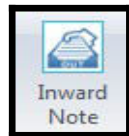




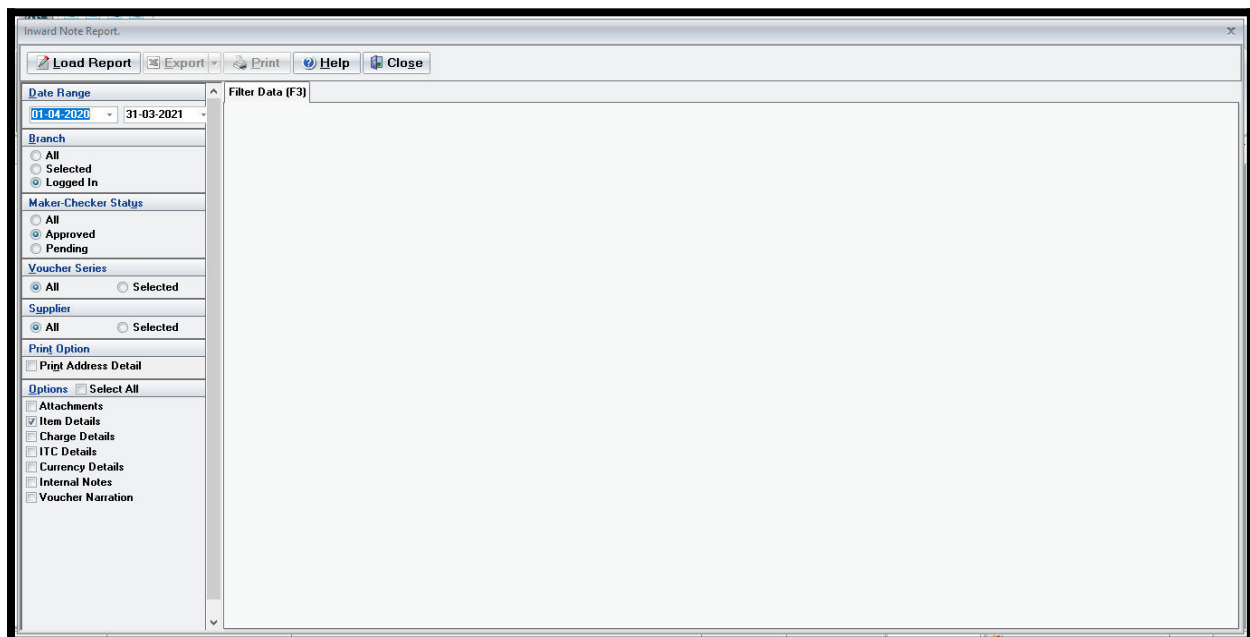
Inward Note Report (Alt + I)

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

On clicking option or on pressing the shortcut (Alt+ I), 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.

Inward Note Report.

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

<Press Enter / Dbl click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Inward Note Details									
Date	No	Branch	Note Type	Supplier	GSTIN	Place of Supply	Is PreGST Regime	Ref. V. No	Ref V. Date
08-09-2020	[CN/U11/20-21/2022]	DEMO BRANCH	Debit Note	RONCH POLYMERS PRIVATE LIMITED	26AAACR4924P1Z2	33-Tamil Nadu	<input type="checkbox"/>	18	08-09-2020
19-09-2020	CN188/20-21	DEMO BRANCH	Debit Note	TECHNO ELECTROMECH PRIVATE LIMITED	24AADCT708SL1ZW	33-Tamil Nadu	<input type="checkbox"/>	17	19-09-2020
30-09-2020	2033018005	DEMO BRANCH	Debit Note	SPOTON LOGISTICS PRIVATE LIMITED	33AAQCS5845Q1ZF	33-Tamil Nadu	<input type="checkbox"/>	16	30-09-2020
30-12-2020	D/1/N	DEMO BRANCH	Debit Note	BHAGWANSINGH SHOBHA	33AZKPS0457N1ZV	33-Tamil Nadu	<input type="checkbox"/>	4	04-09-2020
16-02-2021	D/2/N	DEMO BRANCH	Debit Note	ARULDASS SHEBA JENITTA	33FROP56409F1ZF	33-Tamil Nadu	<input type="checkbox"/>	Feb/2/2021	16-02-2021
16-02-2021	D/3/N	DEMO BRANCH	Credit Note	ARULDASS SHEBA JENITTA	33FROP56409F1ZF	33-Tamil Nadu	<input type="checkbox"/>	Feb/2/2021	16-02-2021
23-02-2021	D/4/N	DEMO BRANCH	Debit Note	CYGNET INFOTECH PRIVATE LIMITED	24AABCC5127A1ZF	24-Gujarat	<input type="checkbox"/>	test5	01-08-2020
23-02-2021	D/5/N	DEMO BRANCH	Credit Note	USAKA INDUSTRIAL COMPONENTS PRIVATE ...	06AAACU1663J1ZC	33-Tamil Nadu	<input type="checkbox"/>	13	05-09-2020

Total

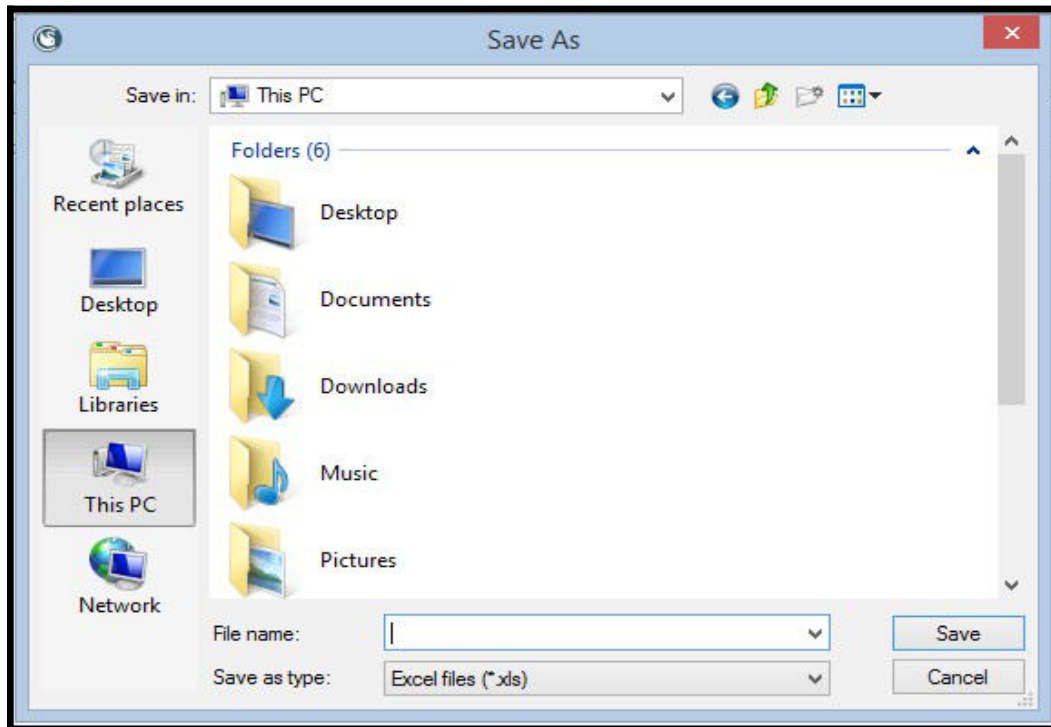
User can filter the data as available in headings of the report. i.e., user can filter which date he wants to view by clicking on filter available in date or selected voucher no. he wants to view by clicking on filter available in Voucher no. and so on for all the headings.

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 Inward Note Report Tab.

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

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