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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Option No.	Option Name		
		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**

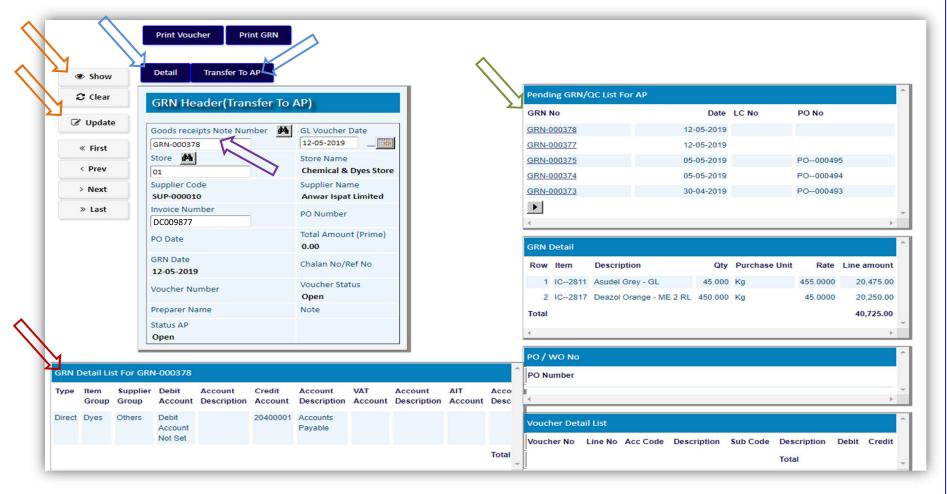
Step 3 Please set GL Voucher Date and if Invoice Number is blank then enter Invoice No- Click Update

(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



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2. Supplier Payment

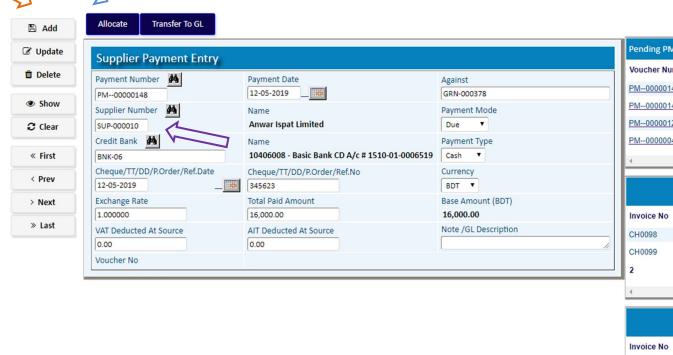
Step 1 Open System > Financial Accounts > Accounts Payable > Supplier Payment

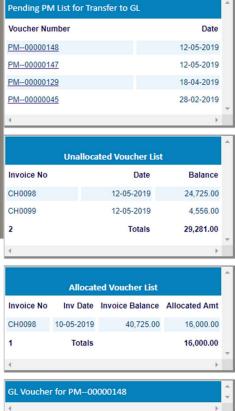
Step 2 Select a Supplier Number.

Step 3 Select Bank, Payment Type, Check, Currency, Amount etc. & then click Add

Step 4 Click "Allocate" to Allocate Invoice for Payment

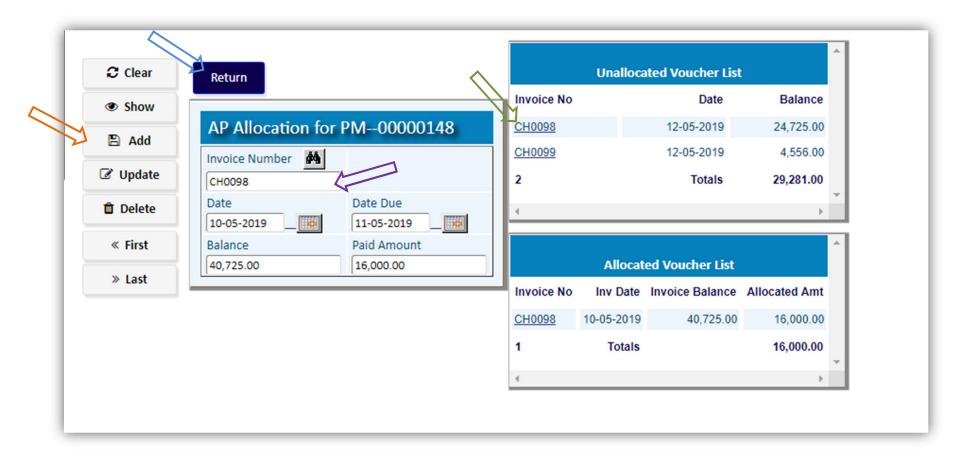
Print Voucher





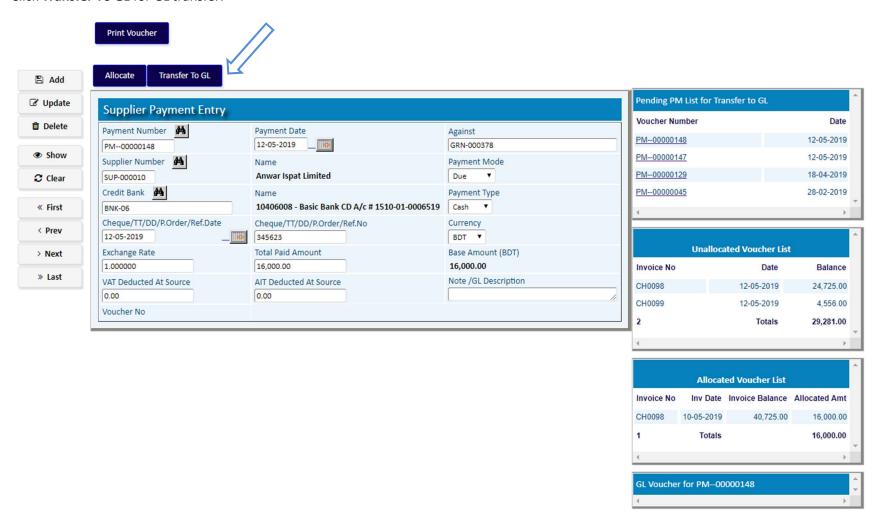
Allocate Invoice for the payment:

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

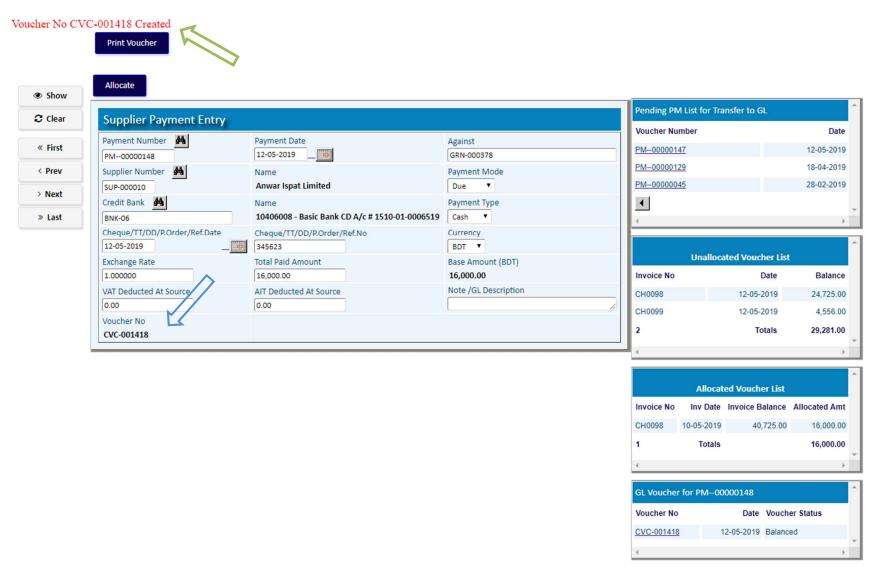


After return to Supplier Payment Entry,

Click Transfer To GL for GL transfer.



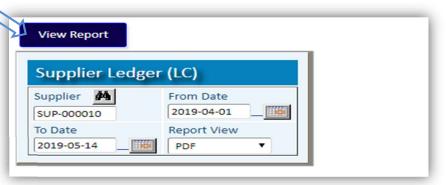
After Clicking On Transfer to GL a voucher will be created:



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.



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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	PM0000148 CH0098 40,725.00	16,000.00		Ref No : 345623	(29,281.00)
i	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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