

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
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## 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

Record 2 of 2

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

## 2.2 Screen Elements of Lineitem Vouchers

The screenshot displays the 'Voucher' screen with a 'Document Browser' tab. The interface is divided into several sections:

- 1** Points to the top toolbar containing icons for New (F4), Save (F5), Label, Preview, and Refresh.
- 2** Points to the Customer and Sales Agent selection fields.
- 3** Points to the TIN (Tax Identification Number) fields for the Customer and Sales Agent.
- 4** Points to the 'Direct' tab, which is part of a group of tabs including 'Preforma Voucher', 'Presales Voucher', 'Sales Order Voucher', and 'Cash Sales Voucher'.
- 5** Points to the 'Article' and 'UOM' selection fields, along with the 'Description' and 'Category' fields.
- 6** Points to the 'Sub Total' and 'Grand Total' fields in the summary section.
- 7** Points to the 'Sales Order Voucher No' field.

The main data area shows a table of line 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

The summary section on the right includes the following fields:

- 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 \* :

The summary table at the bottom right shows the following values:

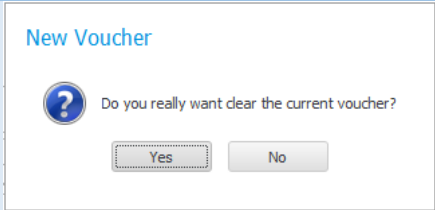
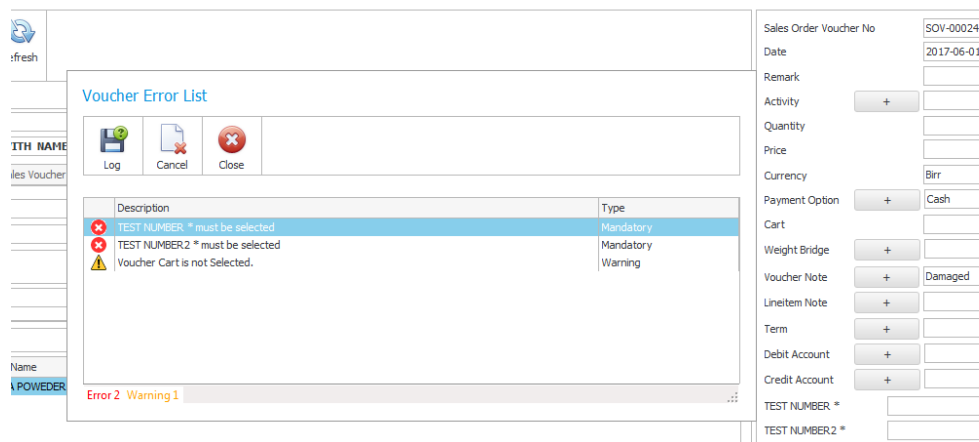
Field	Value	Total
Sub Total		88.33
Additional Charge	+ 0.00	0.00
Discount	+ 0.00	0.00
VAT [15 %]	88.33	13.25
Grand Total		101.58

The status bar at the bottom indicates 'Record 2 of 2'.

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.

		<div data-bbox="483 191 914 399">  </div> <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> <div data-bbox="475 804 1459 1243">  </div> <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>

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

	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:

		<div><div><div>CNET Software Technologies PLC Quality and Assuran</div><div>TIN : 0000000000    VAT : 8788777777</div></div><div><div><div>CNET Software Technologies PLC Quality and Assuran</div><div>Tel:</div><div>Fax:</div><div>Web:</div><div>E-Mail:</div><div>POBox:</div></div></div><div><div><div><div>ToAAAA</div><div>TIN No3333333333-45</div><div>AddressTel. 090000000000</div><div>Ref.</div><div>Remark</div></div><div><div>Voucher NoSOV-00025-17</div><div>DateThursday, June 01, 2017</div><div>Cart</div><div>Store</div></div></div><table><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>3</td><td>KG</td></tr><tr><td>2</td><td>FOOD COLOUR (RED).</td><td>3</td><td>Mete.</td></tr></tbody></table><div><div>Purpose : Damaged</div><div>Payment Method: Cash</div></div></div></div>	SN	Description	Quantity	Unit	1	COCOA POWEDER.	3	KG	2	FOOD COLOUR (RED).	3	Mete.
SN	Description	Quantity	Unit											
1	COCOA POWEDER.	3	KG											
2	FOOD COLOUR (RED).	3	Mete.											
4	Refresh	<p>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.</p>												
5	Customer/Other Consignee x	<p>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:</p>												

**CNET ERP V2016 Back Office Client**

HOME Sales Order Voucher X

Voucher Document Browser

New (F4) Save (F5) Preview Refresh

Customer: AAAA TIN: 3333333333-45 Telephone: 990000000000

Employee: [Find]

Direct Preforma Vou

Article	Code	Name	TIN
OC-00003	People		
OC-00009	Rttttt		
OC-00014	ewfewfewf		
OC-00015	Pop up		
OCU-00002-	ROLADINHO	1245799363-15	
OCU-00003-	AAAA	3333333333-45	
OCU-00004-	ASer	2222222222-29	
OC-00001	MISIKIR		
OC-00002	NARDOS		
OCU-00007-	mrtha	1616161616-66	
OCU-00008-	Abenezer	0000000000-12	
PCU-00053	Realese	2342343243-24	
PCU-00054	P	0123568999-99	
PCU-00055	dera	4365465456-45	
PCU-00056	34343534		
PCU-00057	ffff		
PCU-00058	*****		

Add Remove

Article Code

1501.0005

1501.0010

Record 1 of 2 X

Refresh New Clear

Sales Order Voucher No: SOV-00025-17

Date: 2017-06-01

Remark:

Activity: +

Quantity: 1

Price:

Currency: Birr

Payment Option: + Cash

Cart:

Weight Bridge: +

Voucher Note: + Damaged

Lineitem Note: +

Term: +

Debit Account: +

Credit Account: +

TEST NUMBER \*:

TEST NUMBER2 \*:

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

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:

**CNET ERP V2016 Back Office Client**

HOME Sales Order Voucher X

Voucher Document Browser

New (F4) Save (F5) Preview Refresh

Customer: AAAA TIN:

Employee:

Direct Preforma Vou

Article	Code	Name
OC-00003	People	
OC-00009	Rttttt	
OC-00014	ewfewfewf	
OC-00015	Pop up	
OCU-00002-	ROLADINHO	
OCU-00003-	AAAA	
OCU-00004-	ASer	
OC-00001	MISIKIR	
OC-00002	NARDOS	
OCU-00007-	mrtha	
OCU-00008-	Abenezer	
PCU-00053	Realese	
PCU-00054	P	
PCU-00055	dera	
PCU-00056	34343534	

Add Remove

Article Code

1501.0005

1501.0010

Maintain Consignee

Save Close

Organization Person

GSL Types: Customer

Customer Name:

TIN:

Tel. No.:

4365465456-45



## Agent

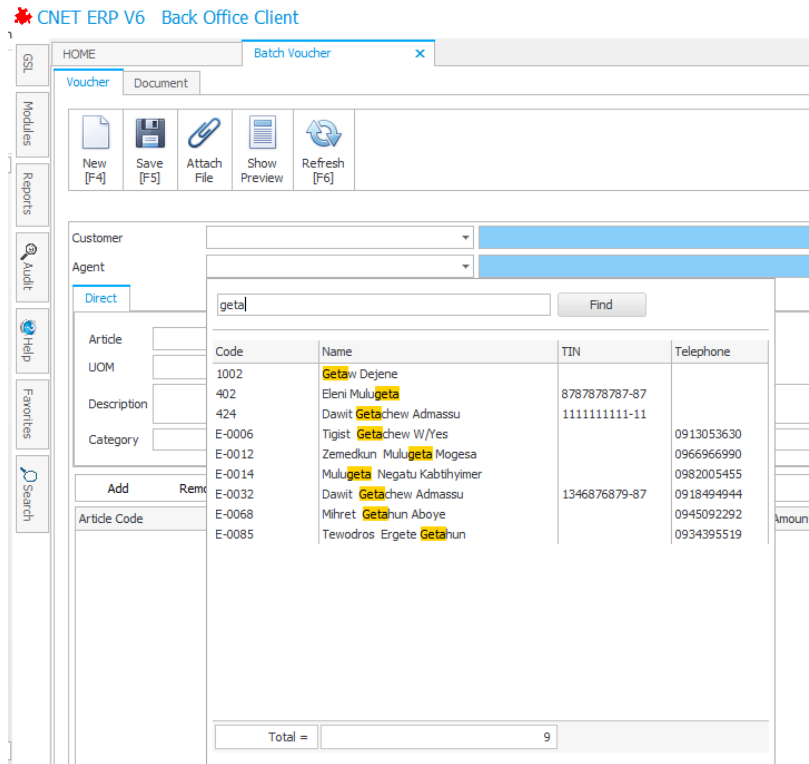
This combo box is used to select the registered agent from the system. The agent is usually an employee, which is considered as the employee in charge of the transaction under process. As the user click the drop down arrow to the right of the combo box, the system displays the list of registered agents/employees as shown in the following screenshot:

The screenshot shows the 'Sales Order Voucher' form in the CNET ERP V2016 Back Office Client. The 'Employee' field is set to 'STUDENT WITH NAME' with TIN 1234567890. A list of employees is displayed in a table below the form.

Article Code	Code	Name	TIN
1501 0005	EMP-00011	ATTENDANTONE MIDDLENA...	
1501 0010	EMP-00014	EYOEL FIKADU	
	EMP-00015	WATER A	
	EMP-00016	WATER B	
	EMP-00017	WATER C	
	EMP-00018	WATER D	
	EMP-00019	WATER E	
	EMP-00020	WATER F	
	EMP-00021	WATER G	
	EMP-00022	WATER H	
	EMP-00023	WATER I	
	EMP-00024	WATER J	
	EMP-00025	WATER K	
	EMP-00026	WATER L	
	EMP-00027	WATER M	
	EMP-00028	WATER N	
	EMP-00029	WATER O	
	EMP-00030	WATER P	
	EMP-00031	WATER Q	
	EMP-00032	WATER R	
	EMP-00033	WATER S	
	EMP-00034	WATER T	
	EMP-00035	WATER U	
	EMP-00036	WATER V	
	EMP-00037	WATER W	
	EMP-00038	WATER X	
	EMP-00039	WATER Y	
	EMP-00040	WATER Z	

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

1. Use the scrollbar to get the specific employee
2. Type the first few letter of the employee code, name or TIN in the Find box as shown on the following screenshot:

		 <p>As the user types the first few characters of the code, name or TIN the system will filter the list by the provided characters as shown on the above screenshot.</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>

CNET ERP V2016 Back Office Client

HOME Sales Order Voucher

Voucher Document Browser

New [F4] Save [F5] Preview Refresh

Customer: AAAA TIN: 3333333333-45 Telephone: 9900000000

Employee: STUDENT WITH NAME TIN: 1234567890

Direct Prefoma Voucher Presales Voucher Sales Order Voucher Cash Sales Voucher

Article UOM

Description

Code	Name	UOM	Prefer...	Tax	Tax_...
1501.0004	CINAMON STICK	HG	Pastry I	VAT	15.0000
1501.0005	COCOA POWDER	HG	Pastry I	VAT	15.0000
1501.0010	FOOD COLOUR (RED)	Meter...	Pastry I	VAT	15.0000
1501.0011	GLUTIN POWDER	Set	Pastry I	VAT	15.0000
1501.0012	MAKUP CHOCOLAT WHITE	HG	Pastry I	VAT	15.0000
1501.0013	NESCAFE	Glass	Pastry I	VAT	15.0000
1501.0016	SALT	HG	Pastry I	VAT	15.0000
1501.0018	SUGAR	HG	Pastry I	VAT	15.0000
1501.0019	TOMATO PAST	Kilo M...	Pastry I	VAT	15.0000
1501.0020	VANILLA FLAVEL	HG	Pastry I	VAT	15.0000
1501.0021	YEAST	HG	Pastry I	VAT	15.0000
1501.0022	MIROR CHOCOLAT	HG	Pastry I	VAT	15.0000
1501.0023	DELI CHEESE CAKE	HG	Pastry I	VAT	15.0000
1501.0024	MIROR CARAMEL	HG	Pastry I	VAT	15.0000
1501.0025	CHANTI PAK	HG	Pastry I	VAT	15.0000

Article Code: 1501.0010

Total Amount: 3 60.00 9.00

Tax Amount: 3 60.00 9.00

Sub Total: 120.00

Additional Charge: 0.00

Discount: 0.00

VAT [15 %]: 18.00

Grand Total: 138.00

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:

CNET ERP V6 Back Office Client

HOME Batch Voucher

Voucher Document

New [F4] Save [F5] Attach File Show Preview Refresh [F6]

Customer: [ ]

Agent: [ ]

Direct


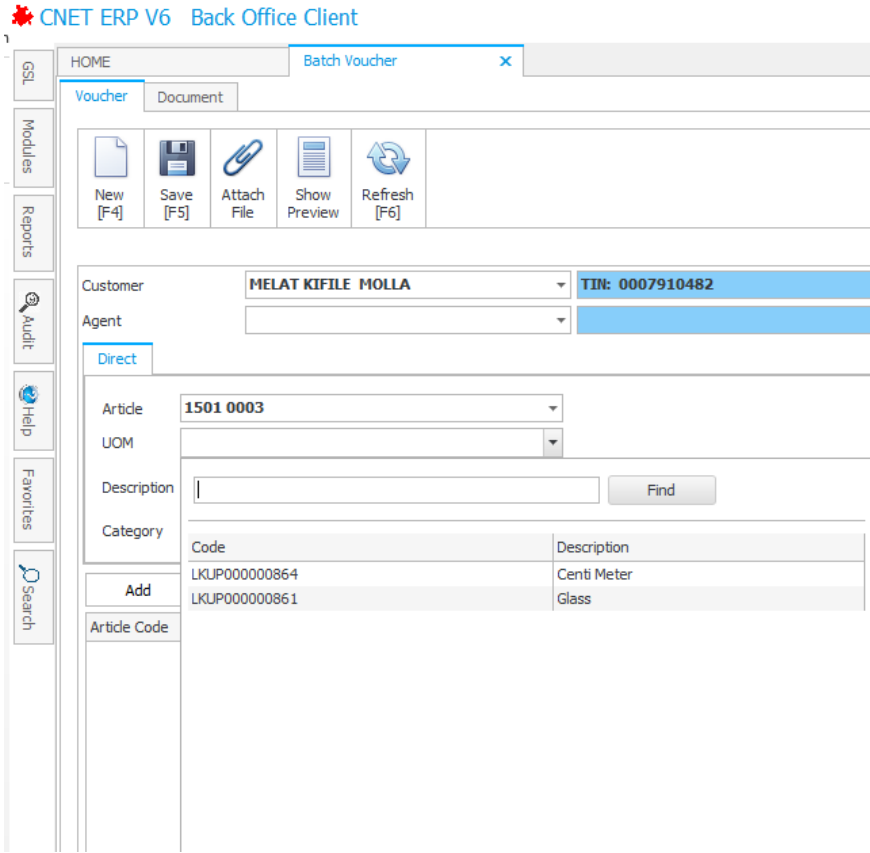
Article UOM

Description

Code	Name	UOM	Prefer...	Tax	Ta...
15...	FOOD COLOUR (RED)	PCS	Pastry I	VAT	15...
15...	Red Bush	PCS	Coff...	VAT	15...
15...	GALVANIZED REDUSER 3/8-1/2	PCS	Coff...	VAT	15...
pp...	SECRET INGREDIENT MANGO	Glass	SMO...	VAT	15...
P...	red bull	PCS	Soft...	VAT	15...
P...	j.w red label bottel	PCS	Sprites	VAT	15...
P...	red lebel half bottle	PCS	Sprites	VAT	15...
P...	red leble whisky	PCS	Sprites	VAT	15...
P...	banquating red lebel whisky	PCS	Sprites	VAT	15...
P...	smirnoff vodka red	PCS	Sprites	VAT	15...
P...	j.w. red label	PCS	Sprites	VAT	15...
P...	swarland red	PCS	Impo...	VAT	15...
P...	vrus red /white	PCS	Impo...	VAT	15...
P...	glass of wine red/white	PCS	Impo...	VAT	15...
P...	herb sear red chicken leo	PCS	Main...	VAT	15...

Article Code: [ ]

Refresh New Clear

		<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	<p>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.</p>
9	Category	<p>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>

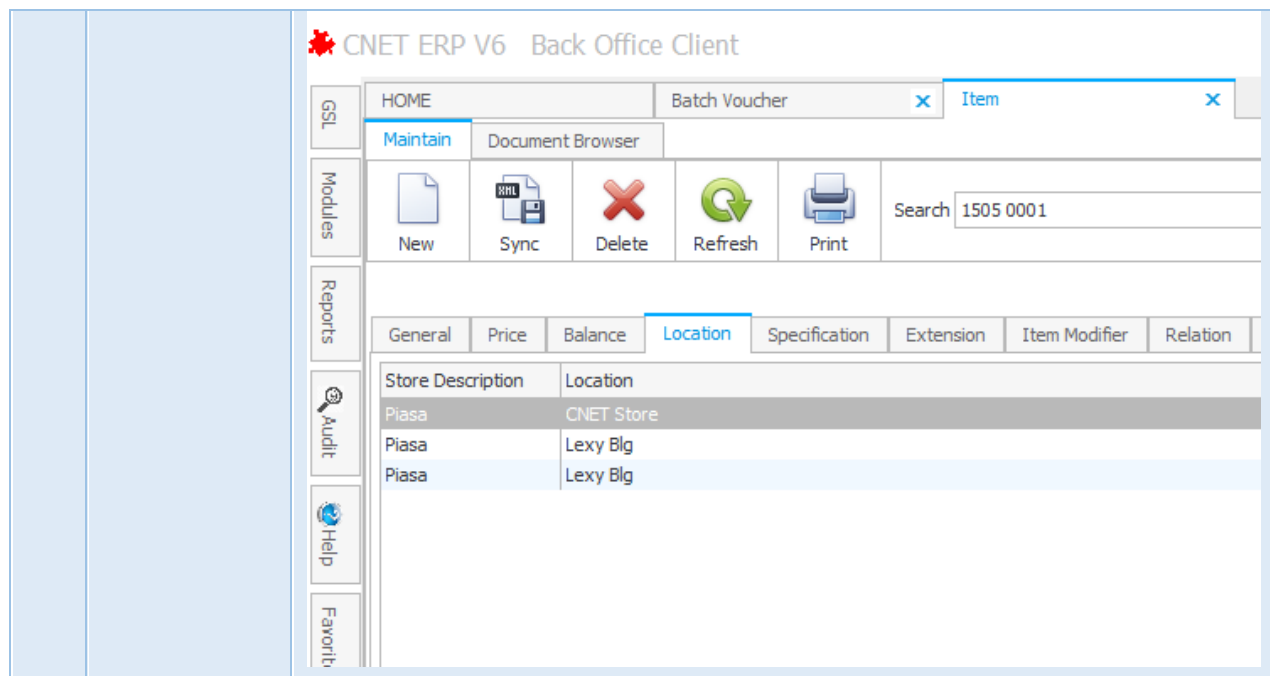
category, the system will load the article field with the list of articles from the selected categories after requiring the user for the confirmation.

Remark: The ca

10

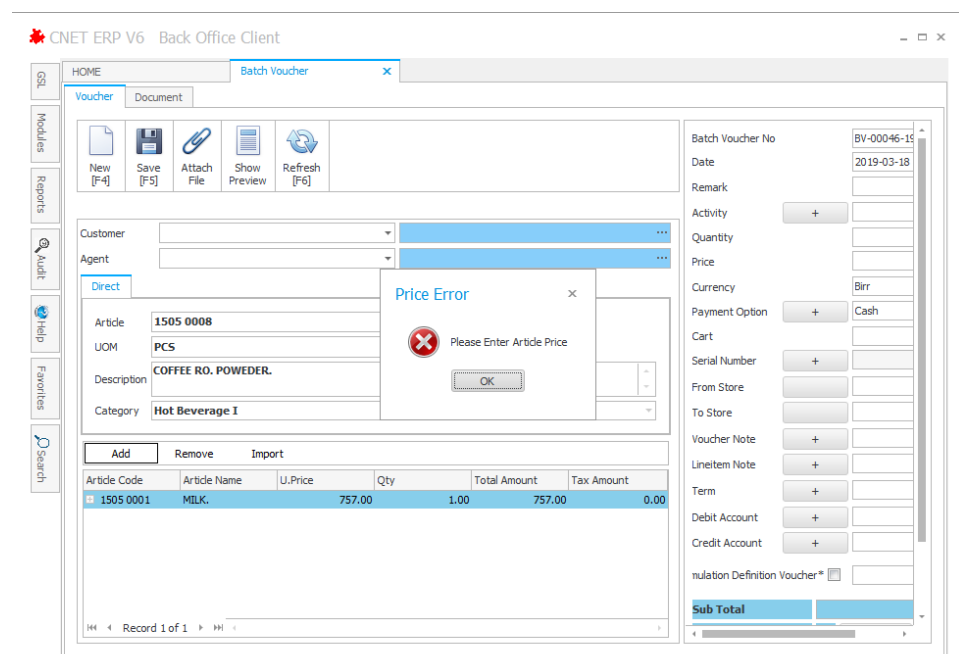
Location

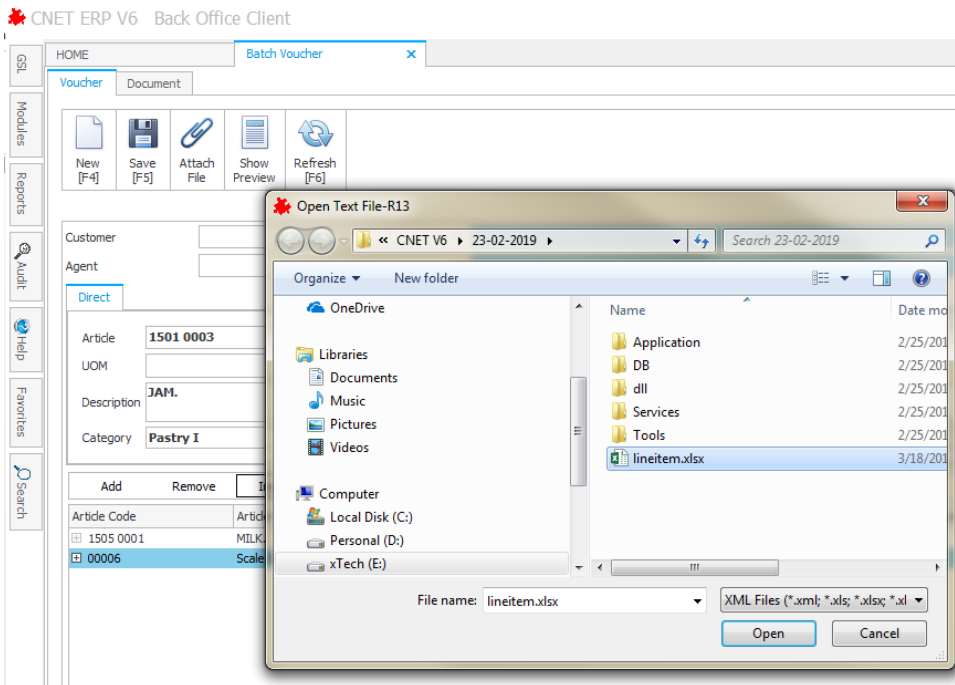
This is the physical location at which the given article can be found. The location is maintained under the Location tab of the Back Office Client system as shown on the following screenshot:

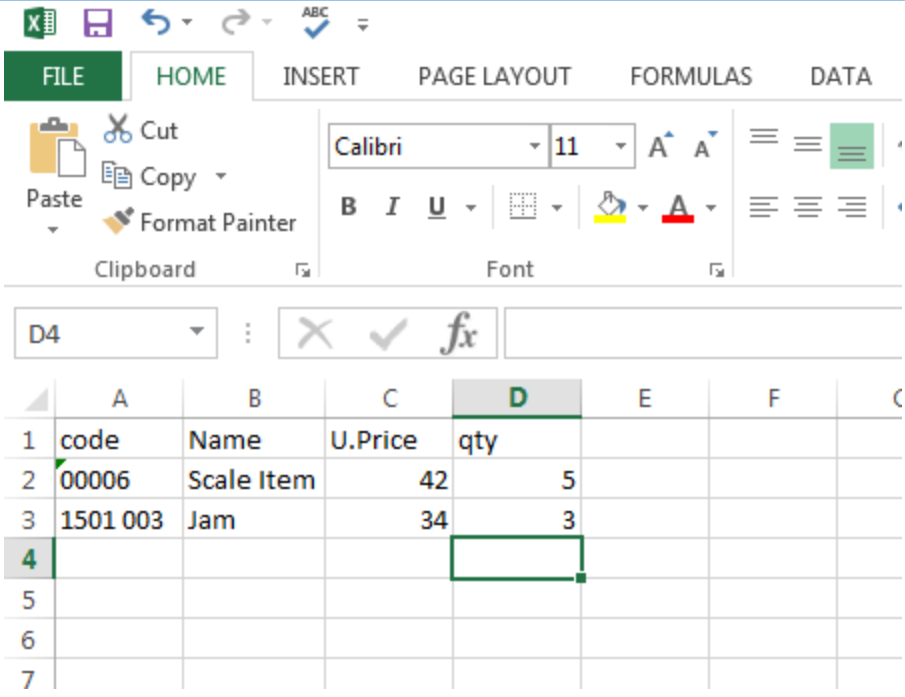


11 Add

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:




		<p><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.</p>
12	Remove	<p>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.</p>
13	Import	<p>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:</p>  <p><b>Remark:</b> The line item list must be prepared in the following format (four columns containing article Code, name, unit price, and quantity):</p>

		 <p><b>Remark:</b></p> <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.



**Remark:** The screenshot below shows the tax settings of the voucher:

 CNET ERP v6 Server Side Management System

HOME Batch Voucher X

System Setting

Save Type  Import From Reference Print

GSL

Modules

Device

Tools

Favorites

Search

Property ID Setting Workflow Print Setting GSL Requirement Terms and Condi

Find

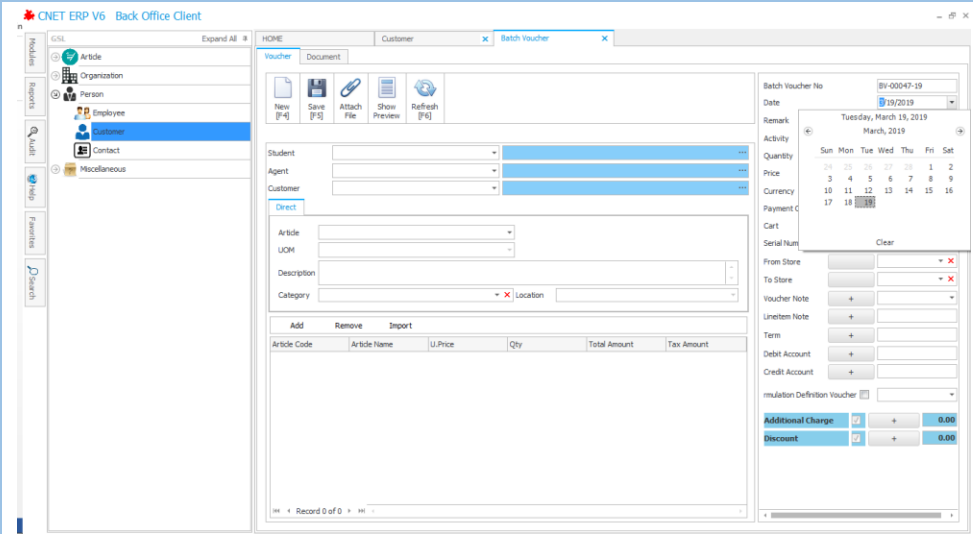
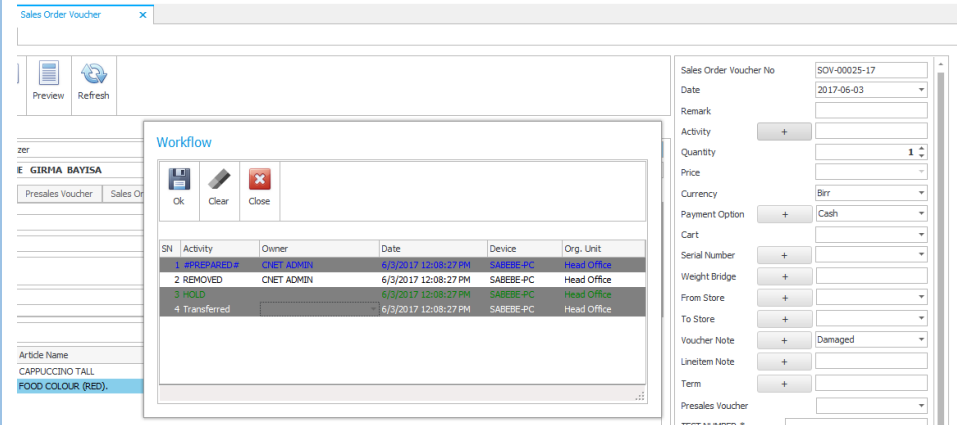
Enable Source Store	True
Is Store Moving Voucher	True
Mandatory Destination Store	False
Mandatory Source Store	False
Stock Balance View Option	NotApplicable
Use Mapped Store	False
<b>Tax Settings</b>	
Enable Flexible Tax	False
Tax Priority	Consignee
Value is Tax Inclusive	False
Voucher Tax Type	VAT
Withholding Type	NotApplicable
<b>Third Party Interface Settings</b>	
Enable Interface	False

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 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> <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>

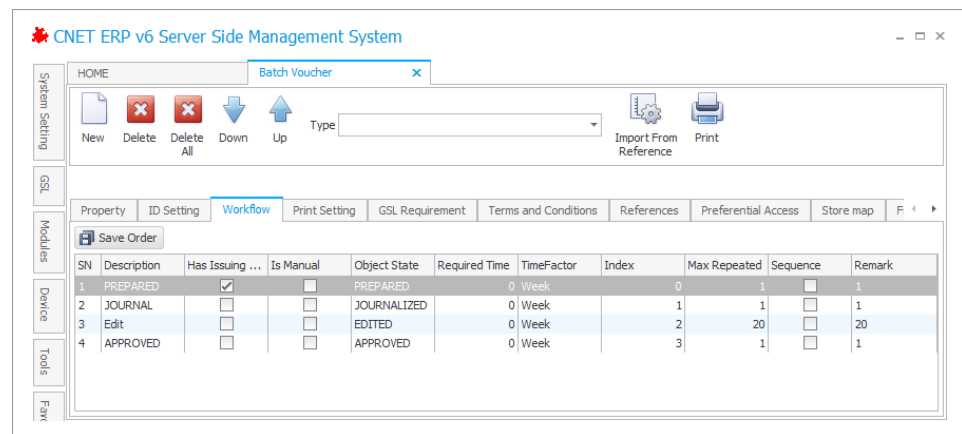
**Owner-** This refers to the logged in user who is going to perform the given activity.

**Date** – It is the date on which the operation is going to be done. By default this is the current date value.

**Device** – It is the device from which the given activity is going to be done.

**Org Unit** – it is the organization unit to which the operator of the voucher belongs to.

The list contains all the activities that are maintained in the Workflow of the voucher setting as shown on the following screenshot:



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 **voucher→Property→Value Setting→Value Rule** is set to **Flexible**. 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

CNET Store

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

CNET ERP V6 Back Office Client

HOME Customer Batch Voucher Item

Maintain Document Browser

New Sync Delete Refresh Print Search: 1505 0001 MILK.

General Price Balance Location Specification Extension Item Modifier Relation Formulation Attach

Value Value Factor Discount Factor

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	

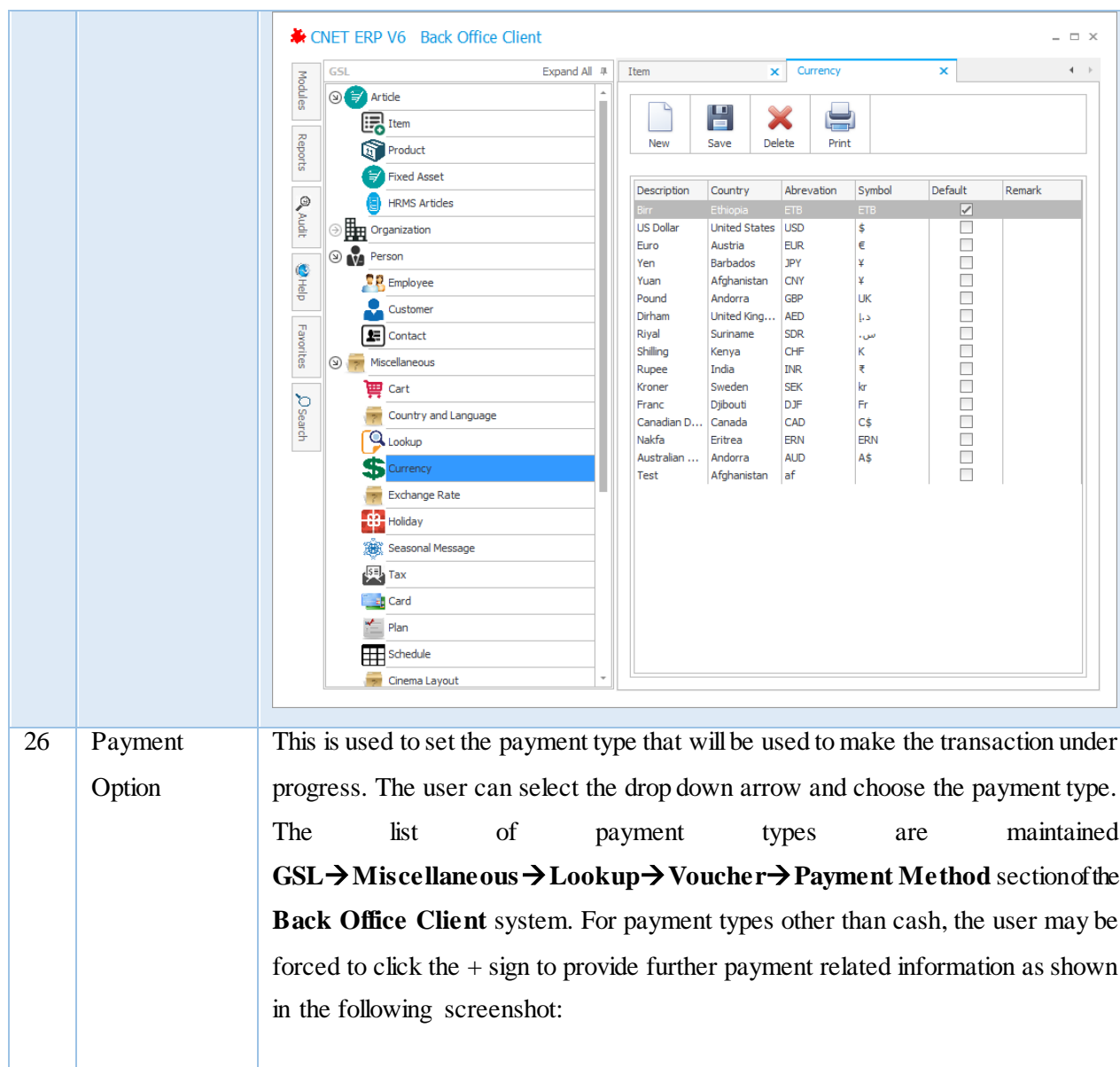
25 Currency This field contains the currency type that will be used for the given voucher transaction. The system fills the default currency as the voucher preparation form is loaded. As the user selects the down drop arrow to the right of the currency

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

The screenshot displays a software interface with a currency selection dropdown menu. The dropdown is open, showing a list of currencies. The 'Birr' option is highlighted. The interface includes fields for Remark, Activity, Quantity, Price, Currency, Payment Option, Cart, Weight Bridge, Voucher Note, Lineitem Note, Term, Debit Account, Credit Account, TEST NUMBER \*, TEST NUMBER2 \*, Sub Total, Additional Charge, Discount, VAT [15 %], and Grand Total. The Currency field is set to 'Birr'.

	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:



**Non Cash Payment**

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

Sub Total	120.00
Additional Charge	0.00
Discount	0.00
VAT [15 %]	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:

Sub Total	Additional Charge	Discount	Grand Total
15.00	0.75	0.27	15.48

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.

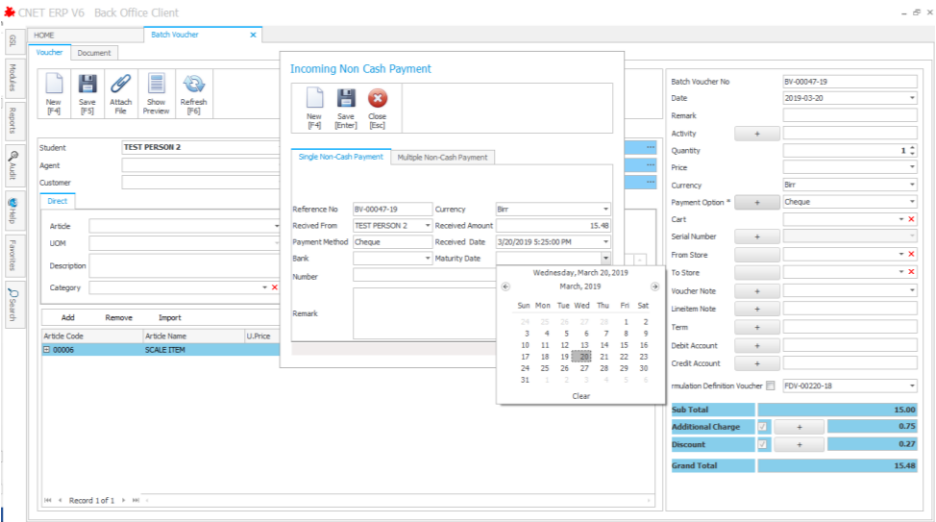
**Currency** – This is the type of currency used for the payment. The default currency will appear as the form loads. Currency types are maintained under **GSL → Miscellaneous → Currency** section of the **Back Office Client**.

**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:



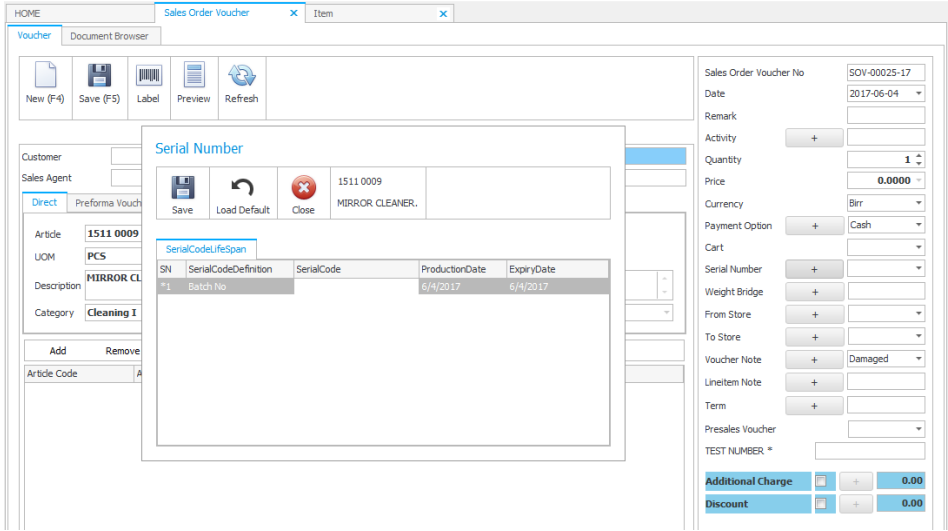
		<div></div>
		<p><b>Remark</b> - This field will contain any additional information required by the payment method.</p> <p><b>New</b> – This is a command button that is used to add a new payment document for the same voucher under preparation.</p> <p><b>Save</b> – This command button is used to save 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>
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	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.

32 From Store 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:

The screenshot shows the 'Sales Order Voucher' form. The 'From Store' dropdown menu is open, displaying a list of stores: 'Test Store One' and 'Main Store'. The 'Main Store' is currently selected. The form includes fields for 'Article' (1501 0010), 'JOM' (Meter Square), 'Description' (FOOD COLOUR (RED).), and 'Category' (Pastry I). A table at the bottom shows the transaction details:

Article Code	Article Name	U.Price	Qty	Total Amount	Tax Amount
2020	WHITE FOREST TORTA	175.00	1	175.00	26.25

**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 'Store Selection' dialog box. It displays a table with the following data:

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

The 'Total Balance' is shown as -3.0000. The dialog box also includes a 'Select' button and a 'Close' button.

33 To Store 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:

Voucher Document Browser

New (F4) Save (F5) Label Preview Refresh

Customer:  Sales Agent:

Direct Preforma Voucher Presales Voucher Sales Order Voucher Cash Sales Voucher

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

Record 1 of 1

Description: Test Store One Main Store

Sales Order Vouch Date: 2017-06-04 Remark: Activity: Quantity: 1 Price: 20.0000 Currency: Birr Payment Option: Cash Cart: Serial Number: Weight Bridge: From Store: To Store: Voucher Note: Note for v... Lineitem Note: Term: 99=8 Presales Voucher: TEST NUMBER \*:

Sub Total: 175.00 Additional Charge: 0.00 Discount: 0.00 VAT [15 %]: 175.00 26.25

**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:

Document Browser

Save (F5) Label Preview Refresh

Store Selection

Select Close 1501 0010 FOOD COLOUR (RED).

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

Total Balance= -3.0000

Sales Order Voucher No: SOV-00025-17 Date: 2017-06-04 Remark: Activity: Quantity: 1 Price: 20.0000 Currency: Birr Payment Option: Cash Cart: Serial Number: Weight Bridge: From Store: To Store: Voucher Note: Note for v... Lineitem Note: Term: 99=8 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:

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

30 LineItem Note

This is a textual description of the lintItem 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:

The screenshot displays the CNET ERP V6 Back Office Client interface. The main window has a menu bar with 'HOME' and 'Batch Voucher'. Below the menu bar, there are tabs for 'Voucher' and 'Document'. The left sidebar contains a vertical menu with 'Modules', 'Reports', 'Audit', 'Help', 'Favorites', and 'Search'. The main area shows a form for 'TEST PERSON' with fields for 'Student', 'Agent', 'Customer', 'Article', 'UOM', 'Description', and 'Category'. Below these fields are 'Add', 'Remove', and 'Import' buttons. A table at the bottom lists 'Article Code' and 'Article Name' with entries: '00006 Scale Item', '11 Solomon', and '156 Grima'. A 'Voucher Term' dialog box is open on the right, showing a table with columns 'SN', 'Term Description', 'Value', and 'Remark'. The table contains three rows: '1\* Delivery' with '5 days', '2\* Validity Date' with '30 days', and '3\* Warranty' with '1 Year'. The 'Value' column is highlighted in blue. Above the table are buttons for 'Save [Enter]', 'Load Default', 'Clear', and 'Close [Esc]'.

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:



CNET ERP V6 Back Office Client

HOME Batch Voucher

Voucher Document

New [F4] Save [F5] Attach File Show Preview Refresh [F6]

Student: TEST PERSON TIN: 3434343243-24

Agent

Customer

Direct

Article

UOM

Description

Category Location

Add Remove Import

Article Code	Article Name	U-Price	Qty	Total Amount	Tax Amount
00006	Scale Item	5.00	42.00	210.00	0.00
11	Solomon	3.00	34.00	102.00	0.00
156	Girma	3.00	12.00	36.00	0.00

Record 1 of 3

Batch Voucher No: BV-00047-19

Date: 2019-03-20

Remark

Activity

Quantity: 1

Price

Currency: Birr

Payment Option: Cash

Cart

Serial Number

From Store

To Store

Voucher Note

Lineitem Note

Term: Delivery=3 days/Validity

Debit Account

Credit Account

Simulation Definition Voucher

Sub Total: 348.00

Additional Charge: 10.50

Discount: 5.62

Grand Total: 352.88

34 Debit Account

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:

CNET ERP V6 Back Office Client

HOME Batch Voucher

Voucher Document

New [F4] Save [F5] Attach File Show Preview Refresh [F6]

Student: TEST P

Agent

Customer

Direct

Article

UOM

Description

Category

Add Remove

Article Code

Account Code

Amount: 352.88

Cart

Remark

Use Rem. Balance

Remaining Balance: 352.88

Allow Duplicate Account

Save [Enter] Close [Esc]

SN	Account Code	Account Desc	Amount	Cart	Remark
			0.00		

Record 1 of 3

Batch Voucher No: BV-00047-19

Date: 2019-03-20

Remark

Activity

Quantity: 1

Price

Currency: Birr

Payment Option: Cash

Cart

Serial Number

From Store

To Store

Voucher Note

Lineitem Note

Term: Delivery=3 days/Validity

Simulation Definition Voucher

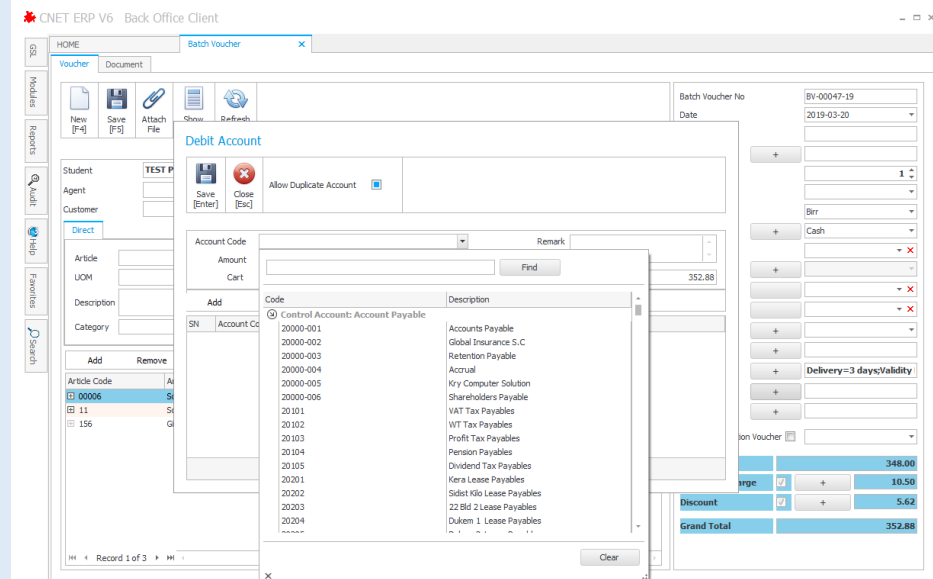
Sub Total: 348.00

Additional Charge: 10.50

Discount: 5.62

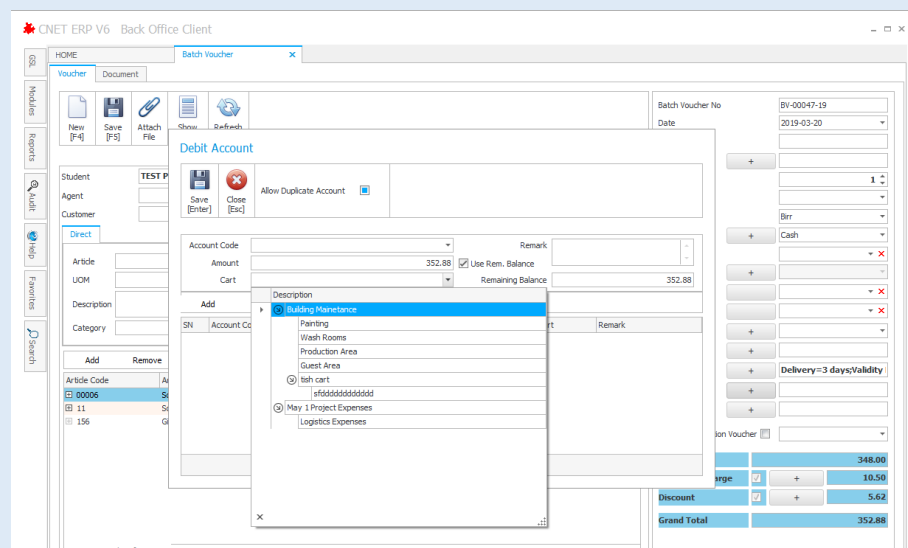
Grand Total: 352.88

**Account Code** – 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:



**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:



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

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

**Add** – 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.

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

**Save** – 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:

Article Code	Article Name	U.Price	Qty	Total Amount	Tax Amount
00006	Scale Item	5.00	42.00	210.00	0.00
11	Solomon	3.00	34.00	102.00	0.00
156	Grma	3.00	12.00	36.00	0.00

Sub Total	348.00
Additional Charge	10.50
Discount	5.62
Grand Total	352.88

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

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:

CNET ERP V6 Back Office Client

Batch Voucher

Batch Voucher No: BV-00047-19

2019-03-20

1

Birr

Cash

Delivery=3 days/Validity

Profit Tax Payables=>100.00

348.00

Charge 10.50

Discount 5.62

Grand Total 352.88

Account Code

Amount 352.88

Cart

Use Rem. Balance

Remaining Balance 352.88

Add Remove

SN	Account Code	Account Desc	Amount	Cart	Remark

0.00

**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:

CNET ERP V6 Back Office Client

Batch Voucher

Batch Voucher No: BV-00047-19

2019-03-20

1

Birr

Cash

Delivery=3 days/Validity

Profit Tax Payables=>100.00

348.00

Charge 10.50

Discount 5.62

Grand Total 352.88

Account Code

Amount 352.88

Cart

Use Rem. Balance

Remaining Balance 352.88

Add Remove

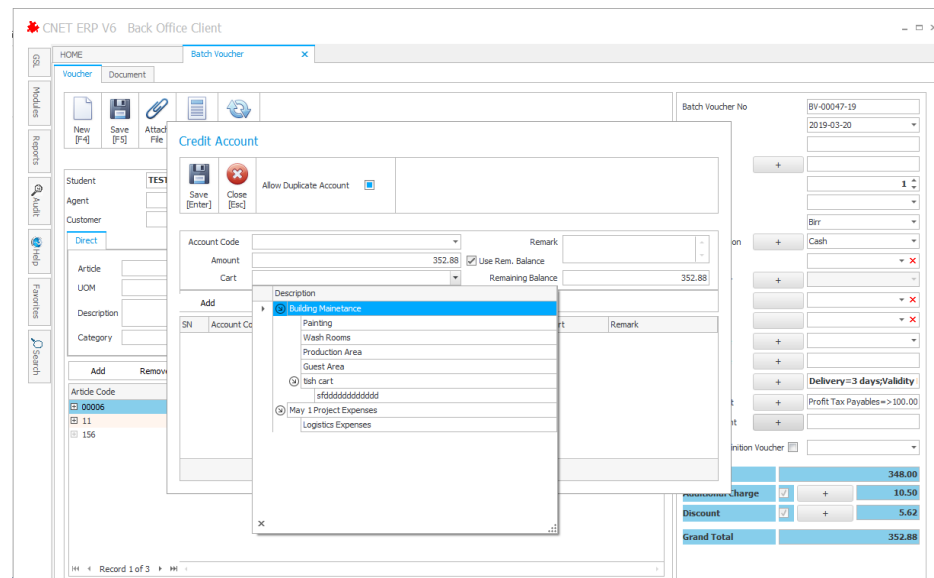
Code	Description
Control Account: Account Payable	
20000-001	Accounts Payable
20000-002	Global Insurance S.C
20000-003	Retention Payable
20000-004	Accrual
20000-005	Kry Computer Solution
20000-006	Shareholders Payable
20101	VAT Tax Payables
20102	WTT Tax Payables
20103	Profit Tax Payables
20104	Pension Payables
20105	Dividend Tax Payables
20201	Kera Lease Payables
20202	Sidet Kilo Lease Payables
20203	22 Bld 2 Lease Payables

Clear

**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:

**CNET ERP V6 Back Office Client**

Batch Voucher No: BV-00047-19  
 Date: 2019-03-20  
 Remark:   
 Activity:   
 Quantity: 1  
 Price:   
 Currency: Birr  
 Payment Option: Cash  
 Cart:   
 Serial Number:   
 From Store:   
 To Store:   
 Voucher Note:   
 Linetern Note:   
 Term: Delivery=3 days/Validity  
 Debit Account: Profit Tax Payables=>100.00  
 Credit Account: Dividend Tax Payables=>150  
 Simulation Definition Voucher:   
 Sub Total: 348.00  
 Additional Charge: 10.50  
 Discount: 5.62  
 Grand Total: 352.88

Article Code	Article Name	U-Price	Qty	Total Amount	Tax Amount
00006	Scale Item	5.00	42.00	210.00	0.00
11	Solomon	3.00	34.00	102.00	0.00
156	Girma	3.00	12.00	36.00	0.00

**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 **Modules → Subsystem → VoucherName → Value Factor** settings of the **Server Management System**. “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 whetherto apply additional charges and discounts or not. “Use Preferential Discount” and “Use Preferential Additional Charge” settings are used whether to allowtheuser to use preferential additional charge or discount options by enabling ordisabling the + button. The following image shows the major setting elements of thevalue 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:

CNET ERP V6 Back Office Client

HOME Batch Voucher x

Voucher Document

New [F4] Save [F5] Attach File Show Preview Refresh [F6]

Student: AZEB TESFAVE

Agent:

Customer:

Direct

Article:

UOM:

Description:

Category:

Add Remove Im

Article Code Article Name

00006 SCALE ITEM

Preferential Value Factor For Additional Charge

Save [Enter] Clear Close [Esc]

Categorized Value Total Value Factor SubTotal Value Factor Advance Total Discount Factor

Category

Value Factor Definition New Value

Add Remove

SN Category ValueFactorDefn Value sPercent

00006 SCALE ITEM

Record 1 of 1

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: +

Imulation Definition Voucher: FDI-00220-18

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

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

HOME Batch Voucher

Voucher Document

Student AZEB TESFAYE

Agent

Customer

Direct

Article

UOM

Description

Category

Add Remove

Article Code Article Name

00006 SCALE ITEM

Preferential Value Factor For Additional Charge

Save [Enter] Clear Close [Esc]

Categorized Value

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 +

Simulation Definition Voucher FDV-00220-18

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

HOME Batch Voucher

Voucher Document

Student AZEB TESFAYE

Agent

Customer

Direct

Article

UOM

Description

Category

Add Remove

Article Code Article Name

00006 SCALE ITEM

Preferential Value Factor For Additional Charge

Save [Enter] Clear Close [Esc]

Categorized Value

Category	Value Factor Definition	SN	Category
	Service Charge	10	
	Ser. Charge	20	
	Service Charge	10	
	Additional Charge	1	
	abc value factor	0	
	service	15	
	service	10	
	service charge	5	

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 +

Simulation Definition Voucher FDV-00220-18

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.
- **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:

**Preferential Value Factor For Additional Charge**

Save [Enter] Clear Close [Esc]

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	15	<input type="checkbox"/>
service	10	<input checked="" type="checkbox"/>
service charge	5	<input checked="" type="checkbox"/>

Record 1 of 1

**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**  
**Simulation Definition Voucher** PDY-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
<b>Grand Total</b>	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:

The screenshot shows the 'SubTotal Value Factor' dialog box in the CNET ERP V6 Back Office Client. The dialog box has tabs for 'Categorized Value', 'Total Value Factor', 'SubTotal Value Factor', 'Advance', and 'Total Discount Factor'. The 'SubTotal Value Factor' tab is active, showing a table of value factor definitions. The table has columns for 'Description', 'Value', and 'isPercent'. The 'New Value' section is also visible.

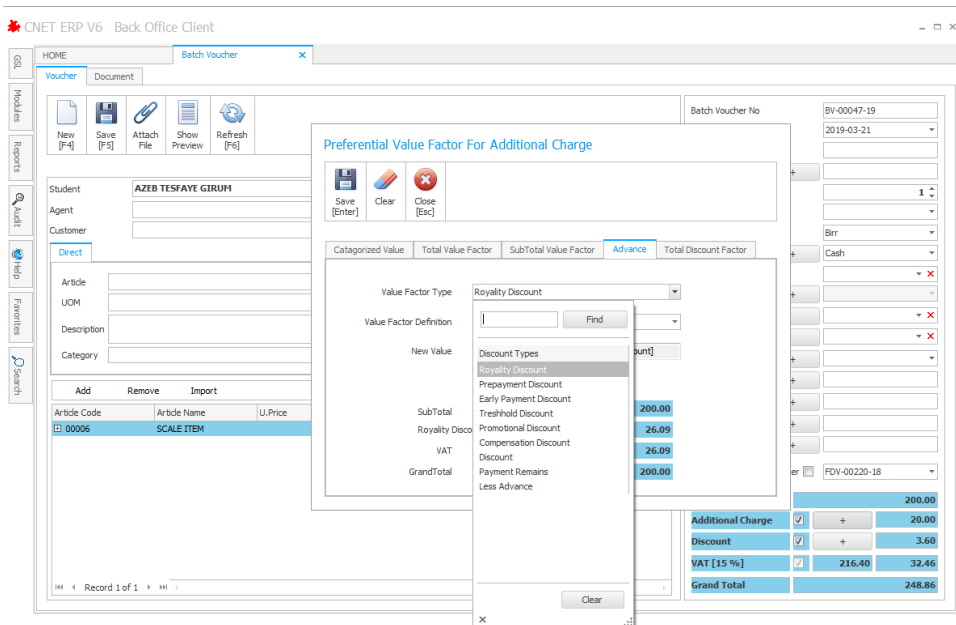
Description	Value	isPercent
Service Charge	10	<input checked="" type="checkbox"/>
Ser. Charge	20	<input checked="" type="checkbox"/>
Service Charge	10	<input checked="" type="checkbox"/>
Additional Charge	1	<input checked="" type="checkbox"/>
aa value factor	0	<input type="checkbox"/>
abc sdt	0	<input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

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

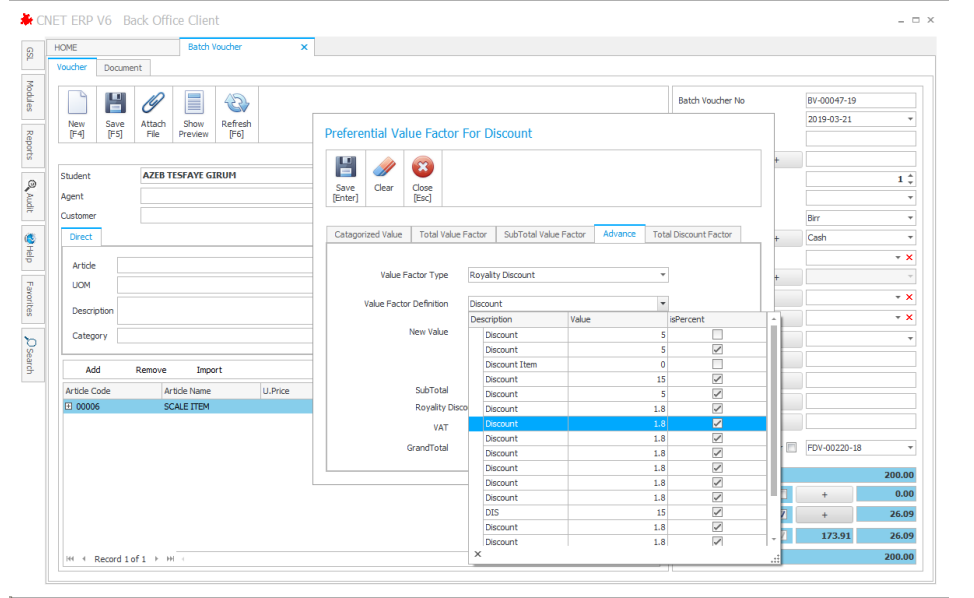
▪ **Advance** – This option is used to set value factor based on the grand total amount. In order to set this value factor you need to fill up the following fields:

- **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:



- **New Value** - 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.

■ **Total Discount Factor – Not Clear.**

38 Discount

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 **Modules → Subsystem → VoucherName → Value Factor** settings of the **Server Management System**. “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

**Remark:** For the details of the preferential discount refer to the Additional charge Section of this document.

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 - Line Item 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:

HOME

Presales Voucher

X

Voucher

Document Browser

New (F4)

Save (F5)

Preview

Refresh

Show

Date Criteria

Annually

Start Date

2017-01-01

End Date

2017-06-05

Customer

Dera Zemu

TIN: 3242345235-24 Telephone:

Sales Order Voucher

Preforma Voucher

Cash Sales Summary Voucher

Presales Voucher

Item Reservation Voucher

Goods Receiving Voucher

Select	Voucher Code	Consignee	Date	User	Amount	Amount Due

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

Grand Total

4,025.00

Record 0 of 0

## 2.4 Screen Elements of Non-Lineitem Vouchers

The screenshot displays the 'Presales Voucher' interface. A red rectangle highlights the main voucher entry area, which includes a toolbar, a customer selection dropdown, a voucher type selector, a table for voucher items, and a summary table at the bottom right. Numbered callouts identify the following elements:

- 1**: Points to the top navigation bar containing 'HOME', 'Presales Voucher', and a search icon.
- 2**: Points to the toolbar with icons for 'New (F4)', 'Save (F5)', 'Preview', 'Refresh', and 'Show'.
- 3**: Points to the 'Customer' dropdown menu showing 'Dera Zemnu' and its TIN and telephone number.
- 4**: Points to the 'Voucher Code' column in the main table.
- 5**: Points to the 'Grand Total' row in the summary table.
- 6**: Points to the right-hand panel containing fields for 'Presales Voucher No', 'Date', 'Remark', 'Activity', 'Amount', 'Currency', 'Payment Option', 'Cart', 'Loan Settlement', 'Term', 'Debit Account', 'Credit Account', 'Preforma Voucher', 'ppo \*', and 'bb'.

**Customer Information:** Dera Zemnu, TIN: 3242345235-24, Telephone: [Redacted]

**Voucher Type:** Goods Receiving Voucher

Select	Voucher Code	Consignee	Date	User	Amount	Amount Due

**Summary Table:**

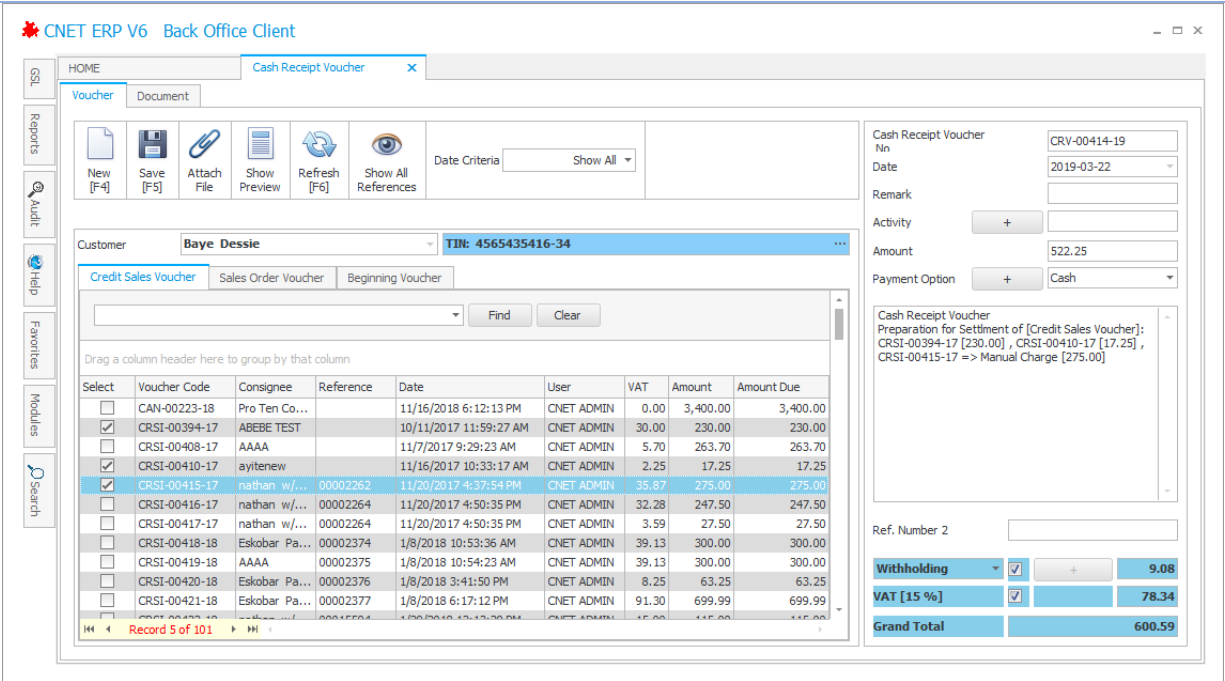
VAT [15 %]	3500	525.00
Grand Total		4,025.00

**Right Panel Fields:**

- Presales Voucher No: PSV-00061-17
- Date: 2017-06-05
- Remark: [Redacted]
- Activity: + [Redacted]
- Amount: 3500
- Currency: Birr
- Payment Option: + Cash
- Cart: [Redacted]
- Loan Settlement: [Redacted]
- Term: + [Redacted]
- Debit Account: + [Redacted]
- Credit Account: + [Redacted]
- Preforma Voucher: [Redacted]
- ppo \*: [Redacted]
- bb: [Redacted]

**Status:** Record 0 of 0

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.



### New Voucher



Do you really want clear the current voucher?

Yes

No

**Remark:** Unless the previously started voucher is saved the system will not change the voucher number for the current voucher.

2. Save

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:

**Voucher Error List**

Log Cancel Close

Description	Type
TEST NUMBER * must be selected	Mandatory
TEST NUMBER2 * must be selected	Mandatory
Voucher Cart is not Selected.	Warning

Error 2 Warning 1

Sales Order Voucher No: SOV-00024-17  
Date: 2017-06-01  
Remark:   
Activity: +   
Quantity:   
Price:   
Currency: Birr  
Payment Option: + Cash  
Cart:   
Weight Bridge: +   
Voucher Note: + Damaged  
Lineitem Note: +   
Term: +   
Debit Account: +   
Credit Account: +   
TEST NUMBER \*:   
TEST NUMBER2 \*:

- 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 displays a software interface for a 'Cash Sales Voucher'. A central dialog box with a blue header 'Congratulations!' and an information icon contains the text 'Voucher Saved Successfully!' and an 'OK' button. The background form includes fields for 'TIN: 0000000000-12 Telephone:' and 'TIN: 1234567890'. Below these is a table with the following data:

QTY	Total Amount	Tax Amount
20.00	1	20.00
		3.00

To the right of the table is a 'Remark' section with various fields and buttons:

- Activity: +
- Quantity: 1
- Price: [dropdown]
- Currency: Birr
- Payment Option: + Cash
- Cart: pppp
- Weight Bridge: +
- Voucher Note: + Damaged
- Lineitem Note: +
- Term: +
- Debit Account: +
- Credit Account: +
- TEST NUMBER \*: 424324242
- 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:



**No:** CRV-00414-19  
**Date:** 3/22/2019  
**VAT No:** \_\_\_\_\_  
**TIN No:** 0000000000

Tel , Fax , P.O.Box

## Cash Receipt Voucher

**Received From:** Baye Dessie  
**Sum Of Birr:** 591.51  
**Purpose:** Cash Receipt Voucher  
 Preparation for Settlement of [Credit Sales Voucher]: CRSI-00394-17 [230.00] , CRSI-00410-17 [17.25] , CRSI-00415-17  
 => Manual Charge [275.00]  
**Reference No:** CORV-00019-19 CRSI-00394-17 CRSI-00410-17 CRSI-00415-17  
**Payment Method:** Cash  
**Withholding Tax:** 9.08  
**Total Payment :** 600.59

### Voucher Operators

PREPARED by CNET ADMIN on 3/22/2019 4:42:23 PM

**Copy Distribution :** -

3. Show  
Preview

This button is used to print preview the voucher being prepared before it is saved as shown in the following screenshot:

		<div data-bbox="541 240 672 370">  </div> <div data-bbox="1417 235 1806 402"> <p><b>No:</b> CRV-00415-19</p> <p><b>Date:</b> 3/22/2019</p> <p><b>Ref No:</b></p> <p><b>VAT No:</b></p> <p><b>TIN No:</b> 0000000000</p> </div> <div data-bbox="745 397 913 422"> <p>Tel , Fax , P.O.Box</p> </div> <div data-bbox="1480 414 1806 451"> <p><b>Cash Receipt Voucher</b></p> </div> <div data-bbox="535 462 1806 690"> <p><b>Received From:</b></p> <p><b>Sum Of Birr:</b> 511.20</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> </div> <div data-bbox="535 1015 735 1047"> <p><b>Copy Distribution : -</b></p> </div>
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:

HOME Presales Voucher X

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.com

Sales Order Voucher Find

Select	Voucher Code	Code	Name	TIN
		OC-00003	People	
		OC-00009	Rtttttt	
		OC-00014	ewfewfewf	
		OC-00015	Pop up	
		OCU-00002-	ROLADINIHO	1245799362-15
		OCU-00003-	AAAA	3333333333-45
		OCU-00004-	ASer	2222222222-29
		OC-00001	MISIKIR	
		OC-00002	NARDOS	
		OCU-00007-	mrtha	1616161616-66
		OCU-00008-	Abenezer	0000000000-12
		PCU-00053	Realese	2342343243-24
		PCU-00054	P	0123568999-99
		PCU-00055	dera	4365465456-45
		PCU-00056	34343534	
		PCU-00057	fffff	
		PCU-00058		

Refresh New Clear

Record 0 of 0

Goods Receiving Voucher

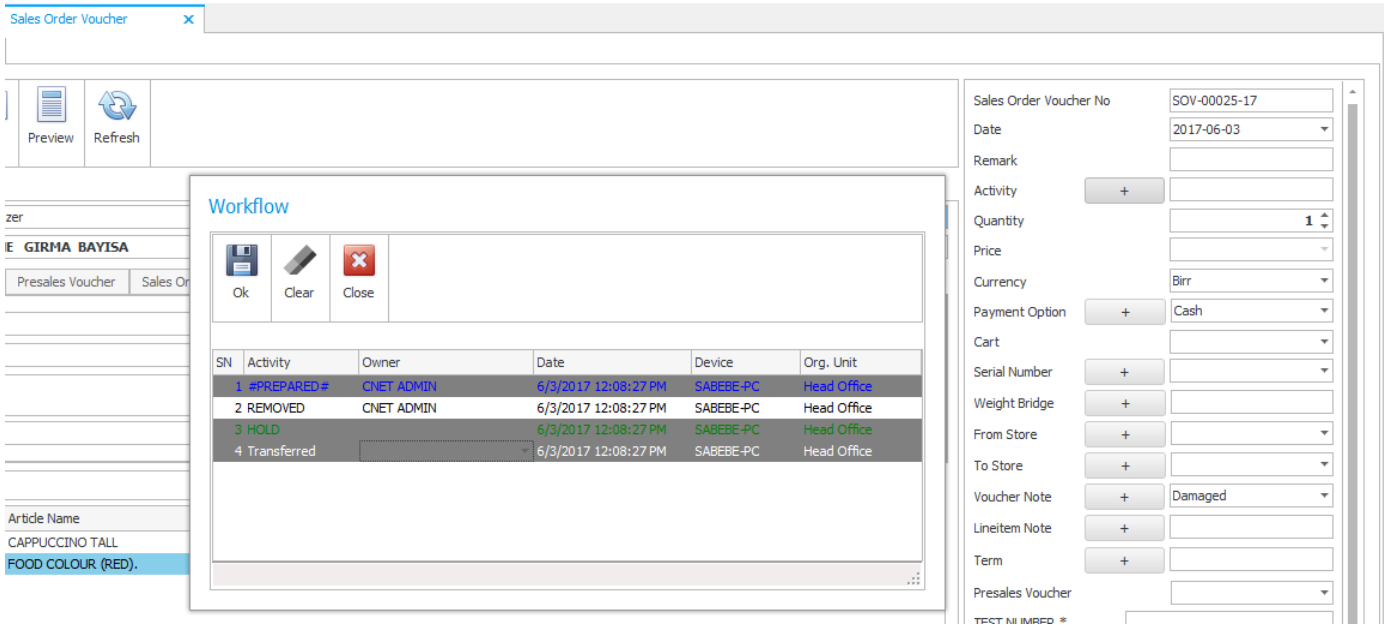
Amount	Amount Due

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: 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:

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>  <p>The Workflow popup window has the following elements:</p> <p>SN – It is a running number that uniquely identify each of the activities that could potentially be performed.</p>

		<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:



Telephone:09000000000

	Total Amount	Tax Amount
3	60.00	9.00
3	60.00	9.00

Remark	
Activity	+
Quantity	1
Price	0.0000
Currency	Birr
Payment Option	+
Cart	
Weight Bridge	+
Voucher Note	+
Lineitem Note	+
Term	+
Debit Account	+
Credit Account	+
TEST NUMBER *	<input type="checkbox"/>
TEST NUMBER2 *	<input type="checkbox"/>
Sub Total	
Additional Charge	<input type="checkbox"/>
Discount	<input type="checkbox"/>
VAT [15 %]	
Grand Total	

Description

Birr

US Dollar

Euro

Yen

Yuan

Pound

Dirham

Riyal

Shilling

Rupee

Kroner

Franc

Canadian Dollar

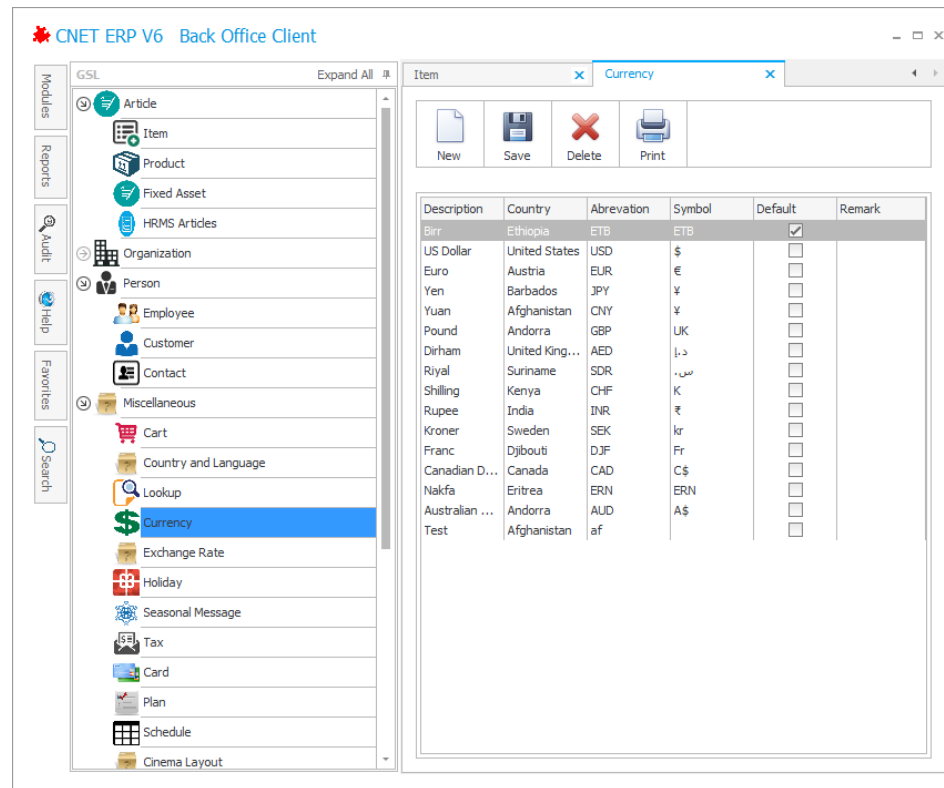
Australian Dollar

Clear

**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:

**Non Cash Payment**

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:   

**Sales Order Voucher**

Sales Order Voucher No: SOV-00025-17  
 Date: 2017-06-01  
 Remark:     
 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: \*   

Article Code	Article Name
1501 0005	COCOA POWDER.
1501 0010	FOOD COLOUR (RED).

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:

The screenshot displays the 'Batch Voucher' form in the CNET ERP V6 Back Office Client. The form is divided into several sections. On the left, there are fields for 'Student' (TEST PERSON 2), 'Agent', 'Customer', 'Article', 'UOM', 'Description', and 'Category'. A dropdown menu for 'Bank' is open, showing a list of banks and branches. The right side of the form contains fields for 'Batch Voucher No', 'Date', 'Remark', 'Activity', 'Quantity', 'Price', 'Currency', 'Payment Option', 'Cart', 'Serial Number', 'From Store', 'To Store', 'Voucher Note', 'Unleash Note', 'Term', 'Debit Account', and 'Credit Account'. At the bottom right, there is a summary table with the following data:

Sub Total	15.00
Additional Charge	0.75
Discount	0.27
Grand Total	15.48

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:

New  
[F4]

Save  
[Enter]

Close  
[Esc]

Single Non-Cash Payment

Multiple Non-Cash Payment

Reference No

BV-00047-19

Currency

Birr

Recived 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

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

+

rmulation Definition Voucher

☐

FDV-00220-18

Sub Total

15.00

Additional Charge

☒

+

0.75

Discount

☒

+

0.27

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.

20. Cart

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:

The screenshot displays the 'Voucher' document browser interface. The 'Sales Order Voucher' tab is selected. The 'Cart' dropdown menu is open, showing a list of carts with 'Big Construction' selected. The interface includes fields for Customer, Sales Agent, Article, UOM, Description, Category, and Location. A table at the bottom shows columns for Article Code, Article Name, U.Price, Qty, Total Amount, and Tax Amount. The right sidebar contains fields for Sales Order Voucher No, Date, Remark, Activity, Quantity, Price, Currency, Payment Option, and Cart.

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

21. Voucher Note

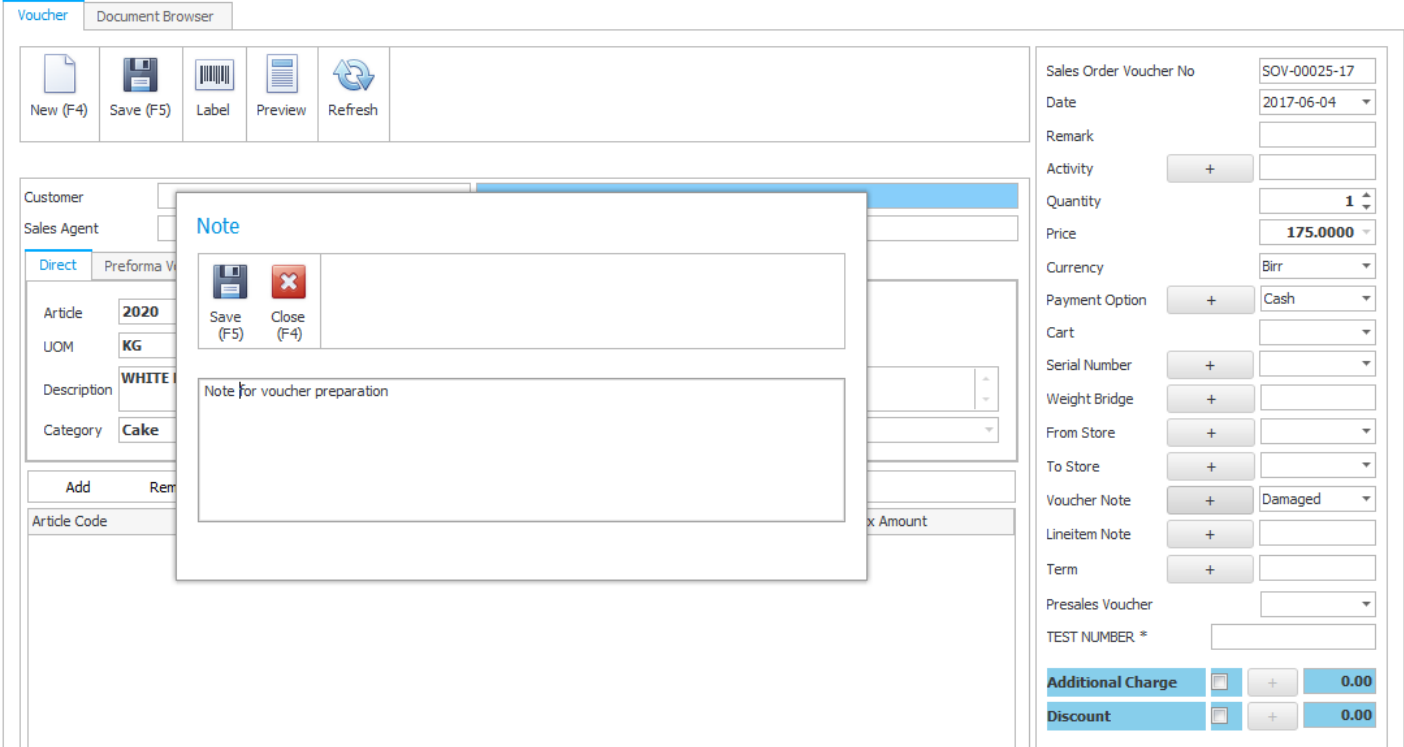
This is a textual description of the voucher under preparation. As the user click the down drop arrow of the combo box, the system displays a list of pre-registered voucher notes as shown on the following screenshot:

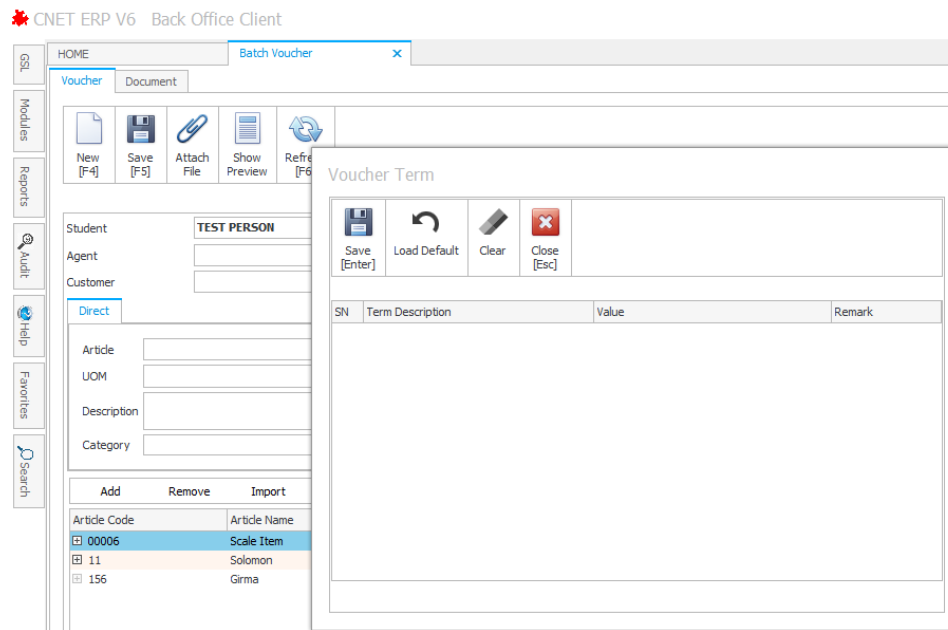
The screenshot displays the 'Sales Order Voucher' form. The 'Voucher Note' dropdown menu is open, showing a list of pre-registered notes. The 'Damaged' option is selected. The form includes fields for Customer, Sales Agent, Article (2020), UOM (KG), Description (WHITE FOREST TORTA), Category (Cake), and Location. A table at the bottom shows the voucher details with columns for Article Code, Article Name, U.Price, Qty, Total Amount, and Tax Amount. The table is currently empty.

Article Code	Article Name	U.Price	Qty	Total Amount	Tax Amount

**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:

### Voucher Term

 Save [Enter]	 Load Default	 Clear	 Close [Esc]	
--	---	--	---	--

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:

CNET ERP V6 Back Office Client

HOME Batch Voucher

Voucher Document

New [F4] Save [F5] Attach File Show Preview Refresh [F6]

Student: TEST PERSON TIN: 3434343243-24

Agent

Customer

Direct

Article

UOM

Description

Category Location

Article Code	Article Name	U-Price	Qty	Total Amount	Tax Amount
00006	Scale Item	5.00	42.00	210.00	0.00
11	Solomon	3.00	34.00	102.00	0.00
156	Girma	3.00	12.00	36.00	0.00

Record 1 of 3

Batch Voucher No: BV-00047-19

Date: 2019-03-20

Remark

Activity

Quantity: 1

Price

Currency: Birr

Payment Option: Cash

Cart

Serial Number

From Store

To Store

Voucher Note

Lineitem Note

Term: Delivery=3 days/Validity

Debit Account

Credit Account

Simulation Definition Voucher

Sub Total	348.00
Additional Charge	10.50
Discount	5.62
Grand Total	352.88

23. Debit Account

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:

Voucher Document Browser

New (F4) Save (F5) Preview Refresh Show

Date Criteria: Annually

Customer: ROLADINIHO

Sales Voucher No: PSV-00062-17

2017-06-05

Debit Account

Save Close

Account Code Amount Cart Remark

Add Remove

SN	Account Code	Account Desc	Amount	Cart	Remark

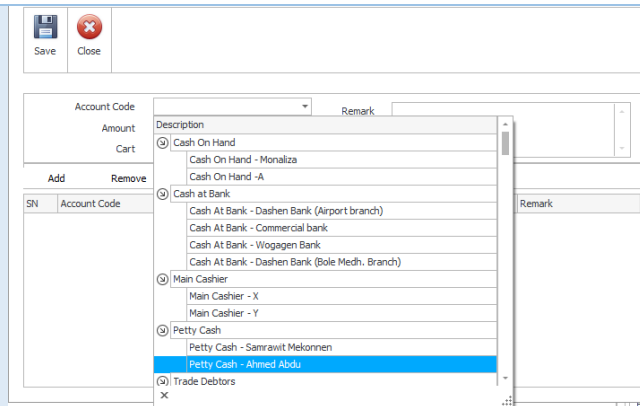
Record 0 of 0

VAT [15 %] 344 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:



**Amount** – This is the amount to be debited

**Cart** – This is the cart that will collect the debited transaction

**Remark** – Any textual description about the given debit such as Loan

24. Credit  
Account

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:

Voucher Document Browser

New (F4) Save (F5) Preview Refresh Show

Date Criteria: Annually

Customer: ROLADINIHO

Sales Order Voucher Preforma Voucher Cash

Select Voucher Code Consignee

Account Code Amount Cart Remark

Add Remove

SN	Account Code	Account Desc	Amount	Cart	Remark

VAT [15 %] 344 51.60

Grand Total 395.60

PSV-00062-17

2017-06-05

344

Birr

Cash

Settlement

Account

it Account

yma Voucher

bb

Record 0 of 0

**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:

The screenshot shows a software window with a 'Save' button and a 'Close' button. Below these is a form with fields for 'Account Code', 'Amount', 'Cart', 'Add', 'Remove', 'SN', 'Account Code', and 'Remark'. A dropdown menu is open, displaying a list of accounts. The list includes 'Cash On Hand', 'Cash On Hand - Monaliza', 'Cash On Hand - A', 'Cash At Bank', 'Cash At Bank - Dashen Bank (Airport branch)', 'Cash At Bank - Commercial bank', 'Cash At Bank - Wogagen Bank', 'Cash At Bank - Dashen Bank (Bole Medh. Branch)', 'Main Cashier', 'Main Cashier - X', 'Main Cashier - Y', 'Petty Cash', 'Petty Cash - Samrawit Mekonnen', 'Petty Cash - Ahmed Abdu' (highlighted), and 'Trade Debtors'.

**Amount** – This is the amount to be credited

**Cart** – This is the cart that will collect the credited transaction

**Remark** – Any textual description about the given credit such as Deposit

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.