

USER MANUAL FOR FINANCE MODULE OF ERP SYSTEM FOR POWER SECTOR (RFP No: 27.71.0000.002.07.023.17-154)

Developed By:



in collaboration with:

Microsoft, Technohaven Co Ltd and Computer Services Ltd



Executive Summary

Techvision in collaboration with Microsoft Bangladesh, Technohaven Co. Ltd. and Computer Services Ltd. has completed customization and configuration of Finance Module of Microsoft Navision 2018 ERP System under the contract agreement dated 11th October 2018 against RFP No 27.71.0000.002.07.023.17-154 dated February 08, 2018.

According to the signed agreement, we, the joint venture company, will customize, configure and deploy an ERP System to 14 power companies (legal entities) under Power Cell. The deliverable modules are –

- HR Management System
- Fixed Asset Management System
- Procurement System
- Accounts and Finance System

Users of the ERP System are from 14 legal entities / power companies under Power Cell namely

1. Power Cell
2. Power Division
3. BPDB
4. DPDC
5. PGCB
6. BREB
7. DESCO
8. APSCL
9. CPGCBL
10. RPCL
11. NWPGCL
12. WZPGCL
13. SREDA
14. NESCO
15. EGCB
16. B-R PowerGen Ltd.

This document has been prepared as User Manual outlining the usages and operational learning of Finance Module of ERP System for Power Sector.

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Introduction

Microsoft Dynamics NAV enables you to manage all routine finance processes such as posting financial transactions, preparing financial statements, managing bank accounts, recording inventory costs, manufacturing costs, and fixed assets.

The following list describes a sequence of tasks which are generally performed in

1. Financial Management:
2. Configure Finance process
3. Manage Payables
4. Manage Receivables
5. Collect Supplier Refunds
6. Manage Cash
7. Manage cash flow forecasts
8. Manage Cost Accounting
9. Close year and periods
10. General Journals
11. Manage Inventory Cost
12. Generate cash flow forecast
13. Prepare Budget

Followings are the basic feature of Finance Management.



Minimum Requirement

Before you access Navision 2018 ERP System for Power Sector, we recommend that you verify that your computer or mobile device and internet connection meets or exceeds the minimum system requirements for the product. This section lists the requirements.

Browsers

Chrome for Windows and Firefox for Windows: Dynamics NAV is designed to work with the current version of these desktop browsers.

Safari: Dynamics NAV is designed to work with the current version of Safari on OSX.

Microsoft Edge: Dynamics NAV is designed to work with the current version of Microsoft Edge.

Internet Explorer: Dynamics NAV is designed to work with Internet Explorer 11 (build 11.0.9600.17239) for Windows 10 and for Windows 8.1 (32-bit and 64-bit versions). We recommend that you upgrade to the latest version of Internet Explorer supported for your version of Windows.

Mobile devices

Windows: Dynamics NAV for Windows can be installed on devices with at least 1GB of RAM and Windows 10 Phone, Home, Pro, Enterprise, or Education (32-bit and 64-bit editions).

iOS: Dynamics NAV for iPad and iPhone requires iOS 9.0 or later.

Android: Dynamics NAV for Android tablet and Android phone can be installed on devices with at least 1GB of RAM and Android 5.0 or higher.

Device size: Dynamics NAV is supported on smartphones with a minimum screen size of 4" and tablets with a minimum screen size of 7".

Internet Connection

Standard bandwidth (3 Mbps downlink) of internet connection will require to run the ERP System.

Get Started

Introduction

This is a general instruction section to show

- Log In to the ERP System
- Log Out from the ERP System
- Navigation Process

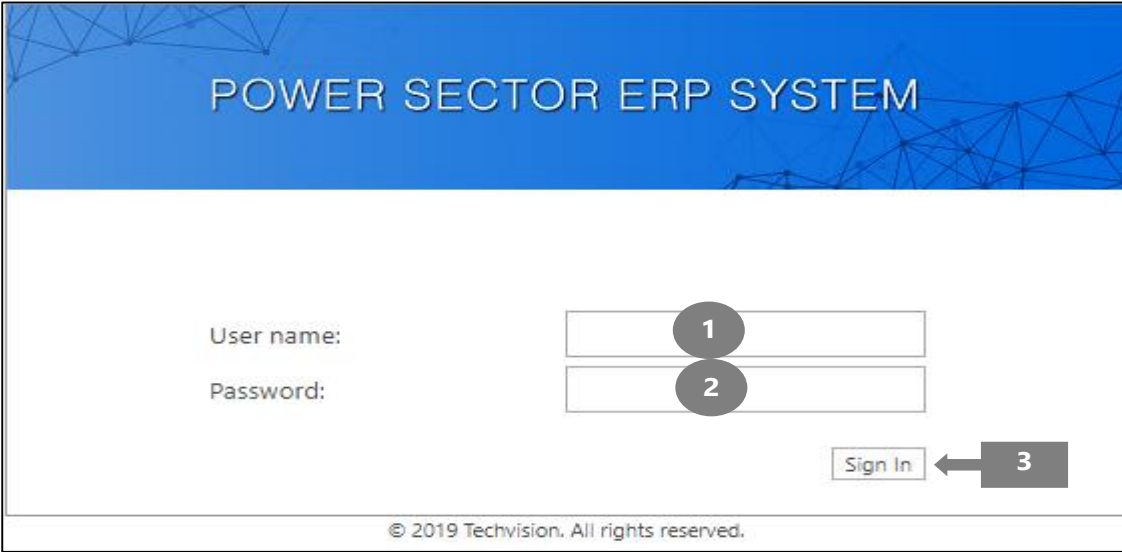
Prerequisite

- Meeting minimum requirement
- ERP Credentials – Username and Password

How to Log In / Start

Steps

- A. Open browser (Chrome / Internet Explorer / Mozilla Firefox)
- B. Enter the URL address in address bar of the browser
(<https://bdpowersectorerp.com/powerdiverpservice>)
- C. Press Enter. Login page will be appeared as below.



POWER SECTOR ERP SYSTEM

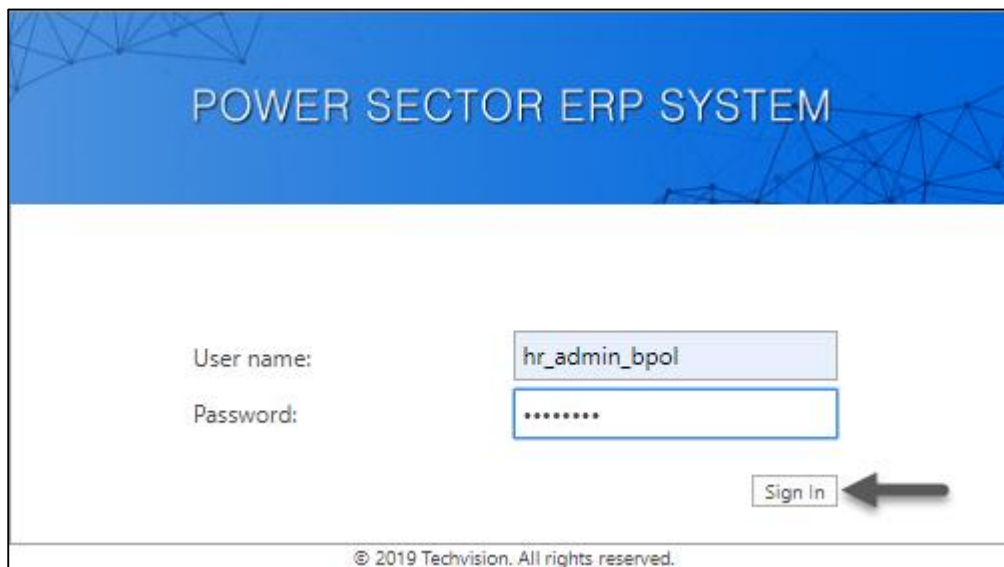
User name:

Password:

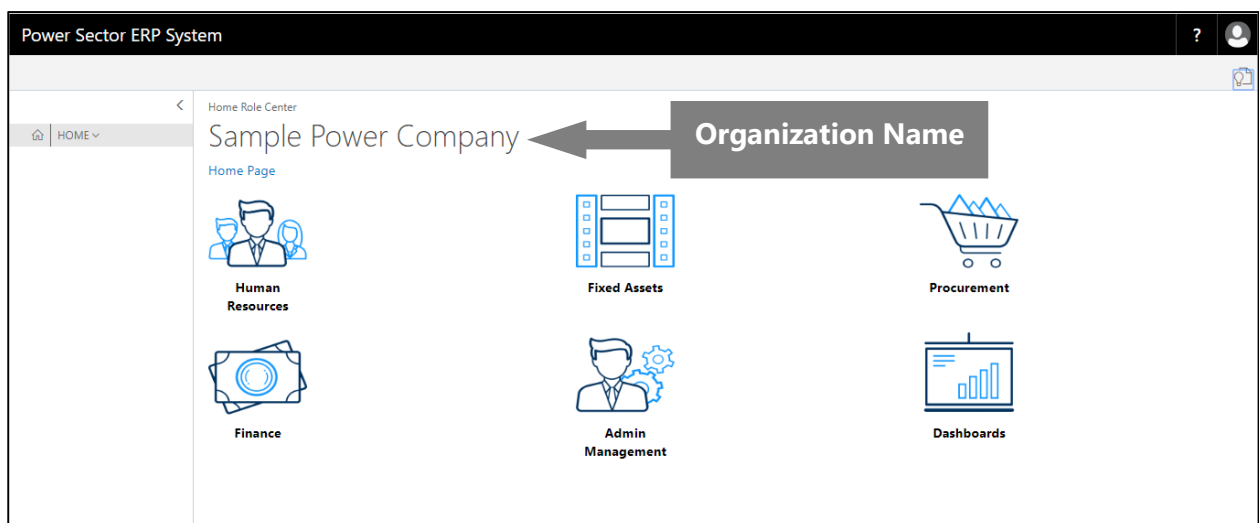
Sign In

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D. Enter your Username and Password in box 1 and 2 respectively.



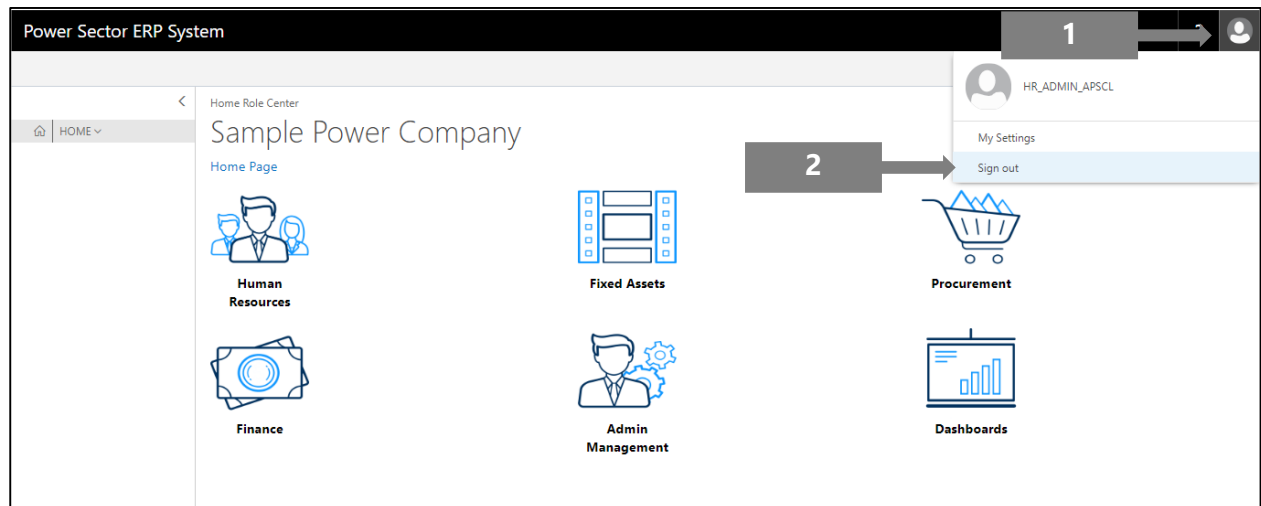
E. Select on "Sign In" button or press ENTER to load ERP Home Page. Following screen will be appeared



How to Log Out

Steps

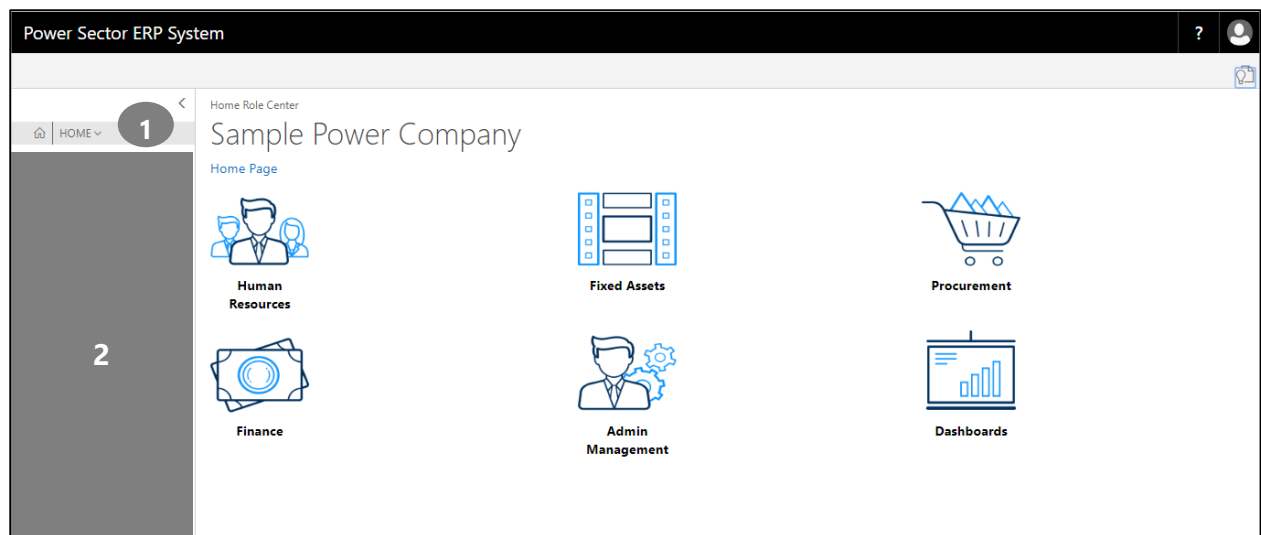
Follow the below steps as serialized in following figure in any forms



1. Click on right most top icon
2. Click on Sign Out to exit the system

How to Navigate Form / Page

1. Click on "Home" from any form to return to ERP Home Page. Refer to figure below.
2. Click on blank left panel, as shown in above figure, from any form to return to previous form. Refer to figure below.



FI-100 General Setup

Introduction

This section shows how to configure the setup options to run and operate different finance functions in the module. General Setup contains –

FI-101	Setup Chart of Accounts
FI-102	Mushok info setup
FI-103	Accounting Period Setup
FI-104	Bank Setup
FI-105	Cost center Setup
FI-106	Bank Posting Setup
FI-107	Budget Setup

Role

- Module Admin

Prerequisite

- Module Admin credentials – username and password

FI-101 How to: Setup Chart of Account

Introduction

This process demonstrates how to setup Chart of Account of an organization. This setup is all about finance core setup. To perform Finance, this is the first thing what have to setup.

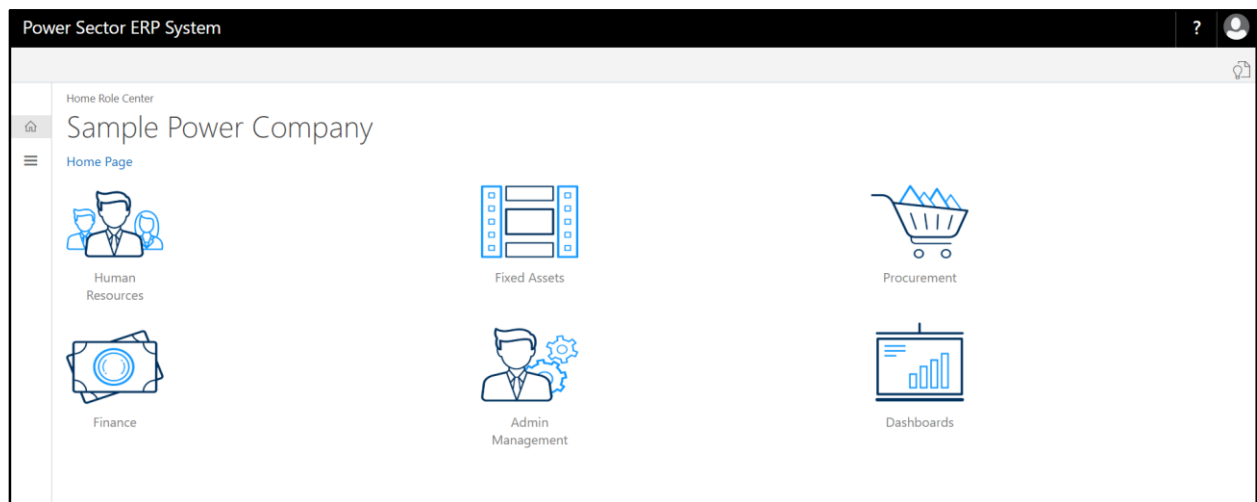
Roles

- Module Admin

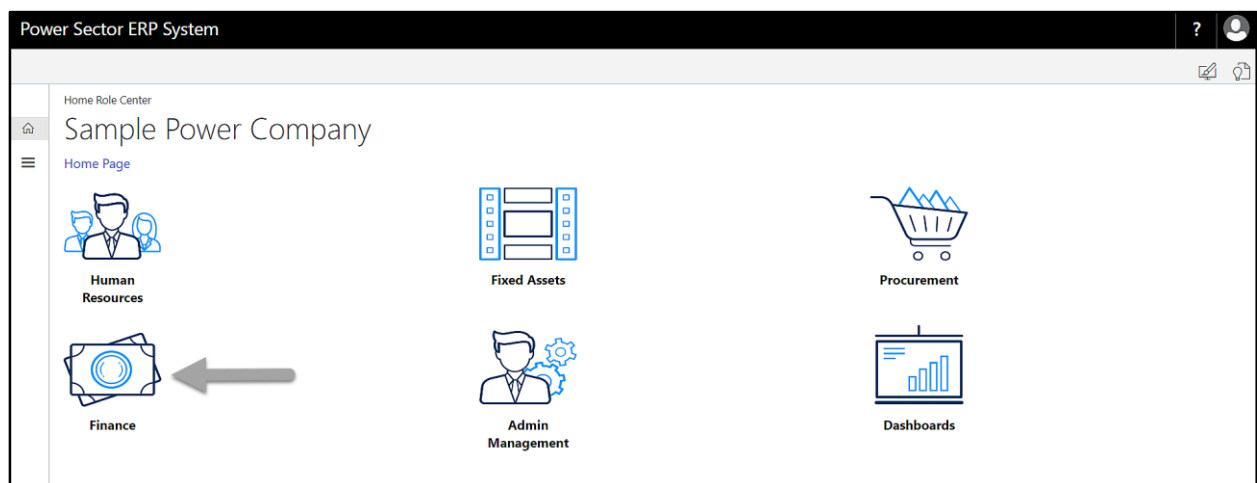
Add new Chart of Account

To initiate, follow the steps below.

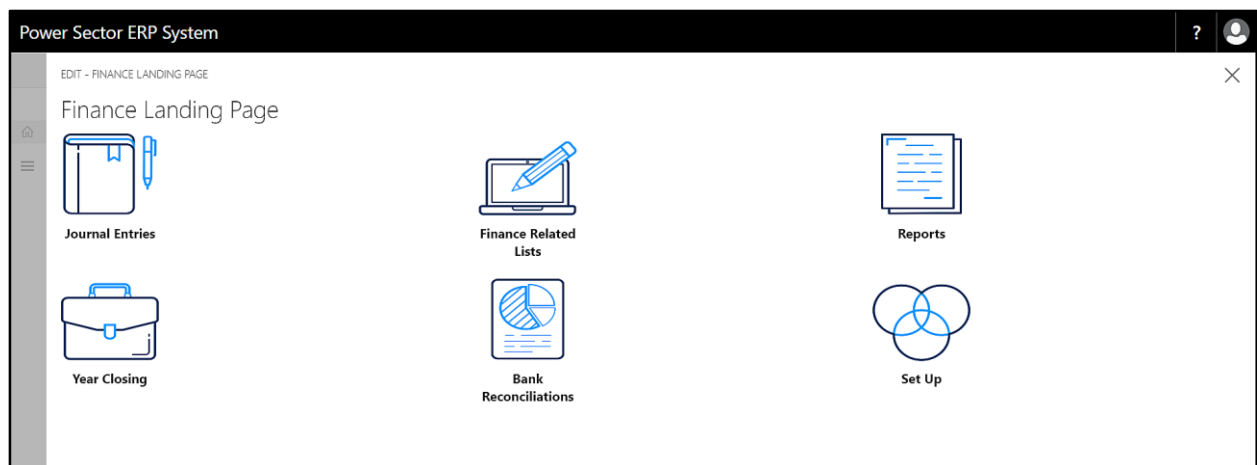
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



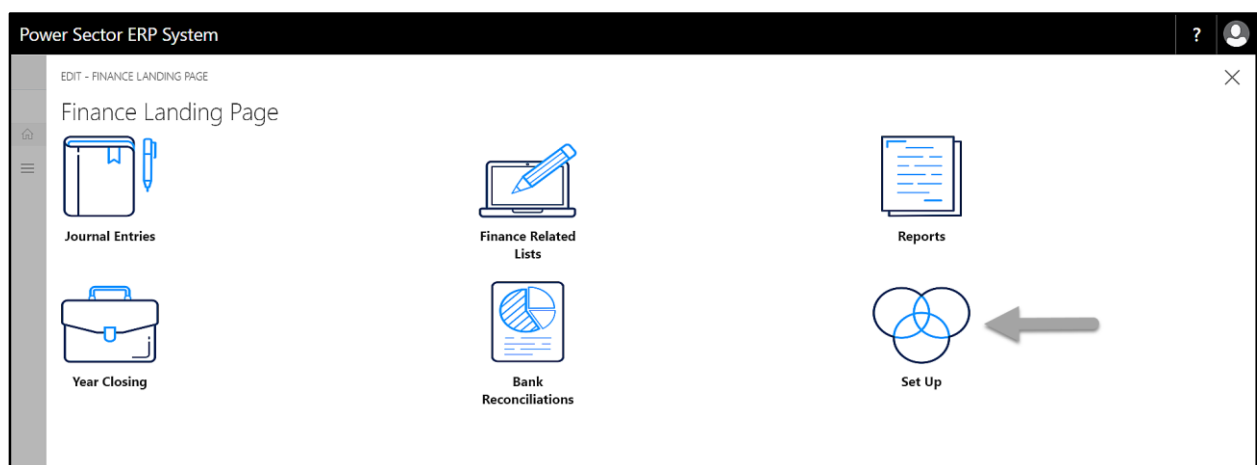
B. Choose the **"Finance"** icon.



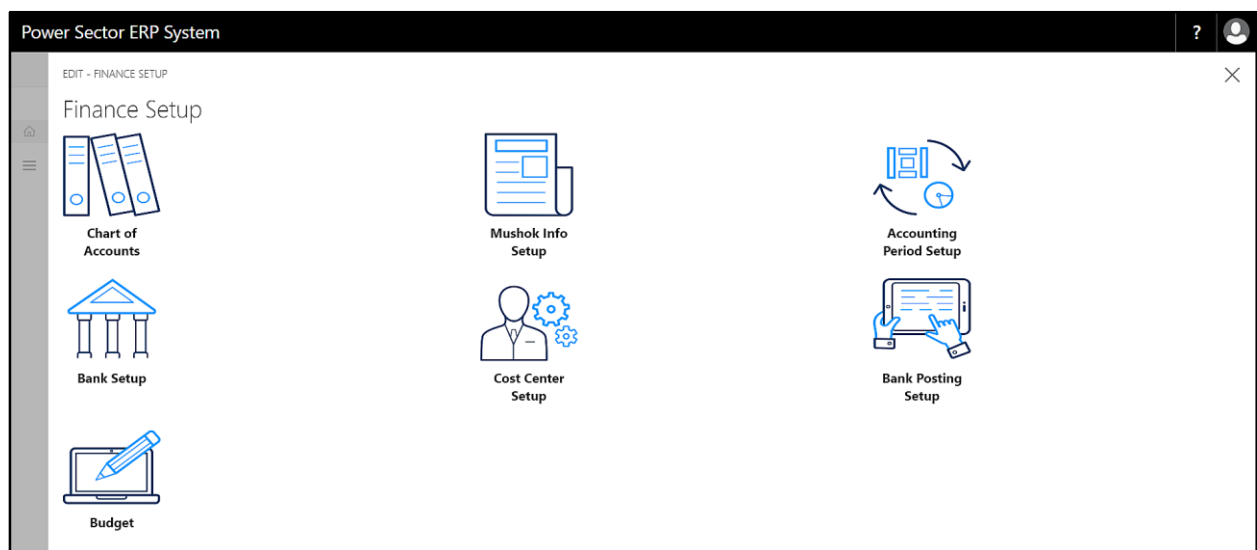
Finance Landing Page will be appeared as below



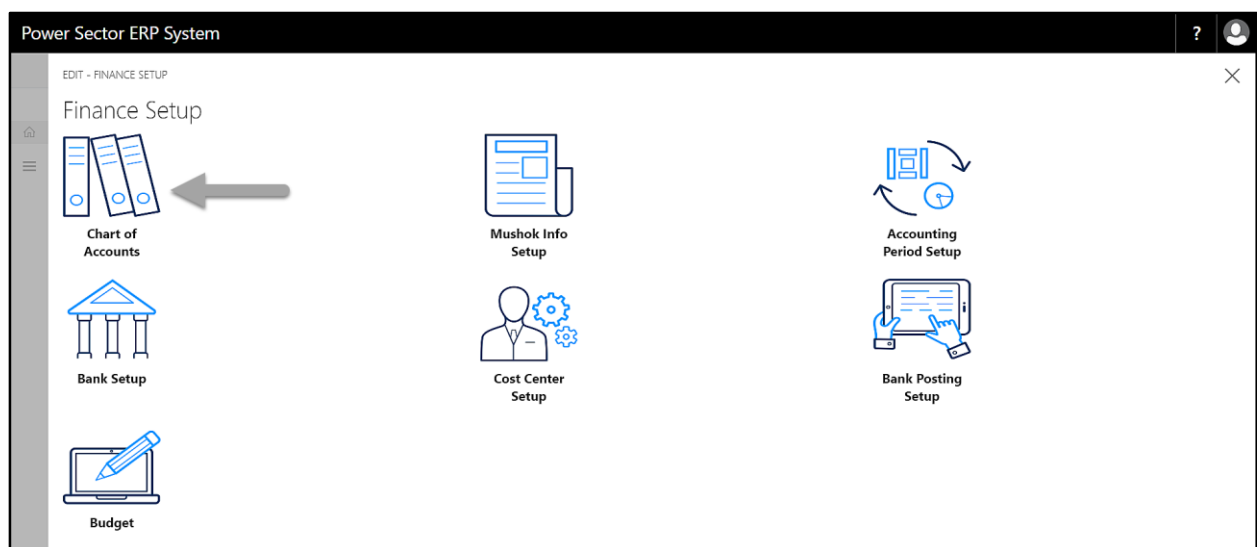
C. Choose the **"Setup"** in Finance Landing Page.



Finance Setup landing page will be appeared as below



D. Choose the “**Chart of Accounts**” in Finance Setup Landing Page.



The following Chart of Account List page will be appeared.

Power Sector ERP System										
HOME ACTIONS NAVIGATE REPORT										
EDIT - CHART OF ACCOUNTS + new										
No.	Name	Income/Bal...	Account Category	Account Type	Totaling	Debit Amount	Credit Amount	Balance	Cost Type No.	Default Deferral Template
1000000000	Property & Assets	Income State...		Begin-Total						
1010000000	NonCurrent Assets	Income State...		Begin-Total						
1010100000	Property, Plant & Equipment	Income State...		Begin-Total						
1010101000	Land	Income State...		Begin-Total						
1010101001	Land	Income State...		Posting						
1010101999	Land, Total	Income State...		End-Total	1010101000..1010101999					
1010102000	Building	Income State...		Begin-Total						
1010102001	Office Building Power Plant	Income State...		Posting						
1010102002	Other Building Corporate ...	Income State...		Posting						
1010102003	Increase during the year - ...	Income State...		Posting						
1010102004	Accumulated Depreciation...	Income State...		Posting						
1010102005	Write-Down Account - Bui...	Income State...		Posting						
1010102006	Decrease during the year -...	Income State...		Posting						
1010102999	Building, Total	Income State...		End-Total	1010102000..1010102999					

Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the "New" icon.

Power Sector ERP System										
HOME ACTIONS NAVIGATE REPORT										
EDIT - CHART OF ACCOUNTS + new										
No.	Name	Income/Bal...	Account Category	Account Type	Totaling	Debit Amount	Credit Amount	Balance	Cost Type No.	Default Deferral Template
1000000000	Property & Assets	Income State...		Begin-Total						
1010000000	NonCurrent Assets	Income State...		Begin-Total						
1010100000	Property, Plant & Equipment	Income State...		Begin-Total						
1010101000	Land	Income State...		Begin-Total						
1010101001	Land	Income State...		Posting						
1010101999	Land, Total	Income State...		End-Total	1010101000..1010101999					
1010102000	Building	Income State...		Begin-Total						
1010102001	Office Building Power Plant	Income State...		Posting						
1010102002	Other Building Corporate ...	Income State...		Posting						
1010102003	Increase during the year - ...	Income State...		Posting						
1010102004	Accumulated Depreciation...	Income State...		Posting						
1010102005	Write-Down Account - Bui...	Income State...		Posting						
1010102006	Decrease during the year -...	Income State...		Posting						
1010102999	Building, Total	Income State...		End-Total	1010102000..1010102999					

G/L Account Card Page will be appeared as below

Power Sector ERP System										
HOME ACTIONS REPORT										
EDIT - G/L ACCOUNT CARD										
G/L Account Card										
General										
No.	*		Balance							Show more
Name			Reconciliation Account							
Income/Balance		Income Statement	Automatic Ext. Texts							
Account Category			Direct Posting							
Control Head			Blocked							
Debit/Credit		Both	Last Date Modified							
Account Type		Posting	Omit Default Descr. in Jnl.							
Totaling										

F. Provide below **General** information to proceed.

1. Provide **No.**
 - **No: 1010102007**
2. Provide **Name.**
 - **Name: Other Building Corporate Office**
3. Choose the **Income/Balance** from the dropdown by clicking on button.
 - **Income/Balance: Income Statement**
4. Choose the **Account Category** from the dropdown by clicking on button.
 - **Account Category: Asset**
5. Choose the **Control Head** from the dropdown by clicking on button.
 - **Control Head: Current Asset**
6. Choose the **Debit/Credit** from the dropdown by clicking on button.
 - **Debit/Credit: Both**
7. Choose the **Account Type** from the dropdown by clicking on button.
 - **Account Type: Posting**
8. Choose the **Totalling** from the dropdown by clicking on button.
 - **Totalling:**
9. **Balance** Data will be updated as Transaction go on.
10. Select **Reconciliation Account** checkbox to allow this account to Reconcile.
11. Select **Automatic Ext. Text** checkbox to Extend text.
12. Select **Direct Posting** checkbox to post directly in this account.
13. Select **Blocked** checkbox to Block this account.
14. **Last Date Modified** will be updated through system.
15. Select **Omit Default Descr. In Jnl** checkbox to Omit Default Descr. In Jnl.

G. Provide below **Posting** information to proceed.

1. Provide **Gen. Posting Type**.

- **Gen. Posting Type: Purchase**

2. Choose the **Gen. Bus Posting Group** from the dropdown by clicking on button.

- **Gen. Bus Posting Group: CONSTRUCTION**

3. Choose the **Gen. Prod. Posting Group** from the dropdown by clicking on button.

- **Gen. Prod. Posting Group: Building**

4. Choose the **vat Bus Posting Group** from the dropdown by clicking on button.

- **vat Bus Posting Group: CONSTRUCTION**

5. Choose the **Vat. Prod. Posting Group** from the dropdown by clicking on button.

- **Vat. Prod. Posting Group: 2%**

6. Choose the **Default IC Partner G/L Acc. No.** from the dropdown by clicking on button.

- **Default IC Partner G/L Acc. No.: 001**

7. Choose the **Default Deferral Template** from the dropdown by clicking on button.


- **Default Deferral Template: 001**

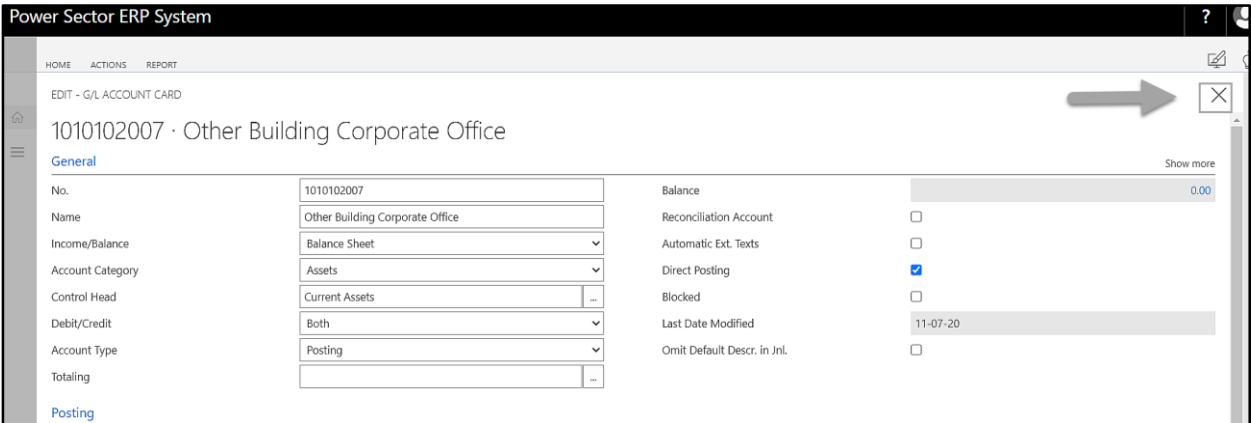
Posting			
Gen. Posting Type	Purchase	1	▼
Gen. Bus. Posting Group	CONSTRUCTION	2	...
Gen. Prod. Posting Group	BUILDING	3	...
VAT Bus. Posting Group	CONSTRUCTION	4	...
VAT Prod. Posting Group	2%	5	...
Default IC Partner G/L Acc. No	001	6	...
Default Deferral Template	001	7	...

H. Provide below **Consolidation and Reporting** information to proceed.

- Choose the **Consol. Debit Acc.** from the dropdown by clicking on button.
 - Consol. Debit Acc.: 24500000**
- Choose the **Consol. Debit Acc.** from the dropdown by clicking on button.
 - Consol. Debit Acc.: 58645000**
- Choose the **Consol. Translation Method** from the dropdown by clicking on button.
 - Consol. Translation Method: Average Rate (Manual)**
- Choose the **Exchange Rate Adjustment** from the dropdown by clicking on button.
 - Exchange Rate Adjustment: No Adjustment**

Consolidation	
Consol. Debit Acc.	24500000 1
Consol. Credit Acc.	58645000 2
Consol. Translation Method	Average Rate (Manual) 3 ▼
Reporting	
Exchange Rate Adjustment	No Adjustment 4 ▼

I. Click the “” button to save and close



Power Sector ERP System

HOME ACTIONS REPORT

EDIT - G/L ACCOUNT CARD

1010102007 · Other Building Corporate Office

General

No. 1010102007

Name Other Building Corporate Office

Income/Balance Balance Sheet

Account Category Assets

Control Head Current Assets

Debit/Credit Both

Account Type Posting

Totalling

Balance 0.00

Reconciliation Account

Automatic Ext. Texts

Direct Posting

Blocked

Last Date Modified 11-07-20

Omit Default Descr. in Jnl.

Show more

Posting

FI-102 How to: Setup Mushok Info

Introduction

This process demonstrates how to setup Mushok Information for an organization.

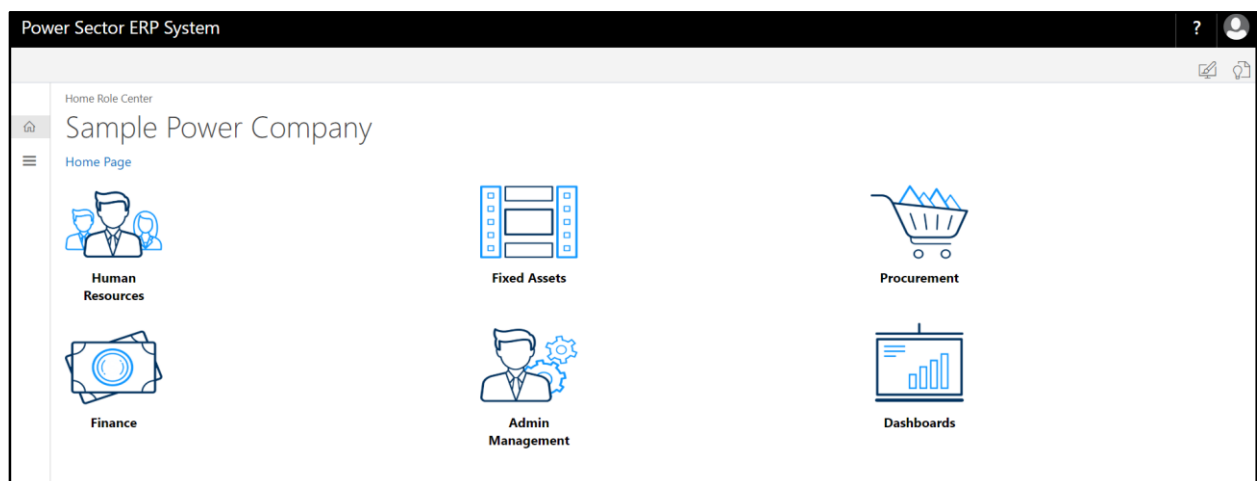
Roles

- Module Admin

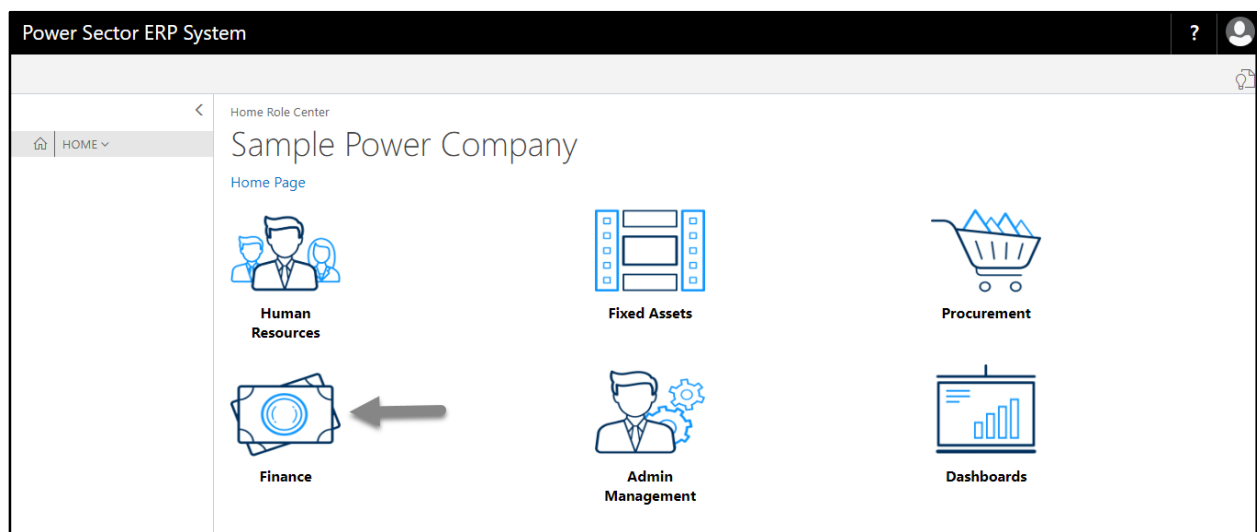
Mushok Info Setup

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



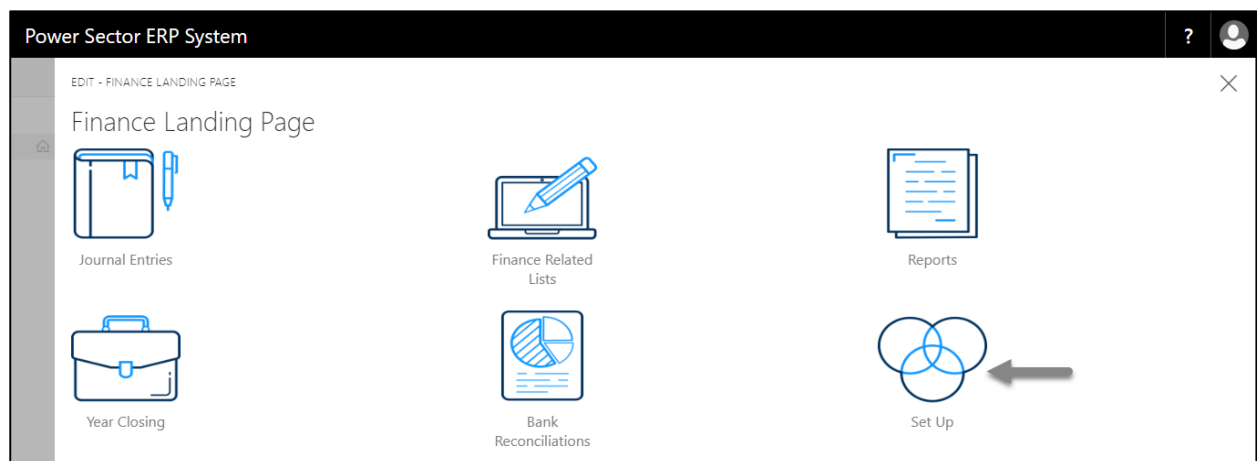
B. Choose the “**Finance**” icon.



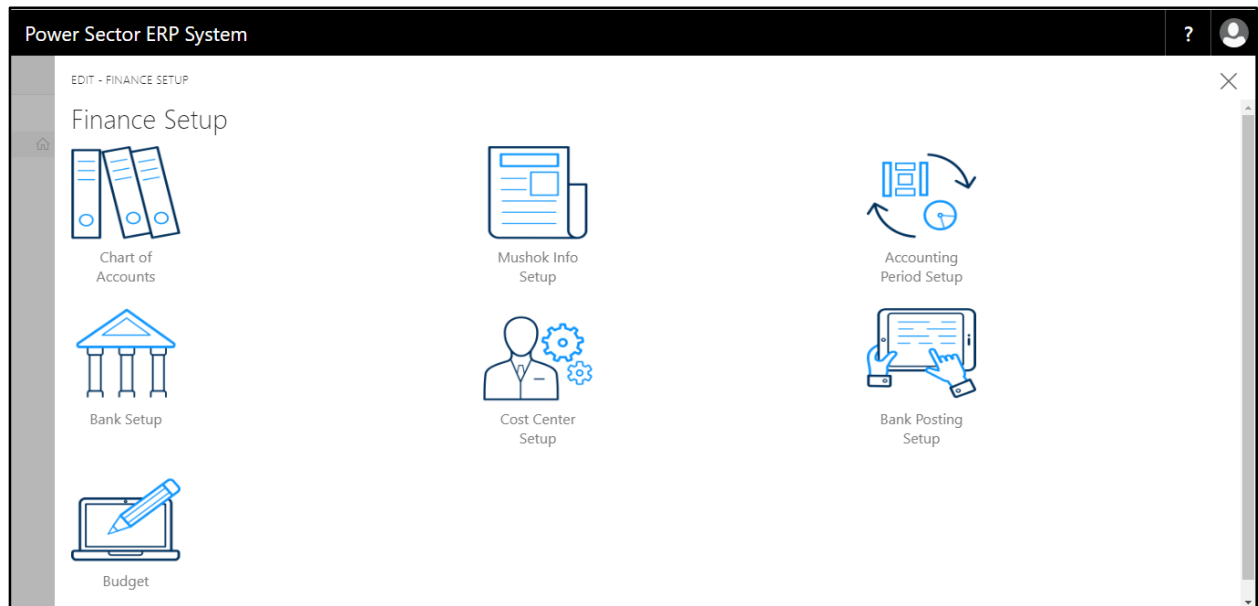
FI Landing Page will be appeared as below



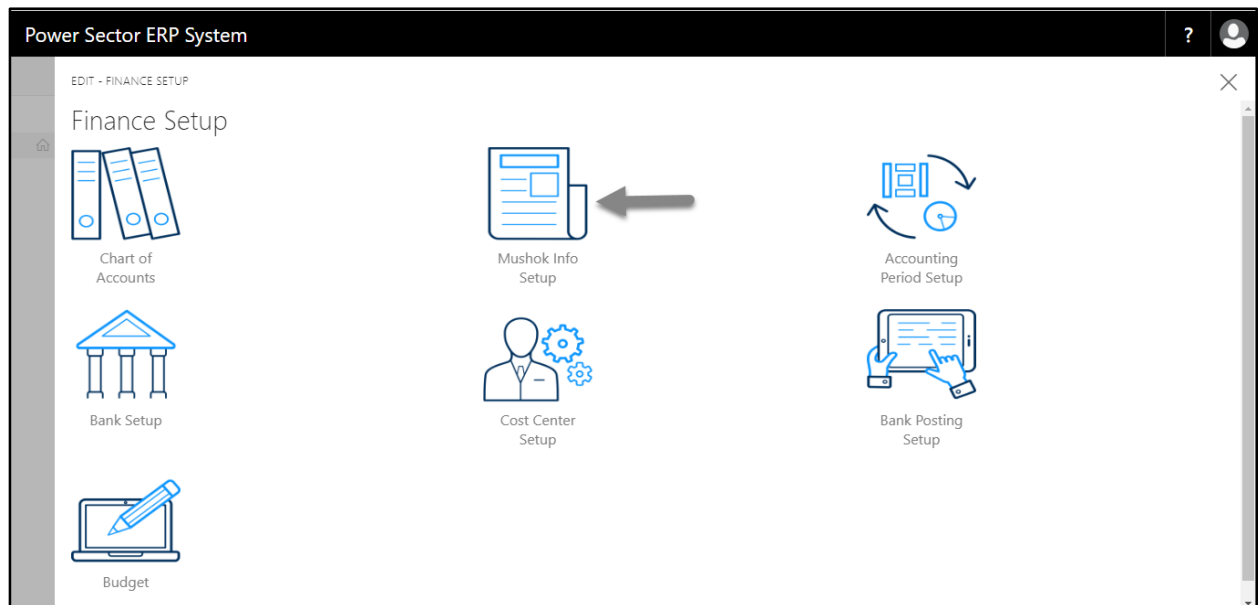
C. Choose the “**Setup**” in FI Landing Page.



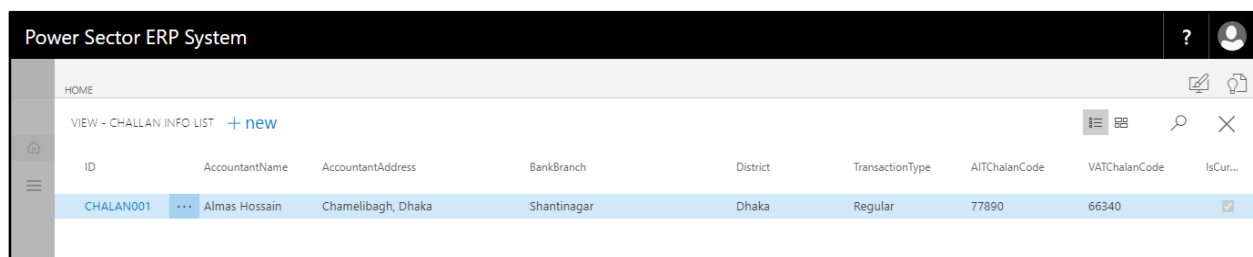
FI Setup Landing Page will be appeared as below



D. Choose the “**Mushok Info Setup**” in FA Setup Landing Page, as indicated below.



The following **Mushok Info Setup** page will be appeared.

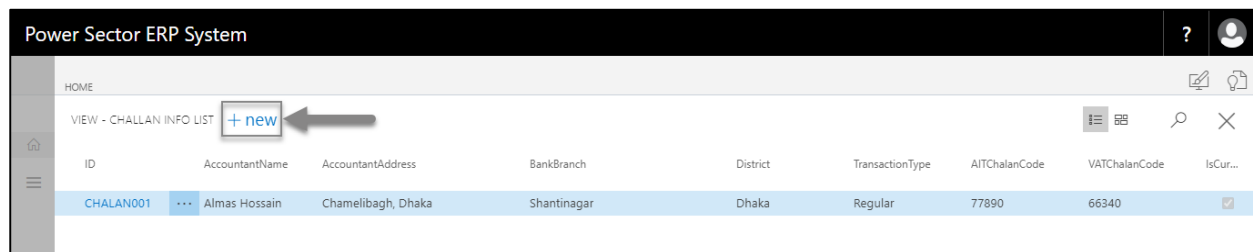


ID	AccountantName	AccountantAddress	BankBranch	District	TransactionType	AITChalanCode	VATChalanCode	IsCur...
CHALAN001	Almas Hossain	Chamelibagh, Dhaka	Shantinagar	Dhaka	Regular	77890	66340	<input checked="" type="checkbox"/>

Note

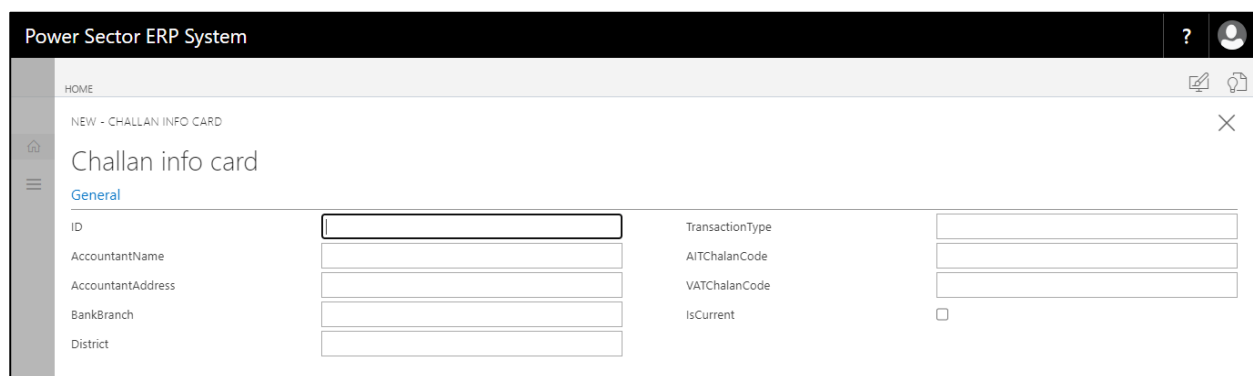
On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “**New**” icon on the Chalan Info List page, as indicated in figure below.



ID	AccountantName	AccountantAddress	BankBranch	District	TransactionType	AITChalanCode	VATChalanCode	IsCur...
CHALAN001	Almas Hossain	Chamelibagh, Dhaka	Shantinagar	Dhaka	Regular	77890	66340	<input checked="" type="checkbox"/>

The following **Chalan Info card Page** will be appeared.



ID	<input type="text"/>	TransactionType	<input type="text"/>
AccountantName	<input type="text"/>	AITChalanCode	<input type="text"/>
AccountantAddress	<input type="text"/>	VATChalanCode	<input type="text"/>
BankBranch	<input type="text"/>	IsCurrent	<input type="checkbox"/>
District	<input type="text"/>		

F. Provide below **General** information to proceed.

1. Provide **ID**.
 - **ID: CHALAN002**
2. Provide **Accountant Name**.
 - **Accountant Name: Md. Abrar Hossain**
3. Provide **Accountant Address**.
 - **Accountant Address: Mirpur-10, Dhaka.**

4. Provide **Bank Branch**.
 - **Bank Branch: Mirpur Branch**
5. Provide **District**.
 - **District: Dhaka.**
6. Provide **Transection Type**.
 - **Transection Type: Regular.**
7. Provide **AIT Challan Code**.
 - **AIT Challan Code:778856.**
8. Provide **VAT Challan Code**.
 - **VAT Challan Code:932652.**
9. Select **Allow Is Current** Checkbox to Allow current challan.

Power Sector ERP System

HOME

EDIT - CHALLAN INFO CARD

CHALAN002

General

ID	1 CHALAN002	TransactionType	6 Regular
AccountantName	2 Md. Abrar Hossain	AITChalanCode	7 778856
AccountantAddress	3 Mirpur-10, Dhaka.	VATChalanCode	8 932652
BankBranch	4 Mirpur Branch	IsCurrent	9 <input checked="" type="checkbox"/>
District	5 Dhaka		

G. Click the “” button to save and close.

Power Sector ERP System

HOME

EDIT - CHALLAN INFO CARD

CHALAN002

General

ID	CHALAN002	TransactionType	Regular
AccountantName	Md. Abrar Hossain	AITChalanCode	778856
AccountantAddress	Mirpur-10, Dhaka.	VATChalanCode	932652
BankBranch	Mirpur Branch	IsCurrent	<input checked="" type="checkbox"/>
District	Dhaka		

FI-103 How to: Setup Accounting period

Introduction

This process demonstrates how to setup Accounting Period for an organization.

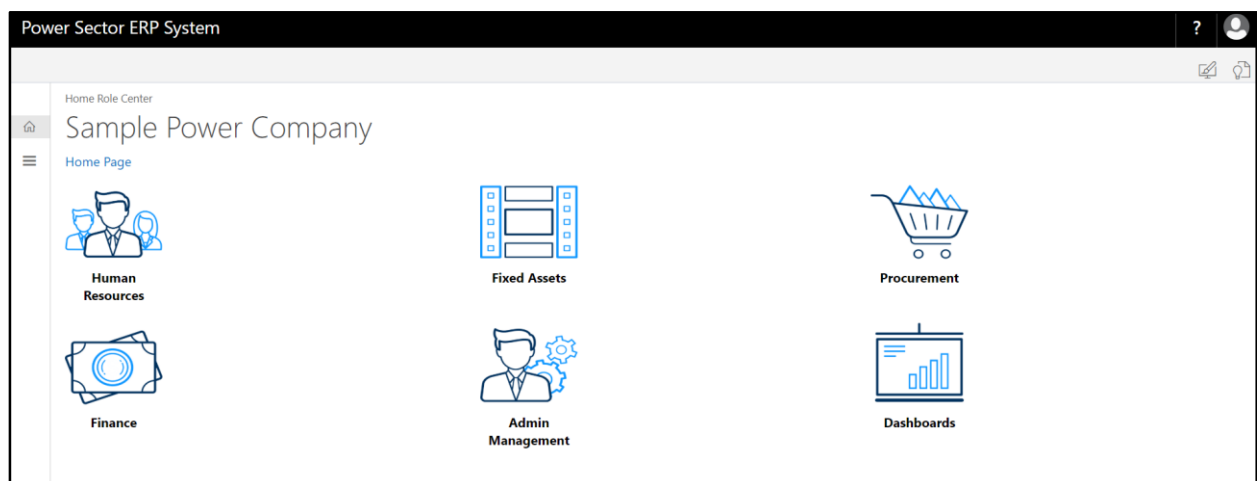
Roles

- Module Admin

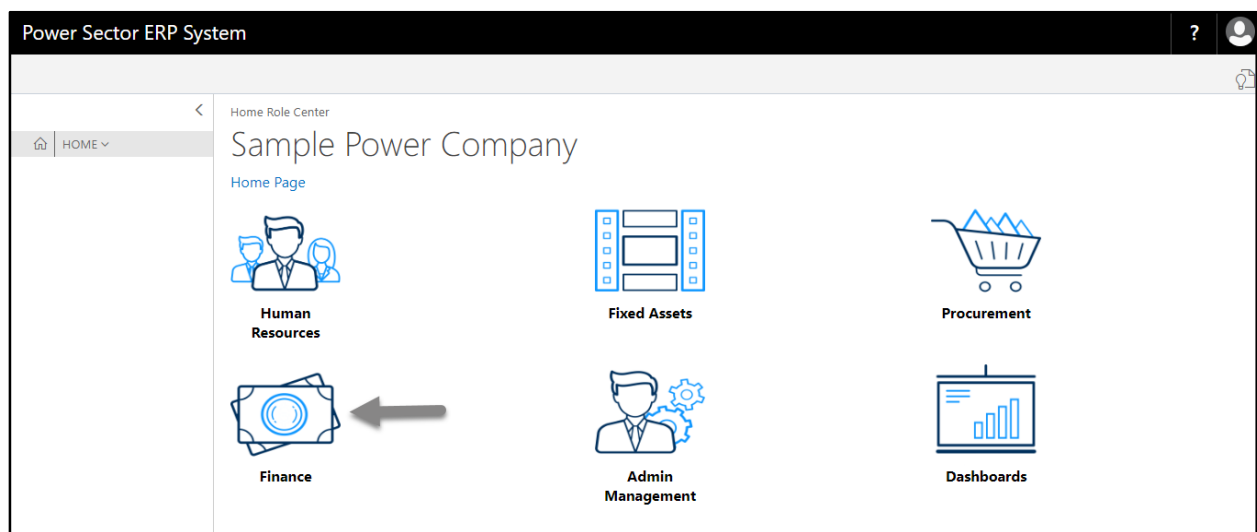
Accounting Period Setup

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



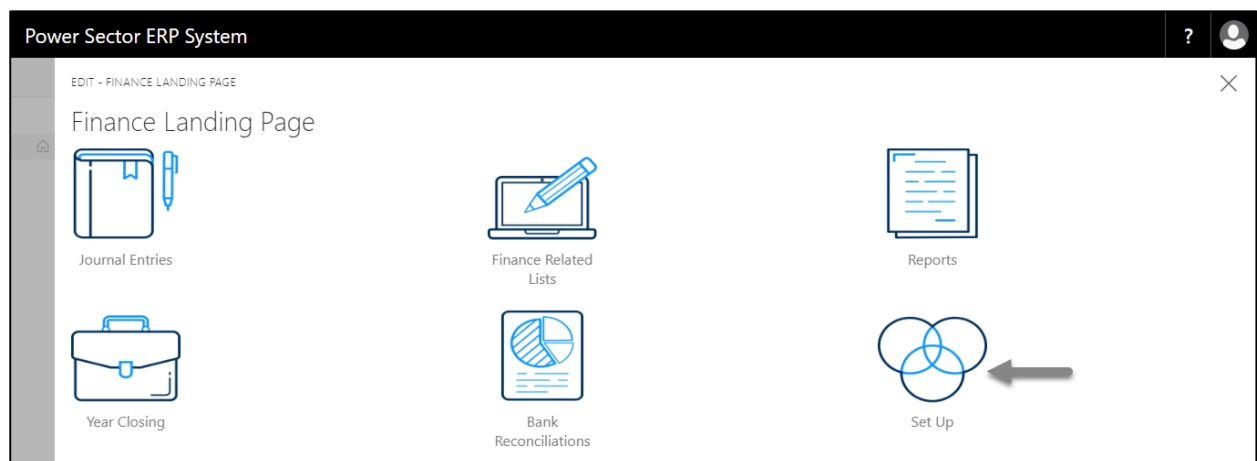
B. Choose the “**Finance**” icon.



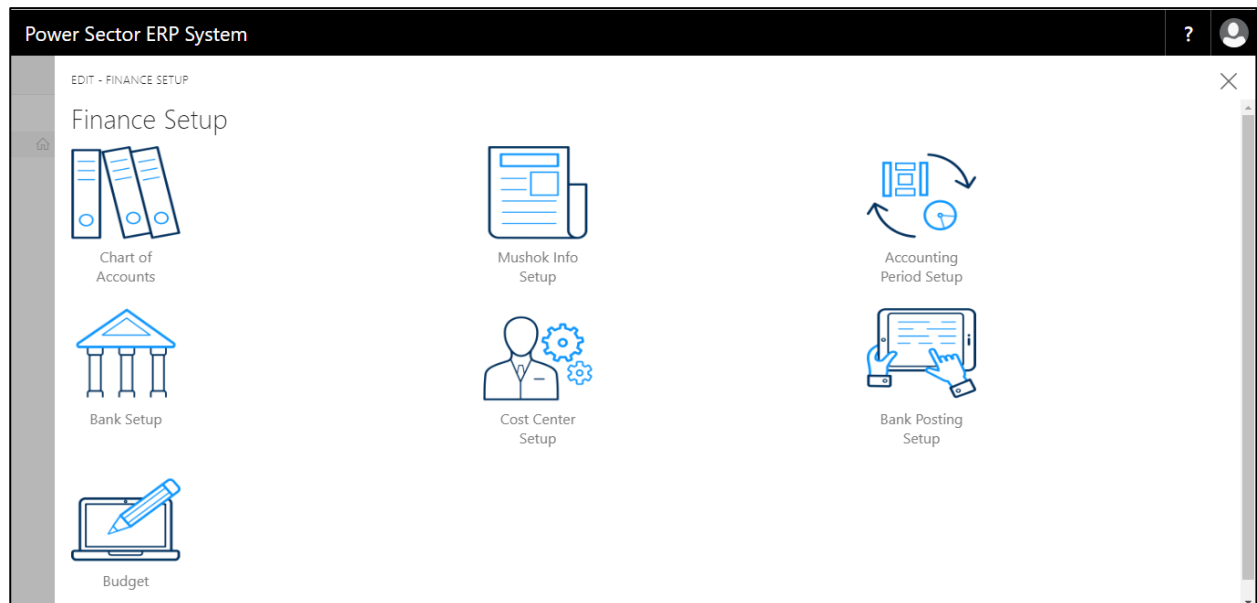
Finance Landing Page will be appeared as below



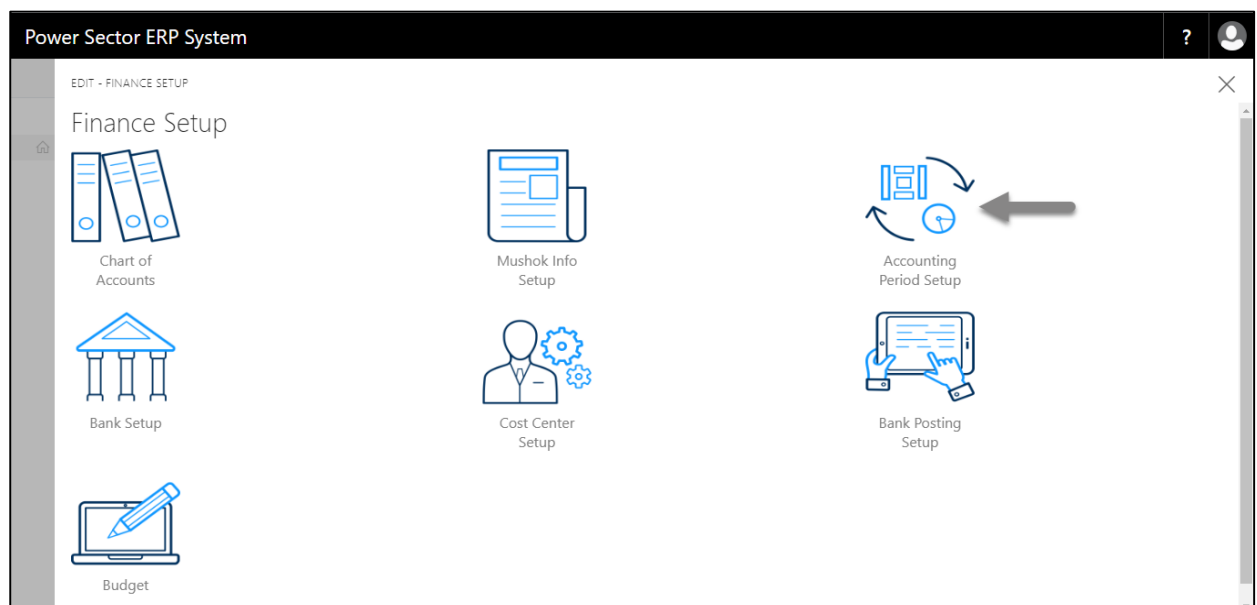
C. Choose the “**Setup**” in Finance Landing Page.



Finance Setup Landing Page will be appeared as below



D. Choose the **“Accounting Period Setup”** in Finance Setup Landing Page, as indicated below.



The following **Accounting Period Setup** page will be appeared.

Power Sector ERP System

HOME ACTIONS REPORT

New Delete Edit List Inventory Period Create Year... Close Year Trial Balance by Period Notes Links Open in Excel

New Manage Process Report Show Attached Page

EDIT - ACCOUNTING PERIODS + new

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-07-18	...	July	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-18	...	August	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	...	September	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	...	October	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	...	November	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	...	December	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	...	January	<input type="checkbox"/>	<input type="checkbox"/>
01-02-19	...	February	<input type="checkbox"/>	<input type="checkbox"/>
01-03-19	...	March	<input type="checkbox"/>	<input type="checkbox"/>
01-04-19	...	April	<input type="checkbox"/>	<input type="checkbox"/>
01-05-19	...	May	<input type="checkbox"/>	<input type="checkbox"/>
01-06-19	...	June	<input type="checkbox"/>	<input type="checkbox"/>
01-07-19	...	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **"New"** icon on the Accounting Periods List page, as indicated in figure below.

Power Sector ERP System

HOME ACTIONS REPORT

New Delete Edit List Inventory Period Create Year... Close Year Trial Balance by Period Notes Links Open in Excel

New Manage Process Report Show Attached Page

EDIT - ACCOUNTING PERIODS + new

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-07-18	...	July	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-18	...	August	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	...	September	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	...	October	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	...	November	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	...	December	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	...	January	<input type="checkbox"/>	<input type="checkbox"/>
01-02-19	...	February	<input type="checkbox"/>	<input type="checkbox"/>
01-03-19	...	March	<input type="checkbox"/>	<input type="checkbox"/>
01-04-19	...	April	<input type="checkbox"/>	<input type="checkbox"/>
01-05-19	...	May	<input type="checkbox"/>	<input type="checkbox"/>
01-06-19	...	June	<input type="checkbox"/>	<input type="checkbox"/>
01-07-19	...	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>

In **Accounting Period** card one new row will be appeared.

Power Sector ERP System

Starting Date	Name	New Fiscal Year	Closed	Date Locked
*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-18	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Provide below **General** information to proceed.

1. Provide **Starting Date**.

- **Starting Date: 01-08-19**

Month name will automatically be populated by the system.

2. Select **Allow New Fiscal Year** Checkbox to Allow new fiscal year.

Power Sector ERP System

Starting Date ↓	Name	New Fiscal Year	Closed	Date Locked
01-08-19	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-19	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-06-19	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-05-19	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-04-19	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-03-19	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-02-19	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-08-18	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01-07-18	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note

For full fiscal year provide 12 months start and end date and check mark Start month and End month.

G. Click the “” button to save and close.

Power Sector ERP System

HOME ACTIONS REPORT

New Delete Edit List Inventory Period Create Year... Close Year Trial Balance by Period Notes Links Open in Excel

NEW - ACCOUNTING PERIODS + new

Starting Date ↓	Name	New Fiscal Year	Closed	Date Locked
01-08-19	...	August	<input type="checkbox"/>	<input type="checkbox"/>
01-07-19	...	July	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01-06-19	...	June	<input type="checkbox"/>	<input type="checkbox"/>
01-05-19	...	May	<input type="checkbox"/>	<input type="checkbox"/>
01-04-19	...	April	<input type="checkbox"/>	<input type="checkbox"/>
01-03-19	...	March	<input type="checkbox"/>	<input type="checkbox"/>
01-02-19	...	February	<input type="checkbox"/>	<input type="checkbox"/>
01-01-19	...	January	<input type="checkbox"/>	<input type="checkbox"/>
01-12-18	...	December	<input type="checkbox"/>	<input type="checkbox"/>
01-11-18	...	November	<input type="checkbox"/>	<input type="checkbox"/>
01-10-18	...	October	<input type="checkbox"/>	<input type="checkbox"/>
01-09-18	...	September	<input type="checkbox"/>	<input type="checkbox"/>
01-08-18	...	August	<input type="checkbox"/>	<input type="checkbox"/>
01-07-18	...	July	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

FI-104 How to: Setup Bank

Introduction

This process demonstrates how to setup Bank of an organization. This setup is all about finance core setup. To perform Finance, Bank setup is most important Setup.

Roles

- Module Admin

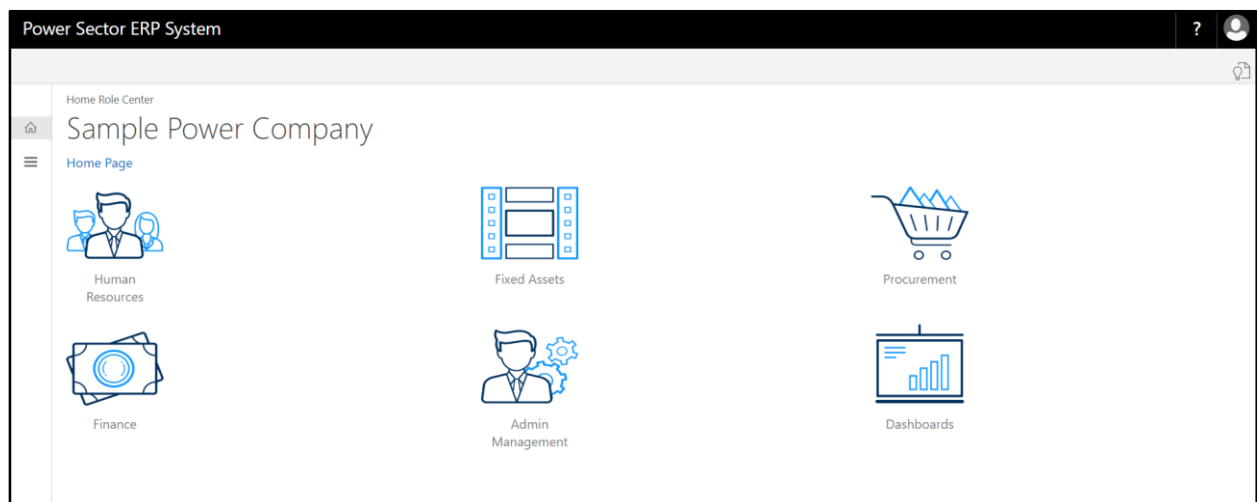
Prerequisites

- Chart of Accounts

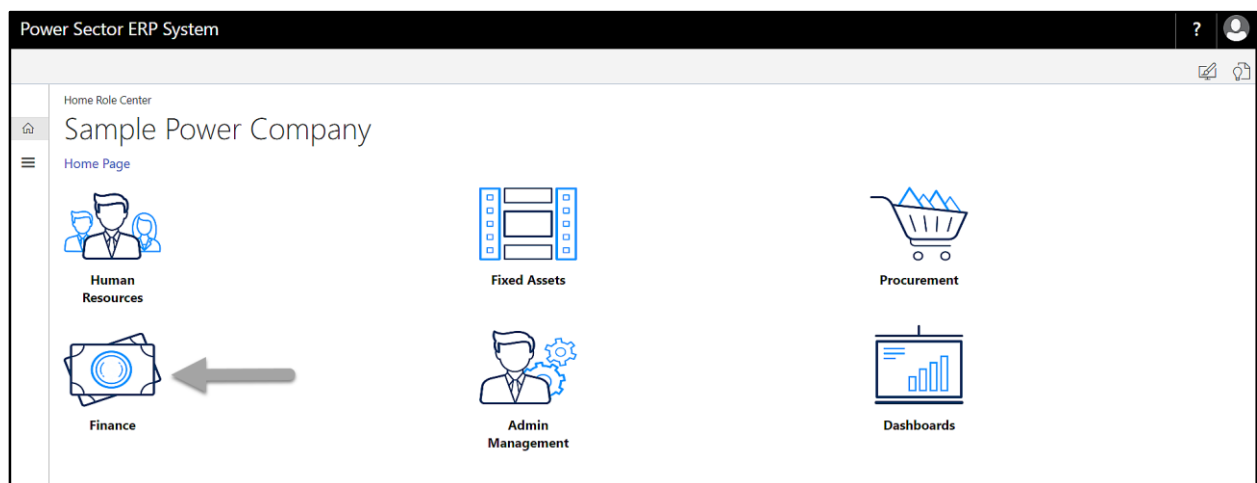
Setup Bank Account

To initiate, follow the steps below.

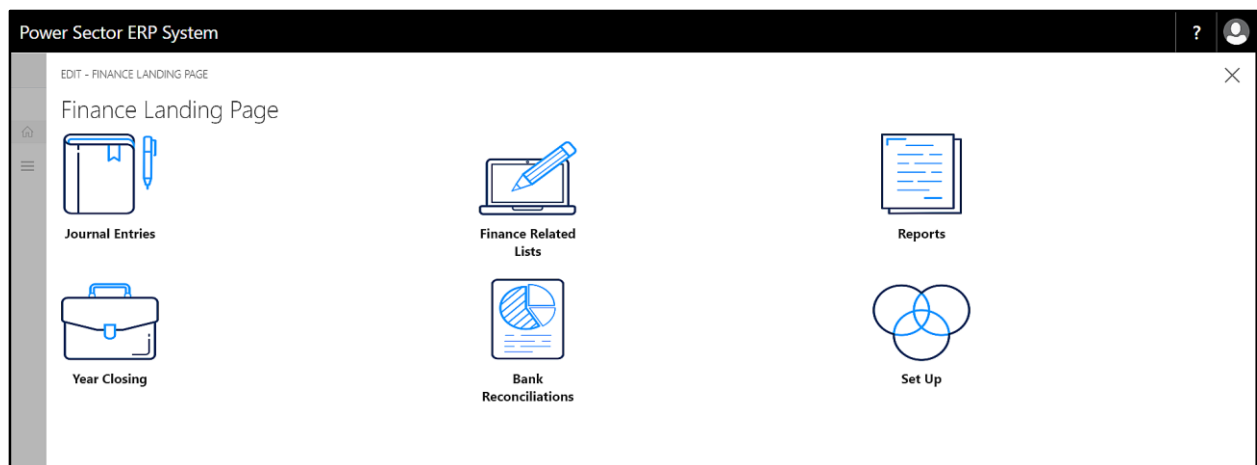
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



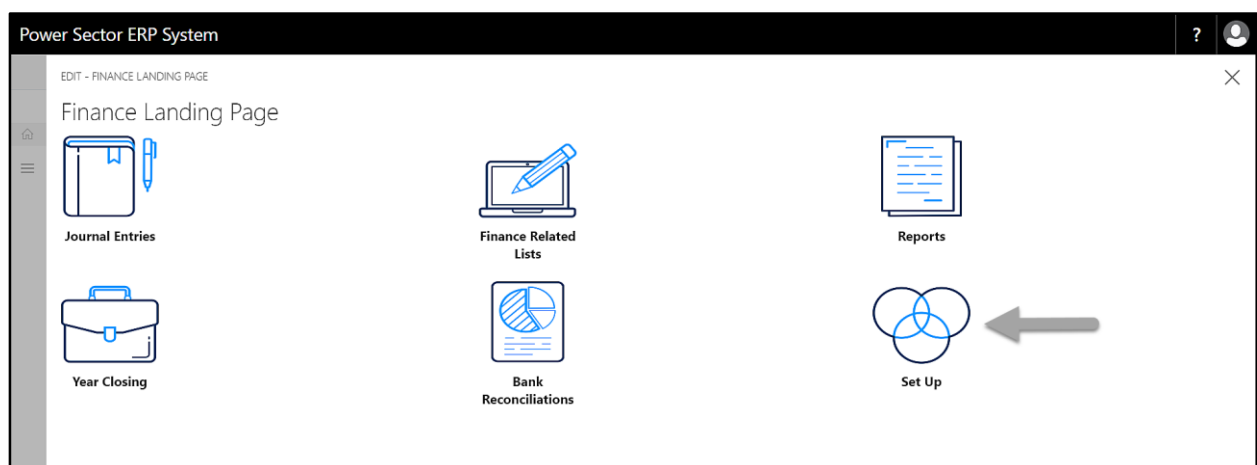
B. Choose the **"Finance"** icon.



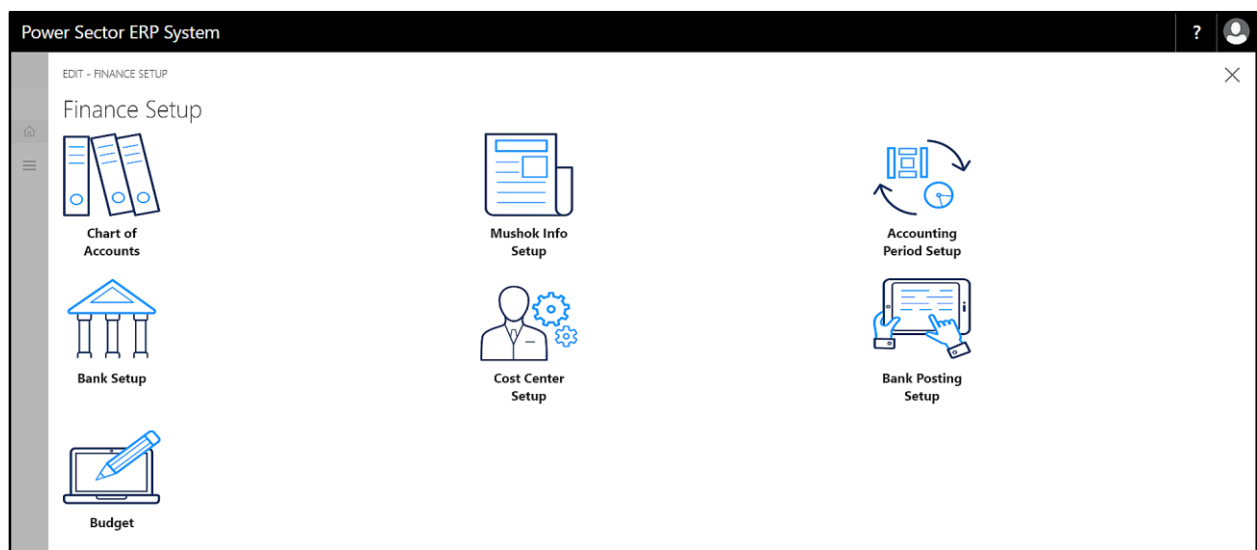
Finance Landing Page will be appeared as below



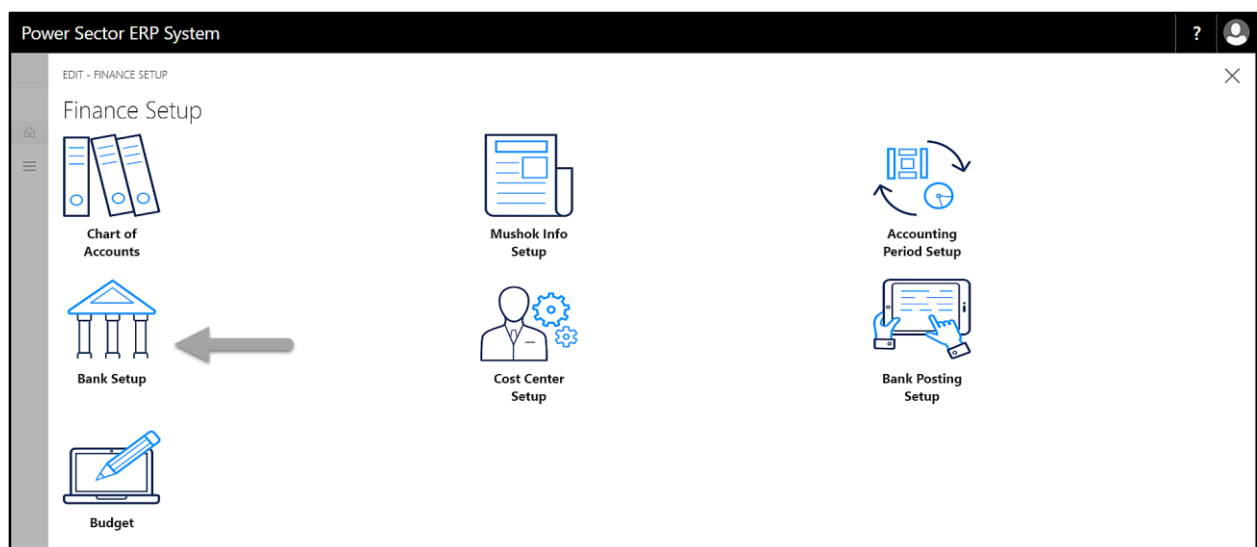
C. Choose the **"Setup"** in Finance Landing Page.



Finance Setup landing page will be appeared as below



D. Choose the **"Bank Setup"** in Finance Setup Landing Page.



The following Bank Account List page will be appeared.

Power Sector ERP System

HOME NAVIGATE REPORT

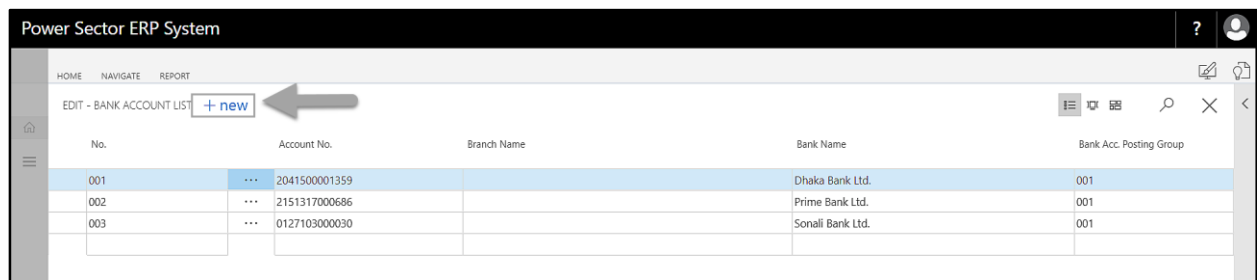
EDIT - BANK ACCOUNT LIST + new

No.	Account No.	Branch Name	Bank Name	Bank Acc. Posting Group
001	2041500001359		Dhaka Bank Ltd.	001
002	2151317000686		Prime Bank Ltd.	001
003	0127103000030		Sonali Bank Ltd.	001

Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “**New**” icon.



Bank Account Card Page will be appeared as below

Bank Account Card

General

No.		Balance	0.00
Bank Name		Blocked	<input type="checkbox"/>
Branch Name		Last Date Modified	
Branch No.		PAYMENT MATCH TOLERANCE	
Account Name		Match Tolerance Type	Percentage
Account No.		Match Tolerance Value	0

F. Provide below **General** information to proceed.

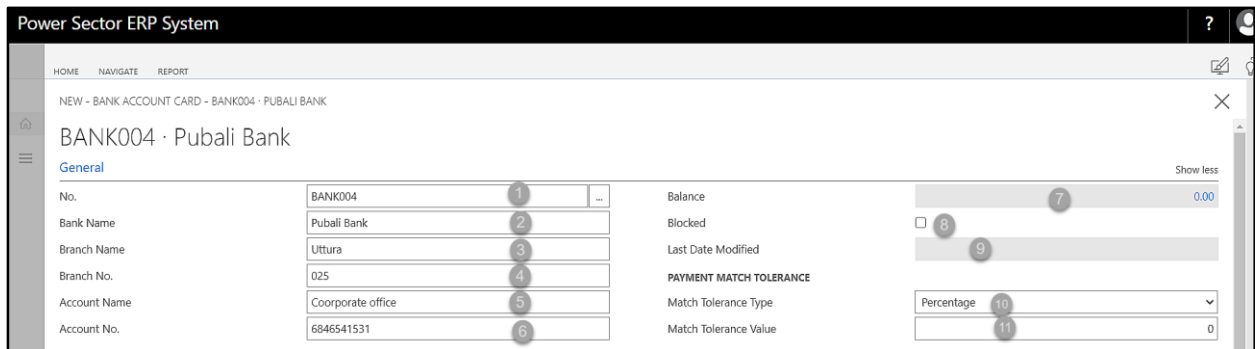
1. Provide **No.**
 - **No: BANK004**
2. Provide **Bank Name.**
 - **Bank Name: Pubali Bank**
3. Provide **Branch Name.**
 - **Branch Name: Uttara**
4. Provide **Branch No.**
 - **Branch No: 025**
5. Provide **Account Name**
 - **Account Name: Corporate office**
6. Provide **Account No.**
 - **Account No.: 6846541531**
7. **Balance** Data will be updated as Transaction go on.
8. Select **Blocked** checkbox to Block this account.
9. **Last Date Modified** will be updated through system.

10. Choose the **Match Tolerance Type** from the dropdown by clicking on  button.

- **Match Tolerance Type: Percentage**

11. Provide **Match Tolerance Value**

- **Match Tolerance Value: 0**




- G. Provide below **Communication** information to proceed.

1. Provide **Address**

- **Address: Uttura 7 no sector**

2. Provide **Address 2**

- **Address 2: Jashim Uddin Road**

3. Choose the **Post Code** from the dropdown by clicking on  button.

- **Post Code: 001**

4. **City** will be auto populated from system as per Post Code

5. **Country/Region Code** will be auto populated from system as per Post Code

6. Provide **Phone No.**

- **Phone No.: 8585857**

7. Provide **Contact**

- **Contact: 0154241414**

8. Provide **Fax No.**

- **Fax No.: 212-555-1234**

9. Provide **Email**


- **Email: Test@gmail.com**

10. Provide **Home Page**

- **Home Page: Link**

Communication					
Address	Uttura 7 no sector	1	Phone No.	8585857	6
Address 2	Jashim Uddin Road	2	Contact	0154241414	7
Post Code	001	3	Fax No.	212-555-1234	8
City	Dhaka	4	Email	Test@gmail.com	9
Country/Region Code	+880	5	Home Page	Link	10

H. Provide below **Posting** information to proceed.

- Provide **Currency Code**
 - Currency Code: BDT**
- Provide **Last Check No.**
 - Last Check No.: 7852865254**
- Provide **Transit No.**
 - Last Check No.: 7542154210**
- Provide **Last Statement No.**
 - Last Statement No.: 5454**
- Provide **Last Payment Statement No.**
 - Last Payment Statement No.: 552154**
- Provide **Balance Last Statement**
 - Balance Last Statement: 0**
- Choose the **Bank Acc. Posting Group** from the dropdown by clicking on  button.
 - Bank Acc. Posting Group: 001**

Posting					
Currency Code	BDT	1	Last Payment Statement No.	552154	5
Last Check No.	7852865254	2	Balance Last Statement		6
Transit No.	7542154210	3	Bank Acc. Posting Group	001	7
Last Statement No.	5454	4			


I. Provide below **Posting** information to proceed.

- Provide **Transit No.**
 - Last Check No.: 7542154210**
- Provide **SWIFT Code.**
 - SWIFT Code: 8465465**
- Provide **IBAN**
 - IBAN: 68468465**

4. Choose the **Bank Statement Import Format** from the dropdown by clicking on  button.

- **Bank Statement Import Format: SEPACT**

Transfer	
Transit No.	7542154210 
SWIFT Code	8465465 
IBAN	68468465 
Bank Statement Import Format	 
Payment Export Format	SEPACT  

- J. Click the "" button to save and close






Power Sector ERP System

HOME NAVIGATE REPORT

NEW - BANK ACCOUNT CARD - BANK004 - PUBALI BANK

BANK004 · Pubali Bank

General

No.	BANK004 	Balance	 0.00 
Bank Name	Pubali Bank	Blocked	<input type="checkbox"/>
Branch Name	Uttura	Last Date Modified	
Branch No.	025	PAYMENT MATCH TOLERANCE	
Account Name	Coorporate office	Match Tolerance Type	Percentage 
Account No.	6846541531	Match Tolerance Value	0

FI-105 How to: Setup Cost Center

Introduction

This process demonstrates how to setup Cost Center of an organization. This setup is all about finance core setup. To perform Finance, Cost Center Setup is most important Setup.

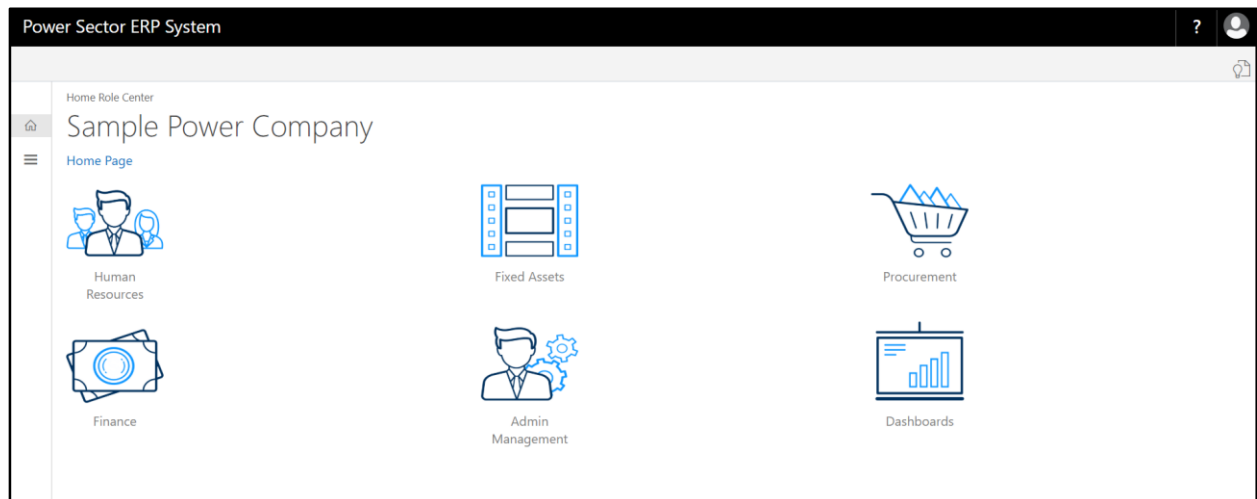
Roles

- Module Admin

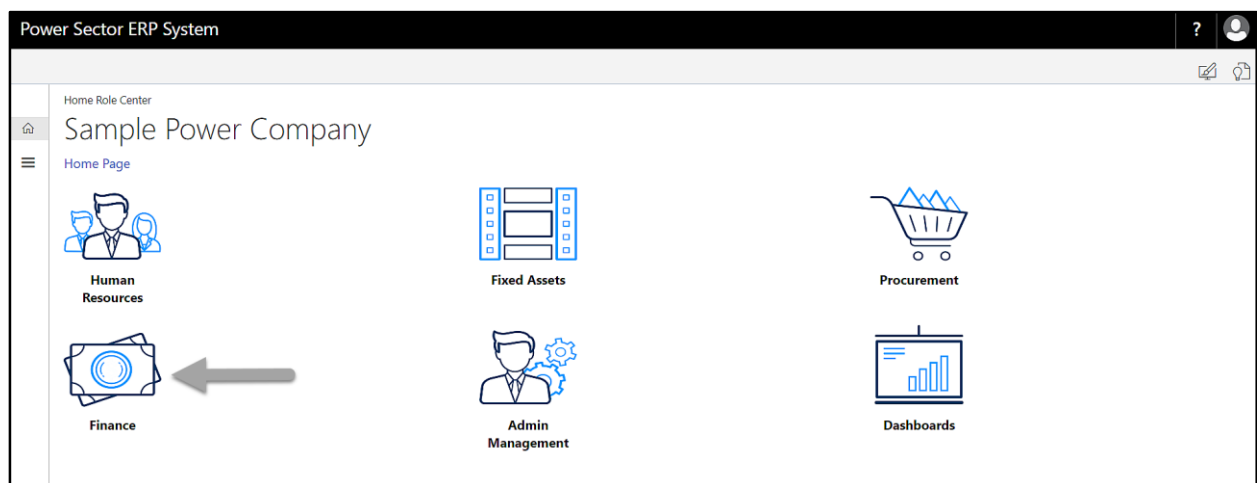
Setup Cost Center

To initiate, follow the steps below.

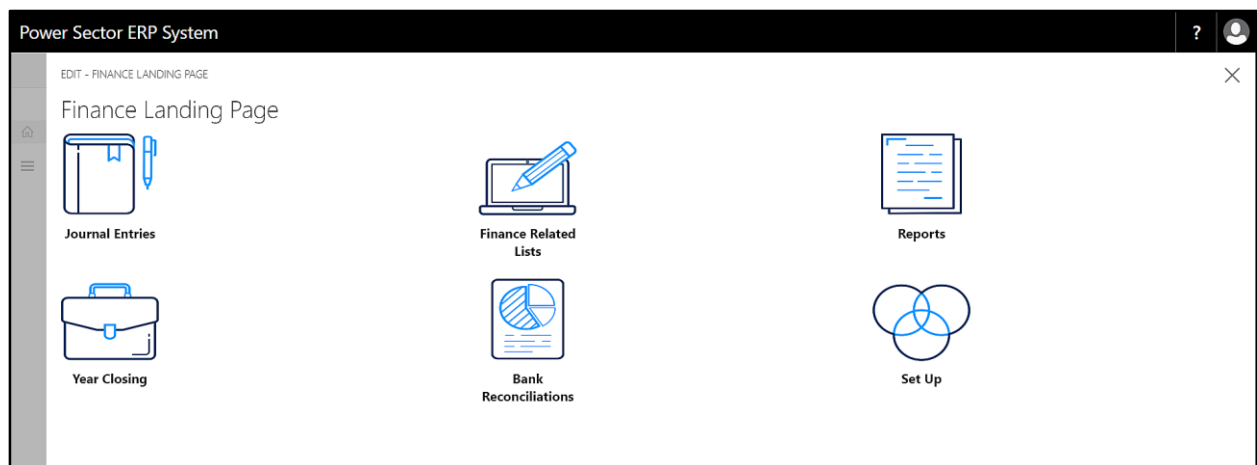
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



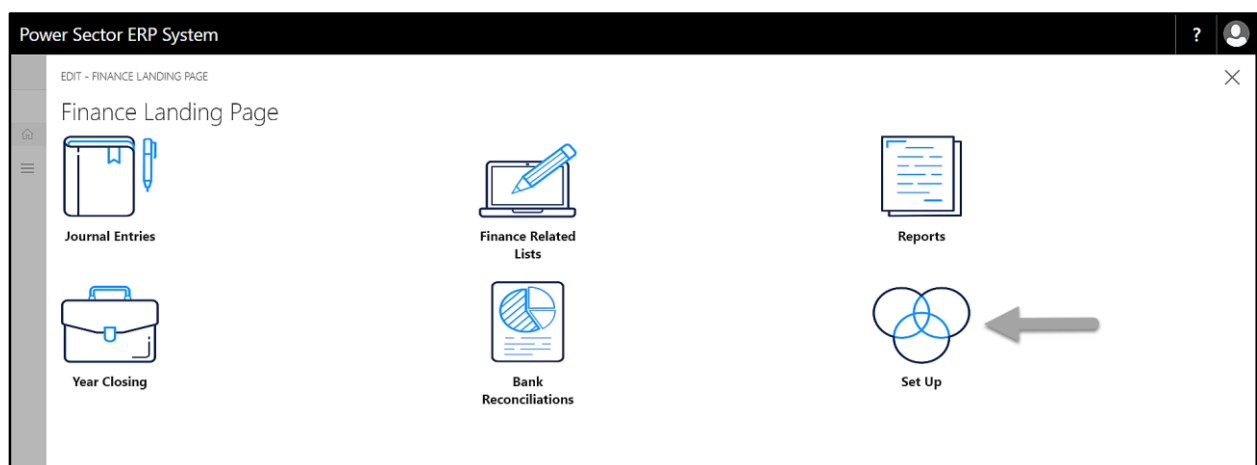
B. Choose the **"Finance"** icon.



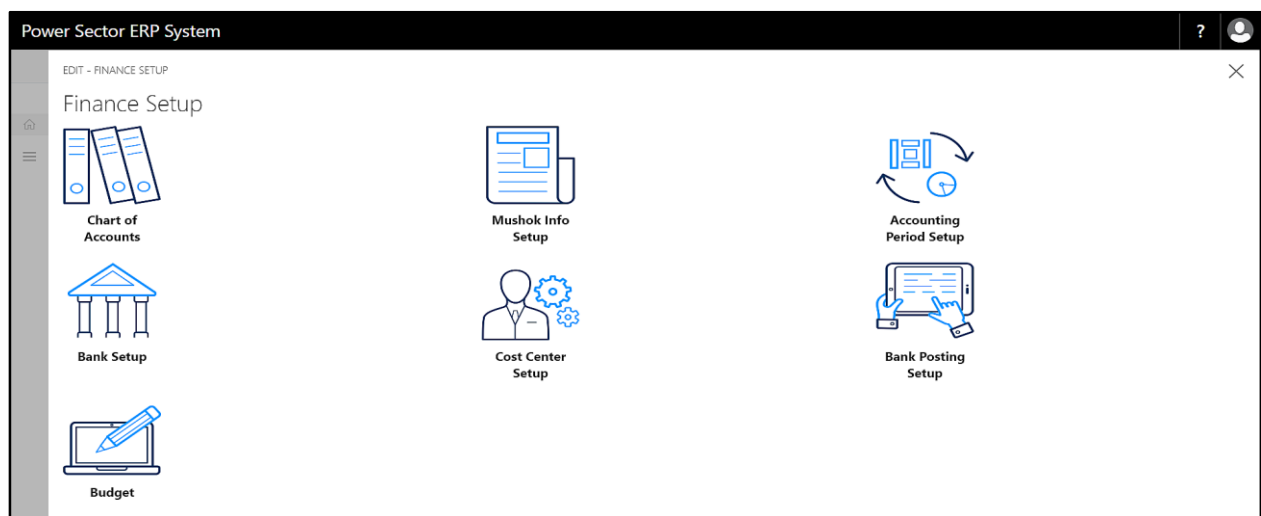
Finance Landing Page will be appeared as below



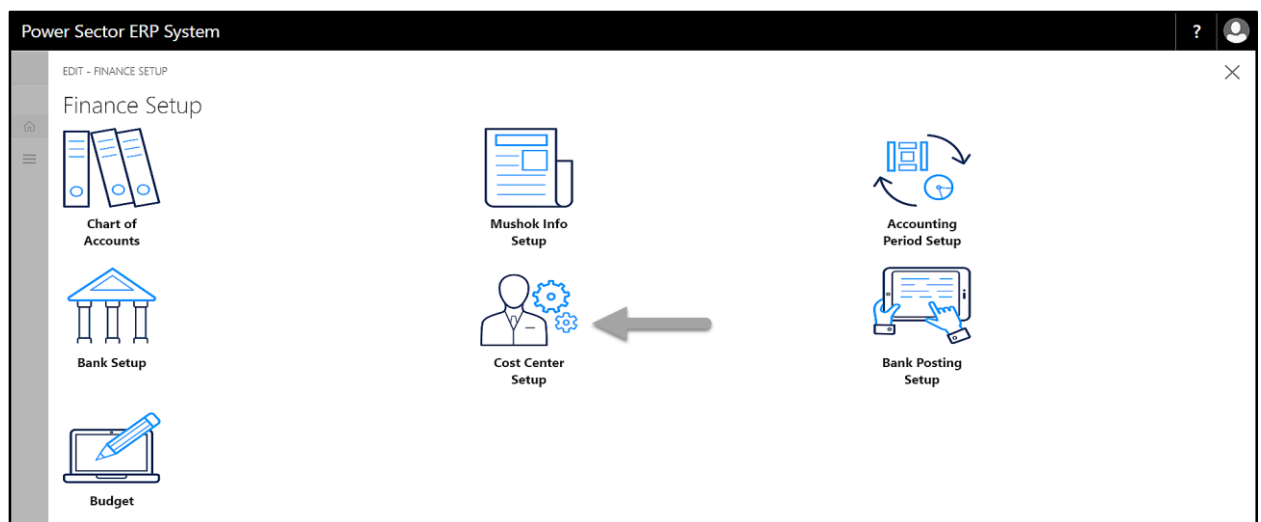
C. Choose the **"Setup"** in Finance Landing Page.



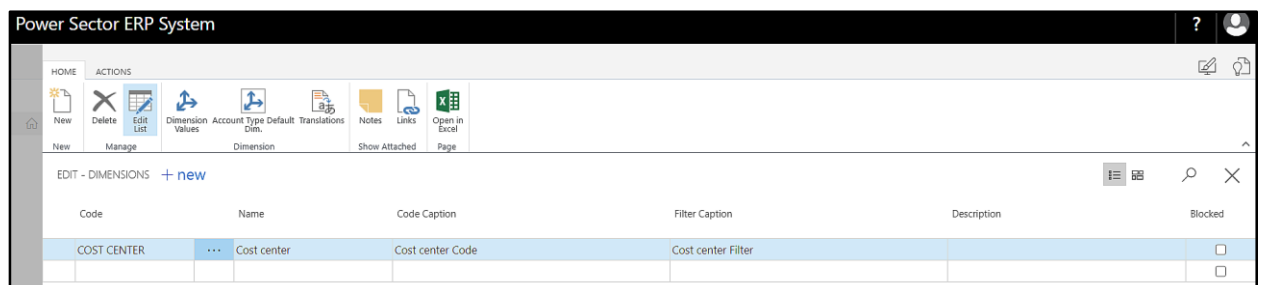
Finance Setup landing page will be appeared as below



D. Choose the “**Cost Center Setup**” in Finance Setup Landing Page.



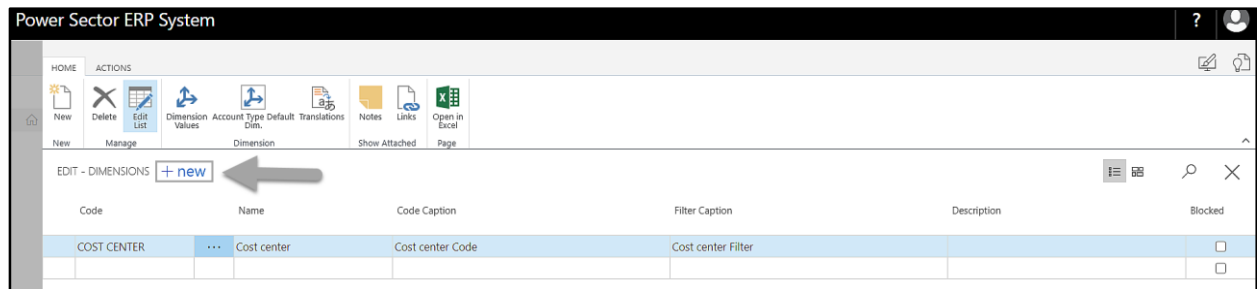
The following “Cost Center/Dimensions” page will be appeared.



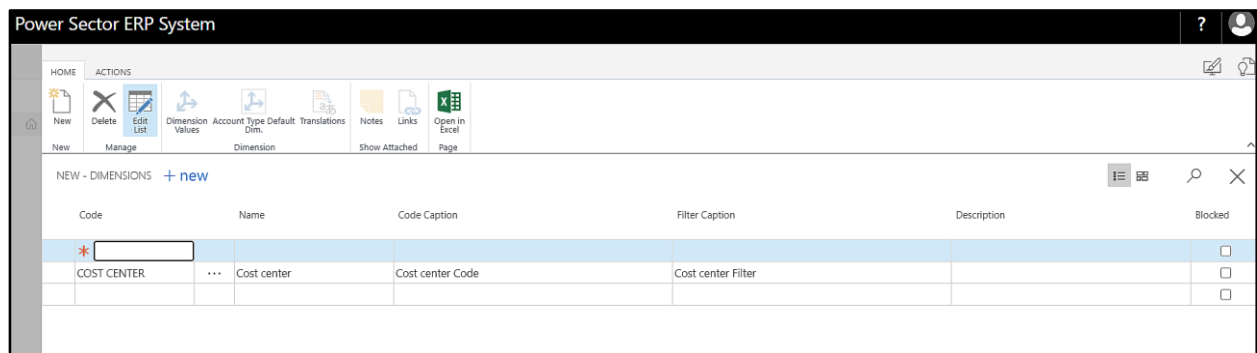
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “**New**” icon.

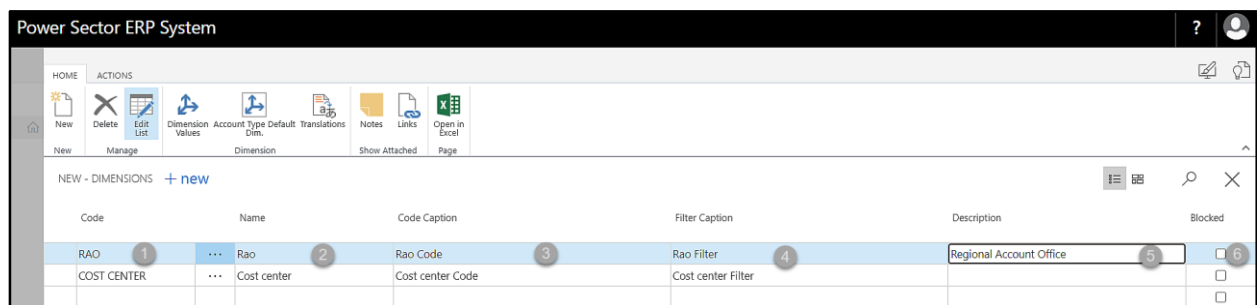


New row will be appeared as below

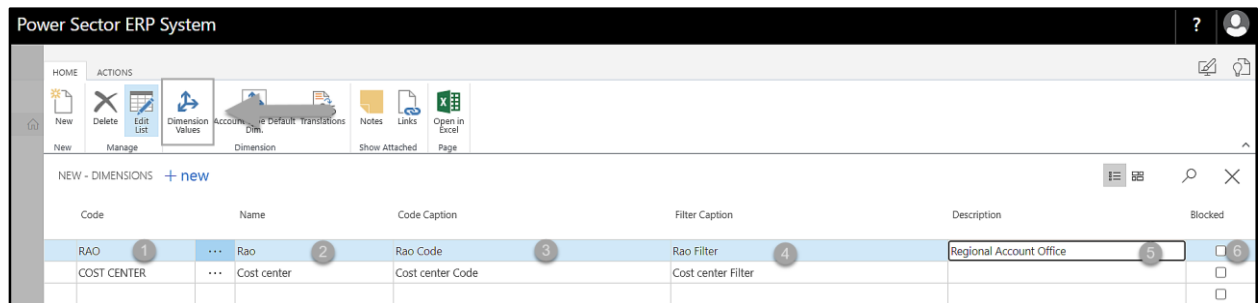


F. Provide below information to proceed.

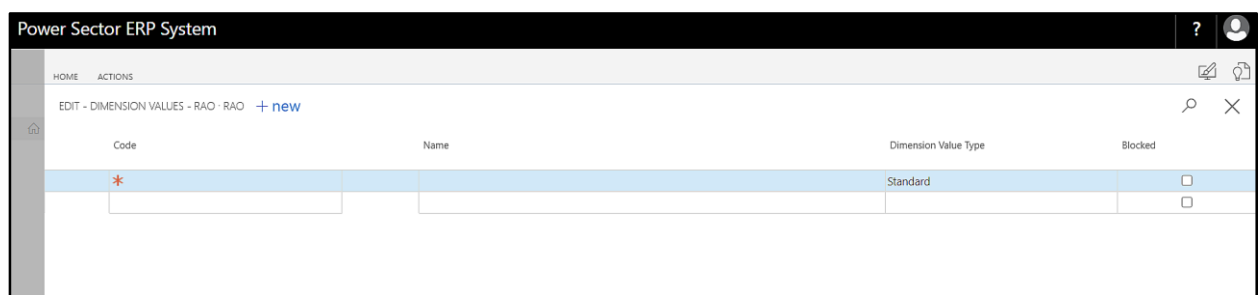
1. Provide **Code**
 - **Code: RAO**
2. **Name** will be populated by system based on **Code**
3. **Code Caption** will be populated by system based on **Code**
4. **Filter Caption** will be populated by system based on **Code**
5. Provide **Description**
 - **Description: Regional Account Office**
6. Select check box **Blocked** to block this dimension



G. Click on **Dimension Values** to Set values



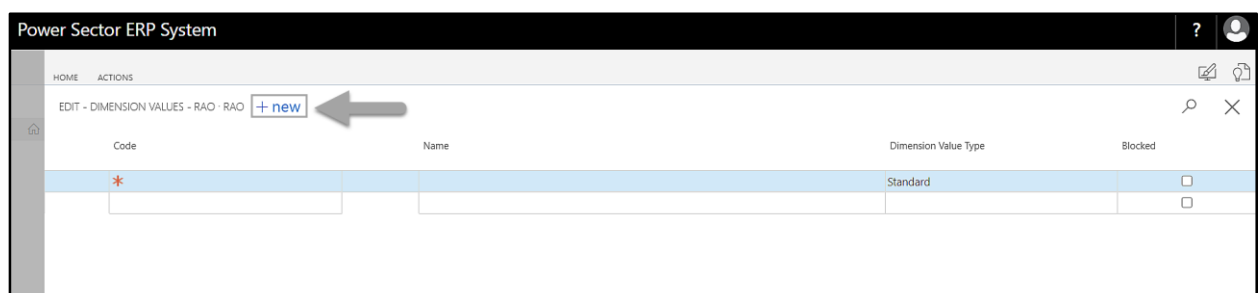
Following Dimension Values Card page will be appeared



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

H. Choose the **"New"** icon.



New row will be appeared as below



I. Provide Below information to Proceed.

1. Provide **Code**

- **Code: 001**

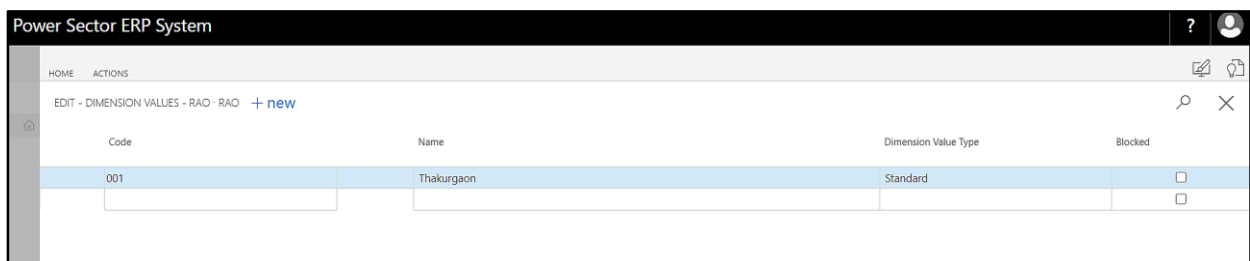
2. Provide **Name**

- **Name: Thakurgaon**

3. Choose the **Dimension Value Type** from the dropdown.

- **Dimension Value Type: Standard**

4. Select check box **Blocked** to block this dimension value



Code	Name	Dimension Value Type	Blocked
001	Thakurgaon	Standard	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

J. Click the “” button to save and close



Code	Name	Dimension Value Type	Blocked
001	Thakurgaon	Standard	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

FI-106 How to: Setup Bank Posting

Introduction

This process demonstrates how to setup Bank Posting for an organization.

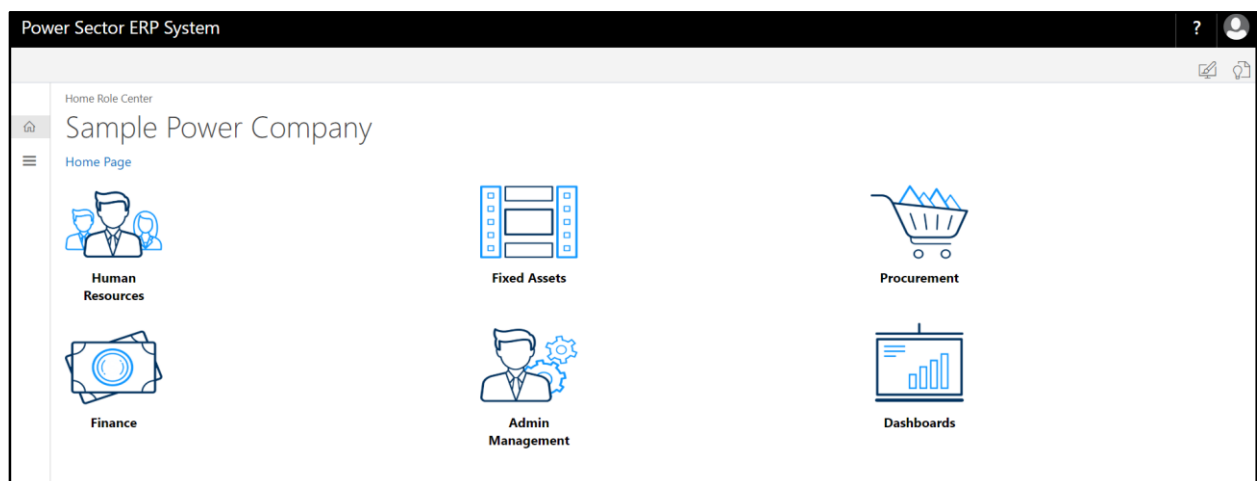
Roles

- Module Admin

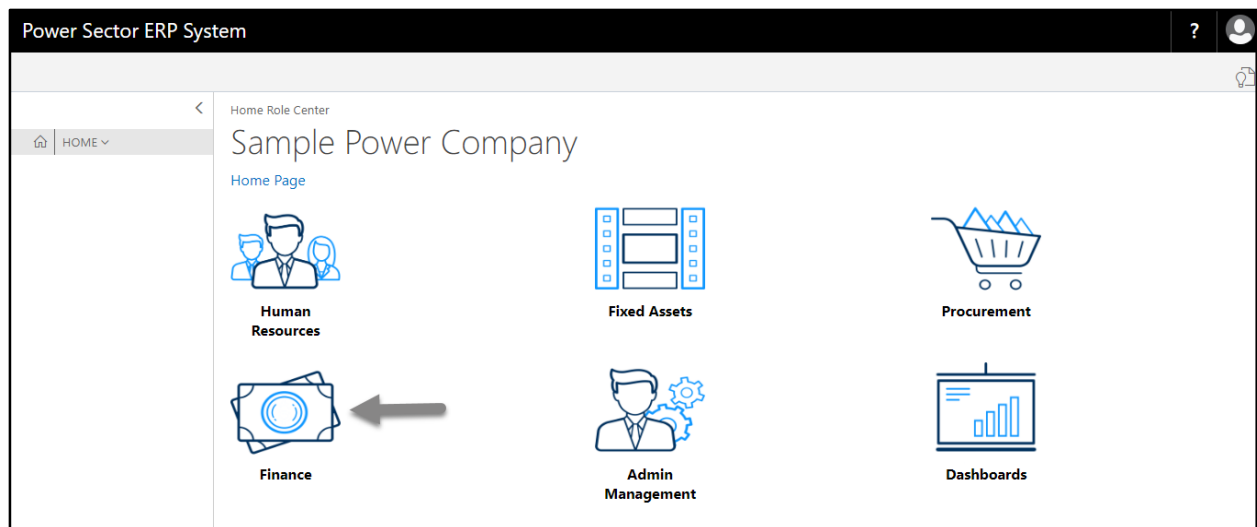
Bank Posting Setup

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



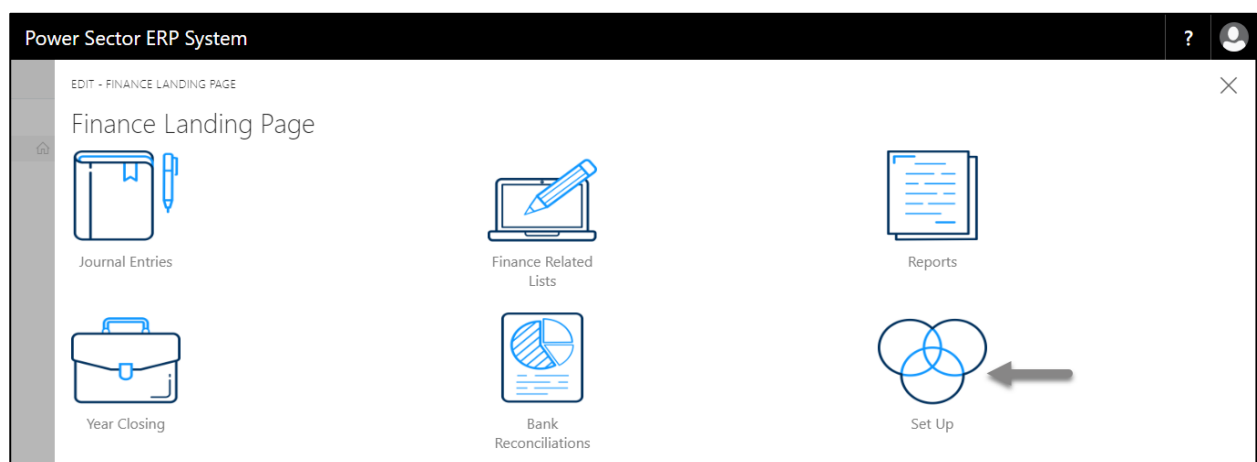
- B. Choose the **“Finance”** icon.



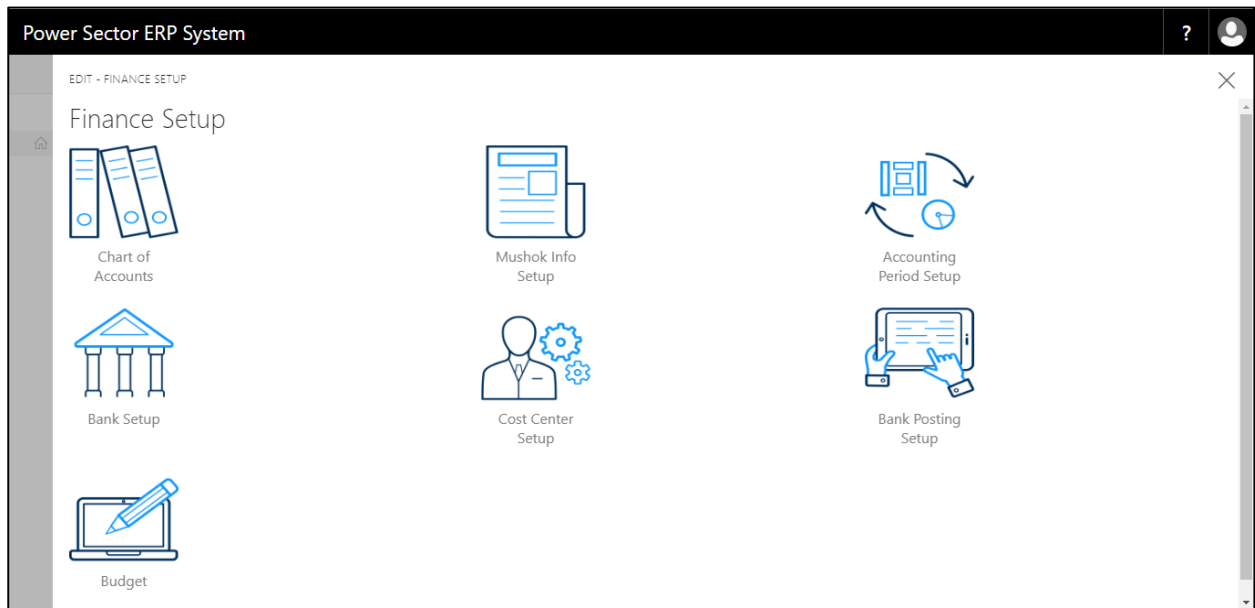
Finance Landing Page will be appeared as below



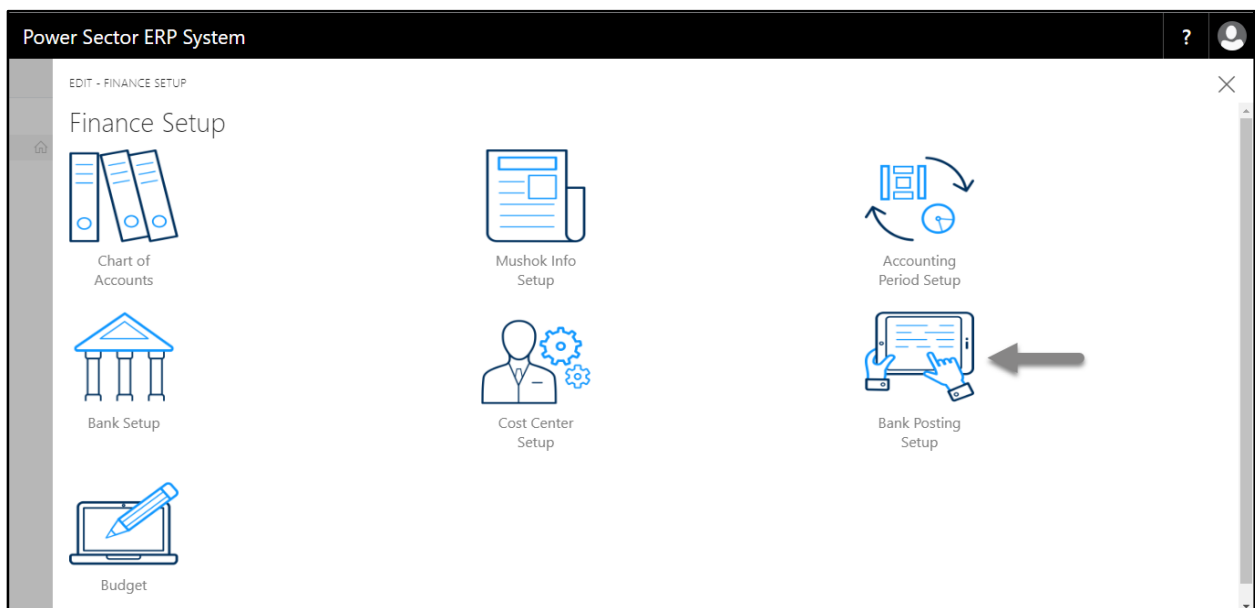
C. Choose the **"Setup"** in FI Landing Page.



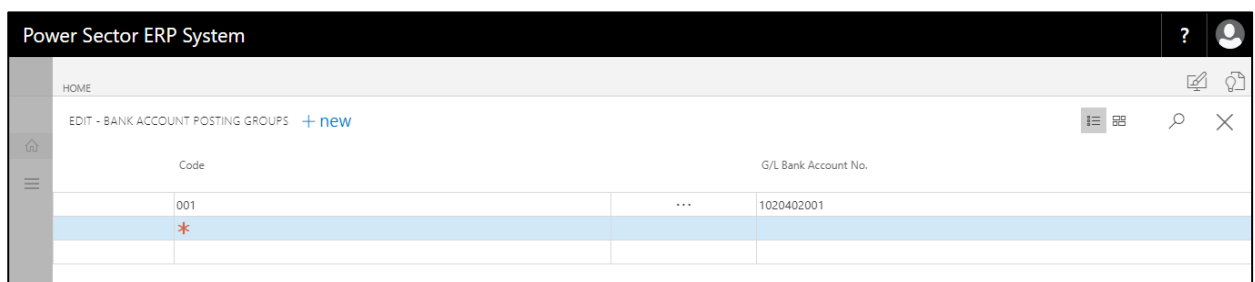
FI Setup Landing Page will be appeared as below



D. Choose the **"Bank Posting Setup"** in FA Setup Landing Page, as indicated below.



The following **Bank Posting Setup** page will be appeared.



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **"New"** icon on the Bank Posting List page, as indicated in figure below.

Code	G/L Bank Account No.
001	1020402001


In **Bank Account Posting Card** One new row will be appeared.

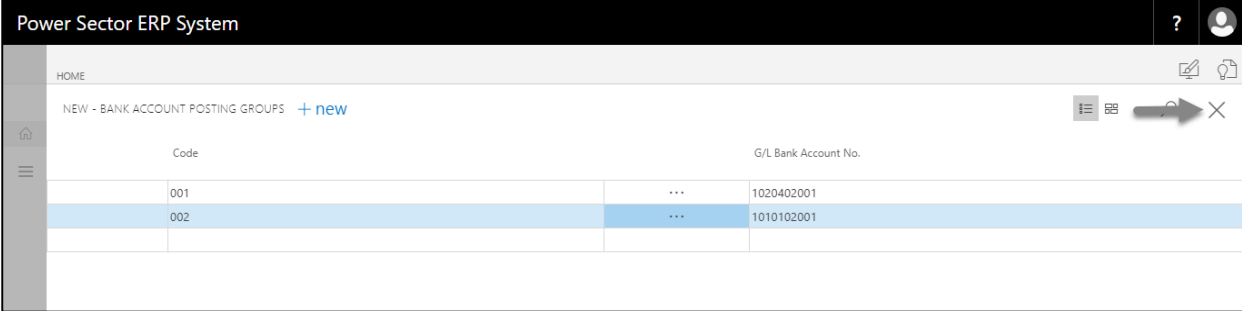
Code	G/L Bank Account No.
001	1020402001

F. Provide below **General** information to proceed.

1. Provide **Code**.
 - **Code: 002**
2. Select **G/L Bank Account No.** from the dropdown.
 - **G/L Bank Account No.: 1010102001**

Code	G/L Bank Account No.
001	1020402001
002	1010102001

G. Click the “” button to save and close.



Code	G/L Bank Account No.
001	1020402001
002	1010102001

FI-107 How to: Setup Budget

Introduction

This process demonstrates how to setup Budget for an organization.

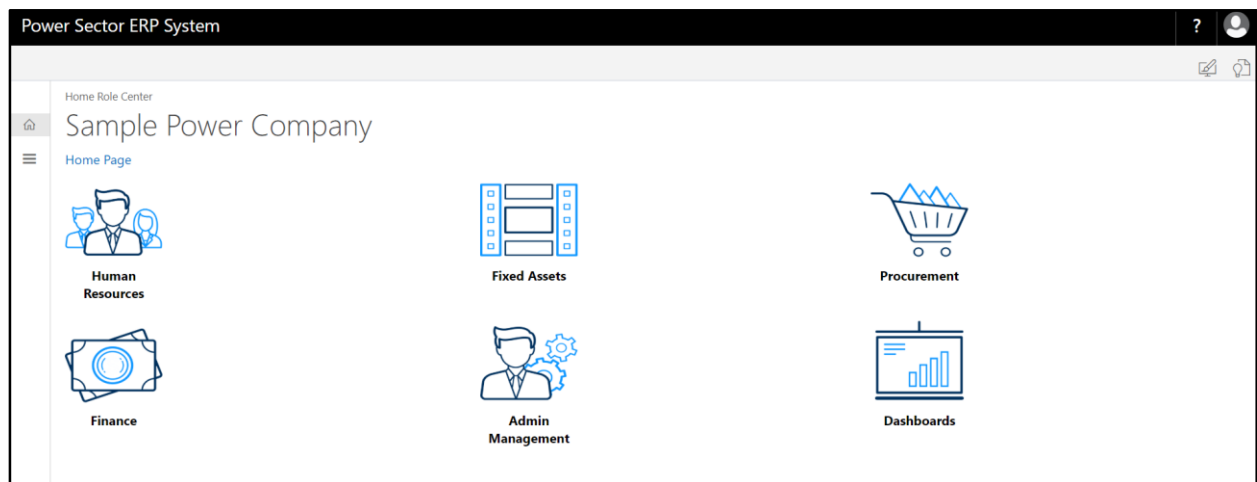
Roles

- Module Admin

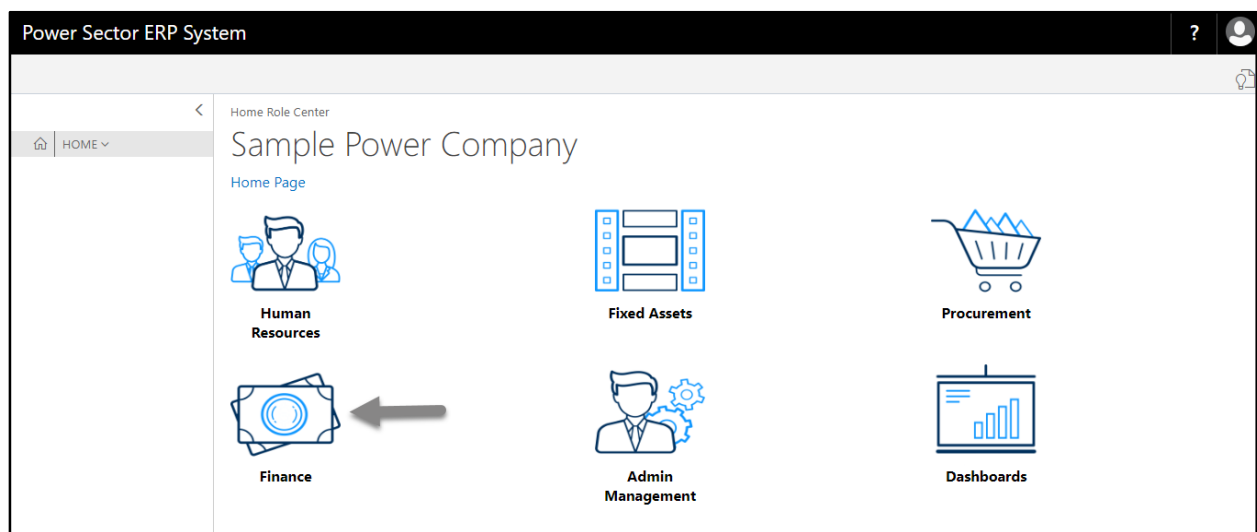
Budget Setup

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



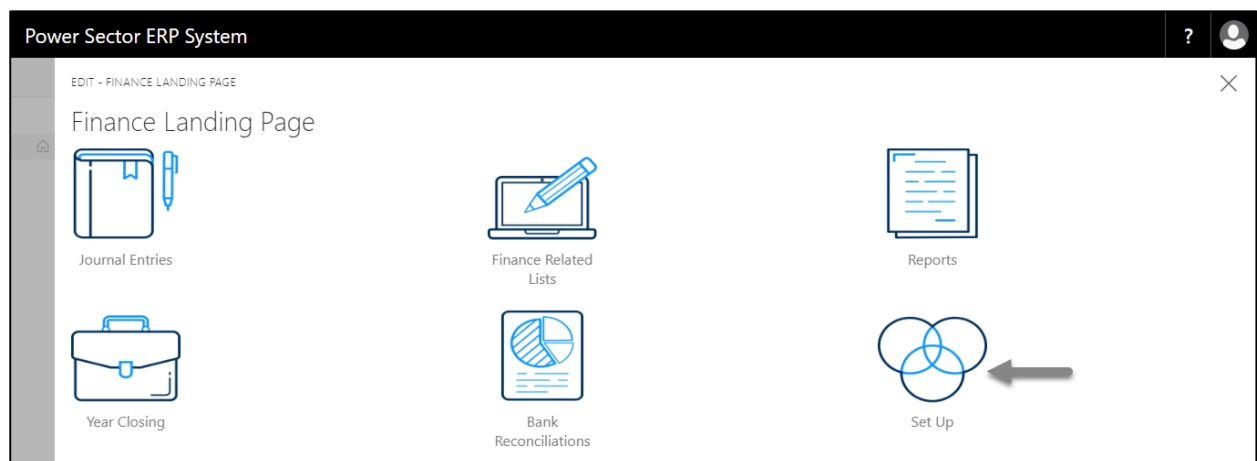
B. Choose the “**Finance**” icon.



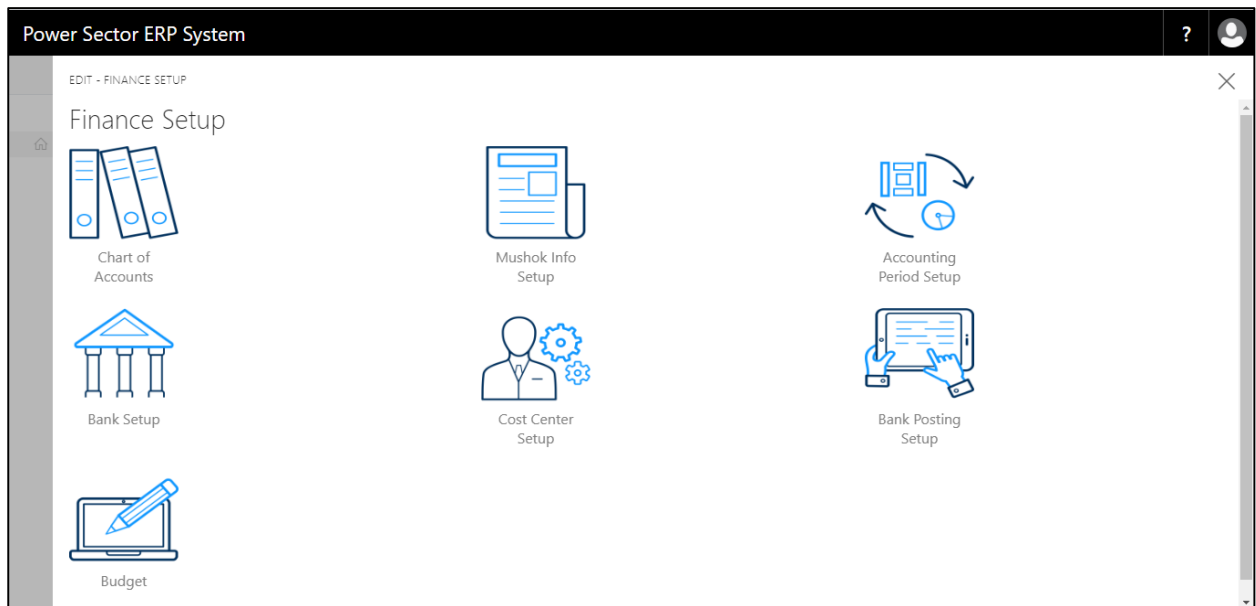
FI Landing Page will be appeared as below



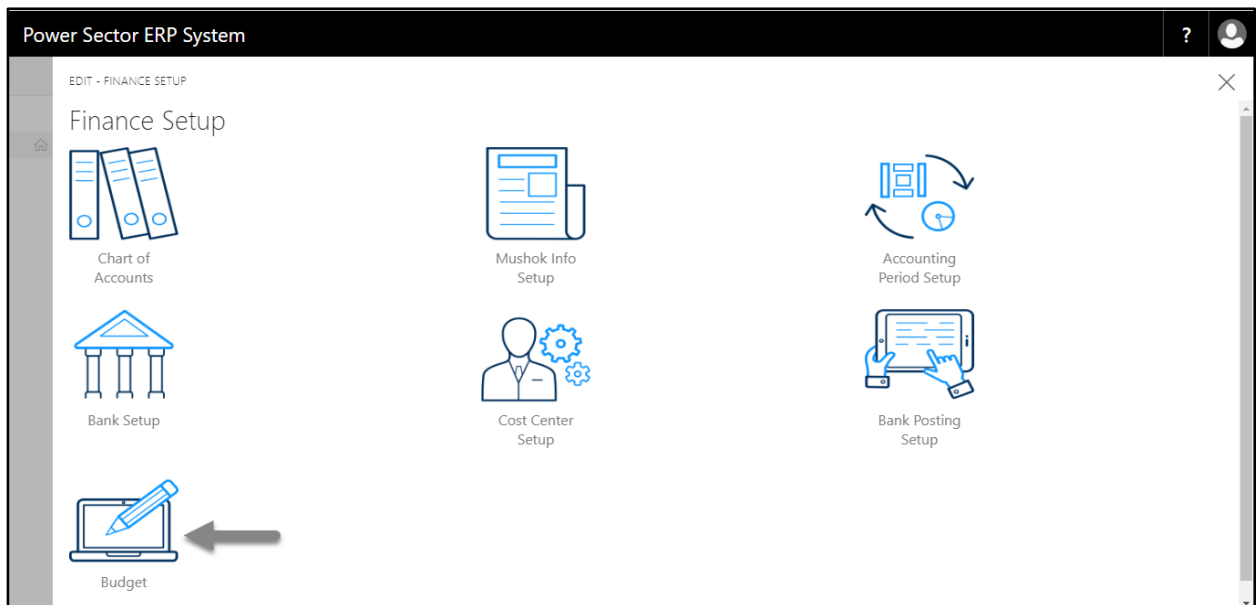
C. Choose the “**Setup**” in FI Landing Page.



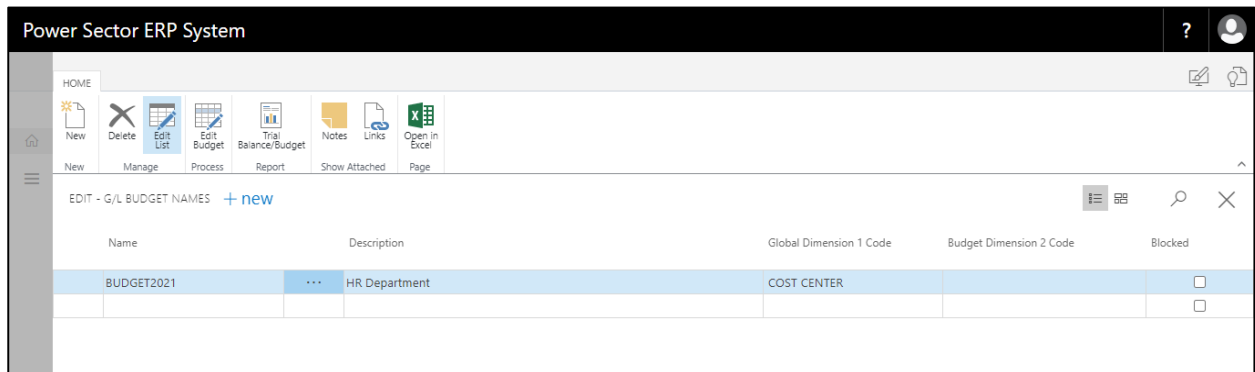
FI Setup Landing Page will be appeared as below



D. Choose the “**Budget**” in FA Setup Landing Page, as indicated below.



The following **Budget** will be appeared.

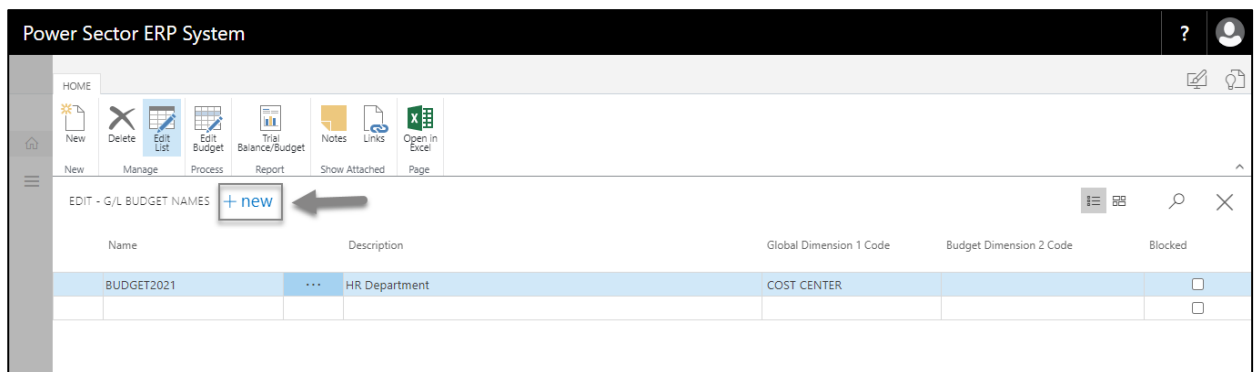


Name	Description	Global Dimension 1 Code	Budget Dimension 2 Code	Blocked
BUDGET2021	HR Department	COST CENTER		<input type="checkbox"/>
				<input type="checkbox"/>

Note

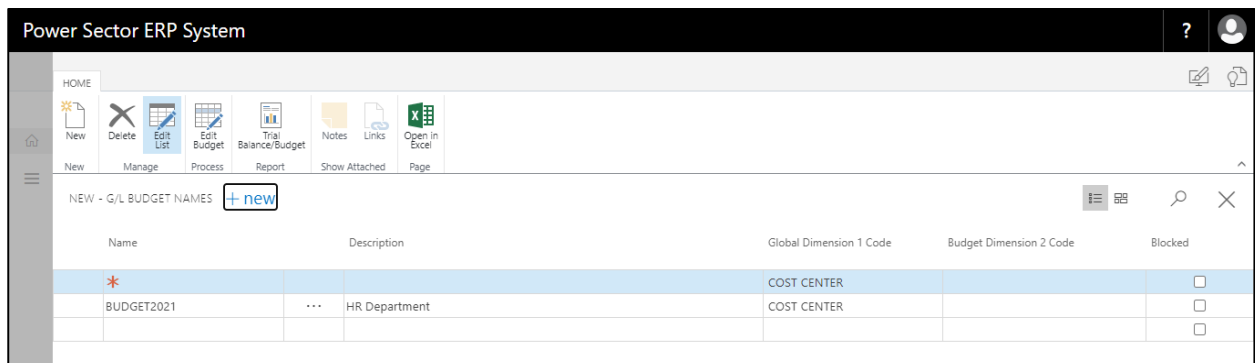
On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **"New"** icon on the Budget page, as indicated in figure below.



Name	Description	Global Dimension 1 Code	Budget Dimension 2 Code	Blocked
BUDGET2021	HR Department	COST CENTER		<input type="checkbox"/>
				<input type="checkbox"/>

In **Budget Card** One new row will be appeared.



Name	Description	Global Dimension 1 Code	Budget Dimension 2 Code	Blocked
*	COST CENTER	COST CENTER		<input type="checkbox"/>
BUDGET2021	HR Department	COST CENTER		<input type="checkbox"/>
				<input type="checkbox"/>

F. Provide below **General** information to proceed.

1. Provide **Name**.

- **Name: BUDGET2020**

2. Provide **Description**.

- **Description: Account Department**

Global Domain 1 Code will be auto populated by the system.

3. Select **Blocked** Checkbox to Blocked this budget.

Note

You can provide Global Domain 2 Code by clicking on the dropdown.

Name	Description	Global Dimension 1 Code	Budget Dimension 2 Code	Blocked
BUDGET2020	Account Department	COST CENTER		<input checked="" type="checkbox"/>
BUDGET2021	HR Department	COST CENTER		<input type="checkbox"/>

G. Click the “” button to save and close.

Name	Description	Global Dimension 1 Code	Budget Dimension 2 Code	Blocked
BUDGET2020	Account Department	COST CENTER		<input checked="" type="checkbox"/>
BUDGET2021	HR Department	COST CENTER		<input type="checkbox"/>

FI-200 Actions

Introduction

This section shows how the actions work in the Finance module. Finance actions contain –

FI-201	Journal Entries
FI-201.1	General Journal
FI-201.2	Payments Journal
FI-201.3	Save Standard Journal
FI-201.4	Get and Post from Standard Journal
FI-202	Year Closing
FI-203	Bank Reconciliation

Role

- Module Admin and User

Prerequisite

- Module Admin credentials – username and password

FI-201 How to: Journal Entries

Introduction

This process demonstrates how to entries Journal. This is all about entry Process for an organization. The entry process of an organization is divided into 4 major activities-

FI-201.1	General Journal
FI-201.2	Payment Journal
FI-201.3	Save Standard Journal
FI-201.4	Get Standard Journal

Roles

- Module Admin

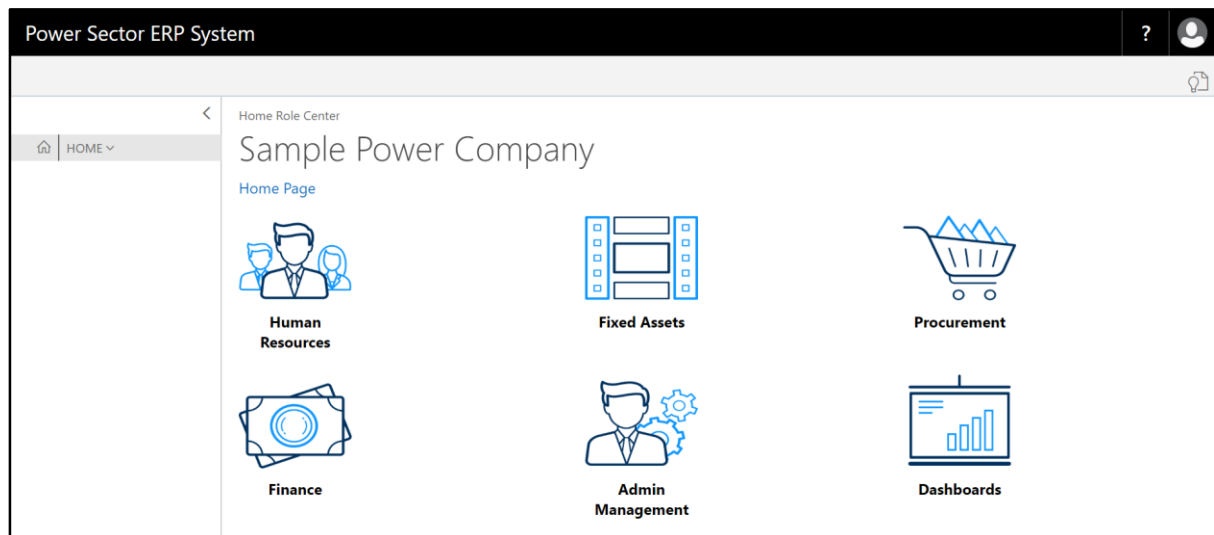
Prerequisite

- Chart of Account

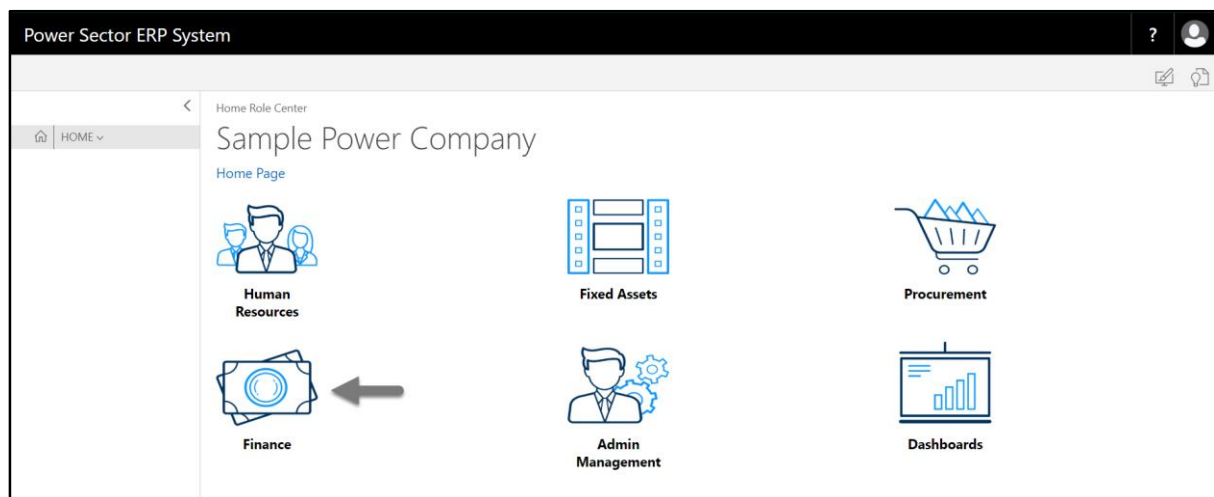
201.1 General Journal

To initiate, follow the steps below.

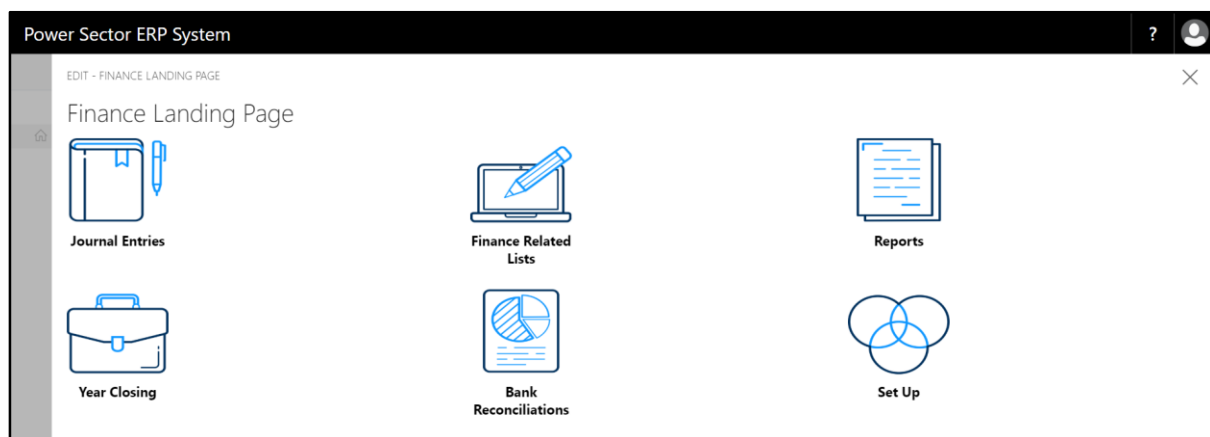
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



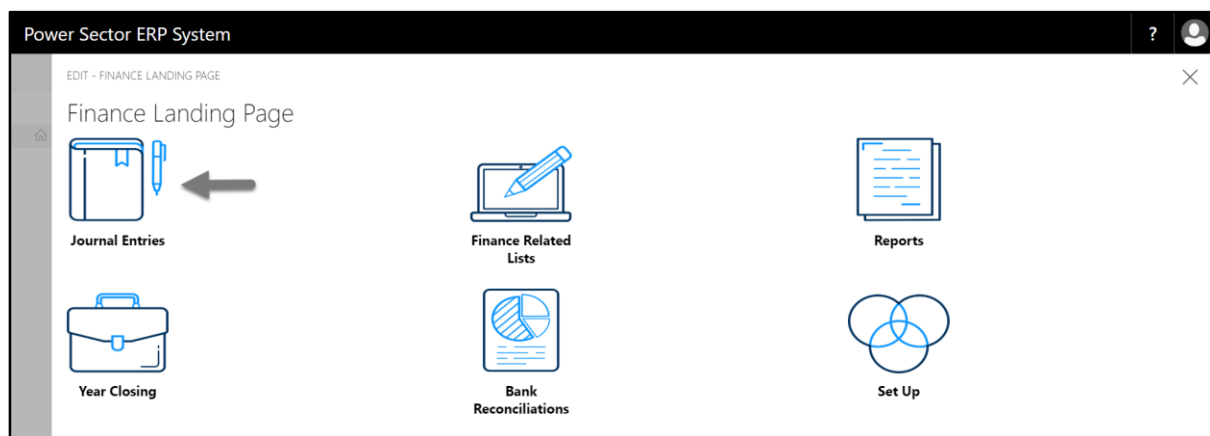
- B. Choose the “**Finance**” icon.



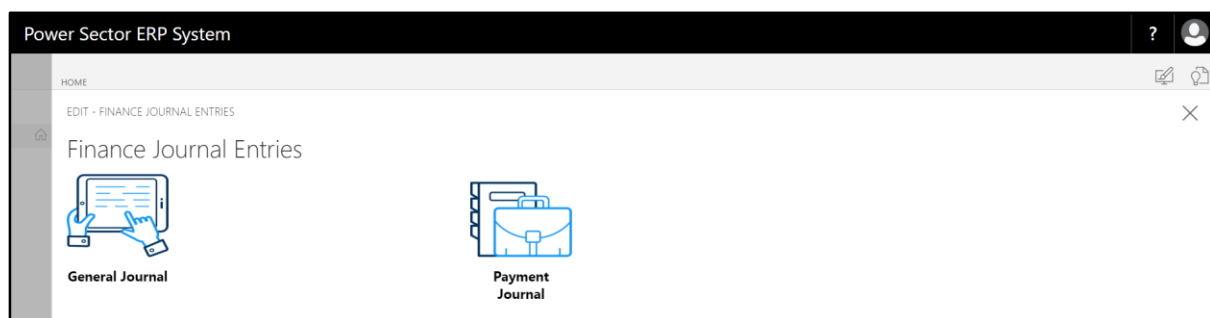
Finance Landing Page will be appeared as below



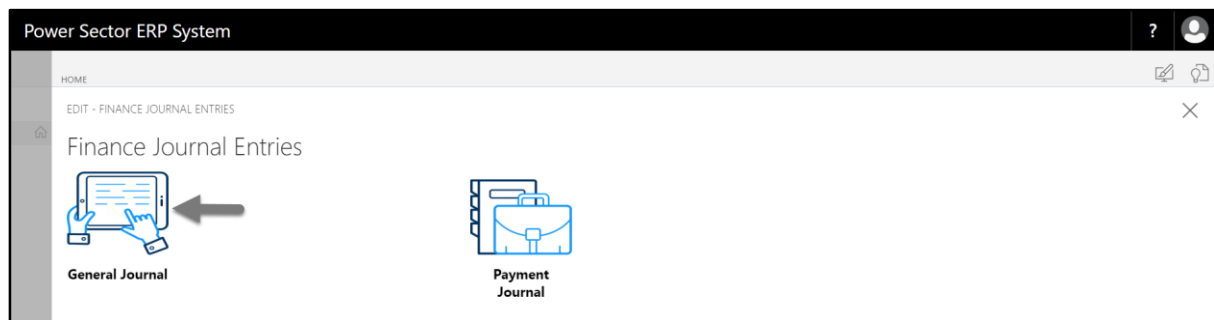
C. Choose the “**Journal Entries**” in Finance Landing Page.



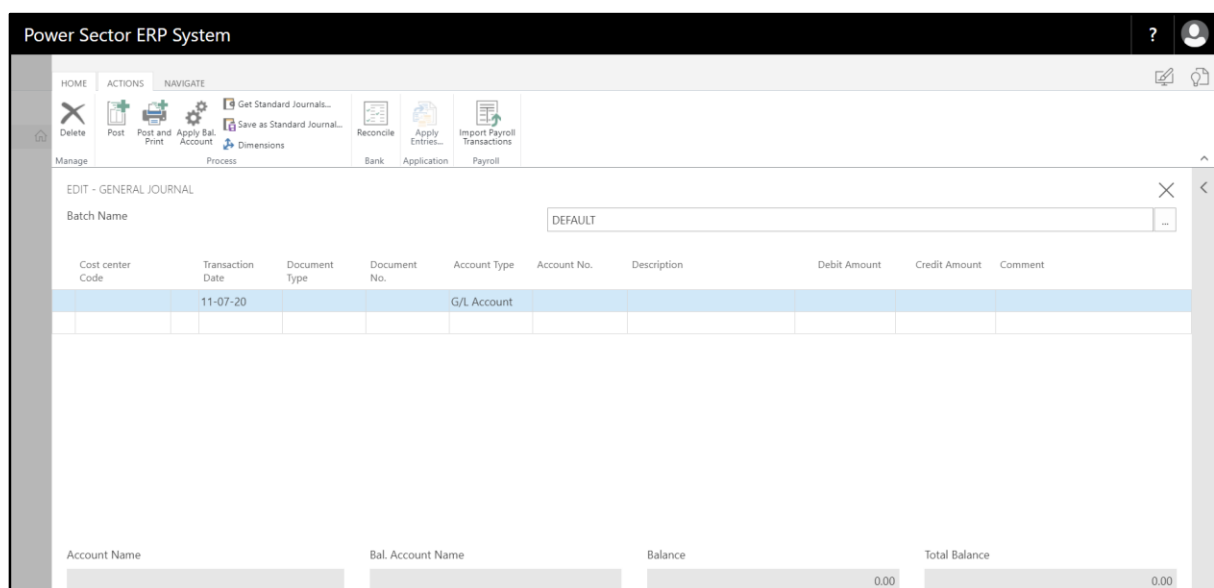
Journal Entries landing page will be appeared as below



D. Choose the **"General Journal"** in Journal Entries Landing Page.




The following General Journal page will be appeared.



E. Provide below **General Journal** information to proceed.

1. Choose **Cost Centre Code** from the dropdown by clicking on button.
 - **Cost Centre Code: 001**
2. Choose **Transaction Date** from the dropdown by clicking on button.
 - **Transaction Date: 11-07-20**
3. Choose **Document Type** from the dropdown by clicking on button.
 - **Document Type: Invoice**
4. Provide **Document No.**
 - **Document No.: DOC001**
5. Choose **Account Type** from the dropdown by clicking on button.

- **Account Type: G/L Account & Bank Account**

6. Choose **Account No.** from the dropdown by clicking on  button.

- **Account No.: 1171-00 & BANK007**

7. Description will be automatically populated.

8. Provide Debit Amount.

- Debit Amount: **50000**

9. Provide Credit Amount.

- Credit Amount: **50000**

10. Provide **Comment**.

- **Comment: Test comments.**

Power Sector ERP System

HOME ACTIONS NAVIGATE

Delete Post Post and Print Apply Bal. Account Dimensions Reconcile Apply Entries Import Payroll Transactions

Manage Process Bank Application Payroll

EDIT - GENERAL JOURNAL

Batch Name: DEFAULT

Cost center Code	Transaction Date	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Comment
001	11-07-20	Invoice	DOC001	G/L Account	1171-00	230 kv Transmission Lines	50,00,000.00		Test comments.
001	11-07-20	Invoice	DOC001	Bank Account	BANK007	Agrani Bank Limited		50,00,000.00	Test comments.

1 2 3 4 5 6 7 8 9 10

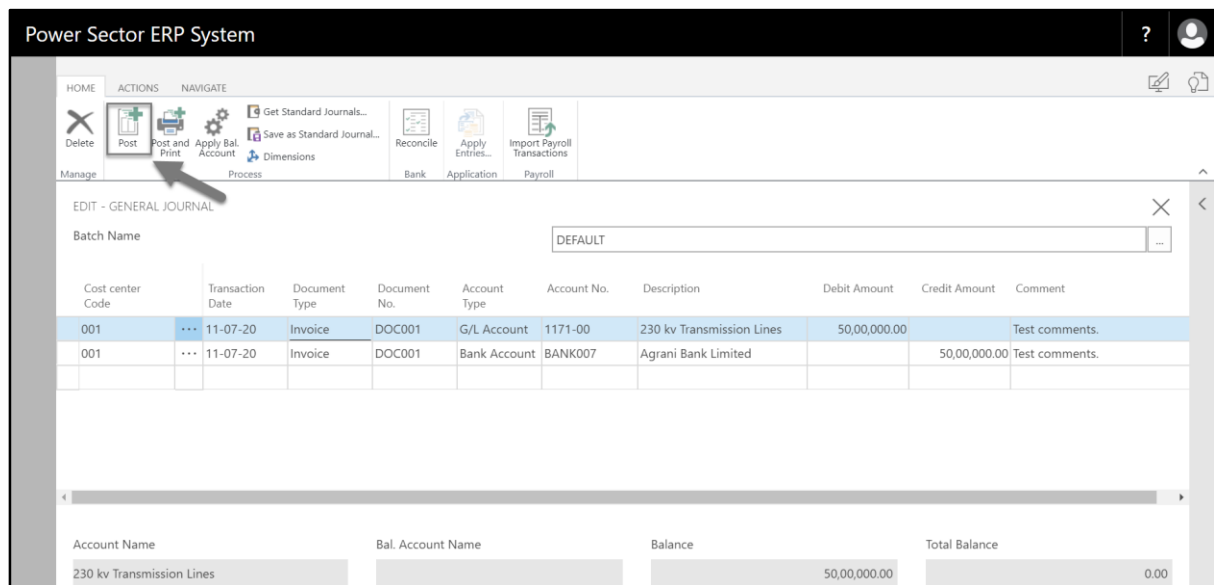
Account Name: 230 kv Transmission Lines

Bal. Account Name:

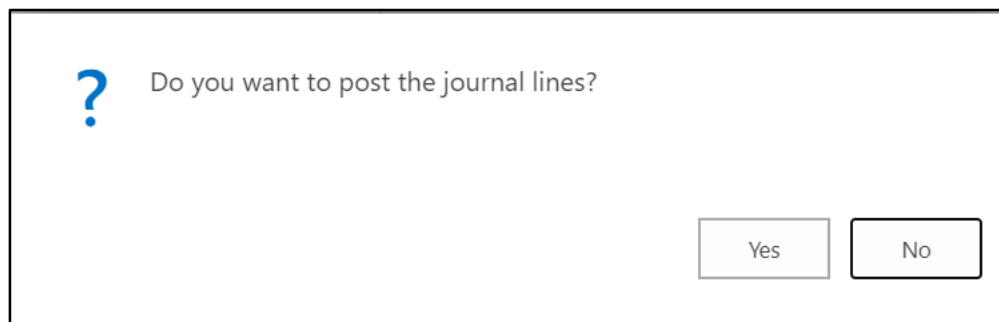
Balance: 50,00,000.00

Total Balance: 0.00

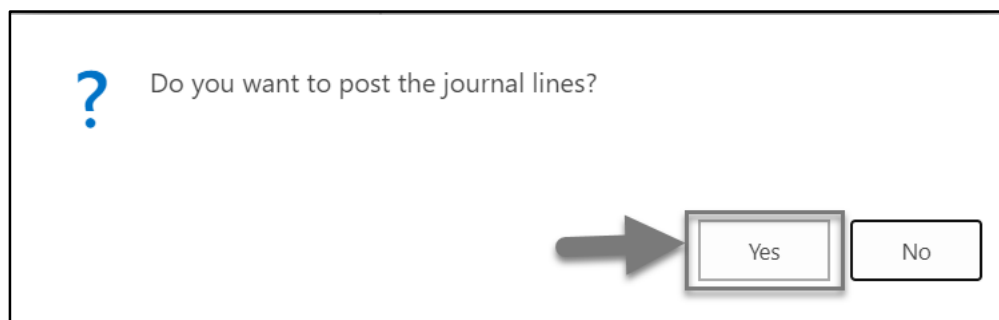
F. Choose the **Post** icon.



The following pop up will be appeared.



G. Choose the **Yes** icon to post the journal line.



The following box will be appeared.

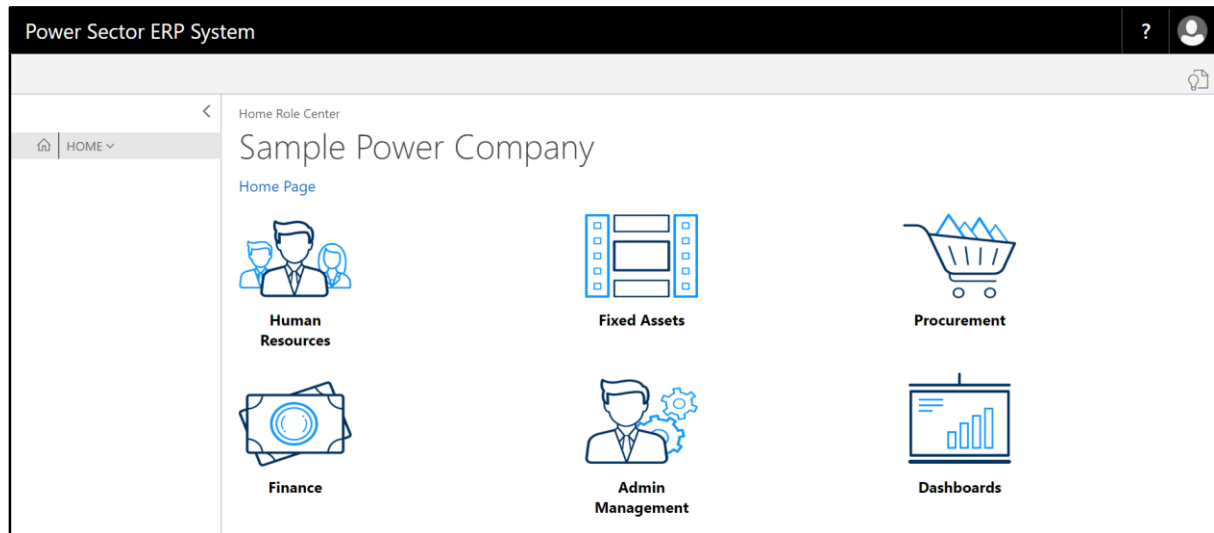


H. Choose the **OK** icon to complete journal line.

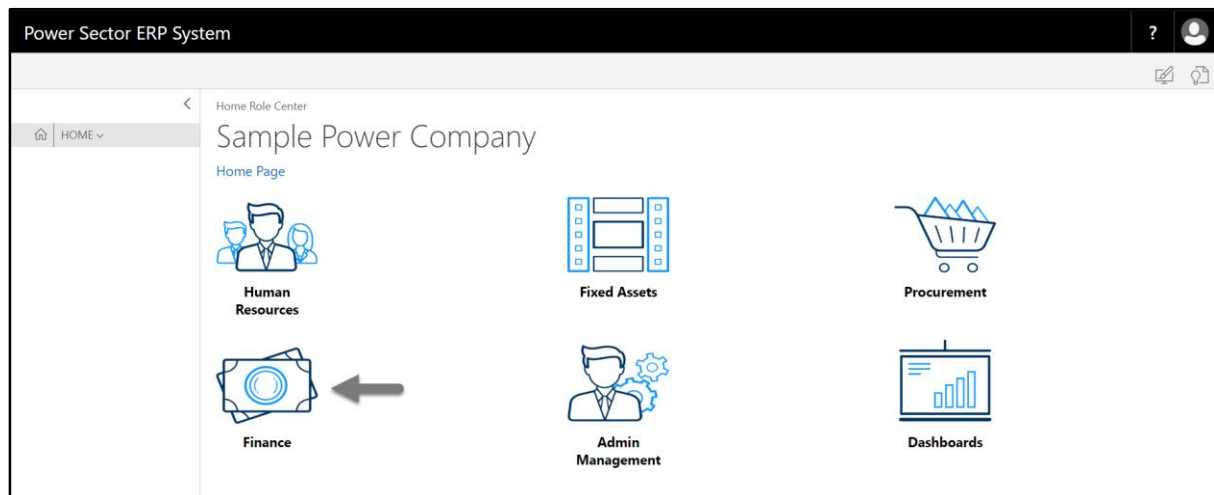
201.2 Payment Journal

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



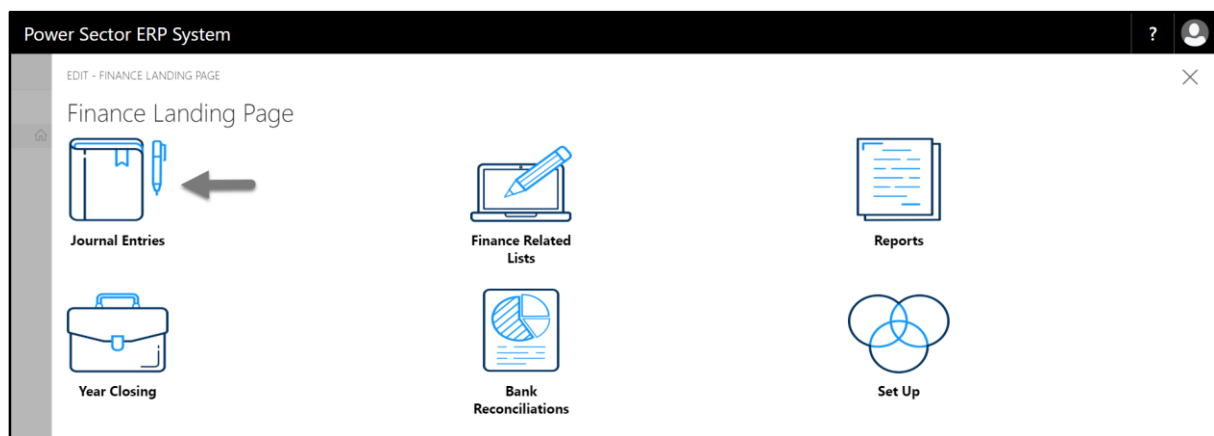
- B. Choose the “**Finance**” icon.



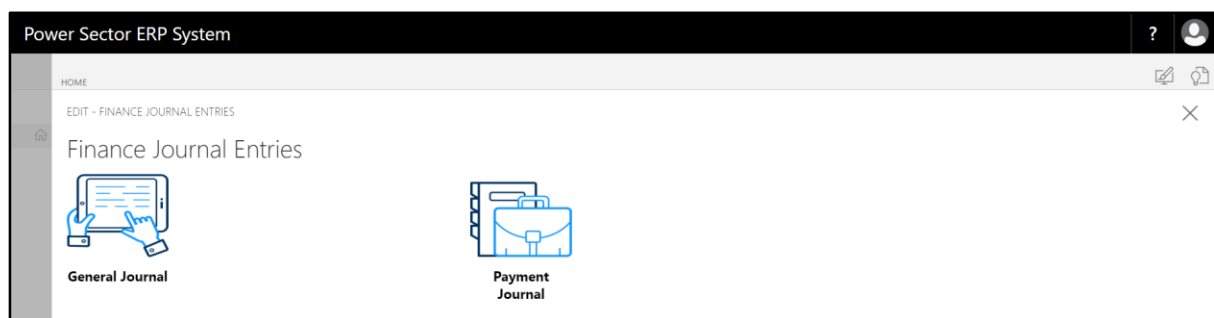
Finance Landing Page will be appeared as below



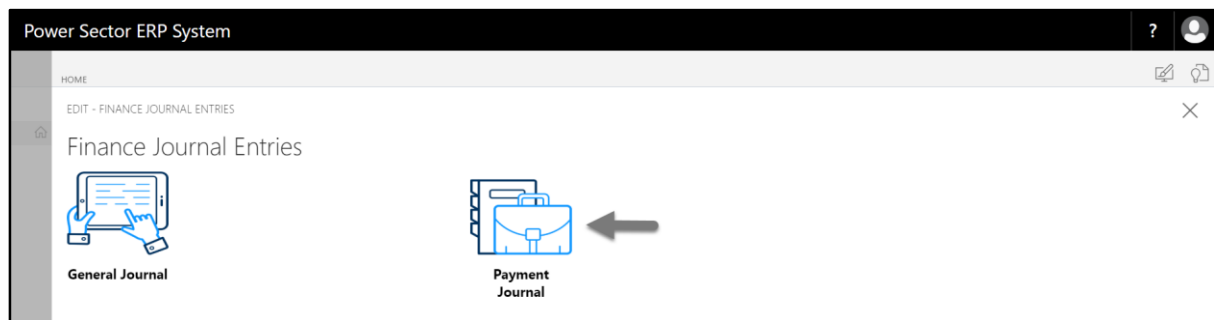
C. Choose the “**Journal Entries**” in Finance Landing Page.



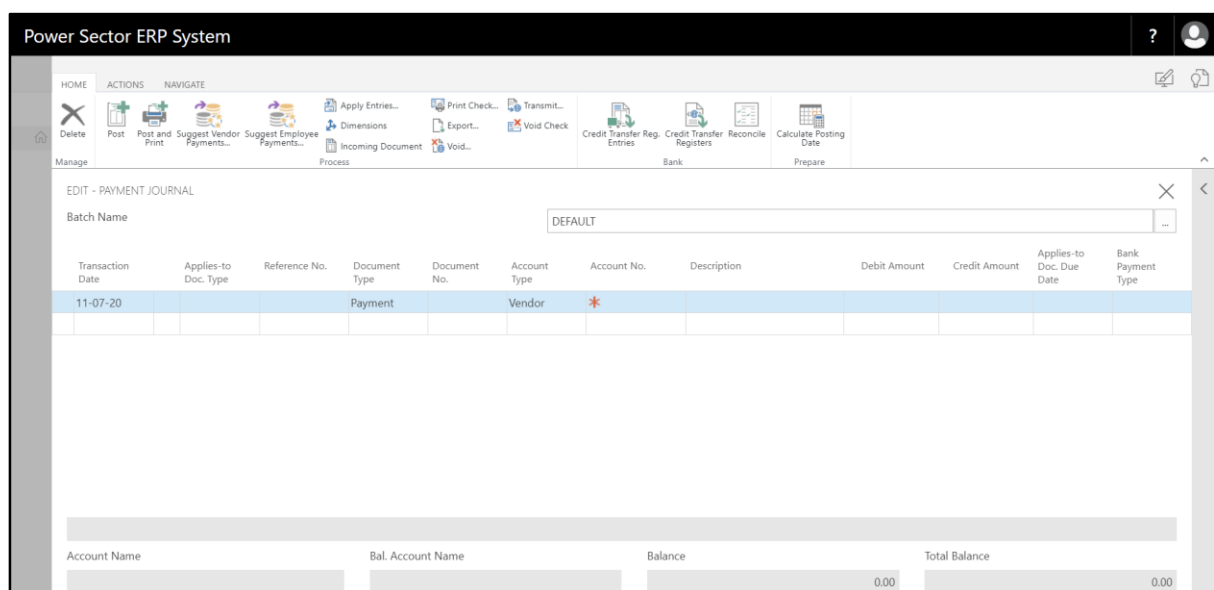
Journal Entries landing page will be appeared as below



D. Choose the **"Payment Journal"** in Journal Entries Landing Page.



The following Payment Journal page will be appeared.



E. Provide below **Payment Journal** information to proceed.

1. Choose **Transaction Date** from the dropdown by clicking on button.

- **Transaction Date: 11-07-20**

2. Choose **Applies to Document Type** from the dropdown by clicking on button.

- **Applies to Document Type: Payment**

3. Choose **Reference No.** from the dropdown by clicking on button.

- **Reference No.: DOC005**

4. Choose **Document Type** from the dropdown by clicking on button.

- **Document Type: Payment**

5. Provide **Document No.**

- **Document No.: DOC002**

6. Choose **Account Type** from the dropdown by clicking on button.

- **Account Type: Vendor & Bank Account**

7. Choose **Account No** from the dropdown by clicking on button.

- **Account No: VEN000005 & BANK007**

8. Description will be automatically populated.

9. Provide Debit Amount.

10. Debit Amount: **50000**

11. Provide Credit Amount.

12. Credit Amount: **50000**

13. Choose **Bank Payment Type** from the dropdown by clicking on button.

- **Bank Payment Type: Computer Cheque**

Power Sector ERP System

HOME ACTIONS NAVIGATE

Manage

EDIT - PAYMENT JOURNAL

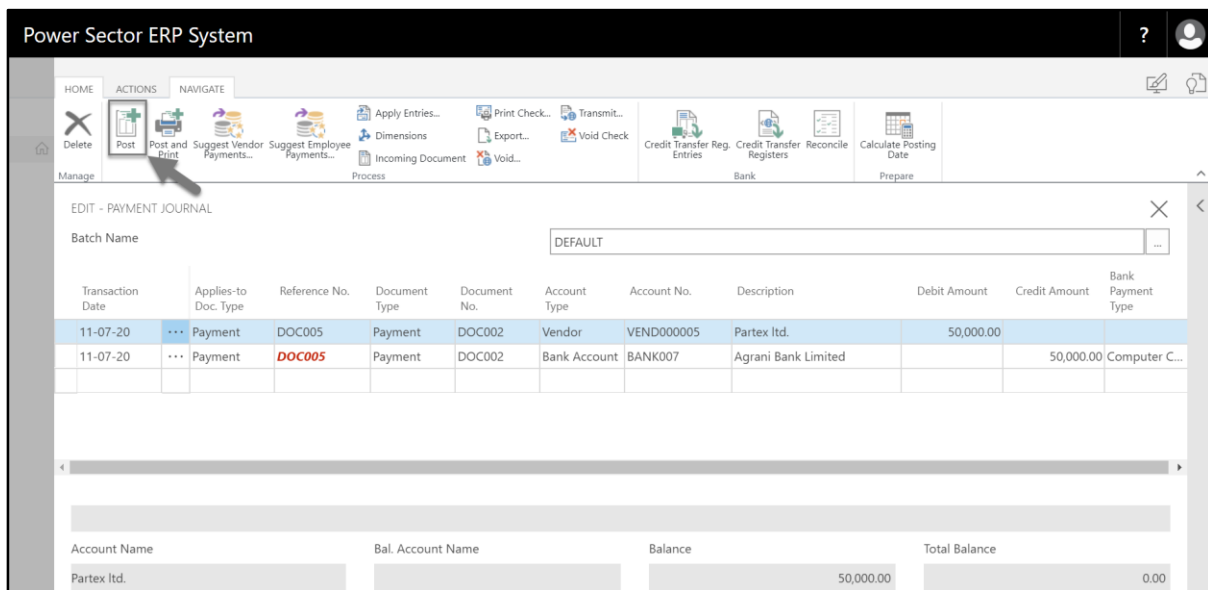
Batch Name: DEFAULT

Transaction Date	Applies-to Doc. Type	Reference No.	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Bank Payment Type
11-07-20	... Payment	DOC005	Payment	DOC002	Vendor	VEND000005	Partex Ltd.	50,000.00		
11-07-20	... Payment	DOC005	Payment	DOC002	Bank Account	BANK007	Agrani Bank Limited		50,000.00	Computer C...

1 2 3 4 5 6 7 8 9 10 11

Account Name: Partex Ltd. Bal. Account Name: Balance: 50,000.00 Total Balance: 0.00

F. Choose the **Post** icon.



Power Sector ERP System

HOME ACTIONS NAVIGATE

Manage Process Bank Prepare

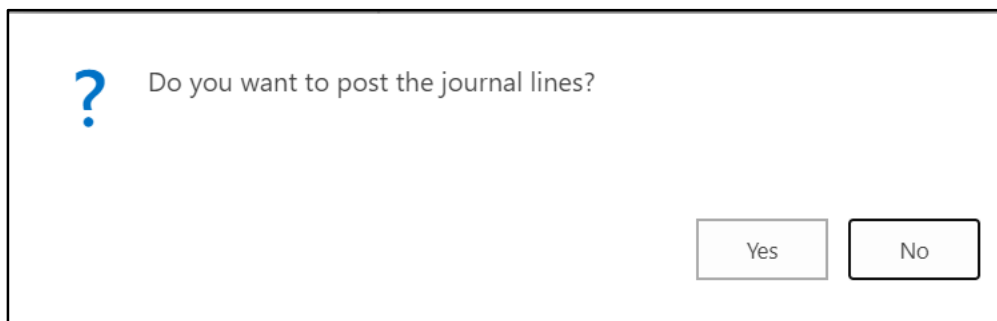
EDIT - PAYMENT JOURNAL

Batch Name: DEFAULT

Transaction Date	Applies-to Doc. Type	Reference No.	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Bank Payment Type
11-07-20	Payment	DOC005	Payment	DOC002	Vendor	VEND000005	Partex Ltd.	50,000.00		
11-07-20	Payment	DOC005	Payment	DOC002	Bank Account	BANK007	Agrani Bank Limited		50,000.00	Computer C...

Account Name: Partex Ltd. Bal. Account Name: Balance: 50,000.00 Total Balance: 0.00

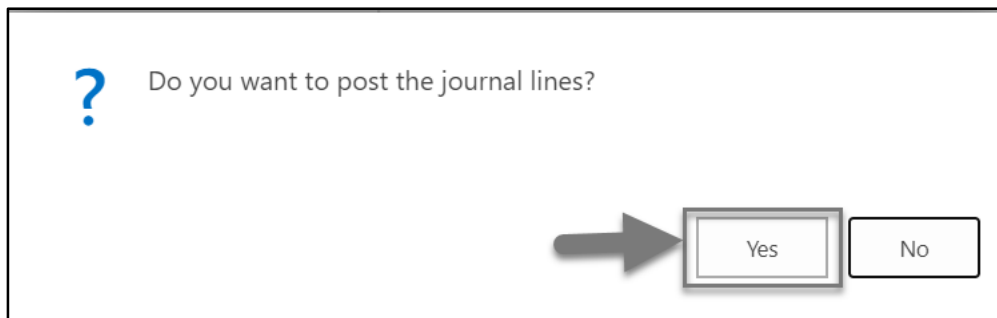
The following pop up will be appeared.



? Do you want to post the journal lines?

Yes No

G. Choose the **Yes** icon to post the journal line.



? Do you want to post the journal lines?

Yes No

The following box will be appeared.

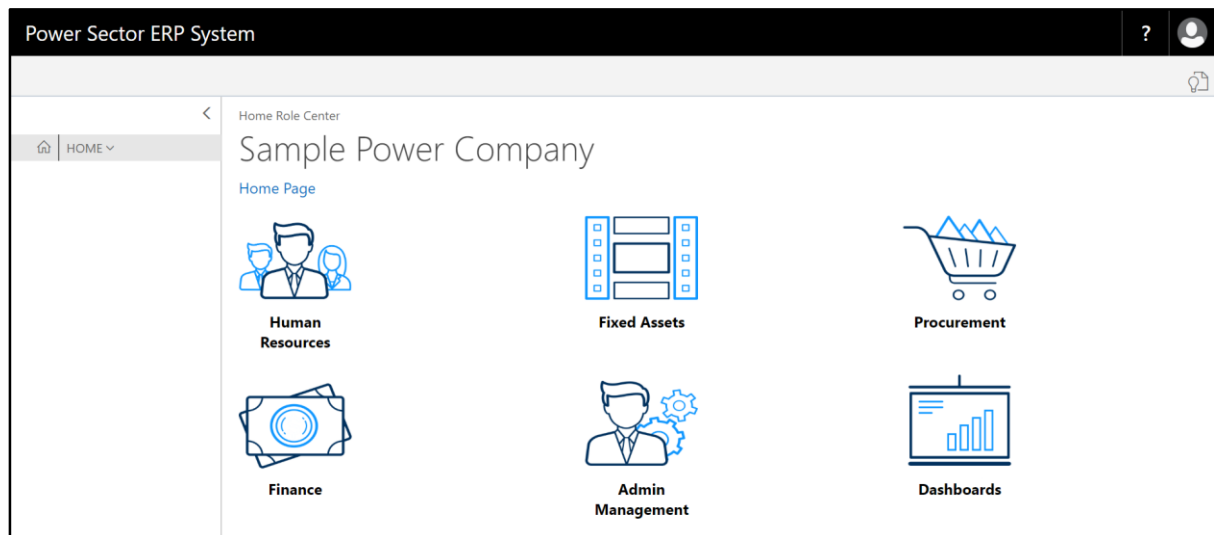


H. Choose the **OK** icon to complete journal line.

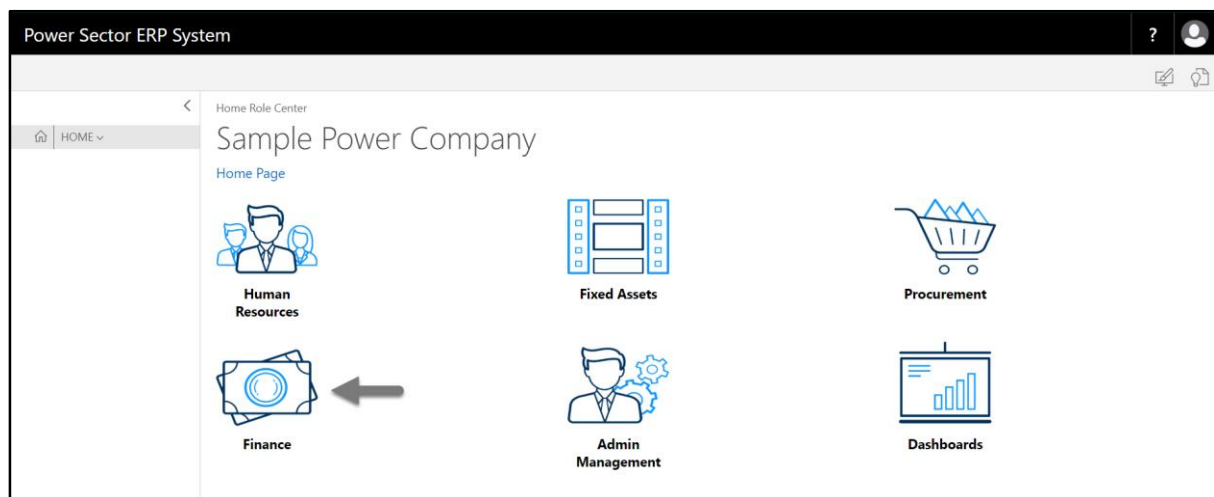
201.3 Save Standard Journal

To initiate, follow the steps below.

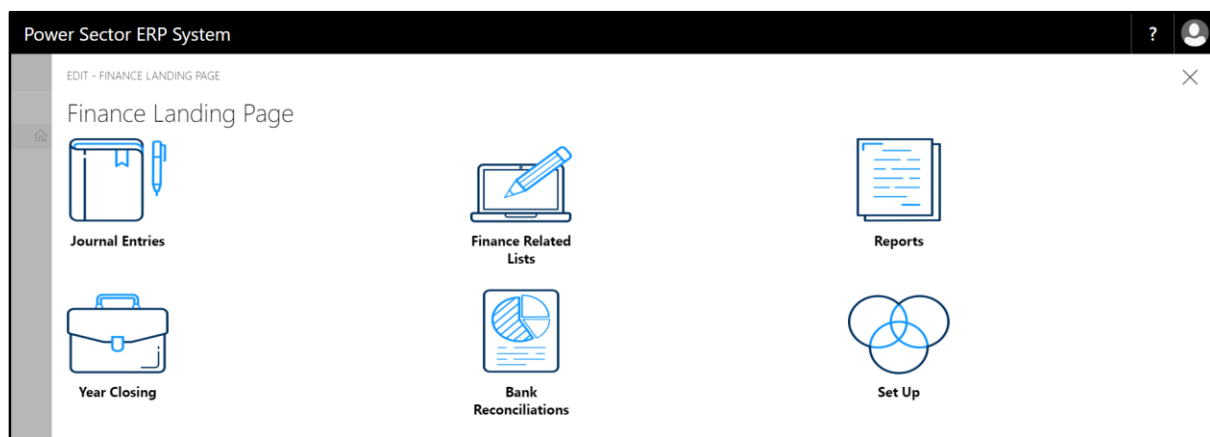
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



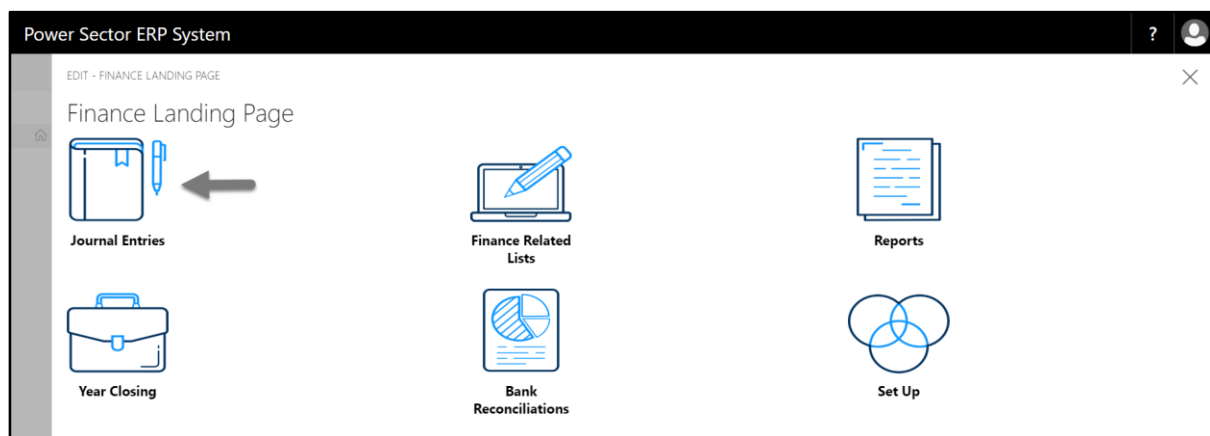
- B. Choose the “**Finance**” icon.



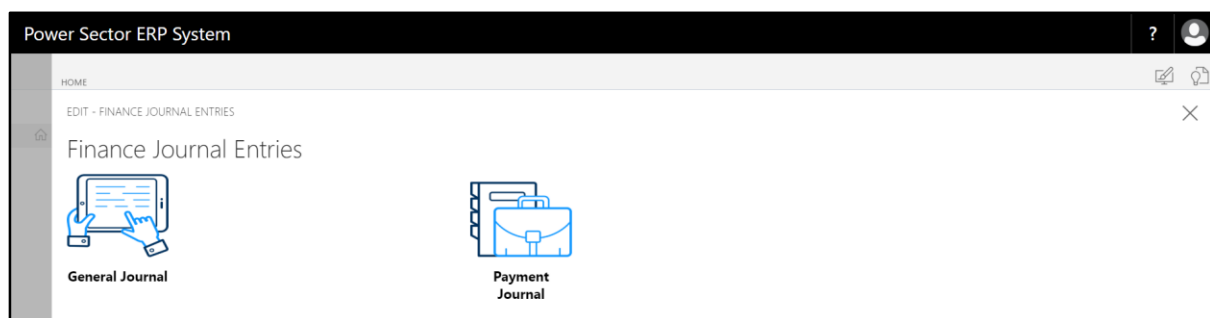
Finance Landing Page will be appeared as below



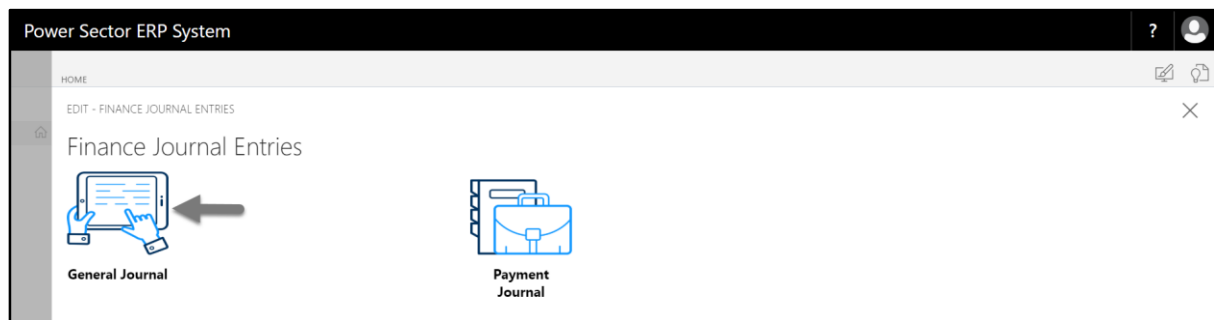
C. Choose the “**Journal Entries**” in Finance Landing Page.



Journal Entries landing page will be appeared as below



D. Choose the **"General Journal"** in Journal Entries Landing Page.



The following General Journal page will be appeared.


Cost center Code	Transaction Date	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Comment
	11-07-20			G/L Account					

Account Name	Bal. Account Name	Balance	Total Balance
		0.00	0.00

E. Provide below **General Journal** information to proceed.

1. Choose **Cost Centre Code** from the dropdown by clicking on button.
 - **Cost Centre Code: 001**
2. Choose **Transaction Date** from the dropdown by clicking on button.
 - **Transaction Date: 11-07-20**
3. Choose **Document Type** from the dropdown by clicking on button.
 - **Document Type: Invoice**
4. Provide **Document No.**
 - **Document No.: DOC001**
5. Choose **Account Type** from the dropdown by clicking on button.

- **Account Type: G/L Account & Bank Account**

6. Choose **Account No.** from the dropdown by clicking on  button.

- **Account No.: 1171-00 & BANK007**

7. Description will be automatically populated.

8. Provide Debit Amount.

- Debit Amount: **50000**

9. Provide Credit Amount.

- Credit Amount: **50000**

10. Provide **Comment**.

- **Comment: Test comments.**

Power Sector ERP System

HOME ACTIONS NAVIGATE

Delete Post Post and Print Apply Bal. Account Dimensions Reconcile Apply Entries Import Payroll Transactions

Manage Process Bank Application Payroll

EDIT - GENERAL JOURNAL

Batch Name: DEFAULT

Cost center Code	Transaction Date	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Comment
001	11-07-20	Invoice	DOC001	G/L Account	1171-00	230 kv Transmission Lines	50,00,000.00		Test comments.
001	11-07-20	Invoice	DOC001	Bank Account	BANK007	Agrani Bank Limited		50,00,000.00	Test comments.

1 2 3 4 5 6 7 8 9 10

Account Name: 230 kv Transmission Lines

Bal. Account Name:

Balance: 50,00,000.00

Total Balance: 0.00

F. Choose the **Save a Standard Journal** icon.

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes 'HOME', 'ACTIONS', and 'NAVIGATE'. The 'ACTIONS' menu is open, showing various icons. A red arrow points to the 'Save as Standard Journal...' icon. Below the menu, the 'EDIT - GENERAL JOURNAL' window is displayed. It has a 'Batch Name' field set to 'DEFAULT'. Below this is a table with columns: Cost center Code, Transaction Date, Document Type, Document No., Account Type, Account No., Description, Debit Amount, Credit Amount, and Comment. The table contains two rows of data. At the bottom, there is a summary section with columns: Account Name, Bal. Account Name, Balance, and Total Balance.


Cost center Code	Transaction Date	Document Type	Document No.	Account Type	Account No.	Description	Debit Amount	Credit Amount	Comment
001	11-07-20	Invoice	DOC001	G/L Account	1171-00	230 kv Transmission Lines	50,00,000.00		Test comments.
001	11-07-20	Invoice	DOC001	Bank Account	BANK007	Agrani Bank Limited		50,00,000.00	Test comments.

Account Name	Bal. Account Name	Balance	Total Balance
230 kv Transmission Lines		50,00,000.00	0.00


The following calling form will be appeared.

The screenshot shows a dialog box titled 'Edit - Save as Standard Gen. Journal'. It has a close button in the top right corner. Below the title is the word 'Options'. There are three input fields: 'Code' (with a dropdown arrow), 'Description' (a text box), and 'Save Amount' (a checkbox). At the bottom right, there are two buttons: 'OK' (highlighted in blue) and 'Cancel'.

G. Choose the dropdown to add new Standard Journal.

Edit - Save as Standard Gen. Journal 

Options

Code	<input type="text" value=""/> 
Description	<input type="text" value=""/>
Save Amount	<input type="checkbox"/>



OK Cancel

Following Standard General Journal list page will be appeared.

HOME NAVIGATE

New Edit View Delete Edit List Notes Links Open in Excel

New Manage Show Attached Page

Standard General Journals - GENERAL [+ new](#)  

Code	Description
001	Land Journal

OK Cancel

H. Choose “**new**” to add new Standard Journal.

Standard General Journals - GENERAL

Code Description

001	Land Journal
-----	--------------

OK Cancel

The following page will be appeared.

Power Sector ERP System

NEW - STANDARD GENERAL JOURNAL

GENERAL

Code *

Description

Lines

Document Type	Account Type	Account No.	Description	Salespers./Pu... Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group	An

I. Provide below information to proceed.

1. Provide **Code** here.
 - **Code: 002**
2. Provide **Description** here.
 - **Description: Transmission Journal**

Power Sector ERP System

?

HOME

MANAGE

LINE

Manage

Show Attached

Open in Excel Page

NEW - STANDARD GENERAL JOURNAL

X

GENERAL

General

Code

002

Description

Transmission Journal

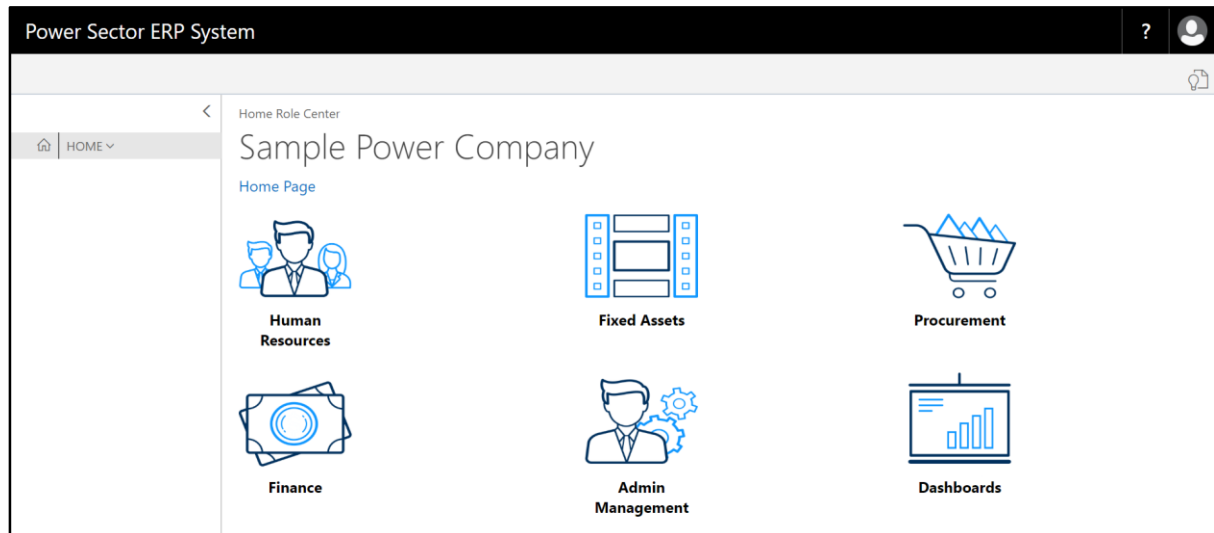
Lines

Document Type	Account Type	Account No.	Description	Salespers./Pu... Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group	Am
	G/L Account									

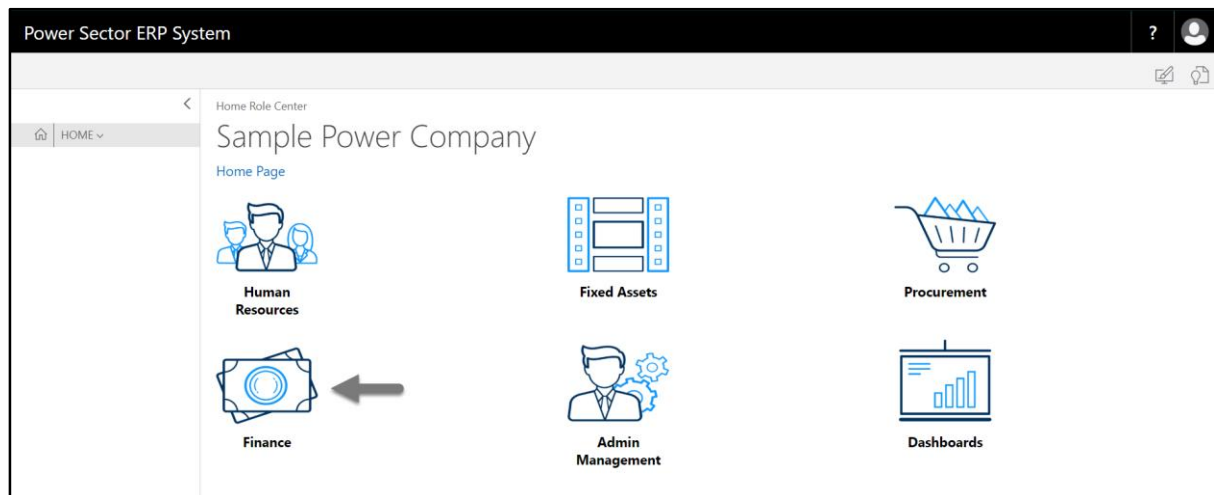
201.4 Get Standard Journal

To initiate, follow the steps below.

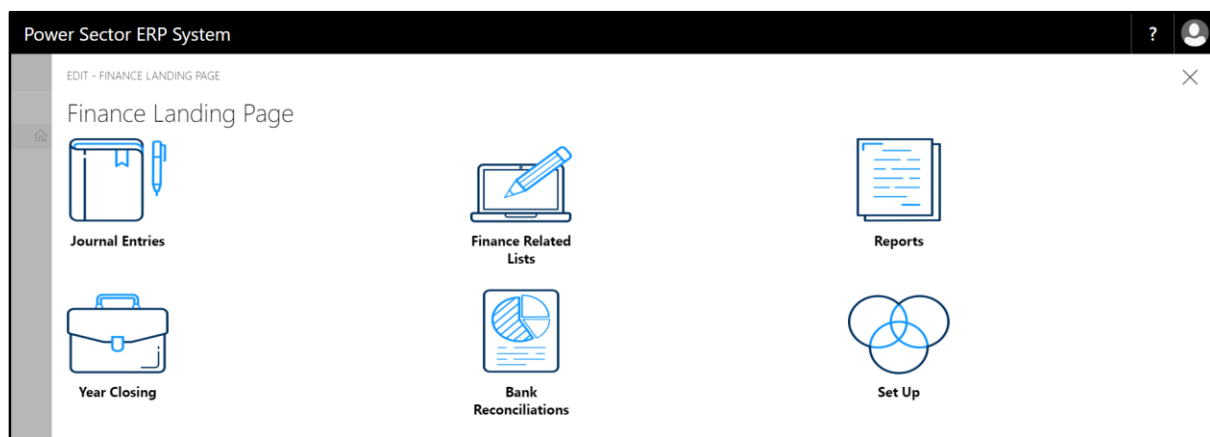
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



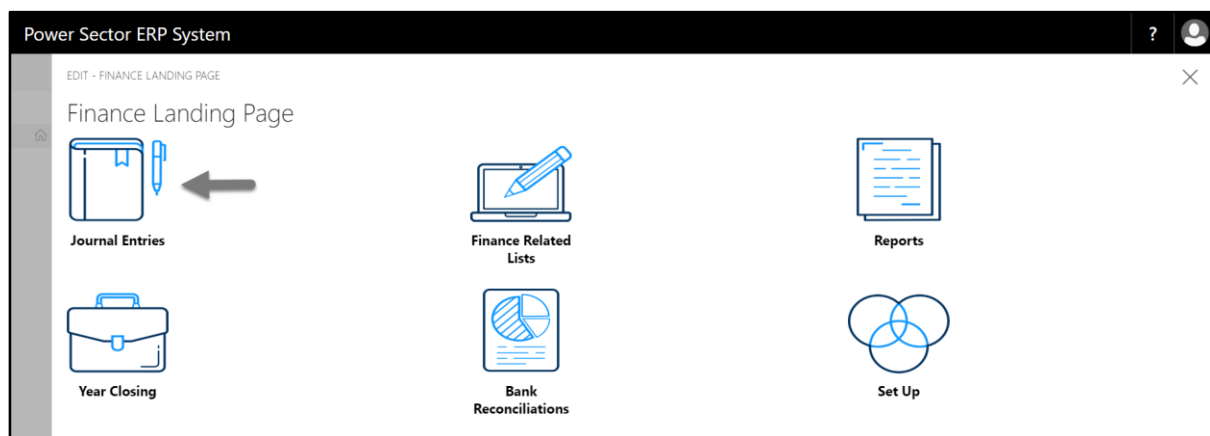
- B. Choose the “**Finance**” icon.



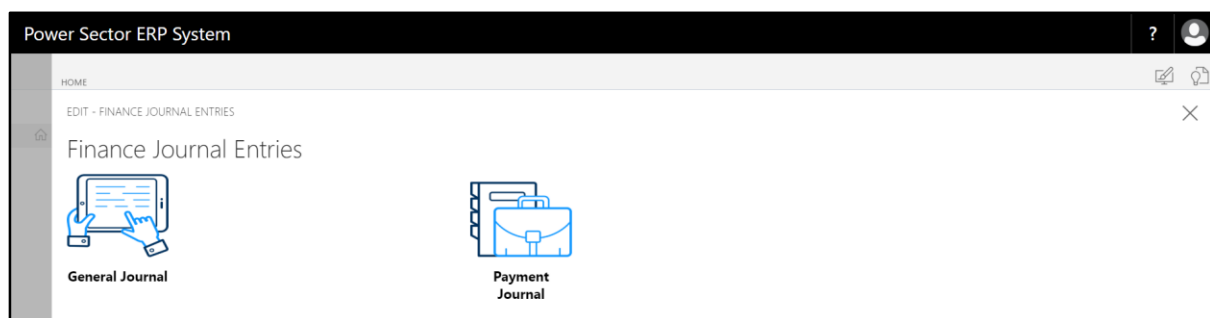
Finance Landing Page will be appeared as below



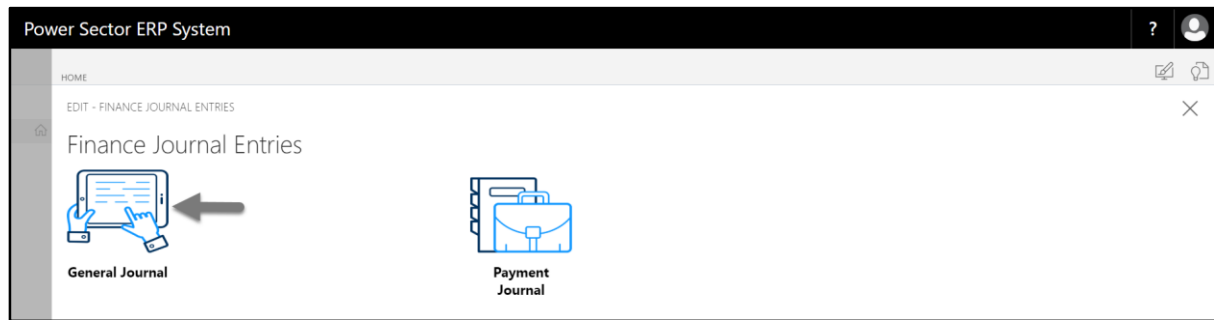
C. Choose the “**Journal Entries**” in Finance Landing Page.



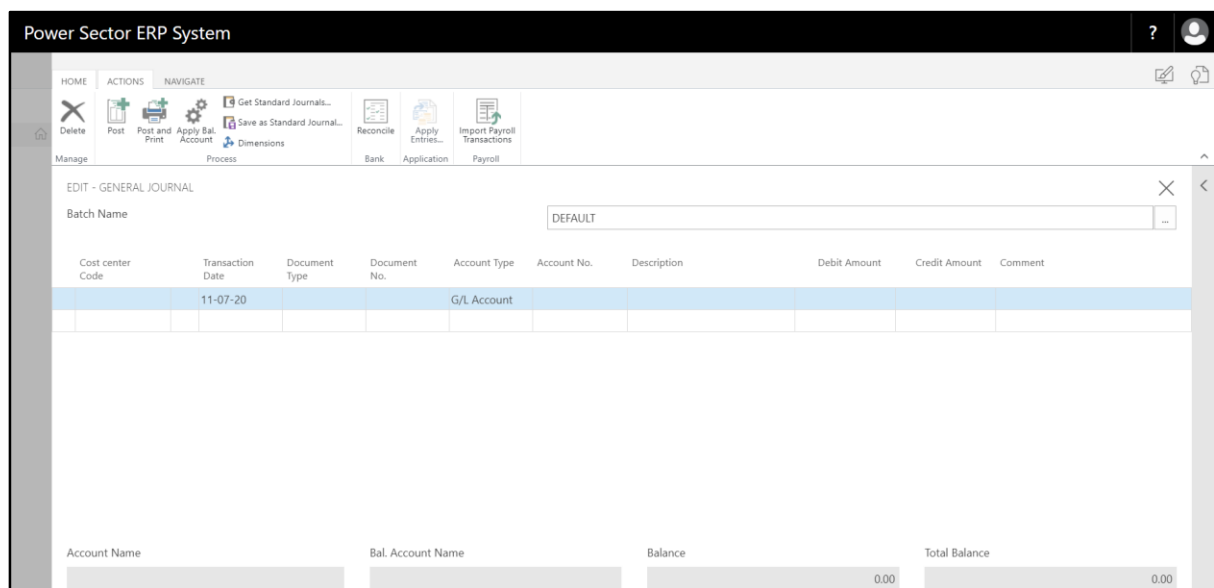
Journal Entries landing page will be appeared as below



D. Choose the **"General Journal"** in Journal Entries Landing Page.



The following General Journal page will be appeared.



E. Choose the **Get Standard Journal** icon.

The screenshot shows the 'Power Sector ERP System' interface. At the top, there's a header bar with a question mark and a user icon. Below it, a navigation bar includes 'HOME', 'ACTIONS', and 'NAVIGATE'. The 'ACTIONS' menu is open, showing several icons. The 'Get Standard Journals...' icon, which depicts a document with a plus sign, is highlighted by a grey arrow. Other icons in the menu include 'Delete', 'Post', 'Post and Print', 'Apply Bal. Account', 'Save as Standard Journal...', 'Reconcile', 'Apply Entries...', and 'Import Payroll Transactions'. Below the menu, the 'EDIT - GENERAL JOURNAL' form is visible. It has a 'Batch Name' field set to 'DEFAULT'. Below this is a table with columns: 'Cost center Code', 'Transaction Date', 'Document Type', 'Document No.', 'Account Type', 'Account No.', 'Description', 'Debit Amount', 'Credit Amount', and 'Comment'. The first row of the table shows '11-07-20' for Transaction Date, 'Invoice' for Document Type, and 'Bank Account' for Account Type. At the bottom of the form, there are summary fields for 'Account Name', 'Bal. Account Name', 'Balance' (0.00), and 'Total Balance' (0.00).

Following Standard General Journal list page will be appeared.

The screenshot shows the 'Standard General Journals - GENERAL' list page. At the top, there's a header bar with 'HOME' and 'NAVIGATE'. The 'NAVIGATE' menu is open, showing icons for 'New', 'Edit', 'View', 'Delete', 'Edit List', 'Notes', 'Links', and 'Open in Excel'. Below the menu, the page title 'Standard General Journals - GENERAL' is displayed with a '+ new' link. Below the title is a table with columns 'Code' and 'Description'. The table contains two entries: '001' for 'Land Journal' and '002' for 'Transmission Journal'. At the bottom right of the page, there are 'OK' and 'Cancel' buttons.

Code	Description
001	Land Journal
002	Transmission Journal

F. Choose the line to get Standard Journal.

Code	Description
001	Land Journal
002	Transmission Journal

The following pop up will be appeared.

i General Journal lines have been successfully inserted from Standard General Journal 002.

OK

FI-202 How to: Year Closing

Introduction

This process demonstrates how to close fiscal year. This is all about fiscal year closing process for an organization.

Roles

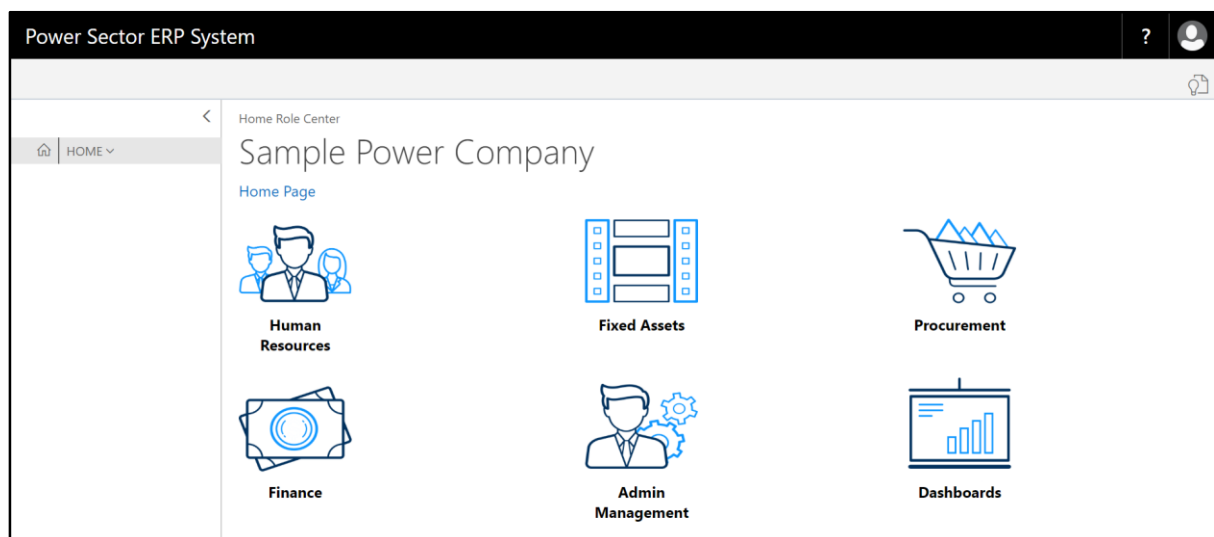
- Module Admin

Prerequisite

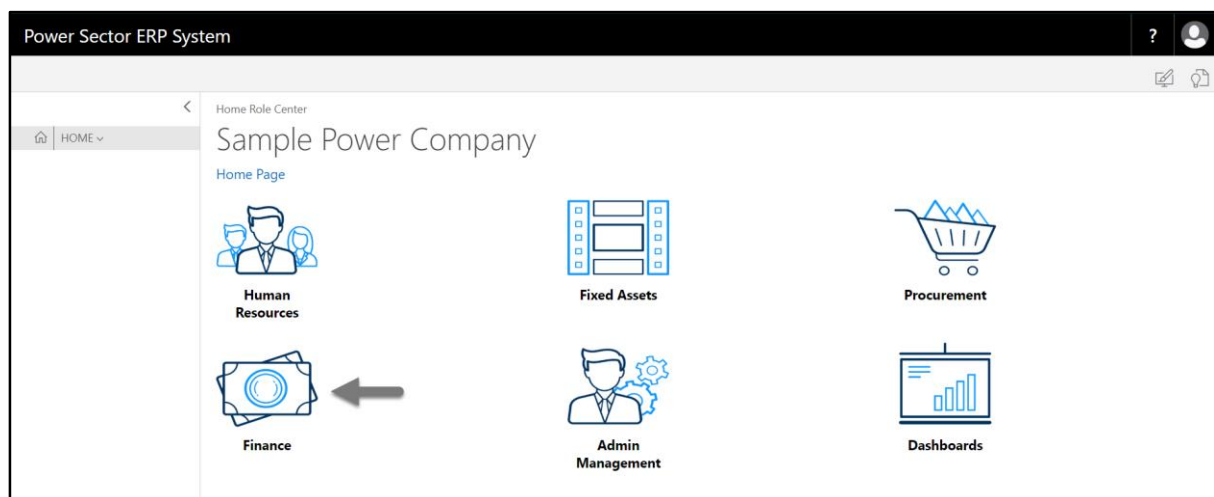
Open a New Fiscal Year

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the **"Finance"** icon.



Finance Landing Page will be appeared as below



C. Choose the **"Year Closing"** in Finance Landing Page.



Year Closing list page will be appeared as below.

Power Sector ERP System

HOME ACTIONS REPORT

New Delete Edit List Inventory Period Create Year... Close Year Trial Balance by Period Notes Links Open in Excel

EDIT - ACCOUNTING PERIODS + new

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-06-07	...	June	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-07-07	...	July	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-07	...	August	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-09-07	...	September	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-10-07	...	October	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-11-07	...	November	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-12-07	...	December	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-01-08	...	January	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-02-08	...	February	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-03-08	...	March	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-04-08	...	April	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-05-08	...	May	<input type="checkbox"/>	<input checked="" type="checkbox"/>

D. Choose **“Close Year”** icon to close the year.

Power Sector ERP System

HOME ACTIONS REPORT

New Delete Edit List Inventory Period Create Year... Close Year Trial Balance by Period Notes Links Open in Excel

EDIT - ACCOUNTING PERIODS + new

Starting Date	Name	New Fiscal Year	Closed	Date Locked
01-06-07	...	June	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01-07-07	...	July	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-08-07	...	August	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-09-07	...	September	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-10-07	...	October	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-11-07	...	November	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-12-07	...	December	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-01-08	...	January	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-02-08	...	February	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-03-08	...	March	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-04-08	...	April	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-05-08	...	May	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The following pop up page will be appeared.


? This function closes the fiscal year from 01-06-09 to 31-05-10. Once the fiscal year is closed it cannot be opened again, and the periods in the fiscal year cannot be changed.

Do you want to close the fiscal year?

E. Choose the **"Yes"** to close the year.

? This function closes the fiscal year from 01-06-09 to 31-05-10. Once the fiscal year is closed it cannot be opened again, and the periods in the fiscal year cannot be changed.

Do you want to close the fiscal year?



FI-203 How to: Bank Reconciliation

Introduction

This process demonstrates how to reconcile the bank account. This is all about reconciliation of bank process for an organization.

Roles

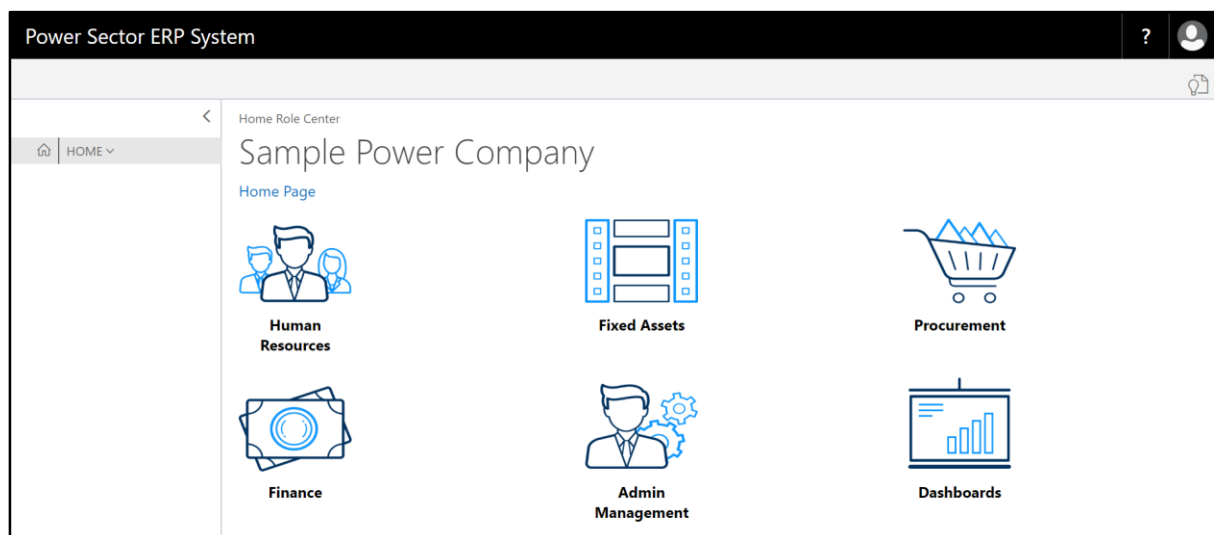
- Module Admin

Prerequisite

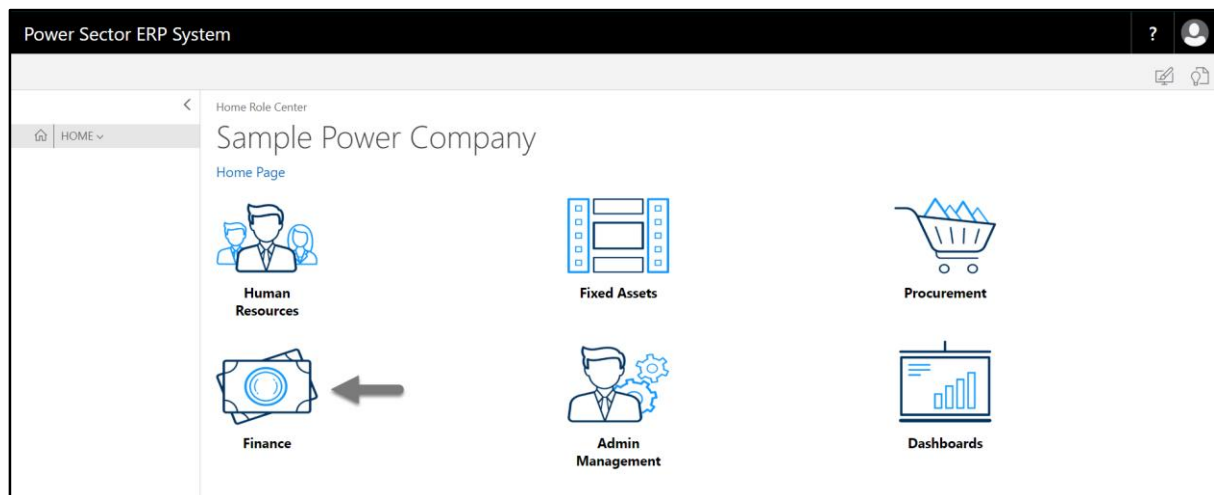
Configured Bank Setup

To initiate, follow the steps below.

- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



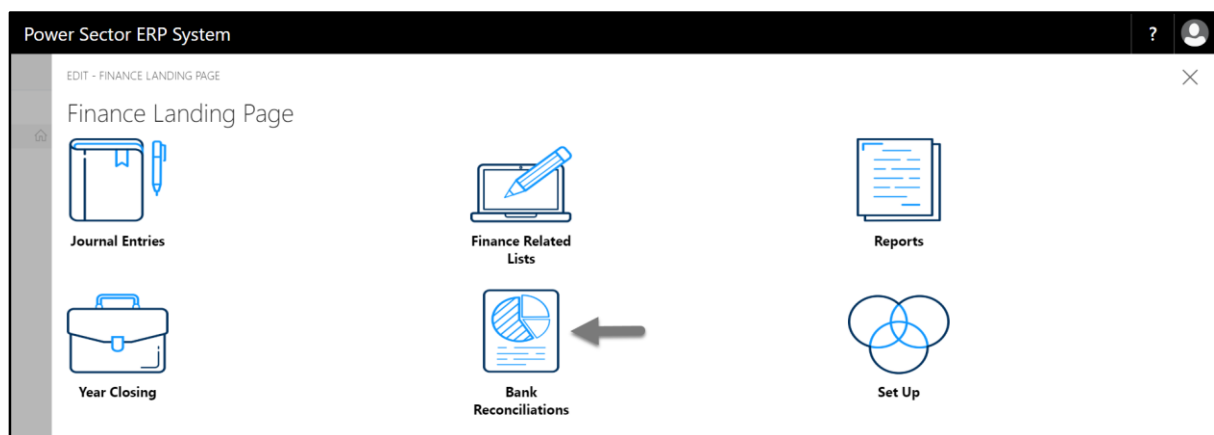
B. Choose the “**Finance**” icon.



Finance Landing Page will be appeared as below



C. Choose the “**Bank Reconciliation**” in Finance Landing Page.



Bank Reconciliation list page will be appeared as below depends on data availability.

Power Sector ERP System

HOME ACTIONS

New Edit View Delete Post Post and Print Notes Links Open in Excel

VIEW - BANK ACC. RECONCILIATION LIST + new

Bank Account No. Reconciliation No. Reconciliation Date Balance Last Reconciliation Reconciliation Ending Balance

(There is nothing to show in this view)

D. Choose **“new”** icon to access Bank Account Reconciliation.

Power Sector ERP System

HOME ACTIONS

New Edit View Delete Post Post and Print Notes Links Open in Excel

VIEW - BANK ACC. RECONCILIATION LIST + new

Bank Account No. Reconciliation No. Reconciliation Date Balance Last Reconciliation Reconciliation Ending Balance

(There is nothing to show in this view)

The following Bank Account Reconciliation page will be appeared.

Power Sector ERP System

HOME ACTIONS NAVIGATE MANAGE

Bank Statement Lines

NEW - BANK ACC. RECONCILIATION

Bank Acc. Reconciliation

General

Bank Account No. Reconciliation No. Reconciliation Date Balance Last Reconciliation 0.00 Reconciliation Ending Balance 0.00

Bank Statement Lines

Transaction Date	Type	Description	Statement Amount	Applied Amount
	Bank Account...		0.00	

Bank Account Ledger Entries

App...	Posting Date	Document Type	Document No.	Description	Debit Amc
(There is nothing to show in this view)					

Total Balance 0.00 Total Difference 0.00

Balance 0.00

E. Provide below Bank Account Reconciliation information to proceed.

1. Choose **Bank Account No.** from the dropdown by clicking on button.
 - **Bank Account No.: BANK007**
2. **Reconciliation No.** will be automatically populated.
3. Choose **Reconciliation Date** from the dropdown by clicking on button.
 - **Reconciliation Date: 10-07-20**

Power Sector ERP System

HOME ACTIONS NAVIGATE MANAGE

NEW - BANK ACC. RECONCILIATION - BANK007 · 7

BANK007 · 7

General

Bank Account No. BANK007

Reconciliation No. 7

Reconciliation Date 10-07-20

Balance Last Reconciliation 0.00

Reconciliation Ending Balance 0.00

Bank Statement Lines

Transaction Date	Type	Description	Statement Amount	Applied Amount
	Bank Accou...		0.00	
Total Balance			0.00	

Bank Account Ledger Entries

App...	Posting Date	Document Type	Document No.	Description	Debit Amc
<input type="checkbox"/>	09-07-20	Invoice	DOC010	Aग्रani Bank Limited	
<input type="checkbox"/>	09-07-20	Payment	DOC001	Aग्रani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC011	Aग्रani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC012	Aग्रani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC013	Aग्रani Bank Limited	

After choosing Bank Account No, Bank Account Ledger Entries will be populated.

Power Sector ERP System

HOME ACTIONS NAVIGATE MANAGE

NEW - BANK ACC. RECONCILIATION - BANK007 · 7

BANK007 · 7

General

Bank Account No. BANK007

Reconciliation No. 7

Reconciliation Date 10-07-20

Balance Last Reconciliation 0.00

Reconciliation Ending Balance 0.00

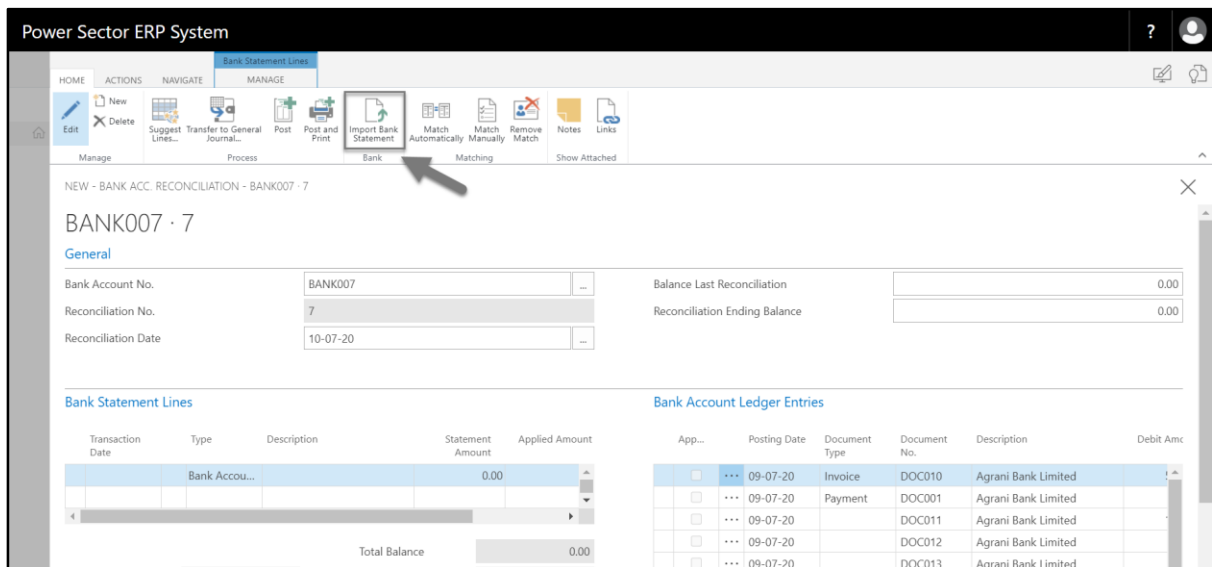
Bank Statement Lines

Transaction Date	Type	Description	Statement Amount	Applied Amount
	Bank Accou...		0.00	
Total Balance			0.00	

Bank Account Ledger Entries

App...	Posting Date	Document Type	Document No.	Description	Debit Amc
<input type="checkbox"/>	09-07-20	Invoice	DOC010	Aग्रani Bank Limited	
<input type="checkbox"/>	09-07-20	Payment	DOC001	Aग्रani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC011	Aग्रani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC012	Aग्रani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC013	Aग्रani Bank Limited	

- F. Import Bank Statement or input the Bank Statement Lines manually to compare with Bank Account Ledger Entries.



Power Sector ERP System

Bank Statement Lines

NEW - BANK ACC. RECONCILIATION - BANK007 - 7

BANK007 - 7

General

Bank Account No. BANK007

Reconciliation No. 7

Reconciliation Date 10-07-20

Balance Last Reconciliation 0.00

Reconciliation Ending Balance 0.00

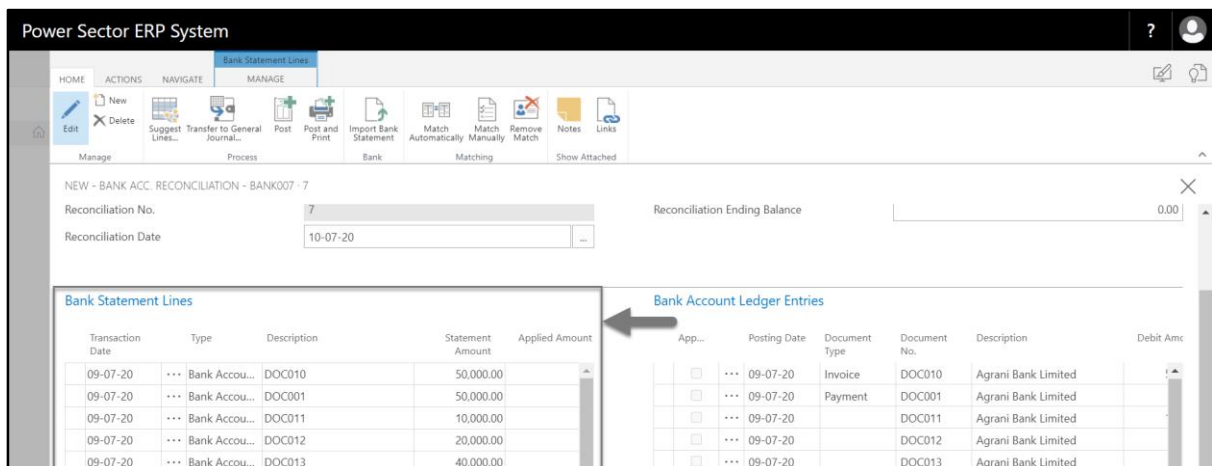
Bank Statement Lines

Transaction Date	Type	Description	Statement Amount	Applied Amount
	Bank Accou...		0.00	
Total Balance			0.00	

Bank Account Ledger Entries

App...	Posting Date	Document Type	Document No.	Description	Debit Amc
<input type="checkbox"/>	09-07-20	Invoice	DOC010	Agrani Bank Limited	
<input type="checkbox"/>	09-07-20	Payment	DOC001	Agrani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC011	Agrani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC012	Agrani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC013	Agrani Bank Limited	

After importing the Bank Statement or manual input, Bank Statement Lines will be appeared.



Power Sector ERP System

Bank Statement Lines

NEW - BANK ACC. RECONCILIATION - BANK007 - 7

Reconciliation No. 7

Reconciliation Date 10-07-20

Reconciliation Ending Balance 0.00

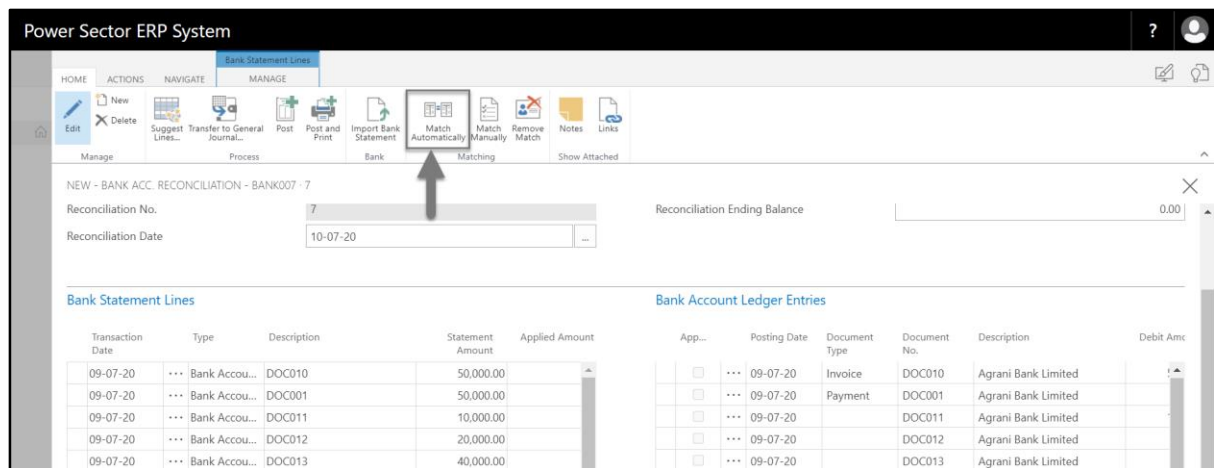
Bank Statement Lines

Transaction Date	Type	Description	Statement Amount	Applied Amount
09-07-20	Bank Accou...	DOC010	50,000.00	
09-07-20	Bank Accou...	DOC001	50,000.00	
09-07-20	Bank Accou...	DOC011	10,000.00	
09-07-20	Bank Accou...	DOC012	20,000.00	
09-07-20	Bank Accou...	DOC013	40,000.00	

Bank Account Ledger Entries

App...	Posting Date	Document Type	Document No.	Description	Debit Amc
<input type="checkbox"/>	09-07-20	Invoice	DOC010	Agrani Bank Limited	
<input type="checkbox"/>	09-07-20	Payment	DOC001	Agrani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC011	Agrani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC012	Agrani Bank Limited	
<input type="checkbox"/>	09-07-20		DOC013	Agrani Bank Limited	

- G. After appear both Bank Statement Lines and Bank Account Ledger Entries, choose **“Match Automatically”** or **“Match Manually”** to match.



Following pop up box will be appeared.

Edit - Match Bank Entries

Transaction Date Tolerance (Da...

Schedule... OK Cancel

H. Provide **Transaction Date Tolerance (Days)** to proceed.

1. Provide **Transaction Date Tolerance (Days)** here.

- **Transaction Date Tolerance (Days): 1**

Edit - Match Bank Entries

Transaction Date Tolerance (Da...

1

1

Schedule...

OK

Cancel

Following pop up box will be appeared.

i

6 reconciliation lines out of 6 are matched.

OK

- I. Choose **OK** to complete the reconciliation and following reconciled Statement will be appeared.

Power Sector ERP System

HOME ACTIONS NAVIGATE **Bank Statement Lines** MANAGE

Manage Process Bank Matching Show Attached

NEW - BANK ACC. RECONCILIATION - BANK007 - 7

BANK007 · 7

General

Bank Account No. BANK007 Balance Last Reconciliation 0.00

Reconciliation No. 7 Reconciliation Ending Balance 0.00

Reconciliation Date 10-07-20

Bank Statement Lines

Transaction Date	Type	Description	Statement Amount	Applied Amount
09-07-20	...	Bank Accou... DOC010	50,000.00	50,000
09-07-20	...	Bank Accou... DOC001	50,000.00	-50,000
09-07-20	...	Bank Accou... DOC011	10,000.00	10,000
09-07-20	...	Bank Accou... DOC012	20,000.00	-20,000
09-07-20	...	Bank Accou... DOC013	40,000.00	-40,000

Bank Account Ledger Entries

App...	Posting Date	Document Type	Document No.	Description	Debit Amc
<input checked="" type="checkbox"/>	09-07-20	Invoice	DOC010	Agrani Bank Limited	
<input checked="" type="checkbox"/>	09-07-20	Payment	DOC001	Agrani Bank Limited	
<input checked="" type="checkbox"/>	09-07-20		DOC011	Agrani Bank Limited	
<input checked="" type="checkbox"/>	09-07-20		DOC012	Agrani Bank Limited	
<input checked="" type="checkbox"/>	09-07-20		DOC013	Agrani Bank Limited	

NOTE

Green font indicate the matched line between Bank Statement and Bank Ledger Entries.

IMPORTANT

If any error found after matched, select lines and choose **"Remove Match"** icon to remove the match between two lines.

FI-300 Finance Related List

Introduction

This section shows how to view Finance Related List originated from posting journal. Finance Related List contains –

FI-301	General ledger
FI-302	Cash Ledger Entries
FI-303	Bank Ledger Entries
FI-304	Vendor Ledger Entries
FI-305	AIT Statement
FI-306	AIT Mushok
FI-307	VAT Statement
FI-308	VAT Mushok
FI-309	VAT Settlement
FI-310	AIT Settlement
FI-311	VAT Entries
FI-312	AIT Entries
FI-313	Cash Deposit Register

Role

- Module Admin

Prerequisite

- Module Admin credentials – username and password

FI-301 How to: View General Ledger

Introduction

This process demonstrates how to view General Ledger.

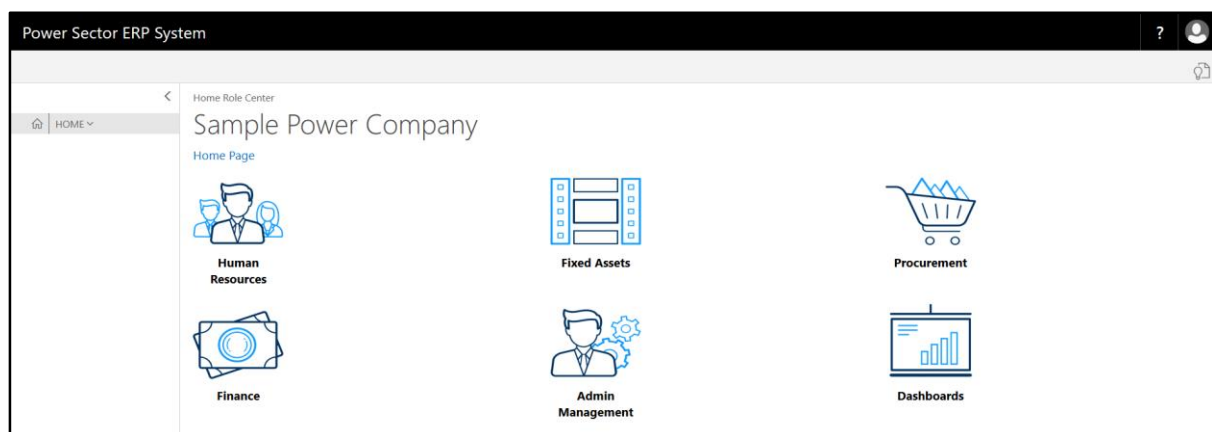
Roles

- Module Admin
- Module User

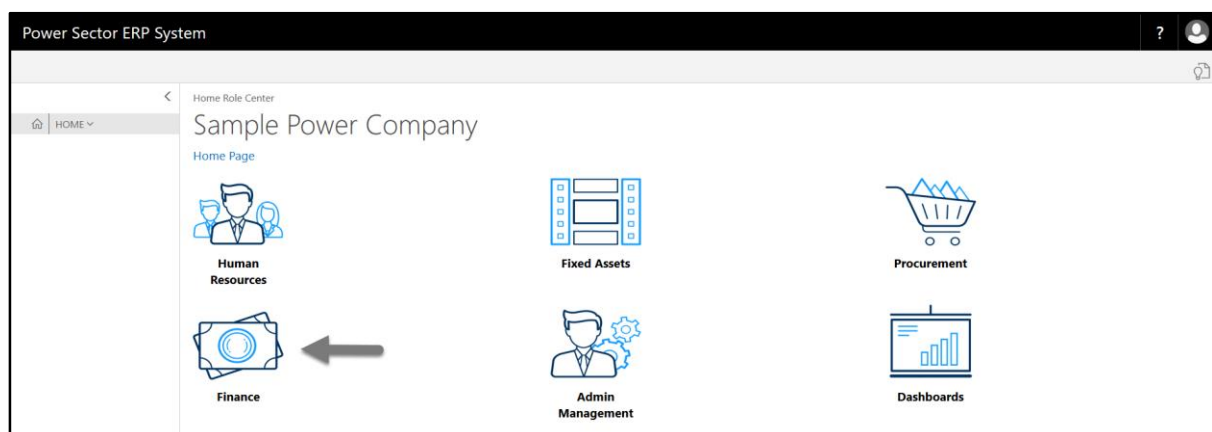
View General Ledger

To initiate, follow the steps below.

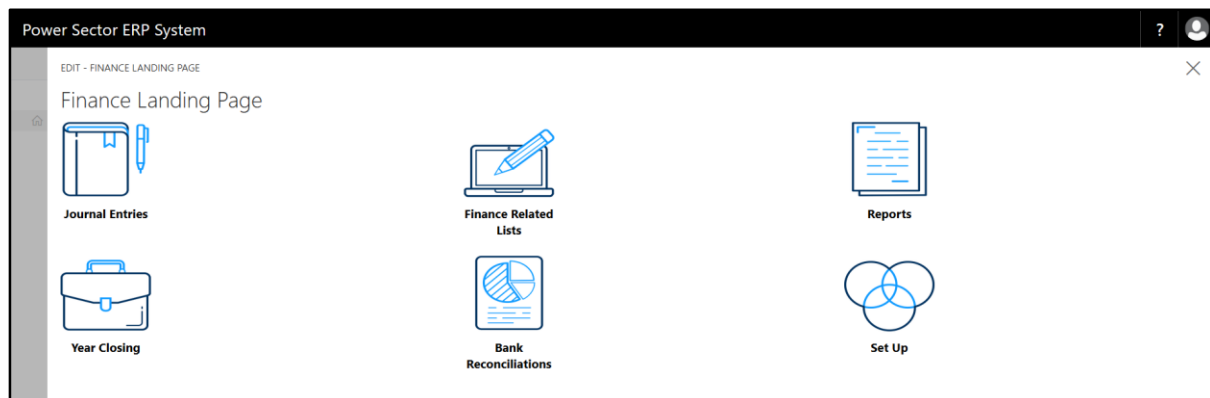
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



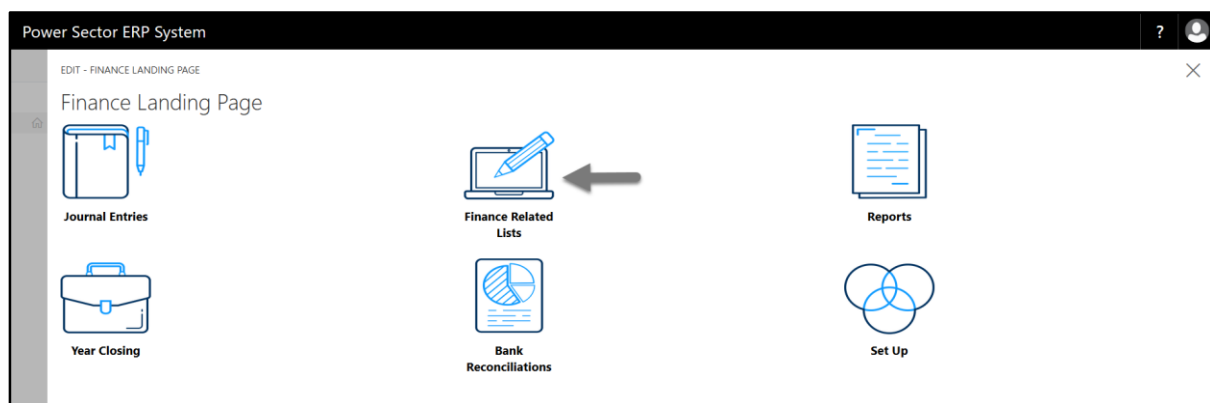
- B. Choose the **“Finance”** icon.



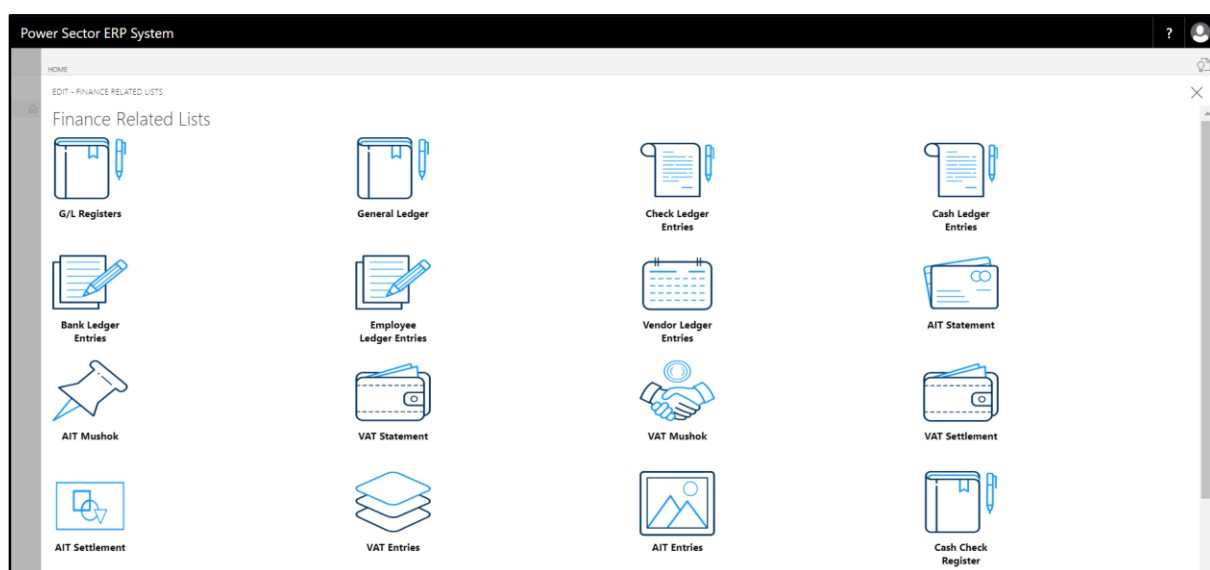
Finance Landing Page will be appeared as below



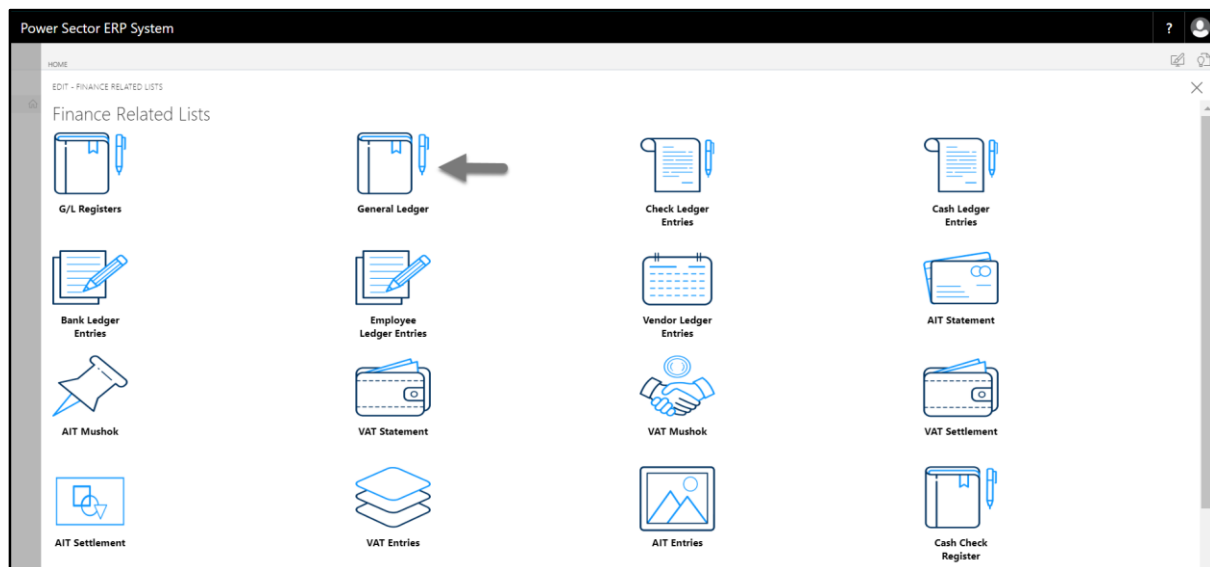
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"General Ledger"** in Finance Related Lists Page.



The following General Journal list page will be appeared.

Power Sector ERP System										
HOME ACTIONS NAVIGATE										
<div> <div>CS Ledger entries</div> <div>Notes</div> <div>Links</div> <div>Open in Excel</div> </div> <div>Process Show Attached Page</div>										
VIEW - GENERAL LEDGER ENTRIES - 2030501006 GOODS PAYABLE										
Posting Date	Document Type	Document No.	G/L Account No.	Description	Cost center Code	Debit Amount	Credit Amount	Bal. Account Type	Bal. Account No.	Entry No.
08-07-20	Payment	DOC010	2030501006	Matador Stationary		18,000.00		G/L Account	1020402001	20
08-07-20	Payment	DOC010	1020402001	Matador Stationary			18,000.00	Vendor	VEND000012	19
08-07-20	Payment	DOC009	2030501006	Otobi Furniture		19,000.00		G/L Account	3020201001	18
08-07-20	Payment	DOC009	3020201001	Otobi Furniture			19,000.00	Vendor	VEND000010	17
08-07-20	Invoice	DOC002	1020402001	Preliminary expense			10,000.00	G/L Account	1010402001	16
08-07-20	Invoice	DOC002	1010402001	Preliminary expense		10,000.00		G/L Account	1020402001	15
08-07-20	Invoice	DOC001	1020402001	Utilities: Gas, Electricity & WASA bill			5,000.00	G/L Account	4030501001	14
08-07-20	Invoice	DOC001	4030501001	Utilities: Gas, Electricity & WASA bill		5,000.00		G/L Account	1020402001	13
06-07-20	Invoice	PPI0000004	2030501006	Order PO0000006			2,500.00	G/L Account		12
06-07-20	Invoice	PPI0000004	2030403001	Order PO0000006			375.00	G/L Account		11
06-07-20	Invoice	PPI0000004	1010303001	Order PO0000006		2,875.00		G/L Account		10
06-07-20		PPI0000004	1020201002	Direct Cost VEND000013 on 06-07-...			2,500.00	G/L Account		9
06-07-20		PPI0000004	1010105001	Direct Cost VEND000013 on 06-07-...		2,500.00		G/L Account		8
07-07-20	Payment	CP00000003	2030501006	Invoice PPI0000003		2,500.00		G/L Account	1010105002	7
07-07-20	Payment	CP00000003	1010105002	Invoice PPI0000003			2,500.00	Vendor	VEND000013	6

FI-302 How to: View Cash Ledger Entries

Introduction

This process demonstrates how to view Cash Ledger Entries.

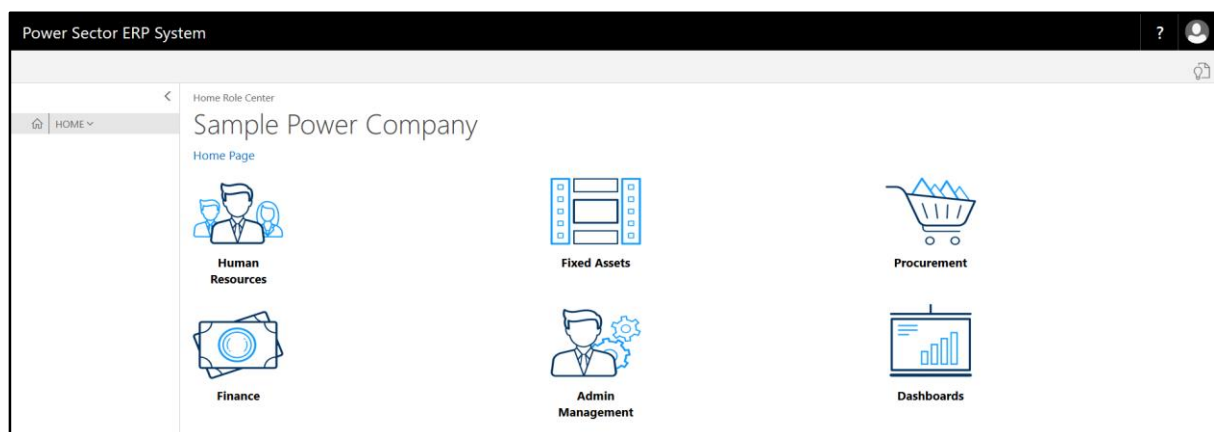
Roles

- Module Admin
- Module User

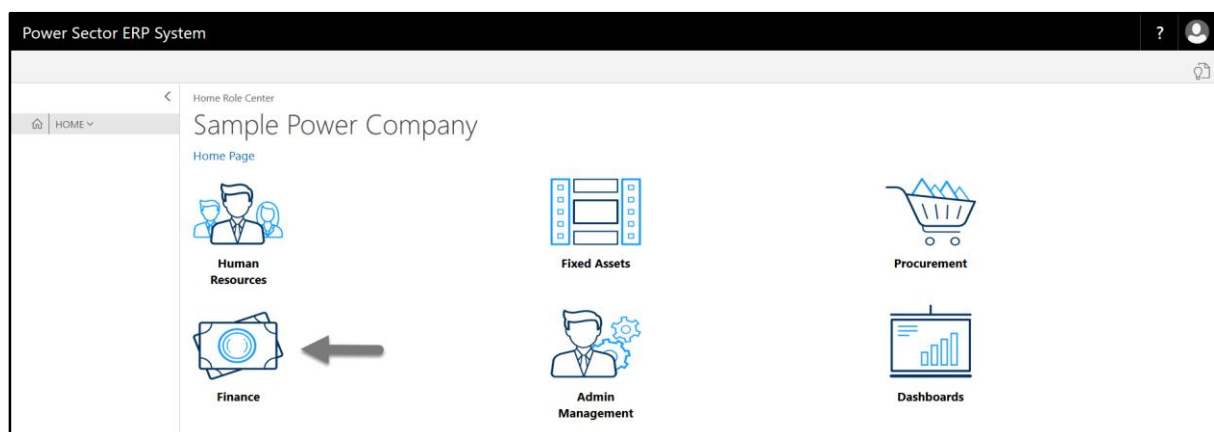
View Cash Ledger Entries

To initiate, follow the steps below.

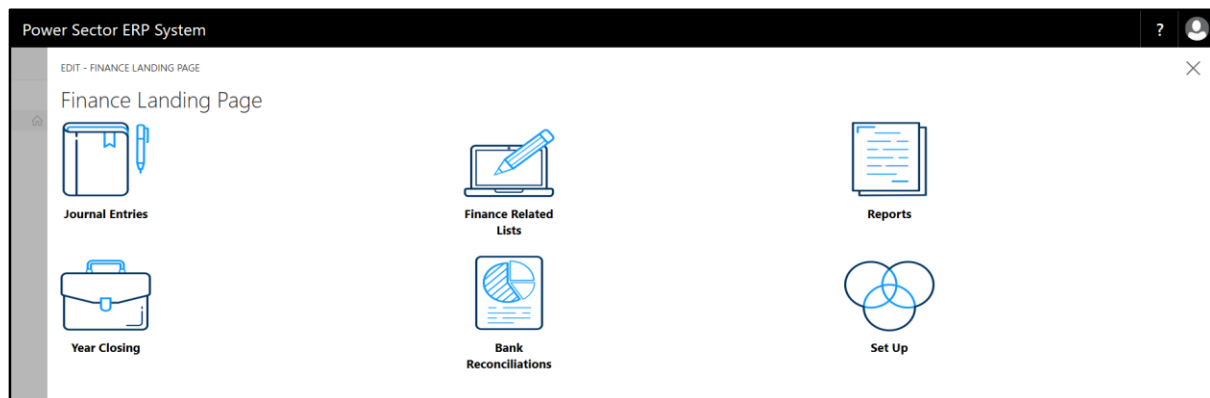
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



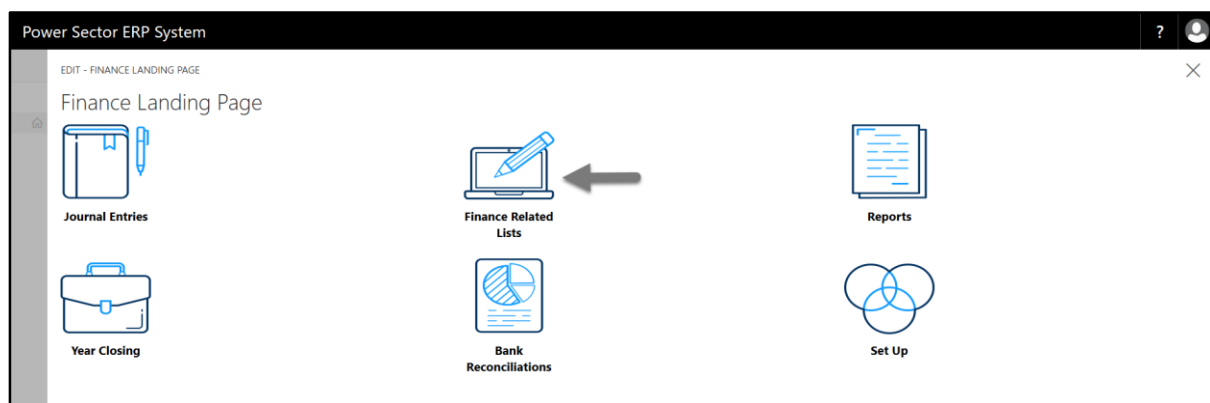
- B. Choose the “**Finance**” icon.



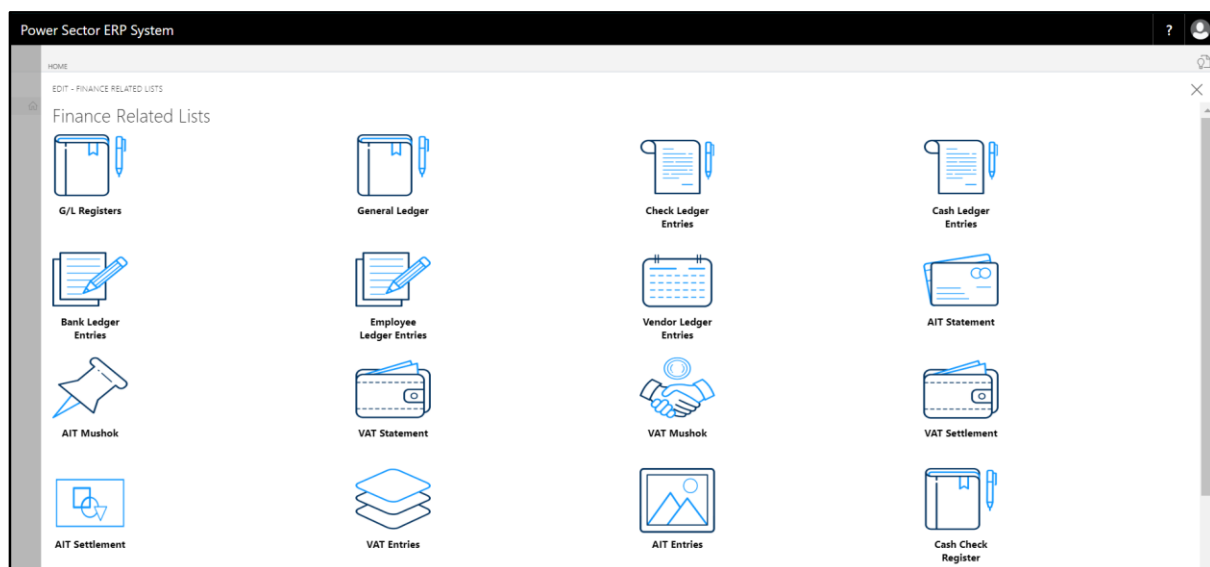
Finance Landing Page will be appeared as below



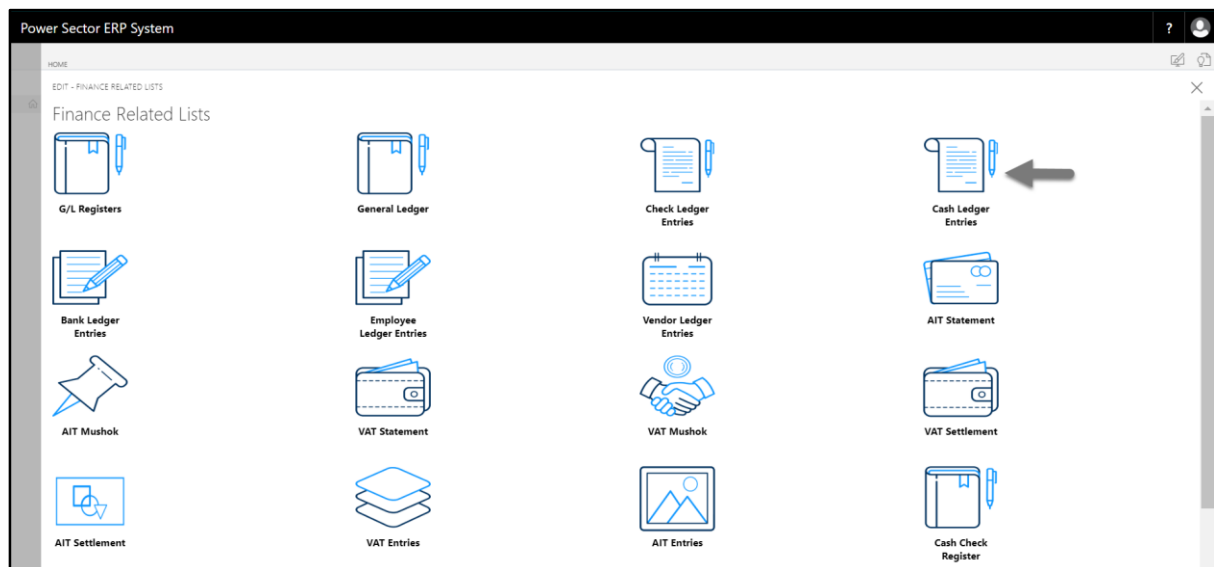
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"Cash Ledger Entries"** in Finance Related Lists Page.



The following Register will be appeared.

The screenshot shows the 'CASH LEDGER ENTRIES' register in the Power Sector ERP System. The register title is 'VIEW - CASH LEDGER ENTRIES - 1010105002 PETTY CASH SUSPENSE'. Below the title, there is a table with the following columns: Posting Date, Document Type, Document No., G/L Account No., Description, and G/L Entry No. The first row is highlighted.

Posting Date	Document Type	Document No.	G/L Account No.	Description	G/L Entry No.
11-07-20	Invoice	DOC006	1010105002	Petty cash suspense	34
11-07-20	Payment	DOC004	1010105002	Petty cash suspense	28
07-07-20	Payment	CP00000003	1010105002	Invoice PPI0000003	6

FI-303 How to: View Bank Ledger Entries

Introduction

This process demonstrates how to view Bank Ledger Entries.

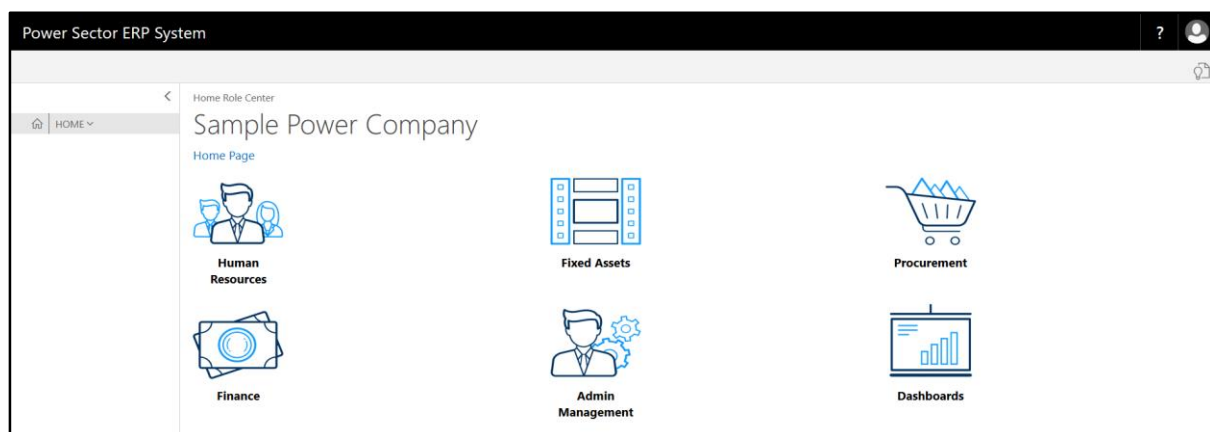
Roles

- Module Admin
- Module User

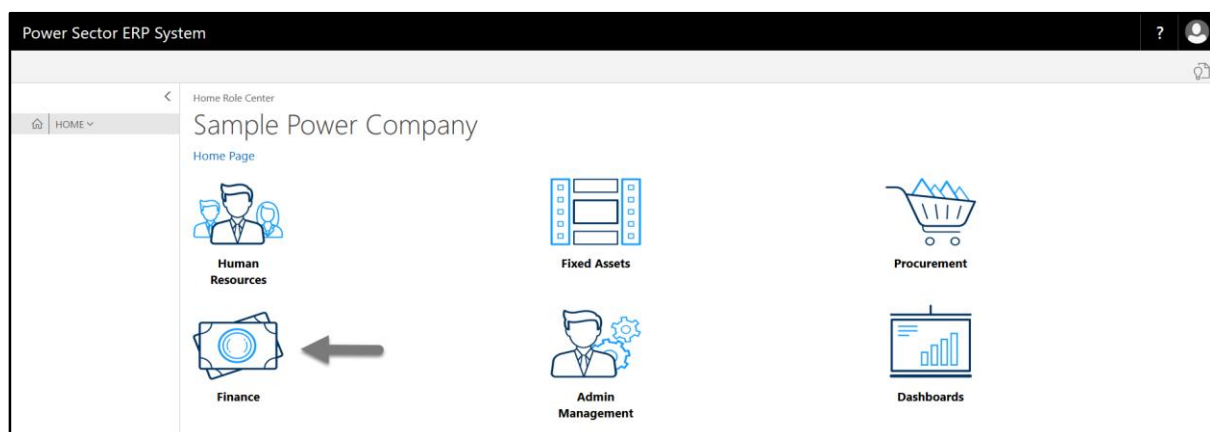
View Bank Ledger Entries

To initiate, follow the steps below.

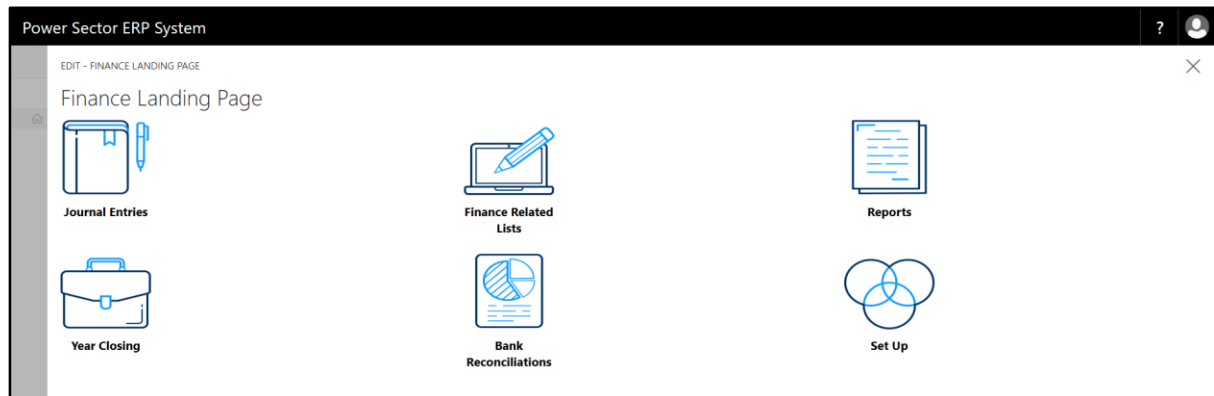
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



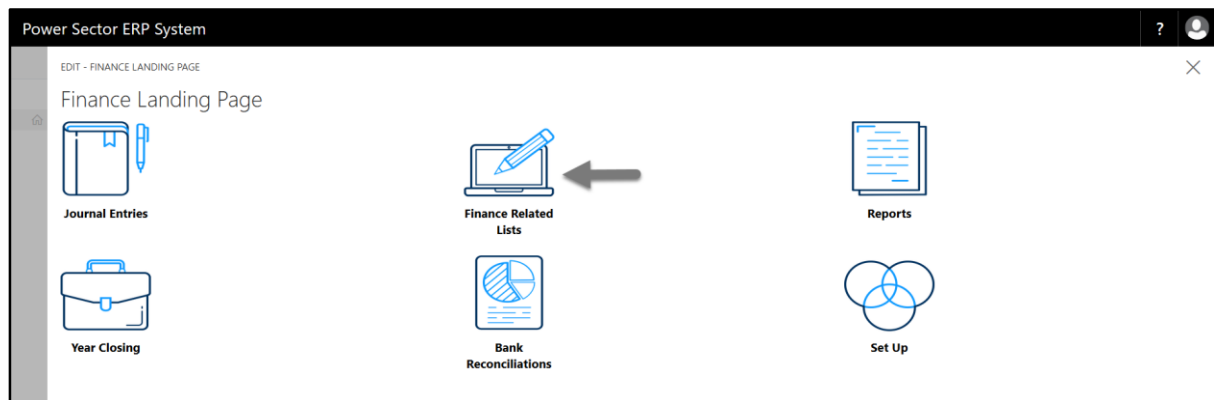
- B. Choose the **“Finance”** icon.



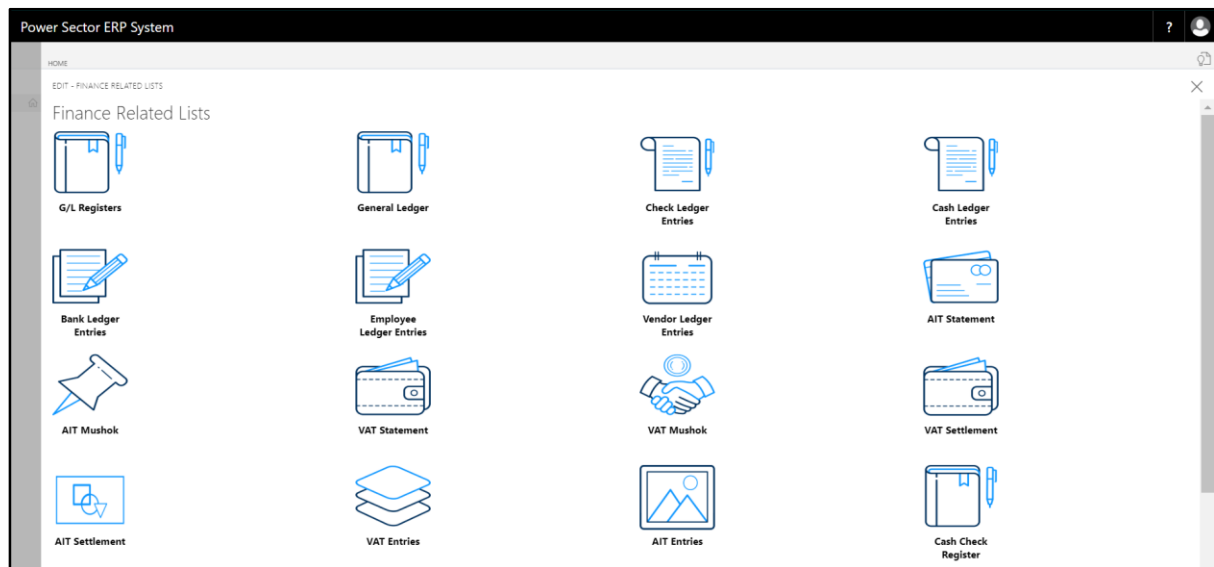
Finance Landing Page will be appeared as below



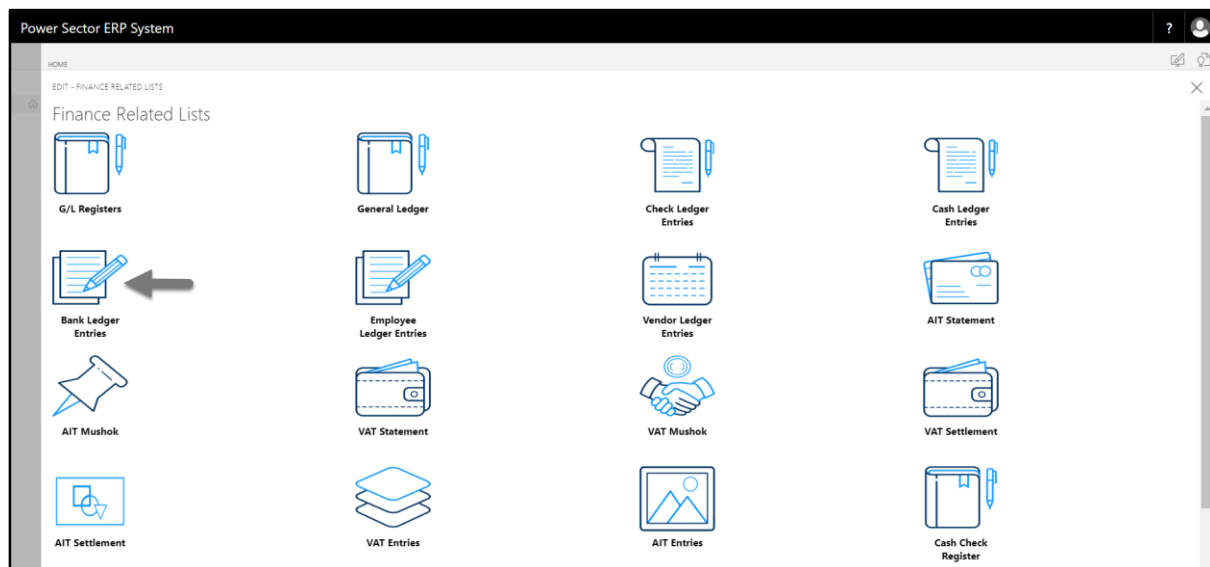
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"Bank Ledger Entries"** in Finance Related Lists Page.



The following Bank Account Ledger Entries will be appeared.

Power Sector ERP System							
VIEW - BANK ACCOUNT LEDGER ENTRIES							
Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount	Open	
11-07-20	Payment	DOC005	003	Sonali Bank Ltd.	80,000.00	<input checked="" type="checkbox"/>	
11-07-20	Payment	DOC004	002	Prime Bank Ltd.	50,000.00	<input checked="" type="checkbox"/>	
11-07-20	Invoice	DOC002	001	Dhaka Bank Ltd.	5,000.00	<input checked="" type="checkbox"/>	

FI-304 How to: View Vendor Ledger Entries

Introduction

This process demonstrates how to view Vendor Ledger Entries.

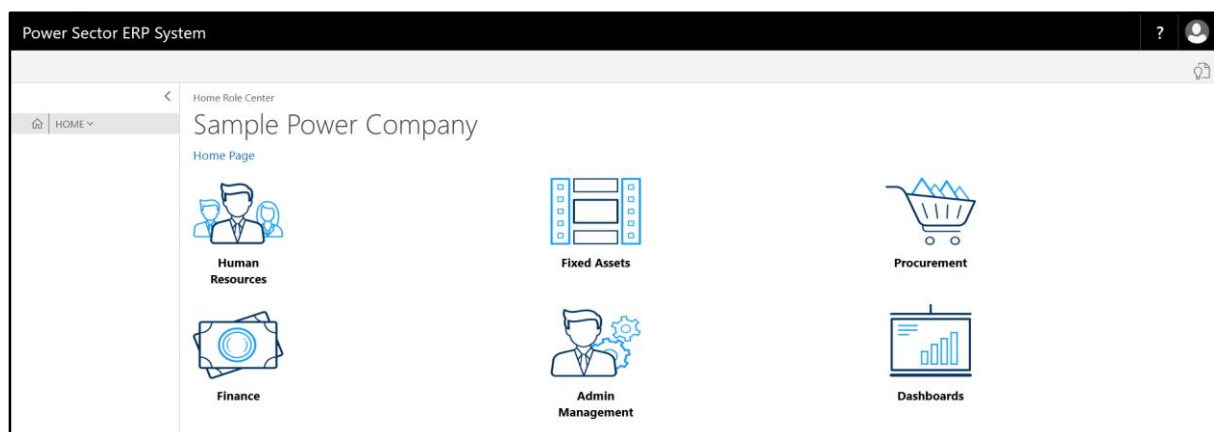
Roles

- Module Admin
- Module User

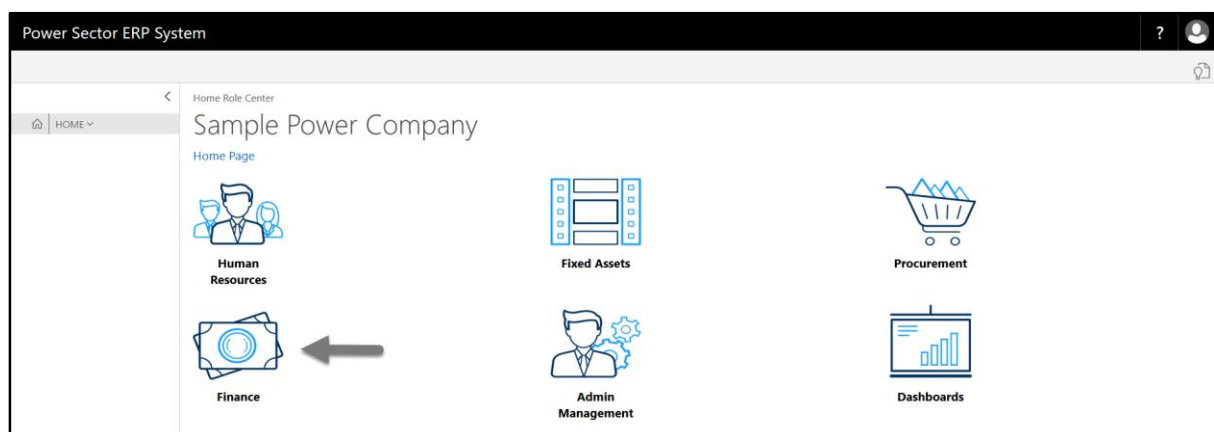
View Vendor Ledger Entries

To initiate, follow the steps below.

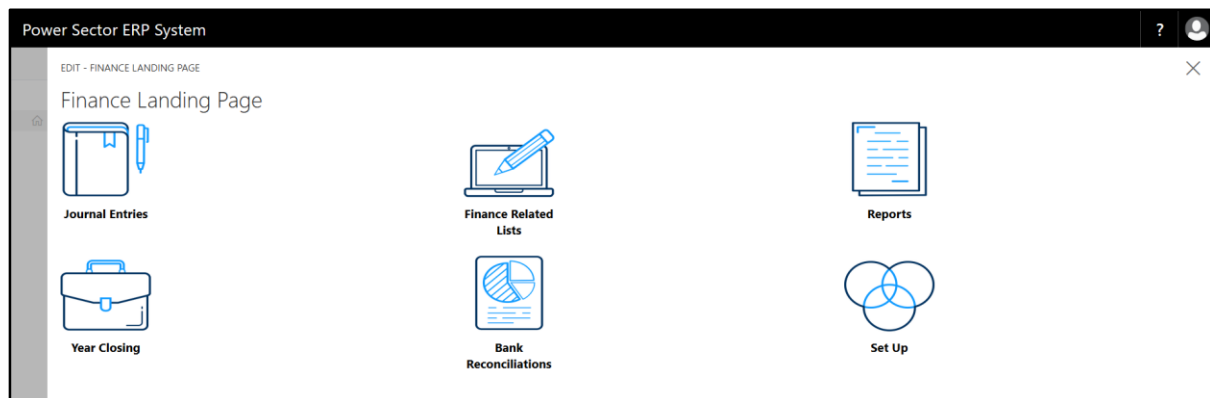
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



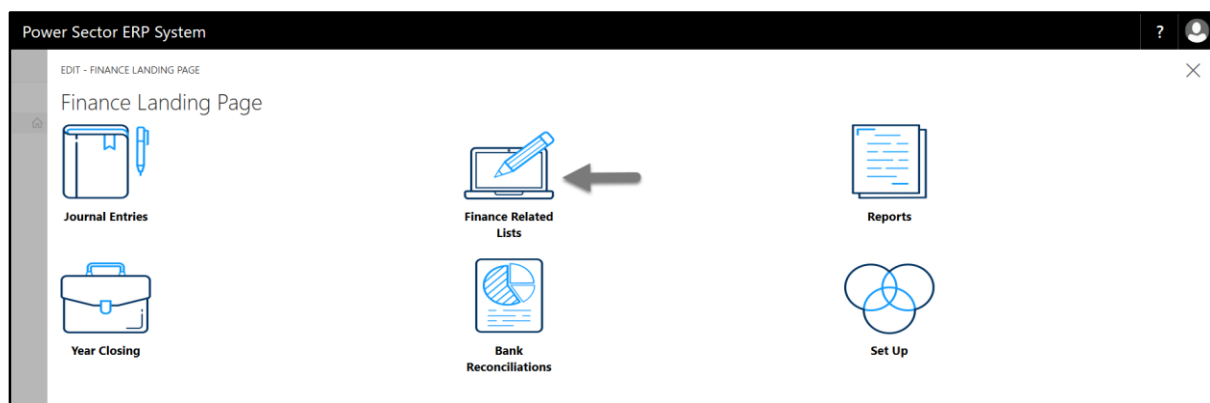
- B. Choose the **“Finance”** icon.



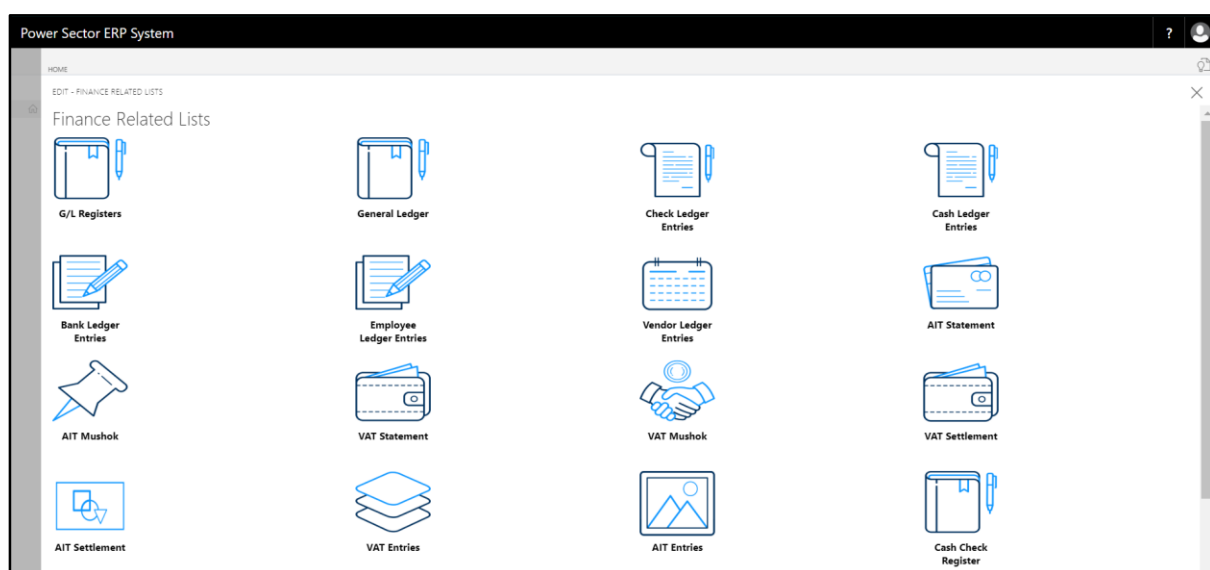
Finance Landing Page will be appeared as below



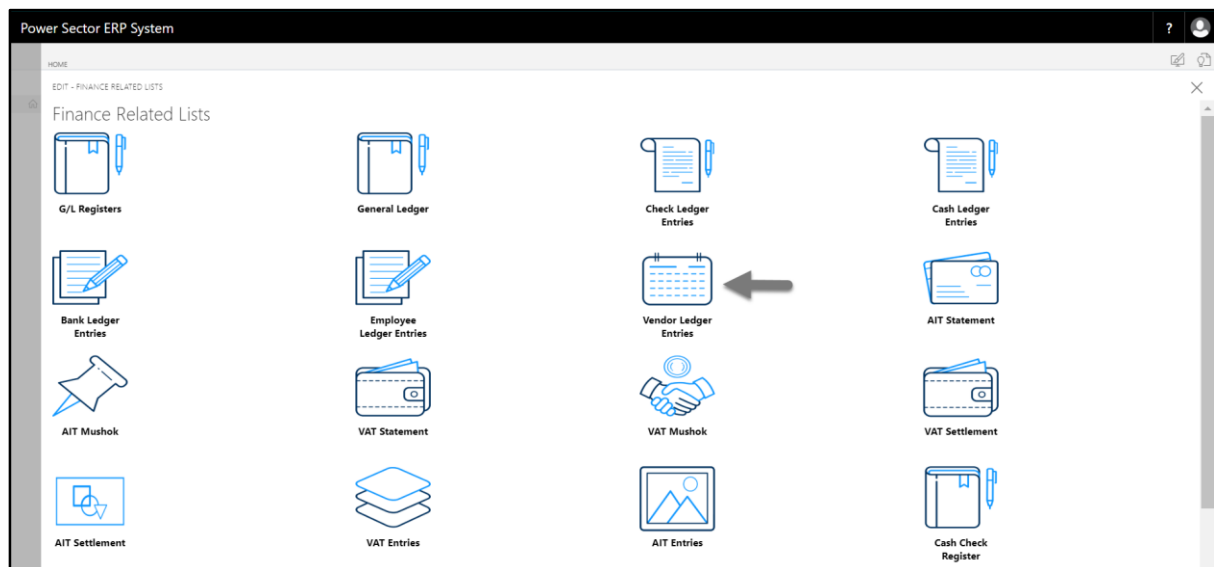
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **“Vendor Ledger Entries”** in Finance Related Lists Page.



The following Register will be appeared.

Power Sector ERP System

HOME ACTIONS NAVIGATE

EDIT - VENDOR LEDGER ENTRIES

Posting Date	Document Type	Document No.	Vendor No.	Description	Payment Method Code	Original Amount	Debit Amount	Debit Amount (LCY)	Credit Amount	Credit Amount (LCY)
08-07-20	Payment	DOC011	VEND000010	Otobi Furniture		18,500.00	18,500.00	18,500.00		
08-07-20	Payment	DOC010	VEND000012	Matador Stationary	CASH	18,000.00	18,000.00	18,000.00		
08-07-20	Payment	DOC009	VEND000010	Otobi Furniture	CASH	19,000.00	19,000.00	19,000.00		
06-07-20	Invoice	PPI00000004	VEND000013	Order PO0000006		-2,500.00			2,500.00	2,500.00
07-07-20	Payment	CP00000003	VEND000013	Invoice PPI00000003		2,500.00	2,500.00	2,500.00		
06-07-20	Invoice	PPI00000003	VEND000013	Order PO0000008		-2,500.00			2,500.00	2,500.00

Power Sector ERP System

HOME ACTIONS NAVIGATE

EDIT - VENDOR LEDGER ENTRIES

Posting Date	Credit Amount	Credit Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible	Remaining Pmt. Disc. Possible	Max. Payment Tolerance	Open	On Hold
08-07-20			18,500.00	18,500.00	08-07-20			0.00	0.00	0.00		
08-07-20			18,000.00	18,000.00	08-07-20			0.00	0.00	0.00		
08-07-20			19,000.00	19,000.00	08-07-20			0.00	0.00	0.00		
06-07-20	2,500.00	2,500.00	-2,500.00	-2,500.00	06-07-20			0.00	0.00	0.00		
07-07-20			0.00	0.00	07-07-20			0.00	0.00	0.00		
06-07-20	2,500.00	2,500.00	0.00	0.00	06-07-20			0.00	0.00	0.00		

FI-305 How to: View AIT Statement

Introduction

This process demonstrates how to view AIT Statement Report.

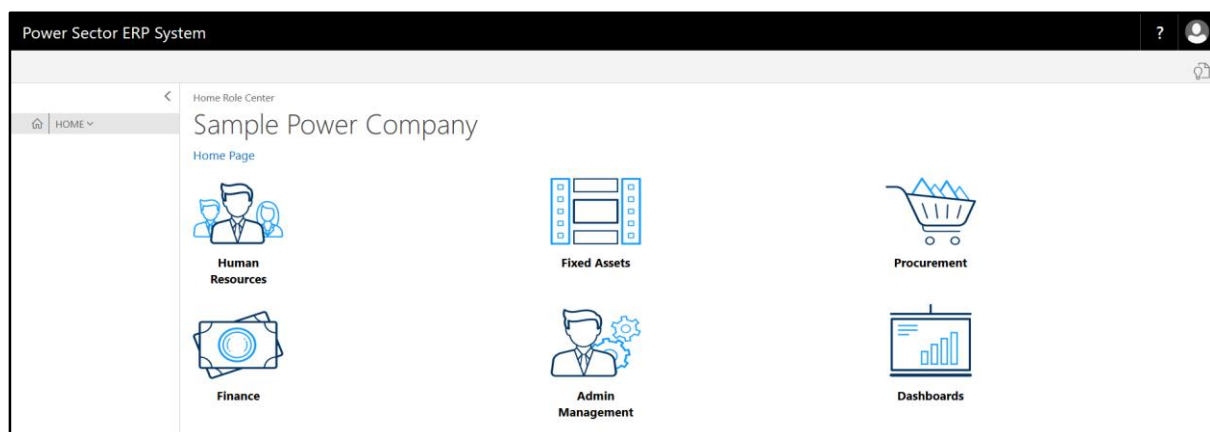
Roles

- Module Admin
- Module User

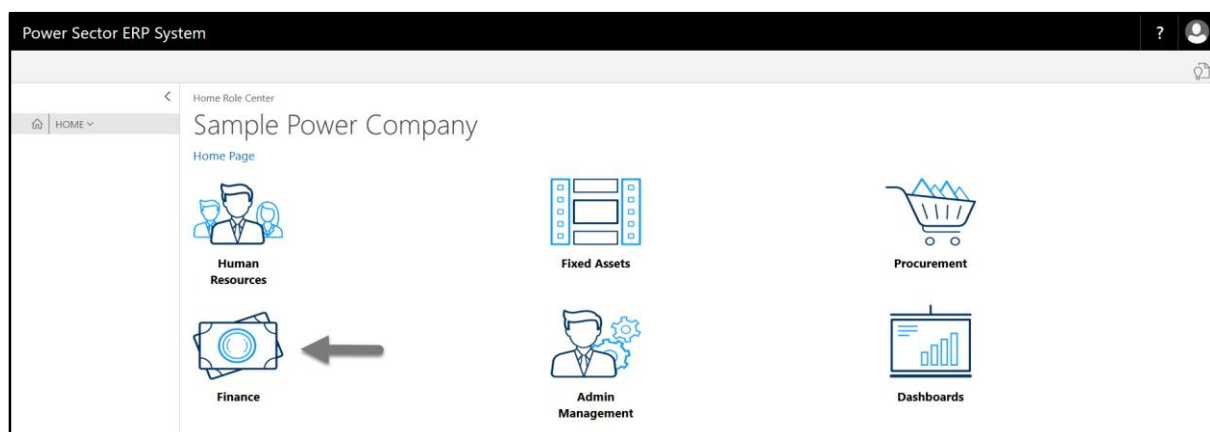
View AIT Statement

To initiate, follow the steps below.

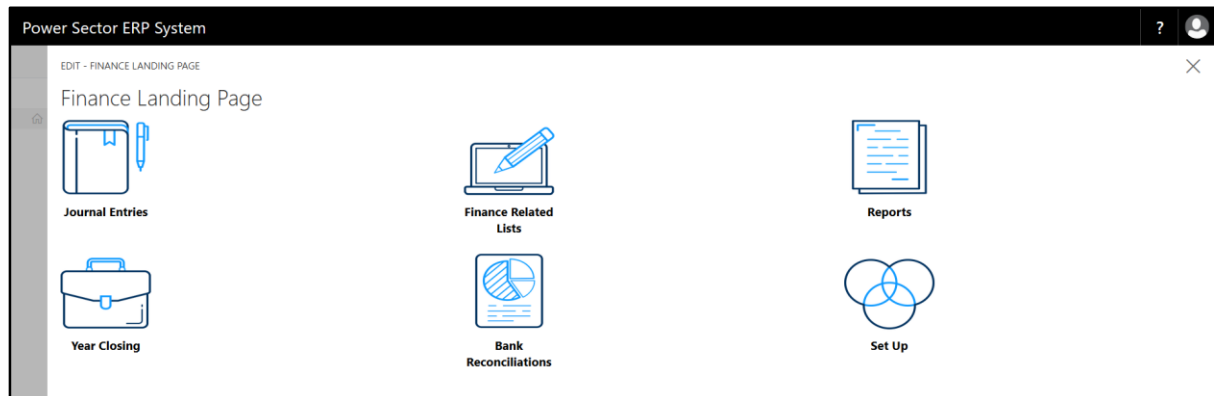
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



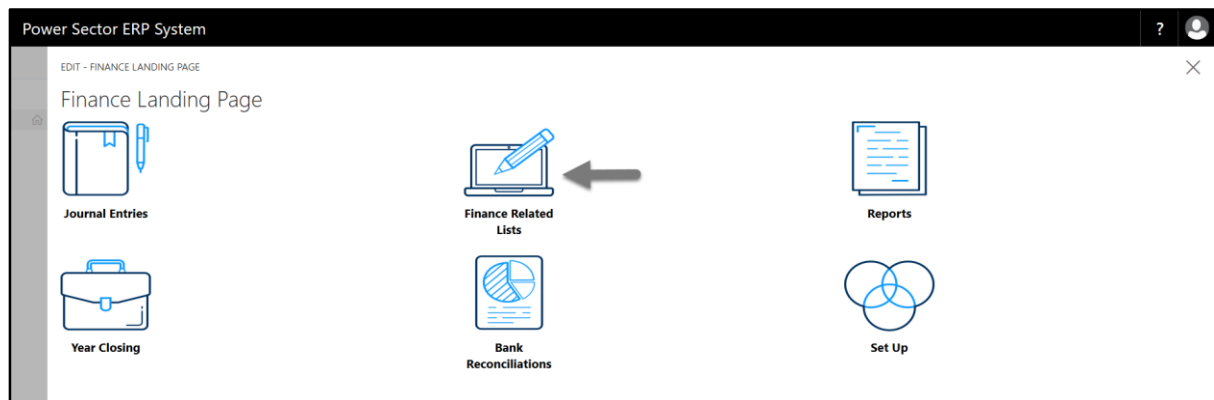
- B. Choose the **“Finance”** icon.



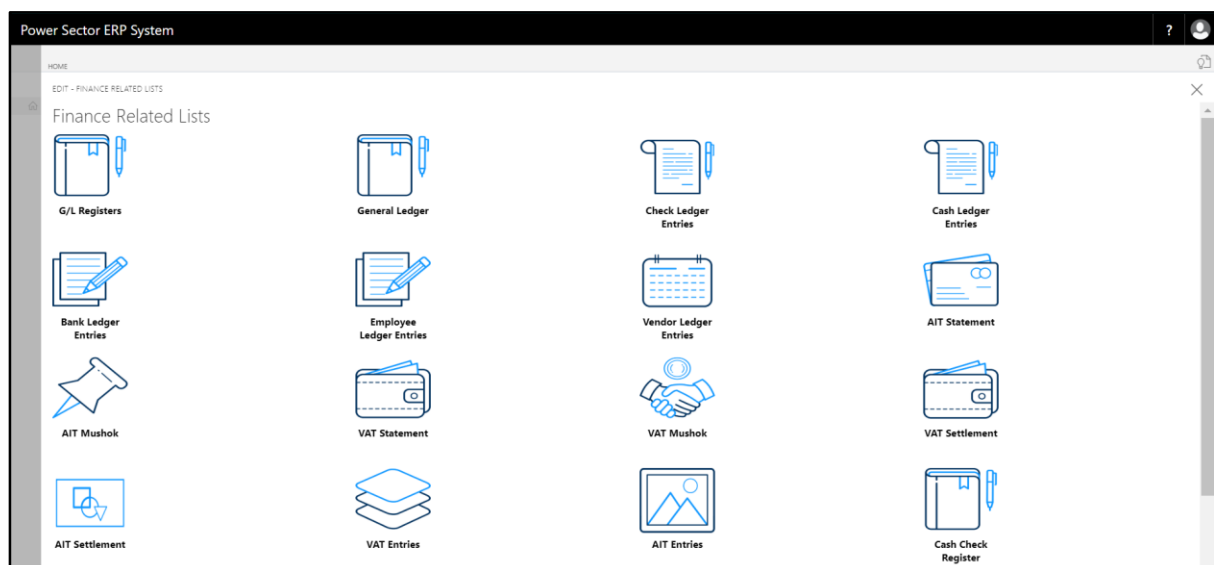
Finance Landing Page will be appeared as below



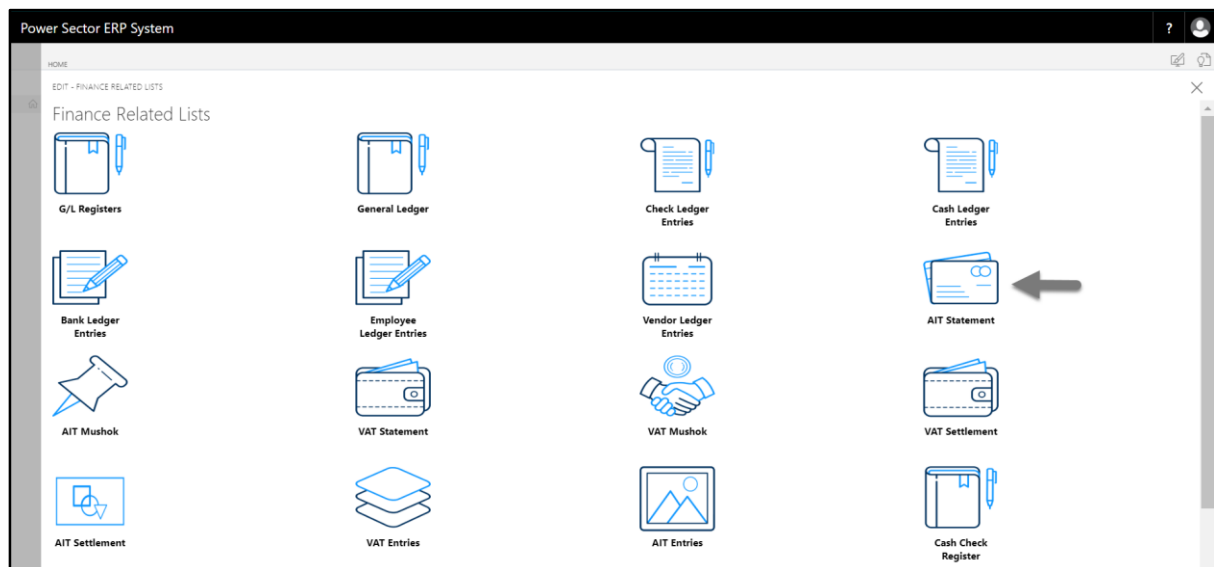
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"AIT Statement"** in Finance Related Lists Page.



The following **Calling Page** will appear for VAT Statement report.

Edit - AIT Statement

[Date Filter](#)

Start Date ...

End Date ...

E. Provide below information to view report successfully.

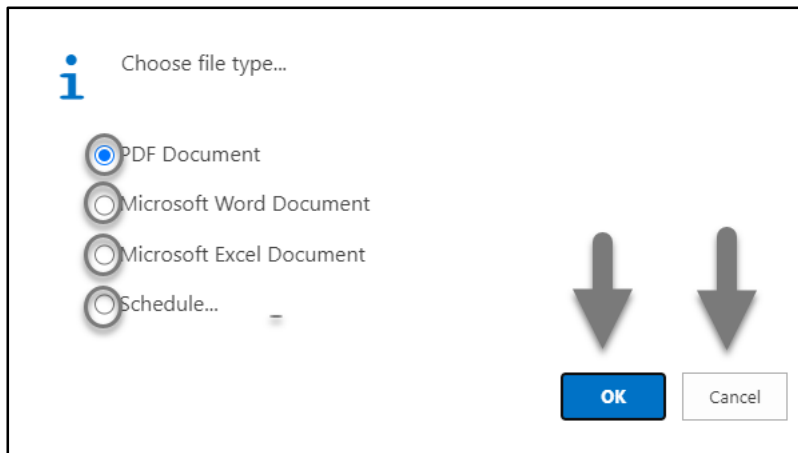
1. Choose **Start Date** from the dropdown by clicking on button.

- **Start Date: 01-08-19**

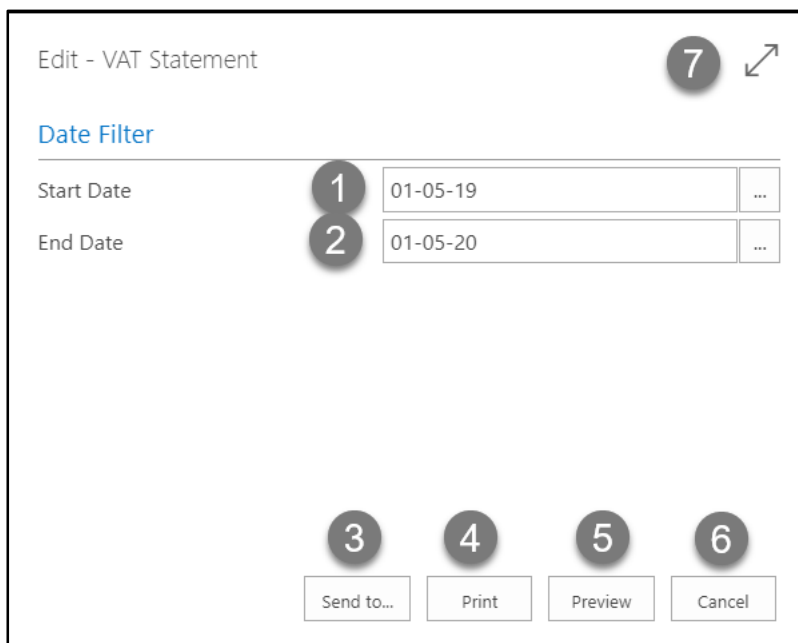
2. Choose **End Date** from the dropdown by clicking on button.

- **End Date: 31-07-20**

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
5. Choose **Preview** to preview the document.
6. Choose **Cancel** to close this page.
7. Click on ↗ button to make it full page.



The following AIT Statement Report will be appeared.

Date: 11-07-20

Sample Power Company

AIT Statement

From 01-08-2019
To 31-07-2020

*All amounts are in BDT

Document Date	Type	Document Type	Document No.	Vendor	Base Amount	AIT Amount	Settlement Status
06-07-2020	Purchase	Invoice	PPI0000003	Uttora Motors	2,875.00	0.00	Not Closed
06-07-2020	Purchase	Invoice	PPI0000004	Uttora Motors	2,875.00	0.00	Not Closed

F. Report Action Bar will be appeared as below initially -



Actions are chronologically organized as below:

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-306 How to: AIT Mushok

Introduction

This process demonstrates how to access AIT Mushok in the system.

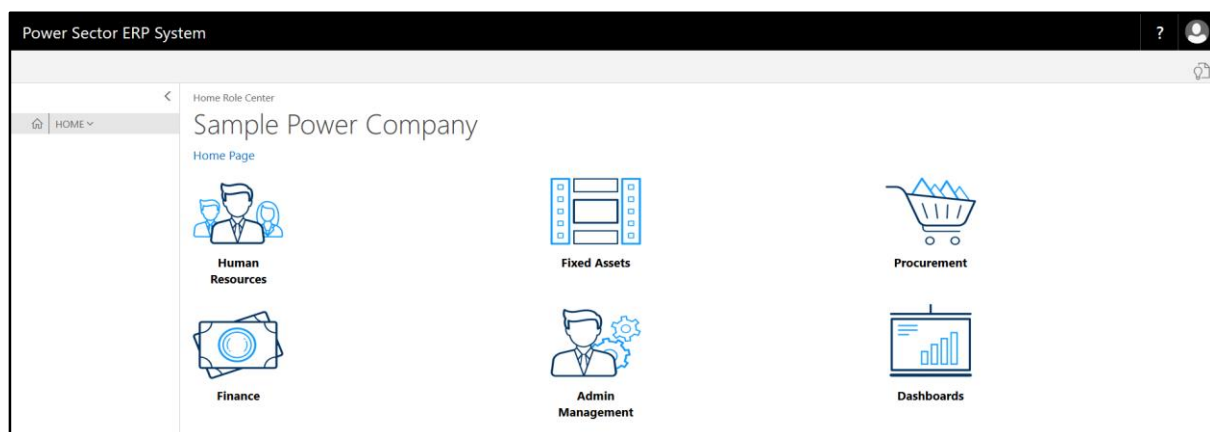
Roles

- Module Admin
- Module User

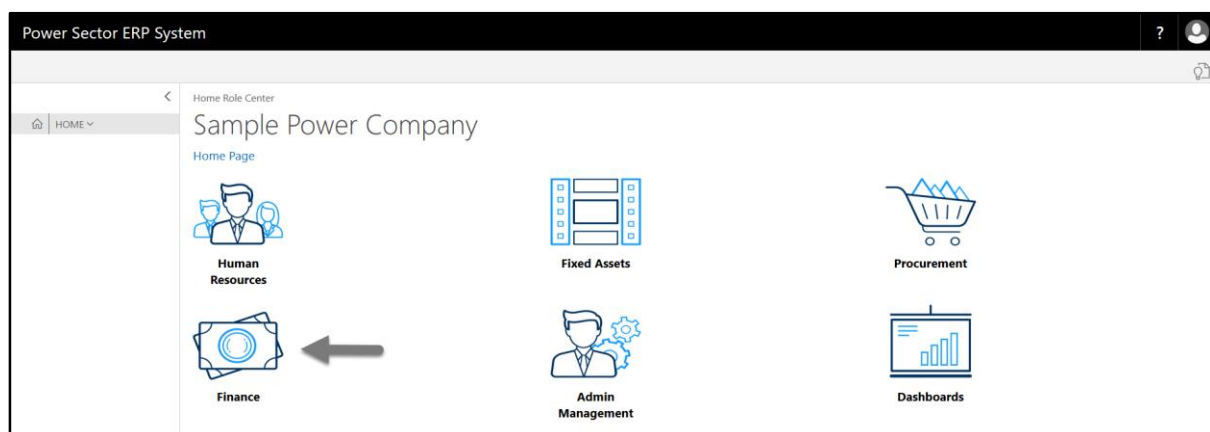
View AIT Mushok

To initiate, follow the steps below.

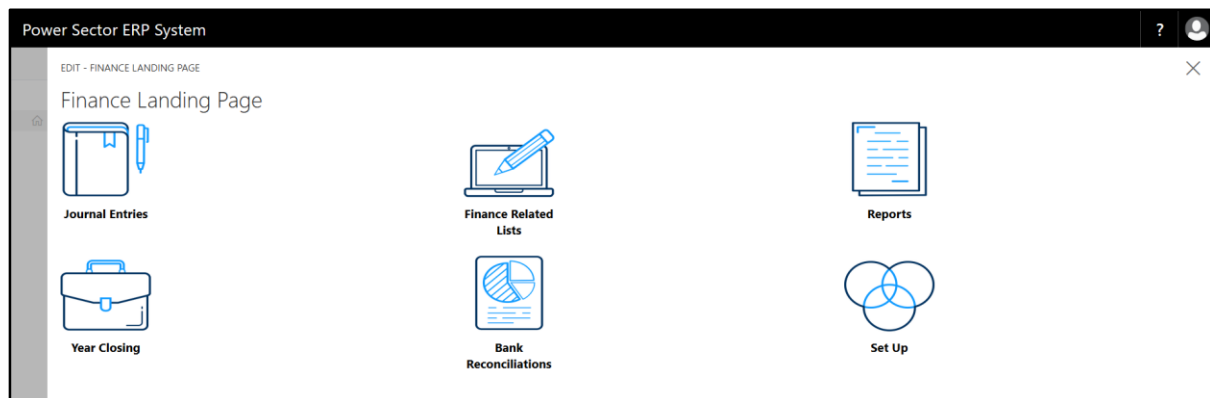
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



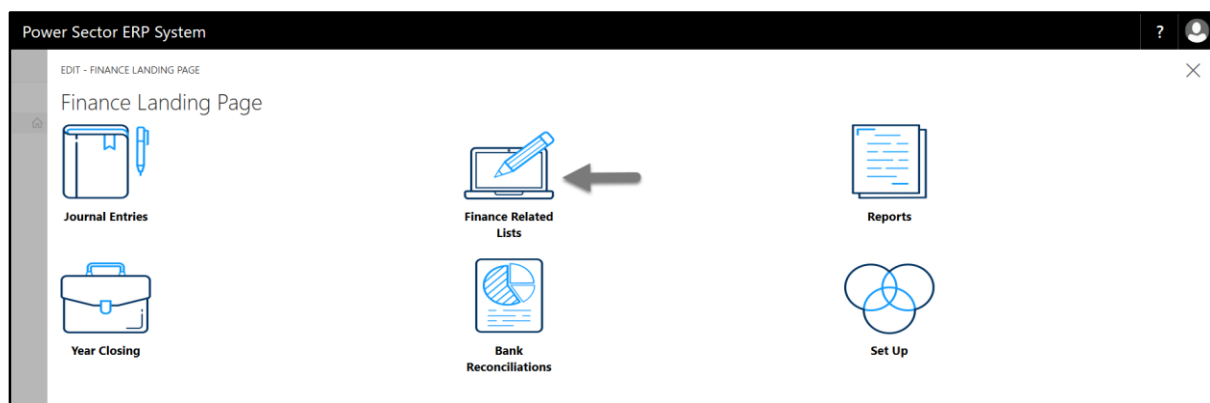
- B. Choose the **“Finance”** icon.



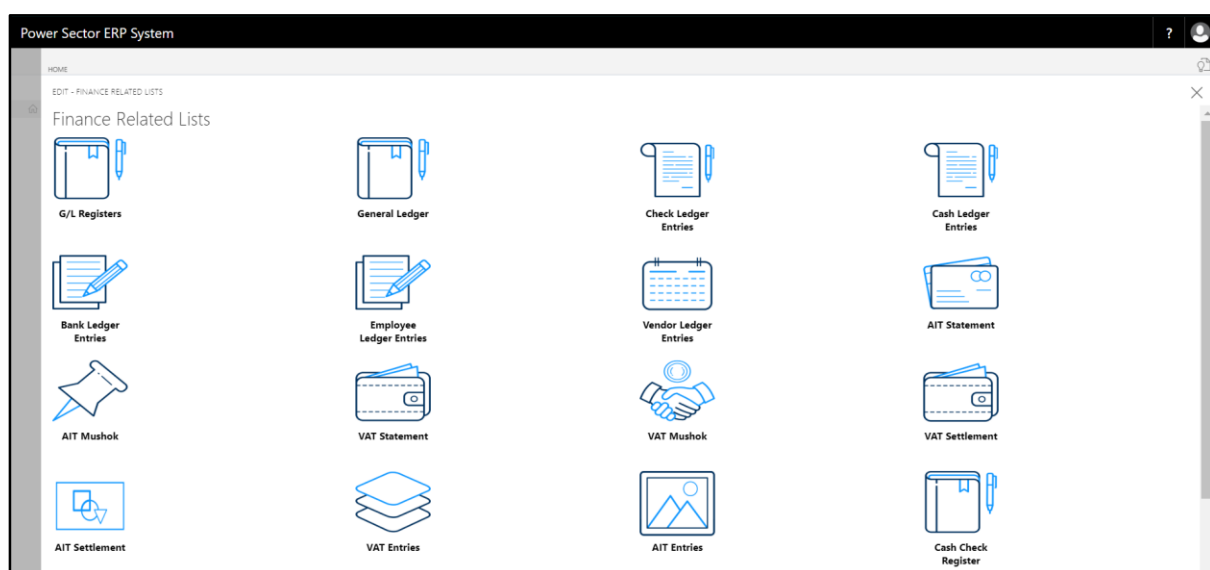
Finance Landing Page will be appeared as below



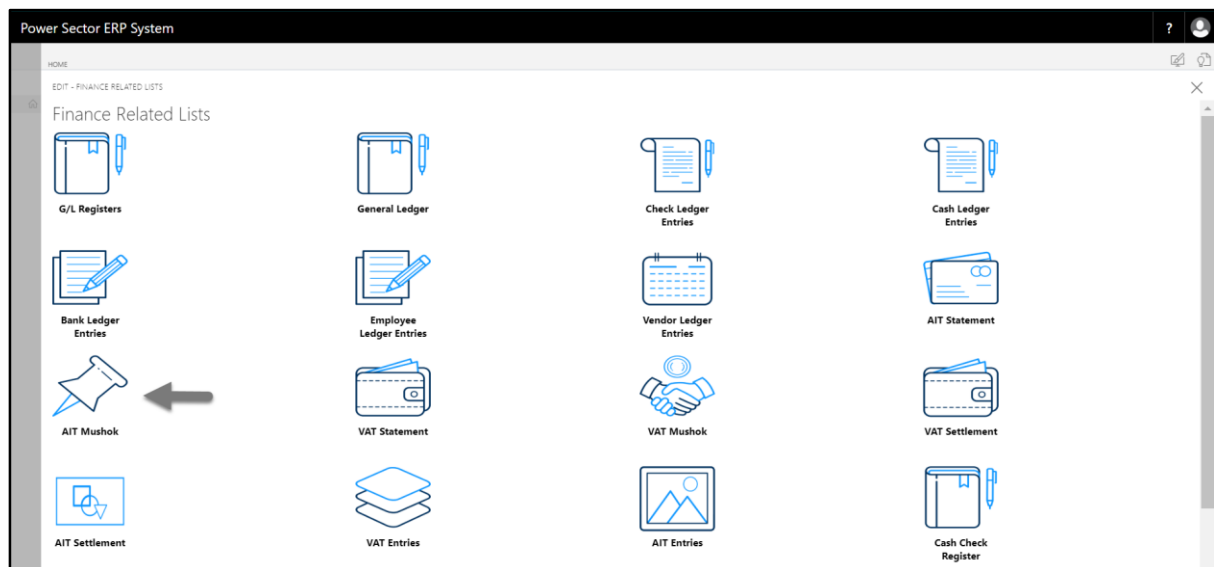
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"VAT Mushok"** in Finance Related Lists Page.



AIT Mushok page will be appeared like below:

Power Sector ERP System

HOME ACTIONS NAVIGATE REPORT

Delete Print... Calc and Post AIT Settlement... Preview AIT Mushok

Manage Process Report

EDIT - AIT STATEMENT

Name: DEFAULT

Row No.	Description	Type	Account Totalling	Gen. Posting Type	Tax Bus. Posting Group	Tax Prod. Posting Group	Amount Type	Row Totalling	Calculate with	Print	Print with
10	... Sales Tax	Tax Entry Tot...	2030403002	Sale	DOMESTIC	AIT5	Amount	Test Totalling	Sign	<input checked="" type="checkbox"/>	Sign
20	... Sales Business Tax	Tax Entry Tot...	2030403001	Sale	DOMESTIC	AIT5	Amount	Test Totalling	Sign	<input type="checkbox"/>	Sign

E. Choose a new line to add new AIT Mushok information.

Power Sector ERP System

HOME ACTIONS NAVIGATE REPORT

Delete Print... Calc and Post AIT Settlement... Preview AIT Mushok









Manage Process Report

EDIT - AIT STATEMENT

Name: DEFAULT

Row No.	Description	Type	Account Totalling	Gen. Posting Type	Tax Bus. Posting Group	Tax Prod. Posting Group	Amount Type	Row Totalling	Calculate with	Print	Print with
10	... Sales Tax	Tax Entry Tot...	2030403002	Sale	DOMESTIC	AIT5	Amount	Test Totalling	Sign	<input checked="" type="checkbox"/>	Sign
20	... Sales Business Tax	Tax Entry Tot...	2030403001	Sale	DOMESTIC	AIT5	Amount	Test Totalling	Sign	<input checked="" type="checkbox"/>	Sign
		Account Tot...							Sign	<input checked="" type="checkbox"/>	Sign

F. Provide below information to proceed.

1. Provide **Row No.**
 - **Row No: 10**
2. Provide **Description.**
 - **Description: Sales Tax**
3. Choose **Type** from the dropdown by clicking on  button
 - **Type: Tax Entry Totalling**
4. Choose **Account Totalling** from the dropdown by clicking on  button
 - **Account Totalling: 2030403001**
5. Choose **Gen. Posting Type** from the dropdown by clicking on  button
 - **Gen. Posting Type: Sale**
6. Choose **Tax Bus. Posting Type** from the dropdown by clicking on  button
 - **Tax Bus. Posting Type: Domestic**
7. Choose **Tax Prod. Posting Type** from the dropdown by clicking on  button
 - **Tax Prod. Posting Type: AIT5**
8. Choose **Amount Type** from the dropdown by clicking on  button
 - **Amount Type: Amount**
9. Provide **Row Totalling** here.
 - **Row Totalling: Test Totalling**
10. Choose **Calculated With** from the dropdown by clicking on  button
 - **Calculated With: Sign**
11. Select **Print** checkbox, if applicable.
12. Choose **Print With** from the dropdown by clicking on  button
 - **Print With: Sign**

Power Sector ERP System

?

HOME

ACTIONS

NAVIGATE

REPORT

Delete

Print...

Calc. and Post AIT Settlement...

Preview

AIT Mushok Report

Manage

Process

Report

EDIT - AIT STATEMENT

×

Name

DEFAULT

...

Row No.	Description	Type	Account Totalling	Gen. Posting Type	Tax Bus. Posting Group	Tax Prod. Posting Group	Amount Type	Row Totalling	Calculate with	Print	Print with
10	... Sales Tax	Tax Entry Tot...	2030403002	Sale	DOMESTIC	AIT5	Amount	Test Totalling	Sign		Sign
20	... Sales Business Tax	Tax Entry Tot...	2030403001	Sale	DOMESTIC	AIT5	Amount	Test Totalling	Sign	<input checked="" type="checkbox"/>	Sign

1

2

3

4

5

6

7

8

9

10

11

12

FI-307 How to: VAT Statement

Introduction

This process demonstrates how to generate VAT Statement report.

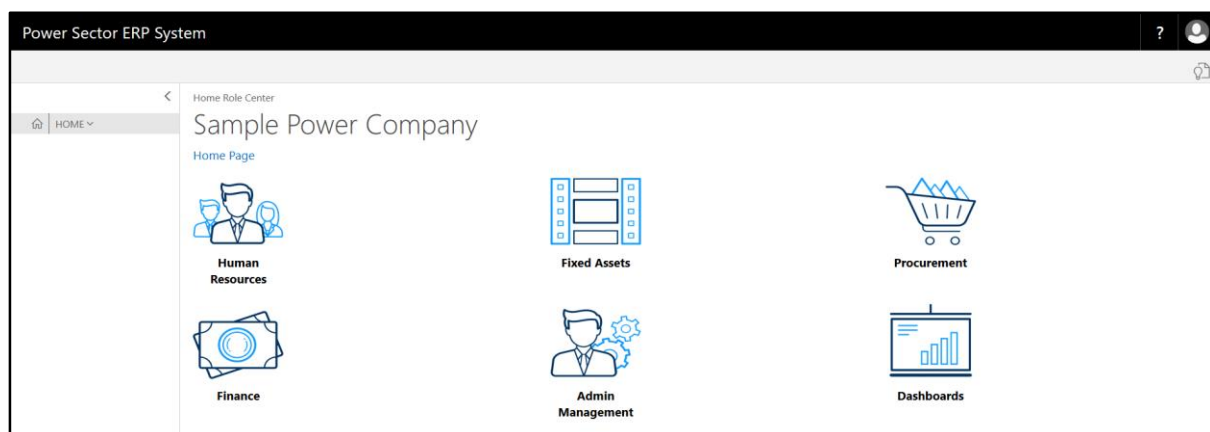
Roles

- Module Admin
- Module User

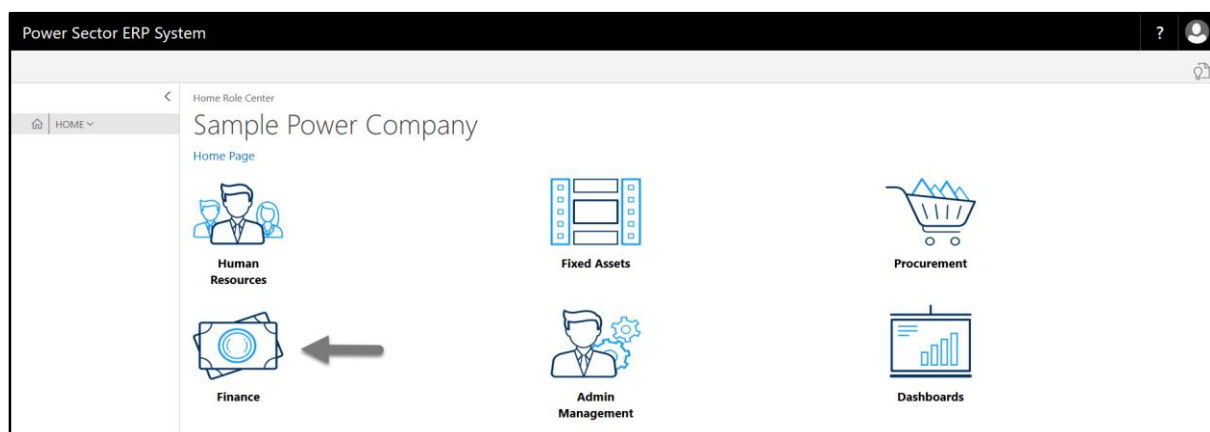
View VAT Statement

To initiate, follow the steps below.

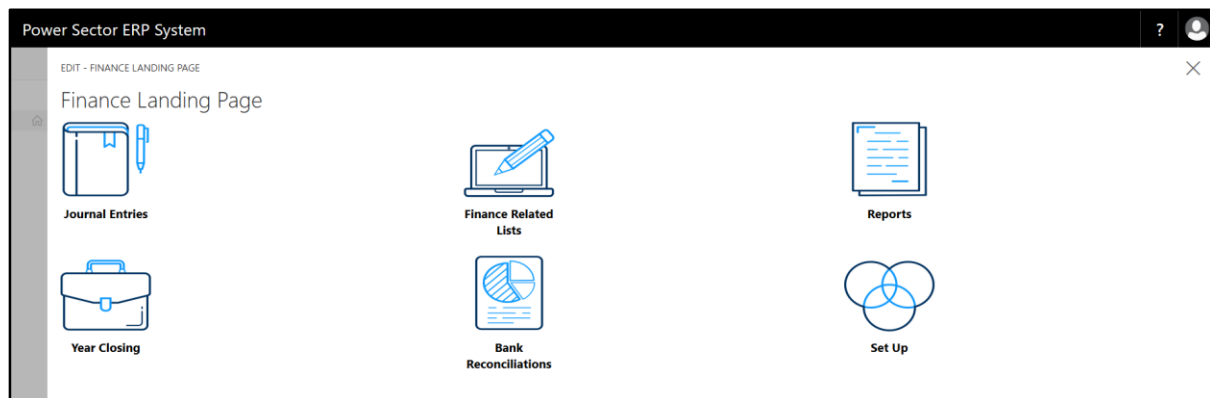
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



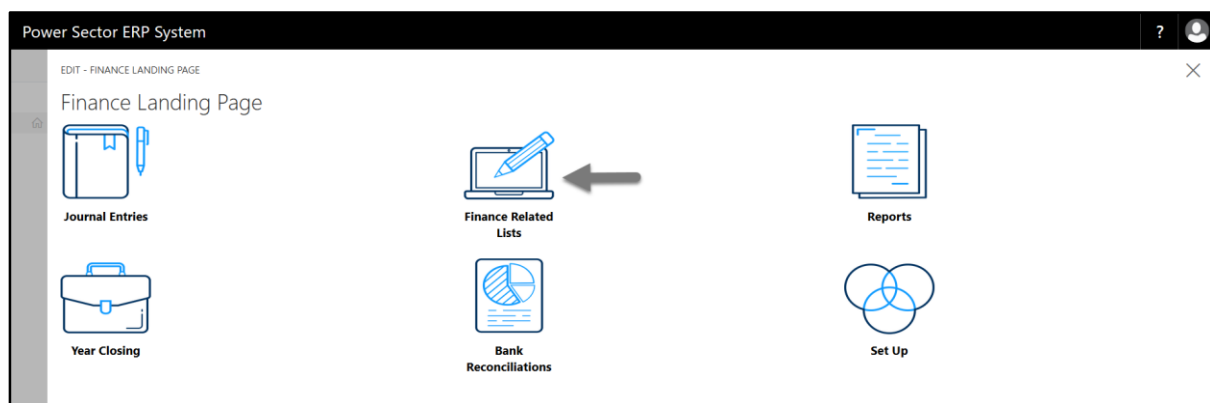
- B. Choose the **“Finance”** icon.



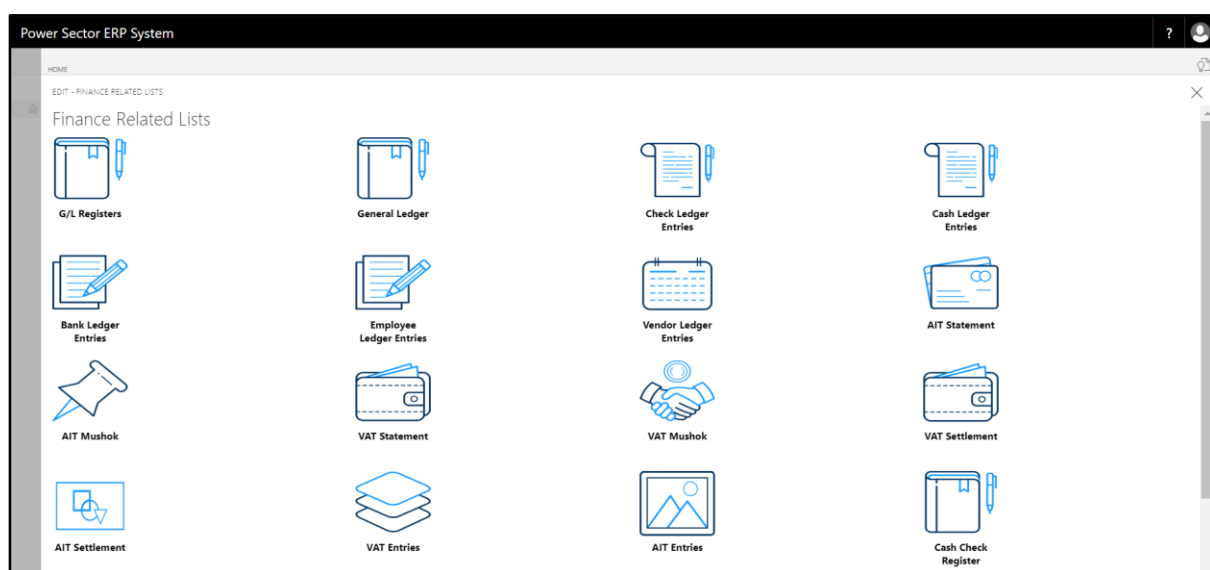
Finance Landing Page will be appeared as below



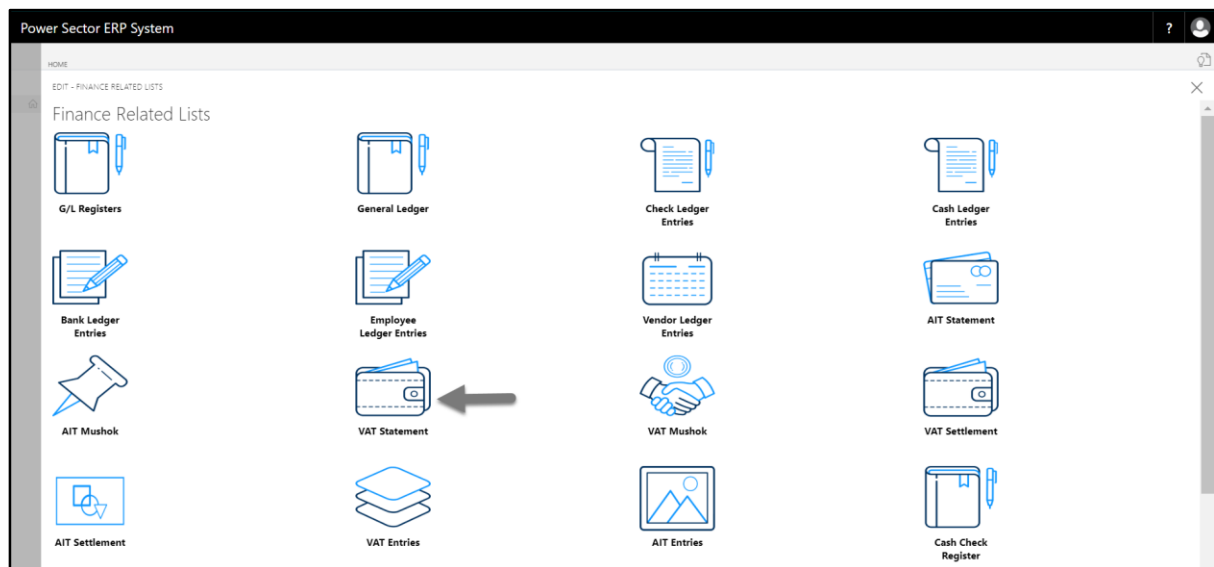
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"VAT Statement"** in Finance Related Lists Page.



The following **Calling Page** will appear for VAT Statement report.

Edit - VAT Statement

[Date Filter](#)

Start Date	<input type="text"/>	...
End Date	<input type="text"/>	...

E. Provide below information to view report successfully.

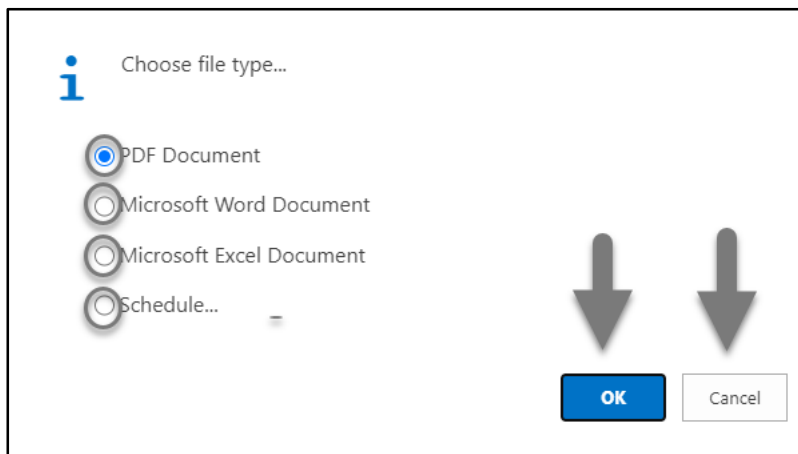
8. Choose **Start Date** from the dropdown by clicking on button.

- **Start Date: 01-05-19**

9. Choose **End Date** from the dropdown by clicking on button.

- **End Date: 01-05-20**

10. Choose **Send to** take it on PDF, Excel And Word



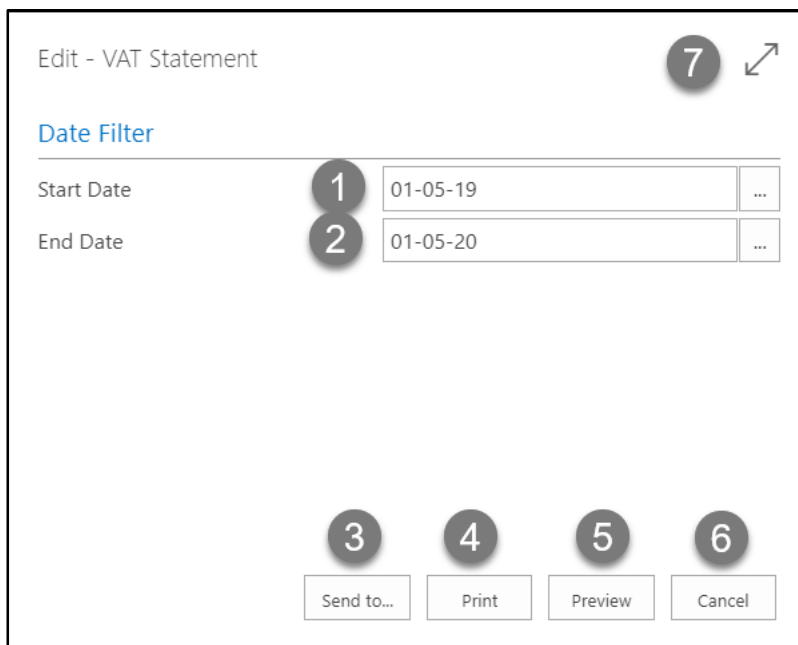
- Click "OK" after select an option.
- Click "Cancel" to cancel this page

11. Choose **Print to** print the document.



12. Choose **Preview** to preview the document.

13. Choose **Cancel** to close this page.

14. Click on ↗ button to make it full page.



The following Report will be appeared.

Date: 31-05-20

Sample Power Company

VAT Statement

From 01-05-2019
To 01-05-2020

**All amounts are in BDT*

Document Date	Type	Document Type	Document No.	Vendor	Base Amount	VAT Amount	Settlement Status
19-02-2020	Purchase	Invoice	PPI0000004	Rayans Computer	0.00	0.00	Closed
09-02-2020	Purchase	Invoice	PPI0000003	Navana	1,05,000.00	0.00	Closed
31-12-2019	Purchase	Invoice	PPI0000002	Navana	10,39,500.00	0.00	Closed
29-12-2019	Purchase	Invoice	PPI0000001	Navana	6,30,000.00	0.00	Closed

F. Report Action Bar will be appeared as below initially -



Actions are chronologically organized as below:

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

FI-308 How to: VAT Mushok

Introduction

This process demonstrates how to access VAT Mushok in the system.

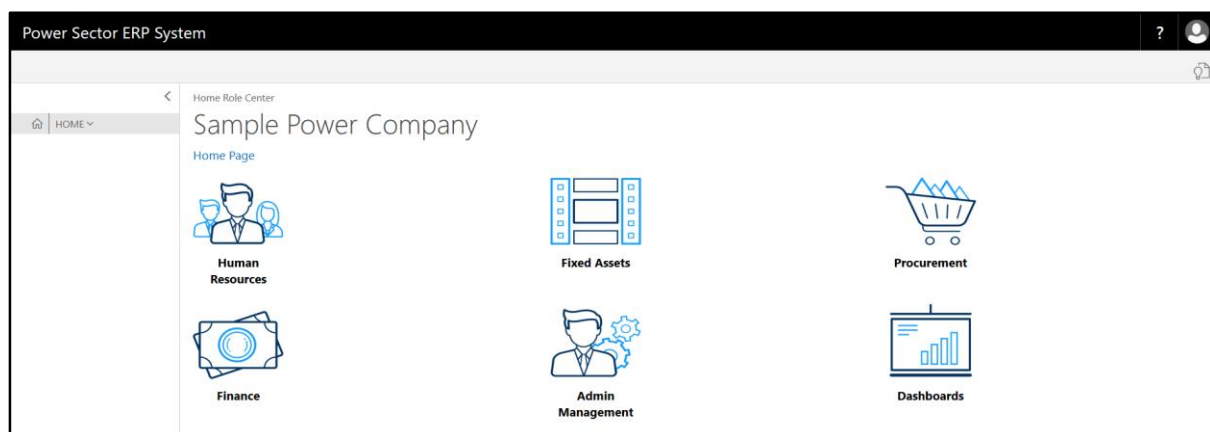
Roles

- Module Admin
- Module User

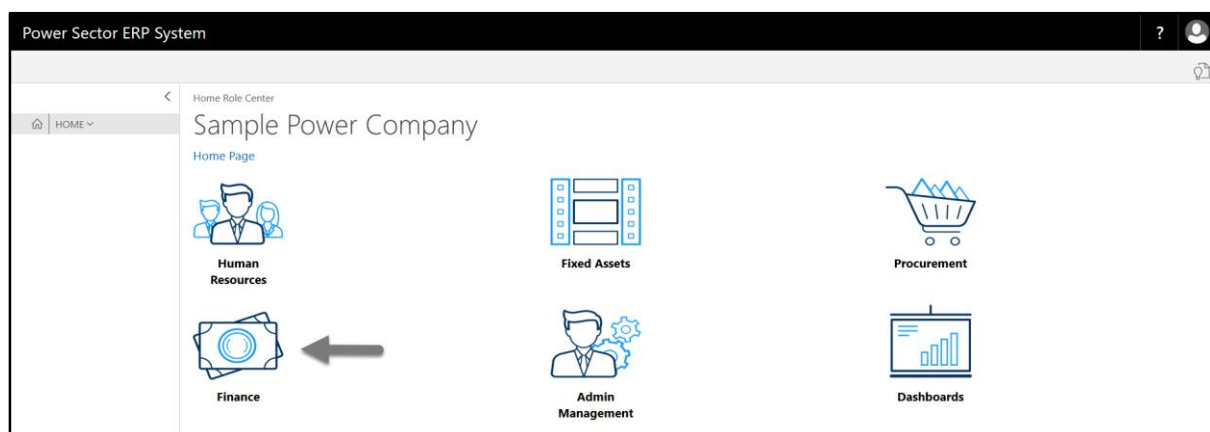
View VAT Mushok

To initiate, follow the steps below.

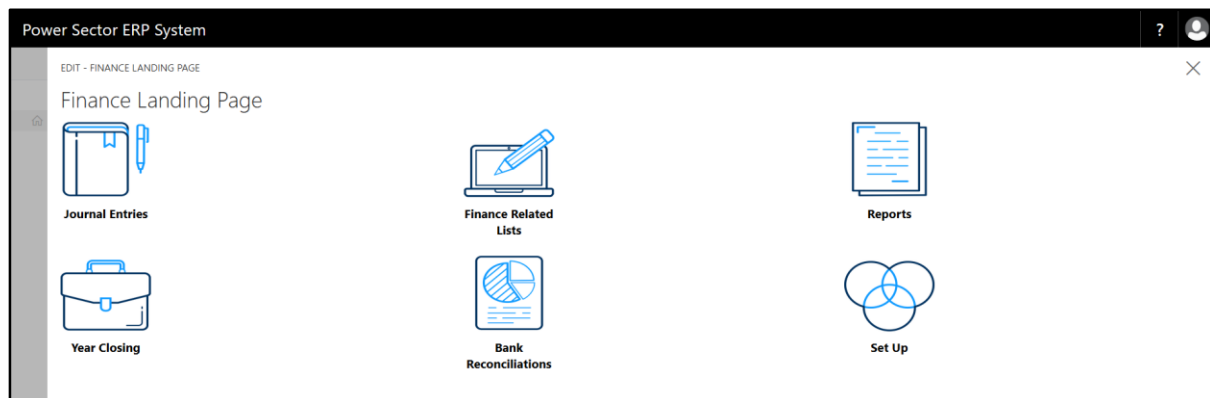
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



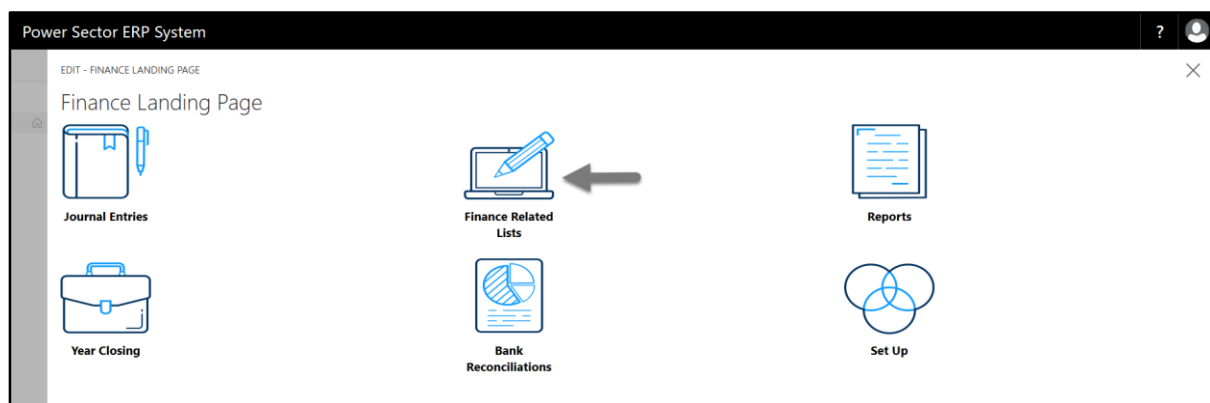
- B. Choose the **“Finance”** icon.



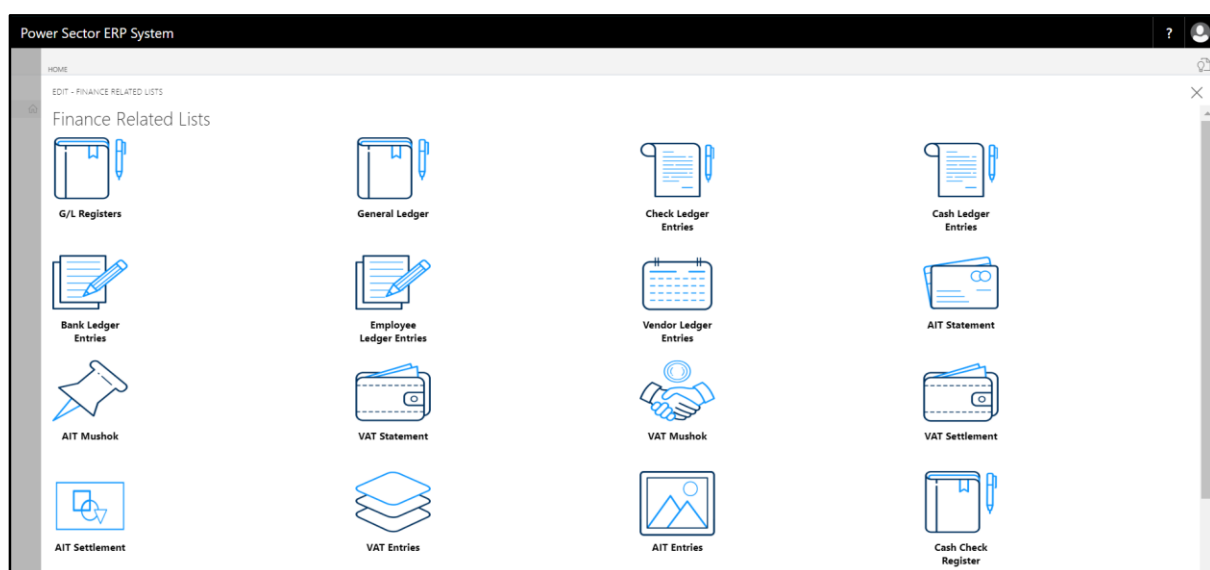
Finance Landing Page will be appeared as below



C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"VAT Mushok"** in Finance Related Lists Page.



VAT Mushok page will be appeared like below:

Power Sector ERP System

HOME ACTIONS NAVIGATE REPORT

Manage Process Report

EDIT - VAT STATEMENT

Name: DEFAULT

Row No.	Description	Box No.	Type	Account Totaling	Gen. Posting Type	VAT Bus. Posting Group	VAT Prod. Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with	New Page
20	... Purchase VAT	120	VAT Entry To...	2030403001	Purchase	EXPORT	2%	Base		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
30	... Electricity VAT	130	VAT Entry To...	2030403001	Purchase	DOMESTIC	4%	Unrealized A...		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
100	... Utility VAT	140	Account Tot...	2030403001	Purchase	VATINCLUSIVE	5%	Unrealized B...		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
200	... Total VAT	150	Row Totaling	2030403002	Settlement	EXPORT	15%	Amount	10, 20, 30	Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>

E. Choose a new line to add new VAT Mushok information.

Power Sector ERP System

HOME ACTIONS NAVIGATE REPORT

Manage Process Report

EDIT - VAT STATEMENT

Name: DEFAULT

Row No.	Description	Box No.	Type	Account Totaling	Gen. Posting Type	VAT Bus. Posting Group	VAT Prod. Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with	New Page
20	... Purchase VAT	120	VAT Entry To...	2030403001	Purchase	EXPORT	2%	Base		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
30	... Electricity VAT	130	VAT Entry To...	2030403001	Purchase	DOMESTIC	4%	Unrealized A...		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
100	... Utility VAT	140	Account Tot...	2030403001	Purchase	VATINCLUSIVE	5%	Unrealized B...		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
200	... Total VAT	150	Row Totaling	2030403002	Settlement	EXPORT	15%	Amount	10, 20, 30	Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
			Account Tot...							Sign	<input type="checkbox"/>	Sign	<input type="checkbox"/>

F. Provide below information to proceed.

13. Provide **Row No.**

- **Row No: 10**

14. Provide **Description.**

- **Description: Sales VAT**

15. Provide **Box No**

- **Box No: 110**

16. Choose **Type** from the dropdown by clicking on button

- **Type: VAT Entry Totalling**

17. Choose **Account Totalling** from the dropdown by clicking on button

- **Account Totalling: 2030403001**

18. Choose **Gen. Posting Type** from the dropdown by clicking on button

- **Gen. Posting Type: Sale**

19. Choose **VAT Bus. Posting Type** from the dropdown by clicking on button

- **VAT Bus. Posting Type: Domestic**

20. Choose **VAT Prod. Posting Type** from the dropdown by clicking on button

- **VAT Prod. Posting Type: 15%**

21. Choose **Amount Type** from the dropdown by clicking on button

- **Amount Type: Amount**

22. Provide **Row Totalling** here.

- **Row Totalling: Blank**

23. Choose **Calculated With** from the dropdown by clicking on button

- **Calculated With: Sign**

24. Select **Print** checkbox, if applicable.

25. Choose **Print With** from the dropdown by clicking on button

- **Print With: Sign**

26. Select **New Page** checkbox, if applicable.

Power Sector ERP System													
<div> <div>HOME</div> <div>ACTIONS</div> <div>NAVIGATE</div> <div>REPORT</div> </div> <div> <div> <div>×</div> <div>Delete</div> </div> <div> <div>Print</div> <div>Print...</div> </div> <div> <div>Calc and Post VAT Settlement...</div> <div>Process</div> </div> <div> <div>Preview</div> <div>Preview</div> </div> <div> <div>VAT Mushok</div> <div>Report</div> </div> </div>													
<div> <div>EDIT - VAT STATEMENT</div> <div>×</div> </div> <div> <div>Name</div> <div>DEFAULT</div> <div>...</div> </div>													
Row No.	Description	Box No.	Type	Account Totaling	Gen. Posting Type	VAT Bus. Posting Group	VAT Prod. Posting Group	Amount Type	Row Totaling	Calculate with	Print	Print with	New Page
20	... Purchase VAT	120	VAT Entry To...	2030403001	Purchase	EXPORT	2%	Base		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
30	... Electricity VAT	130	VAT Entry To...	2030403001	Purchase	DOMESTIC	4%	Unrealized A...		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
100	... Utility VAT	140	Account Tot...	2030403001	Purchase	VATINCLUSIVE	5%	Unrealized B...		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
200	... Total VAT	150	Row Totaling	2030403002	Settlement	EXPORT	15%	Amount	10, 20, 30	Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>
10	... Sales VAT	110	VAT Entry To...	2030403001	Sale	DOMESTIC	15%	Amount		Sign	<input checked="" type="checkbox"/>	Sign	<input checked="" type="checkbox"/>

FI-309 How to: VAT Settlement

Introduction

This process demonstrates how to view VAT Settlement in the system.

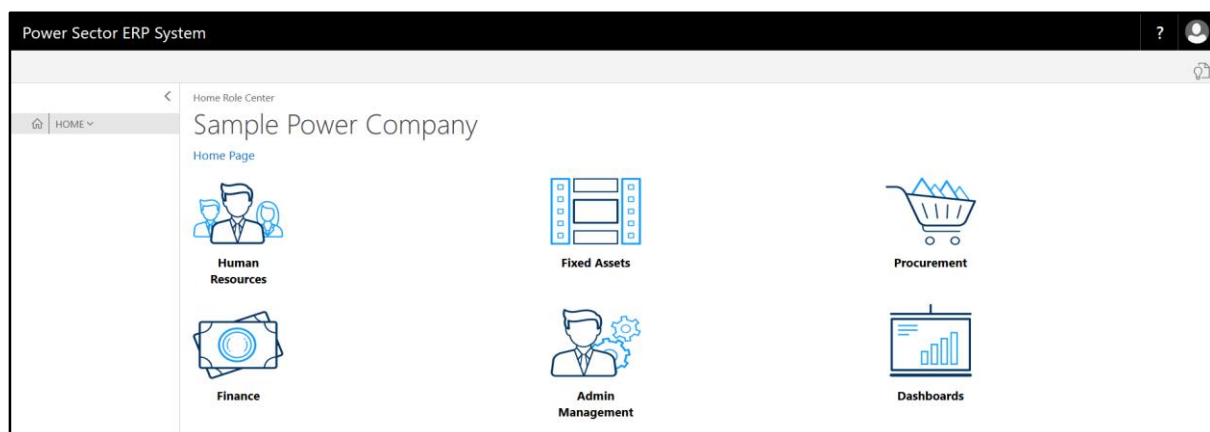
Roles

- Module Admin
- Module User

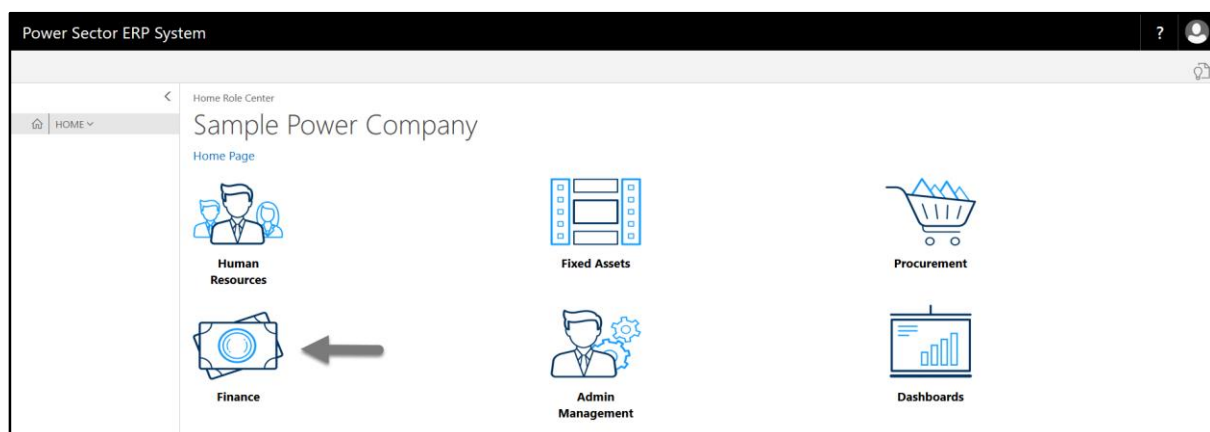
View VAT Settlement

To initiate, follow the steps below.

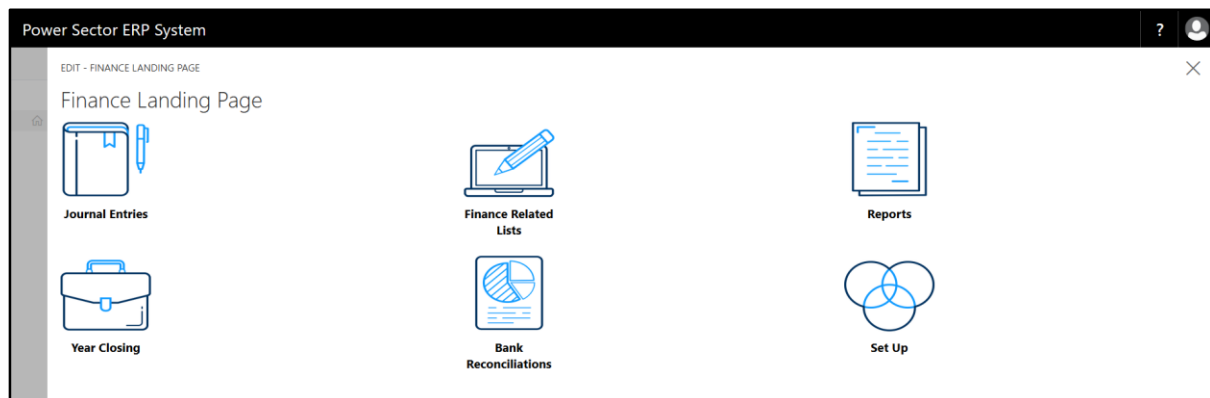
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



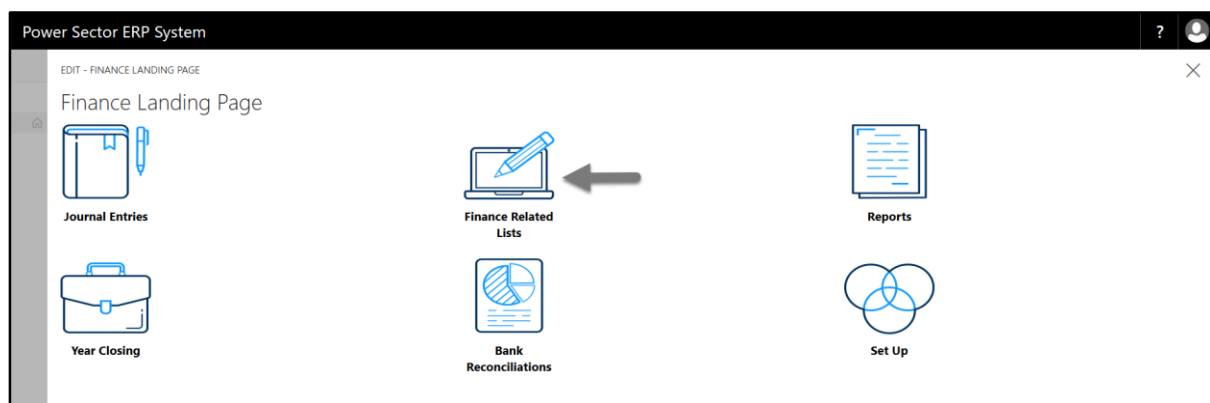
- B. Choose the **“Finance”** icon.



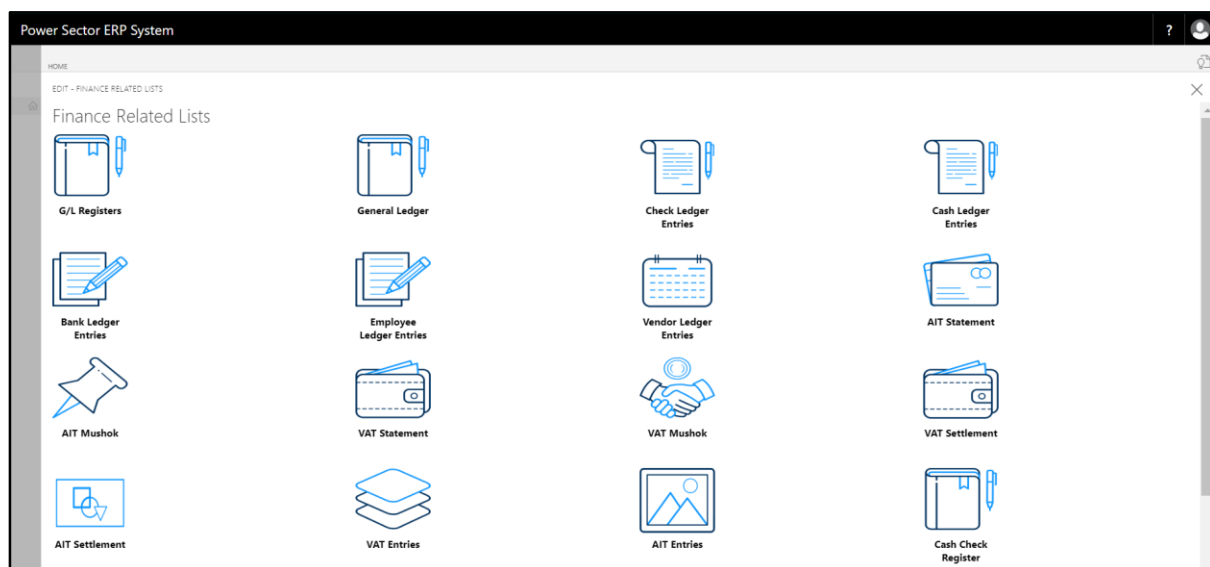
Finance Landing Page will be appeared as below



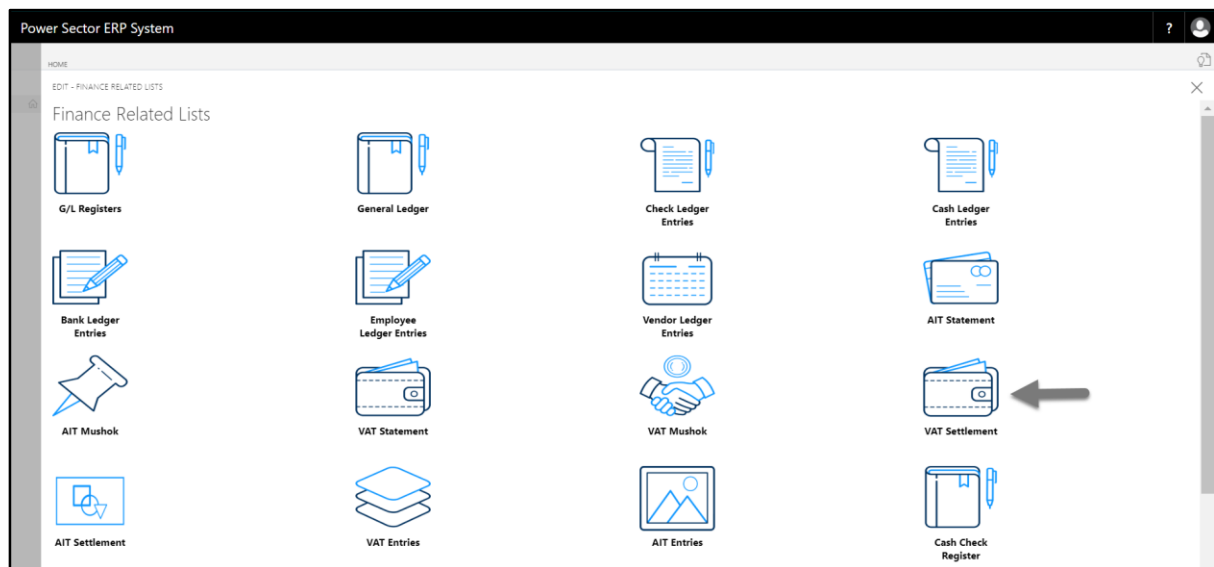
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"VAT Settlement"** in Finance Related Lists Page.



The following **Calling Page** will appear for VAT Settlement report.

Edit - Calc. and Post VAT Settlement

[Saved Settings](#)

Name

[Options](#)

Starting Date

Ending Date

Posting Date

Document No.

Show VAT Entries ☐

Post ☐

Show Amounts in Add. Reporting ... ☐

Bank Settlement Account

[VAT Posting Setup](#)

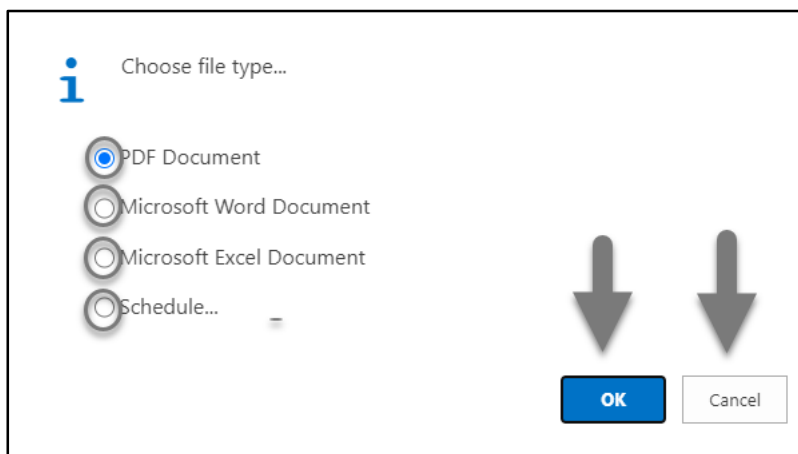
Show results:

Where: VAT Bus. Posting Group is:

And: VAT Prod. Posting Group is:

E. Provide below information to view report successfully.

1. Choose **Name** from the dropdown by clicking on button.
 - **Name: Last used option and filter**
2. Choose **Start Date** from the dropdown by clicking on button.
 - **Start Date: 01-05-19**
3. Choose **End Date** from the dropdown by clicking on button.
 - **End Date: 01-05-20**
4. Choose **Posting Date** from the dropdown by clicking on button.
 - **Posting Date: 01-04-20**
5. Provide **Document No.** here.
 - **Document No: DOC001**
6. Select **Show VAT Entries** checkbox, if you want to see.
7. Select **Post** checkbox, if you want to see.
8. Select **Show Amounts in Add. Reporting** checkbox, if you want to see.
9. Choose **Bank Settlement Account** from the dropdown by clicking on button.
 - **Bank Settlement Account: 01**
10. Choose filter in the **VAT Posting Setup** if any specific information you want to see from the dropdown by clicking on button.
11. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
12. Choose **Print to** print the document.
 13. Choose **Preview** to preview the document.
 14. Choose **Cancel** to close this page.
 15. Click on ↗ button to make it full page.

The screenshot shows a software window titled "Edit - Calc. and Post VAT Settlement". It contains several sections: "Saved Settings" with a "Name" field containing "Last used options and filters"; "Options" with fields for "Starting Date" (01-05-19), "Ending Date" (01-05-20), "Posting Date" (01-04-20), "Document No." (DOC001), checkboxes for "Show VAT Entries", "Post", and "Show Amounts in Add. Reporting ...", and a "Bank Settlement Account" field (01); "VAT Posting Setup" with "Where:" and "And:" dropdowns set to "VAT Bus. Posting Group" and "VAT Prod. Posting Group" respectively, each followed by an "is:" field; and a bottom row of buttons: "Send to...", "Print", "Preview", and "Cancel". A full-screen button (↗) is in the top right corner. Numbered callouts 1 through 15 point to specific elements: 1 (Name field), 2 (Starting Date), 3 (Ending Date), 4 (Posting Date), 5 (Document No.), 6 (Show VAT Entries checkbox), 7 (Post checkbox), 8 (Show Amounts in Add. Reporting ... checkbox), 9 (Bank Settlement Account), 10 (Where: dropdown), 11 (Send to... button), 12 (Print button), 13 (Preview button), 14 (Cancel button), and 15 (full-screen button).

The following pop up will be appeared.

The screenshot shows a confirmation dialog box with a question mark icon and the text "Do you want to calculate and post the VAT Settlement?". At the bottom, there are two buttons: "Yes" and "No".

F. To calculate and post the VAT Settlement click "Yes".

?

Do you want to calculate and post the VAT Settlement?

Yes

No

The following Report will be appeared.

Calc. and Post VAT Settlement

Period: 01-01-18..31-12-20

Sample Power Company

14. July 2020

Page 1

SUPER_ADMIN

Test Report (Not Posted)

Posting Date

06-07-20

Document No.

PPI0000003

Settlement Account

BANK003

All amounts are in 0.

Posting Date	Document No.	D oc	Ty pe	Base	Amount	Unrealized Base	Unrealized VAT Amount	VAT Calculation Type	Bill-to/Pay-to No.	Entry No.	User ID
DOMESTIC		15%	Purchase								
06-07-20	PPI0000003	In	Pu	2,875.00	-375.00	0.00	0.00	Normal	VEND000013	1	SUPE
06-07-20	PPI0000004	In	Pu	2,875.00	-375.00	0.00	0.00	Normal	VEND000013	2	SUPE
06-07-20	PPI0000003	Se		-5,750.00	750.00			Normal		3	
Total					-750.00						

FI-310 How to: AIT Settlement

Introduction

This process demonstrates how to view AIT Settlement in the system.

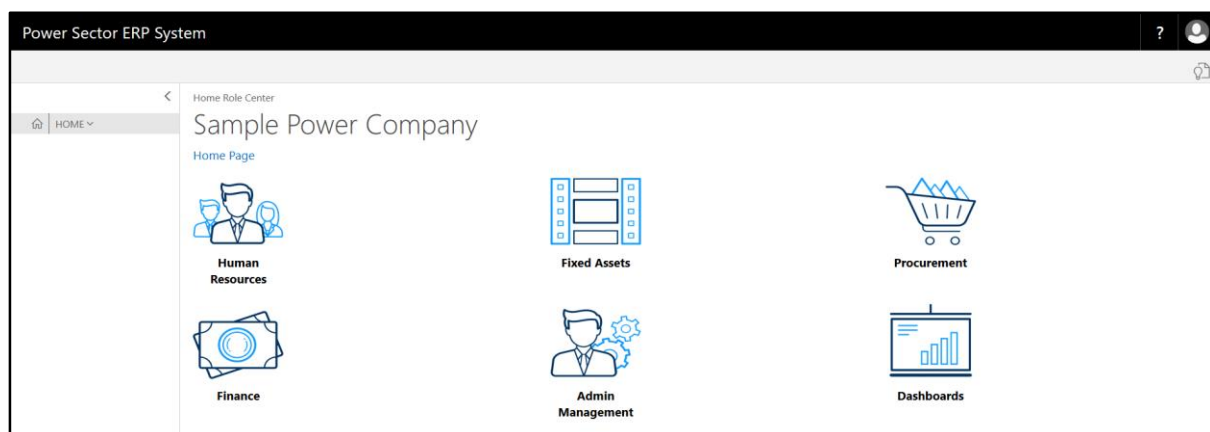
Roles

- Module Admin
- Module User

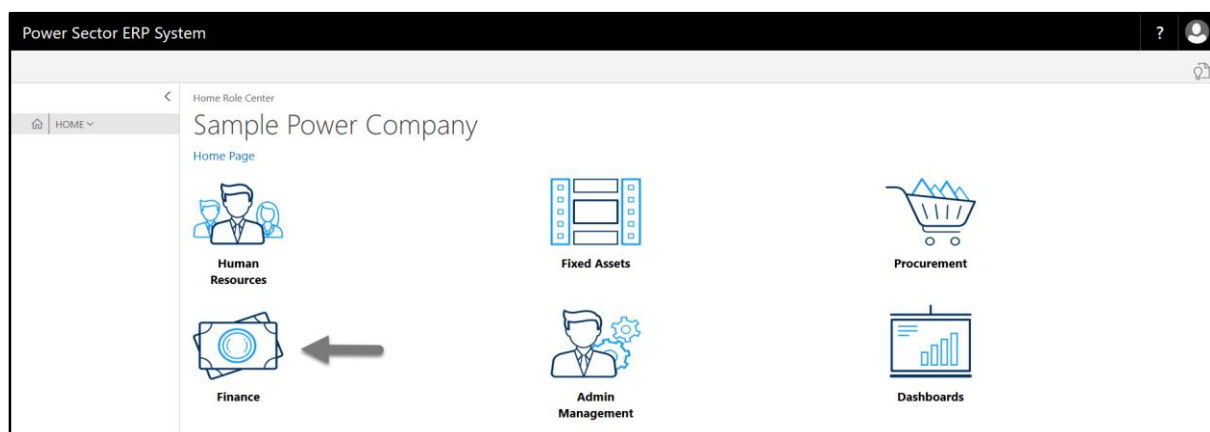
View AIT Settlement

To initiate, follow the steps below.

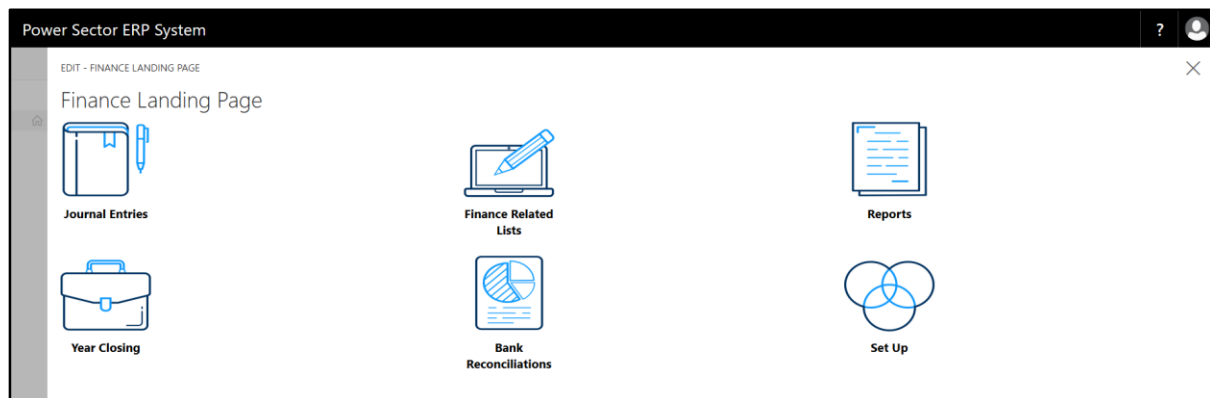
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



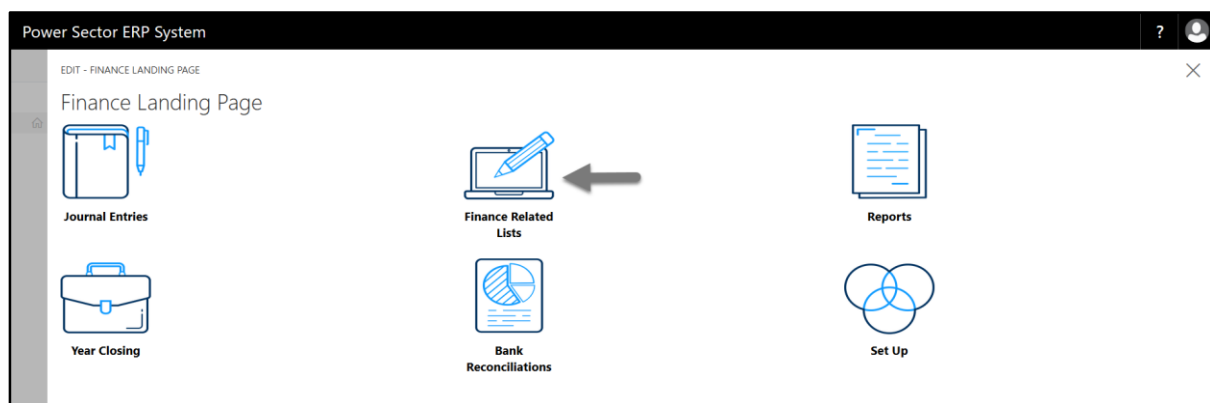
- B. Choose the **“Finance”** icon.



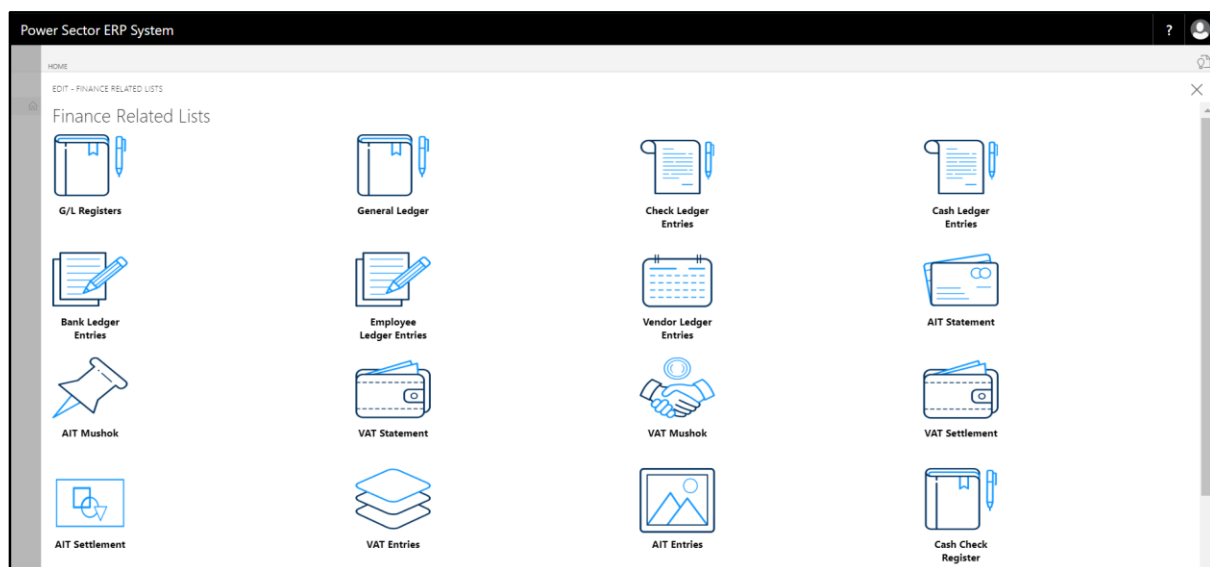
Finance Landing Page will be appeared as below



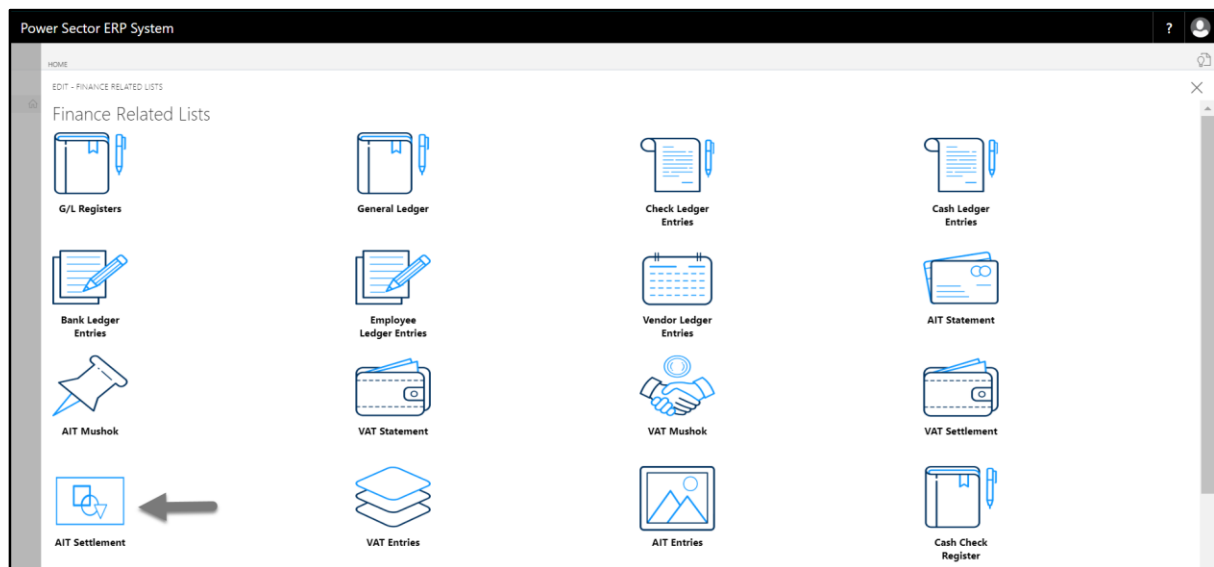
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"AIT Settlement"** in Finance Related Lists Page.



The following **Calling Page** will appear for AIT Settlement report.

Edit - Calc. and Post VAT Settlement

[Saved Settings](#)

Name

[Options](#)

Starting Date

Ending Date

Posting Date

Document No.

Show Tax Entries ☐

Post ☐

Show Amounts in Add. Reporting ... ☐

Bank Settlement Account

[VAT Posting Setup](#)

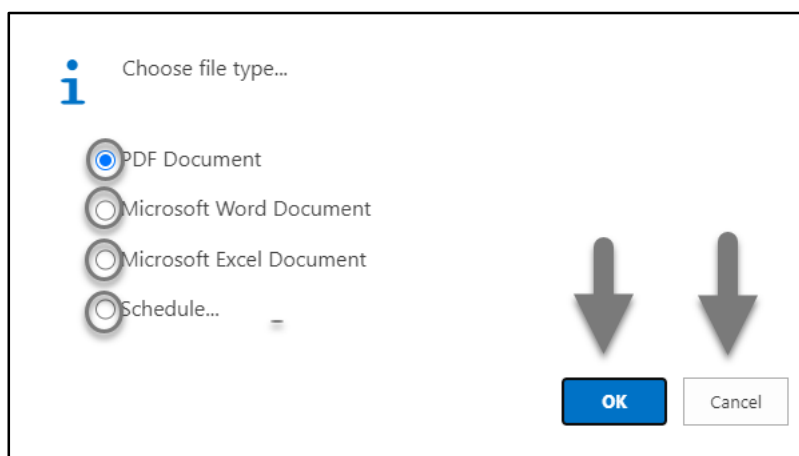
Show results:

Where: Tax Bus. Posting Group is:

And: Tax Prod. Posting Group is:

E. Provide below information to view report successfully.

1. Choose **Name** from the dropdown by clicking on button.
 - **Name: Last used option and filter**
2. Choose **Start Date** from the dropdown by clicking on button.
 - **Start Date: 01-05-19**
3. Choose **End Date** from the dropdown by clicking on button.
 - **End Date: 01-05-20**
4. Choose **Posting Date** from the dropdown by clicking on button.
 - **Posting Date: 01-04-20**
5. Provide **Document No.** here.
 - **Document No: DOC001**
6. Select **Show VAT Entries** checkbox, if you want to see.
7. Select **Post** checkbox, if you want to see.
8. Select **Show Amounts in Add. Reporting** checkbox, if you want to see.
9. Choose **Bank Settlement Account** from the dropdown by clicking on button.
 - **Bank Settlement Account: 01**
10. Choose filter in the **VAT Posting Setup** if any specific information you want to see from the dropdown by clicking on button.
11. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
12. Choose **Print to** print the document.
 13. Choose **Preview** to preview the document.
 14. Choose **Cancel** to close this page.
 15. Click on ↗ button to make it full page.

The screenshot shows a software window titled "Edit - Calc. and Post VAT Settlement". It contains three main sections: "Saved Settings", "Options", and "VAT Posting Setup".

- Saved Settings:** A field labeled "Name" contains the text "Last used options and filters".
- Options:** A list of settings with checkboxes and date pickers.
 - Starting Date: 01-05-19
 - Ending Date: 01-05-20
 - Posting Date: 01-04-20
 - Document No.: DOC001
 - Show Tax Entries: ☒
 - Post: ☒
 - Show Amounts in Add. Reporting ...: ☒
 - Bank Settlement Account: 01
- VAT Posting Setup:** A section with "Show results:" and two rows of filters.
 - Where: [Tax Bus. Posting Group] is: []
 - And: [Tax Prod. Posting Group] is: []

At the bottom, there are four buttons: "Send to...", "Print", "Preview", and "Cancel".

Numbered callouts (1-15) are placed over the interface elements as follows:

- 1: "Last used options and filters" text
- 2: Starting Date field
- 3: Ending Date field
- 4: Posting Date field
- 5: Document No. field
- 6: Show Tax Entries checkbox
- 7: Post checkbox
- 8: Show Amounts in Add. Reporting ... checkbox
- 9: Bank Settlement Account field
- 10: "is:" field in VAT Posting Setup
- 11: "Send to..." button
- 12: "Print" button
- 13: "Preview" button
- 14: "Cancel" button
- 15: Maximize button (↗)

The following pop up will be appeared.

A confirmation dialog box with a question mark icon and the text "Do you want to calculate and post the Tax Settlement?". At the bottom, there are two buttons: "Yes" and "No".

F. To calculate and post the VAT Settlement click "Yes".

?

Do you want to calculate and post the Tax Settlement?

→

The following Report will be appeared.

Calc. and Post Tax Settlement							14. July 2020	
Period: 01-01-19..31-12-20							Page 1	
Sample Power Company							SUPER_ADMIN	
Test Report (Not Posted)								
Posting Date		06-07-20						
Document No.		PPI0000003						
Settlement Account		BANK003						
All amounts are in 0.								
Posting Date	Document No.	D oc	Ty pe	Base	Amount	Bill-to/Pay-to No.	Entry No.	User ID
DOMESTIC	DOMESTIC	Purchase						
06-07-20	PPI0000003	Ty	Ty	2,875.00	0.00	VEND000013	1	SUPE
06-07-20	PPI0000004	Ty	Ty	2,875.00	0.00	VEND000013	2	SUPE
06-07-20	PPI0000003	Se		-5,750.00	0.00		3	
		Total			0.00			

FI-311 How to: VAT Entries

Introduction

This process demonstrates how to access VAT Entries in the system.

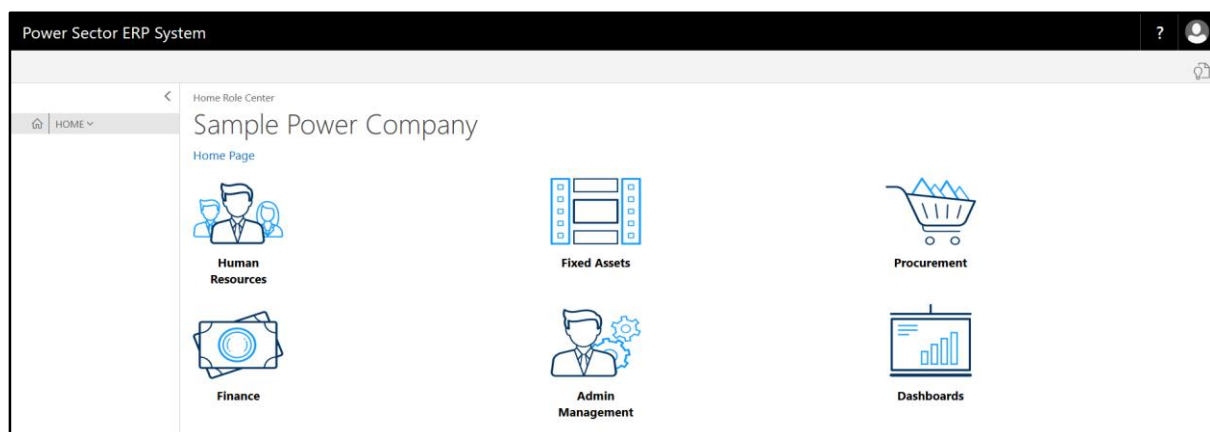
Roles

- Module Admin
- Module User

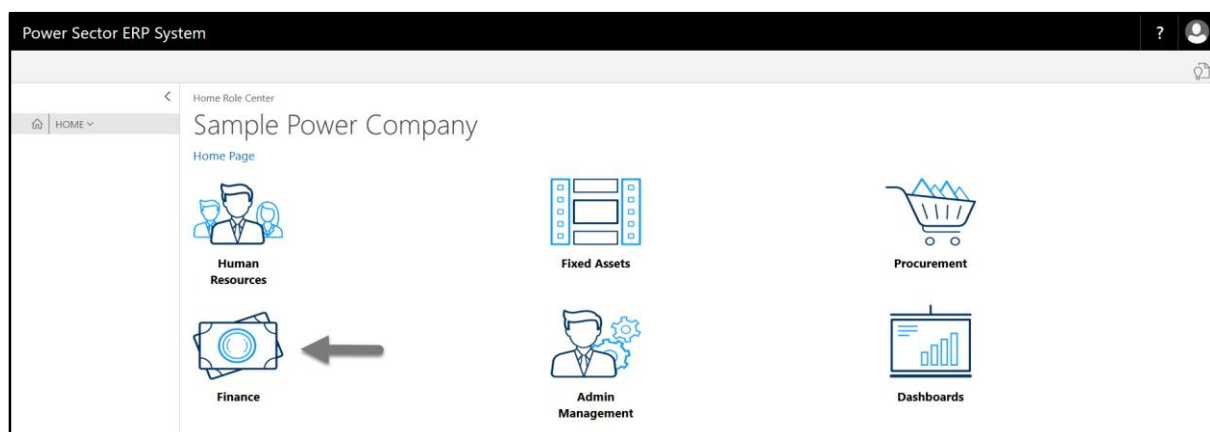
View VAT Entries

To initiate, follow the steps below.

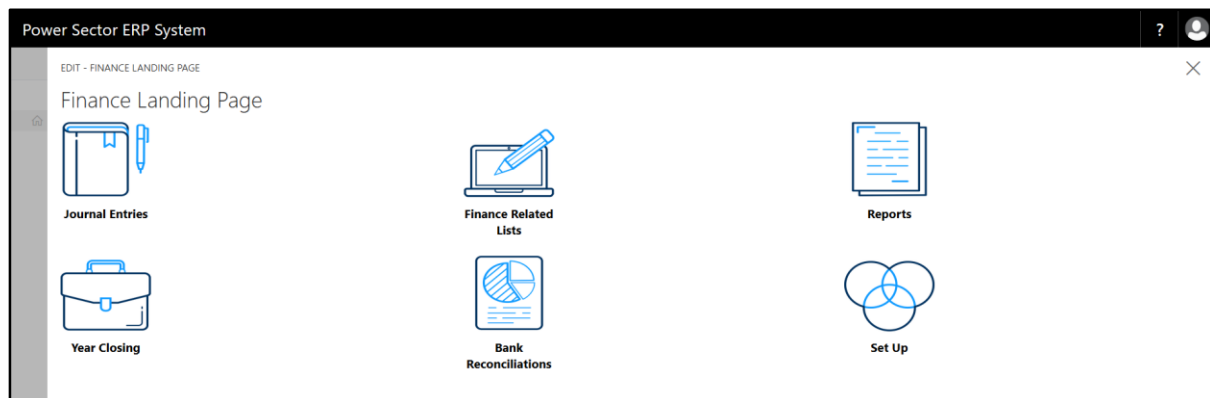
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



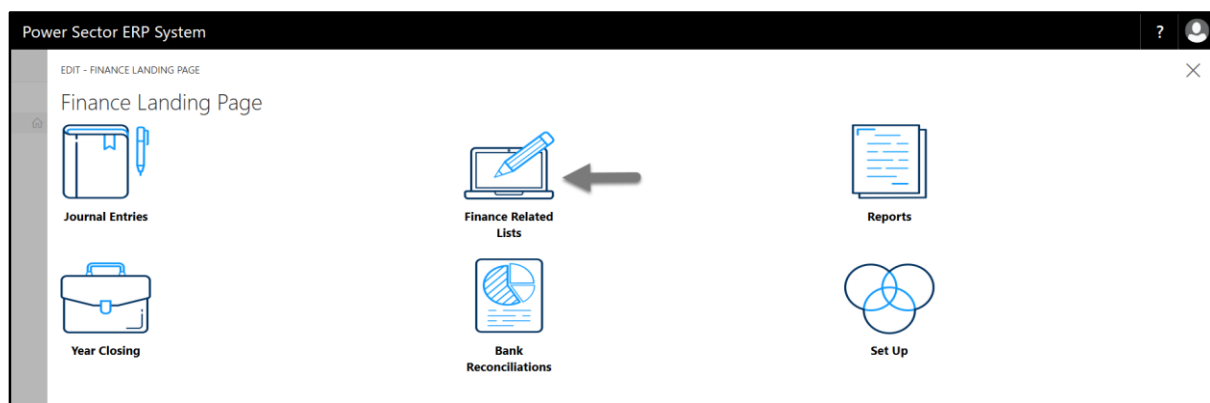
- B. Choose the **“Finance”** icon.



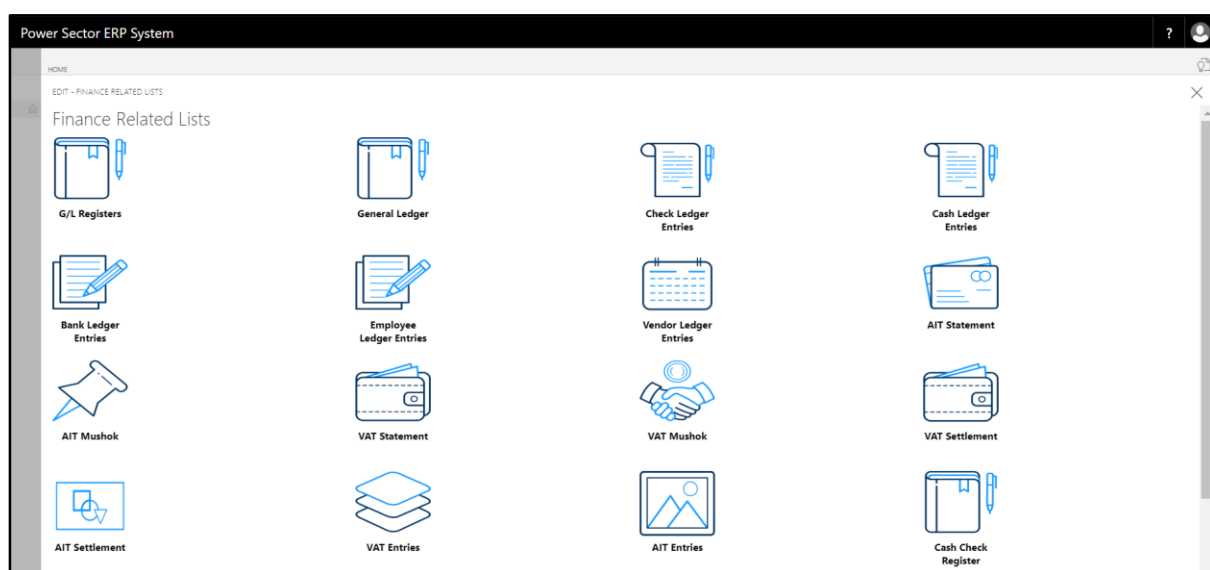
Finance Landing Page will be appeared as below



C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"VAT Entries"** in Finance Related Lists Page.



The following VAT Entries page will be appeared.

Power Sector ERP System

HOME

ACTIONS

Edit List

Manage

Navigate

Process

Notes

Show Attached

Links

Page

Open in Excel

EDIT - VAT ENTRIES

Entry No.	VAT Bus. Posting Group	VAT Prod. Posting Group	Posting Date	Document No.	Document Type	Type	Base	Amount	VAT Calculation Type	Bill-to/Pay-to No.	Country/Regi... Code	EU 3-Party Trade	Clos...	Closed by Entry No.	Internal Ref. No.
1	...	DOMESTIC	5%	29-12-19	PPI0000001	Invoice	Purchase	6,30,000.00	0.00	Normal VAT	VEND000007	BD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
2	...	DOMESTIC	5%	31-12-19	PPI0000002	Invoice	Purchase	10,39,500.00	0.00	Normal VAT	VEND000007	BD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
3	...	DOMESTIC	5%	09-02-20	PPI0000003	Invoice	Purchase	1,05,000.00	0.00	Normal VAT	VEND000007	RU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
4	...	DOMESTIC	5%	19-02-20	PPI0000004	Invoice	Purchase	0.00	0.00	Normal VAT	VENDOR001	AT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
5	...	DOMESTIC	5%	01-03-20	DOC001		Settlement	-17,74,500.00	0.00	Normal VAT			<input type="checkbox"/>	<input checked="" type="checkbox"/>	0
6	...			10-03-20	AIT00001		Settlement	84,500.00	0.00	Normal VAT			<input type="checkbox"/>	<input checked="" type="checkbox"/>	0

Here the fields are:

1. Entry No.
2. VAT Bus. Posting Group
3. VAT Prod. Posting Group
4. Posting Date
5. Document No.
6. Document Type
7. Type
8. Base
9. Amount
10. VAT Calculation Type

- 11. Bill-to/Pay-to No.
- 12. Country/Region Code
- 13. EU 3 Party Trade
- 14. Closed
- 15. Closed by Entry No.
- 16. Internal Ref. No.

FI-312 How to: AIT Entries

Introduction

This process demonstrates how to access AIT Entries in the system.

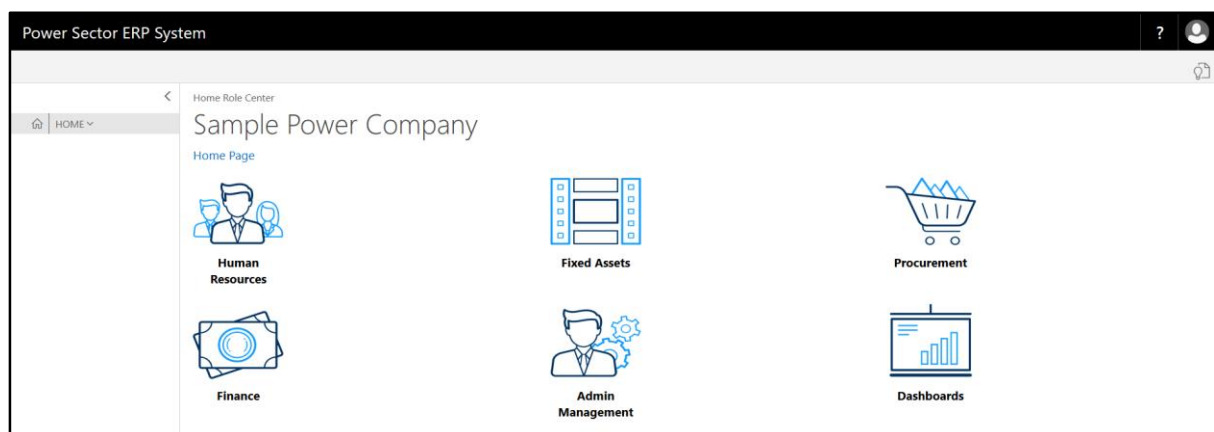
Roles

- Module Admin
- Module User

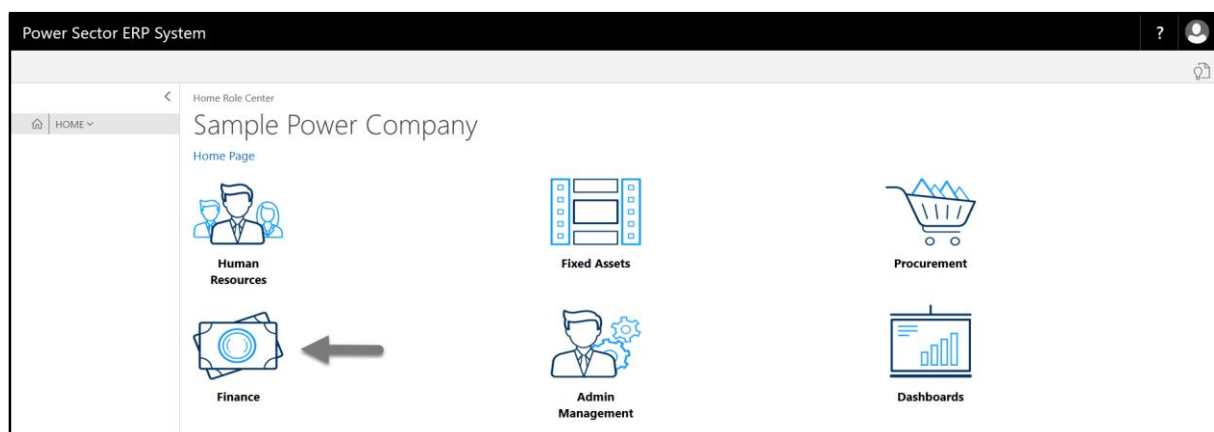
View AIT Entries

To initiate, follow the steps below.

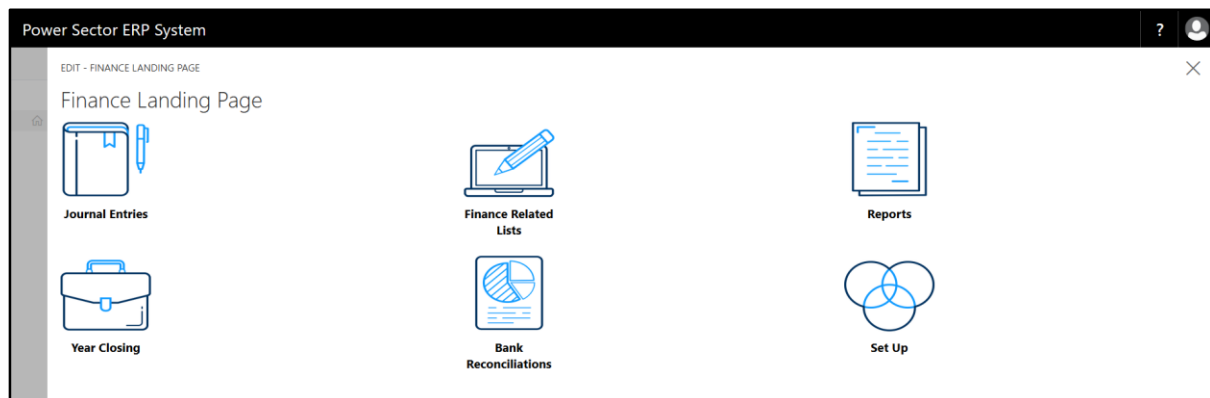
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



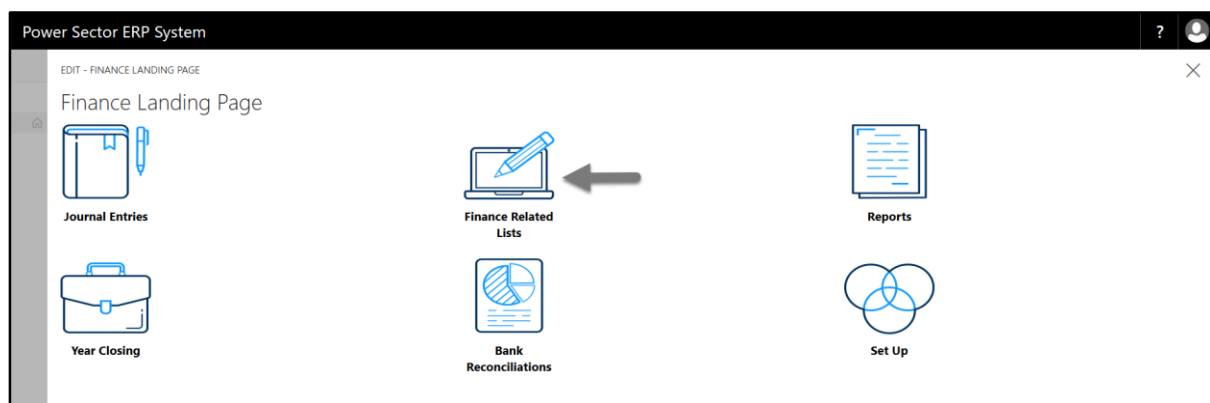
- B. Choose the **“Finance”** icon.



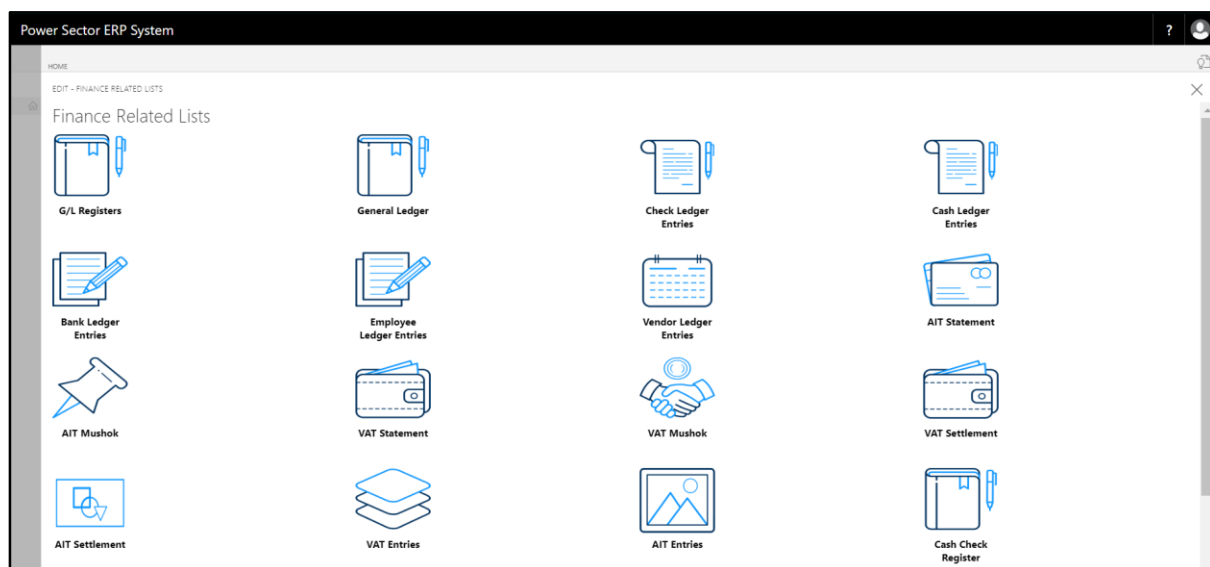
Finance Landing Page will be appeared as below



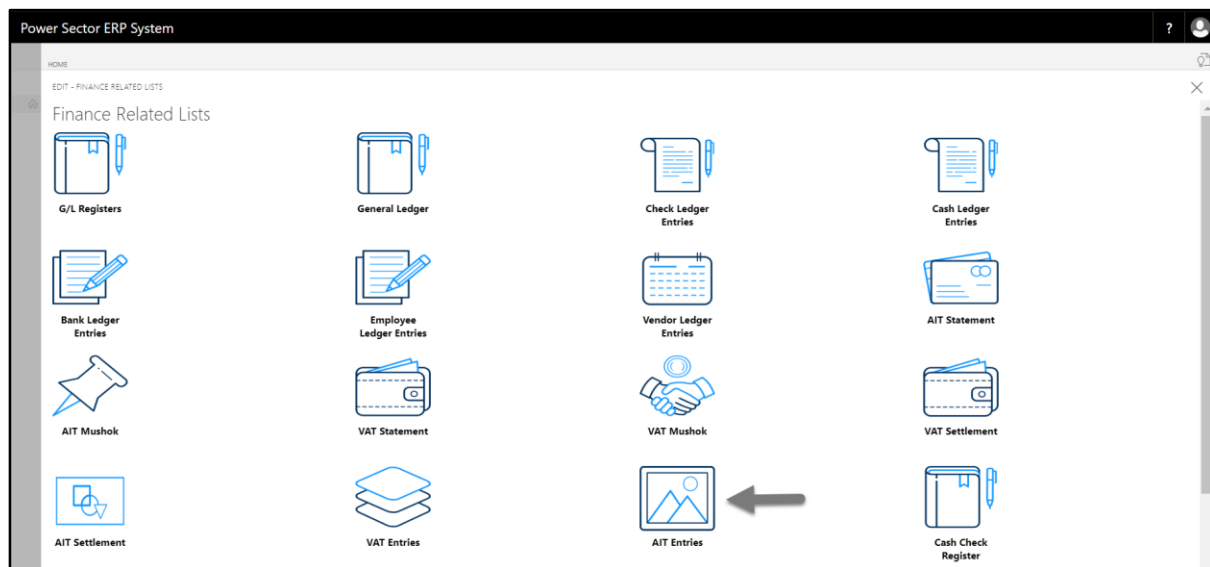
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"AIT Entries"** in Finance Related Lists Page.



The following AIT Entries will be appeared.

Power Sector ERP System

HOME ACTIONS

Edit List Manage Process Show Attached Page

EDIT - AIT ENTRIES

Entry No.	Posting Date	Document No.	Document Type	Type	Base	Amount	Bill-to/Pay-to No.	Country/Region Code	Clos...	Closed by Entry No.	Internal Ref. No.	AIT Bus. Posting Group	AIT Prod. Posting Group
1	29-12-19	PP10000001	Invoice	Purchase	6,30,000.00	-30,000.00	VEND000007		<input checked="" type="checkbox"/>	6		DOMESTIC	AIT5
2	31-12-19	PP10000002	Invoice	Purchase	10,39,500.00	-49,500.00	VEND000007		<input checked="" type="checkbox"/>	6		DOMESTIC	AIT5
3	09-02-20	PP10000003	Invoice	Purchase	1,05,000.00	-5,000.00	VEND000007		<input checked="" type="checkbox"/>	6		DOMESTIC	AIT5
4	19-02-20	PP10000004	Invoice	Purchase	0.00	0.00	VEND000007		<input checked="" type="checkbox"/>	6		DOMESTIC	AIT5
5	01-03-20	DOC001		Settlement	-17,74,500.00	0.00			<input type="checkbox"/>	0		DOMESTIC	AIT5
6	10-03-20	AIT00001		Settlement	-17,74,500.00	0.00			<input type="checkbox"/>	0		DOMESTIC	AIT5

Here the fields are:

1. Entry No.
2. Posting Date
3. Document No.
4. Document Type
5. Type
6. Base
7. Amount
8. Bill-to/Pay-to No.

- 9. Country/Region Code
- 10. Closed
- 11. Closed by Entry No.
- 12. Internal Ref. No.
- 13. AIT Bus. Posting Group
- 14. AIT Prod. Posting Group

FI-313 How to: Cash Deposit Register

Introduction

This process demonstrates how to access Cash Deposit Register in the system.

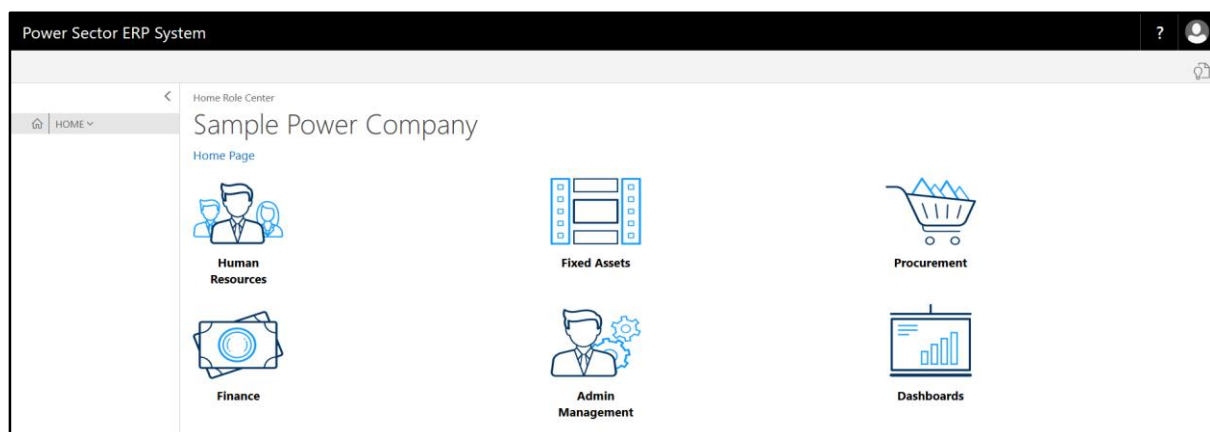
Roles

- Module Admin
- Module User

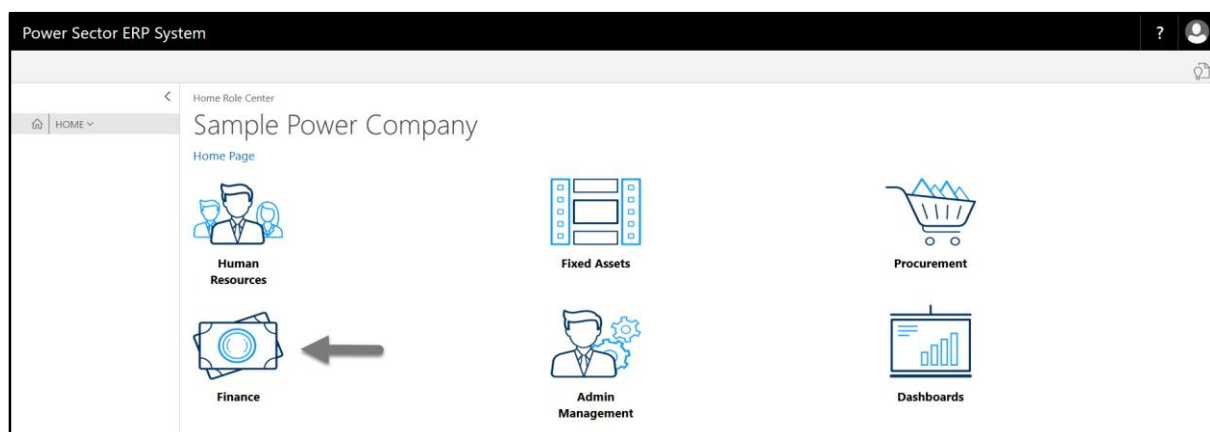
View Cash Deposit Register

To initiate, follow the steps below.

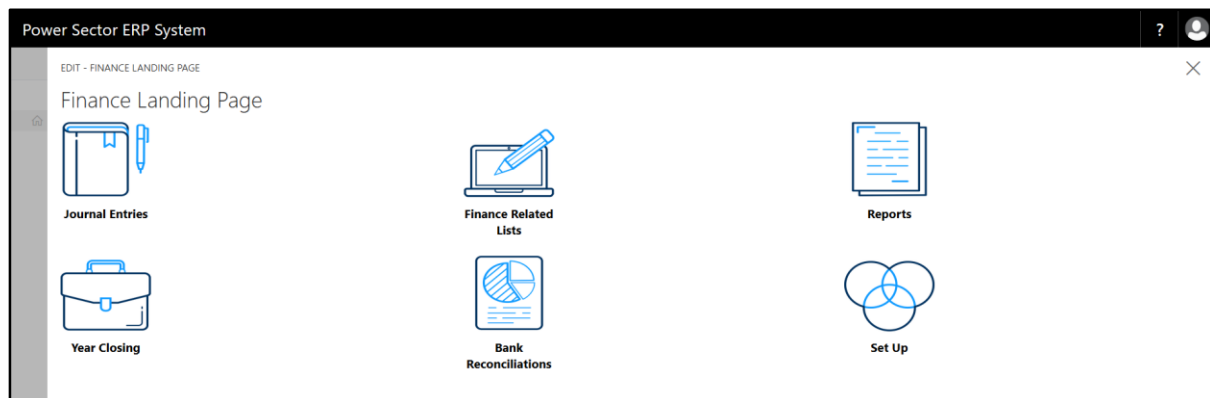
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



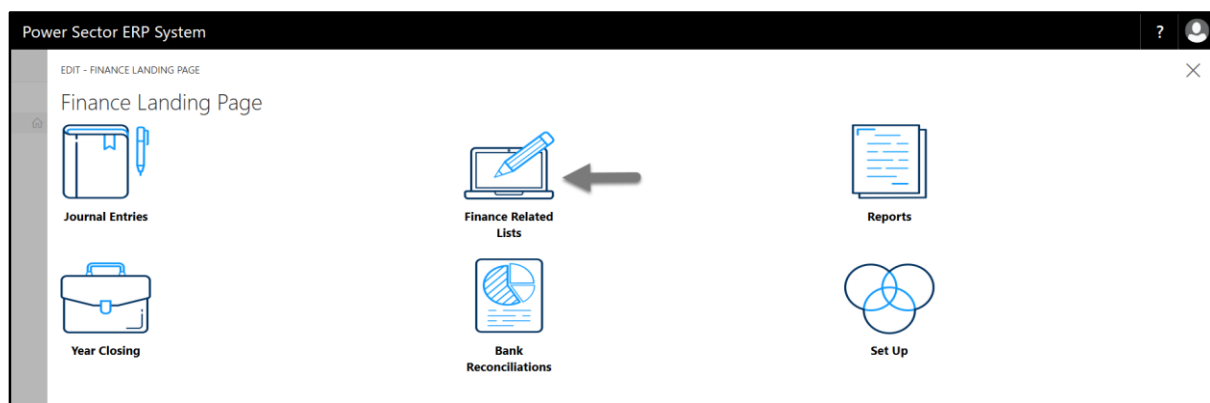
- B. Choose the **"Finance"** icon.



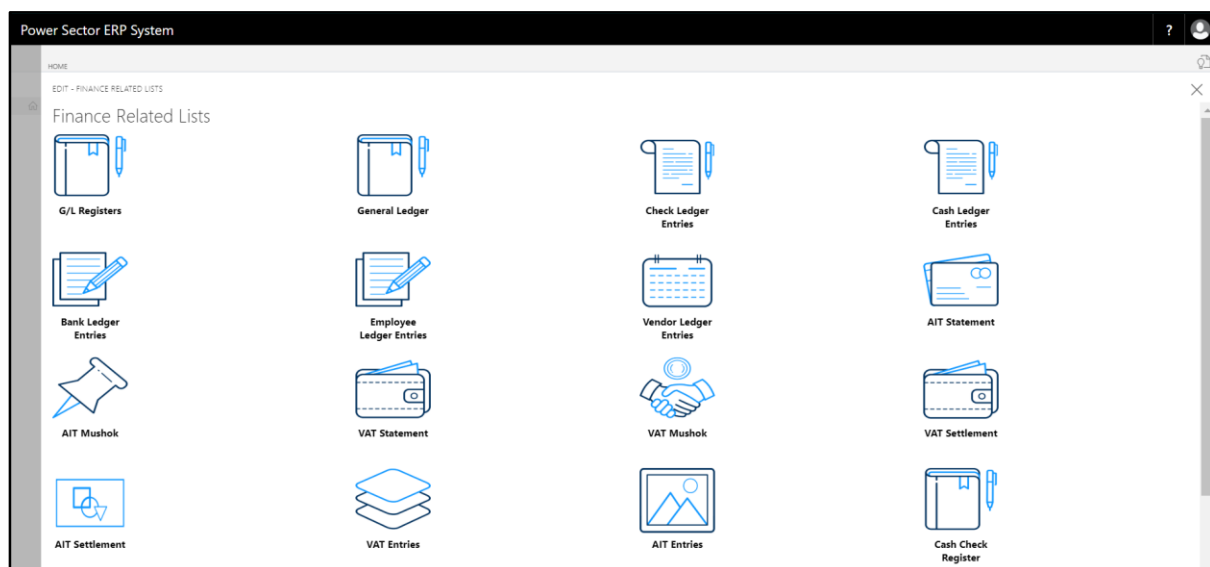
Finance Landing Page will be appeared as below



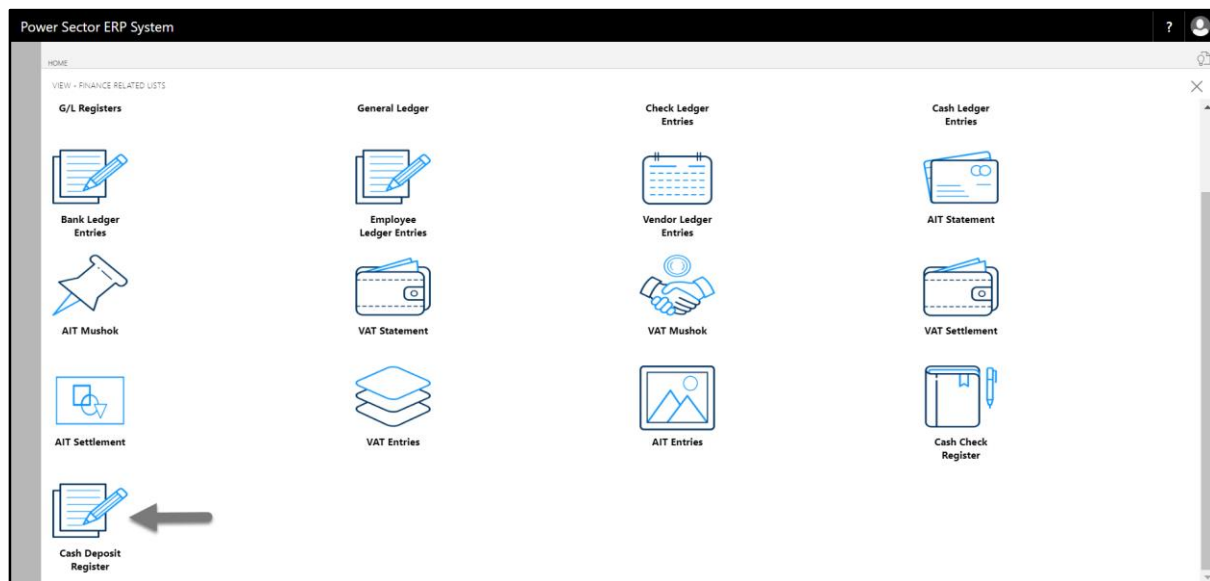
C. Choose the “**Finance Related Lists**” in Finance Landing Page.



Finance Related List page will be appeared as below



D. Choose the **"Cash Deposit Register"** in Finance Related Lists Page.



The **Cash Deposit Register** will appeared as below.

Power Sector ERP System

HOME ACTIONS

Notes Links Open in Excel

Show Attached Page

VIEW - CASH DEPOSIT ENTRIES

No.	GL Acc	GL Description	Bal. Bank Acc	Bal. Description	Amount	Comment	Posting Date	Entry No.
...	1020402001	Cash At Bank	BANK003	Sonali Bank Ltd.	10,00,000.00		29-10-18	0

FI-400 Generating Reports

Introduction

This section shows how to generate different reports related to Finance. This section contains

–

FI-401	G/L Register Report
FI-402	Trial Balance Report
FI-403	Detail Trial Balance Report
FI-404	Trial Balance By Period Report
FI-405	Consolidated Trial Balance Report
FI-406	Income Statement Report
FI-407	Balance Sheet Report
FI-408	AIT Statement Report
FI-409	VAT Statement Report
FI-410	Bank Reconciliation Report
FI-411	Cheque Payments Report
FI-412	Cash Payments Report

Role

- Module User
- Module Admin

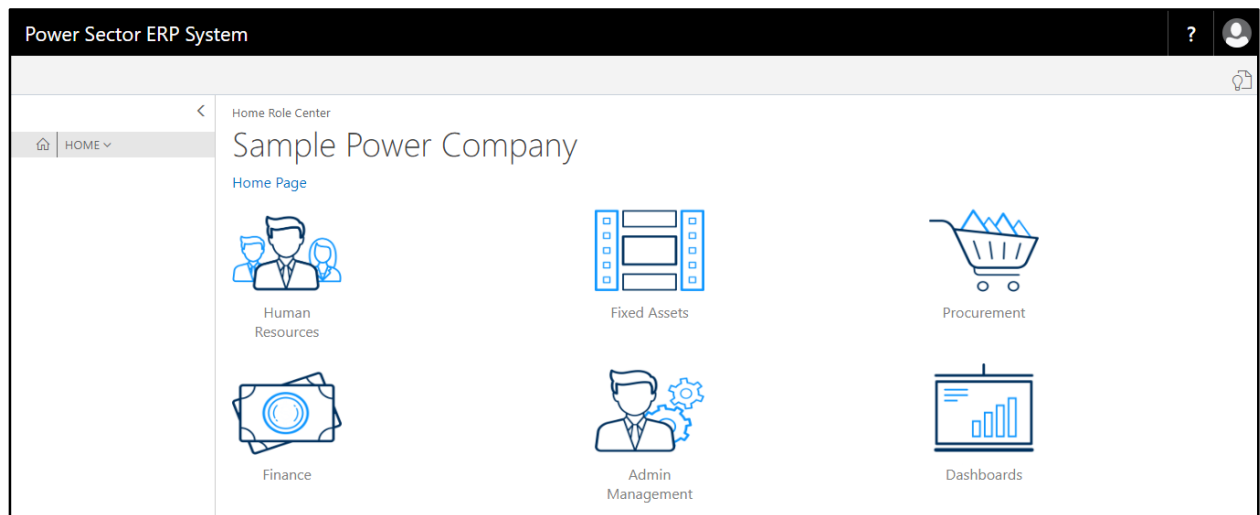
Prerequisite

- Module User credentials

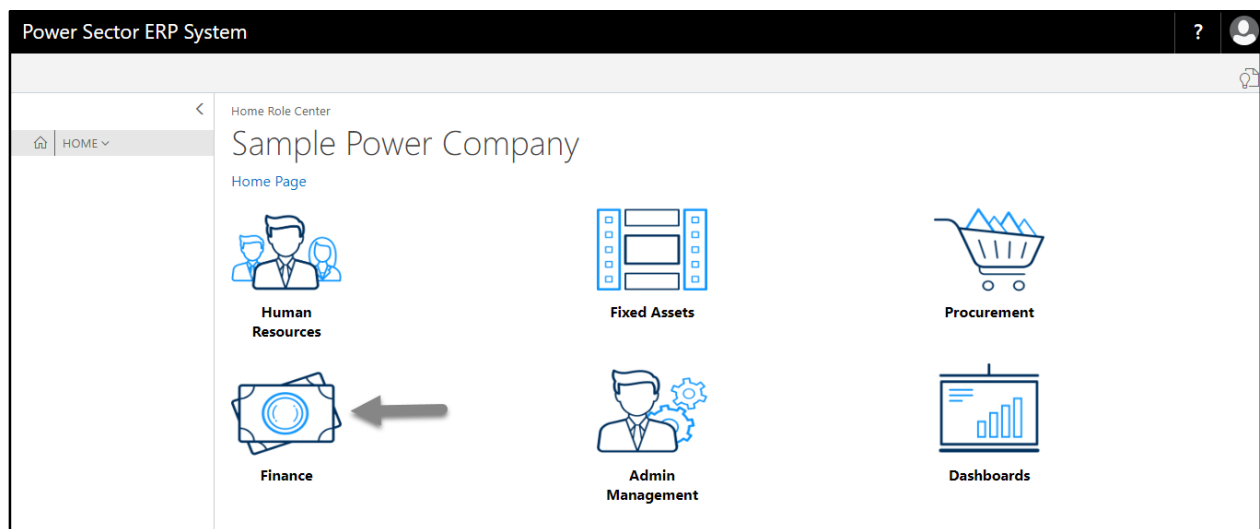
Access to Report Tab

Follow the steps below.

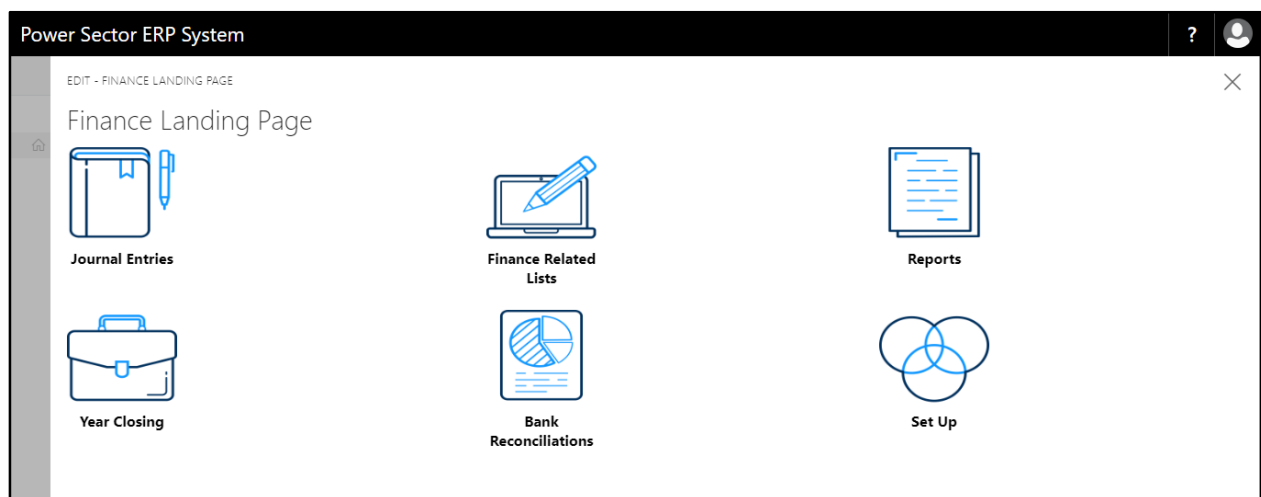
- A. Login with your respective **FI credentials**. ERP Landing Page, as below, will be appeared on successful login.



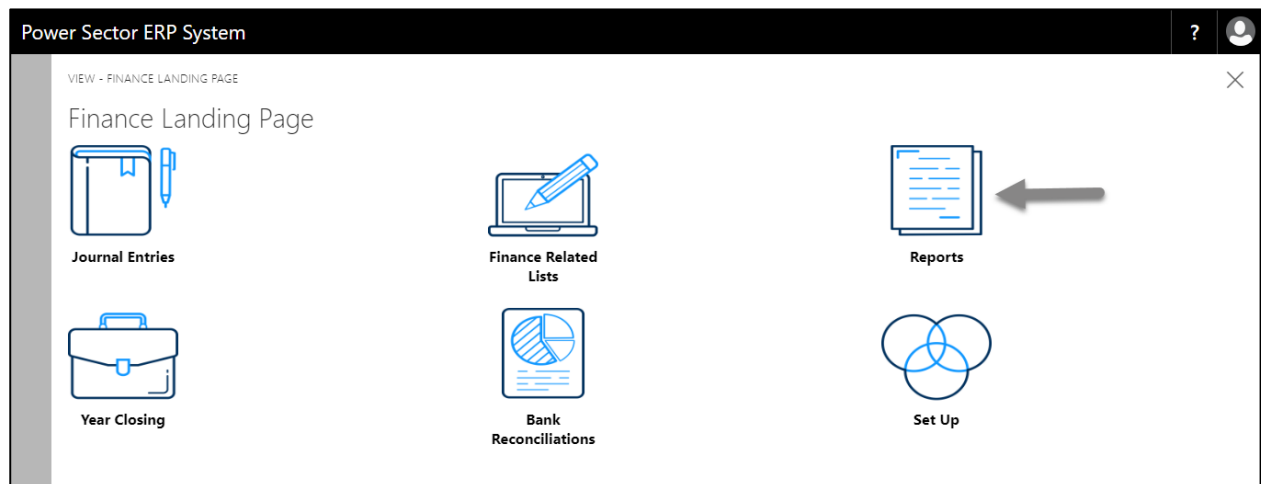
- B. Choose the **"Finance"** icon.



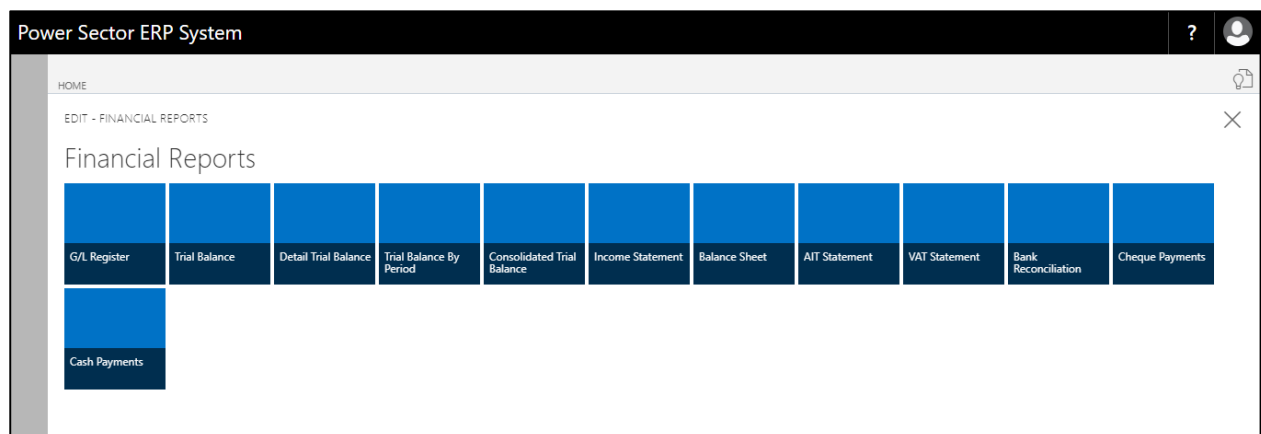
Finance Landing Page will be appeared as below



C. Choose the “**Reports**” in Finance Landing Page.



The following **FI report landing** page will be appeared.



FI-401 How to: Generate G/L Register Report

Introduction

This process demonstrates how to generate G/L Register Reports.

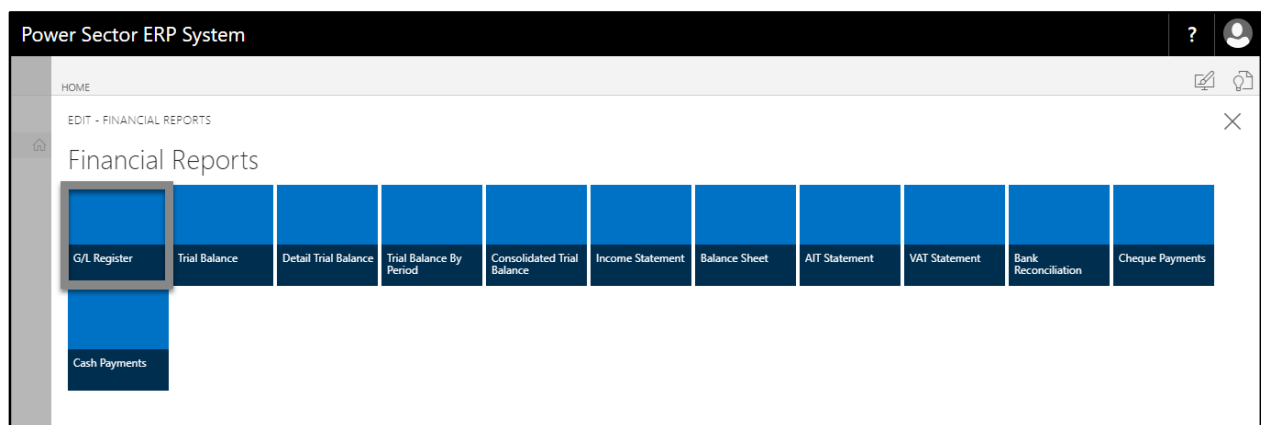
Roles

- Module Admin
- Module User

Generate G/L Register Report

To generate G/L Register report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "G/L Register Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

C. Provide below information to view report successfully.

1. Choose the **Show Details** by clicking on ☒ button.
It will be generated details information in the report.
2. Choose the **Where** from the dropdown by clicking on ▼ button.
 - **Where: No.**

Note

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

3. Choose **Send to** take it on PDF, Excel And Word

- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
4. Choose **Print** to print the document.
 5. Choose **Preview** to preview the document.
 6. Choose **Cancel** to close this page.
 7. Click on ↗ button to make it full page.

The following Report will be appeared.

Date: 31-05-20

Sample Power Company

G/L Register

Posting Date	Document Type	Document No.	G/L Account No.	Name	Description	Vat Amount	Gen. Posting Group	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Entry No.
Register		1									
01-01-19	Invoice	DOC12	101010200	Increase during	building	0.00				4,00,000.00	1
01-01-19	Invoice	DOC12	101010500	Petty cash	Petty cash	0.00				-	2
			2	suspense	suspense					4,00,000.00	
Register		2									
03-05-19		DOC11	101010200	Accumulated		0.00				-24,600.00	3
03-05-19		DOC11	203042001	Depreciation -		0.00				24,600.00	4
Register		3									
31-12-19	Invoice	PPI0000002	203042001	Miscellaneous	Order	900.00	Purchase	DOMESTI	OFFICE	6,900.00	5
31-12-19	Invoice	PPI0000002	203040300	VAT payable	Order	0.00				-900.00	6
31-12-19	Invoice	PPI0000002	203050100	Goods Payable	Order	0.00				-8,000.00	7
Register		4									
31-12-19	Payment	CP00000002	101010500	Petty cash	Invoice	0.00				-3,000.00	8
31-12-19	Payment	CP00000002	203050100	Goods Payable	Invoice	0.00				3,000.00	9
Register		5									
09-01-20	Payment	99998	101010100	Land	Land	0.00				50,000.00	10

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-402 How to: Generate Trial Balance Report

Introduction

This process demonstrates how to generate Trial Balance Reports.

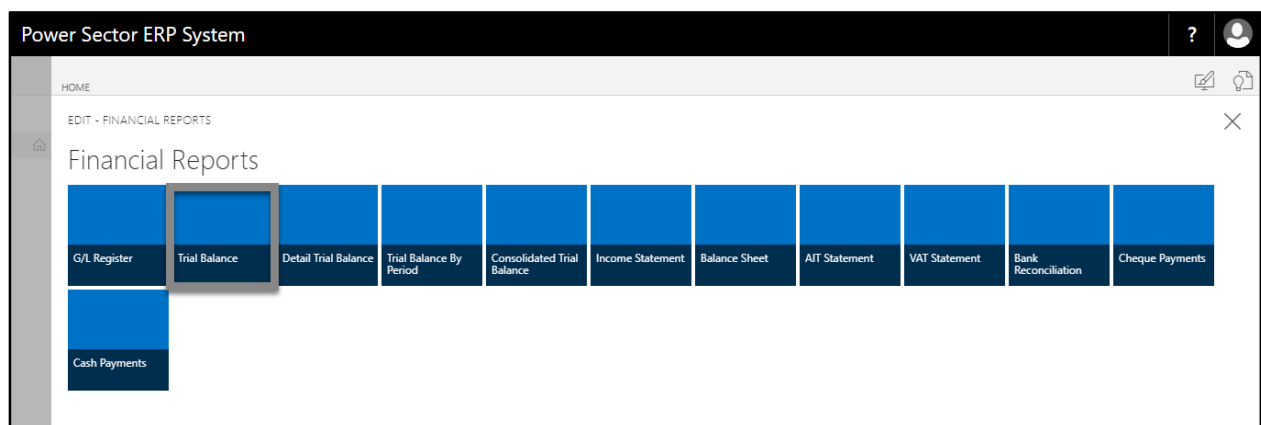
Roles

- Module Admin
- Module User

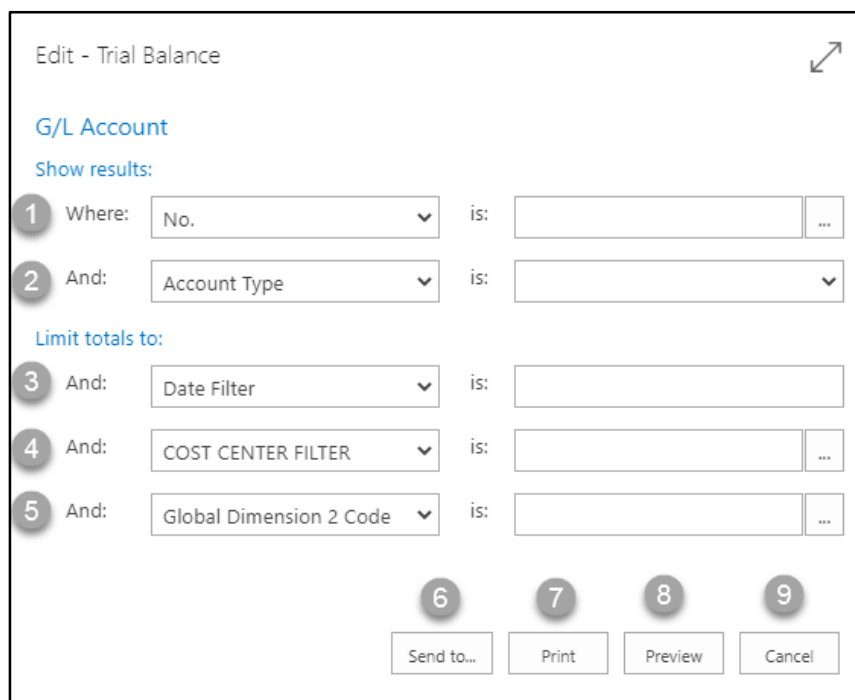
Generate Trial Balance Report

To generate Trial Balance report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "Trial Balance Report" from FI Report Page.



The following **Report Calling Page** will be appeared.



Edit - Trial Balance

G/L Account

Show results:

1 Where: No. is: ...

2 And: Account Type is: ...

Limit totals to:

3 And: Date Filter is: ...

4 And: COST CENTER FILTER is: ...

5 And: Global Dimension 2 Code is: ...

6 Send to... 7 Print 8 Preview 9 Cancel

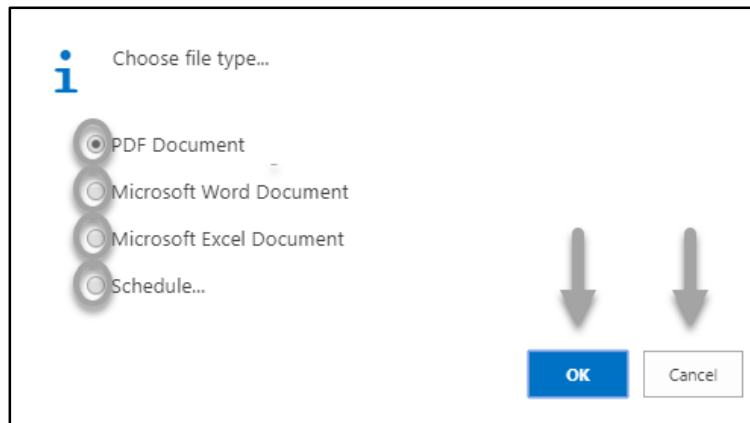
C. Provide below information to view report successfully.

1. Choose the **Where** from the dropdown by clicking on ▼ button.
 - **Where: No.**
2. Choose the **And** from the dropdown by clicking on ▼ button.
 - **And: Account Type**
3. Choose the **And** from the dropdown by clicking on ▼ button.
 - **And: Date Filter**
4. Choose the **And** from the dropdown by clicking on ▼ button.
 - **And: Cost canter**
5. Choose the **And** from the dropdown by clicking on ▼ button.
 - **And: Global Dimension 2 Code**

Note

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

6. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
7. Choose **Print to** print the document.
 8. Choose **Preview** to preview the document.
 9. Choose **Cancel** to close this page.
 10. Click on ↗ button to make it full page.

The following Report will be appeared.

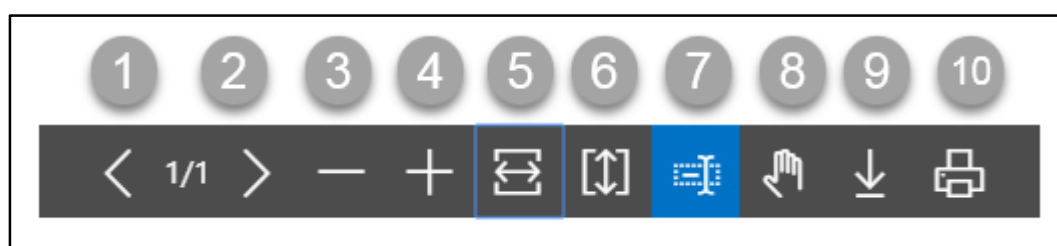
Date: 31-05-20

Sample Power Company

Trial Balance

No.	Name	Net Change		Balance	
		Debit	Credit	Debit	Credit
1000000000	Property & Assets				
1010000000	NonCurrent Assets				
1010100000	Property, Plant & Equipment				
1010101000	Land				
1010101001	Land		4,00,09,14,12,90,00.00	4,00,09,14,12,90,00.00	
1010101999	Land, Total		4,00,09,14,12,90,00.00	4,00,09,14,12,90,00.00	
1010102000	Building				
1010102001	Office Building Power Plant		6,80,000.00		6,80,000.00
1010102002	Other Building Corporate Office		9,00,00,14,66,00,00.00	9,00,00,14,66,00,00.00	
1010102003	Increase during the year - Building & Other Constr	13,00,09,29,49,80,000.00		13,00,09,29,49,80,000.00	
1010102004	Accumulated Depreciation - Building & Other Const		1,50,54,24,92,87,329.75	1,50,54,24,92,87,329.75	
1010102005	Write-Down Account - Building & Other				
1010102006	Decrease during the year - Building & Other Constr		10,00,00,20,36,50,500.00	10,00,00,20,36,50,500.00	
1010102007	Test building				
1010102008	building test 2				
1010102999	Building, Total		7,50,45,30,52,37,829.75	7,50,45,30,52,37,829.75	

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width

6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-403 How to: Generate Detail Trial Balance Report

Introduction

This process demonstrates how to generate Details Trial Balance Reports.

Roles

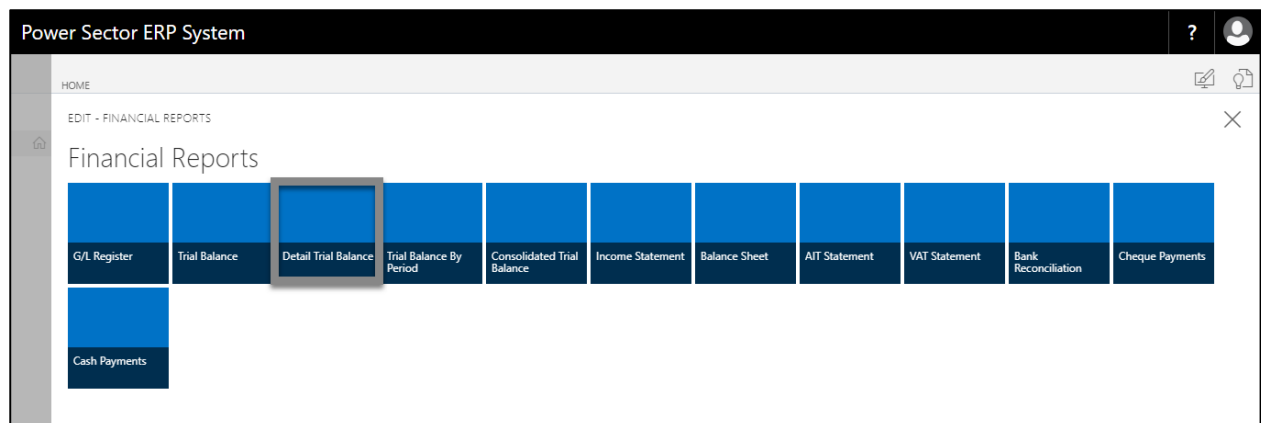
- Module Admin
- Module User

Generate Details Trial Balance Report

To generate Details Trial Balance report, please follow the steps below

A. Open "FI Report Landing Page" through "Access to Report Tab"

B. Choose "Details Trial Balance Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - Detail Trial Balance

Options

New Page per G/L Acc. ☒ 1

Exclude G/L Accs. That Have a Balan... ☒ 2

Include Closing Entries Within the Pe... ☒ 3

Include Reversed Entries ☒ 4

Print Corrections Only ☒ 5

G/L Account

Show results:

6 Where: No. is: ...

7 And: Search Name is:

8 And: Income/Balance is:

9 And: Debit/Credit is:

Limit totals to:

10 And: Date Filter is:

11 Send to... 12 Print 13 Preview 14 Cancel

C. Provide below information to view report successfully.

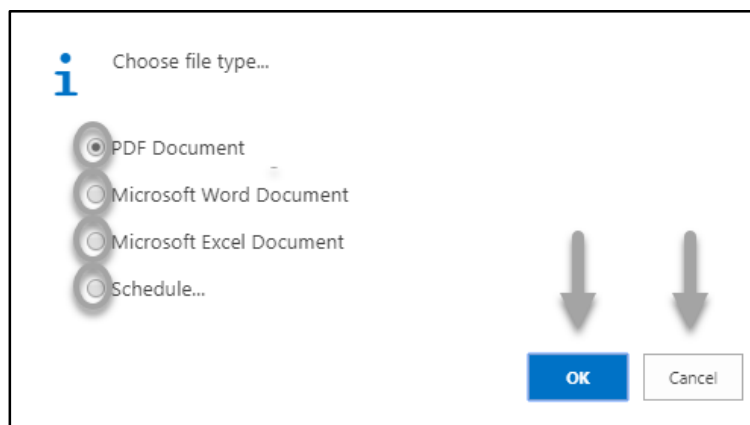
1. Choose the **New Page per G/L Acc.** by clicking on ☒ button.
2. Choose the **Exclude GL Accs. That Have a Balance Only** by clicking on ☒ button.
3. Choose the **Include Closing Entries within the period** by clicking on ☒ button.
4. Choose the **Include Reversed Entries** by clicking on ☒ button.
5. Choose the **Print Correction Only** by clicking on ☒ button.
6. Choose the **Where** from the dropdown by clicking on ▼ button.
 - **Where: No.**
7. Choose the **And** from the dropdown by clicking on ▼ button.

- **And: Search Name**
8. Choose the **And** from the dropdown by clicking on ▼ button.
- **And: Income/Balance**
9. Choose the **And** from the dropdown by clicking on ▼ button.
- **And: Debit/Credit**
10. Choose the **And** from the dropdown by clicking on ▼ button.
- **And: Data Filter**

Note

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

11. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
12. Choose **Print to** print the document.
13. Choose **Preview** to preview the document.
14. Choose **Cancel** to close this page.
15. Click on ↗ button to make it full page.

The following Report will be appeared.

Date: 16-07-20

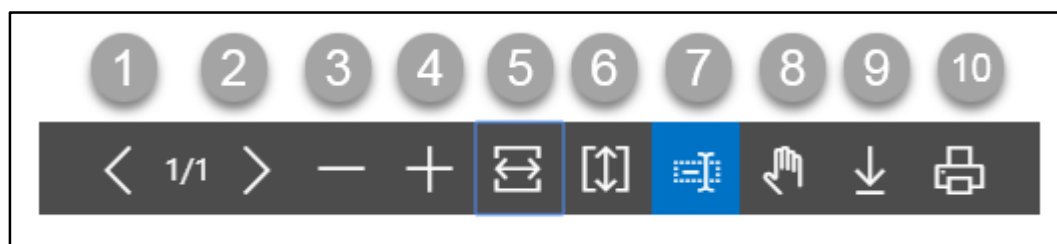
Sample Power Company

Detail Trial Balance

[All Figures are in BDT]

					Net Change		Balance
					Debit	Credit	
Posting Date	Document No.	Description	Vat Amount	AIT Amount			
10513100000	Cash in Bank-Salary Account						0.00
01-01-20	NAV-INV-1	Sonali Bank Limited	0.00	0		30,00,000.00	-30,00,000.00
06-01-20	12345	AB Bank Limited	0.00	0		50,00,000.00	-80,00,000.00
24-06-20	INV/2020/06/02	Sonali Bank Limited	0.00	0	50,00,00,000.00		49,20,00,000.00
24-06-20	NAV-INV-04	Sonali Bank Limited	0.00	0		10,000.00	49,19,90,000.00
24-06-20	SAL-MAY-OFF-2020	Sonali Bank Limited	0.00	0		7,45,215.00	49,12,44,785.00
24-06-20	SALARY-APRIL	Sonali Bank Limited	0.00	0		7,71,375.00	49,04,73,410.00
24-06-20	SAL-JUNE-2020-OFF	Sonali Bank Limited	0.00	0		7,54,975.00	48,97,18,435.00
25-06-20	FA-0032	AB Bank Limited	0.00	0	2,50,00,000.00		46,47,18,435.00
25-06-20	SAL-MAR-2020-OFF	Sonali Bank Limited	0.00	0		7,54,975.00	46,39,63,460.00
28-06-20	23457	Sonali Bank Limited	0.00	0		6,600.00	46,39,56,860.00

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window

7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-404 How to: Generate Trial Balance by Period Report

Introduction

This process demonstrates how to generate Trial Balance by Period Reports.

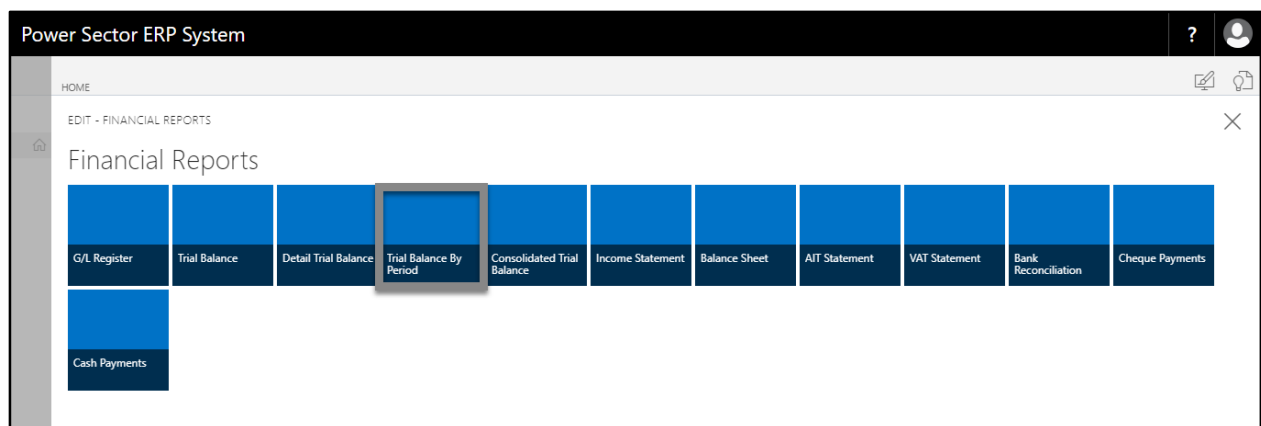
Roles

- Module Admin
- Module User

Generate Trial Balance by Period Report

To generate Trial Balance by Period report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "Trial Balance By Period Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - Trial Balance by Period

Saved Settings

Name (1) Last used options and filters

Options

Starting Date (2) 01-05-20

Rounding Factor (3) None

Indentation Level (4) None

G/L Account

Show results:

(5) Where: No. is:

(6) And: Income/Balance is:

(7) And: Account Type is:






Limit totals to:

(8) And: COST CENTER FILTER is:

(9) And: Global Dimension 2 Code is:

(10) Send to... (11) Print (12) Preview (13) Cancel

C. Provide below information to view report successfully.

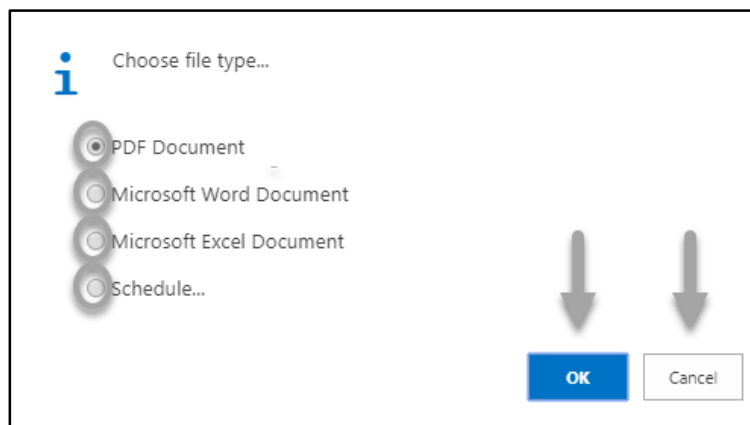
1. Choose the **Name** by clicking on  button.
 - **Name: Last used options and Filters**
2. Choose the **Starting Date** by clicking on  button.
 - **Starting Date:01-05-20**
3. Choose the **Routing Factor** by clicking on  button.
 - **Routing Factor: None**
4. Choose the **Indentation Level** by clicking on  button.
 - **Indentation Level: None**
5. Choose the **Where** from the dropdown by clicking on  button.
 - **Where: No.**

6. Choose the **And** from the dropdown by clicking on ▼ button.
 - **And: Income/Balance**
7. Choose the **And** from the dropdown by clicking on ▼ button.
 - **And: Account Type**
8. Choose the **And** from the dropdown by clicking on ▼ button.
 - **And: Cost Centre Filter**
9. Choose the **And** from the dropdown by clicking on ▼ button.
 - **And: Global Dimension 2 Code**

Note

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

10. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
11. Choose **Print to** print the document.
 12. Choose **Preview** to preview the document.
 13. Choose **Cancel** to close this page.
 14. Click on ↗ button to make it full page.

The following Report will be appeared.

Date: 07-06-20

Sample Power Company

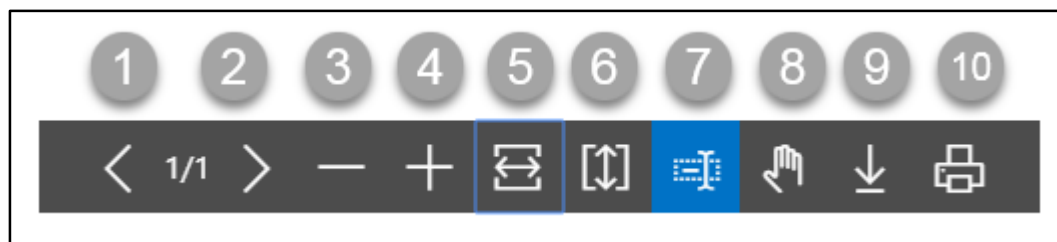
Trial Balance by Period

Indentation Level : None

01-05-20 31- 01-06-20 31-
..C30-04-20 05-20 12-9999

1000000000	Property & Assets		
1010000000	NonCurrent Assets		
1010100000	Property, Plant &		
1010101000	Land		
1010101001	Land	-	-
1010101999	Land, Total	-	-
1010102000	Building		
1010102001	Office Building Power	10,000.00	-890,000.00
1010102002	Other Building Corporate		-
1010102003	Increase during the year	9,001,090.0	130,000.293
1010102004	Accumulated	-24,600.00	-
1010102005	Write-Down Account -		-
1010102006	Decrease during the		-
1010102007	Test building		-
1010102008	building test 2		-
1010102999	Building, Total	9,001,075.4	-
1010103000	Power Plant		

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-405 How to: Generate Consolidated Trial Balance Report

Introduction

This process demonstrates how to generate Consolidated Trial Balance Reports.

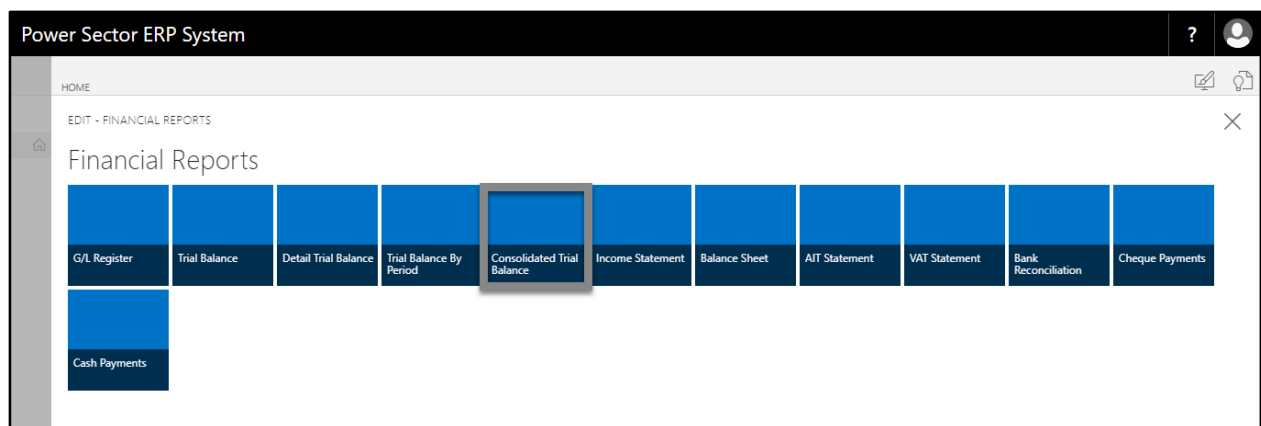
Roles

- Module Admin
- Module User

Generate Consolidated Trial Balance Report

To generate Consolidated Trial Balance report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "Consolidated Trial Balance Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - Consolidated Trial Balance

Saved Settings

Name 1 Last used options and filters ...

Options

CONSOLIDATION PERIOD

Starting Date 2 01-12-19 ...

Ending Date 3 31-05-20 ...

Amounts in whole 1000s 4 ☐

G/L Account

Show results:

5 Where: No. ... is: ...

Limit totals to:

6 And: COST CENTER FILTER ... is: ...

7 And: Global Dimension 2 Code ... is: ...

8 9 10 11

Send to... Print Preview Cancel

C. Provide below information to view report successfully.

1. Choose the **Name** by clicking on ... button.
 - **Name: Last used options and Filters**
2. Choose the **Starting Date** by clicking on ... button.
 - **Starting Date:01-12-19**
3. Choose the **Ending Date** by clicking on ... button.
 - **Ending Date:31-05-20**
4. Choose the **Amounts in Whole 100s** by clicking on ☐ button.
5. Choose the **Where** from the dropdown by clicking on ... button.
 - **Where: No.**
6. Choose the **And** from the dropdown by clicking on ... button.
 - **And: COST CENTER FILTER**

7. Choose the **And** from the dropdown by clicking on ▼ button.

- **And: Budget Filter**

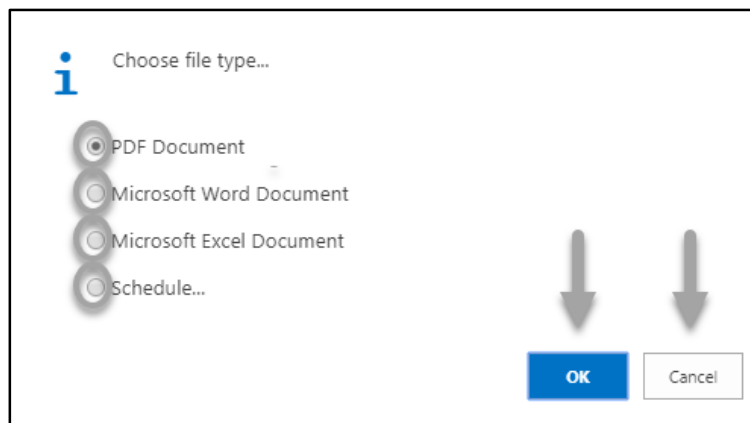
8. Choose the **And** from the dropdown by clicking on ▼ button.

- **And: Global Dimension 2 Code**

Note

Here many types of filtering criteria exist and from "IS" specific account and name wise report you can see as per your requirement.

9. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page


10. Choose **Print to** print the document.


11. Choose **Preview** to preview the document.

12. Choose **Cancel** to close this page.

13. Click on ↗ button to make it full page.

The following Report will be appeared.





Date: 07-06-20

Sample Power Company

Consolidated Trial Balance

Period: 01-12-19..31-05-20

No.	Name	Amount		Eliminations	Amount Incl. Eliminations	
		Net Change	Balance		Net Change	Balance
100000000	Property & Assets Property & Assets			0.00	0.00	0.00
101000000	NonCurrent Assets NonCurrent Assets			0.00	0.00	0.00
101010000	Property, Plant & Equipment Property, Plant & Equipment			0.00	0.00	0.00
101010100	Land Land			0.00	0.00	0.00
101010100	Land Land			-	-	-
				4,00,00,14,12,9 0,000.00	4,00,00,14,12,9 0,000.00	4,00,00,14,12,9 0,000.00
101010199	Land, Total Land, Total			-	-	-
				4,00,00,14,12,9 0,000.00	4,00,00,14,12,9 0,000.00	4,00,00,14,12,9 0,000.00
101010200	Building Building			0.00	0.00	0.00
101010200	Office Building Power Plant Office Building Power Plant			-6,80,000.00	-6,80,000.00	-6,80,000.00
101010200	Other Building Corporate Office Other Building Corporate Office			-	-	-
				9,00,00,14,66,0 0,000.00	9,00,00,14,66,0 0,000.00	9,00,00,14,66,0 0,000.00

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-406 How to: Generate Income Statement Report

Introduction

This process demonstrates how to generate Income Statement Reports.

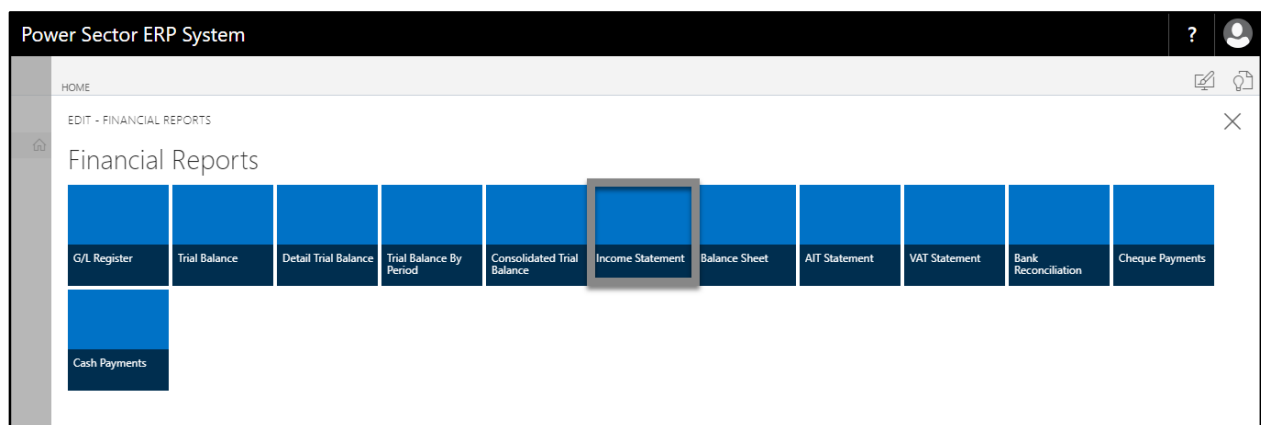
Roles

- Module Admin
- Module User

Generate Income Statement Report

To generate Income Statement report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "Income Statement Report" from FI Report Page.



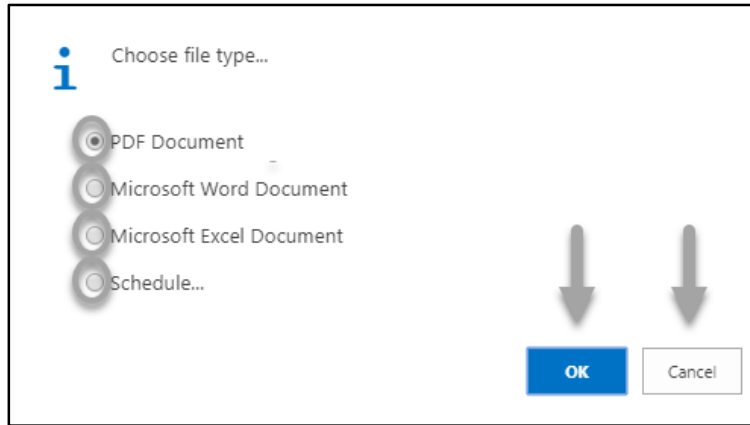
The following **Report Calling Page** will be appeared.

C. Provide below information to view report successfully.

1. Choose the **Name** by clicking on button.
 - **Name: Last used options and Filters**
2. Choose the **Starting Date** by clicking on button.
 - **Starting Date:01-01-19**
3. Choose the **Ending Date** by clicking on button.
 - **Ending Date:31-12-22**
4. Choose the **Cost Centre Filter** if you want to see Cost Centre wise Income Statement.
5. Choose the **Show Error** from the dropdown by clicking on button.



- **Show Error: None**

6. Choose the **Show Row Number** by clicking on ☐ button.
7. Choose the **Print Altermatic Shading** by clicking on ☐ button.
8. Choose **Send to** take it on PDF, Excel And Word

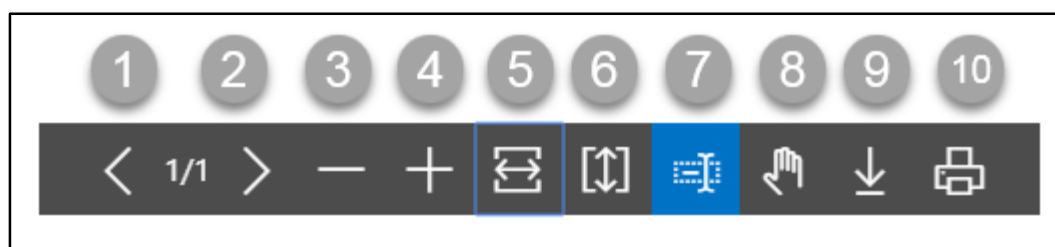


- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
9. Choose **Print to** print the document.
 10. Choose **Preview** to preview the document.
 11. Choose **Cancel** to close this page.
 12. Click on ↗ button to make it full page.

The following Report will be appeared.

		Date: 16-07-20
Sample Power Company		
Income Statement		
[All Figures are in BDT]		
Period: 01-01-20..31-07-20		
Fiscal Start Date : 01-07-20		
Description	Net Change	
Income	#Error	
Income, Services	50,00,00,000	
Total Income	50,00,00,000	
Cost of Goods Sold	#Error	
Total Cost of Goods Sold	#Error	
Gross Profit	50,00,00,000	
Expense	#Error	
Repair & Maintenance Expenses	75,000	
Depreciation Expenses	11,50,000	
Generation Operating Expenses.	49,46,346	
Total Expense	61,71,346	
Net Income	49,38,28,654	

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In

5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-407 How to: Generate Balance Sheet Report

Introduction

This process demonstrates how to generate Balance Sheet Reports.

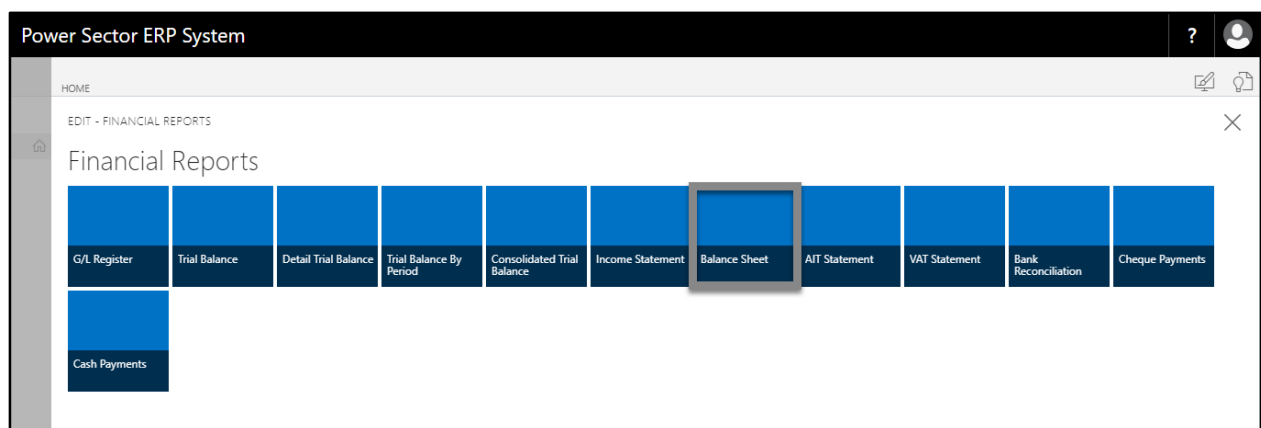
Roles

- Module Admin
- Module User

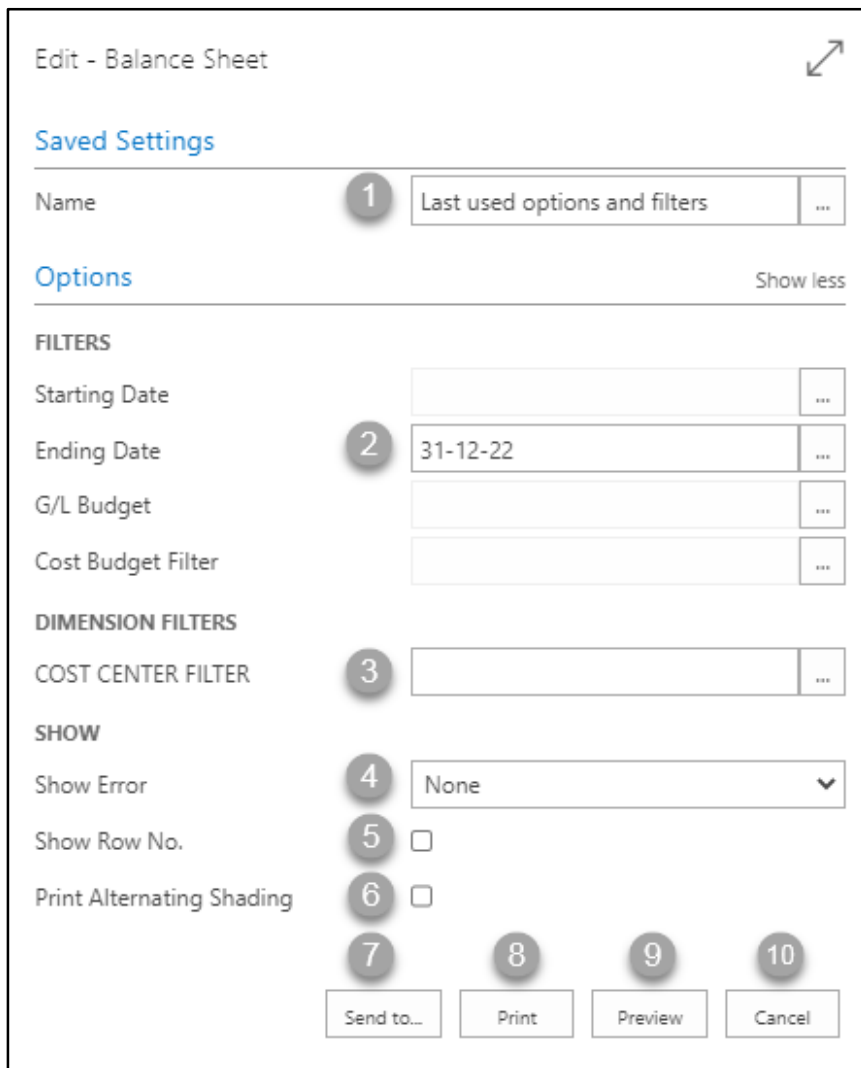
Generate Balance Sheet Report

To generate Balance Sheet Report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "Balance Sheet Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

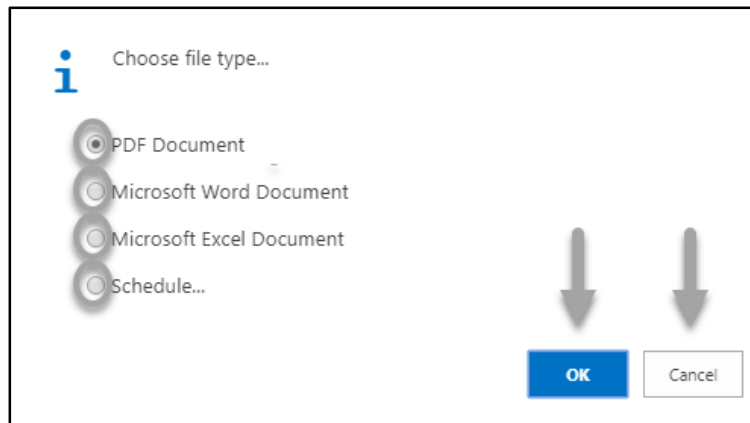


C. Provide below information to view report successfully.

1. Choose the **Name** by clicking on button.
 - **Name: Last used options and Filters**
2. Choose the **Ending Date** by clicking on button.
 - **Ending Date: 31-12-22**
3. Choose the **Cost Centre Filter** if you want to see Cost Centre wise Income Statement.
4. Choose the **Show Error** from the dropdown by clicking on button.
 - **Show Error: None**
5. Choose the **Show Row Number** by clicking on ☐ button.
6. Choose the **Print Alternating Shading** by clicking on ☐ button.

It will be generated details information in the report.

7. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
8. Choose **Print to** print the document.
 9. Choose **Preview** to preview the document.
 10. Choose **Cancel** to close this page.
 11. Click on ↗ button to make it full page.

The following Report will be appeared.

Date: 08-06-20

Sample Power Company

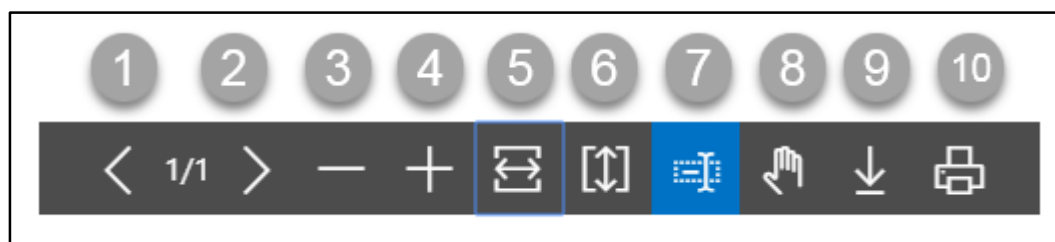
Balance Sheet

Period Ending 31-12-22

Fiscal Start Date 01-06-20

Description	Balance
Assets	
Current Assets	
Total Current Assets	
Fixed Assets	118,064,481,387,690.14
Total Fixed Assets	118,064,481,387,690.14
Total Assets	118,064,481,387,690.14
Liabilities	
Total Liabilities	
Equity	
Total Equity	
Total Liabilities & Equity	

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In

5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-408 How to: Generate AIT Statement Report

Introduction

This process demonstrates how to generate AIT Statement Reports.

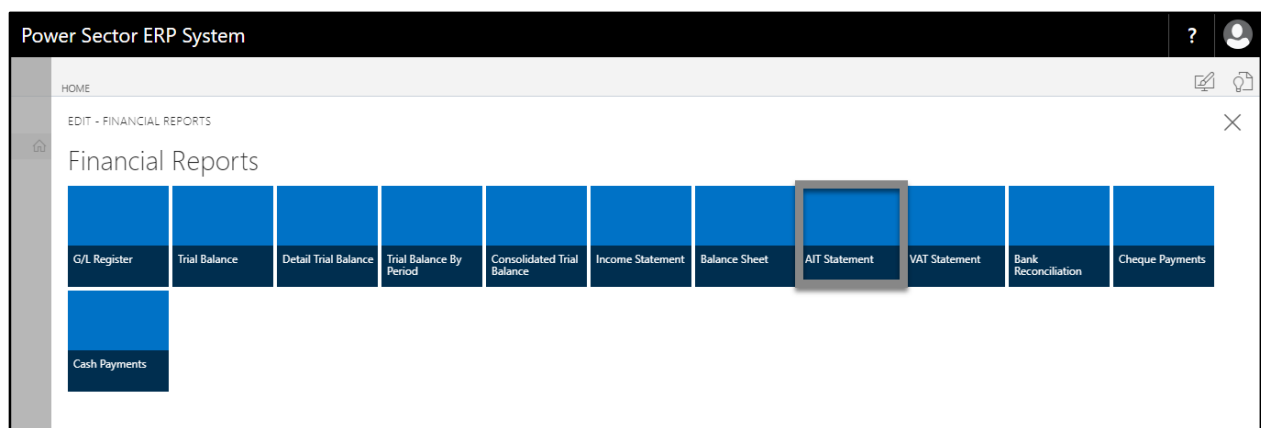
Roles

- Module Admin
- Module User

Generate AIT Statement Report

To generate AIT Statement Report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "AIT Statement Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - AIT Statement

Date Filter

Start Date 1 01-01-20 ...

End Date 2 30-06-20 ...

3 Send to... 4 Print 5 Preview 6 Cancel

C. Provide below information to view report successfully.

1. Choose the **Starting Date** by clicking on button.
 - **Starting Date:01-01-20**
2. Choose the **Ending Date** by clicking on button.
 - **Ending Date:30-06-20**
3. Choose **Send to** take it on PDF, Excel And Word
4. Click on ↗ button to make it full page.

i Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

☐ Schedule...


↓ ↓

OK Cancel


- Click "OK" after select an option.
- Click "Cancel" to cancel this page

5. Choose **Print** to print the document.
6. Choose **Preview** to preview the document.
7. Choose **Cancel** to close this page.
8. Click on ↗ button to make it full page.

The following Report will be appeared.



Sample Power Company



Date: 08-06-20

Sample Power Company

AIT Statement

From
To

**All amounts are in BDT*

Document Date	Type	Document Type	Document No.	Vendor	Base Amount	AIT Amount	Settlement Status
02-06-2020	Purchase	Invoice	PPI0000003	Energypack	2,62,500.00	0.00	Not Closed
02-06-2020	Purchase	Invoice	PPI0000004	Energypack	2,36,250.00	0.00	Not Closed
31-12-2019	Purchase	Invoice	PPI0000002	Energypack	6,900.00	0.00	Not Closed

D. Report Action Bar will be appeared on the report as below initially -

1
2
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<
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>
—
+
↔
↕
≡
👉
↓
🖨

Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out

4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-409 How to: Generate VAT Statement Report

Introduction

This process demonstrates how to generate VAT Statement Reports.

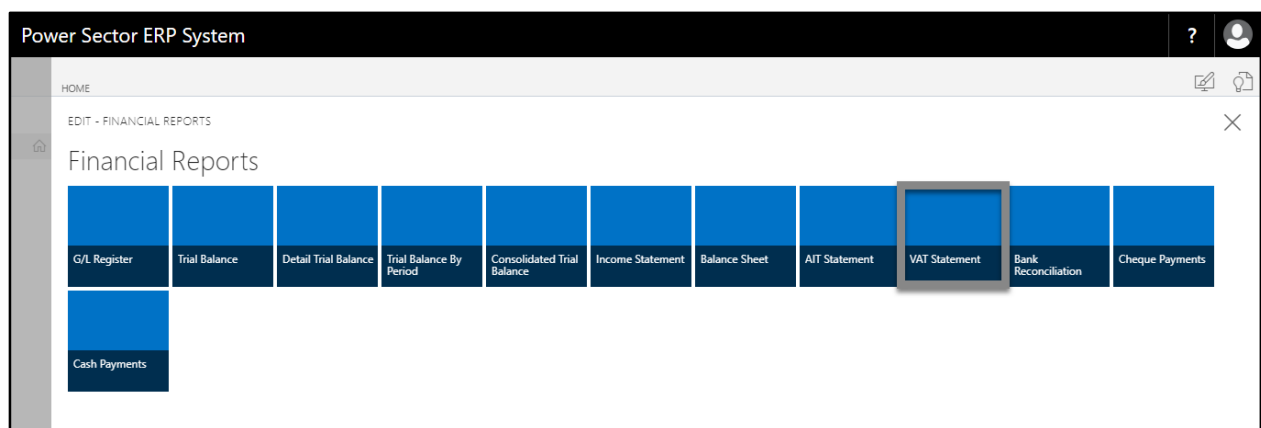
Roles

- Module Admin
- Module User

Generate VAT Statement Report

To generate VAT Statement Report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "VAT Statement Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - VAT Statement

Date Filter

Start Date 1 01-01-20 ...

End Date 2 30-06-20 ...

3 Send to... 4 Print 5 Preview 6

C. Provide below information to view report successfully.

1. Choose the **Starting Date** by clicking on button.
 - **Starting Date:01-01-20**
2. Choose the **Ending Date** by clicking on button.
 - **Ending Date:30-06-20**
3. Choose **Send to** take it on PDF, Excel And Word
4. Click on ↗ button to make it full page.

i Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document


☐ Schedule...

OK Cancel


- Click "OK" after select an option.

- Click "Cancel" to cancel this page
- 5. Choose **Print** to print the document.
- 6. Choose **Preview** to preview the document.
- 7. Choose **Cancel** to close this page.
- 8. Click on ↗ button to make it full page.

The following Report will be appeared.



Sample Power Company



Date: 08-06-20

VAT Statement

From 01-01-2020
To 30-06-2020

**All amounts are in BDT*

Document Date	Type	Document Type	Document No.	Vendor	Base Amount	VAT Amount	Settlement Status
02-06-2020	Purchase	Invoice	PPI0000003	Energypack	2,62,500.00	12,500.00	Not Closed
02-06-2020	Purchase	Invoice	PPI0000004	Energypack	2,36,250.00	11,250.00	Not Closed

D. Report Action Bar will be appeared on the report as below initially -

12345678910

<
1/1
>
—
+
⌂
⌕
⌕
⌕
⌕

Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In

5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-410 How to: Generate Bank Reconciliation Report

Introduction

This process demonstrates how to generate Bank Reconciliation Reports.

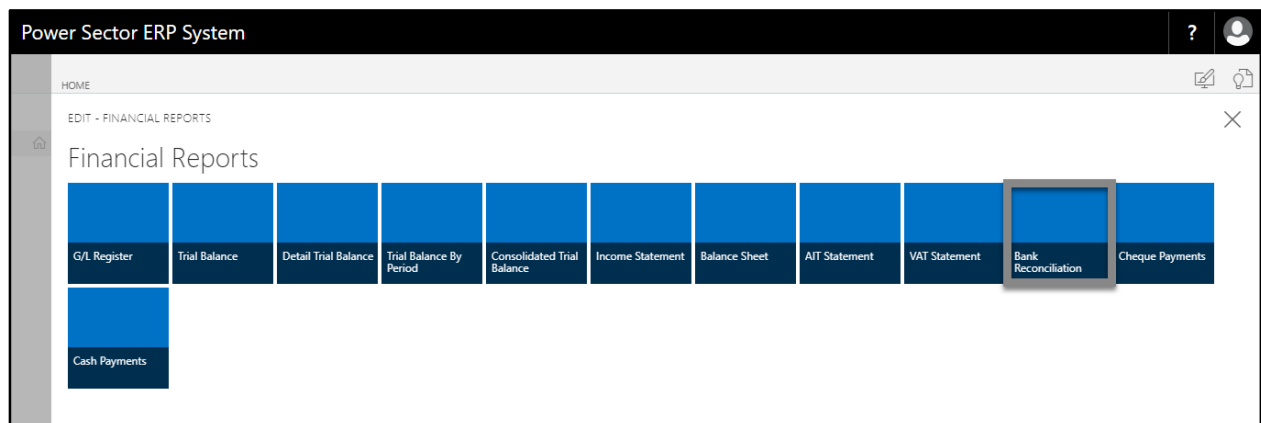
Roles

- Module Admin
- Module User

Generate Bank Reconciliation Report

To generate Bank Reconciliation report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "Bank Reconciliation Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - Bank Reconciliation

Filter Criteria

1

Bank

001

...

Bank Name

Dhaka Bank Ltd.

Branch No.

Account No.

2041500001359

Status

2

Is Reconciliated

Yes

▼

Posting Date

3

Start Date

01-06-20

...

4

End Date

30-06-20

...

5

Send to...

6

Print





7

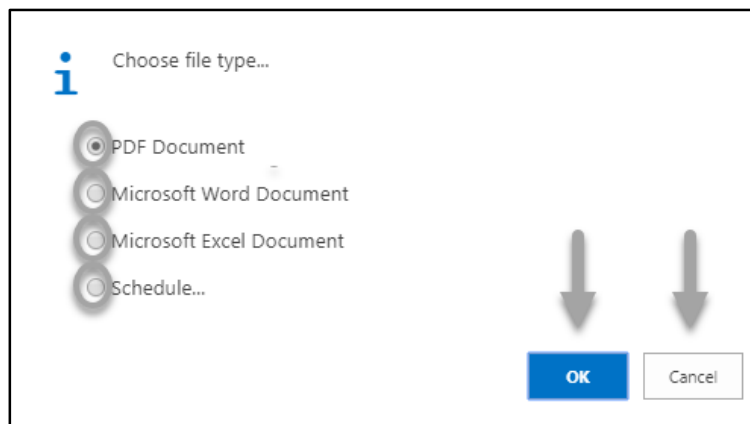
Preview

8

Cancel


C. Provide below information to view report successfully.

- Choose the **Bank** by clicking on  button.
Bank Name, Branch No., Account No. will be appeared automatically.
- Choose the **Is Reconciliated** from the dropdown by clicking on  button.
 - Is Reconciliated: Yes**
- Choose the **Start Date** from the dropdown by clicking on  button.
 - Start Date: 01-06-20**
- Choose the **End Date** from the dropdown by clicking on  button.
 - End Date: 30-06-20**
- Choose **Send to** take it on PDF, Excel And Word




- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
6. Choose **Print** to print the document.
 7. Choose **Preview** to preview the document.
 8. Choose **Cancel** to close this page.
 9. Click on ↗ button to make it full page.

The following Report will be appeared.



Sample Power Company



Date: 15-07-20

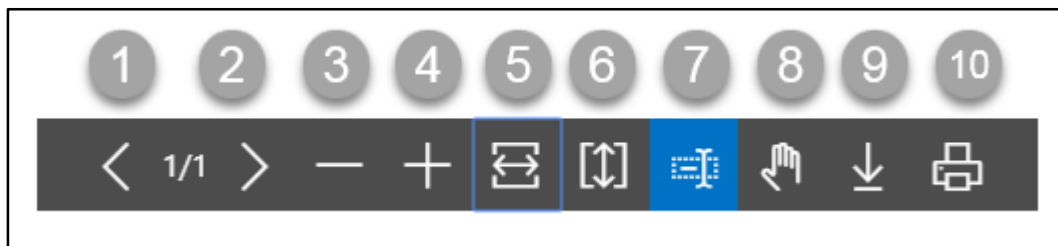
Sample Power Company

Bank Reconciliation Report

From: 01-06-2020
To: 30-07-2020

Posting Date	Document Type	Document No.	Bank Account	Description	Amount	Is Reconciliated
09-07-2020	Invoice	DOC010	BANK007	Agrani Bank Limited	50,000	No
09-07-2020	Payment	DOC001	BANK007	Agrani Bank Limited	50,000	No
09-07-2020		DOC011	BANK007	Agrani Bank Limited	10,000	No
09-07-2020		DOC012	BANK007	Agrani Bank Limited	20,000	No
09-07-2020		DOC013	BANK007	Agrani Bank Limited	40,000	No
11-07-2020	Invoice	DOC001	BANK007	Agrani Bank Limited	50,00,000	No
09-07-2020	Payment	123	BANK007	DOC001	1,00,000	No
09-07-2020	Payment	123	BANK007	DOC012	40,000	No
09-07-2020	Payment	123	BANK007	DOC013	80,000	No
11-07-2020	Payment	123	BANK007	DOC001	1,00,00,000	No

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-411 How to: Generate Cheque Payments Report

Introduction

This process demonstrates how to generate Cheque Payments Reports.

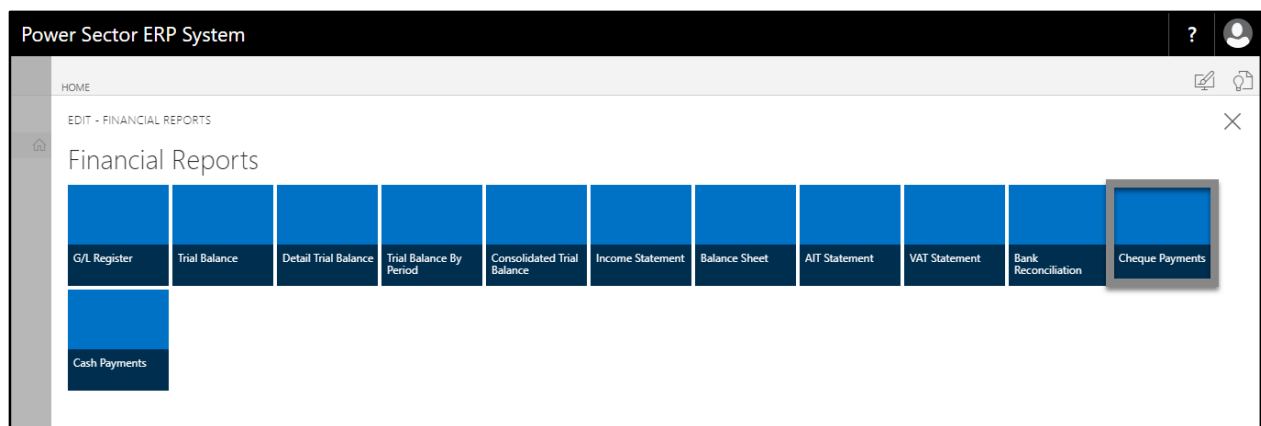
Roles

- Module Admin
- Module User

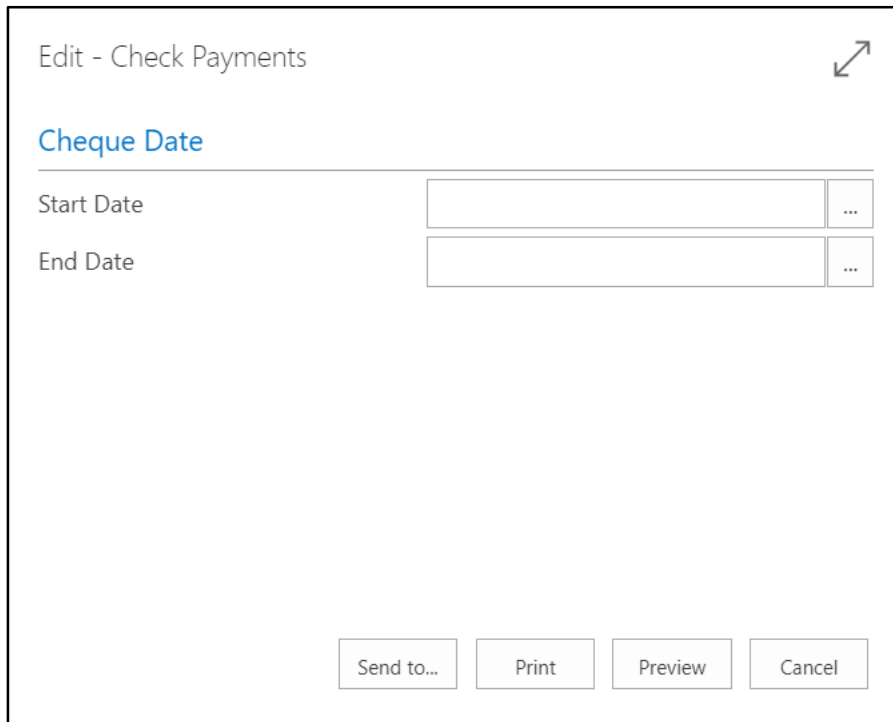
Generate Cheque Payments Report

To generate Cheque Payment report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "Cheque Payment Report" from FI Report Page.



The following **Report Calling Page** will be appeared.



Edit - Check Payments


Cheque Date

Start Date ...

End Date ...

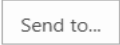



C. Provide below information to view report successfully.

1. Choose the **Start Date** from the dropdown by clicking on button.
 - **Start Date: 01-07-20**
2. Choose the **End Date** from the dropdown by clicking on button.
 - **End Date: 31-07-20**


Edit - Check Payments 

Cheque Date

Start Date	01-07-20	1	...
End Date	31-07-20	2	...

3. Choose **Send to** take it on PDF, Excel And Word



 Choose file type...



☒ PDF Document


☐ Microsoft Word Document

☐ Microsoft Excel Document


☐ Schedule...


 

- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
5. Choose **Preview** to preview the document.
6. Choose **Cancel** to close this page.
7. Click on  button to make it full page.

The following Report will be appeared.





Date: 16-07-20

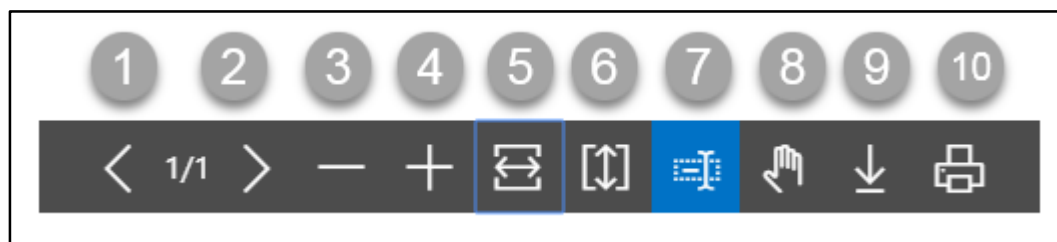
Sample Power Company

Cheque Payments Report

From 01-07-2020
To 31-07-2020

Cheque Date	Cheque No.	Bank Account No.	Posting Date	Invoice No.	Document Type	Document No.	Description	Amount
16-07-2020	DOC002	BANK007	16-07-2020		Payment	DOC002	Agrani Bank Limited	50,000.00
16-07-2020	DOC003	BANK007	16-07-2020		Payment	DOC003	Agrani Bank Limited	1,00,000.00
16-07-2020	DOC004	BANK007	16-07-2020		Payment	DOC004	Agrani Bank Limited	30,000.00

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

FI-412 How to: Generate Cash Payments Report

Introduction

This process demonstrates how to generate Cash Payments Reports.

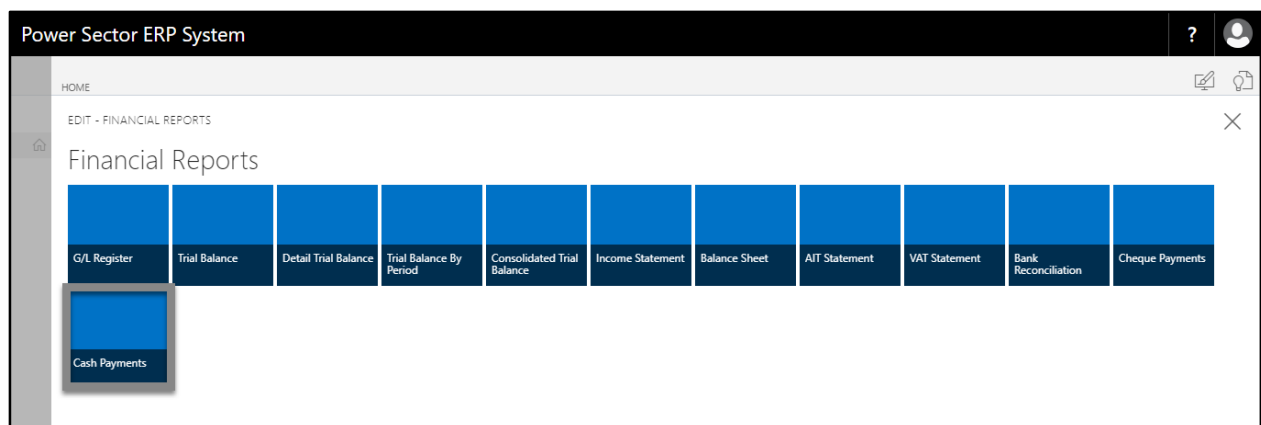
Roles

- Module Admin
- Module User

Generate Cash Payments Report

To generate Cash Payments Report, please follow the steps below

- Open "FI Report Landing Page" through "Access to Report Tab"
- Choose "Cash Payments Report" from FI Report Page.



The following **Report Calling Page** will be appeared.

Edit - Cash Payments

Posting Date



Start Date 1 01-07-20 ...

End Date 2 09-07-20 ...

3 4 5 6

Send to... Print Preview Cancel

C. Provide below information to view report successfully.

1. Choose the **Start Date** from the dropdown by clicking on  button.
 - **Start Date: 01-07-20**
2. Choose the **End Date** from the dropdown by clicking on  button.
 - **End Date: 09-07-20**
3. Choose **Send to** take it on PDF, Excel And Word

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document


☐ Schedule...

OK Cancel


- Click "OK" after select an option.

- Click "Cancel" to cancel this page
- 4. Choose **Print** to print the document.
- 5. Choose **Preview** to preview the document.
- 6. Choose **Cancel** to close this page.
- 7. Click on ↗ button to make it full page.

The following Report will be appeared.



Sample Power Company



Date: 09-07-20

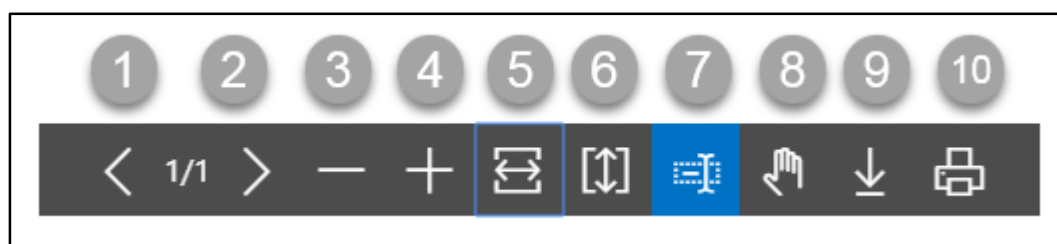
Sample Power Company

Cash Payments Report

From 01-07-2020
To 09-07-2020

Posting Date	Document Type	Document No.	G/L Account No.	Description	Amount
07-07-2020	Payment	CP000000003	1010105002	Invoice PPI00000003	2,500.00

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width

6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print