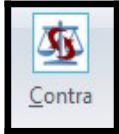




Contra (Alt + C)

User can create Contra Voucher using this module.

On clicking  option or on pressing the shortcut (Alt+ C), A popup will be

displayed to user as shown below:

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.

Note: Voucher No. will be shown as red till it is unapproved. Once it is approved, it will be shown as green.

User can perform below activities on the list of Payment Voucher.

Add (Alt + A)



User needs to click on Add (Alt + A) button to add new voucher. On clicking the Add button below screen will be displayed to user

User needs to add the required transection Details as mentioned under to Add new contra transection.

Note: If the bank balance goes in negative while making transaction, a warning will be displayed to user.

Contra Voucher Fields

Voucher No.: Voucher no. is the contra voucher number. Basis the voucher series definition for contra there are three ways to get the voucher number.

- Manual - User can manually enter any voucher number.
- Automatic - Voucher number will be auto populated based on the voucher series set.
- Both - Voucher number will be auto populated based on the voucher series set which can further be edited by user.



Voucher Date: Voucher date is the transaction date. The default date set from the user's module will be displayed to user by default, user can set any date as voucher date.

Currency: User can transact in other currency also. If user is transacting in some other currency, other than the base currency, user can select it from the drop down.

Currency Rate: If user has selected transaction currency other than the base currency, then user needs to select currency rate of the transaction.

Party Name: If it is withdrawal from bank, then Bank Account is to be selected and if it is deposit into Bank Account, then Cash Account is to be selected, or if new account is to be created then press insert key or click on plus icon to add an account.

Note: Field marked with * are mandatory field

Contra Detail (F3): User needs to select A/c name.

- **A/C Name:** Bank or Cash Account name
- **Amount:** The value to be deposit/withdraw.
- **Description:** User can add any description against the amount.

Quick Access Keys

Master Module Entry (Insert): User can add any record in the configuration modules during making any transaction by pressing insert key while mouse is pointing the field for which master is required.

Calculator(F2): A calculator will be displayed on pressing F2 Key.

Voucher Narration (F12): Voucher Narration is for user to enter any description for the transaction which is to be printed on the voucher.

Internal notes (Ctrl + N): Internal Notes is for user to enter any description for their own reference which shall not be printed.

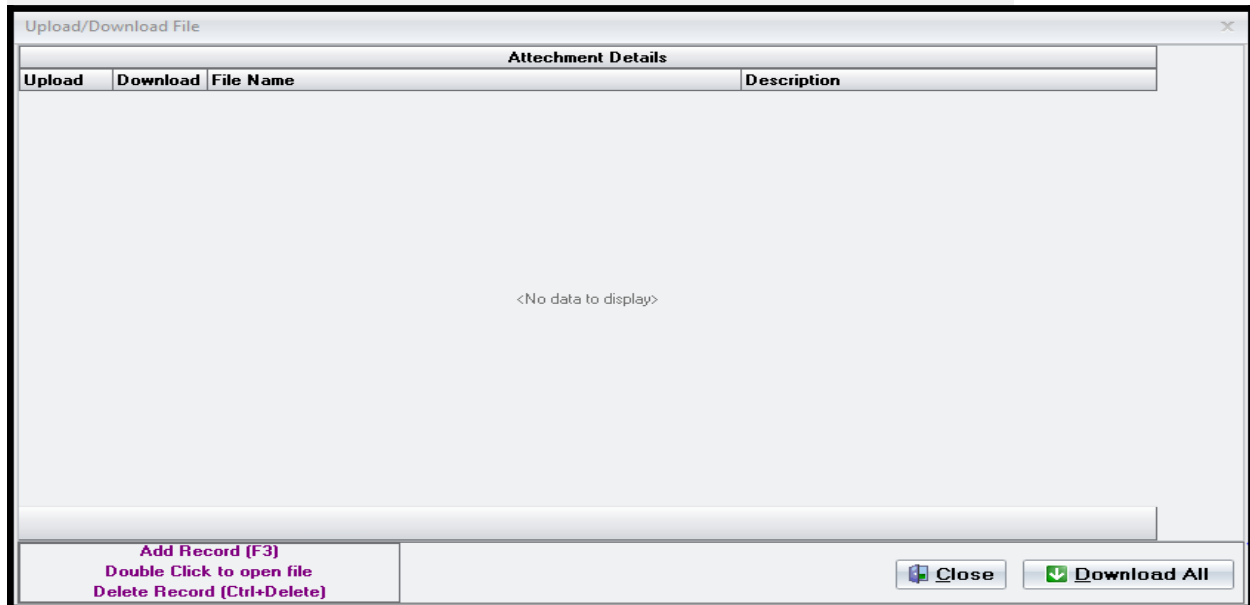


Cheque Detail (F6): User needs to click on Cheque Detail(F6) button from Quick Access Keys to add cheque details. On clicking that button below screen will be displayed to user.

Users need to add (F3) required details or Delete (Ctrl + Delete) current records.

Email(F10): An Email screen will be displayed for user to send any support related email to support or send voucher in attachment to vendor/customer.

Upload/Download file (Ctrl + F1): User can upload/download the supporting documents as an attachment of the voucher for their reference.



Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit voucher details.

User needs to update the voucher details and click on Save (Alt + V) button to save the voucher or can cancel the edited voucher details by clicking on Cancel (Alt +C) button.

Note: User will not be able to edit party name.

Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing voucher.

On clicking the Yes button, the selected voucher will be deleted form the list of vouchers and on Clicking No button the user will be taken to previous tab.

Open Saved Record (Alt + O)

On clicking the Open Saved Record (Alt + O) button, user will be able to see below screen where in user can access previously saved records based on search options.



Open Previously Saved Record.

☐ Voucher No: ☐ Voucher Date: 10-12-2020 ☐ Party Name: ☐ Place of Supply: ☐ Supply Type: ☒ Exclude Cancelled

Saved Records Details (F3)

Date	Voucher / Invoice No.	Party / Account Name	GSTIN	Currency	Amount	Narration	Cancelled
Click here to define a filter							
<No data to display>							

<Click open button or Press Enter or Dbl click in grid to open selected record for editing or deletion>

Close (Alt + S)

On clicking the Close (Alt + S) button, contra tab will get closed.

Help (Alt + H)

On clicking the Help (Alt + H) button, user will be redirected to help manual of contra Tab.