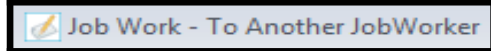




Job work to Another job worker (Alt + T)

This report shows the detailed record of all the entries done under Job work out module.

On clicking the  option or on pressing the shortcut



(Alt + T) “Job Work to Another Job Worker” window will appear as below:

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, maker-checker status, voucher series and job worker with optional viewability options of attachments, internal notes and voucher narration.

We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

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User needs to click on Load Report (Alt + L) button to load the report after the filter action.

Job Work - To Another JobWorker Report.

<Press Enter / Dbl click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Job Work - To Another JobWorker Details								
Date	No	Branch	JobWorker	GSTIN	Place of Supply	Invoice Amount(Base)	Cancelled	JobWorker
Click here to define a filter								
15-01-2021	HHH	DEMO BRANCH	BHAGWANSINGH SHOBHA	33AZKPS0457N1ZV	33-Tamil Nadu	205,800.00	<input type="checkbox"/>	
19-02-2021	77	DEMO BRANCH	Composition Dealer INTER	24ABCE1111H1ZA	24-Gujarat	205,800.00	<input type="checkbox"/>	
23-03-2021	JOB/1/OTH	DEMO BRANCH	BHAGWANSINGH SHOBHA	33AZKPS0457N1ZV	33-Tamil Nadu	13,400.00	<input type="checkbox"/>	
23-03-2021	JOB/2/OTH	DEMO BRANCH	BHAGWANSINGH SHOBHA	33AZKPS0457N1ZV	33-Tamil Nadu	200.00	<input type="checkbox"/>	
23-03-2021	JOB/3/OTH	DEMO BRANCH	BHAGWANSINGH SHOBHA	33AZKPS0457N1ZV	33-Tamil Nadu	2,000.00	<input type="checkbox"/>	
Total						427,200.00		

User can download the attachment (if any) directly from the entry itself.

User can filter the data as available in headings of the report. i.e., user can filter which date he wants to view by clicking on filter available in date or selected voucher no. he wants to view by clicking on filter available in Voucher no. and so on for all the headings.

Drill down entry.

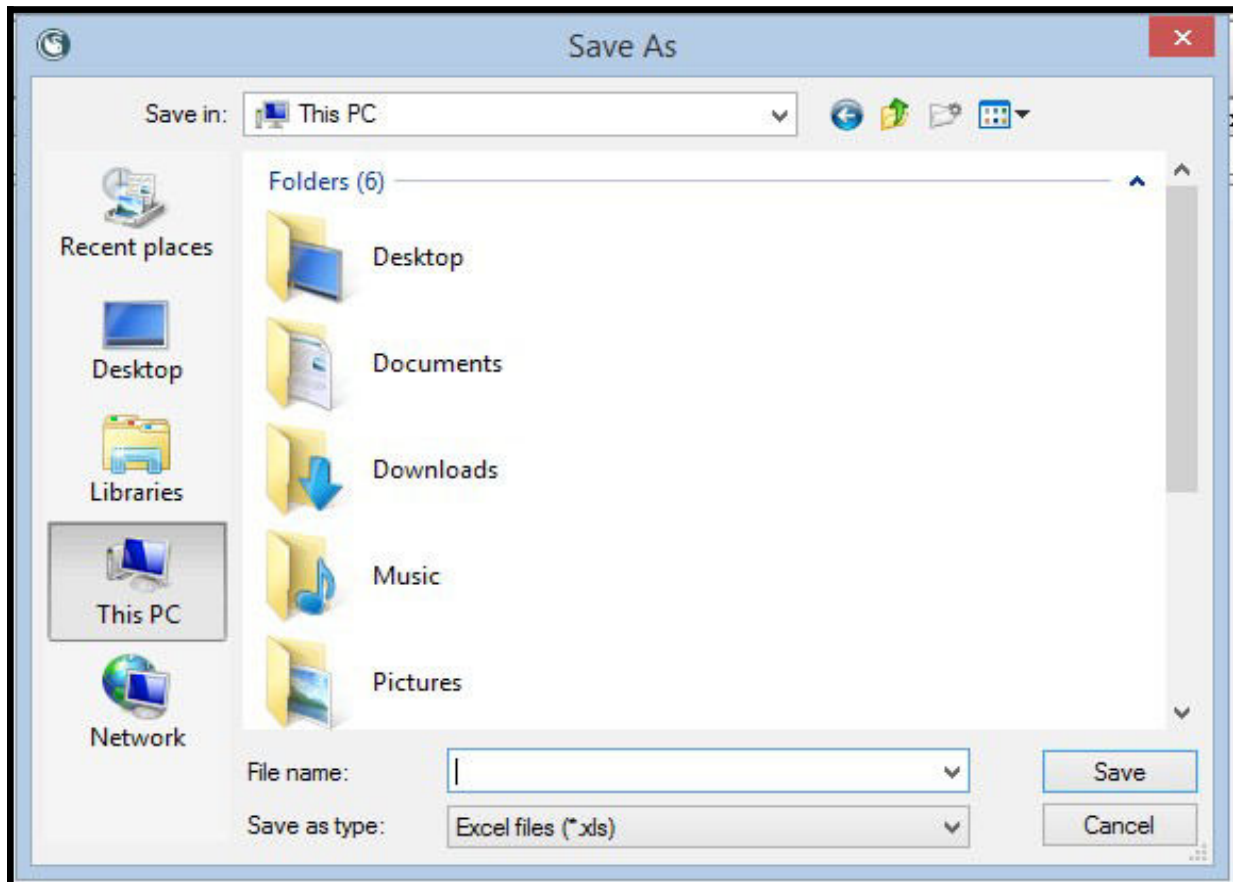
To go to the voucher, user needs to double click on the record line. User will be redirected to the Job Work to Another Job Worker voucher.

Export (Alt + E)



User needs to click on Export (Alt + E) button to export the report.

User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

Print (Alt + P)

On clicking the Print (Alt + P) button, print preview window will appear.



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

On clicking the Close (Alt + S) button, job work to another job worker report will get closed.

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

On clicking the Help (Alt + H) button, user will be redirected to help manual of Job Work to another job worker report.