

Enterprise Resource Planning

Of

ZAB

Training User Manual

(SV-12.3.0 | MV-1.0.0)

For

ASIATIC GROUP

ACCOUNTS PAYABLE

Index

Option No.	Option Name	Page No.
1.	Transfer to AP	03
2.	Supplier Payment	04
3.	Reports	07

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

GRN Header(Transfer To AP)

Goods receipts Note Number: GRN-000378
 Store: 01
 Supplier Code: SUP-000010
 Invoice Number: DC009877
 PO Date: 12-05-2019
 GRN Date: 12-05-2019
 Voucher Number: Open
 Preparer Name: Open
 Status AP: Open

GL Voucher Date: 12-05-2019
 Store Name: Chemical & Dyes Store
 Supplier Name: Anwar Ispat Limited
 PO Number: Total Amount (Prime): 0.00
 Chalan No/Ref No: Voucher Status: Open
 Note

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

Add
Update
Delete

Show
Clear

« First
< Prev
> Next
» Last

Allocate
Transfer To GL

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

< Prev

> 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

Page | 6

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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-05	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.

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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Page 1 of 1					