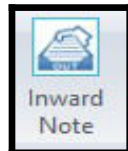




Inward Note (Alt + I)

User can create multiple types of Inward Notes (Debit Note/ Credit Note) using this module. On clicking option or on pressing the shortcut (Alt+ I), 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 inward note voucher.



Add (Alt + A)

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

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

Inward Note Fields

Voucher No.: Voucher no. is the inward note invoice number. Basis the voucher series definition for inward 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 inward 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 note value.

Invoice/Bill No.: Invoice /Bill no is for reference if Inward 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 Inward note.

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

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	+ A/c	+ Unit	Godown	+ Diff. %	Qty	Rate	Discount (%)	Discount	Gross Amount	Item Charges	Invoice Amount	Taxable Value	Rate	IG	
<No data to display>																

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			
ABC LTD	SUNDRY CREDITORS	100.25 D		5,880.0			
IGST 0.25%	DUTIES AND TAXES	0.25 C					
Debit Note (Purchase Return)	DIRECT EXPENSES	100.00 C		100.0			
Debit : 100.25		Credit : 100.25					

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	0.00	<input type="checkbox"/>
Total: 1		0.00	0.00	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.			
Dispatch From <input type="text"/>			
Name:	GST BASED BRANCH	GSTIN :	24AZMPR5678A1ZP
Address :	Ashram road		
City :	Ahmedabad	PinCode:	380013
		State:	Gujarat
Bill To			
Name:	Composition Dealer	GSTIN :	30BMQPG5669G1ZF
Address :	Panjim		
City :	South Goa	PinCode:	98371222
Country:	India	State:	Goa
Ship To <input type="text"/>			
Name:	Composition Dealer	GSTIN :	30BMQPG5669G1ZF
Address :	Panjim		
City :	South Goa	PinCode:	98371222
Country :	India	State:	Goa
Master Module Entry (Insert)			Close

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



Order Adjustment Details.

Adjustment Voucher Details					
Date	No	Type	Item	Godown	Used Qty
<No data to display>					

Total Qty

Close

Email(F10): An Email screen will be displayed for user to send any support related email to support or send Inward note 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	5	20.00	50.00 Feb/2/2021	16-02-2021		1	16-02-2021

Item: ITEM 2 Qty : 50.00
Godown: Cygnnet Biztech Private Limited Unit : NOS

Expired Batch

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.

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 Inward note details.

User needs to update the Inward note details and click on Save (Alt + V) button to save the Inward 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 Inward note. On clicking the Yes button, the selected order will be deleted from the list of Inward notes 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 Inward note.



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)

Click here to define a filter

Date	Voucher / Invoice No.	Party / Account Name	GSTIN	Currency	Amount	Narration	Cancelled
08-09-2020	CN/U11/20-21/022	BONCH POLYMERS PRIVATE LIMITED	26AAACR4924P1ZZ	INR	6,804.00		<input type="checkbox"/>
19-09-2020	CN188/20-21	TECHNO ELECTROMECH PRIVATE LIMITED	24AADCT7085L1ZW	INR	51,650.00		<input type="checkbox"/>
30-09-2020	2033018005	SPOTON LOGISTICS PRIVATE LIMITED	33AAQCS5845Q1ZF	INR	1,186.00		<input type="checkbox"/>

<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, Inward note tab will get closed.

Help (Alt + H)

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