**Enterprise Resource Planning**

**Training User Manual**

**VERSION 12.0.0**

**GENERAL ACCOUNT**

# GENERAL ACCOUNTS

**Options**

 [General Accounts](javascript:run1()&menuname=ac)

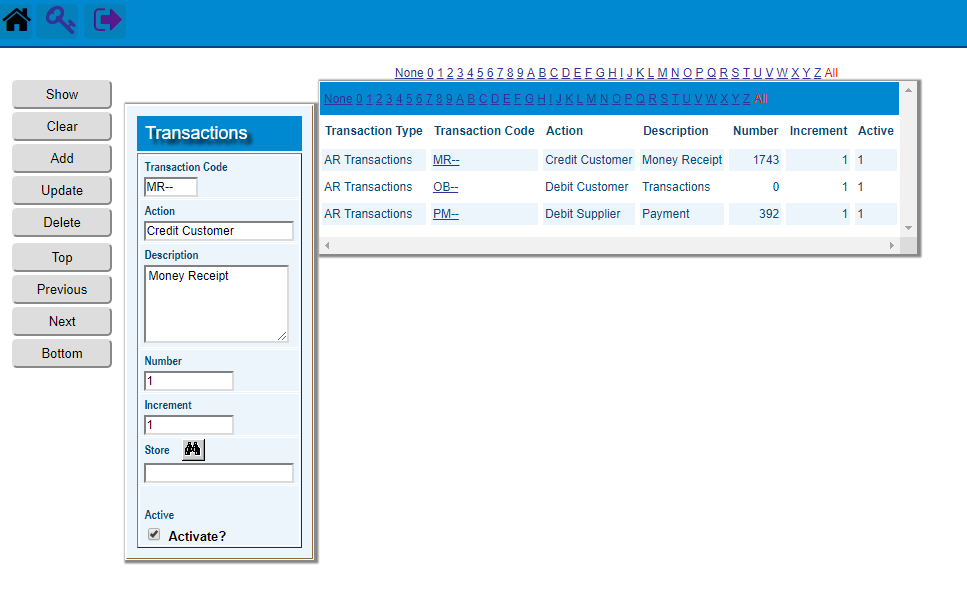
 [Master](javascript:run1()&menuname=acmst)

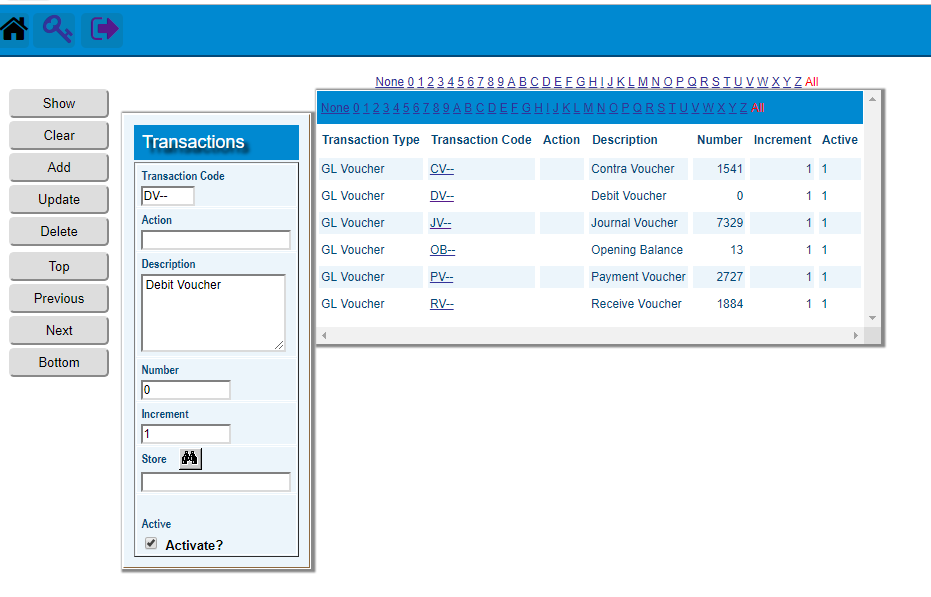
* [Chart of Accounts](http://192.168.1.17:8080/zab/login?screen=acmst&option=Chart+of+Accounts&menuname=acmst)
* [Account Group](http://192.168.1.17:8080/zab/login?screen=achrc1&option=Account+Group&menuname=acmst)
* [Year End Processing](http://192.168.1.17:8080/zab/login?screen=acyearend&option=Year+End+Processing&menuname=acmst)
* [Posting](http://192.168.1.17:8080/zab/login?screen=acpost&option=Posting&menuname=acmst)
* [UnPosting](http://192.168.1.17:8080/zab/login?screen=acunpost&option=UnPosting&menuname=acmst)
* [Posting By Date](http://192.168.1.17:8080/zab/login?screen=acpostdate&option=Posting+By+Date&menuname=acmst)
* [UnPosting By Date](http://192.168.1.17:8080/zab/login?screen=acunpostdate&option=UnPosting+By+Date&menuname=acmst)
* [AC Defaults](http://192.168.1.17:8080/zab/login?screen=acdef&option=AC+Defaults&menuname=acmst)
* [Chart of Account Serial](http://192.168.1.17:8080/zab/login?screen=acgroup&option=Chart+of+Account+Serial&menuname=acmst)
* Duplicate Accounts Entry

**Set the required Codes & Parameter of Administration**

Codes & Parameter

|  |  |  |
| --- | --- | --- |
| **Step 1** |  | Open System **>** Administration> Master Setup **>** Codes & Parameter (Open any screen to entry Code) |
| **Step 2** |  | Open AR/GL or related Codes & Parameter > (Open any screen to entry Code) |
| **Step 3** |  | Write Transaction code name, Action, number , Increment & Fill other fields if required. |
| **Step 4** |  | Check the Activate box. |
| **Step 5** |  | Click **Add** |
| **Result** |  | New Code entry |

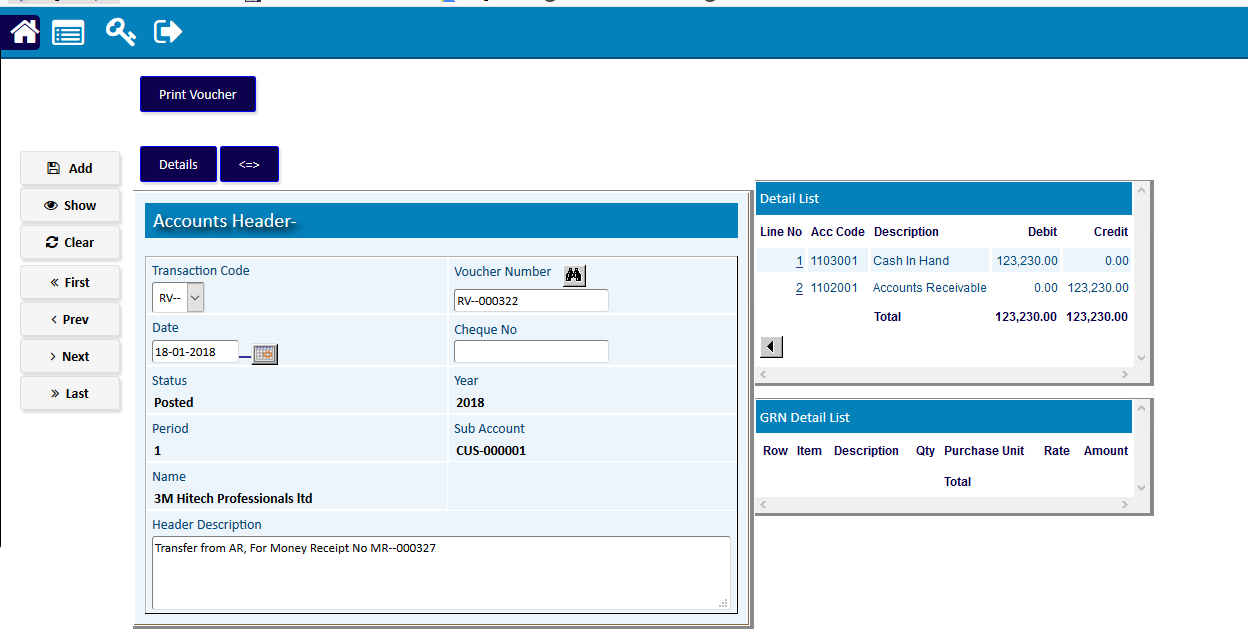




#  [Voucher Entry](http://192.168.1.17:8080/zab/login?screen=acheader&option=Voucher+Entry&menuname=ac)

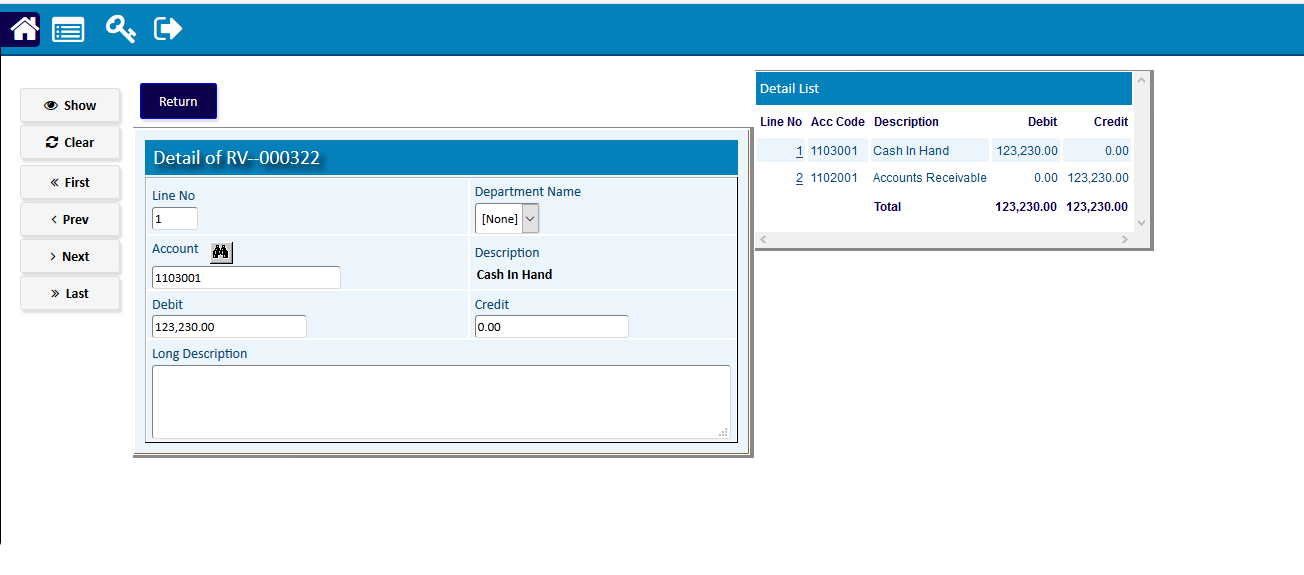
[Voucher Entry](http://192.168.1.17:8080/zab/login?screen=acheader&option=Voucher+Entry&menuname=ac) Header

|  |  |
| --- | --- |
| **Step 1** | Open System **>** General Accounts **>** Voucher Entry |
| **Step 2** | Choose Transaction Code, Write cheque no. & description |
| **Step 3** | Click **Add** |
| **Result** | New Voucher created |



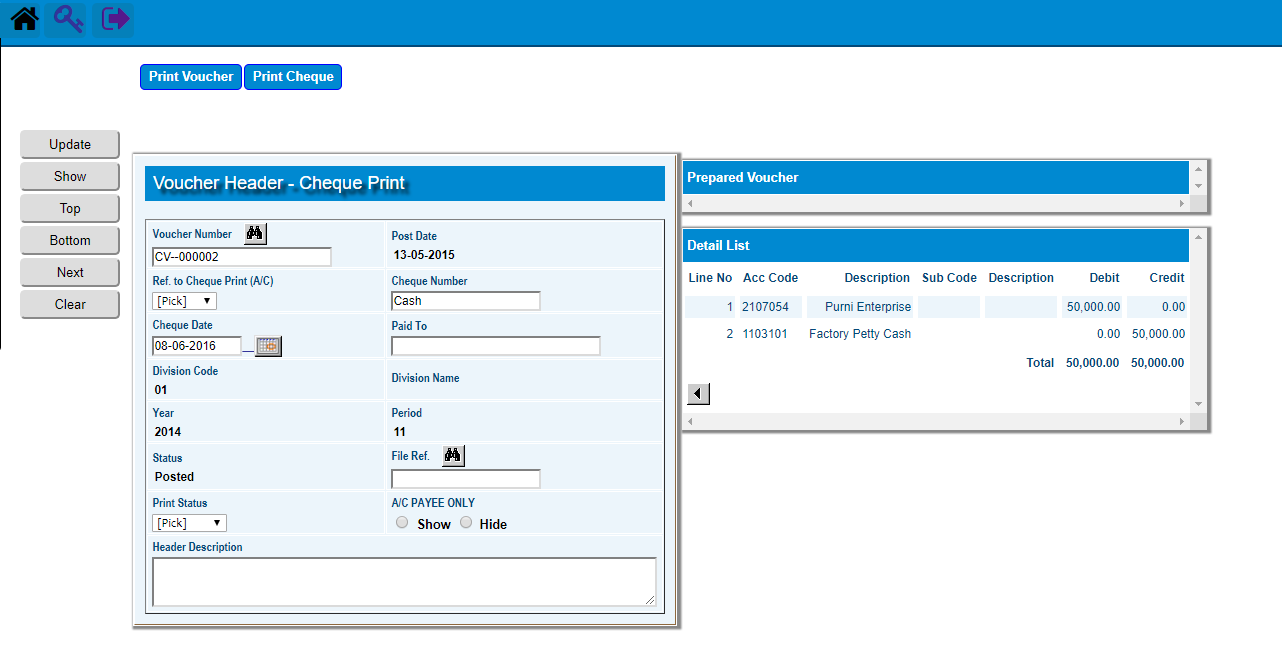
[Voucher Entry](http://192.168.1.17:8080/zab/login?screen=acheader&option=Voucher+Entry&menuname=ac) Detail

|  |  |
| --- | --- |
| **Step 1** | Click **Detail** |
| **Step 2** | Click Detail for selecting Account |
| **Step 3** | Select Department name, Account & write Debit/Credit Amount |
| **Step 4** | Click Add |
| **Step 5** | Repeat Step 2 to 3 for adding multiple |
| **Step 6** | Click **Return** to return to Invoice header |
| **Step 8** | Click **Confirm** to confirm the Invoice. |
| **Note** | Voucher cannot be changed after confirmation. |
| **Result** | Voucher creation complete |



#  [Cheque Print](http://107.167.184.219:8080/zab/login?screen=acchequeprint&option=Cheque+Print&menuname=ac)

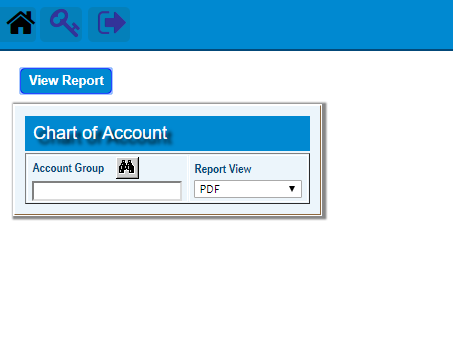
|  |  |
| --- | --- |
| **Step 1** | Open System **>** General Accounts **>** Cheque Print |
| **Step 2** | Choose Voucher Number and click **Show** button |
| **Step 3** | Click **Print Voucher** / **Print Cheque** Button |
|  |  |



* + Reports

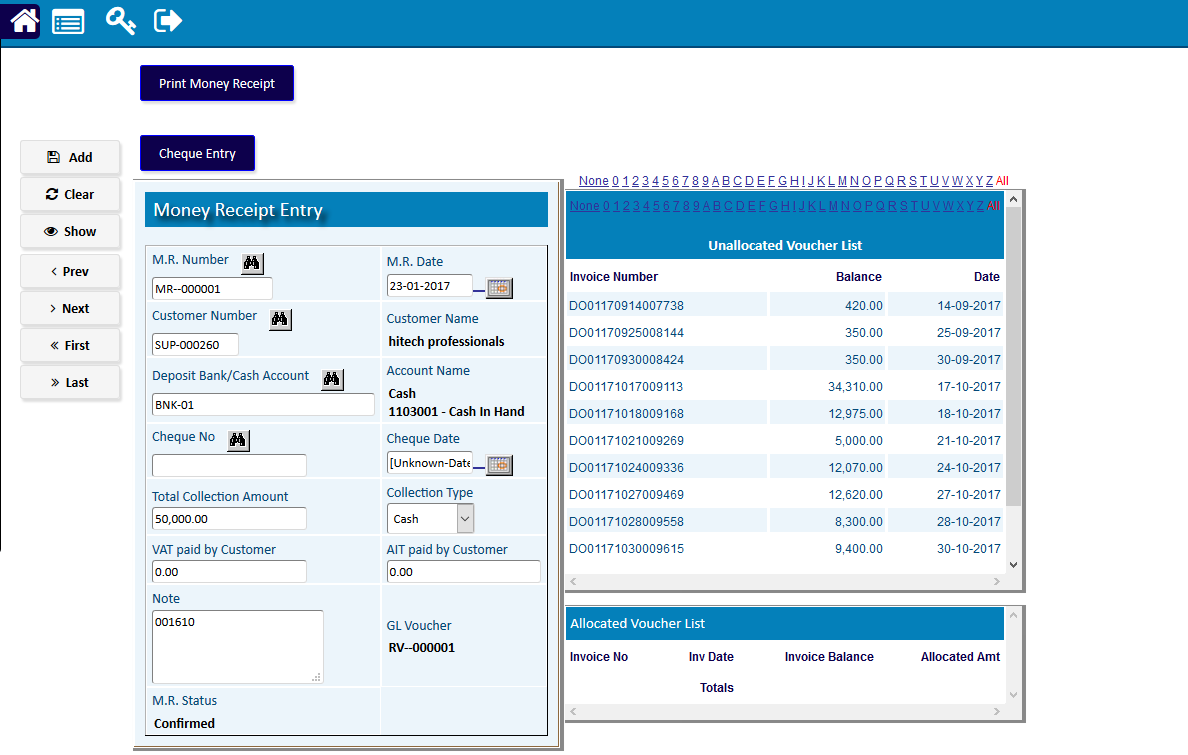
### Printing report to preview data

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1** |  |  | Open System **>** General Accounts **>** General Accounts **>** Reports |
| **Step 2** |  |  | Select a report option. |
| **Step 3** |  |  | Select the start date, end 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. |



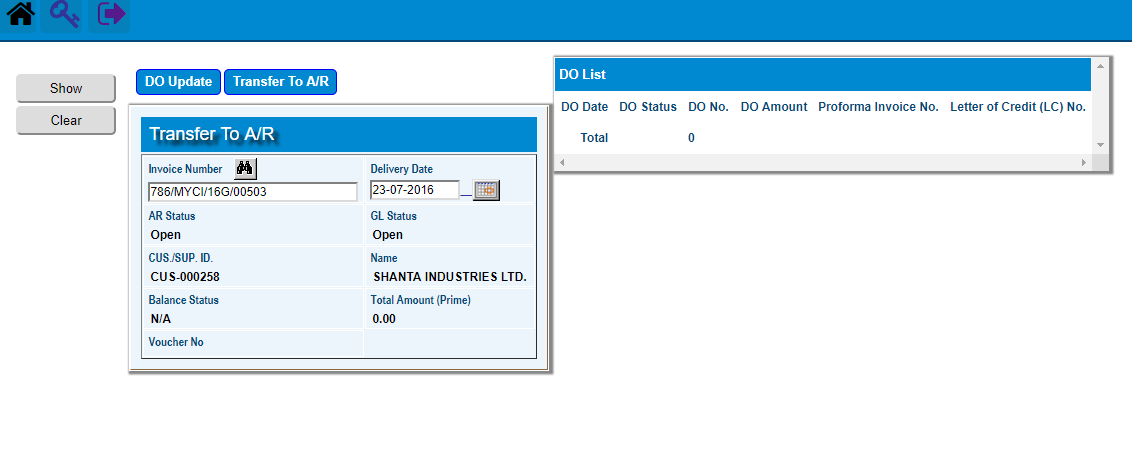
* [**Accounts Receivable**](javascript:run1()&menuname=ar)
  + [Money Receipts and Allocation](http://192.168.1.17:8080/zab/login?screen=arcas&option=Money+Receipts+and+Allocation&menuname=ar)

|  |  |
| --- | --- |
| **Step 1** | Open System **>** General Accounts **>** Accounts Receivable > Money Receipts and Allocation |
| **Step 2** | Choose Customer Code |
| **Step 3** | Click **Add** |
| **Step 4** | Click **Detail** & Add Detail for MR |
| **Step 5** | Click **Allocate** & Add Detail for Allocation |
| **Step 6** | Click **Transfer To GL** to GL transfer |
| **Result** | New Money Receipts Allocated & Transfered |



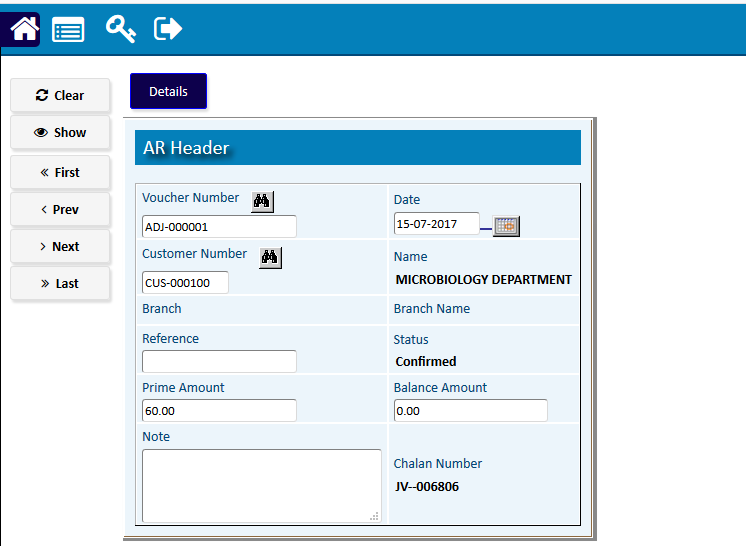
* + Transfer to A/R

|  |  |
| --- | --- |
| **Step 1** | Open System **>** General Accounts **>** Accounts Receivable > Transfer to A/R |
| **Step 2** | Choose Invoice Number |
| **Step 3** | Click **DO Update** to update Delivery Order |
| **Step 4** | Click **Transfer To A/R** to AR transfer |
| **Result** | New Invoice is Transferred |



* + A/R [Transactions](http://192.168.1.17:8080/zab/login?screen=arhed&option=Transactions&menuname=ar)

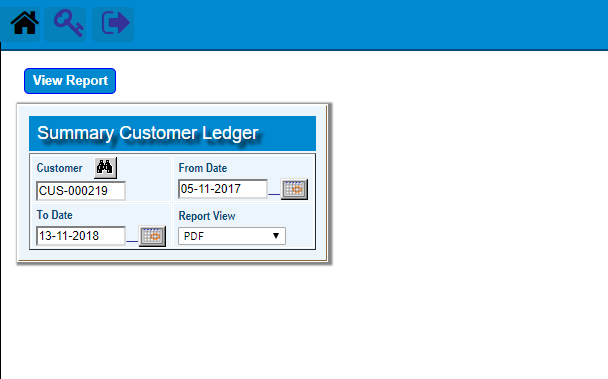
|  |  |
| --- | --- |
| **Step 1** | Open System **>** General Accounts **>** Accounts Receivable > A/R Transactions |
| **Step 2** | Choose Voucher Number |
| **Step 3** | Click **Detail** for A/R detail |
| **Result** | New A/R Transaction |



* + Reports

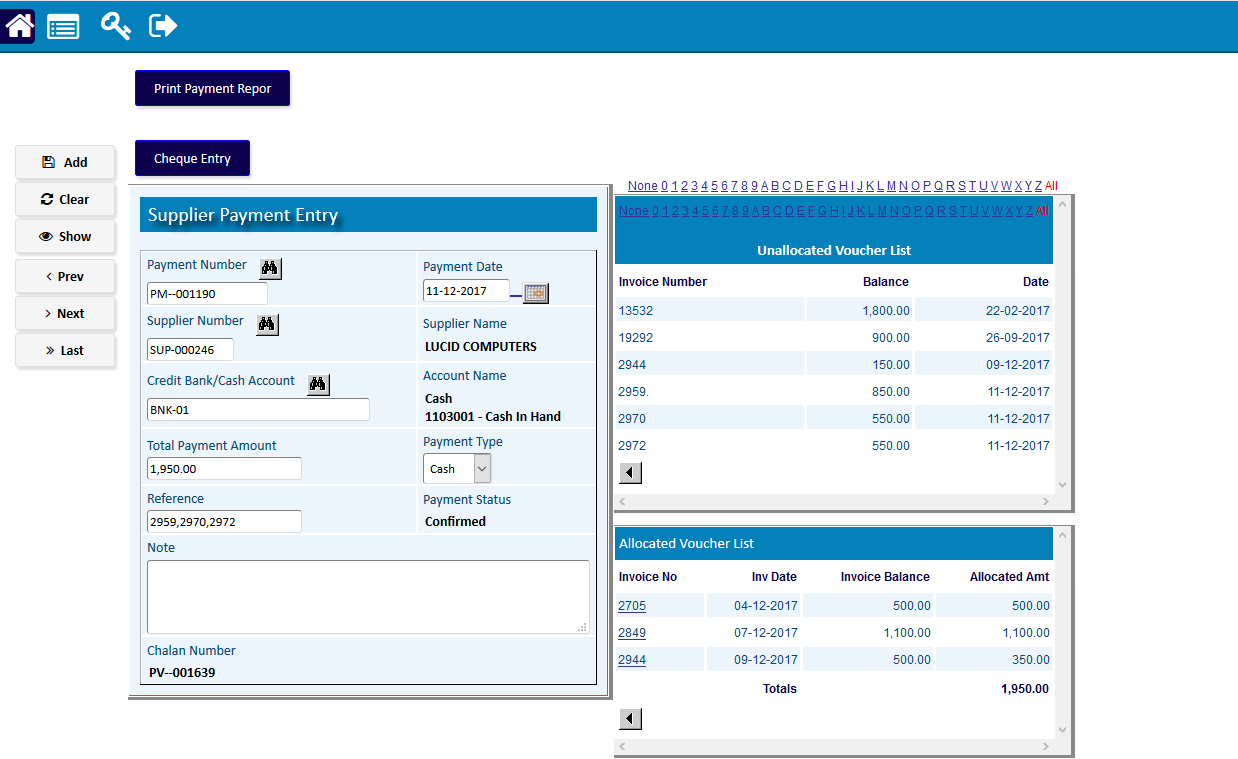
### Printing report to preview data

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1** |  |  | Open System **>** General Accounts **>** Accounts Receivable **>** Reports |
| **Step 2** |  |  | Select a report option. |
| **Step 3** |  |  | Select the start date, end 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. |

****

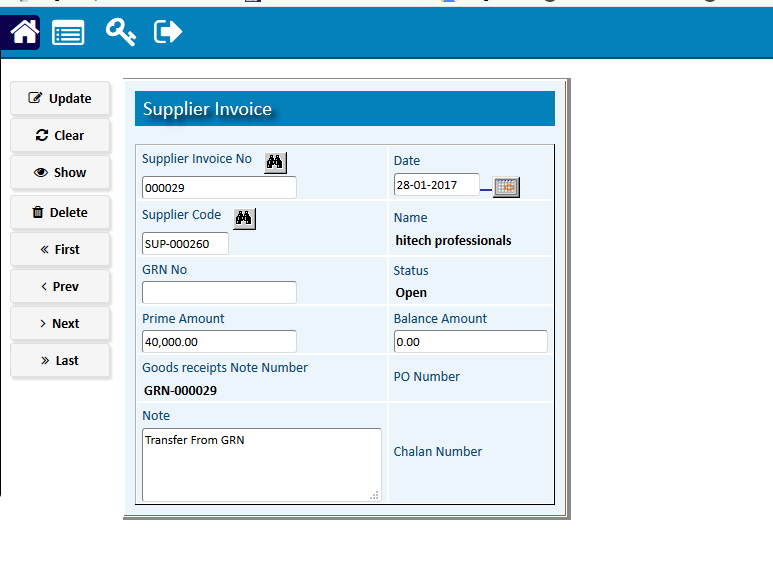
* [**Accounts Payable**](javascript:run1()&menuname=ap)
  + [Supplier Payment](http://192.168.1.17:8080/zab/login?screen=appayment&option=Supplier+Payment+and+Allocation&menuname=ap)

|  |  |
| --- | --- |
| **Step 1** | Open System **>** General Accounts **>** Accounts Payable > Supplier Payment |
| **Step 2** | Choose Supplier Number |
| **Step 3** | Click **Add** |
| **Step 3** | Click **Detail** for Supplier Payment detail |
| **Step 3** | Click **Allocate** for Allocation & click **Transfer To GL** to GL transfer |
| **Result** | New Supplier Payment entry Added |

****

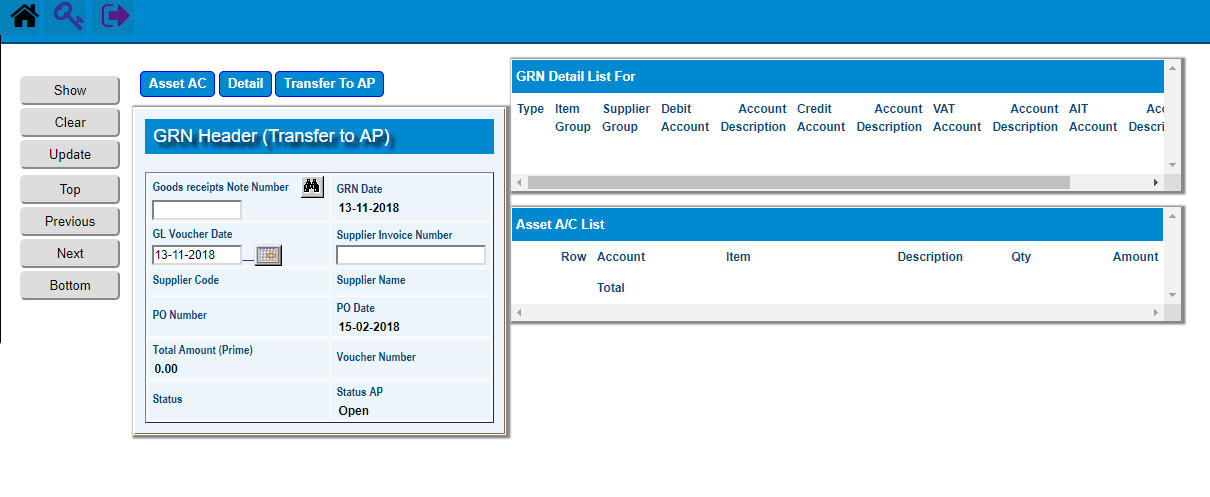
* + [**Supplier Invoice**](http://192.168.1.17:8080/zab/login?screen=apinvoice&option=Supplier+Invoice&menuname=ap)

|  |  |
| --- | --- |
| **Step 1** | Open System **>** General Accounts **>** Accounts Payable > Supplier Invoice |
| **Step 2** | Choose Supplier Invoice No |
| **Step 3** | Click **Show** |
| **Result** | The Supplier Invoice is shown |



* + [Transfer](http://192.168.1.17:8080/zab/login?screen=arhedapob&option=AP+Opening+Entry&menuname=ap) to AP

|  |  |
| --- | --- |
| **Step 1** | Open System **>** General Accounts **>** Accounts Payable > Transfer to AP |
| **Step 2** | Choose GRN Number |
| **Step 3** | Click **Detail** for GRN detail |
| **Step 3** | Click **Transfer To AP** for AP transfer |
| **Result** | New Transfer to AP |



* + Reports

### Printing report to preview data

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1** |  |  | Open System **>** General Accounts **>** Accounts Payable **>** Reports |
| **Step 2** |  |  | Select a report option. |
| **Step 3** |  |  | Select the start date, end 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. |

