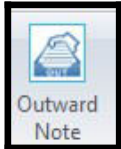




Outward Note (Alt + O)

User can create multiple types of Outward Notes (Credit/Debit notes) using this module.

On clicking  option or on pressing the shortcut (Alt+ O), 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 Outward note voucher.

Add (Alt + A)

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

User needs to add the required Outward note details as mentioned under to Add new Outward note.

Outward Note Details For Credit Note

Data Entry (Ctrl+F2)

* Voucher No: * Voucher Date: 18-03-2021 Terms Day: 0 Total Amount (INR):

* Invoice / Bill No: * Invoice / Bill Date: 30-09-2020 * Reason: Item Qty Change EWay Bill No: IRN:

* Note Type: Credit Note Reverse Charge: ☐ Commercial Note: ☐ Pre GST Regime: ☐

* Party Name: ARULDASS SHEBAJENITTA * GSTIN: 33FROP6409F12F Tamil Nadu

* Supply Type: INTRA * Cost Center:

* Currency: INR * Currency Rate: 1.0000

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

Accounts Affected (F4) **Voucher Level Charges (F5)**

A/c Name	A/c Group
ARULDASS SHEBAJENITTA	SUNDRY CREDITORS

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

HSN Summary (INR)

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

Quick Access Keys

- Master Module Entry (Insert)
- Calculator (F2)
- Item Details (F3)
- Accounts Affected (F4)
- Voucher Level Charges (F5)
- Voucher Address (F6)
- Adjustment Details (F8)
- Email (F10)
- Item Level Charges (Ctrl+I)
- Upload/Download File (Ctrl+F1)
- Item Batch Adjustment (Ctrl+B)

Toolbar: Add, Edit, Delete, Print, Save, Cancel, Help, Close, Open Saved Record

Outward Note Fields

Voucher No.: Voucher no. is the Outward Note invoice number. Basis the voucher series definition for Outward Note 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 be edited by user.

Voucher Date: Voucher date is the outward note invoice 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.



Terms Day: Terms day is the payment terms day that user needs to enter.

Total Amount: Total amount is the total invoice value.

Invoice/Bill No.: Invoice /Bill no is for reference if Outward note invoice is issued against invoice/bill.

Invoice/Bill Date: Invoice/Bill date is the date of issuing invoice/bill.

Note Type: - User can select the type of note, whether it is Credit or Debit Outward note.

Reason: - User has to provide the reason for creating the Outward note.

E-Way Bill No: E-way bill number would be auto populated if any E-way bill has been generated against Outward Note invoice.

On clicking the Generate E-Way Bill button, an e-way bill number will be generated and displayed on the Outward Note voucher.

Party Name: Party Name can be selected from the dropdown list of added customers/vendors, 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.

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.

Cost Center: Cost Center allows user to enter the cost center name to book the order. Cost center name will be enabled only if cost center affected checkbox is checked while creating an account.

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.



Note: Field marked with * are mandatory field

Calculator(F2): A Calculator will be displayed.

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	IGST
2698	far cry 4	BAG	shahrukh			0	55.00	8,965.00			493,075.00	493,075.00	493,075.00	0.00	
<div> <div>Total: 1</div> <div>55.00</div> <div>493,075.00</div> <div>493,075.00</div> <div>0.00</div> </div>															

Accounts Affected(F4): User will be redirected to the accounts affected section to view the list of accounts affected for the given transaction on pressing F4 Key.

Accounts Affected (F4)		Voucher Level Charges (F5)	
A/c Name	A/c Group	Amount	Open
CGST 2.50%	DUTIES AND TAXES	22.50 D	
SGST 2.50%	DUTIES AND TAXES	22.50 D	
Credit Note (Sales Return)	DIRECT INCOME	900.00 D	900.0
XYZ LTD	SUNDRY DEBTORS	945.00 C	
Debit : 945.00		Credit : 945.00	

Voucher Level Charges(F5): User will be redirected to the voucher level charges section to view the list of charges at voucher level for the given transaction on pressing F4 Key.



Accounts Affected (F4)		Voucher Level Charges (F5)				
Charge Code	+	Rate	Amount	GST Rate	GST Amount	ITC Calc In Stock?
		0.00	0.00	0.00	0.00	<input type="checkbox"/>
Total: 1			0.00		0.00	0.00

HSN Summary: HSN Summary basis the item added will be auto populated.

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

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.

Voucher Address(F6): An Address popup will be displayed to user for entering bill to ship to details on pressing F6 key as shown below

Address Details.

Bill From

Name: Purchase ledger cost center affected **GSTIN :** 22AAAAA9999AZZZ

Address : test

City : test **PinCode:** 999999

Country: India **State:** Chhattisgarh

Dispatch From

Name: Purchase ledger cost center affected **GSTIN :** 22AAAAA9999AZZZ

Address : test

City : test **PinCode:** 999999

Country: India **State:** Chhattisgarh

Master Module Entry (Insert) **Close**

Adjustment Details(F8): An adjustment popup will be displayed to user on pressing F8 Key for adjusting the Advance Outward Note as shown below.



Adjustment Details.

Adjustment		Adjustment Details			
Type	Amount	Reference No	Voucher No	Voucher Type	Amount
Advance Adjustment	0.00				
<No data to display>					
100.25					

<Press (F3) to set focus to 'Adjustment' grid> <Press (F4) to set focus to 'Adjustment Details' grid> <Press Ctrl + D to delete all records>

☒ Ok

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

Item Batch Adjustment (Ctrl+ B): User can adjust items from the batch created.

User just have to enter the adjustment qty in the screen as displayed below:

Batch Adjustment.

Batch Details (F3)									
Batch No	Expiry Date	Adj. Qty	Balance Qty	Total Qty	Voucher No	Voucher Date	Voucher Series	Serial No	Mfg. Date
Click here to define a filter									
Batch02	16-03-2021	40.00	60.00	50.00	Feb/2/2021	16-02-2021		1	16-02-2021

Item: ITEM 2 Qty : 40.00 Unit : NOS **Expired Batch**

Godown: Cygnnet Biztech Private Limited

☒ Save

Item Batch Status (Ctrl + Q): User can view the batch status, its adjustment details in this tab. Screen as below will be displayed to user.



Item Batch Status.											
Batch Status											
Batch No	Serial No	Mfg. Date	Expiry Date	Voucher No	Voucher Date	Is Cancelled	Unit	Batch Qty	Used Qty	Total Used Qty	Total Balance Qty
Batch3	2	16-02-2021	16-03-2021	SL/7/CIPL	16-02-2021	<input type="checkbox"/>	NOS	10.00	-10.00	10.00	0.00

Item level charges (Ctrl + I): User can add the charges at item level by pressing the Ctrl + I Keys. Below screen will be displayed to user.

Charge Details (F5)		
Code	Rate	Amount
<No data to display>		

Total: 0

Item: abc
 <Press Ctrl + D to delete current record>

Gross Amount: 440.00
 Godown: Surya

Ok

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

Edit (Alt + E)

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

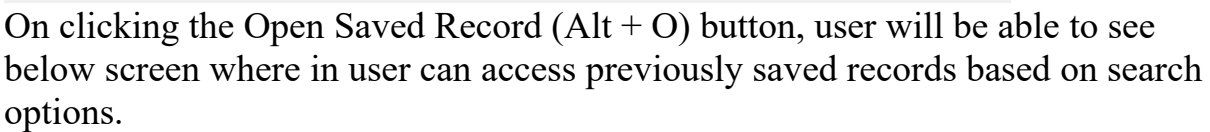
User needs to update the Outward note details and click on OK (Alt + O) button to save the Outward note or can cancel the edited details by clicking on Cancel (Alt + C) button.

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 Outward note. On clicking the Yes button, the selected order will be deleted form the list of Outward notes and on Clicking No button the user will be taken to previous tab.

Open Saved Record (Alt + O)



Print (Alt + P)

Close (Alt + S)

Help (Alt + H)

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