tot...	2030403001	Sale	DOMESTIC	AITS	Amount	Test Totaling	Sign	<input checked="" type="checkbox"/>	Sign

## FI-307 How to: VAT Statement

### Introduction

This process demonstrates how to generate VAT Statement report.

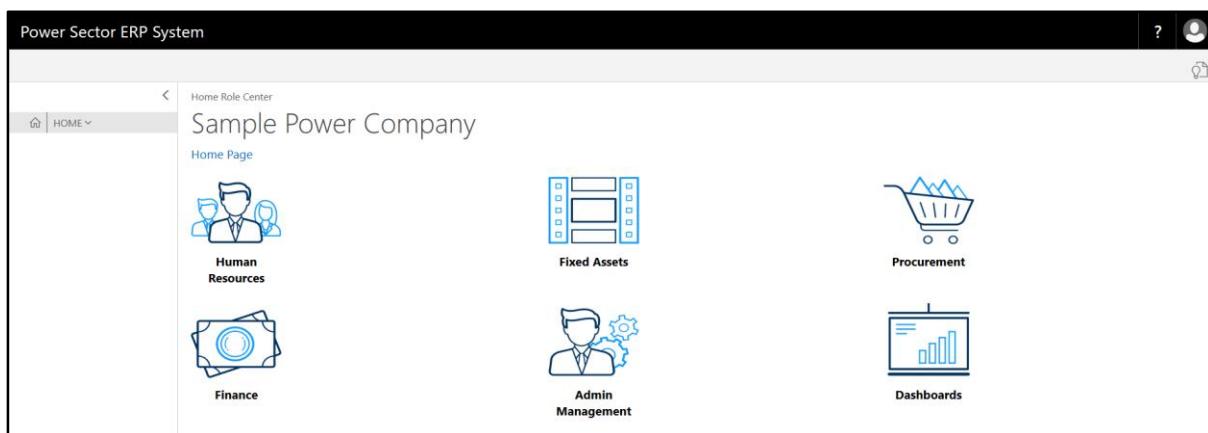
### Roles

- Module Admin
- Module User

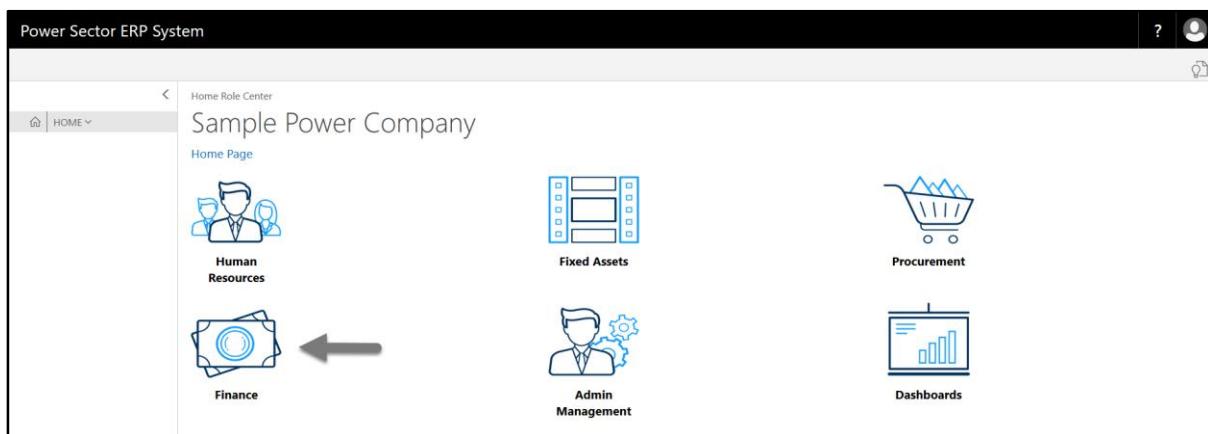
### View VAT Statement

To initiate, follow the steps below.

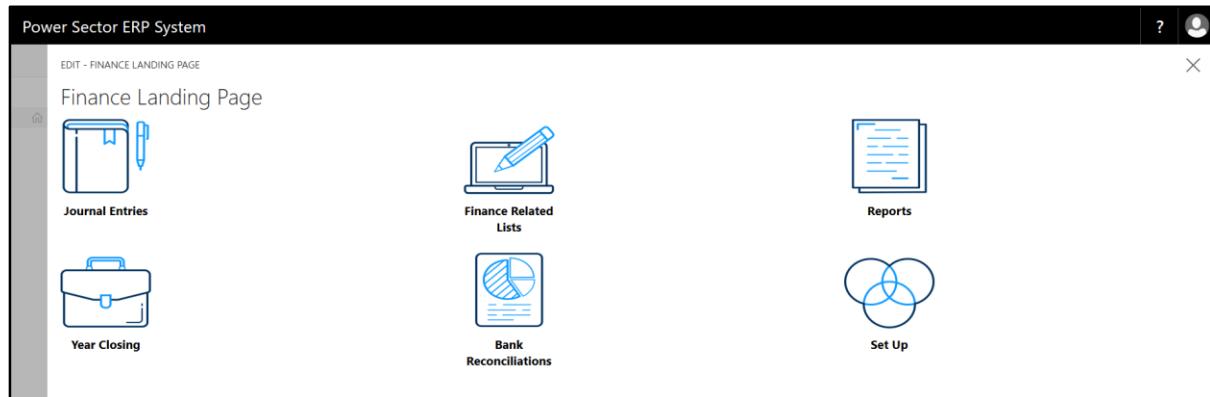
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



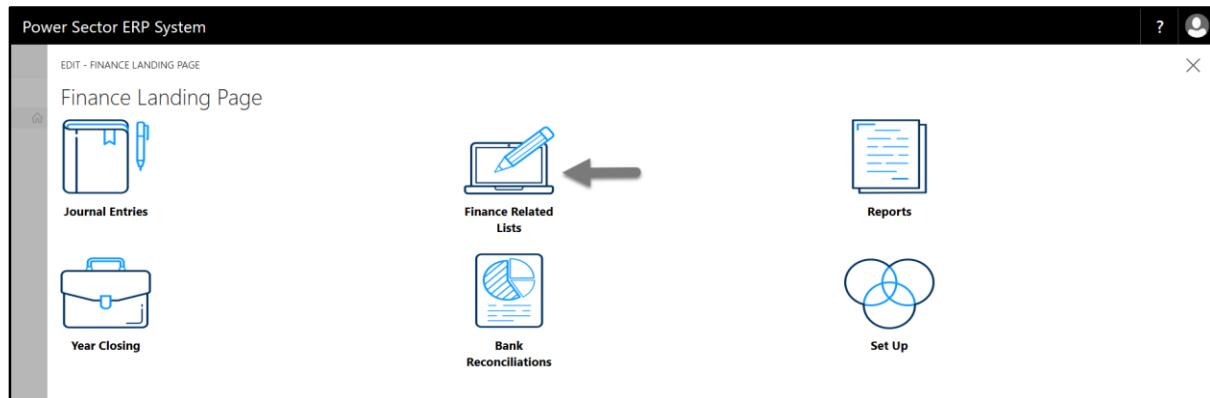
- B. Choose the "**Finance**" icon.



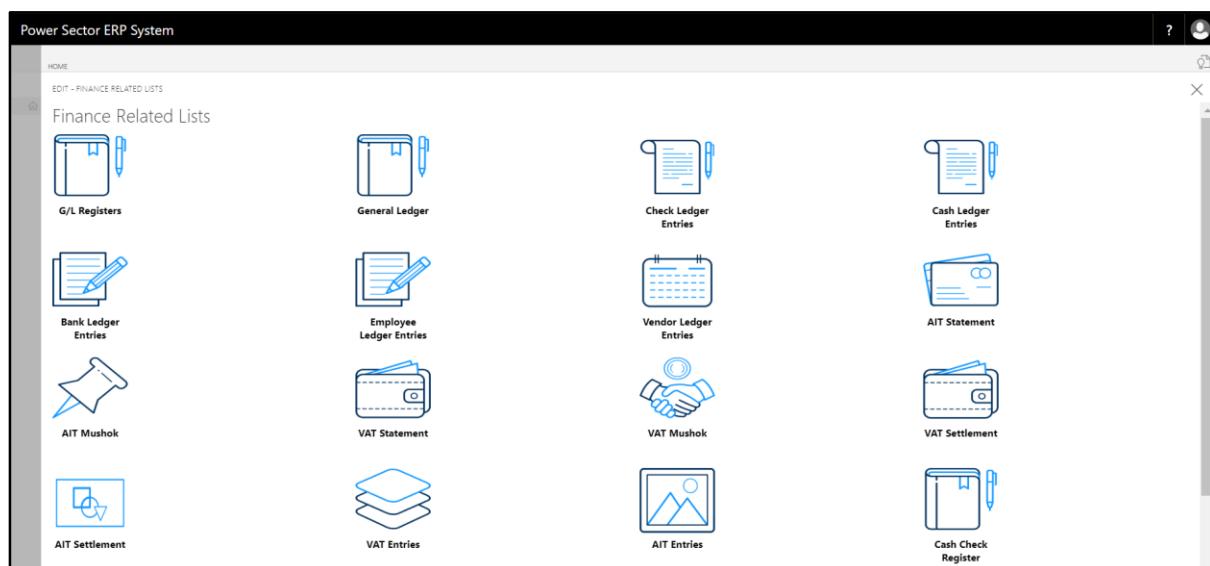
Finance Landing Page will be appeared as below



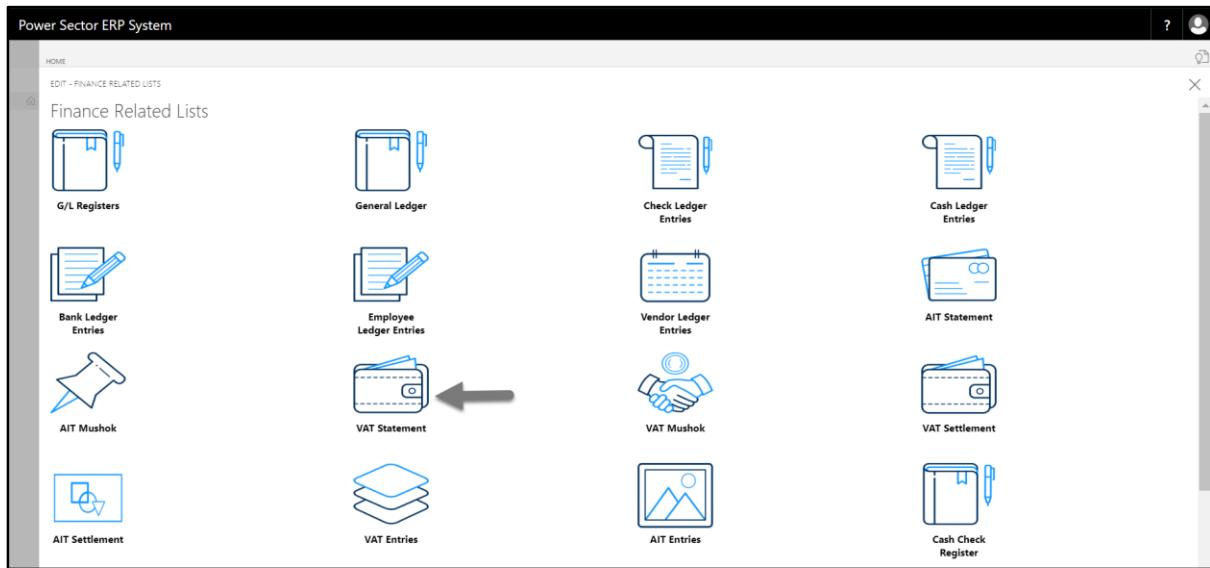
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**VAT Statement**” in Finance Related Lists Page.



The following **Calling Page** will appear for VAT Statement report.

This is a screenshot of a modal dialog titled 'Edit - VAT Statement'. It contains a 'Date Filter' section with 'Start Date' and 'End Date' fields. Below the dialog are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'.

E. Provide below information to view report successfully.

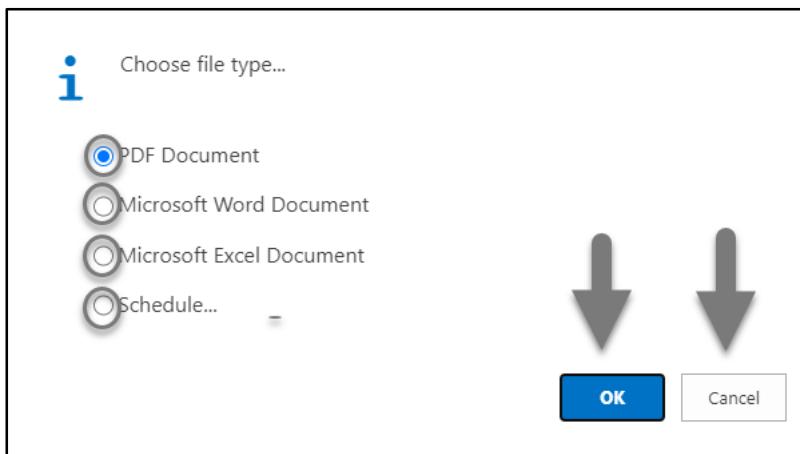
8. Choose **Start Date** from the dropdown by clicking on button.

- **Start Date: 01-05-19**

9. Choose **End Date** from the dropdown by clicking on button.

- **End Date: 01-05-20**

10. Choose **Send to** take it on PDF, Excel And Word



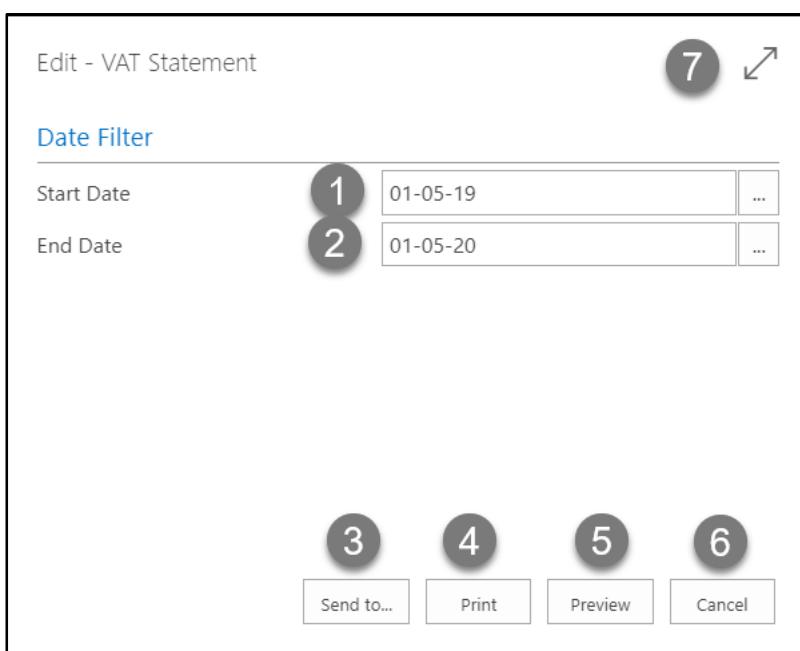
- Click "OK" after select an option.
- Click "Cancel" to cancel this page

11. Choose **Print to** print the document.

12. Choose **Preview** to preview the document.

13. Choose **Cancel** to close this page.

14. Click on ↗ button to make it full page.



The following Report will be appeared.



Sample Power Company



শেখ হামিনাবাদ  
উদ্যোগ  
যন্ত্র পরিকল্পনা

Date: 31-05-20

---

**Sample Power Company**

---

**VAT Statement**

From 01-05-2019  
To 01-05-2020

*\*All amounts are in BDT*

Document Date	Type	Document Type	Document No.	Vendor	Base Amount	VAT Amount	Settlement Status
19-02-2020	Purchase	Invoice	PPI0000004	Rayans Computer	0.00	0.00	Closed
09-02-2020	Purchase	Invoice	PPI0000003	Navana	1,05,000.00	0.00	Closed
31-12-2019	Purchase	Invoice	PPI0000002	Navana	10,39,500.00	0.00	Closed
29-12-2019	Purchase	Invoice	PPI0000001	Navana	6,30,000.00	0.00	Closed

F. Report Action Bar will be appeared as below initially -



Actions are chronologically organized as below:

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

## FI-308 How to: VAT Mushok

### Introduction

This process demonstrates how to access VAT Mushok in the system.

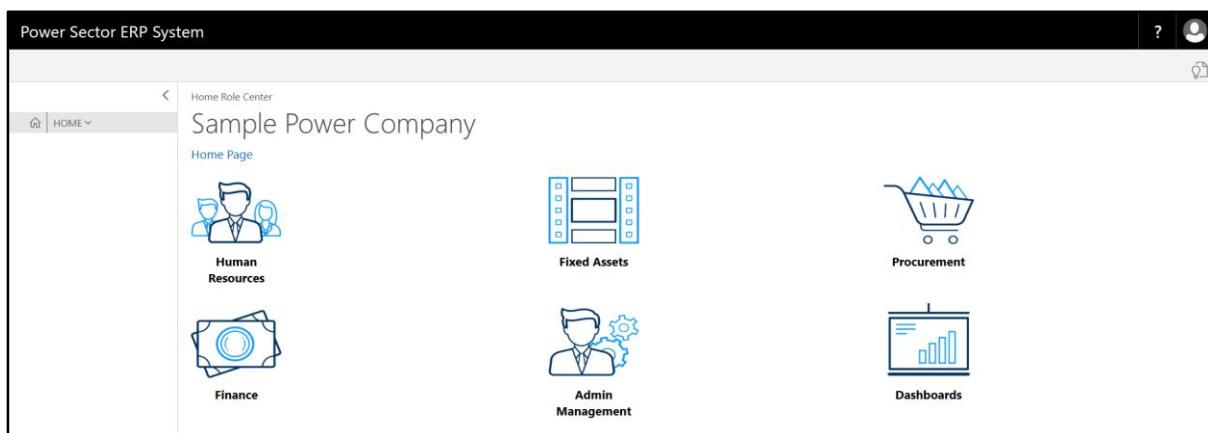
### Roles

- Module Admin
- Module User

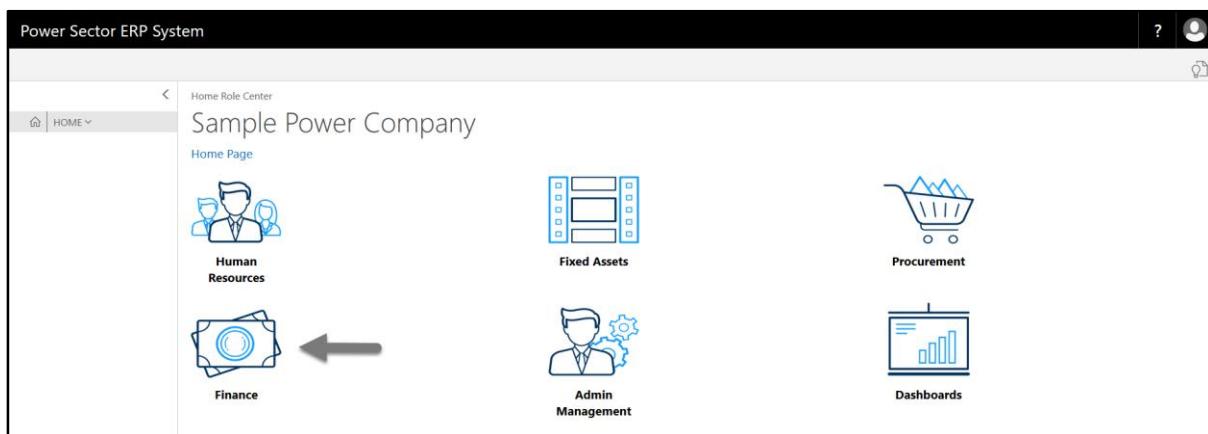
### View VAT Mushok

To initiate, follow the steps below.

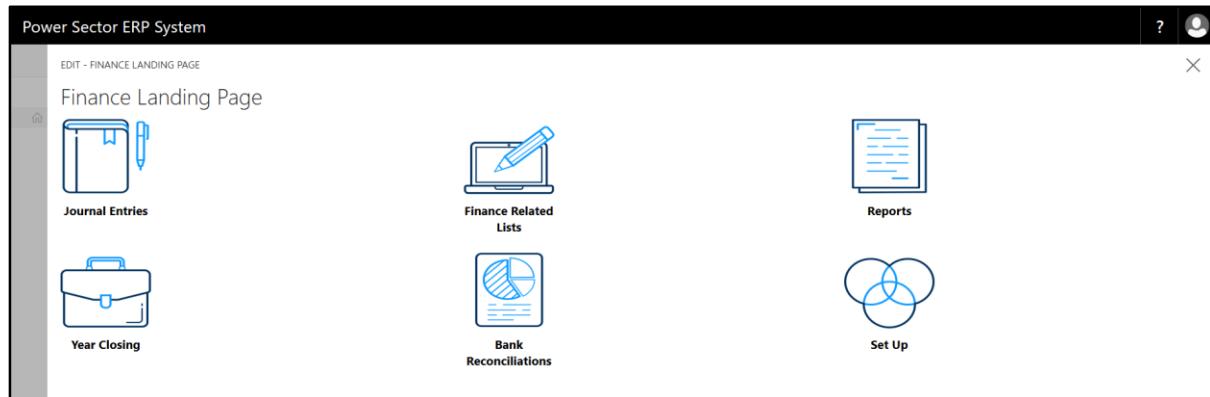
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



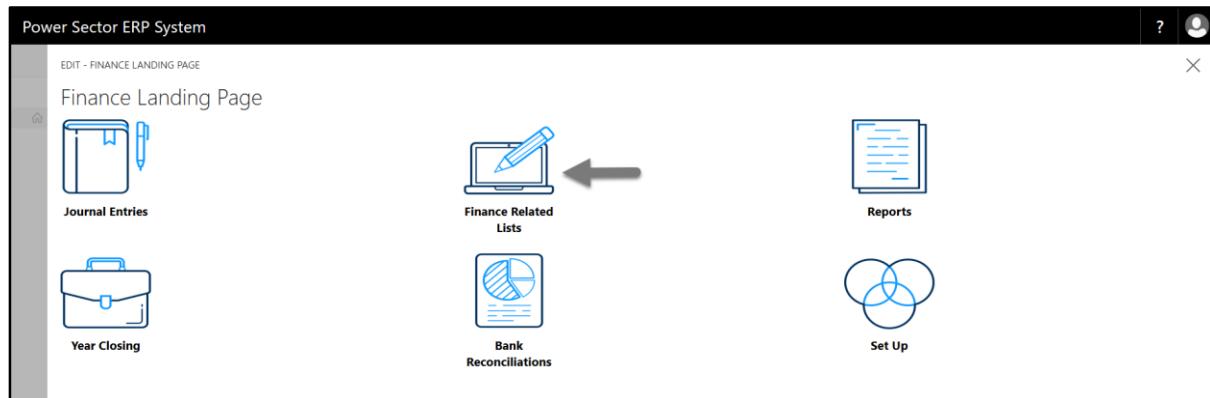
- B. Choose the "**Finance**" icon.



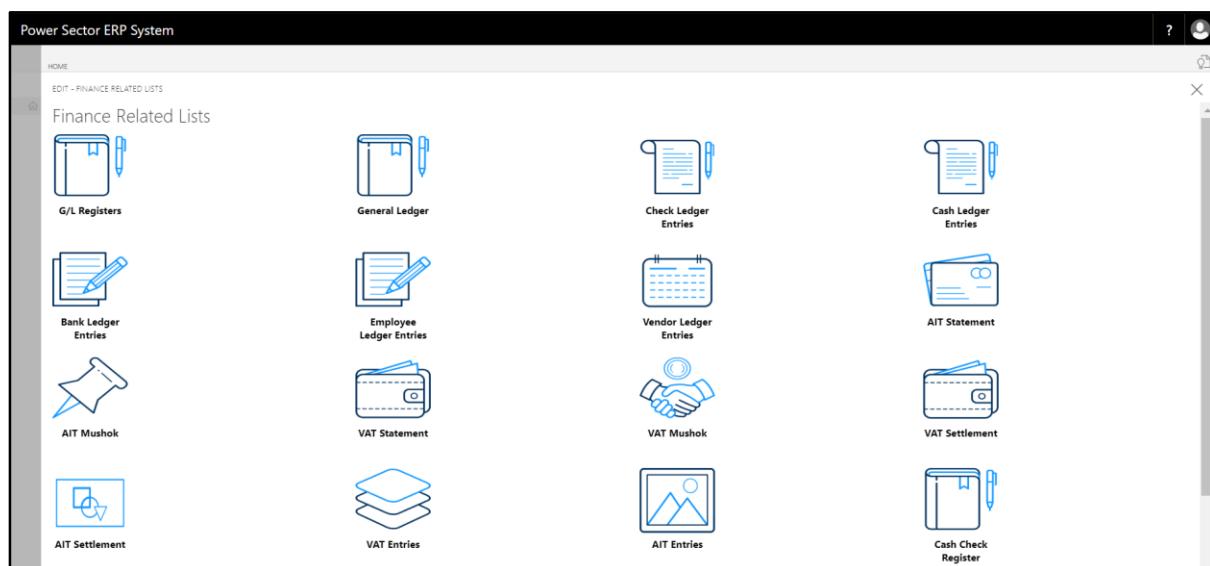
Finance Landing Page will be appeared as below



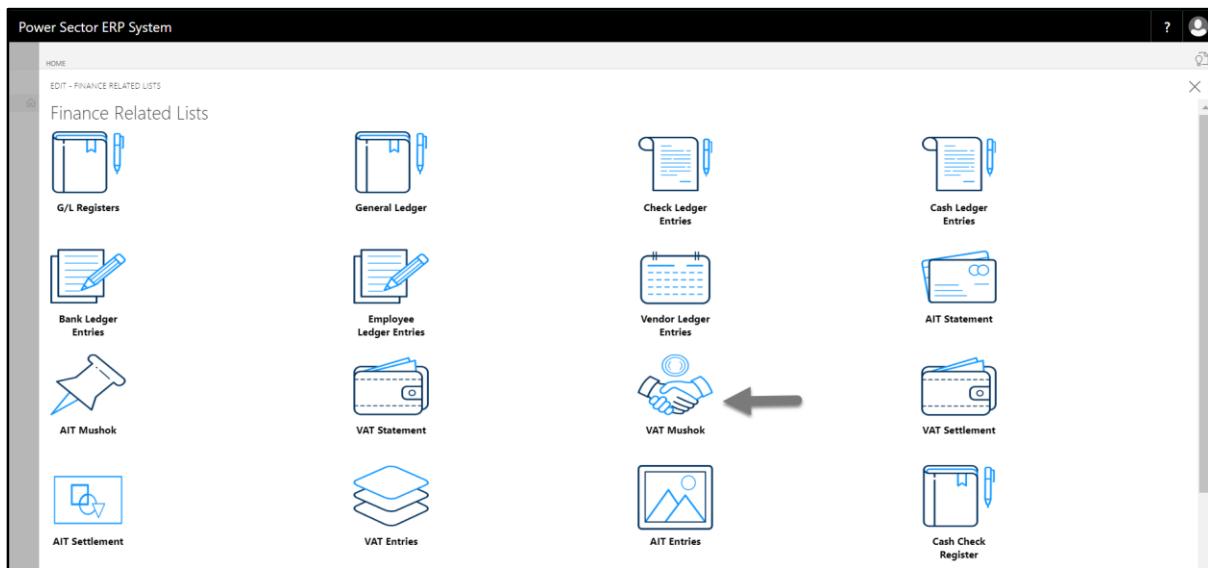
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**VAT Mushok**” in Finance Related Lists Page.



**VAT Mushok** page will be appeared like below:

EDIT - VAT STATEMENT												
Name <input type="text" value="DEFAULT"/>												
Row No.	Description	Box No.	Type	Account Totaling	Gen. Posting Type	VAT Bus. Posting Group	VAT Prod. Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with
20	... Purchase VAT	120	VAT Entry To...	2030403001	Purchase	EXPORT	2%	Base		Sign	<input checked="" type="checkbox"/>	Sign
30	... Electricity VAT	130	VAT Entry To...	2030403001	Purchase	DOMESTIC	4%	Unrealized A...		Sign	<input checked="" type="checkbox"/>	Sign
100	... Utility VAT	140	Account Tot...	2030403001	Purchase	VATINCLUSIVE	5%	Unrealized B...		Sign	<input checked="" type="checkbox"/>	Sign
200	... Total VAT	150	Row Totaling	2030403002	Settlement	EXPORT	15%	Amount	10, 20, 30	Sign	<input checked="" type="checkbox"/>	Sign

E. Choose a new line to add new VAT Mushok information.

EDIT - VAT STATEMENT												
Name <input type="text" value="DEFAULT"/>												
Row No.	Description	Box No.	Type	Account Totaling	Gen. Posting Type	VAT Bus. Posting Group	VAT Prod. Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with
20	... Purchase VAT	120	VAT Entry To...	2030403001	Purchase	EXPORT	2%	Base		Sign	<input checked="" type="checkbox"/>	Sign
30	... Electricity VAT	130	VAT Entry To...	2030403001	Purchase	DOMESTIC	4%	Unrealized A...		Sign	<input checked="" type="checkbox"/>	Sign
100	... Utility VAT	140	Account Tot...	2030403001	Purchase	VATINCLUSIVE	5%	Unrealized B...		Sign	<input checked="" type="checkbox"/>	Sign
200	... Total VAT	150	Row Totaling	2030403002	Settlement	EXPORT	15%	Amount	10, 20, 30	Sign	<input checked="" type="checkbox"/>	Sign
			Account Tot...							Sign	<input checked="" type="checkbox"/>	Sign

F. Provide below information to proceed.

13. Provide **Row No.**

- **Row No: 10**

14. Provide **Description.**

- **Description: Sales VAT**

15. Provide **Box No**

- **Box No: 110**

16. Choose **Type** from the dropdown by clicking on  button

- **Type: VAT Entry Totalling**

17. Choose **Account Totalling** from the dropdown by clicking on  button

- **Account Totalling: 2030403001**

18. Choose **Gen. Posting Type** from the dropdown by clicking on  button

- **Gen. Posting Type: Sale**

19. Choose **VAT Bus. Posting Type** from the dropdown by clicking on  button

- **VAT Bus. Posting Type: Domestic**

20. Choose **VAT Prod. Posting Type** from the dropdown by clicking on  button

- **VAT Prod. Posting Type: 15%**

21. Choose **Amount Type** from the dropdown by clicking on  button

- **Amount Type: Amount**

22. Provide **Row Totalling** here.

- **Row Totalling: Blank**

23. Choose **Calculated With** from the dropdown by clicking on  button

- **Calculated With: Sign**

24. Select **Print** checkbox, if applicable.

25. Choose **Print With** from the dropdown by clicking on  button

- **Print With: Sign**

26. Select **New Page** checkbox, if applicable.

## User Manual for Finance Module, ERP System for Power Division

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Power Sector ERP System

EDIT - VAT STATEMENT

Row No.	Description	Box No.	Type	Account Totaling	Gen. Posting Type	VAT Bus. Posting Group	VAT Prod. Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with	New Page	
20	... Purchase VAT	120	VAT Entry To...	2030403001	Purchase	EXPORT	2%	Base		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>	
30	... Electricity VAT	130	VAT Entry To...	2030403001	Purchase	DOMESTIC	4%	Unrealized A...		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>	
100	... Utility VAT	140	Account Tot...	2030403001	Purchase	VATINCLUSIVE	5%	Unrealized B...		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>	
200	... Total VAT	150	Row Totaling	2030403002	Settlement	EXPORT	15%	Amount	10, 20, 30	Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>	
10	... Sales VAT	110	VAT Entry To...	2030403001	Sale	DOMESTIC	15%	Amount		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>	
1		2	3	4	5	6	7	8	9	10	11	12	13	14

## FI-309 How to: VAT Settlement

### Introduction

This process demonstrates how to view VAT Settlement in the system.

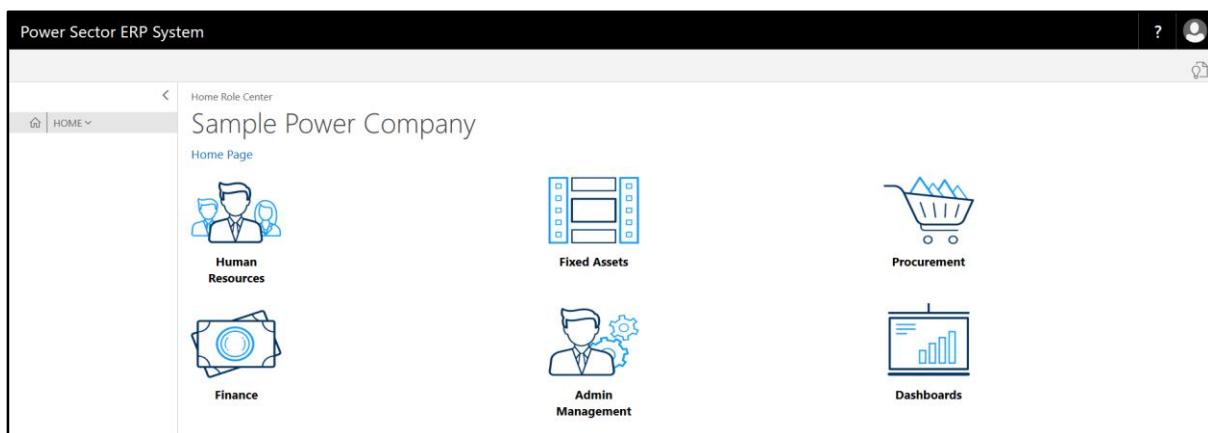
### Roles

- Module Admin
- Module User

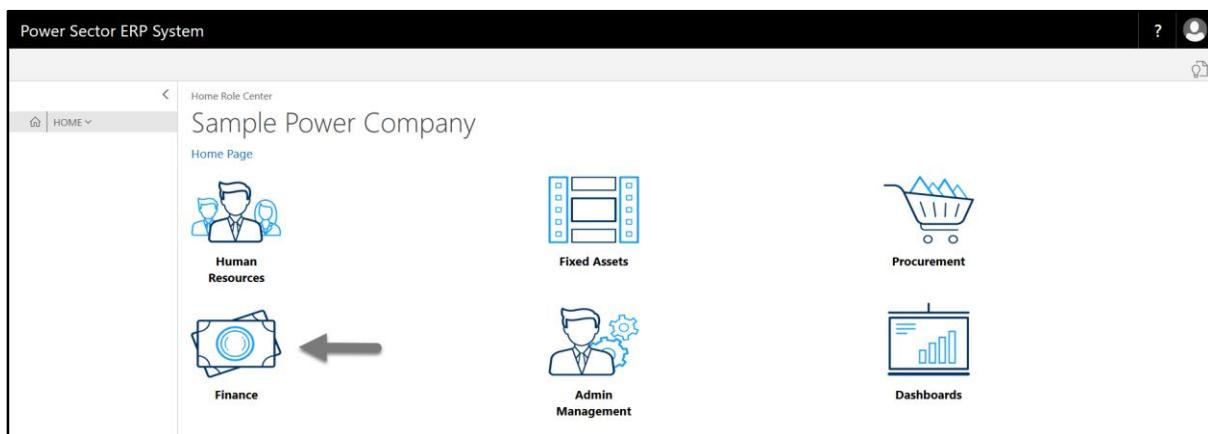
### View VAT Settlement

To initiate, follow the steps below.

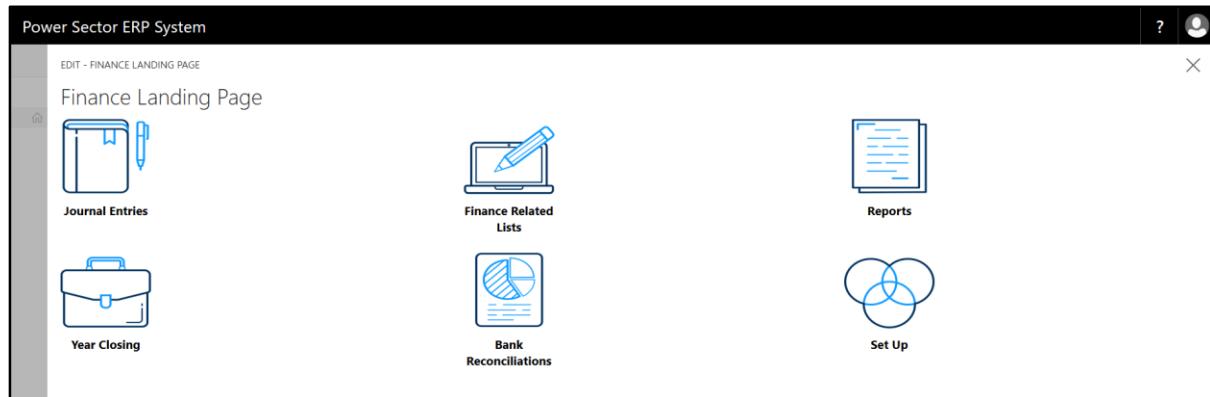
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



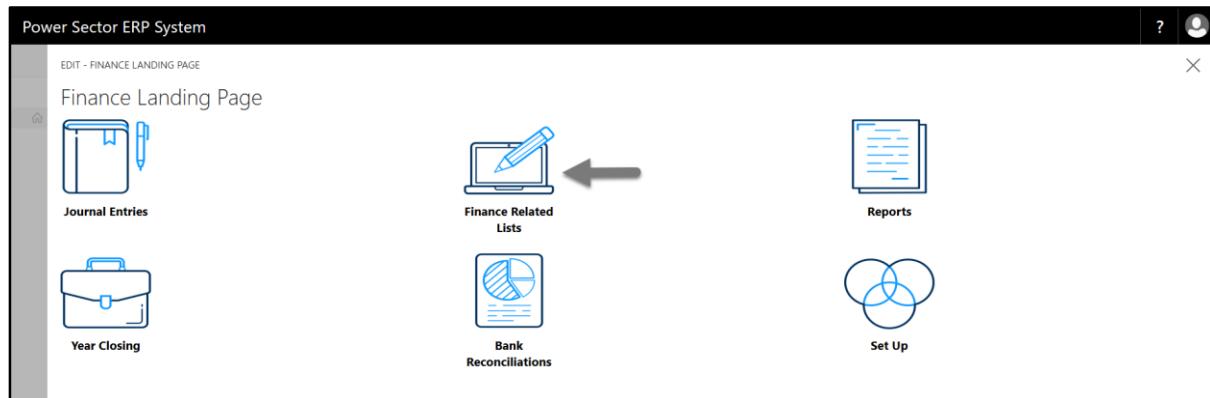
- B. Choose the "**Finance**" icon.



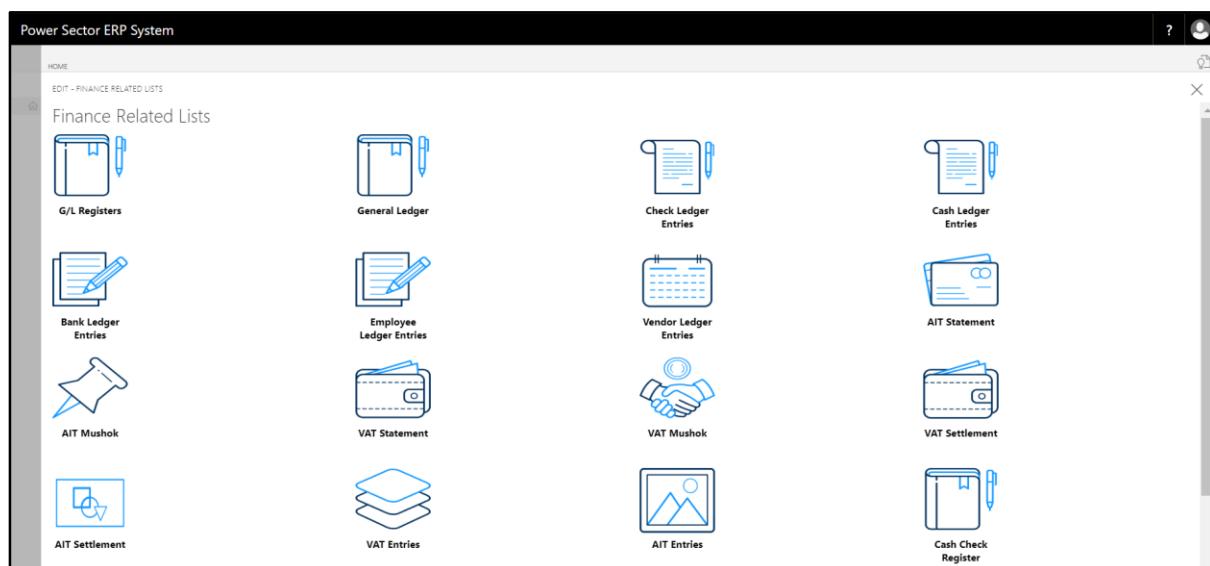
Finance Landing Page will be appeared as below



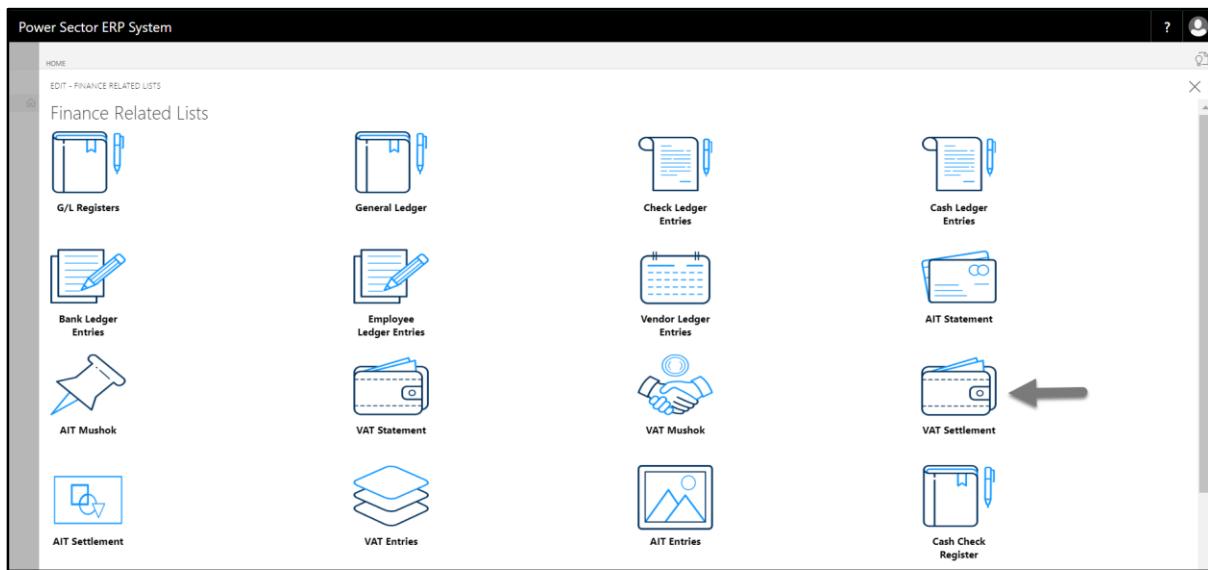
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**VAT Settlement**” in Finance Related Lists Page.



The following **Calling Page** will appear for VAT Settlement report.

Edit - Calc. and Post VAT Settlement

**Saved Settings**

Name	<input type="text"/>	...
------	----------------------	-----

**Options**

Starting Date	<input type="text"/>	...
Ending Date	<input type="text"/>	...
Posting Date	<input type="text"/>	...
Document No.	<input type="text"/>	
Show VAT Entries	<input type="checkbox"/>	
Post	<input type="checkbox"/>	
Show Amounts in Add. Reporting ...	<input type="checkbox"/>	
Bank Settlement Account	<input type="text"/>	...

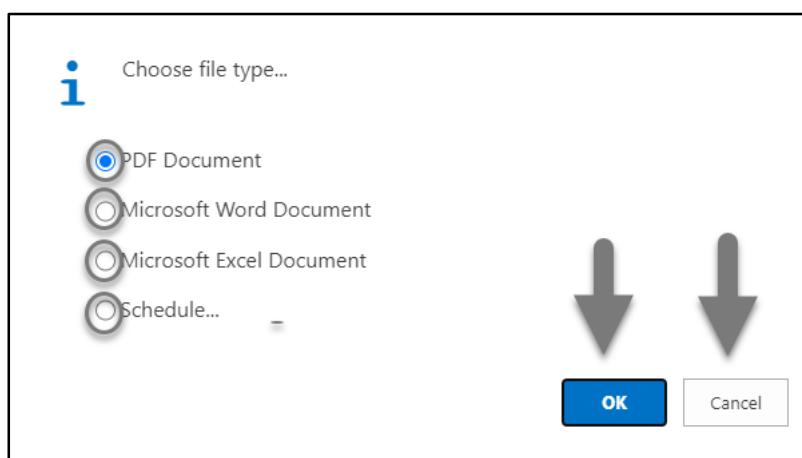
**VAT Posting Setup**

Show results:

Where:	VAT Bus. Posting Group	is:	<input type="text"/>	...
And:	VAT Prod. Posting Group	is:	<input type="text"/>	...

E. Provide below information to view report successfully.

1. Choose **Name** from the dropdown by clicking on  button.
  - **Name: Last used option and filter**
2. Choose **Start Date** from the dropdown by clicking on  button.
  - **Start Date: 01-05-19**
3. Choose **End Date** from the dropdown by clicking on  button.
  - **End Date: 01-05-20**
4. Choose **Posting Date** from the dropdown by clicking on  button.
  - **Posting Date: 01-04-20**
5. Provide **Document No.** here.
  - **Document No: DOC001**
6. Select **Show VAT Entries** checkbox, if you want to see.
7. Select **Post** checkbox, if you want to see.
8. Select **Show Amounts in Add. Reporting** checkbox, if you want to see.
9. Choose **Bank Settlement Account** from the dropdown by clicking on  button.
  - **Bank Settlement Account: 01**
10. Choose filter in the **VAT Posting Setup** if any specific information you want to see from the dropdown by clicking on  button.
11. Choose **Send to** take it on PDF, Excel And Word



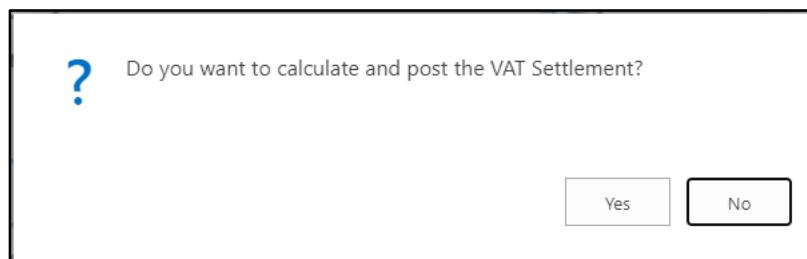
- Click "OK" after select an option.
- Click "Cancel" to cancel this page

12. Choose **Print to** print the document.
13. Choose **Preview** to preview the document.
14. Choose **Cancel** to close this page.
15. Click on button to make it full page.

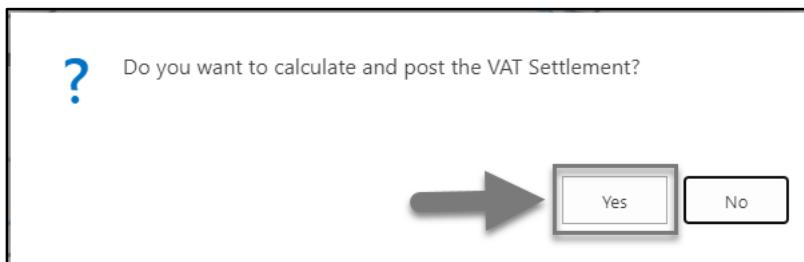
The screenshot shows the 'Edit - Calc. and Post VAT Settlement' window with several sections and input fields. Numbered callouts point to specific elements:

- 1**: A button labeled 'Last used options and filters'.
- 2**: The 'Starting Date' field containing '01-05-19'.
- 3**: The 'Ending Date' field containing '01-05-20'.
- 4**: The 'Posting Date' field containing '01-04-20'.
- 5**: The 'Document No.' field containing 'DOC001'.
- 6**: A checked checkbox for 'Show VAT Entries'.
- 7**: A checked checkbox for 'Post'.
- 8**: A checked checkbox for 'Show Amounts in Add. Reporting ...'.
- 9**: The 'Bank Settlement Account' field containing '01'.
- 10**: A dropdown menu for 'Where:' set to 'VAT Bus. Posting Group'.
- 11**: A dropdown menu for 'And:' set to 'VAT Prod. Posting Group'.
- 12**: The 'Send to...' button.
- 13**: The 'Print' button.
- 14**: The 'Preview' button.
- 15**: The 'Cancel' button.

The following pop up will be appeared.



F. To calculate and post the VAT Settlement click "Yes".



The following Report will be appeared.

Calc. and Post VAT Settlement	14. July 2020									
Period: 01-01-18..31-12-20	Page 1									
Sample Power Company	SUPER_ADMIN									
<b>Test Report (Not Posted)</b>										
Posting Date 06-07-20										
Document No. PPI0000003										
Settlement Account BANK003										
All amounts are in 0.										
Posting Date	Document No.	D oc e	Ty pe	Base	Amount	Unrealized Base	Unrealized VAT Amount Calculatio n Type	Bill-to/Pay-to No.	Entry No.	User ID
DOMESTIC	15%		Purchase							
06-07-20	PPI0000003	In	Pu	2,875.00	-375.00	0.00	0.00 Normal	VEND000013	1	SUPE
06-07-20	PPI0000004	In	Pu	2,875.00	-375.00	0.00	0.00 Normal	VEND000013	2	SUPE
06-07-20	PPI0000003		Se	-5,750.00	750.00		Normal		3	
			Total		-750.00					

## FI-310 How to: AIT Settlement

### Introduction

This process demonstrates how to view AIT Settlement in the system.

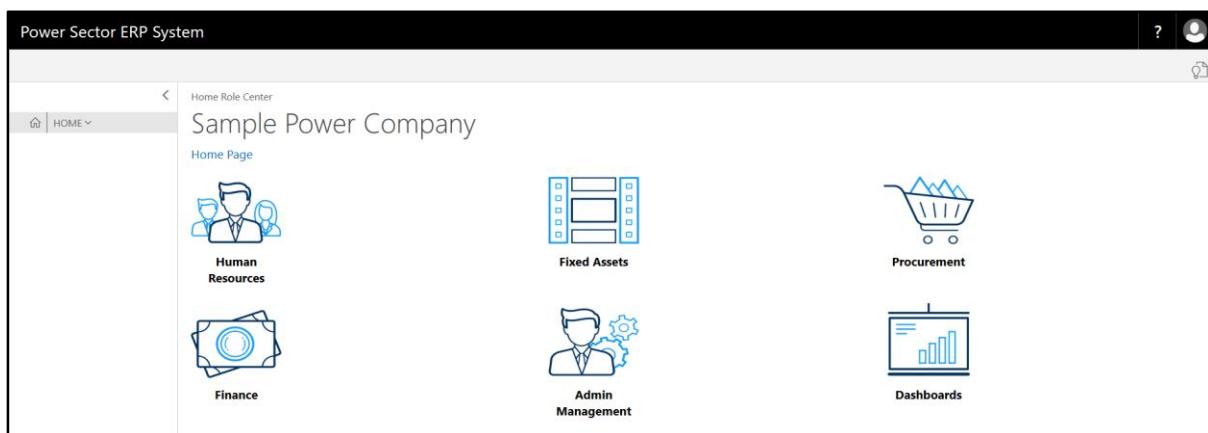
### Roles

- Module Admin
- Module User

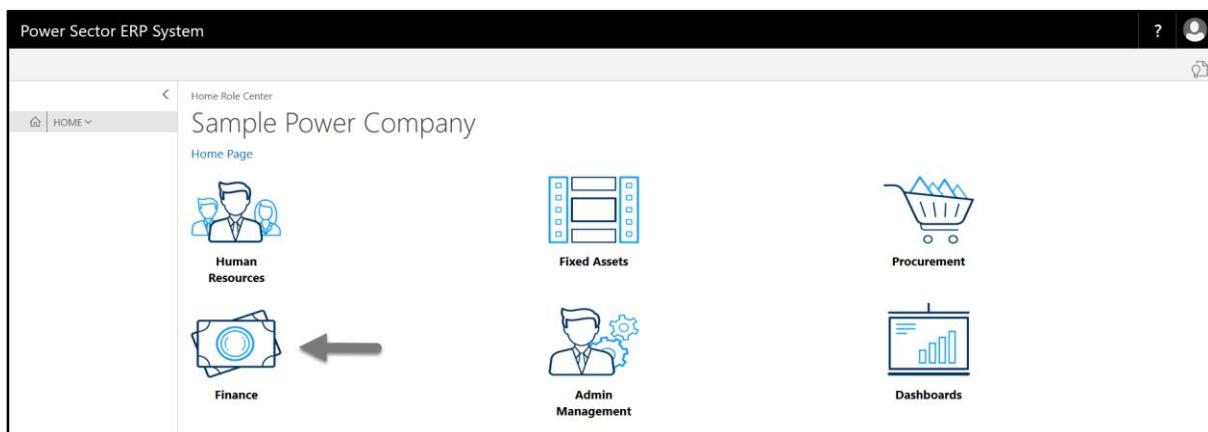
### View AIT Settlement

To initiate, follow the steps below.

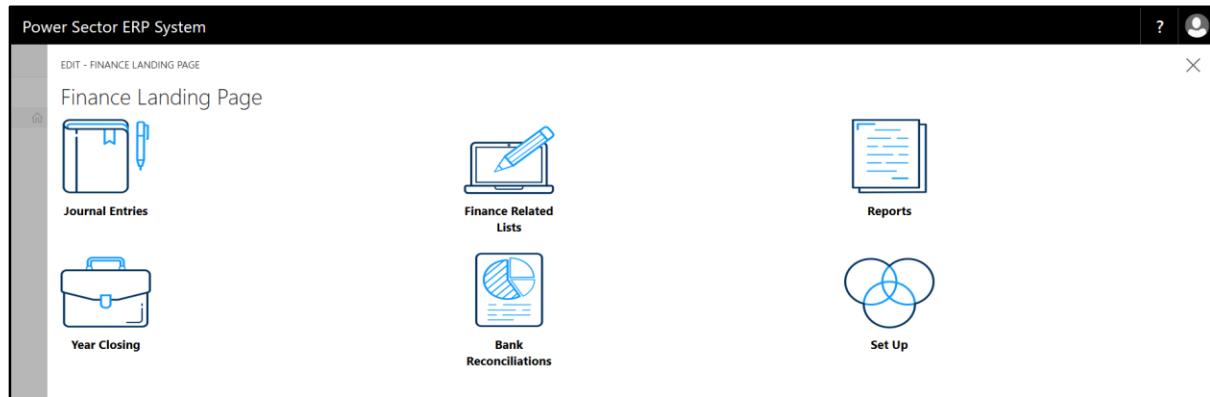
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



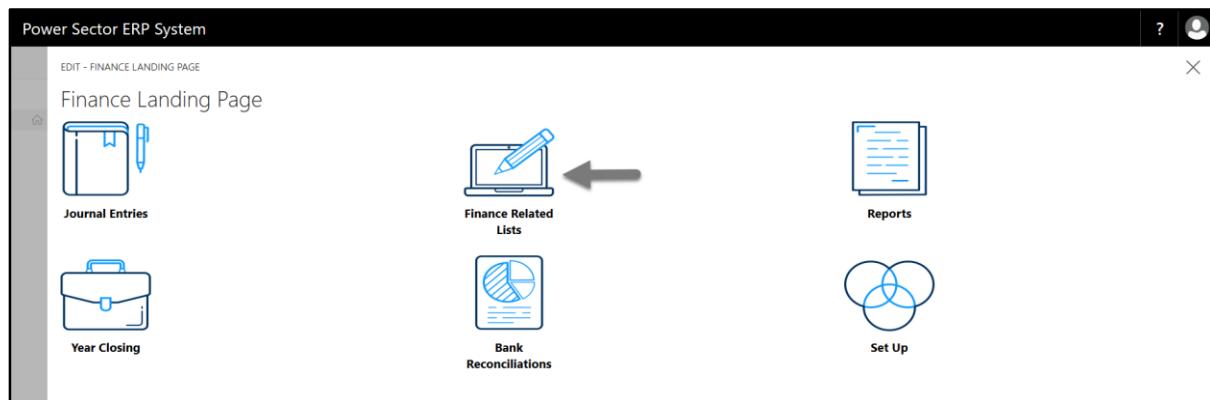
- B. Choose the "**Finance**" icon.



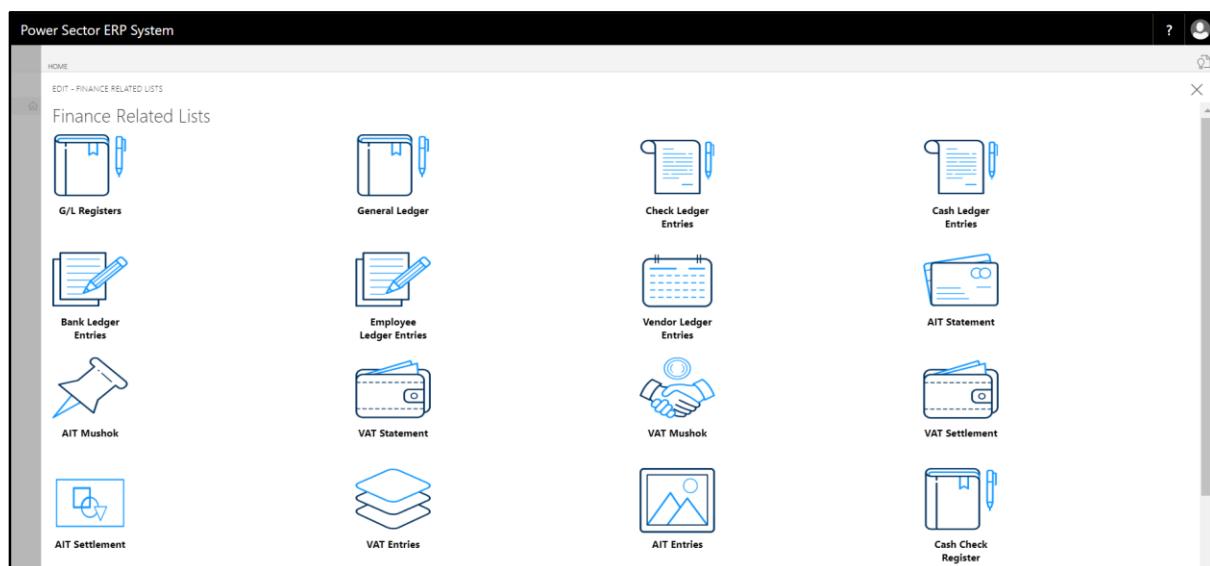
Finance Landing Page will be appeared as below



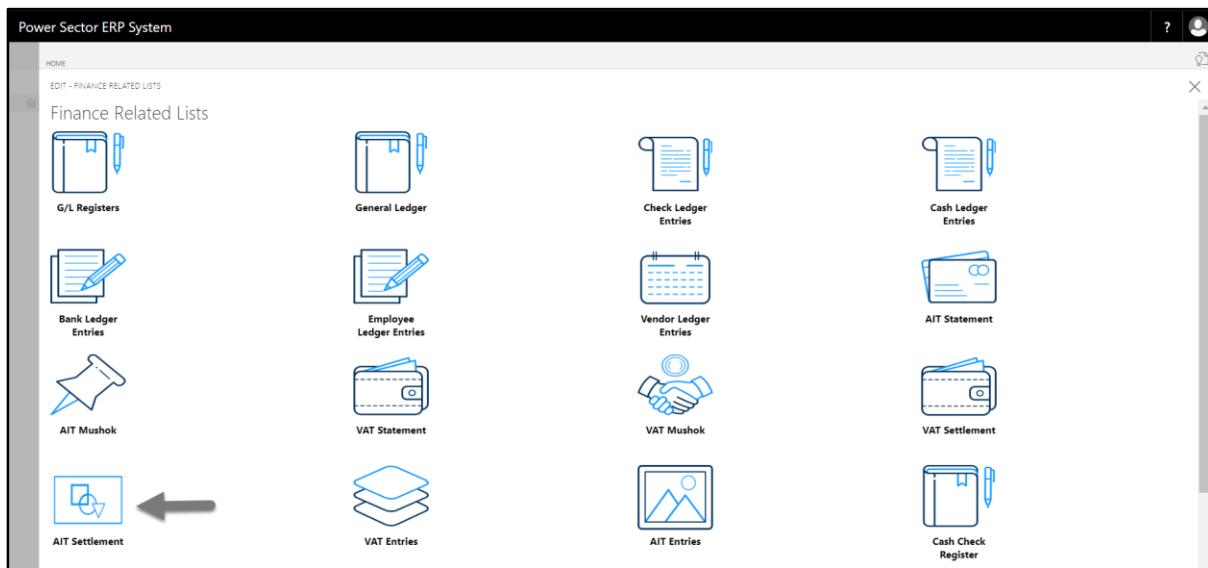
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**AIT Settlement**” in Finance Related Lists Page.



The following **Calling Page** will appear for AIT Settlement report.

**Edit - Calc. and Post VAT Settlement**

**Saved Settings**

Name	<input type="text"/>	...
------	----------------------	-----

**Options**

Starting Date	<input type="text"/>	...
Ending Date	<input type="text"/>	...
Posting Date	<input type="text"/>	...
Document No.	<input type="text"/>	
Show Tax Entries	<input type="checkbox"/>	
Post	<input type="checkbox"/>	
Show Amounts in Add. Reporting ...	<input type="checkbox"/>	
Bank Settlement Account	<input type="text"/>	...

**VAT Posting Setup**

Show results:

Where:  is:

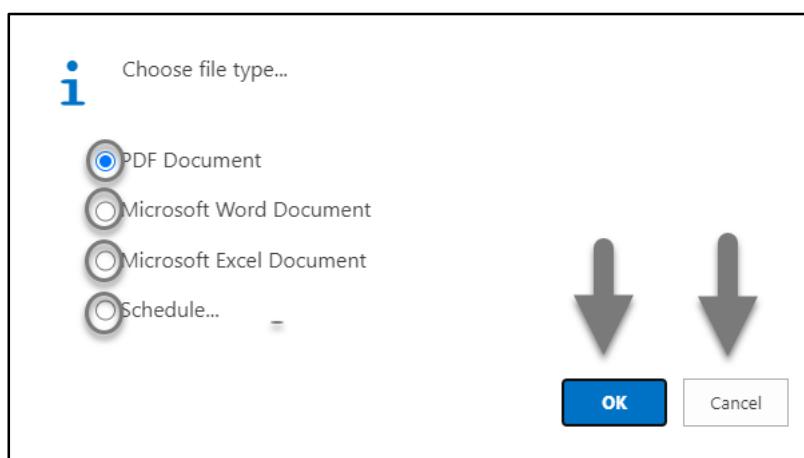
And:  is:

**Buttons:**

- Send to...
- Print
- Preview
- Cancel

E. Provide below information to view report successfully.

1. Choose **Name** from the dropdown by clicking on  button.
  - **Name: Last used option and filter**
2. Choose **Start Date** from the dropdown by clicking on  button.
  - **Start Date: 01-05-19**
3. Choose **End Date** from the dropdown by clicking on  button.
  - **End Date: 01-05-20**
4. Choose **Posting Date** from the dropdown by clicking on  button.
  - **Posting Date: 01-04-20**
5. Provide **Document No.** here.
  - **Document No: DOC001**
6. Select **Show VAT Entries** checkbox, if you want to see.
7. Select **Post** checkbox, if you want to see.
8. Select **Show Amounts in Add. Reporting** checkbox, if you want to see.
9. Choose **Bank Settlement Account** from the dropdown by clicking on  button.
  - **Bank Settlement Account: 01**
10. Choose filter in the **VAT Posting Setup** if any specific information you want to see from the dropdown by clicking on  button.
11. Choose **Send to** take it on PDF, Excel And Word



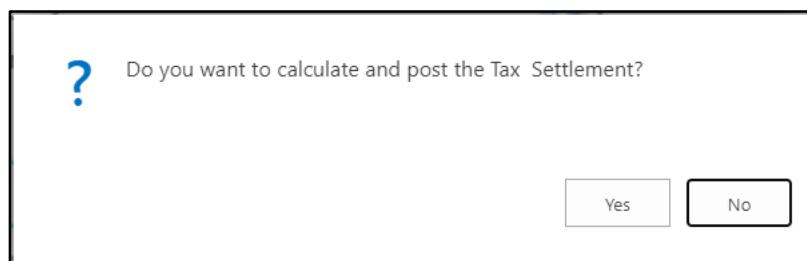
- Click "OK" after select an option.
- Click "Cancel" to cancel this page

12. Choose **Print to** print the document.
13. Choose **Preview** to preview the document.
14. Choose **Cancel** to close this page.
15. Click on button to make it full page.

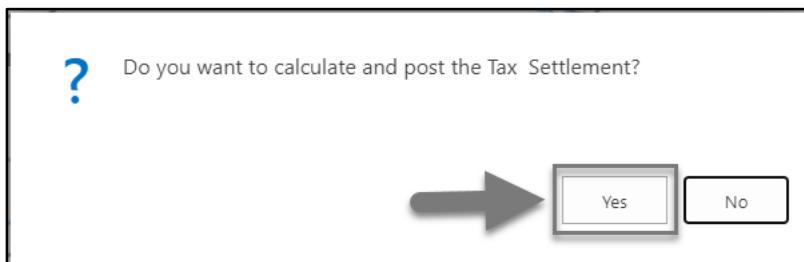
The screenshot shows the 'Edit - Calc. and Post VAT Settlement' window with the following interface elements:

- Saved Settings:** A section with a 'Name' field containing 'Last used options and filters' (marked with circle 1).
- Options:** A group of input fields with numbered callouts:
  - 'Starting Date': 01-05-19 (marked with circle 2)
  - 'Ending Date': 01-05-20 (marked with circle 3)
  - 'Posting Date': 01-04-20 (marked with circle 4)
  - 'Document No.': DOC001 (marked with circle 5)
  - 'Show Tax Entries': checked (marked with circle 6)
  - 'Post': checked (marked with circle 7)
  - 'Show Amounts in Add. Reporting ...': checked (marked with circle 8)
  - 'Bank Settlement Account': 01 (marked with circle 9)
- VAT Posting Setup:** A section with 'Show results:' and two dropdown pairs:
  - 'Where:' dropdown set to 'Tax Bus. Posting Group' (marked with circle 10)
  - 'And:' dropdown set to 'Tax Prod. Posting Group'
- Action Buttons:** At the bottom are four buttons: 'Send to...' (marked with circle 11), 'Print' (marked with circle 12), 'Preview' (marked with circle 13), and 'Cancel' (marked with circle 14).

The following pop up will be appeared.



F. To calculate and post the VAT Settlement click "Yes".



The following Report will be appeared.

Calc. and Post Tax Settlement	14. July 2020						
Period: 01-01-19..31-12-20	Page 1						
Sample Power Company	SUPER_ADMIN						
<b>Test Report (Not Posted)</b>							
Posting Date 06-07-20							
Document No. PPI0000003							
Settlement Account BANK003							
All amounts are in 0.							
Posting Date	Document No.	D oc Type	Base	Amount	Bill-to/Pay-to No.	Entry No.	User ID
DOMESTIC	DOMESTIC	Purchase					
06-07-20	PPI0000003	Ty Ty	2,875.00	0.00	VEND000013	1	SUPE
06-07-20	PPI0000004	Ty Ty	2,875.00	0.00	VEND000013	2	SUPE
06-07-20	PPI0000003	Se	-5,750.00	0.00		3	
		Total		0.00			

## FI-311 How to: VAT Entries

### Introduction

This process demonstrates how to access VAT Entries in the system.

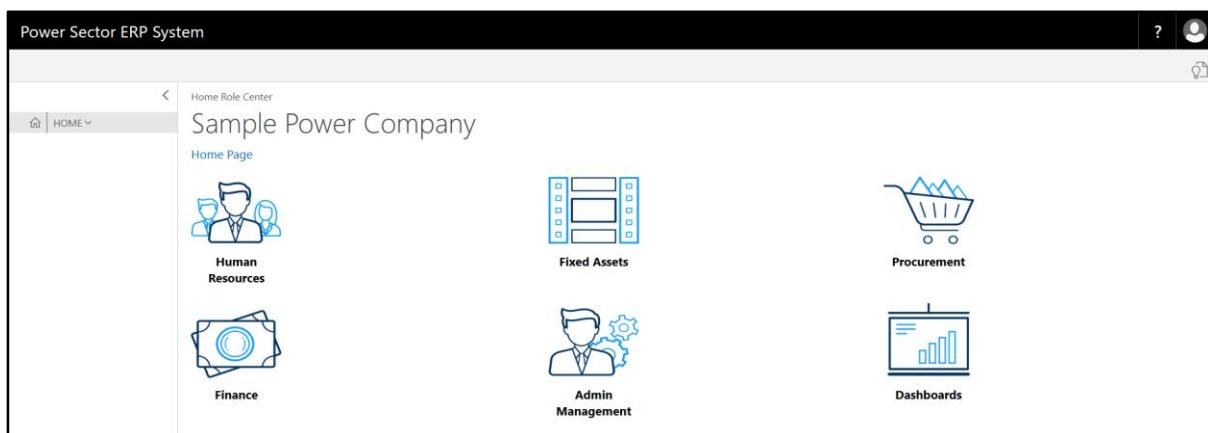
### Roles

- Module Admin
- Module User

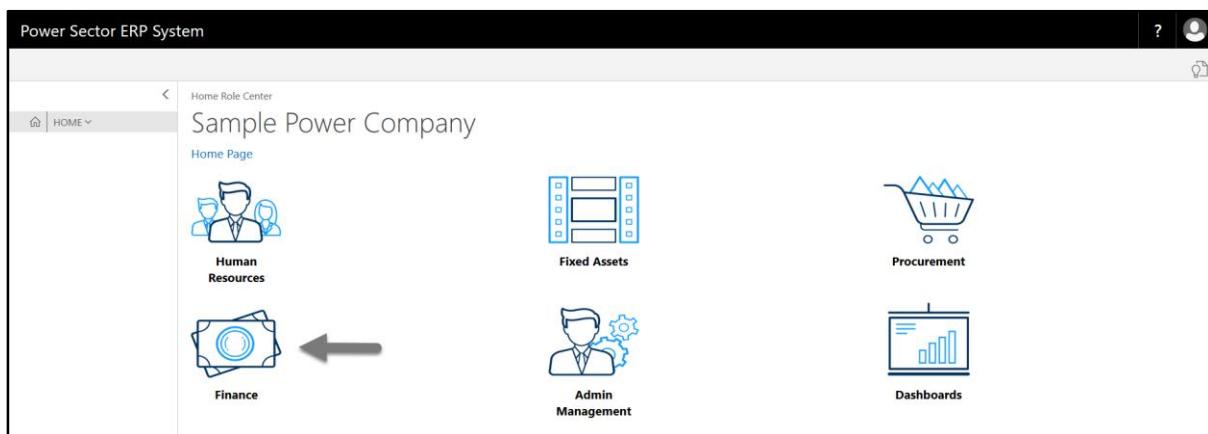
### View VAT Entries

To initiate, follow the steps below.

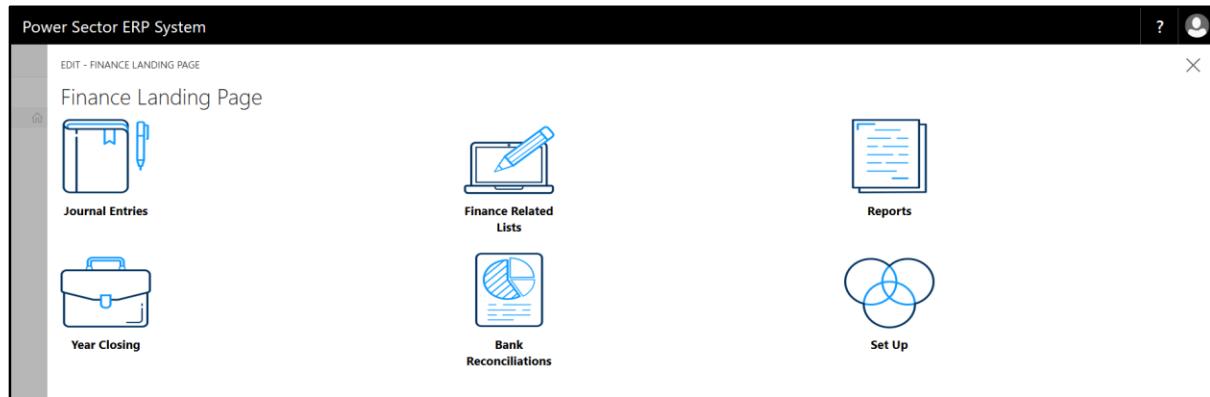
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



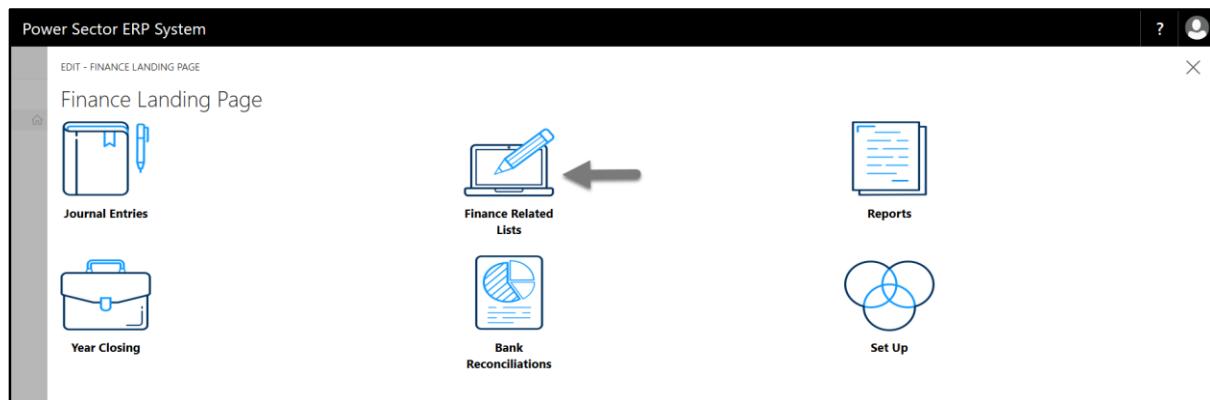
- B. Choose the "**Finance**" icon.



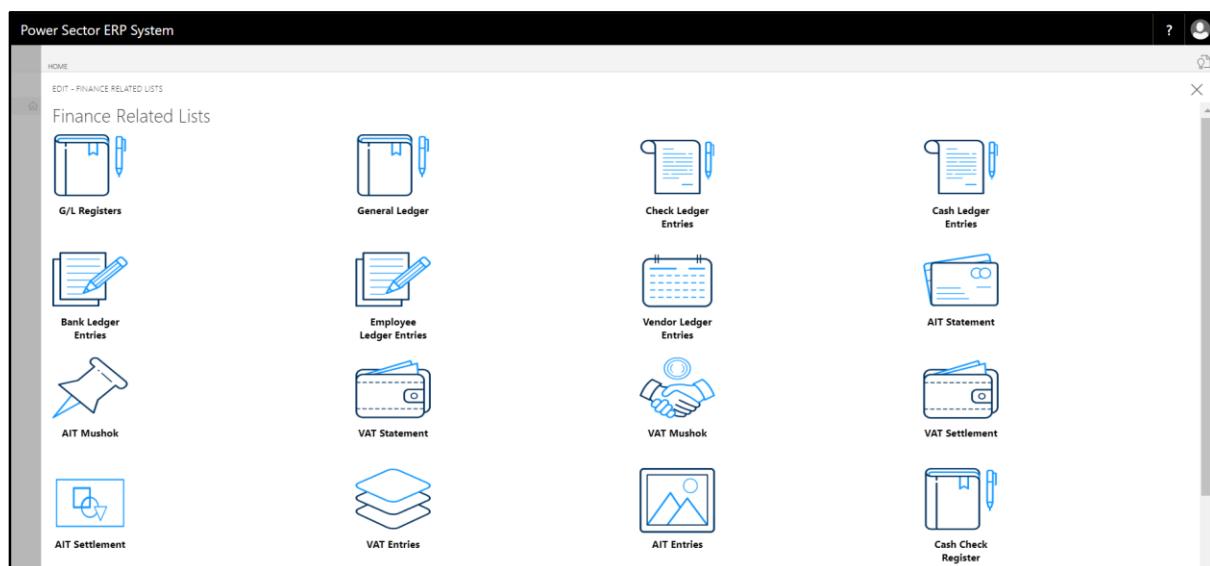
Finance Landing Page will be appeared as below



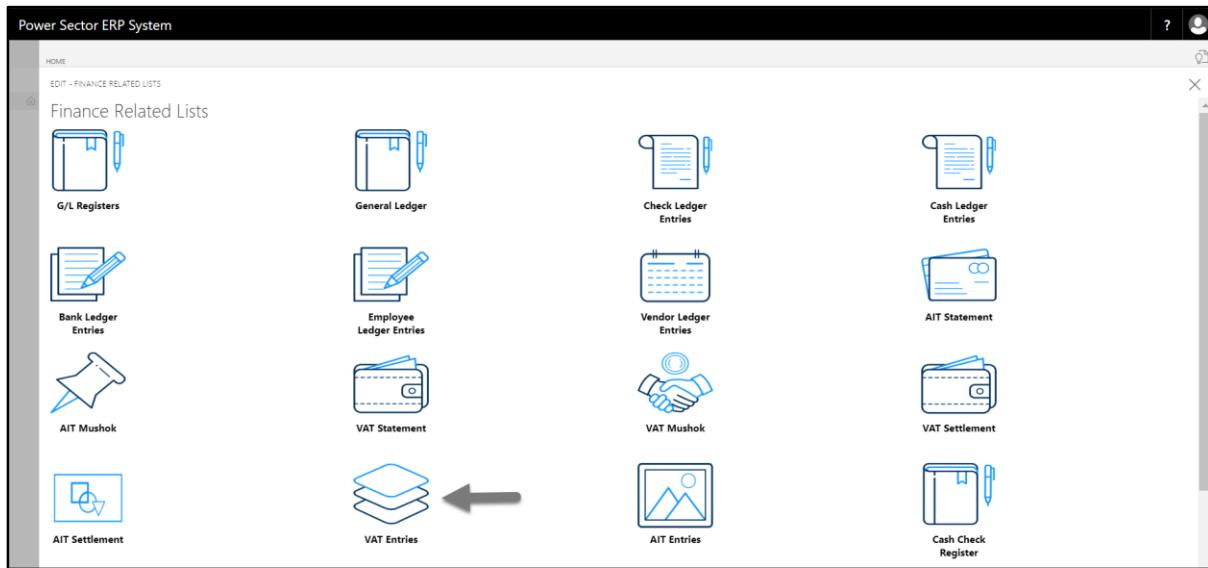
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**VAT Entries**” in Finance Related Lists Page.



The following VAT Entries page will be appeared.

EDIT - VAT ENTRIES															
Entry No.	VAT Bus. Posting Group	VAT Prod. Posting Group	Posting Date	Document No.	Document Type	Type	Base	Amount	VAT Calculation Type	Bill-to/Pay-to No.	Country/Region Code	EU 3-Party Trade	Clos...	Closed by Entry No.	Internal Ref. No.
1	...	DOMESTIC	5%	29-12-19	PPI0000001	Invoice	Purchase	6,30,000.00	0.00	Normal VAT	VEND000007	BD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
2	...	DOMESTIC	5%	31-12-19	PPI0000002	Invoice	Purchase	10,39,500.00	0.00	Normal VAT	VEND000007	BD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
3	...	DOMESTIC	5%	09-02-20	PPI0000003	Invoice	Purchase	1,05,000.00	0.00	Normal VAT	VEND000007	RU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
4	...	DOMESTIC	5%	19-02-20	PPI0000004	Invoice	Purchase	0.00	0.00	Normal VAT	VENDOR001	AT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
5	...	DOMESTIC	5%	01-03-20	DOC001		Settlement	-17,74,500.00	0.00	Normal VAT			<input type="checkbox"/>	<input checked="" type="checkbox"/>	0
6	...		10-03-20		AIT00001		Settlement	84,500.00	0.00	Normal VAT			<input type="checkbox"/>	<input checked="" type="checkbox"/>	0

Here the fields are:

1. Entry No.
2. VAT Bus. Posting Group
3. VAT Prod. Posting Group
4. Posting Date
5. Document No.
6. Document Type
7. Type
8. Base
9. Amount
10. VAT Calculation Type

11. Bill-to/Pay-to No.
12. Country/Region Code
13. EU 3 Party Trade
14. Closed
15. Closed by Entry No.
16. Internal Ref. No.

## FI-312 How to: AIT Entries

### Introduction

This process demonstrates how to access AIT Entries in the system.

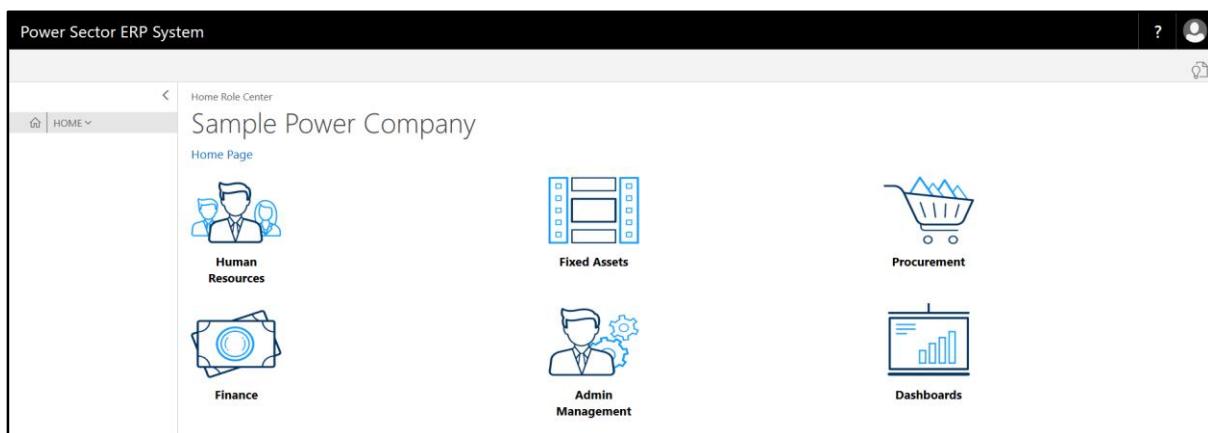
### Roles

- Module Admin
- Module User

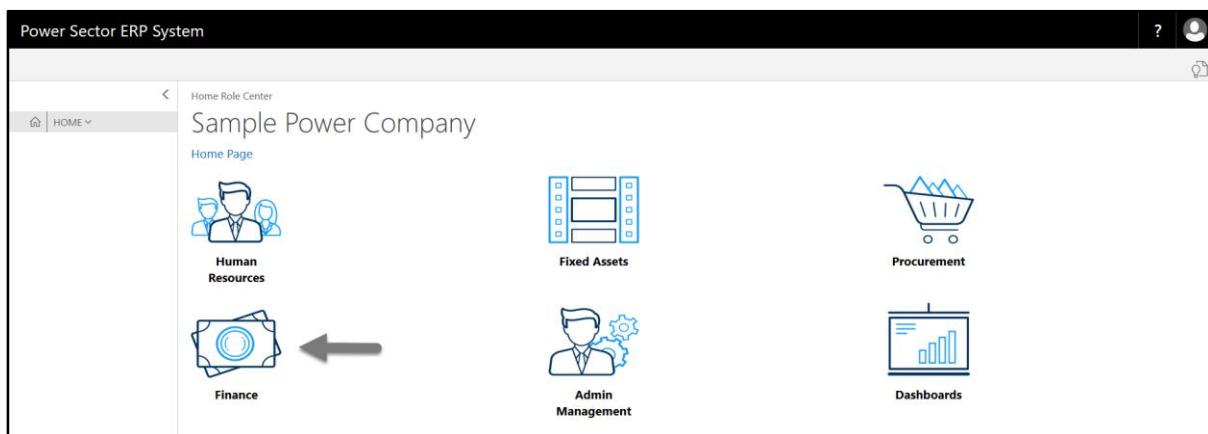
### View AIT Entries

To initiate, follow the steps below.

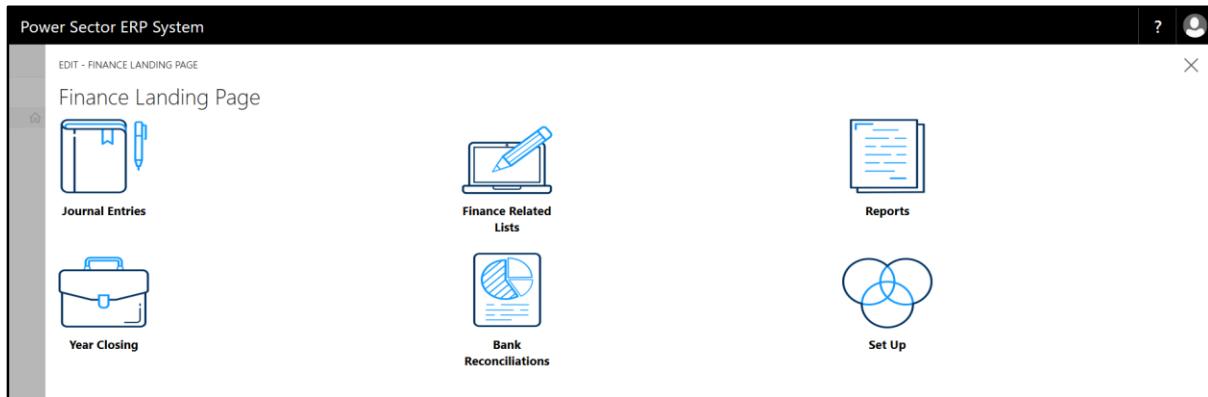
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



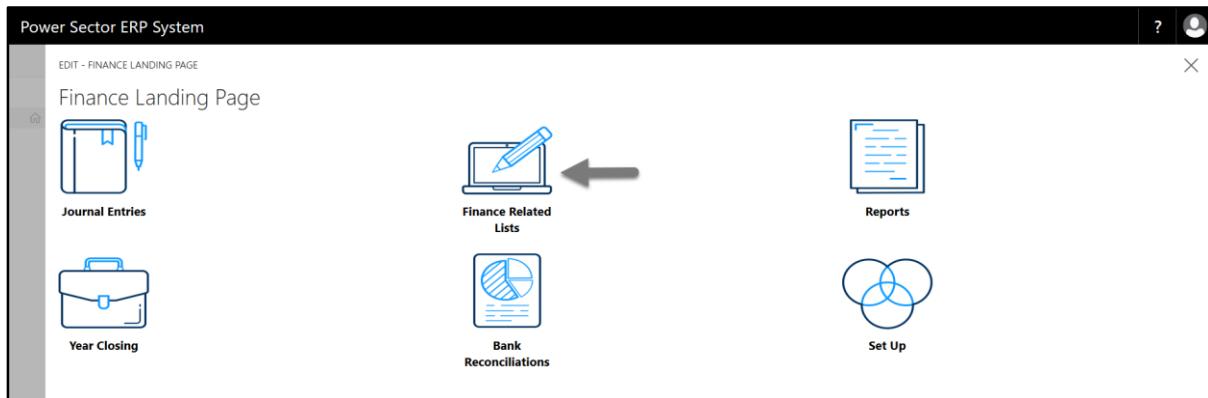
- B. Choose the "**Finance**" icon.



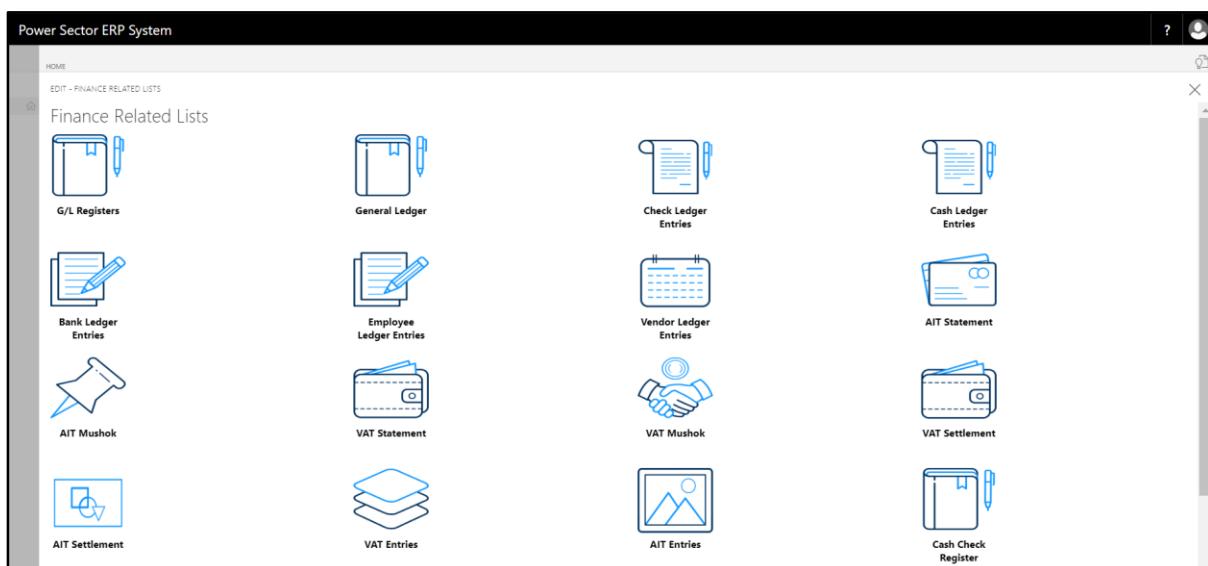
Finance Landing Page will be appeared as below



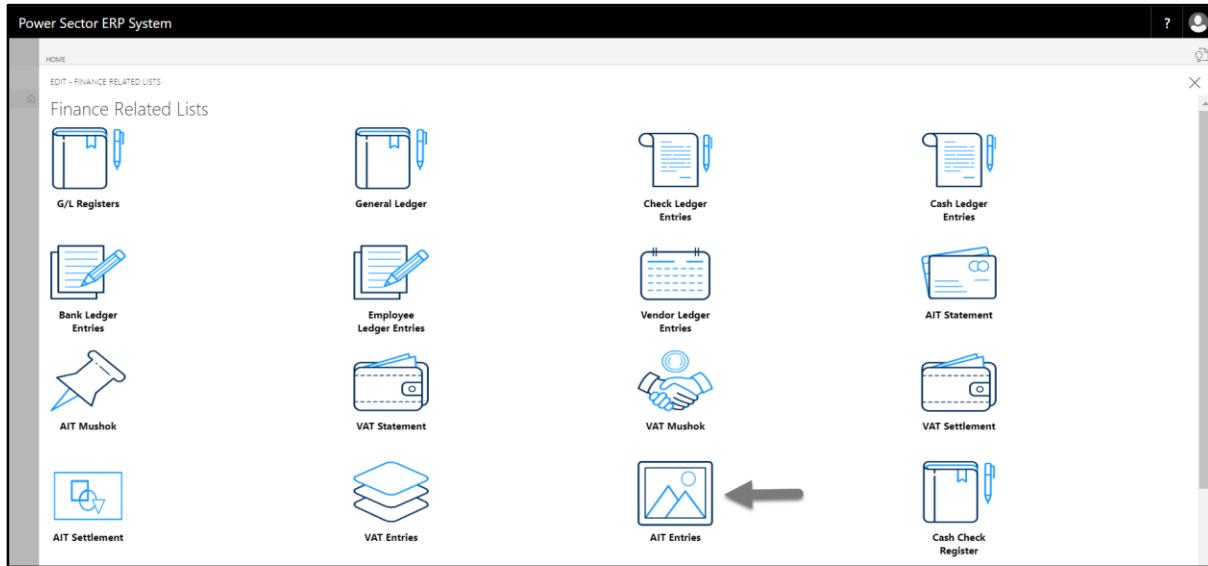
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “AIT Entries” in Finance Related Lists Page.



The following AIT Entries will be appeared.

EDIT - AIT ENTRIES														
Entry No.	Posting Date	Document No.	Document Type	Type	Base	Amount	Bill-to/Pay-to No.	Country/Region Code	Clos...	Closed by Entry No.	Internal Ref. No.	AIT Bus. Posting Group	AIT Prod. Posting Group	
1 ...	29-12-19	PPI0000001	Invoice	Purchase	6,30,000.00	-30,000.00	VEND000007		<input checked="" type="checkbox"/>	6		DOMESTIC	AIT5	
2 ...	31-12-19	PPI0000002	Invoice	Purchase	10,39,500.00	-49,500.00	VEND000007		<input checked="" type="checkbox"/>	6		DOMESTIC	AIT5	
3 ...	09-02-20	PPI0000003	Invoice	Purchase	1,05,000.00	-5,000.00	VEND000007		<input checked="" type="checkbox"/>	6		DOMESTIC	AIT5	
4 ...	19-02-20	PPI0000004	Invoice	Purchase	0.00	0.00	VENDOR001		<input checked="" type="checkbox"/>	6		DOMESTIC	AIT5	
5 ...	<b>01-03-20</b>	DOC001		Settlement	-17,74,500.00	0.00			<input type="checkbox"/>	0				
6 ...	<b>10-03-20</b>	AIT0001		Settlement	-17,74,500.00	0.00			<input type="checkbox"/>	0		DOMESTIC	AIT5	

Here the fields are:

1. Entry No.
2. Posting Date
3. Document No.
4. Document Type
5. Type
6. Base
7. Amount
8. Bill-to/Pay-to No.

9. Country/Region Code
10. Closed
11. Closed by Entry No.
12. Internal Ref. No.
13. AIT Bus. Posting Group
14. AIT Prod. Posting Group

## FI-313 How to: Cash Deposit Register

### Introduction

This process demonstrates how to access Cash Deposit Register in the system.

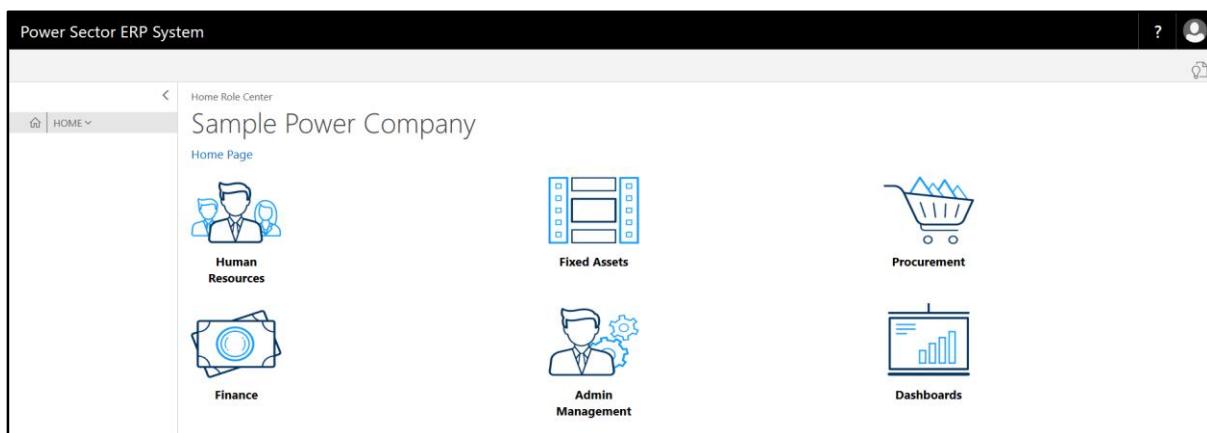
### Roles

- Module Admin
- Module User

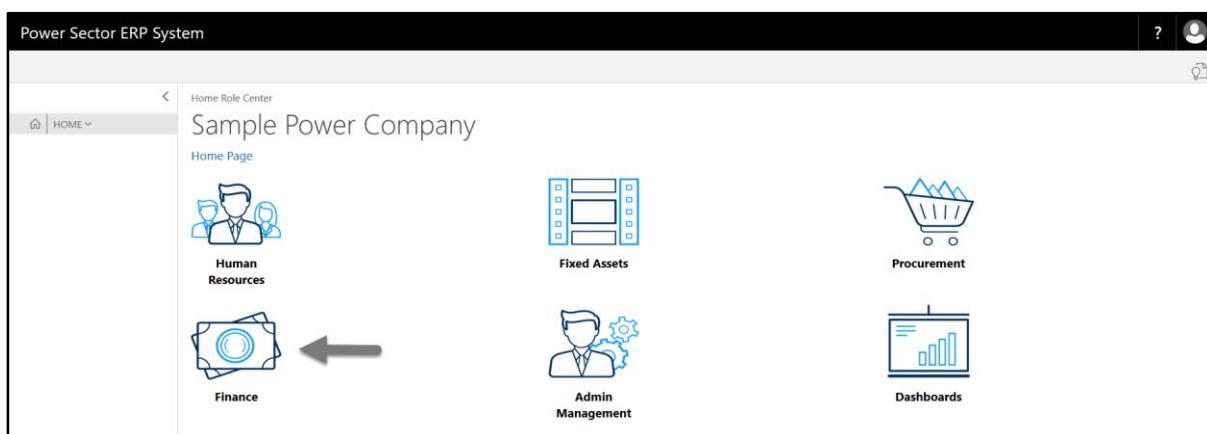
### View Cash Deposit Register

To initiate, follow the steps below.

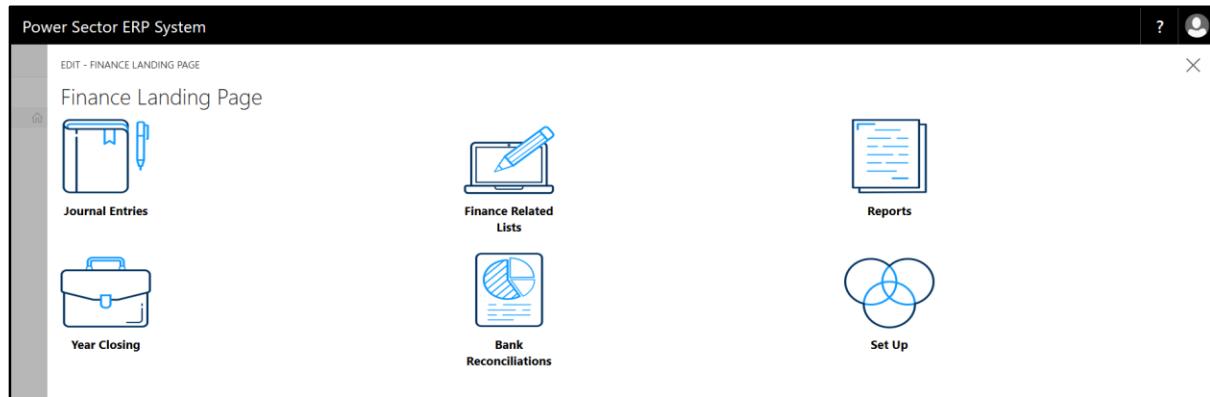
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



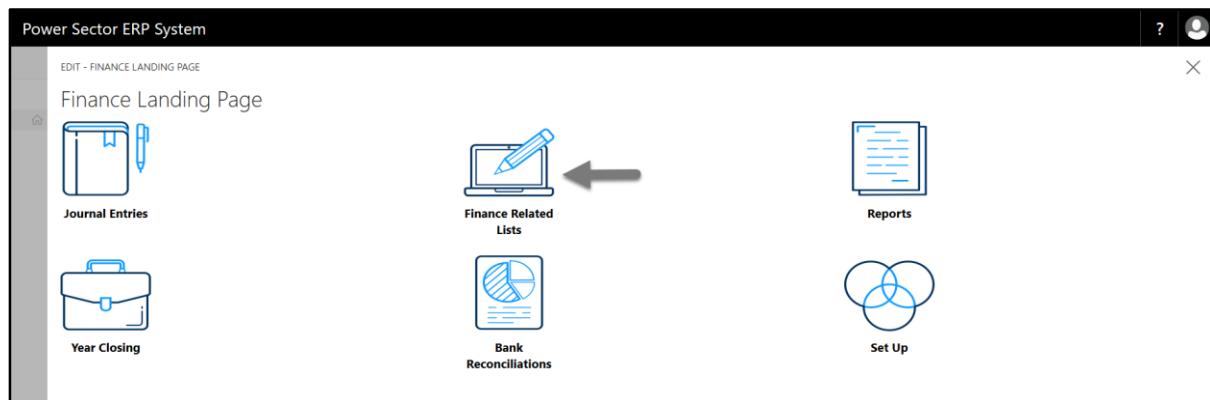
- B. Choose the "**Finance**" icon.



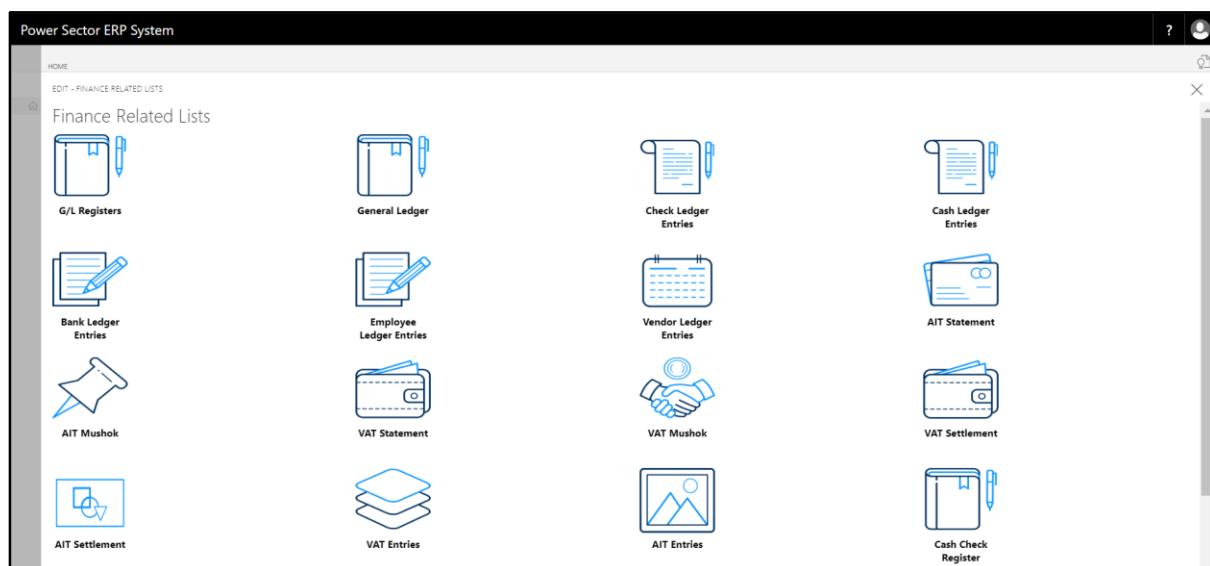
Finance Landing Page will be appeared as below



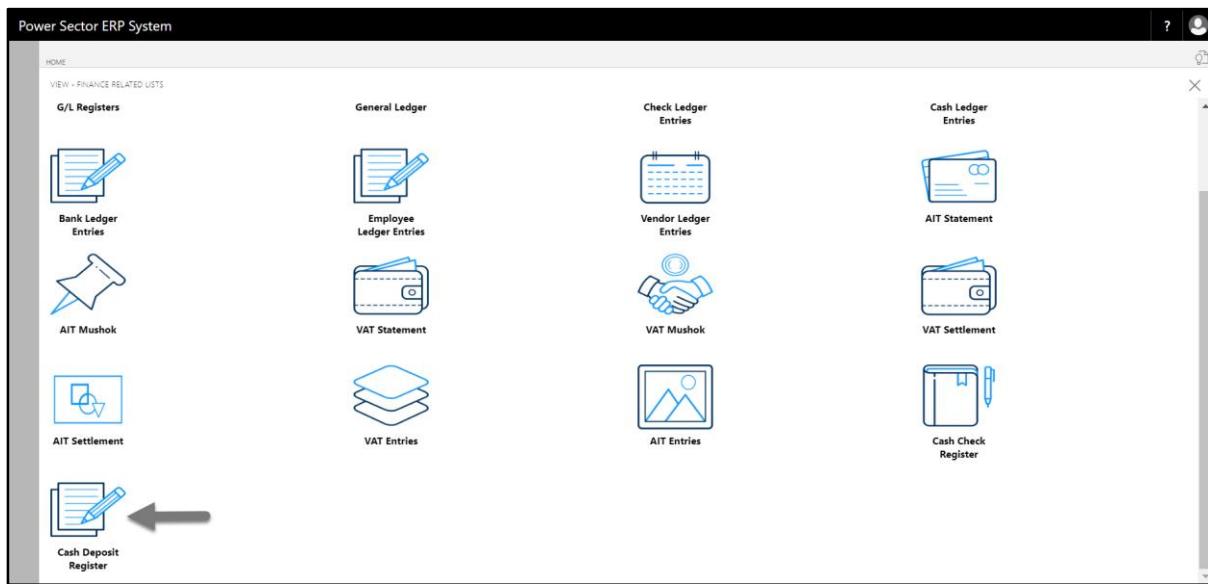
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the “**Cash Deposit Register**” in Finance Related Lists Page.



The **Cash Deposit Register** will appear as below.

No.	GL Acc	GL Description	Bal. Bank Acc	Bal. Description	Amount	Comment	Posting Date	Entry No.
1020402001	Cash At Bank	BANK003	Sonali Bank Ltd.		10,00,000.00		29-10-18	0

## FI-400 Generating Reports

### Introduction

This section shows how to generate different reports related to Finance. This section contains

—

- FI-401 G/L Register Report
- FI-402 Trial Balance Report
- FI-403 Detail Trial Balance Report
- FI-404 Trial Balance By Period Report
- FI-405 Consolidated Trial Balance Report
- FI-406 Income Statement Report
- FI-407 Balance Sheet Report
- FI-408 AIT Statement Report
- FI-409 VAT Statement Report
- FI-410 Bank Reconciliation Report
- FI-411 Cheque Payments Report
- FI-412 Cash Payments Report

### Role

- Module User
- Module Admin

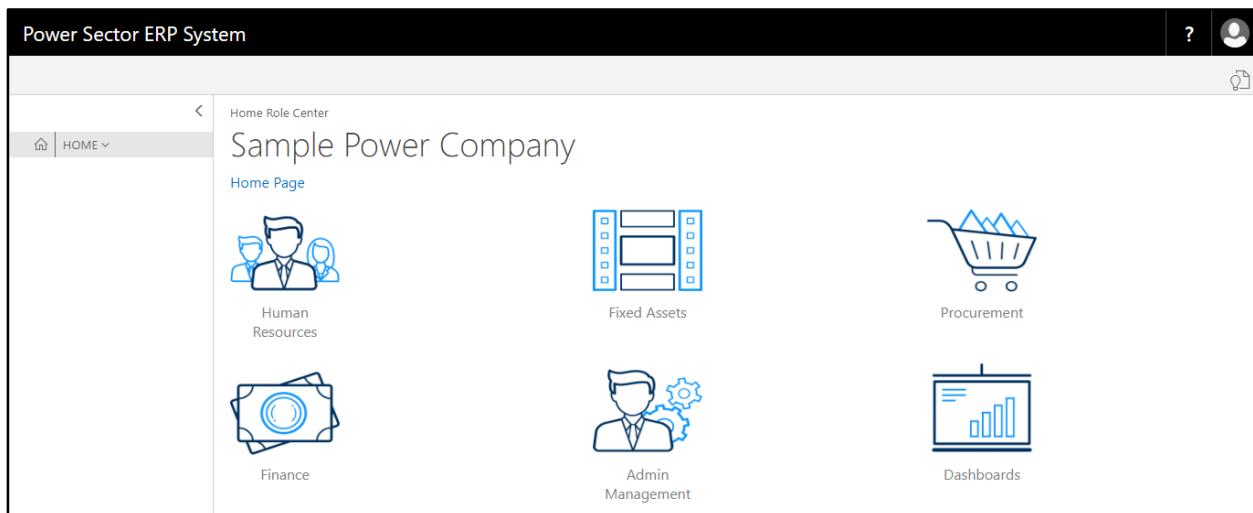
### Prerequisite

- Module User credentials

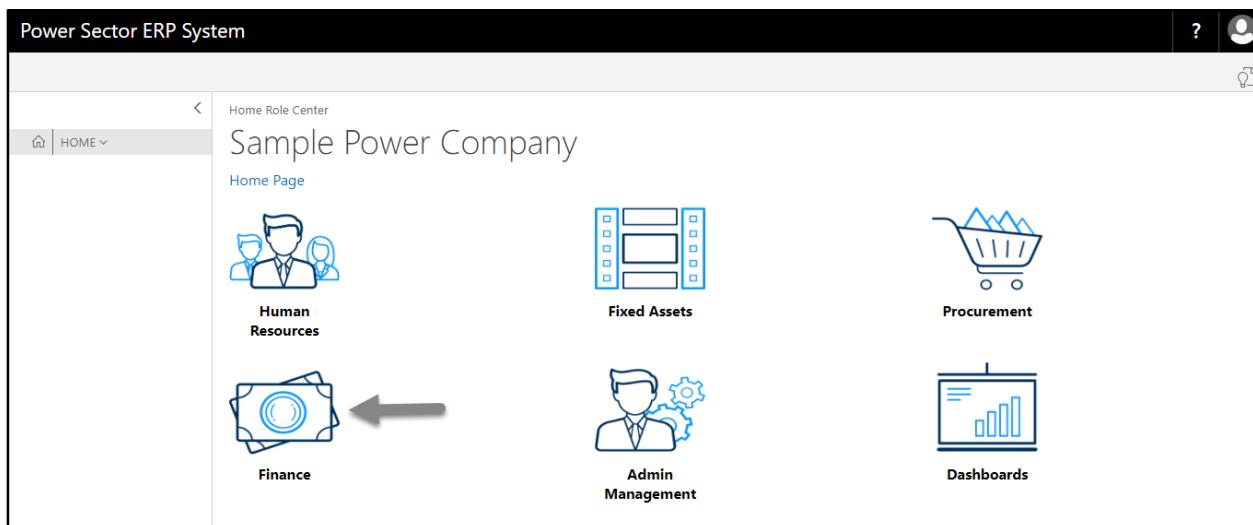
## Access to Report Tab

Follow the steps below.

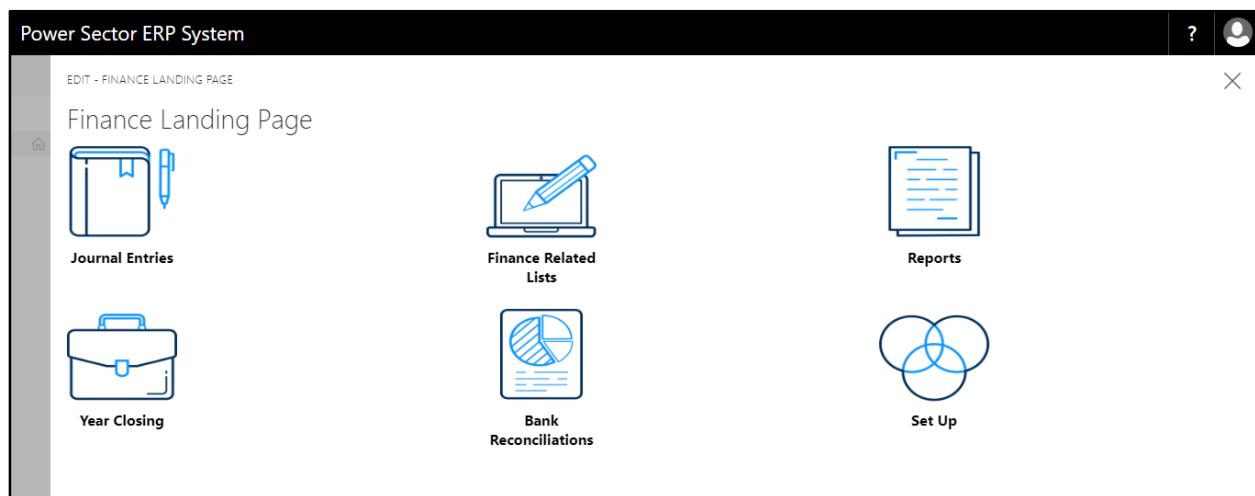
- A. Login with your respective **FI credentials**. ERP Landing Page, as below, will be appeared on successful login.



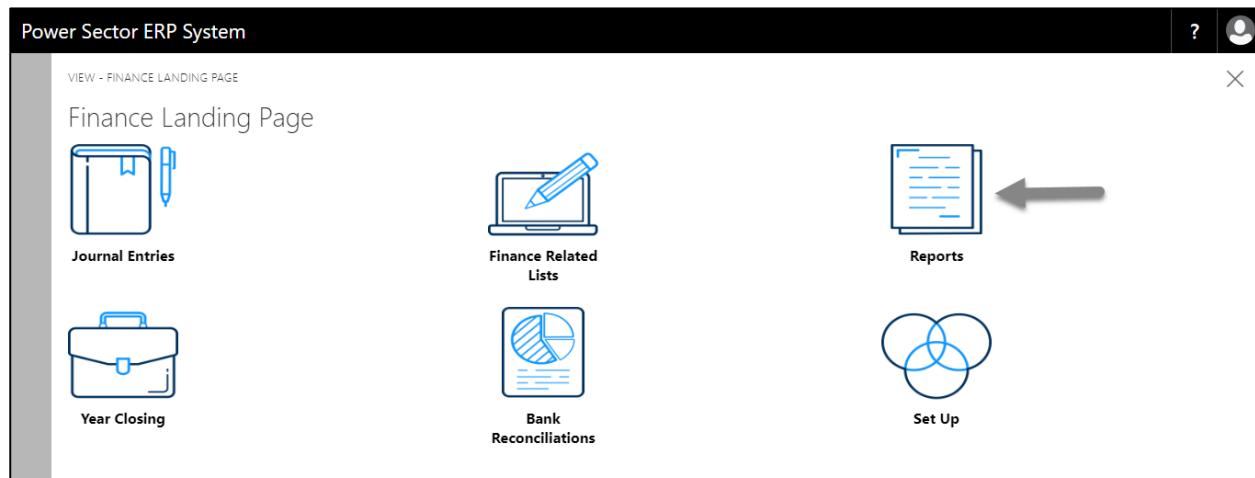
- B. Choose the “**Finance**” icon.



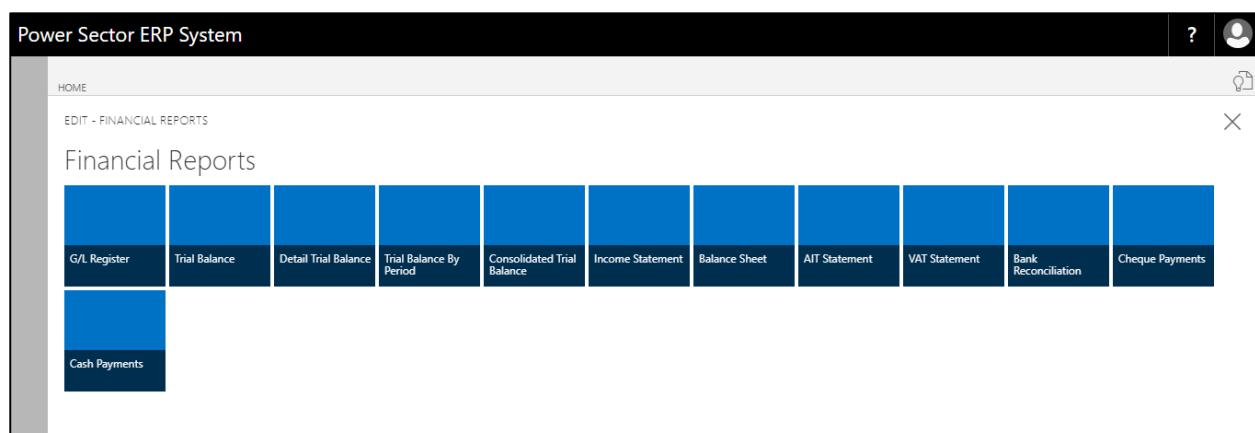
**Finance Landing Page** will be appeared as below



C. Choose the “**Reports**” in Finance Landing Page.



The following **FI report landing** page will be appeared.



## FI-401 How to: Generate G/L Register Report

### Introduction

This process demonstrates how to generate G/L Register Reports.

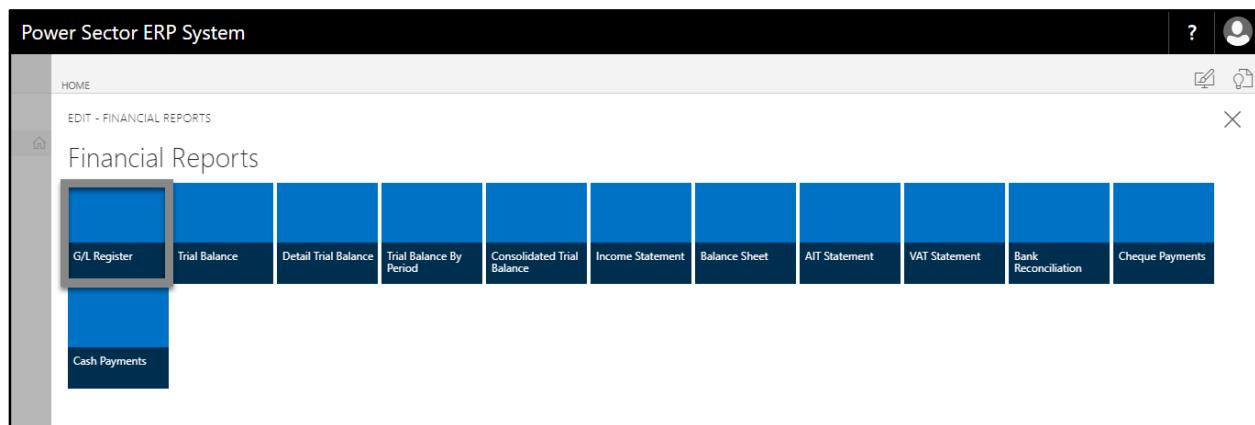
### Roles

- Module Admin
- Module User

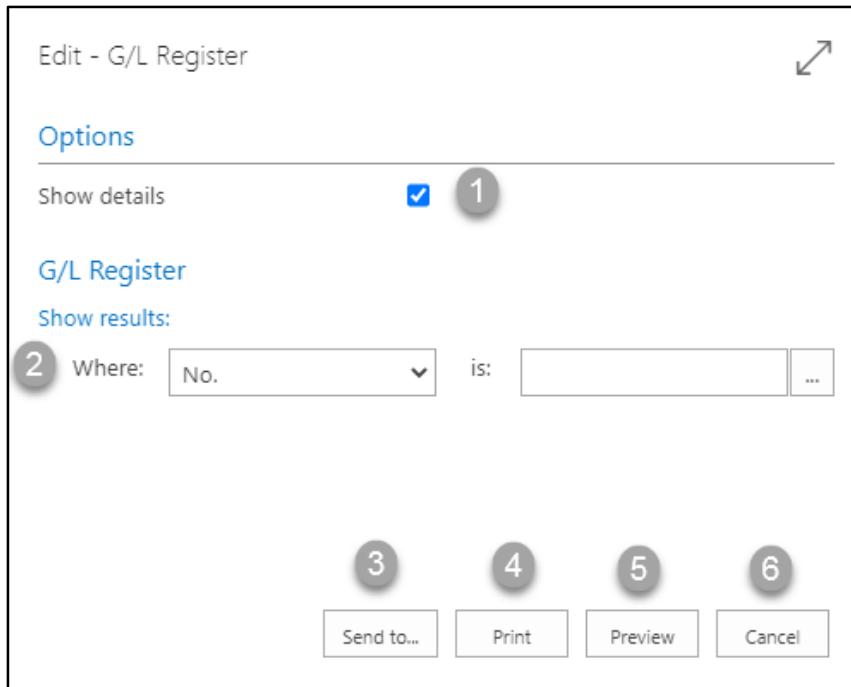
## Generate G/L Register Report

To generate G/L Register report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "G/L Register Report" from FI Report Page.



The following **Report Calling Page** will be appeared.



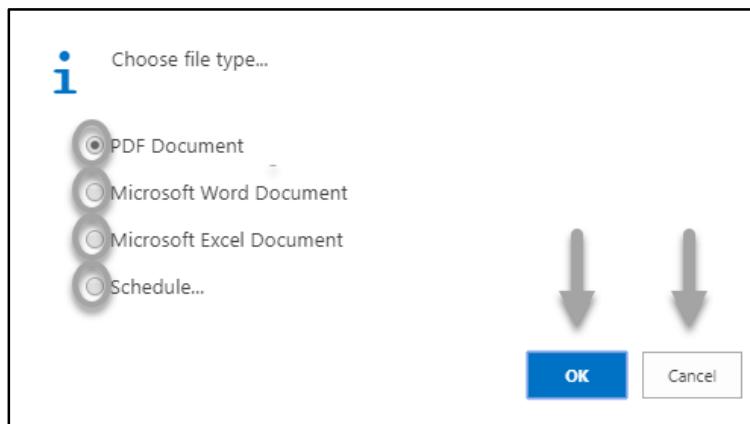
C. Provide below information to view report successfully.

1. Choose the **Show Details** by clicking on  button.  
It will be generated details information in the report.
2. Choose the **Where** from the dropdown by clicking on  button.
  - **Where: No.**

**Note**

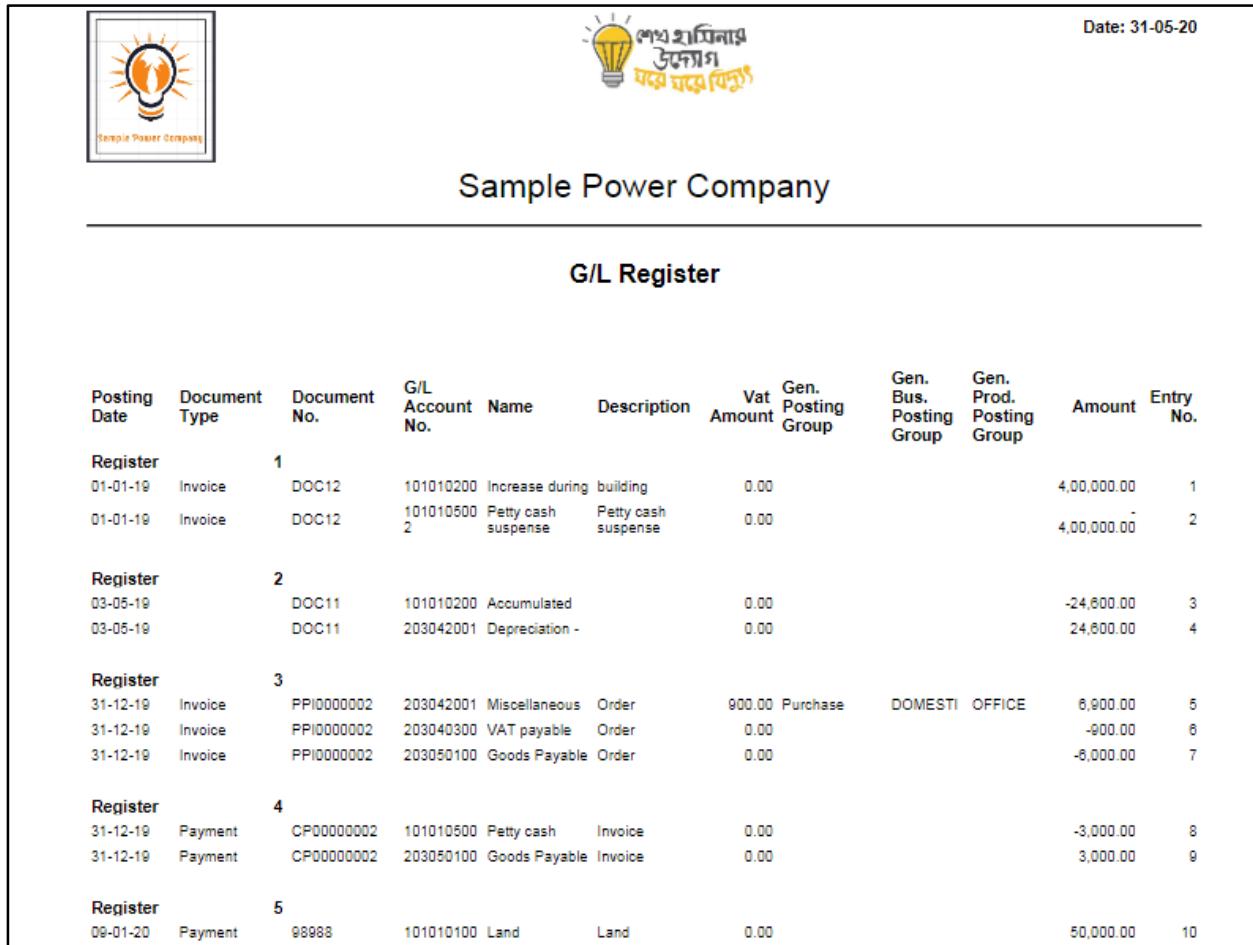
Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on  button to make it full page.

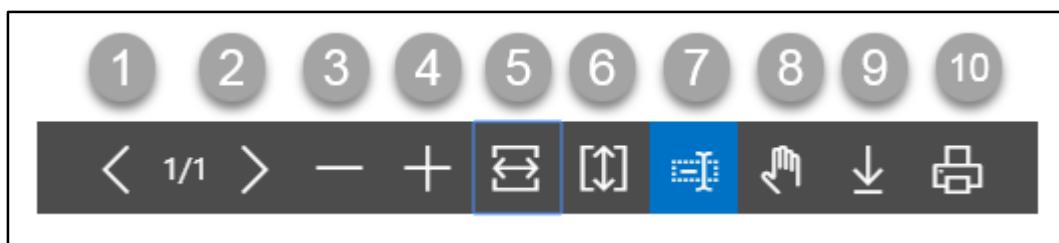
The following Report will be appeared.



**G/L Register**

Posting Date	Document Type	Document No.	G/L Account No.	Name	Description	Vat Amount	Gen. Posting Group	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Entry No.
	Register	1									
01-01-19	Invoice	DOC12	101010200	Increase during building		0.00				4,00,000.00	1
01-01-19	Invoice	DOC12	101010500	Petty cash suspense	Petty cash suspense	0.00				4,00,000.00	2
	Register	2									
03-05-19		DOC11	101010200	Accumulated		0.00				-24,800.00	3
03-05-19		DOC11	203042001	Depreciation -		0.00				24,800.00	4
	Register	3									
31-12-19	Invoice	PPI0000002	203042001	Miscellaneous Order		900.00	Purchase	DOMESTI	OFFICE	6,000.00	5
31-12-19	Invoice	PPI0000002	203040300	VAT payable Order		0.00				-600.00	6
31-12-19	Invoice	PPI0000002	203050100	Goods Payable Order		0.00				-6,000.00	7
	Register	4									
31-12-19	Payment	CP00000002	101010500	Petty cash	Invoice	0.00				-3,000.00	8
31-12-19	Payment	CP00000002	203050100	Goods Payable	Invoice	0.00				3,000.00	9
	Register	5									
09-01-20	Payment	98988	101010100	Land	Land	0.00				50,000.00	10

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-402 How to: Generate Trial Balance Report

### Introduction

This process demonstrates how to generate Trial Balance Reports.

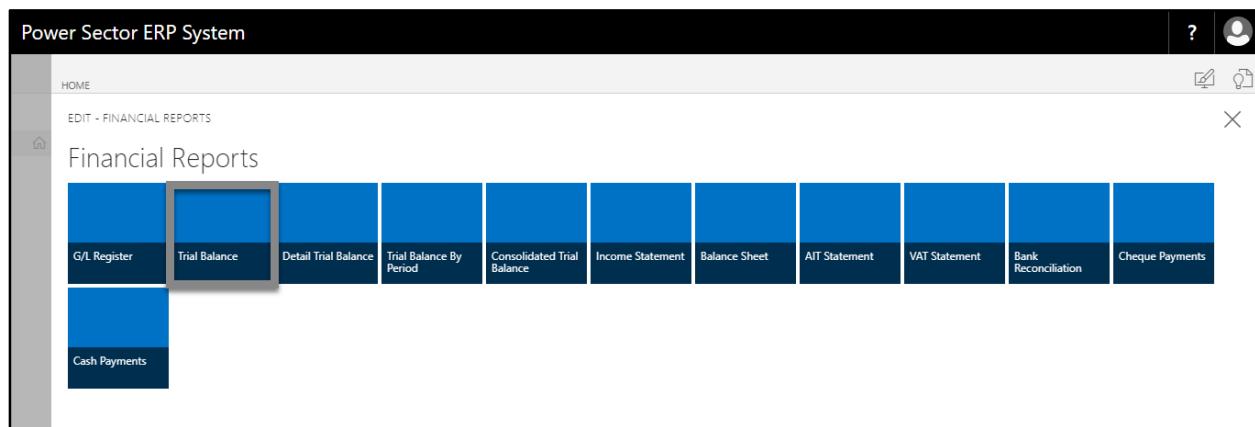
### Roles

- Module Admin
- Module User

## Generate Trial Balance Report

To generate Trial Balance report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Trial Balance Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - Trial Balance

G/L Account

Show results:

1 Where: No. is: ...

2 And: Account Type is: ...

3 And: Date Filter is: ...

4 And: COST CENTER FILTER is: ...

5 And: Global Dimension 2 Code is: ...

6 And: Date Filter

7 And: Cost center

8 And: Global Dimension 2 Code

Send to... Print Preview Cancel

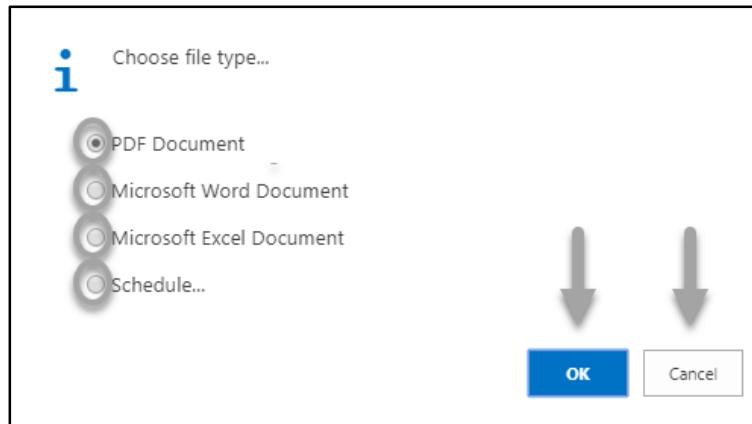
C. Provide below information to view report successfully.

1. Choose the **Where** from the dropdown by clicking on button.
  - **Where: No.**
2. Choose the **And** from the dropdown by clicking on button.
  - **And: Account Type**
3. Choose the **And** from the dropdown by clicking on button.
  - **And: Date Filter**
4. Choose the **And** from the dropdown by clicking on button.
  - **And: Cost center**
5. Choose the **And** from the dropdown by clicking on button.
  - **And: Global Dimension 2 Code**

**Note**

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

6. Choose **Send to** take it on PDF, Excel And Word



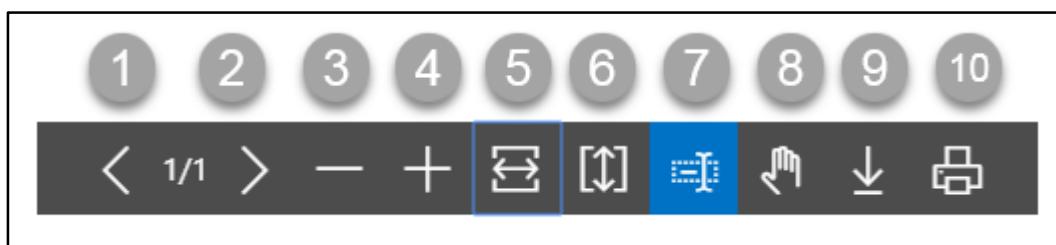
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
7. Choose **Print to** print the document.
8. Choose **Preview** to preview the document.
9. Choose **Cancel** to close this page.
10. Click on ↗ button to make it full page.

## User Manual for Finance Module, ERP System for Power Division

The following Report will be appeared.

Sample Power Company		Date: 31-05-20		
		Trial Balance		
No.	Name	Net Change	Balance	
			Debit	Credit
1000000000	Property & Assets			
1010000000	NonCurrent Assets			
1010100000	Property, Plant & Equipment			
1010101000	Land			
1010101001	Land	4,00,09,14,12,90,0 00.00		4,00,09,14,12,90,0 00.00
1010101999	Land, Total	4,00,09,14,12,90,0 00.00		4,00,09,14,12,90,0 00.00
1010102000	Building			
1010102001	Office Building Power Plant	6,80,000.00		6,80,000.00
1010102002	Other Building Corporate Office	9,00,00,14,86,00,0 00.00		9,00,00,14,86,00,0 00.00
1010102003	Increase during the year - Building & Other Constr	13,00,09,29,49,80, 000.00		13,00,09,29,49,80, 000.00
1010102004	Accumulated Depreciation - Building & Other Const	1,50,54,24,92,87,3 29.75		1,50,54,24,92,87,3 29.75
1010102005	Write-Down Account - Building & Other			
1010102006	Decrease during the year - Building & Other Constr	10,00,00,20,38,50, 500.00		10,00,00,20,38,50, 500.00
1010102007	Test building			
1010102008	building test 2			
1010102999	Building, Total	7,50,45,30,52,37,8 29.75		7,50,45,30,52,37,8 29.75

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width

6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-403 How to: Generate Detail Trial Balance Report

### Introduction

This process demonstrates how to generate Details Trial Balance Reports.

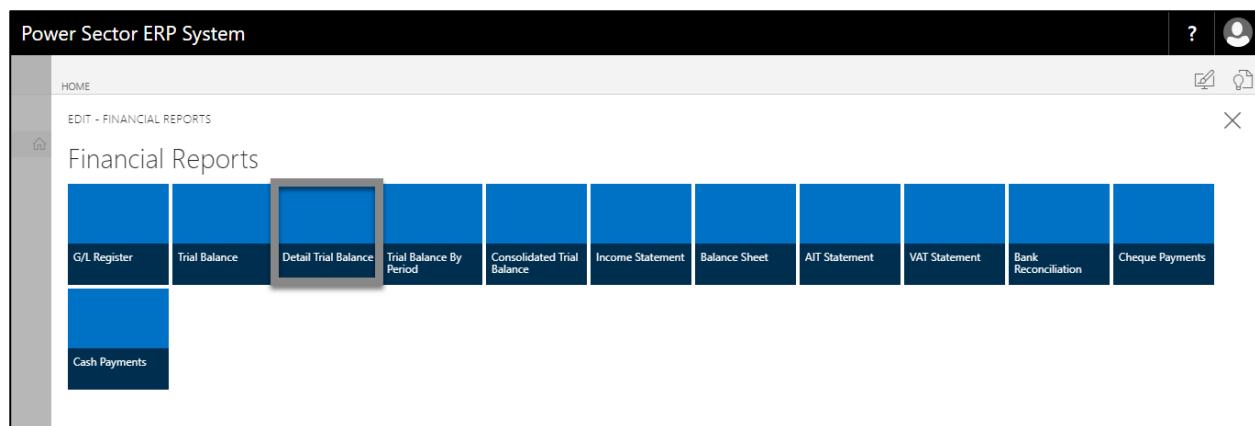
### Roles

- Module Admin
- Module User

## Generate Details Trial Balance Report

To generate Details Trial Balance report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Details Trial Balance Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

**Edit - Detail Trial Balance**

**Options**

- New Page per G/L Acc.  1
- Exclude G/L Accs. That Have a Balan...  2
- Include Closing Entries Within the Pe...  3
- Include Reversed Entries  4
- Print Corrections Only  5

**G/L Account**

Show results:

- 6 Where:  is:  ...
- 7 And:  is:
- 8 And:  is:
- 9 And:  is:

Limit totals to:

- 10 And:  is:

11 Send to... 12 Print 13 Preview 14 Cancel

C. Provide below information to view report successfully.

1. Choose the **New Page per G/L Acc.** by clicking on  button.
2. Choose the **Exclude GL Accs. That Have a Balance Only** by clicking on  button.
3. Choose the **Include Closing Entries within the period** by clicking on  button.
4. Choose the **Include Reversed Entries** by clicking on  button.
5. Choose the **Print Correction Only** by clicking on  button.
6. Choose the **Where** from the dropdown by clicking on  button.
  - **Where: No.**
7. Choose the **And** from the dropdown by clicking on  button.

- **And: Search Name**

8. Choose the **And** from the dropdown by clicking on  button.

- **And: Income/Balance**

9. Choose the **And** from the dropdown by clicking on  button.

- **And: Debit/Credit**

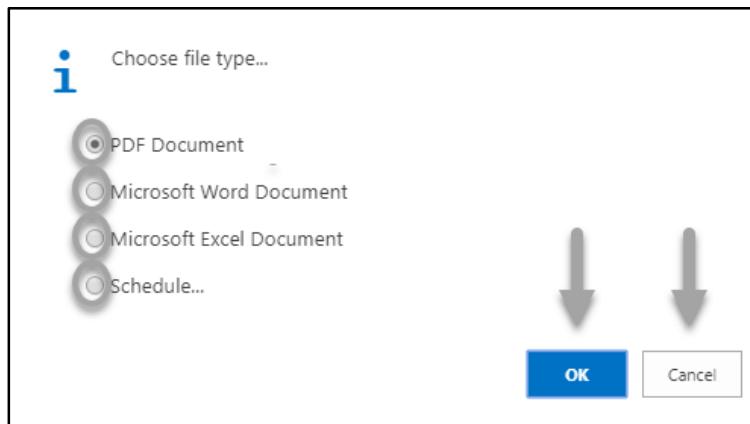
10. Choose the **And** from the dropdown by clicking on  button.

- **And: Data Filter**

**Note**

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

11. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

12. Choose **Print to** print the document.

13. Choose **Preview** to preview the document.

14. Choose **Cancel** to close this page.

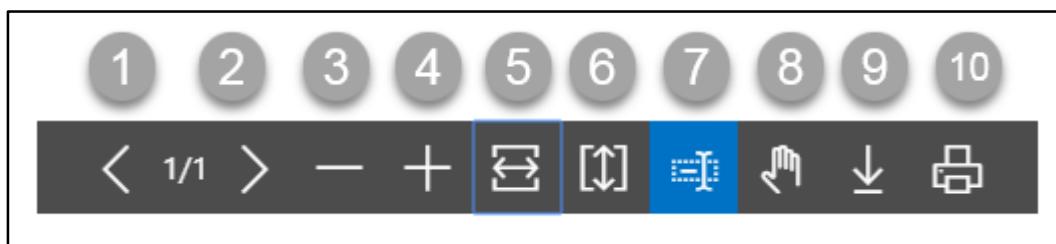
15. Click on  button to make it full page.

## User Manual for Finance Module, ERP System for Power Division

The following Report will be appeared.

		Date: 16-07-20					
<b>Sample Power Company</b>							
<b>Detail Trial Balance</b>							
[ All Figures are in BDT ]							
Net Change							
Posting Date	Document No.	Description	Vat Amount	AIT Amount	Debit	Credit	Balance
<b>10513100000 Cash in Bank-Salary Account</b>							
01-01-20	NAV-INV-1	Sonali Bank Limited	0.00	0	30,00,000.00	-30,00,000.00	0.00
06-01-20	12345	AB Bank Limited	0.00	0	50,00,000.00	-80,00,000.00	0.00
24-06-20	INV/2020/06/02	Sonali Bank Limited	0.00	0	50,00,00,000.00	49,20,00,000.00	0.00
24-06-20	NAV-INV-04	Sonali Bank Limited	0.00	0	10,000.00	49,19,90,000.00	0.00
24-06-20	SAL-MAY-OFF-2020	Sonali Bank Limited	0.00	0	7,45,215.00	49,12,44,785.00	0.00
24-06-20	SALARY-APRIL	Sonali Bank Limited	0.00	0	7,71,375.00	49,04,73,410.00	0.00
24-06-20	SAL-JUNE-2020-OFF	Sonali Bank Limited	0.00	0	7,54,975.00	48,97,18,435.00	0.00
25-06-20	FA-0032	AB Bank Limited	0.00	0	2,50,00,000.00	46,47,18,435.00	0.00
25-06-20	SAL-MAR-2020-OFF	Sonali Bank Limited	0.00	0	7,54,975.00	46,39,63,460.00	0.00
28-06-20	23457	Sonali Bank Limited	0.00	0	6,600.00	46,39,56,860.00	0.00

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window

7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-404 How to: Generate Trial Balance by Period Report

### Introduction

This process demonstrates how to generate Trial Balance by Period Reports.

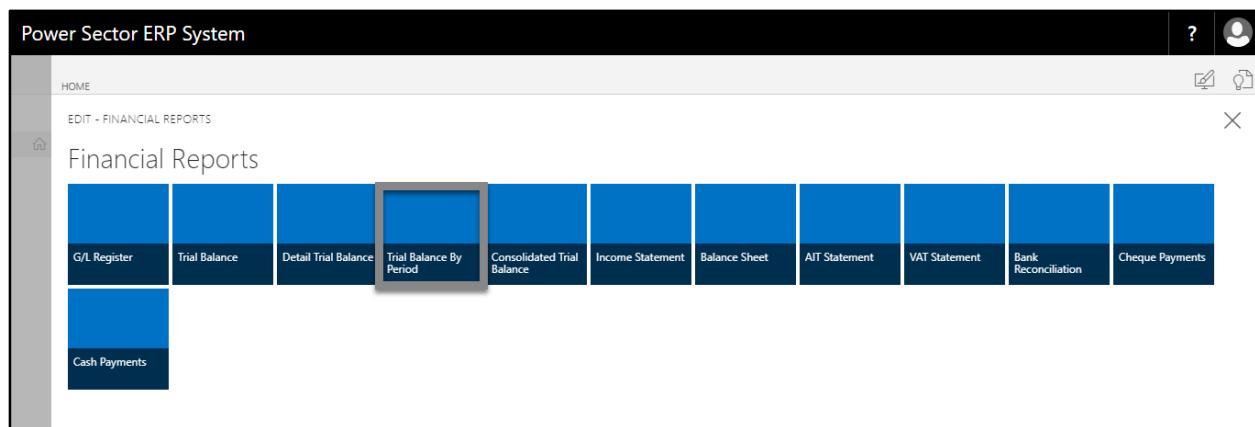
### Roles

- Module Admin
- Module User

## Generate Trial Balance by Period Report

To generate Trial Balance by Period report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Trial Balance By Period Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

1. Name: Last used options and filters

2. Starting Date: 01-05-20

3. Rounding Factor: None

4. Indentation Level: None

5. Where: No.

6. And: Income/Balance

7. And: Account Type

8. And: COST CENTER FILTER

9. And: Global Dimension 2 Code

10. Send to...

11. Print

12. Preview

13. Cancel

C. Provide below information to view report successfully.

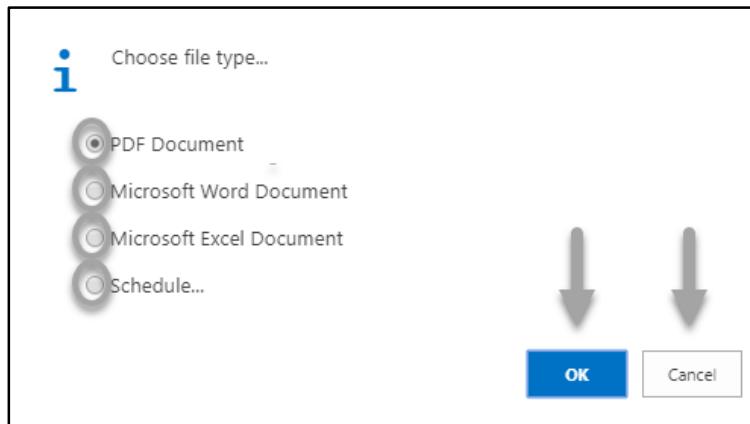
1. Choose the **Name** by clicking on button.
  - **Name: Last used options and Filters**
2. Choose the **Starting Date** by clicking on button.
  - **Starting Date: 01-05-20**
3. Choose the **Routing Factor** by clicking on button.
  - **Routing Factor: None**
4. Choose the **Indentation Level** by clicking on button.
  - **Indentation Level: None**
5. Choose the **Where** from the dropdown by clicking on button.
  - **Where: No.**

6. Choose the **And** from the dropdown by clicking on button.
  - **And: Income/Balance**
7. Choose the **And** from the dropdown by clicking on button.
  - **And: Account Type**
8. Choose the **And** from the dropdown by clicking on button.
  - **And: Cost Centre Filter**
9. Choose the **And** from the dropdown by clicking on button.
  - **And: Global Dimension 2 Code**

**Note**

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

10. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
11. Choose **Print to** print the document.
  12. Choose **Preview** to preview the document.
  13. Choose **Cancel** to close this page.
  14. Click on button to make it full page.

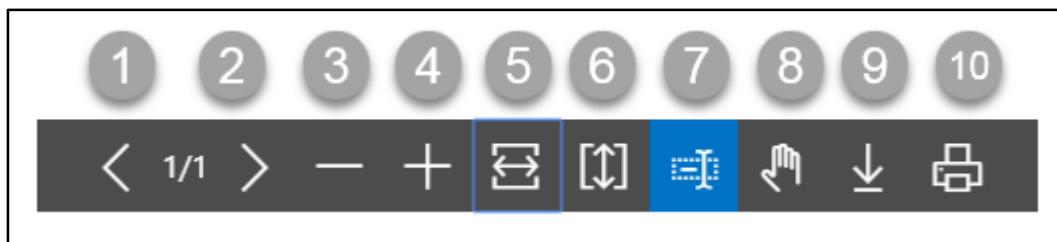
The following Report will be appeared.

## User Manual for Finance Module, ERP System for Power Division

The screenshot shows a report titled "Trial Balance by Period" for "Sample Power Company". At the top right is a logo with a lightbulb and the text "ବ୍ୟାଙ୍ଗ ପାର୍କ ଇନ୍ଡ୍ସିଯଲ୍ସ" and "ମଧ୍ୟ ଭାରତୀୟ ପାର୍କ୍". The date "Date: 07-06-20" is also at the top right. The report header includes "Trial Balance by Period" and "Indentation Level : None". Below the header is a table with columns for Date, Debit, Credit, and Balance. The table shows financial data for Property & Assets, specifically Land and Building, with various sub-accounts and their balances.

	01-05-20 31- ..C30-04-20	01-06-20 31- 05-20	12-9999
1000000000	Property & Assets		
1010000000	NonCurrent Assets		
1010100000	Property, Plant &		
1010101000	Land		
1010101001	Land		
1010101999	Land, Total		
1010102000	Building		
1010102001	Office Building Power	10,000.00	-890,000.00
1010102002	Other Building Corporate		
1010102003	Increase during the year	9,001,090.0	130,000,293
1010102004	Accumulated		-24,600.00
1010102005	Write-Down Account -		
1010102006	Decrease during the		
1010102007	Test building		
1010102008	building test 2		
1010102999	Building, Total	9,001,075.4	
1010103000	Power Plant		

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-405 How to: Generate Consolidated Trial Balance Report

### Introduction

This process demonstrates how to generate Consolidated Trial Balance Reports.

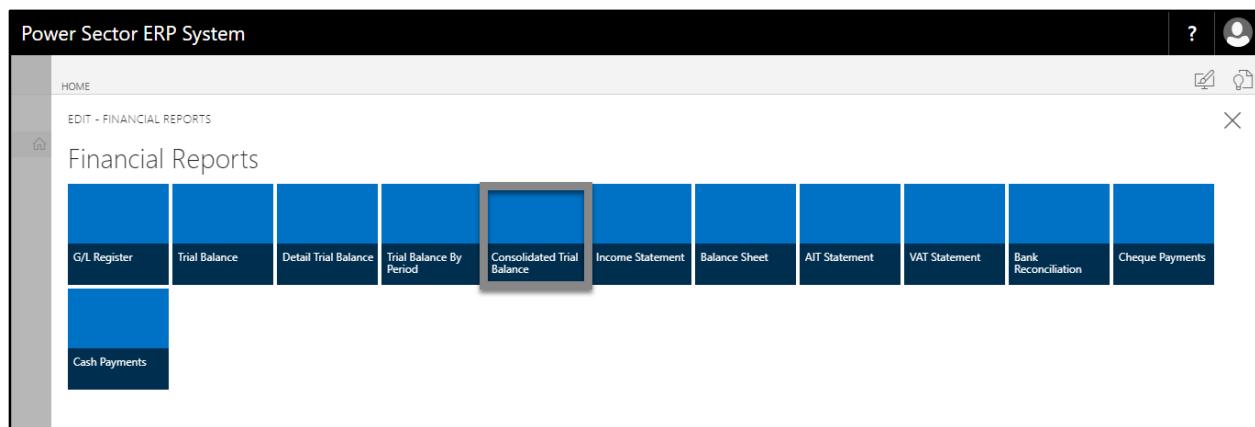
### Roles

- Module Admin
- Module User

## Generate Consolidated Trial Balance Report

To generate Consolidated Trial Balance report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Consolidated Trial Balance Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

**Saved Settings**

Name **1** Last used options and filters

**Options**

**CONSOLIDATION PERIOD**

Starting Date **2** 01-12-19

Ending Date **3** 31-05-20

Amounts in whole 1000s **4**

**G/L Account**

Show results:

Where: **5** No. is: \_\_\_\_\_

Limit totals to:

And: **6** COST CENTER FILTER is: \_\_\_\_\_

And: **7** Global Dimension 2 Code is: \_\_\_\_\_

**Buttons:** **8** Send to..., **9** Print, **10** Preview, **11** Cancel

C. Provide below information to view report successfully.

1. Choose the **Name** by clicking on **button**.
  - **Name: Last used options and Filters**
2. Choose the **Starting Date** by clicking on **button**.
  - **Starting Date:01-12-19**
3. Choose the **Ending Date** by clicking on **button**.
  - **Ending Date:31-05-20**
4. Choose the **Amounts in Whole 100s** by clicking on **button**.
5. Choose the **Where** from the dropdown by clicking on **button**.
  - **Where: No.**
6. Choose the **And** from the dropdown by clicking on **button**.
  - **And: COST CENTER FILTER**

7. Choose the **And** from the dropdown by clicking on button.

- **And: Budget Filter**

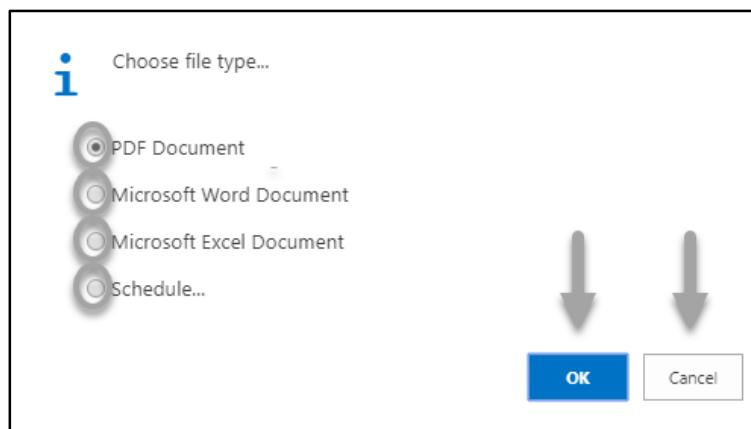
8. Choose the **And** from the dropdown by clicking on button.

- **And: Global Dimension 2 Code**

**Note**

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

9. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

10. Choose **Print to** print the document.

11. Choose **Preview** to preview the document.

12. Choose **Cancel** to close this page.

13. Click on button to make it full page.

The following Report will be appeared.



Date: 07-06-20

**Sample Power Company**

---

**Consolidated Trial Balance**

Period: 01-12-19..31-05-20

No.	Name	Amount		Amount Incl. Eliminations	
		Net Change	Balance	Eliminations	Net Change
100000000	Property & Assets Property & Assets			0.00	0.00
101000000	NonCurrent Assets NonCurrent Assets			0.00	0.00
101010000	Property, Plant & Equipment Property, Plant & Equipment			0.00	0.00
101010100	Land Land			0.00	0.00
101010100	Land Land			4,00,00,14,12,9 0,000.00	4,00,00,14,12,9 0,000.00
101010199	Land, Total Land, Total			4,00,00,14,12,9 0,000.00	4,00,00,14,12,9 0,000.00
101010200	Building Building			0.00	0.00
101010200	Office Building Power Plant Office Building Power Plant			-6,80,000.00	-6,80,000.00
101010200	Other Building Corporate Office Other Building Corporate Office			9,00,00,14,66,0 0,000.00	9,00,00,14,66,0 0,000.00

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-406 How to: Generate Income Statement Report

### Introduction

This process demonstrates how to generate Income Statement Reports.

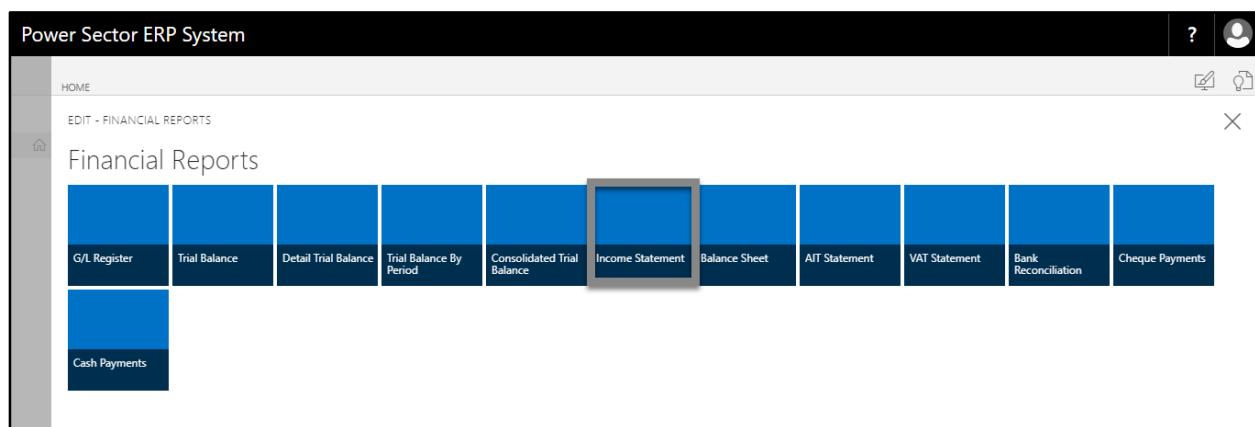
### Roles

- Module Admin
- Module User

## Generate Income Statement Report

To generate Income Statement report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Income Statement Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

**Edit - Income Statement**

**Saved Settings**

Name 1 Last used options and filters ...

**Options** Show less

**FILTERS**

Starting Date 2 01-01-19 ...

Ending Date 3 31-12-22 ...

G/L Budget ...

Cost Budget Filter ...

**DIMENSION FILTERS**

COST CENTER FILTER 4 ...

**SHOW**

Show Error 5 None ▼

Show Row No. 6

Print Alternating Shading 7

8 9 10 11

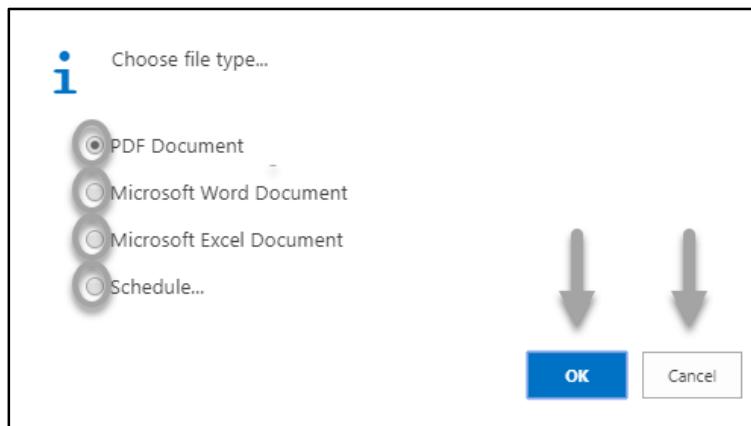
Send to... Print Preview Cancel

C. Provide below information to view report successfully.

1. Choose the **Name** by clicking on ... button.
  - **Name: Last used options and Filters**
2. Choose the **Starting Date** by clicking on ... button.
  - **Starting Date:01-01-19**
3. Choose the **Ending Date** by clicking on ... button.
  - **Ending Date:31-12-22**
4. Choose the **Cost Centre Filter** if you want to see Cost Centre wise Income Statement.
5. Choose the **Show Error** from the dropdown by clicking on ▼ button.

- **Show Error: None**

6. Choose the **Show Row Number** by clicking on  button.
7. Choose the **Print Alternative Shading** by clicking on  button.
8. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
9. Choose **Print to** print the document.
  10. Choose **Preview** to preview the document.
  11. Choose **Cancel** to close this page.
  12. Click on ↗ button to make it full page.

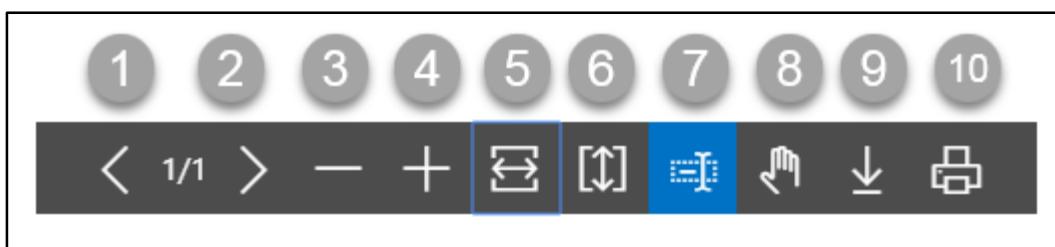
## User Manual for Finance Module, ERP System for Power Division

The following Report will be appeared.

The screenshot shows a report header with a logo for 'Sample Power Company' featuring a stylized sun, and text in Bengali. The date 'Date: 16-07-20' is also present. The main title is 'Income Statement' with a note '[ All Figures are in BDT ]'. Below this, the period 'Period: 01-01-20..31-07-20' and fiscal start date 'Fiscal Start Date : 01-07-20' are listed. The report displays a table of financial data:

Description	Net Change
<b>Income</b>	#Error
Income, Services	50,00,00,000
<b>Total Income</b>	50,00,00,000
<b>Cost of Goods Sold</b>	#Error
Total Cost of Goods Sold	#Error
Gross Profit	50,00,00,000
<b>Expense</b>	#Error
Repair & Maintenance Expenses	75,000
Depreciation Expenses	11,50,000
Generation Operating Expenses.	49,46,346
<b>Total Expense</b>	61,71,346
<b>Net Income</b>	49,38,28,654

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In

5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-407 How to: Generate Balance Sheet Report

### Introduction

This process demonstrates how to generate Balance Sheet Reports.

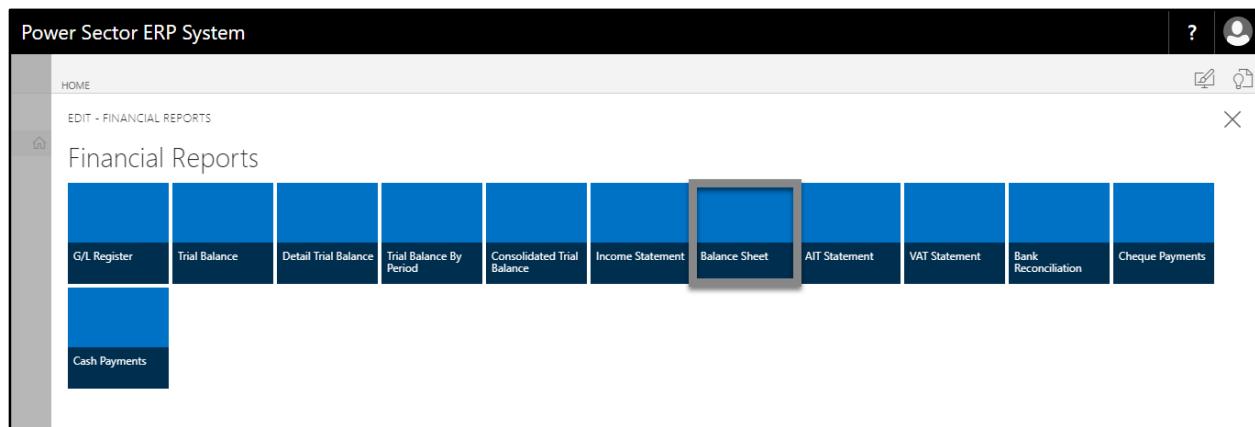
### Roles

- Module Admin
- Module User

## Generate Balance Sheet Report

To generate Balance Sheet Report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Balance Sheet Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - Balance Sheet

**Saved Settings**

Name 1 Last used options and filters ...

**Options** Show less

**FILTERS**

Starting Date ...

Ending Date 2 31-12-22 ...

G/L Budget ...

Cost Budget Filter ...

**DIMENSION FILTERS**

COST CENTER FILTER 3

**SHOW**

Show Error 4 None ▼

Show Row No. 5

Print Alternating Shading 6

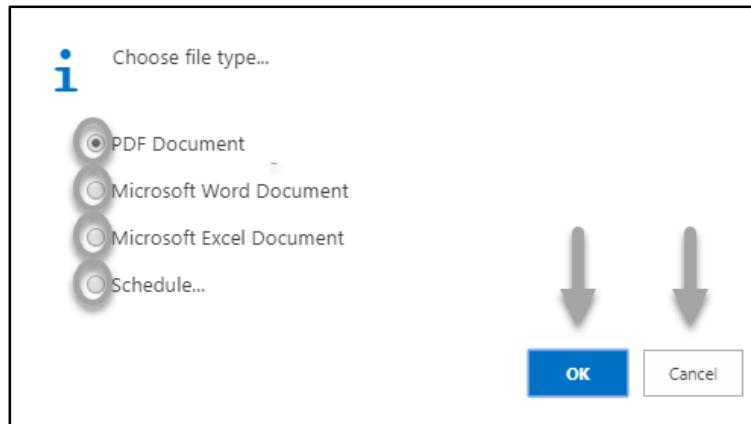
7 Send to... 8 Print 9 Preview 10 Cancel

C. Provide below information to view report successfully.

1. Choose the **Name** by clicking on ... button.
  - **Name: Last used options and Filters**
2. Choose the **Ending Date** by clicking on ... button.
  - **Ending Date:31-12-22**
3. Choose the **Cost Centre Filter** if you want to see Cost Centre wise Income Statement.
4. Choose the **Show Error** from the dropdown by clicking on ▼ button.
  - **Show Error: None**
5. Choose the **Show Row Number** by clicking on  button.
6. Choose the **Print Altermatic Shading** by clicking on  button.

It will be generated details information in the report.

7. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

8. Choose **Print to** print the document.

9. Choose **Preview** to preview the document.

10. Choose **Cancel** to close this page.

11. Click on ↗ button to make it full page.

## User Manual for Finance Module, ERP System for Power Division

The following Report will be appeared.

		Date: 08-06-20																								
<b>Sample Power Company</b>																										
<b>Balance Sheet</b>																										
Period Ending 31-12-22																										
Fiscal Start Date 01-06-20																										
<table border="1"><thead><tr><th>Description</th><th>Balance</th></tr></thead><tbody><tr><td><b>Assets</b></td><td></td></tr><tr><td>    <b>Current Assets</b></td><td></td></tr><tr><td>        <b>Total Current Assets</b></td><td></td></tr><tr><td>            <b>Fixed Assets</b></td><td>118,064,481,387,580 .14</td></tr><tr><td>            <b>Total Fixed Assets</b></td><td>118,064,481,387,580 .14</td></tr><tr><td>        <b>Total Assets</b></td><td>118,064,481,387,580 .14</td></tr><tr><td><b>Liabilities</b></td><td></td></tr><tr><td>    <b>Total Liabilities</b></td><td></td></tr><tr><td><b>Equity</b></td><td></td></tr><tr><td>    <b>Total Equity</b></td><td></td></tr><tr><td><b>Total Liabilities &amp; Equity</b></td><td></td></tr></tbody></table>			Description	Balance	<b>Assets</b>		<b>Current Assets</b>		<b>Total Current Assets</b>		<b>Fixed Assets</b>	118,064,481,387,580 .14	<b>Total Fixed Assets</b>	118,064,481,387,580 .14	<b>Total Assets</b>	118,064,481,387,580 .14	<b>Liabilities</b>		<b>Total Liabilities</b>		<b>Equity</b>		<b>Total Equity</b>		<b>Total Liabilities &amp; Equity</b>	
Description	Balance																									
<b>Assets</b>																										
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<b>Fixed Assets</b>	118,064,481,387,580 .14																									
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<b>Liabilities</b>																										
<b>Total Liabilities</b>																										
<b>Equity</b>																										
<b>Total Equity</b>																										
<b>Total Liabilities &amp; Equity</b>																										

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In

5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-408 How to: Generate AIT Statement Report

### Introduction

This process demonstrates how to generate AIT Statement Reports.

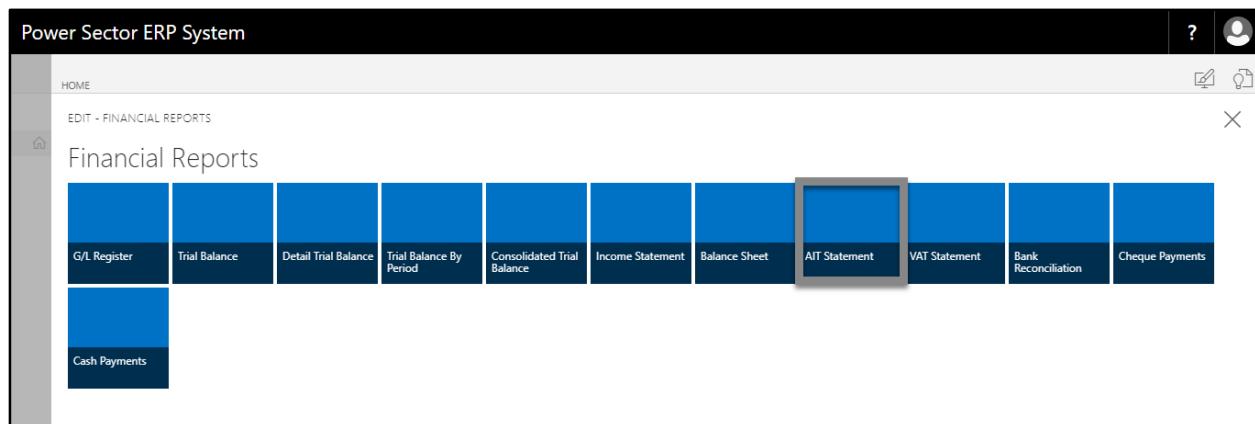
### Roles

- Module Admin
- Module User

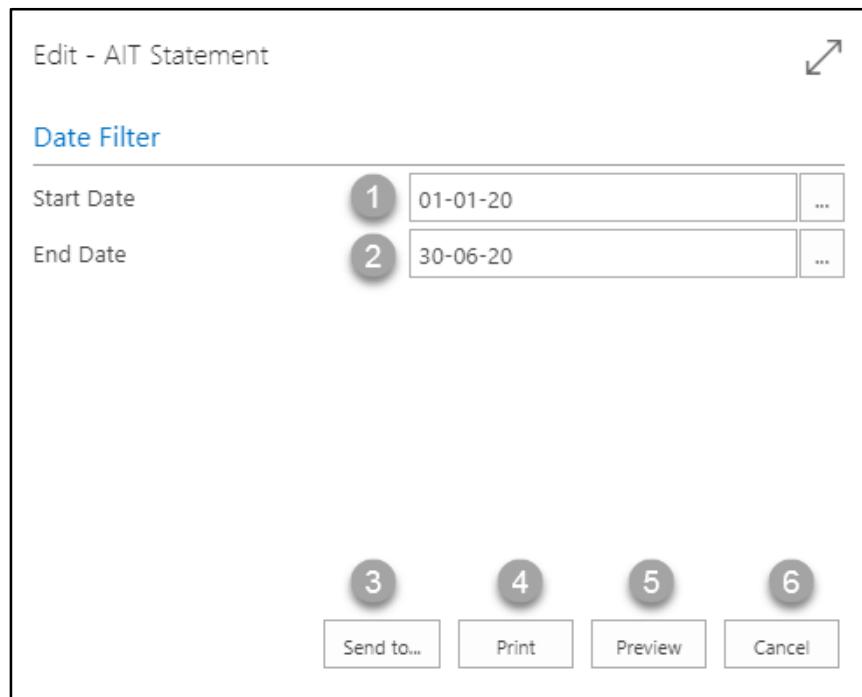
## Generate AIT Statement Report

To generate AIT Statement Report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "AIT Statement Report" from FI Report Page.

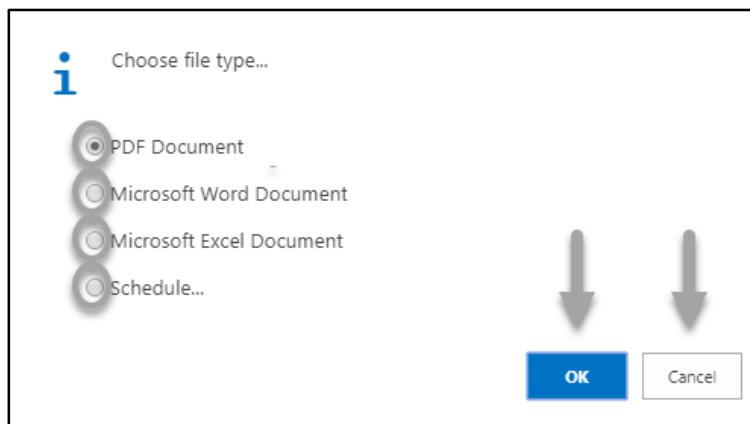


The following **Report Calling Page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Starting Date** by clicking on button.
  - **Starting Date:01-01-20**
2. Choose the **Ending Date** by clicking on button.
  - **Ending Date:30-06-20**
3. Choose **Send to** take it on PDF, Excel And Word
4. Click on button to make it full page.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

5. Choose **Print to** print the document.
6. Choose **Preview** to preview the document.
7. Choose **Cancel** to close this page.
8. Click on  button to make it full page.

The following Report will be appeared.





ৰেখ ইামিনাই  
টেকনোলজি  
এণ্ড প্রযোগী

Date: 08-06-20

Sample Power Company

---

AIT Statement

From \_\_\_\_\_ To \_\_\_\_\_

\*All amounts are in BDT

Document Date	Type	Document Type	Document No.	Vendor	Base Amount	AIT Amount	Settlement Status
02-06-2020	Purchase	Invoice	PPI0000003	Energypack	2,62,500.00	0.00	Not Closed
02-06-2020	Purchase	Invoice	PPI0000004	Energypack	2,36,250.00	0.00	Not Closed
31-12-2019	Purchase	Invoice	PPI0000002	Energypack	6,900.00	0.00	Not Closed

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out

4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-409 How to: Generate VAT Statement Report

### Introduction

This process demonstrates how to generate VAT Statement Reports.

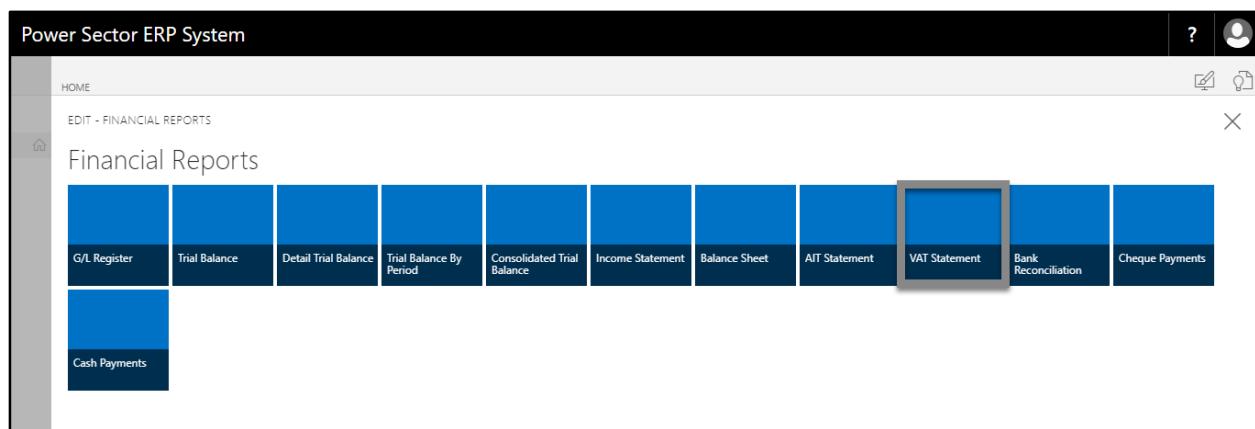
### Roles

- Module Admin
- Module User

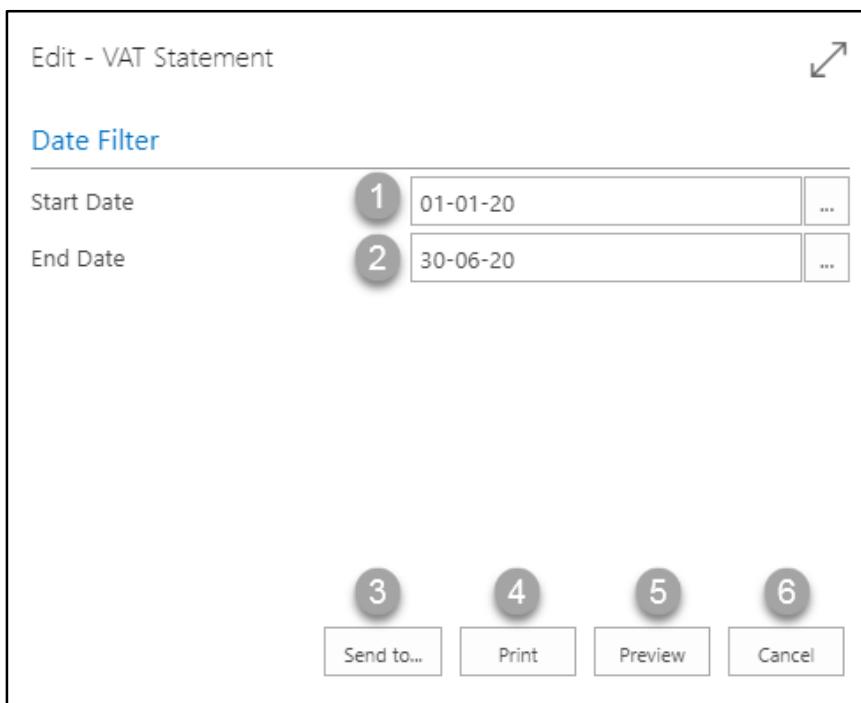
## Generate VAT Statement Report

To generate VAT Statement Report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "VAT Statement Report" from FI Report Page.

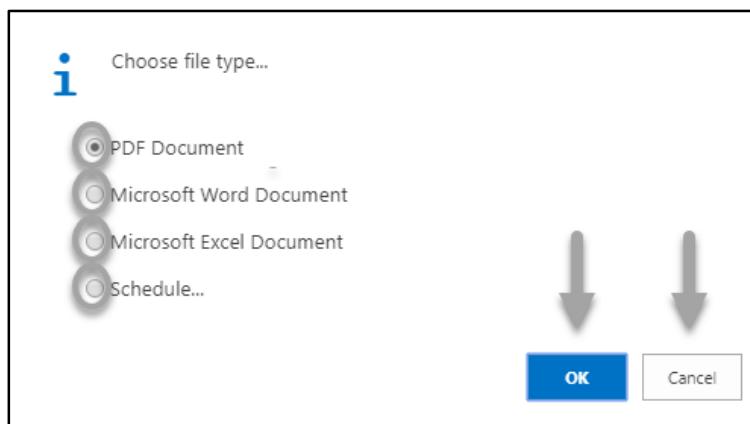


The following **Report Calling Page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Starting Date** by clicking on button.
  - **Starting Date:01-01-20**
2. Choose the **Ending Date** by clicking on button.
  - **Ending Date:30-06-20**
3. Choose **Send to** take it on PDF, Excel And Word
4. Click on button to make it full page.



- Click "OK" after select an option.

- Click "Cancel" to cancel this page
- 5. Choose **Print to** print the document.
- 6. Choose **Preview** to preview the document.
- 7. Choose **Cancel** to close this page.
- 8. Click on  button to make it full page.

The following Report will be appeared.

Date: 08-06-20  
**Sample Power Company**

---

**VAT Statement**  
From 01-01-2020  
To 30-06-2020  
*\*All amounts are in BDT*  

Document Date	Type	Document Type	Document No.	Vendor	Base Amount	VAT Amount	Settlement Status
02-06-2020	Purchase	Invoice	PPI0000003	Energypack	2,62,500.00	12,500.00	Not Closed
02-06-2020	Purchase	Invoice	PPI0000004	Energypack	2,36,250.00	11,250.00	Not Closed

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In

5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-410 How to: Generate Bank Reconciliation Report

### Introduction

This process demonstrates how to generate Bank Reconciliation Reports.

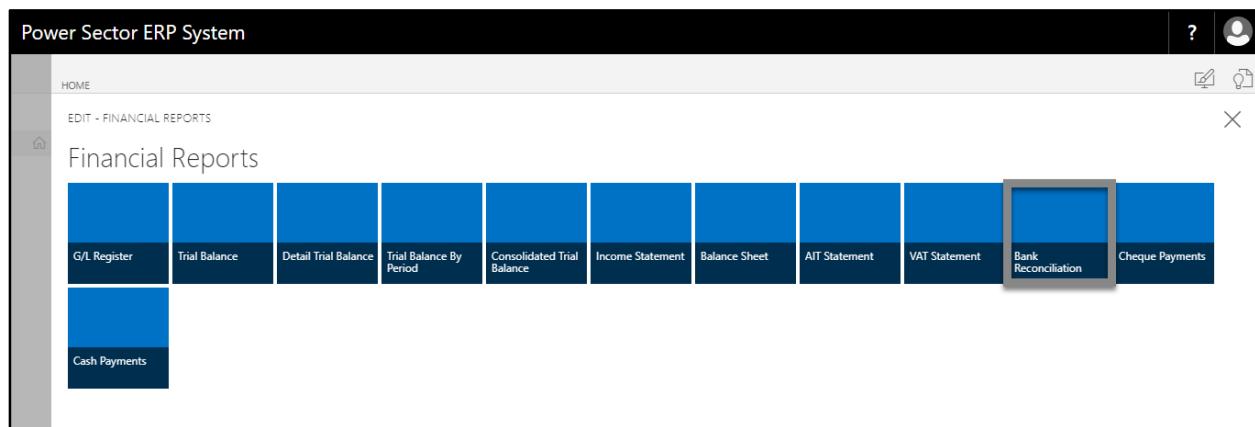
### Roles

- Module Admin
- Module User

## Generate Bank Reconciliation Report

To generate Bank Reconciliation report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Bank Reconciliation Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

**Edit - Bank Reconciliation**

**Filter Criteria**

Bank	1	001	...
Bank Name		Dhaka Bank Ltd.	
Branch No.			
Account No.		2041500001359	

**Status**

Is Reconciliated	2	Yes	...
------------------	---	-----	-----

**Posting Date**

Start Date	3	01-06-20	...
End Date	4	30-06-20	...

5 6 7 8

C. Provide below information to view report successfully.

1. Choose the **Bank** by clicking on

**Bank Name, Branch No., Account No.** will be appeared automatically.

2. Choose the **Is Reconciliated** from the dropdown by clicking on

• **Is Reconciliated: Yes**

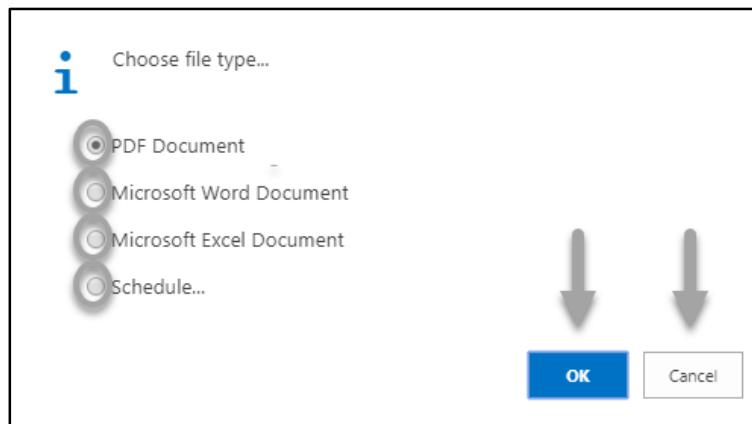
3. Choose the **Start Date** from the dropdown by clicking on

• **Start Date: 01-06-20**

4. Choose the **End Date** from the dropdown by clicking on

• **End Date: 30-06-20**

5. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
6. Choose **Print to** print the document.
  7. Choose **Preview** to preview the document.
  8. Choose **Cancel** to close this page.
  9. Click on button to make it full page.

The following Report will be appeared.

Posting Date	Document Type	Document No.	Bank Account	Description	Amount	Is Reconciliated
09-07-2020	Invoice	DOC010	BANK007	Agrani Bank Limited	50,000	No
09-07-2020	Payment	DOC001	BANK007	Agrani Bank Limited	50,000	No
09-07-2020		DOC011	BANK007	Agrani Bank Limited	10,000	No
09-07-2020		DOC012	BANK007	Agrani Bank Limited	20,000	No
09-07-2020		DOC013	BANK007	Agrani Bank Limited	40,000	No
11-07-2020	Invoice	DOC001	BANK007	Agrani Bank Limited	50,00,000	No
09-07-2020	Payment	123	BANK007	DOC001	1,00,000	No
09-07-2020	Payment	123	BANK007	DOC012	40,000	No
09-07-2020	Payment	123	BANK007	DOC013	80,000	No
11-07-2020	Payment	123	BANK007	DOC001	1,00,00,000	No

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-411 How to: Generate Cheque Payments Report

### Introduction

This process demonstrates how to generate Cheque Payments Reports.

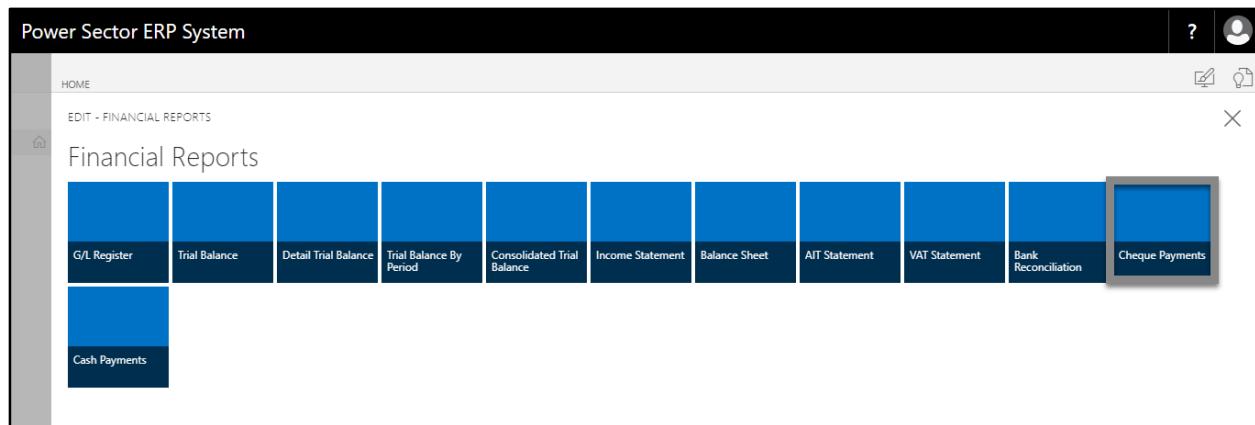
### Roles

- Module Admin
- Module User

### Generate Cheque Payments Report

To generate Cheque Payment report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Cheque Payment Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - Check Payments

Cheque Date

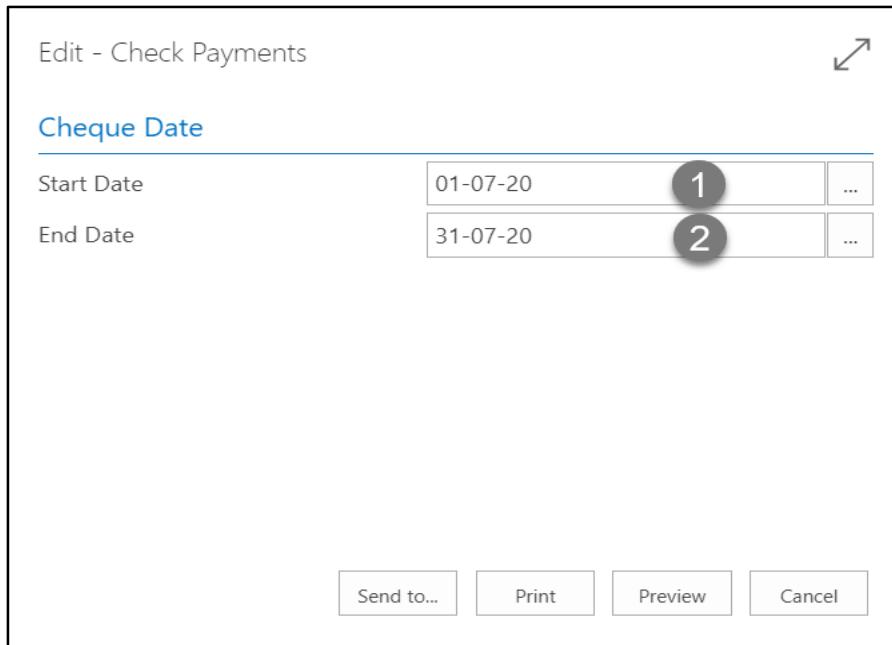
Start Date

End Date

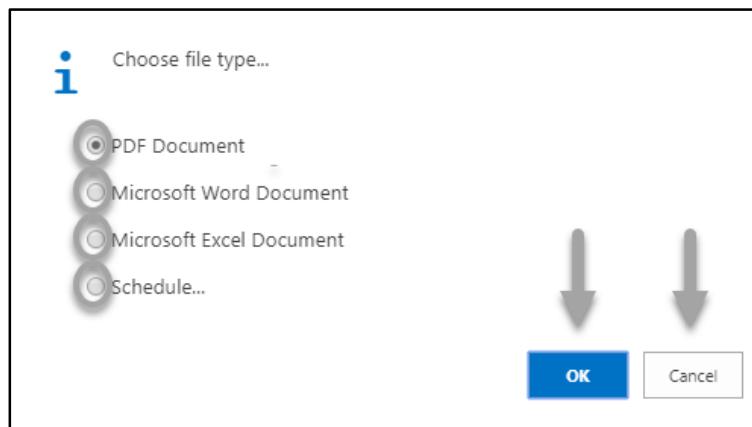
Send to... Print Preview Cancel

C. Provide below information to view report successfully.

1. Choose the **Start Date** from the dropdown by clicking on button.
  - **Start Date: 01-07-20**
2. Choose the **End Date** from the dropdown by clicking on button.
  - **End Date: 31-07-20**



3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on ↗ button to make it full page.

The following Report will be appeared.



Date: 16-07-20
  
**Sample Power Company**

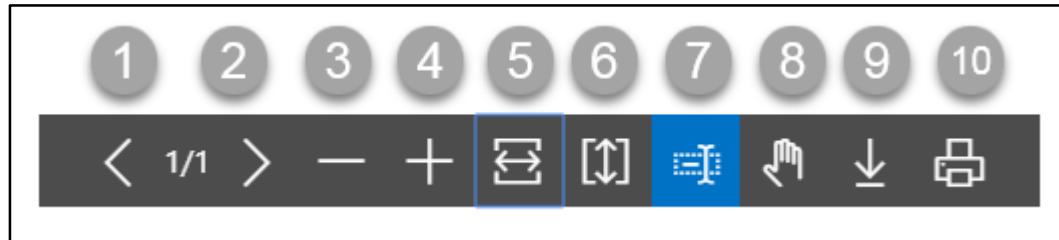
---

**Cheque Payments Report**

**From** 01-07-2020  
**To** 31-07-2020

Cheque Date	Cheque No.	Bank Account No.	Posting Date	Invoice No.	Document Type	Document No.	Description	Amount
16-07-2020	DOC002	BANK007	16-07-2020		Payment	DOC002	Agrani Bank Limited	50,000.00
16-07-2020	DOC003	BANK007	16-07-2020		Payment	DOC003	Agrani Bank Limited	1,00,000.00
16-07-2020	DOC004	BANK007	16-07-2020		Payment	DOC004	Agrani Bank Limited	30,000.00

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## FI-412 How to: Generate Cash Payments Report

### Introduction

This process demonstrates how to generate Cash Payments Reports.

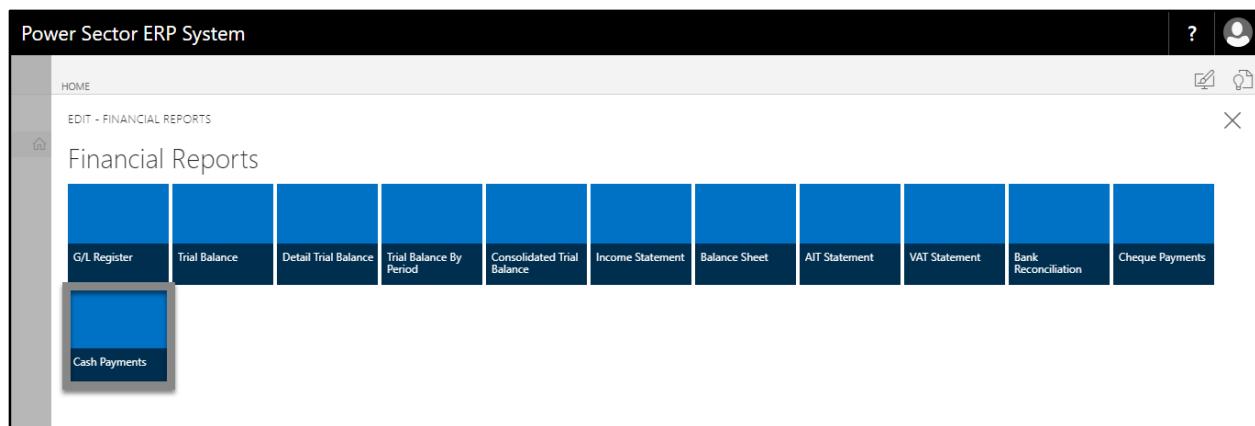
### Roles

- Module Admin
- Module User

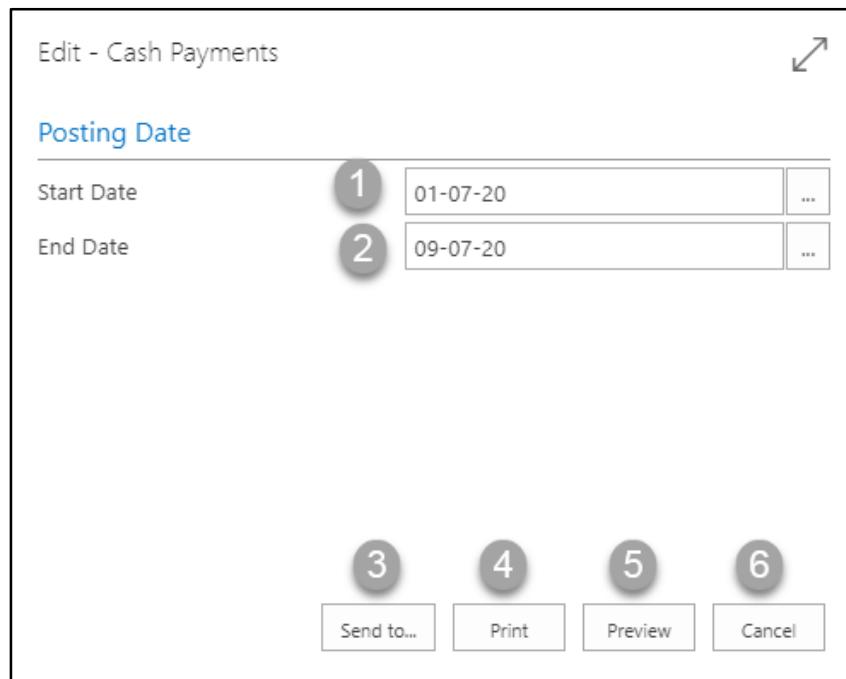
## Generate Cash Payments Report

To generate Cash Payments Report, please follow the steps below

- A. Open "FI Report Landing Page" through "Access to Report Tab"
- B. Choose "Cash Payments Report" from FI Report Page.

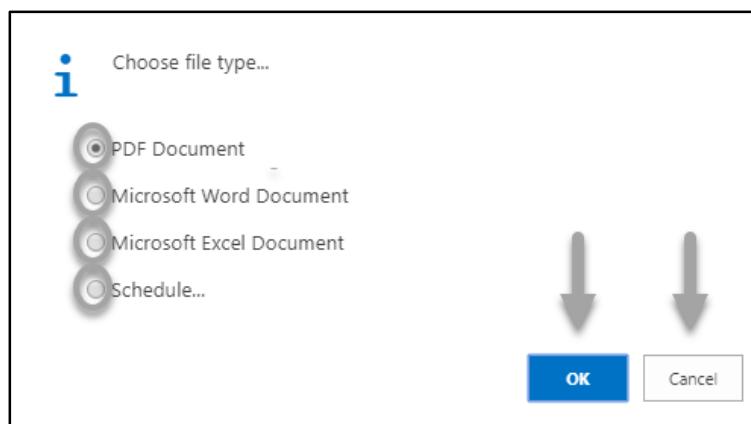


The following **Report Calling Page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Start Date** from the dropdown by clicking on button.
  - **Start Date: 01-07-20**
2. Choose the **End Date** from the dropdown by clicking on button.
  - **End Date: 09-07-20**
3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.

- Click "Cancel" to cancel this page
- 4. Choose **Print to** print the document.
- 5. Choose **Preview** to preview the document.
- 6. Choose **Cancel** to close this page.
- 7. Click on  button to make it full page.

The following Report will be appeared.



Sample Power Company



শেখ হামিনায়  
উদ্যোগ  
ঘর ঘন্টা বিদ্যুৎ

Date: 09-07-20

---

**Sample Power Company**

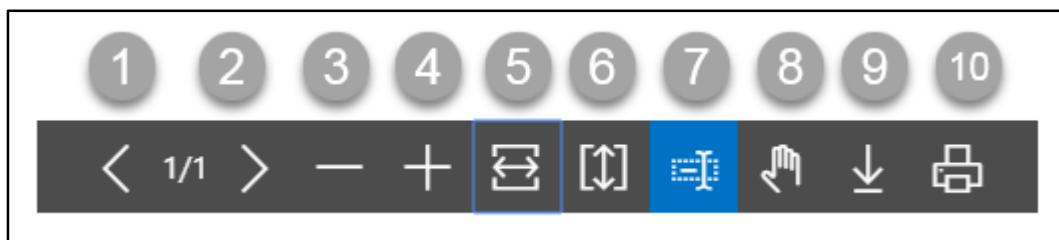
---

**Cash Payments Report**

From 01-07-2020  
To 09-07-2020

Posting Date	Document Type	Document No.	G/L Account No.	Description	Amount
07-07-2020	Payment	CP00000003	1010105002	Invoice PPI0000003	2,500.00

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width

6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print