



**Business Automation**

— ERP FOR EVERY BUSINESS

# Business Automation

ERP for Every Business

## USER MANUAL

Purchase

Sales

Inventory

Finance

GST & TDS

Payroll

Manufacturing

Fixed Assets

Fleet

Maintenance

Reports

Administration

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**by Creative Software Consultancy Services**

CSCS · Step-by-step guide with screenshots

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Edition 1.0

# How to use this manual

Each chapter is one person's job, in the order they do it. Every task has a purpose, the place in the menu, numbered steps and a screenshot.

## Numbered steps

Follow them in order. Button and field names are in **bold**, exactly as they appear on screen.

## Where

The grey box under each heading shows the menu path, and the page address in brackets.

## Screenshots

Taken from the DEMO company. Your own company's names, colours and figures will differ.



**Tip.** A quicker way, or something worth knowing.



**Note.** How the system behaves, and why.



**Important.** A rule that stops a mistake — read it.



**Where.** Menu > Page (/address) — type the page name in **Go to** to jump there.

## Contents

Click any line to go to it.

1

### Getting started

Everybody, on the first day

- › Three things that are true everywhere
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- › The screen and your home page
- › Using it on a phone
- › Before anything can be posted: Getting started
- › Finding your way around a list
- › Personalise a list or card
- › Analysis: pivot and chart any list
- › Moving from one record to the next
- › The "How it works" box on every document
- › Working with a document
- › Cost centres
- › Search data

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- › Issuing material against an indent
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- › An item's own bin
- › QR labels
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## 3

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## 4

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7

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9

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- › Cost centres, states and terms
- › Copying a company
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- › Special rights: taking back posted documents
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The words used in this manual





## CHAPTER 1

# Getting started

For: Everybody, on the first day

**What this chapter covers.** Signing in, finding your way around the screen, lists, cards and documents, and the few rules that hold everywhere in Business Automation.

- Three things that are true everywhere
- Signing in
- The screen and your home page
- Using it on a phone
- Before anything can be posted: Getting started
- Finding your way around a list
- Personalise a list or card
- Analysis: pivot and chart any list
- Moving from one record to the next
- The "How it works" box on every document
- Working with a document
- Cost centres
- Search data

## Three things that are true everywhere

*Read these once. They explain almost every message the system will ever give you.*

- **Nothing is posted until you post it.** Every document is a draft you can change, delete or abandon. Posting is the moment it becomes part of the accounts.
- **A posted document cannot be edited or deleted.** It is corrected by a new document — a credit note, a reversal — never by editing the old one. What was printed and sent to a customer or supplier must still say the same thing next year.
- **Every figure can be followed.** Wherever a number is shown, click it to see the entries that make it up, rather than recalculating it by hand.

**i Note.** When something is refused, the system says why in one sentence, and it is nearly always literally true. Read the message before looking for a workaround.

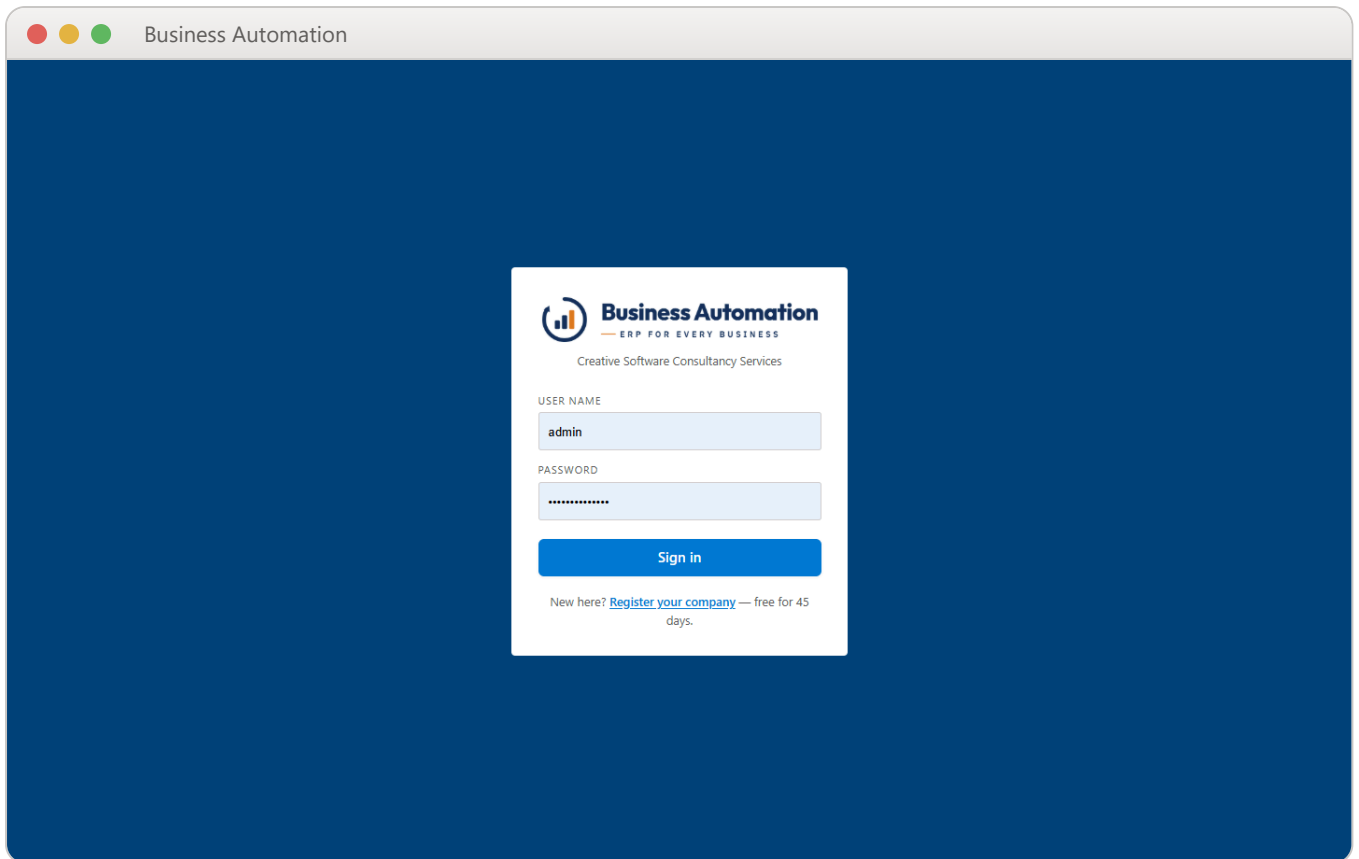
| It says                       | It means                                                                                 |
|-------------------------------|------------------------------------------------------------------------------------------|
| The period is closed          | Somebody closed the month or year. Post in an open period, or ask for it to be reopened. |
| Account ... is missing        | Setup points at an account that does not exist in this company's chart.                  |
| ... is blocked                | The master record is deliberately out of use.                                            |
| There is not enough stock     | The store shows less than you are taking out. Count it before you force it.              |
| No approver is set up for ... | The approval matrix has no rule for this person or cost centre.                          |

## Signing in

*Open Business Automation in your browser and sign in with the user name and password your administrator gave you.*

**WHERE** The address given by your administrator, for example `http://SERVER:5231`

- 1 Open the address in your browser (Edge or Chrome). The **Sign in** page opens.
- 2 Type your **User name** and **Password**.
- 3 Press **Sign in**.
- 4 **The first time**, you are asked to change your password. The new one must be at least ten characters, carry at least one letter and one number, and cannot be the one you were given.



**Figure 1.1** The sign-in page



**Tip.** If the password is wrong, the message does not say whether the user name or the password was wrong. That is on purpose — it stops anyone using the login screen to find out who has an account.



**Important.** A forgotten password cannot be looked up by anybody, including your administrator. It can only be **reset** to a new one. Five wrong passwords lock the name for fifteen minutes.

## **The screen and your home page**

*Know the three parts of every screen: the menu on the left, the company box at the top and your home page.*

**1**

**The menu** runs down the left, grouped by the kind of work: Purchase, Sales, Inventory, Finance, Payroll and so on. You see only the groups you have permission for.

**2**

Click a group (for example **PURCHASE**) to open it. Each department opens on three shelves: **Transactions** (today's work), **History** (what has been posted, registers and reports) and **Setup** (the masters and settings).

3

**Go to** at the top of the menu jumps to a page by name — type part of the name and pick it from the list.

4

**Your home page** is what you land on. It is set per person (a role centre), so a storekeeper and an accountant see different things. The strip of figure tiles at the top opens the report each figure came from.

5

**COMPANY** at the top shows the company you are working in. Choose another company there to switch. Everything you see — masters, documents, balances — belongs to that company alone.

**Business Automation**

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

GO TO  
Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

GENERAL +

GOOD AFTERNOON, MANUAL SCREENSHOTS

Ready to set up your business?

A few activities to get you and your team quickly started.

[Get started](#)

**Financial Management**

The books, the money in and the money out.

MANUALSHOT - Demo Company Pvt Ltd - role centre FINANCE

NET LOSS  
**19.99 L**  
for the period

OWED TO US  
**6.58 L**  
90,012 of it overdue

WE OWE  
**-21.00 L**  
7,02,570 of it overdue

IN THE BANK  
**13.43 L**  
across the bank accounts

STOCK VALUE  
**4.24 L**  
at what it cost

DASHBOARD  
**Open →**  
every figure, with its report

**Daily work**

[General Journal](#)  
Vouchers and corrections

[Payment Approval](#)  
Nothing leaves the bank unsigned

[Settle Customer Entries](#)  
Match receipts to invoices

[Settle Vendor Entries](#)  
Match payments to bills

**Checking**

[Posting Registers](#)  
Every posting run, and its reversal

[Trial Balance](#)  
Proves the books balance

[Day Book](#)

[Ledger Report](#)

**Who owes what**

[Aged Accounts Receivable](#)

[Aged Accounts Payable](#)

[Customer Ledger](#)

[Vendor Ledger](#)

[Employee Ledger](#)

**Statutory**

[Purchase Register](#)  
Inward supplies

[Sales Register](#)  
Outward supplies

**Master data**

[Chart of Accounts](#)

[Bank Accounts](#)

[Employees](#)

[Cost Centres](#)  
The three transaction slots

**Setup**

[Payment Terms](#)  
How a due date is worked out

[Posting Groups](#)  
Where party balances land

[Dimensions](#)  
What each cost centre slot means

**System**

**Figure 1.2** The home page: the menu on the left, the company box at the top, the figure strip and your daily links



**Tip.** If your home page does not show what you need, ask your administrator to change your role centre. That is a setting, not a change to the software.

## Using it on a phone

*The same application works on a phone; the menu becomes a drawer.*

1

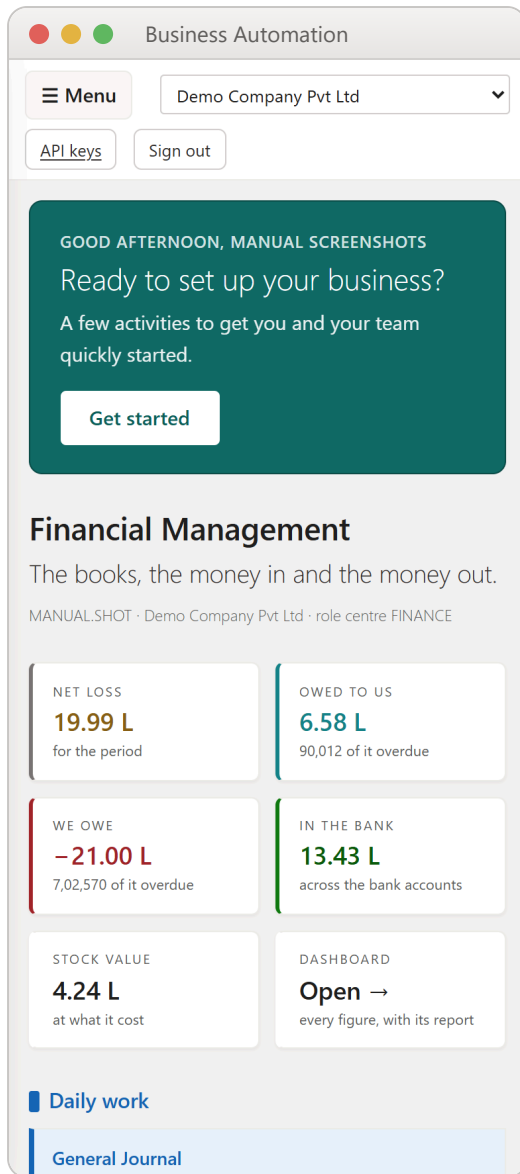
Open the same address on your phone and sign in.

2

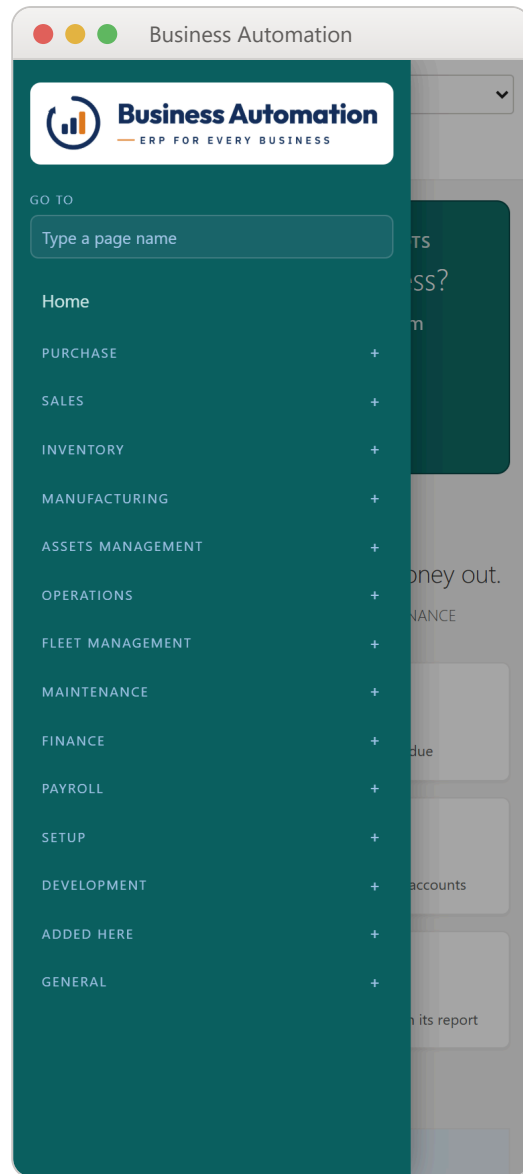
Tap **≡ Menu** at the top left. The menu slides over the page.

3

Choose a page — the menu closes by itself. To close it without choosing, tap the shaded part of the screen.



**Figure 1.3** The home page on a phone



**Figure 1.4** The menu drawer open

## Before anything can be posted: Getting started

*Check that the company is ready to post.*

**WHERE** Setup > Getting started (/setup)

- 1 Open **Getting started**. The page works out from your data what is set up and what is not, every time you open it. Nothing is ticked by hand.
- 2 Complete the six **essential** steps — nothing posts until they are done: the company's own details with its GSTIN; a chart of accounts; general ledger setup; an open financial year; number series for your documents; posting groups.

3

Work through the rest as time allows. Steps for modules you do not use stay quiet.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

**Getting Started** [Home](#) [Objects](#)

What is set up, and what is still waiting · Demo Company Pvt Ltd

DONE: 20 OF 23

STILL TO DO: 3 87% COMPLETE

BLOCKING: 0 NOTHING STOPS A POSTING

✓ Everything a posting depends on is in place. What is left below is worth doing and does not stop anybody working.

**The company**

| STEP                  | STATE                        | WHERE IT STANDS |                                                |
|-----------------------|------------------------------|-----------------|------------------------------------------------|
| Company details       | needed before anything posts | done            | Demo Company Pvt Ltd, MH. <a href="#">Open</a> |
| Users and permissions | done                         | 7 users.        | <a href="#">Open</a>                           |

**The ledger**

| STEP                 | STATE                        | WHERE IT STANDS               |                                                          |
|----------------------|------------------------------|-------------------------------|----------------------------------------------------------|
| Chart of accounts    | needed before anything posts | done                          | 77 accounts, 71 postable. <a href="#">Open</a>           |
| General ledger setup | needed before anything posts | done                          | Configured. <a href="#">Open</a>                         |
| Financial years      | needed before anything posts | done                          | 1 year(s), one open. <a href="#">Open</a>                |
| Number series        | needed before anything posts | done                          | 30 series across 29 document types. <a href="#">Open</a> |
| Opening balances     | done                         | The ledger has entries in it. | <a href="#">Open</a>                                     |

**Masters**

| STEP         | STATE | WHERE IT STANDS                  |                      |
|--------------|-------|----------------------------------|----------------------|
| Customers    | done  | 5 customers.                     | <a href="#">Open</a> |
| Suppliers    | done  | 3 suppliers.                     | <a href="#">Open</a> |
| Items        | done  | 11 items.                        | <a href="#">Open</a> |
| Cost centres | done  | 3 of the three slots are in use. | <a href="#">Open</a> |

**Tax**

| STEP         | STATE                        | WHERE IT STANDS                           |                                                            |
|--------------|------------------------------|-------------------------------------------|------------------------------------------------------------|
| GST          | needed before anything posts | done                                      | 5 components; 8 item(s) carry a rate. <a href="#">Open</a> |
| TDS sections | done                         | 9 sections.                               | <a href="#">Open</a>                                       |
| E-invoicing  | part done                    | Only needed above the turnover threshold. | <a href="#">Open</a>                                       |

**Operations**

| STEP | STATE | WHERE IT STANDS |
|------|-------|-----------------|
|------|-------|-----------------|

**Figure 1.5** Getting started: what is ready and what is not, worked out from the data

## Finding your way around a list

*Every list in the system works the same way.*

1

Click the **number or code** on a row to open the record. **Open** at the end of the row does the same.

2

Press **New** to start a record (a posted ledger has no New — its rows are written by posting).

3

Use the **filter row** to narrow what is shown.

4

Follow any **code shown as a link** — a cost centre opens its analysis, an account opens its ledger, a document number opens the document or **Search data**.

5

**Created by**, **Created on**, **Modified by** and **Modified on** are always the last four columns: who keyed the record and when, and who last changed it. They cannot be typed. On a posted ledger they read **Posted by** and **Posted at**.

Business Automation

COMPANY Demo Company Pvt Ltd

MANUAL SHOT API keys Sign out

GO TO  
Type a page name

Home

PURCHASE +

SALES +

INVENTORY -

> TRANSACTIONS

> HISTORY

✓ SETUP

Locations

Store Bins

Item Vendors

Vendor Item Prices

Inventory Setup

Item Bins

**Items**

Units of Measure

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

Items

11 row(s) · entity Item · Demo Company Pvt Ltd

Search data Search Personalise

New

Delete ticked Up to 200 at a time. Each is checked and logged exactly as a single delete is.

List Analysis

| NO.                                | DESCRIPTION                             | TYPE      | BASE UNIT OF MEASURE | GST % | UNIT PRICE | ASSETS | STOCK GROUP  | ASSETS | BOOK VALUE | BOOK V |
|------------------------------------|-----------------------------------------|-----------|----------------------|-------|------------|--------|--------------|--------|------------|--------|
| <input type="checkbox"/> 100010    | Hydraulic Oil 68 (210 L)                | Inventory | DRUM                 | 18.00 | 3,000.00   | —      | Raw material | No     | 0.00       |        |
| <input type="checkbox"/> 100020    | Tyre 10.00 R20 Radial                   | Inventory | NUMBERS              | 28.00 | 22,400.00  | —      | —            | No     | 0.00       |        |
| <input type="checkbox"/> S00010    | Vehicle Servicing Charges               | Service   | JOB                  | 18.00 | 3,500.00   | —      | —            | No     | 0.00       |        |
| <input type="checkbox"/> WIDGET-99 | Widget 99 - created from the order line | Inventory | NUMBERS              | 18.00 | 250.00     | —      | —            | No     | 0.00       |        |
| <input type="checkbox"/> ADJ-TEST  | Adjustment test item                    | Inventory | NUMBERS              | 18.00 | 500.00     | —      | Raw material | No     | 0.00       |        |
| <input type="checkbox"/> IMP-001   | Imported Bearing 6204 (revised)         | Inventory | PIECES               | 18.00 | 475.00     | —      | —            | No     | 0.00       |        |
| <input type="checkbox"/> IMP-002   | Imported Seal, 45mm                     | Inventory | PIECES               | 18.00 | 1,250.50   | —      | —            | No     | 0.00       |        |
| <input type="checkbox"/> IMP-003   | Imported Gasket Set                     | Inventory | PIECES               | 18.00 | 90.00      | —      | —            | No     | 0.00       |        |
| <input type="checkbox"/> 100100    | MRF 18x3 Tyre                           | Inventory | —                    | 0.00  | 0.00       | —      | —            | No     | 0.00       |        |
| <input type="checkbox"/> 100102    | A4 SIZE PAPER                           | Inventory | PIECES               | 0.00  | 0.00       | —      | —            | No     | 0.00       |        |
| <input type="checkbox"/> 100103    | Laptop lenovo                           | Inventory | —                    | 0.00  | 0.00       | No     | —            | No     | 0.00       |        |

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**Figure 1.6** A list: filter row, links, and the four audit columns at the end

## Personalise a list or card

*Hide the columns you never use and put the rest in your own order. It changes the page for you only.*

1

Press **Personalise** at the top of a list (or beside *Back to list* on a card).

2

Untick the fields you do not want to see.



3

Change the order numbers to arrange the rest, and save.

Business Automation

COMPANY Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

GO TO  
Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

GENERAL +

### Items — just for you

Which fields you see, and in what order. Everybody else keeps the company's layout · [Back to the page](#)

| SHOW                                | FIELD                | ORDER  |
|-------------------------------------|----------------------|--------|
| <input checked="" type="checkbox"/> | No.                  | 10     |
| <input checked="" type="checkbox"/> | Description          | 20     |
| <input checked="" type="checkbox"/> | Type                 | 30     |
| <input checked="" type="checkbox"/> | Base Unit of Measure | 40     |
| <input checked="" type="checkbox"/> | GST %                | 50     |
| <input checked="" type="checkbox"/> | Unit Price           | 60     |
| <input checked="" type="checkbox"/> | Assets               | 500000 |
| <input checked="" type="checkbox"/> | Stock Group          | 500010 |
| <input checked="" type="checkbox"/> | Assets               | 500060 |
| <input checked="" type="checkbox"/> | Book Value           | 500070 |
| <input checked="" type="checkbox"/> | Book Value Booked    | 500080 |
| <input checked="" type="checkbox"/> | Created By           | 500090 |
| <input checked="" type="checkbox"/> | Created On           | 500100 |
| <input checked="" type="checkbox"/> | Modified By          | 500110 |
| <input checked="" type="checkbox"/> | Modified On          | 500120 |

[Save my layout](#)

[Go back to the company layout](#)

Only what the company layout shows can be shown here. A field hidden for you is still saved and checked as usual when you save a card — you just do not see it.

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**Figure 1.7** Personalise: your own columns, in your own order

## Analysis: pivot and chart any list

*Every list has a second way of looking at the same rows — a pivot grid or a chart.*

1

On any list, press **Analysis**. The page switches; press **List** to come back.

2

Turn on **Pivot mode**: choose something down the side, something across the top and the figure where they meet. Dates can be cut by month, quarter or financial year.

3

Use **Showing** to switch between the figures and a **chart** (columns, bars, line, filled line, pie or doughnut).

4

Export the figures to a spreadsheet, or save the chart as PNG, JPG or SVG.

The screenshot shows the Business Automation web application. The top navigation bar includes the company name 'Demo Company Pvt Ltd', a 'MANUAL SHOT' button, and 'API keys' and 'Sign out' links. The left sidebar contains a menu with categories like PURCHASE, GRN / SRN List, and INVENTORY. The main content area is titled 'Purchase Orders' and shows '24 order(s) · Demo Company Pvt Ltd'. Below this is a search bar for 'VENDOR' and a date selector for 'ORDER DATE' (03-10-2026). A 'New order' button is present. The 'List' tab is active, displaying a table of purchase orders with columns for NO., VENDOR, ORDER DATE, STATUS, CURRENCY, LINES, NET, GST, TOTAL, CREATED BY, CREATED ON, and MODIFIED. The table contains 24 rows of data, including vendors like Bharat Diesel Services and Sharma Auto Spares, with various statuses such as Open, Closed, Released, and Received.

| NO.     | VENDOR                          | ORDER DATE | STATUS   | CURRENCY | LINES | NET         | GST       | TOTAL       | CREATED BY | CREATED ON       | MODIFIED   |
|---------|---------------------------------|------------|----------|----------|-------|-------------|-----------|-------------|------------|------------------|------------|
| PO00025 | V00020 — Bharat Diesel Services | 02-10-2026 | Open     |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 02-10-2026 14:39 | ADMIN      |
| PO00024 | V00020 — Bharat Diesel Services | 26-09-2026 | Closed   |          | 1     | 2,000.00    | 0.00      | 2,000.00    | ADMIN      | 26-09-2026 15:00 | ADMIN      |
| PO00023 | V00010 — Sharma Auto Spares     | 25-09-2026 | Open     |          | 1     | 2,000.00    | 360.00    | 2,360.00    | santosh    | 25-09-2026 06:17 | santosh    |
| PO00022 | V00010 — Sharma Auto Spares     | 19-09-2026 | Released |          | 1     | 6,000.00    | 0.00      | 6,000.00    | SCREENSHOT | 19-09-2026 19:25 | santosh    |
| PO00021 | V00020 — Bharat Diesel Services | 19-09-2026 | Released |          | 1     | 5,000.00    | 0.00      | 5,000.00    | SCREENSHOT | 19-09-2026 18:06 | ADMIN      |
| PO00020 | V00020 — Bharat Diesel Services | 19-09-2026 | Open     |          | 0     | 0.00        | 0.00      | 0.00        | SCREENSHOT | 19-09-2026 16:50 |            |
| PO00019 | V00020 — Bharat Diesel Services | 16-09-2026 | Released |          | 1     | 1,20,000.00 | 21,600.00 | 1,41,600.00 | SCREENSHOT | 16-09-2026 09:31 | SCREENSHOT |
| PO00018 | V00010 — Sharma Auto Spares     | 15-09-2026 | Released |          | 1     | 1,200.00    | 216.00    | 1,416.00    | SCREENSHOT | 15-09-2026 23:12 | SCREENSHOT |
| PO00016 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:21 |            |
| PO00015 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:19 |            |
| PO00014 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:11 |            |
| PO00013 | V00010 — Sharma Auto Spares     | 06-09-2026 | Received |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:10 |            |
| PO00012 | V00010 — Sharma Auto Spares     | 06-09-2026 | Received |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:05 |            |
| PO00011 | V00010 — Sharma Auto Spares     | 06-09-2026 | Received |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:01 |            |
| PO00010 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 12:32 |            |
| PO00009 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 12:31 |            |
| PO00008 | V00010 — Sharma Auto Spares     | 05-09-2026 | Open     |          | 0     | 0.00        | 0.00      | 0.00        | ADMIN      | 05-09-2026 12:18 | ADMIN      |

Figure 1.8 Analysis on the purchase order list



**Tip.** Whatever filter narrows the list also narrows the analysis. "Issues by item by month" or "purchases by vendor by quarter" is two clicks from the list itself.

## Moving from one record to the next

Step through records without going back to the list.

1

Open a card from a list. At the top right is **First** · **< Previous** · **7 of 83** · **Next >** · **Last**.

2

Press **Next** or **Previous** to walk the records of that list. The list's filter goes with you.

3

Keyboard: **Ctrl+Alt+Home** (first), **Ctrl+Alt+Page Up** (previous), **Ctrl+Alt+Page Down** (next), **Ctrl+Alt+End** (last).



**Important.** Save before you step. A step leaves the card, and anything typed and not saved is not kept.

## The "How it works" box on every document

A short guide to the document's steps, from entering it to posting it.

1

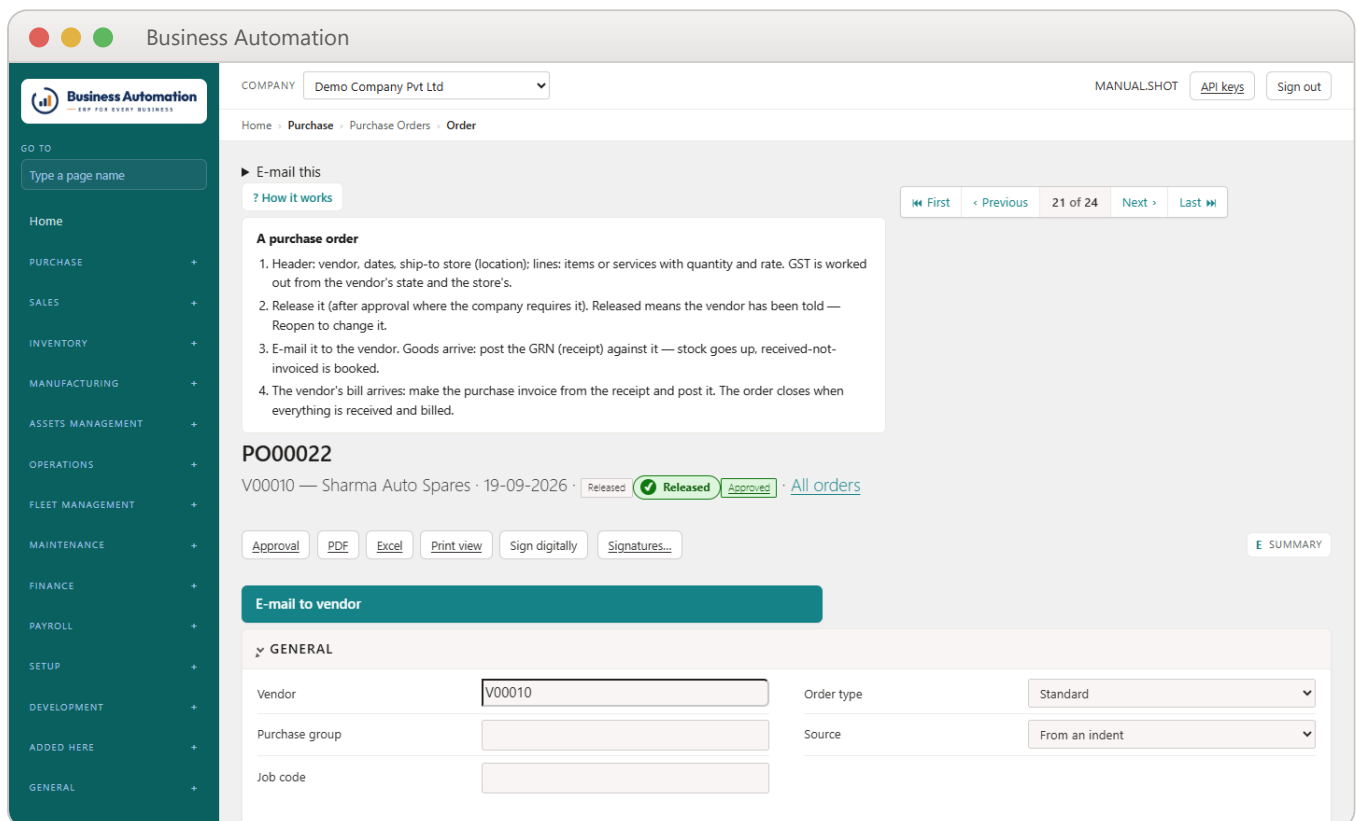
Open any document — an order, invoice, indent, job card and so on.

2

Beside the First / Previous / Next / Last bar, click **? How it works**.

3

Read the numbered steps. Click it again to fold it away.



**Figure 1.9** "How it works" opened on a purchase order, beside the record bar

## Working with a document

*All documents have a header and lines, and follow the same order of work.*

- 1 Create the document. It gets its number straight away.
- 2 Fill in the **header** — who it is for, when, which store, which cost centres.
- 3 Add the **lines** — what is on it.
- 4 **Release** it, where the document has a release step. Released means the other side has been told, so the header can no longer be changed.
- 5 **Post** it. Now it is in the accounts.

- **Fields that point at a master** show a list as you type (code or name).  opens the whole list in a new tab;  opens the record the field holds. A code that is not in the master, or is blocked, is refused when you save.
- **The document's figures** (lines, totals, cost centre) are behind the small **E** at the top right; **C** folds them away.
- **Attachments** (the supplier's bill, the signed challan, the weighbridge slip) follow the document down the chain and stay on the posted document, read-only.

## Cost centres

*Three codes travel on every document so you can later ask what a project or department cost.*

- 1 Fill in **Cost centre 01, 02** and **03** on the header. Your company decides what each means (project, department, vertical) and the names on screen are your own.
- 2 The lines take the header's codes. Change a line's code if part of the document belongs elsewhere — **what is on the line is what reaches the accounts**.

 **Important.** Getting cost centres wrong is invisible: the totals still add up, the money just falls under "unattributed".

## Search data

Find any number, code, name or amount across every table.

**WHERE** Search data box at the head of every list, or /find

1 Type a number, a code, a name or an amount. Part of a number works too: **00027** finds PO00027.

2 Every table that knows it answers under its own heading, with its newest ten rows and a link into each.

The screenshot displays the Business Automation software interface. On the left is a dark teal sidebar with a 'GO TO' search bar and a list of modules: Home, PURCHASE, SALES, INVENTORY, MANUFACTURING, ASSETS MANAGEMENT, OPERATIONS, FLEET MANAGEMENT, MAINTENANCE, FINANCE, PAYROLL, SETUP, DEVELOPMENT, ADDED HERE, and GENERAL. The main content area is titled 'Business Automation' and shows the 'COMPANY' dropdown set to 'Demo Company Pvt Ltd'. At the top right are links for 'MANUAL SHOT', 'API keys', and 'Sign out'. The 'Search data' section is active, showing '7 row(s) in 4 table(s) for "00025" · Demo Company Pvt Ltd'. Below this is a search input field containing '00025' and a 'Search' button. The results are organized into four tables:

- G/L entries 4 row(s)**

| KEY | WHAT IT IS                                   | DATE       | AMOUNT     | ALSO      |                      |
|-----|----------------------------------------------|------------|------------|-----------|----------------------|
| 166 | 210000 — Purchase invoice PINV00025          | 06-09-2026 | -29,500.00 | PINV00025 | <a href="#">Open</a> |
| 165 | 150020 — SGST 9% — Vehicle Servicing Charges | 06-09-2026 | 2,250.00   | PINV00025 | <a href="#">Open</a> |
| 164 | 150010 — CGST 9% — Vehicle Servicing Charges | 06-09-2026 | 2,250.00   | PINV00025 | <a href="#">Open</a> |
| 163 | 520000 — Vehicle Servicing Charges           | 06-09-2026 | 25,000.00  | PINV00025 | <a href="#">Open</a> |
- Vendor ledger entries 1 row(s)**

| KEY       | WHAT IT IS                          | DATE       | AMOUNT     | ALSO                  |                      |
|-----------|-------------------------------------|------------|------------|-----------------------|----------------------|
| PINV00025 | V00010 — Purchase invoice PINV00025 | 06-09-2026 | -29,500.00 | 29,500.00 outstanding | <a href="#">Open</a> |
- Purchase documents 1 row(s)**

| KEY     | WHAT IT IS                      | DATE       | AMOUNT    | ALSO  |                      |
|---------|---------------------------------|------------|-----------|-------|----------------------|
| PO00025 | V00020 — Bharat Diesel Services | 02-10-2026 | 11,800.00 | Order | <a href="#">Open</a> |
- Sales documents 1 row(s)**

| KEY     | WHAT IT IS                            | DATE       | AMOUNT    | ALSO  |                      |
|---------|---------------------------------------|------------|-----------|-------|----------------------|
| SO00025 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | 38,480.00 | Order | <a href="#">Open</a> |

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**Figure 1.10** Search data: every table that knows the number



**Tip.** An **amount** finds the entries for that amount — the quickest way to trace a figure on a bank statement.



## CHAPTER 2

# The store

For: Storekeepers

**What this chapter covers.** Receiving goods, issuing material, moving stock between stores, bins, serial and batch numbers, counting and correcting stock.

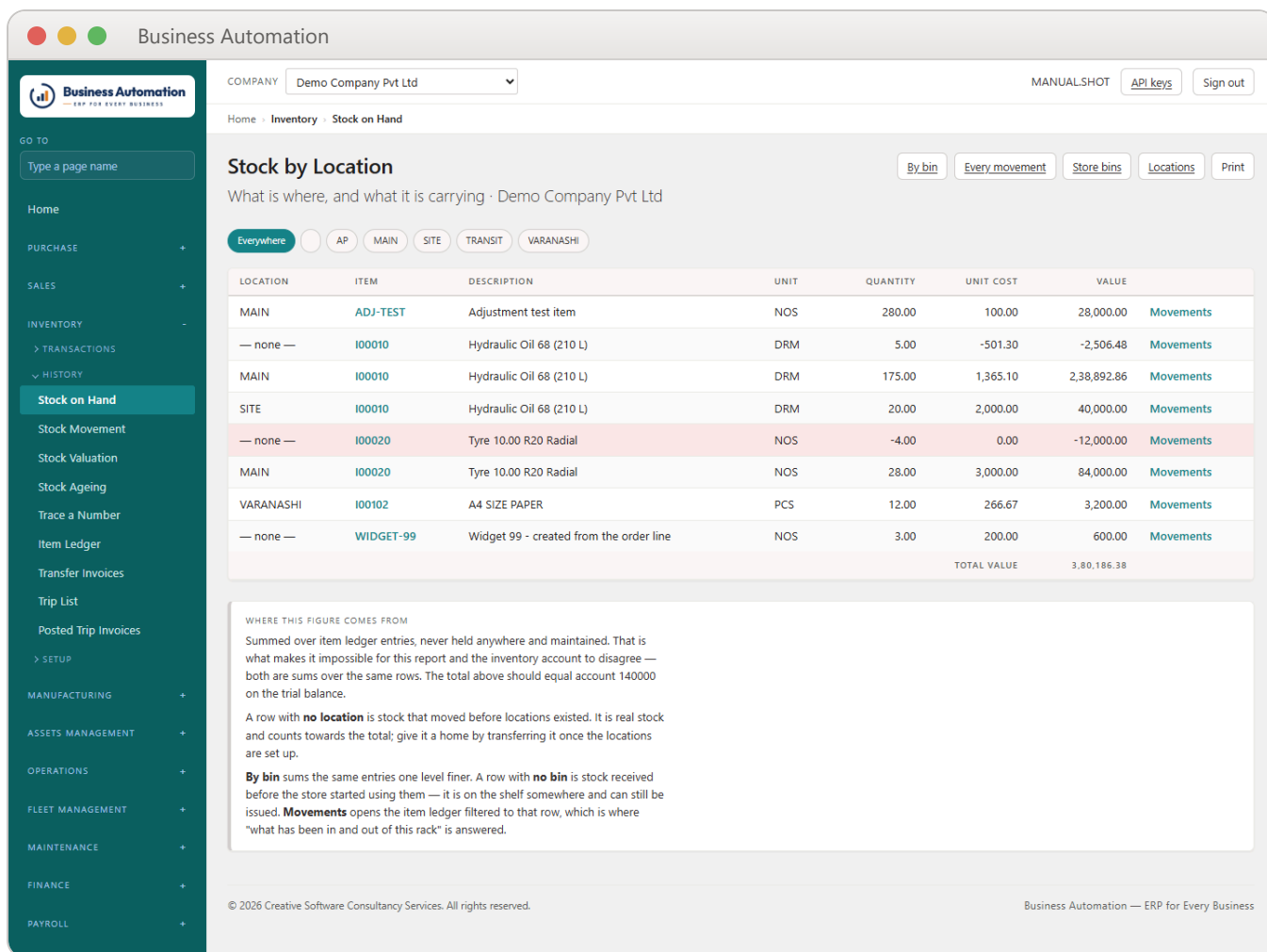
- What is on the shelf
- Receiving goods (GRN)
- Issuing material against an indent
- Moving stock between stores
- Locations and their bins
- An item's own bin
- QR labels
- Counting the store (physical count)
- Stock adjustments and reclassification
- Where did it go? Tracing a number
- How stock is costed and valued

## What is on the shelf

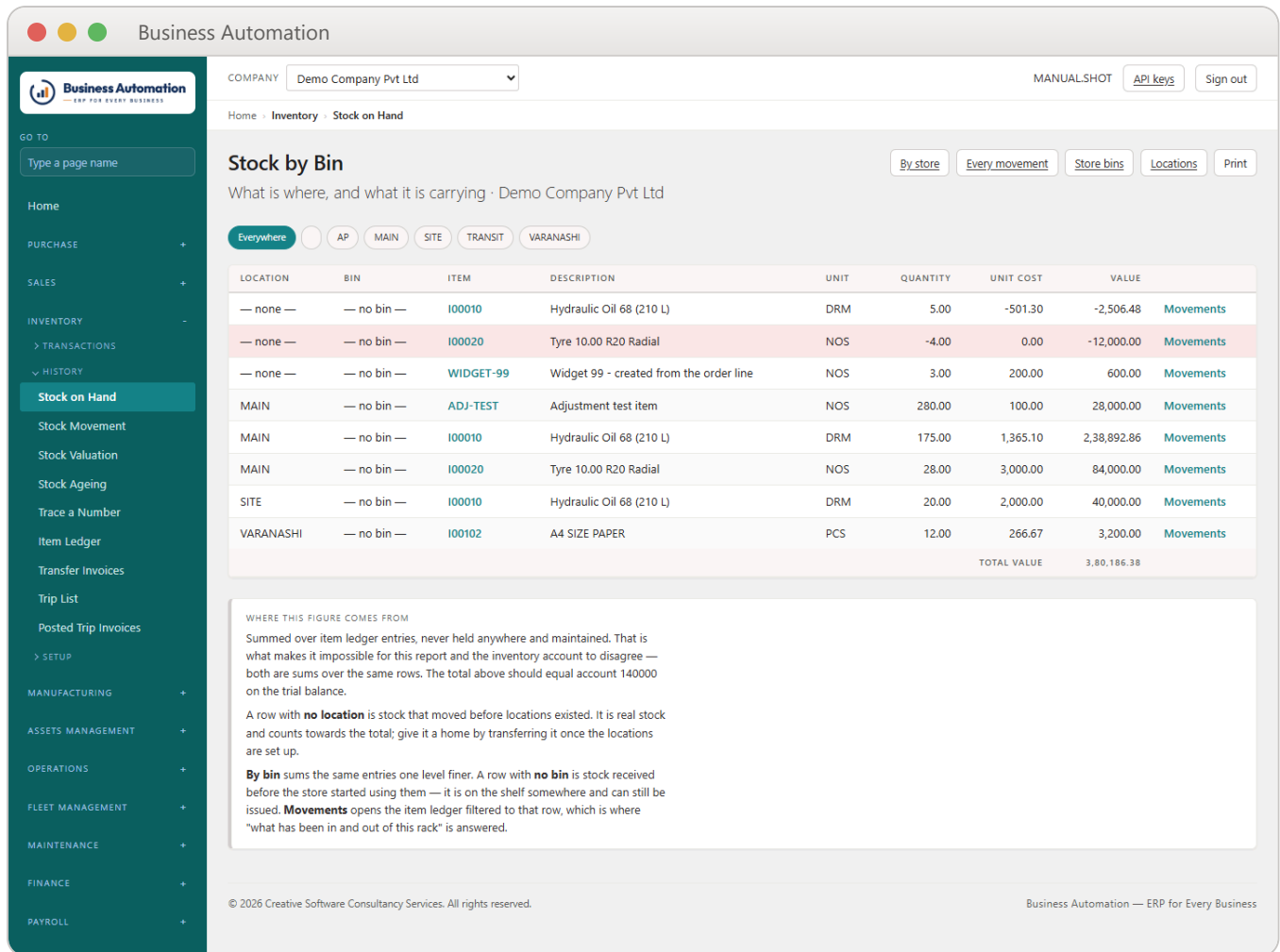
*See quantity by item and store — the figure the system will let you issue against.*

**WHERE** Inventory > Stock on Hand (/inventory/stock)

- 1 Open **Stock on Hand**. Each row is an item at a location.
- 2 Choose a location chip to see one store, or **Everywhere**.
- 3 Press **By bin** to break the figures down to item, store and rack. Press **By store** to return.
- 4 Press **Movements** on any row to open the item ledger narrowed to it.



**Figure 2.1** Stock on hand by item and store



**Figure 2.2** The same stock, by bin

**Note.** A row saying **no bin** is stock that came in before the store used bins — it is real stock and can be issued. A **negative** bin row means something was issued from a rack it was never booked into.

## Receiving goods (GRN)

*Record what arrived against the purchase order — you never key a receipt from scratch.*

**WHERE** Purchase > GRN / SRN List (/purchase/grn-list) → New from order

**1** Open the list of orders **awaiting receipt**. Overdue orders are marked.

**2** Choose the order the load is against. Every outstanding line comes onto the note with the accepted quantity set to what is still owed.



3

Change the figures that are wrong — that is the whole job.

4

Record what the challan said, and what you **accepted** or **turned away**. Give each line the **bin** it is put away in.

5

For items with serial numbers, tick **which units arrived and were accepted**.

6

Attach the challan (and the gate photo).

7

Post it.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home > Purchase > GRN / SRN List

### Goods and Service Receipt Notes

Approved orders waiting for something to arrive · Demo Company Pvt Ltd

[Purchase Orders](#) [Posted register](#) [Not invoiced](#)

**To receive (4)** Being written (2) Cancelled Posted GRNs GRN Posted, Not Invoiced Purchase Invoices

**Goods and services** GRN — goods SRN — services

Approved orders with something still to come. Make a note against whatever has actually turned up — you can receive part of an order and come back to the rest.

| ORDER   | ORDERED    | VENDOR                        | STORE     | EXPECTED | KIND | OPEN LINES | STILL TO COME | NOTES OPEN | CREATED BY | CREATED ON       | MI |
|---------|------------|-------------------------------|-----------|----------|------|------------|---------------|------------|------------|------------------|----|
| PO00018 | 15-09-2026 | V00010 Sharma Auto Spares     | —         | —        | GRN  | 1          | 1,200.00      |            | SCREENSHOT | 15-09-2026 23:12 | SC |
| PO00019 | 16-09-2026 | V00020 Bharat Diesel Services | VARANASHI | —        | SRN  | 1          | 1,20,000.00   |            | SCREENSHOT | 16-09-2026 09:31 | SC |
| PO00021 | 19-09-2026 | V00020 Bharat Diesel Services | VARANASHI | —        | GRN  | 1          | 5,000.00      |            | SCREENSHOT | 19-09-2026 18:06 | AT |
| PO00022 | 19-09-2026 | V00010 Sharma Auto Spares     | VARANASHI | —        | GRN  | 1          | 4,800.00      |            | SCREENSHOT | 19-09-2026 19:25 | sa |

**WHY RECEIVING IS ITS OWN DOCUMENT**

Receiving is somebody else's job, done at a different time from ordering, and usually on paper first while the lorry is at the gate. The note can be written, corrected and checked without anything touching stock or the ledger. Only posting does that.

Rejected quantity is recorded but never posted. It did not enter stock, so it must not appear in the item ledger — and the order line stays outstanding for it, because the vendor still owes it.

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**Figure 2.3** Orders waiting to be received

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MANUAL SHOT API keys Sign out

Home Purchase Posted GRN Register Goods receipt

GO TO: Type a page name

Home PURCHASE SALES INVENTORY MANUFACTURING ASSETS MANAGEMENT OPERATIONS FLEET MANAGEMENT MAINTENANCE FINANCE PAYROLL SETUP DEVELOPMENT ADDED HERE GENERAL

► E-mail this  
? How it works

First Previous 17 of 17 Next Last

PDF Excel Print SUMMARY

**GRN00020**  
V00020 — Bharat Diesel Services · received 26-09-2026 · Fully billed · All goods receipts

THE RECEIPT

|              |                                 |                |                         |
|--------------|---------------------------------|----------------|-------------------------|
| Vendor       | V00020 — Bharat Diesel Services | Purchase order | PO00024                 |
| Posting date | 26-09-2026                      | Store          | VARANASHI               |
| Received by  | ADMIN                           | Posted by      | ADMIN, 26-09-2026 15:51 |
| Cost centres | ADMIN                           |                |                         |
|              | /                               |                |                         |
|              | —                               |                |                         |
|              | /                               |                |                         |
|              | DOMESTIC                        |                |                         |

HOW IT ARRIVED

|                  |       |                 |   |
|------------------|-------|-----------------|---|
| Vendor's challan | 12345 | Challan date    | — |
| Gate entry       | —     | Gate entry date | — |
| Vehicle          | —     | Transporter     | — |
| LR / RR no.      | —     | LR / RR date    | — |
| Remarks          |       |                 |   |

What was received

| LINE           | NO.    | DESCRIPTION   | TYPE      | UNIT | RECEIVED | BILLED | TO BILL | UNIT COST | AMOUNT   | RATE   | UNIT COST (FCY) | AMOUNT (FCY) | GST BASE |
|----------------|--------|---------------|-----------|------|----------|--------|---------|-----------|----------|--------|-----------------|--------------|----------|
| 10000          | I00102 | A4 SIZE PAPER | Inventory | PCS  | 10.00    | 10.00  | 0.00    | 200.00    | 2,000.00 | 1.0000 | 200.00          | 2,000.00     | 2,000.00 |
| Total received |        |               |           |      |          |        |         |           | 2,000.00 |        |                 |              |          |

What it did to the books Voucher G/L entries

| ENTRY                               | ACCOUNT                            | PARTICULARS                  | DEBIT    | CREDIT   | STATUS |
|-------------------------------------|------------------------------------|------------------------------|----------|----------|--------|
| 1576                                | 140010 Inventory Interim           | A4 SIZE PAPER — received     | 2,000.00 |          |        |
| 1577                                | 215000 Goods Received Not Invoiced | A4 SIZE PAPER — not invoiced |          | 2,000.00 |        |
| STANDING, AFTER ANYTHING TAKEN BACK |                                    |                              | 2,000.00 | 2,000.00 |        |

The stock goes on the books when it arrives; the credit sits in Goods Received Not Invoiced until the vendor's bill is posted against it. An undone line shows its entries struck through, with the contra entries in their own register.

Billed on  
PINV00075

Attachments

Figure 2.4 A goods receipt note

**Note.** Rejected quantity is not posted at all. It never entered your stock, and the order line stays outstanding for it because the supplier still owes it.



**Tip.** Wrong load? **Cancel** the note before posting — the order goes back to fully outstanding. After posting, correct it with **Undo** on the line (see Buying) or a purchase credit note.

- **What posting does:** stock goes up, and the value sits in **Goods Received Not Invoiced** until the supplier's bill arrives.
- **Serial-numbered items:** a receipt is refused until the serial numbers are on the order line (one per line of the box, from the packing list). For batch items, enter **Batches arriving** — H-2291 120 — on the order

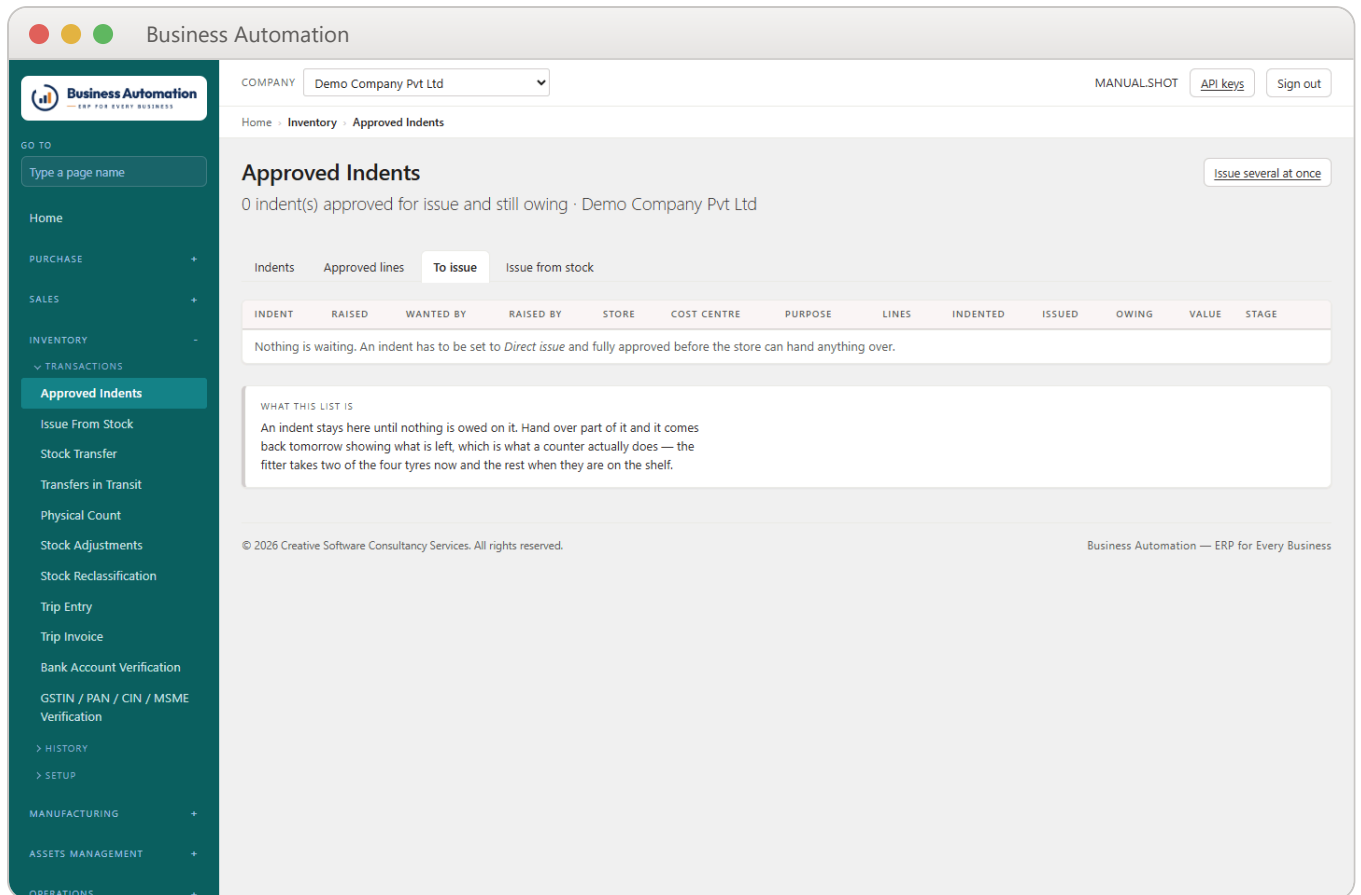
line.

## | Issuing material against an indent

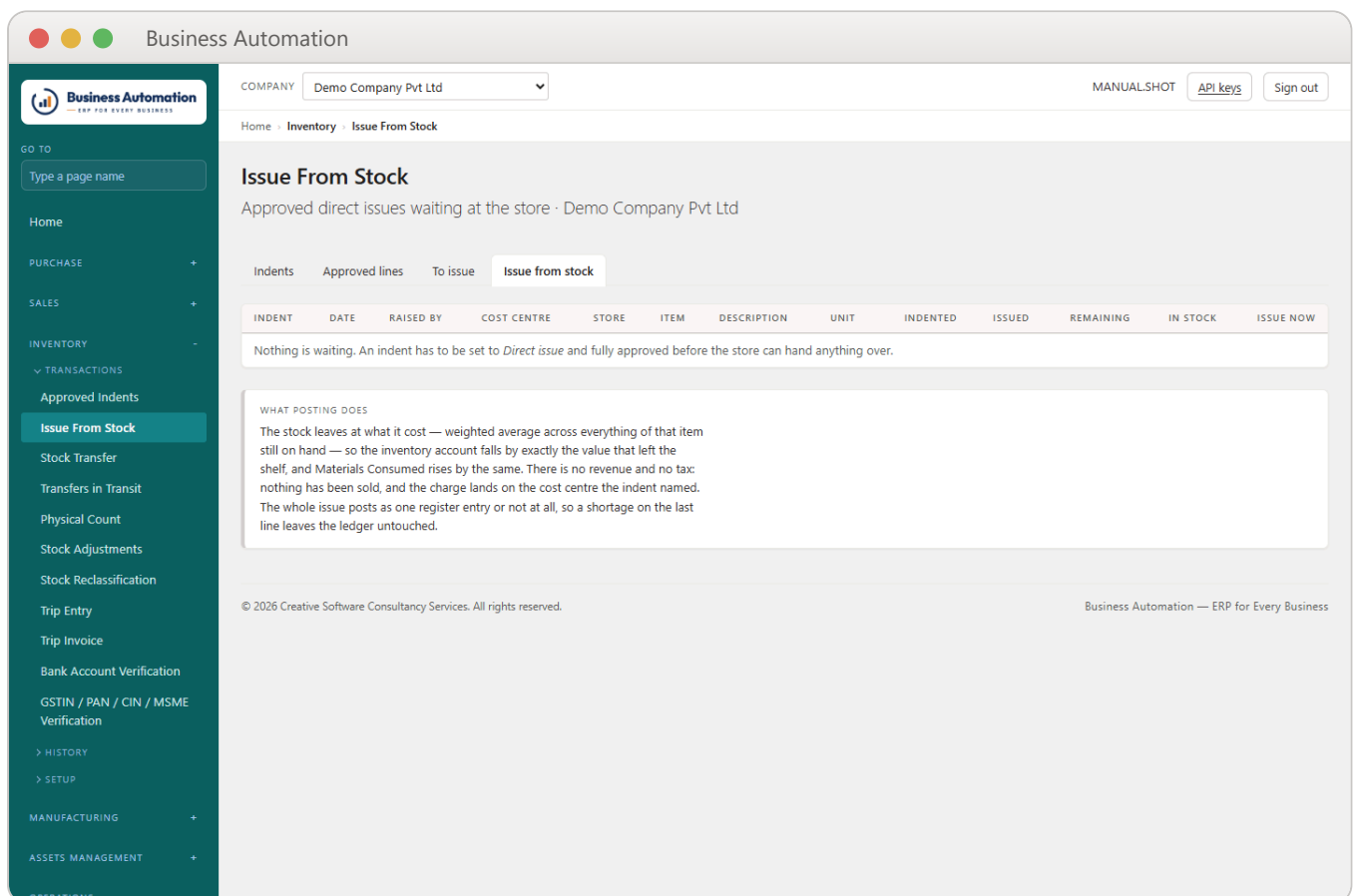
*Hand material over against an approved indent and charge it to the job, machine or cost centre.*

**WHERE** Inventory > Approved Indents (/indents/to-issue) · Issue From Stock (/indents/issue)

- 1 Open **Approved Indents**. Every approved direct issue still owing is listed, newest need first; those past their *wanted by* date are marked.
- 2 Open the indent. Each line still owing shows what is **in this store** and **anywhere**.
- 3 Type how many go now, the **bin** they come off, and **who is taking them**.
- 4 For serial-numbered items, tick the numbers being handed over under **Serial numbers**. For batch items, type how much of each batch and press **Take these**.
- 5 Press **Issue what is typed**.



**Figure 2.5** Approved indents waiting at the counter



**Figure 2.6** Issue from stock

 **Important.** You cannot issue what is not there. Negative stock is refused at the moment you can still walk over and look.

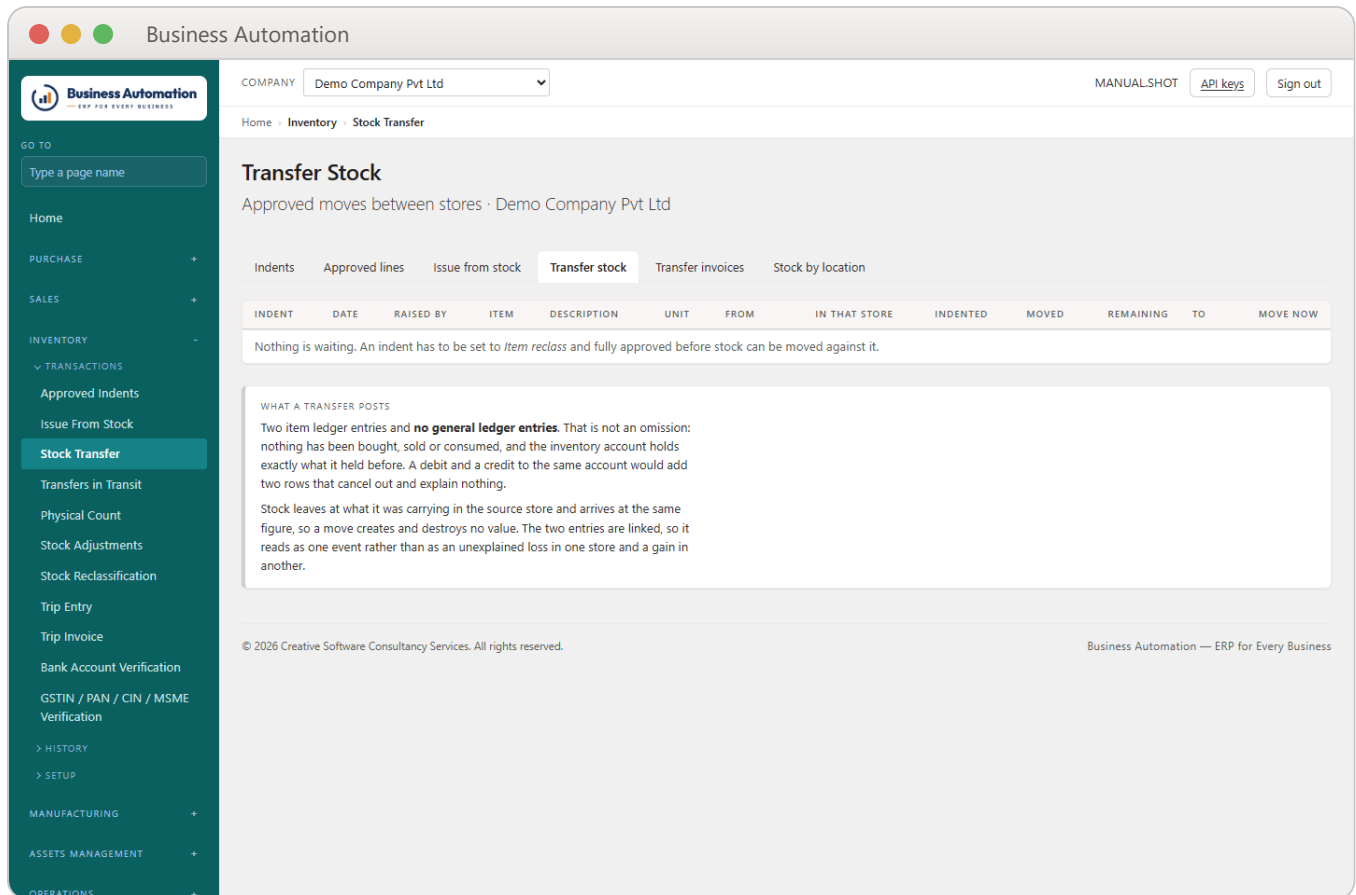
 **Tip.** Hand over part of it and the indent comes back showing what is left. The name of whoever collected it is kept on the stock entry.

## Moving stock between stores

*Move quantity from one location to another; the value does not change.*

**WHERE** Inventory > Stock Transfer (/indents/transfer)

- 1** Open **Stock Transfer** and choose the indent line or item, the store it leaves and the store it goes to.
- 2** For serial-numbered stock, pick the numbers on the indent line first.
- 3** Post. If **Transfers go via in-transit** is set in Inventory Setup, the goods wait in the in-transit store.
- 4** At the receiving store, open **Inventory > Transfers in Transit**, type how much arrived and the bin, and press **Receive**.



**Figure 2.7** Stock transfer

**Note.** Moving stock to a store under a **different GSTIN** raises a **transfer invoice** (STI00001) as well. Register it on Finance > E-Invoices and take its e-way bill from E-Way Bills.

## Locations and their bins

*Set up your stores, and the racks inside them.*

**WHERE** Inventory > Locations (/locations)

- 1 Open **Locations**. Click a store's code to open its **card**, or press **New location**.
- 2 Fill in the code, name and address. Choose the **State** from its list and type the **PIN** — the city and state fill in from it. The state decides the tax on everything raised there.
- 3 Tick **Keeps stock in bins** if every movement must name a bin (a works store with forty racks). Leave it off for a site cabin.

4

Save. The store's **bins** are listed underneath the card.

5

Open **Inventory > Store Bins** to add racks and shelves, and mark one bin the **default** — where goods land when nobody says which rack.

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COMPANY Demo Company Pvt Ltd

MANUALSHOT API keys Sign out

Home > Inventory > Locations

### Locations

Where stock is held · Demo Company Pvt Ltd

[New location](#)

[Stock by location](#)

| CODE      | NAME               | CITY      | STATE | GSTIN           | COST CENTRE | KIND       | ITEMS HELD | DEFAULT |                                                                     |
|-----------|--------------------|-----------|-------|-----------------|-------------|------------|------------|---------|---------------------------------------------------------------------|
|           |                    |           |       |                 | (none)      | Store      | 0          |         | <a href="#">Open</a> <a href="#">Bins</a><br><a href="#">Remove</a> |
| AP        | Andhra Kurnool     |           |       |                 | (none)      | Store      | 0          |         | <a href="#">Open</a> <a href="#">Bins</a><br><a href="#">Remove</a> |
| MAIN      | Main Stores        | Nagpur    | MH    |                 | (none)      | Store      | 3          | Yes     | <a href="#">Open</a> <a href="#">Bins</a><br><a href="#">Remove</a> |
| SITE      | Site Store         | Nagpur    | MH    |                 | (none)      | Store      | 1          |         | <a href="#">Open</a> <a href="#">Bins</a><br><a href="#">Remove</a> |
| TRANSIT   | In Transit         |           |       |                 | (none)      | In transit | 0          |         | <a href="#">Open</a> <a href="#">Bins</a><br><a href="#">Remove</a> |
| VARANASHI | Adaya Trade center | Varanashi |       | 09AQSPK505181Z9 | (none)      | Store      | 1          |         | <a href="#">Open</a> <a href="#">Bins</a><br><a href="#">Remove</a> |

Click a code to open its card, or [add a new location](#). The card keeps everything you typed if a save is refused, and shows the store's bins underneath.

WHAT A LOCATION CHANGES

Every stock movement now records where it happened, so "what is on hand" is a question about a place. The company-wide figure is still there — it is the sum across locations — but it is no longer the only answer, and a shipment is checked against the store it actually leaves from rather than against stock sitting in another branch.

Cost is averaged **within** a location too. Two stores can hold the same item at different costs, and charging a company average would quietly move value between them every time either one issued.

**In transit** is not a real place: nothing can be issued from or received into it directly. **Blocked** keeps what is already there readable but accepts nothing new — which is why a location with movements against it cannot be deleted.

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**Figure 2.8** The location list

Business Automation  
ERP FOR EVERY BUSINESS

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

[? How it works](#)

First Previous 1 of 6 Next Last

## MAIN — Main Stores

Where stock is held · Demo Company Pvt Ltd · [All locations](#)

|                     |                |                                     |                      |
|---------------------|----------------|-------------------------------------|----------------------|
| Code                | MAIN           | Name                                | Main Stores          |
| Address             |                | City                                | Nagpur               |
| State               | MH             | PIN                                 | choose from the list |
|                     |                | fills the city and state left blank |                      |
| Contact             |                | Phone                               |                      |
| GSTIN               |                | Cost centre                         | choose from the list |
| Kind                | Ordinary store | Whose premises                      | choose from the list |
| Default             | Yes            | Blocked                             | No                   |
| Keeps stock in bins | No             |                                     |                      |

Save

[Back to the list](#) [Remove this location](#)

The code is what everything else points at, so it cannot be changed on an existing store — add one under the right code and block the old. **In transit** is not a real place: nothing is issued from or received into it directly. **Blocked** keeps what is there readable but accepts nothing new.

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**Figure 2.9** A location card, with its bins underneath

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COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home · Inventory · Store Bins

## Store Bins

1 bin(s) · Demo Company Pvt Ltd

[Stores](#)

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY -
  - > TRANSACTIONS
  - > HISTORY
  - < SETUP
  - Locations
  - Store Bins**
  - Item Vendors
  - Vendor Item Prices
  - Inventory Setup
  - Item Bins
  - Items
  - Units of Measure
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +

**A NEW BIN**

|                       |                      |         |      |
|-----------------------|----------------------|---------|------|
| Store                 | choose from the list | Bin     | A-01 |
| Description           | Rack A, first shelf  |         |      |
| Default for the store | No                   | Blocked | No   |

Save

A store marked *keeps stock in bins* refuses a movement that names none, unless it has a default.

SHOW ONE STORE

all stores Show

| STORE | BIN   | DESCRIPTION | DEFAULT | BLOCKED                                          |
|-------|-------|-------------|---------|--------------------------------------------------|
| SITE  | BIN01 | Bin 1       | Yes     | <a href="#">Change</a><br><a href="#">Remove</a> |

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**Figure 2.10** Store bins



**i Note.** The code of a store cannot be altered once it exists — everything posted points at it. To re-code, add the new store and block the old one.

## **An item's own bin**

*Give an item a default bin at a store; sales lines take it first.*

**WHERE** Item card > Bins (bottom of the card)

- 1 Open the item card and scroll to the bottom.
- 2 Under **Bins**, add the store and the bin, and tick **Default**. A bin that does not exist at the store yet is created.
- 3 Sales lines for the item now take this bin first, before the store's default bin.

COMPANY

Demo Company Pvt Ltd

MANUALSHOT
API keys
Sign out

GO TO
Type a page name

Home
PURCHASE +
SALES +
INVENTORY +
MANUFACTURING +
ASSETS MANAGEMENT +
OPERATIONS +
FLEET MANAGEMENT +
MAINTENANCE +
FINANCE +
PAYROLL +
SETUP +
DEVELOPMENT +
ADDED HERE +
GENERAL +

## Item

Record 1 · entity [Item](#) · [Back to list](#) · [Personalise](#) · [New](#) · [Create assets](#)

GENERAL

No.\*

I00010

Description\*

Hydraulic Oil 68 (210 L)

Type

Inventory

Base Unit of Measure

DRM

HSN/SAC Code

27101980

GST %

18

Unit Price

3000

Last Direct Cost

2500

Reorder Point

0

Blocked

☐

Reordering Policy

None

Safety Stock

0

Minimum Order Qty

0

Maximum Order Qty

0

Order Multiple

0

Maximum Inventory

0

Lead Time (days)

0

Planning: Exclude Inventory

☐

Planning: Exclude Orders Placed

☐

Replenishment

Purchase

Bill of Material

Routing

Costing Method

— none —

Standard Cost

0

Lot Size

0

Scrap %

0

Tracked by

None

Serial No. Series

Assets

☐

Stock Group

RAWMAT

Assets

☐

Book Value

0

Book Value Booked

0

Asset Group

Rotating part

None

Save

Cancel

▶ BINS (0)

### Attachments

**Figure 2.11** The item card

Vendors

SALES

TRANSACTIONS

Sales Quotes
Sales Orders
Bill cum Dispatch
Sales Invoices
Back Orders
Sales Credit Notes

## BINS (0)

| STORE                                                                                     | BIN | DEFAULT | IN THE BIN NOW |
|-------------------------------------------------------------------------------------------|-----|---------|----------------|
| No bin set for this item. Lines take the store's default bin.                             |     |         |                |
| No store keeps its stock in bins. Turn on <i>Keeps stock in bins</i> on a location first. |     |         |                |

### Attachments

Nothing attached yet.

**Figure 2.12** The Bins section at the bottom of the item card

# QR labels

Print scannable labels for items, vehicles, employees, bins, areas and assets.

**WHERE** Operations > QR Labels (/labels)

1

For a whole sheet: open **QR Labels**, pick what the labels are for, and print. They are sized for adhesive sheets.

2

For one item: open the item card, scroll past the fields to its QR code and press **Print this label**. Ask for as many copies as you need.

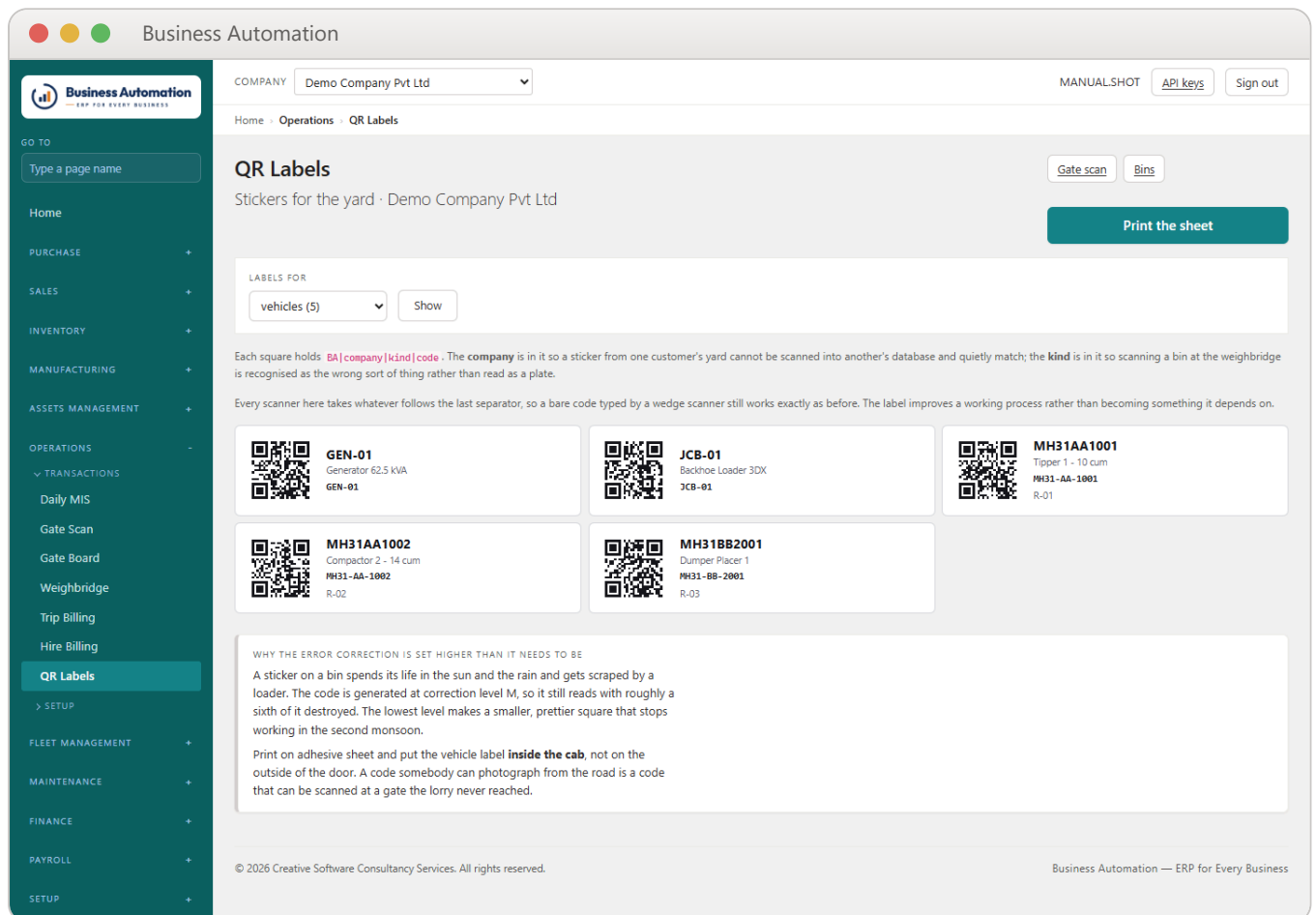
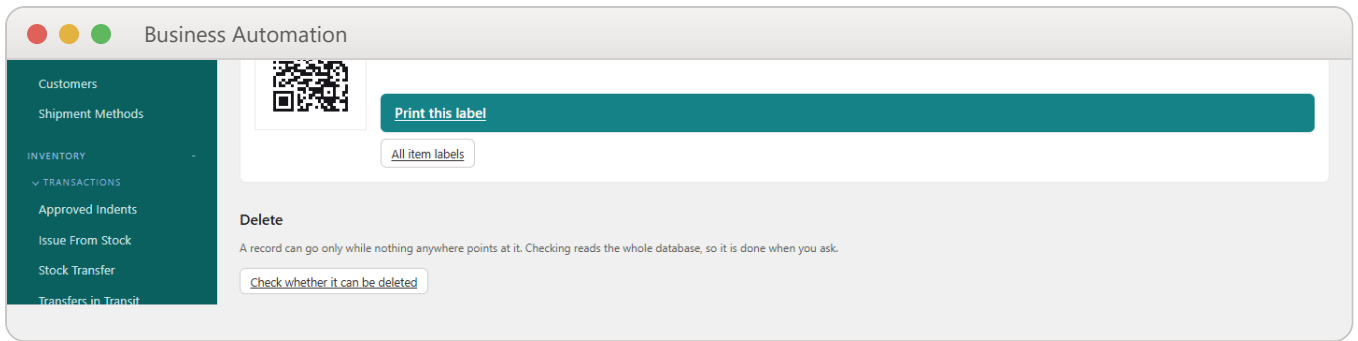


Figure 2.13 QR labels for a whole sheet



**Figure 2.14** One item's own label, on its card

**i Note.** A **blocked** item shows no code, and says so — a sticker on something the system will refuse is worse than no sticker.

## Counting the store (physical count)

*Count what is on the shelf and post the differences.*

**WHERE** Inventory > Physical Count (/inventory/stock-journal)

- 1 Choose the **Store** and the **As at** date, and if you count one bin or group at a time, the **Bin** or **Item group**. Press **Calculate**.
- 2 Press **Print count sheet**, count, and write down what you find.
- 3 Type each figure into **Counted** and press **Save counts**. Leave uncounted lines blank; for a serial number, 1 means present and 0 absent.
- 4 Anything found that is not on the sheet goes in with **Found something the books do not have**.
- 5 Press **Post**. Only lines that differ are posted, against the inventory adjustment account.

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MANUALSHOT [API keys](#) [Sign out](#)

Home > Inventory > Physical Count

**Physical Count**

Calculate what the books say, count the shelf, post the difference. · Demo Company Pvt Ltd

Physical count Adjustments

STORE: VARANASHI AS AT: 03-10-2026 BIN (OPTIONAL): every bin ITEM GROUP (OPTIONAL): every group ☐ INCLUDE ITEMS WITH NOTHING ON HAND

**Calculate**

Fills the sheet with what the books hold at that store on that date — per bin where the store keeps bins, per serial or lot where the item is tracked. Calculating again replaces that store's lines.

| ITEM   | DESCRIPTION   | STORE     | BIN | SERIAL / LOT | BOOKS | COUNTED | DIFFERENCE | REMOVE                   | KEYED BY |
|--------|---------------|-----------|-----|--------------|-------|---------|------------|--------------------------|----------|
| I00102 | A4 SIZE PAPER | VARANASHI |     |              | 2.00  |         |            | <input type="checkbox"/> | santosh  |

Save counts 0 of 1 counted. A blank stays uncounted and posts nothing.

**Found something the books do not have**

ITEM: choose from the list STORE: VARANASHI BIN: choose from the list SERIAL: LOT: COUNTED:

**Post**

Posts the counted lines that differ from the books. Refused if stock has moved since the count was calculated — calculate again. Uncounted lines stay.

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**Figure 2.15** Physical count

**Note.** If something is issued or received after you pressed Calculate, posting refuses those lines and asks you to calculate again.

## Stock adjustments and reclassification

*Record stock that moves without a document, or move stock between bins or cost centres.*

### WHERE

Inventory > Stock Adjustments (/inventory/stock-journal?batch=ADJUST) · Stock Reclassification (/inventory/reclass)

1

For damaged, lost or written-off stock enter an **Out** line; for stock found or returned without a note, an **In** line.

2

Enter the item, store, quantity and — always — the **reason**. Stock going in can take a unit cost (blank = the store's average).

3

Press **Post**.

4

To move stock between **bins** or **cost centres** without it leaving the store, use **Stock Reclassification**: enter the item, store, quantity, *From* bin/cost centres and *To*, the reason, and **Post**.

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MANUAL SHOT [API keys](#) [Sign out](#)

Home > Inventory > Physical Count

### Stock Adjustments

Stock found, damaged, lost or written off — with the reason. · Demo Company Pvt Ltd

Physical count **Adjustments**

IN OR OUT: Out — damaged, lost, written off

ITEM: choose from the list

STORE: choose from the list

BIN: choose from the list

SERIAL:

LOT:

QUANTITY:

UNIT COST (IN ONLY): average

POSTING DATE: 03-10-2026

REASON:

REFERENCE:

**Add line**

Out goes at what the stock costs on the posting date. In comes at the cost typed, or the standard for a standard-costed item, or the store's average. Each line posts against the item group's inventory adjustment account.

| DATE                    | IN / OUT | ITEM | DESCRIPTION | STORE | BIN | SERIAL / LOT | QUANTITY | UNIT COST | REASON | REFERENCE | REMOVE | KEYED BY |
|-------------------------|----------|------|-------------|-------|-----|--------------|----------|-----------|--------|-----------|--------|----------|
| No adjustments waiting. |          |      |             |       |     |              |          |           |        |           |        |          |

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**Figure 2.16** Stock adjustments

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Home > Inventory > Stock Reclassification

GO TO  
Type a page name

Home

PURCHASE +

SALES +

INVENTORY -

TRANSACTIONS

Approved Indents

Issue From Stock

Stock Transfer

Transfers in Transit

Physical Count

Stock Adjustments

**Stock Reclassification**

Trip Entry

Trip Invoice

Bank Account Verification

GSTIN / PAN / CIN / MSME Verification

> HISTORY

> SETUP

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE

Stock Reclassification

Adjustments Transfer between stores

Move stock between bins or cost centres within a store · Demo Company Pvt Ltd

ITEM STORE QUANTITY SERIAL LOT POSTING DATE

choose from the list choose from the list 03-10-2026

FROM BIN FROM COST CENTRE FROM DEPARTMENT FROM VERTICAL

the store's default — none — — none — — none —

TO BIN TO COST CENTRE TO DEPARTMENT TO VERTICAL

the same bin — none — — none — — none —

REASON REFERENCE

re-racked; stock handed to the site project

Add line

| LINE                          | DATE | ITEM | STORE | QUANTITY | SERIAL / LOT | FROM BIN | TO BIN | FROM COST CENTRES | TO COST CENTRES | REASON | CREATED BY | CREATED ON | MODIFIED |
|-------------------------------|------|------|-------|----------|--------------|----------|--------|-------------------|-----------------|--------|------------|------------|----------|
| Nothing waiting to be posted. |      |      |       |          |              |          |        |                   |                 |        |            |            |          |

Post

Each line moves out of its old bin and cost centres and into the new, at what the stock costs now. Stock on hand stays the same; the stock value stays the same; the inventory account moves between cost centres only where the cost centres change.

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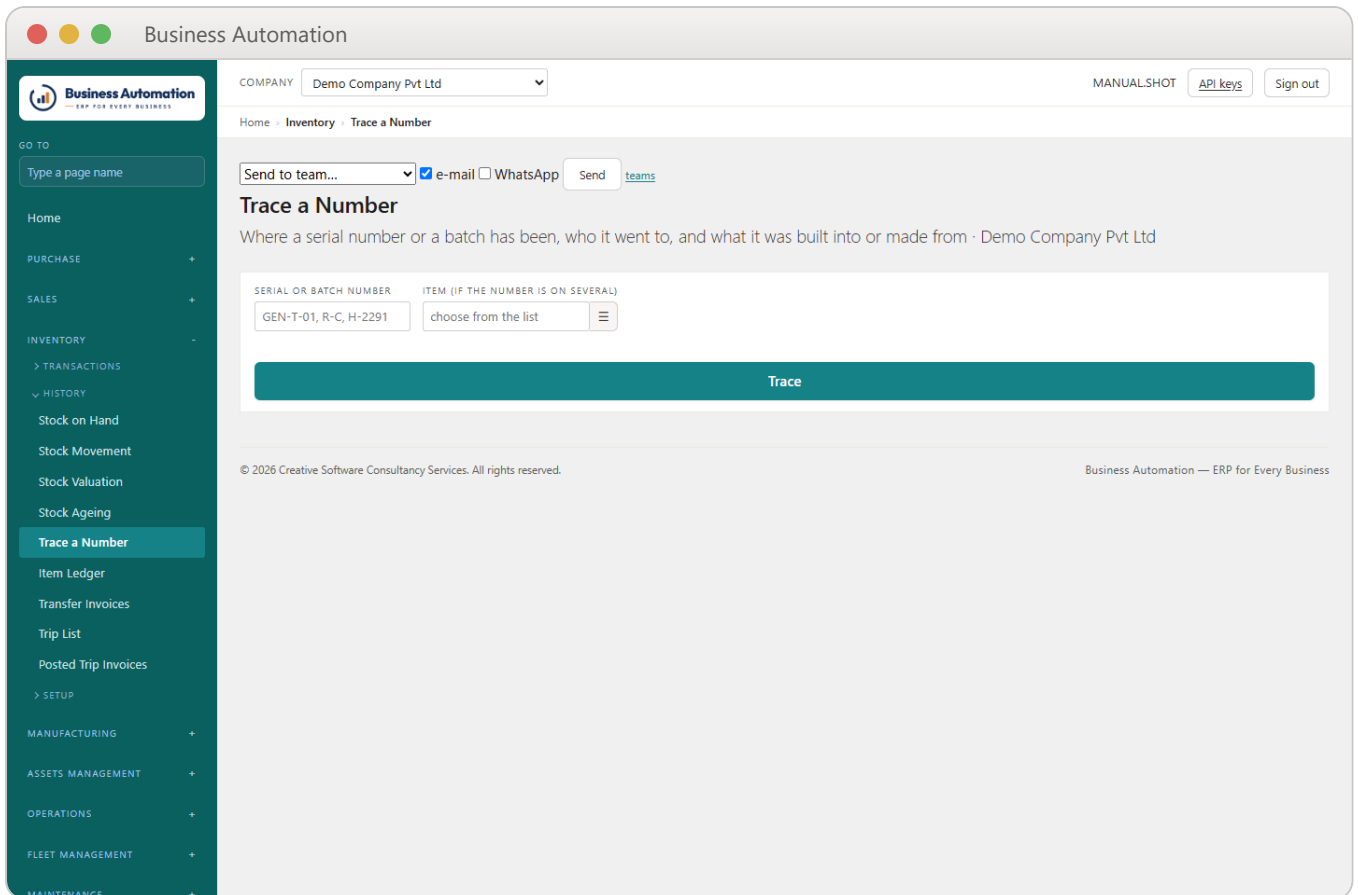
Figure 2.17 Stock reclassification

## Where did it go? Tracing a number

Follow a serial or batch number through every movement.

**WHERE** Inventory > Trace a Number (/report/Trace)

- 1 Type the serial or batch number and show it.
- 2 Read every movement: received from whom, issued to which machine, used on which production order, sold to which customer, returned.
- 3 **Went into** shows what it was built into; **Made from** shows the material in something made here. Click any number to follow it further.



**Figure 2.18** Trace a number

## How stock is costed and valued

*Costing is set once; the value report and cost adjustment keep the stock account right.*

**WHERE** Setup > Inventory · Inventory > Item Value (/inventory/value)

- 1 In **Inventory Setup**, choose the company's costing method: *Average* or *FIFO*. One item can have its own method on its card (Average, FIFO, Standard or Specific).
- 2 **Item Value** shows what stock is worth, item by item and store by store.
- 3 **Change a standard cost** (on Item Value): pick the item, type the new standard and the date, and press **Change it**. Stock on hand is revalued at every store in the same step.
- 4 Run **Cost Adjustment** when a supplier's final price differs from what goods came in at, or after changing the method.



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MANUALSHOT [API keys](#) [Sign out](#)

Home > Inventory > Inventory Setup

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY -
  - > TRANSACTIONS
  - > HISTORY
  - > SETUP
  - Locations
  - Store Bins
  - Item Vendors
  - Vendor Item Prices
  - Inventory Setup**
  - Item Bins
  - Items
  - Units of Measure
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

## Inventory Setup

How stock is costed and where it is allowed to go · Demo Company Pvt Ltd

[Sales Setup](#)
[Purchase Setup](#)
[Locations](#)

### COSTING

|                  |                     |                     |
|------------------|---------------------|---------------------|
| COSTING METHOD   | ROUND QUANTITIES TO | ROUND UNIT COSTS TO |
| Weighted average | 0.01                | 0.01                |

### LOCATIONS AND MOVEMENT

|                  |                            |                |                             |                                |
|------------------|----------------------------|----------------|-----------------------------|--------------------------------|
| DEFAULT LOCATION | LOCATION ON EVERY MOVEMENT | NEGATIVE STOCK | TRANSFERS GO VIA IN-TRANSIT | GOODS RECEIVED, NOT YET BILLED |
| MAIN             | Required                   | Refused        | No — one step               | Posted provisionally           |

Save

Last changed by ADMIN on 05-09-2026 09:46

#### WHY NEGATIVE STOCK IS REFUSED

Cost here is the weighted average of what is on hand, or the oldest receipts still on hand under FIFO. Issue more than the location holds and the cost is being taken over a negative quantity, which is not a cost — it is a number that happens to come out of the arithmetic. The entry that eventually fixes the quantity cannot fix the value, so the stock account and the item ledger part company and stay parted.

The honest fix is nearly always a receipt that was not entered. Turn this on only when you know which one, and turn it off again after.

#### AVERAGE, FIFO AND LIFO

All three are honoured by every shipment, issue and transfer, and by the cost adjustment run. Changing between them does not restate what has already gone out; run [cost adjustment](#) afterwards and it replays the movements under the method now set.

**LIFO is not permitted for statutory inventory valuation in India.** AS 2 and Ind AS 2 allow first-in-first-out and weighted average and nothing else, so closing stock valued this way has to be restated before it goes into the accounts. It is here because it is asked for in management costing, where charging the latest price to the job is the point — not because it is safe to file.

Standard costing, and transfers through an in-transit location, are not offered yet. The setup refuses them rather than accepting them and then behaving as though they had never been chosen.

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**Figure 2.19** Inventory setup: costing method, default store and movement rules

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GO TO

Type a page name

- Home
- PURCHASE
  - TRANSACTIONS
  - HISTORY
    - Posted GRN Register
    - GRN Posted, Not Invoiced
    - Posted Purchase Invoices
    - Posted Purchase Credit Notes
    - Item Value**
- Vendor Ledger Entries
- SETUP
- SALES
- INVENTORY
- MANUFACTURING
- ASSETS MANAGEMENT
- OPERATIONS
- FLEET MANAGEMENT
- MAINTENANCE
- FINANCE
- PAYROLL
- SETUP
- DEVELOPMENT
- ADDED HERE
- GENERAL

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Home > Purchase > Item Value

## Item Value

What stock is worth, from the value ledger · Demo Company Pvt Ltd

Quantities Posting setup

AS AT

dd-mm-yyyy

Show

List Analysis

| ITEM      | DESCRIPTION                             | LOCATION  | GROUP  | ON HAND | UNIT COST  | VALUE       | STILL EXPECTED |
|-----------|-----------------------------------------|-----------|--------|---------|------------|-------------|----------------|
| ADJ-TEST  | Adjustment test item                    | MAIN      | RAWMAT | 280.00  | 94.2857    | 26,400.00   |                |
| I00010    | Hydraulic Oil 68 (210 L)                | —         | RAWMAT | 5.00    | 656.5040   | 3,282.52    |                |
| I00010    | Hydraulic Oil 68 (210 L)                | MAIN      | RAWMAT | 175.00  | 1,580.2158 | 2,76,537.77 |                |
| I00010    | Hydraulic Oil 68 (210 L)                | SITE      | RAWMAT | 20.00   | 2,000.0000 | 40,000.00   |                |
| I00020    | Tyre 10.00 R20 Radial                   | —         | —      | -4.00   | 3,000.0000 | -12,000.00  |                |
| I00020    | Tyre 10.00 R20 Radial                   | MAIN      | —      | 28.00   | 3,000.0000 | 84,000.00   |                |
| I00102    | A4 SIZE PAPER                           | VARANASHI | —      | 12.00   | 266.6667   | 3,200.00    |                |
| WIDGET-99 | Widget 99 - created from the order line | —         | —      | 3.00    | 200.0000   | 600.00      |                |
| Total     |                                         |           |        |         |            | 4,22,020.29 | 0.00           |

Change a standard cost

For an item costed at standard. The new standard goes on the item **and** the stock already on hand is revalued to it at every store, in one step — so the stock is never carried at one figure and issued at another. Tick the box to move an item from average onto standard costing.

ITEM NEW STANDARD COST FROM WHY

type to search 03-10-2026 Annual standard cost review ☐ COST THIS ITEM AT STANDARD FROM NOW

Change it

**Figure 2.20** Item value

**⚠ Important.** Every stocked item should name a **Stock Group**; that decides which accounts its value posts to (Inventory > Inventory Posting Setup). Getting started counts the items with none.



## CHAPTER 3

# Buying

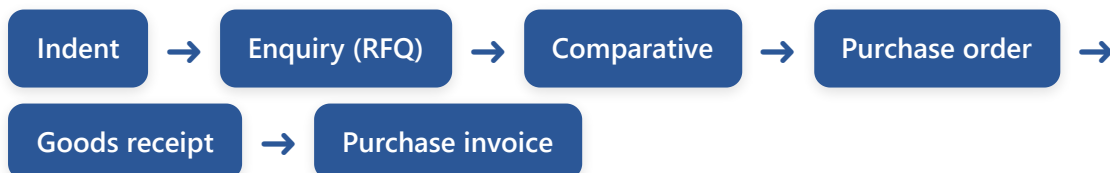
For: Buyers

**What this chapter covers.** The buying chain from indent to bill: vendors, indents and approval, enquiries, the comparative, purchase orders, receiving, invoices, credit notes and TDS.

- The buying chain
- Setting up a vendor
- Vendor receiving addresses
- Vendor prices by date
- Raising an indent
- Asking suppliers: the enquiry (RFQ)
- Choosing: the comparative statement
- The purchase order
- Receiving against the order
- The bill: purchase invoice
- Looking up posted purchase documents
- Sending goods back: purchase credit note
- Approvals for purchase documents
- Verifying vendors and bank accounts
- TDS

## | The buying chain

*Six documents, because six different people are answerable for six different things.*



- The **location**, **department**, **payment terms** and **cost centres** you set on the indent or order follow it all the way to the posted invoice and credit note. Set them once, at the start.
- **Papers follow the purchase.** A paper attached to the indent, order or goods note shows on every later document under **Papers from earlier documents**.

## | Setting up a vendor

*Create the vendor with a GSTIN that is checked and verified.*

**WHERE** Purchase > Vendors (/list/VendorList)

- 1 Open **Vendors** and press **New**.
- 2 Type the name and address, and the **GST Registration No.** Leave **PAN** and **State Code** blank — both are filled in from the GSTIN when you save.
- 3 For an MSME, tick **MSME Vendor** and fill **MSME UAN No.** (UDYAM-XX-00-0000000), **Nature of MSME** and **MSME Category** — all three are then required.
- 4 Choose the **Posting Group** (only creditor groups are offered) and payment terms, and save.
- 5 Under **Verification**, press **Verify GST**, **Verify PAN** or **Verify MSME**. A green ✓ means the register confirms it; amber ! means see the remarks; red X explains why it failed.
- 6 Under **Bank accounts**, add the vendor's account and press **Verify** to have the bank confirm the name it is held in. Tick **Default** on the account the vendor is normally paid into.

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**Vendors**

3 row(s) · entity Vendor · Demo Company Pvt Ltd

[Delete ticked](#) Up to 200 at a time. Each is checked and logged exactly as a single delete is.

[New](#)

| NO.                             | NAME                                   | CITY      | GST REGISTRATION NO. | PHONE NO.  | BLOCKED | CURRENCY | BANK                | BANK ACCOUNT NO. | IFSC |
|---------------------------------|----------------------------------------|-----------|----------------------|------------|---------|----------|---------------------|------------------|------|
| <input type="checkbox"/> V00010 | Sharma Auto Spares                     | Nagpur    | 27ABCDE1234F1Z0      | 9822012345 | No      | —        | State Bank of India | 30124567890      | SBIN |
| <input type="checkbox"/> V00020 | Bharat Diesel Services                 | Pune      | 27AABCG5678N1ZY      | 9890054321 | No      | —        | —                   | —                | —    |
| <input type="checkbox"/> V00103 | Creative Software Consultancy Services | Adityapur | 20aqspsk5051b1z9     | —          | No      | —        | Axis Bank Ltd.      | 910020049427251  | UTIE |

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**Figure 3.1** The vendor list, with the verification columns

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GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

## Vendor

Record 1 · entity [Vendor](#) · [Back to list](#) · [Personalise](#) · [New](#) · [Verify GSTIN / PAN / CIN / MSME](#)

GENERAL

No.\* V00010 Name\* Sharma Auto Spares

Address

City Nagpur State Maharashtra

PIN Code GST Registration No. 27ABCDE1234F1Z0

PAN ABCPD1234E Contact Person R. Sharma

Phone No. 9822012345

Email

Payment Term (Days) 30 Blocked ☐

Posting Group VEND-DOM Fuel Station ☐

Subcontractor ☐ Currency

MSME Vendor ☐ MSME UAN No.

Nature of MSME — none — MSME Category — none —

TAX INFORMATION

State Code MH GST Vendor Type Registered

[Save](#) [Cancel](#)

► RECEIVING ADDRESSES (0)

### Attachments

| FILE                                | NOTES                        | SIZE | UPLOADED         | BY                           |
|-------------------------------------|------------------------------|------|------------------|------------------------------|
| <a href="#">gst-certificate.txt</a> | GST registration certificate | 59 B | 04-09-2026 11:53 | ADMIN <a href="#">Remove</a> |

FILE

[Choose File](#) No file chosen

NOTES

what this is

[Attach](#)

Up to 25 MB. PDF, images, Office files, CSV, text, ZIP and email.

**Figure 3.2** The vendor card

Business Automation

Customers

Shipment Methods

INVENTORY

TRANSACTIONS

Approved Indents

Issue From Stock

Stock Transfer

## VERIFICATION

**GST not verified yet**

27ABCDE1234F1Z0

Not checked against the GST portal yet.

[Verify GST](#)

**PAN not verified yet**

ABCPD1234E

Not checked against the income-tax register yet.

[Verify PAN](#)

**MSME not verified yet**

— none on the card —

No Udyam number on the card — not an MSME, or not recorded yet.

**Figure 3.3** Verification marks on the vendor card

**Note.** A GSTIN with a wrong character, or one that disagrees with the PAN (characters 3–12) or the state (first two digits), is refused with the reason.

## Vendor receiving addresses

*A vendor with several branches or plants: record each, so the order uses the right GSTIN and state.*

**WHERE** Vendor card > Receiving addresses (bottom of the card)

- 1 Open the vendor card and scroll to **Receiving addresses** at the bottom.
- 2 Add each branch with its address, state and GSTIN.
- 3 On a purchase order, under **Shipping and receipt**, choose the branch in **Vendor receiving address** and save.
- 4 The order now uses that branch's GSTIN and state, so CGST + SGST or IGST is worked out from where the goods come from.

Business Automation

Purchase Setup  
Inventory Posting Setup  
TDS Setup  
Vendor TDS Sections  
Vendor Bank Accounts  
Vendor Receiving Addresses  
Vendors

SALES  
TRANSACTIONS  
Sales Quotes  
Sales Orders  
Bill cum Dispatch  
Sales Invoices

▼ RECEIVING ADDRESSES (0)

| CODE                      | NAME | ADDRESS | CITY | STATE | PIN | GSTIN | CONTACT | BLOCKED |
|---------------------------|------|---------|------|-------|-----|-------|---------|---------|
| None yet — add one below. |      |         |      |       |     |       |         |         |

**Add a receiving address**

Code  Name

Address

City  State

PIN  GSTIN

Contact person  Phone

**Add a receiving address**

**Figure 3.4** Receiving addresses on the vendor card

Business Automation

**SHIPPING AND RECEIPT**

Location: VARANASHI

Vendor receiving address: — the vendor's own address —

Vendor GSTIN / state on this order: 27ABCDE1234F120 · MH

Department:

Ship to:

Ship-to address:

Delivery terms: FOR destination

Shipment method:

Gate entry no.:

Gate entry date: dd-mm-yyyy

Freight:

**Figure 3.5** Choosing the vendor receiving address on the purchase order

## Vendor prices by date

*Keep what each vendor charges, so order lines price themselves.*

**WHERE** Purchase > Vendor Item Prices (/purchase/vendor-prices)

- 1 Add the vendor, item, price, **From** date and (optionally) **To** date, minimum quantity and currency.
- 2 To change a price, **End** the old one the day before and add the new one.
- 3 On a purchase order, leave the unit cost blank and the line takes the price in force on the order's date.

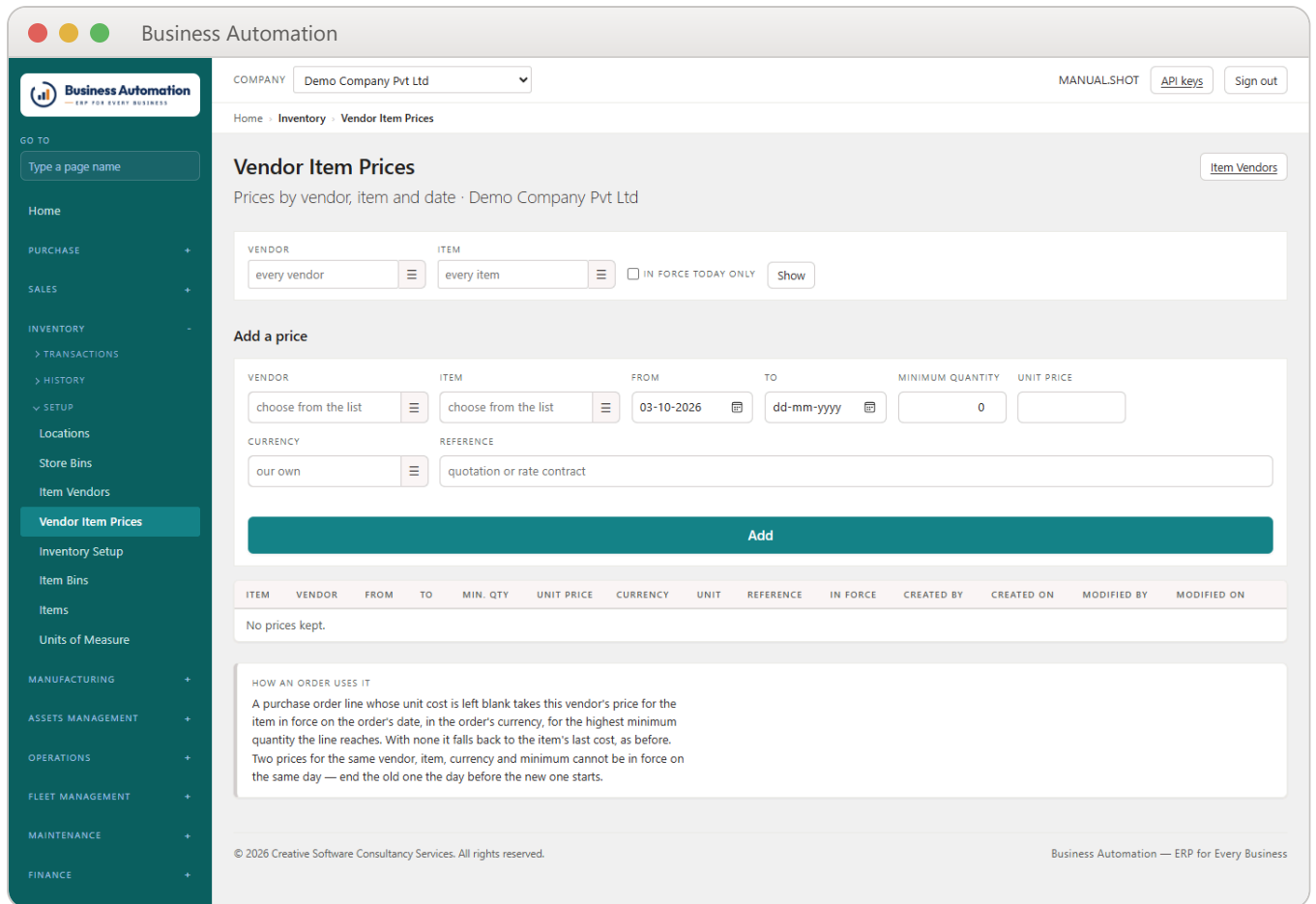


Figure 3.6 Vendor item prices

## Raising an indent

*Ask for material to be bought or issued, and send it for approval.*

**WHERE** Purchase > Indents (/indents) → New

- 1 Open **Indents** and press **New**.
- 2 Fill in the header: the **Indent location** and **Store location**, the cost centres, the purpose, and **whether the lines are to be bought or issued from stock**. Press **Save**.
- 3 **Type the lines straight into the grid**. The last row is blank — put an item and a quantity in it. Change any row by typing over it, and tick **Remove** on any you do not want.
- 4 Press **Save the lines**. Stock on hand is shown beside each line.



5

Press **Send for approval**. Your manager signs first, then the owner of the cost centre.

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MANUAL SHOT [API keys](#) [Sign out](#)

Home > Purchase > Indents

**Indents**

Requests to buy or to draw from store, before anything is committed · Demo Company Pvt Ltd

[Approvers](#)

All Raised by me Waiting on me In approval Approved Approved lines To issue Issue from stock

INDENT DATE

03-10-2026

**New indent**

The rest of the details are filled in on the indent itself.

List Analysis

| NO.      | DATE       | NEEDED BY  | RAISED BY               | FOR                  | COST CENTRE | STAGE         | LINES | EST. VALUE  | PROGRESS      | CREATED BY | C |
|----------|------------|------------|-------------------------|----------------------|-------------|---------------|-------|-------------|---------------|------------|---|
| IND00018 | 02-10-2026 | 03-10-2026 | System Administrator    | Purchase Requisition | PROD        | Approved      | 1     | 50,000.00   | Fully ordered | ADMIN      | 0 |
| IND00017 | 26-09-2026 | —          | Santosh Kumar           | Purchase Requisition | —           | Being written | 0     | 0.00        | —             | santosh    | 2 |
| IND00016 | 26-09-2026 | 30-09-2026 | System Administrator    | Purchase Requisition | ADMIN       | Approved      | 1     | 0.00        | Fully ordered | ADMIN      | 2 |
| IND00015 | 20-09-2026 | —          | Santosh Kumar           | Purchase Requisition | —           | Being written | 0     | 0.00        | —             | santosh    | 2 |
| IND00014 | 20-09-2026 | —          | Santosh Kumar           | Purchase Requisition | —           | Being written | 0     | 0.00        | —             | santosh    | 2 |
| IND00013 | 19-09-2026 | —          | Screenshots (temporary) | Purchase Requisition | —           | Being written | 0     | 0.00        | —             | SCREENSHOT | 1 |
| IND00012 | 19-09-2026 | 25-09-2026 | Screenshots (temporary) | Purchase Requisition | ADMIN       | Approved      | 1     | 0.00        | Fully ordered | SCREENSHOT | 1 |
| IND00011 | 18-09-2026 | 15-09-2026 | Screenshots (temporary) | Purchase Requisition | ADMIN       | Approved      | 1     | 0.00        | —             | SCREENSHOT | 1 |
| IND00010 | 18-09-2026 | —          | Screenshots (temporary) | Purchase Requisition | —           | Being written | 2     | 63,300.00   | —             | SCREENSHOT | 1 |
| IND00009 | 15-09-2026 | —          | Screenshots (temporary) | Purchase Requisition | —           | Being written | 0     | 0.00        | —             | SCREENSHOT | 1 |
| IND00008 | 05-09-2026 | 07-09-2026 | System Administrator    | Direct Issue         | TRANSPORT   | Closed        | 1     | 34,400.00   | Fully issued  | ADMIN      | 0 |
| IND00007 | 05-09-2026 | —          | System Administrator    | Item Reclass         | PROD        | Closed        | 1     | 3,44,000.00 | —             | ADMIN      | 0 |
| IND00006 | 04-09-2026 | —          | System Administrator    | Direct Issue         | QC          | Closed        | 1     | 51,600.00   | Fully issued  | ADMIN      | 0 |
| IND00005 | 04-09-2026 | —          | System Administrator    | Item Reclass         | PROD        | Being written | 1     | 17,200.00   | —             | ADMIN      | 0 |

**Figure 3.7** The indent list — what has been asked for and how far each has got

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MANUALSHOT [API keys](#) [Sign out](#)

Home > Purchase > Indents > Indent

GO TO  
Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

▶ E-mail this  
[? How it works](#)

18 of 18

[E SUMMARY](#)

**IND00018**  
 Raised by System Administrator · 02-10-2026 · [Approved](#) [Approved by ADMIN on 02-10-2026](#) · [Print](#) · [All indents](#)

INDENT

|                 |                      |              |            |                    |            |
|-----------------|----------------------|--------------|------------|--------------------|------------|
| FOR             | Purchase Requisition | GROUP        | Consumable | MATERIAL / SERVICE | Material   |
| INDENT LOCATION | AP                   | STORE        | AP         | COST CENTRE        | PROD       |
| PURPOSE         | need for plant       |              |            | NEEDED BY          | 03-10-2026 |
| JOB CODE        |                      | CAPEX / OPEX |            | BUDGETED           | No         |

LINES

| LINE  | TYPE | NO.    | DESCRIPTION              | UNIT | QUANTITY | IN STOCK | ORDERED | ISSUED | COST     | AMOUNT    | MACHINE | STORE | BIN | SERIAL NO. |
|-------|------|--------|--------------------------|------|----------|----------|---------|--------|----------|-----------|---------|-------|-----|------------|
| 10000 | Item | I00010 | Hydraulic Oil 68 (210 L) | DRM  | 20.00    | 200.00   | 20.00   | 0.00   | 2,500.00 | 50,000.00 |         | AP    |     |            |

APPROVED

Take it forward on [Approved lines](#), where the items go out to vendors for quotation.

Approval trail

| LEVEL   | APPROVER             | DECISION                        | WHEN       |
|---------|----------------------|---------------------------------|------------|
| Sent    | System Administrator | Sent                            | 02-10-2026 |
| Level 1 | System Administrator | Approved by ADMIN (own request) | 02-10-2026 |
| Level 2 | System Administrator | Approved by ADMIN               | 02-10-2026 |

Attachments

Nothing attached yet.

Decision history

| WHEN             | ACTION    | LEVEL | BY    | VALUE     | COMMENT |
|------------------|-----------|-------|-------|-----------|---------|
| 02-10-2026 14:37 | Submitted | 1     | ADMIN | 50,000.00 |         |
| 02-10-2026 14:37 | Approved  | 2     | ADMIN | 50,000.00 |         |

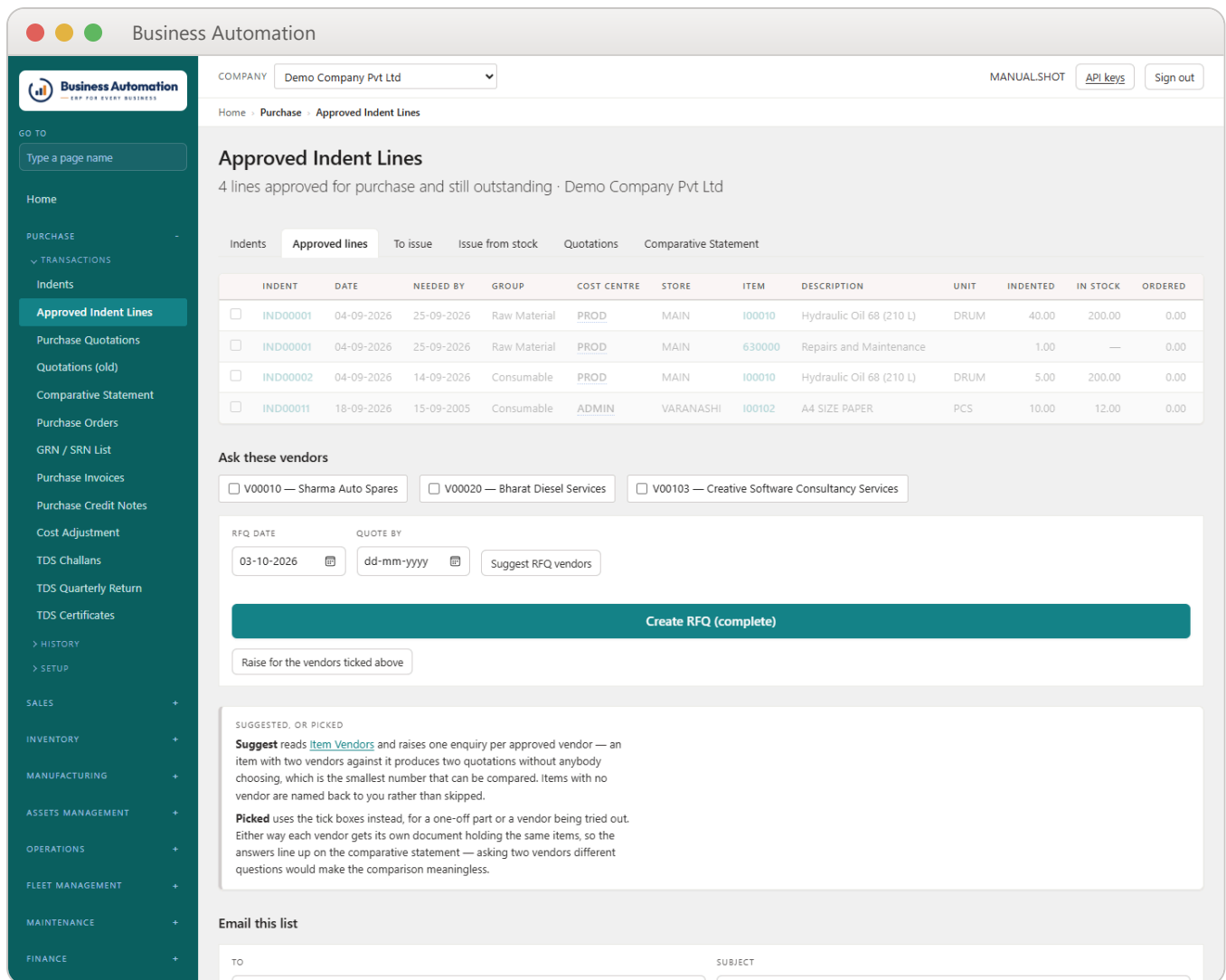
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**Figure 3.8** An indent: header and lines

**i Note.** **Rejected** ends the request. **Clarification** is a question: the indent becomes editable, you answer, and it goes round again.

- After approval, **Purchase > Approved Indent Lines** is the buyer's working list. Lines to be bought are worked by purchasing; lines to be issued go to the store. **Email this list** sends the filtered lines to a buyer.



**Figure 3.9** Approved indent lines, waiting to be turned into enquiries

## Asking suppliers: the enquiry (RFQ)

*Raise one enquiry per approved supplier, straight from the item–vendor list.*

**WHERE** Inventory > Item Vendors (/item-vendors) · Purchase > Purchase Quotations (/purchase/quotes)

- 1 Make sure **Item Vendors** says who may supply what (press **Change** on a row to correct a lead time or priority).
- 2 On **Purchase Quotations**, press **Suggest** to see what would be raised: items nobody is mapped to supply, and suppliers who cannot be used.
- 3 Press **Generate**. One quotation per supplier is made, carrying every line that supplier is approved for, with prices blank.

4

Fill in payment terms, freight, delivery, insurance and dates on each enquiry.

5

Press **E-mail the vendor** (or **Send RFQ to all vendors** on the indent's row, digitally signed where set up). **Print** gives a paper copy.

6

When the vendor replies, type the rates on the quotation card, and freight and insurance under **What the vendor charges on top**.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUAL SHOT | API keys | Sign out

Home > Inventory > Item Vendors

### Item Vendors

Who is approved to supply what - Demo Company Pvt Ltd

Approved lines

All items | I00010 | I00102

| ITEM   | DESCRIPTION              | PRIORITY | VENDOR                       | THEIR PART NO. | LAST COST | LAST BOUGHT | LEAD DAYS | MIN. ORDER | ACTIVE |                  |
|--------|--------------------------|----------|------------------------------|----------------|-----------|-------------|-----------|------------|--------|------------------|
| I00010 | Hydraulic Oil 68 (210 L) | 1        | V00010Sharma Auto Spares     | VI-V00010      | —         | —           | 7         | 1.00       | Yes    | Change<br>Remove |
| I00010 | Hydraulic Oil 68 (210 L) | 1        | V00020Bharat Diesel Services | VI-V00020      | —         | —           | 7         | 1.00       | Yes    | Change<br>Remove |
| I00102 | A4 SIZE PAPER            | 1        | V00010Sharma Auto Spares     |                | —         | —           | —         | —          | Yes    | Change<br>Remove |
| I00102 | A4 SIZE PAPER            | 1        | V00020Bharat Diesel Services |                | —         | —           | —         | —          | Yes    | Change<br>Remove |

#### Approve a vendor for an item

ITEM: type to search

VENDOR: type to search

THEIR PART NO.:

PRIORITY: 1

LAST COST:

LEAD DAYS:

MIN. ORDER:

ACTIVE: Yes

**Save**

**WHAT THIS DRIVES**

On the approved lines page, **Suggest vendors** reads this list and raises one enquiry per approved vendor — so an item with two vendors against it produces two quotations without anybody choosing, which is the smallest number that can be compared. Items with no vendor here are reported by name rather than skipped, so a buyer sees the gap.

Last cost and lead time fill themselves in as purchase invoices post. They are what a new quotation is judged against, and they cost nothing to record.

**Figure 3.10** Item vendors: who may supply what

Business Automation

COMPANY Demo Company Pvt Ltd
MANUALSHOT
API keys
Sign out

Home
Purchase
Purchase Quotations

GO TO
Type a page name

Home
PURCHASE
TRANSACTIONS
Indents
Approved Indent Lines
Purchase Quotations
Quotations (old)
Comparative Statement
Purchase Orders
GRN / SRN List
Purchase Invoices
Purchase Credit Notes
Cost Adjustment
TDS Challans
TDS Quarterly Return
TDS Certificates
HISTORY
SETUP
SALES
INVENTORY
MANUFACTURING
ASSETS MANAGEMENT
OPERATIONS
FLEET MANAGEMENT
MAINTENANCE
FINANCE

12 enquiries · Demo Company Pvt Ltd

Approved indent lines
Comparative statement
Item Vendors

SEND RFQS BY INDENT

E-mailing RFQs to vendors is off. Turn on **E-mail RFQs to vendors** under [Setup > Purchase Setup](#) to send them from here.

| NO.     | DATE       | VENDOR                        | AGAINST INDENT | LINES | PRICED | QUOTED TOTAL | STORE     | STAGE          |                  |
|---------|------------|-------------------------------|----------------|-------|--------|--------------|-----------|----------------|------------------|
| PQ00012 | 02-10-2026 | V00020 Bharat Diesel Services | IND00018       | 1     | 1 / 1  | 11,800.00    | AP        | ✓ Priced       | Open Print Email |
| PQ00011 | 02-10-2026 | V00010 Sharma Auto Spares     | IND00018       | 1     | 1 / 1  | 21,240.00    | AP        | ✓ Priced       | Open Print Email |
| PQ00010 | 26-09-2026 | V00020 Bharat Diesel Services | IND00016       | 1     | 1 / 1  | 2,000.00     | VARANASHI | ✓ Priced       | Open Print Email |
| PQ00009 | 26-09-2026 | V00010 Sharma Auto Spares     | IND00016       | 1     | 0 / 1  | —            | VARANASHI | Awaiting price | Open Print Email |
| PQ00008 | 19-09-2026 | V00020 Bharat Diesel Services | IND00012       | 1     | 1 / 1  | 5,000.00     | VARANASHI | ✓ Priced       | Open Print Email |
| PQ00007 | 19-09-2026 | V00010 Sharma Auto Spares     | IND00012       | 1     | 1 / 1  | 6,000.00     | VARANASHI | ✓ Priced       | Open Print Email |
| PQ00006 | 19-09-2026 | V00020 Bharat Diesel Services | IND00011       | 1     | 1 / 1  | 1,200.00     | VARANASHI | ✓ Priced       | Open Print Email |
| PQ00005 | 19-09-2026 | V00010 Sharma Auto Spares     | IND00011       | 1     | 1 / 1  | 12,010.00    | VARANASHI | ✓ Priced       | Open Print Email |
| PQ00004 | 05-09-2026 | V00020 Bharat Diesel Services | IND00002       | 1     | 0 / 1  | —            | MAIN      | Awaiting price | Open Print Email |
| PQ00003 | 05-09-2026 | V00020 Bharat Diesel Services | IND00001       | 1     | 0 / 1  | —            | MAIN      | Awaiting price | Open Print Email |
| PQ00002 | 05-09-2026 | V00010 Sharma Auto Spares     | IND00002       | 1     | 0 / 1  | —            | MAIN      | Awaiting price | Open Print Email |
| PQ00001 | 05-09-2026 | V00010 Sharma Auto Spares     | IND00001       | 1     | 0 / 1  | —            | MAIN      | Awaiting price | Open Print Email |

HOW THE ENQUIRIES ARE BUILT

The [item-vendor map](#) says who may supply what. Every approved indent line is looked up in it, and each vendor found gets **one quotation** carrying every line they are mapped for. An item with two vendors against it produces two quotations without anybody choosing — which is the smallest number that can be compared.

The indent number sits on the quotation *and* on every line. Without the line reference, comparing two vendors means matching on item code and hoping neither of them quoted the same item twice.

Rates start at nothing. A figure we put there first is a figure the vendor will agree with, and then it is our price rather than theirs.

Figure 3.11 Purchase quotations

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COMPANY Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) Sign out

GO TO

Type a page name

- Home
- PURCHASE +
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- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

▶ E-mail this

[? How it works](#)

◀ First ◀ Previous 11 of 12 Next ▶ Last ▶

[Compare](#) [Approval](#) [Print](#)

**PQ00011**

V00010 — Sharma Auto Spares · against indent IND00018 · [Pricing](#) · [All quotations](#)

|       |        |           |           |
|-------|--------|-----------|-----------|
| LINES | PRICED | NET       | TOTAL     |
| 1     | 1      | 18,000.00 | 21,240.00 |

▼ THE ENQUIRY

|              |                             |               |          |
|--------------|-----------------------------|---------------|----------|
| Vendor       | V00010 — Sharma Auto Spares | Indent        | IND00018 |
| Raised       | 02-10-2026                  | Quote by      | —        |
| Deliver to   | AP                          | Payment terms | —        |
| Cost centres | PROD / — / DOMESTIC         |               |          |

What we are asking about

Enter what the vendor quoted, line by line.

| LINE   | ITEM   | DESCRIPTION              | UNIT | QUANTITY | INDENT LINE | RATE / GST % / DAYS |    |      | NET       | TOTAL     |
|--------|--------|--------------------------|------|----------|-------------|---------------------|----|------|-----------|-----------|
| 10000  | I00010 | Hydraulic Oil 68 (210 L) | DRM  | 20.00    | IND00018    | 900                 | 18 | days | 18,000.00 | 21,240.00 |
| Quoted |        |                          |      |          |             |                     |    |      | 18,000.00 | 21,240.00 |

What the vendor charges on top

|                |                  |           |                              |
|----------------|------------------|-----------|------------------------------|
| FREIGHT AMOUNT | INSURANCE AMOUNT | LANDED    |                              |
| 0.00           | 0.00             | 21,240.00 | <a href="#">Save charges</a> |

Charged on the consignment rather than on any one item, which is how a vendor quotes it. Both figures go onto the comparative statement, where the award is made on what the goods cost to get here rather than on the rate alone.

WHAT HAPPENS NEXT

Once the other vendors' prices are in, the [comparative statement](#) ranks them line by line. The lowest on each line can be turned into an order — and one indent can legitimately produce orders on two different vendors, because the cheapest supplier of one item is not always the cheapest of the next.

▶ GST DETAILS NOT DECIDED

Attachments

Nothing attached yet.

FILE

[Choose File](#) No file chosen

NOTES

what this is

**Figure 3.12** A quotation card



**Tip.** Running Generate again is safe: an existing quotation is added to, not duplicated, and a rate already given is never overwritten.

## Choosing: the comparative statement

Compare every quotation against an indent and make the orders.

**WHERE** Purchase > Comparative Statement (/comparative)

- 1 Choose the **indent**. Every item is down the side, every supplier across, the lowest rate marked.
- 2 Read the **Landed cost** row — goods + freight + insurance. That is the row to award on.
- 3 Tick the rate you want against each item.
- 4 Press **Make order**. One purchase order per vendor is created with the quoted rate and terms.
- 5 **Print for signature** gives the formal statement — rate, GST and rank (L1, L2) for every vendor, their terms, and lines for the signatures.
- 6 To send it to the purchase head or management, open **E-mail this** at the top of the statement, put in the addresses (or choose a team) and press **Send**. The printed statement goes as the attachment.

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COMPANY Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

Home > Purchase > Comparative Statement

GO TO

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Quotations (old)

**Comparative Statement**

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GRN / SRN List

Purchase Invoices

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TDS Challans

TDS Quarterly Return

TDS Certificates

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INVENTORY

MANUFACTURING

ASSETS MANAGEMENT

OPERATIONS

FLEET MANAGEMENT

MAINTENANCE

FINANCE

### Comparative Statement

Indent IND00018 · 2 vendor(s) · Demo Company Pvt Ltd

[Print for signature](#)

Indents Approved lines → RFQ Quotations **Comparative Statement**

INDENT IND00018 [Show](#)

| ITEM               | DESCRIPTION              | QTY       | V00010<br>SHARMA AUTO SPARES                                       | V00020<br>BHARAT DIESEL SERVICES                                                |
|--------------------|--------------------------|-----------|--------------------------------------------------------------------|---------------------------------------------------------------------------------|
| I00010             | Hydraulic Oil 68 (210 L) | 20.00 DRM | <b>900.00</b><br>18,000.00 · 0 d<br><input type="checkbox"/> order | <b>500.00</b><br>10,000.00 · 0 d<br><input checked="" type="checkbox"/> ordered |
| <b>Goods</b>       |                          |           | <b>18,000.00</b>                                                   | <b>10,000.00</b>                                                                |
| <b>Freight</b>     |                          |           | —                                                                  | —                                                                               |
| <b>Insurance</b>   |                          |           | —                                                                  | —                                                                               |
| <b>Landed cost</b> |                          |           | <b>18,000.00</b>                                                   | <b>10,000.00</b>                                                                |

[Make order from selected](#)

One purchase order per vendor. Only approved quotations can be ordered from.

HOW TO READ IT

The cheapest quote for each item is highlighted. Cheapest is not always right — delivery days are shown beside each price, and a vendor who can deliver in a week may be worth more than one who saves two percent.

A quotation must be **approved** before its lines can be ordered. Until then the cell shows the status instead of a tick box.

**Landed cost** is the goods plus the freight and the insurance that vendor quoted, and it is the row the award should be read off. A vendor a rupee cheaper per piece who charges the carriage is not cheaper — comparing the rates alone misses that once per enquiry, quietly, and always in the same direction. The two charges are entered on each quotation card.

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**Figure 3.13** The comparative statement



**Tip.** Each statement has its own address — /comparative/IND00018 for indent IND00018 — so it can be bookmarked or sent as a link.

**i Note.** A supplier who did not quote reads *not quoted*. A vendor who did not price every item shows *partial* and is never marked the cheapest.

## The purchase order

*Check, release and send the order to the vendor.*

**WHERE** Purchase > Purchase Orders (/purchase/orders)

- 1 Open the order. Check the **store** (it decides intra- or inter-state GST), the **cost centres**, and **TDS on each line**.
- 2 To bring freight and insurance in as lines, press **Insert freight and insurance lines** (once only), then set the GST rate on those lines.
- 3 If orders are approved in your company, press **Approval > Send for approval**.
- 4 Press **Release**. Released means the supplier has it; the order is locked.
- 5 Press **E-mail to vendor**, choose the **Purchaser** and confirm. The printed order with its terms goes to the vendor's e-mail, with a copy to the purchaser.
- 6 **Print view** shows the order exactly as the vendor receives it.



Business Automation

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Type a page name

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  - FLEET MANAGEMENT
  - MAINTENANCE
  - FINANCE

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home > Purchase > Purchase Orders

## Purchase Orders

24 order(s) · Demo Company Pvt Ltd

VENDOR

type a code or a name

ORDER DATE

03-10-2026

New order

List Analysis

| NO.     | VENDOR                          | ORDER DATE | STATUS   | CURRENCY | LINES | NET         | GST       | TOTAL       | CREATED BY | CREATED ON       | MODIFI  |
|---------|---------------------------------|------------|----------|----------|-------|-------------|-----------|-------------|------------|------------------|---------|
| PO00025 | V00020 — Bharat Diesel Services | 02-10-2026 | Open     |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 02-10-2026 14:39 | ADMIN   |
| PO00024 | V00020 — Bharat Diesel Services | 26-09-2026 | Closed   |          | 1     | 2,000.00    | 0.00      | 2,000.00    | ADMIN      | 26-09-2026 15:00 | ADMIN   |
| PO00023 | V00010 — Sharma Auto Spares     | 25-09-2026 | Open     |          | 1     | 2,000.00    | 360.00    | 2,360.00    | santosh    | 25-09-2026 06:17 | santosh |
| PO00022 | V00010 — Sharma Auto Spares     | 19-09-2026 | Released |          | 1     | 6,000.00    | 0.00      | 6,000.00    | SCREENSHOT | 19-09-2026 19:25 | santosh |
| PO00021 | V00020 — Bharat Diesel Services | 19-09-2026 | Released |          | 1     | 5,000.00    | 0.00      | 5,000.00    | SCREENSHOT | 19-09-2026 18:06 | ADMIN   |
| PO00020 | V00020 — Bharat Diesel Services | 19-09-2026 | Open     |          | 0     | 0.00        | 0.00      | 0.00        | SCREENSHOT | 19-09-2026 16:50 |         |
| PO00019 | V00020 — Bharat Diesel Services | 16-09-2026 | Released |          | 1     | 1,20,000.00 | 21,600.00 | 1,41,600.00 | SCREENSHOT | 16-09-2026 09:31 | SCREEN  |
| PO00018 | V00010 — Sharma Auto Spares     | 15-09-2026 | Released |          | 1     | 1,200.00    | 216.00    | 1,416.00    | SCREENSHOT | 15-09-2026 23:12 | SCREEN  |
| PO00016 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:21 |         |
| PO00015 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:19 |         |
| PO00014 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:11 |         |
| PO00013 | V00010 — Sharma Auto Spares     | 06-09-2026 | Received |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:10 |         |
| PO00012 | V00010 — Sharma Auto Spares     | 06-09-2026 | Received |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:05 |         |
| PO00011 | V00010 — Sharma Auto Spares     | 06-09-2026 | Received |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 13:01 |         |
| PO00010 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 12:32 |         |
| PO00009 | V00010 — Sharma Auto Spares     | 06-09-2026 | Closed   |          | 1     | 10,000.00   | 1,800.00  | 11,800.00   | ADMIN      | 06-09-2026 12:31 |         |
| PO00008 | V00010 — Sharma Auto Spares     | 05-09-2026 | Open     |          | 0     | 0.00        | 0.00      | 0.00        | ADMIN      | 05-09-2026 12:18 | ADMIN   |

**Figure 3.14** The purchase order list

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COMPANY Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

Home Purchase Purchase Orders Order

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

► E-mail this

[? How it works](#)

First Previous 21 of 24 Next Last

**PO00022**

V00010 — Sharma Auto Spares · 19-09-2026 · Released Released Approved · [All orders](#)

Approval PDF Excel Print view Sign digitally Signatures...

[SUMMARY](#)

E-mail to vendor

GENERAL

|                    |                 |                  |                |
|--------------------|-----------------|------------------|----------------|
| Vendor             | V00010          | Order type       | Standard       |
| Purchase group     |                 | Source           | From an indent |
| Job code           |                 |                  |                |
| Order date         | 19-09-2026      | Document date    | 19-09-2026     |
| Posting date       | 19-09-2026      | Expected receipt | dd-mm-yyyy     |
| Quotation / indent | raised directly |                  |                |

INVOICE DETAILS

SHIPPING AND RECEIPT

ADVANCE

COST CENTRES AND NARRATION

WHAT HAS HAPPENED

Lines

| LINE  | TYPE      | NO.    | DESCRIPTION   | INDENT / JOB | UNIT | QTY   | RECEIVED | CURRENCY | UNIT COST | GST % | AMOUNT   | RATE | UNIT COST (FCY) |
|-------|-----------|--------|---------------|--------------|------|-------|----------|----------|-----------|-------|----------|------|-----------------|
| 10000 | Inventory | I00102 | A4 SIZE PAPER |              | PCS  | 10.00 | 2.00     |          | 600.00    | 0     | 6,000.00 |      |                 |

Add a line

|                              |          |           |           |                        |       |
|------------------------------|----------|-----------|-----------|------------------------|-------|
| ITEM OR ACCOUNT              | QUANTITY | UNIT COST | GST %     | SERIAL NO.             | BATCH |
| type a code or a name        |          |           | from item | if costed specifically |       |
| Items and G/L accounts both. |          |           |           |                        |       |

Add line

Figure 3.15 A purchase order

Business Automation

COMPANY Demo Company Pvt Ltd

MANUALSHOT API keys Sign out

Home > Purchase > Purchase Orders > Order

GO TO  
Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

GENERAL +

Back to the order · this page prints as the document the vendor receives.

Print

Business Automation

**Demo Company Pvt Ltd**

GSTIN: 27AA8CD1234E128 · PAN: AABCD1234E · Maharashtra · Location Code - VARANASHI

**PURCHASE ORDER**

|           |            |               |                        |
|-----------|------------|---------------|------------------------|
| ORDER NO. | ORDER DATE | RFQ / REF NO. | REQUIRED DELIVERY DATE |
| PO00022   | 19-09-2026 | Direct Order  | —                      |

|                                                                                                                                               |                                                                                                                    |                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| VENDOR / SELLER                                                                                                                               | BILL-TO ADDRESS                                                                                                    | DELIVERY / SHIP-TO ADDRESS                                                             |
| <b>Sharma Auto Spares</b><br>Code: V00010<br>State: Maharashtra PAN: ABCPD1234E<br>GSTIN: 27ABCD1234E120<br>Contact: R. Sharma Ph: 9822012345 | <b>Demo Company Pvt Ltd</b><br>Address: Nagpur, Maharashtra, India<br>State: Maharashtra<br>GSTIN: 27AA8CD1234E128 | <b>Adaya Trade center</b><br>Address: b67B<br>Varanashi<br>Contact: Ms. Shipi Raghvani |

|               |               |                  |              |
|---------------|---------------|------------------|--------------|
| PAYMENT TERMS | FREIGHT TERMS | ORDER VALID UPTO | ORDER STATUS |
|               |               | 19-10-2026       | Released     |

| SL                                                                                          | ITEM / PART NO. | DESCRIPTION   | HSN/SAC | QTY | UOM | RATE ₹ | DISC % | GST % | AMOUNT ₹ |
|---------------------------------------------------------------------------------------------|-----------------|---------------|---------|-----|-----|--------|--------|-------|----------|
| 1                                                                                           | 100102          | A4 SIZE PAPER |         | 10  | PCS | 600.00 | 0      | 0     | 6,000.00 |
| Note: Any shortfall in GSTR-2A will result in GST deduction from Seller's outstanding dues. |                 |               |         |     |     |        |        |       |          |
| Sub Total                                                                                   |                 |               |         |     |     |        |        |       | 6,000.00 |
| Grand Total ₹                                                                               |                 |               |         |     |     |        |        |       | 6,000.00 |

This order is digitally signed by the company's authorised signatory.

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**Figure 3.16** The same order as the vendor receives it

**⚠ Important. Reopen to change it** is there only while nothing has been received. After that, change the receipt or raise a separate order for the difference. Changing a released order means approving it again.

## Receiving against the order

That is the store's job — see Chapter 2. What arrives is what the storekeeper counted, not what the order said.

- **Taking a receipt line back:** on **Purchase > Goods Receipts**, open the receipt and press **Undo** on the wrong line. Stock goes out again, the accounting is reversed and the order is outstanding again. You cannot undo a line already billed, or one whose stock has moved on.

## The bill: purchase invoice

*Turn the received lines the supplier has billed into a purchase invoice, check it and post it.*

### WHERE

Purchase > GRN Posted, Not Invoiced (/purchase/not-invoiced) · Purchase Invoices (/purchase/invoice-list)

- 1 Open **GRN Posted, Not Invoiced**. Tick the receipt lines the supplier has invoiced and raise the invoice.
- 2 On the invoice, type the supplier's **own invoice number** — it cannot go for approval without it.
- 3 Check the tax, the **TDS section and amount**. If the supplier billed only part of a delivery, lower the **quantity** on the line.
- 4 If the supplier was paid in advance, tick the **advance** to adjust (it is matched when the invoice posts).
- 5 Send it for approval if your company requires it.
- 6 Press **Post**. Goods Received Not Invoiced clears, input GST is booked, and the supplier is credited.

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COMPANY Demo Company Pvt Ltd

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SALES +

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MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

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MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

## GRN Posted, Not Invoiced

10 line(s) awaiting a vendor invoice · total 50,400.00 · Demo Company Pvt Ltd

[Goods Receipt Notes](#)
[Posted Invoices](#)

WHAT THIS LIST IS

Every line here has been received into stock or expense, with its value sitting in **Goods Received Not Invoiced**. Raising the invoice clears that account and moves the amount onto the vendor's ledger.

Tick the lines the vendor's bill covers and raise it. The invoice is built for you — the lines are copied across with their quantities, rates and tax exactly as received, so what you are checking is **their** figure against **ours**, not your own typing. Then send it for approval.

Choose lines from **one vendor** at a time — an invoice belongs to a single vendor.

|                          | GRN      | DATE       | VENDOR                      | ORDER   | ITEM      | DESCRIPTION                             | TYPE      | RECEIVED | INVOICED | TO INVOIC |
|--------------------------|----------|------------|-----------------------------|---------|-----------|-----------------------------------------|-----------|----------|----------|-----------|
| <input type="checkbox"/> | GRN00004 | 05-09-2026 | V00010 — Sharma Auto Spares | PO00006 | I00010    | Hydraulic Oil 68 (210 L)                | Inventory | 18.00    | 0.00     | 18.0      |
| <input type="checkbox"/> | GRN00005 | 05-09-2026 | V00010 — Sharma Auto Spares | PO00007 | I00010    | Hydraulic Oil 68 (210 L)                | Inventory | 18.00    | 0.00     | 18.0      |
| <input type="checkbox"/> | GRN00010 | 06-09-2026 | V00010 — Sharma Auto Spares | PO00006 | I00010    | Hydraulic Oil 68 (210 L)                | Inventory | 2.00     | 0.00     | 2.0       |
| <input type="checkbox"/> | GRN00010 | 06-09-2026 | V00010 — Sharma Auto Spares | PO00006 | I00010    | Hydraulic Oil 68 (210 L)                | Inventory | 1.00     | 0.00     | 1.0       |
| <input type="checkbox"/> | GRN00010 | 06-09-2026 | V00010 — Sharma Auto Spares | PO00006 | 630000    | Repairs and Maintenance                 | Service   | 1.00     | 0.00     | 1.0       |
| <input type="checkbox"/> | GRN00010 | 06-09-2026 | V00010 — Sharma Auto Spares | PO00006 | I00010    | Hydraulic Oil 68 (210 L)                | Inventory | 2.00     | 0.00     | 2.0       |
| <input type="checkbox"/> | GRN00010 | 06-09-2026 | V00010 — Sharma Auto Spares | PO00006 | WIDGET-99 | Widget 99 - created from the order line | Inventory | 3.00     | 0.00     | 3.0       |
| <input type="checkbox"/> | GRN00013 | 06-09-2026 | V00010 — Sharma Auto Spares | PO00011 | I00010    | Hydraulic Oil 68 (210 L)                | Inventory | 4.00     | 0.00     | 4.0       |
| <input type="checkbox"/> | GRN00014 | 06-09-2026 | V00010 — Sharma Auto Spares | PO00012 | I00010    | Hydraulic Oil 68 (210 L)                | Inventory | 4.00     | 0.00     | 4.0       |
| <input type="checkbox"/> | GRN00015 | 06-09-2026 | V00010 — Sharma Auto Spares | PO00013 | ADJ-TEST  | Adjustment test item                    | Inventory | 100.00   | 0.00     | 100.0     |

[Raise invoice from selected lines](#)

The lines are inserted for you. Verify them against the vendor's bill, then send it for approval.

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**Figure 3.17** Received but not invoiced — what the vendor still owes us a bill for

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MAINTENANCE

FINANCE

**Purchase Invoices**

17 drafts · 7,62,164.00 · Demo Company Pvt Ltd

GRN Posted, Not Invoiced Posted invoices

All drafts To verify Awaiting approval Sent back Approved, to post Posted

| NO.       | DATE       | VENDOR                        | VENDOR'S BILL | RAISED FROM | LINES | NET         | GST       | TOTAL       | DUE        | STAGE             |
|-----------|------------|-------------------------------|---------------|-------------|-------|-------------|-----------|-------------|------------|-------------------|
| PINV00073 | 08-09-2026 | V00020 Bharat Diesel Services | —             | Direct      | 1     | 7,200.00    | 0.00      | 7,200.00    | 23-09-2026 | To verify         |
| PINV00068 | 10-09-2026 | V00010 Sharma Auto Spares     | CLOSED-01     | Direct      | 1     | 1,000.00    | 180.00    | 1,180.00    | 10-10-2026 | Approved by ADMIN |
| PINV00060 | 06-09-2026 | V00020 Bharat Diesel Services | BASE-EXCL     | Direct      | 1     | 1,00,000.00 | 18,000.00 | 1,18,000.00 | 21-09-2026 | To verify         |
| PINV00058 | 06-09-2026 | V00020 Bharat Diesel Services | BASE-EXCL     | Direct      | 1     | 1,00,000.00 | 18,000.00 | 1,18,000.00 | 21-09-2026 | To verify         |
| PINV00050 | 06-09-2026 | V00010 Sharma Auto Spares     | —             | GRN00010    | 5     | 2,400.00    | 432.00    | 2,832.00    | 06-10-2026 | To verify         |
| PINV00049 | 06-09-2026 | V00010 Sharma Auto Spares     | —             | GRN00010    | 5     | 2,400.00    | 432.00    | 2,832.00    | 06-10-2026 | To verify         |
| PINV00048 | 06-09-2026 | V00010 Sharma Auto Spares     | —             | GRN00004    | 1     | 9,000.00    | 1,620.00  | 10,620.00   | 06-10-2026 | To verify         |
| PINV00047 | 06-09-2026 | V00020 Bharat Diesel Services | ADV-TEST-2    | Direct      | 0     | 0.00        | 0.00      | 0.00        | 21-09-2026 | To verify         |
| PINV00045 | 06-09-2026 | V00020 Bharat Diesel Services | ADV-TEST-2    | Direct      | 0     | 0.00        | 0.00      | 0.00        | 21-09-2026 | To verify         |
| PINV00044 | 06-09-2026 | V00020 Bharat Diesel Services | ADV-TEST-1    | Direct      | 1     | 1,00,000.00 | 18,000.00 | 1,18,000.00 | 21-09-2026 | Approved by ADMIN |
| PINV00043 | 06-09-2026 | V00020 Bharat Diesel Services | ADV-TEST-2    | Direct      | 0     | 0.00        | 0.00      | 0.00        | 21-09-2026 | To verify         |
| PINV00042 | 06-09-2026 | V00020 Bharat Diesel Services | ADV-TEST-1    | Direct      | 1     | 1,00,000.00 | 18,000.00 | 1,18,000.00 | 21-09-2026 | Approved by ADMIN |
| PINV00041 | 06-09-2026 | V00020 Bharat Diesel Services | ADV-TEST-2    | Direct      | 0     | 0.00        | 0.00      | 0.00        | 21-09-2026 | To verify         |
| PINV00040 | 06-09-2026 | V00020 Bharat Diesel Services | ADV-TEST-1    | Direct      | 1     | 1,00,000.00 | 18,000.00 | 1,18,000.00 | 21-09-2026 | To verify         |
| PINV00039 | 06-09-2026 | V00020 Bharat Diesel Services | ADV-TEST-1    | Direct      | 1     | 1,00,000.00 | 18,000.00 | 1,18,000.00 | 21-09-2026 | To verify         |
| PINV00029 | 06-09-2026 | V00010 Sharma Auto Spares     | T6-25000      | Direct      | 1     | 25,000.00   | 4,500.00  | 29,500.00   | 06-10-2026 | Approved by ADMIN |
| PINV00004 | 05-09-2026 | V00010 Sharma Auto Spares     | DIRECT/001    | Direct      | 0     | 0.00        | 0.00      | 0.00        | 05-10-2026 | To verify         |

**Raise an invoice with no receipt behind it**

For a bill that never arrived on a lorry — rent, a professional fee, freight charged after the event. Choose the vendor and key the lines yourself.

VENDOR INVOICE DATE VENDOR'S INVOICE NO.

**Figure 3.18** Purchase invoices, drafted and waiting

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- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
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- GENERAL +

► E-mail this

[? How it works](#)

**PCD00003**

V00010 — Sharma Auto Spares · from order — [To verify](#) · [Approval](#) · [Received Not Invoiced](#) · keyed by ADMIN on 05-09-2026 16:16

**Invoice details**

Posting Date 05-09-2026 Due Date dd-mm-yyyy

Vendor's Invoice No. as printed on their bill

Location MAIN Department

Currency INR — the company's own Department

Cost centre — none — Department — none —

Vertical — none —

Save

**Lines**

| LINE         | NO.    | DESCRIPTION              | TYPE      | QTY    | CURRENCY | UNIT COST          | NET         | GST %            | GST                | TOTAL       | RATE | UNIT COST (FCY) |
|--------------|--------|--------------------------|-----------|--------|----------|--------------------|-------------|------------------|--------------------|-------------|------|-----------------|
| 10000        | I00010 | Hydraulic Oil 68 (210 L) | Inventory | 100.00 |          | 2,000.00           | 2,00,000.00 | 18               | 36,000.00          | 2,36,000.00 |      |                 |
| <b>Total</b> |        |                          |           |        |          | <b>2,00,000.00</b> |             | <b>36,000.00</b> | <b>2,36,000.00</b> |             |      |                 |

WHAT POSTING WILL DO

Clear **2,00,000.00** from Goods Received Not Invoiced, book **36,000.00** of input GST, and raise **2,36,000.00** against V00010 on the vendor ledger and Accounts Payable together.

**Check it, then send it**

**Post invoice**

Posting cannot be undone. A mistake is corrected by reversing the register it creates.

► **ADVANCES AND TDS**

► **GST DETAILS** CGST + SGST

[Delete this draft](#) The receipt lines go back to waiting to be invoiced, and any advance it had earmarked is released. A pending approval is withdrawn.

**Attachments**

Nothing attached yet.

FILE NOTES

**Figure 3.19** The purchase invoice card



**Tip.** Raised from the wrong lines? **Delete this draft** at the foot of the card returns its lines to waiting. Once posted, a bill is corrected with a credit note.

## Looking up posted purchase documents

*Every register: one row per document, and the number is a link.*

### WHERE

Purchase > Posted Purchase Invoices (/purchase/invoices) · Posted GRN Register (/purchase/grns)

1

Open the register and click the document number. The header shows first, then lines and totals, with the attached papers.

2

**What it did to the books** lists every G/L entry. **Voucher** and **G/L entries** are beside it; **Report** prints the invoice with its accounting.

3

To reverse a posted invoice, open it and press **Reverse** (it is deliberately not on the list).

Business Automation

COMPANY Demo Company Pvt Ltd

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Home > Purchase > Posted Purchase Invoices

### Posted Purchase Invoices

58 document(s) - Demo Company Pvt Ltd

Goods Receipts **Purchase Invoices** Received Not Invoiced

List Analysis

| INVOICE NO. | DATE       | VENDOR                        | VENDOR'S REF. | DUE        | ORDER   | STORE     | LINES | NET         | GST       | TOTAL       | TDS | R |
|-------------|------------|-------------------------------|---------------|------------|---------|-----------|-------|-------------|-----------|-------------|-----|---|
| PINV00075   | 26-09-2026 | V00020 Bharat Diesel Services | ABC1234       | 11-10-2026 | PO00024 | VARANASHI | 1     | 2,000.00    | 0.00      | 2,000.00    | —   | 3 |
| PINV00074   | 20-09-2026 | V00010 Sharma Auto Spares     | inv009        | 20-10-2026 | PO00022 | VARANASHI | 1     | 1,200.00    | 0.00      | 1,200.00    | —   | 3 |
| PINV00072   | 06-09-2027 | V00010 Sharma Auto Spares     | FUTURE-01     | 06-10-2027 | —       | —         | 1     | 1,000.00    | 180.00    | 1,180.00    | —   | 1 |
| PINV00071   | 06-09-2026 | V00010 Sharma Auto Spares     | SPLITLINE-01  | 06-09-2026 | —       | —         | 2     | 50,000.00   | 9,000.00  | 59,000.00   | —   | 1 |
| PINV00070   | 06-09-2026 | V00010 Sharma Auto Spares     | SPLITLINE-01  | 06-09-2026 | —       | —         | 2     | 50,000.00   | 9,000.00  | 59,000.00   | —   | 1 |
| PINV00069   | 10-09-2026 | V00010 Sharma Auto Spares     | CLOSED-01     | 10-10-2026 | —       | —         | 1     | 1,000.00    | 180.00    | 1,180.00    | —   | 9 |
| PINV00067   | 06-09-2026 | V00010 Sharma Auto Spares     | SPLIT-B       | 06-09-2026 | —       | —         | 1     | 50,000.00   | 9,000.00  | 59,000.00   | —   | 9 |
| PINV00066   | 06-09-2026 | V00010 Sharma Auto Spares     | SPLIT-A       | 06-09-2026 | —       | —         | 1     | 50,000.00   | 9,000.00  | 59,000.00   | —   | 9 |
| PINV00065   | 06-09-2026 | V00010 Sharma Auto Spares     | SPLIT-A       | 06-09-2026 | —       | —         | 1     | 50,000.00   | 9,000.00  | 59,000.00   | —   | 9 |
| PINV00064   | 06-09-2026 | V00010 Sharma Auto Spares     | DIM-02        | 06-09-2026 | —       | —         | 2     | 44,000.00   | 7,920.00  | 51,920.00   | —   | 9 |
| PINV00063   | 06-09-2026 | V00010 Sharma Auto Spares     | DIM-01        | 06-09-2026 | —       | —         | 2     | 45,000.00   | 8,100.00  | 53,100.00   | —   | 9 |
| PINV00062   | 06-09-2026 | V00020 Bharat Diesel Services | LATE-01       | 21-09-2026 | —       | —         | 1     | 50,000.00   | 9,000.00  | 59,000.00   | —   | 8 |
| PINV00061   | 06-09-2026 | V00020 Bharat Diesel Services | BASE-INCL     | 21-09-2026 | —       | —         | 1     | 1,00,000.00 | 18,000.00 | 1,18,000.00 | —   | 8 |
| PINV00059   | 06-09-2026 | V00020 Bharat Diesel Services | BASE-INCL     | 21-09-2026 | —       | —         | 1     | 1,00,000.00 | 18,000.00 | 1,18,000.00 | —   | 8 |
| PINV00057   | 06-09-2026 | V00010 Sharma Auto Spares     | LINE-TDS-1    | 06-10-2026 | —       | —         | 2     | 3,60,000.00 | 64,800.00 | 4,24,800.00 | —   | 8 |
| PINV00056   | 06-09-2026 | V00010 Sharma Auto Spares     | VB-ADJ        | 06-10-2026 | PO00016 | —         | 1     | 12,000.00   | 2,160.00  | 14,160.00   | —   | 8 |
| PINV00055   | 06-09-2026 | V00010 Sharma Auto Spares     | VB-ADJ        | 06-10-2026 | PO00015 | —         | 1     | 12,000.00   | 2,160.00  | 14,160.00   | —   | 7 |
| PINV00054   | 06-09-2026 | V00010 Sharma Auto Spares     | VB-ADJ        | 06-10-2026 | PO00014 | —         | 1     | 12,000.00   | 2,160.00  | 14,160.00   | —   | 7 |
| PINV00053   | 06-09-2026 | V00010 Sharma Auto Spares     | VB-7001       | 06-10-2026 | PO00010 | —         | 1     | 10,500.00   | 1,890.00  | 12,390.00   | —   | 6 |
| PINV00052   | 06-09-2026 | V00010 Sharma Auto Spares     | VB-7001       | 06-10-2026 | PO00009 | —         | 1     | 10,500.00   | 1,890.00  | 12,390.00   | —   | 6 |

Figure 3.20 Posted purchase invoices



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**PINV00075**

V00020 — Bharat Diesel Services · 26-09-2026 · posted by ADMIN · [All posted invoices](#)

[Print](#)
[Report](#)
[Voucher](#)
[G/L entries](#)
[Create credit note](#)
[Reverse](#)

[SUMMARY](#)

**INVOICE**

|               |                                 |                     |                             |
|---------------|---------------------------------|---------------------|-----------------------------|
| Vendor        | V00020 — Bharat Diesel Services | Posting date        | 26-09-2026                  |
| Vendor's ref. | ABC1234                         | Due date            | 11-10-2026                  |
| Order         | PO00024                         | Store               | VARANASHI                   |
| Payment terms | —                               | Vendor ledger entry | 134                         |
| Department    | —                               | Currency            | INR<br>at 1,0000 to the INR |
| Register      | <a href="#">314</a>             | Posted by           | ADMIN on 26-09-2026 16:45   |

**Lines**

| NO.          | DESCRIPTION   | TYPE      | CURRENCY | QUANTITY | UNIT COST | NET             | GST         | TOTAL           | RATE | UNIT COST (FCY) | AMOUNT (FCY) | GST BASE | TOTAL |
|--------------|---------------|-----------|----------|----------|-----------|-----------------|-------------|-----------------|------|-----------------|--------------|----------|-------|
| I00102       | A4 SIZE PAPER | Inventory |          | 10.00    | 200.00    | 2,000.00        | 0.00        | 2,000.00        |      |                 |              | 2,000.00 |       |
| <b>Total</b> |               |           |          |          |           | <b>2,000.00</b> | <b>0.00</b> | <b>2,000.00</b> |      |                 |              |          |       |

**Accounting impact** register 314 · all figures in INR

[Voucher](#)
[G/L entries](#)

| ENTRY    | ACCOUNT | PARTICULARS                 | COST CENTRE                                | DEBIT           | CREDIT   |
|----------|---------|-----------------------------|--------------------------------------------|-----------------|----------|
| 1578     | 215000  | Goods Received Not Invoiced | A4 SIZE PAPER — invoiced                   | ADMIN VARANASHI | 2,000.00 |
| 1579     | 140010  | Inventory Interim           | A4 SIZE PAPER — provisional value reversed | ADMIN VARANASHI | 2,000.00 |
| 1580     | 510000  | Purchases - Goods           | A4 SIZE PAPER — purchased                  | ADMIN VARANASHI | 2,000.00 |
| 1581     | 140000  | Inventory                   | A4 SIZE PAPER — into stock                 | ADMIN VARANASHI | 2,000.00 |
| 1582     | 533000  | Direct Cost Applied         | A4 SIZE PAPER — direct cost applied        | ADMIN VARANASHI | 2,000.00 |
| 1583     | 210000  | Accounts Payable            | Purchase invoice PINV00075                 | ADMIN VARANASHI | 2,000.00 |
| BALANCED |         |                             |                                            |                 | 6,000.00 |
|          |         |                             |                                            | 6,000.00        |          |

**Attachments**

| FILE                                                                   | NOTES                                                                       | SIZE  | UPLOADED         | BY    |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------|------------------|-------|
| <a href="#">black-writhing-snake-icon-outline-260nw-628404941.webp</a> | Carried from PurchaseOrder PO00024 — carried from GoodsReceiptNote GRN00020 | 10 KB | 26-09-2026 15:14 | ADMIN |

**PAPERS FROM EARLIER DOCUMENTS (4)**

| FILE                                                                   | FROM           | DOCUMENT | ADDED BY   | ON               |
|------------------------------------------------------------------------|----------------|----------|------------|------------------|
| <a href="#">black-writhing-snake-icon-outline-260nw-628404941.webp</a> | Purchase order | PO00024  | ADMIN      | 26-09-2026 15:14 |
| <a href="#">PO00024_signed.pdf</a>                                     | Purchase order | PO00024  | SCREENSHOT | 29-09-2026 23:41 |

**Figure 3.21** A posted purchase invoice, read-only

## Sending goods back: purchase credit note

*Credit a posted invoice, with the supplier's own credit note number.*

**WHERE** Purchase > Purchase Credit Notes (/purchase/credits)

- 1 Start the credit note **from the posted invoice**. Every creditable line comes on at the quantity left.

2 Record the **supplier's own credit note number** (not the invoice number).

3 Post. Returned goods leave the shelf at what they cost when they arrived.

Business Automation

COMPANY Demo Company Pvt Ltd

MANUAL SHOT API keys Sign out

Home > Purchase > Purchase Credit Notes

Purchase Credit Notes

Goods back to a vendor, or a price put right - Demo Company Pvt Ltd

To raise (54) Drafts (1) Posted

Pick the invoice being credited. Every line is raised against a line of that invoice, which is what stops more coming back than ever went out.

| INVOICE   | DATE       | VENDOR                        | INVOICED    | ALREADY CREDITED | LEFT        |           |
|-----------|------------|-------------------------------|-------------|------------------|-------------|-----------|
| PINV00075 | 26-09-2026 | V00020 Bharat Diesel Services | 2,000.00    | —                | 2,000.00    | Credit it |
| PINV00074 | 20-09-2026 | V00010 Sharma Auto Spares     | 1,200.00    | —                | 1,200.00    | Credit it |
| PINV00072 | 06-09-2027 | V00010 Sharma Auto Spares     | 1,180.00    | —                | 1,180.00    | Credit it |
| PINV00070 | 06-09-2026 | V00010 Sharma Auto Spares     | 59,000.00   | —                | 59,000.00   | Credit it |
| PINV00069 | 10-09-2026 | V00010 Sharma Auto Spares     | 1,180.00    | —                | 1,180.00    | Credit it |
| PINV00067 | 06-09-2026 | V00010 Sharma Auto Spares     | 59,000.00   | —                | 59,000.00   | Credit it |
| PINV00066 | 06-09-2026 | V00010 Sharma Auto Spares     | 59,000.00   | —                | 59,000.00   | Credit it |
| PINV00065 | 06-09-2026 | V00010 Sharma Auto Spares     | 59,000.00   | —                | 59,000.00   | Credit it |
| PINV00064 | 06-09-2026 | V00010 Sharma Auto Spares     | 51,920.00   | —                | 51,920.00   | Credit it |
| PINV00063 | 06-09-2026 | V00010 Sharma Auto Spares     | 53,100.00   | —                | 53,100.00   | Credit it |
| PINV00062 | 06-09-2026 | V00020 Bharat Diesel Services | 59,000.00   | —                | 59,000.00   | Credit it |
| PINV00061 | 06-09-2026 | V00020 Bharat Diesel Services | 1,18,000.00 | —                | 1,18,000.00 | Credit it |
| PINV00059 | 06-09-2026 | V00020 Bharat Diesel Services | 1,18,000.00 | —                | 1,18,000.00 | Credit it |
| PINV00057 | 06-09-2026 | V00010 Sharma Auto Spares     | 4,24,800.00 | —                | 4,24,800.00 | Credit it |
| PINV00056 | 06-09-2026 | V00010 Sharma Auto Spares     | 14,160.00   | —                | 14,160.00   | Credit it |
| PINV00055 | 06-09-2026 | V00010 Sharma Auto Spares     | 14,160.00   | —                | 14,160.00   | Credit it |
| PINV00054 | 06-09-2026 | V00010 Sharma Auto Spares     | 14,160.00   | —                | 14,160.00   | Credit it |
| PINV00053 | 06-09-2026 | V00010 Sharma Auto Spares     | 12,390.00   | —                | 12,390.00   | Credit it |
| PINV00052 | 06-09-2026 | V00010 Sharma Auto Spares     | 12,390.00   | —                | 12,390.00   | Credit it |
| PINV00038 | 06-09-2026 | V00010 Sharma Auto Spares     | 29,500.00   | —                | 29,500.00   | Credit it |

Figure 3.22 Purchase credit notes

## Approvals for purchase documents

Quotations, orders, goods receipts and invoices can go through approval.

**WHERE** Approval link on each card · Waiting on approval (/approvals/documents)

1 Open the document and click **Approval**.

2

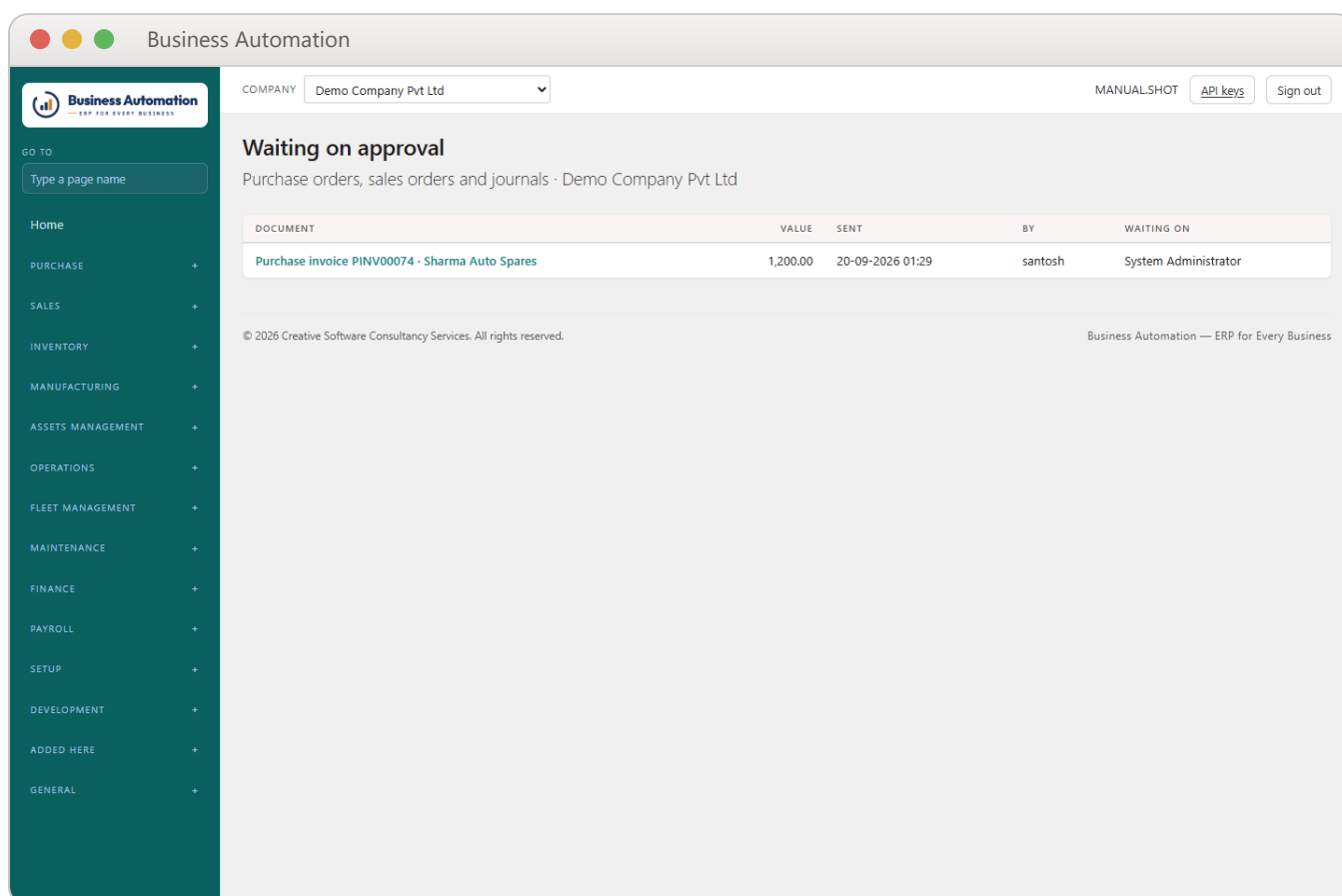
Press **Send for approval**. It goes to the first approver for that document kind, cost centre and value.

3

The approver opens the same page and presses **Approve** or **Send back** (with a reason).

4

It passes up the levels until the last level (or a final authority) approves. Each level leaves its own entry.



**Figure 3.23** Everything waiting on approval



**Important.** If the document is changed after it was sent, the next approval refuses it and it must be sent again.

## Verifying vendors and bank accounts

*Have the registers and the bank confirm a vendor before you pay.*

### WHERE

Purchase > GSTIN / PAN / CIN / MSME Verification (/verification/parties) · Bank Account Verification (/purchase/bank-verification)

1

On **GSTIN / PAN / CIN / MSME Verification**, choose Vendors or Customers, find the party and press **GSTIN, PAN, CIN** or **MSME** on its line.

2

On **Bank Account Verification**, press **Verify** on an account. A small credit is sent and the bank answers with the account holder's name. **Pending** — press **Refresh** later.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

Home > Inventory > GSTIN / PAN / CIN / MSME Verification

### GSTIN / PAN / CIN / MSME Verification

Vendors' numbers checked against the government registers · Demo Company Pvt Ltd

☒ GSTIN 
 ☒ PAN 
 ☐ CIN off 
 ☐ MSME (Udyam) off

SHOW CODE, NAME OR GSTIN

Vendors  [Show](#)

| CODE   | NAME                                   | GST TYPE   | GSTIN           | GSTIN CHECK | PAN        | PAN CHECK | CIN | CIN CHECK | UDYAM (MSME) | MSME CHECK |
|--------|----------------------------------------|------------|-----------------|-------------|------------|-----------|-----|-----------|--------------|------------|
| V00010 | Sharma Auto Spares                     | Registered | 27ABCDE1234F1Z0 | —           | ABCPD1234E | —         | —   | —         | —            | —          |
| V00020 | Bharat Diesel Services                 | Registered | 27AABCG5678N1ZY | Not found   | AAACB1234C | —         | —   | —         | —            | —          |
| V00103 | Creative Software Consultancy Services | Registered | 20aqspk5051b1z9 | —           | aqspk5051b | —         | —   | —         | —            | —          |

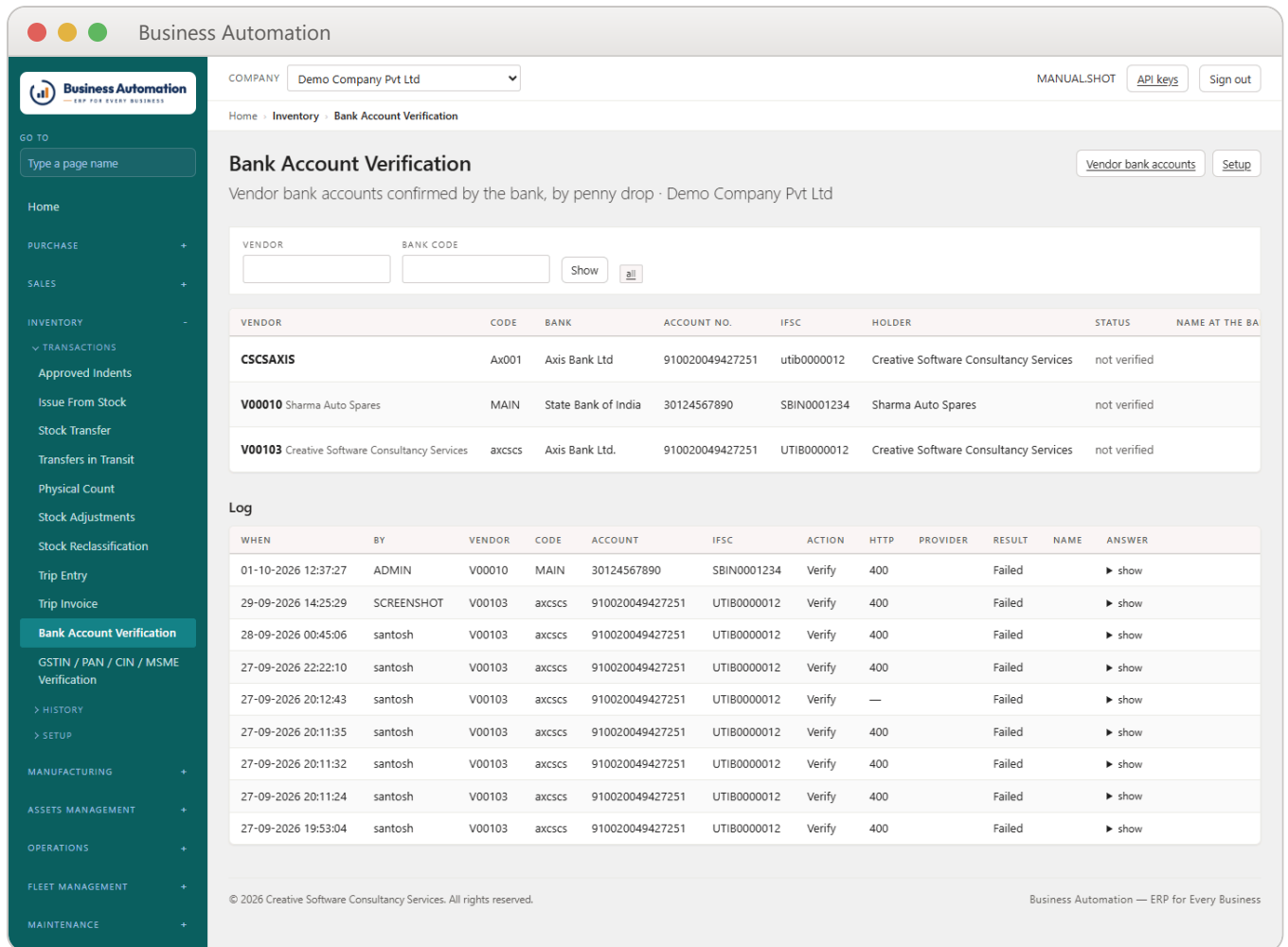
**Log**

| WHEN                | BY    | PARTY         | CHECK | NUMBER          | HTTP | RESULT       | STATUS    | NAME | MESSAGE                                                  |
|---------------------|-------|---------------|-------|-----------------|------|--------------|-----------|------|----------------------------------------------------------|
| 02-10-2026 15:16:04 | ADMIN | Vendor V00020 | GSTIN | 27AABCG5678N1ZY | 200  | not verified | Not found |      | The register has no GSTIN 27AABCG5678N1ZY: Error in GSTN |
| 01-10-2026 12:36:53 | ADMIN | Vendor V00020 | PAN   | AAACB1234C      | 200  | not verified |           |      | PAN AAACB1234C is not valid on the income-tax register.  |
| 01-10-2026 12:36:46 | ADMIN | Vendor V00020 | GSTIN | 27AABCG5678N1ZY | 200  | not verified | Not found |      | The register has no GSTIN 27AABCG5678N1ZY: Error in GSTN |

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**Figure 3.24** GSTIN / PAN / CIN / MSME verification



**Figure 3.25** Bank account verification

## TDS

Set up sections and rates, map vendors, and deposit and return the tax.

**WHERE** Setup > TDS Setup (/setup/tds)

- 1 In **TDS Setup**, enter your TAN and deductor details, the **sections** and their **rates**. Press **Change** on a section to correct it.
- 2 In **Purchase > Vendor TDS Sections**, map each supplier to their section with their PAN.
- 3 Deposit the tax under **TDS Challans**, prepare the 26Q under **TDS Quarterly Return**, and issue Form 16A from **TDS Certificates**.

Business Automation

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home > Purchase > TDS Setup

GO TO

Type a page name

- Home
- PURCHASE
  - TRANSACTIONS
  - HISTORY
  - SETUP
    - Purchase Setup
    - Inventory Posting Setup
    - TDS Setup**
    - Vendor TDS Sections
    - Vendor Bank Accounts
    - Vendor Receiving Addresses
    - Vendors
- SALES
- INVENTORY
- MANUFACTURING
- ASSETS MANAGEMENT
- OPERATIONS
- FLEET MANAGEMENT
- MAINTENANCE
- FINANCE
- PAYROLL
- SETUP
- DEVELOPMENT
- ADDED HERE
- GENERAL

## TDS Setup

Who we deduct as, what the sections are, and at what rate · Demo Company Pvt Ltd

[Vendor sections](#)

**Who we deduct as**

TAN: NGPD12345E      DEDUCTOR NAME: Demo Company Pvt Ltd      DEDUCTOR CATEGORY: Company

PERSON RESPONSIBLE: R. Sharma      THEIR DESIGNATION: Director

ANNUAL THRESHOLD: Apply it      GST IN THE BASE: Exclude GST      ROUND TO: 1

[Save](#)

**Sections**

| CODE   | DESCRIPTION                                 | SECTION ON THE RETURN | DEDUCT ON | GST IN BASE | RATES                    |
|--------|---------------------------------------------|-----------------------|-----------|-------------|--------------------------|
| 192    | Salary                                      | 192                   | Payment   | Excluded    | 0 <a href="#">Change</a> |
| 194A   | Interest other than on securities           | 194A                  | Invoice   | Excluded    | 1 <a href="#">Change</a> |
| 194C   | Payments to contractors and sub-contractors | 194C                  | Invoice   | Excluded    | 2 <a href="#">Change</a> |
| 194D   | Insurance commission                        | 194D                  | Invoice   | Excluded    | 1 <a href="#">Change</a> |
| 194H   | Commission or brokerage                     | 194H                  | Invoice   | Excluded    | 1 <a href="#">Change</a> |
| 194I-A | Rent of plant and machinery                 | 194I                  | Invoice   | Excluded    | 1 <a href="#">Change</a> |
| 194I-B | Rent of land, building or furniture         | 194I                  | Invoice   | Excluded    | 1 <a href="#">Change</a> |
| 194J   | Professional or technical services          | 194J                  | Invoice   | Excluded    | 1 <a href="#">Change</a> |
| 194Q   | Purchase of goods above the annual limit    | 194Q                  | Invoice   | Excluded    | 1 <a href="#">Change</a> |

[Add a section](#)

Figure 3.26 TDS setup

**Note.** A section's code cannot be changed once it exists. Block the old one and add a new one.



## CHAPTER 4

# Selling

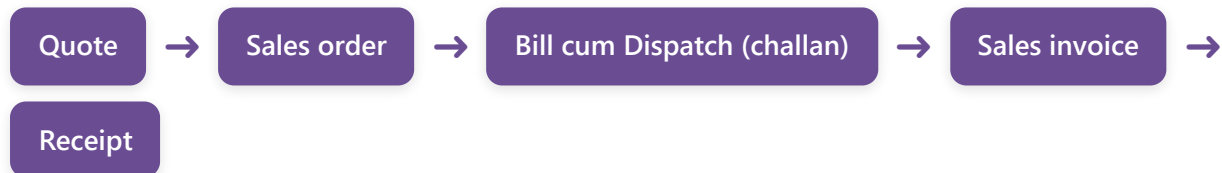
For: Sales staff

**What this chapter covers.** Price lists, quotes and orders, delivery addresses and GST, Bill cum Dispatch, invoicing several challans together, credit notes, e-invoices and e-way bills.

- The selling chain
- Customers and their ship-to addresses
- Customer price lists
- Taking the order
- Bill cum Dispatch
- One invoice for several challans
- Posted shipments and invoices
- Credit notes
- E-invoice and e-way bill
- Collecting tax at source (TCS)

## | The selling chain

*Nobody approves a sale before it leaves — the customer has already been told.*



## | Customers and their ship-to addresses

*Record each delivery address with its own state and GSTIN, so the tax follows where the goods go.*

**WHERE** Sales > Customers · Customer card > Ship-to addresses

- 1 Open the customer card and fill in the GSTIN — PAN and state fill in from it.
- 2 Scroll to **Ship-to addresses** at the bottom and add each delivery address with a code, its state and GSTIN. The GSTIN must start with the state's code.
- 3 The same addresses are listed under **Sales > Customer Ship-to Addresses**.

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MANUALSHOT [API keys](#) [Sign out](#)

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

## Customer

Record 1 · entity [Customer](#) · [Back to list](#) · [Personalise](#) · [New](#) · [Verify GSTIN / PAN / CIN](#)

GENERAL

No.\* C00010 Name\* Metro Infra Projects Pvt Ltd.

Address Plot 44, MIDC Hingna Industrial Area

City Nagpur State mh

PIN Code 440016 GST Registration No. 27AAACM1234C1Z4

PAN AAACM1234C Contact Person

Phone No.

Email

Payment Term (Days) 30 Credit Limit 0

Posting Group CUST-DOM Blocked

Currency

TAX INFORMATION

State Code MH GST Customer Type Registered

[Save](#) [Cancel](#)

SHIP-TO ADDRESSES (0)

Attachments

Nothing attached yet.

FILE

[Choose File](#) No file chosen

NOTES

what this is

[Attach](#)

Up to 25 MB. PDF, images, Office files, CSV, text, ZIP and email.

VERIFICATION

**GST not verified yet**

27AAACM1234C1Z4

Not checked against the GST portal yet.

**PAN not verified yet**

AAACM1234C

Not checked against the income-tax register yet.

**Figure 4.1** The customer card

Business Automation

Item Value

Vendor Ledger Entries

SETUP

Purchase Setup

Inventory Posting Setup

TDS Setup

Vendor TDS Sections

Vendor Bank Accounts

Vendor Receiving Addresses

Vendors

SALES

TRANSACTIONS

Sales Quotes

Sales Orders

SHIP-TO ADDRESSES (0)

| CODE                      | NAME | ADDRESS | CITY | STATE | PIN | GSTIN | CONTACT | BLOCKED |
|---------------------------|------|---------|------|-------|-----|-------|---------|---------|
| None yet — add one below. |      |         |      |       |     |       |         |         |

### Add a ship-to address

Code e.g. PUNE Name

Address

City State — choose —

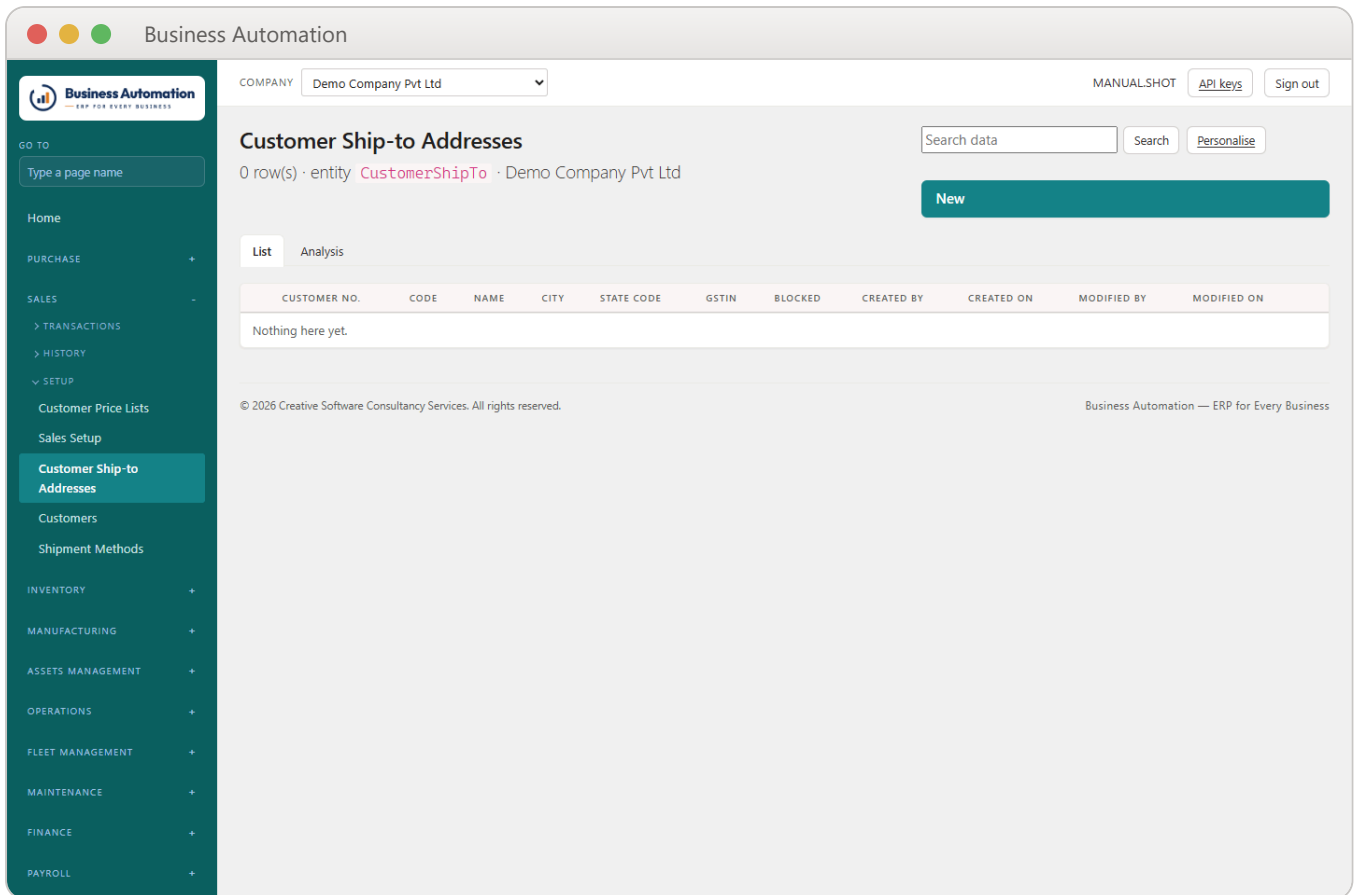
PIN GSTIN 15 characters, or blank if unregistered

Contact person Phone

[Add a ship-to address](#)

**Figure 4.2** Ship-to addresses at the bottom of the customer card





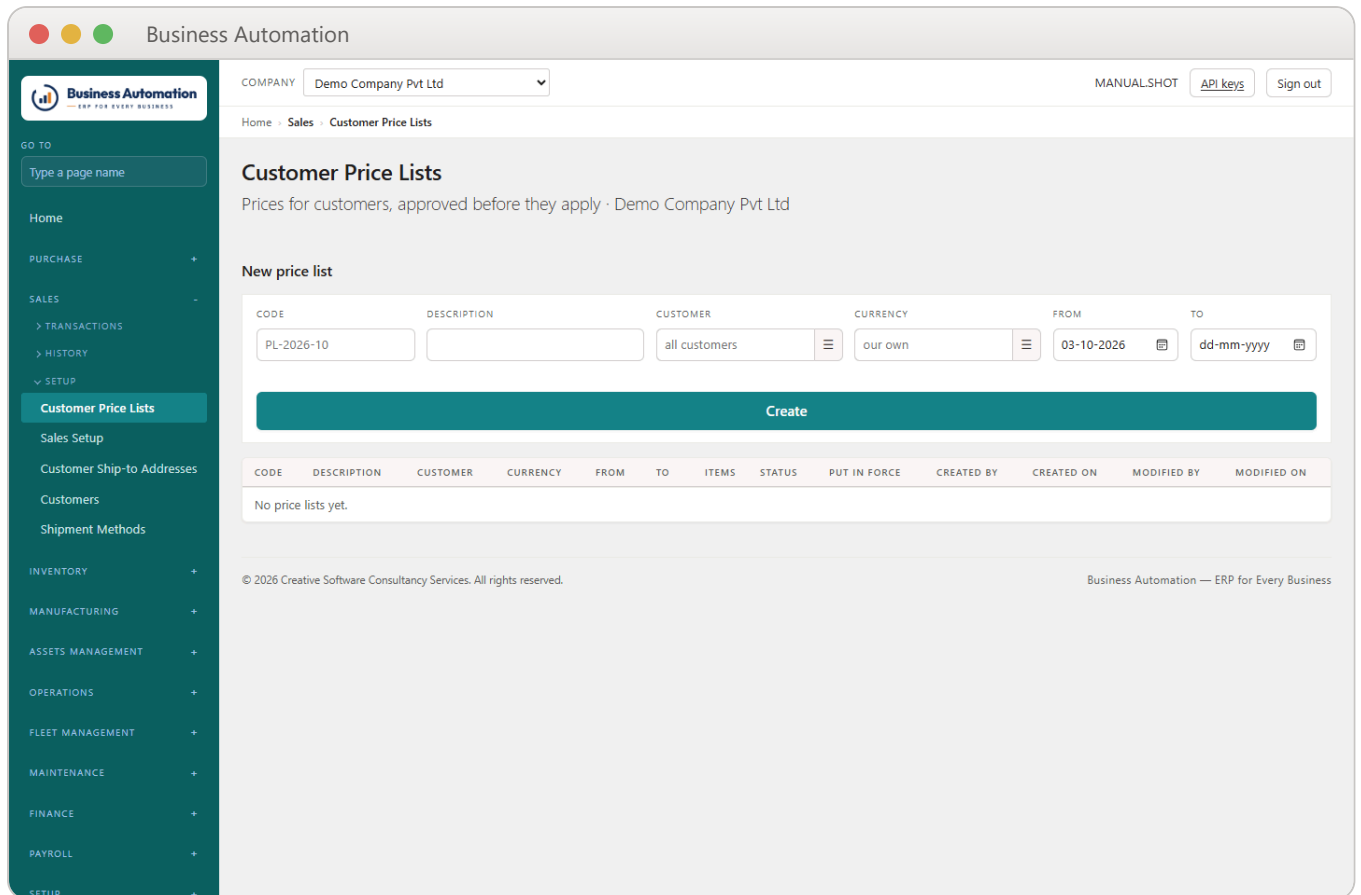
**Figure 4.3** Customer ship-to addresses

## Customer price lists

*Prices for one customer, or for everybody, valid between dates.*

**WHERE** Sales > Customer Price Lists (/sales/price-lists)

- 1 Make a list: choose the **Customer** (blank = every customer), the currency and the **From / To** dates.
- 2 Add each item with its price, and a lower price **from** a quantity if there is one.
- 3 Send it for approval on the list card; the last approver's signature puts it in force (or **Put in force** where no approvers are set up).
- 4 On a sales order, leave the price blank and the line takes the price in force: the customer's list first, then the list for everyone, then the item's own price.



**Figure 4.4** Customer price lists

## Taking the order

*Enter the sales order, check the tax and release it.*

**WHERE** Sales > Sales Quotes (/sales/quotes) · Sales Orders (/sales/orders)

- 1 Open **Sales Orders** and press **New** (an accepted quote **becomes** the order with its lines).
- 2 Choose the customer. Choose **Ship from** (the store) and, if it goes to a branch, the **Ship-to code**. Save.
- 3 Check **What the tax is worked out from**: the ship-from store's GSTIN and state, the customer's GSTIN and state, and the place of supply with *CGST + SGST* or *IGST* beside it.
- 4 Add the lines: item, quantity and price. Each stock line shows its **store** and, where the store keeps bins, a **Bin** (press **Set** after changing them).

5

Press **Release**. If the customer is over the credit limit you see the figures and **Release anyway** — use it only with authority.

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MANUAL SHOT [API keys](#) [Sign out](#)

Home > Sales > Sales Quotes

## Sales Quotes

9 document(s) · Demo Company Pvt Ltd

Quotes Orders Bill cum Dispatch Sales Invoices Shipped Not Invoiced Posted Shipments Posted Invoices

CUSTOMER

type a code or a name

DATE 03-10-2026

New quote

List Analysis

| NO.     | CUSTOMER                              | DATE       | STATUS | CURRENCY | LINES | NET       | GST      | TOTAL     | CREATED BY | CREATED ON       | MODIFIED I |
|---------|---------------------------------------|------------|--------|----------|-------|-----------|----------|-----------|------------|------------------|------------|
| SQ00009 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed |          | 2     | 31,000.00 | 7,480.00 | 38,480.00 | ADMIN      | 07-09-2026 14:10 | ADMIN      |
| SQ00008 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed |          | 2     | 31,000.00 | 7,480.00 | 38,480.00 | ADMIN      | 07-09-2026 14:10 | ADMIN      |
| SQ00007 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed |          | 2     | 31,000.00 | 7,480.00 | 38,480.00 | ADMIN      | 07-09-2026 13:06 | ADMIN      |
| SQ00006 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed |          | 2     | 31,000.00 | 7,480.00 | 38,480.00 | ADMIN      | 07-09-2026 13:04 | ADMIN      |
| SQ00005 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed |          | 2     | 31,000.00 | 7,480.00 | 38,480.00 | ADMIN      | 07-09-2026 13:04 | ADMIN      |
| SQ00004 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed |          | 2     | 31,000.00 | 7,480.00 | 38,480.00 | ADMIN      | 07-09-2026 13:03 | ADMIN      |
| SQ00003 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed |          | 2     | 31,000.00 | 7,480.00 | 38,480.00 | ADMIN      | 07-09-2026 13:01 | ADMIN      |
| SQ00002 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed |          | 2     | 31,000.00 | 7,480.00 | 38,480.00 | ADMIN      | 07-09-2026 13:00 | ADMIN      |
| SQ00001 | C00010 — Metro Infra Projects Pvt Ltd | 05-09-2026 | Closed | INR      | 1     | 15,000.00 | 2,700.00 | 17,700.00 | ADMIN      | 05-09-2026 00:33 | ADMIN      |

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Figure 4.5 Sales quotes

Business Automation

GO TO

Type a page name

- Home
- PURCHASE +
- SALES -
- TRANSACTIONS
- Sales Quotes
- Sales Orders**
- Bill cum Dispatch
- Sales Invoices
- Back Orders
- Sales Credit Notes
- HISTORY
- SETUP
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

COMPANY Demo Company Pvt Ltd

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Home > Sales > Sales Orders

## Sales Orders

27 document(s) · Demo Company Pvt Ltd

Quotes **Orders** Bill cum Dispatch Sales Invoices Shipped Not Invoiced Posted Shipments Posted Invoices

CUSTOMER

type a code or a name

DATE

03-10-2026

New order

List Analysis

| NO.     | CUSTOMER                              | DATE       | STATUS   | CURRENCY | LINES | NET         | GST       | TOTAL       | CREATED BY | CREATED ON       | MOO |
|---------|---------------------------------------|------------|----------|----------|-------|-------------|-----------|-------------|------------|------------------|-----|
| SO00027 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Closed   |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 14:10 |     |
| SO00026 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Shipped  |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 14:10 |     |
| SO00025 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Shipped  |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 13:06 |     |
| SO00024 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Shipped  |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 13:04 |     |
| SO00023 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Shipped  |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 13:04 |     |
| SO00022 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Shipped  |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 13:03 |     |
| SO00021 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Shipped  |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 13:01 |     |
| SO00020 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | Shipped  |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 13:00 |     |
| SO00019 | C00040 — Deccan Traders Hyderabad     | 06-09-2026 | Closed   |          | 1     | 1,34,400.00 | 24,192.00 | 1,58,592.00 | ADMIN      | 06-09-2026 17:20 |     |
| SO00018 | C00030 — Walk-in Retail Nagpur        | 06-09-2026 | Shipped  |          | 1     | 7,000.00    | 1,260.00  | 8,260.00    | ADMIN      | 06-09-2026 17:20 |     |
| SO00017 | C00050 — Gujarat Cement Works         | 06-09-2026 | Shipped  |          | 1     | 55,500.00   | 9,990.00  | 65,490.00   | ADMIN      | 06-09-2026 17:20 |     |
| SO00016 | C00010 — Metro Infra Projects Pvt Ltd | 06-09-2026 | Shipped  |          | 1     | 74,000.00   | 13,320.00 | 87,320.00   | ADMIN      | 06-09-2026 17:20 |     |
| SO00015 | C00040 — Deccan Traders Hyderabad     | 06-09-2026 | Released |          | 1     | 1,34,400.00 | 37,632.00 | 1,72,032.00 | ADMIN      | 06-09-2026 17:19 |     |
| SO00014 | C00030 — Walk-in Retail Nagpur        | 06-09-2026 | Shipped  |          | 1     | 7,000.00    | 1,260.00  | 8,260.00    | ADMIN      | 06-09-2026 17:19 |     |
| SO00013 | C00050 — Gujarat Cement Works         | 06-09-2026 | Shipped  |          | 1     | 55,500.00   | 9,990.00  | 65,490.00   | ADMIN      | 06-09-2026 17:19 |     |

Figure 4.6 Sales orders

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Home Sales Sales Orders Document

GO TO

Type a page name

- Home
- PURCHASE +
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- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

[E-mail this](#)  
[? How it works](#)
[First](#)
[Previous](#)
2 of 27
[Next](#)
[Last](#)
[SUMMARY](#)

## SO00002

Order - C00010 — Metro Infra Projects Pvt Ltd · [Open](#) · [Approval](#) · [Back](#)

[Update GST](#)
Reads the customer, ship-to address and location again, gives item lines their item's HSN and GST %, and works the tax out afresh.

GENERAL

Customer

C00010

⋮

+

Type

Standard

▼

Job code

Order date

05-09-2026

📅

Posting date

05-09-2026

📅

Promised delivery

dd-mm-yyyy

📅

Customer's PO no.

Customer's enquiry / RFQ no.

Enquiry date

dd-mm-yyyy

📅

Bill to (if different)

type to search

⋮

+

Salesperson

Document date

05-09-2026

📅

Requested delivery

dd-mm-yyyy

📅

INVOICE DETAILS

SHIP-TO AND DELIVERY

TRANSPORT

COST CENTRES AND NARRATION

WHAT HAS HAPPENED

Save header

The customer can only be changed while the document has no lines.

Lines

| LINE          | TYPE | NO. | DESCRIPTION | UNIT | QTY | SHIPPED | CURRENCY | PRICE | GST % | AMOUNT | RATE | PRICE (FCY) | AMOUNT (FCY) | GST BASE | STORE · BIN · COST CEN |
|---------------|------|-----|-------------|------|-----|---------|----------|-------|-------|--------|------|-------------|--------------|----------|------------------------|
| No lines yet. |      |     |             |      |     |         |          |       |       |        |      |             |              |          |                        |

Add a line

ITEM OR ACCOUNT

Figure 4.7 A sales order

**Business Automation**

**SHIP-TO AND DELIVERY**

Ship from:

Ship-from GSTIN / state:

Customer GSTIN / state:

Place of supply:  — CGST + SGST

Ship-to code:

Department:

Ship to:

Address:

City:

State:

Delivery state (GST):

PIN:

Ship-to GSTIN:

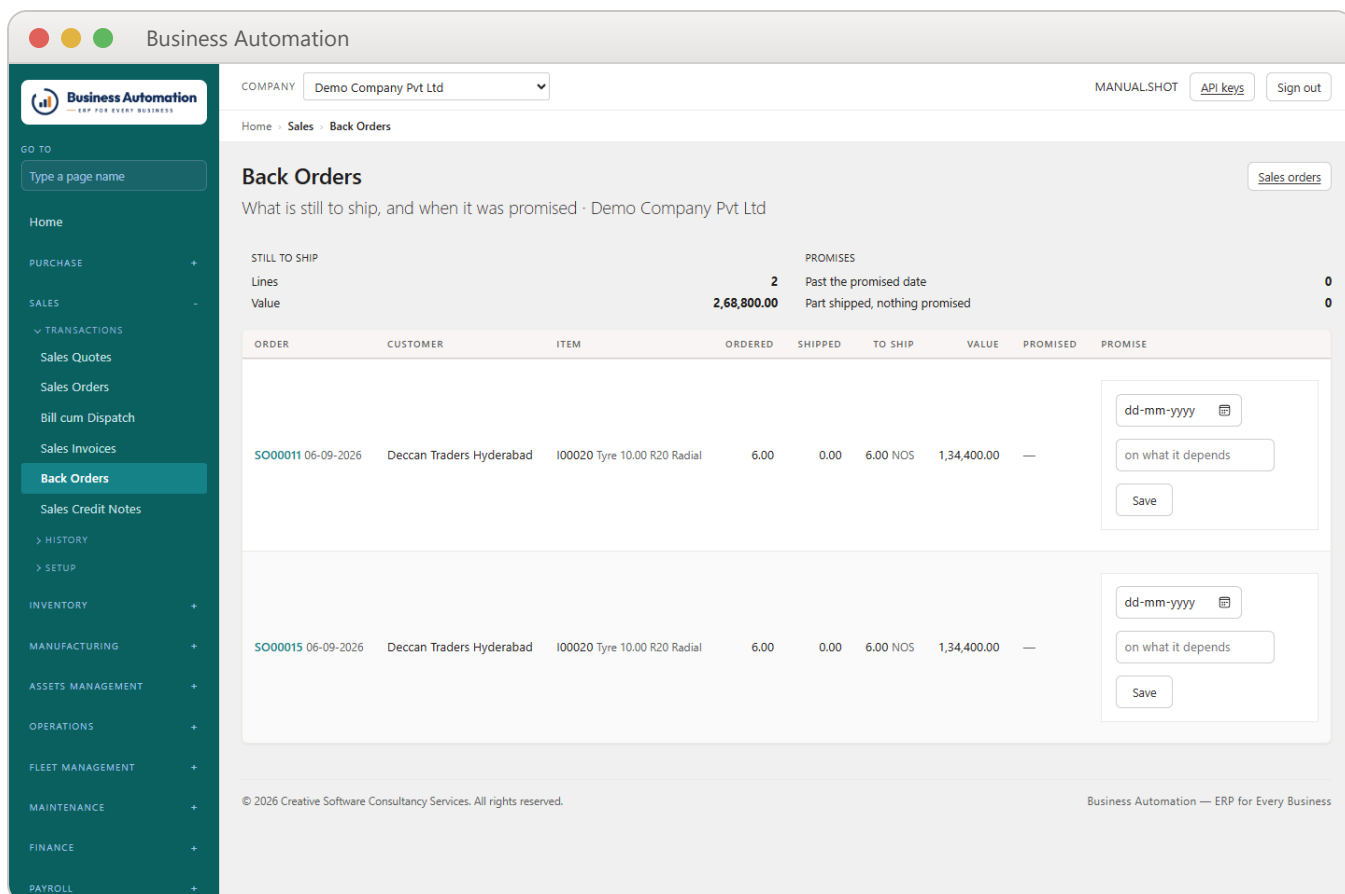
Choosing one fills the address, state and GSTIN below when you save. [Ship-to addresses](#)

**Figure 4.8** Ship-to and delivery: ship-from and customer GSTIN, place of supply (CGST + SGST or IGST) and the ship-to code

**Important. Delivery wins.** Where the billing and delivery addresses differ, the delivery state decides the tax. Getting it wrong is silent: the invoice prints and the return is filed against the wrong state.

**Tip. Update GST** (under the heading) re-reads the customer, ship-to and store, and gives every item line its HSN and GST %. Use it on an order brought in from another system or made before the masters were complete. It works on open documents only.

- **A released order is locked.** To change a line, press **Reopen**, change it and **Release** again.
- **Back orders:** Sales > Back Orders lists what is ordered and not yet shipped; put a promised date against a line.



**Figure 4.9** Back orders

## Bill cum Dispatch

*Send the goods: pick serial numbers, fill the dispatch details and post the challan — or the challan and invoice together.*

**WHERE** Sales > Bill cum Dispatch (/sales/dispatch), or Dispatch on the released order

- 1 Open **Bill cum Dispatch**. Every released order with goods still to go is listed. Open the order.
- 2 **Serial-numbered items:** tick the numbers going and press **Save the numbers**. Only numbers in stock at that store are offered.
- 3 **Batch items:** type how much of each batch goes and press **Save the batches**.
- 4 Under **What goes now**, lower a quantity to send part, or set 0 to hold a line back.

5

Fill **Dispatch details**: posting date, dispatch slip no., customer PO, **Shipment method** (picked from the list), transporter, vehicle, LR/RR, e-way bill and remarks. **Save details** keeps them without posting.

6

Press **Post challan** to post the delivery challan and bill it later — or **Post challan and invoice** to post the challan and the tax invoice together.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

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Home > Sales > **Bill cum Dispatch**

**Bill cum Dispatch**

Released orders with goods still to go - Demo Company Pvt Ltd

[Sales Orders](#) | [Shipped Not Invoiced](#) | [Sales Invoices](#)

| ORDER   | CUSTOMER                          | DATE       | SHIP FROM | DELIVER TO | STATUS   | LINES TO GO | QUANTITY TO GO |                          |
|---------|-----------------------------------|------------|-----------|------------|----------|-------------|----------------|--------------------------|
| S000011 | C00040 — Deccan Traders Hyderabad | 06-09-2026 | MAIN      | Hyderabad  | Released | 1           | 6.00           | <a href="#">Dispatch</a> |
| S000015 | C00040 — Deccan Traders Hyderabad | 06-09-2026 | MAIN      | Hyderabad  | Released | 1           | 6.00           | <a href="#">Dispatch</a> |

**HOW IT WORKS**

Open an order, pick the serial numbers or batches for tracked items (only what is on the shelf at that store), set how much goes now, and post. **Post challan** sends the goods and books the cost; bill them later, several challans together, from a Sales Invoice with *Get shipment lines*. **Post challan and invoice** does both at once.

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**Figure 4.10** Bill cum Dispatch: released orders with goods still to go



Business Automation

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API keys
Sign out

GO TO
Type a page name

Home
PURCHASE +
SALES +
INVENTORY +
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ASSETS MANAGEMENT +
OPERATIONS +
FLEET MANAGEMENT +
MAINTENANCE +
FINANCE +
PAYROLL +
SETUP +
DEVELOPMENT +
ADDED HERE +
GENERAL +

► E-mail this

## Dispatch SO00011

C00040 — Deccan Traders Hyderabad · [open the order](#) · [all orders waiting](#)

Ship fromMAIN · GSTIN 27AABCD1234E1Z8 · MH

Deliver toDeccan Traders Hyderabad · Hyderabad · TS

Customer GSTIN—

Place of supplyTS

### Dispatch details

|                         |            |                   |                      |
|-------------------------|------------|-------------------|----------------------|
| Posting date            | 06-09-2026 | Dispatch slip no. | gate pass / slip     |
| Customer PO / reference |            | Shipment method   | choose from the list |
| Transporter             |            | Vehicle no.       | MH12AB1234           |
| LR / RR no.             |            | LR / RR date      | dd-mm-yyyy           |
| Destination             |            | Unloading point   |                      |
| E-way bill no.          |            | E-way bill date   | dd-mm-yyyy           |
| Remarks                 |            |                   |                      |

### What goes now

| LINE  | ITEM                           | STORE · BIN | ORDERED | SHIPPED | LEFT TO GO | SHIP NOW | TRACKING |
|-------|--------------------------------|-------------|---------|---------|------------|----------|----------|
| 10000 | I00020 — Tyre 10.00 R20 Radial | MAIN        | 6.00    | 0.00    | 6.00       | 6.0000   |          |

Save details
Post challan

Post challan and invoice

Set a line to 0 to hold it back. Serial-numbered and batch items need their numbers or batches picked above for what goes now — posting refuses otherwise.

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**Figure 4.11** The dispatch page for one order

Business Automation

Purchase Orders
GRN / SRN List
Purchase Invoices
Purchase Credit Notes
Cost Adjustment
TDS Challans
TDS Quarterly Return
TDS Certificates

HISTORY
Posted GRN Register
GRN Posted, Not Invoiced
Posted Purchase Invoices
Posted Purchase Credit Notes
Item Value
Vendor Ledger Entries

SETUP
Purchase Setup
Inventory Posting Setup

### Dispatch details

|                         |            |                   |                      |
|-------------------------|------------|-------------------|----------------------|
| Posting date            | 06-09-2026 | Dispatch slip no. | gate pass / slip     |
| Customer PO / reference |            | Shipment method   | choose from the list |
| Transporter             |            | Vehicle no.       | MH12AB1234           |
| LR / RR no.             |            | LR / RR date      | dd-mm-yyyy           |
| Destination             |            | Unloading point   |                      |
| E-way bill no.          |            | E-way bill date   | dd-mm-yyyy           |
| Remarks                 |            |                   |                      |

### What goes now

| LINE  | ITEM                           | STORE · BIN | ORDERED | SHIPPED | LEFT TO GO | SHIP NOW | TRACKING |
|-------|--------------------------------|-------------|---------|---------|------------|----------|----------|
| 10000 | I00020 — Tyre 10.00 R20 Radial | MAIN        | 6.00    | 0.00    | 6.00       | 6.0000   |          |

Save details
Post challan

Post challan and invoice

Set a line to 0 to hold it back. Serial-numbered and batch items need their numbers or batches picked above for what goes now — posting refuses otherwise.

**Figure 4.12** Dispatch details — printed on the delivery challan

Business Automation

Purchase Orders

GRN / SRN List

Purchase Invoices

Purchase Credit Notes

Cost Adjustment

TDS Challans

TDS Quarterly Return

TDS Certificates

▼

HISTORY

Posted GRN Register

GRN Posted, Not Invoiced

Posted Purchase Invoices

Posted Purchase Credit Notes

Item Value

Vendor Ledger Entries

▼

SETUP

Purchase Setup

Inventory Posting Setup

Dispatch details

Posting date

06-09-2026

Dispatch slip no.

gate pass / slip

Customer PO / reference

Shipment method

choose from the list

Transporter

Vehicle no.

MH12AB1234

LR / RR no.

LR / RR date

dd-mm-yyyy

Destination

Unloading point

E-way bill no.

E-way bill date

dd-mm-yyyy

Remarks

What goes now

| LINE  | ITEM                           | STORE - BIN | ORDERED | SHIPPED | LEFT TO GO | SHIP NOW | TRACKING |
|-------|--------------------------------|-------------|---------|---------|------------|----------|----------|
| 10000 | I00020 — Tyre 10.00 R20 Radial | MAIN        | 6.00    | 0.00    | 6.00       | 6.0000   |          |

Save details

Post challan

Post challan and invoice

Set a line to 0 to hold it back. Serial-numbered and batch items need their numbers or batches picked above for what goes now — posting refuses otherwise.

**Figure 4.13** What goes now, and the two posting buttons

**⚠ Important.** Posting is refused when a serial-numbered item does not have enough numbers ticked, or a number is no longer in stock. You cannot ship stock that is not there.

- **Shipment methods** (road, rail, air, courier, hand delivery, customer pick-up) are kept under **Sales > Shipment Methods**. Add your own there.

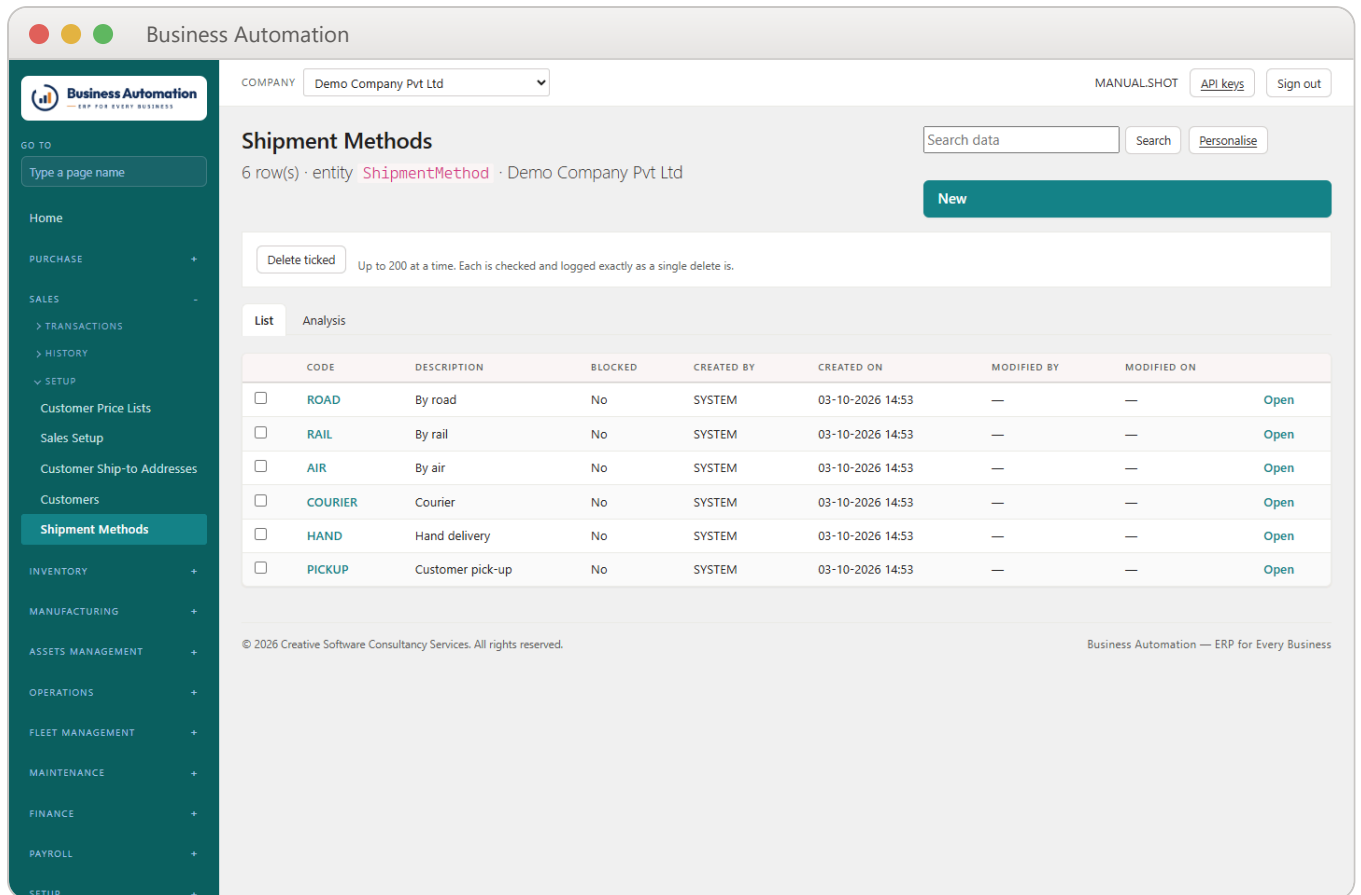


Figure 4.14 Shipment methods

## One invoice for several challans

*Bill a customer's challans together with Get shipment lines.*

**WHERE** Sales > Sales Invoices (/sales/open-invoices)

- 1 Open **Sales Invoices**, choose the customer and press **New invoice**.
- 2 Open **Get shipment lines**. It lists every challan line of that customer not yet billed.
- 3 Tick the lines (the box in the heading ticks all) and press **Add the ticked lines**.
- 4 Check the invoice, then press **Post invoice**.

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Home > Sales > Sales Invoices

## Sales Invoices

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[Sales Invoices](#)
[Shipped Not Invoiced](#)
[Posted Shipments](#)
[Posted Invoices](#)

CUSTOMER

≡ +

DATE

📅

New invoice

List

Analysis

| NO.     | CUSTOMER                              | DATE       | STATUS               | CURRENCY | LINES | NET         | GST       | TOTAL       | CREATED BY | CREATED ON       | MODII |
|---------|---------------------------------------|------------|----------------------|----------|-------|-------------|-----------|-------------|------------|------------------|-------|
| SI00013 | C00010 — Metro Infra Projects Pvt Ltd | 15-09-2026 | <a href="#">Open</a> |          | 1     | 19,000.00   | 5,320.00  | 24,320.00   | SCREENSHOT | 15-09-2026 23:04 |       |
| SI00012 | C00010 — Metro Infra Projects Pvt Ltd | 08-09-2026 | <a href="#">Open</a> |          | 1     | 12,950.00   | 0.00      | 12,950.00   | CLAUDETEST | 08-09-2026 12:34 |       |
| SI00010 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | <a href="#">Open</a> |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 14:10 |       |
| SI00009 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | <a href="#">Open</a> |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 13:06 |       |
| SI00008 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | <a href="#">Open</a> |          | 2     | 31,000.00   | 7,480.00  | 38,480.00   | ADMIN      | 07-09-2026 13:04 |       |
| SI00007 | C00010 — Metro Infra Projects Pvt Ltd | 07-09-2026 | <a href="#">Open</a> |          | 8     | 1,24,000.00 | 29,920.00 | 1,53,920.00 | ADMIN      | 07-09-2026 13:04 |       |

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**Figure 4.15** Sales invoices being prepared

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- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
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[? How it works](#)

First Previous 6 of 6 Next Last

**SI00013**

Invoice · C00010 — Metro Infra Projects Pvt Ltd · [Open](#) · from order SO00022 · [Approval](#) · [Back](#)

Update GST Reads the customer, ship-to address and location again, gives item lines their item's HSN and GST %, and works the tax out afresh.

**GENERAL**

Customer C00010
Type Standard
Job code
Order date 15-09-2026
Posting date 15-09-2026
Promised delivery dd-mm-yyyy
Customer's PO no.
Customer's enquiry / RFQ no.
Enquiry date dd-mm-yyyy

Bill to (if different) type to search
Salesperson
Document date 15-09-2026
Requested delivery dd-mm-yyyy

► INVOICE DETAILS

► SHIP-TO AND DELIVERY

► TRANSPORT

► COST CENTRES AND NARRATION

► WHAT HAS HAPPENED

Save header

The customer can only be changed while the document has no lines.

**Lines**

| LINE  | TYPE      | NO.    | DESCRIPTION           | UNIT | QTY  | SHIPPED | CURRENCY | PRICE    | GST % | AMOUNT    | RATE | PRICE (FCY) | AMOUNT (FCY) | GST BA  |
|-------|-----------|--------|-----------------------|------|------|---------|----------|----------|-------|-----------|------|-------------|--------------|---------|
| 10000 | Inventory | I00020 | Tyre 10.00 R20 Radial | NOS  | 2.00 | 0.00    |          | 9,500.00 | 28    | 19,000.00 |      |             |              | 19,000. |

► GET SHIPMENT LINES — C00010'S CHALLANS NOT YET BILLED (0)

**Figure 4.16** A draft sales invoice

Business Automation

Subcontracting

Output Journal

Consumption Journal

HISTORY

Cost Sheet

Capacity Used

Subcontract Reconciliation

SETUP

Bills of Material

Routings

► GET SHIPMENT LINES — C00010'S CHALLANS NOT YET BILLED (0)

Nothing shipped to C00010 is waiting to be billed.

**Add a line**

ITEM OR ACCOUNT
type a code or a name
Items and G/L accounts both.

QUANTITY
PRICE
GST %
from item
from item

**Figure 4.17** Get shipment lines: the customer's challans not yet billed

**Note.** A challan line already on another draft invoice is not offered again, so nothing is billed twice. **Shipped Not Invoiced** (/sales/unbilled) lists everything that has left and not been billed — work done and not charged for.

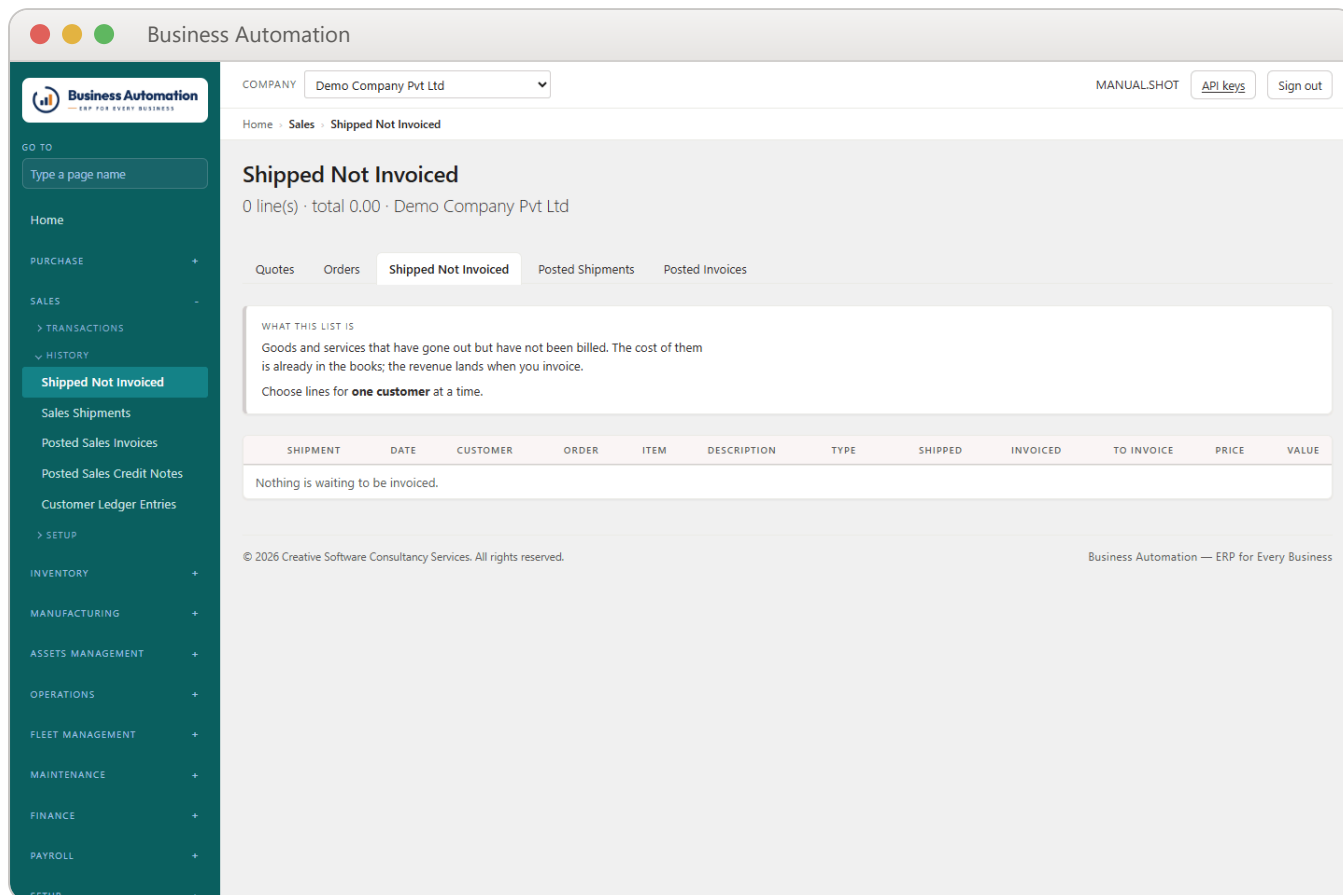


Figure 4.18 Shipped, not invoiced

## Posted shipments and invoices

*Look up what went out and what was billed, and print for the customer.*

**WHERE** Sales > Sales Shipments (/sales/shipments) · Posted Sales Invoices (/sales/invoices)

- 1 Open the register and click the number. The header shows first — customer, dates, references, who posted it — then the lines and totals.
- 2 Press **Print** for the tax invoice (with HSN summary, amount in words and the signed QR where registered). **Three copies** prints original, duplicate and triplicate; **GST layout** gives the customer's own format.
- 3 **Create credit note** and **Reverse** are on the document's own heading.

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Home > Sales > Sales Shipments

## Posted Sales Shipments

23 shipment(s) · Demo Company Pvt Ltd

Quotes Orders Shipped Not Invoiced **Posted Shipments** Posted Invoices

List Analysis

| SHIPMENT NO.     | DATE       | CUSTOMER                            | ORDER   | STORE | TRANSPORTER | VEHICLE | LR / RR | LINES | VALUE       | REGISTER   |
|------------------|------------|-------------------------------------|---------|-------|-------------|---------|---------|-------|-------------|------------|
| <b>SSHP00023</b> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00027 | MAIN  | —           | —       | —       | 2     | 31,000.00   | <b>145</b> |
| <b>SSHP00022</b> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00026 | MAIN  | —           | —       | —       | 2     | 31,000.00   | <b>144</b> |
| <b>SSHP00021</b> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00025 | MAIN  | —           | —       | —       | 2     | 31,000.00   | <b>143</b> |
| <b>SSHP00020</b> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00024 | MAIN  | —           | —       | —       | 2     | 31,000.00   | <b>142</b> |
| <b>SSHP00019</b> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00023 | MAIN  | —           | —       | —       | 2     | 31,000.00   | <b>141</b> |
| <b>SSHP00018</b> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00022 | MAIN  | —           | —       | —       | 2     | 31,000.00   | <b>140</b> |
| <b>SSHP00017</b> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00021 | —     | —           | —       | —       | 2     | 31,000.00   | <b>139</b> |
| <b>SSHP00016</b> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00020 | —     | —           | —       | —       | 2     | 31,000.00   | <b>138</b> |
| <b>SSHP00015</b> | 06-09-2026 | C00040 Deccan Traders Hyderabad     | SO00019 | MAIN  | —           | —       | —       | 1     | 1,34,400.00 | <b>113</b> |
| <b>SSHP00014</b> | 06-09-2026 | C00030 Walk-in Retail Nagpur        | SO00018 | MAIN  | —           | —       | —       | 1     | 7,000.00    | <b>112</b> |
| <b>SSHP00013</b> | 06-09-2026 | C00050 Gujarat Cement Works         | SO00017 | MAIN  | —           | —       | —       | 1     | 55,500.00   | <b>111</b> |
| <b>SSHP00012</b> | 06-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00016 | MAIN  | —           | —       | —       | 1     | 74,000.00   | <b>110</b> |
| <b>SSHP00011</b> | 06-09-2026 | C00030 Walk-in Retail Nagpur        | SO00014 | MAIN  | —           | —       | —       | 1     | 7,000.00    | <b>109</b> |
| <b>SSHP00010</b> | 06-09-2026 | C00050 Gujarat Cement Works         | SO00013 | MAIN  | —           | —       | —       | 1     | 55,500.00   | <b>108</b> |
| <b>SSHP00009</b> | 06-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00012 | MAIN  | —           | —       | —       | 1     | 74,000.00   | <b>107</b> |
| <b>SSHP00008</b> | 06-09-2026 | C00030 Walk-in Retail Nagpur        | SO00010 | MAIN  | —           | —       | —       | 1     | 7,000.00    | <b>106</b> |
| <b>SSHP00007</b> | 06-09-2026 | C00050 Gujarat Cement Works         | SO00009 | MAIN  | —           | —       | —       | 1     | 55,500.00   | <b>105</b> |
| <b>SSHP00006</b> | 06-09-2026 | C00010 Metro Infra Projects Pvt Ltd | SO00008 | MAIN  | —           | —       | —       | 1     | 74,000.00   | <b>104</b> |

**Figure 4.19** Sales shipments (delivery challans)

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**SSHP00023**

C00010 — Metro Infra Projects Pvt Ltd · 07-09-2026 · posted by ADMIN · [All posted shipments](#)

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[Delivery challan](#)
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SHIPMENT

|            |                                       |              |                     |
|------------|---------------------------------------|--------------|---------------------|
| Customer   | C00010 — Metro Infra Projects Pvt Ltd | Posting date | 07-09-2026          |
| Order      | SO00027                               | Store        | MAIN                |
| Shipped to | —                                     | Vehicle      | —                   |
| LR / RR    | —                                     | e-Way bill   | —                   |
| Remarks    | From quote SQ00009                    | Department   | —                   |
| Currency   | INR                                   | Register     | <a href="#">145</a> |
| Posted by  | ADMIN on 07-09-2026 14:10             |              |                     |

Lines

| NO.    | DESCRIPTION              | TYPE      | SHIPPED | INVOICED | PRICE    | UNIT COST | COST     |
|--------|--------------------------|-----------|---------|----------|----------|-----------|----------|
| I00010 | Hydraulic Oil 68 (210 L) | Inventory | 4.00    | 4.00     | 3,000.00 | 1,365.10  | 5,460.41 |
| I00020 | Tyre 10.00 R20 Radial    | Inventory | 2.00    | 2.00     | 9,500.00 | 3,000.00  | 6,000.00 |

Accounting impact register 145 · all figures in INR

[Voucher](#)
[G/L entries](#)

| ENTRY    | ACCOUNT                   | PARTICULARS                             | COST CENTRE | DEBIT     | CREDIT    |
|----------|---------------------------|-----------------------------------------|-------------|-----------|-----------|
| 679      | 530000 Cost of Goods Sold | Hydraulic Oil 68 (210 L) — cost of sale | MAIN        | 5,460.41  |           |
| 680      | 140000 Inventory          | Hydraulic Oil 68 (210 L) — shipped      | MAIN        |           | 5,460.41  |
| 681      | 530000 Cost of Goods Sold | Tyre 10.00 R20 Radial — cost of sale    | MAIN        | 6,000.00  |           |
| 682      | 140000 Inventory          | Tyre 10.00 R20 Radial — shipped         | MAIN        |           | 6,000.00  |
| BALANCED |                           |                                         |             | 11,460.41 | 11,460.41 |

Attachments

Nothing attached yet.

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Figure 4.20 A posted shipment



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Home > Sales > Posted Sales Invoices

## Posted Sales Invoices

7 invoice(s) · Demo Company Pvt Ltd

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| INVOICE NO.             | DATE       | CUSTOMER                            | THEIR ORDER  | DUE        | ORDER   | STORE | LINES | NET         | GST       | TOTAL       | REGISTER            |
|-------------------------|------------|-------------------------------------|--------------|------------|---------|-------|-------|-------------|-----------|-------------|---------------------|
| <a href="#">SI00011</a> | 07-09-2026 | C00010 Metro Infra Projects Pvt Ltd | —            | 07-10-2026 | SO00027 | —     | 2     | 31,000.00   | 7,480.00  | 38,480.00   | <a href="#">146</a> |
| <a href="#">SI00006</a> | 06-09-2026 | C00040 Deccan Traders Hyderabad     | —            | 06-09-2026 | SO00019 | —     | 1     | 1,34,400.00 | 24,192.00 | 1,58,592.00 | <a href="#">117</a> |
| <a href="#">SI00005</a> | 06-09-2026 | C00030 Walk-in Retail Nagpur        | —            | 06-09-2026 | SO00010 | —     | 3     | 21,000.00   | 3,780.00  | 24,780.00   | <a href="#">116</a> |
| <a href="#">SI00004</a> | 06-09-2026 | C00050 Gujarat Cement Works         | —            | 06-10-2026 | SO00009 | —     | 3     | 1,66,500.00 | 29,970.00 | 1,96,470.00 | <a href="#">115</a> |
| <a href="#">SI00003</a> | 06-09-2026 | C00010 Metro Infra Projects Pvt Ltd | —            | 06-10-2026 | SO00005 | —     | 6     | 2,82,000.00 | 50,760.00 | 3,32,760.00 | <a href="#">114</a> |
| <a href="#">SI00002</a> | 05-09-2026 | C00010 Metro Infra Projects Pvt Ltd | —            | 05-10-2026 | SO00003 | —     | 1     | 1,234.56    | 222.22    | 1,457.00    | <a href="#">11</a>  |
| <a href="#">SI00001</a> | 05-09-2026 | C00010 Metro Infra Projects Pvt Ltd | CUST-PO-9912 | 05-10-2026 | SO00001 | —     | 1     | 15,000.00   | 2,700.00  | 17,700.00   | <a href="#">9</a>   |

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**Figure 4.21** Posted sales invoices

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**SI00011**

C00010 — Metro Infra Projects Pvt Ltd · 07-09-2026 · posted by ADMIN · [All posted invoices](#)

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**INVOICE**

|                       |                                       |               |                     |
|-----------------------|---------------------------------------|---------------|---------------------|
| Customer              | C00010 — Metro Infra Projects Pvt Ltd | Posting date  | 07-09-2026          |
| Their order no.       | —                                     | Due date      | 07-10-2026          |
| Order                 | SO00027                               | Payment terms | —                   |
| Customer ledger entry | 14                                    | Department    | —                   |
| Currency              | INR                                   | Register      | <a href="#">146</a> |
| Posted by             | ADMIN on 07-09-2026 14:10             |               |                     |

**Lines**

| NO.          | DESCRIPTION              | TYPE      | CURRENCY | QUANTITY | PRICE    | NET              | GST             | TOTAL            | RATE | PRICE (FCY) | AMOUNT (FCY) | GST BASE  |
|--------------|--------------------------|-----------|----------|----------|----------|------------------|-----------------|------------------|------|-------------|--------------|-----------|
| I00010       | Hydraulic Oil 68 (210 L) | Inventory |          | 4.00     | 3,000.00 | 12,000.00        | 2,160.00        | 14,160.00        |      |             |              | 12,000.00 |
| I00020       | Tyre 10.00 R20 Radial    | Inventory |          | 2.00     | 9,500.00 | 19,000.00        | 5,320.00        | 24,320.00        |      |             |              | 19,000.00 |
| <b>Total</b> |                          |           |          |          |          | <b>31,000.00</b> | <b>7,480.00</b> | <b>38,480.00</b> |      |             |              |           |

**Accounting impact** register 146 · all figures in INR [Voucher](#) [G/L entries](#)

| ENTRY    | ACCOUNT                    | PARTICULARS                        | COST CENTRE | DEBIT     | CREDIT    |
|----------|----------------------------|------------------------------------|-------------|-----------|-----------|
| 683      | 410000 Sales - Goods       | Hydraulic Oil 68 (210 L)           | MAIN        |           | 12,000.00 |
| 684      | 220010 Output CGST         | CGST 9% — Hydraulic Oil 68 (210 L) | MAIN        |           | 1,080.00  |
| 685      | 220020 Output SGST         | SGST 9% — Hydraulic Oil 68 (210 L) | MAIN        |           | 1,080.00  |
| 686      | 410000 Sales - Goods       | Tyre 10.00 R20 Radial              | MAIN        |           | 19,000.00 |
| 687      | 220010 Output CGST         | CGST 14% — Tyre 10.00 R20 Radial   | MAIN        |           | 2,660.00  |
| 688      | 220020 Output SGST         | SGST 14% — Tyre 10.00 R20 Radial   | MAIN        |           | 2,660.00  |
| 689      | 130000 Accounts Receivable | Sales invoice SI00011              | MAIN        | 38,480.00 |           |
| BALANCED |                            |                                    |             | 38,480.00 | 38,480.00 |

**Attachments**

| FILE                               | NOTES                                                                                  | SIZE   | UPLOADED         | BY         |
|------------------------------------|----------------------------------------------------------------------------------------|--------|------------------|------------|
| <a href="#">SI00011_signed.pdf</a> | Digitally signed by SANTOSH KUMAR with the DSC on this computer                        | 193 KB | 29-09-2026 23:21 | SCREENSHOT |
| <a href="#">SI00011_signed.pdf</a> | Digitally signed by c0a1b96c-7251-4f3f-8b8c-0938e1ab4b81 with the DSC on this computer | 194 KB | 29-09-2026 17:49 | SCREENSHOT |
| <a href="#">SI00011_signed.pdf</a> | Digitally signed by c0a1b96c-7251-4f3f-8b8c-0938e1ab4b81 with the DSC on this computer | 193 KB | 27-09-2026 23:14 | santosh    |

**Figure 4.22** A posted sales invoice

Business Automation

COMPANY Demo Company Pvt Ltd

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Back to the list · this page prints as the document the customer receives. · register it

One copy Three copies GST layout

Print

**Demo Company Pvt Ltd**  
Nagpur, Maharashtra, India, Nagpur — 440012  
GSTIN: 27AABCD1234E1Z8 · Maharashtra (27) · PAN: AABCD1234E

**TAX INVOICE**  
Reverse charge: No

| INVOICE NO. | DATE       | ORDER   | DUE DATE   | PLACE OF SUPPLY  |
|-------------|------------|---------|------------|------------------|
| SI00011     | 07-09-2026 | SO00027 | 07-10-2026 | Maharashtra (27) |

| BILLED TO                                                                                                                              | SHIPPED FROM          | E-INVOICE                     |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------|
| Metro Infra Projects Pvt Ltd.<br>Plot 44, MIDC Hingna Industrial Area<br>Nagpur — 440016<br>GSTIN: 27AAACM1234C1Z4<br>Maharashtra (27) | Main Stores<br>Nagpur | Not registered on the portal. |

| #            | Description                     | HSN/SAC  | Qty  | UoM | Rate     | Amount    | Disc. | Taxable          | CGST % | CGST            | SGST % | SGST            | Total            |
|--------------|---------------------------------|----------|------|-----|----------|-----------|-------|------------------|--------|-----------------|--------|-----------------|------------------|
| 1            | Hydraulic Oil 68 (210 L) I00010 | 27101980 | 4.00 | DRM | 3,000.00 | 12,000.00 | —     | 12,000.00        | 9      | 1,080.00        | 9      | 1,080.00        | 14,160.00        |
| 2            | Tyre 10.00 R20 Radial I00020    | 40112010 | 2.00 | NOS | 9,500.00 | 19,000.00 | —     | 19,000.00        | 14     | 2,660.00        | 14     | 2,660.00        | 24,320.00        |
| <b>Total</b> |                                 |          |      |     |          |           |       | <b>31,000.00</b> |        | <b>3,740.00</b> |        | <b>3,740.00</b> | <b>38,480.00</b> |

| HSN/SAC  | Taxable   | CGST     | SGST     | Cess | Tax             |
|----------|-----------|----------|----------|------|-----------------|
| 27101980 | 12,000.00 | 1,080.00 | 1,080.00 | 0.00 | <b>2,160.00</b> |
| 40112010 | 19,000.00 | 2,660.00 | 2,660.00 | 0.00 | <b>5,320.00</b> |

|                      | Taxable value    |  |
|----------------------|------------------|--|
|                      | 31,000.00        |  |
| CGST                 | 3,740.00         |  |
| SGST / UTGST         | 3,740.00         |  |
| <b>Invoice total</b> | <b>38,480.00</b> |  |

AMOUNT IN WORDS  
Rupees Thirty Eight Thousand Four Hundred Eighty Only

RECEIVED IN GOOD ORDER

Customer's signature

For Demo Company Pvt Ltd  
Authorised signatory

This is a computer-generated tax invoice.

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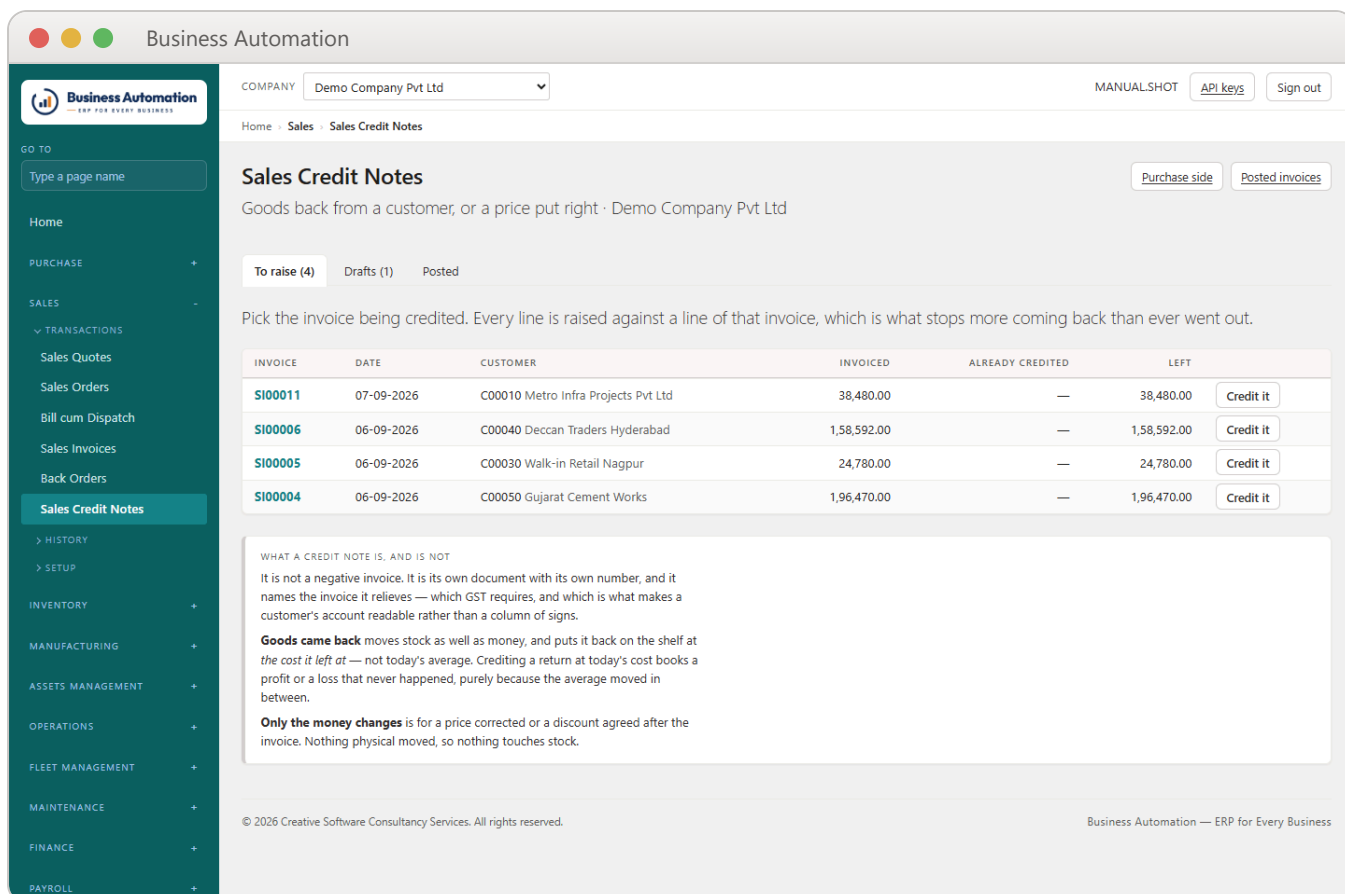
Figure 4.23 The tax invoice as the customer receives it

## Credit notes

A credit note is its own document with its own number — not a negative invoice.

**WHERE** Sales > Sales Credit Notes (/sales/credits)

- 1 Start it **from the posted invoice**. Every still-creditable line comes on at the quantity left.
- 2 Set the **Posting date** (not before the invoice) and post. Goods that came back go on the shelf at the cost they left at.
- 3 If the invoice was simply wrong, use **reverse and settle** on the posted invoice: it raises, posts and settles the credit note in one step.



**Figure 4.24** Sales credit notes

## E-invoice and e-way bill

Register invoices on the portal and raise the e-way bill for the lorry.

**WHERE** Finance > E-Invoices (/gst/e-invoice) · E-Way Bills (/gst/e-way-bill)

- 1 On **E-Invoices**, register the invoice before it is issued. The screen first checks for what the portal refuses (missing GSTIN, bad PIN, state mismatch).
- 2 If **Generate on** is *on posting*, posting registers it straight away. Red means posted but **not registered** — fix it and send it again before giving it to the customer.
- 3 On **E-Way Bills**, open the invoice, enter the vehicle (pick from your own vehicles) and distance, and generate. **Print** gives the driver's copy with its QR code.

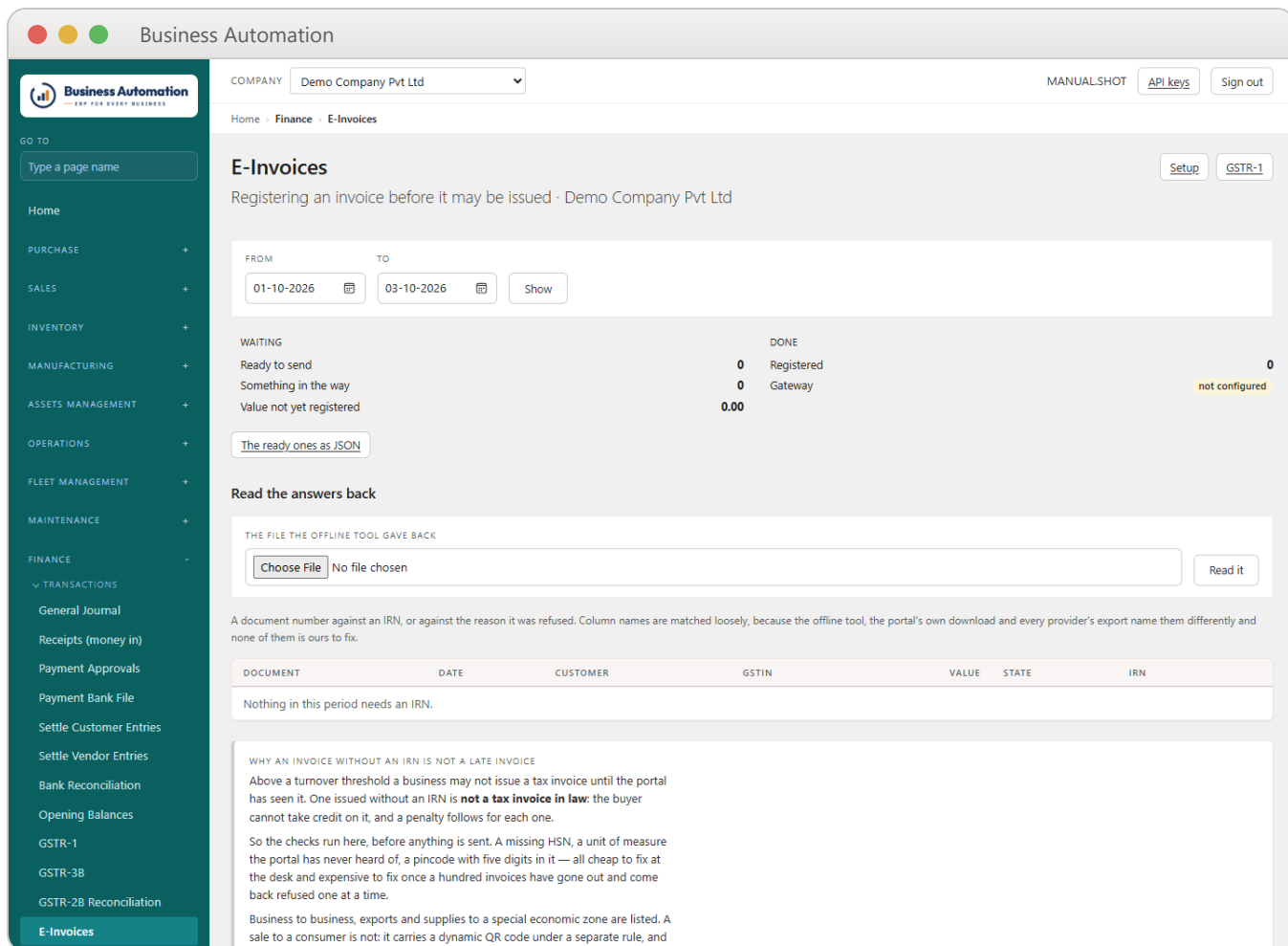


Figure 4.25 E-invoices

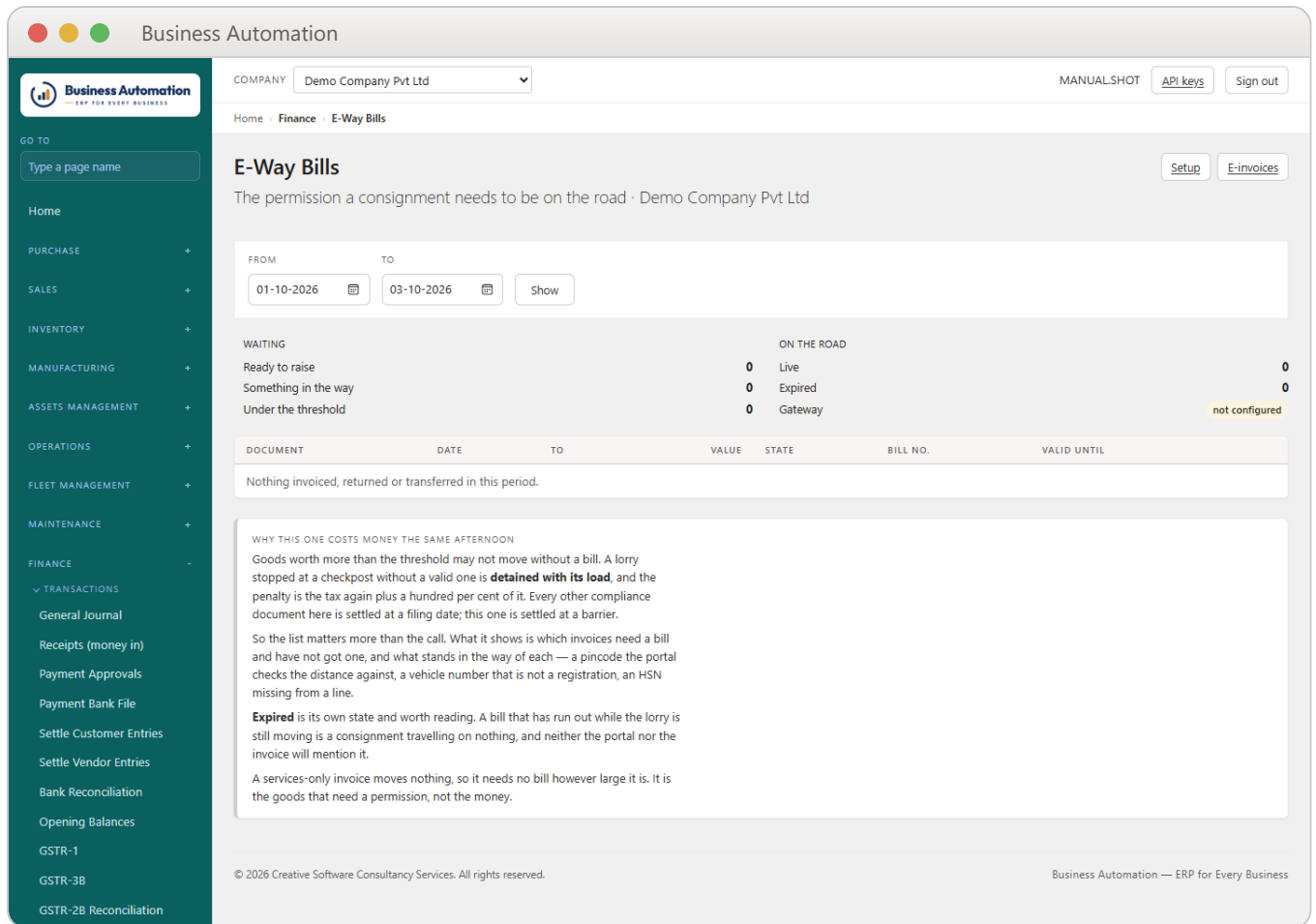


Figure 4.26 E-way bills

- **Extend the bill** within eight hours of expiry; **Raise a consolidated bill** for several consignments on one lorry.

## Collecting tax at source (TCS)

*Section 206C(1H) is set up for you; two things must be done before anything is collected.*

**WHERE** Finance > TCS Sections, TCS Rates, Customer TCS Sections

- 1 **Set the payable account** on the section.
- 2 **Map the customers** you collect from under Customer TCS Sections (none are mapped to begin with).
- 3 The invoice then adds TCS after GST, only on the part above the buyer's yearly threshold. Credit notes collect nothing.



**What this chapter covers.** Money in and out, payment approval, journals, bank reconciliation, settling entries, statements, GST returns, closing periods and years, opening balances and fixed assets.

- Money in: receipts
- Money out: payment approval
- Following a figure: chart of accounts
- The general journal
- Bank reconciliation
- Settling entries
- Statements
- GST returns
- Closing a period and a year
- Opening a new company's books
- Fixed assets
- Where stock posts to

## Money in: receipts

*Record money received and allocate it to the customer's invoices.*

**WHERE** Finance > Receipts (money in) (/receipts)

- 1 Press **New receipt**: the customer, the date, the bank, the amount.
- 2 Record any **tax the customer deducted** — it goes to your TDS receivable account and waits for their certificate.
- 3 **Allocate it**. Open invoices are offered **oldest first**.
- 4 Press **Post**.

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MANUALSHOT [API keys](#) [Sign out](#)

Home > Finance > Receipts (money in)

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE -
  - TRANSACTIONS
    - General Journal
    - Receipts (money in)**
    - Payment Approvals
    - Payment Bank File
    - Settle Customer Entries
    - Settle Vendor Entries
    - Bank Reconciliation
    - Opening Balances
    - GSTR-1
    - GSTR-3B
    - GSTR-2B Reconciliation
    - E-Invoices

## Receipts

2 receipts · 0.00 banked · Demo Company Pvt Ltd

Payments out Settle entries Who is late

Being written Banked Abandoned

### Record money in

FROM CUSTOMER

type a code or a name

RECEIVED ON

03-10-2026

Start it

| NO.      | DATE       | CUSTOMER                            | HOW           | REFERENCE | RECEIVED | TDS | SETTLED | UNAPPLIED | STAGE         | CREATED BY | CREATED ON |
|----------|------------|-------------------------------------|---------------|-----------|----------|-----|---------|-----------|---------------|------------|------------|
| RCP00002 | 05-09-2026 | C00010 Metro Infra Projects Pvt Ltd | Bank transfer | —         | 0.00     | —   | 0.00    | —         | Being written | ADMIN      | 05-09-2026 |
| RCP00001 | 05-09-2026 | C00010 Metro Infra Projects Pvt Ltd | Bank transfer | —         | 0.00     | —   | 0.00    | —         | Being written | ADMIN      | 05-09-2026 |

WHY A RECEIPT HAS NO APPROVAL

A payment is approved before it moves, because the money has not gone yet. A receipt has already arrived — refusing to record what is sitting in the bank would only make the reconciliation wrong.

What matters instead is the **matching**. A receipt left unapplied shows a customer owing an invoice and holding a credit at the same time, and somebody has to pair the two up later from a bank statement and a memory.

**Tax the customer deducted** is not a short payment. They owe the invoice in full, they pay less, and the difference has gone to the government on our behalf. The invoice is settled for the whole amount while only the net reaches the bank; the balance waits in a receivable until the certificate arrives. Treating it as a shortfall would leave every customer looking overdue.

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Figure 5.1 Receipts



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GO TO  
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ASSETS MANAGEMENT  
OPERATIONS  
FLEET MANAGEMENT  
MAINTENANCE  
FINANCE  
PAYROLL  
SETUP  
DEVELOPMENT  
ADDED HERE  
GENERAL

E-mail this  
? How it works

RCP00004  
C00010 — Metro Infra Projects Pvt Ltd · 20-09-2026 · Banked Banked by santosh on 20-09-2026 · All receipts · keyed by santosh on 20-09-2026 19:57

E SUMMARY

THE MONEY

HOW IT CAME AMOUNT RECEIVED INTO OUR ACCOUNT RECEIVED ON POSTING DATE

Bank transfer 100.00 HDFC-CA 20-09-2026 20-09-2026

UTR / CHEQUE NO. REFERENCE DATE DRAWN ON

19-09-2026 the customer's bank

TAX THE CUSTOMER DEDUCTED

WHERE IT IS CHARGED

What it settles

| INVOICE      | POSTED     | DUE        | WAS OVERDUE | ORIGINAL  | SETTLED |
|--------------|------------|------------|-------------|-----------|---------|
| OLD/2026/141 | 31-03-2026 | 01-04-2026 | 172 d       | 80,000.00 | 100.00  |

Attachments  
Nothing attached yet.

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**Figure 5.2** A receipt being allocated

**Important.** Allocating is not optional. An unallocated receipt leaves the customer showing an unpaid invoice **and** an unexplained credit, and the ageing is wrong both ways.

## Money out: payment approval

*Decide what to pay, get it signed, and post it.*

**WHERE** Finance > Payment Approvals (/payments)

- 1 Press **New**: the payee, the kind of payment (against bills, against order, ...), the bank it goes from, the cost centre and place.
- 2 Press **Get pending bills**. Only bills of that supplier, cost centre and place come back.
- 3 **Tick** each bill you are paying. Ticking fills the whole outstanding amount; change it to part-pay.
- 4 Press **Save amounts**.

5

Press **Send for approval**. The number of signatures is fixed now, from the matrix.

6

Once fully approved, press **Post**. The supplier is debited, the bank credited, TDS held back and the bills settled.

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Home Finance Payment Approvals

## Payment Approval

Nothing leaves the bank until every level has signed · Demo Company Pvt Ltd

Approvers

All Waiting on me Being prepared Ready to pay Paid Vendor banks

New payment request

List Analysis

| NO.      | DATE       | PAY TO                    | KIND          | COST CENTRE | GROSS       | TDS      | NET         | BILLS | STAGE          | NEXT APPROVER | CREAT |
|----------|------------|---------------------------|---------------|-------------|-------------|----------|-------------|-------|----------------|---------------|-------|
| PMT00011 | 25-09-2026 |                           | Against Bill  | —           | 0.00        | —        | 0.00        | —     | Being prepared | —             | santo |
| PMT00010 | 20-09-2026 | Sharma Auto Spares V00010 | Against Bill  | ADMIN       | 0.00        | —        | 0.00        | —     | Being prepared | —             | santo |
| PMT00009 | 20-09-2026 | Sharma Auto Spares V00010 | Against Bill  | ADMIN       | 200.00      | —        | 200.00      | 1/1   | Paid           | —             | ADM   |
| PMT00008 | 20-09-2026 |                           | Against Bill  | —           | 0.00        | —        | 0.00        | —     | Being prepared | —             | ADM   |
| PMT00007 | 20-09-2026 |                           | Against Bill  | —           | 0.00        | —        | 0.00        | —     | Being prepared | —             | SCRE  |
| PMT00006 | 20-09-2026 |                           | Against Bill  | —           | 0.00        | —        | 0.00        | —     | Being prepared | —             | SCRE  |
| PMT00005 | 19-09-2026 | Sharma Auto Spares V00010 | Against Order | ADMIN       | 1,000.00    | 20.00    | 980.00      | —     | Paid           | —             | ADM   |
| PMT00004 | 04-09-2026 | Sharma Auto Spares V00010 | Against Bill  | PROD        | 1,18,000.00 | 2,360.00 | 1,15,640.00 | 1/1   | Paid           | —             | ADM   |
| PMT00003 | 04-09-2026 | Sharma Auto Spares V00010 | Against Bill  | PROD        | 0.00        | —        | 0.00        | 0/1   | Being prepared | —             | ADM   |
| PMT00002 | 04-09-2026 | Sharma Auto Spares V00010 | Against Bill  | PROD        | 0.00        | —        | 0.00        | 0/1   | Being prepared | —             | ADM   |
| PMT00001 | 04-09-2026 | Sharma Auto Spares V00010 | Against Bill  | PROD        | 0.00        | —        | 0.00        | —     | Being prepared | —             | ADM   |

WHY THIS DOCUMENT EXISTS

A posted invoice says the company owes the money. It says nothing about whether to pay it now, in full, or at all — and that is the decision worth controlling. Here it is made by named people at named levels, and only when the last of them has signed does the bank entry get written. How many signatures a payment

Figure 5.3 Payment approvals

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Home » Finance » Payment Approvals » Payment

GO TO

Type a page name

- Home
- PURCHASE +
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- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

► E-mail this

[? How it works](#) [First](#) [Previous](#) **11 of 11** [Next](#) [Last](#)

**PMT00011**

no payee yet · 25-09-2026 · [Being prepared](#) · [All payments](#)

[Send for approval](#) [Print](#) [SUMMARY](#)

**Payment**

**GENERAL**

Pay to

Vendor

Document date

Currency

Purchase order (against order)

Kind

...or account / employee code

Posting date

Amount

Bills add themselves up; an adhoc payment is typed here.

**BANKS**

Vendor bank

Paid from

**DIMENSIONS**

Cost centre

Vertical

Department

Location

**TDS AND INSTRUMENT**

TDS section

TDS %

TDS base (excl. GST)

TDS amount (override)

Cheque no.

Cheque date

UTR no.

**NARRATION**

Narration

Comments

Narration (second line)

**Figure 5.4** A payment request with its bills



**Tip.** Approvers can **reject one bill** without refusing the whole request. **Print** gives the approval sheet; **Payment voucher** on a posted payment gives the voucher with four signature lines.

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Home > Finance > Payment Approvals > Payment

GO TO:

Home, PURCHASE, SALES, INVENTORY, MANUFACTURING, ASSETS MANAGEMENT, OPERATIONS, FLEET MANAGEMENT, MAINTENANCE, FINANCE, PAYROLL, SETUP, DEVELOPMENT, ADDED HERE, GENERAL

▶ E-mail this  
[Back to the payment](#) · [approval sheet](#) · this page prints as the bank payment voucher. [Print](#)

**Demo Company Pvt Ltd**  
 Nagpur, Maharashtra, India, Nagpur, Maharashtra, 440012

**BANK PAYMENT VOUCHER**  
 No. PMT00009

Paid to: **V00010 — Sharma Auto Spares**  
 Voucher Date: **20-09-2026** Register: **311** Paid From: **HDFC-CA** Cost Centre: **ADMIN** Location: **VARANASHI**

| Entry         | Account                       | Particulars                           | Ledger         | Debit         | Credit        |
|---------------|-------------------------------|---------------------------------------|----------------|---------------|---------------|
| 1572          | 210000 Accounts Payable       | Payment PMT00009 — Sharma Auto Spares | General ledger | 200.00        |               |
| 1573          | 115000 Bank - Current Account | Payment PMT00009 — Sharma Auto Spares | General ledger |               | 200.00        |
| <b>TOTALS</b> |                               |                                       |                | <b>200.00</b> | <b>200.00</b> |

AMOUNT PAID (IN WORDS)  
**Rupees Two Hundred Only**

AGAINST

| Bill                      | Posted     | Applied | Still Outstanding | Status |
|---------------------------|------------|---------|-------------------|--------|
| <a href="#">PINV00074</a> | 20-09-2026 | 200.00  | 0.00              | Closed |

**Approval Trail**  
 Prepared By: ADMIN - Approved By: santosh on 20-09-26 19:35 - Paid By: santosh on 20-09-26 19:35

Prepared By \_\_\_\_\_ Checked By \_\_\_\_\_ Authorised Signatory \_\_\_\_\_ Received By \_\_\_\_\_

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**Figure 5.5** The payment voucher

- **An advance against a purchase order:** set the kind to **Against order** and pick the order. Only orders still owing an advance are listed, and the total of all requests can never pass the advance agreed.
- **Paying through the bank:** Finance > Payment Bank File gives the bank's upload file for a posting date.

## Following a figure: chart of accounts

Every figure is clickable and opens the entries behind it.

**WHERE** Finance > Chart of Accounts (/chart-of-accounts)

1

Set the period and, if needed, the cost centres.

2

Click **Opening**, **Debit**, **Credit** or **Closing** for the entries behind that figure.

3

Press **Edit** beside an account number to change the account card (name, Direct Posting, posting type, **Ledger To Be Used**).

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Home > Finance > Chart of Accounts

### Chart of Accounts

77 account(s) · 01 Oct 2026 to 31 Oct 2026 · Demo Company Pvt Ltd · 36 with nothing on them are not shown

Print

FROM 01-10-2026 TO 31-10-2026 COST CENTRE All DEPARTMENT All ☐ Show accounts with nothing on them Apply

Reset

| ACCOUNT    | NAME                        | OPENING (INR) | DEBIT | CREDIT | CLOSING       |
|------------|-----------------------------|---------------|-------|--------|---------------|
| 110000Edit | Cash in Hand                | 5,60,935.00   | —     | —      | 5,60,935.00   |
| 115000Edit | Bank - Current Account      | 13,42,720.00  | —     | —      | 13,42,720.00  |
| 130000Edit | Accounts Receivable         | 6,57,722.00   | —     | —      | 6,57,722.00   |
| 140000Edit | Inventory                   | 4,24,020.29   | —     | —      | 4,24,020.29   |
| 140010Edit | Inventory Interim           | 10,000.00     | —     | —      | 10,000.00     |
| 150000Edit | Input GST                   | 37,040.00     | —     | —      | 37,040.00     |
| 150010Edit | Input CGST                  | 1,51,490.74   | —     | —      | 1,51,490.74   |
| 150020Edit | Input SGST                  | 1,51,490.72   | —     | —      | 1,51,490.72   |
| 150030Edit | Input UTGST                 | -0.02         | —     | —      | -0.02         |
| 150040Edit | Input IGST                  | 16.67         | —     | —      | 16.67         |
| 210000Edit | Accounts Payable            | -36,69,556.70 | —     | —      | -36,69,556.70 |
| 215000Edit | Goods Received Not Invoiced | -60,400.00    | —     | —      | -60,400.00    |
| 220010Edit | Output CGST                 | -5,630.00     | —     | —      | -5,630.00     |
| 220020Edit | Output SGST                 | -5,630.00     | —     | —      | -5,630.00     |
| 220040Edit | Output IGST                 | -54,162.00    | —     | —      | -54,162.00    |
| 230000Edit | TDS Payable                 | -68,690.00    | —     | —      | -68,690.00    |
| 240000Edit | Salary Payable              | -94,088.00    | —     | —      | -94,088.00    |
| 241000Edit | Provident Fund Payable      | -13,968.00    | —     | —      | -13,968.00    |
| 242000Edit | State Insurance Payable     | -1,321.00     | —     | —      | -1,321.00     |
| 243000Edit | Professional Tax Payable    | -800.00       | —     | —      | -800.00       |

**Figure 5.6** The chart of accounts: opening, debit, credit, closing



**Tip.** A G/L account marked **Bank** shows **Create Bank from Ledger**; an expense ledger shows **Create Service Item from Ledger**.

## The general journal

*For adjustments, provisions and contra entries — everything that is not a document.*

**WHERE** Finance > General Journal (/journal)

- 1 Open the batch and add lines. A line points at a G/L account **or** at a customer, supplier, bank or employee — one picker covers them all.
- 2 Press **Check** to see what is wrong before posting. The batch must balance on **every posting date**.
- 3 If journals are approved, press **Approval** and send it.
- 4 Press **Post batch**.

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Home > Finance > General Journal

### General Journal

Batches are separate work areas. Enter vouchers in one, check it balances, then post it — nothing reaches the ledger until you do.

| BATCH   | DESCRIPTION                | SOURCE  | LINES | DEBIT | CREDIT | DIFFERENCE |
|---------|----------------------------|---------|-------|-------|--------|------------|
| BANK    | Bank payments and receipts | BANKJNL | 0     | 0.00  | 0.00   | — Open     |
| CASH    | Cash payments and receipts | CASHJNL | 0     | 0.00  | 0.00   | — Open     |
| FUEL    | Fuel issued to vehicles    | FUELJNL | 0     | 0.00  | 0.00   | — Open     |
| GENERAL | General journal vouchers   | GENJNL  | 0     | 0.00  | 0.00   | — Open     |
| PAYROLL | Payroll                    | PAYJNL  | 0     | 0.00  | 0.00   | — Open     |

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**Figure 5.7** The general journal

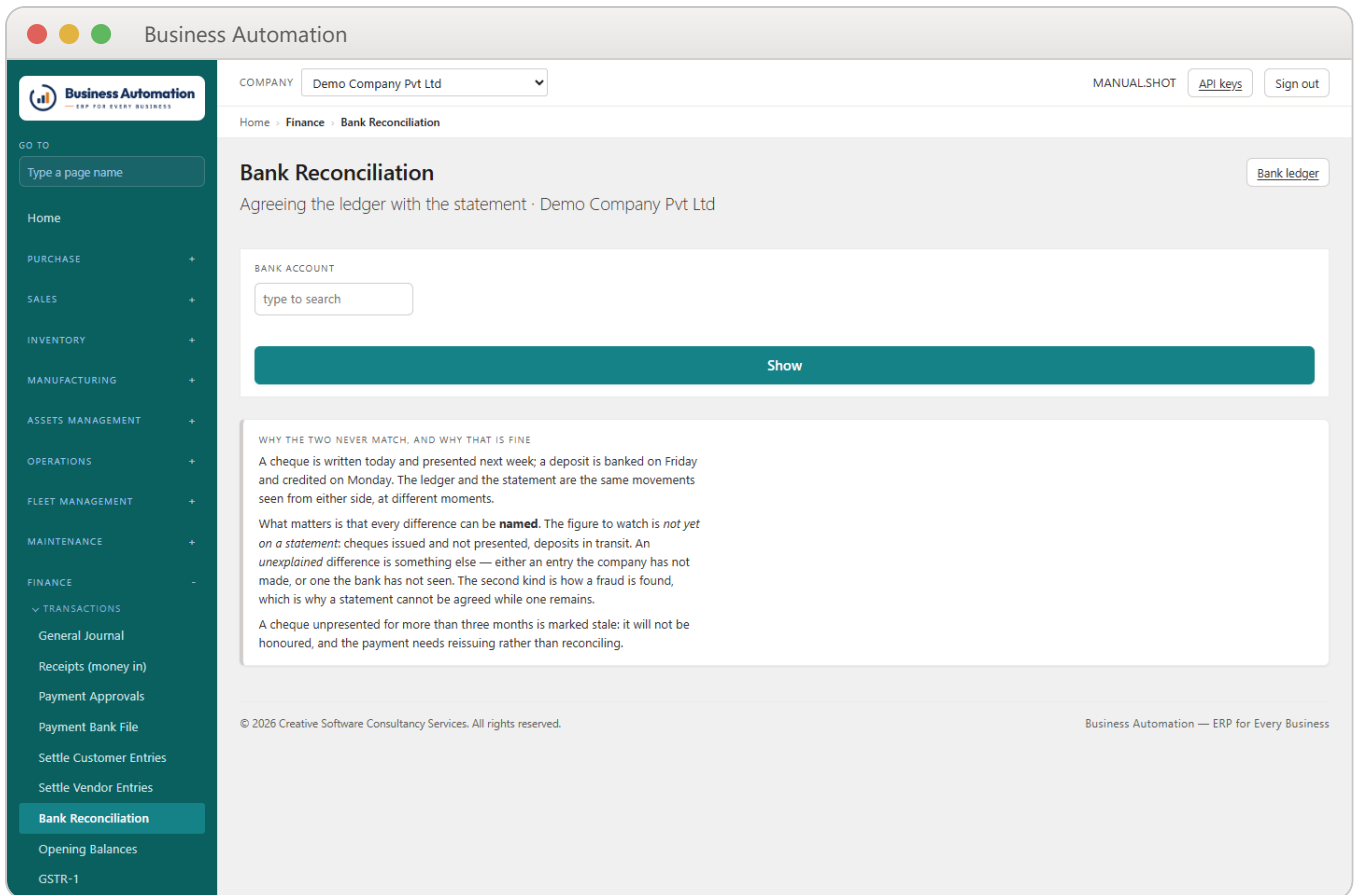
**i Note.** Control accounts are not offered as plain G/L accounts — name the party instead, so its ledger is written too.

## | Bank reconciliation

*Match the bank statement against the ledger.*

**WHERE** Finance › Bank Reconciliation (/bank/reconcile)

- 1 Choose the bank and statement date and balance.
- 2 Quick way: download the statement as CSV and use **Read and match**. Check the pairs and press **Tick the paired entries**.
- 3 Tick by hand any lines marked *choose*.
- 4 For a charge or interest *not in the ledger*, open **On the statement, not in the ledger**, pick the account and amount — it is posted and ticked in one step.
- 5 Agree the reconciliation. It can be reopened if you agreed it too early.



**Figure 5.8** Bank reconciliation

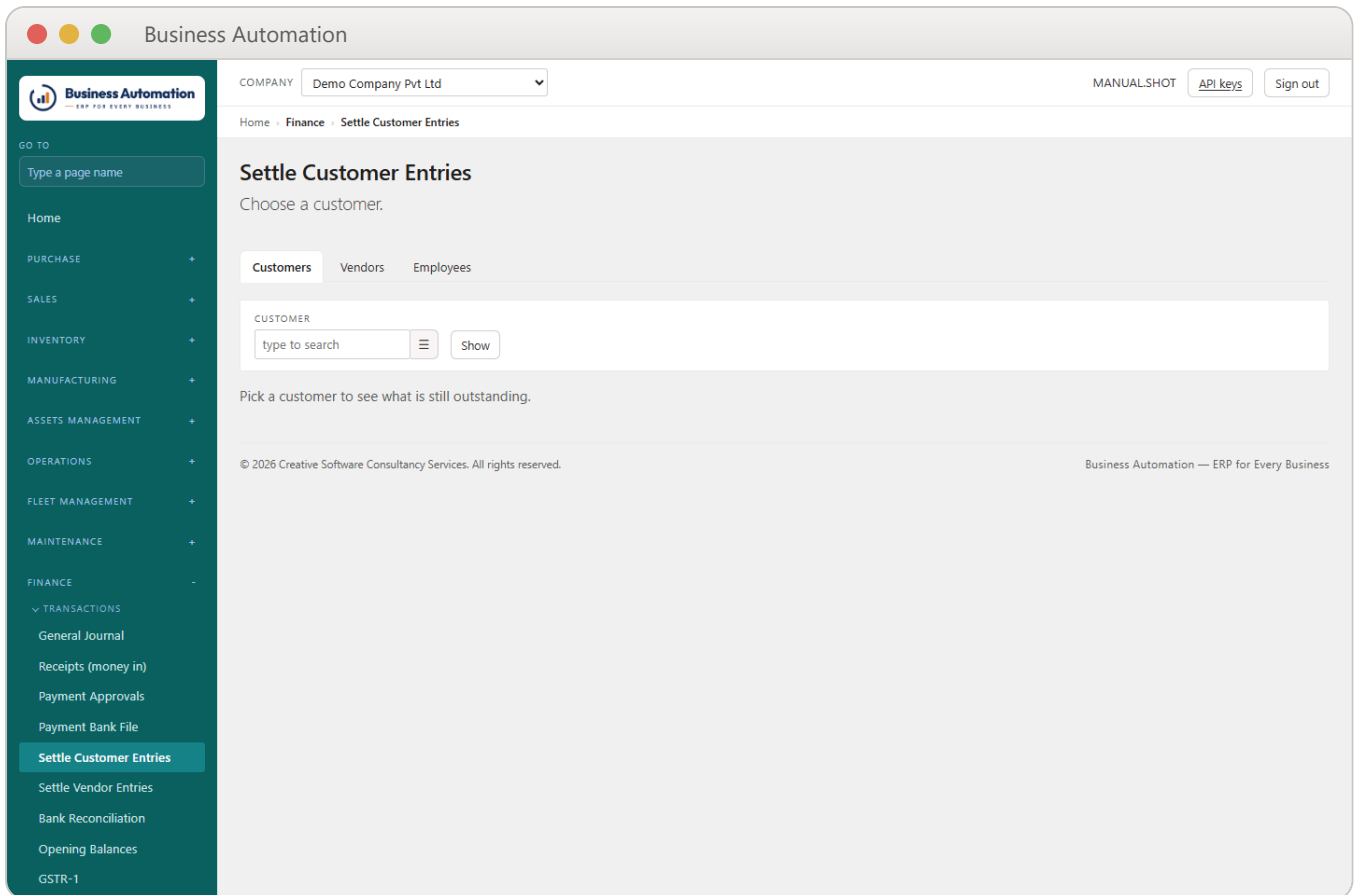
## Settling entries

*Match payments against bills, oldest first.*

**WHERE** Finance > Settle Entries (/settle/Customer, /settle/Vendor)

- 1 Choose the customer or supplier.
- 2 Pick the payment and the entries it settles; partial settlement is normal.
- 3 Post the settlement. **Take back** reopens both entries and records the undo.





**Figure 5.9** Settle customer entries

- **Applications** on any customer, vendor or employee ledger row shows every movement on that entry with the running remainder.

## Statements

*What a customer owes you, or you owe a supplier, as a running account.*

### WHERE

Finance > Customer Statements (/statements/customer) · Supplier Statements (/statements/vendor)

1

Choose the party and the period.

2

Press **PDF** to download, or e-mail it — the PDF goes as an attachment.

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MANUALSHOT API keys Sign out

Home > Finance > Customer Statements

### Customer Statements

What each customer owes, and the statement that gets it paid · Demo Company Pvt Ltd

Customers Suppliers Ageing Outbox

STATEMENT FROM AS AT

01-04-2026 03-10-2026 Show

OUTSTANDING AT 03-10-2026

Customers with a balance 5

Total 6,57,722.00

Of which overdue 90,012.00 chase

CAN BE WRITTEN TO

With an email address 0

Without one 5 cannot send

Owed by those 6,57,722.00

| CODE   | NAME                          | EMAIL | OUTSTANDING | OVERDUE      |           |
|--------|-------------------------------|-------|-------------|--------------|-----------|
| C00040 | Deccan Traders Hyderabad      | none  | 1,58,592.00 | 1,58,592.00  | Statement |
| C00020 | Sunrise Constructions         | none  | 50,000.00   | 50,000.00    | Statement |
| C00030 | Walk-in Retail Nagpur         | none  | 24,780.00   | 24,780.00    | Statement |
| C00050 | Gujarat Cement Works          | none  | 1,96,470.00 | —            | Statement |
| C00010 | Metro Infra Projects Pvt Ltd. | none  | 2,27,880.00 | -1,43,360.00 | Statement |
| Total  |                               |       | 6,57,722.00 | 90,012.00    |           |

Send them all

WHO

Everybody with a balance

Queue the statements

Queued, not sent. Writing to the outbox is a database write; talking to a mail server is a slow conversation that fails, and the job queue does that part — so a mail server that is down delays a statement rather than losing it. A party with no address is skipped and counted rather than stopping the run.

WHY THIS IS NOT THE AGEING REPORT

Figure 5.10 Customer statements

**Note.** A customer's statement becomes a **payment reminder** and then a **final notice** by itself once the oldest unpaid invoice is late enough (days and interest set in Sales Setup).

## GST returns

*GSTR-1, GSTR-3B and the 2B reconciliation, per registration.*

**WHERE** Finance > GSTR-1 (/gst/gstr1) · GSTR-3B (/gst/gstr3b) · GSTR-2B Reconciliation (/gst/gstr2b)

- 1 Choose the **Registration** and the month, and press **Show**.
- 2 On **GSTR-1**, check the **HSN summary** units (NOS, KGS, LTR...) and **13 — Documents issued**. Export with **Documents issued (CSV)**.
- 3 On **GSTR-2B Reconciliation**, import the month's 2B and work the differences. For each, **Record what was done** — chased, promised, resolved, or credit reversed.

Business Automation

GO TO

Type a page name

- Home
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- ASSETS MANAGEMENT
- OPERATIONS
- FLEET MANAGEMENT
- MAINTENANCE
- FINANCE
  - TRANSACTIONS
    - General Journal
    - Receipts (money in)
    - Payment Approvals
    - Payment Bank File
    - Settle Customer Entries
    - Settle Vendor Entries
    - Bank Reconciliation
    - Opening Balances
    - GSTR-1**
    - GSTR-3B
    - GSTR-2B Reconciliation
    - E-Invoices
    - E-Way Bills
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- PAYROLL
- SETUP
- DEVELOPMENT

COMPANY Demo Company Pvt Ltd

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Home > Finance > GSTR-1

▶ E-mail this

**GSTR-1**

Outward supplies · Demo Company Pvt Ltd

MONTH September 2026 — 169 row(s), 65,422.00 out

REGISTRATION 27AABCD1234E1Z8

Show

Invoices for outward supply SI00001 to SI00011: 4 number(s) inside the range are not documents of 27AABCD1234E1Z8 this month — issued under another registration, dated in another month, or taken by a refused posting. Table 13 reports the range, so the difference has to be explainable.

✓ Nothing stands in the way of filing September 2026.

|          |                      |               |             |
|----------|----------------------|---------------|-------------|
| FILED BY |                      | TOTALS        |             |
| Name     | Demo Company Pvt Ltd | Documents     | 5           |
| GSTIN    | 27AABCD1234E1Z8      | Taxable value | 3,52,900.00 |
| Period   | September 2026       | Tax           | 65,422.00   |
| Due      | 11-10-2026           |               |             |

[Return \(CSV\)](#)
[HSN summary \(CSV\)](#)
[Documents issued \(CSV\)](#)
[Print](#)

**B2B — supplies to registered persons**

| INVOICE       | DATE       | GSTIN           | PARTY                        | PLACE OF SUPPLY | RATE | TAXABLE VALUE | IGST      | CGST      | SGST/UTGST | CESS |             |
|---------------|------------|-----------------|------------------------------|-----------------|------|---------------|-----------|-----------|------------|------|-------------|
| SI00004       | 06-09-2026 | 24AACG5432P1ZF  | Gujarat Cement Works         | GJ              | 18%  | 1,66,500.00   | 29,970.00 | 0.00      | 0.00       | 0.00 |             |
| SI00003       | 06-09-2026 | 27AAACM1234C1Z4 | Metro Infra Projects Pvt Ltd | MH              | 18%  | 2,82,000.00   | 0.00      | 25,380.00 | 25,380.00  | 0.00 |             |
| SI00011       | 07-09-2026 | 27AAACM1234C1Z4 | Metro Infra Projects Pvt Ltd | MH              | 18%  | 12,000.00     | 0.00      | 1,080.00  | 1,080.00   | 0.00 |             |
|               |            |                 |                              |                 | 28%  | 19,000.00     | 0.00      | 2,660.00  | 2,660.00   | 0.00 |             |
| 3 document(s) |            |                 |                              |                 |      | 4,79,500.00   | 29,970.00 | 29,120.00 | 29,120.00  | 0.00 | 5,67,710.00 |

**B2CL — inter-state, unregistered, over 1,00,000**

| INVOICE       | DATE       | PARTY                    | PLACE OF SUPPLY | RATE | TAXABLE VALUE | IGST      | CGST | SGST/UTGST | CESS | VALUE       |
|---------------|------------|--------------------------|-----------------|------|---------------|-----------|------|------------|------|-------------|
| SI00006       | 06-09-2026 | Deccan Traders Hyderabad | TS              | 18%  | 1,34,400.00   | 24,192.00 | 0.00 | 0.00       | 0.00 | 1,58,592.00 |
| 1 document(s) |            |                          |                 |      | 1,34,400.00   | 24,192.00 | 0.00 | 0.00       | 0.00 | 1,58,592.00 |

**B2CS — all other supplies to unregistered persons**

| PLACE OF SUPPLY | TYPE | RATE | TAXABLE VALUE | IGST | CGST | SGST/UTGST | CESS |
|-----------------|------|------|---------------|------|------|------------|------|
|-----------------|------|------|---------------|------|------|------------|------|

Figure 5.11 GSTR-1

Business Automation

COMPANY Demo Company Pvt Ltd
MANUALSHOT API keys Sign out

Home Finance GSTR-3B

► E-mail this

## GSTR-3B

The monthly summary - Demo Company Pvt Ltd

MONTH

REGISTRATION

September 2026 — net -2,37,576.11
27AABCD1234E1Z8

Show

180.00 of input tax was posted with the credit not availed, so it is left out of box 4. It is on the cost of what was bought instead.

|          |                      |                 |           |
|----------|----------------------|-----------------|-----------|
| FILED BY |                      | PAYABLE IN CASH |           |
| Name     | Demo Company Pvt Ltd | IGST            | 54,145.33 |
| GSTIN    | 27AABCD1234E1Z8      | CGST            | 0.00      |
| Period   | September 2026       | SGST / UTGST    | 0.00      |
| Due      | 20-10-2026           | Cess            | 0.00      |

Return (CSV)
Print

### 3.1 — Outward supplies and inward supplies liable to reverse charge

| BOX               | NATURE OF SUPPLY                                              | TAXABLE VALUE | IGST      | CGST     | SGST/UTGST | CESS |
|-------------------|---------------------------------------------------------------|---------------|-----------|----------|------------|------|
| 3.1(a)            | Outward taxable supplies (other than zero rated, nil, exempt) | 3,52,900.00   | 54,162.00 | 5,630.00 | 5,630.00   | 0.00 |
| 3.1(b)            | Outward taxable supplies (zero rated)                         | 0.00          | 0.00      | 0.00     | 0.00       | 0.00 |
| 3.1(d)            | Inward supplies liable to reverse charge                      | 0.00          | 0.00      | 0.00     | 0.00       | 0.00 |
| Total outward tax |                                                               | 3,52,900.00   | 54,162.00 | 5,630.00 | 5,630.00   | 0.00 |

### 3.2 — Of the above, inter-state supplies to unregistered persons

| PLACE OF SUPPLY | RATE | TAXABLE VALUE | IGST      |
|-----------------|------|---------------|-----------|
| TS              | 18%  | 1,34,400.00   | 24,192.00 |

The department apportions this IGST to the consuming state from exactly this table. A wrong place of supply sends somebody else's money to the wrong government, and nothing in your own books looks any different.

### 4 — Eligible input tax credit

| BOX                  | DETAILS                           | TAXABLE VALUE | IGST  | CGST        | SGST/UTGST  | CESS |
|----------------------|-----------------------------------|---------------|-------|-------------|-------------|------|
| 4(A)(3)              | Input tax credit — reverse charge | 0.00          | 0.00  | 0.00        | 0.00        | 0.00 |
| 4(A)(5)              | Input tax credit — all other      | 16,83,068.63  | 16.67 | 1,51,400.74 | 1,51,400.70 | 0.00 |
| Net input tax credit |                                   | 16,83,068.63  | 16.67 | 1,51,400.74 | 1,51,400.70 | 0.00 |

Figure 5.12 GSTR-3B

Business Automation

COMPANY Demo Company Pvt Ltd

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Home > Finance > GSTR-2B Reconciliation

GO TO  
Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE -

TRANSACTIONS

General Journal

Receipts (money in)

Payment Approvals

Payment Bank File

Settle Customer Entries

Settle Vendor Entries

Bank Reconciliation

Opening Balances

GSTR-1

GSTR-3B

**GSTR-2B Reconciliation**

E-Invoices

E-Way Bills

> HISTORY

> SETUP

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**GSTR-2B Reconciliation**

What suppliers filed, against what we claimed · Demo Company Pvt Ltd

GSTR-3B GSTR-1 Registrations

Import a 2B

YEAR MONTH REGISTRATION THE 2B, SAVED AS CSV

2026 September 27AABCD1234E1Z8 Choose File No file chosen

Import

Download the 2B from the portal and save the B2B sheet as CSV. Importing a month again replaces what was there, so it is safe to re-import after the supplier files late.

RECONCILE REGISTRATION

September 2026 — 3 row(s) 27AABCD1234E1Z8

Show

September 2026 · 27AABCD1234E1Z8

⚠ 3,33,598.11 of credit is at risk. Claimed here with nothing filed behind it, or refused by the portal. Left alone it is reversed with interest, and by then the only remedy is persuading a supplier who has already been paid to go and file.

| THE COMPARISON | WHAT IT COMES TO              |                     |
|----------------|-------------------------------|---------------------|
| Portal rows    | 3 Matched                     | 2                   |
| Our documents  | 55 Amounts differ             | 0                   |
| Filed for us   | -1,800.00 Claimed, not filed  | 53 at risk          |
| Claimed by us  | 3,02,998.11 Filed, not booked | 1                   |
|                | Written down                  | 07-09-2026 by ADMIN |

The whole comparison (CSV) Print Record this match Clear this import

RECORD WHAT WAS DONE ABOUT WHERE IT STANDS PROMISED BY NOTE

Bharat Diesel Services · BDS/CN/0044 · 1,800 Open dd-mm-yyyy who was asked, and how Record

Figure 5.13 GSTR-2B reconciliation



**Tip.** A bill you took credit for that the supplier never filed is credit you will lose. Work the 2B differences monthly, not at year end.

## Closing a period and a year

Stop further posting into an agreed month, and carry the year's profit to equity.

**WHERE** Finance > Accounting Periods (/accounting/periods) · Financial Years (/accounting/years)

1

On **Accounting Periods**, close a month once it is agreed. Click a month's name to see its trial balance. It can be reopened, deliberately.

2

On **Financial Years**, close the year. The closing entry is dated on the last day of the year and carries income and expense to retained earnings.

Business Automation

COMPANY Demo Company Pvt Ltd
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Home > Finance > Accounting Periods

GO TO
Type a page name

Home
PURCHASE +
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OPERATIONS +
FLEET MANAGEMENT +
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FINANCE -
> TRANSACTIONS
> HISTORY
v SETUP
Chart of Accounts
Currencies
Renumber an Account
Financial Years
Accounting Periods
GST Registrations
GST Setup
E-Invoice Setup
E-Way Bill Setup
States

## Accounting Periods

Closing the month, so a filed month stays filed · Demo Company Pvt Ltd

Financial years
Trial balance

MONTHS OF EVERY OPEN YEAR
Add what is missing. A month already there is left exactly as it is.
Fill in the months

| MONTH          | YEAR    | FROM       | TO         | STATE          | CLOSED                                                                              |       |
|----------------|---------|------------|------------|----------------|-------------------------------------------------------------------------------------|-------|
| March 2027     | 2026-27 | 01-03-2027 | 31-03-2027 | open           | —                                                                                   | Close |
| February 2027  | 2026-27 | 01-02-2027 | 28-02-2027 | open           | —                                                                                   | Close |
| January 2027   | 2026-27 | 01-01-2027 | 31-01-2027 | open           | —                                                                                   | Close |
| December 2026  | 2026-27 | 01-12-2026 | 31-12-2026 | open           | —                                                                                   | Close |
| November 2026  | 2026-27 | 01-11-2026 | 30-11-2026 | open           | —                                                                                   | Close |
| October 2026   | 2026-27 | 01-10-2026 | 31-10-2026 | open — current | —                                                                                   | Close |
| September 2026 | 2026-27 | 01-09-2026 | 30-09-2026 | open           | —                                                                                   | Close |
| August 2026    | 2026-27 | 01-08-2026 | 31-08-2026 | open           | reopened 07-09-2026 by ADMIN — Vendor bill arrived late; GSTR-2B shows it in August | Close |
| July 2026      | 2026-27 | 01-07-2026 | 31-07-2026 | open           | reopened 07-09-2026 by ADMIN — Test run cleanup                                     | Close |
| June 2026      | 2026-27 | 01-06-2026 | 30-06-2026 | open           | reopened 07-09-2026 by ADMIN — Test run cleanup                                     | Close |
| May 2026       | 2026-27 | 01-05-2026 | 31-05-2026 | open           | reopened 07-09-2026 by ADMIN — Test run cleanup                                     | Close |
| April 2026     | 2026-27 | 01-04-2026 | 30-04-2026 | open           | reopened 07-09-2026 by ADMIN — Test run cleanup                                     | Close |

WHY THE MONTH AND NOT JUST THE YEAR

August's GST return is filed on the 11th of September and its TDS deposited on the 7th. From then on August is a matter of record. An invoice keyed a fortnight later and dated the 28th of August moves input credit that has already been claimed

Figure 5.14 Accounting periods

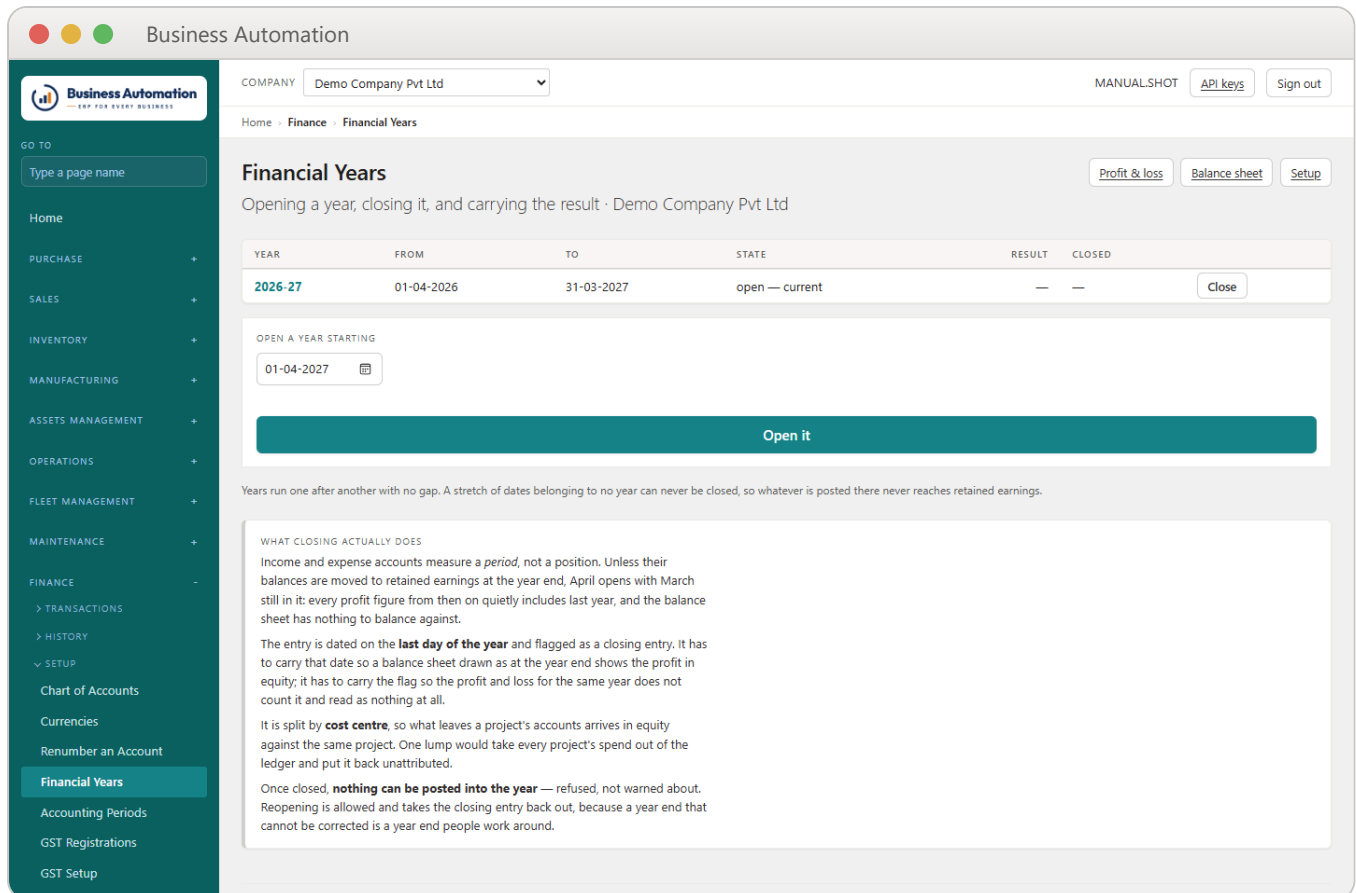


Figure 5.15 Financial years

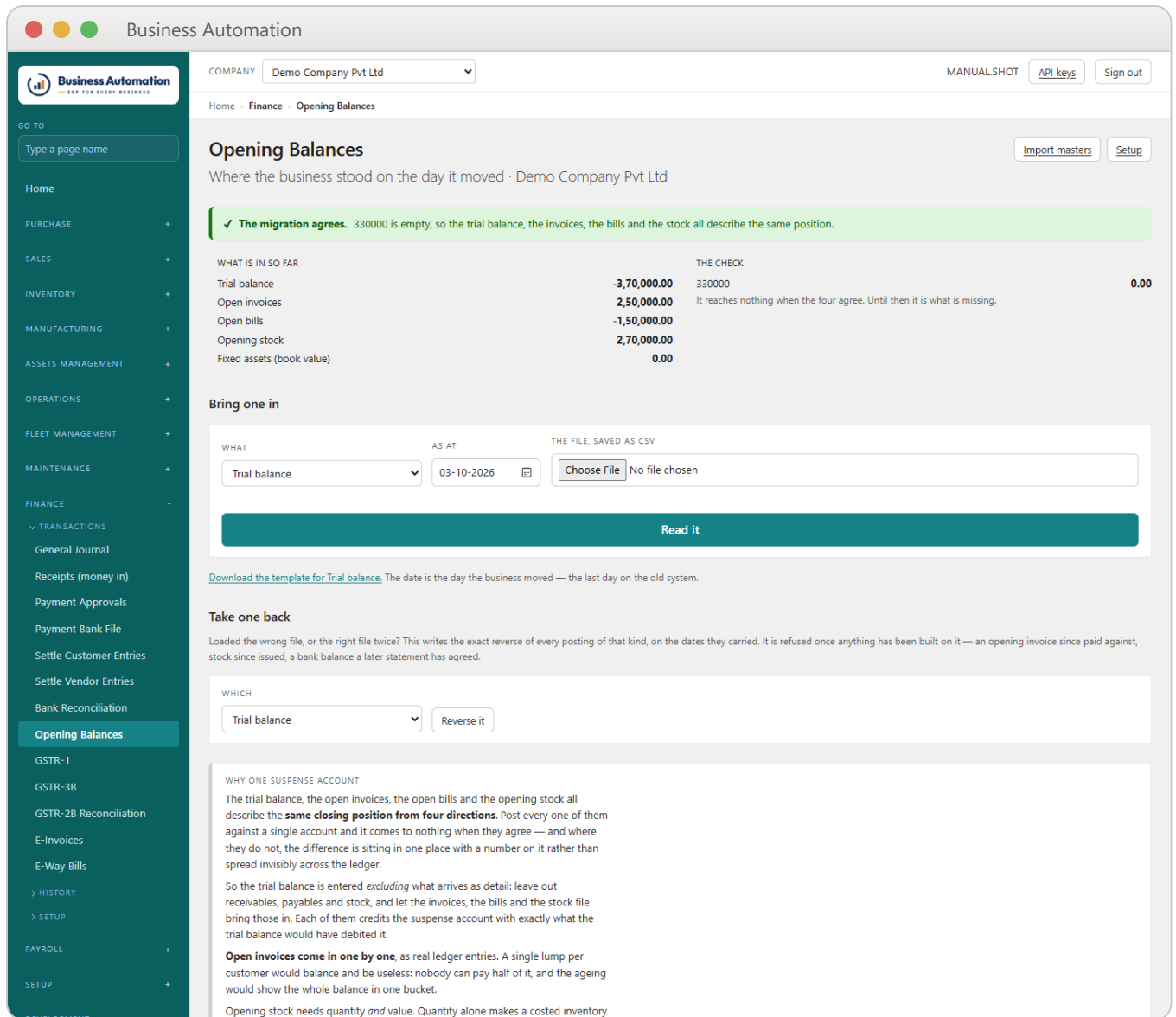
**⚠ Important.** After a year is closed, nothing may be posted into it.

## Opening a new company's books

*Bring in the trial balance, open invoices, open bills, stock and assets.*

**WHERE** Finance > Opening Balances (/opening)

- 1 Load each file: trial balance, receivables, payables, stock, fixed assets.
- 2 Check the preview and post. One suspense account proves the lot agrees — while it holds a balance, something is missing.
- 3 Loaded the wrong file? **Take one back** reverses every posting of that kind (refused once used).



**Figure 5.16** Opening balances

## Fixed assets

*The asset register, depreciation, covers and the annual schedule.*

**WHERE** Assets Management > Fixed Assets (/list/AssetList)

- 1 Create the asset (leave **No.** blank for the next number), with its class, depreciation method, life, location and cost centres.
- 2 Acquire it through the **asset journal** — that is where its cost is posted.



3

Fifty of the same? Set one up and use **Copy an Asset**: say how many, type the serial numbers, **Create them**.

4

Move it with **Asset Transfer**; insure it under **Asset Covers** (green in force, amber running out, red lapsed).

5

At year end, **Fixed Asset Schedule** gives the note for the accounts, with **Against the ledger** checking each class.

Business Automation

COMPANY: Demo Company Pvt Ltd

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Home > Assets Management > Assets

**Assets**

9 row(s) · entity **FixedAsset** · Demo Company Pvt Ltd

[Delete ticked](#) Up to 200 at a time. Each is checked and logged exactly as a single delete is.

[New](#)

| NO.                             | DESCRIPTION   | CLASS                         | LOCATION  | ACQUIRED ON | COST        | ACCUMULATED DEPRECIATION | STATUS   | ITEM | CREATED BY | CREATE |
|---------------------------------|---------------|-------------------------------|-----------|-------------|-------------|--------------------------|----------|------|------------|--------|
| <input type="checkbox"/> FA-001 | CNC Lathe     | Plant and Machinery           | —         | 01-04-2026  | 6,00,000.00 | 53,917.81                | Disposed | —    | —          | —      |
| <input type="checkbox"/> FA-002 | Delivery Van  | Vehicles                      | —         | 01-04-2026  | 5,00,000.00 | 88,847.40                | Disposed | —    | —          | —      |
| <input type="checkbox"/> FA-003 | Server Rack   | Computers and Data Processing | —         | 01-09-2026  | 3,65,000.00 | 0.00                     | Disposed | —    | —          | —      |
| <input type="checkbox"/> FA-004 | Office Chairs | Furniture and Fixtures        | —         | 01-09-2026  | 60,000.00   | 16.44                    | Disposed | —    | —          | —      |
| <input type="checkbox"/> tv001  | TV 120 inch   | —                             | Varanashi | —           | 0.00        | 0.00                     | Draft    | —    | santosh    | 20-09- |
| <input type="checkbox"/> tv002  | TV 120 inch   | —                             | Varanashi | —           | 0.00        | 0.00                     | Draft    | —    | santosh    | 20-09- |
| <input type="checkbox"/> tv003  | TV 120 inch   | —                             | Varanashi | —           | 0.00        | 0.00                     | Draft    | —    | santosh    | 20-09- |
| <input type="checkbox"/> tv004  | TV 120 inch   | —                             | Varanashi | —           | 0.00        | 0.00                     | Draft    | —    | santosh    | 20-09- |
| <input type="checkbox"/> tv005  | TV 120 inch   | —                             | Varanashi | —           | 0.00        | 0.00                     | Draft    | —    | santosh    | 20-09- |

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**Figure 5.17** The fixed asset register

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COMPANY Demo Company Pvt Ltd

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MAINTENANCE +
FINANCE +
PAYROLL +
SETUP +
DEVELOPMENT +
ADDED HERE +
GENERAL +

## Asset

Record 1 · entity **FixedAsset** · [Back to list](#) · [Personalise](#) · [New](#) · [Transfer](#) · [Covers](#) · [Copy](#)

GENERAL

No.\*FA-001

Description \*CNC Lathe

ClassPLANT

Serial No.

Registration No.

Make

Model

Location

Responsible

Bought From

Supplier Invoice No.

Acquired On01-04-2026

Cost600000

Residual Value0

Accumulated Depreciation53917.81

Depreciation MethodStraightLine

Useful Life (Years)5

Depreciation %0

Put To Use On01-04-2026

Charged To10-09-2026

Depreciation Suspended☐

StatusDisposed

Disposed On10-09-2026

Disposal Proceeds600000

Costcenter 01

Costcenter 02

Costcenter 03

Blocked☐

Remarks

Item

Save

Cancel

### Attachments

Nothing attached yet.

FILE

Choose File

No file chosen

NOTES

what this is

**Figure 5.18** An asset card

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ERP FOR EVERY BUSINESS

COMPANY Demo Company Pvt Ltd

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Home > Assets Management > Fixed Asset Schedule

GO TO

Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT -

> TRANSACTIONS

< HISTORY

Asset Ledger

Income-tax Depreciation

**Fixed Asset Schedule**

> SETUP

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

GENERAL +

## Fixed Asset Schedule

By class · 01-04-2026 to 31-03-2027 · Demo Company Pvt Ltd

FROM 01-04-2026 TO 31-03-2027 Show this year last year

| CLASS                                             | GROSS BLOCK (COST) |                     |             |                     |         | DEPRECIATION |                    |            |                    |
|---------------------------------------------------|--------------------|---------------------|-------------|---------------------|---------|--------------|--------------------|------------|--------------------|
|                                                   | OPENING            | ADDITIONS           | REVALUATION | DEDUCTIONS          | CLOSING | OPENING      | FOR THE PERIOD     | IMPAIRMENT | ON DEDUCTIONS      |
| <b>COMPUTER</b> Computers and Data Processing · 1 | —                  | 3,65,000.00         | —           | 3,65,000.00         | —       | —            | —                  | —          | —                  |
| <b>FURNITURE</b> Furniture and Fixtures · 1       | —                  | 60,000.00           | —           | 60,000.00           | —       | —            | 16.44              | —          | 16.44              |
| <b>PLANT</b> Plant and Machinery · 1              | —                  | 6,00,000.00         | —           | 6,00,000.00         | —       | —            | 53,917.81          | —          | 53,917.81          |
| <b>VEHICLE</b> Vehicles · 1                       | —                  | 5,00,000.00         | —           | 5,00,000.00         | —       | —            | 88,847.40          | —          | 88,847.40          |
| <b>Total 4 asset(s)</b>                           | —                  | <b>15,25,000.00</b> | —           | <b>15,25,000.00</b> | —       | —            | <b>1,42,781.65</b> | —          | <b>1,42,781.65</b> |

Opening = on the books before 01-04-2026, Additions = bought and improved; revaluation = written up; deductions = the full cost of assets disposed of in the period, whose depreciation is written back beside it. Impairment = written down. Assets disposed of before the period are not on it. ✓ every line's net block equals its ledger entries

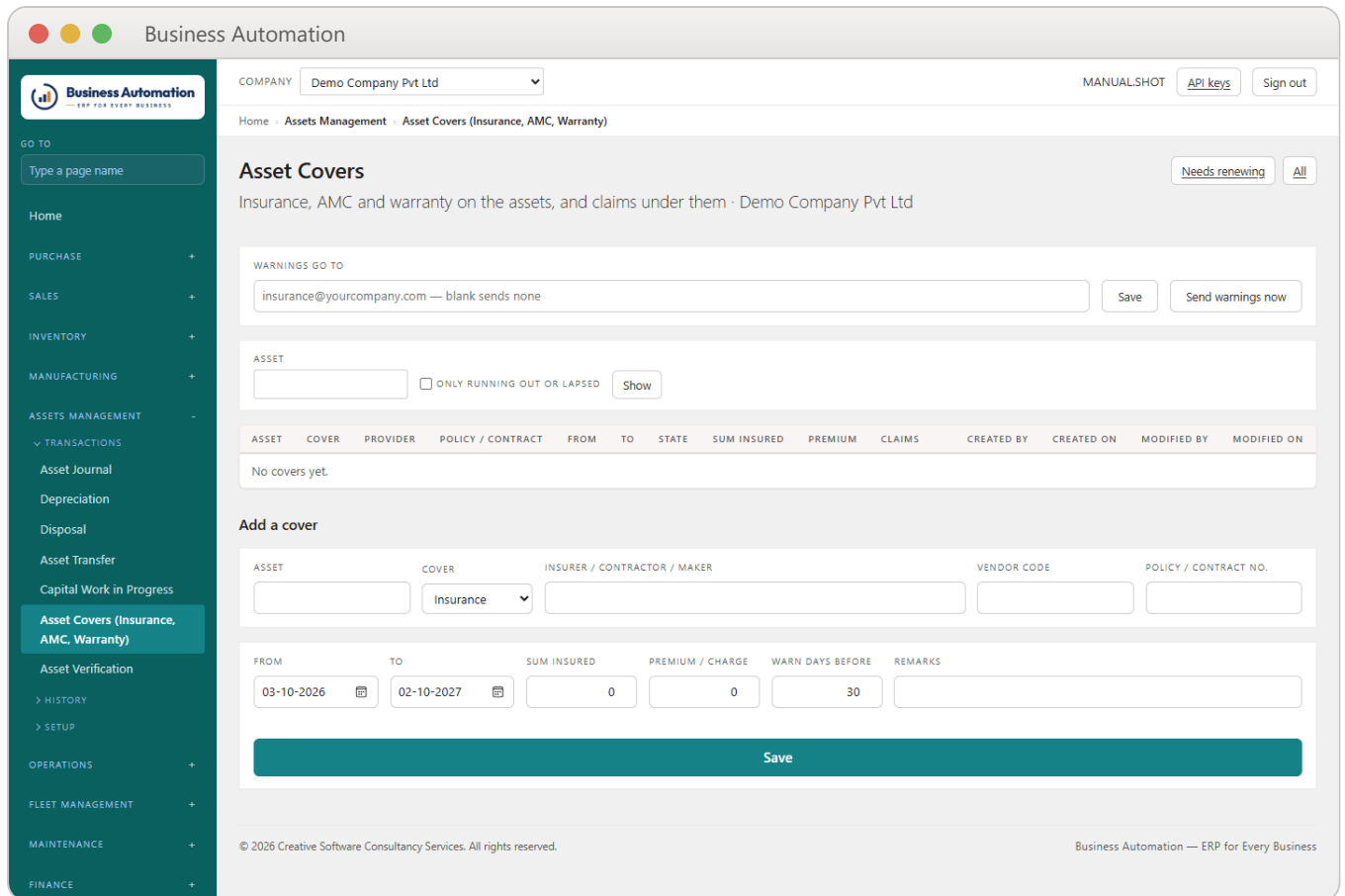
### Against the ledger at 31-03-2027

| ACCOUNT                                                  | HOLDS                    | CLASSES   | SCHEDULE | G/L BALANCE | DIFFERENCE |
|----------------------------------------------------------|--------------------------|-----------|----------|-------------|------------|
| 191000 Plant and Machinery — Cost                        | Gross block              | PLANT     | —        | —           | ✓ agrees   |
| 192000 Vehicles — Cost                                   | Gross block              | VEHICLE   | —        | —           | ✓ agrees   |
| 193000 Furniture and Fixtures — Cost                     | Gross block              | FURNITURE | —        | —           | ✓ agrees   |
| 194000 Computers — Cost                                  | Gross block              | COMPUTER  | —        | —           | ✓ agrees   |
| 191010 Plant and Machinery — Accumulated Depreciation    | Accumulated depreciation | PLANT     | —        | —           | ✓ agrees   |
| 192010 Vehicles — Accumulated Depreciation               | Accumulated depreciation | VEHICLE   | —        | —           | ✓ agrees   |
| 193010 Furniture and Fixtures — Accumulated Depreciation | Accumulated depreciation | FURNITURE | —        | —           | ✓ agrees   |
| 194010 Computers — Accumulated Depreciation              | Accumulated depreciation | COMPUTER  | —        | —           | ✓ agrees   |

A difference is something posted to the account other than through the asset register — an opening balance or a journal keyed straight to it — and is the first thing an auditor asks about.

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**Figure 5.19** The fixed asset schedule



**Figure 5.20** Insurance, AMC and warranty covers

- **An item that is really an asset:** tick **Assets** on the item card (it becomes a Service), set Book Value and Asset Group, and press **Create assets**.

## Where stock posts to

One row per stock group (and optionally per store) naming the accounts stock movements post to.

**WHERE** Setup > Inventory Posting Setup (/setup/inventory-posting)

- 1 Click a row's code to load it into the form, or fill in a new row.
- 2 Fill in every account. **Stock received, not billed** is the asset; **Received not invoiced** is the liability.
- 3 Save.

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Home > Purchase > Inventory Posting Setup

GO TO

Type a page name

Home

PURCHASE

> TRANSACTIONS

> HISTORY

> SETUP

Purchase Setup

**Inventory Posting Setup**

TDS Setup

Vendor TDS Sections

Vendor Bank Accounts

Vendor Receiving Addresses

Vendors

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

GENERAL +

## Inventory Posting Setup

Which accounts each family of items posts to · Demo Company Pvt Ltd

[Inventory setup](#)

### Groups

| CODE     | DESCRIPTION            | ITEMS | SET UP |
|----------|------------------------|-------|--------|
| FINISHED | Finished goods         | 0     | yes    |
| FUEL     | Fuel and lubricants    | 0     | yes    |
| RAWMAT   | Raw material           | 2     | yes    |
| SPARES   | Spares and consumables | 0     | yes    |

CODE DESCRIPTION

RAWMAT

Add group

### Accounts

| GROUP    | LOCATION   | INVENTORY | STOCK RECEIVED, NOT BILLED | RECEIVED NOT INVOICED | COST OF SALE | SALES INTERIM | PURCHASE | CONSUMPTION | DIRECT COST | ADJUST |
|----------|------------|-----------|----------------------------|-----------------------|--------------|---------------|----------|-------------|-------------|--------|
| FINISHED | everywhere | 140000    | —                          | 215000                | 530000       | —             | —        | —           | 533000      | 53100  |
| FUEL     | everywhere | 140000    | —                          | 215000                | 530000       | —             | —        | —           | 533000      | 53100  |
| RAWMAT   | everywhere | 140000    | —                          | 215000                | 530000       | —             | —        | —           | 533000      | 53100  |
| SPARES   | everywhere | 140000    | —                          | 215000                | 530000       | —             | —        | —           | 533000      | 53100  |

THE PRODUCTION ACCOUNTS ARE SET UP, AND NOT YET POSTED TO

Production posts through its own journals today and reads none of the eight accounts below. They are here so the accounts can be chosen, agreed and reported on before the posting reads them — an account picked at the moment it is first needed is an account picked in a hurry.

Left blank they stay blank; nothing falls back to a guess, because a guessed production account is a posting nobody asked for.

TWO ACCOUNTS FOR GOODS THAT HAVE ARRIVED AND NOT BEEN BILLED

**Stock received, not billed** is the asset — the goods themselves, held apart from invoiced stock until the vendor's bill arrives. Normally **140010**.

**Received not invoiced** is the liability against them — what is owed for goods nobody has billed for. Normally **215000**. This is the one the Stock on Hand report cancels its Received Not Invoiced column to.

**Figure 5.21** Inventory posting setup



## CHAPTER 6

# Payroll

For: Whoever runs the wages

**What this chapter covers.** Setting payroll up, the muster roll, leave, wages and revisions, monthly amounts, salary tax, running and posting the month, and the files for the bank and returns.

- The month, in order
- Before the first month
- The attendance: muster roll
- Wages and revisions
- Amounts that change every month
- Income tax on salaries
- Running and posting the month

## | The month, in order

*The order matters.*



## | Before the first month

*Set up the payroll accounts, pay elements and employees.*

**WHERE** Payroll > Payroll Setup (/payroll/setup)

- 1 In **Payroll Setup**, set the salaries payable and cost accounts, what a month is divided by (calendar days or a fixed number such as 26), hours in a day, the state for professional tax, and how paid leave is earned.
- 2 Check the **PF and ESI rates** against the current notification (seeded at PF 12%, pension 8.33%, ceiling 15,000; ESI 0.75% / 3.25%, ceiling 21,000).
- 3 Enter **professional tax** slabs for your state — they are not seeded.

4

In **Pay Elements**, review basic, DA, HRA, allowances and deductions, and whether each counts for PF and ESI.

5

In **Employees**, fill each person's joining date, category, bank details, PF/ESI numbers, posting group and pay elements.

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MANUALSHOT [API keys](#) [Sign out](#)

Home > Payroll > Payroll Setup

Payroll Setup

The month's denominator, and the rates in force - Demo Company Pvt Ltd

Payroll Pay elements

A MONTH'S WAGE IS DIVIDED BY HOURS IN A WORKING DAY DEFAULT STATE ROUND NET PAY

26 days 8 MH to the rupee

Twenty-six is the convention in most minimum-wage notifications: six working days a week, whatever the month actually holds. Dividing by the calendar instead makes a day of absence cost more in February than in March. This is the single most argued number in Indian payroll, which is why it is a setting and never an assumption.

SALARY PAYABLE DEFAULT SALARY EXPENSE

240000 — Salary Payable 610000 — Salaries and Wages

Save

Paid leave

EARNED DAYS A YEAR DAYS WORKED PER DAY EARNED MOST CARRIED FORWARD LEAVE YEAR STARTS (MONTH) LEAVE NOBODY HAS EARNED

Not tracked 0 20 0 1 Refused on the muster

ENCASHMENT PAID THROUGH ARREARS PAID THROUGH

LEAVE-ENC ARREARS

Net pay sits in **salary payable** between the payroll run and the bank transfer. That gap is real — the wage is earned and owed before it is paid — and a payroll that credits the bank directly cannot show what is owed on a day when the transfer has not gone out.

Statutory rates

Dated, never edited in place. Ceilings, rates and slabs move by notification, and a payroll re-run for an old month has to produce what was actually paid — an inspector asking about last March is not interested in this March's rate.

| WHAT             | STATE | FROM       | EMPLOYEE % | EMPLOYER % | PENSION % | CEILING | SLAB         | AMOUNT | NOTIFICATION                                                      |
|------------------|-------|------------|------------|------------|-----------|---------|--------------|--------|-------------------------------------------------------------------|
| Provident Fund   | —     | 01-01-2020 | 12.00      | 12.00      | 8.33      | 15,000  | —            | —      | Central rate — check against the notification that applies to you |
| State Insurance  | —     | 01-01-2020 | 0.75       | 3.25       | —         | 21,000  | —            | —      | Central rate — check against the notification that applies to you |
| Professional Tax | MH    | 01-01-2020 | —          | —          | —         | none    | —            | —      | Maharashtra PT â€” nil below 7,500                                |
| Professional Tax | MH    | 01-01-2020 | —          | —          | —         | none    | 7,501–10,000 | 175    | Maharashtra PT schedule                                           |
| Professional Tax | MH    | 01-01-2020 | —          | —          | —         | none    | 10,001–above | 200    | Maharashtra PT schedule                                           |

Add a rate

WHAT IN FORCE FROM STATE EMPLOYEE % EMPLOYER % PENSION % WAGE CEILING

provident fund 03-10-2026 blank for every state 0 0 0 0

| SLAB FROM | SLAB TO | AMOUNT | ONLY IN MONTH | NOTIFICATION |
|-----------|---------|--------|---------------|--------------|
|-----------|---------|--------|---------------|--------------|

Figure 6.1 Payroll setup

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MANUALSHOT [API keys](#) [Sign out](#)

Home > Payroll > Pay Elements

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL -
  - > TRANSACTIONS
  - > HISTORY
  - SETUP
    - Employees
    - Pay Elements**
    - Tax Cards
    - Payroll Setup
    - Income Tax Setup
    - Income Tax Slabs

## Pay Elements

13 row(s) · entity **PayElement** · Demo Company Pvt Ltd

[New](#)

Search data  [Search](#) [Personalise](#)

**List** Analysis

| CODE          | DESCRIPTION                | KIND                 | WORKED OUT AS | ORDER | PERCENT | PERCENT OF | BLOCKED | VARIES EACH MONTH | CREATED BY | CREATED ON |
|---------------|----------------------------|----------------------|---------------|-------|---------|------------|---------|-------------------|------------|------------|
| <b>BASIC</b>  | Basic Wage                 | Earning              | FixedAmount   | 10    | 0.00    | Basic      | No      | No                | —          | —          |
| <b>DA</b>     | Dearness Allowance         | Earning              | PercentOfBase | 20    | 20.00   | Basic      | No      | No                | —          | —          |
| <b>HRA</b>    | House Rent Allowance       | Earning              | PercentOfBase | 30    | 10.00   | PFWages    | No      | No                | —          | —          |
| <b>WASH</b>   | Washing Allowance          | Earning              | FixedAmount   | 40    | 0.00    | Basic      | No      | No                | —          | —          |
| <b>OT</b>     | Overtime                   | Earning              | PerHour       | 50    | 0.00    | Basic      | No      | No                | —          | —          |
| <b>PF</b>     | Provident Fund             | Deduction            | Statutory     | 900   | 0.00    | Gross      | No      | No                | —          | —          |
| <b>PF-ER</b>  | Provident Fund (employer)  | EmployerContribution | Statutory     | 950   | 0.00    | Gross      | No      | No                | —          | —          |
| <b>EPS-ER</b> | Pension Scheme (employer)  | EmployerContribution | Statutory     | 951   | 0.00    | Gross      | No      | No                | —          | —          |
| <b>ESI</b>    | State Insurance            | Deduction            | Statutory     | 910   | 0.00    | Gross      | No      | No                | —          | —          |
| <b>ESI-ER</b> | State Insurance (employer) | EmployerContribution | Statutory     | 960   | 0.00    | Gross      | No      | No                | —          | —          |
| <b>PT</b>     | Professional Tax           | Deduction            | Statutory     | 920   | 0.00    | Gross      | No      | No                | —          | —          |
| <b>INC</b>    | Production Incentive       | Earning              | FixedAmount   | 45    | 0.00    | Basic      | No      | Yes               | —          | —          |
| <b>TDS</b>    | Income Tax Deducted        | Deduction            | Statutory     | 95    | 0.00    | Basic      | No      | No                | —          | —          |

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Figure 6.2 Pay elements

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Home > Payroll > Employees

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL -
  - > TRANSACTIONS
  - > HISTORY
  - SETUP
    - Employees**
    - Pay Elements
    - Tax Cards
    - Payroll Setup
    - Income Tax Setup
    - Income Tax Slabs

## Employees

6 row(s) · entity **EmpLoyee** · Demo Company Pvt Ltd

[New](#)

Search data  [Search](#) [Personalise](#)

[Delete ticked](#) Up to 200 at a time. Each is checked and logged exactly as a single delete is.

**List** Analysis

|                          | NO.           | NAME         | DESIGNATION        | DEPARTMENT | JOINING DATE | BLOCKED | CREATED BY | CREATED ON | MODIFIED BY | MODIFIED ON      |                      |
|--------------------------|---------------|--------------|--------------------|------------|--------------|---------|------------|------------|-------------|------------------|----------------------|
| <input type="checkbox"/> | <b>E00010</b> | Ramesh Patil | Site Supervisor    | Operations | 01-04-2022   | No      | —          | —          | —           | —                | <a href="#">Open</a> |
| <input type="checkbox"/> | <b>E00020</b> | Sunita Kale  | Accounts Executive | Finance    | 15-07-2023   | No      | —          | —          | —           | —                | <a href="#">Open</a> |
| <input type="checkbox"/> | <b>E-001</b>  | Ramesh Patil | —                  | Operations | 01-04-2024   | No      | —          | —          | —           | 21-09-2026 11:27 | <a href="#">Open</a> |
| <input type="checkbox"/> | <b>E-002</b>  | Suresh Kale  | —                  | Operations | 15-01-2025   | No      | —          | —          | —           | 21-09-2026 11:27 | <a href="#">Open</a> |
| <input type="checkbox"/> | <b>E-003</b>  | Vikas More   | —                  | Operations | 01-06-2025   | No      | —          | —          | —           | 21-09-2026 11:27 | <a href="#">Open</a> |
| <input type="checkbox"/> | <b>E-004</b>  | Anita Shinde | —                  | Operations | 01-07-2023   | No      | —          | —          | —           | 21-09-2026 11:27 | <a href="#">Open</a> |

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Business Automation — ERP for Every Business

Figure 6.3 Employees



**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUAL SHOT | API keys | Sign out

GO TO: Type a page name

Home | PURCHASE | SALES | INVENTORY | MANUFACTURING | ASSETS MANAGEMENT | OPERATIONS | FLEET MANAGEMENT | MAINTENANCE | FINANCE | PAYROLL | SETUP | DEVELOPMENT | ADDED HERE | GENERAL

**Employee** | Record 6 · entity EmpLOYEE · [Back to list](#) · [Personalise](#) · [New](#)

**GENERAL**

|                  |                                     |                  |                                     |
|------------------|-------------------------------------|------------------|-------------------------------------|
| No. *            | E-004                               | Name *           | Anita Shinde                        |
| Designation      |                                     | Department       | Operations                          |
| Joining Date     | 01-07-2023                          | PAN              |                                     |
| Phone No.        |                                     |                  |                                     |
| Email            |                                     |                  |                                     |
| Bank Account No. |                                     | IFSC Code        |                                     |
| Posting Group    | EMP-STAFF                           | Blocked          | <input type="checkbox"/>            |
| Father / Husband | Prakash Shinde                      | Date Of Birth    | dd-mm-yyyy                          |
| Confirmed On     | dd-mm-yyyy                          | Left On          | dd-mm-yyyy                          |
| Gender           |                                     | Wage Category    | Staff                               |
| Location         |                                     | Work Order       | WO-001                              |
| Billed To        |                                     | Vehicle Crewed   |                                     |
| UAN              |                                     | PF No.           |                                     |
| ESI No.          |                                     | Aadhaar (last 4) |                                     |
| PF Applies       | <input checked="" type="checkbox"/> | ESI Applies      | <input checked="" type="checkbox"/> |
| Overtime Paid    | <input type="checkbox"/>            | State            | MH                                  |
| Paid By          | BankTransfer                        | Bank             |                                     |
| Address          |                                     |                  |                                     |
| Salary Held      | <input type="checkbox"/>            |                  |                                     |
| Held Because     |                                     |                  |                                     |
| Costcenter 01    | ADMIN                               | Costcenter 02    |                                     |
| Costcenter 03    |                                     |                  |                                     |
| Remarks          |                                     |                  |                                     |

Cancel

**Figure 6.4** An employee card

## The attendance: muster roll

Mark the month, day by day.

**WHERE** Payroll > Muster Roll (/payroll/muster)

1

Choose the month.

2

Mark each person's days: present, absent, paid leave, unpaid leave, half day, weekly off.

3

Make sure no day is left blank before running the month.

**Business Automation**

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MANUAL SHOT [API keys](#) [Sign out](#)

Home > Payroll > Muster Roll

**Muster Roll** [Payroll](#) [Employees](#) [Print](#)

October 2026 · Demo Company Pvt Ltd

MONTH: October YEAR: 2026 WORK ORDER: [Show](#)

6 person(s) on the rolls have no day marked at all: E00010, E00020, E-001, E-002, E-003, E-004. They will be paid nothing.

| THE MONTH         |          | WHAT WAS WORKED       |     |
|-------------------|----------|-----------------------|-----|
| On the rolls      | 6        | Payable days          | 0.0 |
| Nothing marked    | 6 unpaid | Days actually present | 0.0 |
| Days in the month | 31       | Overtime hours        | 0.0 |

**Fill the month**

MARK EVERYBODY: present ...EXCEPT THIS DAY, WHICH IS THE WEEKLY OFF: — no weekly off —

[Fill](#)

How a muster is actually kept: mark everybody present, then correct the handful who were not. It **never overwrites** a day somebody has already marked — that was a decision, and a bulk fill that silently replaced it would make the register untrustworthy for exactly the days that matter. It also stops at today, because a month that has not happened is a forecast.

**Correct one day**

| PERSON                | DAY | WAS     | HOURS | OVERTIME | REMARKS |
|-----------------------|-----|---------|-------|----------|---------|
| E00010 — Ramesh Patil | 1   | present | 0     | 0        |         |

[Mark](#)

**The register**

| PERSON              | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|---------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| E00010 Ramesh Patil | - | - | - | - | - | - | - | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  |    |
| E00020 Sunita Kale  | - | - | - | - | - | - | - | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  |    |
| E-001 Ramesh Patil  | - | - | - | - | - | - | - | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  |    |
| E-002 Sunita Kale   | - | - | - | - | - | - | - | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  |    |

**Figure 6.5** The muster roll



**Important. Absent and blank are not the same thing.** A blank day is one nobody marked; a month with unmarked days is not ready to run. The muster will not mark paid leave for somebody with less than a day left.

- **Leave Balances** shows each person's opening, earned, taken, encashed and left. Enter opening balances under *Bring a balance in*; **Encash** puts the amount on that month's variable sheet.

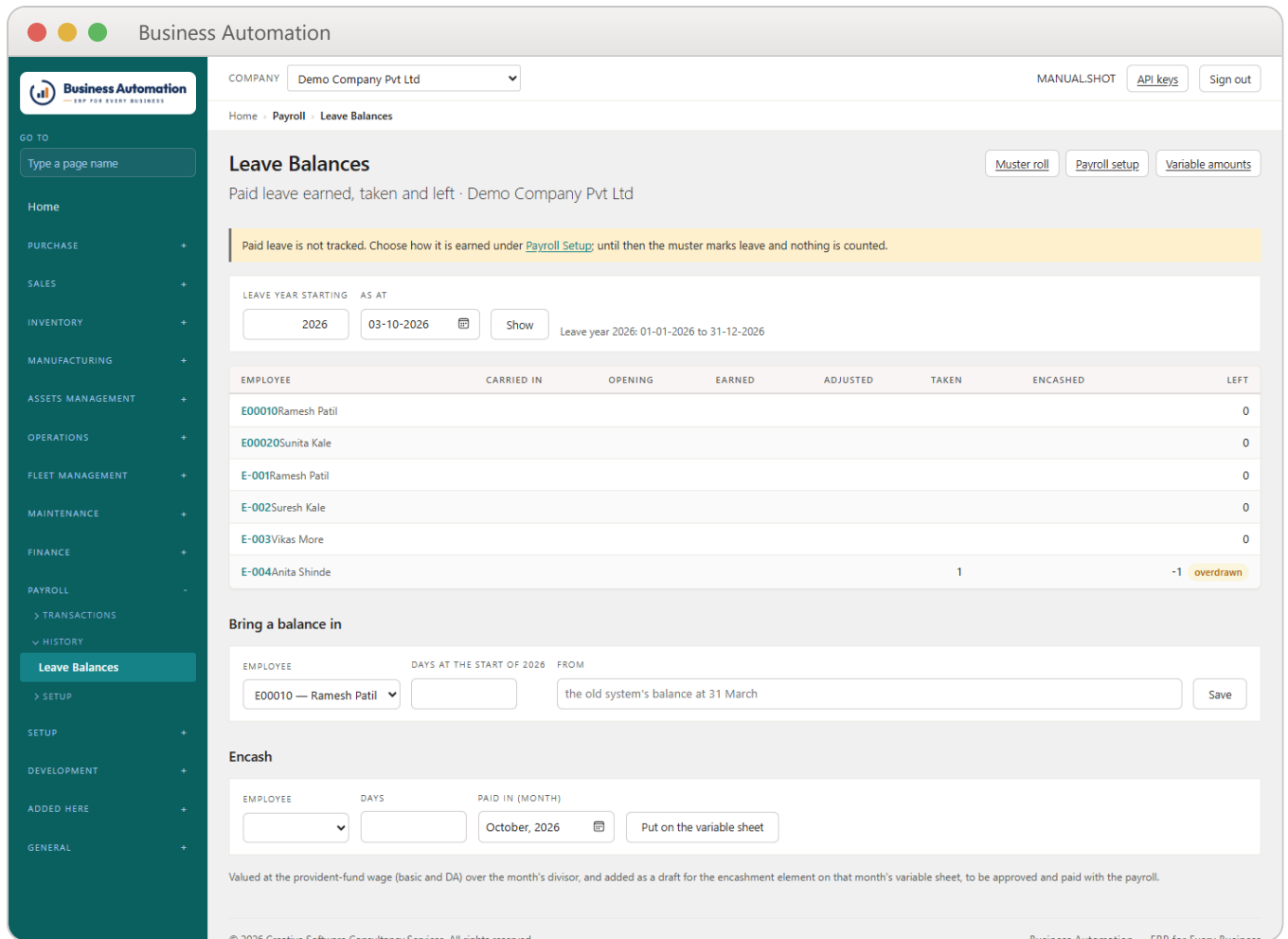


Figure 6.6 Leave balances

## Wages and revisions

What each employee is on, with effect from a date.

**WHERE** Payroll > Wages (/payroll/wages) · Wage Revision (/payroll/revision)

- 1 On **Wages**, set a person's wage with a from-date. The old rate is closed the day before.
- 2 For a rise for many: on **Wage Revision** choose who (everybody, a category, a department), how (amount, percentage, or increase by an amount) and the date.
- 3 Press **Preview** and read the old and new figures for every employee.
- 4 Apply.

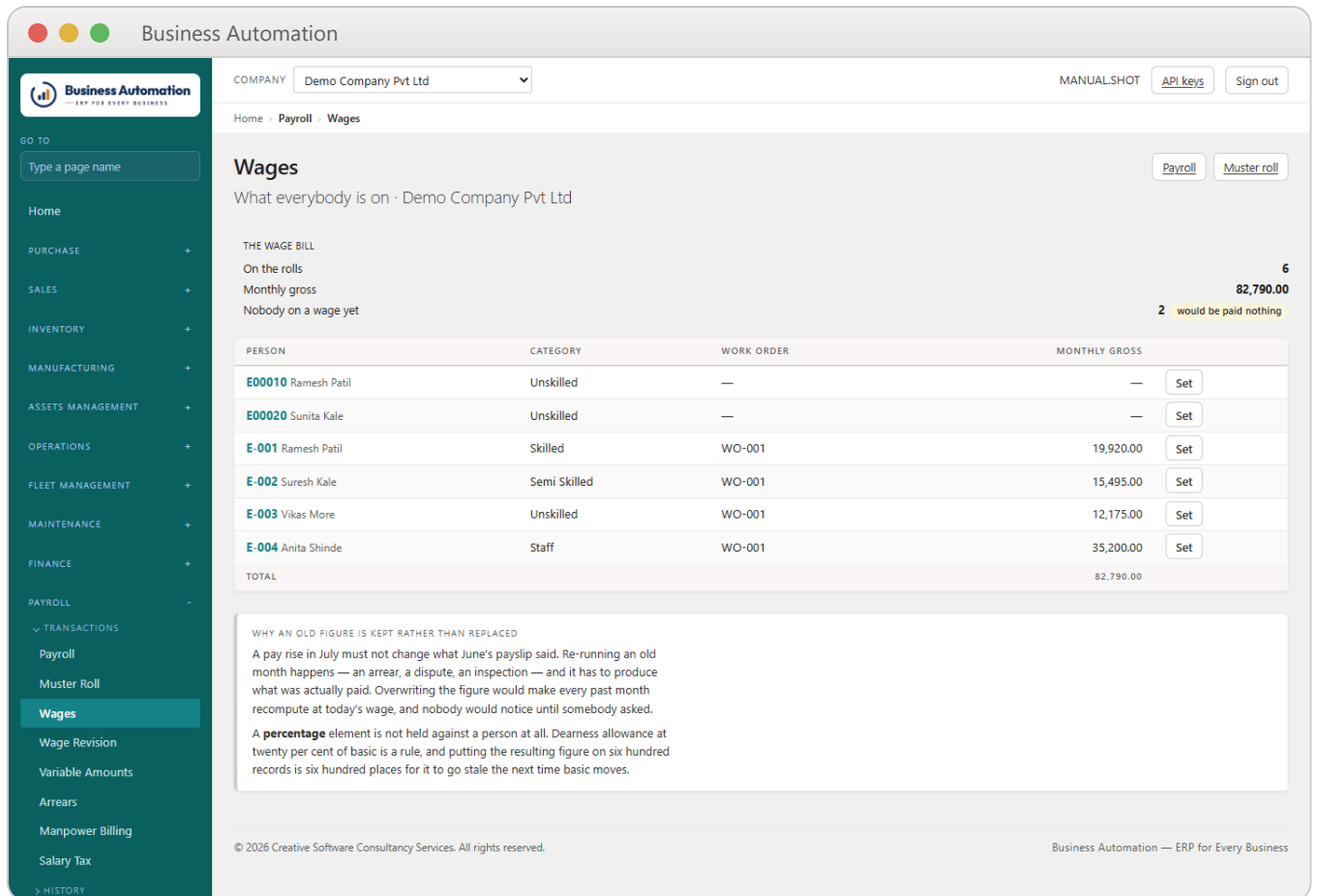


Figure 6.7 Wages

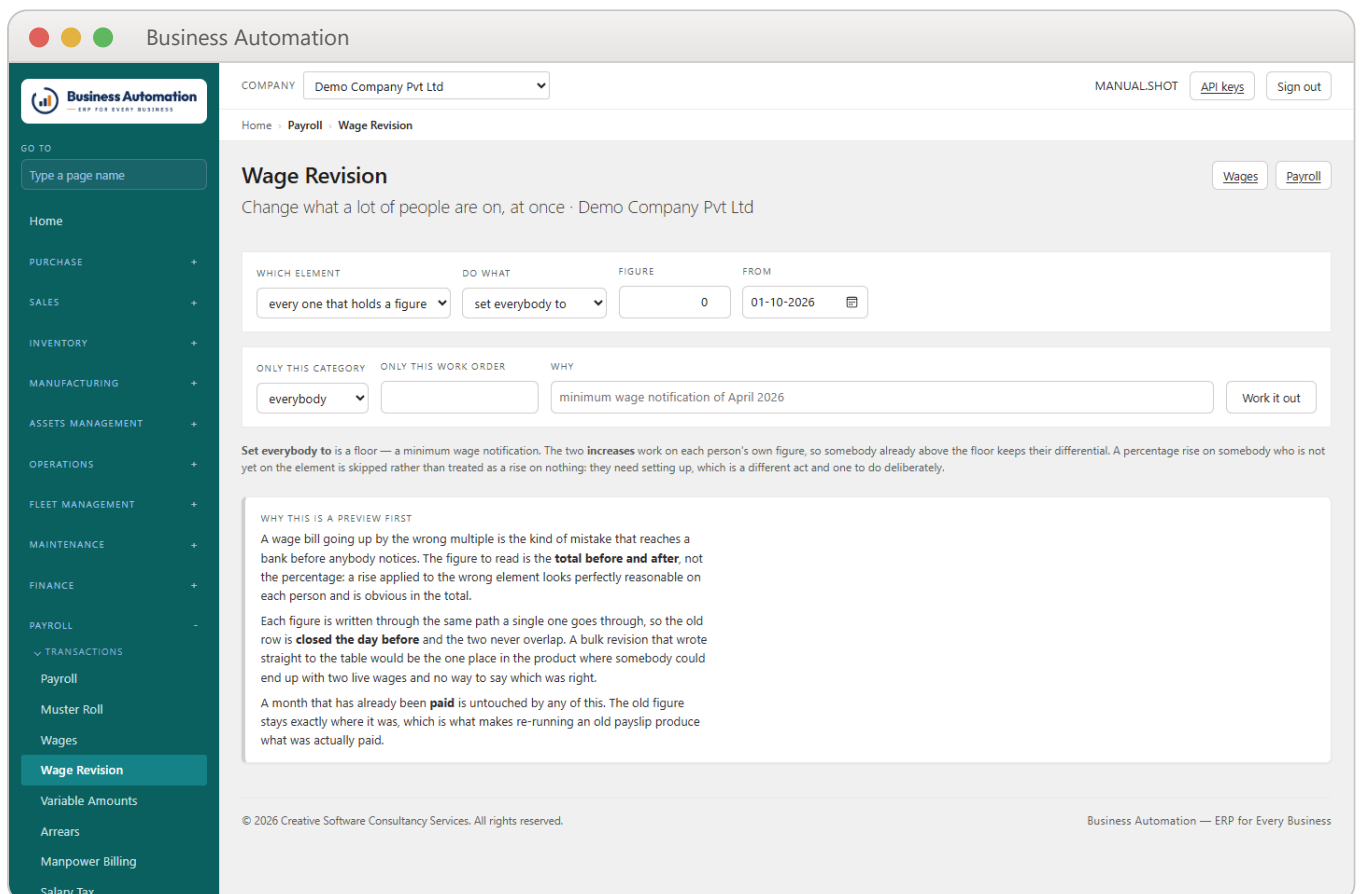


Figure 6.8 Wage revision with its preview



**Tip.** The preview is the point: 110% typed instead of 10% is obvious in the list and invisible in a confirmation box. For back-dated revisions use **Payroll > Arrears**.

## | Amounts that change every month

*Overtime, incentive, advance instalments — entered fresh each month.*

**WHERE** Payroll > Variable Amounts (/payroll/variables)

1

Choose the **pay element** and the month.

2

Type the amounts against the people; leave the rest blank (blank means nought).

3

Press **Save**.

4

When checked, press **Approve everything entered**. Only approved amounts are paid.

**Business Automation**

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MANUALSHOT [API keys](#) [Sign out](#)

Home > Payroll > Variable Amounts

### Variable Amounts

INC — Production Incentive · October 2026 · 0 entered, 0 approved

[Print](#)

PAY ELEMENT: INC — Production Incentive (earning) | YEAR: 2026 | MONTH: October | [Show](#)

| EMPLOYEE | NAME         | DEPARTMENT | AMOUNT               | STATUS |
|----------|--------------|------------|----------------------|--------|
| E00010   | Ramesh Patil | Operations | <input type="text"/> |        |
| E00020   | Sunita Kale  | Finance    | <input type="text"/> |        |
| E-001    | Ramesh Patil | Operations | <input type="text"/> |        |
| E-002    | Suresh Kale  | Operations | <input type="text"/> |        |
| E-003    | Vikas More   | Operations | <input type="text"/> |        |
| E-004    | Anita Shinde | Operations | <input type="text"/> |        |
| TOTAL    |              |            | 0.00                 |        |

[Save](#)

[Approve everything entered](#)

[Reopen for correction](#)

Only an approved amount is paid. What is entered and not signed off is listed as a warning when the month is run, so a sheet that was missed does not look like a sheet that was rejected.

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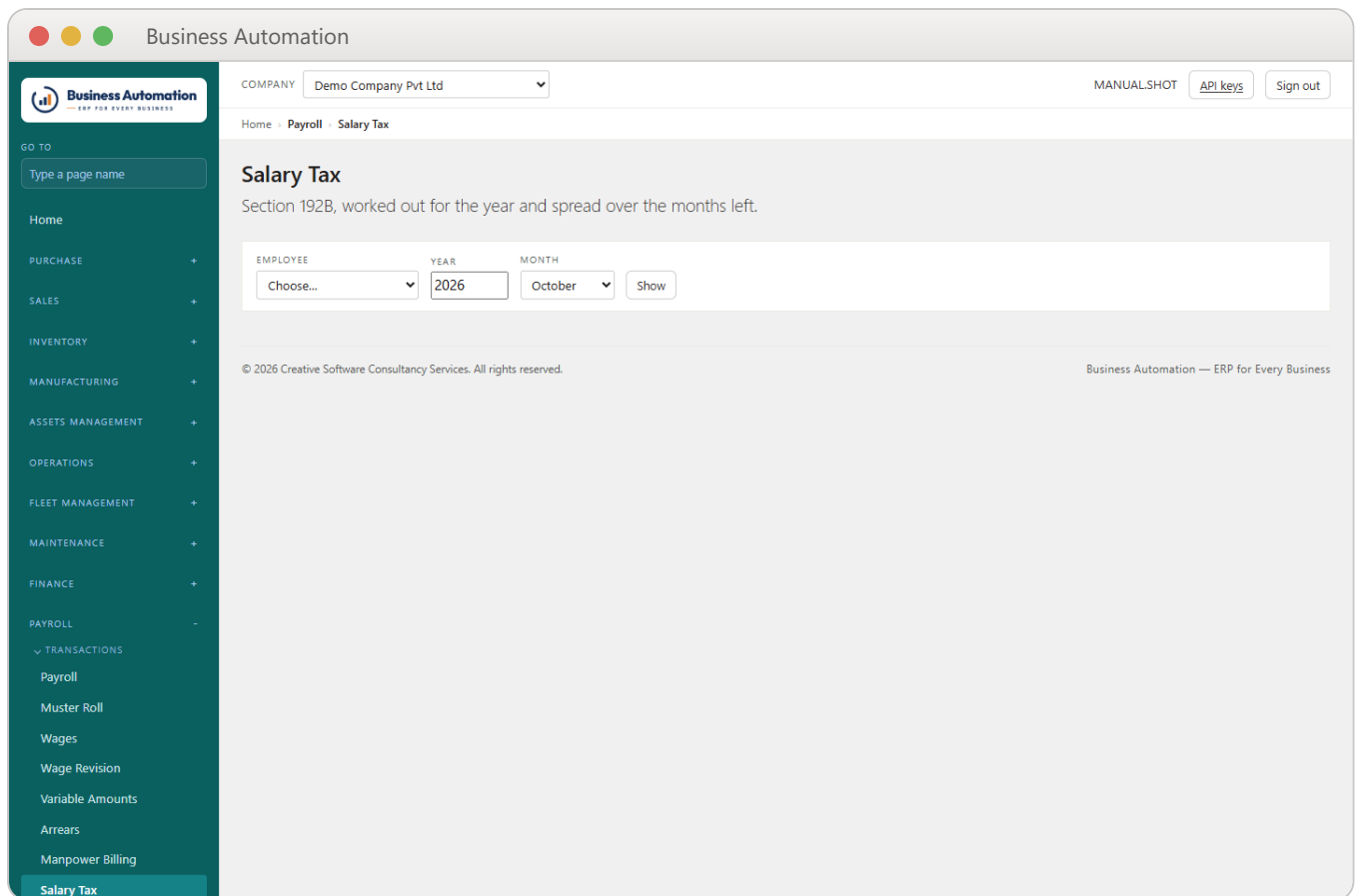
**Figure 6.9** Variable amounts

## Income tax on salaries

*Tax cards, declarations and the full computation.*

**WHERE** Payroll > Tax Cards · Salary Tax (/payroll/tax)

- 1 Open a **tax card** for the employee and year; record the **regime** (new or old).
- 2 Enter declarations (80C, 80D, rent, housing loan interest...) and, for a mid-year joiner, the previous employer's salary and TDS.
- 3 Tick **Declaration received**.
- 4 **Salary Tax** shows the whole computation for one employee. Print it when somebody asks.



**Figure 6.10** Salary tax computation

**Note.** No card means the default regime with nothing allowed — it deducts more than less, deliberately. Check the slabs against the current Finance Act before the year's first payroll.

## Running and posting the month

*Calculate everybody, check, and post.*

**WHERE** Payroll > Payroll (/payroll) → New run

- 1 Press **New run** and choose the month.
- 2 Run it. Every employee is calculated from the muster and the wage.
- 3 **Check the lines** — gross, each deduction and net per person. **Payslip** on a line shows a provisional slip before posting.

4

Press **Post**. Net pay is credited to each employee; deductions go to their payable accounts; employer contributions are charged as cost.

5

On the posted run, use **Files for the bank and the returns: Payslips, Salary bank file, PF ECR, ESI contribution sheet**.

**Business Automation**

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MANUAL SHOT [API keys](#) [Sign out](#)

Home > Payroll > Payroll

**Payroll** [Muster roll](#) [Payroll setup](#)

October 2026 · Demo Company Pvt Ltd

MONTH: October YEAR: 2026 [Work it out](#)

HEADCOUNT: 0 (6 LEFT OUT) GROSS: 0 (0 PAYABLE DAYS) NET: 0 (0 DEDUCTED) WHAT IT COSTS: 0 (0 ON TOP OF THE WAGE)

**The wage bill is 0.00; employing these people costs 0.00.** The difference is the employer's own provident fund and insurance, which never appear on anybody's payslip. A contractor who tenders on the gross loses money on every head.

**Left out**

| PERSON | NAME         | WHY                                 |
|--------|--------------|-------------------------------------|
| E00010 | Ramesh Patil | No attendance marked for the month. |
| E00020 | Sunita Kale  | No attendance marked for the month. |
| E-001  | Ramesh Patil | No attendance marked for the month. |
| E-002  | Suresh Kale  | No attendance marked for the month. |
| E-003  | Vikas More   | No attendance marked for the month. |
| E-004  | Anita Shinde | No attendance marked for the month. |

**What everybody gets**

| PERSON                     | DAYS | GROSS | DEDUCTED | NET  | EMPLOYER | COSTS |
|----------------------------|------|-------|----------|------|----------|-------|
| Nothing could be computed. |      |       |          |      |          |       |
| TOTAL                      | 0    | 0.00  | 0.00     | 0.00 | 0.00     | 0.00  |

POST ON

**Figure 6.11** Payroll runs



Business Automation

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

► E-mail this

## Payroll

PAY00001 · 08/2026 · Demo Company Pvt Ltd

THE RUN

Headcount 4

Payable days 121.5

Left out 2 check

Computed 09-09-2026 01:17 by CLAUDETEST

WHAT IT COMES TO

Gross 1,02,120.00

Deducted 8,032.00

Net to pay 94,088.00

Employer's own 8,057.00

Total cost 1,10,177.00

✓ Posted on 09-09-2026 01:17 by CLAUDETEST, register 150. The attendance behind it is frozen.

Muster roll Payroll setup All runs

Lines

| PERSON             | ELEMENT                           | KIND      | FULL | AMOUNT    | HOW                              |
|--------------------|-----------------------------------|-----------|------|-----------|----------------------------------|
| E-001 Ramesh Patil | Basic Wage BASIC                  | earning   | —    | 18,000.00 | 18,000 × 31 / 26 days            |
| E-001 Ramesh Patil | Dearness Allowance DA             | earning   | —    | 3,600.00  | 20% of Basic                     |
| E-001 Ramesh Patil | House Rent Allowance HRA          | earning   | —    | 2,160.00  | 10% of PFWages                   |
| E-001 Ramesh Patil | Washing Allowance WASH            | earning   | —    | 300.00    | 300 for the month                |
| E-001 Ramesh Patil | Overtime OT                       | earning   | —    | 1,920.00  | 120.00 × 2 × 8 hours             |
| E-001 Ramesh Patil | Provident Fund PF                 | deduction | —    | 1,800.00  | 12% of 15,000                    |
| E-001 Ramesh Patil | Professional Tax PT               | deduction | —    | 200.00    | MH slab 10,001–above             |
| E-001 Ramesh Patil | Provident Fund (employer) PF-ER   | employer  | —    | 550.00    | 12% of 15,000 less pension 1,250 |
| E-001 Ramesh Patil | Pension Scheme (employer) EPS-ER  | employer  | —    | 1,250.00  | 8.33% of 15,000                  |
| E-002 Suresh Kale  | Basic Wage BASIC                  | earning   | —    | 14,000.00 | 14,000 × 30.5 / 26 days          |
| E-002 Suresh Kale  | Dearness Allowance DA             | earning   | —    | 2,800.00  | 20% of Basic                     |
| E-002 Suresh Kale  | House Rent Allowance HRA          | earning   | —    | 1,680.00  | 10% of PFWages                   |
| E-002 Suresh Kale  | Washing Allowance WASH            | earning   | —    | 300.00    | 300 for the month                |
| E-002 Suresh Kale  | Provident Fund PF                 | deduction | —    | 1,800.00  | 12% of 15,000                    |
| E-002 Suresh Kale  | State Insurance ESI               | deduction | —    | 139.00    | 0.75% of 18,480                  |
| E-002 Suresh Kale  | Professional Tax PT               | deduction | —    | 200.00    | MH slab 10,001–above             |
| E-002 Suresh Kale  | Provident Fund (employer) PF-ER   | employer  | —    | 550.00    | 12% of 15,000 less pension 1,250 |
| E-002 Suresh Kale  | Pension Scheme (employer) EPS-ER  | employer  | —    | 1,250.00  | 8.33% of 15,000                  |
| E-002 Suresh Kale  | State Insurance (employer) ESI-ER | employer  | —    | 601.00    | 3.25% of 18,480                  |
| E-003 Vikas More   | Basic Wage BASIC                  | earning   | —    | 11,000.00 | 11,000 × 29 / 26 days            |
| E-003 Vikas More   | Dearness Allowance DA             | earning   | —    | 2,200.00  | 20% of Basic                     |
| E-003 Vikas More   | House Rent Allowance HRA          | earning   | —    | 1,320.00  | 10% of PFWages                   |

Figure 6.12 A payroll run

**⚠ Important.** Read the **Not in the files** box before uploading anything. It names everybody a file left out and why (missing UAN, bad IFSC, paid in cash).

- **Billing customers for manpower:** set **Manpower Rates** per work order, keep the work order on the muster, then **Manpower Billing** > **Raise the invoices**.



## CHAPTER 7

# Operations and fleet

For: Gate, weighbridge, trips, manufacturing, fuel and maintenance

**What this chapter covers.** The daily MIS, the gate and fleet compliance, the weighbridge, trips and billing, making things, fuel, job cards, and the tyre and battery bank.

- The morning list: Daily MIS
- The gate
- The weighbridge
- Trips against a contract
- Making things: manufacturing
- Fuel
- Maintenance: job cards
- Tyres and batteries: the tyre bank

## | The morning list: Daily MIS

*What happened yesterday on one page — the page a morning meeting runs from.*

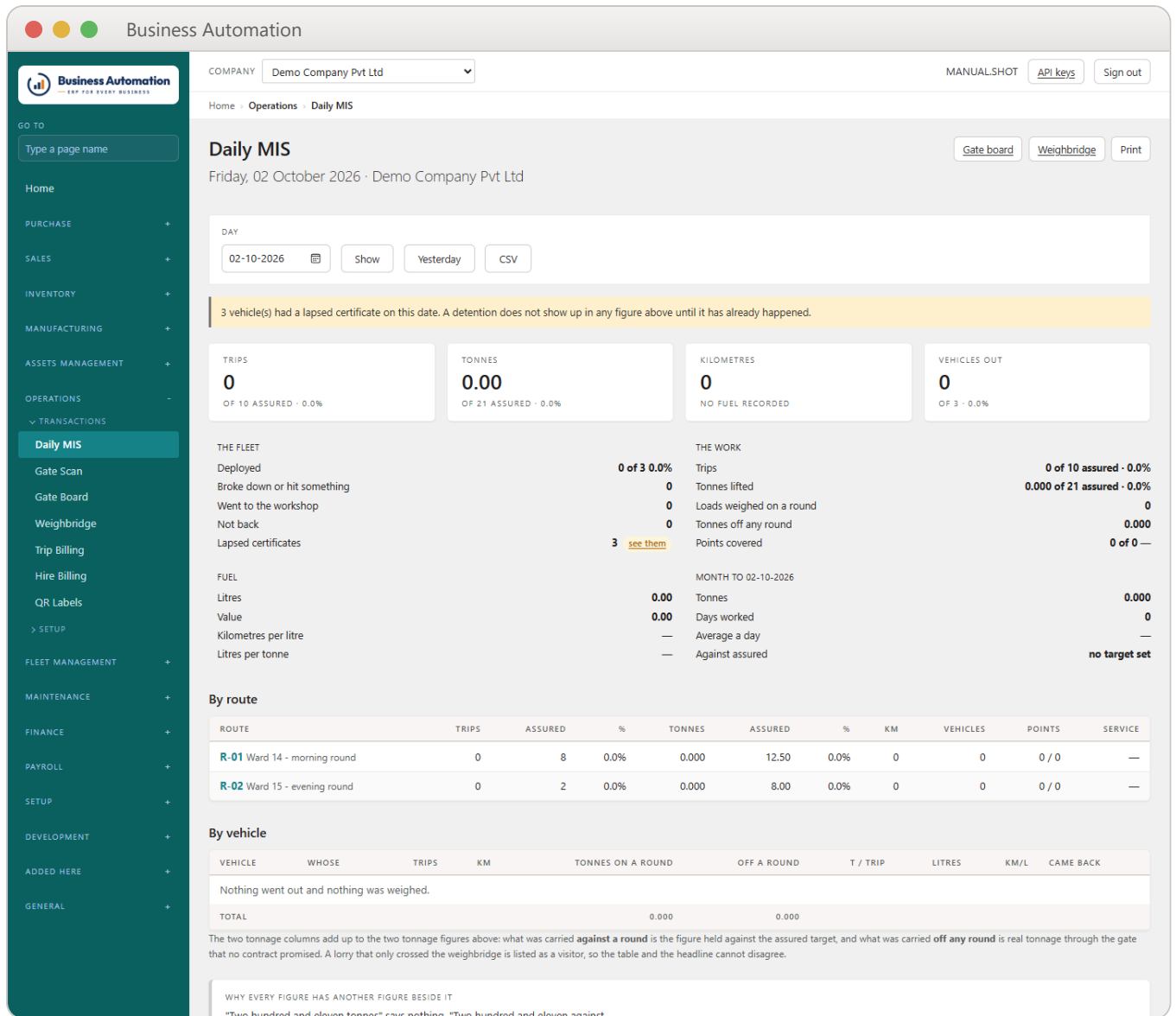
**WHERE** Operations > Daily MIS (/mis)

1

Open **Daily MIS** and choose the day.

2

Read what went out, what came in, what each vehicle did (on the round and off it), and what crossed the weighbridge.



**Figure 7.1** The daily MIS

## The gate

Scan vehicles in and out; see what is inside now.

**WHERE** Operations > Gate Scan (/gate/scan) · Gate Board (/gate)

- 1 On **Gate Scan**, scan the vehicle's QR label (a full label or just the code).
- 2 Going out, the **Opening km** is filled from the last entry; a lower figure is refused. Tick **Meter replaced** if the meter was changed.
- 3 The **Gate Board** shows what is inside the premises right now.

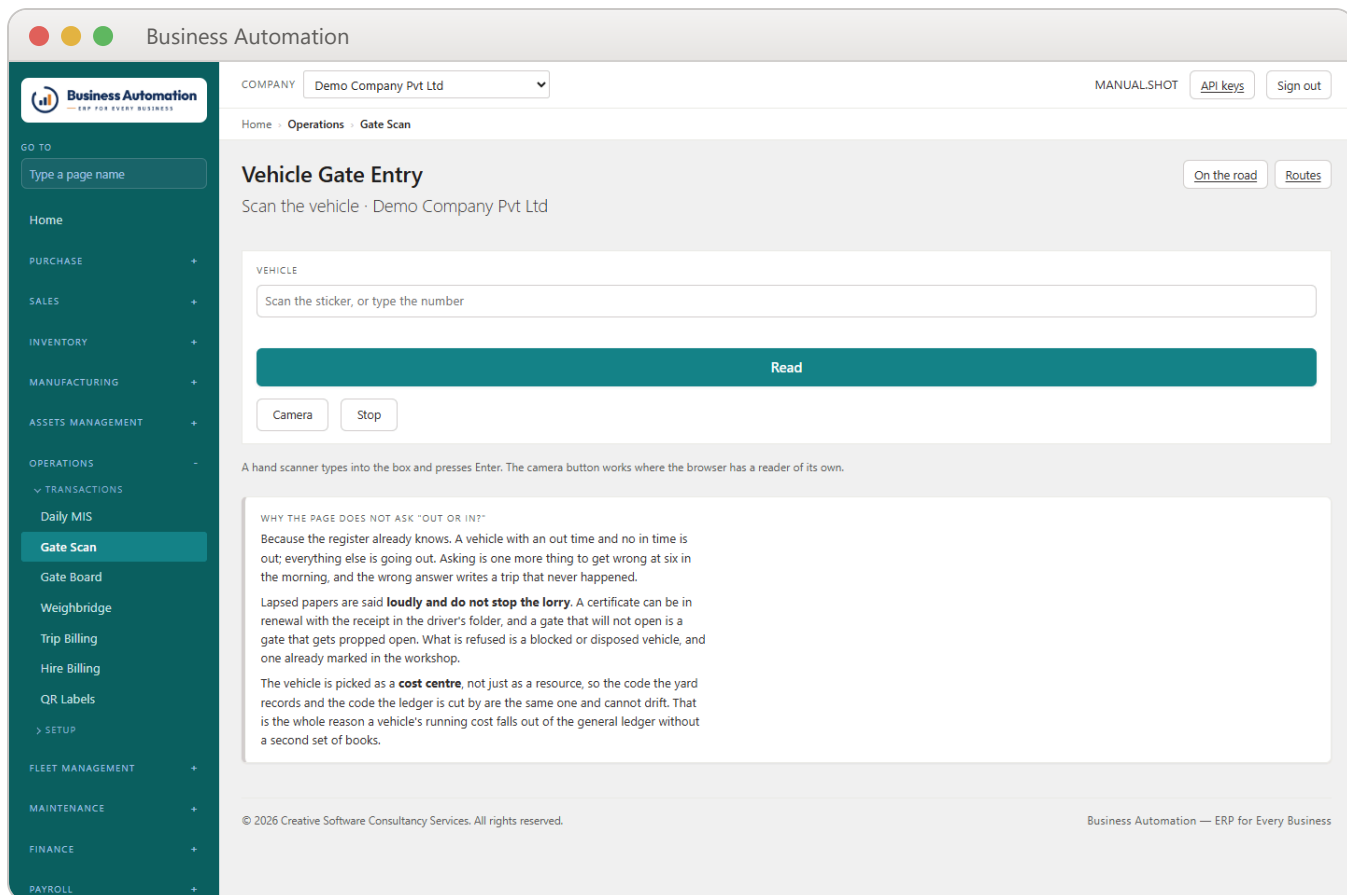
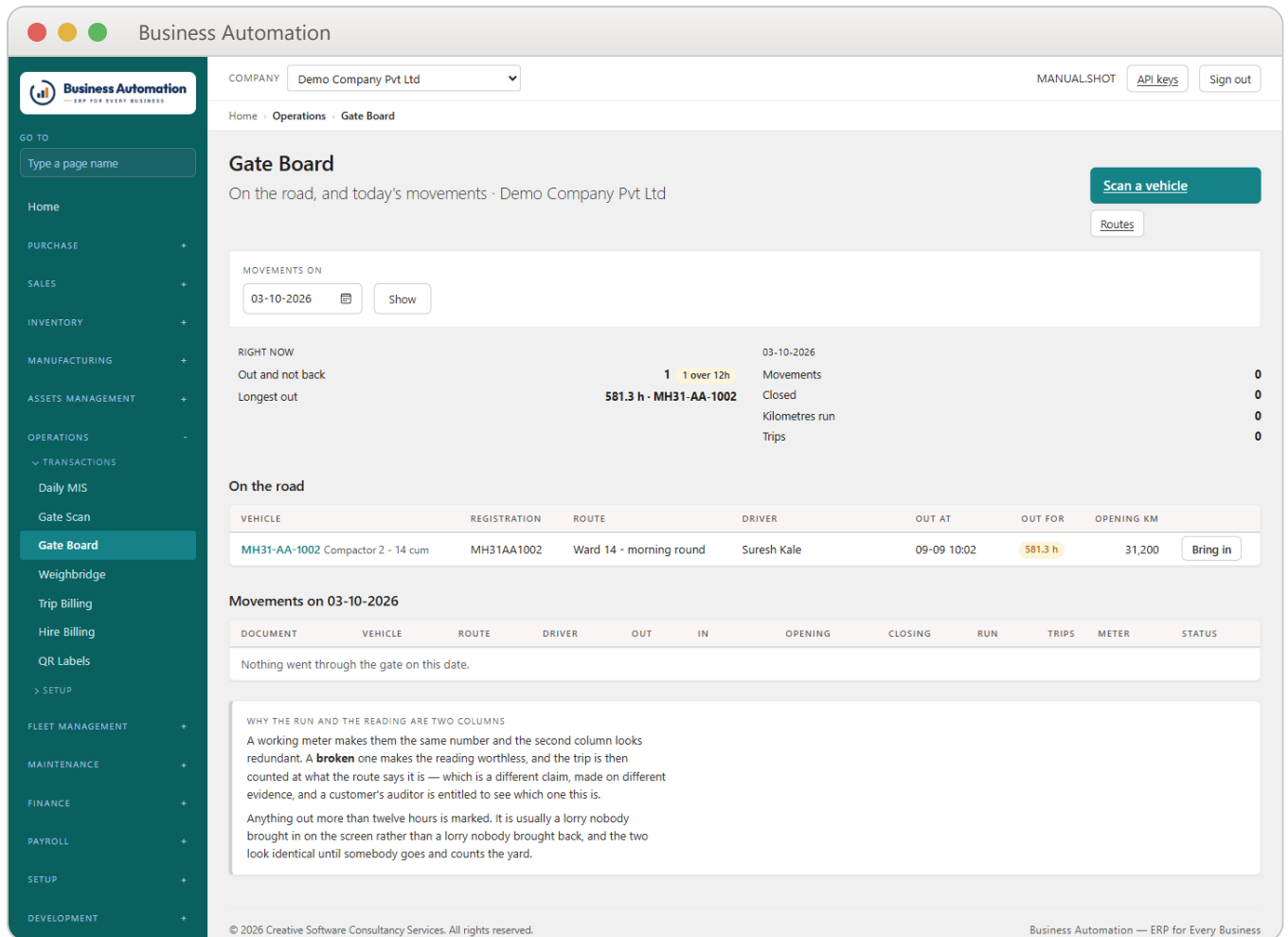


Figure 7.2 Gate scan



**Figure 7.3** The gate board

- **Fleet Management > Fleet Compliance** shows insurance, fitness, permit, pollution, road tax and licence dates — expired and due, worst first. The gate refuses a driver whose licence has run out.

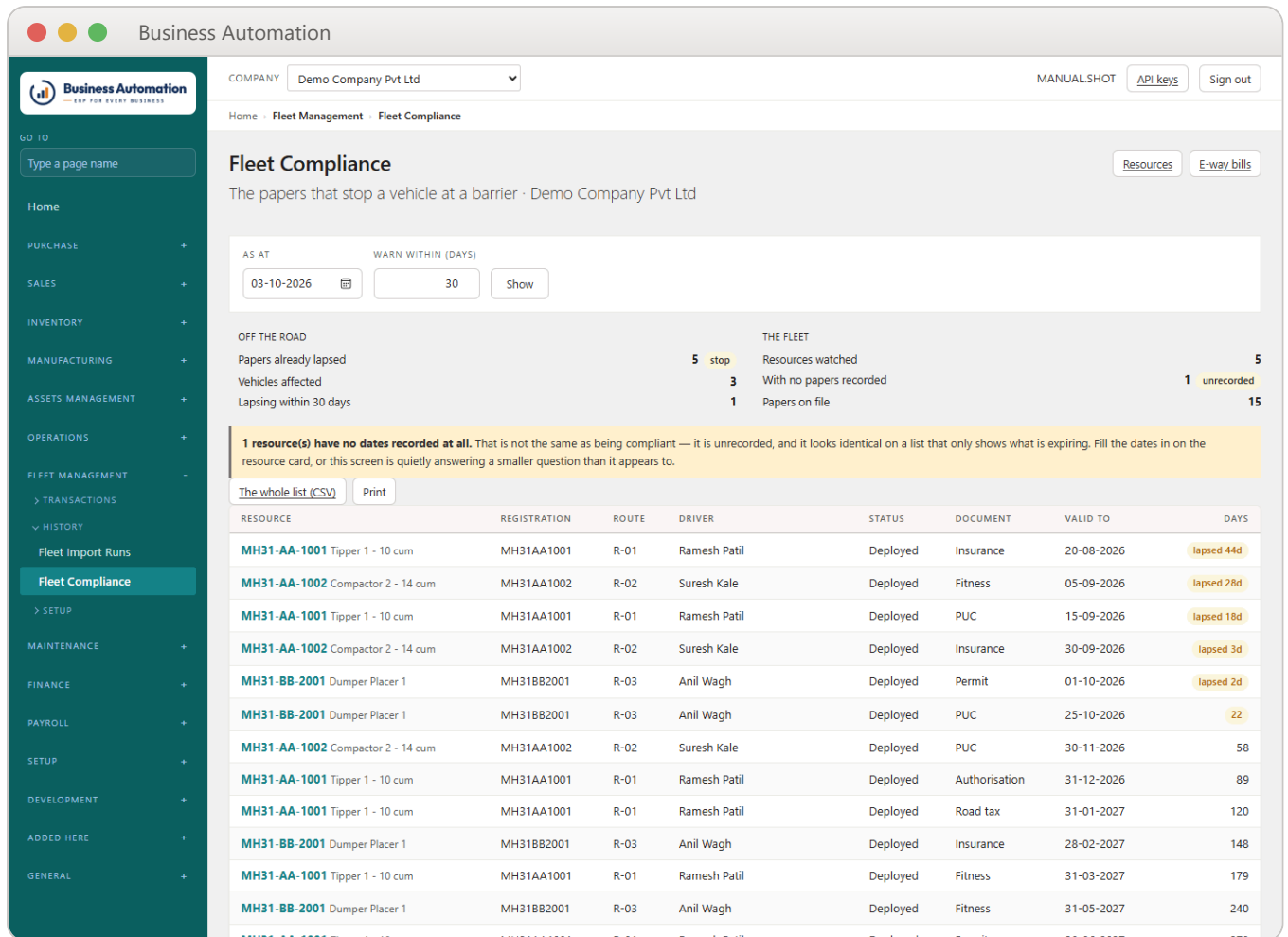


Figure 7.4 Fleet compliance

## The weighbridge

Gross and tare in either order; net is what everything bills on.

**WHERE** Operations > Weighbridge (/weighbridge)

- 1 Record the first weighing (gross or tare) with the vehicle and driver.
- 2 Record the second weighing. Net is the difference.
- 3 Click the ticket number to open it; **Print** gives the paper ticket.

Business Automation

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS -
  - TRANSACTIONS
    - Daily MIS
    - Gate Scan
    - Gate Board
    - Weighbridge**
    - Trip Billing
    - Hire Billing
    - QR Labels
  - SETUP
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home > Operations > Weighbridge

Weighbridge

What came in, what went out, what it weighed · Demo Company Pvt Ltd

[Weighbridge setup](#)
[Gate board](#)
[Trip billing](#)

Weigh in

VEHICLE

READING (KG)

THE LOAD IS

SITE

MATERIAL

DOCKET NO.

plate, or scan it

0

coming in (heavy in, empty out)

Weigh in

Camera

Stop

Enter the reading the bridge gives, not a gross or a tare. Which of the two readings is the gross depends on which way the load was going, and that is worked out rather than asked.

On the site now

| NO.                              | VEHICLE | ROUTE | SITE | MATERIAL | FIRST READING | IN AT | WAITING |
|----------------------------------|---------|-------|------|----------|---------------|-------|---------|
| Nothing is standing on the site. |         |       |      |          |               |       |         |

Loads

FROM

TO

SUMMARISE BY

01-10-2026

03-10-2026

route

Show

THE PERIOD

HOW MUCH OF IT WAS MEASURED

Loads

0

0.000

— kg

Weighed twice

From a stored tare or typed

Not attached to a round

0

0

0

| KEY                             | LOADS | TONNES | AVERAGE KG | MEASURED |
|---------------------------------|-------|--------|------------|----------|
| Nothing weighed in this period. |       |        |            |          |

| NO.                                | DATE | VEHICLE | ROUTE | MATERIAL | GROSS | TARE | NET | TONNES | BASIS | ON SITE |
|------------------------------------|------|---------|-------|----------|-------|------|-----|--------|-------|---------|
| No completed loads in this period. |      |         |       |          |       |      |     |        |       |         |

WHY TWO READINGS AND NOT A GROSS AND A TARE

Figure 7.5 Weighments

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUAL SHOT | [API keys](#) | [Sign out](#)

GO TO:

Home | PURCHASE | SALES | INVENTORY | MANUFACTURING | ASSETS MANAGEMENT | OPERATIONS | FLEET MANAGEMENT | MAINTENANCE | FINANCE | PAYROLL | SETUP | DEVELOPMENT | ADDED HERE | GENERAL

Navigation: First | Previous | 5 of 5 | Next | Last

**Weighbridge ticket WB000005**  
08-09-2026 · Inward · Complete · Demo Company Pvt Ltd

**16,000** GROSS KG   **7,500** TARE KG   **8,500** NET KG (8,500 T)   **0:00** ON SITE

**The load**

|                  |            |          |       |
|------------------|------------|----------|-------|
| Docket No.       | D-x        | Vehicle  | —     |
| Registration No. | MH40XY7788 | Driver   | —     |
| Gate entry       | —          | Route    | —     |
| Shift            | —          | Site     | TS1   |
| Area             | —          | Material | Mixed |
| Agency           | —          |          |       |

**The weighings**

|              |                                           |               |                                          |
|--------------|-------------------------------------------|---------------|------------------------------------------|
| First weight | 16,000 kg · 08-09-2026 18:34 · CLAUDETEST | Second weight | 7,500 kg · 08-09-2026 18:34 · CLAUDETEST |
| Basis        | Two Weighings                             | Posted        | No                                       |
| Cost centres | (none) (none) (none)                      | Remarks       | —                                        |
| Created      | CLAUDETEST · 08-09-2026 18:34             | Modified      | CLAUDETEST · 08-09-2026 18:34            |

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**Figure 7.6** A weighbridge ticket

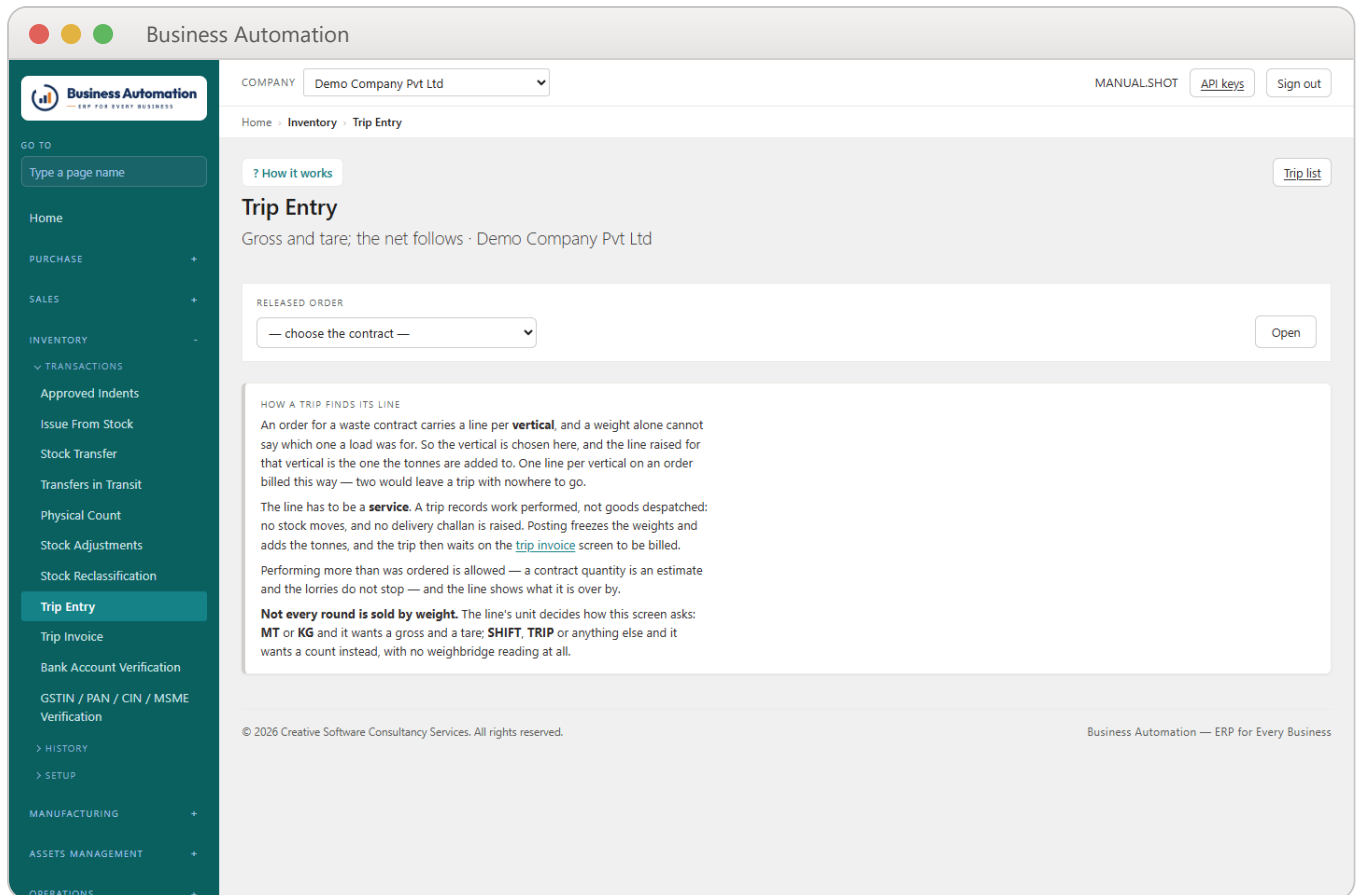
## Trips against a contract

*For work billed by weight or by shift, against a released sales order.*

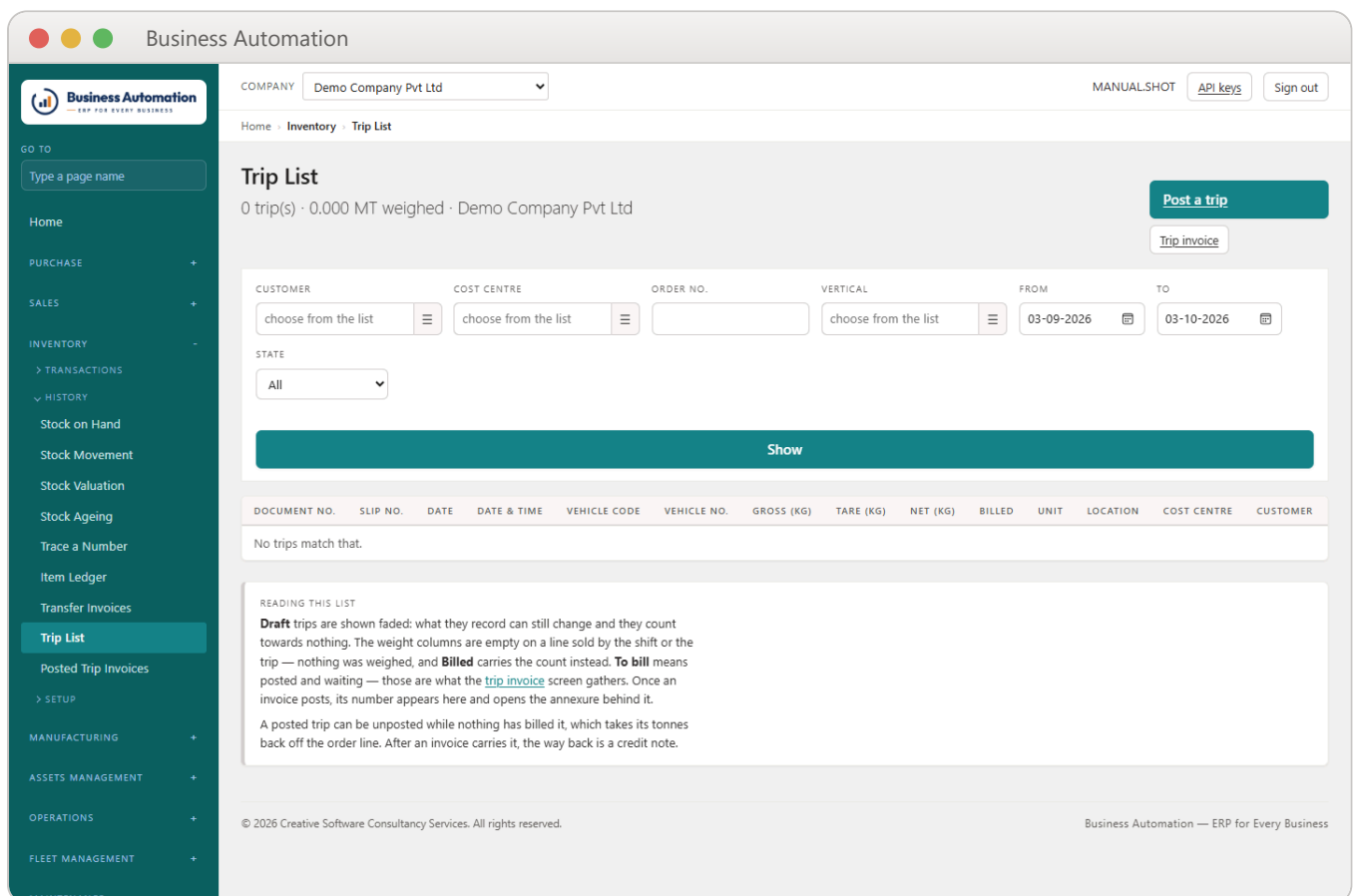
**WHERE** Operations > Trip Entry (/trips/entry) · Trip List (/trips) · Trip Invoice (/trips/invoice)

- 1 On **Trip Entry**, choose the order, then the **vertical** the load was for.
- 2 Sold in MT or KG: type the **gross** and **tare** in kg. Sold in SHIFT or TRIP: type **how many**.
- 3 Add the slip number, lorry, time and site, and attach the weighbridge slip.
- 4 Press **Post trip**.
- 5 To bill: on **Trip Invoice**, pick the customer, narrow by cost centre, order, dates and vertical, and press **Raise the invoice**. Post it as any invoice; **Posted Trip Invoices** gives the annexure.





**Figure 7.7** Trip entry



**Figure 7.8** The trip list

## | Making things: manufacturing

*Bills of material, routings, production orders and the planning worksheet.*

**WHERE** Manufacturing > Bills of Material · Routings · Production Orders · Planning Worksheet

- 1 **Bill of material:** name the bill and the item it makes, save, then open it and add components (type, quantity per, scrap %, consumed at). **Certify** it (after approval where required).
- 2 **Routing:** the operations in order — work centre, setup minutes and run minutes per unit. Certify it.
- 3 **Production order:** press **New production order**, choose what to make, how many and when, and **Release it**. The certified bill and routing are copied onto the job.
- 4 Report output in the **Output Journal** and material in the **Consumption Journal**, and post them.
- 5 **Finish it** when nothing more will be booked; what is left in work in progress goes to the variance accounts.
- 6 **Planning Worksheet:** pick a window and **Run the plan**; check the lines and **Carry out the sheet** to raise production and purchase orders.

Business Automation  
EASY FOR EVERY BUSINESS

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home > Manufacturing > Bills of Material

[? How it works](#) [Routings](#) [Cost sheet](#)

## Bills of Material

What each product is made of · Demo Company Pvt Ltd

| CODE | DESCRIPTION | MAKES   | BATCH | UNIT | STATUS              | COMPONENTS               |
|------|-------------|---------|-------|------|---------------------|--------------------------|
| B001 | For         | IMP-002 | 1.00  | NO   | <a href="#">New</a> | 1 <a href="#">Remove</a> |

### New bill of material

Two steps: name the bill and what it makes, then open it and add the components. A bill can have as many components as it needs.

Code

BOM-PUMP

Description

Makes

choose from the list

Quantities are for

1

1 means the components are per piece

Unit

Save

READING A BILL

**Quantity per** is how much goes into one *batch* of the header's batch quantity. Writing a bill per hundred keeps five decimal places off every line; the cost sheet divides by it.

**Scrap** is what is lost getting the component into the product. Ten kilos at 5% needs 10.526 issued to leave ten, which is the *with scrap* column, and it is what the cost and a production order both use.

**Consumed at** names the operation a component is issued at. Leave it blank and the material belongs to the start of the job. Fill it in and the material is issued when that operation reports output — which is what makes consumption automatic.

A bill is a drawing until it is **certified**. Only a certified bill is what a production order copies, and a certified bill cannot be edited: orders already released took what it said.

Figure 7.9 Bills of material

Business Automation

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

[? How it works](#)
[Routings](#)
[Cost sheet](#)

## Bills of Material

What each product is made of · Demo Company Pvt Ltd

| CODE | DESCRIPTION | MAKES   | BATCH | UNIT | STATUS | COMPONENTS               |
|------|-------------|---------|-------|------|--------|--------------------------|
| B001 | For         | IMP-002 | 1.00  | NO   | New    | 1 <a href="#">Remove</a> |

**B001 — For**

Code

Description

Makes  Quantities are for   
1 means the components are per piece

Unit

[Save](#)

[Certify it](#) [Close](#)

### Components

| LINE  | TYPE | ITEM OR BILL | DESCRIPTION         | QUANTITY PER ONE | SCRAP % | PER PIECE, WITH SCRAP | CONSUMED AT | UNIT                                              |
|-------|------|--------------|---------------------|------------------|---------|-----------------------|-------------|---------------------------------------------------|
| 10000 | Item | IMP-003      | Imported Gasket Set | 1.00000          | 0.00    | 1.00000               | BLANKING    | PCS <a href="#">Change</a> <a href="#">Remove</a> |

### Add a component

TYPE

COMPONENT (ITEM)

OR A BILL

HOW MUCH PER ONE

SCRAP %

CONSUMED AT

used when the type is Bill what goes into one of the product

[Add](#)

READING A BILL

**Quantity per** is how much goes into one *batch* of the header's batch quantity. Writing a bill per hundred keeps five decimal places off every line; the cost sheet divides by it.

**Figure 7.10** A bill of material

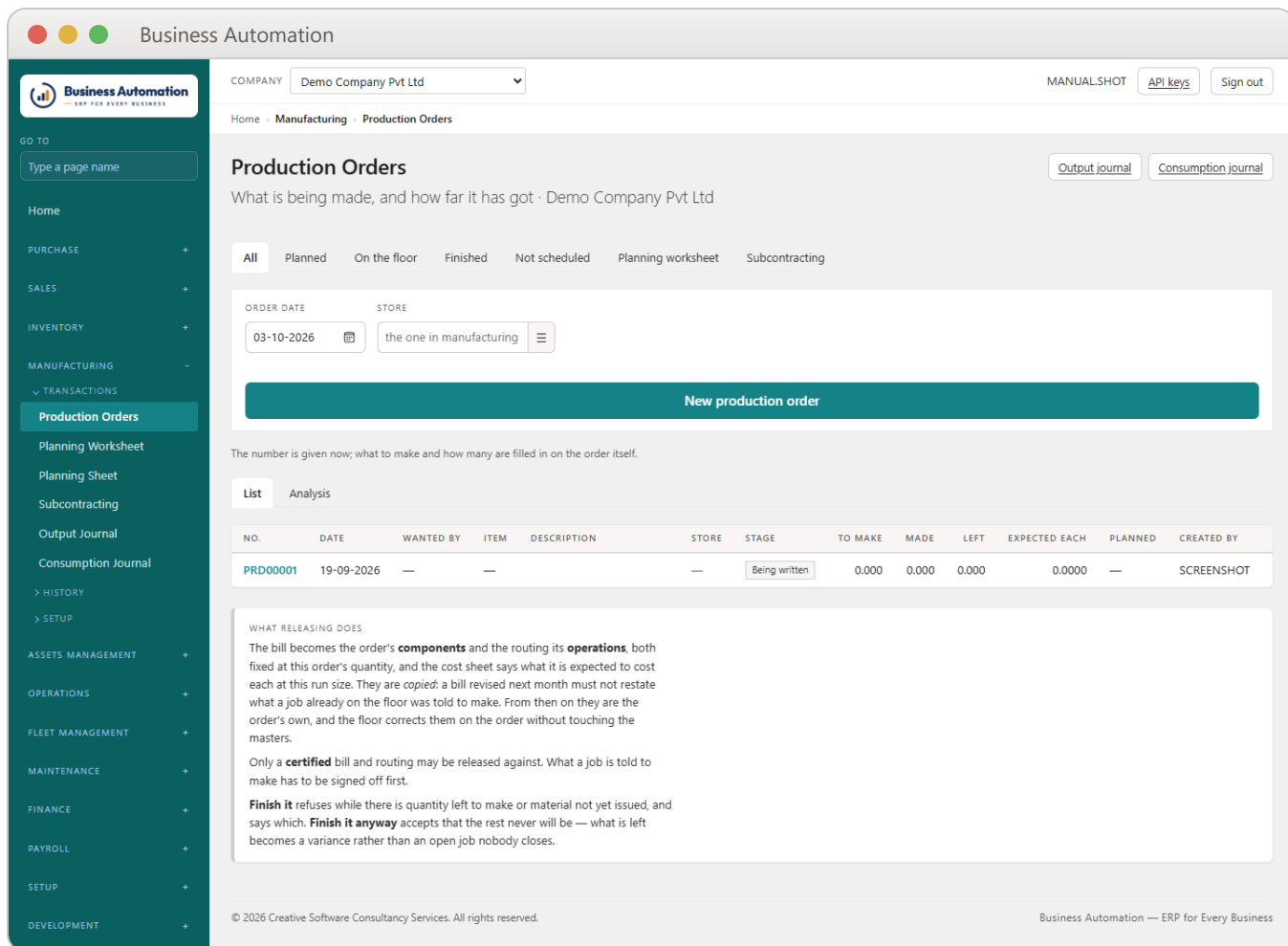


Figure 7.11 Production orders

Business Automation  
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COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

► E-mail this

[? How it works](#)

[SUMMARY](#)

**PRD00001**

19-09-2026 · [Planned](#) · [All production orders](#)

Created by SCREENSHOT 19-09-2026 01:49

ORDER

Make

choose from the list

Description

How many

Unit

—

Bill of material

Routing

Order date

19-09-2026

Wanted by

dd-mm-yyyy

Store

choose from the list

Planned

not scheduled

Cost centre

— none —

Department

— none —

Vertical

— none —

Remarks

Save the order

Release it to the floor

Remove

Consumption journal

Output journal

WHAT THIS JOB MAKES

| LINE | ITEM | DESCRIPTION | UNIT | QUANTITY | MADE | SCRAPPED | LEFT  | BILL | ROUTING | STORE | WANTED | REMOVE |
|------|------|-------------|------|----------|------|----------|-------|------|---------|-------|--------|--------|
| 1    | —    |             |      | 0.000    |      |          | 0.000 | —    | —       | —     | —      | —      |

ALSO MAKE

type a code or a name

Anything with a certified bill.

HOW MANY

WANTED BY

dd-mm-yyyy

Add to this job

One job, several things: a batch of tanks and their lids go through the shop together, are wanted on the same day and are reported as one job. Each line gets its own components and its own steps when the order is released, and output is reported against the line that made it.

COMPONENTS — WHAT IT IS MADE OF

| LINE                                                             | ITEM | DESCRIPTION   | UNIT | PER UNIT | EXPECTED | ISSUED | REMAINING | AT STEP | STOR |
|------------------------------------------------------------------|------|---------------|------|----------|----------|--------|-----------|---------|------|
| Release it and the bill is copied here, or type a line in below. |      |               |      |          |          |        |           |         |      |
| new                                                              |      | from the item |      |          |          |        |           |         |      |
| Expected material                                                |      |               |      |          |          |        |           |         |      |

**Figure 7.12** A production order: head, components and operations

Business Automation  
ERP FOR EVERY BUSINESS

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home > Manufacturing > Planning Worksheet

GO TO

Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING -

TRANSACTIONS

Production Orders

**Planning Worksheet**

Planning Sheet

Subcontracting

Output Journal

Consumption Journal

> HISTORY

> SETUP

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

GENERAL +

Planning Worksheet

MPS and MRP · Demo Company Pvt Ltd

Machine planning Print

PLAN FROM TO FOR STORE EXPLODE THE BILLS

03-10-2026 03-01-2027 the setup default Yes — MPS and MRP

Run the plan

Nothing to plan. Either the run has not been done, or nothing is below its safety stock once what is on hand and on order is counted.

An item is only planned when its **reordering policy** says so. Items left at *Not planned* never appear here, however low they get.

WHAT THE RUN IS DOING

For each item, deepest-last: **projected** = on hand + on order - spoken for.

Where that falls below the **safety stock** (or the reorder point, whichever is higher), something is ordered. How much is the item's **reordering policy**; when is the demand date less its **lead time**.

**Spoken for** is sales orders not yet shipped and the components of jobs already running. **On order** is purchase orders not yet received and jobs not yet finished — what you would call the back order.

A planned *make* becomes demand for what it is made of, one level down. That is the whole difference between this and a reorder report: the parts get planned too, and in the right order, because a component is planned only after everything that is made of it.

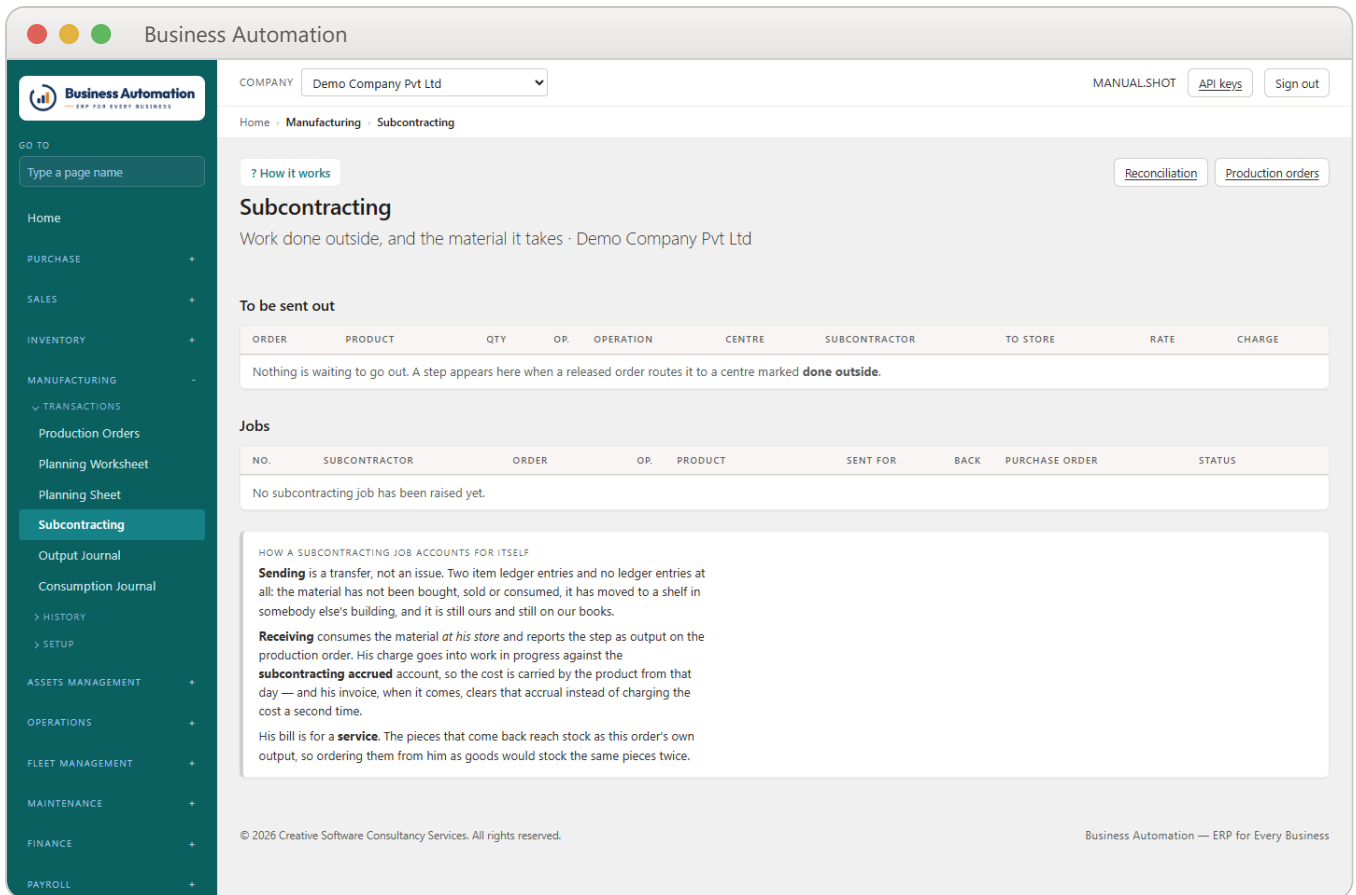
THE TWO TICKS ON THE ITEM CARD

**Exclude inventory from planning** plans the item as though the shelf were empty. For stock that exists but cannot be counted on — allocated to a job by somebody's word rather than a document, quarantined, or in a store being recounted. The run then covers the whole demand instead of netting it off against a quantity nobody can pick.

**Exclude orders already placed** plans it as though nothing were coming. For a back order nobody believes in: the order placed nine months ago the supplier has stopped answering about, or an import stuck at a port. Counting it as coming means planning orders nothing, and the shortage arrives on the day the line stops.

Both will make the plan order material that may yet turn up. That is the trade, and it is the planner's to make — which is why they are ticks on the card and not rules in the engine.

**Figure 7.13** The planning worksheet



**Figure 7.14** Subcontracting: work sent outside

**Note.** Items at reordering policy *None* never appear on the planning sheet. Set **Reordering Policy**, **Safety Stock** and **Lead Time** on the item card.

## Fuel

*Record each fill with its photographs, and see what each vehicle costs.*

**WHERE** Fleet Management > Fuel Issues (/fuel)

- 1 **Vehicle** — pick it or scan its QR label. The driver can be scanned too.
- 2 Check the **last odometer** and type today's reading.
- 3 Type **Litres** and **Rate**; the total fills in (type over it if the slip differs).
- 4 Choose the **Station** and **Pump**, and **Left in tank** if not brimmed.



5

Photograph the **odometer**, the **fuel slip** and the **payment**.

6

Save. A fill missing something compulsory is refused and says what.

The screenshot displays the 'Business Automation' web application interface. The top navigation bar includes the company name 'Demo Company Pvt Ltd', a 'MANUAL SHOT' button, and links for 'API keys' and 'Sign out'. The left sidebar contains a 'GO TO' search bar and a list of menu items: Home, PURCHASE, SALES, INVENTORY, MANUFACTURING, ASSETS MANAGEMENT, OPERATIONS, FLEET MANAGEMENT (expanded), TRANSACTIONS (expanded), Fleet Fuel Entries, Fuel Issues (selected), Fleet Costs, Tyres, Batteries & Claims, Tyre & Battery Register, HISTORY, SETUP, MAINTENANCE, FINANCE, PAYROLL, SETUP, DEVELOPMENT, ADDED HERE, and GENERAL.

The main content area is titled 'Fuel' and includes a subtitle 'What went into the tank, and what it says · Demo Company Pvt Ltd'. On the right, there are buttons for 'Fuel setup', 'Gate board', and 'Cost centre analysis'. The 'New entry' form is the central focus, featuring a 'Location not available' warning. The form fields include:
 

- DATE**: 03-10-2026
- VEHICLE**: MH31-AA-1001 — Tipper 1 - 10 cum
- FUEL TYPE**: Diesel
- FROM**: filling station
- STATION**: Station...
- FUEL SUB-STATION / PUMP**: Select pump, or type one
- DRIVER (OPTIONAL)**: Select driver, or type a name
- QUANTITY**: 0.00 L
- RATE**: ₹ 0.00 /L
- TOTAL AMOUNT**: ₹ 0.00
- ODOMETER READING**: Current km (LAST: 48,800)

 A note below the total amount states: 'Auto-calculated as quantity × rate. You can override it.' At the bottom of the form is a button labeled '► Meter, tank, slip and shift'.

To the right of the form is a 'My recent entries' section with a 'Last 0' button. Below it is a table with columns: VEHICLE, DETAILS, ODO, SLIP, PAY, LOCATION, and ACTION. The table currently contains no data, with the text 'Nothing entered by you yet.' displayed below the header.

**Figure 7.15** Fuel issues, with your recent entries

Business Automation  
ERP FOR EVERY BUSINESS

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

► E-mail this

**Fuel issue**  
**FI00006**

19-09-2026 01:26 · Petrol · not posted · Demo Company Pvt Ltd

12.00 LITRES 1,224.00 AMOUNT AT 102.00 0 SINCE THE LAST FILL 0.00 AVERAGE

[Fuel](#) [Print](#)

**The fill**

|          |                                                   |                  |            |
|----------|---------------------------------------------------|------------------|------------|
| Vehicle  | <a href="#">MH31-AA-1002</a> Compactor 2 - 14 cum | Registration No. | MH31AA1002 |
| Driver   | <a href="#">DRV-002</a> sohan laal                | Shift            | —          |
| Route    | <a href="#">R-02</a>                              | From             | Own Pump   |
| Store    | MAIN                                              | Item             | —          |
| Vendor   | <a href="#">ram</a>                               | Pump             | —          |
| Slip No. | —                                                 | Posting date     | 19-09-2026 |

**The meter**

|                 |                 |               |                      |
|-----------------|-----------------|---------------|----------------------|
| Odometer        | 1,234 (working) | Previous fill | —                    |
| Fuel used since | 0.00            | In the tank   | 0.00 of 190.00       |
| Run hours       | —               | Where         | 22.807257, 86.119781 |

**Posting**

|              |                                            |           |   |
|--------------|--------------------------------------------|-----------|---|
| Posted       | No                                         | Posted as | — |
| Cost centres | <a href="#">MH31-AA-1002 (none) (none)</a> | Remarks   | — |
| Created      | SCREENSHOT · 19-09-2026 01:26              | Modified  | — |

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**Figure 7.16** One fuel fill



**Tip.** **Correct** and **Delete** work only on the latest fill for a vehicle, before it is posted. Fleet Fuel Entries brings in fills from your fleet application.

Business Automation

COMPANY Demo Company Pvt Ltd

MANUALSHOT API keys Sign out

Home > Fleet Management > Fleet Fuel Entries

GO TO  
Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT -

TRANSACTIONS

Fleet Fuel Entries

Fuel Issues

Fleet Costs

Tyres, Batteries & Claims

Tyre & Battery Register

> HISTORY

> SETUP

MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

Fleet Fuel Entries

Every fill, and which system it came from - Demo Company Pvt Ltd

Import runs Fleet Integration Setup

All From the Fleet App Keyed here

Get fuel records now Reads whatever the Fleet App has left waiting, without waiting for the queue.

List Analysis

| ENTRY NO.         | FILL DATE | VEHICLE | REGISTRATION | FUEL | DRIVER | QUANTITY | UNIT | RATE | AMOUNT | ODOMETER | STATION | SLIP NO. | ENTERED FROM | FILE | CREATE |
|-------------------|-----------|---------|--------------|------|--------|----------|------|------|--------|----------|---------|----------|--------------|------|--------|
| Nothing here yet. |           |         |              |      |        |          |      |      |        |          |         |          |              |      |        |

Key a fill here

FILL DATE 03-10-2026

VEHICLE choose from the list

DRIVER CODE choose from the list

REGISTRATION NO.

FUEL DIESEL

DRIVER

QUANTITY

UNIT LTR

RATE

AMOUNT quantity × rate

ODOMETER

STATION

SLIP NO.

REMARKS

Add it

WHY THE TWO ARE KEPT APART

A fill the **Fleet App** sent can be corrected there and sent again — it is matched on its own entry number, so the correction updates the row rather than adding a second one. That is also why it cannot be removed here: withdrawing it here would leave the two systems disagreeing with nothing to show why.

A fill keyed **here** is one the Fleet App never saw — a can filled at a site, a bill that came in on paper. It is numbered well above the Fleet App's own run so the two

Figure 7.17 Fleet fuel entries

## Maintenance: job cards

*From breakdown to closed job: the fault, the spares, approval and the old part.*

**WHERE** Maintenance > Job Cards (/maintenance) · Machines (/machines)

- 1 Start a job card. A breakdown starts the clock immediately.
- 2 Record what is wrong and who reported it. Type spares, labour and other charges straight into the grid; **Save the lines**.
- 3 Send it for approval and **Release** it — the workshop may start.
- 4 **Raise the indent for spares** — a direct issue where the store holds the part, a purchase requisition where it does not.

5

Record the **old part coming off** the machine (press **Receive** on the spare line).

6

**Complete** (the workshop) and then **Close** (the person who reported it). Closing updates the machine's meter and next service date.

The screenshot shows the 'Business Automation' web application interface. The left sidebar contains a navigation menu with options like Home, PURCHASE, SALES, INVENTORY, MANUFACTURING, ASSETS MANAGEMENT, OPERATIONS, FLEET MANAGEMENT, MAINTENANCE, Job Cards (highlighted), Machines, FINANCE, PAYROLL, SETUP, DEVELOPMENT, ADDED HERE, and GENERAL. The main content area is titled 'Job Cards' and includes a filter bar with tabs: All, Open, Awaiting approval, In the workshop, Awaiting acceptance, and Machines. Below the filter bar is a form to create a new job card with fields for MACHINE (type to search), WHY (Breakdown), and PROBLEM REPORTED (Hydraulic leak on the tipper ram). A large green button labeled 'Open job card' is below the form. A text note states: 'A breakdown starts the down-time clock straight away — the machine is already stopped.' Below this is a 'List' tab showing a table of job cards. The table has columns: NO., MACHINE, REPORTED, WHY, PROBLEM, STAGE, LINES, ESTIMATE, ACTUAL, and DOWN (HRS). The table contains three rows of job cards. Below the table is a section titled 'HOW A JOB CARD TRAVELS' with a flow diagram: Reported → approved → released to the workshop → done → accepted by whoever reported it. The text explains that the job's actual cost is what makes a machine's history worth reading rather than a list of estimates. It also states that the workshop marks a job done, but it does not close it. A repair is finished when the machine works for the person who needed it, and that is a different judgement from the fitter's.

| NO.      | MACHINE           | REPORTED   | WHY       | PROBLEM                                     | STAGE                 | LINES | ESTIMATE    | ACTUAL   | DOWN (HRS) |
|----------|-------------------|------------|-----------|---------------------------------------------|-----------------------|-------|-------------|----------|------------|
| JOB00003 | TIP-01 MH12AB1234 | 09-09-2026 | Breakdown | noise                                       | Reported              | 1     | 0.00        | —        | still down |
| JOB00002 | TIP-01 MH12AB1234 | 05-09-2026 | Breakdown | Gearbox whine under load - needs a workshop | Approved, not started | 4     | 4,40,000.00 | —        | still down |
| JOB00001 | TIP-01 MH12AB1234 | 05-09-2026 | Breakdown | Hydraulic leak on the tipper ram            | Closed                | 2     | 35,900.00   | 4,000.00 | 6.0        |

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**Figure 7.18** Job cards and their stage

GO TO

Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE +

PAYROLL +

SETUP +

DEVELOPMENT +

ADDED HERE +

GENERAL +

COMPANY

Demo Company Pvt Ltd

MANUAL SHOT

API keys

Sign out

Home

Maintenance

Job Cards

Job card

E-mail this

How it works

First

Previous

3 of 3

Next

Last

SUMMARY

JOB00003

TIP-01 — Tipper 10 Wheeler (MH12AB1234)

Reported

This machine's history

The machine is down.

Since 09-09-2026 11:55 — 579.5 hours so far.

THE FAULT

Why

Breakdown

Record type

Maintenance

Problem reported

noise

Reported

09-09-2026

Wanted by

dd-mm-yyyy

Operator

Ramesh Pawar

Scheduled service

No

Fault type

Fault description

Reading in

48120

Reading out

DOWN TIME AND THE WORK

WHERE IT IS CHARGED

WHAT HAS HAPPENED

Print

Save

SPARES AND WORK

| INDENT? | LINE  | TYPE  | ITEM    | DESCRIPTION                     | UNIT | QTY | EST. COST | ESTIMATE |  |
|---------|-------|-------|---------|---------------------------------|------|-----|-----------|----------|--|
|         | 10000 | Spare | IMP-001 | Imported Bearing 6204 (revised) | PCS  | 1   | 0         | 0.00     |  |
|         | new   | Spare | spare   | or describe the work            |      |     | last cost |          |  |

Save the lines

changes every row, adds the blank one if it has anything in it, and removes what is ticked

Send it for approval

Send for approval

It goes to whoever approves maintenance for cost centre —

Figure 7.19 A job card

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Home > Maintenance > Machines

### Machines

Vehicles and plant that get maintained · Demo Company Pvt Ltd

[Insert into cost centres](#) [Cost centres](#) [Job cards](#)

| CODE   | NAME              | REG. NO.   | MAKE / MODEL      | LOCATION | COST CENTRE | READING   | INTERVAL       | NEXT SERVICE        | OPEN JOBS                 |
|--------|-------------------|------------|-------------------|----------|-------------|-----------|----------------|---------------------|---------------------------|
| TIP-01 | Tipper 10 Wheeler | MH12AB1234 | Tata Signa 2823.K | MAIN     | (none)      | 48,120 km | 3M / 10,000 km | 05-12-2026 / 58,000 | 2 <a href="#">History</a> |

#### Add or change a machine

WORKSHOP LABOUR, PER HOUR

[Save rate](#) In-house labour lines on a job card are costed at this rate unless a cost is typed, and become actual cost when the job is marked done.

CODE: MC-01 | NAME: | REG. NO.: | MAKE: | MODEL: | CATEGORY: TIPPER

LOCATION: type to search | COST CENTRE: choose from the list | WARRANTY TO: dd-mm-yyyy | OR METER: | OPERATOR: | PHONE: |

METER: None — calendar only | CURRENT READING: | SERVICE EVERY: 3M | ...OR EVERY: 10000 | BLOCKED: No

[Save](#)

Saving over a code that already exists changes it rather than adding another.

**HOW A SERVICE FALLS DUE**  
 Either the calendar or the meter, whichever comes first. **Service every** is a date formula — **3M**, **6M**, **1Y** — and the meter figure is how far it runs between services. A vehicle that sits idle still gets its annual service; one that runs hard gets seen before the year is up.  
 The reading only ever moves forward. A reading below the one on file is refused, because a meter that appears to run backwards corrupts every interval worked out from it. The next service is set when a *scheduled service* job closes — a breakdown

Figure 7.20 Machines



**Tip. Print** on any job card gives the workshop's sheet with spaces for prepared, approved and received.

## Tyres and batteries: the tyre bank

*Follow every numbered tyre and battery: on which lorry, in the store, at the retreader, or scrapped.*

**WHERE** Fleet > Tyre & Battery Register (/rotation)

1

On the item card set **Rotating part** to *Tyre, Battery or Other*, and **Tracked by** *Serial No.*

2

Issue a tyre on an indent — the register records the unit, machine and date by itself.

3

When it comes off, on the job card press **Receive** on the spare line, tick the numbers, give the reading, **Why it came off** and the tread left, and choose where it goes: **Back to store, Away for retreading or repair, Scrapped** or **Claimed**.

4

When it returns from the retreader, open the tyre's page and press **It is back from the retreader** — tread now, cost and store — then **Back in the bank**.

5

The top of the page shows **In the bank, Issued** (vehicle by vehicle) and **At the retreader**.

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Home > Fleet Management > Tyre & Battery Register

### Tyres & Batteries

Where every numbered unit is - Demo Company Pvt Ltd

Written as units are issued and as old ones are handed back. An item joins this register when its card says it is a rotating part.

KIND: All WHERE IT IS: All MACHINE: SERIAL, ITEM OR DESCRIPTION: [Apply](#) [Clear](#)

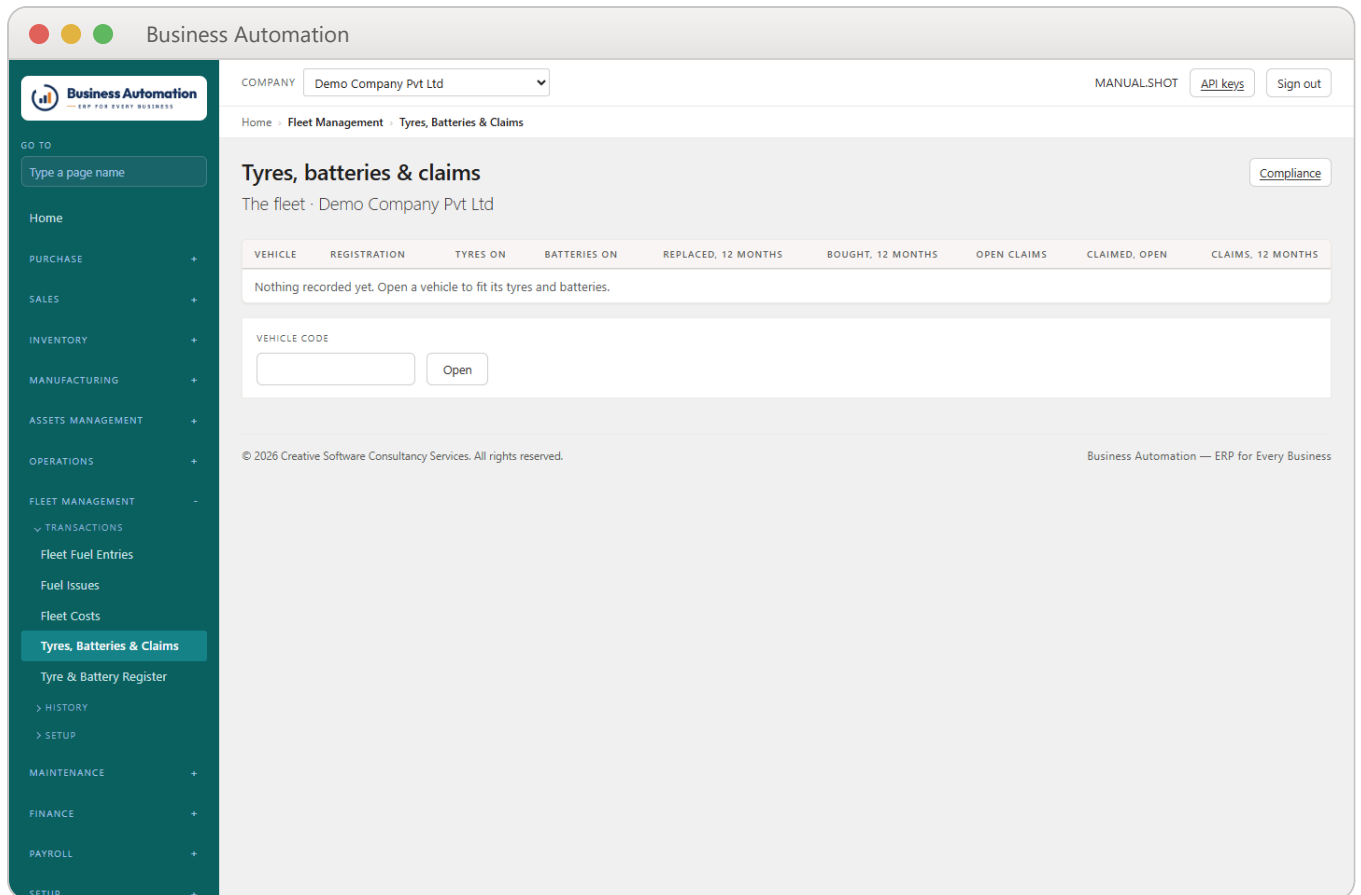
IN THE BANK — FREE TO ISSUE: 0 ISSUED — ON VEHICLES: 0 AT THE RETREADER — NOT BACK YET: 0

Every unit

| SERIAL        | ITEM | DESCRIPTION | KIND | WHERE IT IS | MACHINE | STORE | TIMES OUT | LAST OUT | BACK ON | LAST RUN KM | RETREADS | TREAD MM | LAST CAME OFF | RETI |
|---------------|------|-------------|------|-------------|---------|-------|-----------|----------|---------|-------------|----------|----------|---------------|------|
| Nothing here. |      |             |      |             |         |       |           |          |         |             |          |          |               |      |

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**Figure 7.21** The tyre and battery register: the bank at a glance



**Figure 7.22** Tyres, batteries and claims by vehicle

**Note.** "Worth coming back" defaults to 0: the first job was already charged the whole tyre, so at nought the two jobs together cost one tyre.





# Reading the figures

For: Managers and owners

**What this chapter covers.** The dashboard, balances that prove themselves against their control accounts, ageing, cost-centre analysis, the statements, registers, stock reports and building your own reports.

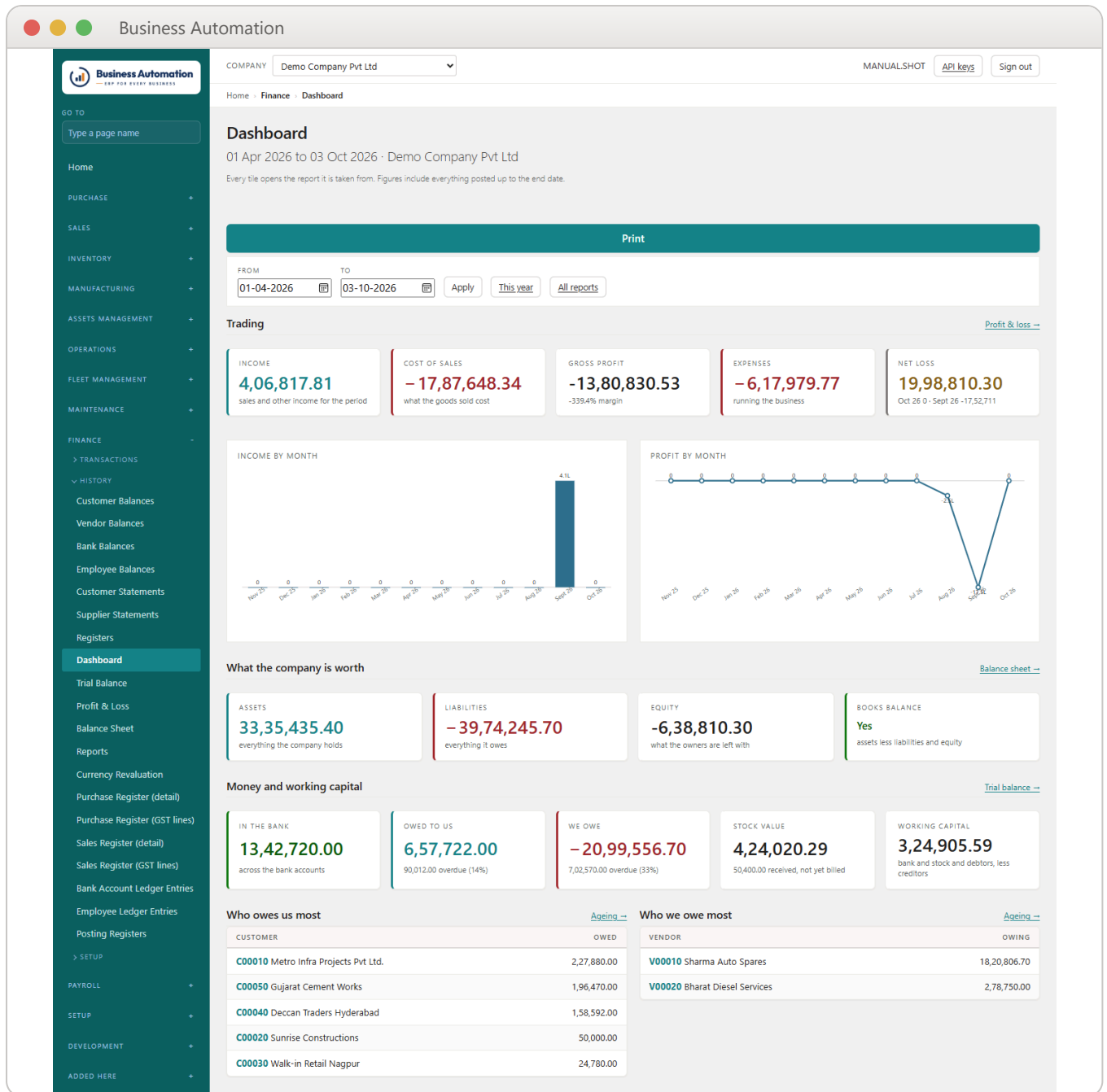
- The company on one page: Dashboard
- Balances that prove themselves
- Who is late: ageing
- What a project or department cost
- The statements and the trial balance
- Everything that was posted: registers
- Reports and stock reports
- Drawing your own report

## The company on one page: Dashboard

*Profit, what the company owns and owes, the bank, receivables, payables and stock — each tile opens its report.*

**WHERE** Finance > Dashboard (/dashboard)

- 1 Set the period at the top (it starts at 1 April by default).
- 2 Click any tile to open the report the figure came from, with the same dates.
- 3 Glance at **Books balance** every morning: it should come to nothing.



**Figure 8.1** The dashboard

**Note.** In the bank does not include cash in hand unless a bank account is set up over the cash account.

## Balances that prove themselves

Customer, vendor, bank and employee balances, each reconciled to its control account.

**WHERE** Finance › Customer Balances (/ledgers/Customer) and Vendor, Bank, Employee

1

Choose the period and cost centres.

2

Click a party to open their ledger with the filter carried across.

3

Read the line at the top: the ledger agrees with its control account, or by how much it differs.

**What makes up the difference** lists the entries behind it.

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Home > Finance > Customer Balances

### Customer Balances

5 customers · 01 Oct 2026 to 31 Oct 2026 · Demo Company Pvt Ltd

Print

FROM 01-10-2026 TO 31-10-2026 COST CENTRE All DEPARTMENT All ☐ Show customers with nothing on them Apply

Reset

| CUSTOMER | NAME                          | OPENING     | DEBIT | CREDIT | CLOSING     |
|----------|-------------------------------|-------------|-------|--------|-------------|
| C00010   | Metro Infra Projects Pvt Ltd. | 2,27,880.00 | —     | —      | 2,27,880.00 |
| C00020   | Sunrise Constructions         | 50,000.00   | —     | —      | 50,000.00   |
| C00030   | Walk-in Retail Nagpur         | 24,780.00   | —     | —      | 24,780.00   |
| C00040   | Deccan Traders Hyderabad      | 1,58,592.00 | —     | —      | 1,58,592.00 |
| C00050   | Gujarat Cement Works          | 1,96,470.00 | —     | —      | 1,96,470.00 |
| TOTAL    |                               | 6,57,722.00 | 0.00  | 0.00   | 6,57,722.00 |

✓ Agrees with account 130000 on 31 Oct 2026: **6,57,722.00**

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Figure 8.2 Customer balances, agreed with the control account

## Who is late: ageing

*Summary per party, or bill by bill.*

WHERE

Reports &gt; Aged Accounts Receivable (/report/Ageing/Customer) · Payable

1

Set **Aged as at**, the **days in each band** and the **number of bands**.

2

Switch between **Summary** and **Bill by bill**.

3

Click a document number to see why it is still showing.

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Send to team... ☒ e-mail ☐ WhatsApp [Send](#) [teams](#)

### Aged Accounts Receivable

5 customers with an open balance on 03 October 2026 · bands of 30 days · Demo Company Pvt Ltd

[Print](#)

Summary Bill by bill

AGED AS AT 03-10-2026 DAYS IN EACH BAND 30 NUMBER OF BANDS 4 CUSTOMER type to search [Show](#)

| CUSTOMER     | NAME                                | NOT DUE            | 1-30 DAYS           | 31-60 DAYS  | 61-90 DAYS  | OVER 90 DAYS       | TOTAL              |
|--------------|-------------------------------------|--------------------|---------------------|-------------|-------------|--------------------|--------------------|
| C00010       | Metro Infra Projects Pvt Ltd. bills | 3,71,240.00        | -3,43,260.00        |             |             | 1,99,900.00        | 2,27,880.00        |
| C00020       | Sunrise Constructions bills         |                    |                     |             |             | 50,000.00          | 50,000.00          |
| C00030       | Walk-in Retail Nagpur bills         |                    | 24,780.00           |             |             |                    | 24,780.00          |
| C00040       | Deccan Traders Hyderabad bills      |                    | 1,58,592.00         |             |             |                    | 1,58,592.00        |
| C00050       | Gujarat Cement Works bills          | 1,96,470.00        |                     |             |             |                    | 1,96,470.00        |
| <b>Total</b> |                                     | <b>5,67,710.00</b> | <b>-1,59,888.00</b> | <b>0.00</b> | <b>0.00</b> | <b>2,49,900.00</b> | <b>6,57,722.00</b> |

HOW AGEING IS WORKED OUT

Only **open** entries count — an entry that has been settled or reversed drops out entirely, and a part-paid bill shows only what is still owing. Each open amount is placed by how many days past its **due date** it is on the chosen date, and the due date comes from the party's payment terms when the entry was posted. A bill not yet due is not an arrear, so it sits in its own column rather than in the first band.

The bands are yours to set — 30 days each, 4 of them, the last catching everything older. Summary and bill-by-bill are the same figures: every bill in the detail adds into exactly one column of the summary.

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Figure 8.3 Aged accounts receivable

**Note.** A bill not yet due sits in its own column, and bills are aged by their **due date**, not the posting date.

## What a project or department cost

*Cost-centre analysis and the cross-tab.*

### WHERE

Setup > Cost Centre Analysis (/dimensions/analysis) · Cost Centre Cross-Tab (/dimensions/cross-tab)

1

Pick a slot and a period. Each value shows its debits, credits and net, with the entries underneath.

2

Look first at the **no code** row — entries with nothing in that slot.

3

By **item** gives the quantities received and issued under a code.

4

On the **Cross-Tab**, put one analysis down the side and another across the top. Set **profit and loss only** for "what did this cost".

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Home > Setup > Cost Centre Analysis

### Cost Centre Analysis

What each cost centre carries, and the entries behind it - Demo Company Pvt Ltd

Cross-tab Cost Centre Records Dimensions

ANALYSIS FROM TO

Cost centre (COSTCENTER01) 01-04-2026 03-10-2026 Show

|                            |                             |     |         |              |            |
|----------------------------|-----------------------------|-----|---------|--------------|------------|
| COST CENTRE                |                             |     |         |              |            |
| Cost centres with movement |                             | 6   | Entries | 549          | unassigned |
| Entries                    |                             | 676 | Debit   | 74,74,529.40 |            |
| Debit / credit             | 81,83,891.40 / 81,83,891.40 |     | Credit  | 76,12,391.40 |            |

| CODE         | NAME                         | ENTRIES | DEBIT        | CREDIT       | NET          |         |
|--------------|------------------------------|---------|--------------|--------------|--------------|---------|
| no code      | Posted without a cost centre | 549     | 74,74,529.40 | 76,12,391.40 | -1,37,862.00 | Entries |
| ADMIN        | Administration               | 26      | 56,110.00    | 13,150.00    | 42,960.00    | Entries |
| MH31-AA-1001 | Tipper 1 - 10 cum            | 15      | 82,695.00    | 55,130.00    | 27,565.00    | Entries |
| PROD         | Production                   | 54      | 4,01,170.00  | 4,00,170.00  | 1,000.00     | Entries |
| QC           | Quality control              | 12      | 30,550.00    | 30,550.00    | 0.00         | Entries |
| STORES       | Stores and warehouse         | 8       | 68,500.00    | 68,000.00    | 500.00       | Entries |
| TRANSPORT    | Transport                    | 12      | 70,337.00    | 4,500.00     | 65,837.00    | Entries |
| Total        |                              | 676     | 81,83,891.40 | 81,83,891.40 | 0.00         |         |

WHAT THIS ANSWERS

A cost centre was only ever **written** before this: a code on a line, a column on a list, and no way to go the other way and ask what a project cost. A dimension nobody can drill into is a field people stop filling in, and then the analysis it exists for is worthless.

Read from the **general ledger**, not from documents. Every posting route ends there — a purchase invoice, a journal, a depreciation run, a year-end close — so one query answers for all of them, and a route added next month is included without being told about.

The row that matters most is **no code**. Everything else here can be got at from a report somebody already runs; that one is invisible until it is asked for, and it is the reason a project's costs never add up to what was spent on it.

Each entry shows the **other two** cost centres beside it, which is what turns a list into an analysis: a project's spend read against the department that incurred it, without a second screen.

Figure 8.4 Cost-centre analysis

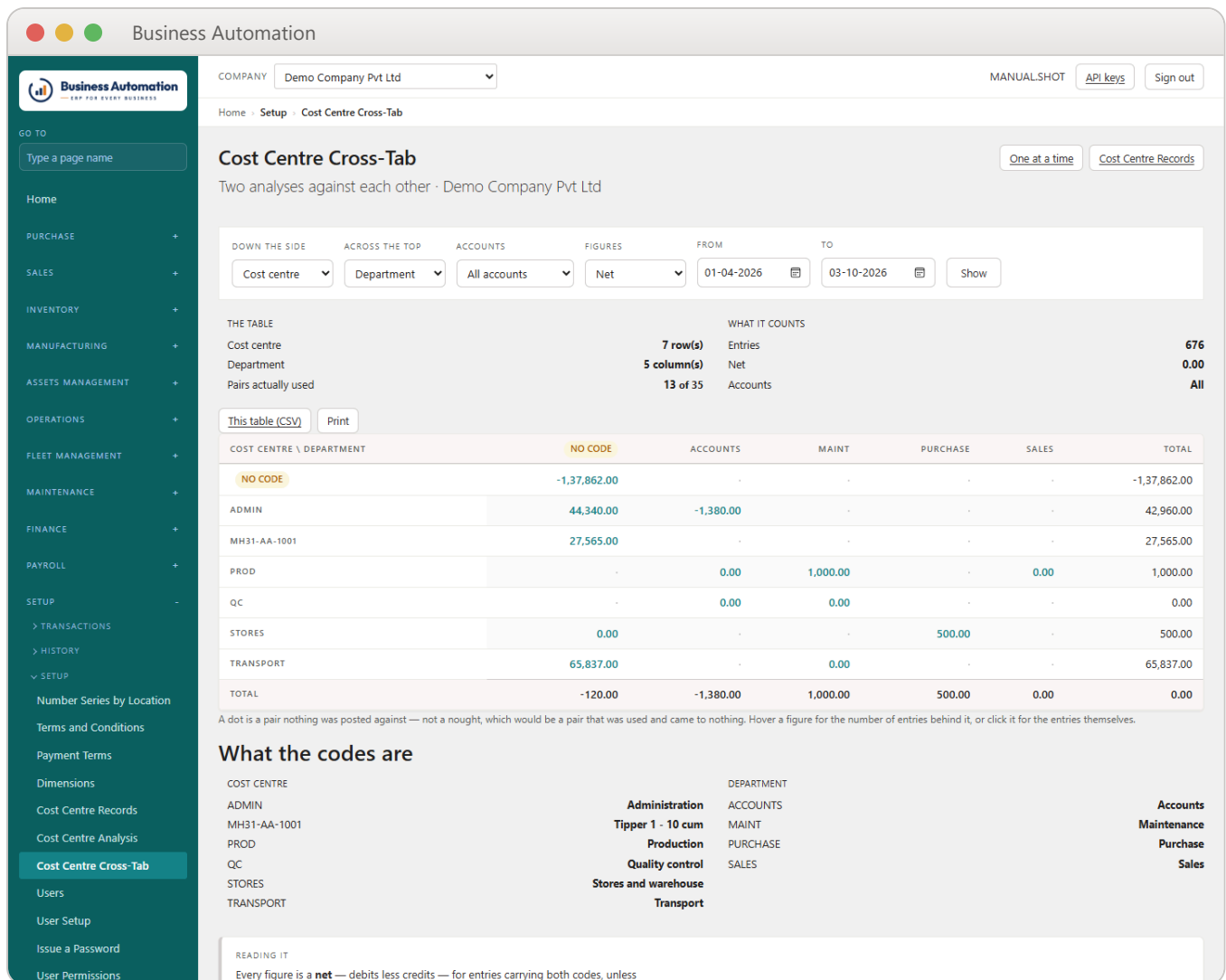


Figure 8.5 Cost-centre cross-tab

## The statements and the trial balance

*Profit & loss, balance sheet and trial balance — every amount is a link.*

### WHERE

Finance > Profit & Loss (/report/ProfitAndLoss) · Balance Sheet (/report/BalanceSheet) · Trial Balance (/report/TrialBalance)

1

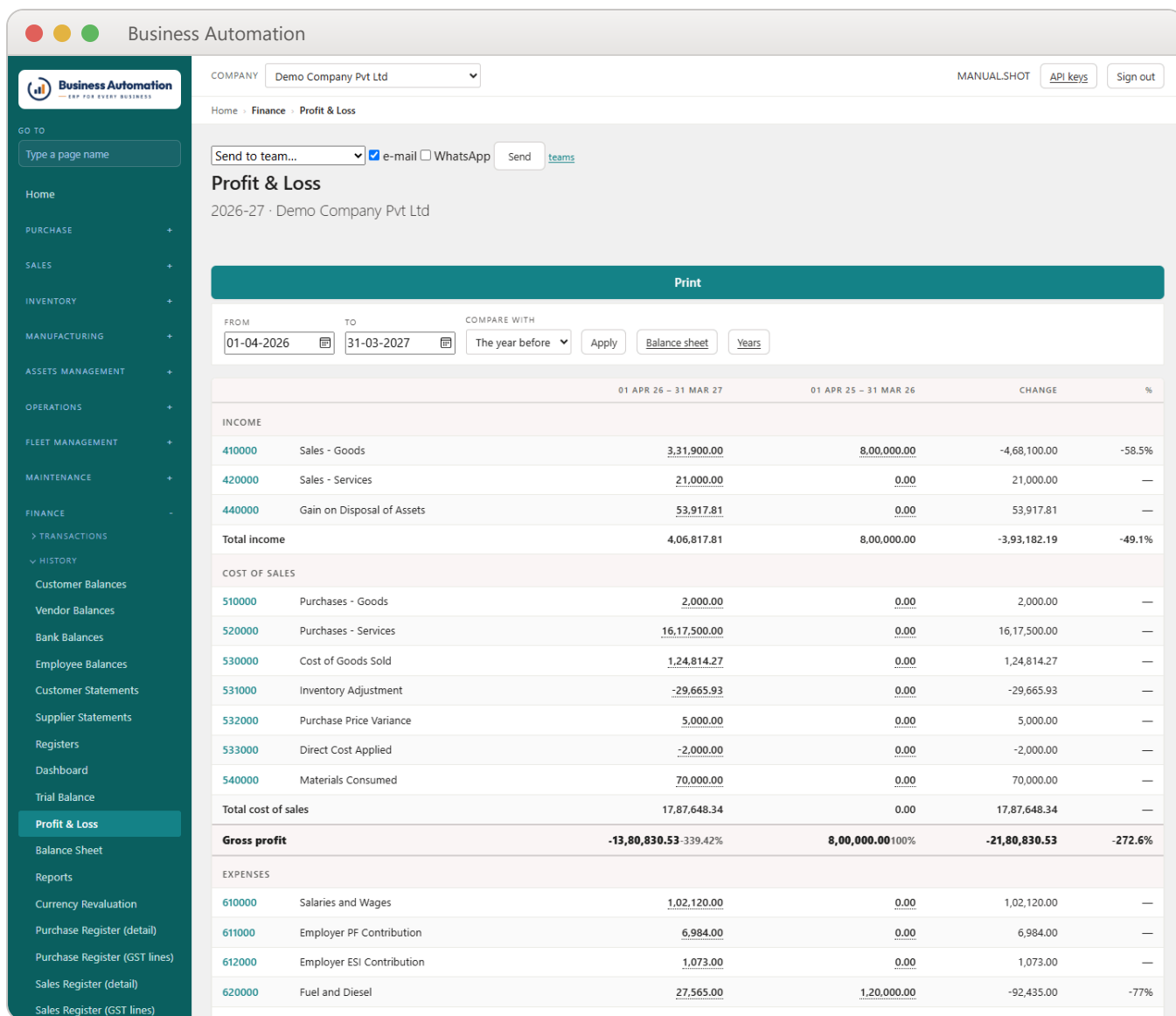
Choose the period. Both statements show comparatives.

2

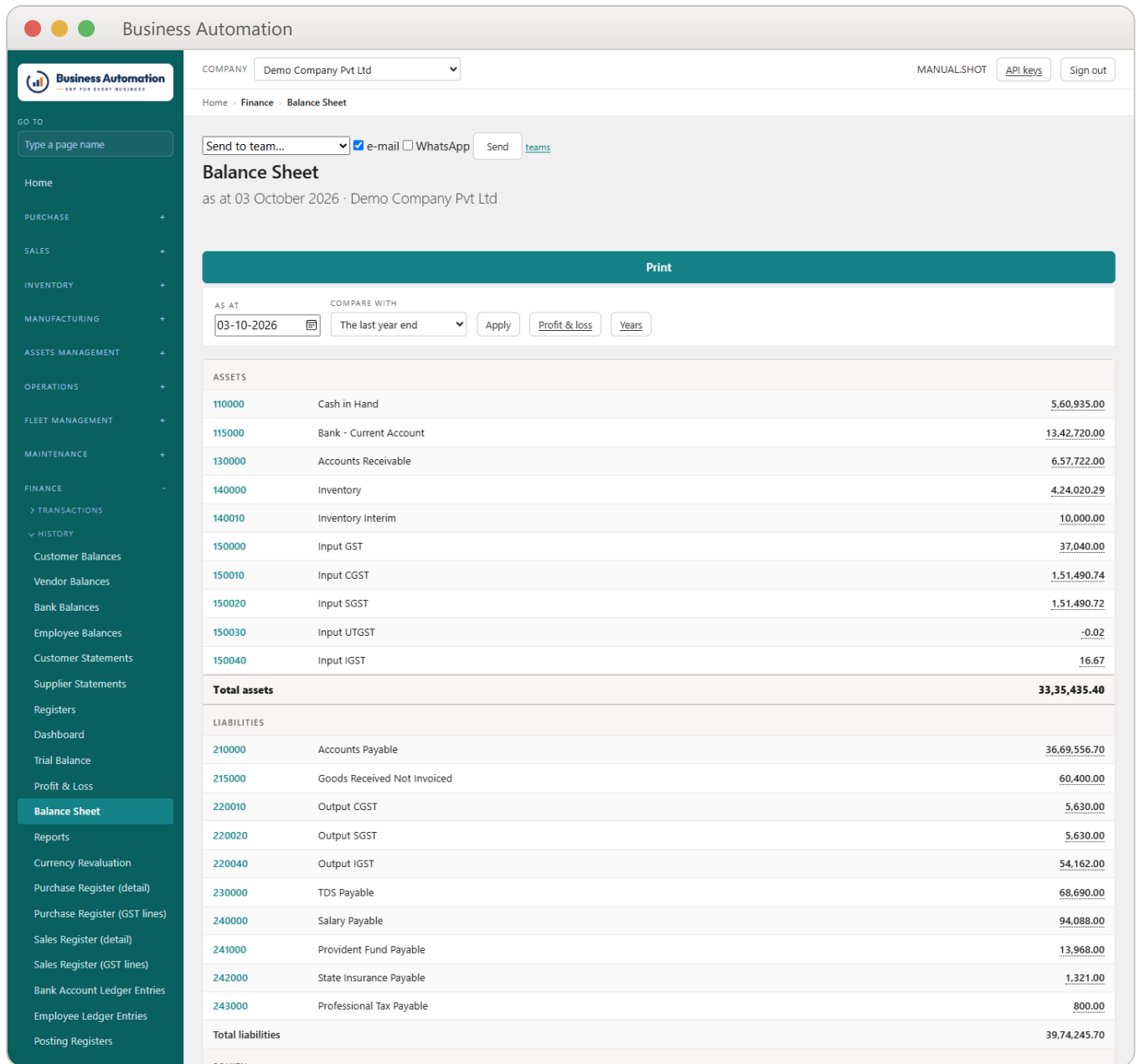
Click an amount to open the account's entries.

3

On the **Trial Balance**, set from and to dates for opening, debit, credit and closing, and choose **Grouped by**: chart headings, statement category or nothing.



**Figure 8.6** Profit and loss



**Figure 8.7** Balance sheet



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COMPANY Demo Company Pvt Ltd

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Home > Finance > Trial Balance

Send to team... ☒ e-mail ☐ WhatsApp [Send](#) [teams](#)

### Trial Balance

51 account(s) · Demo Company Pvt Ltd· 6 group(s)

[Print](#)

FROM dd-mm-yyyy TO dd-mm-yyyy GROUPED BY Chart headings [Apply](#) [All dates](#)

No from date, so there is nothing before the period: every account opens at nought and the closing balance is the whole history. Give a from date to see where the accounts stood when it began.

| ACCOUNT | NAME                                              | ENTRIES | OPENING BALANCE | DEBIT        | CREDIT       | CLOSING BALANCE |
|---------|---------------------------------------------------|---------|-----------------|--------------|--------------|-----------------|
| 100000  | ASSETS                                            |         |                 | 61,27,954.53 | 27,92,339.13 | 33,35,615.40    |
| 110000  | Cash in Hand                                      | 14      |                 | 8,27,565.00  | 2,66,630.00  | 5,60,935.00     |
| 115000  | Bank - Current Account                            | 13      |                 | 15,10,100.00 | 1,67,380.00  | 13,42,720.00    |
| 130000  | Accounts Receivable                               | 15      |                 | 10,20,239.00 | 3,62,517.00  | 6,57,722.00     |
| 140000  | Inventory                                         | 101     |                 | 7,01,668.53  | 2,77,648.24  | 4,24,020.29     |
| 140010  | Inventory Interim                                 | 5       |                 | 22,000.00    | 12,000.00    | 10,000.00       |
| 150000  | Input GST                                         | 6       |                 | 37,622.22    | 582.22       | 37,040.00       |
| 150010  | Input CGST                                        | 65      |                 | 1,70,480.74  | 18,900.00    | 1,51,580.74     |
| 150020  | Input SGST                                        | 65      |                 | 1,70,480.72  | 18,900.00    | 1,51,580.72     |
| 150030  | Input UTGST                                       | 2       |                 |              | 0.02         | (0.02)          |
| 150040  | Input IGST                                        | 1       |                 | 16.67        |              | 16.67           |
| 191000  | Plant and Machinery — Cost                        | 2       |                 | 6,00,000.00  | 6,00,000.00  |                 |
| 191010  | Plant and Machinery — Accumulated Depreciation    | 4       |                 | 53,917.81    | 53,917.81    |                 |
| 192000  | Vehicles — Cost                                   | 2       |                 | 5,00,000.00  | 5,00,000.00  |                 |
| 192010  | Vehicles — Accumulated Depreciation               | 4       |                 | 88,847.40    | 88,847.40    |                 |
| 193000  | Furniture and Fixtures — Cost                     | 2       |                 | 60,000.00    | 60,000.00    |                 |
| 193010  | Furniture and Fixtures — Accumulated Depreciation | 2       |                 | 16.44        | 16.44        |                 |
| 194000  | Computers — Cost                                  | 2       |                 | 3,65,000.00  | 3,65,000.00  |                 |
| 200000  | LIABILITIES                                       |         |                 | 7,23,423.58  | 46,98,849.28 | (39,75,425.70)  |
| 210000  | Accounts Payable                                  | 72      |                 | 3,73,066.80  | 40,43,803.50 | (36,70,736.70)  |

Figure 8.8 Trial balance

**⚠ Important.** A group called **Posted onto a heading** means somebody posted onto a caption. Move it to a posting account with a journal.

## Everything that was posted: registers

Every posting run — who, when and which entries. The unit of reversal.

**WHERE** Finance > Registers (/registers)

**1** Find the posting run and open its entries or voucher.

2

**Reverse** a whole run if needed. It is refused for a run that moved stock — use Undo on the receipt or a credit note instead.

**Posting Registers**

One row per posting run, showing exactly which entries it produced. Reversing works on a whole register, never on single entries — half a reversed transaction would leave the ledger out of balance.

| REGISTER | POSTED AT        | BATCH           | SOURCE    | POSTED BY  | ENTRIES       | STATUS                         |
|----------|------------------|-----------------|-----------|------------|---------------|--------------------------------|
| 315      | 26-09-2026 22:04 | GENERAL         | GENJNL    | santosh    | 2 (1584-1585) | Posted <a href="#">Reverse</a> |
| 314      | 26-09-2026 16:45 | PINV00075       | PURCHINV  | ADMIN      | 6 (1578-1583) | Posted <a href="#">Reverse</a> |
| 313      | 26-09-2026 15:51 | GRN00020        | PURCHRCPT | ADMIN      | 2 (1576-1577) | Posted <a href="#">Reverse</a> |
| 312      | 20-09-2026 20:01 | RCP00004        | RECEIPT   | santosh    | 2 (1574-1575) | Posted <a href="#">Reverse</a> |
| 311      | 20-09-2026 19:35 | PMT00009        | PMTAPPR   | santosh    | 2 (1572-1573) | Posted <a href="#">Reverse</a> |
| 310      | 20-09-2026 01:31 | PINV00074       | PURCHINV  | ADMIN      | 2 (1570-1571) | Posted <a href="#">Reverse</a> |
| 309      | 20-09-2026 01:15 | GRN00019        | PURCHRCPT | santosh    | 2 (1568-1569) | Posted <a href="#">Reverse</a> |
| 308      | 20-09-2026 00:43 | SSHP00022       | SALESSHPT | santosh    | 4 (1564-1567) | Reversal of 144                |
| 307      | 20-09-2026 00:35 | PMT00005        | PMTAPPR   | santosh    | 3 (1561-1563) | Posted <a href="#">Reverse</a> |
| 156      | 17-09-2026 17:42 | COST ADJUSTMENT | COSTADJ   | SCREENSHOT | 48 (739-786)  | Posted <a href="#">Reverse</a> |
| 150      | 09-09-2026 01:17 | PAYROLL         | PAYJNL    | CLAUDETEST | 21 (708-728)  | Posted <a href="#">Reverse</a> |
| 149      | 08-09-2026 12:32 | FUEL            | FUELJNL   | CLAUDETEST | 6 (702-707)   | Posted <a href="#">Reverse</a> |
| 148      | 08-09-2026 12:31 | FUEL            | FUELJNL   | CLAUDETEST | 6 (696-701)   | Reversal of 147                |
| 147      | 08-09-2026 12:26 | FUEL            | FUELJNL   | CLAUDETEST | 6 (690-695)   | Reversed by 148                |

**Figure 8.9** Posting registers

## Reports and stock reports

The catalogue, the line-by-line registers, and stock movement, valuation and ageing.

**WHERE** Finance > Reports (/reports)

1

Open **Reports** and choose a report. Each takes its own parameters and can be printed or exported. A cleared parameter means *no filter*.

2

**Sales / Purchase Register (detail)** gives a row for every line of every posted invoice and credit note.

3

**Stock Movement:** opening, received, issued, value adjusted and closing for a period. Click any figure.

4

**Stock Valuation:** stock by item group as at a date, agreed with the books. **Print** gives a signed statement.

5

**Stock Ageing:** stock by age brackets; tick **non-moving only** for the list to chase.

6

**Send to team** at the top of every report e-mails or WhatsApps it to a report team.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUALSHOT API keys Sign out

Home > Finance > Reports

### Reports

The full report catalogue. Reports that cannot run yet are listed with what they are waiting for, so nothing is hidden and nothing is promised twice.

| AVAILABLE NOW | WAITING ON POSTING | WAITING ON DOCUMENTS | CATALOGUE TOTAL |
|---------------|--------------------|----------------------|-----------------|
| 30            | 0                  | 0                    | 30              |

#### Financial Management

| REPORT                                   | WHAT IT ANSWERS                                                                                            | TYPE      | STATUS    |
|------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <a href="#">Trial Balance</a>            | Opening balance, debit, credit and closing balance for every account, grouped by the chart's own headings. | Statement | Available |
| <a href="#">Day Book</a>                 | Every entry posted on a given day, in the order it was posted.                                             | Register  | Available |
| <a href="#">Ledger Report</a>            | Entries for a chosen account over a period, with opening and closing balances.                             | Ledger    | Available |
| <a href="#">Customer Ledger</a>          | Invoices, receipts and adjustments for one customer, with a running balance.                               | Ledger    | Available |
| <a href="#">Vendor Ledger</a>            | Invoices, payments and adjustments for one vendor, with a running balance.                                 | Ledger    | Available |
| <a href="#">Bank Ledger</a>              | Movements on one bank account, for reconciliation against the statement.                                   | Ledger    | Available |
| <a href="#">Employee Ledger</a>          | Advances, deductions and settlements for one employee.                                                     | Ledger    | Available |
| <a href="#">Bank Book</a>                | Bank receipts and payments for a period, with a running balance.                                           | Register  | Available |
| <a href="#">Cash Book</a>                | Cash receipts and payments for a period, with a running balance.                                           | Register  | Available |
| <a href="#">Aged Accounts Payable</a>    | What is owed to each vendor, bucketed by how overdue it is.                                                | Ageing    | Available |
| <a href="#">Aged Accounts Receivable</a> | What each customer owes, bucketed by how overdue it is.                                                    | Ageing    | Available |
| <a href="#">Profit &amp; Loss</a>        | What was earned over a period, what it cost, and what is left.                                             | Statement | Available |
| <a href="#">Balance Sheet</a>            | What the business owns, owes and is worth as at a date.                                                    | Statement | Available |
| <a href="#">GSTR-1</a>                   | Outward supplies for a month, in the blocks the return is filed in.                                        | Statement | Available |
| <a href="#">GSTR-3B</a>                  | The monthly GST summary, the credit claimed, and what is payable in cash.                                  | Statement | Available |
| <a href="#">Bank Reconciliation</a>      | The ledger against the bank statement, and what is not yet on one.                                         | Statement | Available |

#### Sales Management

| REPORT                         | WHAT IT ANSWERS                                                            | TYPE     | STATUS    |
|--------------------------------|----------------------------------------------------------------------------|----------|-----------|
| <a href="#">Sales Register</a> | Sales invoices for a period with taxable value and GST, for return filing. | Register | Available |

#### Purchase Management

| REPORT | WHAT IT ANSWERS | TYPE | STATUS |
|--------|-----------------|------|--------|
|--------|-----------------|------|--------|

**Figure 8.10** The report catalogue

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ERP FOR EVERY BUSINESS

GO TO

Type a page name

Home

PURCHASE +

SALES +

INVENTORY +

MANUFACTURING +

ASSETS MANAGEMENT +

OPERATIONS +

FLEET MANAGEMENT +

MAINTENANCE +

FINANCE -

> TRANSACTIONS

< HISTORY

Customer Balances

Vendor Balances

Bank Balances

Employee Balances

Customer Statements

Supplier Statements

Registers

Dashboard

COMPANY Demo Company Pvt Ltd

MANUALSHOT

API keys

Sign out

Home > Finance > Sales Register (detail)

Send to team... e-mail WhatsApp Send teams

Sales register

GST-line register Purchase register Export

0 line(s) · 01 Oct 2026 to 31 Oct 2026 · figures in INR · Demo Company Pvt Ltd

Print

FROM 01-10-2026 TO 31-10-2026 Include credit notes Show

| SR                             | TYPE | DOC NO. | POSTING DATE | OUR REF. | CUSTOMER NO. | CUSTOMER NAME | LOCATION GSTIN | CUSTOMER GSTIN | PLACE OF SUPPLY | SUPPLY | ORDER NO. | COSTCENT |
|--------------------------------|------|---------|--------------|----------|--------------|---------------|----------------|----------------|-----------------|--------|-----------|----------|
| Nothing posted in this period. |      |         |              |          |              |               |                |                |                 |        |           |          |

WHERE THE TAX FIGURES COME FROM

The CGST, SGST, IGST and cess on every row are read from the **detailed GST entries** that were posted with the document, not recomputed from the rate. Where the two would differ — a rounding, a rate changed since — the posting is what the return was filed from, and the posting is what this shows.

**Supply** is how the document was actually taxed, kept on it at posting rather than worked out again now: a customer who has since moved state does not change how last quarter's invoice was charged.

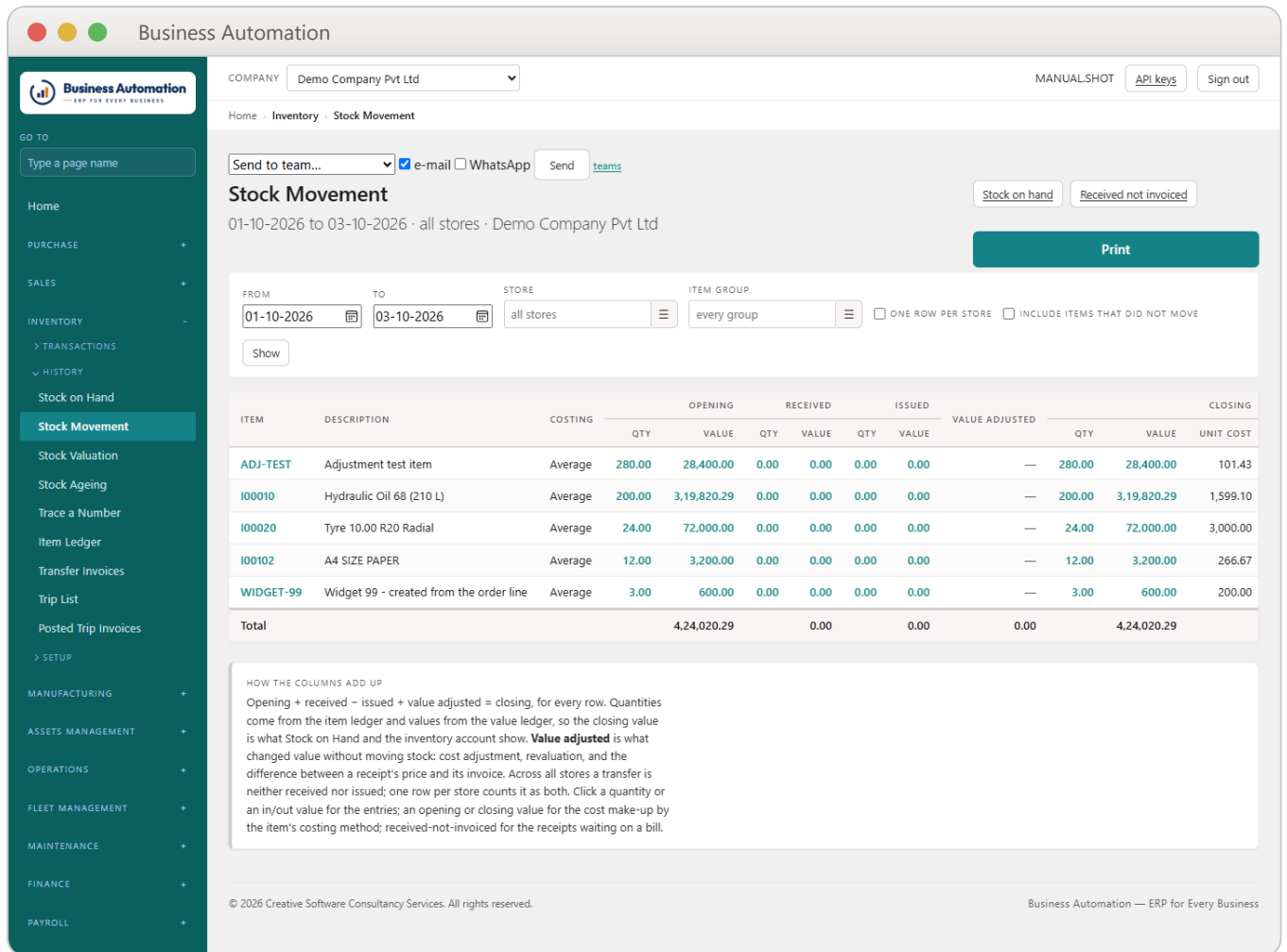
Credit notes are negative throughout. A row titled *Credit Note* that read positive would be added the wrong way by whoever totals the column in a spreadsheet.

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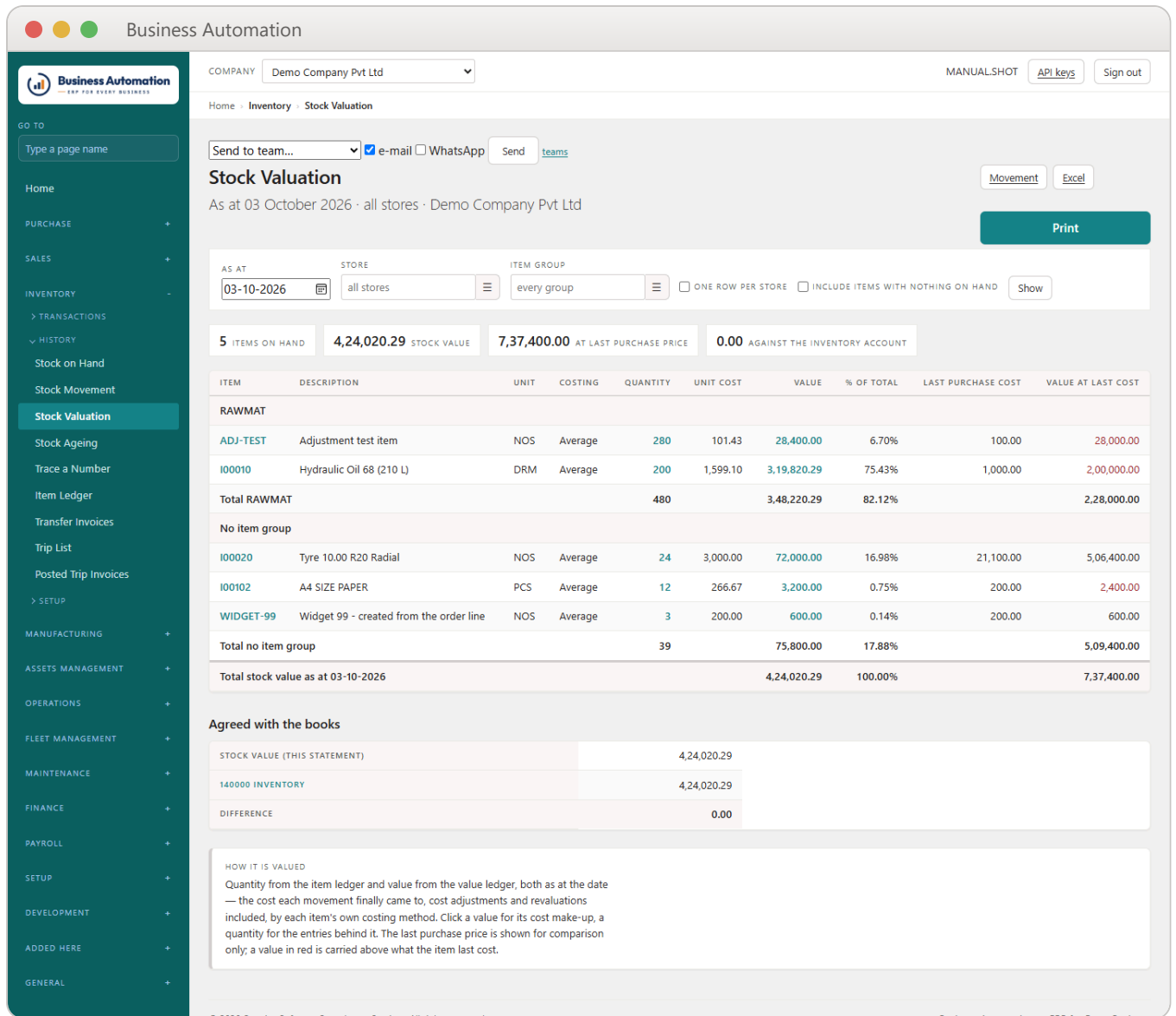
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Figure 8.11 Sales register, line by line

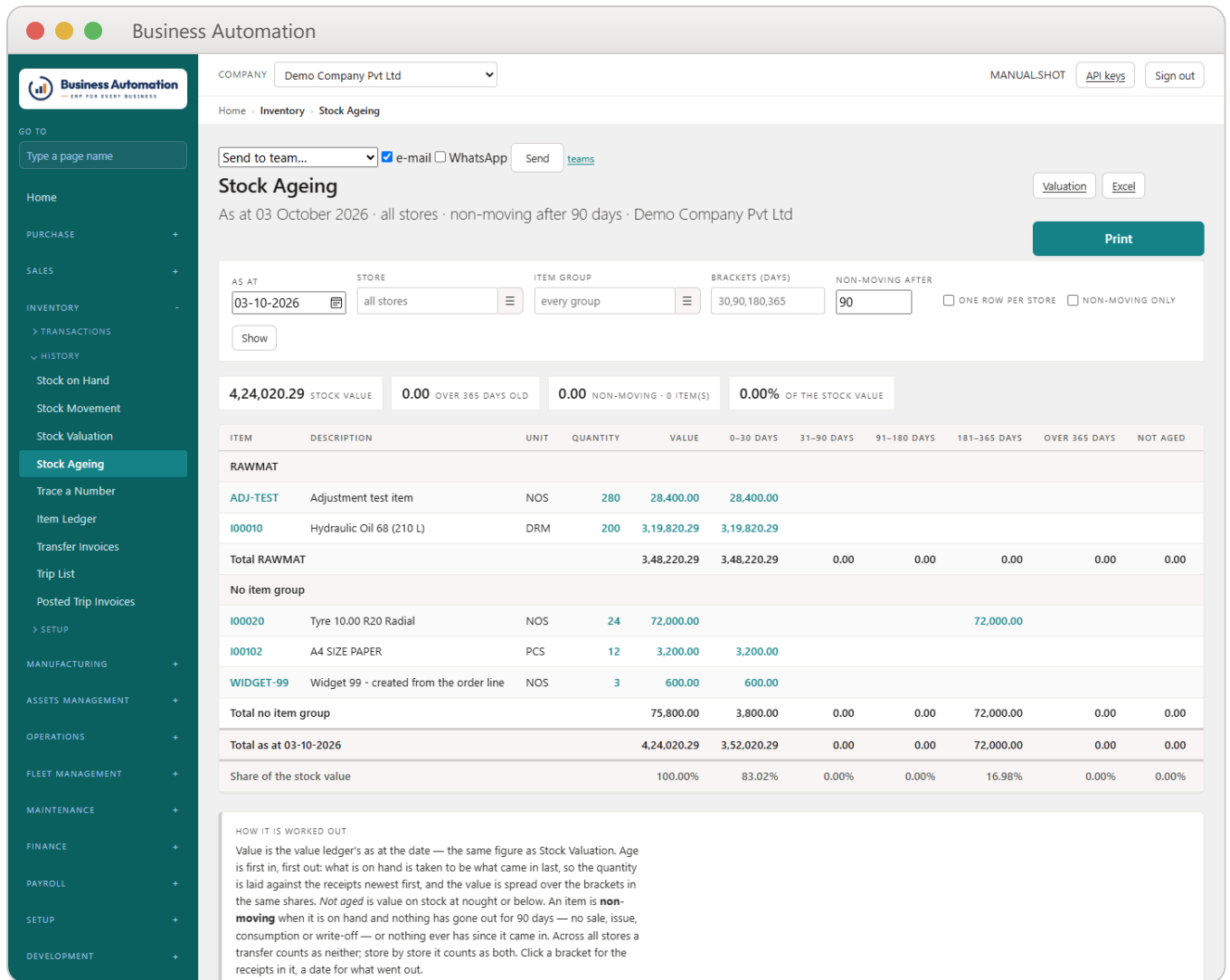
Business Automation — User Manual · 160



**Figure 8.12** Stock movement



**Figure 8.13** Stock valuation statement



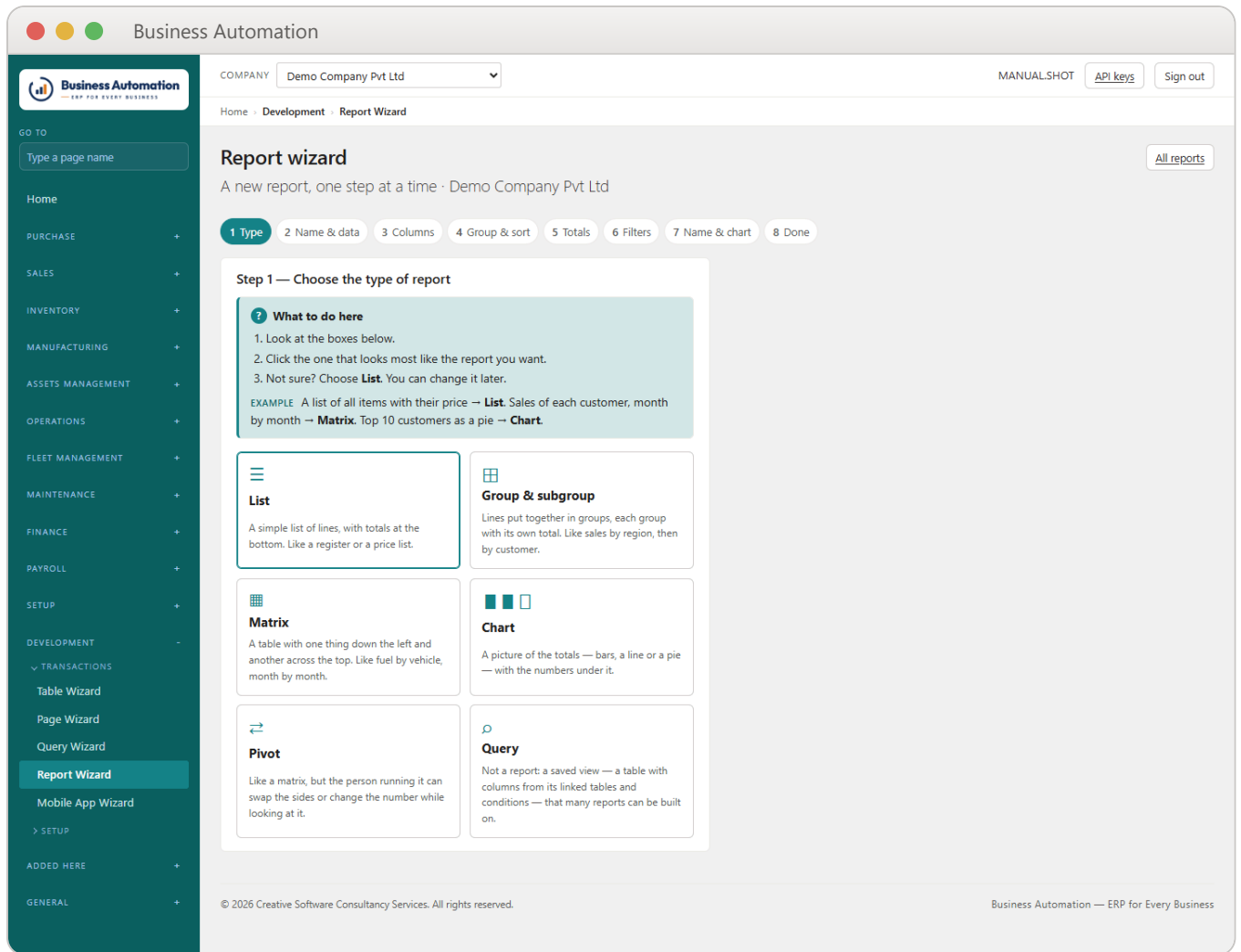
**Figure 8.14** Stock ageing and non-moving stock

## Drawing your own report

*The Report Wizard builds lists, groups, matrices, charts and pivots — no SQL.*

**WHERE** Development > Report Wizard > New report, step by step (/designer/report-wizard)

- 1 Choose the **kind of report**: List, Group & subgroup, Matrix, Chart or Pivot.
- 2 Choose the table and title, then tick the columns and order them.
- 3 Set grouping and sort, totals, what goes across the top, which records, and how it looks.
- 4 Watch the preview on the right — it is the real report. Save it; it joins the catalogue.



**Figure 8.15** The report wizard



**Tip.** On a grouped report, *Top N* keeps the top ten (say) and gathers the rest into **All others**, so the grand total is still the whole business.





## CHAPTER 9

# Administration

For: Whoever sets the system up

**What this chapter covers.** Company setup, number series, cost centres, states and terms, copying a company, free trials, users, permission sets, user permissions and special rights, approvals, theme, mail, currencies, importing data and the licence.

- The company itself
- Number series
- Cost centres, states and terms
- Copying a company
- Free trials for website visitors
- Users and User Setup
- Special rights: taking back posted documents
- Permission sets
- Giving someone access: User Permissions
- Approvals: workflow approvers
- Theme, home page and role centres
- Mail, outbox and digital signatures
- Currencies
- Bringing data in
- Audit trail, web services and the wizards
- The licence

## | The company itself

*What the company says about itself on its paperwork.*

**WHERE** Setup > Companies (/list/CompanyList) → the company card

- 1 Open the company card.
- 2 Fill in GSTIN, CIN, PAN, TAN, PF and ESIC codes, the labour identification number and the CLRA licence.
- 3 Fill the **registered office** separately from the address where it differs.
- 4 Under **Setup > Company Branding**, upload the logo (up to half a megabyte).

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GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP -
- > TRANSACTIONS
- > HISTORY
- v SETUP
  - Number Series by Location
  - Terms and Conditions
  - Payment Terms
  - Dimensions
  - Cost Centre Records

## Companies

3 row(s) · entity Company

[Search data](#) [Search](#) [Personalise](#)

[New](#)

List

Analysis

| CODE  | NAME                                   | ADDRESS                                               | GST REGISTRATION NO. | CREATED BY | CREATED ON       | MODIFIED BY |
|-------|----------------------------------------|-------------------------------------------------------|----------------------|------------|------------------|-------------|
| DEMO  | Demo Company Pvt Ltd                   | Nagpur, Maharashtra, India                            | 27AABCD1234E1Z8      | —          | 04-09-2026 06:17 | ADMIN       |
| NEWCO | Demo BusNexa Pvt. Ltd.                 | Plot 12, MIDC Bhosari, Pune 411026 (sample address)   | 27AAECB4321K1Z5      | —          | 09-09-2026 10:07 | ADMIN       |
| CSCS  | Creative Software Consultancy Services | Unit 604, Mahaveer Trade Center, Adityapur, Gahamriya | 20AQSPK5051B1Z9      | SCREENSHOT | 02-10-2026 13:11 | SCREENSHOT  |

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**Figure 9.1** The companies in this database

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GO TO

Type a page name

- Home
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- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

**Company**

Record 1 · entity [Company](#) · [Back to list](#) · [Personalise](#) · [New](#)

GENERAL

Code \* DEMO Name \* Demo Company Pvt Ltd

Address Nagpur, Maharashtra, India

GST Registration No. 27AABCD1234E1Z8 PAN AABCD1234E

Blocked ☐ CIN

TAN PF Establishment Code

ESIC Code 12345 Labour Identification No.

CLRA Licence No. CLRA Licence Valid To dd-mm-yyyy

Registered Office

Website

City Nagpur State Maharashtra

PIN Code 440012 Phone

Email

TAX INFORMATION

State Code MH

Save

Cancel

LOGO

Logo

Primary – horizontal@2x (2).png · 101 KB · on every printed document

Replace with

Choose File No file chosen

Remove the logo

Save logo

PNG, JPEG or SVG, up to 512 KB.

**Attachments**

| FILE                            | NOTES | SIZE   | UPLOADED         | BY      |                        |
|---------------------------------|-------|--------|------------------|---------|------------------------|
| Primary – horizontal@2x (2).png |       | 101 KB | 28-09-2026 08:51 | santosh | <a href="#">Remove</a> |

**Figure 9.2** The company card

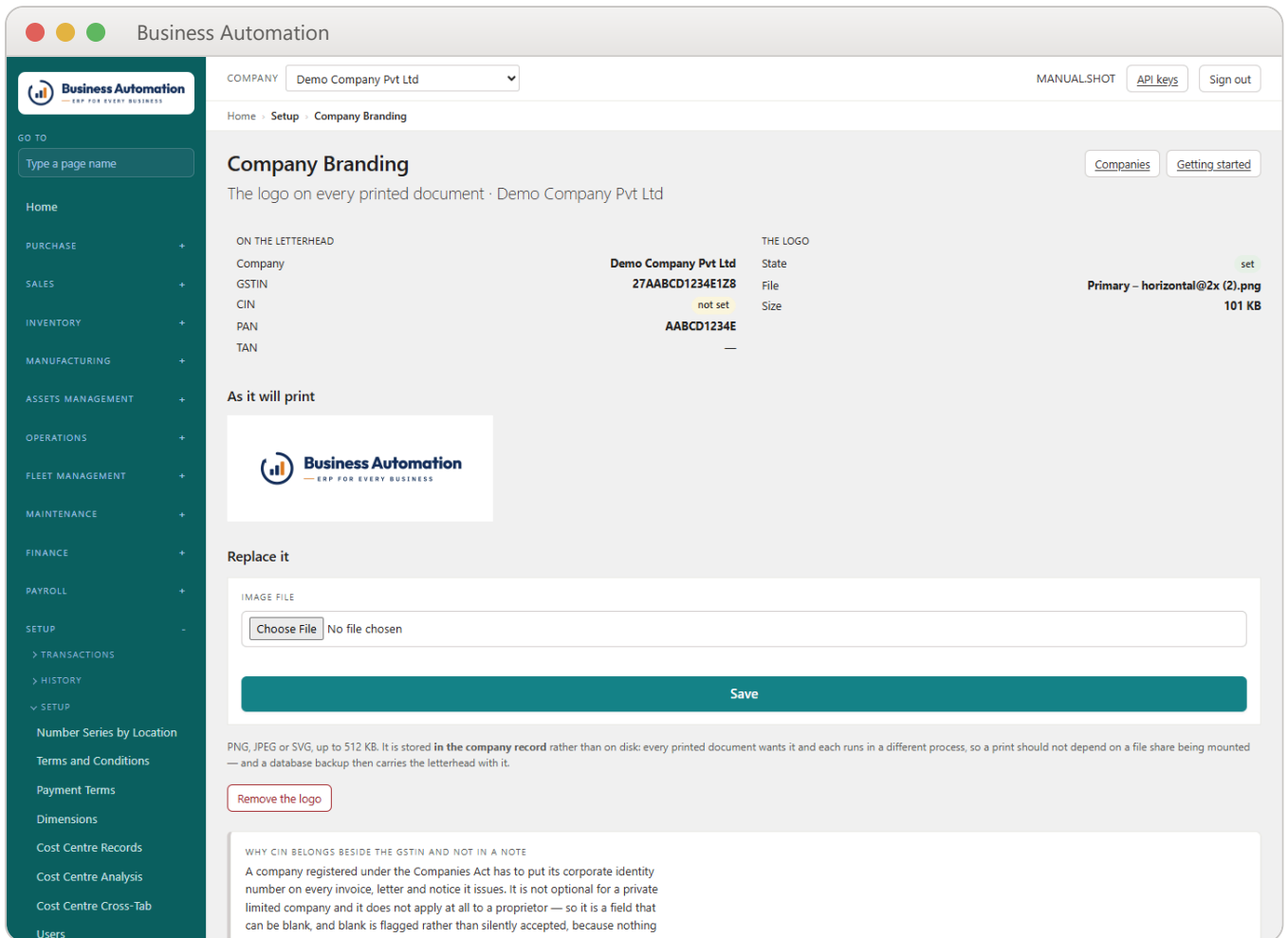


Figure 9.3 Company branding

## Number series

*Gap-free numbering for every document, optionally per location.*

### WHERE

Setup > Number Series (/list/NoSeriesList) · Number Series by Location (/setup/number-series/locations)

1

Open the series. To change it, add a **new line with a starting date** — do not edit the old one.

2

For a branch's own numbers: create the series (for example MNPSI, starting MNINV0001), then on **Number Series by Location** choose the **Document**, **Location** and **Number series**, and press **Use it**.

3

For tax invoices choose **Sales invoice (posted)** and **Purchase invoice (posted)** — the invoice takes the location's number when it posts.

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MANUALSHOT [API keys](#) [Sign out](#)

GO TO

Home  
PURCHASE +  
SALES +  
INVENTORY +  
MANUFACTURING +  
ASSETS MANAGEMENT +  
OPERATIONS +  
FLEET MANAGEMENT +  
MAINTENANCE +  
FINANCE +  
PAYROLL +  
SETUP -  
> TRANSACTIONS  
> HISTORY  
< SETUP  
Number Series by Location  
Terms and Conditions  
Payment Terms  
Dimensions  
Cost Centre Records  
Cost Centre Analysis  
Cost Centre Cross-Tab

## Number Series

30 row(s) · entity NoSeries · Demo Company Pvt Ltd

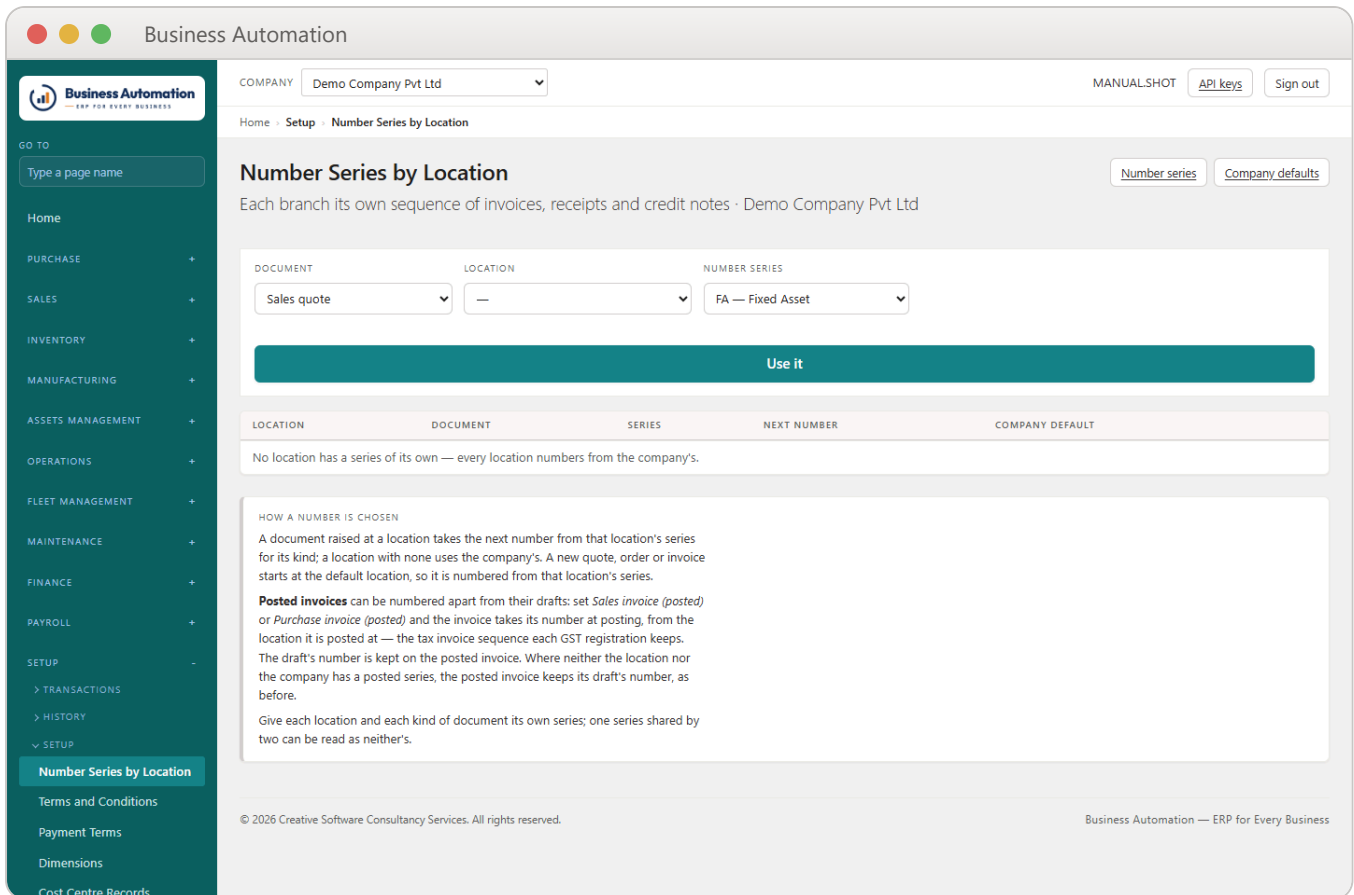
New

List

Analysis

| CODE | DESCRIPTION           | DEFAULT NOS. | MANUAL NOS. | DATE ORDER | CREATED BY | CREATED ON | MODIFIED BY | MODIFIED ON |                      |
|------|-----------------------|--------------|-------------|------------|------------|------------|-------------|-------------|----------------------|
| VEND | Vendor                | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| ITEM | Item                  | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| IND  | Indent                | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| RFQ  | Request for Quotation | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| PORD | Purchase Order        | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| GRN  | Goods Receipt Note    | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| PINV | Purchase Invoice      | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| SQUO | Sales Quote           | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| SORD | Sales Order           | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| SSHP | Sales Shipment        | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| SINV | Sales Invoice         | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| JV   | Journal Voucher       | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| PMTA | Payment Approval      | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| JOB  | Job Card              | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| SCRM | Sales Credit Note     | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| PCRM | Purchase Credit Note  | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| SCRD | Sales Credit Draft    | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |
| PCRD | Purchase Credit Draft | Yes          | Yes         | No         | —          | —          | —           | —           | <a href="#">Open</a> |

Figure 9.4 Number series



**Figure 9.5** Number series by location

## Cost centres, states and terms

*The masters every document reads.*

### WHERE

Setup > Dimensions (/dimensions) · States (/setup/states) · Payment Terms (/payment-terms) · Terms and Conditions (/terms)

1

**Dimensions:** three slots and what each means. Their values are on **Cost Centre Records**. Only a *standard* value can be posted to; mark a dimension **mandatory** to check it on posting.

2

**States:** each with its **GST code** and **eTDS/TCS code**. Block a state instead of deleting it.

3

**PIN Codes:** enter your PINs once and pick them — the city and state fill in.

4

**Payment Terms:** where due dates are worked out. Click a code to change it.

5

**Terms and Conditions:** clauses by category; an order takes a copy.

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MANUALSHOT [API keys](#) [Sign out](#)

Home > Setup > Dimensions

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP -
  - > TRANSACTIONS
  - > HISTORY
  - > SETUP
    - Number Series by Location
    - Terms and Conditions
    - Payment Terms
    - Dimensions**
    - Cost Centre Records
    - Cost Centre Analysis
    - Cost Centre Cross-Tab
    - Users

## Dimensions

The three cost centres every transaction carries · Demo Company Pvt Ltd

[Cost Centre Records](#)

| SLOT          | CODE         | NAME        | SHOWN AS    | RECORDS | REQUIRED | BLOCKED                                           |
|---------------|--------------|-------------|-------------|---------|----------|---------------------------------------------------|
| Costcenter 01 | COSTCENTER01 | Cost Centre | Cost centre | 8       |          | <a href="#">Records</a><br><a href="#">Remove</a> |
| Costcenter 02 | COSTCENTER02 | Department  | Department  | 4       |          | <a href="#">Records</a><br><a href="#">Remove</a> |
| Costcenter 03 | COSTCENTER03 | Vertical    | Vertical    | 2       |          | <a href="#">Records</a><br><a href="#">Remove</a> |

Add or change a dimension

SLOT  
— not on transactions —

CODE  
COSTCENTER01

NAME  
Cost Centre

SHOWN AS  
same as the name

REQUIRED  
No

BLOCKED  
No

Save

Saving over an existing code changes that dimension rather than adding another.

WHY THREE, AND WHY YOU CHOOSE WHAT THEY MEAN

Every transaction in the product — journal line, invoice, indent, payment, stock movement, and every ledger entry they produce — carries three cost centre codes. Which analysis sits in which slot is your decision, made here once: run projects in 01 and departments in 02 if that is how the business reads, or the reverse. The ledger only ever stores the slot, so that decision costs nothing to make and is expensive to change afterwards — which is why a dimension with posted entries against it cannot be moved to another slot.

Three rather than more is deliberate. Each extra slot is a column on every ledger entry, an index, and a filter on every report, paid for whether or not anyone uses it.

**Figure 9.6** The three cost-centre slots

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API keys
Sign out

Home
Finance
States

GO TO
Type a page name

Home
PURCHASE +
SALES +
INVENTORY +
MANUFACTURING +
ASSETS MANAGEMENT +
OPERATIONS +
FLEET MANAGEMENT +
MAINTENANCE +
FINANCE -
> TRANSACTIONS
> HISTORY
< SETUP
Chart of Accounts
Currencies
Renumber an Account
Financial Years
Accounting Periods
GST Registrations
GST Setup
E-Invoice Setup
E-Way Bill Setup
**States**
PIN Codes
General Ledger Setup
Bank Accounts

## States

Indian states and union territories, with their GST and eTDS codes

SHARED BY EVERY COMPANY

Unlike almost everything else here, this list is not per company — the states of India are not a matter of company policy, and one company changing them would change another company's tax. Edit it in setup, not from a document.

| CODE | NAME                                     | GST CODE | ETDS/TCS CODE | TYPE            | IN USE BY        |
|------|------------------------------------------|----------|---------------|-----------------|------------------|
| AN   | Andaman and Nicobar Islands              | 35       | 36            | Union territory | Change<br>Remove |
| AP   | Andhra Pradesh                           | 37       | 38            | State           | Change<br>Remove |
| AR   | Arunachal Pradesh                        | 12       | 13            | State           | Change<br>Remove |
| AS   | Assam                                    | 18       | 19            | State           | Change<br>Remove |
| BR   | Bihar                                    | 10       | 11            | State           | Change<br>Remove |
| CH   | Chandigarh                               | 04       | 04            | Union territory | Change<br>Remove |
| CG   | Chhattisgarh                             | 22       | 23            | State           | Change<br>Remove |
| DN   | Dadra and Nagar Haveli and Daman and Diu | 26       | 26            | Union territory | Change<br>Remove |
| DL   | Delhi                                    | 07       | 09            | Union territory | Change<br>Remove |

**Figure 9.7** States, with GST and eTDS codes



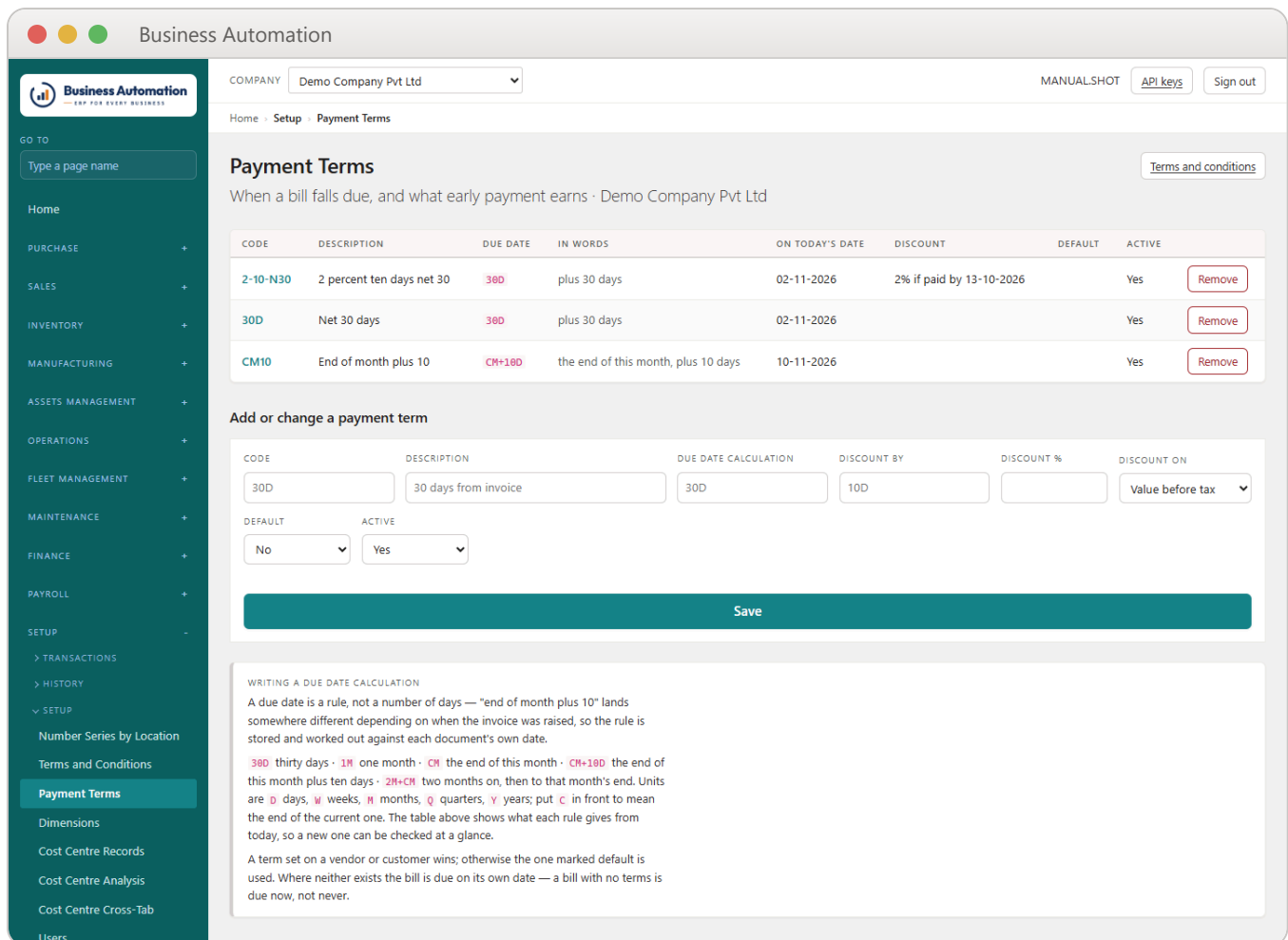


Figure 9.8 Payment terms

## Copying a company

Open a new company from an existing one — masters only, or everything.

**WHERE** Setup > Copy a Company (/setup/companies/copy) — super users only

- 1 Choose the company to copy from and **What to copy**: *Setup and masters only* or *Everything, with all transactions*.
- 2 Give the new company a **code** and **name**.
- 3 Press **Show what would be copied** and read the table counts.
- 4 Press **Copy it**. It is one transaction — complete, or nothing.

5

Switch to the new company and give it its own name, address and GST registration.

Figure 9.9 Copy a company



**Important.** **Delete a Company** removes every master and entry of a company and cannot be undone. Take a database backup first.

## Free trials for website visitors

Let visitors register their own trial company.

**WHERE** Setup › Trial Sign-up Setup (/setup/trial) — super users only

1

Choose the **Template company** every trial is copied from (block it).

2

Choose the company whose mail setup sends the e-mails, and your e-mail for notices.

3

Set **Approval required**, **Trial days** (45) and **Most requests a day** (25).

4

Set **Enabled** = **Yes** and **Save**. With approval required, approve requests on **Setup > Trial Requests**.

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COMPANY: Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

Home > Setup > Trial Sign-up Setup

**Trial Sign-up Setup** [Trial Requests](#) [Open the sign-up page](#)

Visitors create their own free trial company from the sign-up page

Status: ✓ enabled — the sign-up page takes requests

**Sign-up**

| ENABLED | APPROVAL REQUIRED            | TRIAL DAYS | MOST REQUESTS A DAY |
|---------|------------------------------|------------|---------------------|
| Yes     | Yes — I approve each request | 45         | 25                  |

**Companies and e-mail**

TEMPLATE COMPANY (EVERY TRIAL IS A COPY OF IT): NEWCO — Demo BusNexa Pvt. Ltd.

E-MAILS ARE SENT THROUGH THE MAIL SETUP OF: DEMO — Demo Company Pvt Ltd

TRIAL SITE ADDRESS: <https://trial.businessautomationerp.com>

TELL ME OF EACH REQUEST AT: [info@cscsindia.com](mailto:info@cscsindia.com)

**Save**

**HOW IT WORKS**

A visitor presses **Register your company** on the sign-in page (or opens **/trial**), gives their name, company, e-mail, mobile, a password and the plan they want to try, and types the 6-digit code we e-mail them. Each e-mail address can register once. Without *Approval required* the company is made there and then, and the visitor and you are both e-mailed; with it, the request waits on **Trial Requests** for you to **Approve**. The trial company runs on the chosen plan and can never copy or open another company.

A trial company is a copy of the **template company** — its setup only, or everything in it when the visitor asks for sample data — so prepare that company carefully: no real customers, no provider keys, nothing you would not show a stranger. The login made for the visitor reaches their own company only, the business menus only, and none of the system screens. When the trial days are over the company becomes read-only until it is extended or upgraded.

The e-mails go out through the mail setup of the company chosen above, and their links point at that mail setup's *public address* — so set it to the address visitors reach this site at.

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**Figure 9.10** Trial sign-up setup

## Users and User Setup

*Who can sign in, and how each person works in each company.*

**WHERE** Setup > Users (/list/UserList) · User Setup (/list/UserSetupList)

1

On **Users**, press **New**, type the user name and full name, and set a first password (they must change it on first sign-in).

2

On **User Setup**, open (or add) the person's line for this company.

3

Set their approver, store, role centre (home page), notification e-mail and WhatsApp number.

4

Set **Allow posting from / to** and, for the accountant, **May post to closed months**.

5

For leave, fill **Away from**, **Away to** and a **Substitute** — approvals route to the substitute for those dates.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUAL.SHOT [API keys](#) [Sign out](#)

Home > Setup > Users

**Users**

7 row(s) · entity **User**

[New](#)

[List](#) [Analysis](#)

| USER NAME   | FULL NAME               | EMAIL                 | ENABLED | SUPER USER | CREATED ON       | CREATED BY | MODIFIED BY | MODIFIED ON      |                      |
|-------------|-------------------------|-----------------------|---------|------------|------------------|------------|-------------|------------------|----------------------|
| ADMIN       | System Administrator    | admin@cscs.local      | Yes     | Yes        | 04-09-2026 06:17 | —          | —           | 03-10-2026 11:22 | <a href="#">Open</a> |
| SCREENSHOT  | Screenshots (temporary) | —                     | No      | Yes        | 15-09-2026 17:18 | —          | —           | 02-10-2026 18:01 | <a href="#">Open</a> |
| BC_PARTNER  | BUSINESS CENTRAL        | BCPARTNER@456CSCS.COM | Yes     | Yes        | 19-09-2026 09:04 | SCREENSHOT | —           | —                | <a href="#">Open</a> |
| santosh     | Santosh Kumar           | santosh@cscsindia.com | Yes     | Yes        | 19-09-2026 14:21 | SCREENSHOT | —           | 27-09-2026 13:53 | <a href="#">Open</a> |
| apurva      | Apurva                  | apurva@cscsindia.com  | Yes     | No         | 02-10-2026 08:09 | SCREENSHOT | SCREENSHOT  | 02-10-2026 13:39 | <a href="#">Open</a> |
| rahul       | Rahul Chandra           | rahul@cscsindia.com   | Yes     | No         | 02-10-2026 18:00 | ADMIN      | —           | 03-10-2026 00:14 | <a href="#">Open</a> |
| MANUAL.SHOT | Manual Screenshots      | —                     | Yes     | Yes        | 03-10-2026 09:44 | —          | —           | 03-10-2026 15:14 | <a href="#">Open</a> |

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**Figure 9.11** Users

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COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home > Setup > User Setup

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP -
  - > TRANSACTIONS
  - > HISTORY
  - ✓ SETUP
    - Number Series by Location
    - Terms and Conditions
    - Payment Terms
    - Dimensions
    - Cost Centre Records

## User Setup

3 row(s) · entity **UserSetup** · Demo Company Pvt Ltd

Search data Search Personalise

New

List Analysis

| USER       | APPROVER | PURCHASE APPROVAL LIMIT | SALES APPROVAL LIMIT | UNLIMITED PURCHASE APPROVAL | NOTIFICATION EMAIL | DEFAULT LOCATION | MAY POST TO CLOSED MO |
|------------|----------|-------------------------|----------------------|-----------------------------|--------------------|------------------|-----------------------|
| ADMIN      | ADMIN    | 0.00                    | 0.00                 | Yes                         | —                  | —                | No                    |
| BC_PARTNER | —        | 0.00                    | 0.00                 | No                          | —                  | —                | No                    |
| santosh    | —        | 0.00                    | 0.00                 | Yes                         | —                  | —                | No                    |

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Business Automation — ERP for Every Business

**Figure 9.12** User setup: per person, per company

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

**User Setup** Record 1 · entity **UserSetup** · [Back to list](#) · [Personalise](#) · [New](#)

**GENERAL**

|                               |                                     |                                                    |                                     |
|-------------------------------|-------------------------------------|----------------------------------------------------|-------------------------------------|
| User *                        | 1                                   | Allow Posting From                                 | dd-mm-yyyy                          |
| Allow Posting To              | dd-mm-yyyy                          | Approver                                           | 1                                   |
| Substitute                    |                                     | Purchase Approval Limit                            | 0                                   |
| Sales Approval Limit          | 0                                   | Request Approval Limit                             | 0                                   |
| Unlimited Purchase Approval   | <input checked="" type="checkbox"/> | Unlimited Sales Approval                           | <input checked="" type="checkbox"/> |
| Default Location              |                                     | Allow Backdated Entry                              | <input checked="" type="checkbox"/> |
| Notification Email            |                                     | May Post To Closed Months                          | <input type="checkbox"/>            |
| Notify by Email               | <input checked="" type="checkbox"/> | Away To                                            | dd-mm-yyyy                          |
| Away From                     | dd-mm-yyyy                          | May Reverse Sales Invoices                         | <input type="checkbox"/>            |
| WhatsApp No.                  |                                     | May Undo Goods Receipts                            | <input type="checkbox"/>            |
| May Reverse Purchase Invoices | <input type="checkbox"/>            | May Unapply Settlements                            | <input type="checkbox"/>            |
| May Reverse Registers         | <input type="checkbox"/>            | May Cancel E-Way Bills, TDS Certificates and Trips | <input type="checkbox"/>            |
| May Reverse Opening Balances  | <input type="checkbox"/>            |                                                    |                                     |

**Attachments**  
Nothing attached yet.

FILE: [Choose File](#) No file chosen

NOTES: what this is

**Attach**

Up to 25 MB. PDF, images, Office files, CSV, text, ZIP and email.

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**Figure 9.13** A user setup card

## Special rights: taking back posted documents

*Reversing posted work is given person by person, per company.*

**WHERE** Setup > User Setup → open the user's line

**1** Open the user's **User Setup** card for the company.

2

Tick what they may do: **May Reverse Sales Invoices, May Reverse Purchase Invoices, May Undo Goods Receipts, May Reverse Registers, May Unapply Settlements, May Reverse Opening Balances, May Cancel E-Way Bills, TDS Certificates and Trips.**

3

Save.

The screenshot shows the 'Business Automation' user setup card. The left sidebar contains a menu with 'Home' and 'PURCHASE' (which is expanded to show 'TRANSACTIONS' and 'History'). The main area is titled 'GENERAL' and contains two columns of settings. The left column includes fields for 'User \*' (set to 1), 'Allow Posting To' (dd-mm-yyyy), 'Substitute' (empty), 'Sales Approval Limit' (0), 'Unlimited Purchase Approval' (checked), 'Default Location' (empty), 'Notification Email' (empty), 'Notify by Email' (checked), 'Away From' (dd-mm-yyyy), 'WhatsApp No.' (empty), 'May Reverse Purchase Invoices' (unchecked), 'May Reverse Registers' (unchecked), and 'May Reverse Opening Balances' (unchecked). The right column includes fields for 'Allow Posting From' (dd-mm-yyyy), 'Approver' (1), 'Purchase Approval Limit' (0), 'Request Approval Limit' (0), 'Unlimited Sales Approval' (checked), 'Allow Backdated Entry' (checked), 'May Post To Closed Months' (unchecked), 'Away To' (dd-mm-yyyy), 'May Reverse Sales Invoices' (unchecked), 'May Undo Goods Receipts' (unchecked), 'May Unapply Settlements' (unchecked), and 'May Cancel E-Way Bills, TDS Certificates and Trips' (unchecked).

**Figure 9.14** Special rights on the user setup card



**Important.** Without the tick the button is not shown, and the system refuses the action anyway. Super users always may. **Posted data is view only** for everyone — mistakes are put right by reversing or with a credit note.

## Permission sets

*Named lists of what may be seen, written, deleted and posted. Sets add up.*

**WHERE** Setup > Permission Sets (/permissions/sets)

1

Open **Permission Sets**. Ready-made sets by department: PURCHASE, SALES, STORE, FINANCE, PAYROLL, ASSETS, OPERATIONS, MANUFACTURING, FLEET and MAINTENANCE; VIEWALL to look everywhere and change nothing; parts of Setup (GSTSETUP, TDSSETUP, TCSSETUP, AUTOMATION, STORAGE, WEBSERVICES).

2

Open a set. The **Departments** grid has View, Write, Delete and Post (Post includes releasing and approving).

3

The **Tables** grid gives rights table by table.

4

**Posting actions** are given separately: **SALES-POST** (post challan, post challan and invoice, raise invoice from shipped not invoiced, post sales invoice) and **PURCHASE-POST** (post GRN, raise invoice from received not invoiced, post purchase invoice).

5

SUPER and MASTERS belong to the system. Press **Copy into a new set** to make your own — for example a dispatcher who may post challans but not invoices: tick only that line under **Posting actions**.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUAL SHOT API keys Sign out

Home Setup Permission Sets

### Permission Sets

The roles users are given, company by company - Demo Company Pvt Ltd

[New permission set](#)

[User Permissions](#)

| CODE          | WHAT IT IS FOR                                                            | DEPARTMENTS | TABLES | USERS | KIND                      |
|---------------|---------------------------------------------------------------------------|-------------|--------|-------|---------------------------|
| ASSETS        | Assets — the Assets Management department                                 | 1           | 15     | 1     |                           |
| AUTOMATION    | Automation setup — e-mail, WhatsApp templates, report teams               | 1           | 0      | 0     |                           |
| FINANCE       | Accounts — the Finance department                                         | 1           | 22     | 1     |                           |
| FLEET         | Fleet — the Fleet Management department                                   | 1           | 13     | 1     |                           |
| GSTSETUP      | GST setup — registrations, rates, e-invoice, e-way bill, verification     | 1           | 2      | 0     |                           |
| MAINTENANCE   | Maintenance — the Maintenance department                                  | 1           | 13     | 1     |                           |
| MANUFACTURING | Production — the Manufacturing department                                 | 1           | 13     | 1     |                           |
| MASTERS       | Maintain vendors and items                                                | 0           | 3      | 0     | system — not changed here |
| OPERATIONS    | Operations — the Operations department                                    | 1           | 17     | 0     |                           |
| PAYROLL       | Payroll — the Payroll department                                          | 1           | 18     | 0     |                           |
| PURCHASE      | Buyer — the Purchase department                                           | 1           | 15     | 1     |                           |
| PURCHASE-POST | Purchase posting — GRNs, raising and posting purchase invoices            | 0           | 0      | 0     |                           |
| SALES         | Sales — the Sales department                                              | 1           | 14     | 0     |                           |
| SALES-POST    | Sales posting — challans, bill cum dispatch, raising and posting invoices | 0           | 0      | 0     |                           |
| STORAGE       | Storage setup — where attachments are kept, and for how long              | 1           | 0      | 0     |                           |
| STORE         | Storekeeper — the Inventory department                                    | 1           | 14     | 1     |                           |
| SUPER         | Full access to everything                                                 | all         | all    | 3     | system — not changed here |
| TCSSETUP      | TCS setup — sections, rates and customers                                 | 1           | 3      | 0     |                           |
| TDSSETUP      | TDS setup — sections, rates and vendors                                   | 1           | 0      | 0     |                           |
| VIEWALL       | Look, do not touch — every department, read only                          | 10          | 59     | 0     |                           |
| WEBSERVICES   | Web services — Excel / Power BI feeds and external connections            | 1           | 0      | 0     |                           |

**HOW IT WORKS**

A permission set is a role. Its **departments** decide which menus a user sees and whether they may write, delete and post there; its **tables** decide what they may read and change on the lists and cards. Give a user one or more sets, for one company or for all, under [User Permissions](#). The standard sets — PURCHASE, SALES, STORE, FINANCE, PAYROLL, ASSETS, OPERATIONS, MANUFACTURING, FLEET MANAGEMENT, MAINTENANCE, and AUTOMATION — are given to the system.

Figure 9.15 Permission sets





COMPANY Demo Company Pvt Ltd

MANUAL SHOT API keys Sign out

GO TO  
Type a page name

Home  
PURCHASE  
SALES  
INVENTORY  
MANUFACTURING  
ASSETS MANAGEMENT  
OPERATIONS  
FLEET MANAGEMENT  
MAINTENANCE  
FINANCE  
PAYROLL  
SETUP  
DEVELOPMENT  
ADDED HERE  
GENERAL

## SALES — Sales — the Sales department

A role a user can be given - [All permission sets](#)

Code SALES What it is for Sales — the Sales department

### Departments

Which menus the user sees, and what they may do there. Post includes releasing and approving where the department has it.

| DEPARTMENT        | VIEW                                | WRITE                               | DELETE                              | POST                                |
|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Purchase          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Sales             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Inventory         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Manufacturing     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Assets Management | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Operations        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Fleet Management  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Maintenance       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Finance           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Payroll           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Setup             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Development       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| GST Setup         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| TDS Setup         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| TCS Setup         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Automation Setup  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Storage Setup     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Web Services      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

### Posting actions

Posting is given apart from entering. Someone restricted by their sets posts only what is ticked here, in one of their sets.

| ACTION                                              | ALLOWED                  |
|-----------------------------------------------------|--------------------------|
| Sales: post challan                                 | <input type="checkbox"/> |
| Sales: post challan and invoice (bill cum dispatch) | <input type="checkbox"/> |
| Sales: raise invoice from shipped not invoiced      | <input type="checkbox"/> |
| Sales: post sales invoice                           | <input type="checkbox"/> |
| Purchase: post GRN                                  | <input type="checkbox"/> |
| Purchase: raise invoice from received not invoiced  | <input type="checkbox"/> |
| Purchase: post purchase invoice                     | <input type="checkbox"/> |

### Tables

What the user may read and change on the lists and cards drawn from these tables.

| TABLE     | READ                     | INSERT                   | MODIFY                   | DELETE                   | EXECUTE                  |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Area Area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Figure 9.16** The SALES permission set

Home

PURCHASE

TRANSACTIONS

Indents

Approved Indent Lines

Purchase Quotations

Quotations (old)

Comparative Statement

Purchase Orders

GRN / SRN List

Purchase Invoices

Purchase Credit Notes

Cost Adjustment

TDS Challans

TDS Quarterly Return

TDS Certificates

HISTORY

Posted GRN Register

GRN Posted, Not Invoiced

Posted Purchase Invoices

Posted Purchase Credit Notes

Item Value

Vendor Ledger Entries

SETUP

Purchase Setup

Inventory Posting Setup

TDS Setup

Vendor TDS Sections

Vendor Bank Accounts

Vendor Receiving Addresses

Vendors

SALES

TRANSACTIONS

Code

SALES

What it is for

Sales — the Sales department

Departments

Which menus the user sees, and what they may do there. Post includes releasing and approving where the department has it.

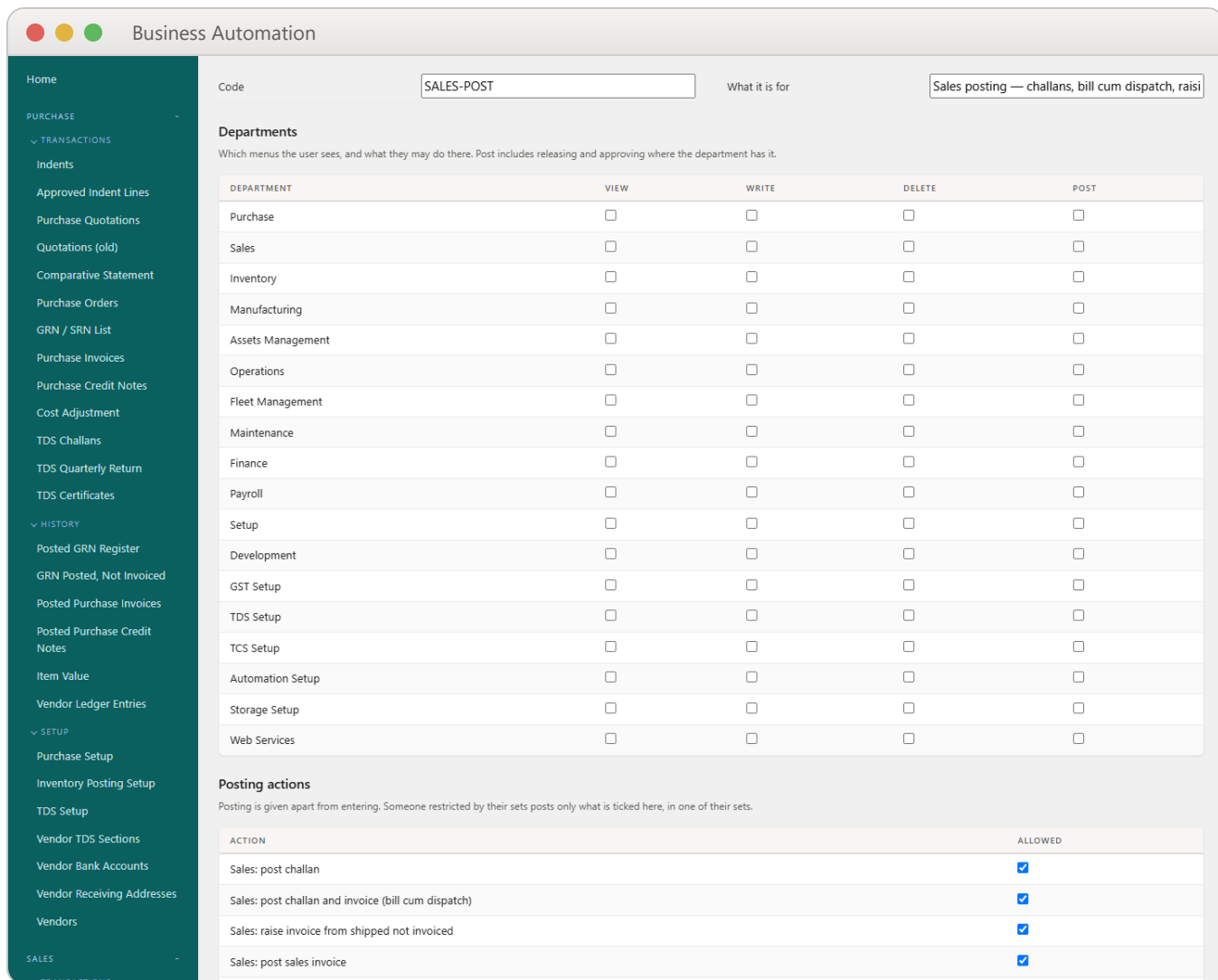
| DEPARTMENT        | VIEW                                | WRITE                               | DELETE                              | POST                                |
|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Purchase          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Sales             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Inventory         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Manufacturing     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Assets Management | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Operations        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Fleet Management  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Maintenance       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Finance           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Payroll           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Setup             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Development       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| GST Setup         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| TDS Setup         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| TCS Setup         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Automation Setup  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Storage Setup     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Web Services      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

Posting actions

Posting is given apart from entering. Someone restricted by their sets posts only what is ticked here, in one of their sets.

| ACTION                                              | ALLOWED                  |
|-----------------------------------------------------|--------------------------|
| Sales: post challan                                 | <input type="checkbox"/> |
| Sales: post challan and invoice (bill cum dispatch) | <input type="checkbox"/> |
| Sales: raise invoice from shipped not invoiced      | <input type="checkbox"/> |
| Sales: post sales invoice                           | <input type="checkbox"/> |

**Figure 9.17** The Departments grid: View, Write, Delete, Post



**Figure 9.18** Posting actions on the SALES-POST set

## Giving someone access: User Permissions

*Tick the sets a person needs and the companies they work in.*

**WHERE** Setup > User Permissions (/users/permissions)

- 1 Choose the **user**.
- 2 Tick the **sets** they need (for example STORE, or SALES with SALES-POST).
- 3 Tick the **companies** they work in, or **Every company**.
- 4 Press **Grant**. They see only the menus their sets open, in the companies ticked.

Business Automation

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP -
- > TRANSACTIONS
- > HISTORY
- < SETUP
- Number Series by Location
- Terms and Conditions
- Payment Terms
- Dimensions
- Cost Centre Records
- Cost Centre Analysis
- Cost Centre Cross-Tab
- Users
- User Setup
- Issue a Password
- User Permissions**
- Permission Sets
- Report Teams
- WhatsApp Templates
- Workflow Approvers
- Mail Setup
- Bank Verification Setup

COMPANY Demo Company Pvt Ltd

MANUALSHOT [API keys](#) [Sign out](#)

Home > Setup > User Permissions

## User permissions

What each user may do, and in which company · Demo Company Pvt Ltd

[Users](#)
[Issue a password](#)
[Permission sets](#)
[What permissions allow](#)
[Extra rights for one user](#)

| USER                       | PERMISSION SET                                          | COMPANY                                | CAN SIGN IN |                        |
|----------------------------|---------------------------------------------------------|----------------------------------------|-------------|------------------------|
| ADMIN System Administrator | SUPER Full access to everything                         | — every company —                      | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | ASSETS Assets — the Assets Management department        | Creative Software Consultancy Services | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | ASSETS Assets — the Assets Management department        | Demo BusNexa Pvt. Ltd.                 | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | ASSETS Assets — the Assets Management department        | Demo Company Pvt Ltd                   | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | FINANCE Accounts — the Finance department               | Creative Software Consultancy Services | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | FINANCE Accounts — the Finance department               | Demo BusNexa Pvt. Ltd.                 | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | FINANCE Accounts — the Finance department               | Demo Company Pvt Ltd                   | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | FLEET Fleet — the Fleet Management department           | Creative Software Consultancy Services | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | FLEET Fleet — the Fleet Management department           | Demo BusNexa Pvt. Ltd.                 | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | FLEET Fleet — the Fleet Management department           | Demo Company Pvt Ltd                   | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | MAINTENANCE Maintenance — the Maintenance department    | Creative Software Consultancy Services | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | MAINTENANCE Maintenance — the Maintenance department    | Demo BusNexa Pvt. Ltd.                 | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | MAINTENANCE Maintenance — the Maintenance department    | Demo Company Pvt Ltd                   | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | MANUFACTURING Production — the Manufacturing department | Creative Software Consultancy Services | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | MANUFACTURING Production — the Manufacturing department | Demo BusNexa Pvt. Ltd.                 | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | MANUFACTURING Production — the Manufacturing department | Demo Company Pvt Ltd                   | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | PURCHASE Buyer — the Purchase department                | Creative Software Consultancy Services | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | PURCHASE Buyer — the Purchase department                | Demo BusNexa Pvt. Ltd.                 | Yes         | <a href="#">Remove</a> |
| apurva Apurva              | PURCHASE Buyer — the Purchase department                | Demo Company Pvt Ltd                   | Yes         | <a href="#">Remove</a> |

Give a user permission sets, company by company

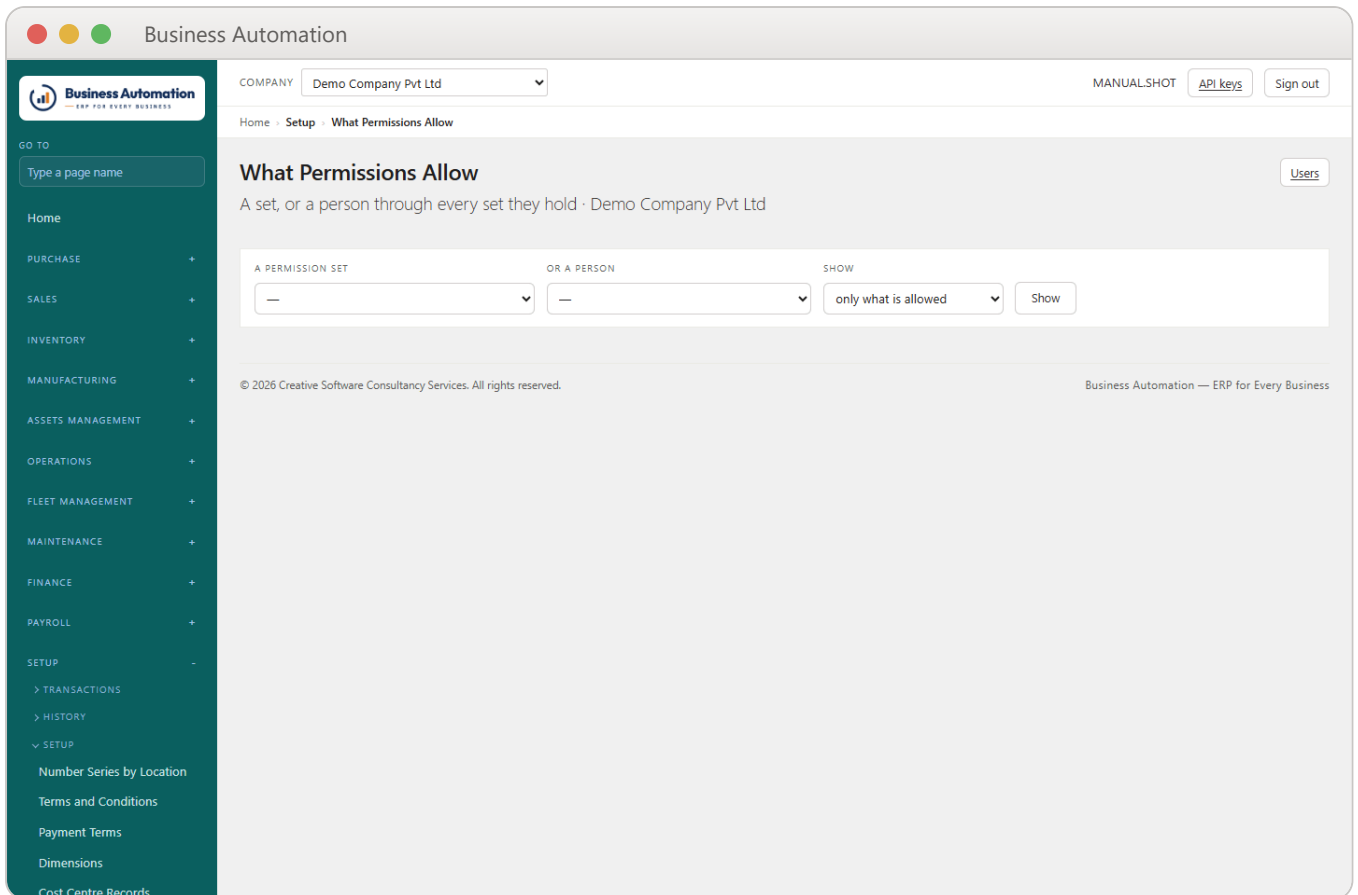
Tick one or more sets — the departments the user works in — and the companies they work in. Every company covers companies made later too. A set given in one company opens nothing in another. [See or change what each set opens](#)

User

**Figure 9.19** User permissions: sets and companies



**Tip. What Permissions Allow** (/permissions/matrix) shows every table and page with ticks for read, insert, modify, delete and run for a set or a person, and which set gave each.



**Figure 9.20** What permissions allow

## Approvals: workflow approvers

*Who signs for this person, and who signs for this budget.*

**WHERE** Setup > Workflow Approvers (/workflow/approvers)

- 1 Add a rule: the document kind, the user (blank = everyone), cost centre, level, approver, title and **From amount**.
- 2 An exact rule wins; a rule with a blank key is the fallback.
- 3 Add no second-level rule and one signature is the whole approval.
- 4 Click a rule's document in the list to change it.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

Home > Setup > Workflow Approvers

### Approvers

Who signs for what, and in which order · Demo Company Pvt Ltd

**All** Indent Sales Price Purchase Price Comparative Statement Maintenance Payment Approval Misc Expense Goods Receipt Purchase Invoice Purchase Order Sales Order

General Journal Production Bom Routing Sales Quote Sales Invoice

| DOCUMENT              | LEVEL | FROM AMOUNT | MATCHES ON  | KEY        | APPROVER                     | SIGNS AS                               | FINAL |                        |
|-----------------------|-------|-------------|-------------|------------|------------------------------|----------------------------------------|-------|------------------------|
| Indent                | 1     | any         | Sender      | — anyone — | System Administrator (ADMIN) | System Administrator, Admin            |       | <a href="#">Remove</a> |
| Indent                | 1     | any         | Sender      | ADMIN      | System Administrator (ADMIN) | System Administrator, Admin            |       | <a href="#">Remove</a> |
| Indent                | 2     | any         | Cost centre | — anyone — | System Administrator (ADMIN) | System Administrator, Director         | Yes   | <a href="#">Remove</a> |
| Indent                | 2     | any         | Cost centre | PROD       | System Administrator (ADMIN) | System Administrator, Director         | Yes   | <a href="#">Remove</a> |
| Comparative Statement | 1     | any         | Sender      | — anyone — | System Administrator (ADMIN) | System Administrator                   |       | <a href="#">Remove</a> |
| Maintenance           | 1     | any         | Cost centre | — anyone — | System Administrator (ADMIN) | System Administrator, Maintenance Head | Yes   | <a href="#">Remove</a> |
| Payment Approval      | 1     | any         | Sender      | — anyone — | System Administrator (ADMIN) | System Administrator                   |       | <a href="#">Remove</a> |
| Payment Approval      | 2     | any         | Sender      | — anyone — | Santosh Kumar (santosh)      | Santosh Kumar                          | Yes   | <a href="#">Remove</a> |
| Purchase Invoice      | 1     | any         | Cost centre | — anyone — | System Administrator (ADMIN) | System Administrator, Accounts Head    | Yes   | <a href="#">Remove</a> |
| Purchase Order        | 1     | 1           | Sender      | — anyone — | System Administrator (ADMIN) | System Administrator                   | Yes   | <a href="#">Remove</a> |

#### Add or change a rule

DOCUMENT: Indent LEVEL: 1 MATCHES ON: Who sent it KEY: blank = anyone APPROVER: type to search SIGNS AS: their full name

TITLE: Purchase Head FROM AMOUNT: 0 FINAL AUTHORITY: No

[Save rule](#)

**HOW ROUTING IS DECIDED**  
 Two different questions get asked at two different moments. **Who sent it** finds the sender's own manager, and is asked the instant a document leaves their hands.  
**Which cost centre** finds whoever owns that budget, and is asked once the spend is known. An indent uses the first at level 1 and the second at level 2.

**Figure 9.21** Workflow approvers

**Note.** Adding a rule for **PurchaseOrder**, **SalesOrder** or **GeneralJournal** switches approval on for that kind.

## Theme, home page and role centres

*The look of each company, and what each person lands on.*

**WHERE** Setup > Theme (/setup/theme) · Home Page (/setup/home) · Role Centres (/rolecenters)

**1 Theme:** choose a palette (Business Central, Midnight, Teal, Forest, Plum, Aubergine, Graphite), or your own hex colours, and the **Density**.

2

**Home Page:** the greeting, headline, picture, button, **Colour** and **Depth**. The card above the form is a live preview.

3

**Role Centres:** a set of links per job. Open one to choose the **figures on the strip**, or press **Suggest figures for this job**.

**Business Automation**

COMPANY: Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

**Theme Setup** [Sales Setup](#) [Purchase Setup](#)

How this company looks - Demo Company Pvt Ltd

**Palette**

- Business Central**: Fluent neutrals with the Dynamics blue. The default.
- Midnight**: The same blue on a near-black frame. Easier under workshop lighting.
- Teal**: Dynamics teal. Reads as a different company at a glance.
- Forest**: The original Business Automation green.
- Plum**: A quieter accent for a back-office company.
- Aubergine**: Deep purple, frame and accent alike. The boldest of them.
- Graphite**: Neutral throughout. Nothing competes with the numbers.

**Your own colours**

Leave these blank to use the palette above. Filling one in overrides it — useful when a group wants each company in its own colour.

ACCENT:  ...OR TYPE IT:  SIDEBAR:  ...OR TYPE IT:  USE THESE:

**Density**

ROWS AND SPACING:

[Save](#)

Last changed by ADMIN on 05-09-2026 18:22

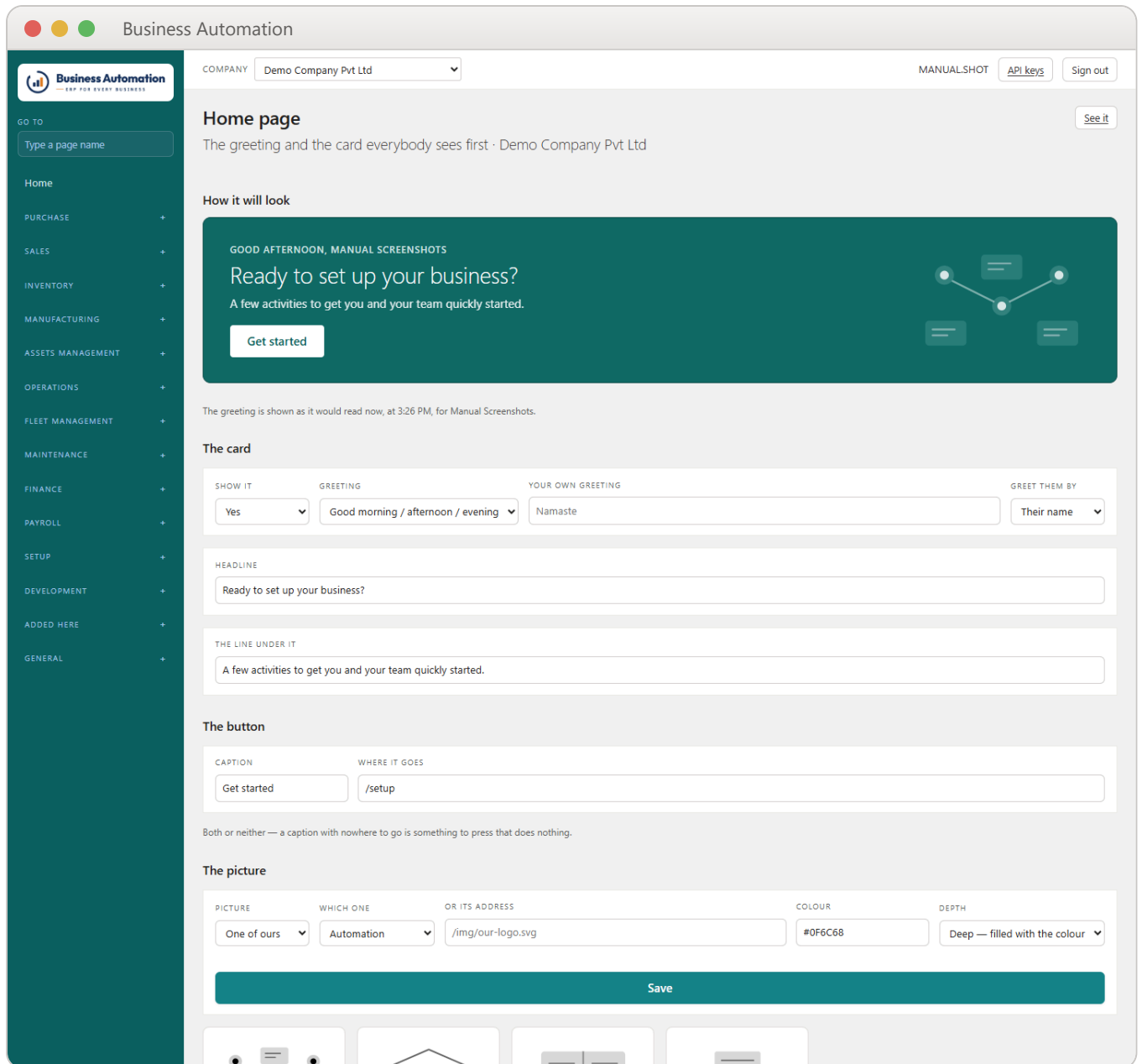
**What it looks like**

This page is already using the saved theme — the tiles, buttons and table below are the real thing.

A NUMBER: **1,24,500.00** ANOTHER: **18** A STATE: **Approved**

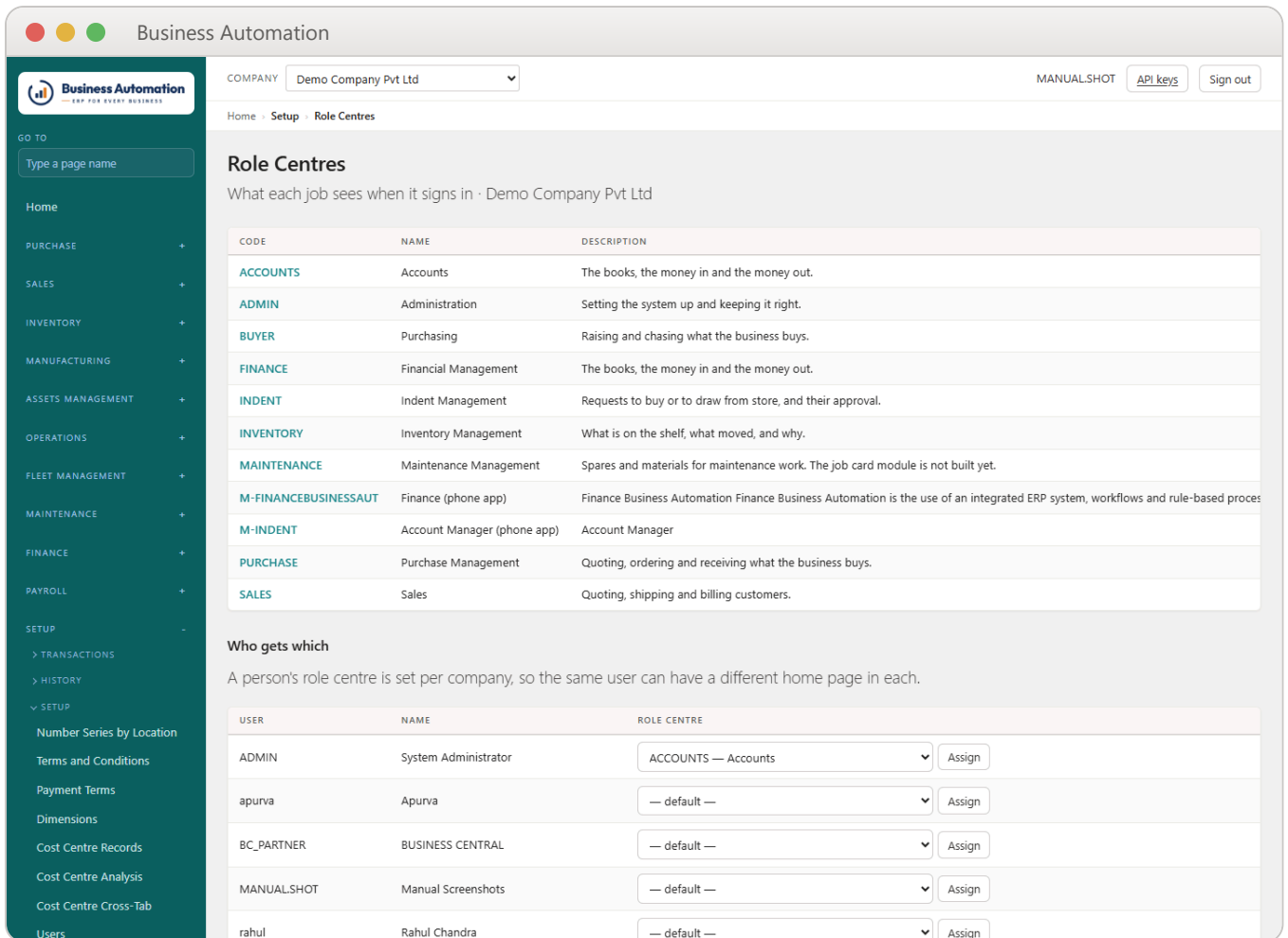
| DOCUMENT | PARTY          | AMOUNT      | STAGE                     |
|----------|----------------|-------------|---------------------------|
| PO00001  | A vendor       | 24,500.00   | <a href="#">Approved</a>  |
| PO00002  | Another vendor | 1,00,000.00 | <a href="#">Open</a>      |
| PO00003  | A third        | 3,200.00    | <a href="#">Sent back</a> |

**Figure 9.22** Theme



**Figure 9.23** Home page setup with live preview





**Figure 9.24** Role centres

## Mail, outbox and digital signatures

Send e-mail from the application and sign documents with your DSC.

### WHERE

Setup > Mail Setup (/setup/mail) · Outbox (/outbox) · Digital Signature Setup (/setup/digital-signature)

1

In **Mail Setup**, enter the SMTP server, port (587 with Use SSL, or 465), user (the full mailbox address) and password (tick **Replace the saved password with this**). Set the **Public address of this application**.

2

Press **Check login**, then **Send a test e-mail**.

3

The **Outbox** shows what was queued, sent and failed.

4

In **Digital Signature Setup**, choose the provider (Webtel, JSON API or **My DSC on this computer**), the certificate, tick what is signed and set **Enabled** to Yes.



GO TO

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP -
- > TRANSACTIONS
- > HISTORY
- ✓ SETUP
- Number Series by Location
- Terms and Conditions
- Payment Terms
- Dimensions
- Cost Centre Records
- Cost Centre Analysis
- Cost Centre Cross-Tab
- Users
- User Setup
- Issue a Password
- User Permissions
- Permission Sets
- Report Teams
- WhatsApp Templates
- Workflow Approvers
- Mail Setup**
- Bank Verification Setup

Business Automation

COMPANY Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

Home > Setup > Mail Setup

## Mail Setup

How this company sends approval requests and notifications · Demo Company Pvt Ltd [Outbox](#)

SENDING METHOD

FROM ADDRESS

FROM NAME

SMTP — send through a mail server

info@cscsindia.com

CSCS

### SMTP server

Only used when the sending method is SMTP.

HOST

PORT

ENCRYPTION

USER

PASSWORD

mail.cscsindia.com

587

On (587 STARTTLS, or 465)

info@cscsindia.com

saved — hidden

☐ Replace the saved password with this

### Pickup folder

Only used when the sending method is Pickup folder. Each message is written there as a **.eml** file, which is how a mail relay on the same machine is normally fed — and it lets the whole queue be proved without a mail server.

FOLDER

C:\BusinessAutomation\Mail

### Reminders

REMINDE AN APPROVER AFTER

0

Days a request may wait unsigned before whoever it went to is reminded — and again every that many days while it waits. 0 sends no reminders.

### Other channels

WHATSAPP

WHATSAPP THROUGH

SMS

Off

Meta Cloud API, directly

On

Save

### WhatsApp connection

API ADDRESS

PHONE NUMBER ID (META)

BUSINESS ACCOUNT ID (META)

SENDING NUMBER

Meta: blank for https://graph.facebook.com/v21.0 · provider: its send-message URL

+91...

Figure 9.25 Mail setup

**Business Automation**  
ERP FOR EVERY BUSINESS

COMPANY Demo Company Pvt Ltd

MANUAL SHOT [API keys](#) [Sign out](#)

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP +
- DEVELOPMENT +
- ADDED HERE +
- GENERAL +

## Outbox

Every message the system has queued · Demo Company Pvt Ltd

0 PENDING 28 SENT 24 FAILED 0 CANCELLED

All Pending Sent Failed Cancelled

| NO. | QUEUED           | CHANNEL  | TO                    | SUBJECT                                            | DOCUMENT                              | STATUS | TRIES |
|-----|------------------|----------|-----------------------|----------------------------------------------------|---------------------------------------|--------|-------|
| 70  | 02-10-2026 14:37 | Email    | admin@cscs.local      | Indent IND00018 approved                           | <a href="#">Indent IND00018</a>       | Sent   | 1     |
| 69  | 02-10-2026 14:37 | Email    | admin@cscs.local      | Final approval needed: indent IND00018 (50,000.00) | <a href="#">Indent IND00018</a>       | Sent   | 1     |
| 66  | 02-10-2026 01:29 | Email    | yard@example.com      | Fleet papers: 1 lapsed, 0 running out              | <a href="#">Resource MH31-BB-2001</a> | Sent   | 1     |
| 65  | 01-10-2026 11:49 | Email    | yard@example.com      | Fleet papers: 1 lapsed, 0 running out              | <a href="#">Resource MH31-AA-1002</a> | Failed | 5     |
| 61  | 26-09-2026 23:43 | Email    | santosh@cscsindia.com | PO00024 — Demo Company Pvt Ltd                     | <a href="#">Report PO00024</a>        | Sent   | 1     |
| 60  | 26-09-2026 23:43 | Email    | santosh@cscsindia.com | [Copy] PO00024 — Demo Company Pvt Ltd              | <a href="#">Document PO00024</a>      | Sent   | 1     |
| 59  | 26-09-2026 22:48 | Email    | santosh@cscsindia.com | PO00024 — Demo Company Pvt Ltd                     | <a href="#">Report PO00024</a>        | Sent   | 1     |
| 58  | 26-09-2026 22:48 | Email    | santosh@cscsindia.com | [Copy] PO00024 — Demo Company Pvt Ltd              | <a href="#">Document PO00024</a>      | Sent   | 1     |
| 57  | 26-09-2026 22:45 | Email    | santosh@cscsindia.com | [Copy] PO00024 — Demo Company Pvt Ltd              | <a href="#">Document PO00024</a>      | Sent   | 1     |
| 56  | 26-09-2026 22:45 | Email    | santosh@cscsindia.com | PO00024 — Demo Company Pvt Ltd                     | <a href="#">Report PO00024</a>        | Sent   | 1     |
| 55  | 26-09-2026 22:45 | Email    | santosh@cscsindia.com | [Copy] PO00024 — Demo Company Pvt Ltd              | <a href="#">Document PO00024</a>      | Sent   | 1     |
| 54  | 26-09-2026 22:16 | Email    | admin@cscs.local      | Stock Movement — Demo Company Pvt Ltd              | <a href="#">Report Stock Movement</a> | Sent   | 1     |
| 53  | 26-09-2026 22:16 | Email    | santosh@cscsindia.com | Stock Movement — Demo Company Pvt Ltd              | <a href="#">Report Stock Movement</a> | Sent   | 1     |
| 52  | 26-09-2026 22:15 | Email    | santosh@cscsindia.com | Test from Business Automation                      | <a href="#">MailTest</a>              | Sent   | 1     |
| 51  | 26-09-2026 21:52 | Email    | santosh@cscsindia.com | Test from Business Automation                      | <a href="#">MailTest</a>              | Failed | 1     |
| 50  | 26-09-2026 19:44 | WhatsApp | 9771417024            | WhatsApp test                                      | <a href="#">WhatsAppTest</a>          | Failed | 1     |
| 49  | 26-09-2026 19:38 | Email    | santosh@cscsindia.com | Test from Business Automation                      | <a href="#">MailTest</a>              | Failed | 3     |

**Figure 9.26** The outbox

Business Automation

COMPANY Demo Company Pvt Ltd

MANUAL SHOT API keys Sign out

Home > Setup > Digital Signature Setup

### Digital Signature Setup

Documents signed by the provider, the signed PDF attached to the document · Demo Company Pvt Ltd

Status: enabled — CertificateOnThisComputer

#### Provider

|         |                                             |                                 |
|---------|---------------------------------------------|---------------------------------|
| ENABLED | PROVIDER                                    | SIGNING ADDRESS                 |
| Yes     | My DSC on this computer (USB token or inst) | the provider's full signing URL |

#### My DSC on this computer

|                    |                   |                    |
|--------------------|-------------------|--------------------|
| USER NAME (WEBTEL) | PASSWORD (WEBTEL) | API KEY (JSON API) |
|                    | not set           | not set            |

#### My DSC on this computer

|                                   |
|-----------------------------------|
| CERTIFICATE TO SIGN WITH          |
| 3388B8D339529DA42E82DD243F2315B5E |

#### The signature

|                                        |               |                        |
|----------------------------------------|---------------|------------------------|
| AUTHORISED SIGNATORY                   | SIGNER'S NAME | SIGN AGAINST THE WORDS |
| Creative Software Consultancy Services | Santosh Kumar | Santosh Kumar          |

|               |                  |                 |                                   |           |                    |
|---------------|------------------|-----------------|-----------------------------------|-----------|--------------------|
| FIND LOCATION | PAGE (-1 = LAST) | LEAVE OUT PAGES | SIGN ONLY THE PAGE WITH THE WORDS | FONT SIZE | ADJUST COORDINATES |
| 0             | -1               |                 | 1                                 | 10        | 0                  |

|          |             |           |              |
|----------|-------------|-----------|--------------|
| TOP LEFT | BOTTOM LEFT | TOP RIGHT | BOTTOM RIGHT |
| 0        | 0           | 0         | 2            |

#### What is signed

BROWSER THAT MAKES THE PDF (BLANK = EDGE OR CHROME, FOUND)

☒ POSTED SALES INVOICES ☒ POSTED SALES CREDIT MEMOS ☒ PURCHASE ORDERS (RELEASED) ☐ PURCHASE QUOTATIONS (RFQ)

Save

HOW IT WORKS

**Sign**, on the Digital Signatures page, makes the document's PDF — a purchase order from its report layout, a sales invoice or credit memo from its print view —

Figure 9.27 Digital signature setup

## Currencies

Other currencies and their dated rates.

**WHERE** Setup > Currencies (/setup/currencies)

1 Add the currency: code, description, symbol and the exchange gain and loss accounts.

2 Add **rates** date by date. For a new rate, add a row — do not change the old one.

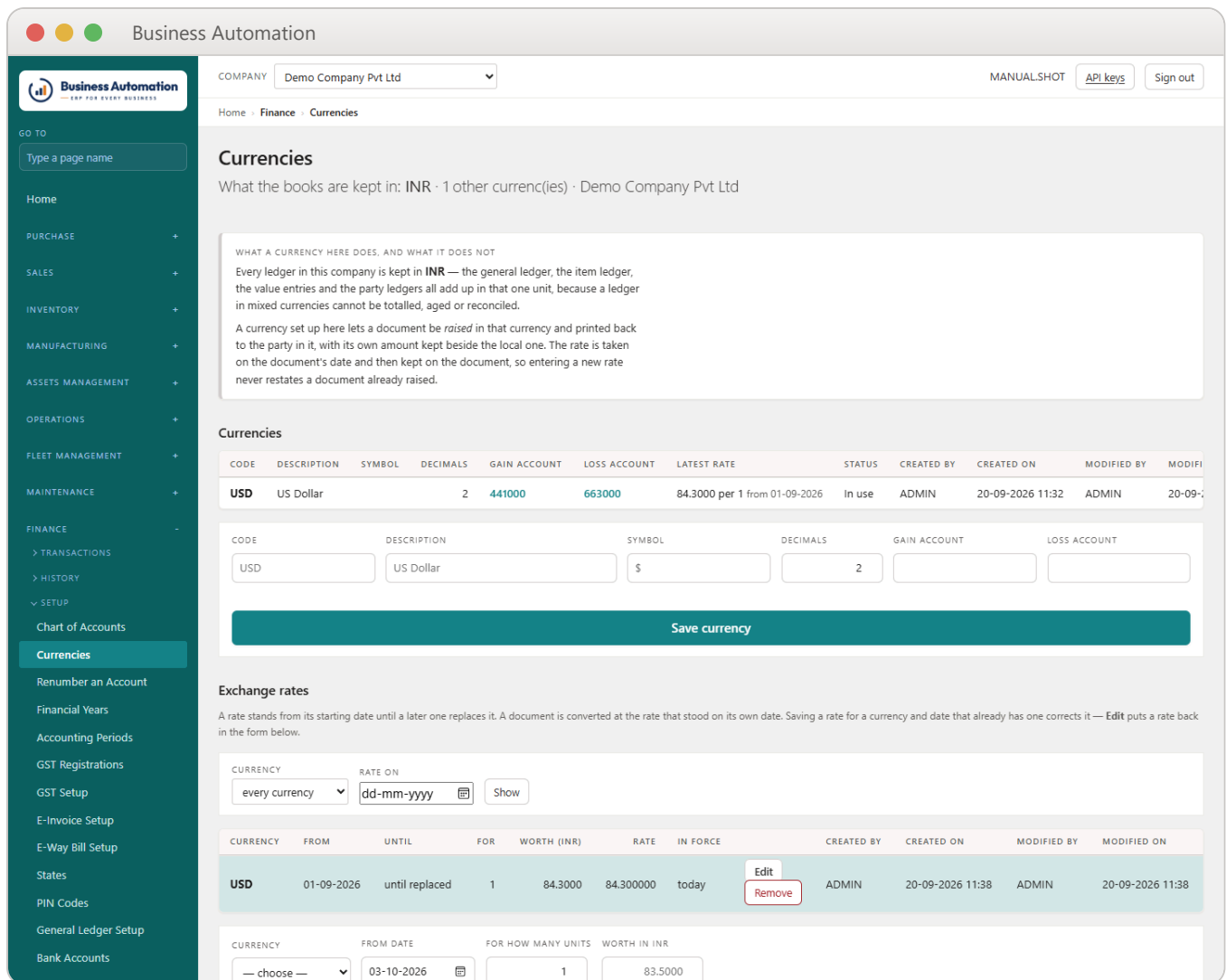


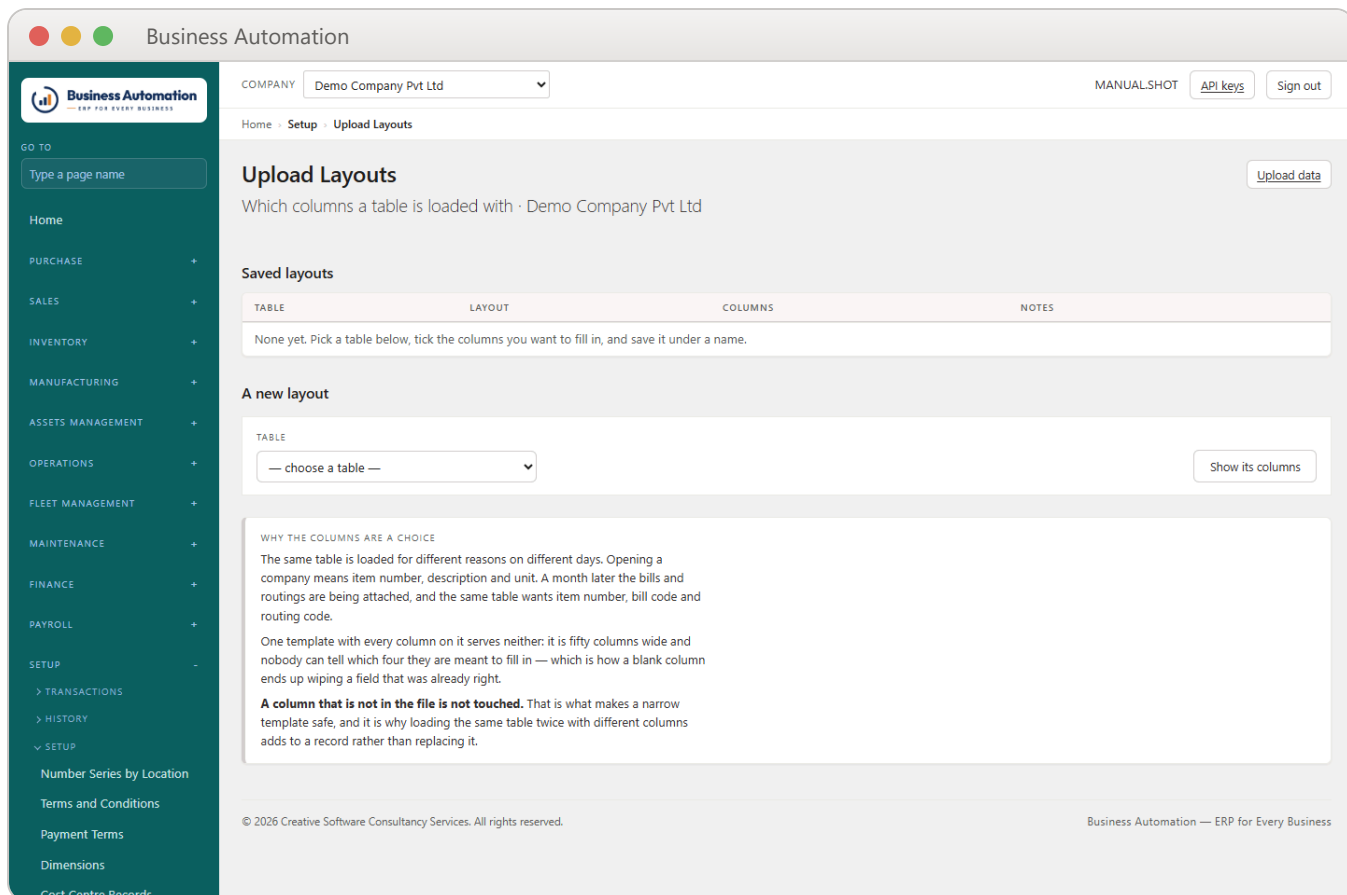
Figure 9.28 Currencies and exchange rates

## Bringing data in

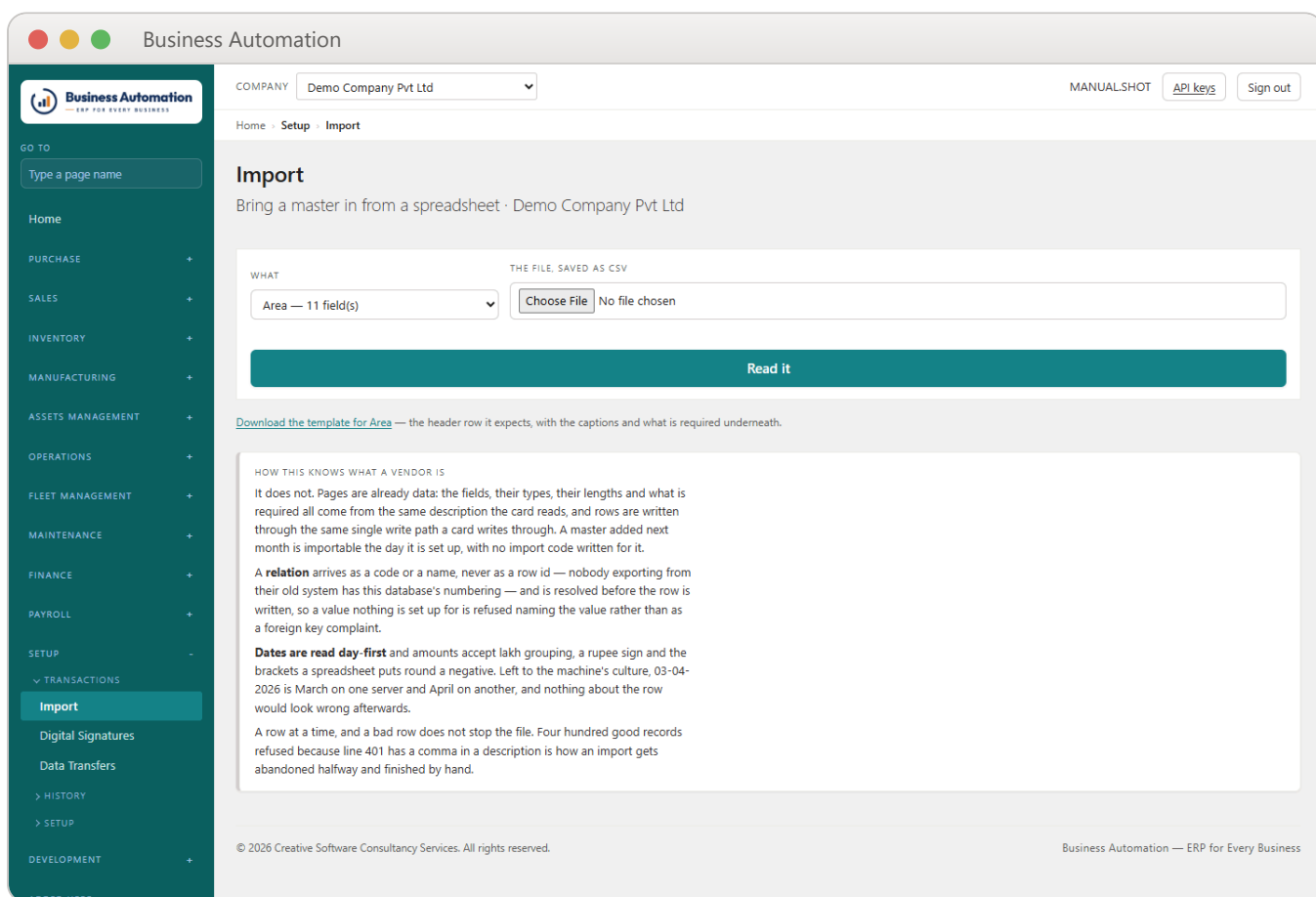
*Load masters from a spreadsheet, checked by the same rules as the card.*

**WHERE** Setup > Upload Layouts (/import/layouts) · Import (/import)

- 1 On **Upload Layouts**, choose a table, tick its columns, save it under a name and download the template.
- 2 Fill the template.
- 3 On **Import**, read the file. A bad row does not stop the file — you get the rows that went in and the reasons for the rest.



**Figure 9.29** Upload layouts



**Figure 9.30** Import



**Tip.** A column not in the file is not touched — so loading the same table twice, for different columns, is safe.

## Audit trail, web services and the wizards

*Who changed what; Excel and Power BI feeds; your own tables and phone apps.*

### WHERE

Setup › Audit Trail Setup · Web Services · Development › Table Wizard · Mobile App Wizard

1

**Audit Trail Setup:** tick **Audit trail activated** and **Save**. Choose No, Some Fields or All Fields per table. **Audit Trail Entries** shows old and new values.

2

**Web Services: Publish all list pages**, copy a service's address, and in Excel use *Data › Get Data › From OData Feed* with **Basic** sign-in — your user name and an **API key** as the password.

3

**Table Wizard:** name the table, add fields, check, done.

4

**Mobile App Wizard:** name, operations (tiles), role-centre figures, people, then scan the QR code to install the app on a phone.

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP -
  - > TRANSACTIONS
  - > HISTORY
  - > SETUP
    - Number Series by Location
    - Terms and Conditions
    - Payment Terms
    - Dimensions
    - Cost Centre Records
    - Cost Centre Analysis
    - Cost Centre Cross-Tab
    - Users
    - User Setup
    - Issue a Password
    - User Permissions
    - Permission Sets
    - Report Teams
    - WhatsApp Templates

COMPANY

Demo Company Pvt Ltd

MANUALSHOT

API keys

Sign out

Home > Setup > Audit Trail Setup

Audit Trail Setup

Which changes are recorded — who changed what, when, before and after · Demo Company Pvt Ltd

Audit Trail Entries

☒ AUDIT TRAIL ACTIVATED

Changes to the tables below are being recorded.

Save

| TABLE                                                   | LOG INSERTION | LOG MODIFICATION | LOG DELETION |        | CREATED BY | CREATED ON       | MOD |
|---------------------------------------------------------|---------------|------------------|--------------|--------|------------|------------------|-----|
| <b>Accounting Period</b> AccountingPeriod               | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Account Renumbering</b> AccountRenumbering           | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Api Key</b> ApiKey                                   | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Area</b> Area                                        | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Area Permission</b> AreaPermission                   | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Arrears Entry</b> ArrearsEntry                       | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Assessee Code</b> AssesseeCode                       | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Asset Claim</b> AssetClaim                           | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Asset Cover</b> AssetCover                           | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Asset Verification</b> AssetVerification             | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Asset Verification Line</b> AssetVerificationLine    | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Attachment</b> Attachment                            | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Attachment Storage Setup</b> AttachmentStorageSetup  | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Attendance Line</b> AttendanceLine                   | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Bank Account</b> BankAccount                         | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Bank Account Ledger Entry</b> BankAccountLedgerEntry | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |
| <b>Bank Reconciliation</b> BankReconciliation           | All Fields    | All Fields       | All Fields   | Remove | ADMIN      | 03-10-2026 10:58 |     |

Figure 9.31 Audit trail setup



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MANUALSHOT [API keys](#) [Sign out](#)

Home > Setup > Web Services

GO TO

Type a page name

- Home
- PURCHASE +
- SALES +
- INVENTORY +
- MANUFACTURING +
- ASSETS MANAGEMENT +
- OPERATIONS +
- FLEET MANAGEMENT +
- MAINTENANCE +
- FINANCE +
- PAYROLL +
- SETUP -
  - > TRANSACTIONS
  - > HISTORY
  - ▼ SETUP
    - Number Series by Location
    - Terms and Conditions
    - Payment Terms
    - Dimensions
    - Cost Centre Records
    - Cost Centre Analysis
    - Cost Centre Cross-Tab

## Web Services

List pages published as OData V4 feeds for Excel and Power BI · Demo Company Pvt Ltd (DEMO)

[API keys](#) [Publish all list pages](#)

SERVICE NAME

LIST PAGE

DESCRIPTION

Vendors

— choose —

Publish

| SERVICE NAME | PAGE                    | TABLE                 | PUBLISHED   | ODATA V4 URL                                                                                                |      | DESCRIPTION         |
|--------------|-------------------------|-----------------------|-------------|-------------------------------------------------------------------------------------------------------------|------|---------------------|
| CustLedgre   | Customer Ledger Entries | Customer Ledger Entry | ✓ published | <a href="http://localhost:5231/odata/v4/DEMO/CustLedgre">http://localhost:5231/odata/v4/DEMO/CustLedgre</a> | Copy | customerledger view |

Unpublis

Delete

USING IT IN EXCEL OR POWER BI

**Excel:** Data > Get Data > From Other Sources > From OData Feed. **Power BI:** Get data > OData feed. Paste <http://localhost:5231/odata/v4/DEMO/> for every service you may read, or one service's URL.

Sign in with **Basic:** user name **MANUAL.SHOT**, password **an API key** made under [API keys](#) for this company — never your login password.

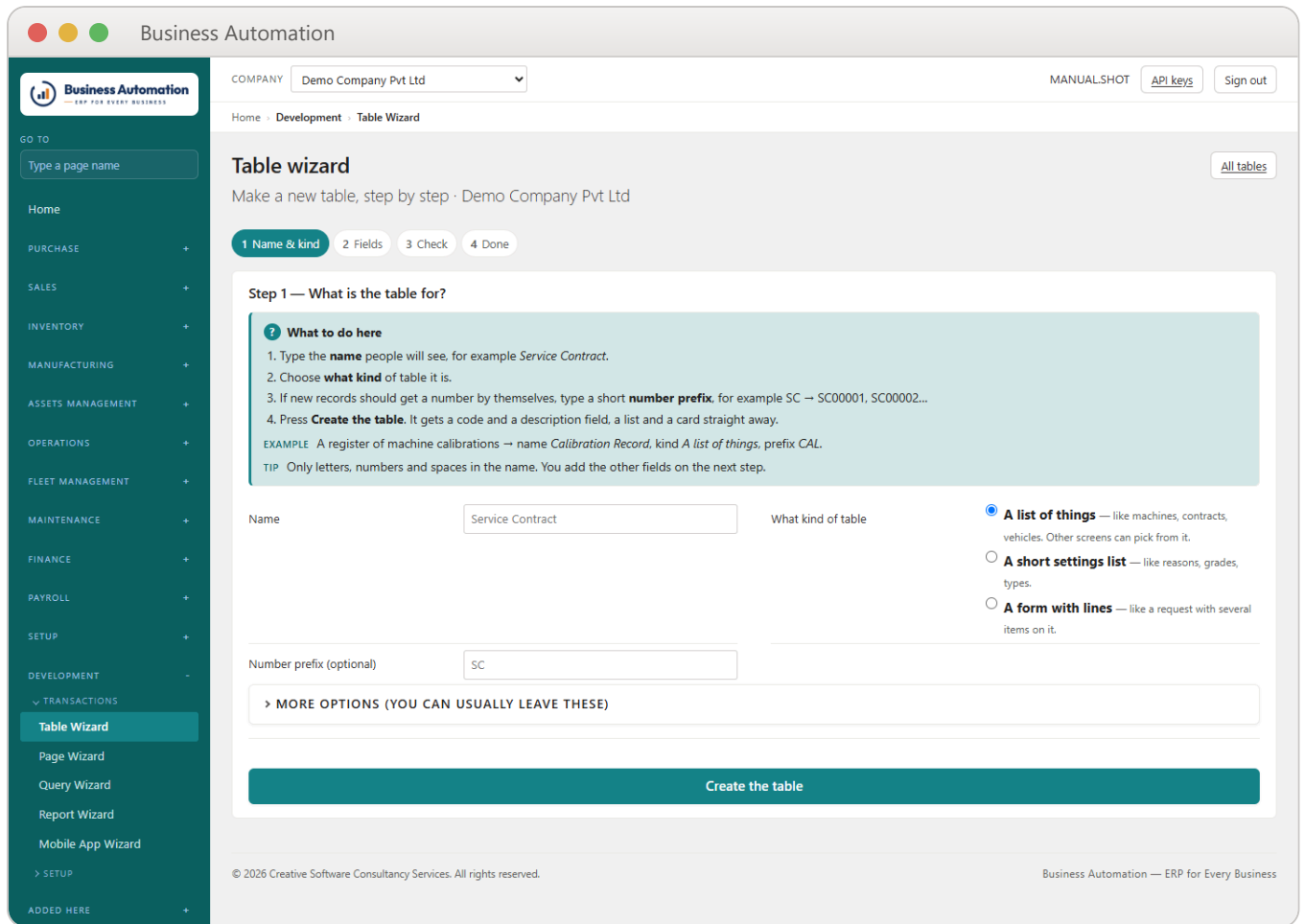
Filters in the address: `?$filter=City eq 'Nagpur' and Balance gt 0, contains(Name, 'steel'), $orderby=PostingDate desc, $select=No, Name, $top=100`. Rows come 1,000 at a time; Excel and Power BI fetch the rest themselves.

Read-only. Every read runs as the key's user, in the key's company, through that user's permission sets: a user who may not read a table gets nothing from its service. Passwords, secrets, tokens and key hashes are never in a feed, and users, sign-ins and API keys are never published.

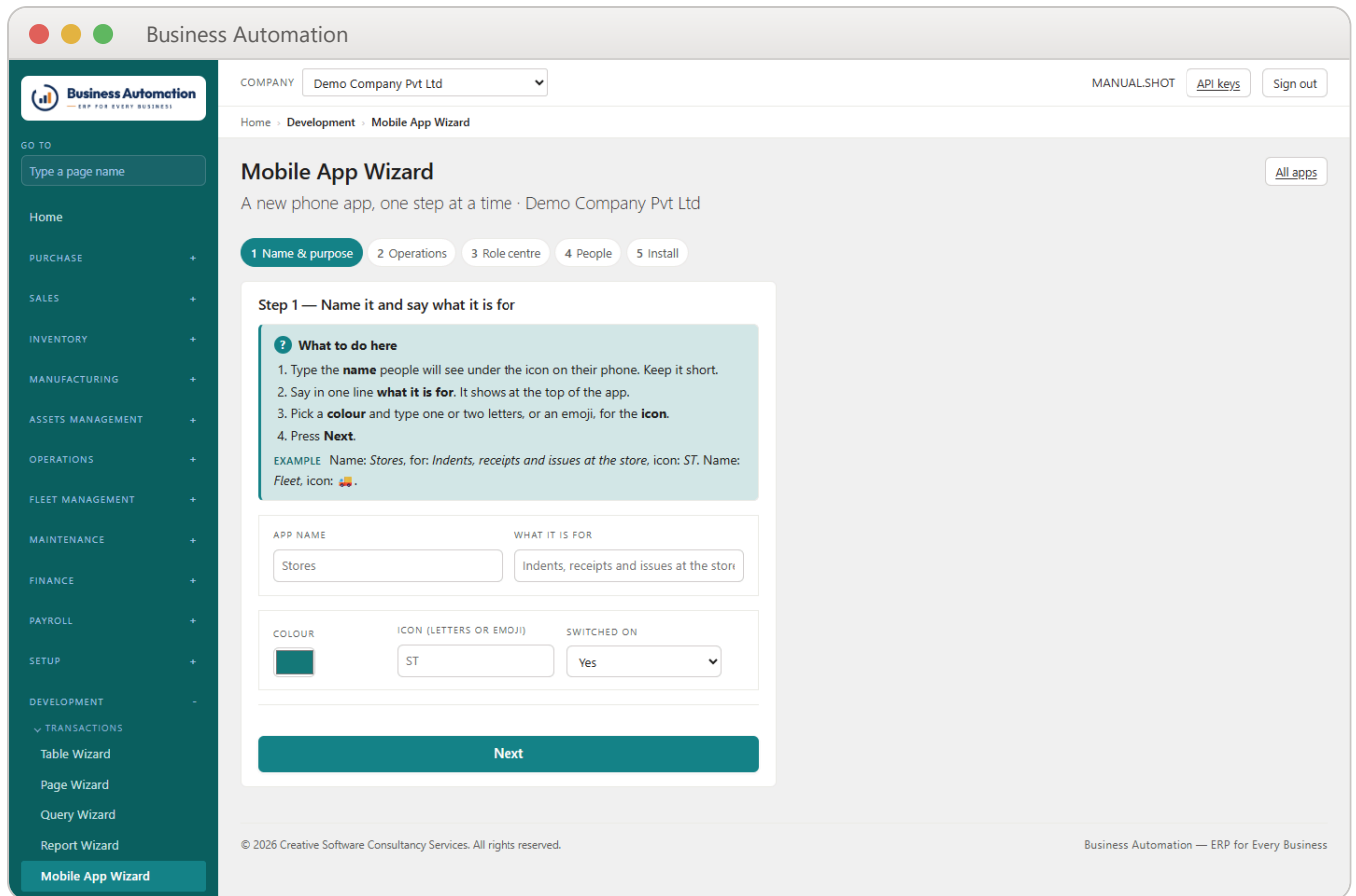
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**Figure 9.32** Web services (OData feeds)



**Figure 9.33** The table wizard



**Figure 9.34** The mobile app wizard

## The licence

*Who it is issued to, when it expires, and what your plan includes.*

**WHERE** Setup > Licence (/licence)

- 1 Open **Licence** to see the plan (Starter, SME, Business, Professional or Enterprise) and every feature ticked against it.
- 2 To renew or upgrade, paste the licence file CSCS sends and install it. The menus open with your data already in them.

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MANUALSHOT [API keys](#) [Sign out](#)

Home > Setup > Licence

## Licence

What this installation is licensed for · Demo Company Pvt Ltd

STATUS

✓ Licensed

COMPANIES

3 / 3

USERS

6 / 25

ENDS ON

31-03-2027

WHAT THIS LICENCE SAYS

|              |                                    |        |                            |
|--------------|------------------------------------|--------|----------------------------|
| LICENSED TO  | Metro Infra Projects Pvt Ltd       | GSTIN  | 27ABCDE1234F1Z5            |
| LICENCE NO.  | BA-202609-5184                     | ISSUED | 05-09-2026                 |
| RUNS FROM    | 05-09-2026                         | UNTIL  | 31-03-2027 + 30 days grace |
| COMPANIES    | 3                                  | USERS  | 25                         |
| PLAN         | The whole product.                 |        |                            |
| NOTES        | Annual subscription, order SO-4471 |        |                            |
| INSTALLED BY | ADMIN, 05-09-2026 15:44            |        |                            |

Install a licence

Paste the file CSCS sent you. It is checked before it replaces what is here, so a wrong file cannot take a working installation down.

LICENCE FILE

BA1.eyJ3aW91bm91SWQ1Q1J...

Install it

HOW THE LIMITS ARE COUNTED

**Companies** are the ones not blocked. Blocking a company you no longer trade through frees its place, and its data stays where it is.

**Users** are the ones enabled. Somebody who has left should be disabled rather than deleted — their name stays on everything they posted, which is the point of a ledger, and their place comes back.

A licence that has run out keeps working through its grace period, then stops letting ordinary users in. A super user is always let in, because the screen for installing a renewal is this one.

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**Figure 9.35** The licence and plan

**Note.** A super user can still sign in after expiry — the page for installing the renewal is inside the product.

# Where do I find...

Quick reference: the job, and where it is done.

| I want to...                        | Go to                                                          |
|-------------------------------------|----------------------------------------------------------------|
| Raise an indent                     | Purchase › Indents › New                                       |
| Send enquiries to suppliers         | Purchase › Purchase Quotations › Suggest / Generate            |
| Compare quotations and make orders  | Purchase › Comparative Statement                               |
| Release and e-mail a purchase order | Purchase › Purchase Orders › open › Release › E-mail to vendor |
| Receive goods (GRN)                 | Purchase › GRN / SRN List › New from order                     |
| Raise a purchase invoice            | Purchase › GRN Posted, Not Invoiced                            |
| Issue material to a job             | Inventory › Approved Indents                                   |
| Move stock between stores           | Inventory › Stock Transfer                                     |
| Count the store                     | Inventory › Physical Count                                     |
| See stock by store or bin           | Inventory › Stock on Hand › By bin                             |
| Give an item a default bin          | Item card › Bins (bottom)                                      |
| Add a customer delivery address     | Customer card › Ship-to addresses (bottom)                     |
| Add a vendor branch address         | Vendor card › Receiving addresses (bottom)                     |
| Enter and release a sales order     | Sales › Sales Orders › New › Release                           |
| Dispatch goods / post challan       | Sales › Bill cum Dispatch                                      |
| Invoice several challans together   | Sales › Sales Invoices › New invoice › Get shipment lines      |
| Print a tax invoice                 | Sales › Posted Sales Invoices › Print                          |
| Raise an e-way bill                 | Finance › E-Way Bills                                          |
| Record money received               | Finance › Receipts (money in)                                  |
| Pay suppliers                       | Finance › Payment Approvals                                    |
| Post a journal                      | Finance › General Journal                                      |

| I want to...                         | Go to                                                |
|--------------------------------------|------------------------------------------------------|
| Reconcile the bank                   | Finance › Bank Reconciliation                        |
| File GST returns                     | Finance › GSTR-1 / GSTR-3B / GSTR-2B Reconciliation  |
| Close a month                        | Finance › Accounting Periods                         |
| Run the payroll                      | Payroll › Payroll › New run                          |
| Mark attendance                      | Payroll › Muster Roll                                |
| Record a fuel fill                   | Fleet Management › Fuel Issues                       |
| Open a job card                      | Maintenance › Job Cards                              |
| Follow a tyre or battery             | Fleet › Tyre & Battery Register                      |
| See the company on one page          | Finance › Dashboard                                  |
| Trial balance, P&L, balance sheet    | Finance › Reports                                    |
| Add a user                           | Setup › Users, then User Setup                       |
| Give a user access                   | Setup › User Permissions                             |
| Let someone reverse posted invoices  | Setup › User Setup › May Reverse ... ticks           |
| Let someone post challans / invoices | Setup › Permission Sets › SALES-POST / PURCHASE-POST |
| Change number series                 | Setup › Number Series                                |
| Change the colours                   | Setup › Theme                                        |

# Glossary

The words this manual and the screens use.

## Posting

The moment a document becomes part of the accounts. Before posting it is a draft; after, it cannot be edited or deleted — only reversed or credited.

## Release

Locking a document's header because the other side has been told — the vendor has the order, the customer has been promised the goods.

## Indent

An internal request for material, to be bought or issued from stock, approved by your manager and the cost-centre owner.

## RFQ / Enquiry

A request for quotation sent to one vendor. One per vendor, so nobody sees who else was asked.

## Comparative statement

Every quotation for an indent side by side, with the landed cost (goods + freight + insurance) of each vendor.

## GRN

Goods Receipt Note: what the store counted in against a purchase order. Posting it raises stock and Goods Received Not Invoiced.

## SRN

Service Receipt Note: a receipt with no stock line, for services.

## Challan

The delivery challan (sales shipment) that goes with the goods. Posting it takes stock out and books the cost of sale.

## Bill cum Dispatch

Posting the challan and the tax invoice together in one step.

## Ledger

The list of entries for one account, party, bank, item or employee. Every balance on screen is the sum of its ledger.

## Control account

The G/L account a sub-ledger (customers, vendors, banks, employees) adds up to. The balances pages prove the two agree.

## Register

One posting run — who posted it, when, and the entries it wrote. The unit of reversal.

## Voucher

The printable sheet of a posting: accounts debited and credited, amount in words, and signature lines.

## Cost centre

One of three analysis codes (Cost centre 01, 02, 03) on every document — project, department, vertical — that let you ask what something cost.

## Place of supply

The state the goods or services are delivered to. It decides whether GST is CGST + SGST (same state) or IGST (another state).

### **GSTIN**

The 15-character GST registration number. Its first two digits are the state code; characters 3 to 12 are the PAN.

---

### **HSN / SAC**

The tax classification code of goods (HSN) or services (SAC), which sets the GST rate.

---

### **TDS / TCS**

Tax deducted at source (on payments to vendors and salaries) and tax collected at source (on certain sales).

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### **E-invoice / IRN**

Registering a sales invoice on the government portal; the IRN and signed QR come back and print on the invoice.

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### **E-way bill**

The permission for a consignment to be on the road, raised from the invoice with the vehicle and distance.

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### **Bin**

A rack, shelf or yard square inside a store. A store can insist that every movement names a bin.

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### **Role centre**

A person's home page: a set of links and figure tiles chosen for their job.

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### **Permission set**

A named list of rights (view, write, delete, post) by department and table. People hold sets, and sets add up.

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### **Muster roll**

The month's attendance, day by day, from which payroll is calculated.

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### **Number series**

A gap-free sequence of document numbers, with dated lines, optionally per location.

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**Need help?** When the system refuses something it says why, in one sentence — read it first. For anything else, contact your administrator or CSCS — Creative Software Consultancy Services.