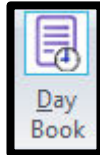
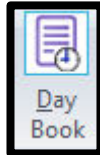




### Day Book (Alt + D)

Day Book Module enables user to generate Day Book of the Business which shows day-wise transactions in the application.



On clicking the  option pressing the shortcut (Alt + D), a popup will be displayed to user as shown below:

User can retrieve/fetch the data as per their requirement and as per the specific condition by using the date range, branch, maker-checker status, and account name.

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

### Load Report (Alt + L)

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



Now after the load report button is selected a new toggle will be opened showing all the transactions relating to the particular date.

Day Book Report

Load Report Export Print Help Close <Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)> <Click Right For More Options> <Press F6 to Expand/Collapse>

Filter Data [F3] Report [01/04/2019 to 31/03/2020] [F4]

Date	Branch	Type	Series	A/c Name	Amount C/D	Description
Click here to define a filter						
Date: 31/03/2020	GST BASED BRANCH	Delivery Challan	Delivery Challan	Debtor 1	9156800.00 D	
Voucher No. : 1	GST BASED BRANCH	Delivery Challan	Delivery Challan	Debtor 1	9156800.00 D	
Voucher No. : 2	GST BASED BRANCH	Delivery Challan	Delivery Challan	Creditor 3	354000.00 D	
Voucher No. : 25	GST BASED BRANCH	Outward Note	Credit Note	Debtor 1	1727550.00 D	
Voucher No. : 3	GST BASED BRANCH	Delivery Challan	Delivery Challan	Composition Dealer Intia	196000.00 D	
Voucher No. : 34	GST BASED BRANCH	Receipt	Receipt	SEZ unit	765000.00 C	
Voucher No. : 4	GST BASED BRANCH	Receipt	Receipt	Debtor 1	35453889.00 C	
Voucher No. : 45	GST BASED BRANCH	Payment	Payment	Creditor 2	97000.00 D	
Voucher No. : 6	GST BASED BRANCH	Payment	Payment	Creditor 2	895000.00 D	
Voucher No. : C/1/A	GST BASED BRANCH	Contra	Contra	SBI	8000.00 C	
Voucher No. : C/1/N	GST BASED BRANCH	Outward Note	Credit Note	Debtor 1	1139000.00 C	
Voucher No. : J/1/L	GST BASED BRANCH	Journal	Journal	GST Expense	13680.00 D	
Voucher No. : J/2/L	GST BASED BRANCH	Journal	Journal	Debtor 1	8012200.00 C	
Voucher No. : Mar/1/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 1	17651062.00 C	
Voucher No. : Mar/10/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 3	40000.00 C	
Voucher No. : Mar/11/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 6	262550.00 C	
Voucher No. : Mar/12/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 5	106200.00 C	
Voucher No. : Mar/13/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 5	9000.00 C	
Voucher No. : Mar/14/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 5	105020.00 C	
Voucher No. : Mar/15/2020	GST BASED BRANCH	Purchase	Purchase	Composition Dealer	162000.00 C	
Voucher No. : Mar/16/2020	GST BASED BRANCH	Purchase	Purchase	Creditor/Debtor	2950000.00 C	
Voucher No. : Mar/17/2020	GST BASED BRANCH	Purchase	Purchase	Debtor/Creditor	1787200.00 C	
Voucher No. : Mar/18/2020	GST BASED BRANCH	Purchase	Purchase	Debtor 1	3560000.00 C	
Voucher No. : Mar/19/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 2	114460.00 C	
Voucher No. : Mar/20/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 2	7257000.00 C	
Voucher No. : Mar/20/2020	GST BASED BRANCH	Purchase	Purchase	Composition Dealer	9000.00 C	
Voucher No. : Mar/21/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 2	97000.00 C	
Voucher No. : Mar/3/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 1	9600000.00 C	
Voucher No. : Mar/4/2020	GST BASED BRANCH	Purchase	Purchase	Creditor 1	1300500.00 C	

### Drill down entry.

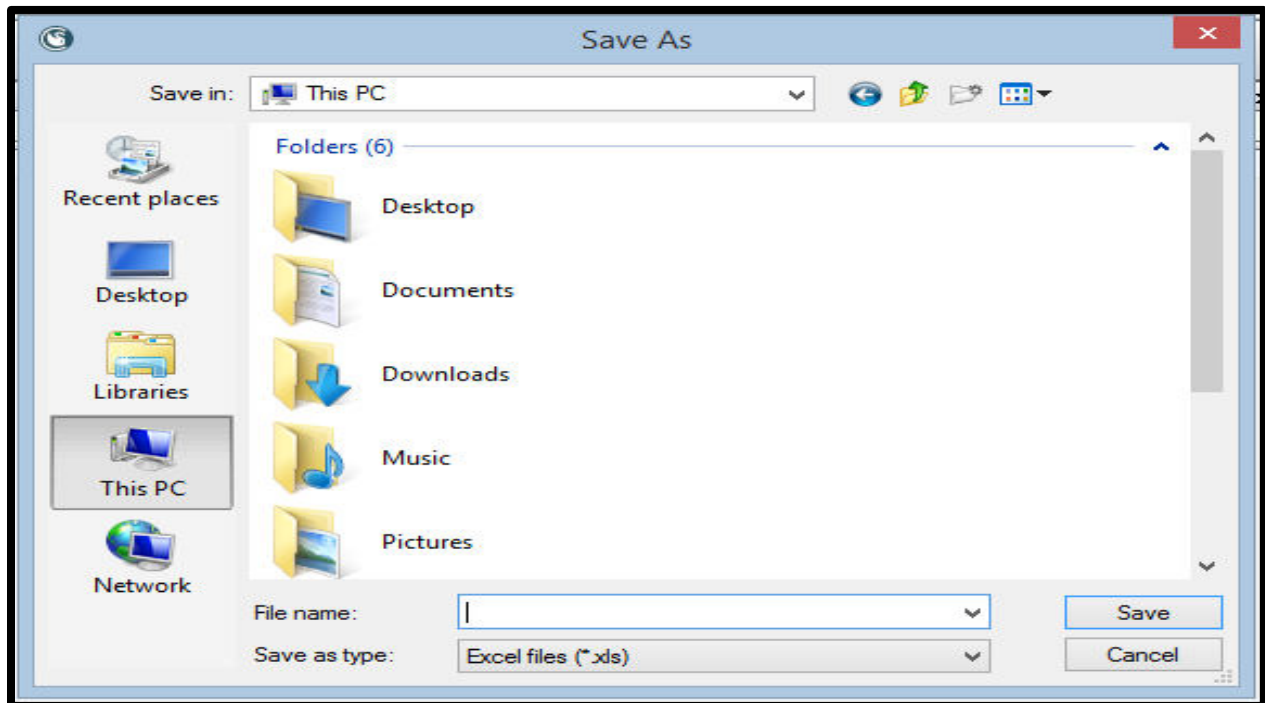
To go to the voucher, user needs to double click on the record line. User will be redirected to the transaction details where user need to select particular transaction.

### Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. 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, Day book tab will get closed.

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

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