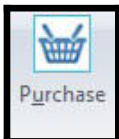




Purchase (Alt + U)

User can create multiple types of Purchase Voucher using this module.

On clicking  option or on pressing the shortcut (Alt+ U), 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:

Add (Alt + A)

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



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Purchase Details For Purchase:

Data Entry (Ctrl+F2)

* Voucher No: * Voucher Date: 18-03-2021 Terms Day: 0 Total Amount (INR):

* Invoice / Bill No: * Invoice / Bill Date: 18-03-2021 Dispatch Date:

* Cost Center: Reverse Charge: ☐ Cash Transaction: ☐ EWay Bill No:

* Party Name: ARULDASS SHEBAJENITTA * GSTIN: 33FR0PS6409F12F Tamil Nadu

* Place of Supply: 33 Tamil Nadu * Supply Type: INTRA Port Code:

* Currency: INR * Currency Rate: 1.0000

Item Code	Name	A/c	Unit	Godown	Diff. %	Qty	Rate	Discount (%)	Discount	Gross Amount	Item Charges	Invoice Amount	Narration	Taxab
<No data to display>														

Total: 0

Add Mode

Quick Access Keys

Master Module Entry (Insert)
Calculator (F2)
Item Details (F3)
Accounts Affected (F4)
Voucher Level Charges (F5)
Voucher Address (F6)
Order Selection (F7)
Adjustment Details (F8)
Email (F10)
Item Batch Details (Ctrl+B)
Item Level Charges (Ctrl+I)
Upload/Download File (Ctrl+F1)

E-Invoice & E-Way Bill (Ctrl+E)

Accounts Affected (F4)

A/c Name	A/c Group
ARULDASS SHEBAJENITTA	SUNDARY CREDITORS

Debit (INR): 0.00 Credit (INR): 0.00

HSN Summary (INR)

HSN/SAC Code	Taxable	Rate	IGST	CGST	SGST/UTGST	CESS	CESS Non Advol
<No data to display>							

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

User needs to add the required purchase voucher details as mentioned under to Add new purchase voucher.

Purchase Voucher Fields

Voucher No.: Voucher no. is the purchase voucher number. Basis the voucher series definition for purchase 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 purchase 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 voucher value.

Invoice/Bill No.: Invoice no is the vendor's sales invoice number, and bill no is for reference if any bill is issued against purchase voucher.



Invoice/Bill Date: Invoice date is the vendor's sales invoice date and bill date are the date is for reference if any bill is issued against purchase voucher.

Dispatch Date: Dispatch date indicates the date on which goods were dispatched.

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.

E-Way Bill No: E-way bill number would be auto populated if any E-way bill has been generated against purchase voucher. User can generate E-way bill by clicking on generate e-way bill button.

Reverse Charge: Reverse charge check box is to specify if the invoice is booked under Reverse Charge Mechanism.

Cash Transaction: Cash Transaction checkbox is to specify if the invoice is issued for cash sale.

Party Name: Party Name can be selected from the dropdown list of added 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.

Place of Supply: The place of supply will be auto populated basis the GSTIN of the party. User can change the POS basis the delivery of goods.

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.

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



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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
23	Cack		KGS	till day	0	8.00	700.00			5,600.00		5,880.00	5,600.00	5.00
Total: 1						8.00				5,600.00	0.00	5,880.00	5,600.00	

Accounts Affected (F4)		Voucher Level Charges (F5)	
A/c Name	A/c Group	Amount	Op
IGST 5.00%	DUTIES AND TAXES	280.00 D	280.00
Purchase A/c	DIRECT EXPENSES	5,600.00 D	5,600.00
ABC LTD	SUNDRY CREDITORS	5,880.00 C	5,880.00
Debit : 5,880.00		Credit : 5,880.00	

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	



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.

The screenshot shows a window titled "Address Details." with a close button (X) in the top right corner. It contains two main sections: "Bill From" and "Dispatch From". Each section has a "Name" field (containing "Purchase ledger cost center affected"), a "GSTIN" field (containing "22AAAAA9999AZZZ"), an "Address" field (containing "test"), a "City" field (containing "test"), a "Country" dropdown (set to "India"), and a "State" dropdown (set to "Chhattisgarh"). The "Dispatch From" section also includes a green "+" button to the right of the "Country" dropdown. At the bottom of the window, there is a status bar with the text "Master Module Entry (Insert)" on the left and a "Close" button on the right.

Order Details(F7): An order adjustment popup will be displayed to user on pressing F7 Key for adjusting the purchase order details in purchase voucher as shown below:



Purchase Order adjustment for ABC LTD.

Item	Godown	Batch No	Packing No	Rate	Qty	Order No (Whole Order)
				0.00	0.00	

<Press Enter in Qty or Order No to make entries>

Order								Qty			
Date	No	Type	Item Name	Godown	Batch No	Packing No	Rate	Is Performa	Order	Balance	Used
01/05/2019	PO/1/2019	Purchase Ord	butter cup	til day			200.00		11.00	11.00	
01/05/2019	PO/2/2019	Purchase Ord	CHOCOLATE	lalit			200.00		2.00	2.00	
09/09/2019	1	Purchase Ord	CHOCOLATE	lalit			100.00		1.00	1.00	

<Ctrl + S to adjust all records>
<Ctrl + D to clear all adjusted records>

Used qty more than Balance qty.

Ok

User can adjust all or particular purchase order.

Adjustment Details(F8): User can adjust advance payment against particular purchase voucher. An adjustment popup will be displayed to user on pressing F8 Key as shown below:

Adjustment Details.

Adjustment		Adjustment Details			
Type	Amount	Reference No	Voucher No	Voucher Type	Amount
Advance Adjustment	0.00				

<No data to display>

100.25

<Press (F3) to set focus to 'Adjustment' grid>
<Press (F4) to set focus to 'Adjustment Details' grid>
<Press Ctrl + D to delete all records>

Ok

Users need to use F3 to adjust adjustment grid, F4 for adjustment detail and Ctrl + Delete to delete records from it.

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.

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Item Batch Details (Ctrl + B): User can create batch details against each item. Batch details such as batch no, serial no, manufacturing date, expiry date, size, qty can be recorded.

Batch Details.

Batch Details (F3)					
Batch No	Serial No	Mfg. Date	Expiry Date	Size	Qty
Batch02	1	16-02-2021	16-03-2021		50.00

50.00

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

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

Item Batch Status (Ctrl+ Q): User can see 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
Batch02	1	16-02-2021	16-03-2021	C/1/N	16-02-2021	<input type="checkbox"/>	NOS	40.00	-10.00	10.00	30.00

Close

Item level charges (Ctrl + I): User can add the charges at item level by pressing the Ctrl + I Keys. Below screen will be displayed to user.



Item Level Charges.

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 purchase voucher details.



User needs to update the voucher details and click on Save (Alt + V) button to save the voucher or can cancel the edited order 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 purchase voucher. On clicking the Yes button, the selected order will be deleted form the list of purchase voucher 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 purchase voucher.

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: ☐ 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	Place of Supply	Supply Type	Currency	Amount	Narration	Cancelled
01-08-2020	test	CYGNET INFOTECH PRIVATE LIMITED	24AABCC5127A1ZF	24-Gujarat	INTRA	INR	141,600.00		<input type="checkbox"/>
01-08-2020	test5	CYGNET INFOTECH PRIVATE LIMITED	24AABCC5127A1ZF	24-Gujarat	INTRA	INR	334,176.00		<input type="checkbox"/>
01-08-2020	test6	CYGNET INFOTECH PRIVATE LIMITED	24AABCC5127A1ZF	24-Gujarat	INTRA	INR	501,264.00		<input type="checkbox"/>
01-09-2020	10	POLYCARB INDIA LIMITED	06AACP6474E1ZM	33-Tamil Nadu	INTER	INR	10,071.00		<input type="checkbox"/>
03-09-2020	6	ARULDASS SHEBA JENITTA	33FRDP6409F1ZF	33-Tamil Nadu	INTRA	INR	1,413.00		<input type="checkbox"/>
04-09-2020	4	BHAGWANSINGH SHOBHA	33AZKP50457N1ZV	33-Tamil Nadu	INTRA	INR	1,545.00		<input type="checkbox"/>
05-09-2020	13	USAKA INDUSTRIAL COMPONENTS PRIVATE LIMITED	06AAACU1663J1ZC	33-Tamil Nadu	INTER	INR	6,183.00		<input type="checkbox"/>
08-09-2020	18	RONCH POLYMERS PRIVATE LIMITED	26AAACR4924P1ZZ	33-Tamil Nadu	INTER	INR	6,804.00		<input type="checkbox"/>
08-09-2020	7	POLYCARB INDIA LIMITED	32AAACP6474E1ZM	33-Tamil Nadu	INTER	INR	53,906.00		<input type="checkbox"/>
10-09-2020	14	VINAY BOMB	29ABRP0952C2ZT	33-Tamil Nadu	INTER	INR	2,012.00		<input type="checkbox"/>
10-09-2020	8	UNICOM INFOTEL PRIVATE LIMITED	27AAACU1355P1ZZ	33-Tamil Nadu	INTER	INR	77,449.00		<input type="checkbox"/>
12-09-2020	19	NEW ERA TRADERS	33AABFN5723C1ZT	33-Tamil Nadu	INTRA	INR	58,661.00		<input type="checkbox"/>
12-09-2020	9	BHARTI AIRTEL LIMITED	33AAACB2894G1ZU	33-Tamil Nadu	INTRA	INR	589.00		<input type="checkbox"/>
14-09-2020	11	MALABAR RESIDENCY	32AAHFM4619C1ZP	33-Tamil Nadu	INTER	INR	2,195.00		<input type="checkbox"/>
19-09-2020	17	TECHNO ELECTROMECH PRIVATE LIMITED	24AADCT7085L1ZW	33-Tamil Nadu	INTER	INR	51,650.00		<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, purchase 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 Purchase Tab.