

# ZETA ERP – User Guide

Comprehensive functional guide for ZETA ERP Web Application

Powered by ZETA Softwares

## 1. Introduction

ZETA ERP is an integrated Enterprise Resource Planning system designed to manage Accounts, Sales, Purchase, Inventory, Banking, Reporting, and System Administration from a single platform. This guide helps users understand navigation, modules, and daily operations.

## 2. Application Navigation

After login, users access the system through the left sidebar menu. Each module can be expanded to view its sub-menus. Search menus using the quick search bar for faster navigation.

## 3. Sales Module

- 1 Customer – Manage customer master data
- 2 Sales Orders – Create and track customer orders
- 3 Sales Deliveries – Manage delivery of goods
- 4 Delivery Returns – Handle returned deliveries
- 5 Customer Refund – Process refunds
- 6 Sales Invoices – Generate invoices
- 7 Sales Returns – Sales return entries
- 8 Service Invoice – Invoice for services
- 9 Service Credit – Service credit notes

## 4. Purchase Module

- 1 Purchase Requisition
- 2 Supplier
- 3 Request for Quotation
- 4 Purchase Orders
- 5 Purchase Receipts
- 6 Purchase Invoices
- 7 Purchase Returns
- 8 Service Invoice
- 9 Service Credit
- 10 Supplier Refund

## 5. Accounts & Bank/Cash

- 1 Journals
- 2 Contra Entry
- 3 Customer Receipt
- 4 Supplier Payment
- 5 Other Payments / Receipts
- 6 Bank/Cash Transfer
- 7 PDC Receipt / Payment
- 8 Bounced Cheques
- 9 Bank Reconciliation

## 6. System Setup

- 1 Company
- 2 Financial Year
- 3 Global Settings
- 4 Series Settings
- 5 Currency Rates

- 6 Custom Field Settings
- 7 Document Templates
- 8 Country, State, Currency
- 9 Tax Masters & Tax Schedules
- 10 HSN / SAC Codes
- 11 Import
- 12 Shortcut Keys
- 13 Mail Server Settings

## 7. System Control

- 1 Users
- 2 User Rights
- 3 Dashboard Rights
- 4 Change User Password
- 5 Data Backup
- 6 Data Restore

## 8. Menu Settings

- 1 Accounts
- 2 Bank/Cash
- 3 Sales
- 4 Purchase
- 5 Inventory
- 6 Branch Accounting
- 7 My Space

## 9. System Audit

- 1 Lock / Unlock Month
- 2 User Log
- 3 Posting Correction
- 4 Verify Transactions
- 5 Year End Process

## 10. Reports & Analytics

- 1 Inventory Reports
- 2 Inventory Valuation
- 3 Sales Analysis
- 4 Purchase Analysis
- 5 Account Ledger
- 6 Trial Balance
- 7 Profit & Loss
- 8 Balance Sheet
- 9 Outstanding Reports
- 10 Tax Reports
- 11 MIS & Dashboards

**ZETA ERP**

End of User Guide