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.

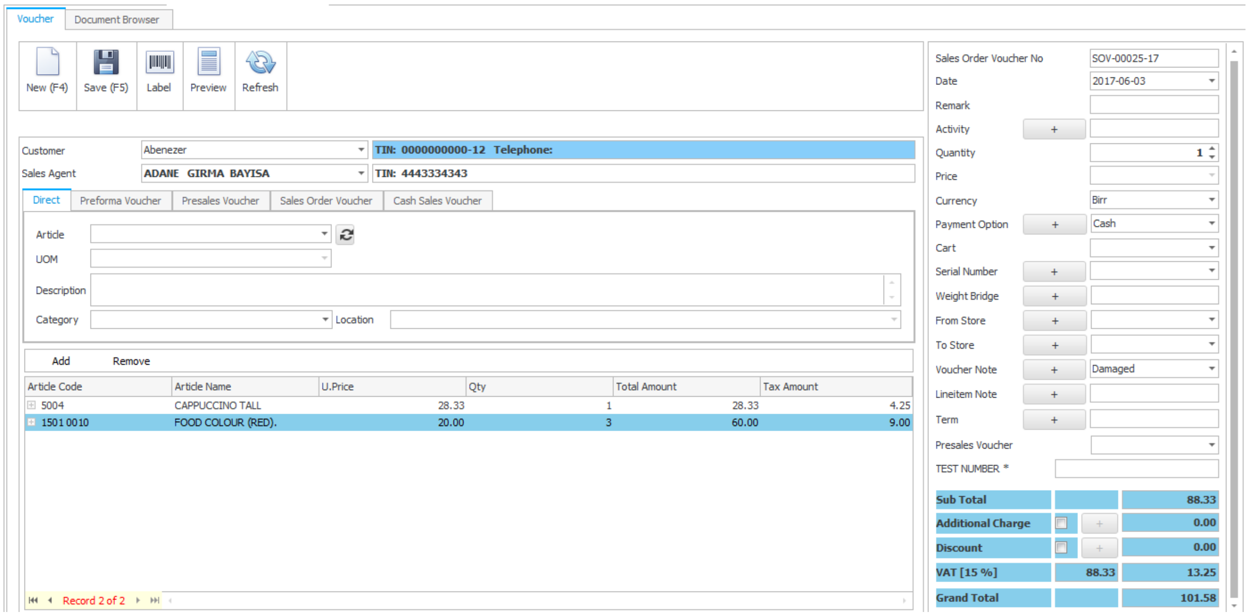
As mentioned earlier we have two major categories of vouchers – lineitem vouchers and non-lineitem vouchers. The forms used to prepare lineitem vouchers is different from the non-lineitem vouchers preparation form. In this section we will discuss the two categories of voucher preparation forms and their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

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

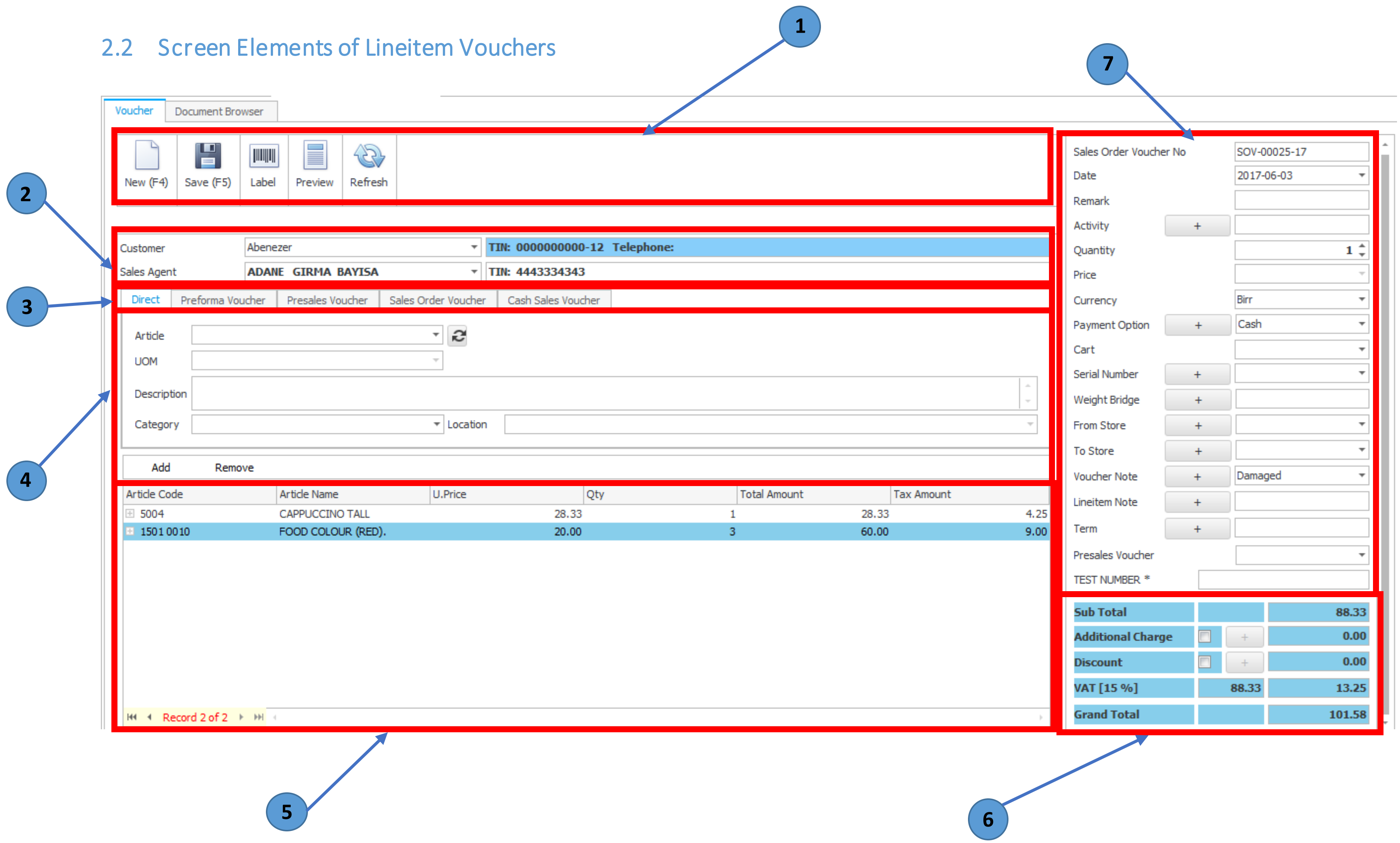
Even if there are more than hundred vouchers types under the CNET ERP, in addition to the above option only two forms are used to prepare the vouchers. The forms that are used to prepare the vouchers behave differently according to the setting that is defined for the voucher under preparation.

2.1 LineItem Voucher Preparation Form

Generally speaking, the lineitme 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: 0000000000-12 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
1501 0010
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

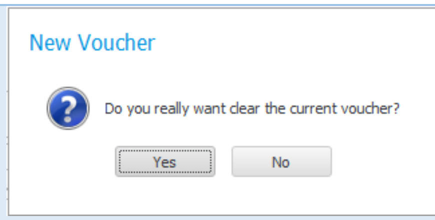
2.2 Screen Elements of Lineitem Vouchers

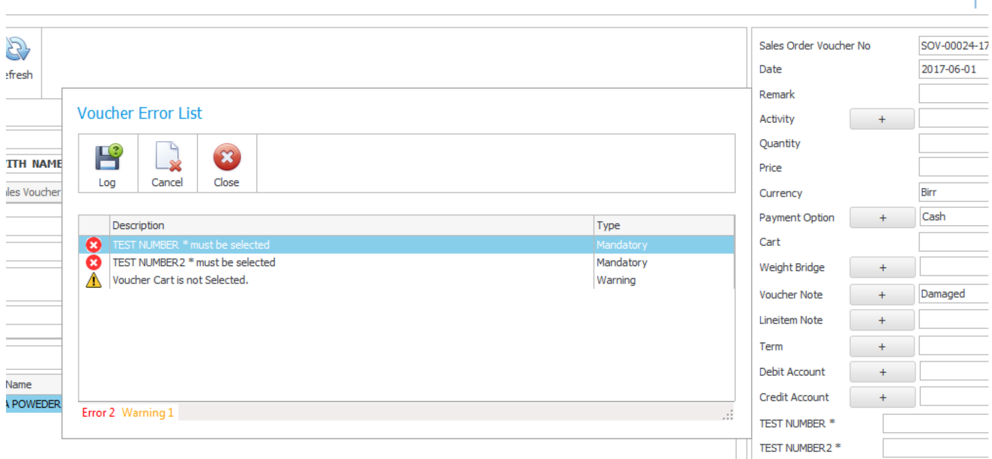


SN	Label	Item	Description
1	1	Command bar	This section contains buttons to create new voucher, save existing voucher, print preview voucher or refresh the voucher creation form.
2	2	Involved Bodies	This section contains the customer and the employee information. As the customer/consignee and employee 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.

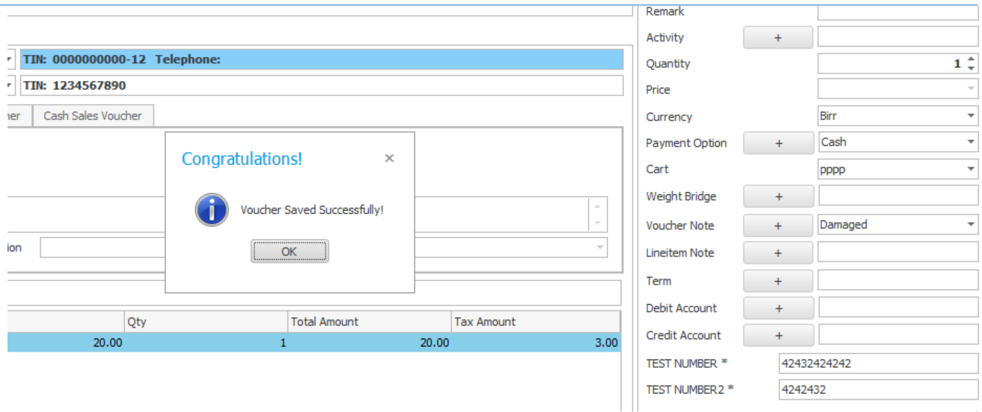
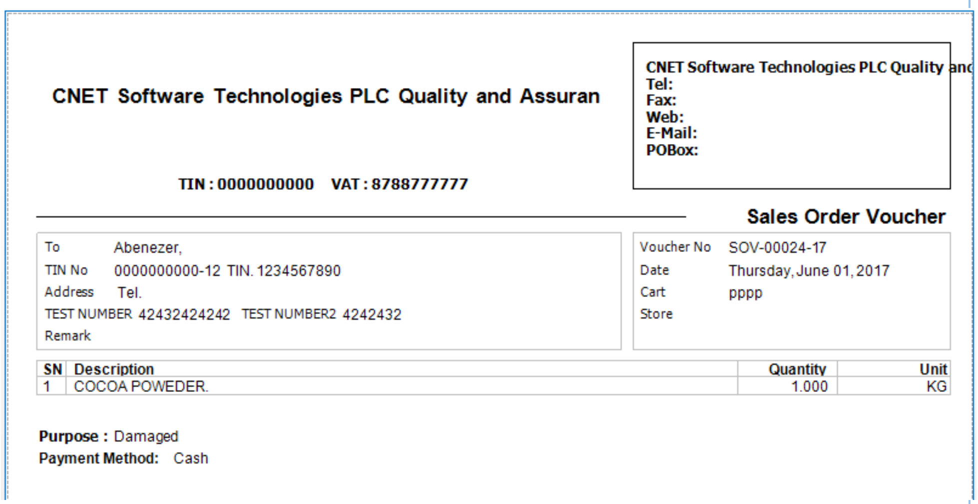
<table>
<tr><td></td><td></td><td>

Remark: Unless the previously started voucher is saved the system will not change the voucher number for the current voucher.</td></tr>
<tr><td>2</td><td>Save</td><td>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:


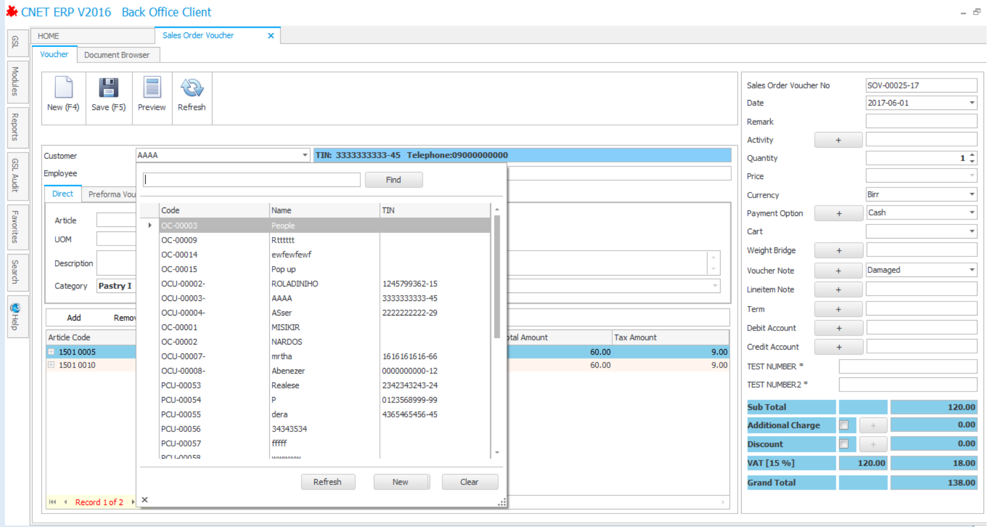
If the user tries to cancel the message while there are mandatory data requirements, the system will cancel the saving process
If the user selects the Log button, the system will save the error in the system log.
You can click the close button and supply the required data.

Remarks:

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.
The system displays a confirmation message when the voucher is saved successfully as shown in the following screenshot:
</td></tr>
</table>

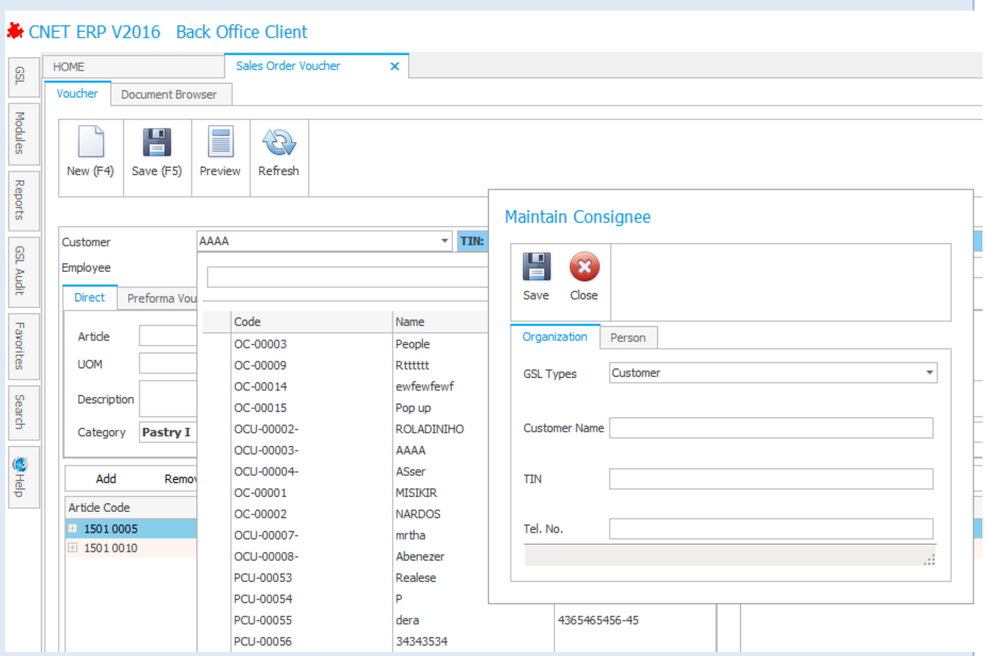
		 3. After saving the document the system will display the voucher in print preview format to let the user print the voucher: 
	Attach File	This button is used to attach any file with the voucher under preparation. This button will be displayed when "Enable Attachment" voucher property is set to true.
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:

		 CNET Software Technologies PLC Quality and Assuran TIN : 0000000000 VAT : 8788777777 CNET Software Technologies PLC Quality and Tel: Fax: Web: E-Mail: POBox: Sales Order Voucher To AAAA TIN No 3333333333-45 Address Tel. 09000000000 Ref. Remark Voucher No SOV-00025-17 Date Thursday, June 01, 2017 Cart Store SN | Description | Quantity | Unit 1 | COCOA POWEDER. | 3 | KG 2 | FOOD COLOUR (RED). | 3 | Mete. Purpose : Damaged Payment Method: Cash NOT
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:

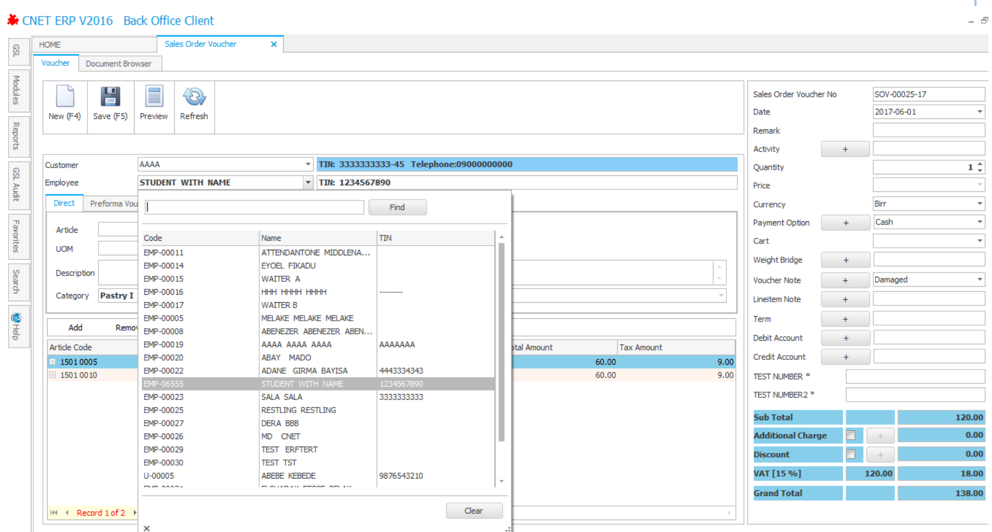


The user can do one of the following to select the consignee:

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:



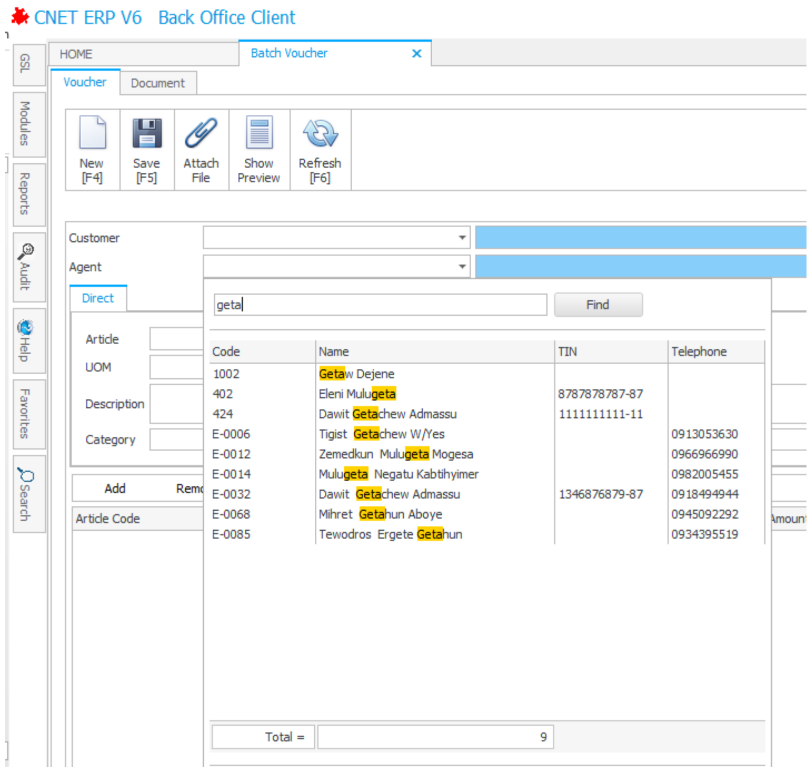
<table>
<tr>
<td></td>
<td>Agent</td>
<td>
This combo box is used to select the registered agent from the system. The agent is usually an employee, which is considered as the employee in charge of the transaction under process. As the user click the drop down arrow to the right of the combo box, the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

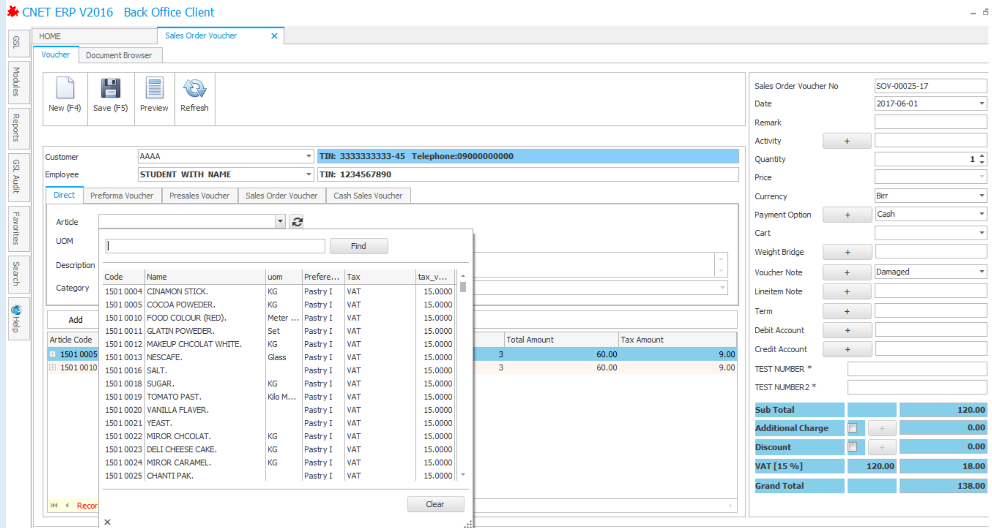


The user can do one of the following to select the employee:

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

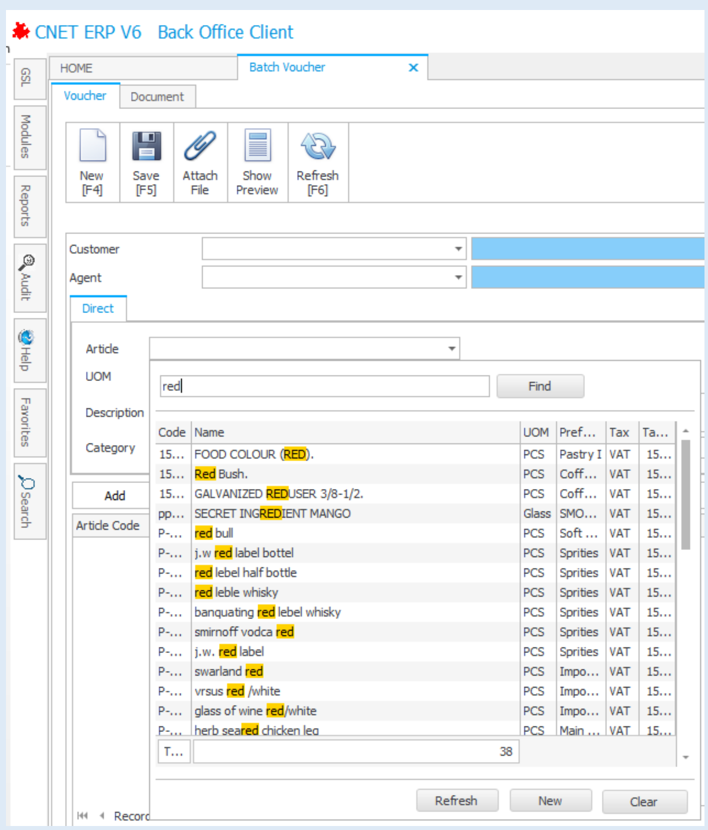
</td>
</tr>
</table>

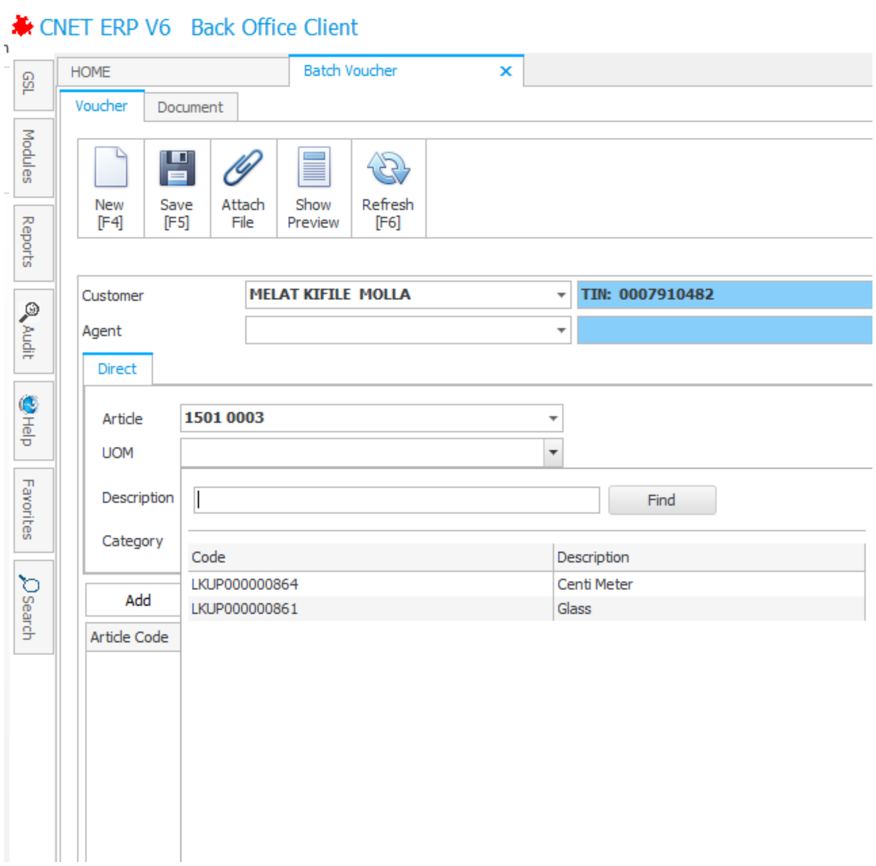
		 As the user types the first few characters of the code, name or TIN the system will filter the list by the provided characters as shown on the above screenshot.
6	Article	This combo box is used to select the article that is going to be used as a lineitem of the voucher. As the user click the drop down arrow to the right of the combo box, the system displays the list of registered articles as shown in the following screenshot:



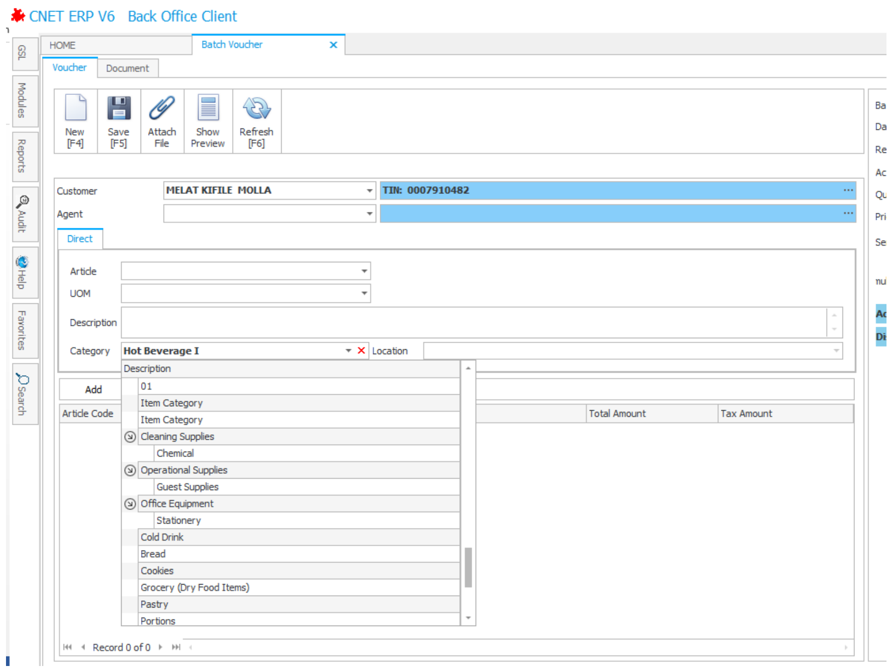
The user can do one of the following to select the article:

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:

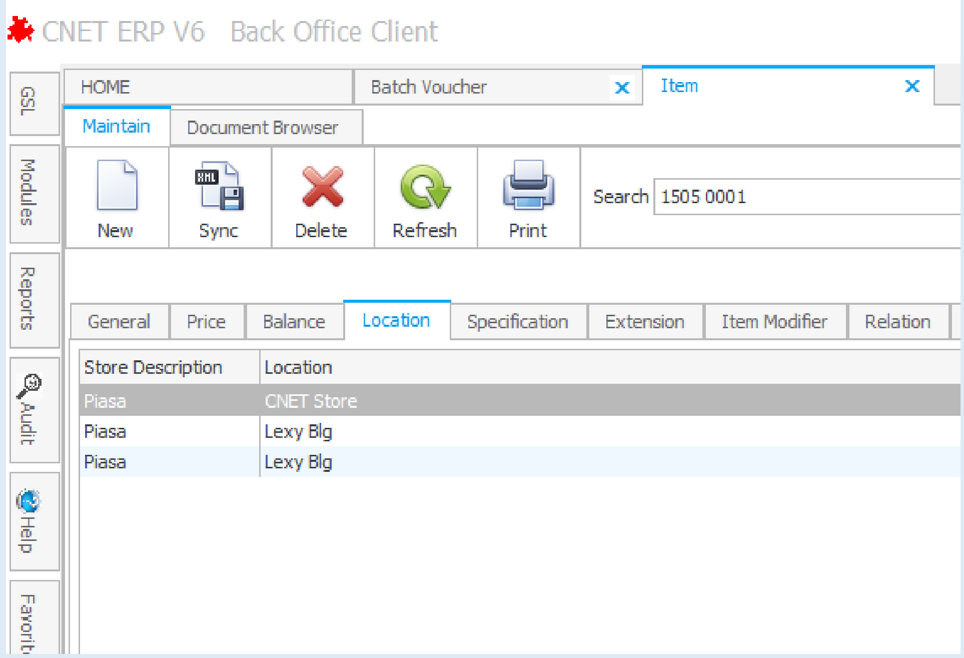
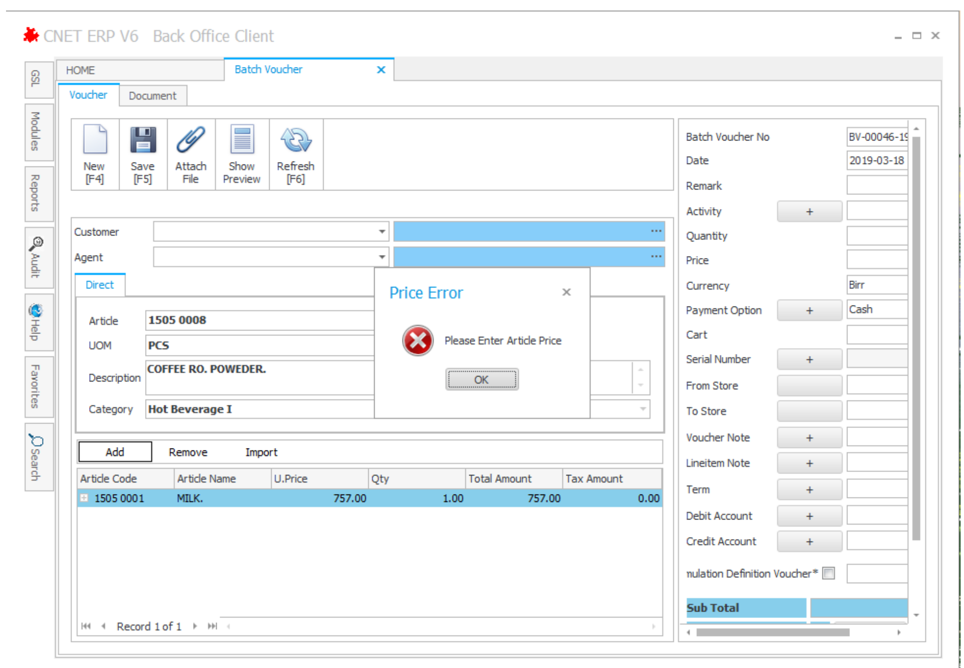


		As the user types few characters of the article code, name, uom, preference, tax, or tax value the system will filter the list by the provided characters. **Remark**: The refresh button  to the right of the article combo box is used to reload articles i.e. to get articles maintained by other users of the system.
7	UOM	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: 
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

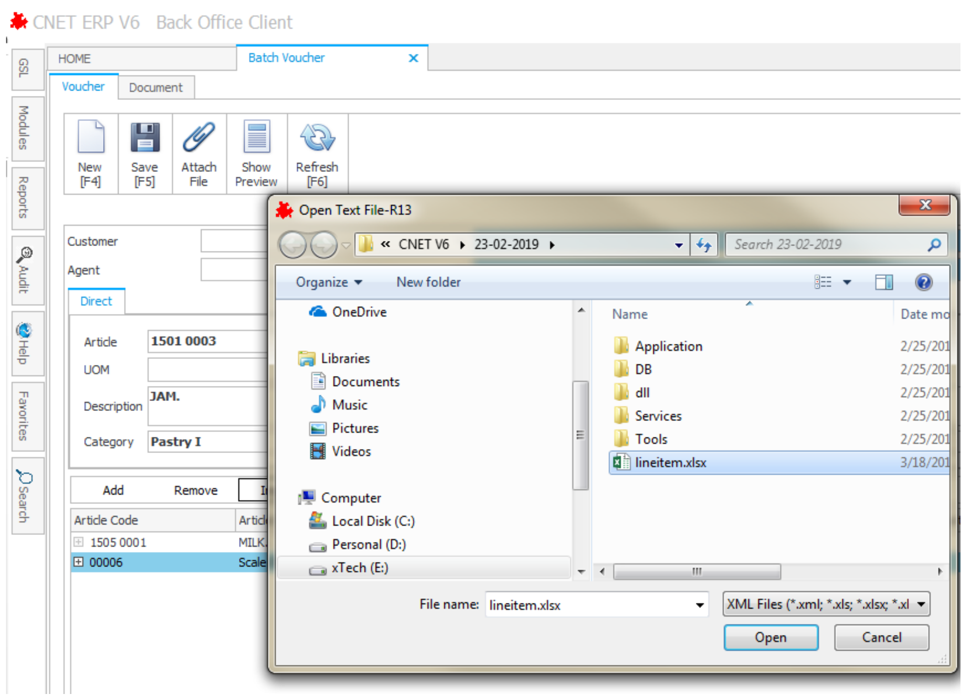
<table>
<tr><td></td><td></td><td>category, the system will load the article field with the list of articles from the selected categories after requiring the user for the confirmation.



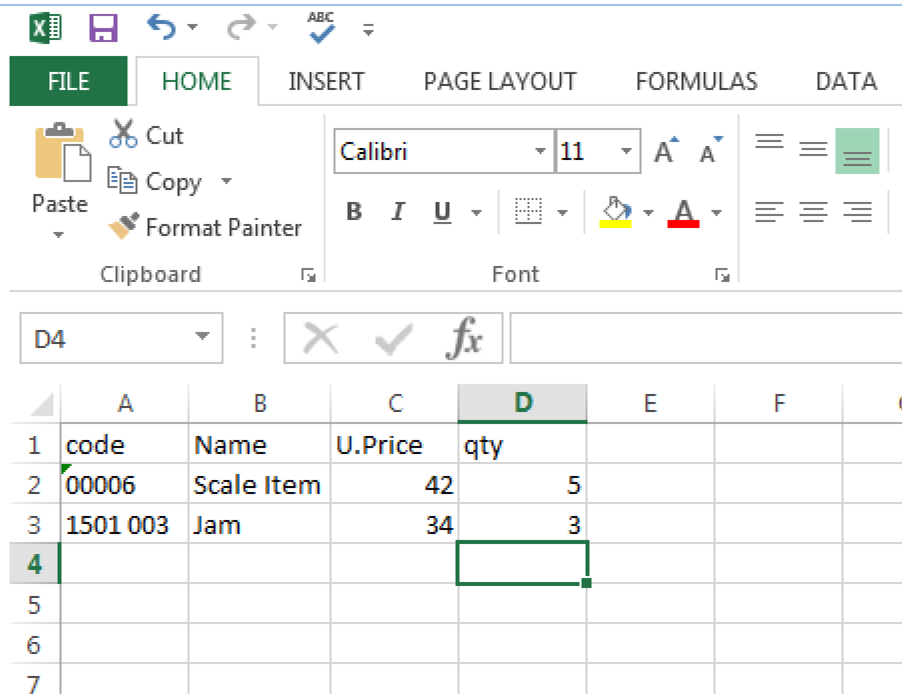
Remark: The ca</td></tr>
<tr><td>10</td><td>Location</td><td>This is the physical location at which the given article can be found. The location is maintained under the Location tab of the Back Office Client system as shown on the following screenshot:</td></tr>
</table>

<table>
<tr><td></td><td></td><td>
</td></tr>
<tr><td>11</td><td>Add</td><td>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:

</td></tr>
</table>

<table>
<tr><td></td><td></td><td>Remark: 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.</td></tr>
<tr><td>12</td><td>Remove</td><td>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 Remove button.</td></tr>
<tr><td>13</td><td>Import</td><td>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:

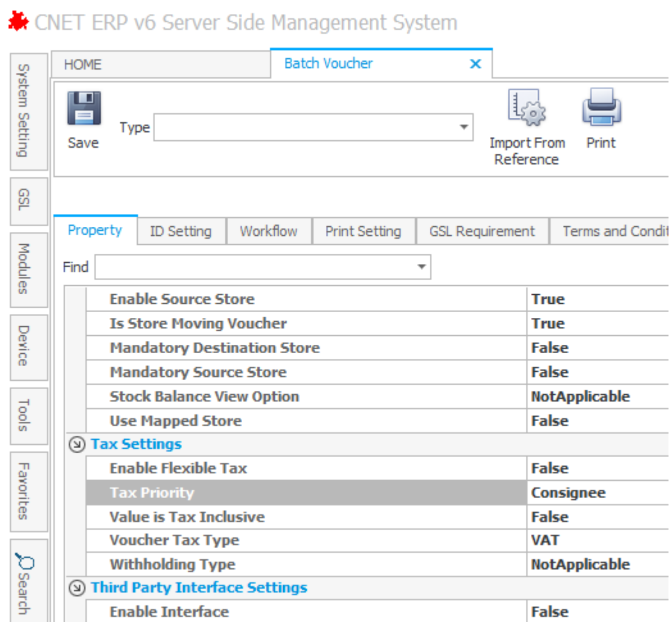


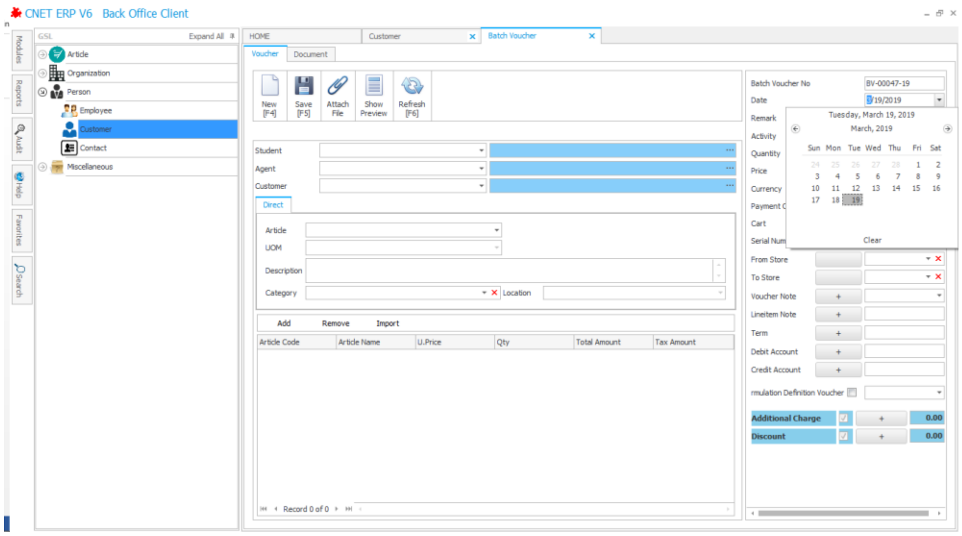
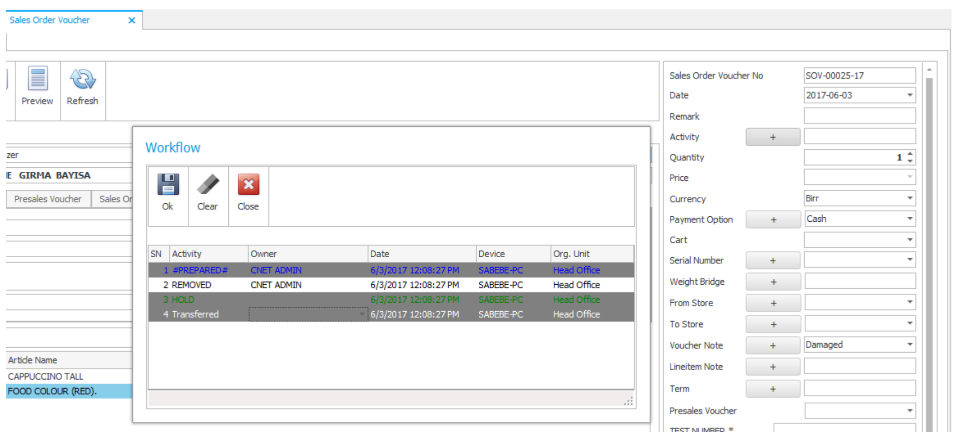
Remark: The line item list must be prepared in the following format (four columns containing article Code, name, unit price, and quantity):</td></tr>
</table>

<table>
<tr><td></td><td></td><td>

Remark:

1. The article information must exist in the database i.e. code and name.
2. The file containing the line items must be closed while importing the data.
3. If the item already exists, it increments the quantity by the quantity in the file.</td></tr>
<tr><td>13</td><td>Article Code</td><td>It is the unique identifier of the article being transacted.</td></tr>
<tr><td>14</td><td>Article Name</td><td>It is the name of the article being transacted.</td></tr>
<tr><td>15</td><td>U.Price</td><td>It is the unit price of the article being transacted.</td></tr>
<tr><td>16</td><td>Qty</td><td>This is the quantity of the article being transacted.</td></tr>
<tr><td>17</td><td>Total Amount</td><td>This is the total amount of the article being transacted. It is calculated as the product of the U.Price and Qty values.</td></tr>
<tr><td>18</td><td>Tax Amount</td><td>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.</td></tr>
</table>

		Remark: The screenshot below shows the tax settings of the voucher: 
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	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:  The Activity/Workflow popup window has the following elements: **SN** – It is a running number that uniquely identify each of the activities that could potentially be performed. **Activity** – This is the name of the activity that can be done on the given voucher such as Prepared, Removed, Transferred, etc.

<table>
<tr><td></td><td></td><td>

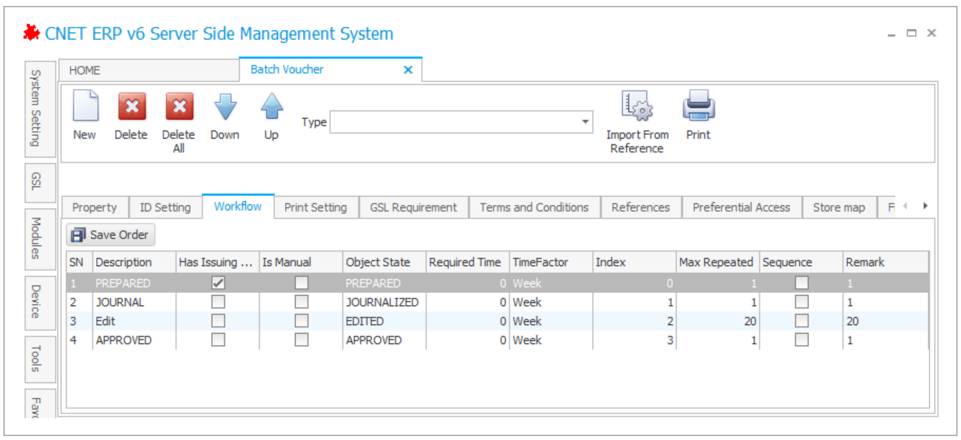
Owner- This refers to the logged in user who is going to perform the given activity.

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

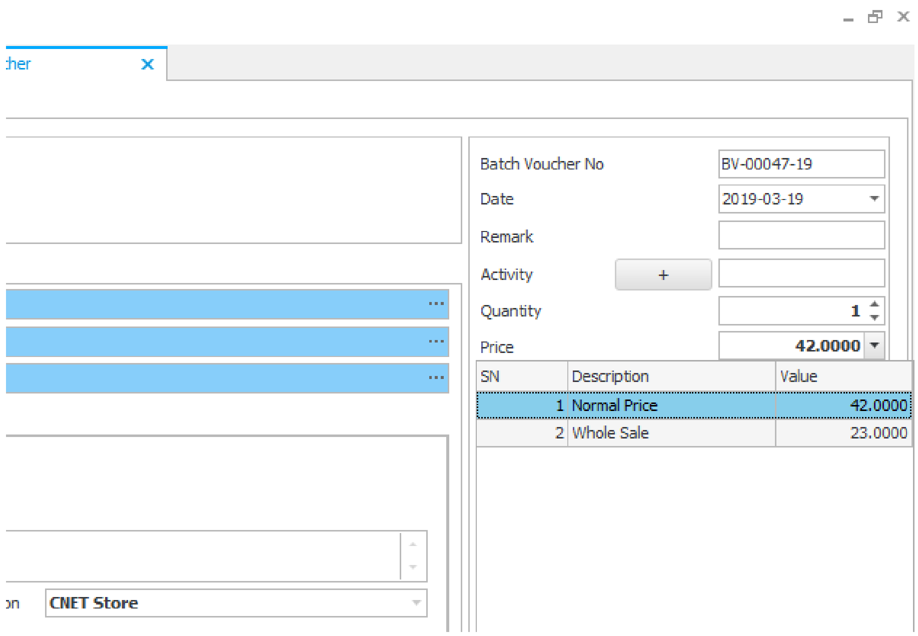
Device – It is the device from which the given activity is going to be done.

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

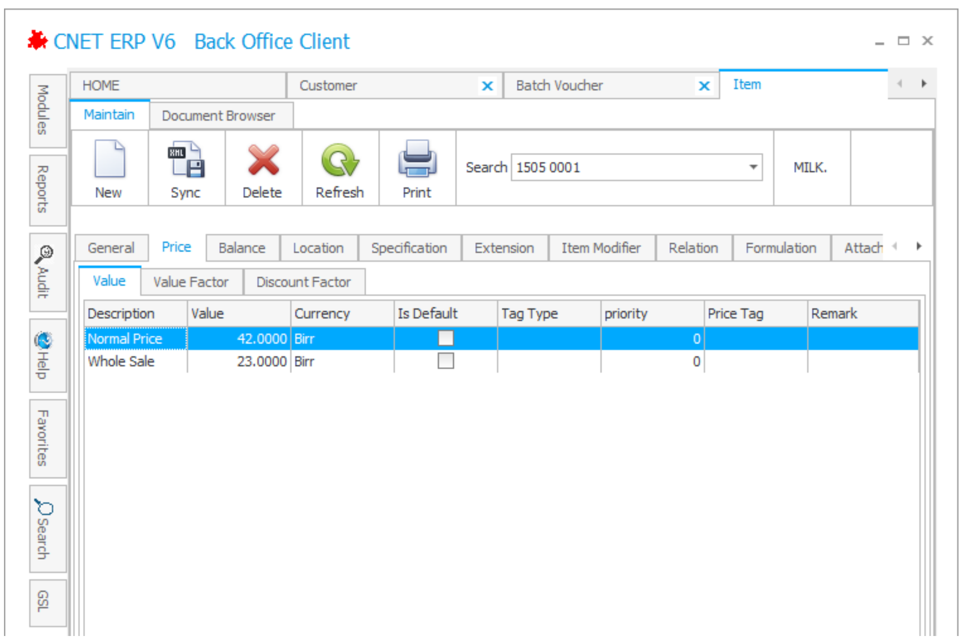
The list contains all the activities that are maintained in the Workflow of the voucher setting as shown on the following screenshot:



</td></tr>
<tr><td>23</td><td>Quantity</td><td>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.</td></tr>
<tr><td>24</td><td>Price</td><td>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:</td></tr>
</table>

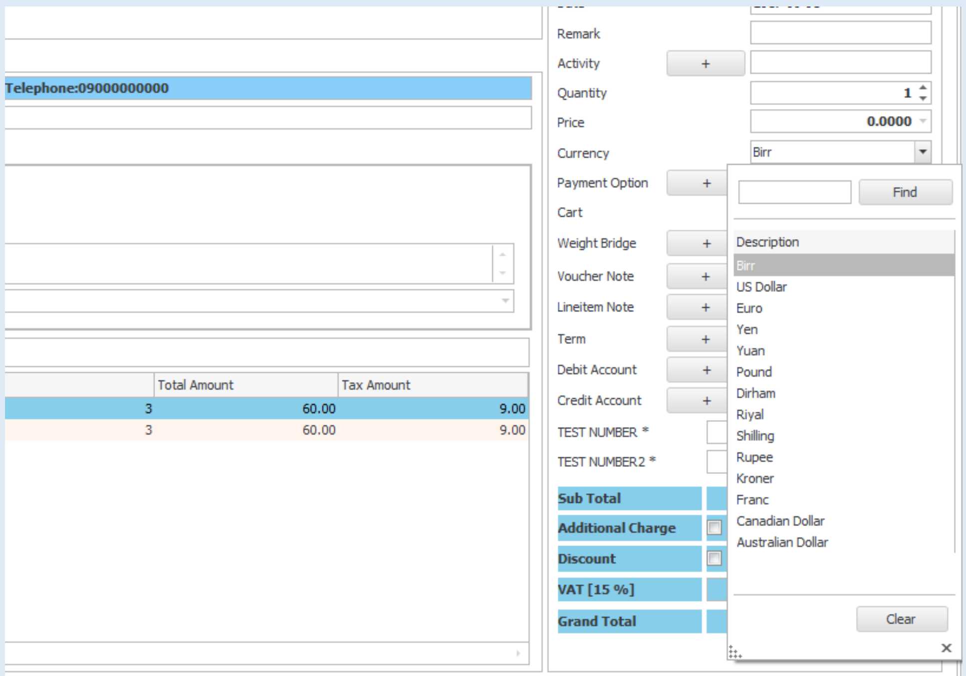
<table>
<tr>
<td></td>
<td></td>
<td>


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

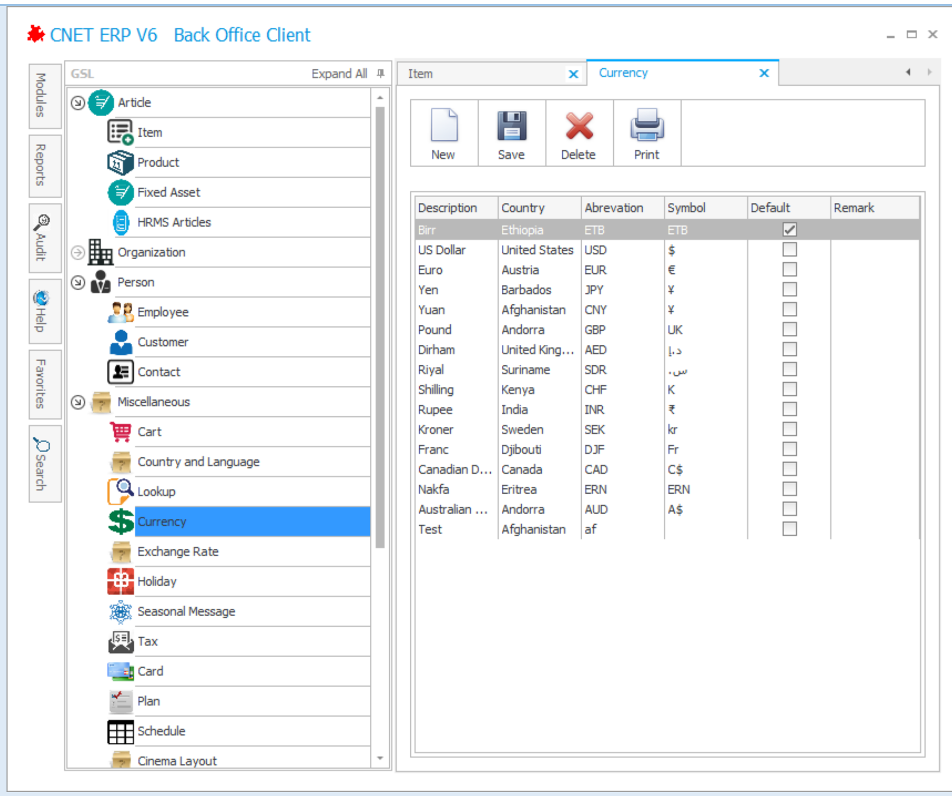


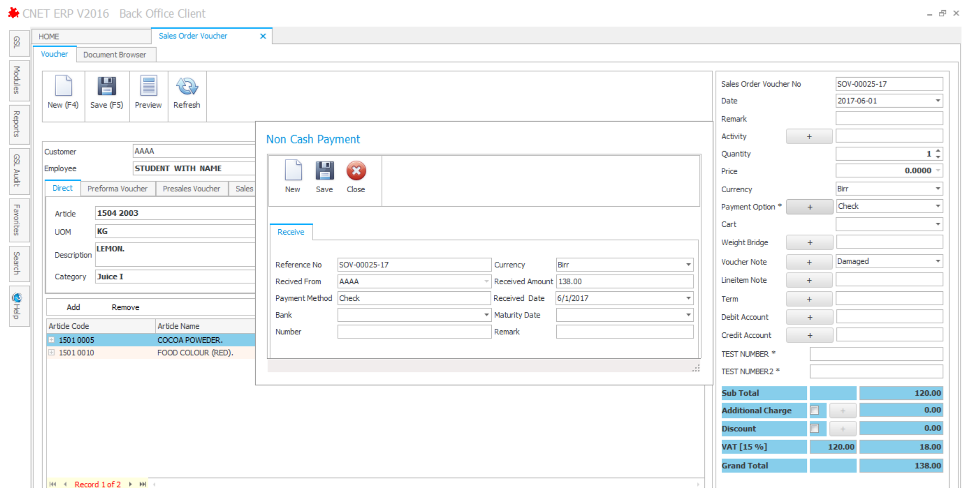
</td>
</tr>
<tr>
<td>25</td>
<td>Currency</td>
<td>This field contains the currency type that will be used for the given voucher transaction. The system fills the default currency as the voucher preparation form is loaded. As the user selects the down drop arrow to the right of the currency</td>
</tr>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

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



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	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:

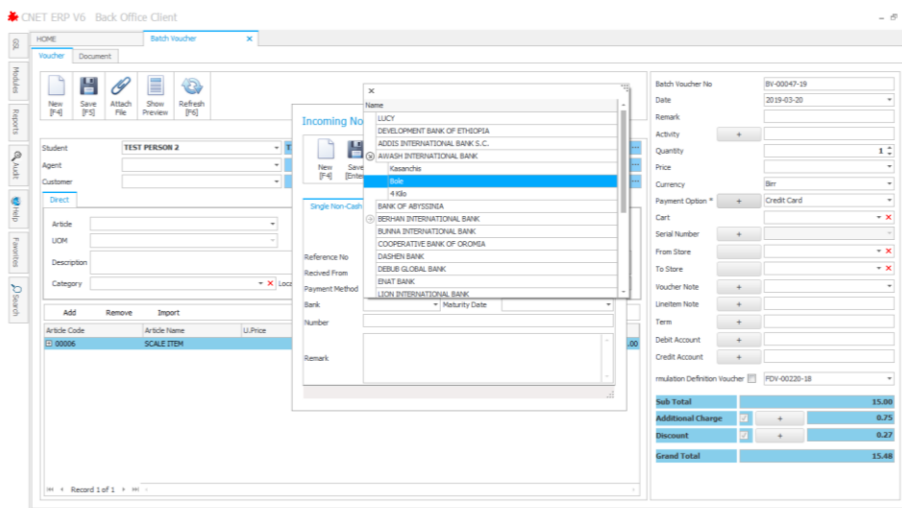


Reference No - This is a reference to the voucher through which the transaction is carried out. This field is automatically filled taking the voucher number of the voucher under preparation.

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.**

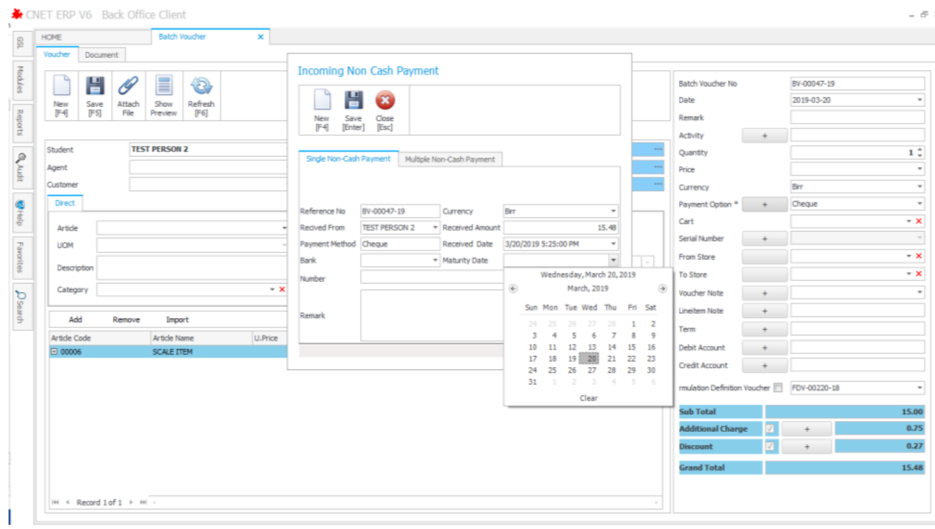
Number - This is a unique identifier of the payment document such as the check number, CPO number or the payment card number.

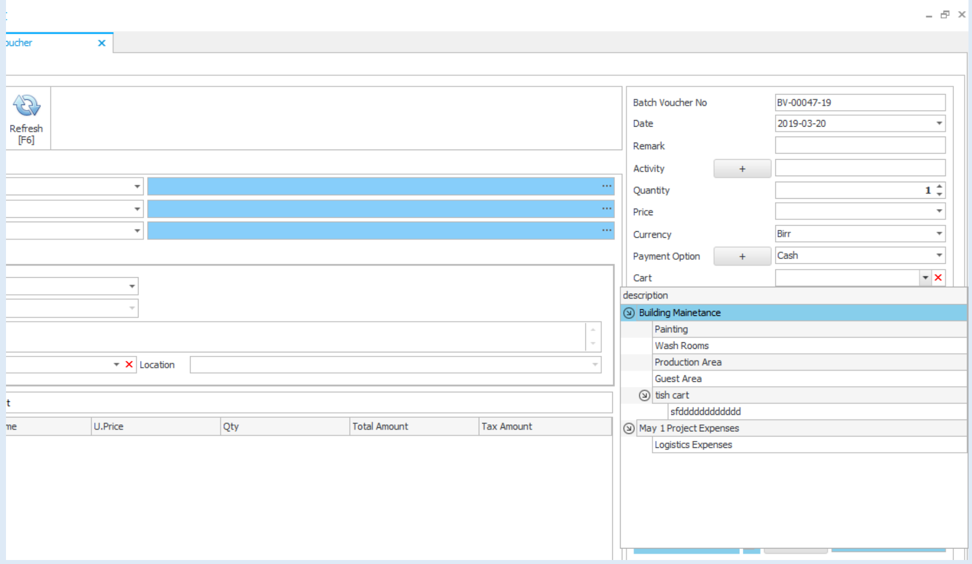
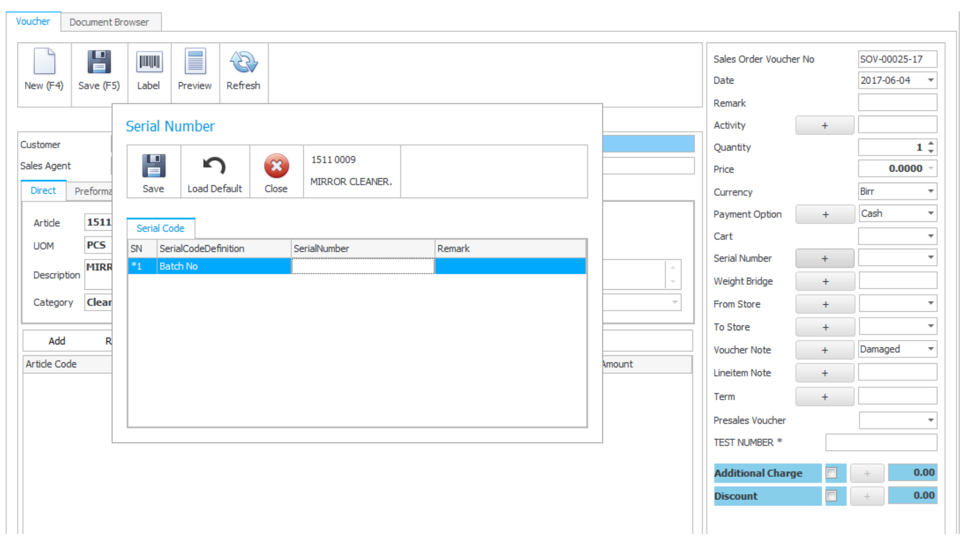
Currency – This is the type of currency used for the payment. The default currency will appear as the form loads. Currency types are maintained under **GSL→ Miscellaneous→Currency** section of the **Back Office Client**.

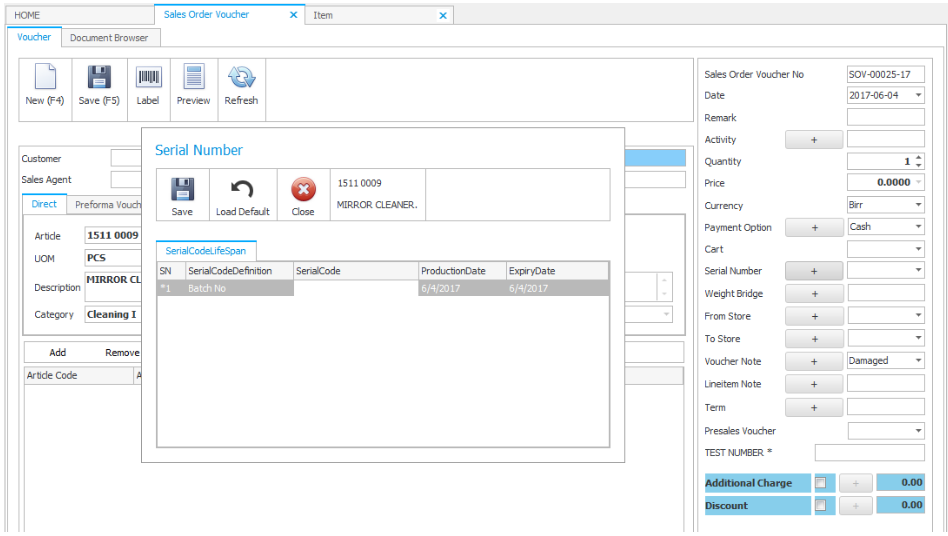
Received Amount - This attribute shows the total amount transacted through the specific non-cash transaction means. Even if it is possible to modify the value, the system calculates the total amount and displays in this field by default.

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:

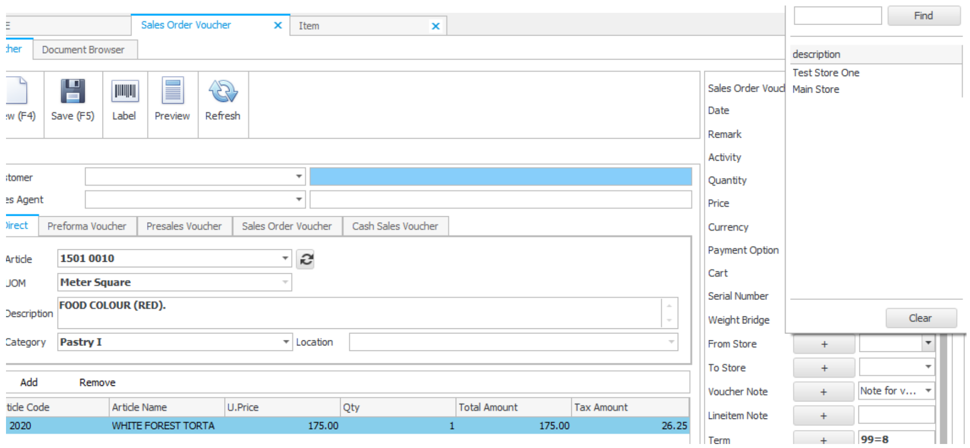
		 **Remark** - This field will contain any additional information required by the payment method. **New** – This is a command button that is used to add a new payment document for the same voucher under preparation. **Save** – This command button is used to save the payment document that is under preparation. **Close** – this command button is used to close the Non-Cash payment document maintenance window.
27	Cart	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:

		 **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:

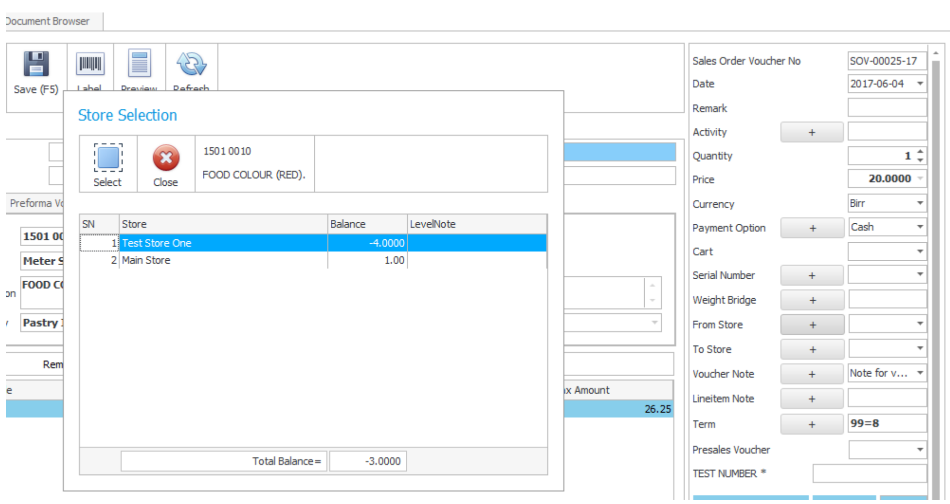
<table>
<tr><td></td><td></td><td>
</td></tr>
<tr><td>28</td><td>Weight Bridge</td><td>It is used to maintain weight of a track before an item is loaded. This is used to get the net weight of each of the items under transaction. In order for this feature to operate, the system must be interfaced with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

<table>
<tr>
<td>32</td>
<td>From Store</td>
<td>

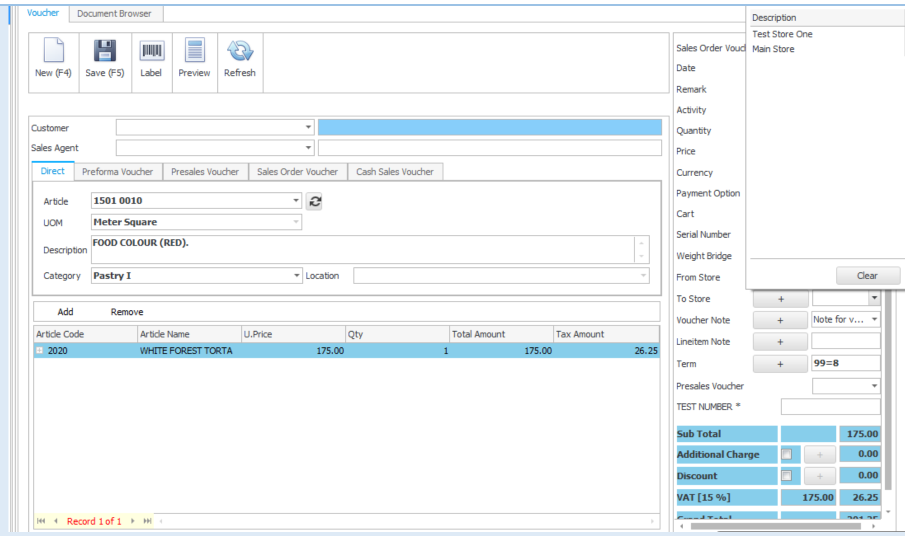
This is the store from which the transaction is going to move items. When the user click the drop down arrow, the system displays the list of stores as shown on the following screenshot:



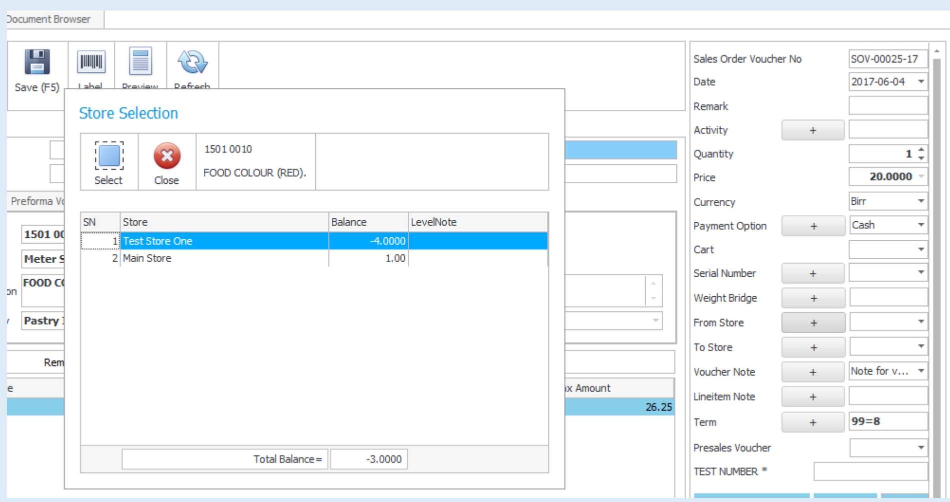
Remark: if the user wants further information such as article balance at each of the stores, the user can click the + sign and see the balances as shown on the following screenshot:



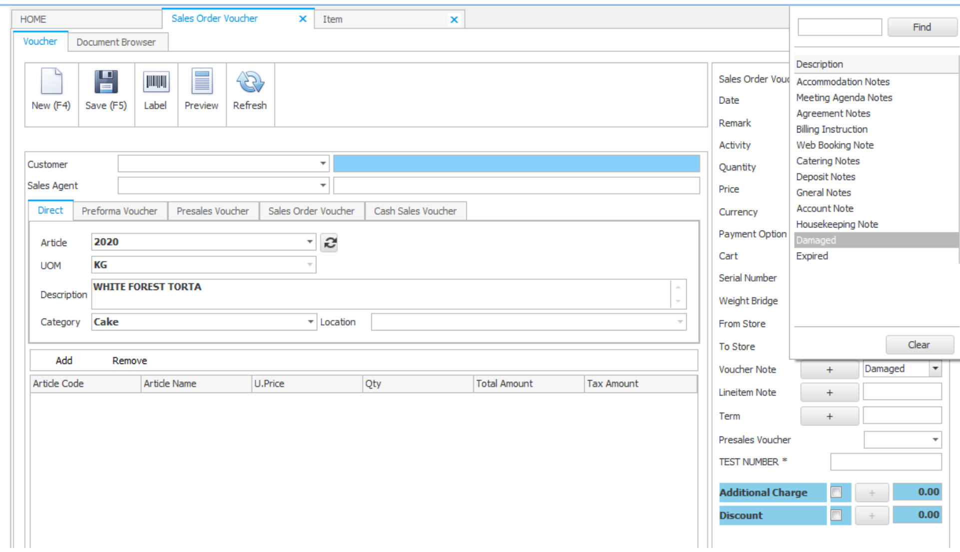
</td>
</tr>
<tr>
<td>33</td>
<td>To Store</td>
<td>This is the store to which the transaction is going to move items. When the user click the drop down arrow, the system displays the list of stores as shown on the following screenshot:</td>
</tr>
</table>

<table>
<tr><td></td><td></td><td>


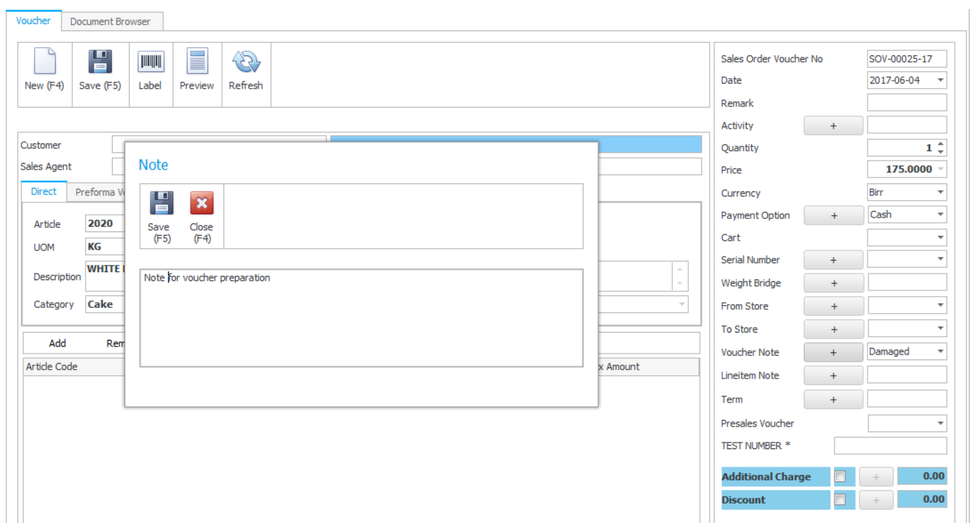
Remark: if the user wants further information such as article balance at each of the stores, the user can click the + sign and see the balances as shown on the following screenshot:



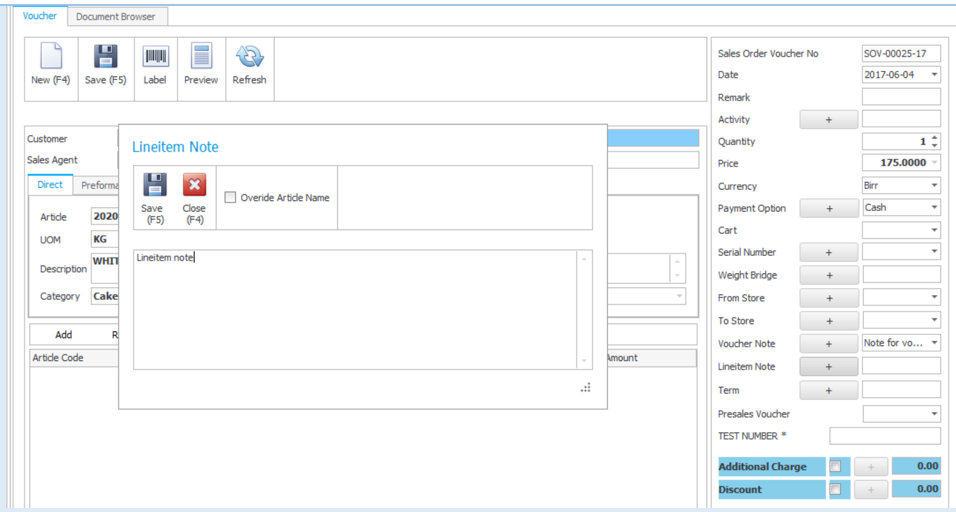
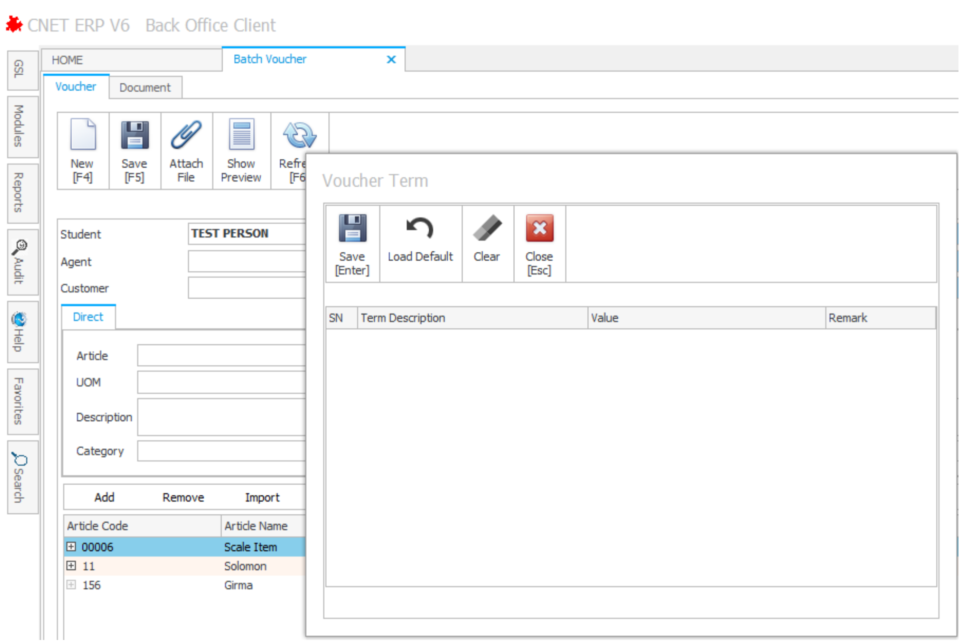
</td></tr>
<tr><td>29</td><td>Voucher Note</td><td>This is a textual description of the voucher under preparation. As the user click the down drop arrow of the combo box, the system displays a list of pre-registered voucher notes as shown on the following screenshot:</td></tr>
</table>

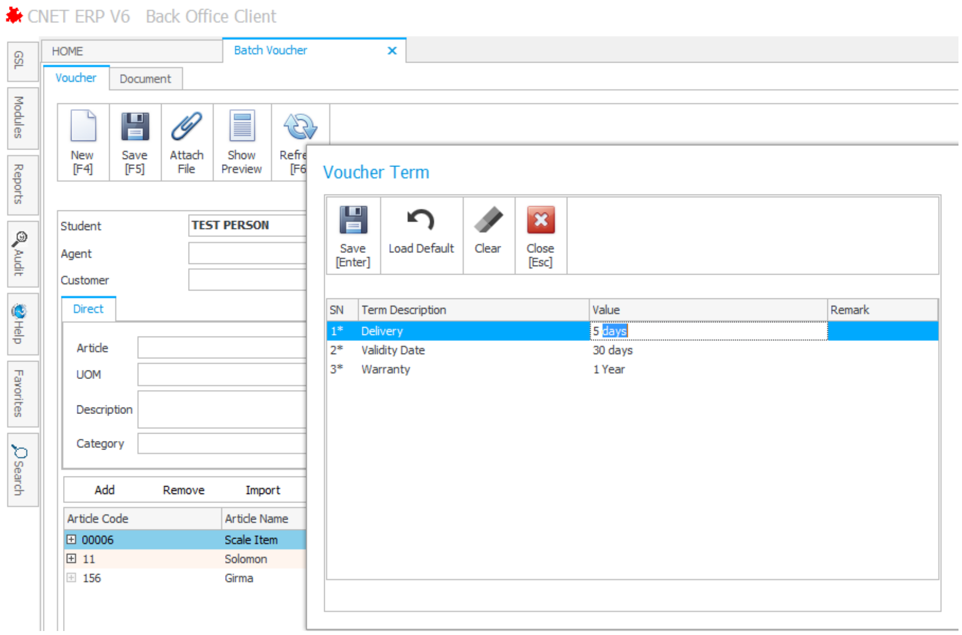
<table>
<tr>
<td></td>
<td></td>
<td>


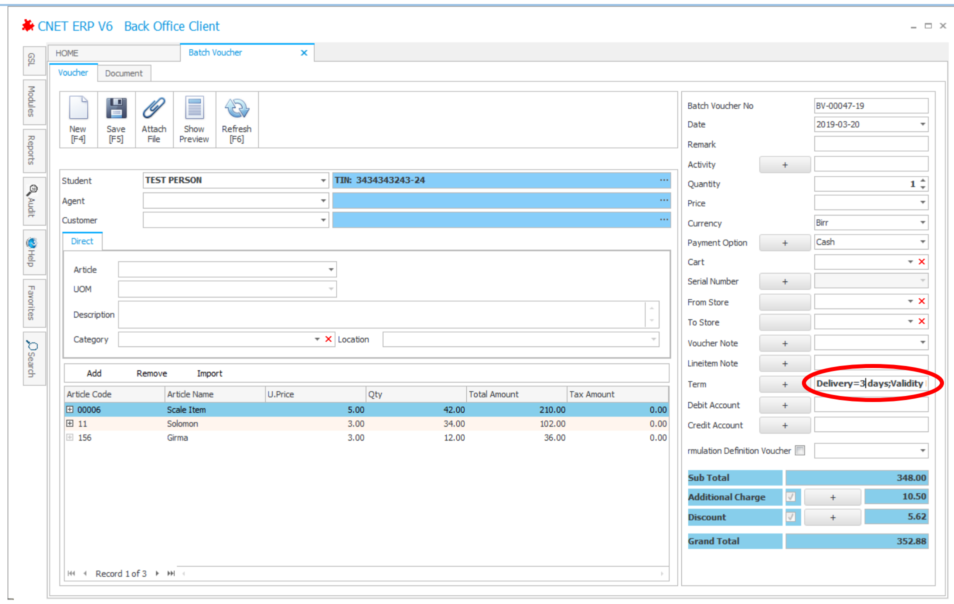
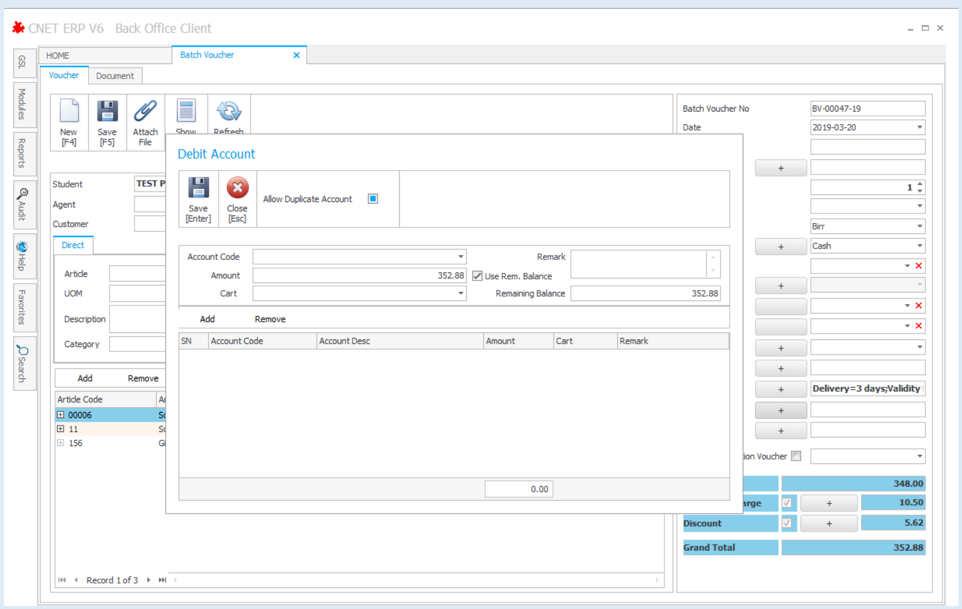
Note: the user can also type any note by clicking the + sign as shown on the following screenshot:



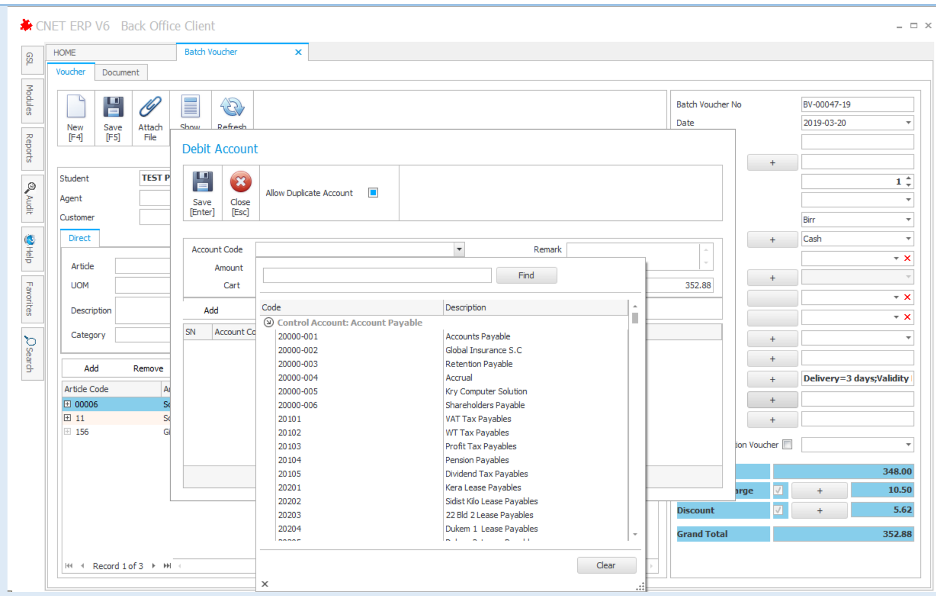
</td>
</tr>
<tr>
<td>30</td>
<td>LineItem Note</td>
<td>This is a textual description of the lintItem under preparation. As you select the + sign the system will display a dialog box to enter the note as shown on the following screenshot:</td>
</tr>
</table>

		 **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:

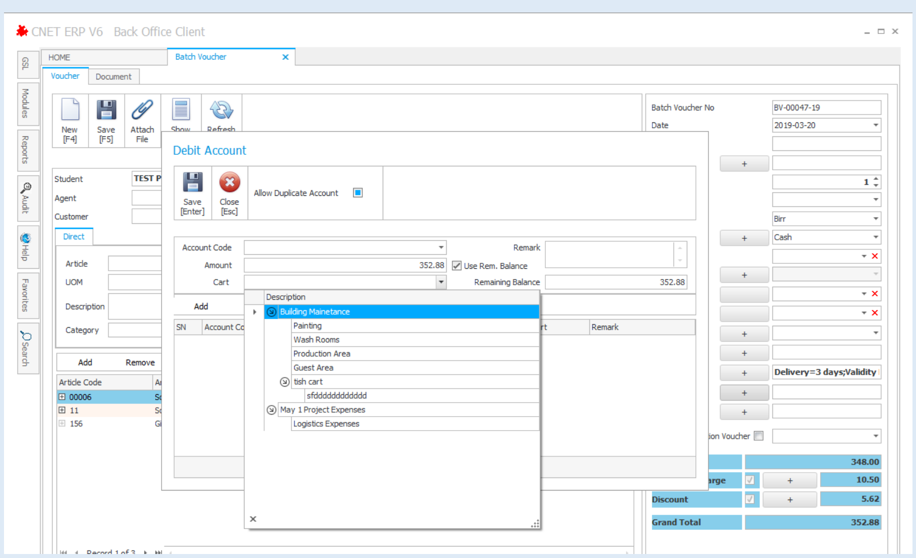
<table>
<tr><td></td><td></td><td>
</td></tr>
<tr><td>34</td><td>Debit Account</td><td>This is used to tell the system which accounts to debit and by what amount. When the user click the + signed button, the system displays the debit information maintenance window as shown on the following screenshot:


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:</td></tr>
</table>



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:



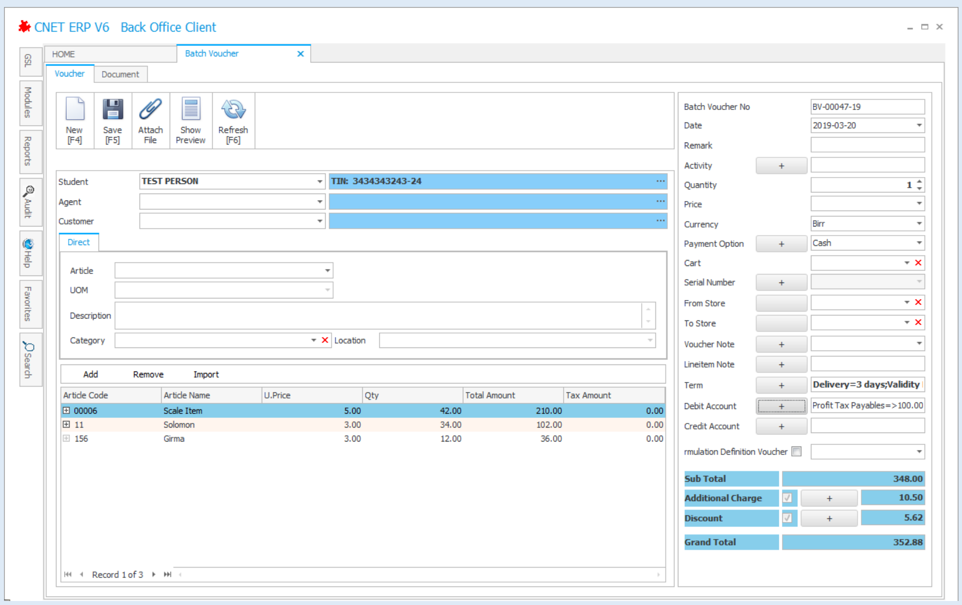
<table>
<tr><td></td><td></td><td>Remark – This is any remark about the debit entry under maintenance.

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

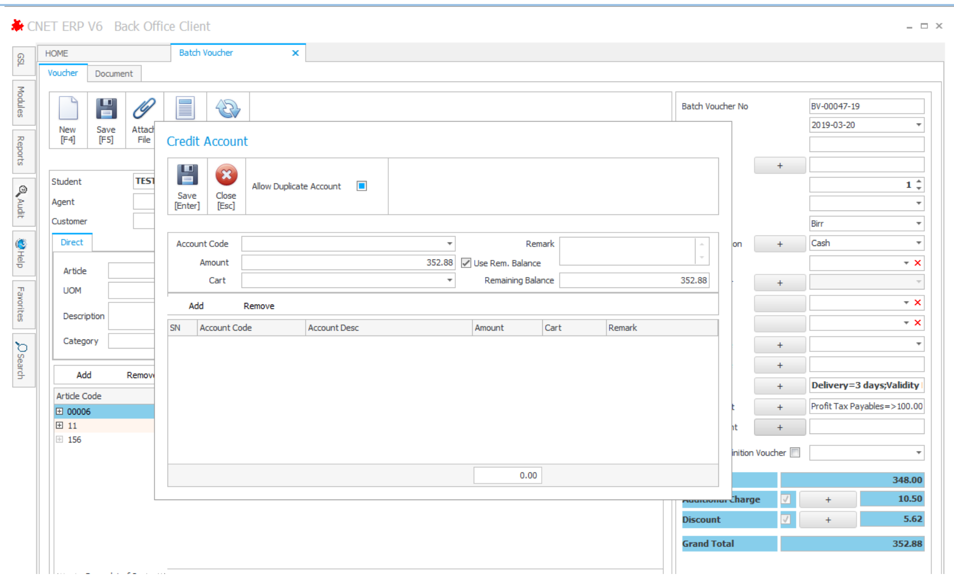
Add – This command button is used to add the debit entry for the voucher under preparation and clears the debit entry form making it ready for the next entry.

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.

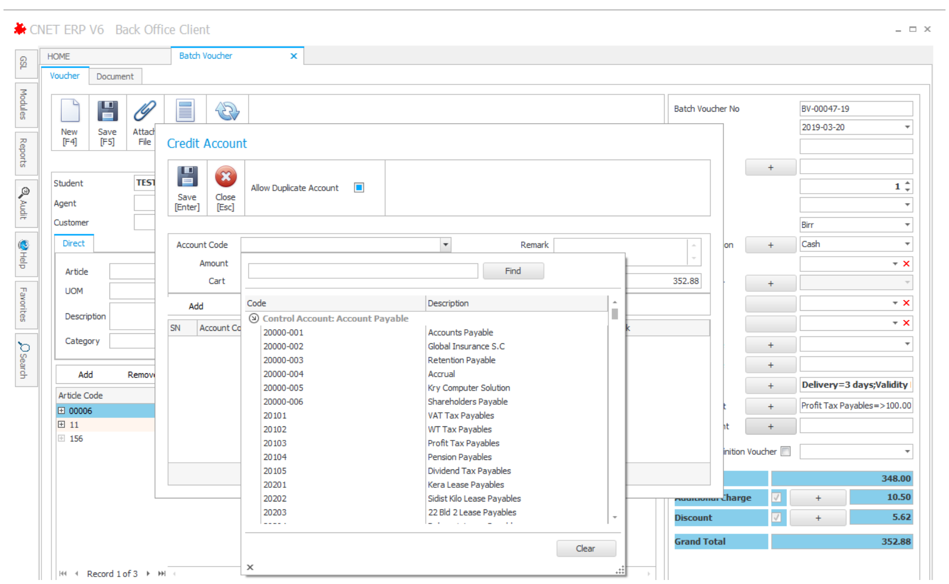
Save – This button is used to permanently save the whole debit entries into the database. After saving the debit entry, the system displays the information in the Debit Account textbox as shown on the following screenshot:



Close – This button is used to close the debit entry form.</td></tr>
<tr><td>35</td><td>Credit Account</td><td>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:</td></tr>
</table>

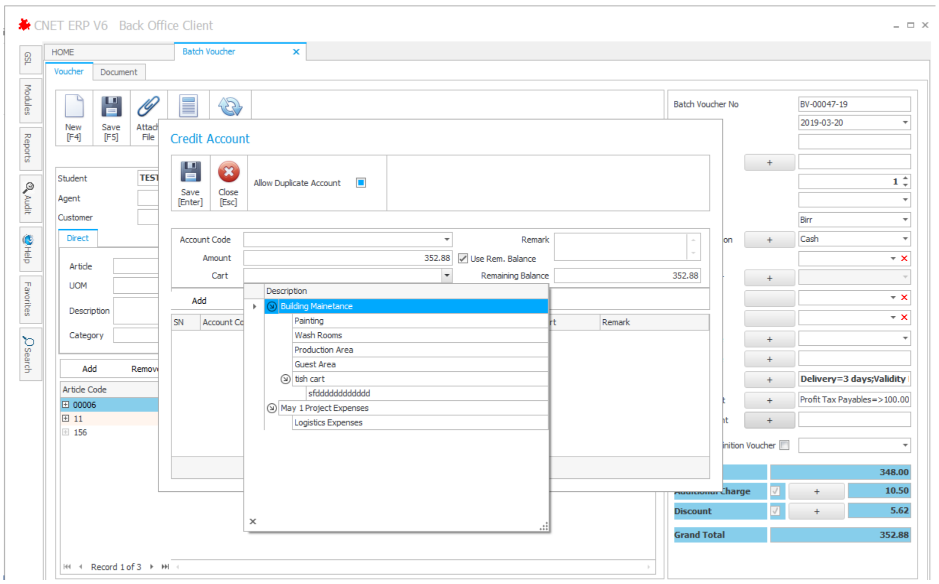


Account Code – This is the account number that is going to be credited. When the user click the drop down arrow, the system displays the chart of account as shown on the following screenshot:



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:



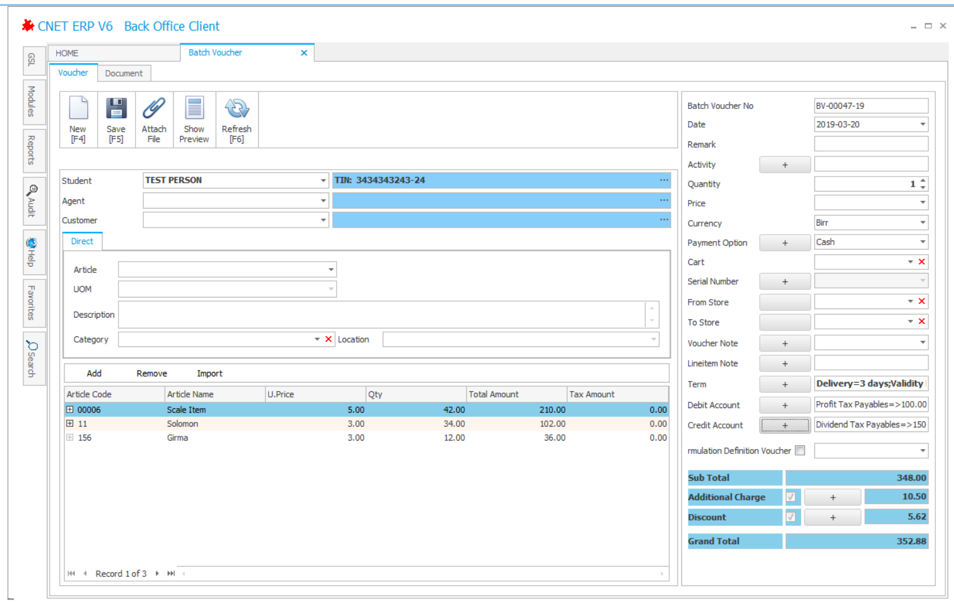
Remark – This is any remark about the credit entry under maintenance.

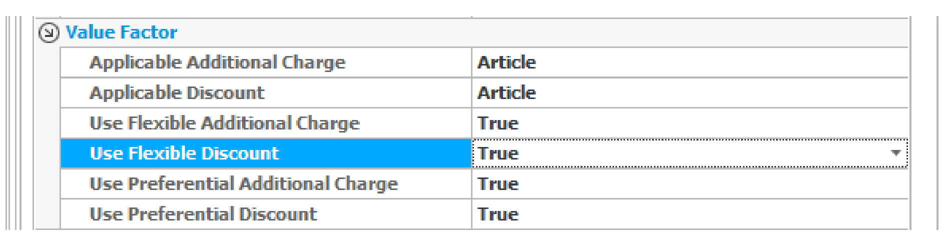
Remaining Balance – This is the amount that is not yet credited in to an account.

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.

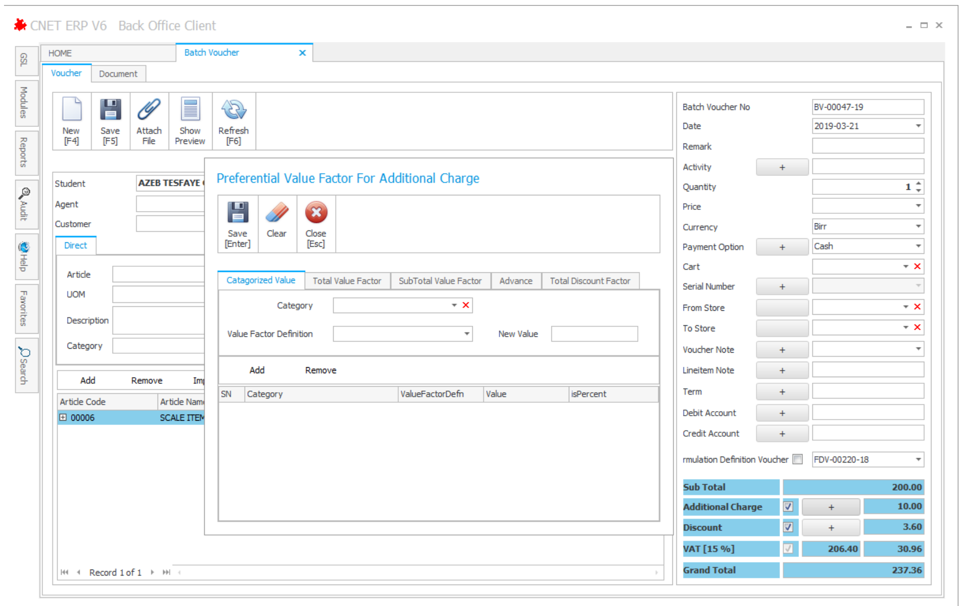
Remove – This command button is used to remove the already attached credit entry. The user can select the specific entry and click the Remove button.

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:

<table>
<tr><td></td><td></td><td>

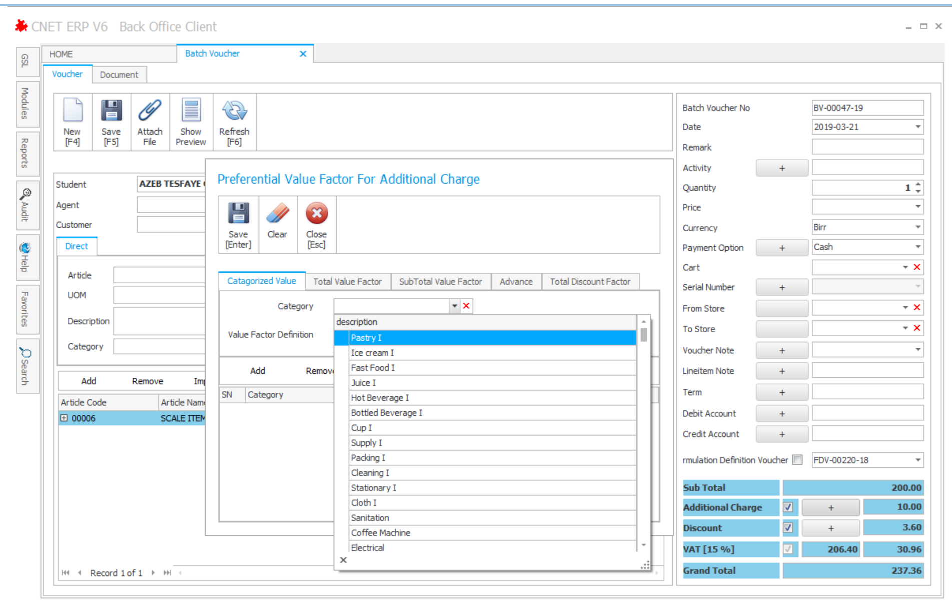
Close – This button is used to close the credit entry form. </td></tr>
<tr><td>36</td><td>Subtotal</td><td>This attribute refers to the subtotal of the amounts on the given voucher. This value excludes any applicable taxes and discounts.</td></tr>
<tr><td>37</td><td>Additional Charge</td><td>This attribute 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 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:

</td></tr>
</table>

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:

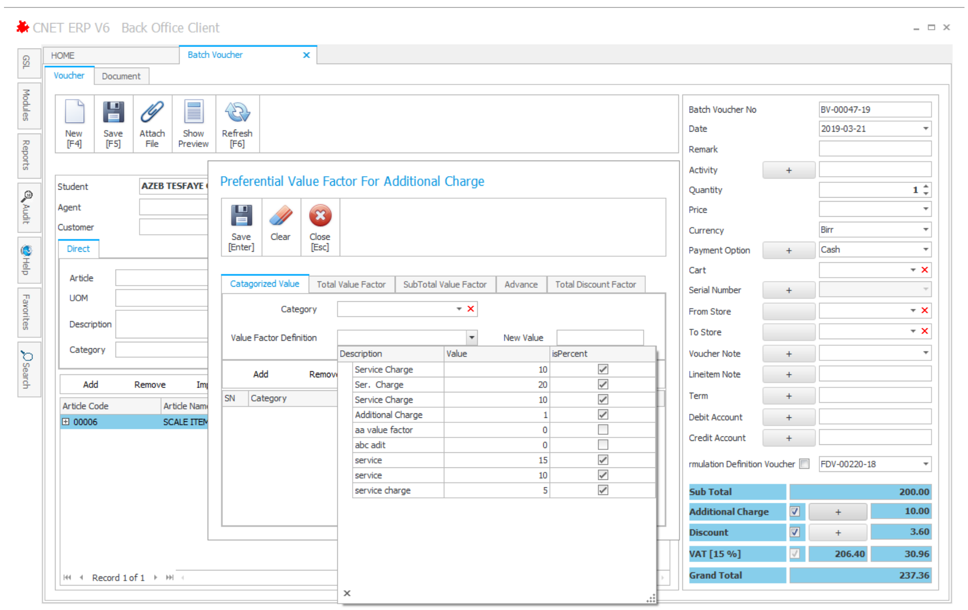


As you can see the preferential value factor maintenance window has five tabs – *Categorized Value, Total Value Factor, Subtotal Value Factor, Advance* and *Total Discount Factor*. Each of them are explained in the following section:

- **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:



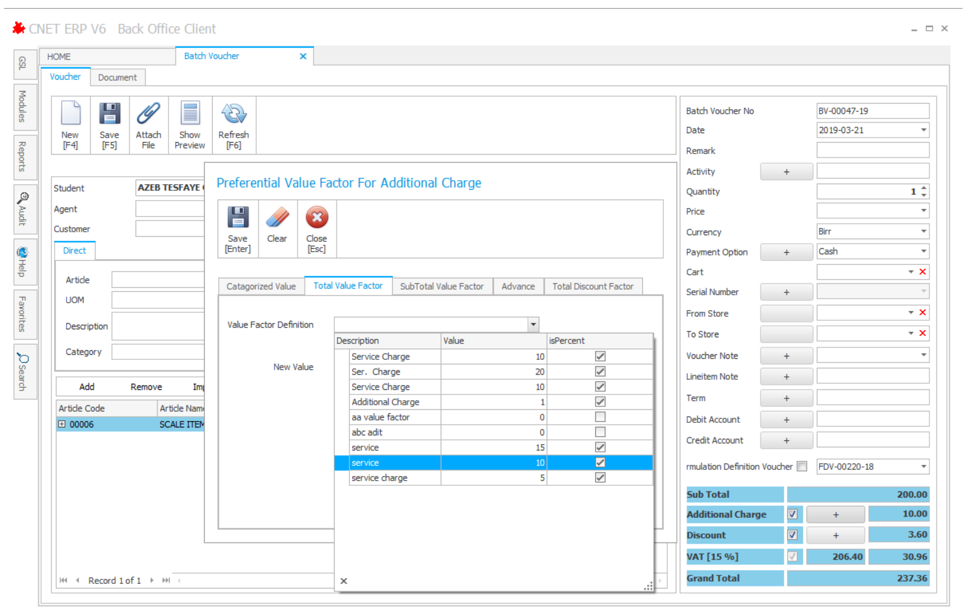
- **Value Factor Definition** – This is used to select the value factor that is going to be used on the line items that belongs to the selected article category. When the user click the down drop arrow the system displays the list of value factor definitions as shown on the following screenshot:



- **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

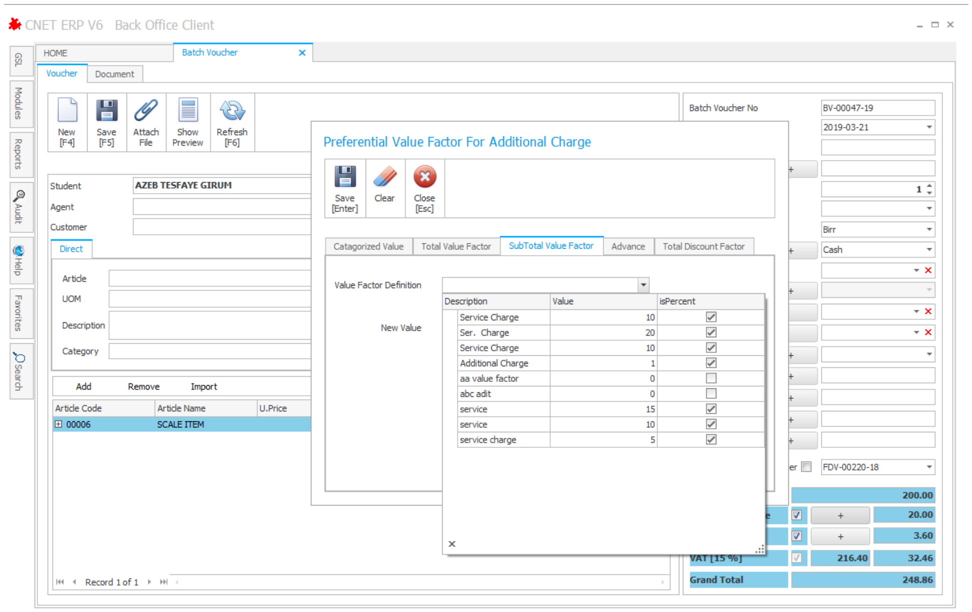
▪ **Total Value Factor** – This option is used to set value factor on the Grand Total value of the voucher under preparation. In order to set this value factor you need to fill up the following fields:

- **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:



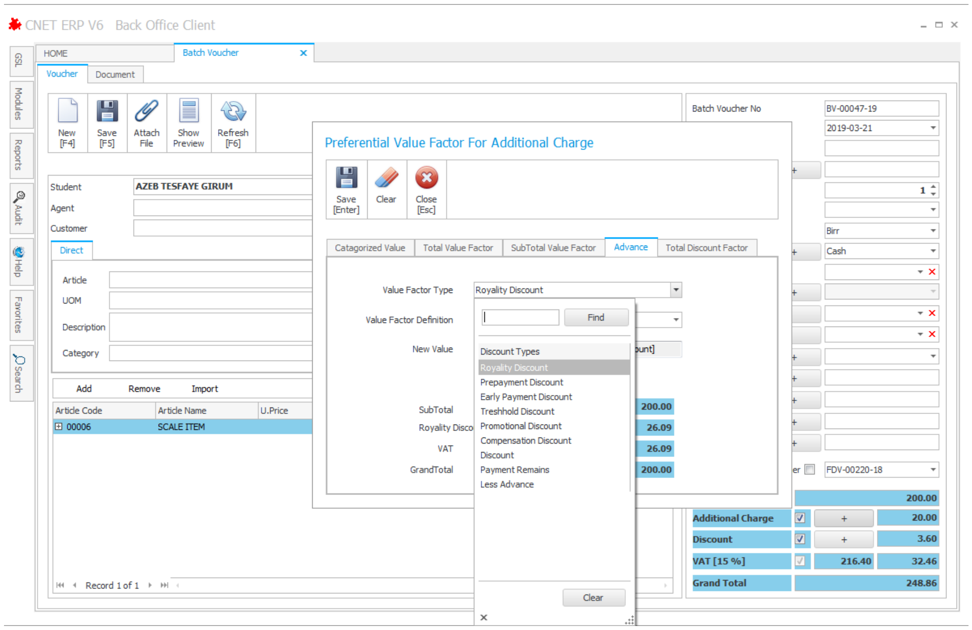
- **New Value** - This is the field that is used to maintain the value factor value.

- **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:

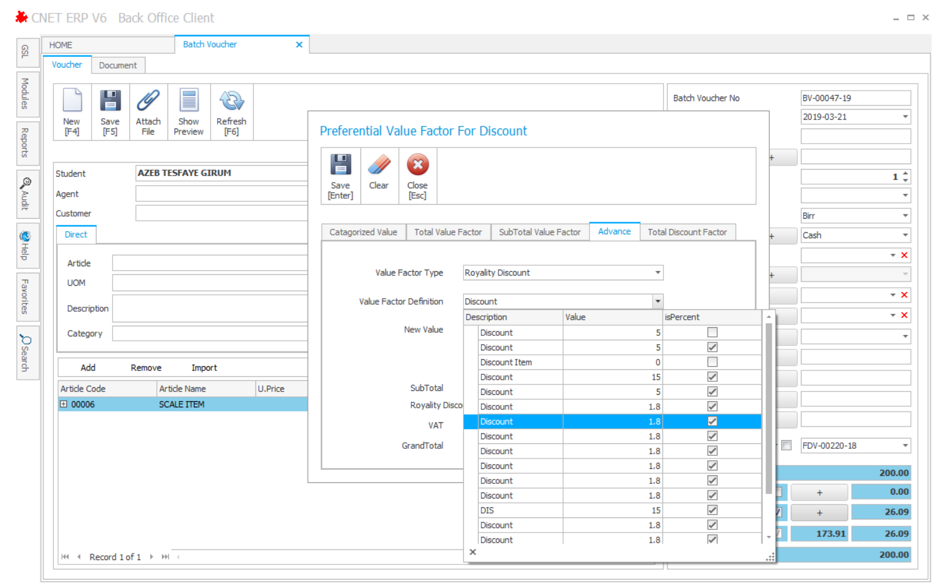


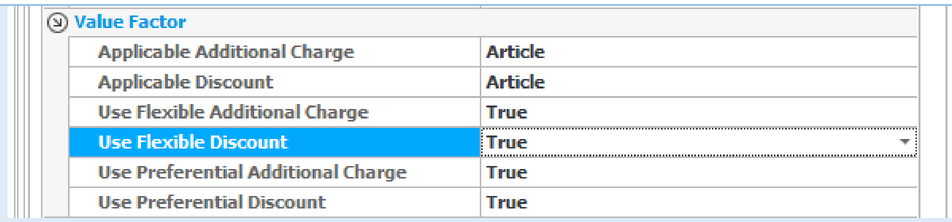
    - **New Value** - This is the field that is used to maintain the value factor value.
- **Advance** – This option is used to set value factor based on the grand total amount. In order to set this value factor you need to fill up the following fields:
    - **Value Factor Type** – This is the name of the 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:



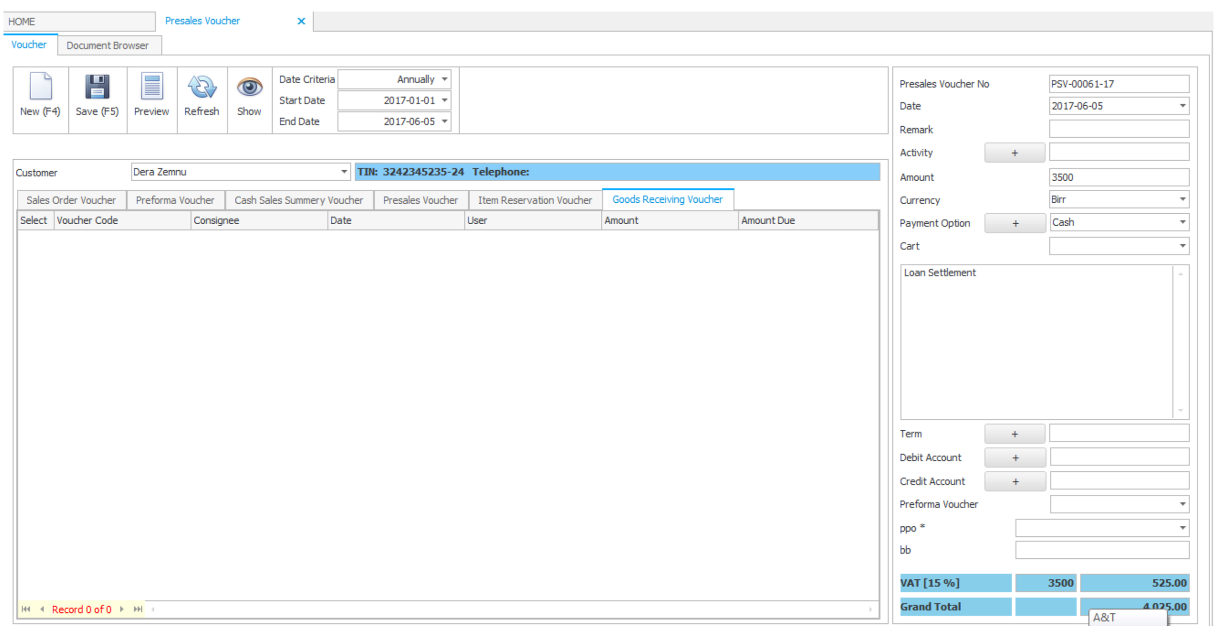
- **Value Factor Definition** – This is used to select the value factor that is going to be applied on the subtotal value of the voucher under preparation. When the user click the down drop arrow the system displays the list of value factor definitions as shown on the following screenshot:

		 ○ **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:

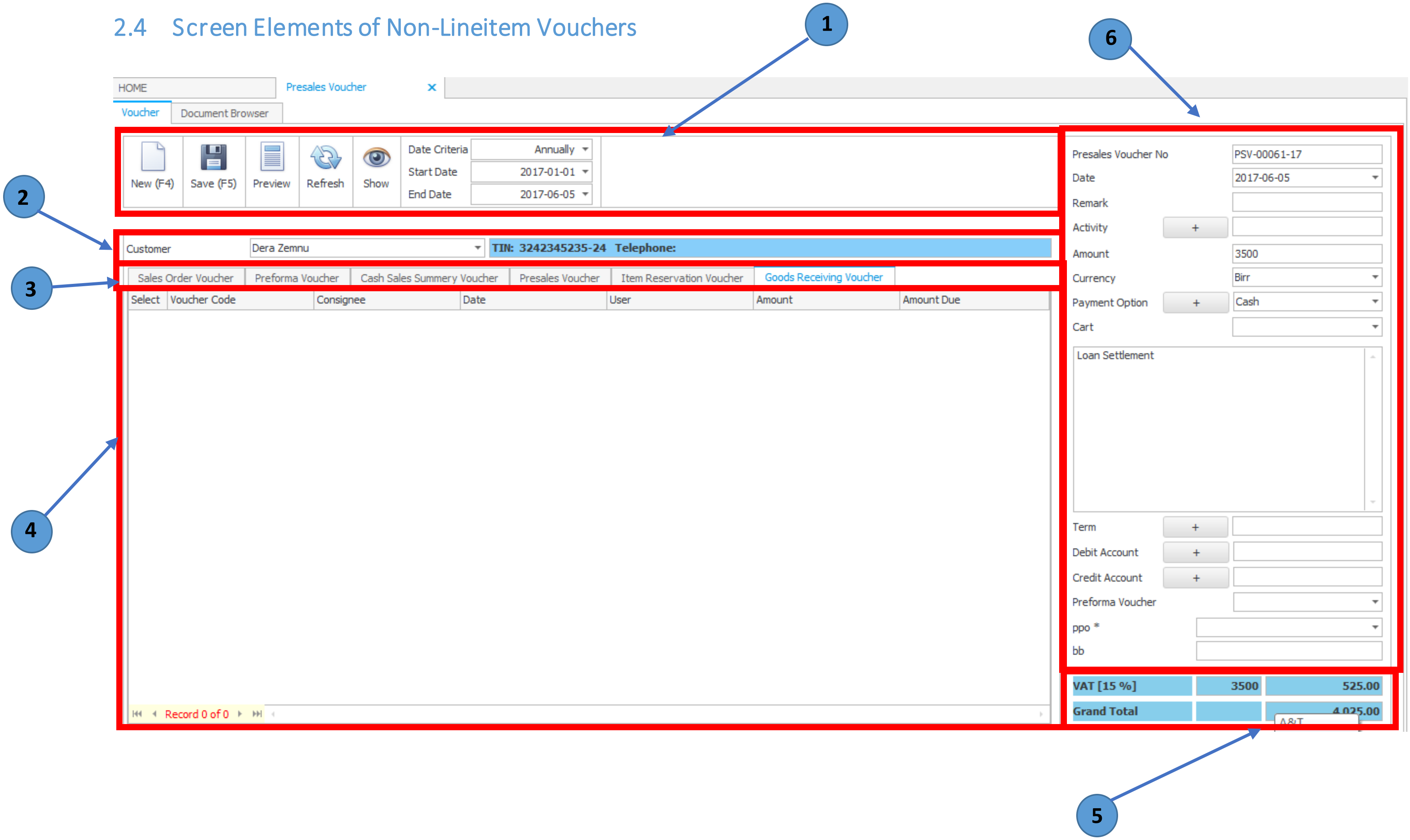
		 **Remark**: For the details of the preferential discount refer to the Additional charge Section of this document.
39	VAT	This is the total VAT that is going to be paid from the given voucher transaction. It is 15% of the subtotal amount.
40	Grand Total	This is the net amount that is calculated as the subtotal plus the additional charge minus the VAT and discount.

2.3 Non - LineItem Voucher Preparation

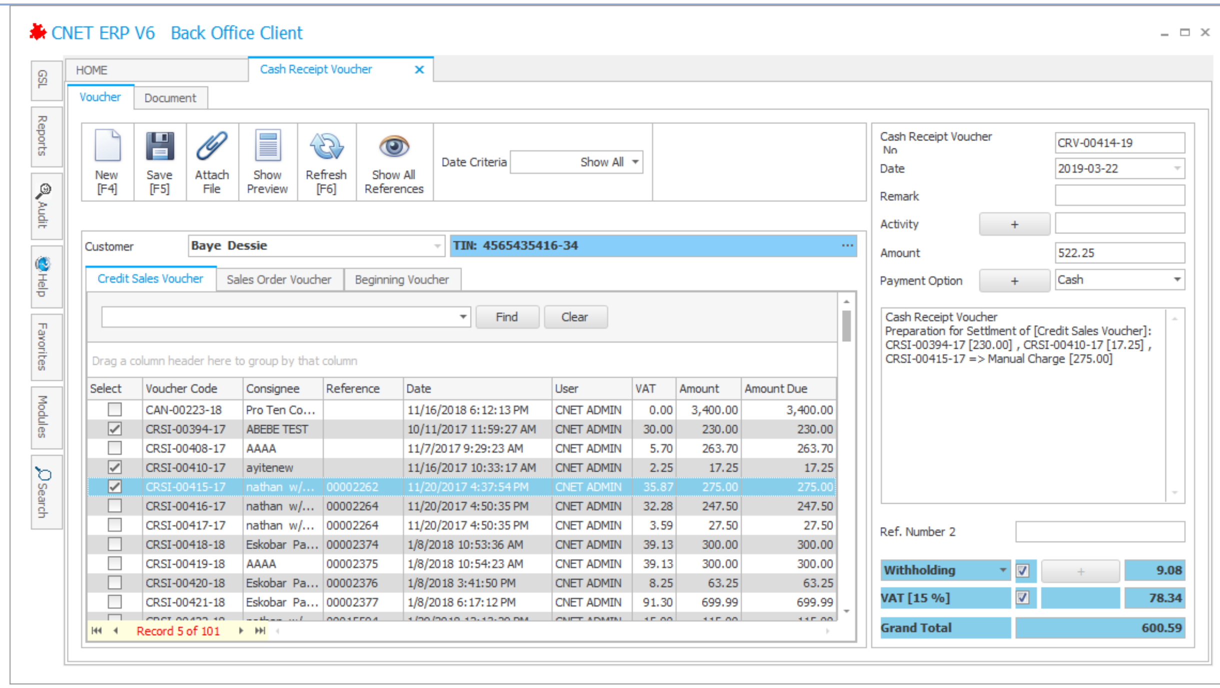
Generally speaking, the non-lineitme voucher has similar shape as the lineitem voucher except the part that deals with the lineitems and some components such as Serial Number, Weight Bridge, and store information. The following screenshot shows a typical non-lineitem voucher preparation form:



2.4 Screen Elements of Non-Lineitem Vouchers



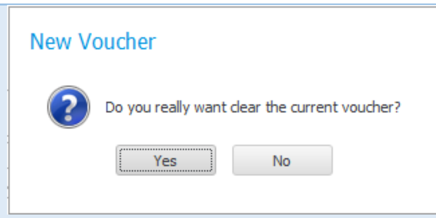
SN	Label	Item	Description
1	1	Command bar	This section contains buttons to create new voucher, save existing voucher, print preview voucher or refresh the voucher creation form.
2	2	Involved Bodies	This section contains the consignee such as customer information. As the document such as credit sales 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:



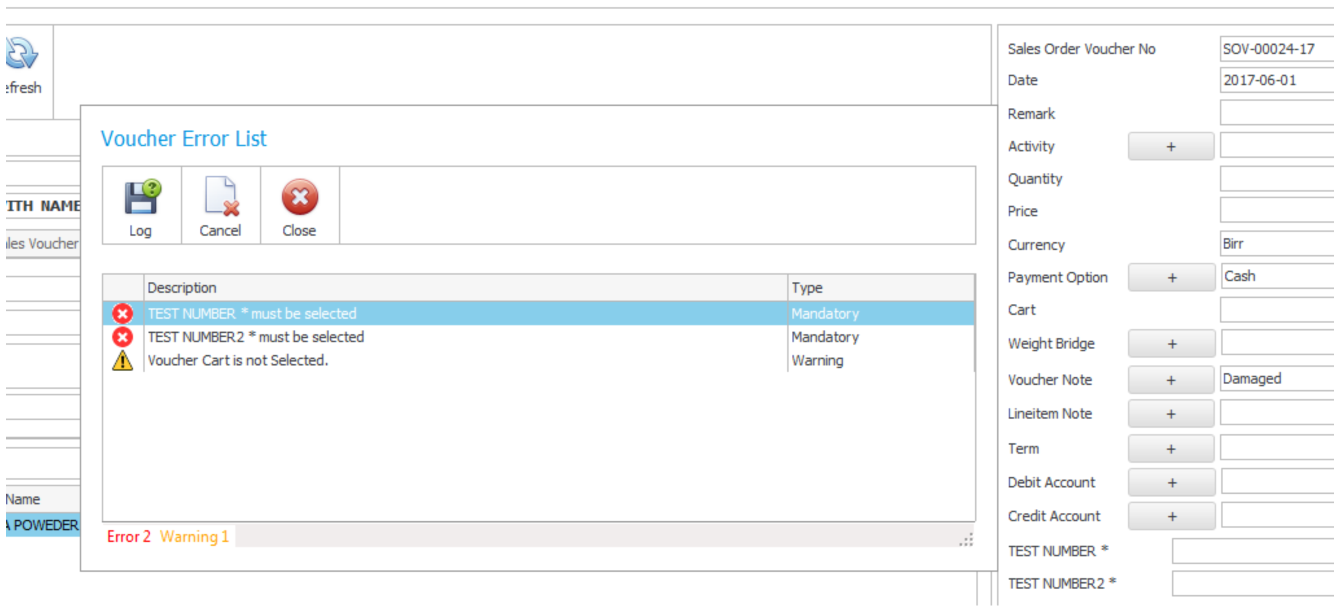
7	6	Other Information	This section contains a wide variety type of information such as voucher number, date, voucher remark, Voucher Note, Term, etc.
6	5	Totals Section	This section contains the summary information such as VAT and Total Amount.

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.

<table>
<tr>
<td></td>
<td></td>
<td>


Remark: Unless the previously started voucher is saved the system will not change the voucher number for the current voucher.
</td>
</tr>
<tr>
<td>2.</td>
<td>Save</td>
<td>
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:

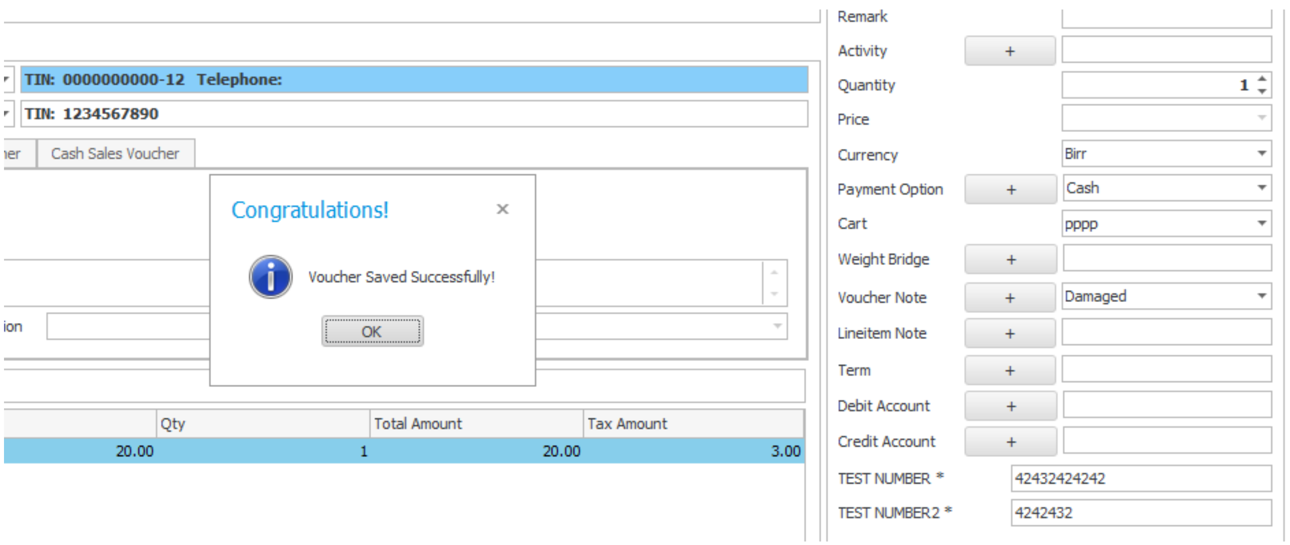


</td>
</tr>
</table>

- 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:



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

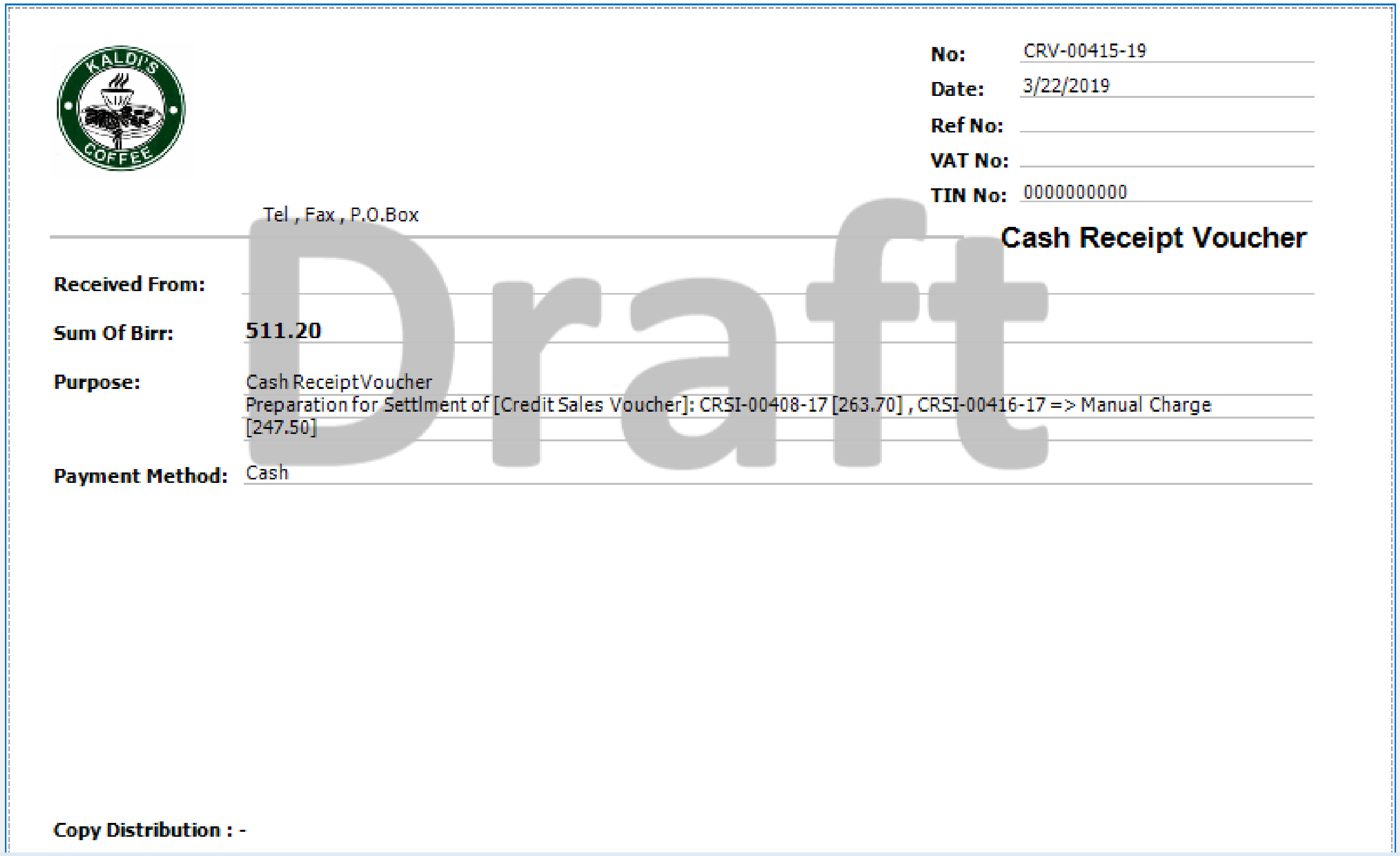
Original

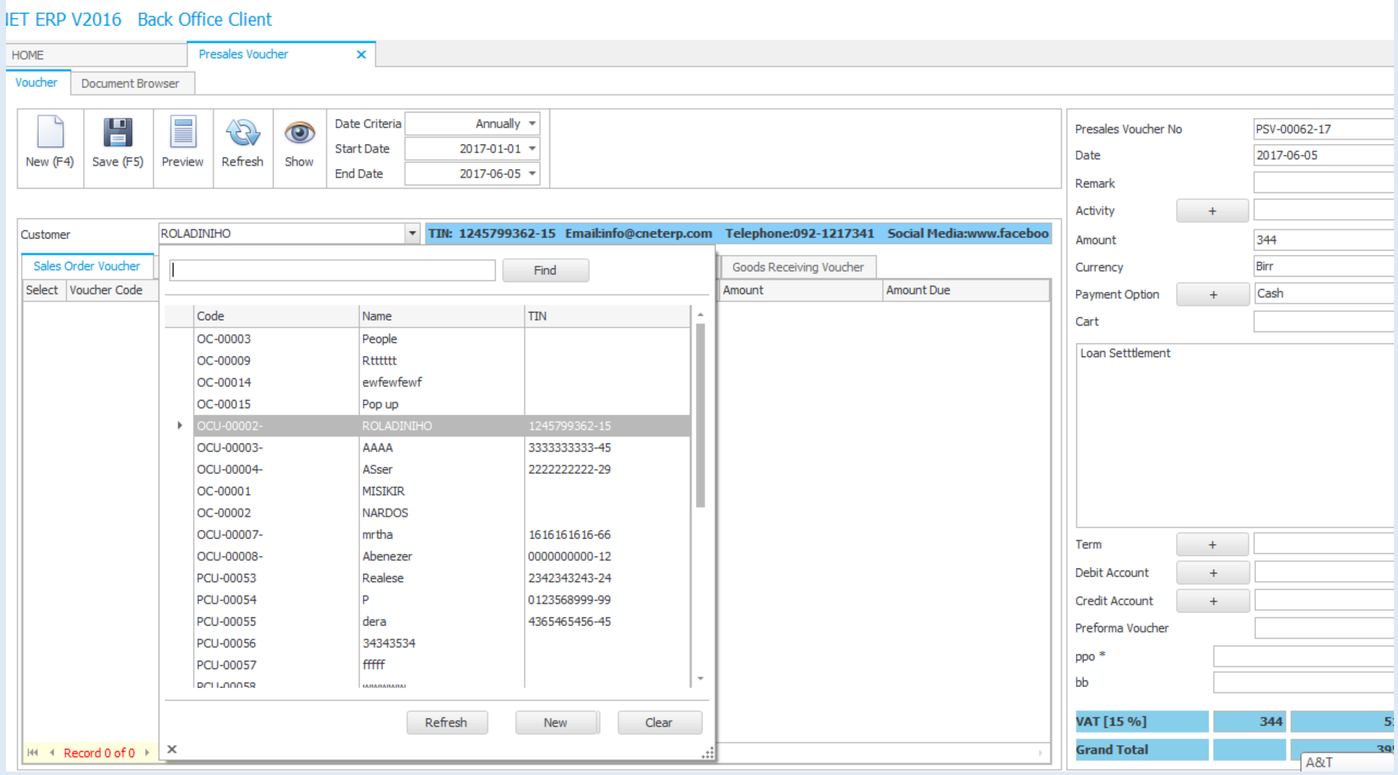
Received From:	**Baye Dessie**
Sum Of Birr:	**591.51**
Purpose:	Cash ReceiptVoucher Preparation for Settlment of [Credit Sales Voucher]: CRSI-00394-17 [230.00] , CRSI-00410-17 [17.25] , CRSI-00415-17 => Manual Charge [275.00]
Reference No:	CORV-00019-19 CRSI-00394-17 CRSI-00410-17 CRSI-00415-17
Payment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

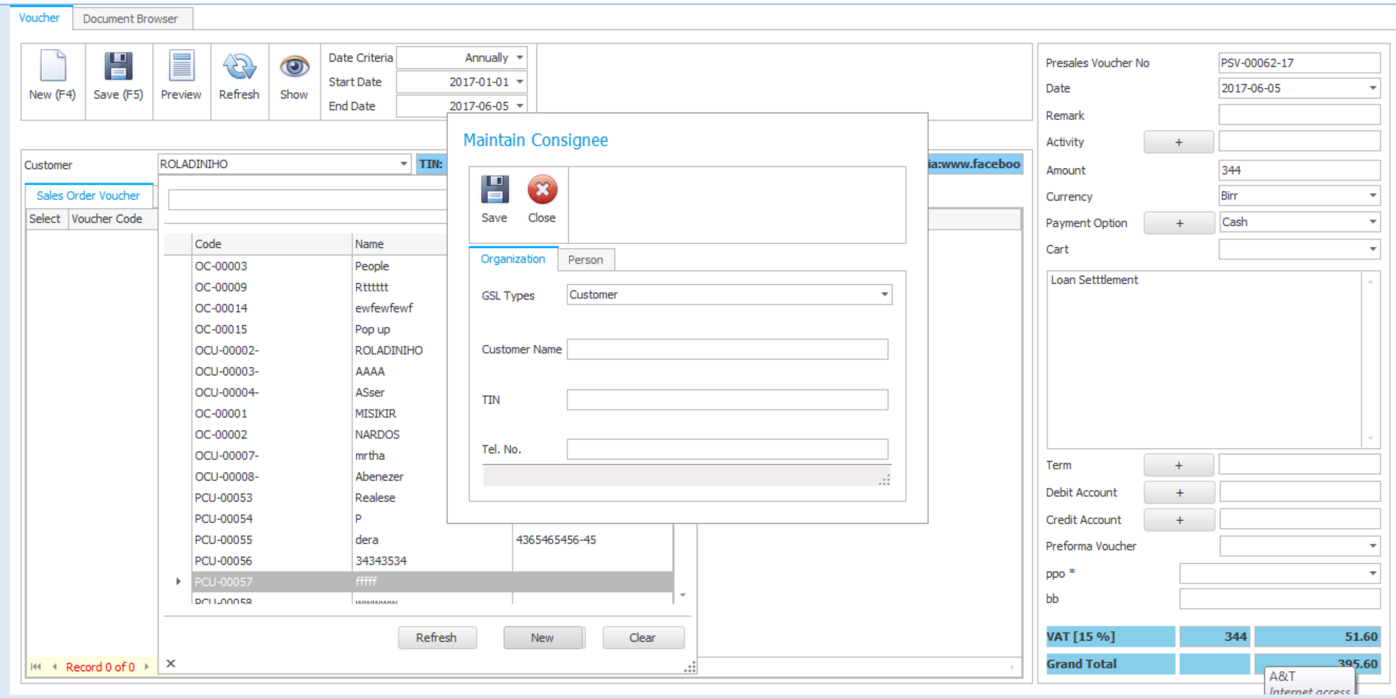
3.	Show Preview	This button is used to print preview the voucher being prepared before it is saved as shown in the following screenshot:

		 No: CRV-00415-19 Date: 3/22/2019 Ref No: VAT No: TIN No: 0000000000 Tel , Fax , P.O.Box Cash Receipt Voucher Draft Received From: Sum Of Birr: 511.20 Purpose: Cash ReceiptVoucher Preparation for Settlment of [Credit Sales Voucher]: CRSI-00408-17 [263.70] , CRSI-00416-17 => Manual Charge [247.50] Payment Method: Cash Copy Distribution : -
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:

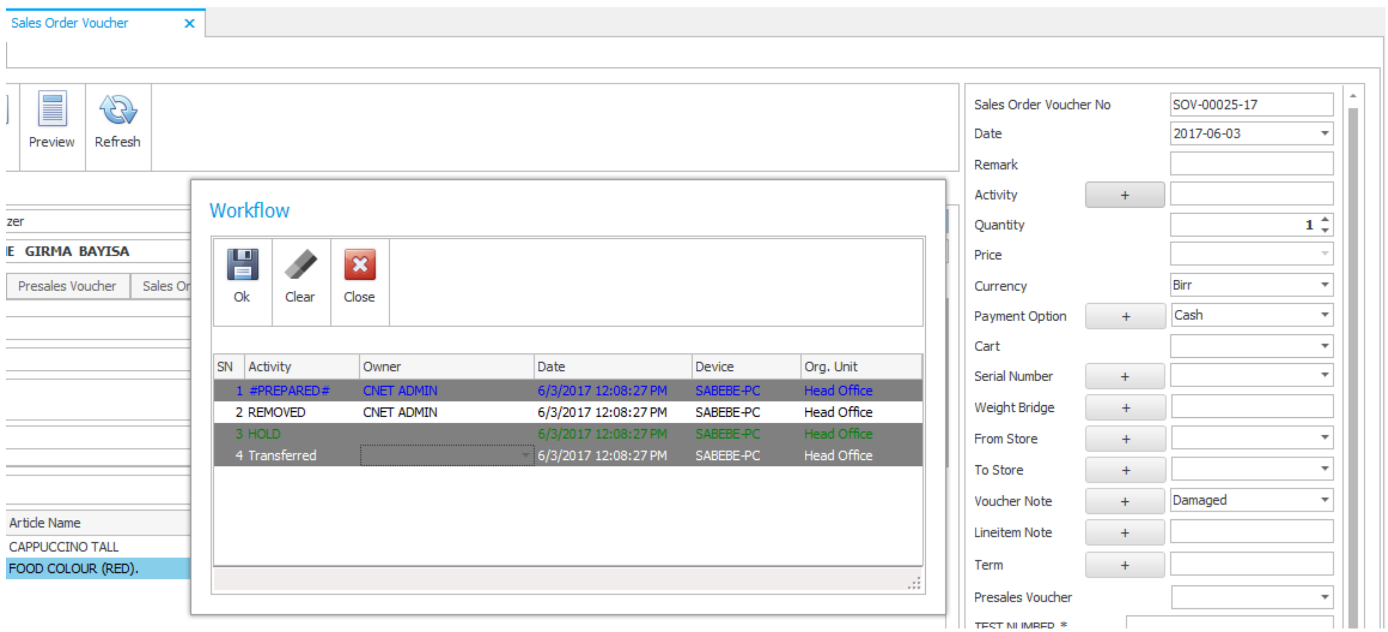


The user can do one of the following to select the customer:

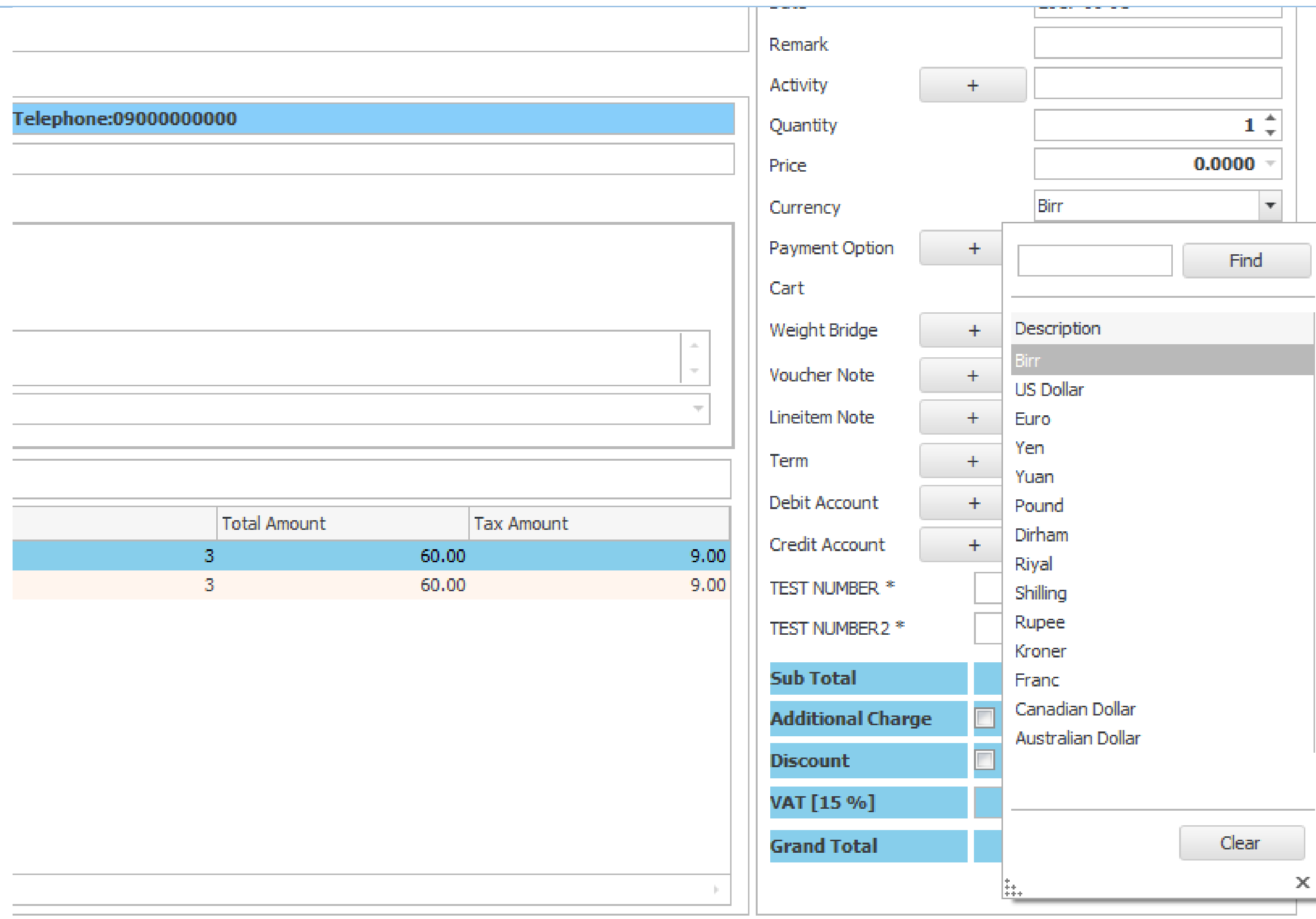
1. Use the scrollbar to get the customer specific customer
2. Type the first few letter of the customer code, name or TIN. As the user types the first few characters of the code, name or TIN the system will filter the list by the provided characters.
3. The user can also click the New button to register 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	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:  The Workflow popup window has the following elements: **SN** – It is a running number that uniquely identify each of the activities that could potentially be performed.

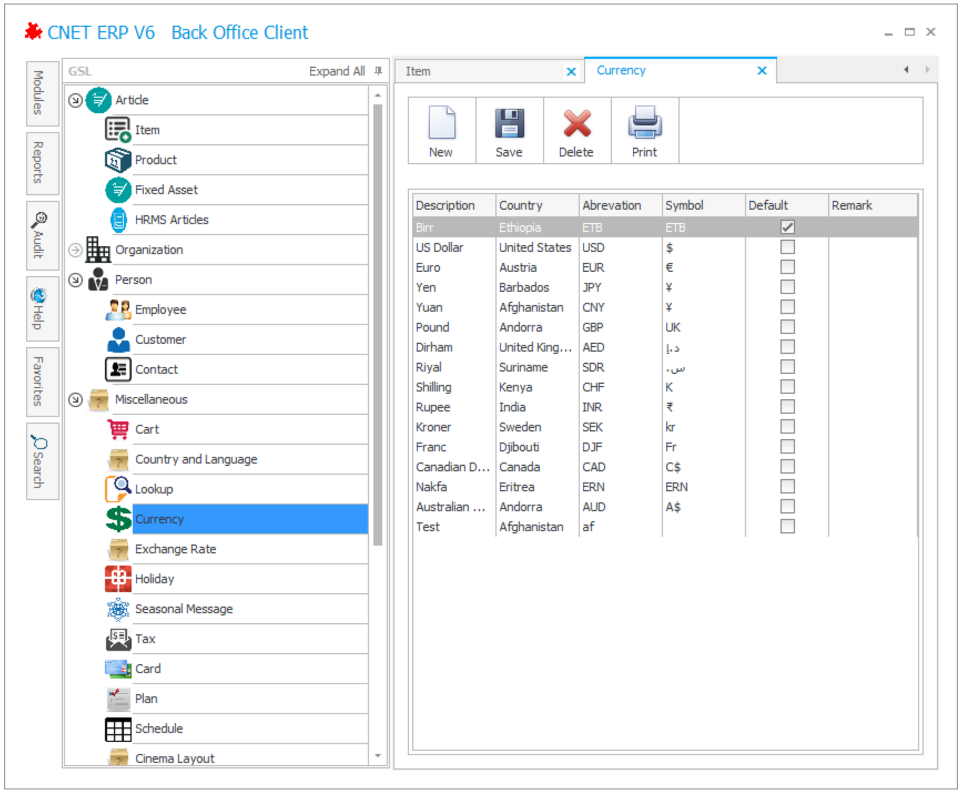
		Activity – This is the name of the activity that can be done on the given voucher such as Prepared, Removed, Transferred, etc. **Owner-** This refers to the logged in user who is going to perform the given activity. **Date** – It is the date on which the operation is going to be done. By default this 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 under which the operator of the voucher belongs to. **Save** – This button is used to save the selected activity. **Clear** – This button is used to reset the Workflow window. **Close** – this button is used to close the Workflow window. Note: The user can select the activity/operation and click the save button.
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:



Remark:

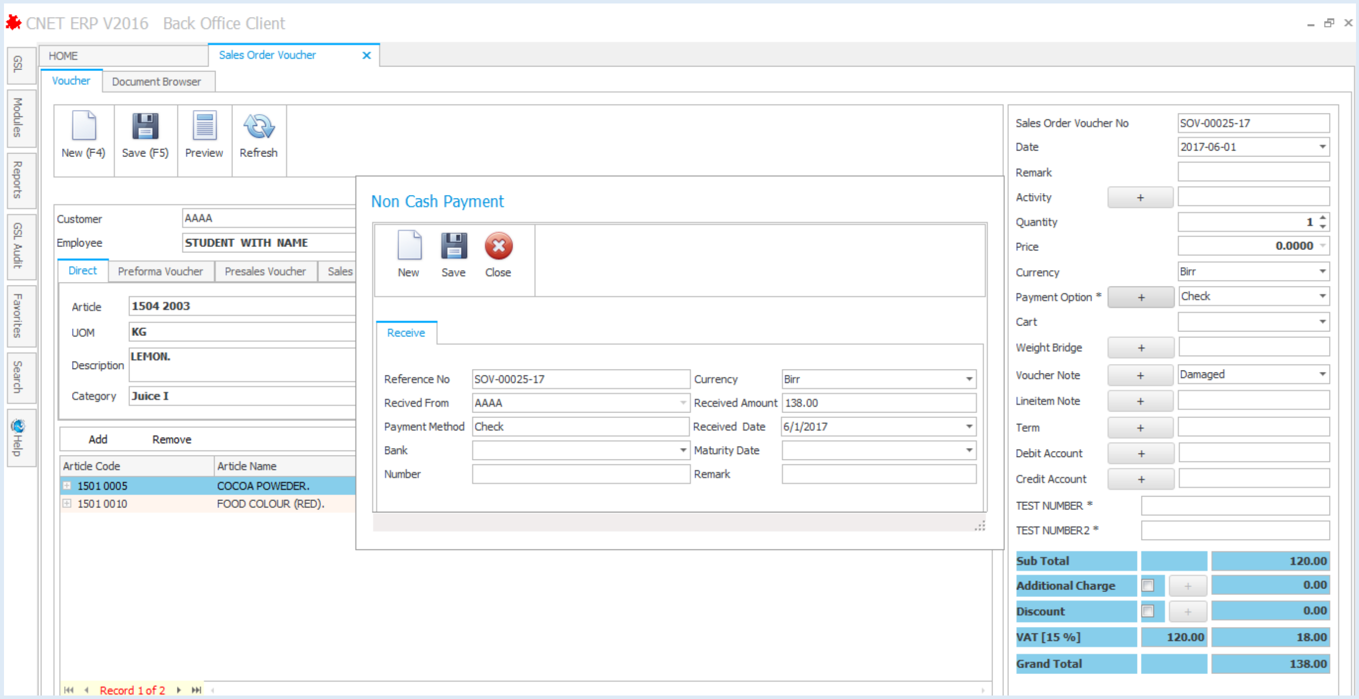
1. The default currency type is displayed at loading time of the voucher preparation form.

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



</td></tr>
<tr><td>19.</td><td>Payment Option</td><td>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</td></tr>
</table>

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:

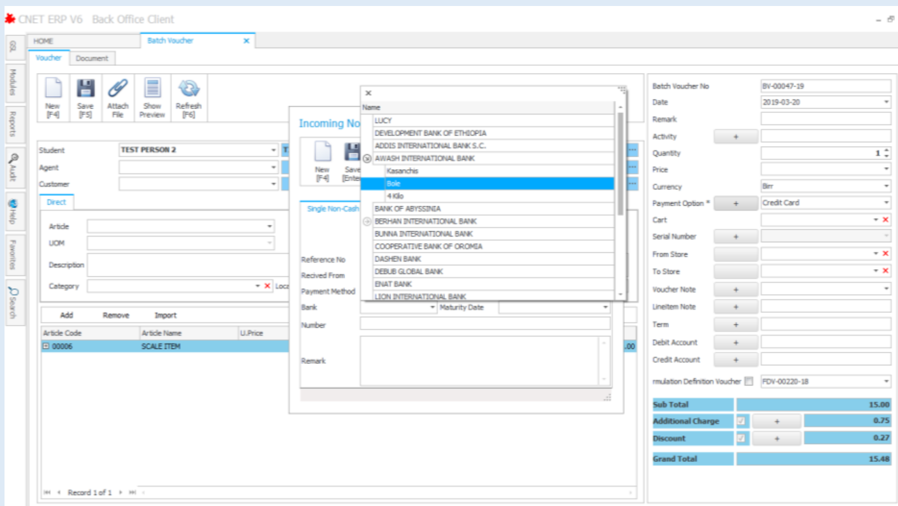


Reference No - This is a reference to the voucher through which the transaction is carried out. This field is automatically filled taking the voucher number of the voucher under preparation.

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.

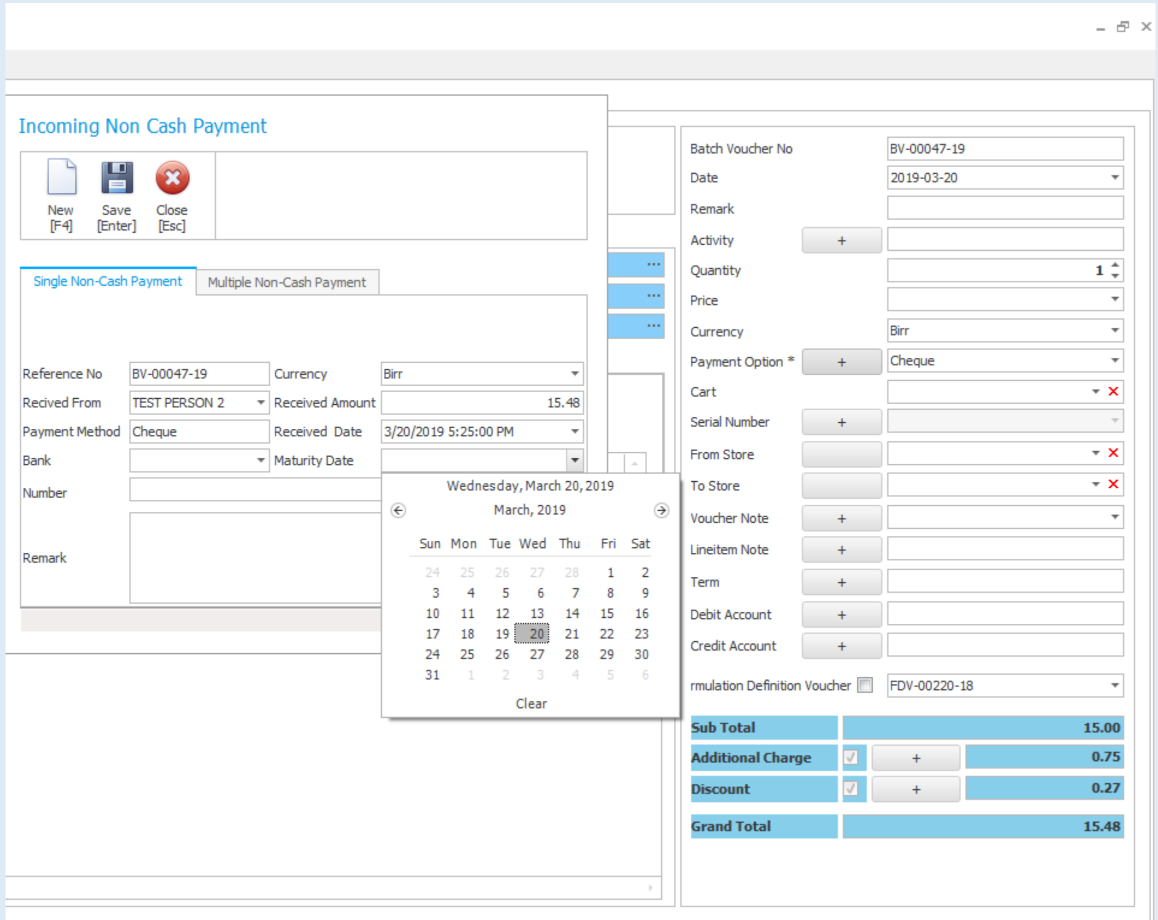
Bank - This is a reference to the bank or bank branch or the card issuing organization. When the user click the drop down arrow, the system displays the list of branches grouped by their respective bank as shown on the following screenshot:



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:



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.

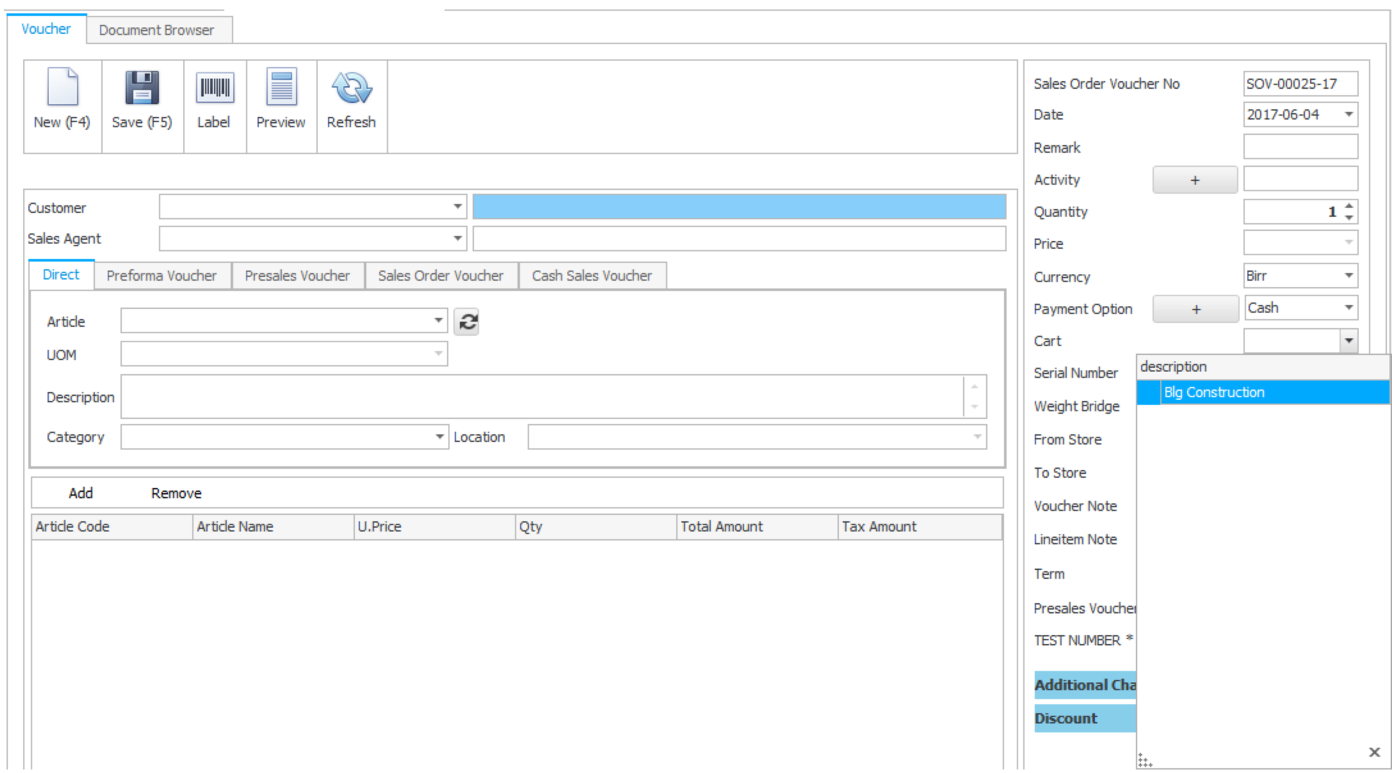
<table>
<tr>
<td></td>
<td></td>
<td>

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.

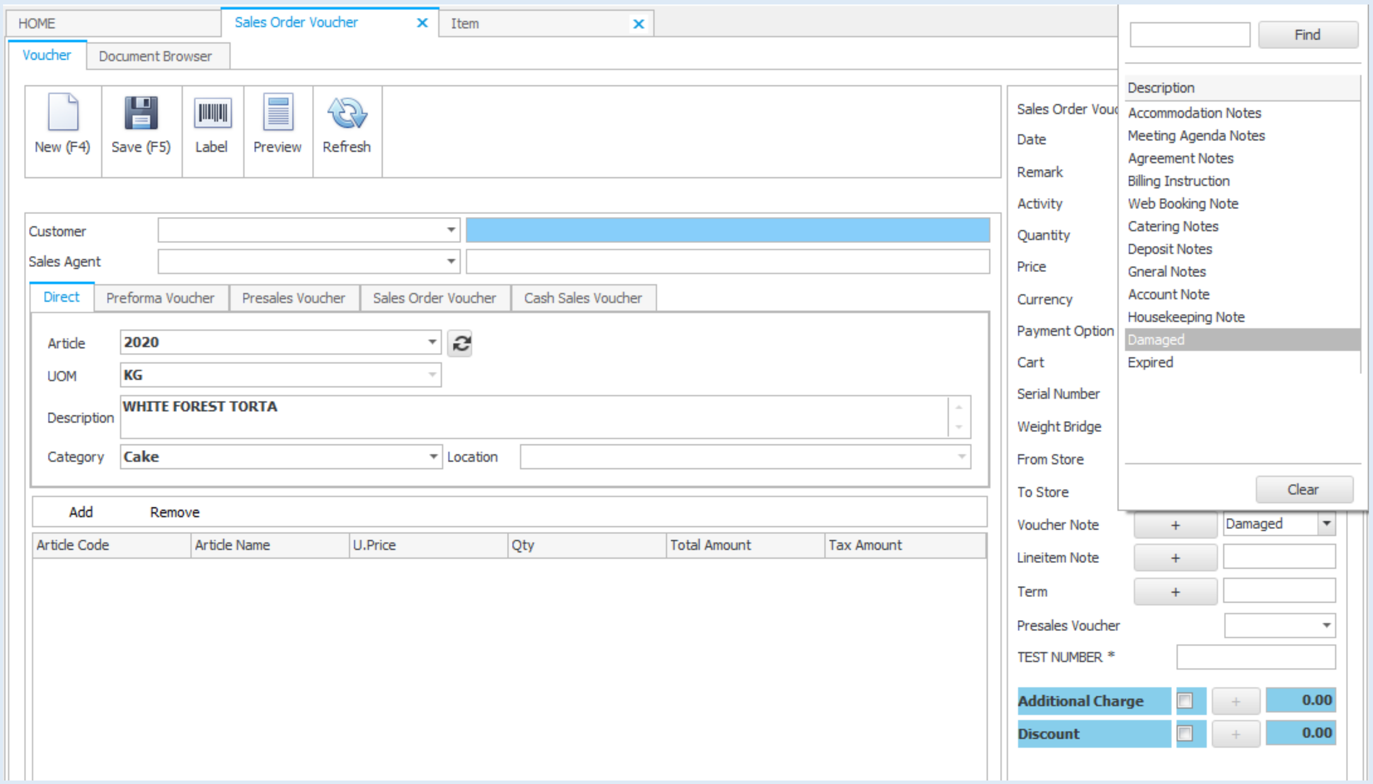
</td>
</tr>
<tr>
<td>20.</td>
<td>Cart</td>
<td>

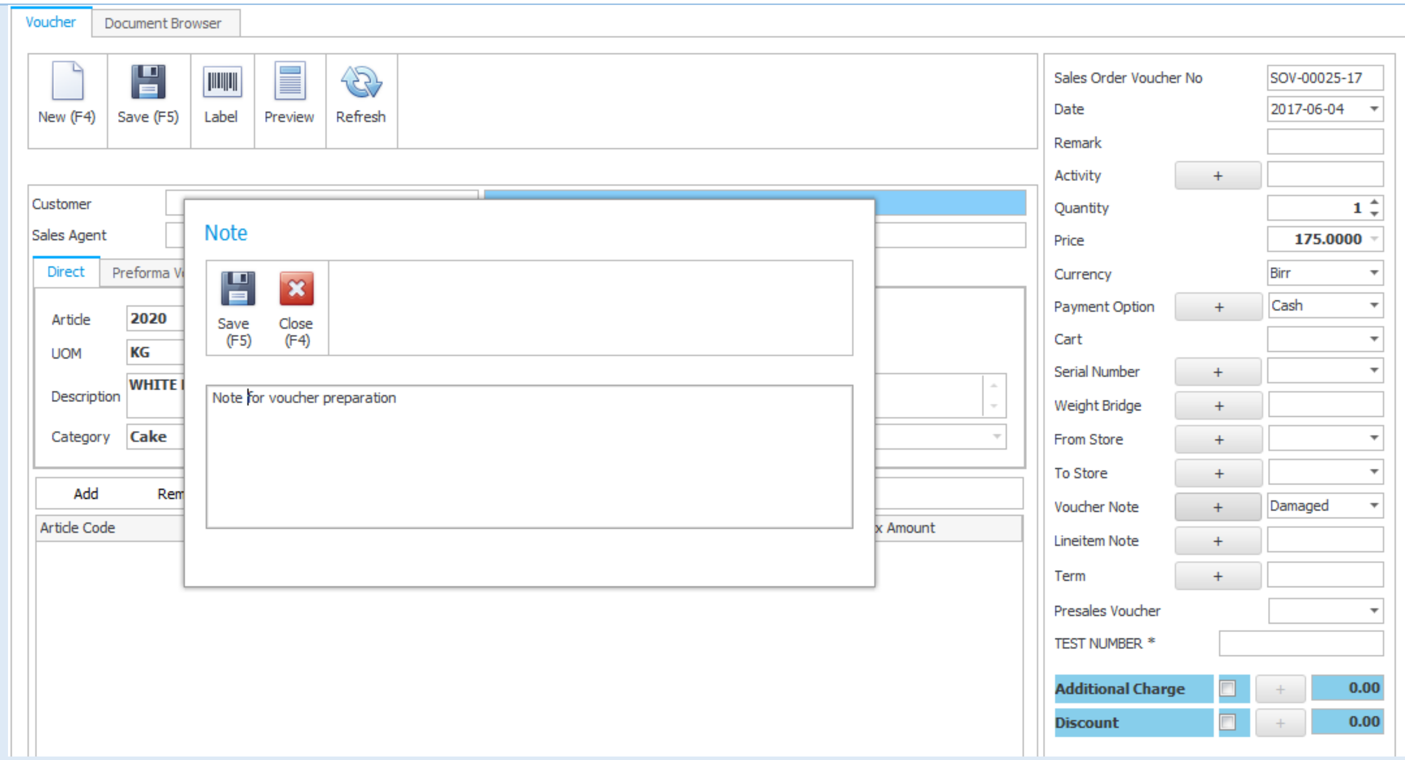
This is the category of the transaction. It is used to group transactions that are made because of the same reason such as consumptions or expenses for specific project or department, incomes from specific source, etc. As the user selects the down drop arrow, the system displays the list of carts as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



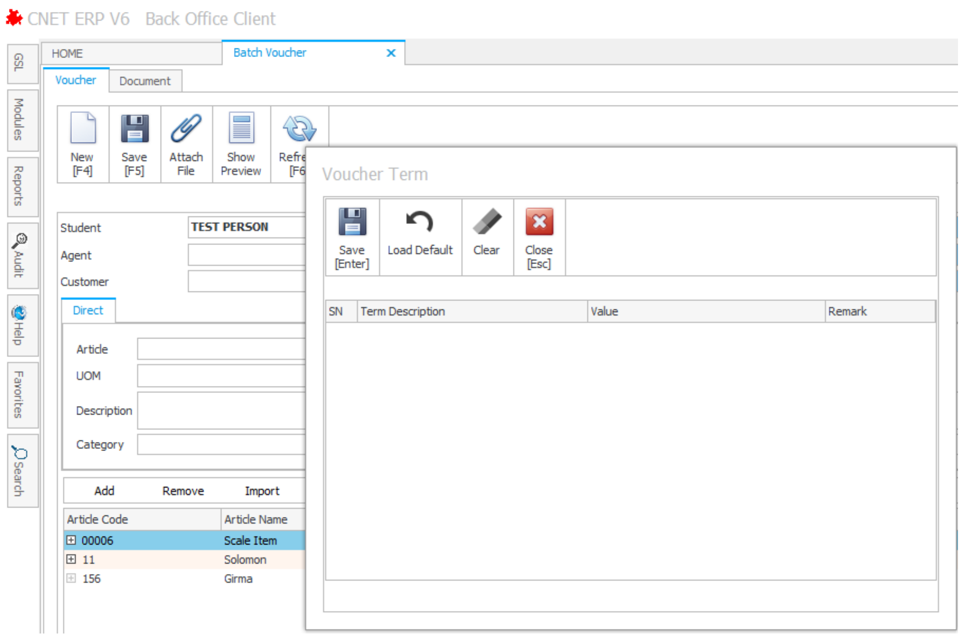
Note: The Carts are maintained under the **GSL→Miscellaneous → Cart** section of the **Back Office Client** System.

</td>
</tr>
</table>

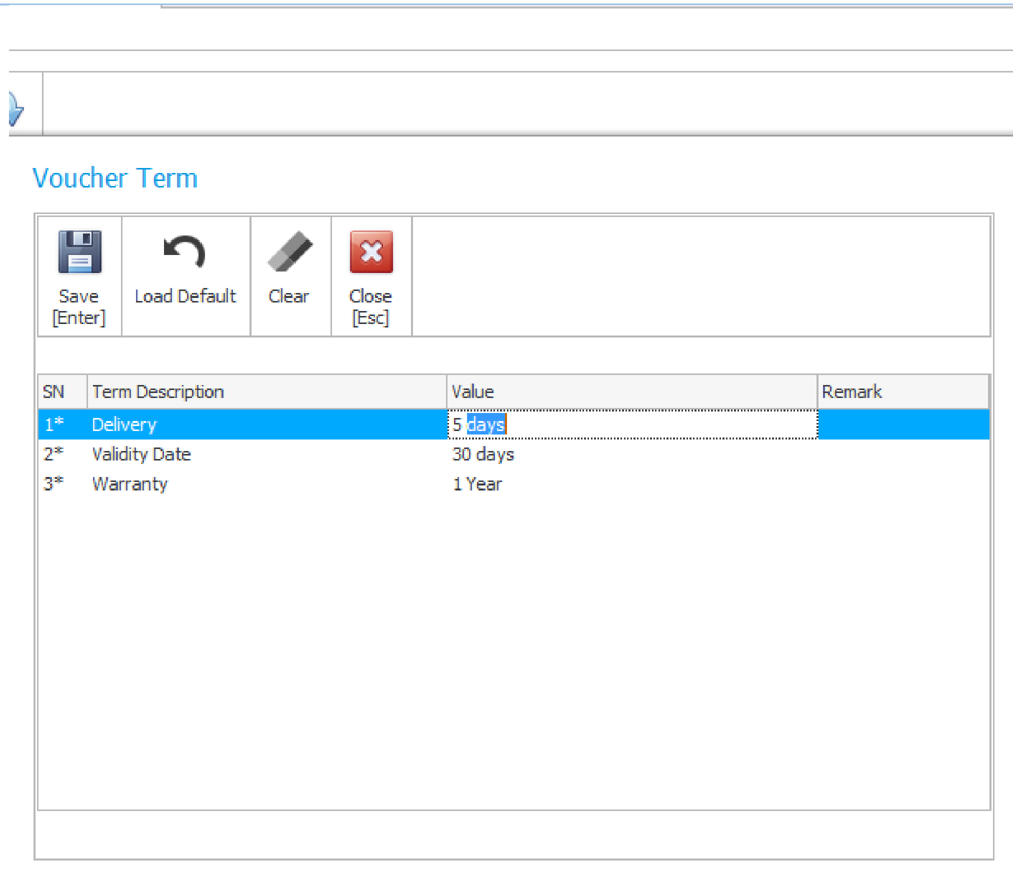
21.	Voucher Note	This is a textual description of the voucher under preparation. As the user click the down drop arrow of the combo box, the system displays a list of pre-registered voucher notes as shown on the following screenshot:  **Note**: the user can also type any note by clicking the + sign as shown on the following screenshot:



22.	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 list of terms that could be applied on the voucher under transaction as shown on the following screenshot:

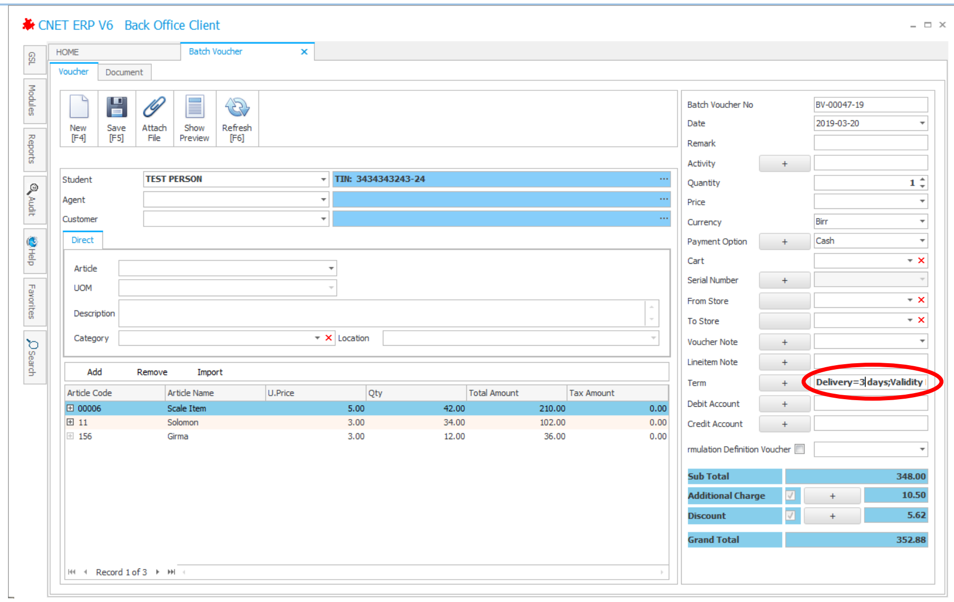


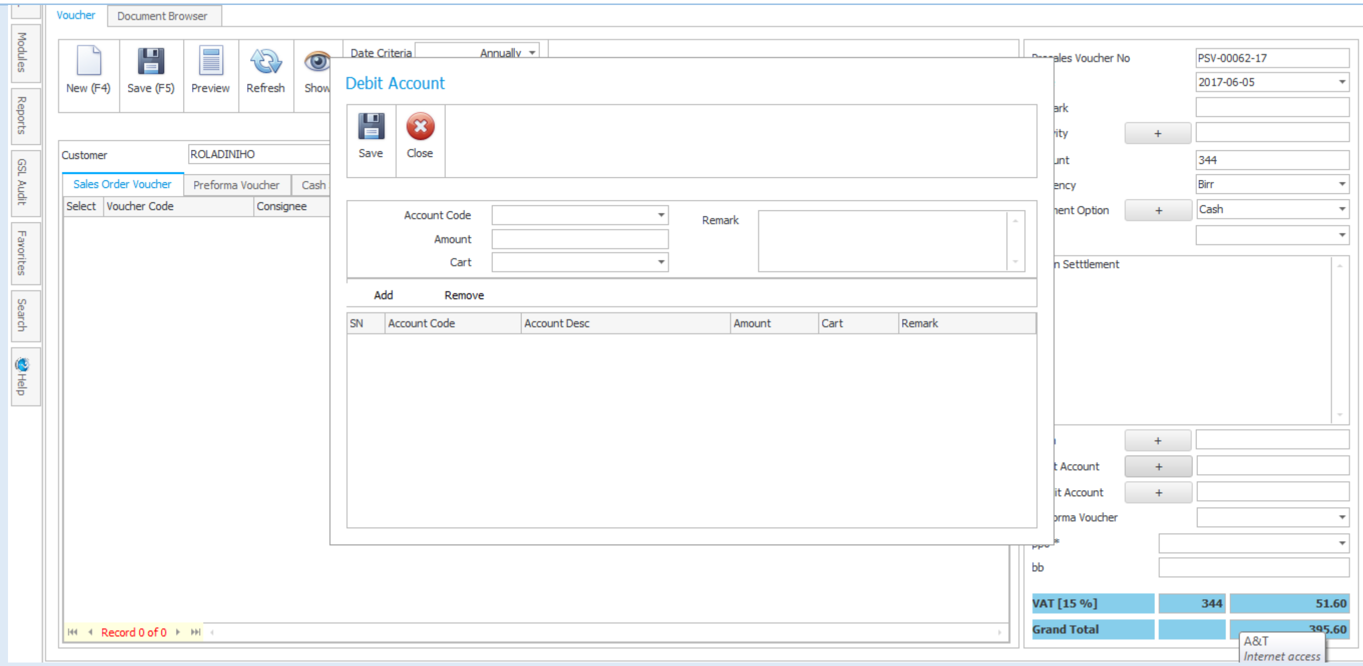
The user should click the **Load Default** button to see the terms configured for the specific voucher type. The terms are maintained under **Modules → Module Name→ VoucherName → Terms and Conditions** tab of the **Server Management System.** You can modify the terms by clicking on the Value column as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



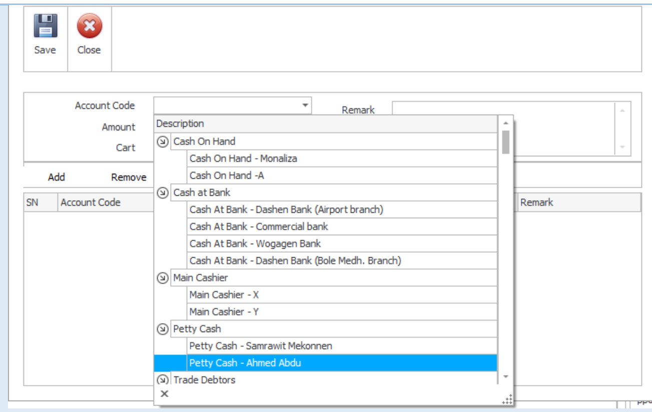
Remark:

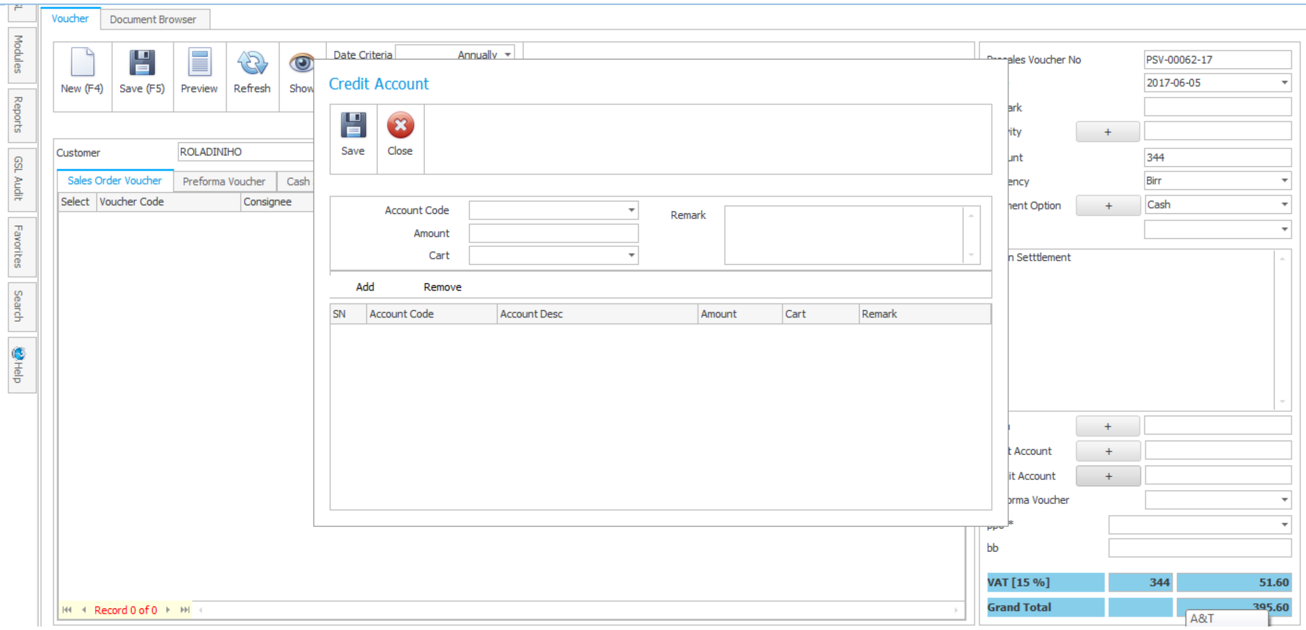
1. You can select and click the Clear button if you want to delete the selected term.
2. When you click the Save button, the system displays the terms along with their respective values in the Term text box as shown on the following screenshot:

<table>
<tr><td></td><td></td><td>
</td></tr>
<tr><td>23.</td><td>Debit Account</td><td>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:</td></tr>
</table>

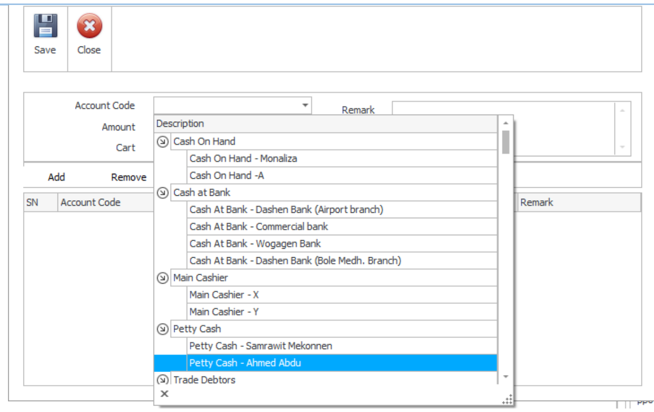


Account Code – This is the account to be debited. As the user click the drop down arrow, the system displays the list of accounts for selection as shown on the following screenshot:

		 **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:



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:



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/PPP*	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.