




Godown Definition (Alt + O)

Godown Definition Module enables user to create multiple Godown or Additional Place of Businesses.



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

* Godown	Godown Type	State	Address 1
Click here to define a filter			
> Cygnnet Biztech Private	Own	Gujarat	12, SULABH COMPLEX, 16 SWASTIK S S
Godown 2	Own	Tamil Nadu	Godown 2

NOTE: -

- 1) The Godown defined will vary from Branch to Branch & Company to Company.
- 2) For Example: the Godown definition of Branch 1 of parent Company A will not be displayed in the Godown definition of Branch 2 of Company B.
- 3) In a nutshell, a Godown definition will only be shown in the respective branch of company in which the user is working.



List of added godown/additional place of business will be displayed on the screen under the view tab.

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.

User can perform below activities on the list of Godown/Additional Place of Business.

Add (Alt + A)

User needs to click on Add (Alt + A) button to add new godown/additional place of business. On clicking Add, a screen as below will be shown:

The screenshot shows a window titled "Godown Definition" with two tabs: "Data Entry" and "View". The "Data Entry" tab is active, displaying the following fields:

- * Godown Type : ☒ Own ☐ Job Worker's
- * Godown Name :
- * Address 1 :
- Address 2 :
- * State :
- * City : * Pincode :

On the right side of the window, there is a section titled "Add Mode" with "Quick Access Keys" showing "EMail (F10)". Below this are several buttons: Add, Edit, Delete, Export, Save, Cancel, Next, Prior, First, Last, Help, and Close.

User needs to add the required godown details and click on Save (Alt + V) button to save the godown or can cancel the added godown by clicking on Cancel (Alt +C) button.



Please note that the godown state will be disabled if own is selected as godown/additional place of business should be within the state only where company is registered and if job worker's is selected, then any other state can be selected.

Note: Field marked with * are mandatory fields.

Edit (Alt + E)

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

User needs to update the godown/additional place of business details and click on OK (Alt + O) button to save the godown or can cancel the edited godown details by clicking on Cancel (Alt +C) button.

Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing godown.

On clicking the Yes button, the selected account will be deleted form the list of accounts and on Clicking No button the user will be taken to previous tab

Note: User will not be able to edit default account groups added in the group definition.

Export (Alt + P)

User needs to click on Export (Alt + P) button to export the list of added godown. On clicking Export button, user will be asked for the path to export the spreadsheet of godown list. User needs to specify the path and click on save button to export the list successfully.

Next (Alt + N)

On clicking the Next (Alt + N) button, user will be redirected to the next record in the list.



[Prior \(Alt + R\)](#)

On clicking the Prior (Alt + R) button, user will be redirected to the previous record in the list.

[First \(Alt + F\)](#)

On clicking the First (Alt + F) button, user will be redirected to the first record in the list.

[Last \(Alt + L\)](#)

On clicking the Last (Alt + L) button, user will be redirected to the last record in the list.

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

On clicking the Close (Alt + S) button, godown definition tab will get closed.

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

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