

# ALIGNBOOKS

User guide

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## **ALIGNBOOKS**

The manual has been prepared keeping all the aspects of the software in mind but there might be instances of slight differences whenever updates take place, we try to keep the manuals as updated as possible.

# INVENTORY MODULE

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Inventory Module.

Under Inventory module you can create your Item/Product Master, and generate various documents related to internal movement of Inventory items.

Inventory Module has seven menu options.

1. Item Master
2. Stock Adjustment
3. Material Issue
4. Material Receipt
5. Branch Issue Request
6. Branch Issue
7. Branch Receipt

We will explore each of them in detail.

## Branch Issue Receipt

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the "Branch Receipt" preparation options.

Before we begin, let us understand about the need of Branch Receipt Entry and the relevance of this particular activity.

If you are handling multiple locations and/or warehouses, there may be a scenario where one location / warehouse is running short of an item where as there is plenty of stock at other location / warehouse. In this scenario you would prefer to transfer such excess stock from one location/warehouse to other location/warehouse. The location/warehouse receiving the material will need to reflect such transfer in their Inventory as well as financial books. You can do so using this option of AlignBooks.

In Simple terms, branch Receipt is a Purchase Invoice for the Branch/Location/warehouse which has received material from other branch.

This module will be available only if you have configured "Multi Location - ON" or you have configured, "Warehouse - ON" in your Company setup options.

You can create "Branch Receipt" under Inventory Module of AlignBooks.

The key functions of Branch Receipt Module are:

- Creation of a New Branch Receipt,
- Modification of an existing Branch Receipt;
- Deletion of an existing Branch Receipt.

22 Open 23 Delete Copy Cancel Restore Help Configuration Close

1 Division Gurgaon 2 From Division Division 3 Category Inventory Category 4 Warehouse Warehouse 5 From Warehouse Warehouse 6 Date 13/06/2017 7 Receipt No prefix 000005 8 Tax ExclusiveInRate

9 Pull From IB Issue 10 Lookup

	Itemcode	Description	SerialID...	BatchN..	Pack Unit	Pack Q...	Unit	Quanti...	Rate
+ x									
+ x									
+ x									
+ x									
									0

11 Remarks 12 Attachment Browse... or Drop file here 13

14 Attribute FA11 Select... FA22 Select...

15 Logistics Destination Shipping Mode Road Shipping Com... Select... Shipping Track... Shipping Date Shipping Char... Vehicle/Vessel... Charge Type Paid Document Thr... Port of Landing Port of Dischar... No of Packs Weight

16 Save 17 Print 18 Mail 19 Clear 20 Import 21 Schedule

### Configuration:

AlignBooks provide you the facility to configure your Branch Receipt documents with respect to choice of maintaining multiple series of documents, choice of sending Email and SMS on creation/edit/approval of the document and for Approval System setting etc.





Click on "Configuration" to configure this document. Click here ["How to Configure a Document"](#), to know more about this utility.

## Let's now understand how to create a New Branch Receipt in simple steps.

You have three ways to prepare a Branch Receipt;

- Enter fresh data for the first time;
- Open an existing document and use the "Copy" feature of AlignBooks to make the necessary changes. This will save your time and efforts;
- If you have data in an Excel Format, Import data and make the required changes.

### Let's enter the fresh set of data for the first time;

**1 Location:** If you are handling multi locations, select the required location from the dropdown menu. This field is available only if you have configured "Multi location "ON" in configuration ->Company Setup->General Setup". If your desired Location does not exist in the menu, you can create a New Location by clicking on  option within the dropdown menu. You can also Edit or Delete a Location from Here. Select a Location to be edited/deleted and then click on . The Location will be opened in Edit mode and you can edit it and save by click on . You can delete it by click on .



**2 From Location:** Select the location from the drop down menu from which the material is received

**3 Category :** If you are classifying your document in different categories, select the applicable category from the drop down menu. This field is available only if you have configured "Document Classification - ON" in Configuration ->Company Setup->Inventory->Basic. You can Add, Edit or Delete a Category by following the process described under Location Tab.

**4 Warehouse :** Select the Warehouse from the drop down menu from which the material is being sent. This field is available only if you have configured "Warehouse "ON" in configuration ->Company Setup->Inventory->Basic".

**5 To Warehouse :** Select the Warehouse from the drop down menu to which the material is being sent.

**6 Receipt Date :** Enter the Branch Receipt date which you wish to reflect in the document. By default, the system will take the current date. You can also pick a different date by just clicking on the calendar function.

**7 Receipt No. – Prefix :** While configuring your document, if you have opted to "maintain manual prefix", select a prefix from the drop down list. If the required prefix does not exist in the list, you are able to create a new one by clicking on  Icon or  option within the dropdown menu and input a name.

**Number :** While configuring your document, if you have opted to "maintain manual numbering", enter a document number here.

**8 Tax :** Select "Inclusive" from the drop down menu, if rates are inclusive of taxes else select "Exclusive". This field is available only if you have configured "Tax Applicable in Sales / Purchase – ON" in Configuration ->Company Setup->General Setup.

**9 Pull From :** This field is used to import data from the parent document. Upon selection, a list of parent documents will be on display. If there is no parent document linked, this option will be shown as "Disabled"

**10 Lookup :** This option will work like a Bar Code. If you enter an item Code, the system Pick-up the relevant details automatically.

So far we have entered the relevant details to clearly identify the Material Issue Memo. We will now enter the specific Item or Product details to generate a Branch Issue Receipt Memo;

	Itemcode	Description	Pack Unit	Pack Q...	Unit	Quant...	Rate	Amount	1	2	3	4	5	Print Description	Parent_VN	Parent_VD	Remark	Itembalance
+	x																	
+	x																	
+	x																	
+	x																	
								0	₹0.00									

**+** :Click here to add a Row to the table. You can also add a row by clicking on **+ Add Lines**

**x** : Click here to delete a row from the table.

**Item Code :** Select an Item code from the drop down list. Click on **+** to add a new Item.

**Description :** System will fill the description details automatically from Item Master.

**Unit :** System will fill the unit details automatically from Item Master.

**Quantity :** Enter the Item Quantity here.

**Rate :** System will auto calculate and pick the rate of item based on your stock valuation method.

**Amount :** System will calculate the Amount automatically i.e. with the multiplication of Quantity x Rate.

**Remark :** If you wish to put any remark against an Item, enter here.

**Item Balance :** System will display the Stock in hand of this particular item.

**The table is dynamic and many extra columns in the table would appear based on your Configuration in Company Setup. If you set up these fields, you will need to enter relevant values in columns created for each item Row.**

The columns which will appear based on Configuration in Company Setup are:

Column	Will appear if
Tax Code	General Setup – Tax Applicable in Sales / purchase – "ON"
Tax Rate	General Setup – Tax Applicable in Sales / purchase – "ON"
Taxable	General Setup – Tax Applicable in Sales / purchase – "ON"
Tax Amount	General Setup – Tax Applicable in Sales / purchase – "ON"
Pack Unit	Inventory -> Basic-> Separate Packing Unit – "ON"
Pack Qty	Inventory -> Basic-> Separate Packing Unit – "ON"
Item Serial No.	Inventory->Item Extended Property-> Item Serial no. Tracking- "ON"
Batch No.	Inventory->Item Extended Property->"Batch wise Inventory - "ON"
User Defined Item Attributes 1-5	Inventory->Item Attributes-Required

**11 Remark :** Input here any remark pertaining to the document.

**12 Attachment :** Here you may upload any supporting documents, which can be used for the future reference. You can browse the location to attach the same. Click on "X" to remove the attachment.




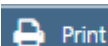

**13 User Defined Fields 1-5 :** During the Inventory Setup (->Inventory Setup->Inventory Document Custom Fields) if you have selected user defined fields, these will appear with the caption provided by you for these extra fields. You may enter the relevant values/data in the applicable field.


**14 Attribute :** This field is available only if you have selected to use attributes in General Ledgers (Configuration -> Company Setup->Finance ->Attribute) and the a GL where attribute is linked is effected by this Branch Issue.For Example if you have allocated an attribute with GL "Delivery Charges" and an amount is going to be debited / credited by creation of this Branch Issue, the system will ask to select an attribute to be linked with Delivery Charges.


**15 Logistic Details**  
If you want to keep logistic details, you can enter the following details, otherwise you can leave these fields blank.


Field Name	Description
Destination	Enter the Destination Name
Shipping Mode	Select the Shipping mode from drop down list
Shipping Company	Select the Shipping Company from the drop down list
Shipping Tracking No.	Enter the Shipping Tracking number issued by Shipping Co.
Shipping Date	Enter the Shipping Date
Shipping Charges	Enter the Shipping Charges to be paid to Shipping Co.
Vehicle / Vessel No.	Enter the Vehicle / Vessel No. by which goods are moving.
Charge Type	Select from drop down whether shipment charges are paid / Payable / To be Billed etc.
Document Through	Enter the how Shipment Documents are forwarded
Port of Landing	If it is an overseas consignment enter the Port of Landing.
Port of Discharges	If it is an overseas consignment enter the Port of Discharge.
No. of Packets	Enter total Number of packets dispatch under this Doc.
Weight	Enter the Total weight of the consignment.


**16** Click on  Save to save the document prepared by you.

**17** Click on  Print  to print the document prepared by you. Click here ["Print Utility"](#), to know more about this utility..

**18** If you want to send a **Email** or **SMS**, Click on  beside **Mail** and click on Email or SMS.

**19**  Clear : Before clicking this option make sure that the data entered is no more required by you; the moment you click on this option the system will erase all the data and give you an empty screen to enter fresh data.

**20** **Import** : Click on  Import to Import Data and select a file from which Data is to be imported. Click here ["Import Utility"](#), to know more about this utility.

**21 Schedule** : If you want to create a schedule for this document, click on . Click here ["Schedule a Document"](#), to know more about this utility.

You have completed Branch Issue Receipt.

**22 Open** : Click here to open an existing Branch Issue Receipt. Click here ["Open a Document"](#), to know more about this utility.

**23 Copy** : Click here to copy the values from an existing Branch Issue Receipt . Click here ["Copy from a Document"](#), to know more about this utility.

We hope you enjoyed this tutorial. Please give us a call for further help. Happy Aligning!

### [Disclaimer](#)