

EMPLOYEE USER MANUAL

**Federation of Indian Chambers of Commerce and
Industry, FICCI**

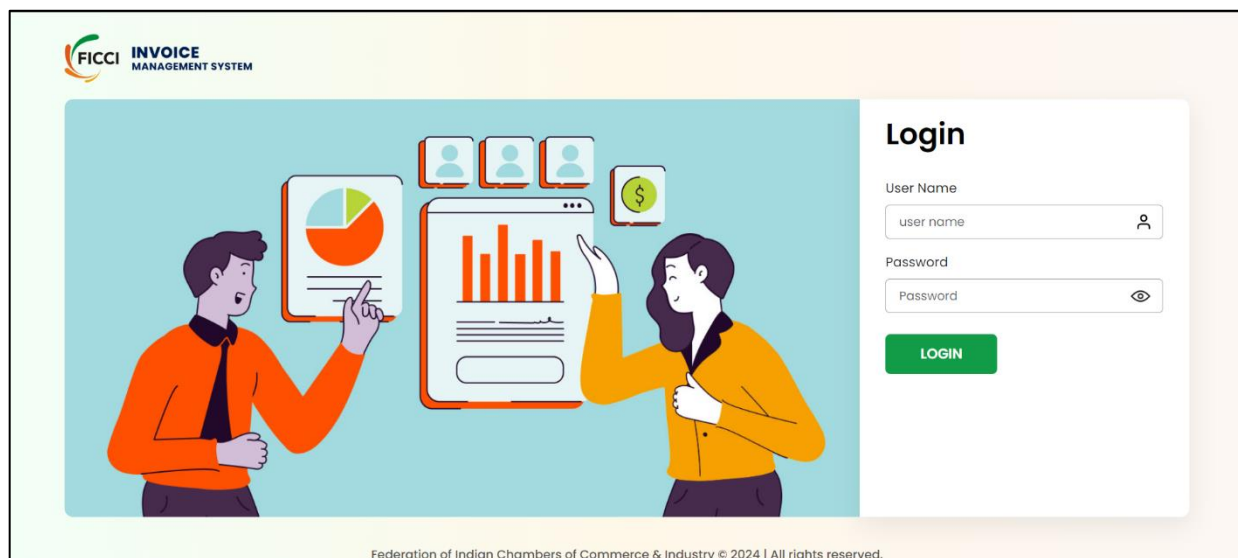


Login Page

Please Enter the URL Mentioned below in your web browsers such as Google Chrome, Microsoft Edge, or Firefox.

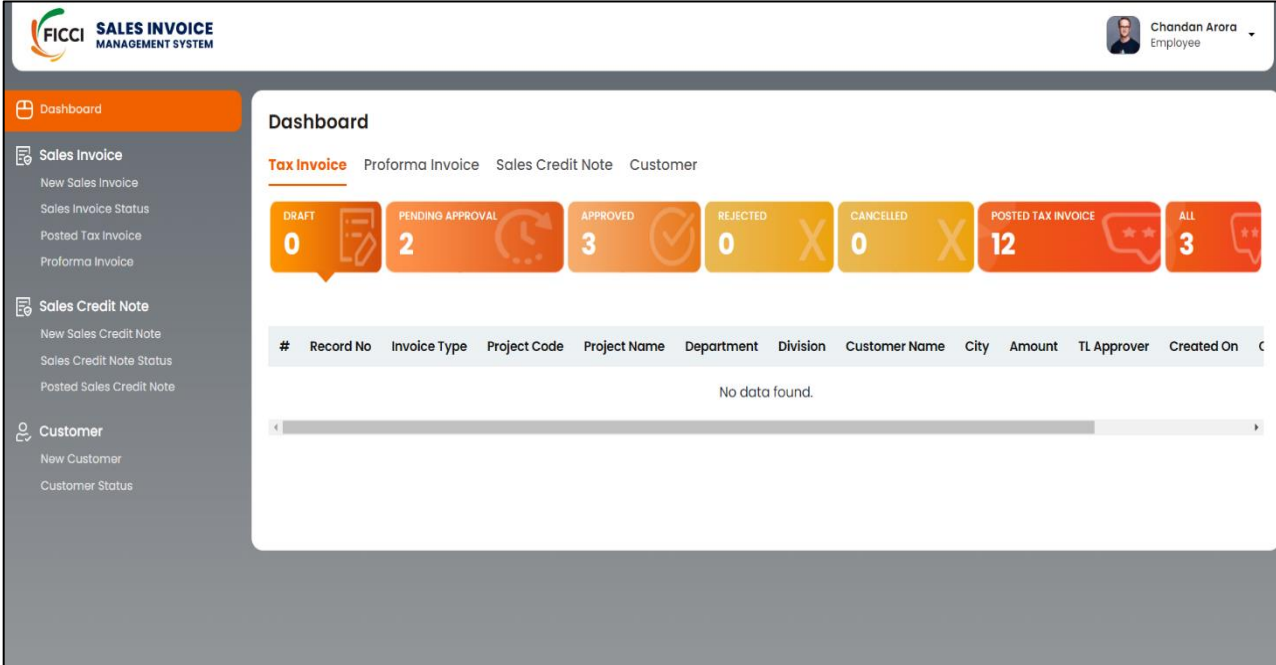
URL is <http://siportal.myassociates.org/login>

After Entering this URL, you will see the below page



- It is a login page in which you can enter your Username and Password to log in/gain access to the portal.
- After you log in, a pop-up message will appear that says "Success (Logged in Successfully)" and redirects to the Dashboard Page.

Dashboard



The screenshot displays the FICCI Sales Invoice Management System Dashboard. The interface includes a top header with the system logo and the user's name, Chandan Arora, with a dropdown arrow. A left sidebar contains navigation links for Dashboard, Sales Invoice, Sales Credit Note, and Customer. The main content area is titled 'Dashboard' and features tabs for Tax Invoice, Proforma Invoice, Sales Credit Note, and Customer. Below the tabs, there are seven status cards: DRAFT (0), PENDING APPROVAL (2), APPROVED (3), REJECTED (0), CANCELLED (0), POSTED TAX INVOICE (12), and ALL (3). Each card includes an icon representing its status. Below the cards is a table with columns: #, Record No, Invoice Type, Project Code, Project Name, Department, Division, Customer Name, City, Amount, TL Approver, and Created On. The table currently shows 'No data found.' and has a scrollbar at the bottom.

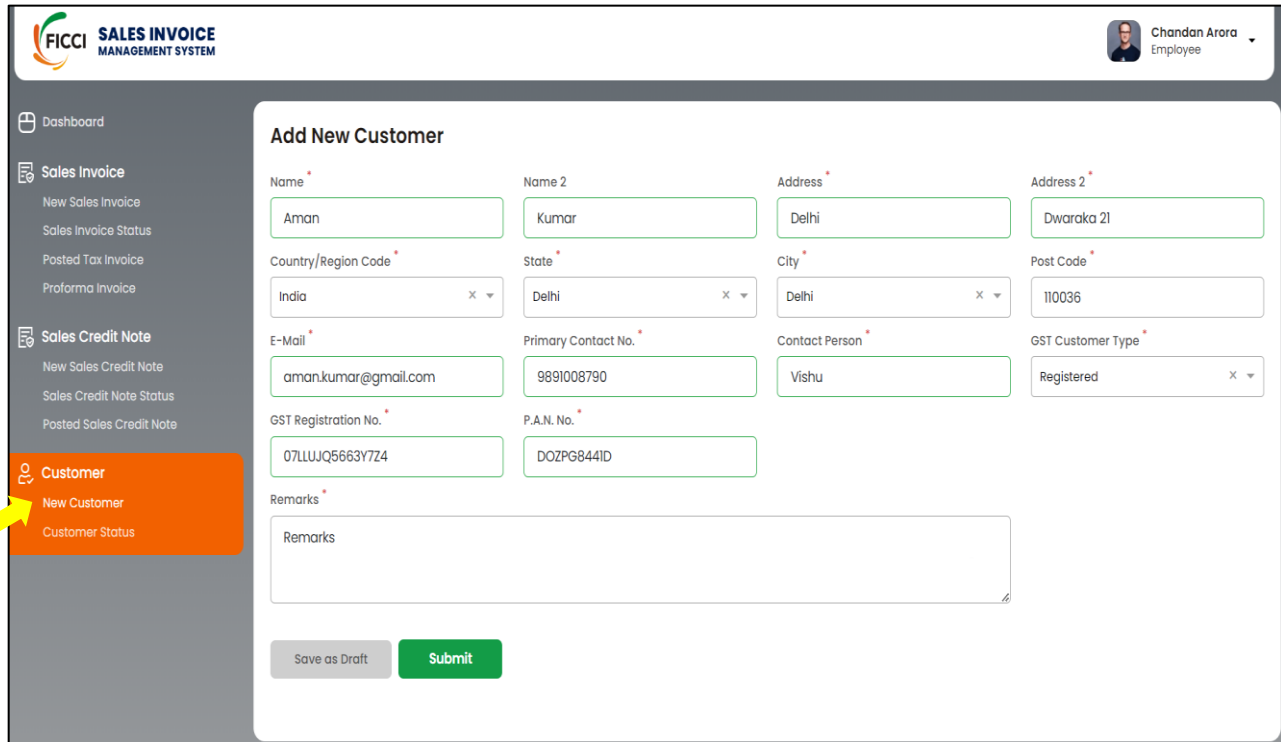
#	Record No	Invoice Type	Project Code	Project Name	Department	Division	Customer Name	City	Amount	TL Approver	Created On
No data found.											

The user will be logged in successfully and will be redirected to the Dashboard where the user will be able to see the page with the description as shown in the above image.

Customer

On the 'Customer' Module, there are two tabs 'New Customer' (for Add New Customer) and 'Customer Status' (for Checking customer status). Click on whichever applies to you.

1. Add New Customer



FICCI SALES INVOICE MANAGEMENT SYSTEM

Chandan Arora Employee

Add New Customer

Name * Aman Name 2 * Kumar Address * Delhi Address 2 * Dwaraka 21

Country/Region Code * India State * Delhi City * Delhi Post Code * 110036

E-Mail * amankumar@gmail.com Primary Contact No. * 9891008790 Contact Person * Vishu GST Customer Type * Registered

GST Registration No. * 07LLUJQ5663Y724 P.A.N. No. * DOZPG844ID

Remarks * Remarks

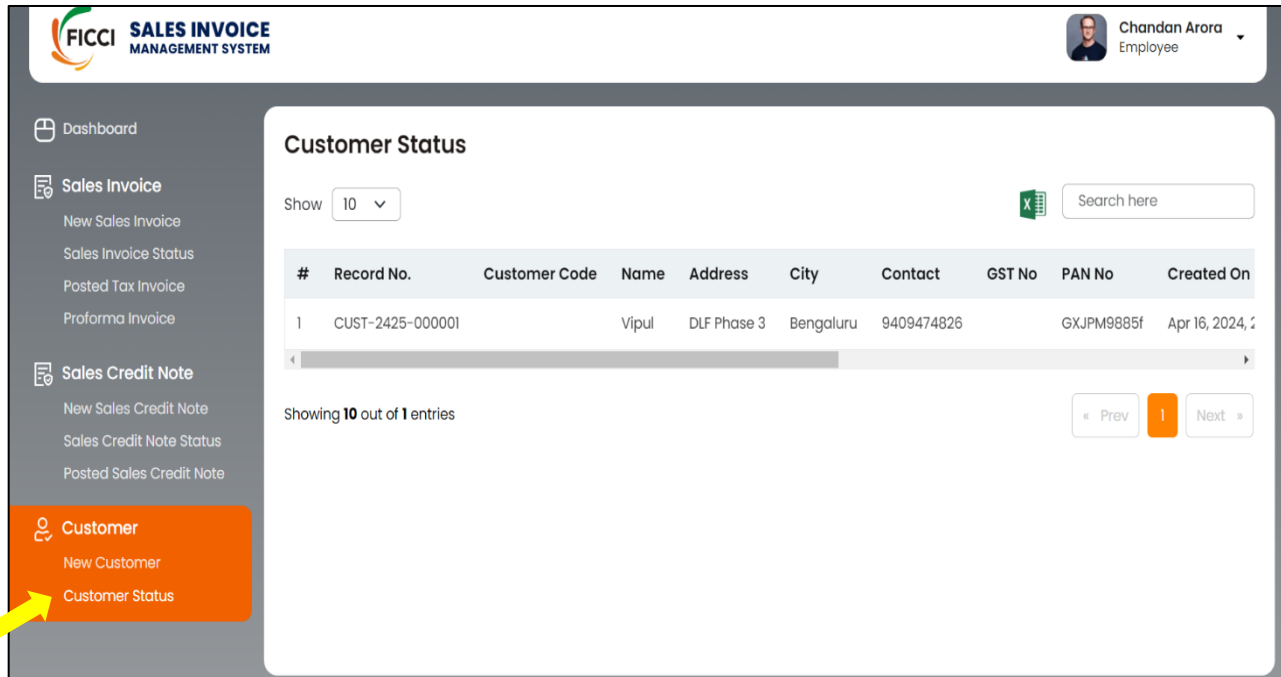
Save as Draft Submit

- The user has to fill in all the mandatory details required to add a new customer.

Case 1: Clicking on the "Save as Draft" button after entering customer details saves the data temporarily and makes it viewable and editable on the Customer Status page.

Case 2: Clicking on the "Submit" button after entering customer details will directly submit the data and make it viewable on the Customer Status page. The details are then sent to FICCI Portal for approval.

2. Customer Status



The screenshot displays the FICCI Sales Invoice Management System interface. The top header includes the FICCI logo and the text "SALES INVOICE MANAGEMENT SYSTEM". The user profile "Chandan Arora Employee" is visible in the top right corner. The left sidebar contains navigation links for "Dashboard", "Sales Invoice", "Sales Credit Note", and "Customer". The "Customer" link is highlighted in orange, and a yellow arrow points to it. The main content area is titled "Customer Status" and features a "Show" dropdown set to "10", a "Search here" input field, and a table of customer records. The table has columns for #, Record No., Customer Code, Name, Address, City, Contact, GST No, PAN No, and Created On. A single record is displayed. Below the table, it says "Showing 10 out of 1 entries" and includes "Prev", "1", and "Next" navigation buttons.

#	Record No.	Customer Code	Name	Address	City	Contact	GST No	PAN No	Created On
1	CUST-2425-000001		Vipul	DLF Phase 3	Bengaluru	9409474826		GXJPM9885f	Apr 16, 2024, 4

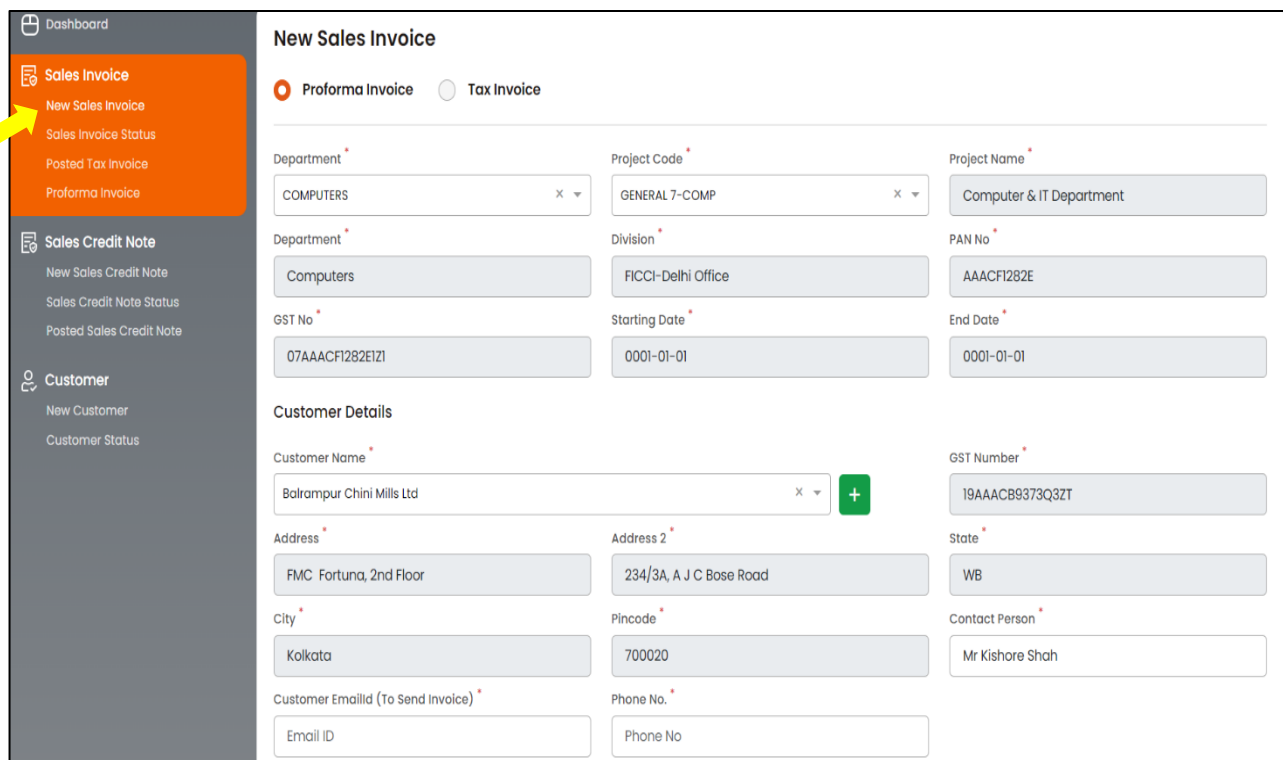
- On the Customer Status page, the User can find the customer details.
- Users can search for a customer in the "Search here" section by entering various details, except the Record No.
- The user can view up to a maximum of 100 records by clicking on the dropdown in the show option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.

Sales Invoice

1. New Sales Invoice

On the 'New Sales Invoice' Page, there are two tabs 'Proforma Invoice' (for preliminary bills or estimated invoices) and 'Tax Invoice' (for accounting and taxation purposes). Click on whichever applies to you.

Proforma Invoice



New Sales Invoice

☒ Proforma Invoice ☐ Tax Invoice

Department *	Project Code *	Project Name *
COMPUTERS x	GENERAL 7-COMP x	Computer & IT Department

Department *	Division *	PAN No *
Computers	FICCI-Delhi Office	AAACF1282E

GST No *	Starting Date *	End Date *
07AAACF1282E1Z1	0001-01-01	0001-01-01

Customer Details

Customer Name *	GST Number *
Balrampur Chini Mills Ltd x +	19AAACB9373Q3ZT

Address *	Address 2 *	State *
FMC Fortuna, 2nd Floor	234/3A, A J C Bose Road	WB

City *	Pincode *	Contact Person *
Kolkata	700020	Mr Kishore Shah

Customer Emailid (To Send Invoice) *	Phone No. *
Email ID	Phone No

- In the Proforma Invoice case, Users can select department and project codes from a dropdown menu, and the remaining grey section will be filled automatically.
- In the Customer Details section, the user can select a customer name from a dropdown menu.
- If the customer name is not found, the user can add a new customer by clicking on the **plus (+)** button and accessing the Add New Customer feature.
- If the user attempts to add a customer name that already exists, a pop-up message will appear on the screen.

Dashboard
Sales Invoice
New Sales Invoice
Sales Invoice Status
Posted Tax Invoice
Proforma Invoice
Sales Credit Note
New Sales Credit Note
Sales Credit Note Status
Posted Sales Credit Note
Customer
New Customer
Customer Status

Existing Sales Invoice for this Customer

#	Invoice Type	Department	Created By	Created On	Invoice Amount	Status
1	Proforma Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	100000000	DRAFT
2	Tax Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	100000000	REQUEST TAX INVOICE
3	Proforma Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	24150000	
4	Proforma Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	0	DRAFT
5	Proforma Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	49560	DRAFT
6	Proforma Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	0	DRAFT
7	Proforma Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	0	DRAFT
8	Proforma Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	0	DRAFT
9	Proforma Invoice	Computers	chandan.arora@ficci.com	Apr 16, 2024, 11:17:31 AM	16800	DRAFT

Cancel
Continue

- The user has the option to choose between "**Continue**" or "**Cancel**" depending on their requirement.

Sales Line

Nature of Income *
Select

Quantity *
Quantity

GST Group Code *
Select

Direct Unit Cost * (Exclusive GST)
Direct Unit Cost

Description/Narration to Print on Invoice *
Description

Add Line

Total Base Amount
Total Base Amount

Total GST Amount
Total GST Amount

Total Invoice Amount (Incl.GST)
Total Invoice Amount (Incl.GST)

#	Nature of Income	Description	Quantity	Direct Unit Cost * (Exclusive GST)	Line Amount	GST Group Code	HSN/SAC Code	IGST Amount	CGST Amount	SGST Amount
1	Life Membership FICCI & FACT (CAP)	Description	40	780	31200	SER-05	998363			

Calculate

Upload Attachments (PO,E-Mail Confirmation,LOI,Other Documents) * (Max File Size 5 MB only)

Attachment
Select

Upload Document
Choose Files
No file chosen
Upload

#	Category	File Type	File Name	Action
1	PO	.xlsx	customer-worklow.xlsx	

Remarks for FICCI Accounts Team
Okay

Save as Draft

Submit

- In the Sales Line section, click on the **Add Line** button to add one or more lines.
- After adding, the **Calculate** Button option will appear, which calculates IGST, CGST, and SGST.
- For Upload Attachments, the User can select (PO, E-Mail Confirmation, LOI, or Other Documents) from the dropdown menu, and after uploading a document by clicking "**Choose files**," the file details will be displayed.

- Remarks for the FICCI Accounts Team are optional.
- In the case of "**Save as Draft**", uploading an attachment is optional, but in the case of "**Submit**", uploading an attachment is mandatory.

TAX Invoice

New Sales Invoice

☐ Proforma Invoice ☒ Tax Invoice

Department * Project Code * Project Name *

Department * Division * PAN No *

GST No * Starting Date * End Date *

Customer Details

Customer Name * GST Number *

Address * Address 2 * State *

City * Pincode * Contact Person *

Customer Emailid (To Send Invoice) * Phone No. *

- In the Tax Invoice case, Users can select department and project codes from a dropdown menu, and the remaining grey section will be filled automatically.
- In the Customer Details section, the user can select a customer name from a dropdown menu.
- If the customer name is not found, the user can add a new customer by clicking on the **plus (+)** button and accessing the Add New Customer feature.
- If the user tries to add a customer name that already exists, a pop-up message will appear on the screen, similar to the Proforma case.

Sales Line

Nature of Income *

Select

Quantity *

Quantity

GST Group Code *

Select

Direct Unit Cost * (Exclusive GST)

Direct Unit Cost

Description/Narration to Print on Invoice *

Description

Add Line

Total Base Amount

Total Base Amount

Total GST Amount

Total GST Amount

Total Invoice Amount (Incl.GST)

Total Invoice Amount (Incl.GST)

#	Nature of Income	Description	Quantity	Direct Unit Cost *(Exclusive GST)	Line Amount	GST Group Code	HSN/SAC Code	IGST Amount	CGST Amount	SGST Amount
1	Life Membership FICCI & FACT (CAP)	Description	40	780	31200	SER-05	998363			

Calculate

Upload Attachments (PO,E-Mail Confirmation,LOI,Other Documents) *(Max File Size 5 MB only)

Attachment

Select

Upload Document

Choose Files

No file chosen

Upload

#	Category	File Type	File Name	Action
1	PO	.xlsx	customer-worklow.xlsx	

Remarks for FICCI Accounts Team

Okay

Save as Draft

Submit

- In the Sales Line section, click on the **Add Line** button to add one or more lines.
- After adding, the **Calculate** Button option will appear, which calculates IGST, CGST, and SGST.
- For Upload Attachments, the User can select (PO, E-Mail Confirmation, LOI, or Other Documents) from the dropdown menu, and after uploading a document by clicking "**Choose files**," the file details will be displayed.
- In Action, users have the option to delete attachments.
- The user has the option to write Remarks for FICCI Account Team, but it is not a required field.
- In the case of "**Save as Draft**", uploading an attachment is optional, but in the case of "**Submit**", uploading an attachment is mandatory.

Sales Invoice Status

Dashboard

Sales Invoice

New Sales Invoice

Sales Invoice Status

Posted Tax Invoice

Proforma Invoice

Sales Credit Note

New Sales Credit Note

Sales Credit Note Status

Posted Sales Credit Note

Customer

New Customer

Customer Status

Sales Invoice Status

Show 10

Search here

#	Record No.	Invoice Type	PI No	Project Code	Project Name	Department	Division	Vendor Name
1	PI-2425-000022	Proforma Invoice	SI2I5047	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Bairampur Chini Mills Ltd
2	PI-2425-000021	Proforma Invoice	SI2I5046	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Motherson Sumi Systems Ltd
3	PI-2425-000020	Tax Invoice	SI2I5045	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Indian Renewable Energy Development Agency Limi
4	PI-2425-000019	Proforma Invoice	SI2I5044	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Bairampur Chini Mills Ltd
5	PI-2425-000018	Proforma Invoice	SI2I5043	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Bairampur Chini Mills Ltd
6	PI-2425-000017	Proforma Invoice	SI2I5042	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Bairampur Chini Mills Ltd
7	PI-2425-000016	Proforma Invoice	SI2I5041	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Bairampur Chini Mills Ltd
8	PI-2425-000015	Proforma Invoice	SI2I5040	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Bairampur Chini Mills Ltd
9	PI-2425-000014	Proforma Invoice	SI2I5039	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Bairampur Chini Mills Ltd
10	PI-2425-000013	Tax Invoice	SI2I5038	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Dakshin Gujrat Vij Company Ltd

Showing 10 out of 22 entries

Prev 1 2 3 Next

- In the Sales Invoice Status page, the User can find the customer details of both (i.e. Proforma Invoice and Tax Invoice) lists.
- Users can search for a customer in the "**Search here**" section by entering various details, except the Record No.
- The user can view up to a maximum of 100 records by clicking on the dropdown in the **show** option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.

Dashboard

Sales Invoice

New Sales Invoice

Sales Invoice Status

Posted Tax Invoice

Proforma Invoice

Sales Credit Note

New Sales Credit Note

Sales Credit Note Status

Posted Sales Credit Note

Customer

New Customer

Customer Status

Sales Invoice Status

Show 10

Search here

City	Amount	TL Approver	Finance Approver	Created On	Created By	Status	Action
Kolkata	23,600.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 11:37:11 AM	Chandan.arora@ficci.com	Pending With TI Approver	
Noida	20,580.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 9:49:03 AM	Chandan.arora@ficci.com	Draft	
ited New Delhi	0.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 9:31:17 AM	Chandan.arora@ficci.com	Approved By TI	
Kolkata	16,800.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 9:29:38 AM	Chandan.arora@ficci.com	Draft	
Kolkata	0.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 9:27:25 AM	Chandan.arora@ficci.com	Draft	
Kolkata	0.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 9:25:10 AM	Chandan.arora@ficci.com	Draft	
Kolkata	0.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 9:24:12 AM	Chandan.arora@ficci.com	Draft	
Kolkata	49,560.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 9:08:42 AM	Chandan.arora@ficci.com	Draft	
Kolkata	0.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 16, 2024, 9:06:51 AM	Chandan.arora@ficci.com	Draft	
Kochi	0.00	Anand.shankar@ficci.com	Jagmohan.godyal@ficci.com	Apr 15, 2024, 4:44:42 PM	Chandan.arora@ficci.com	Approved By TI	

Showing 10 out of 22 entries

Prev 1 2 3 Next

- The user can view the status of the customer.
- Under the "**Action**" section, the user can choose to view, edit, or delete items as needed.

Posted Tax Invoice

Dashboard

Sales Invoice

New Sales Invoice

Sales Invoice Status

Posted Tax Invoice

Proforma Invoice

Sales Credit Note

New Sales Credit Note

Sales Credit Note Status

Posted Sales Credit Note

Customer

New Customer

Customer Status

Posted Tax Invoice

Show 10

Search here

#	No	Posting Date	Invoice No	Customer No	Customer	Project Code	Department	Division	Amount	Action
1	7Ti/MAR24/0367	2024-03-29	SI215005	C19498	GENSOL ENGINEERING PRIVATE LIMITED	GENERAL 7-COMP	Computers	FICCI-Delhi Office	25000	₹
2	7Ti/MAR24/0366	2024-03-31	SI214979	C04182	Dr Reddy s Laboratories Ltd	100010010	HYDROCARBONS	FICCI-Delhi Office	100000	₹
3	7Ti/MAR24/0365	2024-04-08	SI214960	C04182	Dr Reddy s Laboratories Ltd	100010010	HYDROCARBONS	FICCI-Delhi Office	200000	₹
4	7Ti/MAR24/0364	2024-04-05	SI214997	C04182	Dr Reddy s Laboratories Ltd	100010010	HYDROCARBONS	FICCI-Delhi Office	100000	₹
5	7Ti/MAR24/0363	2024-04-07	SI215003	C00070	Essar Ports Limited	GENERAL 7-COMP	Computers	FICCI-Delhi Office	300000	₹
6	7Ti/MAR24/0362	2024-03-23	SI214981	C18099	BALRAMPUR CHINI MILLS LTD	100010311	HYDROCARBONS	FICCI-Delhi Office	8400000	₹
7	7Ti/MAR24/0361	2024-03-22	SI214985	C19498	GENSOL ENGINEERING PRIVATE LIMITED	100010300	HYDROCARBONS	FICCI-Delhi Office	40000	₹
8	7Ti/MAR24/0360	2024-03-28	SI214984	C13955	Team Commotrade India Pvt Ltd	100010311	HYDROCARBONS	FICCI-Delhi Office	50000	₹
9	7Ti/MAR24/0359	2024-03-29	SI214982	C13955	Team Commotrade India Pvt Ltd	100010010	HYDROCARBONS	FICCI-Delhi Office	50000	₹
10	7Ti/MAR24/0358	2024-03-21	SI214957	C02793	HT Media Limited	100010300	HYDROCARBONS	FICCI-Delhi Office	10000	₹

Showing 10 out of 0 entries

Prev

1

2

Next

- In the Posted Tax Invoice page, the User can find the customer details.
- Users can search for a customer in the "**Search here**" section by entering various details, except No.
- The user can view up to a maximum of 100 records by clicking on the dropdown in the **show** option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.

Dashboard

Sales Invoice

New Sales Invoice

Sales Invoice Status

Posted Tax Invoice

Proforma Invoice

Sales Credit Note

New Sales Credit Note

Sales Credit Note Status

Posted Sales Credit Note

Customer

New Customer

Customer Status

Posted Tax Invoice

Invoice No

SIZ15005

Document No

7TI/MAR24/0367

Project Code

GENERAL 7-COMP

Department

Computers

Division

FICCI-Delhi Office

PAN No

AAACFI282E

GST No

07AAECG9092MI23

Customer Details

Customer No

C19498

Customer Name

GENSOL ENGINEERING PRIVATE LIMITED

Address

A2, 12TH FLOOR PALLADI

Country/Region/Code

IN

City

Ahmedabad

Post Code

380015

#	Line No	Type	GL Accounts	Price	GST Group Code	GST Group Type	HSN SAC Code	Location Code	Total Amount
1	10000	G/L Account	300210	3000	SER-18	Service	998596	FICCI-DL	15000
2	20000	G/L Account	300250	2000	SER-18	Service	998596	FICCI-DL	10000

#	File Type	Invoice No.	Action
1	.pdf	7TI/MAR24/0367	

- In the **"Action"** section, the user can view Posted Tax Invoice details.
- Clicking on the view icon, a new page **"Posted Tax Invoice"** will open with details of the customer.

Proforma Invoice

Dashboard

Sales Invoice

New Sales Invoice

Sales Invoice Status

Posted Tax Invoice

Proforma Invoice

Sales Credit Note

New Sales Credit Note

Sales Credit Note Status

Posted Sales Credit Note

Customer

New Customer

Customer Status

Proforma Invoice

Show 10

Search here

#	No	Customer No	Customer	Project Code	Department	Division	Amount	Status	Action
1	SIZ14929	C03720	Honda Motorcycle & Scooter India Pvt. Ltd.	100010300	HYDROCARBONS	FICCI-Delhi Office	45000	Open	
2	SIZ14932	C00159	Honda Motorcycle & Scooter India Pvt Ltd	100010311	HYDROCARBONS	FICCI-Delhi Office	0	Open	
3	SIZ14934	C02440	Balrampur Chini Mills Ltd	100010300	HYDROCARBONS	FICCI-Delhi Office	0	Open	
4	SIZ14935	C18099	BALRAMPUR CHINI MILLS LTD	100010300	HYDROCARBONS	FICCI-Delhi Office	100	Open	
5	SIZ14936	C18099	BALRAMPUR CHINI MILLS LTD	100010300	HYDROCARBONS	FICCI-Delhi Office	0	Open	
6	SIZ14937	C18099	BALRAMPUR CHINI MILLS LTD	100010300	HYDROCARBONS	FICCI-Delhi Office	0	Open	
7	SIZ14938	C18099	BALRAMPUR CHINI MILLS LTD	100010300	HYDROCARBONS	FICCI-Delhi Office	0	Open	
8	SIZ14939	C18099	BALRAMPUR CHINI MILLS LTD	100010300	HYDROCARBONS	FICCI-Delhi Office	0	Open	
9	SIZ14940	C18099	BALRAMPUR CHINI MILLS LTD	100010300	HYDROCARBONS	FICCI-Delhi Office	0	Open	
10	SIZ14941	C18099	BALRAMPUR CHINI MILLS LTD	100010300	HYDROCARBONS	FICCI-Delhi Office	0	Open	

Showing 10 out of 0 entries

«

Prev

1

2

3

4

5

...

10

Next

»

- In the Proforma Invoice page, the User can find the customer details.
- Users can search for a customer in the **"Search here"** section by entering various details, except No.

- The user can view up to a maximum of 100 records by clicking on the dropdown in the **show** option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.

Dashboard

Sales Invoice

New Sales Invoice
Sales Invoice Status
Posted Tax Invoice
Proforma Invoice

Sales Credit Note

New Sales Credit Note
Sales Credit Note Status
Posted Sales Credit Note

Customer

New Customer
Customer Status

Posted PI Invoice

Invoice No

Document No

Project Code

N/A

SI214929

100010300

Department

Division

PAN No

HYDROCARBONS

FICCI-Delhi Office

AAACFI282E

GST No

06AAACH7467DIZO

Customer Details

Customer No

Customer Name

Address

C03720

Honda Motorcycle & Scooter India Pvt. Ltd.

Registered Office Manesar Factory

Country/Region Code

City


Post Code

N/A

Gurgaon Distt.

110066

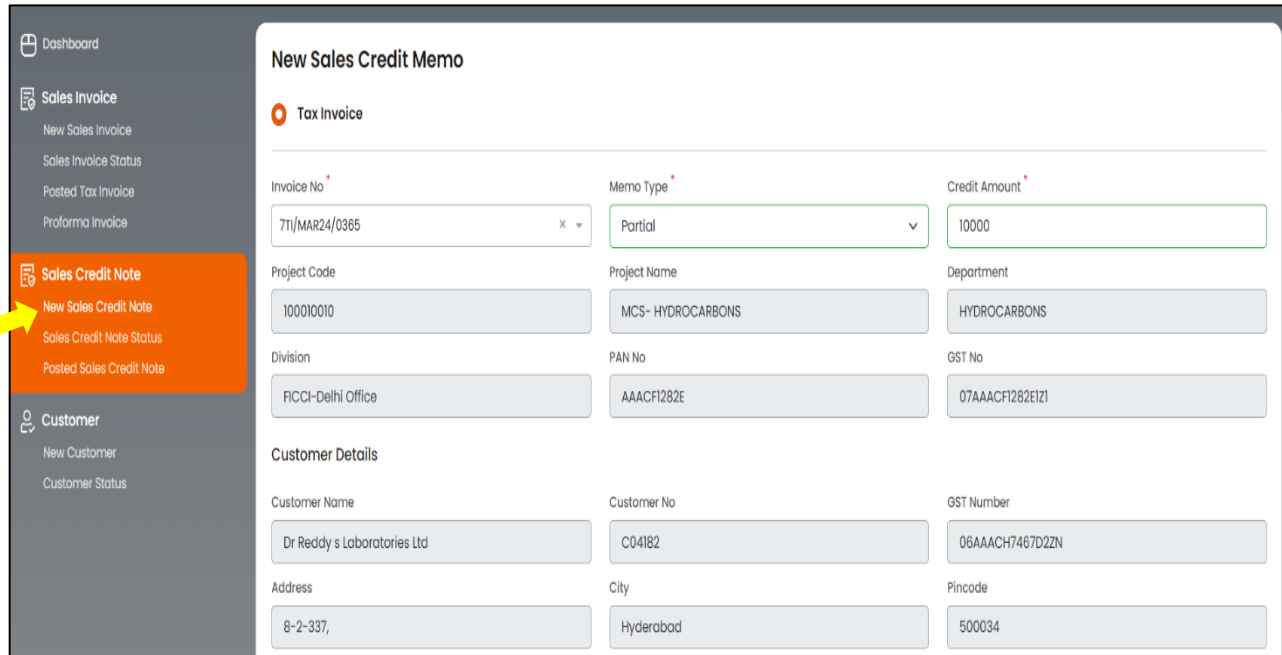
#	Line No	Type	GL Accounts	Price	GST Group Code	GST Group Type	HSN SAC Code	Location Code	Total Amount
1	10000	G/L Account	300210	4500	SER-18	Service	006804	FICCI-DL	45000

#	File Type	Invoice No.	Action
1	.pdf	SI214929	

- In the **"Action"** section, the user can view Proforma Invoice details.
- Clicking on the view icon will open a new page **"Posted PI invoice"** with details of the customer.

Sales Credit Note

New Sales Credits Note



New Sales Credit Memo

Tax Invoice

Invoice No* Memo Type* Credit Amount*

Project Code Project Name Department

Division PAN No GST No

Customer Details

Customer Name Customer No GST Number

Address City Pincode


- In the New Sales Credit Memo (Tax Invoice) case, Users can select Invoice No. and Memo Type from a dropdown menu and enter the Credit Amount. The remaining grey section will be filled automatically.

Sales Line

#	Nature of Income	Quantity	Direct Unit Cost *(Exclusive GST)	Line Amount	GST Group Code	HSN/SAC Code	IGST Amount	CGST Amount	SGST Amount
1		1	200000	200000	SER-18	0044	-36000	0	0

Upload Attachments (PO,E-Mail Confirmation,LOI,Other Documents)* (Max File Size 5 MB only)

Attachment Upload Document No file chosen

#	Category	File Type	File Name	Action
1	PO	.xlsx	cutomer-workflow.xlsx	

Initial Remarks

- For Upload Attachments, the User can select (PO, E-Mail Confirmation, LOI, or Other Documents) from the dropdown menu, and after uploading a document by clicking "Choose files," the file details will be displayed.

- In Action, users have the option to delete attachments.
- The user has the option to write Initial Remarks, but it is not a required field.
- In the case of "**Save as Draft**", uploading an attachment is optional, but in the case of "**Submit**", uploading an attachment is mandatory.

Sales Credits Note Status

Sales Credit Note Status

Show

Search here

#	Record No.	Invoice Type	Project Code	Project Name	Department	Division	Vendor Name	City	Amount
1	CREDIT-2425-000003	Tax Invoice	100010010	Mcs- Hydrocarbons	Hydrocarbons	Ficci-delhi Office	Dr Reddy S Laboratories Ltd	Hyderabad	200,000.00
2	CREDIT-2425-000002	Tax Invoice	GENERAL 7-COMP	Computer & It Department	Computers	Ficci-delhi Office	Gensol Engineering Private Limited	Ahmedabad	25,000.00
3	CREDIT-2425-000001	Tax Invoice	100010010	Mcs- Hydrocarbons	Hydrocarbons	Ficci-delhi Office	Dr Reddy S Laboratories Ltd	Hyderabad	100,000.00

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- In the Sales Credit Note Status page, the User can find the status of the sales credit note.
- Users can search for a customer in the "**Search here**" section by entering various details, except the Record No.
- The user can view up to a maximum of 100 records by clicking on the dropdown in the **show** option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.

Dashboard

Sales Invoice

New Sales Invoice

Sales Invoice Status

Posted Tax Invoice

Proforma Invoice

Sales Credit Note

New Sales Credit Note

Sales Credit Note Status

Posted Sales Credit Note

Customer

New Customer

Customer Status

Sales Credit Note Status

Show
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Search here

City	Amount	TL Approver	Finance Approver	Created On	Created By	Status	Action
Hyderabad	200,000.00	Anand.shankar@ficci.com	Gautam.v@teamcomputers.com	Apr 16, 2024, 11:46:08 AM	Chandan.arora@ficci.com	Pending With TI Approver	
Ahmedabad	25,000.00	Anand.shankar@ficci.com	Gautam.v@teamcomputers.com	Apr 15, 2024, 4:52:55 PM	Chandan.arora@ficci.com	Draft	
Hyderabad	100,000.00	Anand.shankar@ficci.com	Gautam.v@teamcomputers.com	Apr 15, 2024, 9:02:43 AM	Chandan.arora@ficci.com	Pending With TI Approver	

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- Under the **"Action"** section, the user can choose to view and delete items as needed.

Posted Sales Credits Note

Dashboard

Sales Invoice

New Sales Invoice

Sales Invoice Status

Posted Tax Invoice

Proforma Invoice

Sales Credit Note

New Sales Credit Note

Sales Credit Note Status

Posted Sales Credit Note

Customer

New Customer

Customer Status

Posted Sales Credit Note

Show
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Search here

#	No	Posting Date	Applies To DocNo	Customer No	Customer Name	Department	Division	Project Code	Action
1	SCM/23-24/00866	2024-04-08		C00070	Essar Ports Limited	101082	1010	GENERAL 7-COMP	
2	SCM/23-24/00867	2024-04-08		C00070	Essar Ports Limited	101082	1010	GENERAL 7-COMP	
3	SCM/23-24/00868	2024-04-08		C00070	Essar Ports Limited	101082	1010	GENERAL 7-COMP	
4	SCM/23-24/00869	2024-04-08		C00070	Essar Ports Limited	101082	1010	GENERAL 7-COMP	
5	SCM/23-24/00870	2024-04-08		C00070	Essar Ports Limited	101082	1010	GENERAL 7-COMP	
6	SCM/23-24/00875	2024-04-09		C04182	Dr Reddy s Laboratories Ltd	101000	1010	100010010	
7	SCM/23-24/00876	2024-04-09		C00070	Essar Ports Limited	101082	1010	GENERAL 7-COMP	
8	SCM/23-24/00877	2024-04-10		C19498	GENSOL ENGINEERING PRIVATE LIMITED	101082	1010	GENERAL 7-COMP	
9	SCM/23-24/00878	2024-04-10		C19498	GENSOL ENGINEERING PRIVATE LIMITED	101082	1010	GENERAL 7-COMP	
10	SCM/23-24/00879	2024-04-15		C04182	Dr Reddy s Laboratories Ltd	101000	1010	100010010	

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- In the Posted Sales Credit Note page, the User can find the posted sales credit note.
- Users can search for a customer in the **"Search here"** section by entering various details, except the Record No.
- The user can view up to a maximum of 100 records by clicking on the dropdown in the **show** option.
- To navigate to the next or previous page, click the buttons in the bottom right corner.
- Under the **"Action"** section, the user can only view items as needed.

Thank You