

Customer Preference

Customer Preference is used to record the unique 'preferences' of the Customer such as unique product identifications, customer specific clauses, customer specific charges or opening balances of products with the Customer.

How to Create a New Customer Preference?

In order to create a NEW Customer Preference the user must go to CRM >> Customer Preference.

This opens up the Customer Preference Detail page.

Explanations of the various fields in the Customer Preference Detail page:

Customer:

User must 'tag' a Customer in the field labeled Customer. This is the Customer whose preferences are going to be recorded. This is a mandatory field and the Customer Preference entry cannot be saved without entering this field.

Payment Terms

The default payment terms for a particular Customer can be tagged in the field labeled Payment Terms. In order to do this, the user must click on the small icon beside the field to open up a list of pre-configured Payment Terms. The user must select the appropriate Payment Term and click Ok to finalize the tagging.

An example of Payment Terms could be '90 Days from the Date of Invoice'.

The list of pre-configured Payment Terms is created from the Configuration >>> Configuration Center.

For a more detailed guide on how to create the list of Payment Terms please refer to the related help.

Delivery Terms

The default delivery terms for a particular Customer can be tagged in the field labeled Delivery Terms. In order to do this, the user must click on the small icon beside the field to open up a list of pre-configured Delivery Terms. The user must select the appropriate Delivery Term and click Ok to finalize the tagging.

An example of Delivery Terms could be 'Ex - Works'.

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For a more detailed guide on how to create the list of Delivery Terms please refer to the related help.

Inspection Clause

The customer when buying goods may have certain terms for inspecting the goods sent to them at their premises.

This information can be recorded in the field Inspection Clause. This is a free text field meaning whatever the user types in this field will be reflected in the documents as well.

Rejection Clause

The customer when buying goods may have certain terms for rejecting the materials.

This information can be recorded in the field Rejection Clause. This is a free text field meaning whatever the user types in this field will be reflected in the documents as well.

Product

Users have the option to link Customers to Products from the Customer Preferences. This enables the user to get a list of all the products, a particular Customer buys vis-a-vis they will also be able to get a list of all the Customers for a particular Product. To do this the User must click on the 'Add' button on the Product tab in the child section. This will open up a window with all the available Products. User must select the required product and click ok to finalize the selection.

Once the product appears on the screen users can click on 'Save' to save the Customer Preference or they can specify more details mentioned below:

Alternate No.

The Alternate No. field is useful if the Customer identifies the Product through an alternate Product No. other than the one specified in the Product Master.

Alternate Description

The Alternate Description field is useful if the Customer identifies an alternate Product Description other than the one which is specified in the Product Master.

Lead Time (Days)

This field can be used to capture the default lead required to cater to this Customer.

Allocated Quantity.

This field is useful when the user wants to limit the quantity of the Packaging product issued to the Customer.

For an example, during sales Crates are issued to the Customer along with goods sold which are supposed to be returned later on by the Customer. If the user puts 100 units as the limit for Packaging Crates for this particular Customer, the system will not allow more than 100 units of Crates to be issued at any point of time. Only when the Customer has returned some of the Crates back through 'Return Packaging', will they be able to take more Crates.

Package Open Bal.

This field lets the users specify an opening balance of packaging products that is present with the Customer. This works parallel with the Allocated Quantity field therefore the Opening Balance can never exceed the Allocated Quantity.

Open Bal. Date

Users can select the Opening Balance date for the opening balance quantity they have specified in the previous field.

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SUPPLIER PREFERENCE

This module allows users an option to link suppliers to products and also set various product specific parameters and details so as to match it as per particular suppliers. Users will also be able to get a list of all the Suppliers for a particular Product. This module does not change anything in the product master or supplier master but is useful for creating parallel identifiers. Supplier Preference could be used for recording the unique preferences of a Supplier such as unique Product Identifications, Supplier Specific Clauses, Supplier Specific Charges or Opening Balances of products with the Supplier.

Explanations for various fields in the Supplier Preference Detail page:

FIELD	COMMENTS
Supplier	It is mandatory to tag a Supplier in this field. This is the Supplier whose preferences are going to be recorded
Payment Terms	The default payment terms for a particular supplier can be tagged in this field. E.g. '90 Days from the Date of Invoice'. The list of pre-configured Payment Terms is created from the Configuration >>> Configuration Center. For a more detailed guide on how to create the list of Payment Terms please refer to the related help.

Deliver Terms	<p>The default delivery terms for a particular Supplier can be tagged in this field</p> <p>The list of pre-configured Delivery Terms is created from the Configuration >>> Configuration Center.</p> <p>For a more detailed guide on how to create the list of Delivery Terms please refer to the related help.</p>
Inspection Clause	<p>Any inspection clause for delivered products from this supplier could be mentioned here. This is a free text field and the entered text will reflect in the documents as well.</p>
Rejection Clause	<p>Any clauses for rejecting the materials ordered from this supplier could be entered here.</p> <p>This is a free text field and the entered text will reflect in the documents as well.</p>
Product Tab	<p>It is mandatory to add at least one product for which the supplier preference is set for.</p>
Alternate No	<p>The Alternate No. field is useful if the supplier identifies the Product with an alternate Product No. other than the one specified in the Product Master.</p>
Alternate Desc	<p>The Alternate Description field is useful if the supplier identifies an alternate product description other than the one specified in the Product Master.</p>
Lead Time (Days)	<p>This field captures the number of days the supplier takes to deliver this product from order date</p>
Allocated Qty	<p>This field is useful when the user wants to limit the quantity of the products ordered from the supplier unless the pending packages are returned back. E.g. in case of Gas Cylinders. This is just for information field and does not have any validation.</p>
Package Open Bal	<p>This is just for information field and does not have any validation. This works parallel with the Allocated Quantity field and thus the Opening Balance can never exceed the Allocated Quantity.</p>
Open Bal Date	<p>Users specify the Opening Balance date for the opening balance quantity specified in the above field. This is just for information field and does not have any validation</p>

Steps to set a new supplier preference in the system:

1. Go to CRM and click on Supplier Preference. This opens up the Supplier Preference Detail page.
2. Add the required vendor in the supplier field
3. From the basic section enter required details like Payment Terms, Inspection Clause, Rejection Clause, Tax Template, Delivery Terms and General Terms
4. From the Product Section, user can add relevant products to this vendor and provide details like Alternate No, Alternate Desc, Lead Time (Days), Allocated Qty, Package Open Balance and Open Balance Date.
5. Click on Save

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Open Bal Date

Daily Production

Daily Production is used to record the production entries. Users have to select the material input and material output, enter their respective quantities, change the status to Closed Successfully, and save the document.

Steps to create Daily production-

1. Go to Production Module.
2. Click on Basic Menu and Go to Daily Production.
3. Click on New.
4. In Basic Tab, Fields such as PA No, Process No, Assigned To, Operator, Status, Open Date, Close Date etc. User needs to fill them as per the relevance of their Business Needs.
 - A. PA No - User needs to tag Production Advice Document Created (if any).
 - B. Operator - In Operator, User needs to tag the person who has performed the Production Entry.
 - C. In Assigned to User can tag the relevant person responsible for Production.
 - D. Open Date is the date and time when the Production Started.
 - E. Close Date is the date and time when the Production Ends. **(1. Process No - If Process are created as per the business needs then user can tag Processes. This will Ensure auto-appearing of Products from the Details entered in the Process Master (Ref Process Creation in Business Definition to understand how to created Process Master})**
- 2. Status - It can help in Identifying the Status of the Production Process.**
Open means that the Production Process has not yet been started.
In Process means that the Production Process has been started.
Stopped means that the Production Process has been Stopped.
When the Production has been succesful then Status should be changed to closed Successfully.
When the Production has not been succesful then Status should be changed to closed unSuccessfully)
5. Go to Material Input Tab, Click on Add and Select Relevant Product i.e the Consumed Product.
Input Qty is basically the Qty User considers as Consumed Qty. (Qty Mentioned in Input Qty gets auto-subtracted from the Stock).
Store Link is available if the User wants to reduce stock from a particular store.
Item Window if enabled then User needs to select the batch from which the Product is consumed (This is useful for the business having batchwise Tracking), then user needs to search the Relevant Batch in the batch Folder and Click on Ok.
(On selecting Product - Product No, Name, UOM will get auto-populated.
Note - The Sum Value in the Item Window in Adjusted Stk Qty in Doc Column for a particular product shall appear in its product Line Item i.e Input Qty Column.)
6. Now to to Material Output Tab, Click on Add and Select Relevant Product i.e Produced Product.
Qty mentioned in Actual Out would be Reduced from the Stock.
Store Link is available if the User wants to Add stock to a particular store.
Item Window if enabled then User creates batch from which the Product is produced (This is useful for the business having batchwise Tracking), then user needs to create a Batch by clicking on Add (Batch No shall be auto-generated)
User needs to enter data and Click on Ok.**(On selecting Product - Product No, Name, UOM will get auto-populated.**
Note - The Sum Value in the Item Window in Stock Qty Column for a particular product shall appear in its product Line Item i.e Actual Out Column.)
7. Click on Save.
8. Click on Closed successfully as status which explains production is completed.**(On Changing status to closed Successfully, ERP Shall Pass a Accounting Entry like-**
Inventory A/c.. Dr
To Work In Progress A/c..... Cr)

PRODUCT MASTER:

A product master is used to keep information about products. You can see the existing product by selecting the product type and pressing the green button.

A product will be created when you click on the 'New' tab.

- **BASIC:**

The Product Name, Product No are mandatory fields and needs to fulfill first. The category, family, brand, group can be filled from the drop down list. These masters comes from More > configuration > configuration center.

- **CHILD TAB:**

1. Select the 'Type' which is product type. You cannot add more than one product type. You can select pre created other charge.
2. You can add the Pre created other charge. In the expression you can use <DAV><%> to follow the percentage wise amount on document value <PERUNIT> will be used to calculate per unit cost of product, you can also use the Amount or Percentage wise approach. Put the required Amount or percentage in the text boxes. The effective date is used to follow the given per unit price. Use the For purchase, For Sale, For Internet , For Retail flags if you want follow the other charges for these different specific modules.
3. In the work process tab, select the work process which is pre-defined. This work process is followed to follow a planned production flow.
4. UOM is another Unit of Measurement is used for exhaustive bifurcation of primary units. Example, we all know that 1 KG =1000 Grams. So, if any product will be required to follow both units, it can be done from the document level by selecting any one of the Units from dropdown and the calculation will be done automatically. The Tolerance percentage is used like maximum or minimum acceptance quantity. If you set it as 100%, then 100% more or less than required quantity of any product can be accepted.
5. QC param is used product wise to measure Quality control of product. Put the Name of the Parameters in the QC Parameter, QC unit is used for the unit of Quality, for example % sign you can use to denote unit of QC unit, QC bench mark is used as a maximum or minimum quantity which may be required as the acceptance bench mark in transaction.
6. In the image tab you can attach the picture of the product in .jpg or .png format.
7. In the packing material you can add the material & it's quantity which will be required to pack the product.
8. Add the channels in the channel tab
9. Add any other files in the file tab.
10. If any pre-defined discount you want to set with the product add it into the discount tab.
11. More exhaustive details like color, size, feature etc. you can always fit it from the select more option. Also add the details by clicking on 'Add' button.

- **ADVANCE:**

1. Shelf life is used for retail business, where you can specify the life time of any product
2. Lead time is used to store the total time required to deliver a product from order.

SKU expression is used to maintain a unique code of the product .This code is generated concatenating product group, category, family code etc. which you are maintaining into product master. The following expressions are used to specify the codes as

PARTNO, OEMCODE, PRODNUM, GROUPCODE, CATEGORYCODE, MODEL, CATEGORYPATH, CATEGORYCODEPATH, BRANDCODE, FAMILYCODE, FAMILYPATH, FAMILYCODEPATH, PROPERTYTREETPATH, PROPERTYTREECODE, CLASSCODE, PROPERTY1CODE, PROPERTY2CODE, PROPERTY3CODE, PROPERTY4CODE, PROPERTY5CODE, PROPERTY6CODE, BATCHNUM, SERIALNUM

Example, you can generate your SKU code as PRODNUM + FAMILYCODE + GROUPCODE

The above code will generate a SKU code with the combination of Product name, Family code, and group code.

- **PROPERTIES:**

If you want to set other properties you can always set it from More > Configuration > Configuration center.

- **SETTINGS:**

Tariff is used for a tax imposed on imported goods and services. Tariffs are used to restrict trade, as they increase the price of imported goods and services, making them more expensive to consumers. So you can use it for information purpose.

Min. batch Qty is used to store the minimum unit of each batch of products. Any batch quantity should be multiple of that Minimum batch quantity.

Is serial Number is used if each and every product will follow a unique serial number sequence.

Has price list option is used if the user wants to follow pre-defined price list for that product from Business definition> Price list.

Item details option could be used if the product needs to follow batch sequence.

- OTHER DETAILS:

In this tab the manufacturer details, OEM Part Code, OEM Part Number, manufacturer code, Benefits and any other notes for further information.

- UDE:

As like other masters, this tab is used to store more exhaustive information.

Steps to create Product Master-

1. Go to Business Definition Module
2. Click on Products and Click on New button.
3. Now Enter Product Name & Description.(Product No. and Product Name should be unique for every new Product as ERP identifies Products as per their code. Description can be same as Product or different. As most of Reports and Screens are mapped with Description.)
4. Select Product Type.
5. Mention Unit of Measurement from Drop-Down List. (New Unit of Measurement can be added from Configuration Centre.)
6. Now Select Group, Category, Sub-Category, Brand from Drop-Downs and Enter other relevant details like Model etc. (Group, Category, Sub-Category and Brand should be created in configuration center before added in Product Master.)
7. Now Go to Advance Tab, Enter relevant details in Shelf Life, Lead Days, Class, IP Qty., MP Qty., Department, SKU Expression, WMS Code Applicable and etc.
8. Go to Properties, Settings, Other Details and UDF Tabs and enter relevant details if mapped.
9. Now In Child Tab, Go to Other Charge Tab and Click on Add. A window will open where all Other Charges created for the Channel will appear. Select CGST, SGST, IGST (if applicable) and click on Ok.(User have to enter applicable Tax Rate in Percentage field and Effective date for the Tax Rate in Effective Date field (it is mandatory to apply the Tax Rate). User also have to tick on For Purchase (If the tax rate is applicable for Purchase Only), For Sale [If the tax rate is applicable for Sale Only], For Retail (If the tax rate is applicable for Retail Only), For Internet (If the tax rate is applicable for Internet Sale Only). User can tick Tax exempted flag if the Product has not applicable any Tax type.]
10. Now Click on Work Process, and click on Add button to Select the specific work process. (Input, Output should be mentioned from select more option for the finished good with process name. Primary product for the process should be marked in the both input and output section.)
11. If user want to enter Alternate UOM for the Product, Then go to UOM tab then click on Add and Select the UOM. Click on Is for Purchase/Is for Sale or Both. Enter the conversion value in Conversion Factor or Rev Conversion Factor field. And tick on Default for Purchase/Default for Sale or Both. (User have to enter Conversion in only one field Conversion Factor or Conversion Rev Factor.)
12. PROCESS MASTER:

This master is used to create separate processes that will be used in production module to produce finished goods.To create a new process, please click on the 'New' tab.

- BASIC:

Process number, Process name are the mandatory fields.Process active is a flag which can be used to activate or deactivate the process.

Generic definition

You can set the **Category** from product category.

The quantity round off option is used to auto round off the quantity.

Auto-withdraw **input from the store** is used to reduce the inventory quantity at the time of daily production entry. If it is not ticked, the user needs pass a DN MRS to issue material from store to production.

Auto approval process is used when a product is automatically approved during production entry. If it is not ticked, the user needs to approve it from more > security > job card process Approval center.

Is independent process is used when a process is totally independent i.e no products should be present in the Material Input and Process Output tab. This process will appear into the production > Daily production > Process Number selection tab. The purpose of this process is to do a daily production of an independent process without pre-planned Input/ Output products.

- ADVANCE:

Labour cost (per unit) is used to store information of labor cost for unit wise production.

Expected Man Hour cost, Expected Man hours are kept for information purpose.

Use the **Seq increment, Seq prefix, Seq suffix, Seq Format** options if the user wants to follow separate process wise document number into the daily production. Put increment value (example 1,2), Seq prefix (example TEST/) , Seq suffix (example 14-15,15-16) , Seq format (example 0000).

- CHILD TAB:

Material Input tab is used to insert the input materials. This may be Raw materials or semi-finished goods.

Process Output tab is used to insert the output materials. This may be finished goods or semi-finished goods.

Skill set can be added from more > configuration > configuration center > Skill set.

Approver's option is used for process approval purpose. User can add any person who can approve the process.

Steps to create Process-

1. Go to Business Definition Module.
2. Click on Process and Click on New.
3. In Basic Tab, Enter Process No., Name, Description, Category and other relevant details.
4. In Advance Tab, User can Enter Labour Cost (Per Unit), Expected Man Hour Cost and Expected ManHours to Track costing of Process.**(If Required)**
5. Now in Material Input Child tab, Click on Add. A window open where Products will appear, Select relevant Products and Click on Ok.**(If Required)**
6. In Process Output Tab, Click on Add. A window open where All finished Good Product appears, Select relevant Product and Click on Ok.(In Process Output Tab, Click on Add. A window open where All finished Good Product appears, Select relevant Product and Click on Ok.)**[If Required]**
7. A. User have to tick mark on Process Active otherwise it will not appear to tag.
B. Auto-Approve flag should mark true otherwise it requires approval.
C. Is Independent Process should be ticked . (Is Independent is used when the Process is not Compulsory part in the Work Process)
D. If "Is Generic" is Ticked Product Family or Group can be selected instead of Products. (User can only tag Products of Family or Group while performing entry which was mentioned in Process Creation)
E. If " Enable Copy Batches " is ticked then batches of product are copied at each process at the time of Production.
F. If "Quantity Round "Flag is ticked the quantity of product at the process will be rounded off.
G. If Exclude Buffer flage is ticked, buffer quantity at the time of production is excluded in this process.
H. If "Is For Costing" flag is ticked, Process is available at the time of creating product costing.
8. QC Param Tab used to define QC parameters (If any). If QC Parameters are defined in Process Master and QC not enter parameters in JobCard then the process will not be closed or completed.**(Additional Information.)**
9. Click on Save.

WORK PROCESS:

It is a sequential arrangement of different processes that goes into creating finished goods.

To create a 'new' work process, click on to the 'New' button.

- BASIC:

Work process code is a mandatory field, also the user can set the **name, description** over there.

- CHILD TAB:

In the process list **add** all the processes which will be required to produce finished goods. Provide the **sequence numbers** so that process can shuffle sequence wise.

User can skip any process in between by ticking it as **optional process**.

Work Process	Steps	Description	Remarks			
How to create Work Process?	1	Go to Business Definition Module				
	2	Click on Work Process and Click on New				
	3	In Basic Tab, Enter Work Process Code, Name, Description and Tick mark on Work Process Active and Inventory Auto-Update on Job Card Close.	User have to tick mark on Work Process Active otherwise it will not appear to tag. If Inventory Auto-Update on Job Card Close is not ticked then Inventory will no effected after closing the Job Card.			
	4	Now In Process List child Tab, Click on Add. A window open where all process would appear which already created in ERP. Select relevant processes for the Work Process and click on Ok.	User have to enter Process Seq in which process will be performed. Name and Description will auto-populate from Masters. User can enter Percentage of Work process (It will help ERP to show percentage in Job Card that how much work is done) If the Process is optional then User have to tick mark on Is Optional Proces. If the Process will always assigned to same person then user have to Select Assign to person from Folder.			
	5	Now Click on Save				

EMPLOYEE

This section of Business Definition allows users to create, edit and delete employee master records in the system. These records will be used in assigning tasks, reminders and follow ups from the system. The employees created from this section are also used for creating login users for the system (settings>Security>User).

Steps from creating employee master records in the system:

1. Go to Business Definition
2. Go to Employee and click on New
3. Enter Title and Contact Name
4. Select relevant Category and Department
5. Go to Phones Tab - Click on Add and enter phone number details of the employee
6. From the Address Tab -Click on Add and enter Address details of the employee
7. From the Email Tab - Click on Add and to enter Email ID of the employee
8. From the Bank tab, add employee bank details
9. Users could also use the Files tab to attach PAN card, CV or any other document of the employee
10. Once all the required information is entered in the system click on Save

Note: - Please Note that Fields Marked in Red is Mandatory

Note:- If User wants to add Category, Department Master as per their business then the same can be done from Configuration Master.

EMPLOYEE UPLOAD –

Go to Business definition=> click on Employee under master data menu option=> click on download template (Download icon in the right upper corner) => download the excel file(see the help sheet for guidance) and fill up the all require fields => save the excel file in csv comma delimited format => then again open the employee => then click on upload template

option => click on run button => click on choose file => select the excel file => click on upload=> then a pop up message will show=> click on OK => then click on import button.

PRICE LIST:

This section of Business Definition allows users to set a price for products created in the system. These products will now be purchased or sold on fixed price basis. User could also update the price list as and when required.

Steps to create a new price list in the system:

1. Go to Business Definition and click on the 'Price List' option.
2. Click on New button.
3. Select the Type of price list from the drop down list
4. Select the Effective Date and Product Type. Users can also search or filter the results by Product Number, Class, Group, Brand, Category etc.
5. Put the Next Effective Price, Max Net Price, Min Effective Price, Next Effective Date and click on 'Save'.
6. Go to more > Security > Channel Product> select the product type press the green button. Tick on the 'Has Price list' for those products has a set price list.

NOTE:

User can set different price list for a same product for different effective dates but once a price list is fixed for a particular product for a specific effective date, user cannot change it. The only thing he can do is delete the total price list.

User can also add Price List in Product Master .(Business Definition>Product>New/ Existing> Select More>Price list>Add Price list and effective date> Save)

Account Group

This Screen helps users View Account Group wise Balance. User can also view Sub-Groups Balance by click on a particular Account Group Name.

Steps to create Account Group-

1. Go to Business Definition Module.
2. In Chart of Accounts, Click on Account Group and Click on New.
3. In Basic Tab, Enter Group Code and Name.
4. User have to Select Parent Group Name from Folder next to Parent Group Name field. Enter relevant details like Order No., Presentation Name and Group Header Name etc.
5. Click on Save.

Sub-groups and ledger under the specific account group are showing in Sub-group and ledger tab respectively.

NOMINAL ACCOUNTS:

Users can create master ledgers from this section of Business Definition. Nominal accounts are created for posting entries in a particular ledger for a particular financial year and the balances from these accounts are ultimately transferred to the Parent Account by end of the financial year.

BASIC TAB:

Account Name and Account Group are mandatory fields. User can give the Account Code, Opening Balance Date and Opening Balance.

Lock Date is used for locking all the transactions related to that ledger before the selected date.

If some balance figures is present in 'Difference in Opening Balance' field, user could create corresponding opening document or corresponding opening voucher to make the difference as Zero.

Steps to create opening document:

1. Select the type of document from 'Create Document' and type of voucher from '**create voucher**'.
2. After selecting the document, press the green **Go**
3. A new **transaction** window will open; fill up the transaction accounting and SAVE.

NOTE: These opening vouchers will not affect the accounts. These are some documents or vouchers against those documents. These opening documents will be used for adjustment in future.

CHILD TAB:

In the **Accounts** tab, all the ledgers will come which has created with same name but at different channels.

In the **Documents** tab, all the opening documents related to that ledger will come.

In the **Voucher** tab, all the opening vouchers related to that ledger will come.

Note: - If consolidated Balance sheet is mapped at Head office Channel, Then the Ledger 1st needs to be created in Head office channel and then same needs to be added in the relevant channel by simple clicking on New and selecting the relevant A/c and clicking Ok.

How to Merge two Ledgers ?

- Login with Admin in the first Financial Year available in the system.
- Go to correct channel Channel > Business Definition > Nominal Account.
- Ensure that the account codes are present for both the accounts to be merged.
- Open the correct account and click on 'Merge' button.
- Select the account required to be merged into the correct one. Check the details and click on Merge to execute the change and save.

Steps to create Nominal Account-

1. Go to Business Definition Module.
2. In Chart of Accounts, Click on Nominal Account and Click on New.
3. In Basic Tab, Enter Account Code and Name.
4. User have to Select Account Group from Folder next to Account Group field.
5. In Advance Tab, Enter relevant details like Department, Account Index, Alternate Account Group, TDS Section, Type of Account etc.
6. And Click on Save.

LEDGER UPLOAD –

Go to Business Definition => click on Nominal Accounts under the charts of accounts menu option=> click on upload/download option => then click on the download icon of ledger template => then fill all the data => save in csv comma delimited => then click on the upload icon of ledger template => click on run button => choose the excel file => then click on the upload button. All the ledger upload is done.

CUSTOMER ACCOUNT:

The details from a Customer master will automatically create a Customer Account whenever a new customer is created from CRM > CUSTOMER master. Users could however create new customers on the fly from this module and thereby create new customer accounts.

BASIC:

This tab contains all the basic information's like **Contact Name**, **Contact Ledger** and the other details as below:

Credit limit Amount	This field is used for storing the maximum amount of credit which your company can allow for the particular customer.
Credit Limit Days	This field is used to store the maximum number of days for repayment of credit lent to the customer.
Payment mode	This is an information only field and users can set the dropdown values from more > configuration > configuration center > Payment mode.
Security ledger, Loan ledger	This is information purpose field where users can mention the ledger which will be maintained for Security deposit and loan purposes.
Interest Rate %	This field is used to save the interest rate, which will be charged when a customer fails to pay the due balance. This is for information purpose only.

ADVANCE:

This tab is used for storing Bill Party Name and Address and other following details:

Include PDC in Credit Limit	This checkbox is used for marking if the credit limit of the customer should again increase with the adjustment of postdated cheques.
Unclear Amount Limit	This field can be used to set a limit on total amount of dishonored cheque payments. This is information only field but validation could be introduced as per client requirement.
Consider Unclear Cheques	This checkbox can marked if unclear amounts can be adjusted into credit limit, i.e. the credit limit will again increase with the adjustment of Postdated cheque.
Auto adjust advance	This checkbox can marked if system should adjust advance receipt amounts with due bills automatically.

CHART OF ACCOUNTS:

This contains the main accounting masters where all the accounting ledges, its opening valuations are kept.

SUPPLIER ACCOUNT:

Here all the details of supplier master will be automatically created when a supplier is created from CRM > SUPPLIER master.

◦ BASIC:

This tab contains all the basic information's like **contact name, contact ledger**.

Credit limit Amount is used to store that maximum amount which your company can credit to its supplier.

Credit limit day is used to store the maximum days.

Select the **Payment mode** which you can set from more > configuration > configuration center > Payment mode.

In the **Security ledger, Loan ledger** details can be saved for information purpose where the ledger which will be maintained for Security deposit purpose or loan purpose, can be saved in this section.

Interest Rate % is used to save the interest rate, which will be charged when you fails to paid supplier given amount. This thing only used for information purpose.

- ADVANCE:

This tab is used to store Bill party name, address.

Include PDC in credit limit is used to adjust Post Dated Cheque limit into credit limit, i.e the credit limit will again increase with the adjustment of Postdated cheque.

Unclear amount limit is used to set a limit of unclear amount transaction with cheque payment.

Consider unclear cheques is used to adjust unclear into credit limit, i.e the credit limit will again increase with the adjustment of Postdated cheque.

Auto adjust advance will be used to adjust advance amount with next bills automatically.

Slab Based Taxes

TDS Payable -

TDS is simply Tax Deducted at Source. As per the Income Tax Act – persons responsible for making payments are required to deduct tax at source at prescribed rates. Instead of receiving tax on your income from you at a later date, the government wants the payers to deduct tax beforehand and deposit it with the government.

steps-

1. Click on more.
2. Then click on configuration.
3. Next click on financial year under definition.
4. User have to click on the type of tax slab which is required by the user like-prof. tax, TDS payable e.t.c.
5. for example-If TDS payable is selected then ,in order to make a slab based taxes,click on "Add".
6. Then fill the required details like-TaxSlab Section,TaxSlab Description,Account, and NON-PAN Levy Percentage. **(In account selection we have to create this account from bussines defination in nominal account menu.)**
7. On the right side there is an "i" button or icon under slab details click on that icon.
8. After clicking on that icon a window will be open, fill the required details in that window like- Percentage, NON-PAN Perc, Levy Amount, Effective Date,and Expression.
9. Then click ok and then save this document.

Note:

1. User have to ensure that every Slab of TDS needs to be tagged with Unique Ledgers against the TDS Slab.
(E.g :- for 94C Tax Slab - User can create account name as TDS 94C a/c)

TAX AND OTHER CHARGES:

This section is used to keep all tax related information's, which will be used in transactions.

- TAX:

This tab stores all those direct or indirect taxes for further process. Some of the tax is system generated and user can create a NEW tax by clicking NEW button.

- BASIC:

Name, Code , description , Print description are stored here.

IS ROUND OFF option is used, if a tax amount needs to round off at transaction level.

IS SLAB BASED option is used, if user wants to follow different slabs for keeping Tax information.

The slabs can be maintained from More > configuration > configuration center >.Slab based Taxes summery.

Now select the types of tax from Tax types. Click 'Add' and user can add different slabs over here.

IS ADDED option is used, if the tax will be added at transaction level. If is not ticked, then it will be deducted at transaction level.

IS IMMEDIATE flag is used, if it will be used on immediate basis.

- **ADVANCE:**

Account group, Input A/C group, Output A/C group, Credit A/C group, Input return A/C group, Output return A/C groups can be tagged.

- **OTHER DETAILS:**

Tick in the option Applicable for insurance, Applicable for salary, Applicable for import, Applicable for export.

TAX AND OTHER CHARGES:

This section is used to keep all tax related information's, which will be used in transactions.

- **OTHER CHARGE TYPE:**

This type of other charge is used when the loan will be applicable other than normal taxes.

- **BASIC:**

This tab is used to store the basic information of other charge type like Name, Code, Description, Print descriptions are the mandatory fields.

IS ROUND OFF option is used, if a charge amount needs to round off at transaction level.

IS SLAB BASED option is used, if user wants to follow different slabs for keeping the charge information.

The slabs can be maintained from More > configuration > configuration center > Slab based Taxes summery.

Now select the types of tax from Tax types. Click 'Add' and user can add different slabs over here.

IS ADDED option is used, if the tax will be added at transaction level. If is not ticked, then it will be deducted at transaction level.

- **ADVANCE:**

Tag the account group in the advance tab.

- **OTHER DETAILS:**

Tick in any one of the option Applicable for insurance, Applicable for salary, Applicable for import, Applicable for export.

TAX AND OTHER CHARGES:

This section is used to keep all tax related information's, which will be used in transactions.

- **SERVICE CHARGE DETAILS:**

- **BASIC:**

This tab is used to store the basic information of other charge type like Name, Code, Description, Print descriptions are the mandatory fields.

IS ROUND OFF option is used, if a charge amount needs to round off at transaction level.

IS SLAB BASED option is used, if user wants to follow different slabs for keeping the charge information.

The slabs can be maintained from More > configuration > configuration center > Slab based Taxes summery.

Now select the types of tax from Tax types. Click 'Add' and user can add different slabs over here.

IS ADDED option is used, if the tax will be added at transaction level. If is not ticked, then it will be deducted at transaction level.

- ADVANCE:

Tag the account group in the advance tab.

- OTHER DETAILS:

Tick in any one of the option Applicable for insurance, Applicable for salary, Applicable for import, Applicable for export.

- CUSTOMER GROUP:

User can segregate different Customer groups where all the sundry debtor groups can be maintained under different customer group heads.

Click 'NEW' to create new customer group. Group name and Group code should be given.

- VENDOR GROUP:

User can segregate different Vendor groups where all the sundry creditor groups can be maintained under different vendor group heads.

Click 'NEW' to create new vendor group. Group name and Group code should be given.

VEHICLE MASTER:

This master is used mainly in transport business where all the vehicles information will be stored.

- BASIC :

Vehicle Number is the mandatory field. Tag the contact name from CRM> Contact master.

User may change the entity of the contact from Advance section of Contact master by changing the Entity to transport.

User can store the other information's like Chassis number, Engine number, driver name, Tare weight, capacity, model, manufacturer name, driver mobile number, Body type. There is also one tick option called **own vehicle**, which determines whether the vehicle is your companies own vehicle or not.

- ADVANCE:

More exhaustive information like License No, Tax token no, CF issue authority, Permit No, Insurance policy No, Issuing authority, fuel types etc.

- UDF:

In this section, user can put other information, if required.

- CHILD TAB:

User can tag the route details of a particular vehicle from this option.

ROUTE MASTER:

This master is used in transport business where a user can store the basic information about the detailed route where a bus can travel.

- BASIC :

Route name, **From** location, **To** location, distance, transit time are the mandatory fields . User can also set the mode of transport.

LOYALTY SCHEME:

For being a frequent customer a company/individual could be awarded with certain schemes. This scheme can be configured from this loyalty scheme.

- BASIC:

Scheme code, scheme name, scheme description are basic information's to capture.

One point earned for every option will store the basic amount which should be reached to earn 1 loyalty point.

One point redemption option stores the equivalent amount in INR which will deduct if use his/ her stored loyalty points.

SCHEME:

This master is used to keep the information about a product wise scheme. Different offers can be applicable on a particular group of product.

- BASIC:

Select the scheme code, scheme description, scheme type over there.

- CHILD TAB:

CRITERIA:

This option is used to add the product and set the scheme you want to offer. Set the from quantity, to quantity, from amount, to amount for that product which determines how much of amount or quantity to process to get that offer.

CHANNEL:

Add the channels from the channel master.

OFFER:

User can specify different types of offers depending on different products.

- BASIC:

Offer code, Offer name are the mandatory fields to enter.

Tag the offer product from product master and add Offer service description, discount per unit, and discount on MRP can set.

There is a flag called, Offer Active which is used to active or inactive the offer

BONDS/LUT/Bill of Entry

LUT or Letter of Undertaking is a bank guarantee which allows an Exporter to export goods without the payment of tax (GST).

- In ERP this can be created from Business Definition > Bonds LUT.
- Once in the Bonds LUT Summary page, select LUT from the 'Bond Type' drop-down and click the 'Show All' button.
- Click Add to create a new record and Save after entering all the relevant details.

Note1 :- All the fields with Red mark are the mandatory fields.

Note2 :- Once saved this should be available for tagging through a drop-down Export Invoice GST.

DOCUMENT BLOCKING:

This module is used in transport business. User can block the sequence in between numbers. So number will be skipped and the user will be able to generate that number if required in future.

In **Consignment, Manifest, Lorry Challan** sequence, user can block the sequence numbers.

To block a particular range of sequence,

Step 1: Go to the Block sequence.

Step 2: Click the 'Add' button.

Step 3: Put the sequence range in from and to.

Step 4: Save.

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Step 1: Go to the Block sequence.

Step 2: Click the 'Add' button.

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Step 4: Save.

CUSTOMER

This entity under CRM allows users to create, edit and remove customers from the system. Users could also access this module to get customer summary or detailed report/list.

Important field details:

FIELD NAME	INFORMATION
	This field is used if the same customer should be available in other channels created in the system
Channels	1. In My Channel Only - Customer Master will show only in that Channel in which it is originally created. 2. All Channel - Customer Master will appear in all Channels. 3. In My Channel Tree - Customer Master will show to all child channels in the same tree. 4. Ledger based - Customer Master will appear in Channels where the Channels are selected in the Channel tab.
Ledger A/c Name	When creating a new customer, this name could be user entered. If left blank, system will automatically use the customer name for creating a new ledger for sundry debtors.
Parent Contact	This field under advance tab is used for tagging the main or parent customer with this customer. E.g. Tata group could be the parent customer for Tata Motors. This could also be used for viewing consolidated reports for the Parent contact.
Payment Terms	This field under advance tab could be used for recording the payment terms of this customer. E.g. 25% Advance and remaining upon delivery. This information will be auto pulled in the documents and reports.
Delivery Terms	This field under advance tab could be used for recording the delivery terms for this customer. E.g. 50% quantity delivered before due date rest within next one month. This information will be auto pulled in the documents and reports.

Currency	<p>This field under advance tab could be used for recording the currency for this customer. For Eg :- Currency selected is USD, the same would auto-populate in Export Order Document on selection of Customer if specified in the Customer Master.</p> <p>Address > Tax icon window, user needs to update GSTN No of the customer and its applicable state. This information will be used in the documents and reports. Applicable for Domestic Type Customer.</p>
GSTN Detail	<p>Note :- If GSTN No is not applicable for the given client then user needs to Tick flag against Unregistered. This helps in bifurcating the registered and unregistered customers.</p>
Deductee Type	<p>As different company types could have different rules for taxation, this field could help in marking the customer to its particular company formation type for TDS purpose.</p>
Tax Slab	<p>This information will be used when making payments to this customer for deducting appropriate TDS amount. To set TDS tax slabs visit the configuration >> Slab Based Tax screen. Applicable for Customer DomesticType Only.</p>
Consignee Address	<p>This field under export details is used for giving the shipping address of the customer in case of an export sale. Applicable for Customer Export Type Only.</p>
ECGC Cover Amount	<p>This field under ECGC details is used for recording the amount covered under ECGC. When the export invoice is for value more than the ECGC cover amount, a notification mail is triggered to the assigned user. Applicable for Customer Export Type Only.</p>
ECGC Status	<p>ECGC Status is Approved/Granted then ECGC Cover Amount is mandatory to be entered by User. Applicable for Customer Export Type Only.</p>
Banker	<p>This field under Export Details is used in case of an export sale to record details of the customer's banker mediating this transaction. Applicable for Customer Export Type Only.</p>
Insurer	<p>This field under Export Details is used in case of an export sale to record details of the insurer for this transaction. Applicable for Customer Export Type Only.</p>
Origin Port and Country	<p>This field will appear in Export Details Tab and is used in export sale to customer for recording the origin port and Country. This field will be used when creating export sale documents like invoice. Applicable for Customer Export Type Only.</p>
Discharge Port and Country	<p>This field will appear in Export Details Tab and is used in export sale to customer for recording the discharge port and country. This field will be used when creating export sale documents like Export invoice. Applicable for Customer Export Type Only.</p>
Primary	<p>This flag is present in the Phone number and Address tab in the customer master. In event of multiple phone numbers or addresses, user can define which record should be used for all communications like invoicing, customer contact and emails.</p> <p>This dropdown field in the Address tab can be used to define the address type. E.g. Business, Factory, Home etc. When there are multiple addresses of a customer it helps in identifying which record belongs to which address type. In</p>
Address Type	<p>Note :- Address Type on Right side cor nor there is a Plus Icon Button. When user clicks on the Icon, small Pop-up window appears where user needs to verify that GSTN NO shown is same as GSTN No entered in Tax Tab (as GSTN NO would be reflecting on Report) & user needs to also ensure that the address shown in Detail address field is captured in 4 lines (same reflects in report) which will ensure the report is more presentable.</p>
Business Relation & Work Relations	<p>This section in customer master is used for associating customers in the system with one another customer /employee / general contact. This is for recording purpose only.</p>
Files	<p>This section is used to attaching relevant files to particular customer record such as Customer PAN Card, GSTN NO Document etc.</p>

Channel

This section is used for tagging a customer to the required business channels/branches. For E.g There are 3channels i.e Channel A, Channel B and Channel C, but user requires only channel A and Channel B to show the customer entered then user needs to Select Channel A and Channel B in the Channel Tab.

For accounting to take place using the Customer Ledger it must be selected in the Channel tab.

Steps to create a new customer:

1. Go to CRM
2. Click on 'Customer' then Place a cursor on 'New'
3. Select from dropdown 'Domestic', 'Export' or 'Market Place'
4. Click on Domestic if the Customer is Local i.e Within Country and Export if the Customer is Overseas Customer or 'Marketplace' if the customer is a marketplace E.g Amazon, Magento etc. New Window Link will Open
5. Enter 'Customer Name'
6. Enter required give a different ledger A/c name
7. If this customer should be available in the system for all the channels/branches, select from 'Channel' field.
8. Enter other required details to record for this customer in the system
9. Go to the Phones tab - Click on 'Add' to enter customer's phone number
10. Go to Address tab -Click on 'Add' to enter customer's addresses (Select Type E.g. Business, Billing, Factory etc.).
Also give the Tax details of the customer per address wise.
11. Go to Email tab - Click on 'Add' to enter Email ID
12. Once all the relevant data is entered, click on Save.

Note: - Fields marked in red are mandatory.

CUSTOMER UPLOAD – Go to CRM module => click on Customer under Contact menu option => click on download template (Download icon in the right upper corner) => download the excel file and fill up the all require fields => save the excel file in csv comma delimited => then again open the customer => then click on upload template option => click on run button => click on choose file => select the excel file => click on upload=> then a pop up message will show=> click on OK => then click on import button=>Customer data upload is completed.

Customer Detail :

This module is mainly used to record Customer details and thus create a customer master for tagging in other documents.

How to Create a New Customer?

In order to create a NEW Customer the user must go to *CRM >> Customer>> New*

This opens up the *Customer Detail* page.

Explanations of the various fields in the Customer Detail Detail page:

Basic >>

Code:

User must enter desired Customer Code or it may be predefined by the employer.

Customer:

User must enter required customer name.

Ledger A/c Name:

Desired customer ledger name can be entered here or if no name is entered the Customer Name will be automatically incorporated here.

Notes :

Any additional notes regarding the customer can be entered here.

Area/ Location:

User can select a predefined area or location of the customer by selecting from the drop down button.

Status :

User can define the status of the customer here by selecting a pre-configured status from the drop down button.

Category :

User can define the Category of the customer here by selecting a pre-configured category from the drop down button.

Company Type :

User can define the status of the Company Type here by selecting from the drop down button.

Profile Image :

User can browse and upload a desired customer profile image by selecting *Choose file>> Upload*.

Advance>>

Parent Contact :

User can select an existing parent contact of the customer if required by clicking the small icon beside the field to open up a list of pre-configured Parent Contact. The user must select the appropriate contact and click OK to continue.

Web Address :

User can enter the customer's URL of their website for further reference.

VAT Details :

User can enter appropriate VAT details and VAT number of the customer here.

Payment Terms:

The default payment terms for a particular Customer can be tagged in the field labelled Payment Terms. In order to do this, the user must click on the small icon beside the field to open up a list of pre-configured Payment Terms. The user must select the appropriate Payment Term and click OK to finalize the tagging.

An example of Payment Terms could be '90 Days from the Date of Invoice'.

The list of pre-configured Payment Terms is created from the Configuration >>> Configuration Center.

For a more detailed guide on how to create the list of Payment Terms please refer to the related help.

Company Size:

User can define the Company Size of the customer here by selecting a pre-configured size from the drop down button.

Turnover :

User can define the Turnover of the customer here by selecting a pre-configured option from the drop down button.

Currency :

User can choose applicable currency trait from drop down button.

Reminder Interval :

User can set reminder which will then pop up at regular intervals defined by user.

Delivery Terms :

The default delivery terms for a particular Customer can be tagged in the field labelled Delivery Terms. In order to do this, the user must click on the small icon beside the field to open up a list of pre-configured Delivery Terms. The user must select the appropriate Delivery Term and click OK to finalize the tagging.

An example of Delivery Terms could be 'Ex - Works'.

The list of pre-configured Delivery Terms is created from the Configuration >>> Configuration Center.

For a more detailed guide on how to create the list of Delivery Terms please refer to the related help.

Phone >>

To add phone number of the customer, under phone, click Add and fields will be added asking for the Contact name, Area code, phone number, Extension if any, email and remarks.

More than one phone can be added by clicking the Add button as many times as the number of phone no. required.

Address >>

The user can add address of the customer from this tab and by filling out the required fields.

Business relation>>

This tab enables the user to tag any contact that is related to the customer by clicking on the Add button and selecting the applicable contact and selecting OK.

Work Relation >>

This tab enables the user to tag any contact or even employee who probably that is related to the customer by clicking on the Add button and selecting the applicable contact and selecting OK.

Banks>>

User can add bank details associated with the customer here.

Email>>

More than one e-mail address of the customer can be stored here by the user.

Files>>

To upload any file i.e. any soft copy attachment, user can click on Add button, select the Folder shaped button and choose a file from the hard drive and click Attach File and then upload it.

Excise >>

This part lets the user document all types of excise duty related information in the fields namely:

Excise No (for entering Excise no.), Excise effective from (Date from which the excise is applicable and the location of issue), Excise Collector Code, Excise Collector, Excise Division Code, Excise Division, Excise Range Code, Excise Range, Excise Class Code.

Tax>>

In this Tab the user can add details related to the customer on the following information :

CST, Service Tax, CIN detailsselect Tax Template (which can be created from Business Definition> Tax and template creation More.), Tax Address, Service Type, Deductee Type.

Reg. Details>>

In this Tab the user can add details related to the customer on the following information :

Customer's PAN Details, TIN, ECC, IEC, TAN no. T DS Circle, Tax Slab.

The user can select locations of the applicable fields from the drop down menu showing various states. Dates can be selected as well from the date Button.

Export Details>>

The consignee details can be added here. Other details reeferred to Export like origin port , discharge port, Country , ECGC status etc v=can be added here by the user.

Export Type>>

User can add further details on export like Export Type : Consignment Mode, Port Delivery, Location, Dealer Price Expr. etc.

UDF (User Defined Files) :

User can add several fields as per personal requirement that is not defined by the system but by the User himself/herself.

To **SAVE** the details entered, click the Save button at the top and the master of the respective customer will be created. Once it is saved, it can be viewed from the Customer Summary page.

Data entered can be further edited by opening the customer and editing the details and saving again.

SUPPLIER

This entity under CRM is used for creating supplier/vendor master records in the system. These suppliers will be used for procurement of stock/inventor/goods. User could also generate supplier summary and detailed reports from this section.

Important field details:

FIELD NAME	INFORMATION
Shared with Channels	This checkbox is used if the same supplier should be available in all the channels created in the system
Ledger A/c Name	When creating a new supplier, this name could be user entered. If left blank, system will automatically use the supplier name for creating a new ledger for sundry creditors.
Parent Contact	This field under Advance tab is used for tagging the main or parent contact with this supplier. E.g. Tata group could be the parent contact for Tata Motors
Payment Terms	This field could be used for recording the payment terms for this supplier. E.g. 25% Advance and remaining upon delivery
Delivery Terms	This field could be used for recording the deliver terms for this supplier. E.g. 50% quantity delivered before due date rest within next one month.
GSTN Detail	This is an important field under Tax tab. When the value of goods purchased from this supplier is taxable under GST
Deductee Type	As different company types could have different rules for taxation, this field could help in marking the customer to its particular company formation type for TDS purpose. This is for information only field.
TDS Circle	This field under Reg Details tab allows user to enter the circle (E.g. Kolkata Circle, Assam Circle etc.) to tag with the supplier master record. This is just for information to identify TDS is deducted under which circle. The is a user entered text field.
Tax Slab	User can define this field based on the pre-defined tax slabs set in the system. This information will be used when making payments to this supplier for deducting appropriate TDS amount. To set TDS tax slabs visit the configuration >> Slab Based Tax screen.
Consignee Address	This field under export details is used for giving the shipping address for procuring goods from a supplier from another country
ECGC Cover Amount	This field under export details is used for recording the amount covered under ECGC. When the purchase invoice is for value more than the ECGC cover amount, a notification mail is triggered to the assigned user.
Banker	This field under Bank Details is used in case of an import to record details of the supplier's banker mediating this transaction.
Insurer	This field under Bank Details is used in case of an import to record details of the insurer for this transaction.
Origin Port and Country	This field is used in import from a supplier for recording the origin port. This field will be used when creating import documents like invoice.
Discharge Port and Country	This field is used in an import from this supplier for recording the discharge port. This field will be used when creating import documents like invoice.
Primary	This flag is present in the Phone number and Address tab in the supplier master. In event of multiple phone numbers or addresses, user can define which record should be used for all communications.
Address Type	This dropdown field in the Address tab can be used to define the address type. E.g. Business, Factory, Home etc. When there are

	multiple addresses of a supplier it helps in identifying which record belongs to which address type.
Business Relation & Work Relations	This section in supplier master is used for associating suppliers in the system with one another. This is for recording purpose only
Files	This section is used to attaching relevant files to particular supplier record.
Channel	This section is used for tagging a supplier to the required business channels/branches.

Steps to create Supplier-

1. Go to CRM
2. Click on Supplier then Click on 'New'
3. Enter Supplier Name
4. Enter required ledger name
5. Go to Phones Tab - Click on Add to enter new phone number
6. Go to Address Tab - Click on Add to enter new address
7. Go to Email Tab - Click on Add to enter new email ID
8. Once all the relevant data is entered, click on Save.

Note: - Fields marked in red are Mandatory.

VENDOR UPLOAD - Go to CRM module => click on Supplier under Contact menu option => click on download template (Download icon in the right upper corner) => download the excel file and fill up the all require fields => save the excel file in csv comma delimited format => then again open the supplier => then click on upload template option => click on run button => click on choose file => select the excel file => click on upload=> then a pop up message will show=> click on OK => then click on import button=>Supplier data upload is completed.

Purchase Order

Purchase Order is a way of fixing the Purchase Rates of the product that is discussed/negotiated between the Buyer and the Seller with the Payment and Delivery Terms, on the basis of which the Purchase decision is made and goods are purchased.

Purchase Order Creation on Tagging Supplier Quotation

Steps to create Purchase Order-

1. Go to Purchase.
2. Go to Purchases & Returns, and Click on Purchase Order.
3. Click on New.
4. Now Go to Document Child Tab and Click on Add. A window open where all pending Supplier Quotations would appear to add. Select relevant Quotation(s) and click on Ok.**(On Selecting relevant Quotation Vendor Name, Product Name and other details filled in Supplier Quotation will get autopopulate on Purchase Order Screen.)**
5. Enter relevant details such as Open Date, Due Date, Priority etc.
6. Click on More, relevant details like Payment Terms, Delivery Terms, Footer Note etc. will auto-populate if entered in Quotation otherwise user have to enter them.
7. Now Go to Child Tab, Product Product and their quantity and Rate mentioned in Selected Supplier Quotation will appear. User have to recheck the data.**(Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.If there is any Product wise discount in Invoice then User can enter the Discount value in Discount field or for Percentage user have to enter % also in that field.)**
8. If any Other Charge to be added in Order then User have to click on Other Charge Tab and Select the relevant Other Charge.
9. Click on Save.

Purchase Order Creation on Tagging Purchase Indent/Purchase Request

Steps to create Purchase Order-

1. Go to Purchase.
2. Go to Purchases & Returns, and Click on Purchase Order.
3. Click on New.
4. Now Go to Purchase Request/Purchase Indent Child Tab and Click on Add. A window open where all pending Purchase Requests/Purchase Indents would appear to add. Select relevant Purchase Request/Purchase Indent(s) and click on Ok.**(On Selecting relevant Purchase Request/Purchase Indent Vendor Name, Product Name and other details filled in Purchase Request/Purchase Indent will get autopopulate on Purchase Order Screen.)**
5. Enter relevant details such as Open Date, Due Date, Priority etc.

6. Click on More, relevant details like Payment Terms, Delivery Terms, Footer Note etc. will auto-populate if entered in Purchase Request/Purchase Indent otherwise user have to enter them.
7. Now Go to Child Tab, Product Product and their quantity and Rate mentioned in Selected Purchase Request/Purchase Indent will appear. User have to recheck the data. **(Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate. If there is any Product wise discount in Invoice then User can enter the Discount value in Discount field or for Percentage user have to enter % also in that field.)**
8. If any Other Charge to be added in Order then User have to click on Other Charge Tab and Select the relevant Other Charge.
9. Click on Save

Note :

1. Fields marked on Screen in **Red** are mandatory.

Purchase Order Summary

This page enables the user to primarily view existing Purchase Orders and also generate new Purchase Orders.

The user can observe **Top 20 Pending Documents** from quick access Drop Downs available for easy reference.

The existing Purchase Orders can be filtered or searched by the following qualities :

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- User can also view orders placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view orders of a certain **Financial Year** in the Drop Down available.
- By clicking the blue icon with drop down feature, the user can access furthermore details to filter or search by.

All existing Purchase Orders will be visible in a list above which there are several options to search them individually or by grouping. The user can search orders by **No. / Open Date / Category / Name / Due Date / Assigned to / Status**.

Refresh : All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Purchase Orders.

Selecting Any Created Purchase Order: To select and view or edit any existing order the user can select the Purchase Order No. link, the order will be opened in a new pop-up window.

* Make sure your browser does not have pop up blocker enabled.

Other Options : Beside every individual Order, there icons available which shows Detail and Related Transactions or documents.

To generate a Report : To generate a report of the summary of orders , the user can select the Report icon at the top left corner and a generalised report on Import Purchase Order will be shown which can be saved and printed in PDF/ Excel / Word format or can be e-mailed directly by entering e-mail addresses separated by commas into the address bar provided.

To generate a New Purchase Order : The user can select option at second upper corner labelled as **NEW** and generate a new order.

Purchase Order Detail

Purchase Order is Order to be placed in case of import. Data entered here will auto-populate in Invoice on tagging the Purchase Order.

Steps to create Purchase Order for Import-

1. Go to Import Module.
2. Click on Purchase Order.
3. Now Select New record button.
4. In Basic Tab, Go to Importer, Click on Folder and Select Import Vendor from the given names.
(User can also Type the Importer Name as entered in the ERP and there would be a List of Pop-up Available). **(If the informations related to the importer like his GSTN Number, Address, Loading Port, Discharge Port, Currency, Consignee etc are entered in the Importer (Supplier) Master then the same would auto-populate on screen.)**
5. In Ref No - any other relevant Document's Number should be entered and Ref Date as Document's Date, Due Date represents the approx time committed to Importer for Delivery (Specific to the business situation), Click on More and Select Payment Terms, Delivery Terms from the Master Folder available and Select the Currency in which the order is generated, Mentioned next to Total Amount field and In Exch. Rate column Exchange Rate (Ex Rate) should be entered as per the Ex Rate Mentioned in Purchase Order raised. **(1. If user needs to create Document Number based on the Type of Document Category then it can be done like this - PO/1/18-19. Instead for Category wise division user can configure it to appear as PO/CP/1/18-19 by defining**

CP as Cash Purchase.

2. Ex Rate can also be mentioned in Exchange Rate Master in Configuration Centre. By default value would be auto-copied from the masters Defined.)

6. In Advance Tab, Select Consignment Mode, Export Type/Inco Term from the dropdown List.
Select Ship from address by clicking the folder below Buyer address. Select Delivery at where all Parent Channel Tree Channels will appear (In case of Multiple Branches for an Organisation)(**Ship from address and Dropdown List can be updated in Configuration Centre - In Consignment Mode and Export Types respectively.**)
7. Go to Buyer Detail Tab and Enter the Consignee and Notify Party Details.(**The data would auto-appear when it has been updated in Importer Master then Verify the same if showing Correctly and if any changes required then correct them.**)
8. Now go to Delivery Details and Add country of Origin along with Loading Port and follow the same for Discharge Port and Final Destination.
User can also add Pre Carriage by and Pre Carriage Place.(**The data would auto-appear when it has been updated in Importer Master then Verify the same if showing Correctly and if any changes required then correct them**)
9. Go to Bank Details and Select the Advising Bank, LC amount and DA Amount, Followed by LC Details Tab where LC No, LC Type, Issuing Bank, LC Open date and expiry Date. Go to LC Terms Tab and select the LC payment and Delivery Terms from the Terms listed in the Folder,
10. Now, Go to Child Tab Product and select Product Name and enter Quantity and Rate.
11. Document Tab is used to tag the Purchase Indent or Purchase Enquiry Document (if created).
12. Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Importer. The user needs to click on AddOtherCharge to add the same.(**1. If user cannot see any data on Clicking AddOtherCharge then user needs to add the same in Channel Other Charge in Security from More option.**)
13. Files Tab is used to attach the Production or Order received documents to track and trace. Works Tab shows the documents created with linked with Purchase Order such as Bills Payable, Bill of Entry, Goods Receipt Note. The Interaction Tab shows all the discussions that took place with a particular person in relation of such Purchase order.
(**Note :- Document appears in Interaction Tab only when Purchase Order is tagged with the Interaction**)
14. Now Click on Save .
15. Click on the Report Icon to view the Report.

Note -

1. Steps for Creating Consignee and tagging with Importer.
2. LC Detail Window Can be used by the client to Record details such as Mark No, Consignee, Consignee Address, Due Date, UDF1, UDF2, UDF3, UDF4, UDF5, UDF6, Channel.
3. Kindly refer Importer (Vendor) Master to add Mark No.
4. If user is using Supplier Preference for Maintaining Alternate Product No and Product Name as per Importer then Alternate No shall appear in Mark No Column.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Bills Payable Summary

This page enables the user to primarily *view existing Bills Payables* and also *generate new Bills Payables*.

The user can observe **Top 20 Pending Documents**, **Top 20 Pending Inventory Documents** from quick access Drop Downs available for easy reference.

The existing Bills Payables can be *filtered or searched* by the following qualities :

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- User can also view orders placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view orders of a certain **Financial Year** in the Drop Down available.
- By clicking the **blue icon** with **drop down feature**, the user can access furthermore details to filter or search by.

All existing Bills Payables will be visible in a list above which there are several options to search them individually or by grouping. The user can search orders by **No. / Open Date / Category / Name / Due Date / Assigned to / Status**.

Refresh : All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Bills Payables.

Selecting Any Bills Payable: To select and view or edit any existing order the user can select the Bills Payable No. link, the order will be opened in a new pop-up window.

- Make sure your browser *does not* have pop up blocker enabled.

Other Options : Beside every individual Order, there icons available which shows Detail and Related Transactions or documents.

To generate a Report : To generate a report of the summary of orders , the user can select the Report icon at the top left corner and a generalised report on Import Bills Payable will be shown which can be saved and printed in PDF/ Excel / Word format or can be e-mailed directly by entering e-mail addresses separated by commas into the address bar provided.

To generate a New Bills Payable : The user can select option at second upper corner labelled as **NEW** and generate a **new order**.

Bill Payable Details

Bills Payable is the Document which is required to record billing details of Goods Purchased from Import Vendor. Data entered here will be a basic connecting Document for Post Import Documents.

Steps to create Bills Payable document-

1. Go to Import module.
2. In Imports & Returns section, Click on Bills Payable menu.
3. Now Select New Record button.
4. Go to Document Tab and click on Add button.
5. Now select the relevant Purchase Order Imports (User can search the data by selecting the dropdown in Search by such as Document No, Contact, Ref No etc). All the relevant data from Purchase Order also gets auto-copied in Invoice. **(On Selection of Purchase Order all the records entered in the Purchase Order will get auto copied like Products, Delivery Details etc.)**
6. In Basic Tab, Click on More and Payment Terms, Delivery Terms and Currency would be visible if selected in Purchase Order. (If not selected in Purchase Order then User needs to select the same).
7. In Advance Tab, Consignment Mode, Export Type/Inco Term would be visible if selected in Purchase Order. (If not selected in Purchase Order then User needs to select the same)
8. Go to Buyer Detail Tab, Consignee and Notify Party Details would be visible if selected in Purchase Order. (If not selected in Purchase Order then User needs to select the same)
9. Now go to Delivery Details Tab, Country of Origin along with Port of Origin and follow the same for Discharge Port and Final Destination would be visible if selected in Purchase Order. (If not selected in Purchase Order then User needs to select the same).
10. Now, Go to Child Tab Product and Check Product Name, Quantity and Rate which is auto-populate from Purchase Order.
11. Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Importer. User needs to click on AddOtherCharge for adding the same. If user want to include other charge in total invoice value then user have to click included and If do not want to add other charge in separate account (and want to add it directly in Import Purchase account) then user have to Tick mark Post Main Acc button.
12. Files Tab is used to attach the Product Image which to be sent to the Importer, Saving Documents (Scanned Copy received). Works Tab shows the Document created in Linked with Bills Payable such as Bill of Entry, Goods Receipt Note. Interaction Tab shows all the discussion which took place with a particular person in relation of such Bills Payable.
13. Now Click on Save and Click on the Report Icon to View the Report
14. On Saving the Document i.e Bills Payable - Voucher is autogenerated. In Order to View Voucher Click on Quick Link > Corresponding Voucher and Click on Report - Account Posting that Takes place is -
Import Purchase A/C Dr ...
To Party A/c Cr. (Click on Report to check the Report)
15. Payments Tab - It will show all the Payments made to Importer in Finance Module and Linked with the Bills Payable Document.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Invoice

This page enables the user to primarily view existing (Sale) Invoices and also generate new (Sale) Invoices. The user can observe **Top 20 Pending Documents**, **Top 20 Contacts** (against whom orders are placed) and **Top 20 Products** from quick access Drop Downs available for easy reference.

The existing (Sale) Invoices can be filtered or searched by the following qualities :

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- User can also view orders placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view orders of a certain **Financial Year** in the Drop Down available.
- By clicking the blue icon with drop down feature, the user can access furthermore details to filter or search by.

All existing (Sale) Invoices will be visible in a list above which there are several options to search them individually or by grouping. The user can search orders by **No. / Open Date / Category / Name / Due Date / Assigned to / Status**.

Refresh : All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of (Sale) Invoices.

Selecting Any (Sale) Invoice: To select and view or edit any existing order the user can select the (Sale) Invoice No. link, the order will be opened in a new pop-up window.

* Make sure your browser does not have pop up blocker enabled.

Other Options :Beside every individual Order, there icons available which shows Detail and Related Transactions or documents.

To generate a New (Sale) Invoice : The user can select option at second upper corner labelled as **NEW** and generate a new order.

To generate a Report : To generate a report of the summary of orders , the user can select the Report icon at the top left corner and a generalised report on Import (Sale) Invoice will be shown which can be saved and printed in PDF/ Excel / Word format or can be e-mailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Invoice-

1. Go to Sales Module.
2. In Sales & Returns, Click on Invoice.
3. Now click on New button.
4. Go to Delivery Note Tab and click on Add.
5. Now select the relevant Delivery Note (User can search the data by selecting the dropdown in Search by such as Document No, Contact, Ref No etc). If delivery Note is linked with Sales Order then all the relevant data from Sales Order also gets auto-copied in Invoice.**(On Selection of Delivery Note all the records entered in the Delivery Note will get auto copied i.e If in Document Tab - Sales Order is tagged then it shall get auto copied in the Invoice Document Tab (Same for Product tab))**
6. In Basic Tab, Enter Open Date, Due Date Voucher Narration and Other relevant details. Then Click on More where Payment Terms and Delivery Terms would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same).
7. In Advance Tab, Consignment Mode, Export Type/Inco Term would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same)
8. Go to Buyer Detail Tab, Consignee and Notify Party Details would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same).
9. Now, Go to Child Tab Product and Check Product Name, Quantity and Rate which is auto-populate from Delivery Note.
10. Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same. If user want to include other charge in total invoice value then user have to click included and If do not want to add other charge in separate account (and want to add it directly in Sales account) then user have to Tick mark Post Main Acc button.

11. Files Tab is used to attach the Product Image(Finished Goods) which to be sent to the client.
Works Tab shows the Document created in Linkage of Invoice such as Receipt From Customer, Credit Note from Customer. Interaction shows all the discussion which took place with a particular person in relation of such Invoice.
12. Now Click on Save and Click on the Report Icon to View the Report.
13. Advance Tab Shows Advance receipt from Customer to Tag.
14. Receipts Tab - It will show all the Receipts from Customer created in Finance Module and Linked with the Invoice Document.
15. Now Click on Save and Click on the Report Icon to View the Report.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Sales Order

This Entry Screen helps users View, Edit, Delete or Create new Sales Orders (SO). These SO could be against an open quotation or directly without a quotation. System allows users to create, edit or delete SO from this section. User can observe **Top 20 Pending Documents**, **Top 20 Contacts** (against whom orders are placed) and **Top 20 Products** from quick access Drop Downs available for easy reference.

The existing Sale Orders can be **filtered** or **searched** by the following qualities:

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- Users can also view orders placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view orders of a certain **Financial Year** in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Refresh Button: All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Sale Orders.

Selecting a Sales Order: To view or edit an existing SO, user can click on the Sale Order No. link to open the SO in a new pop-up window. Ensure that browser does not have pop up blocker enabled.

Other Options: Beside every individual SO, there are icons present which show details, related transactions and documents.

Generating a Report: User can generate summary reports for SOs by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Sales Order-

1. Go to Sales Module
2. In Sales & Returns, Click on Sales Order.
3. Now Select New.
4. Go to Customer, Click on Folder Menu and Select Customer from the given names.
(User can also Type the Customer Name as entered in the ERP and there would be a List of Pop-up Available)
5. In Basic Tab, In Customer PO No - Customer's Order No should be entered and Customer PO Date as PO Date, Due Date represents the approx time committed to client for Delivery (Specific to the business situation), Add Payment Terms, Delivery Terms from the Master Folder available.
6. In Advance Tab, Select Ship From Address ,Ship To, Shipping Address,Consignment Mode, Export Type/Inco Term from the dropdown List.
7. In Advance Tab, add Transporter Name,Transporter Address, Contact, and select Dispatch From from dropdown list.**(Dispatch From used in case of Parent Channel Tree (As multiple branches exist in ERP like Warehouse, factory headoffice etc.))**
8. Go to Buyer Detail Tab and Enter the Consignee, Notify Party Details and other relevant details.
9. Now, Go to Child Tab Product and select product name and enter quantity and rate.**(User can enter Tax details in folder next to the Value column.)**
10. Document Tab is used to tag the Quotation Document (if Quotation is created)**(On Tagging quotations, relevant data filled in Quotation will autopopulate on screen.)**
11. Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same.
12. Files Tab is used to attach the purchase order sent by the client to track and trace the Order of Clients. Works Tab shows the Document created in Linkage of Sales Order such as Production Advice, Delivery Note, Invoice. Interaction Tab shows all the discussion which took place with a particular person in relation of such Sales order.
13. Files Tab is used to attach the purchase order sent by the client to track and trace the Order of Clients. Works Tab shows the Document created in Linkage of Sales Order such as Production Advice, Delivery Note, Invoice. Interaction Tab shows all the discussion which took place with a particular person in relation of such Sales order.
14. Now Click on Save.
15. Click on the Report Icon to View the Report.

Goods Receipt Note

This Entry Screen helps users to View, Edit, Delete or Create new Goods Receipt Note Documents. These Goods Receipt Note Documents could be against an open Purchase Order, Without a Purchase Order or an open Goods on Dock.

Existing Goods Receipt Note Documents can be **filtered** or **searched** by the following qualities:

- By entering **No./Open Date/Name/Due Date/Assigned To/Status/Ref. No.** from columns provided.
- Users can also view Documents for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Generating a Report: User can generate summary reports for Goods Receipt Note Documents by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Good Receipt Note-

1. Go to Inventory Module.
2. Go to Goods Inward, and Click on Goods Receipt Note.
3. Click on New.
4. Now Go to Document tab in the Child Tab and Click on Add. A window shall open where all pending Purchase Orders would appear to user for adding. Select relevant Purchase Order(s) and click on Ok. **(On Selecting relevant Purchase Order Vendor Name, Product Name and other details filled in Purchase Order will get auto populate on Goods Receipt Note Screen. In Basic Tab, Click on More, relevant details like Payment Terms, Delivery Terms, Footer Note etc. will auto-populate if entered in Purchase Order.)**
5. In Basic Tab, Enter relevant details such as Open Date, Ref. No, Ref. Date, Due Date, Priority etc. **(User can mention Challan No/ Supplier Invoice No in Ref No and Ref Date field.)**
6. Now again Go to Child Tab and click on Product Tab, Products and their quantity mentioned in Selected Purchase Order will appear. User have to recheck the Quantity if receipt less than order quantity then user have to amend it. E.g Product A has PO Qty as 50 and if Goods Receipt is 30 Qty then user needs to amend the same. **(Kindly ensure the rate entered against a particular product in GRN should match with Supplier Invoice rate. If there is any mismatch User can find it in Report. Steps to Open Report - Home > Report Library > Transactions > Rate Mismatched)**
7. Files Tab is used to attach the the Document related to that GRN
Works Tab shows the Document created in Linkage of Goods Receipt Note such as Supplier Invoice, Return To Supplier.
Document Tag > User needs to Click on Add > Pop-up window opens up where list of Document appears, user can tag the relevant one.
Packaging > User can define one or more Packaging item for the products selected and after clicking Add, user can select packaging items. The packaging quantity may be predefined in product master or the quantity has to be entered manually.
Net Landing Cost > The total cost of a landed shipment including purchase price, freight, insurance, and other costs up to the port of destination(In some instances, it may also include the customs duties and other taxes levied on the shipment), can be added here from selecting the Add button. **(If User wants to see how to attach the document on Files Tab then user can search as How to Upload document in Files Tab)**
8. Other Charge Tab is used where the business requires to mention other charges such as Freight, Unloading Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same. **(If user cannot see any data on Clicking AddOtherCharge then user needs to add the same in Channel Other Charge. Ref Security Help.)**
9. This module enables the user to record the details of delivery of goods to the customer to update stock in the inventory for products that have been sold.

The contents and data required in this window can be updated by adding a previously existing **sale Order** from the **Document** tab and by selecting a respective Order through **Add**.

Once the generated Delivery Note will be tagged with its respective Sale Invoice in Sales module, it will be visible in the **Sales Invoice** Tag.

OR,

The user can also create a Delivery Note through by entering a fresh set of data in the following fields.

▪ **Basic >>**

Document No. : User can manually enter a document no. or it can be auto generated by the ERP software in a predefined format.

Ref. No. : Any applicable reference number can be entered and recorded here.

Customer: The Customer can be selected from the folder icon. The Customer has to be created beforehand from CRM module.

Delivered By : User can select a *contact* responsible for the delivery of the products from the folder icon available for selecting.

Ledger : The ledger which has been created during creation of the Customer itself will be visible here for quick reference.

Assigned To : This task or this Delivery Note will be automatically assigned to the logged in user or one can select a different user (employee) and this makes him responsible for this Delivery Note.

Severity : User can select the severity or priority of the order by selecting from the drop down options available.

Gross Amount, Total Charges : After the product has been added and rate is specified, the gross amount will be calculated and visible here as well as the Total Charges (taxes and other charges).

Open Date : The opening date of the order is can be selected here through a calendar drop down provided including the time of creation for reference.

Ref. Date : Any reference date available for the document can be updated here.

Due Date : The date when this Delivery Note is due can be recorded here by selecting from the drop down calendar available.

Status : The open/closed/in progress/Cancel/Overdue/Received can be manually selected from here. This status will also be automatically updated as other documents (*invoice*) are being generated against a particular Delivery Note.

Priority : User can set priority to a particular delivery note to set it apart from other orders.

Total Amount : After the product has been added and rate is specified, the total amount will be calculated and visible here as well as user can select the currency in which payment is to be made. The exchange rate in Rupees for any particular selected currency will be displayed below.

By clicking on the **More** button, additional fields will appear for recording a more detailed information.

Rep., Partner Name : User can select a *representative* (any contact/broker etc) and/or a *partner name* as well to be associated with the said sale. All of the above has to be created previously from CRM module.

Payment Terms, Delivery Terms, : Terms and conditions of payment, delivery for supplier and their address(which will be automatically updated once the Customer is selected) can be saved beforehand and it can be selected from the folder icon provided.

- **To Add Products :**After selecting the **Customer**, the **ADD+** button for adding products will be active and the user can select one or multiple products from the dialog box that opens up. User can select **Unit of measurement** (multiple units may be specified beforehand while creation of *Product* in *Business Definition*) , **Rate** and amount and value will be calculated automatically (**Rate* can also be specified for a particular product from *Price List* in *Business Definition* module or it can be manually entered here) .

If any *Other Charges* are applicable and added previously to the product master, it will also be visible here.

- **To Tag Documents :**User can tag any existing relevant documents to this Delivery Note by selecting the **Add+** button and selecting any one document from the listed ones.
- **Files :**User can add any pdf, jpeg etc files by directly uploading them from the hard drive. After selecting **Add+**, a dialog box appears from where the user can *browse* his computer and *upload* and then *attach* the said file with the document.
- **Works :**After this document has been tagged with consecutive documents in future, those links will be visible here.
- **Packaging :**User can define one or more Packaging item for the products selected and after clicking Add, user can select packaging items. The packaging quantity may be predefined in product master or the quantity has to be entered manually.
- **Net Landing Cost :**The total cost of a landed shipment including sale price, freight, insurance, and other costs up to the port of destination(In some instances, it may also include the customs duties and other taxes levied on the shipment), can be added here from selecting the Add button.
- **Advanced :**User can define **Start Date**, **Close Date** if required , **Invoiced At** (to specify destination of receiving the payment of the sold goods mostly the Head Office). User can select a **Mode of Transport** from Drop Down menus available.

Initiator: The logged in user will be updated as the initiator but it can be selected from the folder icon available beside it.

Customer, which was already selected in the **Basic** tab will be visible here along with **Report Header** (which will be visible in the report format), **Channel Name**, **Channel Address**.

- **Delivery Details :**There is a provision for recording the vessel/voy no. here.
- **UDF :**Several user defined field are provided here where the user can record any remarks or any other data.

Steps to create a Delivery Note-

1. Go to Inventory module.
2. Go to Goods Outward, and Click on Delivery Note
3. Click on New
4. Now Go to Document Child Tab and Click on Add. A window open where all pending Sale Orders (Domestic & Export Both) would appear to add. Select relevant Order(s) and click on Ok. On Selecting relevant Sale Order Customer Name, Product Name and other details filled in Sale Order will get auto populate on Delivery Note Screen.
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc.
6. Click on More, relevant details like Payment Terms, Delivery Terms, Footer Note etc. will auto-populate if entered in Purchase Order.
7. Now Go to Product Child Tab, Products and their quantity mentioned in Selected Sale Order(s) will appear. User have to recheck the Quantity if dispatch quantity is less than order quantity then user have to amend it.
8. And Click on Save

Contact Detail :

This module is mainly used to record Contact details and thus create a Contact master for tagging in other documents.

How to Create a New Contact?

In order to create a NEW Contact the user must go to *CRM >> Contact>> New*

This opens up the *Contact Detail* page.

Explanations of the various fields in the Contact Detail Detail page:

Basic >>

Code:

User must enter desired Contact Code or it may be predefined by the employer.

Contact:

User must enter required Contact name.

Notes :

Any additional notes regarding the Contact can be entered here.

Area/ Location:

User can select a predefined area or location of the Contact by selecting from the drop down button.

Status :

User can define the status of the Contact here by selecting a pre-configured status from the drop down button.

Category :

User can define the Category of the Contact here by selecting a pre-configured category from the drop down button.

Company Type :

User can define the status of the Company Type here by selecting from the drop down button.

Profile Image :

User can browse and upload a desired Contact profile image by selecting *Choose file>> Upload*.

Advance>>

Parent Contact :

User can select an existing parent contact of the Contact if required by clicking the small icon beside the field to open up a list of previously configured Parent Contact. The user must select the appropriate contact and click OK to continue.

Web Address :

User can enter the Contact's URL of their website for further reference.

VAT Details :

User can enter appropriate VAT details and VAT number of the Contact here.

Payment Terms:

The default payment terms for a particular Contact can be tagged in the field labelled Payment Terms. In order to do this, the user must click on the small icon beside the field to open up a list of pre-configured Payment Terms. The user must select the appropriate Payment Term and click OK to finalize the tagging.

An example of Payment Terms could be '90 Days from the Date of Invoice'.

The list of previously configured Payment Terms is created from the *Configuration >>> Configuration Center*.

For a more detailed guide on how to create the list of Payment Terms please refer to the related help.

Company Size:

User can define the Company Size of the Contact here by selecting a pre-configured size from the drop down button.

Turnover :

User can define the Turnover of the Contact here by selecting a pre-configured option from the drop down button.

Currency :

User can choose applicable currency trait from drop down button.

Reminder Interval :

User can set reminder which will then pop up at regular intervals defined by user.

Delivery Terms :

The default delivery terms for a particular Contact can be tagged in the field labelled Delivery Terms. In order to do this, the user must click on the small icon beside the field to open up a list of pre-configured Delivery Terms. The user must select the appropriate Delivery Term and click OK to finalize the tagging.

An example of Delivery Terms could be 'Ex - Works'.

The list of pre-configured Delivery Terms is created from the *Configuration >>> Configuration Center*.

For a more detailed guide on how to create the list of Delivery Terms please refer to the related help.

Phone >>

To add phone number of the Contact, under phone, click Add and fields will be added asking for the Contact name, Area code, phone number, Extension if any, email and remarks.

More than one phone can be added by clicking the Add button as many times as the number of phone no. required.

Address >>

The user can add address of the Contact from this tab and by filling out the required fields.

Business relation>>

This tab enables the user to tag any contact that is related to the Contact by clicking on the Add button and selecting the applicable contact and selecting OK.

Work Relation >>

This tab enables the user to tag any contact or even employee who probably that is related to the Contact by clicking on the Add button and selecting the applicable contact and selecting OK.

Banks>>

User can add bank details associated with the Contact here.

Email>>

More than one e-mail address of the Contact can be stored here by the user.

Files>>

To upload any file i.e. any soft copy attachment, user can click on Add button, select the Folder shaped button and choose a file from the hard drive and click Attach File and then upload it.

Excise >>

This part lets the user document all types of excise duty related information in the fields namely:

Excise No (for entering Excise no.), Excise effective from (Date from which the excise is applicable and the location of issue), Excise Collector Code, Excise Collector, Excise Division Code, Excise Division, Excise Range Code, Excise Range, Excise Class Code.

Tax>>

In this Tab the user can add details related to the Contact on the following information :

CST, Service Tax, CIN detailsselect Tax Template (which can be created from Business Definition> Tax and template creation More.), Tax Address, Service Type, Deductee Type.

Reg. Details>>

In this Tab the user can add details related to the Contact on the following information :

Contact's PAN Details, TIN, ECC, IEC, TAN no. T DS Circle, Tax Slab.

The user can select locations of the applicable fields from the drop down menu showing various states. Dates can be selected as well from the date Button.

Export Details>>

The consignee details can be added here. Other details related to Export like origin port , discharge port, Country , ECGC status etc v=can be added here by the user.

Export Type>>

User can add further details on export like Export Type : Consignment Mode, Port Delivery, Location, Dealer Price Expr. etc.

UDF (User Defined Files) :

User can add several fields as per personal requirement that is not defined by the system but by the User himself/herself.

To **SAVE** the details entered, click the Save button at the top and the master of the respective Contact will be created. Once it is saved, it can be viewed from the Contact Summary page.

Data entered can be further edited by opening the Contact and editing the details and saving again.

Steps to create General contact master-

- 1 Go to CRM
- 2 Click on General, then Click on New
- 3 In Basic Tab, Code will auto-appear as mentioned in masters. User can amend it as per their need. It should be unique for every Contact as ERP identifies record by their code such as GCO/001.
- 4 Enter Contact Name
- 5 Go to Phones Tab - Click on Add & Enter Phone No. (Mandatory Field)
- 6 Go to Address Tab - Click on Add & Enter Address (Select Category of Address) (Mandatory Field)
- 7 Go to Email tab - Click on Add & enter Email id. (Mandatory Field)
- 8 Now click on Save the Contact.

Supplier Invoice Detail

Supplier Invoice is also referred as Purchase Bills. It is used to capture the bills made by the Supplier for our record purpose and track the same with the payment made to vendors.

Steps to create Supplier Invoice-

1. Go to Purchase.
2. Go to Purchases & Returns, and Click on Supplier Invoice.
3. Click on New.
4. Now Go to GIN Child Tab and Click on Add. A window open where all pending Goods Inward Documents would appear to add. Select relevant GIN(s) and click on Ok. **(On Selecting relevant GIN Vendor Name, Product Name and other details filled in GIN Document will get autopopulate on Supplier Invoice Screen. Purchase Order will also get auto-tagged in Document Tab)**
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc. **(Ref. No. and Ref. Date would be Supplier Bill's No. & Date.)**
6. Click on More, relevant details like Payment Terms, Delivery Terms, Footer Note etc. will auto-populate if entered in Purchase Order otherwise user have to enter them.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Purchase Order will appear. User have to recheck the data.
If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field. **(Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.)**
If there is any Product wise discount in Invoice then User can enter the Discount value in Discount field or for Percentage user have to enter % also in that field.)
8. Files Tab is used to attach the the Document in ERP
Works Tab shows the Document created in Linkage of Supplier Invoice i.e. Supplier Credit Note (Stk Adj.), Payment Vouchers.
Document Tag > User needs to Click on Add > Pop-up window opens up where list of Document appears, user can tag the relevant one. **(If User wants to see how to attach the document on Files Tab then user can search as How to Upload document in Files Tab)**
9. Other Charge Tab is used where the business requires to mention other charges such as Freight, Unloading Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same. **(If user cannot see any data on Clicking AddOtherCharge then user needs to add the same in Channel Other Charge. Ref Security Help.)**
10. Advance Tab will show Voucher which was created in Supplier Advance against such Invoice.
Payment Tab will show the Voucher which was created against Supplier Invoice. **(Note - 1 . If supplier Advance, was tagged with the Supplier Invoice then only it will show in Advance Tab**
2. 1 . If Payment to Supplier, was tagged with the Supplier Invoice then only it will show in PaymentTab).
11. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

When a customer has multiple branches or places of work (E.g. Tata Motors Kolkata and Tata Motors Assam) and wants to record their books of accounts in Expand ERP, user could create 'Channels' to post entries and generate detailed reports. This section is used for creating, editing or deleting a channel from the system.

Steps for creating a new Channel in the system:

1. Go to Security module from More option.
2. Click on Channel.
3. View existing channels from there either in list view or in grid view. **(You can only see the existing channel list from there because creation of new channel is not at user end.)**
4. Can also view channels in category wise, status wise and area wise.
5. View Phone No., Addresses, Bank details, Emails from their respective tabs.
6. Can view details such as CIN No., GSTN/TRN No., PAN No., ECC and IEC No. from tax option under Address tab of a particular channel.
7. In short you can say that creating a channel is liking creating a contact in CRM module.

Important field details:

FIELD NAME	INFORMATION
Shared with Channels	This checkbox is used if this channel is accessible from all other channels in the system
Parent Contact	This field under Advance tab is used for tagging the main or parent contact with Channel. E.g. Tata group Head office could be the parent contact for Tata Motors
Payment Terms	This field could be used for recording the payment terms of this Channel. E.g. 90 days from invoice receipt
Delivery Terms	This field could be used for recording the deliver terms for this supplier. E.g. 50% quantity delivered before due date rest within next one month.
GSTN Detail	This is used for recording the GSTN on the channel. This is used at the time of sales invoice to charge IGST or CGST to the customer. The location of the GSTN of the channel will be compared with that of the customer's to identify the GST type applicable for a transaction.
Deductee Type	As different company types could have different rules for taxation, this field could help in marking the channel to its particular company formation type.
Primary	This flag is present in the Phone number and Address tab in the channel master. In event of multiple phone numbers or addresses, user can define which record should be used for all communications.
Address Type	This dropdown field in the Address tab can be used to define the address type. E.g. Business, Factory, Home etc. When there are multiple addresses of a channel it helps in identifying which record belongs to which address type.
Business Relation & Work Relations	This section in supplier master is used for associating channels in the system with one another. This is for recording purpose only
Files	This section is used to attaching relevant files to particular supplier record.

BANKS

This entity under CRM is used for creating bank master records in the system. These banks accounts are available for the Channel to tag with customer or supplier accounts for posting receipts and payments.

Important field details:

FIELD NAME	INFORMATION
Shared with Channels	This checkbox is used if this bank record should be accessible from all other channels in the system
Parent Contact	This field under Advance tab is used for tagging the main or parent contact with this bank. E.g. Tata group Head office could be the parent contact for TATA AIG
Payment Terms	This field could be used for recording the payment terms of this Bank. E.g. 90 days from invoice receipt
Delivery Terms	This field could be used for recording the deliver terms for this Bank. E.g. 50% quantity delivered before due date rest within next one month.
Primary	This flag is present in the Phone number and Address tab in the bank master. In event of multiple phone numbers or addresses, user can define which record should be used for all communications.
Address Type	This dropdown field in the Address tab can be used to define the address type. E.g. Business, Factory, Home etc. When there are multiple addresses of a bank it helps in identifying which record belongs to which address type.
Business Relation & Work Relations	This section in bank master is used for associating entity in the system with one another. This is for recording purpose only
Files	This section is used to attaching relevant files to particular bank record.

Steps to create Bank Master-

1. Go to Business Definition Module.
2. Click on Bank & Click on New.
3. In Basic Tab, Enter Code (It can be Bank's Short Name), Bank Name and other relevant details.
4. Go to Phones Tab - Click on Add & Enter Phone No.
5. Go to Address Tab - Click on Add & Enter Address.
6. Go to Files Tab, Attach relevant files.
7. Click on Save.
8. Then Go to More option -> Security -> channel->Select channel-> Add Bank -> Add account number, IFSC code, Account type-> save

CALENDAR

This section of CRM allows users to create Tasks, Appointments and Follow Ups. These records appear on the user's calendar in the system and could also be integrated with third party calendars E.g. Google Calendar as an add-on feature. Users can view, edit and delete all the existing appointments, follow ups and to do lists from the interactions Calendar main screen

Steps to create a Task, Followup or Appointment:

1. Go to CRM module and click on Calendar
2. From the 'New' dropdown, select 'Tasks' to open a pop up window for task creation
3. System will give a default code number for the task which appears on the top of the pop up window.
4. Select the required category for this interaction. To create a list of categories visit the More tab >> Configuration Center >> Interaction category and create a new record
5. Select the priority of the task and a task status
6. If required select the contact and verify all the contact specific details like number and email ID
7. Define the Start Date, End Date, Start time and End Time of this task
8. Enter a summary/subject in the 'Task' field
9. In instruction field, enter the activity that is supposed to be done
10. Venue field auto populates customers primary address details from the master record. User could manually change this
11. Select the mode of interaction from the Media dropdown field. This is for information only
12. There is a toggle button for Todo and Task. If this record must appear on the users calendar, then toggle the switch to 'Task' and if this record does not need to appear on the calendar then put it as a Todo and it will just show in the interaction list.

13. In the Assigned to Tab, select the user who is required to perform the created task. Give the Actual Start Time for this task for the assigned user. User can also give additional mode of notification by mail or SMS.
14. From the Resource Tab, click on 'Add' to enter the user who should get this notification on their home screen
15. Users can also attach any relevant files, previous interactions, documents or vouchers with this task record to aid in follow ups.
16. Click on the Green icon on the top right of the pop up window to save the entry
17. This task will now appear on the calendar main screen under Todo/Follow up list of the assigned user to check the status.
18. Once the assigned user opens the task, the status will get checked as 'Read' and once it is accepted by the assigned user the status will check the 'Accepted' box inside the Resource tab of this record which will be visible to the creator of this task

Proforma Invoice

This Entry Screen helps users View, Edit, Delete or Create new Proforma Invoice (PI). These PI could be against an open Sales Order or directly without a Sales Order. System allows users to create, edit or delete PI from this section. User can observe **Top 20 Pending Documents**, **Top 20 Contacts** (against whom PI are placed) and **Top 20 Products** from quick access Drop Downs available for easy reference.

The existing Proforma Invoice can be **filtered** or **searched** by the following qualities:

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- Users can also view PI placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view orders of a certain **Financial Year** in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Refresh Button: All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Proforma Invoices.

Selecting a Proforma Invoice: To view or edit an existing PI, user can click on the Proforma Invoice No. link to open the PI in a new pop-up window. Ensure that browser does not have pop up blocker enabled.

Other Options: Beside every individual PI, there are icons present which show details, related transactions and documents.

Generating a Report: User can generate summary reports for PIs by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Proforma-

- 1 Go to Sales Module
- 2 In Sales & Returns, Click on Proforma.
- 3 Now Select New
- 4 In Basic Tab, Enter Open Date, Due Date Voucher Narration and Other relevant details. Then Click on More where Payment Terms and Delivery Terms would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same).
- 5 In Advance Tab, Consignment Mode, Export Type/Inco Term would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same)
- 6 Go to Buyer Detail Tab, Consignee and Notify Party Details would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same)
- 7 Now, Go to Child Tab Product and Check Product Name, Quantity and Rate which is auto-populate from Delivery Note.
- 8 Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same. If user want to include other charge in total invoice value then user have to click included and If do not want to add other charge in separate account (and want to add it directly in Sales account) then user have to Tick mark Post Main Acc button.
- 9 Files Tab is used to attach any related document which to be sent to the client.
- 10 Click on Save
- 11 Click on the Report Icon to View the Report

Note:

1. Fields marked on Screen in **Red** are mandatory.

Credit Note (Stock Adj.)

In Case of Goods Return :-

Steps to create Credit Note (Stock Adj.):

1. Go to Sales Module
2. Go to Sales & Returns, and Click on Credit Note (Stock Adj.)
3. Click on New

4. Now Go to Sales Return Child Tab and Click on Add. A window open where all pending Sales Return Documents would appear to add. Select relevant Document(s) and click on Ok. **(On Selecting relevant Document Customer Name, Product Name and other details filled in Sales Return Document will get autopopulate on Credit Note (Stock Adj.) Screen.)**
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority, Voucher Narration etc. **(Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.)**
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Sales Return will appear. User have to recheck the data.
If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field. **(Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.)**
8. If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Credit Note(Stock Adj.).
9. And Click on Save.

In Case of Rate Difference :-

Steps to create Credit Note (Stock Adj.):

1. Go to Sales Module
2. Go to Sales & Returns, and Click on Credit Note (Stock Adj.)
3. Click on New
4. Now Go to Document Child Tab and Click on Add. A window open where all Sales Invoice Documents would appear to add. Select relevant Document(s) and click on Ok. **(On Selecting relevant Document Customer Name, Product Name and other details filled in Sales Invoice Document will get auto populate on Credit Note (Stock Adj.) Screen.)**
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority, Voucher Narration etc. **(Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.)**
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Invoice will appear. User have Select unwanted Products and Remove them, then enter the Difference Rate.
If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field. **(Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.)**
8. If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Credit Note(Stock Adj.).
9. And Click on Save

Note:

1. Fields marked on Screen in **Red** are mandatory.

PI / LC Detail

This window enables the user to record the details of an order for Export trading.

The immediate task of the exporter is to acknowledge the export order which is different from its acceptance. Then he should proceed to examine the export order carefully in respect of item, specification, pre-shipment inspection, payment conditions, marketing requirements, shipping and delivery date, documentation, applicable laws and jurisdiction, etc.

The various aspects relating to processing of an export order can be entered in the following fields provided:

- Basic >>

Document No. : User can manually enter a document no i.e **Export Order Chart NO.** in the ERP software in a predefined format.

Ref. No. : Any applicable reference number can be entered and recorded here. (Party Ref No if any)

Delivered By : User can select a *contact* responsible for the delivery of the products from the folder icon available for selecting.

Ledger : The ledger which has been created during creation of the Customer itself will be visible here for quick reference.

Assigned To : This task or this order will be automatically assigned to the logged in user or one can select a different user (employee) and this makes him responsible for this Export order.

Severity : User can select the severity or priority of the order by selecting from the drop down options available.

Gross Amount, Total Charges : After the product has been added and rate is specified, the gross amount will be calculated and visible here as well as the Total Charges.

Open Date : The opening date of the order is can be selected here through a calendar drop down provided including the time of creation for reference.

Ref. Date : Any reference date available for the document can be updated here.

Due Date : The date when this order is due can be recorded here by selecting from the drop down calendar available.

Status : The open/closed/in progress/Cancel/Overdue/Received can be manually selected from here. This status will also be automatically updated as other documents are being generated against a particular Export order.

Priority : User can set priority to a particular Export order to set it apart from other orders.

Total Amount : After the product has been added and rate is specified, the total amount will be calculated and visible here as well as user can select the currency in which payment is to be made. The exchange rate in Rupees for any particular selected currency will be displayed below.

By clicking on the **More** button, additional fields will appear for recording a more detailed information.

Rep., Partner Name : User can select a *representative* (any contact/broker etc) and/or a *partner name* as well to be associated with the said Export. All of the above has to be created previously from CRM module.

Payment Terms, Delivery Terms, Customer Address : Terms and conditions of payment, delivery for import and export and the Customer address can be saved beforehand and it can be selected from the folder icon provided.

- **To Add Products :**After selecting an **Customer**, the **ADD+** button for adding products will be active and the user can select one or multiple products from the dialog box that opens up. User can select **Unit of measurement** (multiple units may be specified beforehand while creation of *Product* in *Business Definition*) , **Rate** and amount and value will be calculated automatically (Rate can also be specified for a particular product from *Price List* in *Business Definition* module or it can be manually entered here) .

If any Other Charges are applicable and added previously to the product master, it will also be visible here.

- **To Tag Documents :** User can tag any existing relevant documents to this Export order by selecting the **Add+** button and selecting any one document from the listed ones.
- **To Add Other Charges :** User can add **Other Charges** or it can be selected beforehand as default, in which case charges and taxes related to Export will be visible. These Other charges has to be created separately in the software (*Business Definition*>*Other Charge Type*>*New*, then *More*>*Security*>*Channel Other Charge*>*New* for adding the created charge to a particular channel as well as the Head Office. After this the user has to create an *Other Charge Template* from *More*>*Configuration* and add several other charges which can be added to any certain document like this one itself).
- **Files :** User can add any pdf, jpeg etc files by directly uploading them from the hard drive. After selecting **Add+**, a dialog box appears from where the user can *browse* his computer and *upload* and then *attach* the said file with the document.
- **Works :**After this document has been tagged with consecutive documents in future, those links will be visible here.
- **Advanced :** User can define **Start Date**, **End Date** if required , **Delivery At** (to specify destination of receiving the Exportd goods among the Head Office and its Channels). User can select a **Consignment Mode** and **Export Type** from Drop Down menus available.

Initiator: The logged in user will be updated as the initiator but it can be selected from the folder icon available beside it.

Customer, which was already selected in the **Basic** tab will be visible here along with **Report Header** (which will be visible in the report format), **Exporter Name, Exporter Address.**

- **Buyer Details :**User can enter and save several details in the fields provided labelled **Buyer Ref. No.** (to feed a reference number of the buyer), **Buyer 3d Party, Buyer Address.** User can select a **Consignee** whose address will be automatically updated in the next field. User can select a **Notify Party** where the **Notify Address** will be updated in the field that follows it.
- **Delivery Details :** For import documents it is mandatory to fill out the **Loading Port , Discharge Port** and **Final Destination** and their respective **Countries** from drop down menus available. New entries for port can be created if required from *Configuration Centre* in the module More.
- **Bank Details :** User can select a bank related to this Export from field **Advising Bank** by selecting it from a list of banks that will appear once the user clicks on the folder icon. The **address** of the said bank will be visible in the next field once bank has been selected.
- **LC Details and LC Terms :** User can add details related to **letter of credit**. A letter of credit guarantees *payment* of a specified *sum* in a specified *currency*, provided the seller meets precisely-defined *conditions* and submits the prescribed documents within a fixed *timeframe* all of which can be specified in the fields provided in the two consecutive tabs.
- **UDF :**Several user defined field are provided here where the user can record any remarks or any other data.

Steps to create PI/LC document-

1. Go to Export Module.
2. In Export Orders, Click on PI/LC menu.
3. Now Select New option.
4. Go to Customer, Click on customer folder and Select Customer from the given names list.(User can also Type the Customer Name as entered in the ERP and there would be a List of Pop-up Available)
5. In Basic Tab, In Ref No - Customer PO No should be entered and Ref Date as PO Date, Due Date represents the approx time committed to client for Delivery (Specific to the business situation).
Also Select Payment Terms, Delivery Terms from the respective folder and Select the Currency in which the order is generated(Mentioned next to Total Amount field) and In Exch. Rate column Exchange Rate (Ex Rate) should be entered as per the Ex Rate Mentioned in order(CustomerPO) received.**(1. If user needs to create Document No based on document category ,it can be done from the Type of Document Category in Configuration Menu. E.g :- SO/1/18-19 Document No appears as shown. Instead for Category wise bifurcation user can configure it to appear as SO/CS/1/18-19 by defining CS as Cash Sales.**
2. Ex Rate can also be mentioned in Exchange Rate Master in Configuration Centre with the Effective Date. By default value would be auto-copied from the masters Defined.)
6. In Advance Tab, Select Consignment Mode, Export Type/Inco Term from the dropdown List,shipping address details are also described here.(**Consignment Mode and Export Types/ Inco term can be updated in Dropdown List from Configuration Centre.)**
7. Go to Buyer Detail Tab and Enter the Consignee and Notify Party Details.
8. Now go to Delivery Details and Add country of Origin along with Port of Origin and follow the same for Discharge Port and Final Destination.
User can also add Pre Carriage by and Pre Carriage Place.
9. Go to Bank Details and Select the Advising Bank, LC amount and DA Amount, Followed by LC Details Tab where LC No, LC Type, Issuing Bank, LC Open date and expiry Date. Go to LC Terms Tab and select the LC payment and Delivery Terms from the Terms listed in the Folder,
10. Now, Go to Child Tab Product and select product name and enter quantity and rate.
11. Document Tab is used to tag the Quotation Document (if Quotation is created)
12. Other Charge Tab is used to mention other charges such as Freight, Handling Charges etc separately for the Buyer. User needs to click on Add button to add the other charge.**(If user cannot see any data by clicking Add Other Charge option, the user needs to add the same in Channel Other Charge menu. More>Security>Channel other charges> Click on New button> Add other charge name from the respective folder >Save)**
13. **Export Invoice/Packing List**

After the generation of an Export Order, user can tag that Order and generate a Delivery Note to register the received goods into the system for a stock update. Consecutively, if the user tags the Delivery Note to the tab provided by clicking on **Add+** button and selecting the respective Delivery Note, all relevant datas will be automatically dated into the respective fields.

Steps to create Export Invoice/Packing List-

1. Go to Export .
2. In Export Invoice, Click on Export Invoice/Packing List.
3. Now Select New
4. After creating PI/LC we create export invoice.(In this invoice we tag PI/LC or sales order(SO) in document tab .After tagging this document , all the details which were recorded in PI/LC will be auto-fetched)
5. In Basic Tab, Click on More and Payment Terms, Delivery Terms and Currency would be visible if selected in Export Order. (If not selected in Export Order then User needs to select the same).
6. In Advance Tab, Consignment Mode, Export Type/Inco Term would be visible if selected in Export Order. (If not selected in Export Order then User needs to select the same)
7. Go to Buyer Detail Tab, Consignee and Notify Party Details would be visible if selected in Export Order. (If not selected in Export Order then User needs to select the same)
8. Now go to Delivery Details Tab, Country of Origin along with Port of Origin and follow the same for Discharge Port and Final Destination would be visible if selected in Export Order. (If not selected in Export Order then User needs to select the same).
9. Now, Go to Child Tab Product and Check Product Name, Quantity and Rate which is auto-populate from Delivery Note.
Now Click on Packing List Button Next to Value column and enter Packing Details Product-wise.
(Quantity of the product can be changed if required if not it can be the same.)
10. In the product tab if click on the icon under column packing list ,user can enter the paking details like the cartoon no.,ip quantity ,CBM details, net weight, gross weight and packing type.In packing list icon there is a check box called "complete list" if you click on this flag or chek box then all the product will be available in a single tab and you can change the required details from here.(1.In packing list you can also add two rates of a single product by dividing the quantity For example-product A =100 qty,if we divide its quantity into twoparts A1=50 and A2=50,so we can define that product A1 will go at rate=4.5 and product A2 can go at rate=5.It can go to a single consingee or to a different consignee.
2.We have to describe the CBM details(length,breath, and height) so that it can calculate volume of the container and according to that it can calculate the quantity of product that can be put in a single container.)
11. Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same. If user want to include other charge in total invoice value then user have to click included and If do not want to add other charge in separate account (and want to add it directly in Export Sale account) then user have to Tick mark Post Main Acc button.
12. Files Tab is used to attach the Product Image(Finished Goods) which to be sent to the client, Saving Post Shipment Document (Scanned Copy received). Works Tab shows the Document created in Linkage of Export Invoice such as Bill of Lading, Shipping Bill, Export Invoice GST, Bill of Exchange. Interaction Tab shows all the discussion which took place with a particular person in relation of such Export Invoice
13. User can define which bond to use-LUT(letter of undertaking) or DTA.
14. Now Click on Save and Click on the Report Icon to View the Report

If the user wishes to enter every individual fields then fo that the following detail fields are provided :

■ Basic >>

Document No. : User can manually enter a document no. or it can be auto generated by the ERP software in a predefined format.

Ref. No. : Any applicable reference number can be entered and recorded here.

Customer : The Customer can be selected from the folder icon. The Customer has to be created beforehand from CRM module.

Delivered By : User can select a contact responsible for the delivery of the products from the folder icon available for selecting.

Ledger : The ledger which has been created during creation of the . itself will be visible here for quick reference.

Assigned To : This task or this invoices will be automatically assigned to the logged in user or one can select a different user (employee) and this makes him responsible for this invoices payable.

Severity : User can select the severity or priority of the invoices by selecting from the drop down options available.

Gross Amount, Total Charges : After the product has been added and rate is specified, the gross amount will be calculated and visible here as well as the Total Charges.

Open Date : The opening date of the invoices is can be selected here through a calendar drop down provided including the time of creation for reference.

Ref. Date : Any reference date available for the document can be updated here.

Due Date : The date when this invoices is due can be recorded here by selecting from the drop down calendar available.

Status : The open/closed/in progress/Cancel/Overdue/Received can be manually selected from here. This status will also be automatically updated as other documents are being generated against a particular invoices payable.

Priority : User can set priority to a particular invoices payable to set it apart from other invoices s.

Total Amount : After the product has been added and rate is specified, the total amount will be calculated and visible here as well as user can select the currency in which payment is to be made. The exchange rate in Rupees for any particular selected currency will be displayed below.

By clicking on the **More** button, additional fields will appear for recording a more detailed information.

Rep., Partner Name : User can select a representative (any contact/broker etc) and/or a partner name as well to be associated with the said Export. All of the above has to be created previously from CRM module.

Payment Terms, Delivery Terms, Customer Address : Terms and conditions of payment, delivery for import and export and the Customer address can be saved beforehand and it can be selected from the folder icon provided.

■ To Add Products :

After selecting an **Customer**, the **ADD+** button for adding products will be active and the user can select one or multiple products from the dialog box that opens up. User can select **Unit of measurement** (multiple units may be specified beforehand while creation of Product in Business Definition) , **Rate** and amount and value will be calculated automatically (Rate can also be specified for a particular product from Price List in Business Definition module or it can be manually entered here) .

If any Other Charges are applicable and added previously to the product master, it will also be visible here.

■ Packing List :

A **packing list** is a document that includes details about the contents of a package. The **packing list** is intended to let transport agencies, government authorities, and customers know the contents of the package. These details help each of these parties handle the package accordingly.

After adding the product, user can specify the more than one Packing List details for a particular product as there is a visible icon shown beside every Product line.

- To Tag Documents :

User can tag any existing relevant documents to this invoices payable by selecting the **Add+** button and selecting any one document from the listed ones.

- To Add Other Charges :

User can add **Other Charges** or it can be selected beforehand as default, in which case charges and taxes related to Export will be visible. These Other charges has to be created separately in the software (Business Definition>Other Charge Type>New, then More>Security>Channel Other Charge>New for adding the created charge to a particular channel as well as the Head Office. After this the user has to create an Other Charge Template from More>Configuration and add several other charges which can be added to any certain document like invoices payable itself).

- Files :

User can add any pdf, jpeg etc files by directly uploading them from the hard drive. After selecting **Add+**, a dialog box appears from where the user can browse his computer and upload and then attach the said file with the document.

- Works :

After this document has been tagged with consecutive documents in future, those links will be visible here.

- Advanced :

User can define **Start Date**, **End Date** if required , **Delivery At** (to specify destination of receiving the Exportd goods among the Head Office and its Channels). User can select a **Consignment Mode** and **Export Type** from Drop Down menus available.

Initiator: The logged in user will be updated as the initiator but it can be selected from the folder icon available beside it.

Customer, which was already selected in the **Basic** tab will be visible here along with **Report Header** (which will be visible in the report format), **Exporter Name**, **Exporter Address**.

- Buyer Details :

User can enter and save several details in the fields provided labelled **Buyer Ref. No.** (to feed a reference number of the buyer), **Buyer 3d Party**, **Buyer Address**. User can select a **Consignee** whose address will be automatically updated in the next field. User can select a **Notify Party** where the **Notify Address** will be updated in the field that follows it.

- Delivery Details :

For import documents it is mandatory to fill out the **Loading Port** , **Discharge Port** and **Final Destination** and their respective **Countries** from drop down menus available. New entries for port can be created if required from Configuration Centre in the module More.

- Bank Details :

User can select a bank related to this Export from field **Advising Bank** by selecting it from a list of banks that will appear once the user clicks on the folder icon. The **address** of the said bank will be visible in the next field once bank has been selected. User can also record **Shipping invoice no.** and **Shipping invoice Date**.

- UDF :

Several user defined field are provided here where the user can record any remarks or any other data.

Export Return / Short Delivery Detail

This module is used to record the details of any export sale that has been returned or there has been a short of delivery to the customer. There are the following fields :

- Basic >>

Document No. : User can manually enter a document no. or it can be auto generated by the ERP software in a predefined format.

Ref. No. : Any applicable reference number can be entered and recorded here.

Customer : The Customer can be selected from the folder icon. The Customer has to be created beforehand from CRM module.

Delivered By : User can select a *contact* responsible for the delivery of the products from the folder icon available for selecting.

Ledger : The ledger which has been created during creation of the . itself will be visible here for quick reference.

Assigned To : This task or this invoices will be automatically assigned to the logged in user or one can select a different user (employee) and this makes him responsible for this document.

Severity : User can select the severity or priority of the invoices by selecting from the drop down options available.

Gross Amount, Total Charges : After the product has been added and rate is specified, the gross amount will be calculated and visible here as well as the Total Charges.

Open Date : The opening date of the invoices is can be selected here through a calendar drop down provided including the time of creation for reference.

Ref. Date : Any reference date available for the document can be updated here.

Due Date : The date when this invoices is due can be recorded here by selecting from the drop down calendar available.

Status : The open/closed/in progress/Cancel/Overdue/Received can be manually selected from here. This status will also be automatically updated as other documents are being generated against a particular invoices payable.

Priority : User can set priority to a particular invoices payable to set it apart from other invoices s.

Total Amount : After the product has been added and rate is specified, the total amount will be calculated and visible here as well as user can select the currency in which payment is to be made. The exchange rate in Rupees for any particular selected currency will be displayed below.

By clicking on the **More** button, additional fields will appear for recording a more detailed information.

Rep., Partner Name : User can select a *representative* (any contact/broker etc) and/or a *partner name* as well to be associated with the said Export. All of the above has to be created previously from CRM module.

Payment Terms, Delivery Terms, Customer Address : Terms and conditions of payment, delivery for import and export and the Customer address can be saved beforehand and it can be selected from the folder icon provided.

- To Add Products :

After selecting an **Customer**, the **ADD+** button for adding products will be active and the user can select one or multiple products from the dialog box that opens up. User can select **Unit of measurement** (multiple units may be specified beforehand while creation of *Product in Business Definition*) , **Rate** and amount and value will be calculated automatically (Rate can also be specified for a particular product from *Price List in Business Definition* module or it can be manually entered here) .

If any Other Charges are applicable and added previously to the product master, it will also be visible here.

- To Tag Documents :

User can tag any existing relevant documents to this invoices payable by selecting the **Add+** button and selecting any one document from the listed ones.

- To Add Other Charges :

User can add **Other Charges** or it can be selected beforehand as default, in which case charges and taxes related to Export will be visible. These Other charges has to be created separately in the software (*Business Definition>Other Charge Type>New*, then *More>Security>Channel Other Charge>New* for adding the created charge to a particular channel as well as the Head Office. After this the user has to create an *Other Charge Template from More>Configuration* and add several other charges which can be added to any certain document like invoices payable itself).

- Files :

User can add any pdf, jpeg etc files by directly uploading them from the hard drive. After selecting **Add+**, a dialog box appears from where the user can *browse* his computer and *upload* and then *attach* the said file with the document.

- Advanced :

User can define **Start Date**, **End Date** if required , **Delivery At** (to specify destination of receiving the Exported goods among the Head Office and its Channels). User can select a **Consignment Mode** and **Export Type** from Drop Down menus available.

Initiator: The logged in user will be updated as the initiator but it can be selected from the folder icon available beside it.

Customer, which was already selected in the **Basic** tab will be visible here along with **Report Header** (which will be visible in the report format), **Exporter Name**, **Exporter Address**.

- UDF :

Several user defined field are provided here where the user can record any remarks or any other data.

PRODUCT MASTER:

A product master is used to keep information about products. You can see the existing product by selecting the product type and pressing the green button.

A product will be created when you click on the 'New' tab.

- BASIC:

The Product Name, Product No are mandatory fields and needs to fulfill first. The category, family, brand, group can be filled from the drop down list. These masters comes from More > configuration > configuration center.

- CHILD TAB:

1. Select the 'Type' which is product type. You cannot add more than one product type. You can select pre created other charge.
2. You can add the Pre created other charge. In the expression you can use <DAV><%> to follow the percentage wise amount on document value <PERUNIT> will be used to calculate per unit cost of product, you can also use the Amount or Percentage wise approach. Put the required Amount or percentage in the text boxes. The effective date is used to follow the given per unit price. Use the For purchase, For Sale, For Internet , For Retail flags if you want follow the other charges for these different specific modules.

3. In the work process tab, select the work process which is pre-defined. This work process is followed to follow a planned production flow.
4. UOM is another Unit of Measurement is used for exhaustive bifurcation of primary units. Example, we all know that 1 KG =1000 Grams. So, if any product will be required to follow both units, it can be done from the document level by selecting any one of the Units from dropdown and the calculation will be done automatically. The Tolerance percentage is used like maximum or minimum acceptance quantity. If you set it as 100%, then 100% more or less than required quantity of any product can be accepted.
5. QC param is used product wise to measure Quality control of product. Put the Name of the Parameters in the QC Parameter, QC unit is used for the unit of Quality, for example % sign you can use to denote unit of QC unit, QC bench mark is used as a maximum or minimum quantity which may be required as the acceptance bench mark in transaction.
6. In the image tab you can attach the picture of the product in .jpg or .png format.
7. In the packing material you can add the material & it's quantity which will be required to pack the product.
8. Add the channels in the channel tab
9. Add any other files in the file tab.
10. If any pre-defined discount you want to set with the product add it into the discount tab.
11. More exhaustive details like color, size, feature etc. you can always fit it from the select more option. Also add the details by clicking on 'Add' button.

■ **ADVANCE:**

1. Shelf life is used for retail business, where you can specify the life time of any product
2. Lead time is used to store the total time required to deliver a product from order.

SKU expression is used to maintain a unique code of the product .This code is generated concatenating product group, category, family code etc. which you are maintaining into product master. The following expressions are used to specify the codes as

PARTNO, OEMCODE, PRODNUM, GROUPCODE, CATEGORYCODE, MODEL, CATEGORYPATH, CATEGORYCODEPATH, BRANDCODE, FAMILYCODE, FAMILYPATH, FAMILYCODEPATH, PROPERTYTREETPATH, PROPERTYTREETCODE, CLASSCODE, PROPERTY1CODE, PROPERTY2CODE, PROPERTY3CODE, PROPERTY4CODE, PROPERTY5CODE, PROPERTY6CODE, BATCHNUM, SERIALNUM

Example, you can generate your SKU code as PRODNUM + FAMILYCODE + GROUPCODE

The above code will generate a SKU code with the combination of Product name, Family code, and group code.

■ **PROPERTIES:**

If you want to set other properties you can always set it from More > Configuration > Configuration center.

■ **SETTINGS:**

Tariff is used for a tax imposed on imported goods and services. Tariffs are used to restrict trade, as they increase the price of imported goods and services, making them more expensive to consumers. So you can use it for information purpose.

Min. batch Qty is used to store the minimum unit of each batch of products. Any batch quantity should be multiple of that Minimum batch quantity.

Is serial Number is used if each and every product will follow a unique serial number sequence.

Has price list option is used if the user wants to follow pre-defined price list for that product from Business definition> Price list.

Item details option could be used if the product needs to follow batch sequence.

- OTHER DETAILS:

In this tab the manufacturer details, OEM Part Code, OEM Part Number, Manufacturer code, Benefits and any other notes for further information.

- UDF:

As like other masters, this tab is used to store more exhaustive information.

CUSTOMER

This entity under CRM allows users to create, edit and remove customers from the system. Users could also access this module to get customer summary or detailed report/list.

Steps to create a new customer:

1. Go to CRM
2. Click on 'Customer' then Place a cursor on 'New'
3. Now two Dropdown would appear 'Domestic' and 'Export'
4. Click on Domestic if the Customer is Local i.e Within Country and Export if the Customer is Overseas Customer. New Window Link will Open
5. Enter 'Customer Name'
6. Enter required ledger A/c name
7. If this customer should be available in the system for all the channels/branches, click on 'Shared with Channel' box.
8. Enter other required details to record for this customer in the system
9. Go to the Phones tab - Click on 'Add' to enter customer's phone number
10. Go to Address tab -Click on 'Add' to enter customer's addresses (Select Type E.g. Business, Billing, Factory etc.)
11. Go to Email tab - Click on 'Add' to enter Email ID
12. Once all the relevant data is entered, click on Save.

Note: - Fields marked in red are mandatory.

Important field details:

FIELD NAME	INFORMATION
Shared with Channels	This checkbox is used if the same customer should be available in all the channels created in the system
Ledger A/c Name	When creating a new customer, this name could be user entered. If left blank, system will automatically use the customer name for creating a new ledger for sundry debtors.
Parent Contact	This field under advance tab is used for tagging the main or parent customer with this customer. E.g. Tata group could be the parent customer for Tata Motors. This could also be used for viewing consolidated reports for the Parent contact.
Payment Terms	This field under advance tab could be used for recording the payment terms of this customer. E.g. 25% Advance and remaining upon delivery. This information will be used in the documents and reports.
Delivery Terms	This field under advance tab could be used for recording the delivery terms for this customer. E.g. 50% quantity delivered before due date rest within next one month. This information will be used in the documents and reports.
Currency	This field under advance tab could be used for recording the currency for this customer. For Eg :- Currency selected is USD, the same would auto-populate in Export Order Document on selection of Customer if specified in the Customer Master.
GSTN Detail	This is an important field when the value of goods sold to this customer is taxable under GST. It is under Tax Tab where the user needs to update GSTN No of the customer and its applicable state. his information will be used in the documents and reports. Applicable for Domestic Type Customer.

Note :- If GSTN No is not applicable for the given client then user needs to Tick flag against Unregistered. This helps in bifurcating the registered and unregistered customers.

Deductee Type	As different company types could have different rules for taxation, this field could help in marking the customer to its particular company formation type for TDS purpose. This is for information only field. This field is under Tax Tab. Applicable for Domestic Type Customer.
Tax Slab	This field is under Tax Tab. User can define this field based on the pre-defined tax slabs set in the system. This information will be used when making payments to this customer for deducting appropriate TDS amount. To set TDS tax slabs visit the configuration >> Slab Based Tax screen. Applicable for Customer DomesticType Only.
Consignee Address	This field under export details is used for giving the shipping address of the customer in case of an export sale. Applicable for Customer Export Type Only.
ECGC Cover Amount	This field under ECGC details is used for recording the amount covered under ECGC. When the export invoice is for value more than the ECGC cover amount, a notification mail is triggered to the assigned user. Applicable for Customer Export Type Only.
ECGC Status	ECGC Status is Approved/Granted then ECGC Cover Amount is mandatory to be entered by User. Applicable for Customer Export Type Only.
Banker	This field under Export Details is used in case of an export sale to record details of the customer's banker mediating this transaction. Applicable for Customer Export Type Only.
Insurer	This field under Export Details is used in case of an export sale to record details of the insurer for this transaction. Applicable for Customer Export Type Only.
Origin Port and Country	This field will appear in Export Details Tab and is used in export sale to customer for recording the origin port and Country. This field will be used when creating export sale documents like invoice. Applicable for Customer Export Type Only.
Discharge Port and Country	This field will appear in Export Details Tab and is used in export sale to customer for recording the discharge port and country. This field will be used when creating export sale documents like Export invoice. Applicable for Customer Export Type Only.
Primary	<p>This flag is present in the Phone number and Address tab in the customer master. In event of multiple phone numbers or addresses, user can define which record should be used for all communications like invoicing, customer contact and emails.</p> <p>This dropdown field in the Address tab can be used to define the address type. E.g. Business, Factory, Home etc. When there are multiple addresses of a customer it helps in identifying which record belongs to which address type. In</p>
Address Type	Note :- Address Type on Right side cornor there is a Plus Icon Button. When user clicks on the Icon, small Pop-up window appears where user needs to verify that GSTN NO shown is same as GSTN No entered in Tax Tab (as GSTN NO would be reflecting on Report) & user needs to also ensure that the address shown in Detail address field is captured in 4 lines (same reflects in report) which will ensure the report is more presentable.
Business Relation & Work Relations	This section in customer master is used for associating customers in the system with one another. This is for recording purpose only.
Files	This section is used to attaching relevant files to particular customer record such as Customer PAN Card, GSTN NO Document etc.
Channel	This section is used for tagging a customer to the required business channels/branches. For E.g There are 3channels i.e Channel A, Channel B and Channel C, but user requires only channel A and Channel B to show the customer entered then user needs to Select Channel A and Channel B in th Channel Tab.

MERGE CONTACTS

This feature allows users to merge multiple customers or vendors. This should be performed only when more than one contact is created for the same entity. Merging contacts will club the ledger balances as well.

Please process this with caution. Once merged, the contacts/ledgers cannot be demerged again.

Steps to merge contacts:

1. Go to CRM >> Customer/Supplier and open the required contact. Lets call him customer A. (This is the contact user wants to keep in the system)
2. Click on 'Merge' link to open the pop up window
3. In the pop up window, from Contact Code, search and add the contact required for merging. Lets call him customer B. (This is the contact whose details will be merged with customer A)
4. Click on Merge button to process the action.
5. Once merged successfully, open Customer B from CRM module and delete this contact.

Note :- 1. On Merge the Ledger Balance of Customer B will be transferred to Customer A.

2. Merging of Contacts i.e Customer, Supplier and Contact is only possible from Admin User ID.

3. Merged Customer name would be changed to customer_Moved. E.g :- Customer ABC is merged with Customer XYZ (records of Customer XYZ will be transferred to ABC), Name of XYZ will become XYZ Moved. (This would help in easy identification of Merged Customer).

This is Business analytics module help testing by Rajat

Testing dadf Added New Features

CUSTOMER

This entity under CRM allows users to create, edit and remove customers from the system. Users could also access this module to get customer summary or detailed report/list.

Steps to create a new customer:

1. Go to CRM
2. Click on 'Customer' then Place a cursor on 'New'
3. Select from dropdown 'Domestic', 'Export' or 'Market Place'
4. Click on Domestic if the Customer is Local i.e Within Country and Export if the Customer is Overseas Customer or 'Marketplace' if the customer is a marketplace E.g Amazon, Magento etc. New Window Link will Open
5. Enter 'Customer Name'
6. Enter required give a different ledger A/c name
7. If this customer should be available in the system for all the channels/branches, select from 'Channel' field.
8. Enter other required details to record for this customer in the system
9. Go to the Phones tab - Click on 'Add' to enter customer's phone number
10. Go to Address tab - Click on 'Add' to enter customer's addresses (Select Type E.g. Business, Billing, Factory etc.). Also give the Tax details of the customer per address wise.
11. Go to Email tab - Click on 'Add' to enter Email ID
12. Once all the relevant data is entered, click on Save.

Note: - Fields marked in red are mandatory.

Important field details:

FIELD NAME	INFORMATION
Channels	This field is used if the same customer should be available in other channels created in the system

	<ol style="list-style-type: none"> 1. In My Channel Only - Customer Master will show only in that Channel in which it is originally created. 2. All Channel - Customer Master will appear in all Channels. 3. In My Channel Tree - Customer Master will show to all child channels in the same tree. 4. Ledger based - Customer Master will appear in Channels where the Channels are selected in the Channel tab.
Ledger A/c Name	When creating a new customer, this name could be user entered. If left blank, system will automatically use the customer name for creating a new ledger for sundry debtors.
Parent Contact	This field under advance tab is used for tagging the main or parent customer with this customer. E.g. Tata group could be the parent customer for Tata Motors. This could also be used for viewing consolidated reports for the Parent contact.
Payment Terms	This field under advance tab could be used for recording the payment terms of this customer. E.g. 25% Advance and remaining upon delivery. This information will be auto pulled in the documents and reports.
Delivery Terms	This field under advance tab could be used for recording the delivery terms for this customer. E.g. 50% quantity delivered before due date rest within next one month. This information will be auto pulled in the documents and reports.
Currency	This field under advance tab could be used for recording the currency for this customer. For Eg :- Currency selected is USD, the same would auto-populate in Export Order Document on selection of Customer if specified in the Customer Master.
GSTN Detail	Address > Tax icon window, user needs to update GSTN No of the customer and its applicable state. This information will be used in the documents and reports. Applicable for Domestic Type Customer.
Deductee Type	Note :- If GSTN No is not applicable for the given client then user needs to Tick flag against Unregistered. This helps in bifurcating the registered and unregistered customers. As different company types could have different rules for taxation, this field could help in marking the customer to its particular company formation type for TDS purpose.
Tax Slab	This information will be used when making payments to this customer for deducting appropriate TDS amount. To set TDS tax slabs visit the configuration >> Slab Based Tax screen. Applicable for Customer DomesticType Only.
Consignee Address	This field under export details is used for giving the shipping address of the customer in case of an export sale. Applicable for Customer Export Type Only.
ECGC Cover Amount	This field under ECGC details is used for recording the amount covered under ECGC. When the export invoice is for value more than the ECGC cover amount, a notification mail is triggered to the assigned user. Applicable for Customer Export Type Only.
ECGC Status	ECGC Status is Approved/Granted then ECGC Cover Amount is mandatory to be entered by User. Applicable for Customer Export Type Only.
Banker	This field under Export Details is used in case of an export sale to record details of the customer's banker mediating this transaction. Applicable for Customer Export Type Only.
Insurer	This field under Export Details is used in case of an export sale to record details of the insurer for this transaction. Applicable for Customer Export Type Only.
Origin Port and Country	This field will appear in Export Details Tab and is used in export sale to customer for recording the origin port and Country. This field will be used when creating export sale documents like invoice. Applicable for Customer Export Type Only.
Discharge Port and Country	This field will appear in Export Details Tab and is used in export sale to customer for recording the discharge port and country. This field will be used when creating export sale documents like Export invoice. Applicable for Customer Export Type Only.

Primary	<p>This flag is present in the Phone number and Address tab in the customer master. In event of multiple phone numbers or addresses, user can define which record should be used for all communications like invoicing, customer contact and emails.</p> <p>This dropdown field in the Address tab can be used to define the address type. E.g. Business, Factory, Home etc. When there are multiple addresses of a customer it helps in identifying which record belongs to which address type. In</p>
Address Type	<p>Note :- Address Type on Right side corner there is a Plus Icon Button. When user clicks on the Icon, small Pop-up window appears where user needs to verify that GSTN NO shown is same as GSTN No entered in Tax Tab (as GSTN NO would be reflecting on Report) & user needs to also ensure that the address shown in Detail address field is captured in 4 lines (same reflects in report) which will ensure the report is more presentable.</p>
Business Relation & Work Relations	<p>This section in customer master is used for associating customers in the system with one another customer /employee / general contact. This is for recording purpose only.</p>
Files	<p>This section is used to attaching relevant files to particular customer record such as Customer PAN Card, GSTN NO Document etc.</p>
Channel	<p>This section is used for tagging a customer to the required business channels/branches. For E.g There are 3channels i.e Channel A, Channel B and Channel C, but user requires only channel A and Channel B to show the customer entered then user needs to Select Channel A and Channel B in the Channel Tab.</p> <p>For accounting to take place using the Customer Ledger it must be selected in the Channel tab.</p>

MERGE CONTACTS

This feature allows users to merge multiple customers or vendors. This should be performed only when more than one contact is created for the same entity. Merging contacts will club the ledger balances as well.

Please process this with caution. Once merged, the contacts/ledgers cannot be demerged again.

Steps to merge contacts:

1. Go to CRM >> Customer/Supplier and open the required contact. Lets call him customer A. (This is the contact user wants to keep in the system)
2. Click on 'Merge' link to open the pop up window
3. In the pop up window, from Contact Code, search and add the contact required for merging. Lets call him customer B. (This is the contact whose details will be merged with customer A)
4. Click on Merge button to process the action.
5. Once merged successfully, open Customer B from CRM module and delete this contact.

Note :- 1.On Merge the Ledger Balance of Customer B will be transfered to Customer A.

2. Merging of Contacts i.e Customer, Supplier and Contact is only possible from Admin User ID.

3. Merged Customer name would be changed to customer_Moved. E.g :- Customer ABC is merged with Customer XYZ (records of Customer XYZ will be transfered to ABC), Name of XYZ will become XYZ Moved. (This would helps in easy identification of Merged Customer.

CONTACT

This entity is CRM is used for creating contact masters in the system just like maintaining business cards. These contacts could also be assigned to the deals and documents of customers and suppliers in the course of

business to assist in follow ups and contacting the relevant party. User could create, edit and delete contacts from this section.

Steps to create contact in the system:

1. Go to CRM
2. Click on Contact then click on New
3. Enter Contact Name
4. Go to Phones Tab - Click on Add & Enter Phone No
5. Go to Address Tab -Click on Add & Enter Address
6. Go to Email Tab - Click on Add & Email No
7. Once all the relevant data is entered, click on Save

Important field details:

FIELD NAME	INFORMATION
Shared with Channels	This checkbox is used if the same contact should be available in all the channels created in the system
Parent Contact	This field is used for tagging the main or parent entity with this contact. E.g. Tata group could be the parent contact for Tata Motors contact ABC
Payment Terms	This field could be used for recording the payment terms of this contact. E.g. 90 days from invoice date.
Delivery Terms	This field could be used for recording the deliver terms for this contact. E.g. 50% quantity delivered before due date rest within next one month.
GSTN Detail	This is an important field when the value of goods sold to this contact is taxable under GST. The GSTN state will be compared with the channel GSTN state to identify whether CGST or IGST will be used.
Deductee Type	As different company types could have different rules for taxation, this field could help in marking the contact to its particular company formation type.
Consignee Address	This field under export details is used for giving the shipping address of the contact in case of an export sale or an import.
ECGC Cover Amount	This field under export details is used for recording the amount covered under ECGC. When the export invoice is for value more than the ECGC cover amount, a notification mail is triggered to the assigned user.
Banker	This field under Bank Details is used in case of an export sale to record details of the contact's banker mediating this transaction.
Insurer	This field under Bank Details is used in case of export or import to record details of the insurer for a transaction.
Origin Port and Country	This field is used in export or import for this contact for recording the origin port. This field will be used when creating export sale documents like invoice.
Discharge Port and Country	This field is used in export or import for this contact for recording the discharge port. This field will be used when creating export sale documents like invoice.
Primary	This flag is present in the Phone number and Address tab in the contact master. In event of multiple phone numbers or addresses, user can define which record should be used for all communications like invoicing, customer contact and emails.
Address Type	This dropdown field in the Address tab can be used to define the address type. E.g. Business, Factory, Home etc. When there are multiple addresses of a contact it helps in identifying which record belongs to which address type.
Business Relation & Work Relations	This section in contact master is used for associating contact in the system with one another. This is for recording purpose only
Files	This section is used to attaching relevant files to particular contact person record.
Channel	This section is used for tagging a contact to the required business channels/branches.

Inventory Management

Users can manage the inventory/product created in the system. This section allows users to set reorder levels, reminder levels, maximum quantity to be maintained and minimum quantity to be maintained or even mark it as a frequently used item or running item.

Menu Path: More >> Security >> Channel Product >> Choose the type manually

Field details:

FIELD	COMMENTS
Opening Qty	This field auto populates based on the current stock position of this item
Opening Value	This field also populates automatically and the value is defined based on the total quantity in hand and cumulative price of the stock.
Opening Date	This is by default the first date of the business calendar year (1 st April default)
Reorder Level	User can define the inventory level at which they would place a new order or start a new manufacturing run for the particular product
Reminder level	User can define at what quantity level point should a reminder be triggered for procuring/manufacturing the product
Has Price List	This checkbox will ensure that the product is purchased or sold at the fixed price as per the set Price List values from Business Definition screen.
Max Qty	This field allows users to define the maximum stock level which could be maintained for the particular product
Min Qty	This field allows user to define the minimum stock level which could be maintained for this product

Steps to add product in channel product-

- 1 Go to Security module from More option
- 2 Go to Channel Product
- 3 You can add or remove products from here for the channe.(Products that are made in Product Master under Business Definition module can be added or removed here)
- 4 Put opening quantity and rate of the product in it's first financial year
- 5 You can also add reorder level and and reminder level for products
- 6 Serialize items of products and create batches by turning on the has item option
- 7 Select store to define where the product is stored
- 8 You can add price list for the product if you turn on the has price list option
- 9 Set max quantity and minimum order quantity of the product
- 10 You can also set overhead per unit and expenses of a product
- 11 To activate the product for e-commerce site, turn on the for internet option
- 12 If you want add HSN-wise tax rate, then turn on the option HSN wise tax applicable option
- 13 If you want to add the product for mobile app then turn on the for mobile option
- 14 By turning on the Skip Rate Check option you can ignore the price added in the product's price list
- 15 By turning on the Is Composite option, if there is a service with a product, the system will check only product's tax and will ignore service's tax
- 16 If you want to add any other charge template then it can be added from here from Template option
- 17 After modifying click on save and refresh configuration centre from Configuration module

OPPORTUNITY

This section of CRM allows users to create/record business leads in the system. These records are usually the starting point for any transaction. The home page shows all the opportunities/leads created in the system which user could filter and view as per need.

Details of important fields:

FIELD	COMMENTS
Status	This field shows the status of the opportunity. A new opportunity will have an open status by default. This should change as the opportunity progress/materializes
Source	This field will be helpful in analytics and reporting purpose. This is used for recording the source from which this opportunity was tapped from.
Stage	By default this will be untouched for a new opportunity. User can manually update this status as and when the deal progresses ahead.
Total Amount	This field auto populates based on the product rate, quantity and exchange rate as given by the user.
Exchange Rate	User can define the exchange rate in which this opportunity would materialize in. This rate would be used for calculating the total amount of the deal in domestic currency.
Priority	This is for information only. User could check this box if the opportunity needs to be addressed at priority basis.
Consignment Mode	This is an optional field where user could further provide details at the opportunity level about the mode of consignment E.g. Air, Road or Ship
Export type	This is an optional field to record the type of export. E.g. C&F, CFR, CIF etc.

Steps to create new opportunities in the system:

1. Go to CRM module and click on Opportunity
2. Click on New to enter the opportunity main screen
3. Enter Customer Name, Contact Name and also assign this opportunity to an employee for follow up
4. 'Untouched' is the default stage on the opportunity which could be changed manually as and when the deal progresses
5. Enter the Due Date by when the opportunity should be attempted
6. Enter all required details from other optional fields
7. Click on Product tab and click on 'Add' to enter the product for which the opportunity is raised
8. Enter the requested quantity, per unit rate of the product (This could be a ballpark figure at opportunity level and the actual selling price can be finalized later) and discount applicable.
9. From the Files tab user could attach any document to tag it with the opportunity
10. Works tab will automatically stamp records as and how the opportunity materializes
11. Verify all the data and click on 'Save'

This should automatically create a follow up task for the assigned user and also appear on the calendar for him.

CUSTOMER PREFERENCE

This module allows users an option to link customers to products and also set various product specific parameters and details so as to match it as per particular customers. This module does not change anything in the product master or customer master but is useful for creating parallel identifiers. Customer Preference could be used for recording the unique preferences of a Customer such as unique Product Identifications, Customer Specific Clauses, Customer Specific Charges or Opening Balances of products sold to the Customer.

Steps to set a new customer preference in the system:

1. Go to CRM and click on Customer Preference. This opens up the Customer Preference Detail page.
2. Add the required customer in the customer field

3. From the Basic section enter required details like Payment Terms, Inspection Clause, Rejection Clause, Tax Template, Delivery Terms and General Terms
4. From the Product Section, add relevant products for this and provide details like Alternate No, Alternate Desc, Lead Time (Days), Allocated Qty, Package Open Balance and Open Balance Date.
5. Click on Save

Explanations for various fields in the Customer Preference Detail page:

FIELD	COMMENTS
Customer	<p>It is mandatory to tag a Customer in this field.</p> <p>This is the Customer whose preferences are going to be recorded</p> <p>The default payment terms for a particular customer can be tagged in this field. E.g. '90 Days from the Date of Invoice'.</p>
Payment Terms	<p>The list of pre-configured Payment Terms is created from the Configuration >>> Configuration Center.</p> <p>For a more detailed guide on how to create the list of Payment Terms please refer to the related help.</p>
Delivery Terms	<p>The default delivery terms for a particular Customer can be tagged in this field</p> <p>The list of pre-configured Delivery Terms is created from the Configuration >>> Configuration Center.</p> <p>For a more detailed guide on how to create the list of Delivery Terms please refer to the related help.</p>
Inspection Clause	<p>Any inspection clause for delivered products from this customer could be mentioned here. This is a free text field and the entered text will reflect in the documents as well.</p>
Rejection Clause	<p>Any clauses for rejecting the materials from this customer could be entered here.</p> <p>This is a free text field and the entered text will reflect in the documents as well.</p>
Product Tab	<p>It is mandatory to add at least one product for which the customer preference is set for.</p>
Alternate No	<p>The Alternate No. field is useful if the customer identifies the Product with an alternate Product No. other than the one specified in the Product Master.</p>
Alternate Desc	<p>The Alternate Description field is useful if the customer identifies an alternate product description other than the one specified in the Product Master.</p>
Lead Time (Days)	<p>This field captures the number of days it takes to deliver this product to the customer from order date</p>
Allocated Qty	<p>This field is useful when the user wants to limit the quantity of the (packages) products sold to the customer. This field is relevant for customers who send their products in packages which are reusable and should come back from customer post sales.</p> <p>E.g. Bottled beverages are sold in crates. These crates are reusable and have a value. Even the bottles are to be returned back to the seller post sale. For such business, user could define the max quantity to be sent to this customer. This</p>

Package Open Bal	quantity will auto update as and when the customer returns the packages back to the seller. This field allows users to specify an opening balance of packages with the Customer. This works parallel with the Allocated Quantity field and thus the Opening Balance can never exceed the Allocated Quantity.
Open Bal Date	Users specify the Opening Balance date for the opening balance quantity specified in the above field.

How to Update Market Place Inventory in Customer Preference : (Applicable only for online retail business via market places)

Please Follow Below steps for Update Inventory in Vinculum

1. Go To Customer Preference
2. Select Vinculum Customer
3. Enter Marketplace Opening Qty & date (**top**)-> Click Apply for All Products Button(**1st Button**)
4. Click Update Quantity to Market Place Website (**2nd Button**) if You update more than one product then you will receive a Email with RequestID, If you trying to update single product then you will not receive any email as direct message from vinculum will appear on screen.
5. If You Update Bulk Product then you need to check the status with click "check Vinculum Update Quantity status by entering Request ID" (**3rd Button**).

Market Place Qty Allocation

- If your current stock is 35, system calculates available current stock for allocation as 35 - 10% i.e 31 Pcs. This means 31 Pcs are available for allocating the products online in Allocated Qty field.
- Now say 27 Pcs you allocated to Magento, this means your opening balance on Magento is 27. Thus, 8 Pcs should be available to allocate to other market places. Which is happening correctly if you open and check the same product on other market places, the free stock to allocate will show the balance qty only.
- Assume you don't allocate any pcs to other market places. Then the available free stock to allocate keeps showing as 8 for all the other market places you open this product at. Means the balance is is available for allocation.
- If you open Magento again you will see that the allocated qty is 27 along with your allocated date for information only. The current stock shows the actual current stock present in the system less 10% safety stock for information and Free Stock for Magento still shows 31 (NOT 8 like for other market places). The reason behind this is that it shows how many total pcs can be allocated to magento still as there is no allocation made for other channels. If there was any allocation to other channels, the free stock qty for magento would have reduced considering those as well.
- Imagine you made a wrong allocation on Magento and the free stock getting impacted. Suppose you had to allocate 30 instead of 27. If the free stock on Magento had become 8, you wouldn't be able to edit your allocation anymore as available qty is only 8.
- For the ease of user understanding the Market Place Allocation report is downloadable from customer preference screen > Report.

QUOTATION

This section of CRM allows users to create quotations for the open Leads/Opportunities in the system. The home page of this module shows all the quotations created in the system which user could filter and view as per need.

Details of important fields:

FIELD	COMMENTS
Status	This field shows the status of the Quotation. A new quotation will have an open status by default. This should change as the deal progress/materializes
Total Amount	This field auto populates based on the product rate, quantity and exchange rate as given by the user.

Exchange Rate	User can define the exchange rate in which this quotation would materialize in. This rate would be used for calculating the total amount of the deal in domestic currency.
Payment terms, Delivery Terms, Representatives, Body Note and Footer Note	These optional fields are used in the quotation for report purpose only.
Priority	This is for information only. User could check this box if the quotation needs to be addressed at priority basis.
Consignment Mode	This is an optional field where user could further provide details at the quotation level about the mode of consignment E.g. Air, Road or Ship.

Steps to create a new quotation in the system:

1. Go to CRM module and click on Quotation
2. Click on New to enter the quotation main screen
3. Quotation No will be predefined by the system
4. User could give a version number to this quotation along with version date to keep track of the changes made from the first quotation version
5. Enter Customer Name, Contact Name and also assign this quotation to an employee for follow up. User could also directly tag any opportunity from the 'Opportunity' tab and rest of the details would auto-fill from the quotation details
6. 'Open' is the default status on the quotation which could be changed manually as and when the deal progresses
7. Enter the Validity Date & Time till when the quotation stands true
8. Enter all required details from other optional fields
9. Click on Opportunity tab and click on 'Add' to tag the opportunity for which the quotation is created. Once the record is tagged, user could click on the adjust icon to make any changes to the total quantity
10. Click on the Product tab and verify that all data is correctly imported from the tagged opportunity
11. Click on Other Charge tab to add any other charges which should go along in the quotation
12. From the Files tab user could attach any document to tag it with the quotation
13. Sales Order will automatically tag the record as and when quotation materializes or is tagged with a sales order
14. Verify all the data and click on 'Save'

User will now be able to see the status of the tagged opportunity changing into closed and also the follow up status in the home dashboard would update to quotation stage.

Production Advice

This Entry Screen helps users View, Edit, Delete or Create new Production Advice (PA). These PA could be against an open Orders (Domestic Sales/ Export) or directly without a Order. System allows users to create, edit or delete PA from this section. User can observe **Top 20 Pending Documents** from quick access Drop Downs available for easy reference.

The existing Production Advice can be **filtered** or **searched** by the following qualities:

- By selecting **Open Date/ Start Date/ Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- Users can also view PA placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view PA of a certain **Financial Year/Month/Week/1st Quarter/2nd Quarter etc** in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by the parameters given in the Search Box.

Refresh Button: All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Production Advice.

Selecting a Production Advice: To view or edit an existing PA, user can click on the Production Advice No. link to open the PA in a new pop-up window. Ensure that browser does not have pop up blocker enabled.

Other Options: Beside every individual PA, there are icons present which show details, related transactions and documents.

Generating a Report: User can generate summary reports for PAs by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps	Description	Remarks
1	Go to Production.	
2	Go to Production Advice and Click on New.	
3	Now Go to Document Child Tab and Click on Add. A window will open where all pending Sale/Export Order(s) and Credit Note(s) would appear to add. Select relevant Document(s) and click on Ok.	
4	In Basic Tab, Document No. & Date would be Auto-copied in Ref. No. & Ref. Date field. User have to enter Open Date, Start Date, Due Date, Close Date and other relevant details.	Start Date is expected date to start Production, Close Date is expected Date to end Production and Due Date is the maximum allowed date to produce goods.
5	Click on More, Fill relevant details like Desc./Follow-Up Notes, Notifications, Note etc.	
6	In Advance Tab, User can see field like Priority, Consign Mode, Expo Type/Inco Term (relevant for Export). UDF Tab can be used by the User as per their business relevance.	Buyer Details Tab is also available next to Advance Tab and it provide fields such as Consignee Name & Address, Notify Name & Address and Buyer Address. (This would be only relevant if it needs to be shown to the Production Team).
7	Now Go to Product Child Tab, Products and their quantity mentioned in Selected Sale Order will appear. User have to recheck the Quantity and Select relevant Work Process for product.	
8	Now Go to RawMaterial Tab and Click on Add. User have to Choose relevant Products and click on Ok	Note :- All Raw Material Type products will appear.
9	For Raw Materials User have to enter Required Quantity for 1 FG Product Only(as per its UOM) in Qty/Unit Column & UOM will appear automatically as per the UOM mentioned in the Product master for that product and Select relevant Process to work upon from the Dropdown list available for Selected Work Process for FG. Alternate Material Name can be selected by the user from the Folder. (Alternate Material Name is used when user wants to use another product if the selected Product is not available in stock)	If Raw Materials are in Bulk, then user can upload it via Template available on Right Side Corner in RawMaterial Tab. Note - On saving the document, System will auto-calculate the Value in Raw Material Qty Column, needed for production based on the Qty/Unit of the RM Product and the FG Product mentioned in Product Tab. If user has defined Raw Material Qty in Process master Only i.e in Material Input tab then the value shall auto-appear on clicking on Reset Icon Next to Remove. If user Template has same product and process appearing more than once in the Template and upload in ERP, then ERP will Provide the Product Total for that Process.
10	Column 1,Column 2 and Column 3 are the User Defined Columns as used by users as per their business relevance. Comments Column can be used to mention any instruction or remarks relevant to the Product. Expression Column is Relevant to the formulae based business where calculations appear automatically against the Products.	Note :- Expressions can be also mentioned in the Process master and it shall auto-appear in Production Advice in Raw Material Tab by Clicking on reset next to Remove Icon. In BOM Template, Source Column will be available. Data from such Column is Pulled in the Expression Column. There are 3 Types of Source Mentioned. i. In-house, Outsource and BOP.
11	In Raw Material Tab, If the Products which are appearing has sub- Raw Material in their Product Master i.e Accessories Tab then User can auto-Generate Job Card i.e Job Card Process/Outsourced Job Card from Production Advice.	User Needs to just Click on the Products for which Job card is required to be Generated and then click on the Icon to the Right of Show Stock. On clicking on the Icon Relevant Job Card i.e In-house or Outsourced shall be Auto-Generated. Note- Source column having Mentioned as Inhouse shall be Generated under Job Card Process and Mentioned as Outsource shall be Generated in Outsourced Job Card Process. At a time only 50 Job Card Process can be created in ERP.
12	Files Tab can be used by the user to attach the designs relevant for the Production Team (Product Drawings). Works Tab shall show all the documents linked with the Production advice such as Purchase Indent, Job Card etc.	
13	Now Click on Save	Note :- User can also upload Template in Raw Material to auto-insert data as per the formatted Template.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Production Advice

Production Advice is basically the Document which can be utilised by the organisation to Advice Production Team to start Production. They can share Bill of Material required to Production Team which was planned by the Production or Planning Head based on the Sales Order or Export Order received. (This is very useful for the Team to Plan their Raw Material effectively)

This is an important stage in production module where user can create a document having details of:

- Products to be manufactured
- Raw materials required for production
- Work process for complete production

This Entry Screen helps users View, Edit, Delete or Create new Production Advice (PA). These PA could be against an open Sales Order/Export Order. System allows users to create, edit or delete PA from this section. User can observe **Top 20 Pending Documents** from quick access Drop Downs available for easy reference.

The existing Production Advice can be **filtered** or **searched** by the following qualities:

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- Users can also view Advices placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view Advices of a certain **Financial Year** in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Refresh Button: All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Production Advice.

Selecting a Production Advice: To view or edit an existing PA, user can click on the Production Advice. link to open the PA in a new pop-up window. Ensure that browser does not have pop up blocker enabled.

Other Options: Beside every individual PA, there are icons present which show details, related transactions and documents.

Generating a Report: User can generate summary reports for PA's by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to Create Production Advice-

1. Go to Production Module.
2. Go to Production Advice menu and Click on New button.
3. Now Go to Document Tab and Click on Add. A window will open where all pending Sale/Export Order(s) would appear to add. Select relevant Document(s) and click on Ok.
4. In Basic Tab, Document No. & Date would be Auto-copied in Ref. No. & Ref. Date field. User have to enter Open Date, Start Date, Due Date, Close Date and other relevant details.(**Start Date is expected date to start Production, Close Date is expected Date to end Production and Due Date is the maximum allowed date to produce goods.**)
5. In Advance Tab, User can see field like Priority, Consign Mode, Expo Type/Inco Term (relevant for Export). UDF Tab can be used by the User as per their business relevance.(**Buyer Details Tab is also available next to Advance Tab and it provide fields such as Consignee Name & Address, Notify Name & Address and Buyer Address. (This would be only relevant if it needs to be shown to the Production Team))**)
6. Now Go to Product Child Tab, Products and their quantity mentioned in Selected Sale Order will appear. User have to recheck the Quantity and Select relevant Work Process for product.
7. Now Go to RawMaterial Tab and Reset value, the amount of raw material required to produce required quantity will appear and click on Ok.(**Note :- All Raw Material Type products will appear.**)
8. Files Tab can be used by the user to attach the designs relevant for the Production Team (Product Drawings). Works Tab shall show all the documents linked with the Production advice such as Purchase Indent, Job Card etc.
9. Now Click on Save.(**Note :- User can also upload Template in Raw Material to auto-insert data as per the formatted Template.**)

Note:

1. Fields marked on Screen in **Red** are mandatory.

PI/LC (Export Order)

PI / LC is Order received from Export Customer. Data entered here will Auto-Populate* in Export Invoice on tagging the PI/LC (Export Order).

This entity under EXPORT allows users to Create, Edit and Remove Export Order from the system. Users could also access this module to get customer summary or detailed Report/List.

*(Only the Points relevant would be auto-populated if user needs any extra field then it needs to be informed to implementor)

Entry Steps

1	Go to Export Module	
2	In Export Orders, Click on PI/LC.	
3	Now Select New	
4	Go to Customer, Click on Folder Menu and Select Customer from the given names. (User can also Type the Customer Name as entered in the ERP and there would be a List of Pop-up Available)	If Customer Origin Port, Discharge Port, Currency, Consignee etc are entered in the Customer Master then the same would auto-populate on screen.
5	In Basic Tab, In Ref No - Customer PO No should be entered and Ref Date as PO Date, Due Date represents the approx time committed to client for Delivery (Specific to the business situation), Click on More and Select Payment Terms, Delivery Terms from the Master Folder available and Select the Currency in which the order is generated, Mentioned next to Total Amount field and In Exch. Rate column Exchange Rate (Ex Rate) should be entered as per the Ex Rate Mentioned in order(CustomerPO) received.	1. If user needs to create Document No based on the Type of Document Category then it shall be done. E.g :- SO/1/18-19 Document No appears as shown. Instead for Category wise bifurcation user can configure it to appear as SO/CS/1/18-19 by defining CS as Cash Sales. 2. Ex Rate can also be mentioned in Exchange Rate Master in Configuration Centre. By default value would be auto-copied from the masters Defined.
6	In Advance Tab, Select Consignment Mode, Export Type/Inco Term from the dropdown List	Dropdown List can be updated in Configuration Centre - In Consignment Mode and Export Types respectively
7	Go to Buyer Detail Tab and Enter the Consignee and Notify Party Details.	The data would auto-appear when it has been updated in Customer Master then Verify the same if showing Correctly and if any changes required then correct them.
8	Now go to Delivery Details and Add country of Origin along with Port of Origin and follow the same for Discharge Port and Final Destination. User can also add Pre Carriage by and Pre Carriage Place.	The data would auto-appear when it has been updated in Customer Master then Verify the same if showing Correctly and if any changes required then correct them
9	Go to Bank Details and Select the Advising Bank, LC amount and DA Amount, Followed by LC Details Tab where LC No, LC Type, Issuing Bank, LC Open date and expiry Date. Go to LC Terms Tab and select the LC payment and Delivery Terms from the Terms listed in the Folder,	
10	Now, Go to Child Tab Product and select product name and enter quantity and rate.	
11	Document Tab is used to tag the Quotation Document (if Quotation is created)	
12	Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc seperately from the Buyer. User needs to click on AddOtherCharge for adding the same.	1. If user cannot see any data on Clicking AddOtherCharge then user needs to add the same in Channel Other Charge. Ref Security Help.
13	Files Tab is used to attach the purchase order sent by the client to track and trace the Order of Clients. Works Tab shows the Document created in Linkage of Export Order such as Production Advice, Delivery Note, Export Invoice. Interaction Tab shows all the discussion which took place with a particular person in relation of such Export order	Note :- Document appears in Interaction Tab only when export order is tagged with the Interaction
14	Now Click on Save and Click on the Report Icon to View the Report	
	Note - 1. Steps for Creating Consignee and tagging with Customer 2. LC Detail Window Can be used by the client to Record details such as Packaging Description, Description, Qty, Rate, Mark No, Consignee, Consignee Address, Due Date, UDF1, UDF2, UDF3, UDF4, UDF5, UDF6, Channel.	1. Kindly refer Customer Master 2. Kindly Refer to the Details of LC Window 3. If user is using Customer Preference for Maintaining Alternate Product No and Product Name as per Customer then Alternate No shall appear in Mark No Column.

Note:

1. Fields marked on Screen in **Red** are mandatory.
2. If Details have been properly mentioned in Customer Master i.e Buyer Details, Consignment Mode, Delivery Details then data would auto-appear on selection of the customer in Export Order.

RECEIPT FROM CUSTOMER

This module helps users view, edit, delete or create new Receipt from customer . These Receipt from customer could be against an open Sales invoice . System allows users to create, edit or delete Receipt from customer this section.

*The existing Receipt from Customer can be **filtered** or **searched** by the following qualities:*

- *Users can search by selecting **Voucher date / Created Date/Open Date** from a drop down provided by selecting a time period from the date selection available labeled **From** and **To***
- *User can also view receipts of a certain **Financial Year, Month** etc in the Drop Down available*

Generating a Report: *User can generate summary reports for Receipt from customer by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.*

Steps to create Receipt from Customer-

1. Go to Finance Module.
2. In Receipt Journals, Click on Receipt From Customer and Click on New.
3. Now enter Customer Name in Contact field or select from folder next to Contact.
4. Enter Date, MR No., URN No., Narration and other relevant details.
5. In Bill Wise Adjustment tab, click on Add. A window appears. Now choose the invoice(s), which is created earlier and user want to adjust here. **(If the payment is receipt less than the Invoice value then User can amend the amount to be adjust in Amount Tab.)**
6. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose related Voucher to be adjusted. **(If the payment is receipt less than the Voucher value then User can amend the amount to be adjust in Amount Tab.)**
7. Now Go to Receipt Details tab, Click on Add Debit and Select the relevant Cash or Bank Account to be debited.
8. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Purchase Indent -

It is an official order or requisition for raw materials required for the process of production.

Steps to create Purchase Indent-

1. Go to Production Module.
2. Go to Purchase Indent menu and Click on New button.
3. In Basic Tab, Fill relevant details like Open Date, Due Date etc.
4. Go to Advance Tab, Select Channel where Purchase Order to be Raised in PO From dropdown and Fill other relevant details. **(Parent Tree Channels would appear to Select. On Selecting this Document will appear in Selected Channel.)**
5. Now go to Product Child Tab, Click on Add. A Product Window would appear. User have to Select relevant Products and Click on Ok. Then user have to Enter Quantity in Doc Qty field. **(Purchase Indent can also create from Material Requirement Planning(MRP) Screen. Kindly refer to Production > Planning > MRP.)**
6. In Files Tab, User can tag any document related to Purchase Indent or Product.
7. Now Click on Save.

GIN MRN is used to make the return document of issue products and receive document of issue material store.

Steps to create GRN MRN-

1. Go to Inventory Module and click on GRN MRN menu.
2. Now Select New option.
3. Now, Go to Child Tab .
4. Document Tab is used to tag the DN MRS document/ Issue material store document. Product name, quantity, rate will be auto-populated after adding the DN MRS. Product quantity has to be adjusted by

user. Vendor address will be auto populate after adding the document.

5. In Advance Tab, Select Consignment Mode, Export Type/Inco Term from the dropdown List, shipping address details are also described here. Consignment Mode and Export Types/ Inco term can be updated in Dropdown List from Configuration Centre.

6. Go to Buyer Detail Tab and Enter the Consignee and Notify Party Details.

7. Now go to Delivery Details and Add country of Origin along with Port of Origin and follow the same for Discharge Port and Final Destination. User can also add Pre Carriage by and Pre Carriage Place."

8. Go to Bank Details and Select the Advising Bank, LC amount and DA Amount, Followed by LC Details Tab where LC No, LC Type, Issuing Bank, LC Open date and expiry Date. Go to LC Terms Tab and select the LC payment and Delivery Terms from the Terms listed in the Folder,

9. Files Tab is used to attach any data regarding the order eg-pdfs, images, documents e.t.c. Works Tab shows the Document created in Linkage of Export Order such as Production Advice, Delivery Note, Export Invoice. Interaction Tab shows all the discussion which took place with a particular person in relation of such Export order.

10. In packaging tab, user can add packing details. User has to make maker of packing product in product master of business definition,

11. Now Click on Save and Click on the Report Icon to View the Report

User Profile

With user profile, one can configure user as per convenience.

Steps to create User Profile-

1. User and User name can be edited or change with the respected field.
2. With default view tab User can select the userwise view.
3. Default period is used to set the summary view with default time period.
4. User profile password can be changed with change password lock button, once clicked on the button a new change password window will appear, the user need to provide old password, new password and confirm the new password and next need to click on ok the save the user profile to change the password.
5. Report Viewer menu helps the user to view the report at a specific format (PDF, DOC and RDLC).
6. In the advance tab User can select preferred language.
7. In addition to this user can set the report view as formatted and Unformatted

Journal

This Screen helps users to View, Edit, Delete or Create New Journal Voucher. These Journal could be against various kind of finance transaction such as Travelling expense, Depreciation Charges, TDS on Salary, Professional Tax, DGFT, MEIS Claim Applied and Receivable etc.

The existing Journal Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Journal Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Journal Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to make Journal entries-

1. Go to Finance Module.
2. In Other Journals, Click on Journal and Click on New.
3. Enter Voucher Date, MR No., Narration and other relevant details.
4. In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant account to be Debited and Credited.

5. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose related Voucher to be adjusted. In Amount field user can enter amount to be adjusted. **(If user wants to add any file against this voucher, can add through file tab) .**
6. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Cash Bank Journal

Generally known as Contra Entry. Where Transactions like Bank to Cash, Bank to Bank and Cash to Bank entered. This Screen helps users View, Edit, Delete or Create new Cash Bank Journal Vouchers. These Cash Bank Journal Vouchers could be against any kind of Cash and Bank transaction such as Cash deposited to Bank or Cash withdraw from Bank.

The existing Cash Bank Journal Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Cash Bank Journal Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Cash Bank Journal Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to make entry in Cash-Bank Journal-

1. Go to Finance Module.
2. In Other Journals, Click on Cash Bank Journal and Click on New.
3. Enter Voucher Date, MR No., Narration and other relevant details.
4. In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant Bank/Cash account to be Debit and Credit. **(If user Selects Bank account and have to issue Cheque for this transaction then User have to enter Cheque No, Date, Payment Mode details. User can enter name in Drawn On Field which they want to write on the Cheque.)**
5. And click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Payment To Supplier

This Screen helps users view, edit, delete or create new Payment To Supplier Vouchers. These Payment To Supplier Vouchers could be against an open Supplier Invoice.

Existing Payment To Supplier Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.

- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Payment To Supplier Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Payment To Supplier Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Payment To Supplier voucher-

1. Go to Finance Module.
2. In Payment Journals, click on Payment To Supplier menu and click on New option.
3. Now enter Supplier Name in Contact field or select from the folder next to Contact.
4. Enter Date, MR No., URN No., Narration and other relevant details.
5. In Bill Wise Adjustment tab, click on Add. A window appears. Now choose the Invoice(s), which is created earlier and user want to adjust here. **(If the payment made is less than the Invoice value then User can amend the amount to be adjusted in Amount Tab.)**
6. Same In Voucher Adjustment Tab, Click on Add. A window appears where user can choose related Voucher to be adjusted. **(If the payment made is less than the voucher value,. Then User can amend the amount to be adjusted in Amount Tab.)**
7. Now Go to Payment Details tab, Click on Add Credit and Select the relevant Cash or Bank Account to be Credited. **(If user choose Bank account and have to issue Cheque for this transaction then User have to enter Cheque No., Date, and payment mode details.). (The user can enter name they want to write on the Cheque in Drawn On field.)**
8. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

In Case of Payment of Bills of another Branch

Steps:

1. First and foremost, enter the bill in the relevant and correct child channel. It could be a miscellaneous purchase bill or a normal supplier invoice.
2. From the parent branch Finance > Payment to Supplier > New > Bill Wise Adjustment tab select the required bill of child channel and process the payment. Just ensure that bills belonging to a single supplier are paid in one voucher and not different suppliers together which is not permitted.
3. Inter branch accounting will auto post in this case

Credit Note to Customer

This module helps users View, Edit, Delete or Create new Credit Note to Customer Vouchers. These Credit Note to Customer Vouchers could be against Shortage of Goods , Discount on Sales, Interest on Delayed Payment, Sundry Balance Write Off etc.

The existing Credit Note to Customer can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can also view Credit Note to Customer of a certain **Financial Year** in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Generating a Report: User can generate summary reports for Credit Note to Customer Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Credit Note-

1. Go to Finance Module.
2. In Other Journals, Click on Credit Note to Customer and Click on New.
3. Now enter Customer Name in Contact Name field or select from folder next to Contact Name.
4. Enter Voucher Date, Ref No., Narration and other relevant details.
5. To apply GST on Transaction Click on Calculator Button Next to GST.
6. In Child Tab, Go to Detail Entry tab, Click on Add and Select the relevant Nominal Account to be Credited.
7. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose Payment Vouchers to be adjusted. In Amount field user can enter amount to be adjusted.
8. In Adjustment Against Document Tab, Click on Add. A window appears where user can choose Customer Invoice(s) to be adjusted. In Amount field user can enter amount to be adjusted.
9. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

PURCHASE REQUEST

*This module helps users view, edit, delete or create new Purchase Request. These Purchase Request could be against an open Export Order/Sale Order or directly without an Export Order/Sale Order. System allows users to create, edit or delete Purchase Request from this section. User can observe **Top 20 Pending Documents**.*

*The existing Purchase Request can be **filtered** or **searched** by the following qualities:*

- *By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.*
- *Users can also view requests placed of a certain period of time by selecting a time period from the date selection available labeled **From and To***
- *User can also view requests of a certain **Financial Year** in the Drop Down available.*
- *By clicking the blue down arrow icon, user can access further details to filter or search by.*

Refresh Button: *All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Purchase Request.*

Selecting a Purchase Request: *To view or edit an existing Purchase Request, user can click on the Purchase Request No. link to open the Purchase Request in a new pop-up window. Ensure that browser does not have pop up blocker enabled.*

Other Options: *Beside every individual Purchase Request, there are icons present which show details, related transactions and documents.*

Generating a Report: *User can generate summary reports for Purchase Requests by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.*

Steps to create Purchase Request-

1. Go to Purchase
2. Go to Purchases Planning, and Click on Purchase Request.
3. Click on New.
4. In Basic Tab, Enter Vendor Name in Vendor field.
5. Enter other relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc.(**Ref. No. and Ref. Date means the Ref. No. raised internally by the Team (if relevant). Purchase Indent No. can be auto-copied on tagging the same.**)
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.
7. Now Go to Child Tab, Product and Click on Add. A window open where all Raw Material, Trading and Packing Material type Products would appear to add. Select relevant Product(s) and click on Ok. Now Enter product quantity in Doc Qty.(**In Product window user can search Product by Product No., Name, Description and Vendor Code.**)
8. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Export Invoice/Packing List

After the generation of an Export Order, user can tag that Order and generate a Delivery Note to register the received goods into the system for a stock update. Consecutively, if the user tags the Delivery Note to the tab provided by clicking on **Add+** button and selecting the respective Delivery Note, all relevant datas will be automatically dated into the respective fields.

	Entry Steps	
Steps	Description	Remarks
1	Go to Export	
2	In Export Invoice, Click on Export Invoice/Packing List	
3	Now Select New	
4	Go to Delivery Note Tab and click on Add	
5	Now select the relevant Delivery Note (User can search the data by selecting the dropdown in Search by such as Document No, Contact, Ref No etc). If delivery Note is linked with Export Order then all the relevant data from Export Order also gets auto-copied in Invoice.	On Selection of Delivery Note all the records entered in the Delivery Note will get auto copied i.e If in Document Tab - Export order is tagged then it shall get auto copied in the Export Invoice Document Tab (same for product tab)
6	In Basic Tab, Click on More and Payment Terms, Delivery Terms and Currency would be visible if selected in Export Order. (If not selected in Export Order then User needs to select the same).	
7	In Advance Tab, Consignment Mode, Export Type/Inco Term would be visible if selected in Export Order. (If not selected in Export Order then User needs to select the same)	
8	Go to Buyer Detail Tab, Consignee and Notify Party Details would be visible if selected in Export Order. (If not selected in Export Order then User needs to select the same)	
9	Now go to Delivery Details Tab, Country of Origin along with Port of Origin and follow the same for Discharge Port and Final Destination would be visible if selected in Export Order. (If not selected in Export Order then User needs to select the same).	
10	Now, Go to Child Tab Product and Check Product Name, Quantity and Rate which is auto-populate from Delivery Note. Now Click on Packing List Button Next to Value column and enter Packing Details Product-wise	
11	Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same. If user want to include other charge in total invoice value then user have to click included and If do not want to add other charge in separate account (and want to add it directly in Export Sale account) then user have to Tick mark Post Main Acc button.	(Business Definition>Other Charge Type>New, then More>Security>Channel Other Charge>New for adding the created charge to a particular channel as well as the Head Office. After this the user has to create an Other Charge Template from More>Configuration and add several other charges which can be added to any certain document like invoices payable itself).
12	Files Tab is used to attach the Product Image(Finished Goods) which to be sent to the client, Saving Post Shipment Document (Scanned Copy received).User can add any pdf, jpeg etc files by directly uploading them from the hard drive. After selecting Add+ , a dialog box appears from where the user can browse his computer and upload and then attach the said file with the document. Works Tab - After this document has been tagged with consecutive documents in future, those links will be visible here. It shows the Document created in Linkage of Export Invoice such as Bill of Lading, Shipping Bill, Export Invoice GST, Bill of Exchange. Interaction Tab shows all the discussion which took place with a particular person in relation of such Export Invoice	
13	Now Click on Save and Click on the Report Icon to View the Report	
14	On Saving the Document i.e Export invoice - Voucher is autogenerated. In Order to View Voucher Click on Quick Link > Corresponding Voucher and Click on Report - Account Posting that Takes place is - Customer A/C Dr ... To Export Sales A/c Cr. (Click on Report to check the Report)	
15	Receipts Tab - It will show all the Receipts from Customer created in Finance Module and Linked with the Export Invoice Document	
	Note - 1. Steps for Creating Consignee and tagging with Customer 2. Packing List Window Can be used by the client to Record details such as Container No, Seal No, Mark No, Packaging Description, Product(Where both product no and Name appears), Description, Group Qty, Item Qty, Total Qty, UOM, Rate, Net Weight, Gross Weight, Consignee, Consignee Address, Due Date, Packing UDF1,Packing UDF2, Packing UDF3, Packing UDF4.	

Note:

1. Fields marked on Screen in **Red** are mandatory.

If the user wishes to enter every individual fields then for that the following details related to field are explained below :

- Packing List :

A **packing list** is a document that includes details about the contents of a package. The **packing list** is intended to let transport agencies, government authorities, and customers know the contents of the package. These details help each of these parties handle the package accordingly.

After adding the product, user can specify the more than one Packing List details for a particular product as there is a visible icon shown beside every Product line.

Bill of Exchange

Bill of Exchange is made in case of Bill Discounting i.e Receipt against Export Invoice is received before the actual payment made by the Customer. It can also be Linked with PCFC, Forward Sell, Forward Purchase, FIRC etc.

Steps to create Bill Of Exchange

1. Go to Export.
2. In Export Realization/Payments, Click on Bill of Exchange.
3. Select New.
4. Go to Basic Tab, Go to Child Section, Document - Click on Add and select Relevant Export Invoices (User can search the data by selecting the dropdown in Search by such as Document No, Contact, Ref No etc) and click on Ok. Details such as Document No, Date, Document Ref No and date, Customer Name, Voucher Amount in FC (Value * Document Currency Ex. Rate), INR Sale Amount i.e Exchange Rate * Bill Amount (Doc Currency) = Value in INR, Realise FC Amount (Amount field is editable - incase for Partial Adjustment against a particular Document), Realise Date and Realise Rate. **(Note:- On Selection of Single or Multiple Export Invoice all the relevant records entered in the Export Invoice will get auto copied & BOE amount gets auto-populated in Basic Tab)**
5. Go to Basic Tab, Fill in Relevant Details , BOE No - which is autogenerated, Open date (BOE date), BOE Type, Description if required, Sight Date, Drawn Description, Maturity Date, Trade Accept/Realize Date, BOE Amount, Currency and its Rate, Voucher Narration, Negotiation/Realize Rate.
6. Go to Bank Details Tab, Select Remitting Bank from the List available in the folder next to its name. Default address will get auto- copied in Remitting Bank Address. (Follow Same Steps for Collecting Bank). Account - Click on Folder, two names i.e Export Bill Discounting and Export Bill Purchase would be visible. (The account which is selected here is credited in the Negotiation Charge Tab). User can enter Bank Reference No and Bank reference Date for their reference. **(Note :- If a particular Bank has Multiple Address, then user can select the correct address by clicking on the Folder against address field and select the Relevant field.)**
7. Go to Other Details Tab, Importer Name, Shipped vide, Shipped through, Close Date, Status - select from the Dropdown Available (Open, Remitted, Rejected, Availised, Banker Acceptance, Trade Acceptance, Cancel), Delivery Channel. **(Note - 1. Importer Name gets auto-populated on selection of Export invoice No - Customer Name is reflected in that field.)**
8. Go to PCFC Tab, Click on Add and Select Relevant PCFC voucher with Bill of Exchange is created. Go to Forward Contract Tab, Click on Add and Select Relevant Forward Contract and Click Ok. **(Note - 1. This is only relevant if the amount has to be adjusted with packing Credit.**
2. Forward Sell to be added only when the forward Contract has taken place against such Invoices.)
9. Go to Negotiation Charges Tab, Incase negotiation took place against any Bill of Exchange. Relevant Accounting Entry to be passed by clicking on Add Debit and Add Credit Icon. **(Note - By Entering Records in Negotiation charges Tab and Clicking on Save. There is a Account Posting which takes and its Voucher is visible in Related Voucher Tab.)**

10. Go to Short Realisation, It is used when the amount received from the buyer is short and the transaction is closed i.e henceforth it would not be realised then in such case, Short Realisation is used by tagging account (i.e Discount a/c) against which the short amount would be entered.(**Note - 1. This is only relevant if the amount realised is short and buyer has confirmed that he would not pay for the same bill further.**)

11. Click on Save.

Daily Attendance

Daily Attendance is basically the accountability of Individual Employee's Attendance on Daily Basis.

Steps to create Daily Attendance-

1. Go to Payroll Module.
2. In Attendance, Click on Daily Attendance menu.
3. Select for Date as the date on which attendance is been entered.
4. For Manual Attendance, Click on Add in Attendance Tab and Select the name of Employees whose attendance needs to be mapped. Then default Attendance Time in and Time Out will appear automatically. Enter Actual Time in and Time Out. If User is given Weekoff then tick on Weekoff Box. Or Click on "Add all Personnel" button Next to the Green arrow. Tick box against all the employees Name who were absent on that day and click on Remove. Now, Enter Actual Time In and Time Out of all employees Present as on that day and click on Save.
5. For Uploading Attendance, In Right Side Top Corner - There is an icon for Upload/Download of Template, Click on it. Options would appear as below Daily Attendance, Daily Attendance with Leave, Bio-Metric Upload.
Click on Relevant Template a pop-up window will appear then Click on Download. Post Filling in all the details click upload Icon to get the Template Uploaded. Click on Green arrow and choose the correct file and click on Upload. There will option named as Import Template. Click on that Option and Data would be imported successfully in the Daily Attendance Detail Page.
6. Click on Save button.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Attendance Register

Attendance Register would give Sophisticated Overview of the Attendance of all the Employees of the Organisation by searching the same with various Permutations and Combination of Filters and CheckBox Available.

Steps to Check Attendance Register-

1. Go to Payroll Module.
2. In Attendance, Click on Attendance Register.
3. Attendance Register would be Visible for the relevant user (HR/Payroll) to check the attendance of all the Employees by filtering Shift Wise search for all the employees.
4. In Order to check the Attendance, User can Filter by Shift, Category, Department. It can also be checked by selecting only one name as personnel and check the attendance details.
5. There are various Checkbox available where user can tick mark and view the attendance Details.
Summary Means the total details per employee i.e Presentee, Absentee, Leave, Holiday, Weekoff, Net Pay etc.
Timings Means Attendance Time In/Time Out and Actual Time In/ Time Out
Work Duration Means Actual Time Out - Actual Time In gives exact Work Duration
OverTime Means Overtime (OTD) is NIL
On selecting All - Checkbox is selected for all the points i.e Summary, Timings, Work Duration, Overtime and Shift.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Personnel

Personnel is basically a New ID created for Employees for the Purpose of their Unique Identity for the Purpose of HR/Payroll. It gives a Indepth Idea about the Employee and the facilities provided to them by the Organisation.

Steps to create Personnel-

1. Go to Payroll Module.
2. In Personnel Details, Click on Personnel Details.
3. Click on New.
4. Go to Basic Tab and fill in Required details i.e Personnel Code which Gets Auto Generated as defined in the ERP Masters.
Go to Contacts - Click on Folder Menu and Select Employee from the given names.
Joining Date - Select the date of Joining of the Employee.
Termination Date - This can be kept Blank.
Attendance Accountable - Check Mark the Option for having Implications on Attendance of the employee.
Active - Check Mark if the personnel is a part of Organisation.
On Selection of Employee - Designation & Department will be auto-copied from the details entered in Employee Masters.(**Note :- 1. Contacts - Only those Employee Name will appear against which the personnel details has not been filled in.**)
2. Termination Date should be entered when the employee is on contract Basis or the last day of the Employee i.e employees who have left the organisation.
3. If Attendance Accountable is unchecked then whatever would be the attendance yet the employee would be accountable for salary (Usually Applicable for the directors of the Company).
4. Untick the active box if the employee has left the organisation. (Personnel detail shall remain but however, he would not be an employee and also not accountable for the Salary))
5. Go to Advance Tab and fill in Required details i.e ESI No (Employee State Insurance No) and Effective From Date
EPF No - (Employee Provident Fund No) and Effective From Date
Overtime/Late - Need to tick mark as per relevance if Overtime is applicable or Late is deductible
Effective Permanent Date, Shift Effective Date, Insurance Number, Insurance Effective From Date, Sex, Date of Birth, Blood Group, Salary Type (Contract or Salary), Father's/ Guardian's Name, PAN No. SEEC Code.(**Note :- 1. Insurance No is a field where only details are entered and it doesn't have any implication. It is to record the Personnel's Insurance Details.**)
2. Effective Permanent Date - It is used to enter the date from which the Employee was marked permanent in the organisation.
3. Shift Effective Date - It is used to enter the date from which the Employee's Shift starts)
6. Go to PF Tab and fill in Required details i.e
Is Payment Monthly - If it is Ticked then the Employee will pay applicable for Monthly payment
Is Casual - This can be applicable when the Employee is not yet permanent in Organisation.
Employers Contribution % for PF and ESI.(**Note :- 1. Employer Contribution % for PF and ESI - to be entered (Kindly Ensure that such data is filled in for the relevant Employee's - as such field is essential for Auto-Computation of ESI and PF in PF & ESI Computation which appears in Payments Head under Payroll Module)**)
7. Under Child Tab, In Basic provide details like Basic Amount, Gross Amount, Effective Date, Currency, Is Rate (Dropdown List i.e Monthly, Hourly and Daily), OverTime Rate.(**Note :- 1. Currency is By Default given as INR.**)
2. Effective Date shows the effective date of the applicable salary (It would also help in maintaining the history of change in salary)
3. Is Rate - By Default - It would be selected as Monthly (Daily and Hourly is applicable for Labour Type of Employee))
8. In Salary Component tab - Click on Add and Select relevant Type of Components and Click on Ok.
Name - appears as entered in Channel Other Charge, Description would appear as entered by user.
Sequence no as selected would appear in Salary Calculation Tab, Percentage, Expression, Amount, Currency (INR by Default) - If the Calculation of the salary component is based on percentage then user needs to enter the Percentage in Percentage Box given and Expression needs to be defined for same or else keep it blank and directly enter value in Amount Column.(**Note :- 1. If no data appears on clicking on add then user needs to add the same in More >Security > Channel Other Charge (ref)**)
2. If the Value needs to be Computed on the Basic Amount then Formulae in Expression Box would be "<Basic><%>" & If the Value needs to be Computed on the Gross Amount then Formulae in Expression Box would be "<Gross><%>". { <Basic><%> - (1) } - where (1) is the sequence no which needs to be subtracted from the value derived, actual amount appears in the Amount tab.)
9. In Salary Component Tab - If it is Ticked mark for Part of Salary Slip, then such would be reflected in Salary Calculations.
If it is Ticked mark for Active, then such would be reflected in Salary Calculations. (If unticked then it shall not be used in calculations)
Whenever there is any expression entered in any salary component then the Tick Mark would appear for Is auto-calculated.

- If any Component is to be added to the basic salary then Is Added Box should be Ticked Marked (If it is Unticked then it shall reflect in Less-Deduction Part)
10. In Perks Tab, Add perquisites if applicable - E.g -Lunch, Mobile Travel allowance (would be already Created) and if it has been Ticked Marked then the same would be added in the salary Calculations and would reflect in Perks Section.(**Note :- Perquisites can be user defined i.e it can be added from Configuration Centre.**
If is to be make as a part Salary Slip then it should be ticked and it should be in Active Status.)
 11. In LeavesTab, Add Leave Type as applicable from the Dropdown list- Casual, Earned, Medical, etc and if Encash has been Ticked Marked then such leave shall be available for Encashment, No. Of Days, Carry Forward Duration, Opening Balance and Opening Bal Date.(**Note :- Leave Type can be user defined i.e it can be added from Configuration Centre.**
No. Of Days Represent No of leaves allowed in a year span.
Carry Forward for number of Months to be kept as 0 if not allowed to carry forward or else mark blank.
Opening Balance Reflect the Balance Carry forward (In Nos) and its date)
 12. Salary Calculation Tab reflects details such as Basic + Earnings + Perks - Deductions = Net Pay
Investment tab Reflects the Investment details of Employees where Amount Invested is entered.
Files Tab, Employees PAN Details, ID Proof etc can be attached by clicking on Add Icon.
Weekoff Tab, Click on add and Select Day of Week Off from the Dropdown List then Checkbox on the relevant Week off Box available.
Shift Tab, Select Shift Details on Clicking on Add and enter shift duration in Days.(**It reflects the details regarding the salary Format**
Investment Type can be user defined i.e it can be added from Configuration Centre.
If Weekoff is Applicable then user needs to Tick Mark Relevant - against the first week, second week etc, Half Day if relevant. Depends on Companies i.e some may have alternate working, or all Saturdays leave or all Saturdays half day.)
 13. Click on Save

Note:

1. Fields marked on Screen in **Red** are mandatory.

Incentive License

Export incentives are a form of assistance that governments provide to firms or industries within the national economy, in order to help them secure foreign markets. It covers Various License such as MEIS, DEPB, DFRC etc.

	Entry Steps	
Steps	Description	Remarks
1	Go to Export	
2	In Export Realization, Click on Incentive License	
3	Now Select New	
4	In Basic Tab, Enter the License Application Number, License Application Date, Application Amount, License No, License Date, License Receive Date and Incentive License Type	
5	Go to Shipping Bill Tab, Click on Add and only those shipping Bill would be visible whose License Type is Entered in the Incentive License Type Field. On Adding Shipping Bill, amount entered in Shipping Bill - Dutydrawback amount would be auto-copied in Incentive Receivable Amount, License RCVAmount and License Amount Field.	Note :- 1. Shipping Bill Incentive Tab, the Incentive License should be selected. 2. Incentive Receivable amount field is named as Dutydrawback amount in the Shipping Bill (Incentive Tab).
6	Now Click on Save	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Leave Application

Leave Application is basically an application request provided by the employee for a particular reason.

Steps to create Leave leave application:

1. Go to Payroll Module.

2. In Leaves, click on Leave Application.
3. Click on New for submitting new Leave Application
4. Provide Details like Personnel Name, Start Date, End Date for the leave to be taken and select Leave Type from the dropdown list available.
If Leave application to be apply for half day then Check-box should be ticked next to Half Day. Status would by default be mentioned as Applied.
5. In Comments Field, User can mention the reason for the Leave. On Clicking on Green arrow next to end Date, User will be able to see data linked in the Leaves Detail Tab, Such as Leaves Type Available, Allocated Days, adjust in Pay slip, Total Applied, Total Approved, and Net Remaining. Last leave date. **(To apply for half day Start Date and End Date should be same.)**
6. Now click on Save to save the record

Note:

1. Fields marked on Screen in **Red** are mandatory.

Advance Application

Advance Application is basically the application request provided by the Employee for requirement of advance Part or Full Salary for Particular Reason. It is used when the Advance amount is less than or equal to salary amount.

Steps to create Advance Application-

1. Go to Payroll Module.
2. In Advances, click on Advance Application.
3. Click on New for submitting a new Advance Application. Provide Details like Personnel Name, Applied Amount, Advance Return Due Date, Advance against (Select Salary from the Dropdown available). Purpose - User needs to mention the Purpose of the Advance. Status would by default be mentioned as Applied.
4. Provide Details like Personnel Name, Applied Amount, Advance Return Due Date, Advance against (Select Salary from the Dropdown available). Purpose - User needs to mention the Purpose of the Advance. Status would by default be mentioned as Applied. **((Applied Amount would be the amount requested by the employee for the advance. Return Due Date would be the Due date upto which the employee needs to make the Return Payment to the Organisation.))**
5. Now click on Save to save the record.

Note:- The user will be able input the advance amount but shall be unable to generate the installment schedule under the child tab because the schedule will be generated from the approval screen under the HR module.

Note:

1. Fields marked on Screen in **Red** are mandatory.
2. The user will be able input the advance amount but shall be unable to generate the installment schedule under the child tab because the schedule will be generated from the approval screen under the HR module.

Personnel Loan Application

Personnel Loan Application is basically the application request provided by the Employee for requirement of Loan Particular Reason. It is used when the amount requirement is greater than the Salary of the employee.

Steps to create Personnal Loan Application-

1. Go to Payroll Module.
2. In Loans, Click on Personnel Loan Application.
3. Click on New for submitting a new Loan Application.
4. Provide Details like Contact Name, Loan Date, Loan Amount, Loan Due Date, Purpose -User needs to mention the Purpose of the Advance. Status would by default be mentioned as Applied. **(Contact Name folder will Consist of Employee Name who has requested for Loan Application Loan Date is Date of Loan Application, Loan Amount is the Amount for which the Loan is Offered, Loan Due Date is the Last Date of Loan Payment.)**
5. Now click on Save to save the record.

Note:- The user will be able input the advance amount but shall be unable to generate the installment schedule under the child tab because the schedule will be generated from the approval screen under the HR

module.

Note:

1. Fields marked on Screen in **Red** are mandatory.
2. The user will be able input the advance amount but shall be unable to generate the installment schedule under the child tab because the schedule will be generated from the approval screen under the HR module.

PF & ESI Computation

PF and **ESI** Computation is the Monthwise Computation of the PF and ESI Contribution i.e from the Employer's as well as Employee's End. It gives complete overview of the same to HR Team as they can review the same Employee wise as well as the total Contribution for the Month.

Steps to create PF & ESI Computation-

- 1 Go to Payroll Module
- 2 In Payments, Click on PF & ESI Computation
- 3 Click on New
- 4 Voucher No, Month, Voucher Date, Currency (INR), Rate (1), Year and Narration would auto-appear (Narration - PF & ESI Amount Computation)
- 5 On Clicking on Green Arrow, Employer's/Employees PF and ESI Contribution shall be auto-Computed and Total of Employer's PF and ESI & Total of Employee's PF and ESI would be visible in their relevant fields. (Note - On Clicking on Green Arrow, All the Computation would be visible Employee Wise in the Individual PF & ESI Computation Tab.)
- 6 "Go to Details Tab, Click on Debit and Credit Icon and select the Account as per the Account posting shown Below :

Employee ESI Contribution A/c - Dr
Employers ESI Contribution A/c Dr
To ESI Payable Ac Cr
Employee PF Contribution A/c - Dr
Employers PF Contribution A/c Dr
To PF Payable Ac Cr

Enter the Value as generated in previous step."

- 7 Now Click on Save

Note:

1. Fields marked on Screen in **Red** are mandatory.

Bill of Lading

A bill of lading is a document issued by a carrier to acknowledge receipt of cargo for shipment. A bill of lading may be used for any type of carriage of goods. It covers Cargo Movement Details as well as Post Shipment Details and recording of Misc Charges related to lading.

Steps to create bill of lading-

- 1 Go to Export
- 2 In Export Documents, Click on Bill of Lading. In this document all the responsibility ,date ,container no,air vessel no., customs seal no., e.t.c are mentioned.
- 3 Now Select New. It is a mandatory document for export completion .
- 5 LR No/GR No and LR Date/GR Date represents the Lorry Receipt No/Goods Receipt No and Date i.e the date on which the goods are shipped from the factory. Cargo Handover starting and ending date are mentioned.
- 6 Truck/Trailer No Represents the Vehicle No in which the goods have been dispatched. Transporter Represents the Transporter Name. shipping bill date are also mentioned here.
- 7 CHA represents Clearing House Agent which needs to be selected from the Folder shown next to it. (Masters to be Created in the Contact Master in CRM). Forwarder field represents Forwarder's Details (It can be both Numeric or Alphabetical). Line (Party's Name to be mentioned from whom the container is received) to be selected from the Folder shown next to it (Masters to be Created in the Contact Master in CRM) It is considered as a final proof document of export.
- 8 Container No/Description - It can be both Numeric or Alphabetical. It Represents the Container which goes gets transported from one port to another. Also, enter Gate In Date / Ship on Board Date. pre-carriage details can be mentioned if required.
- 9 Seal (Security seals are mechanisms used to seal shipping containers in a way that provides tamper evidence and some level of security). User can input Custom Seal i.e Seal given by the Customs, Line Seal,

Special Seal Details. We can scan the bill of lading and keep it in "file" tab for documentation.

10 Go to Child Tab Documents - Tag Export Invoices against which the above Cargo Movement Details are Created. (Single Cargo Movements can be created against Multiple Invoices) we can generate different type of report like container movement, cargo movement, goods in transit, goods under dispatch and post shipment also.

11 Shipping Other Charges Tab - User can tag the charges spent for a particular shipment for tracking. Charges Such as Transporter, Forwarding Amount etc Export invoice document is tagged in this document.

12 Post Shipment Tab - Once the Bill of Lading has been Received against the Shipment then user can Enter the Bill of Lading No in AWB/BL No and Date. On the date when BL is Received to the Client is Entered in BL Rcv Date. Air/Vessel No, E-BRC (Bank Remittance Certificate) No and Date.

13 GSP No is basically the Certificate of Origin No (Certificate of origin is basically used to note Details such as Certificate No and Date, Invoice No against which it is created, Type and place of Issue, Origin Type of Certificate and its Ref No)

14 In Advance Tab, Details to be entered are as below i.e Status of Delivery (Loaded, Unloaded, In transit, Transshipment, Delivered), Due Date, Delivery Date, Port of Loading, Discharging, Notes, Remarks, Net Weight, Gross Weight etc.

15 Now Click on Save

"Note :- 1. Vehicle no entered in Truck/Trailer No Field will be reflected in Export Invoice Report in Vehicle No field.

2. In Quick Link Tab, there is a Option to Create Shipping Bill wherein if clicked it shall auto-copy all the relevant details entered in the Bill of Lading such as Export Invoice. "

Monthly Pay Slips

Monthly PaySlips basically Provide the Overview of Total Expense of the Organisation towards the Employees. It is a One- Click Generation of the Payslip of each and every Employee whose attendance is entered for the Selected Month.

Steps to create Monthly Pay Slip-

1 Go to Payroll Module

2 In Payments, Click on Monthly Pay Slip

3 On Clicking on Monthly Pay Slip. Month and Year would auto-appear. User can select the correct Month of Generation of Pay Slip and click on Green Arrow. **(Note - ERP would auto - Suggest the Current month of Payslip Generation.)**

4 All the Employees details would appear Automatically along with their salary applicable Computation if the Pay Slip was already Generated (for Previous Months) Or User needs to Select the Pay Date and click on Green Arrow. On Clicking on Green Arrow > It would say Do You want to Generate Pay Slip? If Clicked on Ok then the Payslip details would appear automatically. Personnel wise Employee details shall appear related to the various components i.e Basic, Overtime, Arrears, Earnings, Perks, Gross Pay, Deductions, Advance Deductions, Earning 1, Earning 2, Deduction 1, Deduction 2, Net Pay, TDS Applicable. **("Earning 1 & Earning 2 shall be Manual Field in terms user is applicable for any types of Commision or extra Income.)**

Deduction 1& Deduction 2 shall be Manual Field in terms user is applicable for any types of salary Deduction to be made. In case HR wants to adjust Employees Advance taken against the Salary then the same needs to be selected in the Advance Deductions Column.

If user wants Advance details to get auto-filled then user needs to click on the Fill Advance Link given on the Top Right side corner of the Page.")

5 After everything is entered correctly then Click on Save. **(If user wants to Delete the same then it is possible and but it should be modified only before making Monthly Payslip Payments.)**

Note:

1. Fields marked on Screen in **Red** are mandatory.

Monthly Pay Slips

Monthly PaySlips basically Provide the Overview of Total Expense of the Organisation towards the Employees. It is a One- Click Generation of the Payslip of each and every Employee whose attendance is entered for the Selected Month.

Steps	Description	Remarks
1	Go to Payroll Module	
2	In Payments, Click on Monthly Pay Slip	

3	On Clicking on Monthly Pay Slip. Month and Year would auto-appear. User can select the correct Month of Generation of Pay Slip and click on Green Arrow.	Note - ERP would auto - Suggest the Current month of Payslip Generation.
4	All the Employees details would appear Automatically along with their salary applicable Computation if the Pay Slip was already Generated (for Previous Months) Or User needs to Select the Pay Date and click on Green Arrow. On Clicking on Green Arrow > It would say Do You want to Generate Pay Slip? If Clicked on Ok then the Payslip details would appear automatically. Personnel wise Employee details shall appear related to the various components i.e Basic, Overtime, Arrears, Earnings, Perks, Gross Pay, Deductions, Advance Deductions, Earning 1, Earning 2, Deduction 1, Deduction 2, Net Pay, TDS Applicable.	Earning 1 & Earning 2 shall be Manual Field in terms user is applicable for any types of Commision or extra Income. Deduction 1& Deduction 2 shall be Manual Field in terms user is applicable for any types of salary Deduction to be made. Incase HR wants to adjust Employees Advance taken against the Salary then the same needs to be selected in the Advance Deductions Column. Note :- If user wants Advance details to get auto-filled then user needs to click on the Fill Advance Link given on the Top Right side corner of the Page.
5	After everything is entered correctly then Click on Save	If user wants to Delete the same then it is possible and but it should be modified only before making Monthly Payslip Payments

Note:

1. Fields marked on Screen in **Red** are mandatory.

Shipping Bill

A shipping bill is an export document used where a drawback is claimed, such as on goods exported that are duty-free or on dutiable goods transshipped. It also covers various license details to be maintained per export invoice.

Steps to create a shipping bill:

1. Go to the export module.
2. In Export Documents, click on Shipping Bill.
3. Now select New.
4. Go to the Document Tab and select all the relevant export invoice documents to create a shipping bill by clicking on the Add Icon, and once selected, click Ok.
5. In Basic Tab, Fill in the fields such as Port (Shipping Port), L.E.O Date (Date on which the Shipped Goods Leaves India), i.e Let Export Order Date- (Mandatory), and EP (Export Promotion) Copy Received Date, Exchange Rate auto-appear, i.e., based on Export Inv Ex Rate (User needs to correct the Exchange Rate as per the shipping Bill), Receipt Date (the shipping Bill Received date can be mentioned)1. **Kindly note the saving of the document with the shipping exchange rate. The same gets updated in UDF4 in Export Invoice/Packing List and Voucher Entry takes place based on the Shipping Bill Ex. Rate.**
6. Go to the Advance Tab and select Insurance, Freight, Commission, Remarks, Description, and Notes to be entered.
7. Go to Child Tab, Incentive. Click on Add - Select the relevant type of incentive from the options available, such as duty drawback amount (incentive receivable amount), MEIS, etc., and click OK. On clicking Ok fields such as Dutydrawback Amount, Incentive Rcv Number, Incentive Rcv Date, Incentive Rcv Amount, License Number, License Date, License Amount, and Remarks.
8. If the amount is entered in the duty drawback amount and the type of license is duty drawback, then automatic accounting entry takes place, i.e., export incentive receivable A/c Dr. Duty Drawback A/C: If the value entered in the duty drawback account is mentioned as 0, then no accounting effect will take place.
9. For all other incentive types, the user gets an incentive number, an incentive RCv date, and an incentive RCv amount; such data needs to be entered in these fields.
10. Related Voucher shows the Auto-Generated Voucher from the ERP and Files Tab. The user can use the same to attach a scanned copy of the actual files received. Now click on Save.

Note: 1. On tagging the export order, if the export invoice has incoterms as FOB, then the value of the invoice gets auto-copied in the FOB field: Add Insurance + Freight + Commission = CIF Value, and if the incoterms are anything other than FOB, then the value gets auto-copied in the CIF field: Subtract Insurance + Freight + Commission = FOB Value.

Note:

1. Fields marked on the screen in **red** are mandatory.

Advance Approval

Advance Approval is basically the approval of Advance request given by a particular Employee. Approved Amount can be less than or equal to the applied amount.

Steps	Description
1	Go to HR Module
2	Under Approvals, Click on Advance Approval.
3	After clicking, the Advance Approval Summary screen appears where the user can find documents where status is applied. On Finding the List of Documents in applied, User can click on Document No to open a New Window and see details of the application.
4	Review the application and user shall generate the schedule for the repayment of the advance amount below in the installments tab. For Generating Schedule, User needs to follow steps as shown below i.e Select Start Date, Amount (Installment Amount per Month) & Select Interval. and then user needs to click on Green Arrow i.e Run and the schedule shall be auto-generated to the amount mentioned in Approved amount.
5	Change the status as required from the dropdown i.e. Approved/Rejected/Cancelled/Re-Apply and Mention the Approved amount, Entering Comments if any
6	Now Click on Save

Note:

1. Fields marked on Screen in **Red** are mandatory.
2. Next to Installment Tab, there are Tabs such as Payments (Shows document against which the payment was made to the employee), Repayments (Shows the document against which the employees have repaid the advances taken), Advance Details (Shows Previous advances of the same employee taken, if any), Document Tag & Voucher Tag Tab.

Insurance Cert/Decl

Insurance Cert/Decl means Insurance Certificate/Declaration. This is used for the purpose of making insurance declaration at the time of claiming of Insurance. Companies usually maintain records by maintaining Certificate for each Export Invoice against relevant Insurance Policy.

Steps to create Insurance Certificate/Declaration-

1. Go to Export module.
2. In Insurance, Click on Insurance Cert/Decl.
3. Now Select New.
4. In Basic, Cert/Decl No, Open date, Ref No, Ref Date, Invoice No (Select Invoice No from the Folder given), Expiry Date, Policy No (Select Policy No from the Folder given), Exchange Rate fields will be auto updated based on the Invoice Ex Rate and Currency.(**Note : Only 1 Invoice to be tagged against 1 declaration.**)
5. In Policy Tab, Place of Issue, Cover Amount (will auto-appear from Policy Tagged in Basic Tab). Notes can be used to enter any relevant remarks needed for record purpose.
6. In Premium Other Charges Tab- Other Charges such as Insurance Charges can be levied.
7. Open Policy Adjustments. Click on Add and select the relevant policy against which adjustment of Policy takes place.
8. Now Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Leave Approval

Lease Approval is basically the approval of Leave request given by a particular Employee.

Steps	Description
1	Go to HR Module
2	Under Approvals, Click on Leave Approval.
3	After clicking, the Leave Approval Summary screen appears where the user can find documents where status is applied. On Finding the List of Documents in applied, User can click on Document No to open a New Window and see details of the application.
4	Review the application and Click on Approve/Reject. If User rejects the application then user can mention the reason to reject in Rejection Remarks field. If user approves the Application then he may use Comments as remarks to enter relevant details.
5	Below in Child Tab, User can see the summary of Leaves of that employee and then Clicked on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Personnel Loan Approval

Personnel Loan Approval is basically the approval of Personnel Loan request given by a particular Employee. It is a loan taken by the Employee Interest Free or may be with Minimal Interest.

Steps	Description
1	Go to HR Module
2	Under Approvals, Click on Personnel Loan Approval.
3	After clicking, the Personnel Loan Approval Summary screen appears where the user can find documents where status is applied. On Finding the List of Documents in applied, User can click on Document No to open a New Window and see details of the application.
4	Review the application, enter Loan Interest Rate if applicable, below in Child Tab, there are various tabs available such as Installments, Payments, Repayments, Other Loan Details etc. and generate the schedule for the repayment of the Loan by clicking on Generate Installments, below the installments tab. If Interest is applicable then Click on Calculate Interest.
5	In the Top Left , next to search there is are Options to approve or reject the Document. If user Clicks on them the status of the document Changes automatically. If User rejects the application then user can mention the reason to reject in Rejection Remarks field. If user approves the Application then he may use Purpose/Comments as reason or remarks to enter relevant details.
6	Now, review everything and Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Insurance Policy

An insurance policy is a contract between an insurer and insured to protect you against specific risks under agreed-upon terms. Insurance is provided by insurance companies to safeguard your shipment against the risk of loss, damage, or theft (such as flooding, burglary, or an accident). The most commonly used insurance is marine insurance.

Steps to create an insurance policy:

1. Export invoices can be tagged in this document.
2. Go to the export module.
3. In the Export module, click on Insurance Policy.
4. Now select the New button.
5. Export invoices can be tagged in this document.
6. Insurance details like the open date,issue date,policy amount,renewal date,policy terms,insurer name, and type of insurance can be captured.
7. The user can also add insurance premium details by clicking on add and then filling in the required details, like the cover amount,premium amount, etc.
8. Save the document and proceed with further processing.

Note:

1. Fields marked on the screen in **red** are mandatory.

Monthly Pay Slip Payments

After Generation of Monthly Payslip and verification of the same by HR. Accounts Department Generates Monthly Payslip Payment Request and based on the same. Value is disbursed to the employees as on a Particular Date.

Steps to create Monthly Pay Slip Pay-

- 1 Go to Payroll Module
- 2 In Payments, Click on Monthly Pay Slip Payments
- 3 Select Month in Month Dropdown and click on Green arrow - If incase Salary Day is not entered in the masters than the Payslip Payment would not be generated. Refer -Salary Day needs to be configured in the Channel Master in HR Settings Tab.

4 "Payment Date will automatically be selected as date of entry as per the date configuration on your Desktop/Laptop.

Select Payment Mode as cash or bank and select Bank account through which the payment is to be made on selection of Payment Mode as Bank, enter the cheque no in the field given and click on Disburse Payment Icon."(**"Note :- Kindly Note Personnel are selected in Payslip Tab to whom the payment is made. All Checkbox selection is given for making payment to all employees in a single click. Kindly untick the ones to whom payment is not to be made."**)

5 There are 3 Tabs on this Entry screen i.e Payslip, Advances and Arrears. All this Tabs covers all the In-depth analysis related to a particular employee.

Note: If one needs to check the status of Payment to their Employees then it can be checked by using filters available i.e Status, Account Type, payment status, Department.

Note:

1. Fields marked on Screen in **Red** are mandatory
2. If one needs to check the status of Payment to their Employees then it can be checked by using filters available i.e Status, Account Type, payment status, Department.

Invoice

This page enables the user to primarily view existing (Sale) Invoices and also generate new (Sale) Invoices. The user can observe **Top 20 Pending Documents**, **Top 20 Contacts** (against whom orders are placed) and **Top 20 Products** from quick access Drop Downs available for easy reference.

The existing (Sale) Invoices can be filtered or searched by the following qualities :

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- User can also view orders placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view orders of a certain **Financial Year** in the Drop Down available.
- By clicking the blue icon with drop down feature, the user can access furthermore details to filter or search by.

All existing (Sale) Invoices will be visible in a list above which there are several options to search them individually or by grouping. The user can search orders by **No. / Open Date / Category / Name / Due Date / Assigned to / Status**.

Refresh : All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of (Sale) Invoices.

Selecting Any (Sale) Invoice: To select and view or edit any existing order the user can select the (Sale) Invoice No. link, the order will be opened in a new pop-up window.

* Make sure your browser does not have pop up blocker enabled.

Other Options :Beside every individual Order, there icons available which shows Detail and Related Transactions or documents.

To generate a New (Sale) Invoice : The user can select option at second upper corner labelled as **NEW** and generate a new order.

To generate a Report : To generate a report of the summary of orders , the user can select the Report icon at the top left corner and a generalised report on Import (Sale) Invoice will be shown which can be saved and printed in PDF/ Excel / Word format or can be e-mailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Sales Module	
2	In Sales & Returns, Click on Invoice.	
3	Now Select New	
4	Go to Delivery Note Tab and click on Add	
5	Now select the relevant Delivery Note (User can search the data by selecting the dropdown in Search by such as Document No, Contact, Ref No etc). If delivery Note is linked with Sales Order then all the relevant data from Sales Order also gets auto-copied in Invoice.	On Selection of Delivery Note all the records entered in the Delivery Note will get auto copied i.e If in Document Tab - Sales Order is tagged then it shall get auto copied in the Invoice Document Tab (Same for Product tab)
6	In Basic Tab, Enter Open Date, Due Date Voucher Narration and Other relevant details. Then Click on More where Payment Terms and Delivery Terms would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same).	
7	In Advance Tab, Consignment Mode, Export Type/Inco Term would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same)	
8	Go to Buyer Detail Tab, Consignee and Notify Party Details would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same)	
9	Now, Go to Child Tab Product and Check Product Name, Quantity and Rate which is auto-populate from Delivery Note.	
10	Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same. If user want to include other charge in total invoice value then user have to click included and If do not want to add other charge in separate account (and want to add it directly in Sales account) then user have to Tick mark Post Main Acc button.	
11	Files Tab is used to attach the Product Image(Finished Goods) which to be sent to the client. Works Tab shows the Document created in Linkage of Invoice such as Receipt From Customer, Credit Note from Customer. Interaction shows all the discussion which took place with a particular person in relation of such Invoice	
12	Now Click on Save and Click on the Report Icon to View the Report	
13	Advance Tab Shows Advance receipt from Customer to Tag.	
14	Receipts Tab - It will show all the Receipts from Customer created in Finance Module and Linked with the Invoice Document	
15	Now Click on Save and Click on the Report Icon to View the Report	

Note:

1. Fields marked on Screen in **Red** are mandatory.

How to Process Avg. Bundle Weight Calculations ?

- **Auto calculation of Bundles :** No of Pcs / No. of Pcs in a bundle. No. of bundles will be a whole number always cause decimals means different mathematically and in your business it means Bundles and extra Pcs.
- **System calculates the Rate per piece as = (Item bundle rate X No. of Bundles)/ No. of Pcs.**
- **In Sales Invoice > Item window an editable field for print purpose 'Avg. Bundle Weight', where if data is entered will appear in print out replacing system calculated 'No. of Bundles' and the calculations in the print out will be Item Bundle Rate x Avg.Bundle Weight. This feature only impacts in print outs and does not change system calculations.**

Credit Note (Stock Adj.)

In Case of Goods Return :-

	Entry Steps	
Steps	Description	Remarks
1	Go to Sales Module	
2	Go to Sales & Returns, and Click on Credit Note (Stock Adj.)	
3	Click on New	
4	Now Go to Sales Return Child Tab and Click on Add. A window open where all pending Sales Return Documents would appear to add. Select relevant Document(s) and click on Ok.	On Selecting relevant Document Customer Name, Product Name and other details filled in Sales Return Document will get autopopulate on Credit Note (Stock Adj.) Screen.
5	Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority, Voucher Narration etc.	Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.
6	Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.	
7	Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Sales Return will appear. User have to recheck the data. If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field.	Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.
8	If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Credit Note(Stock Adj.).	
9	And Click on Save	

In Case of Rate Difference :-

	Entry Steps	
Steps	Description	Remarks
1	Go to Sales Module	
2	Go to Sales & Returns, and Click on Credit Note (Stock Adj.)	
3	Click on New	
4	Now Go to Document Child Tab and Click on Add. A window open where all Sales Invoice Documents would appear to add. Select relevant Document(s) and click on Ok.	On Selecting relevant Document Customer Name, Product Name and other details filled in Sales Invoice Document will get auto populate on Credit Note (Stock Adj.) Screen.
5	Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority, Voucher Narration etc.	Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.
6	Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.	
7	Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Invoice will appear. User have Select unwanted Products and Remove them, then enter the Difference Rate. If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field.	Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.
8	If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Credit Note(Stock Adj.).	
9	And Click on Save	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Service Request

It is a post sale activity.

In Case of Free and Paid Service :-

steps to create Service Request-

- 1 Go to Sales Module
- 2 Go to Service, and Click on Service Request.
- 3 Click on New
- 4 "In Basic Tab, Enter relevant details such as SR Date, Due Date, Assigned To.
Note: Close Date will auto-populate when assigned user closed his task.
Action Date auto changes when user changes the status to in progress."**(Assigned To is used to assign the task to the related person who will be responsible for completing the task.)**
- 5 In Advance Tab, User have to Enter Site No., Contact and Address (if any).
- 6 "Go to Product Child Tab, Click on New. A screen open where all Products, which are sold earlier in ERP would appear.
Select relevant Product and Click on Ok."**(Product will appear by Invoice No. User also can search by Invoice No.)**
- 7 "After Selecting the Product Enter Problem, Sub-Problem, Warranty and other relevant details.
Invoice No. would auto-populate."**(Problem and Subproblem have to be created in Masters.)**
- 8 Now Go to Material Input Child Tab, Click on Add and Select relevant Product if any Product is consuming in Service. Enter Qty of Product and Work Process, Remarks (if any)
- 9 "Files Tab is used to attach the Invoice Copy, Warranty Card/Details etc.
Works Tab shows the Document created in Linkage of Service Request such as Sales Invoice.
Interaction Tab shows the Task assigned to selected Person.
Other Charge Tab used to enter value if any other charge charged for the Service Request."
- 10 Now Click on Save.
"If any Product consumed in Service then user have to go to the Quick Link and Click on Create Delivery Note.
Then Delivery Note Screen will open where User have to enter Product selected in Material Input Tab and enter their consumed quantity so the Quantity will issue from store as well."

Note:

1. Fields marked on Screen in **Red** are mandatory.

Supplier Credit Note (Stk Adj) Summary

This page enables the user to primarily *view existing Supplier Credit Note (Stk Adj)* and also *generate new Supplier Credit Note (Stk Adj)*.

The user can observe **Top 20 Pending Documents**, **Top 20 Pending Inventory Documents** from quick access Drop Downs available for easy reference.

The existing Supplier Credit Note (Stk Adj) can be *filtered* or *searched* by the following qualities :

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- User can also view orders placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view orders of a certain **Financial Year** in the Drop Down available.
- By clicking the **blue icon** with **drop down feature**, the user can access furthermore details to filter or search by.

All existing Supplier Credit Note (Stk Adj) will be visible in a list above which there are several options to search them individually or by grouping. The user can search orders by **No. / Open Date / Category / Name / Due Date / Assigned to / Status**.

Refresh : All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Supplier Credit Note (Stk Adj).

Selecting Any Supplier Credit Note (Stk Adj): To select and view or edit any existing order the user can select the Supplier Credit Note (Stk Adj). link, the order will be opened in a new pop-up window.

- Make sure your browser *does not* have pop up blocker enabled.

Other Options :Beside every individual Order, there icons available which shows Detail and Related Transactions or documents.

To generate a Report : To generate a report of the summary of orders , the user can select the Report icon at the top left corner and a generalised report on Import Bills Payable will be shown which can be saved and printed in PDF/ Excel / Word format or can be e-mailed directly by entering e-mail addresses separated by commas into the address bar provided.

To generate a New Supplier Credit Note (Stk Adj) : The user can select option at second upper corner labelled as **NEW** and generate a **new** order.

Supplier Credit Note (Stk Adj) Details

Supplier Credit Note (Stk Adj) is basically applicable when goods are to be returned to supplier or when Supplier have charged Less/More Rate then the rate discussed at the time of proposal.

In Case of Short Goods Receipt :-

Steps to create Supplier Credit Note-

1. Go to Import.
2. Go to Imports & Returns, and Click on Supplier Cr Note (Stock Adj.)
3. Click on New Record button.
4. Now Go to Delivery Note Rejected Materials Child Tab and Click on Add. A window open where all pending Return to Supplier Documents would appear to add. Select relevant Document(s) and click on Ok. **(On Selecting relevant Document Importer Name, Product Name and other details filled in Document will get auto populate on Supplier Cr Note (Stock Adj.) Screen.)**
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc. **(Ref. No. and Ref. Date would be BillsPayable's No. & Date.)**
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms etc.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Return to Supplier Document will appear. User have to recheck the data. **(Value will get auto-calculated.)**
8. If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Supplier Cr Note (Stock Adj.).
9. Click on Save.

In Case of Rate Difference :-

Steps to create Supplier Credit Note-

1. Go to Import.
2. Go to Imports & Returns, and Click on Supplier Cr Note (Stock Adj.)
3. Click on New
4. Now Go to Document Child Tab and Click on Add. A window open where all Bills Payable Documents would appear to add. Select relevant Document(s) and click on Ok. **((On Selecting relevant Document Importer Name, Product Name and other details filled in Document will get auto populate on Supplier Cr Note (Stock Adj.) Screen.))**
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc. **((Ref. No. and Ref. Date would be BillsPayable's No. & Date.))**
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms etc.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Bills Payable will appear. User have Select unwanted Products and Remove them, then enter the Difference Rate. **(Value will get auto-calculated.)**
8. If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Supplier Cr Note (Stock Adj.).
9. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

User Groups

User Groups are basically the rights which can be defined for a particular user belonging to a Department/Designation based on which the Company wants to provide them rights. (This is useful for the Organisation as it cannot be defined individually for each and every users. So, it is defined as per a particular group and then modifications are done for each user as per relevance).

Steps to create User Groups-

1. Go to More Module.
2. Then click on Security.
3. Go to User group under User Setting Menu.
4. Now Go to Document Tab and Click on add. A User group detail window will open where User group related data box will appear
5. In the basic tab define, User Activity Group Name and Activity Description.
6. In menu security present in the child tab add the list of tab and links, give permissions 'can access' or 'Is visible' accordingly.
7. In service Area present in the child tab add the list of tab and document, and click on more button, after this new security area window will appear, give permission ' Can view' , ' Can edit' , 'Can append' and ' Can delete' accordingly.
8. In addition to this you can also give access for back dated entry document and back dated edit documents in term of days, present in option menu
9. In user tab window in the child tab add the user, whom to give access for that usewr group.
10. Now Click on Save, the user group will created

Note:

1. Fields marked on Screen in **Red** are mandatory.

User

User are basically the person who needs to operate ERP. All the employees who needs to operate on ERP, needs to have their own User created in User Masters.

Steps to create User-

1. Go to More Module
2. Then click on Security.
3. Go to User under User Setting Menu.
4. Now Go to Employee field and Click on folder. A Detail window will open where employee related data box will appear. Select one employee from the list. **(First user need to create a employee in Business Definition Module)**
5. In the basic tab define, User Name, Peson Name, Language, User Role. **(Is active flag defines wheather the user is active, NT Auth should always be off, HR user denotes that the user can access the HR realeted tabs, Mobile user is for mobile app user and Is auditor tab is permission given to auditor for the company)**
6. In addition to this need to create Password by clicking on the lock button, once clicked Reset Password window will appear, in the window enter the New Password and Comfiem the Password next click on ok.
7. In the Advance tab, set Password renewal interval range, Upload Digital signature, Digital Signature Password, MAC Address, IP Address. **(Not mandatory fields, by entering MAC Address and IP address, User will be only allowed to use the ERP from that Particular address.)**
8. In user group present in the child tab add the user group to that user according to the work assigned.
9. In user channel present in the child tab, you can add the channels in which the user is appointed.
10. In menu security area present in child tab, you can add the tab and list which the user will able to view.
11. In the User service area present in child tab, you can add the tab and list which the user will able to operate and make documnets accordingly.
12. In the report section, you can enter the reports only which that user will able to view.
13. Now Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Setting up Email for triggering Alert Rules:

1. From Security > User (ADMIN) > Mail ID > Give the Email ID from which emails shall get triggered.
2. Possible reasons of authentication failures :
 - Two Step verification is active for the email address.
 - User Credentials incorrect / outdated.
 - SMTP details incorrect.
 - Permission for Less Secure Apps needs to be turned ON from mail server.

Financial Year Summary

Financial Year summary basically gives the Summary details of the Financial Year in which the data is created in the ERP.

If user wants to create New Financial Year then they need to click on 'Add'

On Clicking on 'Add' > New Row gets inserted > Now, User needs to define relevant data as explained below:-

1. Click on More Module.
2. Then click on configuration.
3. Next click on financial year under defination.
4. In order to add a new financial year or to create a financial year click on" Add".
5. Then fill the required details like-financial year, FA Start Date, FA End Date, Financial Year Caption,Financial Year Sequence Format etc.
6. In order to lock a financial year user have to click on a check box and then user have to save that document.**(Once a financial year is locked then no change of document or journals can be made.)**
7. In order to lock a financial year user have to untick the check box and then user have to save that document.

Note:

1. Fields marked on Screen in **Red** are mandatory.
2. User should not Tick mark on Financial Year Locked Column as it shall lock all the ledgers available in ERP as on that date. Ledger use shall not be possible post Locking it beyond the date it was locked.
3. User should not Click on Close Statement Icon in the Income Statement Column > Once it is clicked then the Income statement shall be Locked and User shall not be able to use it further.

Other Charge Template-

Steps to create other charge templates:

1. Click on more.
2. Then click on configuration.
3. Next click on other charge template under defination.
4. Click on create new record.
5. Fill the required field like-name of the temeplate and description of the template.
6. In the child tab i.e other charge tab ,click on it.
7. Then click on "Add" and select the required charges.
8. note-Is active Flag should be on.
9. Then save the document and proceed further.

Journals

Journal Screen is used to approve Vouchers of Journal Type in ERP. From this Screen, approver can approve the Voucher's created by other users. (Vouchers type list shall only be visible to the users as per the approval rights assigned to him)

Steps-

1. Go to More Module.
2. Then Go to Security under Approvals, Click on Journals.
3. On Clicking Journals Summary Screen will appear.**(Note - 1. If user wants to view Narration then Tick Mark on Box after Narration.**
2. Show Approved Voucher if Ticked Marked then only Vouchers which are approved previously shall be visible
3. PDC Vouchers if ticked marked and then Run then it shall check ' To Date' and show all the cheques whose date is beyond date shown in ' To Date'.)
4. Now, user have to select Period from drop-down next to the Narration. After selecting Period user can Directly Run the Search by clicking on Green Arrow Button or If user want to view by filter searching Vouchers then user have to Tick Mark on Show Approved Vouchers or PDC Vouchers and Click on Green Arrow Button to Run the Search.**(Note - 1. Voucher Types will appear for Approver User only which has been configured for Approval of that particular Voucher Type. (To understand how to configure approval Refer How to set up approval?)**
2. User can also use Filter search as explained in Step no 4 for Viewing Vouchers. (E.g :- If user Ticks on Show Approved Voucher and clicks on a particular Voucher Type then user would only be able to view approved Vouchers and unapproved vouchers shall not be visible.))
5. Now User have to click on Voucher Type button on Top Right Corner. On Clicking Voucher Type all Unapproved Voucher Types (For which User has configured for approval) shall appear on Screen with

Count of Vouchers Pending for Approval. User have to Click on relevant Voucher Type which user wants to approve.(**Note - 1. If user wants to Modify the data then user can Modify the data and then click on Approve.**

2.When User Reject the Voucher then User can write Reason in Rejection Remarks Tab.)

- To Approve the Voucher User have to Click on Voucher No available in Voucher No Column, Voucher Screen will open up in New Tab. Where User have to Verify the Data entered and Click on Approve if the Data is Correct or Click on Reject if user want to reject the Voucher.

****Note:** User can filter the search for specific Voucher Types on screen when multiple entries are available for approval. User can filter the search by Voucher No, Contact Name, Date etc,

Documents

Documents Screen is used to approve Various Document Types in ERP. From this Screen, approver can approve the Documents created by other users. (Document type list shall only be visible to the users as per the approval rights assigned to him)

Steps-

- Go to More Module,
- Then Go to Security under Approvals, Click on Documents.
- On Clicking Documents Summary Screen will appear.(**Note - 1. Show Approved if Ticked Marked then only Documents which are approved previously shall be visible**)
- Now, user have to select Period from drop-down next to the Narration. After selecting Period user can Directly Run the Search by clicking on Green Arrow Button or If user want to view by filter searching Documents then user have to Tick Mark on Show Approved Click on Green Arrow Button to Run the Search.(**Note - 1. Document Types will appear for Approver User only which has been configured for Approval of that particular Document Type. (To understand how to configure approval Refer How to set up approval?)**
2. User can also use Filter search as explained in Step no 4 for Viewing Documents. (E.g :- If user Ticks on Show Approved and clicks on a particular Document Type then user would only be able to view approved Documents and unapproved Documents shall not be visible.))
- Now User have to click on Document Type button on Top Right Corner. On Clicking Document Type all Unapproved Document Types (For which User has configured for approval) shall appear on Screen with Count of Documents Pending for Approval. User have to Click on relevant Document Type which user wants to approve.(**Note - 1. If user wants to Modify the data then user can Modify the data and then click on Approve.**
2.When User Reject the Document then User can write Reason in Rejection Remarks Tab.)
- To Approve the Document User have to Click on Document No available in Doc No Column, Document Screen will open up in New Tab. Where User have to Verify the Data entered and Click on Approve if the Data is Correct or Click on Reject if user want to reject the Document.

Note: User can filter the search for specific Document Types on screen when multiple entries are available for approval. User can filter the search by Doc No, Contact Name, Date etc,

Document Rectification

Document Rectification Screen is used to rectify Documents created in ERP. From this Screen, User can rectify the Documents created by him or Users below his user role for his channel only.

Entry Steps		
Steps	Description	Remarks
1	Go to More Module,	
2	Then Go to Security under Approvals, Click on Document Rectification.	
3	On Clicking Document Rectification Summary Screen will appear.	
4	Now, user have to select Period from Drop-down next to the Green Arrow Button. After selecting Period user can Directly Run the Search by clicking on Green Arrow Button.	
5	Now User have to click on Document Type button on Top Right Corner. On Clicking Document Type all Document Types shall appear on Screen with Count of Documents. User have to Click on relevant Document Type which user wants to rectify the Data.	
6	To rectify the Document User have to Click on Document No available in Doc No Column, Document Screen will open up in New Tab. Where User have to rectify the Data and Click on Save.	Note: 1. Retail Sale Entry is not allowed to be deleted as it is B 2 C entry so it can be modified but not deleted. Hence, User cannot delete Retail Sale Entry from screen but however, deletion provision is given at the time of Document Rectification.

Note: User can filter the search for specific Document Types on screen when multiple entries are available for approval. User can filter the search by Doc No, Contact Name, Date etc.
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Job Card

Jobcard Entry is performed by the user at factory on before starting the Job Card Process and on Advice Given by the Production or Planning Team.

This Entry Screen helps users View, Edit, Delete or Create new Job Card (JC). These JC could be against an open Production Advice. System allows users to create, edit or delete JC from this section.

The existing Job Card can be **filtered** or **searched** by the following qualities:

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- Users can also view orders placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view Job Card of a certain **Financial Year** in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Refresh Button: All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Job Card.

Scenerio - In house Production

Steps to create Job card-

1. Go to Production Module.
2. Go to Job Card and Click on New.
3. Now Go to Document Child Tab and Click on Add, a window will open where all pending Production Advice(s) would appear. Now, Select relevant Document and click on Ok.
4. In Basic Tab, User have to enter Open Date, Start Date, Due Date, Close Date, Description and other relevant details. Process Completed will show the Status of Process Completion in % as user changes the status of Job Card Process to Closed Successfully and by entering Close Date in Job Card Process. **(Start Date is expected date to start Job-Work, Close Date is expected Date to end Job-Work and Due Date is the maximum allowed date to Perfrom Job-Work on Product. User needs to enter Value in Percentage Of Work Process Column which appears in Work Process Master.)**
5. Now Go to Product Child Tab, Products and their quantity mentioned in Selected Production Advice will appear. If Work Process is mentioned in Product Master then it will auto-populate in Work Process.**(Only 1 Product can be selected at a time. If user Tagged any Production Advice which has more then 1 Product then no Product would appear on Screen. Then User have to Select Product in Product Tab by Clicking on Add.)**
6. Now Go to Process Tab, where all relevant Processes would appear which are mentioned in Work Process Master. User have to mention related person's name in Assign To field. And If any of them is Outsourced then user have to tick Is Outsourced.**(If Assigned to is mentioned in Work Process Master against the process then ERP will auto-populate assign to details.)**
7. Files Tab can be used by the user to the relevant files for the Production Team .
8. Now Click on Save.
9. After saving the job card,need to come back to the job card summary page.
10. In the Job card row, click on the info icon,and one window will pop-up.
11. Now select the issue of materials icon, DN MRS window will appear, fill the details, select the contact, check the quantity and save the document.**(DN MRS reflects the issue of raw materials for the product for the job card process)**
12. Once issue material is received, click on the receive logo, GIN LRN window will appear, fill the details aand save the document.**(GIN LRN reflects the receive of semi finished items for the product and GIN production reflects the receive of finished product.)**
13. Continue the issue and receive process for all the process and the last receive window will be GIN Production.**(Once this is done the final Product will reflect in the inventory.)**
14. Once done, the job card and the process will be done.

Scenerio - Outsourcing

Steps to create Job card-

1. Go to Production Module.

2. Go to Job Card and Click on New.
3. Now Go to Document Child Tab and Click on Add, a window will open where all pending Production Advice(s) would appear. Now, Select relevant Document and click on Ok.
4. In Basic Tab, User have to enter Open Date, Start Date, Due Date, Close Date, Description and other relevant details. Process Completed will show the Status of Process Completion in % as user changes the status of Job Card Process to Closed Successfully and by entering Close Date in Job Card Process.
5. Now Go to Product Child Tab, Products and their quantity mentioned in Selected Production Advice will appear. If Work Process is mentioned in Product Master then it will auto-populate in Work Process.
6. Now Go to Process Tab, where all relevant Processes would appear which are mentioned in Work Process Master. User have to mention the contractor name from whom the process is Outsourced then user have to tick Is Outsourced.
7. Files Tab can be used by the user to attach the relevant document for the Production Team.
8. Now Click on Save.
9. After saving the job card, need to come back to the job card details dashboard.
10. In the Job card row, click on the info logo, one window will pop-up.
11. In the pop-up window, there will be a button under work order section. Click on the button and it will re-direct you to work order details page.
Select contractor from there and save the document. Then comeback in the pop-up window again. Another small icon will appear beside the work order. Click on the icon and there will be options to issue and receive. Select respective sub-contractors and complete the issue receive. Then save the documents.
12. Now select the issue of materials icon, DN Sub Contractor window will appear, fill the details and save the document.
13. Once issue material is received, click on the receive icon. At GIN Sub-Contractor window, fill the details like contact, quantity and save the document.
14. Continue the issue and receive process for all the process and the last receive window will be GIN Production.

Period Closing

Period Closing basically means that the Period is closed for that particular Date Range. If a Particular Period Range is closed then Ledger gets locked as on a Last date of the Period.

This is useful if the users needs to be restricted to perform the entries of previous date range and not change Ledger Details.

How to Close Period ?

User Needs to Tick Mark on the Date Range given and click on Close Period >> On Doing so, Page starts refreshing >> Message Appears as Accounts Locked Successfully.

[Last date of the Period Locked gets auto-updated in All the Account Ledgers created in ERP in field name Lock Date]

Note :-

1. If User have Closed the Period of a particular Date Range then user would not be allowed to use Ledgers for that particular Date Range. If Users are using the Locked Ledgers then Message appears as "Transaction entry/editing (____) i.e Open Date of the Document not possible because account ____ (Account Name) is locked on ____ (Last Date of the Locked Period)".

Job Card Process

Job Card Process is the process that is created against the Job Card No. to define the sub-process of each production item. This could be tracked by the supervisor of that particular process. (Ideally used by the engineering industry.). It would define the material input and material output required in the job card process.

Steps to create a Job Card Process:

1. Go to the Production Module.
2. Go to the Job Card Process menu and click on the New button.
3. Now Go to the Document tab and click on Add. A window will open where all pending production advice will appear. Now, select the relevant document and click OK.
4. In the Basic Tab, users have to enter the following: open date, start date, due date, close date, description, and other relevant details. Process Completed will show the Status of Process Completion in% as the user changes the status of the Job Card Process to Closed Successfully and by entering the Close Date in the Job Card Process. **(The start date is the expected date to start job work, the close date is the expected date to end job work, and the due date is the maximum allowed date to perform job work on the product.**

User needs to enter Value in Percentage Of Work Process Column, which appears in Work Process Master.)

5. Now go to the Product Child Tab. Products and their quantities mentioned in Selected Production Advice will appear. If Work Process is mentioned in Product Master, then it will auto-populate in Work Process. **(Only one Product can be selected at a time. If the user tags any production advice that has more than one Product then no product will appear on screen. Then the user has to select the product in the product tab by clicking on Add.)**
6. Now Go to the Process Tab, where all relevant processes would appear that are mentioned in Work Process Master. The user has to mention a related person's name in the Assign To field. If any of the processes are outsourced, then the user has to tick the Is Outsourced check box. **(If Assigned to is mentioned in Work Process Master against the process, then ERP will auto-populate assign to details.)**
7. The Files Tab can be used by the user to attach the relevant document for the production team.
8. Now click on Save.

Note:

1. Fields marked on the screen in **red** are mandatory.

Material Requirement Planning.[MRP]

Material Requirement Planning [MRP] is most preferred screen for the Manufacturing Industries. It is very much essential for planning the material requirement for the manufacturing of Finished Goods. It ensures that the right inventory is available for the production process exactly when it is needed.

In ERP, User can use it in two ways :-

Material Requirement Planning {MRP} - Generic

1. Go to Production Module.
2. Go to Planning, and Click on Material Requirement Planning menu.
3. Now Material Requirement Planning screen appears >Select the particular Production Advice / Sales Order document from the file tab> Click on Run Button > the Finished , Semifinished and Raw Material Product against which planning is required shall appear on screen.
4. Now User can plan the production and purchase quantity for a particular product i.e by seeing available stock against the Sales/Export Order, based on which the planning of when indent needs to be created could be performed.
5. If user Runs the data with Details i.e Tickmark in Checkbox next to Details then Material Requirement will show all the Products with their Sub-Products Defined alongwith.
6. User can Now tick Mark on the Checkbox next to Product No to select Multiple Products against which a Single Purchase Indent could be created and click on the button available beside pending to PI .**(Kindly Note Purchase Indent will auto select qty from Column Name (Have to PI) on screen.)**

Material Requirement Planning [MRP] with Production Advice

1. Go to Production
2. Go to Planning, and Click on Material Requirement Planning.
3. Click on Folder next to select Production Advice > Select Relevant Production Advice document and click on Ok. Now the Production Advice/BOM will be visible on MRP Screen which was selected and user needs to click on Green Arrow.
4. MRP Screen Now gets Bifurcated in 2 parts i.e Finish Goods Qty and Raw Material/Trading. Raw Material Tab shows all the data which was selected by user in Raw Material Tab while Creating Production Advice.
5. Now User can Plan the Products i.e by seeing available stock against the Sales/Export Order, based on which the planning of when indent needs to be created could be performed.
6. If user Runs the data with Details i.e Tickmark in Checkbox next to Details then Material Requirement will show all the Products with their Sub-Products Defined alongwith. User can Now tick Mark on the Checkbox next to Product No and select Multiple Products against which a Single Purchase Indent could be created.**(Kindly Note Purchase Indent will auto select qty from Column Name (Reqd Qty) on screen.)**

Note:

1. Fields marked on Screen in **Red** are mandatory.

Slab Based Taxes

TDS Payable -

TDS is simply Tax Deducted at Source. As per the Income Tax Act – persons responsible for making payments are required to deduct tax at source at prescribed rates. Instead of receiving tax on your income from you at a later date, the government wants the payers to deduct tax beforehand and deposit it with the government.

Entry Steps		
Steps	Description	Remarks
1	Go to More Module,	
2	Click on Configuration. Now, Under Definition, Click on Slab Based Taxes.	
3	Slab Based Taxes Summary Screen will appear on clicking on the same.	
4	If user wants to create Tax Slabs for TDS then User has to Select Tax Type as TDS Payable from the Drop-down next to Tax Type.	
5	Now previously saved Tax Slabs for TDS shall appear on Screen.	
6	Now User needs to Click on Add. A new row gets inserted on Screen.	
7	In TaxSlab Section, User needs to enter Slab Name, in TaxSlab Description, enter Slab Description, in Levy Percentage column enter Percentage of TDS to be charged for the Slab.	
8	Select the relevant account from the Folder in Account column which has to be affected on selection of the respective Tax Slab Section.	

Note:

1. User have to ensure that every Slab of TDS needs to be tagged with Unique Ledgers against the TDS Slab.
(E.g :- for 94C Tax Slab - User can create account name as TDS 94C a/c)

Supplier Credit Note (Stock Adj.)

Supplier Credit Note is the Note which the Vendor/Supplier Provides to its buyer when the goods are returned and i

In Case of Short Reciept of Goods :-

Steps to create Supplier Credit Note-

1. Go to Purchase.
2. Go to Purchases & Returns, and Click on Supplier Credit Note (Stock Adj.)
3. Click on New.
4. Now Go to Rejection/Short Supply Child Tab and Click on Add. A window open where all pending Return to Supplier Documents would appear to add. Select relevant Document(s) and click on Ok.(**On Selecting relevant Document Vendor Name, Product Name and other details filled in Return to Supplier Document will get autopopulate on Supplier Credit Note (Stock Adj.) Screen.**)
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc.(**Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.**)
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Return to Supplier will appear. User have to recheck the data.
If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field.(**Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.**)
8. If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Supplier Credit Note.
9. And Click on Save

In Case of Rate Difference :-

Steps to create Supplier Credit Note-

1. Go to Purchase.
2. Go to Purchases & Returns, and Click on Supplier Credit Note (Stock Adj.)
3. Click on New.
4. Now Go to Document Child Tab and Click on Add. A window open where all Supplier Invoice Documents would appear to add. Select relevant Document(s) and click on Ok.(**On Selecting**

relevant Document Vendor Name, Product Name and other details filled in Supplier Invoice Document will get autopopulate on Supplier Credit Note (Stock Adj.) Screen.)

5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc. **(Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.)**
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Invoice will appear. User have Select unwanted Products and Remove them, then enter the Difference Rate.
If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field. **(Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.)**
8. If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Supplier Credit Note.
9. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Customer Advance

This Screen helps users view, edit, delete or create new Customer Advance Vouchers.

Existing Customer Advance Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Customer Advance Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Customer Advance Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Customer Advance-

1. Go to Finance Module.
2. In Receipt Journals, Click on Customer Advance and Click on New.
3. Now enter Customer Name in Contact field or select from folder next to Contact.
4. Enter Date, MR No., URN No., Narration, TDS Section, TDS Amount, TDS on Amount, GST Tax and other relevant details. **(If user want to apply GST on Advance then user have to tick Apply Tax Button, and If user want to create RCM Invoice for the same User have to mention Invoice No. in RCM Invoice No. field.)**
5. In Child Tab, Now Go to Receipt Details tab, Click on Add Debit and Select the relevant Cash or Bank Account to be debited.
6. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Go to Finance Module.

Miscellaneous Receipt

This Screen helps users view, edit, delete or create new Miscellaneous Receipt Vouchers.

Existing Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Miscellaneous Receipt Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Miscellaneous Receipt Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Miscellaneous Receipt-

1. Go to Finance Module.
2. In Receipt Journals, Click on Miscellaneous Receipt and Click on New option.
3. Now enter Nominal Account Name in Contact field or select from folder next to Contact.
4. Enter Date, MR No., URN No., Narration, TDS Section, TDS Amount, TDS on Amount, GST Tax and other relevant details.
5. In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant account to be Debit and Credit. **(Note: User have to ensure that there one Bank/Cash Account has to be Credit.)**
6. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose related Voucher to be adjusted. **(If the payment is receipt less than the Voucher value then User can amend the amount to be adjusted in Amount Tab.)**
7. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Supplier Credit Note (Stock Adj.)

Supplier Credit Note is the Note which the Vendor/Supplier Provides to its buyer when the goods are returned back from the client or when the rate charged in the Purchase Bill is different then the price which was actually decided or negotiated.

In Case of Short Receipt of Goods :-

Steps	Description	Remarks
1	Go to Purchase	
2	Go to Purchases & Returns, and Click on Supplier Credit Note (Stock Adj.)	
3	Click on New	
4	Now Go to Rejection/Short Supply Child Tab and Click on Add. A window open where all pending Return to Supplier Documents would appear to add. Select relevant Document(s) and click on Ok.	On Selecting relevant Document Vendor Name, Product Name and other details filled in Return to Supplier Document will get autopopulate on Supplier Credit Note (Stock Adj.) Screen.
5	Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc.	Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.
6	Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.	
7	Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Return to Supplier will appear. User have to recheck the data. If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field.	Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.
8	If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Supplier Credit Note.	
9	And Click on Save	

In Case of Rate Difference :-

Steps	Description	Remarks
1	Go to Purchase	

2	Go to Purchases & Returns, and Click on Supplier Credit Note (Stock Adj.)	
3	Click on New	
4	Now Go to Document Child Tab and Click on Add. A window open where all Supplier Invoice Documents would appear to add. Select relevant Document(s) and click on Ok.	On Selecting relevant Document Vendor Name, Product Name and other details filled in Supplier Invoice Document will get autopopulate on Supplier Credit Note (Stock Adj.) Screen.
5	Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc.	Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.
6	Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.	
7	Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Invoice will appear. User have Select unwanted Products and Remove them, then enter the Difference Rate. If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field.	Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.
8	If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Supplier Credit Note.	
9	And Click on Save	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Supplier Quotation

Supplier Quotation is the Quotation which the Vendor would sent to the Clients on the Enquiry made by their Clients. This would be useful specially for Business as they can make Enquiry before purchase to multiple Vendors and finalise whom to make purchase from.

Steps to create Supplier Quotation-

1. Go to Purchase
2. Go to Purchases & Returns, and Click on Supplier Quotation.
3. Click on New
4. In Document Child Tab, Click on Add and Select the relevant Purchase Enquiry raised earlier (If organisation follow such flow).**(On Selecting relevant Enquiry Vendor Name, Product Name and other details filled in Purchase Enquiry will get autopopulate in Supplier Quotation.)**
5. Enter other relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc.
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.**(If Required)**
7. Now Go to Child Tab, Product and their quantity mentioned in Selected Enquiry will appear. User have to mention quoted rate in Rate field.**(Value will get auto-calculated.)**
8. Click on Save.

Supplier Quotation from Procurement Planning window

Steps to create Supplier Quotation-

1. Go to Purchase
2. Go to Purchase Planning, and Click on Procurement Planning.
3. Now Procurement Planning Screen appear where user have to Select Product Type (Raw Material/Finished Goods etc.) and Click on Green Arrow.
4. Now Products will appear on Screen where there are multiple columns such as Product No., Description, UOM, Demand, No. of PEs etc.
5. Click on the Number corresponding to the relevant Product. Now Click on Value such as 1,2 etc in No of PEs column.
6. When you click on the Number then a Window will open showing the list of Vendors Purchase Enquiry was made to.
7. Now Click on the Quotation Icon on that Screen, new screen will open i.e Supplier Quotation
8. Now Enter the Rate and other relevant details such as payment and delivery terms and Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Purchase Enquiry

Purchase Enquiry is basically useful for the Business as they can make a purchase decision on performing analysis with Multiple Vendors.

Steps to create Purchase Enquiry-

1. Go to Purchase
2. Go to Purchases & Returns, and Click on Purchase Enquiry
3. Click on New
4. In Basic Tab, Enter Vendor Name in Vendor field.
5. Enter other relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc. **(Ref. No. and Ref. Date means the Ref. No. raised internally by the Team (if relevant). Purchase Indent No. can be auto-copied on tagging the same.)**
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.
7. Now Go to Child Tab, Product and Click on Add. A window open where all Raw Material, Trading and Packing Material type Products would appear to add. Select relevant Product(s) and click on Ok.
Now Enter product quantity in Doc Qty. **(In Product window user can search Product by Product No., Name, Description and Vendor Code. User can Select multiple Products at a time.)**
8. And Click on Save

Note:

1. Fields marked on Screen in **Red** are mandatory.

Supplier Advance

This Screen helps users view, edit, delete or create new Supplier Advance Vouchers.

Existing Supplier Advance Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Supplier Advance Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Supplier Advance Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to creat supplier advance vouchers-

1. Go to Finance Module.
2. In Payment Journals, Click on Supplier Advance and Click on New.
3. Now enter Supplier Name in Contact field or select from folder next to Contact.
4. Enter Date, MR No., URN No., Narration, TDS Section, TDS Amount, TDS on Amount, GST Tax and other relevant details. **(If user want to apply Reverse Charge then user have to tick Reverse Charge Button, and If user want to create RCM Invoice for the same User have to mention Invoice No. in RCM Invoice No. field.)**
5. In Child Tab, Now Go to Payment Details tab, Click on Add Credit and Select the relevant Cash or Bank Account to be Credited. **(If user choose Bank account and have to issue Cheque for this transaction then User have to enter Cheque No., Date, Payment Mode details. User can enter name they want to write on the Cheque in Drawn On field.)**
6. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

In Case of Advances to Suppliers of other branch

Steps:

1. From the paying branch, create Payment to Branch: Finance > Payment to branch (Delhi Store). Credit the bank account.
2. In the receiving branch create a Receipts from Branch: Finance > receipts from Branch. Debit a control account (new nominal account of type bank) since there is no actual flow of monies in the branch bank account.
3. From the receiving branch, create an Advance to Supplier: Finance > Advance to Supplier > Credit the control account used above.

Bill of Entry

Steps to create Bill of Entry-

1. Go to Purchase
2. Click on Bill of Entry
3. Now Select New Record Button
4. Go to Document Child Tab and click on Add. A window open where all Pending Bills Payable will appear. Select relevant Invoice and Click Ok.(On Tagging all relevant details get auto-copied from Bills Payable.)
- 5 Now Go to Product Child Tab, where all Products tagged in Bills Payable will appear. Enter relevant Tax details.
- 6 And Click on Save.

"Note: On Saving the Document - a Voucher will autogenerated. In Order to View the Voucher Click on Quick Link > Corresponding Voucher and Click on Report - Account Posting that Takes place is - Tax Account (IGST/CGST/SGST) A/C Dr ...

To Tax Account (IGST/CGST/SGST) A/c Cr.

- 7.Click on Report to check the Report.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Miscellaneous Payment

This Screen helps users view, edit, delete or create new Miscellaneous Payment Vouchers.

Existing Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Miscellaneous Payment Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Miscellaneous Payment Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Miscellaneous Payment Vouchers-

1. Go to Finance Module.
2. In Payment Journals, Click on Miscellaneous Payment and Click on New.
3. Now enter Nominal Account Name in Contact field or select from folder next to Contact.
4. Enter Voucher Date, MR No., Narration, GST Tax and other relevant details.(**If user want to apply Reverse Charge then user have to tick Reverse Charge Button, and If user want to create RCM Invoice for the same User have to mention Invoice No. in RCM Invoice No. field.**)
5. In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant account to be Debit and Credit.(**Note: User have to ensure that there one Bank/Cash Account has to be Debit.**)

6. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose related Voucher to be adjusted.(If the payment made is less than the Invoice value then User can amend the amount to be adjust in Amount Tab.
If user choose Bank account and have to issue Cheque for this transaction then User have to enter Cheque No., Date, Payment Mode details. User can enter name they want to write on the Cheque in Drawn On field.)
7. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Cash Bank Journal

Generally known as Contra Entry. Where Transactions like Bank to Cash, Bank to Bank and Cash to Bank entered. This Screen helps users View, Edit, Delete or Create new Cash Bank Journal Vouchers. These Cash Bank Journal Vouchers could be against any kind of Cash and Bank transaction such as Cash deposited to Bank or Cash withdraw from Bank.

The existing Cash Bank Journal Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Cash Bank Journal Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Cash Bank Journal Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance Module.	
2	In Other Journals, Click on Cash Bank Journal and Click on New	
3	Enter Voucher Date, MR No., Narration and other relevant details.	
4	In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant Bank/Cash account to be Debit and Credit.	If user Selects Bank account and have to issue Cheque for this transaction then User have to enter Cheque No, Date, Payment Mode details. User can enter name in Drawn On Field which they want to write on the Cheque.
5	And Click on Save.	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Party Journal

This Screen helps users view, edit, delete or create new Party Journal Vouchers.

Existing Party Journal Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.

- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Party Journal Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Party Journal Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to make a Party Journal-

1. Go to Finance Module.
2. In Other Journals, Click on Party Journal and Click on New
3. Now enter Contact Name in Contact field or select from folder next to Contact. **(Here User can Select Customer/Vendor from Masters.)**
4. Enter Voucher Date, MR No., Narration and other relevant details.
5. In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant account to be Debit and Credit.
6. In Invoice Adjustment Tab, Click on Add. A window appears where user can choose related Invoice to be adjusted. In Amount field user can enter amount to be adjusted.
7. In Dr Voucher Adjustment Tab, Click on Add. A window appears where user can choose Receipt Vouchers to be adjusted. In Amount field user can enter amount to be adjusted.
8. In Bill Adjustment Tab, Click on Add. A window appears where user can choose related Bills to be adjusted. In Amount field user can enter amount to be adjusted.
9. In Cr Voucher Adjustment Tab, Click on Add. A window appears where user can choose Payment Vouchers to be adjusted. In Amount field user can enter amount to be adjusted.
10. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Cheque Dishonour/Return

This Screen helps users enter Dishonour/Return Date for Cheques in System.

Existing Cheques can be **filtered** or **searched** by the following qualities:

- By selecting **Bank Account Name/Cheque No./Voucher Type**
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.

Generating a Report: User can generate summary reports for Payment To Supplier Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance Module.	
2	In Other Journals, Click on Cheque Dishonour/Return. Now Cheque Dishonour/Return Voucher Summary screen appears.	
3	Now user have to select Period from drop-down next to the Account button. After selecting Period user have to select relevant Bank Account from Account field. And click on Green Arrow button to Run.	
4	Now a list of all Uncleared Cheque (Clear Date not entered against Cheque in Bank Reconciliation) appears where user have to enter Date of Return/Dishonour in Dishonour Date field.	If user have an specific Cheque No., user can directly enter the number in Cheque No. field and click on Green Arrow to run. The selected Cheque No. will appear on Screen.
5	And Click on Save.	

	Note: When user enters Dishonour Date on Screen and Saves the Data, a Reverse Entry will booked in relevant accounts. (If the Entry is Receipt Related then Receipt Column will have tick Mark by default)	In case of Cheque Paid - Bank A/c Dr. Party A/c Cr. In Case of Cheque Receipt - Party A/c Dr. Bank A/c Cr.
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Note:

1. Only Un-reconciled Cheques will display on Cheque Dishonour/Return Screen.

Supplier Debit Note

This Screen helps users to View, Edit, Delete or Create new Supplier Debit Note Voucher. These Supplier Debit Note could be adjusted against any open Supplier Invoice, Miscellaneous Purchase etc.

Existing Supplier Debit Note Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Supplier Debit Note Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Supplier Debit Note by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Debit Note-

1. Go to Finance Module.
2. In Other Journals, Click on Debit Note and Click on New button.
3. Now enter Supplier Name in Contact Name field or select from folder next to Contact Name.
4. Enter Voucher Date, Ref No., Narration and other relevant details.
5. To apply GST on Transaction Click on Calculator Button Next to GST.
6. In Child Tab, Go to Detail Entry tab, Click on Add and Select the relevant Nominal Account to be Debited.
7. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose Receipt Vouchers to be adjusted. In Amount field user can enter amount to be adjusted.
8. In Adjustment Against Document Tab, Click on Add. A window appears where user can choose Vendor Invoice(s) to be adjusted. In Amount field user can enter amount to be adjusted.
9. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Miscellaneous Purchase

This Screen helps users to View, Edit, Delete or Create new Miscellaneous Purchase Document. These Miscellaneous Purchase Vouchers could be generated to book expenses which would affect ledgers.

Existing Miscellaneous Purchase Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.

- User can view all child channel's Miscellaneous Purchase Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Miscellaneous Purchase Voucher by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Misc. Purchase document -

1. Go to Finance Module.
2. In Other Journals, Click on Miscellaneous Purchase and Click on New.
3. Now enter Vendor Name in Vendor field or select from folder next to Contact Name.
4. Enter Ref. No., Open Date, Ref Date., Due Date, TDS Section, TDS Amount, TDS on Amount, Voucher Narration and other relevant details.
5. In Child Tab, Go to Accounts tab, Click on Add and Select the relevant Nominal Account to be Debited.
Then enter amount in Amount Tab. If Any Tax applicable then click on Folder next to Other Charge field and select relevant tax to apply for the selected account. **(User can use Cost Centre for the selected account also. To use Cost Centre click on Button next to Amount field.)**
6. In Other Charge Tab, Click on AddOthercharge to add any other charge for the document like Discount or any other charges.
7. In Files tab, Click on Add to add any Scan copy of document or any other relevant document to be save.
8. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Miscellaneous Sale

This Screen helps users to View, Edit, Delete or Create new Miscellaneous Sale Voucher. These Miscellaneous Sale Vouchers could be generated to charge expenses to Customer which would affect ledgers.

Existing Miscellaneous Sale Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Miscellaneous Sale Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Miscellaneous Sale Voucher by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to creat Misc. Sale -

1. Go to Finance Module.
2. In Other Journals, Click on Miscellaneous Sale and Click on New.
3. Now enter Customer Name in Customer field or select from folder next to Contact Name.
4. Enter Open Date, Due Date, Voucher Narration and other relevant details.
5. In Child Tab, Go to Accounts tab, Click on Add and Select the relevant Nominal Account to be Credited.
Then enter amount in Amount Tab. If Any Tax applicable then click on Folder next to Other

- Charge field and select relevant tax to apply for the selected account. **(User can use Cost Centre for the selected account also. To use Cost Centre click on Button next to Amount field.)**
6. In Other Charge Tab, Click on AddOthercharge to add any other charge for the document like Discount or any other charges.
 7. In Files tab, Click on Add to add any Scan copy of document or any other relevant document to be save.
 8. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Bank Reconciliation

This Screen helps users to reconcile Bank Cheques. All cheque will appear here user can reconcile them from this screen by verifying the bank statements.

Cheque can be **filtered** or **searched** by the following qualities:

- By selecting **Cheque No./Voucher Date/Voucher No./Bank Account Name/Currency/Amount**.
- Users can also view Cheques for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See only Uncleared Cheques then they can Tick mark on **All Uncleared Cheques** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Cheques appearing on screen by clicking the Report icon on the top left corner. This report could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to do Bank Reconciliation -

1. Go to Finance Module.
2. In Other Journals, Click on Bank Reconciliation.
Bank Reconciliation Summary screen would appears.
3. Now user have to select Period from drop-down next to the Account button. After selecting Period user have to select relevant Bank Account from Account field. And click on Green Arrow button to Run.
4. Now a list of all Cheque appears. Here user have to Tick mark on All Uncleared Cheque Button Next to Green Arrow, So the list would show only uncleared cheques.
Now user have to enter Clearing Date of Cheque in Clear Date field next to Cheque Date. **(If user have an specific Cheque No., user can directly enter the number in Cheque No. field and click on Green Arrow to run. The selected Cheque No. will appear on Screen.)**
5. And Click on Save.

Note: Bottom of the page shows Balance as per Our Book, which shows ledger balance of the selected Bank Account, Amount Not Reflected in Bank Statement shows Amount of Total uncleared Cheque and Balance as per Bank Statement shows Amount of reconciled Cheques i.e. Bank Balance after matching each entry of Bank Statement.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Write-Off

This Screen helps users to View, Edit, Delete or Create new Write-Off Vouchers. These Write-Off Vouchers could be adjusted against any open Supplier Invoice, Miscellaneous Purchase etc.

Existing Write-Off Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Write-Off Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Write-Off Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance Module.	
2	In Other Journals, Click on Write-Off. Write-Off Summary screen would appears.	
3	Now Click on New.	
4	In Basic Tab, Fill Date, MR No., URN No., Narration and other relevant details.	
5	In Child Tab, Bill Wise Adjustment, Click on Add. A window open where Unadjusted Invoices appear. User have to Select a Invoice and Click on Ok.	
6	Now Go to Receipt Details Tab and Click on Add Debit or Add Credit.	If Sale Invoice is Selected then User have to Select Add Credit and If Purchase Invoice is Selected then User have to Select Add Debit.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Misc Cash Expense

This Screen helps users to View, Edit, Delete or Create new Misc Cash Expense Vouchers. These Misc Cash Expense Vouchers could be created for Expenses paid in Cash.

Existing Misc Cash Expense Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can view all child channel's Misc Cash Expense Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Misc Cash Expense Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Misc Cash Expense Voucher:

1. Go to Finance Module.

2. In Miscellaneous, Click on Misc Cash Expense and Click on New
3. Now enter Vendor Name in Vendor field or select from folder next to Vendor Name..
4. Enter Ref. No., Open Date, Ref. Date, Due Date, Voucher Narration and other relevant details.
5. In Child Tab, Go to Accounts tab, Click on Add and Select the relevant Nominal Account to be Debited.
Then enter amount in Amount Tab. If Any Tax applicable then click on Folder next to Other Charge field and select relevant tax to apply for the selected account.(**User can use Cost Centre for the selected account also. To use Cost Centre click on Button next to Amount field.**)
6. In Other Charge Tab, Click on AddOthercharge to add any other charge for the document like Discount or any other charges.
7. Now Click on Add and Select Cash or Bank Account to credit.
8. In Files tab, Click on Add to add any Scan copy of document or any other relevant document to be save.
9. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Misc Cash Sale

This Screen helps users to View, Edit, Delete or Create new Misc Cash Sale Vouchers. These Misc Cash Sale Vouchers could be created for Sale made in Cash like Scrap Sold etc.

Existing Misc Cash Sale Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can view all child channel's Misc Cash Sale Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Misc Cash Sale Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance Module.	
2	In Miscellaneous, Click on Misc Cash Sale and Click on New	
3	Now enter Vendor Name in Customer field or select from folder next to Customer Name.	
4	Enter Ref. No., Open Date, Ref. Date, Due Date, Voucher Narration and other relevant details.	
5	In Child Tab, Go to Accounts tab, Click on Add and Select the relevant Nominal Account to be Credited. Then enter amount in Amount Tab. If Any Tax applicable then click on Folder next to Other Charge field and select relevant tax to apply for the selected account.	User can use Cost Centre for the selected account also. To use Cost Centre click on Button next to Amount field.
6	In Other Charge Tab, Click on AddOthercharge to add any other charge for the document like Discount or any other charges.	
7	Now Click on Add and Select Cash or Bank Account to Debit.	
8	In Files tab, Click on Add to add any Scan copy of document or any other relevant document to be save.	
9	And Click on Save.	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Advance Payment To Employee

This Screen helps users View, Edit, Delete or Create new Advance Payment To Employee Vouchers. These Advance Payment To Employee Vouchers could be against an open Approved Advance Application raised by user.

Existing Advance Payment To Employee Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Advance Payment To Employee Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Advance Payment To Employee Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance Module	
2	Under Employee Vouchers > Click on Advance Payment to Employee	
3	Select Contact and the corresponding details of the personnel appears	
4	The user needs to tag the document number from the advance approval page and the advance details will appear.	After the document has been saved to check the entries and the accounting effect the user can click on the report button in the top right hand side corner of the screen. Advance to work a/c gets debited and cash gets credited
5	now the user need to tag the payment ledger under the payments tab.	
6	Click on Save	
7	To Check the Financial impact of the same, click on Report or Corresponding Voucher Tab in Audit Link of the same page at the top right	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Advance Repayment From Employee

This Screen helps users View, Edit, Delete or Create new Advance Repayment From Employee Vouchers. These Advance Repayment From Employee Vouchers could be against an open Advance Paid to Employee or Approved Advance Application raised by user.

Existing Advance Repayment From Employee Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Advance Repayment From Employee Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Advance Repayment From Employee Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by

entering e-mail addresses separated by commas into the address bar provided.

Steps to do advance repayment -

- 1 Go to Finance Module of ERP.
- 2 Select the advance repayment from the employee under employee Vouchers Section. This Screen is used when company received the repayment of the advance amount from the employee
- 3 Click on the dropdown option beside the contact field where the employees against whom the advance has been booked appears.
- 4 The user needs to tag the advance voucher under the installment details tab and specify the installment amount or if the employee wants to pay the entire amount te user can enter the same. to find the accounting effect the user can click on the report option in the document screen where the accounting implication would be cash/bank a/c Dr to Staff Advance.
- 5 Click on Save

Note:

1. Fields marked on Screen in **Red** are mandatory.

Receipts From Branch

This Screen helps users View, Edit, Delete or Create new Receipts from Branch Vouchers.

Existing Receipts from Branch Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Receipts from Branch Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Receipts from Branch Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Receipts from Branch:

1. Go to Finance Module.
2. Click on Payment To Branch menu and Click on New button.
3. Now enter Branch Name in Channel Name field or select from folder next to Channel Name.
4. Enter Voucher Date, MR No., Narration and other relevant details.
5. In Child Tab, Go to Detail Entry tab, Click on Add and Select the relevant Cash and Bank Account to Credit, enter Amount.(If **Bank Account Selected user have to enter Cheque No., Cheque Date, Drawn On and other relevant details.**)
6. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

Payment To Branch

This Screen helps users View, Edit, Delete or Create new Payment to Branch Vouchers.

Existing Payment to Branch Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Payment to Branch Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Payment to Branch Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance Module.	
2	In Inter Branch Vouchers, Click on Payment To Branch and Click on New	
3	Now enter Branch Name in Channel Name field or select from folder next to Channel Name.	
4	Enter Voucher Date, MR No., Narration and other relevant details.	
5	In Child Tab, Go to Detail Entry tab, Click on Add and Select the relevant Cash and Bank Account to Credit, enter Amount.	If Bank Account Selected user have to enter Cheque No., Cheque Date, Drawn On and other relevant details.
6	And Click on Save.	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Forward Sell

This Screen helps users View, Edit, Delete or Create new Forward Sell Vouchers.

Existing Forward Sell Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Forward Sell Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Forward Sell Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance	
2	In Export Activity, Click on Forward Sell	
3	Now Select New	
4	In Basic Tab, Select the Customer with whom forward sell has taken place i.e In Contact Field. Now, Fill in all the relevant data as mentioned in the forward Contract i.e Due date of	

	Contract, Currency and Exchange Rate which is fixed, From Date i.e such Contract is valid from which date. Also Enter MR No, URN No. Amount represents sum amount of invoices upto which the Currency Rate is Valid.	
5	Go to Proforma Invoice Tab, Click on Add and select relevant Export Invoice and Click on Ok. On clicking ok, bill amount will get auto copied on amount Field. Adjusted Against Tab will show the Voucher against which such entry has been adjusted against.	Note :- 1. User can also Part Adjust a particular Invoice. In Order to do the same - user needs to edit the value and enter the value which is required to be adjusted against the same. 2. For showing Bill of Exchange Document in Adjusted against, User needs to tag Forward Sell Document in the Forward Sell Tab in Bill of Exchange.
6	Now Click on Save	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Forward Purchase

This Screen helps users View, Edit, Delete or Create new Forward Purchase Vouchers.

Existing Forward Purchase Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's Forward Purchase Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Forward Purchase Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Note:

1. Fields marked on Screen in **Red** are mandatory.

PCFC

This Screen helps users View, Edit, Delete or Create new PCFC Vouchers.

Existing PCFC Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's PCFC Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for PCFC Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps	Description	Remarks
1	Go to Finance	
2	In Export Activity, Click on FIRC	
3	Now Select New	
4	In Basic Tab, Select the Customer who has remitted the Amount i.e In Contact Field. Now, Fill in all the relevant data as mentioned in the Foreign Remittance i.e Date of Remittance, Currency and Exchange Rate which is fixed. Also Enter MR No, URN No. Realisation Rate is the rate at which the amount has been realised.	Note - Realisation Rate is used by Users when they record entry in INR.
5	Go to Child Section, Export Invoice - Click on Add and select Relevant Export Invoices and click on Ok. Details such as Invoice No, Date, Channel at which it was created, Bill Amount(in currency of Document Created), Currency Column i.e Exchange Rate*Bill Amount = Value in INR, Adjusted, Balance and Amount (Amount field is editable - incase for Partial Adjustment against a particular Document).	
6	Go to FIRC Tab, Create an Accounting Entry i.e Bank A/c Dr... To Sundry Debtor A/c Cr. Bank Charges if relevant to be also added in FIRC Tab - Against Bank Ac provision has been given to enter the cheque No, Date, Payment Mode, Drawn On - Kindly fill in with accurate details.	Note - 1. Sundry Creditor is already selected in Contact name and accounting entry shall automatically take place. Hence, need not to click on Add Credit. 2. Charges to be entered in FIRC Tab only if Bank and (Bank/Interest) Charges Currency are same
7	Go to Bill of Exchange Tab, Click on Add and Select Relevant Bill of Exchange against which FIRC is created. Cost Centre to be tagged if relevant by clicking on Add icon and selecting relevant cost centre account.	Note - 1. This is only relevant if Negotiation takes place.
8	Go to PCFC Tab, Click on Add and Select Relevant PCFC voucher which FIRC is created. Files Tab user can use the same to attach the scanned Copy of the Actual Files Received. Now Click on Save	Note - 1. This is only relevant if the amount has to be adjusted with packing Credit.

Note:

1. Fields marked on Screen in **Red** are mandatory.

FIRC

This Screen helps users View, Edit, Delete or Create new FIRC Vouchers.

Existing FIRC Vouchers can be **filtered** or **searched** by the following qualities:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- If user wants to See Narration of Vouchers created then they can Tick mark on **Narration** and click on Green Arrow Button to Run the Search.
- User can view all child channel's FIRC Vouchers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for FIRC Vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance	
2	In Export Activity, Click on PCFC	
3	Now Select New	
4	In Basic Tab, Voucher No shall be autogenerated, Voucher Date would be the date on which such Accounting needs to be passed in ERP. Contact (Select Contact Name from the Folder given - Contact can be Bank from which you are Debiting), MR No, Currency - Select Currency and exchange Rate. Enter the Required Narration.	MR - Money Receipt No

5	Now go to Detail Entry Tab, Pass Accounting Entry (Bank A/c Dr... To Packing A/c Cr). Against Bank Ac provision has been given to enter the cheque No, Date, Payment Mode, Drawn On - Kindly fill in with accurate details.	Note - In Debit Only Bank Name will appear
6	In Charges Tab, Company Needs to pay Bank charges or Interest Charges against such packing Credit, which needs to be recorded. User can Make entry of such charges from Other charge Tab i.e Bank Charges/Interest Charges Ac Dr To Bank Ac Cr. Adjusted Against Tab will show the Voucher against which such entry has been adjusted against.	Note:- 1. Charges to be entered in Charges Tab only if PCFC and Charges Currency are same. 2. For showing Bill of Exchange Document in Adjusted against, User needs to tag PCFC Document in the PCFC Tab in Bill of Exchange.
7	Now Click on Save	

Note:

1. Fields marked on Screen in **Red** are mandatory.

GIN Production

Document used to record receive in-house semi finished process output.

Entry Steps-

- 1 Go to Inventory Module
- 2 Go to Goods Inward, and Click on GIN LRN.
- 3 Click on New
- 4 Now Go to Document Child Tab and Click on Add. A window open where all unadjusted DN MRS Documents would appear to add. Select relevant Document(s) and click on Ok. **(On Selecting relevant DN MRS Document(s) Product Name and other details filled in DN MRS Document will get auto populate on GIN LRN Screen.)**
- 5 User have to Select those product which are not relevant and remove them. Now User have to enter the receipt quantity in Doc Qty field.
- 6 Now Click on Save.

Ledger

This Screen helps users View Ledger wise Balance. User can view Ledger's Transaction by click on a particular Ledger Name.

Ledger Summary can be **filtered** or **searched** by the following qualities:

- Users can also view Ledgers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can view all child channel's Ledgers at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.
- If user wants to See Opening Balance and Credit and Debit Transactions of Ledgers then they can Tick mark on **Opening Balance/Credit Transaction/Debit Transaction** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate summary reports for Ledgers by clicking the Report icon on the top left corner. Data which is appearing on Screen will show in report. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to check Ledger-

1. Go to Finance Module.
- 2.
3. In Drill Down Views, Click On Ledger.
4. Now User can Select Period by From Date and To Date or Drop Down button next to Date field.
5. User can Tick Mark on Opening Balance, Dr. Transaction, Cr. Transaction and Consolidated Button and Click on Green Arrow Button. By Tick mark them user can view Report as per their need. **(By Clicking on Opening Balance, Dr. Transaction and Cr. Transaction Data will appear on report with segregation of Debit, Credit and Opening field.)**
6. User Can Find Ledger directly by Account Code, Account Name and Group Name. **(If user want to view only a specific group then user have to mention group name in Group Name field and if User want to search it by Parent Group then user have to enter Parent Group Name in Group Name Field. User can Also find account by their Account Code)**
7. On Clicking Down side Arrow Button in Top Right Corner More options appear like - With Transaction and Suppress with Zero Bal. **(If User tick Mark With Transaction Button then Only Account Ledgers which have transactions in selected period will be appear on Report and if User Tick mark Suppress With Zero Balance then Account Ledgers with Zero balance will get hide.)**

Note: Data appear on screen could be Download or Print by clicking on Report Button on Top Right Corner.

Note: As user run the search by clicking Green Arrow Button Selected account will appear on Screen. User have to click on Account Name to see Transaction Detail of Selected Account. A new window will appear.

In new window, User can change report appearance by selecting given options like - Narrations, In Actual Currency, Unapproved and Details. **(If User tick Mark on Narration then Narration for each transaction will appear on Screen. Same if user tick mark on In Actual Currency then transaction will appear in their actual currency and if Unapproved and Details button ticked then unapprove documents and transaction will appear in detailed format.)**

If User need to sort report then user can select more search options by clicking on Down Side Arrow Button.

On Clicking Down Side Arrow Button Voucher, Contact, Cheque No., Ledger and Voucher Type Button Appears. **(If User have Voucher No. then he can search by mention the Voucher No. in Voucher field. Same if user have Contact Name, Cheque No or Ledger Name then he can mention them in relevant fields.**

If user want to see report voucher type wise then he can select voucher type from Voucher Type Button.)

Cash Book

This Screen helps users View Cash Account Balance. User can view Cash Account's Sub Ledgers and their Transactions also by click on a particular Account Name.

Cash Book Summary can be **filtered** or **searched** by the following qualities:

- Users can also view Cash Book Summary and Transactions for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can view all child channel's Cash Book Summary at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.
- User can view Ledger wise Cash Book Summary by tick marking on **Ledger - Wise** and click on Green Arrow Button to Run the Search.
- User can view Cash Book Group's Sub Ledgers on screen by tick marking on **Detailed** and click on Green Arrow Button to Run the Search.
- If user wants to See Opening Balance and Credit and Debit Transactions of Ledgers then they can Tick mark on **Show Opening Balance/Show Credit Transaction/Show Debit Transaction** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate reports for Cash Book or its Ledgers by clicking the Report icon on the top left corner. Data which is appearing on Screen will show in report. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to check Cash book-

1. Go to Finance Module.
2. In Drill Down Views, Click On Cash Book.
3. Now User can Select Period by From Date and To Date or Drop Down button next to Date field.
4. User can Configure search results by applying filters. To apply filter user have to tick mark on Buttons like Detailed, Consolidated, Ledger-wise, Show Opening Balance, Show Debit Transactions and Show Credit Transactions.
And Click on Green Arrow Button to Run. **(On Selecting Filters Cash Book Summary Screen will appear in Opening, Credit, Debit and Closing Balances fields.**
On Selecting Ledger-wise, screen will show Ledger wise Transactions and on Selecting Group-wise, Group-wise Transactions will appear on screen.)

Bank Book

This Screen helps users View Bank Account Group Balance. User can view Bank Accounts Sub Ledgers and their Transactions also by click on a particular Account Name.

Bank Book Summary can be **filtered** or **searched** by the following qualities:

- Users can also view Bank Book Summary and Transactions for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can view all child channel's Bank Book Summary at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.

- User can view Ledger wise Bank Book Summary by tick marking on **Ledger - Wise** and click on Green Arrow Button to Run the Search.
- User can view Bank Book Group's Sub Ledgers on screen by tick marking on **Detailed** and click on Green Arrow Button to Run the Search.
- If user wants to See Opening Balance and Credit and Debit Transactions of Ledgers then they can Tick mark on **Show Opening Balance/Show Credit Transaction/Show Debit Transaction** and click on Green Arrow Button to Run the Search.

Generating a Report: User can generate reports for Bank Book or its Ledgers by clicking the Report icon on the top left corner. Data which is appearing on Screen will show in report. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to check Bank Book-

1. Go to Finance Module.
2. In Drill Down Views, Click On Bank Book.
3. Now User can Select Period by From Date and To Date or Drop Down button next to Date field.
4. User can Configure search results by applying filters. To apply filter user have to tick mark on Buttons like Detailed, Consolidated, Ledger-wise, Show Opening Balance, Show Debit Transactions and Show Credit Transactions.
And Click on Green Arrow Button to Run.(On Selecting Filters Bank Book Summary Screen will appear in Opening, Credit, Debit and Closing Balances fields.
On Selecting Ledger-wise, screen will show Ledger wise Transactions and on Selecting Group-wise, Group-wise Transactions will appear on screen.)

Cost Centre

This screen helps users view the cost center summary. The user can view the cost center's ledgers and their transactions by clicking on a particular cost center name.

Cost Center Summary can be **filtered** or **searched** by the following qualities:

- Users can also view Cost Center Summary and Transactions for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the drop-down available.
- The user can view all child channel's cost center summaries on a screen by ticking **Consolidated** and clicking on the green arrow button to run the search.
- The user can view the ledger-wise cost center summary by ticking **Ledger - View** and clicking on the green arrow button to run the search.
- The user can view Cost Center Group's sub-ledgers on screen by ticking **Detailed** and clicking on the Green Arrow Button to run the search.

Generating a Report: The user can generate reports for Cost Center or its ledgers by clicking the Report icon on the top left corner. Data that is appearing on screen will show up in the report. These reports could be saved and printed in PDF, Excel, or Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to check Cost Center:

1. Go to Finance Module.
2. In Drill Down Views, Click On Cost Centre.
3. Now Cost Centre Summary Screen opens where All Cost Centres and their Current and Previous Period's Balances will appear.
4. If User wants to View Ledger wise Balance of Cost Centre then they have to tick mark on Detailed Button.
On Clicking Ledger View screen results will appear Ledger wise where all cost centre used for a ledger.
On Clicking Consolidated Cost Centre for whole Parent Channel Tree will appear.
5. Click on Green Arrow Button to Run the Search.

Trial Balance

This Screen helps users View Trial Balance. User can also view Sub-Groups/Ledger Balance by click on a particular Account Group Name.

Account Group Summary can be **filtered** or **searched** by the following qualities:

- Users can also view Trial Balance for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can view all child channel's Trial Balance at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.
- User can view Account Code wise Trial Balance on screen by tick marking on **AccountCode-Wise** or if user want to view Ledger wise Trial Balance on Screen then user have to tick mark on **Ledger-Wise** and click on Green Arrow Button to Run the Search.
- If user wants to See Opening Balance and Credit and Debit Transactions of Groups then they can Tick mark on **Opening Balance/Credit Transaction/Debit Transaction** and click on Green Arrow Button to Run the Search.
- If user wants to view Manual Inventory Effect on Account Groups then they can Tick mark on **Manual Inventory** and click on Green Arrow Button to Run the Search. (Note - Manual Inventory shall only affect to Inventory Ledgers and only if the value is passed manually for such accounts)

Generating a Report: User can generate summary reports for Trial Balance by clicking the Report icon on the top left corner. Data which is appearing on Screen will show in report. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to check Trial Balance-

1. Go to Finance Module.
2. In Drill Down Views, Click On Trial Balance.
3. Now Trial Balance Summary Screen opens where user have to Select period for which they want to see Trial Balance.(**To Select Period user have to enter Date range in From Date and To Date field or Select from Drop-down list next to Dates column.**)
4. If user needs to view the sub-groups or the Ledgers associated with a particular head then User needs to Tick mark on Detailed Trial Balance at a screen. And if it is showing in details but they want to see the heads only then they need to Tick Mark on Condensed.
5. If Organisation have multiple Child Channels then User can view all child Channel's Trial Balance at a screen by Tick mark on Consolidated.
6. On Tick Ledger-wise Screen will appear Ledger-wise details of Trial Balance, on Clicking Group-wise it will provide all the data groupwise.
7. User can Tick Mark on Opening Balance, Debit Transaction, Credit Transaction and Click on Green Arrow Button.(**By Clicking on Opening Balance, Dr. Transaction and Cr. Transaction Data will appear on report with segregation of Debit, Credit and Opening field.**)
8. On Clicking Suppress With Zero Bal the ledgers which don't have any closing balance will not appear on screen.
9. On Clicking Manual Inventory Trial Balance screen will show Inventory values as user Entered value in Stock Valuation. (Opening Value would be the Value entered in Stock Valuation i.e previous month of the Date Range Selected in Trial Balance)

Note: As user run the search by clicking Green Arrow Button. User have to click on Ledger or Group Name to see Transaction Detail of Selected Ledger or Group. If user Clicks on a Particular Ledger then new Window gets opened in another Tab. (Kindly Ensure that Pop-Up is not blocked)
A new window will appear with Details of Selection run.

Note: Data appearing on screen could be Downloaded or Printed by clicking on Report Button on Top Right Corner.

Trading and P/L

This Screen helps users View Trading and P/L. User can also view Sub-Groups/Ledger Balance by click on a particular Account Group Name.

Trading and P/L Summary can be **filtered** or **searched** by the following qualities:

- Users can also view Trading and P/L for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can view all child channel's Trading and P/L at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.
- User can view Ledger wise Trading and P/L on Screen by tick marking on **Detailed** and click on Green Arrow Button to Run the Search.
- If user wants to view Manual Inventory Effect on Account Groups then they can Tick mark on **Manual Inventory** and click on Green Arrow Button to Run the Search. (Note - Manual Inventory shall only affect to Inventory Ledgers and only if the value is passed manually for such accounts)

Generating a Report: User can generate summary reports for Trial Balance by clicking the Report icon on the top left corner. Data which is appearing on Screen will show in report. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to check Trading and P/L

1. Go to Finance Module.
2. In Drill Down Views, Click On Trading and P/L.
3. Now Trading and P/L Summary Screen opens where user have to Select period for which they want to see Trading and P/L. **(To Select Period user have to enter Date range in From Date and To Date field or Select from Drop-down list next to Dates column.)**
4. If user needs to view the sub-groups or the Ledgers associated with a particular head then User needs to Tick mark on Detailed button. And if it is showing in details but they want to see the heads only then they need to Tick Mark on Condensed.
5. If Organisation have multiple Child Channels then User can view all child Channel's Trading and P/L at a screen by Tick mark on Consolidated.
6. On Clicking Manual Inventory Trading and P/L screen will show Inventory values as user Entered value in Stock Valuation.
7. Now User have to run the Search by Clicking on Green Arrow Button.

*Note: As user run the search by clicking Green Arrow Button. User have to click on Account Heads to see Transaction Detail of Selected. If user Clicks on a Particular head then new Window gets opened in another Tab. (Kindly Ensure that Pop-Up is not blocked)
A new window will appear with Details of Selection run.*

Note: Data appearing on screen could be Downloaded or Printed by clicking on Report Button on Top Right Corner.

Balance Sheet

This screen helps users view the balance sheet. The user can also view sub-groups or ledger balances by clicking on a particular account group name.

Balance Sheet Summary can be **filtered** or **searched** by the following qualities:

- Users can also view the balance sheet for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the drop-down menu.
- The user can view all child channel's balance sheets on a screen by ticking **Consolidated** and clicking on the green arrow button to run the search.
- The user can view the ledger-wise balance sheet on screen by ticking **Detailed** and clicking on the Green Arrow Button to run the search.
- If the user wants to view the manual inventory effect on account groups, they can tick the mark on **manual inventory** and click on the green arrow button to run the search. (Note: Manual Inventory shall only affect inventory ledgers if the value is passed manually for such accounts.)

Generating a Report: The user can generate summary reports for the balance sheet by clicking the Report icon on the top left corner. Data that is appearing on screen will show up in the report. These reports could be saved and printed in PDF, Excel, or Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided. If the user wants to print the vertical balance sheet, click on the Report button next to Manual Inventory.

Steps to check Balance Sheet:

1. Go to the Finance Module.
2. In drill-down views, click on the balance sheet.
3. Balance Sheet Summary The screen opens where the user has to select the period for which they want to see the balance sheet. **(To Select a period, the user have to enter Date range in From Date and To Date field or Select from Drop-down list next to Dates column.)**
4. If the user needs to view the sub-groups or the ledgers associated with a particular head, then they need to tick the mark on the detailed button. And if it is showing in details but they want to see the heads only, then they need to tick Mark on Condensed.
5. If the organization has multiple child channels, then the user can view all child Channel's balance sheets on a screen by clicking on Consolidated.

6. On clicking Manual Inventory Balance Sheet, the screen will show inventory values as user-entered values in stock valuation.
7. Now the user has to run the search by clicking on the green arrow button.

Note: Data appearing on screen could be downloaded or printed by clicking on the Report button in the top right corner.

List of Important Reports to Refer Along with Balance Sheet for Data Verification: Home > Reports > Dynamic Reports.

1. Supplier Invoice without GIN
2. GIN without Invoice
3. Delivery Note vs. Invoice
4. DN not tagged with Export Invoice
5. DN, where LR date is Blank
6. Expenses through Journal
7. Supplier vs GRN Mismatch report
8. GRN Invoice Qty Comparison
9. Negative Stock
10. Invoice Without BillLading
11. Invoice not tagged with DN
12. Invoice without DN
13. Pending Incentive
14. Issue Vs Receipt Mismatch Report
15. Stock Revaluation Detail
16. Supplier Invoiced Rate Vs GRN Rate
17. Export Invoice with BL but No Account Trans
18. Pending Delivery Note

Goods on Dock

This Entry Screen helps users to View, Edit, Delete or Create new Goods on Dock Documents. These Goods on Dock Documents could be against an open Purchase Order or Without a Purchase Order.

Existing Goods on Dock Documents can be **filtered** or **searched** by the following qualities:

- By entering **No./Open Date/Name/Due Date/Assigned To/Status/Ref. No.** from columns provided.
- Users can also view Documents for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Generating a Report: User can generate summary reports for Goods on Dock Documents by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Inventory	
2	Go to Goods Inward, and Click on Goods on Dock.	
3	Click on New	
4	Now Go to Document Child Tab and Click on Add. A window open where all pending Purchase Orders would appear to add. Select relevant Purchase Order(s) and click on Ok.	On Selecting relevant Purchase Order Vendor Name, Product Name and other details filled in Purchase Order will get auto populate on Goods on Dock Screen.
5	Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc.	

6	Click on More, relevant details like Payment Terms, Delivery Terms, Footer Note etc. will auto-populate if entered in Purchase Order.	
7	Now Go to Product Child Tab, Products and their quantity mentioned in Selected Purchase Order will appear. User have to recheck the Quantity if receipt less than order quantity then user have to amend it.	
8	Files Tab is used to attach the the Document in ERP Works Tab shows the Document created in Linkage of Goods on Dock such as Goods Receipt Note, Supplier Invoice, Return To Supplier. Document Tag > User needs to Click on Add > Pop-up window opens up where list of Document appears, user can tag the relevant one.	If User wants to see how to attach the document on Files Tab then user can search as How to Upload document in Files Tab?
9	And Click on Save	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Return From Customer

This Entry Screen helps users to View, Edit, Delete or Create new Return From Customer Documents. These Return From Customer Documents could be against a Delivery Note or Sale Invoice.

Existing Return From Customer Documents can be **filtered** or **searched** by the following qualities:

- By entering **No./Open Date/Name/Due Date/Assigned To/Status/Ref. No.** from columns provided.
- Users can also view Documents for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Generating a Report: User can generate summary reports for Return From Customer Documents by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Return From Customer-

1. Go to Inventory Module.
2. Go to Goods Inward, and Click on Return From Customer.
3. Click on New.
4. Now Go to Document Child Tab and Click on Add. A window open where all Delivery Note Documents would appear to add. Select relevant Delivery Note(s) and click on Ok. **(On Selecting relevant Delivery Note(s) Customer Name, Product Name and other details filled in Delivery Note will get auto populate on Return From Customer Screen.)**
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc.
6. Now Go to Product Child Tab, Products and their quantity mentioned in Selected Delivery Note will appear. User have to recheck the Quantity receipt back from Customer then user have to enter it in Doc Qty field.
7. Files Tab is used to attach the the Document in ERP Works Tab shows the Document created in Linkage of Goods Receipt Note such as Supplier Invoice, Return To Supplier.
Packaging > User can define one or more Packaging item for the products selected and after clicking Add, user can select packaging items. The packaging quantity may be predefined in product master or the quantity has to be entered manually. **(If User wants to see how to attach the document on Files Tab then user can search as How to Upload document in Files Tab)**
8. And Click on Save.

Note:

1. Fields marked on Screen in **Red** are mandatory.

GIN Jobwork

This Entry Screen helps users to View, Edit, Delete or Create new GIN Jobwork Documents.

Existing GIN Jobwork Documents can be **filtered** or **searched** by the following qualities:

- By entering **No./Open Date/Name/Due Date/Assigned To/Status/Ref. No.** from columns provided.
- Users can also view Documents for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Generating a Report: User can generate summary reports for GIN Jobwork Documents by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Inventory	
2	Go to Goods Inward, and Click on GIN Job Work.	
3	Click on New	
4	In Basic Tab, Enter Customer Name, Open Date, Ref. No., Ref. Date., Due Date, Priority and other relevant Details. Now click on More and enter relevant details if needed.	
5	Go to Product Child Tab, Click on Add. A window open where all Products appear. User have to Select relevant Product(s) and click Ok.	
6	Now Enter receipt Quantity in Doc Qty column.	
7	Works Tab shows the Document created in Linkage of Goods Receipt Note such as Supplier Invoice, Return To Supplier.	
8	Now Click on Save.	

Note:

1. Fields marked on Screen in **Red** are mandatory.

Trading and P/L

This Screen helps users View Trading and P/L. User can also view Sub-Groups/Ledger Balance by click on a particular Account Group Name.

Trading and P/L Summary can be **filtered** or **searched** by the following qualities:

- Users can also view Trading and P/L for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the Drop Down available.
- User can view all child channel's Trading and P/L at a screen by tick marking on **Consolidated** and click on Green Arrow Button to Run the Search.
- User can view Ledger wise Trading and P/L on Screen by tick marking on **Detailed** and click on Green Arrow Button to Run the Search.
- If user wants to view Manual Inventory Effect on Account Groups then they can Tick mark on **Manual Inventory** and click on Green Arrow Button to Run the Search. (Note - Manual Inventory shall only affect to Inventory Ledgers and only if the value is passed manually for such accounts)

Generating a Report: User can generate summary reports for Trial Balance by clicking the Report icon on the top left corner. Data which is appearing on Screen will show in report. These reports could be saved and printed in PDF/ Excel / Word format and can also be

emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Entry Steps		
Steps	Description	Remarks
1	Go to Finance Module	
2	In Drill Down Views, Click On Trading and P/L.	
3	Now Trading and P/L Summary Screen opens where user have to Select period for which they want to see Trading and P/L.	To Select Period user have to enter Date range in From Date and To Date field or Select from Drop-down list next to Dates column.
4	If user needs to view the sub-groups or the Ledgers associated with a particular head then User needs to Tick mark on Detailed button. And if it is showing in details but they want to see the heads only then they need to Tick Mark on Condensed.	
5	If Organisation have multiple Child Channels then User can view all child Channel's Trading and P/L at a screen by Tick mark on Consolidated.	
6	On Clicking Manual Inventory Trading and P/L screen will show Inventory values as user Entered value in Stock Valuation.	
7	Now User have to run the Search by Clicking on Green Arrow Button.	
	Note: As user run the search by clicking Green Arrow Button. User have to click on Account Heads to see Transaction Detail of Selected. If user Clicks on a Particular head then new Window gets opened in another Tab. (Kindly Ensure that Pop-Up is not blocked) A new window will appear with Details of Selection run.	Note: Data appearing on screen could be Downloaded or Printed by clicking on Report Button on Top Right Corner.

Tax Return

This screen helps users view, edit, delete, or create new tax return (payment) vouchers.

Existing tax return vouchers can be **filtered** or **searched** for the following:

- By selecting **Voucher No./Voucher Date/Contact/Account Name/Currency**.
- Users can also view vouchers for a certain period of time by selecting a time period from the date selection available labelled **From** and **To** or in the drop-down menu available.
- If the user wants to see the narration of vouchers created, then they can tick the mark on **narration** and click on the green arrow button to run the search.
- The user can view all child channel's tax return vouchers on a screen by ticking **Consolidated** and clicking on the Arrow Button to run the search.

Generating a Report: The user can generate summary reports for tax return vouchers by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF, Excel, or Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to do Tax return entries:

1. Go to the Finance Module.
2. Click the Tax Return menu and click the New button.
3. Add the contact name to the contact folder.(User can also add Narration in the narration field.)
4. In the Child Tab, go to the Detail Entry tab, click on Add Dr. and Add Cr., and select the relevant account to be debited and credited.
5. In Document link tab , User can add the relevant document
6. In Challan Details tab, User can record information like serial number, Bank, Branch,BSR code,type, Challan number, date, etc.
7. In the file tab, the user can tag related documents.
8. And click on Save.

. How do I generate GST return files and upload them in the GST Offline Tool?

1. Download the GSTR files from the ERP > Finance > Tax Returns section.
2. All different sections will be automatically downloaded in spreadsheet format.

3. Check and save this file in comma-separated CSV format.
4. Now open the GST Offline Tool and login with your GST number.
5. Go to the Import Files link and upload the CSV file.

Export Invoice GST

After the generation of an export invoice, the user shall generate an export invoice with GST, i.e., a custom invoice. Consecutively, if the user tags the Export Invoice to the tab provided by clicking on the **Add+** button and selecting the respective Export Invoice, all relevant data will be automatically visible in the respective fields.

Steps to create Export Invoice GST-

1. Go to the export module.(**Export invoice gst is also called pre-shipment invoice or tax-invoice.**)
 2. In Export Invoice, click on the Export Invoice GST menu.(**Users create this document primarily for customs submission.**)
 3. Now select the New button.(If **the users does not have LUT bond,then the gst which can be charged is IGST.**)
 4. After creating an export invoice, the user can create an export invoice GST. (**We can create this document by tagging Export invoice.**)
 5. The user can also create an export invoice GST after the delivery note.(The **primary need to create this document is to generate Export invoice INR report that declares taxable value and how much tax is to be taken.**)
 6. The user has to tag any of the two document 1. delivery note; 2. export invoice.(**If a person or user does not want to pay tax, then the users should have a LUT bond (this is a bond which declares that the company or user is exporting so the product which the company is exporting shall be tax-exempt).**)
 7. After tagging, the maximum amount of data is automatically fetched from the tagged document.
 8. Now the user can select the type of bond, DTA, or CT3 (like LUT bond, e.t.c.).
 9. Now save the document and move on to the next step of the flow.
- Note:**

1. Fields marked on the screen in **red** are mandatory.

If the user wishes to enter every individual field, then for that, the following details related to the field are explained below:

- Packing List:

A **packing list** is a document that includes details about the contents of a package. The **packing list** is intended to let transport agencies, government authorities, and customers know the contents of the package. These details help each of these parties handle the package accordingly.

After adding the product, the user can specify more than one packing list detail for a particular product, as there is a visible icon shown beside every product line.

Production Advice

This Entry Screen helps users View, Edit, Delete or Create new Production Advice (PA). These PA could be against an open Orders (Domestic Sales/ Export) or directly without a Order. System allows users to create, edit or delete PA from this section. User can observe **Top 20 Pending Documents** from quick access Drop Downs available for easy reference.

The existing Production Advice can be **filtered** or **searched** by the following qualities:

- By selecting **Open Date/ Start Date/ Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- Users can also view PA placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view PA of a certain **Financial Year/Month/Week/1st Quarter/2nd Quarter etc** in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by the parameters given in the Search Box.

Refresh Button: All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Production Advice.

Selecting a Production Advice: To view or edit an existing PA, user can click on the Production Advice No. link to open the PA in a new pop-up window. Ensure that browser does not have pop up blocker enabled.

Other Options: Beside every individual PA, there are icons present which show details, related transactions and documents.

Generating a Report: User can generate summary reports for PAs by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps	Description	Remarks
1	Go to Production.	
2	Go to Production Advice and Click on New.	
3	Now Go to Document Child Tab and Click on Add. A window will open where all pending Sale/Export Order(s) and Credit Note(s) would appear to add. Select relevant Document(s) and click on Ok.	
4	In Basic Tab, Document No. & Date would be Auto-copied in Ref. No. & Ref. Date field. User have to enter Open Date, Start Date, Due Date, Close Date and other relevant details.	Start Date is expected date to start Production, Close Date is expected Date to end Production and Due Date is the maximum allowed date to produce goods.
5	Click on More, Fill relevant details like Desc./Follow-Up Notes, Notifications, Note etc.	
6	In Advance Tab, User can see field like Priority, Consign Mode, Expo Type/Inco Term (relevant for Export). UDF Tab can be used by the User as per their business relevance.	Buyer Details Tab is also available next to Advance Tab and it provide fields such as Consignee Name & Address, Notify Name & Address and Buyer Address. (This would be only relevant if it needs to be shown to the Production Team)
7	Now Go to Product Child Tab, Products and their quantity mentioned in Selected Sale Order will appear. User have to recheck the Quantity and Select relevant Work Process for product.	
8	Now Go to RawMaterial Tab and Click on Add. User have to Choose relevant Products and click on Ok	Note :- All Raw Material Type products will appear.
9	For Raw Materials User have to enter Required Quantity for 1 FG Product Only(as per its UOM) in Qty/Unit Column & UOM will appear automatically as per the UOM mentioned in the Product master for that product and Select relevant Process to work upon from the Dropdown list available for Selected Work Process for FG. Alternate Material Name can be selected by the user from the Folder. (Alternate Material Name is used when user wants to use another product if the selected Product is not available in stock)	If Raw Materials are in Bulk, then user can upload it via Template available on Right Side Corner in RawMaterial Tab. Note - On saving the document, System will auto-calculate the Value in Raw Material Qty Column, needed for production based on the Qty/Unit of the RM Product and the FG Product mentioned in Product Tab. If user has defined Raw Material Qty in Process master Only i.e in Material Input tab then the value shall auto-appear on clicking on Reset Icon Next to Remove.
10	Column 1,Column 2 and Column 3 are the User Defined Columns as used by users as per their business relevance. Comments Column can be used to mention any instruction or remarks relevant to the Product. Expression Column is Relevant to the formulae based business where calculations appear automatically against the Products.	Note :- Expressions can be also mentioned in the Process master and it shall auto-appear in Production Advice in Raw Material Tab by Clicking on reset next to Remove Icon.
11	In Raw Material Tab, If the Products which are appearing has sub- Raw Material in their Product Master i.e Accessories Tab then User can auto-Generate Job Card i.e Job Card Process/Outsourced Job Card from Production Advice.	User Needs to just Click on the Icon to the Right of Show Stock. On clicking on the Icon Relevant Job Card i.e In-house or Outsourced shall be Auto-Generated.
12	Files Tab can be used by the user to attach the designs relevant for the Production Team (Product Drawings). Works Tab shall show all the documents linked with the Production advice such as Purchase Indent, Job Card etc.	
13	Now Click on Save	Note :- User can also upload Template in Raw Material to auto-insert data as per the formatted Template.

Note:

1. Fields marked on Screen in **Red** are mandatory.

PRODUCTION PROCESS

ExpandERP supports multiple types of production entries. The major production types are:

- **Production with Batches / Items / Serial Nos**
- **Production without Batches / Items**

Before starting production entries, user needs to ensure that the Product master is set up based on the above production types. If your production involves Batches / Items it needs to be turned on as below

- Create Finished Goods from Product Master
- Go to More > Security > Channel Product and open the list of Finished Goods
- Check on 'Serialize Items' to enable Batches / Items / Serial numbers for the product

Production Process in ERP can be categorized under :

- **Single Stage Production**

- Daily Production
- Stock Routing

- **Multi Stage Production**

- Job Card - With materials issued towards the entire production as a whole
- Job Card - With materials issued against individual process / stage

- **Single Stage Production (With or Without Batches / Items / Serial Nos.)**

This type of production is suitable where production cycle is a brief. E.g. cutting a large roll of fabric into shorter sizes of finished goods, combining multiple products to create a finished good, segregating a unit into multiple units of finished goods etc.

Single stage production can be with or without batches. This production type is simple to use and apt for companies having very few resources for handling production process.

Below are the different types of Single Stage productions available in Expand ERP :

■ **Daily Production** - *For simple input and output material production.*

1. Go to Production Module and click on Daily Production > New
2. If applicable tag the Production Advice - BOM. It shall pull up the details of Finished Goods & Qty in the Material Output Tab and the details of Raw Materials & required Qty in Materials Input tab.
3. Alternatively user could manually add Material Input and Output for production if Production Advice - BOM is not applicable.
4. If Items / Batches /Serials are applicable for finished goods or raw materials, the same should be selected by clicking on item window of materials input or output tab. For Material Output, user needs to add the new batch in item window and for material input, user should search and select the raw material batch needed for production.
5. Fill in other non-mandatory details if required for further detailing and save the document.
6. The document by default saves in Open Status where raw material Inventory is reduced from the stock.
7. When the production is completed, change the status of this daily production to Closed Successfully' for the finished goods to get added in the stock. QC parameters can also be turned on if required.
8. User can check the same from Stock Listing report > Stock in Hand which shows current inventory with batch details if applicable.

■ **Stock Routing** - *For changing / combining input products into finished output products.*

1. Go to Production > Click on Stock Routing > New
2. Enters the Materials to be combined or converted in Stock From Tab. Select Items/Batches if applicable from the 'Item' window.
3. Enter the finished output in 'Stock To' tab. Add Items/Batches if applicable from the 'item' window.
4. Fill in other non-mandatory details if required for further detailing and save the document.
5. This document saves in a Closed Successfully stage by default and no further status change is required as it is a completed production.

■ **Multi-Stage Production (With or Without Batches / Items / Serial Nos.)**

This type of production is suitable for companies having an elaborate production flow where there are different stages or processes which needs to be performed and tracked before the finished output is available in stock.

A one time master configuration is also required for this style of production for the below :

- Process Master - For defining various stages of production in Business Definition. E.g Cutting, Painting, Powder coating, Wiring, Assembling etc.
- Outsourced Process - For defining stages of production activity which will not be conducted in house.
- QC Parameters in process/outsource process masters.
- Work Process - For making a set of above process applicable for a particular product.
- Finished Goods - Tag the above work process applicable for the finished product.

- **Job Card** - *With materials issued towards entire production as a whole*

1. Create a Production Advice from Production Module
2. Go to Production module and Click on Job Card > New
3. Add the Production Advice in the documents tab. This shall pull up the details of Finished Good to be produced. If applicable define the batch / item / serial information from the 'Item' window.
4. Based upon the work process selected for the finished good, the Process list will populate in the Process tab. User can also assign these processes to specific resources if not available from the process masters.
5. Upon Saving the Job Card, the system will open individual Job Card Processes assigned to it's relevant users.
6. User needs to open the above assigned process from Production > Job Card Process link and change the status of these tickets to Completed / Failed as the case may be.
7. For issuing materials for all in house processes independent of which stage the production is at, go to Inventory > DN MRS (Delivery Note, Material Requisition Slip)> New and tag the Production Advice in the Documents tab. System will populate the list of raw materials as defined in the Production Advice (BOM) with required Qty. User can also manually enter the products with 'items' if applicable. Save the DN MRS to complete the issue of materials to the production floor.
8. For issuing materials for all outsourced processes, Go to Inventory > DN SubContractor > New. Add the Production Advice in Documents tab for the material list to populate. User can also manually enter the products with 'items' if applicable On saving the DN Sub contractor, the materials will reduce from the stock.
9. For receiving goods from outsourced processes, Go to Inventory > GIN Subcontractor > New and tag the DN Subcontractor which pulls the product as issued from the DN. On saving the document, the inventory is added to the stock. There could be a Bill Payable entry for the subcontractor works which needs to be created from the Purchase Module.
10. Completing a job card process, automatically starts the next process in the sequence. Thus a user can see a filtered list of assigned and active job card processes for working.
11. In Job Card, Process Tab. User can get a complete visibility of all the processes along with their completion status and start time / end time. The Job Card summary page also shows the percentage completion of the job cards.
12. Open the Job Card and change the status to 'Closed' when all the processes are completed. This shall take the inventory in stock. To perform QC, create single or multiple QC processes as stages so the inventory is added in stock only once the QC is passed.

- **Job Card** - *With materials issued against individual process / Stage.*

All the above points are same except Point No. 7 & 8 which are as below :

- Issuing Materials for In house job card Process. Go to Inventory > DN MRS > New. Tag the Job Card Process. This will auto populate the list of materials required at the process level if defined in the masters alternatively user can also manually enter the products along with 'items' if applicable > Save.
- Issuing Materials for Outsourced job card processes. Go to Inventory > DN Subcontractor > Tag the Outsourced job card process which will auto populate the products if defined in the masters else user can also manually enter the products with along with 'items' if applicable > Save.

PRODUCTION PROCESS

ExpandERP supports multiple types of production entries. The major production types are:

- **Production with Batches / Items / Serial Nos**
- **Production without Batches / Items**

Before starting production entries, user needs to ensure that the Product master is set up based on the above production types. If your production involves Batches / Items it needs to be turned on as below

- Create Finished Goods from Product Master
- Go to More > Security > Channel Product and open the list of Finished Goods
- Check on 'Serialize Items' to enable Batches / Items / Serial numbers for the product

Production Process in ERP can be categorized under :

- **Single Stage Production**
 - Daily Production
 - Stock Routing
- **Multi Stage Production**
 - Job Card - With materials issued towards the entire production as a whole
 - Job Card - With materials issued against individual process / stage
- **Single Stage Production (With or Without Batches / Items / Serial Nos.)**

This type of production is suitable where production cycle is a brief. E.g. cutting a large roll of fabric into shorter sizes of finished goods, combining multiple products to create a finished good, segregating a unit into multiple units of finished goods etc.

Single stage production can be with or without batches. This production type is simple to use and apt for companies having very few resources for handling production process.

Below are the different types of Single Stage productions available in Expand ERP :

- **Daily Production** - *For simple input and output material production.*
 1. Go to Production Module and click on Daily Production > New
 2. If applicable tag the Production Advice - BOM. It shall pull up the details of Finished Goods & Qty in the Material Output Tab and the details of Raw Materials & required Qty in Materials Input tab.
 3. Alternatively user could manually add Material Input and Output for production if Production Advice - BOM is not applicable.

4. If Items / Batches /Serials are applicable for finished goods or raw materials, the same should be selected by clicking on item window of materials input or output tab. For Material Output, user needs to add the new batch in item window and for material input, user should search and select the raw material batch needed for production.
5. Fill in other non-mandatory details if required for further detailing and save the document.
6. The document by default saves in Open Status where raw material Inventory is reduced from the stock.
7. When the production is completed, change the status of this daily production to Closed Successfully' for the finished goods to get added in the stock. QC parameters can also be turned on if required.
8. User can check the same from Stock Listing report > Stock in Hand which shows current inventory with batch details if applicable.

■ **Stock Routing** - *For changing / combining input products into finished output products.*

1. Go to Production > Click on Stock Routing > New
2. Enters the Materials to be combined or converted in Stock From Tab. Select Items/Batches if applicable from the 'Item' window.
3. Enter the finished output in 'Stock To' tab. Add Items/Batches if applicable from the 'item' window.
4. Fill in other non-mandatory details if required for further detailing and save the document.
5. This document saves in a Closed Successfully stage by default and no further status change is required as it is a completed production.

■ **Multi-Stage Production (With or Without Batches / Items / Serial Nos.)**

This type of production is suitable for companies having an elaborate production flow where there are different stages or processes which needs to be performed and tracked before the finished output is available in stock.

A one time master configuration is also required for this style of production for the below :

- Process Master - For defining various stages of production in Business Definition. E.g Cutting, Painting, Powder coating, Wiring, Assembling etc.
- Outsourced Process - For defining stages of production activity which will not be conducted in house.
- QC Parameters in process/outsourced process masters.
- Work Process - For making a set of above process applicable for a particular product.
- Finished Goods - Tag the above work process applicable for the finished product.

■ **Job Card** - *With materials issued towards entire production as a whole*

1. Create a Production Advice from Production Module
2. Go to Production module and Click on Job Card > New
3. Add the Production Advice in the documents tab. This shall pull up the details of Finished Good to be produced. If applicable define the batch / item / serial information from the 'Item' window.
4. Based upon the work process selected for the finished good, the Process list will populate in the Process tab. User can also assign these processes to specific resources if not available from the process masters.
5. Upon Saving the Job Card, the system will open individual Job Card Processes assigned to it's relevant users.
6. User needs to open the above assigned process from Production > Job Card Process link and change the status of these tickets to Completed / Failed as the case may be.
7. For issuing materials for all in house processes independent of which stage the production is at, go to Inventory > DN MRS (Delivery Note, Material Requisition Slip)> New and tag the Production Advice in the Documents tab. System will populate the list of raw materials as defined in the Production Advice (BOM) with required Qty. User can also manually enter the products with 'items' if applicable. Save the DN MRS to complete the issue of materials to the production floor.
8. For issuing materials for all outsourced processes, Go to Inventory > DN SubContractor > New. Add the Production Advice in Documents tab for the material list to populate. User can also manually enter the products with 'items' if applicable On saving the DN Sub contractor, the materials will reduce from the stock.
9. For receiving goods from outsourced processes, Go to Inventory > GIN Subcontractor > New and tag the DN Subcontractor which pulls the product as issued from the DN. On saving the document, the inventory is added to the stock. There could be a Bill Payable entry for the subcontractor works which needs to be created from the Purchase Module.
10. Completing a job card process, automatically starts the next process in the sequence. Thus a user can see a filtered list of assigned and active job card processes for working.
11. In Job Card, Process Tab. User can get a complete visibility of all the processes along with their completion status and start time / end time. The Job Card summary page also shows the percentage completion of the job cards.

12. Open the Job Card and change the status to 'Closed' when all the processes are completed. This shall take the inventory in stock. To perform QC, create single or multiple QC processes as stages so the inventory is added in stock only once the QC is passed.

- **Job Card** - With materials issued against individual process / Stage.

All the above points are same except Point No. 7 & 8 which are as below :

- Issuing Materials for In house job card Process. Go to Inventory > DN MRS > New. Tag the Job Card Process. This will auto populate the list of materials required at the process level if defined in the masters alternatively user can also manually enter the products along with 'items' if applicable > Save.
- Issuing Materials for Outsourced job card processes. Go to Inventory > DN Subcontractor > Tag the Outsourced job card process which will auto populate the products if defined in the masters else user can also manually enter the products with along with 'items' if applicable > Save.
- How to Process Online Orders
- How to Process Online Order Returns / Exchanges
- How to Handle Cancellations

NEW ORDER PROCESSING

1. To process Online Orders, go to Inventory module and click on 'Marketplace Integration' link.
2. Select the required marketplace from the drop down E.g. Amazon, Magento or Vinculum etc.
3. From View Order tab, select the Date, starting from which the order list should populate from.
4. Corresponding to each Order Number, there will be a button to 'Process Orders' for all pending to process orders and the ones which are already processed shall have disabled button with text 'Order Processed'.
5. Similarly to check the list of returns & replacement requests go to Return & Exchange Order tab, select from Date, select Type (Return or Exchange) and click on the 'Show Orders' button. Follow the similar steps as above to process these orders.
6. Once Order Process is clicked, system will pick this online order and generate a detailed record in ERP.
7. To view the above processed order, go to Inventory module and click on 'Fulfillment'.
8. Select the required filters for Date range, Order Status (Open, Delayed, Return etc), Market Place Name and click on Go arrow to pull up the list.
9. In case of new Orders, select the orders and click on 'Generate Picklist' to auto allocate instructions on the Warehouse Management App for picking the products from their Locations or Bins.
10. Once the Warehouse Management App confirms the products as picked, users will be able to click on 'Update Packing List' from the same Fulfillment screen of ERP to enter logistics related information like packed item's dimensions and gross weight. Save the same once completed.
11. For all packed and ready orders, the button 'Generate Invoice' gets activated and on clicking the same, ERP's Retail Sales Invoice is generated.
12. Post Invoice generation, the button to 'Print Shipping Label' gets activated. On clicking the same, system appoints integrated logistics partner if required by submitting the package information and invoice details thus automating the entire process of package booking with your delivery partner.
13. On completion of the above steps 'Print Invoice' button gets activated, indicating that the order processing workflow is completed and Invoice print can be taken for sending along with the package to customer or for future references.
14. Finally 'Order Movement' tracking icon gets activated which gives real time information of delivery status by the logistics.

Based upon the market places few steps may not be needed to perform like generation of Invoice or Packing list information update or logistics calling. These could be skipped based on the workflow.

PROCESSING RETURN / EXCHANGE

1. Ensure to log in with Admin credentials as rights to process returns is only given to Admin in default for security reasons and to avoid user mistakes.
2. Go to Inventory Module > Marketplace Integration > Select appropriate marketplace > Process Returns from Return / Exchange tab.
3. Go to Inventory module and click on Fulfillment.
4. Select the required Marketplace, Date range and Status as Show All. Order number could also be directly searched.
5. From the list of closed Orders, all return eligible orders will have GIN Return button activated to click and take all or partial products inward once arrived at the facility. System will auto assign bins for performing quality checks.
6. Button to generate a Retail Sales Return gets activated for products returned back to update the financial books.
7. For Exchanges, first process returns for sold goods followed by processing a new order from marketplace integration for the same product but at 100% discounted value.

HANDLING CANCELLATIONS

1. Cancellations could happen at any point of a transaction. It could be before the start of order packing, after invoicing or during in transit for customer delivery.
2. Go to Inventory, click on Fulfillment and choose appropriate filters to pull up the order to be cancelled.
3. Based on the progress status of the order choose the next step to process cancellation :
 1. Order is not yet Packed or Picked from the Bin - *Click on the Order Number from Fulfillment page to open the order document, change the document Status to 'Closed'. This order shall stop appearing in Fulfillment page henceforth.*
 2. Order is Picked from the Bin and Packed but not Invoiced - *Since the product are already picked (out of stock), it requires re-binning along with order cancellation to take the goods back in stock. Click on the Order Number to open and change the Status of Online Proforma to 'Closed'. This shall activate the GIN Return button for this order. Click on the same and take the product back to stock to complete the cancellation process.*
 3. Order Is Invoiced or out for delivery - *In this case, treat it like a Retail Sale Return because the financial entries for sale has also passed upon invoicing which also needs to be reversed. Click on GIN Returns button to take the products back to stock and then click on generate Retail Sale Return to pass sale return entries.*

INTER BRANCH PRODUCTS ISSUE / RECEIPT WORKFLOW :

1. Create Stock Trf Advice in the channel requesting for the products. Ensure that you select the delivery channel correctly for making this document visible for tagging in the issuing branch.
2. Go to issuing channel and create an Issue to Channel document by tagging the above Stock Trf Advice.
3. Perform the pick process.
4. If any products are found broken/unfit, create a Receipt of Transfer Return document by tagging the above Issue to Channel and take the broken products into QB/regular bins.
5. If applicable create Invoice Stock Transfer for the above issue from the issuing branch by tagging the Issue to Channel Document, this shall auto populate only balance qty of products which are issued (reducing the ones in return document).
6. In the Receiving Branch, create a Receipt from Channel by tagging the Issue document of the issuing branch. This shall pull up the list of products (less receipt trf return qty). Click on Auto Bin or manually assign the bins and save.
7. If bill entry is applicable in the receiving branch, create a Bill - Stock Transfer document by tagging the Invoice Stock Transfer of the issuing branch. This will pull up the same products, qty and values.

NEW ORDER PROCESSING

1. To process Online Orders, go to Inventory module and click on 'Marketplace Integration' link.
2. Select the required marketplace from the drop down E.g. Amazon, Magento or Vinculum etc.
3. From View Order tab, select the Date, starting from which the order list should populate from.

4. Corresponding to each Order Number, there will be a button to 'Process Orders' for all pending to process orders and the ones which are already processed shall have disabled button with text 'Order Processed'.
5. Similarly to check the list of returns & replacement requests go to Return & Exchange Order tab, select from Date, select Type (Return or Exchange) and click on the 'Show Orders' button. Follow the similar steps as above to process these orders.
6. Once Order Process is clicked, system will pick this online order and generate a detailed record in ERP.
7. To view the above processed order, go to Inventory module and click on 'Fulfillment'.
8. Select the required filters for Date range, Order Status (Open, Delayed, Return etc), Market Place Name and click on Go arrow to pull up the list.
9. In case of new Orders, select the orders and click on 'Generate Picklist' to auto allocate instructions on the Warehouse Management App for picking the products from their Locations or Bins.
10. Once the Warehouse Management App confirms the products as picked, users will be able to click on 'Update Packing List' from the same Fulfillment screen of ERP to enter logistics related information like packed item's dimensions and gross weight. Save the same once completed.
11. For all packed and ready orders, the button 'Generate Invoice' gets activated and on clicking the same, ERP's Retail Sales Invoice is generated.
12. Post Invoice generation, the button to 'Print Shipping Label' gets activated. On clicking the same, system appoints integrated logistics partner if required by submitting the package information and invoice details thus automating the entire process of package booking with your delivery partner.
13. On completion of the above steps 'Print Invoice' button gets activated, indicating that the order processing workflow is completed and Invoice print can be taken for sending along with the package to customer or for future references.
14. Finally 'Order Movement' tracking icon gets activated which gives real time information of delivery status by the logistics.

Based upon the market places few steps may not be needed to perform like generation of Invoice or Packing list information update or logistics calling. These could be skipped based on the workflow.

Scenario : Courier Partner remits Rs. 1,00,000 for the CODs collected for July after deducting Rs.10,000 service fees against Retail Sale invoices of different Market Place (Amazon, Magento etc worth Rs. 1,10,000) . How to enter the same in ERP ?

Ans:

1. Enter a '**Receipt from Customer**' crediting Courier Partner (as Customer) and Debiting Bank / Cash A/c for Rs. 1,00,000
2. Enter a **Misc. Purchase** debiting an Expense A/c for service fees and crediting the same Blue Dart A/c as above. (as supplier this time).
3. Enter a **Market Place Journal** as below :
 - First tag all received Retail Sale invoices from '**Invoices Adjustment**' tab for which COD is being remitted to you.
 - Then tag the Misc. Purchase Bill in '**Bill Adjustment**' tab of Rs. 10,000 as created above.
 - In '**Dr. Voucher Adjustment**' tab, tag the Receipt from Customer of Rs. 1,00,000.
 - Lastly in '**Detail Entry**' tab, Debit the Blue Dart A/c for Rs. 1,10,000 and credit the COD A/c for Rs 1,10,000.

The above steps shall adjust all the retail invoices and not make them appear again for payment. It will also adjust the Misc. Purchase voucher and net entry affect shall be :

Bank / Cash A/c	Dr.	1,00,000	
Expenses A/c	Dr.	10,000	
To COD A/c	Cr.		1,10,000

FINANCE HOW TO'S

1 How to view verticle balance sheet?

Go to finance,
Under drill down views ckick on balance sheet,

Click on Print option to view/print vertical balance sheet

2 How to get a detailed view of the trial balance?

Go to finance,

Under drill down views click on trial balance,

On the heading/filer section tick opening balance, debit transaction, credit transaction and run the report,

You will get a detailed view with different account groups with their opening balance, debit & credit transaction and closing balance.

3 How to view/know different accounts/ledger in a particular cost center?

Go to finance,

Under drill down views click on cost center,

On the cost center summary screen click on detailed and run

You will get a list of all accounts under different cost center

If you click on any of the accounts you can view all the vouchers of the accounts

4 Where can I get a consolidated/detailed view of all my bank balances?

Go to finance,

Under drill down views click on bank book,

You will get a consolidated bank balance

If you click on details you will get a break-up of the balances

On the heading/filer section tick opening balance, debit transaction, credit transaction and run the report,

You will get a detailed view with different bank account with their opening balance, debit & credit transaction and closing balance.

If you click on any of the accounts you can view all the vouchers of the accounts

5 Where can I get a consolidated/detailed view of all my cash balances?

Go to finance,

Under drill down views click on cash book,

You will get a consolidated cash balance

If you click on details you will get a break-up of the balances

On the heading/filer section tick opening balance, debit transaction, credit transaction and run the report,

You will get a detailed view with different cash account with their opening balance, debit & credit transaction and closing balance.

If you click on any of the accounts you can view all the vouchers of the account

6 How can I get to know the groups or sub groups under which ledgers are created?

Go to finance,

Under drill down views click on account group,

When you run the report you will get the details of all account sub groups with their parent account groups

If you click on any sub group you will get the details of all the ledgers created under this sub group

7 How to record any amount received from branch?

Go to finance

Under Miscellaneous click on Receipts From Branch

Click on new, select the branch under channel name, select the mode of receipt cash/cheque, give the details and save

8 How to record any amount paid to branch?

Go to finance

Under Miscellaneous click on Pay to Branch

Click on new, select the branch under channel name, select the mode of payment cash/cheque, give the details and save

9 How to adjust Input & Output GST?

Go to finance
Under Miscellaneous click on Tax Journal
Click on new, Add debit account(Output) and credit account(Input) give amount and save

10 How to record payment of Taxes or other duties?

Go to finance
Under Miscellaneous click on Tax Return
Click on new, Add debit account(tax payable A/C) and credit account(always Bank A/C) give amount and save

11 How to record any expenses paid by cash?

Go to finance
Under Miscellaneous click on Misc Cash Expense
Click on new, under accounts tab select the account under which expenses has been occurred give the amount,
Go to cash payment tab select cash A/C give the amount and save

12 How to record any cash sales in ERP?

Go to finance
Under Miscellaneous click on Misc Cash sales
Click on new, under accounts tab select the account under which sales/income has been occurred give the amount,
Go to cash receipt tab select cash A/C give the amount and save

13 How to record Cash to Bank/Bank to Cash/Bank to Bank transfer

Go to finance
Under Other Journals click on Cash Bank Journal
Click on new, debit and credit bank or cash as required save

14 In what cases can I use Journal?

Journal could be against various kind of finance transaction such as Travelling expense, Depreciation Charges, TDS on Salary, Professional Tax, DGFT, MEIS Claim Applied and Receivable etc.

15 How to adjust a Debtor against a Creditor/Debit Note against a Credit Note/Invoice against a Bill?

Go to finance

Under Other Journals click on Party Journal
Click on new, select debtor/invoice/debit note under detail entry/invoice adjustment/Dr voucher adjustment tab,
Select the corresponding part under detail entry/bill adjustment/Cr voucher adjustment tab, save

16 How to record a cheque dishonour entry in ERP?

Go to finance
Under Other Journals click on Cheque Dishonour/Return
On the center screen from the drop down menu select the bank
You will get a list of all the cheques issued and received, on the extreme right hand side of the cheque details give the dishonour date & save

17 How to adjust a nominal account against a party?

We can use Dr Note/Cr Note Non GST depending upon the type of nominal account and/or party selected
Go to finance
Under Other Journals click on Dr Note/Cr Note Non GST as per the requirement
Click on new, select the party, select the account/voucher/document give the amount and save

18 How to adjust a debit note?

Debit note can be adjusted against Supplier Invoice or Receipt from Supplier
For supplier invoice, go to purchase, click on supplier invoice link, on center page you can search the

invoice for adjustment or create a new

In the selected invoice go to advance tab and add the debit note, give other relevant data and save
For Receipt from Supplier, go to finance, click on customer receipt, click on new to create or search from the list of receipts as per the case

In the receipt details under voucher adjustment tab select the debit note, give other relevant details and save

19 How to adjust a credit note?

Credit note can be adjusted against Invoice or Payment to Customer

For invoice, go to sales, click on invoice link, on center page you can search the invoice for adjustment, or create a new

In the selected invoice go to advance tab and add the credit note, give other relevant data and save

For payment to customer, go to finance, click on payment to supplier, click on new to create or search from the list of payments as per the case

In the payment details under voucher adjustment tab select the credit note, give other relevant details and save

20 How to record purchase of assets or other consumption services?

Go to finance

Under Other Journals click on Misc. Purchase

Click on new, select the vendor, under accounts tab select the nominal account as per requirement, give the amount and save

21 How to record sale of assets or other revenue generating services?

Go to finance

Under Other Journals click on Misc. Sales

Click on new, select the customer, under accounts tab select the nominal account as per requirement, give the amount and save

22 Can we do a cash bank recon in ERP?

Go to finance

Under Other Journals click on Bank Recon

Select the Bank from the drop down, tick on all uncleared cheque and run

Click on print option, you will get the details of the bank recon statement

23 How to adjust a supplier advance?

Go to purchase, click on supplier invoice link, on center page you can search the invoice for adjustment or create a new

In the selected invoice go to advance tab and add the supplier advance, give other relevant data and save

24 How to adjust advance from customer?

Go to sales, click on invoice link, on center page you can search the invoice for adjustment, or create a new

In the selected invoice go to advance tab and add the customer advance, give other relevant data *and save*

25. How to Merge two accounts ?

26. How to Merge two Ledgers ?

- Login with Admin in the first Financial Year available in the system.
- Go to correct channel Channel > Business Definition > Nominal Account.
- Ensure that the account codes are present for both the accounts to be merged.
- Open the correct account and click on 'Merge' button.
- Select the account required to be merged into the correct one. Check the details and click on Merge to execute the change and save.

HR PAYROLL MODULE

Steps for using HR and Payroll module:

Step 1: Creation of Employee in the System

- Go to Business Definition and click on Employee and select 'New'.
- Enter Employee Title, Contact Name, Category, Department, Phone Number, Address, Bank and Email ID information.
- Save the Employee data and proceed to Step 2.

Step 2: Configuring Employee Salary

- Go to Payroll and click on 'Personnel' and select 'New'.
- In Contacts field, click on the pop up icon to choose the employee contact created in step 1
- Give the Joining Date of the Employee and also ensure that the Attendance Accountable is checked and the Employee is Active
- In Advance Tab, enter the ESI and EPF Number (If applicable) along with 'Effective From' for this employee
- If Overtime is applicable check on Has Overtime box. Also if late entry to work is deductible then check on 'Late Deductible' box.
- Enter the Effective Permanent Date and Shift Effective Date for the Employee. Enter Other data in this screen for storing additional information about the employee.
- In PF Tab, enter Employer's Contribution to PF and ESI
- In the bottom Basic Tab, enter the Basic and Gross salary of this employee and the date from when it will be effective
- In Salary Components Tab, add all the Earnings and Deductions applicable for the employee. Enter the percentage for computation of the amount to be deducted or added in the salary. Only those components will appear in this section which have been created in Business Definition > Other Charge and also have been added to Channel Other Charge in Security.
- There could be salary components which are slab based as per the salary of the employee. In this case first ensure that the slab exists in Configuration > Slab Based Taxes. E.g. Prof Tax is deducted as a component based on the salary of the employee.
- For computing salary component the expression is : For components which are deducted/added based on a set percentage enter the following in Expressions tab:: <GROSS><%>. IF the component is calculated based on the set slab the enter <GROSS><SLAB>. If it is to be computed on basis of basic salary then replace <GROSS> with <BASIC>. Ensure that the component is active and also a part of the salary.
- Add Perks If applicable to be added in salary
- In Leaves Tab, enter the leaves applicable for the employee
- In Salary Calculation Tab, user can see how the payslip gross salary structure would be.
- In the Shifts Tab, enter the applicable shift for the employee. This will be useful at the time of giving attendance to the employee. Ensure that the Shift is configured in Security > Channel > Channel Shift.
- From Week Off Tab, enter the day/s of week which are non-working.
- Save the Personnel and move to step 3

Step 3: Giving Attendance

- Go to Payroll, click on Daily Attendance and select the Date for marking the attendance. Click on the green arrow to set this date
- Either add all employee/Personnel or select it individually by adding them one by one.
- Enter the Actual In Time and Out Time for the employee and click on SAVE.
- If the same employee is to be given attendance for the entire month with same In and Out Time, then click on 'Update All Days of Month. Save and Proceed to Step 4.
- To check the Attendance register, go to Payroll > Attendance Register and filter by the month to generate the records.

Step 4: Generating Payslip

- Go to Payroll and click on Monthly Payslips
- Select the Month and Year and click on the green arrow to generate for the payslips for the month
- Go to Payroll > Approve Monthly Payslips and approve the generated payslips. Once approved user can take a copy of the payslip by clicking on Reports.
- Go to Payroll > Monthly Payslip Payment and use filters to find the unpaid and active payslips
- Before making the payment for Payslip, user can deduct TDS, adjust Advance/arrear/loan of the employee and even modify how much to be paid. Select the Payslip to be modified and toggle the tabs to adjust amounts.
- Select the Payslip to be paid, Check relevant Pay Method and click on Disburse Payment to post payment voucher.

Other HR Payroll Activities:

Advance to employees:

- Go to payroll > Advance Application and select New
- Enter the Personnel Name and Advance Amount requested and tentative Advance Return Due Date for the advance amount
- If the installment schedule is known, user has option to create the same from Installment Tab
- Click on Save and go to HR > Advance Approval to approve the requested amount
- Go to Finance > Advance Payment to Employee and credit the cash or bank to remit the amount to employee

Leave Application:

- Go to payroll > Leave Application and click on New
- Select the Personnel whose leave application created
- Enter the leave Start Date, End Date and Leave type to be adjusted and Click on Save
- Go to HR > Leave Approval and select the leave application and click on Approve or Reject
- When the attendance is missed for this employee on the leave applied date, it will be marked as on leave instead of absent.

For editing registered Loyalty contacts or merging two different loyalty contacts please follow the below steps :

- Go to Sales > Loyalty Contact Register
- Search and open the Correct loyalty contact
- If you want to merge other transactions made with different / incorrect number, click on the Merge Button and enter the entire mobile number to merge and click on OK.
- If you want to edit email / address / mobile number of the registered contact then perform the same from this screen and click on save.
- You may also delete any registered loyalty contact from this same screen.
- Please note all old transactions of the customer created with incorrect email or mobile number gets automatically handled thus when you click on send email invoice for any old retail sale, it will get fired to the new updated email address of this contact.

Set up for POS and Retail Sale :

1. Must have Retail Sale Price list defined for the products masters.
2. There should be positive quantity for retail sale purpose.
3. Must have COD, Retail Bank and Retail Cash accounts/ledgers preset in system for processing retail payments.

Steps to create Retail Sale document-

1. Go to sales Module
2. Click on Retail Sale.
3. Add phone number and name in the specific field.

- 4.Add gender,age group,email, source,billing address if required.
- 5.Tick the flag "Diffrent Shipping Address", if shipping address is different from the billing address.
- 6.If shipping address is different, record that in the respective field.
- 7.Type product no in Product No. field.If retail sale price is set in the product and stock is available, the product is showing in the Product No. field.
- 8.Click on payment to proceed for payment.
- 9.Select the payment option and enter the amount and click on save.
10. Click on "Bill on Hold" button, if user not need to payment immidiately.

The steps for setting up any new marketplace (Non API Based) are as below :

1. Create a new customer of type 'Marketplace'.
2. Set up the Customer Preference to link eligible products.
3. Finally in Customer Account, link the ledger you need for posting the sales.
4. Post above configurations, you can use the Online Proforma template in sales module to upload all retail orders in the system. Just ensure that in the 'Aggregator' column of this template you need to define it as 'NonApiBased' and in the 'Marketplace' column you need to enter the code of the marketplace master as present in the ERP.

The Online Proforma module is used for recording the e-commerce retail orders received from marketplaces/aggregators. This document should not be manually modified unless the user has complete knowledge of all important fields else the orders shall not appear for Fulfillment.

List of Important fields :

1. Customer Name - This is the Loyalty contact / retail customer name which comes from the marketplace/aggregator/template upload. If you try to manually define it in this document, you can only add the loyalty contact which pre-exists in the system.
2. Contact Name - This is the print name for the invoice/order.
3. Shipping Address - Address for shipping to print on the retail invoice.
4. Billing State Code - Cannot be user defined in case of manual online proforma creation. System picks the default from the B2C loyalty contact masters.
5. Shipping State Code - Only applicable for shipping information. Does not impact tax calculations.
6. UDF 1 - This field records the aggregator's information. E.g. 'NonApiBased' or 'Vin...'
7. UDF 2 - This field records the ERP's marketplace type Customer's code.
8. UDF 3 - This field records the amount collectible as COD.
9. UDF 6 - This field records the aggregators specific code for the marketplace. This is applicable only in case of API integrated aggregators.

The steps for setting up any new marketplace (Non API Based) are as below :

1. Create a new customer of type 'Marketplace'.
 2. Set up the Customer Preference to link eligible products.
 3. Finally in Customer Account, link the ledger you need for posting the sales.
 4. Post above configurations, you can use the Online Proforma template to upload all retail orders in the system. Just ensure that in the 'Aggregator' column of this template you need to define it as 'NonApiBased' and in the 'Marketplace' column you need to enter the code of the marketplace master as present in the ERP.
- **Setting up 'Open' schemes i.e. available to all customers of B2B Sales :**
1. Go to Business Definition > Offers. Create a new Offer by giving an offer name and description. In the 'Offer Product' field, add the free product and in Offer Qty add the number of products to be added as free. E.g if 1 product is free per 10 Nos then put 1 here.
 2. Next go to Business Definition > Schemes. Create a new Scheme by giving a scheme Code and Description. Scheme Type to remain default as 'Pass On'. Check on 'Scheme Is Open' check box.
 3. In the Criteria Tab, click on the 'Add' button to add a new row. Here you can define the Product Group / Category / Sub Category / Brands Or Specific Product for which the scheme is created. In the From Qty and To Qty put the same number if the offer is on multiples of that number. E.g Buy 10 get 1 Free, then put From Qty and To Qty as 10. In the 'Offers' field add the offer created from point 1.
 4. In the Channels Tab, add the branch/channel where the scheme is applicable along with the scheme start and end date and save.
- **Setting up Customer Specific schemes for B2B Sales :**
1. Follow the same steps as above with only difference, do not check on 'Scheme is Open' box on scheme master page.
 2. In CRM > Customer Preference > Create New (if creating for first time) or Search for the customer if preference is already created earlier. Go to the Schemes tab and Add a new row. Select the scheme and offer here and save.

In the Sales Order, after adding the customer and product click on the new button 'Apply Scheme' on top of the discount column. This will auto calculate and add the free product qty as per masters.

Things to ensure while creating any scheme :

1. The free product must be different from the product for which the scheme is created.
2. The free product should not belong to the same group or category if the scheme is created for the entire group. This is to avoid technical conflict in calculating products to be issued as free in a sales order document. This will also provide easier inventory tracking and reporting for freeissued products. We recommend you create new groups / categories with similar names with some identifier that they are for the free product.

Request you to first create the free product masters with unique groups and categories.

Welcome to Expand ERP.

You are currently at the Home Page. Please open this Help link from a particular module to get related information.

Standard Setup for Ecommerce Order Processing in ERP:

1. Ensure Product Masters have Retail Sale Price available.
2. HasItem should be disabled for the Products you want to fulfill using Fulfillment screen.
3. Create each marketplace/website as Customer Master of Type 'Marketplace'.
4. Ensure Links for the below are enabled from Menu Option and also present in User Group :
 - Fulfillment
 - Marketplace Integration
 - Online Proforma
 - Retail Sale
 - Retail Sale Return
 - Retail Order
5. Have the Set up for Marketplace configurations ready. If this is not present system will not allow you to process orders.
6. Ensure to have the mandatory basic ledgers in place for Retail Sale, Retail Return, COD A/c, Prepaid A/c etc.
7. Set up Customer Preference for the Marketplace/Website. Only those products which are present in the preference shall appear for booking orders.
8. Set up Customer Account from Business Definition to set ledgers for accounting posting of COD or Prepaid transaction of that marketplace.
9. If API Integration is present, Go to Marketplace Integration and generate the order list to process in ERP.
10. If API Integration is not present, download the online proforma template and fill up the order details to upload the same in ERP. Ensure that in Aggregator column 'NonAPIBased' is given for offline orders.

Dashboard values are user specific, each field will show values based on the assigned user in the documents.

1. Documents Pending for Approval - It will show value only if there are any documents pending for approval where you are the approver.
2. Vouchers Pending for Approval - It will show value only if there are any vouchers pending for approval where you are the approver.
3. Orders awaiting action - Sales Order assigned to you where further action is required.
4. Assigned orders nearing delivery - 7 days - Sales Order assigned to you nearing delivery in 7 days.
5. Bills Due in 7 Days - Bills where you are the approver whose due date is within 7 days
6. Appointments, Task, Followup - Can be created from Calendar and will show value if there is any assigned Appointment, Task or Followup.
7. Job Card Process - It will show value if there is any pending Job Card Process which is assigned to you.
8. Customer has Pending Credit Days, Customer has Pending Credit Limit - This will show value if Credit Limit or Credit Days exceeds the value as defined by you in Customer Account Detail.
9. Invoice Delivery Mismatch - This will show value if there is any mismatch between Invoice and Delivery Note which is assigned to you
10. Supplier Invoice GIN Mismatch - This will show value if there is any mismatch between Supplier Invoice and GIN which is assigned to you.
11. Orders without Production Advice - This will show value if there is any Sales Order which is assigned to you, for which Production Advice is not made yet.
12. PendingApproval - It will show value only if there are any documents(multi level approval) pending for approval where you are the approver.
13. OverDue Sale Order - It will show the Sales Order assigned to you, which has crossed the due date and whose status is "Overdue".
14. Production Advice without JobCardProcess/Daily Production - It will show the Production Advice assigned to you, where Job Card Process or Daily Production is not done.

15. Pending Opportunities - It will show the Opportunities assigned to you, which are still open.
16. Rejected Documents - It will show the Rejected Documents which are assigned to you.

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User role tree is hierarchical structure defining the editing permissions of the users. A user in the higher user role is able to edit the records created by users in the lower user role.

STEPS FOR TICKET CREATION

Step 1: Click on **“Help Icon”** and click on **“Raise Ticket”**

Step 2: Click on “**Create New Record**”, Fill the “**Subject**” and “**Description**” of the Ticket, Select the “**Priority**” from the drop down, You also can attach “Screen shots” or other file as “**Attachment**” in the attachment section and click on “**Save**” to create the Ticket.

STEPS FOR TICKET CREATION

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Weightage Customization help for Durarroof in the Dura Polytech channel

Obejective:

1. To reduce the time to record a Daily Production entry by automatically populating the ‘weight’ field inside the Items (Batch) section.
2. To automatically populate the ‘Weightage’ field in the product line for all the Material Output products in the same Daily Production record to automatically calculate the value of multiple output products (FG)

Configuration:

Users are required to update the Product master with the Weight for each unit of the product.

This can be done both when a creating new productand also when an existing product is edited.

Steps to Add Weight to a Product Master:

1. Go to Business Definition > Product > Search and Open the product master record for which the weight data needs to be added.
2. Next navigate to the Dimesions tab in the child section and click on the Add button.
3. From the list of Dimensions types that opens up, select ‘Weight’ and click on okay.
4. Once the row is added, enter the per unit weight of the product in the Net Weight field. Fill up other information in the row like Lengh, Width, Height as required and save the Product master. Refresh from Configuration Centre using the dedicated button.

Daily Production:

During the Daily Production entry, once the product is added to the Material Output tab, go inside the Item (Batch) section of the product line and enter the No. of Pcs (internally ProcDocItemUDF2)

ERP will automatically populate the Weight (internally ProdDocItemUDF3) in this section by multiplying the No. of Pcs by Weight per unit entered in the Product master.

Once the weight of the all the items of all the products are populated, go back to the Product tab in the child section and click on the calculate button beside the field marked as Weightage%.

This will automatically populate the weightage percentage of all products in the Material Output tab.

Example:

Material Issued:

RM1 ~> 100 MT @ Rs 12,000 = 12,00,000

RM2 ~> 50units @ Rs 2,500 = 1,25,000

Therefore total value of material issued = 12,00,000 + 1,25,000 = 13,25,000

Material Output

FG 1

Weight Specified in Master= 0.5Kg; No. of Pcs Entered in Items section = 8000

Therfore system will populate in Weight field in Item section $0.5 * 8,000 = 4000$

FG2

Weight Specified in Master = 1.2Kg; No. of Pcs Entered in Items section = 15,000

Therefore system will populate in Weight field in Item section $1.2 * 80 = 18000$

Calculation of Weightage for both FGs

Total Weight of both FGs = $4,000 + 18,000 = 22,000\text{Kgs}$

Weightage for FG1 = $(4,000/22,000)*100 = 18.18\%$

Weightage for FG2 = $(18,000/22,000)*100 = 81.82\%$

Calculation of the Value of FGs Produced

Total Value of Material Issued = $12,00,000 + 1,25,000 = 13,25,000$

Value of FG1 = $18.18\% * 13,25,000 = \text{Rs } 2,40,885$

Value of FG2 = $81.82\% * 13,25,000 = \text{Rs } 10,84,115$

FAQs

Q: Can the Weight in the Item section be entered manually?

A: Yes if the information can be updated in the product master, at the time of recording the Daily Production entry user can manually enter both the Weight and No. of Pcs. Please note if it is being entered manually, the full value should be entered instead of the per unit value.

Q: Can the Weightage% in the Product Line be entered manually?

A: Yes if the weight information is unavailable the Weightage can be entered manually. When the Daily Production entry is saved the value of the output products will be calculated in the very same manner.

Q: What happens if the Weightage% is not entered? How are value of the Output products are calculated?

A: In case the weightage information is not available and only one product is the output, the entire value of material issued through the Material Input tab will get passed on to the Material Output product.

In case there are multiple output products and their Unit of Measurement is same the total value of material issued through Material Input tab will be passed on equally amongst all the products. Finally in case there are multiple output products and there are more than one unit of measurements involved amongst these products, the ERP will first check for the unit of measurement in the first product line of the Material Output tab and distribute the total value of material issued equally amongst all the material output products having this same unit of measurement.

Sales Order

This Entry Screen helps users View, Edit, Delete or Create new Sales Orders (SO). These SO could be against an open quotation or directly without a quotation. System allows users to create, edit or delete SO from this section. User can observe **Top 20 Pending Documents**, **Top 20 Contacts** (against whom orders are placed) and **Top 20 Products** from quick access Drop Downs available for easy reference.

The existing Sale Orders can be **filtered** or **searched** by the following qualities:

- By selecting **Open Date/Close date / Ref. Date / Due Date /Created Date** from a drop down provided.
- Users can also view orders placed of a certain period of time by selecting a time period from the date selection available labeled **From** and **To**
- User can also view orders of a certain **Financial Year** in the Drop Down available.
- By clicking the blue down arrow icon, user can access further details to filter or search by.

Refresh Button: All filters and selection can be refreshed and removed by selecting the blue Refresh button which will show the general summary of Sale Orders.

Selecting a Sales Order: To view or edit an existing SO, user can click on the Sale Order No. link to open the SO in a new pop-up window. Ensure that browser does not have pop up blocker enabled.

Other Options: Beside every individual SO, there are icons present which show details, related transactions and documents.

Generating a Report: User can generate summary reports for SOs by clicking the Report icon on the top left corner. These reports could be saved and printed in PDF/ Excel / Word format and can also be emailed directly by entering e-mail addresses separated by commas into the address bar provided.

Steps to create Sales Order-

1. Go to Sales Module
2. In Sales & Returns, Click on Sales Order.
3. Now Select New.
4. Go to Customer, Click on Folder Menu and Select Customer from the given names.
(User can also Type the Customer Name as entered in the ERP and there would be a List of Pop-up Available)
5. In Basic Tab, In Customer PO No - Customer's Order No should be entered and Customer PO Date as PO Date, Due Date represents the approx time committed to client for Delivery (Specific to the business situation),
Add Payment Terms, Delivery Terms from the Master Folder available.
6. In Advance Tab, Select Ship From Address ,Ship To, Shipping Address,Consignment Mode, Export Type/Inco Term from the dropdown List.
7. In Advance Tab, add Transporter Name,Transporter Address, Contact, and select Dispatch From from dropdown list.**(Dispatch From used in case of Parent Channel Tree (As multiple branches exist in ERP like Warehouse, factory headoffice etc.))**
8. Go to Buyer Detail Tab and Enter the Consignee, Notify Party Details and other relevant details.
9. Now, Go to Child Tab Product and select product name and enter quantity and rate.**(User can enter Tax details in folder next to the Value column.)**
10. Document Tab is used to tag the Quotation Document (if Quotation is created)**(On Tagging quotations, relevant data filled in Quotation will autopopulate on screen.)**
11. Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same.
12. Files Tab is used to attach the purchase order sent by the client to track and trace the Order of Clients. Works Tab shows the Document created in Linkage of Sales Order such as Production Advice, Delivery Note, Invoice. Interaction Tab shows all the discussion which took place with a particular person in relation of such Sales order.
13. Files Tab is used to attach the purchase order sent by the client to track and trace the Order of Clients. Works Tab shows the Document created in Linkage of Sales Order such as Production Advice, Delivery Note, Invoice. Interaction Tab shows all the discussion which took place with a particular person in relation of such Sales order.
14. Now Click on Save.
15. Click on the Report Icon to View the report.

Calculation of BUNDLE LOGIC

Data base - Durarroof

Product Master Creation-

Business definition > Product > Create a product including UOM “Bundles”.

Product Size -

More module > Configuration > Configuration Center > Product Size

Here number of pcs in a bundle with the product size is listed.

No of PCS in Bundle> Number of Product (Roof for Durarroof) in a bundle. (As per user input)

Size Name> Size of the Product which includes into the bundle.

Here new product size can be added through the ‘new’ option.

Item selection in Sales order

Sale Module> Sale order> New Sale order> Tag product in child tab> Item

A new sales order has to be created with tagging the specific product which includes the UOM-Bundle.

After tagging the specific product, there is an option called ‘item’ in the product row where the calculation for bundle is configured.

Size >Here size is mapping with product size which is configured into the configuration center.

Length> $305 * \text{Size (size of bundle)}$ (Auto Calculated)

Avg Bundle weight> No. of Bundle (As per user input) (Anything after decimal point count as extra pcs.)

Order Qty> No. of Pcs.

Here Rate on the screen is Per Pc. Rate> (Rate in item list/No. of Pcs.).

Here “Quantity “on print is the reflection of “Avg Bundle weight” in item.

Note:

1. Fields marked on Screen in Red are mandatory.

Important validations

1. Serial/Batch Number of the Product --ProductNum-- does not match with Tagged document. for e.g. issue to channel tagged in receipt from channel but user changes the batch on receipt
2. UnAdjusted Quantity Available for --Serial Number-- for e.g. the item being created has a serial number which already exist in the system and is not fully closed
3. UnAdjusted Quantity Available for Batch Number . for e.g. the item being created has a batch number which already exist in the system and is not fully closed
4. SKU does not belongs to tagged documents. for e.g. if Sales order has batch specified and if we create DN it must contain the same batches

Steps to operate Sales Planning window-

1. Go to the Sales module .
2. Click on Sales Planning.
3. Now in Sales Planning window,user has to select the Sales Order number from the File icon.
(The products available in the Sales Order come in the planning window with order quantity, free stock, available to allocate qty,allocated qty,current stock and pending PA after selecting the Sales Order).
4. User can allocate sales order qty by clicking Allocate Quantity button (Present at the top of the screen).(Sales allocation can also happend by clicking on the order quantity (Planning

Detail window) and putting the allocation quantity in the New Allocation field. Delivery note can also created by clicking on the DN button after allocation.)

5. User can also generate Purchase Order, Purchase Indent , and Production Advice by clicking on Generate PO, Generate PI and Generate PA button respectively.(Present at the top of the screen) **(PI can also generate from Planning Detail window.)**

Steps to view Procurement Plan window-

1. Go to Purchase Module.
2. Go to Purchase Planning, and Click on Procurement Planning.
3. Now Procurement Planning Screen appear where user have to Select Product Type (Raw Material/Finished Goods etc.) and Click on Green Arrow.
4. Now Products will appear on Screen where there are multiple columns such as Product No., Description, UOM, Demand, No. of PEs etc.
5. To Generate PE and PO user have to Select Products and then Click on Generate PE or Generate PO Button. On Clicking the buttons PE or PO Screen will be open in New Tab where Products and their Quantity will be auto-copied. Here, User have to enter Vendor Name and other relevant details such as Payment Terms, Due date etc.
6. On clicking on the Prod No. (Product No), New Tab will open up and user will be able to see the Product Details.
7. On clicking on the Numbers corresponding to the relevant Product, in Demand column. A Pop-Up window shall open up where Purchase Request/Requisition from Stores (PI No) cretaed against the product shall be visible.
Now if user wants to generate PE/PO against the PI No then they need to click on PE/PO Icon next to the Relevant PI No. On Clicking on PE/PO Icon, ERP will take up user to the New Tab > Now user needs to Verify remarks and if any make additions in Terms & Conditions if any.**(Note - 1.On Clicking PI No, user will be dragged to document.**
2. On Clicking on PE/PO Icon, PE/PO gets Linked with the PI No selected in Purchase Request tab, and all the other details such as due date, Contact, Payment Terms, Delivery Terms etc gets auto-copied.
3. User needs to enter rate as provided by supplier while generating PO.)
8. On clicking on the Numbers corresponding to the relevant Product, in No. of PEs column. A Pop-Up window shall open up where Purchase Enquiry (PE) cretaed against the product shall be visible.
Now if user wants to generate Quotation against the PE No then they need to click on Quotation Icon next to the Relevant PE No. On Clicking on Quotation Icon, ERP will take up user to the New Tab > Now user needs to enter Supplier Quotation No & Date in Ref No and Date respectively. Also user needs to mention rate as provided by supplier, Remarks and if any additions in Terms & Conditions.**(Note - 1.On Clicking PE No, user will be dragged to document.**
2.On Clicking Contact, user will be dragged to the Contact Details. (Basically it is hyperlink given to open a document/Contact)
3. On Clicking on Quotation Icon, Quotation gets Linked with the PE No selected in document tab, and all the other details such as due date, Contact, Payment Terms, Delivery Terms etc gets auto-copied.)
9. On clicking on the Numbers corresponding to the relevant Product, in Quotations column. A Pop-Up window shall open up where Quotation (PQ No) cretaed against the product shall be visible.
Now if user wants to generate Purchase Order (PO) against the PQ No then they need to click on PO Icon next to the Relevant PQ No. On Clicking on PO Icon, ERP will take up user to the New Tab > Now user needs to Verify entire PO and click on Save Icon.**(Note - 1.On Clicking PQ No, user will be dragged to document.**
2.On Clicking Contact, user will be dragged to the Contact Details. (Basically it is hyperlink given to open a document/Contact)
3. On Clicking PO Icon, PO gets Linked with the PQ No selected in document tab, and all the other details such as due date, Contact, Payment Terms, Delivery Terms etc gets auto-copied.
4. Price Details is shown below in same POP-UP Window, where Last Purchase Price, Highest Price and Lowest Price will be available.)
10. On clicking on the Numbers corresponding to the relevant Product, in PO column. A Pop-Up window shall open up where Purchase Order (PO No) cretaed against the product shall be visible.
Now if user wants to generate Goods Receipt Note (GIN) against the PO No then they need to click on GIN Icon next to the Relevant PO No. On Clicking on GIN Icon, ERP will take up user to the New Tab > Now user needs to Verify entire GIN and click on Save Icon.**(Note - 1.On Clicking PO No, user will be dragged to document.**
2.On Clicking Contact, user will be dragged to the Contact Details. (Basically it is

hyperlink given to open a document/Contact)

3. On Clicking GIN Icon, GIN gets Linked with the PO No selected in document tab, and all the other details such as due date, Contact, Payment Terms, Delivery Terms etc gets auto-copied.)

11. On clicking on the Numbers corresponding to the relevant Product, in Partial Rev column. A Pop-Up window shall open up where Purchase Order (PO No), Goods Receipt Note (GIN No) created against the product shall be visible.
Pending Qty will show value i.e Qty - GIN Qty.
Now, if user wants to generate Goods Receipt Note (GIN) then user can click on GIN Icon against the Relevant PO No. On Clicking on GIN Icon, ERP will take up user to the New Tab >
Now user needs to Verify entire GIN and click on Save Icon. **(Note - 1. On Clicking PO No, user will be dragged to Purchase Order Document prepared.**
2. On Clicking GIN No, user will be dragged to Goods Receipt Note Document prepared..
(Basically it is hyperlink given to open a document/Contact)
3. On Clicking GIN Icon, GIN gets Linked with the PO No selected in document tab, and all the other details such as due date, Contact, Payment Terms, Delivery Terms etc gets auto-copied.
4. If Pending Qty is 0 then GIN Icon will not be visible to Auto-Generate GIN from such Window.)

Stock routing-

Stock routing is for transferring one/more input product to one/more output product.

Steps of Stock routing-

1. Go to Production Module.
2. Go to stock routing and Click on New.
3. In Basic Tab, Fields such as PA No, Process No, Assigned To, Operator, Status, Open Date, Close Date etc. User needs to fill them as per the relevance of their Business Needs.
 - A. PA No - User needs to tag Production Advice Document Created (if any).
 - B. Operator - In Operator, User needs to tag the person who has performed the Production Entry.
 - C. In Assigned to User can tag the relevant person responsible for Production.
 - D. Open Date is the date and time when the Production Started.
 - E. Close Date is the date and time when the Production Ends. **(In Basic Tab, Fields such as PA No, Process No, Assigned To, Operator, Status, Open Date, Close Date etc. User needs to fill them as per the relevance of their Business Needs.**
 - A. PA No - User needs to tag Production Advice Document Created (if any).
 - B. Operator - In Operator, User needs to tag the person who has performed the Production Entry.
 - C. In Assigned to User can tag the relevant person responsible for Production.
 - D. Open Date is the date and time when the Production Started.
 - E. Close Date is the date and time when the Production Ends.)
4. Go to child tab and click on the stock from tab and add the product from which you want to route the relevant stock then add the quantity. **(If store is required then also mention the store)**
5. After this, click on the stock to tab and add the product in which you want to route the item then add the quantity
6. Click on Save.

Receipt From Channel-

This is used to record receipt entry at the time of branch to branch transfer.

Steps to create Receipt From Channel-

1. Go to Inventory module.
2. Go to Goods Inward, and Click on Receipt From Channel. **(Rate of Product will auto-populated from the sender channel.)**
3. Click on New
4. Now Go to Document Child Tab and Click on Add. A window open where all unadjusted Issue to Channel Documents for your Channel would appear to add. Select relevant Document(s) and click on Ok.
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority etc. **(On Selecting relevant Issue to Channel Document(s) Branch Name, Product Name and other details filled in Issue to Channel Document will get auto populate on Receipt From Channel Screen.)**

6. Now Go to Product Child Tab, Products, their Quantity and Rate mentioned in Selected Issue to Channel Document will appear. User have to confirm the Quantity receipt.
7. And Click on Save.(If User doesn't tag Relevant Issue to Channel Document then the document will stand unadjusted and it will not affect both channel's Inventory Account.)

Increase Stock-

Used to record Inventory increment entry to adjust the untracked inventory inflow.

Steps to do increase stock-

1. Go to Inventory Module.
2. Go to goods inwards and click on Increase Stock.
3. Click on New.
4. In Basic Tab, Enter relevant details such as Open Date, Contact Name, Ref. Date, Due Date etc.
5. Now again Go to Child Tab and click on Product Tab, Products and add the product Qty, Rate, store, item (if applicable) etc.
6. Files Tab is used to attach the the Document related to that Increase stock.
7. Add remarks and Click on save.

Return to Supplier

This document helps to record the return entry of Raw materials or goods to supplier.

steps to create return to supplier-

- 1.Go to Inventory Module.
- 2.Go to Goods Outward, and Click on Return to Supplier menu.
- 3.Click on New.
4. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date etc.
5. Now Go to Product Child Tab, Products and their quantity mentioned in Selected Good Receipt Note will appear. User have to recheck the Quantity receipt back to Supplier then user have to enter it in Doc Qty field.
6. Files Tab is used to attach the the Document in ERP
Works Tab shows the Document created in Linkage of Goods Receipt Note such as Supplier Invoice, Return To Supplier.
7. And Click on Save.

Decrease Stock-

Inventory decreament entry to adjust the untracked inventory outflow.

Steps to do decrease stock-

1. Go to Inventory Module.
2. Go to goods outwards and click on Decrease Stock.
3. Click on New.
4. In Basic Tab, Enter relevant details such as Open Date, Contact Name, Ref. Date, Due Date etc.
5. Now again Go to Child Tab and click on Product Tab, Products and add the product Qty, Rate, store, item (if applicable) etc.
6. Files Tab is used to attach the the Document related to that decrease stock.
7. And Click on save

Stock Listing-

It Helps to view appropriate stock or inventory level present in warehouse.

Steps to check stock listing-

1. Go to Inventory module.
2. Go to Inventory Planning, and Click on Stock Listing Menu.
3. Now A Summary Screen appear where user have to Select the Date on which they want to see Stock, in Stock Date Column. (Current Date will appear by default)(**If User want whole Stock then they have to Select none in Type and Stock Option.**)
4. Now User can filter the search by Selecting Type, Stock Option, Store, UOM, Class, Brand, Group, Family, Category and Product Name.
5. On Clicking Downside arrow in Blue Colour button more filter options will appear i.e. Item Tracking & Find Product.
6. To Run the Search click on Green Arrow Button.
7. Selected Search Results would appear on screen where No. is Product Code in ERP (Product Name will also appear in this column), Description is Description entered in Product Masters, UOM is Unit of Measurement entered in Masters, Stock in Hand is Current Stock of Product, Re-Order Level, Reminder Level and Max Level is Level set for Reminder and Reorder in Product Masters.
8. Details of Transaction for selected Period will show in Details Folder.

Issue To Channel

Easy to track inter channel transaction of goods and Inventory at the time to issue from channel.

Steps to do Issue to channel-

1. Go to Inventory Module.
2. Go to Goods Outward, and Click on Issue To Channel menu.
3. Click on New.
4. Enter Branch Name and other relevant details such as Open Date, Due Date, Priority etc.
5. Now Go to Product Child Tab, Click on Add. A window where Products, shared with Selected Branch will appear. User have to select relevant product and Click Ok.
User have to Enter Quantity and Rate for the Product(s).
6. And Click on Save.

Stock Movement-

It is a summarization of all the stock inflow and outflow.

Steps to check Stock Movement-

1. Go to Inventory module.
2. Go to Inventory Planning, and Click on Stock Movement Menu.
3. Now A Summary Screen appear where User can filter Stock details as they want.
User to Select Period for which they want to see Transactions.
4. Now User can filter the search by Selecting Type, Stock Option, Class, Brand, Group, Family, Category and Product Name.
User Can Also See Transaction with Opening & Closing Stock by Tick on Opening Stock and Closing Stock Button on Top Left side of Screen.(**If User want whole Stock then they have to Select none in Type and Stock Option.**
If Organisation has Child Channels (Branches) then by tick on Consolidated user can see consolidated Stock for whole Parent Channel Tree.)
5. On Clicking Downside arrow in Blue Colour button more filter options will appear i.e. Item Tracking & Find Product.
6. To Run the Search click on Green Arrow Button.
7. Selected Search Results would appear on screen where No. is Product Code in ERP (Product Name will also appear in this column), Description is Description entered in Product Masters, UOM is Unit of Measurement entered in Masters, Opening Stock, Stock In, Stock Out and Closing Stock will show Quantity of Opening, In and Out and Closing for the selected Period.

Stock Valuation-

It helps to view the appropriate stock or inventory level present in the warehouse with its value.

Steps to view Stock valuations:

1. Go to the inventory module.
2. Go to Inventory Planning and click on the Stock Valuation menu.
3. Now a summary screen appears where the user can filter stock details as they want.
user to select the period and type for which they want to see transactions.
4. Now the user can filter the search by selecting Filter and Store.
5. On clicking the downward arrow in the blue color button, more filter options will appear, i.e., product no., class, group, brand, category, and family.
6. Now click the green arrow button to run the search. **If the user wants whole stock, then they have to select none in Type and Stock Option.**
If the organization has Child Channels (Branches), then by ticking Consolidated, the user can see consolidated Stock for whole Parent Channel Tree.
7. Selected Search Results would appear on screen, where Product No. is the product code in ERP, Product Name is the product name entered in Product Masters, Opening Qty, Opening Value, In Qty, Out Qty, Closing Qty, and Closing Value will show the quantity and value of opening, in and out, and closing for the selected period.
The folder next to the closing value will show transaction details for the selected period.
8. Note: To maintain manual inventory for balance sheet purposes, the user has to tick the manual inventory button and run the search.
Now some extra fields appear, i.e., M Opening Value, M1 Opening Value, and continue.
Where M Opening Value stands for the opening quantity's value and M1, M2 Value stands for 1, 2, 3, and continues the month's stock value product-wise.

Steps to manually input opening stock:

1. Select product type to ALL
2. Select the stock filter option set to ALL
3. Then click on Run button
4. Then click on 'update opening quantity and value from previous FY' button located at the right side corner of the screen
5. Click the Run button
6. Check that all the product value and quantities are correct, then click on save
7. Now go to the M opening value column, and the user can edit the value and add the new value to this field.
8. Click on the Advance Search button (green down arrow button) and select the month (ex. M11, M12) according to the valuation run date.
9. Then click on Save.
10. After this, go to Recomp Log, click on Adjust Stock Transfer, and automatically, a month-wise stock adjustment will run. Click on the blank checkbox for a weekly stock adjustment run.
11. After every month or week of stock adjustment, a 'successfully stock adjustment run' message will show on the screen. Click on the Run button after every successful stock adjustment
12. The opening value needs to be edited at the beginning of the FY.

Revalue of a product in stock valuation is needed if any document is edited or any document is created at back date.

Steps to do revaluation-

- 1 Go to Inventory module
- 2 Go to Inventory Planning, and Click on Stock Valuation menu.
- 3 Now A Summary Screen appear where User can filter Stock details as they want. User to Select Period and Type for which they want to see Transactions.
- 4 Now User can filter the search by Selecting Filter and Store.
- 5 Now Click Green Arrow Button to run the search.
- 6 Selected Search Results would appear on screen where Product No. is Product Code in ERP, Product Name, Description is Description entered in Product Masters, Opening Qty, Opening Value, In Qty, Out Qty, Closing Qty and Closing Value will show Quantity and Value of Opening, In and Out and Closing for the selected Period. Folder next to Closing value will show Transaction Details for the Selected Period.
- 7 Click on the Revalue button for the product if any document is edited or any document is created in

back date

8 The valuation is recalculated with the new value after clicking the revalue button accordingly .

Stores Transfer-

This facilitate in transfer of stock between difference stores.

Steps to do stores transfer-

1. Go to Inventory Module.
2. Go to Inventory Planning, and Click on Store transfer.
3. Click on New.
4. In the Baisc Tab, enter the details such as operator, Assigned to, close date etc.
5. Add the product in Stock From present in the child tab, and enter the input Qty and item (if applicable).
6. Then come to Stock to present in the child tab, prdouct will be appear, enter the Planned receivable , Actual receivable and item (If applicable).
7. Click on Save.

In configration centre we configure documents which has different lists and dropdown menu.To configure this list and drop down menu we use configuration center.

Common steps to Create items in configuration center list-

1. Go to More Module.
2. Click on Configuration and next click on Configuration center under sub master head.
3. Select and click Data in the list, in which user want to add item.
4. Then click on new.
5. Enter the name, relevant fields and add the description as per user convinence.(Also enable the flag options which are appilcable)
6. Then click on save.
7. After this, comeback to configuration center, and refresh it once.

Steps to configure Journal Type-

1. Go to More Module.
2. Then click on journal type under setting.
3. Select the type of journal to be configured.
4. Click on that journal.
5. User can only use the child tab.(For ex-payment to supplier)
6. User can click on add to add the approver.
7. User can set a paticular amount till which approver can approve the document.
8. USer canot acces the mta tab.
9. After configuring the journals ,click on save to save the changes.
10. Then go to the configuration center and refresh it.
11. The journal is now configured.

Steps to configure Document type-

1. Go to More Module.
2. Then click on document type under setting.
3. Select the type of document to be configured..
4. Click on that document.
5. User can only use the child tab.
6. User can add other charge temeplate from other charge template.
7. User can click on add to add the approver of this document.
8. User can add prefix,suffix or product sequencein the product sequence tab.
9. User can also define product other charge from product other charge tab.
10. User can also define the format or digit of the document number for example-001 or 01 or 0001.
11. User can define different category, its suffix and prefix for a single documet also.
12. User can also select approver category wise.
13. If user select sequence from master check box then the document will take it sequence from the master.

14. Document category can be defined in this tab.(**For example-In GRN you want to create two category 1.,local 2. inter state ,so you can describe category wise prefix or surfix.This effect will be seen in the making of GRN where you will see the option to select between the two category.**)
15. If user want to assign a particular document to a particular person then the user have to go to "select more" option and select" assigned to "and then select that particular person whom the user want to assign.
16. Save the document and the effect can be seen whenever the user will create the document further.
17. Store can also be selected for a particular document type.
18. If user want to select the tolerance level for rate or quantity then user can set it from "channel config" from the select more option.
19. Device number is used to describe the sequence of the document from the apps.
20. After entering all data, click on Save button.

This tab is for view only purpose where user can see the alerts which are set for a particular document.

Misc. Adv-

Steps to create Misc. Adv-

1. Go to Finance Module.
2. In Payment Journals, Click on Misc. Adv and Click on New button.
3. Now enter Nominal Account Name in Contact field or select from folder next to Contact.
4. Enter Voucher Date, MR No., Narration, GST Tax and other relevant details.(**If user want to apply Reverse Charge then user have to tick Reverse Charge Button, and If user want to create RCM Invoice for the same User have to mention Invoice No. in RCM Invoice No. field.**)
5. In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant account to be Debit and Credit.(**Note: User have to ensure that there one Bank/Cash Account has to be Debit.**)
6. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose related Voucher to be adjusted.(**If the payment made is less than the Invoice value then User can amend the amount to be adjust in Amount Tab.**
If user choose Bank account and have to issue Cheque for this transaction then User have to enter Cheque No., Date, Payment Mode details. User can enter name they want to write on the Cheque in Drawn On field.)
7. And Click on Save.

Dr Note NonGST

Steps to create Dr Note NonGST-

1. Go to Finance Module.
2. In Other Journals, Click on Dr Note NonGST and Click on New button.
3. Now enter Supplier Name in Contact Name field or select from folder next to Contact Name.
4. Enter Voucher Date, Ref No., Narration and other relevant details.
5. To apply GST on Transaction Click on Calculator Button Next to GST.
6. In Child Tab, Go to Detail Entry tab, Click on Add and Select the relevant Nominal Account to be Debited.
7. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose Receipt Vouchers to be adjusted. In Amount field user can enter amount to be adjusted.
8. In Adjustment Against Document Tab, Click on Add. A window appears where user can choose Vendor Invoice(s) to be adjusted. In Amount field user can enter amount to be adjusted.
9. And Click on Save.

Cr Note nonGST-

Steps to creat Cr Note nonGST-

1. Go to Finance Module.
2. In Other Journals, Click on Cr Note nonGST and Click on New.
3. Now enter Customer Name in Contact Name field or select from folder next to Contact Name.
4. Enter Voucher Date, Ref No., Narration and other relevant details.
5. In Child Tab, Go to Detail Entry tab, Click on Add and Select the relevant Nominal Account to be Credited.
6. In Voucher Adjustment Tab, Click on Add. A window appears where user can choose Payment Vouchers to be adjusted. In Amount field user can enter amount to be adjusted.

7. In Adjustment Against Document Tab, Click on Add. A window appears where user can choose Customer Invoice(s) to be adjusted. In Amount field user can enter amount to be adjusted.
8. And Click on Save.

Misc Purchase Order

Records all the orders related indirect purchase related to good, service or both.

Steps to create Misc. Purchase Order document-

1. Go to Finance Module.
2. In Other Journals, Click on Miscellaneous Purchase order and Click on New
3. Now enter Vendor Name in Supplier field by select from search button next to Contact Name.
4. Enter Ref. No., Open Date, Ref Date., Due Date, TDS Section, TDS Amount, TDS on Amount, Voucher Narration and other relevant details.
5. In Child Tab, Go to Accounts tab, Click on Add and Select the relevant Nominal Account . Then enter amount in Amount Tab. If Any Tax applicable then click on Folder next to Other Charge field and select relevant tax to apply for the selected account.
6. In Other Charge Tab, Click on AddOthercharge to add any other charge for the document like Discount or any other charges.
7. In Files tab, Click on Add to add any Scan copy of document or any other relevant document to be save.
8. And Click on Save.

Tax Journal-

This menu is to use general journals to post tax information into the ledger and other accounts.

Steps to make entries in Tax Journal-

1. Go to Finance Module.
2. In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant account to be Debited and Credited.
3. In Child Tab, Go to Detail Entry tab, Click on Add Dr. and Add Cr. and Select the relevant account to be Debited and Credited.
4. And Click on Save.

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Bill Subcontractor

This document is as a invoice to subcontractor to make payment.

Steps to create Bill subcontractor document-

1. Go to Purchase Module.
2. Go to outsourcing and click on Bill SubContractor.
3. Click on New.
4. Add GIN Subcontractor in GIN tab.(**After tagging GIN subcontractor, product is showing in product tab.**)
5. Enter relevant details such as Open Date, Due Date, Priority etc.
6. Click on More, relevant details like Payment Terms, Delivery Terms, Footer Note etc. will auto-populate if entered in Quotation otherwise user have to enter them.
7. User can attach advance in Advance tab and other charges in Other charge tab .(**If required.**)
8. User can attach file/ files in File tab for reference.(**If required.**)
9. Click on save button to save the document.(**user can check the payments details in payment tab if the payment is already made against this bill.**)

GIN SubContractor

Document used to record receive outsourced semi - finished output

Steps to create GIN SubContractor-

- 1 Go to Inventory Module
- 2 Go to Goods Inward, and Click on GIN Subcontractor.

- 3 Click on New
- 4 Now Go to Document Tab and Click on Add. A window open where all pending production advice would appear to add. Select relevant Production Advice and click on Ok.(On Selecting relevant Production Sub Contractor Name, Product Name and other details filled in Production Advice will get auto populate on Screen.)
- 5 In Basic Tab, Enter relevant details such as Open Date, Ref. No, Ref. Date, Due Date etc.
- 6 Now again Go to Child Tab and click on Product Tab, Products and their quantity mentioned in Production Advice will appear. User have to recheck the Quantity and if adjustment required then user needs to amend the same.
- 7 Next select the store, and the item (if applicable)
- 8 "Files Tab is used to attach the the Document related to that GIN sub Contractor
- 9 And Click on Save

GIN Rtn SubContractor

This document is used to record the return entry which is issued to a subcontractor but not used in the process.

Steps to create GIN Rtn SubContractor-

- 1 Go to Inventory Module
- 2 Go to Goods Inward, and Click on GIN Rtn Subcontractor.
- 3 Click on New
- 4 Now Go to Document Tab and Click on Add. A window open where all DN subcontractor would appear to add. Select relevant DN subcontractor and click on Ok.**(On Selecting relevant DN Sub Contractor , Product Name and other details filled in Production Advice will get auto populate on Screen.)**
- 5 In Basic Tab, Enter relevant details such as Open Date, Ref. No, Ref. Date, Due Date etc.
- 6 Now again Go to Child Tab and click on Product Tab, Products and their quantity mentioned in DN Subcontractor will appear. User have to recheck the Quantity and if adjustment required then user needs to amend the same.
- 7 Next select the store, and the item (if applicable)
- 8 "Files Tab is used to attach the the Document related to that GIN Rtn subcontractor.
- 9 And Click on Save

DN SubContractor

Document used to issue outsourced Raw materials / semi finished input to a sub contractor

Steps to create DN SubContractor-

- 1 Go to Inventory Module
- 2 Go to Goods outward, and Click on DN Subcontractor menu.
- 3 Click on New button.
- 4 Now Go to Basic tab and enter sub contractor details from search menu, A window open where all contractor list would appear to add. Select relevant contractor and click on Ok.
- 5 In Basic Tab, Enter relevant details such as Open Date, Ref. No, Ref. Date, Due Date etc.
- 6 Now Go to Child Tab and click on Job card process add the outsourced Job card process then click on ok. After this the products and the quantity mentioned in Job card will appear. User have to recheck the Quantity and if adjustment required then user needs to amend the same.
- 7 Next select the store, and the item (if applicable)
- 8 "Files Tab is used to attach the the Document related to that GIN sub Contractor
- 9 And Click on Save

DN MRS

Use to record issue in-house semi finished and raw materials process input

Steps to create DN MRS

- 1 Go to Inventory Module.
- 2 Go to Goods Outward, and Click on DN MRS.
- 3 Click on New
- 4 Now Go to Job Card Processes Child Tab and Click on Add. A window open where all unadjusted Job Card Process Documents would appear to add. Select relevant Document(s) and click on Ok.
- 5 In Product Child Tab, User have to Select those product which are not relevant and remove them. Now User have to enter the Quantity in Doc Qty field.
- 6 Now Click on Save.

Scrap Note

Damage, Defective and obsolete inventory management

Steps to create Scrap Note-

- 1 Go to Inventory Module.
- 2 Go to Goods Outward, and Click on Scrap Note.
- 3 Click on New
- 4 In Basic Tab, Enter relevant details such as Contact Name, Open Date, Ref. No, Ref. Date, Due Date etc.
- 5 Now Go to Product Child Tab, Add the Products and its quantity also add the store and Item list (if applicable)
- 6 Now Click on Save.

Requisition from Stores

Document used within an organization to request items or materials from a store.

Steps to create Store Requisition-

- 1 Go to Inventory
- 2 Go to Stores, and Click on Requisition from Stores.
- 3 Click on New
- 4 "In Basic Tab, Enter Open Date, Due Date, Priority and other relevant details. Click on More, Enter Desc./Follow Up Notes and other relevant details."
- 5 Now Go to Product Child Tab, Click on Add, A window open where all Products will appear. User have to Select the Product(s) and click Ok. Enter Quantity in Doc Qty field for selected Products.
- 6 And Click on Save

Iss Material Store

This function facilitates in inter store/ branch transfer to inventory.

Steps to create issue Material Store-

- 1 Go to Inventory
- 2 Go to Stores, and Click on Iss Materials Store.
- 3 Click on New
- 4 In the Basic Tab, enter the details such as Department, Contact Name, Open date, close date etc
- 5 Now Go to Product Child Tab, Click on Add, A window open where all Products will appear. User have to Select the Product(s) and click Ok. Enter Quantity in Doc Qty field for selected Products.(**User can also specify other cost in Cost Centre tab.**)
- 6 And Click on Save

Stock Revaluation

This document is used to revalue the inward entry,

Scenario-1- With Item based product.**Steps to create Stock Revaluation**

- 1 Go to Inventory Module
- 2 Go to Inventory Planning and click on Stock Revaluation.
- 3 Click on New
- 4 In the Basic Tab, enter details such as voucher no.,voucher date.(Enter Contact Address,State Code,MR No., Exch. Rate,Currency,Narration,UDF1, if required).
- 5 If the product has items, click on Stock item tab.
- 6 click on Add button.
- 7 A new window open where all relevant document with products.
- 8 select the required document.
- 9 Select relevant item against the product from the file icon.
- 10 Put item value which the user wants to increase and decrease in Stock value Adj. field
- 11 Click on save button.

Scenario-2- Product with no item.**Steps to create Stock Revaluation**

- 1 Go to Inventory Module
- 2 Go to Inventory Planning and click on Stock Revaluation.
- 3 Click on New
- 4 "In the Basic Tab, enter details such as voucher no.,voucher date.(Enter Contact Address,State Code,MR No.,

- Exch. Rate,Currency,Narration,UDF1, if required)"
- 5 If the product has no items, click on Stock product tab.
 - 6 click on Add button.
 - 7 A new window open where all relevant document with products.
 - 8 select the required document.
 - 9 Put product value which the user wants to increase and decrease in Stock value Adj. field
 - 10 Click on save button.

Outsourc Job Process

By this document, the production which is outsourced to a third party, is recorded.

Steps to create Outsource Job Process-

- 1 Go to Production Module
- 2 Go to Outsource Job and click on Outsource Job process
- 3 "In Basic Tab, Fields such as PA No, Process No, Assigned To, Operator, Status, Open Date, Close Date etc. User needs to fill them as per the relevance of their Business Needs.
 - A. PA No - User needs to tag Production Advice Document Created (if any).
 - B. Operator - In Operator, User needs to tag the person who has performed the Production Entry.
 - C. In Assigned to User can tag the relevant person responsible for Production.
 - D. Open Date is the date and time when the Production Started.
 - E. Close Date is the date and time when the Production Ends."
- 4 "1. **Process No - If Process are created as per the business needs then user can tag Processes. This will Ensure auto-appearing of Products from the Details entered in the Process Master (Ref Process Creation in Business Definition to understand how to created Process Master}**
 2. **Status - It can help in Identifying the Status of the Production Process.**
 - Open means that the Production Process has not yet been started.**
 - In Process means that the Production Process has been started.**
 - Stopped means that the Production Process has been Stopped.**
 - When the Production has been succesful then Status should be changed to closed Successfully.**
 - When the Production has not been succesful then Status should be changed to closed unSuccessfully"**
- 5 "Go to Material issued Tab, Click on Add and Select Relevant Product i.e the Consumed Product.
 - Input Qty is basically the Qty User considers as Consumed Qty. (**Qty Mentioned in Input Qty gets auto-subtracted from the Stock**).
 - Store Link is available if the User wants to reduce stock from a particular store.**
 - Item Window if enabled then User needs to select the batch from which the Product is consumed (This is useful for the business having batchwise Tracking), then user needs to search the Relevant Batch in the batch Folder and Click on Ok."** "On selecting Product - Product No, Name, UOM will get auto-populated.
 - Note - The Sum Value in the Item Window in Adjusted Stk Qty in Doc Column for a particular product shall appear in its product Line Item i.e Input Qty Column."**
- 6 "Now to to Material Receivable Tab, Click on Add and Select Relevant Product i.e Produced Product.
 - Qty mentioned in Actual Out would be Reduced from the Stock.
 - Store Link is available if the User wants to Add stock to a particular store.**
 - Item Window if enabled then User creates batch from which the Product is produced (This is useful for the business having batchwise Tracking), then user needs to create a Batch by clicking on Add (Batch No shall be auto-generated) User needs to enter data and Click on Ok."** "On selecting Product - Product No, Name, UOM will get auto-populated.
 - Note - The Sum Value in the Item Window in Stock Qty Column for a particular product shall appear in its product Line Item i.e Actual Out Column."**
- 7 In Advance tab ,Mention the process cycle number in relevant field and select the work process if required.
- 7 There are several flag like Auto Withdraw Input From Store,Auto Receive Output To Store, and Is OutSourced With Material. User can also use this flage if required.
- 8 There are several field like Work Process Description, Speed,Unit of Measurement,Process Description,Description/Instruction and UDFs. User can also use this field to record data if required.
- 9 User can also add Othercharge in other charge tab.
- 10 Now Go to Process Tab, where all relevant Processes would appear which are mentioned in Work Process Master.
- 11 Files Tab can be used by the user to attach the relevant document for the Production Team
- 12 Click on Save button.

Channel Setting

This is to set settings for multiple branches (Eg. Head Office and Factory) in the system.

Steps to configure Channel Setting-

- 1 Go to Security module from More option
- 2 Click on Channel Setting and open a particular channel
- 3 From Basic parent tab one can change the name of the channel (The channel name, which we put here, can be seen from the channel dropdown list while changing channel.)
- 4 You can see the tagged particular channel under Channel Contacts
- 5 The parent channel can be added from the Parent Channel option under Basic Tab. ("The parent channel is tagged while creating the channel setting for the particular channel. And for that one need to create parent channel first. Without parent channel one cannot create child channel.")
- 6 You can upload logos from the Basic Tab. ("First logo option can be seen from the login page of erp portal. Uploaded Horizontal logo can be seen on top the erp portal after logging into the channel. Vertical logo can be added later if it is needed.")
- 7 You can put the descriptions of the particular channel in Channel Description option
- 8 Mention Jurisdiction, under which your channel location comes
- 9 You can set default currency under the Basic Tab
- 10 You can set maximum cash transaction allowed under the option Max Cash Trans Allowed
- 11 You can allow negative inventory and negative cash by turning on the flag
- 12 Turn on WMS Applicable option to turn on WMS functionality. (It is mainly used for BIN management)
- 13 Channel Inventory Checkin Order.
- 14 If you want to exclude any specific type of product from WMS then put the index of that type of product in WMS Prod Type Exclude option
- 15 The production entries, which will go through this channel, will require bill of material if we turn on If Work Process Based option
- 16 By turning on the Is Allocation Available option we can allocate items for SO and GRN
- 17 If you want connect this channel with any e-commerce website then you can turn on this Is Ecommerce option
- 18 If you turn on the Is Compute On Primary Prod option , the values of multiple product outputs of production process will show in the primary product
- 19 By turning on the Packing List Qty Validation option you can add validation if the packing list quantity is less or more than the actual quantity
- 20 Print Restriction without IRN option restricts you to take print without creating IRN of the document
- 21 To add specific items from your device, put product specific code under Add Item from Device
- 22 Turn on/off Cash Refund Allowed to set cash refund is allowed or not under Advance Tab
- 23 Select channel industry type under Channel Industry option in Advance Tab
- 24 Click on the Allow DO option to allow delivery orders
- 25 If you turn on the Input Through Scanner option then every product input will be through bar code scanner
- 26 By turning on the Enable Channel Approval option you can stop the auto approval of documents in a channel
- 27 You can restrict GRN by turning off the Allow GR option
- 28 If you want to view all your contacts in sales app then turn on Contacts - Show to all (Sales App) option
- 29 You can set how much records you want to see in a search and a summary
- 30 You can set the process by which the stock valuation will be done
- 31 Turn on the Allow Report Download option to download report from report section
- 32 Channel Printer Path option is required to connect the erp with printer
- 33 You can put opening balance of last years WIP from WIP Opening option
- 34 Choose the default loading port for the channel under Loading Port option
- 35 Set where you want to do the container planning for export. (You can either do container planning in export order or export invoice)
- 36 Lock Until is the date by which you can lock all ledgers till a certain point of time. By setting a date on this option you can lock all ledgers. (You can lock all ledgers together but you have to open the ledgers individually if needed)
- 37 Select time zone in the Select Time Zone option.
- 38 Limit for PAN Mandatory option is to mandate PAN above a certain amount
- 39 POS Report Path is for the report section of POS App
- 40 Base Cost, Profit Margin, Overhead option is used to fix a percentage on the cost of a product
- 41 ERP Self Service URL
- 42 Set the Dealer Portal Logo, Dealer Portal Fav Icon, Dealer Portal Splash Icon from their respective options
- 43 Go to HR Settings parent tab - Set PF Deduction Limit and Salary Limit for ESI from their respective options
- 44 Set the salary day of the month from Salary Day option
- 45 Also set the Half Day Grace Time, Late for, Days Absent from their respective options
- 46 Put percentage in PF Admin charges and PF EDLI Contribution

- 47 Also set Max PF Deduct Empllyer Amount from here
- 48 Turn on Payslip Clubbed Account Posting option to post combined salary of employees in ledger
- 49 Salary Basic Round off and Salary Net Round off options are mainly for round off salary
- 50 User child tab is mainly for only view option.(Users for Channel are set in User section of Security module)
- 51 Sequence child tab is mainly for only view option.(Sequences for Channel are set in Sequence section of Security module)
- 52 You can set holidays for any specific channel from Holiday Child Tab
- 53 In Channel Type child tab, you can set what type of work channel does, like factory, headoffice, retail
- 54 Set channel shift related informations like start time end time of shift of employees from Channel Shift child tab
- 55 Channel Inventory Account child tab and Expenses Account child tab are used when inter channel transactions are done
- 56 Cost Centre from the drop down list of child tab is used to calculate yearly emolyee based specific expenses for a specific channel
- 57 If one or multiple stores are present under one channel then you can add the stores from Stores option from the drop down list of child tab.

Channel Other Charge

This is to set some specific other charges to the channe.

Steps to configure channel other charge-

- 1 Go to Security module from More option
- 2 Go to Channel Other Charge and click on Create New Record button
- 3 Open a specific other charge from Other Charge Name option under Basic parent tab Other charges are made in Other Charge Type under Business Definition
- 4 The other details will be automatically fetched as saved in other charge and we can modify that
- 5 After modifying click on save and refresh configuration centre from Configuration module

Leave Adjustment

Here user can adjust the leaves for employee.

Steps to use leave adjustment menu-

- 1 Go to Payroll Module.
- 2 In Leaves, click on Leave Adjustment menu.
- 3 Select the employee name from the personnel folder
- 4 Click on New button.
- 5 Select transaction Date and Leave Type,
- 6 Enter data on Add Leave, Deduct Leave, Encash Amount field
- 7 Click on Save Button.

Approve Monthly Payslips

This menu is used to approve Montly Payslips which are created in Monthly Pay Slip menu.

Steps to approve Montly Payslips-

- 1 Go to Payroll Module
- 2 In Payments, Click on Approve Monthly Payslips
- 3 In Approve Monthly Payslips,Just run the page for a perticular month.**(All the payslips which are created in Monthly Pay Slip menu, appear in the approval page)**
- 4 Users have to select the pay slips by clicking on the check box and click the Approve button. Approve button is on right side of the approval page.
- 5 Click on Save button.

Steps to check a Fixed asset's depreciation details-

- 1 Go to More Module
- 2 Then go to Assets and click on Asset Depreciation
- 3 This page shows the fixed asset's depreciation details
- 4 Put Book Value amount from it's respective section if not done while creating fixed asset
- 5 Select Depreciation Index from it's respective section if not done while creating fixed asset

Steps to create a Asset Maintainance document-

- 1 Go to More Module
- 2 Then go to Assets and click on Maintenance
- 3 Click on Create New Record to create maintainance document of a asset
- 4 Add the Fixed Asset and click on the necessary check boxes if applicable

- 5 Add a Schedule and put start and close date
- 6 Click on the On Site check box if the maintenance is on site
- 7 Click on Is Including Spares check box if the maintenance includes spares
- 8 Click on the Is Paid Maintenance check box if the maintenance is paid
- 9 Click on the Is Preventive check box if the maintenance can be prevented
- 10 Select maintenance Provider from the Advance Tab and put any necessary comments below
- 11 Click on Save option to save the fixed asset maintenance document

Steps to create Fixed Asset-

- 1 Go to More Module
- 2 Then go to Assets and click on Fixed Asset
- 3 Click on Create New Record to create Fixed Asset in ERP
- 4 Mention Asset Type, Asset Category, Asset Status and Asset Family in their respective sections
- 5 Put asset description in the Description box
- 6 Mention fixed asset range in the Range section if available
- 7 To link any existing machine with the fixed asset, tag the machine with fixed asset in it's respective section
- 8 In Advance Tab mention Purchase Price with Installation Charges and Purchase date in their respective sections
- 9 Put any Location Reference and select from which Department the asset belongs to
- 10 Mention Maintenance Interval time and Date of Installation in their respective options
- 11 Put the particular location informations of the fixed asset in Install At. and Location Name section
- 12 Mention the expiry date of the fixed asset in Expired Date option
- 13 Select the user, who will be using the asset, in User section
- 14 Put the Lorry No., in which the fixed asset will be transferred, in it's respective section
- 15 Select the Manufacturer and Servicing Agent from their respective options in Manufacturer Tab
- 16 Put Mfg Code, Mfg Date, Mfg Description details in their respective columns
- 17 Select account group name and work in progress account name from Account Name and WIP Account Name options in Accounts Tab
- 18 Put salvage value of the asset and useful life of it in years in Salvage Value and Useful Life sections
- 19 Select Depreciation Index from it's drop down list by clicking the option
- 20 Mention Book Value and Net Realisable value of the fixed asset in their respective options
- 21 Mention any extra field information in the UDF field sections under UDF Tab
- 22 In the Bill Child Tab section, add any purchase bill of the fixed asset
- 23 In the Insurance Child Tab section, add any insurance document of the fixed asset
- 24 In the Sales Child Tab section, add any sales document related to the fixed asset
- 25 In the Files Child Tab Section, add any other files related to the fixed asset

Steps to check a fixed asset's maintenance details-

- 1 Go to More Module.
- 2 Then go to Assets and click on Test Sheet.
- 3 This is a view only page to view the maintenance date details of fixed asset.

Bin

Bin system helps a company to ensure that the stock they need is available when they need it.

Steps to create Bin-

- 1 Go to Inventory Module
- 2 Go to Bin Management, and Click on Bin
- 3 Then click on new
- 4 In the Basic Tab enter details such as Rack, Rack column, Rack Row, Rack Bin, Bin Capacity etc
- 5 And Click on Save.

Steps to create Stock transfer advice:

- 1 Go to the Inventory Module.
- 2 Click on stock transfer advice.
- 3 Click on new
- 4 In the basic tab, select the branch name. **(All the fields like address, Gst no., state code, e.t.c. will be auto-fetched.)**
- 5 Click on "Add "in child tab under products as per your needs. **(If required, you add more specific details in advance tab, buyer details tab, delivery details tab e.t.c.)**
- 6 Add files in files tab if required.
- 7 Then save the document.

Bill stock transfer

Scenario 1(without tagging the document)

Steps to create Bill stock transfer document-

- 1 Go to Inventory Module.
- 2 Click on bill-stock transfer under stock transfer.
- 3 Click on new.
- 4 In the basic tab select branch name.
- 5 Add products in product tab.
- 6 Then save the document.

Scenario 2(with tagging the document)

Steps to create Bill stock transfer document-

- 1.Go to Inventory Module.
- 2.Click on bill-stock transfer under stock transfer.
- 3.Click on new.
- 4.Tag" Invoice-stock transfer "document in document tab.(All the fields like address,Gst no.,state code e.t.c will auto fetched.)
- 5.The required data will be auto-fetched after tagging the document.(If required you add more specific details in advance tab,buyers details tab,delivery details tab e.t.c.)
- 6.Then save the document.

Stock Transfer Return

Steps to create Stock Transfer Return document

Senario 1(without tagging the document)

- 1 Go to Inventory Module.
- 2 Click on stock transfer return under stock transfer.
- 3 Click on new.
- 4 In the basic tab select branch name.
- 5 Add products in product tab.
- 6 Then save the document.

senario 2(with tagging the document)

- 1.Go to Inventory Module.
- 2.Click on stock transfer return under stock transfer.
- 3.Click on new.
- 4.Tag" Rcpt From Channel "document in document tab. All the fields like address,Gst no.,state code e.t.c will auto fetched.
- 5.The required data will be auto-fetched after tagging the document. If required you add more specific details in advance tab,buyers details tab,delivery details tab e.t.c.
- 6.Then save the document.

Steps to create Rcpt Of Trans Rtn document-

- 1 Go to Inventory Module.
- 2 Click on "Rcpt Of Trans Rtn" return under stock transfer.
- 3 Click on new.
- 4 Tag" issue to channel "document in document tab.
- 5 The required data will be auto-fetched after tagging the document.
- 6 Then save the document.

Retail Sale Return document is used to record the return entries of retail sale.

Steps to create Retail Sale Return document-

1. Click on Sales module.
2. Click on Retail Sale Return menu.
3. Add Retail Sale document in Bill Number tab.(Customer details are auto populate from the **Retail Sale document.**)
4. Add product in product field.
5. Click on Payment and add payment option.
6. Click on Save button.

Steps to create order for Retail Sale

1. Go to Sales module.
2. Click on Retail Order.

3. Add Customer details in customer tab like add Mobile number, Customer details and delivery details etc.
4. Click on "Billing Address is Different" flag if billing address is different from delivery address.
5. After clicking the flag, put the billing address details for the customer in the respected field.
6. If user want to put GSTN number, click on the "GSTN for business " flag and put the details of GSTN number.
7. Click on Add Product button.
8. Add the Ordered Product with the quantity.
9. If need to attach any file ,add in the File tab.
10. Then click on Payment button and add the payment details in the respective field.
11. Then Click on Check Out button.
12. Add the addition information in Addition tab like if required, like Sales executive names, Manager name and purpose of the order etc.

Steps to create leads in ezisales app-

- 1 In the home page, click on the leads
- 2 After this click on add button, present at bottom right side
- 3 Enter the data in relevant fields such as Deal Name, contact, Source, Stage, Summary, Note etc
- 4 Then click on save. **(Note: Once saved user need to sync the lead which is there in the right hand to side in the leads page.)**

Steps to create a follow - ups in ezisales app-

1. Click on the open tile in the lead dashboard
2. select the lead which the user want follow up, after this click on 3 vertical dots option menu
3. Then select follow up
4. click on the follow up button in follow up Update Dashboard, this will open a window
5. In the window enter details such as Summary, next follow up date, Contact person, contact number etc
6. After entering the details, click on save

Steps to create contacts in ezisales app-

- 1 In the home page, click on the contacts
- 2 After this click on add button, present at bottom right side
- 3 Enter the data in relevant fields such as Company name, Contact person, Designation, assigned to, Mobile, Email etc.
- 4 Then click on save. **(Note: Once saved user need to sync the contact which is there in the right hand to side in the Contact page.)**

Steps to maintain visit log in ezisales app-

- 1 Click on contact in the home page
- 2 Click the contact in which user had to visit
- 3 Next this go to visit log, and click on add icon in bottom right in the screen
- 4 User can see exact location and time shows in the screen
- 5 User can add notes and then click on check in
- 6 Refresh the visit log to review it
- 7 Now to check out, click on the add icon again
- 8 Next the user can see the exact out location and time in the screen.
- 9 Click on check out, to mark the check out
- 10 Refresh the screen to view the visit log

Steps to maintain accounts through sales app-

- 1 In home screen click on accounts option
- 2 In account dashboard section user can access Receipt, Payment, Debit Note, Credit Note, Journal, Party Journal and also can view Cashbook, Ledger and Nominal Accounts
- 3 User can select Financial year from drop-down At the upper right corner.

Steps to create receipt journal

- 1 click on accounts menu option
- 2 in accounts dashboard click on receipt
- 3 click '+' button to create a new receipt
- 4 select the account name in received from field
- 5 give the amount , write the narration, select the cash or bank a/c , set the date
- 6 click on save.

Steps to create payment journal

- 1 click on accounts menu option

- 2 in accounts dashboard click on payment
- 3 click '+' button to create a new payment
- 4 select the account name in payment to
- 5 give the amount , write the narration, select the cash or bank a/c , set the date
- 6 click on save

Steps to create debit note, credit note, journal and party journal

- 1 click on accounts menu option
- 2 in accounts dashboard click on debit note/credit note/jurnal/party journal
- 3 click '+' button to create a new
- 4 select dr and cr accounts, fill the amount field, select date
- 5 click on save

"user can also view the cashbook and ledgers summary by clicking on cashbook and ledger option.
User can also take print out of cashbook and ledger summary by clicking the print button option on the right upper corner of the screen"

Steps to create nominal account

- 1 click on accounts menu option
- 2 in accounts dashboard click on nominal account
- 3 click '+' button to create a new
- 4 select the type of accounts from dropdown
- 5 type the account name
- 6 give the opening balance
- 7 select the account dr/cr
- 8 select the financial year
- 9 fill the customer details
- 10 save.

Steps to apply for leave in Expand HR app-

- 1 Click on the Leave Application icon in the home page
- 2 Click on the Add button from bottom right corner of the screen
- 3 Select Leave Type from the given dropdown list , by clicking Leave Type option
- 4 If it is a halfday then turn on the Half-day option by clicking on it
- 5 Click on the Start Date and End Date option to select the duration of the leave
- 6 Enter any reason in the Reason box
- 7 Click on the Save option to save the leave application
- 8 "View the updates of user's leaves by clicking on the I option at top right corner of the screen"

Steps to mark Daily Attendance in Expand HR app-

- 1 Click on the Daily Attendance icon in the home page.
- 2 To record In Time attendance, click on the finger print option The app will automatically fetch user's in time and location.
- 3 Click again on the finger print option to record user's Out Time attendance.**(The app will automatically fetch user's out time and location.)**
- 4 If facing any issues regarding the current location, then click on the refresh button at top right corner of the screen to refresh the current location.
- 5 Click on the Last 30 days Attendance option at botton right corner of the screen to view the last 30 days attendance history.
- 6 Information regarding the attendance will be saved automatically and it cannot be deleted by the user.

Steps to set Out of Office Schedule in Expand HR app-

- 1 Click on the Out of Office icon in the home page
- 2 Click on the Add button from bottom right corner of the screen
- 3 Select whether it will be Official or Trip.

- 4 Select the date by clicking on the Date of Day out option.
- 5 Mention the purpose and remarks for out of office in their respective boxes.
- 6 Click on the Save option to save the out of office schedule

Steps to apply for an Advance in Expand HR app-

- 1 Click on the Advance Application icon in the home page
- 2 Click on the Add button from bottom right corner of the screen to create a new application
- 3 Enter the amount of advance in the Amount box
- 4 Select the source of the income , whether it is salary or income from any particular work
- 5 Select Tentative Return Date and Applied date of the advance application from their respective options.
- 6 Mention the purpose and any comments in their respective boxes.
- 7 Click on the save option to save the leave application.
- 8 After saving the application, click on the Sync option at the top right corner of the screen to sync the data with ERP.
- 9 Click on a particular application to edit or delete it.

Steps to apply for Claim in Expand HR app-

- 1 Click on the Claim icon in the home page
- 2 Click on the Add button from bottom right corner of the screen to create a new application.
- 3 Select claim type from it's respective option.
- 4 Enter the amount of claim in Amount box.
- 5 Write any comments in the Comments box and click on Add option.
- 6 Attach any pictures from the Attach option.
- 7 Click on Save option to save the application.
- 8 After saving the application, click on the Sync option at the top right corner of the screen to sync the data with ERP.
- 9 Click on a particular application to view the details of Applied Amount and Approved Amount from the organization and any remarks regarding to the application.

Steps to add Outward process(Picking & sorting)-

- 1 Click on Picking
- 2 It will show the list of documents by which outward entry has been made.
- 3 Select a document, it will show the products and its bin no.
- 4 Select a product and rack no. then scan the QR of the rack
- 5 It will show bin found, click on ok.
- 6 Now product SKU and quantity will be shown.
- 7 Scan the product QR
- 8 Enter the quantity and click on ok.
- 9 This product will now move into sorting tab of the app.
- 10 Click on Sorting. It will now show the list of document no.
- 11 Scan the product QR again and enter the quantity.
- 12 A pop up will appear showing the order no. Click on ok.
- 13 Sync the data with the ERP.

Steps to Cancel order-

- 1 Click on cancel order
- 2 It will show the list of bin and quantity of cancel order.
- 3 Select the bin and scan the rack QR.
- 4 It will now show the product SKU.
- 5 Scan the product and click on ok.

Steps to tranfer Bin(from bin & to bin)-

- 1 Click on From bin
- 2 It will show the products and quantity for which bin transfer entry has been made.
- 3 Select a product.
- 4 Now it will show the rack no.

- 5 Scan the rack and click on ok.
- 6 Product SKU and quantity will now appear.
- 7 Scan the product and click on ok. Now this product will show in the 'to bin' section.
- 8 Click on To Bin
- 9 It will show the rack no in which the product need to be kept.
- 10 Scan the rack QR , then it will show the product and quantity.
- 11 Scan the product and click on ok.
- 12 Sync the data with the ERP.

Steps to check the summary and delete any DN MRS-

1. Click on menu option
2. click on DN MRS
3. DN MRS Summary page will open and select a date range, user can select from drop down option (here Financial Year, q1,q2,q3,q4,months wise, week wise, date wise search is available)- click on run
4. all the list of DN MRS will appear in screen.

From this screen user can delete a dn mrs document by clicking on delete option.

Steps to create a DN MRS-

1. Click on + button to create a DN MRS
2. Select a job process by typing the job card or job process number or by scanning the QR. In ERP
3. Select a operator
4. After selecting the job card or job process, material input page will open
5. Here issue product details page will open.
6. User can see the product name and sanction quantity in this page. You can delete the product by clicking the three dot just right to product number.
7. Give the quantity of the input product in input quantity field
8. click on save.
9. Automatically a dn mrs document will be created in ERP.
10. Also you can see the related document by clicking the three dot next to save option.

** if you click on details => open the job card process details page where user can see all the details (like input, output materials, open date assigned to, status product no,sales order etc.) regarding that job card process.

Steps to see the summary of GIN Production-

1. Click on menu option
2. Click on GIN PRODUCTION
3. GIN PRODUCTION Summary page will open and select a date range, user can select from drop down option (here Financial Year, q1,q2,q3,q4,months wise, week wise, date wise search is available) and click on run.
4. All the list of GIN PRODUCTION will appear in screen.

From this screen user can delete a GIN PRODUCTION document by clicking on delete option.

Steps to create a GIN Production-

1. Click on + button to create a GIN PRODUCTION
2. Select a job process by typing the job card or job process number or by scanning the QR in ERP
3. After selecting the job card or job process, material input page will open.
4. Select the operator
5. User can see the product name and sanction quantity in this page. User can delete the product by clicking the three dot just right to product number.
6. Give the quantity of the input product in input quantity field .
7. Click on save
8. Automatically a GIN PRODUCTION document will be created in ERP
9. Also user can see the related document by clicking the three dot next to save option.

** if user clicks on details => open the job card process details page where user can see all the details (like input, output materials, open date assigned to, status product no,sales order etc.) regarding that job card process.

Steps to check DN-Sub Contractor Summary-

1. Click on menu option
2. Click on DN-SUB CONTRATOR
3. DN-SUB CONTRACTOR Summary page will open and select a date range, user can select from drop down option
(here Financial Year, q1,q2,q3,q4,months wise, week wise, date wise search is available) and click on run
4. All the list of DN-SUB CONTRATOR will appear in screen.

From this screen user can delete a DN-SUB CONTRATOR document by clicking on delete option.

Steps to create a DN-Sub Contractor document-

1. Click on + button to create a DN-SUB CONTRATOR.
2. Select a job process by typing the job card or job process number or by scanning the QR. In ERP
3. After selecting the job card or job process, material input page will open
4. Here user can see the product name and sanction quantity in this page.
5. Select a Sub Contractor.
6. Give the quantity of the input product in input quantity field and give rate
7. Click on save .
8. Automatically a DN-SUB CONTRATOR document will be created in ERP
9. Also user can see the related document by clicking the three dot next to save option.

** if User clicks on details => open the job card process details page where user can see all the details (like input, output materials, open date assigned to, status product no,sales order etc.) regarding that job card process.

Steps to check the summary of GIN SUB CONTRACTOR-

1. Click on menu option
2. Click on GIN SUB CONTRACTOR.
3. GIN SUB CONTRACTOR Summary page will open and select a date range, user can select from drop down option
(here Financial Year, q1,q2,q3,q4,months wise, week wise, date wise search is available) and click on run
4. All the list of GIN SUB CONTRACTOR will appear in screen.

From this screen user can delete a GIN SUB CONTRACTOR document by clicking on delete option.

Steps to create a GIN SUB CONTRACTOR document-

1. Click on + button to create a GIN SUB CONTRACTOR.
2. Select a job process by typing the job card or job process number or by scanning the QR in ERP.
3. After selecting the job card or job process, material input page will open.
4. Select a sub contractor
5. User can see the product name and sanction quantity in this page. User can delete the product by clicking the three dot just right to product number.
6. Give the quantity of the input product in input quantity field
7. Click on save
8. Automatically a GIN SUB CONTRACTOR document will be created in ERP
9. Also user can see the related document by clicking the three dot next to save option.

Steps to create Daily Production

1. Click + button to create new
2. Select a operator
3. Select a PA number
4. Select Process
5. Click on down arrow where user can add machine.(User needs to configure the machine from master data first)

6. After adding machine, down time field will automatically appear and user can input data in it.
7. User can add attachments like picture in attachment field.
8. Click add on material output to add input material.
9. Search product
10. Give input quantity
11. Click on OK.
12. Click add on material output tab
13. Search product
14. Give actual out quantity.
15. Click on save to save the daily production

Steps to create Stock Routing

1. Click on + button to create new
2. Select operator
3. Click add to add stock from and stock to
4. Product search tab will open
5. Select product give a desire quantity in input quantity
6. Go to stock to then click add
7. Search product and give actual out quantity
8. Save.

Steps to create goods receipts note-

- 1 click on goods receipts note in home screen
- 2 click on '+' button
- 3 type the po number or scan the qr of po from erp screen.
- 4 click on add button to add new products --> click on save button to save the document
- 5 In product line there are 3 buttons - 1. store button 2. item button and 3. delete button
- 6 Click on store button --> then select the store --> put the quantity in 'trans qty' field --> then ok --> store with quantity will show in the below --> to delete the store click on delete button. To add another store for same product click on add button and repeat the above steps.
- 7 "To add items --> click on item button in product line --> put the quantity on stock quantity and quantity field, put the item rates, --> user can also attach item image by clicking the attachment icon --> click on save. to add another item click on add item button."

Steps to create purchase order-

- 1 In home screen, click on purchase order
- 2 Click on '+' button to create a new po
- 3 User can search for purchase request/purchase indent in search box for tagging /user can just select the vendor.
- 4 Click on add button to add products
- 5 Search the required product, give quantity and rate. Then click on OK button.
- 6 Click on save button to save the order.

Steps to create Gate Entry-

- 1 In home screen click on Gate Entry
- 2 Click on '+' button to create a new Gate Entry
- 3 Search for PO/SO.
- 4 Select the Gate Entry type.
- 5 Fill all the required field like item names, vehicle in - out time, vehicle number, gross weight and tare weight.
- 6 Click on save.

Steps to create Delivery Note-

- 1 In home screen click on delivery note.
- 2 Click on '+' button to create a new delivery note.
- 3 Search for so number in search box.
- 4 User can tag a gate entry and can select the assign to.
- 5 Click on add button to add product And give quantity and rate. Then Click on OK button.
- 6 Click on save to save the document.

Steps to do QC-

- 1 In home screen click on QC
- 2 Select grn/po/dn
- 3 Search the grn/po/dn number in search box
- 4 Click on open
- 5 Click on qc button in product line
- 6 Do the qc and click on ok
- 7 Click on save.

Steps to add Inward process (Stacking & Binning)-

- 1 Click on stacking
- 2 It will show the list of documents by which inward entry has been made
- 3 Select a document ,list of product will appear, select a product and scan its QR
- 4 Enter the actual received quantity
- 5 Click on ok. This product will now appear in binning tab of the app.
- 6 Click on Binning – It will show the rack no/ bin no in which the product need to be kept.
- 7 Scan the QR of the rack , click on ok
- 8 Scan the product again.
- 9 Confirm the quantity and click on ok.
- 10 Click on sync.

Steps to create Cash Sale document-

- 1 Go to Sales Module
- 2 Click on Cash Sale.
- 3 Now Select New
- 4 Go to Delivery Note Tab and click on Add
- 5 Now select the relevant Delivery Note (User can search the data by selecting the dropdown in Search by such as Document No, Contact, Ref No etc). If delivery Note is linked with Sales Order then all the relevant data from Sales Order also gets auto-copied in Cash Sale document. On Selection of Delivery Note all the records entered in the Delivery Note will get auto copied i.e If in Document Tab - Sales Order is tagged then it shall get auto copied in the Cash Sale Document Tab (Same for Product tab)
- 6 In Basic Tab, Enter Open Date, Due Date Voucher Narration and Other relevant details. Then Click on More where Payment Terms and Delivery Terms would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same).
- 7 In Advance Tab, Consignment Mode, Export Type/Inco Term would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same)
- 8 Go to Buyer Detail Tab, Consignee and Notify Party Details would be visible if selected in Sales Order. (If not selected in Sales Order then User needs to select the same)
- 9 Now, Go to Child Tab Product and Check Product Name, Quantity and Rate which is auto-populate from Delivery Note.
- 10 Other Charge Tab is used where the business requires to mention other charges such as Freight, Handling Charges etc separately from the Buyer. User needs to click on AddOtherCharge for adding the same. If user want to include other charge in total Cash Sale value then user have to click included and If do not want to add other charge in separate account (and want to add it directly in Sales account) then user have to Tick mark Post Main Acc button.
- 11 Files Tab is used to attach the Product Image(Finished Goods) which to be sent to the client. Works Tab shows the Document created in Linkage of Cash Sale further.
- 12 Now Click on Save and Click on the Report Icon to View the Report
- 13 Advance Tab Shows Advance receipt from Customer to Tag.
- 14 Cash Receipts Tab - It will show all the Receipts from Customer created in Finance Module and Linked with the Invoice Document.
- 15 Now Click on Save and Click on the Report Icon to View the Report

In Case of Goods Return :-

Steps to create Cash Sale Return document-

1. Go to Sales Module

2. Click on Cash Sale Return menu.
3. Click on New
4. Now Go to Sales Return Child Tab and Click on Add. A window open where all pending Sales Return Documents would appear to add. Select relevant Document(s) and click on Ok. **(On Selecting relevant Document Customer Name, Product Name and other details filled in Sales Return Document will get autopopulate on Cash Sale Return Screen.)**
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority, Voucher Narration etc. **(Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.)**
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Sales Return will appear. User have to recheck the data.
If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field. **(Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.)**
8. If any Other Charge added in Cash sale return, then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Cash sale return.
9. And Click on Save.

In Case of Rate Difference :-

Steps to create Cash sale return:

1. Go to Sales Module
2. Click on Cash sale return
3. Click on New
4. Now Go to Document Child Tab and Click on Add. A window open where all Sales Invoice Documents would appear to add. Select relevant Document(s) and click on Ok. **(On Selecting relevant Document Customer Name, Product Name and other details filled in Sales Invoice Document will get auto populate on Cash sale return Screen.)**
5. Enter relevant details such as Open Date, Ref. No., Ref. Date, Due Date, Priority, Voucher Narration etc. **(Ref. No. and Ref. Date would be Supplier Bill's No. & Date or Challan No. & Date.)**
6. Click on More, Enter relevant details like Payment Terms, Delivery Terms, Footer Note etc.
7. Now Go to Product Child Tab, here the Products and their quantity and Rate mentioned in Selected Invoice will appear. User have Select unwanted Products and Remove them, then enter the Difference Rate.
If GST & any other Tax is applied on Products then user have to enter Tax Rate in Folder next to Value field. **(Value will get auto-calculated. If Tax details entered in Product Master Tax details will also get auto-populate.)**
8. If any Other Charge added in Credit Note then User have to click on Other Charge Tab and Select the relevant Other Charge to add in Cash sale return.
9. And Click on Save .

Product Costing

It's a process to determine the total expenses associated with manufacturing a product .

Steps to create Product Costing

- 1 Go to Product Master from Business Definition Module
- 2 Choose a product and click on the '+' option at the right side of that product in the product bar. The '+' sign can only be seen if costing is not done for that particular product.
- 3 A new tab related to costing will open beside and now the details related to costing can be added from here.

Product Sale Costing

- 1 The product number can be seen from here. This is a noneditable field. The Product Number, which was put while creating the product, cannot be changed from product costing.
- 2 "Under this tab many details can be filled such as the shape of the product. A drop down list can be

seen with different shape names if the 'Shape' option is clicked on. Choose according to the product if necessary." "This details can also be added from Product Master. If added from Property2 Under Properties parent tab, one need not to do it again in costing."

3 "A drop down list will open by clicking on 'Finish' option. Select the suitable finish type from there." "This details can also be added from Product Master. If added from Property1 under Properties parent tab, one need not to do it again in costing."

4 Similarly Group, Category, Sub-category details can be added from there." "This details can also be added from Product Master. If added from there under Basic parent tab, one need not to do it again in costing."

5 One can add Back Office Code if it is available. This field can also be filled from Product Master under Properties parent tab.

6 "Product Name , Product Description, Product Model and HSN Code can be edited from their respective options." "These are editable fields. The Product Name , Product Description Product Model and HSN Code, if put before in Product Master Basic parent tab then one need not to do it again"

7 "For Collection, Material, Season and Fragrance options, click on the options and drop down lists will open. Select suitable option from the drop down list." "This details can also be added from Product Master. If added from Property5, Property4, Property3, Property6 respectively under Properties parent tab, one need not to do it again in costing."

8 Select Sample Date to decide in which date the sample product will be sent

9 Click on the All Channel option to avail the product with costing for all channels.

10 "Any extra details, for which any option is not available, can be added under UDF1, UDF2, UDF3, UDF4 option." This field can also be filled from Product Master under Properties parent tab.

11 Add pictures of the product by clicking on '+' sign from the right corner of the page.

12 "Add Product's Inner Packaging and Master Packaging quantity details, product's length-height-width according to the product's dimension and it's unit of measurement, net weight and it's unit of measurement and volume below the product image option." "These details can be put from Dimension option of Select more under child tab of the Product Master. If it is not put under Product Master the one need to clickon 'Is Primary' option while making cost sheet. IP and MP quantities can be added from Advance parent tab."

13 "Click on Print QR Code option, Print BOM Sheet option, Print Cost Sheet option, Print Component Sheet option to get the respective prints."

Packing Dimensions

14 Add Inner Packing details User can record length, Weight , Height, Net-weight, Gross-weight, Volumn, UOM for Inner Packaging.

15 Add Master Packaging Details. User can record length, Weight , Height, Net-weight, Gross-weight, Volumn, UOM for Master Packaging.

Other Charge

16 "A list of other charges is shown here. Put amount, description and expression necessary for the product." "The other charges are created in Other Charge Type under Business Definition and to avail it for costing, click on the 'For Costing' option."

Cost Summary

17 The list of costs associated with the product is shown here.

18 Put the Overhead and Profit Margin percentage here for the particular product.

19 "Change the Currency from here if necessary . Then click on calculate option to see the overall cost."

Price List

20 "Click on Add Price List option to add any existing price list. Put the price , effective date and choose currency." "Create Price List from Price List option under Business Definition Module. If Price List is added in Product then the data will automatically show while creating costing."

Work Process

21 "Click on the file option and a pop-up list will appear. Choose a specific Work Process for the product from the list." "Work Process is made from Business Definition module. Under the Work Process the processes related to the production are added."

22 Add any comments related to the Work Process.

23 Click on 'Active' option to make Work Process active for the product.

Other Details

24 Put any Batch Number , Seal , Test Recorder, Marking, Shelf position, Remarks, Barcode, Inner Barcode, Master Barcode, Version, Lead Time, Min Batch Quantity available for the product Here user can record any other details related to product costing.

HSN/Features

29 Click on Add option to add product related features here sequentially. The Feature list is made from Configuration Center from Configuration module

30 Put weight related to the product feature under weight option of the added feature

Raw Materials and Accessories

31 "Click on Add option. A list of Raw Materials and Accessories will open. Select product related raw materials and accessories from the list." "The Raw Materials and Accessories are created from Product Master under Business Definition"

- 32 "After adding the required Raw Materials and Accessories, one can put vendor's name under Vendor option" Vendors are created under CRM Module
- 33 After that select appropriate processes for the added raw materials and accessories. "Processes are made under Business Definition module and then are added in Work Process"
- 34 Put size and width in their respective options
- 35 Put required quantity and rate for the raw materials and accessories
- 36 Put buffer rate for the raw materials and accessories if there will be wastage
- 37 "Click on calculator option beside amount option to view the cost of raw materials and accessories"
- 38 Click on the 'Is Locked' option to lock the raw material for the costing of that product. Only Admin can open the lock after turning on the lock of raw material
- 39 "Click on the Component List option to open the component list, which is at the last of the Raw Materials and Accessories bar. Click on the Edit Components option to manually put the component data or one can upload a excel sheet with the details of components to save time."
- 40 "After clicking on Edit Components, an add option can be seen. Click on the Add option to bring a empty component list window. Then click on the first dropdown list to open the list of components and then select the suitable component for the product." Components can be added from Configuration Center under Configuration module.
- 41 Put Length, its UOM, Width, its UOM, Volume and Quantity necessary for the component.
- 42 Put Unit Labour Cost and click on the Calculator option to bring the total amount.
- 43 One can put remarks under Selection, Splitting, Skiving and Rotational Inspection options
- 44 Put Buffer rate and Width for the component and click on save to save the Component List.

WIP (Semi Finished Output)

- 45 "Click on Add option. A list of WIP (Semi Finished Output) will open. Select product related semi finished goods from the list." Semi finished products are made in Product Master under Business Definition
- 46 "Click on the process drop down list associated with the product to select respective process for the semi finished product"
- 47 "Put Size, Requirement per unit, Stock UOM, details for the product and Total Quantity will be automatically Fetched"

Process (Semi Finished Input)

- 48 "After adding the Work Process, Process (Semi Finished Input) will automatically fetch process data"
- 49 Add cost of the processes under costing option.
- 50 Add any Instruction remarks for the process
- 51 "Click on the file option under Product / WIP Input. A list of semi finished goods will open. Then select the proper semi finished goods for each process. After adding semi finished goods Product Name section will automatically fetch semi finished good's name"

Packaging and Labeling Material

- 52 "Click on the Add option of Packaging and Labeling Material. A list will open with packing and label material products. Select the packing and label materials required. "Options such as Group, Material Name, Material Spec will auto fetch data if mentioned in Product Master"
- 53 Click on Process option and a drop down list will open. Select the proper process for the product
- 54 Put proper unit of measurement under UOM option for the product
- 55 Put size for the product.
- 56 Click on Material UOM and a drop down list will open. Select proper UOM from the list.
- 57 Put minimum order quantity under MOQ option.
- 58 "Put Required quantity and rate for the product and put Buffer percentage. Now click on calculator option to fetch total amount."

Consumables

- 59 "Click on the Add option of Consumables. A list will open with Consumables products. Select the Consumables materials required. "Options such as Group, Material Name, Material Spec will auto fetch data if mentioned in Product Master"
- 60 Click on Process option and a drop down list will open. Select the proper process for the product
- 61 Put proper unit of measurement under UOM option for the product
- 62 Put size for the product.
- 63 Click on Material UOM and a drop down list will open. Select proper UOM from the list.
- 64 Put minimum order quantity under MOQ option.
- 65 "Put Required quantity and rate for the product and put Buffer percentage. Now click on calculator option to fetch total amount."

Service And Testing Charges

- 66 "Click on the Add option of Service And Testing Charges. A list will open with Service And Testing Charges products. Select the Service And Testing Charges required. "Options such as Group, Material Name, Material Spec will auto fetch data if mentioned in Product Master"
- 67 Click on Process option and a drop down list will open. Select the proper process for the service
- 68 "Put Required rate for the service and put Buffer percentage. Now click on calculator option to fetch total amount."
- 69 After entering all data in costing, Click on Save button.

Steps to create a Consignment Note-

1. Go to Transport module.
2. Click on Consignment Note menu.
3. In Basic tab, enter CN number and CN date.
4. Select Consignee , Consignor and Party name from File icon.
5. Enter Delivery address.
6. Define Delivery date, Service Tax Payee type, Declared Value with currency, Total freight amount, CN type, Billable at, Route details in the respective fields.
7. Enter details in From place to To place, Delivery terms,Category, Load Type,Transport Mode, Permit No in the respective field.
8. User can also record Private mark, Invoice, Remarks if needed.
9. In Charges tab, enter Demurrage Charges, Detention Charges, Freight, Other Charge,Adjusted Amount, loaded by,Insurance company name, Policy details in the respective field if required.
10. Add Packaging details in child tab.
11. User can add other charges in Other charges Tab.
12. If any Receipt voucher is made with the consignment note that will be shown in Receipt Voucher tab.
13. If any bill is raised against this note, that will be shown in Bill Raised tab.
14. If any voucher is adjusted against this note, it is shown in Adjustment Vouchers tab.
15. If user need to attach any file , it can be attached in Files tab.

Steps to do the Lorry Challan document-

1. Go to the Transportation Module.
2. Click on Lorry Challan Menu.
3. Enter Hire Pay No., Hire date in basic tab.
4. Enter Lorry owner name, Expected delivery date, charged weight, loaded weight, Rate per unit weight, Additional Rate in the respective field.
5. Select Lorry No, Hired Through, Route from the file icon.
6. Enter charges related amount in respective field like Hire Charges,Advance,Other Charges, Total Charges,TDS %,TDS Amount, Balance etc.
7. If there is any return trip included, mark the flag Return Trip.
8. User can record data in Advance Adjusted, Balance Adjusted, Chassis No, Engine No,Release Date, and Reporting Date field if requierd.
9. Go to Consignment tab and click on Add button to tag the respective consignment note.
10. Enter No. of Packages, Weight , destination in the dedicated field.
11. User can add other charges in the Other Charge tab.
12. If any payment is made with this challan or any voucher adjustment is done with the challan, that is shown in Payment Vouchers and Adjustment Vouchers field.
13. Click on Save button.

Steps to do the Market Lorry Challan document-

1. Go to the Transportation Module.
2. Click on Market Lorry Challan Menu.
3. Enter Hire Pay No., Hire date in basic tab.
4. Enter Lorry owner name, Expected delivery date, charged weight, loaded weight, Rate per unit weight, Additional Rate in the respective field.
5. Select Lorry No, Hired Through, Hired by, Route from the file icon.
6. Enter charges related amount in respective field like Hire Charges,Advance,Other Charges, Total Charges,TDS Amount, Balance etc.
7. If there is any return trip included, mark the flag Return Trip.
8. User can record data in Advance Adjusted, Balance Adjusted, Chassis No, Engine No,Release Date, and Reporting Date field if requierd.
9. User can add other charges in the Other Charge tab.
10. If any payment is made with this challan or any voucher adjustment is done with the challan, that is shown in Payment Vouchers and Adjustment Vouchers field.
11. Click on Save button.

Steps to create Lorry Challan Adjustment document-

1. Go to the Transport Module.
2. Click on Lorry Hire Adjustment menu.
3. In basic tab, enter the Voucher number and voucher date.
4. Put challan number from the file icon in the Lorry Hire Challan No field.
5. Enter amount in Amount section.
6. User can record the remarks in the Narration field.

7. Go to Detail entry Tab.
8. click on Add button.
9. Select the charges name from the file icon and put the amount in the respective field. User can add any remarks regarding the charges in the Remarks field.
10. Now click on Save button.

Steps to create Un-loading document-

1. Go to the Transport Module.
2. Click on Un loading menu.
3. Select challan no. from file icon in Lorry challan field. After selecting Lorry challan no, consignment no. is autofetched in Consignment tab and the lorry arrival date is automatically fetched in the respective field.
4. Enter Lorry uploading date, Vehicle number, Other charges, Gate Passno., Exchange rate in the respective field.
5. Select the manifest no. from the file icon.
6. In Advance tab, enter the unloaded by name and remarks if required.
7. Click on Save button.

Steps to create Delivery Document-

1. Go to Transport module.
2. Click on Delivery menu.
3. In basic tab, enter data in Entry No., Receiving Date, Vehicle Num, Other Charges, Gate Pass No., Exch. Rate, and Delivering Vehicle respectively.
4. Select Manifest No. from the file icon.
5. In Advance tab, Enter Receiver and Remarks if required.
6. In Consignment tab, click on Add button and enter Consignment number. The details with consignment number are autopopulating after selecting this.
7. Add Other charge in Other Charge tab if required.
8. Click on Save button.

Salary Payment

Here user can see all the summary of all monthly pay slip vouchers of all employees. User can see the vouchers by selecting the date range.

Arr/Claim Payment

The arrears which are claimed at Personnel areas in Payroll module are paid through this menu.

Entry Steps-

- 1 Go to Finance Module.
- 2 In Payment Journals, Click on Arr/Claim Payment menu and Click on New button.
- 3 Add employee name in contact field from the contact folder
- 4 In Arrear/Claim Details tab, add the specific Arrear document against which user has made the payment.
- 5 From the payment details tab user can add the specific account from where the payment has to be made.
- 6 If any voucher is needed to be adjusted, User can add that in voucher adjustment tab.
- 7 Click on Save button.

Payslip

This menu is used for view purpose only.

Finance department can view the salary payment details monthwise.

Leave Encashment

This menu is used to encash the available leaves.

Entry Steps

- 1 Go to Finance Module.
- 2 In Payment Journals, Click on Leave Encashment menu and Click on New button.
- 3 Click on Encashment details to add the leave type
- 4 In Payment Details tab, Select the account from Add button and enter the amount
- 5 In cost centre, user can record extra cost, related to this voucher if required.
- 6 Click on Save button

Steps to create a Gate Entry

- 1 Go to Inventory Module
- 2 Click on Gate Entry tab
- 3 Click on new

- 4 Gate Entry Details sheet will open, enter details such as Gate entry type, Date, Gate entry no, Document, items, Notes, First weight, Second Weight, In and out time, Vechile No, Driver Name, Mobile number and License no etc
- 5 Click on save.

Steps to create Rejection Subcontractor-

1. Go to Inventory Module
2. Now Select New option.
3. Go to Sub-contractor field, Click on Search button and Select Subcontractor from the given names list.
4. In Basic tab sub contractor address will be auto populated after selecting the subcontractor name. User has to mention the open date and close date in the basic tab.
5. In Advance Tab, Select Consignment Mode, Export Type/Inco Term from the dropdown List, shipping address details are also described here. Consignment Mode and Export Types/ Inco term can be updated in Dropdown List from Configuration Centre.
6. Go to Buyer Detail Tab and Enter the Consignee and Notify Party Details.
7. "Now go to Delivery Details and Add country of Origin along with Port of Origin and follow the same for Discharge Port and Final Destination. User can also add Pre Carriage by and Pre Carriage Place."
8. Go to Bank Details and Select the Advising Bank, LC amount and DA Amount, Followed by LC Details Tab where LC No, LC Type, Issuing Bank, LC Open date and expiry Date. Go to LC Terms Tab and select the LC payment and Delivery Terms from the Terms listed in the Folder,
9. Now, Go to Child Tab .
10. Document Tab is used to tag the GRN Subcontractor document. Product name, quantity, rate will be auto-populated after adding the GRN Subcontractor.
11. Files Tab is used to attach any data regarding the order eg-pdfs, images, documents e.t.c. Works Tab shows the Document created in Linkage of Export Order such as Production Advice, Delivery Note, Export Invoice. Interaction Tab shows all the discussion which took place with a particular person in relation of such Export order
12. Now Click on Save and Click on the Report Icon to View the Report

Work order is used to make order if any process is outsourced in the stage wise production process.

Steps to make Work Order document-

1. Go to the Purchase module.
2. click on the Work Order menu.
3. In basic tab, add select the vendor from the vendor file. Vendor address is auto-populated after selecting the vendor.
4. Go to the Job card process tab and add the job card process document.
5. Product details like Product no., Description, Quantity, Rate are auto-populated after tagging the job card process document.
6. User can also add SO/ Quotation document in the SO/Quotation tab if required.
7. In the Ref. no and Ref date, User has to enter the SO no. and SO date.
8. Click on the Save button.

A certificate of origin is a document used in international trade to identify a product's country of origin. The CO will also detail the product's specifications and the identities of the exporter and importer. The CO is used for customs purposes, especially when a tariff or other import duty is required.

Steps to create Certificate Origin document-

1. Go to Export module.
2. Click on Certificate Origin.
3. Click on new button.
4. Put details like Certificate no, Issue date, Place of issue in the specific field.
5. Select Invoice no., Type of origin, Issued by in the respective field.
6. User can attach the file also if needed
7. Click on save.

Steps to create Gate Pass-

1. Go to Inventory module.

2. Go to Gate Pass menu.
3. Click on New Button.
4. Select customer from search button.
5. Enter Open date and Due date.
6. Add Delivery Note in Document tab. You can add multiple delivery note in document tab.
7. Product detail is auto populated after tagging Document.
8. click on Save button.

In Machine menu, Machine master can be created by user.

Steps to create Machine master-

1. Go to the Business Definition module.
2. Click on the Machine option.
3. Click on new button to make a new machine master.
4. In basic tab, put the details like Machine No.,Machine Name,Description,Machine Fixed cost,Machine variable cost,Machine Duration,Payback Period.
5. In the Machine is active for using click on Active flage and vice-a-versa.
6. In Advance tab, put the installation date.
7. User can put other details like Annual Cashflow,Efficiency percentage,Category,Currency,Speed,Unit of Measurement in the Advance tab.
8. User can add machine shift, production calender,machine reason and skill set in the child tab.
9. Click on Save button