



The first step is to click **Accounting**

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE **ACCOUNTING** PRODUCTION ADMIN

CHART/LEDGER A/R A/P REPORTS AUDIT

Welcome To Cloud ERP

Getting Started Guide makes it easier.
Enter your first pieces of data and start using your new Cloud-Based ERP System: [Parts](#), [Customers](#), and [Vendors](#).
If you have questions, consult the [How To Videos](#) and [Documentation](#), or browse through the [FAQ list](#).

INVOICE VALUES

	Ext Resale ⓘ	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$0.00	\$0.00	\$0.00	0 %
MTD	\$1,000.00	\$0.00	\$1,000.00	100 %
Prior MTD	\$0.00	\$290.00	\$-290.00	0 %
Prior Year MTD	\$0.00	\$0.00	\$0.00	0 %
Prior Month	\$0.00	\$290.00	\$-290.00	0 %
YTD	\$3,149.90	\$5,249.73	\$-2,099.83	-66 %
Prior YTD	\$120,000.00	\$276.25	\$119,723.75	99 %
Prior Year	\$120,000.00	\$276.25	\$119,723.75	99 %

Update

INVENTORY \$689,653.12

Category	Value
NEU	92.7 %
Other	7.3 %

- 754
- NEU
- RAW
- PRT
- SUB
- Other

SALES FUNNEL

First Touch: 2
Qualification: 1
Development: 2
Quoting: 1

OPEN SALES ORDERS ⓘ

■ This Month: ■ Next Month: ■ Third Month: ■ Remaining:

Resale

Help



Click A/P

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

CHART/LEDGER ▾ A/R ▾ **A/P ▾** REPORTS ▾ AUDIT ▾

Welcome To Cloud ERP

Getting Started Guide makes it easier.
Enter your first pieces of data and start using your new Cloud-Based ERP System: [Parts](#), [Customers](#), and [Vendors](#).
If you have questions, consult the [How To Videos](#) and [Documentation](#), or browse through the [FAQ list](#).

INVOICE VALUES

	Ext Resale ⓘ	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$0.00	\$0.00	\$0.00	0 %
MTD	\$1,000.00	\$0.00	\$1,000.00	100 %
Prior MTD	\$0.00	\$290.00	\$-290.00	0 %
Prior Year MTD	\$0.00	\$0.00	\$0.00	0 %
Prior Month	\$0.00	\$290.00	\$-290.00	0 %
YTD	\$3,149.90	\$5,249.73	\$-2,099.83	-66 %
Prior YTD	\$120,000.00	\$276.25	\$119,723.75	99 %
Prior Year	\$120,000.00	\$276.25	\$119,723.75	99 %

Update

INVENTORY \$689,653.12

Category	Value
NEU	92.7 %
Other	7.3 %

- 754
- NEU
- RAW
- PRT
- SUB
- Other

SALES FUNNEL

First Touch: 2
Qualification: 1
Development: 2
Quoting: 1

OPEN SALES ORDERS ⓘ

■ This Month: ■ Next Month: ■ Third Month: ■ Remaining:

Resale

 Click **Add Voucher**

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

CHART/LEDGER A/R A/P REPORTS AUDIT

ADD VOUCHER

VOUCHER IMPORT

VOUCHER LIST

VOUCHER SPLIT LIST

A/P PAYMENT LIST (PAY VOUCHERS)

CHECK REGISTER

DEBIT MEMO LIST

A/P SUMMARY

A/P DETAILS

A/P BY VENDOR

Welcome To

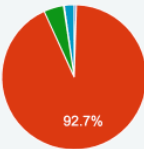
Getting Started Guide make Enter your first pieces of dat If you have questions, cons

ed ERP System: Parts, Customers, and Vendors. tion, or browse through the FAQ list.

	GP Value	GM %
Yesterday	\$0.00	\$0.00 0 %
Today	\$0.00	\$0.00 0 %
MTD	\$1,000.00	\$0.00 \$1,000.00 100 %
Prior MTD	\$0.00	\$290.00 \$-290.00 0 %
Prior Year MTD	\$0.00	\$0.00 0 %
Prior Month	\$0.00	\$290.00 \$-290.00 0 %
YTD	\$3,149.90	\$5,249.73 \$-2,099.83 -66 %
Prior YTD	\$120,000.00	\$276.25 \$119,723.75 99 %
Prior Year	\$120,000.00	\$276.25 \$119,723.75 99 %

Update

INVENTORY \$689,653.12



754

NEU

RAW

PRT

SUB

Other

SALES FUNNEL

First Touch: 2

Qualification: 1


Development: 2

Quoting: 1

OPEN SALES ORDERS ⓘ

This Month: Next Month: Third Month: Remaining:

Resale





Enter the Vendor Invoice Number

CHART/LEDGER ▾A/R ▾A/P ▾REPORTS ▾AUDIT ▾

EDITLEDGERCLONEHISTORYDOCUMENTS (0)NOTES (0)

Back To Voucher List

Payment To Vendor ▾Add Voucher

Vendor Invoice #84203984234

Vendorm

Vendor Requested\$0.0000

Received On2022-09-22 ?

Pay By

Invoice Date ⓘ

Internal Notes

Location(Set Locati ▾)

External Notes

Project ID()

Auto-Approve NotesGlobal Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0

DeleteCloseSubmit

BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
	Tax Detail	Submit	Add Break		Amount Entered	\$0.0000	



Search and enter the Vendor

CHART/LEDGER ▾A/R ▾A/P ▾REPORTS ▾AUDIT ▾

Edit Voucher 5

Entered: John Smith ▾

EDIT

LEDGER

CLONE

HISTORY

DOCUMENTS (0)

NOTES (0)

Back To Voucher List

Payment To Vendor ▾Add Voucher

Vendor Invoice #84203984234

Received On2022-09-22 ?

Internal Notes

External Notes

Vendormaster

Pay By

Vendor Requested\$0.0000

Invoice Date

Location(Set Locati ▾)

Project ID()

Auto-Approve Notes

Global Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0

Delete

Close

Submit

BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?

Tax Detail

Submit

Add Break

Amount Entered

\$0.0000

Nov 4, 2022

5 of 16



Enter the total invoice amount in the Vendor Requested field

CHART/LEDGER ▾ A/R ▾ **A/P ▾** REPORTS ▾ AUDIT ▾

Edit Voucher 5

Entered: John Smith ▾

EDIT
LEDGER
CLONE
HISTORY
DOCUMENTS (0)
NOTES (0)

[Back To Voucher List](#)

Payment To Vendor ▾

Add Voucher

Vendor Invoice # 84203984234

Vendor Master Distributor 🔍

Vendor Requested 30

Received On 2022-09-22 ?

Pay By ☐

Invoice Date ⓘ

Internal Notes

Location (Set Locati ▾)

External Notes

Project ID ()

Auto-Approve Notes Global Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0

Delete Close Submit

BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?

Tax Detail Submit Add Break

Amount Entered \$30.00

Nov 4, 2022

6 of 16



Scroll down and search the PO(s) to pay on this invoice

External Notes

Project ID

Auto-Approve Notes Global Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0

DeleteCloseSubmit

BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?

Tax Detail

Submit

Add Break

Amount Entered \$30.00

ATTACH PO LINE/RECEIPTS

PO #
61

61.1 (Vendor Master Distributor [# 2])

PO	Line	Line Qty	Receipt	Receipt Qty	Date	Prcpart	Value	Drop?

Total Value: \$0.00

ATTACH COMMISSIONS

Commission #
(Commission I) [Commission Breakdown List](#)

Commission	Type	Vendor	Date	PO#	Com.	Value	Include?
						\$0.00	



Click **Add All** to add all receipt lines on the PO

External Notes

Project ID

Auto-Approve Notes Global Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0

DeleteCloseSubmit

BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
Tax Detail						Amount Entered	\$30.00

SubmitAdd Break

ATTACH PO LINE/RECEIPTS

PO #
61.1

Lines From PO
AddAdd All

Receipts From PO
126 From 2022-0- AddAdd All

PO	Line	Line Qty	Receipt	Receipt Qty	Date	Prcpart	Value	Drop?
Total Value:							\$0.00	

ATTACH COMMISSIONS

Commission #
(Commission I) [Commission Breakdown List](#)

Commission	Type	Vendor	Date	PO#	Com.	Value	Include?
						\$0.00	



Scroll up and click **Add Break**

Received On2022-09-22 ?Pay ByInvoice Date ⓘ

Internal NotesLocation (Set Locati

External NotesProject ID ()

Auto-Approve Notes Global Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0DeleteCloseSubmit

BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
(new)	(new)	See Receipt 126 for further det	211000 Accrued	(submit to edit tags)	(Select Cost Center)	\$24.000	
Tax DetailSubmitAdd Break						Amount Entered	\$24.00

ATTACH PO LINE/RECEIPTS

PO #61.1 Lines From POReceipts From PO

PO	Line	Line Qty	Receipt	Receipt Qty	Date	Prcpart	Value	Drop?
PO 61.1	1	N/A	126	1000 EA	2022-08-16	RAW1314587	\$24.0000	✖
Total Value:							\$24.00	

ATTACH COMMISSIONS

Select additional splits on the Voucher to pay - freight, tax, etc.

Received On 2022-09-22 ? Pay By ☐ Invoice Date

Internal Notes Location (Set Locati

External Notes Project ID ()

Auto-Approve Notes Global Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0

BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
(new)	(new)	(See Receipt 126 for further det	211000 Accrued	(submit to edit tags)	(Select Cost Center)	\$24.000	
(new)	(new)	(description)	(GL Account)	(submit to edit tags)	(Select Cost Center)	\$0.00	
			frei				
			424000 Freight				
			541000 Freight In				
			542000 Freight Out				
					Amount Entered	\$24.00	

ATTACH PO LINE/RECEIPTS

PO # 61.1 Lines From PO Receipts From PO

PO	Line	Line Qty	Receipt	Receipt Qty	Date	Prcpart	Value	Drop?
PO 61.1	1	N/A	126	1000 EA	2022-08-16	RAW1314587	\$24.0000	✖
						Total Value:	\$24.00	



Type the amount towards the split

Received On2022-09-22 ?Pay By☐Invoice Date ⓘ

Internal NotesLocation (Set Locati)

External NotesProject ID ()

Auto-Approve Notes Global Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0DeleteCloseSubmit


BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
(new)	(new)	(See Receipt 126 for further det	211000 Accrued	(submit to edit tags)	(Select Cost Center)	\$24.000	
(new)	(new)	(description)	424000 Freight	(submit to edit tags)	(Select Cost Center)	\$0.00	
Tax DetailSubmitAdd Break						Amount Entered	\$24.00

ATTACH PO LINE/RECEIPTS

PO #61.1 Lines From PO AddAdd AllReceipts From PO AddAdd All

PO	Line	Line Qty	Receipt	Receipt Qty	Date	Prctpart	Value	Drop?
PO 61.1	1	N/A	126	1000 EA	2022-08-16	RAW1314587	\$24.0000	✖
Total Value:							\$24.00	

 Scroll up and click **Submit**

CLONE
HISTORY
DOCUMENTS (0)
NOTES (0)


Vendor Invoice #84203984234

VendorMaster Distributor (# 2)

Vendor Requested30

Received On2022-09-22 ?

Pay By☐

Invoice Date 

Internal Notes

Location(Set Locati

External Notes

Project ID()

Auto-Approve NotesGlobal Voucher Auto-Approve PO Value: 0 Receipt Value: 0 Amount Invoiced: 0

Delete

Close

Submit


BREAK DOWN / LEDGER SPLITS

#		Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
(new)	(new)	(See Receipt 126 for further det	211000 Accrued	(submit to edit tags)	(Select Cost Center)	\$24.000	
(new)	(new)	(description)	424000 Freight	(submit to edit tags)	(Select Cost Center)	<input type="text" value="0"/>	
<div><div>Tax Detail</div><div>Submit</div><div>Add Break</div></div>						Amount Entered	\$24.00

ATTACH PO LINE/RECEIPTS

PO #

61.1



Lines From PO

Add

Add All

Receipts From PO

Add

Add All

Help



Note, you can manage the receive date manually, or let it auto populate based on *today's* entry.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

CHART/LEDGER A/R A/P REPORTS AUDIT

Edit Voucher 5

Approved: John Smith

EDIT

LEDGER

RECEIPTS +

CLONE

HISTORY

DOCUMENTS (0)

NOTES (0)

[Back To Voucher List](#)

Payment To Vendor

Add Voucher

Vendor Invoice #	84203984234	Vendor	Master Distributor	Vendor Requested	\$30.0000
Received On	2022-09-22 ?	Pay By	2022-10-22 <input type="checkbox"/>	Invoice Date	2022-09-22
Internal Notes				Location	(Set Locati
External Notes				Project ID	()
Auto-Approve Notes Global Voucher Auto-Approve PO Value: 24 Receipt Value: 24 Amount Invoiced: 30					<div>Delete Close Submit</div>

BREAK DOWN / LEDGER SPLITS

#	Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
1	(See Receipt 126 for further det	211000 Accrued	<div>Set Tags</div>	(Select Cost Center)	\$24.0000	<input type="checkbox"/>

Nov 4, 2022

13 of 16



Pay by date auto populates from the net terms on the vendor's profile. You can click the checkbox to edit that manually.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

CHART/LEDGER A/R A/P REPORTS AUDIT

Edit Voucher 5

Approved: John Smith

EDIT

LEDGER

RECEIPTS +

CLONE

HISTORY

DOCUMENTS (0)

NOTES (0)

[Back To Voucher List](#)

Payment To Vendor

Add Voucher

Vendor Invoice #	84203984234	Vendor	Master Distributor	Vendor Requested	\$30.0000
Received On	2022-09-22 ?	Pay By	2022-10-22 <input type="checkbox"/>	Invoice Date	2022-09-22
Internal Notes				Location	(Set Locati
External Notes				Project ID	()
Auto-Approve Notes Global Voucher Auto-Approve PO Value: 24 Receipt Value: 24 Amount Invoiced: 30					<div>Delete Close Submit</div>

BREAK DOWN / LEDGER SPLITS

#	Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
1	(See Receipt 126 for further det	211000 Accrued	<div>Set Tags</div>	(Select Cost Center)	\$24.0000	<input type="checkbox"/>

Nov 4, 2022

14 of 16



You can manually change the invoice date if that differs from the received on date.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

CHART/LEDGER A/R A/P REPORTS AUDIT

Edit Voucher 5

Approved: John Smith

EDIT

LEDGER

RECEIPTS +

CLONE

HISTORY

DOCUMENTS (0)

NOTES (0)

[Back To Voucher List](#)

Payment To Vendor

Add Voucher

Vendor Invoice #84203984234

VendorMaster Distributor

Vendor Requested\$30.0000

Received On2022-09-22?

Pay By2022-10-22

Invoice Date2022-09-22

Internal Notes

Location(Set Locati

External Notes

Project ID()

Auto-Approve Notes

Global Voucher Auto-Approve PO Value: 24 Receipt Value: 24 Amount Invoiced: 30

DeleteCloseSubmit

BREAK DOWN / LEDGER SPLITS

#	Name	Account (Default: 211000)	Tags	Cost Center	Value	Drop?
1	(See Receipt 126 for further det	211000 Accrued	Set Tags	(Select Cost Center)	\$24.0000	

Nov 4, 2022

15 of 16



Scan to go to the interactive player