

ALIGNBOOKS

User guide

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ALIGNBOOKS

SALES MODULE

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

Under Sales module you can create your Customer masters, define sales prices, generate various documents related to the sales and account for payment receive from the customers.

Sales Module has ten menu options.

1. Customer Master
2. Price List Master
3. Estimate
4. Order
5. Dispatch
6. Invoice
7. Credit Note
8. Debit Note
9. Sales Return
10. Payment Receipt

We will explore each of them in detail.

Sales Credit Note

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Sales Credit Note preparation options.

Before we begin, let us understand about the need of Sales credit note and the relevance of this particular activity.

Sales credit note is used either to rectify the wrong sales invoice raised in the system due to various reasons like change in rate, skip to apply discount, wrong quantities mentions etc. or to give a final negation discount at the time of payments as per business negotiations. After all, in the current market discounts are given at every stages to meet the competitive market.

Sales credit note is created under Sales Module in AlignBooks.

The key functions of Sales Credit Note Module are:

- Creation of a New Sale Credit Note,
- Modification of an existing Sale Credit Note;
- Deletion of an existing Sale Credit Note.

The screenshot shows a software interface for creating a Sales Credit Note. The form is divided into several sections:

- Header (36):** Contains menu options: Open, Delete, Copy, Cancel, Restore, Help, Configuration, and Close.
- Metadata (1-7):** Fields for Location (1: Gurgaon), Category (2: Category), Client (3: Customer), Email (4), Currency (5: Indian Rupee), Conversion Rate (6: 1), and Salesman (7: Sales Executive).
- Financials (8-13):** Fields for Credit Date (8: 23/05/2017), Credit No (9: 0003, 000001), Ref No (10), Ref Date (11: 23/05/2017), Agent (12: Agent / Broker), and Tax (13: InclusiveInRate).
- Addresses (14-15):** Sections for Billing Address (14) and Shipping Address (15).
- Payment (16-17):** Fields for Payment Terms (16) and Due Date (17: 23/05/2017).
- Table (18):** A table with columns: Itemcode, Description, Pack Unit, Pack Q..., Unit, Quanti..., Rate, Amount, and Disco... It contains four rows with plus and minus icons in the first two columns.
- Summary (19-21):** Remarks (19), Attachment (20: Browse... or Drop file here), and S1 (21: ₹0.00).
- Summary Table (22-28):** A table with financial summary items: Sales Value (22: ₹0.00), Discount1 (23: ₹0.00), Freight (24: ₹0.00), Pack Charges (25: ₹0.00), Taxable (26: ₹0.00), Tax Amount (27: ₹0.00), B1+Fix (28: 0, ₹0.00), B2 - Runn (29: 0, ₹0.00), B3+Qty (30: 0, ₹0.00), Round Off (31: ₹0.00), and Bill Amount (32: ₹0.00).
- Attributes (29-33):** An 'Attribute' section (29) with three dropdown menus labeled F1, F2, and F3 (30, 31, 32).
- Footer (34-35):** Action buttons: Save (34), Print (35), Clear, Mail, Import, and Schedule.

Configuration:

AlignBooks provide you the facility to configure your Sales Credit Note documents with respect to choice of linking with parent document, 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 Sales Credit Note in simple steps





You have three ways to prepare a Sale Credit Note;

- 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 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->Sales Setup->Basic.You can Add, Edit or Delete a Category by following the process described under Location Tab.
- 3 Customer :** Select a customer from the drop down list for whom you are preparing Credit Note. You can Add, Edit or Delete a Vendor by following the process described under Location Tab.
- 4 Email :** System will auto pull the email id from customer master. If you wish to change the same, you can do that here.
- 5 Currency :** If you are preparing credit note in a foreign currency, select a Currency from the drop down menu. This field is available *only if you have configured "Multi Currency - ON" in Configuration ->Company Setup->General Setup*.If your desired currency does not exist in the menu, you can add a new currency by clicking on  Icon or  option within the dropdown menu.
- 6 Conversion Rate:** System will automatically get the conversion rate from currency master. If you wish to change the currency conversion rate for this particular document, you can do the same here.
- 7 Salesman:**System will auto pull the Salesman Name from customer master. If you wish to change the same, you can do that here. *This field is available only if you have configured "Salesman wise Billing - ON" in Configuration ->Company Setup->Sales Setup*. If the required Salesman does not exist in the menu, you can create a new by clicking on  Icon or  option within the dropdown menu.
- 8 Credit Note Date:** Enter the 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 on.
- 9 Credit No. :**Input here the Credit ref. number that you wish to display on the document.
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.



- 10 **Ref No. :** Here you may enter the customer or previous document number, if any.
 - 11 **Ref Date :** Here you may enter the reference document's date. By default, the system will take the current date. You can also pick a different date by just clicking on the calendar function.
 - 12 **Agent :** System will auto pull the agent name from customer master. If you wish to change the same, you can do that here. *This field is available only if you have configured "Agent wise Billing - ON" in Configuration ->Company Setup->Sales Setup.* If the required agent does not exist in the menu, you can create a new by clicking on  Icon or  option within the dropdown menu.
 - 13 **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. Also, this field will be active only if you have configured "Tax in Rates - Document Based" in Configuration ->Company Setup->Purchases Setup*
 - 14 **Billing Address:** System will trace and fill the Billing Address, GST No. and Contact person details automatically from the customer master. You can make changes if you wish to
 - 15 **Shipping Address:** System will trace and fill the Shipping Address details automatically from the customer master. You can make changes during this stage as well.
 - 16 **Payment Terms:** System will trace and auto fill the Payment Terms from the customer master. You can make changes if you wish to. If the required Payment Term does not exist in the menu, you can create a new payment term by clicking on  Icon or  option within the dropdown menu.
 - 17 **Due Date :** Based on payment term selected, the system will auto calculate the payment due date. If you are not maintain payment terms, you can enter the payment due date here.
 - 18 **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"
- 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 customer and the customer invoice. We will now enter the specific item or product details to generate a credit note;


Note:

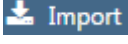
It is important to note here that item details entered here shall not be posted in Inventory records because this credit note is created to give only financial effect.


For example – You had supplied say 106 Kg. quantity of an item and raised the Invoice accordingly but due to weighing difference or some other reason the customer got only 105.700 Kg, he may pay for 105.700 kg only and this credit note is created to adjust value of 0.300 kg short received by the customer.

- 19 **Remark :** Input here any remark pertaining to the document.
- 20 **Attachment :** Here you may upload any supporting documents, which can be used for the future reference. For example, you may scan and attach a copy of sales invoices. You can browse the location to attach the same. Click on "X" to remove the attachment.
- 21 **User Defined Fields 1-5 :** During the Sales Setup (->Sales Setup->Sales 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.
- 22 **Sales Value:** System will calculate the Total Item Sales Value, based on the data fed in the system during the creation of a credit note.
- 23 **User Defined Extra Charges/Discounts – Item level (1-3) :** These represent the total of item wise extra charges/discounts auto calculated from the items mentioned in the table.
- 24 **Taxable:** This represents the total Taxable Sales Value of all the items, auto calculated by the system.
- 25 **Tax Amount:** This represents the total Tax Amount for all the items, auto calculated for the items mentioned in the table.
- 26 **User Defined Extra Charges/Discounts – Document Level (1-3) :** If you have set to have any Extra Charges / Discount on Document level (-> **Sales Setup -> Billing Setup- Document Level**), these will appear here with the caption given by you. You can enter relevant value against each item.
- 27 **Round off:** Depending upon the round off level selected by you, your Document will be rounded off and the round off difference (Rounded Value-Actual Value) will be shown here. This field will not be available if you have configured "Round off – None" in Configuration->Company Setup->Sales Setup->Basic.
- 28 **Bill Amount:** This represents the total Bill Amount.
- 29 **Attribute :** System will ask for this information only if you have selected to use attributes in General Ledgers (Configuration -> Company Setup-> Finance ->Attribute) and the GL where attribute is linked is affected by this Credit Note. For Example if you have allocated attribute with GL "Delivery Charges" and an amount is going to be debited / credited by creation of this credit note, the system will ask to select an attribute to be linked with Delivery Charges.
- 30 Click on  to save the document prepared by you.
- 31 Click on  to print the document prepared by you. Click here ["Print Utility"](#), to know more about this utility.

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

33  **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.

34 **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.

35 **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 creation of New Sales Credit Note.

36 **Open** : Click here to open an existing Credit Note. Click here ["Open a Document"](#), to know more about this utility.

37 **Copy** : Click here to copy the values from an existing Sales Credit Note. 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](#)