

CSNG-User XDM Guide

- ✓ Enter your login and password into the login mask. If you do not have login yet, please contact the administrator for access.

CSNG

Username

XXXXXX

Password

XXXXXX



Login

[Forgot Password?](#)

- ✓ The distributor can use this feature to create an account calendar monthly or quarterly for account cycle transactions
- ✓ To create a new account calendar, Click "Create New" at the top right corner of the screen
- ✓ Enter year & Select the appropriate month. Click "Save"
- ✓ You can see the account calendar data is generated in table form as below.

Year

1992

▼

Q Go

Month	Start Date	End Date	Period
Jan	01/01/1992	31/01/1992	Q1
Feb	01/02/1992	29/02/1992	Q1

Note: In this, you can see account calendar data. But we cannot edit and delete

HOW TO SAVE GOODS RECEIPT NOTE ?

- ✓ Distributor can use this feature to make an entry for the purchase order value, transport information and difference between the invoiced quantity & the received quantity from the company.
- ✓ Click " Create new" at the top right corner of the screen.
- ✓ Click the dropdown and select the purchase order no
- ✓ **Note: Once the Purchase order number is selected, company invoice no and transporter name are selected automatically**
- ✓ Enter the LR number & select manual goods receipt date, Then Click " Save "against the populated Information.
- ✓ Stocks will get added in distributor inventory.

Distr Prod Code	Product Name	Batch	Expiry Date	Uom	Inv Qty	Recv.Qty	Offer Qty	MRP	Pur.Rate	Case Rate	Gross	Tax Amount	Disc Amt	Net Amount
370305	NABATI P LV 12g (1 2 x 24 Pc s) IND_P	5016042 3920230 6151738	15/06/20 24	CTN	10	10	0	120.00	88.43	1061.16	10611.60	1830.44	442.50	11999.54
			Total		10	10	0							

(1 of 1) << < 1 > >> 20 ▾

HOW TO DO DIRECT ORDER BOOKING ?

- ✓ The distributor can use this feature to create the order booking to the retailer. Do follow the steps to create the order booking.
- ✓ You can see the order booking screen on the display. Click "Create New" on the top right corner.
- ✓ Click the dropdown, Select the Salesperson, Select the route.
- ✓ Select the customer search, Select the input text-customer, Select the shipping address.
- ✓ Click the dropdown and select the product search, Select the input text-product, Enter the UOM.
- ✓ Enter the Order Qty, Click "Add". You can see the generated data in the below table. Click "Save"

Salesman *
Select Salesm...▼

Route *
Select Route ▼

Customer Search *
Customer Code ▼

Input Text - Customer *
Enter atleast 3 characters ▼


Shipping Address *
▼



Product Search
Company Product c...▼


Input Text-Product *
Enter atleast 3 characters ▼


UOM1 *
▼

Order Qty1 *



Product Code	Product Name	Batch	Order Qty1	UOM1	Total Order Qty	Selling Rate	Amount	Action
RCGIF1886	Milk Product	4082010013	XXXX	XX	XXX	XXXX	XXXX	 
						Total	0.00	

 Save

 Cancel

ORDER TO BILLING (O2B) PROCESS

Home / Customer / Order to Billing (O2B) History

Distributor Branch * BI-00080 From Date * 12/12/2022 Salesman * <All> Customer * <All>

Location * BI-00080 To Date * 04/03/2023 Route * <All> ☐ Express Billing

Populate

- ✓ The distributor use this feature to generate billing, User can see the order to billing screen on the display
- ✓ Click the dropdown and select the distributor branch. Click the calendar, Select the from date & To date
- ✓ Select the Salesperson. Select the distributor customer code and customer name.
- ✓ Select the location, Click the dropdown and select the route
- ✓ Click "Ok". Invoicing processed.

Note:

- If the express billing is checked then you can make bills.
- If the express billing is not checked then you can populate

ORDER TO BILLING (O2B) – HISTORY

🏠 / Customer / Order to Billing (O2B)

History

Distributor Branch *

BI-00080

From Date *

12/12/2022

Salesman *

RAMJEE RAM

Customer *

<All>

Location *

Main Godown

To Date *

04/03/2023

Route *

<All>

☒ Express Billing

Details

⚙️

Click "History" on the top right corner. Below Tab opens

O2B Summary History

Time Duration						DashBoard							
Start Time	Credit MM:SS	Over Sold MM:SS	Stock Allocation MM:SS	Make Bills MM:SS	End Time	Total Orders	Credit Rejected	Stock Out	Failed	Full Serviced	Partial Serviced	Total	Action
27-10-2022 15:11:50	0:8	1:20	0:2	0:2	27-10-2022 15:13:50	2	0	1	0	0	1	2	
26-09-2022 13:45:25	1:30	3:9	0:21	0:1	26-09-2022 13:51:44	2	0	0	0	0	2	2	



- ✓ The distributor can use this feature to allocate the vehicle to particular Salesperson those who tagged under him. Click "Create New" option on the top right corner.
- ✓ Select the distributor branch code, Click the calendar, Select the From date & To date.
- ✓ Click the dropdown and select the Salesperson
- ✓ Click "Populate". & Click "Save".

🏠 / Distribution / Vehicle Allocation

Distributor Branch Code From Date To Date Salesman *

BI-00080-M/S Om S... 15/03/2023 XXXXXXXX

Populate

< Mar 2023 >

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Cancel

The distributor can use this feature to deliver the billed invoices
Select From date & to date, chose the drop down of display based on, vehicle allocation number & Bill number, Click on "Populate"

Customer > Delivery Process

Distributor Branch Code *

DUMMY9

From Date *

22/08/2023

To Date *

12/09/2023

Display Based On *

Delivery Person

Delivery Person

..

Vehicle Allocation No

..

Bill No

..

Populate

Search By *

Branch Code

Input Text *

Enter atleast 3 character

Go

Chose the action as "Delivered" & Click on "Process". Delivery process completed


Select All ☒

Branch Code	Bill Date	Bill Number	Retailer Code	Retailer Name	Salesperson Name	Route Name	Net Amount	Actions	Credit	Modify	Reason
DUMMY9	22/08/2023	NIOCR64	DUMMYS11683519461	080523 bakery	DUMMY A.Harikrishnan	Aminjikarai	43.00	Delivered	<input checked="" type="checkbox"/>		

- ✓ The user can use this feature to manage the collection process whereby the distributor can collect the due from the customer in different payment mode and that has been record to make the clear transaction
- ✓ To create new collection, Click "Create new" at the top right corner
- ✓ If the distributor has selected collection mode. (Collection or Fast collection)
- ✓ Click the dropdown and select Salesperson & select route, Input text-customer
- ✓ Select collection mode. Enter the collected amount.
- ✓ Enter the collection discount amount. Click "Add"
- ✓ You can see the table generated as below & Click "Save"

Home / Customer / Collections

☒ Collection ☐ Fast Collection

Customer Code	Customer Name	Collection Mode	Collected Amount	Adjusted on Account Amount	Adjusted Cr/Dr Note Amount	Adjusted Bill Amount	Collection Discount Amt	Actions
OLC000342	(LAVA JAVA 10 1) - PERINJANA M	Cash	18000.0	0.00	0.00	0.00	0.00	
Total:			18000.00	0.00	0.00	0.00		



FAST COLLECTION MODE

- ✓ If the distributor has selected Fast collection
- ✓ Select collected by "Salesman"& Choose the customer code or name
- ✓ Click "Populate Bills". Choose the bill number & Click on "Save"

☐ Collection ☒ Fast Collection

Distributor Branch

Collected By

Collected Person Name *

From Date

To Date

Filter By

DUMMY9

Salesman

DUMMYS1 - DUMMY...

22/08/2023

22/08/2023

Sales Route

Salesperson *

Route *

Retailer *

Populate Bills

DUMMYS1-DUMMY A.H:

..

All

..

DUMCUS01-SRI ESUN PI

..

Search By

Input Text - Customer

Bill Number

Enter atleast 3 characters

Go

Bill Date	Bill Number	Salesperson	Route	Customer Code + Name	Bill Amount	Paid Amount	Balance Amount	Cash Disc	<input type="checkbox"/> Populate Cash	Cheque-DD	Adjustments
No matching record(s) found											
Total:					0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save

Cancel

- ✓ The user can use this feature to generate E Invoice report.
- ✓ Click the dropdown and select appropriate from date & To date
- ✓ Select the customer & bill number then select appropriate IRN Generation.
- ✓ Select appropriate transaction type Either sales or sales return & check the export JSON file
- ✓ This JSON file has to get uploaded in GST E-filing portal, Once upload successful; IRN number will get generated.
- ✓ Download the format from CSNG & Update the required details .
- ✓ Upload the file in CSNG.
- ✓ Go to Bill print configuration, Choose E-invoice HP-PDF & Save.
- ✓ Then In Bill print screen, choose E-Invoice, Select the bill number & generate print.

E-invoice Copy

From :		To :		Tax Invoice	
PADMAJA ENTERPRISES		M/S VINAYAKA AGENCIES		Inv No	: NIOCR6
2-87 SITARAMPUR,KARIMNAGAR		Shipping Address :		Date	: 06/09/2023
KARIMNAGAR		4-3-33,BEET BAZAR JAGITAL-TELANGANA ,505327		SM Name	: SATISH
KARIMNAGAR		BEET BAZAR		RT Name	: JAGITYAL
Ph : 9703321234		KARIMNAGAR		Phone	: 7569384186
GSTIN No : 36AMHPG8533D1Z6		GSTIN No: 36AKWPV8714G1ZB		Shipping Date	: 06/09/2023
FSSAI No : 2345654324765		FSSAI No :		IRN Number	: 12c179ddb6814a245214a9e50b4612fd4f03d20f53097cf5ab657ca5a7137db8
GST State : Telangana - 36		GST State : Telangana - 36			
Drug Lic : &		Drug License No : &			



S. No	HSN Code	Product Name	MRP	Batch	Inv Qty	Free Qty	Rate	Scheme Disc	Taxable Value	CGST/IGST %	CGST/IGST	SGST/UT GST %	SGST/UT TGST	Exp.Date	Amount
1	19053219	RICHEESE WAFER 12g (12x24 Pcs) IND_P	120.00	28JUNE2023	36	0	81.85	0.00	2803.66	9.00	252.33	9.00	252.33	26/06/24	3308.32
2	19053219	NABATI RCO 30g (144 pcs) IND_P	10.00	28JUNE2023	1008	0	6.82	0.00	6541.14	9.00	588.70	9.00	588.70	26/06/24	7718.55

E-invoice Upload Format

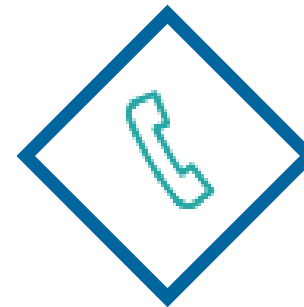
Sl. No	IRN	Ack No	Ack Date	Doc No	Doc Typ	Doc Date	Inv Value	Recipient Status	Signed QF EWB No./ If Any Errors While Creating EWB.
1	12c179dd1	112317397	9/6/2023	NIOCR6	Tax Invoice	9/6/2023	29944	36AKWPV ACT	eyJhbGciOi...



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