

ALIGNBOOKS

User guide

Table of Contents

ALIGNBOOKS	3
INVENTORY MODULE	4
Item Master	5

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.

Item Master

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Item / Product Masters creation options.

Before we begin, let us understand about the need of Item Masters and the usage of this particular activity.

In every industry you need to maintain quantitative details of item/products you are dealing with. This allows you to manage your inventory items efficiently and make necessary adjustments to effectively utilise your financial resources.

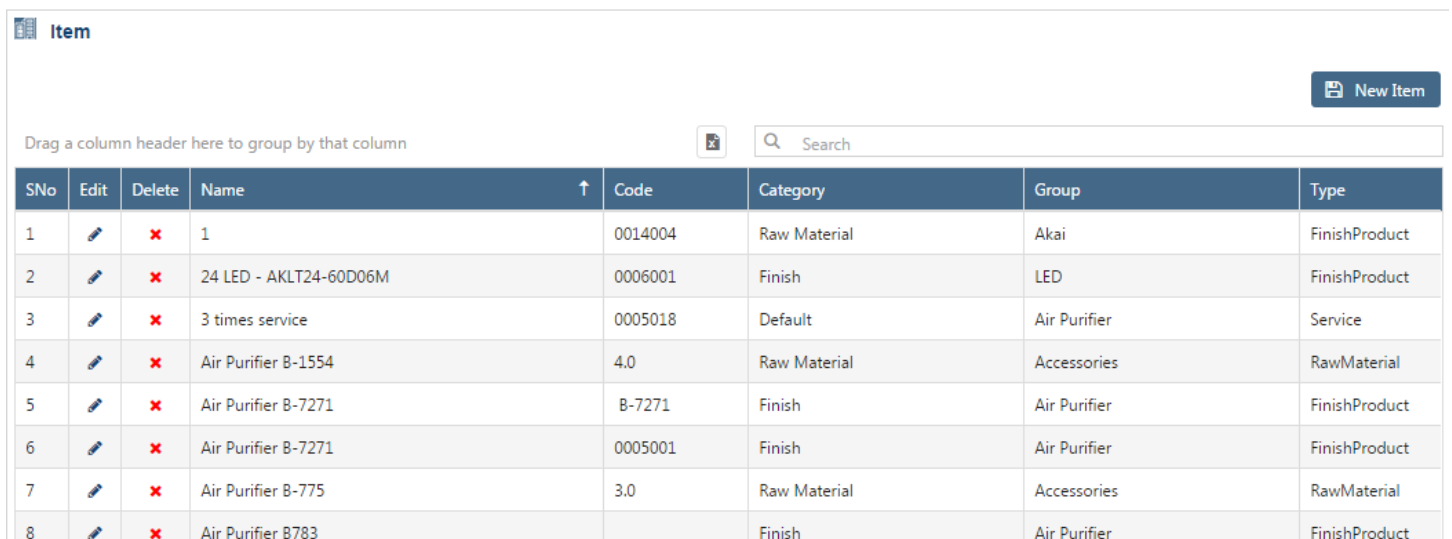
Therefore, in item master we setup the item profile for each items with all the available data at hand. This is normally a one-time process at the time of new item addition and this library of data is extensively used to capture, generate and auto generate the required documents and reports in desired formats.

The key functions of a Item Masters Module are:

- Creation of a New Item /Product profile;
- Modification of an existing Item / Product profile;
- Deletion of an existing Item/Product profile.
- Make item Bundles consisting of different Items/Quantity.

We will be going through the each of these set of information in detail.

If you are in Inventory Drop Down you need to select **Item** and the screen which appears looks like this;

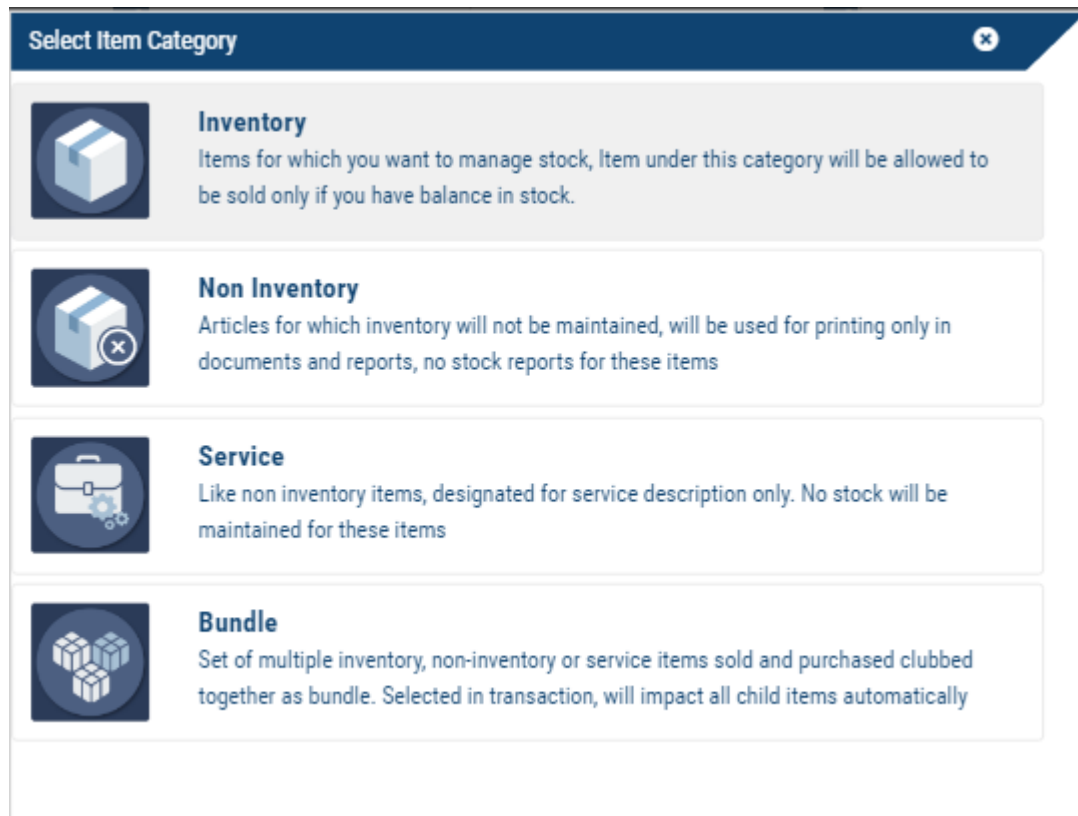


The screenshot shows the 'Item' master interface. At the top right, there is a 'New Item' button. Below it, there is a search bar with a magnifying glass icon and the text 'Search'. Below the search bar, there is a table with the following columns: SNo, Edit, Delete, Name, Code, Category, Group, and Type. The table contains 8 rows of data.

SNo	Edit	Delete	Name	Code	Category	Group	Type
1			1	0014004	Raw Material	Akai	FinishProduct
2			24 LED - AKLT24-60D06M	0006001	Finish	LED	FinishProduct
3			3 times service	0005018	Default	Air Purifier	Service
4			Air Purifier B-1554	4.0	Raw Material	Accessories	RawMaterial
5			Air Purifier B-7271	B-7271	Finish	Air Purifier	FinishProduct
6			Air Purifier B-7271	0005001	Finish	Air Purifier	FinishProduct
7			Air Purifier B-775	3.0	Raw Material	Accessories	RawMaterial
8			Air Purifier B783		Finish	Air Purifier	FinishProduct

New Item Master

You can see the **New Item** option at top right of the screen. Click on this option and you will be directed to select item category.



As you can see, Item/ Products are divided into Four Broad categories:

Inventory : You should keep those items under this category for which you want to maintain Inventory Records and generate various Reports for further analysis. Under this category, outward document of an item will be allowed to be generated only if you have sufficient Stock in hand of that item.

Non Inventory : If you do not want to Maintain Inventory Records and do not need any report on a item, keep that under this category.

Service : These are basically not an item but only a Description of Services you are getting or rendering. Since these are only descriptive and not a physical item, no inventory records will be maintained for these items.

Bundle : If you are purchasing different type of Items and selling them in a Bundle in many promotions / Combinations , you will need to create different Bundle of those promotions / Combinations.

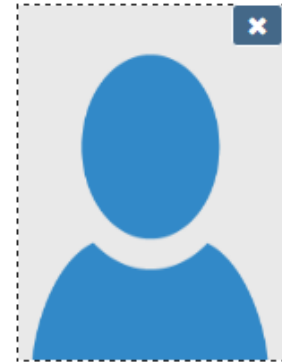
For Example – You are Purchasing Soaps, Detergent Powder, Hand Wash Liquid and Harpic. Now you can make a Bundle of four items at a consolidated price, Say, Soaps 12 Pc, Detergent Powder 2 Kg, Hand Wash Liquid 1 Pc and Harpic 1 Bottle.

For Billing purpose you have to make this bundle as one Item and have to give a Name to this Bundle. At the time of making Outward entries, when you will enter code or name of a Bundle, the system will automatically pick different quantities of different items defined in that Bundle.

Click on a Item Category under which you want to create New Item / Product, you will be directed to the relevant Item creation screen.

Basic Information

Name	<input type="text" value="Name"/>
Under Group	<input type="text" value="Item Group"/>
Category	<input type="text" value="Item Category"/>
Type	<input type="text" value="FinishProduct"/>
Code	<input type="text" value="0005002"/>
Separate Pack Unit	<input type="checkbox"/> ON
Inactive	<input type="checkbox"/> OFF
Stock Unit	<input type="text" value="Unit Of Measurement"/>
Pack Unit	<input type="text" value="Unit Of Measurement"/>
StockVsPack	<input type="text" value="1"/>
GST Classification	<input type="text" value="GST Classification"/>



or Drop file h...

Sales

Description	<input type="text" value="Description"/>	Sales Rate	<input type="text" value="₹0.00"/>
Sales GL	<input type="text" value="Sales Local"/>	Discount111	<input type="text" value="0"/>
		Freight11	<input type="text" value="0"/>
		Pack Charges...	<input type="text" value="0"/>

Purchase

Description	<input type="text" value="Description"/>	Purchase Rate	<input type="text" value="₹0.00"/>
Purchase GL	<input type="text" value="Purchase Local"/>	Discount1	<input type="text" value="0"/>
		Misc Expenses1	<input type="text" value="0"/>
		misc3	<input type="text" value="0"/>

Inventory

Minimum Level	<input type="text" value="0"/>	Batch wise Inv...	<input type="checkbox"/> OFF
Serial Tracking	<input type="checkbox"/> OFF	Batch Wise Ra...	<input type="checkbox"/> OFF

Custom Field

Full Name	<input type="text"/>	0
First Name	<input type="text"/>	0
LastName	<input type="text"/>	0
f1	<input type="text"/>	0
f4	<input type="text"/>	0

26

27

28

29

Save





Clear

Print

Delete

Import

Here you will have six relevant sections where all the required data pertaining to a new item can be captured. We will go by **Basic** first :

- 1 **Name** : Enter the Item / Product Name by which you identify it better.
- 2 **Under Group** : Select a Group from drop down list under which you want to group this item for reporting. If the required group does not exist in the list, you can create a new group by clicking on  Icon or  option within the dropdown menu. You can make indefinite level of grouping of your items and at any stage if you do not want to go for further grouping, select "Default" as you last group level.
- 3 **Category** : If you want to Classify your Item / Products on any criteria and group them on that criteria you can make different categories and select a category to which the Item / Product belongs. If you do not want to maintain categories keep it "Default". If the required category does not exist in the list, you can create a new by clicking on  Icon or  option within the dropdown menu
- 4 **Type** : Select from the drop down the Item Nature i.e. whether it is a Finish Product, Raw Material, Service Item etc. If you are creating a Bundle Item, this field will not be available.
- 5 **Code** : This is generally a system generated code and is disabled i.e. you can't edit it unless at the time of Company Configuration (Company Setup->Inventory->Basic) you have opted to have your Item Coding Configuration as "Manual". If you have selected manual coding of your items, enter a 7 digit code for this item which can be Alpha/Numeric.
- 6 **Separate Pack Unit** : Keep it on if you want to maintain Inventory for this Item in Two units(Ex. Begg and Kg.). *This field is available only if you have configured Separate Packing Unit – "ON" in Configuration->Company Setup->Inventory->Basic.* Also, if you are creating a Service Item or a Bundle Item, this field will not be available.
- 7 **Inactive** : Select "ON" if you want to make a Item inactive. During any business transaction such inactive Items names will not appear in your list of items. You can reactivate item again by selecting "OFF".
- 8 **Stock Unit** : Select a unit in which the Item will be measured for inventory purpose i.e. pcs, kg., meter etc. If the required unit does not exist in the list, you can create a new by clicking on  Icon or  option within the dropdown menu.
- 9 **Pack Unit** : Select a Packing unit in which the Item will be measured for inventory purpose i.e. Begg, Boxes etc. If the required unit does not exist in the list, you can create a new by clicking on  Icon or  option within the dropdown menu. This field is available only if you have kept separate pack unit "ON".
- 10 **Stock V/S Pack** : If you are using separate packing unit, enter the number of stock units per pack unit (Ex. 100 kg. In a bag). If you are creating a Bundle Item or a service item, this field will not be available.
- 11 **GST Classification** : Enter the GST classification code of the Item. If the required GST Classification does not exist in the list, you can create a new by clicking on  Icon or  option within the dropdown menu. *This field is available only if you have configured Tax applicable in Sales/purchase – "ON" in Configuration->Company Setup->General.*

- 12 **Logo / Photo** : Here you can upload photo of your Item / Product or its Brand Logo. Select a file (jpeg/pdf) containing the photo/logo by browsing from desired space. Please note that the Photo/Logo file size should not exceed 2 MB.

We are now finished with the basic part and made a unique identification for the Item.

We will now set some extra features of item for **Sales** related documents.

- 13 **Description** : Enter the Item description which you would like to print in your sales related documents. If you want to print only item name as entered above, you may keep this field blank.

- 14 **Sales GL** : Select a General Ledger from the drop down list where you would like to post the sales of this item. This field is available only if you have configured "Posting Ledger Based on -Item" in configuration->Company setup->Sales Setup->Basic.

- 15 **Sales Rate** : If you are not maintaining separate sales price lists, you can enter a sales rate of this item here which will automatically be picked while creating any sales document.

- 16 **Extra Charges/Discount Fields** : If you have set any item wise extra charges and/or discount in configuration -> Company Setup ->Sales Set Up->Billing Set up Item level, those extra charges/discount will appear here under the caption set by you. You can enter a rate of such charges / discounts for this item here which will automatically be picked while creating any sales document.

We are now finished with setting extra features of item for **Sales** related documents.

We will now set some extra features of item for **Purchase** related documents. If you are creating a Bundle item, this section of getting input will not be available.

- 17 **Description** : Enter the Item description which is generally printed in your Purchase related documents. If only the item name as entered above is printed in your purchase documents, you may keep this field blank.

- 18 **Purchase GL** : Select a General Ledger from the drop down list where you would like to post the Purchase of this item. This field is available only if you have configured "Posting Ledger Based on -Item" in configuration->Company setup->Purchase Setup->Basic.

- 19 **Purchase Rate** : If you are not maintaining separate Purchase price lists, you can enter a purchase rate of this item here which will automatically be picked while creating any purchase document.

- 20 **Extra Charges/Discount Fields** : If you have set any item wise extra charges and/or discount in configuration -> Company Setup ->Purchase Set Up->Billing Set up Item level, those extra charges/discount will appear here under the caption set by you. You can enter a rate of such charges / discounts for this item here which will automatically be picked while creating any purchase document

We are now finished with setting extra features of item for **Purchase** related documents.

We will now set some extra features of item for **Inventory** maintaining purpose. This set of information will be asked only for Inventory items and not for non inventory, service or bundle items.

21 **Minimum Level** : Enter the minimum stock level required for this item. This field is available only if you have configured minimum Stock levels "On" in Company Setup-> Inventory->Basic.


22 **Serial Tracking** : If you want to track serial number of this item, keep this option "ON". This field is available only if you have configured "Item Serial Number Tracking – ON" in configuration->Company Setup->Inventory->Item Extended Property.


23 **Batch wise Inventory** : If you want to maintain Batch wise inventory of this item keep it "ON". This field is available only if you have configured "Batch wise Inventory – ON" in configuration->Company Setup->Inventory->Item Extended Property.


24 **Batch wise Rate** : If you want to maintain Batch wise rate of this item keep it "ON". This field is available only if you have configured "Batch wise Inventory – ON" in configuration->Company Setup->Inventory->Item Extended Property.

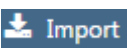
We will now look for **Custom Fields**.


25 If you have selected any User defined Extra Field at the time of *Company Configuration* (Configuration->Company Setup->Inventory->Item Master Custom Fields), that number (maximum 5 fields) of UDF fields would be visible and you can enter the relevant details against those fields. Here one thing to remember that if you have opted "Allow Blank – No" against any of the UDF field in set-up then while creating Item master you have to provide the information under that User Defined Field(UDF) or to say you cannot keep that field blank.

26 Click on  to save the document prepared by you.

27  : 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.

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

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

30 Click on  to Exit from the New Item Master Form.

We will now look for **Bundle Details**.

Show Child Description in Documents

Item	Qty
	0
	0
	0

[+ Add Lines](#)

Show Child description in Documents : As described in the beginning of this document, bundle is created making combination of different items. In your sales documents, if you want to show the details of all the items of bundle, check on the .

Now let us understand how you can make a bundle.

Item :In the Table, select a Item to be included in the proposed bundle.

Quantity : Enter the quantity of the selected item to be included in bundle.

You can select as many items as you want to include in the bundle and specify the quantity to be included.

Click on [+ Add Lines](#) to add more lines in table.

We are now back to the main screen for the Item Master.

If you wish to edit/delete the already visible Account data in the list you can do so, please follow the following steps:

Edit: If you wish to Edit a item detail, click on . The Item details will be opened in edit mode, you can make the required changes and click on [Save](#) to save the changes made by you. If you think that this record is no more required, you can delete the record by clicking on [Delete](#) .

Delete : If you wish to delete an item profile, Click on and confirm the deletion. It is advisable not to delete an Item profile, you can always opt to make it "Inactive".

Export : Click on to Export the data as visible in the list to an Excel Sheet.

Search : Type a text to search a particular record.

Group : If you want to Group your display on any particular field, hold that field and drag alittle up outside the Grid, your display will be grouped on that field. To remove the grouping drag the field back into the Grid column.

Sort : If you want to sort data on a particular field, click on the label of that field, your data will be sorted on that field. You can reverse the order of sorting by just Double click on the label of that particular field.

Click on [Close](#) to **Exit** from the Item Master.

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

[Disclaimer](#)