

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

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End of User Guide