

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 Dispatch

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Sales Dispatch preparation options which is also known as packing slip.

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

When you dispatch Goods to party, you need to prepare a Goods Dispatch Note first on the basis of which the dispatch section prepare and pack the material and hand over the goods to relevant Transporter along with required copies of Goods Dispatch Note.

Sales Dispatch is created under Sales Module in AlignBooks.

The key functions of Sales Dispatch Module are:

- Creation of a New Sale Dispatch,
- Modification of an existing Sale Dispatch;
- Deletion of an existing Sale Dispatch

25 Open 26 Copy 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Open Delete Copy Cancel Restore Help Configuration Close

Division: Gurgaon
 Category: Document Category
 Customer: Customer
 Warehouse: Warehouse
 Email:
 Salesman: Sales Executive

Dispatch Date: 05/06/2017
 Dispatch No: 0003 000001
 Ref No:
 Ref Date: 05/06/2017
 Agent: Agent / Broker

Billing Address
 Shipping Address

Pull From Estimate: Lookup

	Itemcode	Description	SerialD...	BatchN..	Pack Unit	Pack Q...	Unit	Quanti...	Rate
+ x									
+ x									
+ x									
+ x									

0

+ Add Lines

Remarks:

Attachment: Browse... or Drop file here

S11		₹0.00
S22		₹0.00
S44		0
S44		0
S55		0

Logistics

Destination:
 Shipping Mode: Road
 Shipping Company: Select...
 Shipping Tracking No:
 Shipping Date:
 Shipping Charges:
 Vehicle/Vessel No/:
 Charge Type: Paid

Document Through:
 Port of Landing:
 Port of Discharge:
 No of Packts:
 Weight:

Save Print Clear Mail Import Schedule

Configuration:

AlignBooks provide you the facility to configure your Order 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 sales order in simple steps

Click on Dispatch through sales module.



You have three ways to prepare a new Sales Dispatch;

- 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 drop down 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 Order. You can Add, Edit or Delete a Customer by following the process described under Location Tab.
- 4 Ware House:** If you have multi ware houses, select the required ware house from the drop down menu. This field is available only if you have configured "Warehouse "ON" in configuration ->Company Setup->Inventory->Basic"
- 5 Email:** System will auto pull the email id from customer master. If you wish to change the same, you can do that here.
- 6 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.
- 7 Dispatch 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.
- 8 Dispatch 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 adocument number here.

- 9 **Ref No.:** Here you may enter the customer or previous document number, if any.
- 10 **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.
- 11 **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.
- 12 **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.
- 13 **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.
- 14 **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

Pull From Estimate		Lookup																														
Itemcode	Description	Serial	Batch	Pack Unit	Pack Q.	Unit	Quant.	Rate	Amount	1	2	3	4	5	Print Description	Serial	Parent_VN	Parent_VD	Remark	Mfg Date	Exp Date	MBP	Sale rate	Rembalance								
+																																
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So far we have entered the relevant details to clearly identify the customer and the Sales Dispatchdocument. We will now enter the specific item or product details to generate a Dispatch;

-  : Click here to add a Row to the table.
-  : Click here to delete a row from the table.

- Item Code :** Select an Item code from the drop down list. Click on  to add anew 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 pick the rate from the Price List. If you are not maintaining Price List and have entered Rate in your Item Master, it could be picked from there as well. Alternatively, you will have to enter the rate manually.
- 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
Pack Unit	Inventory -> Basic-> Separate Packing Unit - "ON"
Pack Qty	Inventory -> Basic-> Separate Packing Unit - "ON"
Print Description	Inventory -> Basic-> Separate Print Description - "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

15 Remark: Input here any remark pertaining to the document.


16 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 order. You can browse the location to attach the same. Click on "X" to remove the attachment.


17 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.


18 Logistic Details : System will ask for this information only if you have configured *Logistic Details - "ON"* in Configuration -> Company Setup-> *Sales Setup -> Basic->*.

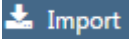
Destination	Enter the Destination Name
Shipping Mode	Select the Shipping mode from drop down list
Shipping Company	Select the Shipping Company from the drop down list
Shipping Tracking No	Enter the Shipping Tracking number issued by Shipping Co
Shipping Date	Enter the Shipping Date
Shipping Charges	Enter 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.


19 Click on  Save to save the document

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

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

22  : 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.

23 **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.

24 **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 Order.

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

26 **Copy** : Click here to copy the values from an existing Dispatch. 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](#)