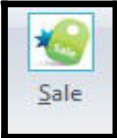




## Sale (Alt + S)

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

On clicking  option or on pressing the shortcut (Alt+ S), 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 on the list of Sale voucher.

## Add (Alt + A)



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

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

### Sale Voucher Fields

**Voucher No.:** Voucher no. is the sale invoice number. Basis the voucher series definition for sales 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 sale 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.

**Terms Day:** Term's day is the payment terms day that user needs to enter.

**Challan No.:** Challan no is for reference if sales invoice is issued against challan.

**Challan Date:** Challan date is the date of issuing challan.

**Dispatch by:** Dispatch by indicates the mode of dispatch of goods.

**Order No:** The number assigned to the order is mentioned over here.

**Order Date:** The date at which the particular sale order is defined is mentioned over here.

**LUT No:** LUT number is the number for letter of undertaking in case of exports. If Export Without Payment is selected, then LUT number is mandatory. User can enter LUT number by clicking on the beside LUT label, below screen will be displayed to user:

The screenshot shows a software window titled 'LUT Master'. It has a 'Data Entry' tab and a 'View' button. The main area contains several input fields: 'Company' (a dropdown menu showing 'HP Company'), 'Financial Year' (a dropdown menu showing '2016 - 2017'), 'Start Date' (a date picker showing '14-04-2016'), 'End Date' (a date picker showing '08-03-2017'), and 'LUT No' (a text box containing '4545'). On the right side, there is a 'Quick Access Keys' panel with the text 'Add Mode' and 'EMail (F10)'. Below this, there is a section for 'F1 - General Help' containing a grid of buttons: '+ Add', '- Delete', 'OK', 'Next', 'First', 'Help', 'Edit', 'Export', 'Cancel', 'Prior', 'Last', and 'Close'.



**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.

**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.

**Proforma Invoice:** A Proforma invoice checkbox is used if a customer requests the user to produce a document for goods or services yet to be delivered or before the sale actually happens.

**Party Name:** Party Name can be selected from the dropdown list of added customers in account definition module, 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. If GSTIN is not present, then place of supply will be selected based on state 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.

**GSTIN of E-commerce:** If the sale is through ecommerce website, then GSTIN of ecommerce is to be mentioned by user.

**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.





**Voucher Level Charges(F5):** User will be able to create charge on particular voucher from the list of charges created in to charge definition module by using F5 button, which redirected to the voucher level charges section to view the list of charges at voucher level. User can add outward freight, or any other amount charged to the customer in invoice in voucher level changes.

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 when user create invoice in party name and shipped goods to third party.



Address Details.

**Dispatch From**

Name: HP Company GSTIN : 01ASDFG1234Z1ZP

Address : address line 1  
address line 2

City : city name PinCode: 302001  
State: Jammu & Kashmir

**Bill To**

Name: af4sd56fs54 GSTIN : 24ABCDE1234F1Z5

Address : SDGDHOK  
dsjfhgsuid

City : bhuj PinCode: 514864  
Country: India State: Gujarat

**Ship To**

Name: af4sd56fs54 GSTIN : 24ABCDE1234F1Z5

Address : SDGDHOK  
dsjfhgsuid

City : bhuj PinCode: 514864  
Country: India State: Gujarat

Master Module Entry (Insert) Close

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

Sale Order adjustment for ZC.

Item	Godown	Batch No	Packing No	Rate	Qty	Order No (Whole Order)
<Press Enter in Qty or Order No to make entries>						
Order						
Date	No	Type	Item Name	Godown	Batch No	Packing No
					Rate	Is Performa
					Order	Qty
					Balance	Used
<No data to display>						
<Ctrl + S to adjust all records> <Ctrl + D to clear all adjusted records>						
Used qty more than Balance qty.						Ok

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**Adjustment Details(F8):** User can adjust advance receipt against particular sale voucher also TCS amount if any can be adjusted. An adjustment popup will be displayed to user on pressing F8 Key as shown below:

Adjustment (F3)		Adjustment Details (F4)				
Type	Amount (INR)	Reference No	Voucher No	Voucher Type	Amount (INR)	TCS Adjustment (INR)
Advance Adjustment	1,148,000.00	456	tcs adv2	Receipt	1,050,000.00	105,000.00
		123	tcsadv	Receipt	98,000.00	9800

60,273,220.00	1,148,000.00	105,000.00
---------------	--------------	------------

<Press (F3) to set focus to 'Adjustment' grid>      Pending TCS for Advance Adjustment: 60,273.22  
 <Press (F4) to set focus to 'Adjustment Details' grid>      <Press Ctrl + D to delete all records>

☒ Save

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.

**Item Batch Adjustment (Ctrl+ B):** User can adjust items from the batch created.

User just have to enter the adjustment qty in the screen as displayed below:





Batch Adjustment.

Batch Details (F3)								
Batch No	Expiry Date	Adj. Qty	Balance Qty	Total Qty/Voucher No	Voucher Date	Voucher Series	Serial No	Mfg. Date
Click here to define a filter								
Batch02	16-03-2021	40.00	60.00	50.00 Feb/2/2021	16-02-2021		1	16-02-2021

Item: ITEM 2 Qty : 40.00  
 Godown: Cygnet Biztech Private Limited Unit : NOS **Expired Batch** ☒ 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



**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

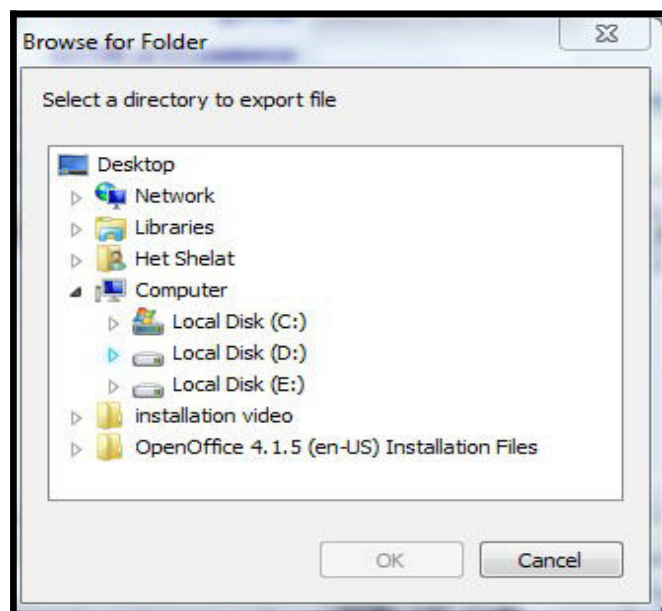
Attachment Details			
Upload	Download	File Name	Description
<No data to display>			

Add Record (F3)  
 Double Click to open file  
 Delete Record (Ctrl+Delete)

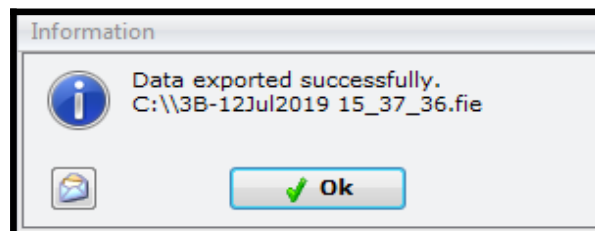
Close Download All



**Export (Face to Face Import) (Ctrl +R):** User can export the file for the transaction which can be further imported by the customer who is using Cygnnet FACE as an accounting software to automatically book the sale. user can do face to face import by pressing Ctrl + R Keys.



After selecting the folder in which user wishes to store/export the data, another pop-up will be generated as shown below:



Edit (Alt + E)

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

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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 sale voucher. On clicking the Yes button, the selected order will be deleted from the list of sale 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 sale 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: 10-12-2020 ☐ Party Name: ☐ Place of Supply: ☐ Supply Type: ☒ Exclude Cancelled

Saved Records Details (F3)

Date	Voucher / Invoice No.	Party / Account Name	GSTIN	Place of Supply	Supply Type	Currency	Amount	Narration	Cancelled
30-09-2020	1	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	115,640.00		<input type="checkbox"/>
30-09-2020	10	Debtor2		20-Jharkhand	INTER	INR	907,302.00		<input type="checkbox"/>
30-09-2020	11	Debtor2		33-Tamil Nadu	INTRA	INR	1,050,200.00		<input type="checkbox"/>
30-09-2020	12	Debtor1		31-Lakshadweep	INTER	INR	1,059,168.00		<input type="checkbox"/>
30-09-2020	13	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	987,000.00		<input type="checkbox"/>
30-09-2020	14	Registered-intra	33AACCP4567E1ZK	33-Tamil Nadu	INTRA	INR	686,000.00		<input type="checkbox"/>
30-09-2020	15	Export dealer		99-Other Country	INTER	INR	8,900.00		<input type="checkbox"/>
30-09-2020	16	Export dealer		99-Other Country	INTER	INR	87,600.00		<input type="checkbox"/>
30-09-2020	17	Composition Dealer INTER	24ABCD1111H1ZA	24-Gujarat	INTER	INR	54,880.00		<input type="checkbox"/>
30-09-2020	18	Composition Dealer INTRA	33ADBFC5567E1ZA	33-Tamil Nadu	INTRA	INR	160,008.00		<input type="checkbox"/>
30-09-2020	19	SEZ Dealer	33AACCP7567E1ZE	33-Tamil Nadu	INTER	INR	98,760.00		<input type="checkbox"/>
30-09-2020	20	SEZ Dealer	33AACCP7567E1ZE	33-Tamil Nadu	INTER	INR	45,000.00		<input type="checkbox"/>
30-09-2020	21	Composition Dealer INTER	24ABCD1111H1ZA	24-Gujarat	INTER	INR	66,080.00		<input type="checkbox"/>
30-09-2020	23	Deemed Export dealer	33AACDP6754E1ZH	33-Tamil Nadu	INTRA	INR	93,102.00		<input type="checkbox"/>
30-09-2020	24	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	895,502.00		<input type="checkbox"/>
30-09-2020	25	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	170,880.00		<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, sale 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 sale Tab.