

Fresa Technologies

Neutral IT Solution Provider

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Fresa XPress (Accounts Manual)

Release Version 1.1

Table of Contents

1. Fresa XPress

Introduction

Where to find Help

2. Fresa Accounting System

Introduction

Accounting Flow Diagram

3. Accounts Settings

COA Master

Charge Map

Exchange Rate

Period Master

Report Segment Master

4. List of Vouchers

Journal Voucher

Debit Note

Invoice

Credit Note

Receipt

Local Purchase order

Purchase Invoice

Payment Request accounts

Payment Voucher

Purchase Credit Note

Contra Voucher

Voucher Match

Voucher Correction

Dashboard-Accounts

Subledger Merging

5. Reports -Accounts

1. Fresa XPress

Introduction:

Welcome to the Fresa XPress

Fresa XPress is comprehensive and fully integrated freight management software, capable of handling every aspect of the freight forwarding, shipping, logistics and transportation industries, from initial sales lead, customer service, documentation through operations, to cash receipts and management reporting. Fresa XPress is highly scalable and bundled with modules, enabling it to be easily configured to meet the specific needs of customer - allowing customers to drive the software in a way that most suits their own requirements. Fresa XPress is web based online software.

Where to find Help :

For Help and Support, You can contact Fresa Technologies:

Phone: +91 44 6900 0430

Email: support@fresatechnologies.com

The Fresa XPress User Manual is available to view or Download from the Fresa Technologies website: www.fresatechnologies.com

2. Fresa Accounting System

Introduction:

Accounts module contains accounts receivable, accounts payable and general ledgers. Invoices can be generated using the booking charges and counter person can accept the receipt against the invoices. Payments can be made against the booking or supplier invoices.

How this Manual is organized:

This Manual is designed to be task oriented. You can skip to any topic you need and get step by step procedures for all the accounting tasks performed in Fresa XPress. You can also click on any word in the index to go to that topic.

This Manual is organized into the following Topics:

An overview of the accounting system and accounting setting, such as home currency, Financial Year and more.

How to use Chart of Accounts

Accounts Receivable, including working with invoices, Credit Note, Receiving payment etc.,

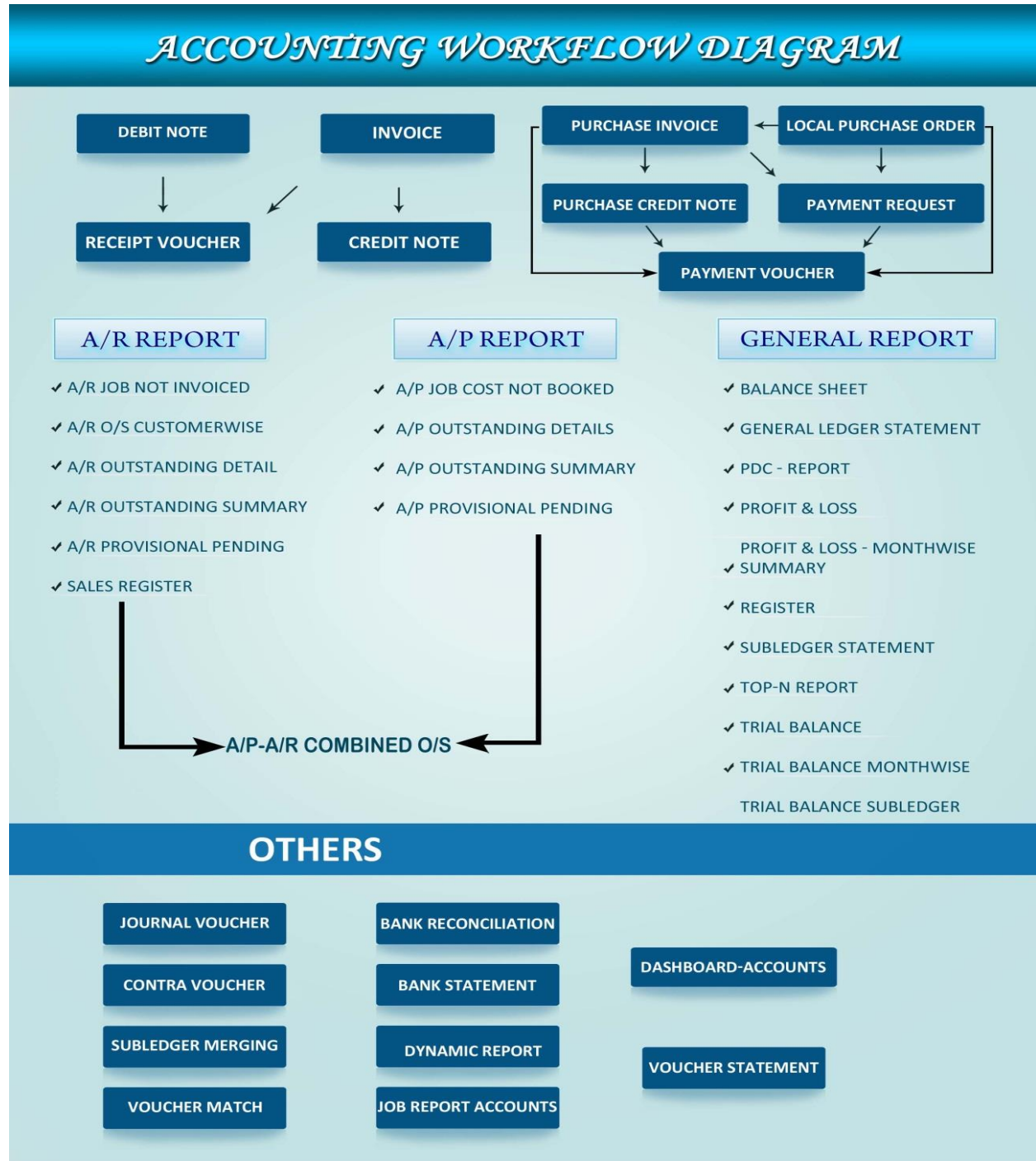
Accounts payable, including creating and purchase invoice, payments and purchase credit note.

How to match vouchers, voucher correction and to reconcile the bank account.

Reports include financial reports such as Profit and Loss, Balance Sheet, Trail Balance and also A/P Outstanding, A/R Outstanding and more.

Additional topics include working with multicurrency, Journal Entries and more.

The following diagram illustrates the accounting processes and the financial reports included in Fresa XPress:



3. Accounts Settings:

In the Fresa XPress Accounts Setting, there is a list of functions to enable you to perform common accounting transaction such as create invoice, Purchase invoice, Payments and Receipts.

The following is brief overview of the features in the Accounting Setting.

3.1 COA Master:

To Create COA in Fresa XPress, follow these steps

To go to COA Master, Choose Accounts→ Settings→ COA Master

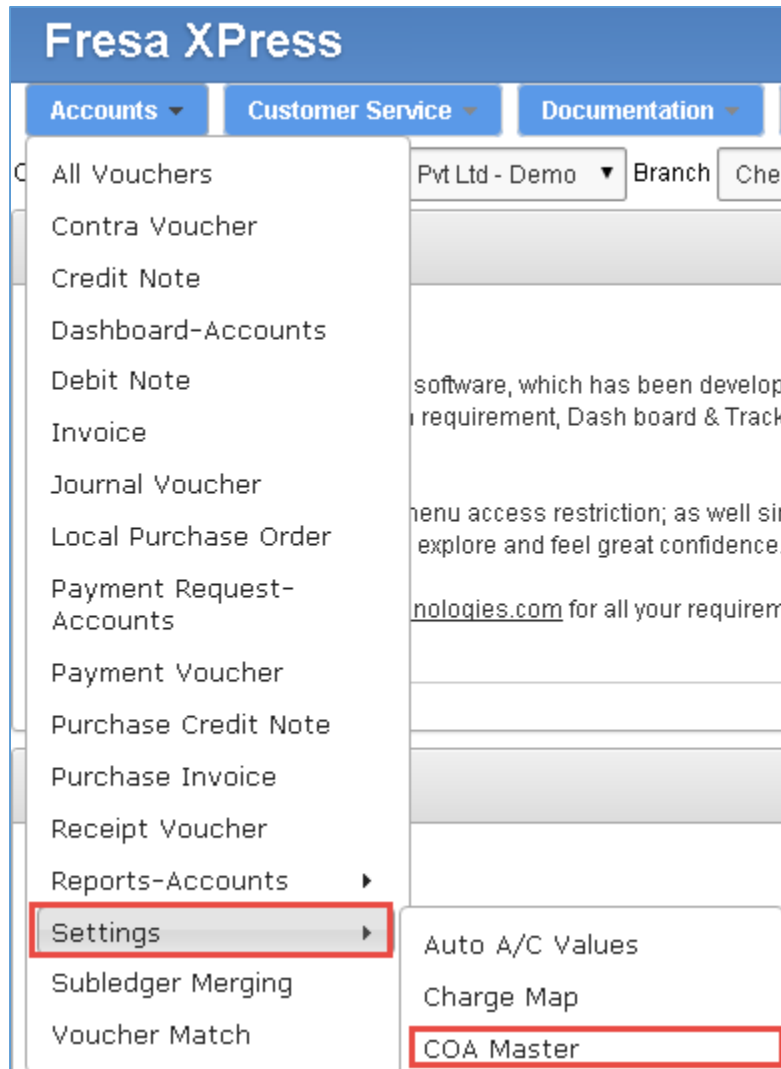


Figure 3.1.1 Navigating to COA Master

The COA List page shows a report on all Charts of accounts records with the following columns: COA Name, Group, Subgroup, Status and more.

If you need to update any additional information in existing entry, you can update by click edit button in the List, It will take you to entry screen for further process.

And also you can update or delete two or more COA in same time, with using multiple update/ Delete option, which is available in COA List Page.

To Create New COA, use the “Create” button

COA Master List												
Search											Options	
Code	Name	Type	Group	Subgroup	Category	Status	Subledger?	Division?	Job?	Department?	Asset?	Note
Edit 1001	Partners Capital A/C	Liability	Capital Account		G/L	Active						
Edit 1002	Capital work in progress	Asset	Fixed Asset	Original Cost of Fixed Asset	G/L	Active						
Edit 1010	Computers and Hardware	Asset	Fixed Asset	Original Cost of Fixed Asset	G/L	Active						
Edit 1020	Computer Softwares	Asset	Fixed Asset	Original Cost of Fixed Asset	G/L	Active						
Edit 1030	Motor cars and vehicles	Asset	Fixed Asset	Original Cost of Fixed Asset	G/L	Active						

Figure 3.1.2 COA Master List

Once click create button, it will take you to entry screen.

The following columns are available to Create COA: COA Name, Category, COA Group, Subgroup etc.,

COA Master [Back](#) [Save](#)

Code * SA Name * Salary Expenses Name in Local Language

Status * Active Category * G/L COA Group * Indirect Expenses COA Subgroup Employee Related Expe

Notes

Is Required

Type * Asset Liability Equity Income Expense

Subledger Division Job Department Asset ID Required?

Figure 3.1.3 Creating COA

Enter the Required COA and map under related group. And if we want to see this head in subledger wise reports, then we need to tick the subledger here.

Now save the record.

3.2 Charge Map:

This charge map used to map the charges under required Chart of account.

To Map charges in Fresa XPress, follow these steps

To go to Charge Map, Choose Accounts→ Settings→ Charge Map

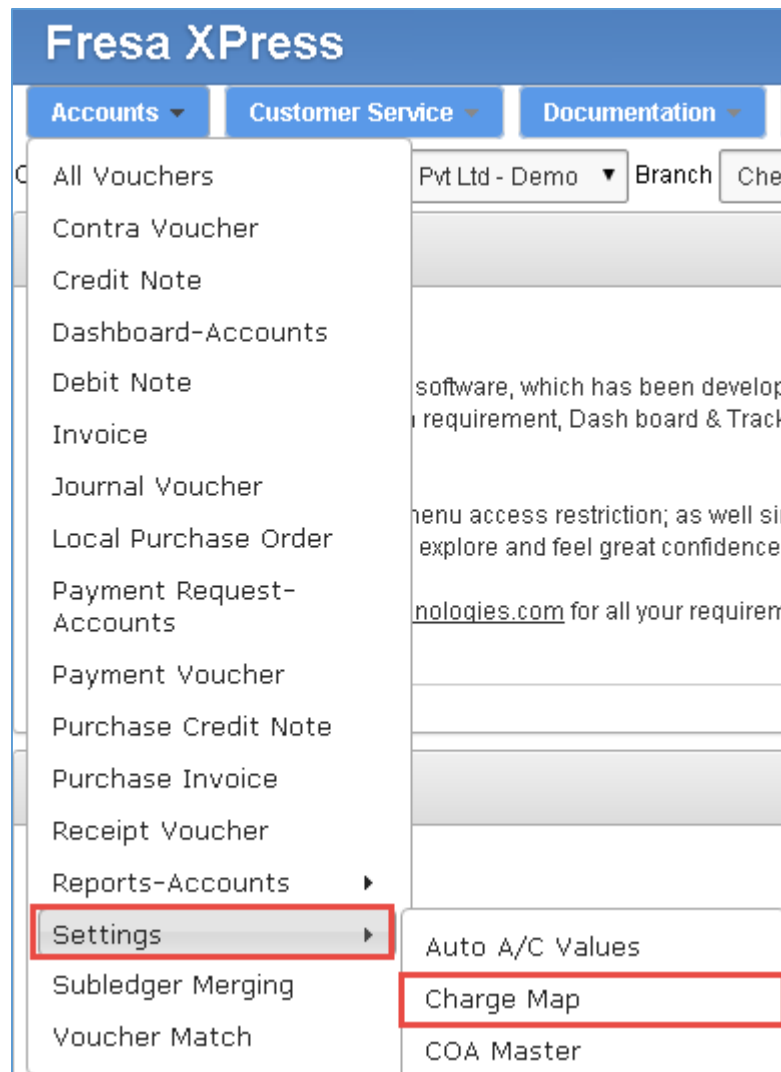


Figure 3.2.1 Navigating to Charge Map

The Charge Map List page shows a report on all charges records with the following columns: Report segment, Charges, Charge Description and Status.

If you need to update any additional information in existing entry, you can update by click edit button in the List, It will take you to entry screen

To Map new charges, use the “Create” button

COA Charge Map List											
										Multiple Update	Create
1 - 15											
Status	Report Segment	Charge	Description	Sale COA	Cost COA	Initial Division	Note	Order By	Tax		
Edit	Active	Air Clearance	EDI Charges	EDI Charges	Air Import Clearance Income	Air Import Clearance Expenses	Clearance				
Edit	Active	Air Clearance	Endorsement Charges	Endorsement Charges	Air Import Clearance Income	Air Import Clearance Expenses	Clearance				
Edit	Active	Air Clearance	EPC Charges	EPC Charges	Air Import Clearance Income	Air Import Clearance Expenses	Clearance				

3.2.2 Charge Map List

Once click create button, it will take you to entry screen.

The following columns are available to map the charges: Report segment, Charge, Sale COA and Cost COA, Status and Note.

COA Charge Map										Back	Save
Report Segment*	Air Clearance	Charge*	EDI Charges	Charge Description*	EDI Charges	Sale COA*	Air Import Clearance Income	Cost COA*	Air Import Clearance Expenses	Division	Clearance
Initial Currency Code*	QAR	Currency Restriction Required*	No	Order By		Tax	Select	Record Status*	Active	Note	
Options											
<input type="radio"/> Map For This segment <input type="radio"/> Map For All Segment											

3.2.3 Mapping COA Charge

Report Segment: Choose Report Segment from list, which you want to map for particular charge.

Charge: Select charge from list, which you created in charge master

Charge Description: Enter description about Charge

Sales COA: Select COA from list, which you want to map for the particular segment (COA should be related to Income)

Cost COA: Select COA from list, which you want to map for the particular segment and COA should be related to expense

Note: If you select “Air import clearance income” in Sale COA, you need to select Air import clearance expense in Cost COA

Division: You need to select division related to charges.

Once Update this details, click the save button to save the details

And also following Option available in Charge map screen;

1. Map for this segment: If you click this button, system automatically mapped the selected charge for selected Segment.

Ex: If you selected air clearance in report segment column, charge will mapped to that segment.

2. Map for all segment: If you click this button, system automatically mapped the charge for all Segment.

If you click multiple update button (available in COA charge map list), you will get below screen.

This option used to update multiple records in same time. (It's available in all Vouchers)

Report Segment
Charge
Submit

Multiple Update
Close
Save

<input type="checkbox"/>	Status	Order By	Charge	Charge Description	Tax	Report Segment	Division	Sale COA	Cost COA	Currency Code
<input type="checkbox"/>	Block	10	Air-Way Bill Charges	Air-Way Bill Charges	Select	Air Clearance	Clearance	Air Import Clearance Income	Air Import Clearance Expenses	QAR
<input type="checkbox"/>	Block	20	AIR Freight Charges	AIR Freight Charges	Select	Air Clearance	Clearance	Air Import Clearance Income	Air Import Clearance Expenses	QAR
<input type="checkbox"/>	Active		Agent Charges	Agent Charges	Select	Air Clearance	Clearance	Air Import Clearance Income	Air Import Clearance Expenses	QAR
<input type="checkbox"/>	Active		Airline Handling Charges	Airline Handling Charg	Select	Air Clearance	Clearance	Air Import Clearance Income	Air Import Clearance Expenses	QAR

3.2.4 Multiple Update

3.3. Exchange Rate

To Create Exchange Rate in Fresa XPress, follow these steps

To go to Exchange Rate, Choose Accounts→ Settings→ Exchange

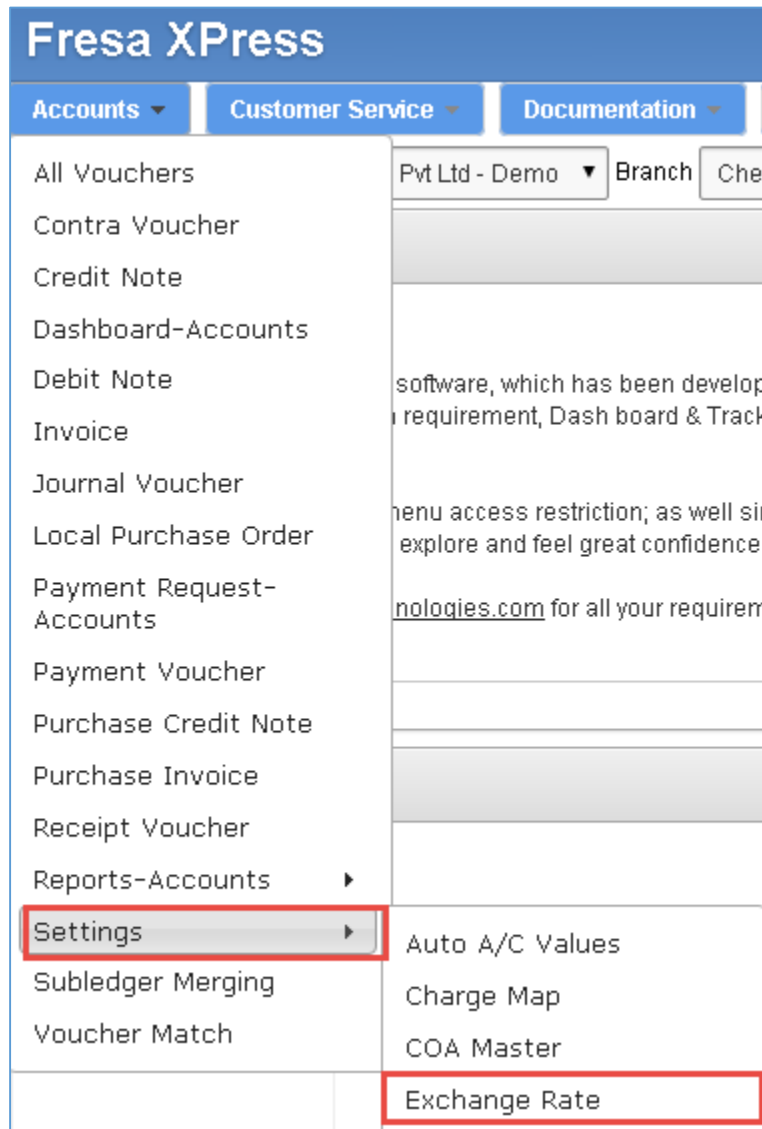


Figure 3.3.1 Navigating to Exchange Rate

The Exchange Rate List page shows a report on all records with the following columns: Wef date, Sale Rate, Buy Rate, Sample, etc.,

If you need to update any additional information in existing entry, you can update by click edit button in the List, It will take you to entry screen

To create new Exchange Rate, use the “Create” button

Exchange Rate						
<input type="text"/> <input type="button" value="Search"/>		<input type="button" value="Actions"/>		<input type="button" value="Create"/>		
1 - 15 >						
	Wef Date	From	To	Sell Rate	Buy Rate	Sample
<input type="button" value="Edit"/>	30-JUN-13	QAR	QAR	1	1	100 QAR = 100.00 QAR
<input type="button" value="Edit"/>	07-JUN-13	AUD	QAR	128	249	100 AUD = 12800.00 QAR
<input type="button" value="Edit"/>	29-MAR-13	USD	QAR	3.64	3.61	100 USD = 364.00 QAR
<input type="button" value="Edit"/>	17-MAR-13	JPY	QAR	.05	.0386	100 JPY = 5.00 QAR
<input type="button" value="Edit"/>	17-MAR-13	EUR	QAR	4.85	4.8	100 EUR = 485.00 QAR

3.3.2 Exchange Rate List

Once click create button, it will take you to entry screen.

The following columns are available to Create Exchange Rate, from currency code, To currency code, Sales rate, Buy rate, Wef rate, Note.

Currency Rate				<input type="button" value="Back"/>	<input type="button" value="Save"/>
From Currency Code*	<input type="text" value="QAR"/>	To Currency Code*	<input type="text" value="QAR"/>		
Sell Rate*	<input type="text" value="1"/>	Buy Rate*	<input type="text" value="1"/>		
Wef Date*	<input type="text" value="30-JUN-13"/>				
Note	<input type="button" value="Download Currency Master"/>				
Using live mid-market rates					
Convert:	From this currency:	To this currency:			
<input type="text" value="1"/>	> AFN - Afghan Afghani	> AFN - Afghan Afghani	<input type="button" value="Go!"/>		
Enter an amount	More currencies	More currencies			

ClearFX Currency Converter

GBP

USD

Send money with ClearFX

3.3.3 Creating Currency Rate

If you need to view currency name for particular country, you can download list by click the “Download currency master” button available in Exchange rate screen, And also Currency converter Available in Screen.

3.4 Period Master:

To Create Period Master in Fresa XPress, follow these steps

To go to Period Master, Choose Accounts→ Settings→ Period Master

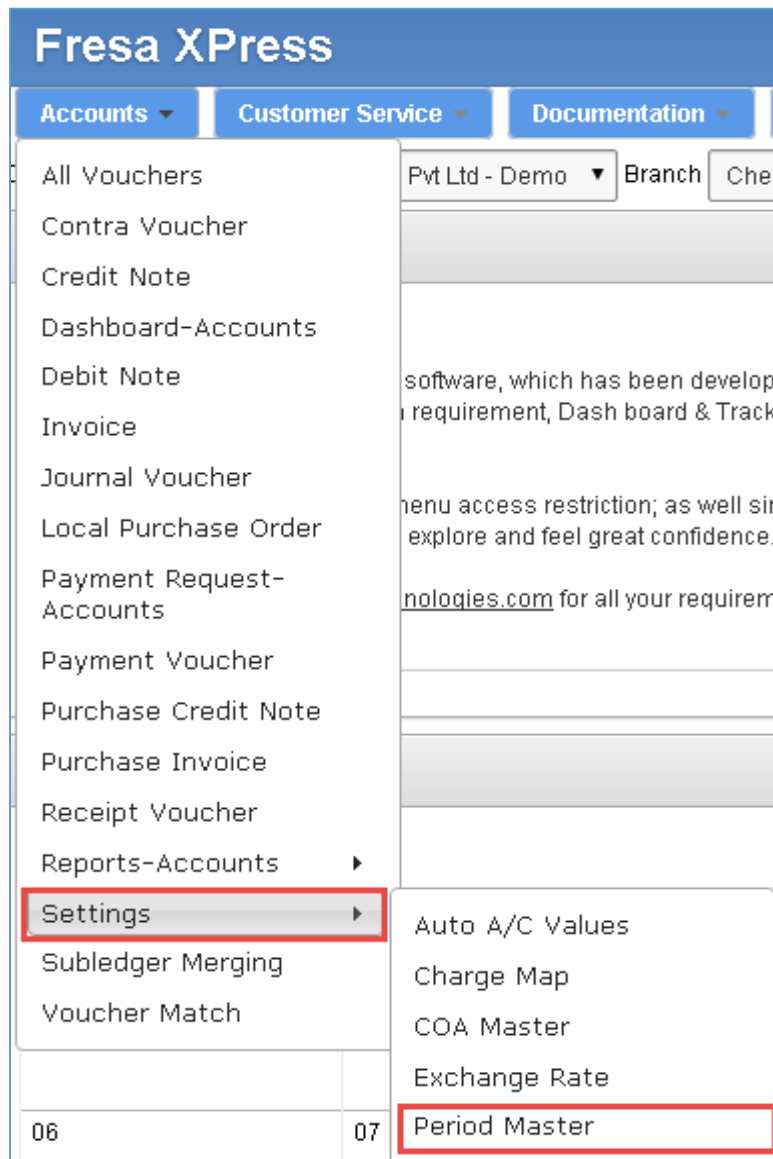


Figure 3.4.1 Navigating to Period Master

The Period Master List page shows a report on all records with the following columns: Period Name, From Valid Date, To Valid Date, Grace Period, etc.,

If you need to update any additional information in existing entry, you can update by click edit button in the List, It will take you to entry screen

To create new Period Master, use the “Create” button

Period Master List										
<input type="text" value="Q"/> <input type="button" value="Search"/> <input type="button" value="Options"/> <input type="button" value="Create"/>										
1 - 14										
	Code	Name	From Valid Date	To Valid Date	Grace Period	Current Period ?	JV No Length	Seperator	Status	Period Flag
<input type="button" value="Edit"/>	200801A	Opening balance	01-JAN-08	31-DEC-12	600	N	5	/	Active	
<input type="button" value="Edit"/>	201301A	January	01-JAN-13	31-JAN-13	0	N	5	/	Active	
<input type="button" value="Edit"/>	201302A	February	01-FEB-13	28-FEB-13	0	N	5	/	Active	
<input type="button" value="Edit"/>	201303A	March	01-MAR-13	31-MAR-13	0	N	5	/	Active	
<input type="button" value="Edit"/>	201304A	April	01-APR-13	30-APR-13	0	N	5	/	Active	

Figure 3.4.2 Period Master List

Once click create button, it will take you to entry screen.

The following columns are available to Create Period Master; Period Name, From Date, To Date, Grace Period and Note.

Period Master							<input type="button" value="Back"/>	<input type="button" value="Save"/>
Code*	200801A	Name*	Opening balance		Current Period?	No		
From Date*	01-JAN-08	To Date*	31-Dec-12	Grace Period(No of days)*	600	Status*	Active	
		Start with JV No		Note				

Figure 3.4.3 Creating Period Master

Grace Period: It is used to create back date vouchers.

3.5 Report Segment Master:

To Create Report Segment Master in Fresa XPress, follow these steps

To go to Report Segment Master, Choose Accounts→ Settings→ Report Segment Master.

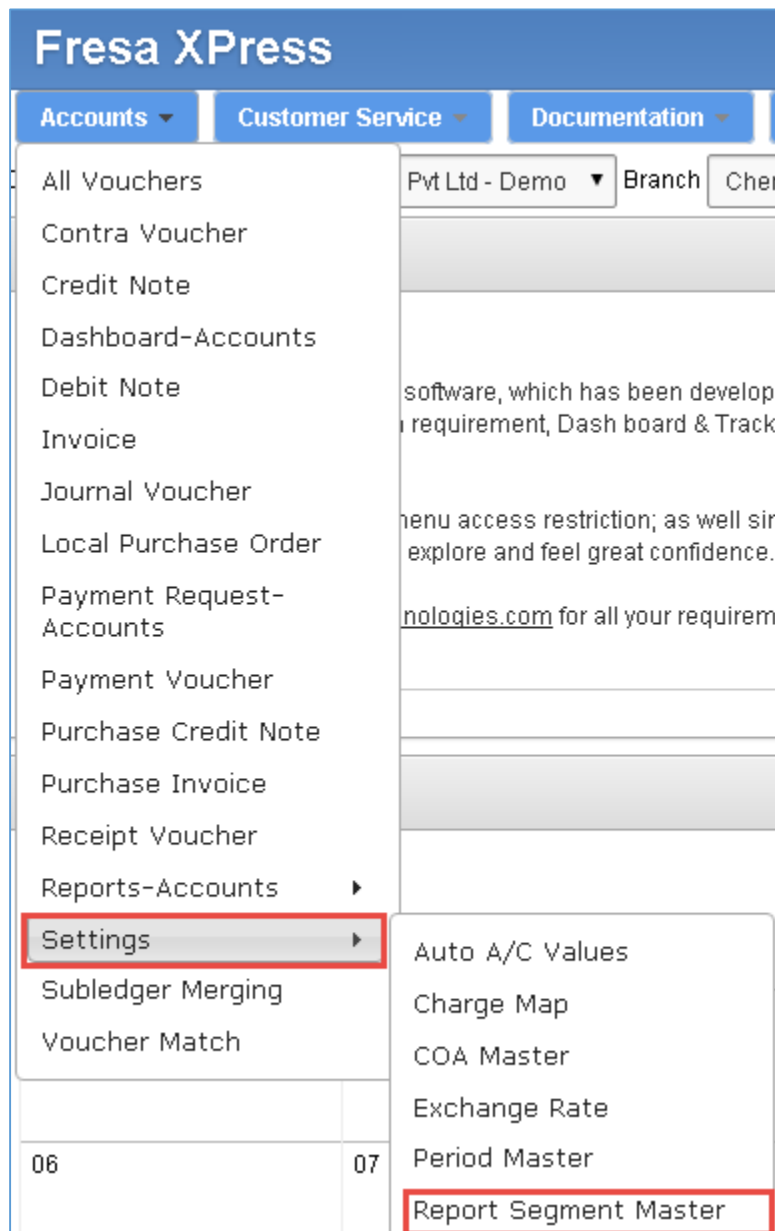


Figure 3.5.1 Navigating to Report Segment Master

The Report Segment Master List page shows a report on all records with the following columns: Report Segment Name, Segment Value, Reset Value, etc.,

If you need to update any additional information in existing entry, you can update by click edit button in the List, It will take you to entry screen

To create new Report Segment Master, use the “Create” button

Report Segment Master List										
<input type="text" value="Q"/> <input type="button" value="Search"/> <input type="button" value="Options"/> <input type="button" value="Create"/>										
1 - 15										
	Code	Name	Report Segment Flag	Reset Value	Seperator	Company Flag ?	Branch Flag ?	Start With Job No	Start With Booking No	Start With Quote No
<input type="button" value="Edit"/>	AC	Air Clearance	AC	Yearwise	/	N	Y	1001	4001	7
<input type="button" value="Edit"/>	AE	Air Export	AE	Yearwise	/	N	Y	1001	4001	7
<input type="button" value="Edit"/>	AI	Air Import	AI	Yearwise	/	N	Y	1001	4001	7
<input type="button" value="Edit"/>	BRI	BB/RORO Export	BRE	Yearwise	/	N	Y	1001	4001	7
<input type="button" value="Edit"/>	BRE	BB/RORO Import	BRI	Yearwise	/	N	Y	1001	4001	7

Figure 3.5.2 Report Segment Master List

Once click create button, it will take you to entry screen.

The following columns are available to Create Report Segment Master; Reset value, company flag, Report segment flag, Booking No flag, Note.

Report Segment Master													
<input type="button" value="Back"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save"/>													
Code*	<input type="text" value="AC"/>	Name*	<input type="text" value="Air Clearance"/>	Program Name*	<input type="text" value="N/A"/>	Reset Value*	<input type="text" value="Yearwise"/>	Company Flag	<input type="text" value="No"/>	Branch Flag	<input type="text" value="Yes"/>	Month Flag	<input type="text" value="Yes"/>
Report Segment Flag	<input type="text" value="AC"/>	Booking No Flag	<input type="text" value="B"/>	Quote No Flag	<input type="text" value="Q"/>	Job No Flag	<input type="text" value=""/>	Job Date Flag	<input type="text" value="ETA/ATA"/>	Separator*	<input type="text" value="/"/>	Start With Job No*	<input type="text" value="1001"/>
Start With Quote No*	<input type="text" value="7001"/>	Start With Booking No*	<input type="text" value="4001"/>	Quote Page	<input type="text" value="GEN_QUOTE-216"/>	Booking Page	<input type="text" value=""/>	Job Page	<input type="text" value="AC_JOB-583"/>	Status*	<input type="text" value="Active"/>	Start With Job No*	<input type="text" value="1001"/>
Division	<input type="text" value="Clearance"/>	Note	<input type="text"/>										
Mail Template	<input type="text"/>												
Flag <input type="text" value="N/A"/> <input type="text" value="N/A"/> <input type="text" value="Air"/> Update Allowed for Job Date? <input type="text" value="No"/> No of back days allowed <input type="text" value="5"/> No of future days Allowed <input type="text" value="5"/>													

Figure 3.5.3 Creating Report Segment Master

4. List of Vouchers:

The Following Vouchers are available in the Fresa Xpress:

4.1 Journal Voucher

To create Journal Voucher in Fresa XPress, follow these steps

Journal Voucher is used to record accounting transactions and to adjust assets, liabilities, revenues, and expenditures. Debit amounts and credit amounts must be equal.

To go to Journal Voucher, choose Accounts→Journal Voucher

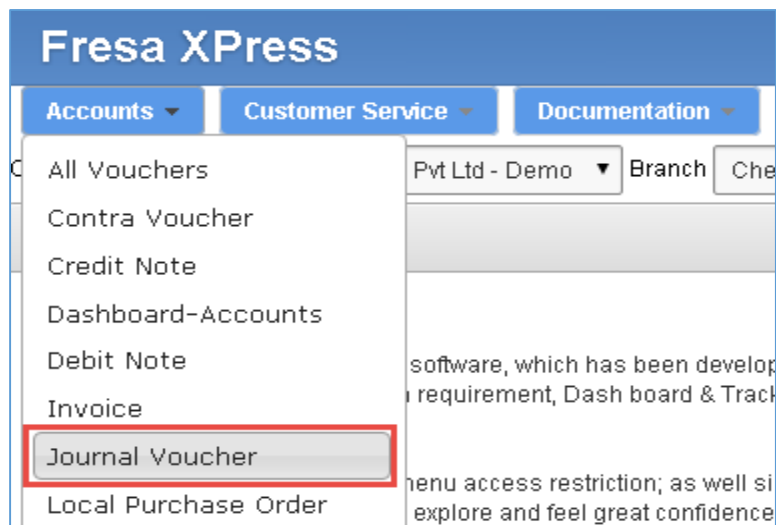
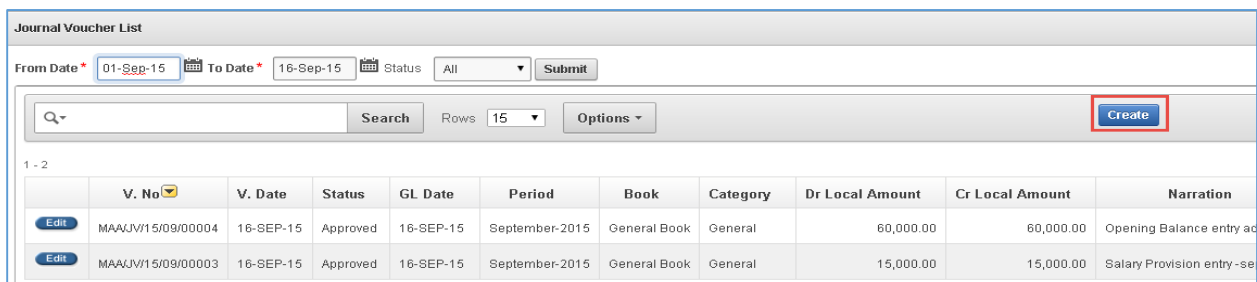


Figure 4.1.1 Navigating to Journal Voucher

In Journal list page, all receipt records will be displayed with the following columns Period, V.No, V.Date, GL Date, Book, Status, Category, and Amount. In this page, we have provided the option to create a Journal Voucher



The screenshot shows the 'Journal Voucher List' page. At the top, there are filters for 'From Date' (01-Sep-15) and 'To Date' (16-Sep-15), along with a 'Status' dropdown set to 'All' and a 'Submit' button. Below the filters is a search bar with a 'Search' button, a 'Rows' dropdown set to '15', and an 'Options' dropdown. A 'Create' button is highlighted with a red box. The main content is a table with the following columns: V. No, V. Date, Status, GL Date, Period, Book, Category, Dr Local Amount, Cr Local Amount, and Narration. The table contains two rows of data, each with an 'Edit' button to its left.

V. No	V. Date	Status	GL Date	Period	Book	Category	Dr Local Amount	Cr Local Amount	Narration
MAAJV/15/09/00004	16-SEP-15	Approved	16-SEP-15	September-2015	General Book	General	60,000.00	60,000.00	Opening Balance entry ac
MAAJV/15/09/00003	16-SEP-15	Approved	16-SEP-15	September-2015	General Book	General	15,000.00	15,000.00	Salary Provision entry-se

Figure 4.1.2 Journal Voucher List

The following columns are available to create a Journal Voucher, Voucher Number, Date, Period, GL Date, Book, Category, Status, and Narration. Once update, save the voucher with "Save" button

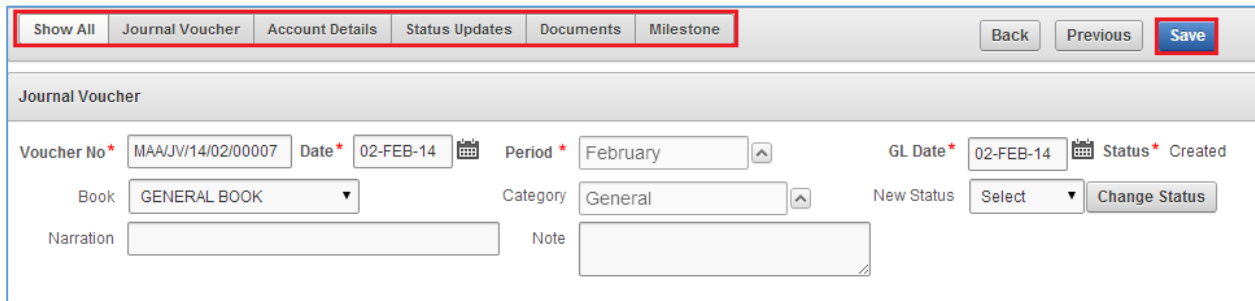


Figure 4.1.3 Creating Journal Voucher

Accounts Details:

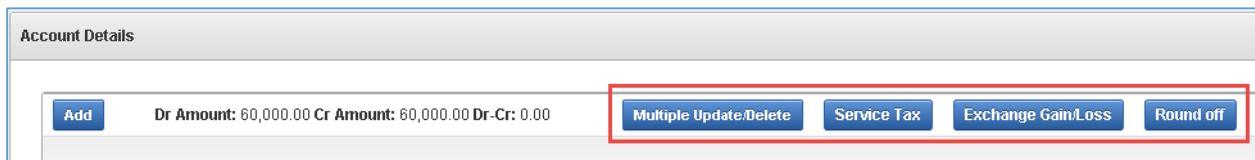


Figure 4.1.4 Account Details

Using add button, we can enter required details both debit and credit.

Multiple Update/Delete: Used to update or delete multiple records in same time. (It's available in all Vouchers)

Once completed, you need to approve & post the voucher.

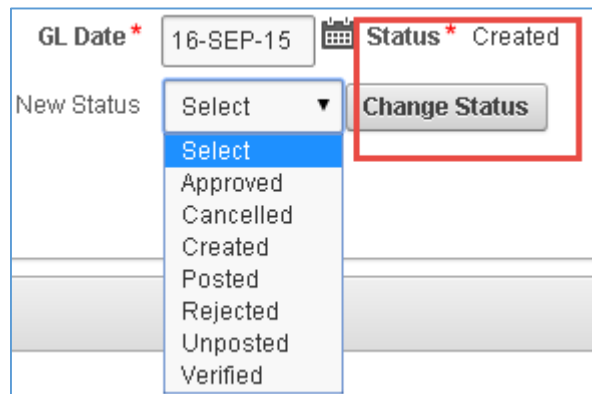
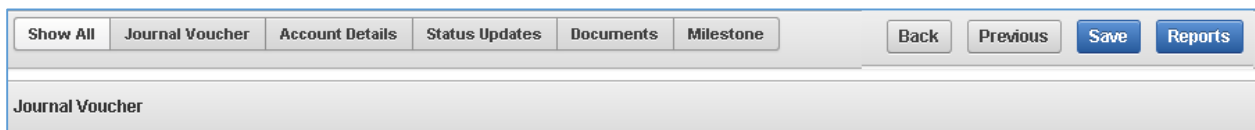


Figure 4.1.5 Change of Status



Status Update: To check the voucher status with follow up date (It's available in all Vouchers)

Milestone: Record all the activities of the particular page like Journal voucher generated, Status change, etc., (It's available in all Vouchers)

Report: Journal Voucher will be generated, by clicking the "Print" button.

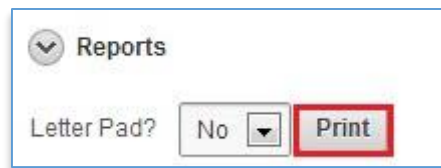


Figure 4.1.6 Change of Status

And also given option to copy or Reversal the vouchers in journal voucher. Once approve the voucher, it will appear on screen

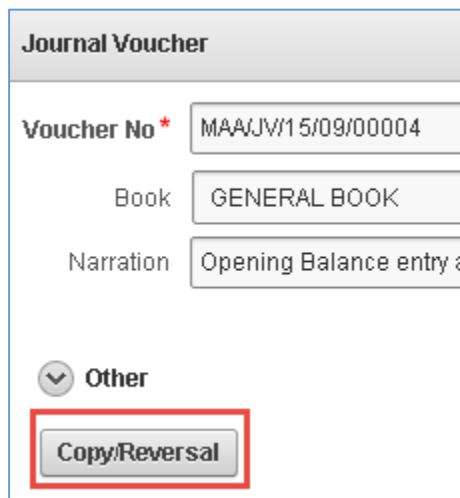


Figure 4.1.7 Change of Status

Once click on this button, below screen will open. Here we can select the required Details and Copy or reverse the voucher.

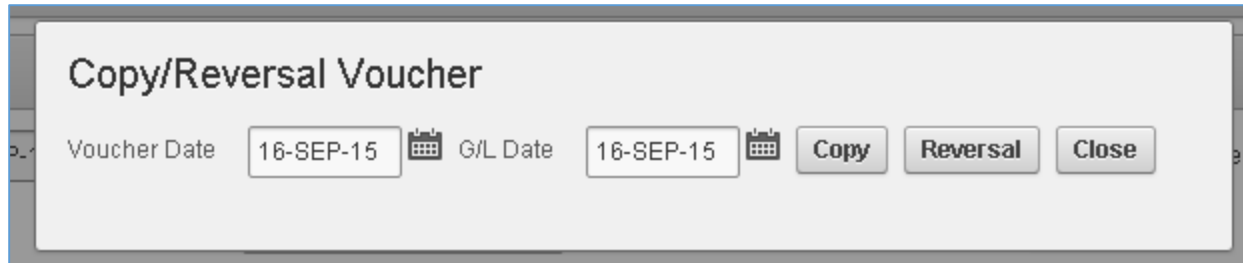


Figure 4.1.8 Change of Status

4. 2 Debit Note

To create Debit Note Fresa XPress, follow these steps

A debit note is raised by the seller for non-job activities.

To go to Debit Note, choose Accounts→ Debit Note

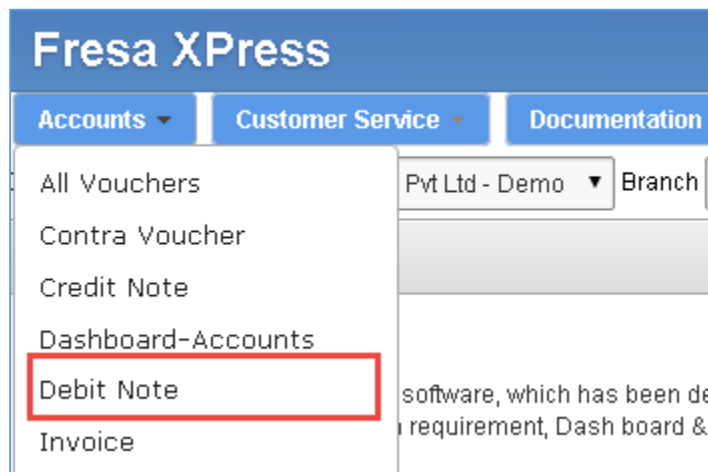


Figure 4.2.1 Navigating to Debit Note

In the below list page, all Debit note records will be displayed with the following columns: Period, V.No, V.Date, GL Date, Status, A/c Name, Subledger, Book, Currency, Amount and Local Amount.

If you need to update any additional information in the particular debit note, you can update by click edit button in the List, It will take you to entry screen

To create a new debit note, use the “Create” button

Debit Note List

From Date * 17-Aug-15 To Date * 16-Sep-15 Status All Submit

Search Rows 15 Options Create

	Period	V. No	V. Date	GL Date	Status	A/C Name	Subledger	Book	Currency	Amount	Local Amount
Edit	September-2015	MAA/DN/15/09/00002	16-SEP-15	16-SEP-15	Created	Sundry Debtors	Satguru Air and logistics	Debitnote Book	INR	86,534.00	86,534.00
Edit	September-2015	MAA/DN/15/09/00001	15-SEP-15	15-SEP-15	Created	Sundry Debtors	Winner Shipping Pvt Ltd	Debitnote Book	USD	5,000.00	320,000.00

Figure 4.2.2 Debit Note List

Once click create button, it will take you to entry screen. The Debit Note has five tabs. On the first tab, Debit Note, enter details of transaction details. On the second tab, Accounts detail, enter charge details. The status updates tab used for follow-up details. Against used for View the against entry of particular Debit note & Mile stone used for keep track of record like., Who created this voucher & who has approved the voucher,

The following columns are available to create a debit note, Debit Note Number, Date, Period, GL Date, Book, Category, Status, COA, Subledger, Amount, Local amount and Narration, Once update, save the voucher with "Save" button

Show All Debit Note Account Details Status Updates Documents Milestone Back Save Reports

Debit Note

Debit Note No * MAA/DN/15/09/00001 Date * 15-SEP-15 Period * September-2015 GL Date * 15-SEP-15 Status * Created

Book DEBITNOTE BOOK Category New Status Select Change Status

COA * Sundry Debtors Subledger * Winner Shipping Pvt Ltd Address No 22, Alwarpet Chennai

Currency * USD Ex.Rate * 64 Amount * 5000 Local Amount 320000

Narration

* Debit Note is applicable for non-job related accounting activities

Figure 4.2.3 Creating Debit Note

Account Details

After save the voucher, Add and update button will appear on the screen. You can add or delete charges using this option.

In this list page, all created charges list will be displayed here.

Account Details											
S.No	A/C Name	Subledger	FCY Amount	Dr Local Amount	Cr Local Amount	Narration	Report Segment	Job No	Charges	Sale/Cost	Note
10	Advertisement		QAR 50000x1	0.00	50,000.00						

Figure 4.2.4 Account Details List

Add charges by click “Add” button available in accounts details, it will take you to entry screen, here you can enter charge details & save.

Account Details									
S.No	<input type="text" value="10"/>								
Narration	<input type="text"/>								
Dr / Cr	<input type="text" value="Cr"/>								
Currency	<input type="text" value="INR"/>	Ex.Rate	<input type="text" value="1"/>	FCY Amount *	<input type="text"/>	Local Amount	<input type="text"/>	Dr - Cr	<input type="text"/>
Non-Taxable	<input type="text"/>	Taxable	<input type="text"/>	Tax	<input type="text" value="Select"/>				
Note	<input type="text"/>								
COA *	<input type="text"/>								
Category Subledger?Division?Department?Asset?Job?									
Subledger	<input type="text"/>								
Department	<input type="text" value="Asset"/>			Division					
Job No	<input type="text" value="Subjob"/>								

Figure 4.2.5 Creating Account Details

Multiple Update/Delete: Used to update or delete multiple records in same time. (It's available in all Vouchers)

Multiple Update/Delete								
<input type="checkbox"/>	S.No	A/C Name	Subledger	Currency	Ex.Rate	FCY Amount	Narration	Charge
<input checked="" type="checkbox"/>	10	Cash collection A/c		QAR	1	15000	<input type="text"/>	
<input checked="" type="checkbox"/>	20	HSBC BANK Euro		QAR	1	15000	<input type="text"/>	

Figure 4.2.6 Multiple Update / Delete

Once complete, you need to approve & posted the voucher.

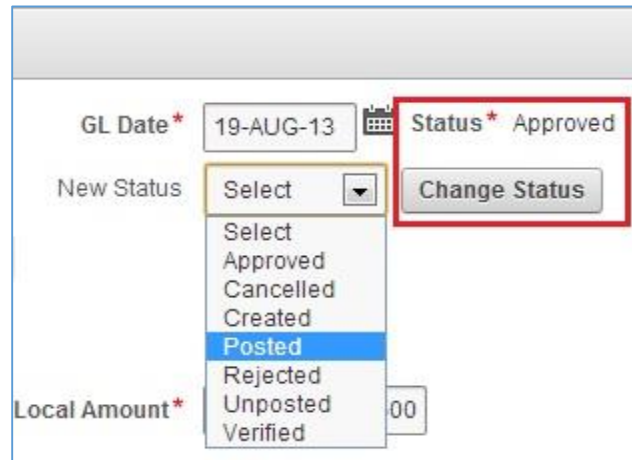


Figure 4.2.7 Voucher Status

Note: Any of the voucher will reflects in accounts ledger, only after posting and after posting you can't do anything in that particular voucher.

Status Update: To check the status with follow up date. (It's available in all Vouchers)

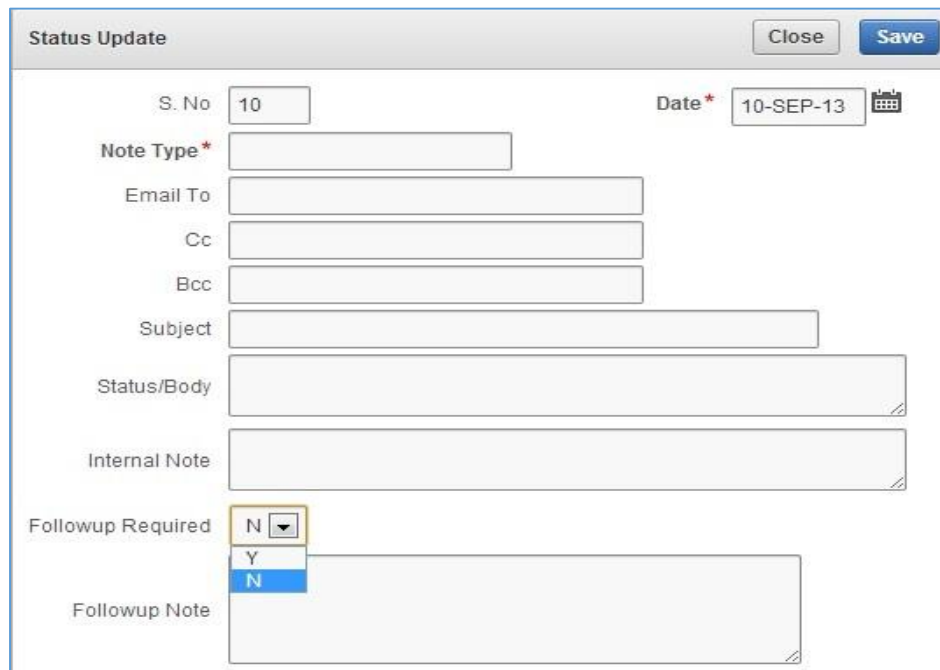


Figure 4.3.8 Status Update

Against: To view the against entry voucher of this invoice such as receipt voucher, credit note, it will be displayed only after posting. (It's available in all Major Voucher Screens.)

Milestone: Record all the activities of the particular page like invoice generated, change status etc.,

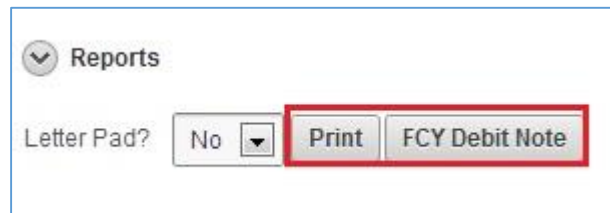
(It's available in all Vouchers)

Milestone						
1 - 3						
Employee	Description	Created On	Created By	Followup	Date	Note
	Status Changed-Posted	10-SEP-2013 16:41	REKA@FRESATECHNOLOGIES.COM			
	Status Changed-Approved	10-SEP-2013 16:40	REKA@FRESATECHNOLOGIES.COM			

Figure 4.3.9 Mile Stone

Report:

Debit Note report will be generated by clicking the "Print" button. Following report available in Debit Note.



Print – Local Currency Debit Note

FCY Debit Note - Foreign Currency Debit Note

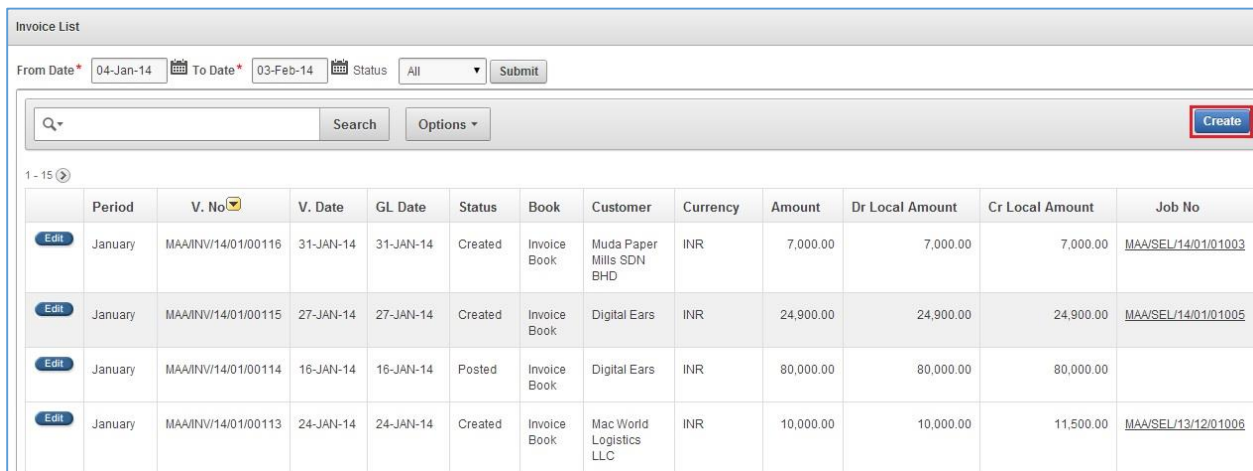
4.3 Invoice

A Invoice is a bill that you send to your customers, against which the customer processes the payment. Invoice is an accounting transaction. On submission of Invoice, the system updates the receivable and books income against a Customer Account.

To create Invoice in Fresa XPress, follow these steps

To go to invoice, Accounts→ Invoice

Once click Invoice, it will take you to Invoice List. In the invoice list page, all existing invoice records will be displayed here with the following columns: Period, V.No, V.Date, GL Date, Status, Book, Customer, Currency, Amount, Local Amount and relevant Job No.



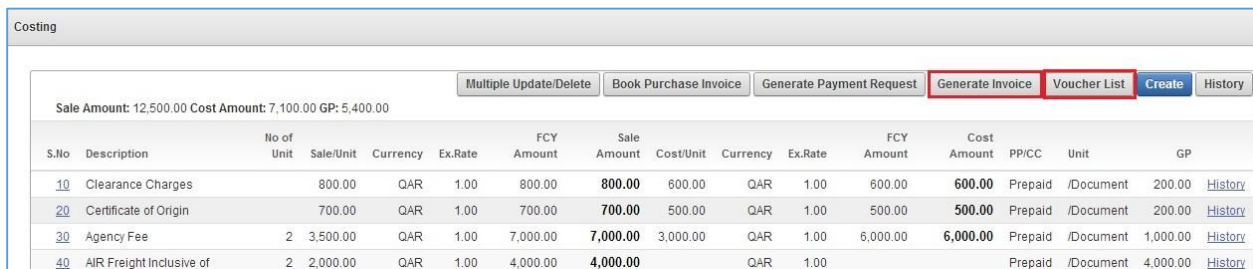
	Period	V. No	V. Date	GL Date	Status	Book	Customer	Currency	Amount	Dr Local Amount	Cr Local Amount	Job No
Edit	January	MAA/INV/14/01/00116	31-JAN-14	31-JAN-14	Created	Invoice Book	Muda Paper Mills SDN BHD	INR	7,000.00	7,000.00	7,000.00	MAA/SEL/14/01/01003
Edit	January	MAA/INV/14/01/00115	27-JAN-14	27-JAN-14	Created	Invoice Book	Digital Ears	INR	24,900.00	24,900.00	24,900.00	MAA/SEL/14/01/01005
Edit	January	MAA/INV/14/01/00114	16-JAN-14	16-JAN-14	Posted	Invoice Book	Digital Ears	INR	80,000.00	80,000.00	80,000.00	
Edit	January	MAA/INV/14/01/00113	24-JAN-14	24-JAN-14	Created	Invoice Book	Mac World Logistics LLC	INR	10,000.00	10,000.00	11,500.00	MAA/SEL/13/12/01006

Figure 4.3.1 Invoice List

If you need to update any additional information in existing invoice, you can update by click edit button in invoice List, It will take you to entry screen. And Note that we couldn't change anything in Posted invoice's.

Generate Invoice from Job:

In this method, documentation people generate invoice. "Generate Invoice" option provided in the Costing (Job) screen, you can generate Invoice for the entered charges in costing,



S.No	Description	No of Unit	Sale/Unit	Currency	Ex.Rate	FCY Amount	Sale Amount	Cost/Unit	Currency	Ex.Rate	FCY Amount	Cost Amount	PP/CC	Unit	GP
10	Clearance Charges		800.00	QAR	1.00	800.00	800.00	600.00	QAR	1.00	600.00	600.00	Prepaid	/Document	200.00
20	Certificate of Origin		700.00	QAR	1.00	700.00	700.00	500.00	QAR	1.00	500.00	500.00	Prepaid	/Document	200.00
30	Agency Fee	2	3,500.00	QAR	1.00	7,000.00	7,000.00	3,000.00	QAR	1.00	6,000.00	6,000.00	Prepaid	/Document	1,000.00
40	A/R Freight Inclusive of	2	2,000.00	QAR	1.00	4,000.00	4,000.00		QAR	1.00			Prepaid	/Document	4,000.00

Figure 4.3.2 Costing List

Once click Generate Invoice Button, it will take you to the below screen;

Close Generate Invoice

Subledger * RMK LOGISTICS A/C Name Sundry Debtors Submit

V.Date 11-AUG-15 GL.Date 11-AUG-15 Currency USD Ex.Rate 60

(Credit:0Days Credit Amount: Total O/S Amount: 273,000.00 Job O/S Amount: 273,000.00)

Job No	JV No	Status	Party	V.Date	Local Amount
MAA/SE/15/06/01011-0	MAA/INV/15/07/00016	Unposted	RMK LOGISTICS	06-JUL-15	
MAA/SE/15/06/01011-0	MAA/INV/15/07/00017	Posted	RMK LOGISTICS	06-JUL-15	0.00
HBL:2343242 MBL:242332343 -273,000.00 AIR Freight Inclusive of EXW 126,000.00 Additional Transportation 147,000.00					

Selected Charges Total:

<input type="checkbox"/>	S.No	Description	No of Unit	Unit	PP/CC	Sale/Unit	Currency	FCY Amount	Ex.Rate	Local Amount	Dr/Cr	Bill To	Service Tax
<input checked="" type="checkbox"/>	40	ADDITIONAL PICK UP CHARGES	3.5	/CBM	Prepaid	600	INR	2100	1	2,100.00	Cr	RMK LOGISTICS	No
<input checked="" type="checkbox"/>	50	Agency Fee	3.5	/CBM	Prepaid	700	INR	2450	1	2,450.00	Cr	RMK LOGISTICS	No

1 - 2

Figure 4.3.3 Generate Invoice from Job

Here, you can select required Date, Currency, Exchange rate and tick the required charges and click “Generate invoice” button.

After Generate invoice, Invoice details will appear in the “Voucher list”. If you want to view or edit invoice, click on the invoice no, which is appear in the voucher list. It will take you to Invoice entry page.

The Invoice has five tabs. On the first tab, Invoice, enter the customer detail. On the second tab, Accounts detail, enter the charge details. The status updates tab used for follow-up details. Against used for View the against entry of particular credit note, using Documents tab, we can attach the required document & Mile stone used for keep track of record like., Who created this voucher & who has approved voucher, etc.,

Show All Invoice Account Details Status Updates Documents Milestone

Back Previous Save Reports

Invoice

Invoice No * MAA/INV/15/08/00021 Date * 09-AUG-15 Period * August-2015 GL Date * 09-AUG-15 Status * Created

Book * Invoice Book Category New Status Select Change Status

COA (Dr) * Sundry Debtors Customer * Active Star Cargo & Shipping LLC

Address 2102 Grosvenor Commercial Tower Dubai Narration HAWB/N/A MAWB/563537363 Job No MAA/AE/15/05/01011-0

Currency * INR Ex.Rate * 1 FCY Amount * 500 Local Amount * 500

Job No MAA/AE/15/05/01011

Remarks

Options

Update Charge with BL No

Against Advance Receipt

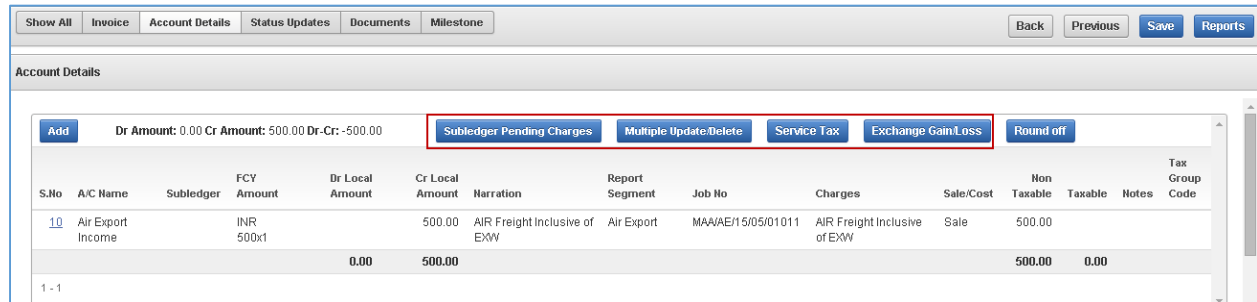
Against Voucher Against Amount

Figure 4.3.4 Creating Invoice

The entire above column auto fill from Job. If we need any changes, we can change here.

Account Details:

Here list of charges available, which we selected from job.



Account Details

Dr Amount: 0.00 Cr Amount: 500.00 Dr-Cr: -500.00

Buttons: Subledger Pending Charges, Multiple Update/Delete, Service Tax, Exchange Gain/Loss, Round off

S.No	A/C Name	Subledger	FCY Amount	Dr Local Amount	Cr Local Amount	Narration	Report Segment	Job No	Charges	Sale/Cost	Non Taxable	Taxable	Notes	Tax Group Code
10	Air Export Income		INR 500x1		500.00	AIR Freight Inclusive of EXW	Air Export	MAAAE/15/05/01011	AIR Freight Inclusive of EXW	Sale	500.00			
				0.00	500.00						500.00	0.00		

1 - 1

Figure 4.3.5 Accounts Details List

1. Subledger Pending Charges:

If you need to add some extra charges for the same party to this invoice, by clicking "Subledger Pending Charges" button, you can add the required charges to this same invoice. Once click this option, you will get below screen;



COA: Sundry Debtors-130729 Subledger: Wings International Trading & Co Sale/Cost: Sale N/A

Job No: Submit

Pending Charges

row(s) 1 - 10 of 16 Next >

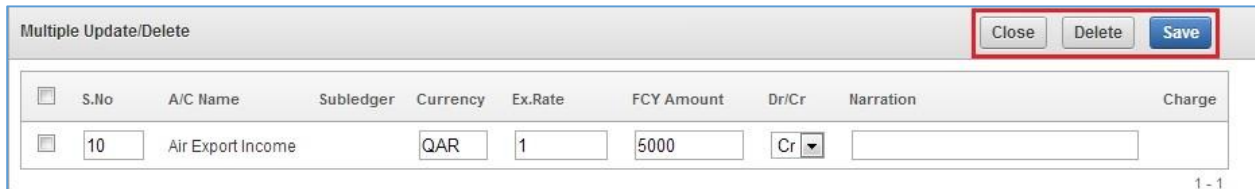
Selected?	Job No	Description	PP/CC	No of Unit	Currency	Ex. Rate	FCY Amount	Local Amount	Dr/Cr	Sale/Cost	User Amount	Local Amount
No	DOH/SE/13/06/01031	Cargo Delay Charges	Prepaid		QAR	1.00	5,000.00	5,000.00	Cr	Sale		
No	DOH/SI/13/08/01132	All Inclusive	Prepaid		QAR	1.00	70,000.00	70,000.00	Cr	Sale		
No	DOH/AI/13/08/01191	Customs Duty	Prepaid	3	QAR	1.00	10,500.00	10,500.00	Cr	Sale		

Buttons: Close, Save, Confirm

Figure 4.3.6 Subledger Pending Charges

2. Multiple Update/Delete:

Used to update or delete multiple records in same time. (It's available in all Vouchers). Whatever you charges enter in this Invoice that will display here. You can update or delete charges here.



S.No	A/C Name	Subledger	Currency	Ex.Rate	FCY Amount	Dr/Cr	Narration	Charge
10	Air Export Income		QAR	1	5000	Cr		

Figure 4.3.7 Multiple Update/Delete

Once entered all details in invoice, you need to approved & posted the voucher

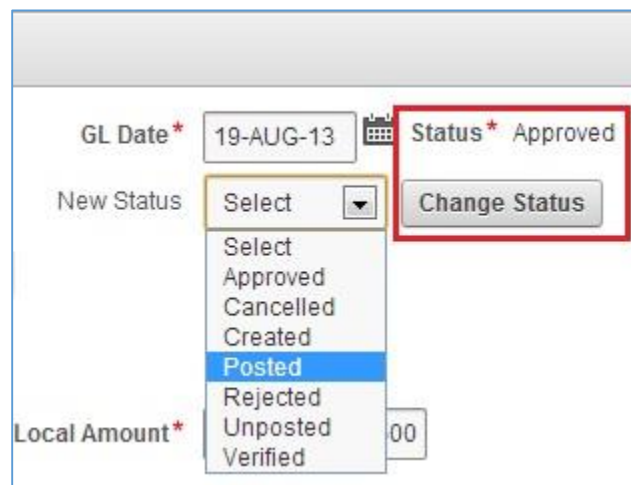


Figure 4.3.8 Status Change

Note: Invoice & any of the voucher will reflects in accounts ledger, only voucher in the posting status and after posting you can't do anything in that particular voucher.

Status Update: It is used to send Voucher status mail to customer (its will enable in future).

It's available in all Vouchers

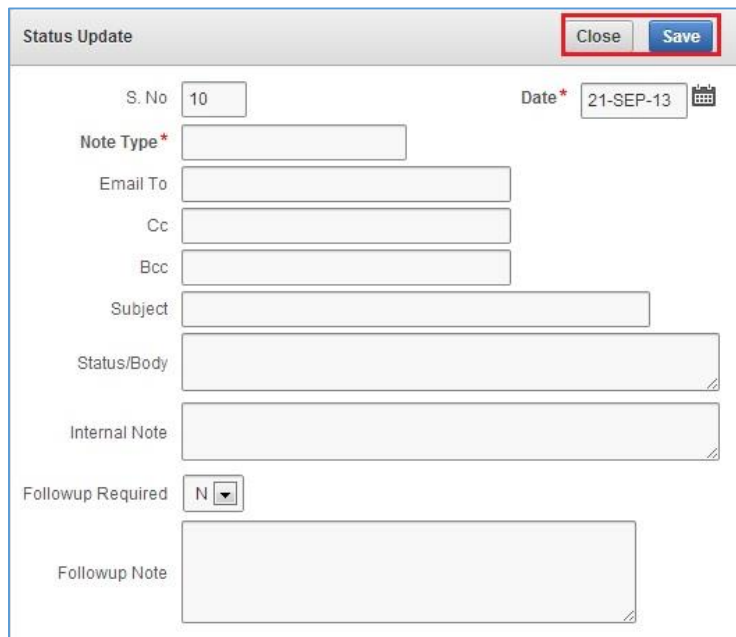


Figure 4.3.9 Status Update

Against: To view the against entry voucher of this invoice such as receipt voucher, credit note, it will be displayed only after posting. (It's available in all Major Voucher Screens.)

Against							
1 - 1							
A/C	Subledger	V.No	Narration	V.No	Amount	Narration	
Sundry Debtors	ARAB CONTRACTORS	DOH/INV/13/09/00443		DOH/CN/13/09/00074	500.00	Cr	
1 - 1							

Figure 4.3.10 Status Update

Milestone: Record all the activities of the particular page like invoice generated, Status change, and also you view the details of who create this invoice, who's approved this invoice, etc.,)

Milestone						
1 - 13						
Employee	Description	Created On	Created By	Followup	Date	Note
	Simple FCY Invoice Generated	20-SEP-2013 19:52	ARUL@FRESATECHNOLOGIES.COM			
	Simple FCY Invoice Generated	20-SEP-2013 19:36	BARANI@FRESATECHNOLOGIES.COM			
	FCY Invoice Generated	20-SEP-2013 19:36	BARANI@FRESATECHNOLOGIES.COM			
	FCY Invoice Generated	20-SEP-2013 19:33	BARANI@FRESATECHNOLOGIES.COM			

Figure 4.3.11 Milestone

Invoice Report :

Invoice report will be generated by clicking the “Print” button. Following report available in invoice;

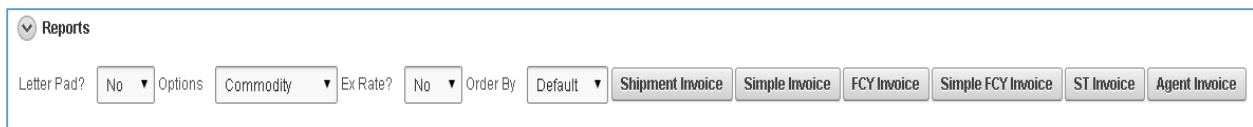


Figure 4.3.12 Invoice Report

Shipment Invoice- Invoice that includes all shipment details like shipper name, consignee name, BL No, Vessel voyage etc.,

Simple Invoice- Simple Invoice used for Project job, Service Job. In this report, Vessel Voyage & BL details not available

ST Invoice – invoice with Service Tax details

FCY Invoice- Foreign Currency invoice with shipment details.

Simple FCY Invoice – Foreign Currency invoice without shipment details.

Other Options:

Against Advance Receipt: If we already received some advance from customer, using this option we can adjust that receipt with the invoice.

Select the voucher from the list and enter the amount to adjust the receipt.

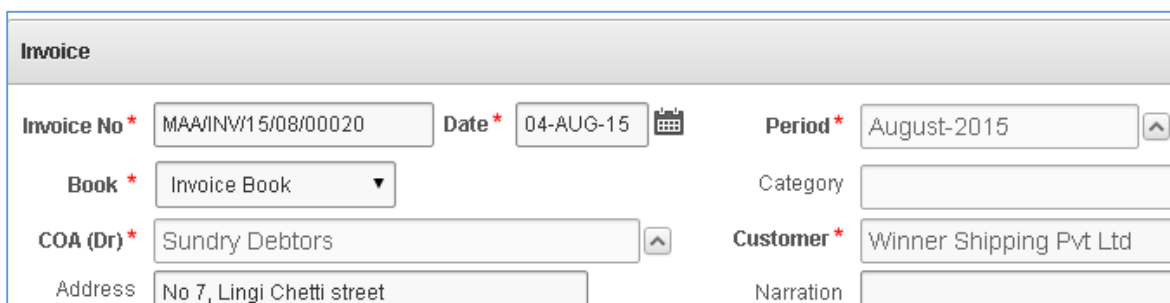


Figure 4.3.13 Advance Adjustment

Credit Note Generation from Invoice:

Credit note used for refund. You send it to customer if you overbilled them; you can do it from invoice itself by click credit note button available nearby voucher status,



GL Date * 19-AUG-13 Status * Posted

Password **Credit Note**

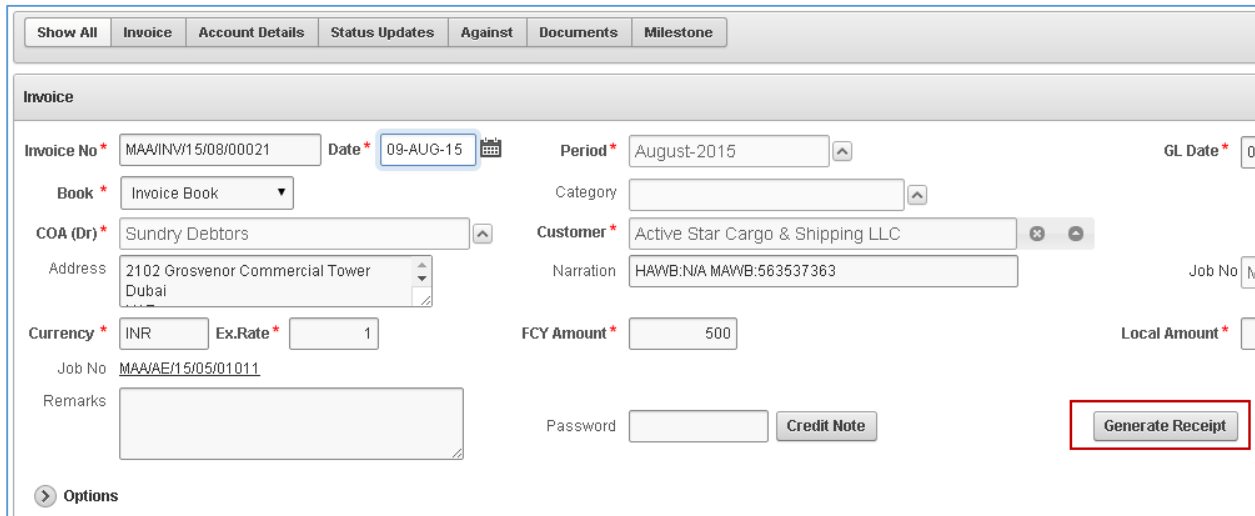
Local Amount * 18928

Figure 4.3.14 Credit Note Generation

Credit note button will appear only voucher in posted status, after generation, credit note number will appear in invoice, Once you click credit note Number, it will take you to credit note screen for further process.

Generate Receipt from Invoice:

We can also generate receipt from invoice screen itself, click the Generate Receipt button;



The screenshot shows the 'Invoice' screen in Fresa XP. The 'Generate Receipt' button is highlighted with a red border. The form contains the following fields:

- Invoice No: MAA/INW/15/08/00021
- Date: 09-AUG-15
- Period: August-2015
- GL Date: 0
- Book: Invoice Book
- Category: (empty)
- COA (Dr): Sundry Debtors
- Customer: Active Star Cargo & Shipping LLC
- Address: 2102 Grosvenor Commercial Tower, Dubai
- Narration: HAWB/NIA MAWB:563537383
- Currency: INR, Ex.Rate: 1
- FCY Amount: 500
- Local Amount: (empty)
- Job No: MAA/AE/15/05/01011
- Remarks: (empty text area)
- Password: (empty)
- Buttons: Credit Note, Generate Receipt

Figure 4.3.15 Receipt Generation

Generate Receipt button will appear only voucher in posted status. After generation, Receipt number will appear in invoice with link, once you click on number, it will take you to receipt screen for process.

4.4. Credit Note:

A Credit Note is used to adjust amount made in an invoice which has already been processed and sent to a customer. If you have already sent an invoice to a customer but now need to provide a credit for that invoice, you would send them a Credit Note.

In Fresa XP, You can Generate Credit Note by following two methods;

Generate Credit Note from Invoice

Open Credit Note

To go to Credit note, Choose Menu →Accounts→ Credit Note

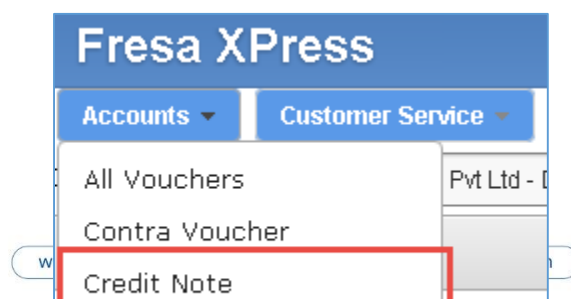
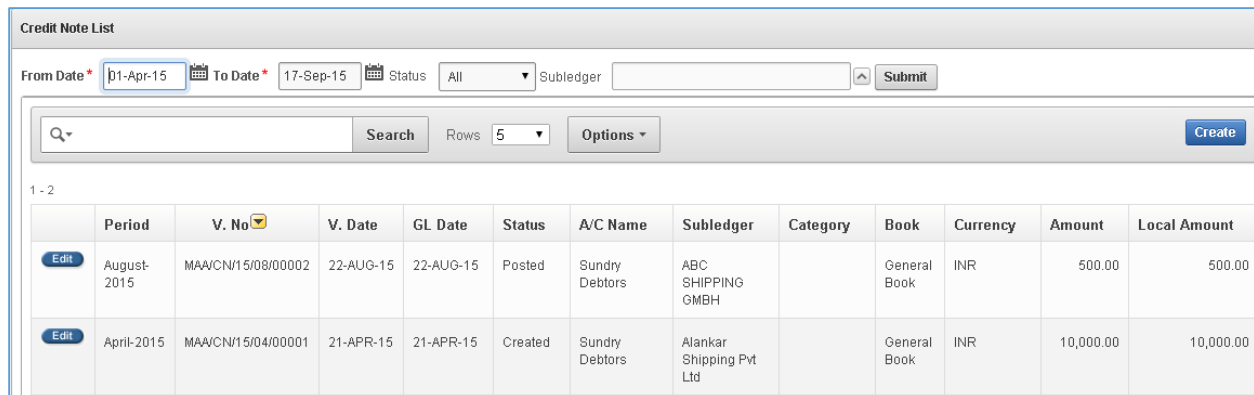


Figure 4.4.1 Navigating to Credit Note

The Credit Note list page shows a report on all credit note records with the following columns: Period, V.No, V.Date, GL Date, Status, A/C Name, Subledger, Category, Book, Currency, Amount, Local Amount, Job No and Narration.



	Period	V. No	V. Date	GL Date	Status	A/C Name	Subledger	Category	Book	Currency	Amount	Local Amount
Edit	August-2015	MAA/CN/15/08/00002	22-AUG-15	22-AUG-15	Posted	Sundry Debtors	ABC SHIPPING GMBH		General Book	INR	500.00	500.00
Edit	April-2015	MAA/CN/15/04/00001	21-APR-15	21-APR-15	Created	Sundry Debtors	Alankar Shipping Pvt Ltd		General Book	INR	10,000.00	10,000.00

Figure 4.4.2 Credit Note List Page

To update any additional information in the existing voucher, you can update by click edit button in the List, It will take you to entry screen

Credit Note Generation:

1. Generate Credit Note from Invoice:

In this method you can issue credit note against invoice, once we posted the invoice, Credit Note button will appear on invoice screen.

Now, you can generate credit note from invoice by click credit note button,



Figure 4.4.3 Generating Credit Note

After generation, credit note number will appear in invoice,



Figure 4.4.4 Credit Note Number

Once you click credit note Number, it will take you to credit note screen for further process

2. Open Credit Note:

You can create Credit Note by click “create” button, which is available in the Credit Note List, Once click this button, it will take you to entry page for further Process.

Once click create button, it will take you to entry screen. The Credit Note has five tabs. On the first tab, Credit Note, enter the transaction details. On the second tab, Accounts detail, enter charge details. The status updates tab used for follow-up details. Against used for View the against entry of particular credit note & Mile stone used for keep track of record like., Who created this voucher & who has approved voucher, etc.,

Following columns are available to create credit note; CRN Number, Date, Period, GL Date, Book, Category, Status, COA, Subledger, Address and Narration and save it with “Save” button.

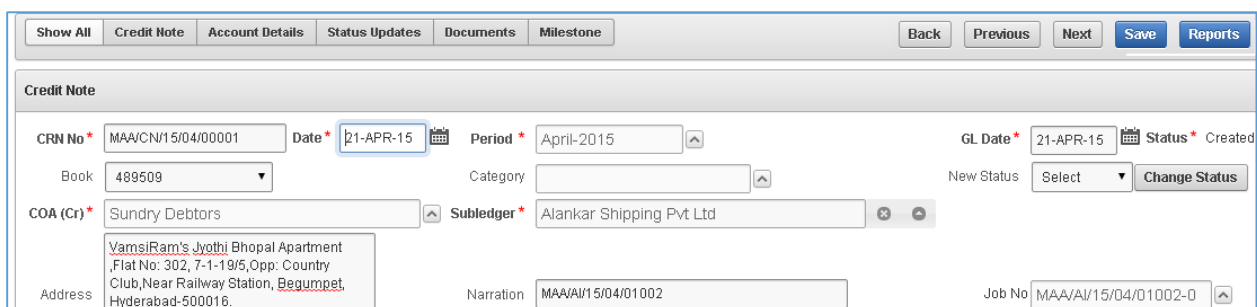


Figure 4.4.5 Creating Credit Note

Credit Note No: System will generate Credit Note Number automatically.

Period: You need to choose current period from list. And also you can generate back date voucher in Fresa XP, for that you need to give grace period in the period master.

Note: You can refer Accounts setting for the procedure of period master

GL Date: System will generate GL Date automatically.

Book: Choose General Book from List

COA (Dr): Choose sundry debtor from list

Customer: You can choose required customer from list

Address: While choose customer, Address will Appear automatically

Narration: Describe the purpose of credit note.

Currency: Local currency will appear default in the field, if you want to change currency, you can enter here. Once you enter Currency, exchange rate will appear automatically, which you have entered in the Exchange Rate (Accounts Setting).

FCY Amount: Enter the Credit Note amount here

Local Amount: Local amount will generate automatically by system, based on the FCY Amount, what you have entered in currency master.

Remarks: If you have any remarks about the particular credit note, you can enter here.

Once entered above details, save the Credit Note with **"Save"** button

Accounts Details:

After save the entry page, you will get “Add, subledger pending charges & Multiple update/Delete” button on the Accounts Details screen.

You can Add, update or delete using the following option;

Add Dr Amount: 10,000.00 Cr Amount: 0.00 Dr-Cr: 10,000.00 Subledger Pending Charges Multiple Update/Delete Service Tax Exchange Gain/Loss Round off												
S.No	A/C Name	Subledger	FCY Amount	Dr Local Amount	Cr Local Amount	Narration	Report Segment	Job No	Charges	Sale/Cost	Non Taxable	Taxable
10	Air Import Income		INR 10000x1	10,000.00		Airline Handling Charges	Air Import	MAAWA/15/04/01002	Airline Handling Charges	Sale	10,000.00	
				10,000.00	0.00						10,000.00	0.00

Figure 4.4.6 Account Details List

1. Add:

Click the add button, you will get following screen for add charges:

Account Details

Save & Close
Save & New
Close

S.No

Narration

Dr / Cr

Currency Ex.Rate FCY Amount * Local Amount Dr - Cr

Non-Taxable Taxable Tax

Note

COA *

Category Subledger?Division?Department?Asset?Job?

Subledger

Department Asset Division

Job No Subjob

Figure 4.4.7 Creating Account Details

S. No: System generates Serial no automatically.

Narration: Narration details will appear automatically, what you have entered in entry screen. If you want to change that narration, you can enter new narration details.

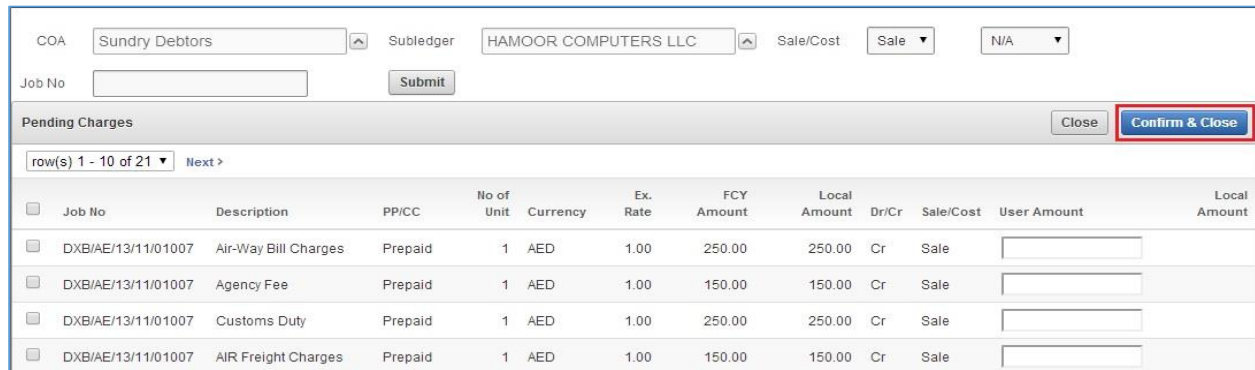
COA: Choose COA from list, whatever you want.

Follow the same to enter other details, which explained in entry screen.

To enter more charges, you can choose **“Save & New”** option otherwise click the **“Save”** button to save the charge.

2. Subledger Pending Charges:

If you need to add some extra charges for the same party to this same voucher means, by clicking "Subledger Pending Charges" button, you can add the required charges to this same voucher. Once click this option, you will get below screen;



The screenshot shows a form for 'Pending Charges'. At the top, there are dropdown menus for 'COA' (Sundry Debtors), 'Subledger' (HAMOOR COMPUTERS LLC), 'Sale/Cost' (Sale), and 'N/A'. There is a 'Job No' field and a 'Submit' button. Below the form is a table with columns: Job No, Description, PP/CC, No of Unit, Currency, Ex. Rate, FCY Amount, Local Amount, Dri/Cr, Sale/Cost, User Amount, and Local Amount. The table contains four rows of charges, each with a checkbox in the first column.

<input type="checkbox"/>	Job No	Description	PP/CC	No of Unit	Currency	Ex. Rate	FCY Amount	Local Amount	Dri/Cr	Sale/Cost	User Amount	Local Amount
<input type="checkbox"/>	DXB/AE/13/11/01007	Air-Way Bill Charges	Prepaid	1	AED	1.00	250.00	250.00	Cr	Sale		
<input type="checkbox"/>	DXB/AE/13/11/01007	Agency Fee	Prepaid	1	AED	1.00	150.00	150.00	Cr	Sale		
<input type="checkbox"/>	DXB/AE/13/11/01007	Customs Duty	Prepaid	1	AED	1.00	250.00	250.00	Cr	Sale		
<input type="checkbox"/>	DXB/AE/13/11/01007	AIR Freight Charges	Prepaid	1	AED	1.00	150.00	150.00	Cr	Sale		

Figure 4.4.8 Subledger Pending Charges

3. Multiple Update/Delete:

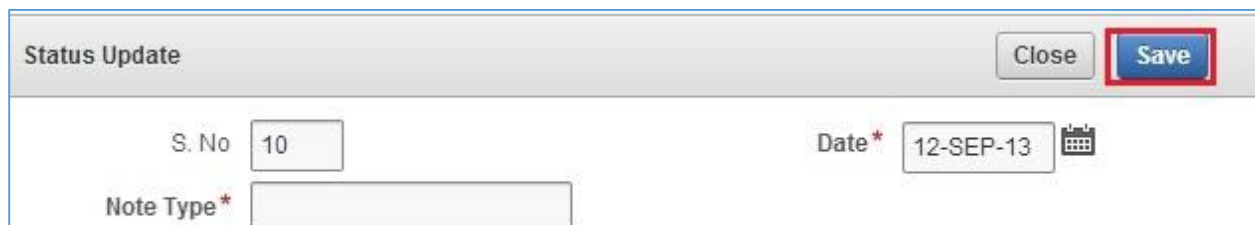
This option is used to update or delete multiple records at the same time. (It's available in all Vouchers). Whatever charges, you enter in this voucher, which will display here; you can update or delete charges here.



The screenshot shows a 'Multiple Update/Delete' screen with a table of charges. At the top right, there are buttons for 'Close', 'Delete', and 'Save'. The table has columns: S.No, A/C Name, Subledger, Currency, Ex.Rate, FCY Amount, Narration, and Charge. There are two rows of charges, each with a checkbox in the first column.

<input type="checkbox"/>	S.No	A/C Name	Subledger	Currency	Ex.Rate	FCY Amount	Narration	Charge
<input type="checkbox"/>	10	Cash collection A/c		QAR	1	15000		
<input type="checkbox"/>	20	HSBC BANK Euro		QAR	1	15000		

Figure 4.4.9 Multiple update / Delete



The screenshot shows a 'Status Update' screen. At the top right, there are buttons for 'Close' and 'Save'. Below the buttons, there are input fields for 'S. No' (10), 'Date*' (12-SEP-13), and 'Note Type*'. There is also a calendar icon next to the date field.

Figure 4.4.10 Status Update

Against:

To view against voucher of this Credit Note, such as invoice. It will be displayed only after posting. (It's available in all Major Voucher Screens.)

Against						
1 - 1						
A/C	Subledger	V.No	Narration	V.No	Amount	Narration
Sundry Debtors	ARABIAN ELECTRONICS CO.	DOH/CN/13/10/00079	TEST ENTRY	DOH/INV/13/10/00527	4,000.00 Dr	TEST ENTRY

Figure 4.4.11 Status Update

Milestone:

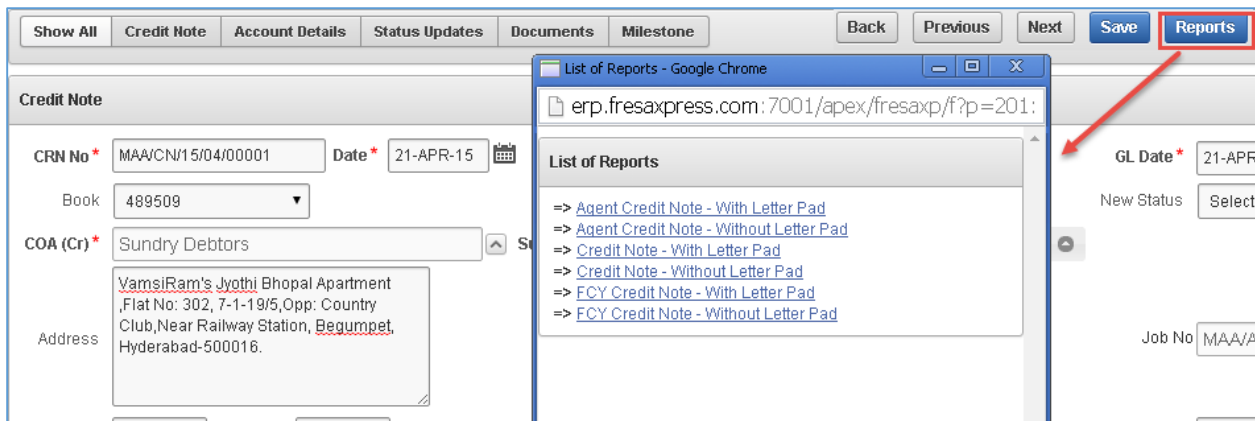
Record all the activities of the particular page like credit note generated, change status etc., and also you view the details of who create this credit note, who approve this credit note, etc.,)

Milestone						
1 - 2						
Employee	Description	Created On	Created By	Followup	Date	Note
	Status Changed-Posted	04-OCT-2013 19:28	VINOTH@FRESATECHNOLOGIES.COM			
	Status Changed-Approved	04-OCT-2013 19:27	VINOTH@FRESATECHNOLOGIES.COM			
1 - 2						

Figure 4.4.12 Status Update

Report:

Credit Note report will be generated, by clicking the “Report” button.



The screenshot shows the Fresa XPress interface with the 'Reports' button highlighted in red. A pop-up window titled 'List of Reports' is open, displaying a list of report options:

- => Agent Credit Note - With Letter Pad
- => Agent Credit Note - Without Letter Pad
- => Credit Note - With Letter Pad
- => Credit Note - Without Letter Pad
- => FCY Credit Note - With Letter Pad
- => FCY Credit Note - Without Letter Pad

Figure 4.4.13 Credit Note Reports

Now, we can generate required reports from the list of report.

4.5. Receipt

To create Receipt in Fresa XPress, follow these steps

Receipt can be generated against invoice, a receipt is an acknowledgement that sum of money has been received from customer

To go to Receipt Voucher, choose Accounts→ Receipt Voucher



Figure 4.5.1 Navigating to Receipt

In receipt list page, all receipt records will be displayed with the following columns, Period, V.No, V.Date, Status, and Subledger, Received From etc., in this page, we have provided the option to create a receipt

Receipt Voucher List

From Date * 18-Aug-15 To Date * 17-Sep-15 Status All Mode All Submit

Q Search Rows 15 Options Create

	Period	V.No	V.Date	GL Date	Status	A/C Name	Bank/Cash	Book	Mode	Received	Currency	Amount	Dr Local Amount	Cr
Edit	August-2015	MAA/RV/15/08/00008	23-AUG-15	23-AUG-15	Posted	Petty Cash		Receipt Counter	Cash	Fast Transport Pvt Ltd	INR	750.00	750.00	
Edit	August-2015	MAA/RV/15/08/00007	22-AUG-15	22-AUG-15	Posted	Cash on hand - local currency		Receipt Counter	Cash	ABC SHIPPING OMBH	INR	5,600.00	5,600.00	

Figure 4.5.2 Receipt List

The following columns are available to create a receipt, Voucher Number, Date, Period, GL Date, Book, Category, Status, Payment Mode, Received From, Cheque No, Cheque Date,

Drawn on COA (Dr), Subledger (Dr), Narration. Once update, save the voucher with "Save" button

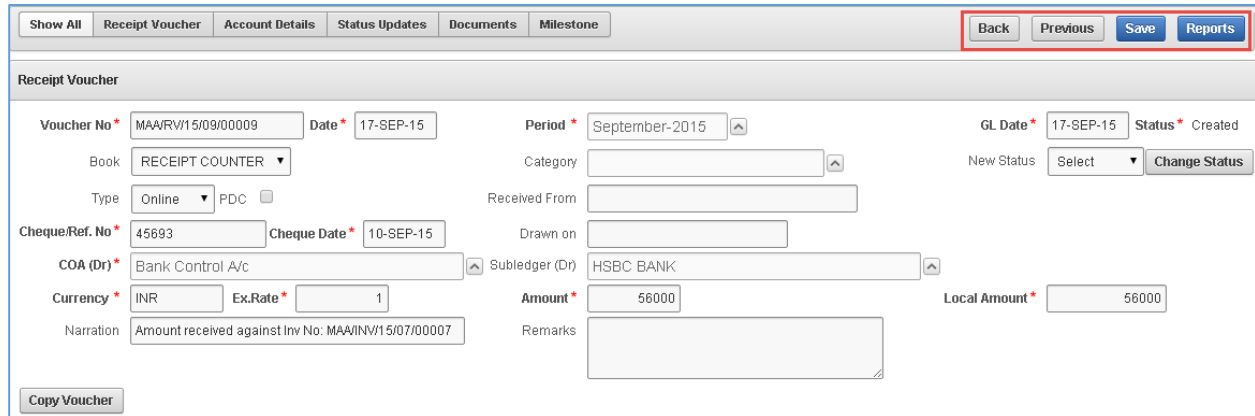


Figure 4.5.3 Creating Receipt

We can generate receipt against invoice in following two methods;

1. Against Single Invoice



Figure 4.5.4 Against Single Invoice

We can generate receipt against single invoice by click against single invoice button, which is available in receipt entry screen, Update the details and save the voucher with "Save" button

2. Against Multiple Vouchers

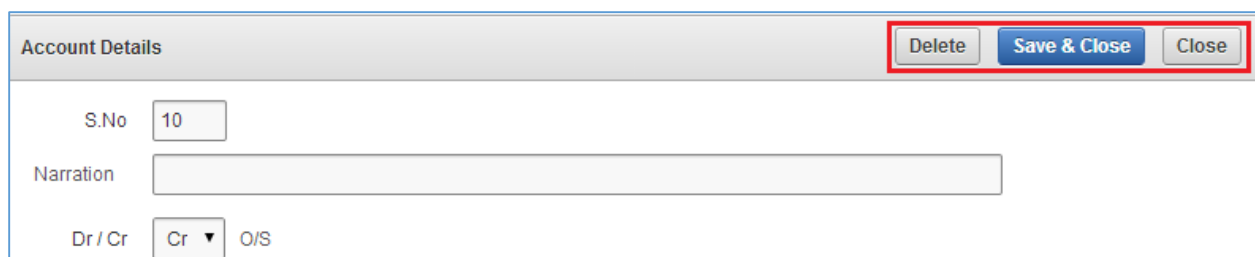
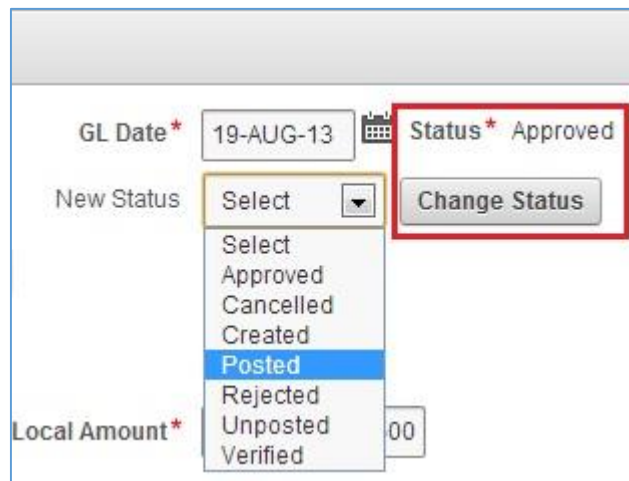


Figure 4.5.5 Against Multiple Vouchers

We can generate receipt against multiple invoices by click Against Multiple Voucher button, which is available in receipt entry screen, Update the details and save the voucher with "Save" button

Once complete, you need to approved & post the voucher.



The screenshot shows a software interface for managing voucher status. It includes the following elements:

- GL Date ***: A date field containing "19-AUG-13" with a calendar icon.
- Status ***: A text field containing "Approved".
- New Status**: A dropdown menu with a "Select" button and a downward arrow. The dropdown list is open, showing options: "Select", "Approved", "Cancelled", "Created", "Posted" (highlighted in blue), "Rejected", "Unposted", and "Verified".
- Change Status**: A button located to the right of the dropdown menu.
- Local Amount ***: A text field containing "00".

A red rectangular box highlights the "Status *" field, the "Change Status" button, and the "New Status" dropdown menu.

Figure 4.5.6 Voucher Status

Note: Any of the voucher will reflects in accounts ledger, only after changing the status as posted. Once posted the vouchers, you can't do anything in that particular voucher.

Report:

Receipt Note report will be generated, by clicking the “Report” button

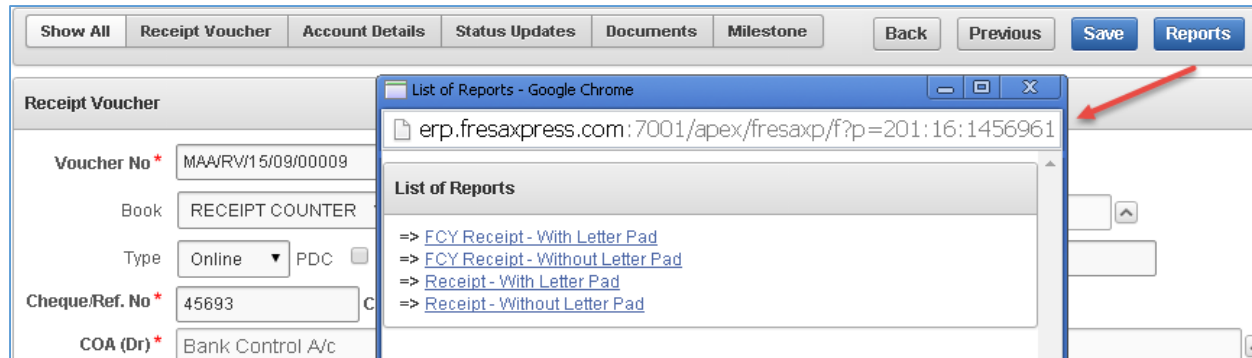


Figure 4.5.7 Receipt Reports

Now, we can generate required reports from the list of report.

4.6 Local Purchase order

To create Local Purchase Order in Fresa XPress, follow these steps

A Local Purchase Order (LPO) is a commercial document issued by a buyer to a seller, indicating the products, quantities and agreed prices for products or services that the seller will provide to the buyer within the national or local boundaries.

To go to Local Purchase Order, Accounts→ Local Purchase Order

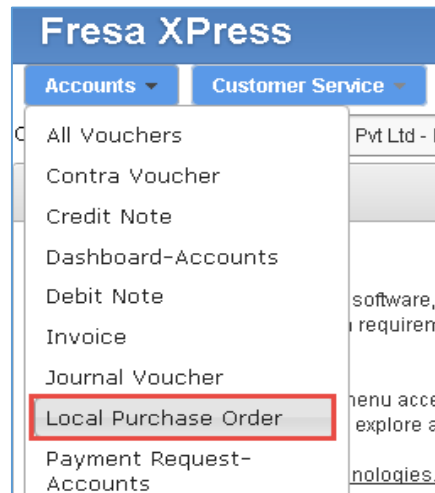
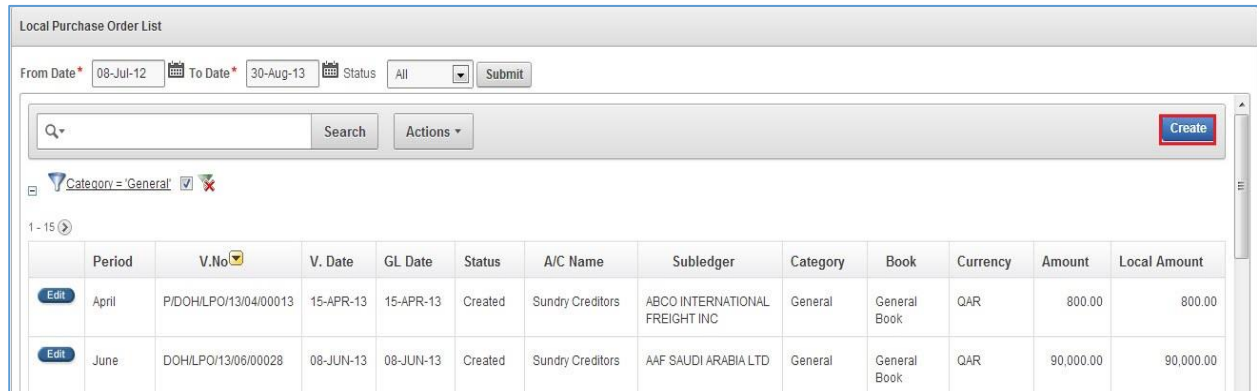


Figure 4.6.1 Navigating to Local Purchase Order

In local purchase order list page, all local purchase order records will be displayed with the following columns: Period, V.No, V.Date, GL Date, Status, Account Name, Subledger,

Category, Book, Currency, Amount, Local Amount and Narration. In this page, an option is provided to create a local purchase order with “Create” button

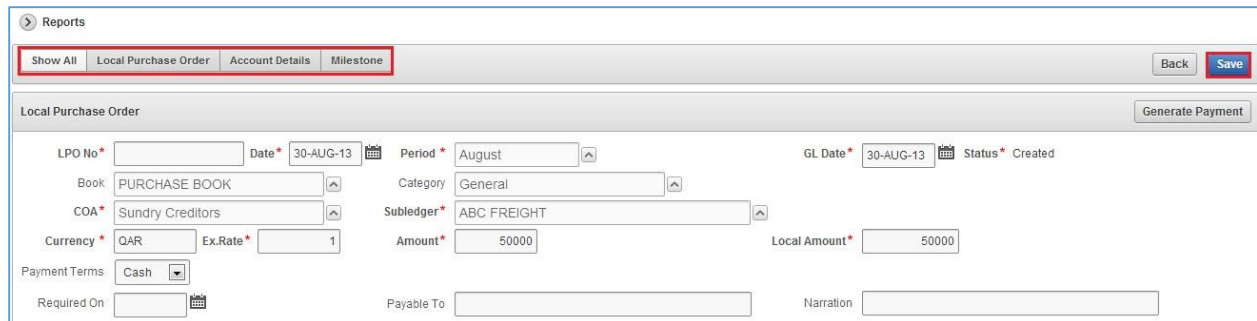


The screenshot shows the 'Local Purchase Order List' interface. At the top, there are filters for 'From Date' (08-Jul-12), 'To Date' (30-Aug-13), and 'Status' (All). Below the filters is a search bar and a 'Create' button. A filter for 'Category = General' is active. The main table displays two rows of purchase orders:

	Period	V.No	V. Date	GL Date	Status	A/C Name	Subledger	Category	Book	Currency	Amount	Local Amount
Edit	April	P/DOH/LPO/13/04/00013	15-APR-13	15-APR-13	Created	Sundry Creditors	ABCO INTERNATIONAL FREIGHT INC	General	General Book	QAR	800.00	800.00
Edit	June	DOH/LPO/13/06/00028	08-JUN-13	08-JUN-13	Created	Sundry Creditors	AAF SAUDI ARABIA LTD	General	General Book	QAR	90,000.00	90,000.00

Figure 4.6.2 Local Purchase Order List

If you need to update any additional information in LPO, you can update by click edit button in LPO List, It will take you to entry screen



The screenshot shows the 'Local Purchase Order' entry screen. It includes a 'Reports' section with tabs for 'Show All', 'Local Purchase Order', 'Account Details', and 'Milestone'. The main form contains the following fields:

- LPO No* (empty)
- Date* (30-AUG-13)
- Period* (August)
- GL Date* (30-AUG-13)
- Status* (Created)
- Book (PURCHASE BOOK)
- Category (General)
- COA* (Sundry Creditors)
- Subledger* (ABC FREIGHT)
- Currency* (QAR)
- Ex.Rate* (1)
- Amount* (50000)
- Local Amount* (50000)
- Payment Terms (Cash)
- Required On (empty)
- Payable To (empty)
- Narration (empty)

Figure 4.6.3 Creating Local Purchase Order

We can generate Purchase invoice & Payment Voucher from LPO, by clicking the option available in LPO entry screen

Account Details:

In the Accounts detail page, all charges will be display. You can update or delete charges with using of following option

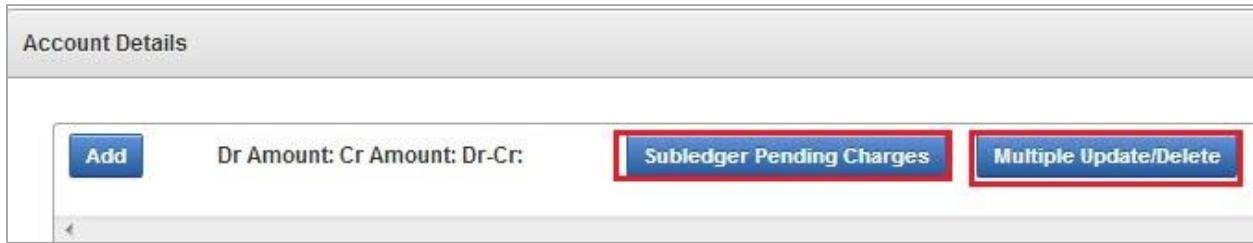


Figure 4.6.4 Account Details

Subledger Pending Charges: If you need to add some extra charges to this invoice means, by clicking "Subledger Pending Charges" button, you can add the required charges to this same invoice.

Multiple Update/Delete: Used to update or delete multiple records in same time. (It's available in all Vouchers)

Once complete, you need to change the status approved and then posted.

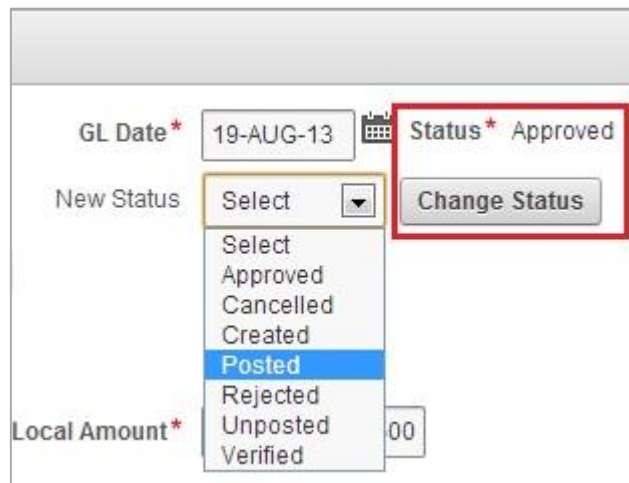


Figure 4.6.5 Status Update

Note : Any of the voucher will reflects in accounts ledger, only after posting and after posting you can't do anything in that particular voucher.

Status Update: To check the status with follow up date.

Milestone: Record all the activities of the particular page like invoice generated, change status etc.,

Reports: Local purchase order report will be generated, by clicking the "Report" button.

4.7 Purchase Invoice

A commercial document or bill presented to a buyer by a seller or service provider for payment within a stated time frame that indicates what has been purchased, in what amount and for what price. A purchase invoice can be used to prove that something was bought and how much was paid for it.

To create Purchase Invoice in Fresa XPress, follow these steps

To go to invoice, Choose Accounts→ Purchase Invoice

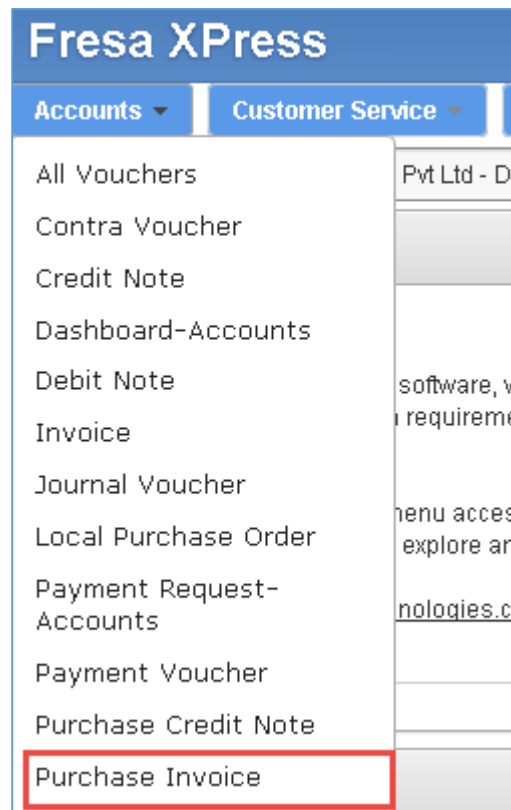


Figure 4.7.1 Navigating to Purchase Invoice

In Purchase Invoice List page, all purchase invoice records will be displayed with the following columns: Period, V.No, V.Date, GL Date, Status, A/C Name, Subledger, Book, Currency, Amount, Local Amount, etc., In this page, we have provided the option to create a purchase invoice with a “Create” button

Purchase Invoice List														
From Date *		18-Aug-15	To Date *		17-Sep-15	Status	All	Submit						
Q-										Search	Rows	15	Options	Create
1 - 2														
Edit	Period	V.No	V.Date	GL Date	Status	A/C Name	Vendor	S/L Ref. No	S/L Ref. Date	Book	Currency	Amount	Cr Local Amount	
	September-2015	MAA/PI/15/09/00007	15-SEP-15	15-SEP-15	Created	Sundry Creditors	ABC SHIPPING GMBH	45465	14-SEP-15	Purchase Book	INR	24,000.00	24,000.00	
	August-2015	MAA/PI/15/08/00006	26-AUG-15	26-AUG-15	Posted	Sundry Creditors	Goodwill Clearing Agency	3656	26-AUG-15	Purchase Book	INR	3,000.00	3,000.00	

Figure 4.7.2 Purchase Invoice List

If you need to update any additional information in invoice, you can update by click edit button in invoice List, It will take you to entry screen

The following columns are available to create a Purchase invoice, Voucher Number, Date, Period, GL Date, Book, Category, Status, COA (Cr), Subledger (Cr), Narration. Once update, save the voucher with "Save" button

Reports											
Show All	Purchase Invoice	Account Details	Status Updates	Milestone						Back	Save
Purchase Invoice											
PI No *		Date *	30-AUG-13	Period *	August	GL Date *	30-AUG-13	Status *	Created		
Book	PURCHASE BOOK	Category	General								
COA (Cr) *	Sundry Creditors	Subledger (Cr) *	ABC FREIGHT								
Currency *	QAR	Ex.Rate *	1	FCY Amount *	85000	Local Amount	85000				
Invoice No *	56562	Date *	30-AUG-13	Narration							
Note											

Figure 4.7.3 Creating Purchase Invoice

We can generate Payment request against Purchase invoice using below option available in purchase invoice screen;

Against Multiple Payment Request

<div style="border: 2px solid red; padding: 2px; display: inline-block;"> ▼ Against Multiple Payment Request </div>
Payment Request/LPO <input type="text"/> ▲ Add

Figure 4.7.4 Against Payment Request

We can generate Payment against Multiple Payment request by click Against Multiple Payment request button, which is available in Payment entry screen, Once Update, save the voucher with “Save” button

Accounts Details:

In the Accounts detail page, all charges will be display. You can update or delete charges with using of following option;

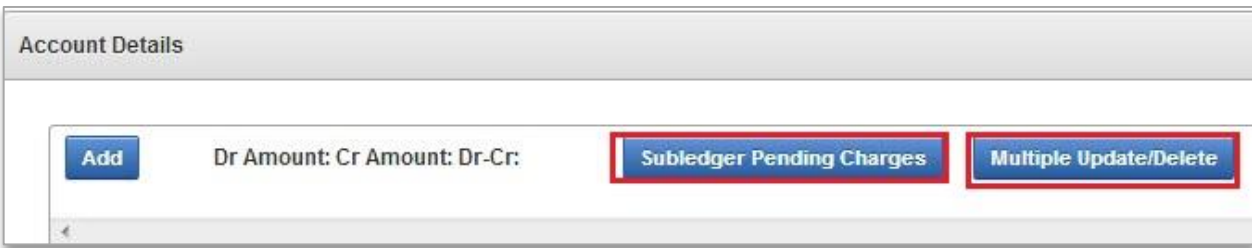


Figure 4.7.5 Account Details

Subledger Pending Charges: If you need to add some extra charges for the same party to this invoice means, by clicking "Subledger Pending Charges" button, you can add the required charges to this same invoice.

Multiple Update/Delete: Used to update or delete multiple records in same time. (It's available in all Vouchers)

Once complete changes in invoice, you need to approved & posted the voucher.

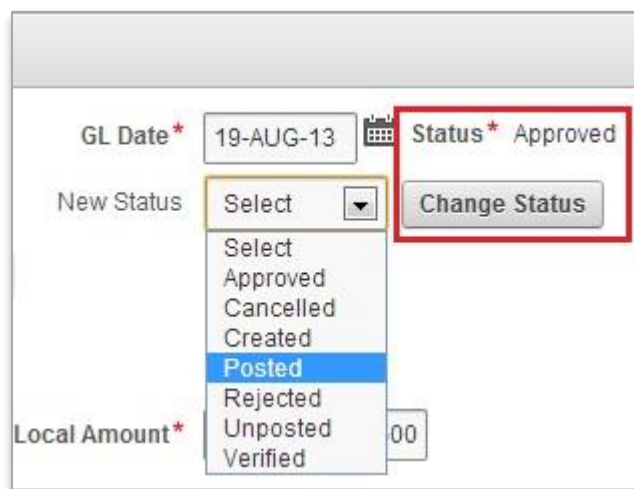


Figure 4.7.6 Voucher Status

Note : Any of the voucher will reflects in accounts ledger, only after posting and after posting you can't do anything in that particular voucher.

Status Update: To check the status with follow up date. (It's available in all Vouchers)

Against: To view the against entry voucher of this Purchase invoice, it will be displayed only after posting. (It's available in all Major Voucher Screens.)

Milestone: Record all the activities of the particular page like Purchase invoice generated, Status change, etc., (It's available in all Vouchers)

Report: Purchase invoice report will be generated, by clicking the "Print" button.

4.8 Payment Request accounts

A Payment Request, also known as a request for payment, is a nonstandard request by a department for approval of payment by the company for goods or services. It is often used for purchases when an invoice is not provided. To go to Payment Request Accounts,

Choose Accounts→ Payment Request Accounts

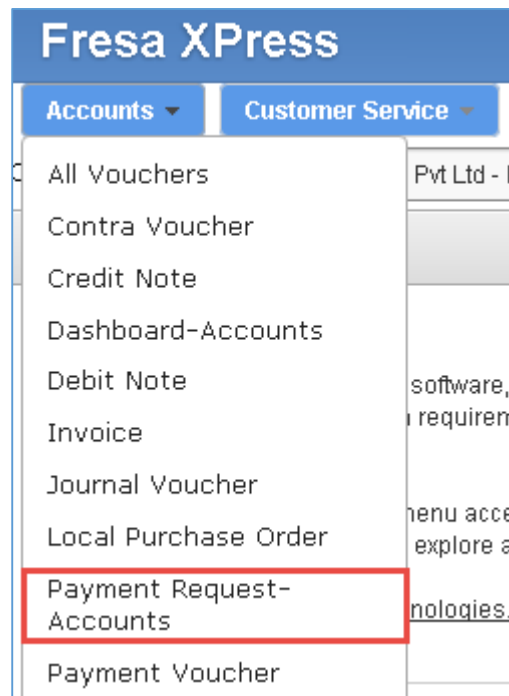
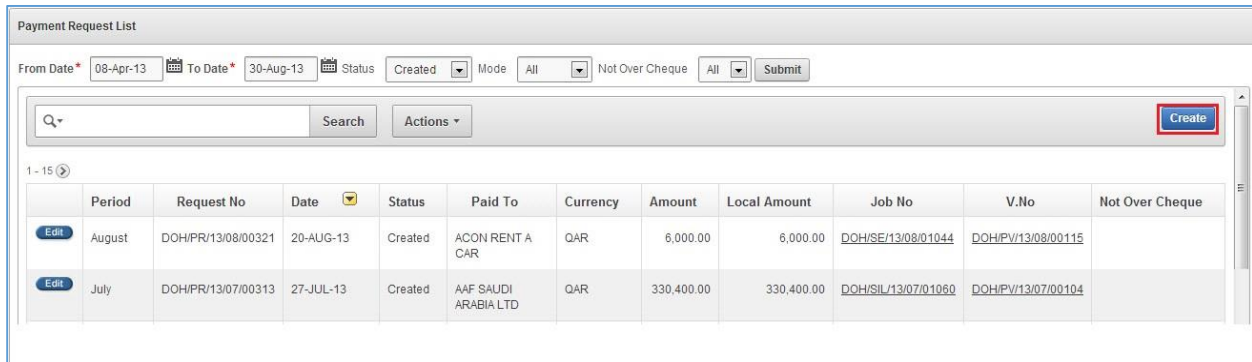


Figure 4.8.1 Navigating to Payment Request Accounts

Payment Request can be generated from a job. In payment request list page, all payment request records will be displayed with the following columns. Period, R. No, V. Date, Status, Currency, Amount, Local Amount and Narration. In this page, we have provided the option to create a payment request with a **“Create”** button

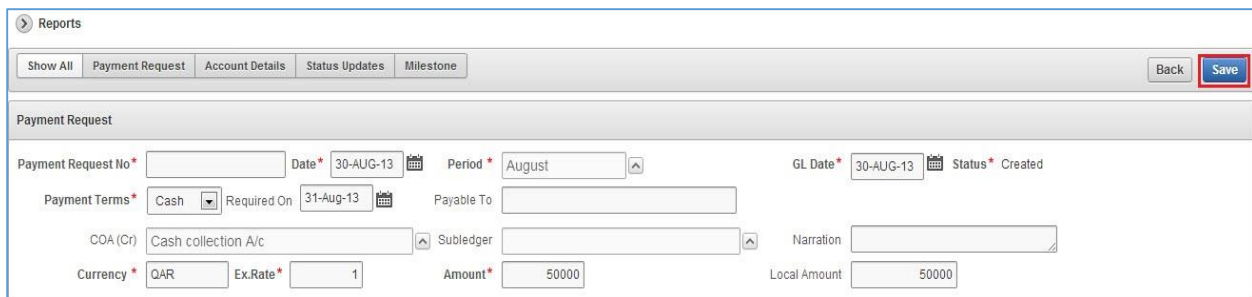


The screenshot shows a 'Payment Request List' interface. At the top, there are filters for 'From Date' (08-Apr-13), 'To Date' (30-Aug-13), 'Status' (Created), 'Mode' (All), and 'Not Over Cheque' (All). A 'Submit' button is present. Below the filters is a search bar and an 'Actions' dropdown menu. A 'Create' button is highlighted in red. The main area contains a table with the following data:

	Period	Request No	Date	Status	Paid To	Currency	Amount	Local Amount	Job No	V.No	Not Over Cheque
Edit	August	DOH/PR/13/08/00321	20-AUG-13	Created	ACON RENT A CAR	QAR	6,000.00	6,000.00	DOH/SE/13/08/01044	DOHIPV/13/08/00115	
Edit	July	DOH/PR/13/07/00313	27-JUL-13	Created	AAF SAUDI ARABIA LTD	QAR	330,400.00	330,400.00	DOH/SIL/13/07/01060	DOHIPV/13/07/00104	

Figure 4.8.2 Payment Request List


If you need to update any additional information in existing Payment request, you can update by click edit button in List, It will take you to entry screen



The screenshot shows the 'Payment Request' entry form. It includes fields for 'Payment Request No', 'Date' (30-AUG-13), 'Period' (August), 'GL Date' (30-AUG-13), and 'Status' (Created). Other fields include 'Payment Terms' (Cash), 'Required On' (31-Aug-13), 'Payable To', 'COA (Cr)' (Cash collection A/c), 'Subledger', 'Narration', 'Currency' (QAR), 'Ex.Rate' (1), 'Amount' (50000), and 'Local Amount' (50000). A 'Save' button is highlighted in red.

Figure 4.8.3 Creating Payment Request Accounts

Once complete changes, you need to approved the voucher.

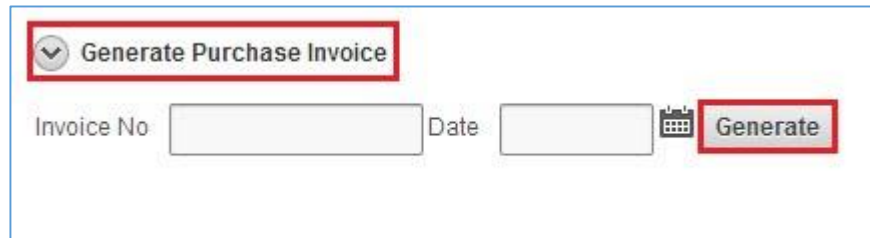


The screenshot shows a dropdown menu for 'New Status'. The current status is 'Created'. The dropdown options are: 'Select', 'Created', 'Approved', 'Verified', 'Cancelled', and 'Rejected'. The 'Approved' option is highlighted in blue. A 'Change Status' button is highlighted in red.

Figure 4.8.4 Voucher Status

Purchase Invoice Generation from Payment Request:

We can generate purchase invoice from payment request, by select invoice number & date from generate purchase invoice option provided in Payment request,



Generate Purchase Invoice


Invoice No Date 

Figure 4.8.5 Generate Purchase Invoice

This option will appear only voucher on Approved status, after generation, Purchase invoice number will appear in screen, once you click Voucher number, it will take you to Purchase invoice screen for further process.

Payment voucher Generation from Invoice:

We can generate payment voucher from payment request, by click Generate payment button, appear in entry screen,



Generate Payment

Debit Job

Select
Job
Party

Figure 4.8.6 Generate Payment

This option will appear only voucher on Approved status, after generation, Payment voucher number will appear in screen, once you click number, it will take you to Payment voucher screen for further process.

Accounts Details:

In the Accounts detail page, all charges will be display. You can update or delete charges with using of following option

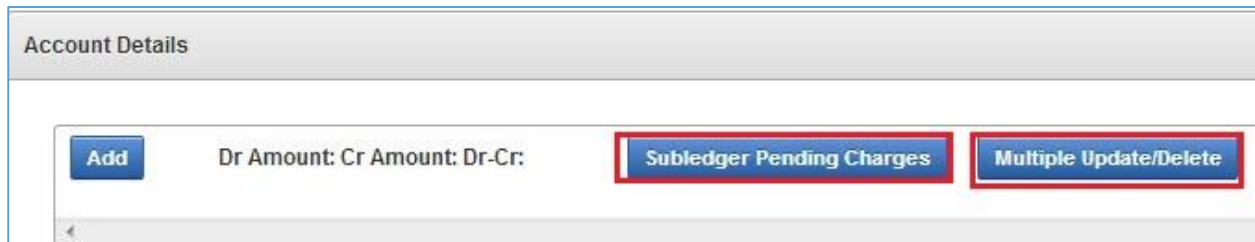


Figure 4.8.7 Account Details

Subledger Pending Charges: If you need to add some extra charges to this same payment request means, by clicking "Subledger Pending Charges" button, you can add the required charges to this same Payment request.

Multiple Update/Delete: Used to update or delete multiple records in same time. (It's available in all Vouchers)

Status Update: To check the status with follow up date. (It's available in all Vouchers)

Milestone: Record all the activities of the particular page like Payment request generated, Status change etc.,

(It's available in all Vouchers)

Reports: Payment request report will be generated, by clicking the "Print" button

4.9 Payment Voucher

To create Payment Voucher in Fresa XPress, follow these steps

Payment Voucher is a document which can be used as proof that a monetary transaction has occurred between two parties. It is used for a variety of purposes, sometimes taking the place of cash in a transaction, acting as a receipt, or indicating that an invoice has been approved for payment. To go to Payment Voucher,

Choose Accounts → Payment Voucher

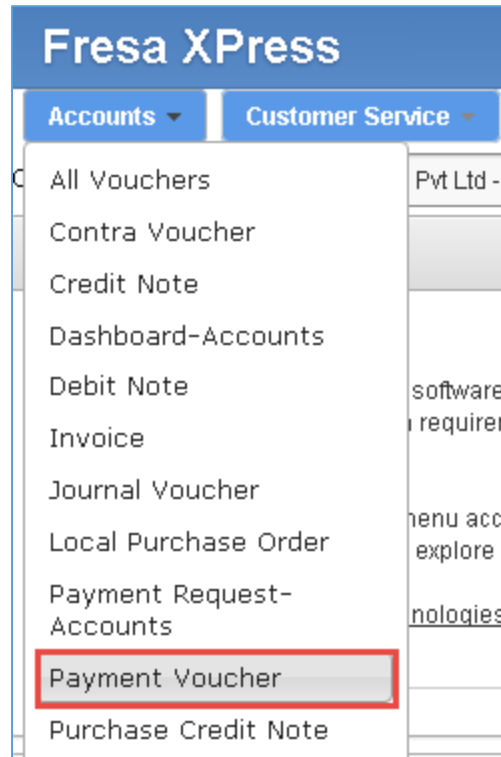


Figure 4.9.1 Navigating to Payment Voucher

In Payment list page, all Payment records will be displayed with the following columns, Period, V. No, V. Date, Status, Account name, Subledger, book, Payment mode, Currency, Amount. In this page, we have provided the option to create a Payment

Payment Voucher List

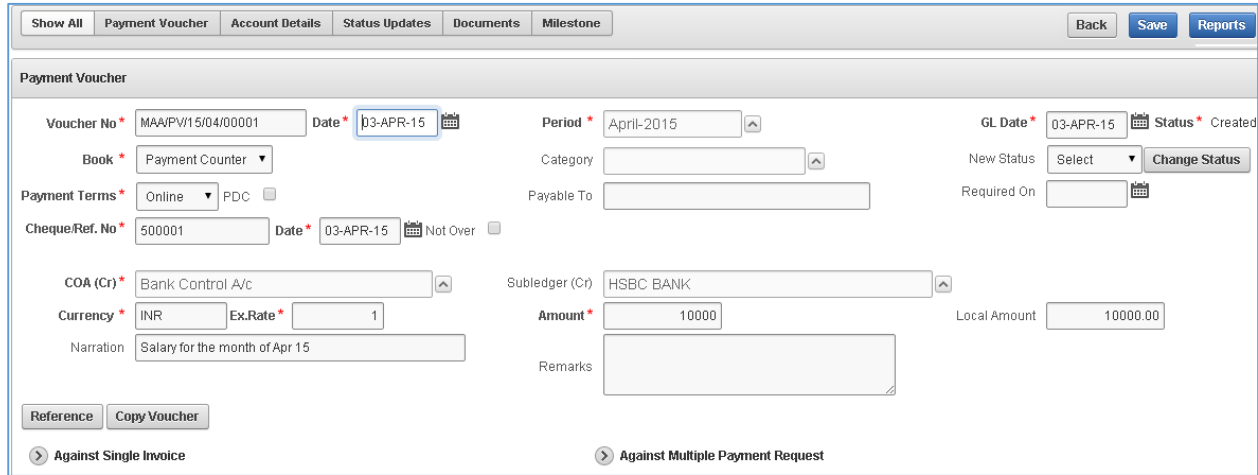
From Date* 01-Apr-15 To Date* 18-Sep-15 Status All Mode All Not Over Cheque All **Submit**

Q Search Rows 15 Options **Create**

1 - 4	Period	V.No	V.Date	GL Date	Status	A/C Name	Bank/Cash	Book	Payment Mode	Payable To	Currency	Amount
Edit	August-2015	MAA/PV/15/08/00004	09-AUG-15	09-AUG-15	Created	Cash collection A/c		Payment Counter	Cash	ADTHIYA FRIEIGHT FORWARDER	INR	5,000.00
Edit	April-2015	MAA/PV/15/04/00001	03-APR-15	03-APR-15	Approved	Bank Control A/c	HSBC BANK	Payment Counter	Online	PC Siva	INR	10,000.00

Figure 4.9.2 Payment Voucher List

The following columns are available to create a Payment, Voucher Number, Date, Period, GL Date, Book, Category, Status, Payment Mode, Cheque No, Cheque Date, Payable to, Narration, etc., Once update, save the voucher with "Save" button



The screenshot shows the 'Payment Voucher' form with the following fields and values:

- Voucher No:** MAAWP/15/04/00001
- Date:** 03-APR-15
- Period:** April-2015
- GL Date:** 03-APR-15
- Status:** Created
- Book:** Payment Counter
- Category:** (empty)
- New Status:** Select
- Change Status:** (button)
- Payment Terms:** Online (selected), PDC (unchecked)
- Payable To:** (empty)
- Required On:** (empty)
- Cheque/Ref. No:** 500001
- Date:** 03-APR-15
- Not Over:** (unchecked)
- COA (Cr):** Bank Control A/c
- Subledger (Cr):** HSBC BANK
- Currency:** INR
- Ex.Rate:** 1
- Amount:** 10000
- Local Amount:** 10000.00
- Narration:** Salary for the month of Apr 15
- Remarks:** (empty)

Buttons at the bottom include 'Reference', 'Copy Voucher', and radio buttons for 'Against Single Invoice' and 'Against Multiple Payment Request'.

Figure 4.9.3 Creating Payment Voucher

We can generate Payment against invoice & Payment request in following methods;

Against Single Invoice



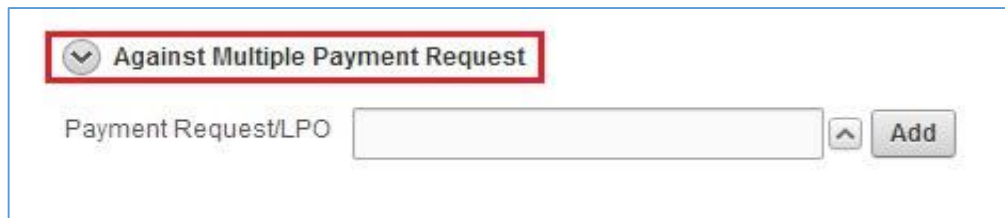
The screenshot shows the 'Against Single Invoice' form with the following fields and values:

- COA (Dr):** Sundry Creditors
- Subledger (Dr):** ABC FREIGHT
- Against Voucher:** DOH/PI/13/08/00097-250
- Against Amount:** 250

Figure 4.9.4 Against Single Invoice

We can generate Payment against single invoice by click against single invoice button, which is available in Payment entry screen, and Update Required details, save the voucher with "Save" button

Against Multiple Payment Request



The screenshot shows the 'Against Multiple Payment Request' form with the following fields and values:

- Payment Request/LPO:** (empty)
- Add:** (button)

Figure 4.9.5 Against Multiple Payment Request

We can generate Payment against Multiple Payment request by click Against Multiple Payment request button, which is available in Payment entry screen, Update required details, save the voucher with "Save" button

Account Details																	
Add		Dr Amount: 10,000.00 Cr Amount: 0.00 Dr-Cr: 10,000.00				Job Pending Charges		Multiple Update/Delete		Service Tax		Exchange Gain/Loss		Round off		TDS	
S.No	A/C Name	Subledger	FCY Amount	Dr Local Amount	Cr Local Amount	Narration	Report Segment	Job No	Charges	Sale/Cost	Non Taxable	Taxable	Notes	T			
10	Salary Expenses	PC Silva	INR 10000x1	10,000.00		salary Expense											
				10,000.00	0.00						0.00	0.00					
1 - 1																	

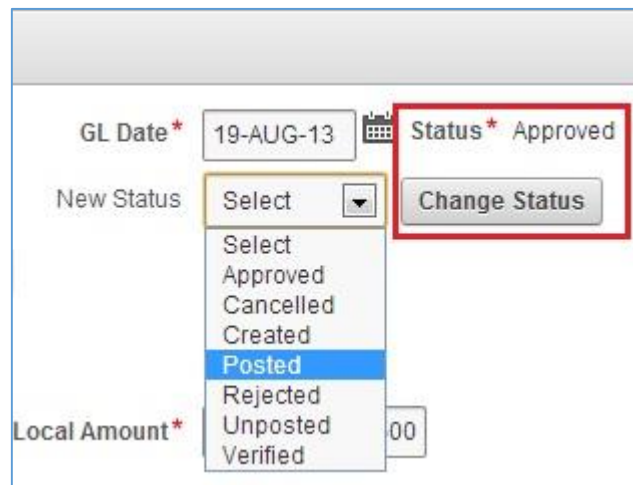
Figure 4.9.6 Account Details

Job Pending Charges: If you need to add some extra charges to this Payment means, by clicking "Job Pending Charges" button, you can add the required charges to this same Payment.

Multiple Update/Delete: Used to update or delete multiple records in same time. (It's available in all Vouchers)

TDS: Once click this button, One popup will open, Here we can enter required percentage and insert the entry.

Once complete, you need to approve & posted the voucher.



The screenshot shows a dialog box for changing the voucher status. It includes the following fields and options:

- GL Date ***: 19-AUG-13
- Status ***: Approved
- New Status**: A dropdown menu with options: Select, Approved, Cancelled, Created, **Posted** (highlighted), Rejected, Unposted, Verified.
- Change Status**: A button to confirm the change.
- Local Amount ***: 00

Figure 4.9.7 Voucher Status

Status Update: To check the status with follow up date. (It's available in all Vouchers)

Against: To view the against entry voucher of this payment, it will be displayed only after posting. (It's available in all Major Voucher Screens.)

Milestone: Record all the activities of the particular page like Payment generated, change status etc., (It's available in all Vouchers)

Report:

Payment voucher report will be generated, by clicking the **“Report”** button

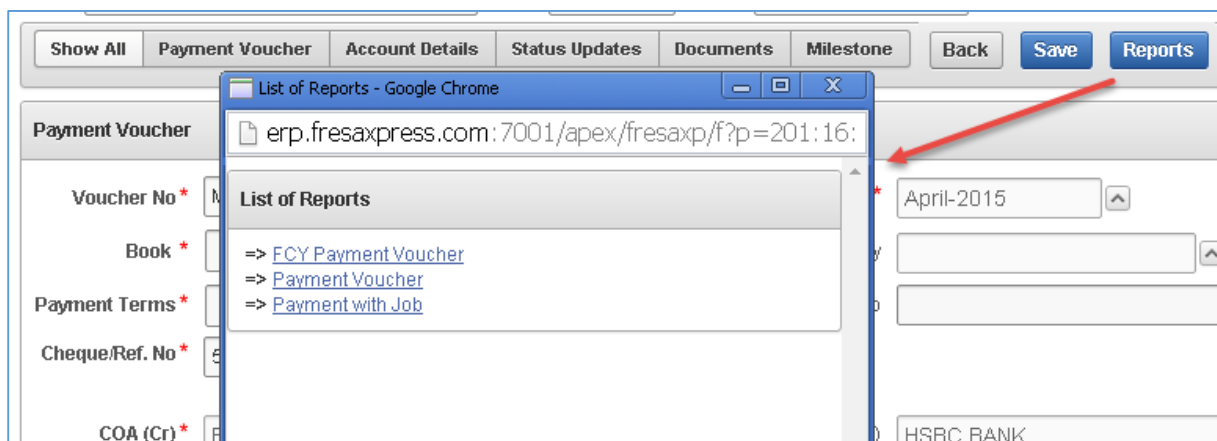


Figure 4.9.8 Payment Reports

Now, we can generate required reports from the list of report.

4.10 Purchase Credit Note:

A credit note from a vendor. The credit may be the result of an over payment you made to the vendor or if they overbilled you.

To go to Purchase credit Note, Choose Accounts→ Purchase Credit Note

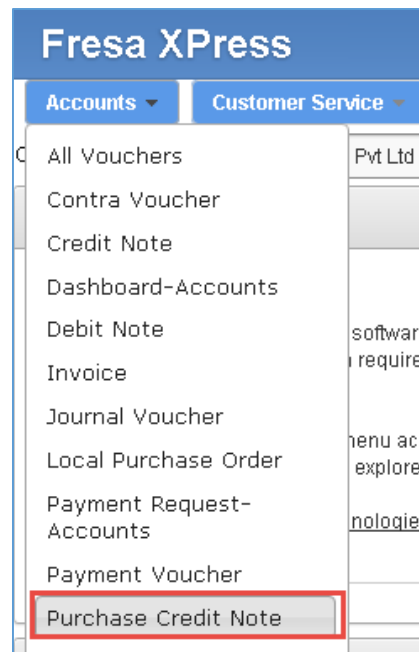
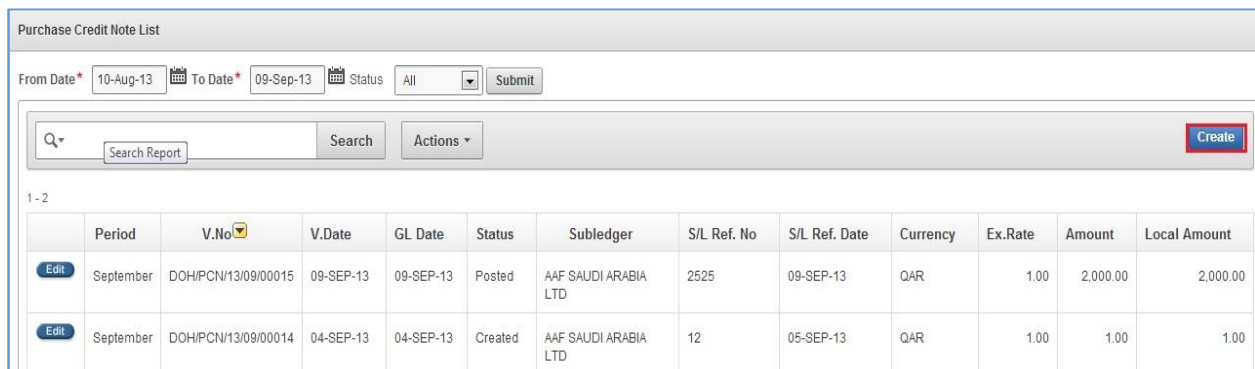


Figure 4.10.1 Navigating to Purchase Credit Note

The Purchase Credit Note list page shows a report on all credit note records with the following columns: Period, V.No, V.Date, GL Date, Status, A/C Name, Subledger, Category, Book, Currency, Amount, and Local Amount.

To create a new Purchase credit note, use the “Create” button



The screenshot displays the 'Purchase Credit Note List' page. At the top, there are search filters for 'From Date' (10-Aug-13), 'To Date' (09-Sep-13), and 'Status' (All). Below the filters is a search bar with a 'Search Report' button and an 'Actions' dropdown menu. A red 'Create' button is visible in the top right corner. The main content is a table with the following data:

	Period	V.No	V.Date	GL Date	Status	Subledger	S/L Ref. No	S/L Ref. Date	Currency	Ex.Rate	Amount	Local Amount
Edit	September	DOH/PCN/13/09/00015	09-SEP-13	09-SEP-13	Posted	AAF SAUDI ARABIA LTD	2525	09-SEP-13	QAR	1.00	2,000.00	2,000.00
Edit	September	DOH/PCN/13/09/00014	04-SEP-13	04-SEP-13	Created	AAF SAUDI ARABIA LTD	12	05-SEP-13	QAR	1.00	1.00	1.00

Figure 4.10.2 Purchase Credit Note List

Follow the steps below to create Purchase Credit Note:

Fill in all the fields such as a credit note, Date, Period, GL Date, Book, Category, COA, Subledger, CRN No, Date, Amount and Narration, and save it with “Save” button.

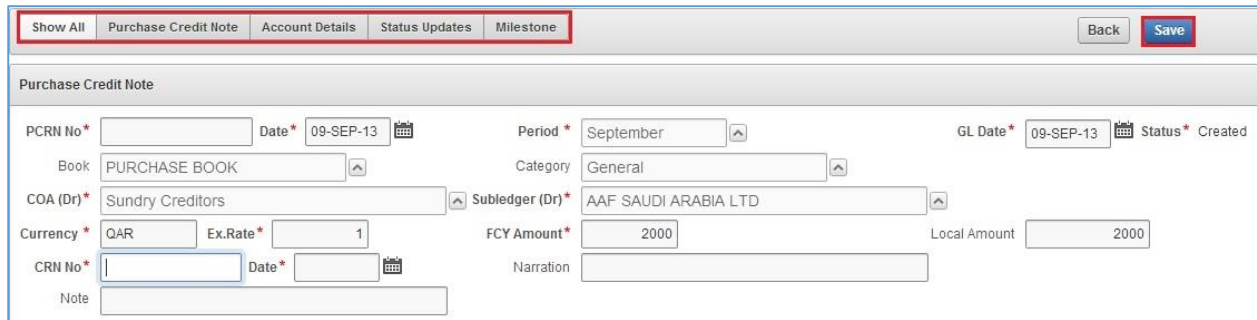


Figure 4.10.3 Creating Purchase Credit Note

In the Accounts detail page, we have provided option to add charges & also you can update or delete charges with using of following option

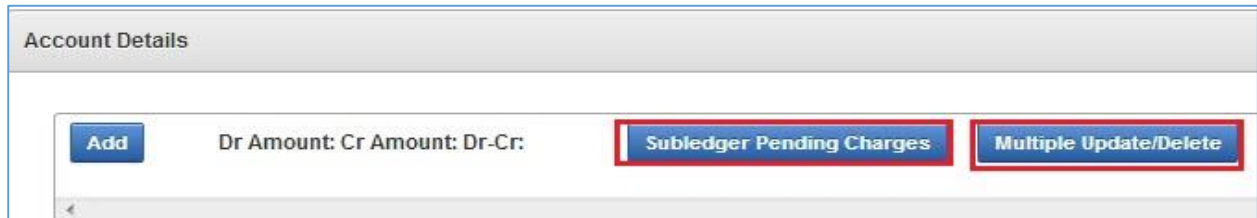


Figure 4.10.4 Account Details

Subledger Pending Charges: If you need to add some extra charges for the same party means, by clicking "Subledger Pending Charges" button, you can add the required charges.

Multiple Update/Delete: Used to update or delete multiple records in same time. (It's available in all Vouchers)

Status Update: To check the status with follow up date.

Against: To view the against entry voucher of this invoice such as receipt voucher, Invoice, it will be displayed only after posting.(It's available in all Major Voucher Screens.)

Milestone: Record all the activities of the particular page like credit note generated, change status etc.,

Report: Receipt report will be generated, by clicking the "Reports" button.

4.11 Contra Voucher

To create Contra Voucher in Fresa XPress, follow these steps

Contra Voucher entry is a transaction involving transfer of cash between one Cash A/c to Another and one Cash A/c to another Bank A/c.

- Cash account to Cash account
- Cash account to Bank account
- Bank account to Cash account
- Bank account to Bank account

To go to contra voucher, Choose Accounts→ Contra Voucher

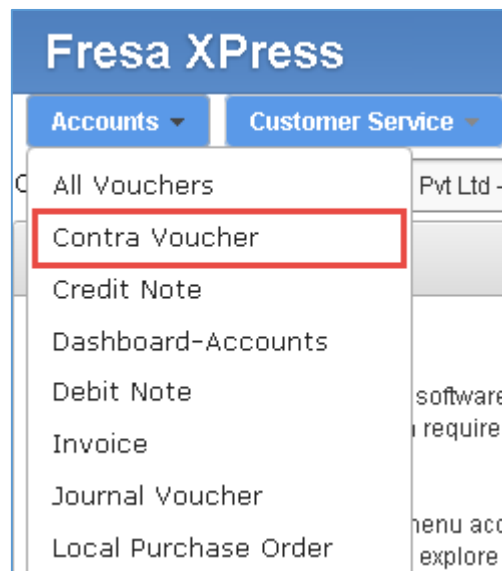


Figure 4.11.1 Navigating to Contra Voucher

The Contra voucher list page shows a report on all contra voucher records with the following columns: Period, V.No, V.Date, Status, Category and Amount, etc.,

If you need to update any additional information in the particular voucher, you can update by click edit button in the List, It will take you to entry screen

To create a new Contra voucher, use the **“Create”** button

Contra Voucher List

From Date * 09-Aug-15 To Date * 18-Sep-15 Status All Submit

Search Rows 15 Options Create

1 - 2

	Period	V.No	V.Date	GL Date	Status	Category	Book	Dr Local Amount	Cr Local Amount
Edit	September-2015	MAA/CV/15/09/00002	10-SEP-15	10-SEP-15	Created	General	Contra Book	10,000.00	10,000.00
Edit	September-2015	MAA/CV/15/09/00001	10-SEP-15	10-SEP-15	Created	General	Contra Book	20,000.00	20,000.00

Figure 4.11.2 Contra Voucher List Page

Once click create button, it will take you to entry screen. The Contra voucher has four tabs. On the first tab, Contra voucher, enter details of the Voucher date, Period and narration. On the second tab, Accounts detail, enter transaction details. The status updates tab used for follow-up details & Mile stone used for keep track of record like, Who created this voucher & who has approved voucher etc.,

The following columns are available to create a Contra Voucher, Voucher Number, Date, Period, GL Date, Book, Category, Status, and Narration. Once update, save the voucher with "Save" button

Show All Contra Voucher Account Details Status Updates Documents Milestone Back Previous Save Reports

Contra Voucher

Voucher No * MAA/CV/15/09/00001 Date * 10-SEP-15 Period * September-2015 GL Date * 10-SEP-15 Status * Created

Book CONTRA BOOK Category General New Status Select Change Status

Narration Being Petty Cash Withdrawal From HSBC Bank

Figure 4.11.3 Creating Contra Voucher

Accounts Details:

After save the voucher, Add and update button will appear on the screen. You can add or delete charges using this option.

In this list page, all created charges list will be displayed here

Account Details											
Add		Dr Amount: 10,000.00 Cr Amount: 10,000.00 Dr-Cr: 0.00			Multiple Update/Delete		Service Tax		Exchange Gain/Loss		Round off
S.No	A/C Name	Subledger	FCY Amount	Dr Local Amount	Cr Local Amount	Narration	Report Segment	Job No	Charges	Sale/Cost	
10	Petty Cash		INR 10000x1	10,000.00		Being Petty Cash Withdrawal From HDFC Bank					
20	Bank Control A/c		INR 10000x1		10,000.00	Being Petty Cash Withdrawal From HDFC Bank					
				10,000.00	10,000.00						

Figure 4.11.4 Account Details List

Add charges by click “Add” button available in accounts details; it will take you to entry screen, here enter charge details & save.

Account Details										Close	Save & New	Save	
S.No	<input type="text" value="30"/>												
Narration	<input type="text"/>												
Dr / Cr	<input type="button" value="Cr"/>												
Currency	<input type="text" value="QAR"/>	Ex.Rate	<input type="text" value="1"/>	FCY Amount *	<input type="text" value="500"/>	Local Amount	500	Dr - Cr	0				
Note	<input type="text"/>												
Bank, Cash COA should be selected for contra voucher													
COA *	<input type="text"/>												
Category Subledger?Division?Department?Asset?Job?													
Subledger													
Department	Asset										Division		
Job No	Subjob												

Figure 4.11.5 Creating Account Details

Multiple Update/Delete:

Used to update or delete multiple records in same time. (It's available in all Vouchers)

Multiple Update/Delete								Close	Delete	Save
<input type="checkbox"/>	S.No	A/C Name	Subledger	Currency	Ex.Rate	FCY Amount	Narration	Charge		
<input type="checkbox"/>	10	Cash collection A/c		QAR	1	15000				
<input type="checkbox"/>	20	HSBC BANK Euro		QAR	1	15000				

1 - 2

Figure 4.11.6 Multiple Update /Delete

Status Update: To check the status with follow up date. (It's available in all Vouchers)

Status Update		Close	Save
S. No	10	Date *	12-SEP-13
Note Type *			
Email To			
Cc			
Bcc			
Subject			
Status/Body			
Internal Note			
Followup Required	Y	Followup Date	16-Sep-13
Followup Note			

Figure 4.11.7 Status Update

Once complete, you need to approved & posted the voucher.

GL Date *	19-AUG-13	Status *	Approved
New Status	Select	Change Status	
	<ul style="list-style-type: none"> Select Approved Cancelled Created Posted Rejected Unposted Verified 		
Local Amount *			00

Figure 4.11.7 Voucher Status Change

Milestone: Record all the activities of the particular page like Contra voucher generated, Status change, etc., (It's available in all Vouchers)

4.12 Voucher Match:

We have provided option to match voucher in fresh XP.

To match the vouchers in Fresa XPress, follow these steps

To go to Voucher Match, Accounts→ Voucher Match

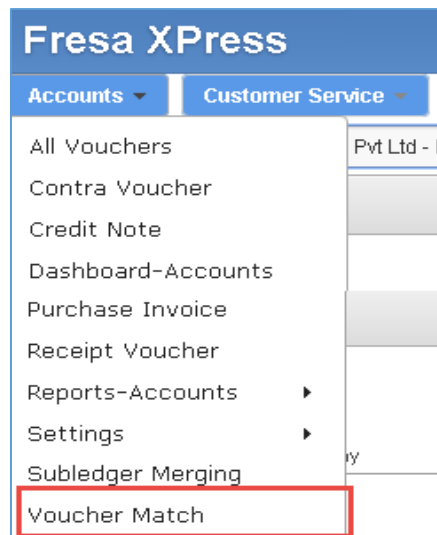
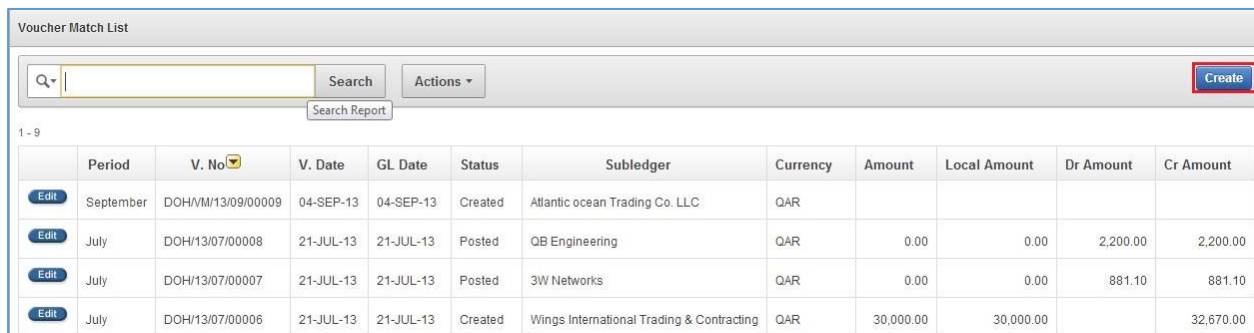


Figure 4.12.1 Navigating to Voucher Match

The Voucher Match list page shows a report on all Voucher Match records with the following columns: Period, V.No, V.Date, Status, Subledger, Currency, Amount, etc.,

If you need to update any additional information in the existing entry, you can update by click edit button in the List, It will take you to entry screen

To create a new Voucher Match, use the "Create" button.



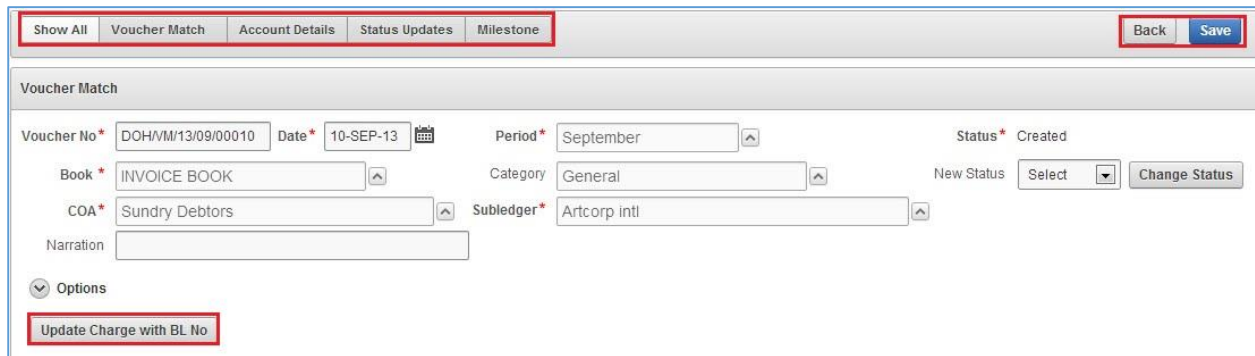
The screenshot displays the 'Voucher Match List' page. At the top, there is a search bar with a magnifying glass icon and a 'Search' button. To the right of the search bar is an 'Actions' dropdown menu and a red 'Create' button. Below the search bar, the text '1 - 9' is visible. The main content is a table with the following columns: Period, V. No (with a dropdown arrow), V. Date, GL Date, Status, Subledger, Currency, Amount, Local Amount, Dr Amount, and Cr Amount. The table contains four rows of data, each with an 'Edit' button in the first column.

	Period	V. No	V. Date	GL Date	Status	Subledger	Currency	Amount	Local Amount	Dr Amount	Cr Amount
Edit	September	DOH/M/13/09/00009	04-SEP-13	04-SEP-13	Created	Atlantic ocean Trading Co. LLC	QAR				
Edit	July	DOH/13/07/00008	21-JUL-13	21-JUL-13	Posted	QB Engineering	QAR	0.00	0.00	2,200.00	2,200.00
Edit	July	DOH/13/07/00007	21-JUL-13	21-JUL-13	Posted	3W Networks	QAR	0.00	0.00	881.10	881.10
Edit	July	DOH/13/07/00006	21-JUL-13	21-JUL-13	Created	Wings International Trading & Contracting	QAR	30,000.00	30,000.00		32,670.00

4.12.2 Voucher Match List

Once click create button, it will take you to entry screen. The Voucher Match has four tabs. On the first tab, Voucher Match, enter details of the Voucher date, Period and narration. On the second tab, Accounts detail, enter transaction details. The status updates tab used for follow-up details & Mile stone used for keep track of record like, Who created this voucher & who has approved voucher, etc.,

The following columns are available to create a Voucher Match, Voucher Number, Date, Period, Book, Category, COA, Status, and Narration. Update details and save the voucher with **“Save”** button



4.12.3 Creating Voucher Match

Account Details:

After save the voucher, Add and update button will appear on the screen. You can add or delete charges using this option.

In this list page, all created details list will be displayed here.



S.No	A/C Name	Subledger	FCY Amount	Dr Local Amount	Cr Local Amount	Narration	Report Segment	Job No	Charges	Sale/Cost	Note
10	Sundry Debtors	Wings International Trading & Contracting	QAR 30000x1		30,000.00	Website Development					
20	Sundry Debtors	Wings International Trading & Contracting	QAR 2670x1		2,670.00	DOH/SE/13/04/01008					
				0.00	32,670.00						

4.12.4 Account Details List

Add charges by click **“Add”** button available in accounts details; it will take you to entry screen, here enter required details & save.

Account Details
Close
Save & New
Save

S.No

Narration

Dr / Cr

Currency Ex.Rate FCY Amount * Local Amount Dr - Cr

Note

COA *

Category Subledger?Division?Department?Asset?Job?

Subledger

Department Asset Division

Job No Subjob

4.12.5 Creating Account Details

Multiple Update/Delete:

Used to update or delete multiple records in same time. (It's available in all Vouchers)

Multiple Update/Delete
Close
Delete
Save

<input type="checkbox"/>	S.No	A/C Name	Subledger	Currency	Ex.Rate	FCY Amount	Dr/Cr	Narration	Charge
<input checked="" type="checkbox"/>	10	Sundry Debtors	Wings International Trading & Contracting	QAR	1	30000	Cr	Website Development	
<input checked="" type="checkbox"/>	20	Sundry Debtors	Wings International Trading & Contracting	QAR	1	2670	Cr	DOH/SE/13/04/01008	

4.12.6 Multiple Update / Delete

O/S Vouchers:

COA
Subledger
Close
Save
Confirm

1 - 9

Selected?	JV No	JV Date	GL Date	Narration	Dr/Cr	Local Balance	Currency	FCY Balance	User FCY Amount	User Local Amount
<input type="checkbox"/>	DOH/INV/13/04/00122	21-APR-13	21-APR-13	DOH/SE/13/04/01008	Dr	+2,670.00	QAR	2670	<input type="text"/>	
<input type="checkbox"/>	DOH/INV/13/04/00123	21-APR-13	21-APR-13	DOH/SE/13/04/01008	Dr	+762.00	QAR	762	<input type="text"/>	
<input type="checkbox"/>	DOH/INV/13/08/00285	13-AUG-13	13-AUG-13		Dr	+80,000.00	QAR	80000	<input type="text"/>	
<input type="checkbox"/>	DOH/INV/13/08/00284	13-AUG-13	13-AUG-13		Dr	+85,000.00	QAR	85000	<input type="text"/>	

4.12.7 O/S Vouchers

Status Update:

Status update for Customer with follow-up details will come under status update tab page.

To create a Status Update, use the “Create” button.

The Status Update List page shows a report on all created details of this particular Quotation with the following columns: Subledger Type, Follow-up date, Email to, etc., And also you can edit this detail by click S.No.

Status Update								
S.No	Note Type	Date	Subledger Type	Followup Date	Followup Required?	Charge Required?	Subject	Email To
10	Invoice Copy	14-SEP-13	Accounts		N	N	Test	
1 - 1								

4.12.8 Status Update List

Once click create button, it will take you to entry screen.

The following columns are available to create a Status Update, Subledger Type, Note Type, Email to, Subject, Status and Follow-up date, Update the details and save the details with “Save” button.

Status Update

Close
Save

S. No

Note Type*

Email To

Cc

Bcc

Subject

Status/Body

Internal Note

Followup Required

Followup Note

Date*

4.12.9 Creating Status Update

Milestone: Record all the activities of the particular page like Voucher Match generated, Status change, etc., (It's available in all Vouchers)

4.13 Voucher Correction

We have provide Voucher correction option in our software under
Accounts ----> Settings --- Voucher correction

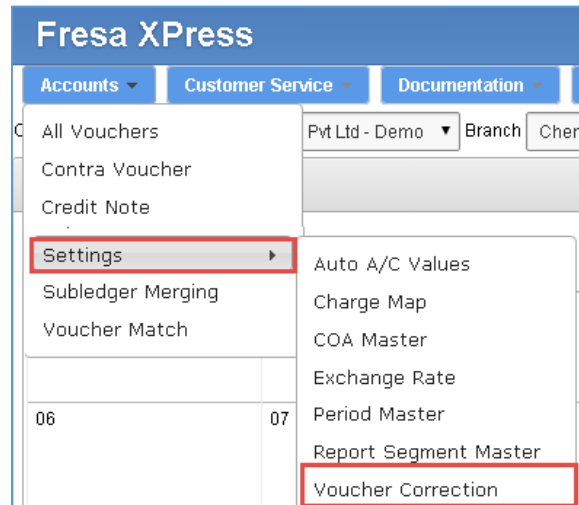


Figure 4.13.1 Navigating to Voucher Correction

The Voucher Correction List page shows a report on all posted voucher, like invoice, Receipt, etc.,

you can correct the voucher by click edit button in the List, It will take you to entry screen

Voucher Correction List

Voucher Type: From Date: To Date: Status:

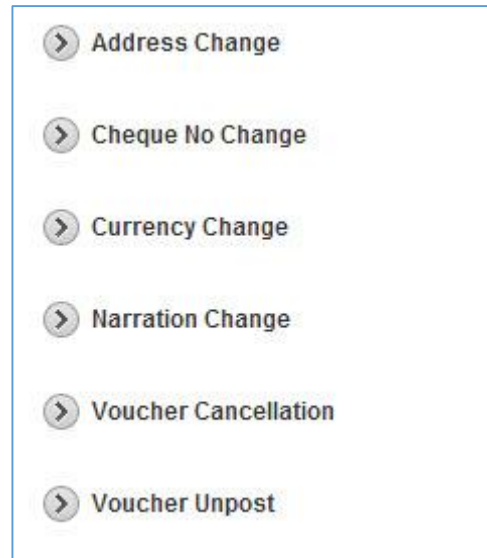
Search

1 - 15

	V.Type	V. No	V. Date	GL Date	Status	Subledger	Currency	Amount	Local Amount
<input type="button" value="Edit"/>	RECEIPTVOUCHER	DOHRV/13/09/00100	18-SEP-13	18-SEP-13	Posted		QAR	350.00	350.00
<input type="button" value="Edit"/>	RECEIPTVOUCHER	DOHRV/13/09/00099	18-SEP-13	18-SEP-13	Posted		QAR	1,000.00	1,000.00
<input type="button" value="Edit"/>	INVOICE	DOHINV/13/09/00434	18-SEP-13	18-SEP-13	Posted	THYSSENKRUPP INDUSTRIES & SERV	QAR	1,000.00	1,000.00
<input type="button" value="Edit"/>	PAYMENTVOUCHER	DOHIPV/13/09/00134	15-SEP-13	15-SEP-13	Posted		QAR	456.00	456.00
<input type="button" value="Edit"/>	RECEIPTVOUCHER	DOHRV/13/09/00098	11-SEP-13	11-SEP-13	Posted		QAR	2,700.00	2,700.00

Figure 4.13.2 Voucher Correction List

Following Option Provide to correct Voucher; from this option we can make the correction for Address, Currency, Narration & Voucher Cancellation, the procedure discussed below.



A vertical list of six menu items, each with a right-pointing arrow icon:

- Address Change
- Cheque No Change
- Currency Change
- Narration Change
- Voucher Cancellation
- Voucher Unpost

Figure 4.13.3 Voucher Correction Option

1. Address Change

From the above illustration when u click the “Address change” button you will get the following screen



The form displays the following fields and controls:

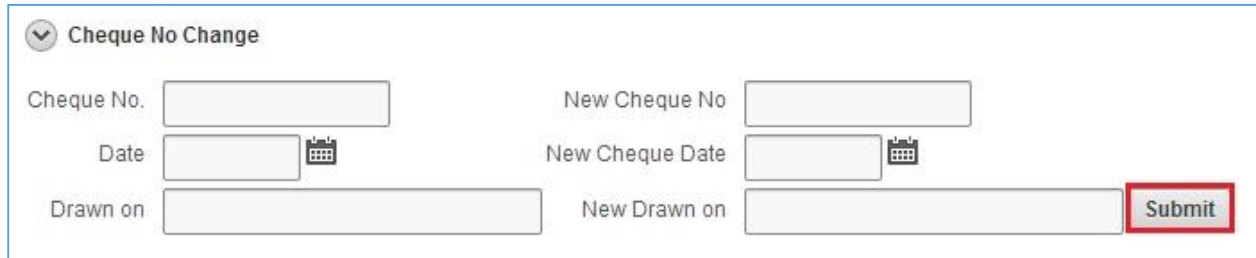
- A dropdown menu labeled "Address Change" with a downward arrow.
- An "Address" field containing the text: "No 121, Airport Road", "Doha Qatar".
- A "New Address" field containing the text: "No 121 B block, Airport Road", "Doha", "Qatar".
- A red-bordered "Submit" button.

Figure 4.13.4 Address Change

In this Address box will have the actual address which has been fetched from sub ledger master, you can

Add the new address in "New Address" box which has to be reflected in your voucher then press "Submit" the new address will appear in the voucher.

2. Cheque No Change



The screenshot shows a form titled "Cheque No Change" with a dropdown arrow on the left. It contains four input fields: "Cheque No.", "Date" (with a calendar icon), "New Cheque No.", and "New Cheque Date" (with a calendar icon). Below these are two more input fields: "Drawn on" and "New Drawn on". A red-bordered "Submit" button is located to the right of the "New Drawn on" field.

Figure 4.13.5 Cheque No Change

From this cheque no change option you can change cheque no which is already in the voucher, to change the cheque no, please follow the below.

Click the "Cheque No Change" button then you can find the first one as "Cheque No" which will show you existing cheque no entered in voucher, next one you can find the new "Cheque No" box, you have to enter cheque number which has to be changed, once you entered the new cheque number the Cheque no will automatically appear in the "New Cheque No" box then press "Submit" then value automatically get changed in the appropriate voucher. In this same way you can change Cheque date & Drawn.

3. Currency Change



The screenshot shows a form titled "Currency Change" with a dropdown arrow on the left. It contains four input fields: "Currency" (with "USD" entered), "Ex.Rate" (with "3.64" entered), "New Currency", and "New Ex.Rate". A red-bordered "Submit" button is located to the right of the "New Ex.Rate" field.

Figure 4.13.6 Currency Change

From this currency change option you can change the currency which is already entered in the voucher, to change the currency please follow the below.

Click the "Currency Change" button then you can find the first one as "Currency" which will show you existing currency entered in the voucher with Ex. Rate, the next one you can find "New Currency" box, you have to enter the currency which has to be changed, once you entered the new currency the exchange rate will automatically appear in the "New Ex.Rate" box then press "Submit" then currency value automatically get changed in the appropriate voucher.

Note: The currency and the appropriate exchange rate has to be entered in "Exchange Rate" menu shown below

Accounts ---> Settings ---> Exchange Rate

1 - 15 >						
	Wef Date	From	To	Sell Rate	Buy Rate	Sample
Edit	07-JUN-13	AUD	QAR	128	249	100 AUD = 12800.00 QAR
Edit	29-MAR-13	USD	QAR	3.64	3.61	100 USD = 364.00 QAR
Edit	17-MAR-13	EUR	QAR	4.85	4.8	100 EUR = 485.00 QAR
Edit	17-MAR-13	JPY	QAR	.05	.0386	100 JPY = 5.00 QAR
Edit	08-FEB-13	DKK	QAR	.708514988	.708514988	100 DKK = 70.85 QAR
Edit	08-FEB-13	EUR	QAR	4.849999905	4.849999905	100 EUR = 485.00 QAR
Edit	08-FEB-13	GBP	QAR	5.949999809	5.949999809	100 GBP = 595.00 QAR
Edit	08-FEB-13	KWD	QAR	13	13	100 KWD = 1300.00 QAR
Edit	08-FEB-13	OMR	QAR	9.470000267	9.470000267	100 OMR = 947.00 QAR

Figure 4.13.7 Exchange Rate List

4. Narration Change

Narration Change also can do from the below way, find the illustration below.

▼ **Narration Change**

Narration

New Narration

Figure 4.13.8 Narration Change

The "Narration" box will have existing narration, we have to enter the narration in "New Narration" box which has to be appeared in the voucher then press submit. The modified new narration will appear in appropriate voucher.

5. Voucher Cancellation

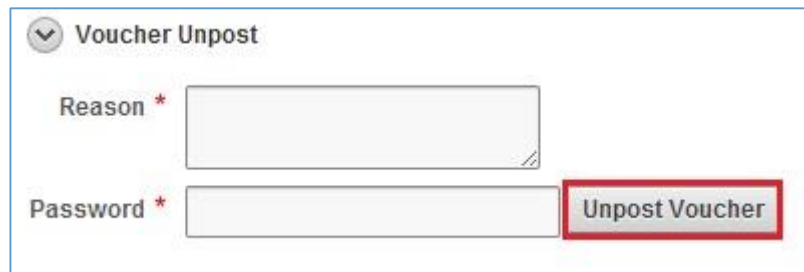


The screenshot shows a form titled "Voucher Cancellation" with a dropdown arrow on the left. Below the title is a text input field labeled "Reason *" and a button labeled "Cancel Voucher" which is highlighted with a red border.

Figure 4.13.9 Voucher Cancellation

The voucher cancellation option helps you to cancel your voucher before post the Voucher, from voucher correction screen you have to choose the type of voucher and click the Voucher cancellation option, then press "Cancel Voucher" Button, once done the voucher will be cancelled by automatically and also process necessary changes by itself.

6. Voucher Unpost:



The screenshot shows a form titled "Voucher Unpost" with a dropdown arrow on the left. Below the title are two text input fields: "Reason *" and "Password *". To the right of the "Password *" field is a button labeled "Unpost Voucher" which is highlighted with a red border.

Figure 4.13.10 Voucher Unpost

The voucher Unpost option helps you to Unpost your voucher after post the Voucher, from voucher correction screen you have to choose the type of voucher and click the Voucher Unpost option and write the reason for Unpost, then press "Unpost Voucher" Button, once done the voucher will be Unpost by automatically and also process necessary changes by itself.

4.14 Dashboard-Accounts

A dashboard is a user interface that organizes and presents information in a way that is easy to read. It is more likely to be interactive to some extent, Accounts Manager and team can monitor the major functions at a glance. A full-fledged accounting system is totally integrated to the Operations, Customer Service, Sales, Management, HR and Documentation modules. In Accounts Dashboard, we have provided to view the following details:

Accounts Receivable Ageing - To view accounts receivable ageing details like 0 to 30, 30 to 60, 60 to 90 days wise.

Accounts Payable Ageing - To view accounts receivable ageing details like 0 to 30, 30 to 60, 60 to 90 days wise.

Division wise GP - To view Income, Expense and Gross Profit by division wise.

Product wise GP - To view Income, Expense and Gross Profit by product wise.

Pending Payment Request - Payment request has created but payment is not generated those type of payment request will be displayed here.

Pending Invoice - Invoice has created but Receipt is not generated those type of Invoice will be displayed here.

Vouchers List - To view all vouchers with the following status like Approved, Created, and Unspotted etc.,

Profit & Loss - To view Income and Expense for graph wise.

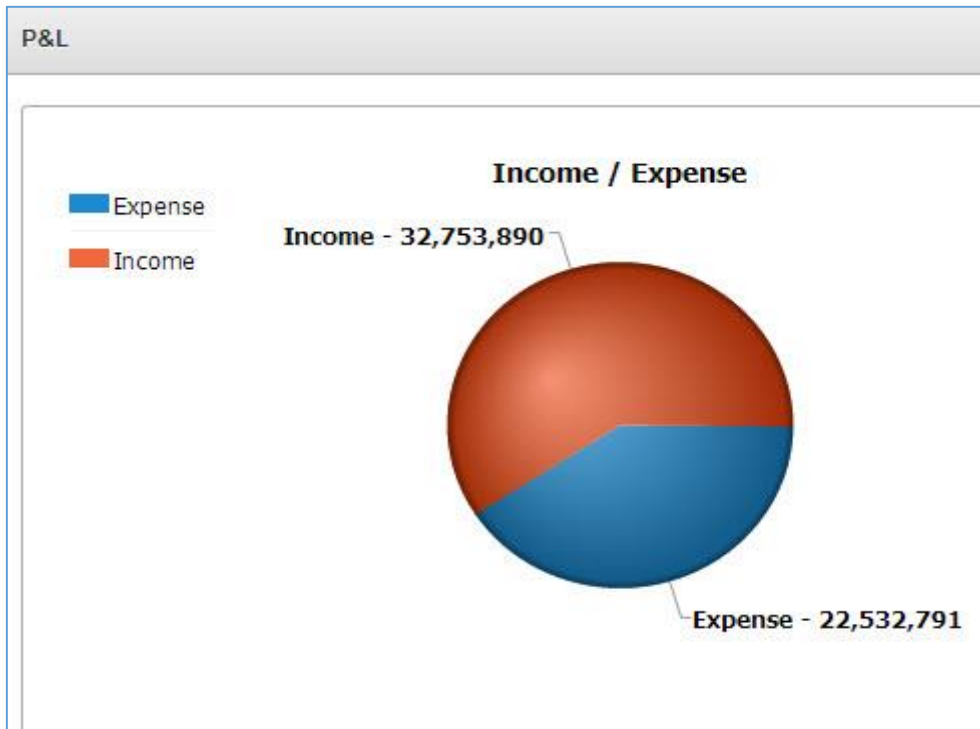


Figure 4.14.1

Asset/Liability - To view Asset and Liability in graph.



Figure 4.14.2

Profit & Loss Account Summary - To view the Income, Expense and profit amount in graph.

4.15 Subledger Merging:

We have provided option to merge two subledgers in Fresa XP.

To Merge Sub ledger in Fresa XPress, follow these steps

To go to Subledger Merging, Choose Accounts→ Subledger Merging

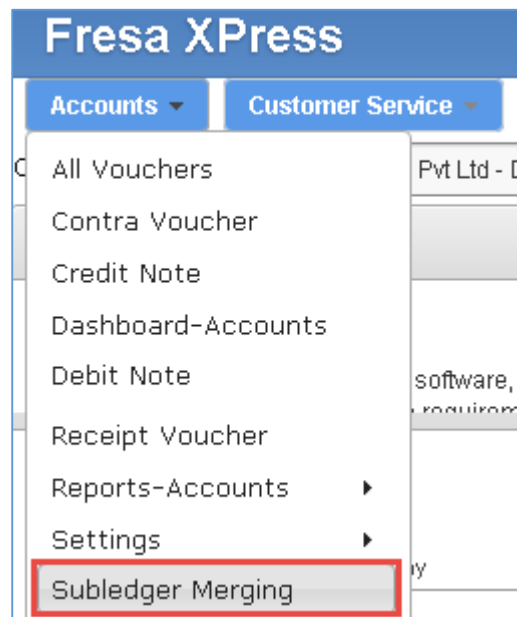


Figure 4.15.1 Navigating to Subledger Merging

The sub ledger merging List page shows a report on all sub ledger merge records with the following columns: Master, From Name, To Name, Approved by and Status.

If you need to update any additional information in existing entry, you can update by click edit button in the list, It will take you to entry screen

To Merge New Subledger, use the **“Create”** button

Subledger Merging List							
Q		Search		Actions		Create	
1 - 13							
	Master	From Name	Master	To Name	Approved By	Status	Note
Edit	Customer Master	Gimax International SPA Drs.	Customer Master	GIMAX International INSO	test	Created	
Edit	Customer Master	ACTS	Customer Master	Advance Construction Technolog	Smitha	Approved	
Edit	Customer Master	ADVANCED CONSTRUCTION TECHNOLOGY SERVICES	Customer Master	Advance Construction Technolog	Smitha	Approved	
Edit	Customer Master	QB ENGINEERING-1	Customer Master	QB Engineering	Smitha	Completed	
Edit	Customer Master	A D Center	Customer Master	A.Abunayyan Electric Corp		Created	

Figure 4.15.2 Subledger Merging List

Once click create button, it will take you to entry screen.

The following columns are available to Merge two subledgers; From Master, To master, Status, Note.

Subledger Merging Entry						Back	Save
From Master*	Customer Master	From*	ADVANCED CONSTRUCTION TECHNOLOGY S	ADVANCED CONSTRUCTION TECHNOLOGY SERVICES			
To Master*	Customer Master	To*	Advance Construction Technolog-Active	Advance Construction Technolog			
Status*	Approved	Approved By		Merge			
Note	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>						
*Before Merging, From name record status should be block.							

Figure 4.15.3 Creating Subledger Merging

You need to select from master, to master and subledger, which you are going to merge. One select subledger, you need to include approved person name and Merge the subledger by click "Merge" button.

If you want add any note for Subledger, Enter the details in Note column.

5. Reports –Accounts:

We can access reports in different ways in Fresa XP such as from the Report Accounts option on the accounts module;

Each report type has a sub menu with additional option;

1. A/P (Accounts Payable):

Money which a company owes to vendors for products and services purchased on credit. This item appears on the company's balance sheet as a current liability, since the expectation is that the liability will be fulfilled in less than a year. When accounts payable are paid off, it represents a negative cash flow for the company.

A/P Charge wise Details: To view the vendor outstanding job charge wise.

A/P FCY O/S Details: To view subledger wise outstanding with Voucher number & ageing details in Foreign currency

A/P Job Cost Not Booked: To view the job list, which is cost not booked.(Segment wise)

A/P Outstanding Details : To view subledger wise outstanding with Voucher number & ageing

A/P Outstanding Summary: To view the consolidated outstanding of subledger.

A/P O/S Vendor wise: To view the Vendor wise Outstanding with Voucher No & Ageing

A/P Provisional Pending: To view the job list, which is cost not booked.(Subledger wise)

2. A/R (Accounts Receivable):

Money which is owed to a company by a customer for products and services provided on credit. This is often treated as a current asset on a balance sheet.

A specific sale is generally only treated as an account receivable after the customer is sent an invoice.

A/R Charge wise Details: To view the Customer outstanding job charge wise

A/R FCY O/S Details: To view subledger wise outstanding with Voucher number & ageing details in foreign currency

A/R Job not Invoiced: To view the job list, which is not invoiced. (Segment wise)

A/R O/S Customer wise: To view outstanding Customer wise.

A/R Outstanding Detail: To view customer wise outstanding with Voucher number & ageing

A/R O/S Details –Audit: To View the O/S Details for Particular period

A/R Outstanding Summary: To view the consolidate outstanding of the customer list

A/R Provisional Pending: To view the job list, which is payment request not generated. (Charger wise)

A/R Sales Register: To view the customerwise sales report

3. A/R-A/P Combined O/S:

To view the combined outstanding of accounts payable & account receivable statement.

4. A/R-A/P FCY Combined O/S:

To view the combined outstanding of accounts payable & account receivable statement in foreign currency.

5. Bank reconciliation:

Bank reconciliation is a process that explains the difference between the bank balance shown in an organization's bank statement, as supplied by the bank, and the corresponding amount shown in the organization's own accounting records at a particular point in time.

We have provided parameter to view A/C type wise and sub ledger wise report.

6. Bank Statement: To view the Bank statement A/C type wise, sub ledger wise report and also we can view & download periodic report from system.

General accounts:

1. Balance Sheet:

Balance Sheet is a statement of the assets, liabilities, detailing the balance of income and expenditure over the preceding period. A periodic summary of balance sheet is viewed with Division, commencement and concluding dates given as a parameter. Reports will show with details like Name, COA Type, Group, Subgroup, Opening Balance, Ledger Amount, and Closing Balance.

2. General Ledger Statement :

The General Ledger Statement lists all financial accounting transactions. The report shows the debits and credits to each G/L account. The balances that appear on the other Financial Statements (G/L Statements) reflect the entries that post to the general ledger.

PDC Report: Post Dated Cheque Report

Register: We have provided option to view full accounts details of the particular customer, using parameter provided in register, A/c type, Voucher type, Sub ledger.

Service Tax Report: To view the report of Service tax entries for particular period.

Subledger Statement: To view statement of particular subledger a/c type wise.

TDS Payable Report: To view the report of TDS Payable entries for particular period.

TDS Receivable Report: To view the report of TDS Receivable entries for particular period

Top-n customer: To view the top customers list period wise.

3. Profit & Loss:

View summarized or detailed report for business. Profit and loss report is also called income statement; they show your income, costs, expenses, and profitability for a time period. It shows how well the company is performing.

Profit & Loss – Month wise summary: To view profit & loss month wise with segments.

Trial balance: A Trial Balance is a list of all the GL (General Ledger) accounts (both revenue and capital) contained in the ledger of the company. This list will contain the name of the nominal ledger account and its value.

A trial balance will check the sum of debits against the sum of credits. The value of the trial balance will hold either an opening balance value or a closing balance value. Summary of Trial Balance, with Division, From and To dates as a parameter has to be given to view.

Trial balance month wise: To view month wise summary of Trial balance statement

Trial Balance Subledger: To view the sub ledger wise summary of trail balance statement

Vendor Payment Portal: To view the consolidated details of Vendor Outstanding includes Vendor Payment o/s, A/P Aging, Pending Payment Request, Top 10 o/s vendors.

Customer Credit Portal: To view the consolidated details of Customer Outstanding includes Credit Customers o/s, A/R Aging, Pending Invoice, Top 10 o/s customers, multiple invoice lists, Month wise invoice summary.

7. Job Report Accounts:

Job Ledger: To view the job wise profitability statement with segment wise.

Job list summary: To view the consolidate job list, also we have provided option to view segment wise job list.

Job List-Cross Trade: To view the cross trade job list, also we have provided option to view segment wise, customer wise and salesman wise.

Job list – customs duty tracking: To view the job list related to custom.

Job Profitability based on invoice: To view the job Profitability for particular period based on invoices created in the same period.

Voucher Statement: We can view & download all accounts statement voucher wise, like A/P, A/R, Bank, etc.,



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