User Manual for IMS - ERP

IMS Himalayan Sangrila Pvt. Ltd.

1. Getting Started

1.1 Staring the Software

To start the IMS - ERP software open any internet browsing software (Recommended: Google Chrome). Type 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 1st 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.

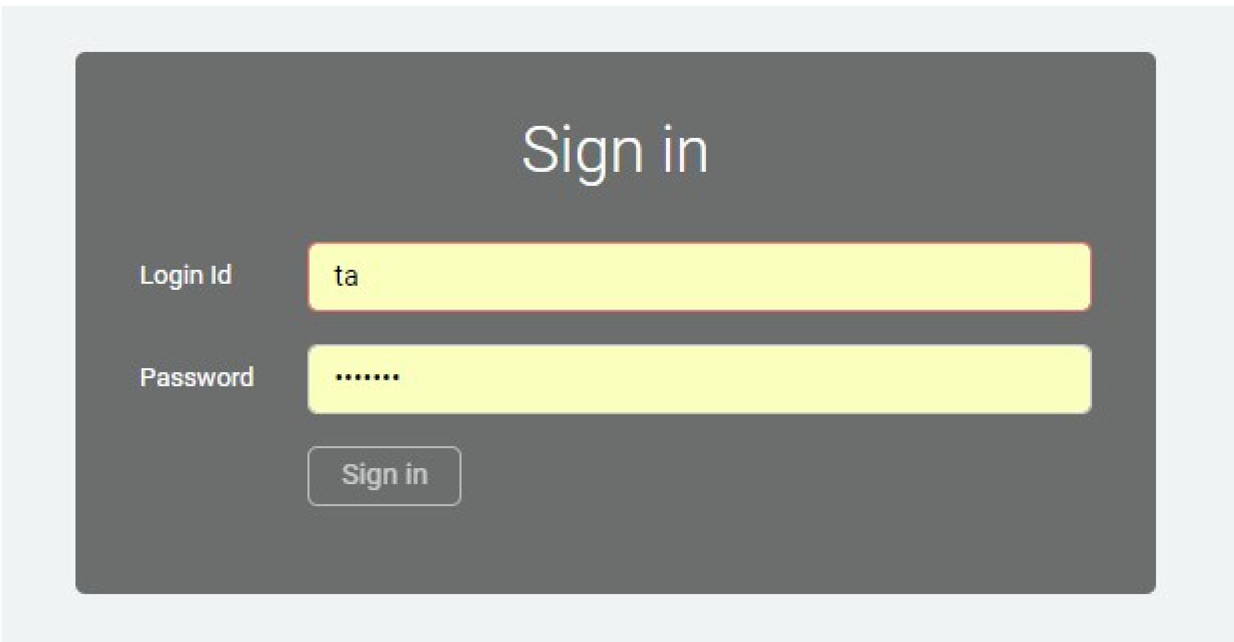


Figure 1: Login Page

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.

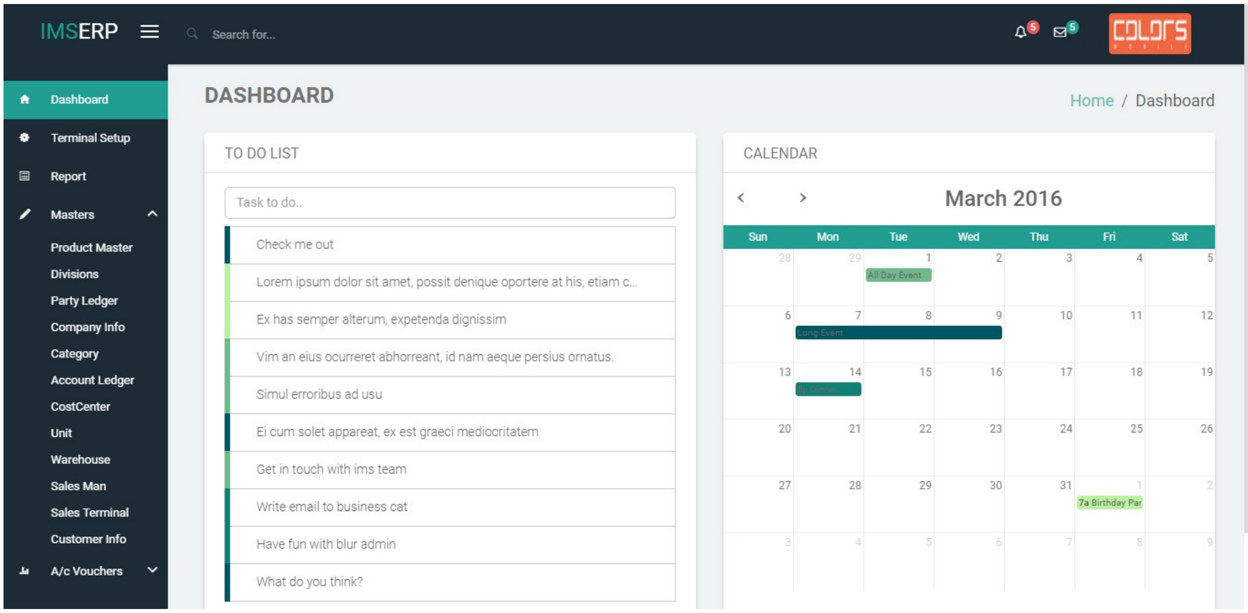


Figure 2: Dashboard

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.

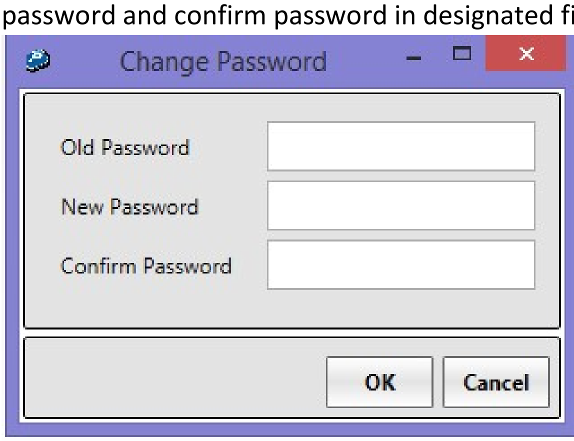
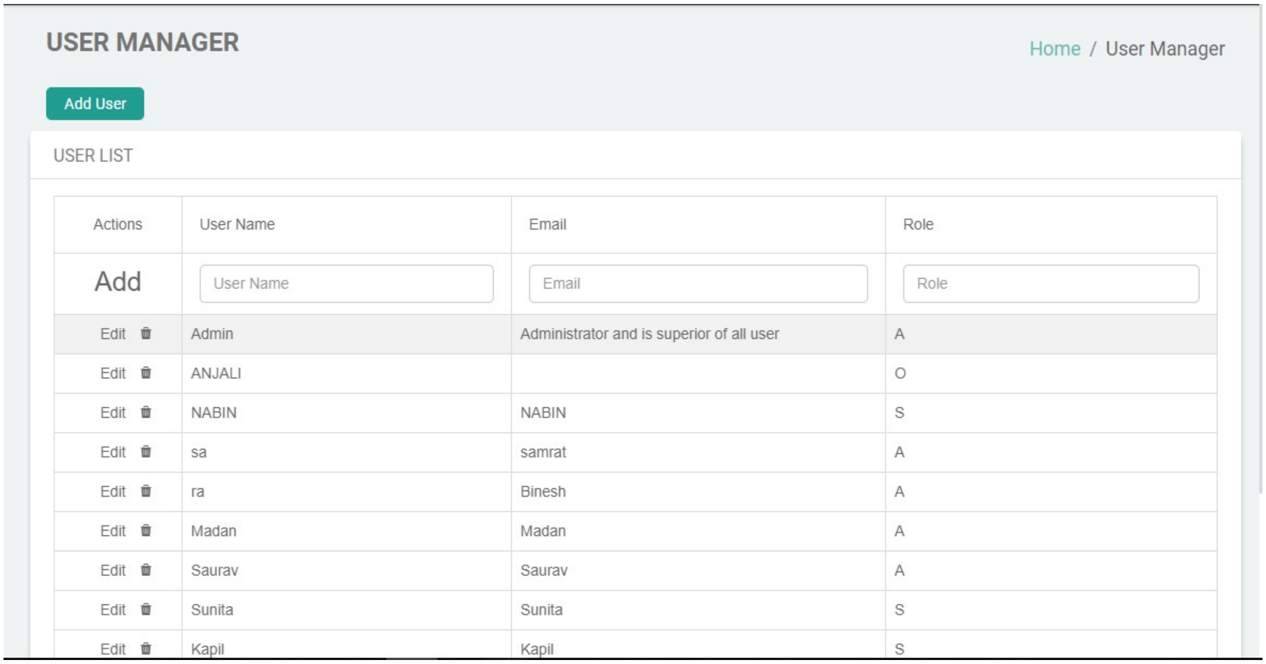


Figure 3: Change Password

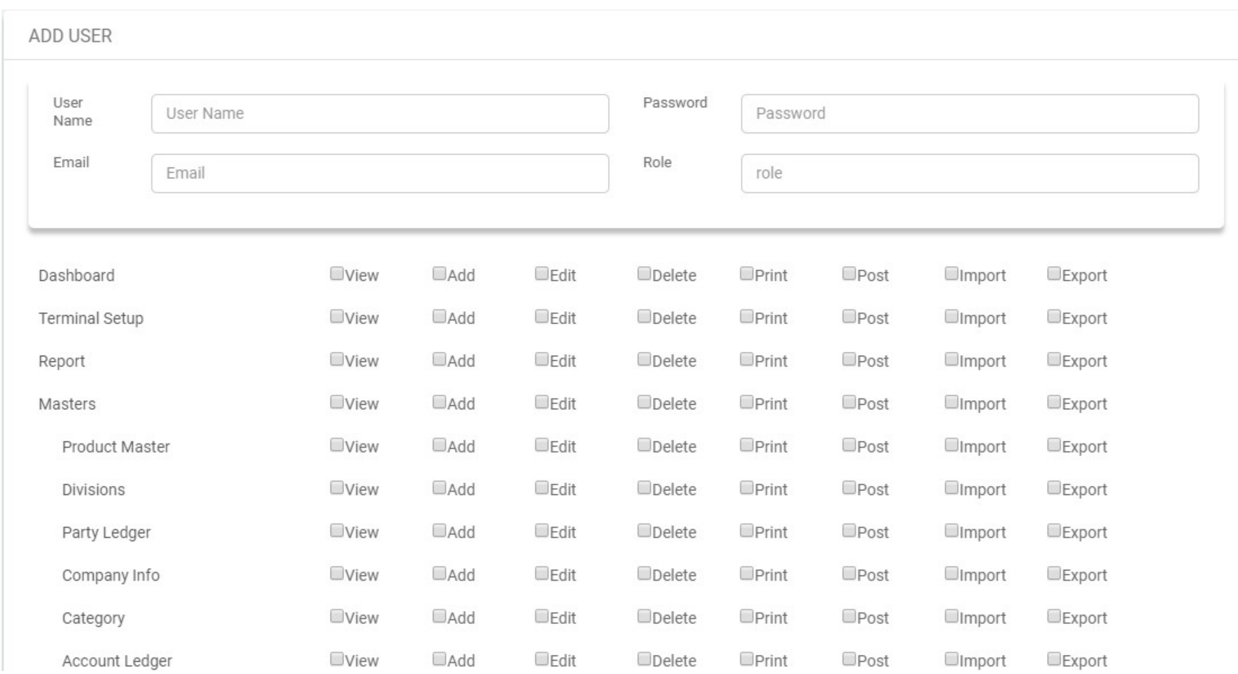
2.3.2 User Manager

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.



Actions	User Name	Email	Role
Add	User Name	Email	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)



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)

Figure 6: User Entry Part 2 (User Manager)

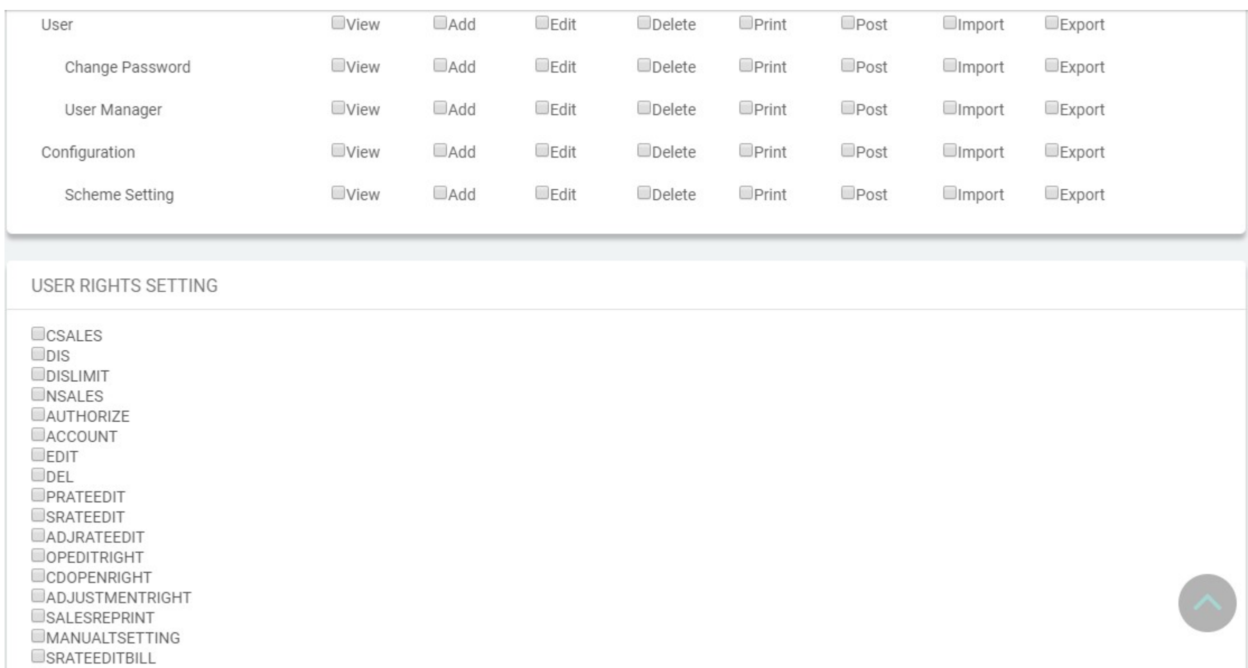


Figure 7: User Entry Part 3 (User Manager)

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.

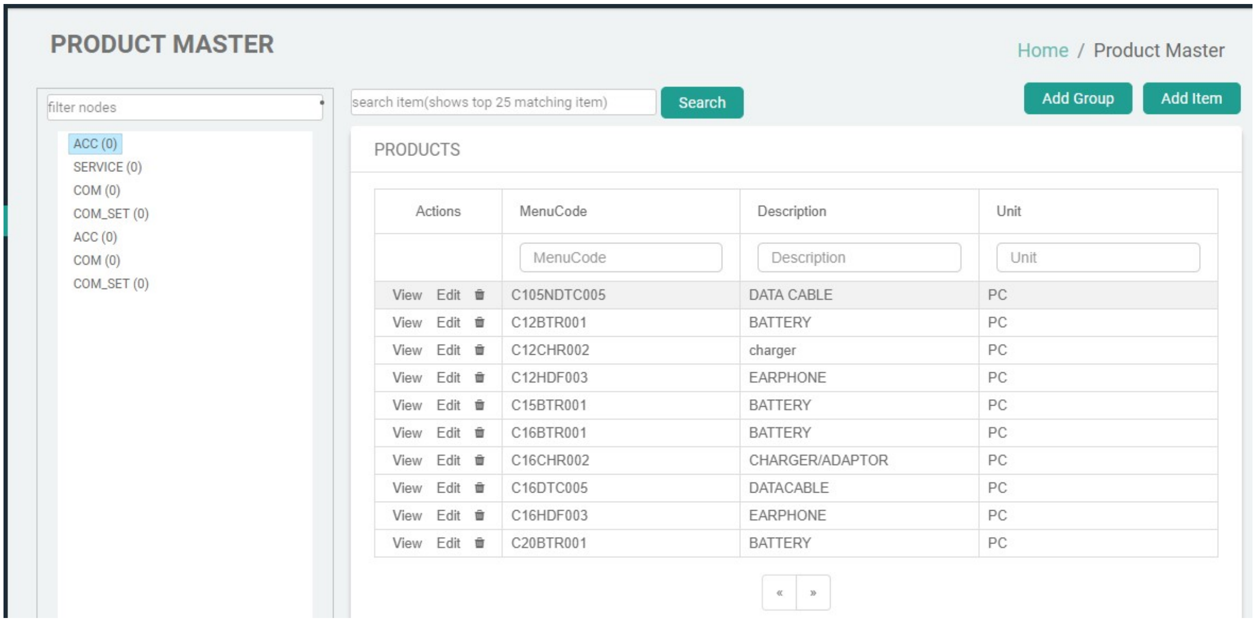


Figure 9: Product List

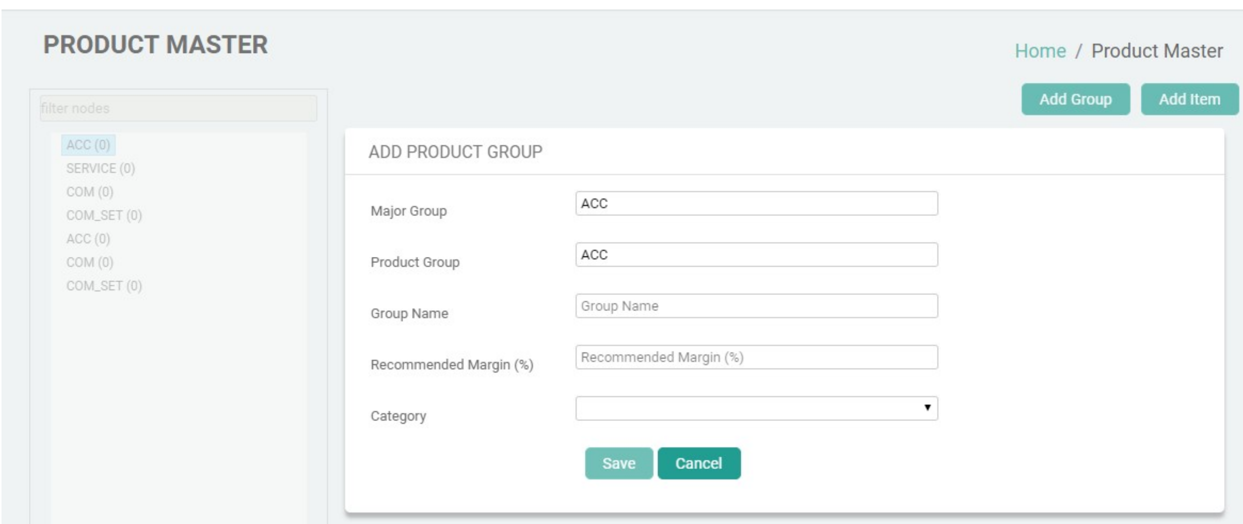


Figure 10: Product Group Entry

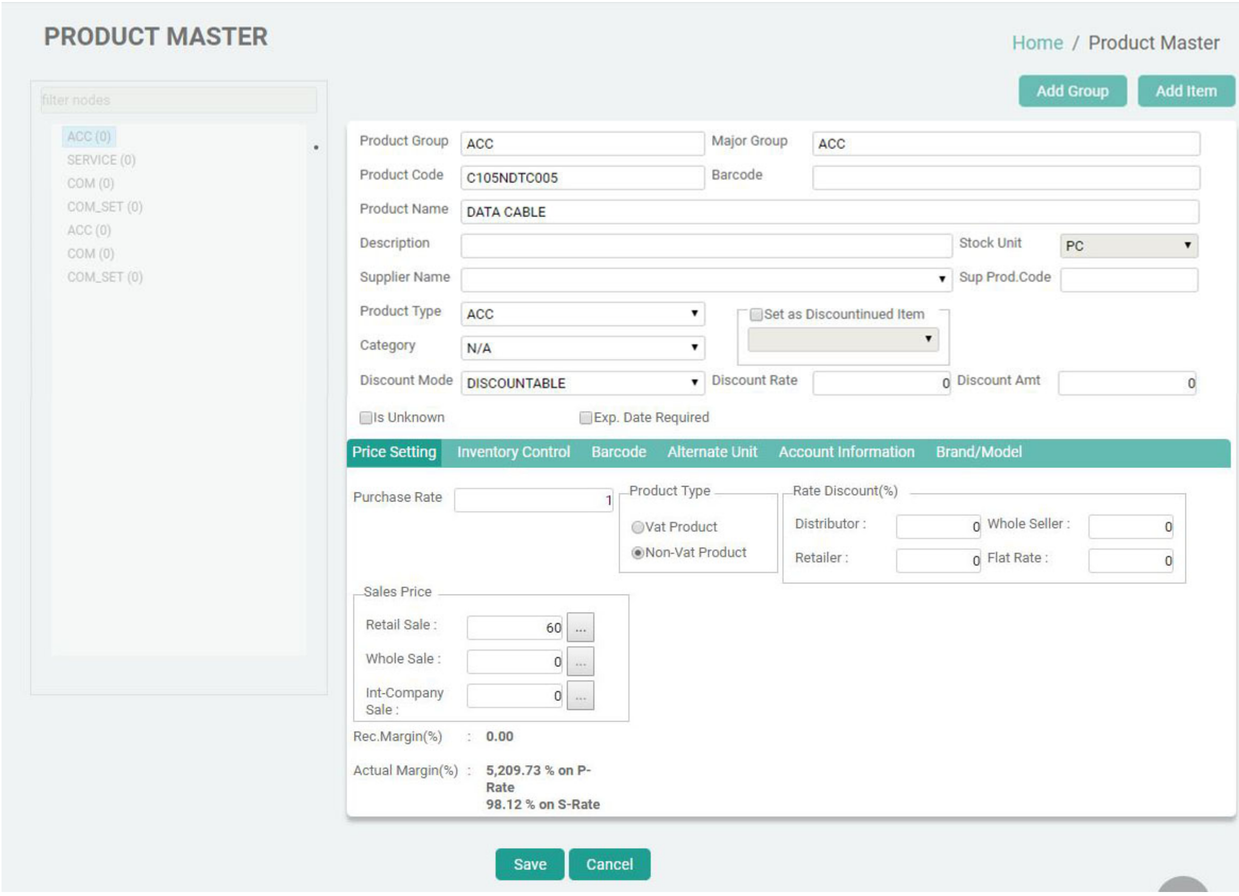


Figure 11: Product Entry

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.

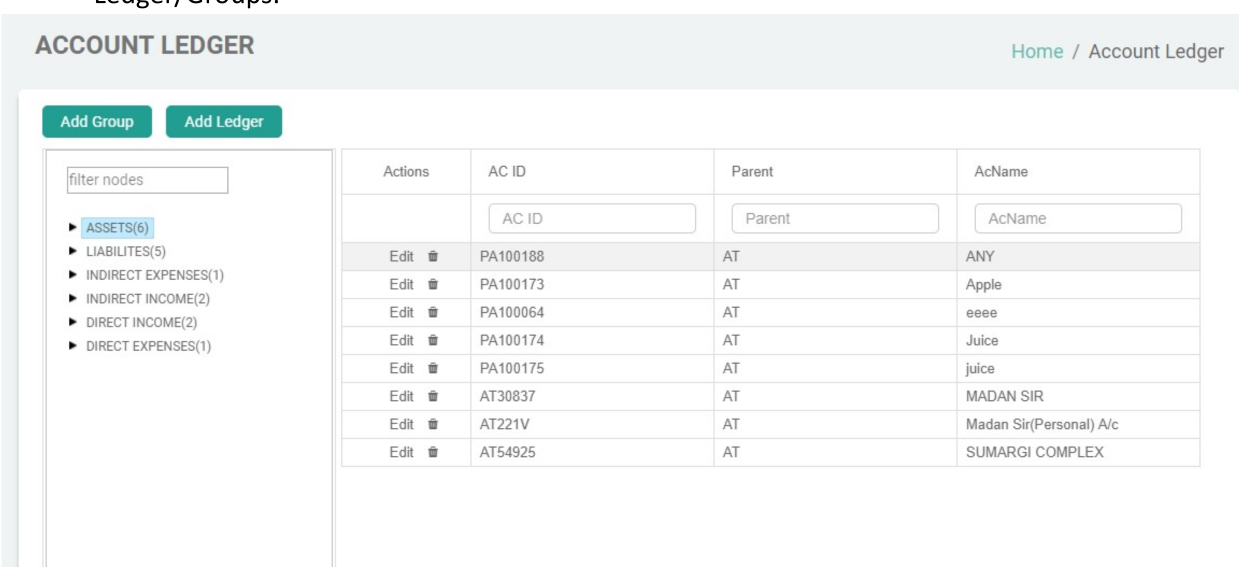


Figure 12: Ledger List

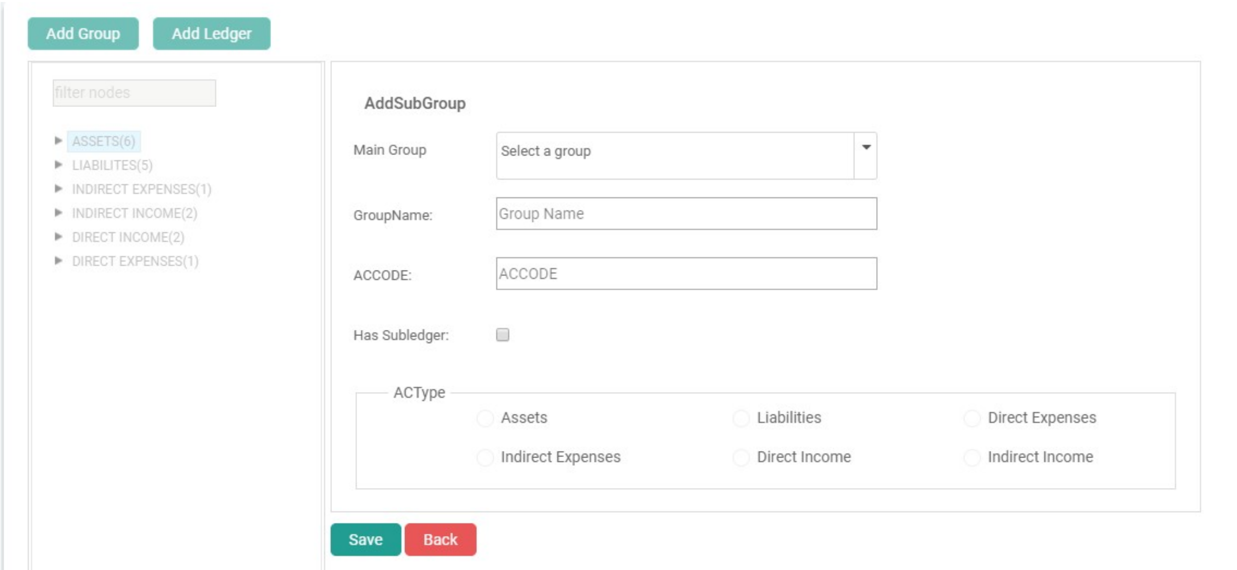


Figure 13: Ledger Group Entry

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.

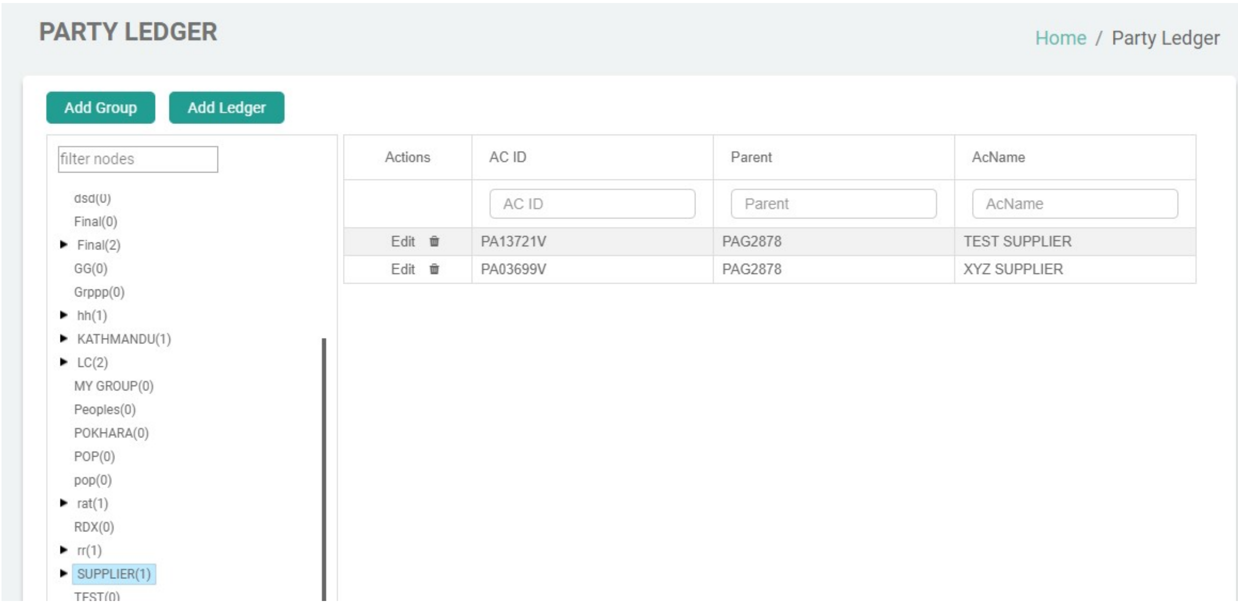


Figure 14: Party Ledger List

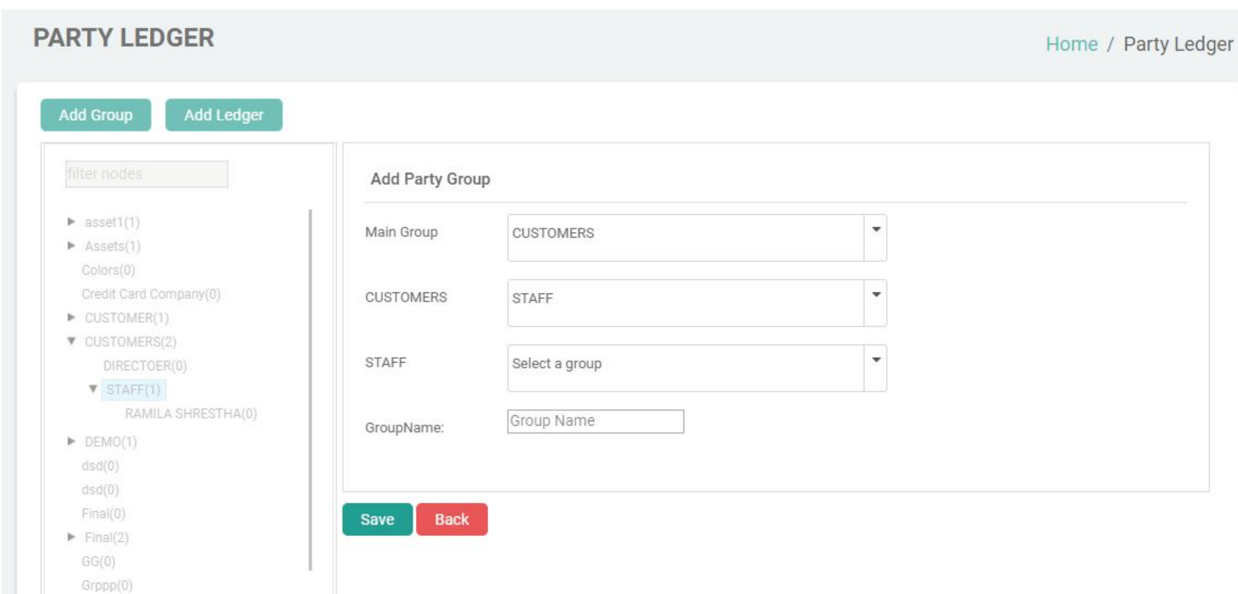


Figure 15: Party Ledger Group Entry

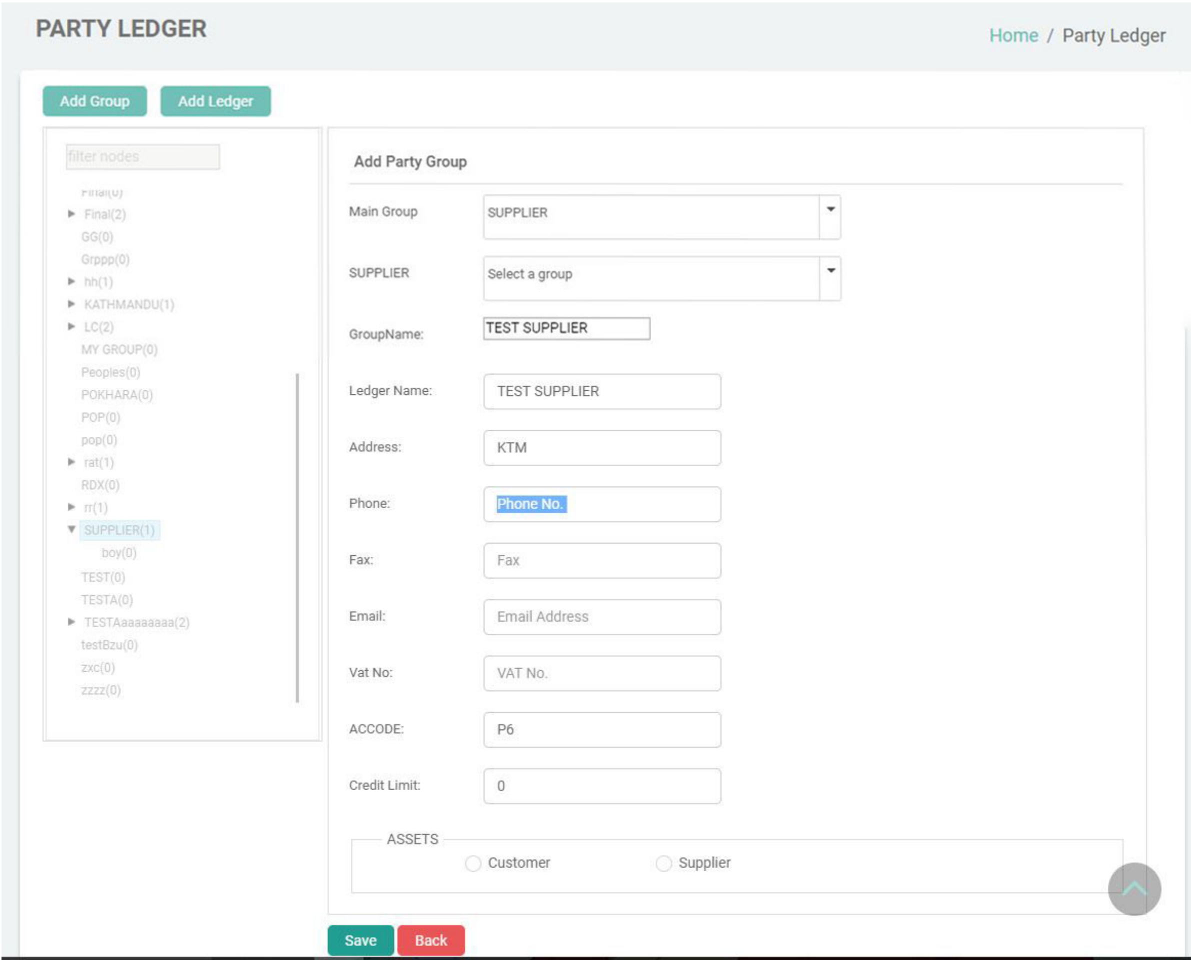


Figure 16: Party Ledger Entry

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.

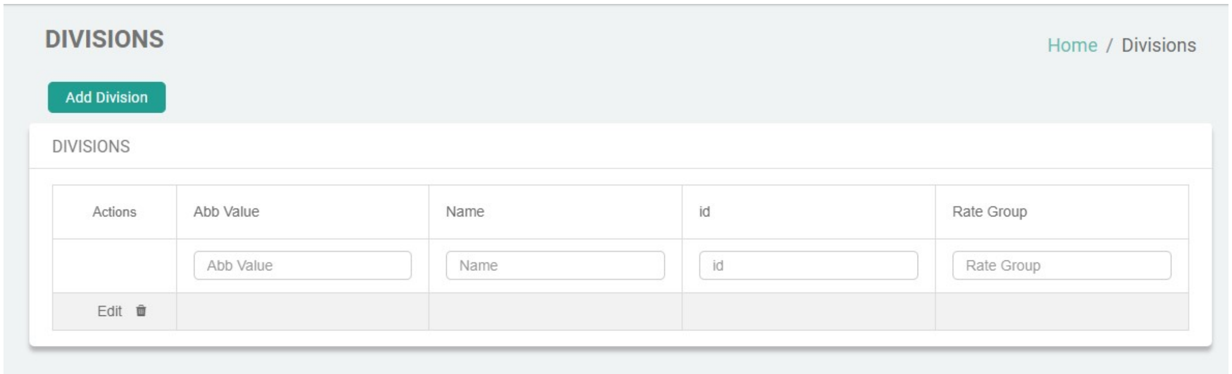


Figure 17: Branch List

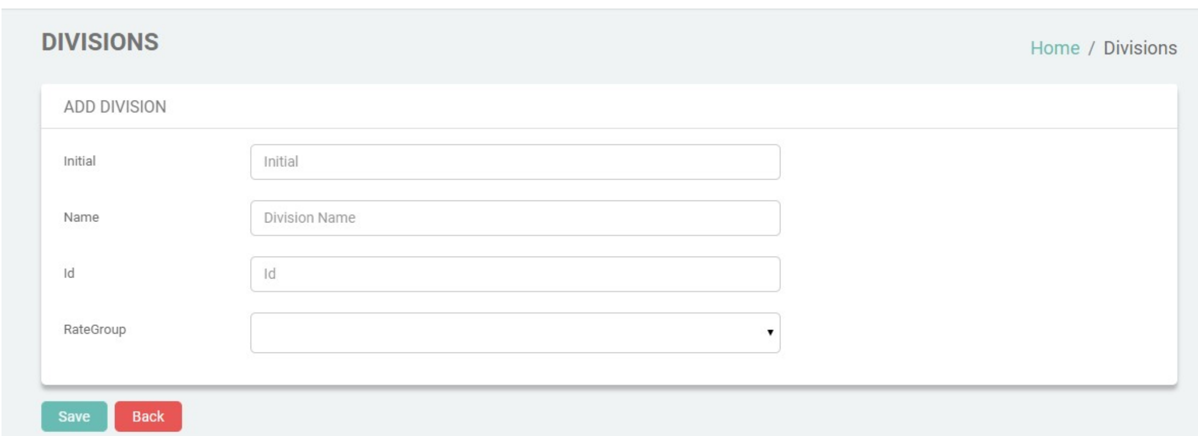


Figure 18: Branch Entry Page

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

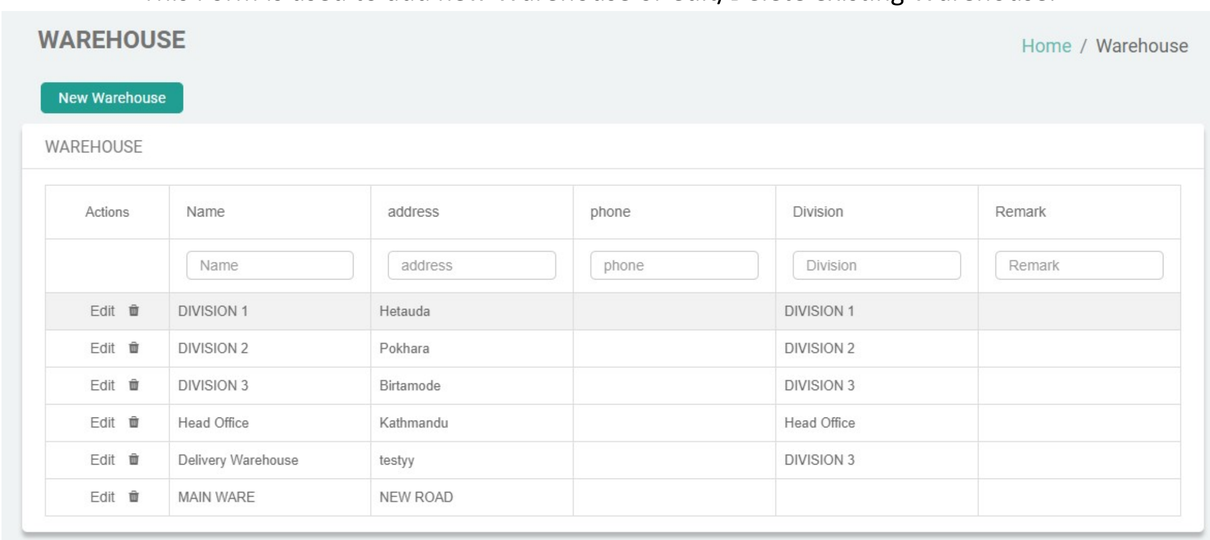
1. Find the Branch you want to edit on Branch List Page and click on edit.
2. You will be redirected to Branch entry page. The Branch detail is loaded in the respective fields
3. Make necessary Changes.
4. When done click on Save. Click on cancel to cancel current operation.
5. You will be redirected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



Actions	Name	address	phone	Division	Remark
	Name	address	phone	Division	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

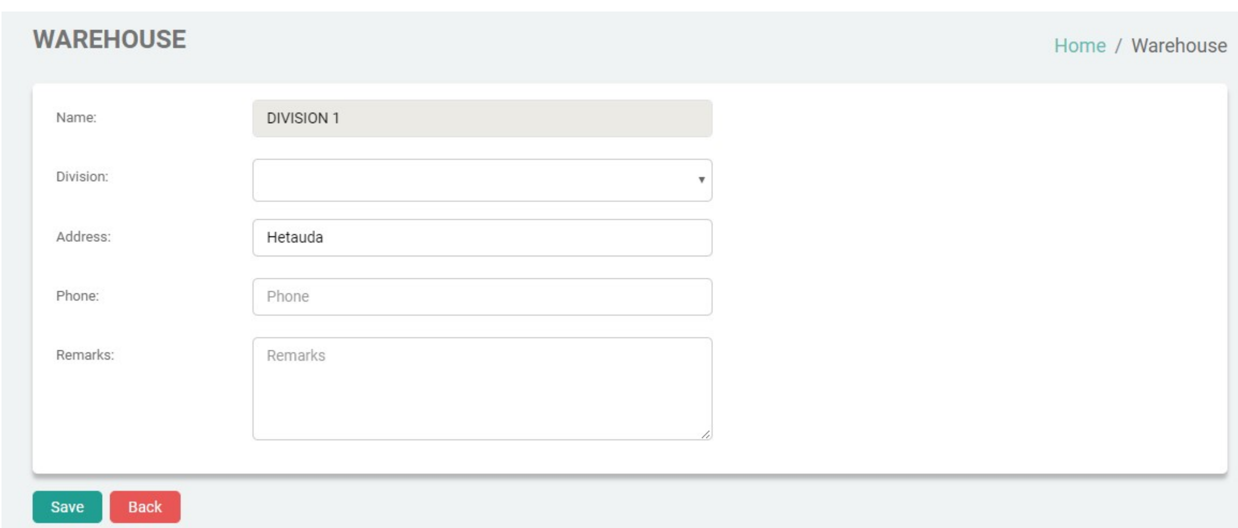


Figure 20: Warehouse Entry

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.

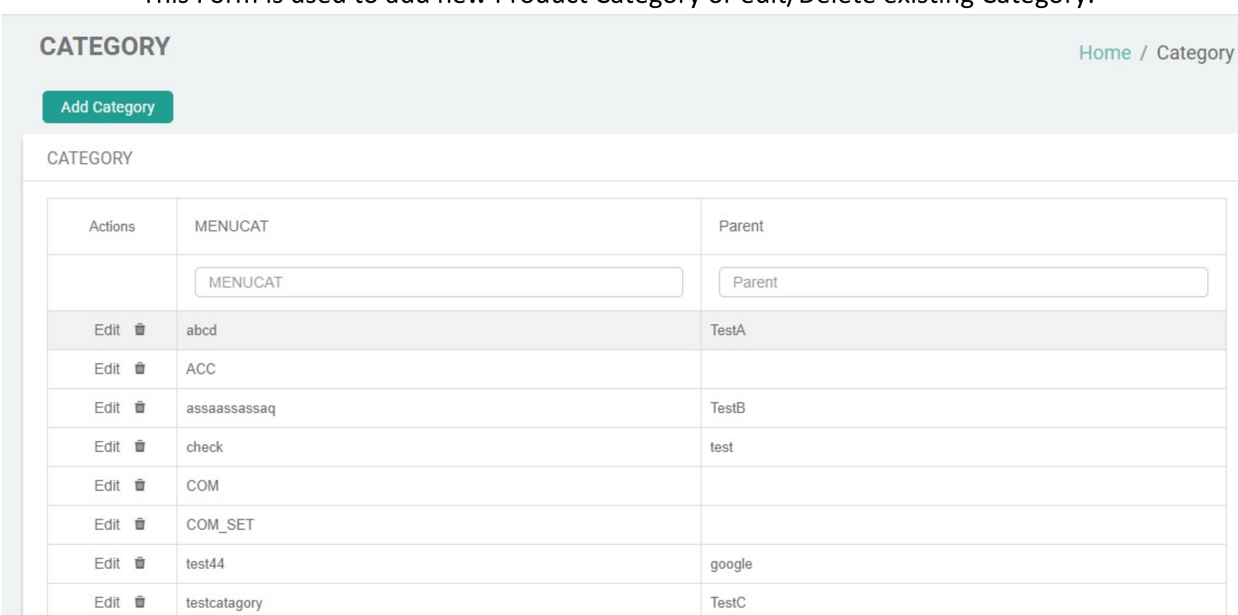


Figure 21: Category List

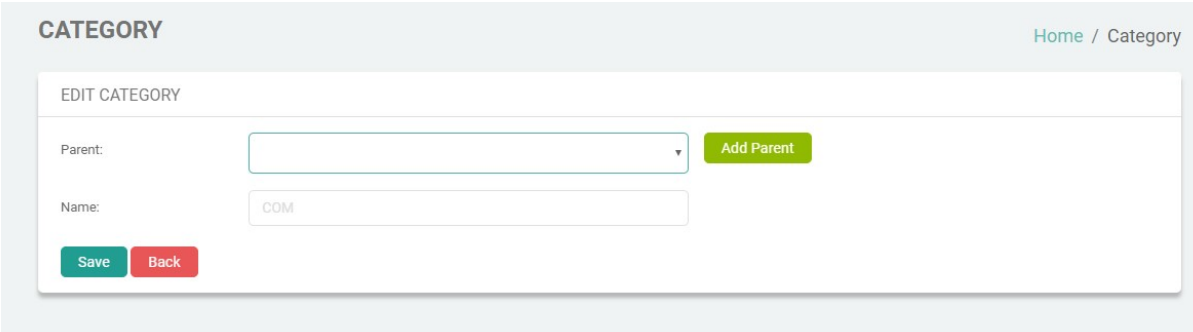


Figure 22: Category Entry

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.

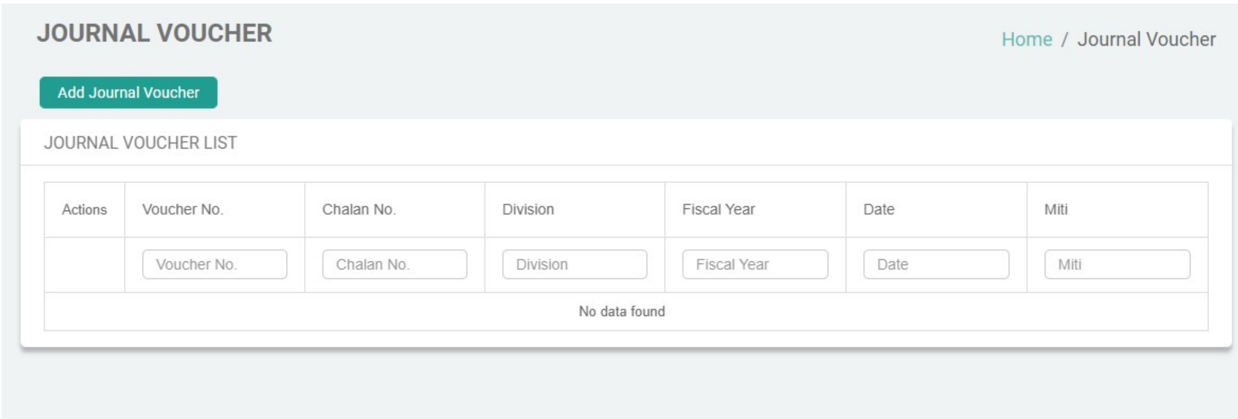


Figure 23: Journal List

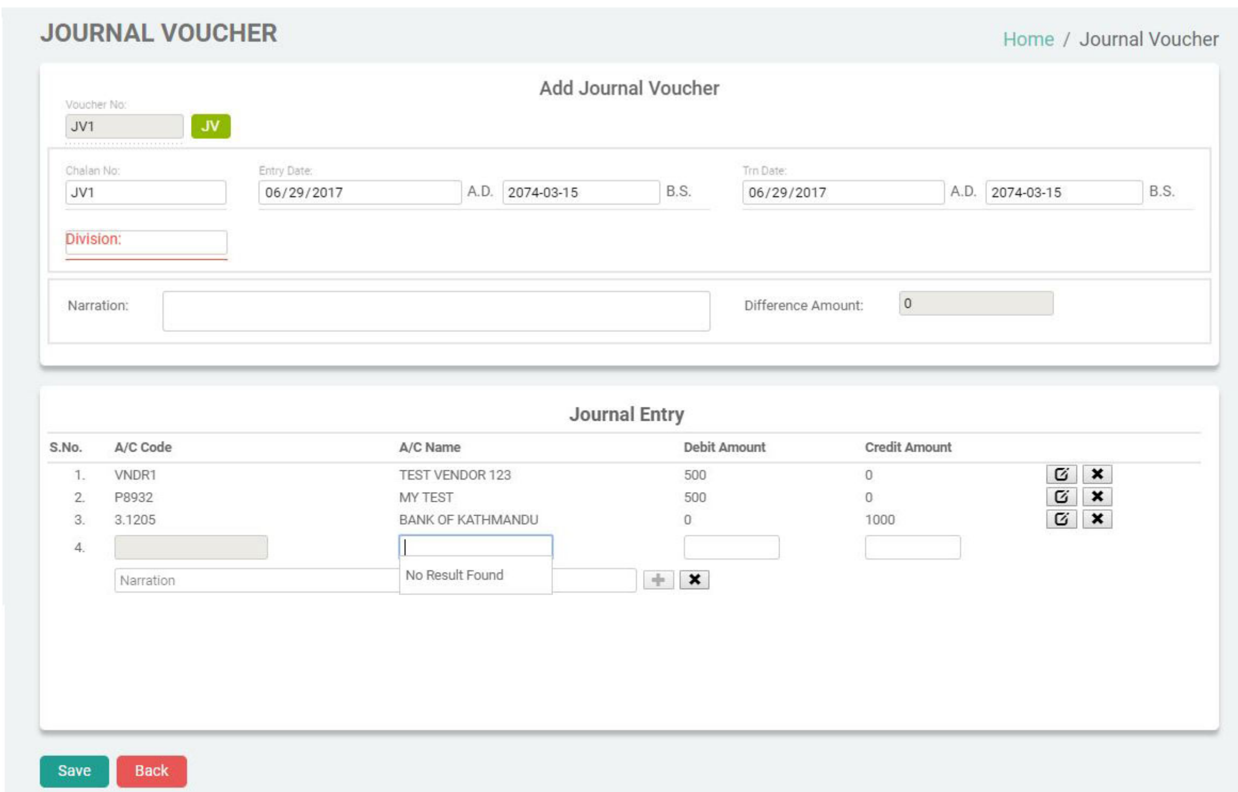


Figure 24: Journal Entry

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.

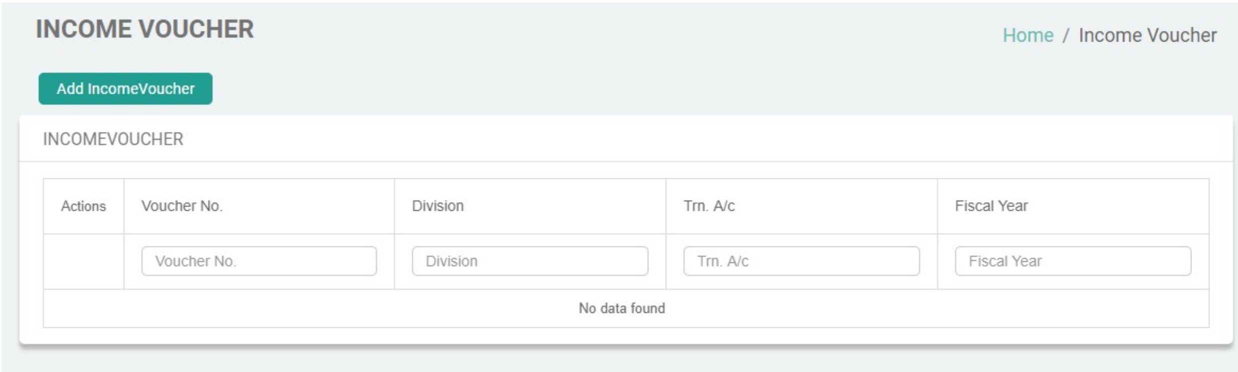


Figure 25: Income Voucher List

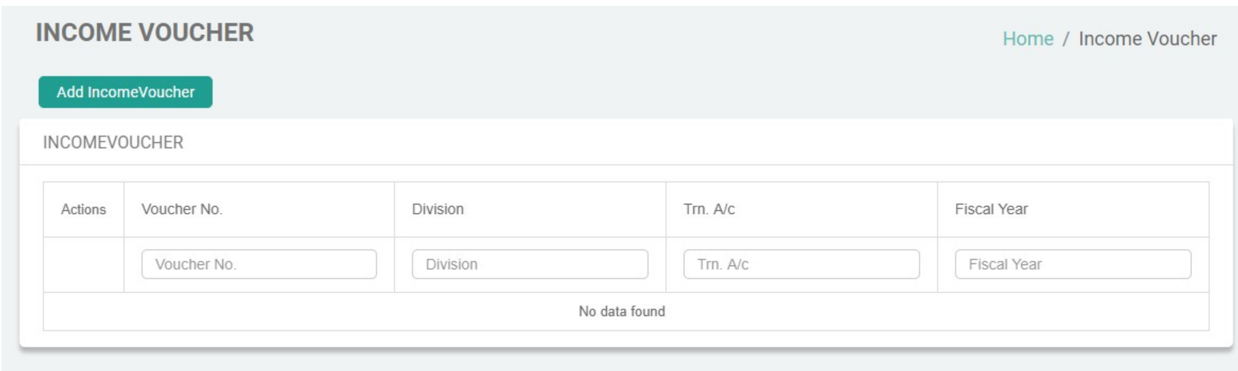


Figure 26: Income Voucher Entry

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.

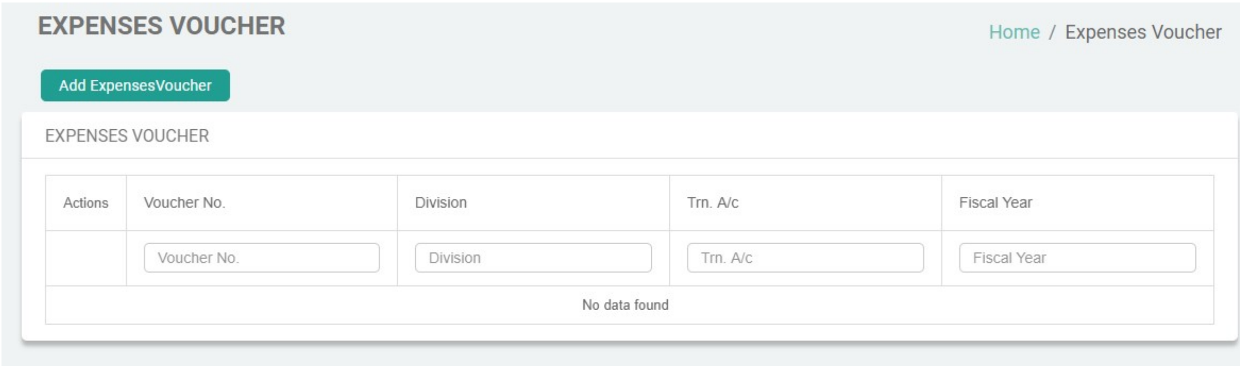


Figure 27: Expense Voucher List

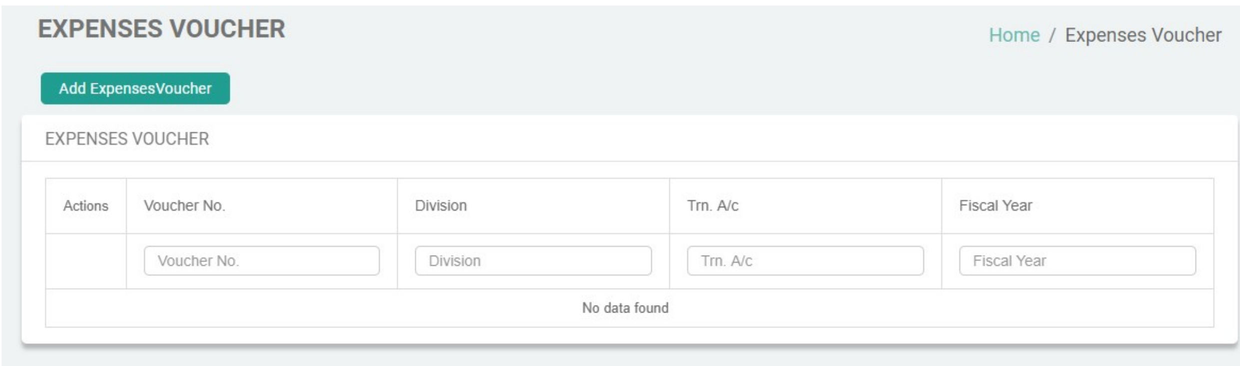


Figure 28: Expense Voucher Entry

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.

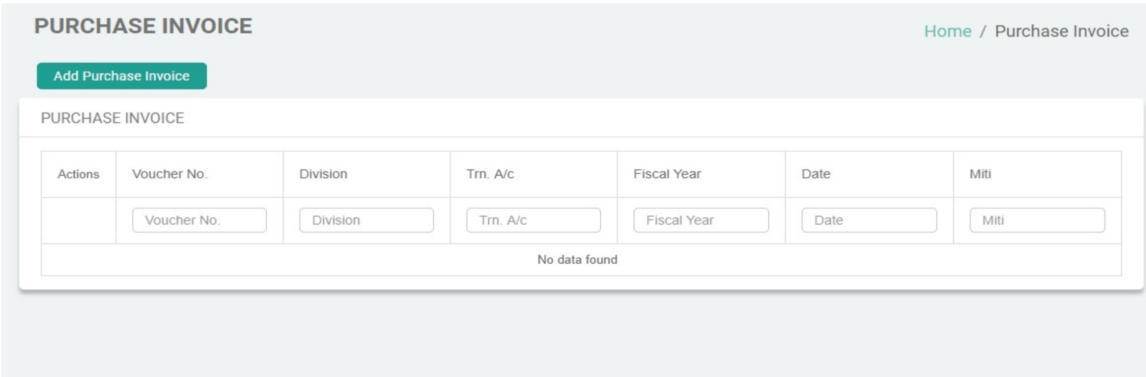


Figure 29: Purchase Invoice List

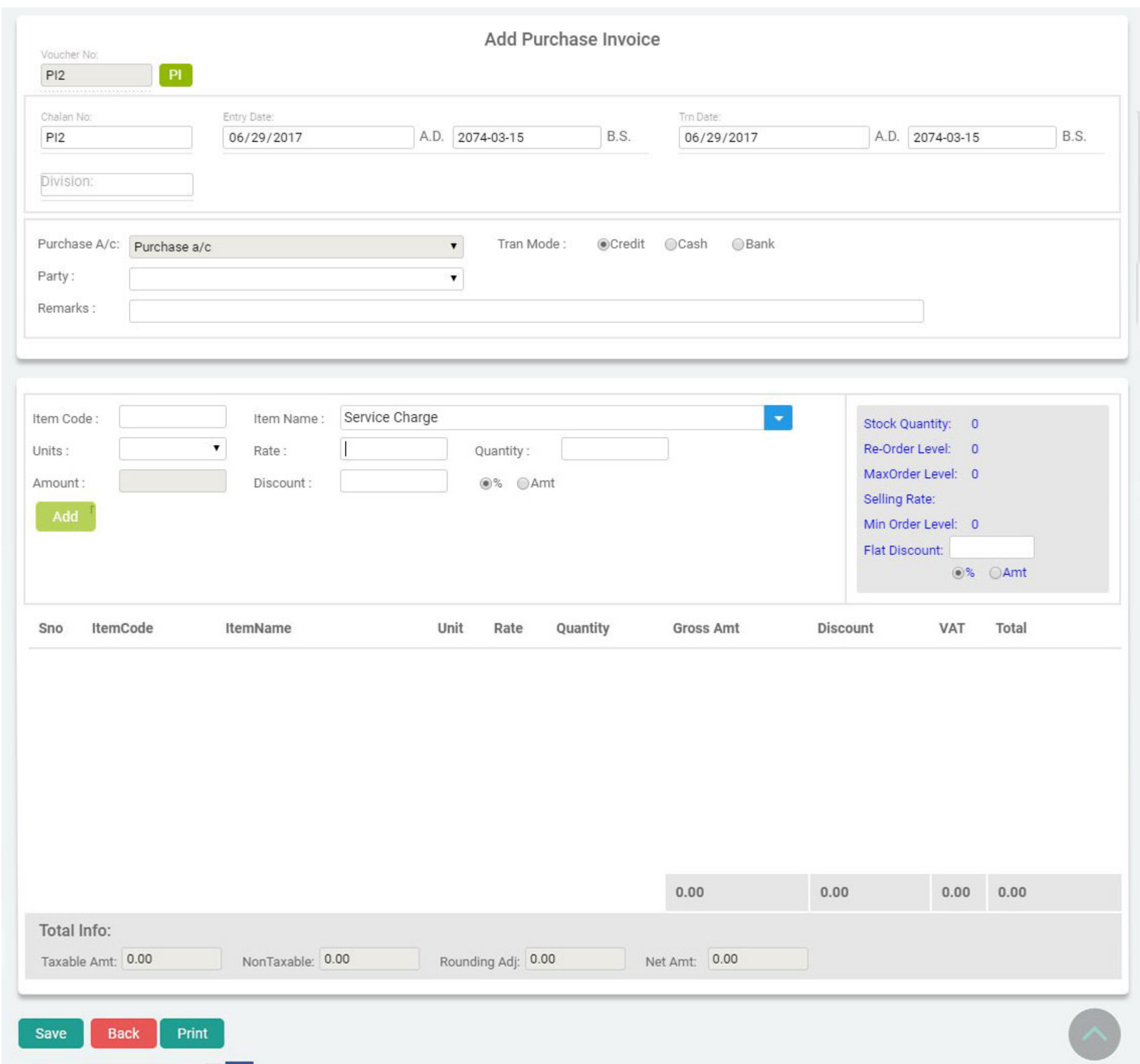


Figure 30: Purchase Invoice Entry

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.

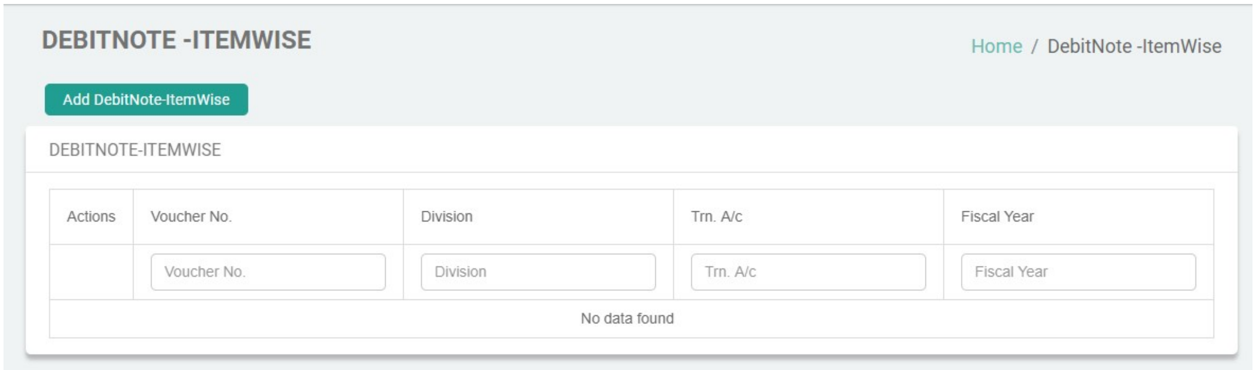


Figure 31: Debit Note List

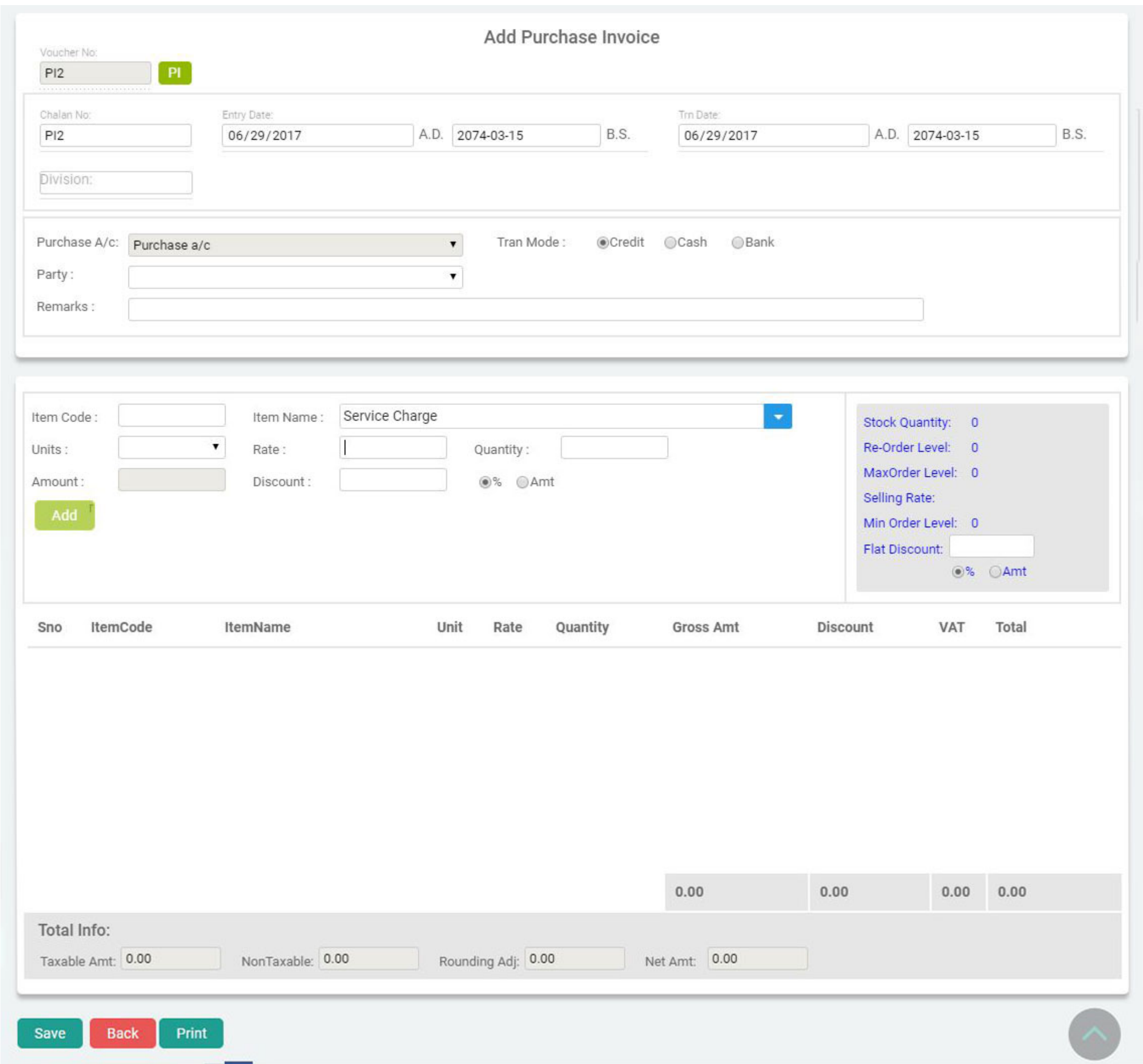


Figure 32: Debit Note Entry

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).

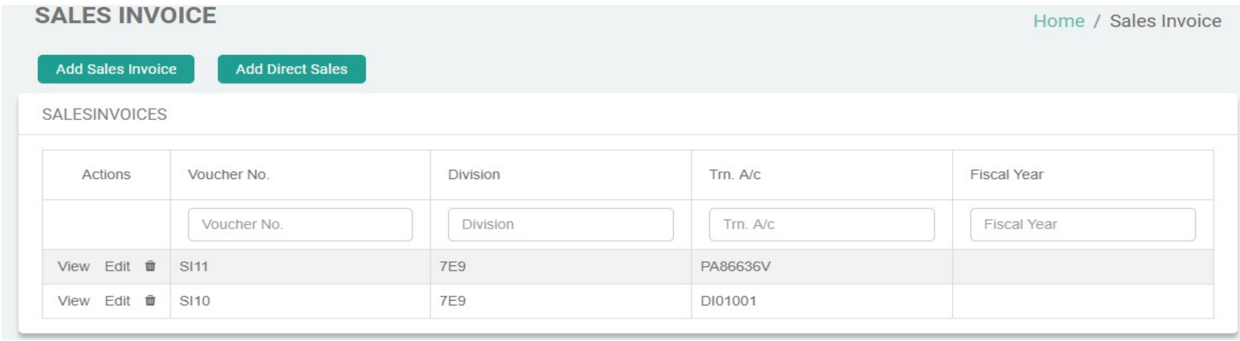


Figure 33: Sales Invoice List

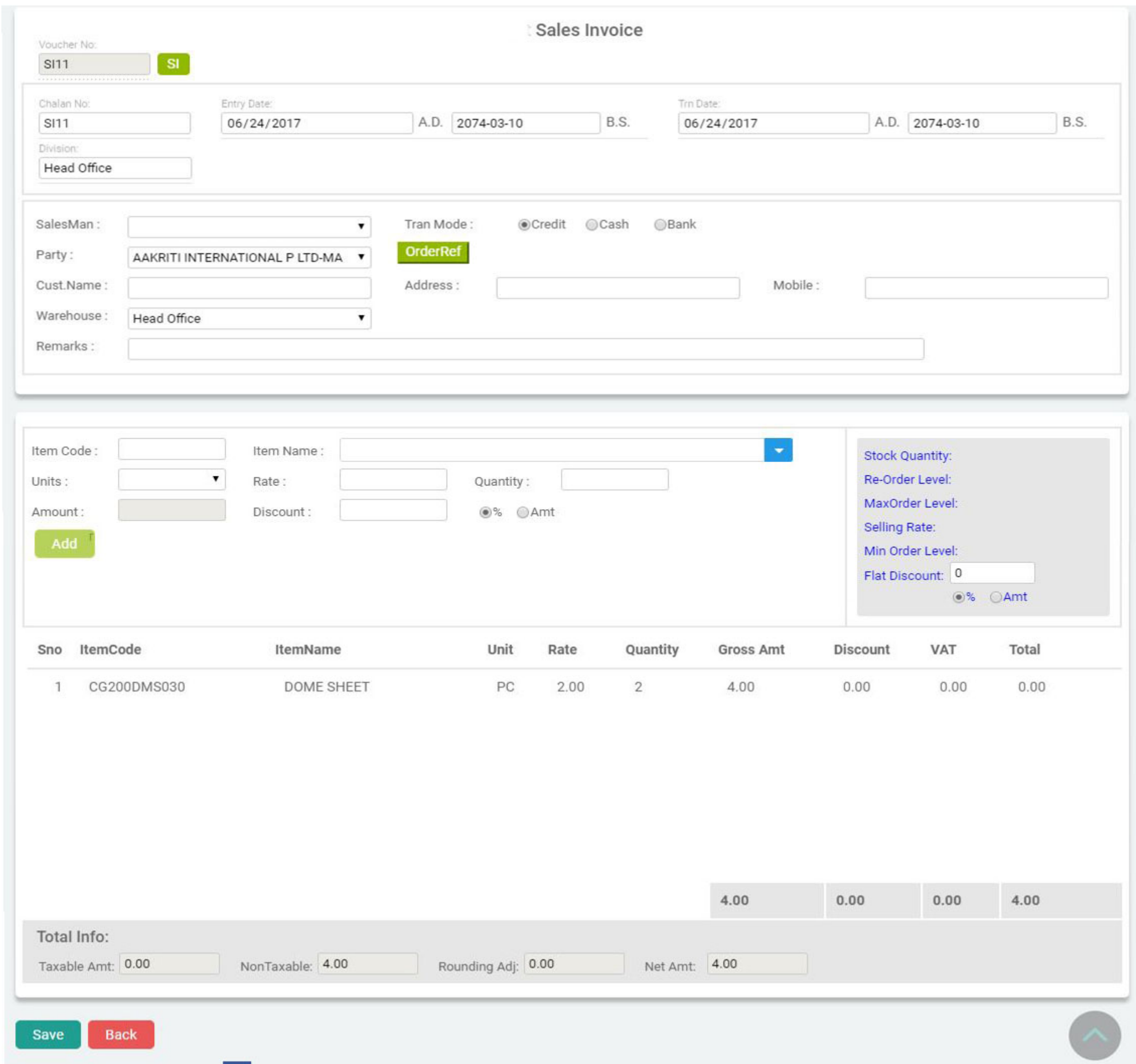


Figure 34: Sales Invoice Entry

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

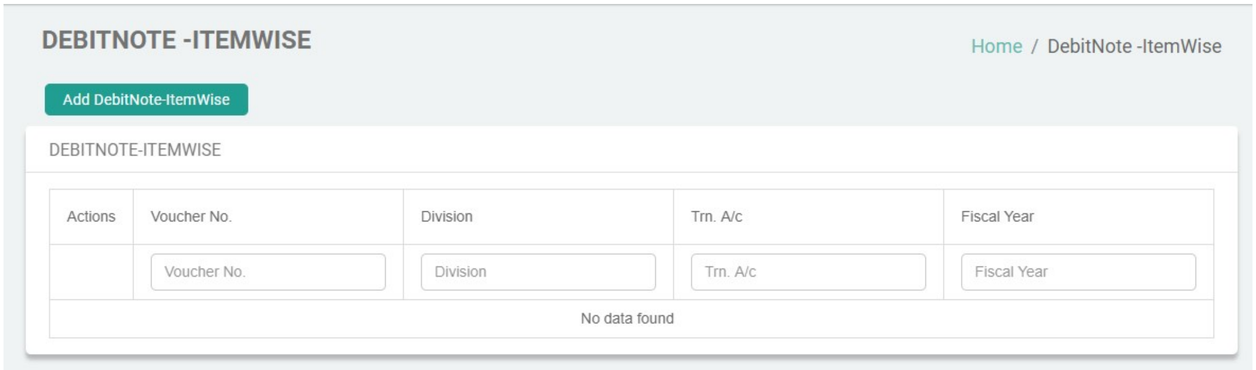


Figure 35: Credit Note List

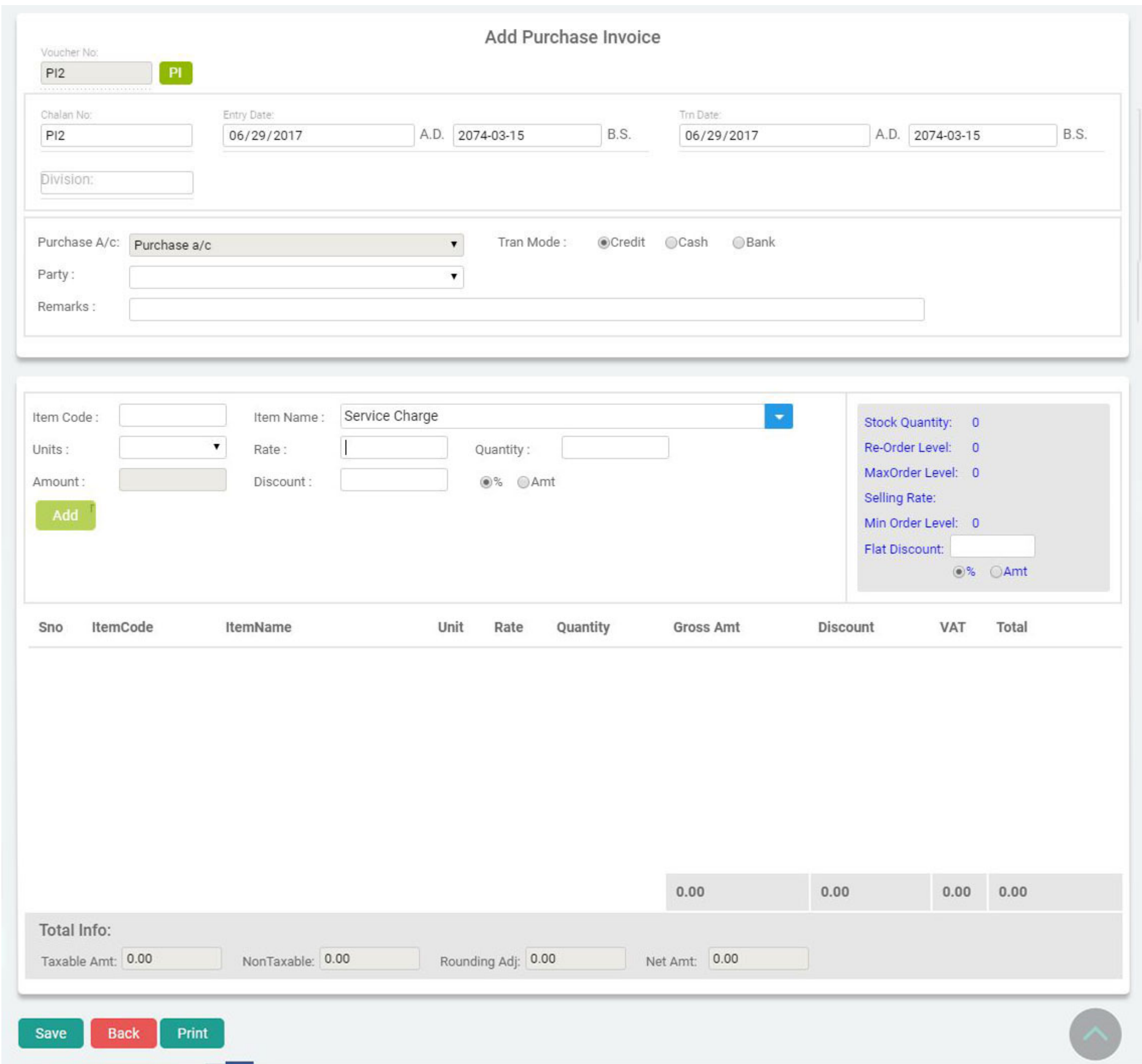


Figure 36: Credit Note Entry

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.

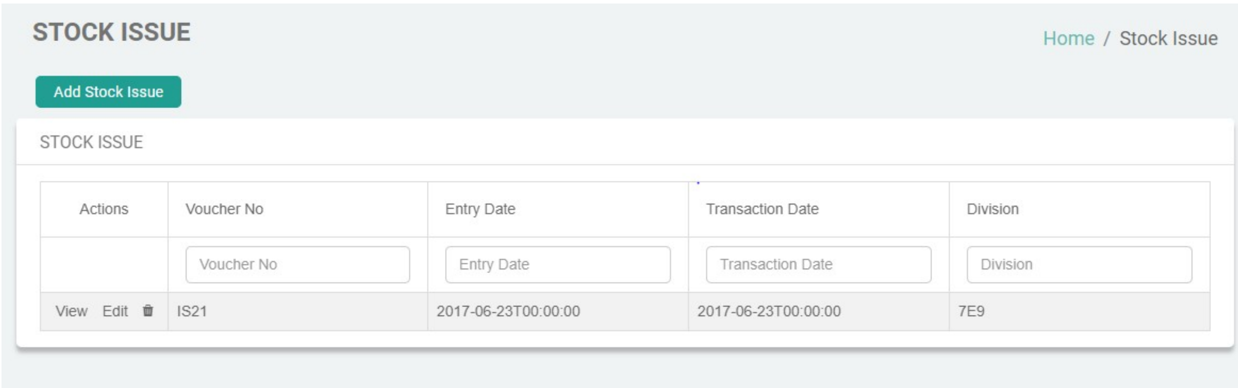


Figure 37: Stock Issue List

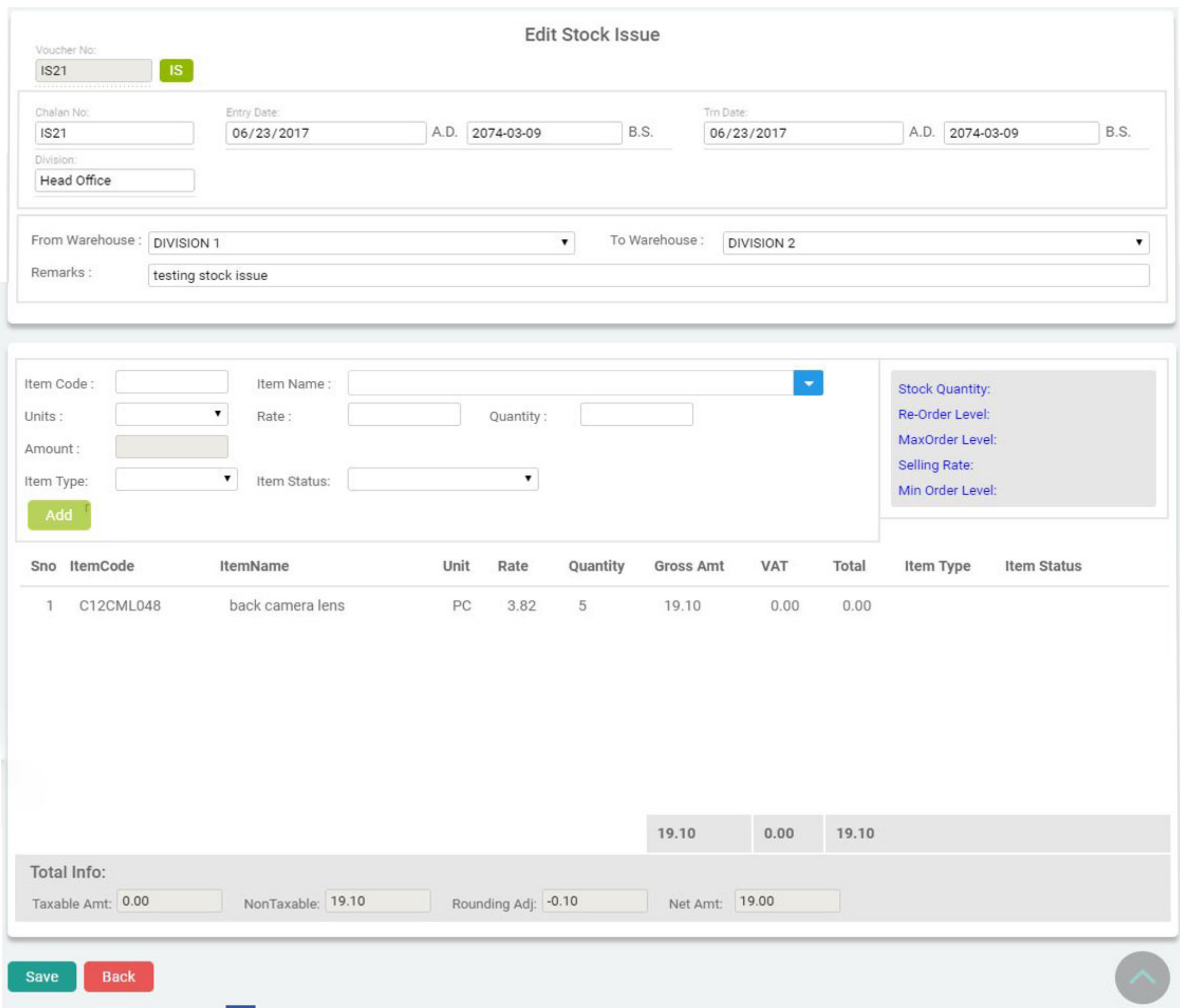


Figure 38: Stock Issue Entry

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.

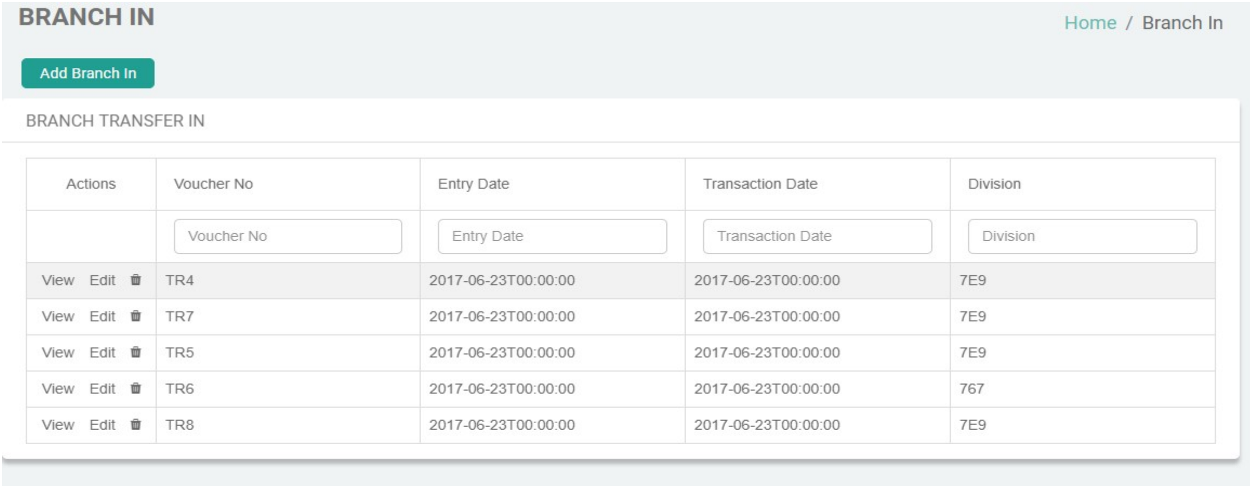


Figure 39: Branch In Note List

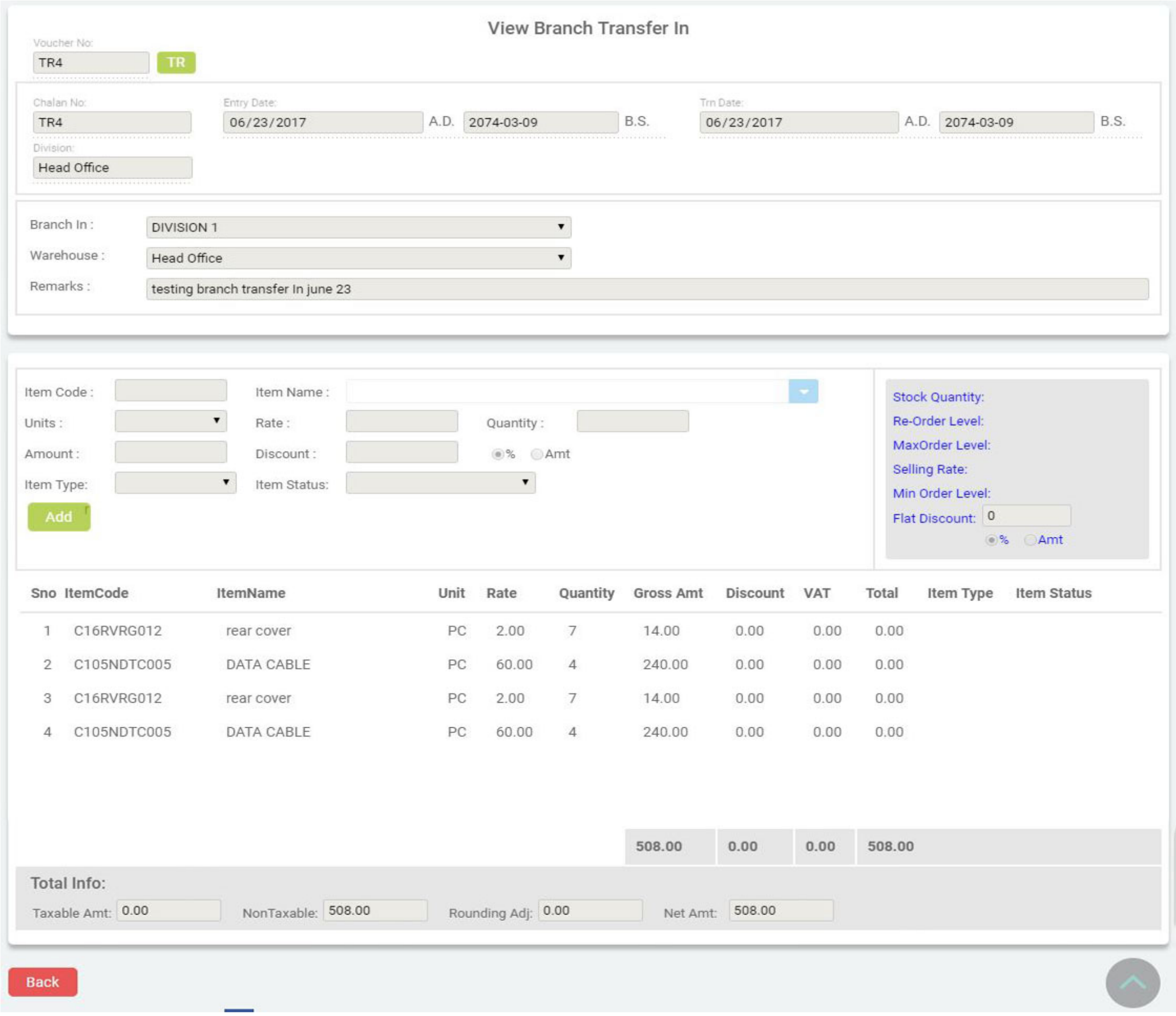


Figure 40: Branch In Entry

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.

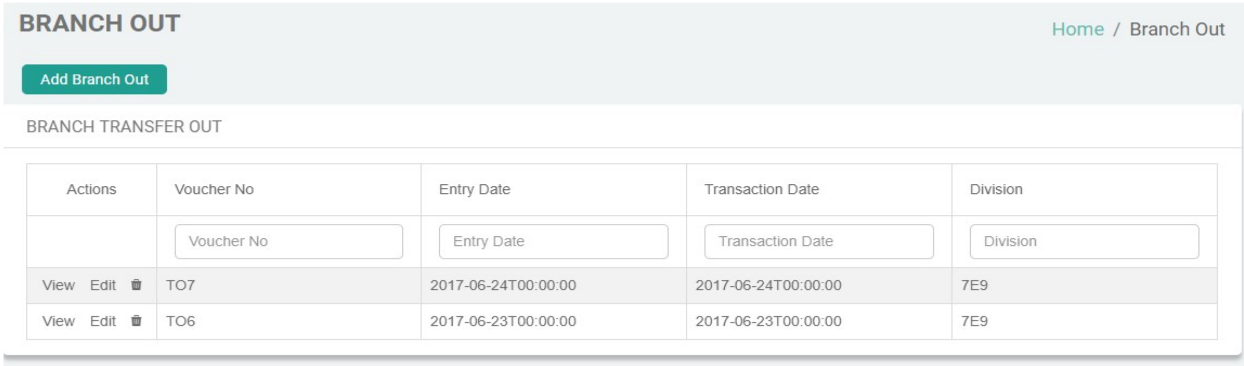


Figure 41: Branch Out Note List

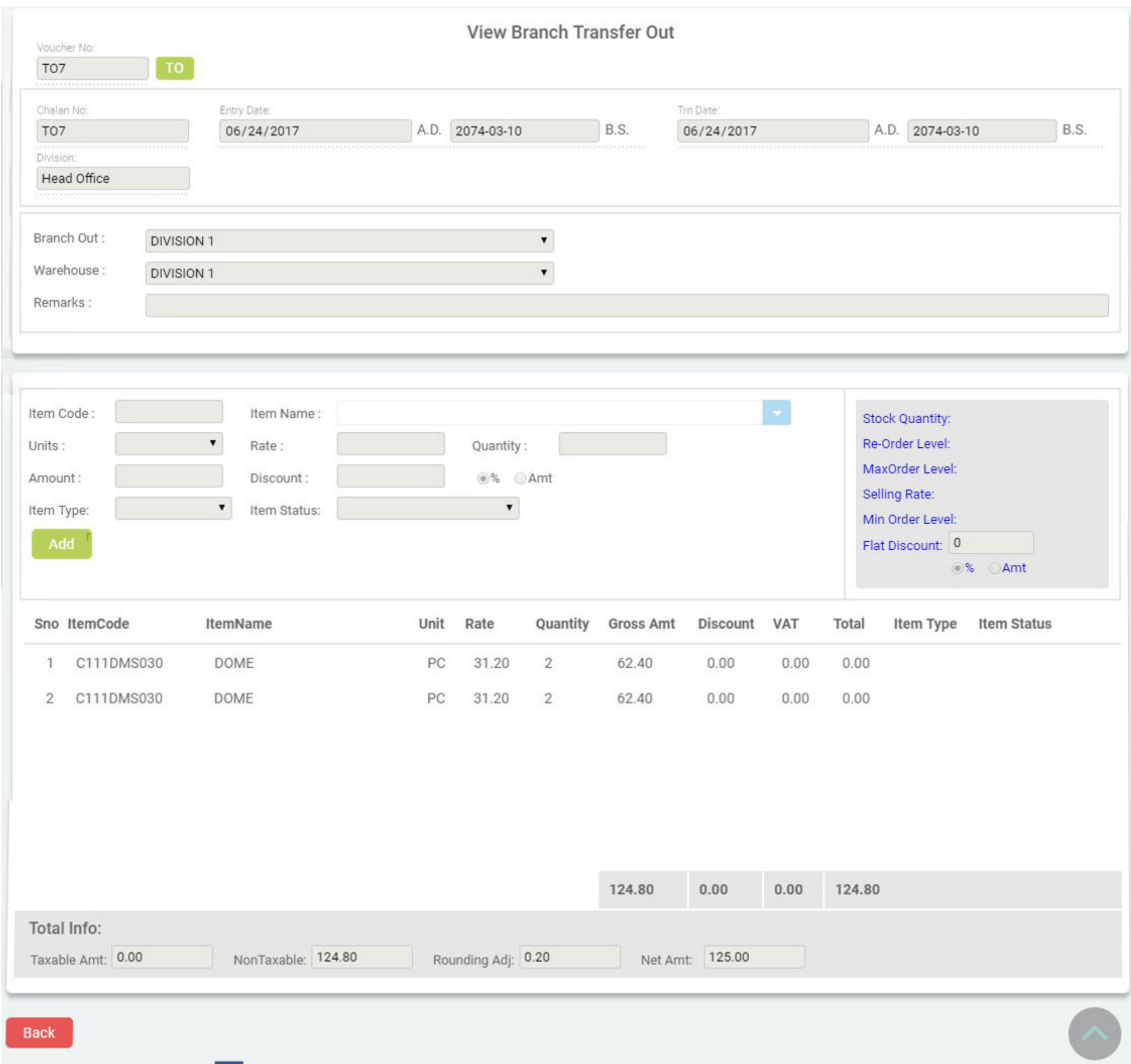


Figure 42: Branch Out Entry

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.

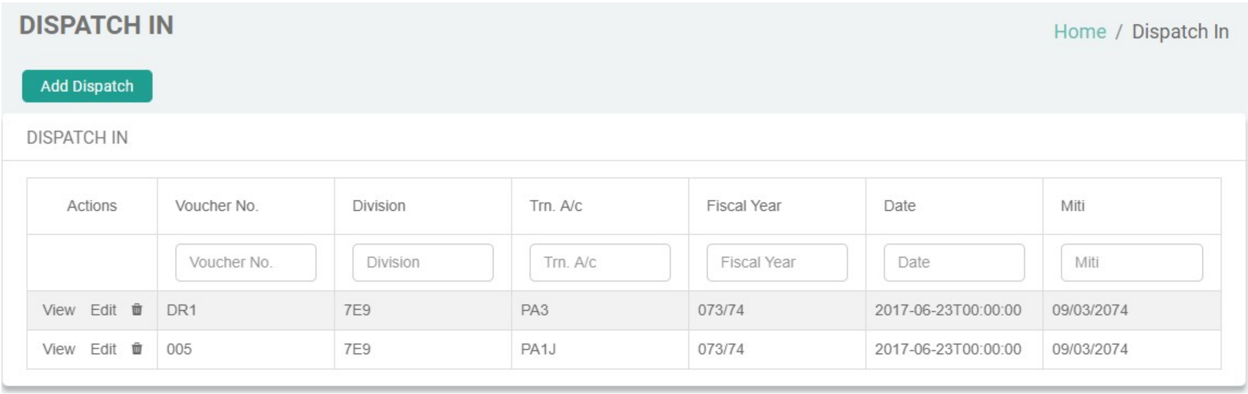


Figure 43: Dispatch In Note List

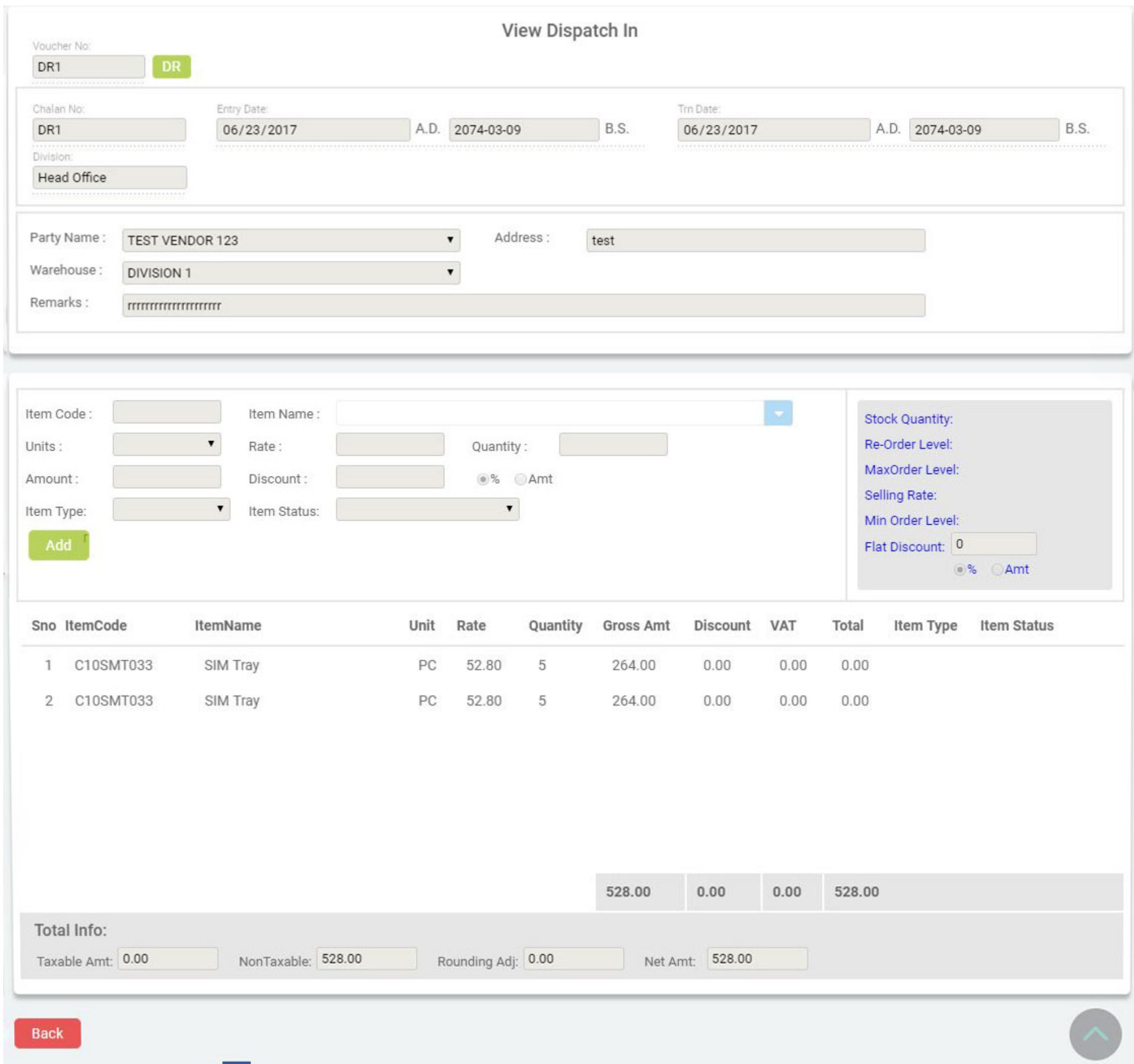


Figure 44: Dispatch In Entry

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.

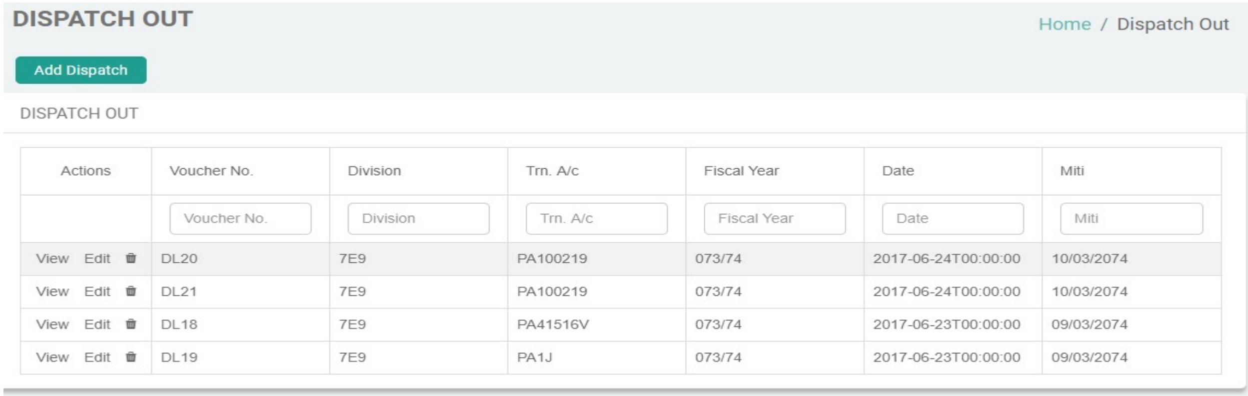


Figure 45: Dispatch Out Note List

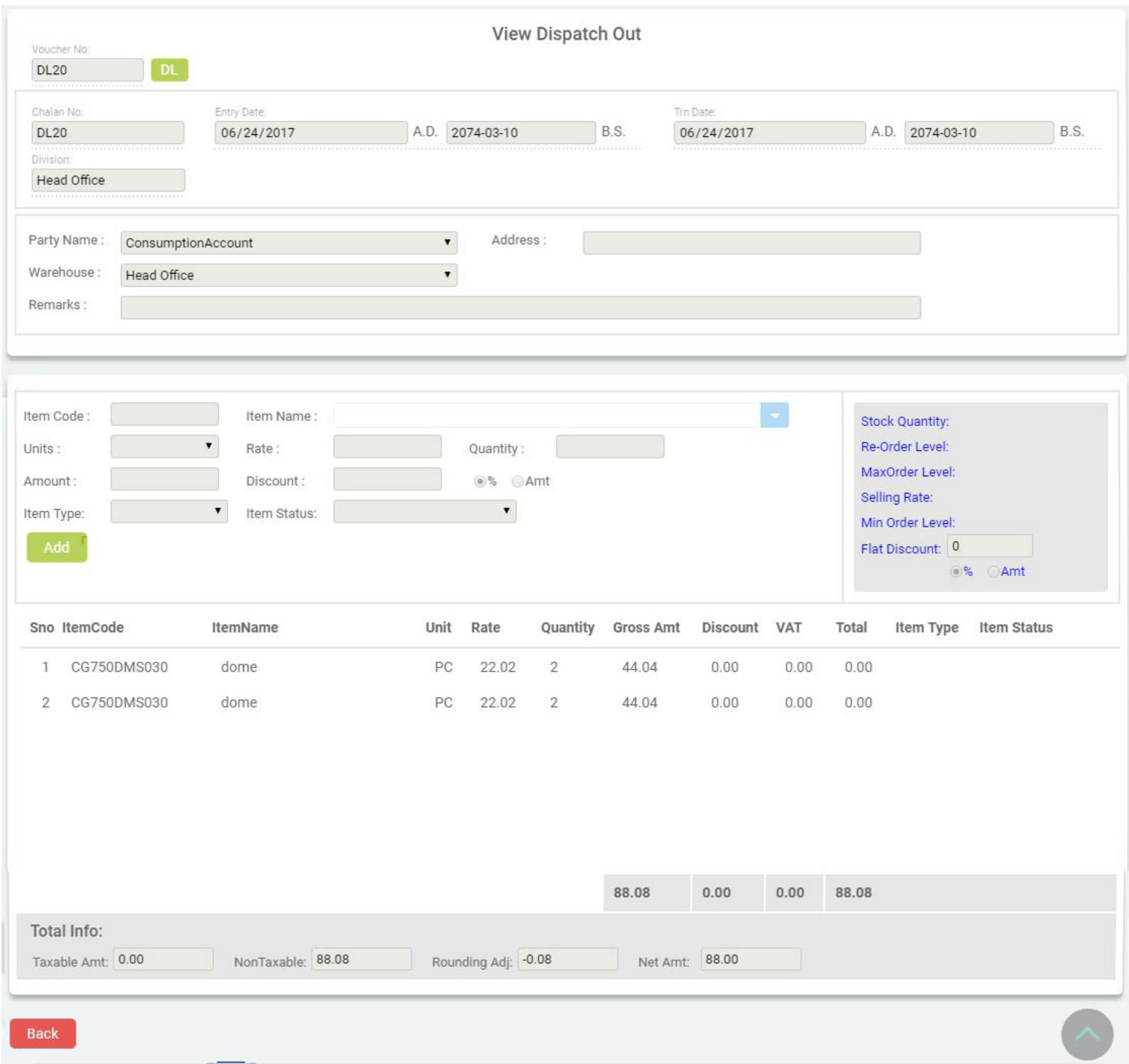


Figure 46: Dispatch Out Entry

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.