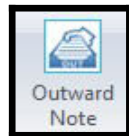




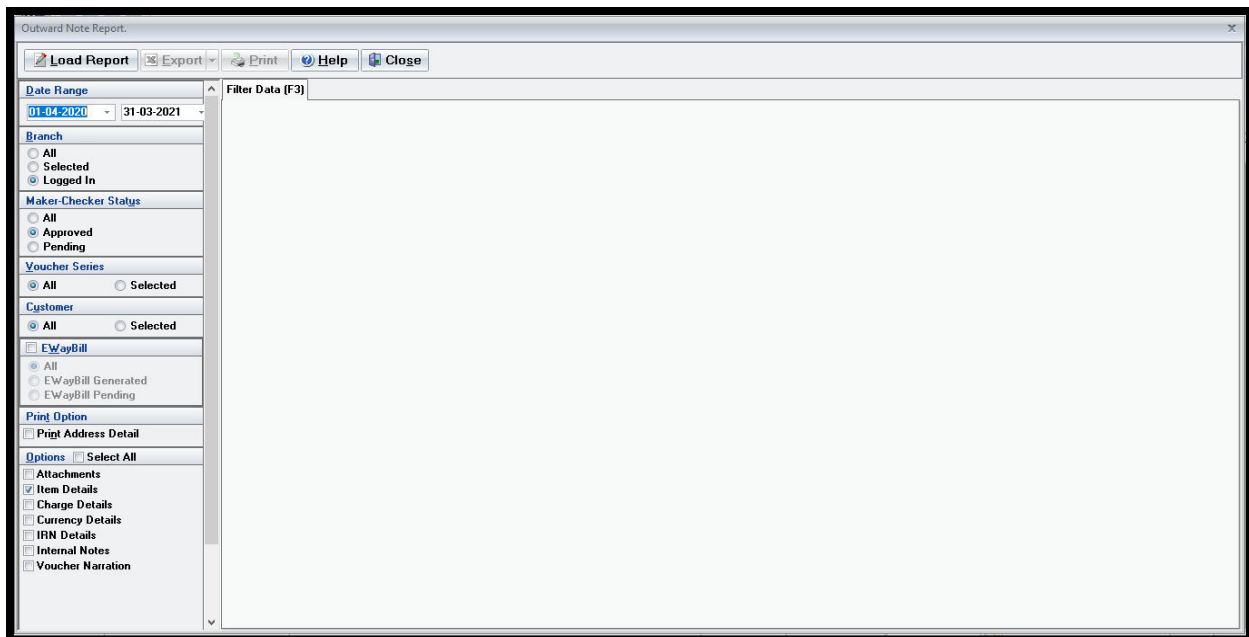
Outward Note Report (Alt + O)

This report shows the detailed record of all the entries done under Outward Note module.

On clicking option or on pressing the shortcut (Alt+ O), a popup will be



displayed to user as shown below:



There are various customizations available for selecting which category/type of report does user wants.

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 where there is multiple selection of data.



After selecting a valid property user has to select the **Load Report** option,



Now after the load report button is selected a new toggle will be opened showing all the relevant reports.

Outward Note Report.

[Load Report](#)
[Export](#)
[Print](#)
[Help](#)
[Close](#)
<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)

Outward Note Details									
Date	No	Branch	Note Type	Customer	GSTIN	Place of Supply	Is PreGST Regime	Ref. V. No	Ref V. Date
Click here to define a filter									
30-12-2020	cr4	DEMO BRANCH	Credit Note	Debtor1		31-Lakshadweep	<input type="checkbox"/>	12	30-09-2020
12-01-2021	13	DEMO BRANCH	Credit Note	Manish Patel		20-Jharkhand	<input type="checkbox"/>	10	30-09-2020
16-02-2021	C/1/N	DEMO BRANCH	Credit Note	ARULDASS SHEBA JENITTA	33FR0PS6409F1ZF	33-Tamil Nadu	<input type="checkbox"/>	SL/5/CIPL	16-02-2021
23-02-2021	C/2/N	DEMO BRANCH	Credit Note	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	<input type="checkbox"/>	1	30-09-2020
19-03-2021	C/3/N	DEMO BRANCH	Debit Note	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	<input type="checkbox"/>	1	30-09-2020
23-03-2021	C/4/N	DEMO BRANCH	Credit Note	ARULDASS SHEBA JENITTA	33FR0PS6409F1ZF	33-Tamil Nadu	<input type="checkbox"/>	SL/12/CIPL	23-03-2021
24-03-2021	C/5/N	DEMO BRANCH	Credit Note	ARULDASS SHEBA JENITTA	33FR0PS6409F1ZF	33-Tamil Nadu	<input type="checkbox"/>	SL/13/CIPL	24-03-2021
31-03-2021	C/6/N	DEMO BRANCH	Credit Note	Manish Patel		33-Tamil Nadu	<input type="checkbox"/>	11	30-09-2020
Total									

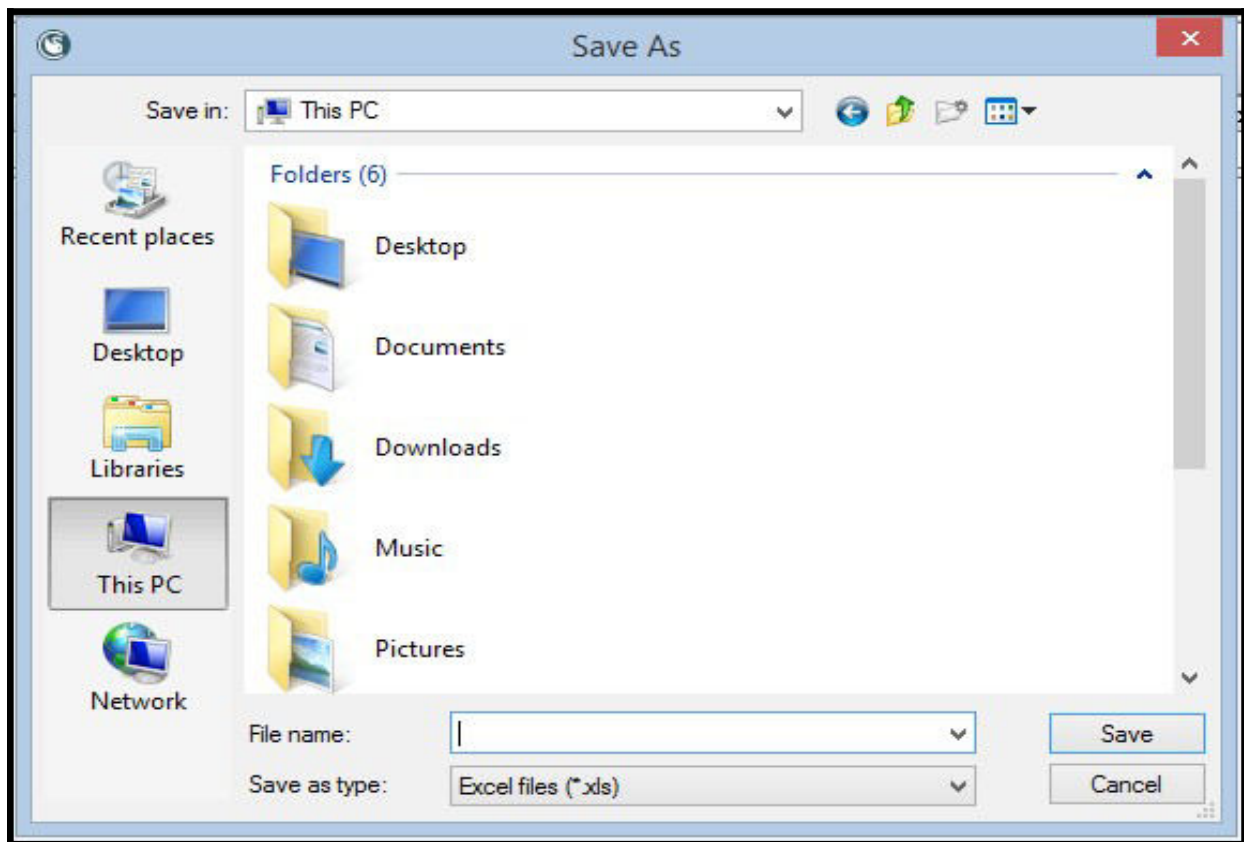
User can filter the data as available in headings of the report. i.e., user can filter which date he wants to view by clicking on filter available in date or selected voucher no. he wants to view by clicking on filter available in Voucher no. and so on for all the headings.

Export (Alt + X)

User needs to click on Export (Alt + X) button under View Tab to export the list of added account groups.



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 spreadsheet of Inward Note Report list as shown below:



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

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

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

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

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

On clicking the Close (Alt + S) button, Outward Note Report will get closed.

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