

Enterprise Resource Planning

Of

ZAB

Training User Manual

(SV-12.3.0 | MV-1.0.0)

For

ASIATIC GROUP

Accounts Receivable

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1. Transfer To A/R

TRANSFER TO A/R (For Local DO)

- Step 1** Main Menu (Home Icon) > **Financial Accounts**> **Accounts Receivable** > Transfer TO A/R (Others)
- Step 2** Select a **DO** number from the Local DO list
- Step 3** Click **Transfer To A/R**

Print Bill

Show

Clear

Transfer to AR

Transfer to AR

DO Number

DO--000371

PI Date

18-04-2019

Store

03

Reference

Challan # 526

MO Status

Open

DO Date

20-04-2019

Customer Number

CUS-001160

Store

Finished Fabric Store

Order Number

CO--005214

Voucher Number

PI No

CF071/19

Name

The Fashion Island Ltd.

Delivery Status

Confirmed

Note

Account Mapping For DO--000371

Customer Group	Item Group	Debit Account	Account Description	Credit Account	Account Description	VAT Account	Account Description	Disc. Account	Account Description
Dyeing	Dyes	10402001	Accounts Receivable	40100004	Chemical Sales				

Local DO List

DO No.	DO Date	DO Status	Order NO
DO--000488	05-05-2019	Confirmed	CO--005169
DO--000462	04-05-2019	Confirmed	
DO--000430	27-04-2019	Confirmed	
DO--000429	29-04-2019	Confirmed	
DO--000428	24-04-2019	Confirmed	
DO--000426	27-04-2019	Confirmed	
DO--000392	23-04-2019	Confirmed	
DO--000391	21-04-2019	Confirmed	
DO--000372	20-04-2019	Confirmed	
DO--000371	20-04-2019	Confirmed	CO--005214
DO--000370	20-04-2019	Confirmed	CO--005178
DO--000368	20-04-2019	Confirmed	CO--005175

DO Detail List For DO--000371

Row	Item	Description	Color	Delivery Mode	Qty
1	IC--4602	S/J 140/145	2 design		381.000
Total					381.000

Voucher Detail List:

Line No	Acc Code	Description	Sub Code	Description	Debit	Credit
Total						

Result : Do will be transferred to AR & a voucher will be created.

Show

Clear

Transfer to AR

Transfer to AR

DO Number

DO-000371

DO Date

20-04-2019

PI No

CF071/19

PI Date

18-04-2019

Customer Number

CUS-001160

Name

The Fashion Island Ltd.

Store

03

Store

Finished Fabric Store

Delivery Status

Confirmed

Reference

Challan # 526

Order Number

CO-005214

Note

MO Status

Open

Voucher Number

JV-001661

Local DO List

DO No.	DO Date	DO Status	Order NO
DO-000488	05-05-2019	Confirmed	CO-005169
DO-000462	04-05-2019	Confirmed	
DO-000430	27-04-2019	Confirmed	
DO-000429	29-04-2019	Confirmed	
DO-000428	24-04-2019	Confirmed	
DO-000426	27-04-2019	Confirmed	
DO-000392	23-04-2019	Confirmed	
DO-000391	21-04-2019	Confirmed	
DO-000372	20-04-2019	Confirmed	
DO-000371	20-04-2019	Confirmed	CO-005214
DO-000370	20-04-2019	Confirmed	CO-005178
DO-000368	20-04-2019	Confirmed	CO-005175

Account Mapping For DO-000371

Customer Group	Item Group	Debit Account	Account Description	Credit Account	Account Description	VAT Account	Account Description	Disc. Account	Account Description
Dyeing	Dyes	10402001	Accounts Receivable	40100004	Chemical Sales				

DO Detail List For DO-000371

Row	Item	Description	Color	Delivery Mode	Qty
1	IC-4602	S/J 140/145	2 design		381.000
Total					381.000

Voucher Detail List: JV-001661

Line No	Acc Code	Description	Sub Code	Description	Debit	Credit
1	10402001	Accounts Receivable	CUS-001160	The Fashion Island Ltd.	54,864.00	0.00
2	40100004	Chemical Sales	CUS-001160		0.00	54,864.00
Total					54,864.00	54,864.00

A voucher of the DO has been generated.

TRANSFER TO A/R (for a DO with CI)

- Step 1** Main Menu (Home Icon) > **Financial Accounts**> **Accounts Receivable** > Transfer TO A/R (CI)
- Step 2** Select an **Invoice Number (CI)** & then click **Show**
- Step 4** If **CI No.** not linked with DO, then Click on **DO Update** button.

The screenshot shows the 'Transfer To A/R' window. On the left, there are 'Show' and 'Clear' buttons. The main form contains the following fields:

Invoice Number	Delivery Date
SFL/EXP/072/2019	28-04-2019
AR Status	GL Status
CUS./SUP. ID.	Name
CUS-001222	Arif Textile Mills Ltd
Voucher No	LC No.
	215019232121
Balance Status	Total Amount (Prime)
N/A	1,496.00

On the right, there are two tables:

DO List

DO No.	DO Date	DO Status	DO Amount	Proforma Invoice No.	LC No	Voucher
0						
Total:						

Local DO List

DO No.	DO Date	DO Status	Order NO
DO--000399	24-04-2019	Confirmed	CO--005108
DO--000397	24-04-2019	Confirmed	CO--005202
DO--000394	24-04-2019	Confirmed	CO--005127
DO--000392	23-04-2019	Confirmed	
DO--000391	21-04-2019	Confirmed	

- Choose a DO Number
- Select an Order Number for the DO
- Click **Save**
- Click on **Return** button.

The screenshot shows the 'Delivery Order Entry' form with the following fields and values:

Delivery Order Entry	
DO Number	DO Date
DO--000406	28-04-2019
Order Number	Delivery Status
CO--005241	
Customer Number	Name
CUS-001222	Arif Textile Mills Ltd
Invoice Number	Voucher Number
SFL/EXP/072/2019	
LC No.	
215019232121	

Buttons: Show, Clear, Return, Save.

DO Detail List For:

Row	Item	Description	Qty
Total			

PI -Detail List:

Row No	Item Code	Description	Color	Qty
Totals				

After Clicking on **Return** button of **Delivery Order Entry** screen,

Click on **Transfer To A/R** button to generate a voucher of the DO

Show

Transfer To A/R

Return

DO Header

DO Number	Order Number
DO--000406	CO--005241
DO Date	LC No.
28-04-2019	215019232121
Customer Number	Name
CUS-001222	Arif Textile Mills Ltd
Store	Store
05	QC and Inspection Store
Invoice Number	Delivery Status
SFL/EXP/072/2019	Confirmed
Mode of Payment	Voucher Number
Status	Status GL
Open	Open
Note	

DO List

DO No.	DO Date	DO Status	DO Amount	Proforma Invoice No.	Letter of Credit (LC) No.
DO--000406	28-04-2019	Confirmed	1,012.00	CO--005241	215019232121
Total		1	1,012.00		

CI No.

Invoice Number	DO Number	Date
SFL/EXP/072/2019	DO--000406	28-04-2019

DO Detail List For DO--000406

Row	Item	Description	Color	Delivery Mode	Qty
1	IC--6467	20x20+40D/88x50			44.000
Total					44.000

Voucher Detail List:

Line No	Acc Code	Description	Sub Code	Description	Debit	Credit
Total						

A voucher of the DO has been generated.

Voucher No JV--00001365 Created

Print Voucher

Print Bill

Show

Return

DO Header

DO Number	Order Number
DO--000406	CO--005241
DO Date	LC No.
28-04-2019	215019232121
Customer Number	Name
CUS-001222	Arif Textile Mills Ltd
Store	Store
05	QC and Inspection Store
Invoice Number	Delivery Status
SFL/EXP/072/2019	Confirmed
Mode of Payment	Voucher Number
	JV--00001365
Status	Status GL
Confirmed	Confirmed

Note

DO List

DO No.	DO Date	DO Status	DO Amount	Proforma Invoice No.	Letter of Credit (LC) No.
Total			0		

CI No.

Invoice Number	DO Number	Date
SFL/EXP/072/2019	DO--000406	28-04-2019

DO Detail List For DO--000406

Row	Item	Description	Color	Delivery Mode	Qty
1	IC--6467	20x20+40D/88x50			44.000
Total					44.000

Voucher Detail List: JV--00001365

Line No	Acc Code	Description	Sub Code	Description	Debit	Credit
1	10402001	Accounts Receivable	CUS-001222	Arif Textile Mills Ltd	1,012.00	0.00
2	40100001	Fabrics sales (Finished)	CUS-001222		0.00	1,012.00
Total					1,012.00	1,012.00

2. Money Receipts

- Step 1** Open System > General Accounts > Accounts Receivable > Money Receipts
- Step 2** Choose Customer Code, Account No. & Payment Type
- Step 3** Write Total Received Amount & then Click **Add**
- Result** New Money Receipts will be Created

Money Receipt : MR--00000054 Created.

Print Money Receipt
Print Voucher

Add
Clear
Show
Update
Delete
« First
< Prev
> Next
» Last

Allocate
 Transfer To GL

Money Receipt Entry

M.R. Number MR--00000054	MR Date 14-05-2019	Cheque/TT/DD/P.Order/Ref.No
Customer Number CUS-001160	Name The Fashion Island Ltd.	Cheque/TT/DD/P.Order/Ref.Date 14-05-2019
Account No 10406002	Account Name BASIC ERQ A/C # 1511-09-077 (USD)	Payment Type Cash
Sub Account 	Sub Account Name 	Quotation/Invoice
Total Received Amount 30,000.00	VAT paid by Customer 0.00	AIT paid by Customer 0.00
Discount 0.00	Payment Transaction Type [Pick]	Note
Customer Bank Name 	Voucher No 	Status Open
Against 		

JV Detail List For

Line No	Acc Code	Acc Desc.	Note	Sub Code	Sub Acc Desc.	Debit	Credit
Total							

Pending MR List

Voucher Number	Date
MR--00000054	14-05-2019
MR--00000053	12-05-2019

Unallocated Voucher List

Invoice Number	Balance	Date
DO--000371	54,864.00	20-04-2019

Allocated Voucher List

Invoice No	Inv Date	Invoice Balance	Allocated Amt
Totals			

Click **Allocate** button to allocate MR amount from DO/Invoice amount

- Choose an Invoice Number from the Unallocated Voucher List
- Click **Add**
- Click **Return** after Allocation

AR Allocation for MR--00000054 and

Invoice Number:

Date: Date Due:

Balance: Paid Amount:

MIO Name: MIO Name:

MIO Status:

Unallocated Voucher List

Invoice Number	Balance	Date
DO--000371	24,864.00	20-04-2019

Allocated Voucher List

Invoice No	Inv Date	Invoice Balance	Allocated Amt
DO--000371	18-04-2019	54,864.00	30,000.00
Totals			30,000.00

After Return to MR, Click **Transfer To GL**

Add

Clear

Show

Update

Delete

« First

< Prev

> Next

» Last

Allocate
Transfer To GL

Money Receipt Entry

M.R. Number MR--00000054	MR Date 14-05-2019	Cheque/TT/DD/P.Order/Ref.No
Customer Number CUS-001160	Name The Fashion Island Ltd.	Cheque/TT/DD/P.Order/Ref.Date 14-05-2019
Account No 10406002	Account Name BASIC ERQ A/C # 1511-09-077 (USD)	Payment Type Cash
Sub Account	Sub Account Name	Quotation/Invoice
Total Received Amount 30,000.00	VAT paid by Customer 0.00	AIT paid by Customer 0.00
Discount 0.00	Payment Transaction Type [Pick]	Note
Customer Bank Name	Voucher No	Status Open
Against		

Pending MR List

Voucher Number	Date
MR--00000054	14-05-2019
MR--00000053	12-05-2019

Unallocated Voucher List

Invoice Number	Balance	Date
DO--000371	24,864.00	20-04-2019

Allocated Voucher List

Invoice No	Inv Date	Invoice Balance	Allocated Amt
DO--000371	18-04-2019	54,864.00	30,000.00
Totals			30,000.00

JV Detail List For

Line No	Acc Code	Acc Desc.	Note	Sub Code	Sub Acc Desc.	Debit	Credit
Total							

Result: A new voucher for the MR will be generated.

Voucher No CVD-000097 Created

Print Money Receipt

Print Voucher

Add

Clear

Show

Update

Delete

« First

< Prev

> Next

» Last

Allocate

Transfer To GL

Money Receipt Entry

M.R. Number

MR--00000054

MR Date

14-05-2019

Cheque/TT/DD/P.Order/Ref.No

Customer Number

CUS-001160

Name

The Fashion Island Ltd.

Cheque/TT/DD/P.Order/Ref.Date

14-05-2019

Account No

10406002

Account Name

BASIC ERQ A/C # 1511-09-077 (USD)

Payment Type

Cash

Sub Account

Sub Account Name

Quotation/Invoice

Total Received Amount

30,000.00

VAT paid by Customer

0.00

AIT paid by Customer

0.00

Discount

0.00

Payment Transaction Type

[Pick]

Note

Customer Bank Name

Voucher No

CVD-000097

Status

Confirmed

Against

Pending MR List

Voucher Number

MR--00000053

Date

12-05-2019

Unallocated Voucher List

Invoice Number

DO--000371

Balance

24,864.00

Date

20-04-2019

Allocated Voucher List

Invoice No

DO--000371

Inv Date

18-04-2019

Invoice Balance

54,864.00

Allocated Amt

30,000.00

Totals

30,000.00

JV Detail List For CVD-000097

Line No	Acc Code	Acc Desc.	Note	Sub Code	Sub Acc Desc.	Debit	Credit
1	10406002	BASIC ERQ A/C # 1511-09-077 (USD)				30,000.00	0.00
2	10402001	Accounts Receivable		CUS-001160	The Fashion Island Ltd.	0.00	30,000.00
Total						30,000.00	30,000.00

3. Transactions

- Step 1** Main Menu (Home Icon) > **Financial Accounts**> **Accounts Receivable** > Transactions
Step 2 Select a **DO** number as Transaction No
Step 3 Click **Show**

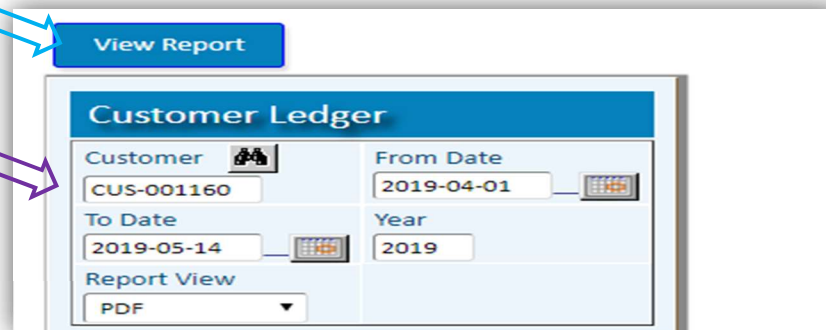
AR Header

Transaction No	DO--000371	Date	20-04-2019
Customer Number	CUS-001160	Name	The Fashion Island Ltd.
Reference		Status	Confirmed
Prime Amount	54,864.00	Balance Amount	54,864.00
VAT Rate	0.00	AIT	0.00
Date Due	18-04-2019	Voucher No	JV--001661
Note			

4. Reports


Printing report to preview data


- Step 1** Open System > Financial Accounts > Accounts Receivable > Reports
- Step 2** Select a report option.
- Step 3** Select the parameters (From date, To date & other fields) 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

Customer Ledger

Customer  CUS-001160

From Date 2019-04-01 

To Date 2019-05-14 

Year 2019

Report View

PDF

Customer Ledger (Detail)

From Date 01-Apr-2019 To 14-May-2019

Date	Voucher No	Debit	Credit	VAT / AIT Deducted By Customer	Balance
Customer : CUS-001160 The Fashion Island Ltd.					
Opening Balance		0.00	0.00	0.00	0.00
20-Apr-2019	DO--000371	54,864.00		0.00	54,864.00
14-May-2019	MR--00000054		30,000.00	0.00	24,864.00
Closing Balance		54,864.00	30,000.00	0.00	24,864.00
Grand Total		54,864.00	30,000.00	0.00	24,864.00

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