**Enterprise Resource Planning**

*Of*

**ZAB**

**Training User Manual**

**(SV–12.3.0 | MV–1.0.0)**

**For**

**ASIATIC GROUP**

**Export LC**

**Index**

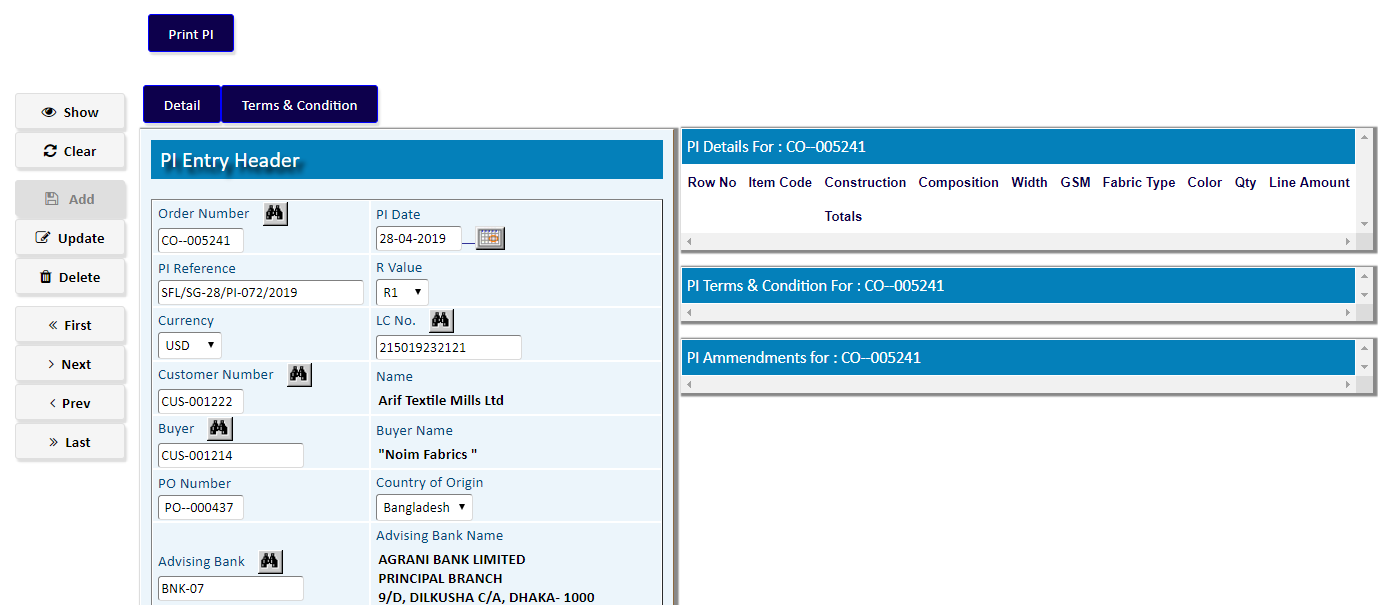
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| --- | --- |
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**Commercial Part**

# PI Entry

* PI Entry Header

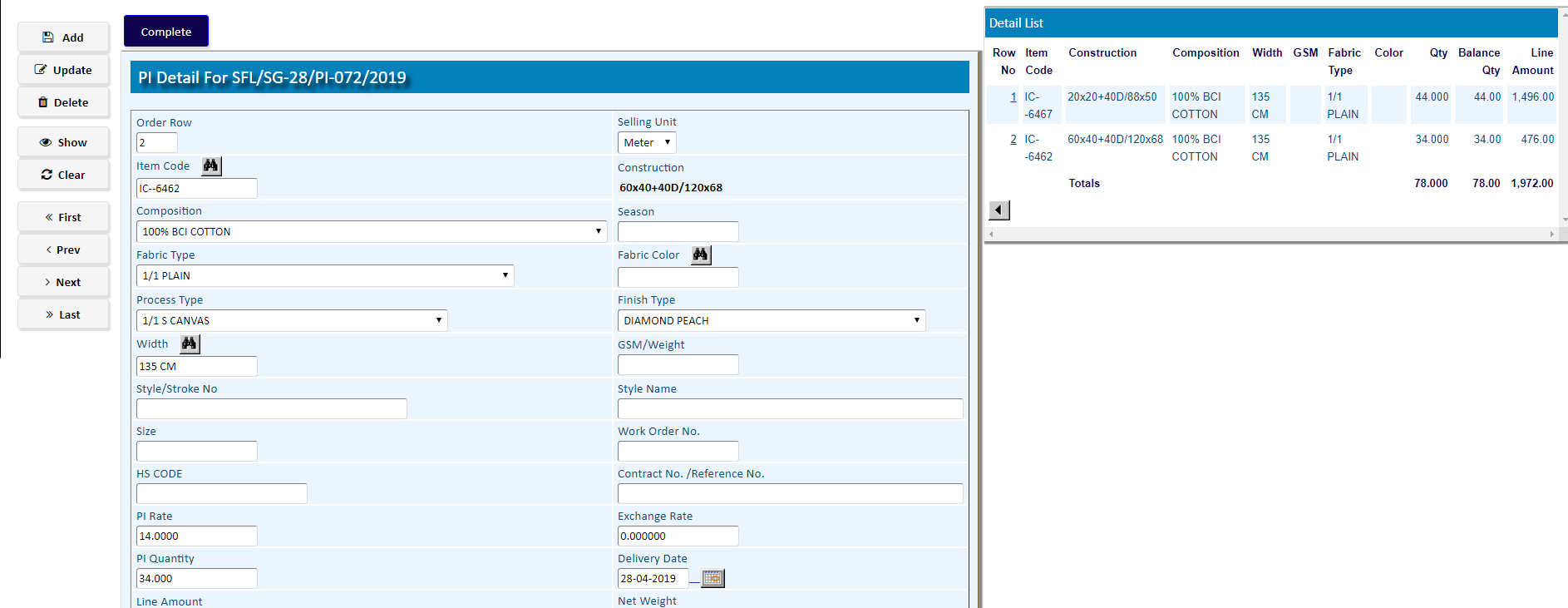
|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **> Commercial > Export LC >** PI Entry |
| **Step 2** | Write PI Reference, LC, Customer ID, Buyer, Advising Bank etc. |
| **Step 3** | Click **Add** |
| **Step 4** | Add Terms & Condition if required. |



* PI Entry Detail

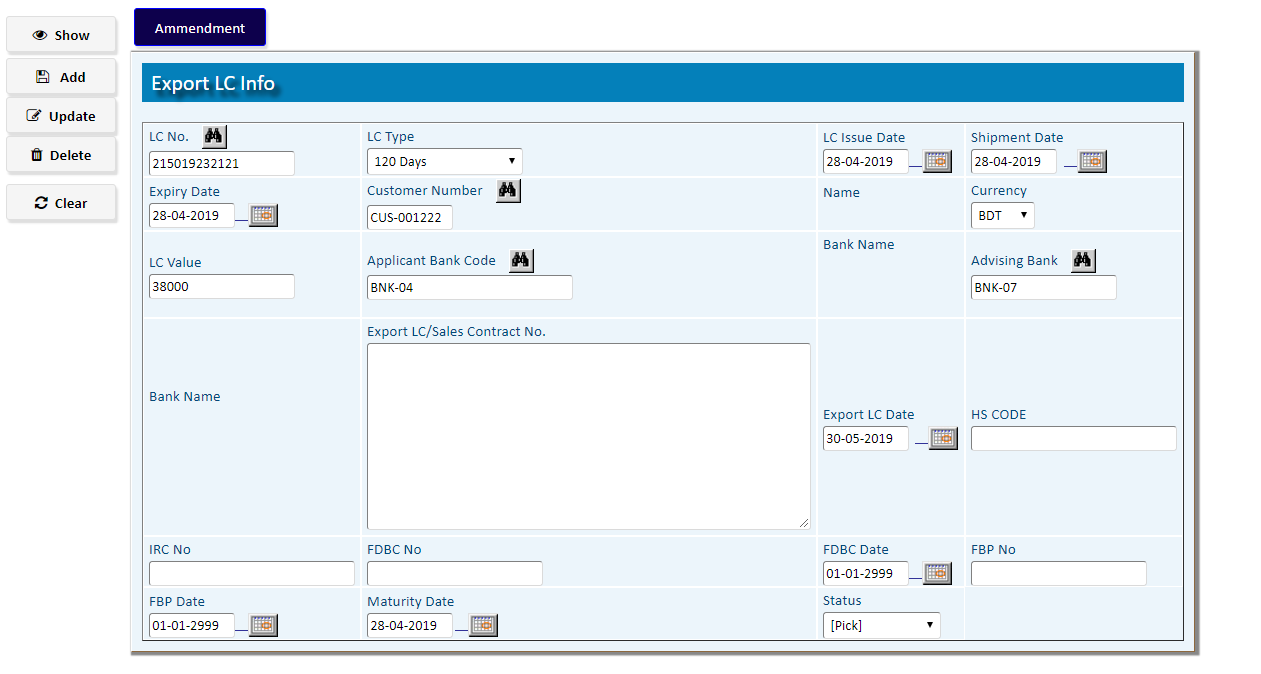
(Now Click **Detail** Button to add the products of PI)

|  |  |
| --- | --- |
| **Step 1** | Choose Item Code, Fabric Type, Fabric Color, Width, Composition, Qty, Unit Price etc. |
| **Step 2** | Click **Add** |
| **Step 3** | Repeat steps 1 & 2 to add multiple Items. |
| **Step 4** | Click **Complete** to return Header |



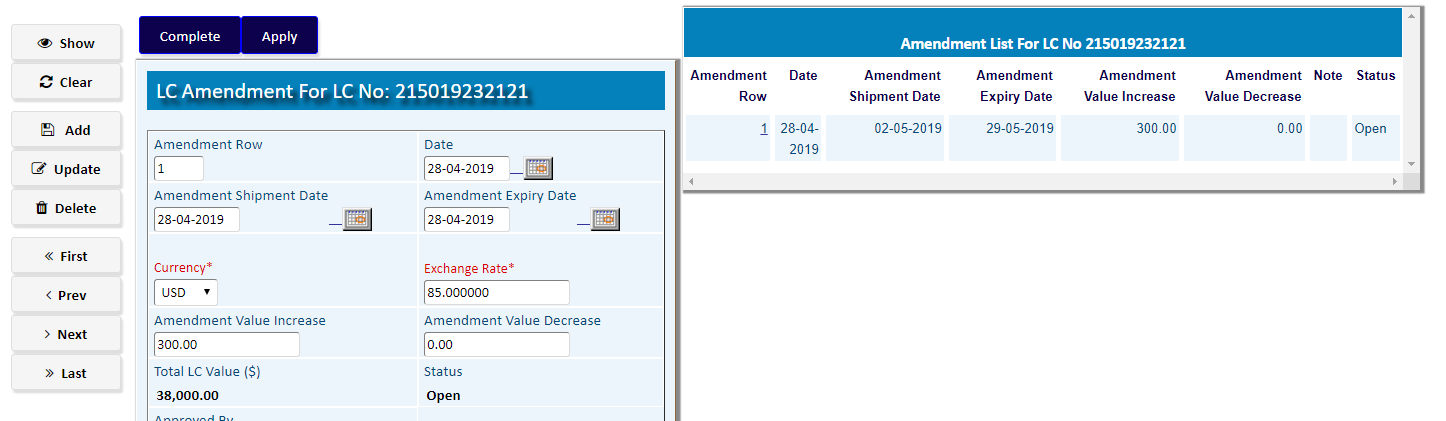
1. **EXport LC Entry**

|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **> Commercial > Export LC >** Export LC Entry |
| **Step 2** | Write LC No., LC Type, Date, Customer ID , Expiry Date |
| **Step 3** | Choose Currency, LC Value, Applicant Bank, Advising Bank etc. |
| **Step 4** | Write Export LC/Sales Contract No., LC Date & Other Dates |
| **Step 5** | Click **Add** |
| **Result** | A new LC added for the Customer |

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For Export LC **Amendment:**

1. Click on **Amendment** button.
2. Select/Pick Date, Shipment Date, Expiry Date, Currency & Values
3. Click **Add**
4. To Confirm the Amendment, click **Apply** (After Apply, the LC will be Updated as per the Amendment)
5. Click **Complete** to back to Export LC Info

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If the LC not added to PI go back to

**PI ENTRY** option

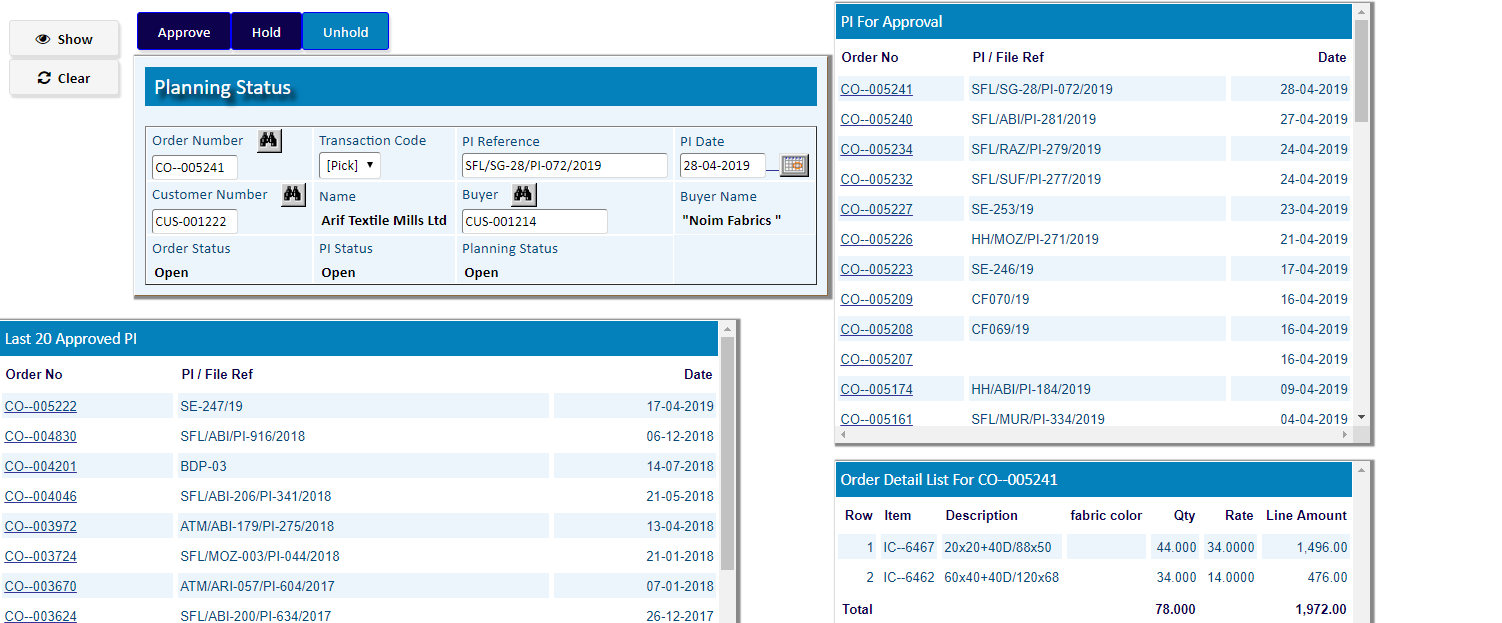
And Write down the LC No. & click **Update**

**Production Part**

# Planning Approval

* PI Entry Header

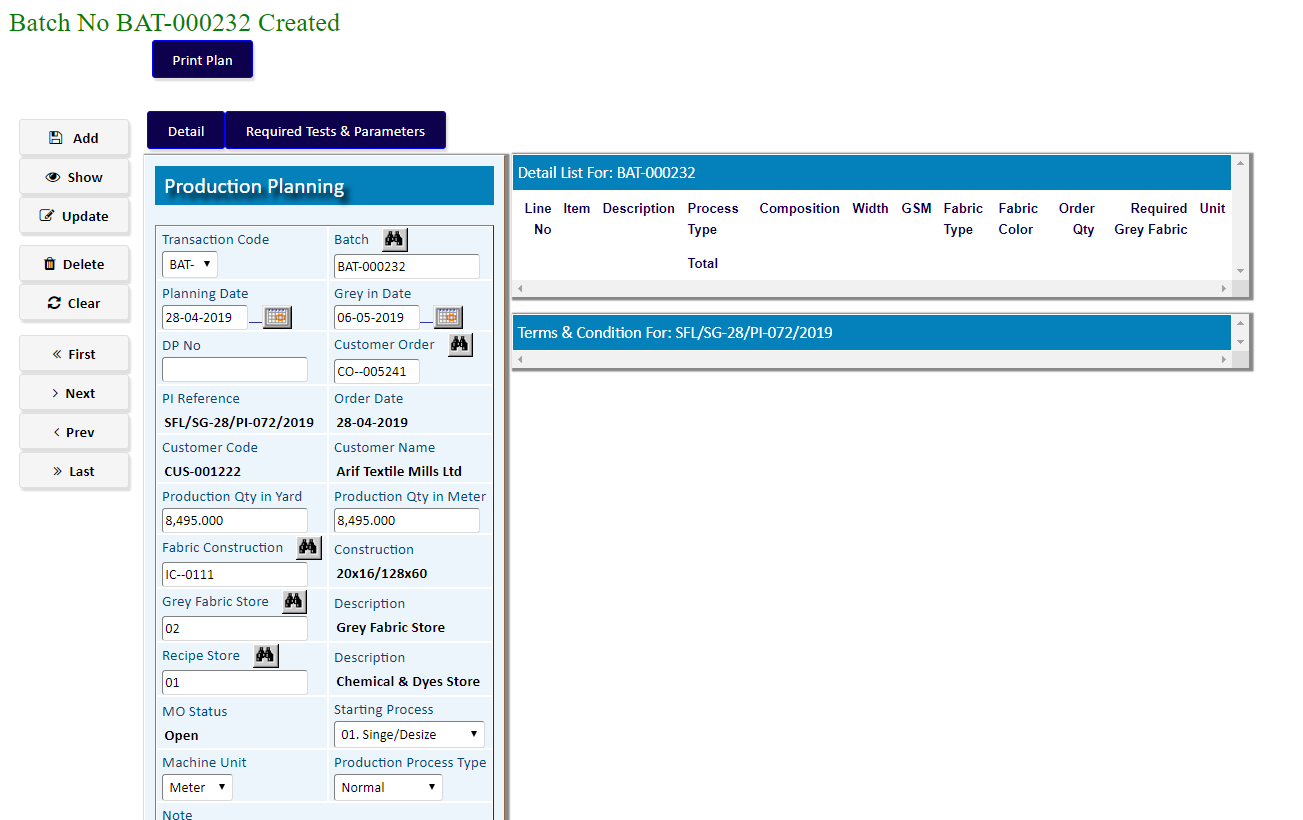
|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **> Production >**  **Planning Approval** |
| **Step 2** | Pick an Order Number from the side list & then click **Show** |
| **Step 3** | Click **Approve (**To Approve later click **Hold)** |
| **Result** | The Order will be approved |



# Production Planning

* Production Planning Header

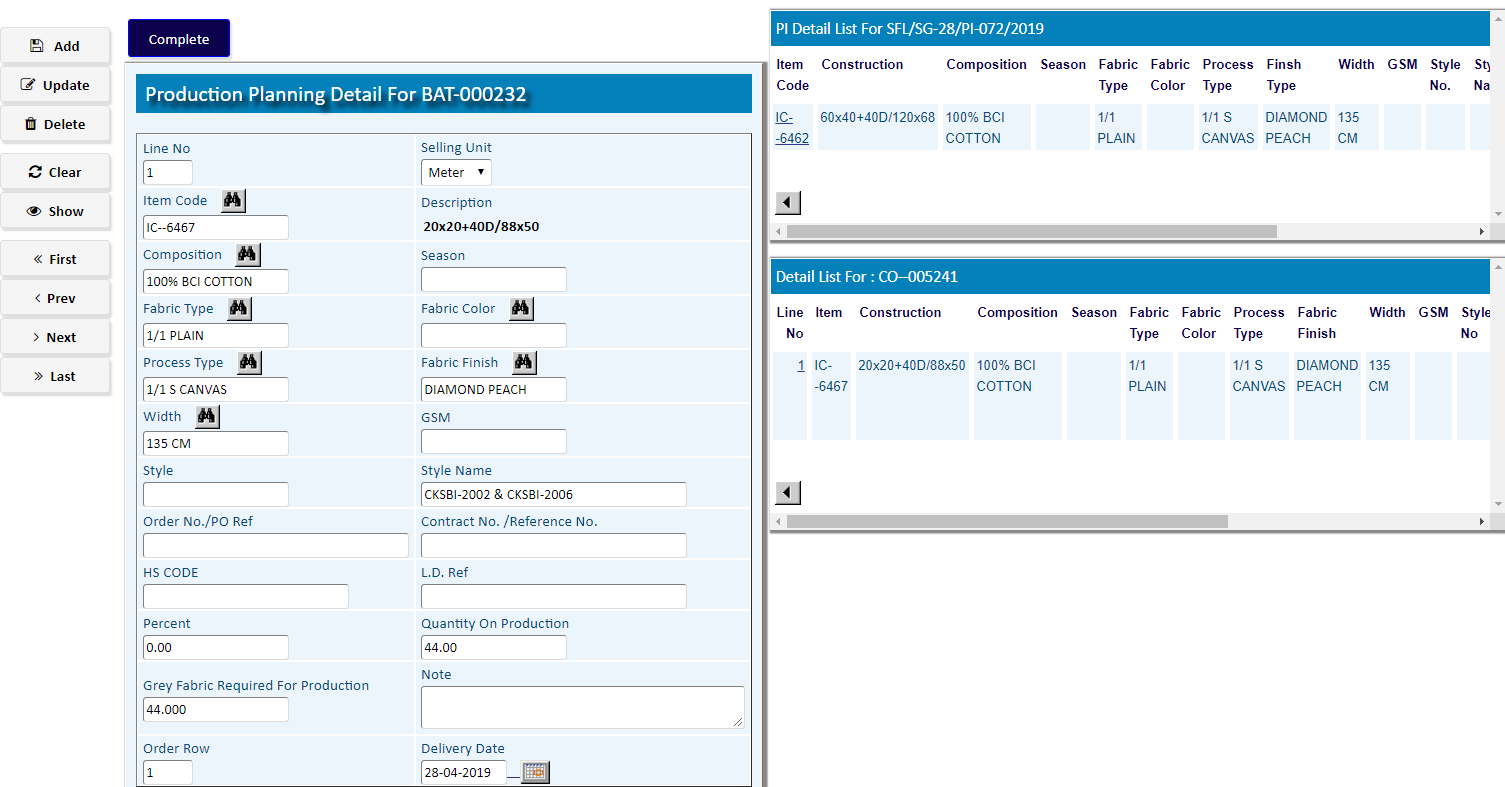
|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **> Production >**  Production Planning |
| **Step 2** | Write Customer Order No., Qty Yard/Meter etc. |
| **Step 3** | Add fabric Construction, Grey Fabric Store, Recipe Store |
| **Step 3** | Assign the Starting Process & Click **Add** |
| **Step 4** | to Add Products Click **Detail** |

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to Add Products Click **Detail**

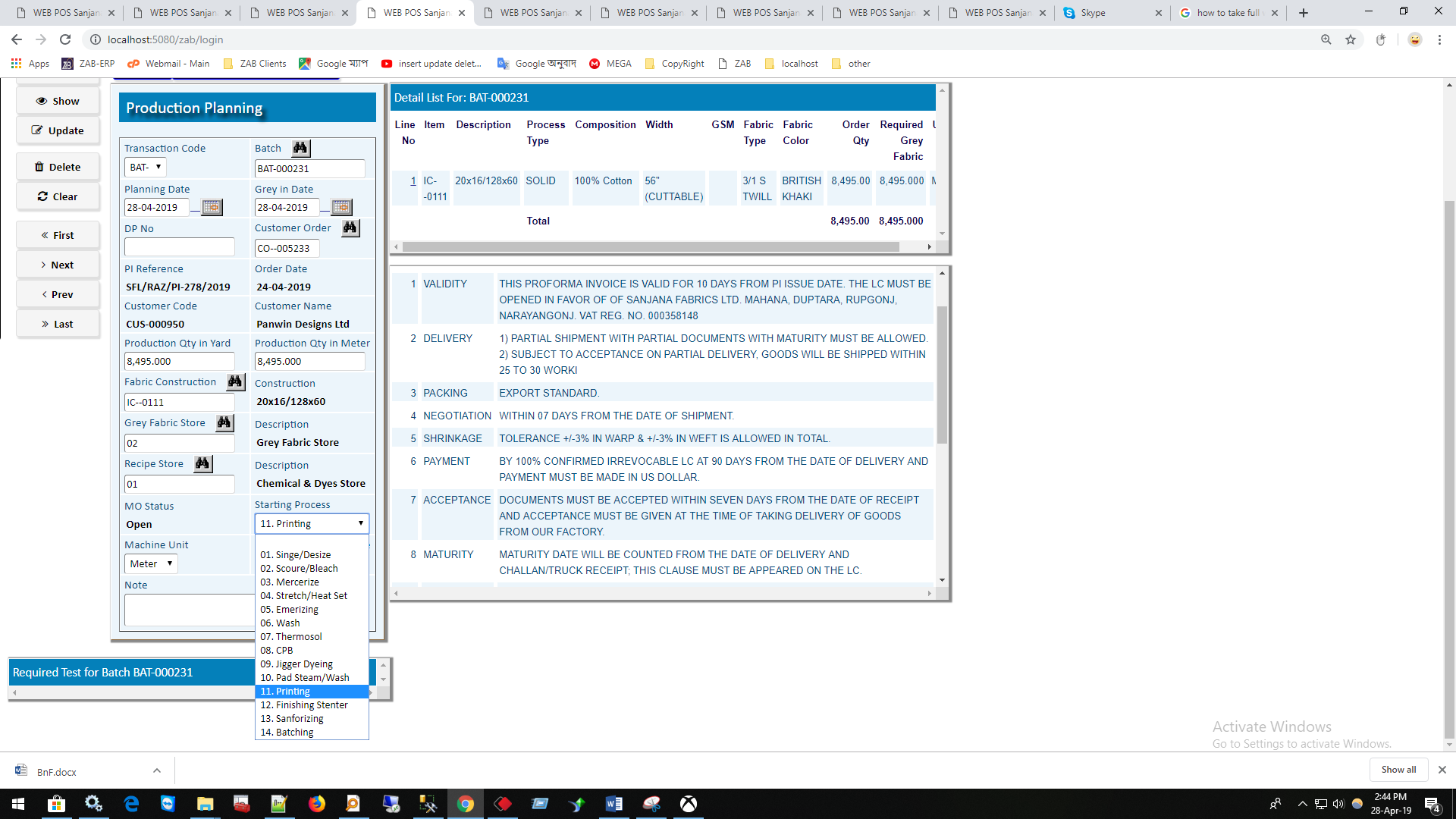
* Production Planning Detail

1. Pick a product from the side list of PI Detail
2. Write Qty of Production.
3. Fill the other Info
4. Click **Add**

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After adding the products, Click **Complete**

Finish the all processes of **Production Planning**



After ending

The all **Production** processes

As per Production Manual,

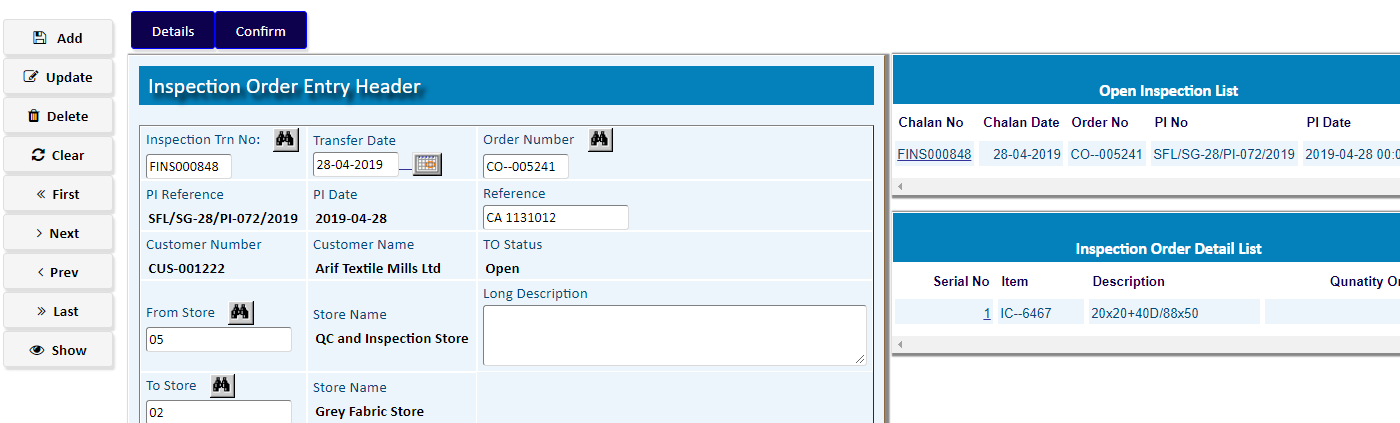
Go to the option

**INSPECTION FINISHED GOODS**

# Inspection Finished Goods

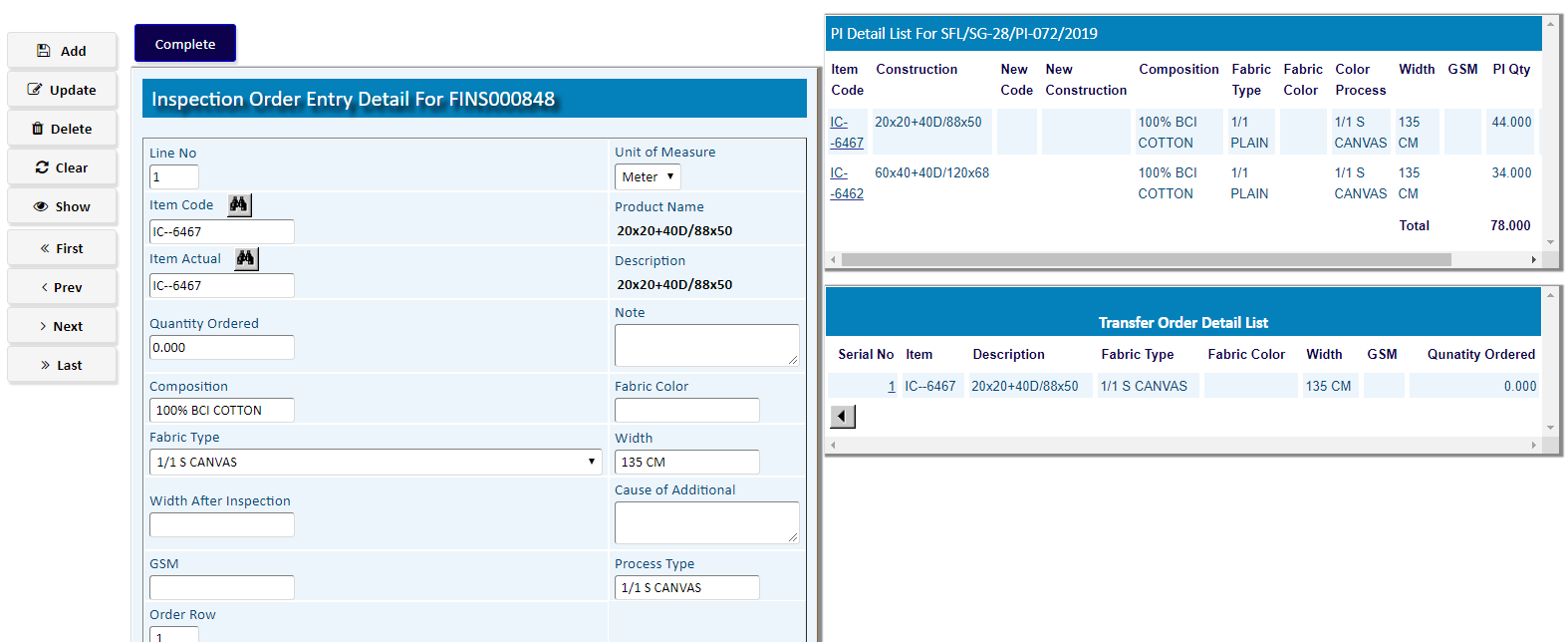
* Inspection Finished Goods Header

|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **> Production >**  **Inspection Finished Goods** |
| **Step 2** | Write Order Number, Reference, From Store, To Store |
| **Step 3** | Click **Add** |
| **Step 4** | to Add Products Click **Detail** |



* Inspection Finished Goods Detail

1. Pick a product from the side list of PI Detail
2. Write Qty of Production.
3. Fill the other Info
4. Click **Add**

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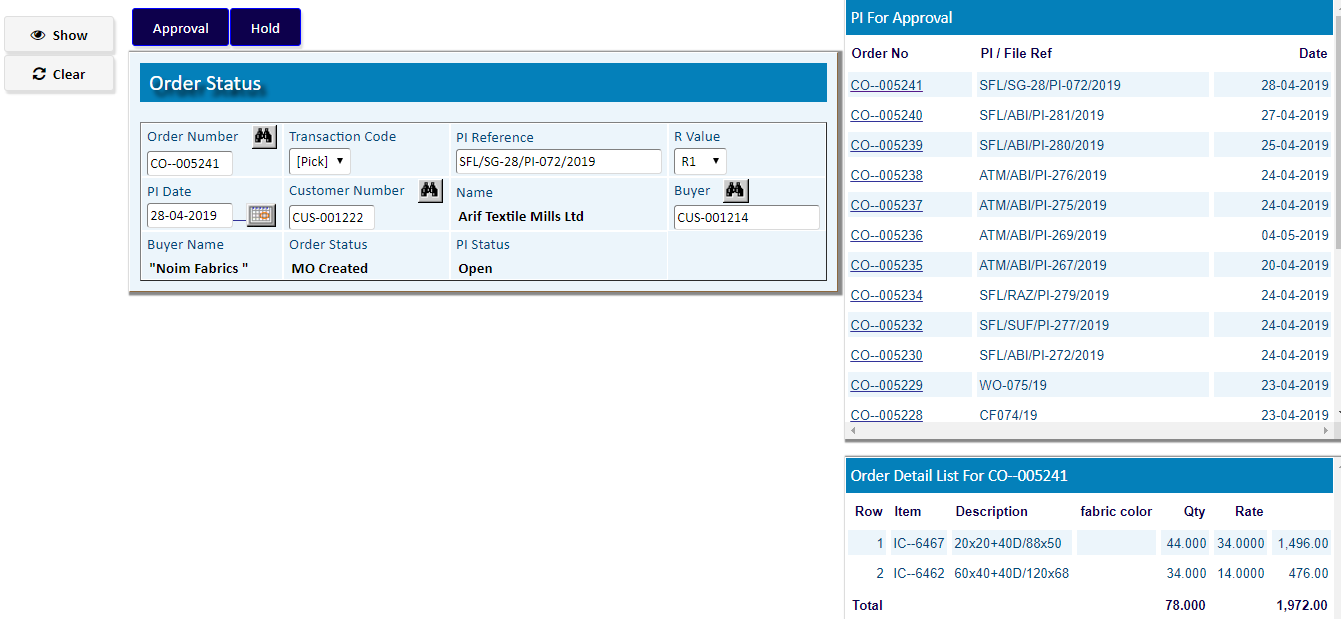
After adding the products, Click **Complete**

To Confirm Click on **Confirm** Button

**Sales Part**

# Order Status

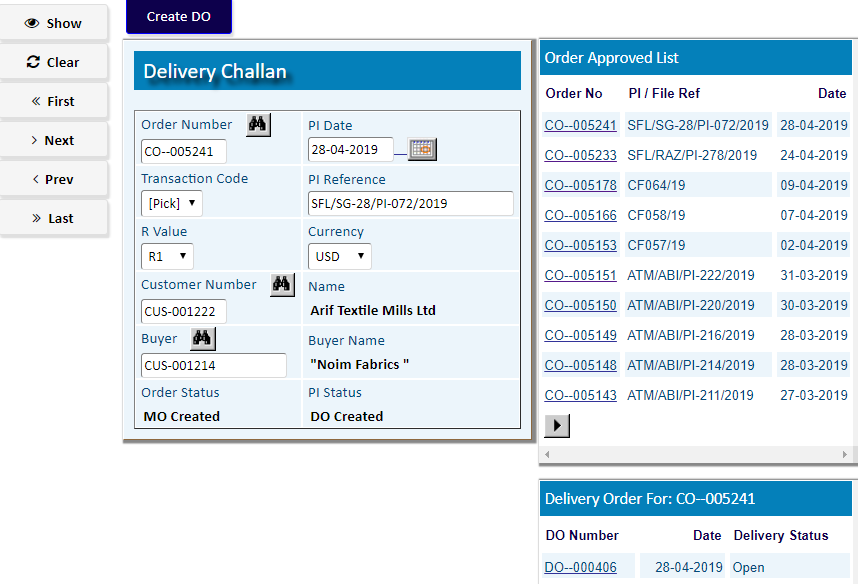
|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **>**  **Sales & Delivery > Order Status** |
| **Step 2** | Pick a product from the side list of PI For Approval |
| **Step 3** | Click **Show** and the Click **Approval** |
| **Result** | The Order has been Approved to create Delivery Challan |



# Delivery Challan Entry

* Delivery Challan Entry Header

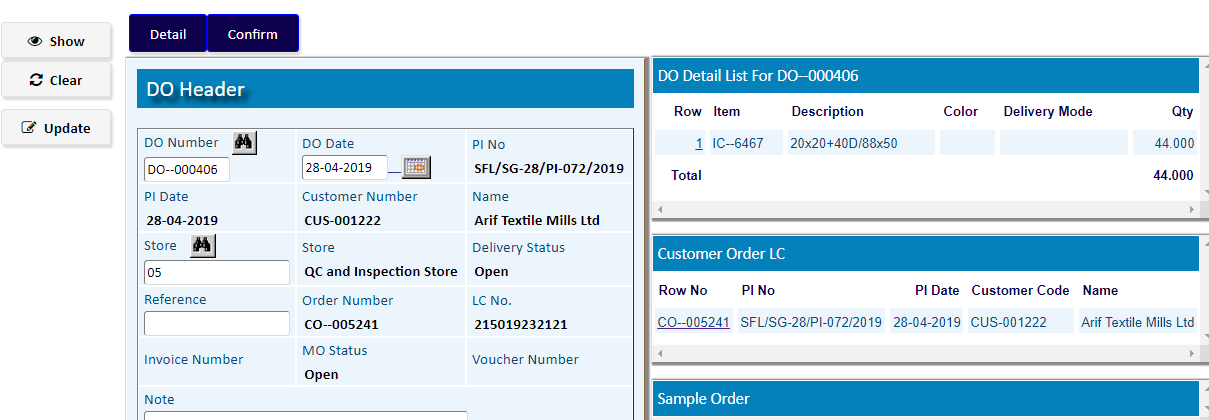
|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **>**  **Sales & Delivery >**  **Delivery Challan Entry** |
| **Step 2** | Pick a product from the side list of **Order Approved List** |
| **Step 3** | Click **Create DO** |
| **Result** | A new DO will be created & shows on side list of Delivery Order |



Pick the Created DO Number from the **Delivery Order List** & go to **Delivery Order Header**

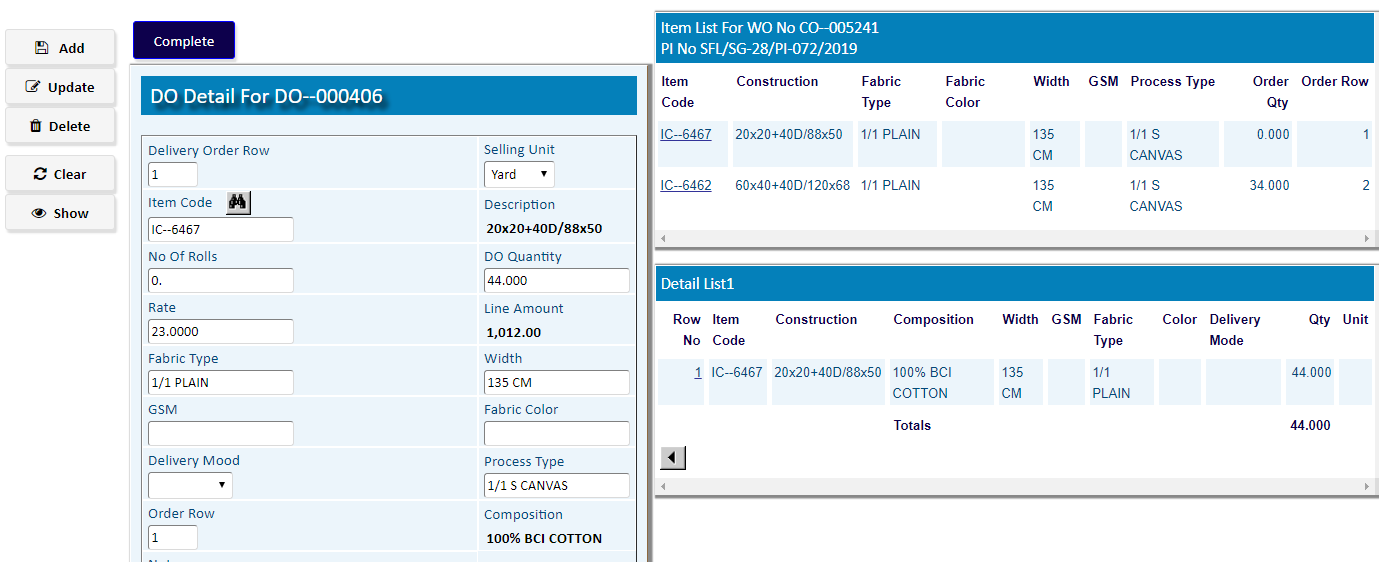
* Delivery Order Header

1. Pick a product from the side list of PI Detail
2. Write Store, Reference & Click **Update**
3. Click **Detail** to add Products details



* Delivery Order Detail

1. Pick a product from the side list of PI Detail
2. Write Qty , Rate of Production.
3. Fill the other Info
4. Click **Add**
5. Repeat a to c to add more Items

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After adding the all products, Click **Complete**

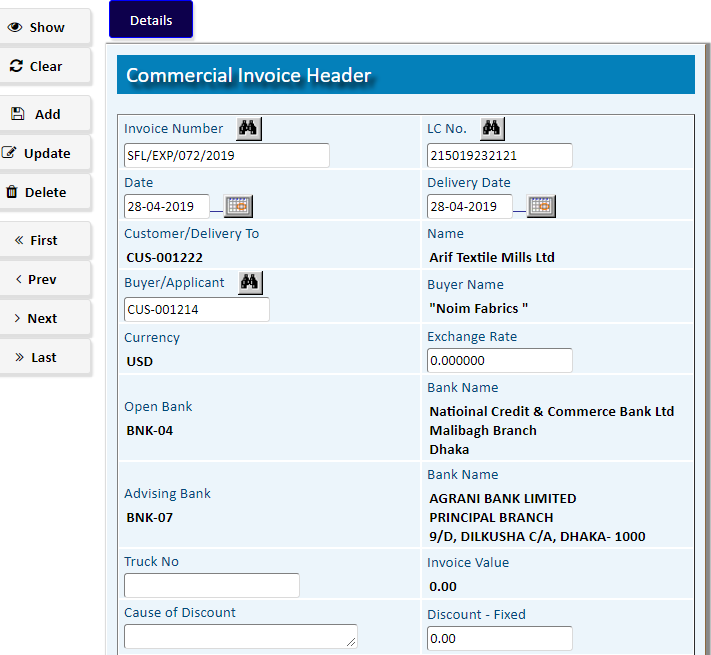
To Confirm Click on **Confirm** Button of **DO Header**

**Commercial Part (CI)**

1. **Commercial Invoice**

* Commercial Invoice Header

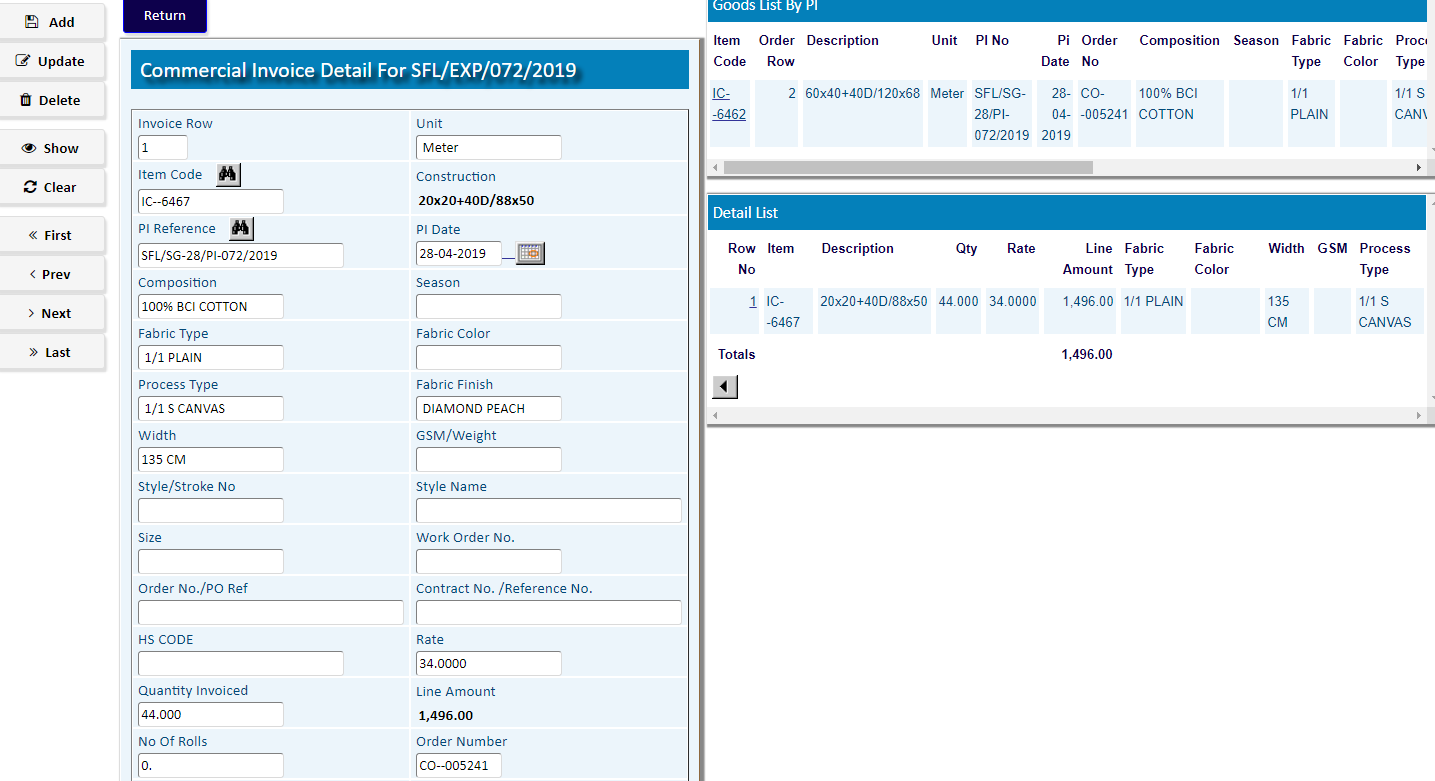
|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **> Commercial > Export LC >** Commercial Invoice |
| **Step 2** | Write **Invoice Number**, LC No, Date, Buyer etc. |
| **Step 3** | Click **Add** |
| **Result** | A new Commercial Invoice will be Created |



To add nvoice Items Click **Detail**

* Commercial Invoice Detail

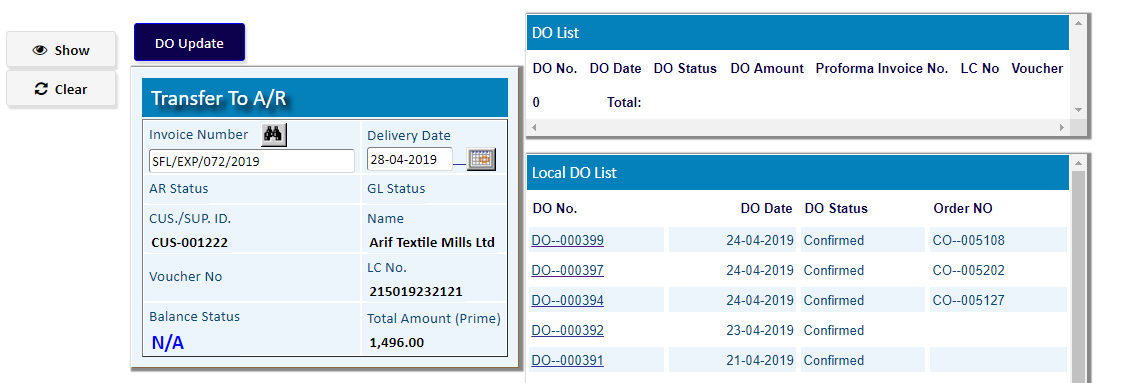
1. Pick a product from the side list of PI Detail
2. Write Rate, Quantity Invoiced of Producs.
3. Fill the other Info
4. Click **Add**
5. Repeat a to c to add more Items
6. After adding Items Click **Return**



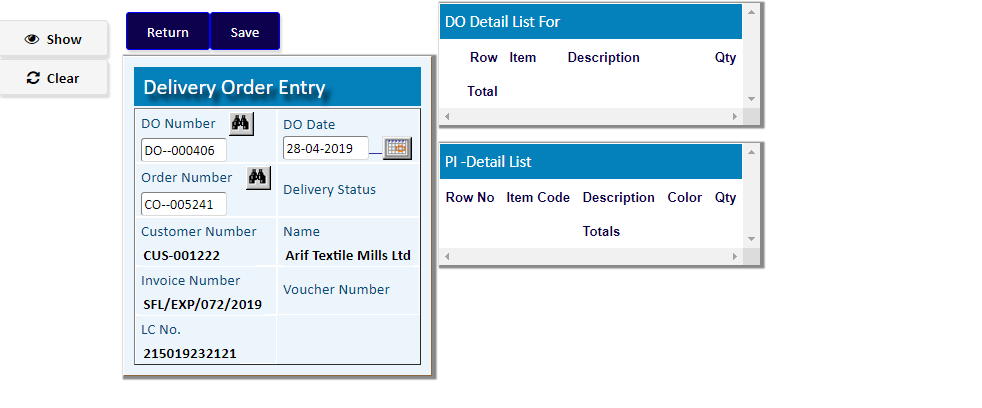
**Accounts Part**

1. **Transfer TO A/R**

|  |  |
| --- | --- |
| **Step 1** | Main Menu (Home Icon) **> Financial Accounts>**  **Accounts Receivable >** Transfer TO A/R |
| **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. |

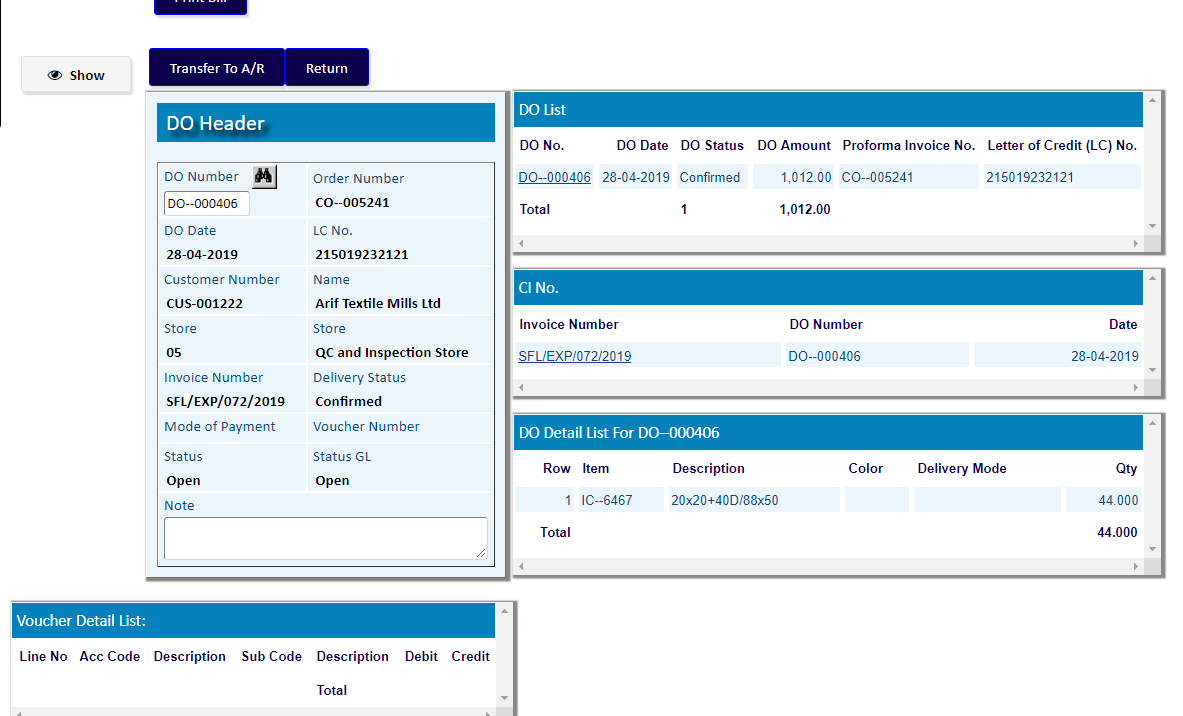
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1. Select a DO Number & an Order Number for the DO
2. Click **Save**
3. Click on **Return** button.

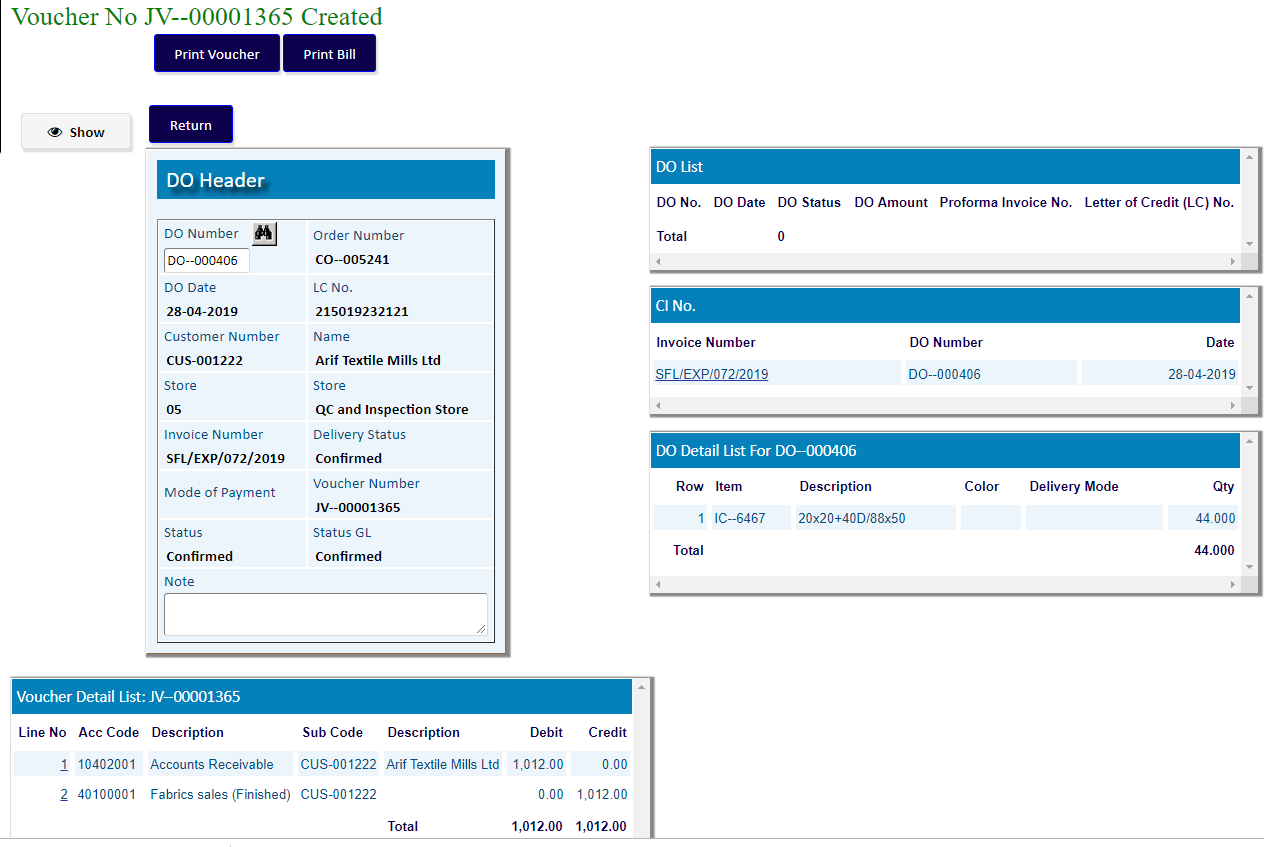


After Clicking on **Return** button of **Delivery Order Entry** screen,

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

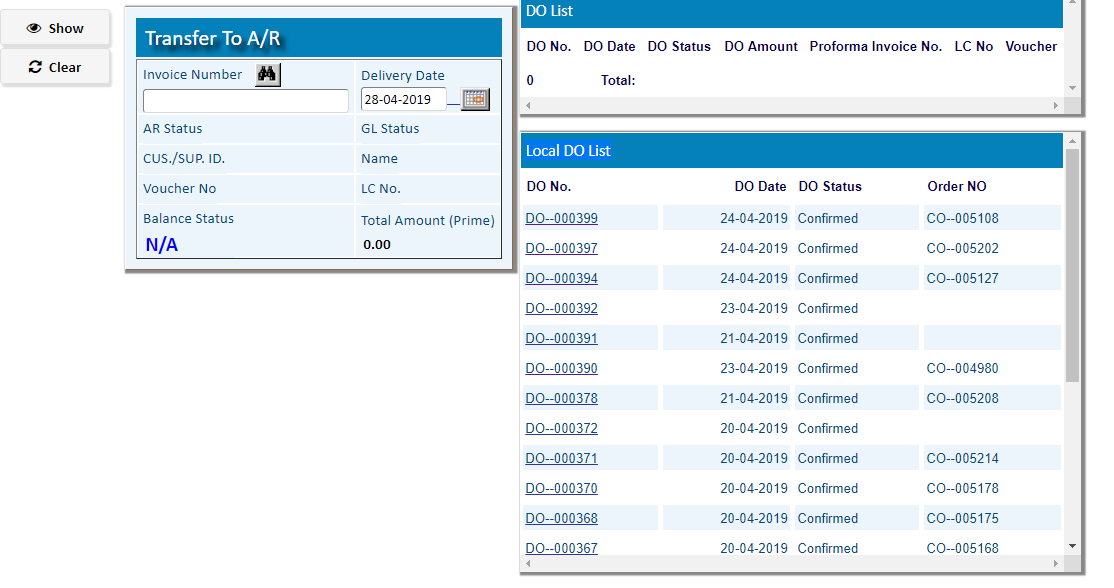


A voucher of the DO has been generated.

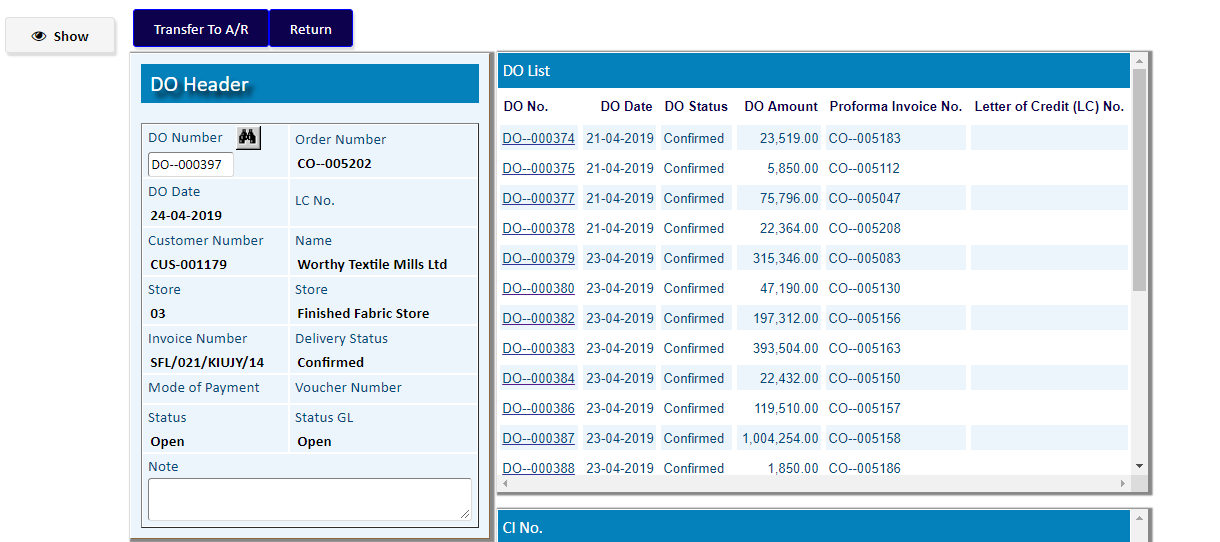


To transfer to A/R For a Local DO :

1. Pick a DO Number from the side list of **Local DO List**

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

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