How to set up for 'Ship To' option in Miracle Software?
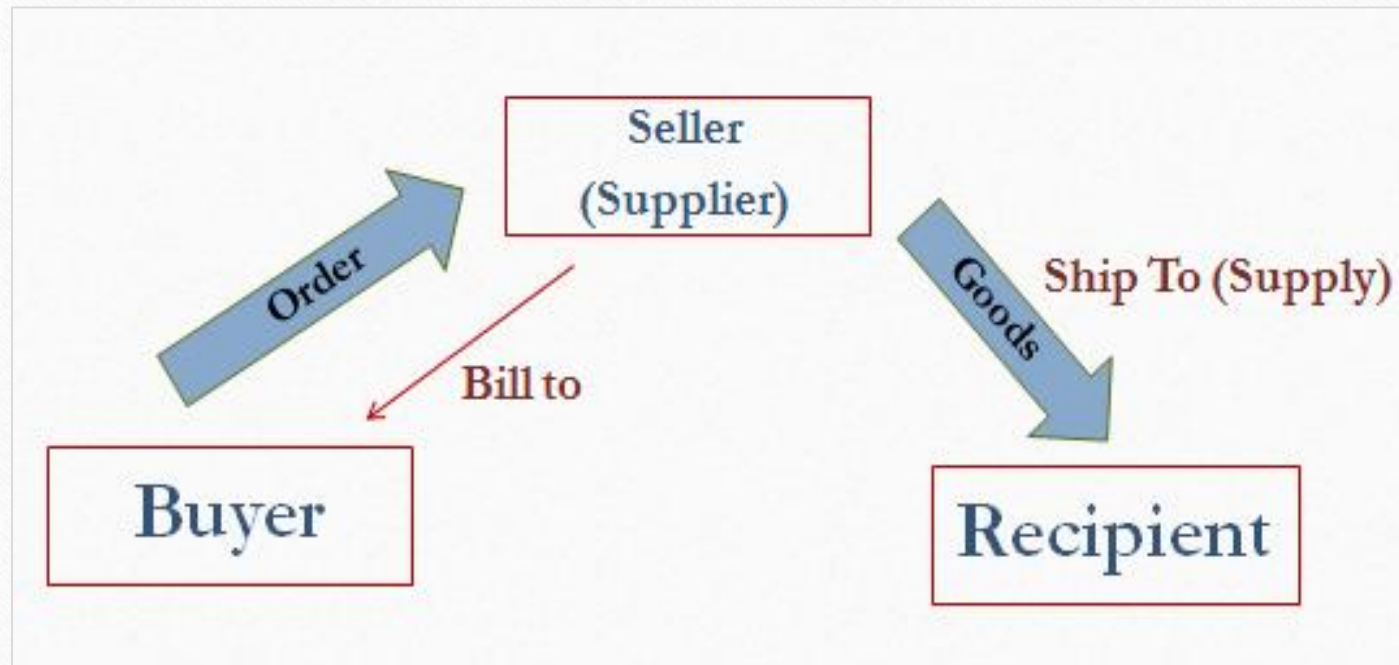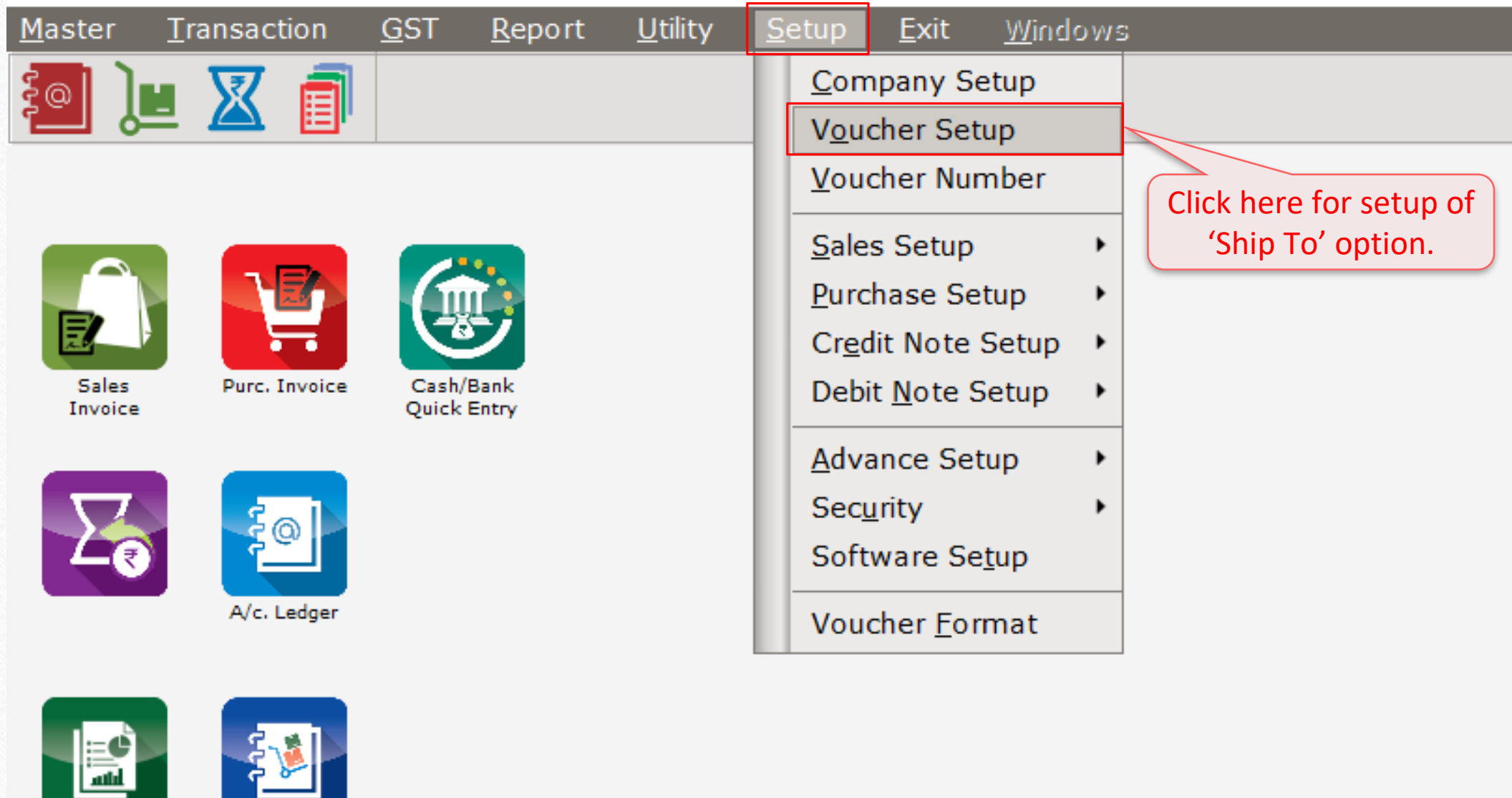
❖ There are certain circumstances under which buyer wants supplier to deliver the ordered goods on other address than his registered address.

❖ Clearly, buyer's and recipient's addresses will be different.

❖ In such cases, the buyer party needs to mention the recipient party's address to supplier where the goods will be shipped to.

❖ GST invoice shall clearly show two different addresses as 'Bill to' and 'Ship to'.

❖ In this document, we shall see how to set up for given facility in Miracle Software.

Example

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❖ 'Ship To' Example:

➢ Suppose, the buyer party 'Lalwati Mechanics, Rajkot' ordered the following products to us:

50 × 20 mm BOLT and 25 × M.S BARS

➢ But they want to supply above products on the following address:

Harilal Piston, Baroda

➢ So in this case,

▪ <u>Bill To</u> party will be: 'Lalwati Mechanics, Rajkot' and

▪ <u>Ship To</u> party will be: 'Harilal Piston, Baroda'

❖ The following topics are covered in this document:

➢ Setup for 'Ship To' option in Miracle.

➢ Sales Invoice example for 'Ship to'.

➢ How to add 'Ship To' voucher format in print format list. (In case of its unavailability)

➢ Print preview.

Master   Transaction   GST   Report   Utility   Setup   Exit   Windows

Company Setup

Voucher Setup

Voucher Number

Sales Setup ▶

Purchase Setup ▶

Credit Note Setup ▶

Debit Note Setup ▶

Advance Setup ▶

Security ▶

Software Setup

Voucher Format

Sales Invoice

Purc. Invoice

Cash/Bank Quick Entry

A/c. Ledger

Click here for setup of 'Ship To' option.

Setup -> Voucher Setup -> Voucher Setup

Category	Description	Value
Bank Payment	**Entry Options**	
Bank Receipt	Debit Invoice as Default	Yes
	Cash Party Required	Detail
Contra	Cash Party Detail Setup	*
Cash Receipt	Document Number/Date Required	No
	Auto Align Sales Bill Number	Yes
Cash Payment	Narration Type	Common
Journal	Required Auto Narration Help	No
Credit Note	Credit Limit Warning	No
	Credit Days Warning	No
Debit Note	Voucher Validation Expression	
Purc. Invoice	Apply GST Rules	None
	Required Closing Balance As on Date?	No
Purc. Return	Group Filter In Party	
Sales Invoice	Ship to Party Required	Yes
Sales Return	**Payment Options**	
	Payment Options Req. ?	No
Credit Note With Stock	**Product Entry Option**	
Debit Note With Stock	Product Name Overwrite	No
	Product History after Product selection	No
Credit Note w/o Stock	Online Master Rate Updation	Yes
Debit Note w/o Stock	Allow Change Rate	Yes
	Allow Change Amount	Yes
------------------------------------	Ask Expense For Each Product	Yes
GST Expense	Round off in Item Entry	None
GST Journal	Negative Stock Warning	No
Utilization Entry	Reverse Rate Calculation Required	No

Go to **Sales Invoice**.

Select **Yes** for "Ship to Party Required" option.
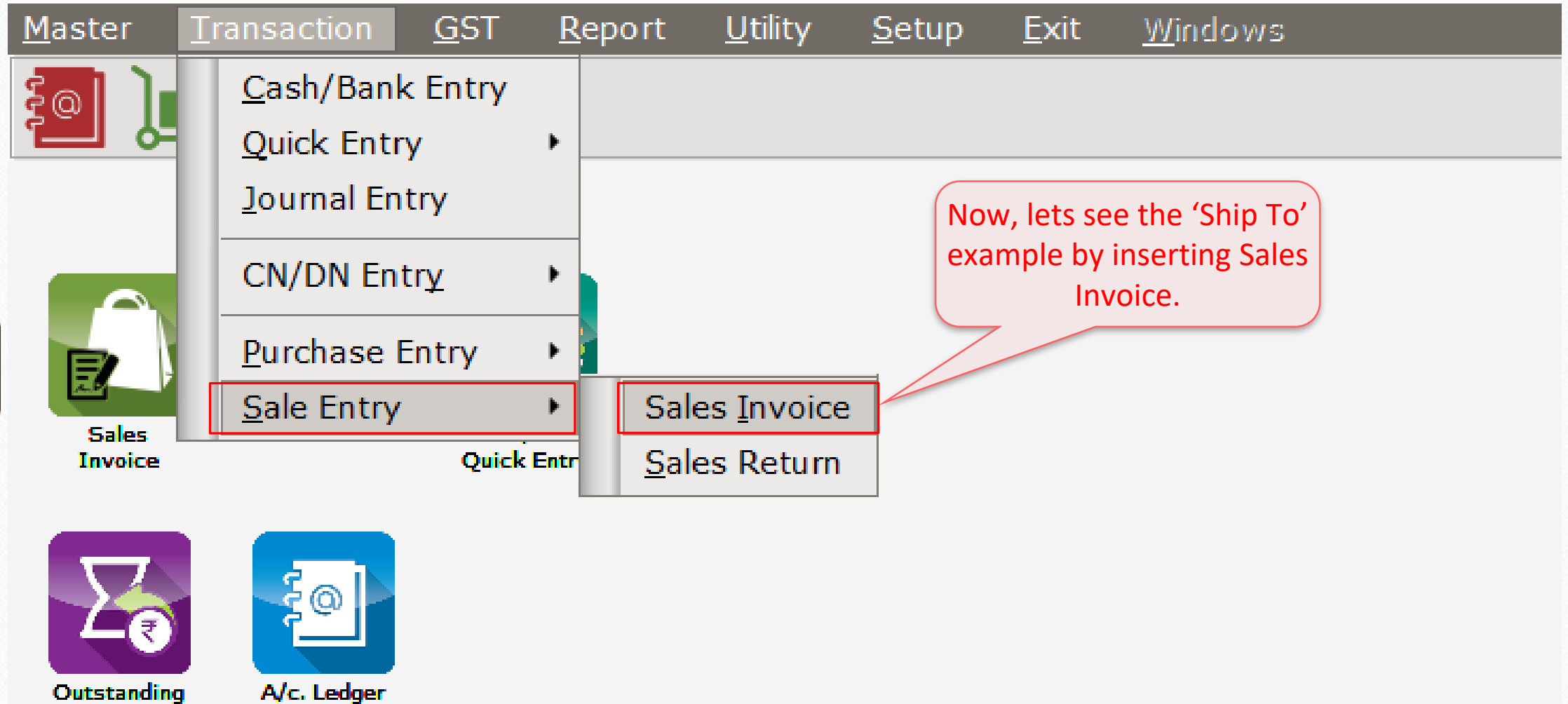
Master	Transaction	GST	Report	Utility	Setup	Exit	Windows

Cash/Bank Entry

Quick Entry ▶

Journal Entry

CN/DN Entry ▶

Purchase Entry ▶

Sale Entry ▶   Sales Invoice

                Sales Return

Sales Invoice

Quick Entry

Now, lets see the 'Ship To' example by inserting Sales Invoice.

Outstanding   A/c. Ledger

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
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 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
02/06/2018	Debit	GT/27	Tax Invoice	Vatsal Pneumatics Pvt. Ltd.	Pune	29618.00
05/06/2018	Debit	GT/28	Tax Invoice	Lalwati Mechanics	Delhi	19647.00
08/06/2018	Debit	GT/29	Tax Invoice	Jay Ambe Matics		13929.00
12/06/2018	Debit	GT/30	Tax Invoice	Raju Industries		9210.00
15/06/2018	Debit	GT/31	Tax Invoice	Mahadev Enterprise		13729.00
16/06/2018	Debit	GT/32	Tax Invoice	Jay Ambe Matics		30798.00
19/06/2018	Debit	GT/33	Tax Invoice	Lalwati Mechanics		14514.00
21/06/2018	Debit	GT/34	Tax Invoice	Vatsal Pneumatics Pvt. Ltd.		57673.00
26/06/2018	Debit	GT/35	Tax Invoice	Jay Ambe Matics	Rajkot	82718.00
26/06/2018	Debit	GT/36	Tax Invoice	Mahadev Enterprise	Porbandar	27813.00

We can also setup for 'Ship To', by pressing **"Setup"** button given in voucher list.

Short cut key: "Ctrl + F3".

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

Transaction -> Sale Entry -> Sales Invoice -> Add Sales Bill(GST)

Cash/Debit   Debit ▼
              Cash
Party A/c.   Debit

Invoice Type
Sale A/c.
Tax/Bill of Supply Tax Invoice ▼
Ship To Name

Bill Date   02/08/2018 Thu
Bill No
Doc. No.
Doc Date   / /

Product Name	Qty	Rate	Amount

Total Entry : 0

As per Voucher Setup, we will see new text field of **Ship To Name** below the Tax/Bill of Supply text field in Sales Invoice.

Item Amount

Narration

OK   Print   **Bill Amount**

Transaction -> Sale Entry -> Sales Invoice -> Add Sales Bill(GST)

Cash/Debit	Debit ▼	
Party A/c.	Lalwati Mechanics	
	Rajkot	
	Bal. : 5,17,411.00 DB	

Invoice Type	GST
Sale A/c.	
Tax/Bill of Supply	Tax Invoice ▼
Ship To Name	Harilal Piston

Bill Date	02/08/2018 Thu
Bill No	
Doc. No.	
Doc Date	/ /

Account Name

Cash Account
Harilal Piston
Jay Ambe Matics
Lalwati Mechanics
Mahadev Enterprise
Raju Industries
Vatsal Pneumatics Pvt. Ltd.

Add Edit Delete

Product Name	Qty	Rate	Amount

> Enter buyer party's A/c. who orders goods.
> Here, we have inserted party **"Lalwati Mechanics"**.

> In "Ship To Name" field, enter that party A/c. which will receive ordered goods.
> Here, we have inserted **"Harilal Piston"**.

Total Entry : 0

Item Amount

Freight		0.00
Central Tax		0.00
State/UT Tax		0.00
Round Off	Kasar A/c.	0.00

Narration

OK   Print

Bill Amount

Transaction -> Sale Entry -> Sales Invoice -> Add Sales Bill(GST)

Cash/Debit	Debit
Party A/c.	Lalwati Mechanics
	Rajkot
	Bal. : 5,17,411.00 DB

Invoice Type	GST
Sale A/c.	
Tax/Bill of Supply	Tax Invoice
Ship To Name	Harilal Piston

Bill Date	02/08/2018 Thu
Bill No	GT/38
Doc. No.	
Doc Date	/ /

Product Name	Qty	Rate	Amount
20 mm BOLT	50.000	20.00	1000.00
M.S BARS	25.000	42.25	1056.25

We have inserted products.

Total Entry : 2/2	75.000	2056.25

KG -150.000

Then press **OK** button to save the voucher.

	Item Amount	2,056.25 CR
Freight		0.00
Central Tax		185.06
State/UT Tax		185.06
Round Off	Kasar A/c.	-0.37

Narration

OK	Print

Bill Amount 2,426.00 DB

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
18/05/2018	Debit	GT/15	Tax Invoice	Mahadev Enterprise	Porbandar	25370.00
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19/06/2018	Debit	GT/33	Tax Invoice	Lalwati Mechanics	Rajkot	14514.00
21/06/2018	Debit	GT/34	Tax Invoice	Vatsal Pneumatics Pvt. Ltd.	Pune	67673.00
26/06/2018	Debit	GT/35	Tax Invoice	Jay Ambe Matics	Rajkot	82718.00
26/06/2018	Debit	GT/36	Tax Invoice	Mahadev Enterprise	Porbandar	27813.00
02/08/2018	Debit	GT/38	Tax Invoice	Lalwati Mechanics	Rajkot	2426.00

Now, click on **Voucher Print** button or press "Ctrl + P" key to check "Ship To" voucher in Voucher Print Format by selecting that voucher.

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

Print

Format	Advance	Copy Type

Format

- Single Tax (Full Page)-(GST)
- Single Tax (Full Page)-(Ship To)
- Itemwise Tax (Full Page)-(GST)
- Single Tax (Half Page)-(GST)
- Itemwise Tax (Half Page)-(GST)
- Cover (Envelope)
- Cover (Standard)
- Cover (Preprinted)

Report On   Screen

Copies   1   ☐ Collate

Select Voucher Format of "Ship To" and click on **OK** button or press "Ctrl + Enter" key.
Note: If "Ship to" print format is not available in given print format list, we can add it by pressing hidden key: **"Ctrl + Shit + F"**.

Start Page   1   End Page   32767

Printer   \\rec-sejal\Canon LBP2900   ...

Windows Mode   OK

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)

Report On   Screen ▾

Copies   1 ▾

After pressing "Ctrl + Shit + F", we will see the list of DataBank of Sales bill voucher format.
Select required Voucher Format and press **Tab.**

DataBank of Sales bill voucher format

Bill Format

	Name	Description
	SALE_RATE2G.FRX	Itemwise Tax (Full Page)-(Rate)
	SALE_RATE3G.FRX	Single Tax (Half Page)-(Rate)
	SALE_RATE4G.FRX	Itemwise Tax (Half Page)-(Rate)
*	SALE_SHIP1G.FRX	Single Tax (Full Page)-(Ship To)
	SALE_SHIP2G.FRX	Itemwise Tax (Full Page)-(Ship To)
	SALE_SHIP3G.FRX	Single Tax (Half Page)-(Ship To)
	SALE_SHIP4G.FRX	Itemwise Tax (Half Page)-(Ship To)

Print

Format	Advance	Copy Type

Format

- Single Tax (Full Page)-(GST)
- Single Tax (Full Page)-(Ship To)
- Itemwise Tax (Full Page)-(GST)
- Single Tax (Half Page)-(GST)
- Itemwise Tax (Half Page)-(GST)
- Cover (Envelope)

Report On   🖨 Printer ▼

Copies   1 ▢ Collate

DataBank of Sales bill voucher format

Bill Format   SALE_SHIP1G.FRX

OK

Press **OK** button.

Start Page   1   End Page   32767

Printer   \\rec-sejal\Canon LBP2900   ...

Windows Mode   OK

Print

| Format | Advance | Copy Type |

Format

- Single Tax (Full Page)-(GST)
- Single Tax (Full Page)-(Ship To)
- Itemwise Tax (Full Page)-(GST)
- Single Tax (Half Page)-(GST)
- Itemwise Tax (Half Page)-(GST)
- Cover (Envelope)
- Cover (Standard)
- Cover (Preprinted)

Report On   🔖 Screen ▾

Copies   1 ⏶⏷ ☐ Collate

> Selected Voucher Print Format can be seen in purple color. Select it and press **OK** button to see Print Preview option.

Start Page   1 ⏶⏷   End Page   32767 ⏶⏷

Printer   \\rec-sejal\Canon LBP2900   ...

🖫 Windows Mode   OK

Ship To concept

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

Debit Memo	**TAX INVOICE**	Original

Bill To Party	Ship To Party
M/s. : **Lalwati Mechanics** GIDC Industrial Area **Rajkot** Place of Supply : 24-Gujarat	M/s. : **Harilal Piston** Industrial Society, Ekta Nagar, **Baroda** Place of Supply : 24-Gujarat

	Invoice No.	: GT/38
	Date	: 02/08/2018

SrNo	Product Name	HSN/SAC	Qty	Rate	GST %	Amount
1	20 mm BOLT		50.000	20.00	18.00	1000.00
2	M.S BARS			2.25	18.00	1056.25

In Print Preview option, on **left side** of invoice, we can see **buyer party's A/c.** who orders goods and on **right side**, it is a **'Ship To' party's A/c.** with their address who will receive the goods.