

## DELIVERY CHALLANS

Sidebar contain '**Delivery Challans**' tab, if we click on '**Delivery Challans**' it redirects to the list out page, which contain list of delivery challans transactions and their details. If we click on to the '+' then it opens to a create delivery challan page, where we can create a new delivery challan.

### DELIVERY CHALLAN LIST OUT:

'**All Delivery Challans**' page displays all delivery challans transactions. In this page,

- **Export** delivery challans details to Excel
- A **search box** to filter the delivery challan details while typing any delivery challans related details, like date, challan number, customer name, or balance.
- **Sort** - Sort out the delivery challans details in ascending order based on customer name and challan number.
  - **All**
  - **Name** - Customer Name
  - **DC No** - Challans Number
- **Filter** - Filter out the delivery challans based on the status.
  - **All**
  - **Draft**
  - **Sent**
- **NEW** - New button to open create page to add new delivery challan.
- Below that have a table to list out the details of all delivery challans. The table contain,
  - **DATE**- Challan date
  - **CHALLAN NUMBER**
  - **CUSTOMER NAME**
  - **CUSTOMER MAIL ID**
  - **AMOUNT** - Delivery Challans total amount
  - **STATUS** - Either **Draft** or **Sent**.
  - **BALANCE** - Amount after paid, here it shows after conversion to any of the following 2-invoice or recurring invoice
  - **ACTION** - By clicking '**Convert**' we can convert a delivery challan into invoice, or recurring invoice. Action contains a dropdown we can choose any one these 2 and the delivery challan converted to selected option. After conversion instead of dropdown here show 'Converted to selected option and its number'. We cannot convert same delivery challan more than once after conversion it is completed.

**Eg :** If we are converted delivery challan to invoice, after conversion show 'Converted to Invoice INV-01'.

**BALANCE** amount gets after converting to invoice, or recurring invoice. If we click convert open an invoice edit page with corresponding delivery challan values, and we change if required then save the page completes the conversion.

## CREATE DELEVERY CHALLAN:

We can create delivery challan in three different pages in Zoho. From the sidebar by clicking '+', from the 'All Delivery Challans' page by clicking 'NEW' or from the overview page has a button 'NEW' to create new delivery challan.

In 'New Delivery Challan' page

➤ **Customer Name\*** - Show the list of all customer from customer's table based on the company and customer status is 'Active'. We can type and search customer name in the dropdown to filter out the customer.

➤ By clicking '+' we can create new customer and list out in the customer dropdown dynamically.

➤ If we select a customer from the dropdown, display following fields with information automatically.

▪ **Customer Email ID** - Selected customer's mail id

▪ **Billing Address**

▪ **GST Treatment** - Selected customer's GST type

▪ **GST Number** - Show if customer table contain GST number.

▪ **Place of Supply** - In the dropdown Customer's shipping state as selected. And we can change place of supply if we want.

➤ **Delivery Challan** - We can type challan number based on the company needs. Number followed by with or without pattern is possible. Show next possible challan number with pattern automatically and we can change it. If we change show an alert message of changed pattern or number. But we can save with changed value also.

➤ **Reference Number** - Serial number show automatically. If one record gets deleted show the next reference number of deleted record.

➤ **Delivery Challan Date** - Display today's date, and we can change it if we want.

➤ **Challan Type** - Dropdown contains challan types are,

▪ **Supply Of Liquid Gas**

▪ **Job Work**

▪ **Supply Of Approval**

▪ **Others**

➤ Table to choose items for the delivery challan. We can add multiple rows. Clicking '+' button row gets created dynamically and we can add item. Table contains,

▪ **Index - Row number show automatically**

▪ **Item** - Show the list of all items from item table based on the company and item status is 'Active'. We can type and search item in the dropdown to filter out the item.

▪ By clicking '+' we can create new item and list out in the item dropdown dynamically.

▪ **HSN** - While selecting an item show its HSN here

▪ **Quantity** - We can type an enter quantity

▪ **Rate** - Item sales rate displays here

▪ **Discount** - We can enter discount

▪**Tax** – Show tax rate based on place of supply. If place of supply in invoice and company state is same show item's **GST Tax** rate by default, which is given in the item table and we can change here if we want. The **GST Tax** rate options are,

- ☐ **0% GST**
- ☐ **3% GST**
- ☐ **5% GST**
- ☐ **12% GST**
- ☐ **18% GST**
- ☐ **28% GST**

If place of supply and company state is different show item's **IGST Tax** rate by default, which is given in the item table and we can change here if we want. The **IGST Tax** rate options are,

- ☐ **0% GST**
- ☐ **0% IGST**
- ☐ **3% IGST**
- ☐ **5% IGST**
- ☐ **12% IGST**
- ☐ **18% IGST**
- ☐ **28% IGST**

▪**Amount** – item's total rate

✓ **Amount = (Quantity\*Rate) - Discount**

▪ **Remove** button. To copy the selected row and add another row with same value row or to delete selected row.

➤ **Sub Total** It will automatically generate a value, which will be Amount in the item table. If there are multiple items, the subtotal will be the total amount of the values in the 'Amount' field in the table.

➤ **IGST, CGST, SGST**: If the 'Tax' is GST, it will display two fields, **CGST** and **SGST**, each containing half the value of the GST. If the 'Tax' is IGST, it will display the same IGST value in **IGST** field.

➤ **Tax Amount** If the 'Tax' is GST, it will display tax amount as **CGST+SGST** else tax amount is **IGST**

➤ **Shipping Charge** – Field to enter shipping charge if needed

➤ **Adjustment** An input field for entering the round-off value, which can be zero or any amount. We can add or reduce total.

➤ **Total** It will automatically generate a value.

✓ **Total = Subtotal+ Tax amount+ Shipping Charges + Adjustment**

➤ **Customer Note** – Any description about delivery challan. (Optional)

➤ **Terms & Conditions** – We can enter terms and conditions here. (Optional)

➤ **File** – We can upload document for the delivery challan. (Optional)

➤ **Draft** – Button to save delivery challan to the database as 'Draft'. After save redirect to the list out delivery challan s page.

➤ **Sent** – Button to save delivery challan to the database as 'Sent', After save redirect to the list out delivery challans page.

➤ **Cancel** – Cancel and reload the create delivery challan page.

## DELIVERY CHALLAN OVERVIEW PAGE

If click on the any of the transaction in delivery challan list out page it redirects to the overview page.

Show all content given in add delivery challan page should be displayed in overview page.

In this page there is two sections. Left section shows all delivery challans listing and right section shows details of each selected delivery challan from left listing.

➤Below this contain delivery challan details,

- Delivery Challan**
- Delivery Challan ID**
- Balance amount**
- Status** of challan '**Sent**' or '**Draft**'

Right Section includes,

➤Show selected **Delivery Challan** on top.

➤**Overview** button to show all details of the selected delivery challan given in the delivery challan database table.

➤**Templates - 3 Templates** designs with following details,

- Delivery Challan**
- Delivery Challan status**
- Company details**
- Customer Details**
- Item details**
- Challan Number**
- Delivery Challan Date**
- Subtotal**
- Tax Amount**
- IGST, CGST, SGST**: If the 'Tax' is GST, it will display two fields, **CGST** and **SGST**, each containing half the value of the GST. If the 'Tax' is IGST, it will display the same IGST value in **IGST** field.
- Shipping Charge** - Only if it there is a shipping charge
- Adjustment** - If present
- Total Amount**
- Slip** with following details,

- **Delivery Challan**
- **Delivery Challan status**
- **Company details**
- **Customer Name only**
- **Item details**
- **Challan Number**
- **Delivery Challan Date**
- **Subtotal**
- **Tax Amount**
- **IGST, CGST, SGST:** If the 'Tax' is GST, it will display two fields, **CGST** and **SGST**, each containing half the value of the GST. If the 'Tax' is IGST, it will display the same IGST value in **IGST** field.
- **Shipping Charge** – Only if there is a shipping charge
- **Adjustment** – If present
- **Total Amount**
- **Edit** – By clicking Edit it redirects to the edit delivery challan page, where we can edit delivery challan details, we added to the database.
- **Share** – Share the template through **WhatsApp** and **Email**
- **Print** – Print templates and slip.
- **PDF** – Can take templates and slip PDF
- **Comment** – We can add and view comment for delivery challan
- **Attach** – Dropdown with '**Attach File**' option, where we can attach document here. If we attached any document show option '**Download File**' to download the document in attached.
- **Delete** – We can delete delivery challan.
- If the delivery challan status is 'Draft' show '**Convert**' and if click on it change status to 'Sent' and hide the button. If the status is 'Sent' do not need to show the button.

If we add or edit delivery challan, the created or altered date and name of created or altered person should be displayed in the transaction history.