

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 Invoice

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

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

Sales Invoice is used to claim the consideration for the goods & services provided. System will generate various kinds of MIS reports related to sales invoices; like, ageing analysis, time lapsed in collections etc. These MIS reports help you to incorporate proper financing cost for the future sales orders.

Sales Invoice is created under Sales Module in AlignBooks.

The key functions of Sales Invoice Module are:

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

40 Open 41 Copy Delete Cancel Restore Help Configuration Close

Type 1 Credit
 Division 2 Gurgaon
 Category 3 Document Category
 Customer 4 Customer
 Warehouse 5 Warehouse
 Email 6
 Currency 7 Indian Rupee
 Conversion Rate 8 1
 Salesman 9 Sales Executive

Invoice Date 10 07/06/2017
 Invoice No 11 0003 000002
 Ref No 12
 Ref Date 13 07/06/2017
 Agent 14 Agent / Broker
 Tax 15 ExclusiveInRate

Billing Address 16
 Shipping Address 17
 Payment Terms 18 Payment Terms
 Due Date 19 07/06/2017

Pull From Order 20 Lookup 21

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

0

+ Add Lines

Remarks 22
 Attachment 23
 Browse... or Drop file here

S11	₹0.00	24
S22	₹0.00	
S44		
S44	0	
S55	0	

Item Value 25	₹0.00
Discount111	₹0.00
Freight11 26	₹0.00
Pack Charges11	₹0.00
Taxable 27	₹0.00
Tax Amount 28	₹0.00
B2 - Runn1	0 ₹0.00
B2+Qty1f 29	0 ₹0.00
B3+basic	0 ₹0.00
Round Off 30	₹0.00
Doc Amount 31	₹0.00

Attribute 32
 FA11 Select...
 FA22 Select...

Logistics 33
 Destination
 Shipping Mode Road
 Shipping Company Select...
 Shipping Tracking No
 Shipping Date
 Shipping Charges
 Vehicle/Vessel No/
 Charge Type 34 Paid 35
 Document Through
 Port of Landing
 Port of Discharge
 No of Packts
 Weight 36

37 38 39

Save Print Clear Mail Import Schedule

Configuration:

AlignBooks provide you the facility to configure your Invoice 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 Invoice in simple steps



You have three ways to prepare a Sale Invoice;

- 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 Type :** Select from the drop down whether the invoice is related to Cash Sales or Credit Sales. If it is a Cash Sales, the system will automatically update your cash book for the amount received, and in case of credit sales the system will debit the relevant customer's ledger.
- 2 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 .
- 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->Sales Setup->Basic. *You can Add, Edit or Delete a Category by following the process described under Location Tab.*
- 4 Customer :** Select a customer from the drop down list for whom you are preparing invoice. *You can Add, Edit or Delete a Customer by following the process described under Location Tab.*
- 5 Ware House :** If you have multi ware houses, select the required ware house from the drop downmenu. This field is available only if you have configured "Warehouse "ON" in configuration ->Company Setup->Inventory->Basic".Also, this field will not be available in Invoice if you have configured "Stock posting on-Dispatch" in configuration ->Company Setup->Sales setup->Basic".
- 6 Email :** System will auto pull the email id from customer master. If you wish to change the same, you can do that here.

- 7 Currency :** If you are preparing Invoice 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.
- 8 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.
- 9 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.
- 10 Invoice 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.
- 11 Invoice 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.
- 12 Ref No. :** Here you may enter the customer or previous document number, if any.
- 13 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.
- 14 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.
- 15 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*.
- 16 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.
- 17 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.



18 Payment Terms: System will trace and auto fill the Payment Terms from the customer master. You can make changes as 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.


19 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.

20 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"

21 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 invoice. We will now enter the specific item or product details to generate a Invoice;

Itemcode	Description	Pack Unit	Pack Qty	Unit	Quantity	Rate	Amount	Discount%	Discount1	Freight%	Freight	Pack Cha.	Pack Charge	TaxCode	TaxR.	Taxable	TaxAmou.	Print Description	Service Date	PostingGL	Parent_No	Parent_M	Remark	ItemBalance
+ x																								
+ x																								
+ x																								
+ x																								
+ x																								
					0	10.00	10.00			10.00							10.00							

- : 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.

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	<i>Inventory->Service-> Service Location – "ON"</i>
User Defined	
Item Wise Charges	Sales Setup -> Billing Setup - Item Level
User Defined Item	
Attributes 1-5	Inventory->Item Attributes


- 22 Remark :** Input here any remark pertaining to the document.
- 23 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 Dispatch. You can browse the location to attach the same. Click on "X" to remove the attachment.
- 24 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.
- 25 Item Value:** System will calculate the Total Item Sales Value, based on the data fed in the system during the creation of a Invoice.
- 26 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.
- 27 Taxable:** This represents the total Taxable Sales Value of all the items, auto calculated by the system.
- 28 Tax Amount:** This represents the total Tax Amount for all the items, auto calculated for the Items mentioned in the table.
- 29 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.
- 30 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.
- 31 Bill Amount:** This represents the total Bill Amount.


32 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 Invoice.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 Invoice, the system will ask to select an attribute to be linked with Delivery Charges.


33 Logistic Details

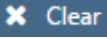
System will ask for this information only if you have configured *Logistic Details* – "ON" in Configuration -> Company Setup-> *Sales Setup* -> *Basic*->.

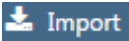
Field Name	Description
Destination	Enter the Destination Name
Shipping Mode	Select the Shipping mode from drop down list
Shipping Company	Select the Shipping Company from the drop down list
Shipping Tracking No.	Enter the Shipping Tracking number issued by Shipping Co.
Shipping Date	Enter the Shipping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


34 Click on  to save the document prepared by you.

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

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

37  **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.

38 **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.

39 **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 Invoice.

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

41 Copy : Click here to copy the values from an existing Invoice. 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](#)