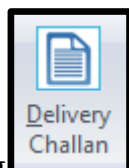
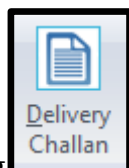




## Delivery Challan (Alt + D)

User can create Delivery Challan used for transportation of goods.



On clicking  option or on pressing the shortcut (Alt+ D), A popup will be displayed to user as shown below:

Delivery Challan For Delivery Challan

**Data Entry (Ctrl+F2)**

\* Challan No:  \* Challan Date: 18-03-2021 Total Amount (INR):

Order No:  Order Date:  Dispatch By:

\* Party Name: ARULDASS SHEBA JENITTA \* GSTIN: 33FR0PS6409F1ZF Tamil Nadu

\* Place of Supply: 33 - Tamil Nadu \* Supply Type: INTRA \* Currency: INR \* Currency Rate: 1.0000

EWay Bill No:

Item Code	Name	A/c	Unit	Godown	Batch No	Packing No	Diff. %	Qty	Rate	Discount (%)	Discount	Gross Amount	Invoice Amount	Narration
<No data to display>														

Total: 0

**Accounts Affected (F4)**

A/c Name	A/c Group
ARULDASS SHEBA JENITTA	SUNDRY CREDITORS

Debit (INR): 0.00 Credit (INR): 0.00

**HSN Summary (INR)**

HSN/SAC Code	Taxable	Rate	IGST	CGST	SGST/UTGST	CESS	CESS Non Advol
<No data to display>							

**Voucher Narration (F12):**

**Internal Notes (Ctrl+N):**

**Quick Access Keys**

- Master Module Entry (Insert)
- Calculator (F2)
- Item Details (F3)
- Voucher Address (F6)
- Email (F10)
- Upload/Download File (Ctrl+F1)
- Challan Adjustment (F11)
- Item Batch Adjustment (Ctrl+B)

**E-Invoice & E-Way Bill (Ctrl+E)**

Send

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 Delivery Challan.

## Add (Alt + A)

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



Delivery Challan For Delivery Challan

**Data Entry (Ctrl+F2)**

\* Challan No.:  \* Challan Date: 18-03-2021 Total Amount (INR):

Order No.:  Order Date:  Dispatch By:

\* Party Name: ARULDASS SHEBA JENITTA \* GSTIN: 33FR0PS6409F1ZF Tamil Nadu

\* Place of Supply: 33 - Tamil Nadu \* Supply Type: INTRA \* Invoice: ☐

\* Currency: INR \* Currency Rate: 1.0000 EWay Bill No.:

Item Code	Name	A/c	Unit	Godown	Batch No	Packing No	Diff. %	Qty	Rate	Discount (%)	Discount	Gross Amount	Invoice Amount	Narration
<No data to display>														

Total: 0

**Accounts Affected (F4)**

A/c Name	A/c Group
ARULDASS SHEBA JENITTA	SUNDRY CREDITORS

Debit (INR): 0.00 Credit (INR): 0.00

**HSN Summary (INR)**

HSN/SAC Code	Taxable	Rate	IGST	CGST	SGST/UTGST	CESS	CESS Non Advol
<No data to display>							

Voucher Narration (F12):  Internal Notes (Ctrl+N):

**Quick Access Keys**

- Master Module Entry (Insert)
- Calculator (F2)
- Item Details (F3)
- Voucher Address (F6)
- Email (F10)
- Upload/Download File (Ctrl+F1)
- Challan Adjustment (F11)
- Item Batch Adjustment (Ctrl+B)

E-Invoice & E-Way Bill (Ctrl+E)

Send

User needs to add the required Delivery Challan details as mentioned under to Add new delivery challan.

### Delivery Challan Fields

**Challan No.:** Challan no. is the document number. Basis the voucher series definition for challan there are three ways to get the challan number.

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

**Challan Date:** Challan date is the challan creation date or transportation date. The default date set from the user's module will be displayed to user by default, user can set any date as challan date.

**Dispatch by:** Dispatch by indicates the mode of dispatch of goods.

**Order No:** The number assigned to the order is mentioned over here.

**Order Date:** The date at which the sale order is defined is mentioned over here.



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**Party Name:** Party Name can be selected from the dropdown list of added parties in account definition module, or if new party is to be created then click on plus icon to add party account.

**GSTIN:** All the added GSTINs for the added party will be displayed under the dropdown and user can select any GSTIN from the list.

**Place of Supply:** The place of supply will be auto populated basis the GSTIN of the party. User can change the POS basis the delivery of goods.

**Supply Type:** Supply type will be based on the company GSTIN and Place of supply. If both are same, then it is an intrastate supply and if both are different then it is an interstate supply.

**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.

**Item Details(F3):** User will be redirected to the item grid to add items in the voucher on pressing F3 key.

Item																			
Item Code	+	Name	+	Unit	Godown	+	Batch No	Packing No	Diff. %	Qty	Rate	Discount (%)	Discount	Gross Amount	Invoice Amount	Taxable Value	Rate	IG	
2698		far cry 4		BAG	shahrulkh				0	55.00	8,965.00			493,075.00	493,075.00	493,075.00	0.00		

**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.

## Quick Access Keys

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**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.

**Voucher Address(F6):** An Address popup will be displayed to user for entering bill to ship to details when user create invoice in party name and shipped goods to third party.

The screenshot shows a window titled "Address Details." with three main sections: "Dispatch From", "Bill To", and "Ship To". Each section contains fields for Name, Address (line 1 and 2), City, PinCode, and State. The "Dispatch From" section has a green "+" button. The "Bill To" and "Ship To" sections have a green "+" button and a "Close" button at the bottom right. The "Master Module Entry (Insert)" button is also visible at the bottom left.

Section	Name	Address	City	PinCode	State
Dispatch From	HP Company	address line 1 address line 2	city name	302001	Jammu & Kashmir
Bill To	af4sd56fs54	SDGDHOK dsjfhgsuid	bhuj	514864	Gujarat
Ship To	af4sd56fs54	SDGDHOK dsjfhgsuid	bhuj	514864	Gujarat

**Email(F10):** An Email screen will be displayed for user to send any support related email to support or send sale invoice in attachment.

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



Upload/Download File

Attachment Details	
Upload	Download
File Name	Description
<No data to display>	

Add Record (F3)  
 Double Click to open file  
 Delete Record (Ctrl+Delete)

Close Download All

**Challan Adjustment Details(F11):** User can adjust Challan against particular sale voucher. An adjustment popup will be displayed to user on pressing F11 Key as shown below:

Challan Adjustment Details.

Challan adjustment details							Adjustment	
Date	Invoice No	Type	Item Name	Godown	Unit	Qty	Unit	Qty
31/03/2020	Sale/25GST	Local Sales	Earphones	GST BASED BRANCH	NOS	80.00	NOS	70.00

70.00

Close

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#### Edit (Alt + E)

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

User needs to update the challan details and click on Save (Alt + V) button to save the challan or can cancel the edited order 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 delivery challan. On clicking the Yes button, the selected order will be deleted form the list of delivery challan and on Clicking No button the user will be taken to previous tab.

#### Print (Alt + P)

User needs to click on Print (Alt + P) button to print the delivery challan.

#### 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: ☐ Party Name: ☐ Place of Supply: ☐ Supply Type: ☒ Exclude Cancelled

10-12-2020

Saved Records Details (F3)

Click here to define a filter

Date	Voucher / Invoice No.	Party / Account Name	GSTIN	Place of Supply	Supply Type	Currency	Amount	Narration	Cancelled
30-09-2020	1	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	115,640.00		<input type="checkbox"/>
30-09-2020	10	Debtor2		20-Jharkhand	INTER	INR	907,302.00		<input type="checkbox"/>
30-09-2020	11	Debtor2		33-Tamil Nadu	INTRA	INR	1,050,200.00		<input type="checkbox"/>
30-09-2020	12	Debtor1		31-Lakshadweep	INTER	INR	1,059,168.00		<input type="checkbox"/>
30-09-2020	13	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	987,000.00		<input type="checkbox"/>
30-09-2020	14	Registered-intra	33AAACP4567E1ZK	33-Tamil Nadu	INTRA	INR	686,000.00		<input type="checkbox"/>
30-09-2020	15	Export dealer		99-Other Country	INTER	INR	8,900.00		<input type="checkbox"/>
30-09-2020	16	Export dealer		99-Other Country	INTER	INR	87,600.00		<input type="checkbox"/>
30-09-2020	17	Composition Dealer INTER	24ABCD1111H1ZA	24-Gujarat	INTER	INR	54,880.00		<input type="checkbox"/>
30-09-2020	18	Composition Dealer INTRA	33ADBFC5567E1ZA	33-Tamil Nadu	INTRA	INR	160,008.00		<input type="checkbox"/>
30-09-2020	19	SEZ Dealer	33AAACP7567E1ZE	33-Tamil Nadu	INTER	INR	98,760.00		<input type="checkbox"/>
30-09-2020	20	SEZ Dealer	33AAACP7567E1ZE	33-Tamil Nadu	INTER	INR	45,000.00		<input type="checkbox"/>
30-09-2020	21	Composition Dealer INTER	24ABCD1111H1ZA	24-Gujarat	INTER	INR	66,080.00		<input type="checkbox"/>
30-09-2020	23	Deemed Export dealer	33AACDP6754E1ZH	33-Tamil Nadu	INTRA	INR	93,102.00		<input type="checkbox"/>
30-09-2020	24	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	895,502.00		<input type="checkbox"/>
30-09-2020	25	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	170,000.00		<input type="checkbox"/>

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

### Next (Alt + N)

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

### Close (Alt + S)

On clicking the Close (Alt + S) button, Delivery challan 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.