

18	Cart	Optional	It is a grouping field that is used as a basket to accumulate similar transactions. For example, it is possible to create a cart to collect transactions for specific shipment or a project
----	------	----------	---

## 2 Voucher Preparation

Broadly speaking there are four ways of voucher preparation in the CNET ERP – automatic voucher preparation, using custom interface, using line item voucher preparation form and using non-line item preparation form.

In the case of automatic voucher preparation, there is no visual interface that will be used to prepare the vouchers. Instead, vouchers are prepared automatically by the system. This can be used to prepare vouchers such as accrual voucher, overtime voucher, most summary vouchers and etc.

As mentioned earlier we have two major categories of vouchers – lineitem vouchers and non-lineitem vouchers. The forms used to prepare lineitem vouchers is different from the non-lineitem vouchers preparation form. In this section we will discuss the two categories of voucher preparation forms and their building blocks.

The CNET ERP also uses custom forms to prepare vouchers when preparing vouchers such as VAT declaration voucher, evaluation sheet voucher, etc.

Even if there are more than hundred vouchers types under the CNET ERP, in addition to the above option only two forms are used to prepare the vouchers. The forms that are used to prepare the vouchers behave differently according to the setting that is defined for the voucher under preparation.

### 2.1 Lineitem Voucher Preparation Form

Generally speaking, the lineitem voucher preparation form has similar shape as that of the non-lineitem voucher preparation form except the additional components on the lineitem preparation form such as Serial Number, Weight Bridge, store information, etc. The following screenshot shows a typical lineitem voucher preparation form:

Voucher Document Browser

New (F4) Save (F5) Label Preview Refresh

Customer: Abenezer TIN: 000000000-12 Telephone: Sales Agent: ADANE GIRMA BAYISA TIN: 4443334343

Direct Preforma Voucher Presales Voucher Sales Order Voucher Cash Sales Voucher

Article: UOM: Description: Category: Location:

Add Remove

Article Code	Article Name	U.Price	Qty	Total Amount	Tax Amount
5004	CAPPUCCINO TALL	28.33	1	28.33	4.25
15010010	FOOD COLOUR (RED)	20.00	3	60.00	9.00

TEST NUMBER: \* Sub Total: 88.33 Additional Charge: 0.00 Discount: 0.00 VAT [15 %]: 88.33 13.25 Grand Total: 101.58

Record 2 of 2

## 2.2 Screen Elements of Lineitem Vouchers

The screenshot shows a software interface for creating a Lineitem Voucher. The screen is divided into several sections, each highlighted by a red box and numbered 1 through 7.

- 1**: Points to the top navigation bar containing "Voucher" and "Document Browser".
- 2**: Points to the toolbar buttons: New (F4), Save (F5), Label, Preview, and Refresh.
- 3**: Points to the customer and sales agent selection fields.
- 4**: Points to the product entry section, including fields for Article, UOM, Description, Category, Location, and buttons for Add and Remove.
- 5**: Points to the product grid table showing two items:

Article Code	Article Name	U.Price	Qty	Total Amount	Tax Amount
5004	CAPPUCCINO TALL	28.33	1	28.33	4.25
1501 0010	FOOD COLOUR (RED).	20.00	3	60.00	9.00

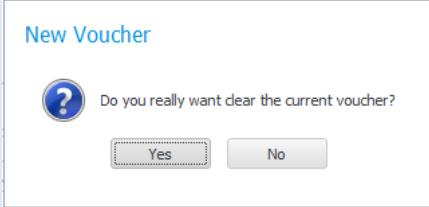
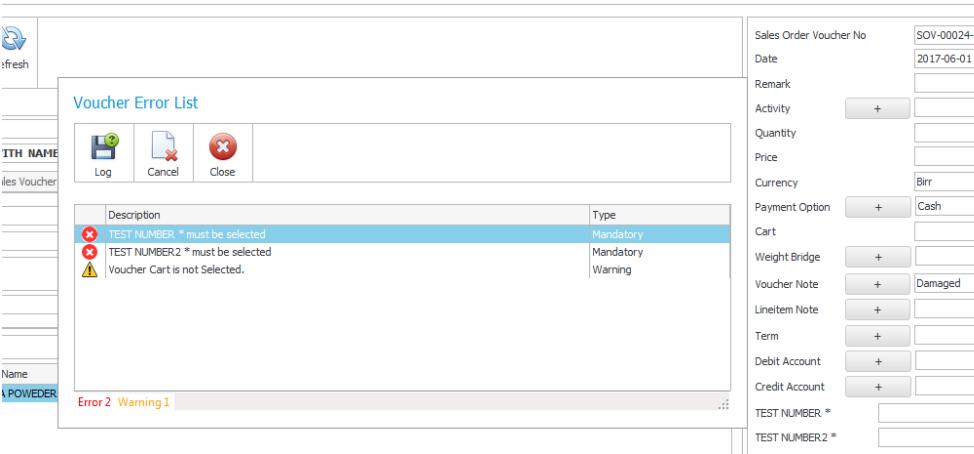
- 6**: Points to the bottom right corner of the main data area, which contains a summary table.
- 7**: Points to the right panel containing voucher details and a summary table.

**Sales Order Voucher No:** SOV-00025-17  
**Date:** 2017-06-03  
**Remark:**   
**Activity:**  +   
**Quantity:**  1   
**Price:**   
**Currency:** Birr   
**Payment Option:**  + Cash   
**Cart:**   
**Serial Number:**  +   
**Weight Bridge:**  +   
**From Store:**  +   
**To Store:**  +   
**Voucher Note:**  + Damaged   
**Lineitem Note:**  +   
**Term:**  +   
**Presales Voucher:**   
**TEST NUMBER \***   
  
**Sub Total:**  88.33  
**Additional Charge:**  +  0.00  
**Discount:**  +  0.00  
**VAT [15 %]:**  88.33  13.25  
**Grand Total:**  101.58

SN	Label	Item	Description
1	1	Command bar	This section contains buttons to create new voucher, save existing voucher, print preview voucher or refresh the voucher creation form.
2	2	Involved Bodies	This section contains the customer and the employee information. As the customer/consignee and employee are selected, the system displays their details in the box next to the selection combo box.
3	3	Internal Reference Tabs	These tabs helps to select vouchers from which the new voucher is going to be prepared. Direct represents preparing the voucher from scratch.
4	4	LineItem Selection	This section is used to select or remove articles that will be added as lineitem to be transacted by the current voucher transaction.
5	5	LineItem Collector	This is a grid that will contain the article code, article name, unit price, quantity, total amount and tax amount values of each of the line items to be transacted by the current voucher.
6	6	Totals Section	This section contains the summary information. It contains the Subtotal, Additional Charge, Discount, VAT and Grand Total values of the transaction under execution.
7	7	Other Information	This section contains a wide variety type of information such as voucher number, date, voucher remark, Voucher Note, LineItem Note, Term, etc.

The following table contains the description of each of the lineitem voucher preparation form:

Sn	Item	Description
1	New	This button is used to create new voucher. If another voucher is under preparation, the system prompt whether to save or discard the voucher being prepared by displaying a dialog box.

		 <p><b>Remark:</b> Unless the previously started voucher is saved the system will not change the voucher number for the current voucher.</p>
2	Save	<p>This button is used to save the voucher. As the user click the save button the system will validate the data and displays any error or any mandatory or optional data that is required before saving the voucher as shown in the following screenshot:</p>  <ul style="list-style-type: none"> <li>▪ If the user tries to cancel the message while there are mandatory data requirements, the system will cancel the saving process</li> <li>▪ If the user selects the Log button, the system will save the error in the system log.</li> <li>▪ You can click the close button and supply the required data.</li> </ul> <p><b>Remarks:</b></p> <ol style="list-style-type: none"> <li>1. The system allows saving a voucher while there are messages of type Warning. For example, it is possible to save the above voucher without providing cart information.</li> <li>2. The system displays a confirmation message when the voucher is saved successfully as shown in the following screenshot:</li> </ol>

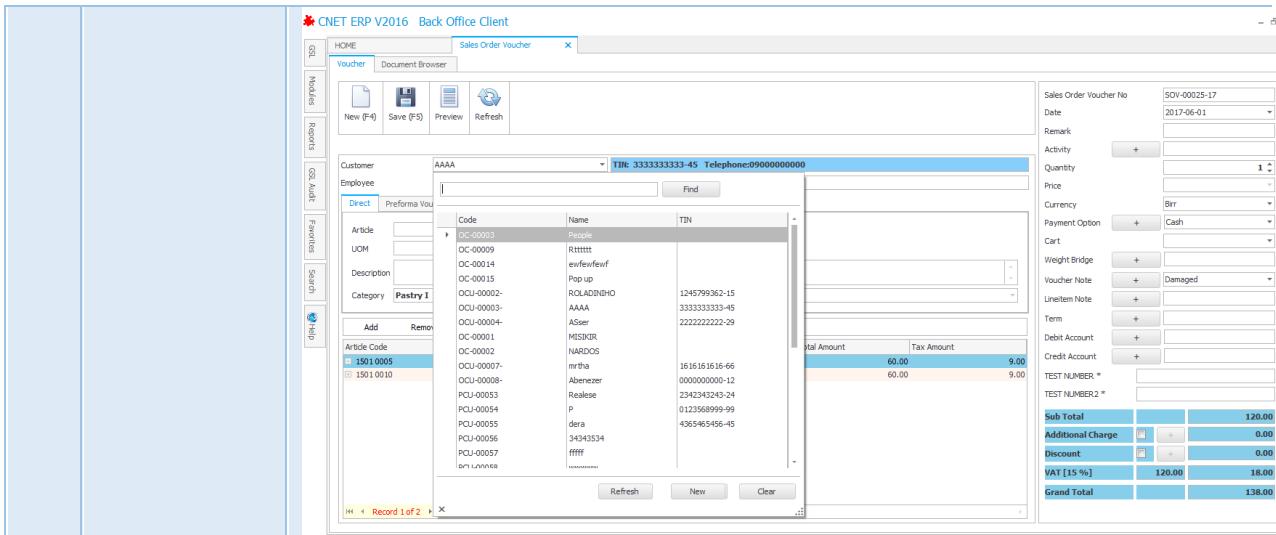
		<table border="1"> <tr><td>TIN: 0000000000-12 Telephone:</td></tr> <tr><td>TIN: 1234567890</td></tr> <tr><td>User Cash Sales Voucher</td></tr> <tr><td colspan="2" style="text-align: center;"> <b>Congratulations!</b>   Voucher Saved Successfully!  <input type="button" value="OK"/> </td></tr> <tr> <td>Quantity</td> <td>1</td> </tr> <tr> <td>Price</td> <td></td> </tr> <tr> <td>Currency</td> <td>Birr</td> </tr> <tr> <td>Payment Option</td> <td>Cash</td> </tr> <tr> <td>Cart</td> <td>pppp</td> </tr> <tr> <td>Weight Bridge</td> <td></td> </tr> <tr> <td>Voucher Note</td> <td>Damaged</td> </tr> <tr> <td>Lineitem Note</td> <td></td> </tr> <tr> <td>Term</td> <td></td> </tr> <tr> <td>Debit Account</td> <td></td> </tr> <tr> <td>Credit Account</td> <td></td> </tr> <tr> <td>TEST NUMBER *</td> <td>42432424242</td> </tr> <tr> <td>TEST NUMBER2 *</td> <td>4242432</td> </tr> </table>	TIN: 0000000000-12 Telephone:	TIN: 1234567890	User Cash Sales Voucher	<b>Congratulations!</b> Voucher Saved Successfully! <input type="button" value="OK"/>		Quantity	1	Price		Currency	Birr	Payment Option	Cash	Cart	pppp	Weight Bridge		Voucher Note	Damaged	Lineitem Note		Term		Debit Account		Credit Account		TEST NUMBER *	42432424242	TEST NUMBER2 *	4242432
TIN: 0000000000-12 Telephone:																																	
TIN: 1234567890																																	
User Cash Sales Voucher																																	
<b>Congratulations!</b> Voucher Saved Successfully! <input type="button" value="OK"/>																																	
Quantity	1																																
Price																																	
Currency	Birr																																
Payment Option	Cash																																
Cart	pppp																																
Weight Bridge																																	
Voucher Note	Damaged																																
Lineitem Note																																	
Term																																	
Debit Account																																	
Credit Account																																	
TEST NUMBER *	42432424242																																
TEST NUMBER2 *	4242432																																

3. After saving the document the system will display the voucher in print preview format to let the user print the voucher:

<b>CNET Software Technologies PLC Quality and Assurance</b> <b>TIN: 0000000000 VAT: 8788777777</b>		<b>CNET Software Technologies PLC Quality and Assurance</b> Tel: Fax: Web: E-Mail: POBox:												
<b>Sales Order Voucher</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">To Abenezer, TIN No 0000000000-12 TIN. 1234567890 Address Tel. TEST NUMBER 42432424242 TEST NUMBER2 4242432 Remark</td> <td style="width: 50%;">Voucher No SOV-00024-17 Date Thursday, June 01, 2017 Cart pppp Store</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SN</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COCOA POWEDER.</td> <td>1.000</td> <td>KG</td> </tr> </tbody> </table> </td> </tr> </table>		To Abenezer, TIN No 0000000000-12 TIN. 1234567890 Address Tel. TEST NUMBER 42432424242 TEST NUMBER2 4242432 Remark	Voucher No SOV-00024-17 Date Thursday, June 01, 2017 Cart pppp Store	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SN</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COCOA POWEDER.</td> <td>1.000</td> <td>KG</td> </tr> </tbody> </table>		SN	Description	Quantity	Unit	1	COCOA POWEDER.	1.000	KG	
To Abenezer, TIN No 0000000000-12 TIN. 1234567890 Address Tel. TEST NUMBER 42432424242 TEST NUMBER2 4242432 Remark	Voucher No SOV-00024-17 Date Thursday, June 01, 2017 Cart pppp Store													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SN</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COCOA POWEDER.</td> <td>1.000</td> <td>KG</td> </tr> </tbody> </table>		SN	Description	Quantity	Unit	1	COCOA POWEDER.	1.000	KG					
SN	Description	Quantity	Unit											
1	COCOA POWEDER.	1.000	KG											
<b>Purpose :</b> Damaged <b>Payment Method:</b> Cash														

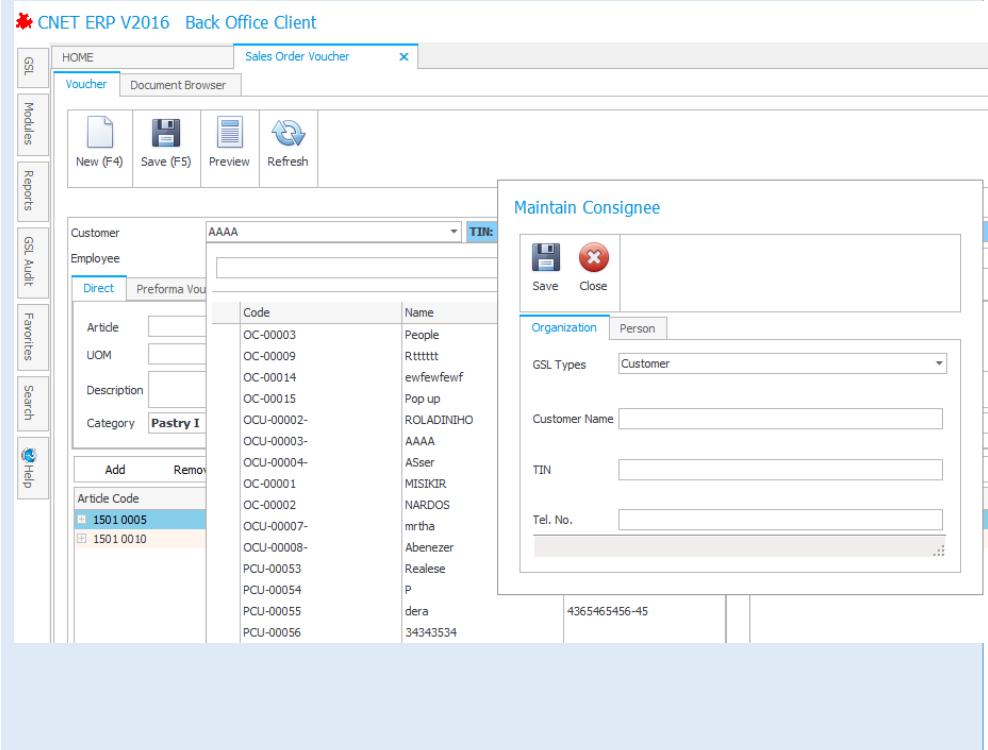
	Attach File	This button is used to attach any file with the voucher under preparation. This button will be displayed when “Enable Attachment” voucher property is set to true.
3	Label	This button is used to print label for the given transaction.
3	Preview	This button is used to print preview the voucher being prepared as shown in the following screenshot:

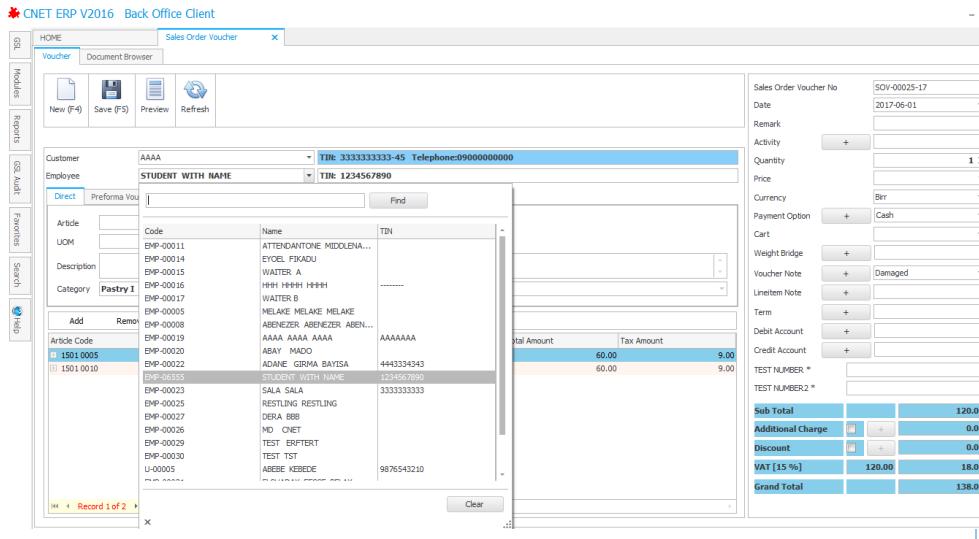
		<p style="text-align: center;"><b>CNET Software Technologies PLC Quality and Assurance</b></p> <p style="text-align: center;">TIN : 0000000000 VAT : 8788777777</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">           To        AAAA            TIN No    333333333345            Address   Tel. 0900000000            Ref.            Remark         </td> <td style="width: 50%;">           Voucher No    SOV-00025-17            Date              Thursday, June 01, 2017            Cart            Store         </td> </tr> <tr> <td colspan="2" style="text-align: right; padding-right: 10px;">           Quantity      Unit            3                KG            3                Mete.         </td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;"> <b>Purpose :</b> Damaged  <b>Payment Method:</b> Cash         </td> </tr> </table> <p style="text-align: center; font-size: 2em; opacity: 0.5;">NOT VALID</p>	To        AAAA TIN No    333333333345 Address   Tel. 0900000000 Ref. Remark	Voucher No    SOV-00025-17 Date              Thursday, June 01, 2017 Cart Store	Quantity      Unit 3                KG 3                Mete.		<b>Purpose :</b> Damaged <b>Payment Method:</b> Cash	
To        AAAA TIN No    333333333345 Address   Tel. 0900000000 Ref. Remark	Voucher No    SOV-00025-17 Date              Thursday, June 01, 2017 Cart Store							
Quantity      Unit 3                KG 3                Mete.								
<b>Purpose :</b> Damaged <b>Payment Method:</b> Cash								
4	Refresh	This command button is used to reload elements that are required to prepare vouchers this includes required GSL such as articles, customer, employees, reference documents, etc. The user is expected to press this button to get articles, customers, employees, or any other data that is newly created or being updated after the voucher creation form is loaded.						
5	Customer/Other Consignee x	This combo box is used to select the registered consignee from the system. This consignee is considered as the main consignee that is involved in the transaction. As the user click the drop down arrow to the right of the combo box, the system displays the list of registered customers as shown in the following screenshot:						



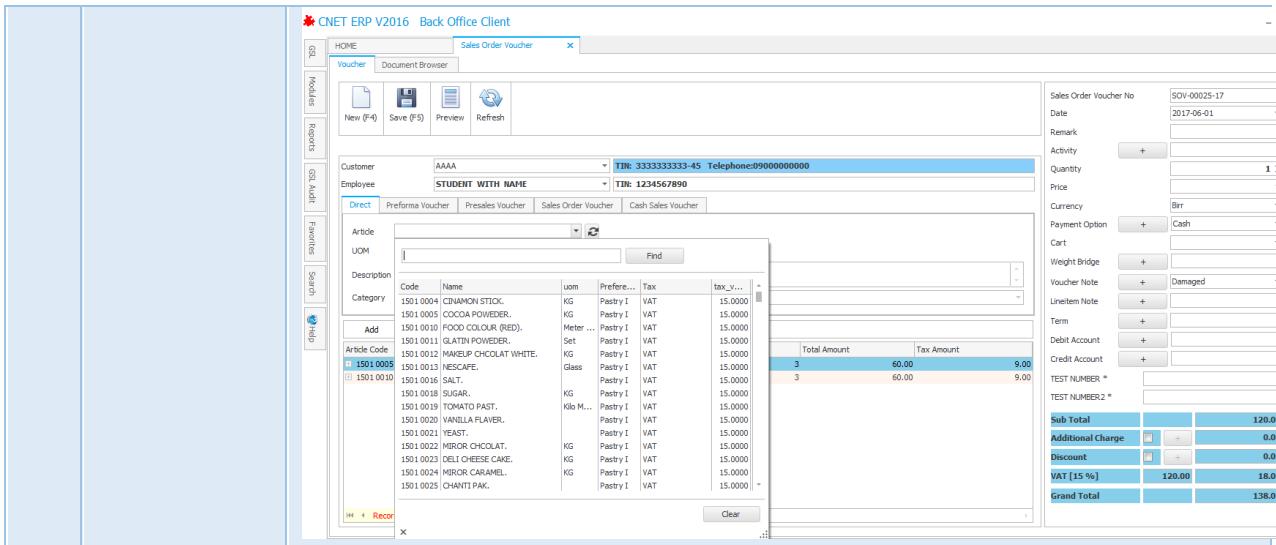
The user can do one of the following to select the consignee:

1. Use the scrollbar to get the specific consignee
2. Type the first few letter of the consignee code, name or TIN. As the user types the first few characters of the code, name or TIN, the system will filter the list by the provided characters.
3. The user can also click the **New** button to register a new customer with the basic customer information as shown in the following screenshot:



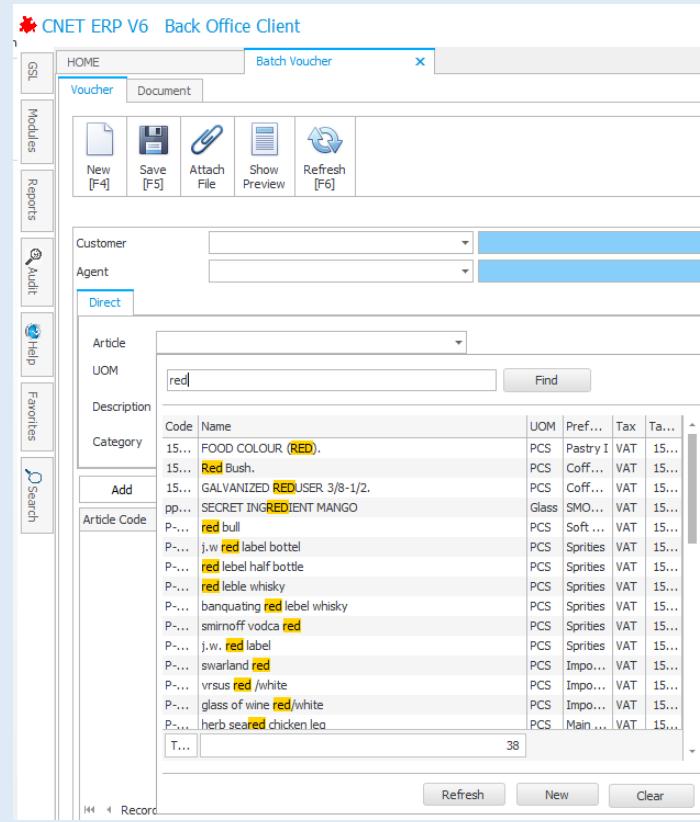
	Agent	<p>This combo box is used to select the registered agent from the system. The agent is usually an employee, which is considered as the employee in charge of the transaction under process. As the user click the drop down arrow to the right of the combo box, the system displays the list of registered agents/employees as shown in the following screenshot:</p>  <p>The user can do one of the following to select the employee:</p> <ol style="list-style-type: none"> <li>1. Use the scrollbar to get the specific employee</li> <li>2. Type the first few letter of the employee code, name or TIN in the Find box as shown on the following screenshot:</li> </ol>
--	-------	--

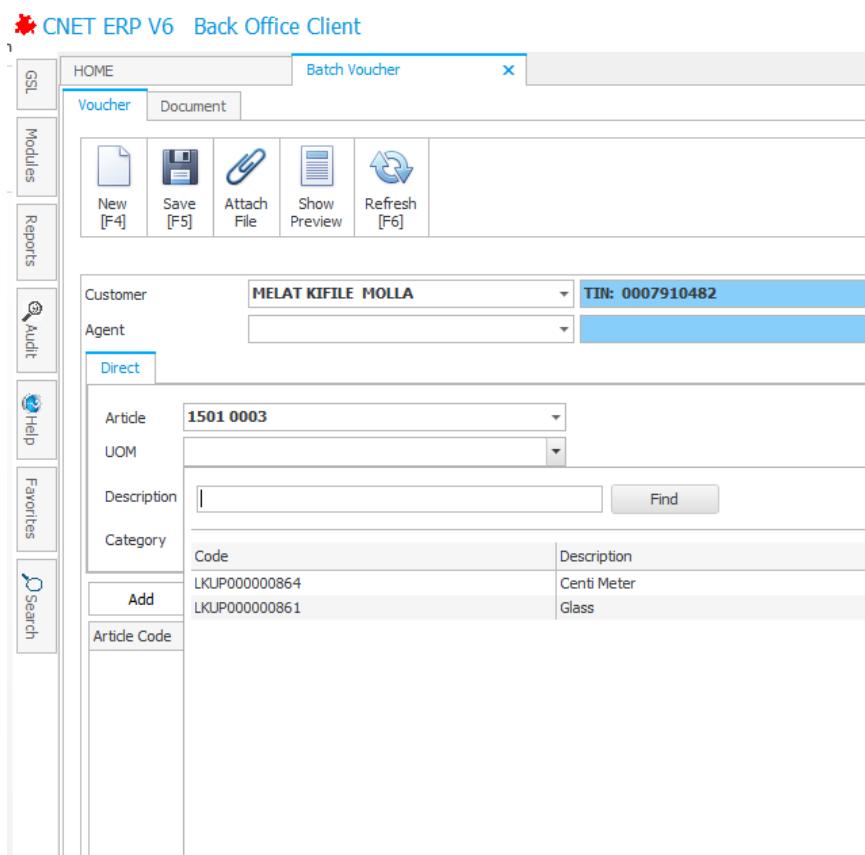
		<p>The screenshot shows the 'Batch Voucher' screen in the CNET ERP V6 Back Office Client. On the left, there's a vertical toolbar with icons for New [F4], Save [F5], Attach File, Show Preview, and Refresh [F6]. Below that is a navigation bar with links for HOME, Voucher (which is selected), Document, and a search bar. The main area has dropdown menus for Customer and Agent. A search bar contains the text 'geta'. To the right is a table with columns: Code, Name, TIN, and Telephone. The table lists several entries, all of which have 'Geta' highlighted in yellow. The first entry is 'Getaw Dejene' with code 1002. Other entries include 'Eleni Mulugeta' (code 402), 'Dawit Getachew Admassu' (code 424), 'Tigist Getachew W/Yes' (code E-0006), 'Zemedikun Mulugeta Mogesa' (code E-0012), 'Mulugeta Negatu Kabthiymer' (code E-0014), 'Dawit Getachew Admassu' (code E-0032), 'Mihret Getahun Aboye' (code E-0068), and 'Tewodros Ergete Getahun' (code E-0085). The total number of results is 9.</p>
6	Article	<p>This combo box is used to select the article that is going to be used as a lineitem of the voucher. As the user click the drop down arrow to the right of the combo box, the system displays the list of registered articles as shown in the following screenshot:</p>

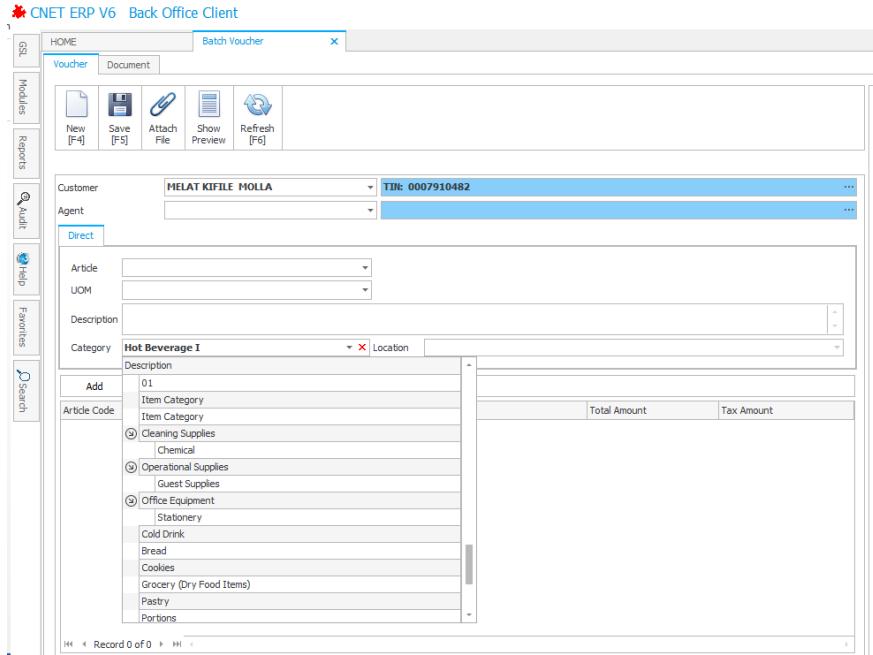


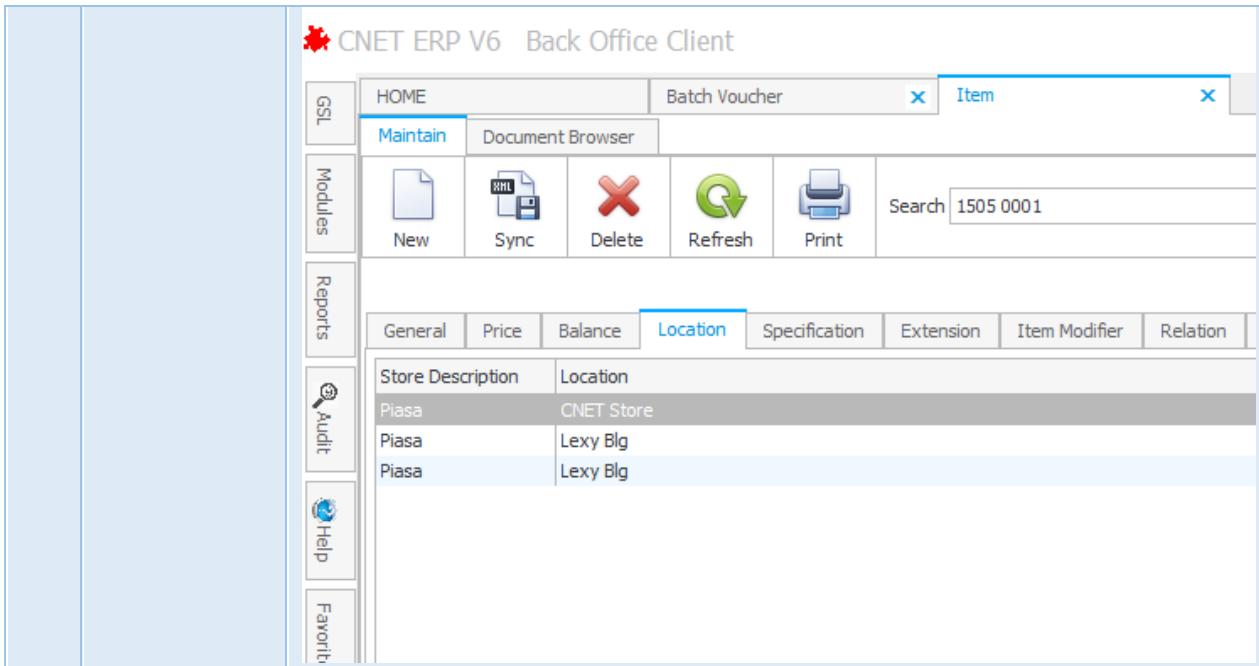
The user can do one of the following to select the article:

1. Use the scrollbar to get the specific article
2. Type the first few letter of the article code, name, uom, preference, tax, or tax value as shown on the following screenshot:

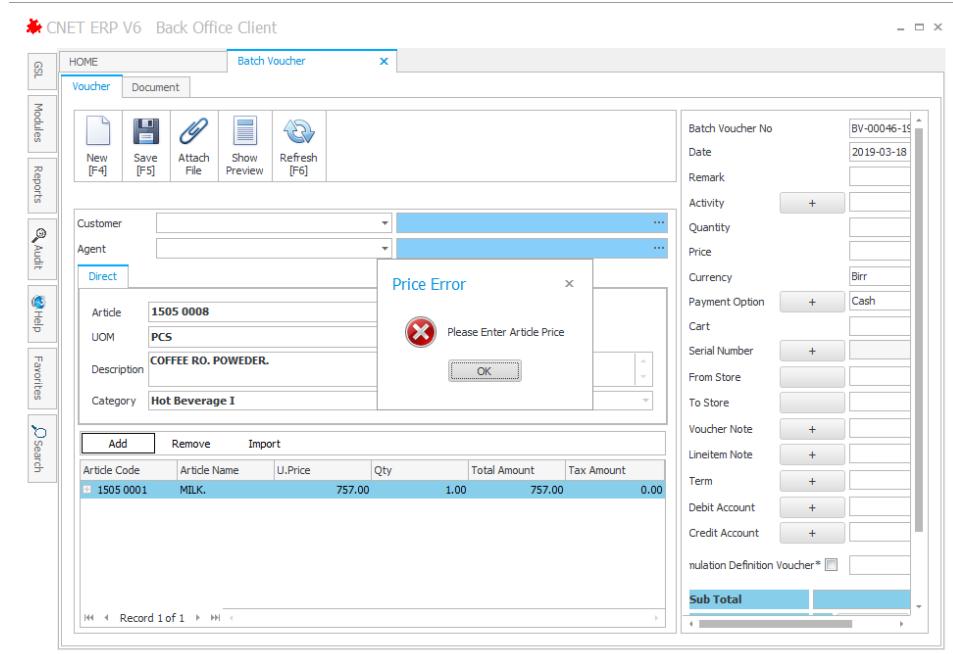


		<p>As the user types few characters of the article code, name, uom, preference, tax, or tax value the system will filter the list by the provided characters.</p> <p><b>Remark:</b> The refresh button  to the right of the article combo box is used to reload articles i.e. to get articles maintained by other users of the system.</p>
7	UOM	<p>UOM stands for Unit of Measure. This field is used to show the unit of measure that is used for the selected article. As the article is selected the system will fill this field with the default UOM value. When the drop down arrow is selected, the system displays the list of UOM of the specific article as shown on the following screenshot:</p> 
8	Description	This field represents the name of the article. As the article is selected, the name of the article will be automatically filled in the description field.
9	Category	This field contains the category to which the article belongs. As the article is selected, its category will be filled in the category field. If the user selects the

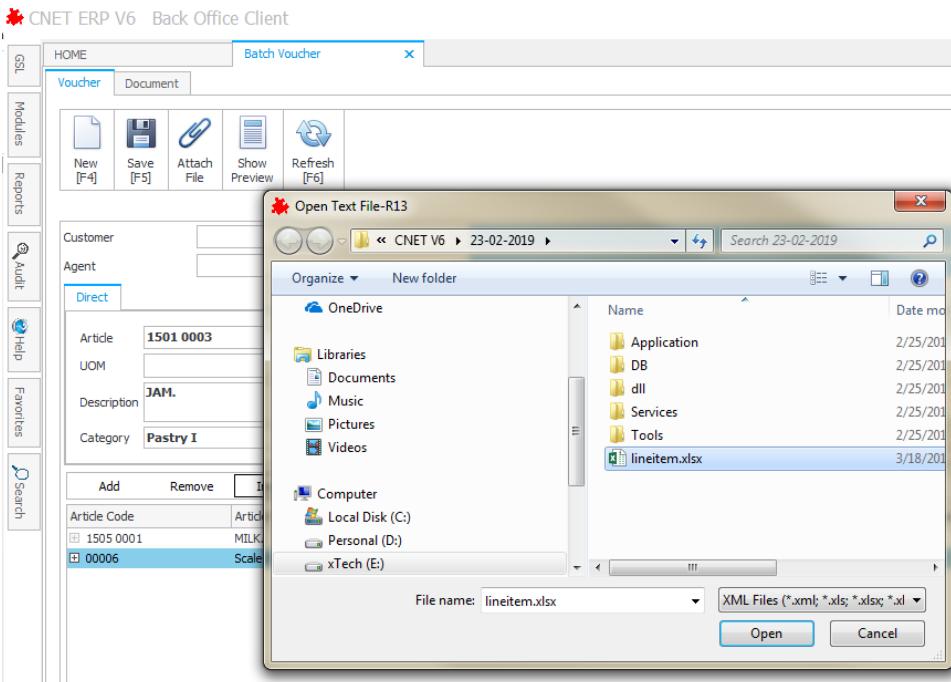
		<p>category, the system will load the article field with the list of articles from the selected categories after requiring the user for the confirmation.</p> 
10	Location	<p>Remark: The ca</p> <p>This is the physical location at which the given article can be found. The location is maintained under the Location tab of the Back Office Client system as shown on the following screenshot:</p>



- 11 Add This command button is used to add the given selected article into the lineItem collection grid. If a user tries to add the line item without the price, the system will display an error message as shown on the following screenshot:



		<b>Remark:</b> If the article that is selected is already in the line item grid, the system will affect only the quantity i.e. it increments the quantity by the value supplied in the Quantity field of the selected article.
12	Remove	This command button is used to remove the given selected lineitem from the lineItem collection grid. To remove a line item you can select the line item and click the <b>Remove</b> button.
13	Import	This button is used to import line items from external files such as MS Excel. When you click the Import button, the system displays the file selection window as shown on the following screenshot:



**Remark:** The line item list must be prepared in the following format (four columns containing article Code, name, unit price, and quantity):

<b>Remark:</b>						
<ol style="list-style-type: none"> <li>1. The article information must exist in the database i.e. code and name.</li> <li>2. The file containing the line items must be closed while importing the data.</li> <li>3. If the item already exists, it increments the quantity by the quantity in the file.</li> </ol>						
13	Article Code	It is the unique identifier of the article being transacted.				
14	Article Name	It is the name of the article being transacted.				
15	U.Price	It is the unit price of the article being transacted.				
16	Qty	This is the quantity of the article being transacted.				
17	Total Amount	This is the total amount of the article being transacted. It is calculated as the product of the U.Price and Qty values.				
18	Tax Amount	It is the calculated tax amount from the transaction of the given article. The tax amount can be calculated based on the tax priority setting of the voucher. The tax priority can be given to the voucher, the article or the selected consignee with the index 1. If the “Value is Tax Inclusive” setting of the voucher is set to true, the tax will be extracted from the price and the remaining part will be kept as unit price.				

		<p><b>Remark:</b> The screenshot below shows the tax settings of the voucher:</p> <table border="1"> <thead> <tr> <th>Setting</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Enable Flexible Tax</td> <td>False</td> </tr> <tr> <td>Tax Priority</td> <td>Consignee</td> </tr> <tr> <td>Value is Tax Inclusive</td> <td>False</td> </tr> <tr> <td>Voucher Tax Type</td> <td>VAT</td> </tr> <tr> <td>Withholding Type</td> <td>NotApplicable</td> </tr> </tbody> </table>	Setting	Value	Enable Flexible Tax	False	Tax Priority	Consignee	Value is Tax Inclusive	False	Voucher Tax Type	VAT	Withholding Type	NotApplicable
Setting	Value													
Enable Flexible Tax	False													
Tax Priority	Consignee													
Value is Tax Inclusive	False													
Voucher Tax Type	VAT													
Withholding Type	NotApplicable													
19	Voucher No.	This is the unique identifier of the voucher. It is generated as voucher is created but the final value depends on other transactions carried out through the given voucher type within the timeframe of the preparation and saving of the voucher.												
20	Date	It is the date of issuance of the voucher. Unless Flexible Date option is set to true this field will contain the current date of the system. If “Flexible Date” option is set to true, the user can enter date value or click the drop down arrow next to the Date field and select a date from the date picker as shown on the following screensot:												

21	Remark	This is any textual description regarding the voucher being prepared.
22	Activity	<p>This field is used to select the activity that is being carried out. As the user selects the + sign, the system displays the list of operations defined for the given voucher as shown on the following screenshot:</p> <p>The Activity/Workflow pop-up window has the following elements:</p> <ul style="list-style-type: none"> <li><b>SN</b> – It is a running number that uniquely identify each of the activities that could potentially be performed.</li> <li><b>Activity</b> – This is the name of the activity that can be done on the given voucher such as Prepared, Removed, Transferred, etc.</li> </ul>

		<p><b>Owner</b>- This refers to the logged in user who is going to perform the given activity.</p> <p><b>Date</b> – It is the date on which the operation is going to be done. By default this is the current date value.</p> <p><b>Device</b> – It is the device from which the given activity is going to be done.</p> <p><b>Org Unit</b> – it is the organization unit to which the operator of the voucher belongs to.</p> <p>The list contains all the activities that are maintained in the Workflow of the voucher setting as shown on the following screenshot:</p> <table border="1"> <thead> <tr> <th>SN</th> <th>Description</th> <th>Has Issuing...</th> <th>Is Manual</th> <th>Object State</th> <th>Required Time</th> <th>TimeFactor</th> <th>Index</th> <th>Max Repeated</th> <th>Sequence</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PREPARED</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>PREPARED</td> <td>0</td> <td>Week</td> <td>0</td> <td>1</td> <td><input type="checkbox"/></td> <td>1</td> </tr> <tr> <td>2</td> <td>JOURNAL</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>JOURNALIZED</td> <td>0</td> <td>Week</td> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> </tr> <tr> <td>3</td> <td>Edit</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>EDITED</td> <td>0</td> <td>Week</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>20</td> </tr> <tr> <td>4</td> <td>APPROVED</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>APPROVED</td> <td>0</td> <td>Week</td> <td>3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	SN	Description	Has Issuing...	Is Manual	Object State	Required Time	TimeFactor	Index	Max Repeated	Sequence	Remark	1	PREPARED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PREPARED	0	Week	0	1	<input type="checkbox"/>	1	2	JOURNAL	<input type="checkbox"/>	<input type="checkbox"/>	JOURNALIZED	0	Week	1	<input type="checkbox"/>	<input type="checkbox"/>	1	3	Edit	<input type="checkbox"/>	<input type="checkbox"/>	EDITED	0	Week	2	<input type="checkbox"/>	<input type="checkbox"/>	20	4	APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	APPROVED	0	Week	3	<input type="checkbox"/>	<input type="checkbox"/>	1
SN	Description	Has Issuing...	Is Manual	Object State	Required Time	TimeFactor	Index	Max Repeated	Sequence	Remark																																															
1	PREPARED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PREPARED	0	Week	0	1	<input type="checkbox"/>	1																																															
2	JOURNAL	<input type="checkbox"/>	<input type="checkbox"/>	JOURNALIZED	0	Week	1	<input type="checkbox"/>	<input type="checkbox"/>	1																																															
3	Edit	<input type="checkbox"/>	<input type="checkbox"/>	EDITED	0	Week	2	<input type="checkbox"/>	<input type="checkbox"/>	20																																															
4	APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	APPROVED	0	Week	3	<input type="checkbox"/>	<input type="checkbox"/>	1																																															
23	Quantity	This field contains the quantity value of the selected article before it is added into the lineitem grid. To modify the quantity value you can use the up and down arrows or you can type the quantity value directly.																																																							
24	Price	This field contains the unit price value of the selected article before it is added into the lineitem grid. The system displays the preset value and allows modification of the value if the <b>voucher→Property→Value Setting→Value Rule</b> is set to <b>Flexible</b> . When you click the drop down arrow next to the Price lable, the system displays the list of pre maintained prices as shown on the following screenshot:																																																							

Batch Voucher No: BV-00047-19

Date: 2019-03-19

Remark:

Activity: +

Quantity: 1

Price: 42.0000

SN	Description	Value
1	Normal Price	42.0000
2	Whole Sale	23.0000

**Remark:** Article prices are maintained under **GSL → Article → Item → Price**  
**→ Value** tab of the **Back Office Client** system as shown on the following screenshot:

Description	Value	Currency	Is Default	Tag Type	priority	Price Tag	Remark
Normal Price	42.0000	Birr	<input checked="" type="checkbox"/>		0		
Whole Sale	23.0000	Birr	<input type="checkbox"/>		0		

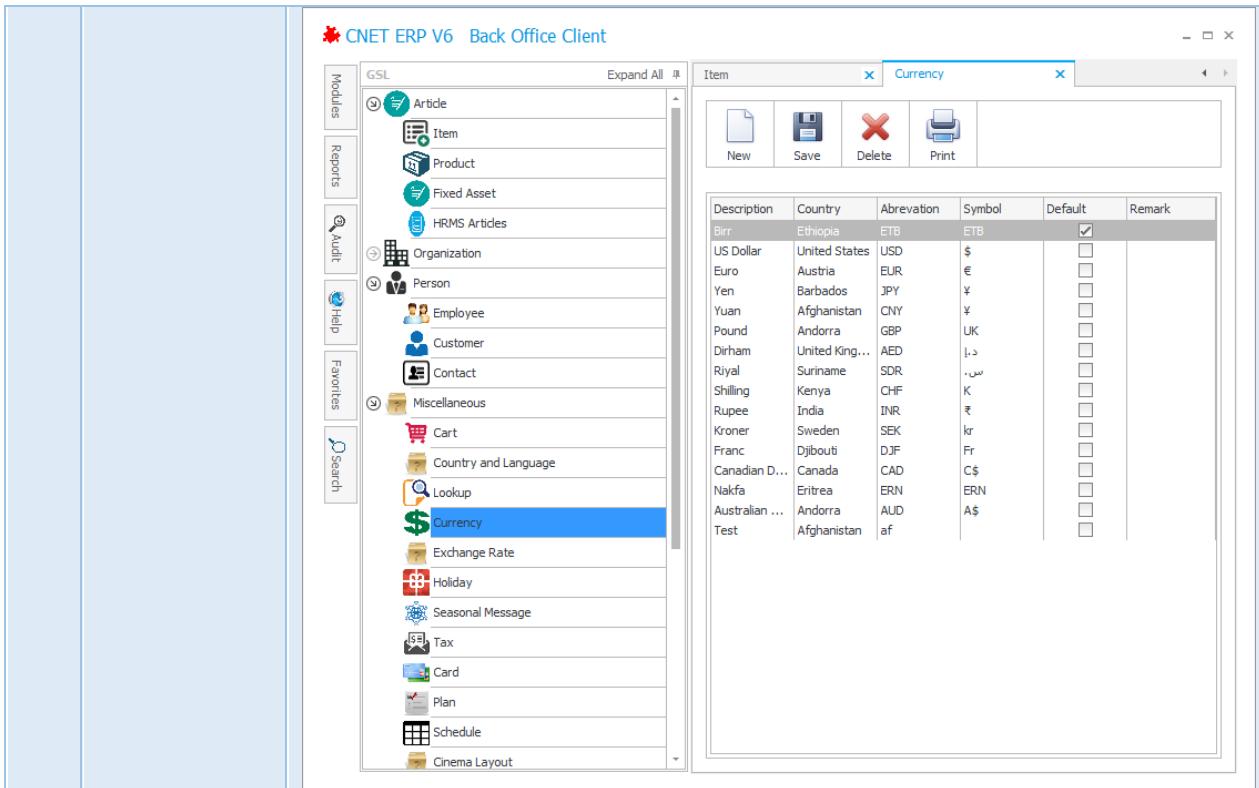
25	Currency	This field contains the currency type that will be used for the given voucher transaction. The system fills the default currency as the voucher preparation form is loaded. As the user selects the down drop arrow to the right of the currency
----	----------	--

combo box, the system displays the currency types list as shown in the following screenshot:

The screenshot shows a software interface with a currency selection dropdown on the right. The dropdown is titled 'Currency' and lists various currencies: Birr, US Dollar, Euro, Yen, Yuan, Pound, Dirham, Riyal, Shilling, Rupee, Kroner, Franc, Canadian Dollar, and Australian Dollar. 'Birr' is selected. On the left, there is a table with columns 'Total Amount' and 'Tax Amount'. The table has two rows, both showing values of 3 and 60.00 respectively, with a tax amount of 9.00.

	Total Amount	Tax Amount
3	60.00	9.00
3	60.00	9.00

**Remark:** The currency options are maintained under **GSL→Miscellaneous → Currency** section of the Back Office client as shown on the following screenshot:



26	Payment Option	<p>This is used to set the payment type that will be used to make the transaction under progress. The user can select the drop down arrow and choose the payment type. The list of payment types are maintained <b>GSL → Miscellaneous → Lookup → Voucher → Payment Method</b> section of the <b>Back Office Client</b> system. For payment types other than cash, the user may be forced to click the + sign to provide further payment related information as shown in the following screenshot:</p>
----	----------------	--

**Sales Order Voucher**

**Non Cash Payment**

**Receive**

Reference No	SOV-00025-17	Currency	Birr
Received From	AAAA	Received Amount	138.00
Payment Method	Check	Received Date	6/1/2017
Bank		Maturity Date	
Number		Remark	

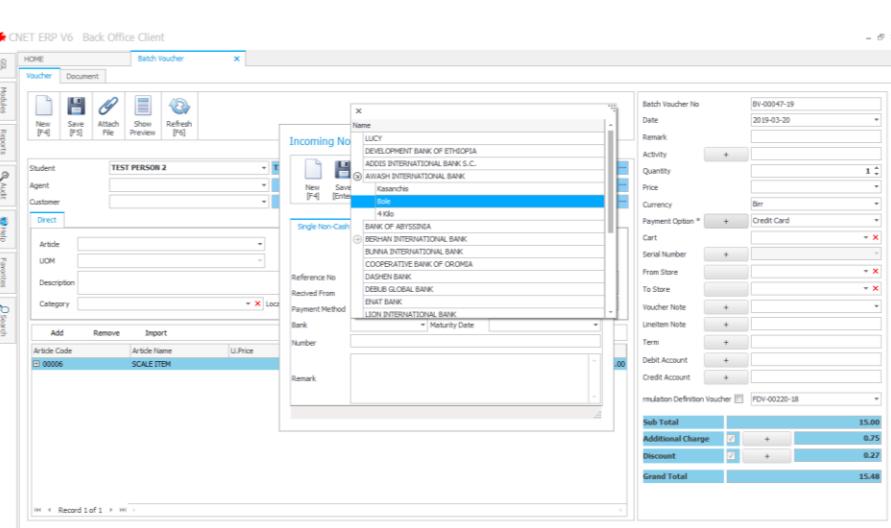
**Sub Total** 120.00  
**Additional Charge** 0.00  
**Discount** 0.00  
**VAT [15 %]** 120.00 18.00  
**Grand Total** 138.00

**Reference No** - This is a reference to the voucher through which the transaction is carried out. This field is automatically filled taking the voucher number of the voucher under preparation.

**Received From** - This is the reference to the payee or payer of the non-cash payment. The consignee here can be the voucher's main consignee or a different consignee. The voucher's main consignee will appear as the default value.

**Payment Method** - This tells the type of payment method used such as check, CPO, credit card, etc. It contains a reference to a lookup object. The default value is the one that is selected to the right of the voucher under the Payment Option field.

**Bank** - This is a reference to the bank or bank branch or the card issuing organization. When the user click the drop down arrow, the system displays the list of branches grouped by their respective bank as shown on the following screenshot:



Notice: Bank is maintained under **System Settings → Company Settings**  
**→ Organization Unit tab of the Server Management System.**

**Number** - This is a unique identifier of the payment document such as the check number, CPO number or the payment card number.

**Currency** – This is the type of currency used for the payment. The default currency will appear as the form loads. Currency types are maintained under **GSL→Miscellaneous→Currency** section of the **Back Office Client**.

**Received Amount** - This attribute shows the total amount transacted through the specific non-cash transaction means. Even if it is possible to modify the value, the system calculates the total amount and displays in this field by default.

**Received Date** - This attribute shows the date of receiving of the non-cash transaction document. The current date and time is the default value for this field.

**Maturity Date** - This attribute contains the date on which the amount can be collected from the Bank. The user can click the drop down arrow to select value as shown on the following screenshot:

The screenshot shows the 'Incoming Non Cash Payment' window in the CNET ERP V6 Back Office Client. The window has tabs for 'Single Non-Cash Payment' and 'Multiple Non-Cash Payment'. It contains fields for Reference No (BV-00047-19), Received From (TEST PERSON 2), Received Date (3/20/2019 5:25:00 PM), Payment Method (Cheque), Bank, Number, and Remark. A calendar for Wednesday, March 20, 2019, is displayed. On the right side, there are sections for Batch Voucher No (BV-00047-19), Date (2019-03-20), Activity (+), Quantity (1), Price, Currency (Bir), Payment Option (+ Cheque), Cart, Serial Number, From Store, To Store, Voucher Note, LineItem Note, Term, Debit Account, Credit Account, and a note about 'imulation Definition Voucher FDV-00220-18'. At the bottom, there is a summary table with rows for Sub Total (15.00), Additional Charge (0.75), Discount (0.27), and Grand Total (15.48).

**Remark** - This field will contain any additional information required by the payment method.

**New** – This is a command button that is used to add a new payment document for the same voucher under preparation.

**Save** – This command button is used to save the payment document that is under preparation.

**Close** – this command button is used to close the Non-Cash payment document maintenance window.

27	Cart	<p>This is the category of the transaction. It is used to group transactions that are made because of the same reason such as consumptions or expenses for specific project or department, incomes from specific source, etc. As the user selects the down drop arrow, the system displays the list of carts as shown on the following screenshot:</p>
----	------	--

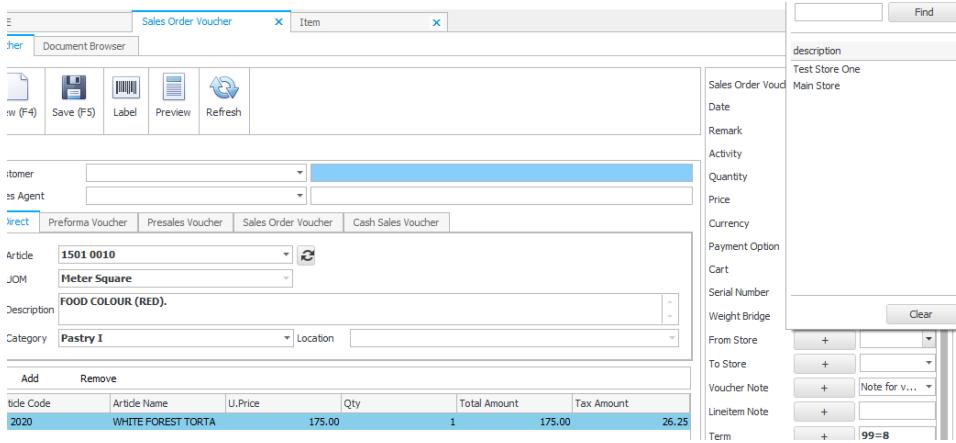
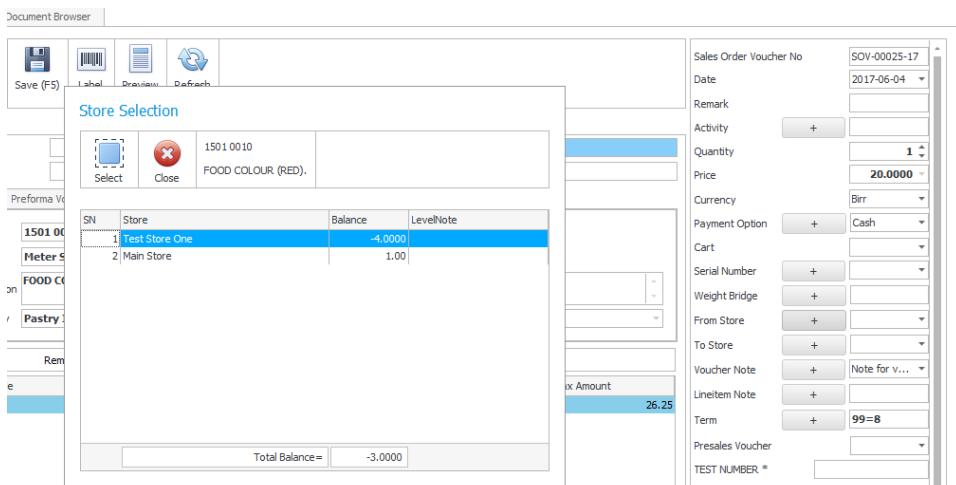
**Note:** The Carts are maintained under the **GSL → Miscellaneous → Cart** section of the **Back Office Client System**.

**Serial Code**

This is used to set value for serial codes, batch numbers, etc. As the user click the + sign, a screen for data entry will be displayed as shown on the following screenshot:

If the item has lifespan parameter as well, a dialog box that holds production and expiry date will also be displayed as shown on the following screenshot:

28	Weight Bridge	<p>It is used to maintain weight of a track before an item is loaded. This is used to get the net weight of each of the items under transaction. In order for this feature to operate, the system must be interfaced with the weight measuring scale.</p>

32	From Store	<p>This is the store from which the transaction is going to move items. When the user click the drop down arrow, the system displays the list of stores as shown on the following screenshot:</p>  <p><b>Remark:</b> if the user wants further information such as article balance at each of the stores, the user can click the + sign and see the balances as shown on the following screenshot:</p> 
33	To Store	<p>This is the store to which the transaction is going to move items. When the user click the drop down arrow, the system displays the list of stores as shown on the following screenshot:</p>

The screenshot shows the 'Sales Order Voucher' screen. The main area displays a single line item:

Article	1501 0010	UOM	Meter Square		
Description	FOOD COLOUR (RED).				
Category	Pastry I	Location			
Add	Remove				
Article Code	Article Name	U.Price	Qty	Total Amount	Tax Amount
2020	WHITE FOREST TORTA	175.00	1	175.00	26.25

Below the table, a message says "Record 1 of 1". On the right side of the screen, there are various input fields and dropdown menus for entering voucher details like Date, Activity, Quantity, Price, and Payment Option.

**Remark:** if the user wants further information such as article balance at each of the stores, the user can click the + sign and see the balances as shown on the following screenshot:

The screenshot shows the 'Sales Order Voucher' screen with a 'Store Selection' dialog box overlaid. The dialog lists the article '1501 0010 FOOD COLOUR (RED)' and shows its balance at different stores:

SN	Store	Balance	LevelNote
1	Test Store One	-4.0000	
2	Main Store	1.00	

At the bottom of the dialog, it says "Total Balance = -3.0000". The main voucher creation interface on the right shows the following details:

Sales Order Voucher No	SOV-00025-17
Date	2017-06-04
Remark	
Activity	+ [empty]
Quantity	1
Price	20.0000
Currency	Birr
Payment Option	+ Cash
Cart	
Serial Number	+ [empty]
Weight Bridge	+ [empty]
From Store	+ [empty]
To Store	+ [empty]
Voucher Note	+ Note for v... [dropdown]
Lineitem Note	+ [empty]
Term	+ 99=B
Presales Voucher	
TEST NUMBER	*

- 29 Voucher Note This is a textual description of the voucher under preparation. As the user click the down drop arrow of the combo box, the system displays a list of pre-registered voucher notes as shown on the following screenshot:

This screenshot shows the Sales Order Voucher screen. On the right side, there is a vertical list of notes with 'Damaged' selected. A 'Note' dialog box is open in the center, containing a text area with the placeholder 'Note for voucher preparation'. At the bottom of the dialog are 'Save (F5)' and 'Close (F4)' buttons.

**Note:** the user can also type any note by clicking the + sign as shown on the following screenshot:

This screenshot shows the same Sales Order Voucher screen. The 'Lineitem Note' section has a '+' button highlighted with a red box. A text input field next to it contains the note 'Note for voucher preparation'.

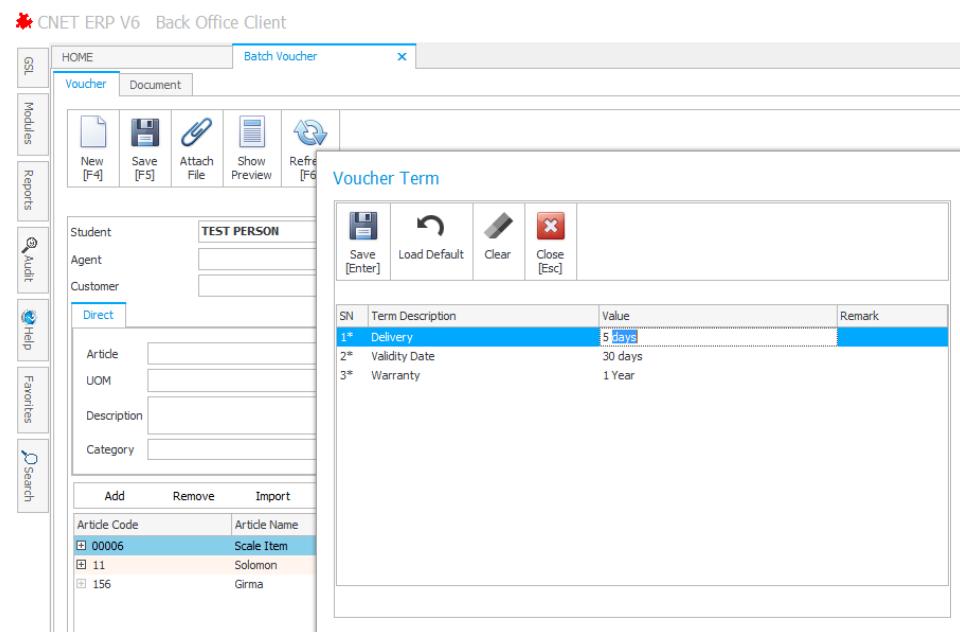
30	LineItem Note	This is a textual description of the lineItem under preparation. As you select the + sign the system will display a dialog box to enter the note as shown on the following screenshot:
----	---------------	--

**Remark:** If the Override Article Name is selected, in the line item the article name will be replaced by the text typed here. This happens as the voucher is printed.

- 31 Term This is used to select and set the terms and conditions as the voucher is prepared. When the user selects the + sign, the system displays the maintenance window as shown on the following screenshot:

The user should click the **Load Default** button to see the terms configured for the specific voucher type. The terms are maintained under **Modules → Module Name → VoucherName → Terms and Conditions** tab of the Server

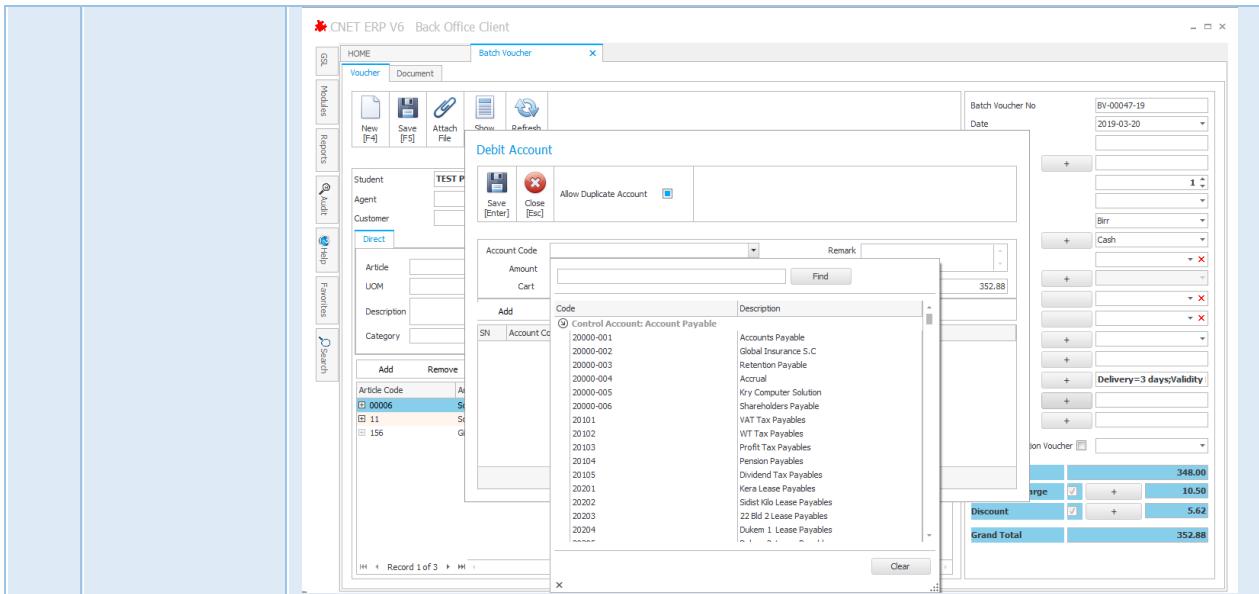
**Management System.** You can modify the terms by clicking on the Value column as shown on the following screenshot:



### Remark:

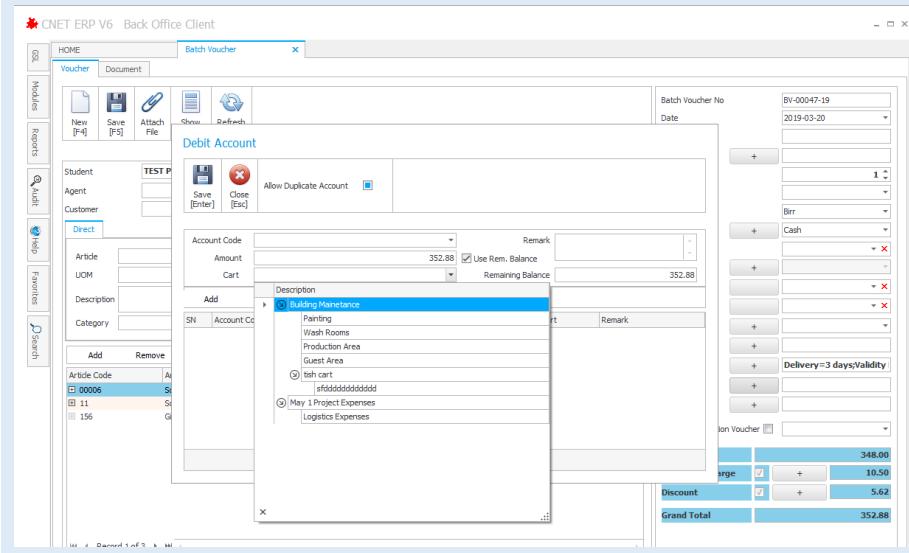
1. You can select and click the Clear button if you want to delete the selected term.
2. When you click the Save button, the system displays the terms along with their respective values in the Term text box as shown on the following screenshot:

34	Debit Account	<p>This is used to tell the system which accounts to debit and by what amount. When the user click the + signed button, the system displays the debit information maintenance window as shown on the following screenshot:</p> <p><b>Account Code</b> – This is the account number that is going to be debited. When the user click the drop down arrow, the system displays the chart of account as shown on the following screenshot:</p>

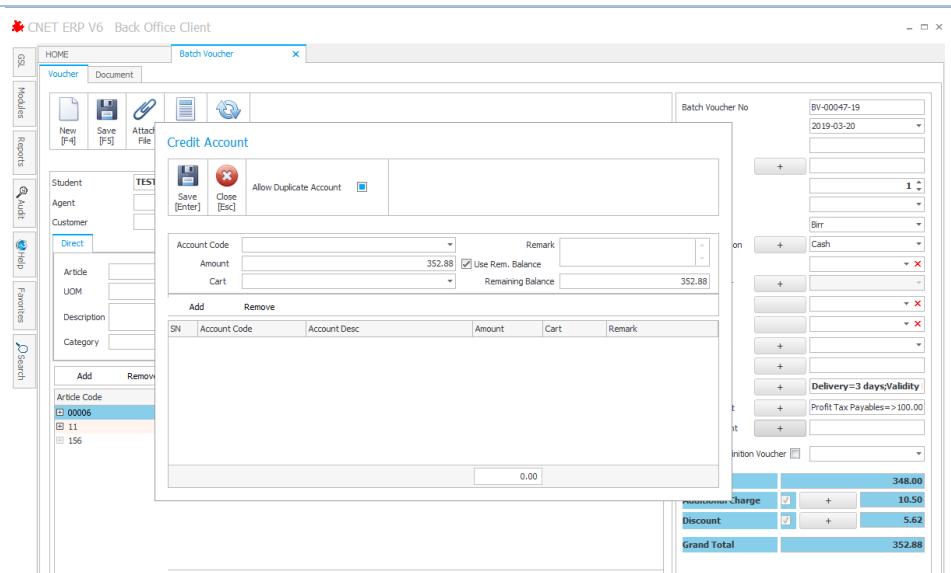


**Amount** – This is the amount with which the selected account is going to be debited. If the Use Rem. Balance checkbox is selected, then default value the system puts in the amount box will be the whole of remaining amount and the user cannot modify the value. If the checkbox is not selected, the system makes the value 0.00 and the user will be allowed to type any value.

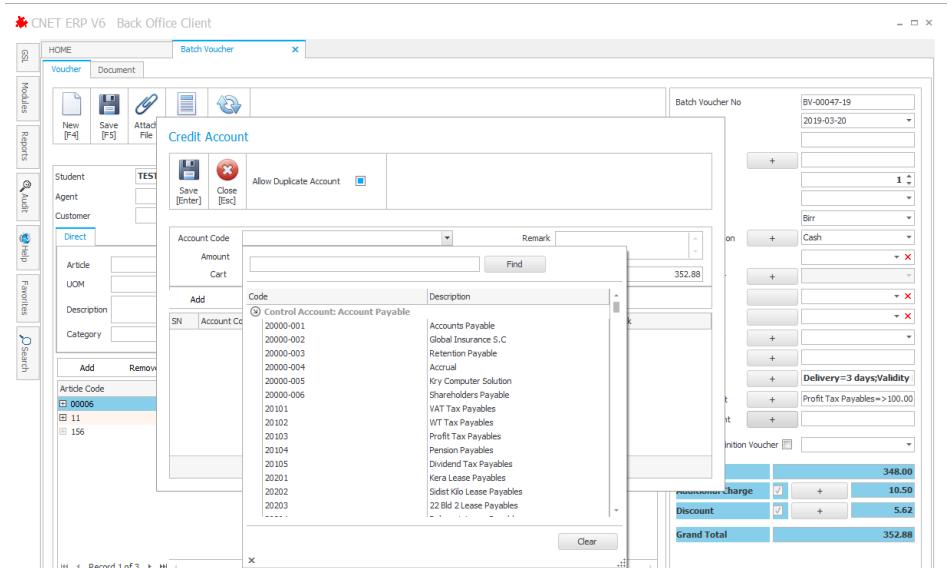
**Cart** – This is the cart that is used to group the debited amount. When the user click the drop down arrow, the system displays the list of pre-registered carts for the user to select as shown on the following screenshot:



		<p><b>Remark</b> – This is any remark about the debit entry under maintenance.</p> <p><b>Remaining Balance</b> – This is the amount that is not yet debited in to an account.</p> <p><b>Add</b> – This command button is used to add the debit entry for the voucher under preparation and clears the debit entry form making it ready for the next entry.</p> <p><b>Remove</b> – This command button is used to remove the already attached debit entry. The user can select the specific entry and click the Remove button.</p> <p><b>Save</b> – This button is used to permanently save the whole debit entries into the database. After saving the debit entry, the system displays the information in the Debit Account textbox as shown on the following screenshot:</p>
35	Credit Account	This is used to tell the system which accounts to credit and by what amount. When the user click the + signed button, the system displays the credit information maintenance window as shown on the following screenshot:



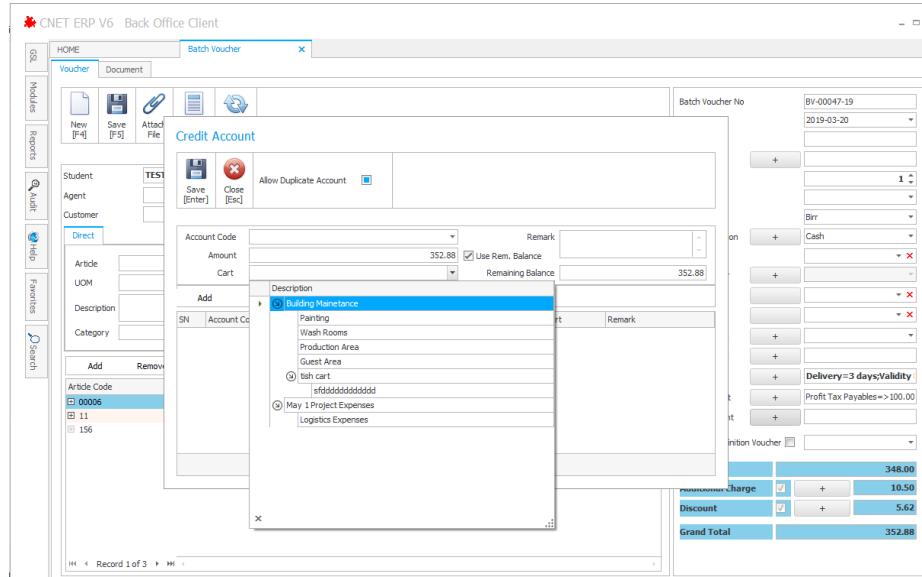
**Account Code** – This is the account number that is going to be credited. When the user click the drop down arrow, the system displays the chart of account as shown on the following screenshot:



**Amount** – This is the amount with which the selected account is going to be credited. If the Use Rem. Balance checkbox is selected, then default value the system puts in the amount box will be the whole of remaining amount and the user

cannot modify the value. If the checkbox is not selected, the system makes the value 0.00 and the user will be allowed to type any value.

**Cart** – This is the cart that is used to group the credited amount. When the user click the drop down arrow, the system displays the list of pre-registered carts for the user to select as shown on the following screenshot:



**Remark** – This is any remark about the credit entry under maintenance.

**Remaining Balance** – This is the amount that is not yet credited in to an account.

**Add** – This command button is used to add the credit entry for the voucher under preparation and clears the credit entry form making it ready for the next entry.

**Remove** – This command button is used to remove the already attached credit entry. The user can select the specific entry and click the Remove button.

**Save** – This button is used to permanently save the whole credit entries into the database. After saving the credit entry, the system displays the information in the Debit Account textbox as shown on the following screenshot:

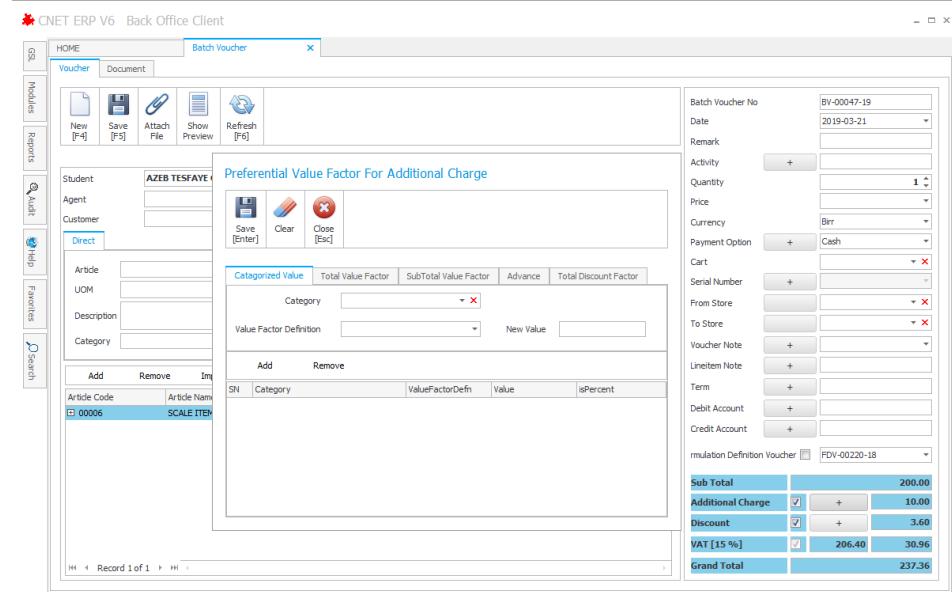
**Close** – This button is used to close the credit entry form.

36	Subtotal	This attribute refers to the subtotal of the amounts on the given voucher. This value excludes any applicable taxes and discounts.
----	----------	--

37	Additional Charge	This attribute shows any additional charges such as service charge that is transacted through the given voucher. This field calculates the additional charge based on the setting <b>Modules → Subsystem → VoucherName → Value Factor</b> settings of the <b>Server Management System</b> . “Use Flexible Additional Charge” and “Use Flexible Discount” setting elements are used to enable or disable the check boxes in the summary area and they are used to allow the user whether to apply additional charges and discounts or not. “Use Preferential Discount” and “Use Preferential Additional Charge” settings are used whether to allow the user to use preferential additional charge or discount options by enabling or disabling the + button. The following image shows the major setting elements of the value factor i.e. additional charges and discounts:
----	-------------------	---

Value Factor	
Applicable Additional Charge	Article
Applicable Discount	Article
Use Flexible Additional Charge	True
Use Flexible Discount	True
Use Preferential Additional Charge	True
Use Preferential Discount	True

If you want to use preferential value factors you can click the + sign and as you do that, the preferential value factor maintenance window will be displayed as shown on the following screenshot:



As you can see the preferential value factor maintenance window has five tabs – *Categorized Value, Total Value Factor, Subtotal Value Factor, Advance and Total Discount Factor*. Each of them are explained in the following section:

- **Categorized Value** – This option is used to set value factor for certain category/s of articles. In order to set this value factor you need to fill up the following fields:
  - **Category** – This is the article category on which the value factor is going to be applied. When the user click the drop down arrow, the system displays the list of article categories as shown on the following screenshot:

**CNET ERP V6 Back Office Client**

**Batch Voucher**

**Voucher Document**

**Preferential Value Factor For Additional Charge**

**Category**

**Value Factor Definition**

SN	Category
	Pastry I
	Ice cream I
	Fast Food I
	Juice I
	Hot Beverage I
	Bottled Beverage I
	Cup I
	Supply I
	Packing I
	Cleaning I
	Stationary I
	Cloth I
	Sanitation
	Coffee Machine
	Electrical

**Batch Voucher No**: BV-00047-19  
**Date**: 2019-03-21  
**Remark**:  
**Activity**: +  
**Quantity**: 1  
**Price**:  
**Currency**: Birr  
**Payment Option**: + Cash  
**Cart**:  
**Serial Number**: +  
**From Store**:  
**To Store**:  
**Voucher Note**: +  
**Lineitem Note**: +  
**Term**: +  
**Debit Account**: +  
**Credit Account**: +  
**rmulation Definition Voucher**: FDV-00220-18

<b>Sub Total</b>	200.00
<b>Additional Charge</b>	+ 10.00
<b>Discount</b>	+ 3.60
<b>VAT [15 %]</b>	+ 206.40 30.96
<b>Grand Total</b>	237.36

- **Value Factor Definition** – This is used to select the value factor that is going to be used on the line items that belongs to the selected article category. When the user click the down drop arrow the system displays the list of value factor definitions as shown on the following screenshot:

**CNET ERP V6 Back Office Client**

**Batch Voucher**

**Voucher Document**

**Preferential Value Factor For Additional Charge**

**Category**

**Value Factor Definition**

SN	Category	New Value	isPercent
	Service Charge	10	<input checked="" type="checkbox"/>
	Ser. Charge	20	<input checked="" type="checkbox"/>
	Service Charge	10	<input checked="" type="checkbox"/>
	Additional Charge	1	<input checked="" type="checkbox"/>
	aa value factor	0	<input type="checkbox"/>
	abc adit	0	<input type="checkbox"/>
	service	15	<input checked="" type="checkbox"/>
	service	10	<input checked="" type="checkbox"/>
	service charge	5	<input checked="" type="checkbox"/>

**Batch Voucher No**: BV-00047-19  
**Date**: 2019-03-21  
**Remark**:  
**Activity**: +  
**Quantity**: 1  
**Price**:  
**Currency**: Birr  
**Payment Option**: + Cash  
**Cart**:  
**Serial Number**: +  
**From Store**:  
**To Store**:  
**Voucher Note**: +  
**Lineitem Note**: +  
**Term**: +  
**Debit Account**: +  
**Credit Account**: +  
**rmulation Definition Voucher**: FDV-00220-18

<b>Sub Total</b>	200.00
<b>Additional Charge</b>	+ 10.00
<b>Discount</b>	+ 3.60
<b>VAT [15 %]</b>	+ 206.40 30.96
<b>Grand Total</b>	237.36

- **New Value** – This is the field that is used to maintain the value factor value.
  - **Add** – It is used to add the value factor into the collector grid.
  - **Remove** – It is used to remove the selected value factor from the collector grid.
  - **Save** – This button is used to apply the currently maintained preferential value factor on the voucher under preparation.
  - **Close** – This button is used to close the preferential value factor maintenance form
- **Total Value Factor** – This option is used to set value factor on the Grand Total value of the voucher under preparation. In order to set this value factor you need to fill up the following fields:
- **Value Factor Definition** – This is used to select the value factor that is going to be applied on the grand total value of the voucher under preparation. When the user click the down drop arrow the system displays the list of value factor definitions as shown on the following screenshot:

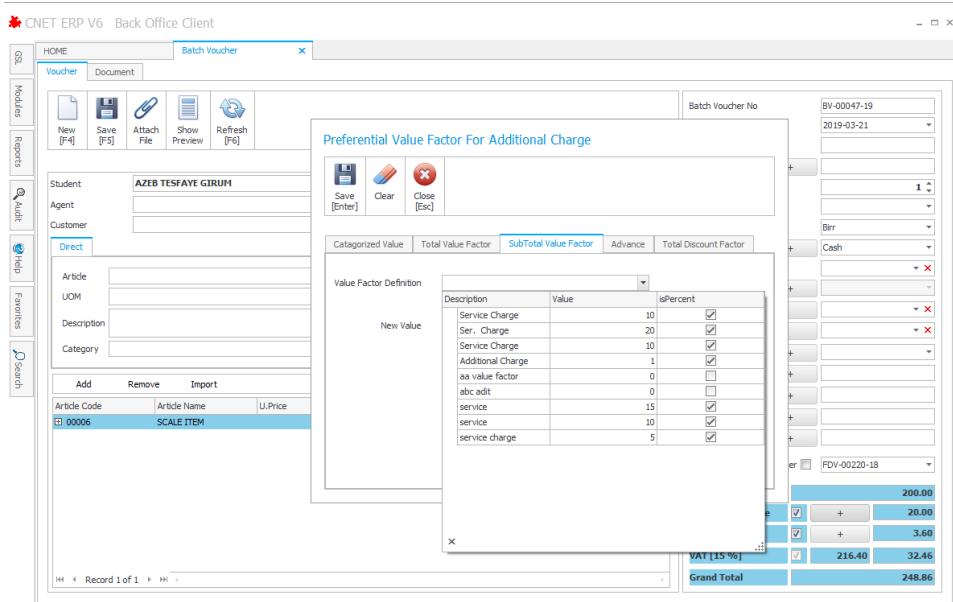
Description	Value	isPercent
Service Charge	10	<input checked="" type="checkbox"/>
Ser. Charge	20	<input checked="" type="checkbox"/>
Service Charge	10	<input checked="" type="checkbox"/>
Additional Charge	1	<input checked="" type="checkbox"/>
aa value factor	0	<input type="checkbox"/>
abc adit	0	<input type="checkbox"/>
service	15	<input checked="" type="checkbox"/>
service charge	5	<input checked="" type="checkbox"/>

Sub Total	200.00
Additional Charge	10.00
Discount	3.60
VAT [15 %]	30.96
Grand Total	237.36

- **New Value** - This is the field that is used to maintain the value factor value.

▪ **Subtotal Value Factor** – This option is used to set value factor on the subtotal value of the voucher under preparation. In order to set this value factor you need to fill up the following fields:

- **Value Factor Definition** – This is used to select the value factor that is going to be applied on the subtotal value of the voucher under preparation. When the user click the down drop arrow the system displays the list of value factor definitions as shown on the following screenshot:

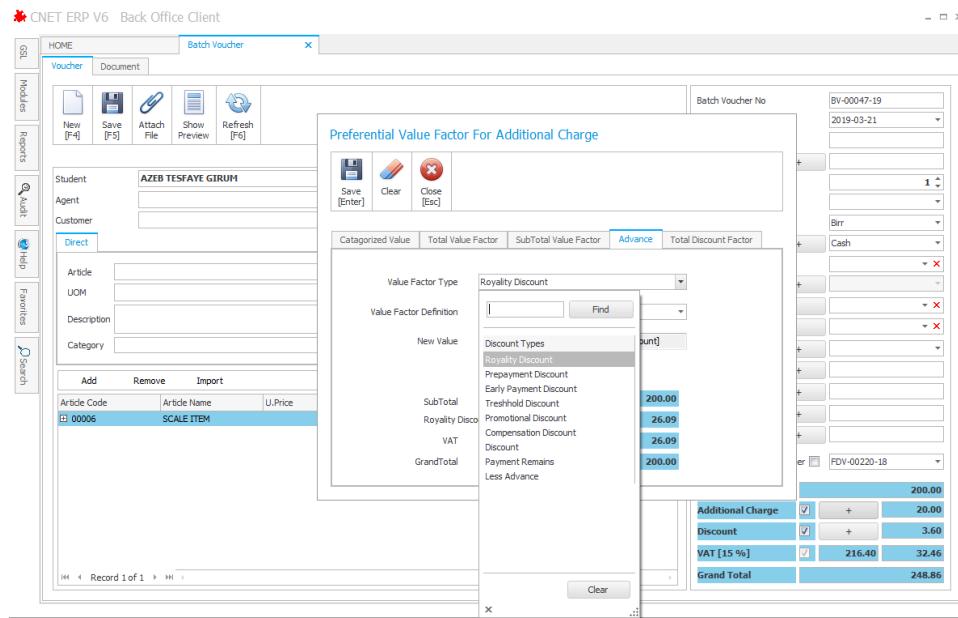


- **New Value** - This is the field that is used to maintain the value factor value.

▪ **Advance** – This option is used to set value factor based on the grand total amount. In order to set this value factor you need to fill up the following fields:

- **Value Factor Type** – This is the name of the value factor. The list varies for the additional charge and the discount preferential value factor options are selected. The description here will serve as a caption for the Additional Charge or Discount fields on the voucher preparation form. When the user click the drop down arrow, the system displays

the list of value factor types maintained under xxx as shown on the following screenshot:



- **Value Factor Definition** – This is used to select the value factor that is going to be applied on the subtotal value of the voucher under preparation. When the user click the down drop arrow the system displays the list of value factor definitions as shown on the following screenshot:

38	Discount	<ul style="list-style-type: none"> <li>○ <b>New Value</b> - This is the value that is set as the grand total amount. Thus, as the user click the Calculate button the system will recalculate the discount, VAT and grand total.</li> <li>▪ <b>Total Discount Factor – Not Clear.</b></li> </ul> <p>This attribute refers to any discount amount made on the given voucher transaction. The sum of discount amounts on the line item should equal to the value of this attribute. This field calculates the discount based on the setting <b>Modules → Subsystem → VoucherName → Value Factor</b> settings of the <b>Server Management System</b>. “Use Flexible Additional Charge” and “Use Flexible Discount” setting elements are used to enable or disable the check boxes in the summary area and they are used to allow the user whether to apply additional charges and discounts or not. “Use Preferential Discount” and “Use Preferential Additional Charge” settings are used whether to allow the user to use preferential additional charge or discount options by enabling or disabling the + button. The following image shows the major setting elements of the valuefactor i.e. additional charges and discounts:</p>

		<table border="1"> <thead> <tr> <th colspan="2">Value Factor</th></tr> </thead> <tbody> <tr> <td>Applicable Additional Charge</td><td>Article</td></tr> <tr> <td>Applicable Discount</td><td>Article</td></tr> <tr> <td>Use Flexible Additional Charge</td><td>True</td></tr> <tr> <td><b>Use Flexible Discount</b></td><td><b>True</b></td></tr> <tr> <td>Use Preferential Additional Charge</td><td>True</td></tr> <tr> <td>Use Preferential Discount</td><td>True</td></tr> </tbody> </table> <p><b>Remark:</b> For the details of the preferential discount refer to the Additionalcharge Section of this document.</p>	Value Factor		Applicable Additional Charge	Article	Applicable Discount	Article	Use Flexible Additional Charge	True	<b>Use Flexible Discount</b>	<b>True</b>	Use Preferential Additional Charge	True	Use Preferential Discount	True
Value Factor																
Applicable Additional Charge	Article															
Applicable Discount	Article															
Use Flexible Additional Charge	True															
<b>Use Flexible Discount</b>	<b>True</b>															
Use Preferential Additional Charge	True															
Use Preferential Discount	True															
39	VAT	This is the total VAT that is going to be paid from the given voucher transaction. It is 15% of the subtotal amount.														
40	Grand Total	This is the net amount that is calculated as the subtotal plus the additional charge minus the VAT and discount.														

## 2.3 Non - Lineitem Voucher Preparation

Generally speaking, the non-lineitem voucher has similar shape as the lineitem voucher except the part that deals with the lineitems and some components such as Serial Number, Weight Bridge, and store information. The following screenshot shows a typical non-lineitem voucher preparation form:

The screenshot shows a software interface for preparing a Presales Voucher. At the top, there are navigation buttons: HOME, Presales Voucher, Voucher, Document Browser, and a close button (X). Below these are standard file operations: New (F4), Save (F5), Preview, Refresh, Show, Date Criteria (set to Annually, Start Date 2017-01-01, End Date 2017-06-05), and a search bar with TIN: 3242345235-24 Telephone:.

The main area is divided into sections:

- Customer:** Dera Zemnu
- Payment Options:** Sales Order Voucher, Preforma Voucher, Cash Sales Summery Voucher, Presales Voucher, Item Reservation Voucher, Goods Receiving Voucher (selected).
- Customer Details:** Select, Voucher Code, Consignee, Date, User, Amount, Amount Due.
- Right-hand panel:**
  - Presales Voucher No: PSV-00061-17
  - Date: 2017-06-05
  - Remark: [empty]
  - Activity: + 3500
  - Currency: Birr
  - Payment Option: + Cash
  - Cart: [empty]
  - Loan Settlement: [empty]
  - Term: +
  - Debit Account: +
  - Credit Account: +
  - Preforma Voucher: [dropdown]
  - ppo \*: [dropdown]
  - bb: [dropdown]
  - VAT [15 %]: 3500
  - Grand Total: 525.00
  - A&T: 4,025.00

At the bottom left, it says "Record 0 of 0".

## 2.4 Screen Elements of Non-Lineitem Vouchers

The screenshot shows the 'Presales Voucher' screen with various interface elements highlighted by numbered callouts:

- 1**: Points to the top navigation bar with links for HOME, Presales Voucher, Voucher, and Document Browser.
- 2**: Points to the toolbar icons: New (F4), Save (F5), Preview, Refresh, Show, Date Criteria (set to Annually), Start Date (2017-01-01), and End Date (2017-06-05).
- 3**: Points to the customer information section: Customer (Dera Zemnu), TIN: 3242345235-24, Telephone:, and a dropdown menu with options: Sales Order Voucher, Preforma Voucher, Cash Sales Summery Voucher, Presales Voucher, Item Reservation Voucher, and Goods Receiving Voucher.
- 4**: Points to the main data grid area which is currently empty and displays a message: 'Record 0 of 0'.
- 5**: Points to the bottom right corner of the main data grid area, which contains VAT and Grand Total calculations.
- 6**: Points to the right panel containing voucher details: Presales Voucher No (PSV-00061-17), Date (2017-06-05), Remark, Activity (+), Amount (3500), Currency (Birr), Payment Option (+ Cash), Cart, Loan Settlement, Term (+), Debit Account (+), Credit Account (+), Preforma Voucher, ppo \*, bb, VAT [15 %] (3500, 525.00), and Grand Total (4.025.00).

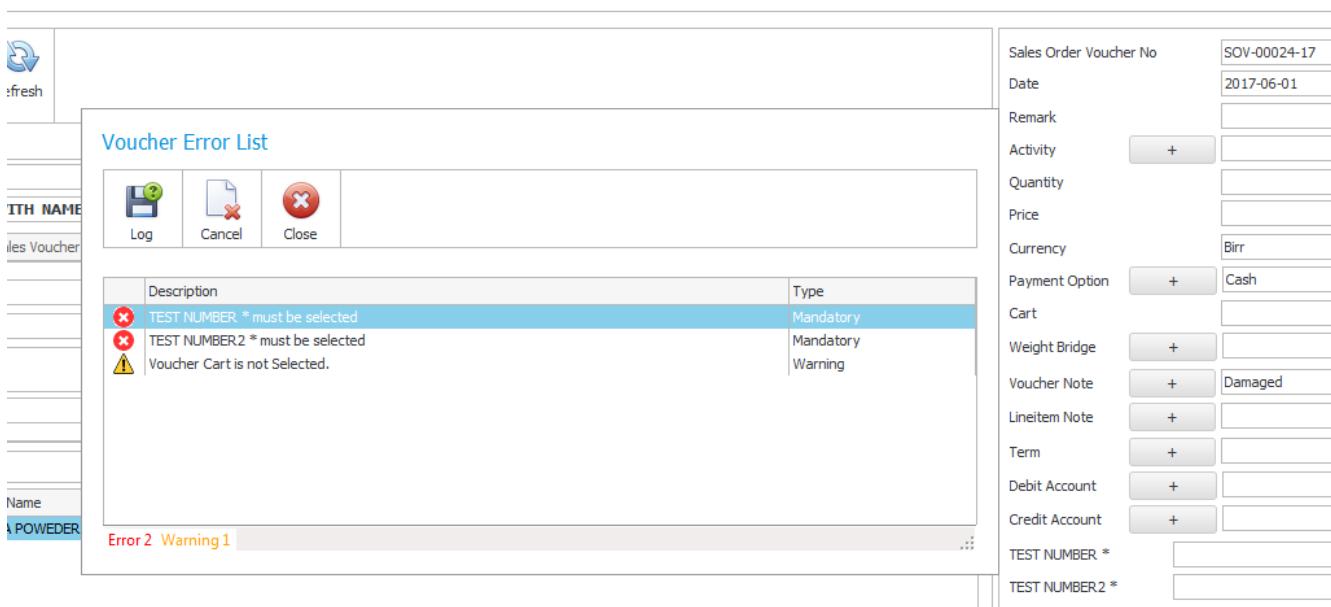
VAT [15 %]	3500	525.00
<b>Grand Total</b>		<b>4.025.00</b>

SN	Label	Item	Description
1	1	Command bar	This section contains buttons to create new voucher, save existing voucher, print preview voucher or refresh the voucher creation form.
2	2	Involved Bodies	This section contains the consignee such as customer information. As the document such as credit sales that is referenced is selected, the system displays the details in the box next to the consignee combo box.
3	3	Internal Reference Tabs	These tabs helps to select vouchers from which the new voucher is going to be prepared.
4	4	Voucher Selection	This section is used to select vouchers that will be used to prepare the new voucher. When the voucher is selected , the system appends coma separated voucher number followed transacted amount information about the selected voucher on the information display area on the right pane as shown on the following screenshot:

7	6	Other Information	This section contains a wide variety type of information such as voucher number, date, voucher remark, Voucher Note, Term, etc.
6	5	Totals Section	This section contains the summary information such as VAT and Total Amount.

The following table contains the description of each of the non-lineitem voucher preparation form elements:

Sn	Item	Description
1.	New	This button is used to create new voucher. If another voucher is under preparation, the system prompt whether to save or discard the voucher being prepared by displaying a dialog box.

		<p><b>New Voucher</b></p> <p>Do you really want clear the current voucher?</p> <p>Yes      No</p>								
2.	Save	<p><b>Remark:</b> Unless the previously started voucher is saved the system will not change the voucher number for the current voucher.</p> <p>This button is used to save the voucher. As the user click the save button the system will validate the data and displays an error message or any mandatory or optional data that is required before saving the voucher as shown in the following screenshot:</p>  <p>The screenshot shows a 'Voucher Error List' dialog box with the following details:</p> <ul style="list-style-type: none"> <li><b>Buttons:</b> Log, Cancel, Close.</li> <li><b>Table:</b> <table border="1"> <thead> <tr> <th>Description</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>TEST NUMBER * must be selected</td> <td>Mandatory</td> </tr> <tr> <td>TEST NUMBER2 * must be selected</td> <td>Mandatory</td> </tr> <tr> <td>Voucher Cart is not Selected.</td> <td>Warning</td> </tr> </tbody> </table> </li> <li><b>Message:</b> Error 2 Warning 1</li> </ul> <p>On the right side of the dialog box, there is a list of fields and their values:</p> <ul style="list-style-type: none"> <li>Sales Order Voucher No: SOV-00024-17</li> <li>Date: 2017-06-01</li> <li>Remark: (empty)</li> <li>Activity: + (empty)</li> <li>Quantity: (empty)</li> <li>Price: (empty)</li> <li>Currency: Birr</li> <li>Payment Option: + Cash</li> <li>Cart: (empty)</li> <li>Weight Bridge: + (empty)</li> <li>Voucher Note: + Damaged</li> <li>Lineitem Note: + (empty)</li> <li>Term: + (empty)</li> <li>Debit Account: + (empty)</li> <li>Credit Account: + (empty)</li> <li>TEST NUMBER *: (empty)</li> <li>TEST NUMBER2 *: (empty)</li> </ul>	Description	Type	TEST NUMBER * must be selected	Mandatory	TEST NUMBER2 * must be selected	Mandatory	Voucher Cart is not Selected.	Warning
Description	Type									
TEST NUMBER * must be selected	Mandatory									
TEST NUMBER2 * must be selected	Mandatory									
Voucher Cart is not Selected.	Warning									

- If the user tries to cancel the message while there are mandatory data requirements (those that are represented with red solid circle with a white x sign at the center), the system will cancel the saving process
- If the user selects the Log button, the system will save the error in the system log.
- You can click the close button and supply the required data.

**Remarks:**

1. The system allows saving a voucher while there are messages of type Warning (represented by a yellow triangle with a black exclamation mark at the center). For example, it is possible to save the above voucher without providing cart information.
2. The system displays a confirmation message when the voucher is saved successfully as shown in the following screenshot:

The screenshot shows a software application window for a 'Cash Sales Voucher'. At the top, there are fields for 'TIN: 0000000000-12 Telephone:' and 'TIN: 1234567890'. Below this, a modal dialog box is displayed with the title 'Congratulations!' and the message 'Voucher Saved Successfully!'. In the background, the main voucher form is visible, showing a table with columns 'Qty', 'Total Amount', and 'Tax Amount'. The values in the table are 20.00, 1, 20.00, and 3.00 respectively. To the right of the voucher form, there is a sidebar with various dropdown and input fields for 'Remark', 'Activity', 'Quantity', 'Price', 'Currency' (set to 'Birr'), 'Payment Option' (set to 'Cash'), 'Cart' (set to 'pppp'), 'Weight Bridge', 'Voucher Note' (set to 'Damaged'), 'Lineitem Note', 'Term', 'Debit Account', 'Credit Account', and two fields for 'TEST NUMBER' (values 42432424242 and 4242432).

3. After saving the document the system will display the voucher in print preview format to let the user print the voucher:

		 <p>No: CRV-00414-19          Date: 3/22/2019          VAT No:          TIN No: 0000000000</p> <p>Tel , Fax , P.O.Box</p> <p><b>Cash Receipt Voucher</b></p> <p><b>Received From:</b> Baye Dessie  <b>Sum Of Birr:</b> 591.51  <b>Purpose:</b> Cash ReceiptVoucher          Preparation for Settlement of [Credit Sales Voucher]: CRSI-00394-17 [230.00] , CRSI-00410-17 [17.25] , CRSI-00415-17          =&gt; Manual Charge [275.00]  <b>Reference No:</b> CORV-00019-19 CRSI-00394-17 CRSI-00410-17 CRSI-00415-17  <b>Payment Method:</b> Cash  <b>Withholding Tax:</b> 9.08  <b>Total Payment :</b> 600.59</p> <p><b>Voucher Operators</b>          PREPARED by CNET ADMIN on 3/22/2019 4:42:23 PM</p> <p><b>Copy Distribution : -</b></p>
3.	Show Preview	This button is used to print preview the voucher being prepared before it is saved as shown in the following screenshot:

		 <p>No: CRV-00415-19  Date: 3/22/2019  Ref No:  VAT No:  TIN No: 0000000000</p> <p><b>Cash Receipt Voucher</b></p> <p>Tel , Fax , P.O.Box</p> <p><b>Received From:</b> _____</p> <p><b>Sum Of Birr:</b> <b>511.20</b></p> <p><b>Purpose:</b> Cash Receipt Voucher Preparation for Settlement of [Credit Sales Voucher]: CRSI-00408-17 [263.70] , CRSI-00416-17 =&gt; Manual Charge [247.50]</p> <p><b>Payment Method:</b> Cash</p> <p><b>Copy Distribution : -</b></p>
4.	Refresh [F6]	This command button is used to reload elements that are required to prepare vouchers this includes required GSL such as customer, employees, reference documents, etc. The user is expected to press this button to get customers, employees, or any other data that is newly created or being updated after the voucher creation form is loaded.
5.	Consignee/Customer	This combo box is used to select the registered consignee/customers from the system. This consignee is considered as the main consignee that is involved in the transaction. As the user click the drop down arrow to the right of the combo box, the system displays the list of registered customers as shown in the following screenshot:

IET ERP V2016 Back Office Client

Presales Voucher

HOME Presales Voucher Voucher Document Browser

New (F4) Save (F5) Preview Refresh Show Date Criteria Annually Start Date 2017-01-01 End Date 2017-06-05

**Customer** ROLADINIHO TIN: 1245799362-15 Email:info@cneterp.com Telephone:092-1217341 Social Media:www.facebook

Sales Order Voucher

Select Voucher Code

Code	Name	TIN
OC-00003	People	
OC-00009	Rttttt	
OC-00014	ewfewfewf	
OC-00015	Pop up	
OCU-00002-	ROLADINIHO	1245799362-15
OCU-00003-	AAAA	3333333333-45
OCU-00004-	ASser	2222222222-29
OC-00001	MISIKIR	
OC-00002	NARDOS	
OCU-00007-	mrtha	1616161616-66
OCU-00008-	Abenezer	0000000000-12
PCU-00053	Realese	234234243-24
PCU-00054	P	0123568999-99
PCU-00055	dera	4365465456-45
PCU-00056	34343534	
PCU-00057	fffff	
PCU-00058	fffff	

Refresh New Clear

Goods Receiving Voucher

Amount	Amount Due
--------	------------

Presales Voucher No PSV-00062-17

Date 2017-06-05

Remark

Activity +

Amount 344

Currency Birr

Payment Option + Cash

Cart

Loan Settlement

Term +

Debit Account +

Credit Account +

Preforma Voucher

ppo \*

bb

VAT [15 %] 344 5%

Grand Total 344

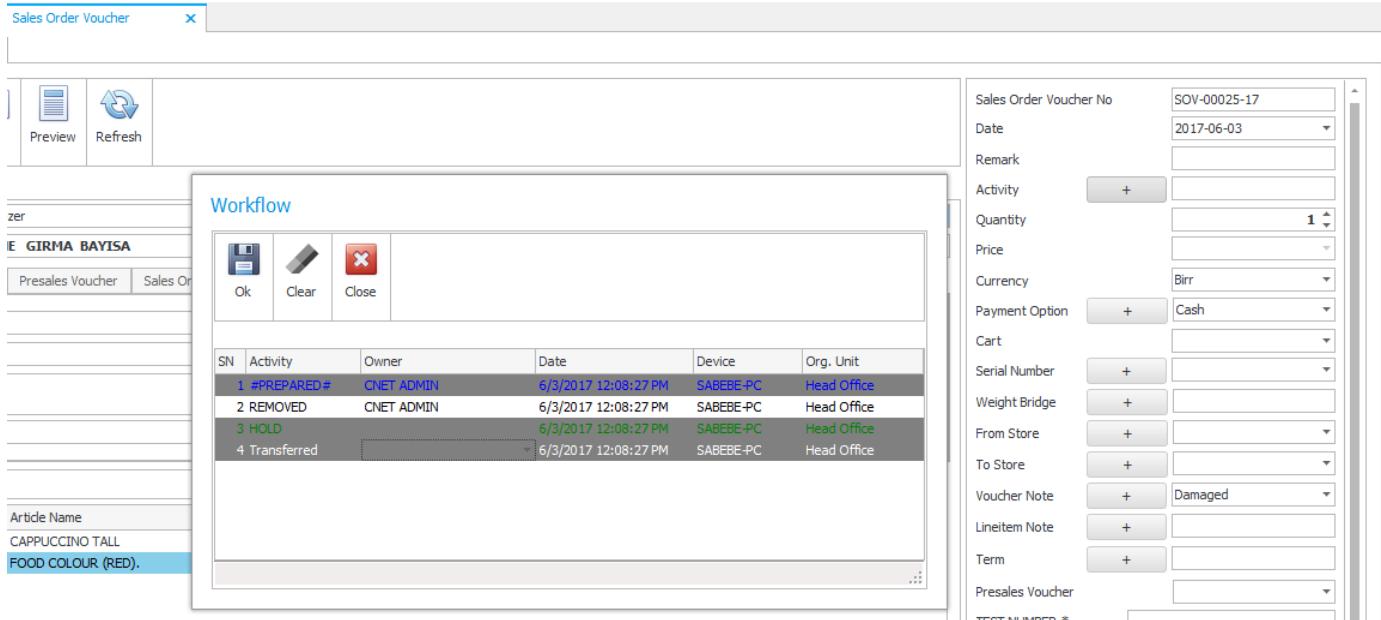
A&T

The user can do one of the following to select the customer:

1. Use the scrollbar to get the customer specific customer
  2. Type the first few letter of the customer code, name or TIN. As the user types the first few characters of the code, name or TIN the system will filter the list by the provided characters.
  3. The user can also click the New button to register a new customer with the basic customer information as shown in the following screenshot:

The screenshot shows a software application window titled 'Voucher' with a 'Document Browser' tab. At the top, there are buttons for 'New (F4)', 'Save (F5)', 'Preview', 'Refresh', and 'Show'. A date range is set from 'Start Date: 2017-01-01' to 'End Date: 2017-06-05'. The 'Date Criteria' dropdown is set to 'Annually'. Below this, a list of customers is displayed, with 'ROLADINHO' selected. The list includes columns for 'Code' and 'Name'. A detailed 'Maintain Consignee' dialog box is open, containing fields for 'Save' (with icons for floppy disk and delete), 'Organization' (set to 'Person'), 'GSL Types' (set to 'Customer'), 'Customer Name' (empty), 'TIN' (empty), 'Tel. No.' (empty), and a note field with the value '4365465456-45'. On the right side of the main window, there are sections for 'Presales Voucher No' (PSV-00062-17), 'Date' (2017-06-05), 'Remark' (empty), 'Activity' (+), 'Amount' (344), 'Currency' (Birr), 'Payment Option' (+ Cash), 'Cart' (empty), 'Loan Settlement' (empty), 'Term' (+), 'Debit Account' (+), 'Credit Account' (+), 'Preforma Voucher' (empty), 'ppo \*' (empty), 'bb' (empty), 'VAT [15 %]' (344), 'Grand Total' (344), and 'A&T Internet access'.

6.	Select	This contains checkboxes that will be used to select the voucher that is going to be referenced.
7.	Voucher Code	This is the unique identifier of the voucher that is going to be selected.
8.	Consignee	This is the customer that made the transaction through the voucher.
9.	Date	This is the date of issue of the voucher that is going to be selected.
10.	User	This is the user that issued the voucher to that is going to be selected.
11.	Amount	This is the amount that is transacted by the given voucher.
12.	Amount Due	The total sum of unpaid money for the purchase of a good or service that must be paid by the set due date.
13.	Voucher No.	This is the unique identifier of the voucher. It is generated as voucher is created but the final value depends on other transactions carried out through the given voucher type within the timeframe of the preparation and saving of the voucher.

14.	Date	It is the date of issuance of the voucher. Unless Flexible Date option is set to true this field will contain the current date of the system.																														
15.	Remark	This is any textual description regarding the voucher being prepared.																														
16.	Activity	<p>This field is used to select the activity that is being carried out. As the user selects the + sign, the system displays the list of operations defined for the given voucher as shown on the following screenshot:</p>  <table border="1"> <thead> <tr> <th>SN</th> <th>Activity</th> <th>Owner</th> <th>Date</th> <th>Device</th> <th>Org. Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>#PREPARED#</td> <td>CNET ADMIN</td> <td>6/3/2017 12:08:27 PM</td> <td>SABEBE-PC</td> <td>Head Office</td> </tr> <tr> <td>2</td> <td>REMOVED</td> <td>CNET ADMIN</td> <td>6/3/2017 12:08:27 PM</td> <td>SABEBE-PC</td> <td>Head Office</td> </tr> <tr> <td>3</td> <td>HOLD</td> <td></td> <td>6/3/2017 12:08:27 PM</td> <td>SABEBE-PC</td> <td>Head Office</td> </tr> <tr> <td>4</td> <td>Transferred</td> <td></td> <td>6/3/2017 12:08:27 PM</td> <td>SABEBE-PC</td> <td>Head Office</td> </tr> </tbody> </table> <p>The Workflow popup window has the following elements:</p> <p><b>SN</b> – It is a running number that uniquely identify each of the activities that could potentially be performed.</p>	SN	Activity	Owner	Date	Device	Org. Unit	1	#PREPARED#	CNET ADMIN	6/3/2017 12:08:27 PM	SABEBE-PC	Head Office	2	REMOVED	CNET ADMIN	6/3/2017 12:08:27 PM	SABEBE-PC	Head Office	3	HOLD		6/3/2017 12:08:27 PM	SABEBE-PC	Head Office	4	Transferred		6/3/2017 12:08:27 PM	SABEBE-PC	Head Office
SN	Activity	Owner	Date	Device	Org. Unit																											
1	#PREPARED#	CNET ADMIN	6/3/2017 12:08:27 PM	SABEBE-PC	Head Office																											
2	REMOVED	CNET ADMIN	6/3/2017 12:08:27 PM	SABEBE-PC	Head Office																											
3	HOLD		6/3/2017 12:08:27 PM	SABEBE-PC	Head Office																											
4	Transferred		6/3/2017 12:08:27 PM	SABEBE-PC	Head Office																											

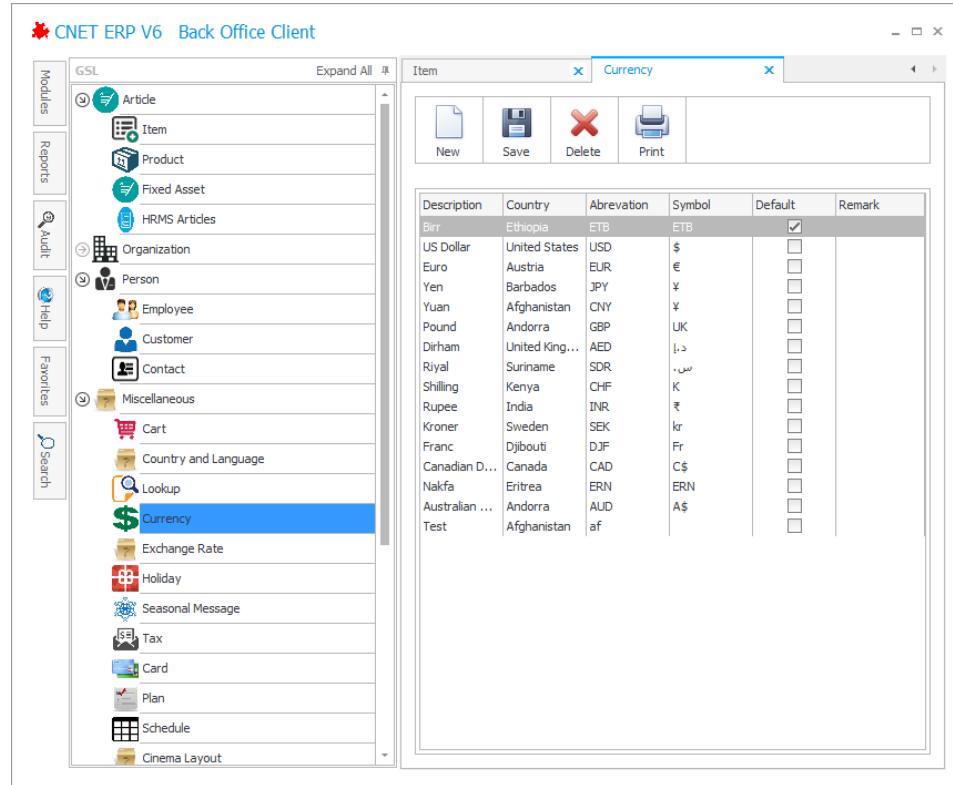
		<p><b>Activity</b> – This is the name of the activity that can be done on the given voucher such as Prepared, Removed, Transferred, etc.</p> <p><b>Owner</b>- This refers to the logged in user who is going to perform the given activity.</p> <p><b>Date</b> – It is the date on which the operation is going to be done. By default this is the current date value.</p> <p><b>Device</b> – It is the device from which the given activity is going to be done.</p> <p><b>Org Unit</b> – it is the organization unit to which under which the operator of the voucher belongs to.</p> <p><b>Save</b> – This button is used to save the selected activity.</p> <p><b>Clear</b> – This button is used to reset the Workflow window.</p> <p><b>Close</b> – this button is used to close the Workflow window.</p> <p>Note: The user can select the activity/operation and click the save button.</p>
17.	Amount	This field contains the amount of that is going to be transacted by the voucher under preparation. In some cases such as Cash Receipt voucher, the system displays the total Amount Due values of the selected vouchers by default.
18.	Currency	This field contains the currency type that will be used for the given voucher transaction. As the user selects the down drop arrow to the right of the currency combo box, the system displays the currency types list as shown in the following screenshot:

	<p><b>Telephone:</b>09000000000</p> <p><b>Total Amount</b>      <b>Tax Amount</b></p> <table border="1"> <tr> <td>3</td> <td>60.00</td> <td>9.00</td> </tr> <tr> <td>3</td> <td>60.00</td> <td>9.00</td> </tr> </table>	3	60.00	9.00	3	60.00	9.00	<p><b>Remark</b></p> <p><b>Activity</b> +</p> <p><b>Quantity</b> 1</p> <p><b>Price</b> 0.0000</p> <p><b>Currency</b> Birr</p> <p><b>Payment Option</b> +</p> <p><b>Cart</b></p> <p><b>Weight Bridge</b> +</p> <p><b>Voucher Note</b> +</p> <p><b>Lineitem Note</b> +</p> <p><b>Term</b> +</p> <p><b>Debit Account</b> +</p> <p><b>Credit Account</b> +</p> <p><b>TEST NUMBER *</b></p> <p><b>TEST NUMBER.2 *</b></p> <p><b>Sub Total</b></p> <p><b>Additional Charge</b></p> <p><b>Discount</b></p> <p><b>VAT [15 %]</b></p> <p><b>Grand Total</b></p> <p><b>Description</b></p> <ul style="list-style-type: none"> <li>Birr</li> <li>US Dollar</li> <li>Euro</li> <li>Yen</li> <li>Yuan</li> <li>Pound</li> <li>Dirham</li> <li>Riyal</li> <li>Shilling</li> <li>Rupee</li> <li>Kroner</li> <li>Franc</li> <li>Canadian Dollar</li> <li>Australian Dollar</li> </ul> <p><b>Clear</b></p>
3	60.00	9.00						
3	60.00	9.00						

**Remark:**

1. The default currency type is displayed at loading time of the voucher preparation form.

2. The currency options are maintained under **GSL→Miscellaneous → Currency** section of the **Back Office Client** as shown on the following screenshot:



19. Payment Option This is used to set the payment type that will be used to make the transaction under progress. The user can select the drop down arrow and choose the payment type. The list of payment types are maintained **GSL→Miscellaneous→Lookup→Voucher→Payment Method** section of the **Back Office Client** system. For payment

types other than cash, the user may be forced to click the + sign to provide further payment related information as shown in the following screenshot:

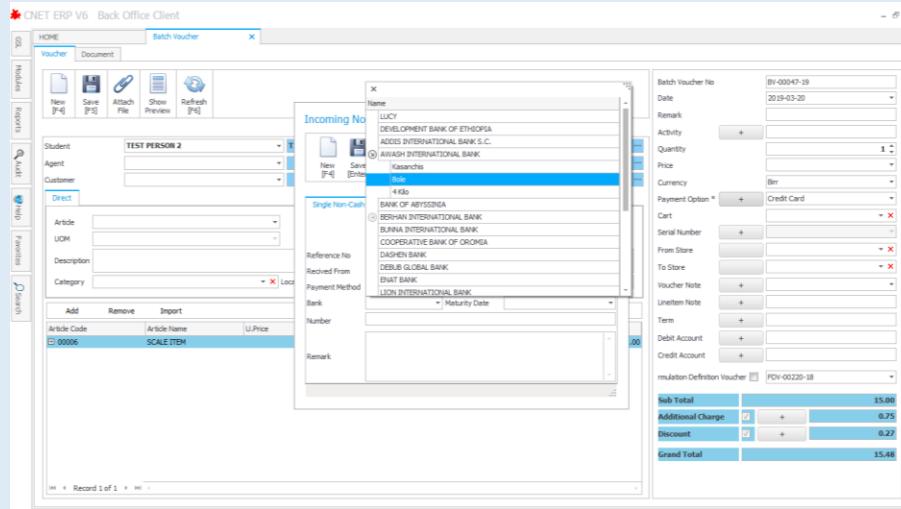
The screenshot shows the CNET ERP V2016 Back Office Client interface. The main window is titled "Sales Order Voucher". On the left, there's a vertical toolbar with buttons for New (F4), Save (F5), Preview, Refresh, Modules, Reports, GSL Audit, Favorites, Search, and Help. The main area displays customer and employee details, article selection, and a "Non Cash Payment" dialog box. The "Non Cash Payment" dialog contains fields for Reference No (SOV-00025-17), Received From (AAAA), Received Amount (138.00), Payment Method (Check), Received Date (6/1/2017), Bank, Number, Currency (Birr), and Maturity Date. To the right of the dialog, there's a large panel for Sales Order Voucher entry, including fields for Sales Order Voucher No (SOV-00025-17), Date (2017-06-01), Activity (+), Quantity (1), Price (0.0000), Currency (Birr), Payment Option (\*+ Check), Cart, Weight Bridge, Voucher Note (+ Damaged), Lineitem Note, Term, Debit Account, Credit Account, TEST NUMBER, TEST NUMBER2, and a summary table with Sub Total (120.00), Additional Charge (0.00), Discount (0.00), VAT [15 %] (120.00), and Grand Total (138.00).

**Reference No** - This is a reference to the voucher through which the transaction is carried out. This field is automatically filled taking the voucher number of the voucher under preparation.

**Received From** - This is the reference to the payee or payer of the non-cash payment. The consignee here can be the voucher's main consignee or a different consignee. The voucher's main consignee will appear as the default value.

**Payment Method** - This tells the type of payment method used such as check, CPO, credit card, etc. It contains a reference to a lookup object. The default value is the one that is selected to the right of the voucher under the Payment Option field.

**Bank** - This is a reference to the bank or bank branch or the card issuing organization. When the user click the drop down arrow, the system displays the list of branches grouped by their respective bank as shown on the following screenshot:



Notice: Bank is maintained under **System Settings → Company Settings → Organization Unit tab of the Server Management System.**

**Number** - This is a unique identifier of the payment document such as the check number, CPO number or the payment card number.

**Currency** – This is the type of currency used for the payment. The default currency will appear as the form loads.

Currency types are maintained under **GSL→Miscellaneous→Currency** section of the **Back Office Client**.

**Received Amount** - This attribute shows the total amount transacted through the specific non-cash transaction means. Even if it is possible to modify the value, the system calculates the total amount and displays in this field by default.

**Received Date** - This attribute shows the date of receiving of the non-cash transaction document. The current date and time is the default value for this field.

**Maturity Date** - This attribute contains the date on which the amount can be collected from the Bank. The user can click the drop down arrow to select value as shown on the following screenshot:

**Incoming Non Cash Payment**

New [F4] Save [Enter] Close [Esc]

Single Non-Cash Payment Multiple Non-Cash Payment

Reference No	BV-00047-19	Currency	Birr
Received From	TEST PERSON 2	Received Amount	15.48
Payment Method	Cheque	Received Date	3/20/2019 5:25:00 PM
Bank		Maturity Date	
Number			
Remark			

Wednesday, March 20, 2019  
March, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Clear

Batch Voucher No BV-00047-19

Date 2019-03-20

Remark

Activity [+]

Quantity 1

Price

Currency Birr

Payment Option \* [+] Cheque

Cart

Serial Number [+]

From Store

To Store

Voucher Note [+]

LineItem Note [+]

Term [+]

Debit Account [+]

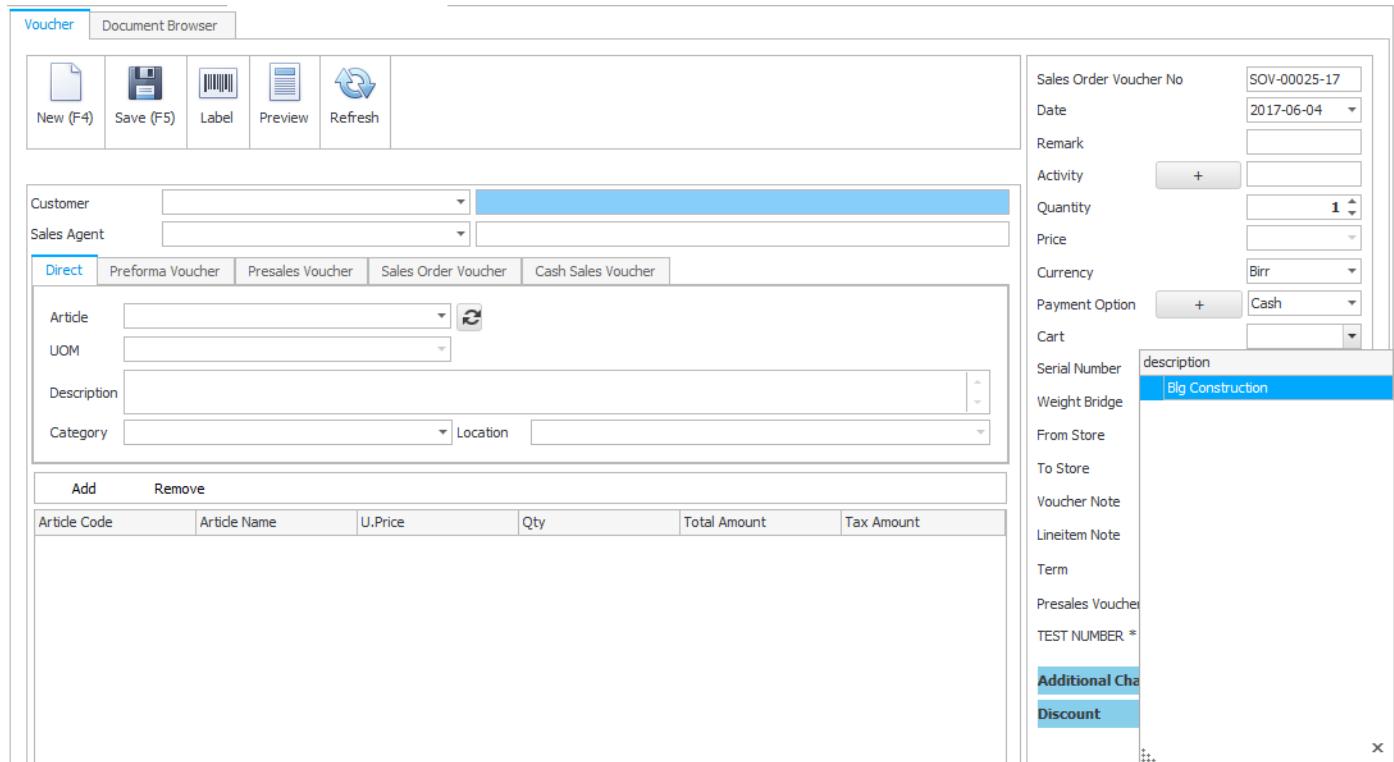
Credit Account [+]

Simulation Definition Voucher [+] FDV-00220-18

<b>Sub Total</b>	<b>15.00</b>
<b>Additional Charge</b>	<input checked="" type="checkbox"/> <span>[+]</span> <span>0.75</span>
<b>Discount</b>	<input checked="" type="checkbox"/> <span>[+]</span> <span>0.27</span>
<b>Grand Total</b>	<b>15.48</b>

**Remark** - This field will contain any additional information required by the payment method.

**New** – This is a command button that is used to add a new payment document for the same voucher under preparation.

		<p><b>Save</b> – This command button is used to save the payment document that is under preparation.</p> <p><b>Close</b> – this command button is used to close the Non-Cash payment document maintenance window.</p>
20.	Cart	<p>This is the category of the transaction. It is used to group transactions that are made because of the same reason such as consumptions or expenses for specific project or department, incomes from specific source, etc. As the user selects the down drop arrow, the system displays the list of carts as shown on the following screenshot:</p>  <p>The screenshot shows the 'Sales Order Voucher' window. On the left, there's a toolbar with icons for New (F4), Save (F5), Label, Preview, and Refresh. Below it are fields for Customer and Sales Agent, each with a dropdown arrow. A tab bar at the top includes Direct, Preforma Voucher, Presales Voucher, Sales Order Voucher (which is selected), and Cash Sales Voucher. Further down are fields for Article, UOM, Description, Category, Location, and a grid table for adding and removing items. On the right side, there's a sidebar with various settings: Sales Order Voucher No (SOV-00025-17), Date (2017-06-04), Remark, Activity (+), Quantity (1), Price, Currency (Birr), Payment Option (Cash), Cart, Serial Number (description: Blg Construction), Weight Bridge, From Store, To Store, Voucher Note, Lineitem Note, Term, Presales Voucher, TEST NUMBER (*), Additional Ch, and Discount.</p>

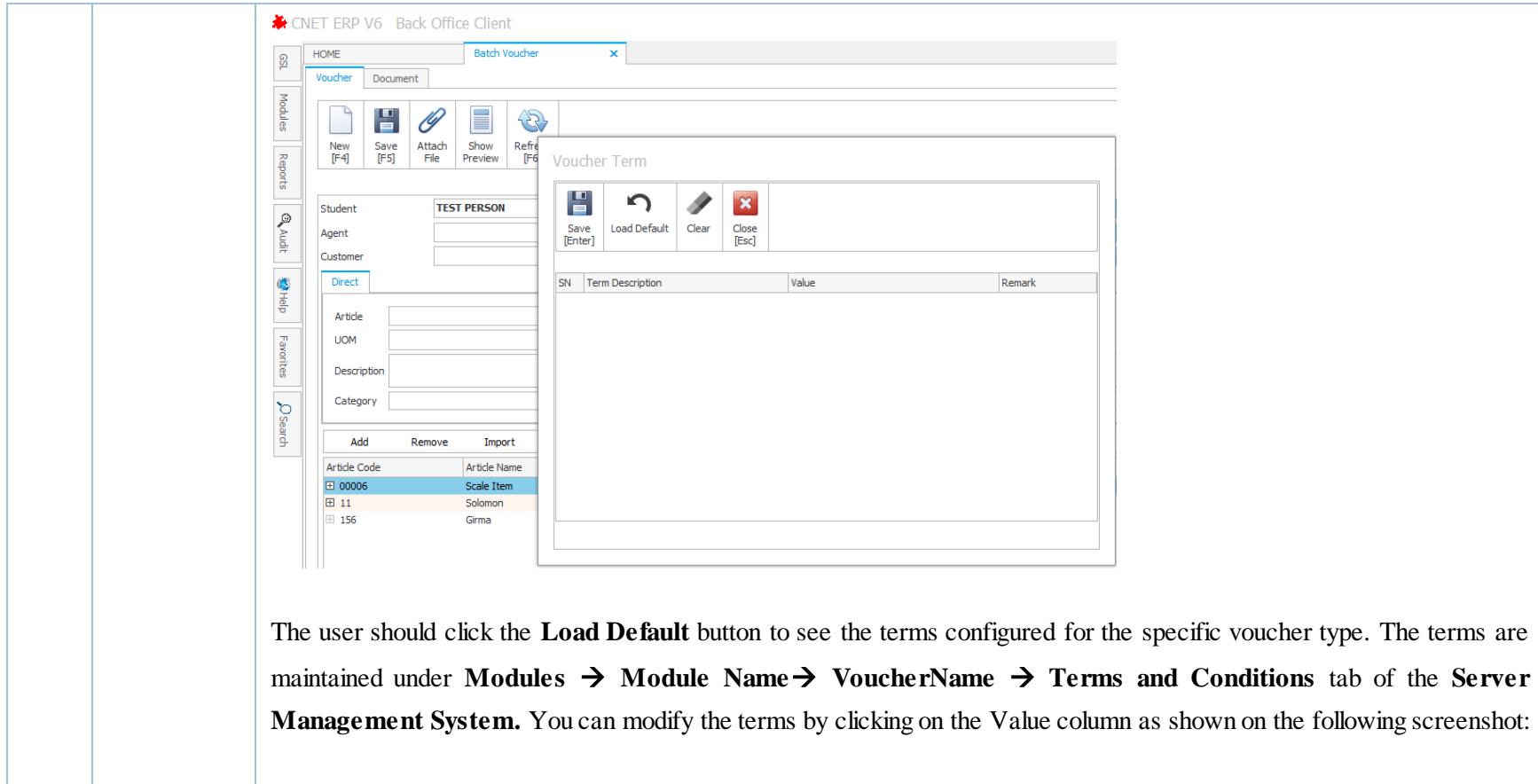
**Note:** The Carts are maintained under the **GSL→Miscellaneous → Cart** section of the **Back Office Client System**.

21. Voucher Note This is a textual description of the voucher under preparation. As the user click the down drop arrow of the combo box, the system displays a list of pre-registered voucher notes as shown on the following screenshot:

The screenshot shows the Sales Order Voucher interface. On the left, there's a toolbar with New (F4), Save (F5), Label, Preview, and Refresh buttons. Below the toolbar, the Customer and Sales Agent fields are populated. A tabs bar at the top includes Direct, Preforma Voucher, Presales Voucher, Sales Order Voucher (which is selected), and Cash Sales Voucher. The main content area shows an article record for '2020' (UOM: KG) with a description of 'WHITE FOREST TORTA' and a category of 'Cake'. Below this is a table with columns for Article Code, Article Name, U.Price, Qty, Total Amount, and Tax Amount. On the right, a large list of voucher notes is displayed, with 'Damaged' highlighted. Other notes listed include Accommodation Notes, Meeting Agenda Notes, Agreement Notes, Billing Instruction, Web Booking Note, Catering Notes, Deposit Notes, Gneral Notes, Account Note, and Housekeeping Note. At the bottom right, there are buttons for Additional Charge and Discount, each with a value of 0.00.

**Note:** the user can also type any note by clicking the + sign as shown on the following screenshot:

22.	Term	<p>This is used to select and set the terms and conditions as the voucher is prepared. When the user selects the + sign, the system displays the list of terms that could be applied on the voucher under transaction as shown on the following screenshot:</p>



The user should click the **Load Default** button to see the terms configured for the specific voucher type. The terms are maintained under **Modules → Module Name → VoucherName → Terms and Conditions** tab of the **Server Management System**. You can modify the terms by clicking on the Value column as shown on the following screenshot:

SN	Term Description	Value	Remark
1*	Delivery	5 days	
2*	Validity Date	30 days	
3*	Warranty	1 Year	

**Remark:**

1. You can select and click the Clear button if you want to delete the selected term.
2. When you click the Save button, the system displays the terms along with their respective values in the Term text box as shown on the following screenshot:

23.	Debit Account	<p>It tells the account to be debited and by what amount to debit. As the user click the + sign, the system displays a dialog box to enter the data as shown on the following screenshot:</p>

Voucher Document Browser

Date Criteria: Annually

**Debit Account**

Customer: ROLADINIHO

Sales Order Voucher Preforma Voucher Cash

Select Voucher Code Consignee

Save Close

Account Code	Remark
Amount	
Cart	

Add Remove

SN	Account Code	Account Desc	Amount	Cart	Remark

Record 0 of 0

Debtors Voucher No: PSV-00062-17 Date: 2017-06-05

Bank: 344 Currency: Birr Settlement Option: Cash

Credit Account: + Credit Account: + Credit Account: + Preforma Voucher: + VAT [15 %]: 344 Grand Total: 51.60

Grand Total: 395.60 A&T Internet access

**Account Code** – This is the account to be debited. As the user click the drop down arrow, the system displays the list of accounts for selection as shown on the following screenshot:

24.	Credit Account	<p><b>Amount</b> – This is the amount to be debited</p> <p><b>Cart</b> – This is the cart that will collect the debited transaction</p> <p><b>Remark</b> – Any textual description about the given debit such as Loan</p> <p>It tells the accounts to be credited and by what amount to credit. As the user click the + sign, the system displays a dialog box to enter the data as shown on the following screenshot:</p>

Screenshot of a software application window titled "Credit Account". The window has a toolbar at the top with "Voucher" and "Document Browser" buttons. Below the toolbar are standard file operations: New (F4), Save (F5), Preview, Refresh, and Show. A date criteria dropdown shows "Annually". On the left, a vertical menu bar includes "Modules", "Reports", "GSL Audit", "Favorites", "Search", and "Help". The main content area is titled "Credit Account" and contains a sub-section for "Customer" (ROLADINHO) with tabs for "Sales Order Voucher", "Preforma Voucher", and "Cash". There are buttons for "Save" and "Close". Below this is a section for "Account Code" with fields for "Amount" and "Cart", and a "Remark" field. At the bottom of this section are "Add" and "Remove" buttons. A table below lists account details with columns: SN, Account Code, Account Desc, Amount, Cart, and Remark. The table shows one record: SN 1, Account Code 344, Account Desc 344, Amount 51.60, Cart 395.60, and Remark VAT [15 %]. The bottom status bar indicates "Record 0 of 0". To the right of the main form, there are several dropdown menus and buttons for "Sales Voucher No" (PSV-00062-17, 2017-06-05), "Bank" (344, Birr), "Payment Option" (Cash), and "VAT" (15%, 51.60). A "Grand Total" of 395.60 is displayed. The bottom right corner shows "A&T".

**Account Code** – This is the account to be credited. As the user click the drop down arrow, the system displays the list of accounts for selection as shown on the following screenshot:

		<p>The screenshot shows a software window with a toolbar at the top containing 'Save' and 'Close' buttons. Below this is a table with columns for 'Account Code', 'Amount', and 'Cart'. Under 'Account Code', there are buttons for 'Add' and 'Remove'. The 'Amount' column contains a dropdown menu with options like 'Cash On Hand', 'Cash At Bank', 'Main Cashier', 'Petty Cash', and 'Trade Debtors'. The 'Cart' column contains a dropdown menu with options like 'Monaliza', 'A', 'Dashen Bank (Airport branch)', 'Commercial bank', 'Wogagen Bank', 'Dashen Bank (Bole Medi. Branch)', 'Main Cashier - X', 'Main Cashier - Y', 'Petty Cash - Samrawit Mekonnen', 'Petty Cash - Ahmed Abdu', and 'Trade Debtors'. One item, 'Petty Cash - Ahmed Abdu', is highlighted with a blue background.</p>
		<p><b>Amount</b> – This is the amount to be credited</p> <p><b>Cart</b> – This is the cart that will collect the credited transaction</p> <p><b>Remark</b> – Any textual description about the given credit such as Deposit</p>
25.	Voucher Extension/PP*	This is any voucher extension that is set for the voucher under preparation and takes date value.
26.	Voucher Extension/bb	This is any voucher extension that is set for the voucher under preparation and takes string value.
27.	VAT	This is the total VAT that is going to be paid from the given voucher transaction. It is 15% of the amount.
28.	Grand Total	This is the net amount that is calculated as the amount minus the VAT.