ALIGNBOOKS

User guide

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ALIGNBOOKS

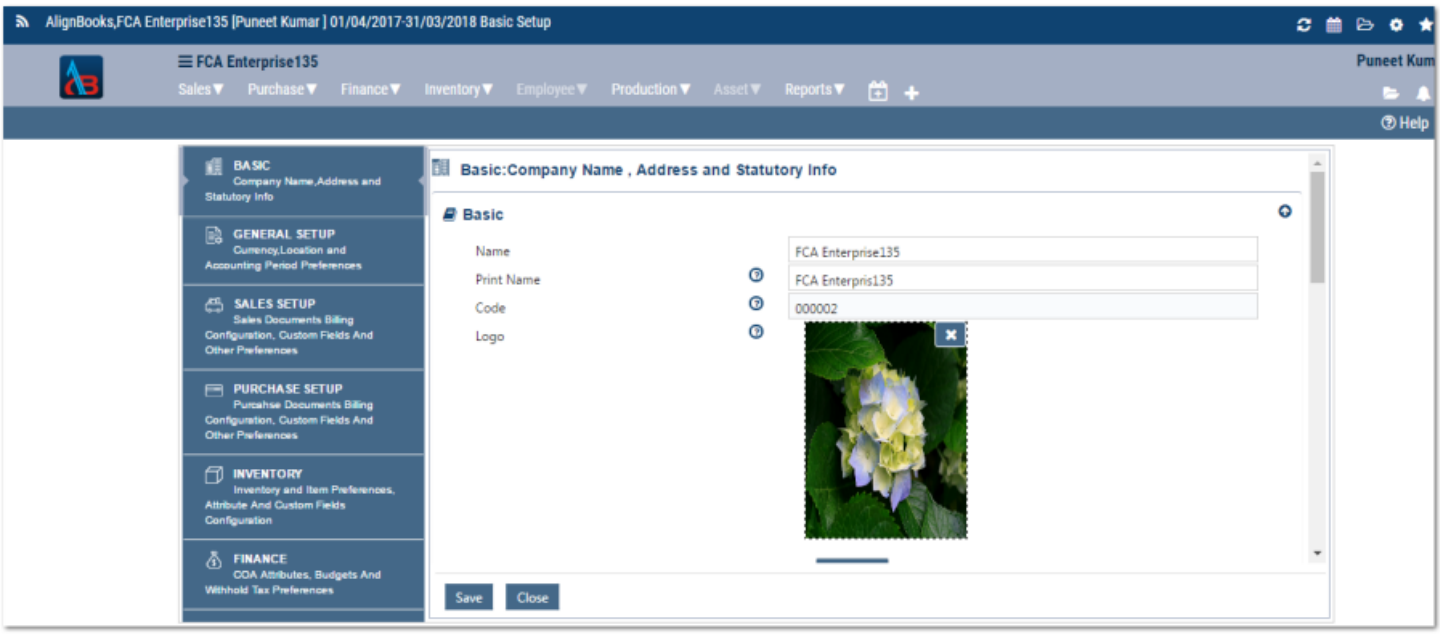
The manual has been prepared keeping all the aspects of the software in mind but there might be instances of slight differences whenever updates take place, we try to keep the manuals as updated as possible.

COMPANY SETUP

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the company set up options.

AlignBooks is designed with lot of user defined extra utilities which you may need in your one company but may not need in other. This feature of AlignBooks gives you facility to customaries your Documents and Reports and to make your working simple, you can set as what you need and what do not.

When you click on "Company Setup" the screen which appears looks like;



For the ease of understanding, the company set up is tabulated in six parts.

1. Basic
2. General Setup
3. Sales Setup
4. Purchase Setup
5. Inventory
6. Finance

By default the system will display the **Basic** setup option. You can switch over to any setup option by clicking the respective tab on the left hand side panel.

Now we will explore each option one by one.

Sales Setup

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Company - Sales set up options.

Under this setup you can define and set your preferences and requirements related to your Sales documents and reports.

Here you will have five relevant sections where all the preferences and requirements pertaining to your Sales related documents and reports can be set and defined.

Sales Documents Billing Configuration, Custom Fields And Other Preferences

Basic

Customer Label	Patient
Logistic Details	ON
Credit Control	ON
Document Classification	ON
Salesman Wise Billing	ON
Agent Wise Billing	ON
Tax In Rates	DocumentBased
Stock Posting On	Invoice
Round Off	Hundred
Posting Ledger Based On	Item

Sales Custom Fields

	Required	Allow Blank	Caption	Type	
Field1	✓	OFF	S11	Currency	
Field2	✓	ON	S22	Currency	
Field3	✓	OFF	S44	Date	
Field4	✓	ON	S44	Numeric	1
Field5	✓	ON	S55	Numeric	0

Customer Custom Fields

	Required	Allow Blank	Caption	Type	
Field1	✓	ON	C1	String	
Field2	✓	ON	C2	Numeric	3
Field3		OFF		String	
Field4		OFF		String	
Field5		OFF		String	

Billing Setup - Item Level

	Misc1	Misc2	Misc3
Caption	Discount111	Freight11	Pack Charges11
TaxBehaviour	AfterTax	AfterTax	AfterTax
Calculation Type	Calculation	Calculation	Calculation
Calculate On	Quantity	Quantity	Quantity
Posting GL	Deferred Tax Assets	Fees & Subscription...	Labour Charges
Add Deduct	Addition	Addition	Addition

Billing Setup - Document Level

	Misc1	Misc2	Misc3
Caption	B1+Fix1	B2 - Runn1	B3+Qty1
Type	Calculation	Calculation	FixAmount
Calculate On	Quantity	Quantity	BasicValue
Posting GL	Accumulated Depre...	Postin Gl2	Gratuity Expenses
Add Deduct	Deduction	Floating	Addition

Save Close

We will start with **Basic Sales setup** first;

1 **Customer Label:** This will define how would you like to address your Customer – "Customer, Client etc.". Select the relevant label of your choice from the dropdown list, which best suit to your industry. Your selected "label" will be printed on the relevant documents to be generated related to sales.

2 **Logistic Details:** Keeping this option "On", will allow you to enter and store the delivery/shipping details at the time of generating Sales documents.

3 **Credit Control:** Keeping this option "ON" gives you the choice to control credit to be allowed to various customers by setting a limit in terms of amount. If this option is ON, at the time of Customer Master creation, the system will ask for credit limit to be set for individual customer and will not allow to raise invoices beyond the credit limit set for a customer.

4 **Document Classification:** Keeping this option "ON" will allow you to classify your sales documents on several user defined criteria like Area, Product etc. based on which you can generate/filter various MIS reports.

5 **Salesman wise Billing:** Keeping this option "ON" will allow you to keep track of sales per sales man and apprise his performance. If this option is ON, the system will ask for related salesman name while generating any Sales related document

6 **Agent wise Billing:** Keeping this option "ON" will allow you to keep track of sales per Agent and apprise his performance. If this option is ON, the system will ask for related Agent name while generating any Sales related document.

7 **Tax in Rates:** In some Industries sale rates quoted are inclusive of Taxes and in others rates are exclusive i.e. tax is to be charged separately. Within same industry sometimes the system defer from customer to customer and even form document to document. If you have a uniform system of quoting rates you can select either "Inclusive" or "Exclusive" as applicable, otherwise select "Document Based" and the system will ask for the relevant information at the time of generating a Sale document.

8 **Stock posting on:** If you are maintaining inventory of items, select from the drop down the relevant criteria to reduce inventory i.e. either on Dispatch of goods or when Invoice is raised.

9 **Round off:** AlignBooks gives flexibility to round off your Sales documents on any level you want. For example if your base currency is INR, you can round off your Invoices to the nearest Rupee or in multiple of Rs. 10 and so on. Select from the dropdown, your preferred round off level.

10 **Posting Ledger Based on:** Select from the drop down the relevant criteria to maintain your sales ledgers in your books of accounts. You can have as many ledgers as you want which can be based upon item or tax rate structure.

We have completed Basic Sales setup. If you want, you can hide this option by clicking on .

Now we will explore **Sales Custom Fields**.

11 AlignBooks have structured sales documents taking into consideration requirements for varied industries. You can still have up to five extra fields defined per your requirements to cater for your special priorities. Let us understand how you can configure the Extra Fields for your sales documents.

Suppose in your sales documents you need one extra field to store "Way Bill Number"

Required: Click on ☐ against Field 1.

12 **Allow Blank :** Select "Off" if this is a compulsory field i.e. unless you enter **"Way Bill Number"**, the System will not allow completing the Sale Document. If it is not a compulsory Field i.e. in some documents you may enter **"Way Bill Number"** and in others you may leave this blank, keep allow blank as "On".

13 **Caption**: Here type a Caption for this field for your identification - like **"Way Bill No."**

14 **Type:** Select from the Drop Down menu specific field type. The type could be a "String, Numeric, Currency or a Date. Since, Way bill no. is an Alpha numeric value, you should select field type as "String"If you select the field type as "Numeric" you will be asked for number of decimal point you want in numbers. You can select the required number of Decimal Point from the Drop Down menu.

You can repeat the process to add all the remaining fields to meet your requirement.

We have completed creation of Sales custom Fields. If you want, you can hide this option by clicking on ⬆.

Now we will explore **Customer Custom Fields**.

15 AlignBooks have structured customer master taking into consideration for varied customer identification requirements. You can still have up to five extra fields defined per your requirements to cater for your special priorities. Let us understand how you can configure the Extra Fields for your Customer Master.

Suppose in your Customer Master you need one extra field to store Customer's "Land Mark"

Required: Click on ☐ against Field 1.

16 **Allow Blank:** Select "Off" if this is a compulsory field i.e. unless you enter **"Land Mark"**, the System will not allow completing the Customer Master. If it is not a compulsory Field i.e. for some customers you may enter **"Land Mark"** and in others you may leave this blank, keep allow blank as "On".

17 **Caption**: Here type a Caption for this field for your identification - like **"Land Mark"**

18 **Type:** Select from the Drop Down menu specific field type. The type could be a "String, Numeric, Currency or a Date. Since, Land Mark is an Alpha numeric value, you should select field type as "String".If you select the field type as "Numeric" you will be asked for number of decimal point you want in numbers. You can select the required number of Decimal Point from the Drop Down menu.

You can repeat the process to add all the remaining fields to meet your requirement.

We have completed creation of Customer custom Fields. If you want, you can hide this option by clicking on .

Now we will explore **Billing Setup – Item Level**.

19 At times, you incur some extra cost on a particular item sold and you might want to get it reimbursed from your customer by including it in Invoice against that particular item. For instance - if you make some changes in your standard product to make it customised to your customer requirement,you might want to charge it separately from the customer as making charges. You may also face scenarios where at one time you might want to include charge in a lump sum whilst in another instance you might want to link it to quantity.

Similarly, sometimes you may allow some discount on a particular item.

While making sales invoice, calculating these item wise extra amounts and presenting in them in the invoice keeping customer requirements in mind becomes a difficult and challenging task.

AlignBooks has structured features to add, define and configure as many as three of these extra charges / discounts to meet your requirements.

Caption : Give a caption to such additional charge / Discount – Example "Making charges".

20 **Tax Behavior:** If this charge is taxable Select "Before Tax" otherwise select "After Tax".

21 **Calculation Type:** If you will charge a lump sum amount select "Fixed Amount". Alternatively, you can get it calculated by selecting "Calculation".

22 **Calculate on :** Select the relevant option based on how the charge will be calculated.

23 **Posting GL :** Select General Ledger Account where this charges / deduction will be posted in financial accounting.

24 **Add /Deduct:** If it is a charge on the customer select "Addition". If it is a rebate or discount to the customer select "Deduction". You can also
keep this as "Floating" in which case the system will secure this information at document level.

We have completed creation of Item level custom Fields. If you want, you can hide this option by clicking on .

Now we will explore **Billing Setup – Document Level**.

25 At times, you incur some extra cost on a particular Sale and you might want to get it reimbursed from your customer by including it in Invoice. For instance – Delivery Charges. You may also face scenarios where at one time you might want to include charge in a lump sum whilst in another instance you might want to link it to quantity or total sales value.

Similarly, sometimes you may allow some discount on a particular sale.

While making sales invoice, remembering and calculating these extra amounts and presenting in them in the invoice keeping customer requirements in mind becomes a difficult and challenging task.

AlignBooks has structured features to add, define and configure as many as three of these extra charges / discounts to meet your requirements.

Caption : Give a caption to such additional charge / Discount – Example "Delivery charges".

26 **Calculation Type:** If you will charge a lump sum amount select "Fixed Amount". Alternatively, you can get it calculated by selecting "Calculation".

27 **Calculate on :** Select the relevant option based on how the charge will be calculated.

28 **Posting GL :** Select General Ledger Account where this charges / deduction will be posted in financial accounting.

29 **Add /Deduct:** If it is a charge on the customer select "Addition". If it is a rebate or discount to the customer select "Deduction". You can also
keep this as "Floating" in which case the system will secure this information at document level.

This option differs from the item level set-up where we set up a charge item wise whereas here we charge to the customer in total and in addition to the various line items. Therefore, in your sales documents, you can have 6 extra user defined +- out of which 3 can be calculated item wise and rest per document.

We have completed creation of Document level custom Fields as well we have also completed Sales Setup.

30 Click on **"Save"** to save the information entered in Sales setup

Now we will look for Purchase Setup. Click on **"Purchase Setup"** Tab of the panel.