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## uBooks User Guide

### Log in

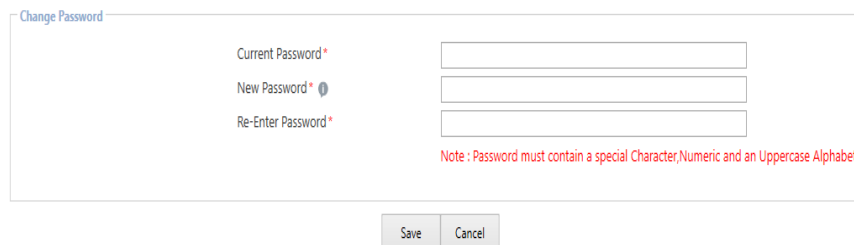
- Once User receives the login credentials to respective email id from uBooks, User should log in to uBooks with
  - User name
  - Password
  - Company code.



The image shows the uBooks Sign In interface. At the top is the uBooks logo, followed by the text "Sign In to access uBooks". Below this is a form with three input fields: "Email / User Name" with a placeholder "Enter User Name", "Password" with a placeholder "Enter Password", and "Company Code". Below the "Password" field is a link that says "I forgot my Password?". At the bottom of the form is a "Sign in" button.

- Click on Sign in will display with change Password screen.
- Enter the new password and click on Save.

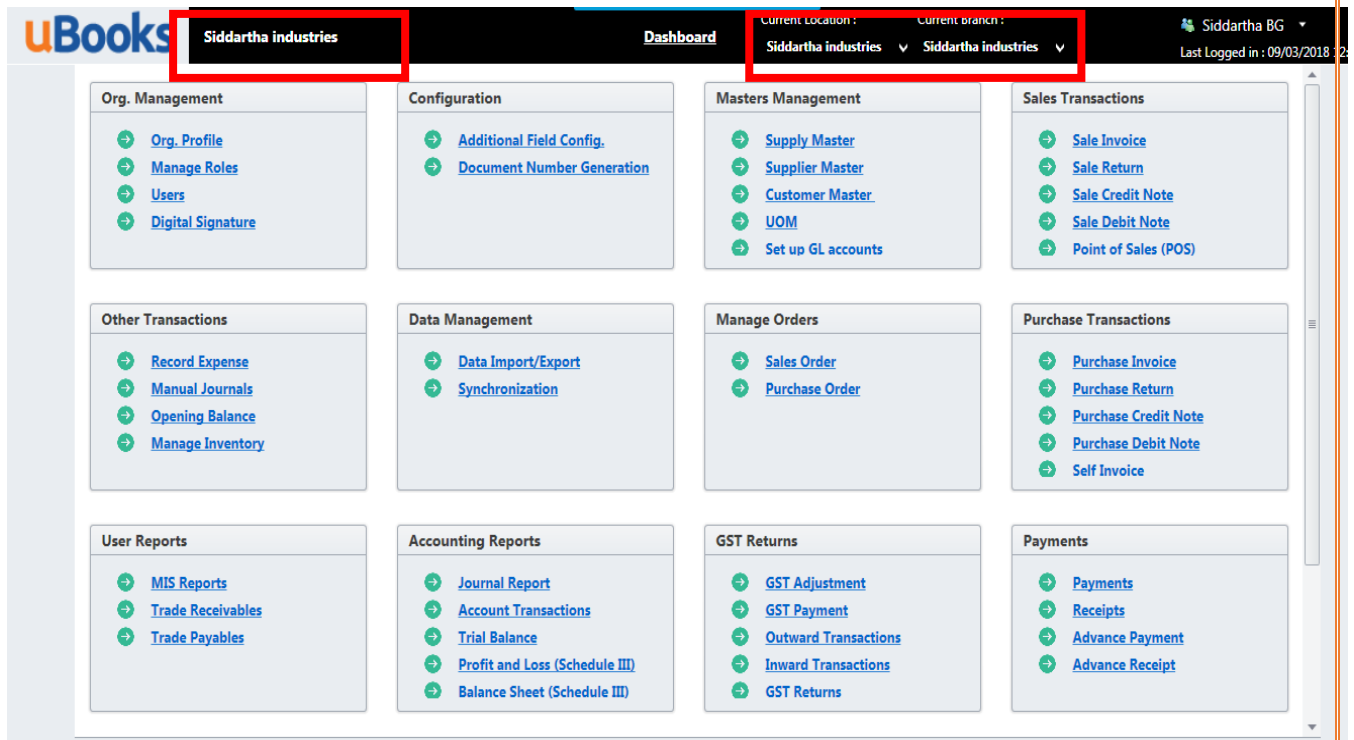
### Change Password



The image shows the Change Password form. It has a title "Change Password" at the top left. Below the title are three input fields: "Current Password\*", "New Password\*" (with an eye icon), and "Re-Enter Password\*". Below these fields is a red note that says "Note : Password must contain a special Character,Numeric and an Uppercase Alphabet". At the bottom of the form are two buttons: "Save" and "Cancel".

- After log-in the Main screen displays Organization, Location, Branch, User name and Last logged in time in the Header area. Multiple tiles display with Masters, Transactions, Reports and GST Returns

# uBooks User Guide



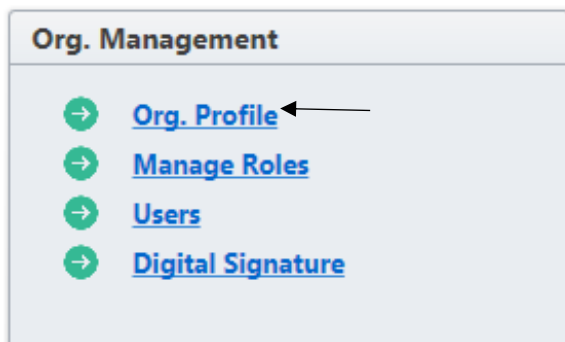
## 1. Org. Management

Organization Management tile is to maintain

1. Org Profile Under Organization displays locations and branches
2. Manage roles.
3. Users.
4. Digital Signature.
5. Manage CA.

### 1.1 Org. Profile

- In this screen, displays locations and branches created and user can add location under the organization and create branch under a location,  
Navigation → Click Org. Management → Org. Profile



## Location:

- To add a new location, Click on Add Location.

Org. Profile

Users

Search

#	Organization Name	Organization Code	GSTIN / UIN	State
<input type="checkbox"/>	<a href="#">TVS Motors</a>	TV62833M	36AWERE1111A1Z0	Telangana
<input type="checkbox"/>	<a href="#">TVS Motors Hyderabad</a>	20000	36AWERE1111A1Z0	Telangana
<input type="checkbox"/>	<a href="#">TVS Motors Banglore</a>	20001	29AWERE1111A1Z0	Karnataka

Add Location

## Manage Branches:

- To add Branches to locations, click on the respective location screen with Location information appears scroll down under "Manage Branches", click on Add Branches.

Org. Profile

Users

Search

#	Organization Name	Organization Code	GSTIN / UIN	State
<input type="checkbox"/>	<a href="#">TVS Motors</a>	TV62833M	36AWERE1111A1Z0	Telangana
<input type="checkbox"/>	<a href="#">TVS Motors Hyderabad</a>	20000	36AWERE1111A1Z0	Telangana
<input type="checkbox"/>	<a href="#">TVS Motors Banglore</a>	20001	29AWERE1111A1Z0	Karnataka

Add Location

## Manage Branches

Add Branch

**Hyderabad, Telangana.**  
 Branch Code: **Hyderabad01,**  
 Branch Name: **Kondapur,**  
**Rajesh,**  
 Kondapur,  
 Hyderabad, Telangana,  
 India-505008.  
 Ph: 9866407213,  
 e-mail: info@tvsMotors.com.

**Hyderabad, Telangana.**  
 Branch Code: **Hyderabad02,**  
 Branch Name: **Sanath nagar,**  
**Suresh,**  
 Sanath nagar,  
 Hyderabad, Telangana,  
 India-500084.  
 Ph: 9866407213,  
 e-mail: info@tvsMotors.com.

Save Cancel

## 1.2 Manage Roles:

Navigation → Org. Management → Manage Roles

- Once the users are created and assign roles.
- Click on Manage roles list will be displayed of List of Roles will be displayed.
- To create a new Role, Click on New Role button
- Enter the Role Name and Role description if any
- Under Roles Permissions block check on each screen and Check the box with what type of controls are assigned to the user like Create, Update, Delete, View and Print
- Here we can expand each screen level and allocate access controls to the defined role.
- Click on Save to save the Roles.

## uBooks User Guide

[New Role](#)

Search			
C...	Role Id	Role Name	Description
<input type="checkbox"/>	43	<a href="#">AdminRole</a>	
<input checked="" type="checkbox"/>	57	<a href="#">Power User</a>	
<input type="checkbox"/>	58	<a href="#">Analyst Role</a>	
<input type="checkbox"/>	111	<a href="#">werwr</a>	

### Role Access/Permissions

Role Information

Role Name \*

Power User

Role Description

Role Permissions

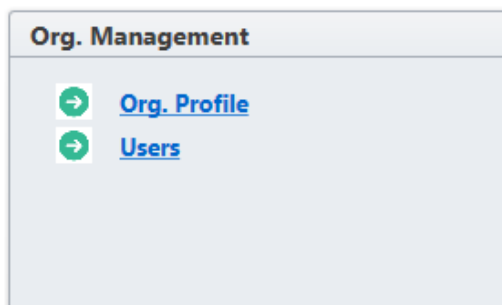
	<input checked="" type="checkbox"/>	Screen	Create	Update	Delete	View	Print
>	<input checked="" type="checkbox"/>	Masters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	<input checked="" type="checkbox"/>	Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	<input checked="" type="checkbox"/>	Org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	<input checked="" type="checkbox"/>	Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	<input checked="" type="checkbox"/>	GSTFiling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	<input checked="" type="checkbox"/>	Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

### 1.3 Users:

- Click on Users, displays list of users created.



Navigation → Org. Management → Users

- Create users who are authorised to access uBooks
- Click on add user.
- Enter the required fields, along with username and password.
- Roles (created under [Manage Roles](#)) can be assigned for single/Multiple locations to the user from the drop-down list.

[New User](#)

Search			
Check	EmpId	First Name	Last Name
<input type="checkbox"/>	287	<a href="#">Bharath</a>	Chandhar
<input type="checkbox"/>	32876	<a href="#">Murali</a>	Thouta
<input type="checkbox"/>	213	<a href="#">Ravi</a>	Kuruva
<input type="checkbox"/>	1234	<a href="#">Siddartha</a>	BG

## User Details

User Details

Emp Id \*

717

First Name \*

Palli

Last Name \*

Mohan

Email Id \*

mohanp477@gmail.com

Phone

8125885528

Mobile \*

8125885528

User Name \*

Mohan

Roles \*

Company Name	Roles Id		
TVS Motors	SubscriptionRol...		
TVS Motors Hy...	SubscriptionRol...		
TVS Motors Ba...	SubscriptionRol...		
*			

Change Password

Save

Cancel

### 1.4 Digital Signature:

- Add digital signature for transactions like Sales invoice, when printing option to opt for digital signature.
- To update the digital signature, authenticate the signature via USB Token.
- Once the USB token authentication is done, Click on new sign in digital signature screen.

## Digital Signature List

Search

New Sign

Delete

C...	Names	Signed By Name	Organization Name	From Date	To Date
------	-------	----------------	-------------------	-----------	---------

- Select the token type, click on browse and select the signature from the system.
- Enter the digital signature details.
- Under Valid in, select the required screens from the pop-up menu.

### 1.5 Manage CA:

Using this screen user can even maintain the chartered accountant for your business.

Navigation → Org. Management → Manage CA

- Once user clicks on Manage CA, user will be navigated to Associate tax practitioner details screen.



## Manage Tax Practitioner

Associated Tax Practitioner Details

Invite

Tax Practitioner /CA Name

Name

Email

Permissions

	<input checked="" type="checkbox"/>	Functionality
>	<input checked="" type="checkbox"/>	Masters
>	<input checked="" type="checkbox"/>	Transactions
>	<input checked="" type="checkbox"/>	GSTFiling
>	<input checked="" type="checkbox"/>	Reports

Associate Dissociate

- User can select the Tax practitioner /CA from the dropdown in Tax practitioner / CA Name field.

## Manage Tax Practitioner

Associated Tax Practitioner Details

Invite

Tax Practitioner /CA Name

Name

Email

Permissions


ca.anindyamitra@gmail.com  
ourdigboi24473@live.co.uk  
rajeeb.dey59@gmail.com  
taxconsultant015@gmail.com  
kirankattaya@yahoo.com  
VIKASBHATI28@GMAIL.COM  
sadatalica@gmail.com  
sample@adaequare.com  
devsoftwaresolution@gmail.com  
alpesh.shinde@yahoo.co.in  
rameshg@sagesolutions.org.in  
sinfosys@sinfosysolutions.com

**Note:** All the CA's who will get registered as a Tax practitioner in uBooks portal will be displayed in the dropdown.

<https://ubooks.in/register/>


**uBooks** +91 88855 18002 [ubooks.support@udyogsoftware.com](mailto:ubooks.support@udyogsoftware.com)

Customers/Business



CLICK HERE

Tax practitioners



CLICK HERE

- Once the Tax practitioner /CA is selected, Name and email will be pulled from the total and displayed here.
- Then user can grant access controls to CA to access the application for filing.

## uBooks User Guide

- If in case CA is not available in the list for selection, user can invite their own CA by inviting the CA to uBooks.
- User need to click on Invite option.

The screenshot shows the uBooks interface. At the top right, there is a yellow 'Invite' button. Below it, there is a form with fields for 'Tax Practitioner /CA Name', 'Name', 'Email', and 'Permissions'. A modal form is open in the foreground, containing fields for 'Tax Practitioner /CA Name' and 'Email', and buttons for 'Invite' and 'Close'. To the right of the modal, there is a table with a 'Functionality' column containing 'Masters', 'Transactions' (highlighted), 'GSTFiling', and 'Reports'. Below the table is a 'Dissociate' button.

- Then user should enter the name and email Id of the CA to send the invitation and click on invite.
- Once user clicks on invite, an invitation will be sent to CA through email asking them to register in uBooks portal. Once CA is registered as tax practitioner in uBooks portal, you can select him / her from the dropdown and grant access for using uBooks for filing and managing accounts.

### 2. Configuration:

Configuration tile allows:

1. Additional Field Config.
2. Document Number Generation.
3. Template Selection.

The screenshot shows a 'Configuration' tile with three options, each with a green arrow icon and a blue link:

- [Additional Field Config.](#)
- [Document Number Generation](#)
- [Template Selection](#)

#### 2.1 Additional Field Config:

Navigation: Configuration → Additional Field Config.

- uBooks is provided with pre-defined fields, create or add additional fields for Transactions
- To add a new field e.g. Vehicle No in Sales Invoice.

## uBooks User Guide

- Click on New Config in Field Details screen, enter the required information like Field Name, Field Type, Field Data type and Screen name. Select "Is Printable" for print

### Config Settings

**Field Details**

Field Name *	<input type="text" value="Vehicle No"/>
Field Type *	<input type="text" value="Text Box"/>
Field Data Type	<input type="text" value="String"/>
Field Default Value	<input type="text" value="TS 2898"/>
Screen Name *	<input type="text" value="Sale Invoice"/>

### 2.2 Document Number Generation:

- uBooks is provided with pre-defined Document Number series for each Transaction and Master.
- Option to setup user-defined Document Number Series is provided.

To create Document Number Series Generation:

Navigation: Configuration → Document Number Generation

- Click on New
- Enter the details for Document Number Type, Master Type, Prefix, Starting No, Number of Digits, Suffix, Reset type, Date Format.
- Once the details are provided, In Preview displays the sample format

**Document No. Generation**

DocNum Type	<input type="text" value="Masters"/>
Master Type	<input type="text"/>
Prefix	<input type="text"/>
Starting No. *	<input type="text" value="1"/>
Number Of Digit *	<input type="text" value="1"/>
Suffix	<input type="text"/>
Reset Type	<input type="text" value="Never"/>
Date Format	<input type="text" value="Select"/>
Preview	<b>11</b>

### 2.3 Template Selection:

Using this screen user can select the invoice template from the pre-defined template list, in which format the invoice should be printed.

## Navigation: Configuration → Template Selection

- Once user clicks on Template Selection, user will be navigated to the template list page.

**Excelsior Ecommerce Private Limited** **Dashboard** Current Location : Excelsior Ecommerce P Current Branch : Excelsior Ecommerce P LIVE Siddhartha Bolg Last Logged in : 02/01/2018

Save Back

**Report1**

**Goods & Services Company PVT.Ltd**

Space For Logo

GSTIN 36ASDFH1234Q123  
PAN No ASDFH1234Q  
CIN u123

GST ComAddress  
GST COM Address1  
GST COM Address2

Tel: 986525654

**Tax Invoice**

Customer's Name & Address To :  
Buyer(Local)(Registered)  
Block - A, NAC Campus  
Hyderabad  
Telangana

Invoice No : SI/00001/140  
Invoice Date : 19/02/2018  
PO No & Date : SO/00001/140 / 01/02/2018

GSTIN 36ASDFH1234Q123  
PAN No ASDFH1234Q  
Contact No 986525654  
Email customer@gmail.com

**Place For Additional Fields**

SNo	ItemName	HSN/SAC	Qty	Unit	Unit Price	Taxable Amount	IGST		CGST		SGST/UTGST		To Am
							%	Amt.	%	Amt.	%	Amt.	
1	Milk Biscuits	1513	1	Bags	100	100.00			2.50	2.50	2.50	2.50	
2	SamsungTelevision	01031000	50	common	1000	50000			2.50	1250	2.50	1250.00	
3	Lstv Mobiles	9984	2	liquids	223.00	446.00			9.00	41.94	9.00	41.94	
<b>Total:</b>						50666.00							

**Report2**

**ORIGINAL FOR RECIPIENT**

- User have an option to preview the template, for that user need to click on template.
- Once user finalize the template, click on save option to save the template.

## 4. Masters Management:

Master management tile allows to maintain Masters of an Organization.

- Supply Master (Item/Services)
- Supplier Master
- Customer Master
- UOM (Unit of Measure)
- Setup GL Accounts

**Note:** Masters can either be manually entered or Imported from MS – Excel in required format

**Masters Management**

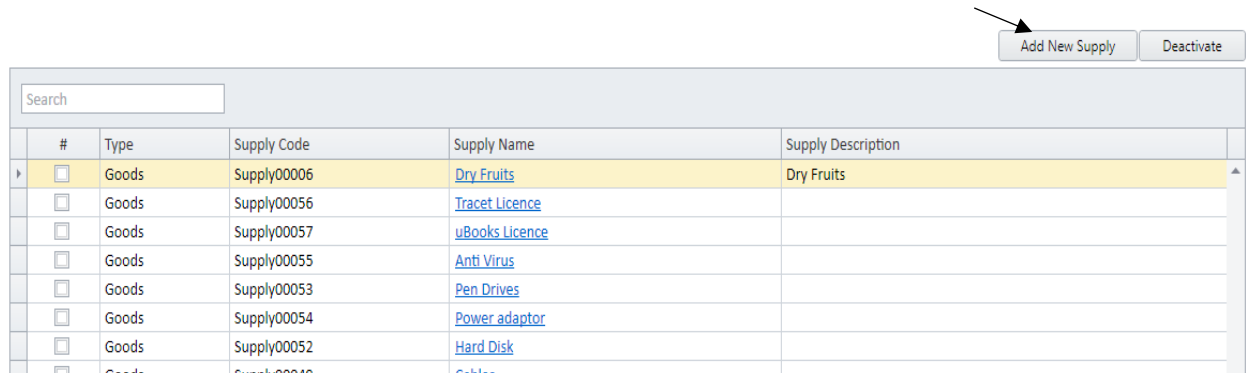
- [Supply Master](#)
- [Supplier Master](#)
- [Customer Master](#)
- [UOM](#)
- [Set up GL accounts](#)

## 3.1 Supply Master (Item / Service master):

- Create Supply Master the Organization deals with.
- Supply master can be created with Stock or Service type master

Navigation: Masters Management → Supply Master

- Click on Supply Masters will display the list of Supply created in this screen
- Click on Add New Supply to create a Supply type “Item” or “Service”



The screenshot shows the Supply Master interface. At the top right, there are two buttons: 'Add New Supply' (highlighted with an arrow) and 'Deactivate'. Below these is a search bar labeled 'Search'. The main part of the screen is a table with the following columns: #, Type, Supply Code, Supply Name, and Supply Description. The table contains several rows of data, including 'Dry Fruits', 'Tracet Licence', 'uBooks Licence', 'Anti Virus', 'Pen Drives', 'Power adaptor', and 'Hard Disk'.

#	Type	Supply Code	Supply Name	Supply Description
<input type="checkbox"/>	Goods	Supply00006	Dry Fruits	Dry Fruits
<input type="checkbox"/>	Goods	Supply00056	Tracet Licence	
<input type="checkbox"/>	Goods	Supply00057	uBooks Licence	
<input type="checkbox"/>	Goods	Supply00055	Anti Virus	
<input type="checkbox"/>	Goods	Supply00053	Pen Drives	
<input type="checkbox"/>	Goods	Supply00054	Power adaptor	
<input type="checkbox"/>	Goods	Supply00052	Hard Disk	
<input type="checkbox"/>	Goods	Supply00048	Cables	

### 3.1.1 Supply Information:

- Select the type of Supply “Goods” or “Service”.
- Enter the details in below said fields.
  - Supply type
  - Supply Code
  - Supply Name
  - Unit Group
  - Stock Unit (UOM)
  - Supply Type
  - Supply Category
  - HSN Code
  - HSN Description
- Select the type of Supply “Goods” or “Service”.
- Supply code can be manual, or system generated configured in [Document Number Generation](#).
- Unit Group is the combination of unit of measures. Select the required unit group to assign.
- Segregate the supply based on its nature like Finished Goods, Raw material, packing material, semi-finished goods, Trading goods, Capital Goods
- For Service related supply “Supply Category” will be applicable.
- User should select the supply type.
- Enter the MRP of the item.

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Supply Code *	<input type="text" value="Supply00055"/>
Supply Name *	<input type="text" value="Anti Virus"/>
Supply Description	<input type="text"/>
Category	<input type="text"/>
Sub Category	<input type="text"/>
Unit Group *	<input type="text" value="Common"/>
Stock Unit (UOM) *	<input type="text" value="PACKS"/>
Supply Type *	<input type="text" value="Finished Goods"/>
Supply Category *	<input type="text" value="Taxable"/>
MRP	<input type="text" value="0.00"/>

- Is Stockable: allows to maintain the stock
- Is Saleable Item: allows to sale the item in Sales Invoice screen
- Include Stock Valuation: allows to calculate the stock value (default method is *Periodic Weighted Average*)
- Is Active Supply: allow active or de-activate the stock item in transactions
- If the item/service is saleable, then user need to select the option.

Is Tax Inclusive	<input type="checkbox"/>
Is Free Item	<input type="checkbox"/>
Is Stockable	<input checked="" type="checkbox"/>
Is Saleable Item	<input checked="" type="checkbox"/>
Include Stock Valuation	<input checked="" type="checkbox"/>
Is Active Supply	<input checked="" type="checkbox"/>
Active From	<input type="text" value="09/03/2018"/>
End Date	<input type="text"/>

- Enter HSN/SAC code to the supply for tax calculation.
- Assigning of HSN / SAC code is done in two ways
  - A. Enter the HSN Code manually and click on "Search HSN", when result is displayed with multiple options, Click on the required code.
  - B. Click on key button to manually select from Section, Chapter, Header and Sub-Header as per GST norms.
- Based on the criteria specified in above steps tax percentage is populated in "Selected Schedule Rate"
- Overwrite the Tax percentage, Check the option "Override Tax Rates"

**Set HSN/GST Rates**

HSN Code \* 6902103 SearchHSN

HSN Description \* Refractory bricks, blocks, tiles and similar refractory ceramic constructional

Refractory bricks, blocks, tiles

IGST 18.00 SGST 9.00 CGST 9.00

0.00

0

PACKS

0.00

0

PACKS

Default Purchase Qty

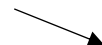
Purchase Unit (UOM)

Save Cancel

- Enter the default information for Sales and Purchases
  - A. Sales Unit Price: Enter the default price which should appear when making a Sales or Purchases
  - B. Sales Account: Select the default Sales Account from the drop-down list which should appear when making a Sales or Purchases
  - C. Default Saleable qty: Enter the default quantity which should appear when making a Sales or Purchases
  - D. Sales UOM: Select the default UOM, by default the UOM selected earlier will appear here, we can overwrite the new UOM

## 3.2 Supplier Master:

- If user wants to add the suppliers/vendor in the system, User can add/save in supplier master.
- Once user clicks on supplier master, all the list of suppliers which are already existing in the system will be displayed, and if user wants to create a new supplier record in the system, user should click on NEW SUPPLIER Tab.



Search						
#	Supplier Code	Supplier Name	GSTIN / UIN	State	#	
>	<input type="checkbox"/> Supp00007	<a href="#">Foreign vendor</a>			<a href="#">Add Location</a>	
>	<input type="checkbox"/> Supp00006	<a href="#">Compounding dealer</a>			<a href="#">Add Location</a>	
	<input type="checkbox"/> CUST00005/Supp00005	<a href="#">Texas</a>			<a href="#">Add Location</a>	
	<input type="checkbox"/> CUST00004/Supp00004	<a href="#">Foreign Supplier</a>			<a href="#">Add Location</a>	
>	<input type="checkbox"/> Supp00024	<a href="#">Dmart</a>			<a href="#">Add Location</a>	
>	<input type="checkbox"/> Supp00024	<a href="#">Dmart</a>			<a href="#">Add Location</a>	

## 3.2.1 Add New supplier screen:

- Supplier code can be either entered manually by the user, or user can define a serial number using document number generation as mentioned in document number generation.
- User should enter all the mandate fields which are indicated in star like Registered supplier name, Registration status and payment terms.
- Payment terms - User should enter the number of days and select the applicable from date - invoice generation date or delivery date.
- User need to select the constitution, class/activity, Is business entity and Is Body corporate, if the suppliers is providing any of the supplies which falls under RCM.
- If user wants to copy the same supplier as customer, then select the option Copy Supplier as Customer.

**Supplier Information :**

**Supplier Code \***

**Supplier Name \***

**Mailing Name**

**GST Registration Status \***

**Unique Identification No.**

**Annual Turnover(Prev Financial Year)**

**Payment Terms (In Days) \***
 Days
  From Date Of Delivery

**Constitution**

**Class/Activity**

**Is a Business Entity**
☐

**Is a Body Corporate**
☐

**Copy Customer as Supplier**
☐

- User can also save the banking information of the supplier.



## uBooks User Guide

**Bank Information :**

Account Type	<input type="text"/>
Beneficiary Bank Name	<input type="text"/>
Beneficiary Name	<input type="text"/>
Account Number	<input type="text"/>
Branch	<input type="text"/>
IFSC Code	<input type="text"/>

- Once the registration details are entered, user should enter the registered address (Location) along with the GSTIN number.

**Location Information : (Billing Information)**

Location Code *	<input type="text" value="1002"/>
Location Name *	<input type="text" value="Udyog Software"/>

**Location / Billing Address**

GSTIN *	<input type="text" value="36BBHPD6882L1Z3"/>	<input type="button" value="Verify"/>
Location Code *	<input type="text" value="1002"/>	
Address Line 1 *	<input type="text" value="SRT-232,Sanath nagar"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Country *	<input type="text" value="India"/>	
State *	<input type="text" value="Telangana"/>	
City *	<input type="text" value="Hyderabad"/>	
Zip Code *	<input type="text" value="500018"/>	
Contact Person Name *	<input type="text" value="Ravi kumar"/>	
Office Phone No. *	<input type="text" value="457457457"/>	
Email Address *	<input type="text" value="SWA@GMAIL.COM"/>	
Mobile No.	<input type="text" value="8767667767"/>	
Fax	<input type="text" value="456456"/>	

- If the branch information is same as Location then select the option "Same as Billing Address", the same address will be copied as Branch/Shipping information.
- User can add multiple branches under the locations by selecting option "Add Shipping address."

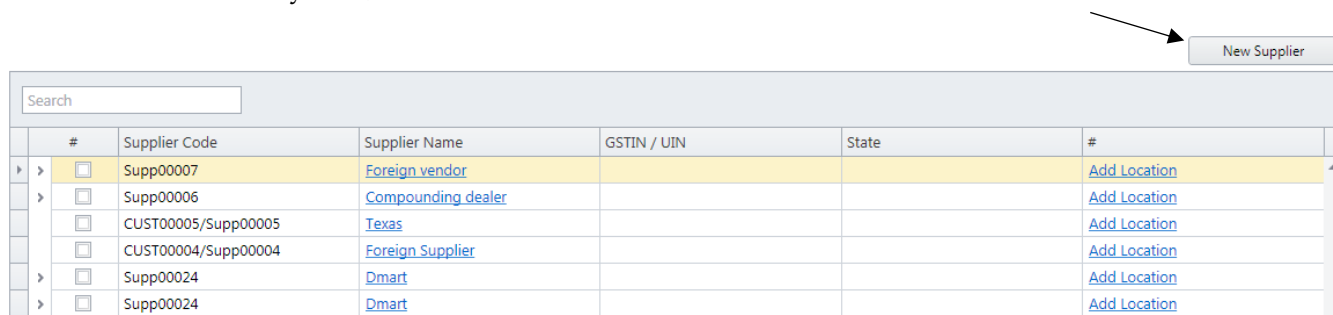
**Branch Information : (Shipping Information)**

Same as Billing Address ☒

**Hyderabad,Telangana.**  
Branch Name: **Udyog Software,**  
Branch Code: **1002,**  
**Ravi kumar,**  
SRT-232,Sanath nagar,  
Hyderabad,Telangana,  
India-500018.  
Ph: 457457457,  
e-mail: SWA@GMAIL.COM.

## 3.3 Customer Master:

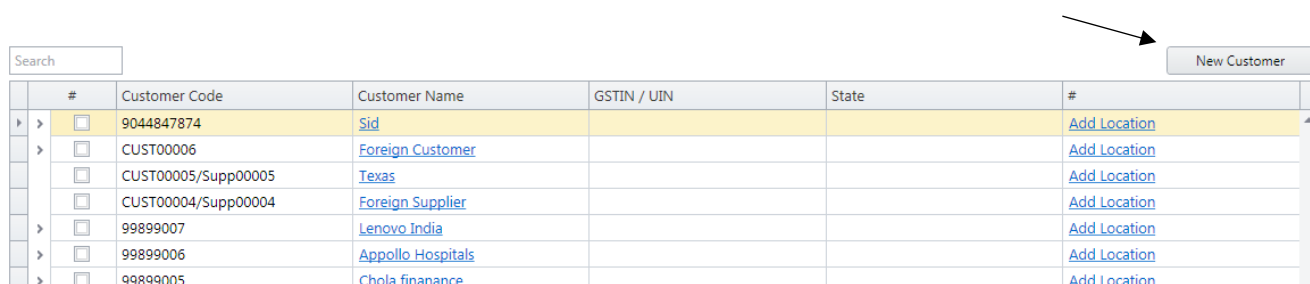
- If user wants to add the customer in the system, User can add/save in customer master.
- Once user clicks on customer master, all the list of customers which are already existing in the system will be displayed, and if user wants to create a new customer record in the system, user should click on NEW CUSTOMER Tab.



#	Supplier Code	Supplier Name	GSTIN / UIN	State	#
>	<input type="checkbox"/> Supp00007	<a href="#">Foreign vendor</a>			<a href="#">Add Location</a>
>	<input type="checkbox"/> Supp00006	<a href="#">Compounding dealer</a>			<a href="#">Add Location</a>
	<input type="checkbox"/> CUST00005/Supp00005	<a href="#">Texas</a>			<a href="#">Add Location</a>
	<input type="checkbox"/> CUST00004/Supp00004	<a href="#">Foreign Supplier</a>			<a href="#">Add Location</a>
>	<input type="checkbox"/> Supp00024	<a href="#">Dmart</a>			<a href="#">Add Location</a>
>	<input type="checkbox"/> Supp00024	<a href="#">Dmart</a>			<a href="#">Add Location</a>

### 3.3.1 Add New customer screen:

- Customer code can be either entered manually by the user, or user can define a serial number using document number generation as mentioned in document number generation.
- User should enter all the mandate fields which are indicated in star like Registered customer name, Registration status and payment terms.
- Payment terms - User should enter the number of days and select the applicable from date - invoice generation date or delivery date.
- User need to select the constitution, class/activity, Is business entity and Is Body corporate, if the customers is providing any of the supplies which falls under RCM.
- If user wants to copy the same customer as customer, then select the option Copy Customer as Customer.



#	Customer Code	Customer Name	GSTIN / UIN	State	#
>	<input type="checkbox"/> 9044847874	<a href="#">Sid</a>			<a href="#">Add Location</a>
>	<input type="checkbox"/> CUST00006	<a href="#">Foreign Customer</a>			<a href="#">Add Location</a>
	<input type="checkbox"/> CUST00005/Supp00005	<a href="#">Texas</a>			<a href="#">Add Location</a>
	<input type="checkbox"/> CUST00004/Supp00004	<a href="#">Foreign Supplier</a>			<a href="#">Add Location</a>
>	<input type="checkbox"/> 99899007	<a href="#">Lenovo India</a>			<a href="#">Add Location</a>
>	<input type="checkbox"/> 99899006	<a href="#">Appollo Hospitals</a>			<a href="#">Add Location</a>
>	<input type="checkbox"/> 99899005	<a href="#">Chola finance</a>			<a href="#">Add Location</a>

- User can also save the banking information of the customer.

## uBooks User Guide

**Customer Information :**

Customer Code *	<input type="text" value="CUST00007"/>
Customer Name *	<input type="text"/>
Mailing Name	<input type="text"/>
GST Registration Status *	<input type="text"/>
Unique Identification No.	<input type="text"/>
Annual Turnover(Prev Financial Year)	<input type="text"/>
Payment Terms (In Days) *	<input type="text" value="Days"/> From Date Of Delivery
Constitution	<input type="text"/>
Class/Activity	<input type="text"/>
Is a Business Entity	<input type="checkbox"/>
Is a Body Corporate	<input type="checkbox"/>
Copy Customer as Supplier	<input type="checkbox"/>

**Bank Information :**

Account Type	<input type="text"/>
Beneficiary Bank Name	<input type="text"/>
Beneficiary Name	<input type="text"/>
Account Number	<input type="text"/>
Branch	<input type="text"/>
IFSC Code	<input type="text"/>

- Once the registration details are entered, user should enter the registered address (Location) along with the GSTIN number.

**Location Information : (Billing Information)**

Location Code *	<input type="text" value="1002"/>
Location Name *	<input type="text" value="Udyog Software"/>

**Location / Billing Address**

GSTIN *	<input type="text" value="36BBHPD6882L1Z3"/>	<input type="button" value="Verify"/>
Location Code *	<input type="text" value="1002"/>	
Address Line 1 *	<input type="text" value="SRT-232, Sanath nagar"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Country *	<input type="text" value="India"/>	
State *	<input type="text" value="Telangana"/>	
City *	<input type="text" value="Hyderabad"/>	
Zip Code *	<input type="text" value="500018"/>	
Contact Person Name *	<input type="text" value="Ravi kumar"/>	
Office Phone No. *	<input type="text" value="457457457"/>	
Email Address *	<input type="text" value="SWA@GMAIL.COM"/>	
Mobile No.	<input type="text" value="8767667767"/>	
Fax	<input type="text" value="456456"/>	

- If the branch information is same as Location then select the option "Same as Billing Address", the same address will be copied as Branch/Shipping information.

- User can add multiple branches under the locations by selecting option “Add Shipping address.

**Branch Information : (Shipping Information)**

Same as Billing Address ☒
Add Shipping Address

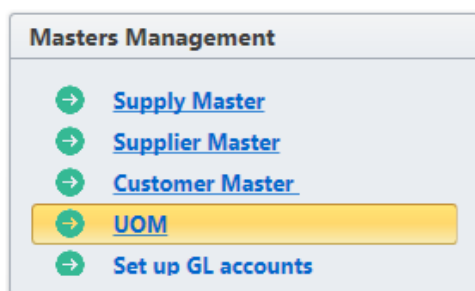
**Hyderabad,Telangana.**  
 Branch Name: **Udyog Software,**  
 Branch Code: **1002,**  
**Ravi kumar,**  
 SRT-232,Sanath nagar,  
 Hyderabad,Telangana,  
 India-500018.  
 Ph: 457457457,  
 e-mail: SWA@GMAIL.COM.

Save
Cancel

### 3.4 Unit of Measure (UoM)

- When user wants to use the unit of measures only for transactions and filing, user can use the default groups and units directly from supply master, if in case user wants to use different unit of measures for items and conversion units for inventory effect, user should create a UoM group and assign the conversion values to the units.
- Below are the steps to create UoM Group and Assign the conversion values to the Units.

Step 1 > In the Home screen, user should click on **UoM** option under **Master’s Management**



Step 2 > Click on New Group option.

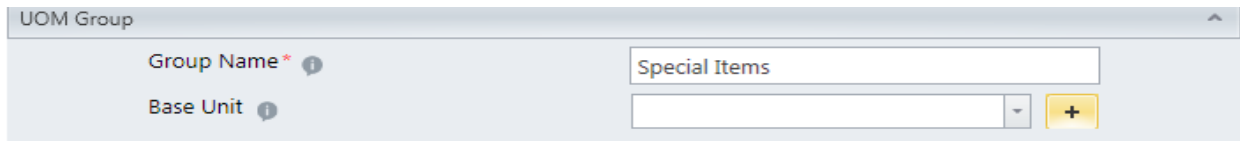
#### UOM LIST

UOM LIST			New Group	Delete
#	Group Name	Reporting Name		

- In the Creation screen, Name the UoM group and update the Base Unit for this group.
- Base unit is the unit which measures and shows the inventory and all the conversions will be calculated based on Base Unit. **(Base Unit Will always considered as 1)**

## uBooks User Guide

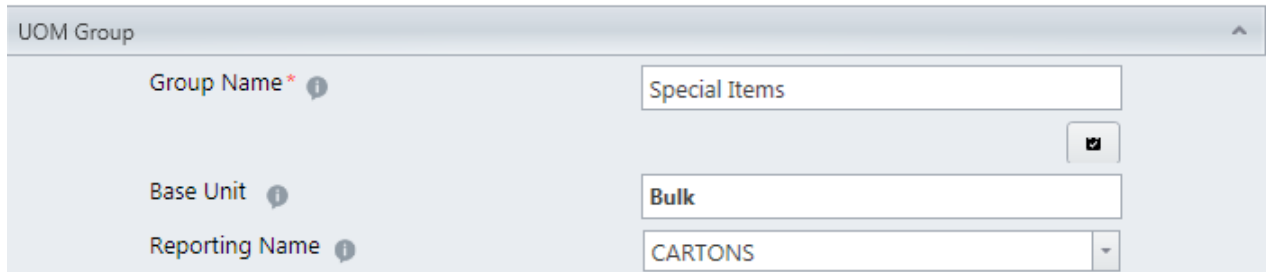
- User can even define their convenient name to Base unit by clicking on plus symbol displayed beside the base unit field.



UOM Group

Group Name \* ? Special Items

Base Unit ?  +



UOM Group

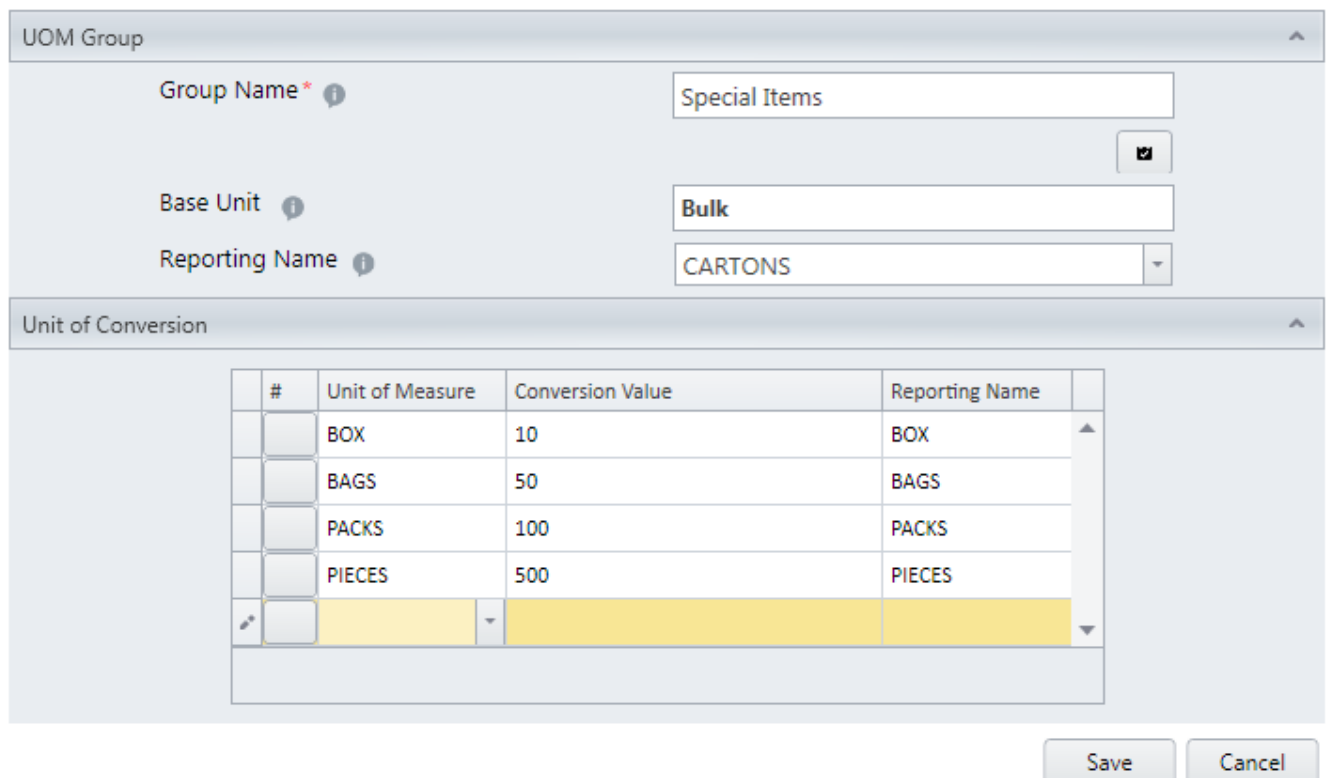
Group Name \* ? Special Items ☒

Base Unit ? Bulk

Reporting Name ? CARTONS

- User should define all the conversion units with which they may deal. User can select the units from the dropdown if they are comfortable with Standard UoM's, if not user can enter their own unit name and assign the reporting name from the drop down for GST Filing.
- User should enter the conversion value of the units to Base unit considering the base unit value = 1 as shown in the below screen.

Note: When the unit of measure value is bigger than the base unit, user need to enter the value in decimals like 0.01 etc.



UOM Group

Group Name \* ? Special Items ☒

Base Unit ? Bulk

Reporting Name ? CARTONS

Unit of Conversion

#	Unit of Measure	Conversion Value	Reporting Name
	BOX	10	BOX
	BAGS	50	BAGS
	PACKS	100	PACKS
	PIECES	500	PIECES

Save Cancel

- Click on save.

## uBooks User Guide

- Once the UoM group is created, user needs to link this group and respective unit to the item / service while creating in the supply master.
- Select the unit group and the stock unit in supply master. Whatever the stock unit is selected in the supply master will show the available quantity in that unit.

Unit Group *	Special Items
Stock Unit (UOM) *	PIECES

### 3.5 Setup GL Accounts:

- To manage accounting effects in the transactions, user should setup the general ledgers in uBooks.
- To set up the GL Accounts, user should click on setup GL Accounts under master's management.
- User will be navigated to Accounts list, where user can see the GL accounts which are previously created.
- Click on new Account to create a new GL.

#### Accounts List

					New Account
Check	Account Name	Code	Description		
▶	Assets				
▼	Fixed Assets (Tangible)				
<input type="checkbox"/>	Plant and Machinery	200001			

- Select the Account type under which user needs to create a GL account.
- Enter the GL / Account code.
- Enter the Account Name, if required user can also enter the description.
- Then click on save to save the record

Account Name	Account Information
Assets	Account Type * Fixed Assets (Tangible)
Fixed Assets (Tangible)	Account Code * 200003
Plant and Machinery	Account Name * Plant and Machinery
	Description
	Save Cancel

## 4. Data Import:

### 4.1 Import Data

- Import data (Masters/Transactions) from external sources.
- Before Importing of data, download the templates from uBooks

## uBooks User Guide

Navigation → Data Management → Data Import / Export, click on “Download Import Templates”, will prompt to save the location, select the path to save the templates and click on Save. E.g., here we select “Desktop”

- Update the templates with required fields, to import into uBooks.

**Note:** Fields marked in **Red** colour are mandatory fields

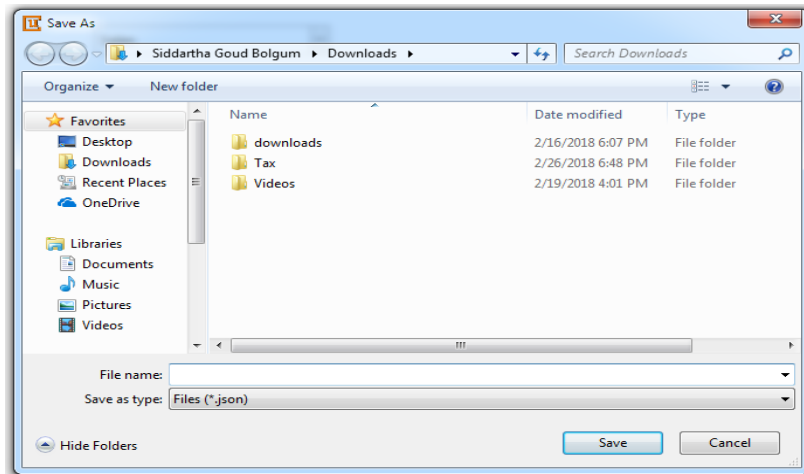
The screenshot shows the 'Import' section of the uBooks interface. At the top, there are two radio buttons: 'Import' (selected) and 'Export'. Below them, the 'Select Type' dropdown menu is set to 'Sales'. To the right of the dropdown is a button labeled 'Download Import Templates', which is highlighted by a black arrow. Below the dropdown is a text input field with the placeholder text 'Please select a file to import' and an 'Upload' button to its right. At the bottom of the section is an 'Import' button.

- After the data is ready in templates.
- To Import the data  
Navigation: Data Management → Data Import / Export, Click on Import option
  - In “Select Type” select the required template to upload the data, for e.g., select “Supply”.
- Enter the location where the updated templates are stored or Click on upload button
- An Open dialog box appears with path to select the location where updated templates are saved
- Click on Import button to upload the data, uBooks will prompt whether the data is successfully uploaded or not and shows the path where the log is stored.

### 4.2 Export Data

- Export Data option can be used to export the data from uBooks to any other external sources.
- User should select Export option and then select the type (Any transaction or master).
- Select “from date” and “to date” and click on export.
- Select the path or location and enter file name, click on Save.

The screenshot shows the 'Export' section of the uBooks interface. At the top, there are two radio buttons: 'Import' and 'Export' (selected). Below them, the 'Select Type' dropdown menu is set to 'Sales'. Below the dropdown are two date pickers: 'From' with the date '12/13/2017' and 'To' with the date '3/13/2018'. At the bottom of the section is an 'Export' button.



## 5. Other Transactions

### 5.1 Record Expenses

- Record Expenses screen records all the cash/cash equivalents expenses which cannot be recorded via purchase transactions.

Navigation: Other Transactions → Record Expenses

- In this screen will display list of expenses created.

#### Expense List

#	Date	Expense No	Paid Account	Amount
<input type="checkbox"/>	20/02/2018	<a href="#">1213123</a>	Cash	3600

- To record a new expense, click on “*New Expense*”.
- Enter “*Expense Number*”, Date of the transaction.
- Select from “*Account*” from where amount is paid.
- Select the party name if required.
- Enter the “*Invoice/ Bill Number*”, if any.
- Enter “*Notes*”, if any.
- In “*Expense List*”, under the head “*Expense Account*” select the Ledger.
- In Description field enter remarks
- In “*Amount*” field amount.
- Click on “*Save*” to save the transaction.

**Note:** User can record multiple expenses in “*Expense List*” area in a single transaction.



Expense

Expense No. \*

Date

13/03/2018

Paid Through \*

Party Name

Invoice#

Notes

Expense List

#	Expense Account	Description	Amount
	Purchases		
Total Amount:			

Save

Back

## 5.2 Manual Journal:

- Record all the transactions which do not fit in Sales /Purchase transactions and record expenses.

Navigation: Other Transactions → Manual Journals

- In Journal list screen, user can see the list of journals which are already created.
- To create a new entry, Click on “New Journal”.

### Journal List

New Journal

Search

#	Date	Journal No	Notes

- In new journal screen, enter “*Journal date*”
- Enter “*Journal number*”
- Enter “*Notes/Comments*”
- In “*Accounts*” Field select the Ledger
- In “*Description*” field, enter notes or comments
- In “*Debits*” field enter the amount
- In “*Credits*” field enter the amount
- When both debit amount and credit amount are *equal*, then uBooks will allow to save journal entry.

**Note:** User can update multiple entries in the liner level in a single journal.

## 5.3 Opening Balance:

- Enter Opening Balance for Ledgers for beginning of another accounting period, to record for the first time.

Navigation: Other Transactions → Opening Balance

## uBooks User Guide

- Once user clicks on opening balance, uBooks will navigate the user to record opening balance screen.
- List of Ledgers created under setup GL accounts will be displayed here
- Select the opening balance date.
- Enter the Opening Debit balance or Opening credit balance for required Ledgers
- Click on save

Opening Balance Date

Account Name	Debit	Credit
Assets		
Cash and Cash Equivalents		
Cash		
Other Current Assets		
Input IGST		
Expenses		
Purchases of Stock-in-Trade		
Purchases		
Other Expense		
Additional Charges on Import		
Discount Allowed		
GST Expense		
Equity		
Reserves & Surplus		
Profit and Loss Account		
Total Debit Amount: 0		Total Credit Amount: 0

Save

### 5.4 Manage Inventory:

- Enter the Opening stock for the items  
Navigation: Other Transactions → Manage Inventory
- In Manage Inventory screen, select the date and select the required branch for updating the opening stock

### Manage Inventory

Date

Branch

- After the branch is selected, uBooks will display items
- Sorting method of Stock item can be done based on Item code of Item Name, Click on the header to sort data
- In List of items displayed, enter the opening stock i.e. *Quantity* (Available quantity) and *Price* for item
- Click on save

## uBooks User Guide

### Opening Stock

#	Item Code	Item Name	Opening Stock	Opening Price
	Supply00001	One plus 3 with 6 GB...	20.00	33000.00
	Supply00002	Oneplus 3T with 6 G...	20.00	33000.00
	Supply00003	Lenovo k8 Note	20.00	10000.00
	Supply00043	Tea Bags	100.00	100.00
	Supply00052	Hard Disk	1000.00	10.00
	Supply00053	Pen Drives	100.00	500.00
	Supply00054	Power adaptor	20.00	300.00
	Supply00055	Anti Virus	30.00	800.00
	Supply00057	uBooks Licence	0.00	3000.00
	Supply00006	Dry Fruits	500.00	500.00

Save

- After the opening stock is entered and saved, updated stock can be viewed in *Defined Opening Stock*, which is available below Opening Stock

### Defined Opening Stock Items

#	Item Code	Item Name	Opening Stock	Opening Price
	Supply00001	One plus 3 with 6 GB...	20.00	33000.00
	Supply00002	Oneplus 3T with 6 G...	20.00	33000.00
	Supply00003	Lenovo k8 Note	20.00	10000.00
	Supply00043	Tea Bags	100.00	100.00
	Supply00052	Hard Disk	1000.00	10.00
	Supply00053	Pen Drives	100.00	500.00
	Supply00054	Power adaptor	20.00	300.00
	Supply00055	Anti Virus	30.00	800.00
	Supply00057	uBooks Licence	0.00	3000.00
	Supply00006	Dry Fruits	500.00	500.00

## 5.5 Supply Adjustment:

Supply Adjustment screen is required when there is a change in the quantity in the inventory and that cannot be adjusted via sales or purchase transactions like theft, damaged goods.

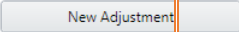
User should click on supply adjustment option under Other transactions.

Navigation: Other Transactions → Supply Adjustment → New Adjustment

User can see the list of adjustments which are previously taken place.

User can click on New Adjustment button, if user wants to adjust the quantity.

### Supply Adjustment



**Branch Name \*** Excellor Block, 1st floor, Display building, NAC, Izzat Nagar Excellor Ecommerce Private Limited, Hyderabad, Telangana, India

#	Date	Reference Name	Reason For Adjustment	Mode of Adjustment	Description
<input type="checkbox"/>	12-07-2018	<a href="#">223434</a>	Stock On Fire	Quantity	

Once user navigates to the inventory adjustment screen, user should select whether the adjustment is for Quantity or Price.

**If quantity adjustment is selected** – User should enter the header data like reference number, date, Branch name under which the adjustment is taking place, select the GL

account for which the posting should take place, Reason for adjustment and description as optional.

Then user should enter the item data – Click on add item to add the line and select the items which needs to be adjusted.

## Inventory Adjustment

**Mode of Adjustment**

☒ Quantity Adjustment  
☐ Price Adjustment

**Reference# \***

**Date**

**BranchName \***

**Account \***

**Reason**

**Description**

Delete	Item Name/Code	Batch No	Available Quantity	New Quantity OnHan	Adjusted Quantity	Price To be Adjusted
	Mobile Holders		6	20	14	0.00

If the item is managed in batches, then user should select the batch number. Based on batch number available quantity will be shown on the available quantity field.

If the item is not a batch item, user can see the available quantity after selecting the item itself.

User should enter the new quantity on hand (total available quantity), once the new quantity in hand is entered system will show the adjusted quantity.

User can also enter the price which can be increased/decreased for the adjusted quantity.

Click on save option to save the record.

Once the record is saved, the changes will be reflected in the inventory for the selected branch.

**If the price adjustment is selected** – Header data remains same, but the quantity field will not be available in the item level.

Delete	Item Name/Code	Current Value	Changed Value	Adjusted Value
	Mobile Holders	800.00	0.00	0.00

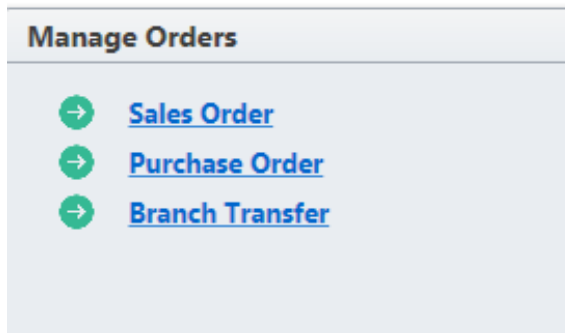
Once user select the item, system will display the current value of the item, and user should select the changed value. Then system will show the adjusted value for that item.

Next user can click on save button to Save the record.

## 6. Manage Orders

Manage orders tile contains the following screens

1. Sales Order
2. Purchase Order
3. Branch Transfer



### 6.1 Sales Order

- If user wants to record the purchase orders raised by their customer or to record and track the orders received from the customers user can record using sales orders.
- Navigation: Manage Orders → Sales Order → New Order

Orders\Sale Order List

<div> <input type="text" value="Search"/> </div>						
<div> <input type="button" value="New Order"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> </div>						
Ch...	Sale Order No	Party Name	Total Amount	Created Date	Status	#
<input type="checkbox"/>	<a href="#">SO/000002/2018</a>	SALE UNREG	40635.00	02/04/2018	Ordered	<a href="#">Generate Invoice</a>
<input type="checkbox"/>	<a href="#">SO/000001/2018</a>	SALE UNREG	249999.75	02/04/2018	FullFilled	<a href="#">Generate Invoice</a>

- Once user clicks on sales Order, user can see the list of orders which are previously created.
- If user wants to generate/record new Sales Order, Click on new Order.
- In new order screen, user can see the pre/user-defined number series for sales order and sales order date.

Sale Order No. : **SO/20180409/3**

Sale Order Date : **09/04/2018**

- In Order From - User organization details will be pre-populated like Location, Branch and GSTIN. User can enter the PO number and PO date if any.

## uBooks User Guide

- User should select the delivery date and payment terms along with the applicability of the payment terms.

**Order From :**

Location	<input type="text" value="Srihan Industries"/>	
Branch *	<input type="text" value="Srihan Industries"/>	
GSTIN	<input type="text" value="36ABCDR1234S1Z0"/>	
Customer PO Number	<input type="text"/>	
PO Date	<input type="text" value="10/04/2018"/>	
Delivery Date	<input type="text" value="10/04/2018"/>	
Payment Terms (In Days)	<input type="text" value="20"/>	<input type="text" value="From Date Of Delivery"/>
Place of Supply ( State )	<input type="text" value="Maharashtra"/>	
<input type="button" value="Additional Info"/>		

- In Order To – User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Ship to address - if in case items needs to be delivered to different shipping address.
- Based on ship to state the place of supply will be pulled and tax type will be calculated either as Interstate (IGST) or Intrastate (CGST & SGST).
- The contact email ID will be displayed in send invoice to email field. However, user can add an additional email if required.

**Order To :**

Party Type	<input type="text" value="Business to Business (B2B)"/>	
Party Name *	<input type="text" value="MKS Services"/>	
Location *	<input type="text" value="MKS Services Pune"/>	
Party ID (GSTIN/PAN/Email)	<input type="text" value="34HBHPD7882H2Z5"/>	
Ship To	<input type="text" value="MKS Services Pune"/>	
State	<input type="text" value="Maharashtra"/>	Pin Code <input type="text" value="450014"/>
City	<input type="text" value="Pune"/>	
AddressLine1:	<input type="text" value="ERS-77, MK Nagar"/>	
AddresLine2:	<input type="text"/>	
Send Invoice to Email	<input type="text"/>	

## uBooks User Guide

- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while se.
  - Description
  - HSN/SAC
  - Quantity
  - UOM
  - Unit price
  - Respective Account where the posting should happen.
- User can provide liner level discount if required by selecting percentage based or amount based.
- Based on HSN/SAC code the Tax rate and amount will be pulled by the system either in CGST & SGST or IGST.
- If the RCM is applied on the transaction, then user can see the tax value in place of RCM.
- Cess can also be applied for all cess related items.
- User can add multiple line items in a sales order.

Line Items											Discount				
	Delete	SNo	Supply Name/Code	Exemption Code	Description	HSN/SAC	Qty	UOM	Unit Price	Sales Account	Type	Value	Amt.		
		1	Nuts/Test3		Nuts	4003	10.00	PIEC...	100.00	Sales	%	5.00	50.00		
		2					0.00		0.00			0.00	0.00		

- Once the items are added user can see the total taxable amount, Total GST amount, Total Cess Amount and Total value of the order.
- Then User can save the order by clicking on save or save it as draft by selecting option save as draft.
- User has the option to cut the Order to invoice with the navigation (Generate Invoice).
- User should click on Generate Invoice option, Reduce the quantity of invoice if in case user is supplying less quantity than order quantity and save the invoice.
- User can generate another invoice for the remaining quantity.

Instructions

Taxable Amount

950.00

GST

171.00

Cess

0.00

Total

1,121.00

Save as Draft

Save

Save

Cancel

## 6.2 Purchase Order

- If user wants to issue the purchase orders to the suppliers or to record and track the purchases ordered to the supplier's user can record using purchase orders.
- Navigation: Manage Orders → purchases Order → New Order

### Purchase Order List

							New Order	Cancel	Delete
Search									
#	Purchase Order No	Party Name	Total Amount	Created Date	Status	#			
<input type="checkbox"/>	<a href="#">LO-PO/000001/2018</a>	Prodigi computers	11210.00	10/05/2018	Ordered		<a href="#">Generate Invoice</a>		

- Once user clicks on purchase Order, user can see the list of orders which are previously created.
- If user wants to generate/record new purchase Order, Click on new Order.
- In new order screen, user can see the pre/user-defined number series for purchase order and purchase order date.

Purchase Order No. : **PO/20180510/2**

Transaction Date : **10/05/2018** ▼

- In Order From - User organization details will be pre-populated like Location, Branch and GSTIN. User can change the PO date if required.
- User can enter the quotation number and quotation date if any quotation is received against it.
- Payment terms can be selected based on party selection, however user can also change the payment transaction based on requirement.
- The contact email ID will be displayed in send invoice to email field. However, user can add an additional email if required.
- Place of Supply can be shown based on location of the organization.



## uBooks User Guide

**Order From :**

Location	VINRADSRI15
Branch	VINRADSRI15
GSTIN ⓘ	36AQLPM4892C1Z0
PO Date	10/05/2018
Ref Quotation No.	
Quotation Date	10/05/2018
Payment Terms (In Days)	20 From Date Of Invoice
Send Invoice to Email	sid@gmail.com
Place of Supply ( State )	Telangana

[Additional Info](#)

- In Order To – User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Ship to address - if in case items needs to be delivered to different shipping address.
- Based on ship to state the place of supply will be pulled and tax type will be calculated either as Interstate (IGST) or Intrastate (CGST & SGST).

**Order To :**

Party Type ⓘ	Business to Business (B2B)		
Party Name * ⓘ	Prodigi computers		
Location *	Hyd		
Party ID (GSTIN/PAN/Email)	36HDGDT3456H1Z0		
Branch *	Hyd		
State	Telangana	Pin Code	500087
City	Hyderabad		
AddressLine1:	Road No 4		
AddresLine2:			

- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while se.

## uBooks User Guide

- Description
- HSN/SAC
- Quantity
- UOM
- Unit price
- Respective Account where the posting should happen.
- User can provide liner level discount if required by selecting percentage based or amount based.
- Based on HSN/SAC code the Tax rate and amount will be pulled by the system either in CGST & SGST or IGST.
- If the RCM is applied on the transaction, then user can see the tax value in place of RCM.
- Cess can also be applied for all cess related items.
- User can add multiple line items in a purchase order.

Line Items											Discount		
	Delete	SNo	Supply Name/Code	Exemption Code	Description	HSN/SAC	Qty	UOM	Unit Price	Sales Account	Type	Value	Amt.
		1	Nuts/Test3		Nuts	4003	10.00	PIEC...	100.00	Sales	%	5.00	50.00
		2					0.00		0.00			0.00	0.00

- Once the items are added user can see the total taxable amount, Total GST amount, Total Cess Amount and Total value of the order.
- Then User can save the order by clicking on save or save it as draft by selecting option save as draft.
- User has the option to cut the Purchase Order to Purchase Invoice with the navigation (Generate Invoice).
- User should click on Generate Invoice option, Reduce the quantity of invoice if in case user is receiving less quantity than ordered quantity and save the invoice.
- User can generate another invoice for the remaining quantity.

Instructions

Taxable Amount
950.00

GST
171.00

Cess
0.00

**Total**
**1,121.00**

Save as Draft

Save

Save

Cancel

### 6.4 Branch Transfer:

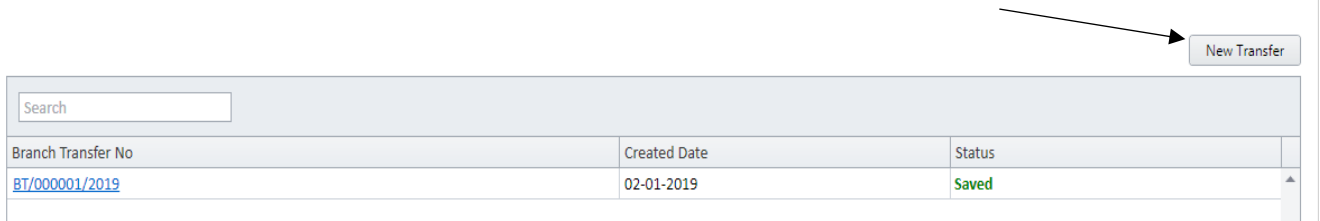
- User can transfer the goods / items from one branch to another branch using branch transfer screen.

## uBooks User Guide

- Once user clicks on Branch transfer, user will be routed to the Branch transfer list screen, where user can see all the transfers created previously.
- If user wants to create new invoice, user should click on New Transfer option.

Navigation: Manage Orders → Branch Transfer → New Transfer

### Branch Transfer List



Branch Transfer No	Created Date	Status
<a href="#">BT/000001/2019</a>	02-01-2019	Saved

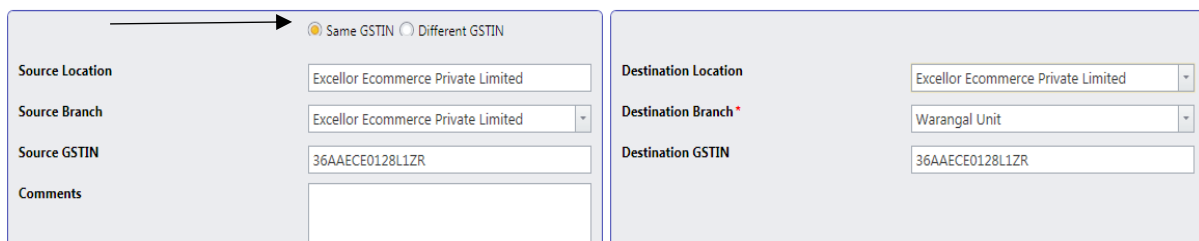
- Once user is navigated to new transfer screen, user can see the draft Transfer document number and transfer document date.

### Branch Transfer

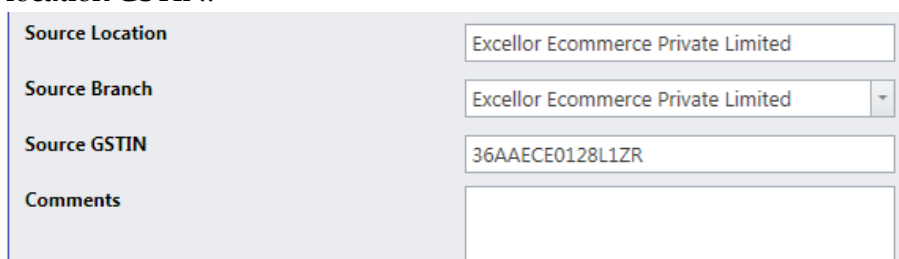
[<< Back To List](#)



- User should select the transfer type first, whether the transfer is with in the GSTIN or to a different GSTIN.



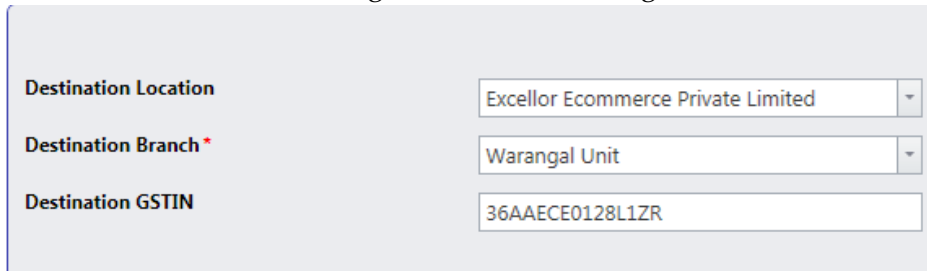
- Then user should select the source details.
- Source location is always current location and user have an option to select the source branch from the list.
- Based on source location source GSTIN will be displayed and it is by default current location GSTIN.



- User can add comments if required in the comments section.
- Once source details are completed, user should select the destination details like

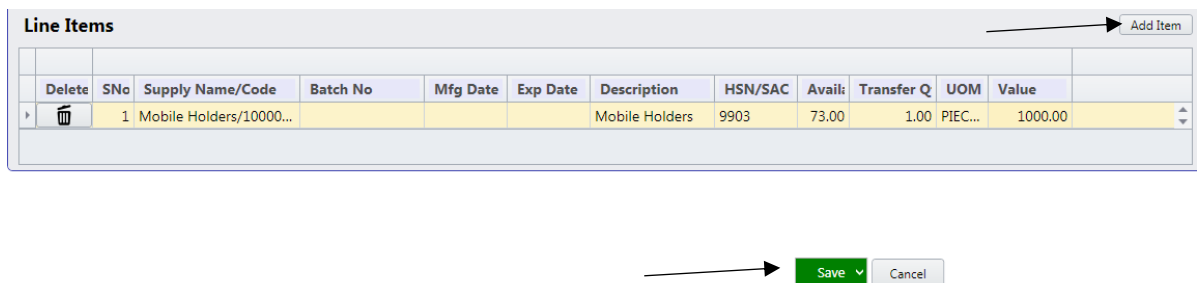
## uBooks User Guide

- Destination Location – uBooks will display only current location as destination location if user select the transfer type as **same GSTIN**. If User want to select a different location, then user need to select the transfer type as Different GSTIN.  
**Note:** When user select the transfer type as Same GSTIN Delivery challan will be generated after saving the record but when the transfer type is selected as Different GSTIN a tax invoice will be generated after saving the record.



The screenshot shows a form with three fields: 'Destination Location' with a dropdown menu showing 'Excellor Ecommerce Private Limited', 'Destination Branch \*' with a dropdown menu showing 'Warangal Unit', and 'Destination GSTIN' with a text input field containing '36AAECE0128L1ZR'.

- Then user should select the destination location.
- Once the destination location is selected, user should select the destination branch under that location.
- Based on destination location destination GSTIN will be displayed.
- Once the header information is entered, user should click on add item option to add the line to select the item.
- Select the list of items which needs to be transferred.
- Note:** Before adding the item, please check the available quantity. If the available quantity is less than transferring quantity uBooks will not allow you to proceed.



The screenshot shows a table titled 'Line Items' with columns: Delete, SNo, Supply Name/Code, Batch No, Mfg Date, Exp Date, Description, HSN/SAC, Avail, Transfer Q, UOM, and Value. The first row contains: 1, Mobile Holders/10000..., Mobile Holders, 9903, 73.00, 1.00, PIEC..., 1000.00. An 'Add Item' button is at the top right. Below the table, there is a 'Save' button and a 'Cancel' button.

- User should select the batch number, if the item is purchased in batches.
- Once the batch number is selected, system will display the manufacturing and expiry date of the item.
- User can see the item description after the expiry date field, user have an option to edit / change the description field.
- System will pull the HSN code from the supply master and based on HSN code tax rate will be calculated automatically.
- User can see the available quantity of the item for the reference, so that user can avoid entering the exceed quantity in transfer quantity field.
- Then user should enter the transfer quantity
- User can change the UoM of the item if required.
- User should enter the value of the total line which is getting transferred.
- Once all the items are added, user can click on save to save the transfer.
- User can also draft this transfer, if any changes needs to be done in that.

## uBooks User Guide

Delivery - Challan						
				Invoice No.	BT/000002/2019	
				Date Of Invoice	02-01-2019	
				EWayBillNo		
Details of Source				Details of Destination		
Source Loc.	Excellor Ecommerce Private Limited			Destination Loc.	Excellor Ecommerce Private Limited	
Source Branch	Excellor Ecommerce Private Limited			Destination Branch	Warangal Unit	
GSTIN/UIN	36AAECE0128L1ZR			GSTN/UIN	36AAECE0128L1ZR	
Address	Excellor Block, 1st floor, Display building, NAC, Izzat Nagar			Address	Quartz Plaza,Street 3	
Phone No				State Code	36 Quartz Plaza,Street 3	
Email	support@excellor.com			Pincode	400065	
SNO	Item	Item Description	Batch No	UOM	Quantity	Value
1	Mobile Holders/1000016	Mobile Holders		PIECES	1.00	1000.00
Total :						1000.00

### 7. Sales Transactions:

Sales Transaction tile is to maintain

1. Sale invoice.
2. Sale Return.
3. Sale Credit Note.
4. Sale Debit Note.
5. Cash Sales

Sales Transactions	
→	<a href="#">Sale Invoice</a>
→	<a href="#">Sale Return</a>
→	<a href="#">Sale Credit Note</a>
→	<a href="#">Sale Debit Note</a>
→	<a href="#">Cash Sales</a>

#### 7.1 Sale invoice:

An Invoice is a commercial document issued by a seller to a buyer, relating to a sale transaction and indicating the products, quantities, and agreed prices for products or services the seller had provided the buyer.

- Navigation: Sales Transactions → Sale Invoice → New Sale

#### Sale Invoice List

Search


New Sale

Cancel

Delete

C..	Sales Invoice No	Party Name	Total Bill Amount	Created Date	Due Date	Channel From	Status	
<input type="checkbox"/>	<a href="#">12-SI/000001/2018</a>	Janatha Traders	1062.00	30/04/2018	20/05/2018	BillingSystem	Invoiced	▲

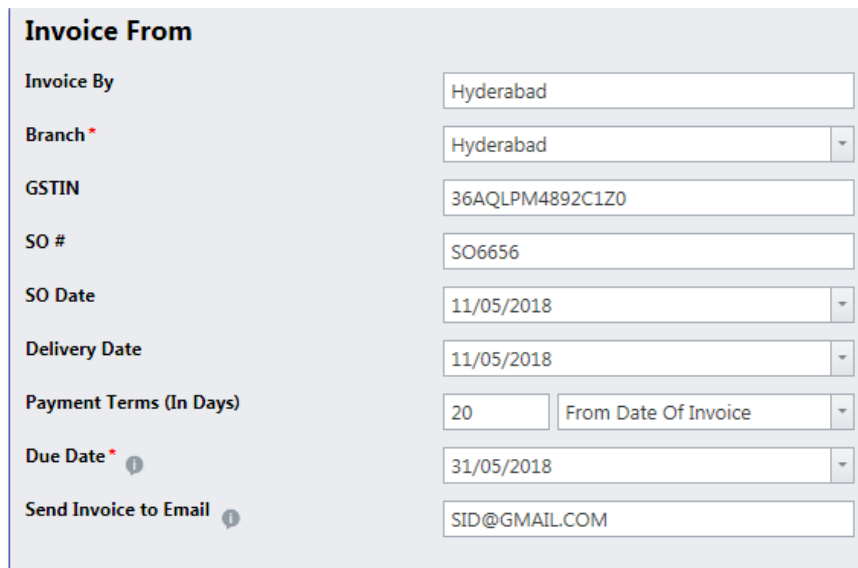
- Once user clicks on Sales Invoice, user can see the list of invoices which are previously created.
- If user wants to generate new invoice, Click on New Sale.
- In new Invoice screen, user can see the pre/user-defined number series for sale invoice and sale invoice date.



Sale Invoice No. : **SI/20180511/2**

Invoice Date : **11/05/2018** ▼

- In Invoice From - User organization details will be pre-populated like Location, Branch and GSTIN. User can add the sales order number and date if existing against it however, if the user is creating the invoice from sales order screen then the SO number and date will be pulled from that screen.
- User should enter the delivery date if required.
- Payment terms will be displayed based on party selection, however user can also change the payment terms based on agreement.
- Due date of the invoice is calculated based on payment terms in days either by invoice date or delivery date.
- The contact email ID will be displayed in send invoice to email field. However, user can add an additional email if required.



**Invoice From**

Invoice By	Hyderabad
Branch *	Hyderabad ▼
GSTIN	36AQLPM4892C1Z0
SO #	SO6656
SO Date	11/05/2018 ▼
Delivery Date	11/05/2018 ▼
Payment Terms (In Days)	20 From Date Of Invoice ▼
Due Date * ⓘ	31/05/2018 ▼
Send Invoice to Email ⓘ	SID@GMAIL.COM

- In Invoice To - User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Ship to address - if in case items needs to be delivered to different shipping address.
- Based on ship to state the place of supply will be pulled and tax type will be calculated based on place of supply either as Interstate (IGST) or Intrastate (CGST & SGST).

## uBooks User Guide

- If user add any additional fields in additional field configuration for sale invoice, those fields can be found in Additional Info.

**Invoice To :**

Party Type	Business to Business (B2B)	
Party Name *	Janatha Traders	
Location *	Hyderabad	
Party ID (GSTIN/PAN/Email)	36DGFHG3456B1Z0	
Ship To *	Hyderabad	
State	Telangana	Pin Code 500089
City	Hyderabad	
AddressLine1:	Road no 3	
AddressLine2:		
Place of Supply ( State )	Telangana	

Additional Info

- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while se.
  - Description
  - HSN/SAC
  - Quantity
  - UOM
  - Unit price

## uBooks User Guide

- Respective Account where the posting should happen.
- User can provide liner level discount if required by selecting percentage based or amount based.
- Based on HSN/SAC code the Tax rate and amount will be pulled by the system either in CGST & SGST or IGST.
- If the RCM is applied on the transaction, then user can see the tax value in place of RCM.
- Cess can also be applied for all cess related items.
- User can add multiple line items in a Sale Invoice.

Line Items												Discount	
Delete	SNo	Supply Name/Code	IsExen	Exemption Code	Description	HSN/SAC	Qty	UOM	Unit Price	Sales Account	Type	Value	A
	1	Nuts/Test3			Nuts	4003	12.00	PIEC...	100.00	Sales	%	0.00	
	2	Bottles/Test2			Bottles	3908	3.00	BOT...	300.00	Sales	%	0.00	
	3						0.00		0.00			0.00	

- User can also add the terms and conditions in terms and conditions field.
- Instructions is only for internal reference, it will not get printed in the invoice.
- Once the items are added user can see the total taxable amount, Total GST amount, Total Cess Amount and Total value of the order.
- Then User can save the order by clicking on save or save it as draft by selecting option save as draft.

Instructions	Taxable Amount	950.00
	GST	171.00
	Cess	0.00
	<b>Total</b>	<b>1,121.00</b>
	<div> <div>Save as Draft</div> <div>Save</div> <div>Save</div> <div>Cancel</div> </div>	

- Once the invoice is saved, user can see the preview of the invoice.
- User can record payment, generate credit note, debit note and returns, e-way bill using more option on the preview.

Sale InvoiceSI/000019/2018 << Back To List

More Record Payment Back Preview

Create Credit Note Create Debit Note Create Return Use Credits Use Advance Receipt Create E Way Bill

SI/000019/2018 24-10-2018

**Excendor**  
Accelerate your Ecommerce

Name Excendor Ecommerce Private Limited  
GSTIN/UIN 36AAEE0126L12R  
Address Excendor Block, 1st floor, Display building, NAC, Izzat Nagar Hyderabad, Telangana, India  
Phone No  
Email support@excendor.com  
CIN

SO Number  
SO Date  
Reference No  
Due Date 09-11-2018  
Payment Terms(in days) 10  
Drug Licence No BH387487

**PartiallyReceived**

**Details of Receiver (Billed To)**  
Name Mega Engineering  
GSTIN/UIN 36FDGH4568B12R  
Address Road No 3 Hyderabad, Telangana, India  
State Code TS Telangana  
Pincode 500067

**Details of Consignee (Shipped To)**  
Name Megha Engineering  
Address Road No 3 Hyderabad, Telangana, India  
State Code TS Telangana  
Pincode 500067  
Place Of Supply 36 Telangana



- If user wants to print the invoice, user should click on preview and then save, print or email invoice copy.
- User can also record receipt using record payment option.
- When user clicks on record payment system will navigate the user directly to payments screen along with the customer information and payable amount for that invoice.

### Payment From Megha Engineering

**Received From**  
**Megha Engineering** Road No 3 Hyderabad Telangana India

Amount Receivable

Payment Date:  Mode Of Payment:  Deposit To:

Reference#:  Transaction Type:

Notes

- User can change the receivable amount if received partial payment  
 Payment date is transaction recording date and user should select the mode of payment, deposited to, reference number if any, transaction type and notes if any.

Shortcut Keys for Invoice screen are:

Ctrl + D – Cancel

Ctrl + S – Save

Ctrl + N - New

## 7.2 Sale Return:

- Once user clicks on Sales Return, user can see the list of return transactions which are previously created.
- If user wants to generate new Return, Click on New Sale Return.

### Sale Return List

Search					
Sale Return No	Party Name	Total Bill Amount	Balance Amount	Created Date	Status
<a href="#">L2-SR/000001/2018</a>	Janatha Traders	354.00	0.00	11/05/2018	Closed

- In return screen, user can see the pre/user-defined number series i.e. sale return and sale return date.

## New SaleReturn [<< Back To List](#)

Transaction No.: SR/20180514/1

Transaction Date: 14/05/2018

- **In Return By:** User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Select / Enter the invoice number against which the return needs to be created.
- Based on invoice, invoice date will be shown.

**Return By :**

Party Type ⓘ	Business to Business (B2B) ▾
Party Name * ⓘ	Janatha Traders ▾
Location * ⓘ	Hyderabad ▾
Sales Invoice Number *	L1-SI/000001/2018 ▾
Invoice Date	14/05/2018 ▾

- **In Return To:** User organization details will be pre-populated like Location, Branch and GSTIN.
- User should select the reason for issuing the return / Credit / Debit Notes.

**Return To :**

Org Name	VINRADSRI15
Location	Muppidi Estates Hyderabad
GSTIN ⓘ	36AQLPM4892C1Z0
Reason for Issuing *	▾

- In the liner level user can see all the items added against the selected invoice.
- First user should enter the return quantity in the line items which needs to be received by the supplier as return and select the lines for which changes have been made.
- Once the lines are selected, system will calculate the Taxable amount, GST, Cess and Total of the return value.

## uBooks User Guide

### Line Items

SNo	che	Supply Name/Code	IsEx	Exemption Code	Description	HSN/SAC	Invoiced Q	Return Qt	UOM	Unit Price	Sales Account	Type	Val	Disco
1		Nuts/Test3 Test3			Nuts	4003	12.00	12.00	IEC...	100.00	Sales	%	0.1	

**Taxable Amount**
500.00

**GST**
90.00

**Cess**
0.00

**GST subjected to Reverse Charge**
0.00

**Cess subjected to Reverse Charge**
0.00

**Total**
590.00

Save

Back

- Save the return transaction to generate a credit note against return.

**Supplementary Invoice**  
**(Credit Note)**

Closed

**Name** VINRADSR15  
**GSTIN** 36AQLPM4892C1Z0  
**Address:** Road no 2 Hyderabad, Telangana, India  
**Phone No** 040556677  
**Email** vinod@gmail.com

**Return Transaction No.** L1-SR/000001/2018  
**Date** 14-05-2018  
**Original Invoice No.** L1-SI/000001/2018  
**Date Of Invoice** 14-05-2018  
**Place Of Supply** Telangana

**Details Of Receiver (Billed To)**  
**Name** Janatha Traders  
**GSTN/UIN** 36DGFHG3456B1Z0  
**Address** Road no 3 Hyderabad, Telangana, India  
**State Code** TS Telangana  
**ZipCode** 500089

**Details Of Consignee (Shipped to)**  
**Name** VINRADSR15  
**GSTN/UIN** 36AQLPM4892C1Z0  
**Address** Road No 2 Hyderabad, Telangana, India  
**State Code** TS Telangana  
**ZipCode** 500098

SNo	Item Description	HSN	Qty	Unit	Unit Price	Discount	Taxable Amt	IGST		CGST		SGST/UTGST		Cess	Total
								%	Amt.	%	Amt.	%	Amt.		
1	Nuts/Test3	4003	5	PIECES	100.00	.00	500.00	0.00	.00	9.00	45.00	9.00	45.00	0.00	590.00

- User can also cancel the transaction by clicking on cancel.

### 7.3 Sale Credit note:

- Once user clicks on Sales Credit note, user can see the list of return transactions which are previously created.
- If user wants to generate new Sales Credit note, Click on New Sales Credit note.

## Sale CreditNote List

[New Credit Note](#)

Credit Note No	Party Name	Total Amount	Balance Amount	Date	Status
<a href="#">L1-SCR/000001/2018</a>	Janatha Traders	82.60	0.00	14/05/2018	Closed

- In Sales Credit note screen, user can see the pre/user-defined number series i.e. transaction number and transaction date.

## New Sale CreditNote [<< Back To List](#)

Transaction No.: SC/20180514/1

Transaction Date: 14/05/2018

- In Issued By:** User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Select / Enter the invoice number against which the return needs to be created.
- Based on invoice, invoice date will be shown.

**Issued by :**

Org Name

VINRADSRI15

Location

Muppidi Estates Hyderabad

GSTIN

36AQLPM4892C1Z0

Reason for Issuing \*

Post sale discount

- In Receiver:** User organization details will be pre-populated like Location, Branch and GSTIN.
- User should select the reason for issuing the return / Credit / Debit Notes.

**Receiver :**

Party Type

Business to Business (B2B)

Party Name \*

Janatha Traders

Location \*

Hyderabad

Sales Invoice Number \*

L1-SI/000001/2018

Invoice Date

14/05/2018

## uBooks User Guide

- In the liner level user can see all the items added against the selected invoice.
- User can see the actual price (Actual unit price of the item at the time of invoice issued), credit amount (If any credit note raised for some value) and differential amount (Differential value user should enter to create a credit/debit note per item).
- Then select the line in which the differential value is entered.
- Once the lines are selected, system will calculate the Taxable amount, GST, Cess and Total value.

**Line Items**

SNo	che	Supply Name/Code	IsExem	Exemption Code	Qty	UOM	Actual Amou	Credit Amou	Differential Amoun	Sales Account	Type	Disc	V
1	<input checked="" type="checkbox"/>	Nuts/Test3 Test3	<input type="checkbox"/>		7.00	PIEC...	100.00	0.00	10.00	Sales	%		

**Taxable Amount** 70.00

**GST** 12.60

**Cess** 0.00

**GST subjected to Reverse Charge** 0.00

**Cess subjected to Reverse Charge** 0.00

**Total** 82.60

- Save the return transaction to generate a credit note against return.

**Supplementary Invoice  
(Credit Note)**

Closed

**Name** VINRADSR15

**GSTIN** 36AQLPM4892C1Z0

**Address:** Road no 2 Hyderabad, Telangana, India

**Phone No** 040556677

**Email** vinod@gmail.com

**Return Transaction No.** L1-SR/000001/2018

**Date** 14-05-2018

**Original Invoice No.** L1-SI/000001/2018

**Date Of Invoice** 14-05-2018

**Place Of Supply** Telangana

**Details Of Receiver (Billed To)**

**Name** Janatha Traders

**GSTN/UITN** 36DGFHG3456B1Z0

**Address** Road no 3 Hyderabad, Telangana, India

**State Code** TS Telangana

**ZipCode** 500089

**Details Of Consignee (Shipped to)**

**Name** VINRADSR15

**GSTN/UITN** 36AQLPM4892C1Z0

**Address** Road No 2 Hyderabad, Telangana, India

**State Code** TS Telangana

**ZipCode** 500098

SNo	Item Description	HSN	Qty	Unit	Unit Price	Discount	Taxable Amt	IGST		CGST		SGST/UTGST		Cess	Total
								%	Amt.	%	Amt.	%	Amt.		
1	Nuts/Test3	4003	5	PIECES	100.00	.00	500.00	0.00	.00	9.00	45.00	9.00	45.00	0.00	590.00

## uBooks User Guide

- User can also cancel the transaction by clicking on cancel option.

### 7.4 Sale Debit note:

- Once user clicks on Sales Debit note, user can see the list of return transactions which are previously created.
- If user wants to generate new Sales Debit note, Click on New Sales Debit note.

#### Sale CreditNote List

New Credit Note					
Search					
Credit Note No	Party Name	Total Amount	Balance Amount	Date	Status
<a href="#">L1-SCR/000001/2018</a>	Janatha Traders	82.60	0.00	14/05/2018	Closed

- In Sales Debit note screen, user can see the pre/user-defined number series i.e. transaction number and transaction date.

#### New Sale DebitNote [<< Back To List](#)

Transaction No.: SD/20180514/1
Transaction Date: 14/05/2018

- **In Issued By:** User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Select / Enter the invoice number against which the return needs to be created.
- Based on invoice, invoice date will be shown.

<b>Issued by :</b>	
Org Name	VINRADSR15
Location	Muppidi Estates Hyderabad
GSTIN ⓘ	36AQLPM4892C1Z0
Reason for Issuing *	Post sale discount

- **In Receiver:** User organization details will be pre-populated like Location, Branch and GSTIN.
- User should select the reason for issuing the return / Credit / Debit Notes.

## uBooks User Guide

**Receiver :**

Party Type	Business to Business (B2B)
Party Name *	Janatha Traders
Location *	Hyderabad
Sales Invoice Number *	L1-SI/000001/2018
Invoice Date	14/05/2018

- In the liner level user can see all the items added against the selected invoice.
- User can see the actual price (Actual unit price of the item at the time of invoice issued), debit amount (If any debit note raised for some value) and differential amount (Differential value user should enter to create a credit/debit note per item).
- Then select the line in which the differential value is entered.
- Once the lines are selected, system will calculate the Taxable amount, GST, Cess and Total value.

### Line Items

SNo	che	Supply Name/Code	IsExem	Exemption Code	Qty	UOM	Actual Amou	Credit Amou	Differential Amoun	Sales Account	Type	Disc
1	<input checked="" type="checkbox"/>	Nuts/Test3 Test3	<input type="checkbox"/>		7.00	PIEC...	100.00	0.00	10.00	Sales	%	

Taxable Amount	70.00
GST	12.60
Cess	0.00
GST subjected to Reverse Charge	0.00
Cess subjected to Reverse Charge	0.00
<b>Total</b>	<b>82.60</b>

Save

Back

- Save the return transaction to generate a credit note against return.

**Supplementary Invoice  
(Debit Note)**
Closed

---

**Name** VINRADSRI15  
**GSTIN** 36AQLPM4892C1Z0  
**Address:** Road no 2 Hyderabad, Telangana, India  
**Phone No** 040556677  
**Email** vinod@gmail.com

---

**DebitNote No.** L1-SDB/000001/2018  
**Date** 14-05-2018  
**Original Invoice No.** L1-SI/000001/2018  
**Date Of Invoice** 14-05-2018  
**Place Of Supply** Telangana

**Details Of Receiver (Billed To)**

**Name** Janatha Traders  
**GSTN/UIN** 36DGFHG345681Z0  
**Address** Road no 3 Hyderabad, Telangana, India  
**State Code** TS Telangana  
**ZipCode** 500089

**Details Of Consignee (Shipped to)**

**Name** Janatha Traders  
**GSTN/UIN** 36DGFHG345681Z0  
**Address** Road no 3 Hyderabad, Telangana, India  
**State Code** TS Telangana  
**ZipCode** 500089

SNo	Item Description	HSN	Qty	Unit	Unit Price	Diff. Amt	Discount	Taxable Amount	IGST		CGST		SGST/UTGST		Cess	Total
									%	Amt	%	Amt	%	Amt.		
1	Nuts/Test3	4003	7	PIECES	100.00	10.00	0.00	70.00	0.00	0.00	9.00	6.30	9.00	6.30	0.00	82.6
<b>Total</b>					100.00	10.00		70.00			6.30	6.30	0.00	0.00		82.6

- User can also cancel the transaction by clicking on cancel option.

## 7.5 Cash Sales:

Cash sales are sales made against cash. It is where the seller receives the cash consideration at the time of delivery, Unlike credit sales.

- Once user clicks on Cash sales, user can see the list of invoices which are previously created.

### Cash Sales List

New Sale
Cancel
Delete

C..	Sales Invoice No	Party Name	Total Bill Amount	Date	Due Date	Channel From	Status
<input type="checkbox"/>	<a href="#">CS/000002/2018</a>	Rainbow Hospitals	2360.00	05-12-2018	04-01-2019	BillingSystem	Received
<input type="checkbox"/>	<a href="#">CS/000001/2018</a>	Rajiv	1050.00	12-07-2018	12-07-2018	BillingSystem	Cancelled

Navigation: Purchase Transactions → purchases Invoice → New Purchase

- If user wants to generate new invoice, Click on New Sale.
- In new Invoice screen, user can see the system defined draft number series for cash sales and cash sales date.



## uBooks User Guide

- In Invoice From - User organization details will be pre-populated like Location, Branch and GSTIN. User can add the sales order number and date if existing against it however, if the user is creating the invoice from sales order screen then the SO number and date will be pulled from that screen.
- User should enter the delivery date if required, however it is optional field and system will take the transaction date as delivery date.
- Payment terms will be displayed based on party selection, however user can also change the payment terms based on agreement.
- Due date of the invoice is calculated based on payment terms in days based on invoice date or delivery date.

Invoice From	
Invoice By	Excellor Ecommerce Private Limited
Branch *	Excellor Ecommerce Private Limited
GSTIN	36AAECE0128L1ZR
SO #	
SO Date	03-01-2019
Delivery Date	03-01-2019
Payment Terms (In Days)	30 From Date Of Invoice
Due Date *	02-02-2019
Send Invoice to Email	
Mode Of Payment	By Cash
Reference	

- User can enter any information in reference field if that needs to be printed in the invoice.
- The contact email ID will be displayed in send invoice to email field. However, user can add an additional email if required.
- User should select the mode of payment. By default, system will pick cash as payment method.
- In Invoice To - User should select the following details.
- User can directly search the party name and click on search to get/pull the party information.

## uBooks User Guide

**Invoice To :**

Search Party ⓘ	<input type="text"/>		+
Party Type ⓘ	Business to Business (B2B) ▾		
Party Name ⓘ	Bharathi Axa Limited ▾		
Location	Bharathi Axa LTD ▾		+
Party ID (GSTIN/PAN/Email)	27BCFGG4567B1ZR		
Ship To ⓘ	Bharathi Axa LTD ▾		
State	Maharashtra	Pin Code	500078
City	Mumbai		
AddressLine1:	Road No 3		
AddressLine2:	<input type="text"/>		
Place of Supply ( State )	Maharashtra ▾		
<input type="button" value="Additional Info"/>			

- If there are multiple parties with similar name, the first party will be displayed in party name field, however user can select the required party from the dropdown.
- If the party is not available in the customer master, user can directly add the party while billing by just clicking on plus symbol beside search option.
- User should enter the party name, Registration status and GSTIN number (if registered) as mandate fields while creating new customer.
- User can add the complete address if the customer needs to be stored with complete information.

**New Party**

Party Name *	<input type="text"/>	<input type="checkbox"/> Same As Billing Address	Branch Name ⓘ	<input type="text"/>
Party Code/Mobile No ⓘ	<input type="text"/>		Branch Code ⓘ	<input type="text"/>
Email Address	<input type="text"/>		Address	<input type="text"/>
GST Registration Status *	Registered Dealer ▾		Country	<input type="text"/> ▾
PAN/UIN/GSTIN *	<input type="text"/>		State	<input type="text"/> ▾
<b>Address</b>			Zip Code	<input type="text"/>
Address Line 1	<input type="text"/>			
Country	<input type="text"/> ▾			
State	<input type="text"/> ▾			
Zip Code	<input type="text"/>			
		<input type="button" value="Save"/>	<input type="button" value="Close"/>	

Once the party is selected below details will be displayed in the billing screen.

- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Ship to address - if in case items needs to be delivered to different shipping address.

## uBooks User Guide

- Based on ship to state the place of supply will be pulled and tax type will be calculated based on place of supply either as Interstate (IGST) or Intrastate (CGST & SGST).
- If user add any additional fields in additional field configuration for sale invoice, those fields can be found in Additional Info.
- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while creating.

Line Items													Add Item
	Delete	SNo	Supply Name/Code	Batch No	Mfg Date	Exp Date	IsExen	Exemption Code	Description	HSN/SAC	Qty	UOM	Un
I		1	Transport Services/1000...				<input type="checkbox"/>		Transport Servic...	89	2.00	LOSS	

Line Items																	Add Item
				Discount					CGST		SGST		Cess		CGST(RCM)		
	Unit Price	Other Cha	Sales Account	Type	Value	Amt.	Taxable Amt	%	Value	%	Value	%	Value	%	Value	%	
I	0.00	0.00	Sales	%	0.00	0.00	0.00	9.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	

- Description
- HSN/SAC
- Quantity
- UOM
- Unit price
- Respective Account where the posting should happen.
- User can provide liner level discount if required by selecting percentage based or amount based option and provide the figure.
- Based on HSN/SAC code the Tax rate and amount will be pulled by the system either in CGST & SGST or IGST.
- If the RCM is applied on the transaction, then user can see the tax value in place of RCM field instead of CGST, SGST and IGST.
- Cess can also be applied for all cess related items.

Terms & Conditions	
Instructions	

Taxable Amount	2,000.00
GST	360.00
Cess	0.00
<b>Total</b>	<b>2,360.00</b>

Save Cancel

- User can add multiple line items in a cash Sale Invoice.
- User can also add the terms and conditions in terms and conditions field.
- Instructions is only for internal reference, it will not get printed in the invoice.
- Once the items are added user can see the total taxable amount, Total GST amount, Total Cess Amount and Total value of the order.

- Then User can save the order by clicking on save or save it as draft by selecting option save as draft.
- Once the invoice is saved, user can see the preview of the invoice.
- If user wants to print the invoice, user should click on preview and then save, print or email invoice copy.

### 8. Purchase Transactions:

Purchase Transaction tile is to maintain

1. Purchase invoice.
2. Purchase Return.
3. Purchase Credit Note.
4. Purchase Debit Note.
5. Self-Invoice.

#### 8.1 Purchase invoice:

A purchase invoice can be used to record the supplies bought and how much was paid for it and how much still needs to be paid.

- Navigation: Purchase Transactions → purchases Invoice → New Purchase

##### Purchase Invoice List

<input type="text" value="Search"/>						<input type="button" value="New Purchase"/>	<input type="button" value="Delete"/>
C...	Purchase Invoice No	Party Name	Total Bill Amount	Created Date	Due Date	Status	
<input type="checkbox"/>	<a href="#">PI/000001/2018</a>	Prodigi computers	11210.00	20/04/2018	10/05/2018	Invoiced	▲

- Once user clicks on Purchase Invoice, user can see the list of invoices which are previously created.
- If user wants to generate new invoice, Click on New Purchase.
- In new Invoice screen, user can see the pre/ user-defined number series for Purchase invoice and Purchase invoice date.

##### New Purchase Invoice [<< Back To List](#)

Purchase Invoice No. : PI/20180514/1	
Invoice Date :	14/05/2018 ▼

- **In Invoice From** - User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Ship to address - if in case items needs to be delivered to different shipping address.
- If user add any additional fields in additional field configuration for Purchase invoice, those fields can be found in Additional Info.

## uBooks User Guide

**Invoice From :**

Party Type	<input type="text" value="Business to Business (B2B)"/>	
Party Name *	<input type="text"/>	
Location *	<input type="text"/>	
Party ID (GSTIN/PAN/Email)	<input type="text"/>	
Branch *	<input type="text"/>	
State	<input type="text"/>	Pin Code <input type="text"/>
City	<input type="text"/>	
AddressLine1:	<input type="text"/>	
AddressLine2:	<input type="text"/>	
<input type="button" value="Additional Info"/>		

- **In Invoice To** – User organization details will be pre-populated like Location, Branch and GSTIN. User can add the Purchase order number and date if existing against it however, if the user is creating the invoice from Purchase order screen then the PO number and date will be pulled from that screen.
- User should enter the supplier invoice number and supplier invoice date as mandate (Purchase Bill Number).
- User can enter the delivery date if required.
- Payment terms can be selected based on party selection, however user can also change the payment transaction based on requirement.
- Due date of the invoice will be calculated based on payment terms in days based on either invoice date or delivery date.
- The contact email ID will be displayed in send invoice to email field. However, user can add an additional email if required.
- Based on ship to state the place of supply will be pulled and tax type will be calculated either as Interstate (IGST) or Intrastate (CGST & SGST).

**Invoice To :**

Invoice To	<input type="text" value="Muppidi Estates"/>	
Branch *	<input type="text" value="Muppidi Estates"/>	
GSTIN	<input type="text" value="36AQLPM4892C1Z0"/>	
PO #	<input type="text"/>	
PO Date	<input type="text" value="14/05/2018"/>	
Supplier Invoice No *	<input type="text"/>	
Supplier Invoice Date *	<input type="text" value="14/05/2018"/>	
Delivery Date	<input type="text" value="14/05/2018"/>	
Payment Terms (In Days)	Immediate	<input type="text" value="From Date Of Delivery"/>
Due Date *	<input type="text" value="14/05/2018"/>	
Send Invoice to Email	<input type="text"/>	
Place of Supply ( State )	<input type="text" value="Telangana"/>	

Line Items												Discount		
Delete	SNo	Supply Name/Code	IsExen	Exemption Code	Description	HSN/SAC	Qty	UOM	Unit Price	Sales Accoun	Type	Value	A	
	1	Nuts/Test3	<input type="checkbox"/>		Nuts	4003	12.00	PIEC...	100.00	Sales	%	0.00		
	2	Bottles/Test2	<input type="checkbox"/>		Bottles	3908	3.00	BOT...	300.00	Sales	%	0.00		
	3		<input type="checkbox"/>				0.00		0.00			0.00		

- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while se.
  - Description
  - HSN/SAC
  - Quantity
  - UOM
  - Unit price
  - Respective Account where the posting should happen.
- User can provide liner level discount if required by selecting percentage based or amount based.
- Based on HSN/SAC code the Tax rate and amount will be pulled by the system either in CGST & SGST or IGST.
- If the RCM is applied on the transaction, then user can see the tax value in place of RCM.
- Cess can also be applied for all cess related items.
- User can add multiple line items in a Purchase Invoice.
- Once the items are added user can see the total taxable amount, Total GST amount, Total Cess Amount and Total value of the order.
- Then User can save the order by clicking on save or save it as draft by selecting option save as draft.
- User has the option to cut the Purchase Order to Purchase Invoice with the navigation (Generate Invoice).
- User should click on Generate Invoice option, Reduce the quantity of invoice if in case user is receiving less quantity than ordered quantity and save the invoice.
- User can generate another invoice for the remaining quantity.

Instructions

Taxable Amount
950.00

GST
171.00

Cess
0.00

**Total**
**1,121.00**

Save as Draft

Save

Save

Cancel

## 8.2 Purchase Return:

## uBooks User Guide

- Once user clicks on Purchase Return, user can see the list of return transactions which are previously created.
- If user wants to generate new Return, Click on New Purchase Return.
- In return screen, user can see the pre/user-defined number series i.e. sale return and sale return date.

### New PurchaseReturn [<< Back To List](#)

Purchase ReturnNo: PR/20180514/1	
Transaction Date: 14/05/2018	

- **In Return By:** User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Select / Enter the invoice number against which the return needs to be created.
- Based on invoice, invoice date will be shown.

<b>Return By :</b>	
Party Type ⓘ	Business to Business (B2B) ▾
Party Name * ⓘ	Janatha Traders ▾
Location * ⓘ	Hyderabad ▾
Sales Invoice Number *	L1-SI/000001/2018 ▾
Invoice Date	14/05/2018 ▾

- **In Return To:** User organization details will be pre-populated like Location, Branch and GSTIN.
- User should select the reason for issuing the return / Credit / Debit Notes.

<b>Return To :</b>	
Org Name	VINRADSRI15
Location	Muppidi Estates Hyderabad
GSTIN ⓘ	36AQLPM4892C1Z0
Reason for Issuing *	▾

- In the liner level user can see all the items added against the selected invoice.
- First user should enter the return quantity in the line items which needs to be received by the supplier as return and select the lines for which changes have been made.

## uBooks User Guide

- Once the lines are selected, system will calculate the Taxable amount, GST, Cess and Total of the return value.

Line Items

SNo	che	Supply Name/Code	IsEx	Exemption Code	Description	HSN/SAC	Invoiced Q	Return Qt	UOM	Unit Price	Sales Account	Type	Value	Disco
1		Nuts/Test3 Test3			Nuts	4003	12.00	12.00	PIEC...	100.00	Sales	%	0.00	

Taxable Amount

500.00

GST

90.00

Cess

0.00

GST subjected to Reverse Charge

0.00

Cess subjected to Reverse Charge

0.00

Total

590.00

Save

Back

- Save the return transaction to generate a credit note against return.

Supplementary Invoice  
(Credit Note)

Closed

Name

VINRADSR15

GSTIN

36AQLPM4892C1Z0

Address:

Road no 2 Hyderabad, Telangana, India

Phone No

040556677

Email

vinod@gmail.com

Return Transaction No.

L1-SR/000001/2018

Date

14-05-2018

Original Invoice No.

L1-SL/000001/2018

Date Of Invoice

14-05-2018

Place Of Supply

Telangana

Details Of Receiver (Billed To)

Name

Janatha Traders

GSTN/UIN

36DGFHG3456B1Z0

Address

Road no 3 Hyderabad, Telangana, India

State Code

TS Telangana

ZipCode

500089

Details Of Consignee (Shipped to)

Name

VINRADSR15

GSTN/UIN

36AQLPM4892C1Z0

Address

Road No 2 Hyderabad, Telangana, India

State Code

TS Telangana

ZipCode

500098

SNo	Item Description	HSN	Qty	Unit	Unit Price	Discount	Taxable Amt	IGST	CGST	SGST/UTGST	Cess	Total			
								% Amt.	% Amt.	% Amt.					
1	Nuts/Test3	4003	5	PIECES	100.00	.00	500.00	0.00	.00	9.00	45.00	9.00	45.00	0.00	590.00

- User can also cancel the transaction by clicking on cancel.

### 8.3 Purchase Credit note:



## uBooks User Guide

- Once user clicks on Purchase Credit note, user can see the list of credit transactions which are previously created.
- If user wants to generate new Purchase Credit note, Click on New Credit note.

### New Purchase CreditNote [<< Back To List](#)

Transaction No.: PC/20180515/1
Transaction Date: 15/05/2018

- In Purchase Credit note screen, user can see the pre/user-defined number series i.e. transaction number and transaction date.

### New Sale CreditNote [<< Back To List](#)

Transaction No.: SC/20180514/1
Transaction Date: 14/05/2018

- **In Issued By:** User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Select / Enter the invoice number.
- Based on invoice, invoice date, supplier invoice number and supplier date also will be shown.

<b>Issued by :</b>	
Party Type ⓘ	Business to Business (B2B) ▾
Party Name * ⓘ	Prodigi computers ▾
Location *	Hyd ▾
Purchase Invoice Number *	PI/000001/2018 ▾
Invoice Date	20/04/2018 ▾
Supplier Invoice No ⓘ	12313
Supplier Invoice Date ⓘ	20/04/2018 ▾

- **In Receiver:** User organization details will be pre-populated like Location, Branch and GSTIN.
- User should select the reason for issuing the return / Credit / Debit Notes.

## uBooks User Guide

**Receiver :**

Org Name	VINRADSRI15
Location	VINRADSRI15
GSTIN ⓘ	36AQLPM4892C1Z0
Reason for Issuing *	Correction in invoice ▼

- In the liner level user can see all the items added against the selected invoice.
- User can see the actual price (Actual unit price of the item at the time of invoice issued), credit amount (If any credit note raised for some value) and differential amount (Differential value user should enter to create a credit/debit note per item).
- Then select the line in which the differential value is entered.
- Once the lines are selected, system will calculate the Taxable amount, GST, Cess and Total value.

**Line Items**

												Disc
SNo	che	Supply Name/Code	IsExem	Exemption Code	Qty	UOM	Actual Amou	Credit Amou	Differential Amoun	Sales Account	Type	V
1	✓	Nuts/Test3 Test3	☐		7.00	PIEC...	100.00	0.00	10.00	Sales	%	▲

<b>Taxable Amount</b>	<b>70.00</b>
<b>GST</b>	<b>12.60</b>
<b>Cess</b>	<b>0.00</b>
<b>GST subjected to Reverse Charge</b>	<b>0.00</b>
<b>Cess subjected to Reverse Charge</b>	<b>0.00</b>
<b>Total</b>	<b>82.60</b>

Save Back

- Save the return transaction to generate a credit note against return.

## uBooks User Guide

Supplementary Invoice (Credit Note)										Closed					
<b>Name</b>	VINRADSRI15														
<b>GSTIN</b>	36AQLPM4892C1Z0														
<b>Address:</b>	Road no 2 Hyderabad, Telangana, India														
<b>Phone No</b>	040556677														
<b>Email</b>	vinod@gmail.com														
<b>Return Transaction No.</b>	L1-SR/000001/2018														
<b>Date</b>	14-05-2018														
<b>Original Invoice No.</b>	L1-SI/000001/2018														
<b>Date Of Invoice</b>	14-05-2018														
<b>Place Of Supply</b>	Telangana														
<b>Details Of Receiver (Billed To)</b>						<b>Details Of Consignee (Shipped to)</b>									
<b>Name</b>	Janatha Traders					<b>Name</b>	VINRADSRI15								
<b>GSTN/UIN</b>	36DGFHG3456B1Z0					<b>GSTN/UIN</b>	36AQLPM4892C1Z0								
<b>Address</b>	Road no 3 Hyderabad, Telangana, India					<b>Address</b>	Road No 2 Hyderabad, Telangana, India								
<b>State Code</b>	TS Telangana					<b>State Code</b>	TS Telangana								
<b>ZipCode</b>	500089					<b>ZipCode</b>	500098								
SNo	Item Description	HSN	Qty	Unit	Unit Price	Discount	Taxable Amt	IGST		CGST		SGST/UTGST		Cess	Total
								%	Amt.	%	Amt.	%	Amt.		
1	Nuts/Test3	4003	5	PIECES	100.00	.00	500.00	0.00	.00	9.00	45.00	9.00	45.00	0.00	590.00

- User can also cancel the transaction by clicking on cancel option.

### 8.4 Purchase Debit note:

- Once user clicks on Purchase Debit note, user can see the list of debit transactions which are previously created.
- If user wants to generate new Credit note, Click on New Debit note.

### Sale CreditNote List

						New Credit Note
Search						
Credit Note No	Party Name	Total Amount	Balance Amount	Date	Status	
<a href="#">L1-SCR/000001/2018</a>	Janatha Traders	82.60	0.00	14/05/2018	Closed	

- In Sales Credit note screen, user can see the pre/user-defined number series i.e. transaction number and transaction date.

### New Sale CreditNote << Back To List

	Transaction No.: SC/20180515/1	
	Transaction Date: 15/05/2018	

- In Issued By:** User should select the following details.
- Party type as B2B or B2C
- party name

## uBooks User Guide

- Location - Once the location is selected, party ID will be populated.
- Select / Enter the invoice number against which the return needs to be created.
- Based on invoice, invoice date, supplier invoice number and supplier date also will be shown.

**Issued by :**

Party Type ⓘ	Business to Business (B2B)
Party Name * ⓘ	Prodigi computers
Location *	Hyd
Purchase Invoice Number *	PI/000001/2018
Invoice Date	20/04/2018
Supplier Invoice No ⓘ	12313
Supplier Invoice Date ⓘ	20/04/2018

- **In Receiver:** User organization details will be pre-populated like Location, Branch and GSTIN.
- User should select the reason for issuing the return / Credit / Debit Notes.

**Receiver :**

Party Type ⓘ	Business to Business (B2B)
Party Name * ⓘ	Janatha Traders
Location *	Hyderabad
Sales Invoice Number *	L1-SI/000001/2018
Invoice Date	14/05/2018

- In the liner level user can see all the items added against the selected invoice.
- User can see the actual price (Actual unit price of the item at the time of invoice issued), debit amount (If any debit note raised for some value) and differential amount (Differential value user should enter to create a credit/debit note per item).
- Then select the line in which the differential value is entered.
- Once the lines are selected, system will calculate the Taxable amount, GST, Cess and Total value.

Line Items											
SNo	che	Supply Name/Code	IsExem	Exemption Code	Qty	UOM	Actual Amou	Debit Amou	Differential Amoun	Purchase Account	Type
1	<input checked="" type="checkbox"/>	Pen Drives/Supply12...	<input type="checkbox"/>		1.00		1000.00	0.00	100.00	Purchases	%

## uBooks User Guide

Taxable Amount	70.00
GST	12.60
Cess	0.00
GST subjected to Reverse Charge	0.00
Cess subjected to Reverse Charge	0.00
<b>Total</b>	<b>82.60</b>

- Save the return transaction to generate a credit note against return.

**Supplementary Invoice  
(Debit Note)**

---

**Name** VINRADSRI15  
**GSTIN** 36AQLPM4892C1Z0  
**Address:** Road no 2 Hyderabad, Telangana, India  
**Phone No** 040556677  
**Email** vinod@gmail.com

---

**DebitNote No.** L1-SDB/000001/2018  
**Date** 14-05-2018  
**Original Invoice No.** L1-SI/000001/2018  
**Date Of Invoice** 14-05-2018  
**Place Of Supply** Telangana

---

**Details Of Receiver (Billed To)**  
**Name** Janatha Traders  
**GSTN/UIN** 36DGFHG345681Z0  
**Address** Road no 3 Hyderabad, Telangana, India  
**State Code** TS Telangana  
**ZipCode** 500089

**Details Of Consignee (Shipped to)**  
**Name** Janatha Traders  
**GSTN/UIN** 36DGFHG345681Z0  
**Address** Road no 3 Hyderabad, Telangana, India  
**State Code** TS Telangana  
**ZipCode** 500089

SNo	Item Description	HSN	Qty	Unit	Unit Price	Diff. Amt	Discount	Taxable Amount	IGST		CGST		SGST/UTGST		Cess	Total
									%	Amt	%	Amt	%	Amt.		
1	Nuts/Test3	4003	7	PIECES	100.00	10.00	0.00	70.00	0.00	0.00	9.00	6.30	9.00	6.30	0.00	82.6
<b>Total</b>					100.00	10.00		70.00			6.30	6.30	0.00	0.00		82.6

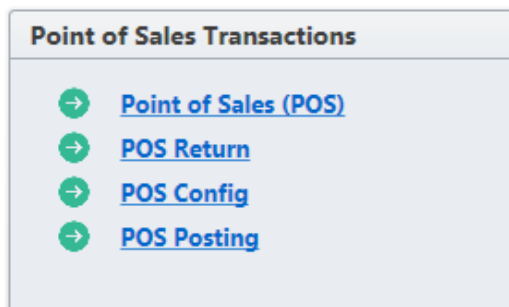
- User can also cancel the transaction by clicking on cancel option.

## 9. Point of Sale

Point of Sale tile is to maintain

- Point of Sale (PoS).
- PoS Return.
- PoS Config.

## 4. PoS Posting.



Point of sale is a place where the retail transactions are carried out. uBooks has point of sale screen which helps user to generate retail invoice with ease.

### 9.1 Point of Sale:

- Navigation: Point of Sale Transactions → Point of Sale → New

#### POS List

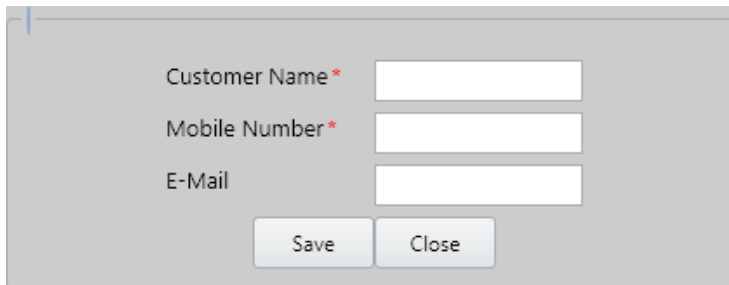
Check	Pos No	Total Amount	Date	Status
<input type="checkbox"/>	<a href="#">Sale/000003/2018</a>	1000.00	24-10-2018	Received
<input type="checkbox"/>	<a href="#">Sale/000002/2018</a>	10354.00	24-10-2018	Received
<input type="checkbox"/>	<a href="#">Sale/000001/2018</a>	2000.00	03-09-2018	Received

- Once user clicks on Point of Sale, user can see the list of PoS invoices which are previously created.
- If user wants to generate new invoice, Click on New.
- In new Invoice screen, user can see the pre-defined number series for PoS invoice which is draft number and PoS invoice date, once the user saves the invoice then only user defined series will be generated.

- User can search the customer either with customer name or customer mobile number in customer details tab.

## uBooks User Guide

- If the customer is new and not available in customer master, user can click on plus symbol beside customer name and add customer with customer name and mobile number. User can also add the email id as optional.

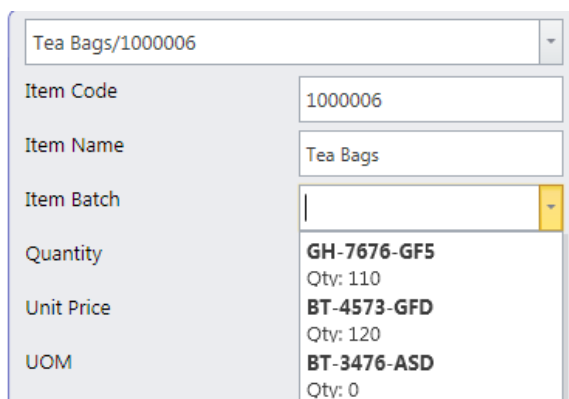


A form for adding a new customer. It contains three input fields: 'Customer Name \*', 'Mobile Number \*', and 'E-Mail'. Below the fields are two buttons: 'Save' and 'Close'.

- User can add the item in two ways, one is same as sale invoice by clicking on add item user can add the item and the second way is select the dropdown under the menu bar and select the item which needs to be added.



A screenshot of the 'Line Items' section. It features a table with columns: Delete, SNo, Supply Name/Code, Batch No, Mfg Date, Exp Date, Description, and HSN/S. An 'Add Item' button is located in the top right corner, with an arrow pointing to it from the text above.



A form for selecting an item. It includes a dropdown menu at the top showing 'Tea Bags/1000006'. Below are fields for 'Item Code' (1000006), 'Item Name' (Tea Bags), and 'Item Batch'. A list of items is displayed on the right:

Quantity	<b>GH-7676-GF5</b>
Unit Price	Qty: 110
UOM	<b>BT-4573-GFD</b>
	Qty: 120
	<b>BT-3476-ASD</b>
	Qty: 0

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Quantity	<input type="text" value="10"/>
Unit Price	<input type="text" value="100"/>
UOM	<input type="text" value="BOX"/>
Discount	<input type="text" value="%"/> <input type="text" value="0"/>
<input type="button" value="Add"/> <input type="button" value="Clear"/>	

- Then select the batch number if item is procured in batches along with quantity, unit price, UoM, discount and click on add to add it to the item list.

Line Items								<input type="button" value="Add Item"/>	
	Delete	SNo	Supply Name/Code	Batch No	Mfg Date	Exp Date	Description	HSN/S	
		1	Tea Bags/1000006	BT-4573-GFD	01-07-20...	18-07-20...	Tea Bags	210690	▲
		2	Paint/1000011	PT-4859-ADF	01-02-20...	31-12-20...	Paint	9903	

- Once the items are added to the billing screen, user can see the Taxable amount, CGST & SGST, Cess and Total value.
- In the left bottom user should select the mode of payment and the receipt amount to complete the payment process.
- When user select the mode of payment as bank, card number is mandate field. User can enter the last 4 digits of the card for reference. When selected credit note, user should select the open credit note for deducting the bill amount.
- User have the option to select multiple payment methods to nullify the billing amount and generate a invoice.

#	Mode of Payment	Card No	Credit Note No	Amount	
	By Bank	3446		50000.00	▲
	By Cash			10050_	
					▼
					Total Received Amount: 60050

Taxable Amount	51,000.00
CGST Amount	4,500.00
SGST Amount	4,500.00
Cess	0.00
<b>Total</b>	<b>60,050.00</b>
<input type="button" value="Save and Print"/>	

- Once the payment process is completed, user can click on save and print option and generate invoice.



## uBooks User Guide

**Excellor**  
Accelerate Your Ecommerce

**Name** Excellor Ecommerce Private Limited  
**GSTIN** 36AAEE0128L12R  
**Address** Excellor Block, 1st floor, Display building, NAC, Izzat Nagar Hyderabad, Telangana, India  
**Phone No**  
**Email** support@excellor.com  
**CIN**

**Invoice No.** POS1218/00004TS  
**Date Of Invoice** 31-12-2018  
**Customer Name** Rana  
**Mobile Phone** 9030446675

SNo	Description	HSN SAC	Batch No	Qty	Unit	Unit Price	Discount	Taxable Amount	%	Amt	IGST %	Amt	CGST %	Amt	SGST/UTGST %	Amt	Cess	Total
1	Tea Bags/10000006 Tea Bags	210690	BT-4573- GFD	10	BOX	100.00	0.00	1000.00	0.00	0.00	2.50	25.00	2.50	25.00	0.00	0.00	1050.00	
2	Paint/1000011 Paint	9903	PT-4855- ADF	10	50L Barrel	5000.00	0.00	50000.00	0.00	0.00	9.00	4500.00	9.00	4500.00	0.00	0.00	59000.00	
<b>Total</b>								0.00	51000.00	0.00		4525.00		4525.00	0.00		60050.00	

Taxable Amount	51000.00
GST	9050.00
Cess Total	0.00
Additional Charges	

User can save the invoice or take a print of it by using the menu options.

User also have Hold, Recall, Cancel, Return, New bill while billing using the menu bar as below.

New Bill (Ctrl+N)      Hold (Ctrl+H)

Recall (Ctrl+R)      Cancel (Ctrl+Q)

Return (Ctrl+E)      RePrint (Ctrl+P)

### 9.2 POS Return:

- Once user clicks on PoS Return, user can see the list of return transactions which are previously created.

#### POS Return List

Search					
Pos Return No	Ref Bill No	Total Bill Amount	Balance Amount	Date	Status
<a href="#">DPOSSR/000001/2018</a>	POS0618/000001TS	1180.00	0.00	26-10-2018	Saved

- If user wants to generate new Return, Click on Return in the billing screen.

## uBooks User Guide



- User will get a popup with transaction number and transaction date, under that user can select the bill number for which the return transaction should be created.
- Bill date is pre-populated as today's date
- User should select the reason for Issuing and click on Get to get the selected record.

Transaction No: POSSR/20181231/2

Transaction Date: 31-12-2018

Bill Number\*: POS1018/000002TS

Bill Date: 31-12-2018

Reason for Issuing\*: Sales Return

Get Close

- User will be routed to the billing screen along with the selected record.

**Billing Details :**

Bill Number: POSSR/20181231/3

Bill Date: 08-12-2018

**Customer Details :**

Customer Name: Mohan

Mobile Number: 9999999999

**Line Items**

checkbox	SNo	Supply Name/Code	Batch No	Mfg Date	Exp Date	Description	HSN/SA
<input type="checkbox"/>	1	Cables/1000003	GT-143-6789			Cables for IT	8544

- User should check/select the line item in which the return needs to be accepted and update the return quantity.

## uBooks User Guide

Line Items										Add Item
							Discount			
	Date	Description	HSN/SAC	UOM	Unit Price	Current Qt	Return Qt	Type	Value	Amt.
I		Cables for IT	8544	PAC...	1000.00	10.00	5	%	0.00	0.00

- Based on quantity selection the taxable value, CGST & SGST, Cess and total will be updated.

Line Items										Add Item
Amount				CGST		SGST		Cess		
Date	Amt.	Taxable Am	%	Value	%	Value	%	Value	Total	
I	0.00	0.00	5000.00	14.00	700.00	14.00	700.00	0.00	0.00	6400.00

- Then user can click on save and print option to generate a credit note.

Line Items										Add Item
Amount				CGST		SGST		Cess		
Date	Amt.	Taxable Am	%	Value	%	Value	%	Value	Total	
I	0.00	0.00	5000.00	14.00	700.00	14.00	700.00	0.00	0.00	6400.00

#	Mode of Payment	Card No	Credit Note No	Amount
*				
				Total Received Amount:

Item Code	
Item Name	
Item Batch	
Quantity	
Unit Price	0
UOM	
Discount	
Add Clear	

Taxable Amount	5,000.00
CGST Amount	700.00
SGST Amount	700.00
Cess	0.00
<b>Total</b>	<b>6,400.00</b>
Save and Print	

- User can either save or print the credit note

## uBooks User Guide

**CreditNote**

**Name** Excellor Ecommerce Private Limited

**GSTIN** 36AAECE0128L1ZR

**Address** Excellor Block, 1st floor, Display building, NAC, Izzat Nagar Hyderabad, Telangana, India

**Phone No**

**Email** support@excellor.com

**CreditNote No:** 0POSSR/000003/2018

**Date** 31-12-2018

**Original Invoice No.** POS1218/000003TS

**Invoiced Date** 08-12-2018

**Details Of Receiver (Billed To)**

**Name** Mohan

**Phone** 9999999999

**Email**

SNo	Description	HSN	Batch No	Qty	Unit	Unit Price	Discount	Taxable Amount	CGST		SGST		Cess	Total
									%	Amt.	%	Amt.		
1	Cables/1000003	8544	GT-143-6789	5	PACKS	1000.00	.00	5000.00	14.00	700.00	14.00	700.00	.00	6400.00
<b>Total</b>						1000.00	.00	5000.00		700.00		700.00	.00	6400.00
Total Taxable Amount									5000.00					

### 9.3 POS Config Setting:

Using this option user can configure the accounting effect for the transactions made using uBooks POS.

User should click on POS Config option to open the PoS accounts config screen from the main menu.

#### POS Config Settings

**POS Accounts Config**

Default Cash Account Cash

Default Bank Account Retail Merchant Bank

Default Sales Account Retail Sales

POS CreditAccount POS Customer Due

**Frequency Selection**  
☐ Days ☒ Months

Save

Cancel

- User should select the default cash account and Default bank account for which the posting should be affected.

**Note:** All the Cash accounts created under Cash and Cash equivalents will be shown in Default cash account and all the bank accounts created under Cash and Cash equivalents will be shown in Default Bank account selection.

- User should also select default sales account and PoS credit account from the dropdown.

**Note:** All the accounts created under revenue from operations will be shown in default sales account and All the accounts under liabilities will be shown under PoS credit account.

- Then user should also select the frequency selection, whether the posting should be affected either day wise or monthly wise.
- Then click on save to save the configured information.

### 9.4 PoS Posting:

- Using this screen user can post the data based on date selection.
- Once the PoS configuration is saved, user can see the setting in PoS posting screen.
- If user wants to change any configuration settings, user can click on update option.
- Then user should select the date range (from date and to date) and select the posting type as PoS posting.
- Then click on Save & Generate to save the accounting effect.

### POS Postings

Posting

Default Cash Account	Cash	Update
Default Bank Account	Retail Merchant Bank	
Default Credits Account	POS Customer Due	
Default Sales Account	Retail Sales	
From Date	31-12-2018	
To Date	31-12-2018	
Select Posting Type		
Save & Generate		Cancel

## 10. Import / Export Transactions:

Import / Export Transactions tile is to maintain

10.1 Import Transactions.

10.2 Export Transactions.



### 10.1 Import Transaction:

When user is imposing or purchasing goods/services from outside India then the transaction will be treated as Import transactions.

Navigation: Import / Export Transactions → Import Transactions → New Purchase

Once user clicks on Import Transaction user can see the list of import transactions previously created.

Click on New Purchase button to create a new Import purchase.

#### Import Transaction List

<div> <input type="text" value="Search"/> </div>						
<div> <input type="button" value="New Purchase"/> <input type="button" value="Delete"/> </div>						
C..	Purchase Invoice No	Party Name	Total Bill Amount	Created Date	Due Date	Status
<input type="checkbox"/>	<a href="#">IQ-IMPI/000001/2018</a>	IMPORT SUPPLIER	10000.00	07/05/2018	17/05/2018	Invoiced

In Import purchase screen user can see the pre-defined import transaction number and transaction date.

#### New Import Transaction [<< Back To List](#)



Import Transaction No. : **ImprtTrans/20180516/2**  
Transaction Date : **16/05/2018**

- **In Invoice From** - User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party UIN will be populated.

## uBooks User Guide

- Ship to address (Branch) - if in case items needs to be delivered to different shipping address.
- User should enter the foreign currency and exchange rate.

**Invoice From :**

Party Type	Business To Business (B2B)	
Party Name *	IMPORT SUPLIER	
Location *	DUBAI	
UIN		
Branch *	DUBAI	
State	FD FDF	Pin Code 123456
City	DFDFDF	
AddressLine1:	DF	
AddresLine2:		
Foreign Currency: *	USD	
Exchange Rate: *	68	

- **In Invoice To** – User organization details will be pre-populated like Location, Branch and GSTIN. User can add the Purchase order number and date if existing against it however, if the user is creating the invoice from Purchase order screen then the PO number and date will be pulled from that screen.
- User should enter the supplier invoice number and supplier invoice date as mandate (Purchase Bill Number).
- User can enter the delivery date if required.
- Payment terms can be selected based on party selection, however user can also change the payment transaction based on requirement.
- Due date of the invoice will be calculated based on payment terms in days based on either invoice date or delivery date.
- As it is an inter country transaction IGST will be applied irrespective of supplier selection.
- User should also enter the Bill of entry number bill of entry date.

**Invoice To :**

Invoice To	<input type="text" value="Muppidi Estates"/>
Branch *	<input type="text" value="Muppidi Estates"/>
GSTIN ⓘ	<input type="text" value="36AQLPM4892C1Z0"/>
PO #	<input type="text"/>
PO Date	<input type="text" value="14/05/2018"/>
Supplier Invoice No * ⓘ	<input type="text"/>
Supplier Invoice Date * ⓘ	<input type="text" value="14/05/2018"/>
Delivery Date	<input type="text" value="14/05/2018"/>
Payment Terms (In Days)	Immediate <input type="text" value="From Date Of Delivery"/>
Due Date * ⓘ	<input type="text" value="14/05/2018"/>
Send Invoice to Email ⓘ	<input type="text"/>
Place of Supply ( State )	<input type="text" value="Telangana"/>

- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while setting up the masters.
  - Description
  - HSN/SAC
  - Quantity
  - UOM
  - Unit price
  - Respective Account where the posting should happen.
- User can be recorded the discount at liner level if required by selecting percentage based or amount based.
- Based on HSN/SAC code the Tax rate and amount will be pulled by the system.
- As it is an international transaction, only IGST is applied.
- If the RCM is applied on the transaction user can see the tax value in place of RCM.
- User should record percentage of basic custom duty levied on the transaction, so that system will calculate the value of it.
- User should also record the percentage of Social Welfare Surcharge in percentage column and the system will display the surcharge value.
- If user wants to override the tax rate for any item, then click on override tax option and change the tax rate.
- User can add multiple lines in purchase bill.
- User can also add instructions if required in instruction field.
- User can see the following things in the bottom of the import purchase screen.
  - Total supply value
  - Any additional charges



Basic customs duty value  
 Social Welfare Surcharge value  
 Taxable amount  
 GST  
 Cess  
 Total value of invoice.  
 Then Save / Save as draft import transaction.

Instructions	Total Supply Value	10,000.00
	Additional Charges	0.00
	BCD Total	0.00
	Cess(EC and HEC)	0.00
	Taxable Amount	10,000.00
	GST	500.00
	Cess	0.00
	<b>Total</b>	<b>10,000.00</b>

## 10.2 Export Transactions:

When the user is selling the items / services to a different country, then it is considered as export.

Navigation: Import / Export Transactions → Export Transactions → New Export

### Export Transaction List

<input type="text" value="Search"/>							<input type="button" value="New Export"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>
C..	Export Invoice No	Party Name	Total Bill Amount	Created Date	Due Date	Status	
<input type="checkbox"/>	<a href="#">L1-EXPSI/000002/2018</a>	SALE EXPORT	69892.20	03/03/2018	13/03/2018	Invoiced	▲
<input type="checkbox"/>	<a href="#">L1-EXPSI/000001/2018</a>	SALE EXPORT	66564.00	03/03/2018	13/03/2018	Invoiced	

- Once user clicks on Export transaction, user can see the list of invoices which are previously created.
- If user wants to generate new export invoice, Click on New Export.
- In new Invoice screen, user can see the pre/user-defined number series for export invoice and transaction date.

Export Transaction No. : **ExprtTrns/20180523/15**

Transaction Date :

## uBooks User Guide

- In Invoice From - User organization details will be pre-populated like Location, Branch and GSTIN. User can add the sales order number and date if existing against it.
- System will show the delivery date as creation date, if user wants to change then change the date by selecting the calendar.
- Payment terms can be selected based on party selection, however user can also change the payment transaction based on requirement.
- Due date of the invoice will be calculated based on payment terms in days based on either invoice date or delivery date.
- The contact email ID will be displayed in send invoice to email field. However, user can add an additional email if required.
- User should select the export type is with payment of GST or Without payment of GST (Is it under bond).
- User should also enter the Exchange currency and Exchange rate with INR.

Invoice From	
Invoice By	<input type="text" value="HYDERABAD"/>
Branch	<input type="text" value="HYDERABAD"/>
GSTIN	<input type="text" value="36AQLPM2892B1C0"/>
SO #	<input type="text"/>
SO Date	<input type="text" value="23/05/2018"/>
Delivery Date	<input type="text" value="23/05/2018"/>
Payment Terms (In Days)	<input type="text" value="10"/> <input type="text" value="From Date Of Delivery"/>
Due Date *	<input type="text" value="02/06/2018"/>
Send Invoice to Email	<input type="text" value="CHICAGO@CHICAGO.COM"/>
Payment Of GST *	<input type="text" value="WithOut Payment Of GST"/>
Exchange Currency *	<input type="text"/>
Exchange Rate *	<input type="text" value="0"/>

- In Invoice To – User should select the following details.
- Party type as B2B or B2C
- party name
- Location - Once the location is selected, party ID will be populated.
- Ship to address - if in case items needs to be delivered to different shipping address.
- For export transactions the place of supply is always Inter Country.
- System will pick the shipping country name from the masters.
- User should enter the shipping bill number and shipping bill date.

**Invoice To :**

<b>Party Type</b>	<div>Business To Business (B2B) ▾</div>	
<b>Party Name *</b>	<div>SALE EXPORT ▾</div>	
<b>Location</b>	<div>CHICAGO ▾</div>	
<b>Party ID (GSTIN/PAN/Email)</b>	<div></div>	
<b>Ship To</b>	<div>CHICAGO ▾</div>	
<b>State</b>	<div>CHICAGO</div>	<b>Pin Code</b> <div>500001</div>
<b>City</b>	<div>CHICAGO</div>	
<b>AddressLine1:</b>	<div>CHICAGO</div>	
<b>AddresLine2:</b>	<div></div>	
<b>Place Of Supply</b>	<div>Out Side India</div>	
<b>Export Country Name</b>	<div>Virgin Islands (USA) ▾</div>	
<b>Shipping Bill Number *</b>	<div></div>	
<b>Shipping Bill Date *</b>	<div></div> ▾	

- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while se.
  - Description
  - HSN/SAC
  - Quantity
  - UOM
  - Unit price
  - Respective Account where the posting should happen.
- User can provide liner level discount if required by selecting percentage based or amount based.
- Based on HSN/SAC code the Tax rate will be pulled by the system, based on place of supply as it is a inter country transaction IGST will be applied.
- If the RCM is applied on the transaction, then user can see the tax value in place of RCM.
- Cess can also be applied for all cess related items.
- User can add multiple line items in a Sale Invoice.
- Once the items are added user can see the total taxable amount, Total GST amount, Total Cess Amount and Total value of the order.
- Then User can save the order by clicking on save or save it as draft by selecting option save as draft.
- User has the option to cut the Purchase Order to Purchase Invoice with the navigation (Generate Invoice).

## uBooks User Guide

Line Items												Discount	
Delete	SNo	Supply Name/Code	IsExen	Exemption Code	Description	HSN/SAC	Qty	UOM	Unit Price	Sales Account	Type	Value	A
	1	Nuts/Test3	<input type="checkbox"/>		Nuts	4003	12.00	PIEC...	100.00	Sales	%	0.00	
	2	Bottles/Test2	<input type="checkbox"/>		Bottles	3908	3.00	BOT...	300.00	Sales	%	0.00	
	3		<input type="checkbox"/>				0.00		0.00			0.00	

- User should click on Generate Invoice option, Reduce the quantity of invoice if in case user is receiving less quantity than ordered quantity and save the invoice.
- User can generate another invoice for the remaining quantity.

Instructions

Taxable Amount

950.00

GST

171.00

Cess

0.00

Total

1,121.00

Save as Draft

Save

Save

Cancel

## 11 Payments:

Payments

→ [Payments](#)

→ [Receipts](#)

→ [Advance Payment](#)

→ [Advance Receipt](#)

### 11.1 Payments:

- When user wants to record payment made to any of the parties that may be supplier or customer, that can be recorded in Payments.  
Navigation: Payments → Payments → New Payment
- Once user clicks on payments, all the payments recorded previously will be listed.
- If user wants to record a new payment, click on New Payment.

### Payments List

Search

New Payment

Delete

#	Created Date	Payment No.	Amount	Status
	22/05/2018	<a href="#">L1-PA/000011/2018</a>	1000	Saved
	22/05/2018	<a href="#">L1-PA/000012/2018</a>	122	Saved
	22/05/2018	<a href="#">L1-PA/000013/2018</a>	1000	Saved

## uBooks User Guide

- User can see a draft payment number – As it is a multi-user system, once the transaction is saved, then only a permanent number will be generated.
- User should select the party i.e. supplier.
- Payment date will always transaction date, if user wish to change it they can do that.
- User should select the mode of payment by Bank or by cash (Cheques and DD's also considered as bank).
- Once user select the payment mode, all the ledger accounts created under that will be displayed in paid through field.
- Then user should enter the total payable amount to the selected party.
- Then select the transaction type – Transaction happened through NEFT/IMPS/RTGS/Cheque/DD.
- User can enter the reference number of that particular transaction.
- User can enter the notes if required.
- Based on party selection all the invoices created against the party will be displayed in the liner level.
- User can select multiple invoices in multiple lines and allocate the amount to it.
- Once the invoice is selected, user can see the total amount of the invoice, Paid amount (if already paid partial / full amount), Due amount (remaining amount) and payment amount (Allocated amount to be paid in this transaction).
- Once the total amount is allocated to single/multiple invoice user save / Save as draft the payment.

### PaymentDraft\_1

#### Party Name \*

SALE UNREG	▼
ERS-77, MK Nagar Pune, Telangana, India	

#### Payment Date

23/05/2018	▼
------------	---

#### Mode Of Payment \*

By Bank	▼
---------	---

#### Paid Through \*

HDFC Bank Limited	▼
-------------------	---

#### Amount \*

10,000.00
-----------

#### Transaction Type

NEFT	▼
------	---

#### Reference#

1228738
---------

#### Notes

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## uBooks User Guide

#	Transaction No.	Total Amount	Paid Amount	Due Amount	Payment Amount	
▶	L1-SCR/000012/2018	31485037.50	2222.00	31482815.50	10000.00	▲
		0.00	0.00	0.00	0.00	▼
						Total Allocated Amount: 10000

Save

Back

User can also print the payment transaction in the below format.

### PAYMENTS MADE

Payment Date 23-05-2018

Reference Number 1228738

Paid To Pune

Payment Mode By Bank

Paid Through HDFC Bank Limited

Amount Paid  
₹10000.00

## 11.2 Receipts:

- When user wants to record receipts made by any of the parties that may be supplier or customer, that can be recorded in Receipts.  
Navigation: Payments → Receipts → New Receipt
- Once user clicks on Receipts, all the Receipts recorded previously will be listed.
- If user wants to record a new Receipts, click on New Receipts.

### Payments List

New Payment Delete

#	Created Date	Payment No.	Amount	Status
	22/05/2018	<a href="#">L1-PA/000011/2018</a>	1000	Saved
	22/05/2018	<a href="#">L1-PA/000012/2018</a>	122	Saved
	22/05/2018	<a href="#">L1-PA/000013/2018</a>	1000	Saved

## uBooks User Guide

- User can see a draft Receipt number – As it is a multi-user system a draft number will be generated once user opens any transaction, once the transaction is saved, then only a permanent number will be generated.
- User should select the party i.e. supplier.
- Receipt date will always transaction date, if user wish to change it they can do that.
- User should select the mode of Receipt by Bank or by cash (Cheques and DD's also considered as bank).
- Once user select the Receipt mode, all the ledger accounts created under that will be displayed in paid through field.
- Then user should enter the total payable amount to the selected party.
- Then select the transaction type – Transaction happened through NEFT/IMPS/RTGS/Cheque/DD.
- User can enter the reference number of that transaction.
- User can enter the notes if required.
- Based on party selection all the invoices created against the party will be displayed in the liner level.
- User can select multiple invoices in multiple lines and allocate the amount to it.
- Once the invoice is selected, user can see the total amount of the invoice, Paid amount (if already paid partial / full amount), Due amount (remaining amount) and Receipt amount (Allocated amount to be paid in this transaction).
- Once the total amount is allocated to single/multiple invoice user save / Save as draft the Receipt.

**Receipt No.**

ReceiptDraft\_1

**Party Name \***

Rahul Traders

ROAD 3 HYDERABAD, Telangana, India

**Receipt Date**

23/05/2018

**Mode Of Payment \***

By Bank

**Deposit To \***

SBI Bank Limited

**Amount \***

10.50

**Transaction Type**

Cheque/DD

**Reference#**

566534

**Notes**

## uBooks User Guide

#	Transaction No.	Total Amount	Received Amount	Due Amount	Receipt Amount	
	PDB/000007/2018	10.50	0.00	10.50	0.00	
Total Allocated Amount: 0						

[Save](#)[Back](#)

User can also print the receipt transaction in the below format.

### PAYMENT RECEIPT

Receipt Date 23-05-2018

Reference Number 566534

Payment Mode By Bank

Deposit To SBI Bank Limited

Bill To

FDGFH3456B

ROAD 3 HYDERABAD, Telangana, India

India

Amount Received  
₹10.5

### 11.3 Advance Payments:

- When user wants to record advance payment made to any of the parties that may be supplier or customer, that can be recorded in Advance Receipts.  
Navigation: Payments → Advance Payments → New Adv Payments
- Once user clicks on Advance Payments, all the payments recorded previously will be listed.
- If user wants to record a new Advance Adv Payments, click on New Advance Payments

#### Advance Payment List

<input type="text" value="Search"/>					<a href="#">New Adv.Payment</a>	<a href="#">Delete</a>
#	Adv.Payment No.	Created Date	Total Advance Paid	Status		
	<a href="#">L1-AP/000008/2018</a>	22/05/2018	20.00	Saved		
	<a href="#">L1-AP/000007/2018</a>	22/05/2018	50.00	Saved		
	<a href="#">L1-AP/000006/2018</a>	22/05/2018	5000.00	Saved		



## uBooks User Guide

- Once user clicks on New Advance Payments, user can see the pre-defined Advance payment number and Advance Payment date.

Advance Payment No. :	AP/20180523/9
Advance Payment Date :	23/05/2018

In Advance Payment From: User Org details will be displayed as below.

**Advance Payment By:** Org Name

GSTIN:

Branch: Shipping location

Advance Against: Goods / Services or Any purchase Order

<b>Advance Payment From :</b>	
Advance Payment By	HYDERABAD
GSTIN	36AQLPM2892B1C0
Branch *	HYDERABAD
Advance Against	Goods/Services

**Advance Payment To:** Supplier details will be selected as below.

Party Type

Party Name

Location

Party ID

Branch

Place of Supply

<b>Advance Payment To :</b>	
Party Type ⓘ	Business to Business (B2B)
Party Name * ⓘ	Hyundai
Location *	JEKQW1238J
Party ID (GSTIN/PAN/Email)	36JEKQW1238J1Z0
Branch *	JEKQW1238J
Place of Supply ( State ) ⓘ	Telangana

**Payment Details:**

Mode of Payment – By cash / Bank

Deposited To – GL Accounts created under that bank / cash

Total Advance payment amount – Automatically taken from the liner data.

Reference Number – User should enter the ref number.

## uBooks User Guide

Mode Of Payment *	By Bank	Total Advance Payment Amt.	0.00
Deposit To *	HDFC Bank Limited	Reference No.	3123
Transaction Type	NEFT		

### Item Details:

- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while se.
  - Description
  - HSN/SAC
  - Quantity
  - UOM
  - Unit price
- Based on HSN/SAC code the Tax rate and amount will be pulled by the system either in CGST & SGST or IGST(As per GST there is no tax applicable for advance payments as of now).
- Cess can also be applied for all cess related items.
- User can add multiple line items in a Sale Invoice.
- Once all the items are added user can allocate the amount in place of advance amount allocation.
- Once the amounts are allocated, user can see the total amount collected, Cess amount (If applicable) and the total amount collected from the party in the bottom.
- User can Save / Draft the transaction.

Line Items											Add Item		
		CGST		SGST/UTGST		Cess				CGST		Advance Amount Allocation	
	Am	%	Value	%	Value	%	Value	Total	%	Value	Adv.Payment(Tax Inc.)	Taxable Advance Amt.	
I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	50.00	50.00	

Instructions	Taxable Amount Collected	50.00
	GST	0.00
	Cess	0.00
	<b>Total Advance Paid</b>	<b>50.00</b>

### 11.4 Advance Receipts:

- When user wants to record advance payment made to any of the parties that may be supplier or customer, that can be recorded in Advance Receipts.  
Navigation: Payments → Advance Receipts → New Adv Receipt
- Once user clicks on Advance Receipt, all the payments recorded previously will be listed.
- If user wants to record a new Advance Adv Receipt, click on New Advance Receipt.
- Once user clicks on New Advance Receipts, user can see the pre-defined Advance receipt number and Advance Receipt date.

Advance Payment No. :	AP/20180523/9
Advance Payment Date :	23/05/2018 ▼

In Advance Receipt From: User Org details will be displayed as below.

**Advance Received By :** Org Name

Branch: Shipping location

GSTIN : GSTIN Number

Place of Supply (State): User organization state

Advance Against: Goods / Services or Any purchase Order

<b>Advance Received By :</b>	
Advance Received By	HYDERABAD
Branch *	HYDERABAD ▼
GSTIN ⓘ	36AQLPM2892B1C0
Place of Supply ( State ) ⓘ	Maharashtra ▼
Advance Against	Goods/Services ▼

**Advance Received From:** Supplier details will be selected as below.

Party Type

Party Name

Location

Party ID

Ship To

<b>Advance Received From :</b>	
Party Type ⓘ	Business to Business (B2B) ▼
Party Name * ⓘ	Auto Industries ▼
Location *	1231wdads ▼
Party ID (GSTIN/PAN/Email)	27KJSHH8229F1Z0
Ship To *	1231wdads ▼

## Receipt Details:

Mode of Receipt – By cash / Bank

Deposited To – GL Accounts created under that bank / cash

Total Advance receipt amount – Automatically taken from the liner data.

Reference Number – User should enter the ref number.

Mode Of Payment *	<input type="text"/>	Total Advance Received	<input type="text" value="0.00"/>
Deposit To *	<input type="text"/>	Reference No.	<input type="text"/>

## Item Details:

- Once the header information is added, user can enter the item information by clicking add item.
- Select the supply Name/Code.
- If the item falls under any exemption, enter the exemption code
- Below details can be pulled from the masters if user enters the data completely while se.
  - Description
  - HSN/SAC
  - Quantity
  - UOM
  - Unit price
- Based on HSN/SAC code the Tax rate and amount will be pulled by the system either in CGST & SGST or IGST (As per GST there is no tax applicable for advance receipts as of now).
- Cess can also be applied for all cess related items.
- User can add multiple line items in a Sale Invoice.
- Once all the items are added user can allocate the amount in place of advance amount allocation.
- Once the amounts are allocated, user can see the total amount collected, Cess amount (If applicable) and the total amount collected from the party in the bottom.
- User can Save / Draft the transaction.

Line Items

Add Item

	CGST			SGST/UTGST		Cess			CGST		Advance Amount Allocation		
	Am	%	Value	%	Value	%	Value	Total	%	Value	Adv.Payment(Tax Inc.)	Taxable Advance Amt.	
1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	50.00		50.00

## uBooks User Guide

Instructions		Taxable Amount Received	0.00
		GST	0.00
		Cess	0.00
		Total Advance Received	0.00

## 12 E-Way Bill:

### 11.1 Registration process for NIC credentials:

- If user want to generate a E-Way bill, user need to register in E-Way bill NIC- National Information Centre for user ID and Password.
- User needs to register in the following website - <https://ewaybill.nic.in/> to get the NIC Credentials.
- Click on registration and select E-Way Bill Registration.



- Enter the GST Registration number of the organization and the Captcha code displayed in the page.
- User will be redirected to the below page for registration.

## uBooks User Guide



- Click on registration button to proceed as shown in the screen below.



- Then user should select Add/New option for new registration.

## E - WAY BILL SYSTEM

GSTIN : 36ASKPK6752H1ZE - Legal Name : ROYAL SPORTS - User : Tax Payer

### Register your GST Suvidha Provider

☐ View
 ☒ Add/New
 ☐ Freeze
 ☐ Change Password

List of GSP Registered

I. Select the GSP Name from the dropdown list.

GSP Name	<div> <div>Adaequare Info Private L ▼</div> <div> <div>Select User</div> <div>Adaequare Info Private Limited</div> <div>CDSL Ventures Limited</div> </div> </div>
User Name	

II. Enter the user name and Password.

III. Reenter the User name and Password to confirm.

☐ View
 ☒ Add/New
 ☐ Freeze
 ☐ Change Password

### Register

GSP Name	<div> <div>--Select User-- ▼</div> </div>
User Name	36ASKPK6752H1ZE
Password	*****
Re-Enter User Name	
Re-Enter Password	

- Click on Add to add the registration details.

## uBooks User Guide

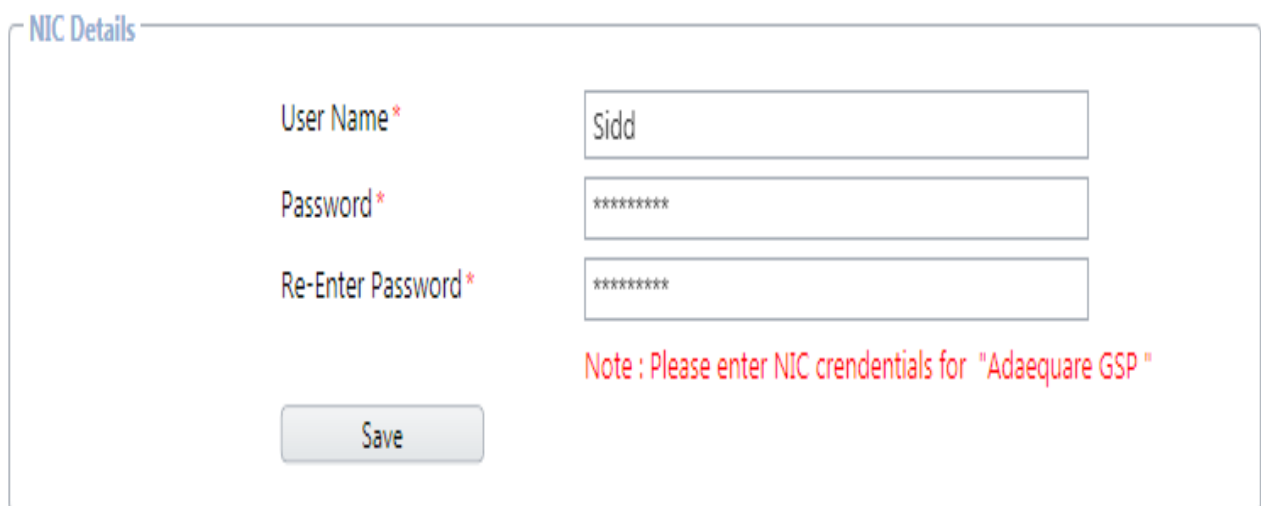
- Once it is successful user can use the user name and password in NIC E-Way bill to create E-Way bills.  
Note: User should generate user ID and Password in NIC portal for each GSTIN and the same can be used in uBooks.

### 11.2 E-Way Bill Generation in uBooks:

- First user needs to configure the NIC credentials in uBooks. To configure user needs to click on NIC Config.



- Then user should enter the User name, Password, Re-Enter password and save the details.

A screenshot of a form titled "NIC Details". The form contains three input fields: "User Name\*" with the value "Sidd", "Password\*" with masked characters "\*\*\*\*\*", and "Re-Enter Password\*" also with masked characters "\*\*\*\*\*". Below these fields is a red text note: "Note : Please enter NIC credentials for "Adequare GSP "" (Note the spelling of Adequare). At the bottom left of the form is a "Save" button.

- Once the NIC configuration is done, user can generate E-Way bills from the invoice.  
**Note:** The login details (username and password), which are generated in E - way bill portal.
- After creating the invoice, click on more option and select generate E-Way bill option.



## uBooks User Guide

**Name** VINRADSRI15  
**GSTIN/UIN** 36AQLPM4892C1Z0  
**Address** HYDERABAD KARIM NAGAR, Telangana, India  
**Phone No** 9985482388  
**Email** muppidivinod@gmail.com  
**CIN**

**Invoice No.** SI/000001/2018  
**Date Of Invoice** 20-04-2018  
**SO Number**  
**Place Of Supply** Telangana

**Due Date** 10-05-2018  
**Payment Terms(in days)** 20  
**SO Date** 20-04-2018

**Details of Receiver (Billed To)**  
**Name** Janatha Traders  
**GSTIN/UIN** 36DCEH024568170

**Details of Consignee (Shipped To)**  
**Name** Janatha Traders  
**GSTIN/UIN** 36DCEH024568170

- Then the system will redirect the user to E-Way bill screen.
- System pulls invoice and item information.
- User should select the following details in E-Way bill screen.
  - i. Transportation Mode
  - ii. Transporter Distance
  - iii. Vehicle No
  - iv. Vehicle Type
  - v. Transporter ID
  - vi. Transporter Name
  - vii. Transporter Invoice number
  - viii. Transporter document Date
- Once all the information is entered, click on Get E-Way bill option to generate E-Way bill.

## uBooks User Guide

Supply Type	OutWard	From GSTIN	36AQLPM4892C1Z0
Sub-Supply Type	Supply	From PinCode	505001
Document Type	Tax Invoice	To GSTIN	36DGFHG345681Z0
Invoice No	SI/000001/2018	To PinCode	500089
InvoiceDate	20/04/2018		

Transportation Mode *	Road	Transporter ID	10012345
Transporter Distance *	300	Transporter Name	Navatha
Vehicle No	AP29BD0909	Transporter Invoice No *	InvTR009988
Vehicle Type *	R-Regular	Transporter Doc Date	23/04/2018

Supply Name/ Co...	Item Descripti...	HSN Code	Quantity	UOM	IGST Rate	CGST Rate	SGST Rate	Cess Rate	Taxable Amo...
Nuts/Test3	Nuts	4003	10	BOX	0	9	9	0	1000

[Get EWay Bill](#)
[Update EWay Bill](#)
[Back](#)

- Once the E-Way bill is generated, user can get the bill information under this screen.

EWayBillNo	Valid From	Valid To	Cancel Reason...	Cancel Reason...	Update Reaso...	Update Reaso...	Vehicle No
371001001298	4/20/2018 3:...	4/25/2018 1:...					

- Once the E-Way Bill is generated from uBooks it will get updated in the invoice, so that user can print and use the invoice copy for shipping of goods.

Invoice No.	SI/000001/2018	Due Date	30-04-2018
Date Of Invoice	20-04-2018	Payment Terms(in days)	10
SO Number		SO Date	20-04-2018
Place Of Supply	Telangana		

Details of Receiver (Billed To)		Details of Consignee (Shipped To)	
Name	Registered customer	Name	Registered customer
GSTN/UIN	36AWERE1234A1A0	GSTN/UIN	36AWERE1234A1A0
Address	Hyd Hyd, Telangana, India	Address	Hyd Hyd, Telangana, India
State Code	Telangana	State Code	Telangana
Pincode	500084	Pincode	500084
		EWayBillNo	371001001298

### 11.3 E-Way Bill Amendment:

- If user want to amend/change the E-Way bill, only vehicle number can be changed by selecting the option Update E-Way Bill.
- Apart from vehicle number if anything needs to be changed, user needs to cancel the E-Way Bill and generate a new one.

## 13 Reports:

### 12.1 Accounting Reports



#### 13.1.1 Journal Report:

Navigation: Accounting Reports → Journal Report → New Report

- Once user clicks on Journal Report user will be routed to the date selection screens.

Srihan Industries **Dashboard** Current Location : Srihan Industries Current Branch : Srihan Industries LIVE Srihan testing Last Logged in : 25/05/2018 20:5

Srihan Industries

Srihan Industries

From 28/04/2018 To 28/05/2018 Get Print

- In this screen user should select the from date and to date and then click on GET option.
- Then user can see the journal transactions happened in the selected date range in chronological order.
- User can see the invoice number, Debit/Credit amounts against each transaction.

02/05/2018	SI/000021/2018	DEBIT	CREDIT
	SALE UNREG	11,800.00	0.00
	cash	0.00	10,000.00
	Output IGST	0.00	1,800.00
		<b>11,800.00</b>	<b>11,800.00</b>
03/05/2018	SI/000022/2018	DEBIT	CREDIT
	SALE REG	6,772.50	0.00
	cash	0.00	19,350.00
	Output CGST	0.00	161.25
	Output SGST	0.00	161.25

- User can click on total of each transaction/entry and can be routed directly to the respective invoice for further information.

## uBooks User Guide

02/05/2018	SI/000021/2018	DEBIT	CREDIT
	SALE UNREG	11,800.00	0.00
	cash	0.00	10,000.00
	Output IGST	0.00	1,800.00
		<u>11,800.00</u>	<u>11,800.00</u>

- User has an option to select number of transactions / entries to be appeared per page in the bottom of the screen.

18/05/2018	SI/000039/2018	DEBIT	CREDIT
	MKS Services	9,555.00	0.00
	Sales	0.00	9,100.00
	Output IGST	0.00	455.00
		<u>9,555.00</u>	<u>9,555.00</u>

18/05/2018	SI/000040/2018	DEBIT	CREDIT
------------	----------------	-------	--------

Page No.: 1 of 2

PerPage100 1 - 100

- User can switch to next / previous page by selecting the arrow mark at the end of the bottom line.
- User can take a print of the report by selecting print option.

### 13.1.2 Accounting Transactions:

Navigation: Accounting Reports → Accounting Transactions → New Report

- Once user clicks on Accounting Transactions user will be routed to the date selection screen.

Srihan Industries

Dashboard

Current Location : Srihan Industries

Current Branch : Srihan Industries

LIVE

Srihan testing

Last Logged in : 25/05/2018 20:50:56

Srihan Industries

Account Transactions

From 28/04/2018 to 28/05/2018

Run

Print

- In this screen user should select the from date and to date and then click on GET option.
- Then user can see the Account transactions happened in the selected date range in chronological order.
- User has the option to set the filter for the selected accounts.

## uBooks User Guide

From  to

Filter

- User can see the Transaction number, Party Name, Transaction number, transaction type and Debit/Credit amounts against each transaction.

Sales					
Transaction Date	Particulars	Transaction Reference	Type	Debit (₹)	Credit (₹)
18/05/2018	MKS Services	SI/000029/2018	Sale		<a href="#">36,000.00</a>
18/05/2018	MKS Services	SI/000030/2018	Sale		<a href="#">18,200.00</a>
18/05/2018	MKS Services	SI/000031/2018	Sale		<a href="#">18,000.00</a>
18/05/2018	MKS Services	SI/000032/2018	Sale		<a href="#">9,100.00</a>
18/05/2018	MKS Services	SI/000033/2018	Sale		<a href="#">18,000.00</a>
18/05/2018	MKS Services	SI/000034/2018	Sale		<a href="#">9,100.00</a>

- User can click on total of each transaction/entry and can be routed directly to the respective invoice for further information.

All

New Expense

[020408](#)  
02/04/2018  
Retail Merchant Bank

[213133](#)  
11/04/2018  
HDFC Bank A/C

[121212](#)  
08/05/2018  
HDFC Bank A/C

[24244](#)  
25/05/2018  
HDFC Bank A/C

Name

GSTIN/UIN

Address

Phone No

Email

CIN

Invoice No.

Date Of Invoice

SO Number

Place Of Supply

Due Date

Payment Terms(in days)

SO Date

Details of Receiver (Billed To)

Name

GSTIN/UIN

Address

State Code

Pincode

Details of Consignee (Shipped To)

Name

GSTIN/UIN

Address

State Code

Pincode

EWayBillNo

Page No. : 1

1 - 4

SNo	Item Name	HSN/SAC	Qty	Unit	Unit Price	Taxable Amount	IGST	Cess	Total
-----	-----------	---------	-----	------	------------	----------------	------	------	-------

### 13.1.3 Trial Balance

Navigation: Accounting Reports → Trial Balance → New Report

- Once user clicks on Journal Report user will be routed to the date selection screen.

MuppidiEstates **Dashboard** Current Location : HYDERABAD Current Branch : HYDERABAD LIVE Muppidi Reddy Last Logged in : 24/05/2018 16:12:25

MuppidiEstates

Trial Balance

From 29/04/2018 to 29/05/2018 Get Print

- In this screen user should select the from date and to date and then click on GET option.
- User can see the balance of each account as of the selected date and the total of all account balances.

MuppidiEstates

Trial Balance

From 29/04/2018 to 29/05/2018 Get

Account	Debit ₹.	Credit ₹.
▶ Sales	0	6,816,271,279.72
Output CGST	0	177,707,579.67
SALE REG	130,109,354.27	0
Output SGST	0	177,707,579.67
Output IGST	426.50	0
SALE UNREG	7,043,274,523.95	0
Output Cess	0	3,564,134.60

- User has an option to click on amounts to navigate to the respective account transaction (Ledger).

Account Transactions

[Back To Trial Balance](#)

Between 2018-04-29 to 2018-05-29

PURCHASE REG					
Transaction Date	Particulars	Transaction Reference	Type	Debit (₹)	Credit (₹)
17/05/2018	Input CGST	L1-PI/000007/2018	Purchase		7.50
17/05/2018	Input SGST	L1-PI/000007/2018	Purchase		7.50
17/05/2018	Stationary	L1-PI/000007/2018	Purchase		300.00
17/05/2018	Input IGST	PR/000001/2018	Purchase Return	450.00	
17/05/2018	Purchases	PR/000001/2018	Purchase Return	2,500.00	
17/05/2018	Input CGST	PR/000001/2018	Purchase Return	5.00	
17/05/2018	Input SGST	PR/000001/2018	Purchase Return	5.00	

- From Account transaction user can even route to the respective invoice.

### 13.1.4 Profit and Loss:

Navigation: Accounting Reports → Profit and Loss (Schedule III) → New Report

- Once user clicks on Profit and Loss report, user will be routed to the date selection screen.

MuppidiEstates Dashboard Current Location : HYDERABAD Current Branch : HYDERABAD LIVE Muppidi Reddy Last Logged in : 24/05/2018

MuppidiEstates HYDERABAD

From 29/04/2018 To 29/05/2018 Get

Particulars	Note No.	Amount Rs.
-------------	----------	------------

- In this screen user should select the from date and to date and then click on GET option.
- User will get all the profit and loss statement for the selected date range.

MuppidiEstates Dashboard Current Location : HYDERABAD Current Branch : HYDERABAD LIVE Muppidi Reddy Last Logged in : 24/05/2018

MuppidiEstates HYDERABAD

From 29/04/2018 To 29/05/2018 Get

Particulars	Note No.	Amount Rs.
I.Revenue from operations	1	107,692,479.00
II. Other Income		0.00
III.Total Revenue (I + II)		107,692,479.00
IV.Expenses		2,078,956,207.62
Cost of materials consumed		0.00
Purchases of stock in trade	4	1,000.00
Changes in Inventories of finished goods work -in-progress and Stock-in-trade	5	2,074,969,809.62

- User should click on the note number of each P&L Account item to see the total accounts under the selected item.
- User can navigate to the Account Transactions of respective account by clicking on the amount against selected account.

MuppidiEstates Dashboard Current Location : HYDERABAD Current Branch : HYDERABAD LIVE

MuppidiEstates HYDERABAD

From 29/04/2018 To 29/05/2018 Get

Note No.	Income Statement Item	Amount Rs.
9	Other Expense	3,992,288.00
	Stationary	3,980,278.00
	Misc. Expenses	9,787.00
	Additional Charges on Import	5,000.00
	Discount Allowed	10,000.00
	GST Expense	-12,777.00

- From Account transaction user can even route to the respective invoice.

## 13.1.5 Balance Sheet:

Navigation: Accounting Reports → Balance Sheet (Schedule III) → New Report

- Once user clicks on Balance Sheet Report, user will be routed to the date selection screen.
- In this screen user should select the from date and to date and then click on GET option.

Dashboard

Current Location :  
HYDERABAD

Current Branch :  
HYDERABAD

From 29/04/2018 To 29/05/2018 Get

Particulars	Note No.	Amount Rs.
-------------	----------	------------

- User will get all the Balance Sheet statement for the selected date range.

From	29/04/2018	To	29/05/2018	Get
Particulars	Note No.	Amount Rs.		
<b>EQUITY AND LIABILITIES</b>				
<b>1.Shareholders'funds</b>				
a.Share Capital		0.00		
b.Reserves and Surplus		2-1,971,263,728.62		
c.Money received against share warrants		0.00		
2.Share application money Pending allotment		0.00		
<b>3.Non - current liabilities</b>				

- User should click on the note number of each Balance Sheet item to see the total accounts under the selected item.
- User can navigate to the Account Transactions of respective account by clicking on the amount against selected account.



## uBooks User Guide

From <input type="text" value="29/04/2018"/> To <input type="text" value="29/05/2018"/> <input type="button" value="Get"/>		
Note No.	Income Statement Item	Amount Rs.
9	Other Expense	3,992,288.00
	Stationary	<a href="#">3,980,278.00</a>
	Misc. Expenses	<a href="#">9,787.00</a>
	Additional Charges on Import	<a href="#">5,000.00</a>
	Discount Allowed	<a href="#">10,000.00</a>
	GST Expense	<a href="#">-12,777.00</a>

- From Account transaction user can even route to the respective invoice.

### 13.2 User Reports



#### 13.2.1 MIS Reports:

Navigation: User Reports → MIS Reports → Select Report

- Once user clicks on MIS Reports user will be routed to the date and report type selection screen.

### MIS Reports

From Date :	<input type="text" value="01/05/2018"/>
To Date :	<input type="text" value="30/05/2018"/>
Locations :	<input type="text" value="Srihan Industries"/>
Report Type :	<input type="text" value="Sale Invoice"/>
<input type="button" value="Generate"/>	

- User should select the from date and To date.
- User can select the multiple locations, if user need a report for multiple locations.
- Select the report type – Type of report which user wants to generate.
- Click on generate option to generate the report.
- Then user can see the report in report viewer.

## uBooks User Guide

Srihan Industries															
Sales Report From 01-05-2018 To 30-05-2018															
Page 1 of 23															
Invoice Date	Invoice No	Party Name	GSTIN No	Party Location	SO No	SO Date	Qty.	Rate	Discount	Taxable Amount	CGST Amount	SGST/UGST Amount	IGST Amount	Cess Amount	Total Amount
02-05-2018	SI/0000212018	SALE UNREG		PARLAPALLY		02-05-2018									
		SER BANK CHARGES1					10	1000.00	.00	10000.00				1800.00	11800.00
		Total:					10	1000.00	.00	10000.00	.00	.00	1800.00	.00	11800.00
03-05-2018	SI/0000222018	SALE REG	86AQLPM2892B100AP23VV3456	KARIMNAGAR		03-05-2018									
		LR Number													
		adaptors/Supply/1232					25	258.00	.00	6450.00	161.25	161.25		.00	6772.50
		Total:					25	258.00	.00	6450.00	161.25	161.25	.00	.00	6772.50
04-05-2018	SI/0000232018	MKS Services	84HBHPD7882H225	MKS Services Pune		04-05-2018									

- User can download / save the report in any format by selecting the format type.

The screenshot shows the uBooks application interface. At the top, there's a toolbar with various icons for navigation and document management. Below the toolbar, the report header for 'Srihan Industries' is displayed, including the report title and date range. The main content area shows a table with invoice details. On the right side, a dropdown menu is open, listing various file formats for downloading the report: PDF File (Adobe Portable Document Format), HTML File (Web Page), MHT File (Single File Web Page), RTF File (Rich Text Format), XLS File (Microsoft Excel 2000-2003 Workbook), XLSX File (Microsoft Excel 2007 Workbook), CSV File (Comma-Separated Values Text), Text File (Plain Text), and Image File (BMP, GIF, JPEG, PNG, TIFF, EMF, WMF).

### 13.2.2 Trade Receivables:

Navigation: User Reports → Trade Receivables → New Report

- Once user clicks on Trade Receivables Report, user will be routed to the date selection screen.
- In this screen user should select the from date and to date and then click on GET option.

The screenshot shows the 'MuppidiEstates' application interface. At the top, there's a navigation bar with 'Dashboard' and 'HYDERABAD' selected. Below the navigation bar, the 'Trade Receivables' report is selected. The 'Summary' tab is active. The date selection screen shows 'From' and 'to' date pickers set to '29/04/2018' and '29/05/2018' respectively. A 'Run' button is visible at the bottom right.

- User will get all the Trade Receivables for the selected date range.

# uBooks User Guide

		Summary	Aging Summary	
From	29/04/2018	to	29/05/2018	Run
Party Name	Party Code	Amount		
SALE REG	1	7,203,767,860.22		
Auto Industries	10098	471.50		
14789	14789	5,000.00		
SALE UNREG	2	7,043,264,523.95		
Vinod	9999999999	1,578,871.00		

- User has an option to click on amounts to navigate to the respective account transaction (Ledger).

Srihan Industries					
Account Transactions					
<a href="#">Back To Trade Receivables</a>					
Between 2018-04-30 to 2018-05-30					
SALE UNREG					
Transaction Date	Particulars	Transaction Reference	Type	Debit (₹)	Credit (₹)
02/05/2018	Output IGST	SI/000021/2018	Sale	1,800.00	
02/05/2018	cash	SI/000021/2018	Sale	10,000.00	
03/05/2018	Output IGST	SI/000015/2018	Sale	3,435.45	
03/05/2018	Output Cess	SI/000015/2018	Sale	1,522.95	

- User can navigate to the respective invoice by clicking on the amount in account transaction screen.

### 13.2.3 Trade Payables:

Navigation: User Reports → Trade Payables → New Report

- Once user clicks on Trade Payables Report, user will be routed to the date selection screen.
- In this screen user should select the from date and to date and then click on GET option.

Srihan Industries

Trade Payables

From  to

- User will get all the Trade Payables for the selected date range.

## uBooks User Guide

Summary

Aging Summary

From

29/04/2018

to

29/05/2018

Run

Party Name	Party Code	Amount
SALE REG	1	7,203,767,860.22
Auto Industries	10098	471.50
14789	14789	5,000.00
SALE UNREG	2	7,043,264,523.95
Vinod	9999999999	1,578,871.00

- User has an option to click on amounts to navigate to the respective account transaction (Ledger).

Srihan Industries					
Account Transactions					
<a href="#">Back To Trade Receivables</a>					
Between 2018-04-30 to 2018-05-30					
SALE UNREG					
Transaction Date	Particulars	Transaction Reference	Type	Debit (₹)	Credit (₹)
02/05/2018	Output IGST	SI/000021/2018	Sale	<a href="#">1,800.00</a>	
02/05/2018	cash	SI/000021/2018	Sale	<a href="#">10,000.00</a>	
03/05/2018	Output IGST	SI/000015/2018	Sale	<a href="#">3,435.45</a>	
03/05/2018	Output Cess	SI/000015/2018	Sale	<a href="#">1,522.95</a>	

- User can navigate to the respective invoice by clicking on the amount in account transaction screen.

### 13.2.3 Inventory Valuation Summary:

Navigation: User Reports → Inventory Valuation Summary → New Report

- Once user clicks on Inventory Valuation Summary Report, user will be routed to the date selection screen.
- In this screen user should select the from date and to date and then click on GET option.

Srihan Industries		Dashboard	Current Location : Srihan Industries	Current Branch : Srihan Industries	LIVE	Srihan testing	Last Logged in : 30/05/2018 17:30:4
Srihan Industries							
Inventory Valuation Summary							Print
From		30/04/2018	to	30/05/2018	Run		

- User can see the list of items, quantity available and inventory Asset value of the items in the report.

Srihan Industries

Inventory Valuation Summary

Print

From  to

Item Name	Quantity Available	InventoryAssetValue
Tea Bags	3	<a href="#">3,000.00</a>

- User can navigate to inventory transactions directly from the report just by clicking on inventory value and from inventory transactions user can even navigate / view respective transaction if required.

Inventory Transactions

[Back to Inventory Valuation Summary](#)

Between 30-04-2018 to 31-05-2018

Print

Tea Bags					
Date	Transaction Details	Transaction Type	Quantity	Unit Cost	Total Value
25/05/2018	<a href="#">PI/000020/2018</a>	Purchase	4	1,000.00	4,000.00
25/05/2018	<a href="#">SI/000148/2018</a>	Sale	1	1,000.00	1,000.00
	COGS	COGS	1	1,000.00	1,000.00
	ClosingInventory	ClosingInventory	3	1,000.00	3,000.00
	Net Closing Inventory	NetClosingInventory	3	1,000.00	3,000.00

- User can take a print of the reports by clicking on print option.

## 13.2.4 Cash / Bank Book:

Navigation: User Reports → Cash / Bank Book

Once user clicks on Cash / Bank book report, user will be routed to the date selection screen.

Excellor Ecommerce Private Limited

Cash/Bank Book

From  to

Filter

User should select from date and to date and click on run to generate cash / bank balance report.

## uBooks User Guide

If the user wants to select specific Cash / Bank account user can apply filter from the dropdown list.

All the ledgers created under Cash / Cash equivalents will be displayed in this report.

Cash					
Transaction Date	Particulars	Transaction Reference	Type	Debit (₹)	Credit (₹)
09-04-2019	Closing Balance				<a href="#">17,301.00</a>

HDFC Bank Account					
Transaction Date	Particulars	Transaction Reference	Type	Debit (₹)	Credit (₹)
09-04-2019	Closing Balance				<a href="#">6,758.00</a>

SBI Bank Account					
Transaction Date	Particulars	Transaction Reference	Type	Debit (₹)	Credit (₹)
09-04-2019	Closing Balance				<a href="#">10,533.12</a>

User can drilldown to transaction details by clicking on the amount which is highlighted in blue.

HDFC Bank Account					
Transaction Date	Particulars	Transaction Reference	Type	Debit (₹)	Credit (₹)
27-03-2019	Raju Garments	PA/000004/2019	Payment		<a href="#">6,720.00</a>
01-04-2019	Opening Balance		Opening Balance		
02-04-2019	Mother Dairy	RE/000011/2019	Receipt	<a href="#">118.00</a>	
08-04-2019	Lenovo India	PA/000005/2019	Payment		<a href="#">9,440.00</a>
09-04-2019	Closing Balance			<a href="#">16,042.00</a>	
09-04-2019	Total			<a href="#">16,160.00</a>	<a href="#">16,160.00</a>

### 14 Bank Reconciliation:

Bank reconciliation tile allows to maintain two screens.

1. Reconciliation
2. Cleared / Uncleared report



## 14.1 Reconciliation:

A bank reconciliation is the process of matching the balances in an entity's accounting records for a bank account to the corresponding information on bank statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.

Navigation: Bank Reconciliation → Reconciliation

Once user clicks on Reconciliation, system will navigate the user to the reconciliation screen.

**Bank Reconciliation**

Select Account  From  To

User should have a physical copy of bank statement for which reconciliation needs to be done.

Then user should select the bank account from the dropdown from select account field.

Note: All the accounts created under Cash and Cash equivalents with type as bank will be displayed in select account field.

User should select the from date and to date (Reconciliation period) and click on submit.

Then system will pull all the records between the selected period for the selected account.

**Bank Reconciliation**

Select Account  From  To

Date	Particulars	Transaction Ref no	Transaction Type	Debit	Credit	Cheque/NEFT/ IMPS/RTGS No	Bank Referen	<input type="checkbox"/> Bar
09-11-2018	Shloka Agen...	AR/20190107/1	AdvanceReceipts	27500.00				
22-11-2018	Paper Distrib...	AP/20190107/2	AdvancePayment		35480.00			
10-09-2018	Oracle India...	PA/000002/2018	Payment		1000.00			
05-09-2018	Oracle India...	PA/000003/2018	Payment		5000.00			
04-12-2018	Paper Distrib...	PA/000005/2019	Payment		2500.00			
12-12-2018	Vivo india Pv...	RE/000004/2018	Receipt	150.00				13-12-
06-12-2018	Hybrid Distri...	RE/000005/2019	Receipt	3700.00				

User can sort the list of records dates wise, so that user can cross verify all the records with the details like amount, check/NEFT/IMPS/RTGS number with the physical statement.

When the record matches with the physical statement, user needs to enter the bank date and move to the next transaction.

User have an option to copy the transaction date to bank date for all the records at once using check box.

If user finds any mismatch records/transactions, he can click on date column and clear the date.

## uBooks User Guide

Bank Reconciliation

Select Account ICICI Bank From 01-08-2018 To 31-01-2019 Submit

Search

Date	Particulars	Transaction Ref no	Transaction Type	Debit	Credit	Cheque/NEFT/ IM	Bank Reference I	<input checked="" type="checkbox"/> Bank L
09-11-2018	Shloka Agenc...	AR/20190107/1	AdvanceReceipts	27500.00				07-01-2019
22-11-2018	Paper Distrib...	AP/20190107/2	AdvancePayment		35480.00			07-01-2019
10-09-2018	Oracle India P...	PA/000002/2018	Payment		1000.00			07-01-2019
05-09-2018	Oracle India P...	PA/000003/2018	Payment		5000.00			07-01-2019
04-12-2018	Paper Distrib...	PA/000005/2019	Payment		2500.00			07-01-2019
12-12-2018	Vivo india Pvt...	RE/000004/2018	Receipt	150.00				13-12-2018
06-12-2018	Hybrid Distrib...	RE/000005/2019	Receipt	3700.00				07-01-2019

07 January 2019

January, 2019

Mo	Tu	We	Th	Fr	Sa	Su
31	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
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Clear

Based on bank date for the selected transactions, balance as per company books will be calculated and displayed.

User should enter the balance as per bank book in debit column or in the credit field if the amount is negative.

Then uBooks will calculate and show you the variance amount which is mismatch value between company books and bank books.

User can recheck the transactions based on variance amount and reduce the variance amount by adding the missing records in the transactions and updating the bank date to it.

Then user can click on reconcile to move all the reconciled transactions to cleared queue.

Balance As per Company Books	<input type="text" value="1570"/>	<input type="text" value="0"/>
Balance As per Bank Books	<input type="text" value="1000"/>	<input type="text" value="0"/>
Variance	<input type="text" value="570"/>	<input type="text" value="0"/>

Reconcile

### 14.2 Cleared/Uncleared Report:

Once the reconciliation is done, user can check the records in cleared/uncleared queue.



## uBooks User Guide

All the reconciled records will be pushed to cleared queue, and all the pending records will be moved to uncleared queue.

Bank Reconciliation

UnCleared Cleared

From  to

Transaction Ref no	TransactionType	Debit	Credit	Cheque/NEFT/ IMPS/RTGS No	Bank Date	Reason for Uncl
	Expense	150.00		664398		
		Debit Amount: 150	Credit Amount: 0			

Clear

User have an option to move uncleared record to cleared queue by updating the bank and click on clear option.

Bank Reconciliation

UnCleared Cleared

From  to

Debit	Credit	Cheque/NEFT/ IMPS/RTGS No	Bank Date	Reason for Uncl
150.00		664398	<input type="text" value="07-01-2019"/>	
Debit Amount: 150		Credit Amount: 0		

### 15 Offline Functionality:

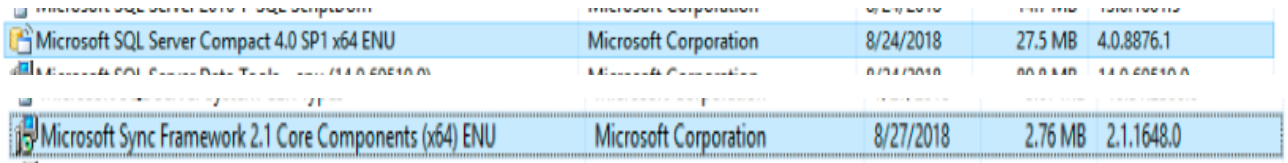
As uBooks is a desktop-based SaaS model application which allows user to work even in offline i.e. in the absence of internet connectivity also.

**Note:** Before synchronising to offline, user should check whether the 3 pre-requisites are installed in the system or not.

Listing below are the 3 pre-requisites,

1. Microsoft SQL Server Compact
2. .Net Framework 4.5.2 or Higher (Available by default with OS)
3. Microsoft Sync Framework version 2.1

Attaching the screen shot below for user reference.



File Name	Source	Version	Size	Version Number
Microsoft SQL Server Compact 4.0 SP1 x64 ENU	Microsoft Corporation	8/24/2018	27.5 MB	4.0.8876.1
Microsoft Sync Framework 2.1 Core Components (x64) ENU	Microsoft Corporation	8/27/2018	2.76 MB	2.1.1648.0

### Supported transactions for offline functionality:

#### Sales Transactions

1. Sale Invoice
2. Sale Return
3. Sale Credit Note
4. Sale Debit Note

#### Purchase Transactions:

1. Purchase Invoice
2. Purchase Return
3. Purchase Credit Note
4. Purchase Debit Note

#### Payments:

1. Payments
2. Receipts
3. Advance Payment
4. Advance Receipt

#### Manage Orders

1. Sales Order
2. Purchase Order

### Supported Masters and Configurations for offline functionality:

#### Org. Management

1. Org. Profile
2. Manage Roles
3. Users

#### Configurations

1. Additional Field Config
2. Document Number Generation
3. Template Selection

#### Masters Management

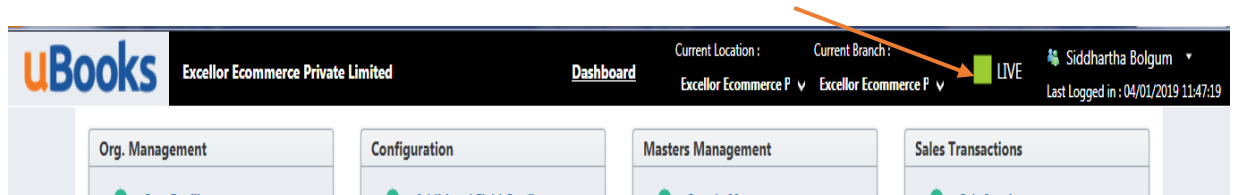
## uBooks User Guide

1. Supply Master
2. Supplier Master
3. Customer Master
4. Setup GL Accounts

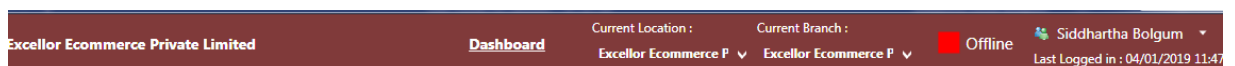
### How to proceed for offline mode:

There are two ways for user to shift to offline mode from online.

1. User should click on **Live** option present on ribbon (top of the screen) to switch to offline mode.



Once user clicks on live option, uBooks will start synchronising the server data to offline database and this process will take 2-3 minutes depending on the data size.



### Screen List

Screen Name		Status
Masters		Synchronising...
	Customer Master	Synchronising...
	Supplier Master	Synchronising...
	Supply Master	Synchronising...
	Accounts	Synchronising...
	UOM Master	Synchronising...
	UOM	Synchronising...
	UOM Conversion	Synchronising...
	Import	Synchronising...
	POS	Synchronising...
Transactions		Synchronising...
	Sale Invoice	Synchronising...
	Purchase Invoice	Synchronising...
	Purchase Return	Synchronising...
	Sales Return	Synchronising...
	Sale Credit Note	Synchronising...
	Sale Debit Note	Synchronising...
	Purchase Credit Note	Synchronising...
	Purchase Debit Note	Synchronising...
	Payments	Synchronising...
	Receipts	Synchronising...

Then uBooks will show the list of transactions synchronised and the colour of the ribbon changes to maroon colour.

# uBooks User Guide

## Screen List

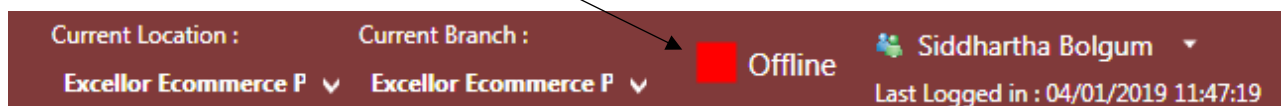
Offline-Sync

Screen Name	Status
▼ Masters	Synchronised...
Customer Master	Synchronised...
Supplier Master	Synchronised...
Supply Master	Synchronised...
Accounts	Synchronised...
UOM Master	Synchronised...
UOM	Synchronised...
UOM Conversion	Synchronised...
Import	Synchronised...
POS	Synchronised...
▼ Transactions	Synchronised...
▶ Sale Invoice	Synchronised...
Purchase Invoice	Synchronised...
Purchase Return	Synchronised...
Sales Return	Synchronised...
Sale Credit Note	Synchronised...
Sale Debit Note	Synchronised...
Purchase Credit Note	Synchronised...
Purchase Debit Note	Synchronised...
Payments	Synchronised...
Receipts	Synchronised...
Advance Payment	Synchronised...
Advance Receipts	Synchronised...

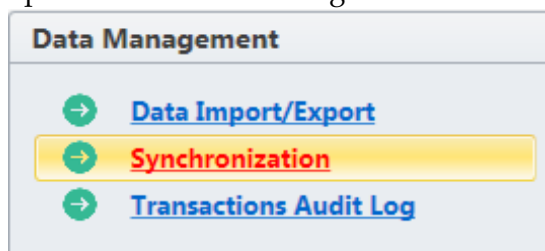
Once all the transactions are synchronised, user can start using uBooks even in the absence of internet connectivity.

When user has the connectivity again, user should click on the same button to switch to online/Live mode.

Even for switching to online mode uBooks will take 2-3 minutes for synchronising local data to server database.



- Other way of switching to offline mode is - User can click on Synchronization option under Data Management tile.



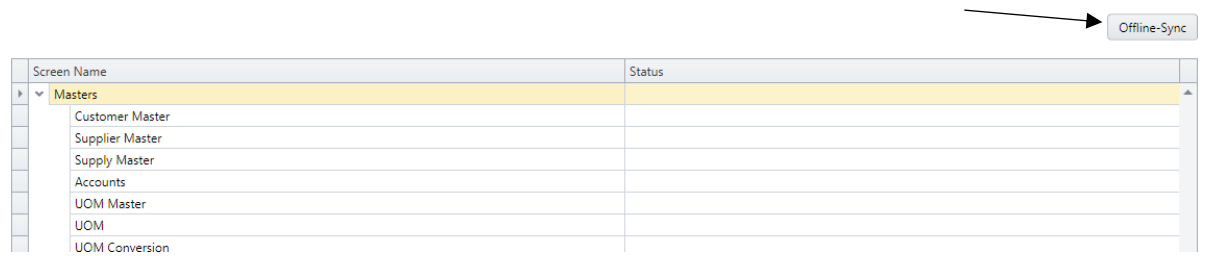
Then user should click on Offline-Sync option to synchronise the server data to local database.

uBooks will display all the synchronised data, then user start working in the online mode.

Note: The colour of the ribbon will change to black when uBooks is in online mode.

## uBooks User Guide

### Screen List



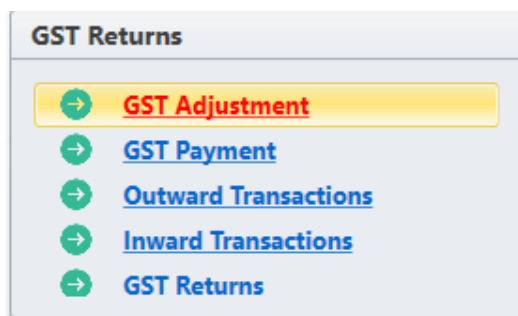
Screen Name	Status
Masters	
Customer Master	
Supplier Master	
Supply Master	
Accounts	
UOM Master	
UOM	
UOM Conversion	

## 16. GST Returns:

### 16.1 GST adjustments:

Before making the GST payment to GSTN, user can adjust the available ITC (Input Tax Credit) with GST payable amount in uBooks.

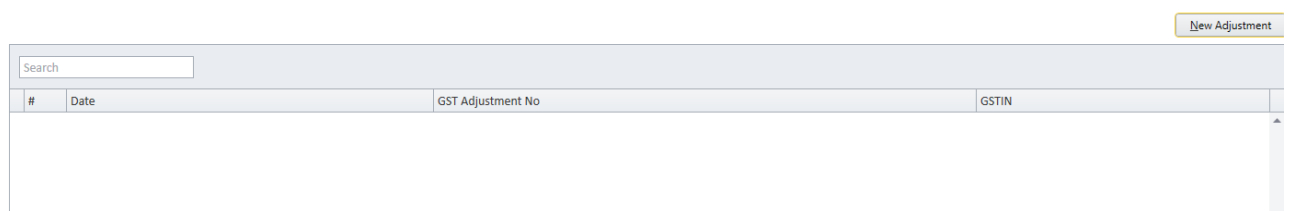
User should click on GST adjustments under GST Returns.



SSS

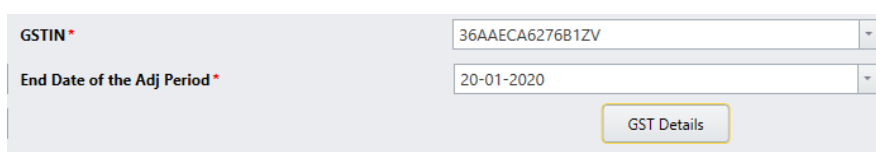
Once user navigates to GST adjustment list screen, click on New Adjustment.

### GST Adjustment List



#	Date	GST Adjustment No	GSTIN
---	------	-------------------	-------

Once user navigates to new adjustment screen, select the GSTIN number for which the payment needs to be made and select the end date of the adjustment period and click on GST details.



GSTIN*	36AAECA6276B1ZV
End Date of the Adj Period*	20-01-2020
<b>GST Details</b>	

## uBooks User Guide

User can see the payable summary and available ITC in individual columns for CGST, SGST, IGST and Cess.

Payable Summary :			
	Actual	Adjusted	Balance
CGST	6,181.90	0.00	6,181.90
SGST	6,181.90	0.00	6,181.90
IGST	0.00	0.00	0.00
CCESS	0.00	0.00	0.00

Input Tax Credit Summary :			
	Actual	Adjusted	Balance
CGST	3,216.06	0.00	3,216.06
SGST	3,216.06	0.00	3,216.06
IGST	200.00	0.00	0.00
CCESS	0.00	0.00	0.00

User should check the CGST to CGST, SGST to SGST, IGST to IGST, Cess to Cess options under Adjustment.

Once user select the check box, the available ITC will be automatically adjusted and displayed in the payable summary adjusted field.

<b>Adjustment :</b> <input checked="" type="checkbox"/> CGST to CGST      3216.06 <input type="checkbox"/> SGST to SGST      0 <input type="checkbox"/> IGST to IGST      0 <input type="checkbox"/> CCESS to CCESS      0		<b>Payable Summary :</b> <table> <tr> <th></th> <th>Actual</th> <th>Adjusted</th> <th>Balance</th> </tr> <tr> <td>CGST</td> <td>6,181.90</td> <td>3,216.06</td> <td>2,965.84</td> </tr> <tr> <td>SGST</td> <td>6,181.90</td> <td>0.00</td> <td>6,181.90</td> </tr> <tr> <td>IGST</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>CCESS</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </table>		Actual	Adjusted	Balance	CGST	6,181.90	3,216.06	2,965.84	SGST	6,181.90	0.00	6,181.90	IGST	0.00	0.00	0.00	CCESS	0.00	0.00	0.00
	Actual	Adjusted	Balance																			
CGST	6,181.90	3,216.06	2,965.84																			
SGST	6,181.90	0.00	6,181.90																			
IGST	0.00	0.00	0.00																			
CCESS	0.00	0.00	0.00																			

User can adjust ITC from CGST to IGST, SGST to IGST, IGST to CGST, IGST to SGST if available even after adjusting in the earlier setp.

This option will be enabled only after adjusting the ITC as CGST to CGST, SGST to SGST, IGST to IGST, Cess to Cess.

<input type="checkbox"/> CGST to IGST	0
<input type="checkbox"/> SGST to IGST	0
<input type="checkbox"/> IGST to CGST	0
<input type="checkbox"/> IGST to SGST	0

After adjusting the ITC user can see the ITC summary under Input tax credit summary as shown in the below.

Input Tax Credit Summary :			
	Actual	Adjusted	Balance
CGST	3,216.06	0.00	3,216.06
SGST	3,216.06	3,216.06	0.00
IGST	200.00	0.00	0.00
CCESS	0.00	0.00	0.00

User record any reference notes for that transaction in notes field.

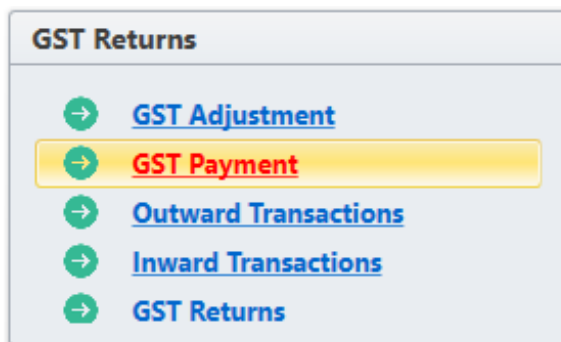
If user want to re-adjust ITC by removing the existing adjustments, click on reset option, else click on save button to save the transaction.

User can also cancel the transaction by clicking on Cancel button.

### 16.2 GST Payment:

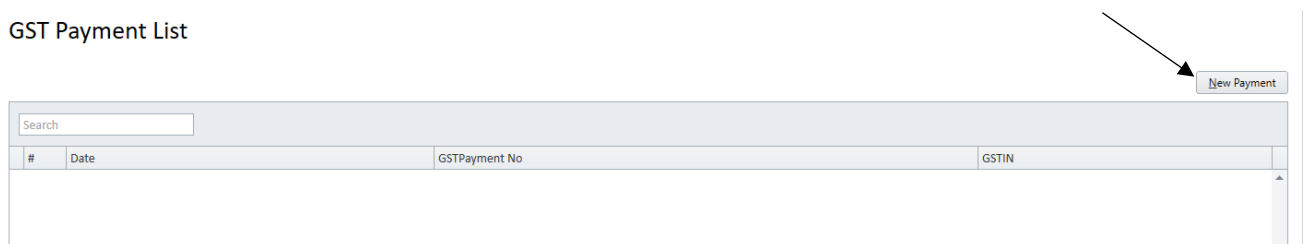
After adjusting the ITC to GST payable amount user can record the amount paid to GSTN in uBooks.

Click on GST payment option under GST Returns.



Once user navigates to GST payment list screen click on New Payment button to navigate to New Payment screen.

GST Payment List



## uBooks User Guide

Transaction number and date will be populated by the system in the new payment screen.

User should select the GSTIN number for which the payment is made and to be recorded in the GSTIN field.

End date of the Payment period need is by default transaction date, but user can change the date to earlier than the transaction date.

User should select the appropriate Cash/Bank account in the Cash/Bank field from which user is paying to GSTN.

User can record the Check/DD/NEFT/RTGS number for reference.

User should enter the amount paid to GSTN in amount field.

Reference notes can be recorded in notes field if required.

### New GST Payment [<< Back To List](#)

Date *	21-01-2020	Cash/Bank *	Retail Merchant Bank
Transaction No *	GSTPAY/20200121/1	ChqDD/NEFT/RTGS	
GSTN *	36AAECA6276B1ZV	Amount	0
End Date of the Payment Period *	21-01-2020	Notes	
<button>GST Details</button>		<button>GST RCM Details</button>	

Click on GST details to pop up the balance amount which is due to GSTN.

Click on check boxes for which payment to be has been paid.

Once user clicks on check box the value available in balance amount field will be moved to debit amount which is considered as paid.

User need to manually enter if any interest, Late payment levied on the payable amount along with advance tax.

User can also pull the payable amount through RCM by clicking on GST RCM Details button to pay.

Then click on Save button to save the transaction.

If user want to cancel the transaction, click on cancel button.

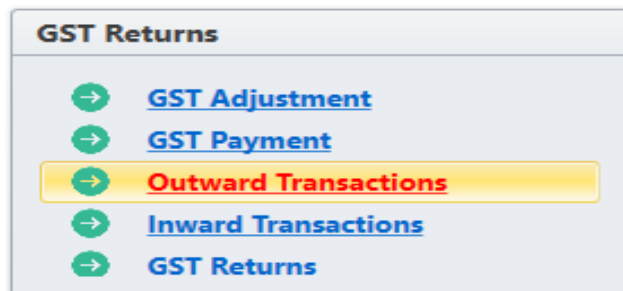
### 16.3 Outward Transactions:

It is a report which includes all the outward transactions which is useful to cross check with Annexure-I. Complete sales including cash sales and point of sales transactions will be pulled in this report.s

To get this report user need to click on Outward Transaction under GST Returns.



## uBooks User Guide



In the get data screen, user need to select the GSTIN, how user want to pull the report that is monthly or Quarterly, Year and Month and click on Get data.

GSTIN

Monthly/Quarterly

Year

Month

Once User clicks on Get Data button all the records belong to that period will be displayed in the invoice list.

Invoice List

Ch	Transaction ID	Line Item ID	Return And Y	Location Cod	Location GST	Transaction T	Nature of Do	Transaction S	Reason For Issuing	Pre GST Regi	Invoice Numl	Invoice Date	Invoice Va
<input type="checkbox"/>	<a href="#">SI/20200102/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000181-01...	02-01-2020	5
<input type="checkbox"/>	<a href="#">SI/20200102/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000181-01...	02-01-2020	5
<input type="checkbox"/>	<a href="#">SI/20200102/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000182-01...	02-01-2020	2
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for outward supply	Domestic Sal...			SI000183-01...	03-01-2020	10
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000184-01...	03-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000185-01...	03-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000186-01...	03-01-2020	1
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000186-01...	03-01-2020	1
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000187-01...	03-01-2020	2

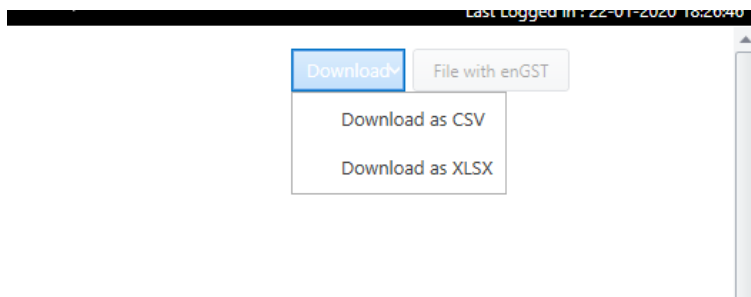
User has the facility to see the liner level information for a particular transaction by clicking on it.

<input type="checkbox"/>	<a href="#">SI/20200123/233</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000211-01...	23-01-2020	
<input checked="" type="checkbox"/>	<a href="#">SI/20200123/233</a>	2	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000211-01...	23-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200123/233</a>	3	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000211-01...	23-01-2020	
<input type="checkbox"/>	<a href="#">SC/20200107/14</a>	1	01-2020	Ad8B276BL	36AAECA627...	Credit Note f...	Credit Note	Domestic Sal...	Sales Return	No	SC/000014/2...	07-01-2020	
<input type="checkbox"/>	<a href="#">SC/20200107/14</a>	1	01-2020	Ad8B276BL	36AAECA627...	Credit Note f...	Credit Note	Domestic Sal...	Sales Return	No	SC/000014/2...	07-01-2020	
<input type="checkbox"/>	<a href="#">Sale/20200107/64</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			Sale/000064...	07-01-2020	
<input type="checkbox"/>	<a href="#">Sale/20200121/65</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			Sale/000065...	21-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200107/227</a>	1	01-2020	Ad8B276BL	36AAECA627...	Credit Note f...	Credit Note	Domestic Sal...	Sales Return	No	SR/000006/2...	07-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200107/227</a>	1	01-2020	Ad8B276BL	36AAECA627...	Credit Note f...	Credit Note	Domestic Sal...	Sales Return	No	SR/000006/2...	07-01-2020	

Item List

SNo	Item Nai	HsnCo	Discount	Item D	Qty	Sales Ao	Unit Pric	Discou	Discou	Taxable	Credit	Different	CGST	CGSTTa	SCGST	SCGSTTa	IGST	IGSTTa	Refinit	LineTota	ItemTy	IsDelete	Uom
1	Cloth 1...	2202	%	Cloth...	1	502	10	0	0	10	0	0	0.9	9	0.9	9	0	0	1	11.8		<input type="checkbox"/>	1905
2	Weight...	9903	%		1	502	20	0	0	20	0	0	1.8	9	1.8	9	0	0	2	23.6		<input type="checkbox"/>	1888
3	Weight...	9903	%		1	502	20	0	0	20	0	0	1.8	9	1.8	9	0	0	3	23.6		<input type="checkbox"/>	1886

User can download the report by clicking on download button and selecting the format in which the data need to be saved.

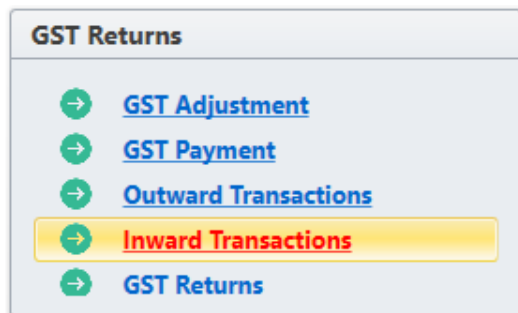


Then select the location where the file needs to be saved, name the file and click on Save.

### 16.4 Inward Transactions:

It is a report which includes all the Inward transactions which is useful to cross check with GST returns.

To get this report user need to click on Inward Transaction under GST Returns.



In the get data screen, user need to select the GSTIN, how user want to pull the report that is monthly or Quarterly, Year and Month and click on Get data.

GSTIN	<input type="text" value="36AAECA6276B1ZV"/>
Monthly/Quarterly	<input type="text" value="Monthly"/>
Year	<input type="text" value="2020"/>
Month	<input type="text" value="Jan"/>
<input type="button" value="Get Data"/>	

Once User clicks on Get Data button all the records belong to that period will be displayed in the invoice list.

Invoice List

Ch	Transaction ID	Line Item ID	Return And Y	Location Cod	Location GST	Transaction T	Nature of Do	Transaction S	Reason For Issuing	Pre GST Regi	Invoice Numl	Invoice Date	Invoice Va
<input type="checkbox"/>	<a href="#">SI/20200102/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000181-01...	02-01-2020	5
<input type="checkbox"/>	<a href="#">SI/20200102/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000181-01...	02-01-2020	5
<input type="checkbox"/>	<a href="#">SI/20200102/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000182-01...	02-01-2020	2
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...	Invoices for outward supply		SI000183-01...	03-01-2020	10
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000184-01...	03-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000185-01...	03-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000186-01...	03-01-2020	1
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000186-01...	03-01-2020	1
<input type="checkbox"/>	<a href="#">SI/20200103/26</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000187-01...	03-01-2020	2

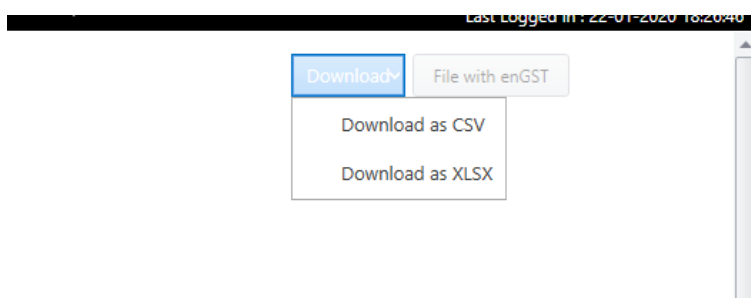
User has the facility to see the liner level information for a particular transaction by clicking on it.

<input type="checkbox"/>	<a href="#">SI/20200123/233</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000211-01...	23-01-2020	
<input checked="" type="checkbox"/>	<a href="#">SI/20200123/233</a>	2	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000211-01...	23-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200123/233</a>	3	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			SI000211-01...	23-01-2020	
<input type="checkbox"/>	<a href="#">SC/20200107/14</a>	1	01-2020	Ad8B276BL	36AAECA627...	Credit Note f...	Credit Note	Domestic Sal...	Sales Return	No	SC/000014/2...	07-01-2020	
<input type="checkbox"/>	<a href="#">SC/20200107/14</a>	1	01-2020	Ad8B276BL	36AAECA627...	Credit Note f...	Credit Note	Domestic Sal...	Sales Return	No	SC/000014/2...	07-01-2020	
<input type="checkbox"/>	<a href="#">Sale/20200107/64</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			Sale/000064...	07-01-2020	
<input type="checkbox"/>	<a href="#">Sale/20200121/65</a>	1	01-2020	Ad8B276BL	36AAECA627...	Sales	Invoices for...	Domestic Sal...			Sale/000065...	21-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200107/227</a>	1	01-2020	Ad8B276BL	36AAECA627...	Credit Note f...	Credit Note	Domestic Sal...	Sales Return	No	SR/000006/2...	07-01-2020	
<input type="checkbox"/>	<a href="#">SI/20200107/227</a>	1	01-2020	Ad8B276BL	36AAECA627...	Credit Note f...	Credit Note	Domestic Sal...	Sales Return	No	SR/000006/2...	07-01-2020	

Item List

SNo	Item Nai	HsnCo	Discount	Item D	Qty	Sales Ao	Unit Pric	Discou	Discou	Taxable	Credit	Different	CGST	CGSTT	SCGST	SCGSTTa	IGST	IGSTTa	Refinit	LineTota	ItemTy	IsDelete	Uom
1	Cloth 1...	2202	%	Cloth...	1	502	10	0	0	10	0	0	0.9	9	0.9	9	0	0	1	11.8		<input type="checkbox"/>	1905
2	Weight...	9903	%		1	502	20	0	0	20	0	0	1.8	9	1.8	9	0	0	2	23.6		<input type="checkbox"/>	1888
3	Weight...	9903	%		1	502	20	0	0	20	0	0	1.8	9	1.8	9	0	0	3	23.6		<input type="checkbox"/>	1886

User can download the report by clicking on download button and selecting the format in which the data need to be saved.



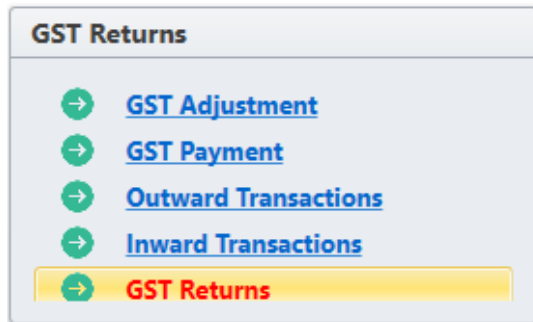
Then select the location where the file needs to be saved, name the file and click on Save.

## 16.5 GST Returns:

User can generate a GST return report in JSON or HTML format using GST return screen.

The same file can be uploaded in the GST network portal for return filing.

User should click on GST return option to open the GST return screen.



In the GST return screen user need to select the following fields.

Return Type

GSTIN

Monthly / Quarterly

Year

Month

Select in which format GST Return file should be generated.

A screenshot of a web form for generating a GST Return. At the top, there is a header bar with the text "Kundapur" and a dropdown arrow. Below the header, the form contains several fields: "Return Type" with a dropdown menu showing "GSTR1"; "GSTIN" with a text input field containing "36AAECA6276B1ZV"; "Monthly/Quarterly" with a dropdown menu showing "Monthly"; "Year" with a dropdown menu showing "2020"; "Month" with a dropdown menu showing "Jan"; and "Aggregate Turnover" with a text input field. At the bottom of the form, there are two buttons: a green button labeled "Get Return" with a dropdown arrow, and a grey button labeled "File with enGST".

Then select the location where the file should be saved, give the file name and click on save to save the file.