

Enterprise Resource Planning

Of

ZAB

Training User Manual

(SV-12.3.0 | MV-1.0.0)

For

ASIATIC GROUP

ACCOUNTS PAYABLE

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1. Transfer to AP

- | | |
|---------------|---|
| Step 1 | Open System > Financial Accounts > Accounts Payable > Transfer To AP |
| Step 2 | Select a GRN No. from the side list & then click Show |
| Step 3 | Please set GL Voucher Date and if Invoice Number is blank then enter Invoice No- Click Update (Then Check out the account mapping of GRN Detail list for Selected GRN and update related Interface if needed) |
| Step 4 | If needed to update the GRN Detail (Product Discount, VAT etc.), Click "Detail" |
| Step 5 | Click "Transfer To AP" |
| Result | The AP voucher will be created |

Print Voucher
Print GRN

Show
Clear
Update

<< First
< Prev
> Next
>> Last

Detail
Transfer To AP

GRN Header(Transfer To AP)

| | |
|----------------------------|-----------------------|
| Goods receipts Note Number | GL Voucher Date |
| GRN-000378 | 12-05-2019 |
| Store | Store Name |
| 01 | Chemical & Dyes Store |
| Supplier Code | Supplier Name |
| SUP-000010 | Anwar Ispat Limited |
| Invoice Number | PO Number |
| DC009877 | |
| PO Date | Total Amount (Prime) |
| | 0.00 |
| GRN Date | Chalan No/Ref No |
| 12-05-2019 | |
| Voucher Number | Voucher Status |
| | Open |
| Preparer Name | Note |
| Status AP | |
| Open | |

Pending GRN/QC List For AP

| GRN No | Date | LC No | PO No |
|----------------------------|------------|-------|------------|
| GRN-000378 | 12-05-2019 | | |
| GRN-000377 | 12-05-2019 | | |
| GRN-000375 | 05-05-2019 | | PO--000495 |
| GRN-000374 | 05-05-2019 | | PO--000494 |
| GRN-000373 | 30-04-2019 | | PO--000493 |

GRN Detail

| Row | Item | Description | Qty | Purchase Unit | Rate | Line amount |
|--------------|----------|-------------------------|---------|---------------|----------|------------------|
| 1 | IC--2811 | Asudel Grey - GL | 45.000 | Kg | 455.0000 | 20,475.00 |
| 2 | IC--2817 | Deazol Orange - ME 2 RL | 450.000 | Kg | 45.0000 | 20,250.00 |
| Total | | | | | | 40,725.00 |

PO / WO No

PO Number

Voucher Detail List

| Voucher No | Line No | Acc Code | Description | Sub Code | Description | Debit | Credit |
|------------|---------|----------|-------------|----------|-------------|-------|--------|
| | | | | | | | Total |

GRN Detail List For GRN-000378

| Type | Item Group | Supplier Group | Debit Account | Account Description | Credit Account | Account Description | VAT Account | Account Description | AIT Account | Acco Desc |
|--------|------------|----------------|-----------------------|---------------------|----------------|---------------------|-------------|---------------------|-------------|-----------|
| Direct | Dyes | Others | Debit Account Not Set | | 20400001 | Accounts Payable | | | | |
| | | | | | | | | | | Total |

2. Supplier Payment

- Step 1** Open System > Financial Accounts > Accounts Payable > Supplier Payment
Step 2 Select a Supplier Number.
Step 3 Select Bank, Payment Type, Check, Currency, Amount etc. & then click **Add**
Step 4 Click **"Allocate"** to Allocate Invoice for Payment

Print Voucher

Allocate

Transfer To GL

Add

Update

Delete

Show

Clear

« First

< Prev

> Next

» Last

Supplier Payment Entry

| | | |
|---|--|--------------------------------|
| Payment Number PM--00000148 | Payment Date 12-05-2019 | Against GRN-000378 |
| Supplier Number SUP-000010 | Name Anwar Ispat Limited | Payment Mode Due |
| Credit Bank BNK-06 | Name 10406008 - Basic Bank CD A/c # 1510-01-0006519 | Payment Type Cash |
| Cheque/TT/DD/P.Order/Ref.Date 12-05-2019 | Cheque/TT/DD/P.Order/Ref.No 345623 | Currency BDT |
| Exchange Rate 1.000000 | Total Paid Amount 16,000.00 | Base Amount (BDT) 16,000.00 |
| VAT Deducted At Source 0.00 | AIT Deducted At Source 0.00 | Note /GL Description |
| Voucher No | | |

Pending PM List for Transfer to GL

| Voucher Number | Date |
|----------------|------------|
| PM--00000148 | 12-05-2019 |
| PM--00000147 | 12-05-2019 |
| PM--00000129 | 18-04-2019 |
| PM--00000045 | 28-02-2019 |

Unallocated Voucher List

| Invoice No | Date | Balance |
|------------|---------------|------------------|
| CH0098 | 12-05-2019 | 24,725.00 |
| CH0099 | 12-05-2019 | 4,556.00 |
| 2 | Totals | 29,281.00 |

Allocated Voucher List

| Invoice No | Inv Date | Invoice Balance | Allocated Amt |
|------------|---------------|-----------------|------------------|
| CH0098 | 10-05-2019 | 40,725.00 | 16,000.00 |
| 1 | Totals | | 16,000.00 |

GL Voucher for PM--00000148

Allocate Invoice for the payment:

- Select an Invoice Number from the Unallocated Voucher List.
- Click **Add**
- Invoice with amount will be allocated
- After completing allocation, Click **Return**

AP Allocation for PM-00000148

Invoice Number: CH0098

Date: 10-05-2019 Date Due: 11-05-2019

Balance: 40,725.00 Paid Amount: 16,000.00

Unallocated Voucher List

| Invoice No | Date | Balance |
|------------|------------|-----------|
| CH0098 | 12-05-2019 | 24,725.00 |
| CH0099 | 12-05-2019 | 4,556.00 |
| 2 | Totals | 29,281.00 |

Allocated Voucher List

| Invoice No | Inv Date | Invoice Balance | Allocated Amt |
|------------|------------|-----------------|---------------|
| CH0098 | 10-05-2019 | 40,725.00 | 16,000.00 |
| 1 | Totals | | 16,000.00 |

After return to Supplier Payment Entry,

Click **Transfer To GL** for GL transfer.

Print Voucher

Allocate

Transfer To GL

Add

Update

Delete

Show

Clear

« First

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> Next

» Last

Supplier Payment Entry

| | | |
|-------------------------------|--|----------------------|
| Payment Number | Payment Date | Against |
| PM--00000148 | 12-05-2019 | GRN-000378 |
| Supplier Number | Name | Payment Mode |
| SUP-000010 | Anwar Ispat Limited | Due |
| Credit Bank | Name | Payment Type |
| BNK-06 | 10406008 - Basic Bank CD A/c # 1510-01-0006519 | Cash |
| Cheque/TT/DD/P.Order/Ref.Date | Cheque/TT/DD/P.Order/Ref.No | Currency |
| 12-05-2019 | 345623 | BDT |
| Exchange Rate | Total Paid Amount | Base Amount (BDT) |
| 1.000000 | 16,000.00 | 16,000.00 |
| VAT Deducted At Source | AIT Deducted At Source | Note /GL Description |
| 0.00 | 0.00 | |
| Voucher No | | |

Pending PM List for Transfer to GL

| Voucher Number | Date |
|----------------|------------|
| PM--00000148 | 12-05-2019 |
| PM--00000147 | 12-05-2019 |
| PM--00000129 | 18-04-2019 |
| PM--00000045 | 28-02-2019 |

Unallocated Voucher List

| Invoice No | Date | Balance |
|------------|------------|-----------|
| CH0098 | 12-05-2019 | 24,725.00 |
| CH0099 | 12-05-2019 | 4,556.00 |
| 2 | Totals | 29,281.00 |

Allocated Voucher List

| Invoice No | Inv Date | Invoice Balance | Allocated Amt |
|------------|------------|-----------------|---------------|
| CH0098 | 10-05-2019 | 40,725.00 | 16,000.00 |
| 1 | Totals | | 16,000.00 |

GL Voucher for PM--00000148

After Clicking On Transfer to GL a voucher will be created:

Voucher No CVC-001418 Created

Print Voucher

Allocate

Show

Clear

« First

< Prev

> Next

» Last

Supplier Payment Entry

| | | |
|---|--|--------------------------------|
| Payment Number PM--00000148 | Payment Date 12-05-2019 | Against GRN-000378 |
| Supplier Number SUP-000010 | Name Anwar Ispat Limited | Payment Mode Due |
| Credit Bank BNK-06 | Name 10406008 - Basic Bank CD A/c # 1510-01-0006519 | Payment Type Cash |
| Cheque/TT/DD/P.Order/Ref.Date 12-05-2019 | Cheque/TT/DD/P.Order/Ref.No 345623 | Currency BDT |
| Exchange Rate 1.000000 | Total Paid Amount 16,000.00 | Base Amount (BDT) 16,000.00 |
| VAT Deducted At Source 0.00 | AIT Deducted At Source 0.00 | Note /GL Description |
| Voucher No CVC-001418 | | |

Pending PM List for Transfer to GL

| Voucher Number | Date |
|----------------|------------|
| PM--00000147 | 12-05-2019 |
| PM--00000129 | 18-04-2019 |
| PM--00000045 | 28-02-2019 |

Unallocated Voucher List

| Invoice No | Date | Balance |
|------------|------------|-----------|
| CH0098 | 12-05-2019 | 24,725.00 |
| CH0099 | 12-05-2019 | 4,556.00 |
| 2 | Totals | 29,281.00 |

Allocated Voucher List

| Invoice No | Inv Date | Invoice Balance | Allocated Amt |
|------------|------------|-----------------|---------------|
| CH0098 | 10-05-2019 | 40,725.00 | 16,000.00 |
| 1 | Totals | | 16,000.00 |

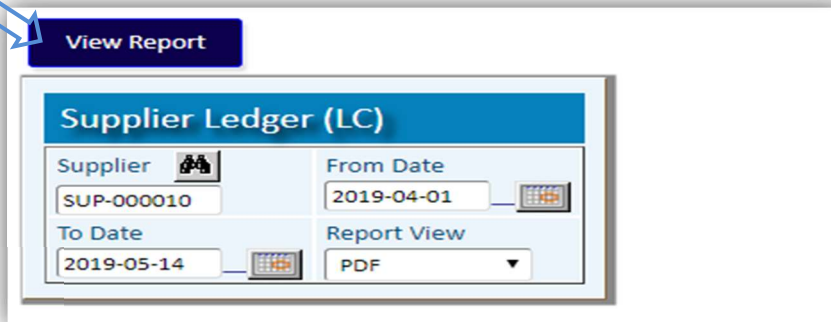
GL Voucher for PM--00000148

| Voucher No | Date | Voucher Status |
|------------|------------|----------------|
| CVC-001418 | 12-05-2019 | Balanced |

3. Reports

Printing report to preview data

- Step 1** Open System > Financial Accounts > Accounts Payable > Reports
- Step 2** Select a report option.
- Step 3** Select the parameters (from date, to date etc.) to specify data previewing in the report.
- Step 4** Click **"View Report"** to preview in print format.
- Result** The report is previewed in print format.



View Report

Supplier Ledger (LC)

Supplier: SUP-000010 From Date: 2019-04-01 To Date: 2019-05-14 Report View: PDF

Report Output

Sanjana Fabrics Ltd.
Mahana, Duptara, Rupgonj, Narayanganj
Tel: +88-02-9580202, +88-02- 9578614, email: info@asiatic-group.com

Supplier Ledger (Detail)
From Date 01-Apr-2019 To 14-May-2019

| Date | Voucher No | Debit | Credit | Reference No. | Balance |
|--|----------------------------------|------------------|------------------|-----------------|--------------------|
| Customer : SUP-000010 Anwar Ispat Limited | | | | | |
| Opening Balance | | 0.00 | 0.00 | | 0.00 |
| 12-May-2019 | CH0098 GRN/QC No : GRN-000378 | | 40,725.00 | | (40,725.00) |
| 12-May-2019 | CH0099 GRN/QC No : GRN-000379 | | 4,556.00 | | (45,281.00) |
| 12-May-2019 | PM-00000148 CH0098 40,725.00 | 16,000.00 | | Ref No : 345623 | (29,281.00) |
| Closing Balance | | 16,000.00 | 45,281.00 | | (29,281.00) |
| Grand Total | | 16,000.00 | 45,281.00 | | (29,281.00) |

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