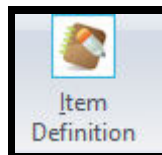
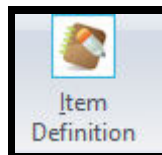




Item Definition (Alt + I)

Item Definition Module enables user to create multiple items in the application. Cygnnet FACE is an item driven accounting software, so item must be created for all goods and services provided or received.



On clicking the  option, a popup will be displayed to user as shown below:

Item Definition

Data Entry **View**

Drag a column header here to group by that column

Click here to define a filter

* Item Code	Item Name	Type	Stock Group	HSN/SAC Code	HSN/SAC Description	Unit
7te9900	Samsung	Goods	Mobiles	85170000	Telephone sets, including telephones for	NOS
Xaioimi	Xaioimi	Goods	Mobiles	85170000	Telephone sets, including telephones for	NOS
Iphone	Apple	Goods	Mobiles	85170000	Telephone sets, including telephones for	NOS
Charger	Charger	Goods	Accessories	85040000	Battery chargers	YDS
Earphones	Earphones	Goods	Accessories	85181000	Microphones and stands therefor	NOS
nil	nil rated item	Goods	Mobiles	85170000	Telephone sets, including telephones for	NOS
Non GST Goods	Non GST goods	Goods	Mobiles	85167200	Toasters	MTR
Exempt Goods	Exempt Goods	Goods	Mobiles	85168000	Electric heating resistors	BAL
RCM	RCM Item	Goods	Mobiles	1011100	Purebred breeding animals	OTH
Tobacco	Tobacco	Goods	Mobiles	85174000	Other apparatus, for carrier-current line	KGS
Rest Serv	Restraunt Service	Goods	Mobiles	85170000	Telephones for cellular networks or or	OTH
	X service	Service		996603	Rental services of aircraft including	OTH
	Y service	Service		996512	Railway transport services of Goods	OTH
	XYZ	Service		996429	Other long-distance transportation	OTH
Non Taxable	Non Taxable	Goods	Mobiles			BAG
REVERSE CHARGE	REVERSE CHARGE	Goods	Mobiles	85170000	Telephones for cellular networks or or	BAL
sgt	gst	Goods	Mobiles	85171000	Telephone sets	BAG

Read Mode

Quick Access Keys
 Bill of Materials (F3)
 Opening Stock (F4)
 HSN History (F5)
 GST Rate History (F6)
 Taxability History (F7)
 Barcode Generation (F8)
 EMail (F10)

Rate History

Add **Edit**
Delete **Export**
☒ **OK** ☐ **Cancel**
Next **Prior**
First **Last**
Help **Close**

NOTE: - Organization level

1) The Item definition will vary from Organization to Organization.

This is the intellectual property of Cygnnet Infotech Pvt. Ltd. and unauthorized use of this document shall not be entertained.



2) That means the Item defined under one Organization will not be displayed in the other Organization.

3) Also, the Item defined will remain same for all the companies falling under one single organization

List of added items will be displayed on the screen under the view tab.

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.

Bill of Material - Allows user to create bill of materials by creating Finished Good and specifying the list of raw materials used to manufacture mentioned finished goods.

Opening Stock - Allows user to enter the opening stock for items.

User can also create Batches to opening stock for items. For this, User need to add Item Details (F3) and then create Item Batch Details (Ctrl + B).

Barcode	Name	Unit	Godown	Qty	Rate	Amount
00000003	ITEM 2	NOS	Godown 2	100.00	120.00	12,000.00

Voucher No: 0/1/P Voucher Date: 01-04-2020 Opening Stock: 12,000.00

Quick Access Keys:
 Master Module Entry (Insert)
 Item Details (F3)
 Import Opening Stock (F4)
 Upload/Download File (Ctrl+F1)
 Item Batch Details (Ctrl+B)

Add Edit
 Delete Print
 Save Cancel
 Help Close
 Open Saved Record

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



Batch Details.

Batch Details (F3)					
Batch No	Serial No	Mfg. Date	Expiry Date	Size	Qty
55	fz431	16-03-2021	15-03-2022	10	50.00
56	fz432	26-03-2021	25-03-2022	15	30.00
57	fx433	30-03-2021	29-03-2021	18	20.00

100.00

Item: ITEM 2
Godown: Cygnnet Biztech Private Limited

Qty : 100.00
Unit : Numbers

<Press Ctrl + Delete to delete current record> ☒ Save

HSN Master - Allows user to select the HSN required for transactions. Only the selected/checked HSN/SAC codes will be displayed under the dropdown of HSN/SAC Code.

GST Rate History – The user can change GST rate of any item if it is subsequently changed.

Barcode Generation - User will be taken to the Barcode settings tab, where in user can do print settings relating to barcode for all the items.

User can perform below activities on the list of Items.

[Add \(Alt + A\)](#)

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

If item type is Goods, then below screen will be displayed:



Item Definition

Data Entry View

* Item Name : Samsung

Item Desc. : Samsung

* Type : Goods

Item Code : 71e9900

* Stock Group : Mobiles

* Taxability : Taxable

* HSN/SAC : 85170000

Costing Method

☒ FIFO
☐ LIFO
☐ Average Cost

* Is Capitalized : Account

Model No. :

☐ Ineligible ITC
☐ Reverse Charge

Depreciation (%) : 0.00

* Unit : NOS

GST Rate (%) : 18

* Alternate Unit : NOS

* Conversion Factor : 1

Differential (%) : 0.00

Sale Rate (INR) : 0.00

MRP : 0.00

Purchase Rate (INR) : 0.00

Minimum Quantity : 0.00

Origin Country :

HSN Description : Telephone sets, including telephones for cellular networks or for other wireless networks; other apparatus for the transmission or reception of voice, images or other data, including apparatus for communication in a wired or wireless network (such as a local or wide area network), other than transmission or reception apparatus of heading 8443, 8525, 8527 or 8528

Opening Stock Details (F11)

* Unit	* Godown	* Qty	* Rate	Amount
<No data to display>				

Edit Mode

Quick Access Keys

Bill of Materials (F3)

Opening Stock (F4)

Item Batch Details (Ctrl+B)

HSN History (F5)

GST Rate History (F6)

Taxability History (F7)

Barcode Generation (F8)

E-Mail (F10)

Rate History

Add Edit

Delete Export

Save Cancel

Next Prior

First Last

Help Close

This is the intellectual property of Cygnnet Infotech Pvt. Ltd. and unauthorized use of this document shall not be entertained.



If Item type is Services, then below screen will be displayed:

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

Ineligible ITC: If the ITC is ineligible for the added item, then Ineligible ITC checkbox needs to be checked.

Reverse Charge: If the added item attracts reverse charge, then Reverse Charge checkbox needs to be checked and user needs to select the linked account from the drop down under which the expense/income is to be booked.

Example: -

In case of Advocate services, the Reverse charge checkbox needs to be checked and the linked account would be legal fees.

This is the intellectual property of Cygnnet Infotech Pvt. Ltd. and unauthorized use of this document shall not be entertained.



Is Capitalized Account: if the linked account is a fixed asset, then Is Capitalized checkbox needs to be checked.

Linked Account: Linked account here is for services and RCM items, to book the expense/income related to item in a particular account.

Costing Method: - In FIFO method, in costing report first purchase will be considered as a first IN & first sale will be reduced from first IN.

In LIFO method, in costing report last purchase will be considered as a first IN & last sale will be reduced from first IN.

The average value of all the purchases is taken into consideration.

Conversion Factor – User needs to add conversion factor if the unit and alternate unit are different.

Note: Field marked with * are mandatory fields.

Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit existing account group. On clicking Edit button, a popup will be displayed to user as shown below:

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

Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing item. On clicking Delete button, a popup will be displayed to user as shown below:

On clicking the Yes button, the selected account will be deleted from the list of accounts and on Clicking No button the user will be taken to previous tab.

This is the intellectual property of Cygnets Infotech Pvt. Ltd. and unauthorized use of this document shall not be entertained.



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

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

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

On clicking the Close (Alt + S) button, item definition tab will get closed.

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

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