

# ALIGNBOOKS

User guide

## Table of Contents

ALIGNBOOKS .....	3
SALES MODULE .....	4
Sales Estimate .....	5

## 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 Estimate

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the customer estimate or commonly known quotation preparation options.

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

In the current competitive market, every customer is looking for a bargain price. It is obvious that the customers compare the prices with different vendor offerings before deciding on the final selection. Alignbooks provides simplest way to handle an estimate or quotation of products or services. Under this option you can not only track and monitor the various estimates submitted to different customers but can also track their outcomes too gradually helping you analyse your hit ration and identifying customer behaviour patterns.

The key functions of a Estimates Module are:

- Creation of a New Sales Estimates,
- Modification of an existing Sales Estimate;
- Deletion of an existing Sales Estimate.

### Configuration:

AlignBooks provide you the facility to configure your Estimate 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 estimate in simple steps

Click on Estimates through sales module.





You have three ways to prepare a new estimate;

- 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 Client:** Select a customer from the drop down list for whom you are preparing Estimate. You can Add, Edit or Delete a Customer 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 Estimate 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 already created by you. 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 Estimate 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.
- 9 Estimate 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.

- 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 is 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 **Pull From:** TThis 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

Itemcode	Description	Pack Unit	Pack Qty	Unit	Quantity	Rate	Amount	Discount%	Discount1	Freight%	Freight	Pack Cha.	Pack Charge	TaxCode	Tax%	Taxable	TaxAmou.	Print Description	Service Date	Posting%	Parent_No	Parent_No.	Remark	ItemBalance
+ x																								
+ x																								
+ x																								
+ x																								
					0	00.00	00.00	00.00	00.00	00.00	00.00						00.00	00.00						

- : 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 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 pick the rate from the Item Rate Master. If you are not maintaining Rate Master 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.

**Posting GL:** If you have created Sales /Purchase Ledgers Item wise, the system will automatically fetch the GL selected by you in Item Master.



**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"
Logistic Details	Sales Setup -> Basic->Logistic Details – "ON"
Pack Unit	Inventory -> Basic-> Separate Packing Unit – "ON"
Pack Qty	Inventory -> Basic-> Separate Packing Unit – "ON"
Warehouse	Inventory -> Basic->Warehouse – "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"
Service Date	Inventory->Service->Input Service Date – "ON"
Service Location	Inventory->Service-> Service Location – "ON"
<b>User Defined</b>	
Item Wise Charges	Sales Setup -> Billing Setup - Item Level
<b>User Defined Item</b>	
Attributes 1-5	Inventory->Item Attributes

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

**19 Attachment:** Here you may upload any supporting documents, which can be used for the future ref. For example, you may attach a Product Brochure or a Technical Drawing etc. You can browse the location to attach the same. Click on "X" to remove the attachment.

**20 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

**21 Item Value:** System will calculate the Total Item Sales Value, based on the data entered in the system during the creation of an estimate.

**22 User Defined Extra Charges/Discounts – Item level (1-3)**

These represents the total of item wise extra charges/discounts auto calculated from the items mentioned in the table.

**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 hear with the caption given by you. You can enter relevant value against each item


**23 Taxable:** This represents the total Taxable Sales Value of all the items, auto calculated by the system.

**24 Tax Amount:** This represents the total Tax Amount for all the items, auto calculated for the Items mentioned in the table.


**25 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.


**26 Doc Amount:** This represents the total Estimate Amount.


**27** Click on  to save the document

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

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

**30**  : 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.

**31 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.

**32 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 Estimate.

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

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