




Sale Order (Alt + L)

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

On clicking  option or on pressing the shortcut (Alt+ L), A popup will be

displayed to user as shown below:

Purchase Details For Purchase

Data Entry (Ctrl+F2)

* Voucher No: 18-03-2021 * Voucher Date: 18-03-2021 Terms Day: 0 Total Amount (INR):
 * Invoice / Bill No: * Invoice / Bill Date: 18-03-2021 Dispatch Date:
 * Cost Center: Reverse Charge: ☐ Cash Transaction: ☐ EWay Bill No:
 * Party Name: ARULDASS SHEBAJENITTA * GSTIN: 33FR0PS6409F12F Tamil Nadu
 * Place of Supply: 33 Tamil Nadu * Supply Type: INTRA Port Code:
 * Currency: INR * Currency Rate: 1.0000

Item Code	Name	A/c	Unit	Godown	Diff. %	Qty	Rate	Discount (%)	Discount	Gross Amount	Item Charges	Invoice Amount	Narration	Taxab
<No data to display>														

Total: 0

Accounts Affected (F4) Voucher Level Charges (F5)

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	CESS Non Advol
<No data to display>							

Quick Access Keys

- Master Module Entry (Insert)
- Calculator (F2)
- Item Details (F3)
- Accounts Affected (F4)
- Voucher Level Charges (F5)
- Voucher Address (F6)
- Order Selection (F7)
- Adjustment Details (F8)
- Email (F10)
- Item Batch Details (Ctrl+B)
- Item Level Charges (Ctrl+I)
- Upload/Download File (Ctrl+F1)

E-Invoice & E-Way Bill (Ctrl+E)

Add Edit
Delete Print
Save Cancel
Help Close
Open Saved Record

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 order voucher.

Add (Alt + A)

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

Sale Order Details For Sale Order

Data Entry (Ctrl+F2)

* Order No.: * Order Date: 10-12-2020 Terms Day: 0 ☐ Is Performa Invoice

Dispatch By: * Cost Center: Total Amount (INR):

* Party Name: ARULDASS SHEBAJENITTA

* GSTIN: 33FRDP56409F12F * GSTIN of ECommerce:

* Place of Supply: 33 Tamil Nadu * Supply Type: INTRA * Currency: INR * Currency Rate: 1.0000

Item Code	Name	Unit	Godown	Batch No	Packing No	Diff. %	Qty	Rate	Discount %	Discount	Gross Amount	Invoice Amount	Narration	Taxable Value
<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):

Quick Access Keys:
 Master Module Entry (Insert)
 Calculator (F2)
 Item Details (F3)
 Accounts Affected (F4)
 Voucher Address (F6)
 Order Adjustment (F7)
 Email (F10)
 Upload/Download File (Ctrl+F1)

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 sale order.

Sale Order Voucher Fields

Order No.: Order no. is the sale 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 sale 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: Term's 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.

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

Party Name: Party Name can be selected from the dropdown list of added customers, 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.

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

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															
Item Code	+ Name	+ Unit	Godown	+ Batch No	Packing No	Diff. %	Qty	Rate	Discount [%]	Discount	Gross Amount	Invoice Amount	Taxable Value	Rate	IGST
2698	far cry 4	BAG	shahrukh			0	55.00	8,965.00			493,075.00	493,075.00	493,075.00	0.00	



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 on pressing F6 key as shown below:

The screenshot shows a software window titled 'Address Details.' with a close button (X) in the top right corner. It contains two main sections: 'Bill From' and 'Dispatch From'. Each section has fields for Name, GSTIN, Address, City, PinCode, Country, and State. The 'Bill From' section is pre-filled with: Name: KDFJOISDFJK, GSTIN: 24ABCDE1234F1Z5, Address: FJIRGJRO, City: JAMNAGAR, PinCode: 159586, Country: India, and State: Gujarat. The 'Dispatch From' section is currently empty. At the bottom left of the window, there is a button labeled 'Master Module Entry (Insert)' in purple text. At the bottom right, there is a 'Close' button with a small icon.

Adjustment Details(F7): An adjustment popup will be displayed to user on pressing F7 Key for adjusting the amount in sale 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

Calculator(F2): A Calculator will be displayed.

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

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)

CloseDownload All

Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit sale 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 sale order. On clicking the Yes button, the selected order will be deleted form the list of sale 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 sale 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
 ☐ Party Name:
 ☐ Place of Supply
 ☐ Supply Type
 ☒ Exclude Cancelled

10-12-2020

Load Data (F5)

Date

Voucher / Invoice No.

Party / Account Name

GSTIN

Place of Supply

Supply Type

Currency

Amount

Narration

Cancelled

Click here to define a filter

<No data to display>

<Click open button or Press Enter or Dbl click in grid to open selected record for editing or deletion>

Help

Open

Close

Close (Alt + S)

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

Help (Alt + H)

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