

Enterprise Resource Planning

of

ZAB

Training User Manual

(SV-12.3.0 | MV-1.0.0)

For

ASIATIC GROUP

GENERAL ACCOUNTS

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GENERAL ACCOUNTS

Options >>

- **Master**

1. Account Group
2. Define Voucher Type
3. Voucher Posting
 - a. Voucher Posting By Month
 - b. Voucher UnPosting By Month
 - c. Voucher Posting By Date
 - d. Voucher UnPosting By Date
4. Chart of Accounts
5. Financial Year Closing
6. Financial Year Setting
7. Chart of Account Serial

- **GL Voucher Entry**

- **Voucher Post / Unpost**

1. Account Group

- Step 1** Open System > Financial Accounts > General Accounts > Master > **Account Group**
- Step 2** Write Level 1 Group No. , Description & Account Type
- Step 3** Click **Add**
- Result** New Account Group Number will be created

Primary Accounts Group

Level 1	Description	Account Type
10100000	Non-Current Assets	Asset
10200000	Investments	Asset
10300000	Loans	Asset
10400000	Current Assets	Asset
20100000	Share Capital	Liability
20200000	Reserve and Surplus	Liability
20300000	Bank Borrowings	Liability
20400000	Current Liabilities and Provisions	Liability
30100000	Raw Materials Purchase	Expenditure
30200000	Raw Materials Consumption	Expenditure
30300000	Factory Overhead	Expenditure
30400000	Administrative Expenses	Expenditure

Level 2 Accounts Group

Level 1	Level 2	Description
10400000	10401000	Advances, Deposits and Prepayments
10400000	10402000	Trade Debtors
10400000	10403000	Cash Balances
10400000	10404000	Other Assets
10400000	10405000	Material in Transit

To add second level Account Click **Level 2**

Write Level 2 Account No. , Description & then click **Add**

Level 2 of 10400000

Level 2	Description	Number	Position in Report
10401000	Advances, Deposits and Prepayments	0	1

List of 10400000

Level 2	Description
10401000	Advances, Deposits and Prepayments
10402000	Trade Debtors
10403000	Cash Balances
10404000	Other Assets
10405000	Material in Transit
10406000	Bank Balances
10407000	Bank Balances
10408000	Bank Balances EBL

List of 10401000

Level 3	Description
10401010	Cash Prepayments

To add Third level Account Click **Level 3**

After Adding All numbers of all level, click **Back to previous Level**

2. Chart of Account

- Step 1** Open System > Financial Accounts > General Accounts > Master > **Chart of Account**
- Step 2** Write Account Group No. and Ledger/Account Description
- Step 3** Click **Add**
- Result** New Account for the selected Account Group will be created

A/C : 10401007 Created

Add **Update** **Delete** **Show** **Clear** **<< First** **< Prev** **> Next** **>> Last**

Sub Code **Sub Code List**

Chart of Accounts

Group	Description
10401000	
Account	
10401007	Land and Land Development
Account Type	Account Usage
Asset	<input checked="" type="radio"/> Ledger <input type="radio"/> AR <input type="radio"/> AP <input type="radio"/> Advance <input type="radio"/> Expense
Level 1	Description
10400000	Current Assets
Level 2	Description
10401000	Advances, Deposits and Prepayments
Level 3	Description

To Add Sub Code, click **Sub Code**

Write Sub Account No. , Description & then click **Add**; A new Sub code of the Account will be Added

Sub Code For Account No: 10401007		
Account	Sub Account	Description
10401007	<u>1000</u>	Land of Purbachol

After adding Sub Codes Click **Return**

3. Chart of Account Serial

(To manage the serial of Accounts in GL)

- Step 1** Open System > Financial Accounts > General Accounts> Master > **Chart of Account Serial**
- Step 2** Choose the Account Group from the side list & click **Show**
- Step 3** Define Number new for GL serial & then Click **Update**
- Result** Account group serial will be Updated.

The screenshot shows the 'Chart of Account Serial' interface. On the left is a sidebar with buttons: Show (with an eye icon), Clear, Add, Update, Delete, First, Prev, Next, and Last. An orange arrow points to the 'Show' button. In the center is the 'Account Group' form. It has a 'Group' field with a dropdown icon, a 'Description' text area, and a 'Number' field. A green arrow points to the 'Group' dropdown, and a purple arrow points to the 'Number' field. The 'Group' dropdown is currently set to '10300000' and the 'Description' is 'Loans'. The 'Number' field contains '4'. On the right is a table of account groups. The table has columns: Group, Description, Account Type, Level 1, Level 2, and Number. The table lists various asset accounts. Above the table is a filter bar with a dropdown menu showing 'None 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All'. A green arrow points to this filter bar.

Group	Description	Account Type	Level 1	Level 2	Number
10100000	Non-Current Assets	Asset	10100000		10
10200000	Investments	Asset	10200000		3
10300000	Loans	Asset	10300000		4
10400000	Current Assets	Asset	10400000		0
10401000	Advances, Deposits and Prepayments	Asset	10400000	10401000	7
10402000	Trade Debtors	Asset	10400000	10402000	1
10403000	Cash Balances	Asset	10400000	10403000	9
10404000	Other Assets	Asset	10400000	10404000	12
10405000	Material in Transit	Asset	10400000	10405000	17
10406000	Bank Balances	Asset	10400000	10406000	21

4. Financial Year Setting

(Account default setting)

- Step 1** Open System > Financial Accounts > General Accounts> Master > **Financial Year Setting**
- Step 2** Click **First/Last**
- Step 3** Insert Period Offset
- Step 4** Click **Update**
- Alert** If there is no data - insert Year, Period Offset & then Click **Add**
- Result** Default Account Setting for the year will be set

Account Defaults	
Year	Period
2019	0
Period Offset	Profit & Loss Appropriation Acc
0	3200101
Rule	Get Accounting Period
3-Open	1-From Date
Trn Length	Follow Approval?
6	No

5. Define Voucher Type

- Step 1** Open System > Financial Accounts > General Accounts> Master > **Define Voucher Type**
- Step 2** Define Transaction Code, Description
- Step 3** Check the Activate of Transaction & Then Click **Add**
- Result** New GL voucher transaction code will be created.

Transaction Type	Transaction Code	Action	Description
GL Voucher	BVC-		Bank Voucher Credit
GL Voucher	BVD-		Bank Voucher Debit
GL Voucher	COV-		Contra Voucher
GL Voucher	CVC-		Cash Voucher Credit
GL Voucher	CVD-		Cash Voucher Debit
GL Voucher	JV--		Journal Voucher
GL Voucher	OB--		Opening Balance
GL Voucher	PV--		Purchase Voucher
GL Voucher	SV--		Sales Voucher

6. GL Voucher Entry

Voucher Entry Header

- Step 1** Open System > Financial Accounts > General Accounts > **GL Voucher Entry**
- Step 2** Choose Transaction Code, Write Reference (cheque no.)
- Step 3** Click **Add**
- Result** New Voucher created

Print Voucher

Detail

Show

Clear

Add

Update

Delete

« First

< Prev

> Next

» Last

General Voucher Header

Transaction Code: CVC- Voucher Number: CVC-00001417

Date: 12-05-2019 Reference: SD0078

Year: 2019 Period: 5

Status: Balanced Voucher Type: GL

Header Description

Detail List

Line No	Acc Code	Description	Sub Code	Description	Debit	Credit
						Total

Click **Detail** to add details of the Voucher

Voucher Entry Detail

- Step 1** Write Debit Account No. , Sub Code (If Applicable) & write Debit Amount & Click **Add**
- Step 2** Write Credit Account No. , Sub Account Code (If Applicable) & write Credit Amount & Click **Add**
- Step 3** Repeat Step 1 to 2 for adding multiple (Debit/Credit account)
- Step 4** Click **Return** to return to Invoice header
- Result** Voucher creation complete

The screenshot displays the 'Voucher Entry Detail' interface. On the left, a sidebar contains buttons: Add, Update, Delete, Show, Clear, First, Prev, Next, and Last. The main area is titled 'Details of CVC-00001417' and contains the following fields:

- Line No: 1
- Account: 30300007 (with a magnifying glass icon)
- Sub Account: 00015 (with a magnifying glass icon)
- Debit: 2,554.00
- Credit: 0.00
- Long Description: (empty text area)

Arrows indicate the flow of data entry: an orange arrow points to the 'Add' button, a blue arrow points to the 'Return' button, and purple arrows point to the 'Account', 'Sub Account', 'Debit', and 'Credit' fields. To the right, a 'Detail List' table is shown:

Line No	Acc Code	Description	Sub Code	Description	Debit	Credit
1	30300007	Vehicle Fuel, Oil and Lubricants-Factory	00015	Micro -HIACE # 9100	2,554.00	0.00
2	10403001	Imprest Petty Cash -Factory			0.00	2,554.00
Total					2,554.00	2,554.00

7. Voucher Post / Unpost

For Post

- Step 1** Open System > Financial Accounts > General Accounts > **Voucher Post / Unpost**
- Step 2** Choose a Voucher Number from side list for Post (or write a Voucher Number & click **Show**) & then Click **Post**
- Result** The Voucher will be posted to the Account Balance

The screenshot shows the 'Voucher Post / Unpost' interface. At the top, there are three buttons: 'Print GL Voucher', 'Print LC Voucher', and 'Print Party Voucher'. Below these are three buttons: 'Show', 'Post', and 'Unpost'. A blue arrow points to the 'Post' button. To the left of the 'Voucher Header' form are three buttons: 'Show', 'Clear', and 'Update'. A green arrow points to the 'Prepared Voucher' table, and a purple arrow points to the 'Reference' field in the 'Voucher Header' form.

Voucher Header

Transaction Code	Voucher Number
CVC-	CVC-00001417
Post Date	Reference
12-05-2019	SD0078
Party Number	Party Name
LC No.	Year
	2019
Period	Status
5	Balanced
File Ref.	Code Type
	GL
Header Description	

Prepared Voucher

Voucher Number	Date	Sub Account	LC No.	Reference	Status
CVC-00001417	12-05-2019			SD0078	Balanced
CVC-00001412	06-05-2019				Balanced
CVC-00001411	06-05-2019				Balanced

Detail List for CVC-00001417

Line No	Acc Code	Description	Sub Code	Description	Debit	Credit
1	30300007	Vehicle Fuel, Oil and Lubricants-Factory	00015	Micro -HIACE # 9100	2,554.00	0.00
2	10403001	Imprest Petty Cash -Factory			0.00	2,554.00
Total					2,554.00	2,554.00

For Unpost

- Step 1** Open System > Financial Accounts > General Accounts > **Voucher Post / Unpost**
- Step 2** Write a posted Voucher Number for Unpost, click **Show** & then Click **Unpost**
- Result** The Voucher will be removed from the Account Balance

Print GL Voucher Print LC Voucher Print Party Voucher

Show Clear

Post Unpost

Voucher Header

Transaction Code CVC-	Voucher Number CVC-00001416
Post Date 06-05-2019	Reference
Party Number	Party Name
LC No.	Year 2019
Period 5	Status Posted
File Ref.	Code Type GL
Header Description Cash paid to Mr.Suzon-Driver for monthly tips of BD Police against Jatrabai & Suthrapur	

Prepared Voucher

Voucher Number	Date	Sub Account	LC No.	Reference	Status
CVC-00001417	12-05-2019			SD0078	Balanced
CVC-00001412	06-05-2019				Balanced
CVC-00001411	06-05-2019				Balanced

Detail List for CVC-00001416

Line No	Acc Code	Description	Sub Code	Description	Debit	Credit
1	30300007	Vehicle Fuel, Oil and Lubricants-Factory	00010	Cover Van # 7031	1,000.00	0.00
2	10403001	Imprest Petty Cash -Factory			0.00	1,000.00
Total					1,000.00	1,000.00

8. Voucher Posting By Month

- Step 1** Open System > Financial Accounts > Voucher Posting > **Voucher Posting By Month**
- Step 2** Choose Year, Per (financial month no.)
- Step 3** Define from trn. (Start Voucher No.) , To Trn. . (End Voucher No.) { for All vouchers, Assign ' ' to z }
- Step 4** Click **Post**
- Result** The Vouchers of the month will be posted to the Account Balance

The screenshot shows the 'Posting' form. At the top left is a blue button labeled 'Post'. Below it is the form header 'Posting'. The form contains two columns of input fields. The left column has 'Year' with the value '2019' and 'From Trn.' with a small icon and a text box. The right column has 'Period' with the value '4' and 'To Trn.' with a small icon and a text box containing the letter 'z'. Four purple arrows point to the 'Post' button, the 'Year' field, the 'Period' field, and the 'To Trn.' field. A blue arrow points to the 'Post' button.

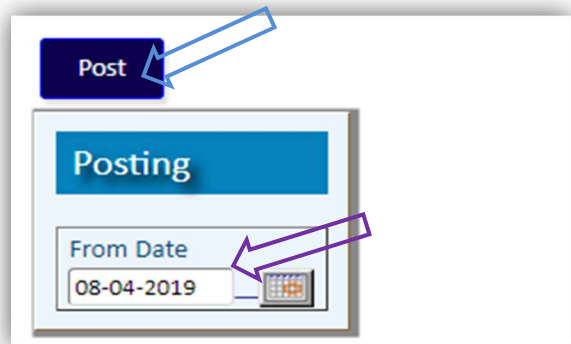
9. Voucher UnPosting By Month

- Step 1** Open System > Financial Accounts > Voucher Posting > **Voucher UnPosting By Month**
- Step 2** Choose Year, Per (financial month no.)
- Step 3** Define from trn. (Start Voucher No.) , To Trn. . (End Voucher No.) { for All vouchers, Assign ' ' to z }
- Step 4** Click **Unpost**
- Result** The Posted Vouchers of the month will be removed from the Account Balance

The screenshot shows the 'UnPosting' form. At the top left is a blue button labeled 'UnPost'. Below it is the form header 'UnPosting'. The form contains two columns of input fields. The left column has 'Year' with the value '2019' and 'From Voucher' with a small icon and a text box. The right column has 'Period' with the value '4' and 'To Voucher' with a small icon and a text box containing the letter 'z'. Four purple arrows point to the 'UnPost' button, the 'Year' field, the 'Period' field, and the 'To Voucher' field. A blue arrow points to the 'UnPost' button.

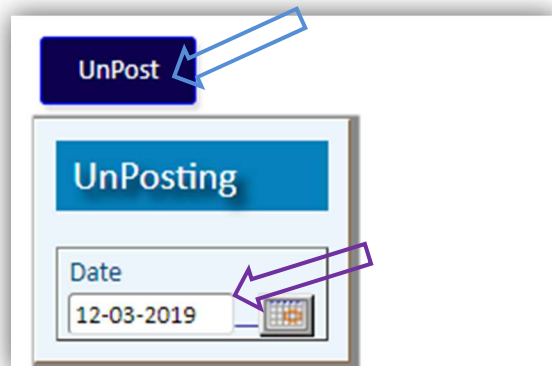
10. Voucher Posting By Date

- Step 1** Open System > Financial Accounts > Voucher Posting > **Voucher Posting By Date**
Step 2 Choose From Date
Step 4 Click **Post**
Result The Vouchers from the assigned date will be posted to the Account Balance



11. Voucher UnPosting By Date

- Step 1** Open System > Financial Accounts > Voucher Posting > **Voucher UnPosting By Date**
Step 2 Choose From Date
Step 4 Click **Unpost**
Result The Vouchers from the assigned date will be removed from the Account Balance



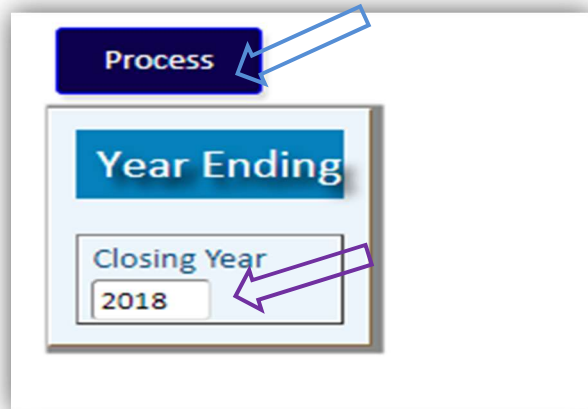
12. Financial Year Closing

Step 1 Open System > Financial Accounts > Master > **Financial Year Closing**

Step 2 Write Closing Year

Step 4 Click **Process**

Result Financial Year Closing process will be completed



13. Reports

- Step 1** Open System > Financial Accounts > **Reports**
- Step 2** Choose A report Option
- Step 4** Select required parameters (Date, Acc No., Year etc.) of the report
- Step 4** Click **"View Report"** to preview in print format.
- Result** The report is previewed in print format.

View Report

Date Wise Accounts Ledger

Branch/Division: 01

From Date: 2019-02-04

To Date: 2019-03-18

Account: 10100005

Subaccount:

Year: 2019

Report View: PDF

Sanjana Fabrics Ltd.
Ledger : Account Code :10100005 Electrical Equipment

Date : 04-Feb-2019 To : 18-Mar-2019

Date	Voucher	Row	Subcode	Description	DR	CR	Net Balance
Account : 10100005 Description					Opening		
					11,498,102.84	0.00	
16-Feb-2019	JV--00000504	1			18,460.00	0.00	11,516,562.84
16-Feb-2019	JV--00000503	1			3,300.00	0.00	11,519,862.84
18-Feb-2019	JV--00000600	1			5,000.00	0.00	11,524,862.84
18-Feb-2019	JV--00000598	1			25,000.00	0.00	11,549,862.84
18-Feb-2019	JV--00000597	1			16,500.00	0.00	11,566,362.84
Total					68,260.00	0.00	11,566,362.84

Chemical & Dyes Store