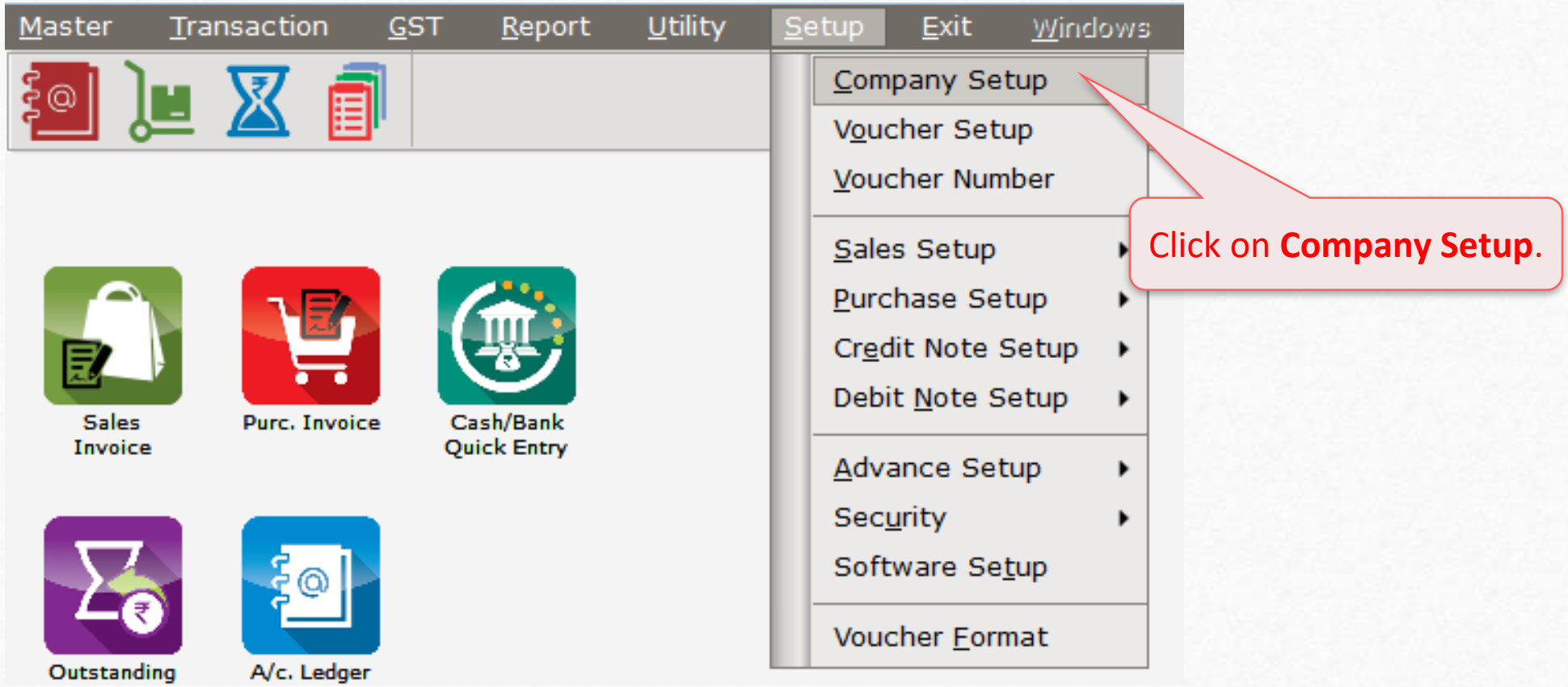
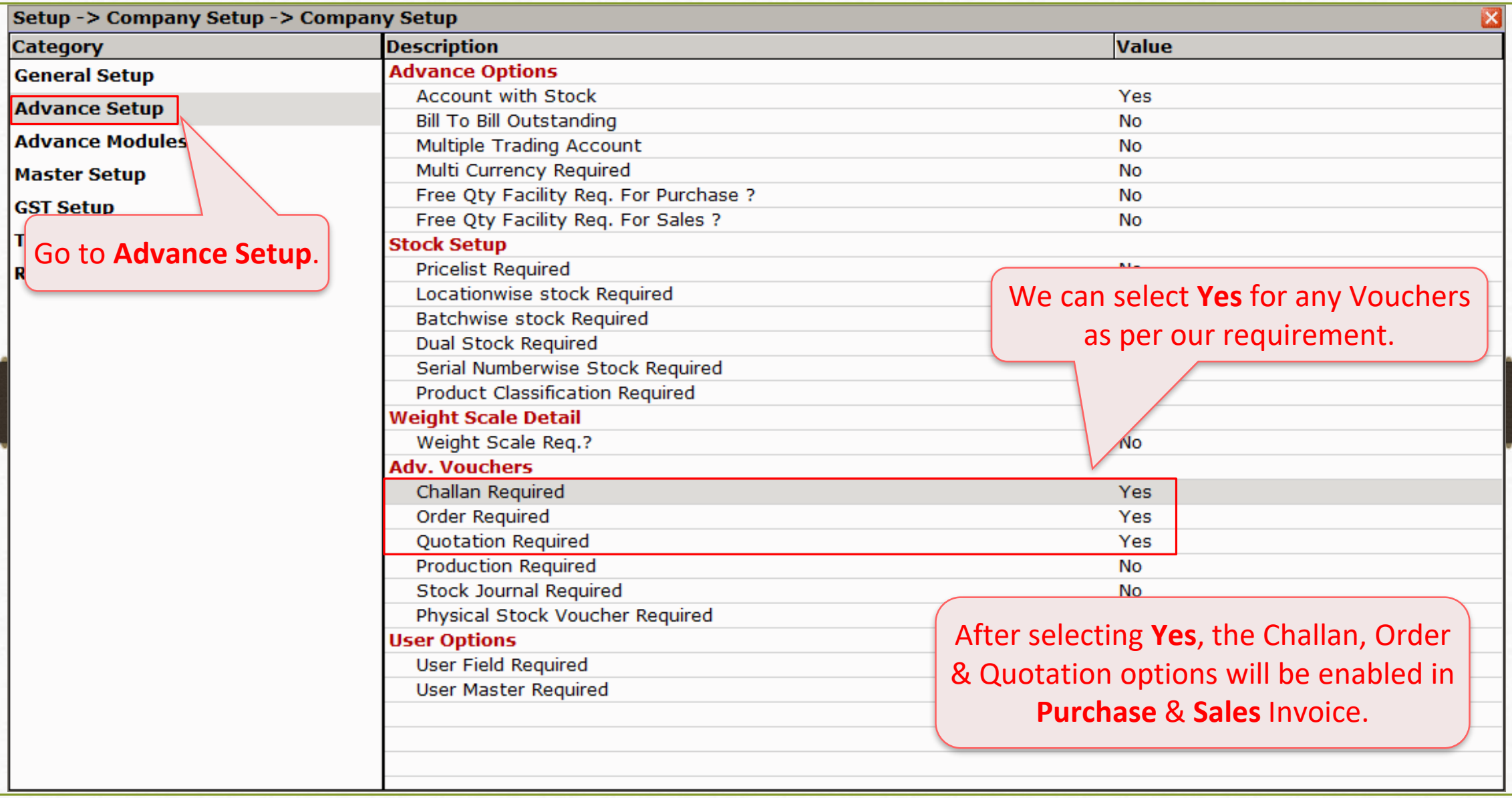
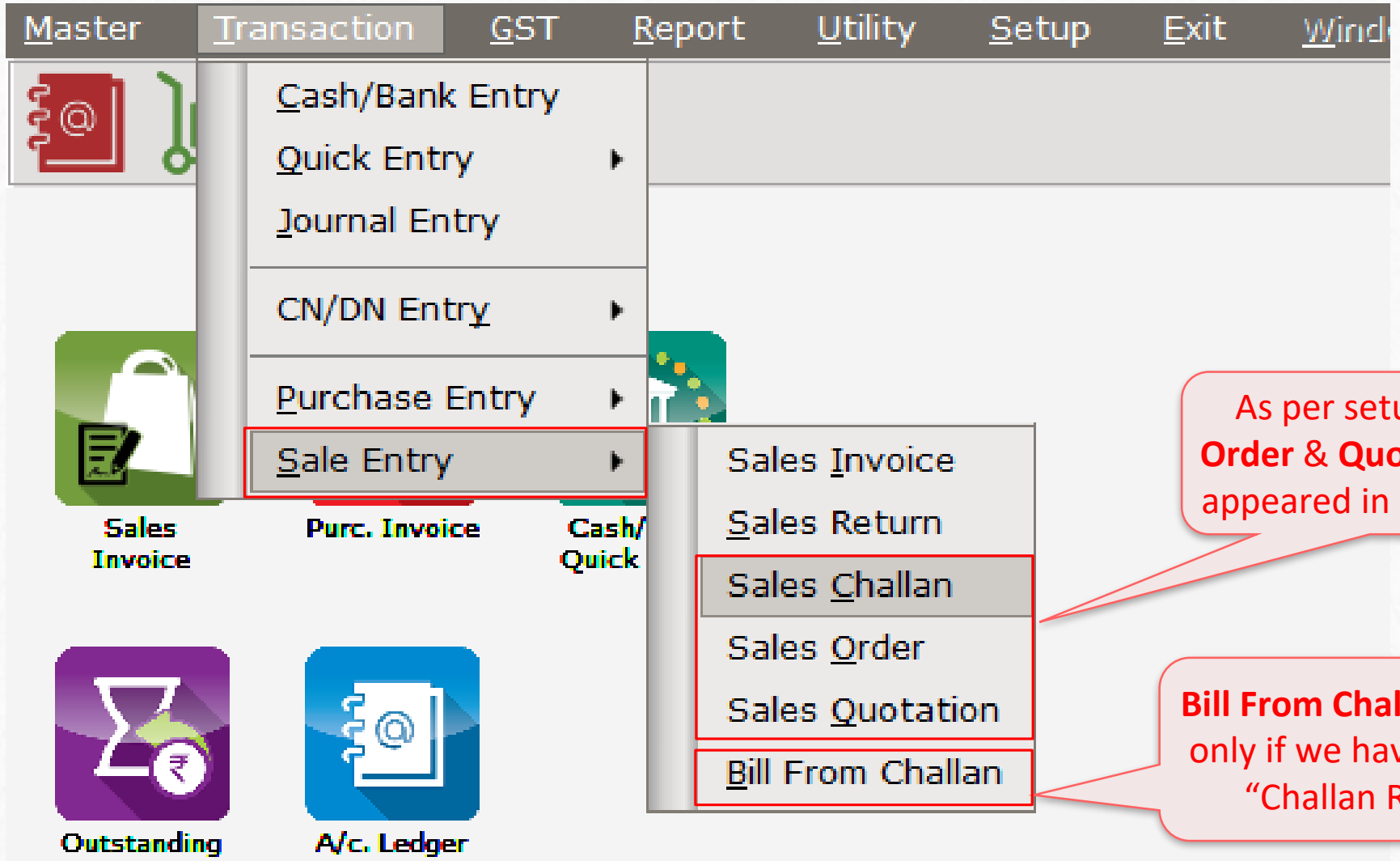
Quotation, Order and Challan Setup and Entry in Miracle

- In some business, the Quotation & Order facility is required for general inquiry related to the rates of the products and services.
- A product **Quotation** is to let a customer know the cost of goods or services before they decide to purchase them and later customer will **Order** the products that could vary from the Quotation.
- When we deliver the products to a customer, at that time we can make a **Challan** if required otherwise we can directly make a **Sales Invoice**.
- In the Miracle software, this facility is given into the 'Sales Invoice' and the 'Purchase Invoice' as well and the flexibility is given that we can make the Invoices directly from the Quotation / Order / Challan.
- Let's see how to insert the Quotation, Order & Challan vouchers and what are the other Setups.

- The following topics are covered in this document:
  - Setup for ‘Quot.-Order-Challan’ in Company Setup
  - Normal Entries and the Reports after each entry
  - Strict Voucher setup
  - Manual Challan setup
  - Change Party name setup
  - Auto Bill setup

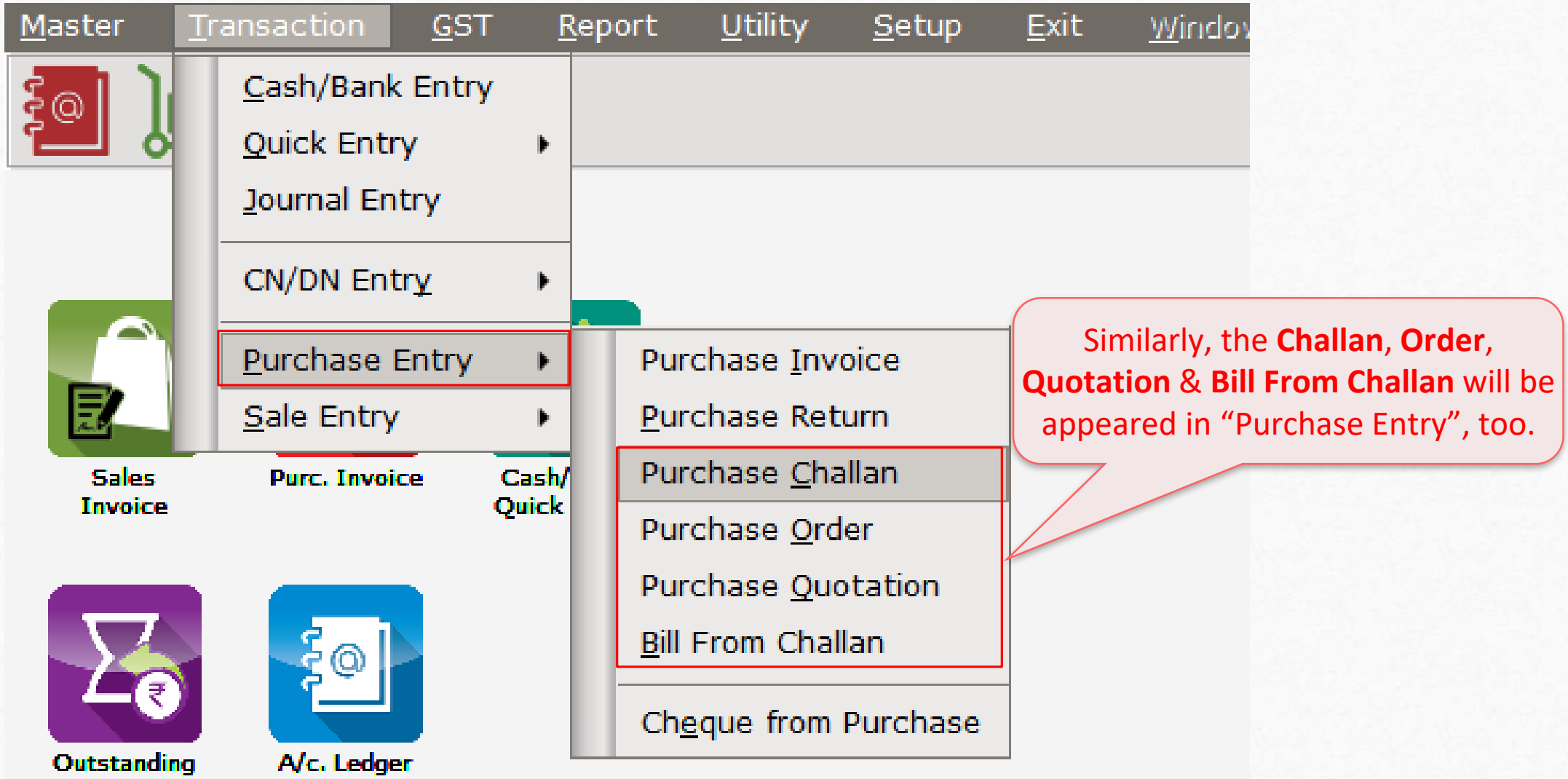

Master
Transaction
GST
Report
Utility
Setup
Exit
Windows
Company Setup
Voucher Setup
Voucher Number
Sales Setup
Purchase Setup
Credit Note Setup
Debit Note Setup
Advance Setup
Security
Software Setup
Voucher Format
Sales Invoice
Purc. Invoice
Cash/Bank Quick Entry
Outstanding
A/c. Ledger
Click on **Company Setup**.


Setup -> Company Setup -> Company Setup
Category
Description
Value
General Setup
Advance Setup
Advance Modules
Master Setup
GST Setup
Go to Advance Setup.
Advance Options
Account with Stock Yes
Bill To Bill Outstanding No
Multiple Trading Account No
Multi Currency Required No
Free Qty Facility Req. For Purchase ? No
Free Qty Facility Req. For Sales ? No
Stock Setup
Pricelist Required
Locationwise stock Required
Batchwise stock Required
Dual Stock Required
Serial Numberwise Stock Required
Product Classification Required
Weight Scale Detail
Weight Scale Req.? No
Adv. Vouchers
Challan Required Yes
Order Required Yes
Quotation Required Yes
Production Required No
Stock Journal Required No
Physical Stock Voucher Required
User Options
User Field Required
User Master Required
We can select Yes for any Vouchers as per our requirement.
After selecting Yes, the Challan, Order & Quotation options will be enabled in Purchase & Sales Invoice.

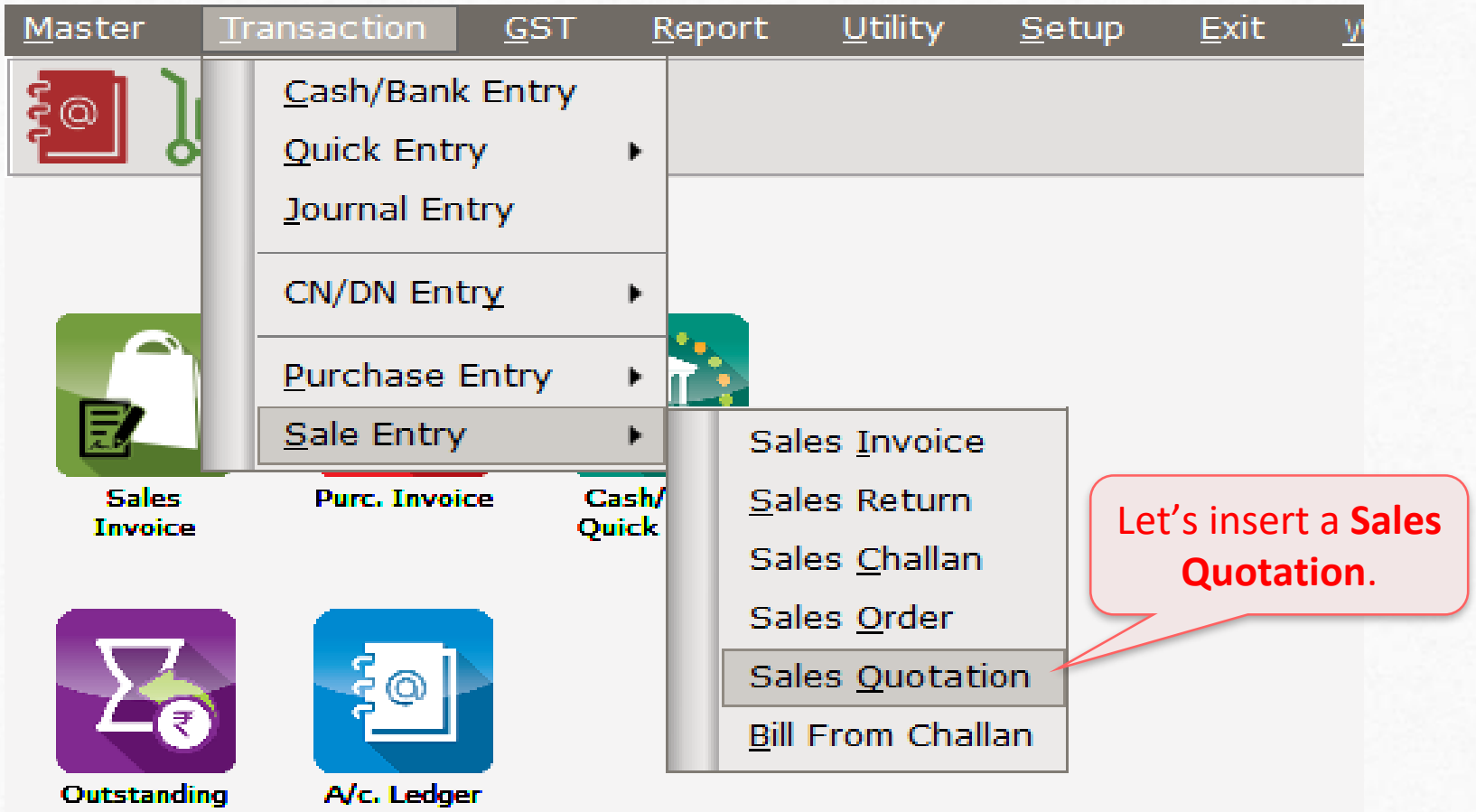


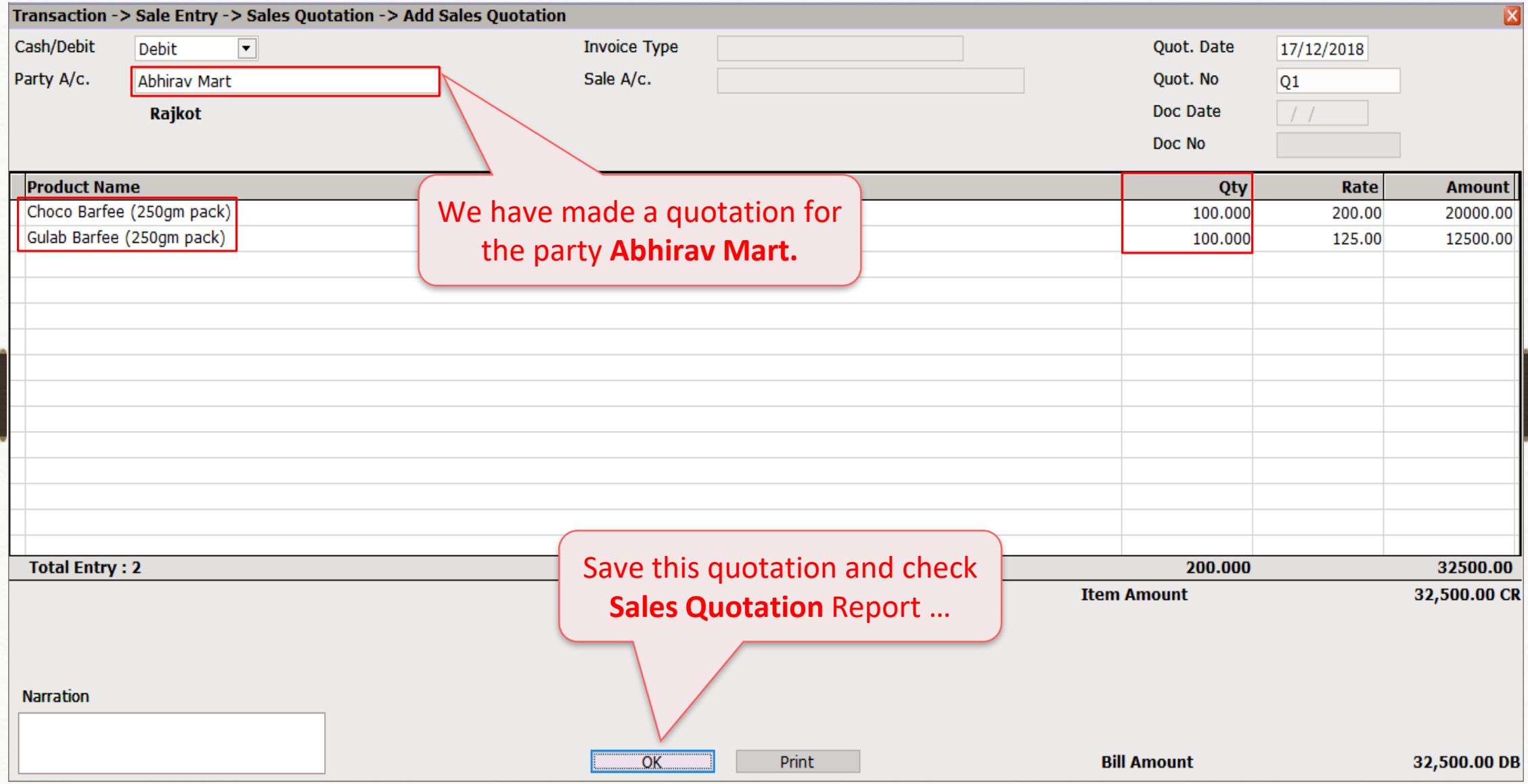
As per setup, **Challan**, **Order** & **Quotation** will be appeared in "Sales Entry".

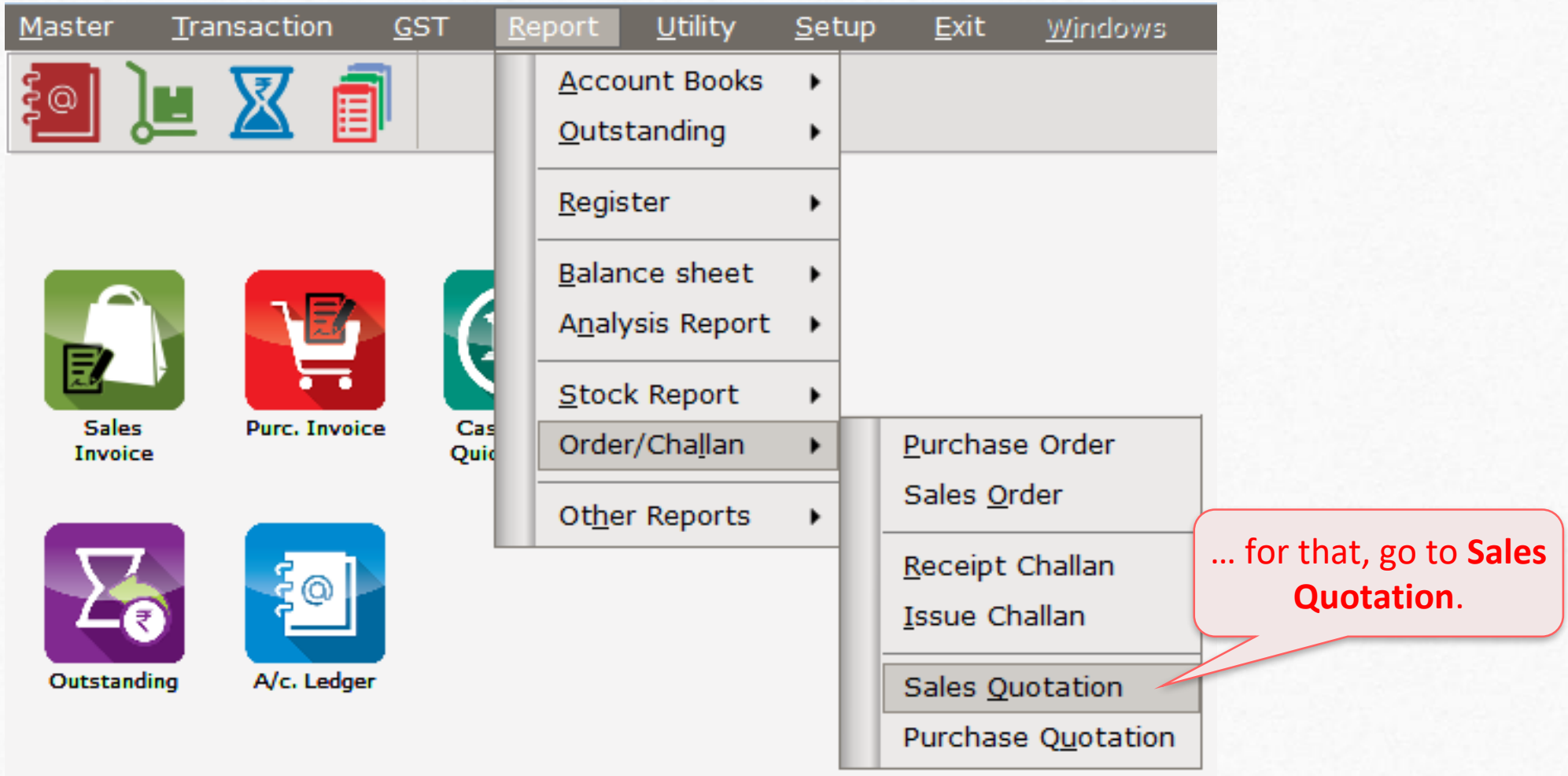
Bill From Challan option is appeared only if we have selected **Yes** for the "Challan Required" in Setup.

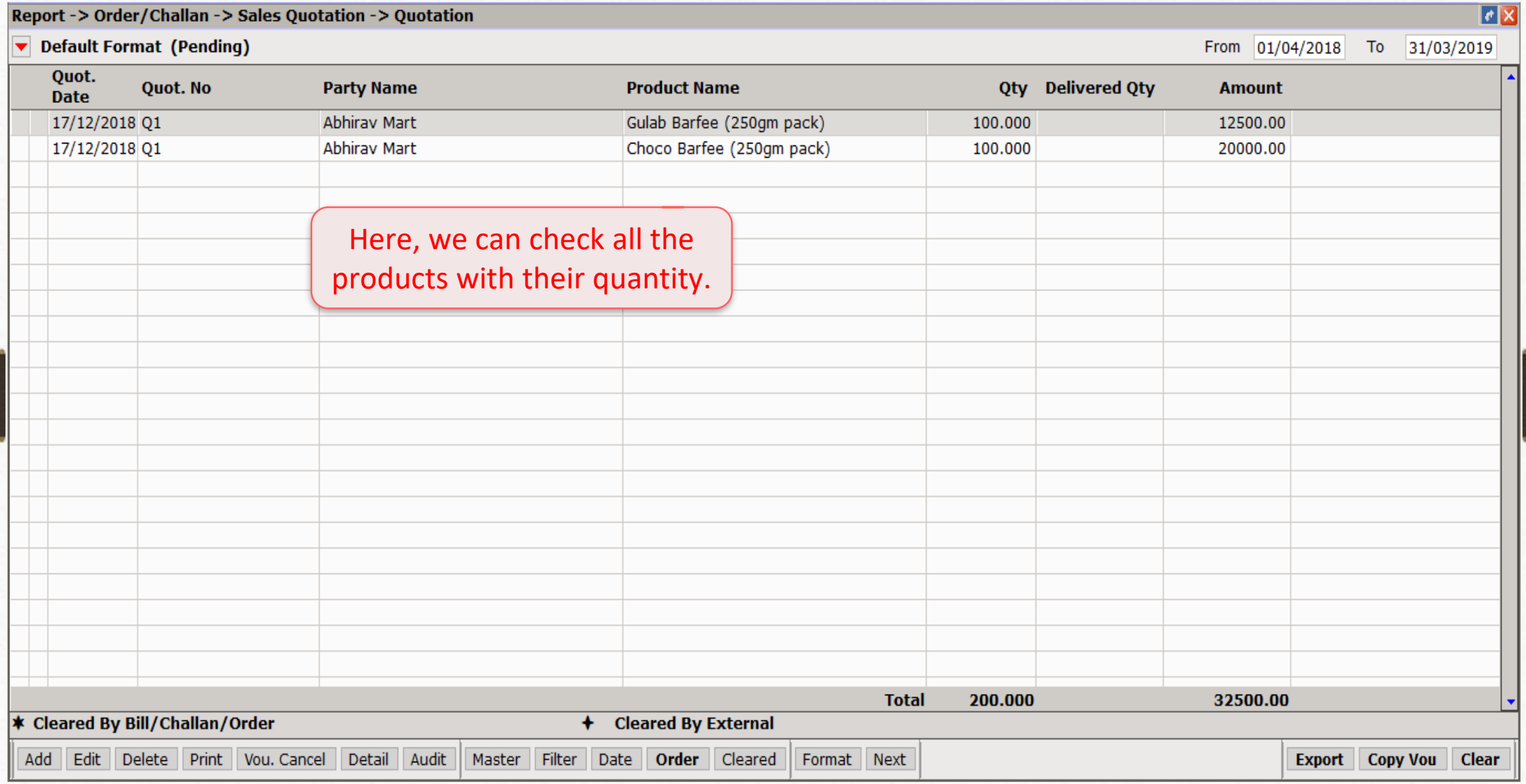

Master
Transaction
GST
Report
Utility
Setup
Exit
Cash/Bank Entry
Quick Entry
Journal Entry
CN/DN Entry
Purchase Entry
Sale Entry
Purchase Invoice
Purchase Return
Purchase Challan
Purchase Order
Purchase Quotation
Bill From Challan
Cheque from Purchase
Sales Invoice
Purc. Invoice
Cash/ Quick
Outstanding
A/c. Ledger
Similarly, the Challan, Order, Quotation & Bill From Challan will be appeared in "Purchase Entry", too.

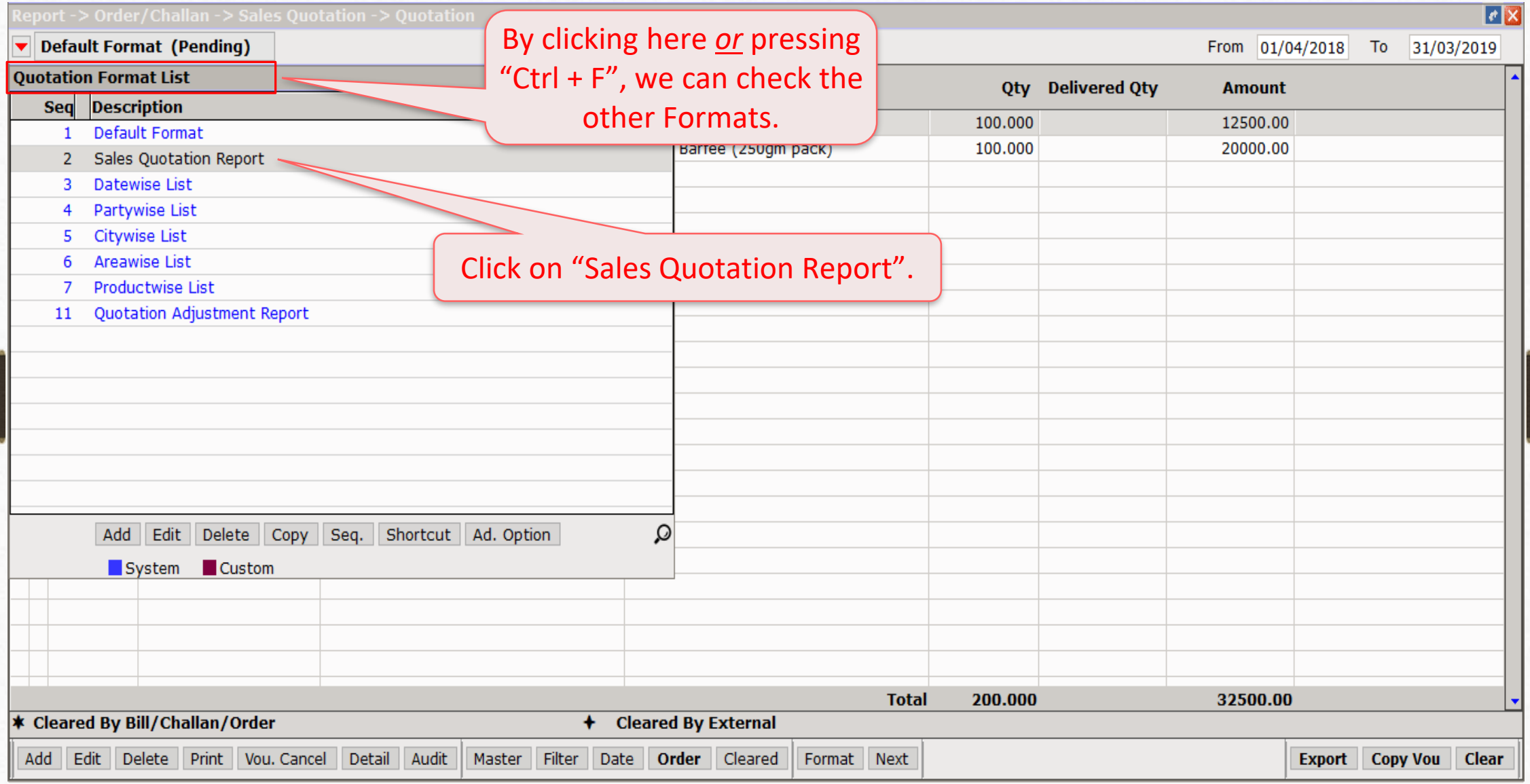
- Let's see an example for better understanding of "Quotation /Order /Challan" facility.
- First, we will see the **Normal Entries** of Quotation-Order-Challan vouchers.
- Example:
  - Suppose, a party, Abhirav Mart inquires about two Products. The party wants 100 Qty of the two Products within a week.
  - In Miracle Software, we will insert the Quotation related to the party's inquiry.
  - Later, they will give the order and from the order details, we will make a challan.
  - Using the 'Bill from Challan' facility, we can make the Bill directly.

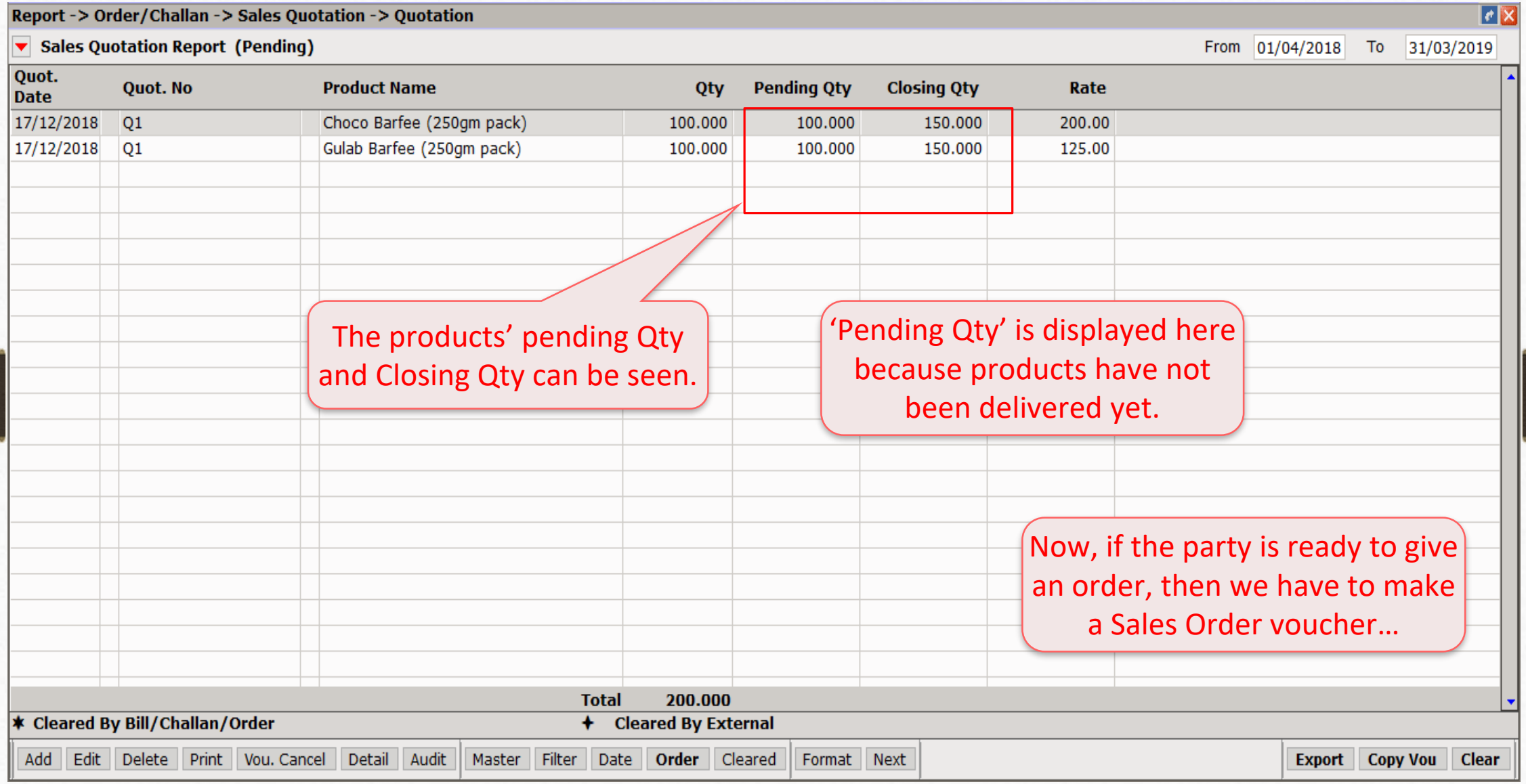

Master
Transaction
GST
Report
Utility
Setup
Exit
Cash/Bank Entry
Quick Entry
Journal Entry
CN/DN Entry
Purchase Entry
Sale Entry
Sales Invoice
Sales Return
Sales Challan
Sales Order
Sales Quotation
Bill From Challan
Sales Invoice
Purc. Invoice
Cash/ Quick
Outstanding
A/c. Ledger
Let's insert a Sales Quotation.


Transaction -> Sale Entry -> Sales Quotation -> Add Sales Quotation
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Invoice Type
Sale A/c.
Quot. Date
17/12/2018
Quot. No
Q1
Doc Date
Doc No
Product Name
Qty
Rate
Amount
Choco Barfee (250gm pack)
100.000
200.00
20000.00
Gulab Barfee (250gm pack)
100.000
125.00
12500.00
We have made a quotation for the party Abhirav Mart.
Total Entry : 2
200.000
32500.00
Item Amount
32,500.00 CR
Save this quotation and check Sales Quotation Report ...
Narration
OK
Print
Bill Amount
32,500.00 DB


Master
Transaction
GST
Report
Utility
Setup
Exit
Windows
Account Books
Outstanding
Register
Balance sheet
Analysis Report
Stock Report
Order/Challan
Other Reports
Purchase Order
Sales Order
Receipt Challan
Issue Challan
Sales Quotation
Purchase Quotation
Sales Invoice
Purc. Invoice
Outstanding
A/c. Ledger
… for that, go to **Sales Quotation**.


Report -> Order/Challan -> Sales Quotation -> Quotation
Default Format (Pending)
From 01/04/2018 To 31/03/2019
Quot. Date | Quot. No | Party Name | Product Name | Qty | Delivered Qty | Amount
17/12/2018 | Q1 | Abhirav Mart | Gulab Barfee (250gm pack) | 100.000 | | 12500.00
17/12/2018 | Q1 | Abhirav Mart | Choco Barfee (250gm pack) | 100.000 | | 20000.00
Here, we can check all the products with their quantity.
Total 200.000 32500.00
* Cleared By Bill/Challan/Order
+ Cleared By External
Add Edit Delete Print Vou. Cancel Detail Audit Master Filter Date Order Cleared Format Next Export Copy Vou Clear

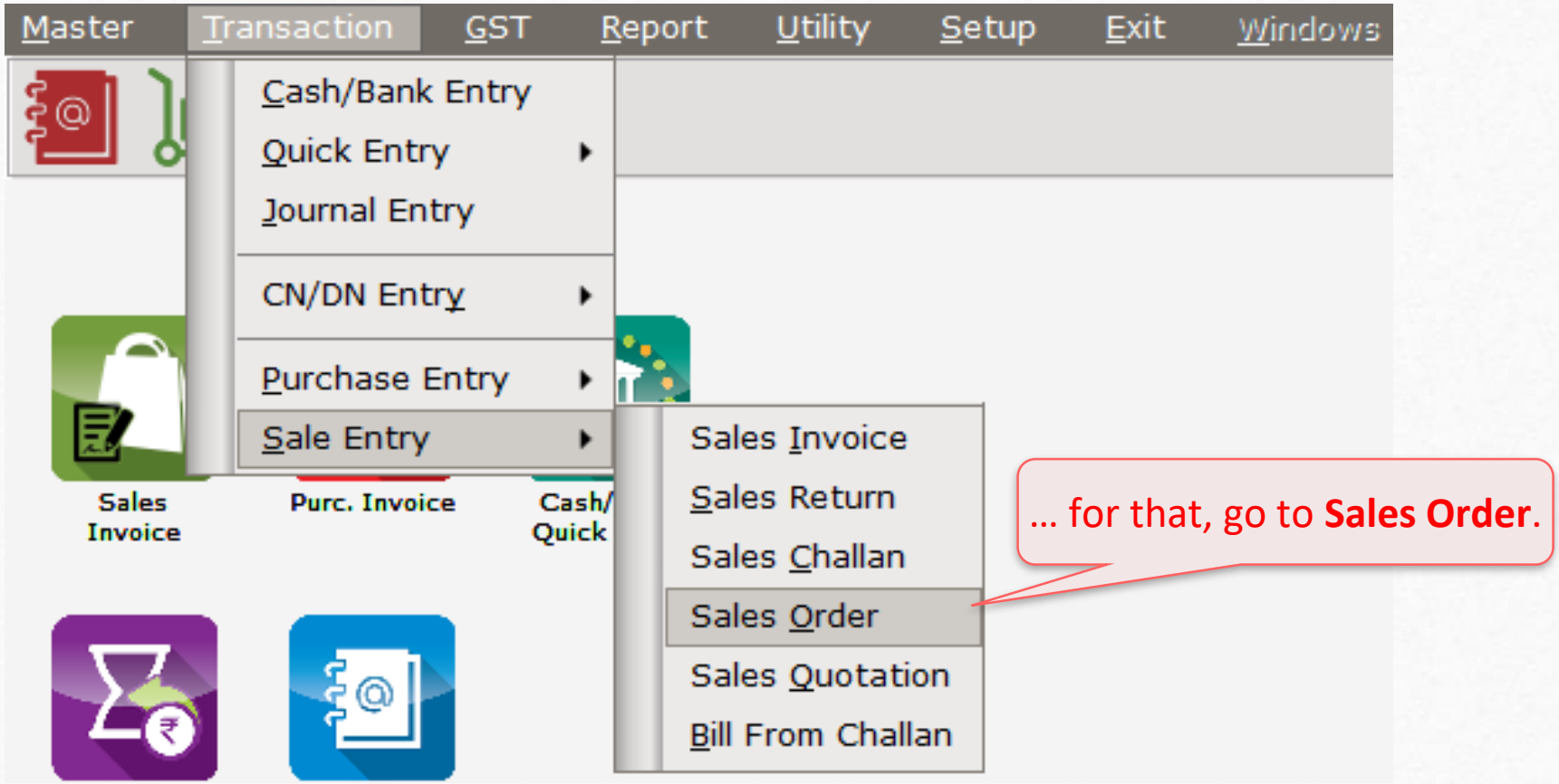

Report -> Order/Challan -> Sales Quotation -> Quotation
Default Format (Pending)
From 01/04/2018 To 31/03/2019
Quotation Format List
By clicking here or pressing "Ctrl + F", we can check the other Formats.
Seq Description
1 Default Format
2 Sales Quotation Report
3 Datewise List
4 Partywise List
5 Citywise List
6 Areawise List
7 Productwise List
11 Quotation Adjustment Report
Click on "Sales Quotation Report".
Add Edit Delete Copy Seq. Shortcut Ad. Option
System Custom
Qty Delivered Qty Amount
100.000 12500.00
Barfee (250gm pack) 100.000 20000.00
Total 200.000 32500.00
Cleared By Bill/Challan/Order
Cleared By External
Add Edit Delete Print Vou. Cancel Detail Audit
Master Filter Date Order Cleared
Format Next
Export Copy Vou Clear

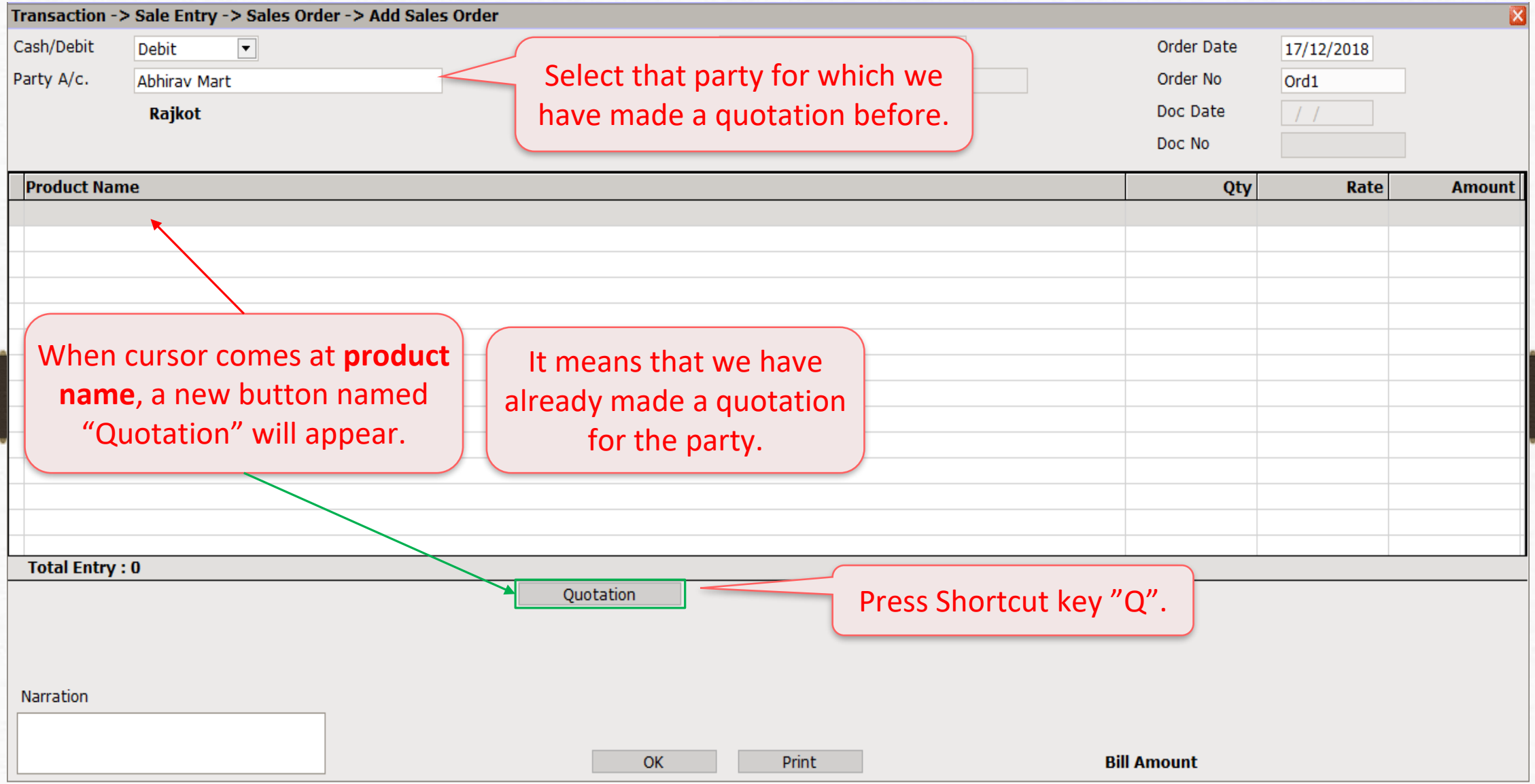


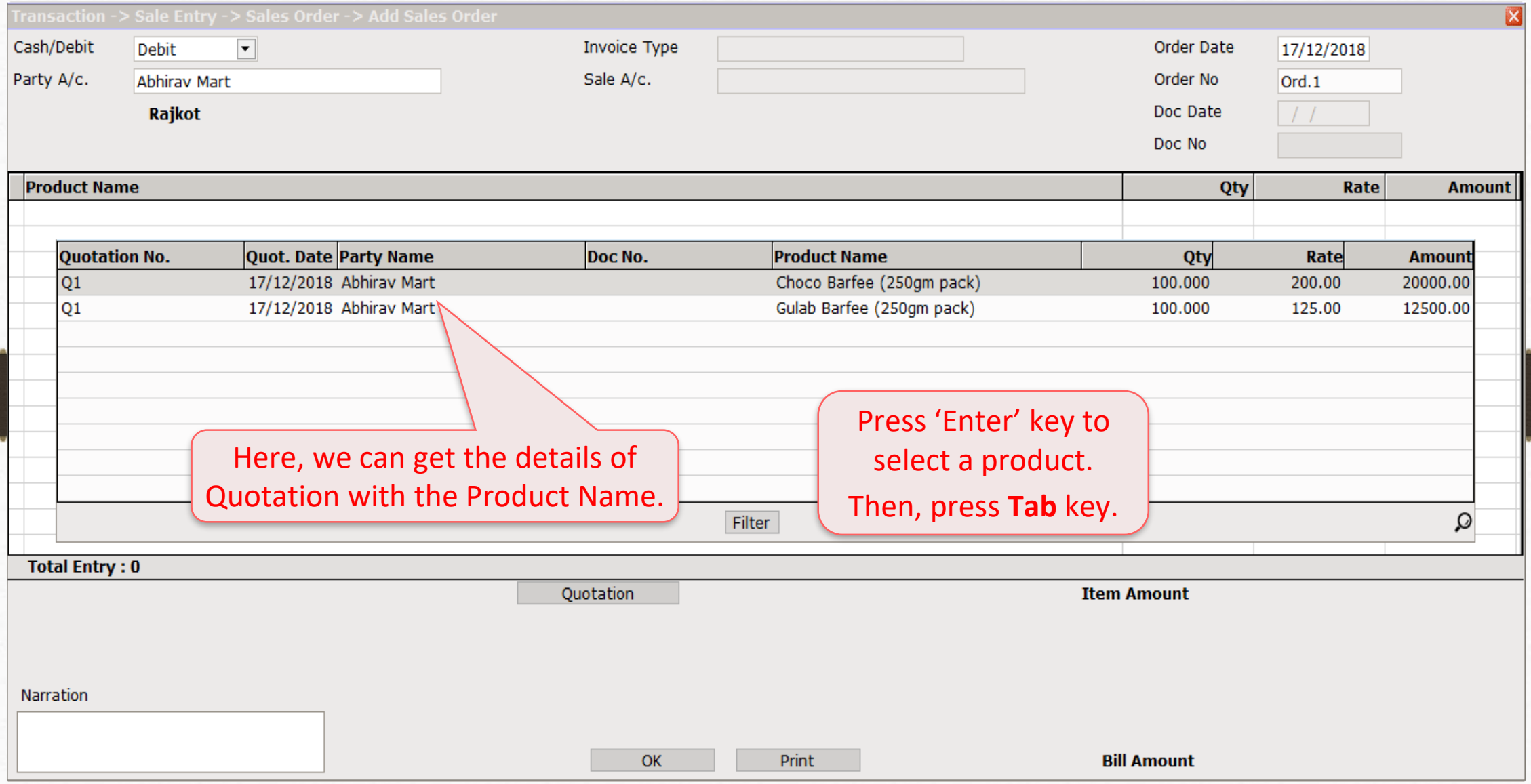
The products' pending Qty and Closing Qty can be seen.

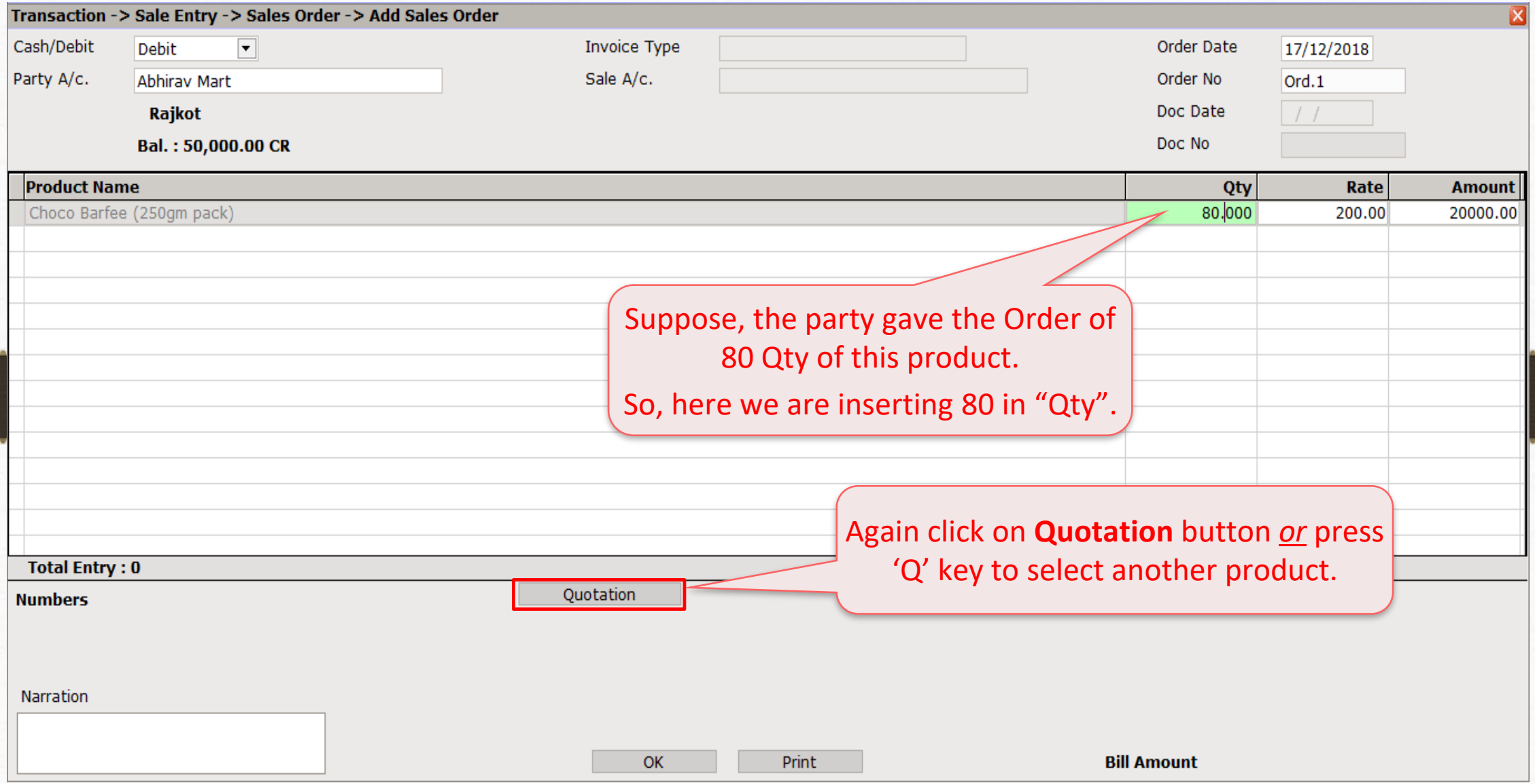
'Pending Qty' is displayed here because products have not been delivered yet.

Now, if the party is ready to give an order, then we have to make a Sales Order voucher…


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 Challan
Sales Order
Sales Quotation
Bill From Challan
Sales Invoice
Purc. Invoice
Cash/ Quick
… for that, go to **Sales Order**.


Transaction -> Sale Entry -> Sales Order -> Add Sales Order
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Order Date
17/12/2018
Order No
Ord1
Doc Date
Doc No
Product Name
Qty
Rate
Amount
Total Entry : 0
Quotation
Narration
OK
Print
Bill Amount
Select that party for which we have made a quotation before.
When cursor comes at **product name**, a new button named "Quotation" will appear.
It means that we have already made a quotation for the party.
Press Shortcut key "Q".


Transaction -> Sale Entry -> Sales Order -> Add Sales Order
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Invoice Type
Sale A/c.
Order Date
17/12/2018
Order No
Ord.1
Doc Date
Doc No
Product Name
Qty
Rate
Amount
Quotation No.
Quot. Date
Party Name
Doc No.
Product Name
Qty
Rate
Amount
Q1 17/12/2018 Abhirav Mart Choco Barfee (250gm pack) 100.000 200.00 20000.00
Q1 17/12/2018 Abhirav Mart Gulab Barfee (250gm pack) 100.000 125.00 12500.00
Here, we can get the details of Quotation with the Product Name.
Press 'Enter' key to select a product.
Then, press Tab key.
Filter
Total Entry : 0
Quotation
Item Amount
Narration
OK
Print
Bill Amount



Suppose, the party gave the Order of 80 Qty of this product.

So, here we are inserting 80 in "Qty".

Again click on **Quotation** button *or* press 'Q' key to select another product.

Transaction -> Sale Entry -> Sales Order -> Add Sales Order

Cash/Debit: Debit
Party A/c.: Abhirav Mart
Rajkot
Invoice Type:
Sale A/c.:
Order Date: 17/12/2018
Order No: Ord.1
Doc Date: / /
Doc No:

Product Name	Qty	Rate	Amount
Choco Barfee (250gm pack)	80.000	200.00	16000.00
Gulab Barfee (250gm pack)	80.000	125.00	10000.00
Total Entry : 2	**160.000**		**26000.00**

Numbers Quotation

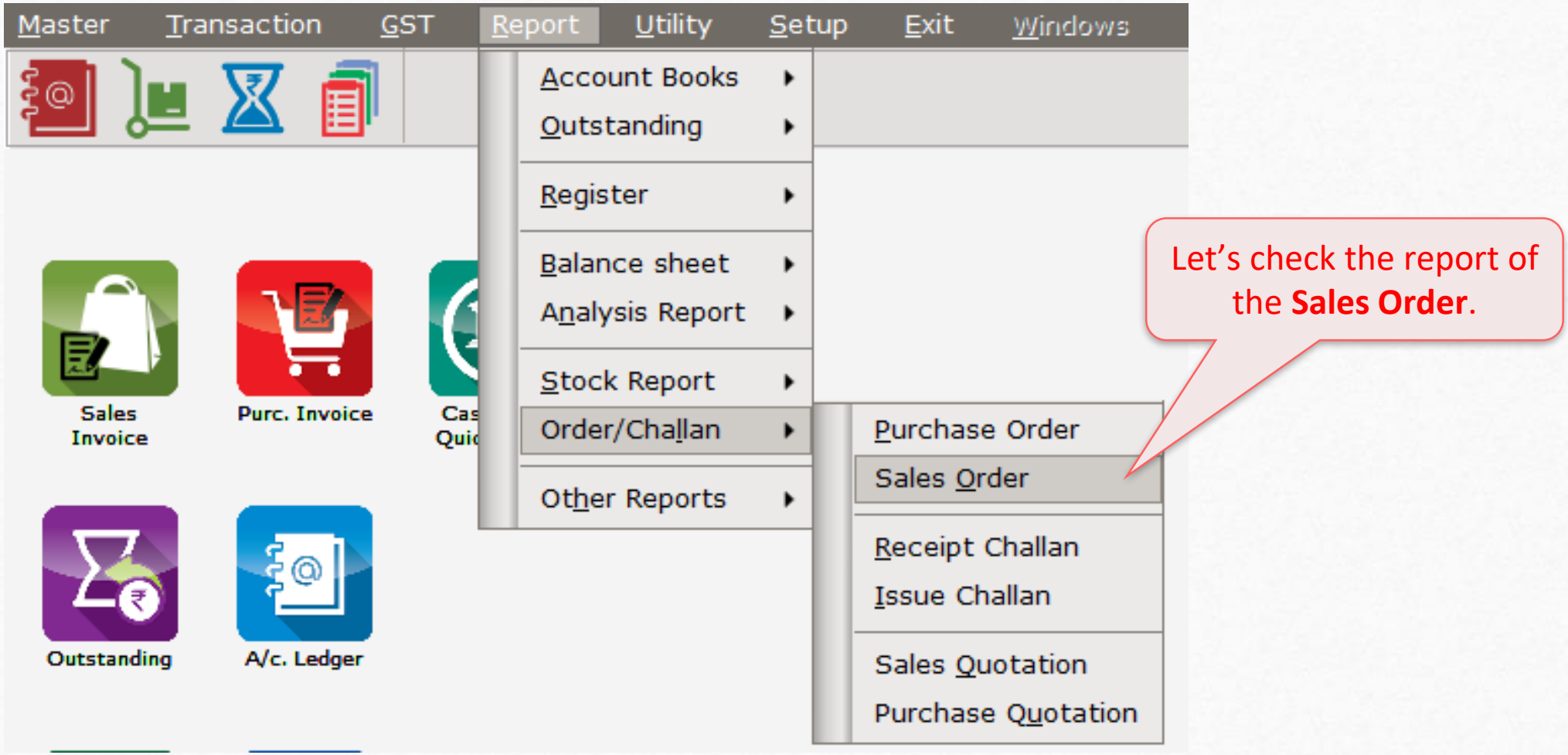
m Amount **26,000.00 CR**

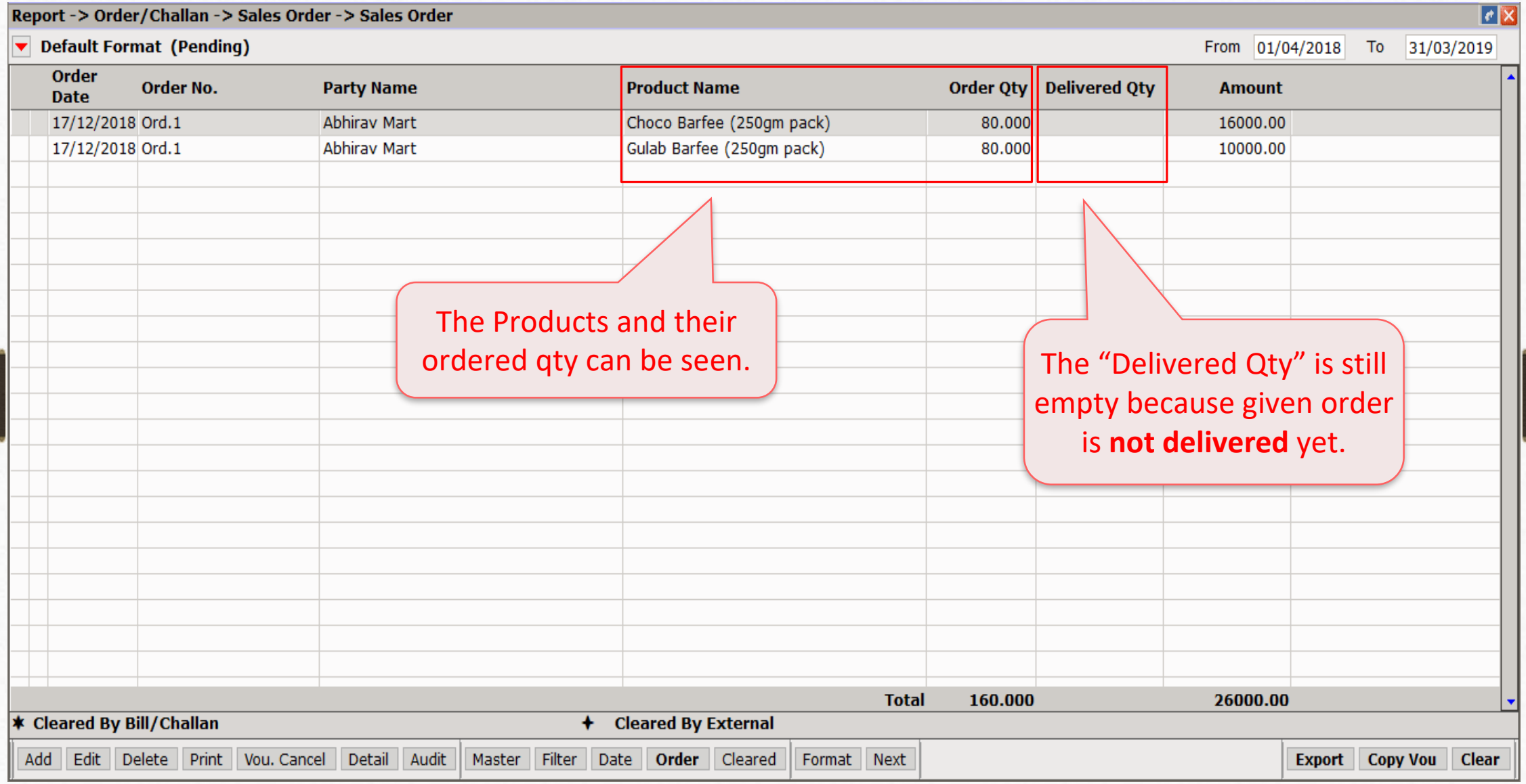
Save this Voucher and check the **Sales Order Report.**

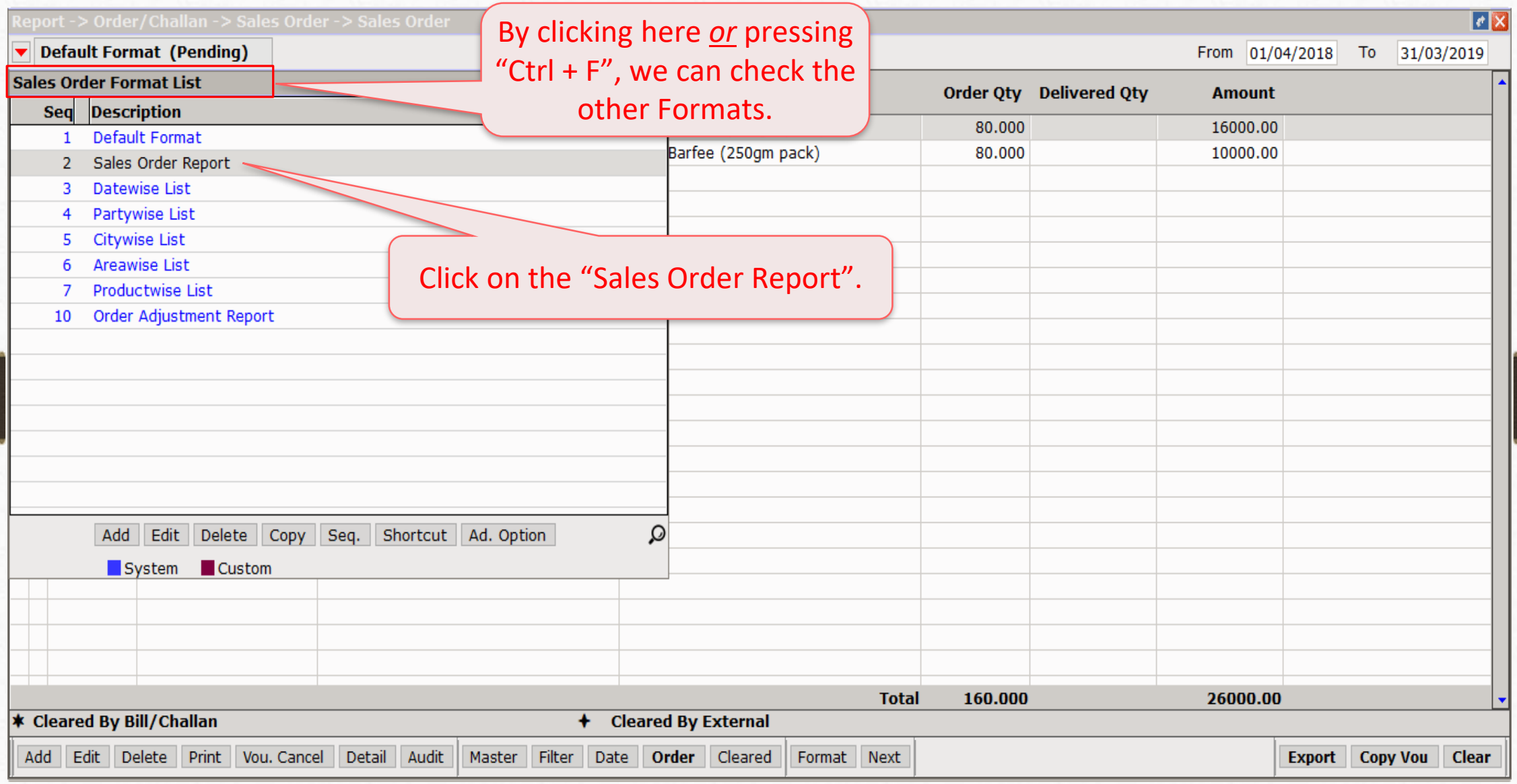
Narration

OK Print

Bill Amount **26,000.00 DB**

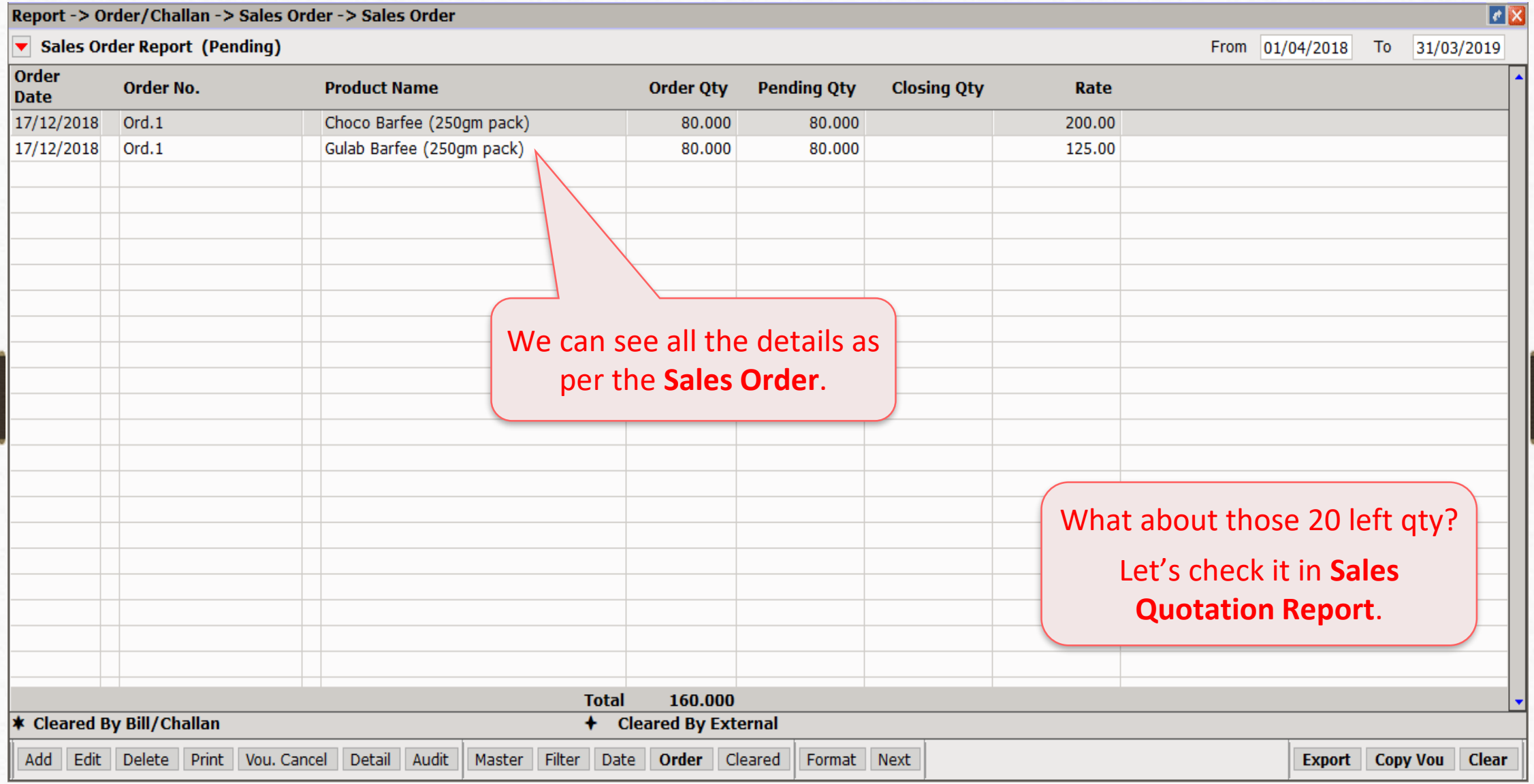

Master
Transaction
GST
Report
Utility
Setup
Exit
Windows
Account Books
Outstanding
Register
Balance sheet
Analysis Report
Stock Report
Order/Challan
Other Reports
Purchase Order
Sales Order
Receipt Challan
Issue Challan
Sales Quotation
Purchase Quotation
Sales Invoice
Purc. Invoice
Outstanding
A/c. Ledger
Let's check the report of the **Sales Order**.


Report -> Order/Challan -> Sales Order -> Sales Order
Default Format (Pending)
From 01/04/2018 To 31/03/2019
Order Date
Order No.
Party Name
Product Name
Order Qty
Delivered Qty
Amount
17/12/2018 Ord.1 Abhirav Mart Choco Barfee (250gm pack) 80.000 16000.00
17/12/2018 Ord.1 Abhirav Mart Gulab Barfee (250gm pack) 80.000 10000.00
Total 160.000 26000.00
The Products and their ordered qty can be seen.
The "Delivered Qty" is still empty because given order is not delivered yet.
Cleared By Bill/Challan
Cleared By External
Add Edit Delete Print Vou. Cancel Detail Audit Master Filter Date Order Cleared Format Next Export Copy Vou Clear



By clicking here *or* pressing "Ctrl + F", we can check the other Formats.

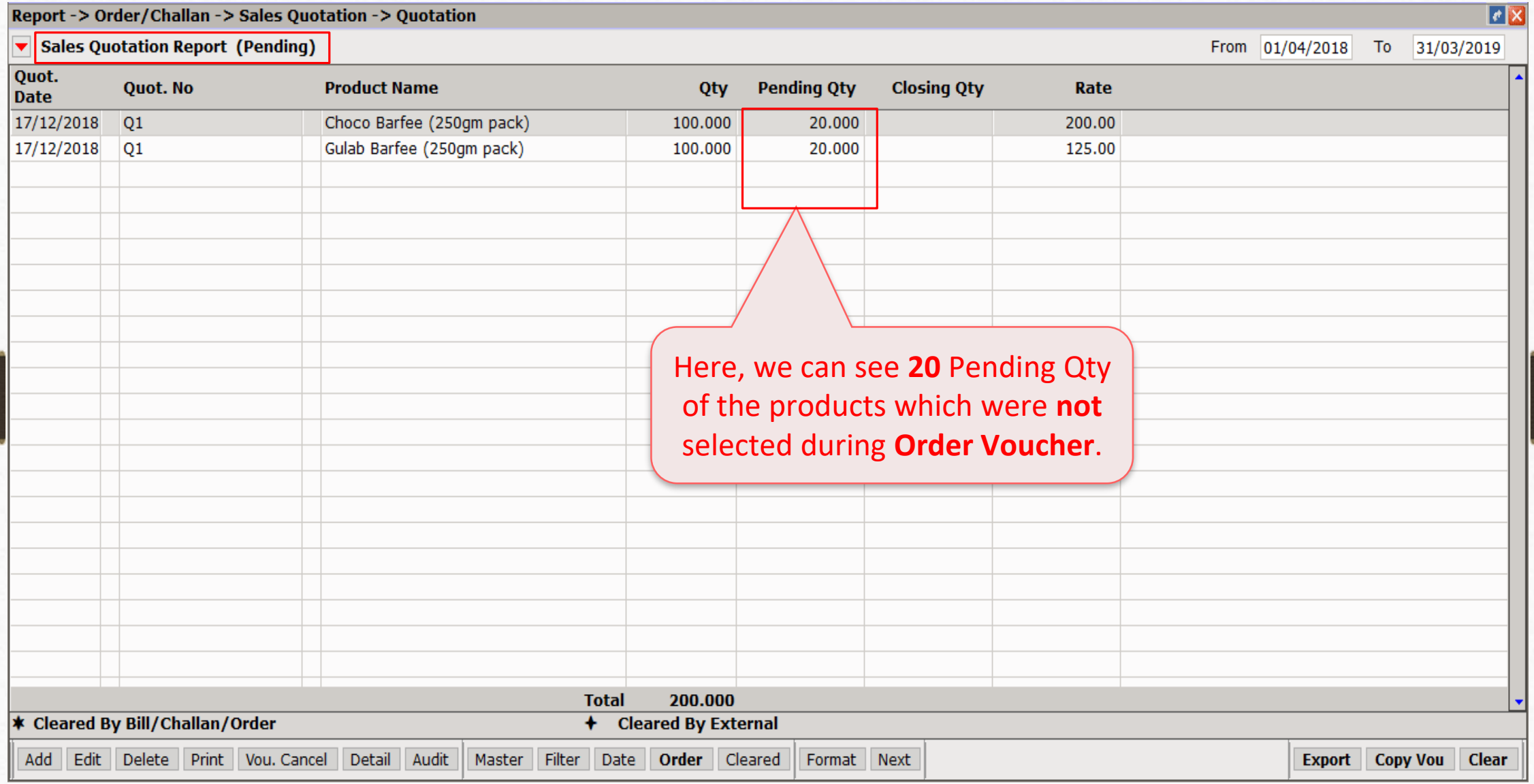
Click on the "Sales Order Report".

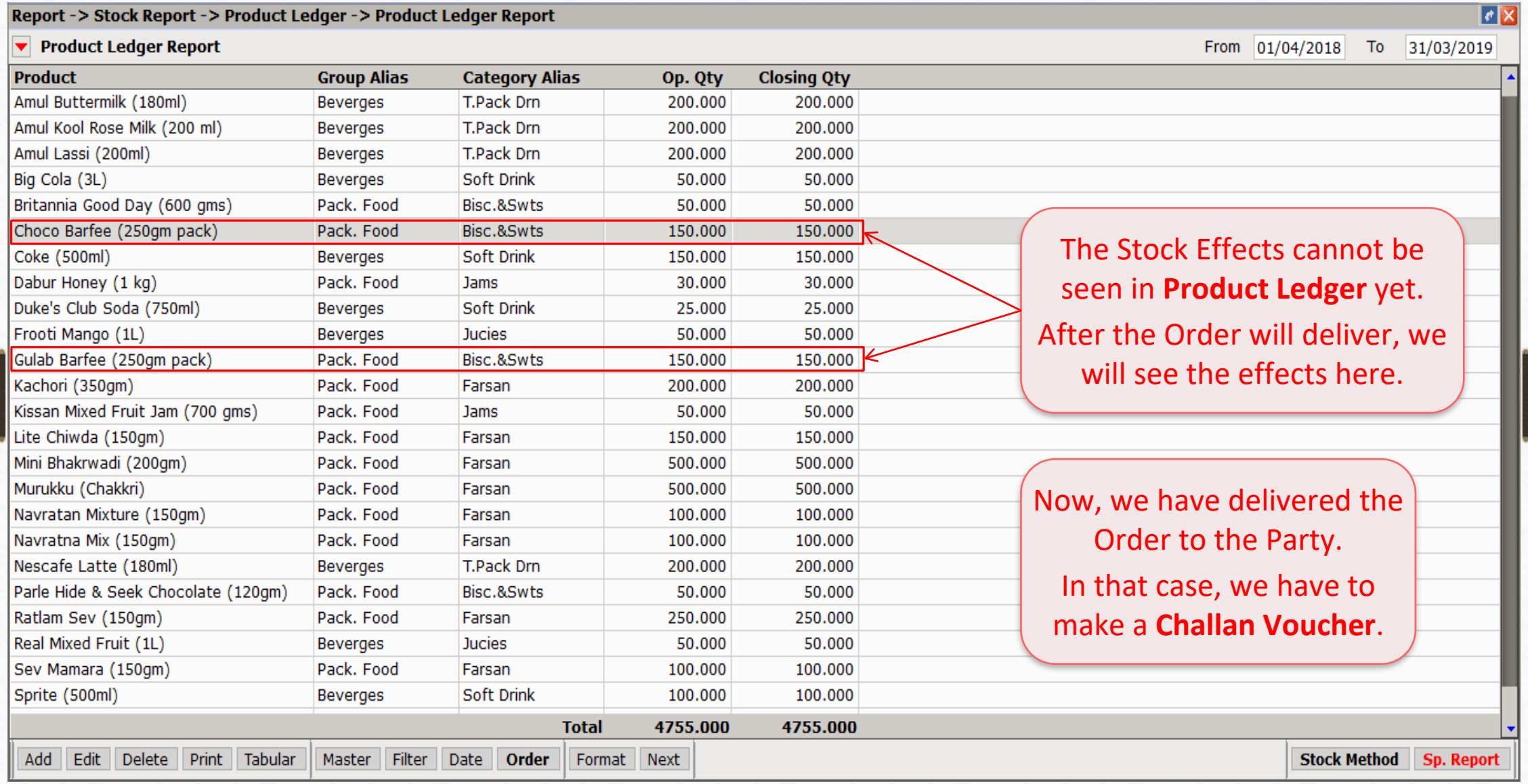


We can see all the details as per the **Sales Order**.

What about those 20 left qty?

Let's check it in **Sales Quotation Report**.


Report -> Order/Challan -> Sales Quotation -> Quotation
Sales Quotation Report (Pending)
From 01/04/2018 To 31/03/2019
Quot. Date | Quot. No | Product Name | Qty | Pending Qty | Closing Qty | Rate
17/12/2018 | Q1 | Choco Barfee (250gm pack) | 100.000 | 20.000 | | 200.00
17/12/2018 | Q1 | Gulab Barfee (250gm pack) | 100.000 | 20.000 | | 125.00
Total 200.000
* Cleared By Bill/Challan/Order
+ Cleared By External
Add Edit Delete Print Vou. Cancel Detail Audit Master Filter Date Order Cleared Format Next Export Copy Vou Clear
Here, we can see 20 Pending Qty of the products which were not selected during Order Voucher.



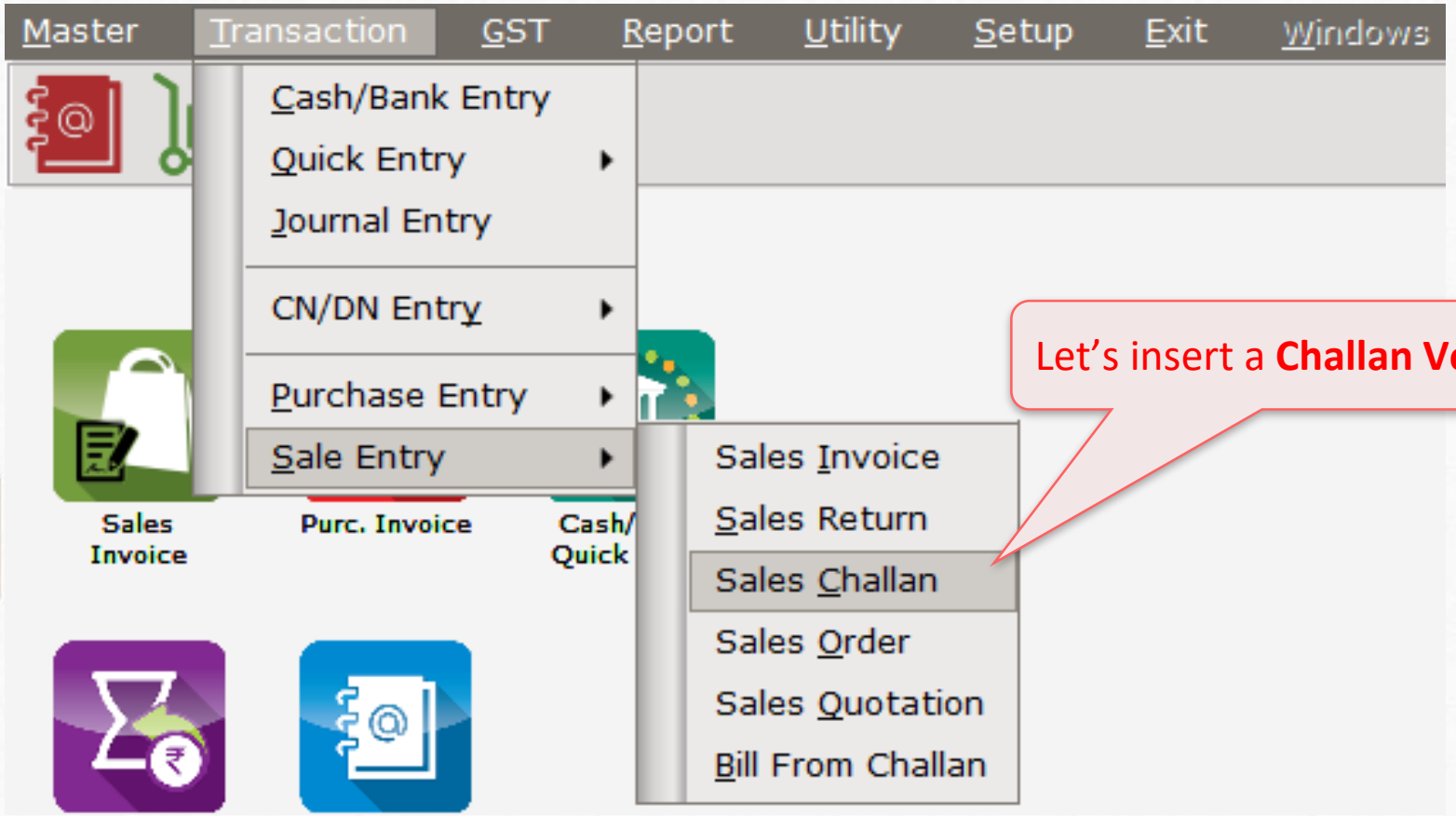
Product	Group Alias	Category Alias	Op. Qty	Closing Qty
Amul Buttermilk (180ml)	Beverges	T.Pack Drn	200.000	200.000
Amul Kool Rose Milk (200 ml)	Beverges	T.Pack Drn	200.000	200.000
Amul Lassi (200ml)	Beverges	T.Pack Drn	200.000	200.000
Big Cola (3L)	Beverges	Soft Drink	50.000	50.000
Britannia Good Day (600 gms)	Pack. Food	Bisc.&Swts	50.000	50.000
Choco Barfee (250gm pack)	Pack. Food	Bisc.&Swts	150.000	150.000
Coke (500ml)	Beverges	Soft Drink	150.000	150.000
Dabur Honey (1 kg)	Pack. Food	Jams	30.000	30.000
Duke's Club Soda (750ml)	Beverges	Soft Drink	25.000	25.000
Frooti Mango (1L)	Beverges	Jucies	50.000	50.000
Gulab Barfee (250gm pack)	Pack. Food	Bisc.&Swts	150.000	150.000
Kachori (350gm)	Pack. Food	Farsan	200.000	200.000
Kissan Mixed Fruit Jam (700 gms)	Pack. Food	Jams	50.000	50.000
Lite Chiwda (150gm)	Pack. Food	Farsan	150.000	150.000
Mini Bhakrwadi (200gm)	Pack. Food	Farsan	500.000	500.000
Murukku (Chakkri)	Pack. Food	Farsan	500.000	500.000
Navratan Mixture (150gm)	Pack. Food	Farsan	100.000	100.000
Navratna Mix (150gm)	Pack. Food	Farsan	100.000	100.000
Nescafe Latte (180ml)	Beverges	T.Pack Drn	200.000	200.000
Parle Hide & Seek Chocolate (120gm)	Pack. Food	Bisc.&Swts	50.000	50.000
Ratlam Sev (150gm)	Pack. Food	Farsan	250.000	250.000
Real Mixed Fruit (1L)	Beverges	Jucies	50.000	50.000
Sev Mamara (150gm)	Pack. Food	Farsan	100.000	100.000
Sprite (500ml)	Beverges	Soft Drink	100.000	100.000
		Total	4755.000	4755.000

The Stock Effects cannot be seen in **Product Ledger** yet.

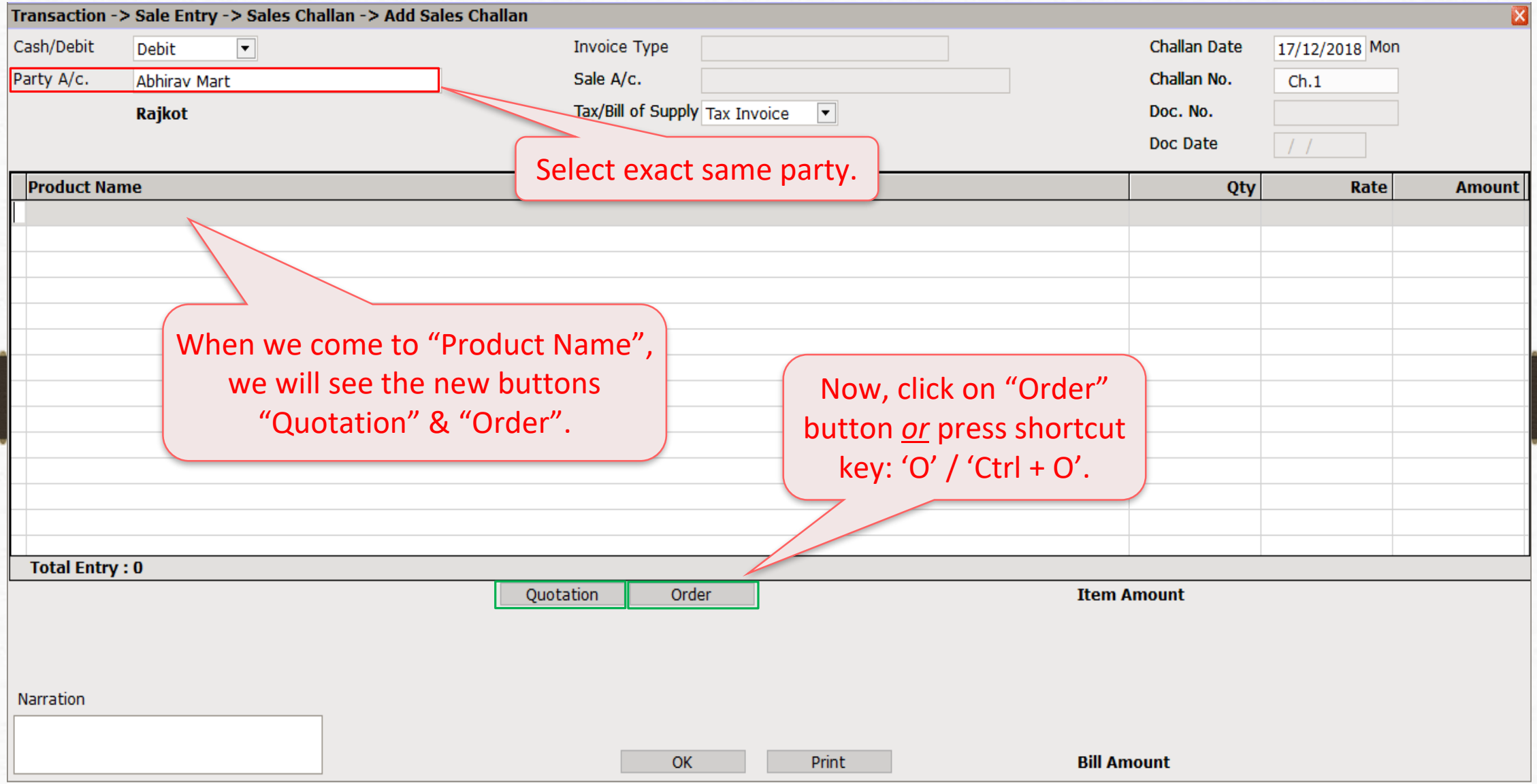
After the Order will deliver, we will see the effects here.

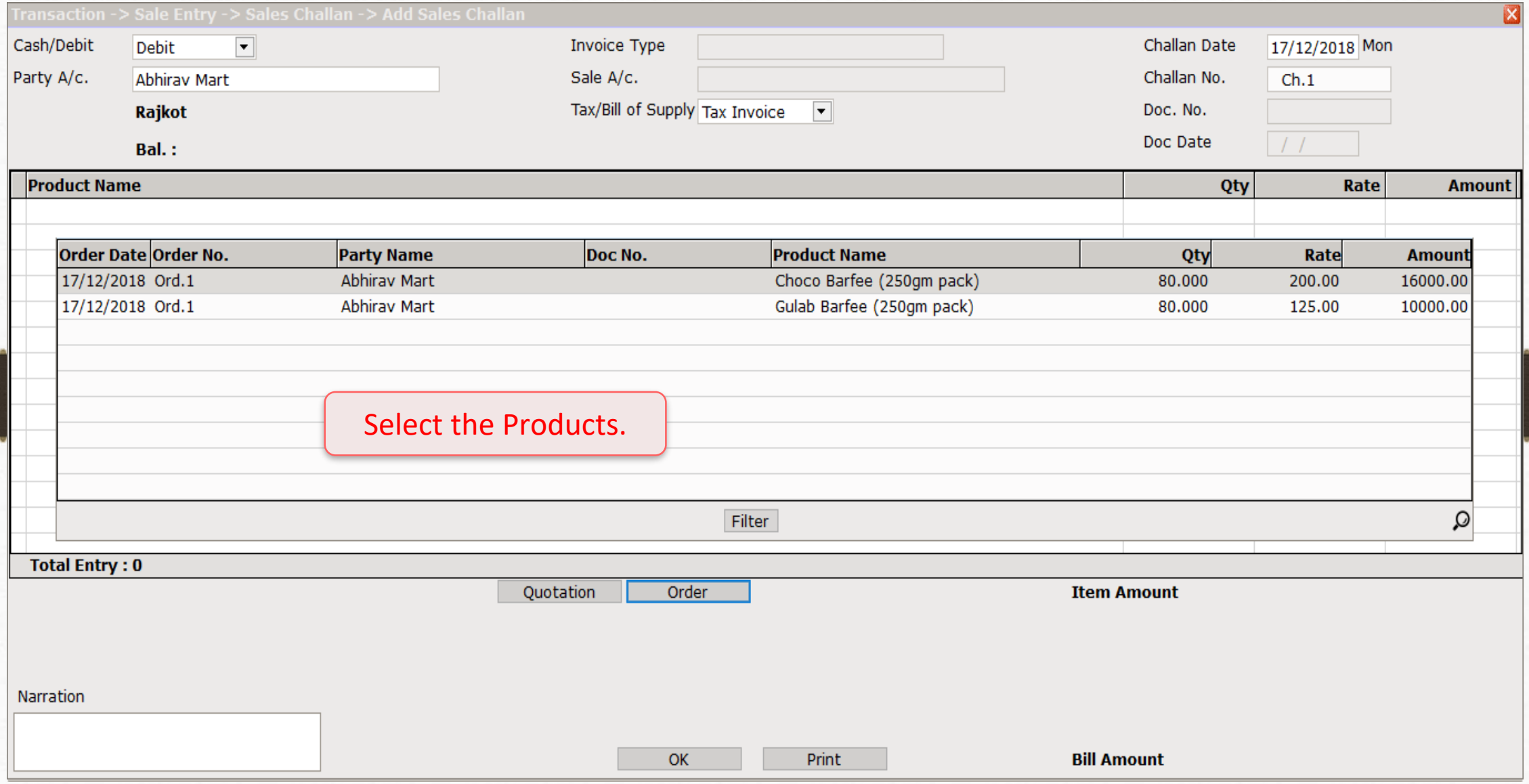
Now, we have delivered the Order to the Party.

In that case, we have to make a **Challan Voucher**.



Let's insert a **Challan Voucher**.


Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Challan Date
17/12/2018
Mon
Challan No.
Ch.1
Doc. No.
Doc Date
Select exact same party.
Product Name
Qty
Rate
Amount
When we come to "Product Name", we will see the new buttons "Quotation" & "Order".
Now, click on "Order" button or press shortcut key: 'O' / 'Ctrl + O'.
Total Entry : 0
Quotation
Order
Item Amount
Narration
OK
Print
Bill Amount


Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Challan Date
17/12/2018
Mon
Challan No.
Ch.1
Doc. No.
Doc Date
Product Name
Qty
Rate
Amount
Order Date
Order No.
Party Name
Doc No.
Product Name
Qty
Rate
Amount
17/12/2018 Ord.1 Abhirav Mart Choco Barfee (250gm pack) 80.000 200.00 16000.00
17/12/2018 Ord.1 Abhirav Mart Gulab Barfee (250gm pack) 80.000 125.00 10000.00
Select the Products.
Filter
Total Entry : 0
Quotation
Order
Item Amount
Narration
OK
Print
Bill Amount

Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan

Cash/Debit: Debit
Party A/c.: Abhirav Mart
Rajkot
Bal. :
Invoice Type:
Sale A/c.:
Tax/Bill of Supply: Tax Invoice
Challan Date: 17/12/2018 Mon
Challan No.: Ch.1
Doc. No.:
Doc Date: / /

Product Name	Qty	Rate	Amount
Choco Barfee (250gm pack)	80.000	200.00	16000.00
Gulab Barfee (250gm pack)	80.000	125.00	10000.00
Total Entry : 1	**80.000**		**16000.00**

We can also change the Product's Rate if any changes occur later.

But, we keep it unchanged.

Numbers 150.000

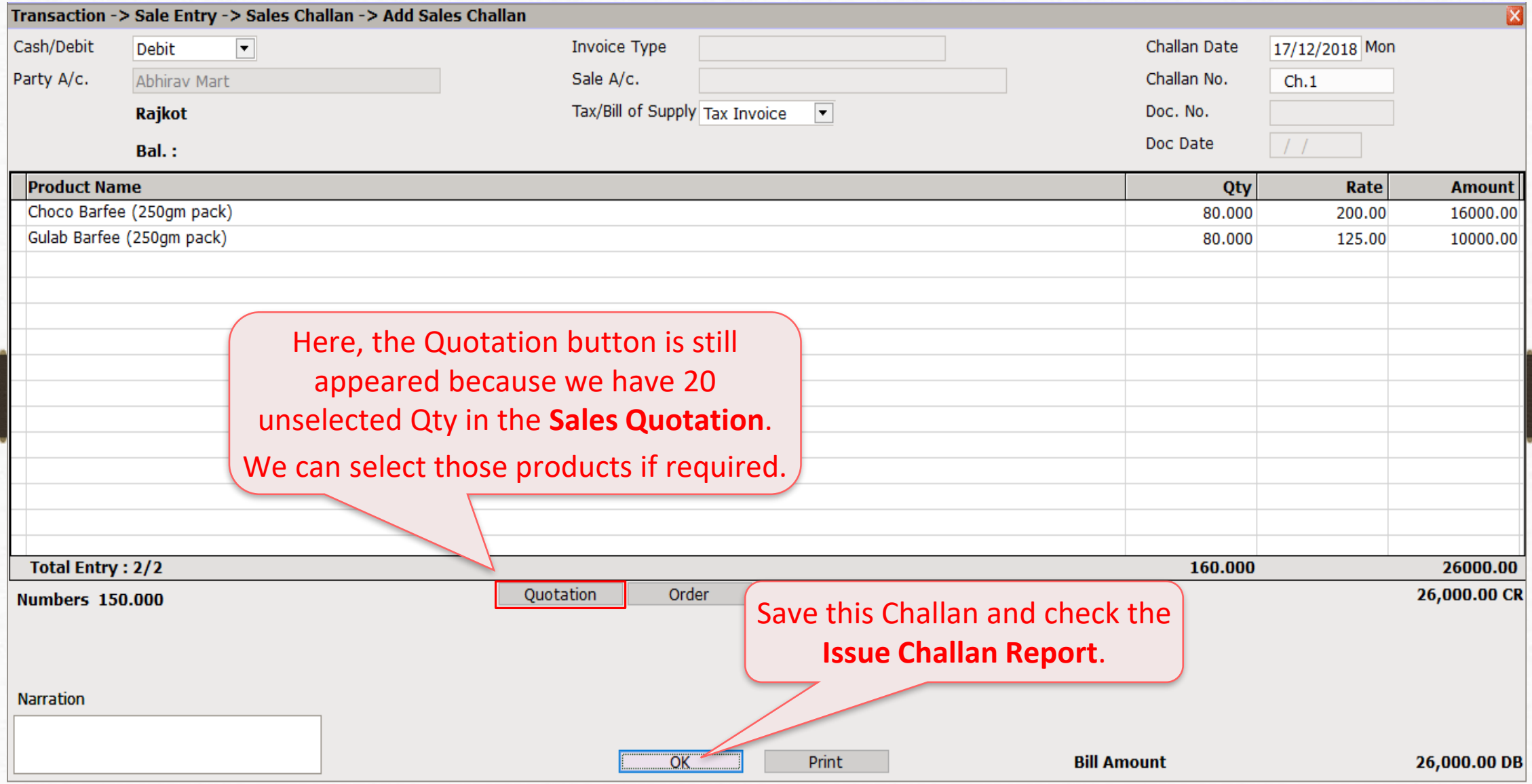
Quotation | Order

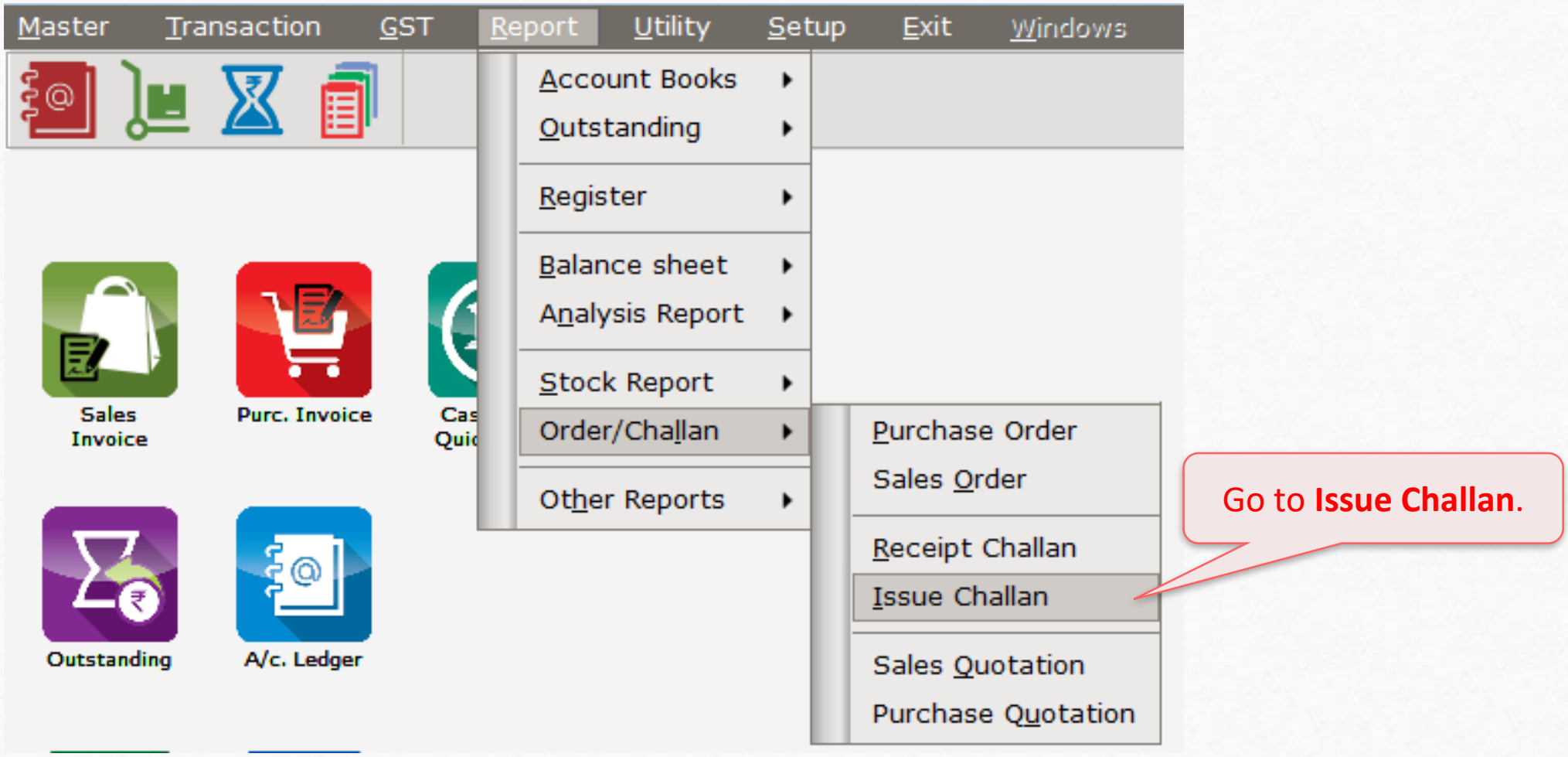
Item Amount **16,000.00 CR**

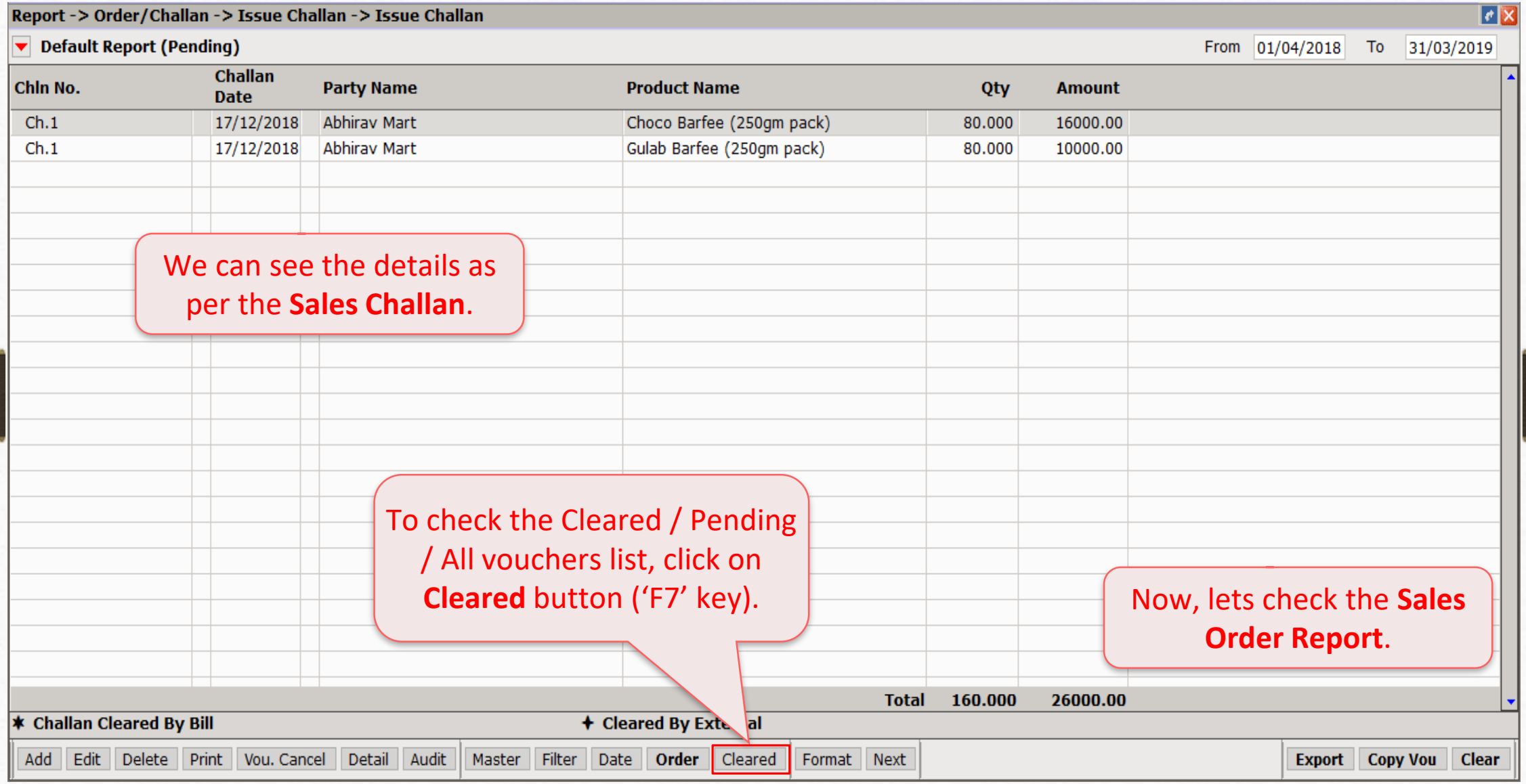
Narration

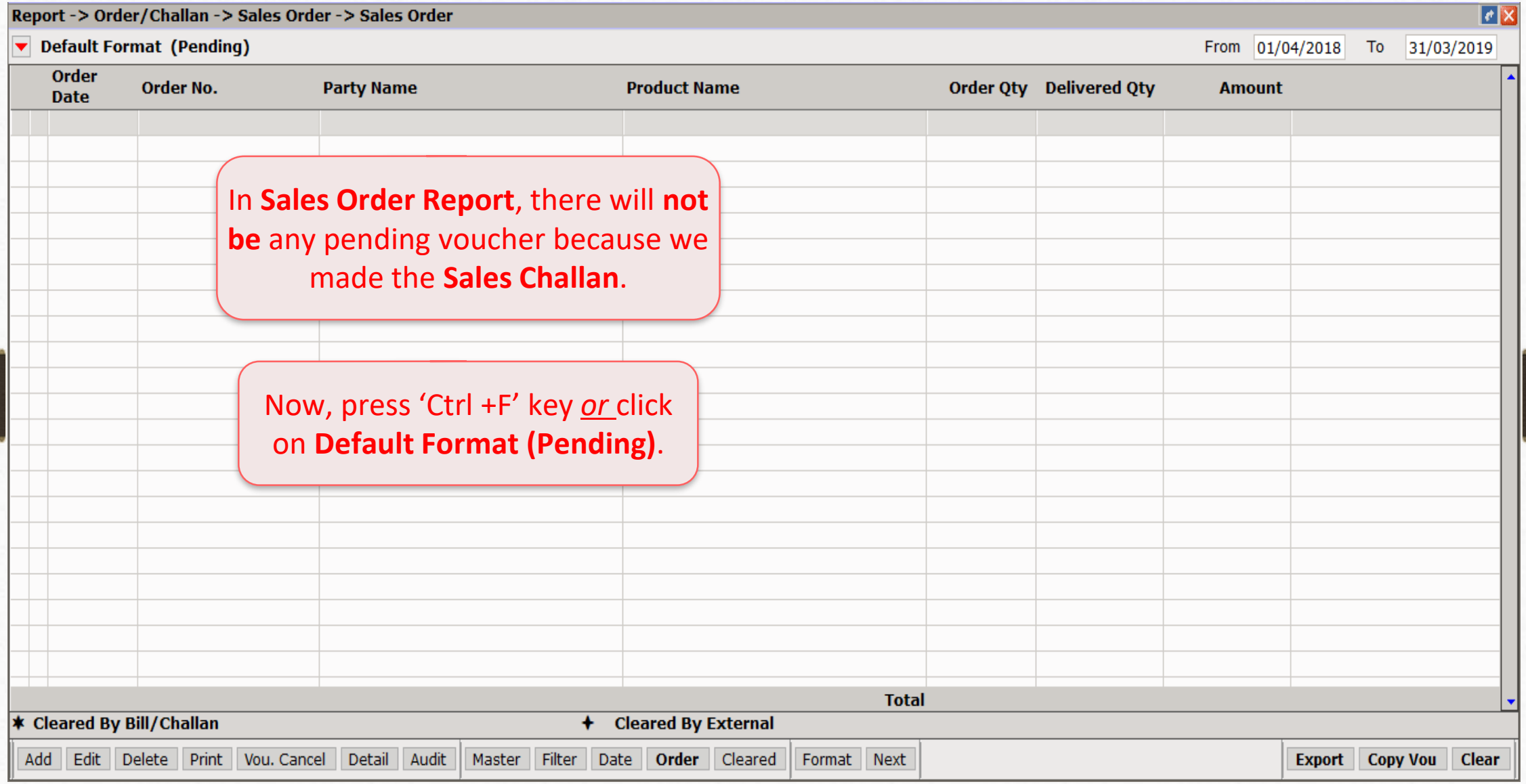
OK | Print

Bill Amount **16,000.00 DB**


Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Challan Date
17/12/2018
Mon
Challan No.
Ch.1
Doc. No.
Doc Date
Product Name
Qty
Rate
Amount
Choco Barfee (250gm pack)
80.000
200.00
16000.00
Gulab Barfee (250gm pack)
80.000
125.00
10000.00
Here, the Quotation button is still appeared because we have 20 unselected Qty in the Sales Quotation.
We can select those products if required.
Total Entry : 2/2
160.000
26000.00
Numbers 150.000
Quotation
Order
26,000.00 CR
Save this Challan and check the Issue Challan Report.
Narration
OK
Print
Bill Amount
26,000.00 DB

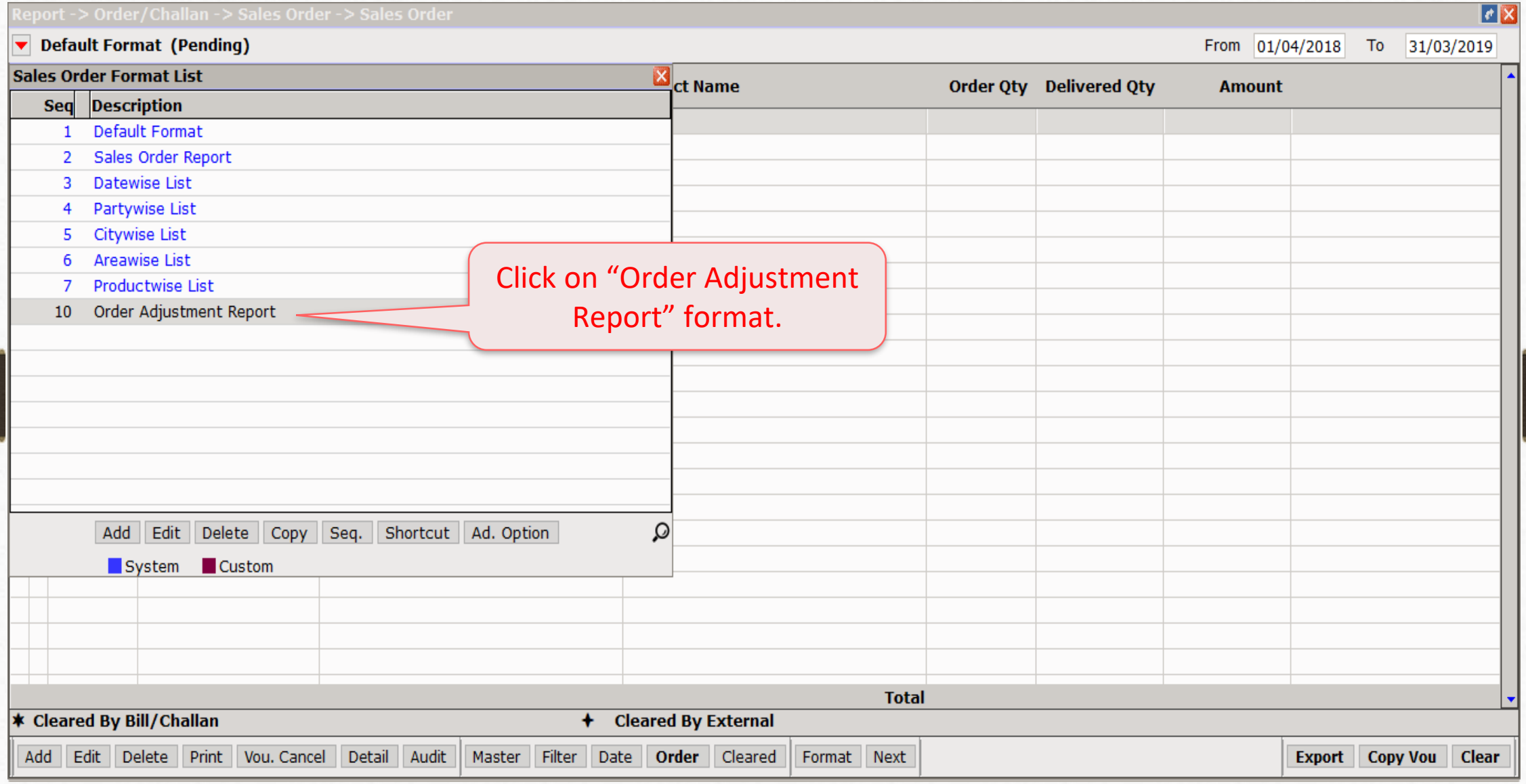

Master
Transaction
GST
Report
Utility
Setup
Exit
Windows
Account Books
Outstanding
Register
Balance sheet
Analysis Report
Stock Report
Order/Challan
Other Reports
Purchase Order
Sales Order
Receipt Challan
Issue Challan
Sales Quotation
Purchase Quotation
Sales Invoice
Purc. Invoice
Outstanding
A/c. Ledger
Go to Issue Challan.


Report -> Order/Challan -> Issue Challan -> Issue Challan
Default Report (Pending)
From 01/04/2018 To 31/03/2019
Chln No. | Challan Date | Party Name | Product Name | Qty | Amount
Ch.1 | 17/12/2018 | Abhirav Mart | Choco Barfee (250gm pack) | 80.000 | 16000.00
Ch.1 | 17/12/2018 | Abhirav Mart | Gulab Barfee (250gm pack) | 80.000 | 10000.00
Total 160.000 26000.00
We can see the details as per the Sales Challan.
To check the Cleared / Pending / All vouchers list, click on Cleared button ('F7' key).
Now, lets check the Sales Order Report.
* Challan Cleared By Bill
+ Cleared By Ext al
Add Edit Delete Print Vou. Cancel Detail Audit Master Filter Date Order Cleared Format Next Export Copy Vou Clear

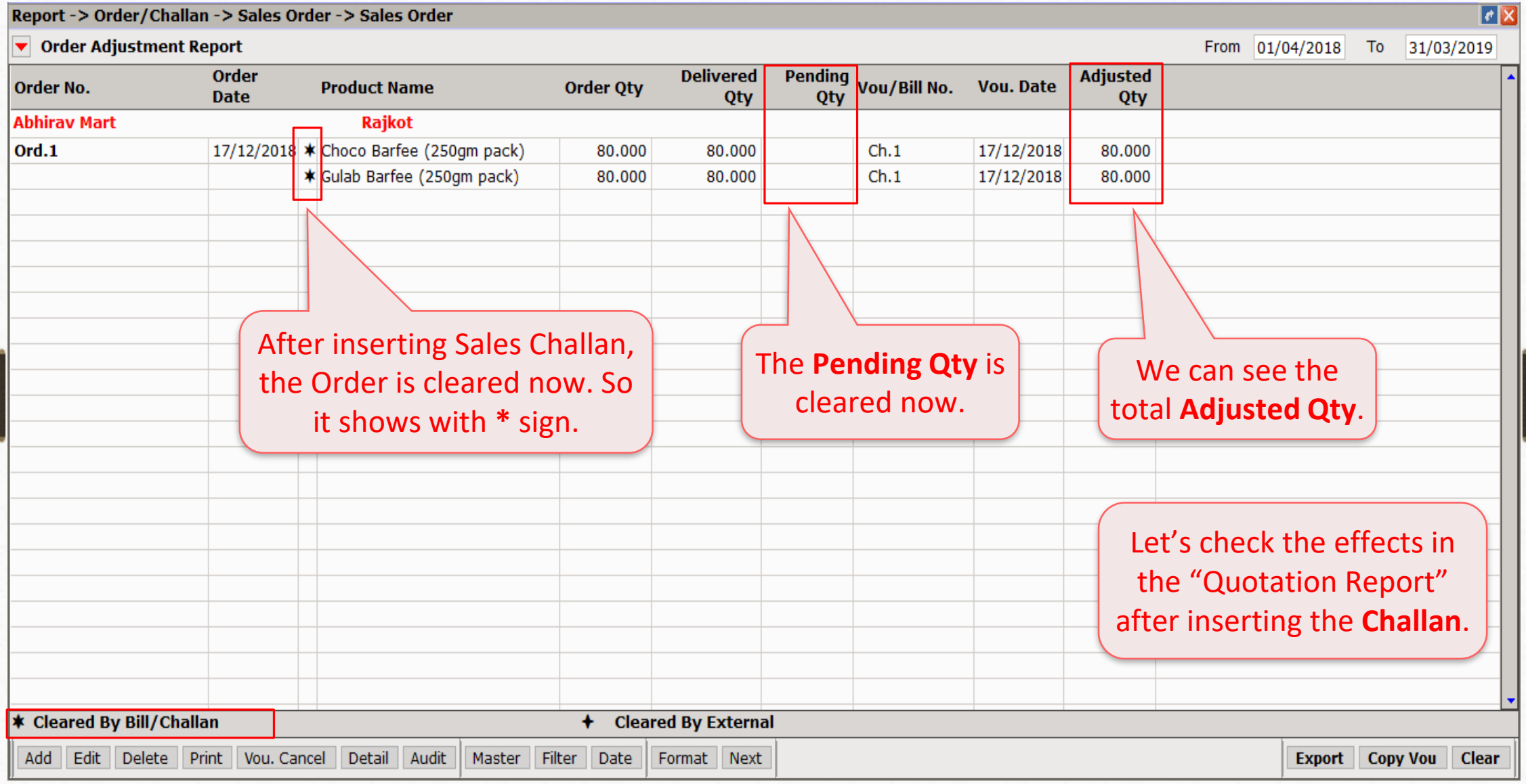


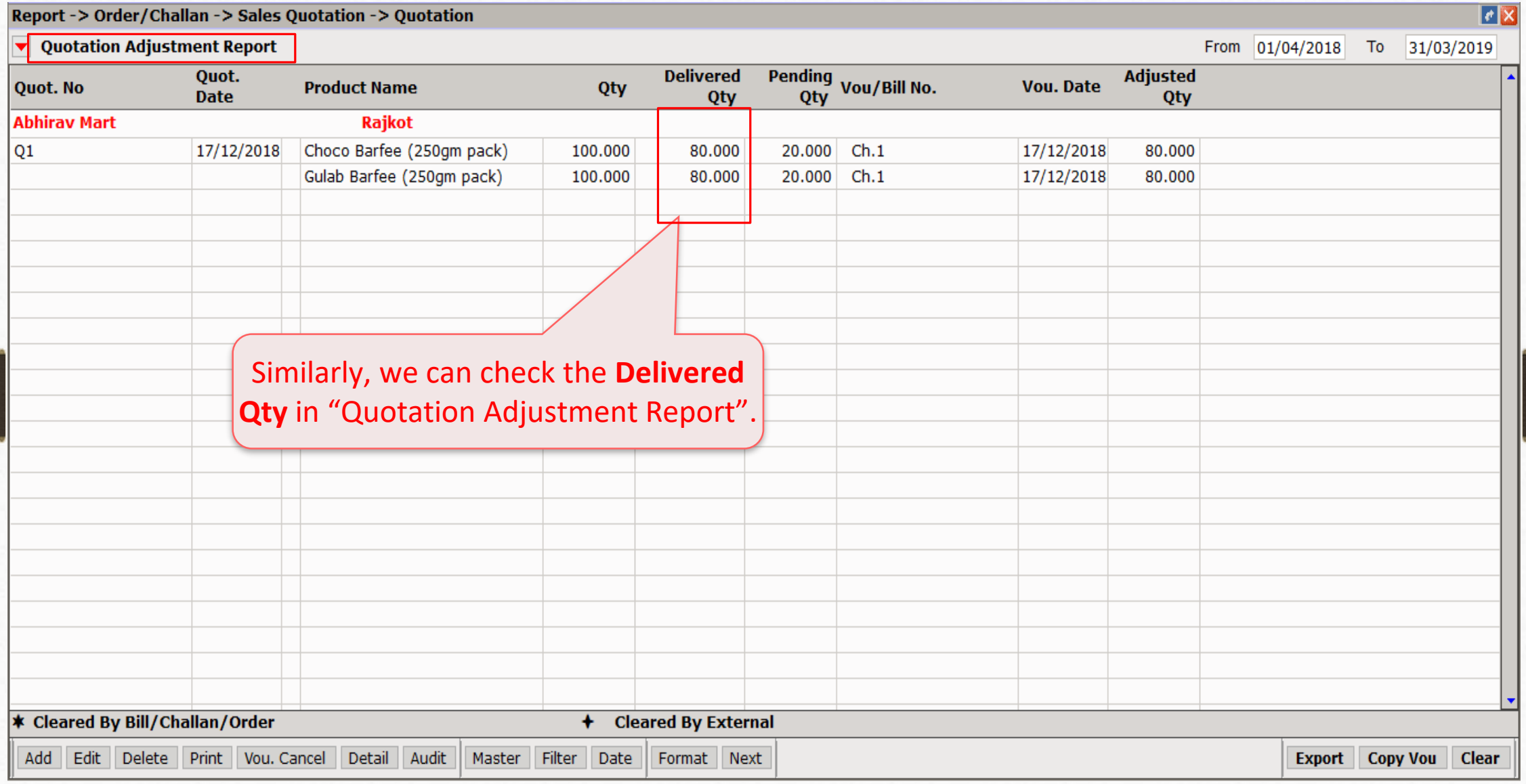
In **Sales Order Report**, there will **not be** any pending voucher because we made the **Sales Challan**.

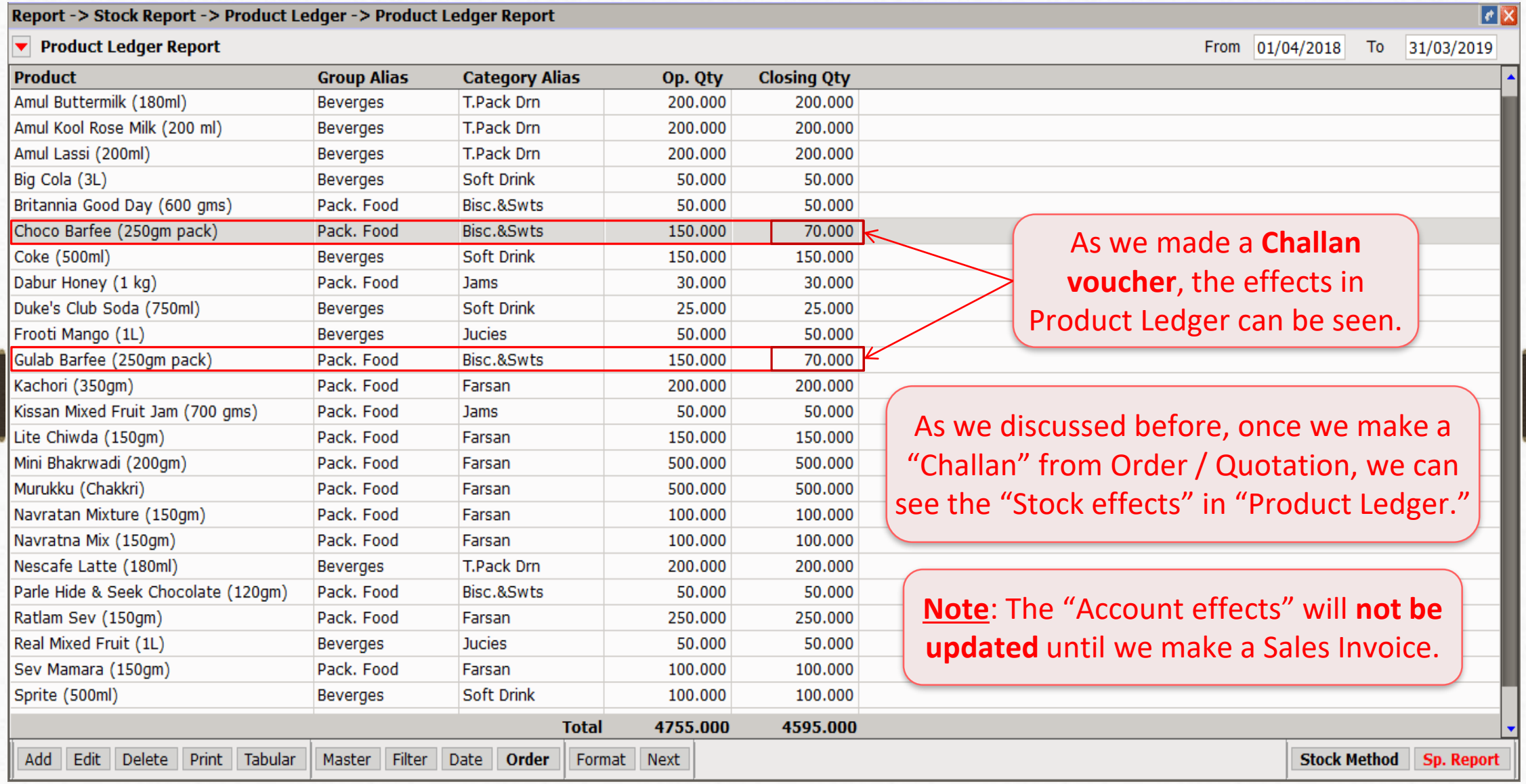
Now, press 'Ctrl +F' key *or* click on **Default Format (Pending)**.



Click on “Order Adjustment Report” format.


Report -> Order/Challan -> Sales Order -> Sales Order
Order Adjustment Report
From 01/04/2018 To 31/03/2019
Order No. | Order Date | Product Name | Order Qty | Delivered Qty | Pending Qty | Vou/Bill No. | Vou. Date | Adjusted Qty
Abhirav Mart Rajkot
Ord.1 | 17/12/2018 | * Choco Barfee (250gm pack) | 80.000 | 80.000 | | Ch.1 | 17/12/2018 | 80.000
* Gulab Barfee (250gm pack) | 80.000 | 80.000 | | Ch.1 | 17/12/2018 | 80.000
After inserting Sales Challan, the Order is cleared now. So it shows with * sign.
The Pending Qty is cleared now.
We can see the total Adjusted Qty.
Let's check the effects in the "Quotation Report" after inserting the Challan.
* Cleared By Bill/Challan
+ Cleared By External
Add Edit Delete Print Vou. Cancel Detail Audit Master Filter Date Format Next Export Copy Vou Clear


Report -> Order/Challan -> Sales Quotation -> Quotation
Quotation Adjustment Report
From 01/04/2018 To 31/03/2019
Quot. No | Quot. Date | Product Name | Qty | Delivered Qty | Pending Qty | Vou/Bill No. | Vou. Date | Adjusted Qty
Abhirav Mart Rajkot
Q1 | 17/12/2018 | Choco Barfee (250gm pack) | 100.000 | 80.000 | 20.000 | Ch.1 | 17/12/2018 | 80.000
Gulab Barfee (250gm pack) | 100.000 | 80.000 | 20.000 | Ch.1 | 17/12/2018 | 80.000
Similarly, we can check the Delivered Qty in "Quotation Adjustment Report".
✱ Cleared By Bill/Challan/Order
✦ Cleared By External
Add Edit Delete Print Vou. Cancel Detail Audit Master Filter Date Format Next Export Copy Vou Clear



Report -> Stock Report -> Product Ledger -> Product Ledger Report

Product Ledger Report From 01/04/2018 To 31/03/2019

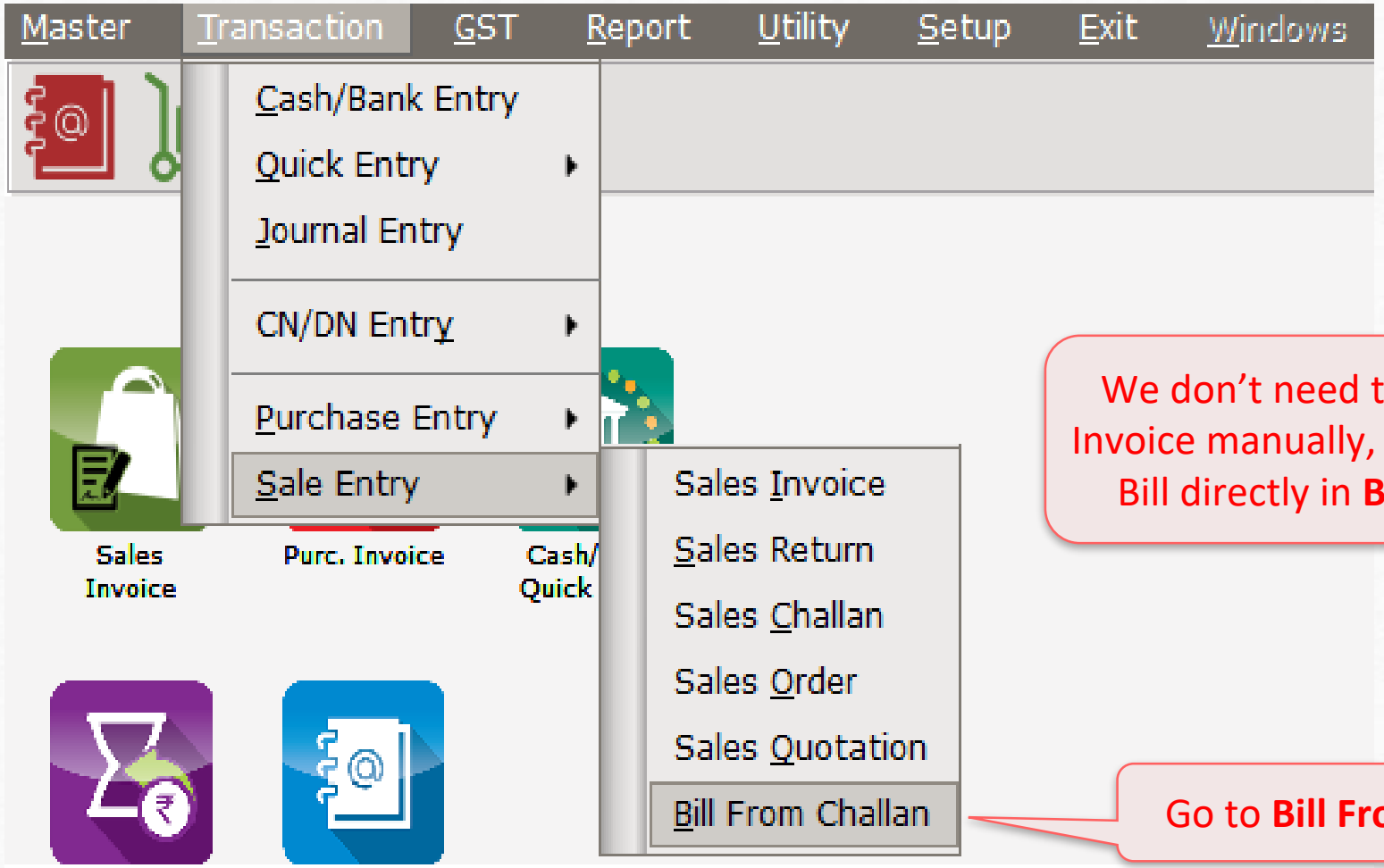
Product	Group Alias	Category Alias	Op. Qty	Closing Qty
Amul Buttermilk (180ml)	Beverges	T.Pack Drn	200.000	200.000
Amul Kool Rose Milk (200 ml)	Beverges	T.Pack Drn	200.000	200.000
Amul Lassi (200ml)	Beverges	T.Pack Drn	200.000	200.000
Big Cola (3L)	Beverges	Soft Drink	50.000	50.000
Britannia Good Day (600 gms)	Pack. Food	Bisc.&Swts	50.000	50.000
Choco Barfee (250gm pack)	Pack. Food	Bisc.&Swts	150.000	70.000
Coke (500ml)	Beverges	Soft Drink	150.000	150.000
Dabur Honey (1 kg)	Pack. Food	Jams	30.000	30.000
Duke's Club Soda (750ml)	Beverges	Soft Drink	25.000	25.000
Frooti Mango (1L)	Beverges	Jucies	50.000	50.000
Gulab Barfee (250gm pack)	Pack. Food	Bisc.&Swts	150.000	70.000
Kachori (350gm)	Pack. Food	Farsan	200.000	200.000
Kissan Mixed Fruit Jam (700 gms)	Pack. Food	Jams	50.000	50.000
Lite Chiwda (150gm)	Pack. Food	Farsan	150.000	150.000
Mini Bhakrwadi (200gm)	Pack. Food	Farsan	500.000	500.000
Murukku (Chakkri)	Pack. Food	Farsan	500.000	500.000
Navratan Mixture (150gm)	Pack. Food	Farsan	100.000	100.000
Navratna Mix (150gm)	Pack. Food	Farsan	100.000	100.000
Nescafe Latte (180ml)	Beverges	T.Pack Drn	200.000	200.000
Parle Hide & Seek Chocolate (120gm)	Pack. Food	Bisc.&Swts	50.000	50.000
Ratlam Sev (150gm)	Pack. Food	Farsan	250.000	250.000
Real Mixed Fruit (1L)	Beverges	Jucies	50.000	50.000
Sev Mamara (150gm)	Pack. Food	Farsan	100.000	100.000
Sprite (500ml)	Beverges	Soft Drink	100.000	100.000
		Total	4755.000	4595.000

Add | Edit | Delete | Print | Tabular | Master | Filter | Date | Order | Format | Next | Stock Method | Sp. Report

As we made a **Challan voucher**, the effects in Product Ledger can be seen.

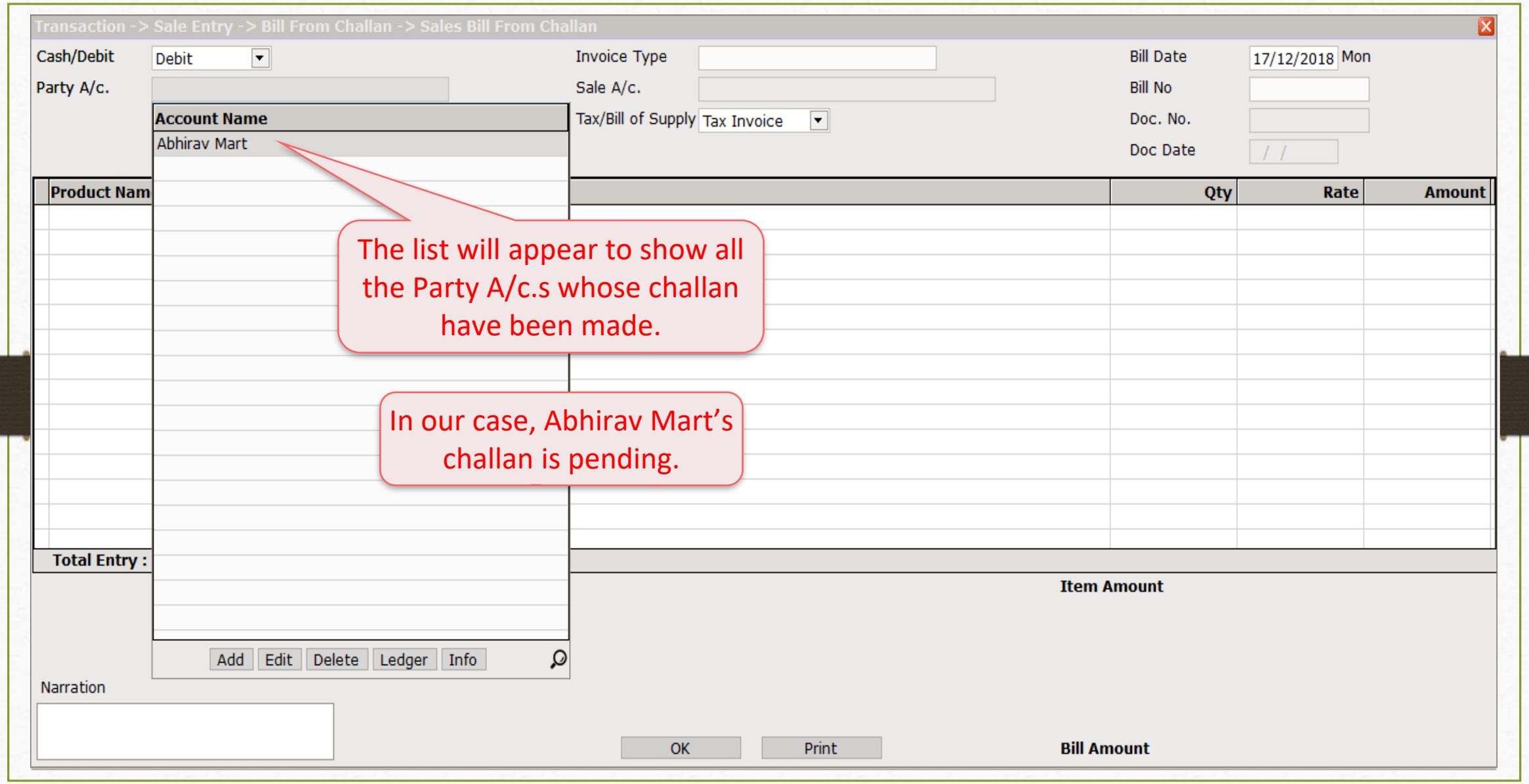
As we discussed before, once we make a "Challan" from Order / Quotation, we can see the "Stock effects" in "Product Ledger."

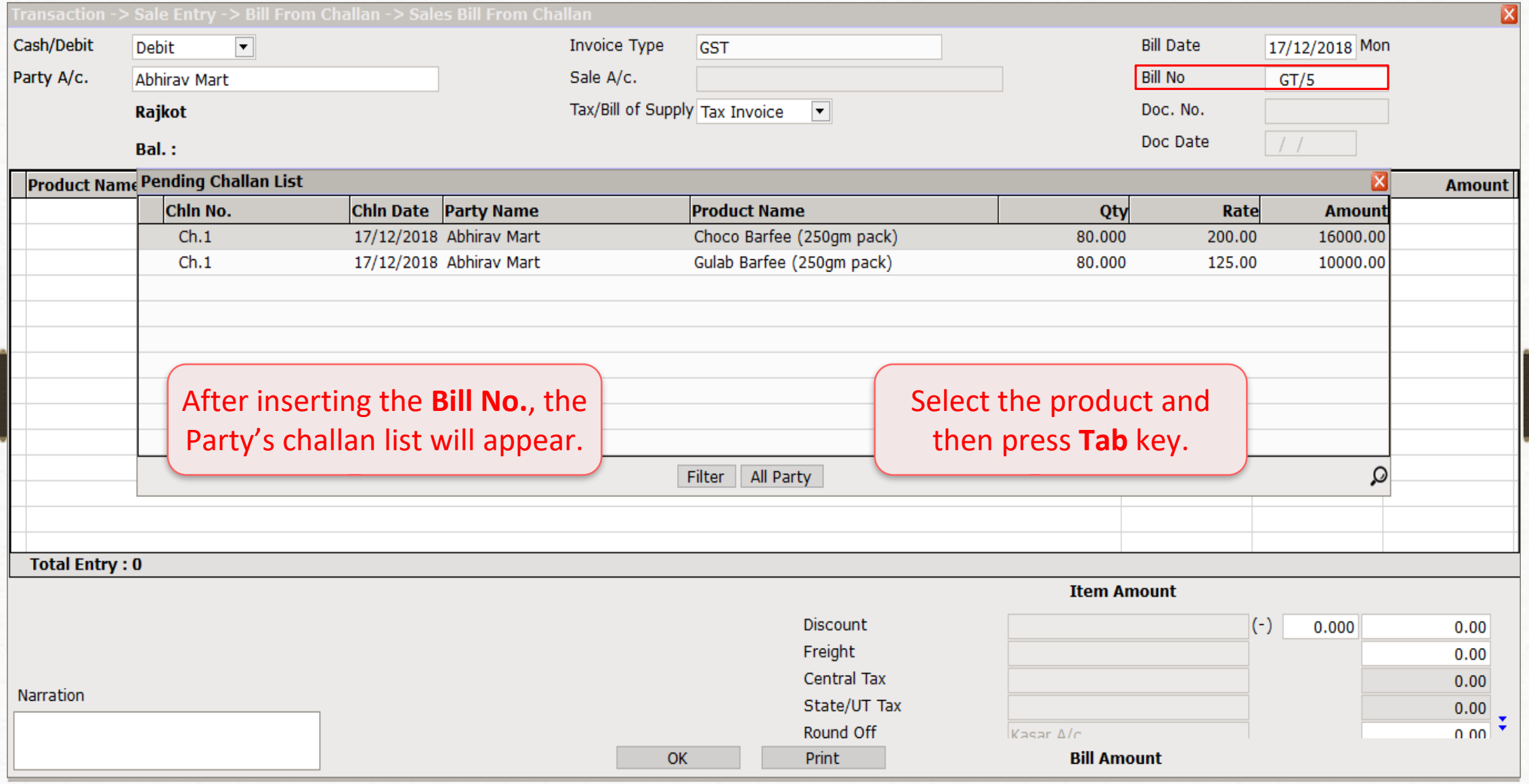
Note: The "Account effects" will **not be updated** until we make a Sales Invoice.

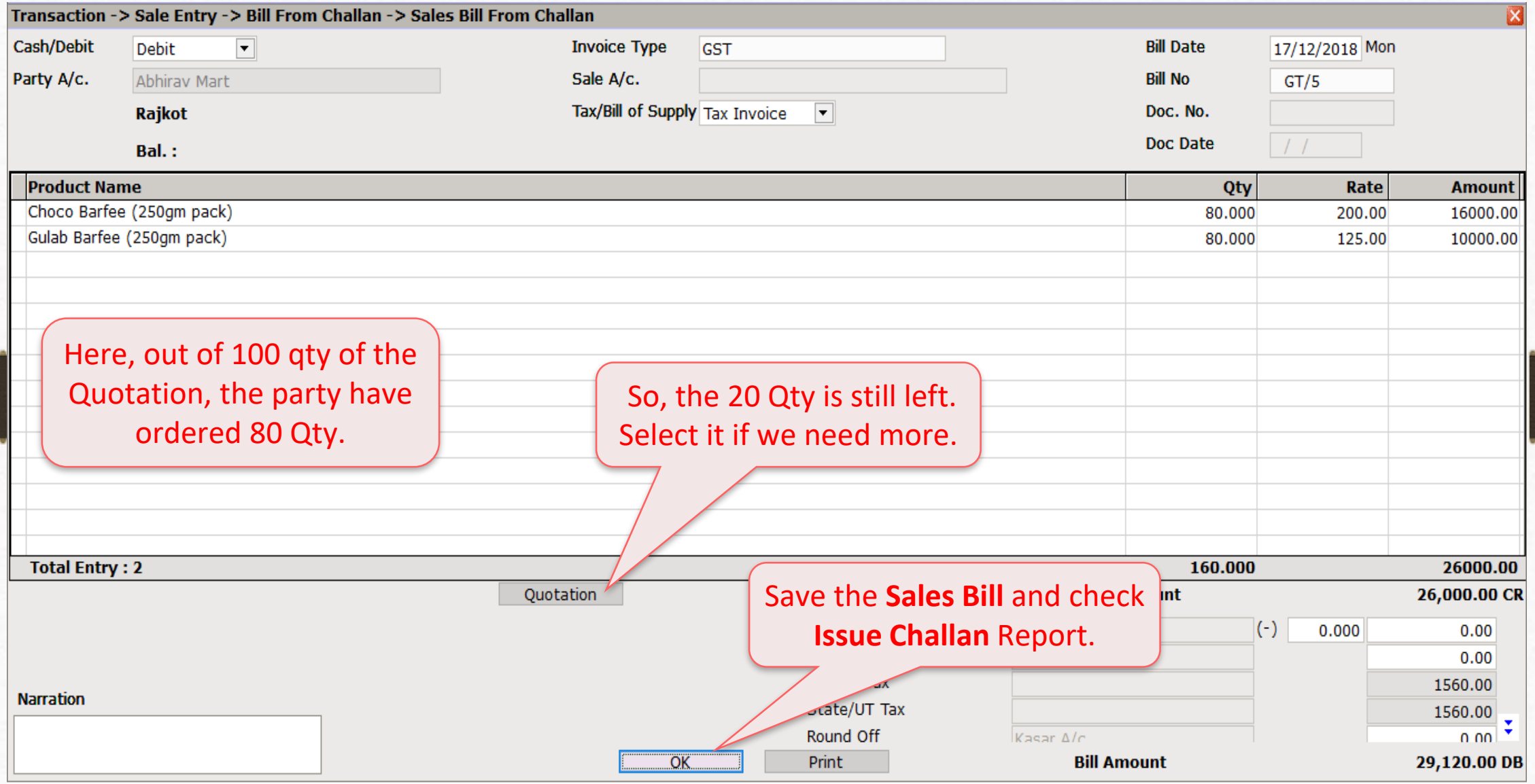


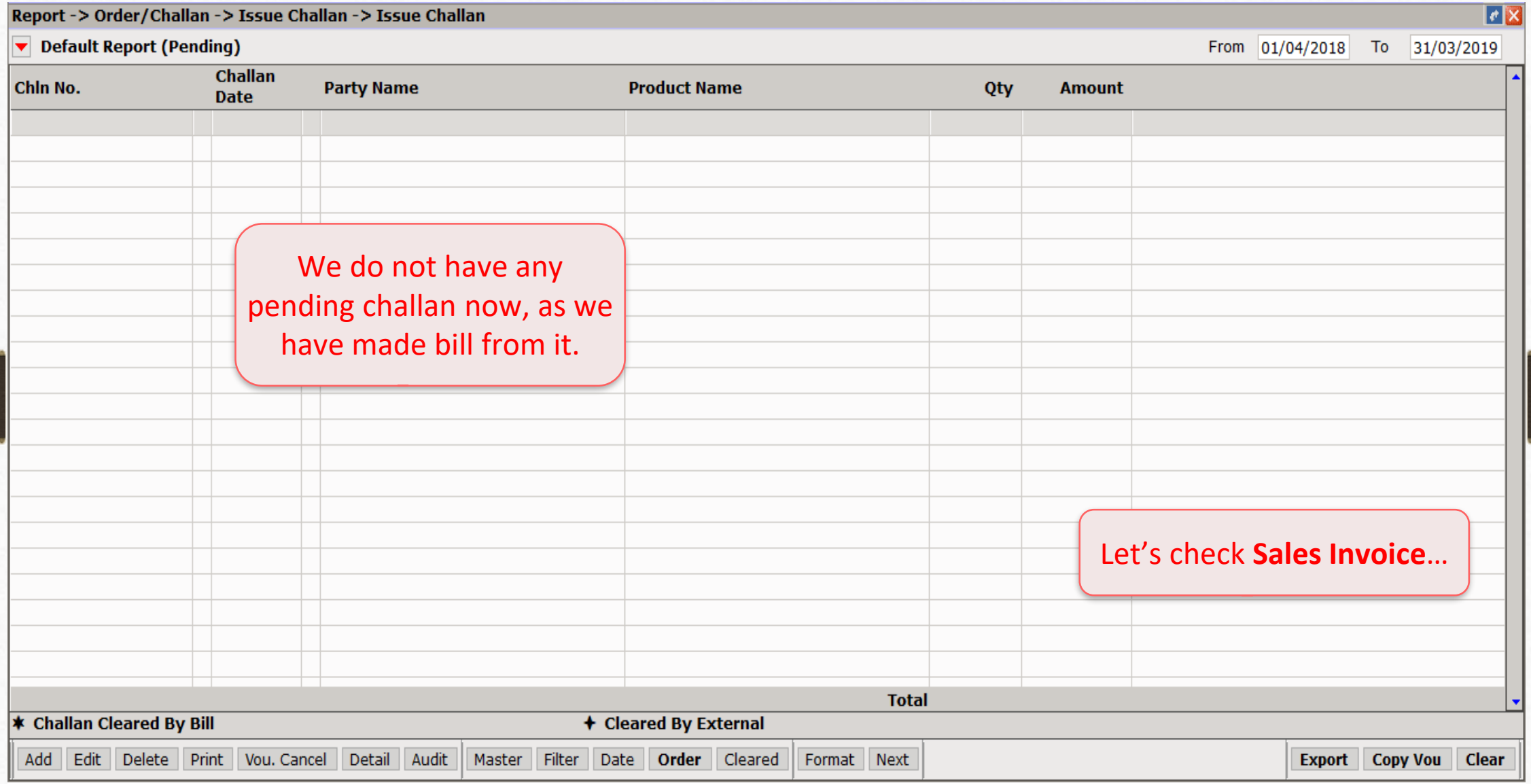
We don't need to insert the Sales Invoice manually, we can make Sales Bill directly in **Bill from Challan**.

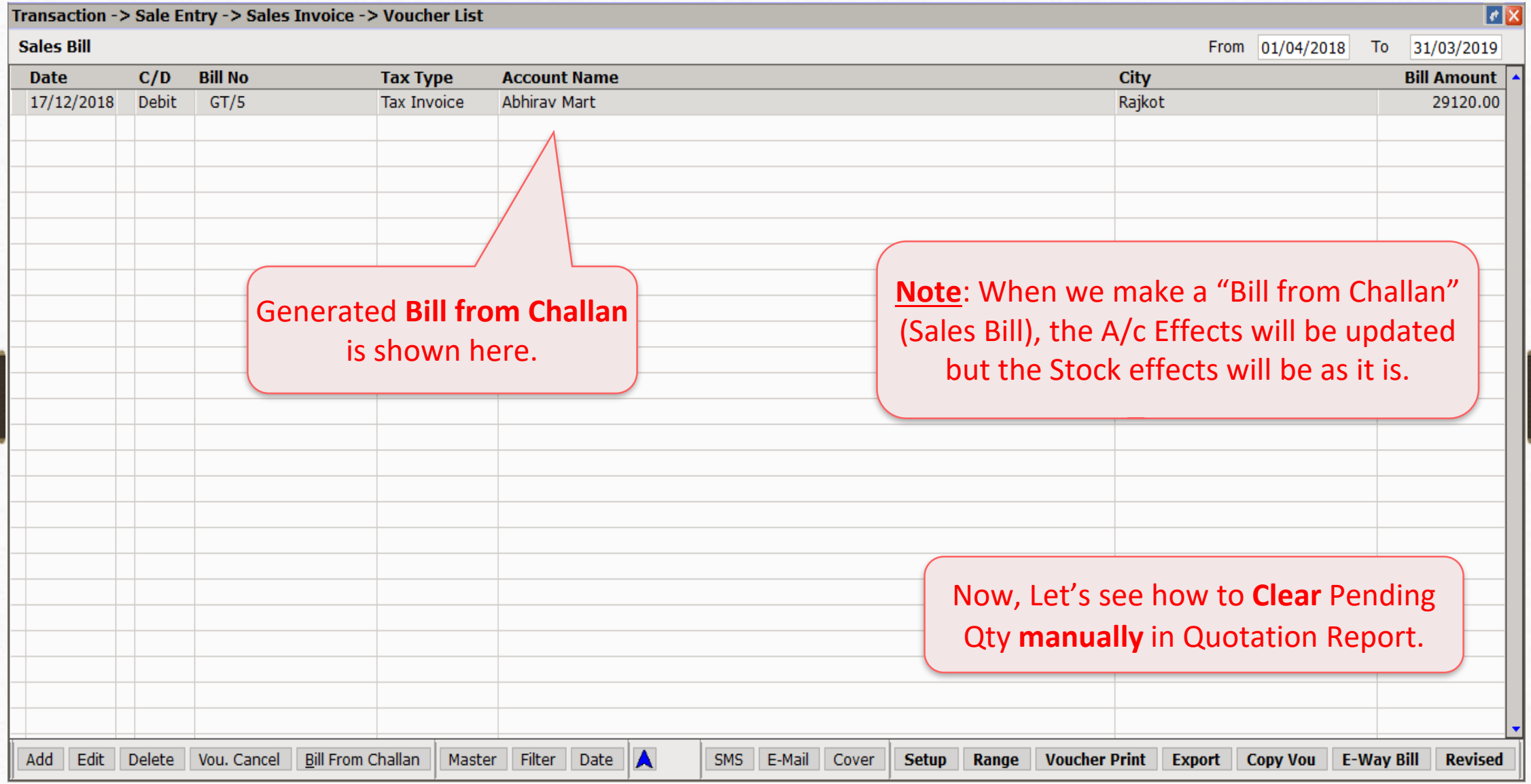
Go to **Bill From Challan**.


Transaction -> Sale Entry -> Bill From Challan -> Sales Bill From Challan
Cash/Debit
Debit
Party A/c.
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Bill Date
17/12/2018
Mon
Bill No
Doc. No.
Doc Date
Account Name
Abhirav Mart
Product Nam
Qty
Rate
Amount
Total Entry :
Item Amount
Add
Edit
Delete
Ledger
Info
Narration
OK
Print
Bill Amount
The list will appear to show all the Party A/c.s whose challan have been made.
In our case, Abhirav Mart's challan is pending.


Transaction -> Sale Entry -> Bill From Challan -> Sales Bill From Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
GST
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Bill Date
17/12/2018
Mon
Bill No
GT/5
Doc. No.
Doc Date
Product Name
Pending Challan List
Amount
Chln No.
Chln Date
Party Name
Product Name
Qty
Rate
Amount
Ch.1
17/12/2018
Abhirav Mart
Choco Barfee (250gm pack)
80.000
200.00
16000.00
Ch.1
17/12/2018
Abhirav Mart
Gulab Barfee (250gm pack)
80.000
125.00
10000.00
Filter
All Party
After inserting the Bill No., the Party's challan list will appear.
Select the product and then press Tab key.
Total Entry : 0
Item Amount
Discount
(-)
0.000
0.00
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 -> Bill From Challan -> Sales Bill From Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
GST
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Bill Date
17/12/2018 Mon
Bill No
GT/5
Doc. No.
Doc Date
Product Name
Qty
Rate
Amount
Choco Barfee (250gm pack)
80.000
200.00
16000.00
Gulab Barfee (250gm pack)
80.000
125.00
10000.00
Here, out of 100 qty of the Quotation, the party have ordered 80 Qty.
So, the 20 Qty is still left. Select it if we need more.
Total Entry : 2
160.000
26000.00
Quotation
Save the Sales Bill and check Issue Challan Report.
26,000.00 CR
(-)
0.000
0.00
0.00
1560.00
1560.00
Round Off
Kasar A/c
0.00
Narration
OK
Print
Bill Amount
29,120.00 DB

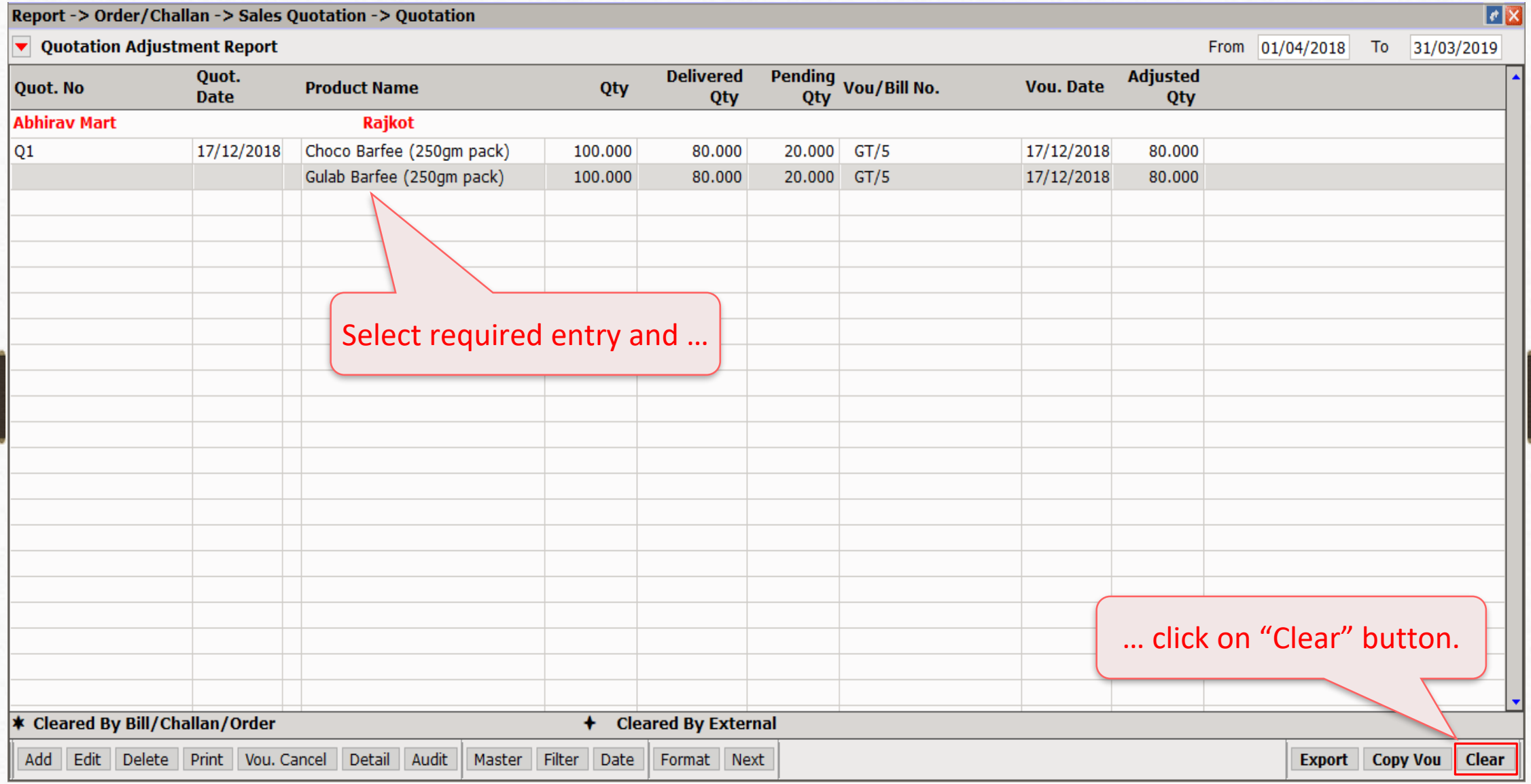

Report -> Order/Challan -> Issue Challan -> Issue Challan
Default Report (Pending)
From 01/04/2018 To 31/03/2019
Chln No.
Challan Date
Party Name
Product Name
Qty
Amount
We do not have any pending challan now, as we have made bill from it.
Let's check Sales Invoice...
Total
Challan Cleared By Bill
Cleared By External
Add
Edit
Delete
Print
Vou. Cancel
Detail
Audit
Master
Filter
Date
Order
Cleared
Format
Next
Export
Copy Vou
Clear

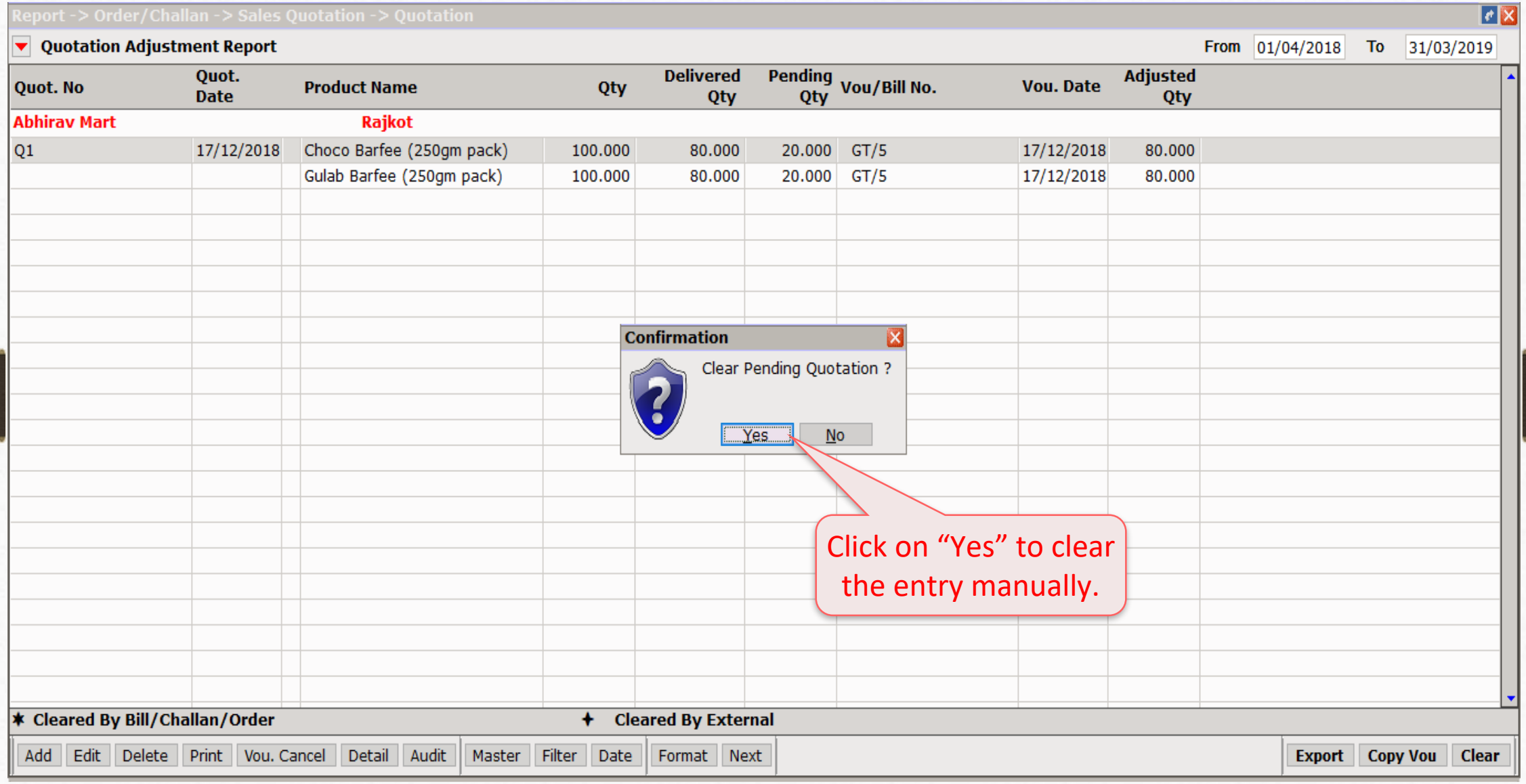


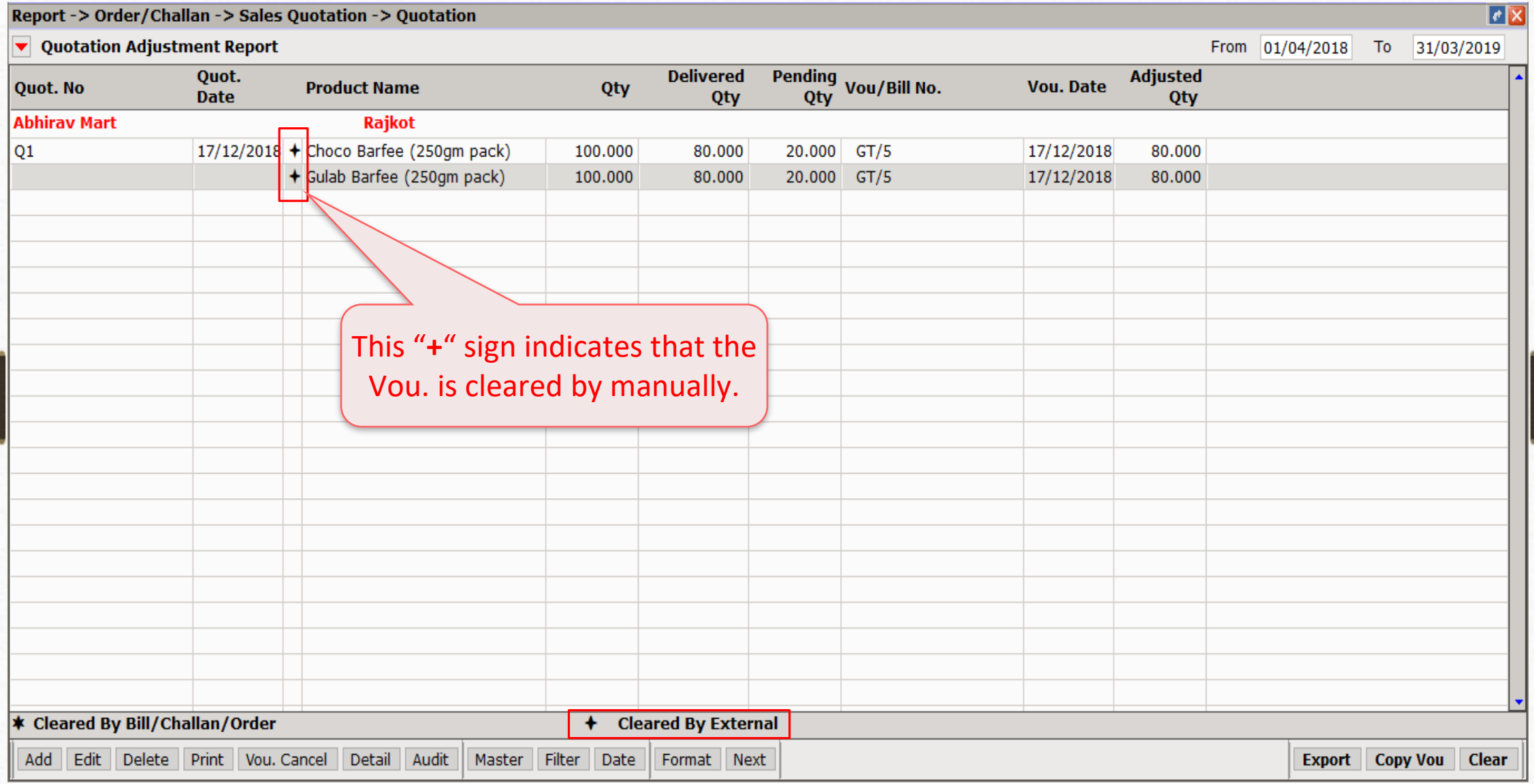
Generated **Bill from Challan** is shown here.

Note: When we make a "Bill from Challan" (Sales Bill), the A/c Effects will be updated but the Stock effects will be as it is.

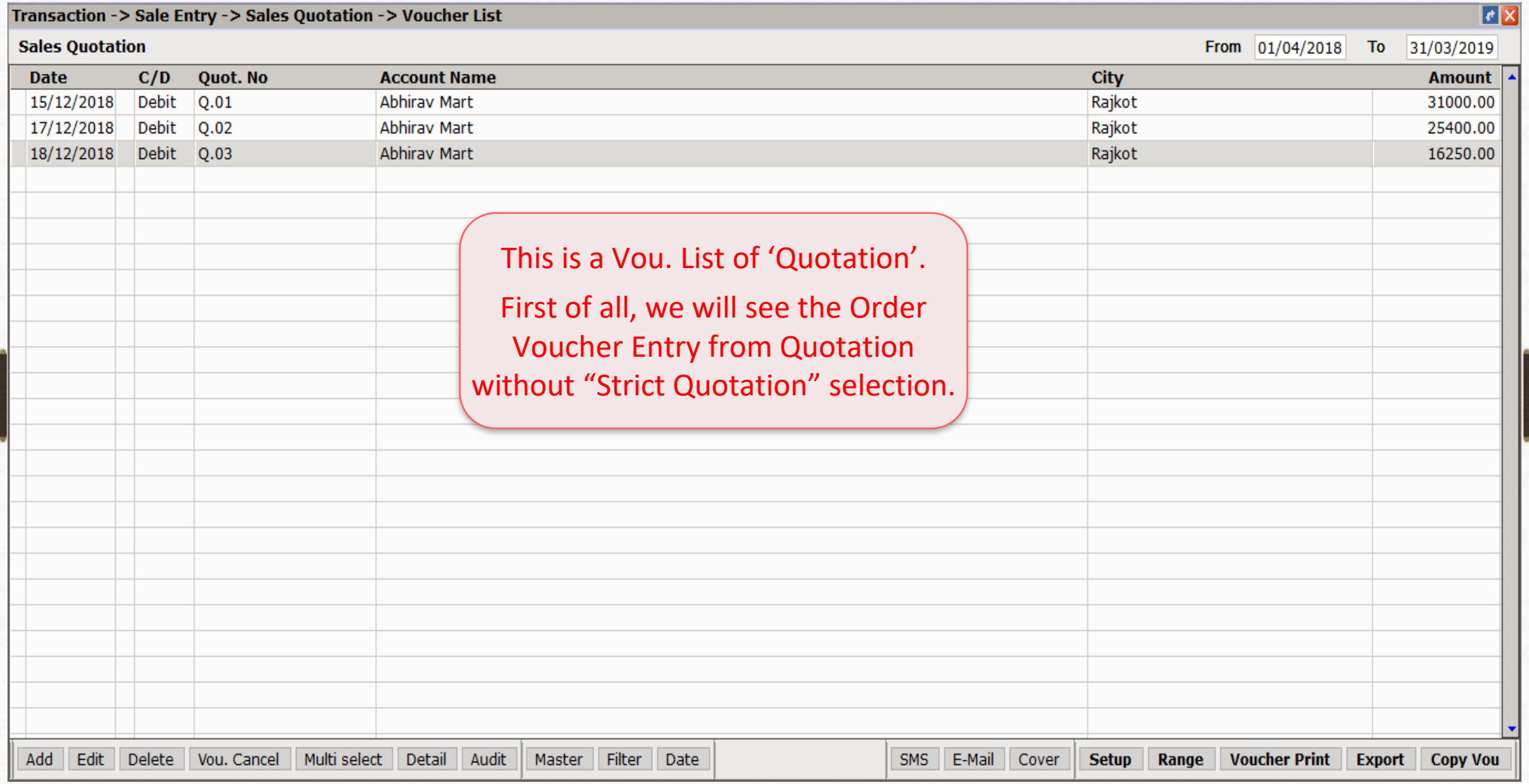
Now, Let's see how to **Clear** Pending Qty **manually** in Quotation Report.


Report -> Order/Challan -> Sales Quotation -> Quotation
Quotation Adjustment Report
From 01/04/2018 To 31/03/2019
Quot. No | Quot. Date | Product Name | Qty | Delivered Qty | Pending Qty | Vou/Bill No. | Vou. Date | Adjusted Qty
Abhirav Mart Rajkot
Q1 | 17/12/2018 | Choco Barfee (250gm pack) | 100.000 | 80.000 | 20.000 | GT/5 | 17/12/2018 | 80.000
Gulab Barfee (250gm pack) | 100.000 | 80.000 | 20.000 | GT/5 | 17/12/2018 | 80.000
Select required entry and …
… click on “Clear” button.
Cleared By Bill/Challan/Order
Cleared By External
Add Edit Delete Print Vou. Cancel Detail Audit Master Filter Date Format Next Export Copy Vou Clear


Report -> Order/Challan -> Sales Quotation -> Quotation
Quotation Adjustment Report
From 01/04/2018 To 31/03/2019
Quot. No | Quot. Date | Product Name | Qty | Delivered Qty | Pending Qty | Vou/Bill No. | Vou. Date | Adjusted Qty
Abhirav Mart Rajkot
Q1 17/12/2018 Choco Barfee (250gm pack) 100.000 80.000 20.000 GT/5 17/12/2018 80.000
Gulab Barfee (250gm pack) 100.000 80.000 20.000 GT/5 17/12/2018 80.000
Confirmation
Clear Pending Quotation ?
Yes
No
Click on "Yes" to clear the entry manually.
* Cleared By Bill/Challan/Order
+ Cleared By External
Add Edit Delete Print Vou. Cancel Detail Audit Master Filter Date Format Next Export Copy Vou Clear


Report -> Order/Challan -> Sales Quotation -> Quotation
Quotation Adjustment Report
From 01/04/2018 To 31/03/2019
Quot. No
Quot. Date
Product Name
Qty
Delivered Qty
Pending Qty
Vou/Bill No.
Vou. Date
Adjusted Qty
Abhirav Mart
Rajkot
Q1
17/12/2018
Choco Barfee (250gm pack) 100.000 80.000 20.000 GT/5 17/12/2018 80.000
Gulab Barfee (250gm pack) 100.000 80.000 20.000 GT/5 17/12/2018 80.000
This "+" sign indicates that the Vou. is cleared by manually.
* Cleared By Bill/Challan/Order
+ Cleared By External
Add
Edit
Delete
Print
Vou. Cancel
Detail
Audit
Master
Filter
Date
Format
Next
Export
Copy Vou
Clear

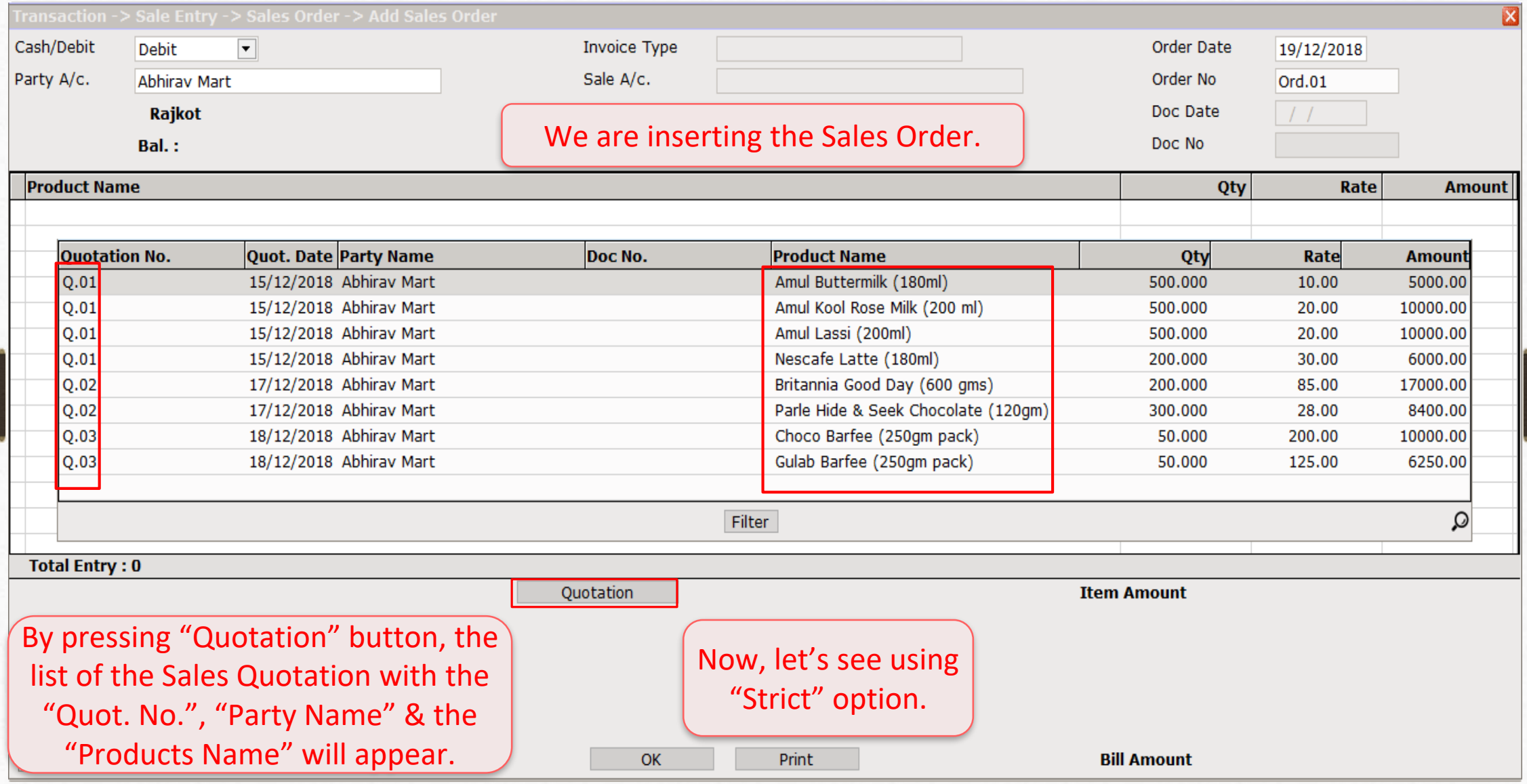
- Now, we will see the Quot.-Order-Challan entries using the ‘Strict’ setup :
  - In Normal Entries, by pressing ‘Quotation’ (Q) / ‘Order’ (O) button, we get the list of the Product with its Voucher No.
  - By using the “Strict Setup”, we will get the List of the Vouchers only.
  - Let’s see with an example.


Transaction -> Sale Entry -> Sales Quotation -> Voucher List
Sales Quotation
From 01/04/2018 To 31/03/2019
Date C/D Quot. No Account Name City Amount
15/12/2018 Debit Q.01 Abhirav Mart Rajkot 31000.00
17/12/2018 Debit Q.02 Abhirav Mart Rajkot 25400.00
18/12/2018 Debit Q.03 Abhirav Mart Rajkot 16250.00
This is a Vou. List of 'Quotation'.
First of all, we will see the Order Voucher Entry from Quotation without "Strict Quotation" selection.
Add Edit Delete Vou. Cancel Multi select Detail Audit Master Filter Date SMS E-Mail Cover Setup Range Voucher Print Export Copy Vou

Setup -> Voucher Setup -> Voucher Setup

Category	Description	Value
Bank Payment	**Entry Options**	
Bank Receipt	Debit Order as Default	Yes
Contra	Cash Party Required	No
Cash Receipt	Invoice Type Required	No
Cash Payment	Document Number/Date Required	No
Journal	Narration Required	Yes
Credit Note	Required Auto Narration Help	No
Debit Note	Credit Limit Warning	No
Purc. Invoice	Credit Days Warning	No
Purc. Return	Auto Bill From Order	Yes
Purc. Challan	Voucher Validation Expression	
Purchase Order	Required Closing Balance As on Date?	No
Purchase Quotation	Group Filter In Party	
Sales Invoice	**Product Entry Option**	
Sales Return	Product Name Overwrite	No
Sales Challan	Product History after Product selection	No
Sales Order	Online Master Rate Updation	No
Sales Quotation	Ask Expense For Each Produ	Yes
Credit Note With Stock	Reverse Rate Calculation Re	No
Debit Note With Stock	Item Entry Validation Expres	
Credit Note w/o Stock	Required Closing Stock As on Date?	No
Debit Note w/o Stock	**Other Options**	
	Strict Quotation	No
	Change Party In Order From Quotation ?	No
	Printing Options	
	Online Order Printing	No
	Voucher Format Selection Expression	
	SMS Options	
	Online SMS Sending	No
	E-Mail Options	

By default, in the 'Strict Quotation' **No** is selected.

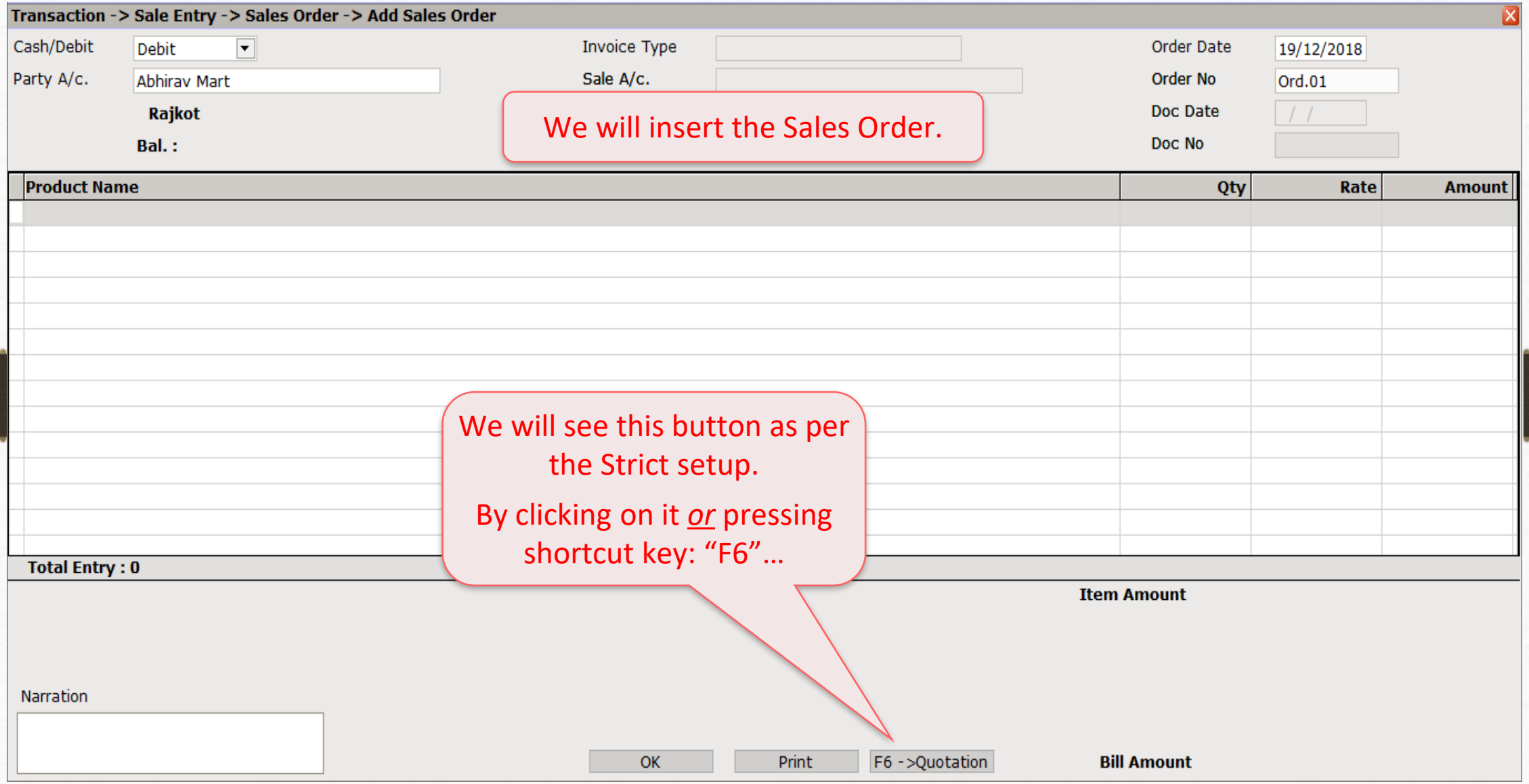

Transaction -> Sale Entry -> Sales Order -> Add Sales Order
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
Sale A/c.
Order Date
19/12/2018
Order No
Ord.01
Doc Date
Doc No
We are inserting the Sales Order.
Product Name
Qty
Rate
Amount
Quotation No.
Quot. Date
Party Name
Doc No.
Product Name
Qty
Rate
Amount
Q.01 15/12/2018 Abhirav Mart Amul Buttermilk (180ml) 500.000 10.00 5000.00
Q.01 15/12/2018 Abhirav Mart Amul Kool Rose Milk (200 ml) 500.000 20.00 10000.00
Q.01 15/12/2018 Abhirav Mart Amul Lassi (200ml) 500.000 20.00 10000.00
Q.01 15/12/2018 Abhirav Mart Nescafe Latte (180ml) 200.000 30.00 6000.00
Q.02 17/12/2018 Abhirav Mart Britannia Good Day (600 gms) 200.000 85.00 17000.00
Q.02 17/12/2018 Abhirav Mart Parle Hide & Seek Chocolate (120gm) 300.000 28.00 8400.00
Q.03 18/12/2018 Abhirav Mart Choco Barfee (250gm pack) 50.000 200.00 10000.00
Q.03 18/12/2018 Abhirav Mart Gulab Barfee (250gm pack) 50.000 125.00 6250.00
Filter
Total Entry : 0
Quotation
Item Amount
By pressing “Quotation” button, the list of the Sales Quotation with the “Quot. No.”, “Party Name” & the “Products Name” will appear.
Now, let’s see using “Strict” option.
OK
Print
Bill Amount

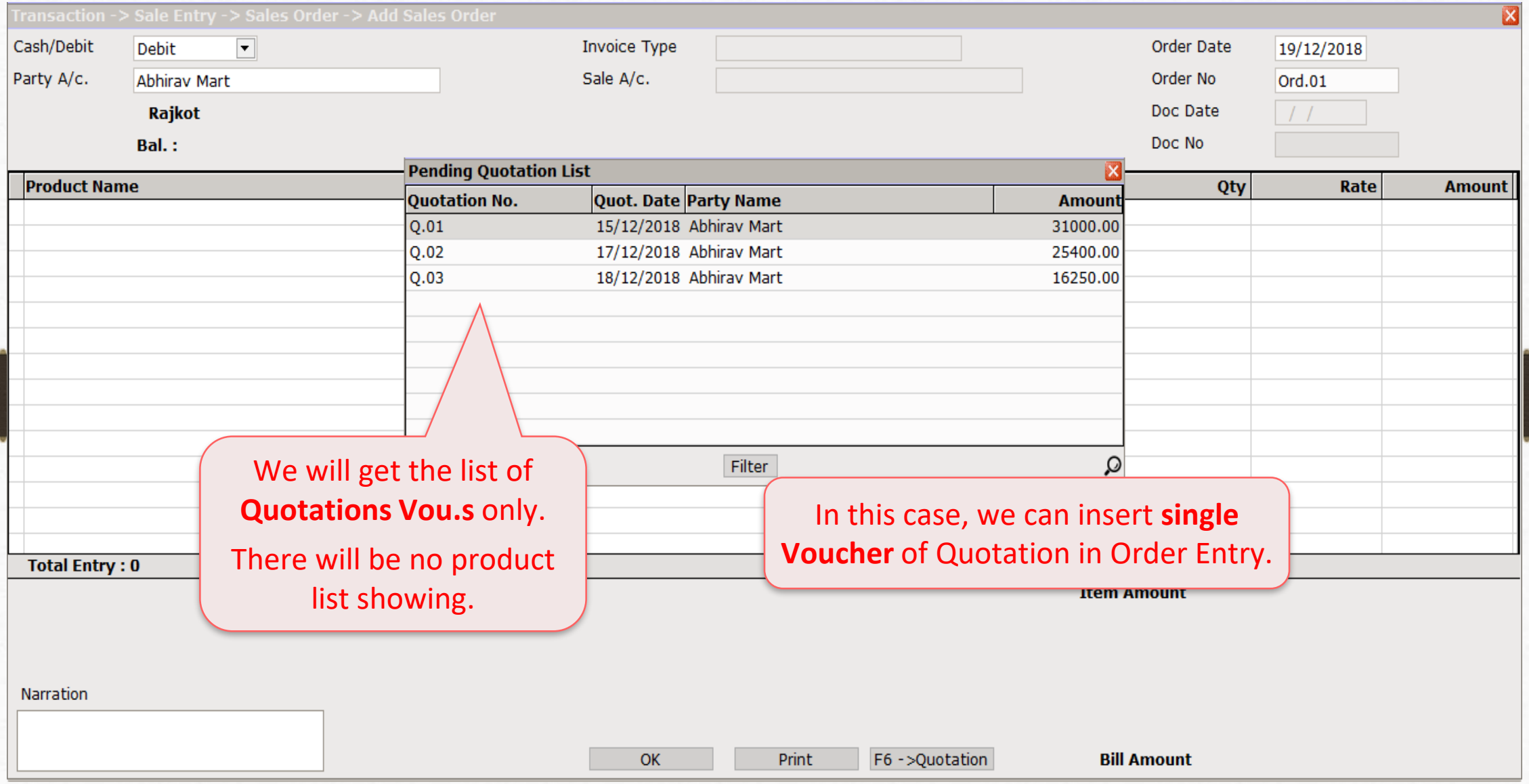
Setup -> Voucher Setup -> Voucher Setup

Category	Description	Value
Bank Payment	Invoice Type Required	No
Bank Receipt	Document Number/Date Required	No
Contra	Narration Required	Yes
Cash Receipt	Required Auto Narration Help	No
Cash Payment	Credit Limit Warning	No
Journal	Credit Days Warning	No
Credit Note	Auto Bill From Order	No
Debit Note	Voucher Validation Expression	
Purc. Invoice	Required Closing Balance As on Date?	No
Purc. Return	Group Filter In Party	
Purc. Challan	**Product Entry Option**	
Purchase Order	Product Name Overwrite	No
Purchase Quotation	Product History after Product sele	No
Sales Invoice	Online Master Rate Updation	No
Sales Return	Ask Expense For Each Product	Yes
Sales Challan	Reverse Rate Calculation Required	No
Sales Order	Item Entry Validation Expression	
Sales Quotation	Required Closing Stock As on Date?	No
Credit Note With Stock	**Other Options**	
Debit Note With Stock	Strict Quotation	Yes
Credit Note w/o Stock	Change Party In Order From Quotation ?	No
Debit Note w/o Stock	**Printing Options**	
	Online Order Printing	No
	Voucher Format Selection Expression	
	SMS Options	
	Online SMS Sending	
	E-Mail Options	
	Online E-Mail Sending	

Now, select **Yes** in "Strict Quotation" option.

Note: Here it means, we will get the list of Quotation Vouchers.


Transaction -> Sale Entry -> Sales Order -> Add Sales Order
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
Sale A/c.
Order Date
19/12/2018
Order No
Ord.01
Doc Date
Doc No
We will insert the Sales Order.
Product Name
Qty
Rate
Amount
Total Entry : 0
We will see this button as per the Strict setup.
By clicking on it or pressing shortcut key: "F6"…
Item Amount
Narration
OK
Print
F6 ->Quotation
Bill Amount



We will get the list of **Quotations Vou.s** only.

There will be no product list showing.

In this case, we can insert **single Voucher** of Quotation in Order Entry.

Transaction -> Sale Entry -> Sales Order -> Add Sales Order

Cash/Debit: Debit
Party A/c.: Abhirav Mart
Rajkot
Bal. :
Invoice Type:
Sale A/c.:
Order Date: 19/12/2018
Order No: Ord.01
Doc Date: / /
Doc No:

Product Name	Qty	Rate	Amount
Amul Buttermilk (180ml)	500.000	10.00	5000.00
Amul Kool Rose Milk (200 ml)	500.000	20.00	10000.00
Amul Lassi (200ml)	500.000	20.00	10000.00
Nescafe Latte (180ml)	200.000	30.00	6000.00
Total Entry : 4	**1700.000**		**31000.00**

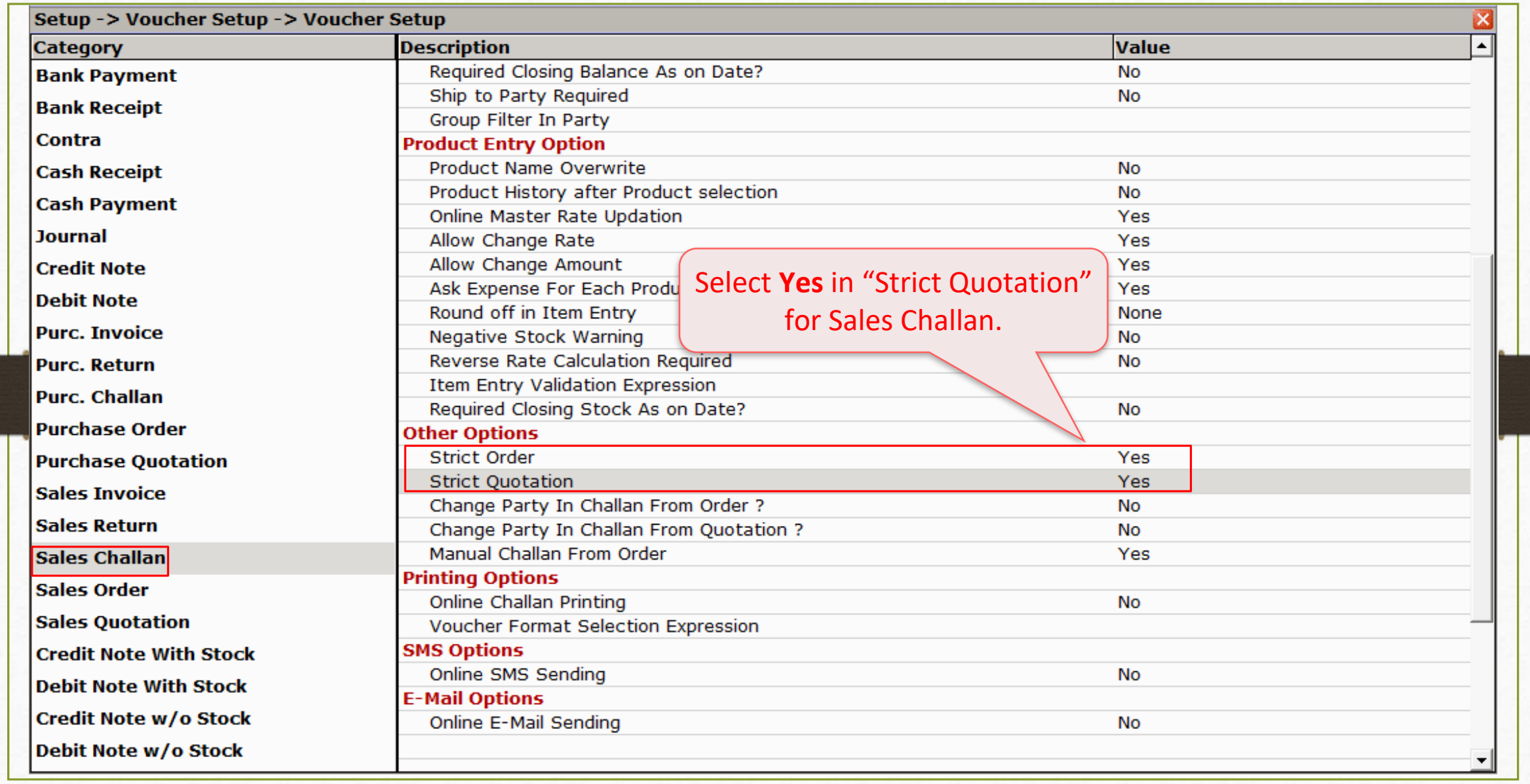
After selecting a Quotation, consisting products will be added.

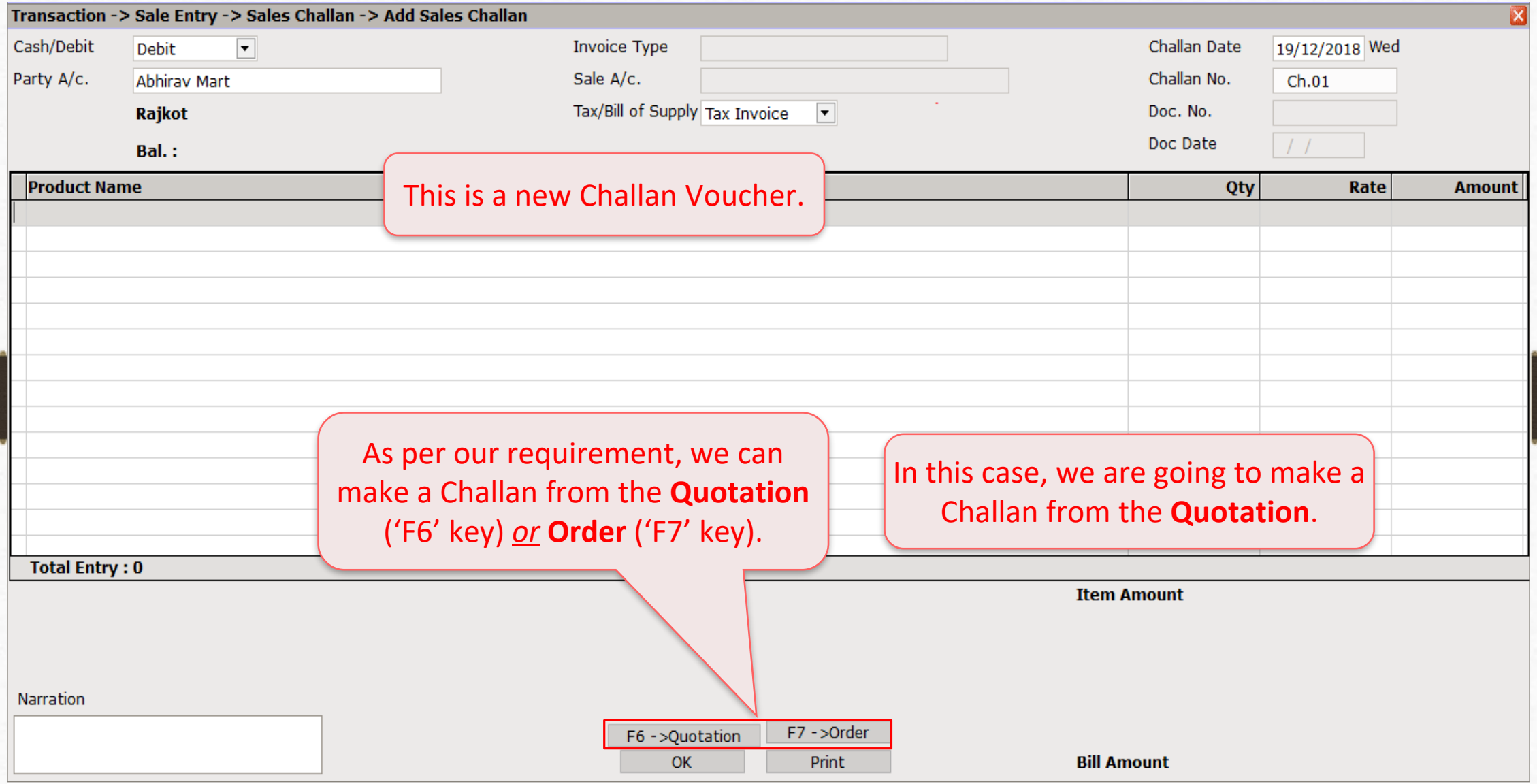
Item Amount **31,000.00 CR**

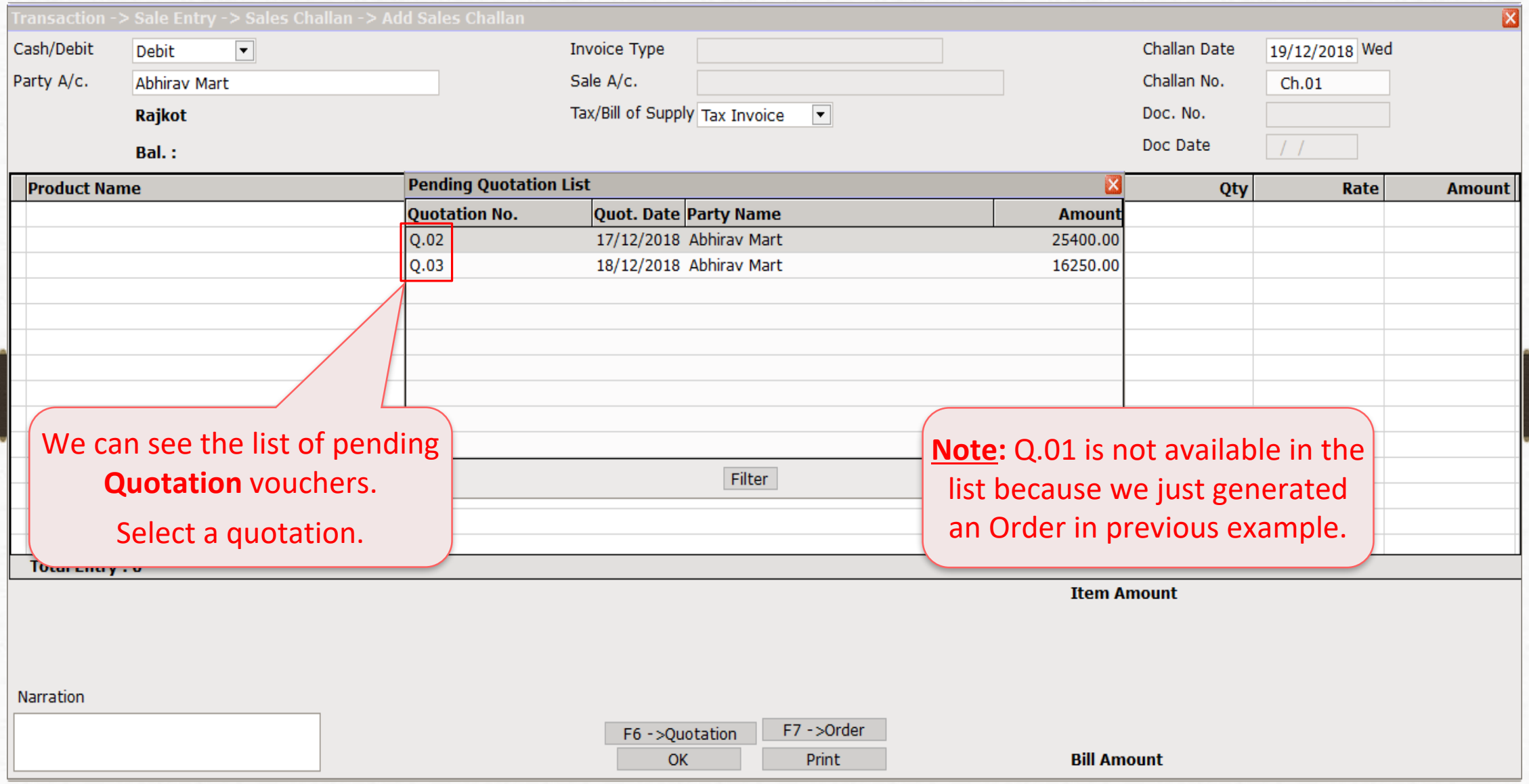
Narration

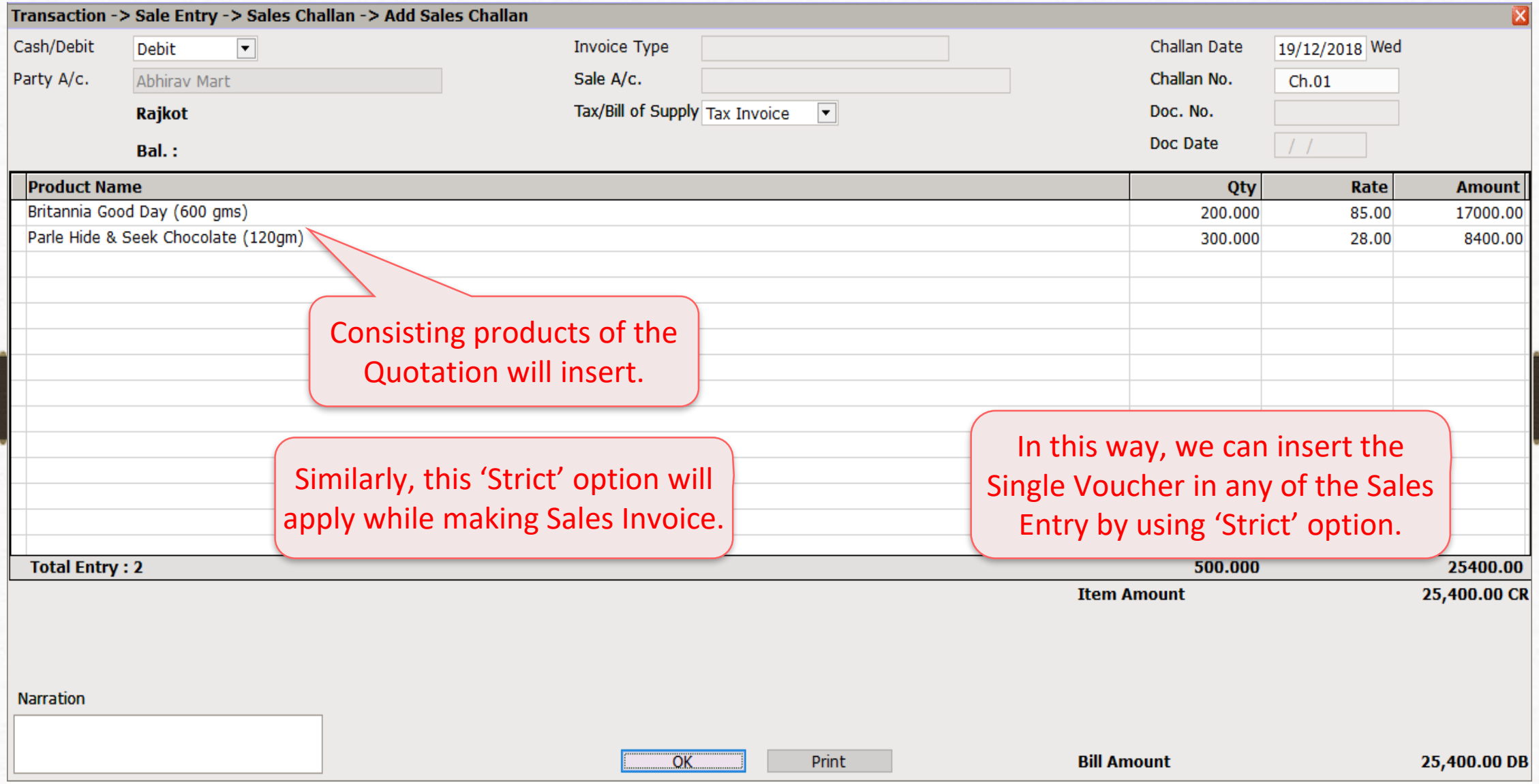
OK Print

Bill Amount **31,000.00 DB**

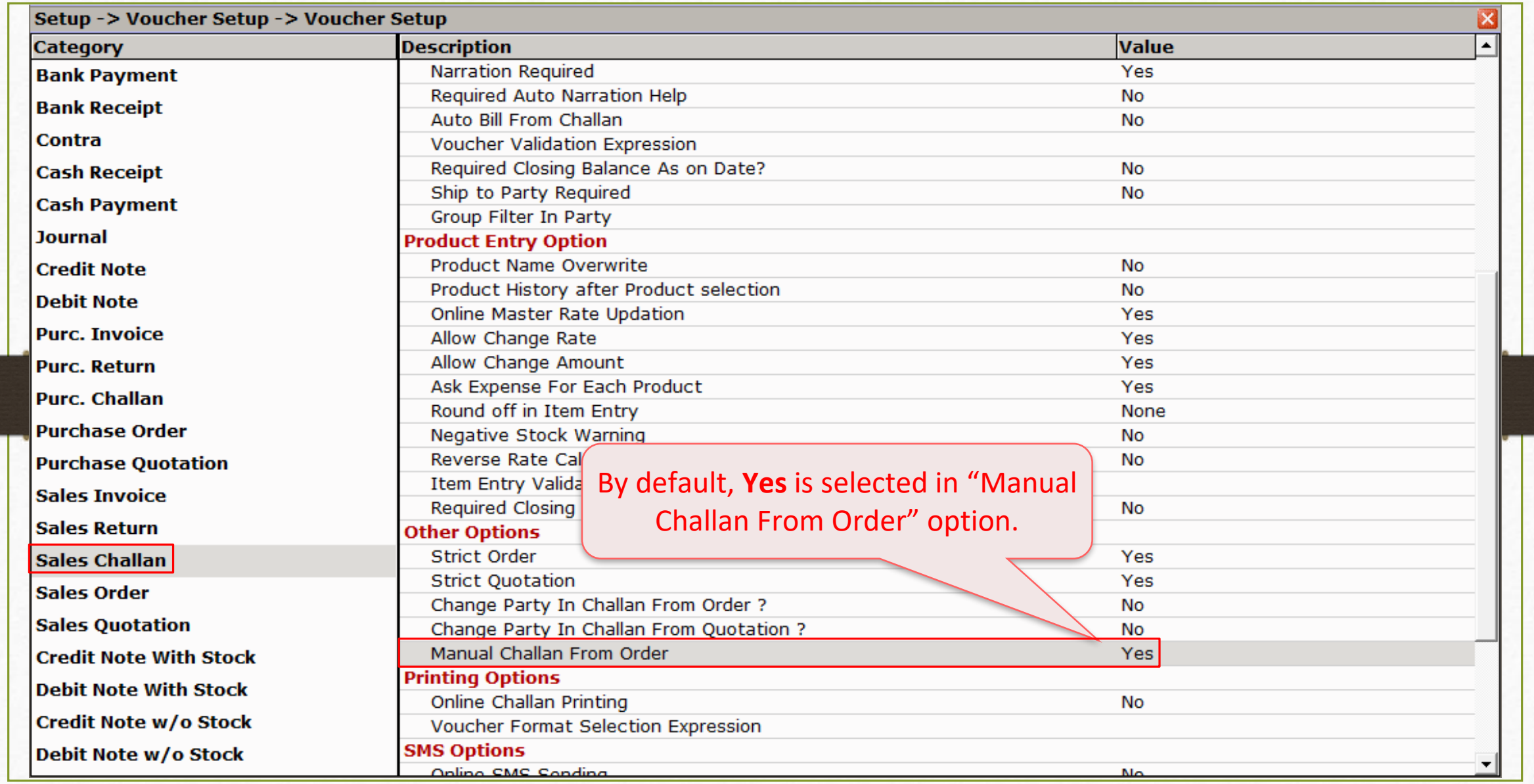

Setup -> Voucher Setup -> Voucher Setup
Category
Description
Value
Bank Payment
Bank Receipt
Contra
Cash Receipt
Cash Payment
Journal
Credit Note
Debit Note
Purc. Invoice
Purc. Return
Purc. Challan
Purchase Order
Purchase Quotation
Sales Invoice
Sales Return
Sales Challan
Sales Order
Sales Quotation
Credit Note With Stock
Debit Note With Stock
Credit Note w/o Stock
Debit Note w/o Stock
Required Closing Balance As on Date? No
Ship to Party Required No
Group Filter In Party
Product Entry Option
Product Name Overwrite No
Product History after Product selection No
Online Master Rate Updation Yes
Allow Change Rate Yes
Allow Change Amount Yes
Ask Expense For Each Produ 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
Other Options
Strict Order Yes
Strict Quotation Yes
Change Party In Challan From Order ? No
Change Party In Challan From Quotation ? No
Manual Challan From Order Yes
Printing Options
Online Challan Printing No
Voucher Format Selection Expression
SMS Options
Online SMS Sending No
E-Mail Options
Online E-Mail Sending No
Select Yes in "Strict Quotation" for Sales Challan.


Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Challan Date
19/12/2018
Wed
Challan No.
Ch.01
Doc. No.
Doc Date
Product Name
Qty
Rate
Amount
This is a new Challan Voucher.
As per our requirement, we can make a Challan from the Quotation ('F6' key) or Order ('F7' key).
In this case, we are going to make a Challan from the Quotation.
Total Entry : 0
Item Amount
Narration
F6 ->Quotation
F7 ->Order
OK
Print
Bill Amount


Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Challan Date
19/12/2018 Wed
Challan No.
Ch.01
Doc. No.
Doc Date
Product Name
Pending Quotation List
Quotation No.
Quot. Date
Party Name
Amount
Q.02 17/12/2018 Abhirav Mart 25400.00
Q.03 18/12/2018 Abhirav Mart 16250.00
Qty
Rate
Amount
Filter
We can see the list of pending Quotation vouchers.
Select a quotation.
Note: Q.01 is not available in the list because we just generated an Order in previous example.
Item Amount
Narration
F6 ->Quotation
F7 ->Order
OK
Print
Bill Amount


Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Challan Date
19/12/2018
Wed
Challan No.
Ch.01
Doc. No.
Doc Date
Product Name
Qty
Rate
Amount
Britannia Good Day (600 gms)
200.000
85.00
17000.00
Parle Hide & Seek Chocolate (120gm)
300.000
28.00
8400.00
Consisting products of the Quotation will insert.
Similarly, this 'Strict' option will apply while making Sales Invoice.
In this way, we can insert the Single Voucher in any of the Sales Entry by using 'Strict' option.
Total Entry : 2
500.000
25400.00
Item Amount
25,400.00 CR
Narration
OK
Print
Bill Amount
25,400.00 DB

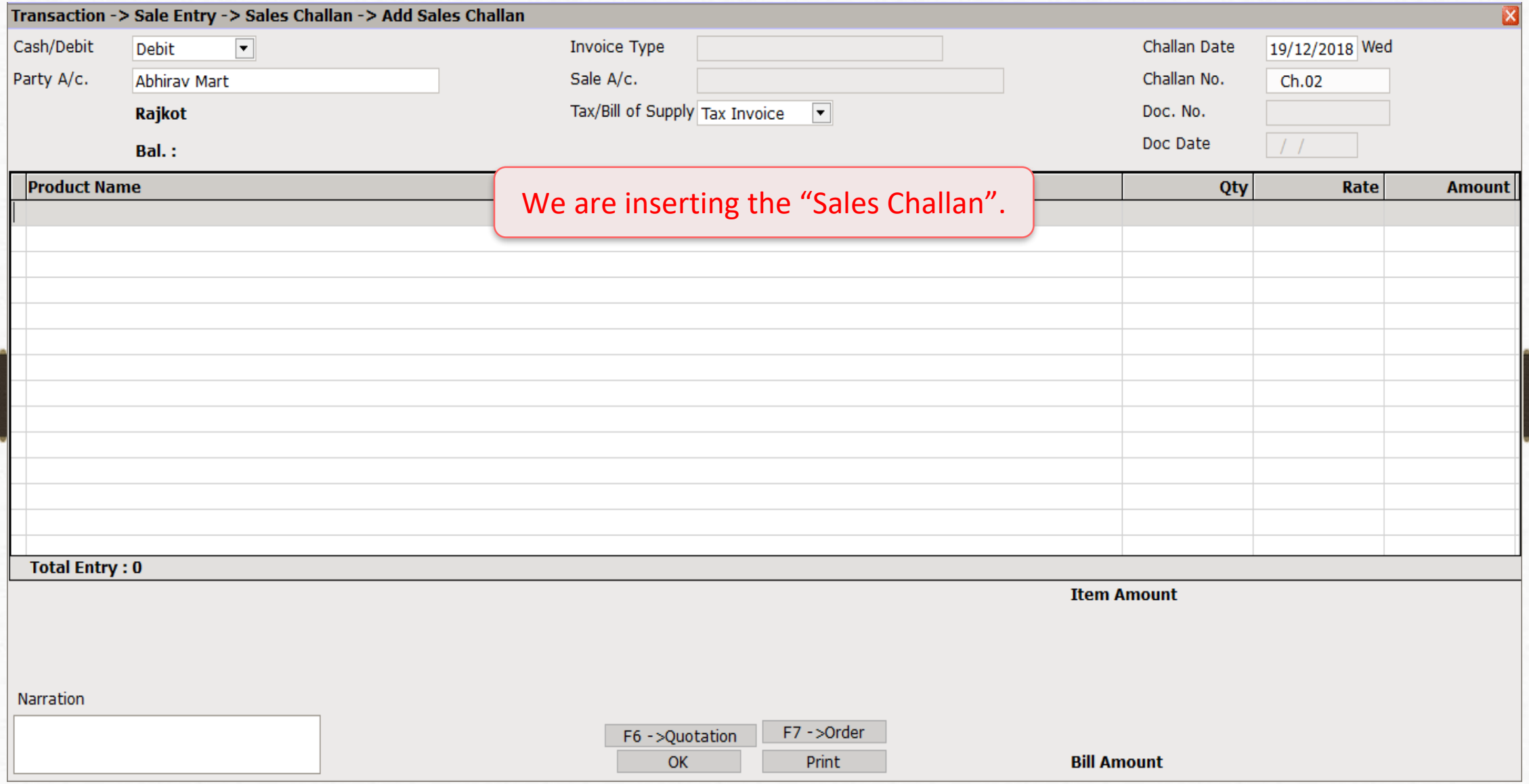
- Now, we will see about ‘Manual Challan’ setup:
  - In Normal entry, we have inserted the Challan voucher from the Order by clicking on ‘Order’ button, it means we are doing it manually. But, by selecting a **Product,** we can get the list of vouchers in which the selected product is inserted.
  - This facility is given only in the case of making a “Challan” from the Order and the “Bill from Challan”.
  - Let’s see with an example.


Setup -> Voucher Setup -> Voucher Setup
Category
Description
Value
Bank Payment
Bank Receipt
Contra
Cash Receipt
Cash Payment
Journal
Credit Note
Debit Note
Purc. Invoice
Purc. Return
Purc. Challan
Purchase Order
Purchase Quotation
Sales Invoice
Sales Return
Sales Challan
Sales Order
Sales Quotation
Credit Note With Stock
Debit Note With Stock
Credit Note w/o Stock
Debit Note w/o Stock
Narration Required Yes
Required Auto Narration Help No
Auto Bill From Challan No
Voucher Validation Expression
Required Closing Balance As on Date? No
Ship to Party Required No
Group Filter In Party
Product Entry Option
Product Name Overwrite No
Product History after Product selection No
Online Master Rate Updation Yes
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 Cal No
Item Entry Valida
Required Closing No
Other Options
Strict Order Yes
Strict Quotation Yes
Change Party In Challan From Order ? No
Change Party In Challan From Quotation ? No
Manual Challan From Order Yes
Printing Options
Online Challan Printing No
Voucher Format Selection Expression
SMS Options
By default, Yes is selected in “Manual Challan From Order” option.

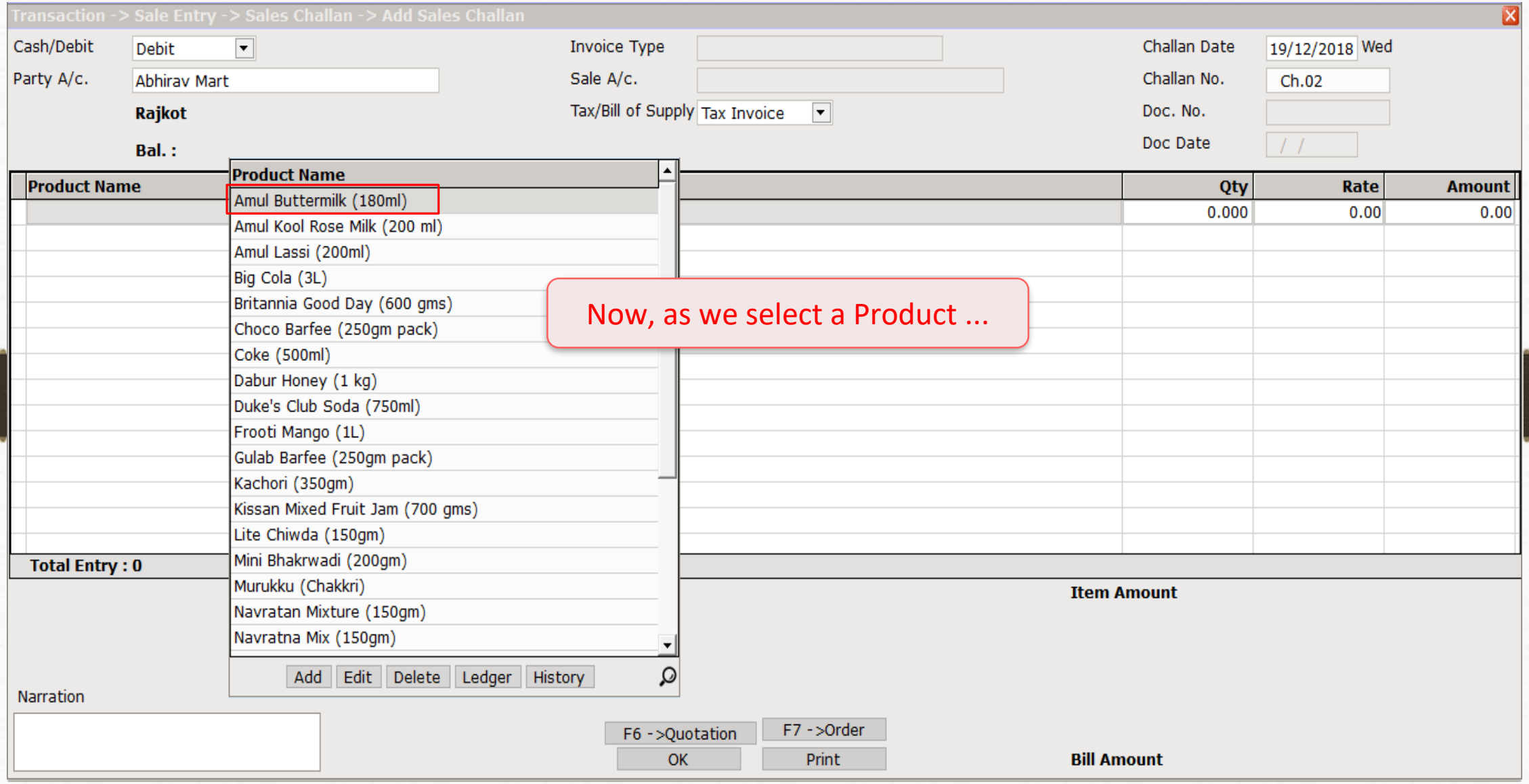
Setup -> Voucher Setup -> Voucher Setup

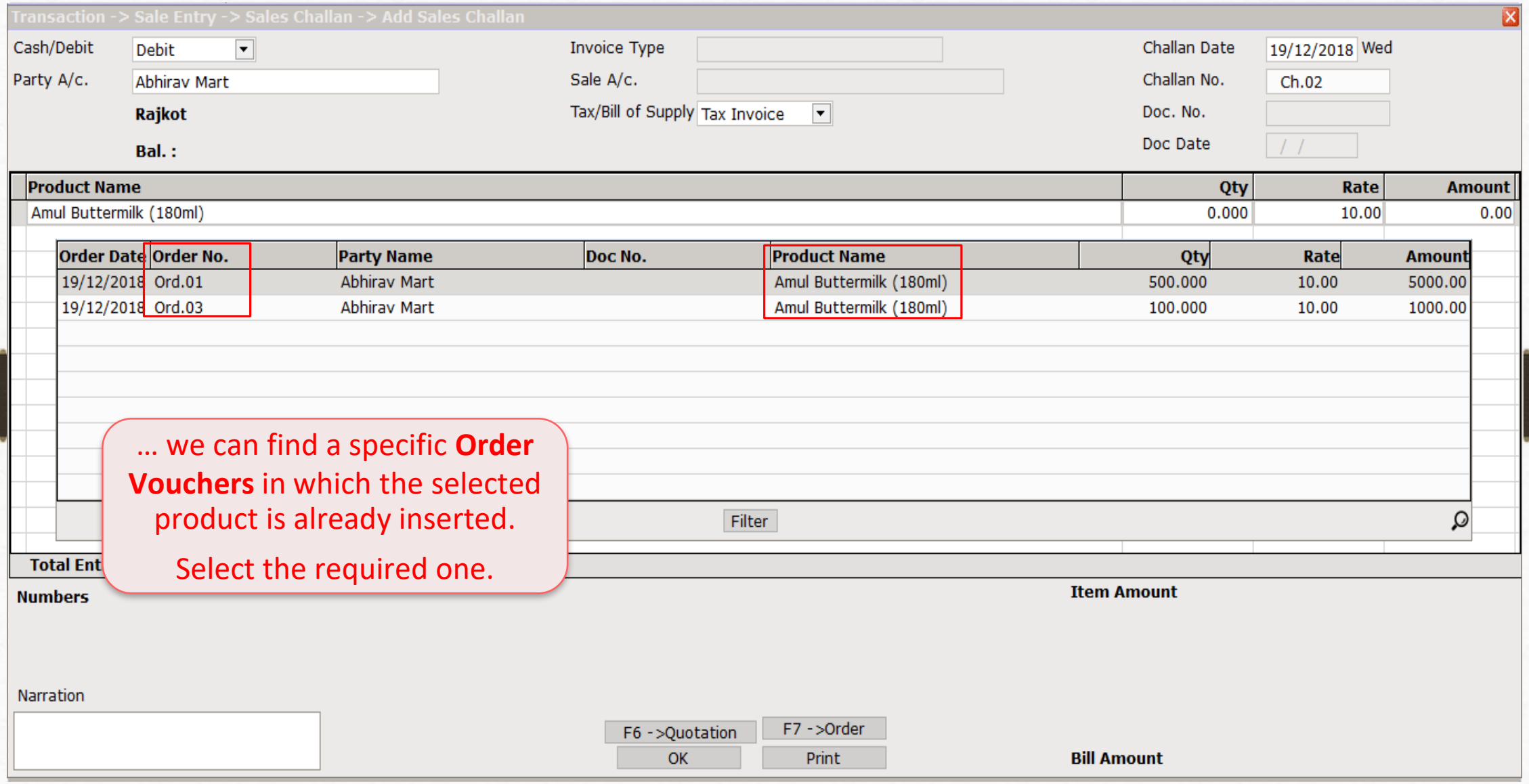
Category	Description	Value
Bank Payment	Narration Required	Yes
Bank Receipt	Required Auto Narration Help	No
Contra	Auto Bill From Challan	No
Cash Receipt	Voucher Validation Expression	
Cash Payment	Required Closing Balance As on Date?	No
Journal	Ship to Party Required	No
Credit Note	Group Filter In Party	
Debit Note	**Product Entry Option**	
Purc. Invoice	Product Name Overwrite	No
Purc. Return	Product History after Product selection	No
Purc. Challan	Online Master Rate Updation	Yes
Purchase Order	Allow Change Rate	Yes
Purchase Quotation	Allow Change Amount	Yes
Sales Invoice	Ask Expense For Each Product	Yes
Sales Return	Round off in Item Entry	e
Sales Challan	Negative Stock Warning	
Sales Order	Reverse Rate Calculation Required	
Sales Quotation	Item Entry Validation Expression	
Credit Note With Stock	Required Closing Stock As on Date?	
Debit Note With Stock	**Other Options**	
Credit Note w/o Stock	Strict Order	Yes
Debit Note w/o Stock	Strict Quotation	Yes
	Change Party In Challan From Order ?	No
	Change Party In Challan From Quotation ?	No
	Manual Challan From Order	No
	Printing Options	
	Online Challan Printing	No
	Voucher Format Selection Expression	
	SMS Options	
	Online SMS Sending	No

Now, by selecting **No**, we can get the Order Vou.s list as per the Product selection.


Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Rajkot
Bal. :
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Challan Date
19/12/2018
Wed
Challan No.
Ch.02
Doc. No.
Doc Date
/ /
Product Name
Qty
Rate
Amount
We are inserting the "Sales Challan".
Total Entry : 0
Item Amount
Narration
F6 ->Quotation
F7 ->Order
OK
Print
Bill Amount

Select a Product





… we can find a specific **Order Vouchers** in which the selected product is already inserted.

Select the required one.

Transaction -> Sale Entry -> Sales Challan -> Add Sales Challan

Cash/Debit: Debit
Party A/c.: Abhirav Mart
Rajkot
Bal. :

Invoice Type:
Sale A/c.:
Tax/Bill of Supply: Tax Invoice

Challan Date: 19/12/2018 Wed
Challan No.: Ch.02
Doc. No.:
Doc Date: / /

Product Name	Qty	Rate	Amount
Amul Buttermilk (180ml)	500.000	10.00	5000.00
Total Entry : 1	**500.000**		**5000.00**

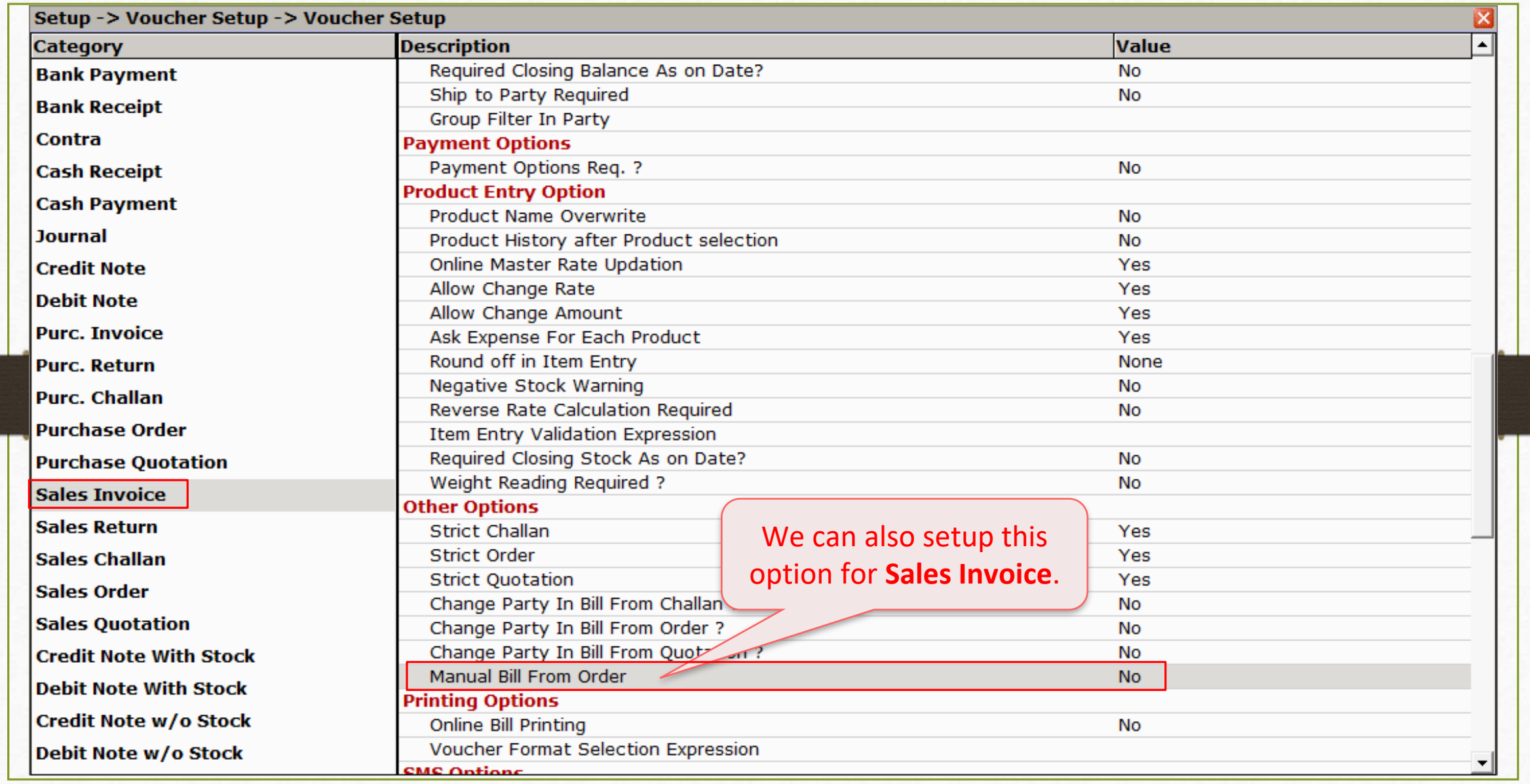
In this way, we can insert the Challan from the Order by selecting a Product.

Item Amount **5,000.00 CR**

Narration

OK Print

Bill Amount **5,000.00 DB**

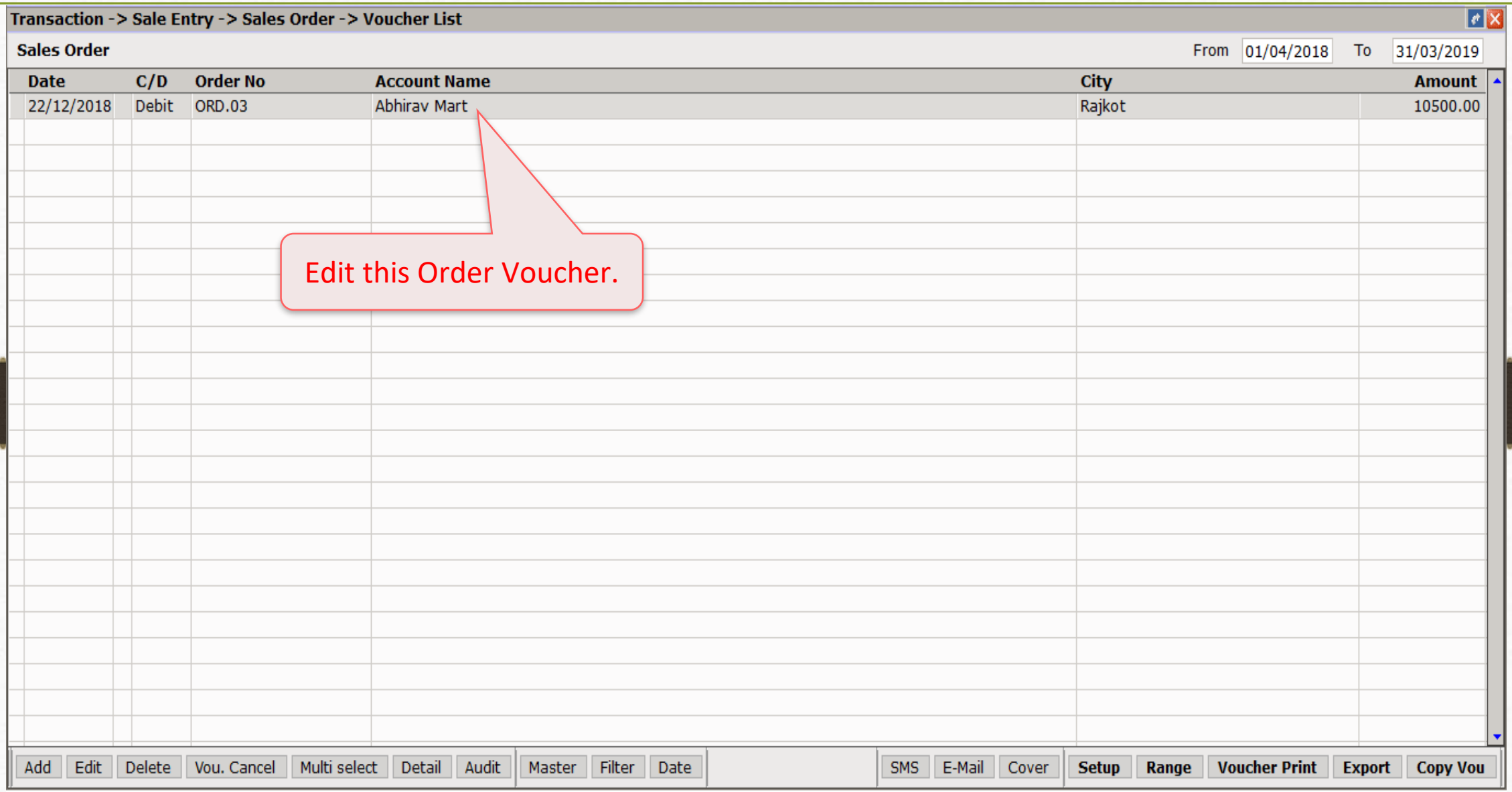

Setup -> Voucher Setup -> Voucher Setup
Category
Description
Value
Bank Payment
Bank Receipt
Contra
Cash Receipt
Cash Payment
Journal
Credit Note
Debit Note
Purc. Invoice
Purc. Return
Purc. Challan
Purchase Order
Purchase Quotation
Sales Invoice
Sales Return
Sales Challan
Sales Order
Sales Quotation
Credit Note With Stock
Debit Note With Stock
Credit Note w/o Stock
Debit Note w/o Stock
Required Closing Balance As on Date? No
Ship to Party Required No
Group Filter In Party
Payment Options
Payment Options Req. ? No
Product Entry Option
Product Name Overwrite No
Product History after Product selection No
Online Master Rate Updation Yes
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
Other Options
Strict Challan Yes
Strict Order Yes
Strict Quotation Yes
Change Party In Bill From Challan No
Change Party In Bill From Order ? No
Change Party In Bill From Quot ? No
Manual Bill From Order No
Printing Options
Online Bill Printing No
Voucher Format Selection Expression
We can also setup this option for Sales Invoice.

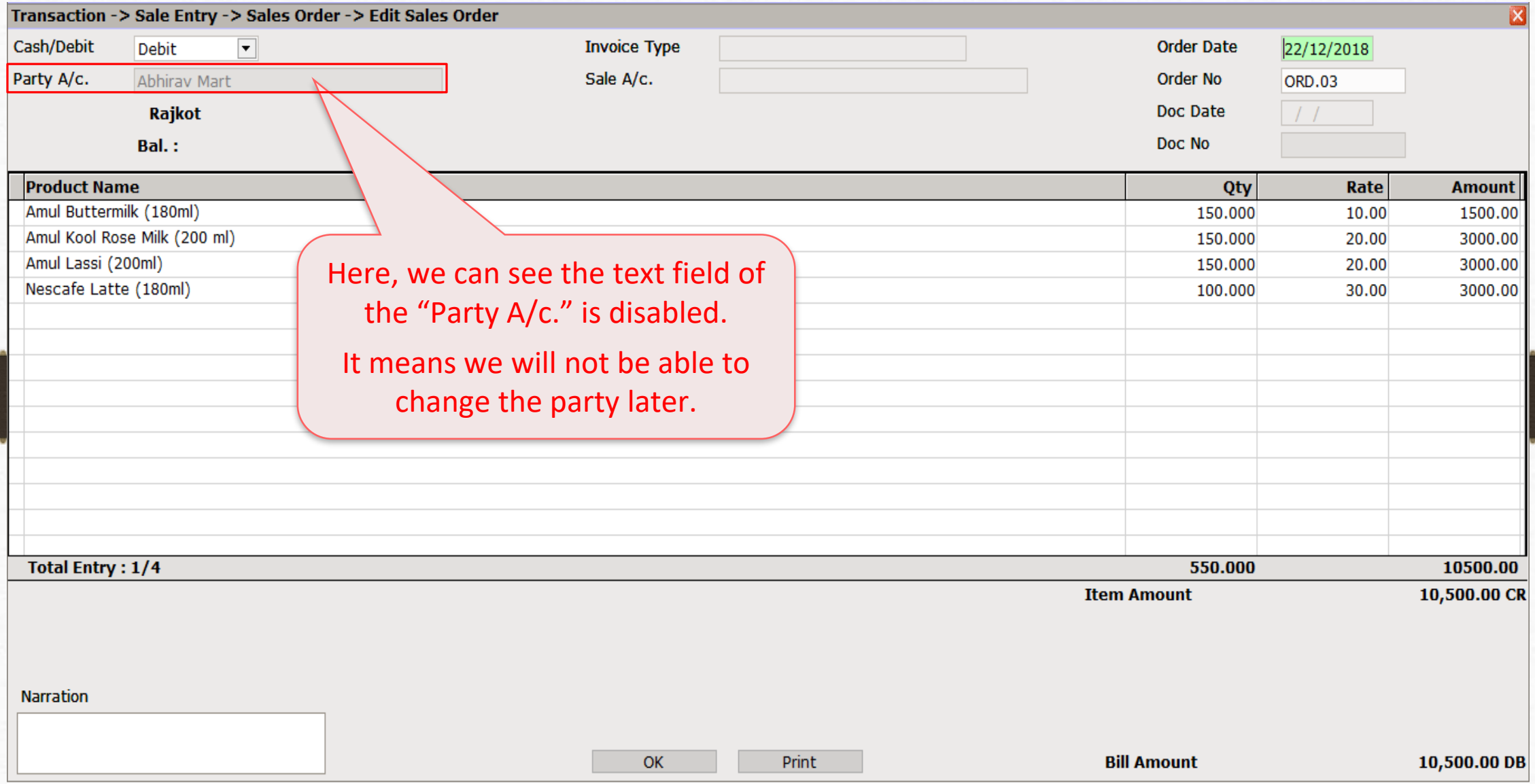
- Now, we will see about ‘Change Party’ setup:
  - Sometimes the party has multiple firms with a different name. The Party gives the quotation by own name but later they will give the order by the different name.
  - By using the ‘Change Party’ option, we can edit the party name in inserted vouchers: Order, Challan and Sales Bill.
  - Let’s see with an example.

Setup -> Voucher Setup -> Voucher Setup

Category	Description	Value
Bank Payment	**Entry Options**	
Bank Receipt	Debit Order as Default	Yes
Contra	Cash Party Required	No
Cash Receipt	Invoice Type Required	No
Cash Payment	Document Number/Date Required	No
Journal	Narration Required	Yes
Credit Note	Required Auto Narration Help	No
Debit Note	Credit Limit Warning	No
Purc. Invoice	Credit Days Warning	No
Purc. Return	Auto Bill From Order	Yes
Purc. Challan	Voucher Validation Expression	
Purchase Order	Required Closing Balance As on Date?	No
Purchase Quotation	Group Filter In Party	
Sales Invoice	**Product Entry Option**	
Sales Return	Product Name Overwrite	No
Sales Challan	Product History after Product sele	No
Sales Order	Online Master Rate Updation	No
Sales Quotation	Ask Expense For Each Product	Yes
Credit Note With Stock	Reverse Rate Calculation Required	No
Debit Note With Stock	Item Entry Validation Expression	
Credit Note w/o Stock	Required Closing Stock As on Date?	No
Debit Note w/o Stock	**Other Options**	
	Strict Quotation	No
	Change Party In Order From Quotation ?	No
	Printing Options	
	Online Order Printing	No
	Voucher Format Selection Expression	
	SMS Options	
	Online SMS Sending	No
	E-Mail Options	

By default, “Change Party” option is selected **No**.


Transaction -> Sale Entry -> Sales Order -> Voucher List
Sales Order
From 01/04/2018 To 31/03/2019
Date C/D Order No Account Name City Amount
22/12/2018 Debit ORD.03 Abhirav Mart Rajkot 10500.00
Edit this Order Voucher.
Add Edit Delete Vou. Cancel Multi select Detail Audit Master Filter Date SMS E-Mail Cover Setup Range Voucher Print Export Copy Vou



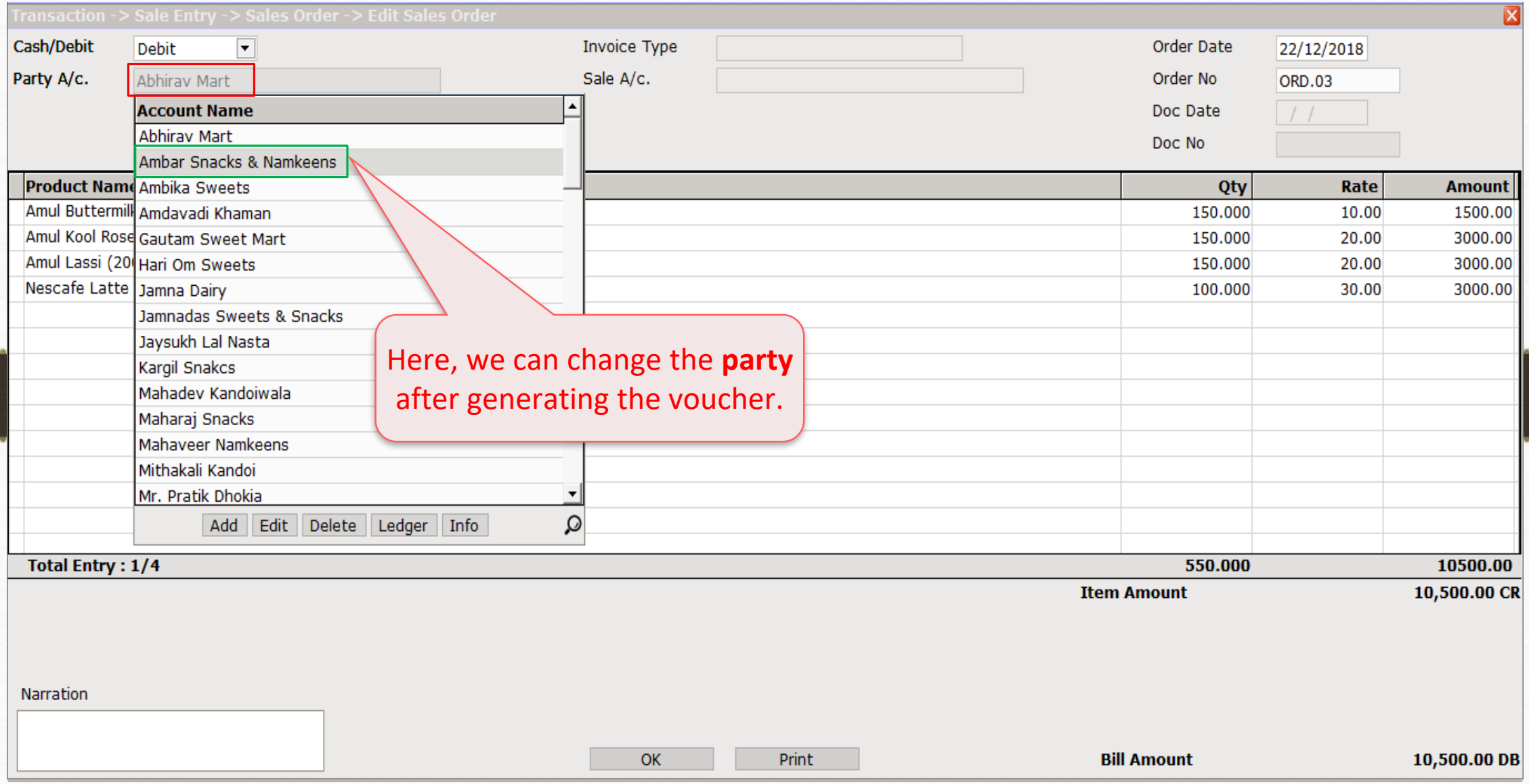
Here, we can see the text field of the “Party A/c.” is disabled.

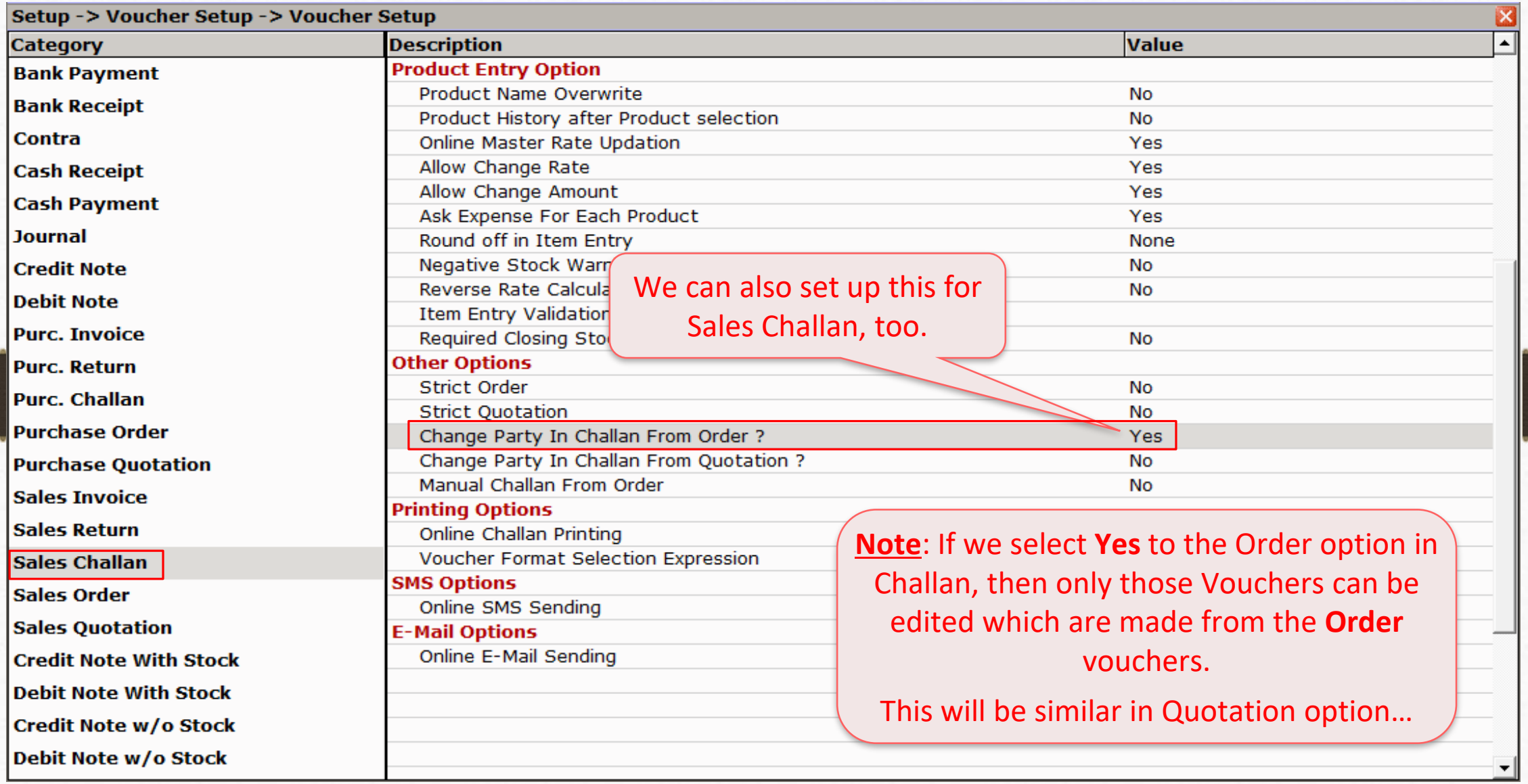
It means we will not be able to change the party later.

Setup -> Voucher Setup -> Voucher Setup

Category	Description	Value
Bank Payment	**Entry Options**	
Bank Receipt	Debit Order as Default	Yes
Contra	Cash Party Required	No
Cash Receipt	Invoice Type Required	No
Cash Payment	Document Number/Date Required	No
Journal	Narration Required	Yes
Credit Note	Required Auto Narration Help	No
Debit Note	Credit Limit Warning	No
Purc. Invoice	Credit Days Warning	No
Purc. Return	Auto Bill From Order	Yes
Purc. Challan	Voucher Validation Expression	
Purchase Order	Required Closing Balance As on Date?	No
Purchase Quotation	Group Filter In Party	
Sales Invoice	**Product Entry Option**	
Sales Return	Product Name Overwrite	No
Sales Challan	Product History after Product selec	No
Sales Order	Online Master Rate Updation	No
Sales Quotation	Ask Expense For Each Product	Yes
Credit Note With Stock	Reverse Rate Calculation Required	No
Debit Note With Stock	Item Entry Validation Expression	
Credit Note w/o Stock	Required Closing Stock As on Date?	No
Debit Note w/o Stock	**Other Options**	
	Strict Quotation	No
	Change Party In Order From Quotation ?	Yes
	Printing Options	
	Online Order Printing	No
	Voucher Format Selection Expression	
	SMS Options	
	Online SMS Sending	No
	E-Mail Options	

Now, let's change this option to **Yes**.


Transaction -> Sale Entry -> Sales Order -> Edit Sales Order
Cash/Debit
Debit
Party A/c.
Abhirav Mart
Invoice Type
Sale A/c.
Order Date
22/12/2018
Order No
ORD.03
Doc Date
Doc No
Account Name
Abhirav Mart
Ambar Snacks & Namkeens
Ambika Sweets
Amdavadi Khaman
Gautam Sweet Mart
Hari Om Sweets
Jamna Dairy
Jamnadas Sweets & Snacks
Jaysukh Lal Nasta
Kargil Snakcs
Mahadev Kandoiwala
Maharaj Snacks
Mahaveer Namkeens
Mithakali Kandoi
Mr. Pratik Dhokia
Add
Edit
Delete
Ledger
Info
Here, we can change the party after generating the voucher.
Product Name
Qty
Rate
Amount
Amul Buttermilk
Amul Kool Rose
Amul Lassi (20
Nescafe Latte
150.000 10.00 1500.00
150.000 20.00 3000.00
150.000 20.00 3000.00
100.000 30.00 3000.00
Total Entry : 1/4
550.000
10500.00
Item Amount
10,500.00 CR
Narration
OK
Print
Bill Amount
10,500.00 DB

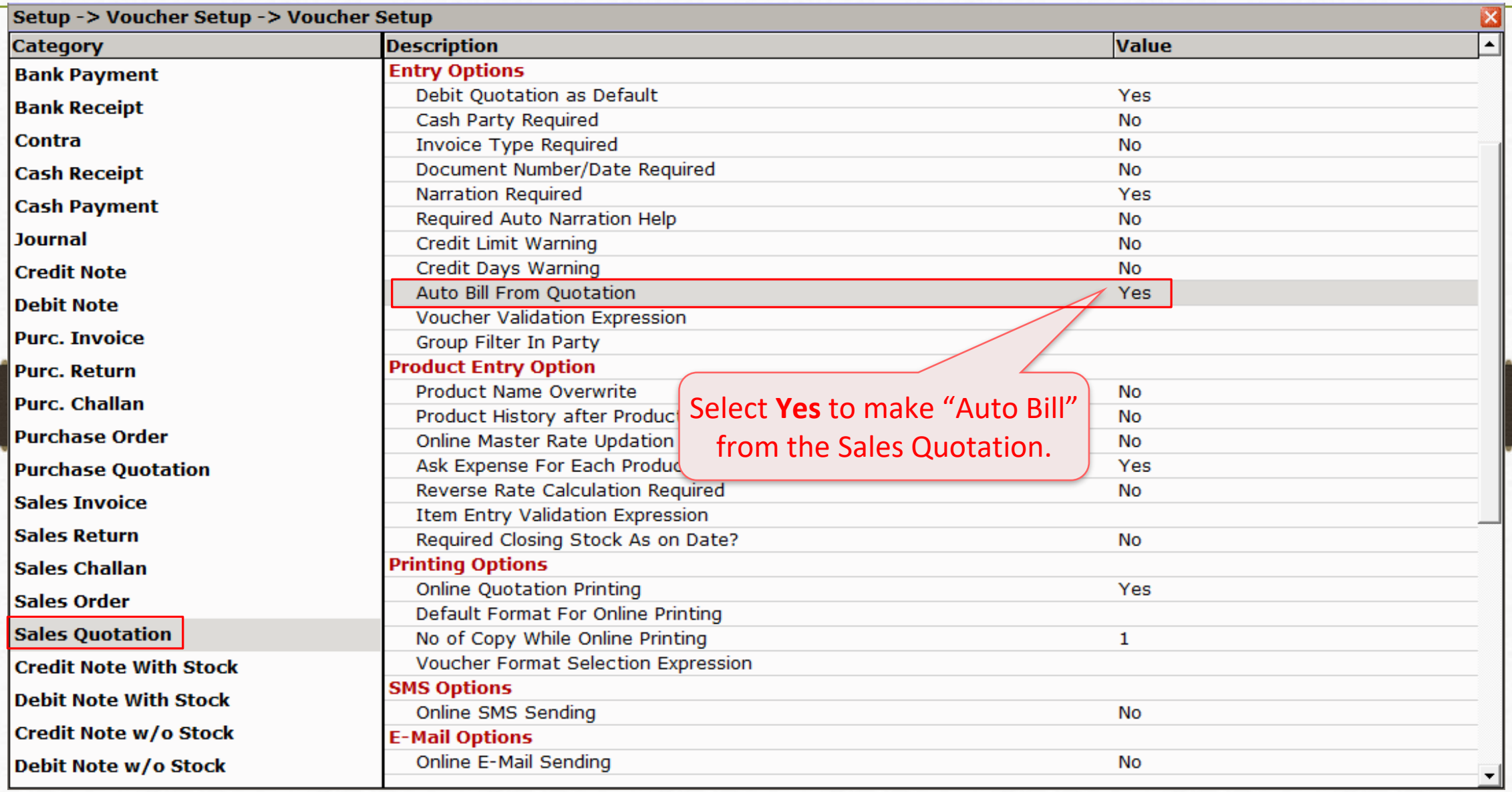

Setup -> Voucher Setup -> Voucher Setup
Category
Description
Value
Bank Payment
Bank Receipt
Contra
Cash Receipt
Cash Payment
Journal
Credit Note
Debit Note
Purc. Invoice
Purc. Return
Purc. Challan
Purchase Order
Purchase Quotation
Sales Invoice
Sales Return
Sales Challan
Sales Order
Sales Quotation
Credit Note With Stock
Debit Note With Stock
Credit Note w/o Stock
Debit Note w/o Stock
Product Entry Option
Product Name Overwrite No
Product History after Product selection No
Online Master Rate Updation Yes
Allow Change Rate Yes
Allow Change Amount Yes
Ask Expense For Each Product Yes
Round off in Item Entry None
Negative Stock Warn No
Reverse Rate Calcula No
Item Entry Validation
Required Closing Sto No
Other Options
Strict Order No
Strict Quotation No
Change Party In Challan From Order ? Yes
Change Party In Challan From Quotation ? No
Manual Challan From Order No
Printing Options
Online Challan Printing
Voucher Format Selection Expression
SMS Options
Online SMS Sending
E-Mail Options
Online E-Mail Sending
We can also set up this for Sales Challan, too.
Note: If we select Yes to the Order option in Challan, then only those Vouchers can be edited which are made from the Order vouchers.
This will be similar in Quotation option…

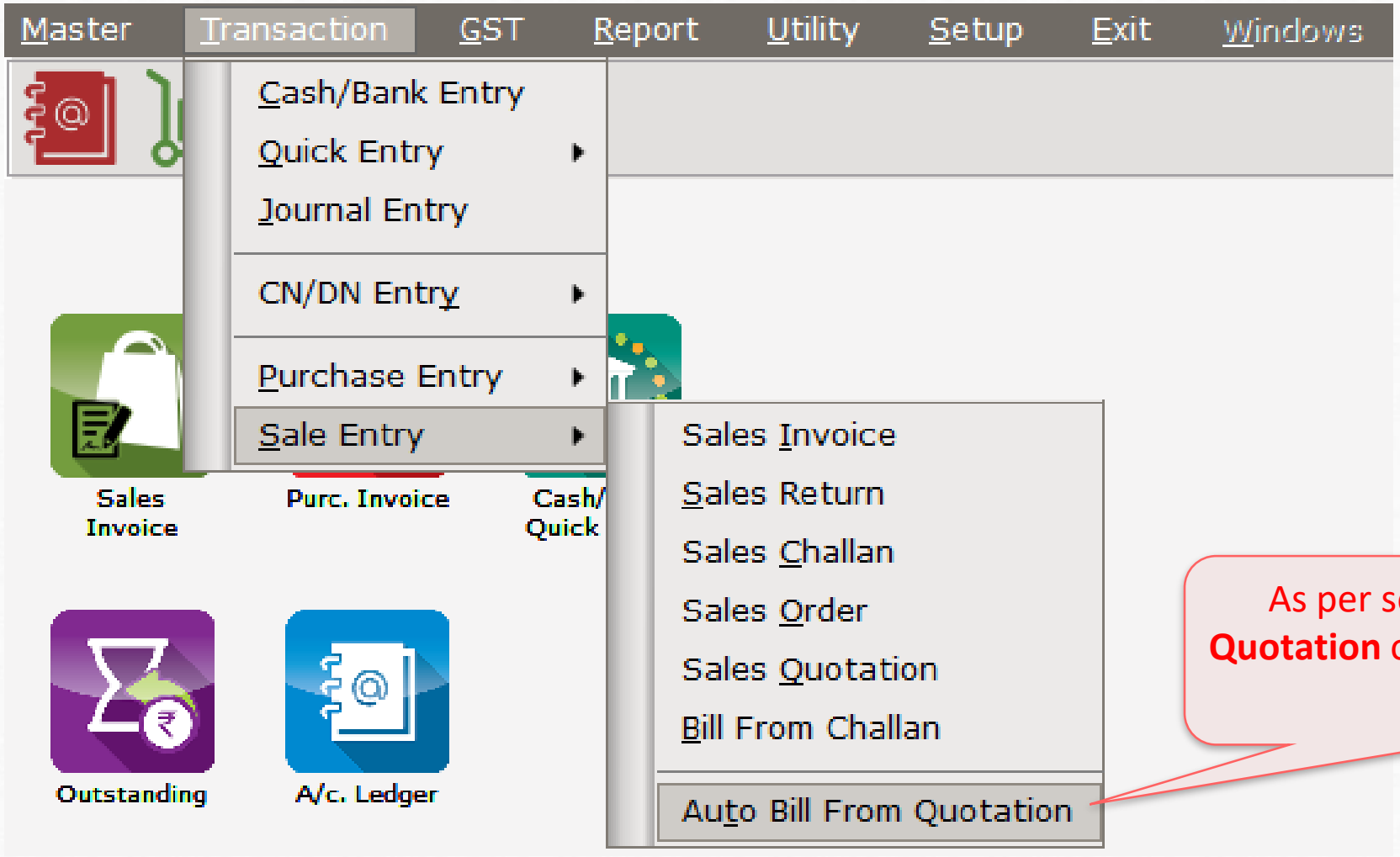
Setup -> Voucher Setup -> Voucher Setup

Category	Description	Value
Bank Payment	**Product Entry Option**	
Bank Receipt	Product Name Overwrite	No
Contra	Product History after Product selection	No
Cash Receipt	Online Master Rate Updation	Yes
Cash Payment	Allow Change Rate	Yes
Journal	Allow Change Amount	Yes
Credit Note	Ask Expense For Each Product	Yes
Debit Note	Round off in Item Entry	None
Purc. Invoice	Negative Stock Warning	No
Purc. Return	Reverse Rate Calculation Required	No
Purc. Challan	Item Entry Validation Expression	
Purchase Order	Required Closing Stock As on Date?	No
Purchase Quotation	Weight Reading Required ?	No
Sales Invoice	**Other Options**	
Sales Return	Strict Challan	No
Sales Challan	Strict Order	No
Sales Order	Strict Quotation	No
Sales Quotation	Change Party In Bill From Challan ?	Yes
Credit Note With Stock	Change Party In Bill From Order ?	Yes
Debit Note With Stock	Change Party In Bill From Quotation ?	Yes
Credit Note w/o Stock	Manual Bill From Order	No
Debit Note w/o Stock	**Printing Options**	
	Online Bill Printing	No
	Voucher Format Selection Expression	
	SMS Options	
	Online SMS Sending	No
	E-Mail Options	
	Online E-Mail Sending	List

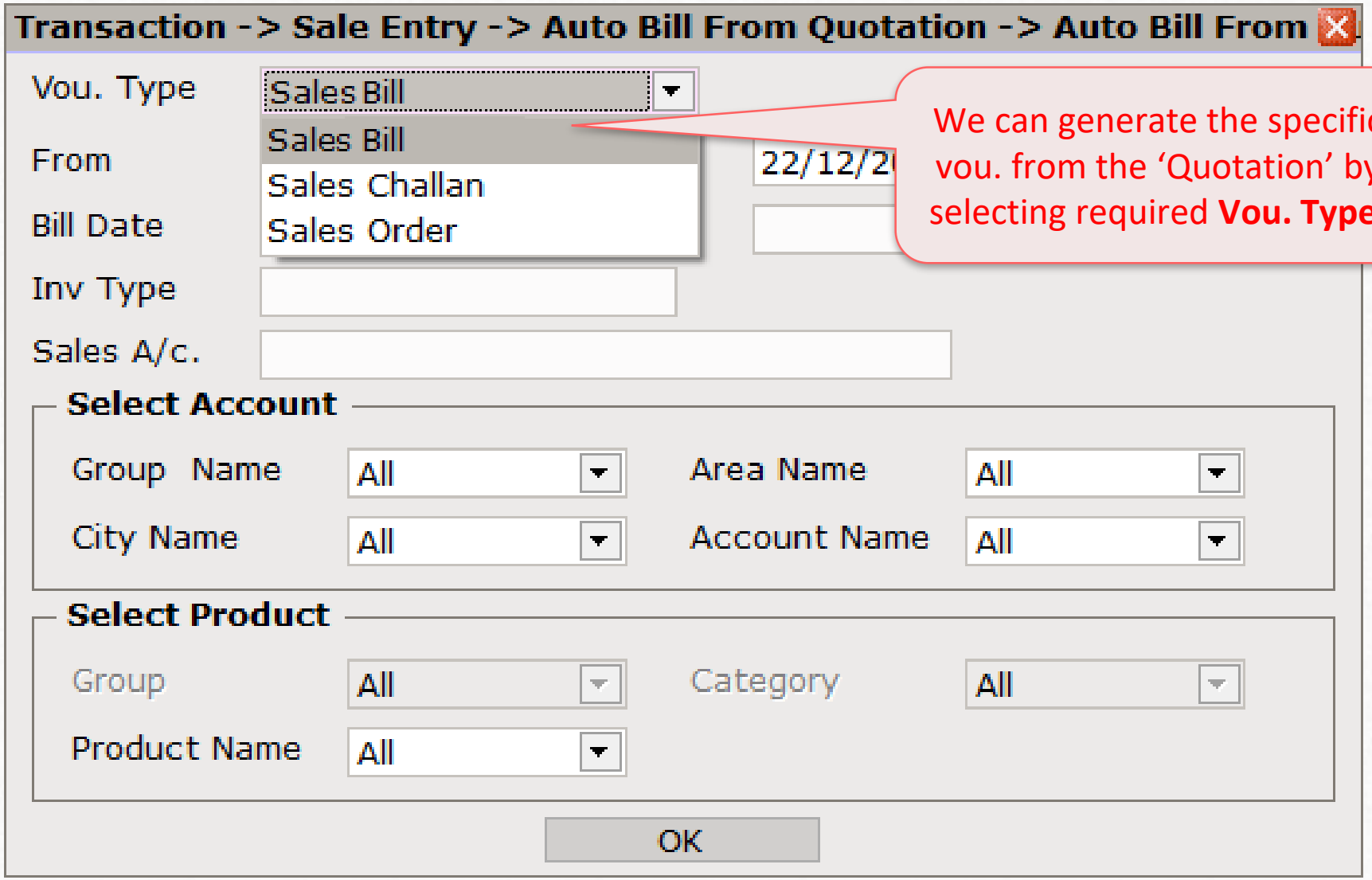
… and also similar for **Sales Invoice**.

- Now, we will see about Auto Bill setup:
  - When multiple vouchers are there in the list of Quotation / Order / Challan, selecting all the vouchers to make Sales Bill manually will be time consuming and complicated.
  - To avoid the time consumption while making Sales Invoice, the “Auto Bill” facility is given.
  - This facility is given in all the type of Vouchers: “Quotation, Order and Challan”.
  - Let’s see with an example.


Setup -> Voucher Setup -> Voucher Setup
Category
Description
Value
Bank Payment
Bank Receipt
Contra
Cash Receipt
Cash Payment
Journal
Credit Note
Debit Note
Purc. Invoice
Purc. Return
Purc. Challan
Purchase Order
Purchase Quotation
Sales Invoice
Sales Return
Sales Challan
Sales Order
Sales Quotation
Credit Note With Stock
Debit Note With Stock
Credit Note w/o Stock
Debit Note w/o Stock
Entry Options
Debit Quotation as Default Yes
Cash Party Required No
Invoice Type Required No
Document Number/Date Required No
Narration Required Yes
Required Auto Narration Help No
Credit Limit Warning No
Credit Days Warning No
Auto Bill From Quotation Yes
Voucher Validation Expression
Group Filter In Party
Product Entry Option
Product Name Overwrite No
Product History after Produc No
Online Master Rate Updation No
Ask Expense For Each Produc Yes
Reverse Rate Calculation Required No
Item Entry Validation Expression
Required Closing Stock As on Date? No
Printing Options
Online Quotation Printing Yes
Default Format For Online Printing
No of Copy While Online Printing 1
Voucher Format Selection Expression
SMS Options
Online SMS Sending No
E-Mail Options
Online E-Mail Sending No
Select Yes to make "Auto Bill" from the Sales Quotation.



As per setup, **Auto Bill From Quotation** option will be appeared. Click on it.

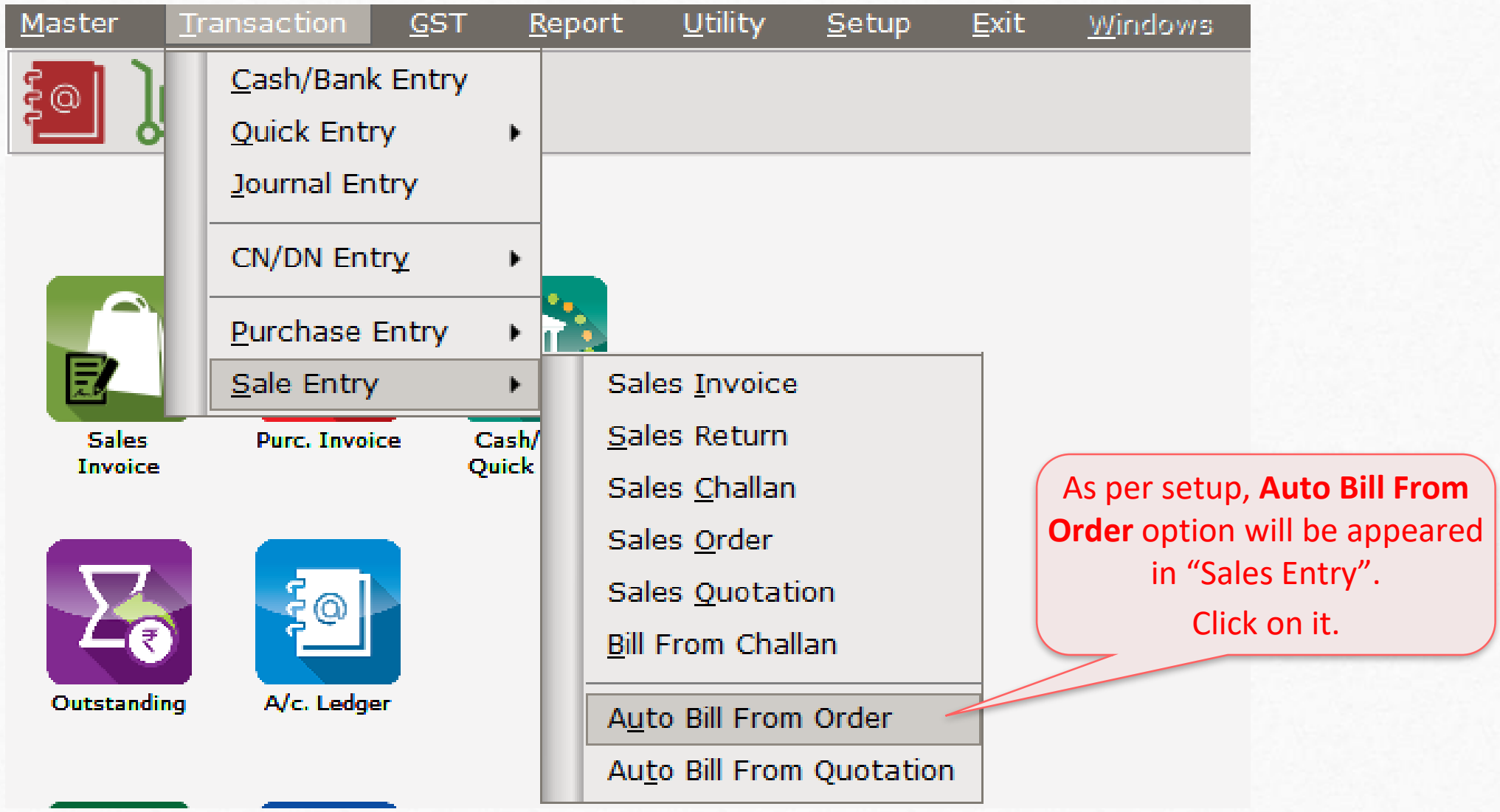


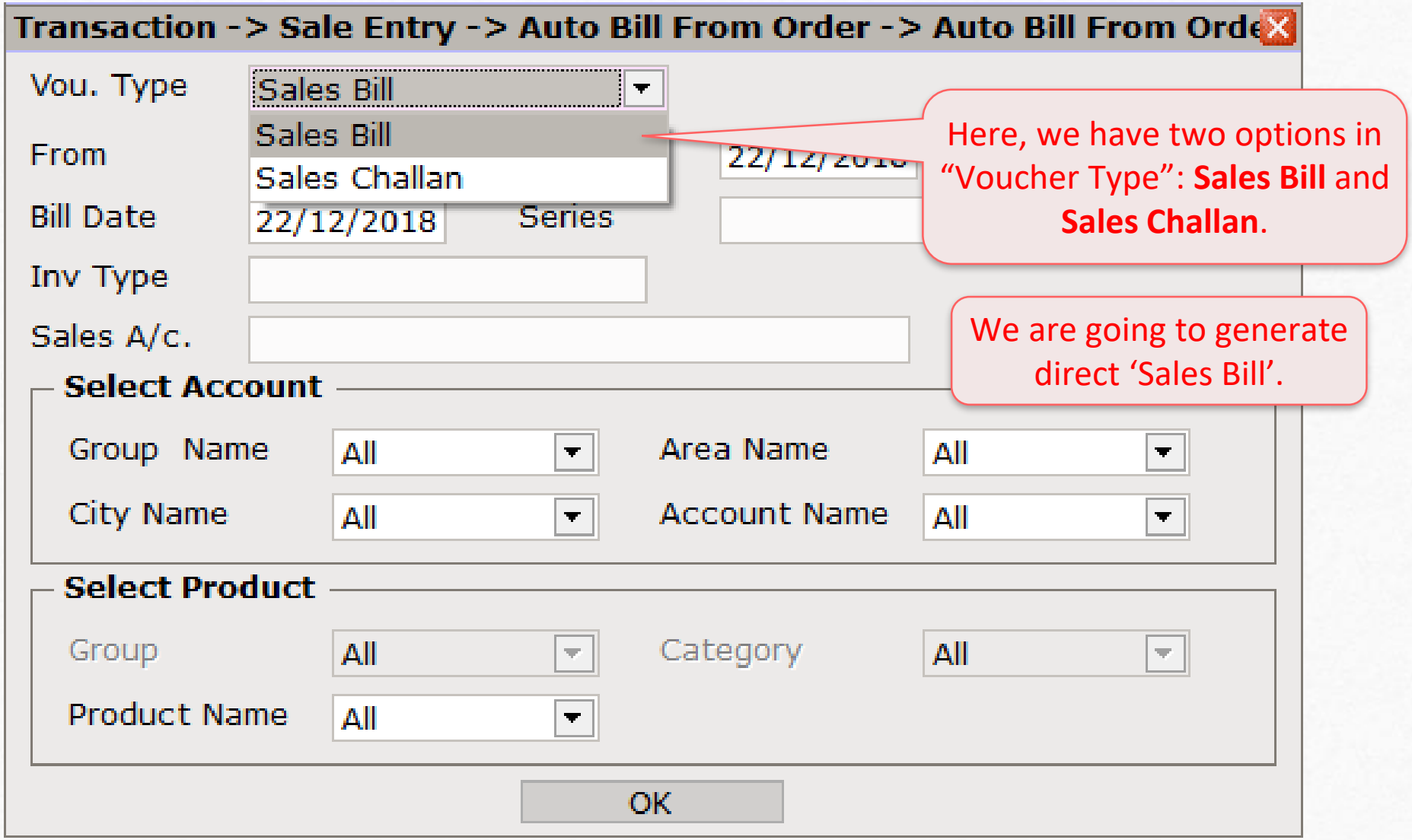
We can generate the specific vou. from the 'Quotation' by selecting required **Vou. Type**.

Setup -> Voucher Setup -> Voucher Setup

Category	Description	Value
Bank Payment	**Entry Options**	
Bank Receipt	Debit Order as Default	Yes
Contra	Cash Party Required	No
Cash Receipt	Invoice Type Required	No
Cash Payment	Document Number/Date Required	No
Journal	Narration Required	Yes
Credit Note	Required Auto Narration Help	No
Debit Note	Credit Limit Warning	No
Purc. Invoice	Credit Days Warning	No
Purc. Return	Auto Bill From Order	Yes
Purc. Challan	Voucher Validation Expression	
Purchase Order	Required Closing Balance As on Date?	No
Purchase Quotation	Group Filter In Party	
Sales Invoice	**Product Entry Option**	
Sales Return	Product Name Overwrite	No
Sales Challan	Product History after Produ	No
Sales Order	Online Master Rate Updatio	No
Sales Quotation	Ask Expense For Each Produ	Yes
Credit Note With Stock	Reverse Rate Calculation Required	No
Debit Note With Stock	Item Entry Validation Expression	
Credit Note w/o Stock	Required Closing Stock As on Date?	No
Debit Note w/o Stock	**Other Options**	
	Strict Quotation	Yes
	Change Party In Order From Quotation ?	No
	Printing Options	
	Online Order Printing	No
	Voucher Format Selection Expression	
	SMS Options	
	Online SMS Sending	No
	E-Mail Options	

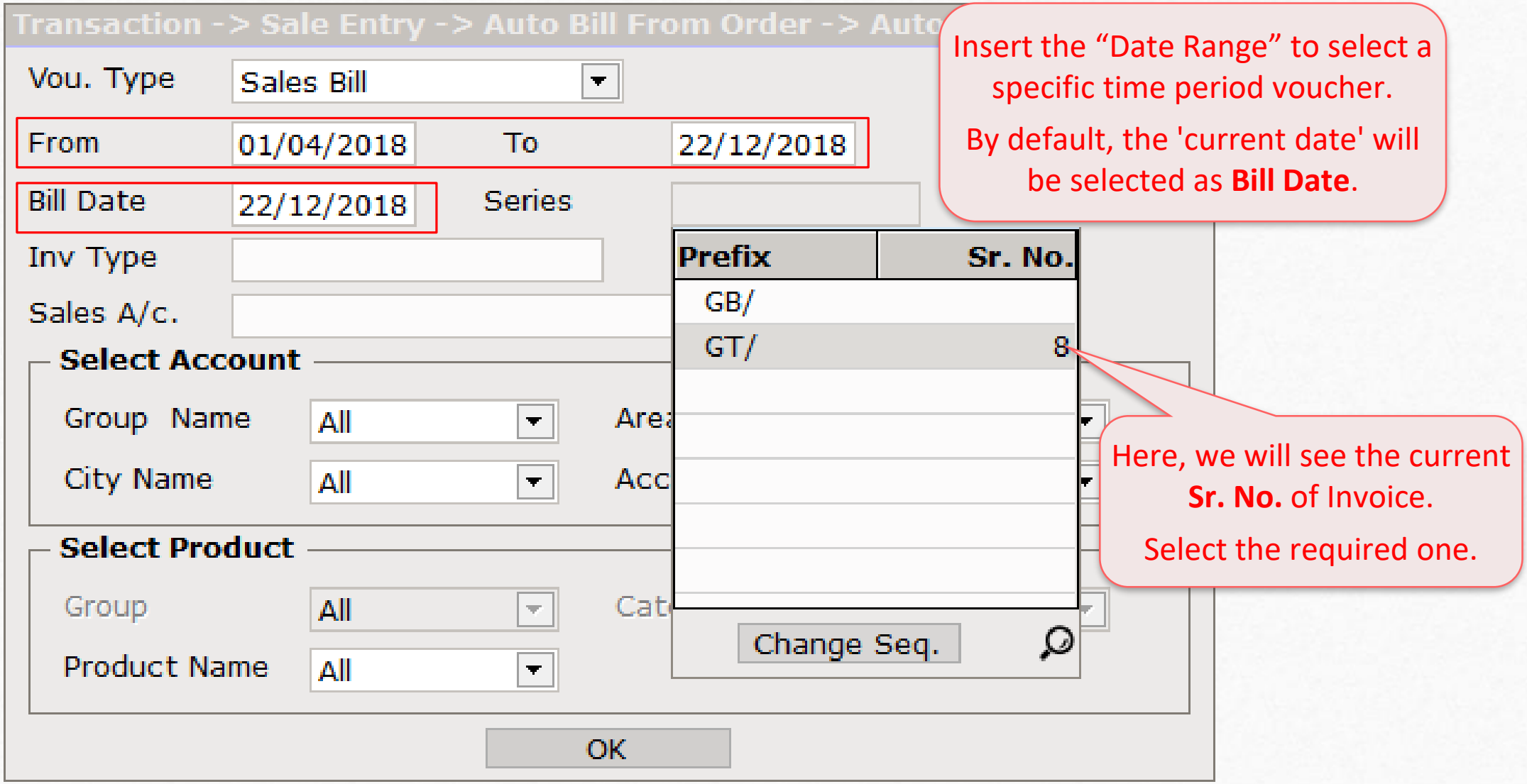
We will see the example of **Auto Bill** for the **Sales Order**.


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 Challan
Sales Order
Sales Quotation
Bill From Challan
Auto Bill From Order
Auto Bill From Quotation
Sales Invoice
Purc. Invoice
Cash/ Quick
Outstanding
A/c. Ledger
As per setup, Auto Bill From Order option will be appeared in "Sales Entry".
Click on it.



Here, we have two options in "Voucher Type": **Sales Bill** and **Sales Challan**.

We are going to generate direct 'Sales Bill'.

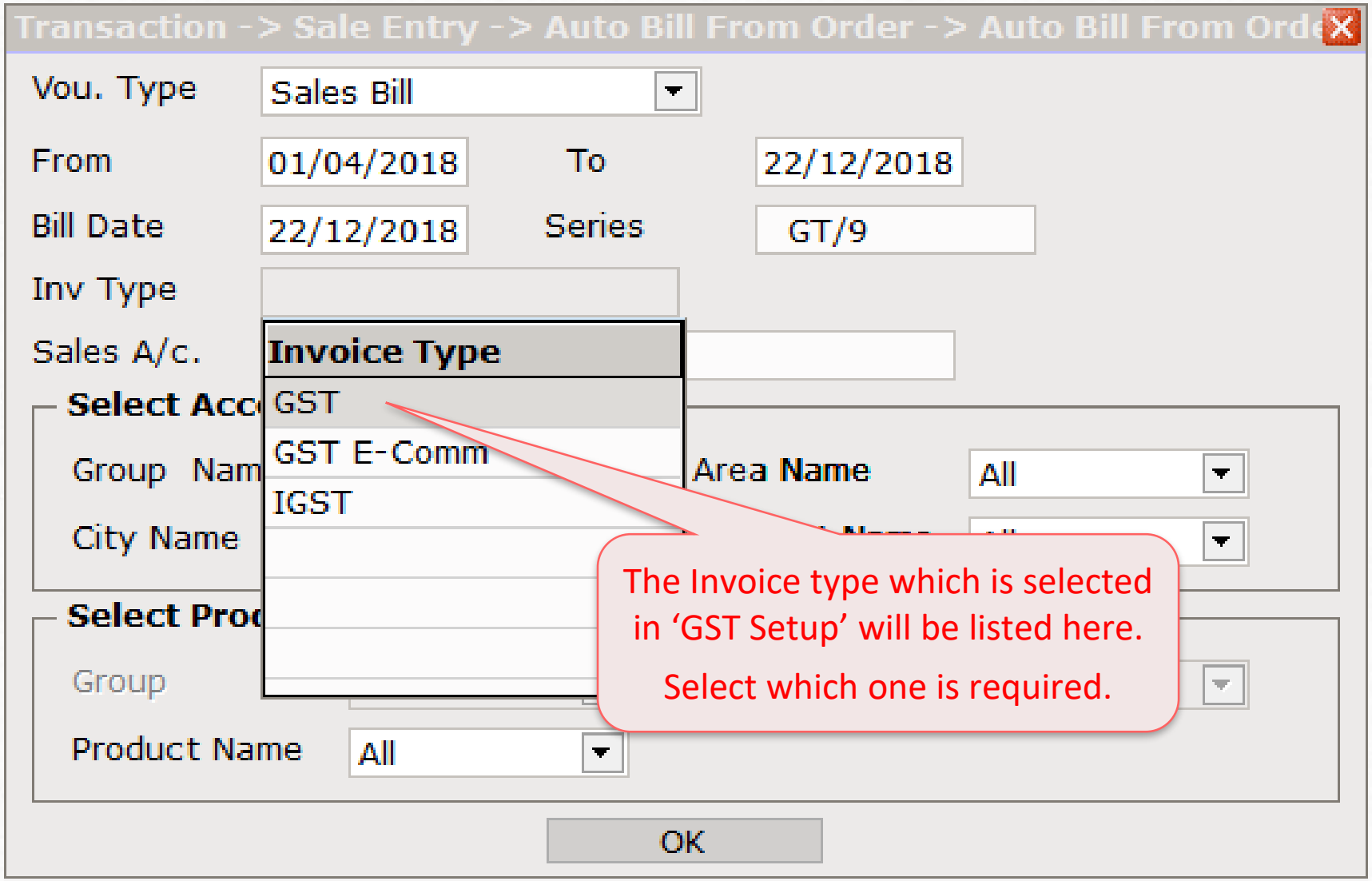


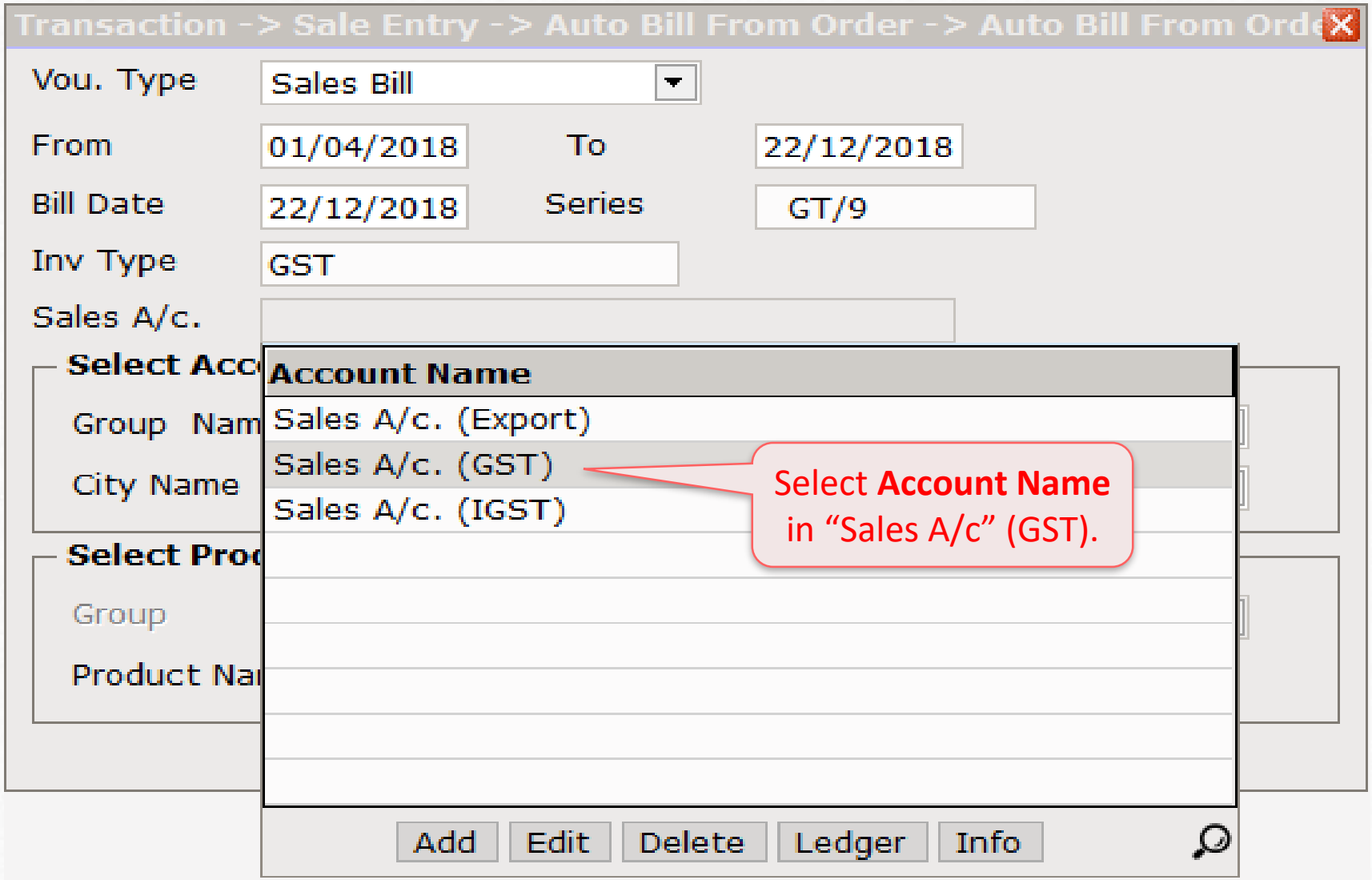
Insert the "Date Range" to select a specific time period voucher.

By default, the 'current date' will be selected as **Bill Date**.

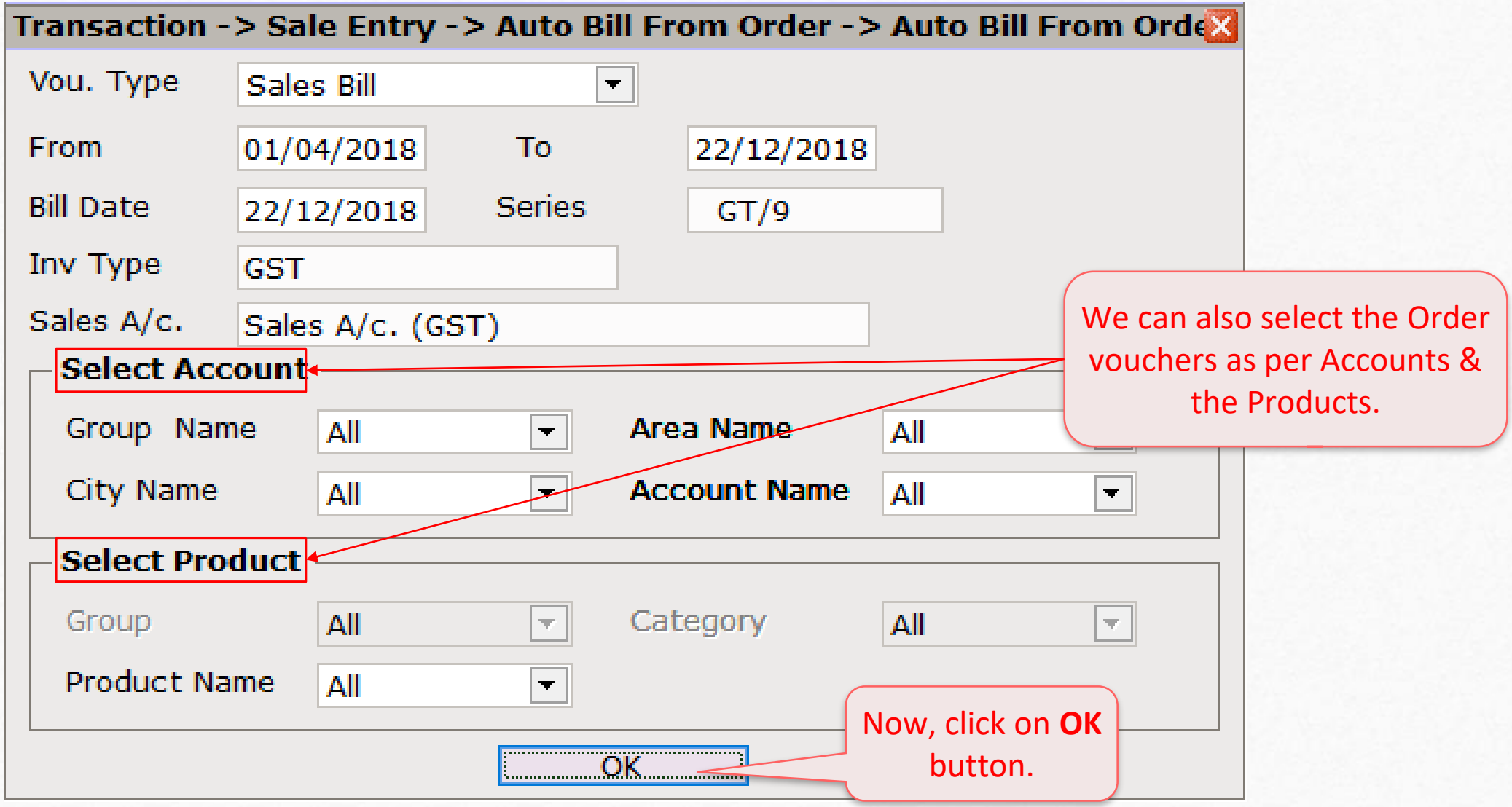
Here, we will see the current **Sr. No.** of Invoice.

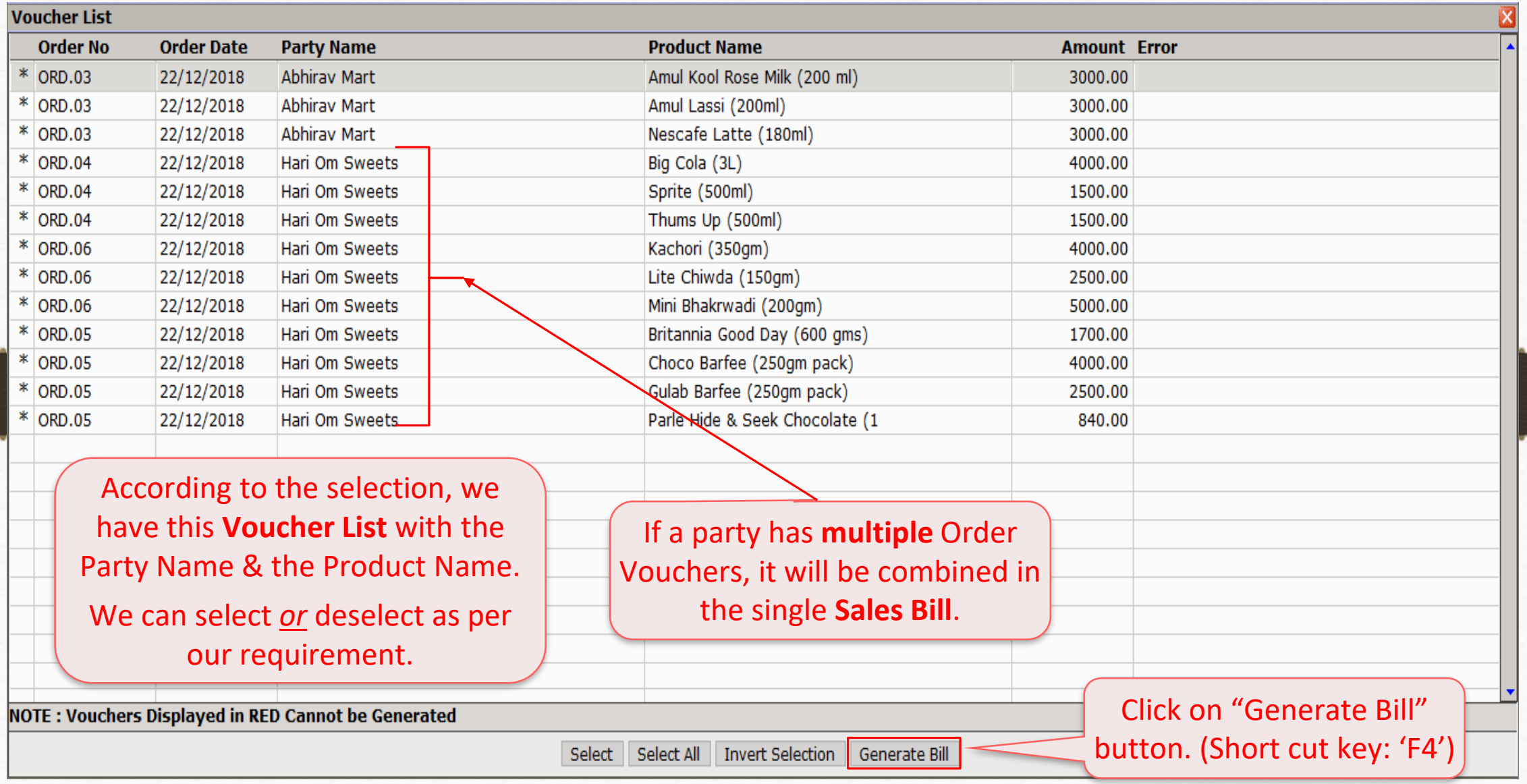
Select the required one.

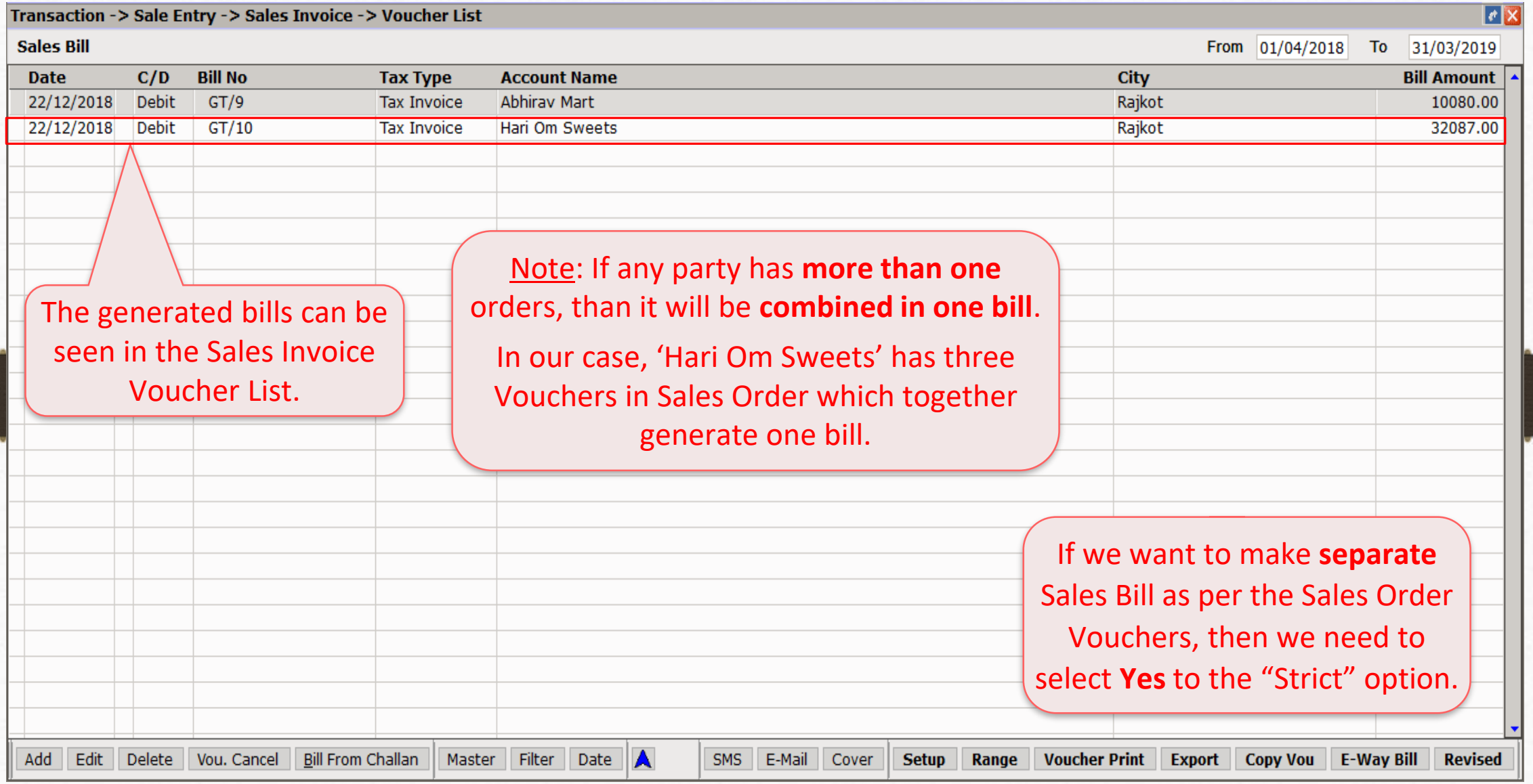

Transaction -> Sale Entry -> Auto Bill From Order -> Auto Bill From Orde
Vou. Type
Sales Bill
From
01/04/2018
To
22/12/2018
Bill Date
22/12/2018
Series
GT/9
Inv Type
Sales A/c.
Invoice Type
GST
GST E-Comm
IGST
Select Acc
Group Nam
Area Name
All
City Name
Select Prod
Group
Product Name
All
OK
The Invoice type which is selected in 'GST Setup' will be listed here.
Select which one is required.



Select **Account Name** in "Sales A/c" (GST).


Transaction -> Sale Entry -> Auto Bill From Order -> Auto Bill From Orde
Vou. Type
Sales Bill
From
01/04/2018
To
22/12/2018
Bill Date
22/12/2018
Series
GT/9
Inv Type
GST
Sales A/c.
Sales A/c. (GST)
Select Account
Group Name
All
Area Name
All
City Name
All
Account Name
All
Select Product
Group
All
Category
All
Product Name
All
OK
We can also select the Order vouchers as per Accounts & the Products.
Now, click on OK button.


Voucher List
Order No | Order Date | Party Name | Product Name | Amount | Error
* ORD.03 | 22/12/2018 | Abhirav Mart | Amul Kool Rose Milk (200 ml) | 3000.00
* ORD.03 | 22/12/2018 | Abhirav Mart | Amul Lassi (200ml) | 3000.00
* ORD.03 | 22/12/2018 | Abhirav Mart | Nescafe Latte (180ml) | 3000.00
* ORD.04 | 22/12/2018 | Hari Om Sweets | Big Cola (3L) | 4000.00
* ORD.04 | 22/12/2018 | Hari Om Sweets | Sprite (500ml) | 1500.00
* ORD.04 | 22/12/2018 | Hari Om Sweets | Thums Up (500ml) | 1500.00
* ORD.06 | 22/12/2018 | Hari Om Sweets | Kachori (350gm) | 4000.00
* ORD.06 | 22/12/2018 | Hari Om Sweets | Lite Chiwda (150gm) | 2500.00
* ORD.06 | 22/12/2018 | Hari Om Sweets | Mini Bhakrwadi (200gm) | 5000.00
* ORD.05 | 22/12/2018 | Hari Om Sweets | Britannia Good Day (600 gms) | 1700.00
* ORD.05 | 22/12/2018 | Hari Om Sweets | Choco Barfee (250gm pack) | 4000.00
* ORD.05 | 22/12/2018 | Hari Om Sweets | Gulab Barfee (250gm pack) | 2500.00
* ORD.05 | 22/12/2018 | Hari Om Sweets | Parle Hide & Seek Chocolate (1 | 840.00
According to the selection, we have this Voucher List with the Party Name & the Product Name.
We can select or deselect as per our requirement.
If a party has multiple Order Vouchers, it will be combined in the single Sales Bill.
NOTE : Vouchers Displayed in RED Cannot be Generated
Select
Select All
Invert Selection
Generate Bill
Click on “Generate Bill” button. (Short cut key: ‘F4’)

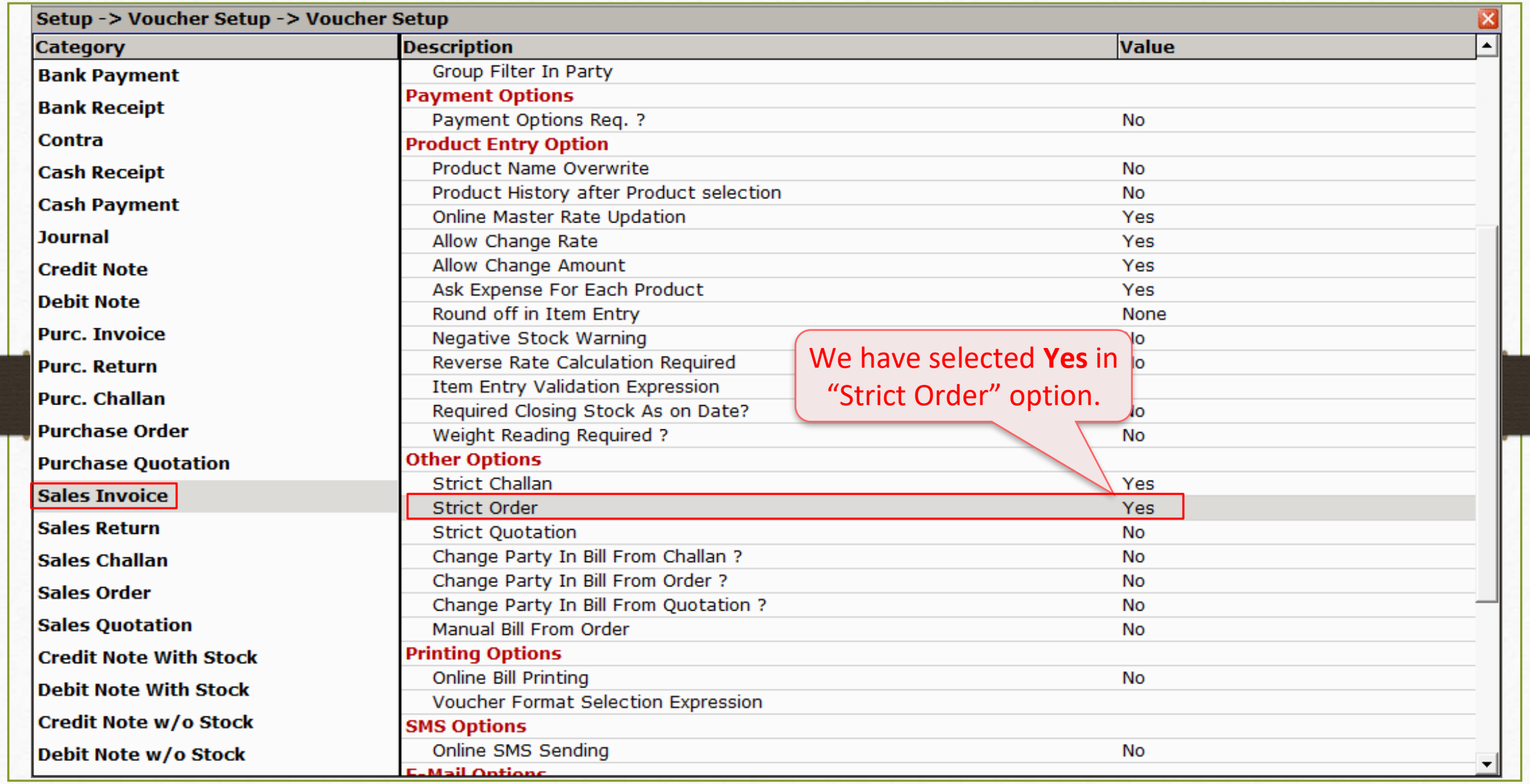


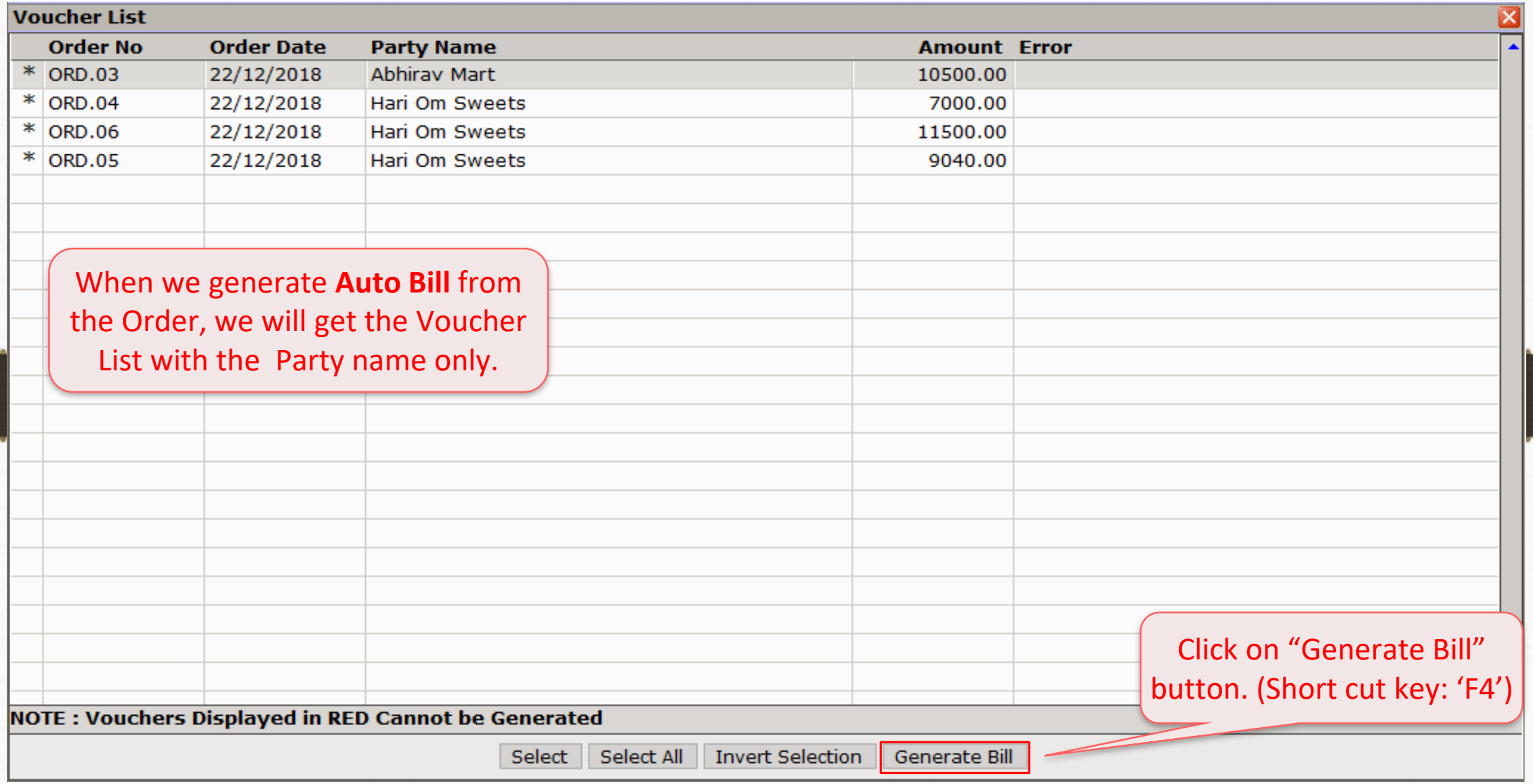
The generated bills can be seen in the Sales Invoice Voucher List.

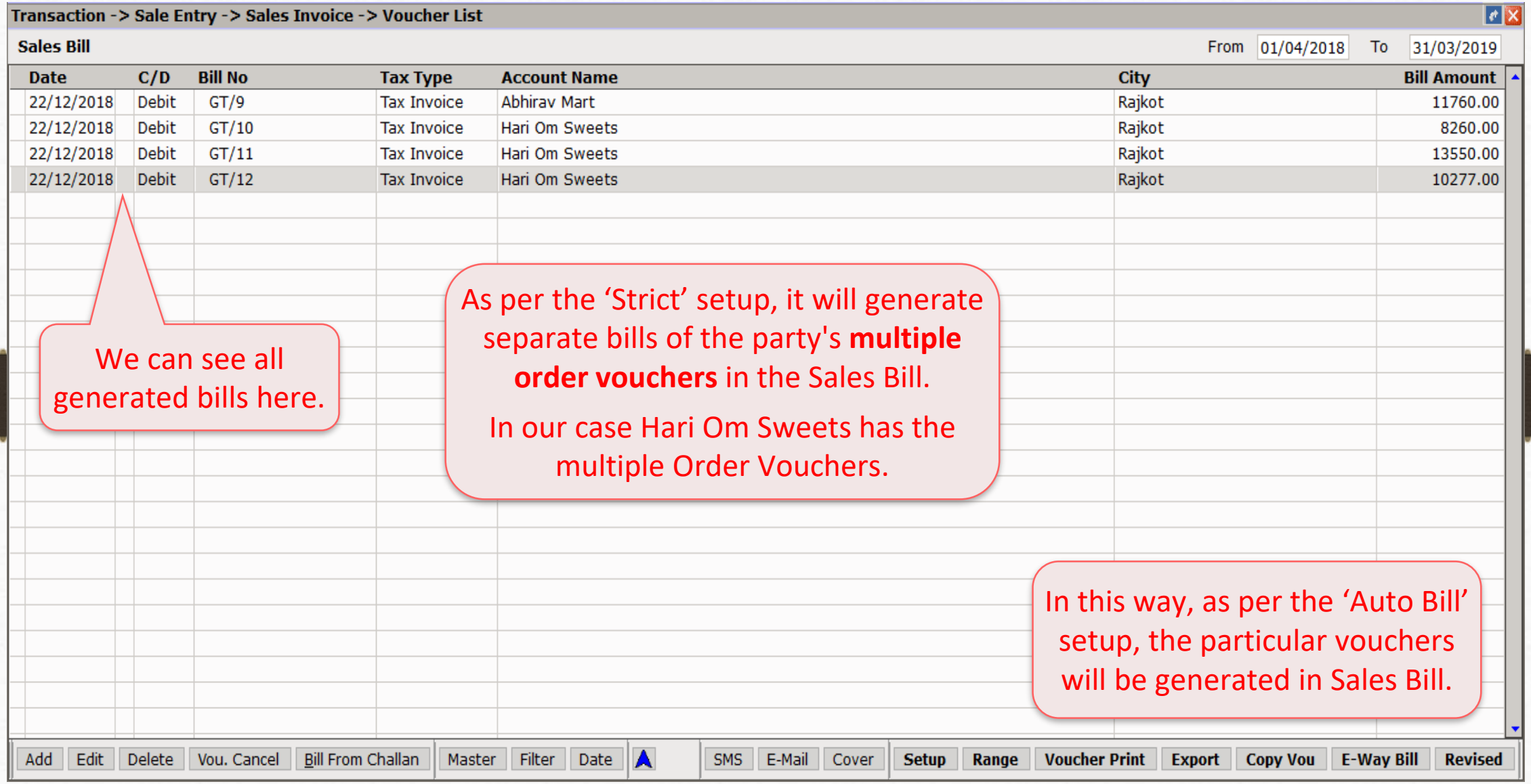
Note: If any party has **more than one** orders, than it will be **combined in one bill**.

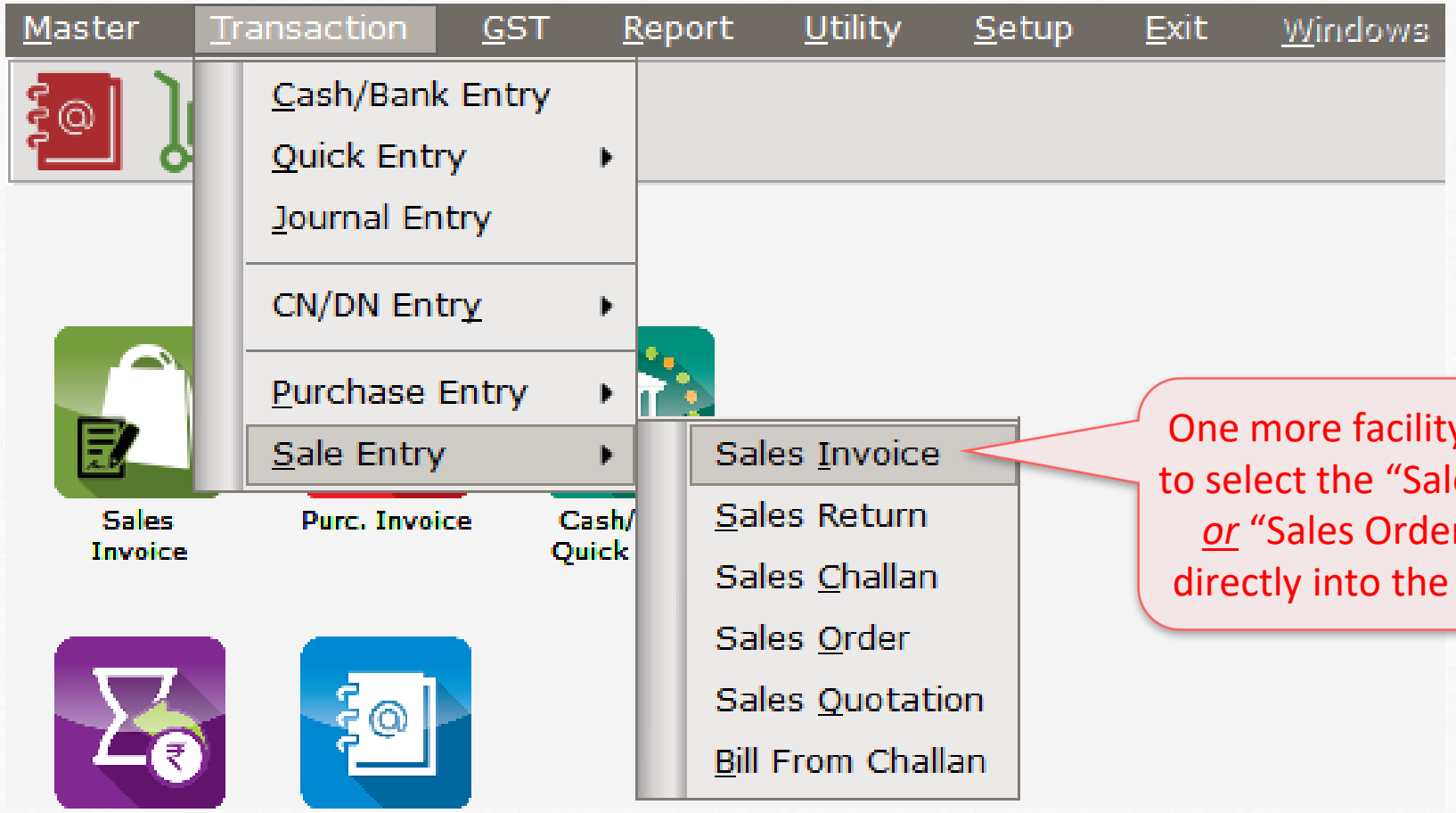
In our case, 'Hari Om Sweets' has three Vouchers in Sales Order which together generate one bill.

If we want to make **separate** Sales Bill as per the Sales Order Vouchers, then we need to select **Yes** to the "Strict" option.

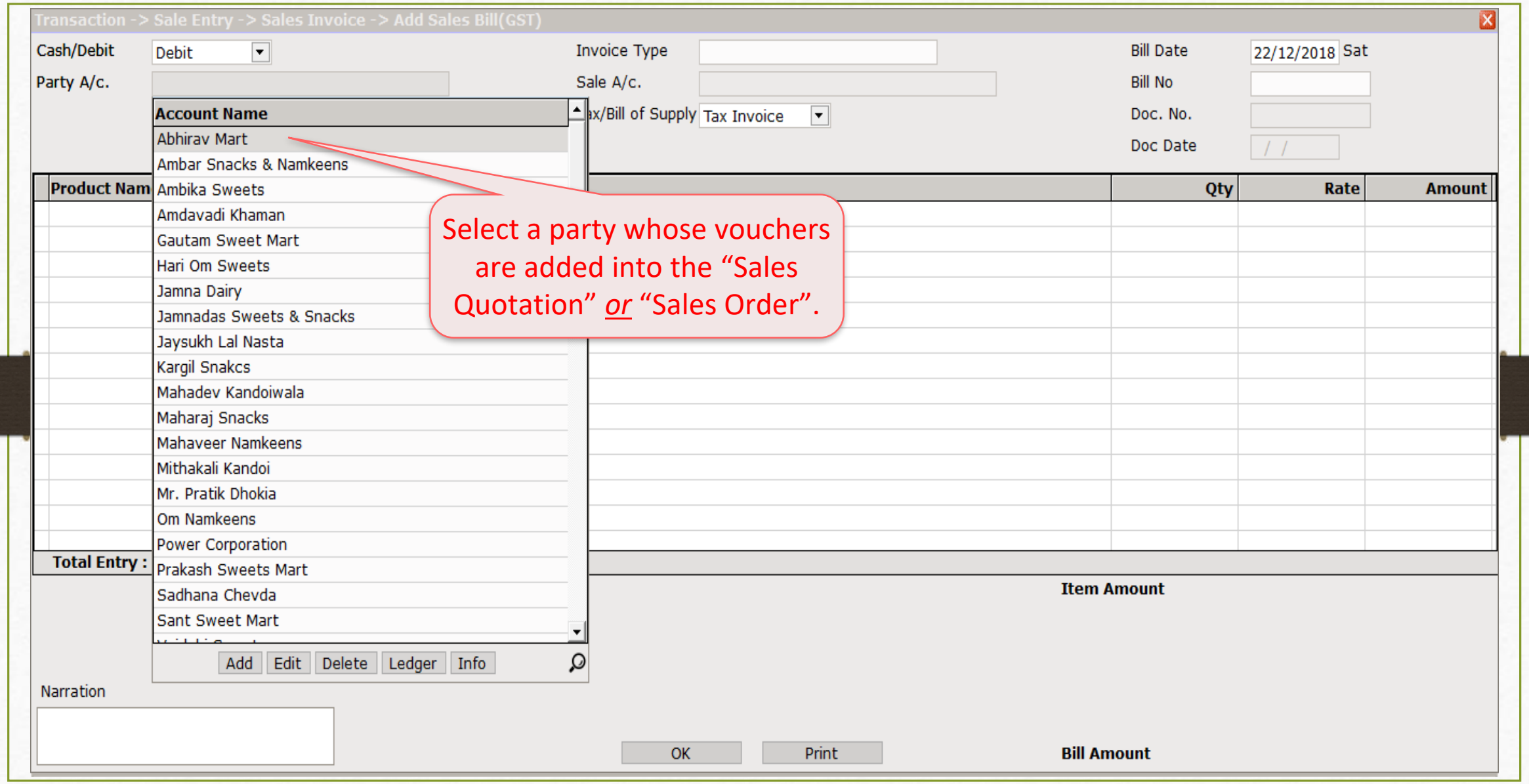

Setup -> Voucher Setup -> Voucher Setup
Category
Description
Value
Bank Payment
Bank Receipt
Contra
Cash Receipt
Cash Payment
Journal
Credit Note
Debit Note
Purc. Invoice
Purc. Return
Purc. Challan
Purchase Order
Purchase Quotation
Sales Invoice
Sales Return
Sales Challan
Sales Order
Sales Quotation
Credit Note With Stock
Debit Note With Stock
Credit Note w/o Stock
Debit Note w/o Stock
Group Filter In Party
Payment Options
Payment Options Req. ? No
Product Entry Option
Product Name Overwrite No
Product History after Product selection No
Online Master Rate Updation Yes
Allow Change Rate Yes
Allow Change Amount Yes
Ask Expense For Each Product Yes
Round off in Item Entry None
Negative Stock Warning
Reverse Rate Calculation Required
Item Entry Validation Expression
Required Closing Stock As on Date?
Weight Reading Required ? No
Other Options
Strict Challan Yes
Strict Order Yes
Strict Quotation No
Change Party In Bill From Challan ? No
Change Party In Bill From Order ? No
Change Party In Bill From Quotation ? No
Manual Bill From Order No
Printing Options
Online Bill Printing No
Voucher Format Selection Expression
SMS Options
Online SMS Sending No
We have selected Yes in "Strict Order" option.

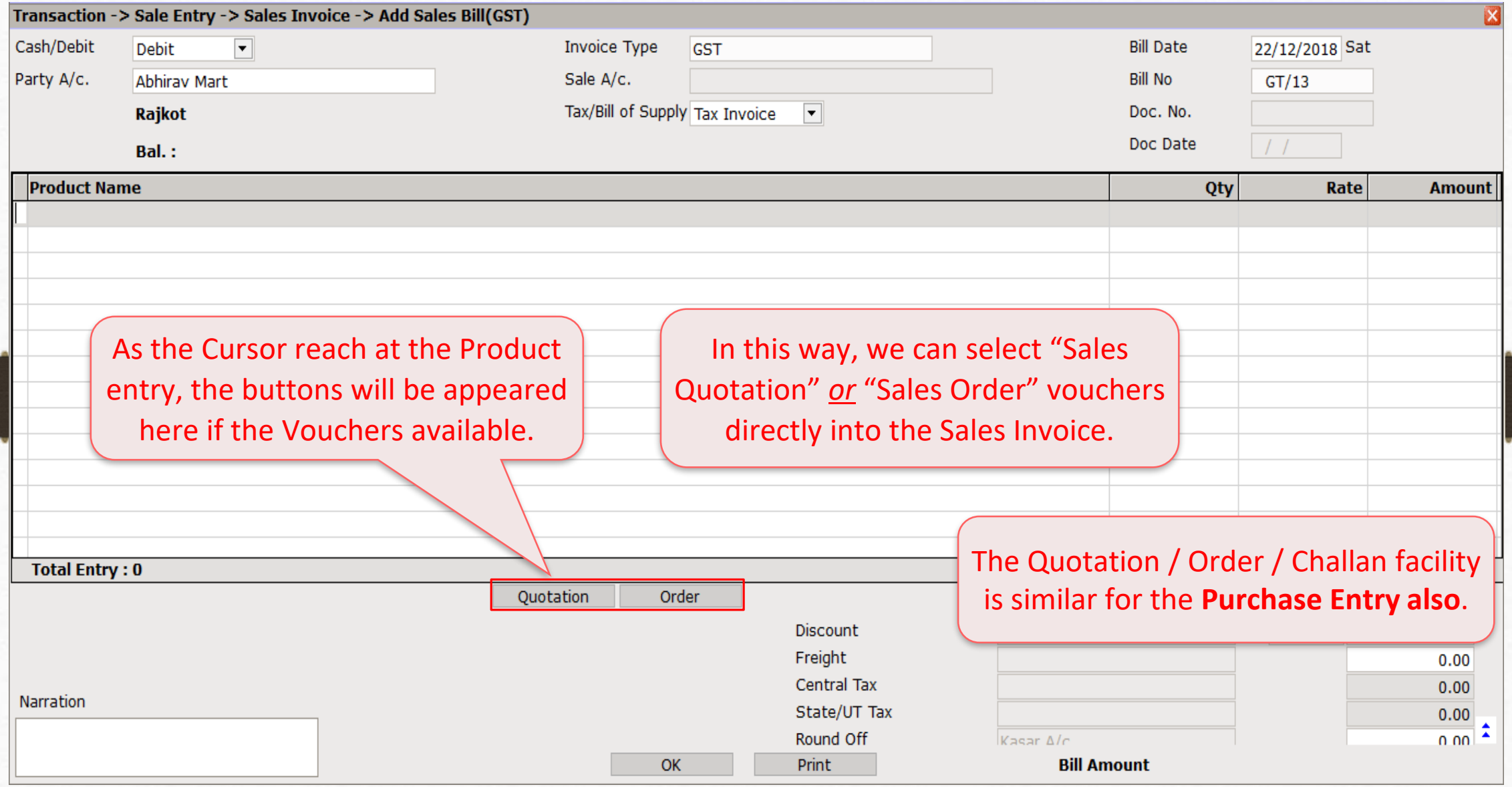

Voucher List
Order No
Order Date
Party Name
Amount
Error
* ORD.03 22/12/2018 Abhirav Mart 10500.00
* ORD.04 22/12/2018 Hari Om Sweets 7000.00
* ORD.06 22/12/2018 Hari Om Sweets 11500.00
* ORD.05 22/12/2018 Hari Om Sweets 9040.00
When we generate Auto Bill from the Order, we will get the Voucher List with the Party name only.
NOTE : Vouchers Displayed in RED Cannot be Generated
Select
Select All
Invert Selection
Generate Bill
Click on "Generate Bill" button. (Short cut key: 'F4')


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
22/12/2018 Debit GT/9 Tax Invoice Abhirav Mart Rajkot 11760.00
22/12/2018 Debit GT/10 Tax Invoice Hari Om Sweets Rajkot 8260.00
22/12/2018 Debit GT/11 Tax Invoice Hari Om Sweets Rajkot 13550.00
22/12/2018 Debit GT/12 Tax Invoice Hari Om Sweets Rajkot 10277.00
We can see all generated bills here.
As per the 'Strict' setup, it will generate separate bills of the party's multiple order vouchers in the Sales Bill.
In our case Hari Om Sweets has the multiple Order Vouchers.
In this way, as per the 'Auto Bill' setup, the particular vouchers will be generated in Sales Bill.
Add Edit Delete Vou. Cancel Bill From Challan Master Filter Date SMS E-Mail Cover Setup Range Voucher Print Export Copy Vou E-Way Bill Revised



One more facility is also given to select the "Sales Quotation" *or* "Sales Order" vouchers directly into the Sales Invoice


Transaction -> Sale Entry -> Sales Invoice -> Add Sales Bill(GST)
Cash/Debit
Debit
Party A/c.
Invoice Type
Sale A/c.
Tax/Bill of Supply
Tax Invoice
Bill Date
22/12/2018
Sat
Bill No
Doc. No.
Doc Date
Account Name
Abhirav Mart
Ambar Snacks & Namkeens
Ambika Sweets
Amdavadi Khaman
Gautam Sweet Mart
Hari Om Sweets
Jamna Dairy
Jamnadas Sweets & Snacks
Jaysukh Lal Nasta
Kargil Snakcs
Mahadev Kandoiwala
Maharaj Snacks
Mahaveer Namkeens
Mithakali Kandoi
Mr. Pratik Dhokia
Om Namkeens
Power Corporation
Prakash Sweets Mart
Sadhana Chevda
Sant Sweet Mart
Add
Edit
Delete
Ledger
Info
Product Nam
Qty
Rate
Amount
Total Entry :
Item Amount
Narration
OK
Print
Bill Amount
Select a party whose vouchers are added into the "Sales Quotation" or "Sales Order".



As the Cursor reach at the Product entry, the buttons will be appeared here if the Vouchers available.

In this way, we can select “Sales Quotation” *or* “Sales Order” vouchers directly into the Sales Invoice.

The Quotation / Order / Challan facility is similar for the **Purchase Entry also**.

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