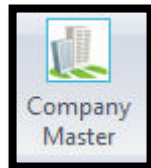




### Company Definition (Alt + C)

Company master option enables user to create multiple companies.



On clicking option or on pressing the shortcut (Alt + C), below screen will be displayed to user:

The screenshot shows the 'Company Definition' window. It has a 'Data Entry' tab and a 'View' tab. Below the tabs is a text area that says 'Drag a column header here to group by that column'. Below that is a table with the following columns: Company Name, PAN Number, Status, Base Currency, and Reg. No. The table contains five rows of data. Below the table is a text area that says 'Click here to define a filter'. To the right of the table is a sidebar with the title 'Read Mode' and 'Quick Access Keys EMail (F10)'. The sidebar contains several buttons: Add, Edit, Delete, Export, Save, Cancel, Next, Prior, First, Last, Help, and Close.

Company Name	PAN Number	Status	Base Currency	Reg. No.
Default Organization	ASDFG1234Z	Company	INR	A11111H
DEMO COMPANY	AAACP6474E	Company	INR	U72900G
E-invoicing Company	AACPH8447G	Company	INR	A77777H
Ewaybill	AAFCP8823J	Company	INR	D54545D
TEST Organisation 1	AZMPR5678A	Company	INR	A78888H

**NOTE: - There can be multiple branches under a single Company. Also, user can create multiple companies.**

A Company can be created after entering the company details thoroughly.

User has to define the name of company under the company name.

User is required to provide PAN number & company type.

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If the user has selected the Company as type of entity, then and only then he has to provide the CIN number.

By default, one company will be created in the application by the name of default, user can edit the details.

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 or can simply double click on the label.

User can perform below activities on the List of companies:

#### Add (Alt + A)

User needs to click on Add (Alt + A) button to add new branch/company. On clicking Add button, a popup will be displayed to user as shown below.

The screenshot shows a 'Company Definition' dialog box with two tabs: 'Data Entry' (active) and 'View'. The 'Data Entry' tab is divided into two sections. The top section, 'Company Details', contains fields for '\* Company Name', '\* Taxation Type', '\* PAN Number', '\* Status', '\* CIN', and '\* Base Currency' (set to INR). The bottom section, 'Cygnet GSP Details', contains fields for 'Username', 'Password', 'Business ID', and 'Location ID'. The 'View' tab is labeled 'Add Mode' and contains a 'Quick Access Keys' section with 'EMail (F10)' and a grid of buttons: '+ Add', 'Edit', 'Delete', 'Export', 'Save', 'Cancel', 'Next', 'Prior', 'First', 'Last', 'Help', and 'Close'.

User needs to add the required company details and click on Save (Alt + V) button to save the company or can cancel the added company by clicking on Cancel (Alt +C) button.

**Note: Field marked with \* are mandatory fields.**



### Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit existing company. The popup as under will be displayed as under.

The screenshot shows a 'Company Definition' dialog box with a title bar containing a minimize, maximize, and close button. The dialog is divided into two main sections. The left section has two tabs: 'Data Entry' (selected) and 'View'. Under 'Data Entry', there are two sub-sections. The top one, 'Company Details', contains fields for: '\* Company Name' (text box with 'Default Organization'), '\* Taxation Type' (dropdown menu showing 'GST'), '\* PAN Number' (text box with 'ASDFG1234Z'), '\* Status' (dropdown menu showing 'Company'), '\* CIN' (text box with 'A11111HH1111HHH111111'), and '\* Base Currency' (dropdown menu showing 'INR'). The bottom sub-section, 'Cygnnet GSP Details', contains fields for 'Username', 'Password', 'Business ID', and 'Location ID'. The right section is titled 'Edit Mode' and contains a 'Quick Access Keys' section with 'EMail (F10)' in green. Below this is a grid of buttons: 'Add', 'Edit', 'Delete', 'Export', 'Save' (with a checkmark icon), 'Cancel' (with an X icon), 'Next', 'Prior', 'First', 'Last', 'Help' (with a question mark icon), and 'Close' (with a document icon).

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

### Delete (Alt + D)

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

On clicking the Yes button, the selected Company will be deleted form the list. On clicking the No button, user will be taken back to previous tab.

The user first needs to delete the branch if any branch has been added to the Company.



#### Export (Alt + X)

User needs to click on Export (Alt + X) button to export the list of added companies. On clicking Export button, user will be asked for the path to export the spreadsheet of company list. User needs to specify the path and click on save button to export the company list successfully

#### Next (Alt + N)

On clicking the Next (Alt + N) button, user will be redirected to the next record in the list.

#### Prior (Alt + R)

On clicking the Prior (Alt + R) button, user will be redirected to the previous record in the list.

#### First (Alt + F)

On clicking the First (Alt + F) button, user will be redirected to the first record in the list.

#### Last (Alt + L)

On clicking the Last (Alt + L) button, user will be redirected to the last record in the list.

#### Help (Alt + H)

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

#### Close (Alt + S)

On clicking the Last (Alt + S) button, Company Definition tab will get closed.