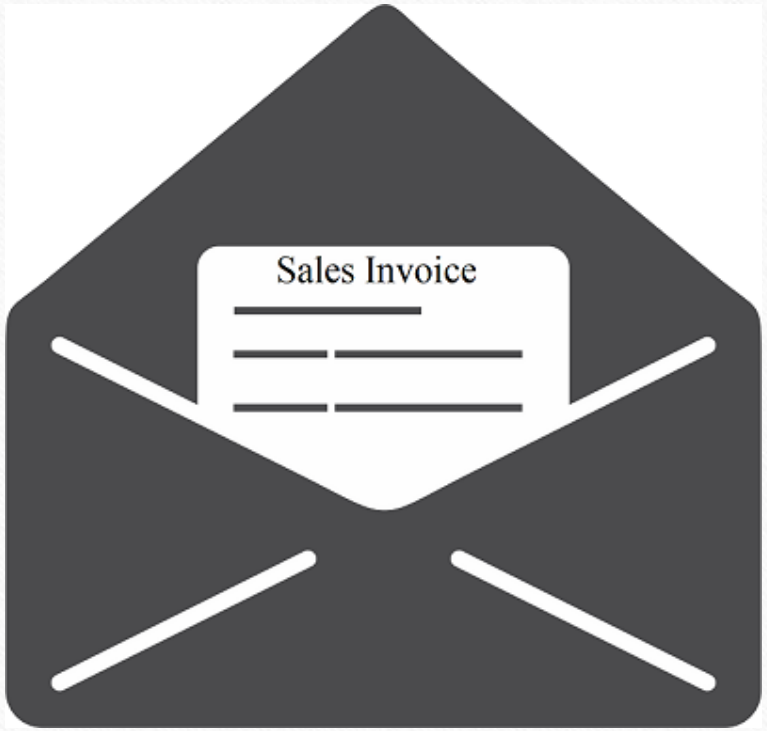
How to setup & use E-mail facility in Miracle?



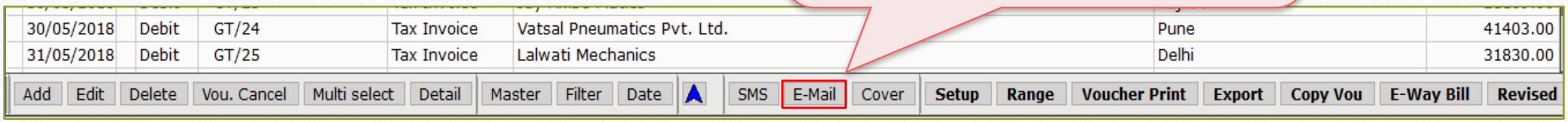
MIRACLE® Accounting Software

- In Miracle, E-Mail facility is available to create customized E-Mail formats and other useful setups.
- In this document, we will see the below topics:
  - List of Vouchers & Reports in which E-Mail facility is given.
  - Insert E-Mail ID for party account.
  - E-Mail Setup:
    - Create a Technical profile for E-Mail.
    - Create customized E-Mail Format (Sales Invoice example).
    - E-Mail Report : details of sent E-Mail.
    - E-Mail option for Report (i.e. A/c. Ledger, Outstanding).
  - Online E-Mail Setup (as we save a voucher).
  - Send Company backup through E-Mail.
  - Export Voucher and exported (zip) file through E-Mail.
  - E-Mail option in Voucher Format & Print Preview.
  - Outlook Setup.

List of Voucher Types & Reports in which E-Mail facility is given

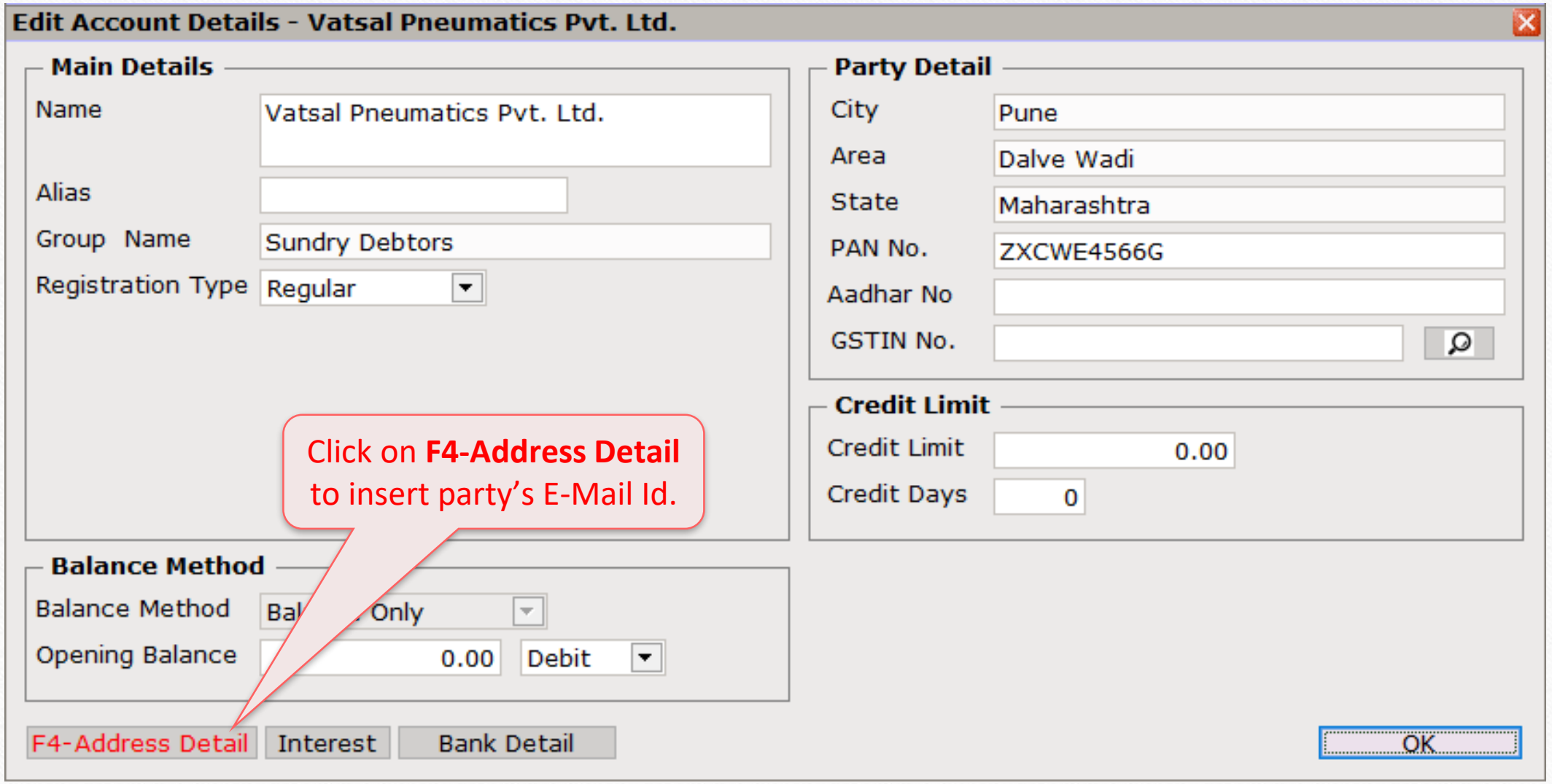
- Sales / Purchase Invoice
- Bank / Cash Payment
- Credit Note / Debit Note
- GST Modules
- Sales / Purchase Return
- Bank / Cash Receipt
- Journal Entry
- Report (A/c. Ledger. Receivable/ Payable)

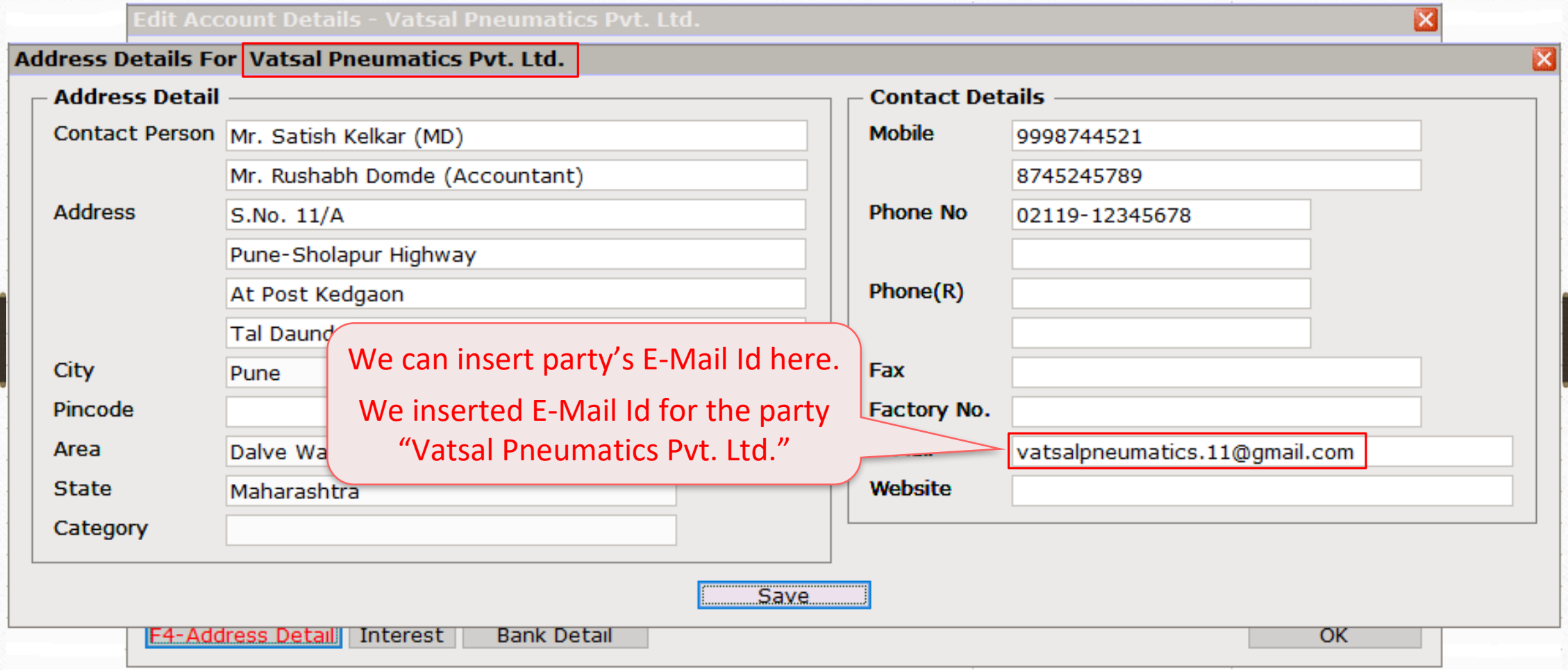
E-Mail facility available when we find out this **E-mail** button in any Vouchers/Reports/other modules.



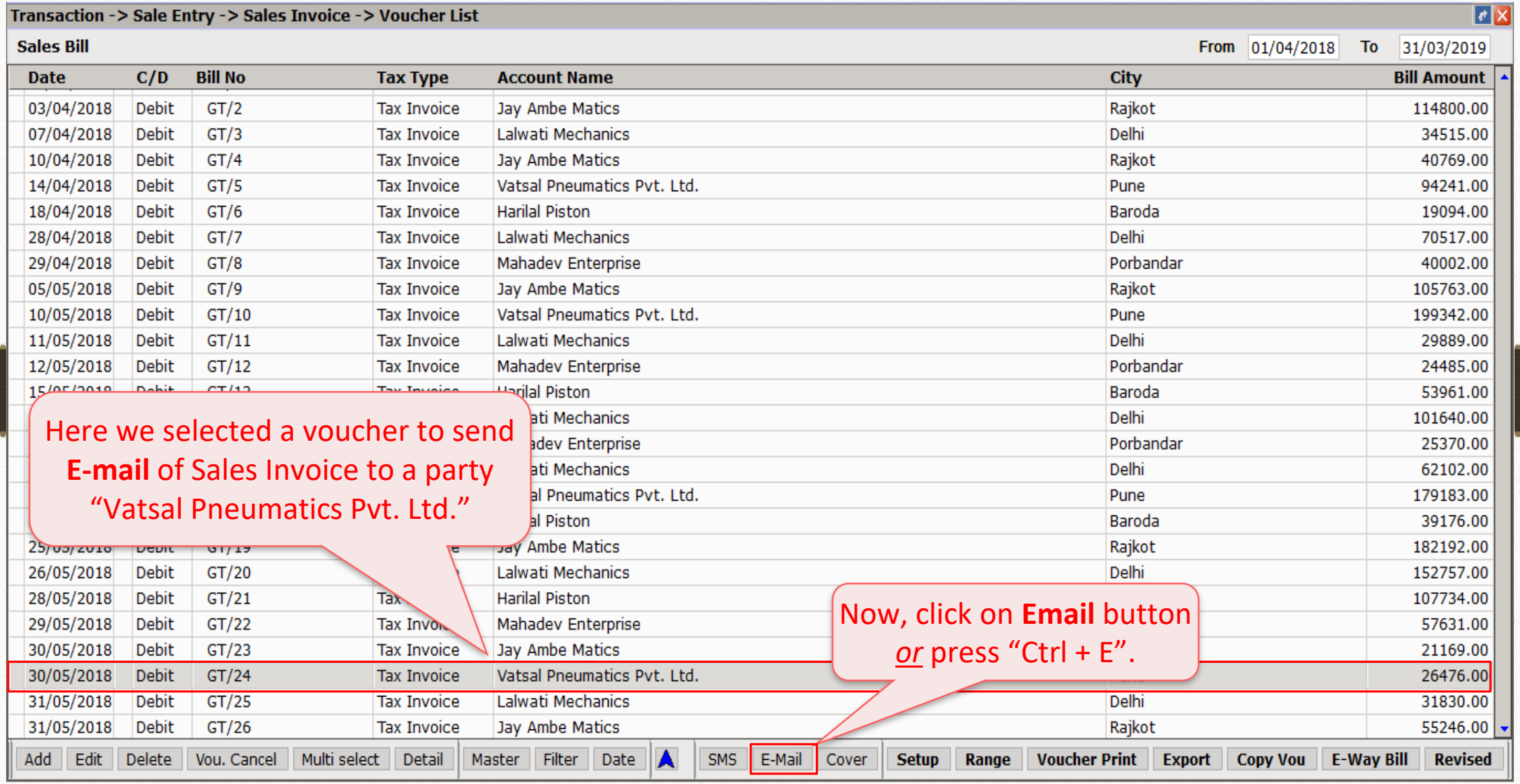
Following Modules also have E-Mail Facility

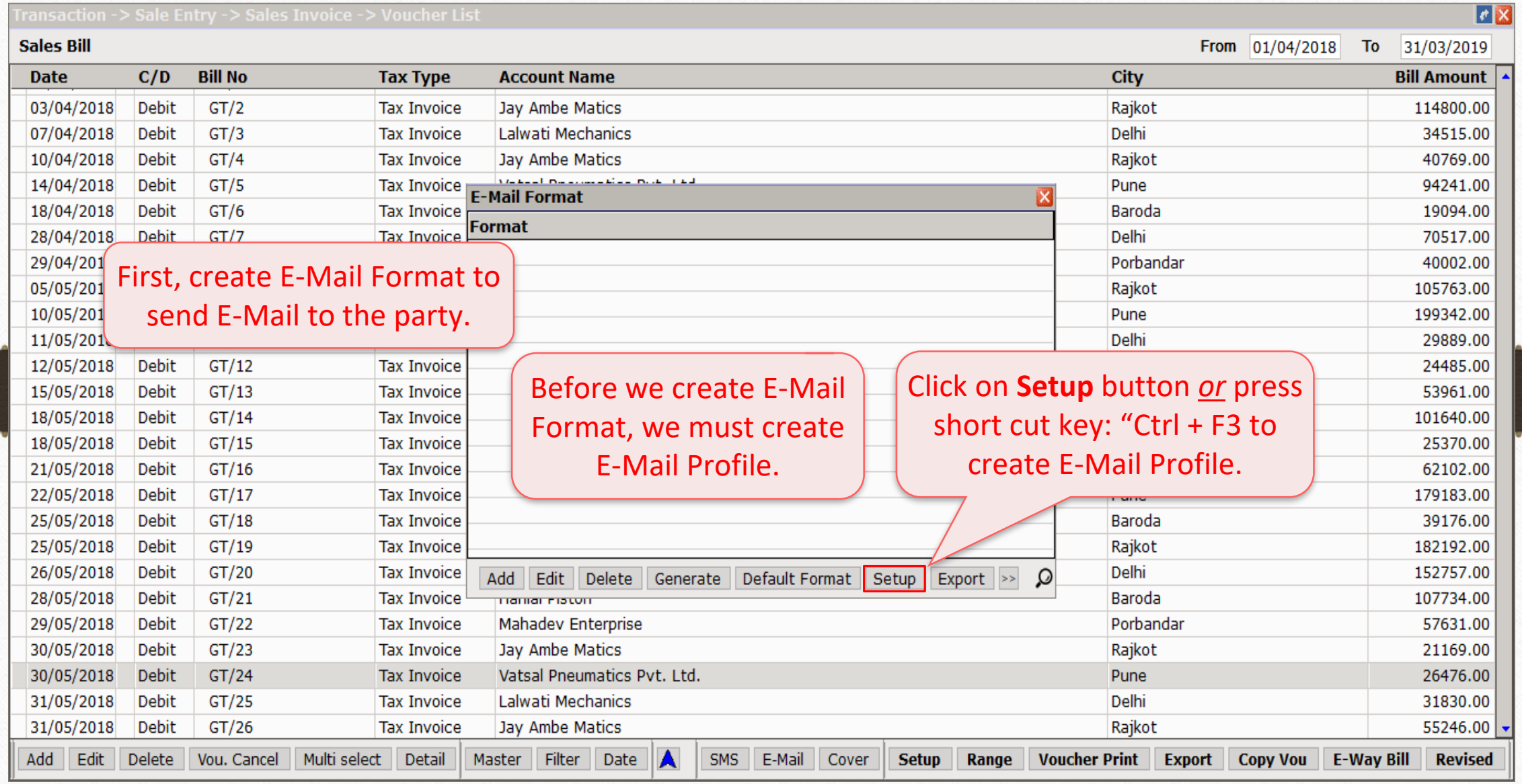
- Company Backup from **Utility** menu (for current company only)
- Company Backup by click on **Utility** button in Company List (for multiple companies)
- Data Export
- Print Voucher / Print Preview

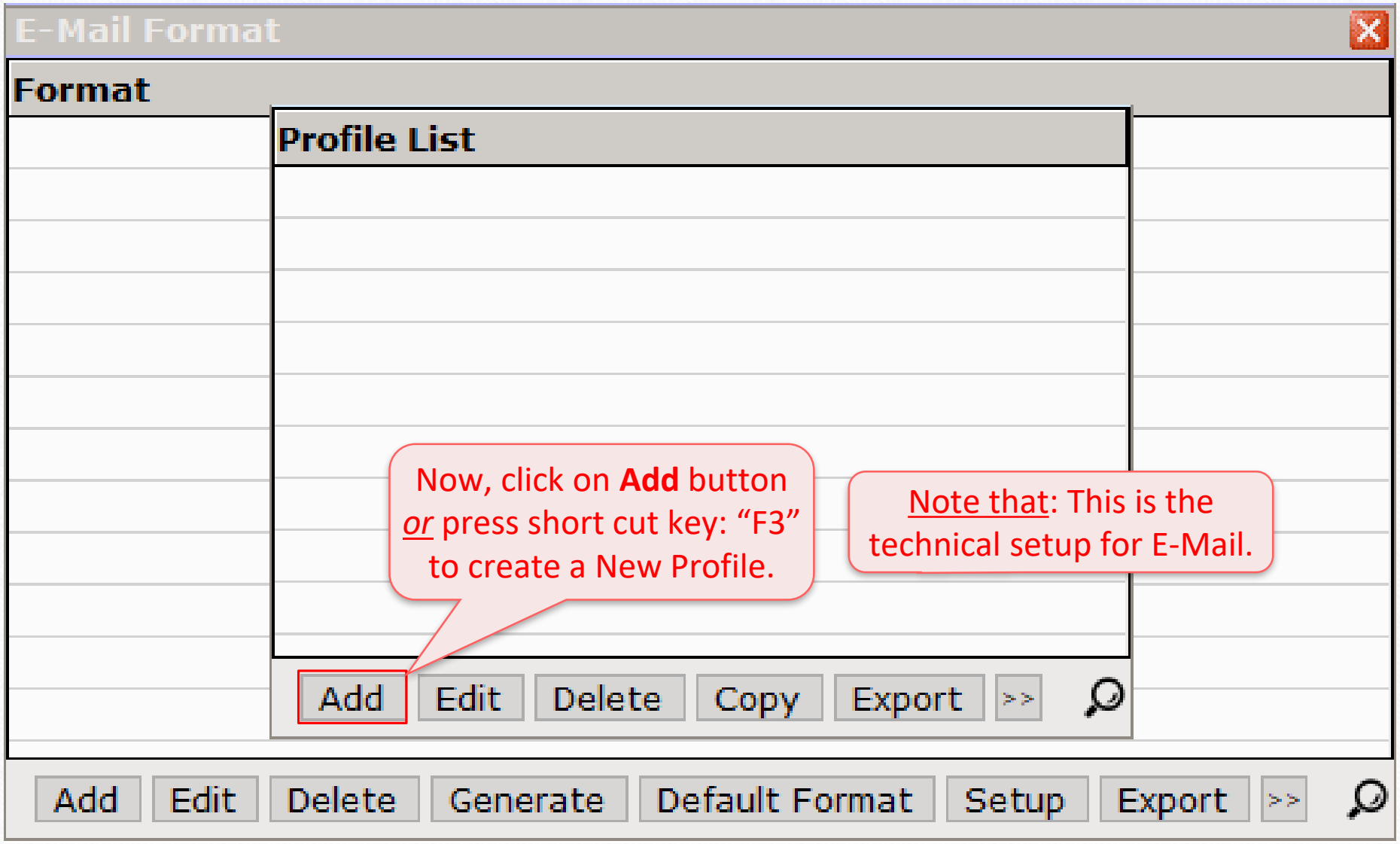

Edit Account Details - Vatsal Pneumatics Pvt. Ltd.
Main Details
Name
Vatsal Pneumatics Pvt. Ltd.
Alias
Group Name
Sundry Debtors
Registration Type
Regular
Party Detail
City
Pune
Area
Dalve Wadi
State
Maharashtra
PAN No.
ZXCWE4566G
Aadhar No
GSTIN No.
Credit Limit
Credit Limit
0.00
Credit Days
0
Click on F4-Address Detail to insert party's E-Mail Id.
Balance Method
Balance Method
Only
Opening Balance
0.00
Debit
F4-Address Detail
Interest
Bank Detail
OK

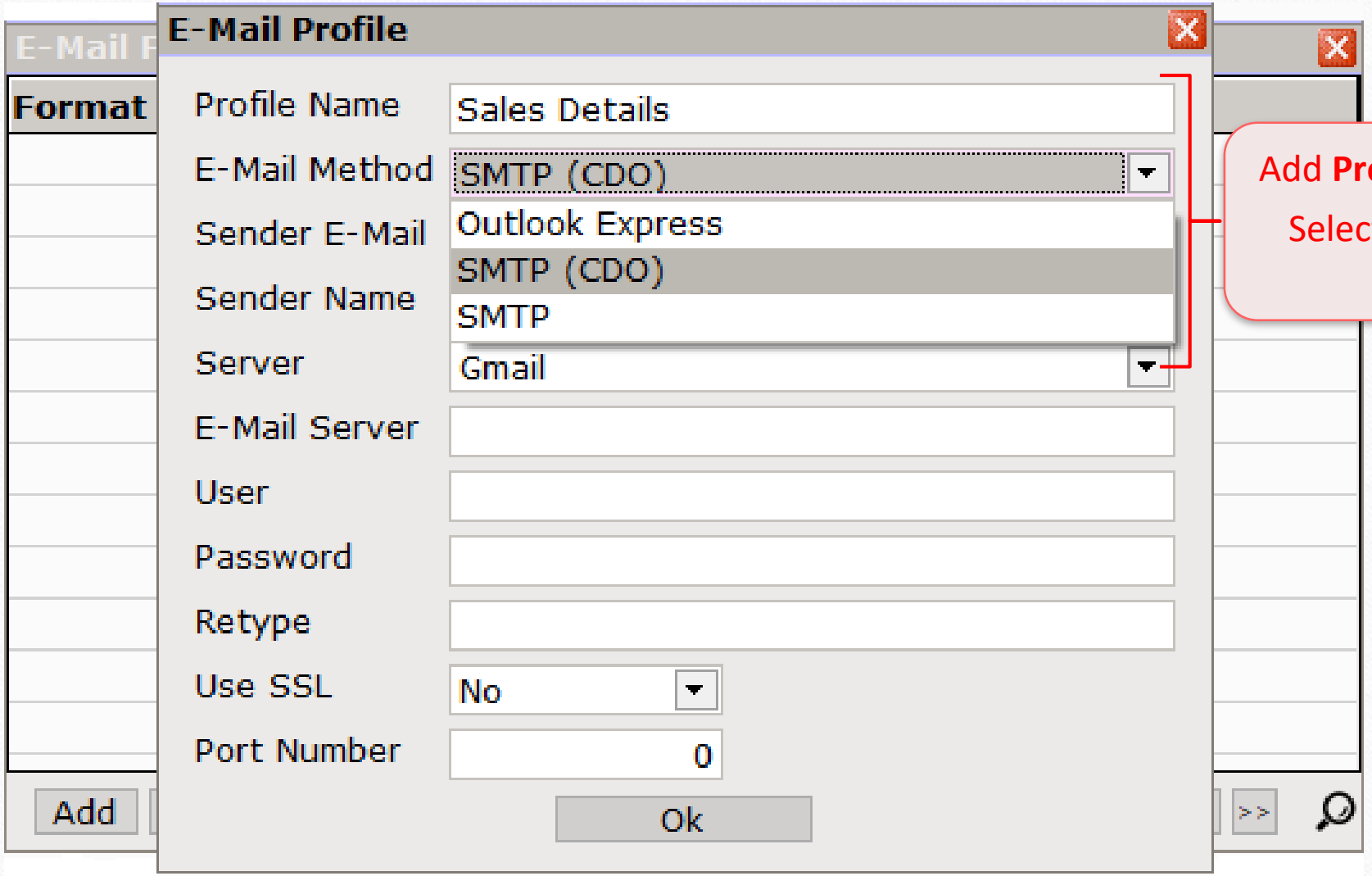

Edit Account Details - Vatsal Pneumatics Pvt. Ltd.
Address Details For Vatsal Pneumatics Pvt. Ltd.
Address Detail
Contact Person
Mr. Satish Kelkar (MD)
Mr. Rushabh Domde (Accountant)
Address
S.No. 11/A
Pune-Sholapur Highway
At Post Kedgaon
Tal Daund
City
Pune
Pincode
Area
Dalve Wa
State
Maharashtra
Category
Contact Details
Mobile
9998744521
8745245789
Phone No
02119-12345678
Phone(R)
Fax
Factory No.
vatsalpneumatics.11@gmail.com
Website
We can insert party's E-Mail Id here.
We inserted E-Mail Id for the party "Vatsal Pneumatics Pvt. Ltd."
Save
F4-Address Detail
Interest
Bank Detail
OK

Profile Setup & Create E-Mail Format


Transaction -> Sale Entry -> Sales Invoice -> Voucher List
Sales Bill
From 01/04/2018 To 31/03/2019
Date C/D Bill No Tax Type Account Name City Bill Amount
03/04/2018 Debit GT/2 Tax Invoice Jay Ambe Matics Rajkot 114800.00
07/04/2018 Debit GT/3 Tax Invoice Lalwati Mechanics Delhi 34515.00
10/04/2018 Debit GT/4 Tax Invoice Jay Ambe Matics Rajkot 40769.00
14/04/2018 Debit GT/5 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 94241.00
18/04/2018 Debit GT/6 Tax Invoice Harilal Piston Baroda 19094.00
28/04/2018 Debit GT/7 Tax Invoice Lalwati Mechanics Delhi 70517.00
29/04/2018 Debit GT/8 Tax Invoice Mahadev Enterprise Porbandar 40002.00
05/05/2018 Debit GT/9 Tax Invoice Jay Ambe Matics Rajkot 105763.00
10/05/2018 Debit GT/10 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 199342.00
11/05/2018 Debit GT/11 Tax Invoice Lalwati Mechanics Delhi 29889.00
12/05/2018 Debit GT/12 Tax Invoice Mahadev Enterprise Porbandar 24485.00
Harilal Piston Baroda 53961.00
ati Mechanics Delhi 101640.00
adev Enterprise Porbandar 25370.00
ati Mechanics Delhi 62102.00
al Pneumatics Pvt. Ltd. Pune 179183.00
al Piston Baroda 39176.00
Jay Ambe Matics Rajkot 182192.00
26/05/2018 Debit GT/20 Lalwati Mechanics Delhi 152757.00
28/05/2018 Debit GT/21 Harilal Piston 107734.00
29/05/2018 Debit GT/22 Mahadev Enterprise 57631.00
30/05/2018 Debit GT/23 Tax Invoice Jay Ambe Matics 21169.00
30/05/2018 Debit GT/24 Tax Invoice Vatsal Pneumatics Pvt. Ltd. 26476.00
31/05/2018 Debit GT/25 Tax Invoice Lalwati Mechanics Delhi 31830.00
31/05/2018 Debit GT/26 Tax Invoice Jay Ambe Matics Rajkot 55246.00
Add Edit Delete Vou. Cancel Multi select Detail Master Filter Date SMS E-Mail Cover Setup Range Voucher Print Export Copy Vou E-Way Bill Revised
Here we selected a voucher to send E-mail of Sales Invoice to a party "Vatsal Pneumatics Pvt. Ltd."
Now, click on Email button or press "Ctrl + E".

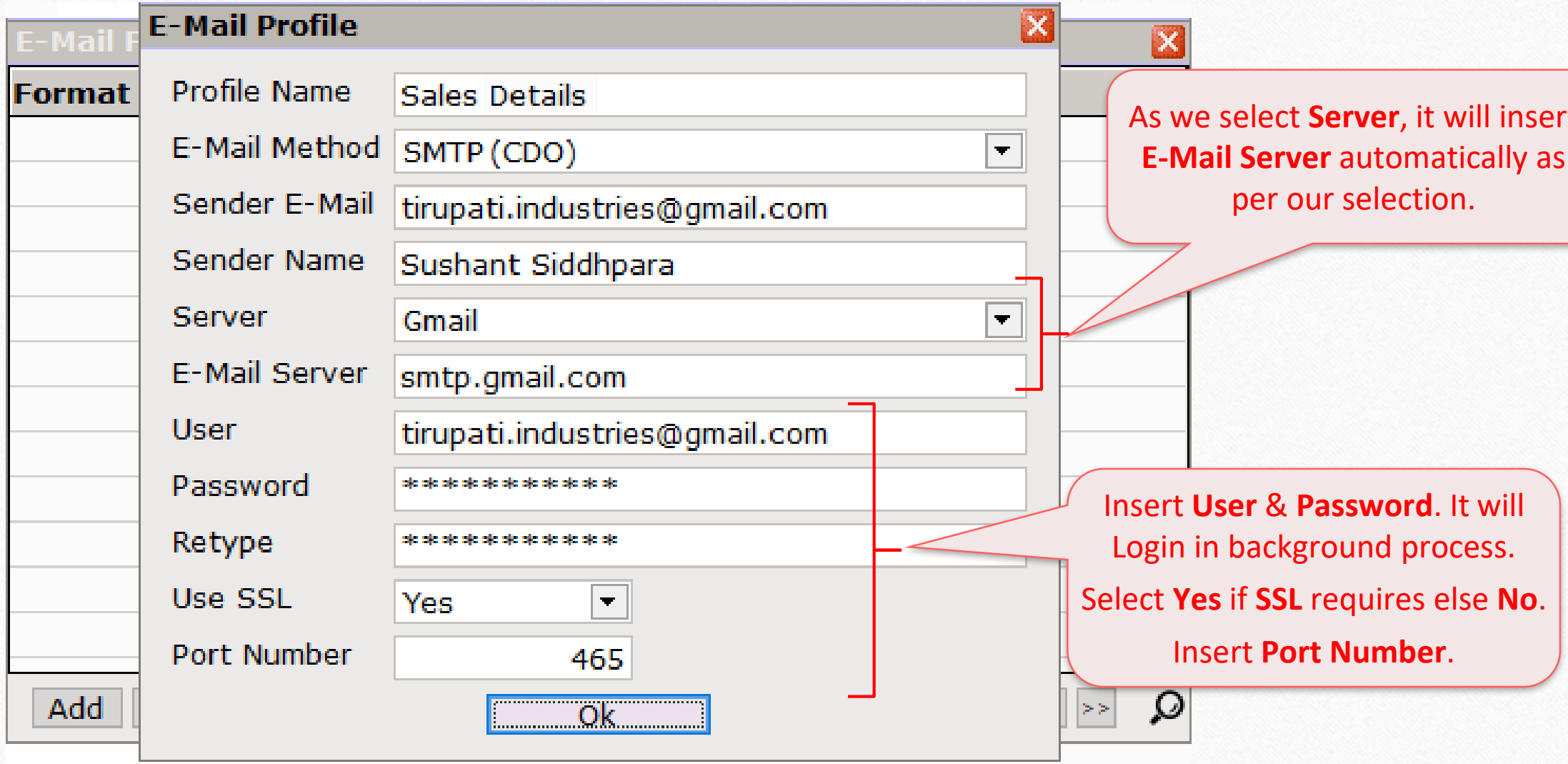

Transaction -> Sale Entry -> Sales Invoice -> Voucher List
Sales Bill
From 01/04/2018 To 31/03/2019
Date C/D Bill No Tax Type Account Name City Bill Amount
03/04/2018 Debit GT/2 Tax Invoice Jay Ambe Matics Rajkot 114800.00
07/04/2018 Debit GT/3 Tax Invoice Lalwati Mechanics Delhi 34515.00
10/04/2018 Debit GT/4 Tax Invoice Jay Ambe Matics Rajkot 40769.00
14/04/2018 Debit GT/5 Tax Invoice Pune 94241.00
18/04/2018 Debit GT/6 Tax Invoice Baroda 19094.00
28/04/2018 Debit GT/7 Tax Invoice Delhi 70517.00
29/04/201 Porbandar 40002.00
05/05/201 Rajkot 105763.00
10/05/201 Pune 199342.00
11/05/201 Delhi 29889.00
12/05/2018 Debit GT/12 Tax Invoice 24485.00
15/05/2018 Debit GT/13 Tax Invoice 53961.00
18/05/2018 Debit GT/14 Tax Invoice 101640.00
18/05/2018 Debit GT/15 Tax Invoice 25370.00
21/05/2018 Debit GT/16 Tax Invoice 62102.00
22/05/2018 Debit GT/17 Tax Invoice 179183.00
25/05/2018 Debit GT/18 Tax Invoice Baroda 39176.00
25/05/2018 Debit GT/19 Tax Invoice Rajkot 182192.00
26/05/2018 Debit GT/20 Tax Invoice Delhi 152757.00
28/05/2018 Debit GT/21 Tax Invoice Baroda 107734.00
29/05/2018 Debit GT/22 Tax Invoice Mahadev Enterprise Porbandar 57631.00
30/05/2018 Debit GT/23 Tax Invoice Jay Ambe Matics Rajkot 21169.00
30/05/2018 Debit GT/24 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 26476.00
31/05/2018 Debit GT/25 Tax Invoice Lalwati Mechanics Delhi 31830.00
31/05/2018 Debit GT/26 Tax Invoice Jay Ambe Matics Rajkot 55246.00
Add Edit Delete Vou. Cancel Multi select Detail Master Filter Date SMS E-Mail Cover Setup Range Voucher Print Export Copy Vou E-Way Bill Revised
E-Mail Format
Format
Add Edit Delete Generate Default Format Setup Export
First, create E-Mail Format to send E-Mail to the party.
Before we create E-Mail Format, we must create E-Mail Profile.
Click on Setup button or press short cut key: “Ctrl + F3 to create E-Mail Profile.

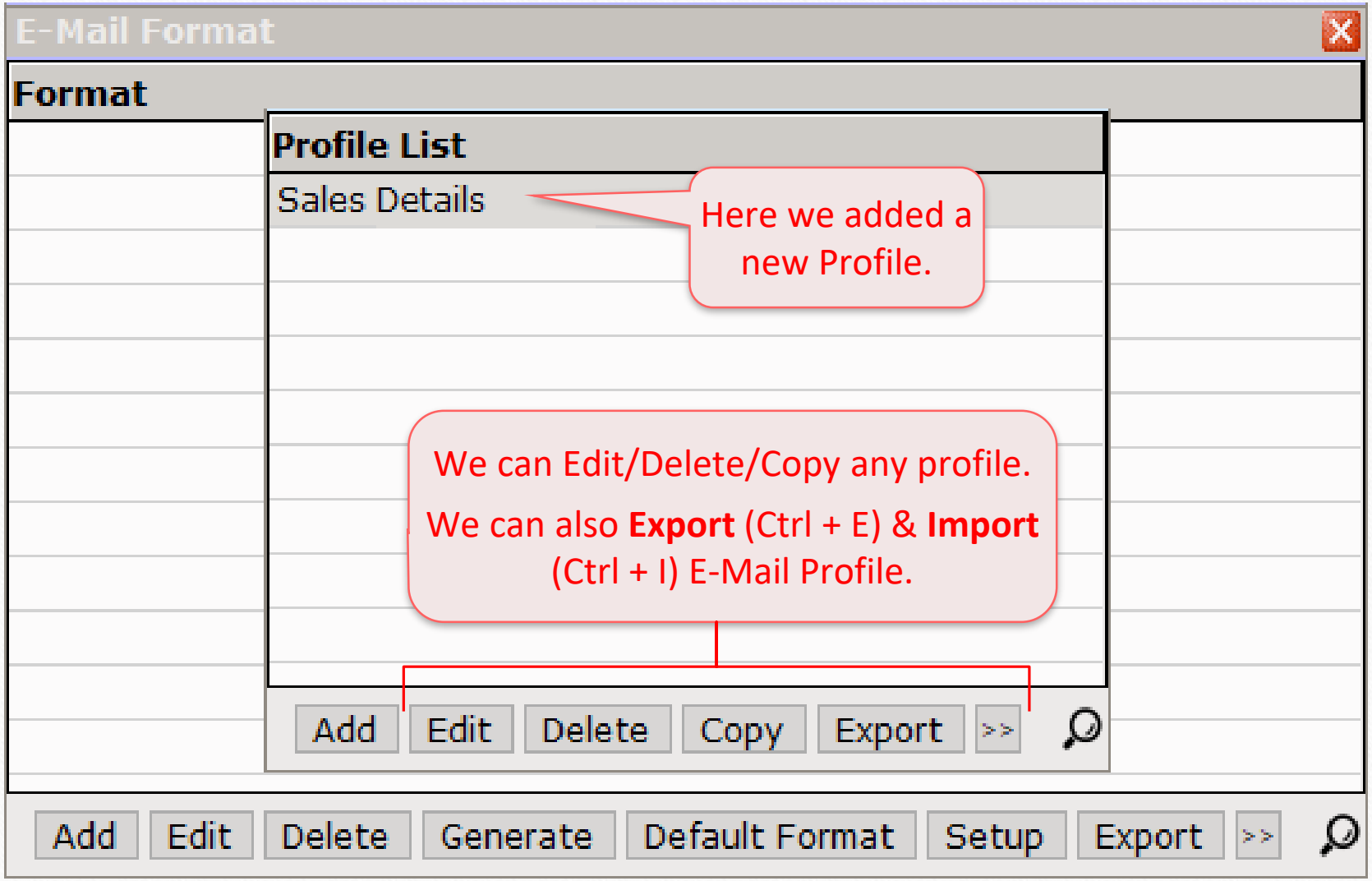

E-Mail Format
Format
Profile List
Add
Edit
Delete
Copy
Export
>>
Now, click on **Add** button *or* press short cut key: "F3" to create a New Profile.
Note that: This is the technical setup for E-Mail.
Add
Edit
Delete
Generate
Default Format
Setup
Export
>>

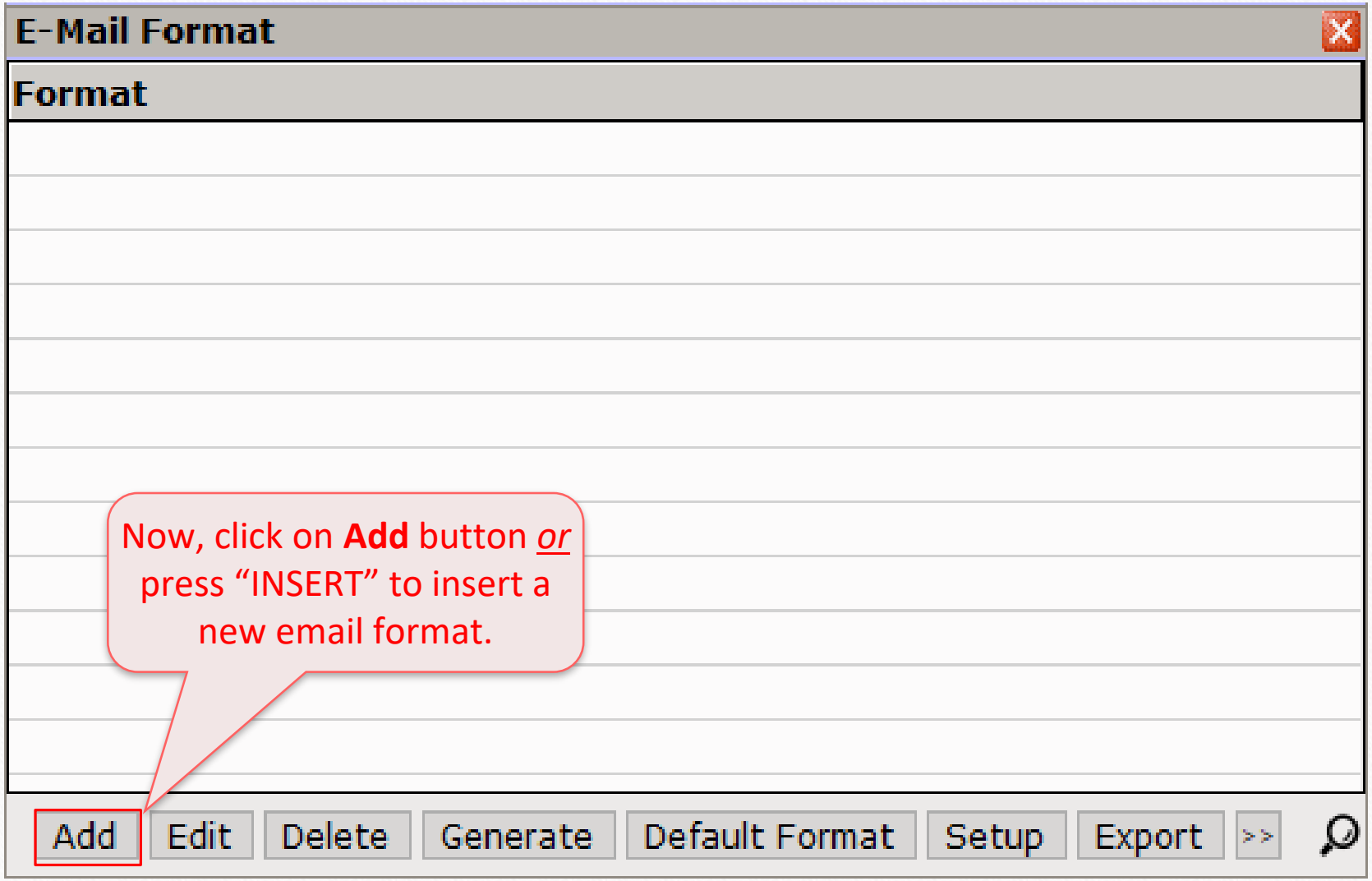


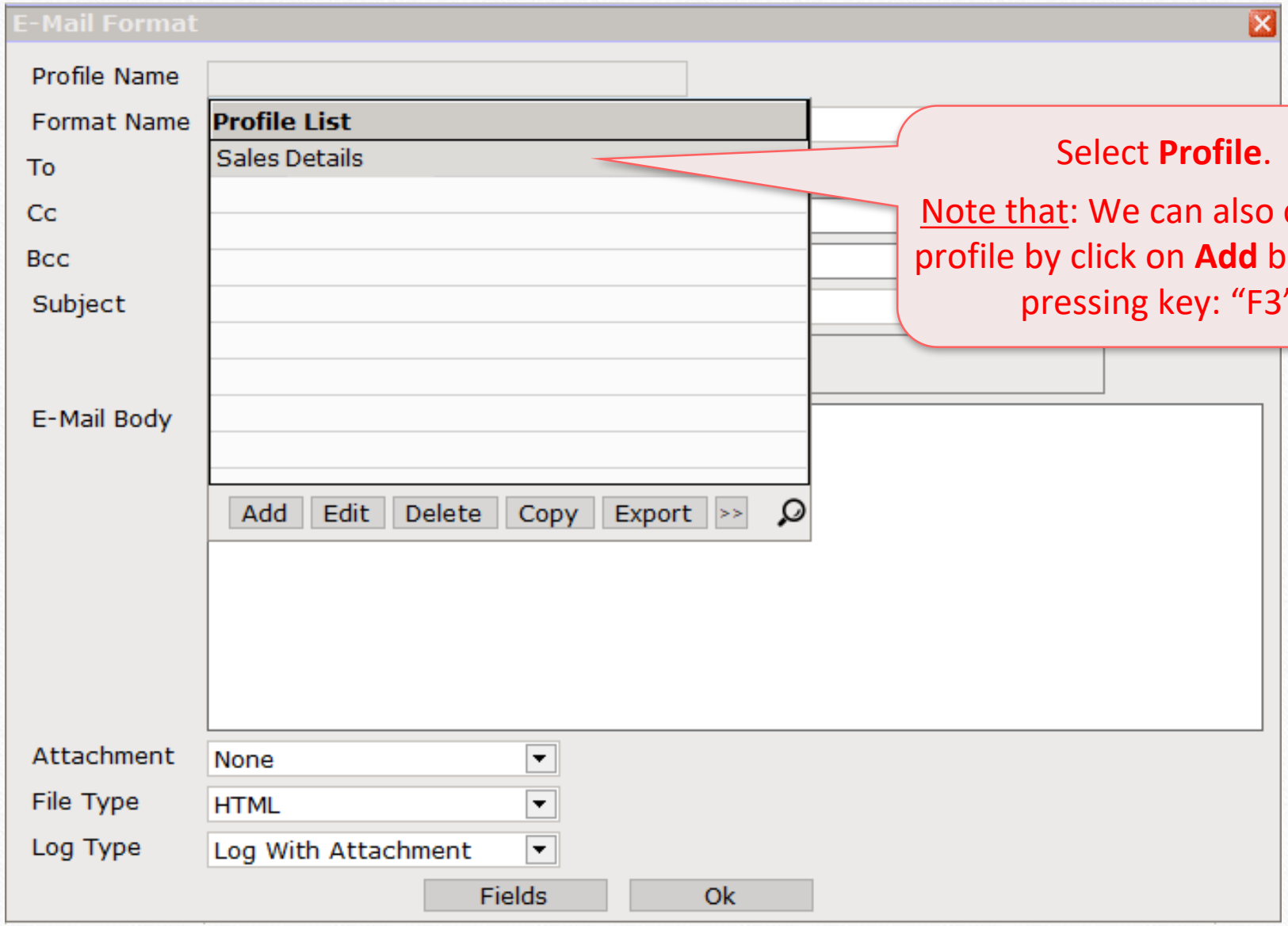
Add **Profile Name** as per use.

Select appropriate **E-Mail Method**.


E-Mail Profile
Profile Name
Sales Details
E-Mail Method
SMTP (CDO)
Sender E-Mail
tirupati.industries@gmail.com
Sender Name
Sushant Siddhpara
Server
Gmail
E-Mail Server
smtp.gmail.com
User
tirupati.industries@gmail.com
Password
Retype
Use SSL
Yes
Port Number
465
Ok
Format
Add
As we select Server, it will insert E-Mail Server automatically as per our selection.
Insert User & Password. It will Login in background process.
Select Yes if SSL requires else No.
Insert Port Number.

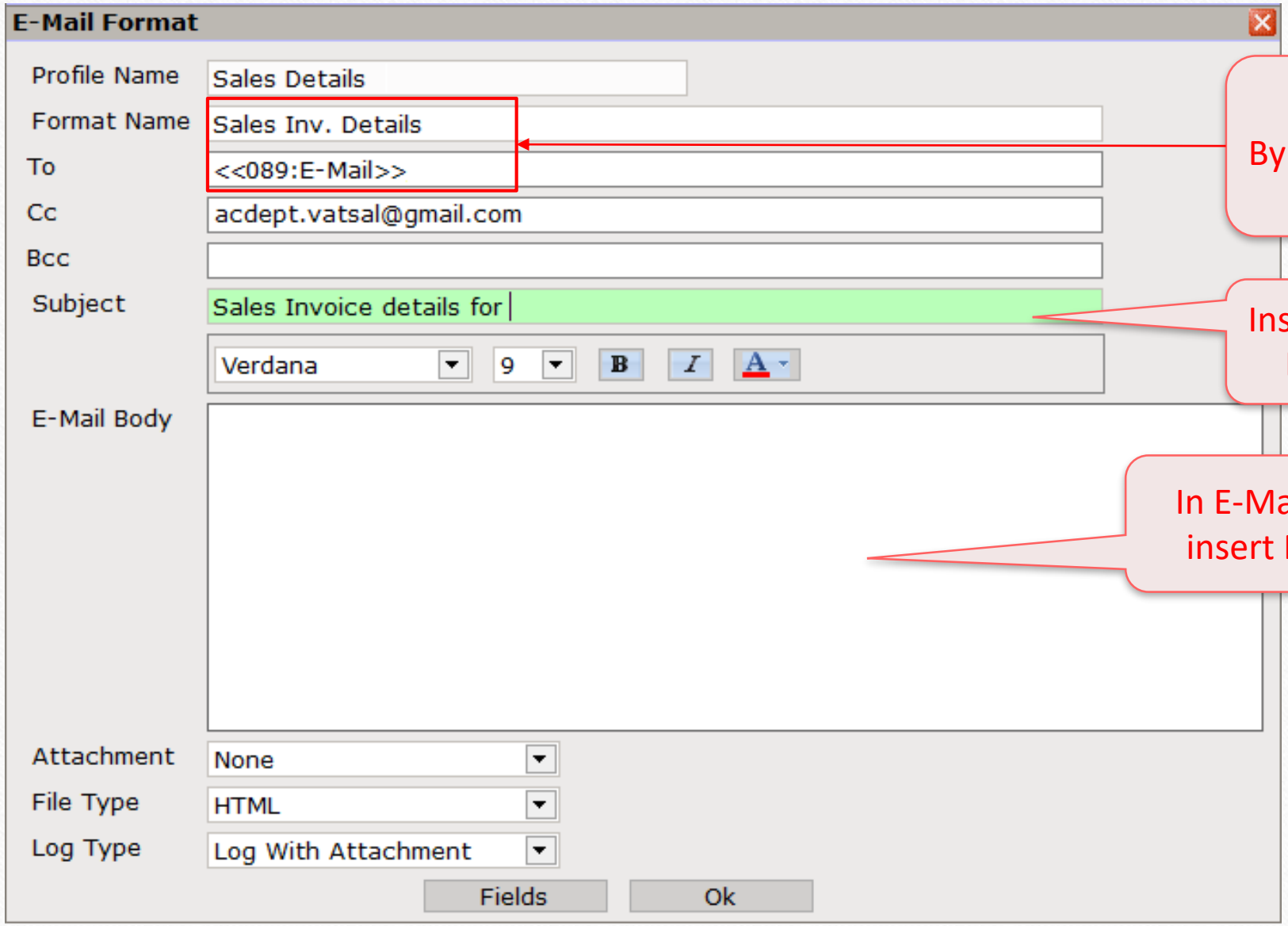

E-Mail Format
Format
Profile List
Sales Details
Here we added a new Profile.
We can Edit/Delete/Copy any profile.
We can also Export (Ctrl + E) & Import (Ctrl + I) E-Mail Profile.
Add
Edit
Delete
Copy
Export
>>
Add
Edit
Delete
Generate
Default Format
Setup
Export
>>


E-Mail Format
Format
Now, click on **Add** button *or* press "INSERT" to insert a new email format.
Add
Edit
Delete
Generate
Default Format
Setup
Export
>>



Select **Profile**.

Note that: We can also create a profile by click on **Add** button or pressing key: “F3”.

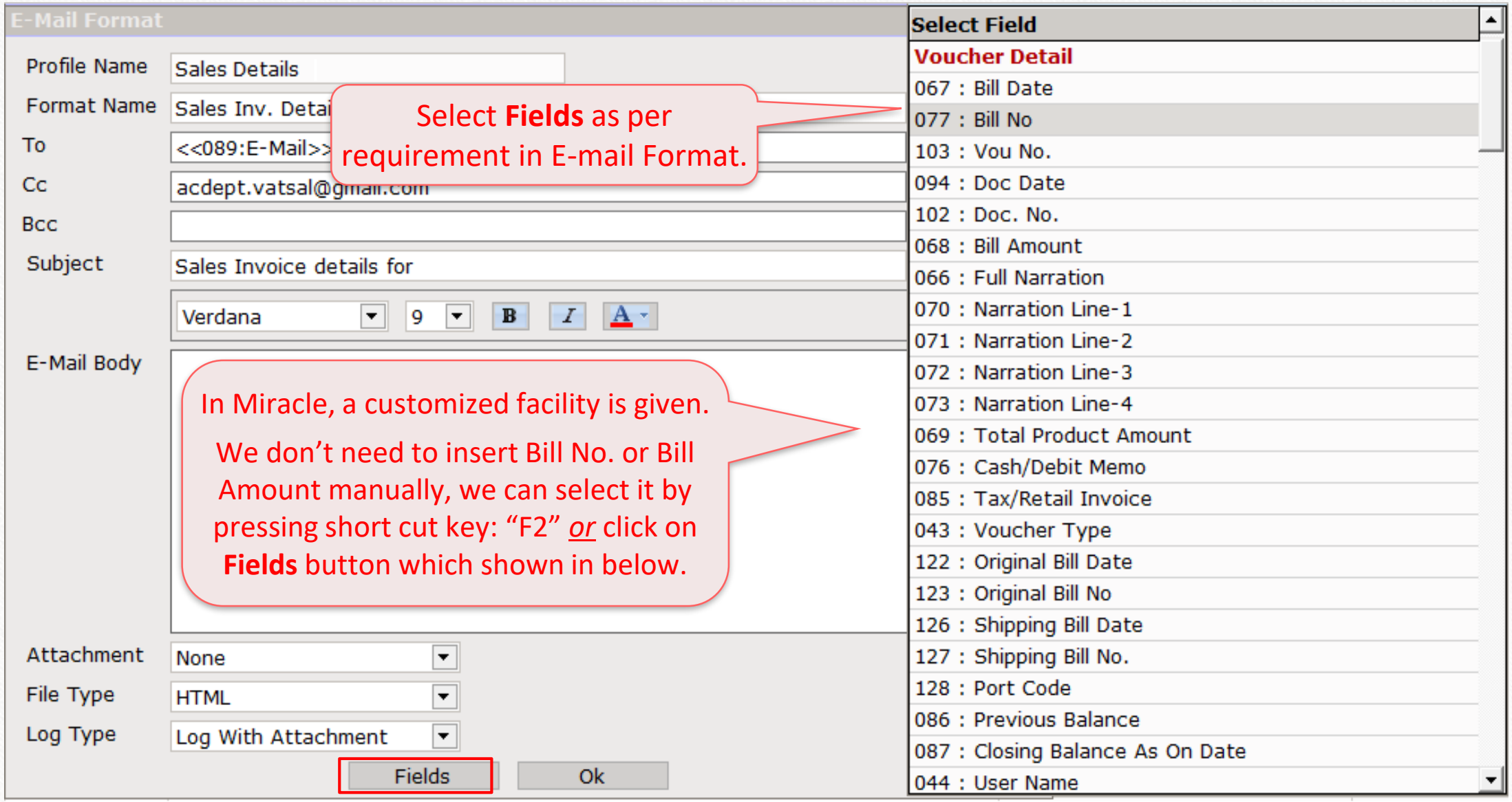


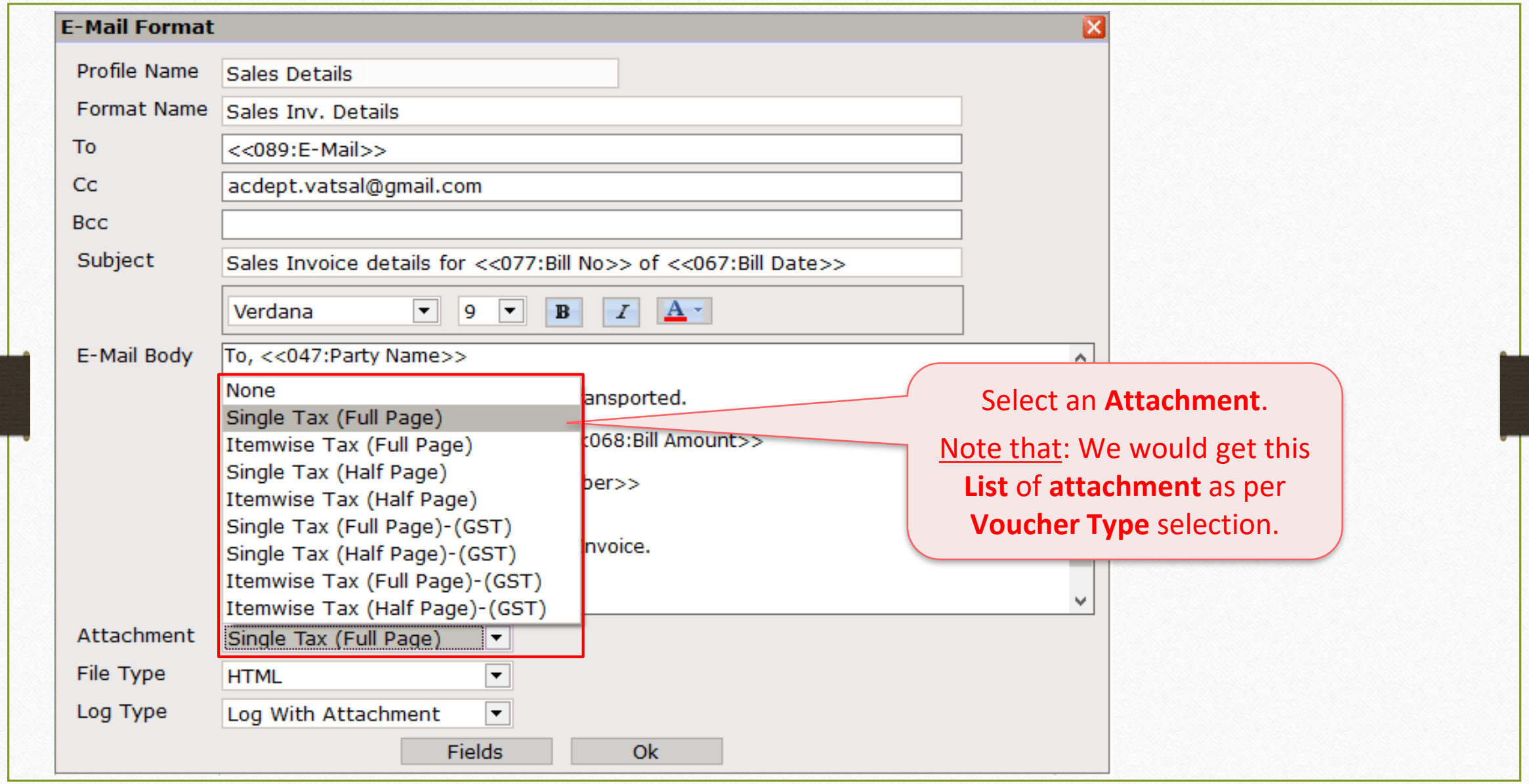
Insert **Format Name**.

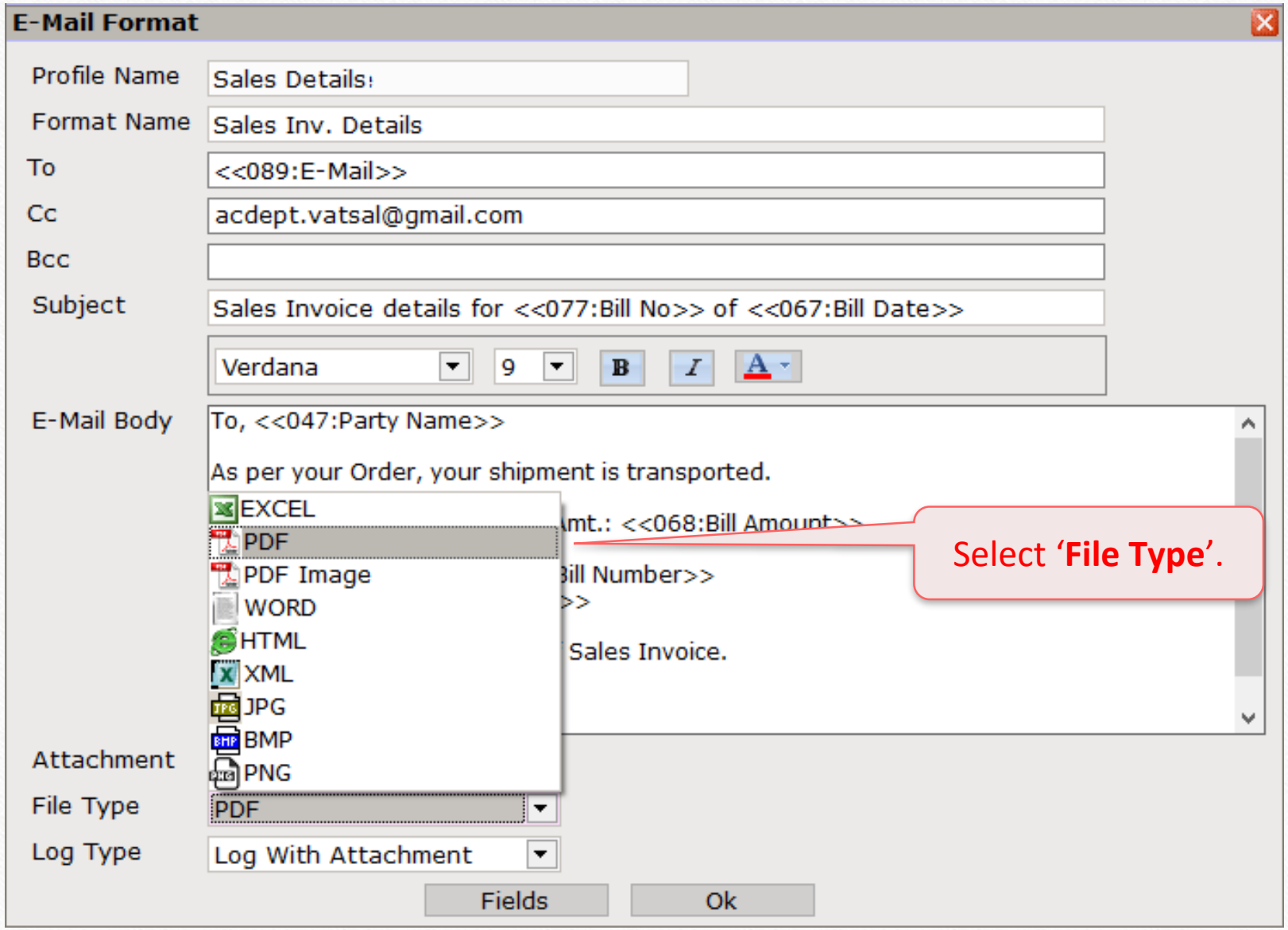
By default, the Party's Email Id will be inserted here.

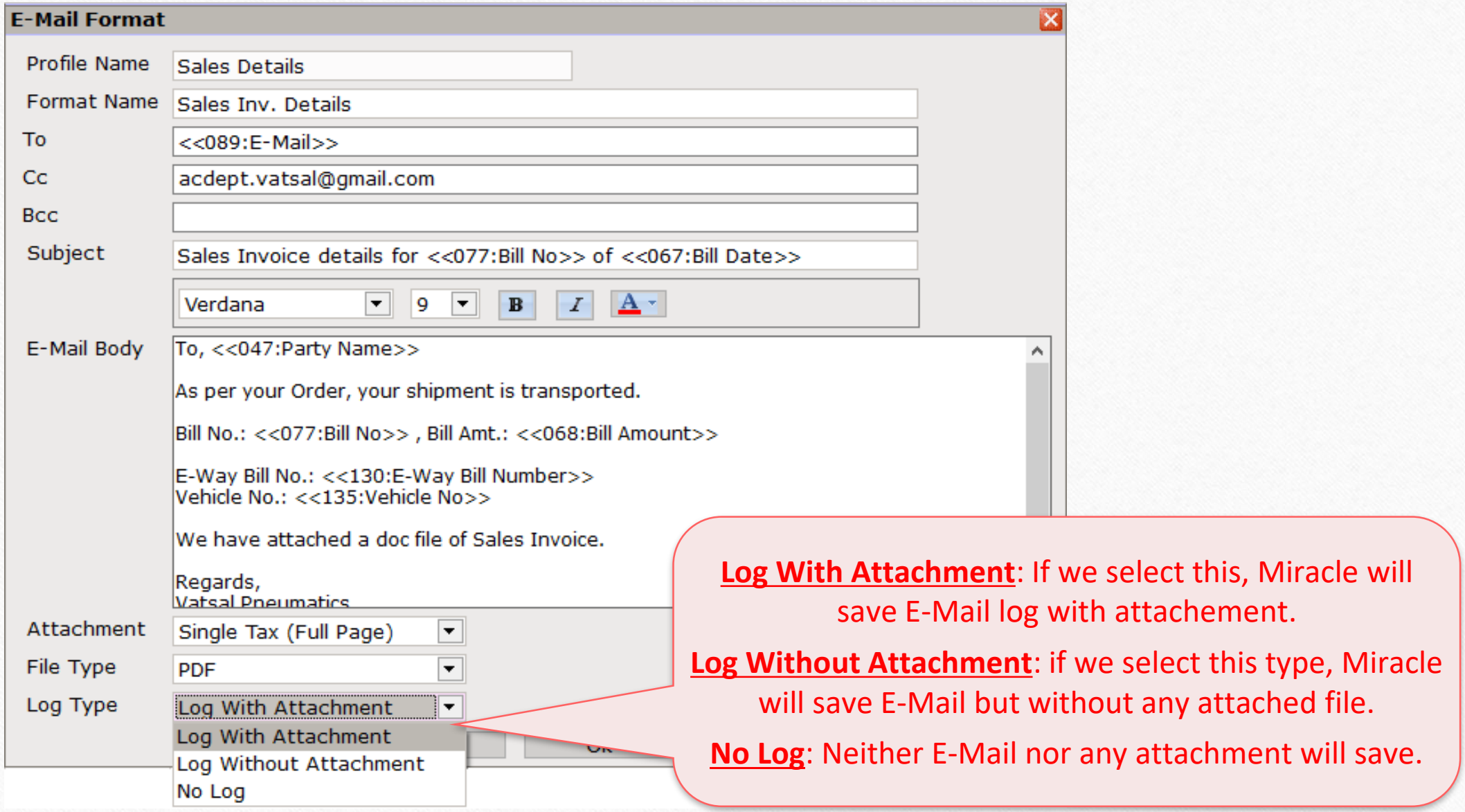
Insert **Subject** what Email is about.

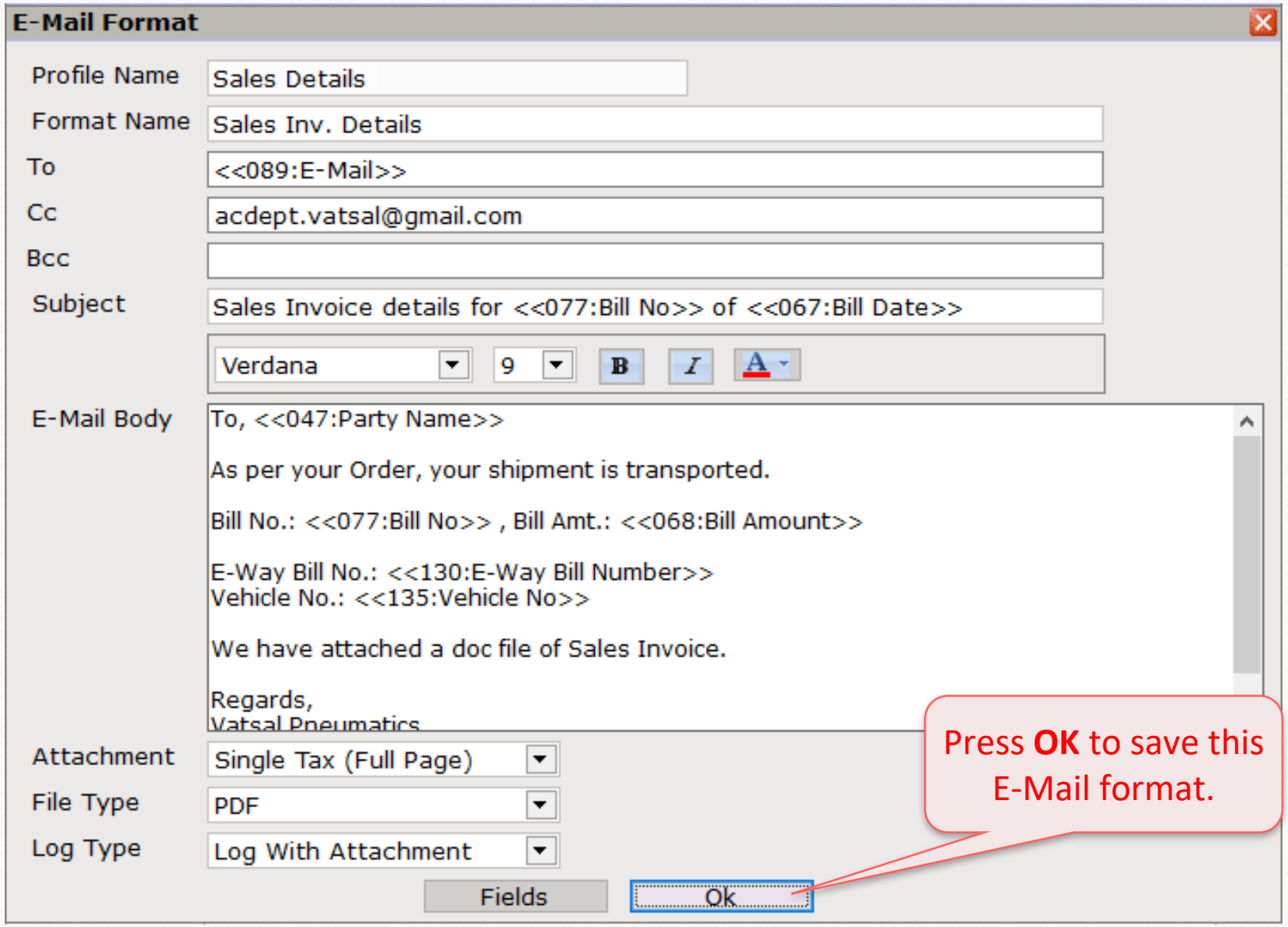
In E-Mail description, we can insert Fields by pressing **F2**.

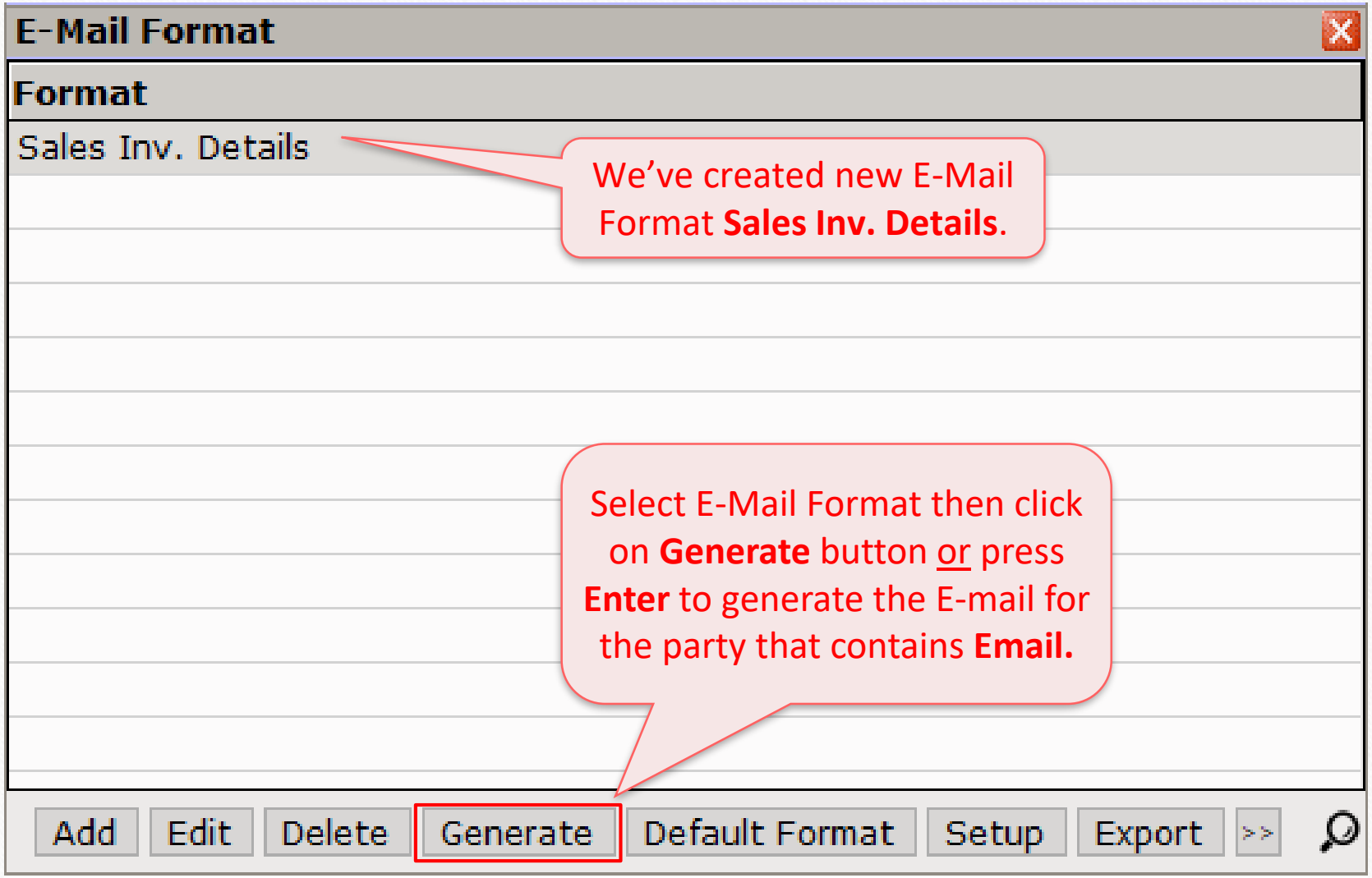

E-Mail Format
Profile Name
Sales Details
Format Name
Sales Inv. Detai
To
<<089:E-Mail>>
Cc
acdept.vatsal@gmail.com
Bcc
Subject
Sales Invoice details for
Verdana
9
E-Mail Body
Attachment
None
File Type
HTML
Log Type
Log With Attachment
Fields
Ok
Select Fields as per requirement in E-mail Format.
In Miracle, a customized facility is given.
We don't need to insert Bill No. or Bill Amount manually, we can select it by pressing short cut key: "F2" or click on Fields button which shown in below.
Select Field
Voucher Detail
067 : Bill Date
077 : Bill No
103 : Vou No.
094 : Doc Date
102 : Doc. No.
068 : Bill Amount
066 : Full Narration
070 : Narration Line-1
071 : Narration Line-2
072 : Narration Line-3
073 : Narration Line-4
069 : Total Product Amount
076 : Cash/Debit Memo
085 : Tax/Retail Invoice
043 : Voucher Type
122 : Original Bill Date
123 : Original Bill No
126 : Shipping Bill Date
127 : Shipping Bill No.
128 : Port Code
086 : Previous Balance
087 : Closing Balance As On Date
044 : User Name

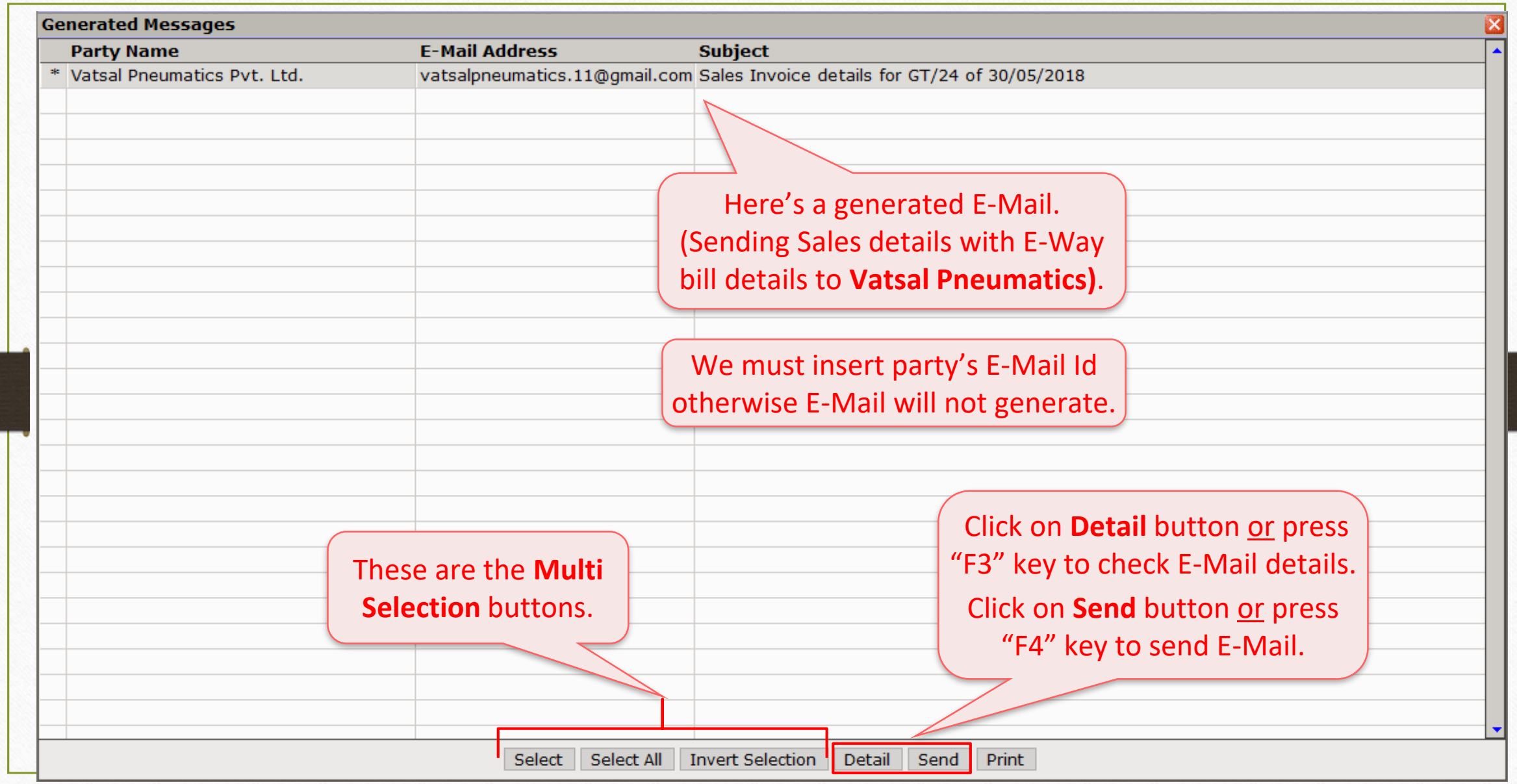

E-Mail Format
Profile Name
Sales Details
Format Name
Sales Inv. Details
To
<<089:E-Mail>>
Cc
acdept.vatsal@gmail.com
Bcc
Subject
Sales Invoice details for <<077:Bill No>> of <<067:Bill Date>>
Verdana
9
E-Mail Body
To, <<047:Party Name>>
None
Single Tax (Full Page)
Itemwise Tax (Full Page)
Single Tax (Half Page)
Itemwise Tax (Half Page)
Single Tax (Full Page)-(GST)
Single Tax (Half Page)-(GST)
Itemwise Tax (Full Page)-(GST)
Itemwise Tax (Half Page)-(GST)
Attachment
Single Tax (Full Page)
File Type
HTML
Log Type
Log With Attachment
Fields
Ok
Select an Attachment.
Note that: We would get this List of attachment as per Voucher Type selection.

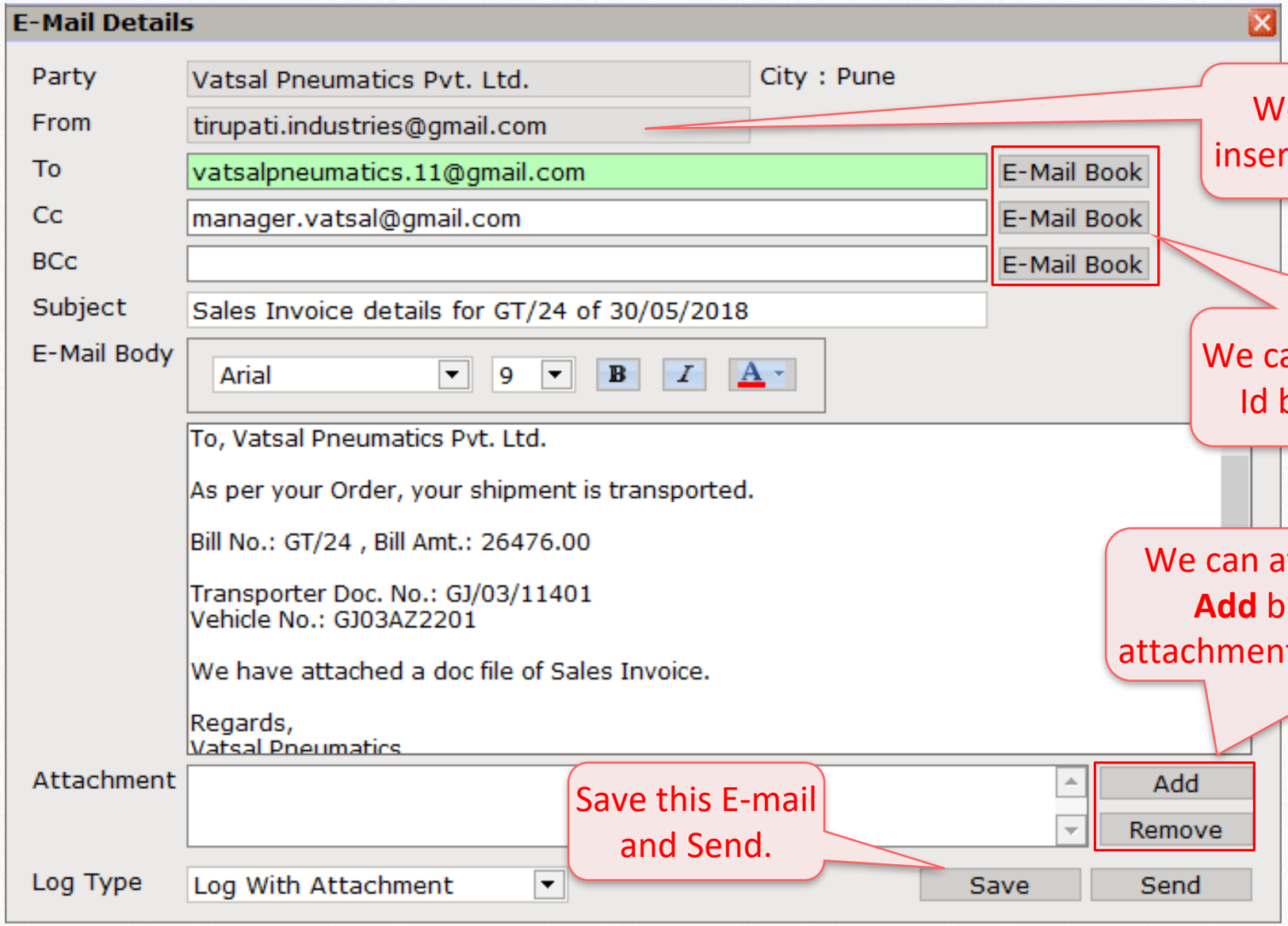

E-Mail Format
Profile Name
Sales Details
Format Name
Sales Inv. Details
To
<<089:E-Mail>>
Cc
acdept.vatsal@gmail.com
Bcc
Subject
Sales Invoice details for <<077:Bill No>> of <<067:Bill Date>>
Verdana
9
E-Mail Body
To, <<047:Party Name>>
As per your Order, your shipment is transported.
EXCEL
PDF
PDF Image
WORD
HTML
XML
JPG
BMP
PNG
Attachment
File Type
PDF
Log Type
Log With Attachment
Fields
Ok
Select 'File Type'.

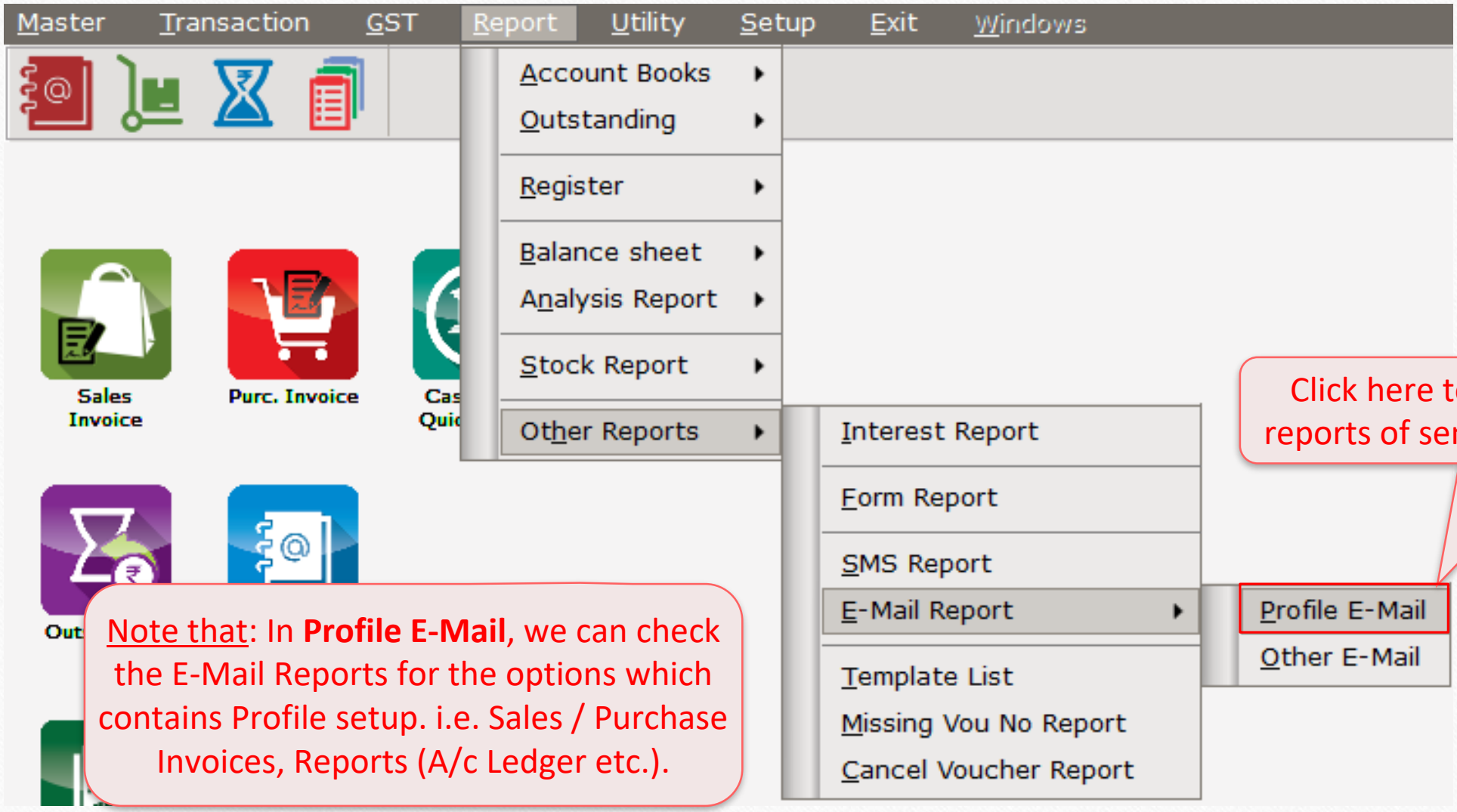

E-Mail Format
Profile Name
Sales Details
Format Name
Sales Inv. Details
To
<<089:E-Mail>>
Cc
acdept.vatsal@gmail.com
Bcc
Subject
Sales Invoice details for <<077:Bill No>> of <<067:Bill Date>>
Verdana
9
E-Mail Body
To, <<047:Party Name>>
As per your Order, your shipment is transported.
Bill No.: <<077:Bill No>> , Bill Amt.: <<068:Bill Amount>>
E-Way Bill No.: <<130:E-Way Bill Number>>
Vehicle No.: <<135:Vehicle No>>
We have attached a doc file of Sales Invoice.
Regards,
Vatsal Pneumatics
Attachment
Single Tax (Full Page)
File Type
PDF
Log Type
Log With Attachment
Log With Attachment
Log Without Attachment
No Log
Log With Attachment: If we select this, Miracle will save E-Mail log with attachement.
Log Without Attachment: if we select this type, Miracle will save E-Mail but without any attached file.
No Log: Neither E-Mail nor any attachment will save.

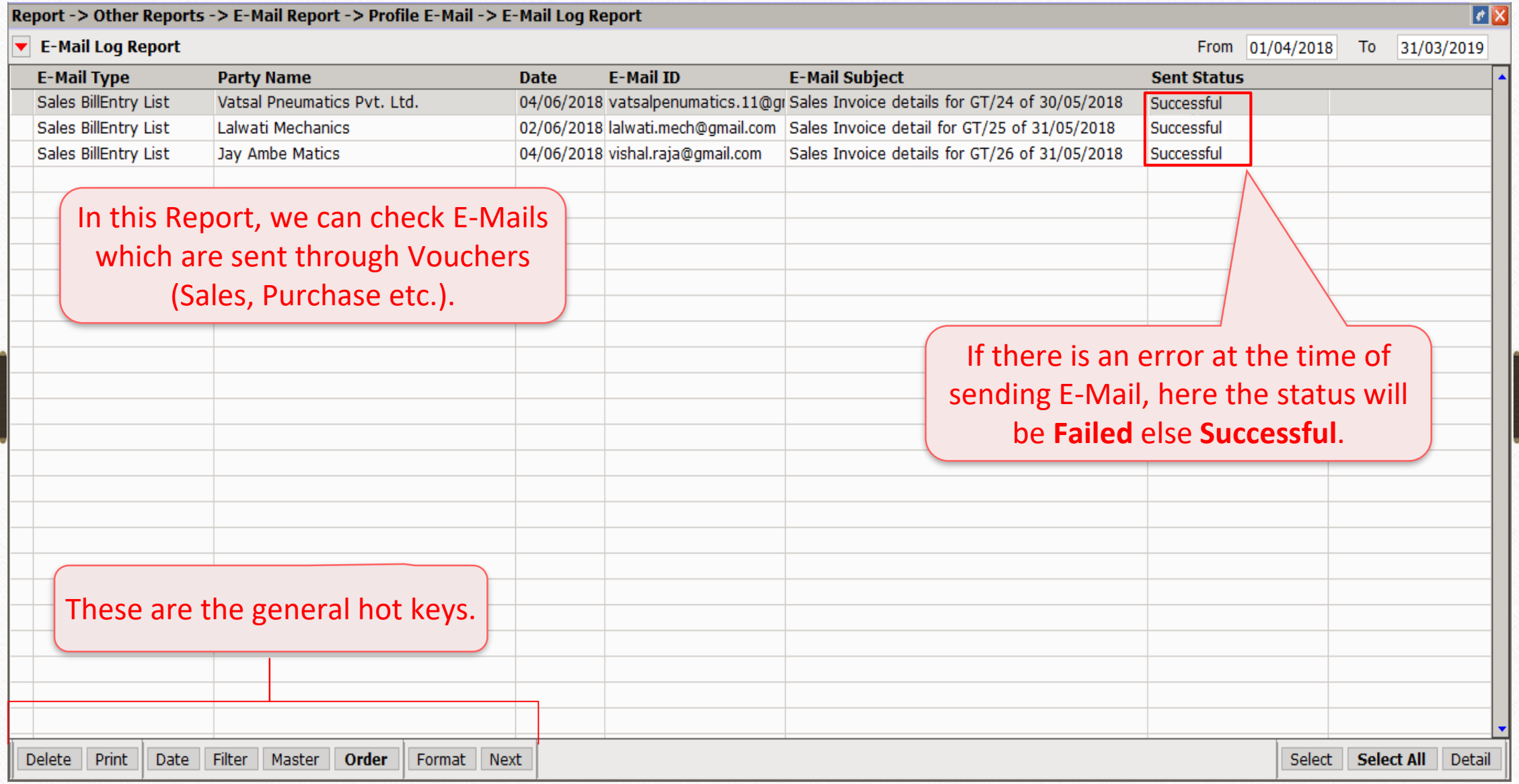

E-Mail Format
Profile Name
Sales Details
Format Name
Sales Inv. Details
To
<<089:E-Mail>>
Cc
acdept.vatsal@gmail.com
Bcc
Subject
Sales Invoice details for <<077:Bill No>> of <<067:Bill Date>>
Verdana
9
B
I
E-Mail Body
To, <<047:Party Name>>
As per your Order, your shipment is transported.
Bill No.: <<077:Bill No>> , Bill Amt.: <<068:Bill Amount>>
E-Way Bill No.: <<130:E-Way Bill Number>>
Vehicle No.: <<135:Vehicle No>>
We have attached a doc file of Sales Invoice.
Regards,
Vatsal Pneumatics
Attachment
Single Tax (Full Page)
File Type
PDF
Log Type
Log With Attachment
Fields
Ok
Press OK to save this E-Mail format.

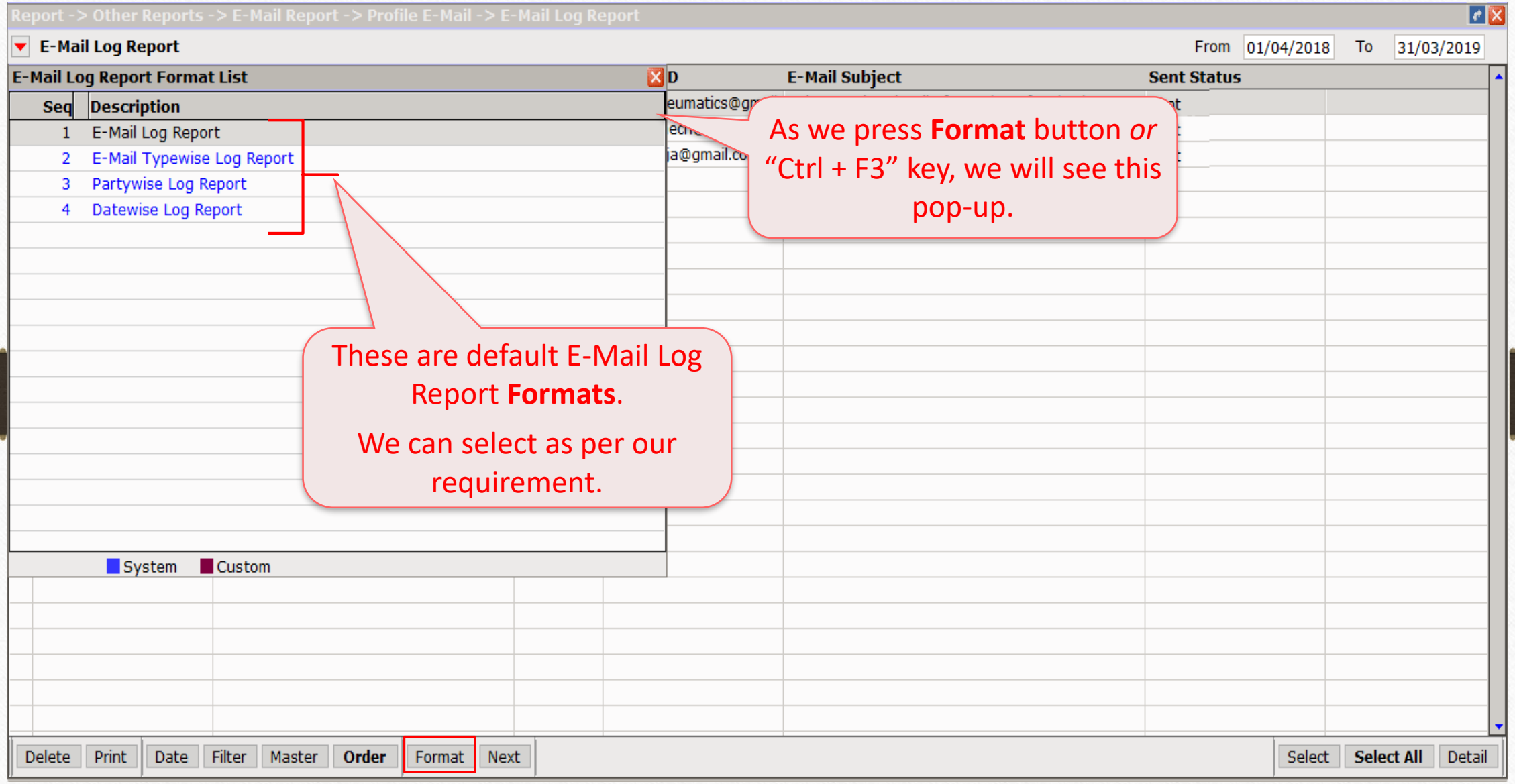

E-Mail Format
Format
Sales Inv. Details
We've created new E-Mail Format **Sales Inv. Details**.
Select E-Mail Format then click on **Generate** button or press **Enter** to generate the E-mail for the party that contains **Email.**
Add
Edit
Delete
Generate
Default Format
Setup
Export
>>


Generated Messages
Party Name
E-Mail Address
Subject
* Vatsal Pneumatics Pvt. Ltd.
vatsalpneumatics.11@gmail.com
Sales Invoice details for GT/24 of 30/05/2018
Here's a generated E-Mail. (Sending Sales details with E-Way bill details to **Vatsal Pneumatics)**.
We must insert party's E-Mail Id otherwise E-Mail will not generate.
These are the **Multi Selection** buttons.
Click on **Detail** button or press "F3" key to check E-Mail details.
Click on **Send** button or press "F4" key to send E-Mail.
Select
Select All
Invert Selection
Detail
Send
Print

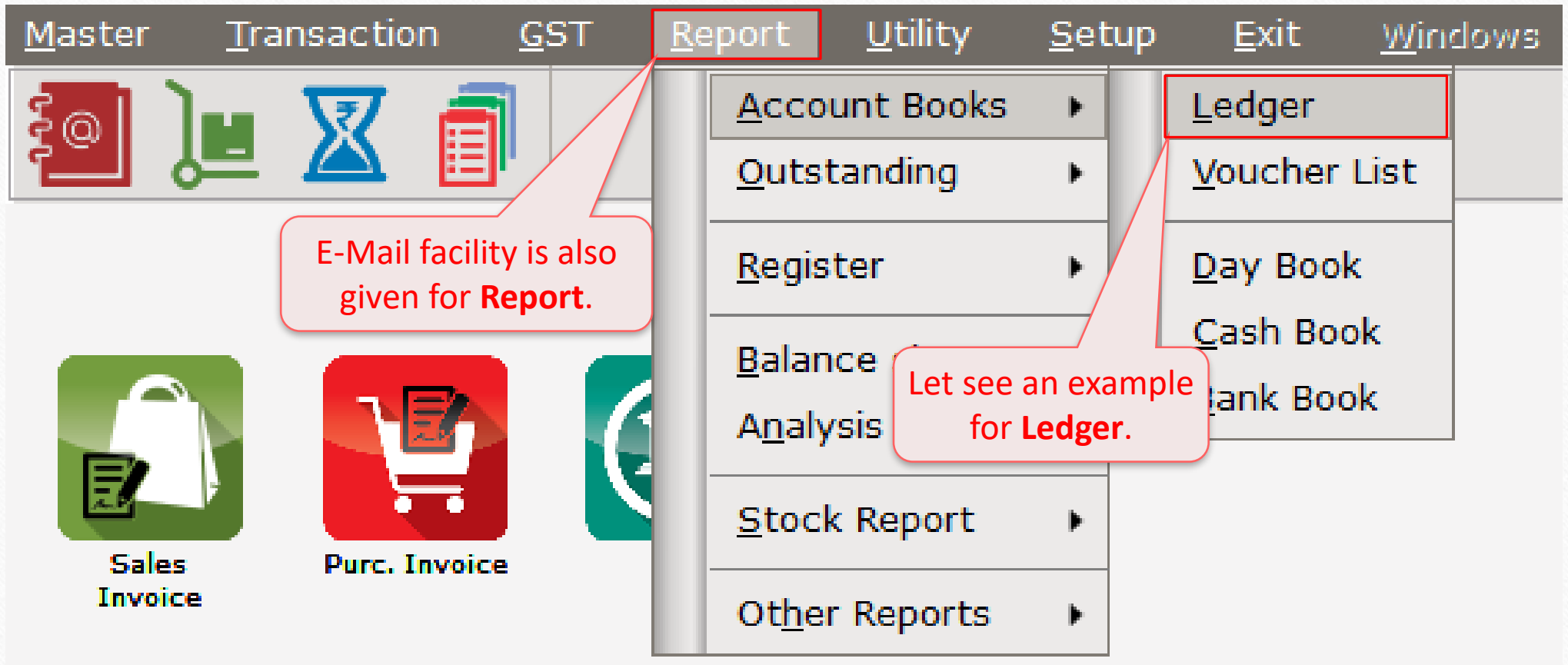

E-Mail Details
Party
Vatsal Pneumatics Pvt. Ltd.
City : Pune
From
tirupati.industries@gmail.com
To
vatsalpneumatics.11@gmail.com
E-Mail Book
Cc
manager.vatsal@gmail.com
E-Mail Book
BCc
E-Mail Book
Subject
Sales Invoice details for GT/24 of 30/05/2018
E-Mail Body
Arial
9
B
I
A
To, Vatsal Pneumatics Pvt. Ltd.
As per your Order, your shipment is transported.
Bill No.: GT/24 , Bill Amt.: 26476.00
Transporter Doc. No.: GJ/03/11401
Vehicle No.: GJ03AZ2201
We have attached a doc file of Sales Invoice.
Regards,
Vatsal Pneumatics
Attachment
Add
Remove
Log Type
Log With Attachment
Save
Send
We'll get E-Mail Id as we inserted during Profile Setup.
We can insert additional E-Mail Id by click on E-Mail Book.
We can attach any file by click on Add button and to remove attachment click on Remove button.
Save this E-mail and Send.

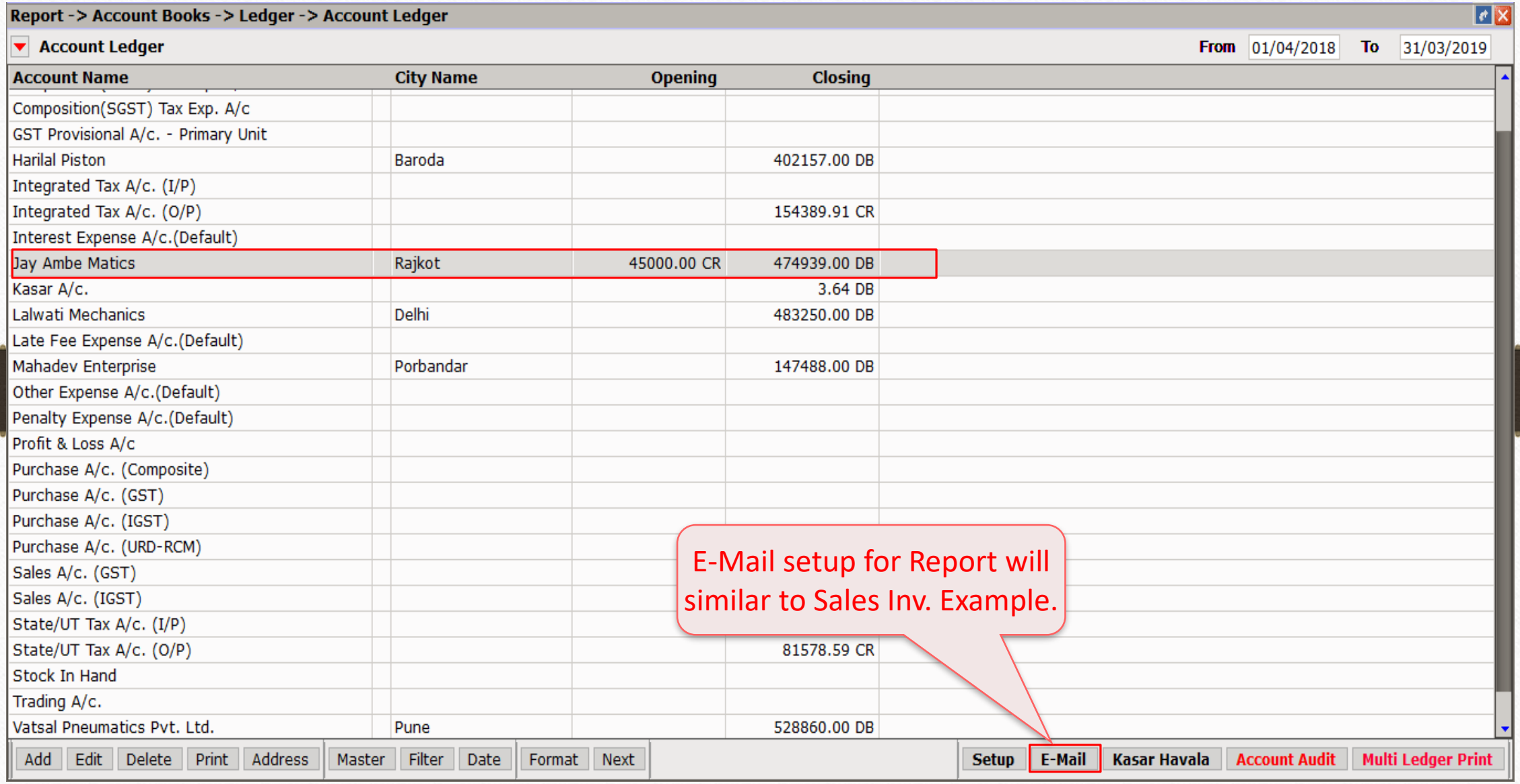

Master
Transaction
GST
Report
Utility
Setup
Exit
Windows
Account Books
Outstanding
Register
Balance sheet
Analysis Report
Stock Report
Other Reports
Interest Report
Form Report
SMS Report
E-Mail Report
Template List
Missing Vou No Report
Cancel Voucher Report
Profile E-Mail
Other E-Mail
Sales Invoice
Purc. Invoice
Click here to check reports of sent E-Mail.
Note that: In **Profile E-Mail**, we can check the E-Mail Reports for the options which contains Profile setup. i.e. Sales / Purchase Invoices, Reports (A/c Ledger etc.).

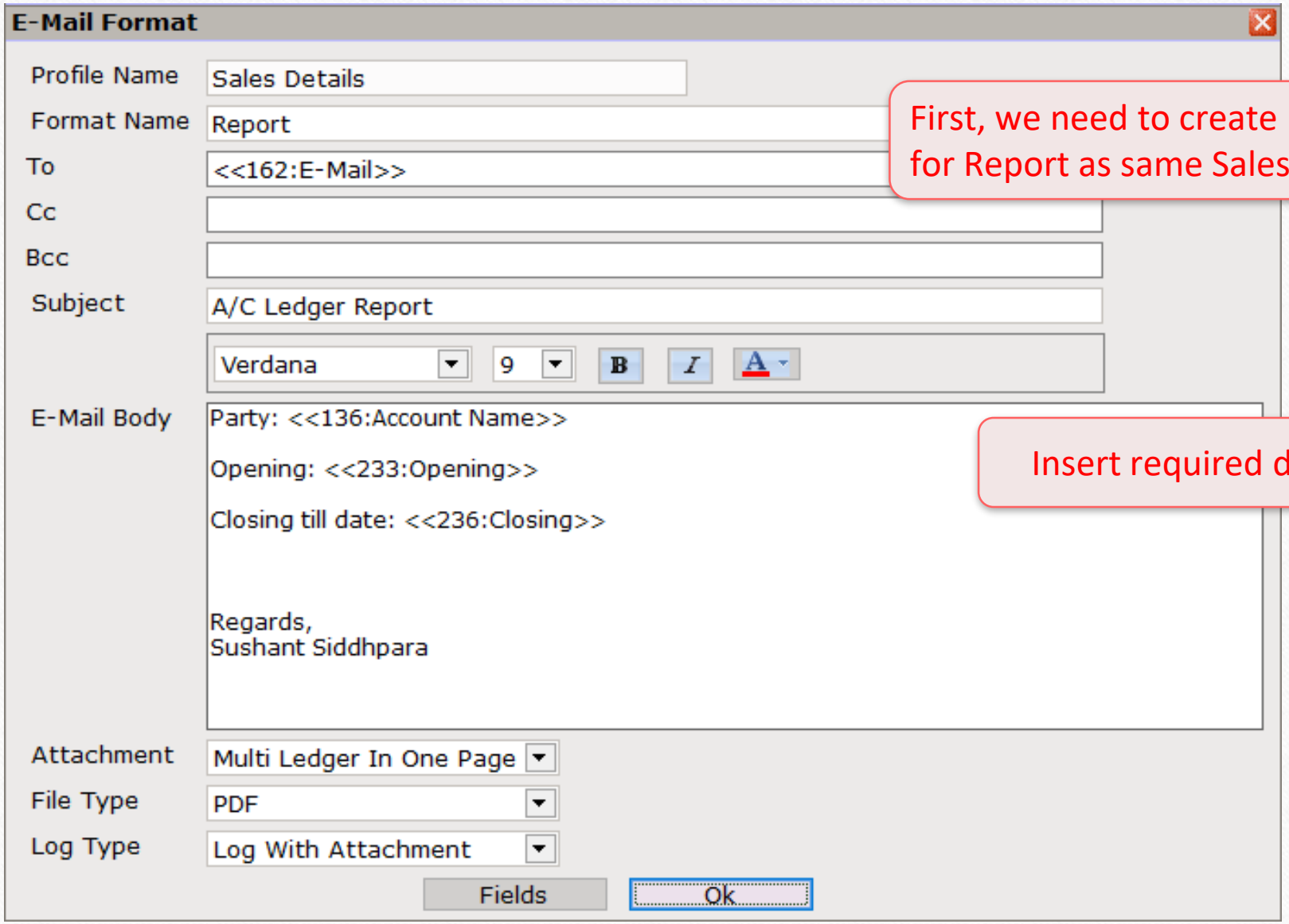

Report -> Other Reports -> E-Mail Report -> Profile E-Mail -> E-Mail Log Report
E-Mail Log Report
From 01/04/2018 To 31/03/2019
E-Mail Type | Party Name | Date | E-Mail ID | E-Mail Subject | Sent Status
Sales BillEntry List | Vatsal Pneumatics Pvt. Ltd. | 04/06/2018 | vatsalpenumatics.11@gr | Sales Invoice details for GT/24 of 30/05/2018 | Successful
Sales BillEntry List | Lalwati Mechanics | 02/06/2018 | lalwati.mech@gmail.com | Sales Invoice detail for GT/25 of 31/05/2018 | Successful
Sales BillEntry List | Jay Ambe Matics | 04/06/2018 | vishal.raja@gmail.com | Sales Invoice details for GT/26 of 31/05/2018 | Successful
In this Report, we can check E-Mails which are sent through Vouchers (Sales, Purchase etc.).
If there is an error at the time of sending E-Mail, here the status will be Failed else Successful.
These are the general hot keys.
Delete Print Date Filter Master Order Format Next
Select Select All Detail


Report -> Other Reports -> E-Mail Report -> Profile E-Mail -> E-Mail Log Report
E-Mail Log Report
From 01/04/2018 To 31/03/2019
E-Mail Log Report Format List
Seq
Description
1 E-Mail Log Report
2 E-Mail Typewise Log Report
3 Partywise Log Report
4 Datewise Log Report
System
Custom
D
E-Mail Subject
Sent Status
As we press Format button or "Ctrl + F3" key, we will see this pop-up.
These are default E-Mail Log Report Formats.
We can select as per our requirement.
Delete
Print
Date
Filter
Master
Order
Format
Next
Select
Select All
Detail

E-Mail facility for Report
(i.e. A/c. Ledger, Outstanding)

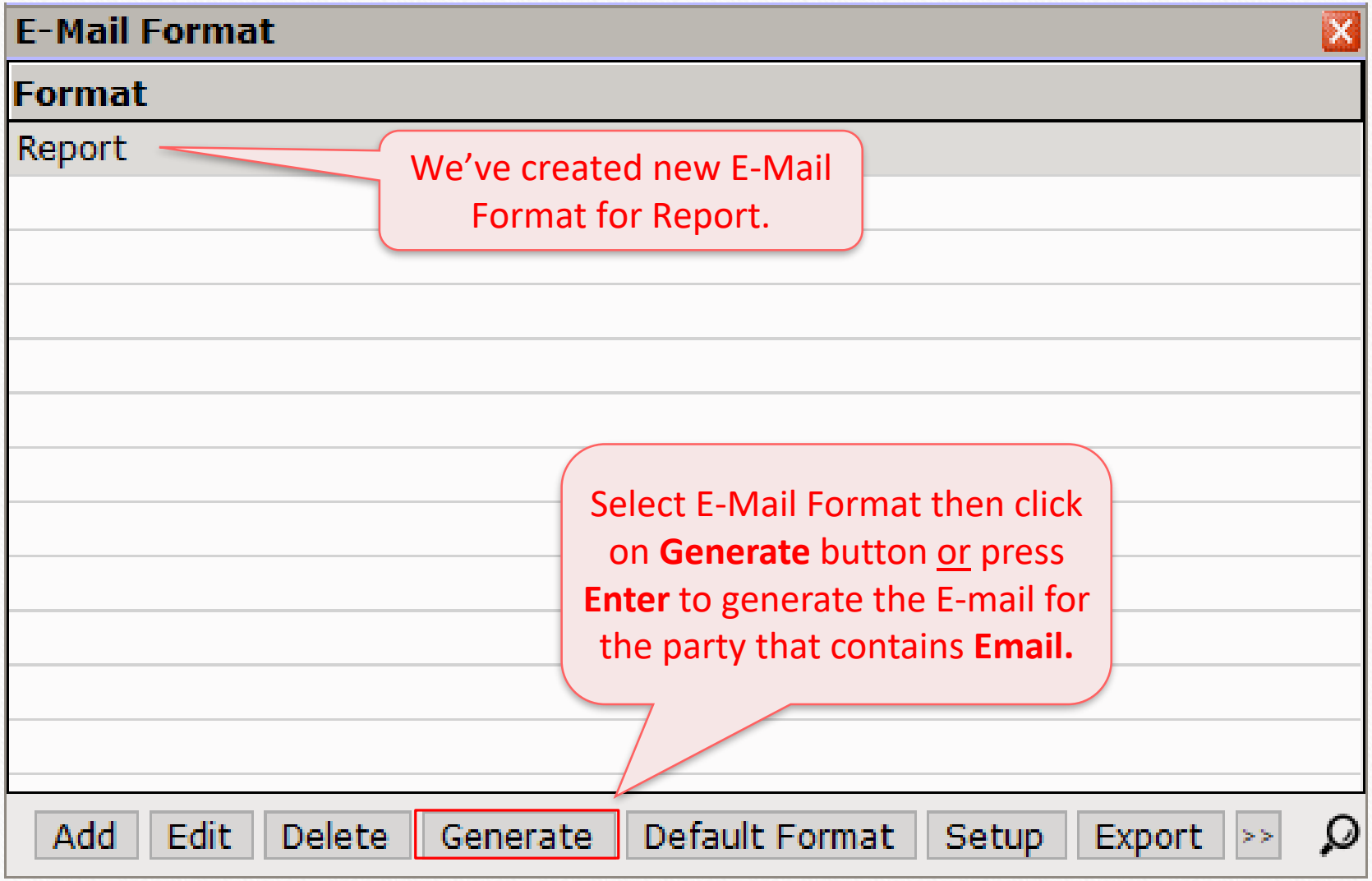

Master
Transaction
GST
Report
Utility
Setup
Exit
Windows
Account Books
Outstanding
Register
Balance
Analysis
Stock Report
Other Reports
Ledger
Voucher List
Day Book
Cash Book
Bank Book
E-Mail facility is also given for **Report**.
Let see an example for **Ledger**.
Sales Invoice
Purc. Invoice

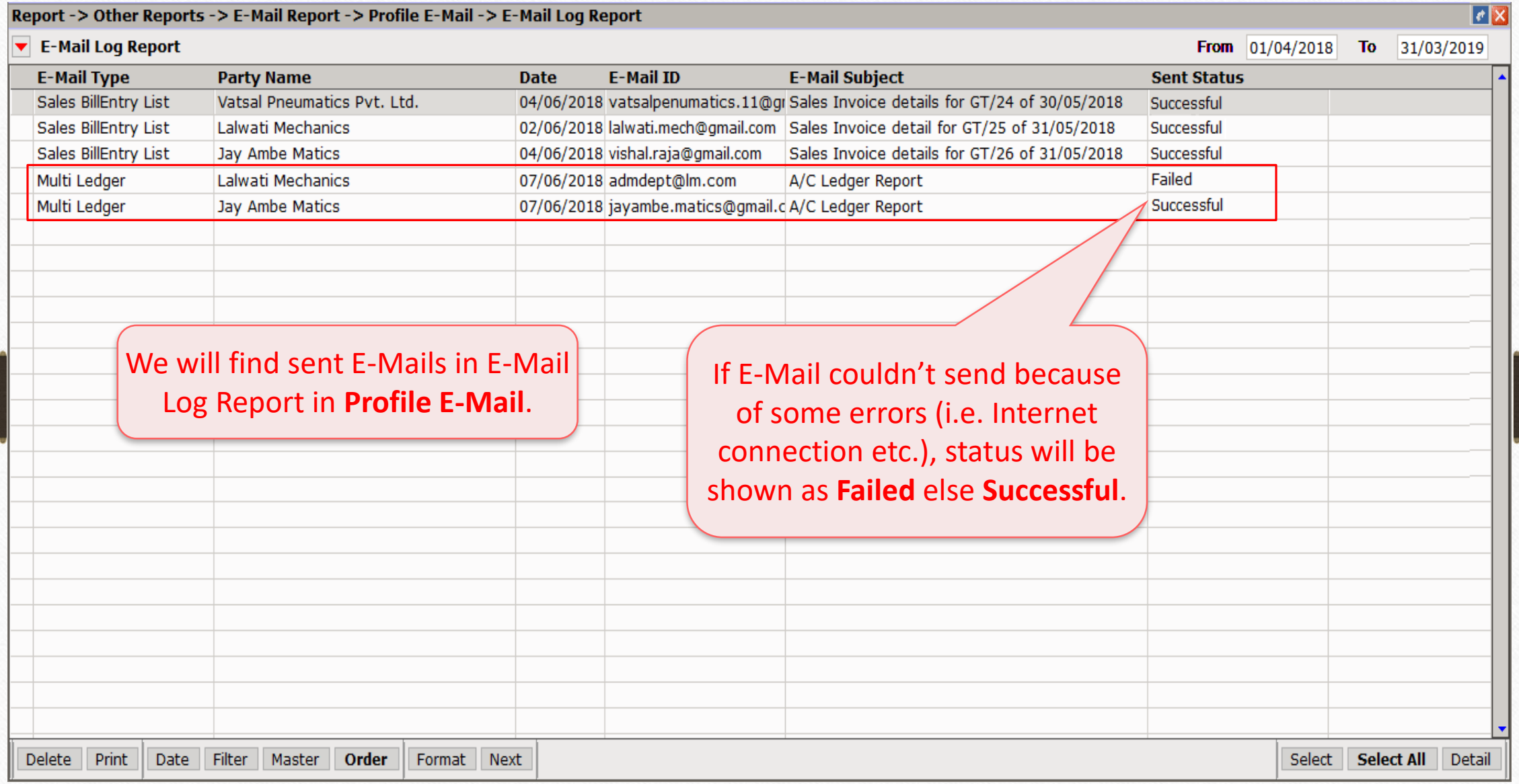

Report -> Account Books -> Ledger -> Account Ledger
Account Ledger
From 01/04/2018 To 31/03/2019
Account Name | City Name | Opening | Closing
Composition(SGST) Tax Exp. A/c
GST Provisional A/c. - Primary Unit
Harilal Piston | Baroda | 402157.00 DB
Integrated Tax A/c. (I/P)
Integrated Tax A/c. (O/P) | 154389.91 CR
Interest Expense A/c.(Default)
Jay Ambe Matics | Rajkot | 45000.00 CR | 474939.00 DB
Kasar A/c. | 3.64 DB
Lalwati Mechanics | Delhi | 483250.00 DB
Late Fee Expense A/c.(Default)
Mahadev Enterprise | Porbandar | 147488.00 DB
Other Expense A/c.(Default)
Penalty Expense A/c.(Default)
Profit & Loss A/c
Purchase A/c. (Composite)
Purchase A/c. (GST)
Purchase A/c. (IGST)
Purchase A/c. (URD-RCM)
Sales A/c. (GST)
Sales A/c. (IGST)
State/UT Tax A/c. (I/P)
State/UT Tax A/c. (O/P) | 81578.59 CR
Stock In Hand
Trading A/c.
Vatsal Pneumatics Pvt. Ltd. | Pune | 528860.00 DB
Add Edit Delete Print Address Master Filter Date Format Next
Setup E-Mail Kasar Havala Account Audit Multi Ledger Print
E-Mail setup for Report will similar to Sales Inv. Example.



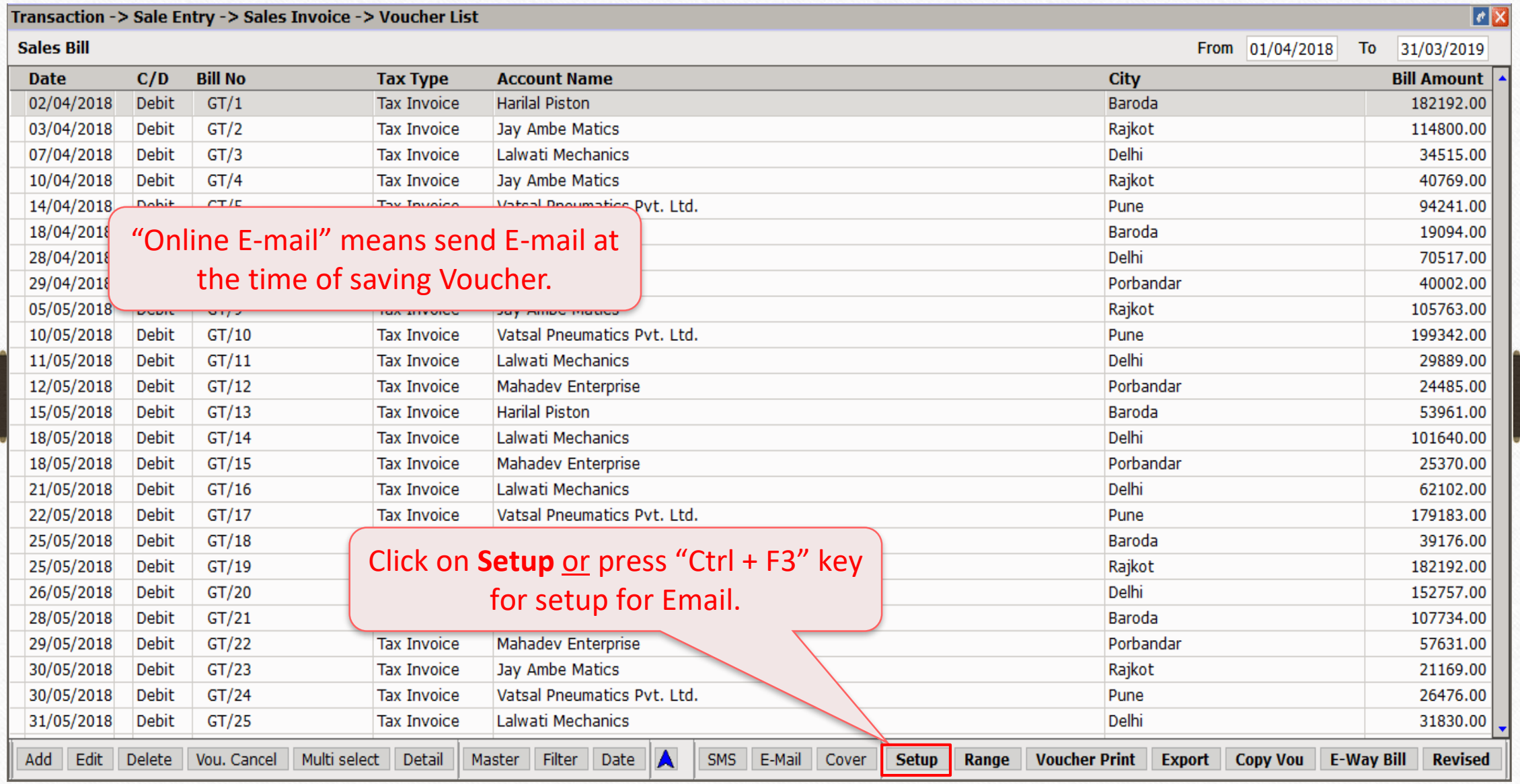
First, we need to create E-Mail Format for Report as same Sales Inv. Example.

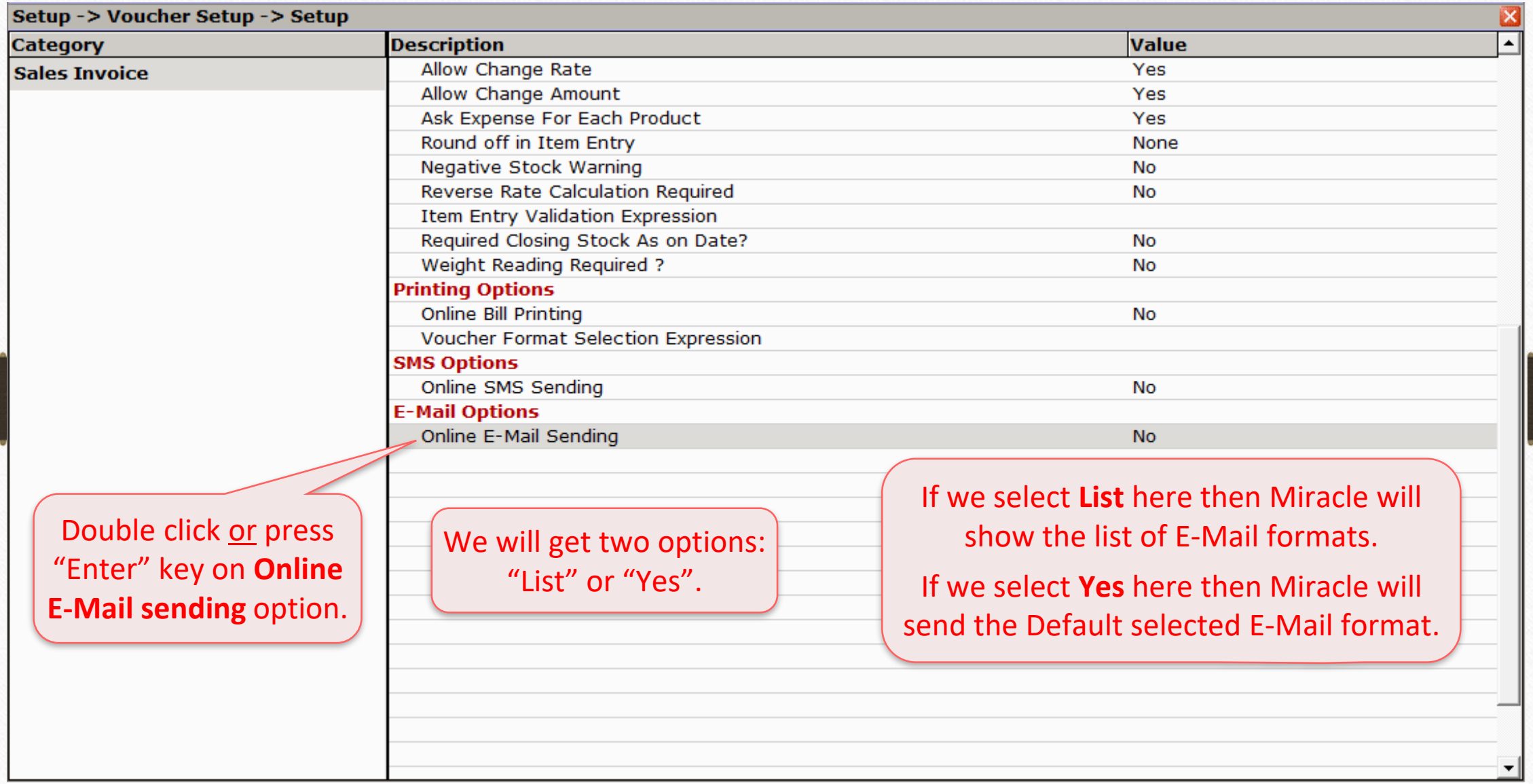
Insert required details.

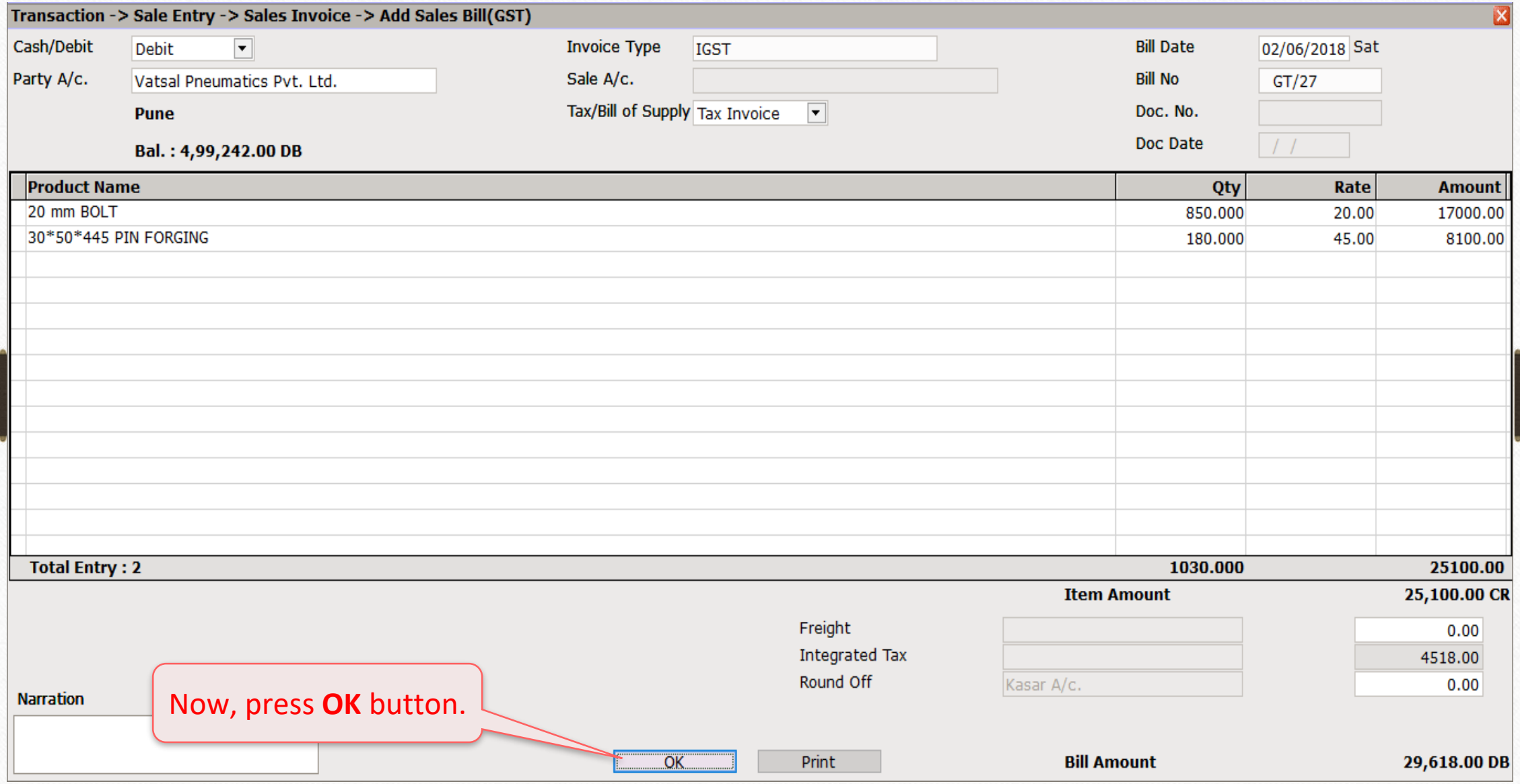

E-Mail Format
Format
Report
We've created new E-Mail Format for Report.
Select E-Mail Format then click on **Generate** button or press **Enter** to generate the E-mail for the party that contains **Email.**
Add
Edit
Delete
Generate
Default Format
Setup
Export
>>

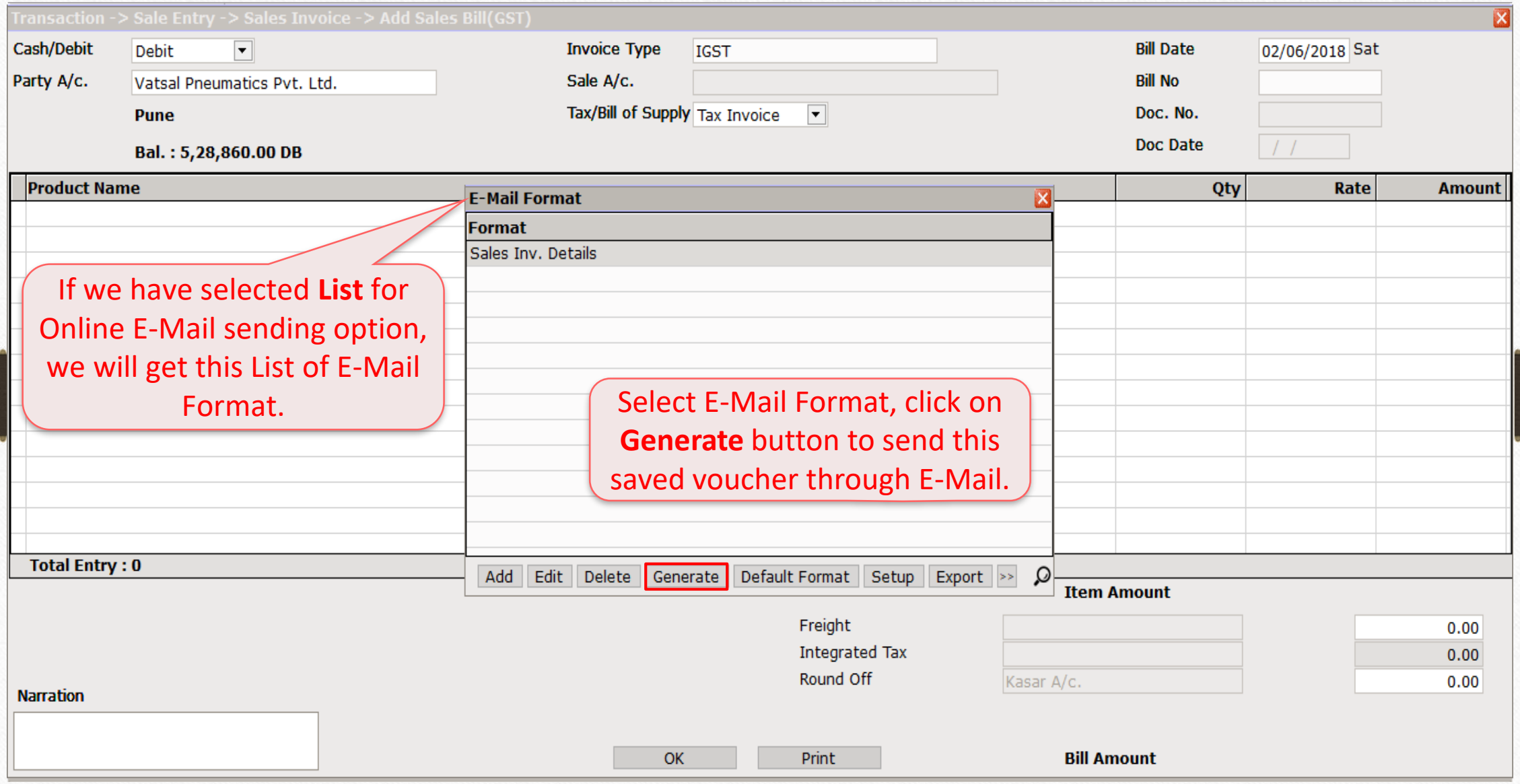

Report -> Other Reports -> E-Mail Report -> Profile E-Mail -> E-Mail Log Report
E-Mail Log Report
From 01/04/2018 To 31/03/2019
E-Mail Type | Party Name | Date | E-Mail ID | E-Mail Subject | Sent Status
Sales BillEntry List | Vatsal Pneumatics Pvt. Ltd. | 04/06/2018 | vatsalpenumatics.11@gr | Sales Invoice details for GT/24 of 30/05/2018 | Successful
Sales BillEntry List | Lalwati Mechanics | 02/06/2018 | lalwati.mech@gmail.com | Sales Invoice detail for GT/25 of 31/05/2018 | Successful
Sales BillEntry List | Jay Ambe Matics | 04/06/2018 | vishal.raja@gmail.com | Sales Invoice details for GT/26 of 31/05/2018 | Successful
Multi Ledger | Lalwati Mechanics | 07/06/2018 | admdept@lm.com | A/C Ledger Report | Failed
Multi Ledger | Jay Ambe Matics | 07/06/2018 | jayambe.matics@gmail.c | A/C Ledger Report | Successful
We will find sent E-Mails in E-Mail Log Report in Profile E-Mail.
If E-Mail couldn't send because of some errors (i.e. Internet connection etc.), status will be shown as Failed else Successful.
Delete Print Date Filter Master Order Format Next
Select Select All Detail

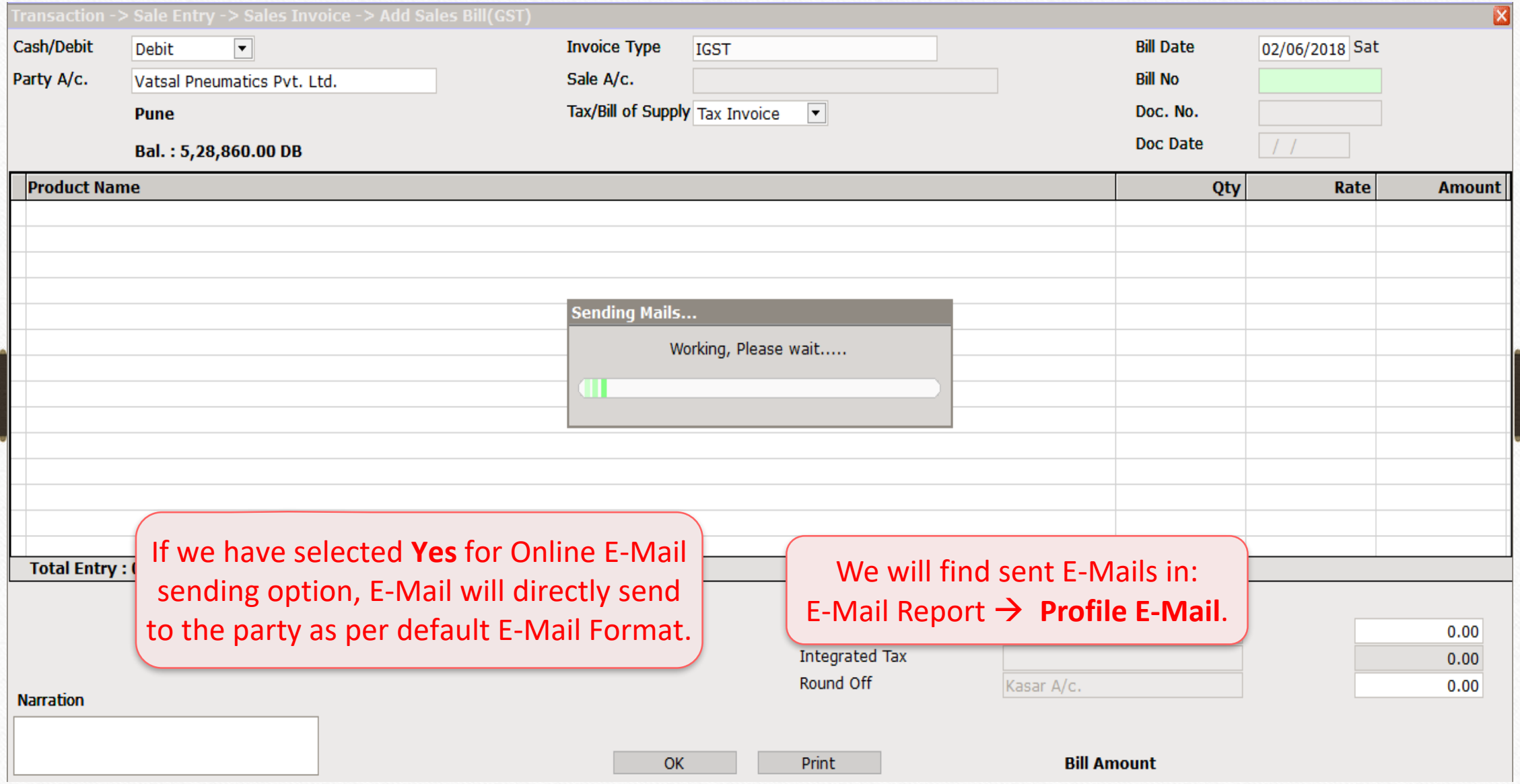
Online E-Mail setup: Send voucher through E-Mail when it saved


Transaction -> Sale Entry -> Sales Invoice -> Voucher List
Sales Bill
From 01/04/2018 To 31/03/2019
Date C/D Bill No Tax Type Account Name City Bill Amount
02/04/2018 Debit GT/1 Tax Invoice Harilal Piston Baroda 182192.00
03/04/2018 Debit GT/2 Tax Invoice Jay Ambe Matics Rajkot 114800.00
07/04/2018 Debit GT/3 Tax Invoice Lalwati Mechanics Delhi 34515.00
10/04/2018 Debit GT/4 Tax Invoice Jay Ambe Matics Rajkot 40769.00
14/04/2018 Pune 94241.00
18/04/2018 Baroda 19094.00
28/04/2018 Delhi 70517.00
29/04/2018 Porbandar 40002.00
05/05/2018 Rajkot 105763.00
10/05/2018 Debit GT/10 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 199342.00
11/05/2018 Debit GT/11 Tax Invoice Lalwati Mechanics Delhi 29889.00
12/05/2018 Debit GT/12 Tax Invoice Mahadev Enterprise Porbandar 24485.00
15/05/2018 Debit GT/13 Tax Invoice Harilal Piston Baroda 53961.00
18/05/2018 Debit GT/14 Tax Invoice Lalwati Mechanics Delhi 101640.00
18/05/2018 Debit GT/15 Tax Invoice Mahadev Enterprise Porbandar 25370.00
21/05/2018 Debit GT/16 Tax Invoice Lalwati Mechanics Delhi 62102.00
22/05/2018 Debit GT/17 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 179183.00
25/05/2018 Debit GT/18 Baroda 39176.00
25/05/2018 Debit GT/19 Rajkot 182192.00
26/05/2018 Debit GT/20 Delhi 152757.00
28/05/2018 Debit GT/21 Baroda 107734.00
29/05/2018 Debit GT/22 Tax Invoice Mahadev Enterprise Porbandar 57631.00
30/05/2018 Debit GT/23 Tax Invoice Jay Ambe Matics Rajkot 21169.00
30/05/2018 Debit GT/24 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 26476.00
31/05/2018 Debit GT/25 Tax Invoice Lalwati Mechanics Delhi 31830.00
"Online E-mail" means send E-mail at the time of saving Voucher.
Click on Setup or press "Ctrl + F3" key for setup for Email.
Add Edit Delete Vou. Cancel Multi select Detail Master Filter Date SMS E-Mail Cover Setup Range Voucher Print Export Copy Vou E-Way Bill Revised

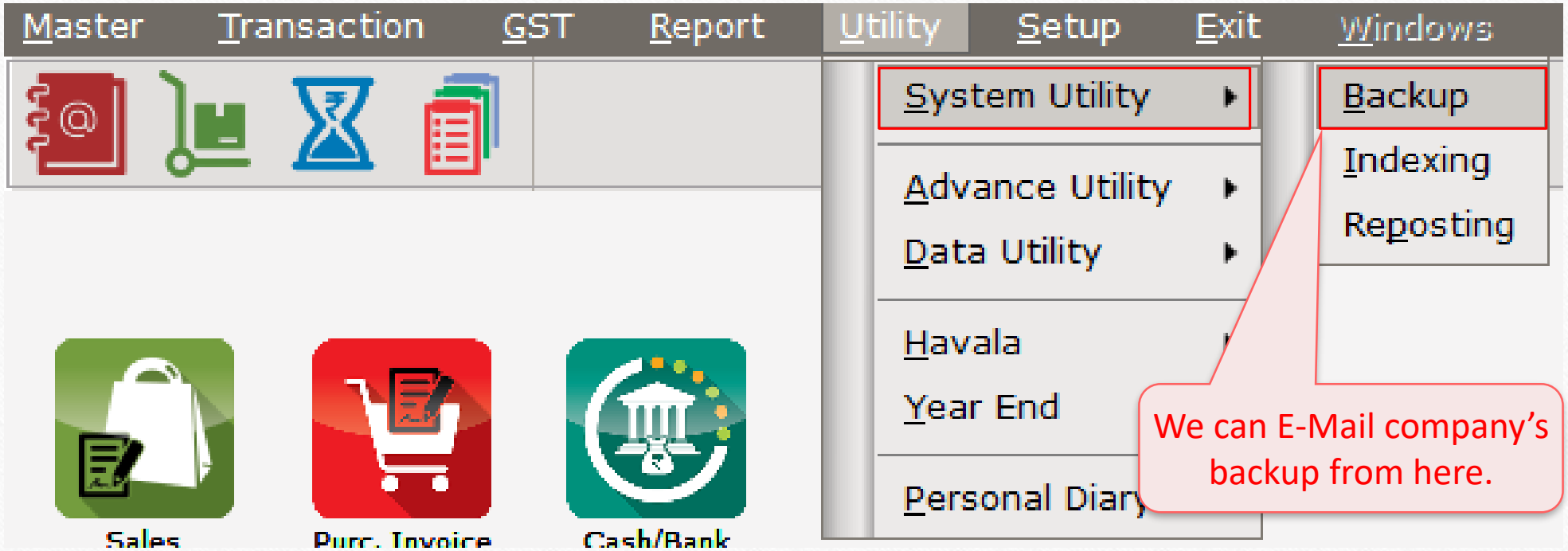

Setup -> Voucher Setup -> Setup
Category
Description
Value
Sales Invoice
Allow Change Rate Yes
Allow Change Amount Yes
Ask Expense For Each Product Yes
Round off in Item Entry None
Negative Stock Warning No
Reverse Rate Calculation Required No
Item Entry Validation Expression
Required Closing Stock As on Date? No
Weight Reading Required ? No
Printing Options
Online Bill Printing No
Voucher Format Selection Expression
SMS Options
Online SMS Sending No
E-Mail Options
Online E-Mail Sending No
Double click or press "Enter" key on Online E-Mail sending option.
We will get two options: "List" or "Yes".
If we select List here then Miracle will show the list of E-Mail formats.
If we select Yes here then Miracle will send the Default selected E-Mail format.

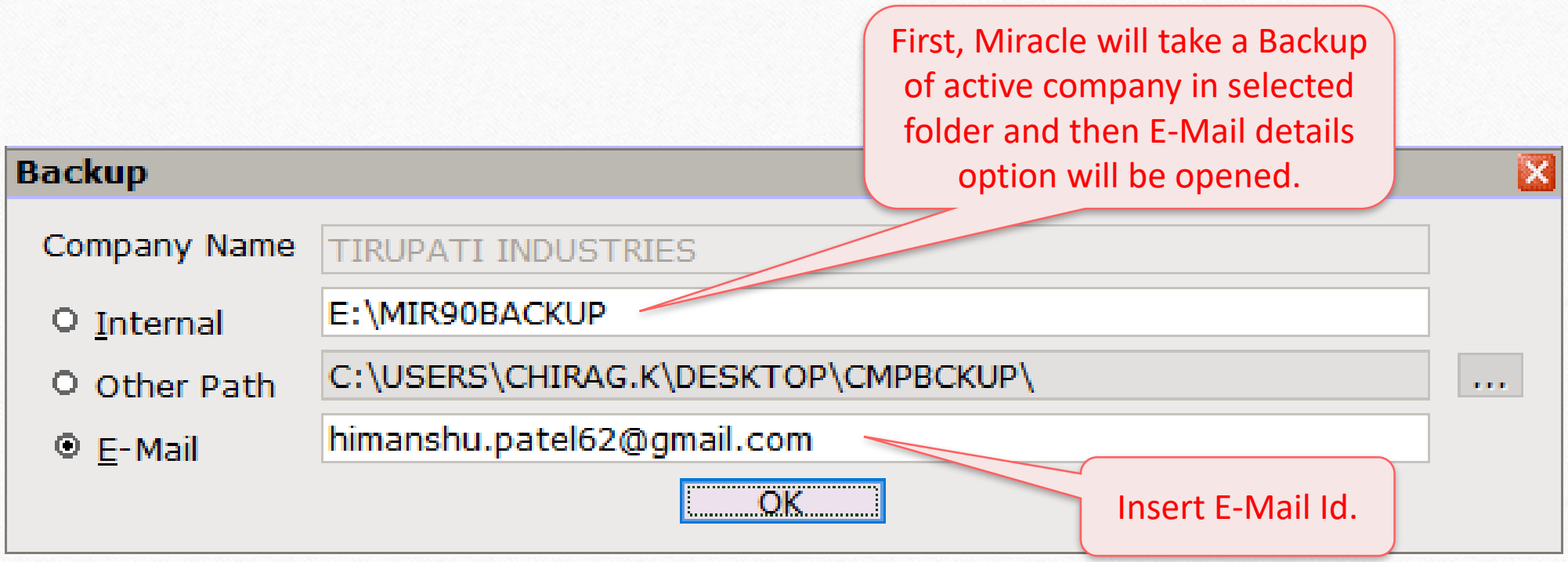

Transaction -> Sale Entry -> Sales Invoice -> Add Sales Bill(GST)
Cash/Debit
Debit
Party A/c.
Vatsal Pneumatics Pvt. Ltd.
Pune
Bal. : 4,99,242.00 DB
Invoice Type
IGST
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Bill Date
02/06/2018
Sat
Bill No
GT/27
Doc. No.
Doc Date
Product Name
Qty
Rate
Amount
20 mm BOLT
850.000
20.00
17000.00
30*50*445 PIN FORGING
180.000
45.00
8100.00
Total Entry : 2
1030.000
25100.00
Item Amount
25,100.00 CR
Freight
0.00
Integrated Tax
4518.00
Round Off
Kasar A/c.
0.00
Narration
Now, press OK button.
OK
Print
Bill Amount
29,618.00 DB

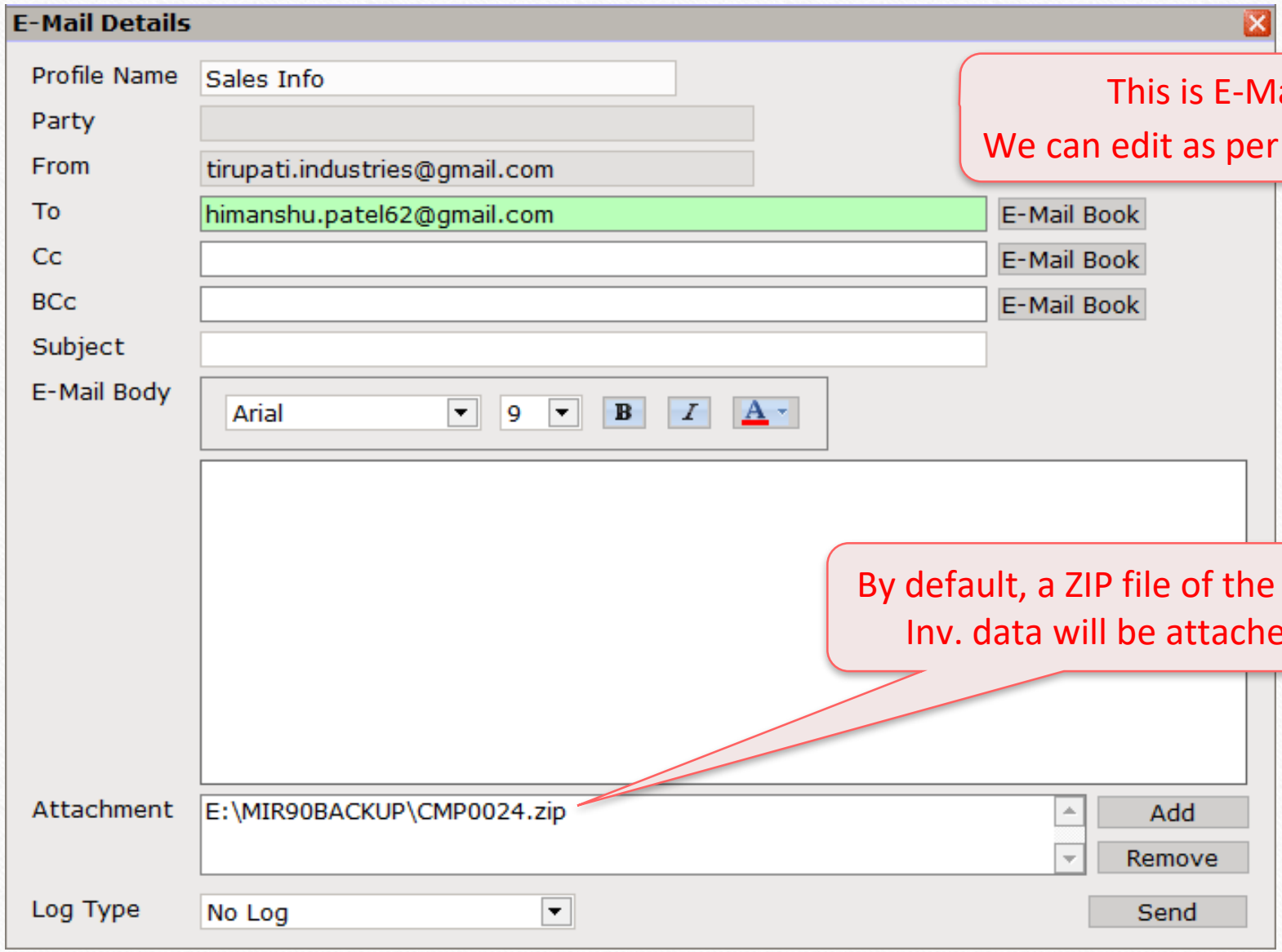

Transaction -> Sale Entry -> Sales Invoice -> Add Sales Bill(GST)
Cash/Debit
Debit
Party A/c.
Vatsal Pneumatics Pvt. Ltd.
Pune
Bal. : 5,28,860.00 DB
Invoice Type
IGST
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Bill Date
02/06/2018 Sat
Bill No
Doc. No.
Doc Date
Product Name
Qty
Rate
Amount
E-Mail Format
Format
Sales Inv. Details
If we have selected List for Online E-Mail sending option, we will get this List of E-Mail Format.
Select E-Mail Format, click on Generate button to send this saved voucher through E-Mail.
Add
Edit
Delete
Generate
Default Format
Setup
Export
Total Entry : 0
Item Amount
Freight
Integrated Tax
Round Off
Kasar A/c.
0.00
0.00
0.00
Narration
OK
Print
Bill Amount


Transaction -> Sale Entry -> Sales Invoice -> Add Sales Bill(GST)
Cash/Debit
Debit
Party A/c.
Vatsal Pneumatics Pvt. Ltd.
Pune
Bal. : 5,28,860.00 DB
Invoice Type
IGST
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Bill Date
02/06/2018 Sat
Bill No
Doc. No.
Doc Date
Product Name
Qty
Rate
Amount
Sending Mails...
Working, Please wait.....
Total Entry :
If we have selected Yes for Online E-Mail sending option, E-Mail will directly send to the party as per default E-Mail Format.
We will find sent E-Mails in: E-Mail Report → Profile E-Mail.
Integrated Tax
Round Off
Kasar A/c.
0.00
0.00
0.00
Narration
OK
Print
Bill Amount

E-Mail Company's Backup from "Utility menu" (for current company only)


Master
Transaction
GST
Report
Utility
Setup
Exit
Windows
System Utility
Advance Utility
Data Utility
Havala
Year End
Personal Diary
Backup
Indexing
Reposting
We can E-Mail company's backup from here.
Sales
Purc. Invoice
Cash/Bank

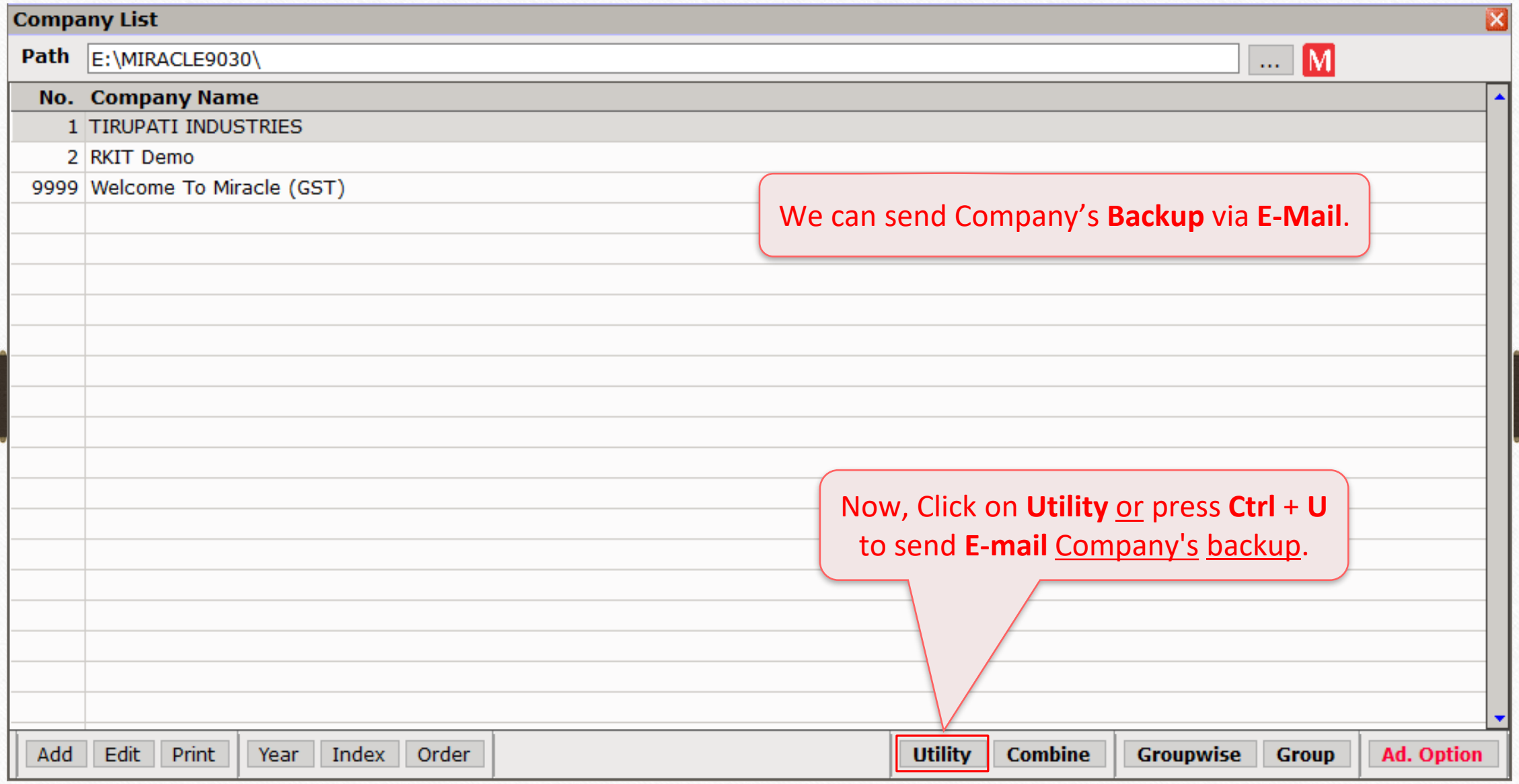

First, Miracle will take a Backup of active company in selected folder and then E-Mail details option will be opened.
Backup
Company Name
TIRUPATI INDUSTRIES
Internal
E:\MIR90BACKUP
Other Path
C:\USERS\CHIRAG.K\DESKTOP\CMPBCKUP\
...
E-Mail
himanshu.patel62@gmail.com
OK
Insert E-Mail Id.

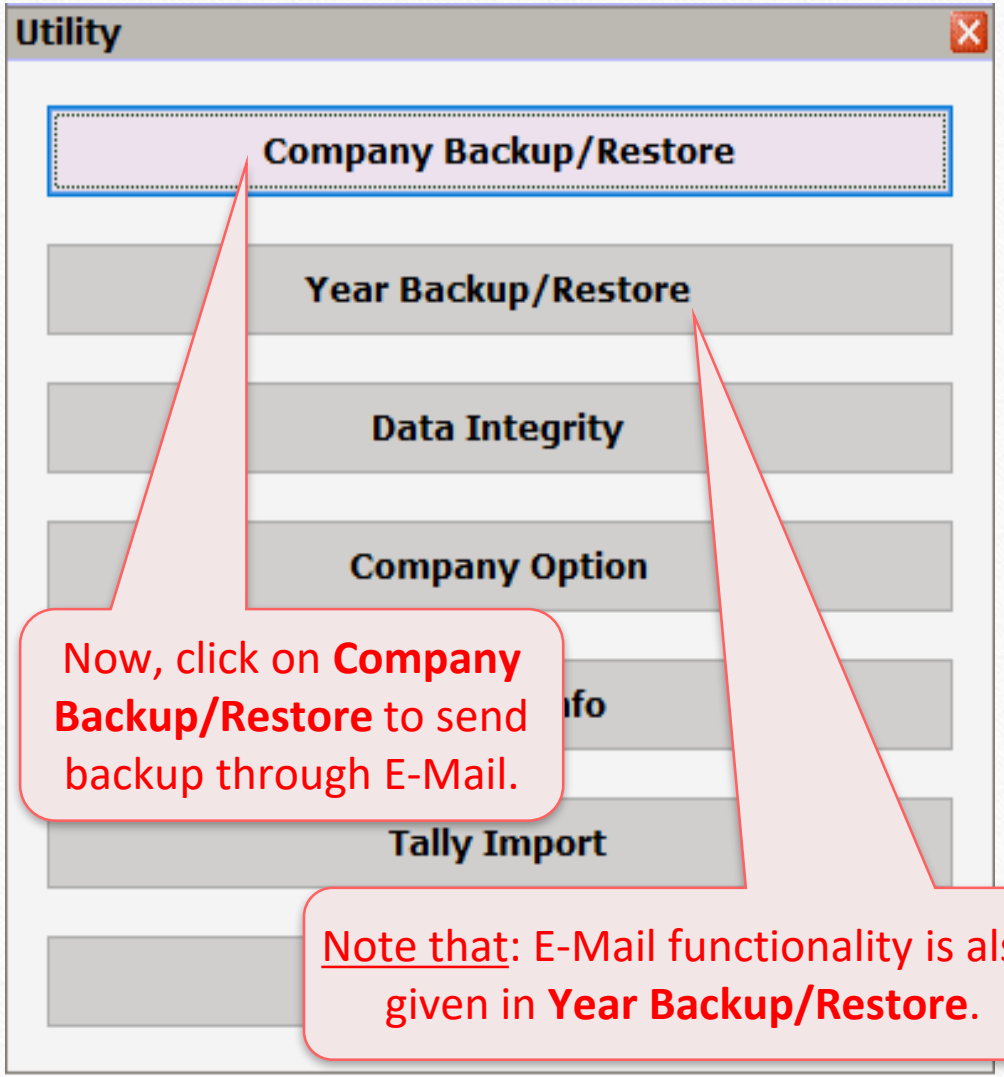


This is E-Mail details.
We can edit as per our requirement.

By default, a ZIP file of the Sales Inv. data will be attached.

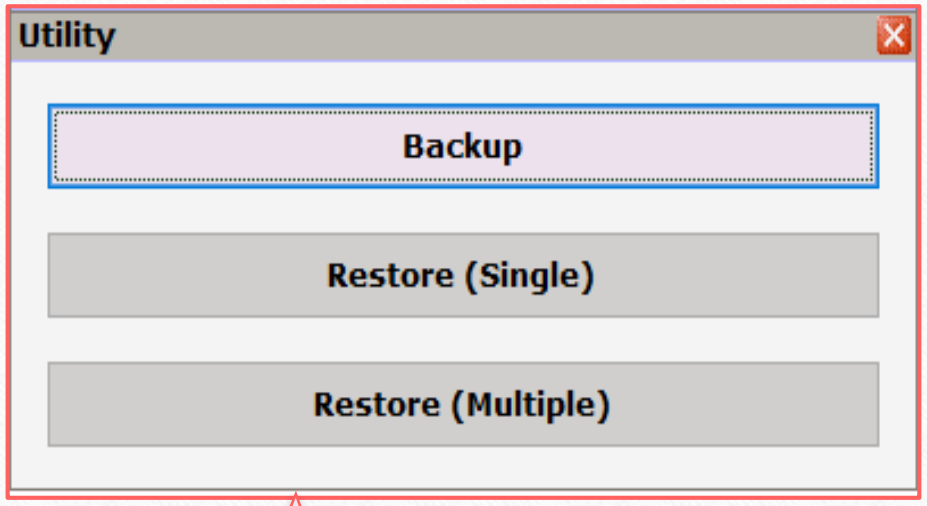
Company Backup by click on “Utility button” in Company List (for multiple companies)


Company List
Path
E:\MIRACLE9030\
...
No.
Company Name
1 TIRUPATI INDUSTRIES
2 RKIT Demo
9999 Welcome To Miracle (GST)
We can send Company's Backup via E-Mail.
Now, Click on Utility or press Ctrl + U to send E-mail Company's backup.
Add
Edit
Print
Year
Index
Order
Utility
Combine
Groupwise
Group
Ad. Option



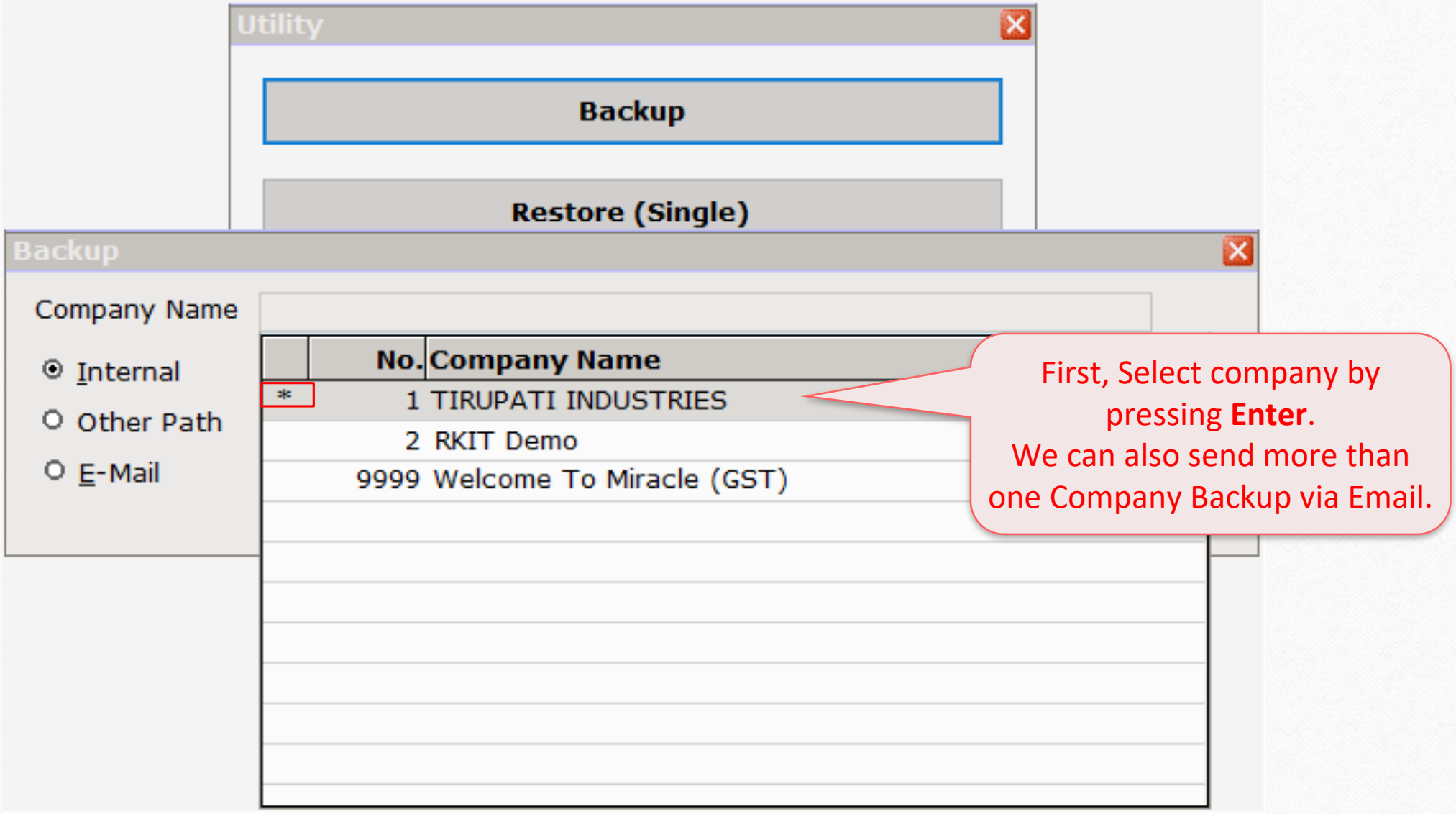
Now, click on **Company Backup/Restore** to send backup through E-Mail.

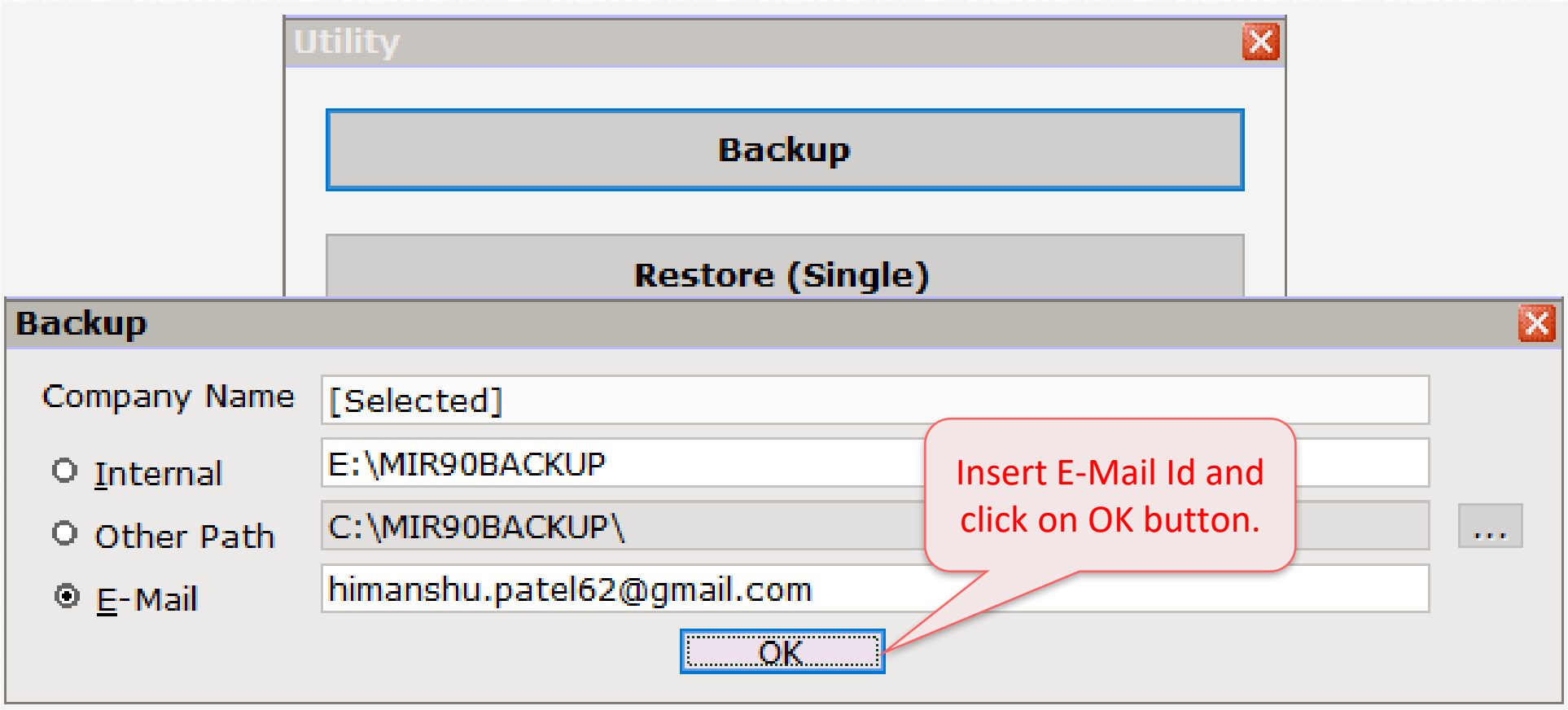
Note that: E-Mail functionality is also given in **Year Backup/Restore**.

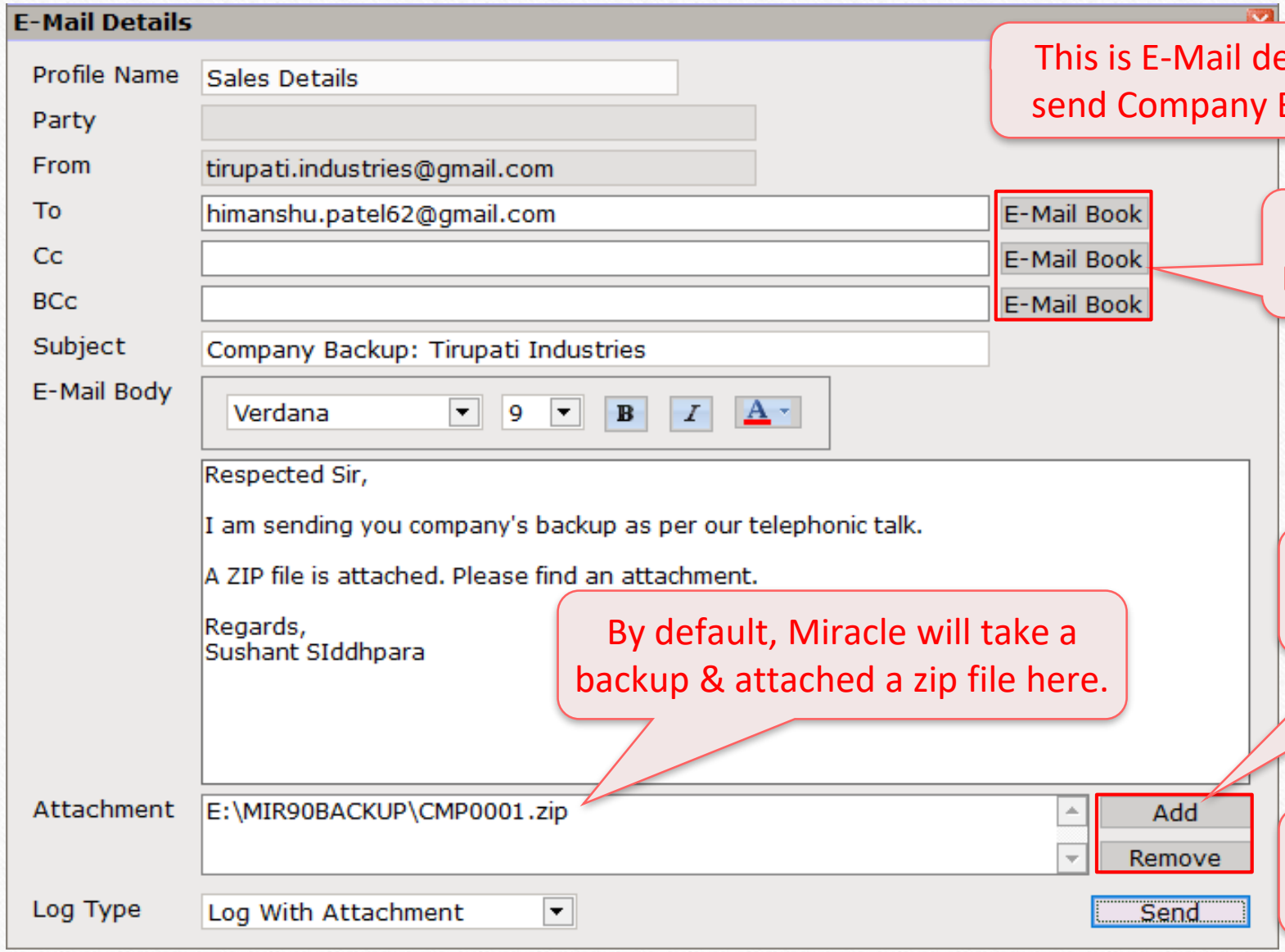


After click on "Company Backup/Restore" option, this option will appear.

Click on **Backup** button.


Utility
Backup
Restore (Single)
Backup
Company Name
Internal
Other Path
E-Mail
No.
Company Name
1 TIRUPATI INDUSTRIES
2 RKIT Demo
9999 Welcome To Miracle (GST)
First, Select company by pressing **Enter**.
We can also send more than one Company Backup via Email.


Utility
Backup
Restore (Single)
Backup
Company Name
[Selected]
Internal
E:\MIR90BACKUP
Other Path
C:\MIR90BACKUP\
...
E-Mail
himanshu.patel62@gmail.com
OK
Insert E-Mail Id and click on OK button.



This is E-Mail details to send Company Backup.

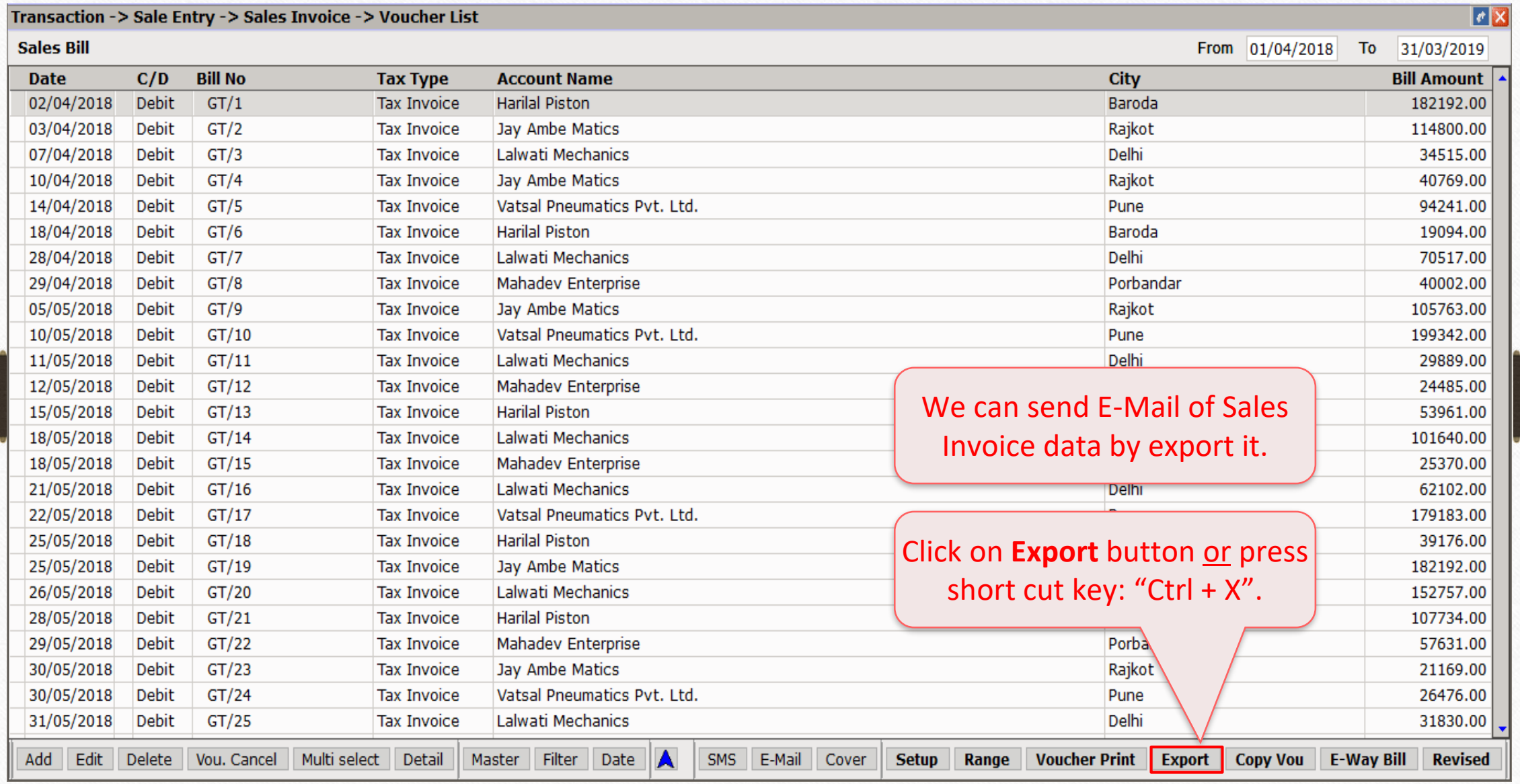
We Insert more than one **Email Ids** as per our needed.

By default, Miracle will take a backup & attached a zip file here.

We can **Add**/**Remove** any attachment.

In this way, we can E-Mail Company's Backup.

Export Data (in Zip file) and send through E-Mail (For Import in other Miracle Software)



Transaction -> Sale Entry -> Sales Invoice -> Voucher List

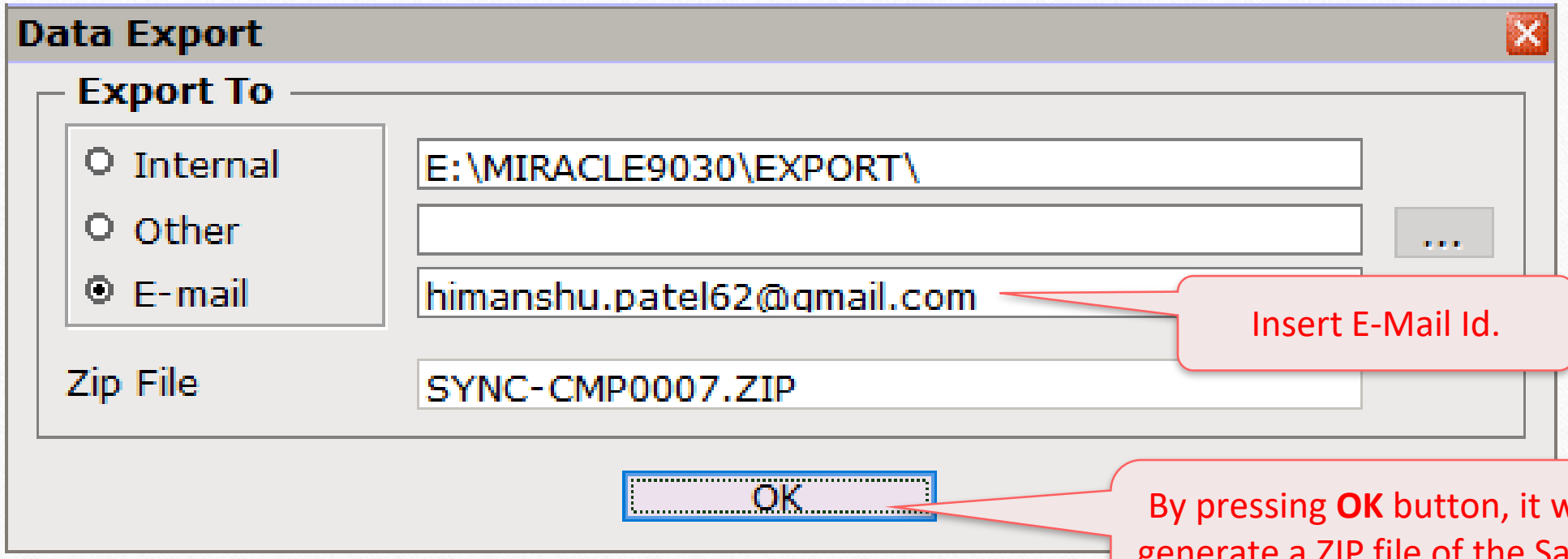
Sales Bill From 01/04/2018 To 31/03/2019

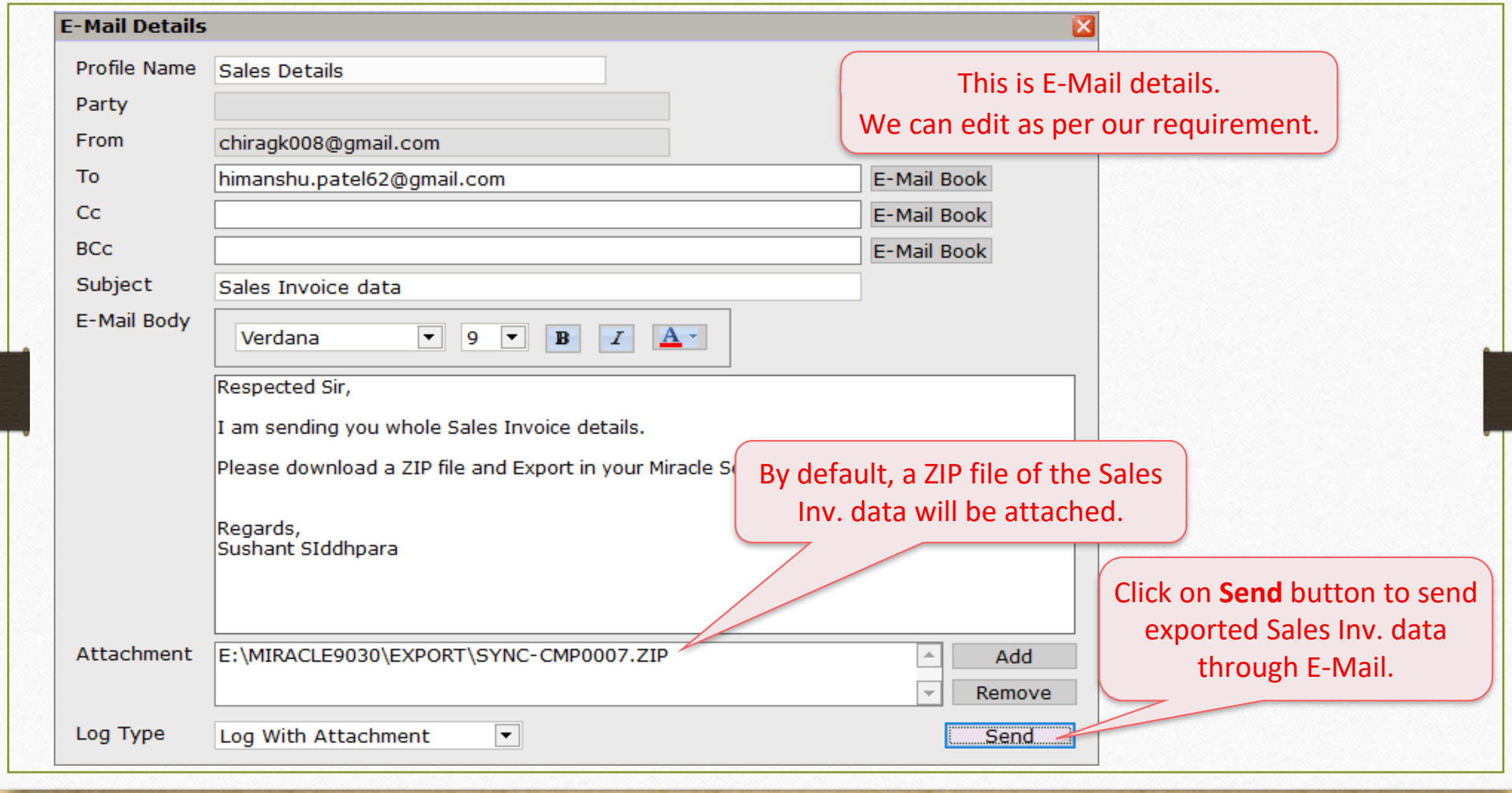
Date	C/D	Bill No	Tax Type	Account Name	City	Bill Amount
02/04/2018	Debit	GT/1	Tax Invoice	Harilal Piston	Baroda	182192.00
03/04/2018	Debit	GT/2	Tax Invoice	Jay Ambe Matics	Rajkot	114800.00
07/04/2018	Debit	GT/3	Tax Invoice	Lalwati Mechanics	Delhi	34515.00
10/04/2018	Debit	GT/4	Tax Invoice	Jay Ambe Matics	Rajkot	40769.00
14/04/2018	Debit	GT/5	Tax Invoice	Vatsal Pneumatics Pvt. Ltd.	Pune	94241.00
18/04/2018	Debit	GT/6	Tax Invoice	Harilal Piston	Baroda	19094.00
28/04/2018	Debit	GT/7	Tax Invoice	Lalwati Mechanics	Delhi	70517.00
29/04/2018	Debit	GT/8	Tax Invoice	Mahadev Enterprise	Porbandar	40002.00
05/05/2018	Debit	GT/9	Tax Invoice	Jay Ambe Matics	Rajkot	105763.00
10/05/2018	Debit	GT/10	Tax Invoice	Vatsal Pneumatics Pvt. Ltd.	Pune	199342.00
11/05/2018	Debit	GT/11	Tax Invoice	Lalwati Mechanics	Delhi	29889.00
12/05/2018	Debit	GT/12	Tax Invoice	Mahadev Enterprise		24485.00
15/05/2018	Debit	GT/13	Tax Invoice	Harilal Piston		53961.00
18/05/2018	Debit	GT/14	Tax Invoice	Lalwati Mechanics		101640.00
18/05/2018	Debit	GT/15	Tax Invoice	Mahadev Enterprise		25370.00
21/05/2018	Debit	GT/16	Tax Invoice	Lalwati Mechanics	Delhi	62102.00
22/05/2018	Debit	GT/17	Tax Invoice	Vatsal Pneumatics Pvt. Ltd.		179183.00
25/05/2018	Debit	GT/18	Tax Invoice	Harilal Piston		39176.00
25/05/2018	Debit	GT/19	Tax Invoice	Jay Ambe Matics		182192.00
26/05/2018	Debit	GT/20	Tax Invoice	Lalwati Mechanics		152757.00
28/05/2018	Debit	GT/21	Tax Invoice	Harilal Piston		107734.00
29/05/2018	Debit	GT/22	Tax Invoice	Mahadev Enterprise	Porba	57631.00
30/05/2018	Debit	GT/23	Tax Invoice	Jay Ambe Matics	Rajkot	21169.00
30/05/2018	Debit	GT/24	Tax Invoice	Vatsal Pneumatics Pvt. Ltd.	Pune	26476.00
31/05/2018	Debit	GT/25	Tax Invoice	Lalwati Mechanics	Delhi	31830.00

Add | Edit | Delete | Vou. Cancel | Multi select | Detail | Master | Filter | Date | SMS | E-Mail | Cover | Setup | Range | Voucher Print | Export | Copy Vou | E-Way Bill | Revised

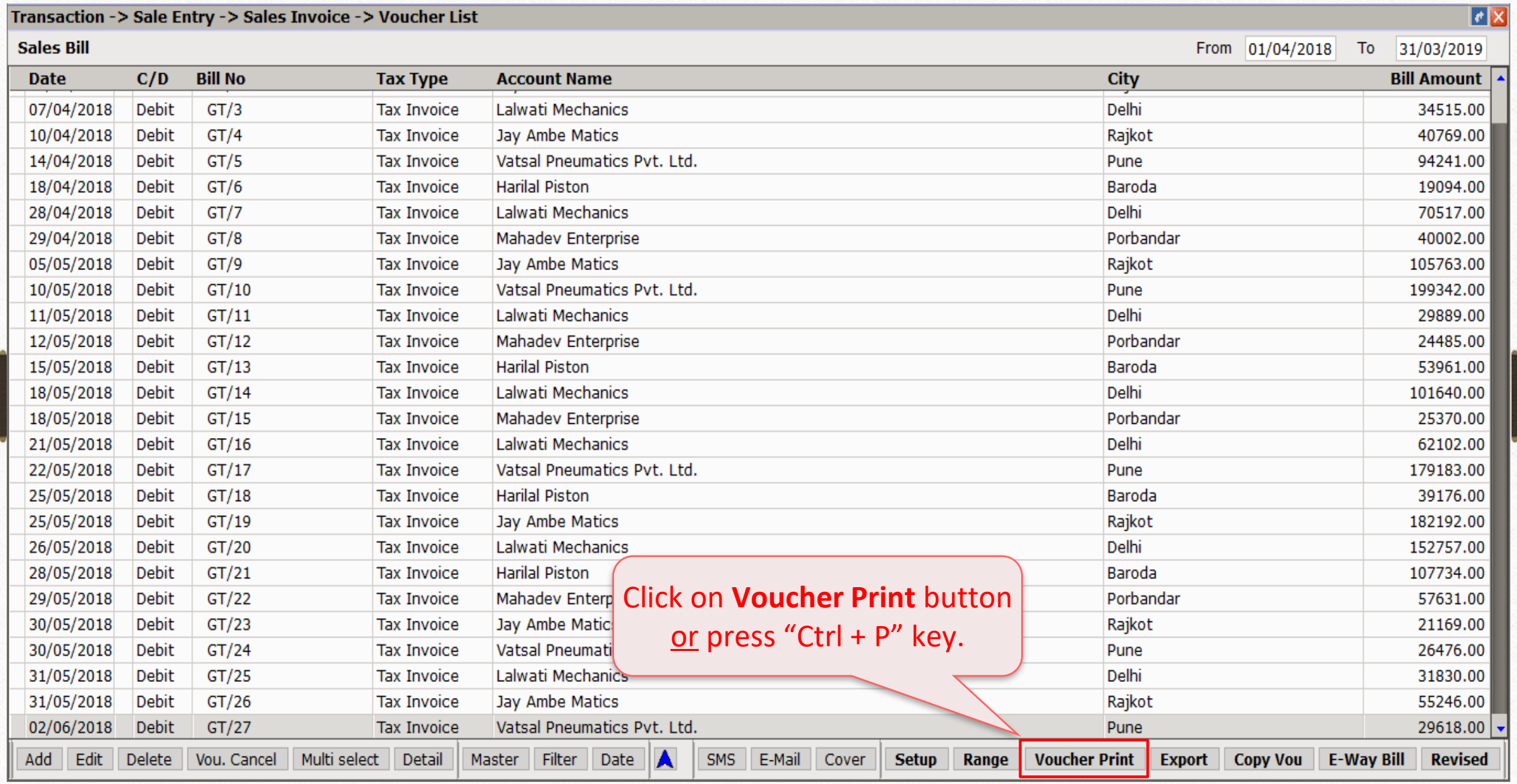
We can send E-Mail of Sales Invoice data by export it.

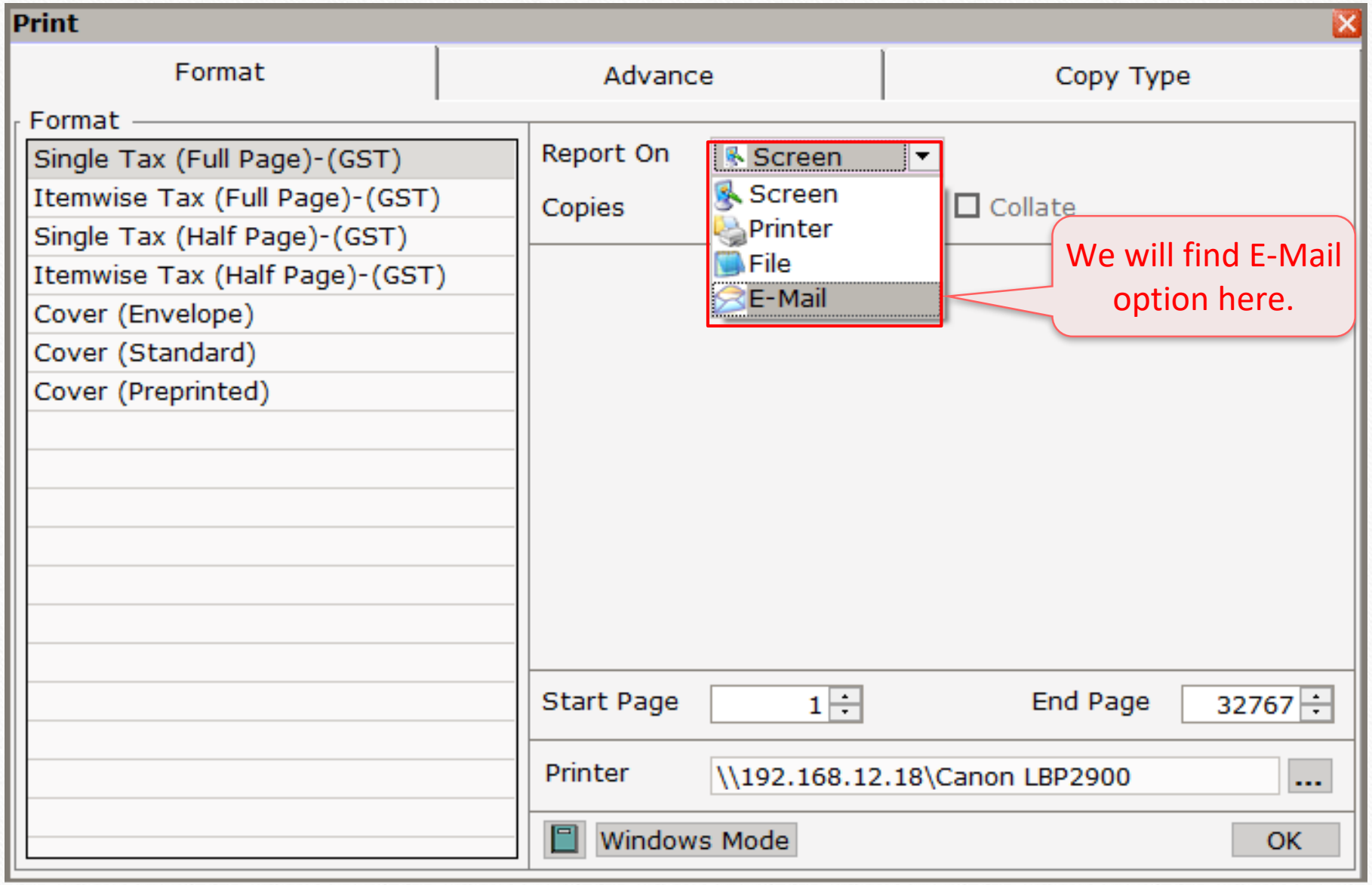
Click on **Export** button or press short cut key: “Ctrl + X”.

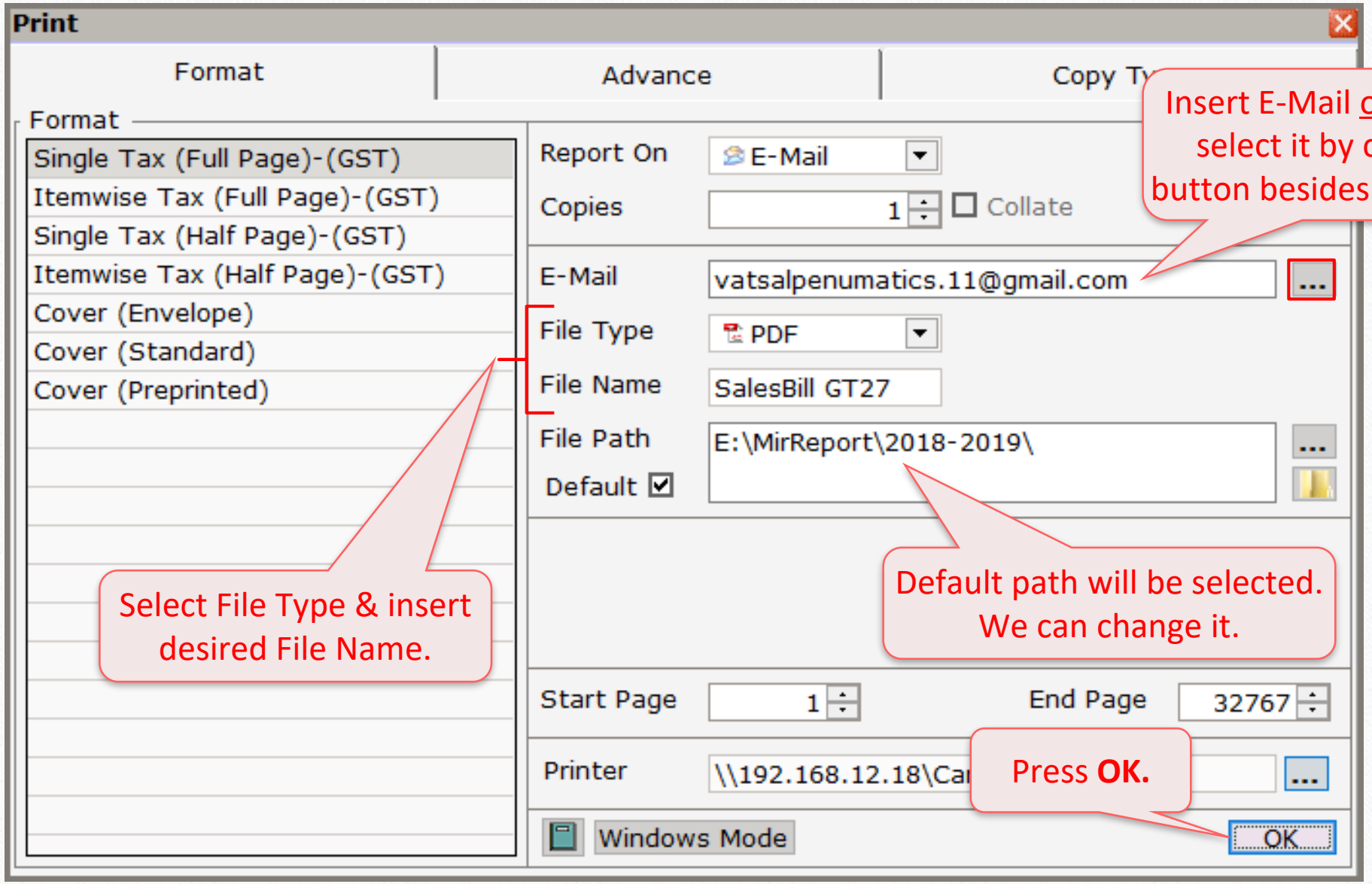

Data Export
Export To
Internal
Other
E-mail
E:\MIRACLE9030\EXPORT\
...
himanshu.patel62@gmail.com
Zip File
SYNC-CMP0007.ZIP
OK
Insert E-Mail Id.
By pressing OK button, it will generate a ZIP file of the Sales Invoice data.

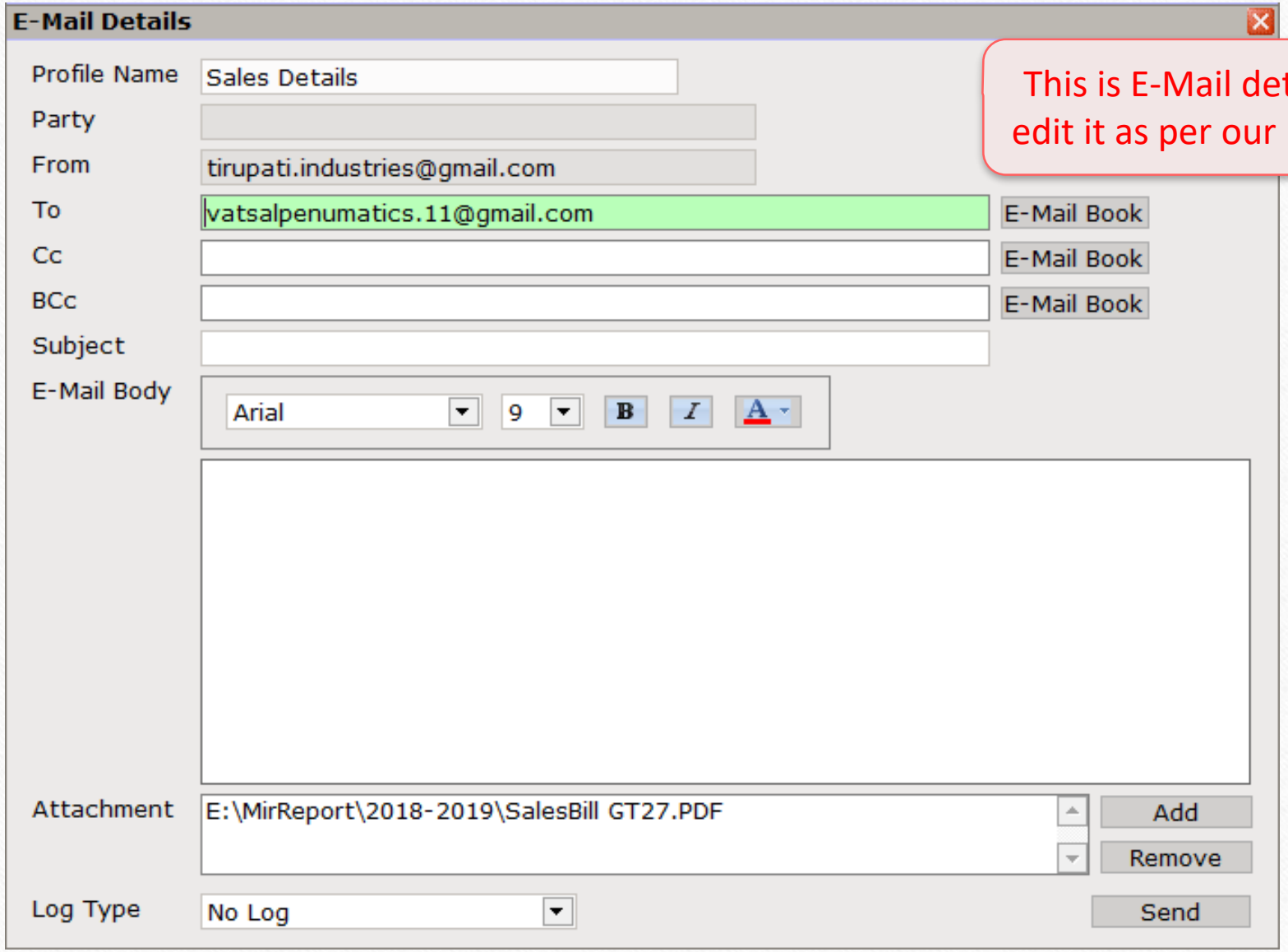

E-Mail Details
Profile Name
Sales Details
Party
From
chiragk008@gmail.com
To
himanshu.patel62@gmail.com
E-Mail Book
Cc
E-Mail Book
BCc
E-Mail Book
Subject
Sales Invoice data
E-Mail Body
Verdana
9
B
I
A
Respected Sir,
I am sending you whole Sales Invoice details.
Please download a ZIP file and Export in your Miracle S
Regards,
Sushant SIddhpara
Attachment
E:\MIRACLE9030\EXPORT\SYNC-CMP0007.ZIP
Add
Remove
Log Type
Log With Attachment
Send
This is E-Mail details.
We can edit as per our requirement.
By default, a ZIP file of the Sales Inv. data will be attached.
Click on Send button to send exported Sales Inv. data through E-Mail.

E-Mail option in Voucher Print and Print preview

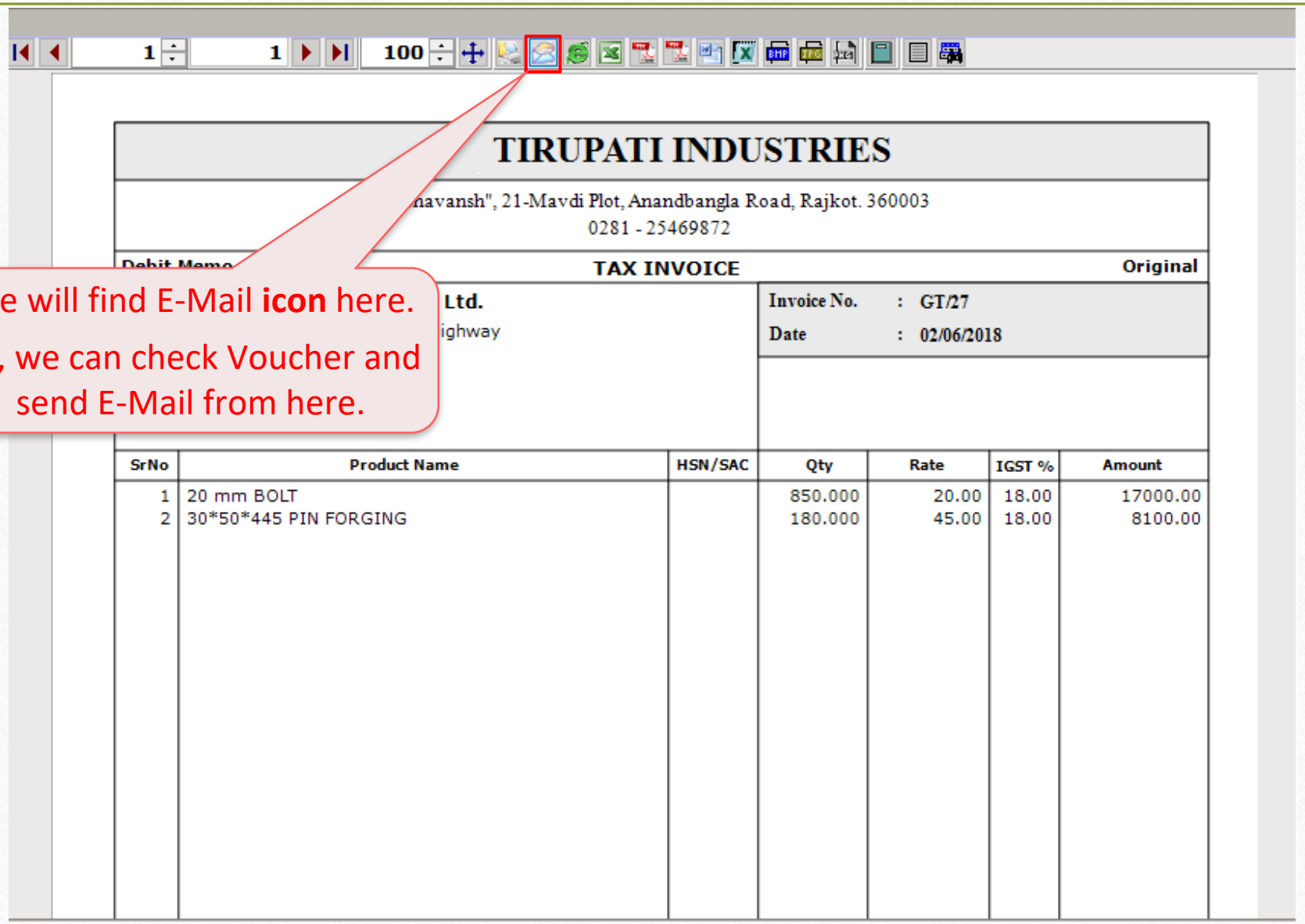

Transaction -> Sale Entry -> Sales Invoice -> Voucher List
Sales Bill
From 01/04/2018 To 31/03/2019
Date C/D Bill No Tax Type Account Name City Bill Amount
07/04/2018 Debit GT/3 Tax Invoice Lalwati Mechanics Delhi 34515.00
10/04/2018 Debit GT/4 Tax Invoice Jay Ambe Matics Rajkot 40769.00
14/04/2018 Debit GT/5 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 94241.00
18/04/2018 Debit GT/6 Tax Invoice Harilal Piston Baroda 19094.00
28/04/2018 Debit GT/7 Tax Invoice Lalwati Mechanics Delhi 70517.00
29/04/2018 Debit GT/8 Tax Invoice Mahadev Enterprise Porbandar 40002.00
05/05/2018 Debit GT/9 Tax Invoice Jay Ambe Matics Rajkot 105763.00
10/05/2018 Debit GT/10 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 199342.00
11/05/2018 Debit GT/11 Tax Invoice Lalwati Mechanics Delhi 29889.00
12/05/2018 Debit GT/12 Tax Invoice Mahadev Enterprise Porbandar 24485.00
15/05/2018 Debit GT/13 Tax Invoice Harilal Piston Baroda 53961.00
18/05/2018 Debit GT/14 Tax Invoice Lalwati Mechanics Delhi 101640.00
18/05/2018 Debit GT/15 Tax Invoice Mahadev Enterprise Porbandar 25370.00
21/05/2018 Debit GT/16 Tax Invoice Lalwati Mechanics Delhi 62102.00
22/05/2018 Debit GT/17 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 179183.00
25/05/2018 Debit GT/18 Tax Invoice Harilal Piston Baroda 39176.00
25/05/2018 Debit GT/19 Tax Invoice Jay Ambe Matics Rajkot 182192.00
26/05/2018 Debit GT/20 Tax Invoice Lalwati Mechanics Delhi 152757.00
28/05/2018 Debit GT/21 Tax Invoice Harilal Piston Baroda 107734.00
29/05/2018 Debit GT/22 Tax Invoice Mahadev Enterp Porbandar 57631.00
30/05/2018 Debit GT/23 Tax Invoice Jay Ambe Matic Rajkot 21169.00
30/05/2018 Debit GT/24 Tax Invoice Vatsal Pneumati Pune 26476.00
31/05/2018 Debit GT/25 Tax Invoice Lalwati Mechanics Delhi 31830.00
31/05/2018 Debit GT/26 Tax Invoice Jay Ambe Matics Rajkot 55246.00
02/06/2018 Debit GT/27 Tax Invoice Vatsal Pneumatics Pvt. Ltd. Pune 29618.00
Add Edit Delete Vou. Cancel Multi select Detail Master Filter Date SMS E-Mail Cover Setup Range Voucher Print Export Copy Vou E-Way Bill Revised
Click on Voucher Print button or press “Ctrl + P” key.


Print
Format
Advance
Copy Type
Format
Single Tax (Full Page)-(GST)
Itemwise Tax (Full Page)-(GST)
Single Tax (Half Page)-(GST)
Itemwise Tax (Half Page)-(GST)
Cover (Envelope)
Cover (Standard)
Cover (Preprinted)
Report On
Screen
Screen
Printer
File
E-Mail
Copies
Collate
We will find E-Mail option here.
Start Page
1
End Page
32767
Printer
\\192.168.12.18\Canon LBP2900
...
Windows Mode
OK


Print
Format
Advance
Copy Ty
Format
Single Tax (Full Page)-(GST)
Itemwise Tax (Full Page)-(GST)
Single Tax (Half Page)-(GST)
Itemwise Tax (Half Page)-(GST)
Cover (Envelope)
Cover (Standard)
Cover (Preprinted)
Report On
E-Mail
Copies
1
Collate
E-Mail
vatsalpenumatics.11@gmail.com
File Type
PDF
File Name
SalesBill GT27
File Path
E:\MirReport\2018-2019\
Default
Start Page
1
End Page
32767
Printer
\\192.168.12.18\Ca
Windows Mode
OK
Insert E-Mail or we can select it by click on button besides text field.
Select File Type & insert desired File Name.
Default path will be selected. We can change it.
Press OK.



This is E-Mail details. We can edit it as per our requirement.



TIRUPATI INDUSTRIES

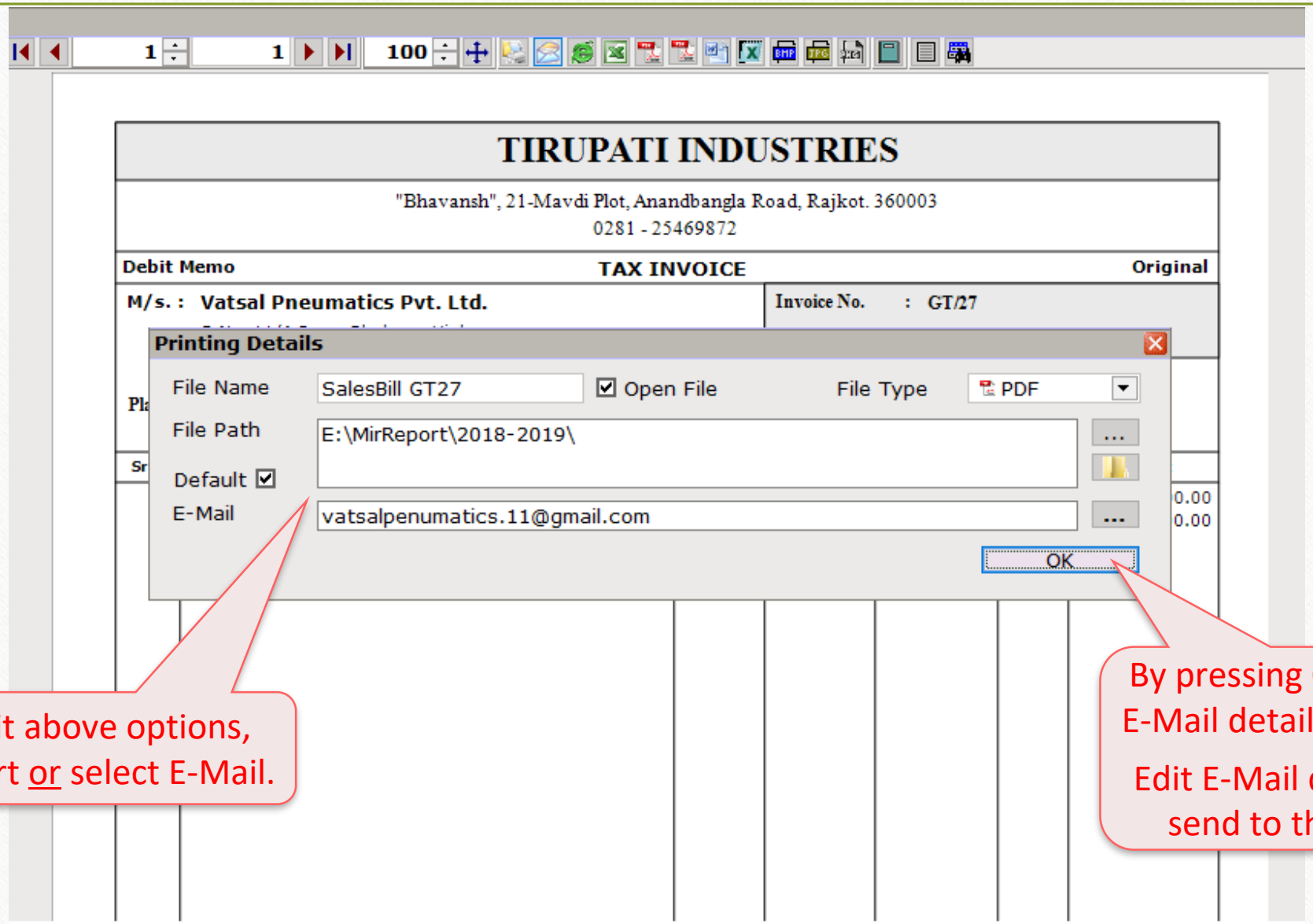
navansh", 21-Mavdi Plot, Anandbangla Road, Rajkot. 360003
0281 - 25469872

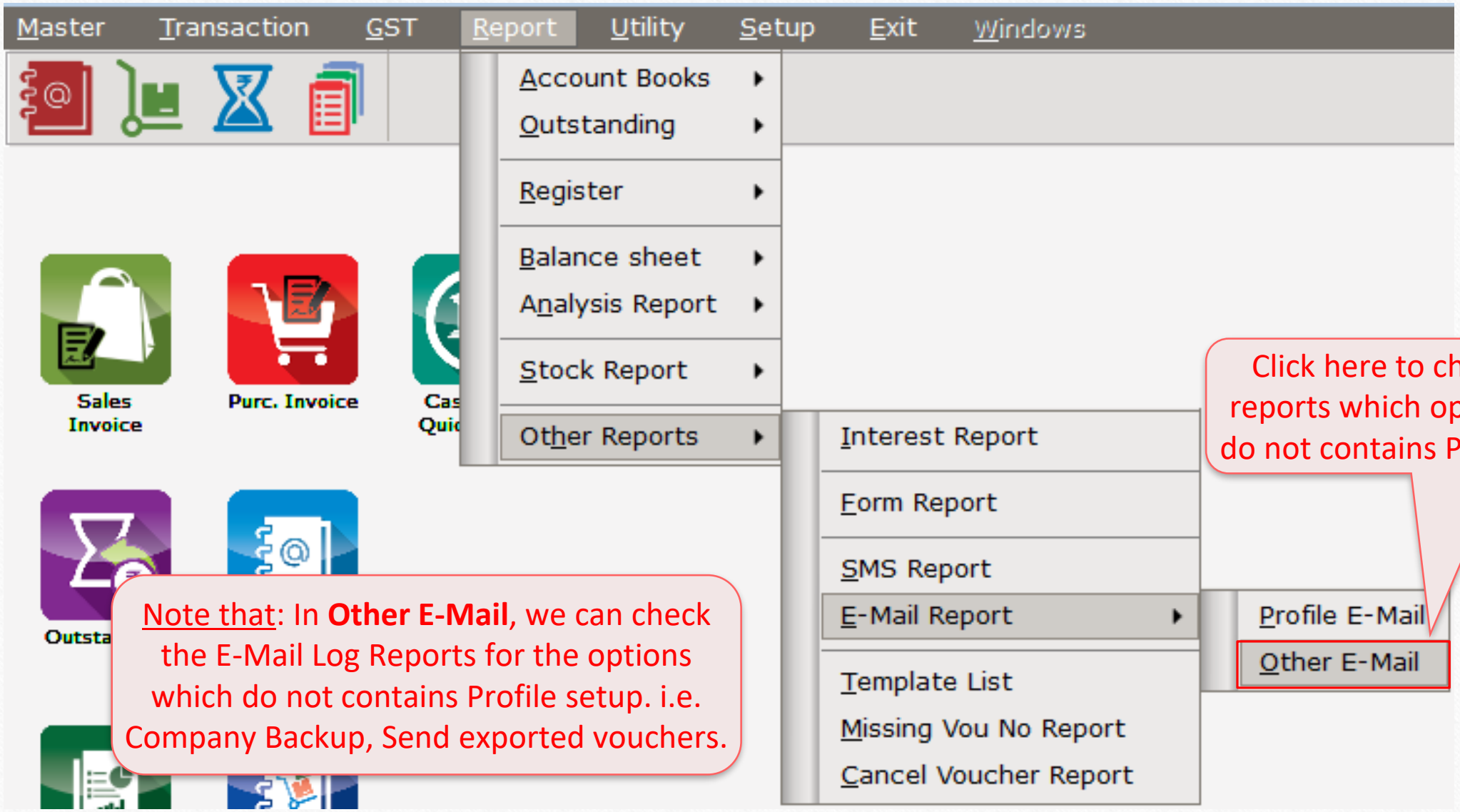
Debit Memo — **TAX INVOICE** — Original

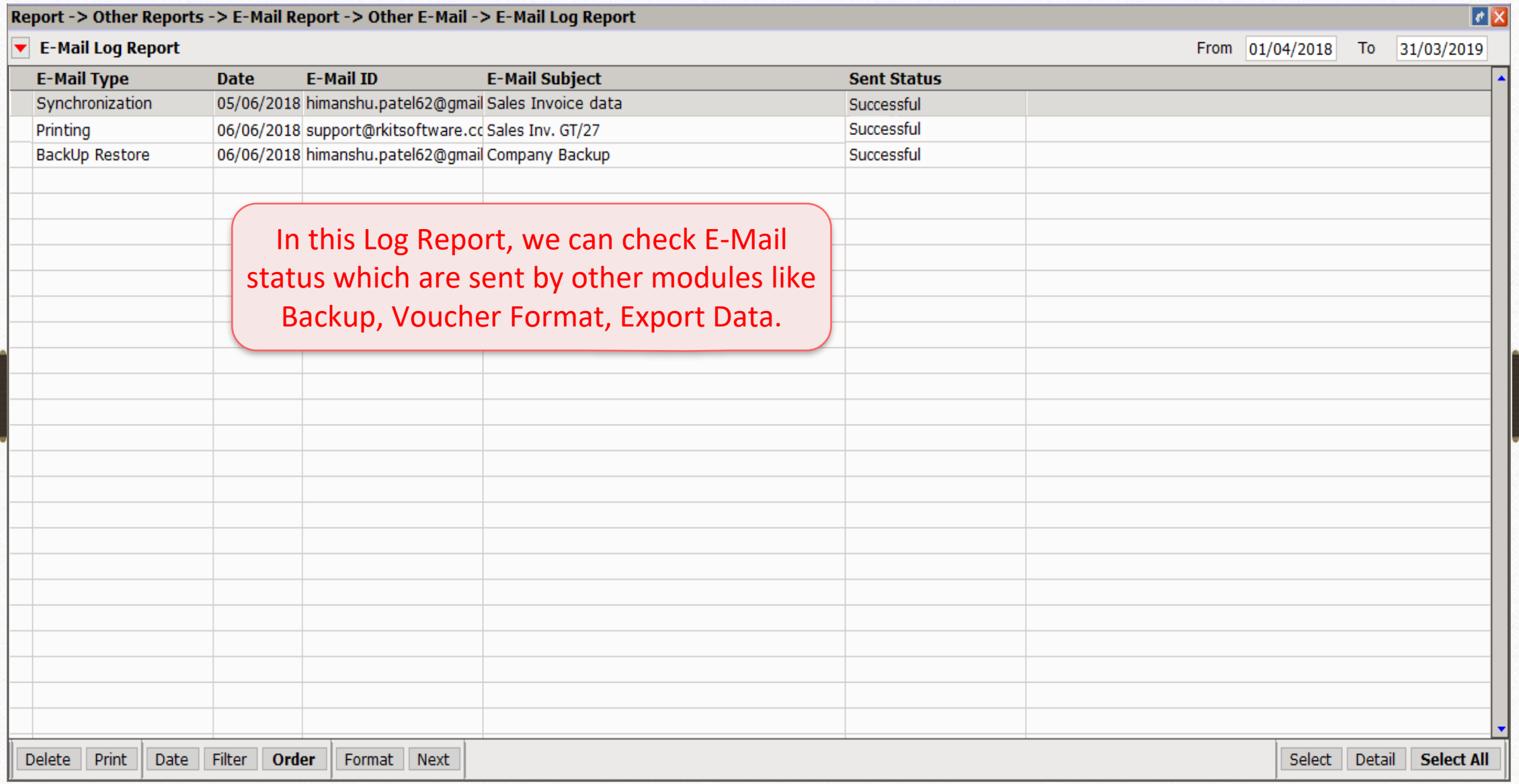
Ltd.
ighway

Invoice No. : GT/27
Date : 02/06/2018

SrNo	Product Name	HSN/SAC	Qty	Rate	IGST %	Amount
1	20 mm BOLT		850.000	20.00	18.00	17000.00
2	30*50*445 PIN FORGING		180.000	45.00	18.00	8100.00

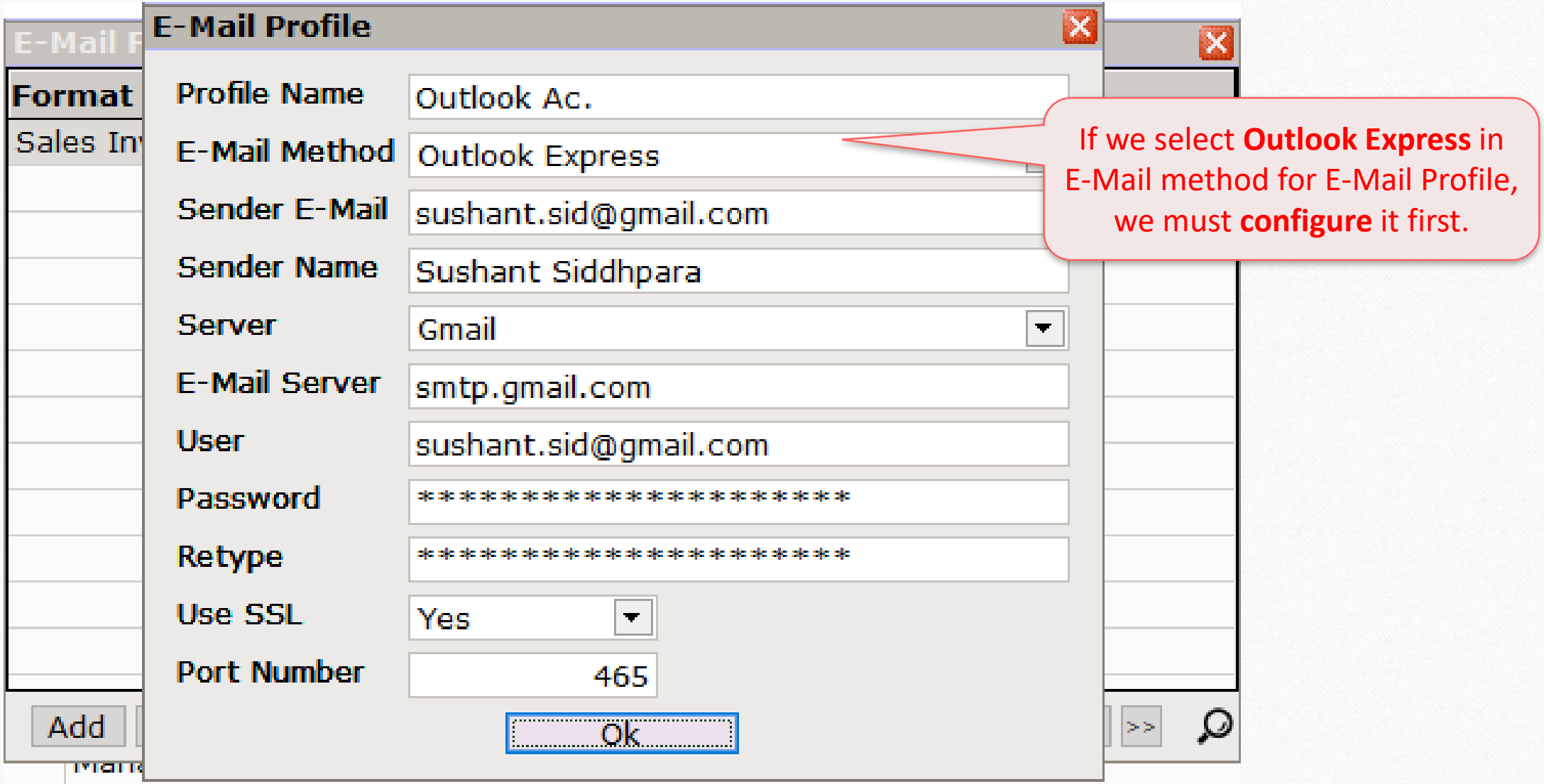

TIRUPATI INDUSTRIES
"Bhavansh", 21-Mavdi Plot, Anandbangla Road, Rajkot. 360003
0281 - 25469872
Debit Memo
TAX INVOICE
Original
M/s. : Vatsal Pneumatics Pvt. Ltd.
Invoice No. : GT/27
Printing Details
File Name
SalesBill GT27
Open File
File Type
PDF
File Path
E:\MirReport\2018-2019\
Default
E-Mail
vatsalpenumatics.11@gmail.com
OK
0.00
0.00
Edit above options, insert or select E-Mail.
By pressing OK button, E-Mail details will open.
Edit E-Mail details and send to the party.

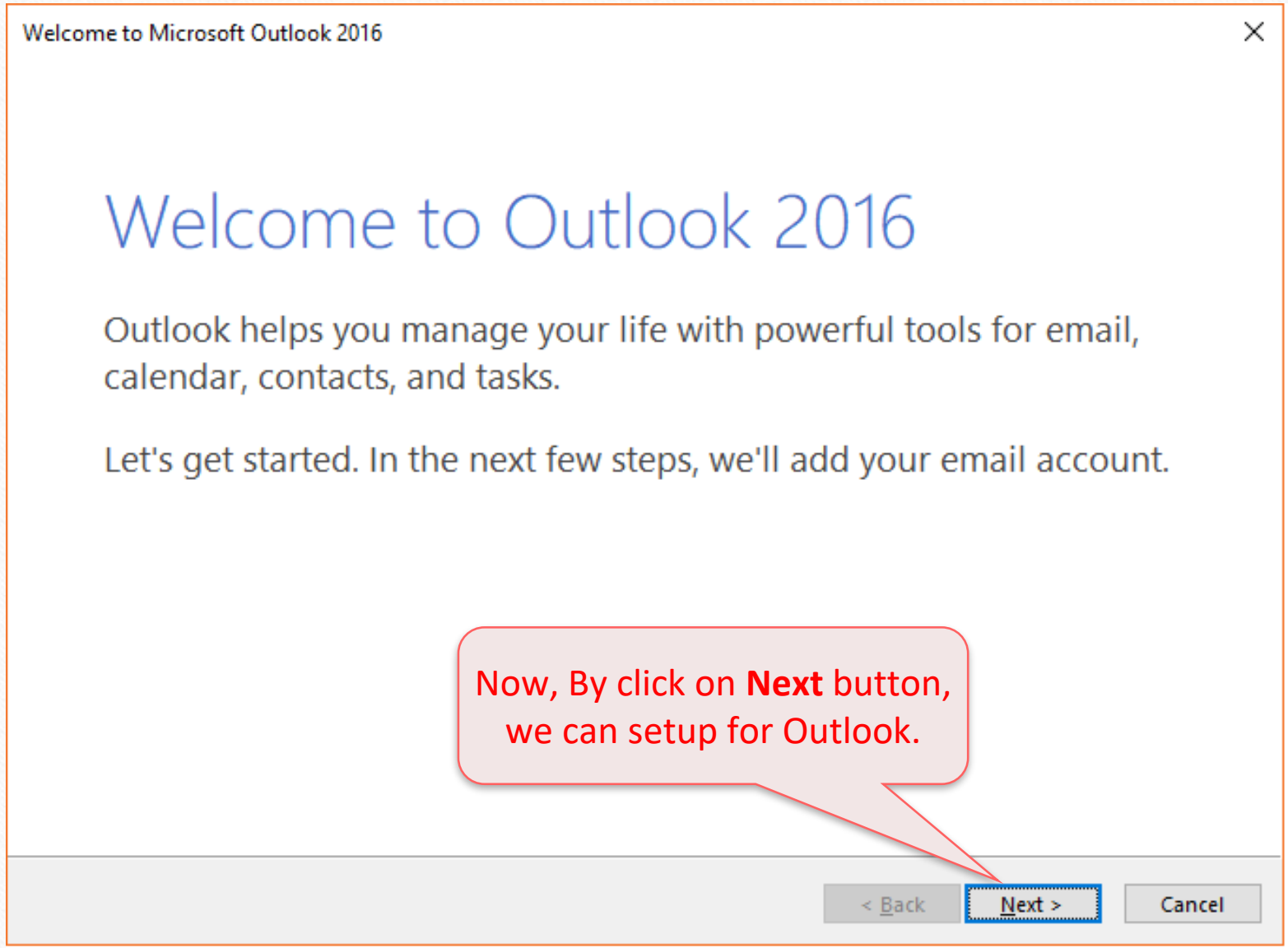

Master
Transaction
GST
Report
Utility
Setup
Exit
Windows
Account Books
Outstanding
Register
Balance sheet
Analysis Report
Stock Report
Other Reports
Interest Report
Form Report
SMS Report
E-Mail Report
Template List
Missing Vou No Report
Cancel Voucher Report
Profile E-Mail
Other E-Mail
Sales Invoice
Purc. Invoice
Click here to check reports which options do not contains Profile.
Note that: In **Other E-Mail**, we can check the E-Mail Log Reports for the options which do not contains Profile setup. i.e. Company Backup, Send exported vouchers.


Report -> Other Reports -> E-Mail Report -> Other E-Mail -> E-Mail Log Report
E-Mail Log Report
From 01/04/2018 To 31/03/2019
E-Mail Type | Date | E-Mail ID | E-Mail Subject | Sent Status
Synchronization | 05/06/2018 | himanshu.patel62@gmail | Sales Invoice data | Successful
Printing | 06/06/2018 | support@rkitsoftware.cc | Sales Inv. GT/27 | Successful
BackUp Restore | 06/06/2018 | himanshu.patel62@gmail | Company Backup | Successful
In this Log Report, we can check E-Mail status which are sent by other modules like Backup, Voucher Format, Export Data.
Delete Print Date Filter Order Format Next
Select Detail Select All

❖ Outlook setup:

- Outlook is a personal information manager from Microsoft, available as a part of the Microsoft Office suite and often used mainly as an email application.
- We can configure in Miracle for sending E-Mail.


E-Mail Profile
Profile Name
Outlook Ac.
E-Mail Method
Outlook Express
Sender E-Mail
sushant.sid@gmail.com
Sender Name
Sushant Siddhpara
Server
Gmail
E-Mail Server
smtp.gmail.com
User
sushant.sid@gmail.com
Password
Retype
Use SSL
Yes
Port Number
465
Ok
Format
Add
If we select **Outlook Express** in E-Mail method for E-Mail Profile, we must **configure** it first.


Welcome to Microsoft Outlook 2016
Welcome to Outlook 2016
Outlook helps you manage your life with powerful tools for email, calendar, contacts, and tasks.
Let's get started. In the next few steps, we'll add your email account.
Now, By click on **Next** button, we can setup for Outlook.
< Back
Next >
Cancel

MIRACLE®
Accounting Software

thank you!