



## Purchase Order (Alt + A)

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

On clicking  option or on pressing the shortcut (Alt+ A), 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 order. On clicking the Add button below screen will be displayed to user.

Purchase Order Details For Purchase Order

Data Entry (Ctrl+F2)

\* Order No.:  \* Order Date: 18-03-2021 Terms Day:  0 Total Amount (INR):   
 \* Cost Center:  Due Date:  Delivery Date:   
 \* Party Name: ARULDASS SHEBAJENITTA \* GSTIN: 33FROP56409F12F Tamil Nadu  
 \* Place of Supply: 33 - Tamil Nadu \* Supply Type: INTRA \* Currency: INR \* Currency Rate: 1.0000

Item Code	Name	Unit	Godown	Diff. %	Qty	Rate	Discount (%)	Discount	Gross Amount	Invoice Amount	Narration	Taxable Value	GST Rate	IGST
<No data to display>														

Total: 0

Accounts Affected (F4)

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

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

HSN Summary (INR)

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

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

Buttons: Add, Edit, Delete, Print, Save, Cancel, Help, Close, Open Saved Record

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

### Purchase Order Voucher Fields

**Order No.:** Order no. is the purchase order number. Basis the voucher series definition for purchase order there are three ways to get the order number.

- Manual - User can manually enter any order number.
- Automatic - Order number will be auto populated based on the voucher series set.
- Both - Order number will be auto populated based on the voucher series set which can further be edited by user.

**Order Date:** Order date is the purchase order date. The default date set from the user's module will be displayed to user by default, user can set any date as order date.



**Terms Day:** Terms day is the purchase order terms day that user needs to enter.

**Total Amount:** Total amount is the order value.

**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.

**Due Date:** Due Date will be the date for payment to be due.

**Delivery Date:** Delivery Date will be the date on which goods will be received.

**Party Name:** Party Name can be selected from the dropdown list of added vendors, or if new party is to be created then press insert key or 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 Company GSTIN. User can change the POS basis the delivery of goods.

**Supply Type:** Supply type will be based on the Party 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

**Item Details(F3):** User needs to press F3 key to add the items in the order or double click on Item Details(F3) label under the Quick Access Keys on the top right corner of the screen.



Item											Tax				
Item Code	Name	Unit	Godown	Diff. %	Qty	Rate	Discount (%)	Discount	Gross Amount	Invoice Amount	Taxable Value	GST Rate	IGST	CGST	SGST
<No data to display>															
<div style="display: flex; justify-content: space-between;"> <span>Total: 0</span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> </div>															

User can add the items by bar-code reader or can manually select the item to add from the list of added items.

if user wants to create new item, then plus icon beside Name in the grid is to be clicked or press insert key.

After selecting the item, user needs to mention the godown (where the goods are to be received) if it is goods and linked account (Account to book the income/expense for mentioned services/goods) if it is services, quantity, and rate per quantity of the item.

Taxes will be auto calculated, and the related accounts will be affected.

**Accounts Affected(F4):** The accounts that are affected based on the transaction will be displayed under Accounts affected grid in the bottom left corner of the screen.

Accounts Affected (F4)			
A/c Name	A/c Group	Amount	Opening
CGST 9.00%	DUTIES AND TAXES	45.00 D	994,459.20 C
SGST 9.00%	DUTIES AND TAXES	45.00 D	994,459.20 C
Purchase Order A/c	DIRECT EXPENSES	500.00 D	
Aagam Enterprise (Abad)	SUNDRY CREDITORS	590.00 C	296.00 C
Debit : 590.00		Credit : 590.00	

**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.

This is the intellectual property of Cygnnet Infotech Pvt. Ltd. and unauthorized use of this document shall not be entertained.



**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.

**Calculator(F2):** A Calculator will be displayed on pressing F2 Key.

**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:

Address Details.

**Bill From**

**Name:** Aagam Enterprise (Abad) **GSTIN :** 24AAFYA5141Q1ZT

**Address :** 16 Swastik Society  
Nr.Amco Bank Stadium Circle Navrangpura

**City :** Ahmedabad **PinCode:**

**Country:** **State:**

**Dispatch From**

**Name:** Aagam Enterprise (Abad) **GSTIN :** 24AAFYA5141Q1ZT

**Address :** 16 Swastik Society  
Nr.Amco Bank Stadium Circle Navrangpura

**City :** Ahmedabad **PinCode:**

**Country :** **State:**

**Master Module Entry (Insert)** **Close**

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



Order Adjustment Details.

Adjustment Voucher Details					
Date	No	Type	Item	Godown	Used Qty
<No data to display>					

Total Qty

Close

**Email(F10):** An Email screen will be displayed for user to send any support related email to support or send purchase order in attachment to vendor/customer.

**Recurring Purchase Order (F11):** User can make the purchase order recurring with just one click. On clicking Recurring Purchase order (F11) a screen as below will appear:

Schedule Order.

Schedule Type: No Recurrence

Active? ☐

Save ☒

Close

User has option to select from drop down schedule type such as No Recurrence, daily, weekly, and monthly and click on active and save or close to cancel.

User needs to click on Save (Alt + S) to save the selection and check the activate checkbox to activate the selection.



**Upload/Download file (Ctrl + F1):** User can upload/download the supporting documents as an attachment of the voucher for their reference.

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 order details.

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

### 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	33AACPA567E1ZK	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	33ADBFC5667E1ZA	33-Tamil Nadu	INTRA	INR	160,008.00		<input type="checkbox"/>
30-09-2020	19	SEZ Dealer	33AACPA567E1ZE	33-Tamil Nadu	INTER	INR	98,760.00		<input type="checkbox"/>
30-09-2020	20	SEZ Dealer	33AACPA567E1ZE	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	33ACDP6754E1ZH	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	170,000.00		<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 order tab will get closed.

### Help (Alt + H)

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