



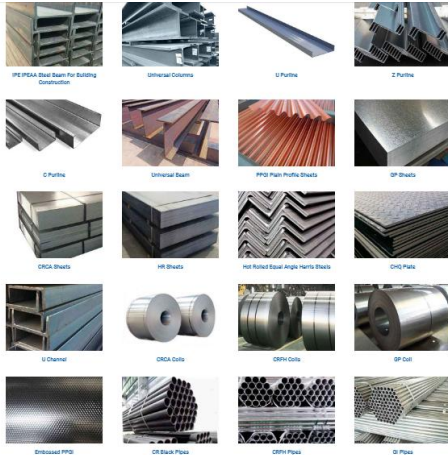
Business Blueprint and Key Setup – ERPNext Aarti Steels Ethiopia Purchase to Pay



Our strength is our commitment to excellence.

Business Overview

- Aarti Steels is in the business of steel products that include Steel Tubes, Corrugated Galvanized and color coated sheets.
- The manufacturing operations are carried out from a single location in Ethiopia
- Head office is in a separate location within Ethiopia
- This document covers the key setup and process flow for the Purchase to Pay Processes



Key Setups

Company – Aarti Steels PLC, Ethiopia

> Company > Aarti Steels PLC, Ethiopia

Q Search or type a command (Ctrl + G)



Help ▾



≡ Aarti Steels PLC, Ethiopia

View ▾

Manage ▾



Save

Date of Incorporation

Phone No

+234-1-740-8822

Email

info.ethiopia@aartiafrica.com

Company Description

Normal ▾ --- ▾ B I U

” </>

Table ▾

Fax

Website

https://www.aartiafrica.com

1. Factory Address (Plant) Edit

Gelan City
Kora Road Kebele Tulu Guracha
Oromia
Ethiopia
Phone: +234-1-740-8822
Email: info.ethiopia@aartiafrica.com

2. Head Office (Office) Edit

Aarti Steel PLC Pecan Building
4th Floor, Room No.405 Bole - Subcity, Woreda -06, House no New
Gurd Shola Addis Ababa
Ethiopia
Email: info.ethiopia@aartiafrica.com

Default account settings for company level are set in company.

Perpetual Inventory is checked 'Yes'

As per the perpetual inventory system, accounting entry is done for every stock transaction. Otherwise, it's done in larger intervals for example monthly or quarterly. Each warehouse is linked with a corresponding account head.

Default Company Accounts

These accounts default at specific transactions

Accounts Settings	
Default Bank Account	Default Payable Account
	Creditors - ASPE
Default Cash Account	Default Cost of Goods Sold Account
Cash - ASPE	51000 - Cost of Goods Sold - ASPE
Default Receivable Account	Default Income Account
Debtors - ASPE	Sales - ASPE
Round Off Account	Default Deferred Revenue Account
Round Off - ASPE	
Round Off Cost Center	Default Deferred Expense Account
Main - ASPE	
Write Off Account	Default Payment Discount Account
Write Off - ASPE	
Exchange Gain / Loss Account	Default Payment Terms Template

Default Company Accounts contd...

> Company > Aarti Steels PLC, Ethiopia

Q Search or type a command (Ctrl + G)



Help ▾

A

Exchange Gain / Loss Account

Exchange Gain/Loss - ASPE

Unrealized Exchange Gain/Loss Account

Unrealized Profit / Loss Account

Default Payment Terms Template

Default Cost Center

Main - ASPE

Default Finance Book

Stock Settings

Enable Perpetual Inventory

Enable Provisional Accounting For Non Stock Items

Default Inventory Account

Stock In Hand - ASPE

Stock Adjustment Account

Stock Adjustment - ASPE

Stock Received But Not Billed

Stock Received But Not Billed - ASPE

Default Provisional Account

Expenses Included In Valuation

Expenses Included In Valuation - ASPE

Default Company Accounts Contd...



> Company > Aarti Steels PLC, Ethiopia

Search or type a command (Ctrl + G)



Help

A

Fixed Asset Defaults ^

Accumulated Depreciation Account

Accumulated Depreciation - ASPE

Depreciation Expense Account

Depreciation - ASPE

Series for Asset Depreciation Entry (Journal Entry)

Gain/Loss Account on Asset Disposal

Gain/Loss on Asset Disposal - ASPE

Asset Depreciation Cost Center

Main - ASPE

Capital Work In Progress Account

CWIP Account - ASPE

Expenses Included In Asset Valuation

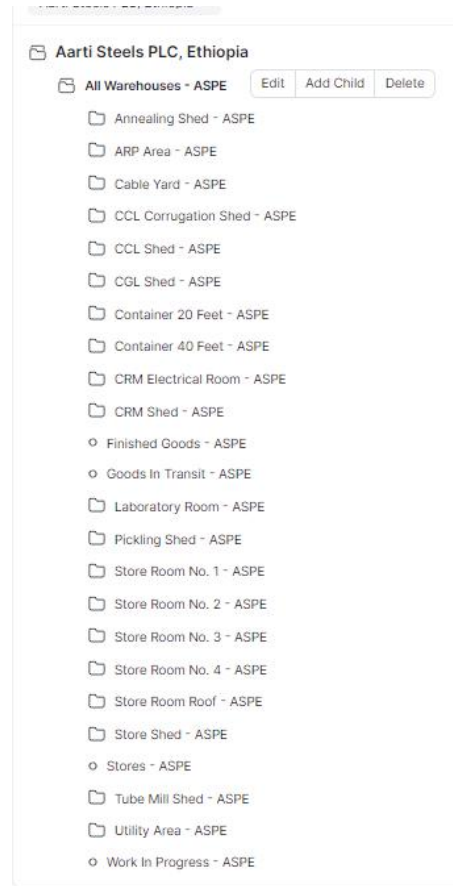
Expenses Included In Asset Valuation - ASPE

Asset Received But Not Billed

Asset Received But Not Billed - ASPE

Warehouse Structure

- A warehouse is a commercial building for storage of goods. Warehouses are used by manufacturers, importers, exporters, wholesalers, transport businesses, customs, etc.
- The Logic of warehouse design is aligned with Physical location and by Production Lines



Warehouse Structure – Main Store (Consumable Store)

Main Store is divided into 4 stores and further divided into racks



Store Room No. 1 - ASPE

Store Room No. 2 - ASPE

Store Room No. 3 - ASPE

Store Room No. 4 - ASPE

Store Room No. 1 - ASPE

○ RM1-RK10A - ASPE

○ RM1-RK10B - ASPE

○ RM1-RK10C - ASPE

○ RM1-RK10D - ASPE

○ RM1-RK10E - ASPE

○ RM1-RK11A - ASPE

○ RM1-RK11B - ASPE

○ RM1-RK11C - ASPE

○ RM1-RK11D - ASPE

Warehouse Structure –Production

- The Production Lines are mapped to the Production Warehouses. These are :



CCL



Tube Mill



CGL



CRM

Within the above Production Warehouses – there are Sub-warehouses are also there with a logic that each will atleast have RM, FG and WIP warehouses

Item Groups

Item Main Group

📁 All Item Groups

- 📁 CCL
- 📁 COMPUTERS & ACCESSORIES
- 📁 Consumable
- 📁 ELECTRICAL
- 📁 GENERAL
- 📁 HOUSEHOLD ITEMS
- 📁 LUBRICANTS
- 📁 MECHANICAL
- 📁 OFF.EQUITS/STATIONARY/MISC.
- 📁 PROCESSING
- Product
- 📁 Products
- 📁 PROJECT
- 📁 Raw Material
- 📁 SAFETY
- 📁 STATIONARY
- 📁 UTILITY
- 📁 WEARABLES

}] Finished Products

Item Sub-Groups

📁 All Item Groups

- 📁 CCL
 - TOLLS& ACESORIES
- 📁 COMPUTERS & ACCESSORIES
 - COMPUTER & ACCESSORIES
- 📁 Consumable
 - CONSUMABLES
 - LPG/OXYGEN/ARGON/NITROGEN CYLINDER
 - Mechanical-Consumable
 - OFF.EQUITS/STATIONARY/MISC.-Consumable
 - PACKING-Consumable
 - TAPE-Consumable
- 📁 ELECTRICAL
 - AC DRIVE
 - AC MOTOR
 - ALLEN BRADLEY PLC SPARE
 - ALLUMINIUM LUG
 - BATTERY AND ACCESSORIES
 - CABLING AND DRESSING ACCESSORIES
 - CCTV AND NETWORK

The Groups are relevant as the names are and subgroup based on category

Item Groups – Finished Products

Main Group-Finished Products

- Products
 - COLOUR
 - CRCA
 - CRFH
 - GALVANIZE
 - HRPC
 - SHEET METAL
 - SLITTED COIL
 - STRIP
 - TUBE

Sub-Groups – Finished Products

- COLOUR
 - PP COIL
 - PP CORRUGATED SHEET
 - PP EGA
 - PP ELEGONE TILE
 - PP FLASHING
 - PP GUTTER
 - PP PLAIN SHEET
 - PP RIDGE COVER
 - PP VERSATILE
- CRCA
 - CRCA COIL
- CRFH
 - CRFH COIL
- GALVANIZE
 - GC SHEET
 - GP COIL
 - GP EGA
 - GP ELEGONE TILE
 - GP PLAIN SHEET
 - GP SLITTED COIL
 - GP VERSATILE
- HRPC
 - HRPC COIL
- SHEET METAL
 - CR SHEET METAL
 - HR SHEET METAL
- SLITTED COIL
 - CR SLITTED COIL
 - HR SLITTED COIL
- STRIP
 - CR STRIP
 - HR STRIP
- TUBE
 - CR TUBE
 - HR TUBE

Other Key Item Groups and Sub Groups

PROJECT

- CONSTRUCTION-PROJECT
- CONSUMABLES-PROJECT
- Project-PROJECT

Raw Material

- CONSUMABLES-Raw Material
- HR COIL
- Zinc-Raw Material

SAFETY

- WEARABLES-SAFETY

STATIONARY

- OFF.EQUITS/MISC.-STATIONARY
- OFF.EQUITS/STATIONARY/MISC.-STATIONARY
- REPORT/LOG BOOK-STATIONARY

UTILITY

- CONSUMABLES-UTILITY

WEARABLES

- SAFETY SHOES-WEARABLES

CCL

- TOLLS& ACESORIES

COMPUTERS & ACCESSORIES

- COMPUTER & ACCESSORIES

Consumable

- CONSUMABLES
- LPG/OXYGEN/ARGON/NITROGEN CYLINDER
- Mechanical-Consumable
- OFF.EQUITS/STATIONARY/MISC.-Consumable
- PACKING-Consumable
- TAPE-Consumable

GENERAL

- CONSUMABLES-GENERAL
- PRINTING STATIONARY-GENERAL

HOUSEHOLD ITEMS

- HOUSEHOLD ITEMS-HOUSEHOLD ITEMS
- REPAIR & MAINTINANCE
- REPAIRING & MAINTENENCE

LUBRICANTS

- CONSUMABLES-LUBRICANTS
- DIESEL-LUBRICANTS
- PETROL-LUBRICANTS

MECHANICAL

- ALL TYPE FILTER
- BEARING-MECHANICAL
- CONSUMABLES-MECHANICAL
- COUPLING & ACCESSORIES
- ELECTRODS/CUTTING & WELDING CONSUMABLES
- ELECTRODS/CUTTING & WELDING CONSUMABLES-MECHANICAL
- LUBRICANTS-MECHANICAL
- Mechical-MECHANICAL
- NUTS/BOLTS/WASHER/RIVITS/SPRINGS/SCREW
- PIPE & FITTING
- Project-MECHANICAL
- REPAIRING & MAINTENANCE-MECHANICAL
- SPARE ITEMS
- TAPE-MECHANICAL
- TOOL &ACESORIES
- TOOLS & ACCESSORIES-MECHANICAL
- TUBE MILL SPARES
- Tubemill Sparepart
- V-BELTS/OTHER BELTS
- VALVES & STAINERS

OFF.EQUITS/STATIONARY/MISC.

- PRINTING STATIONARY

PROCESSING

- CONSUMABLES-PROCESSING
- DIESEL-PROCESSING
- PETROL-PROCESSING
- THINNER-PROCESSING

ELECTRICAL

- AC DRIVE
- AC MOTOR
- ALLEN BRADLEY PLC SPARE
- ALLUMINIUM LUG
- BATTERY AND ACCESSORIES
- CABLING AND DRESSING ACCESSORIES
- CCTV AND NETWORK
- CIRCUIT BREAKER
- COMPUTER AND ACCESSORIES
- CONSUMABLES-ELECTRICAL
- CONTACTOR
- COPPER LUG
- FAN AND ACCESSORIES
- HEATER
- HT POWER CABLE
- LIGHT AND ACCESSORIES
- LT POWER CABLE
- METAL GLAND
- MOTOR PROTECTION CIRCUIT BREAKER
- MOTOR SPARES
- PRINTER AND ACCESSORIES
- PROCESS CONTROLLER
- PVC GLAND
- SAFETY-ELECTRICAL
- SWITCH BOARD AND ACCESSORIES
- TERMINAL BLOCKS
- TOOLS & ACCESSORIES
- TOOLS AND TACKLES

Cost Centers

Cost Centers are by departments

Aarti Steels PLC, Ethiopia


Aarti Steels PLC, Ethiopia - ASPE

- Main - ASPE
- 101 - Operations - ASPE
- 102 - Electrical - ASPE
- 103 - Mechanical - ASPE
- 104 - Utility - ASPE
- 105 - Admin - ASPE
- 106 - Project - ASPE
- 107 - Transport - ASPE
- 108 - Office(Admin) Adis - ASPE
- 109 - Plant Admin - ASPE
- 110 - Accounts - ASPE
- 111 - Annealing - ASPE
- 112 - CCL Line - ASPE
- 113 - CGL Line - ASPE
- 114 - CRM - ASPE
- 115 - Corrugation - ASPE
- 116 - CTL - ASPE
- 117 - D.G.SET - ASPE
- 118 - Guest House - ASPE
- 119 - Dormitory1 - ASPE
- 120 - Family Dormitory - ASPE
- 121 - Miscellaneous - ASPE
- 122 - Fire& Sefety - ASPE
- 123 - HR CTL - ASPE
- 124 - HR SLITTER - ASPE
- 125 - HYD.SCRAP PRESS Machine - ASPE
- 126 - Transport (Ofice) - ASPE
- 127 - Transport (plant) - ASPE
- 128 - Infotech - ASPE
- 129 - Kitchen(Dormitory) - ASPE
- 134 - Laboratory - ASPE
- 130 - Sales - ASPE
- 135 - Purchase - ASPE
- 131 - Tube Mill - ASPE
- 132 - Utility - ASPE
- 132 - Nitrogen Plant - ASPE
- 136 - Pickling - ASPE

Chart Of Account Structure


- COA as shared by Aarti Steels was uploaded
- Attached


Aarti Steels PLC, Ethiopia

 10000 - Assets - ASPE


 20000 - Liabilities - ASPE

 30000 - Capital - ASPE

 40000 - Income - ASPE


 Expenses - ASPE

Aarti Steels PLC, Ethiopia

 10000 - Assets - ASPE

 11000 - Current Assets - ASPE

 11100 - Cash and Cash Equivalentents - ASPE

 11110 - Cash - ASPE


○ 11110-01 - Cash At H.O. - ASPE

○ 11110-02 - Cash at H.O (2) - ASPE

○ 11110-03 - Cash at H.O (USD) - ASPE

○ 11110-04 - Cash At Site - ASPE

○ 11110-05 - CASH IMPREST - ASPE

 11120 - Bank - ASPE

○ 11120-01 - ABAY BANK ACC-1122110232219010 DERARTU - ASPE

○ 11120-02 - Abay Bank S.C Acc No (1082110151522015) GOTERA - ASPE

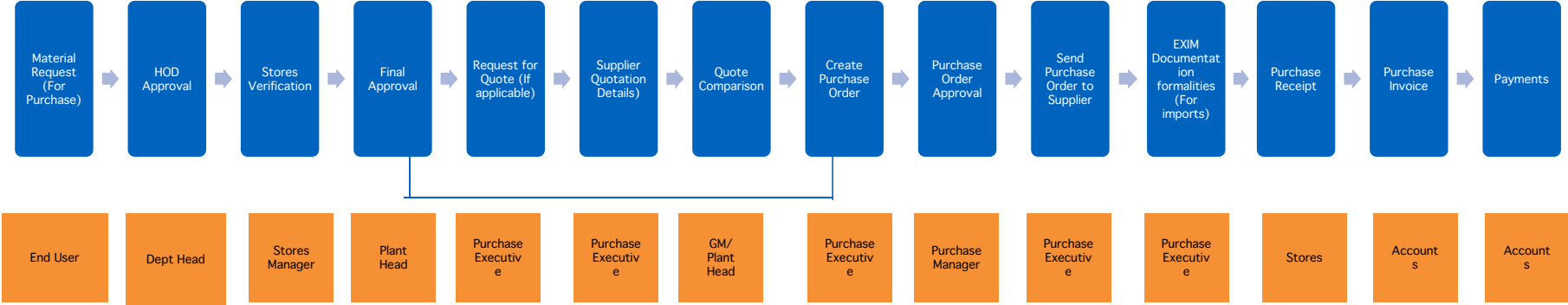
○ 11120-03 - Abay Bank S.C. A/c No-1232112562779018 Gofa Branch - ASPE

○ 11120-04 - ADDIS INTERNATIONAL BANK S.C ACC-58529 - ASPE

○ 11120-05 - Awash International Bank Acc No-01304210091700 MEG. - ASPE

Purchase to Pay

Process Flow



Material Request

Q Search or type a command (Ctrl + G) Help

Accounts
Annealing
CCL Production
CGL Production
Corrugation & Profile
CRM Production & RGM
Dispatch & Transport
Electrical
HR & Admin
IT
Mechanical
Pickling
PPC
Project
Purchase
Quality
Sales
Store
Tube Mill Production

Series *
MAT-MR--YYYY--

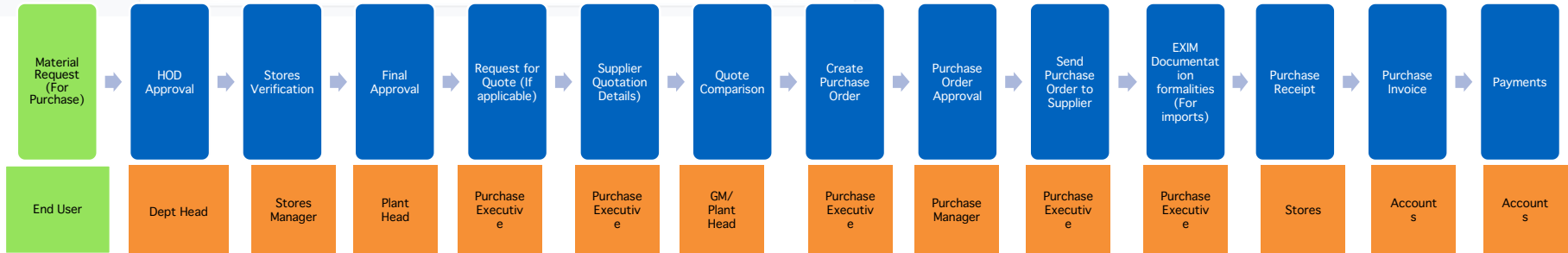
Purpose *
Purchase

Items

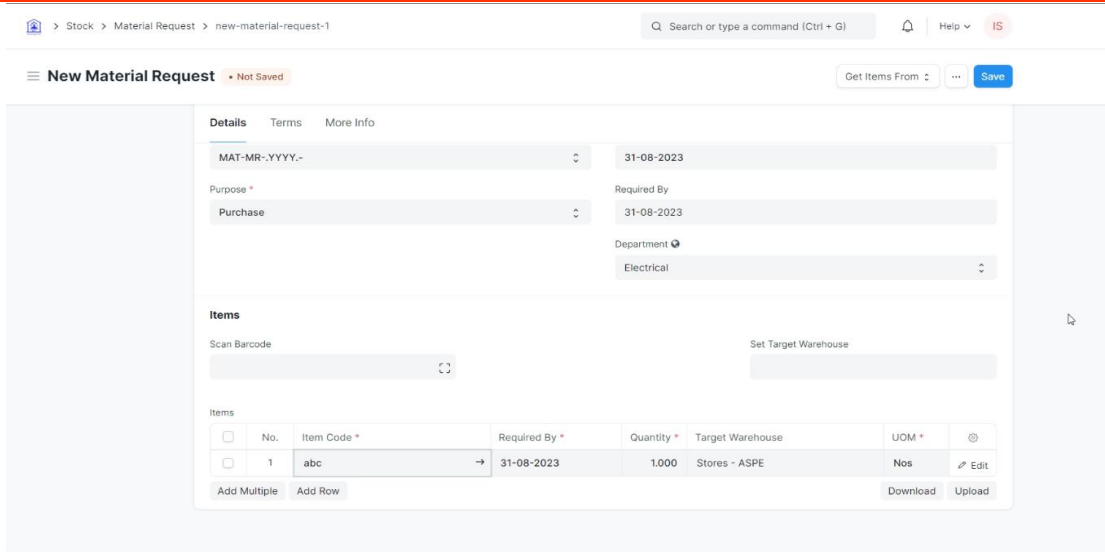
No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *
1		31-08-2023	0.000		

Key Consideration

- Department to be selected appropriately
- Note the Purpose as 'Purchase'



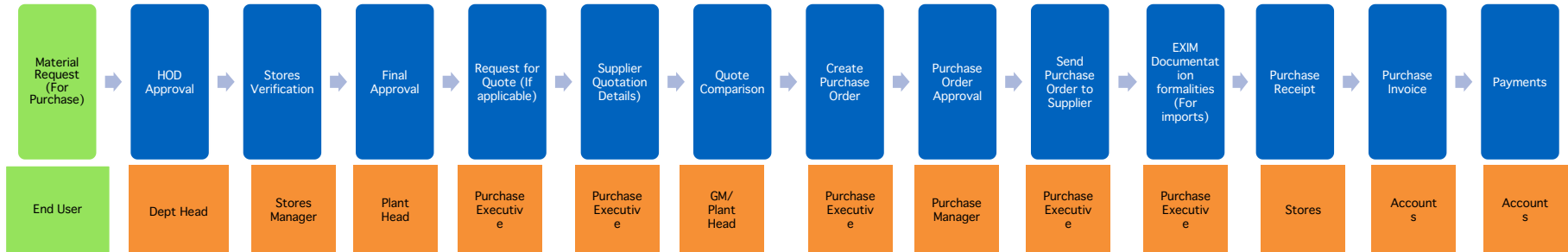
Material Request Contd...



The screenshot shows the SAP 'New Material Request' form. The 'Details' tab is active, showing fields for MAT-MR-YYYY- (31-08-2023), Purpose (Purchase), Required By (31-08-2023), and Department (Electrical). Below this is the 'Items' section with a table containing one row: No. 1, Item Code abc, Required By 31-08-2023, Quantity 1,000, Target Warehouse Stores - ASPE, and UOM Nos. Buttons for 'Add Multiple', 'Add Row', 'Download', and 'Upload' are visible at the bottom of the table.

Key Consideration

- Select Items and this can be RM/Consumable or Services item



Purchase Request

Stock > Material Request > MAT-MR-2023-00013

Search or type a command (Ctrl + G) Help IS

Purchase Request for abc - Draft

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 - 0 FOLLOW

You edited this

You created this

Details

Purpose * Purchase

Transaction Date * 31-08-2023

Required By 31-08-2023

Department Electrical

Items

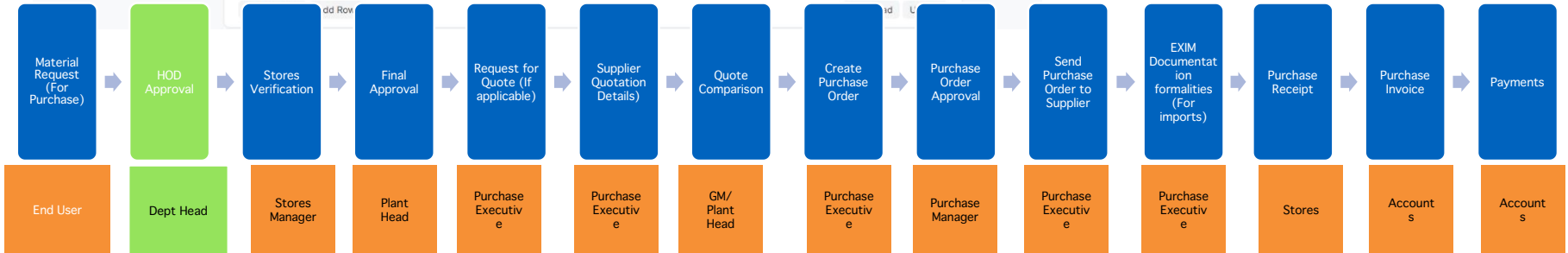
Scan Barcode

Set Target Warehouse

No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *	
1	abc	31-08-2023	1	Stores - ASPE	Nos	Edit

Key Consideration

- Based on selected Purpose – the Form will be displayed as ‘Purchase Request for....’
- After Save and Submit – Select from Actions > Send to HOD for Approval



Purchase Request — Review by HOD

Stock > Material Request > MAT-MR-2023-00013

Search or type a command (Ctrl + G)

Help IS

Purchase Request for abc Pending By Electrical

Get Items From < > ... Actions

Assigned To

Attachments

Shared With

Tags

Follow

You edited this

You created this just now

Details Terms More Info Connections

Purpose * Transaction Date *

Purchase 31-08-2023

Required By

31-08-2023

Department

Electrical

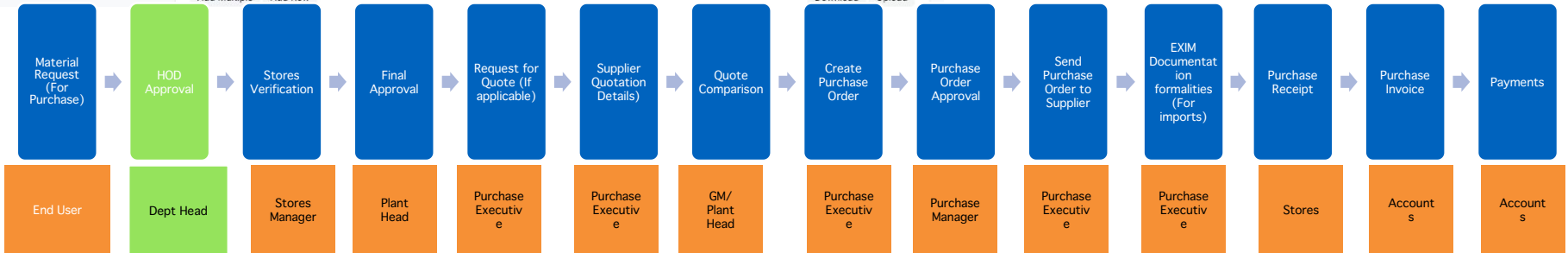
Items

Scan Barcode Set Target Warehouse

No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *
1	abc	31-08-2023	1	Stores - ASPE	Nos

Add Multiple Add Row Download Upload

Key Consideration
HOD will login , review the request
and Approval



Purchase Request — Approval by HOD

Stock > Material Request > MAT-MR-2023-00013

Search or type a command (Ctrl + G) Help IS

Purchase Request for abc

Get Items From: < > ... Actions: Approve, Reject, Help

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this just now

Details Terms More Info Connections

Purpose * Purchase Transaction Date * 31-08-2023

Required By 31-08-2023

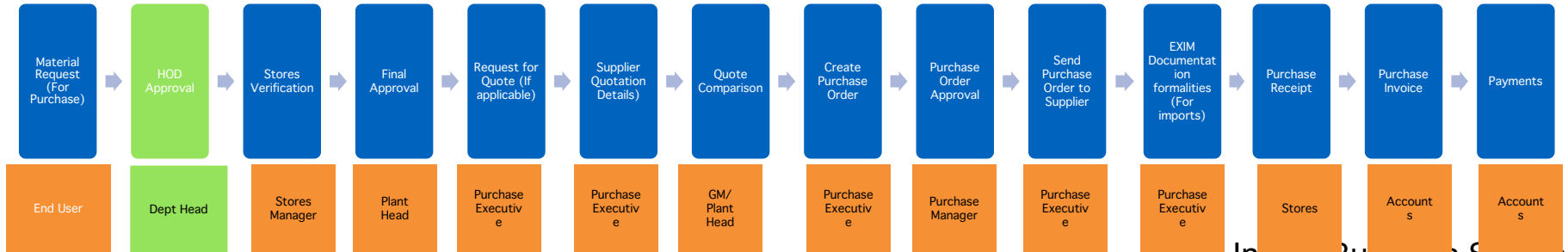
Department Electrical

Items

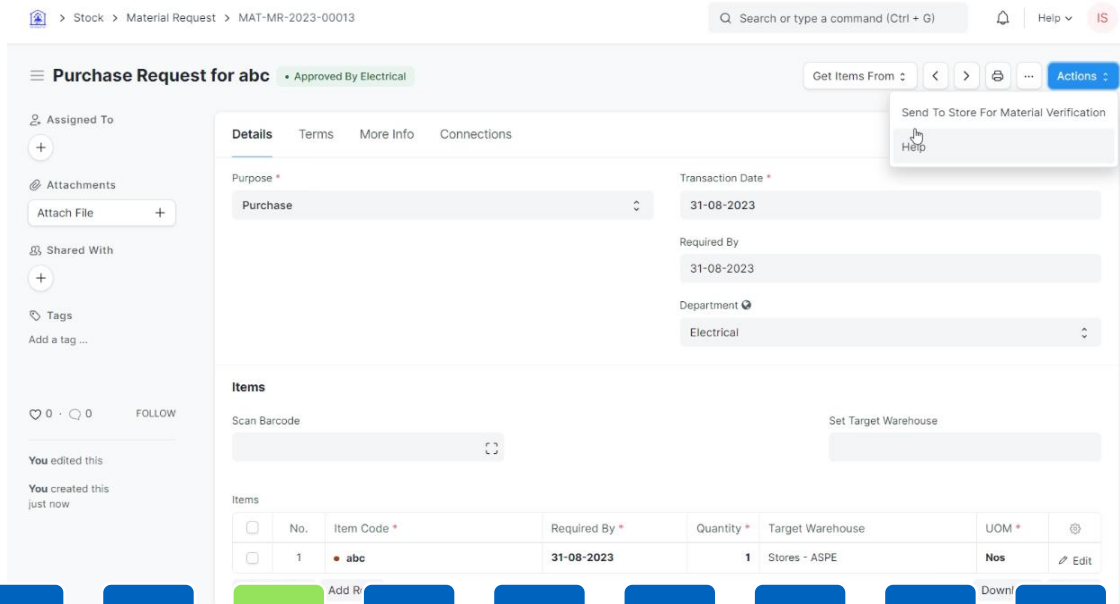
Scan Barcode Set Target Warehouse

No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *	
1	abc	31-08-2023	1	Stores - ASPE	Nos	Edit

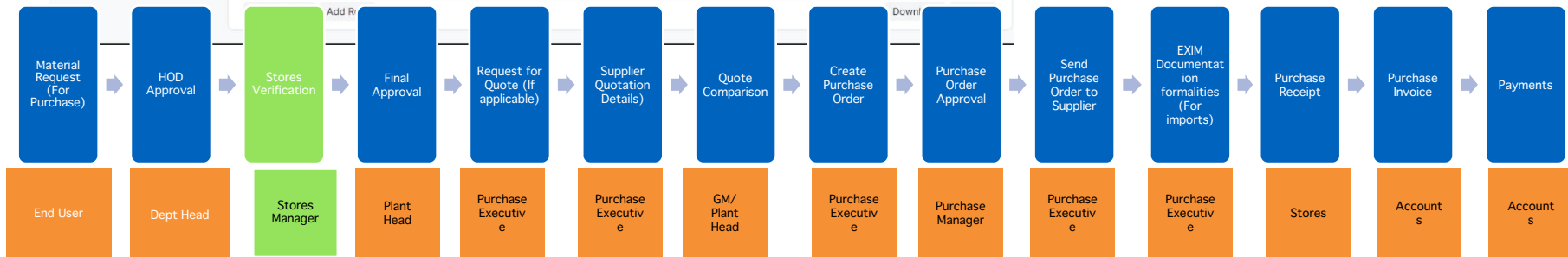
Add Multiple Add Row Download Upload



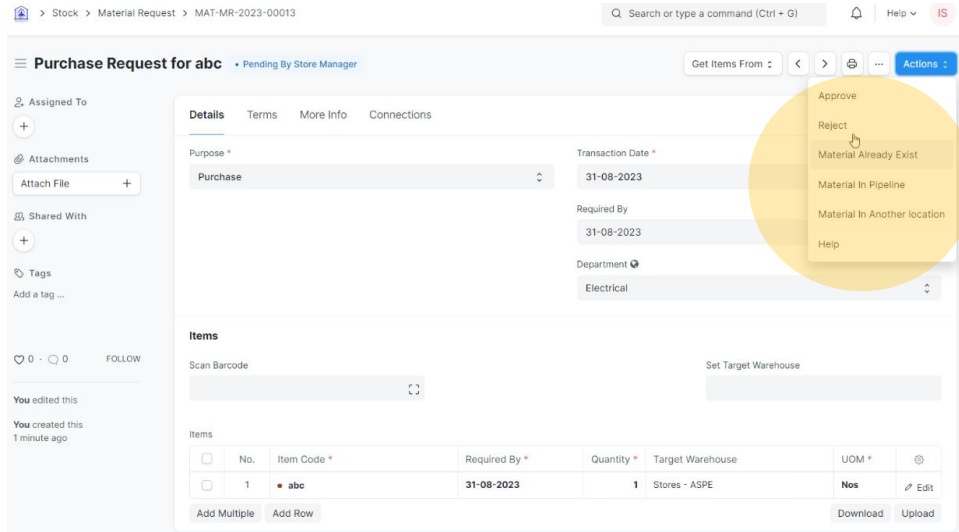
After HOD approval– sent to Stores for Material verification



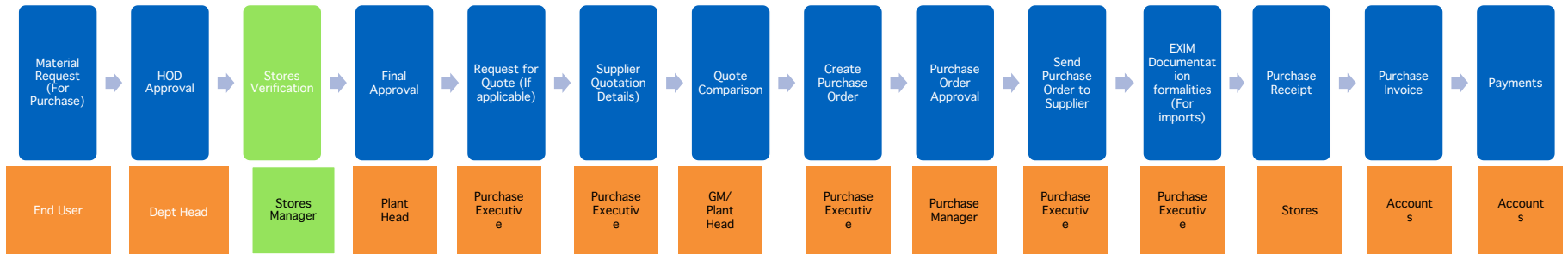
Key Consideration
HOD will send for stores verification



Stores Verification



Key Consideration
Stores person will verify if material already exists
Stores will take appropriate selection based on the current material situation



Stores Person Sends for Next steps – Send to Plant Head for Final approval

Stock > Material Request > MAT-MR-2023-00013

Search or type a command (Ctrl + G) Help IS

Purchase Request for abc • Approved By Store Manager

Get Items From < > ... Actions

Send To Plant Head For Final Approval
Help

Details Terms More Info Connections

Purpose * Purchase Transaction Date * 31-08-2023

Required By 31-08-2023

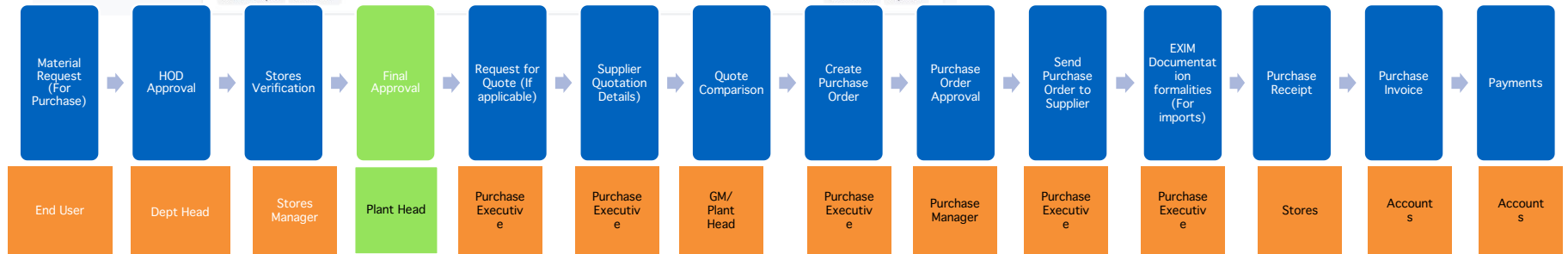
Department Electrical

Items

Scan Barcode Set Target Warehouse

No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *	
1	abc	31-08-2023	1	Stores - ASPE	Nos	Edit

Add Multiple Add Row Download Upload



Material status changes

Stock > Material Request > MAT-MR-2023-00013

Search or type a command (Ctrl + G) Help IS

Purchase Request for abc Pending By Plant Head

Get Items From < > Actions

Assigned To +

Attachments Attach File +

Shared With +

Tags Add a tag ...

0 0 FOLLOW

You edited this

You created this 2 minutes ago

Details Terms More Info Connections

Purpose * Purchase Transaction Date * 31-08-2023

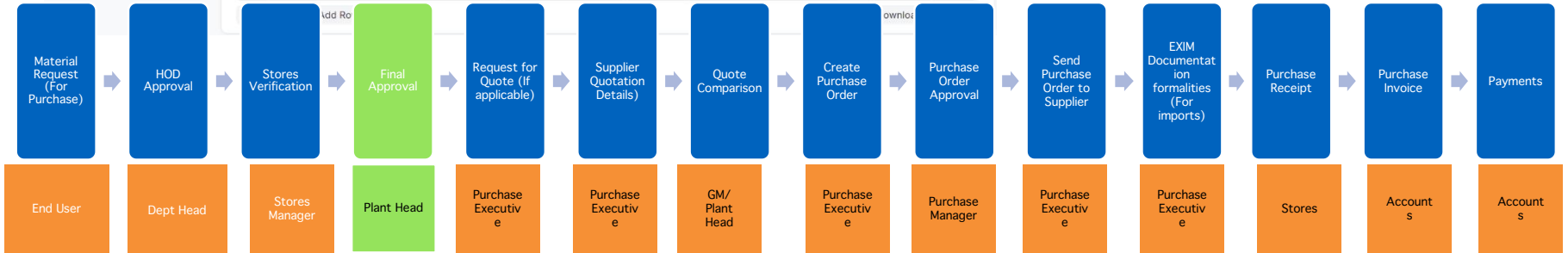
Required By 31-08-2023

Department Electrical

Items

Scan Barcode Set Target Warehouse

Items	No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *	
<input type="checkbox"/>	1	abc	31-08-2023	1	Stores - ASPE	Nos	Edit



Approval By Plant Head

Home > Stock > Material Request > MAT-MR-2023-00013

Search or type a command (Ctrl + G) | Help | IS

Purchase Request for abc Pending By Plant Head

Get Items From: < > ... Actions

Approved By: [User] | Approved On: 31-08-2023

Details | Terms | More Info | Connections

Purpose: Purchase | Transaction Date: 31-08-2023

Required By: 31-08-2023

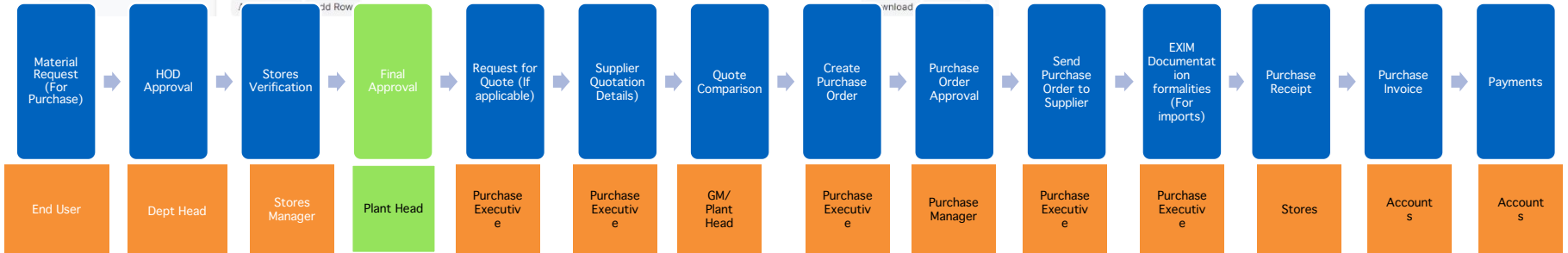
Department: Electrical

Items

Scan Barcode: [Input] | Set Target Warehouse: [Input]

No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *	
1	abc	31-08-2023	1	Stores - ASPE	Nos	Edit

Actions: Approve, Reject, Help



Status changes after Plant Head Approval

Home > Stock > Material Request > MAT-MR-2023-00013

Search or type a command (Ctrl + G) | Help | IS

Purchase Request for abc Approved By Plant Head

Create | Stop | < | > | Print | ... | Cancel

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 · 0 FOLLOW

You edited this

You created this 2 minutes ago

Details | More info | Connections

Purpose *
Purchase

Transaction Date *
31-08-2023

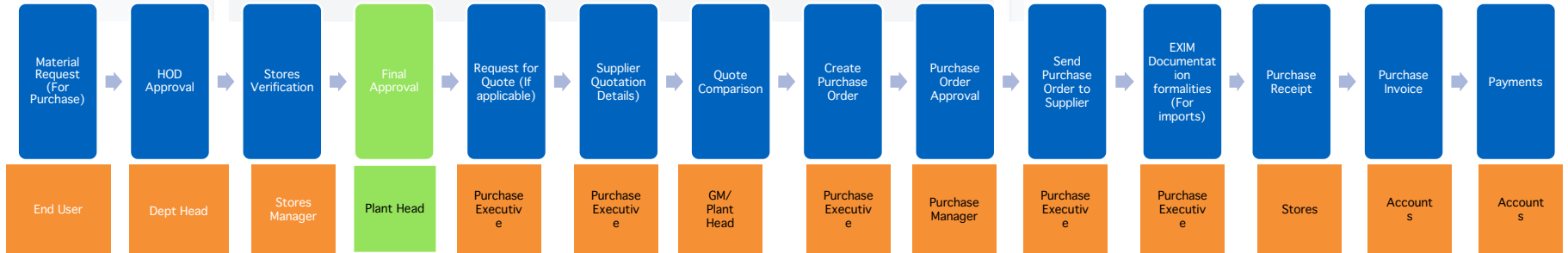
Required By
31-08-2023

Department
Electrical

Items	No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *	
<input type="checkbox"/>	1	abc	31-08-2023	1	Stores - ASPE	Nos	Edit

Download

Add a comment



Send Request for Quotation

Home > Stock > Material Request > MAT-MR-2023-00013

Search or type a command (Ctrl + G) | Help | IS

Purchase Request for abc • Approved By Plant Head

Create | Stop | < | > | Print | ... | Cancel

Request for Quotation

Details | More Info | Connections

Purpose * Transaction Date *
 Purchase 31-08-2023

Required By
 31-08-2023

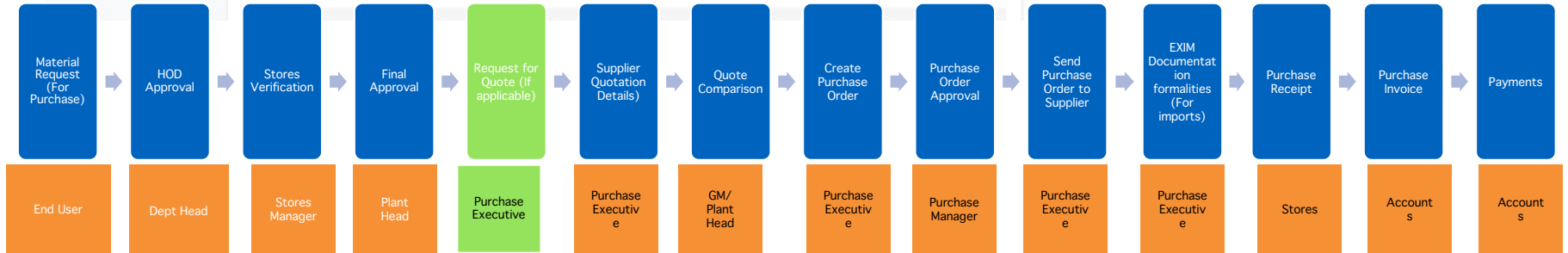
Department
 Electrical

Items

No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *	Edit
1	abc	31-08-2023	1	Stores - ASPE	Nos	Edit

Download

Add a comment



Request for Quotation Contd...

Buying > Request for Quotation > new-request-for-quotation-1

Search or type a command (Ctrl + G) | Help | IS

New Request for Quotation • Not Saved

Get Items From | Tools | Save

Series *
PUR-RFQ-YYYY-

Date *
31-08-2023

Required Date
31-08-2023

Status *
Draft

Suppliers

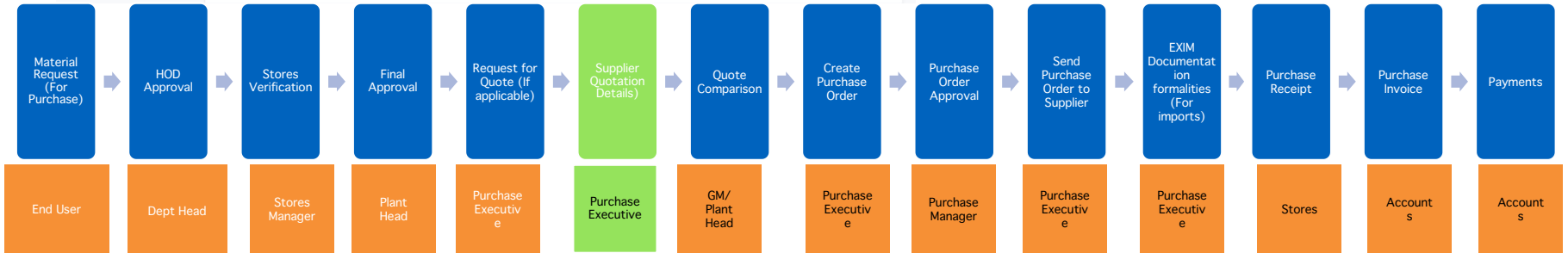
No.	Supplier *	Contact	Email Id	Send Email	
1	ISMAIEL NEGASH			<input type="checkbox"/>	Edit
2	SABIR AJMER AHMED	Contact	Email Id	<input checked="" type="checkbox"/>	Edit

Add Row

Items

No.	Item Code *	Required Date *	Quantity *	UOM *	Warehouse	
1	abc	31-08-2023	1	Nos	Stores - ASPE	Edit

Add Multiple | Add Row



Save and Submit Supplier Quotation

Buying > Request for Quotation > PUR-RFQ-2023-00006

Search or type a command (Ctrl + G) Help IS

PUR-RFQ-2023-00006 • Draft

Get Items From Tools < > Submit

Assigned To +

Attachments Attach File +

Shared With +

Tags Add a tag...

0 0 FOLLOW

You edited this

You created this

Submit this document to confirm

Date * 31-08-2023

Required Date 31-08-2023

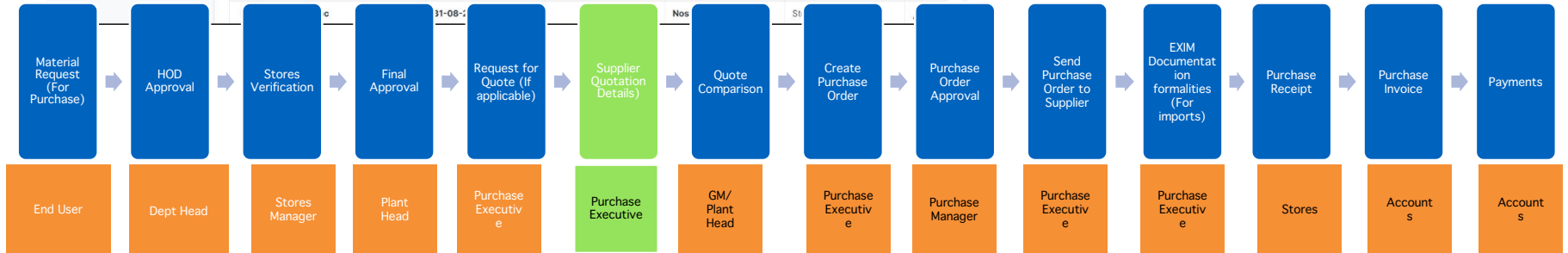
Status * Draft

No.	Supplier *	Contact	Email Id	Send Email	Edit
1	ISMAEL NEGASH			<input type="checkbox"/>	Edit
2	SABIR AUMER AHMED			<input checked="" type="checkbox"/>	Edit

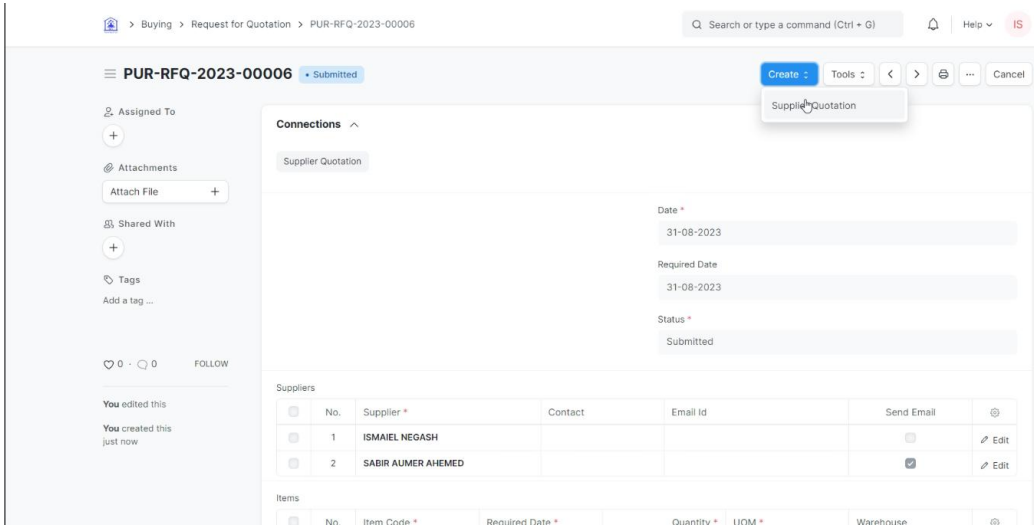
Add Row

No.	Item Code *	Required Date *	Quantity *	UOM *	Warehouse	Edit
		31-08-2023	Nos			

Key Consideration
Multiple suppliers can be selected
Also auto mail trigger to supplier on submit Button

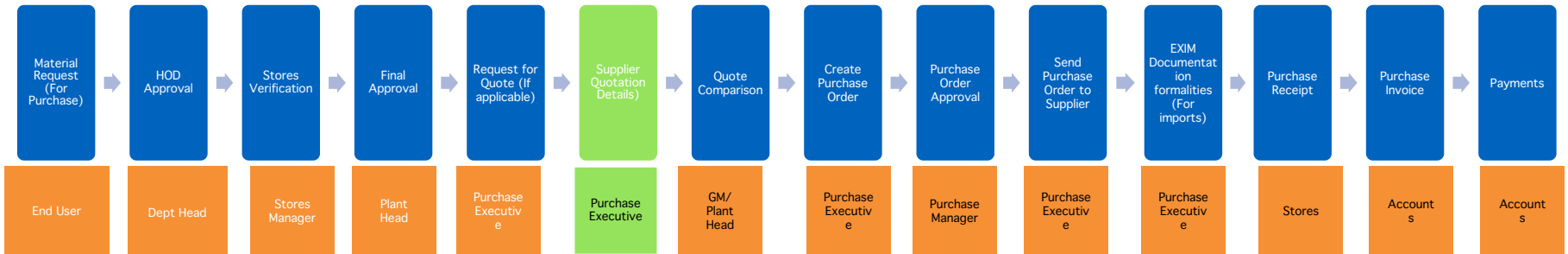


Update Supplier Quotation

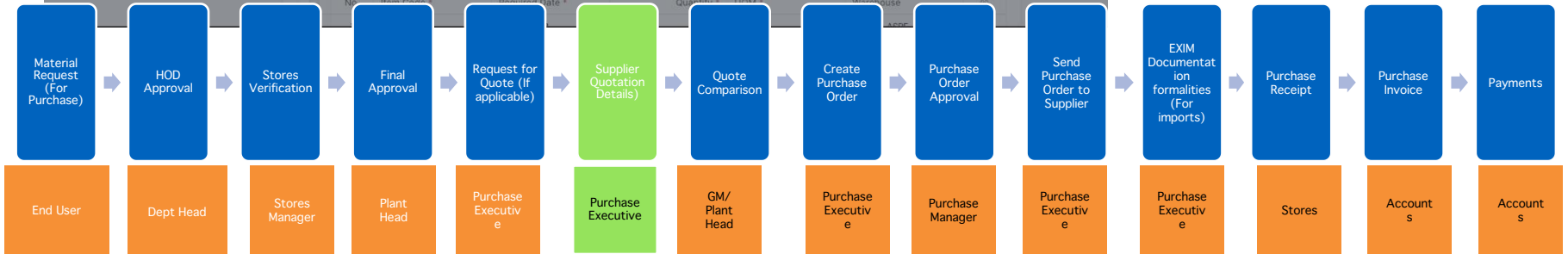
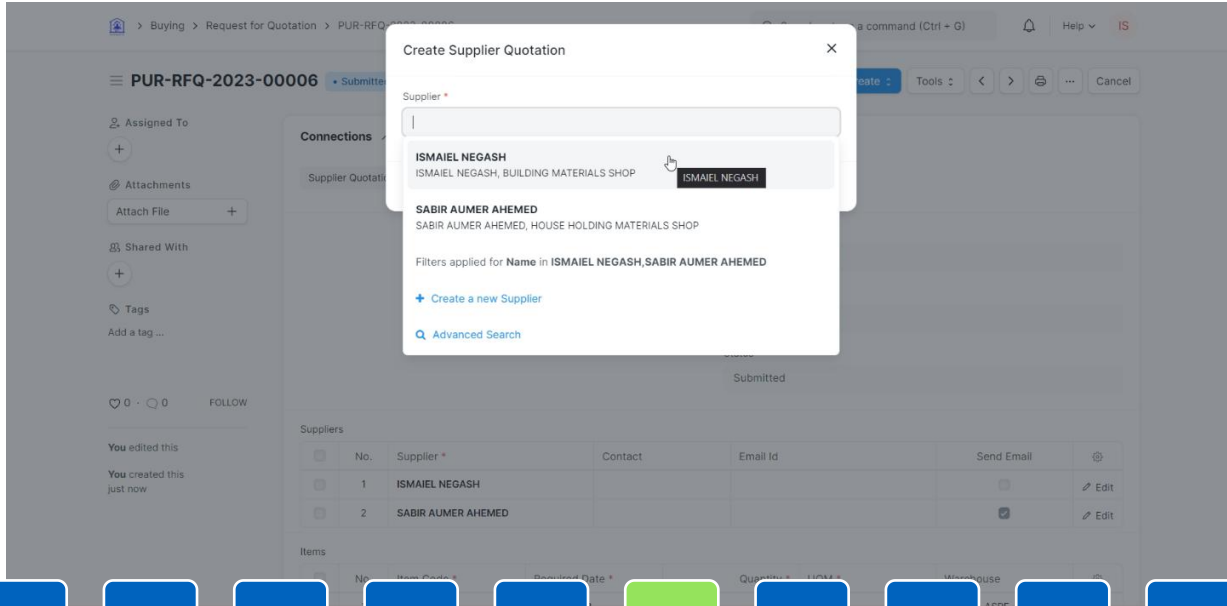


Key Consideration

- Each supplier data will be updated
- Suppliers can also update quotes directly in ERPNext



Add Quotation data for next supplier



Send to Approval to GM

Buying > Supplier Quotation > PUR-SQTN-2023-00008

Search or type a command (Ctrl + G) | Help | IS

ISMAIEL NEGASH • Draft

Get Items From | Tools | < | > | ⌵ | ... | Actions

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 | 0 | 0 FOLLOW

You edited this

You created this

Details | Address & Contact | Terms | More Info | Connections

Supplier * ISMAIEL NEGASH

Status * Draft

Date * 31-08-2023

Valid Till 30-09-2023

Quotation Number

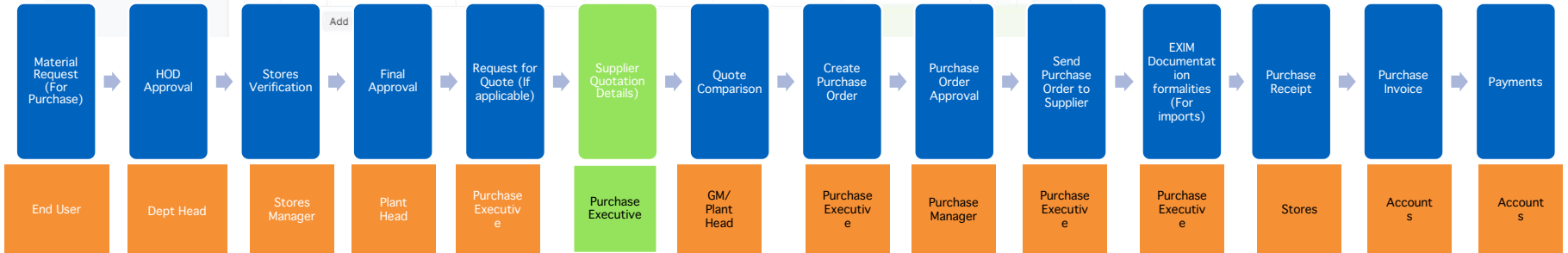
Currency and Price List

No.	Item Code *	Quantity *	UOM *	Rate (ETB)	Amount (ETB)	
1	abc	1	Nos	Br 120.00	Br 120.00	Edit

Send To GM For Approval

Send To Plant Head For Approval

Help



Both Supplier Quotation Send For Approval

Buying > Supplier Quotation > PUR-SQTN-2023-00009

Search or type a command (Ctrl + G) | Help | IS

SABIR AUWER AHMED • Draft

Get Items From: Tools: < > ... Actions

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 - 0 FOLLOW

You edited this

You created this

Details | Address & Contact | Terms | More Info | Connections

Supplier * SABIR AUWER AHMED

Status * Draft

Date * 31-08-2023

Valid Till 30-09-2023

Quotation Number

Currency and Price List

Items	No.	Item Code *	Quantity *	UOM *	Rate (ETB)	Amount (ETB)	
<input type="checkbox"/>	1	abc	1	Nos	Br 130.00	Br 130.00	Edit

Add Multiple Add Row Download Upload

Send To GM For Approval
Send To Plant Head For Approval
Help

Buying > Supplier Quotation > PUR-SQTN-2023-00008

Search or type a command (Ctrl + G) | Help | IS

ISMAIEL NEGASH • Pending By GM

Get Items From: Tools: < > ... Actions

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 - 0 FOLLOW

You edited this

You created this just now

Details | Address & Contact | Terms | More Info | Connections

Supplier * ISMAIEL NEGASH

Status * Draft

Date * 31-08-2023

Valid Till 30-09-2023

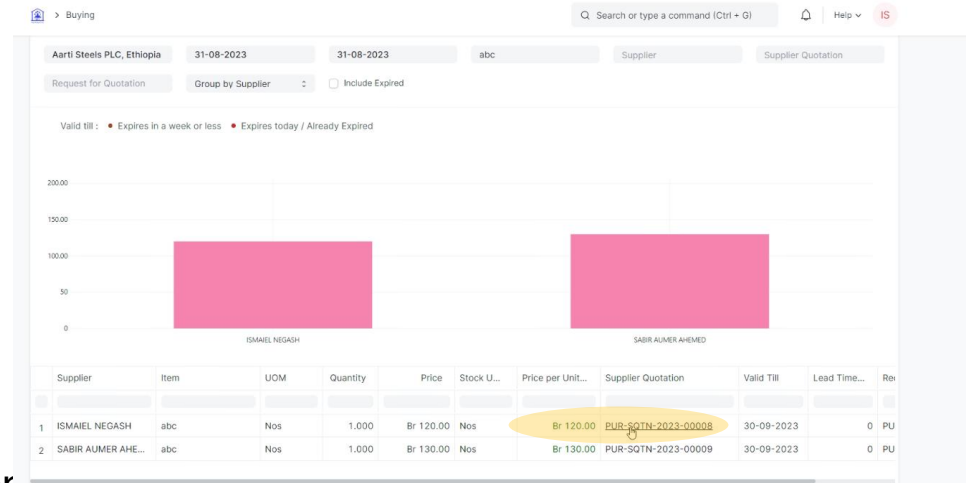
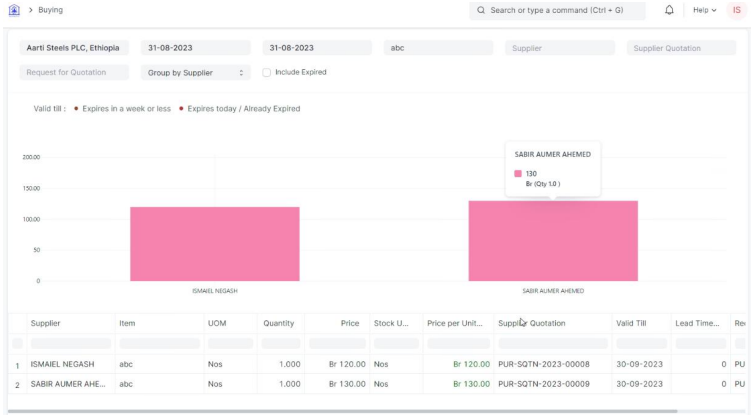
Quotation Number

Currency and Price List

Items	No.	Item Code *	Quantity *	UOM *	Rate (ETB)	Amount (ETB)	
<input type="checkbox"/>	1	abc	1	Nos	Br 120.00	Br 120.00	Edit

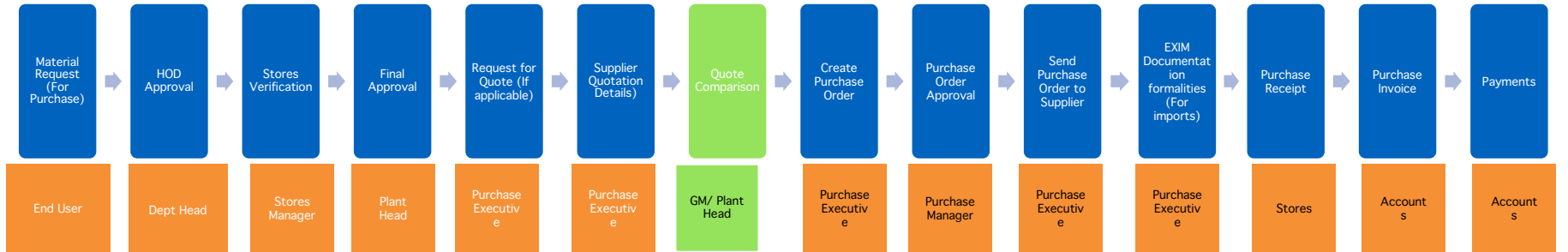
Add Multiple Add Row Download Upload

Supplier Quotation Comparison

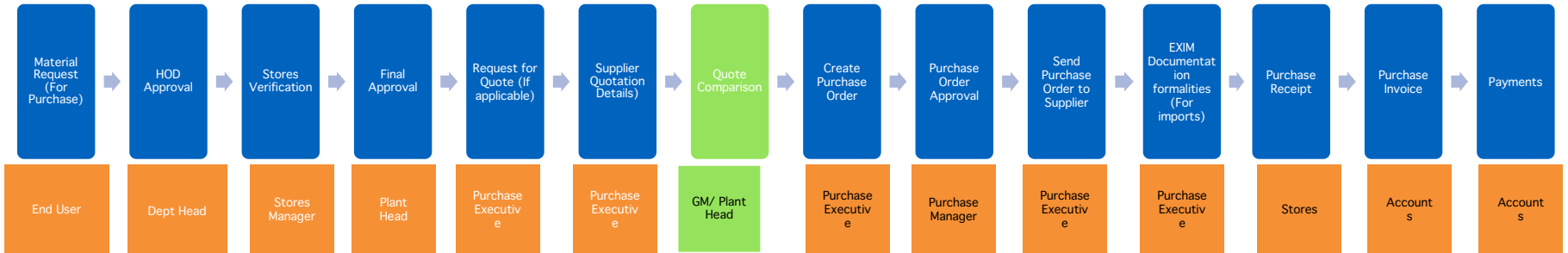
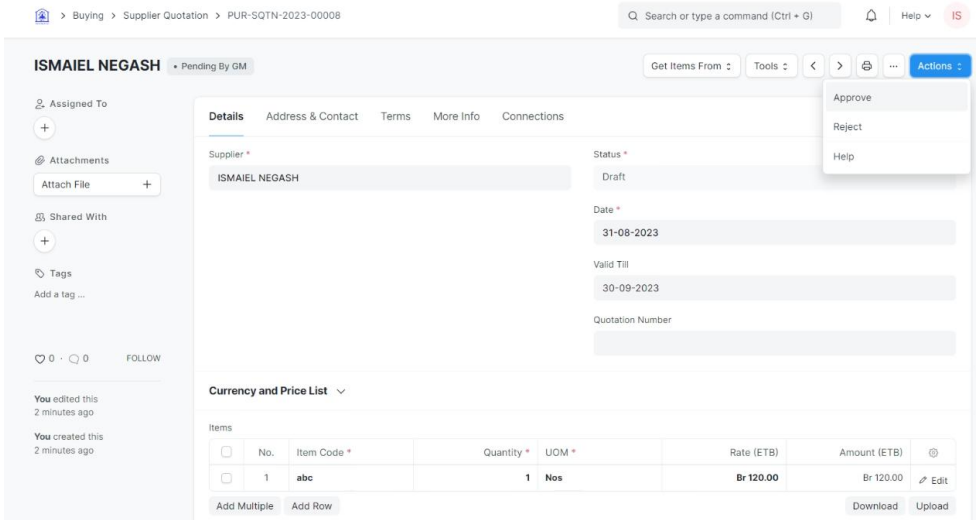


Key Consideration

- GM Will verify & compare both quotation
- Select Supplier Quotation which we have to approve



GM will Approve Supplier Quotation



Purchase Order

Buying > Supplier Quotation > PUR-SQTN-2023-00008

Search or type a command (Ctrl + G) Help v IS

ISMAIEL NEGASH • Approved by GM

Create: < > Print ... Cancel

Purchase Order
Quotation

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

You edited this just now
You created this 3 minutes ago

Details More Info Connections

Supplier * ISMAIEL NEGASH Status * Submitted

Date * 31-08-2023

Valid Till 30-09-2023

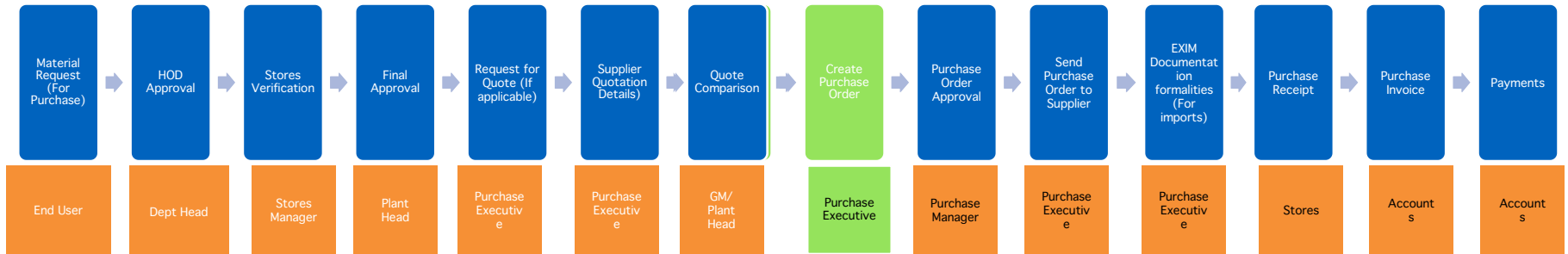
Currency and Price List

Items	No.	Item Code *	Quantity *	UOM *	Rate (ETB)	Amount (ETB)
	1	abc	1	Nos	Br 120.00	Br 120.00

Total Quantity 1 Total (ETB) Br 120.00

Key Consideration

- Approved Supplier will show to Purchase executive, from there Purchase Executive will create Purchase Order



Create Purchase Order

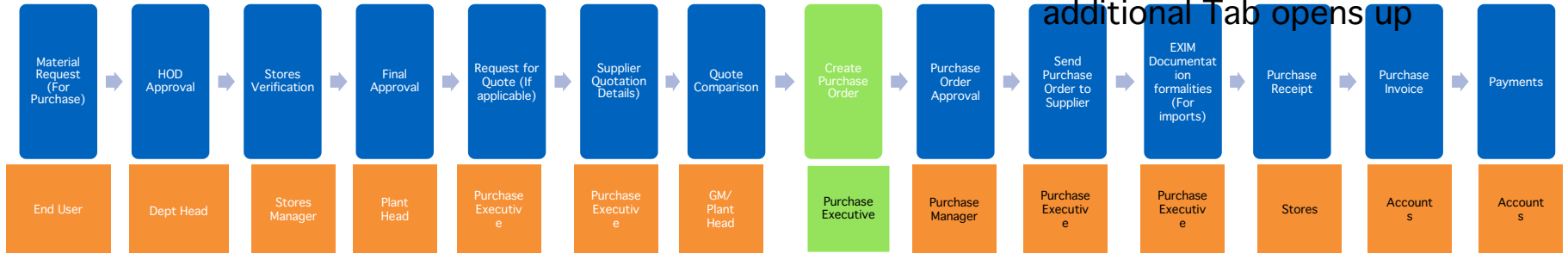
The screenshot shows the 'New Purchase Order' form with the following details:

- Series:** PUR-ORD-YYYY--
- Date:** 31-08-2023
- Supplier:** ISMAIEL NEGASH
- Purchase Type:** A dropdown menu is open, showing 'Import Purchase' and 'Domestic Purchase' options. 'Domestic Purchase' is highlighted with a yellow oval.
- Department:** (Empty field)
- Accounting Dimensions:** (Dropdown menu)
- Currency and Price List:** (Dropdown menu)

Key Consideration

- Select Purchase Type based on that Purchase flow will work
 - For Domestic –Order can be immediately saved and submitted and sent for approval
 - For Imports –Order will be created and details for Cargo will have to be updated as

additional Tab opens up



Import Purchase — Cargo details

Buying > Purchase Order > new-purchase-order-1

Search or type a command (Ctrl + G) Help

New Purchase Order

Not Saved

Get Items From Tools Save

Details **CARGO STATUS** Address & Contact Terms More Info

Series * PUR-ORD-YYYY- Date * 31-08-2023 Apply Tax Withholding Amount
 Is Subcontracted

Supplier * ISMAIEL NEGASH Required By

Purchase Type * Import Purchase Quotation Date

Quotation No

Department

1

Buying > Purchase Order > new-purchase-order-1

Search or type a command (Ctrl + G) Help IS

New Purchase Order

Not Saved

Get Items From Tools Save

Details **CARGO STATUS** Address & Contact Terms More Info

Cargo Status

- Applied For Foreign Currency
- Foreign Currency Approved By Bank
- Applied For Inland Cargo Insurance
- Applied For Bank Permit
- Bank Permit Approved
- LC CAD OPENED IN BANK
- Supplier Loaded Goods
- Supplier Sent Documents For Approval
- Documents Approved By Import Manager
- Set Of Documents Received From Supplier
- Sea Freight Payment Done
- Container Deposit Payment Done
- Inland Freight Payment Done
- Port Clearing Charges Paid
- Set Of Documents Submitted To Clearing Agent
- Draft Custom Declaration Received
- CPO Submitted
- Storage Amount Payment Done
- Cargo Dispatched From Port

2

Buying > Purchase Order > new-purchase-order-1

Search or type a command (Ctrl + G) Help IS

New Purchase Order

Not Saved

Get Items From Tools Save

Details **CARGO STATUS** Address & Contact Terms More Info

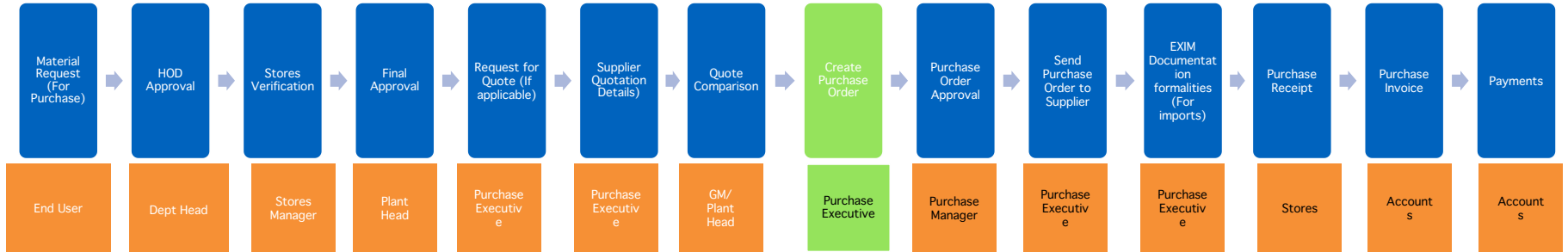
Cargo Status * Applied For Bank Permit

Applied For Foreign Currency	Applied For Foreign Currency Charges	Applied For Foreign Currency Date
0.00		
Foreign Currency Approved By Bank	Foreign Currency Approved By Bank Charges	Foreign Currency Approved By Bank Date
0.00		
Applied For Inland Cargo Insurance	Applied For Inland Cargo Insurance Charges	Applied For Inland Cargo Insurance Date
0.00		
Applied For Bank Permit	Applied For Bank Permit Charges	Applied For Bank Permit Date
0.00		

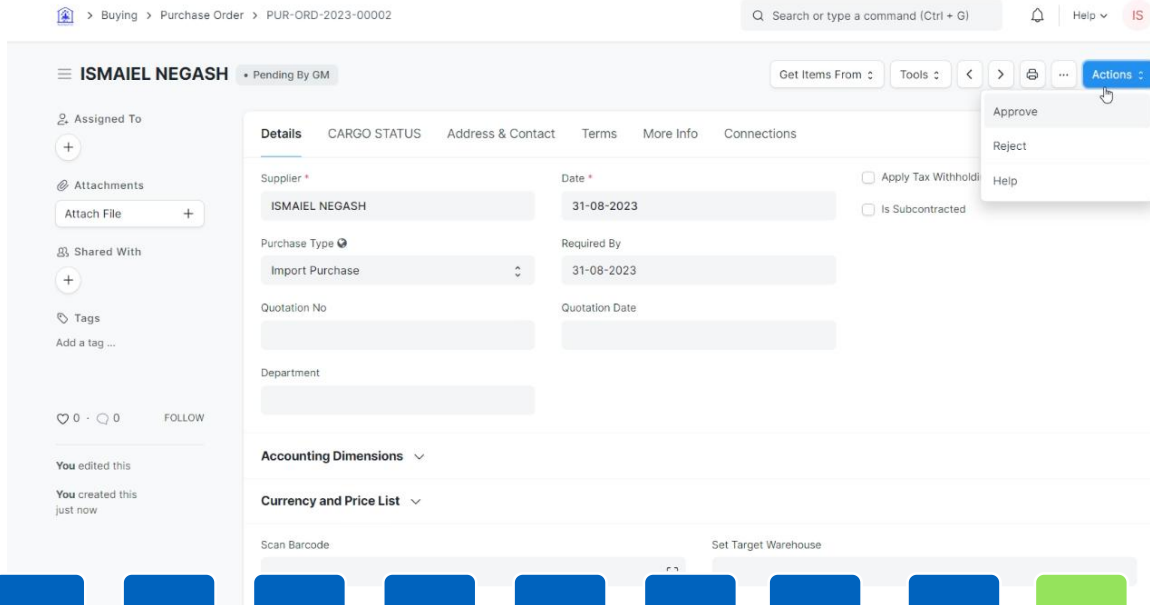
3

Send PO For Approval

The screenshot shows the SAP S/4HANA Purchase Order (PO) interface for a draft PO. The breadcrumb navigation is 'Buying > Purchase Order > PUR-ORD-2023-00002'. The user is 'ISMAIEL NEGASH'. The 'Actions' menu is open, showing options: 'Send To GM For Approval', 'Send To Plant Head For Approval', and 'Help'. The PO details include: Supplier: ISMAIEL NEGASH, Date: 31-08-2023, Purchase Type: Import Purchase, Required By: 31-08-2023, and Quotation No. The interface also shows sections for Accounting Dimensions and Currency and Price List.

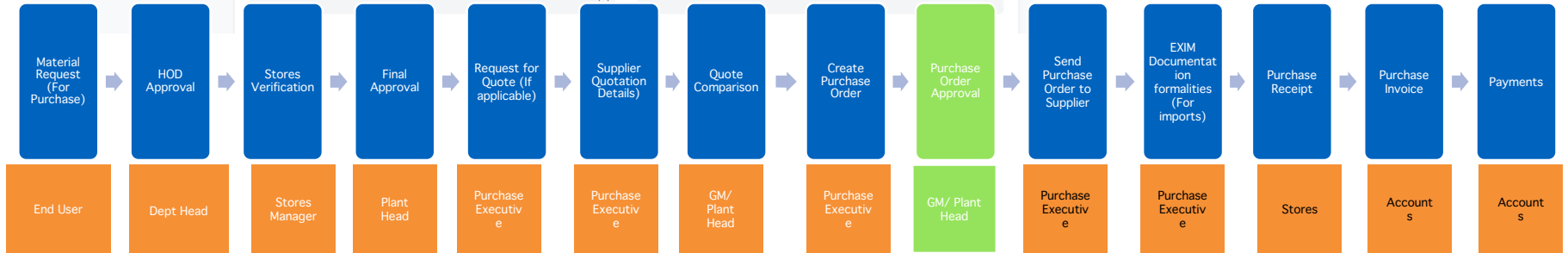


PO Approved By GM/ Plant Head



Key Consideration

- After Approval Purchase Executive will share Purchase Order to Supplier



Create Purchase Receipt

Buying > Purchase Order > PUR-ORD-2023-00002

Search or type a command (Ctrl + G) | Help | IS

ISMAIEL NEGASH • Approved by GM

Update Items | Status: Create | < | > | ⌵ | ⋮ | Cancel

Details | CARGO STATUS | Address & Contact | Terms | More Info | Connections

Supplier * ISMAIEL NEGASH | Date * 31-08-2023

Purchase Type * Import Purchase | Required By 31-08-2023

Order Confirmation No.

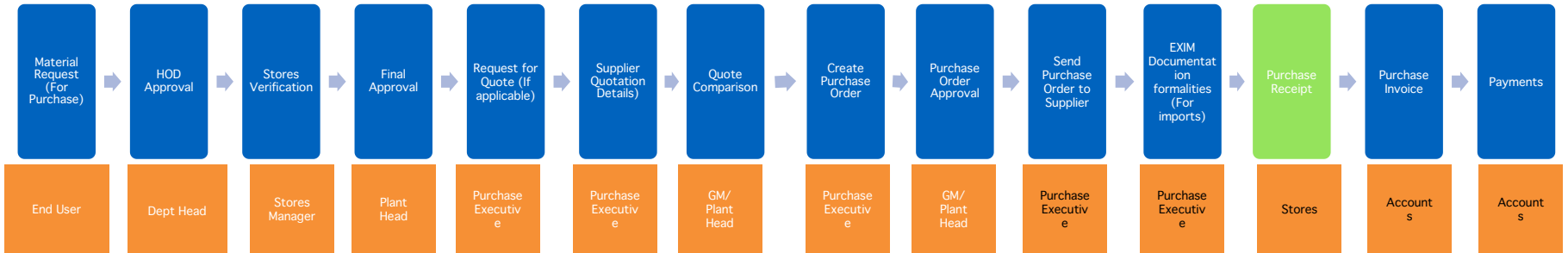
Currency and Price List

Items	No.	Item Code *	Required By *	Quantity *	UOM *	Rate (ETB)	Amount (ETB)	
<input type="checkbox"/>	1	abc	31-08-2023	1	Nos	Br 120.00	Br 120.00	Edit

Total Quantity: 1 | Total (ETB): Br 120.00

Download

Dropdown menu: Purchase Receipt, Purchase Invoice, Payment, Payment Request, Subscription



Create Purchase Receipt – Store Department

Home > Stock > Purchase Receipt > new-purchase-receipt-1

Search or type a command (Ctrl + G) | Help | IS

New Purchase Receipt • Not Saved | Get Items From: ... | Save

Details | Address & Contact | Terms | More Info

Series * MAT-PRE-YYYY- Date * 31-08-2023 Apply Putaway Rule
 Is Return

Supplier * ISMAIEL NEGASH Posting Time * 18:24:36

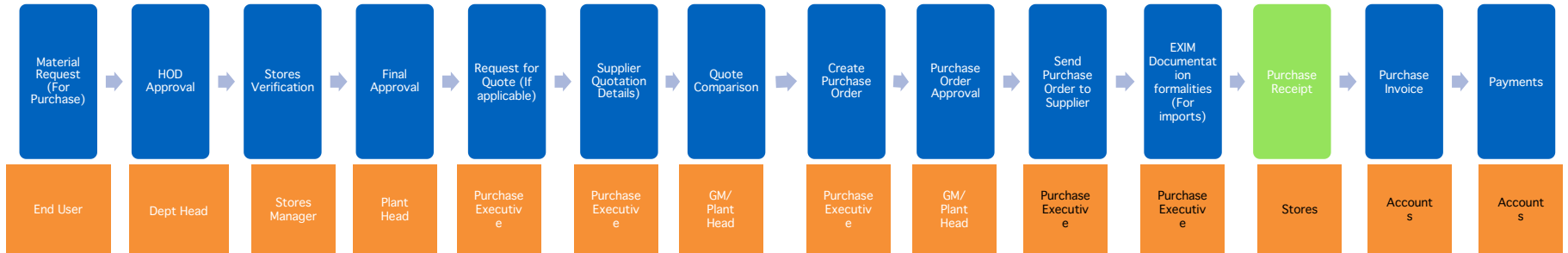
Supplier Delivery Note Edit Posting Date and Time

Accounting Dimensions

Currency and Price List

Items

Scan Barcode Accepted Warehouse Rejected Warehouse
 Is Subcontracted



If QI required Provision Provided

Home > Stock > Purchase Receipt > MAT-PRE-2023-00001

Search or type a command (Ctrl + G) | Help | IS

ISMAIEL NEGASH • Draft

Get Items From: Create < > Submit

Submit this document to confirm

Quality Inspection(s)

Details | Address & Contact | Terms | More Info | Connections

Supplier *	Date *	<input type="checkbox"/> Apply Putaway Rule
ISMAIEL NEGASH	31-08-2023	<input type="checkbox"/> Is Return
Supplier Delivery Note	Posting Time *	
	18:24:56	
	<input type="checkbox"/> Edit Posting Date and Time	

Accounting Dimensions ▾

Currency and Price List ▾

Items

Scan Barcode	Accepted Warehouse	Rejected Warehouse
		<input type="checkbox"/> Is Subcontracted

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this just now

Purchase Receipt

Select Supplier

☰ **New Purchase Receipt** • Not Saved Get Items From ▾ ⋮ Save

Details Address & Contact Terms More Info Connections

Series * MAT-PRE-.YYYY.- ▾ Date * 11-05-2023 Apply Putaway Rule

Supplier * Aastha Traders Posting Time * 21:56:51 Is Return

Select Get Items From

☰ **New Purchase Receipt** • Not Saved Get Items From ▾ ⋮ Save

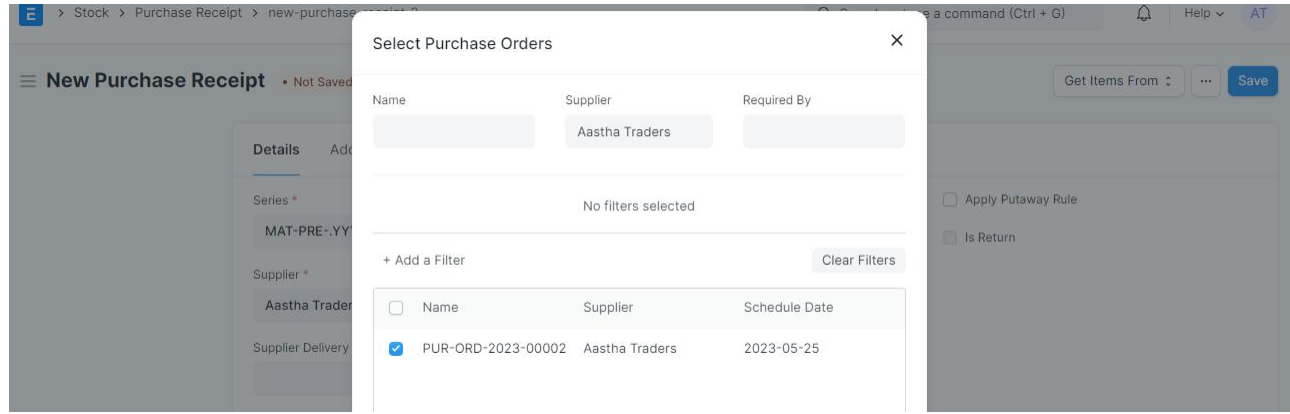
Details Address & Contact Terms More Info Connections

Series * MAT-PRE-.YYYY.- ▾ Date * 11-05-2023 Apply Putaway Rule

Is Return

- Purchase Invoice
- Purchase Order

Select Purchase Order and Update relevant details



Items

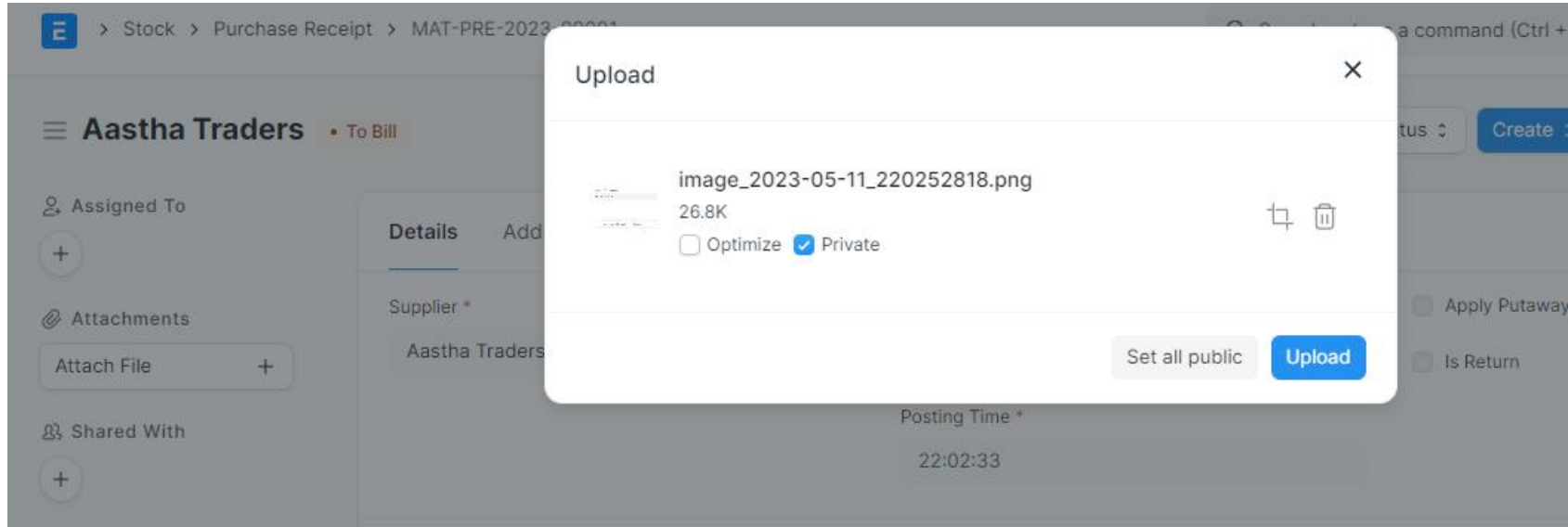
Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...	
<input type="checkbox"/>	1	Stores - MCPL	01-Living Therapeutics -	Capex00003	1.000	50,000.00	Edit

Add Multiple Add Row

Download Upload

Attach Supplier Documents



View Stock Ledger

Stock Ledger

Create Card

Set Chart



MICRO CRISPR PRIVATE LI

11-05-2023

11-05-2023

Warehouse

Item

Item Group

Batch No

Brand

MAT-PRE-2023-00001

Project

Include UOM

	Date	Item	Item Name	Stock U...	In Qty	Out Qty	Balance Qty	Voucher #	Warehouse	Item Group	Brand	
1	11-05-2023 22:02:...	Capex00003	NanoDrop	Nos	20.000	0.000	20.000	MAT-PRE-2023-00...	Stores - MCPL	Capex		

View Accounting Ledger

General Ledger

Set Chart Create Card ↻ ⋮

MICRO CRISPR PRIVATE LI

Finance Book

11-05-2023

11-05-2023

Account

MAT-PRE-2023-00001

Party Type

Party

Group by Voucher (Cons.2

Currency

Cost Center

Project

Segment

Expense Type

Consider Accounting Dimensions

Show Opening Entries

Include Default Book Entries

Show Cancelled Entries

Show Net Values in Party Account

	Posting D...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Pa
1		Opening	0.000	0.000	0.000					
2	11-05-2023	Stock In Hand - MCPL	4,00,000.000	0.000	4,00,000.000	Purchase Recei...	MAT-PRE-2023-00001	Stock Received...		
3	11-05-2023	Stock In Hand - MCPL	6,00,000.000	0.000	10,00,000.000	Purchase Recei...	MAT-PRE-2023-00001	Stock Received...		
4	11-05-2023	Stock Received But Not ...	0.000	4,00,000.000	6,00,000.000	Purchase Recei...	MAT-PRE-2023-00001	Stock In Hand ...		
5	11-05-2023	Stock Received But Not ...	0.000	6,00,000.000	0.000	Purchase Recei...	MAT-PRE-2023-00001	Stock In Hand ...		
6		Total	10,00,000.000	10,00,000.000	0.000					
7		Closing (Opening + Total)	10,00,000.000	10,00,000.000	0.000					

Stock Transfer — Based on request from user

Details Additional Costs Accounting Dimensions Other Info

Series *

MAT-STE-.YYYY.-

Posting Date

11-05-2023

Stock Entry Type *

Material Transfer

Posting Time

22:07:59

Add to Transit

Edit Posting Date and Time

Inspection Required

Apply Putaway Rule

Default Warehouse ^

Default Source Warehouse

Stores - MCPL

Sets 'Source Warehouse' in each row of the items table.

Default Target Warehouse

01-Living Therapeutics - MCPL

Sets 'Target Warehouse' in each row of the items table.

Source Warehouse Add

Scan Barcode

Items

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...	
<input type="checkbox"/>	1	Stores - MCPL	01-Living Therapeutics -	Capex00002	1.000	50.00	Edit

Add Multiple

Add Row

Download

Upload

Update Rate and Availability

Stock Ledger

Stock Ledger

Create Card

Set Chart



MICRO CRISPR PRIVATE LI

11-05-2023

11-05-2023

Warehouse

Item

Item Group

Batch No

Brand

MAT-STE-2023-00001

Project

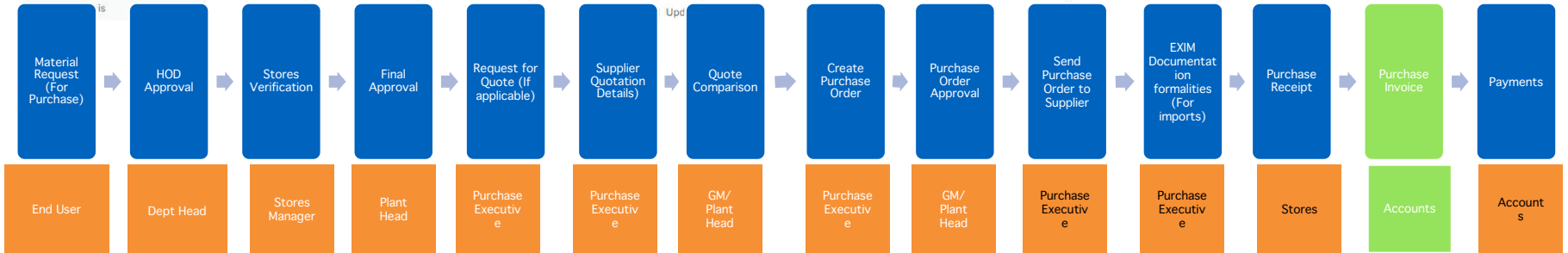
Include UOM

	Date	Item	Item Name	Stock U...	In Qty	Out Qty	Balance Qty	Voucher #	Warehouse	Item Group	Brand	
1	11-05-2023 22:21:...	Capex00003	NanoDrop	Nos	0.000	-1.000	19.000	MAT-STE-2023-00...	Stores - MCPL	Capex		
2	11-05-2023 22:21:...	Capex00003	NanoDrop	Nos	1.000	0.000	1.000	MAT-STE-2023-00...	01-Living Theraputi...	Capex		

Create Purchase Invoice

The screenshot shows a software interface for creating a purchase invoice. The breadcrumb navigation is 'Accounting > Purchase Invoice > PINV-23-00001'. The search bar contains 'Search or type a command (Ctrl + G)'. The interface is for 'Aastha Traders' with a status of 'Unpaid'. There are buttons for 'Create', 'View', and 'Cancel'. The 'Details' tab is active, showing fields for Supplier (Aastha Traders), Date (11-05-2023), Posting Time (22:31:11), and Due Date (11-05-2023). There are also checkboxes for 'Is Paid', 'Is Return (Debit Note)', 'Apply Tax Withholding Amount', and 'Is Reverse Charge'. Below the details are sections for 'Accounting Dimensions', 'Currency and Price List', and 'Items'.

•Based on Supplier Invoice and PO documents – Purchase invoice is created by Accounts department



View Accounting Ledger

General Ledger

Set Chart

Create Card



MICRO CRISPR PRIVATE LI

Finance Book

11-05-2023

11-05-2023

Account

PINV-23-00001

Party Type

Party

Group by Voucher (Cons.)

Currency

Cost Center

Project

Segment

Expense Type

Consider Accounting Dimensions

Show Opening Entries

Include Default Book Entries

Show Cancelled Entries

Show Net Values in Party Account

	Posting D...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Pa
1		Opening	0.000	0.000	0.000					
2	11-05-2023	13301700 - Sundry Cre...	0.000	11,80,000.000	-11,80,000.000	Purchase Invoice	PINV-23-00001	Stock Received...	Supplier	Aa
3	11-05-2023	Stock Received But Not ...	4,00,000.000	0.000	-7,80,000.000	Purchase Invoice	PINV-23-00001	Aastha Traders		
4	11-05-2023	Stock Received But Not ...	6,00,000.000	0.000	-1,80,000.000	Purchase Invoice	PINV-23-00001	Aastha Traders		
5	11-05-2023	Input Tax IGST - MCPL	72,000.000	0.000	-1,08,000.000	Purchase Invoice	PINV-23-00001	Aastha Traders		
6	11-05-2023	Input Tax IGST - MCPL	1,08,000.000	0.000	0.000	Purchase Invoice	PINV-23-00001	Aastha Traders		
7		Total	11,80,000.000	11,80,000.000	0.000					

Create Payment

Accounting > Payment Entry > ACC-PAY-2023-00002

Search or type a command (Ctrl + G) | Help | IS

Aastha Traders • Submitted

Ledger < > 🔄 ⋮ Cancel

Assigned To

Attachments

Attach File +

Shared With

Tags

Add a tag ...

0 · 0 FOLLOW

You edited this just now

Type of Payment

Payment Type * Pay

Posting Date * 11-05-2023

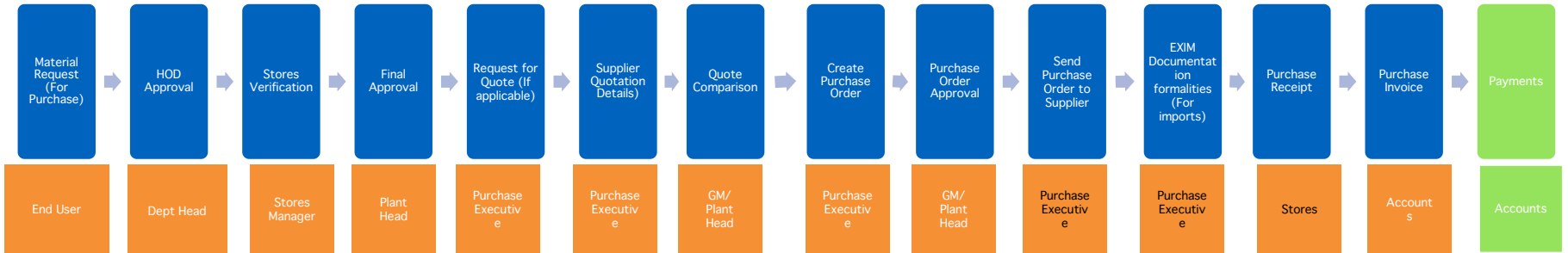
Mode of Payment Cheque

Payment From / To

Party Aastha Traders

Party Name Aastha Traders

Accounts ▾



Accounting Impact after Payment update

E > Accounting Q Search or type a command (Ctrl + G) | Help v | IS

Party Type: Party Group by: Currency: Cost Center: Project:

Segment: Expense Type: Consider Accounting Dimensions Show Opening Entries Include Default Book Entries Show Cancelled Entries

Show Net Values in Party Account

	Posting D...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	P
1		Opening	0.000	0.000	0.000					
2			0.000	0.000	0.000					
3		Opening	0.000	0.000	0.000					
4	11-05-2023	13301700 - Sundry Cre...	11,80,000.000	0.000	11,80,000.000	Payment Entry	ACC-PAY-2023-00002	HDFC - MCPL	Supplier	A
5	11-05-2023	HDFC - MCPL	0.000	11,80,000.000	0.000	Payment Entry	ACC-PAY-2023-00002	Aastha Traders		
6		Total	11,80,000.000	11,80,000.000	0.000					
7		Closing (Opening + Total)	11,80,000.000	11,80,000.000	0.000					
8			0.000	0.000	0.000					
9		Total	11,80,000.000	11,80,000.000	0.000					
10		Closing (Opening + Total)	11,80,000.000	11,80,000.000	0.000					

Buying and Stocks Settings

Buying Settings

Buying Settings

... Save

Assigned To

+

Attachments

Attach File

+

Shared With

+

Naming Series and Price Defaults

Transaction Settings

Subcontracting Settings

Supplier Naming By

Supplier Name

⌵

Action If Same Rate is Not Maintained *

Stop

⌵

Configure the action to stop the transaction or just warn if the same rate is not maintained.

Default Supplier Group

Role Allowed to Override Stop Action

Default Buying Price List

Naming Series and Price Defaults

Transaction Settings

Subcontracting Settings

Is Purchase Order Required for Purchase Invoice & Receipt Creation?

No

⌵

Maintain Same Rate Throughout the Purchase Cycle

Allow Item To Be Added Multiple Times in a Transaction

Is Purchase Receipt Required for Purchase Invoice Creation?

No

⌵

Bill for Rejected Quantity in Purchase Invoice

If checked, Rejected Quantity will be included while making Purchase Invoice from Purchase Receipt.

Over Order Allowance (%)

0.000

Percentage you are allowed to order more against the Blanket Order Quantity. For example: If you have a Blanket Order of Quantity 100 units, and your Allowance is 10% then you are allowed to order 110 units.

Disable Last Purchase Rate

Show Pay Button in Purchase Order Portal

Naming Series and Price Defaults

Transaction Settings

Subcontracting Settings

Backflush Raw Materials of Subcontract Based On

BOM

⌵

Over Transfer Allowance (%)

0.000

Percentage you are allowed to transfer more against the quantity ordered. For example: If you have ordered 100 units, and your Allowance is 10% then you are allowed to transfer 110 units.

Stock Settings

Defaults Stock Validations Serial & Batch Item Stock Planning Stock Closing

Item Defaults

Item Naming By

Naming Series



Default Warehouse

Stores - MCPL

Default Item Group

Sample Retention Warehouse

Default Stock UOM

Nos

Default Valuation Method

FIFO

Price List Defaults

Auto Inherit Item Price List Method

Stock settings....

Defaults **Stock Validations** Serial & Batch Item Stock Planning Stock Closing

Stock Transactions Settings

Over Delivery/Receipt Allowance (%)

0.000

The percentage you are allowed to receive or deliver more against the quantity ordered. For example, if you have ordered 100 units, and your Allowance is 10%, then you are allowed to receive 110 units.

Over Transfer Allowance

0.000

The percentage you are allowed to transfer more against the quantity ordered. For example, if you have ordered 100 units, and your Allowance is 10%, then you are allowed transfer 110 units.

Role Allowed to Over Deliver/Receive

Users with this role are allowed to over deliver/receive against orders above the allowance percentage

Allow Negative Stock

Show Barcode Field in Stock Transactions

Convert Item Description to Clean HTML in Transactions

Quality Inspection Settings

Action If Quality Inspection Is Not Submitted

Stop



Action If Quality Inspection Is Rejected

Stop



Stock Settings

Defaults

Stock Validations

Serial & Batch Item

Stock Planning

Stock Closing

Serial & Batch Item Settings

Automatically Set Serial Nos Based on FIFO

Set Qty in Transactions Based on Serial No Input

Disable Serial No And Batch Selector

Have Default Naming Series for Batch ID?

Defaults

Stock Validations

Serial & Batch Item

Stock Planning

Stock Closing

Auto Material Request

Raise Material Request When Stock Reaches Re-order Level

Notify by Email on Creation of Automatic Material Request

Inter Warehouse Transfer Settings

Allow Material Transfer from Delivery Note to Sales Invoice

Allow Material Transfer from Purchase Receipt to Purchase Invoice

Defaults

Stock Validations

Serial & Batch Item

Stock Planning

Stock Closing

Control Historical Stock Transactions

Stock Frozen Upto

No stock transactions can be created or modified before this date.

Freeze Stocks Older Than (Days)

Stock transactions that are older than the mentioned days cannot be modified.

Role Allowed to Create/Edit Back-dated Transactions

If mentioned, the system will allow only the users with this Role to create or modify any stock transaction earlier than the latest stock transaction for a specific item and warehouse. If set as blank, it allows all users to create/edit back-dated transactions.

System and Security Settings

System Settings

System Settings

... Save

Assigned To



Attachments

Attach File +

Shared With



0 · 0

FOLLOW

You edited this
just now

Administrator created this

Country

India

Time Zone *

Asia/Kolkata

Language *

English

Enable Onboarding

Disable Document Sharing

Date and Number Format ^

Date Format *

dd-mm-yyyy

Float Precision

3

Time Format *

HH:mm:ss

Currency Precision

If not set, the currency precision will depend on number format

Number Format *

#,##,###.##

Rounding Method

First Day of the Week

Monday

Backups ^

Number of Backups

3

Older backups will be automatically deleted

Encrypt Backups

System Settings Contd...

Permissions ^

Apply Strict User Permissions

If Apply Strict User Permission is checked and User Permission is defined for a DocType for a User, then all the documents where value of the link is blank, will not be shown to that User

Allow Guests to Upload Files

When enabled this will allow guests to upload files to your application, You can enable this if you wish to collect files from user without having them to log in, for example in job applications web form.

Security ^

Session Expiry (idle timeout)

24:00

Example: Setting this to 24:00 will log out a user if they are not active for 24:00 hours.

Session Expiry Mobile

720:00

In Hours

Document Share Key Expiry (in Days)

30

Number of days after which the document Web View link shared on email will be expired

Allow only one session per user

Note: Multiple sessions will be allowed in case of mobile device

Allow Login using Mobile Number

User can login using Email id or Mobile number

Allow Login using User Name

User can login using Email id or User Name

Disable Username/Password Login

Make sure to configure a Social Login Key before disabling to prevent lockout

Show Full Error and Allow Reporting of Issues to the Developer

Strip EXIF tags from uploaded images

Allow Older Web View Links (Insecure)

Apply Perm Level on API calls (Recommended)

System Settings Contd...

Password

Logout All Sessions on Password Reset

Force User to Reset Password

0

In Days

Reset Password Link Expiry Duration

20m

Password Reset Link Generation Limit

3

Hourly rate limit for generating password reset links

Brute Force Security

Allow Consecutive Login Attempts

0

Enable Password Policy

If enabled, the password strength will be enforced based on the Minimum Password Score value. A value of 2 being medium strong and 4 being very strong.

Minimum Password Score

2

Allow Login After Fail

60

In seconds

System Settings Contd...

Two Factor Authentication

Enable Two Factor Auth

Two Factor Authentication method

OTP App 

Choose authentication method to be used by all users

Expiry time of QR Code Image Page

0

Time in seconds to retain QR code image on server. Min:**240**

System Setting

Email ^

Email Footer Address

Your organization name and address for the email footer.

Email Retry Limit

- Disable Standard Email Footer
- Hide footer in auto email reports
- Send document Web View link in email

System Settings ..Contd

Reports ^

Enable Auto-deletion of Prepared Reports

Prepared Report Expiry Period (Days)

30

System will auto-delete Prepared Reports permanently after these many days since creation

Max auto email report per user

20

System Updates ^

Disable System Update Notification

Disable Change Log Notification

Thank You



Our strength is our commitment to excellence.