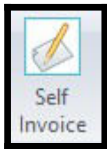


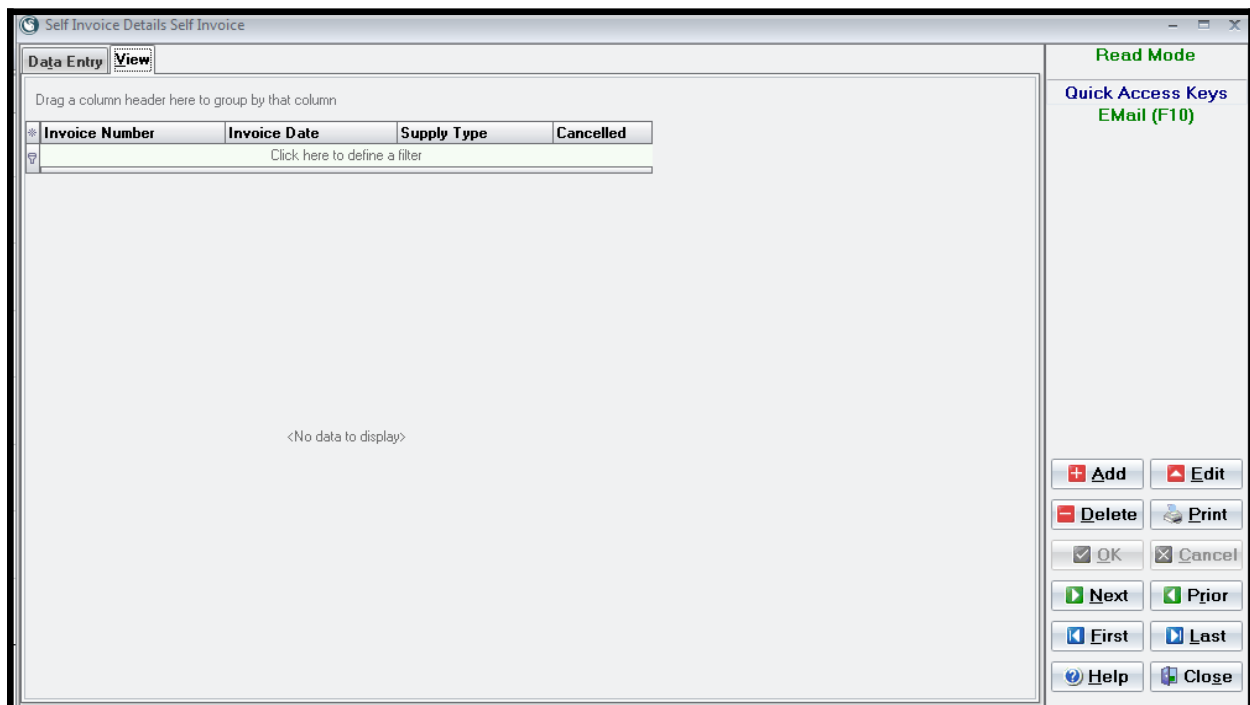


Self-Invoice (Alt + V)

Self-invoice Module enables user to create self-invoice if user purchase from unregistered person or particular services which are under RCM in the application.

On clicking  option or on pressing the shortcut (Alt + V), 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.

Add (Alt + A)

User needs to click on Add (Alt + A) button to create new self invoice. On clicking the Add button below screen will be displayed to user.



Self Invoice Details Self Invoice

Data Entry View

* Voucher No: * Voucher Date: 01/05/2019 * Supply Type: INTER

RCM Selection						
Voucher No	Date	POS	GSTIN	Party Name	Amount	RCM
<No data to display>						

Voucher Narration:

Internal Notes:

Quick Access Keys
E-Mail (F10)

Buttons: Add, Edit, Delete, Print, OK, Cancel, Next, Prior, First, Last, Help, Close

User needs to add the required invoice details as mentioned under to Add new self-invoice.

Self-Invoice Fields

Voucher No.: Voucher no. is the self-invoice number. Basis the voucher series definition for self-invoice 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 self-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.

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.

Note: Field marked with * are mandatory field



Voucher Narration: Voucher Narration is for user to enter any description for the transaction which is to be printed on the voucher.

Internal notes: Internal Notes is for user to enter any description for their own reference which shall not be printed.

RCM Selection(F3): User can add the details of the invoice which are included in Reverse charge for the records.

RCM Selection						
Voucher No	Date	POS	GSTIN	Party Name	Amount	RCM
<No data to display>						

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.

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

Edit (Alt + E)



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

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

Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing.
On clicking the Yes button, the selected invoice will be deleted form the list of invoices 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 invoice.

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, Self-Invoice tab will get closed.

Help (Alt + H)

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