

## Points to be added –

Basic Ledger Posting – dr / cr effect – for SL/ DS/ CS

Validations available in the system

## Sales Entry

The sales entry module can be used for entry of regular sales bills, debit and credit notes relating to sales bills.

You will notice that it is very close to a regular printed sales bill where you have details like bill no , date , challan number and date etc in the header part , then a table listing out the item particulars with rates and values , then at the end the taxes part.

It has been so designed so that it is easy for the users – just fill in the blanks kind of thing without the need to define any debit or credit accounts.

**Edit Record - Sales / Debit Note / Credit Note Entry - AT (0506)**

Register \* Sales Register  
Challan Dt. Challan No  
PO Ref. No. & Date ID 3246  
Doc Date \* 18/03/06 Doc No. \* 03/11  
LR Dt. LR No.  
Mode / Terms of Payment  
Customer \* Entremonde Polycoaters Ltd Due Dt.\* 18/03/06  
Transporter

Item *	UM1	Quantity	UM2	Quantity	Rate	Value	App. Charges
1 Cat 5 Patch Panel	PCS	1.000		0.000	3,850.00	3,850.00	0.00
2 Switch 24 Port	NOS	1.000		0.000	8,500.00	8,500.00	0.00
3 Cat 5 I/o Tiwanese	PCS	20.000		0.000	100.00	2,000.00	0.00
4 Cat 6 Cable	NOS	3.000		0.000	4,750.00	14,250.00	0.00
		0.000		25.000		0.000	28,600.00

Label1  
Document Narration  
Account Narration

Account Name *	Amount	App. Charges
1 Sales - HW	28,600.00	0.00
2 V.A.T. 4%		1,144.00
3		
		0.00
		29,744.00

Ref. No *	ACYR *	Amount
1 03/11	0506	29,744.00
2		
		29,744.00

Form No. Date Amt. 0.00  
Total Amount 29,744.00  
Save Cancel Exit

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## Header

- Register – Select the register from the drop down list box – it displays the registers of type Sales , DN for Sales and CN for Sales. New registers can be defined thru Masters -> Register Module. For a detailed explanation refer [RegisterMaster.doc](#)
- Doc Date – this is the date of the bill on which it will be accounted in the system
- Doc No – the sales bill number – the last number you used will be displayed for reference
- Customer – select the customer from the drop down list box or start typing the name for auto selection. This drop down list box will display only the accounts defined under the Sundry Debtors group. If the customer is new and you wish to add the same in the accounts master, press the “Ins” key while in the field, the accounts master module will pop up for you to add the account and the control will return to the sales entry form once you save the newly added account
- Due Date – is calculated based on the entry date and the credit period mentioned for that customer in the accounts master for the selected company. It can be changed for a particular entry if required.

## Item Details

- Item – select from the drop down list box or start typing the name in the cell. if the item you are looking for is not available in the master and you wish to add it now, just press the “Ins” key.
- UM2 and Quantity – as this is just a memoranda record and not a part of the accounting data, it can be skipped

- Value – If you have entered the rate , the value is automatically calculated
- App.Charges – this column is meant for internal working of the package and you cannot edit the figures here.

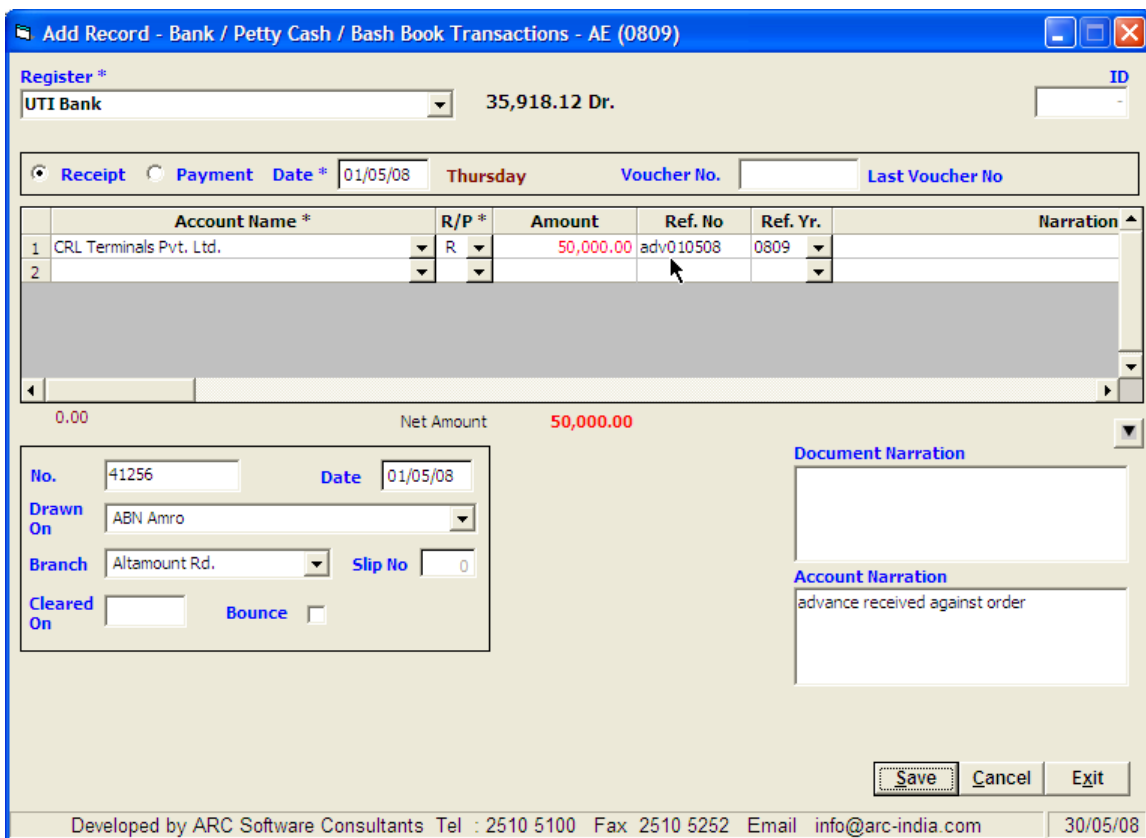
**Taxes etc**

- First select the account to which you wish to post the total sales amount. The list of accounts is defined in the register master. If, for any reason, you wish to add a new account to this list, you can do so by pressing the “Ins” key.
- Then select the taxes and expenses in the order in which they should be applied
- App.Charges – this column is meant for internal working of the package and you cannot edit the figures here.

**Outstanding details**

- By default the amount of the bill is shown outstanding against the sales bill itself, therefore the RefNo. Cell is replaced by the value you have entered in the DocNo field with the total amount against it. This indicates that for outstanding reports, this bill will be shown as outstanding.
- If you have received any advance from the customer and have provided a ref. no. during that bank entry and now you wish to adjust this bill partly against the advance you have received, you can do so as shown below.

Bank entry while receiving payment – notice that the RefNo field is manually entered. The date is entered along with the word ‘adv’ so as to make it unique.



While making sale bill, while in the RefNo cell, you can press F7 to pickup the RefNo and amount of the advance that you may have received from the customer. Then in the next row, the sale bill no is entered as the RefNo and the balance amount (after deducting the advance amount) is replaced against it.

**Add Record - Sales / Debit Note / Credit Note Entry - AE (0809)**

Register \*  
Sales Register

Challan Dt.  Challan No  PO Ref. No. & Date  ID

Doc Date \* 30/05/08 Doc No. \* 05.13 Last Doc No. 05.12 LR Dt.  LR No.  Mode / Terms of Payment

Customer \* CRL Terminals Pvt. Ltd. Due Dt.\* 30/05/08 Transporter

Item *	UM1	Quantity	UM2	Quantity	Rate	Value	App. Charges
1 Monitor Acer 17 LCD	NOS	15.000		0.000	8,900.00	133,500.00	
2							
		0.000		15.000		0.000	133,500.00

Label1

Document Narration

Account Narration

Account Name *	Amount	App. Charges
1 Sales - HW	133,500.00	
2 V.A.T. 4%	5,340.00	
		-330,131.00
		138,840.00

Ref. No *	ACYR *	Amount
1 adv010530	0809	50,000.00
2 05.13	0809	88,840.00
		138,840.00

Form No.  Date  Amt.  0.00

Total Amount **138,840.00**

Save Cancel Exit

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## Documents

Once a sale bill entry is saved, you can print out the invoice from the browse grid by right clicking on the record and selecting "Print Document" from the pop up menu.

## Validations

- Within the same accounting year, you cannot add two entries with the same invoice number

## Accounting Effects

- Customer debited with total invoice amount
- The accounts mentioned in the account table are either individually credited (if apportion expenses to sales is not set to "Y") or the amounts of accounts which are to be apportioned are loaded on the "Sale" type of accounts and then credited to the concerned account. For a detailed explanation about apportioning please refer [RegisterMaster.doc](#)