

# User Manual for IMS - ERP

IMS Himalayan Sangrila Pvt. Ltd.

## 1. Getting Started

### 1.1 Starting the Software

To start the IMS - ERP software open any internet browsing software (Recommended: Google Chrome). Type [www.ims-erp.com](http://www.ims-erp.com) on the navigation bar. The login page will open.

## 2. Input Pages and Data Entry Instruction

### 2.1 Login Page

It is the 1<sup>st</sup> Input interface after opening IMS – ERP app on your browser. Type your login id and password at designated fields and click on “Sign in” button to proceed.



The image shows a 'Sign in' login page with a dark gray background. At the top, the text 'Sign in' is displayed in a large, white, sans-serif font. Below this, there are two input fields. The first field is labeled 'Login Id' and contains the text 'ta'. The second field is labeled 'Password' and contains seven dots, indicating a masked password. Below the password field is a 'Sign in' button with a light gray border and rounded corners. The entire login form is centered on the page.

Figure 1: Login Page

## 2.2 Dashboard

You will be redirected to “Dashboard” page after logging in to the app. This page shows the summary of user activities, sales and stocks.

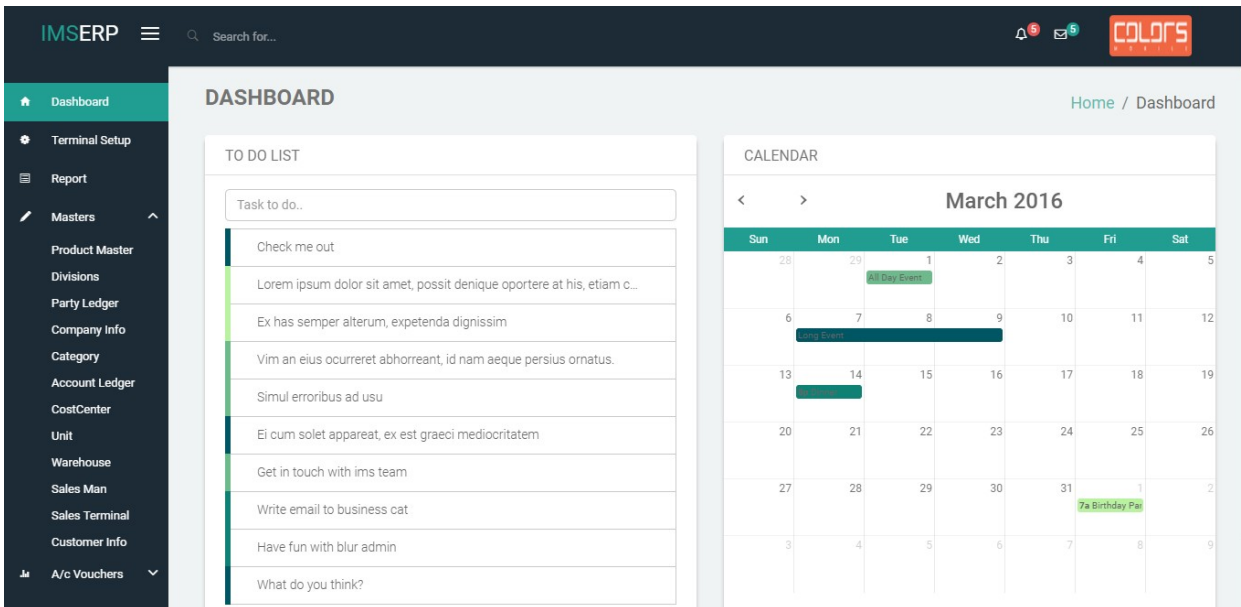


Figure 2: Dashboard

## 2.3 User

It is the first section in the Navigation Menu Panel on the left of screen. It further consist 2 sub menus as follows:

### 2.3.1 Change Password

This page is used to change your login password. Please Type your old password, new password and confirm password in designated fields and click on Ok button.

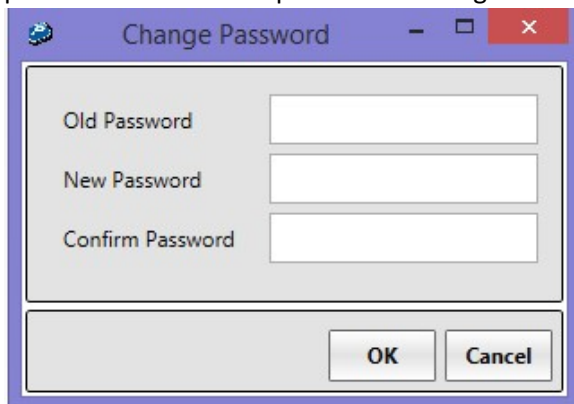


Figure 3: Change Password

### 2.3.2 User Manager

This page is used to add new users or edit/Delete existing Users. The following page will open which displays list of all users, after navigating to this menu.

**USER MANAGER**Home / User Manager

Add User

USER LIST

Actions	User Name	Email	Role
Add	<input type="text" value="User Name"/>	<input type="text" value="Email"/>	<input type="text" value="Role"/>
Edit	Admin	Administrator and is superior of all user	A
Edit	ANJALI		O
Edit	NABIN	NABIN	S
Edit	sa	samrat	A
Edit	ra	Binesh	A
Edit	Madan	Madan	A
Edit	Saurav	Saurav	A
Edit	Sunita	Sunita	S
Edit	Kapil	Kapil	S

Figure 4: User List (User Manager)

ADD USER

User Name

Password

Email

Role

Dashboard

☐View

☐Add

☐Edit

☐Delete

☐Print

☐Post

☐Import

☐Export

Terminal Setup

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Report

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Masters

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Product Master

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Divisions

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Party Ledger

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Company Info

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Category

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Account Ledger

☐View☐Add☐Edit☐Delete☐Print☐Post☐Import☐Export

Figure 5: User Entry Part 1 (User Manager)

Account Ledger	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
CostCenter	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Unit	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Warehouse	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Sales Man	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Sales Terminal	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Customer Info	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
A/c Vouchers	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Journal Voucher	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Income Voucher	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Expenses Voucher	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Inventory	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Stock Issue	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Branch In	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Branch Out	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export

Figure 6: User Entry Part 2 (User Manager)

User	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Change Password	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
User Manager	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Configuration	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export
Scheme Setting	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Print	<input type="checkbox"/> Post	<input type="checkbox"/> Import	<input type="checkbox"/> Export

USER RIGHTS SETTING

☐CSALES  
☐DIS  
☐DISLIMIT  
☐NSALES  
☐AUTHORIZE  
☐ACCOUNT  
☐EDIT  
☐DEL  
☐PRATEEDIT  
☐SRATEEDIT  
☐ADJRATEEDIT  
☐OPEDITRIGHT  
☐CDOPENRIGHT  
☐ADJUSTMENTRIGHT  
☐SALESREPRINT  
☐MANUALTSETTING  
☐SRATEEDITBILL

Figure 7: User Entry Part 3 (User Manager)

☐ SRATEEDITBILL  
☐ BACKDATEENTRY  
☐ VOIDRIGHT  
☐ PEDIT  
☐ PDELETE  
☐ LATEPOST  
☐ ITEMMERGERIGHT  
☐ EXCELSAVERIGHT  
☐ ITEMEDITRIGHT  
☐ ITEMDISCONTINUERIGHT  
☐ NegativeStockIssue  
☐ PNameEdit  
☐ SalesRefuesEditRight  
☐ OrderQtyExceedAccept  
☐ PURCHASEENTRYWITHO  
☐ PROCEDAYEND  
☐ SYNRECORD  
☐ FORCEDAYEND  
☐ PARENT  
☐ TYPE  
☐ EXPIRYALERT  
☐ KOTCHANGE  
☐ ITEMCREATRIGHTS  
☐ PARTYCREATRIGHTS  
☐ ACCREATERIGHTS  
☐ ACEDITRIGHTS  
☐ DIVISION  
☐ WAREHOUSE

Save Cancel

Figure 8: User Entry Part 4 (User Manager)

### New User

1. Click on Add User button on the User List page (Figure 4). You will be navigated to User Entry page (Part 1 – 4) (Figure 5-8).
2. Enter the user information.
3. Check on Menu Rights & User Special Rights.
4. Click on save button to save new user.
5. You will be navigated back to User List page & newly saved user will appear in the grid.

### Edit existing User

1. Find the user you want to edit on the grid and click on Edit option.
2. You will be navigated to User Entry page. Data will be loaded on entry Fields.
3. Make necessary edits.
4. Click on save button to save data.

### Delete existing User

1. Find the user you want to edit on the grid and click on Edit option.
2. Click on Delete option to Delete Selected user.

## 2.4 Masters

It is the second section in the Navigation Menu Panel on the left of screen. It further consist 7 sub menus as follows:

### 2.4.1 Product Master

This page is used to add new Product/ Product Group or edit/Delete existing Products/Groups.

PRODUCT MASTER

Home / Product Master

filter nodes

- ACC (0)
- SERVICE (0)
- COM (0)
- COM\_SET (0)
- ACC (0)
- COM (0)
- COM\_SET (0)











search item(shows top 25 matching item)

Search

Add Group

Add Item

PRODUCTS

Actions			MenuCode	Description	Unit
			MenuCode	Description	Unit
View	Edit		C105NDTC005	DATA CABLE	PC
View	Edit		C12BTR001	BATTERY	PC
View	Edit		C12CHR002	charger	PC
View	Edit		C12HDF003	EARPHONE	PC
View	Edit		C15BTR001	BATTERY	PC
View	Edit		C16BTR001	BATTERY	PC
View	Edit		C16CHR002	CHARGER/ADAPTOR	PC
View	Edit		C16DTC005	DATACABLE	PC
View	Edit		C16HDF003	EARPHONE	PC
View	Edit		C20BTR001	BATTERY	PC

«

»

### Figure 9: Product List

PRODUCT MASTER

[Home](#) / [Product Master](#)

filter nodes

ACC (0)

SERVICE (0)

COM (0)

COM\_SET (0)

ACC (0)

COM (0)

COM\_SET (0)

ADD PRODUCT GROUP

Major Group

ACC

Product Group

ACC

Group Name

Group Name

Recommended Margin (%)

Recommended Margin (%)

Category

Save

Cancel

### Figure 10: Product Group Entry

**PRODUCT MASTER**

Home / Product Master

Add GroupAdd Item

filter nodes

ACC (0)  
SERVICE (0)  
COM (0)  
COM\_SET (0)  
ACC (0)  
COM (0)  
COM\_SET (0)

Product Group: ACCMajor Group: ACC

Product Code: C105NDTC005Barcode:

Product Name: DATA CABLE

Description:Stock Unit: PC

Supplier Name:Sup Prod.Code:

Product Type: ACCSet as Discontinued Item

Category: N/A

Discount Mode: DISCOUNTABLEDiscount Rate: 0Discount Amt: 0

☐ Is Unknown☐ Exp. Date Required

Price SettingInventory ControlBarcodeAlternate UnitAccount InformationBrand/Model

Purchase Rate:Product Type:

☐ Vat Product
☒ Non-Vat Product

Rate Discount(%):

Distributor: 0Whole Seller: 0

Retailer: 0Flat Rate: 0

Sales Price:

Retail Sale: 60

Whole Sale: 0

Int-Company Sale: 0

Rec.Margin(%) : 0.00

Actual Margin(%) : 5,209.73 % on P-Rate  
98.12 % on S-Rate

SaveCancel

Figure 11: Product Entry

### Add New Group

1. Click on a group under which you want to add a new group
2. Click on the Add Group button on the top right of page.
3. You will be redirected to Group Entry page (Figure 10).
4. Enter new group info and click on Save. Click on cancel to cancel current operation.
5. You will be redirected back to Product List Page (Figure 9) and newly create group is added to the Group Tree.

### Edit existing Group

1. Right Click on a group which you want to Edit and select Edit.
2. You will be redirected to Group Entry page (Figure 10) and the group info is loaded in the respective fields.
3. Make necessary Changes.
4. When done and click on Save. Click on cancel to cancel current operation.
5. You will be redirected back to Product List Page.

### Delete existing Group

1. Right Click on a group which you want to Delete and select Delete



## Add New Product

1. Click on a group under which you want to add a new product
2. Click on the Add Item button on the top right of page.
3. You will be redirected to Product Entry page (Figure 11).
4. Enter new product info and click on Save. Click on cancel to cancel current operation.
5. You will be redirected back to Product List Page (Figure 9) and newly create product is added to the product list.

## Edit existing Product

1. Click on a group under which the product to be edited is located.
2. Find the product you want to edit and click on edit.
3. You will be redirected to Product Entry page (Figure 11). The product detail is loaded in the respective fields
4. Make necessary Changes.
5. When done click on Save. Click on cancel to cancel current operation.
6. You will be redirected back to Product List Page.

## Delete existing Product

1. Click on a group under which the product to be deleted is located.
2. Find the product you want to delete and click on delete icon.
3. Selected product will be deleted

### 2.4.2 Account Ledger

This page is used to add new Account Ledger/Ledger Group or edit/Delete existing Ledger/Groups.

ACCOUNT LEDGER

Home / Account Ledger

Add Group

Add Ledger

filter nodes

▶ ASSETS(6)

▶ LIABILITIES(5)

▶ INDIRECT EXPENSES(1)

▶ INDIRECT INCOME(2)

▶ DIRECT INCOME(2)

▶ DIRECT EXPENSES(1)

Actions	AC ID	Parent	AcName
	<input type="text" value="AC ID"/>	<input type="text" value="Parent"/>	<input type="text" value="AcName"/>
Edit	PA100188	AT	ANY
Edit	PA100173	AT	Apple
Edit	PA100064	AT	eeee
Edit	PA100174	AT	Juice
Edit	PA100175	AT	juice
Edit	AT30837	AT	MADAN SIR
Edit	AT221V	AT	Madan Sir(Personal) A/c
Edit	AT54925	AT	SUMARGI COMPLEX

Figure 12: Ledger List

**AddSubGroup**

Main Group:

GroupName:

ACCODE:

Has Subledger: ☐

ACType:

☐ Assets
 ☐ Liabilities
 ☐ Direct Expenses
 ☐ Indirect Expenses
 ☐ Direct Income
 ☐ Indirect Income

**Save** **Back**

Figure 13: Ledger Group Entry

### Add New Ledger/Group

1. Click on a group under which you want to add a new Ledger/Group
2. To add new Ledger, Click on the Add Ledger button on the top right of page. Click on Add Group button to add group
3. You will be redirected to Ledger/Group Entry page (Figure 12).
4. Enter new Ledger/Group info and click on Save. Click on cancel to cancel current operation.
5. You will be redirected back to Account List Page (Figure 12) and newly create Ledger/Group is added to the Account list.

### Edit existing Ledger/Group

1. Click on a group under which the Account to be edited is located. Find the Account you want to edit and click on edit.
2. To edit Group Right Click on a group which you want to edit and select edit.
3. You will be redirected to Ledger/Group Entry page (Figure 13). The Account detail is loaded in the respective fields
4. Make necessary Changes.
5. When done click on Save. Click on cancel to cancel current operation.
6. You will be redirected back to Account List Page.

### Delete existing Ledger/Group

1. Click on a group under which the product to be deleted is located. Find the product you want to delete and click on delete icon.
2. To delete Group Right Click on a group which you want to delete and select delete.
3. Selected Account will be deleted

### 2.4.3 Party Ledger

This page is used to add new Party Ledger/Ledger Group or edit/Delete existing Ledger/Groups.

PARTY LEDGER

Home / Party Ledger

Add GroupAdd Ledger

filter nodes

dsd(0)

Final(0)

Final(2)

GG(0)

Grppp(0)

hh(1)

KATHMANDU(1)

LC(2)

MY GROUP(0)

Peoples(0)

POKHARA(0)

POP(0)

pop(0)

rat(1)

RDX(0)

rr(1)

SUPPLIER(1)

TFST(0)

Actions	AC ID	Parent	AcName
	<input type="text" value="AC ID"/>	<input type="text" value="Parent"/>	<input type="text" value="AcName"/>
Edit	PA13721V	PAG2878	TEST SUPPLIER
Edit	PA03699V	PAG2878	XYZ SUPPLIER

Figure 14: Party Ledger List

PARTY LEDGER

Home / Party Ledger

Add GroupAdd Ledger

filter nodes

asset1(1)

Assets(1)

Colors(0)

Credit Card Company(0)

CUSTOMER(1)

CUSTOMERS(2)

DIRECTOER(0)

STAFF(1)

RAMILA SHRESTHA(0)

DEMO(1)

dsd(0)

dsd(0)

Final(0)

Final(2)

GG(0)

Grppp(0)

Add Party Group

Main Group

CUSTOMERS

CUSTOMERS

STAFF

STAFF

Select a group

GroupName:

Group Name

Save

Back

Figure 15: Party Ledger Group Entry

PARTY LEDGER
Home / Party Ledger

Add Group
Add Ledger

filter nodes

- Final(2)
- GG(0)
- Grppp(0)
- hh(1)
- KATHMANDU(1)
- LC(2)
- MY GROUP(0)
- Peoples(0)
- POKHARA(0)
- POP(0)
- pop(0)
- rat(1)
- RDX(0)
- rr(1)
- SUPPLIER(1)**
  - boy(0)
  - TEST(0)
  - TESTA(0)
  - TESTAaaaaaaa(2)
  - testBzu(0)
  - zxc(0)
  - zzzz(0)

### Add Party Group

Main Group
SUPPLIER

SUPPLIER
Select a group

GroupName:
TEST SUPPLIER

Ledger Name:
TEST SUPPLIER

Address:
KTM

Phone:
Phone No.

Fax:
Fax

Email:
Email Address

Vat No:
VAT No.

ACC CODE:
P6

Credit Limit:
0

ASSETS

☐ Customer
☐ Supplier

Save
Back

Figure 16: Party Ledger Entry

### Add New Ledger/Group

1. Click on a group under which you want to add a new Party Ledger/Group
2. To add new Party Ledger, Click on the Add Ledger button on the top right of page. Click on Add Group button to add Party Ledger Group
3. You will be redirected to Party Ledger Group/Party Ledger Entry page (Figure 15 & 16).
4. Enter new Ledger/Group info and click on Save. Click on cancel to cancel current operation.
5. You will be redirected back to Party List Page (Figure 14) and newly create Ledger/Group is added to the Party list.

### Edit existing Party Ledger/Group

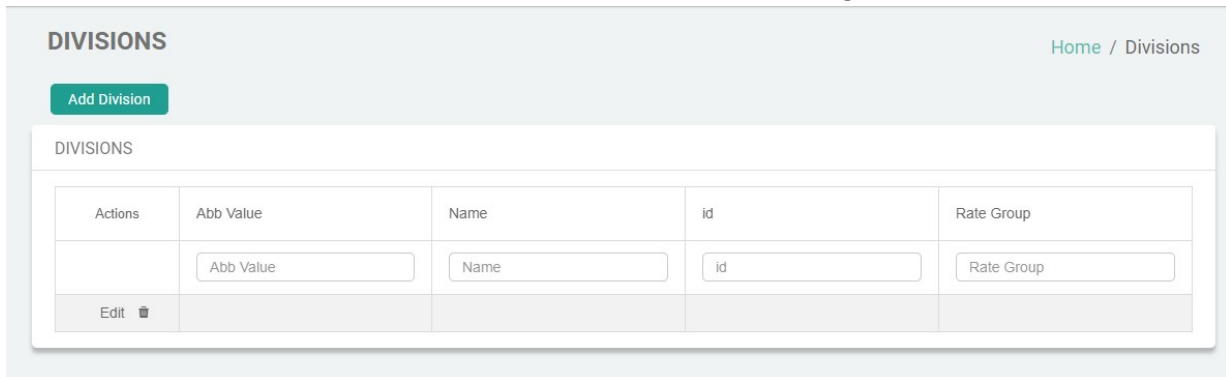
1. Click on a group under which the Party Ledger to be edited is located. Find the Party Ledger you want to edit and click on edit.
2. To edit Group Right Click on a group which you want to edit and select edit.
3. You will be redirected to Ledger Group/Party Ledger Entry page (Figure 15 & 16). The Party Account detail is loaded in the respective fields
4. Make necessary Changes and click on Save
5. You will be redirected back to Party List Page.

## Delete existing Party Ledger/Group

1. Click on a group under which the Party to be deleted is located. Find the Party Ledger you want to delete and click on delete icon.
2. To delete Group Right Click on a group which you want to delete and select delete.
3. Selected Account will be deleted

### 2.4.4 Division

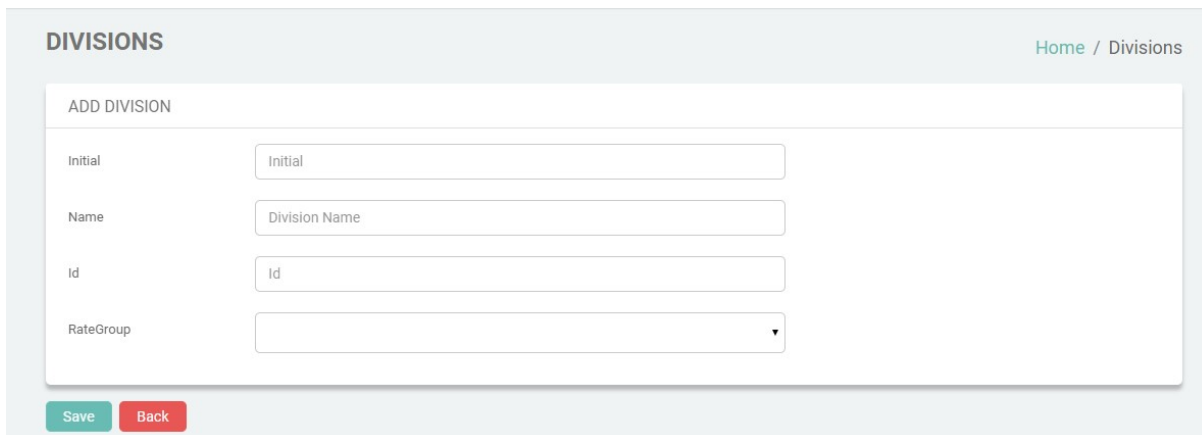
This Form is used to add new Branch or edit/Delete existing Branches.



The screenshot shows the 'DIVISIONS' page with a breadcrumb 'Home / Divisions'. A green 'Add Division' button is at the top left. Below it is a table with the following structure:

Actions	Abb Value	Name	id	Rate Group
	<input type="text" value="Abb Value"/>	<input type="text" value="Name"/>	<input type="text" value="id"/>	<input type="text" value="Rate Group"/>
Edit				

Figure 17: Branch List



The screenshot shows the 'ADD DIVISION' page with a breadcrumb 'Home / Divisions'. The form contains the following fields:

- Initial:
- Name:
- Id:
- RateGroup:

At the bottom, there are two buttons: 'Save' (green) and 'Back' (red).

Figure 18: Branch Entry Page

## Add New Division (Branch)

1. Click on Add Division button on Branch List Page (Figure 17).
2. You will be redirected to Branch Entry page (Figure 18).
3. Enter new Branch info and click on Save. Click on cancel to cancel current operation.
4. You will be redirected back to Branch List Page and newly created Branch is added to the Branch list.

### Edit existing Branch

1. Find the Branch you want to edit on Branch List Page and click on edit.
2. You will be redirected to Branch entry page. The Branch detail is loaded in the respective fields
3. Make necessary Changes.
4. When done click on Save. Click on cancel to cancel current operation.
5. You will be redirected back to Branch List Page.

### Delete existing Branch

1. Find the Branch you want to delete on Branch List Page and click on delete.
2. Selected Branch will be deleted.

### 2.4.5 Warehouse

This Form is used to add new Warehouse or edit/Delete existing Warehouse.

**WAREHOUSE**Home / Warehouse

New Warehouse

WAREHOUSE

Actions	Name	address	phone	Division	Remark
	<input type="text" value="Name"/>	<input type="text" value="address"/>	<input type="text" value="phone"/>	<input type="text" value="Division"/>	<input type="text" value="Remark"/>
Edit	DIVISION 1	Hetauda		DIVISION 1	
Edit	DIVISION 2	Pokhara		DIVISION 2	
Edit	DIVISION 3	Birtamode		DIVISION 3	
Edit	Head Office	Kathmandu		Head Office	
Edit	Delivery Warehouse	testyy		DIVISION 3	
Edit	MAIN WARE	NEW ROAD			

Figure 19: Warehouse List

**WAREHOUSE**Home / Warehouse

Name:

DIVISION 1

Division:

Address:

Hetauda

Phone:

Phone

Remarks:

Remarks

Save

Back

Figure 20: Warehouse Entry

## Add New Warehouse

1. Click on Add Warehouse button on Warehouse List Page (Figure 19).
2. You will be redirected to Branch Entry page (Figure 20).
3. Enter new Warehouse info and click on Save. Click on cancel to cancel current operation.
4. You will be redirected back to Warehouse List Page and newly created Warehouse is added to the Warehouse list.

## Edit existing Warehouse

1. Find the Warehouse you want to edit on Warehouse List Page and click on edit.
2. You will be redirected to Warehouse entry page. The Warehouse detail is loaded in the respective fields
3. Make necessary Changes.
4. When done click on Save. Click on cancel to cancel current operation.
5. You will be redirected back to Warehouse List Page.

## Delete existing Warehouse

1. Find the Warehouse you want to delete on Warehouse List Page and click on delete.
2. Selected Warehouse will be deleted.

### 2.4.6 Category

This Form is used to add new Product Category or edit/Delete existing Category.

**CATEGORY**Home / Category

Add Category

CATEGORY

Actions	MENUCAT	Parent
	<input type="text" value="MENUCAT"/>	<input type="text" value="Parent"/>
Edit	abcd	TestA
Edit	ACC	
Edit	assaassassaq	TestB
Edit	check	test
Edit	COM	
Edit	COM_SET	
Edit	test44	google
Edit	testcatagory	TestC

Figure 21: Category List

**CATEGORY** Home / Category

EDIT CATEGORY

Parent:  Add Parent

Name:

Save Back

Figure 22: Category Entry

### Add New Category

1. Click on Add Category button on Category List Page (Figure 19).
2. You will be redirected to Branch Entry page (Figure 20).
3. Enter new Category info and click on Save. Click on cancel to cancel current operation.
4. You will be redirected back to Category List Page and newly created Category is added to the Category list.

### Edit existing Category

6. Find the Category you want to edit on Category List Page and click on edit.
7. You will be redirected to Category entry page. The Category detail is loaded in the respective fields
8. Make necessary Changes.
9. When done click on Save. Click on cancel to cancel current operation.
10. You will be redirected back to Category List Page.

### Delete existing Category

3. Find the Category you want to delete on Category List Page and click on delete.
4. Selected Category will be deleted.



## 2.5 A/c Vouchers

It is the third section on the menu panel and consists of sub menus related to A/C Transactions.

### 2.5.1 Journal Voucher

This page is used for Journal Transaction Entry.

**JOURNAL VOUCHER**Home / Journal Voucher

Add Journal Voucher

**JOURNAL VOUCHER LIST**

Actions	Voucher No.	Chalan No.	Division	Fiscal Year	Date	Miti
	<input type="text" value="Voucher No."/>	<input type="text" value="Chalan No."/>	<input type="text" value="Division"/>	<input type="text" value="Fiscal Year"/>	<input type="text" value="Date"/>	<input type="text" value="Miti"/>
No data found						

Figure 23: Journal List

**JOURNAL VOUCHER**Home / Journal Voucher

**Add Journal Voucher**

Voucher No:  
 **JV**

Chalan No:

Entry Date:  
 A.D.  B.S.

Trn Date:  
 A.D.  B.S.

Division:

Narration:

Difference Amount:

**Journal Entry**

S.No.	A/C Code	A/C Name	Debit Amount	Credit Amount	
1.	VNDR1	TEST VENDOR 123	500	0	<input type="checkbox"/> <input type="checkbox"/>
2.	P8932	MY TEST	500	0	<input type="checkbox"/> <input type="checkbox"/>
3.	3.1205	BANK OF KATHMANDU	0	1000	<input type="checkbox"/> <input type="checkbox"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Narration		No Result Found	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/>

Figure 24: Journal Entry

### **Add New Journal Entry**

1. Click on Add Journal Voucher button on Journal List Page (Figure 23).
2. You will be redirected to Journal Entry page (Figure 24).
3. Choose a branch on which you want to add journal transaction then type the narration.
4. Type Account name on A/C Name field and the app will display the suggestions for existing accounts.
5. Enter Credit/credit amount. Type narration if applicable.
6. Click on add icon to commit current row.
7. Repeat Steps 4, 5, 6 until all entries are done.
8. Click on edit icon of committed row to enable edit, delete icon to remove row.
9. When all the entries are done click on save. Click on cancel to cancel current operation.
10. You will be redirected back to Journal List Page and newly created Journal Voucher is added to the Journal list.

### **Reprint Journal Entry**

1. Find the Journal Voucher you want to print on Journal List Page and click on view.
2. You will be redirected to Journal Entry page and all the entered data is loaded.
3. You cannot make any changes to this document.
4. Click on Print Button to print Voucher.

## 2.5.2 Income Vouchers

This page is used to issue Income Transaction Voucher.

Actions	Voucher No.	Division	Trn. A/c	Fiscal Year
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Trn. A/c"/>	<input type="text" value="Fiscal Year"/>
No data found				

Figure 25: Income Voucher List

Actions	Voucher No.	Division	Trn. A/c	Fiscal Year
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Trn. A/c"/>	<input type="text" value="Fiscal Year"/>
No data found				

Figure 26: Income Voucher Entry

### Add New Income Voucher

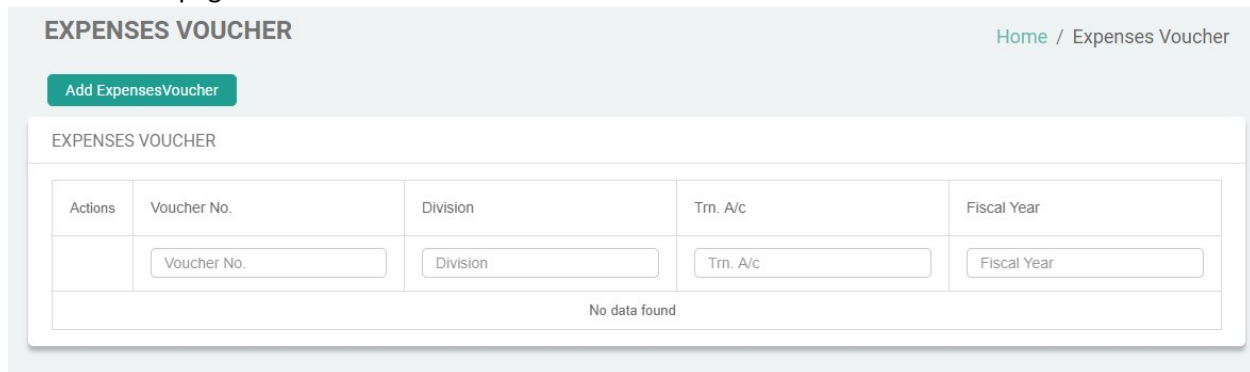
1. Click on Add Income Voucher button on Income Voucher List Page (Figure 25).
2. You will be redirected to Income Voucher Entry page (Figure 26).
3. Choose a branch on which you want to add Income transaction then type the narration.
4. Select an income Account.
5. Type Account name on A/C Name field and the app will display the suggestions for existing accounts.
6. Enter credit amount. Type narration if applicable.
7. Click on add icon to commit current row.
8. Repeat Steps 4, 5, 6 until all entries are done.
9. Click on edit icon of committed row to enable edit, delete icon to remove row.
10. When all the entries are done click on save. Click on cancel to cancel current operation.
11. You will be redirected back to Income Voucher List Page and newly created Income Voucher is added to the Income Voucher list.

### Reprint Income Voucher

1. Find the Income Voucher you want to print on Income Voucher List Page and click on view.
2. You will be redirected to Income Voucher Entry page and all the entered data is loaded.
3. Click on Print Button to print Voucher.

### 2.5.3 Expense Voucher

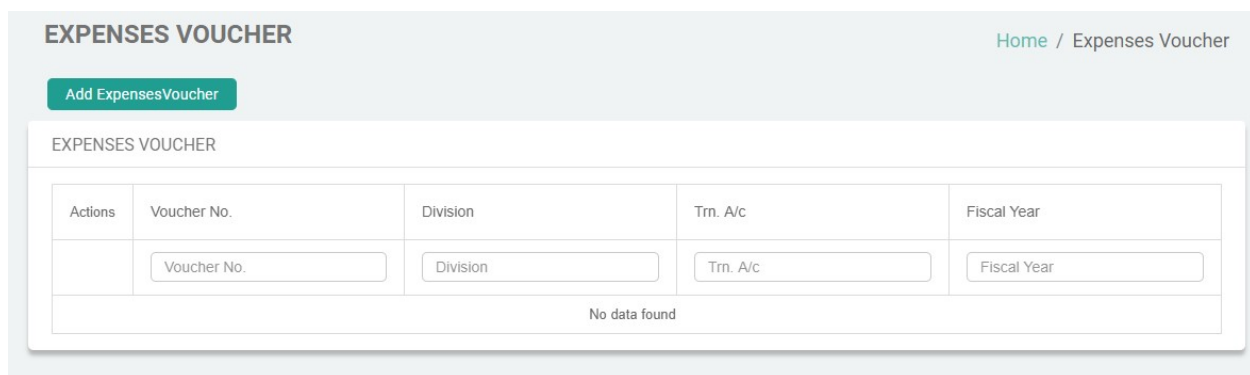
This page is used to issue Income Transaction Voucher.



The interface for the 'EXPENSES VOUCHER' list. It features a header with the title 'EXPENSES VOUCHER' and a breadcrumb 'Home / Expenses Voucher'. Below the header is a green button labeled 'Add ExpensesVoucher'. The main content area is a table with the following structure:

Actions	Voucher No.	Division	Tm. A/c	Fiscal Year
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Tm. A/c"/>	<input type="text" value="Fiscal Year"/>
No data found				

Figure 27: Expense Voucher List



The interface for the 'EXPENSES VOUCHER' entry. It features a header with the title 'EXPENSES VOUCHER' and a breadcrumb 'Home / Expenses Voucher'. Below the header is a green button labeled 'Add ExpensesVoucher'. The main content area is a table with the following structure:

Actions	Voucher No.	Division	Tm. A/c	Fiscal Year
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Tm. A/c"/>	<input type="text" value="Fiscal Year"/>
No data found				

Figure 28: Expense Voucher Entry

#### Add New Expense Voucher

1. Click on Add Expense Voucher button on Expense Voucher List Page (Figure 27).
2. You will be redirected to Expense Voucher Entry page (Figure 28).
3. Choose a branch on which you want to add Expense transaction then type the narration.
4. Select an Expense Account.
5. Type Account name on A/C Name field and the app will display the suggestions for existing accounts.
6. Enter credit amount. Type narration if applicable.
7. Click on add icon to commit current row.
8. Repeat Steps 4, 5, 6 until all entries are done.
9. Click on edit icon of committed row to enable edit, delete icon to remove row.
10. When all the entries are done click on save. Click on cancel to cancel current operation.
11. You will be redirected back to Expense Voucher List Page and newly created Expense Voucher is added to the Expense Voucher list.

#### Reprint Expense Voucher

1. Find the Expense Voucher you want to print on Expense Voucher List Page and click on view.
2. You will be redirected to Expense Voucher Entry page and all the entered data is loaded.
3. Click on Print Button to print Voucher.

## 2.6 Purchases

This is the fourth section in the menu panel and contains sub menus related to purchases.

### 2.6.1 Purchase Invoice

This page is used to issue purchase invoice.

**PURCHASE INVOICE** [Home](#) / [Purchase Invoice](#)

[Add Purchase Invoice](#)

PURCHASE INVOICE

Actions	Voucher No.	Division	Trn. A/c	Fiscal Year	Date	Miti
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Trn. A/c"/>	<input type="text" value="Fiscal Year"/>	<input type="text" value="Date"/>	<input type="text" value="Miti"/>
No data found						

Figure 29: Purchase Invoice List

**Add Purchase Invoice**

Voucher No:  [PI](#)

Chalan No:  Entry Date:  A.D.  B.S. Trn Date:  A.D.  B.S.

Division:

Purchase A/c:  Tran Mode: ☒ Credit ☐ Cash ☐ Bank

Party:

Remarks:

Item Code:  Item Name:  Units:  Rate:  Quantity:  Amount:  Discount:  ☒ % ☐ Amt [Add](#)

Stock Quantity: 0  
Re-Order Level: 0  
MaxOrder Level: 0  
Selling Rate:  
Min Order Level: 0  
Flat Discount:  ☒ % ☐ Amt

Sno	ItemCode	ItemName	Unit	Rate	Quantity	Gross Amt	Discount	VAT	Total
-----	----------	----------	------	------	----------	-----------	----------	-----	-------

0.00 0.00 0.00 0.00

Total Info:  
Taxable Amt:  NonTaxable:  Rounding Adj:  Net Amt:

[Save](#) [Back](#) [Print](#)

Figure 30: Purchase Invoice Entry

### **Add New Purchase Invoice**

1. Click on Add Purchase Invoice button on Purchase Invoice List Page (Figure 229).
2. You will be redirected to Purchase Invoice Entry page (Figure 30).
3. Select a Purchase account from the list. Then Select a transaction mode (Cash, Credit or Bank)
4. Select Party from list if transaction mode is credit. Select cash/bank account otherwise.
5. Enter remarks if applicable.
6. Select an item from item code/ item name field. Its details will be loaded automatically.
7. Enter desired quantity. Enter discount %/amount if applicable
8. Click on add button to commit the item.
9. Repeat steps 6, 7, and 8 until all items are added.
10. Click on edit icon of committed row to enable edit, delete icon to remove row.
11. When all the items are added click on save. Click on cancel to cancel current operation.
12. You will be redirected back to Purchase Invoice List Page and newly created Purchase Invoice is added to the Purchase Invoice list.

### **Reprint Purchase Invoice**

1. Find the Purchase Invoice you want to print on Purchase Invoice List Page and click on view.
2. You will be redirected Purchase Invoice Entry page and all the entered data is loaded.
3. You cannot make any changes to this document.
4. Click on Print Button to print Invoice.

## 2.6.2 Debit Note – Item Wise

This page is used to issue purchase invoice.

**DEBITNOTE -ITEMWISE**Home / DebitNote -ItemWise

Add DebitNote-ItemWise

DEBITNOTE-ITEMWISE

Actions	Voucher No.	Division	Trn. A/c	Fiscal Year
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Trn. A/c"/>	<input type="text" value="Fiscal Year"/>

No data found

Figure 31: Debit Note List

Add Purchase Invoice

Voucher No:  PI

Chalan No:  Entry Date:  A.D.  B.S. Trn Date:  A.D.  B.S.

Division:

Purchase A/c:  Tran Mode: ☒ Credit ☐ Cash ☐ Bank

Party:

Remarks:

Item Code:

Item Name:

Units:

Rate:

Quantity:

Amount:

Discount:

☒ % ☐ Amt

Add

Stock Quantity: 0

Re-Order Level: 0

MaxOrder Level: 0

Selling Rate:

Min Order Level: 0

Flat Discount:

☒ % ☐ Amt

Sno	ItemCode	ItemName	Unit	Rate	Quantity	Gross Amt	Discount	VAT	Total
						0.00	0.00	0.00	0.00

Total Info:  
Taxable Amt:  NonTaxable:  Rounding Adj:  Net Amt:

Save Back Print

Figure 32: Debit Note Entry

### **Add New Debit Note**

1. Click on Add Debit Note button on Debit Note List Page (Figure 31).
2. You will be redirected to Debit Note Entry page (Figure 32).
3. Select a Purchase account from the list. Then Select a transaction mode (Cash, Credit or Bank)
4. Select Party from list if transaction mode is credit. Select cash/bank account otherwise.
5. Enter remarks if applicable.
6. Select an item from item code/ item name field. Its details will be loaded automatically.
7. Enter desired quantity. Enter discount %/amount if applicable
8. Click on add button to commit the item.
9. Repeat Steps 6, 7, 8 until all items are added.
10. Click on edit icon of committed row to enable edit, delete icon to remove row.
11. When all the items are added click on save. Click on cancel to cancel current operation.
12. You will be redirected back to Debit Note List Page and newly created Debit Note is added to the Debit Note list.

### **Reprint Debit Note**

1. Find the Debit Note you want to print on Debit Note List Page and click on view.
2. You will be redirected Debit Note Entry page and all the entered data is loaded.
3. You cannot make any changes to this document.
4. Click on Print Button to print Invoice.



## 2.7 Sales

It is the fifth section in the menu panel and contains sub menus related to sales Transaction.

### 2.7.1 Sales Invoice/Tax Invoice

This page is used to issue new Sales Invoice (Abbreviated Tax Invoice).

SALES INVOICE

Home / Sales Invoice

Add Sales Invoice

Add Direct Sales

SALESINVOICES

Actions		Voucher No.	Division	Trn. A/c	Fiscal Year
		<div>Voucher No.</div>	<div>Division</div>	<div>Trn. A/c</div>	<div>Fiscal Year</div>
<div>View</div>	<div>Edit</div>	SI11	7E9	PA86636V	
<div>View</div>	<div>Edit</div>	SI10	7E9	DI01001	

Figure 33: Sales Invoice List

Voucher No:  SI

Chalan No:

Entry Date:  A.D.  B.S.

Trn Date:  A.D.  B.S.

Division:

SalesMan:

Tran Mode: ☒ Credit ☐ Cash ☐ Bank

Party:

OrderRef

Cust.Name:

Address:

Mobile:

Warehouse:

Remarks:

Item Code:

Item Name:

Units:

Rate:

Quantity:

Amount:

Discount:

☒ % ☐ Amt

Add

Stock Quantity:

Re-Order Level:

MaxOrder Level:

Selling Rate:

Min Order Level:

Flat Discount:

☒ % ☐ Amt

Sno	ItemCode	ItemName	Unit	Rate	Quantity	Gross Amt	Discount	VAT	Total
1	CG200DMS030	DOME SHEET	PC	2.00	2	4.00	0.00	0.00	0.00

4.00

0.00

0.00

4.00

Total Info:

Taxable Amt:

NonTaxable:

Rounding Adj:

Net Amt:

Save

Back

Figure 34: Sales Invoice Entry

### **Add New Sales Invoice**

1. Click on Add Sales Invoice button on Sales Invoice List Page (Figure 33).
2. You will be redirected to Sales Invoice Entry page (Figure 34).
3. Select a transaction mode (Cash, Credit or Bank)
4. Select Party from list if transaction mode is credit. Select cash/bank account otherwise.
5. Enter remarks if applicable.
6. Select an item from item code/ item name field. Its details will be loaded automatically.
7. Enter desired quantity. Enter discount %/amount if applicable
8. Click on add button to commit the item.
9. Repeat steps 6, 7, 8 until all items are added.
10. Click on edit icon of committed row to enable edit, delete icon to remove row.
11. When all the items are added click on save. Click on cancel to cancel current operation.
12. You will be redirected back to Sales Invoice List Page and newly created Sales Invoice is added to the Sales Invoice list.

### **Reprint Sales Invoice**

1. Find the Sales Invoice you want to print on Sales Invoice List Page and click on view.
2. You will be redirected Sales Invoice Entry page and all the entered data is loaded.
3. You cannot make any changes to this document.
4. Click on Print Button to print Invoice.

## 2.7.2 Credit Note

This page is used to issue Credit Note (Sales Return

**DEBITNOTE -ITEMWISE**Home / DebitNote -ItemWise

Add DebitNote-ItemWise

DEBITNOTE-ITEMWISE

Actions	Voucher No.	Division	Trn. A/c	Fiscal Year
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Trn. A/c"/>	<input type="text" value="Fiscal Year"/>

No data found

Figure 35: Credit Note List

Add Purchase Invoice

Voucher No:

Chalan No:

Entry Date:  A.D.  B.S.

Trn Date:  A.D.  B.S.

Division:

Purchase A/c:

Tran Mode: ☒ Credit ☐ Cash ☐ Bank

Party:

Remarks:

Item Code:

Item Name:

Units:

Rate:

Quantity:

Amount:

Discount:

☒ % ☐ Amt

Stock Quantity: 0

Re-Order Level: 0

MaxOrder Level: 0

Selling Rate:

Min Order Level: 0

Flat Discount:

☒ % ☐ Amt

Add

Sno	ItemCode	ItemName	Unit	Rate	Quantity	Gross Amt	Discount	VAT	Total
						0.00	0.00	0.00	0.00

Total Info:  
Taxable Amt:  NonTaxable:  Rounding Adj:  Net Amt:

Save Back Print

Figure 36: Credit Note Entry

### **Add New Credit Note**

1. Click on Add Credit Note button on Credit Note List Page (Figure 31).
2. You will be redirected to Credit Note Entry page (Figure 32).
3. Select a Purchase account from the list. Then Select a transaction mode (Cash, Credit or Bank)
4. Select Party from list if transaction mode is credit. Select cash/bank account otherwise.
5. Enter remarks if applicable.
6. Select an item from item code/ item name field. Its details will be loaded automatically.
7. Enter desired quantity. Enter discount %/amount if applicable
8. Click on add button to commit the item.
9. Repeat Steps 6, 7, 8 until all items are added.
10. Click on edit icon of committed row to enable edit, delete icon to remove row.
11. When all the items are added click on save. Click on cancel to cancel current operation.
12. You will be redirected back to Credit Note List Page and newly created Credit Note is added to the Credit Note list.

### **Reprint Credit Note**

1. Find the Credit Note you want to print on Credit Note List Page and click on view.
2. You will be redirected Credit Note Entry page and all the entered data is loaded.
3. You cannot make any changes to this document.
4. Click on Print Button to print Invoice.

## 2.8 Inventory

It is the sixth section in the menu panel and contains sub menus related to inventory.

### 2.8.1 Stock Issue

This page is used to issue stocks from one warehouse to another.

**STOCK ISSUE**Home / Stock Issue

Add Stock Issue

STOCK ISSUE

Actions	Voucher No	Entry Date	Transaction Date	Division
	<input type="text" value="Voucher No"/>	<input type="text" value="Entry Date"/>	<input type="text" value="Transaction Date"/>	<input type="text" value="Division"/>
<a href="#">View</a> <a href="#">Edit</a> <a href="#"></a>	IS21	2017-06-23T00:00:00	2017-06-23T00:00:00	7E9

Figure 37: Stock Issue List

**Edit Stock Issue**

Voucher No:  IS

Chalan No:  Entry Date:  A.D.  B.S. Trn Date:  A.D.  B.S.

Division:

From Warehouse:  To Warehouse:

Remarks:

Item Code:

Item Name:

Units:

Rate:

Quantity:

Amount:

Item Type:

Item Status:

Add

Stock Quantity:

Re-Order Level:

MaxOrder Level:

Selling Rate:

Min Order Level:

Sno	ItemCode	ItemName	Unit	Rate	Quantity	Gross Amt	VAT	Total	Item Type	Item Status
1	C12CML048	back camera lens	PC	3.82	5	19.10	0.00	0.00		
						19.10	0.00	19.10		

**Total Info:**  
Taxable Amt:  NonTaxable:  Rounding Adj:  Net Amt:

[Save](#) [Back](#)

Figure 38: Stock Issue Entry

### **Add New Stock Issue**

1. Click on Add Stock Issue button on Stock Issue Voucher List Page (Figure 37).
2. You will be redirected to Stock Issue Entry page (Figure 38).
3. Select From and to warehouse
4. Enter remarks if applicable.
5. Select an item from item code/ item name field. Its details will be loaded automatically.
6. Click on add button to commit the item.
7. Repeat Steps 5, 6, 7 until all items are added.
8. Click on edit icon of committed row to enable edit, delete icon to remove row.
9. When all the items are added click on save. Click on cancel to cancel current operation.
10. You will be redirected back to Stock Issue List Page and newly created Stock Issue is added to the Stock Issue list.

### **Reprint Stock Issue**

1. Find the Stock Issue Note you want to print on Stock Issue Note List Page and click on view.
2. You will be redirected Stock Issue Entry page and all the entered data is loaded.
3. You cannot make any changes to this document.
4. Click on Print Button to print Invoice.

## 2.8.2 Branch In

This page is used to enter Transferred goods from other branches.

**BRANCH IN**Home / Branch In

Add Branch In

BRANCH TRANSFER IN

Actions	Voucher No	Entry Date	Transaction Date	Division
	<input type="text" value="Voucher No"/>	<input type="text" value="Entry Date"/>	<input type="text" value="Transaction Date"/>	<input type="text" value="Division"/>
<a href="#">View</a> <a href="#">Edit</a> <a href="#">🗑</a>	TR4	2017-06-23T00:00:00	2017-06-23T00:00:00	7E9
<a href="#">View</a> <a href="#">Edit</a> <a href="#">🗑</a>	TR7	2017-06-23T00:00:00	2017-06-23T00:00:00	7E9
<a href="#">View</a> <a href="#">Edit</a> <a href="#">🗑</a>	TR5	2017-06-23T00:00:00	2017-06-23T00:00:00	7E9
<a href="#">View</a> <a href="#">Edit</a> <a href="#">🗑</a>	TR6	2017-06-23T00:00:00	2017-06-23T00:00:00	767
<a href="#">View</a> <a href="#">Edit</a> <a href="#">🗑</a>	TR8	2017-06-23T00:00:00	2017-06-23T00:00:00	7E9

Figure 39: Branch In Note List

**View Branch Transfer In**

Voucher No:  
 [TR](#)

Chalan No:

Entry Date:  
 A.D.  B.S.

Trn Date:  
 A.D.  B.S.

Division:

Branch In :

Warehouse :

Remarks :

Item Code :

Units :

Amount :

Item Type :

Add

Item Name :

Rate :

Discount :

Item Status :

Quantity :

☒ % ☐ Amt

Stock Quantity:

Re-Order Level:

MaxOrder Level:

Selling Rate:

Min Order Level:

Flat Discount:

☒ % ☐ Amt

Sno	ItemCode	ItemName	Unit	Rate	Quantity	Gross Amt	Discount	VAT	Total	Item Type	Item Status
1	C16RVRG012	rear cover	PC	2.00	7	14.00	0.00	0.00	0.00		
2	C105NDTC005	DATA CABLE	PC	60.00	4	240.00	0.00	0.00	0.00		
3	C16RVRG012	rear cover	PC	2.00	7	14.00	0.00	0.00	0.00		
4	C105NDTC005	DATA CABLE	PC	60.00	4	240.00	0.00	0.00	0.00		
						508.00	0.00	0.00	508.00		

**Total Info:**  
Taxable Amt:  NonTaxable:  Rounding Adj:  Net Amt:

Back

Figure 40: Branch In Entry

### **Add New Branch In**

1. Click on Add Branch In button Branch In Note List Page (Figure 39).
2. You will be redirected to Branch In Entry page (Figure 40).
3. Select a branch from where delivery is received.
4. Select a warehouse where received items are held.
5. Enter remarks if applicable.
6. Select an item from item code/ item name field. Its details will be loaded automatically.
7. Enter the quantity received.
8. Click on add button to commit the item.
9. Repeat steps 6, 7, 8 until all items are added.
10. Click on edit icon of committed row to enable edit, delete icon to remove row.
11. When all the items are added click on save. Click on cancel to cancel current operation.
12. You will be redirected back to Branch In Note List Page and newly created Branch In Note is added to the Branch In list.

### **Reprint Branch In**

1. Find the Branch In Note you want to print on Branch In Note List Page and click on view.
2. You will be redirected Branch In Entry page and all the entered data is loaded.
3. You cannot make any changes to this document.
4. Click on Print Button to print Invoice.



### 2.7.3 Branch Out

This page is used to enter goods Transferred to other branches.

**BRANCH OUT**Home / Branch Out

Add Branch Out

BRANCH TRANSFER OUT

Actions	Voucher No	Entry Date	Transaction Date	Division
	<input type="text" value="Voucher No"/>	<input type="text" value="Entry Date"/>	<input type="text" value="Transaction Date"/>	<input type="text" value="Division"/>
<a href="#">View</a> <a href="#">Edit</a> <a href="#">🗑</a>	TO7	2017-06-24T00:00:00	2017-06-24T00:00:00	7E9
<a href="#">View</a> <a href="#">Edit</a> <a href="#">🗑</a>	TO6	2017-06-23T00:00:00	2017-06-23T00:00:00	7E9

Figure 41: Branch Out Note List

View Branch Transfer Out

Voucher No:  TO

Chalan No:

Entry Date:  A.D.  B.S.

Tin Date:  A.D.  B.S.

Division:

Branch Out:

Warehouse:

Remarks:

Item Code:

Units:

Amount:

Item Type:

Add

Item Name:

Rate:

Discount:

Item Status:

Quantity:

☒ % ☐ Amt

Stock Quantity:

Re-Order Level:

MaxOrder Level:

Selling Rate:

Min Order Level:

Flat Discount:

☒ % ☐ Amt

124.80

0.00

0.00

124.80

Total Info:

Taxable Amt:

NonTaxable:

Rounding Adj:

Net Amt:

Back

Figure 42: Branch Out Entry

### **Add New Branch Out**

13. Click on Add Branch Out button Branch Out Note List Page (Figure 41).
14. You will be redirected to Branch Out Entry page (Figure 48).
15. Select a branch where delivery is being sent.
16. Select a warehouse from where goods are taken for the delivery.
17. Enter remarks if applicable.
18. Select an item from item code/ item name field. Its details will be loaded automatically.
19. Enter the quantity received.
20. Click on add button to commit the item.
21. Repeat steps 6, 7, 8 until all items are added.
22. Click on edit icon of committed row to enable edit, delete icon to remove row.
23. When all the items are added click on save. Click on cancel to cancel current operation.
24. You will be redirected back to Branch Out Note List Page and newly created Branch Out Note is added to the Branch Out list.

### **Reprint Branch Out**

5. Find the Branch Out Note you want to print on Branch Out Note List Page and click on view.
6. You will be redirected Branch Out Entry page and all the entered data is loaded.
7. You cannot make any changes to this document.
8. Click on Print Button to print Invoice.

## 2.7.4 Dispatch In

This page is used to entered goods delivered in from suppliers.

**DISPATCH IN**Home / Dispatch In

Add Dispatch

DISPATCH IN

Actions	Voucher No.	Division	Trn. A/c	Fiscal Year	Date	Miti
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Trn. A/c"/>	<input type="text" value="Fiscal Year"/>	<input type="text" value="Date"/>	<input type="text" value="Miti"/>
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	DR1	7E9	PA3	073/74	2017-06-23T00:00:00	09/03/2074
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	005	7E9	PA1J	073/74	2017-06-23T00:00:00	09/03/2074

Figure 43: Dispatch In Note List

**View Dispatch In**

Voucher No:  DR

Chalan No:

Entry Date:  A.D.  B.S.

Trn Date:  A.D.  B.S.

Division:

Party Name:

Address:

Warehouse:

Remarks:

Item Code:

Item Name:

Units:

Amount:

Item Type:

Add

Rate:

Quantity:

Discount:

Item Status:

Stock Quantity:

Re-Order Level:

MaxOrder Level:

Selling Rate:

Min Order Level:

Flat Discount:

☐ % ☐ Amt

Sno	ItemCode	ItemName	Unit	Rate	Quantity	Gross Amt	Discount	VAT	Total	Item Type	Item Status
1	C10SMT033	SIM Tray	PC	52.80	5	264.00	0.00	0.00	0.00		
2	C10SMT033	SIM Tray	PC	52.80	5	264.00	0.00	0.00	0.00		
						528.00	0.00	0.00	528.00		

**Total Info:**

Taxable Amt:  NonTaxable:  Rounding Adj:  Net Amt:

[Back](#)

Figure 44: Dispatch In Entry

### **Add New Dispatch In**

25. Click on Add Dispatch In button Dispatch In Note List Page (Figure 43).
26. You will be redirected to Dispatch In Entry page (Figure 44).
27. Select a party account from whom dispatch is received.
28. Select a warehouse where received items are held.
29. Enter remarks if applicable.
30. Select an item from item code/ item name field. Its details will be loaded automatically.
31. Enter the quantity received.
32. Click on add button to commit the item.
33. Repeat steps 6, 7, 8 until all items are added.
34. Click on edit icon of committed row to enable edit, delete icon to remove row.
35. When all the items are added click on save. Click on cancel to cancel current operation.
36. You will be redirected back to Dispatch In Note List Page and newly created Dispatch In Note is added to the Dispatch In list.

### **Reprint Dispatch In**

9. Find the Dispatch In Note you want to print on Dispatch In Note List Page and click on view.
10. You will be redirected Dispatch In Entry page and all the entered data is loaded.
11. You cannot make any changes to this document.
12. Click on Print Button to print Invoice.

## 2.7.5 Dispatch Out

This page is used to entered goods delivered to Customers.

DISPATCH OUT							Home / Dispatch Out
Add Dispatch							
DISPATCH OUT							
Actions	Voucher No.	Division	Trn. A/c	Fiscal Year	Date	Miti	
	<input type="text" value="Voucher No."/>	<input type="text" value="Division"/>	<input type="text" value="Trn. A/c"/>	<input type="text" value="Fiscal Year"/>	<input type="text" value="Date"/>	<input type="text" value="Miti"/>	
View Edit	DL20	7E9	PA100219	073/74	2017-06-24T00:00:00	10/03/2074	
View Edit	DL21	7E9	PA100219	073/74	2017-06-24T00:00:00	10/03/2074	
View Edit	DL18	7E9	PA41516V	073/74	2017-06-23T00:00:00	09/03/2074	
View Edit	DL19	7E9	PA1J	073/74	2017-06-23T00:00:00	09/03/2074	

Figure 45: Dispatch Out Note List

View Dispatch Out

Voucher No:  DL

Chalan No:

Entry Date:  A.D.  B.S.

Trn Date:  A.D.  B.S.

Division:

Party Name:

Address:

Warehouse:

Remarks:

Item Code:

Units:

Amount:

Item Type:

Item Name:

Rate:

Discount:

Item Status:

Quantity:

☒ % ☐ Amt

Add

Stock Quantity:

Re-Order Level:

MaxOrder Level:

Selling Rate:

Min Order Level:

Flat Discount:

☒ % ☐ Amt

Sno	ItemCode	ItemName	Unit	Rate	Quantity	Gross Amt	Discount	VAT	Total	Item Type	Item Status
1	CG750DMS030	dome	PC	22.02	2	44.04	0.00	0.00	0.00		
2	CG750DMS030	dome	PC	22.02	2	44.04	0.00	0.00	0.00		
						88.08	0.00	0.00	88.08		

Total Info:

Taxable Amt:

NonTaxable:

Rounding Adj:

Net Amt:

Back

Figure 46: Dispatch Out Entry

### **Add New Dispatch Out**

37. Click on Add Dispatch Out button Dispatch Out Note List Page (Figure 45).
38. You will be redirected to Dispatch Out Entry page (Figure 46).
39. Select a Customer Account to whom delivery is being sent.
40. Select a warehouse from where goods are taken for the delivery.
41. Enter remarks if applicable.
42. Select an item from item code/ item name field. Its details will be loaded automatically.
43. Enter the quantity received.
44. Click on add button to commit the item.
45. Repeat steps 6, 7, 8 until all items are added.
46. Click on edit icon of committed row to enable edit, delete icon to remove row.
47. When all the items are added click on save. Click on cancel to cancel current operation.
48. You will be redirected back to Dispatch Out Note List Page and newly created Dispatch Out Note is added to the Dispatch Out list.

### **Reprint Dispatch Out**

13. Find the Dispatch Out Note you want to print on Dispatch Out Note List Page and click on view.
14. You will be redirected Dispatch Out Entry page and all the entered data is loaded.
15. You cannot make any changes to this document.
16. Click on Print Button to print Invoice.