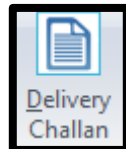
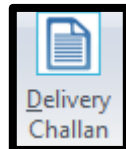




Delivery Challan Report (Alt + D)

This report shows the detailed record of all the entries done under Sales module.



On clicking the  option or on pressing the shortcut (Alt+ D), “Delivery Challan” window will appear as below:

Now, user can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, voucher series, customer, e-way bill, with optional viewability of attachments, item details, currency details, internal notes and voucher narration.



We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Date	No	Branch	Customer	GSTIN	Challan Amount	Place of Supply	Cancelled	Name	Unit
31/01/2020	77	Marisha	AMIT CHAUDHARY		4,032.00	97-Other Territory	<input type="checkbox"/>	camera & accessories 12%	UNT

Total: 4,032.00

User can filter the data as available in headings of the report. i.e. user can filter which date he wants to view by clicking on filter available in date or selected voucher no. he wants to view by clicking on filter available in Voucher no. and so on for all the headings.

Drill down entry

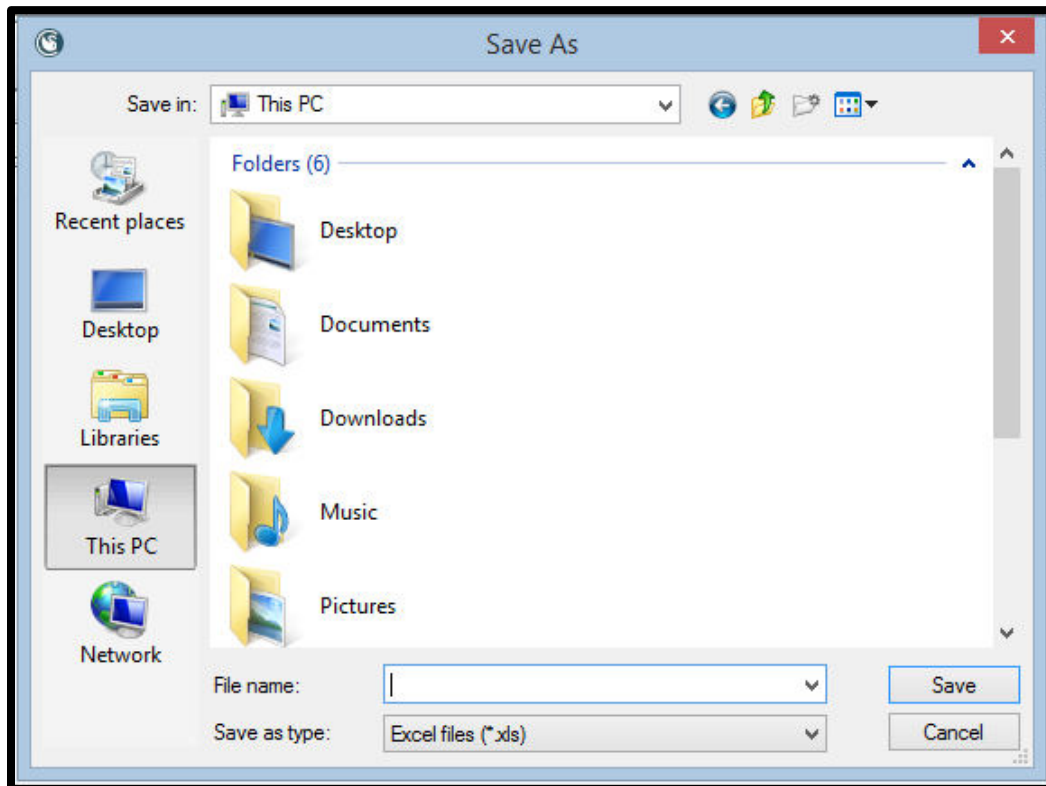
To go to the voucher, user needs to double click on the record line. User will be redirected to the Sale voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.



User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.



[Close \(Alt + S\)](#)

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

[Help \(Alt + H\)](#)

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