

User Manual for “Procurement Module”

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SUPPLIER DETAIL

Parent Account*: **1** LIABILITY - NORMAL - SUPPLIERS
 Code: **2** 1.002.0001.00001.000001.000003 Active
 Name*: **3** AHMED ALI AND CO
 Description: **4**
 Site: **5** Select Site
 Address: **6**
 Country*: United Arab Emirates
 State*: **7** Fujayrah
 City*: Fujairah
 Phone Number: **8**
 Fax Number:
 Mobile Number:
 Email Address:
 VAT Registration No.: **9**
 Credit Limit (Days): 0 **10**
 Default VAT: Standard Rated Supplies Taxable **11**
 VAT Category*: VAT **12**
 Business Unit: Select Business Unit **13**

1. Pre-defined Parent Account for Supplier Account Heads	2. GL Code of the new Supplier Account to be created. Active Checkbox (Uncheck to mark the account inactive)
3. Enter the name of the Supplier to be created	4. General Remarks/ Narration/ Description
5. Select the default site (if any) to which this supplier belongs to	6. Enter the address of the supplier
7. Select the city, state, and country of the supplier from the list to ensure the automated VAT entries	8. Enter the contact details of the supplier
9. Enter the VAT registration number of the supplier	10. Enter the credit limit (Days) for the supplier
11. Select the default head for VAT applicable on this supplier, and check the Taxable box if the supplier is taxable (uncheck if not taxable)	12. Select the category of VAT to which the supplier belongs to
13. Select the business unit to with the supplier belongs to (if any)	14. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

PURCHASE REQUISITION

SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS 16

Transaction No.*: PR-0000001 1 Transaction Date*: 09/05/2018 2 Copy Requisition: 3 COPY

Site*: AIB HEAD OFFICE 4 Requested Site: Select Site 5 Project: Select Project 6

Department*: ACCOUNTING AND ... 7 Section*: ACCOUNTING AND ... 8 Reference No.: 9

Requested By*: zxczxc 10 Requested To*: Qurban Rezayee 11 Requisition Type*: PURCHASE REQUI... 12

Remarks: 13 Item Category: Select Category 14

ADD NEW ROW REFRESH LIST Requisition Status: APPROVED

Item Description	UOM	Total Stock	Quantity	Req. Type	Est. Price	Currency	Rate	Net Amount
AIR FRESHNER - NON CAPEX	BOTTLE	1	1	NEW	2000	AFN	1	2000

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Select a previous requisition to make a copy of its data on a new requisition (if required)	4. Select the site for which the requisition is made
5. Select the site from where the requisition is made	6. Select the project reference for which the items are required (if any)
7. Select the department raising requisition	8. Select the section requested for items
9. Enter any reference number (if available)	10. Enter the name of Person Requested for items
11. Select the person name to whom requisition is sent	12. Select the type of requisition (Usually branches and departments will send "Purchase Requisition" for fixed assets or items, and Store will send "General Requisition" to acquire routine supplies items)
13. General Remarks/ Narration/ Description	14. Select the category of items to filter the items list in the grid (if you won't select the category all items will appear in the grid item list)
15. Select the items, and enter their quantities, estimated prices, and currency to generate requisition	16. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

REQUISITION APPROVAL

SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS 15

Transaction No.*: RA-0000001 1 Transaction Date*: 09/05/2018 2

Requisition No.*: PR-0000001 3 05-Sep-2018 - 1 Requisition Status*: APPROVED 4 VIEW REQUISITION 5

Site*: AIB HEAD OFFICE 6 Project: Select Project 7

Department*: ACCOUNTING AND FIN/ 8 Section*: ACCOUNTING AND FIN/ 9

Requested By*: zxczxc 10 Requested To*: qurban.rezayee 11

Reference No.: 12

Remarks: 13

ADD NEW ROW 14

Item Description	UOM	Total Stock	Req. Quantity	Last App. Qty.	Approved Quantity	Re
AIR FRESHNER - NON CAPEX	BOTTLE	1	1	0	1	NEV

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Select the requisition number to approve (Only pending requisitions will appear in the list. Already approved or cancelled requisitions will not appear in this list)	4. Select the action on this requisition (Approved, Pending, or Reject). To approve a requisition select APPROVED from the list
5. Click this button to view the details of requisition in report format	6. Select the site authorized for approval
7. Project against which the requisition is made will appear automatically	8. Department which raised the requisition will appear automatically
9. Section which raised the requisition will appear automatically	10. Person who requested for the items will appear automatically
11. Person who received the requisition will appear automatically	12. Enter the reference number (if any)
13. General Remarks/ Narration/ Description	14. Items of requisition will appear automatically, the approval authority can make the changes in APPROVED QUANTITY before approval
15. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

REQUISITION GROUPING

SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS 9

Transaction No. *: **1** Transaction Date*: **2**

Preferred Supplier: **3** Site*: **4**

Reference No.: **5**

Remarks: **6**

Approved Requisitions Items Detail (Select) **7**

	Req. No.	S.No.	Item Description	Type	App. Qty.	Grpd. Qty.	Grp. Qty.
<input checked="" type="checkbox"/>	RA-00000001	1	AIR FRESHNER - NON CAPE	NEW	1	0	1

Approved Requisitions Grouped Items Detail (Auto) **8**

Item Description	Type	Grp. Qty.
AIR FRESHNER - NON CAPE	NEW	1

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Select a preferred supplier for the purchase of selected items (make sure the supplier is capable to supply all the selected items) You can leave this field blank if there is no preferred supplier	4. Select the site responsible for making requisition group
5. Enter any reference number (if any)	6. General Remarks/ Narration/ Description
7. This grid will show all the approved requisitions with individual item details. User can enter the Group quantity which will appear in the next tab (8) as quantity to be purchased from the supplier	8. In this tab, those items will appear which will be selected in previous tab (7) and their group quantity will be the quantity to purchase from here on
9. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

PURCHASE QUOTATION

The screenshot shows the 'PURCHASE QUOTATION' form in Accounttrak. It features a toolbar at the top with buttons for SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT, and DOCUMENTS. The form fields are as follows:

- Transaction No.:** QU-00000004 (1)
- Transaction Date:** 10/31/2018 (2)
- Supplier:** AHMED ALI AND CO (3)
- Term:** CREDIT (4)
- Currency:** PKR (5)
- Exchange Rate:** 1 (6)
- Purchase Type:** LOCAL (7)
- Quotation Status:** PENDING (8)
- Site:** HEAD OFFICE (9)
- Reference No.:** (10)
- Remarks:** (11)
- Category Filter:** Select Category (12)
- Summary Table (14):**

Sub Total:	1,000.00
Excise Tax:	50.00
Discount:	52.50
VAT:	49.88
Total Amount:	1,047.38
- Item Grid (13):**

Item	Description	UOM	Last Price	Quantity	Price	Sub Amount	Excise
FAX MACHINE	Fax Machine for Office Use	EACH	1000	1	1000	1,000.00	EXCISE
- Buttons (15):** ADD NEW ROW

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Select a supplier for the purchase quotation of selected items	4. Select the term of payment to supplier (Cash or Credit)
5. Select the currency in which the supplier has provided the quotation	6. Enter the exchange rate of the currency into local currency for its financial impact (if both currencies are same enter 1 as exchange rate)
7. Select the type of Purchase for which the quotation is made (Local or Imported)	8. Select the status of the quotation (Pending, Approved, or Rejected)
9. Select the site responsible for purchase quotation	10. Enter any reference number (if any)
11. General Remarks/Narration	12. Select the category of items to filter the items in the grid list, otherwise all items in your inventory will be listed regardless of its category
13. Grid will show the items for which the quotation is required, user has to enter the quoted price for each item as provided by the supplier	14. Total amount of the quotation, along with all excise taxes and VAT
15. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

PURCHASE ORDER

The screenshot shows the Purchase Order form with the following fields and callouts:

- 18**: Action buttons (SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT, DOCUMENTS)
- 1**: Transaction No. (PO-0000001)
- 2**: Transaction Date (04/26/2018)
- 3**: PO Number (33)
- 4**: PO Date (04/26/2018)
- 5**: Supplier (AHMED ALI AND CO)
- 6**: Site (HEAD OFFICE)
- 7**: Currency (AED)
- 8**: Exchange Rate (1)
- 9**: Term (CREDIT)
- 10**: Tolerance (%) (0)
- 11**: Purchase Type (LOCAL)
- 12**: Item Type (LOCAL)
- 13**: Ref / Permit No.
- 14**: Remarks
- 15**: Category Filter (Select Category)
- 16**: Item list table with columns: Item, Description, UOM, Item Type, Last Price, Quantity, Price, Sub Amount, Disc. Type, Disc., Disc. Amount, Amt. A
- 17**: Summary table with columns: Sub Total, Discount, VAT, Total Amount

Item	Description	UOM	Item Type	Last Price	Quantity	Price	Sub Amount	Disc. Type	Disc.	Disc. Amount	Amt. A
FAX MACHINE		EACH	NEW	0	23	222	5,106.00	PERCENT	0	0	5,106.0

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Enter the internal reference PO number	4. Enter the date of Purchase Order
5. Select the supplier from which the purchase is made	6. Select the site for which purchase is made
7. Select the currency in with purchasing is done	8. Enter the exchange rate of selected currency into local currency (Enter 1 if select currency is local currency)
9. Select the term of purchase (Cash or Credit)	10. Enter the tolerance % (for variance +/- in quantity of delivery)
11. Select the type of purchase (Local or Imported)	12. Select the type of items purchased (Local or Imported)
13. Enter a reference number (if any)	14. General Remarks/ Narration/ Description
15. Select the category of items to filter the items list in the grid (if you won't select the category all items will appear in the grid item list)	16. Select the items, and enter their quantities and prices to generate Purchase order
17. Summary of Total amounts (Select Closed to cancel a PO manually otherwise the PO will be marked close automatically up on receiving of purchased quantity)	18. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

INVENTORY RECEIVE

The screenshot shows the 'INVENTORY RECEIVE' form with the following fields and annotations:

- Transaction No.:** RC-00000001 (1)
- Transaction Date:** 04/26/2018 (2)
- Gatepass No.:** 33 (3)
- Receiving Date:** 04/26/2018 (4)
- PO. Transaction No.:** PO-00000001 (5)
- QC Date:** 04/26/2018 (6)
- PO. Number:** 33 (7)
- PO. Date:** 04/26/2018 (8)
- Supplier:** AHMED ALI AND CO (9)
- Site:** HEAD OFFICE (10)
- Quantity Type:** Received Qty, QC Qty (11)
- Condition:** EXCELLENT (12)
- Reference No.:** (13)
- Store Name:** DUBAI STORE (14)
- Remarks:** (15)

The toolbar at the top includes: SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT, DOCUMENTS (18).

PO. S.No.	Item Description	UOM	Nature	PO. Qty.	Rcvd. Qty.	Receive Qty.	Bal. Qty.	QC Quantity	Reject Qty.
1	FAX MACHINE	EACH	NON CAPEX	23	0	12	11	12	0

16 (Total Quantity: 12) **17**

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Enter the gate pass number against which the items are received in store	4. Enter the date of receiving
5. Select the Purchase Order reference number against which the receiving is done	6. Enter the date on which Quality check is done
7. Enter the internal reference PO number	8. The date of PO will appear up on selection of PO reference number
9. Supplier will appear automatically up on selection of PO reference number	10. Site will appear automatically up on selection of PO reference number
11. Select which quantity to be considered as stock quantity (Received Quantity or QC Quantity)	12. Condition will appear automatically up on selection of PO reference number
13. Enter a reference number (if any)	14. Select the store at which items are received
15. General Remarks/ Narration/ Description	16. Enter the received and QC quantity of items received in this particular gate pass
17. Summary of total quantity received of all items	18. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

GENERATE BILL

SAVE
UPDATE
DELETE
FIND
CLEAR
REPORT
DOCUMENTS

15

Transaction No.: BL-0000001 1 Transaction Date: 06/06/2018 2

Term*: CREDIT 3 Select Cash/Bank: Select Account Type 4

Cheque / Ref No: 5 Cheque Date: 6

Bill Number*: 333 7 Bill Date*: 06/06/2018 8

Supplier*: AHMED ALI AND CO 9 Site*: HEAD OFFICE 10

Reference No.: 11

Remarks: 12

Sub Total: 5,106.00

Discount: 0.00

VAT: 133.20

Total Amount: 2,797.00

Invoice Amount: 0.00

Advance: 0

Received: 0.00

Total Balance: 2,797.00

BALANCE RECEIPT

13

PO. TR. No.	PO. No.	Rec. No.	Rec. Date	S.No.	Item Description	PO. Qty.	Rec. Qty.	QC. Qty.	Liability Booked On	Total Amount	Sup. Inv. No.	Invoice Date
<input checked="" type="checkbox"/>	PO-0000001	33	RC-0000001	04/26/2018	1	FAX MACHINE	23	12	12	REC. QUANTITY	2,797	01/01/1900

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Select the term of Payment (Cash or Credit)	4. If payment term is Cash then select the cash or bank account name to make payments from
5. Enter cheque number if payments are made through bank account	6. Enter cheque date if payments are made through bank account
7. Enter the bill number/invoice number received from the supplier	8. Enter the bill date received from supplier
9. Select the supplier	10. Select the site responsible for payment to supplier
11. Enter a reference number (if any)	12. General Remarks/ Narration/ Description
13. Check the PO from the list for which you are going to generate the payment, and select if the payment amount to be paid against received quantity or QC quantity	14. Summary of Total amounts
15. Actions buttons to SAVE, Update, Find, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

DIRECT PURCHASE

The screenshot shows the 'DIRECT PURCHASE' form in Accounttrak. It features a top navigation bar with icons for SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT, and DOCUMENTS, along with a '24' indicator. The main form area contains various input fields, many of which are numbered 1 through 24. On the right side, there is a summary table with fields for Sub Total, Excise Tax, Discount, VAT, Total Amount, Advance, Paid, and Total Balance, with a 'BALANCE PAYMENT' button and a '22' indicator. At the bottom, there is a grid for items with columns for Item, Description, UOM, Last Price, Quantity, Price, and Sub Amount. The grid contains one item: STAPLER with a quantity of 1 and a price of 2222, with a '21' indicator below it. A '20' indicator is also present near the 'Category Filter' dropdown.

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Select the term of purchase (Cash or Credit)	4. If Purchase term is Cash then select the cash or bank account name to make payments from
5. Enter cheque number if payments are made through bank account	6. Enter cheque date if payments are made through bank account
7. Enter the internal reference PO number	8. Enter the date of Purchase Order
9. Select the supplier from which the purchase is made	10. Select the site for which purchase is made
11. Select the currency in with purchasing is done	12. Enter the exchange rate of selected currency into local currency (Enter 1 if select currency is local currency)
13. Select the type of purchase (Local or Imported)	14. Select the type of items purchased (Local or Imported)
15. Select the store name where the items will be received	16. Select the conditions of items to be received
17. Enter a reference number (if any)	18. Enter the tolerance % (for variance +/- in quantity of delivery)
19. General Remarks/ Narration/ Description	20. Select the category of items to filter the items list in the grid (if you won't select the category all items will appear in the grid item list)
21. Select the items, and enter their quantities and prices to generate Purchase order	22. Summary of Total amounts
23. Enter the quotation reference number and click the get button to fill the purchase order against a quotation automatically (If applicable)	24. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

PURCHASE CONTRACT

SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS

19

Transaction No.*: <input type="text" value="CT-00000001"/>	Transaction Date*: <input type="text" value="09/11/2018"/>
Contract No.*: <input type="text" value="CONT-0001"/>	Contract Date*: <input type="text" value="09/11/2018"/>
Cont. Expiry Date*: <input type="text" value="09/11/2018"/>	Contractor*: <input type="text" value="CHETZADA"/>
Site*: <input type="text" value="AIB HEAD OFFICE"/>	Currency*: <input type="text" value="USD"/>
Exchange Rate*: <input type="text" value="1"/>	Term*: <input type="text" value="CREDIT"/>
Tolerance (%)*: <input type="text" value="0"/>	Contract Type*: <input type="text" value="LOCAL"/>
Item Type*: <input type="text" value="LOCAL"/>	Reference No.: <input type="text"/>
Remarks: <input style="width: 100%;" type="text"/>	

ADD NEW ROW
Item Category:

Item Description	UOM	Last Buy Price	Quantity	Price	Quantity Type
A4 PAPER 1X500 - NON CAPEX	REAM	0	100	12	FIXED
AIB LETTER HEAD - NON CAPEX	EACH	0	200	13	VARIABLE
SELECT ITEM		17			FIXED

18

Total Amount:
Contract Status*: Open Close

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Enter the internal reference Contract number	4. Enter the date of Purchase Contract
5. Enter the date of contract expiry	6. Select the Contractor from the list
7. Select the site for which contract is made	8. Select the currency in with Contract is made
9. Enter the exchange rate of selected currency into local currency (Enter 1 if select currency is local currency)	10. Select the terms of contract (Cash or Credit)
11. Enter the tolerance % (for variance +/- in quantity of delivery)	12. Select the type of contract (Local or International)
13. Select the type of items purchased in contract (Local or Imported)	14. Enter a reference number (if any)
15. General Remarks/ Narration/ Description	16. Select the category of items to filter the items list in the grid (if you won't select the category all items will appear in the grid item list)
17. Select the items, and enter their quantities and prices to generate Purchase Contract	18. Summary of Total amounts. By default a contract is OPEN, you can CLOSE it forcefully before it's expiry date, otherwise the contract will be CLOSE on its expiry
19. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

CONTRACT RECEIVING

SAVE
UPDATE
DELETE
FIND
CLEAR
REPORT
DOCUMENTS

19

Transaction No.*: 1

Gatepass No.*: 3

Contract TR. No.*: 5

Contract Number*: 7

Contractor*: 9

Requisition Ref.: 11 GET

Condition*: 13

Reference No.: 15

Remarks: 16

Transaction Date*: 2

Receiving Date*: 4

QC Date*: 6

Contract Date*: 8

Site*: 10

Quantity Type*: Received Qty QC Qty 12

Store Name*: 14

Items Receiving Detail 17

PO. S.No.	Item Description	UOM	Quantity Type	Cont. Qty.	Rcvd. Qty.	Receive Qty.	Bal. Qty.
1	A4 PAPER 1X500 - NON CAPEX	REAM	FIXED	100	0	10	90
2	AIB LETTER HEAD - NON CAPEX	EACH	VARIABLE	200	0	250	0

18

Total Quantity: 260

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Enter the gate pass number against which the receiving is done	4. Enter receiving date
5. Select the contract number against which the delivery is made	6. Enter the date of quality check
7. Internal Contract number will be fetched automatically	8. Contract date will be fetched automatically
9. Contractor name will be fetched automatically	10. Site will appear automatically
11. Select a requisition number against which the delivery is received (if any)	12. Select the type of quantity to be received in Stock ledger (Received or QC quantity)
13. Select the condition of received items	14. Select the store name where the items are received
15. Enter any reference number (if any)	16. General Remarks/ Narration/ Description
17. Items will appear automatically as per contract details, enter their received quantities	18. Summary of Total quantity.
19. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

CONTRACT BILLING

SAVE
UPDATE
DELETE
FIND
CLEAR
REPORT
DOCUMENTS

11

Transaction No.*: 1

Bill Number*: 3

Contractor*: 5

Reference No.: 7

Remarks: 8

Transaction Date*: 2

Bill Date*: 4

Site*: 6

Contractor Pending Receiving Detail 9

Con. TR. No.	Con. No.	Rec. No.	Rec. Date	S.No.	Item Description	Con. Qty.	Rec. Qty.	QC. Qty.	Lia	
<input checked="" type="checkbox"/>	CT-00000001	CONT-001	CV-00000001	09/11/2018	1	A4 PAPER 1X500 - NON CAF	100	10	10	REC
<input checked="" type="checkbox"/>	CT-00000001	CONT-001	CV-00000001	09/11/2018	2	AIB LETTER HEAD - NON CA	200	250	250	REC

10

Total Amount:	3,370	Active
Total Invoice Amount:	0	Go to Se

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Enter the bill number as received from the supplier	4. Enter the bill date
5. Select the contract for whom you are preparing the contract(s) bill	6. Select the site responsible for billing
7. Enter a reference number (if any)	8. General Remarks/ Narration/ Description
9. Check the contract from the list for which you are going to generate the payment, and select if the payment amount to be paid against received quantity or QC quantity	10. Summary of Total amounts
11. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

DEBIT NOTE

Transaction No.: DN-0000001 **1** Transaction Date: 06/29/2018 **2**

Gatepass No.: 58978 **3** Delivery Date: 06/29/2018 **4**

Purchase Type: Order Pur. Direct Pur. **5** Reference No.: **6**

PO. TR. No.: DP-0000001 **7** Bill No.: **8**

PO. No.: xvxc **9** PO. Date: 04/06/2018 **10**

Supplier: AHMED ALI AND CO **11** Site: SIT-0001 **12**

Condition: EXCELLENT **13** Store Name: Select Store **14**

Remarks: **15**

18 SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS

17 Sub Total: 22.00
Discount Amount: 0.00
Tax Amount: 1.10
Total Amount: 23.10
Total Quantity: 1

PO. S.No.	Item Description	UOM	Stock Qty.	PO. Qty.	Delvd. Qty.	Del. Qty.	Bal. Qty.	Amount	Dis. Amt.	VAT Amt.	Net Amount
1	FAX MACHINE	EACH	6589	11	0	1	10	22	0	1.1	23.1

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. Enter the outward gate pass number against which the items will be sent back	4. Enter the date of return
5. Select the type of PO against which return is made	6. Enter the reference number (if any)
7. Select the PO number from the list	8. Select a particular bill of that purchase order (if applicable) to make the returns
9. Internal PO number will appear automatically	10. PO Date will appear automatically
11. Supplier will appear automatically	12. Site will appear automatically
13. Enter the Condition of items to return	14. Select the store from where return is made
15. General Remarks/ Narration/ Description	16. Enter the return quantity in the grid against the listed item
17. Summary of total amounts	18. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

PAYMENT DETAIL

SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS 15

Payment Mode: **1** Payment Type: **2**

Credit Account: **3** Site: **4**

Transaction No.: **5** Reference No.: **6**

Transaction Date: **7** Ledger Date: **8**

Currency: **9** Exchange Rate: **10**

Remarks: **11**

AHMED ALI AND CO **12**

	Bill Date	Bill No	Original Amt.	Amt. Owing	Discount Amt.	Payment Amt.	Exc. Amount	Cheque No.	Cheque Date	Project Reference
DETAIL	03/08/2018	DP-00000009	210,000.00	210,000.00	0.00	210000	210,000.00	12345678	06/21/2018	SELECT PROJECT REFERENCE
DETAIL	06/06/2018	BL-00000001	2,797.00	2,797.00	0.00	2797	2,797.00	65875288	06/25/2018	SELECT PROJECT REFERENCE

Sub Total:	212,797.00
Total VAT:	0.00
Total:	212,797.00

14

1. Select the Payment Mode (Cash or Bank)	2. Payment type will be "Purchase Payment"
3. Select the bank name in case of Bank Payment	4. Select the site making the payment
5. Auto-generated Number (Entry Reference No.)	6. Enter a reference number (if any)
7. Date of Transaction	8. Date of GL Entry against this transaction
9. Select the currency of payment	10. Enter the exchange rate of the selected currency into local currency (Enter 1 in case both currencies are same)
11. General Remarks/ Narration/ Description	12. Select the supplier to make payment to
13. Enter the paid amount, and cheque number and date against each bill you are going to clear	14. Summary of total amounts
15. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	