CENTRAL WAREHOUSING CORPORATION
केंद्रीय भंडारण निगम
A GOVERNMENT OF INDIA UNDERTAKING

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL
ACCOUNTS & BILL

Table of Contents

## 1. Menu

✓ The users will be able to access the Account & Billing module of the CWC through the side menu option "Accounts & Billings".

✓ The ⊞ icon directly facing the menu option describes whether the menu is expandable or not.

✓ A list of items contained within the Accounts & Billings menu option can be viewed by the WHM as depicted in the images attached below.

✓ Clicking on any of the menu options will take the user to the respective screen in the CWC environment.
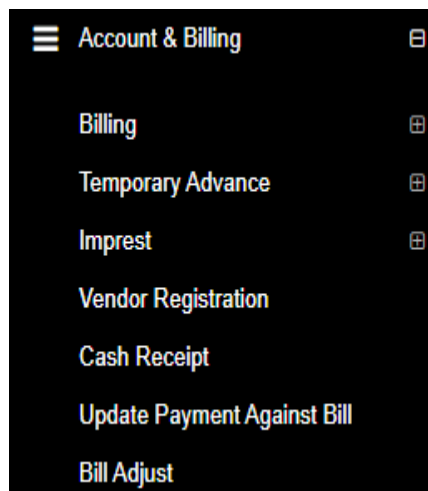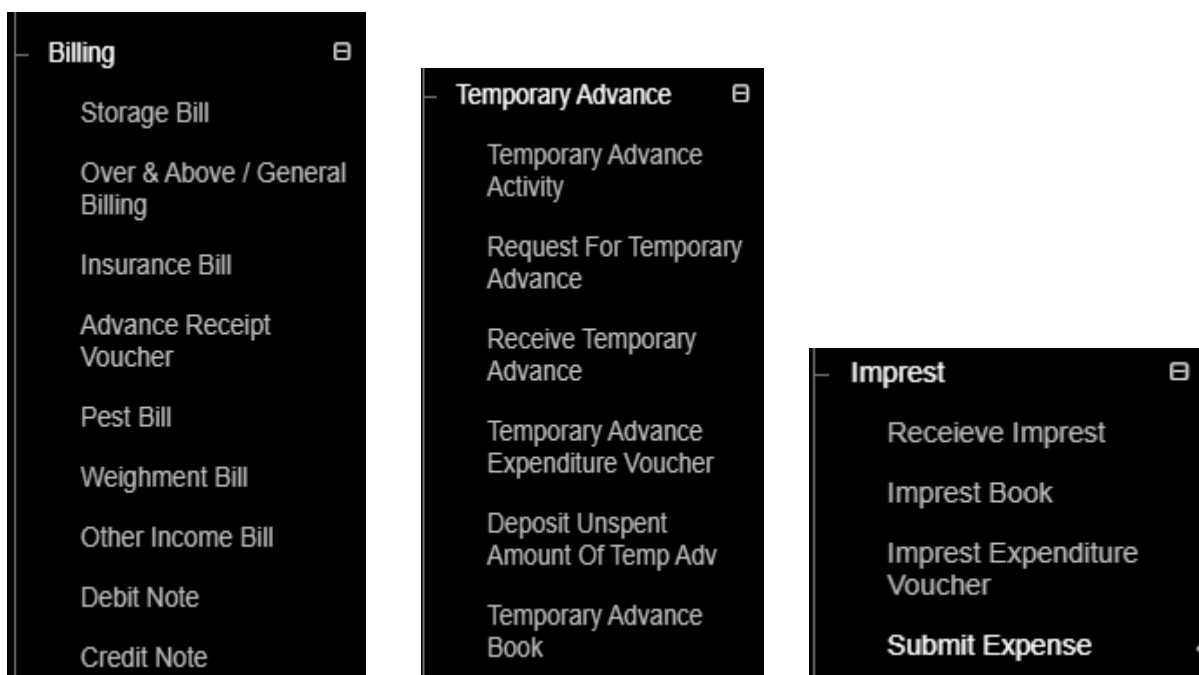
2. Storage Bill:

✓ Clicking on the "Storage bill" sub-menu in the "Billing" menu will redirect the user to the Storage Bill screen.

✓ Storage Bills are generated for the storage area reserved by the depositors in a warehouse.

✓ The first storage bill is generated when a depositor reserves space in a warehouse on a "bag basis" or "area basis" for the first time. Tariff applicable for the "Bag basis" and "Area basis" are different.

✓ The process of reserving a space is described under the "Space Reservation" section in the "CWC User Manual" page no 45.

✓ In case the space reservation date falls in the middle of the month then, the bill generated will be of a full month, for example, April 14-May 13. The second bill generated will be for the rest of the days of the month, that is, May 14 - May 31. Thereafter, monthly bills will be generated.

✓ Once the depositor pays for the space reserved, a corresponding storage bill of one month gets generated.

✓ **Generated Bills**

o Clicking on the "Generated Bills" tab will display a list of all the bills generated.

o Users can search for a specific bill through the search available.

o Users will be able to enter the following details:

▪ Branch Name

▪ From Date

▪ To Date

▪ Users can also search the generated bill by the global search. Enter the Bill number in the Global search column.

o Clicking on [Q Search] button will display all the bills corresponding to the search applied.

o Users will be able to perform actions on a bill in the listing:

- Update

  - Clicking on the "Update" icon will redirect the user to an update screen where the user will be able to update the bill particulars.

- Print 🖨

  - Clicking on the print icon will redirect the "Storage Bill" screen describing the bill particulars in a printable format.

Central Warehousing Corporation
केंद्रीय भंडारण निगम
A Govt. Of India Undertaking

Principal Place of Business: RO CHENNAI

TAX INVOICE(TAXABLE)

Original for Depositor

Details of Service Provider		Details of Service Receiver	
Name:	AMBATTUR	Name:	ABC Test Pvt Ltd.
Warehouse Address:	Plot.No .21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai	Address:	ahmedabad,Ahmadabad
City:	Chennai	City:	Ahmadabad
State:	TAMIL NADU	State:	GUJARAT
State Code:	33	State Code:	24
GSTIN:	33AAACC1206D1ZN	GSTIN(if Registered):	24AAACC1201D1ZM
PAN:	AAACC1206D		

Invoice Serial No:	44011/2020/0007	Accounting Code of Service:	996729
Date of invoice:	08/04/2020	Description of service:	Other storage & warehousing services
Place of Supply	24 (GUJARAT)	Tariff Type:	GROSS

Nature of Invoice: Warehousing Charges for Reservation Basis

Sl.No.	Commodity stored	Res. Space (Qtls/MT/Bag/SQ.MT)	Period of Invoice	Rate (Bag/MT) (Rs.)	Total Amount (Rs.)	Discount (Rs.)	Taxable Amount (Rs.)
1	BLACK GRAM (BROKEN)	400.00 area	01/06/2020 to 30/06/2020	254	101600	0	101600
					Total Taxable Amount		101600.00

Total Invoice Amount (In Figure) 1,19,888.00

Total Invoice Amount (In Words) One Lakh Nineteen Thousand Eight Hundred Eighty-Eight Rupees Only.

		Rate	
	CGST	0%	0.00
	SGST	0%	0.00
	IGST	18%	18288.00

Amount of Tax Subject to reverse Charge: NIL

Total RoundOff Amount		0.00
Total Invoice Amount		119888

* Applicable for Inter-State Supply

1)   Customers are requested to visit the WMS portal www.cwcwms.com for making E-Payment through E-Payment Gateway
(Debit-Credit Card, Internet Banking, Challan for RTGS/NEFT and UPI). Further, The payment of bills can also be made
through A/c payee Cheque/Demand Draft drawn in favour of Central Warehousing Corporation. Bill for Rs. 1,19,888.00 may
please be paid within 15 days from the date of issue, otherwise interest @12.5% per annum will be levied.

2)   Depositor is requested to issue the system generated TDS Certificate within 60 days after completion of the
quarter otherwise Depositor will be liable to pay the TDS deducted amount along with Interest 18%.

Pre-receipted : _____

Signature: _____

Name of the Signatory: _____

Payment Recd.: _____

To,

ABC Test Pvt Ltd.,

Ahmadabad,

_____

Designation/Status: _____

Copy to :

1. Duplicate Copy for RM, CWC, RO CHENNAI

2. Triplicate Copy for Warehouse, AMBATTUR

✓ **Update Outstanding**

o Clicking on [+ Update OutStanding] button will redirect the user to the "Storage Bill Creation screen where users will be able to generate an outstanding storage bill (against a previously issued bill).

o Mandatory fields to be provided are:

- Charge Type
- Warehouse
- Financial Year
- Depositor Type
- Invoice Number
- Date
- Ledger Name

- Party
  - Selecting the above-mentioned fields will auto-populate the details in Service Provider, Service Receiver, and Table Heading sections.
  - The user will be able to adjust the invoice amount against the advance amount received from the party by checking the "Is Amount Adjusted" checkbox. The advance amount reception is explained under the "Advance Receipt Voucher" section on page no. 21
  - Clicking on the "Save & Close" button will generate a storage bill for the respective party.

✓ **Bill To be Generated**
  - Clicking on the "Bill to be Generated" tab will display the list of bills that needs to be generated for the month.
  - Users will be able to search for a depositor through the depositor's name.

Listing　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Q Search

Depositor Search

Action	Request No	Warehouse Type	Depositor Type	Bag/Area	Commodity Name	Period From	Period To
Depositor Name: **FCI**							
☐	2020/000001	GENERAL WAREHOUSING	FCI	2400000 (Bags)		01/01/2020	31/12/2020

Showing 1 to 2 of 2 entries

First　Previous　1　Next　Last

  - The list of bills in this section are generated automatically by the system for the storage spaces reserved in the warehouse.
  - Clicking on the checkbox action item against a list item will enable the "Generate Bill" option at the bottom of the screen.
  - Clicking on **Generate Bill** option will redirect the user to a prefilled bill creation screen. WHM will be able to generate the bill by clicking on the "Save and Close" button.

- o All the bills generated will be visible in the "Update Payment Against Bill" section from where the users can make payment for the selected bill. The process of making the payment is detailed under the "Update Payment Against Bill" section on page 64.

3. **Over and Above Bill:**

✓ Over and Above bills are generated when the depositor stores stock more than the number mentioned in the reservation request.

✓ A separate bill for the over & above quantity along with the monthly bill is generated through the system. For example, the reservation request was for 2000 bags, but the depositor stored 2200 bags in the warehouse. Then, an over and above bill for 200 bags will be generated.

✓ The user will be able to create the over and above bill by clicking on the menu item "Over & Above" form the side menu.

✓ Clicking on the menu item will redirect the user to the over and above bill screen.
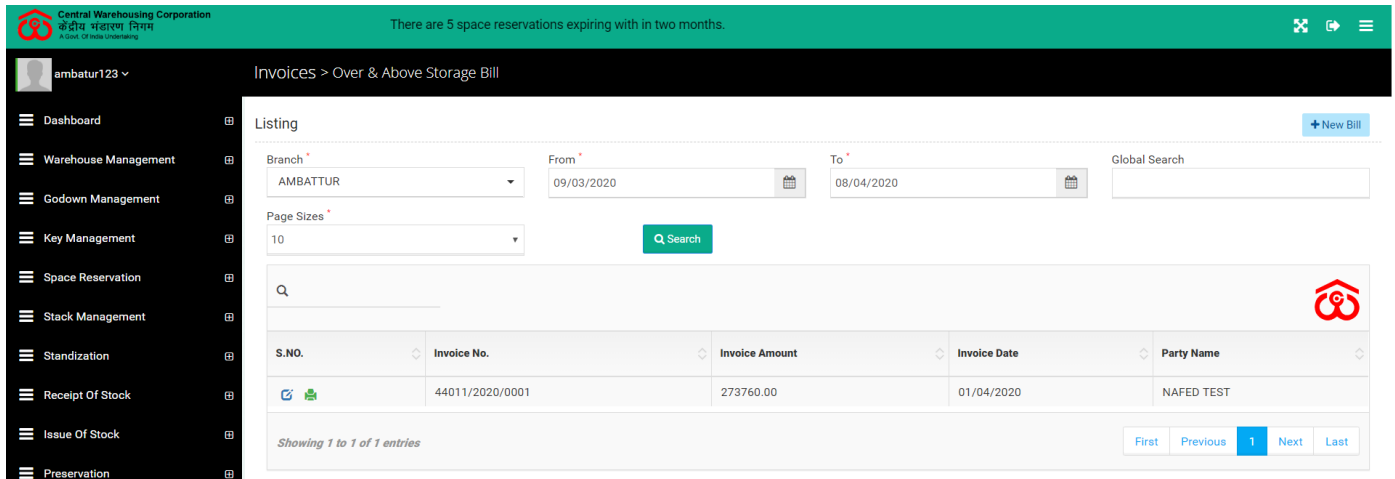
✓ **Search**

    o The user will be able to search for over and above bills generated through the search available.

    o The user will be able to enter/select the following information

        ▪ Branch

        ▪ From Date

        ▪ To Date

        ▪ The user will be able to perform a global search to narrow down the search result.

    o Clicking on the search button will display the search result in a table format.

✓ **List**

    o The user will be able to view the list of bills generated.

    o Clicking on the update icon will redirect the user to the edit screen.

Central Warehousing Corporation
केंद्रीय भंडारण निगम
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expiring with in two months.

ambattur123 ∨

Invoices > OVER & ABOVE > Updation

◀◀ Back To Listing

Dashboard
Warehouse Management
Godown Management
Key Management
Space Reservation
Stack Management
Standization
Receipt Of Stock
Issue Of Stock
Preservation
Gunny Management
Internal Movement
Asset Management
Reports & Registers
Engg & Maintenance
H & T
PCS Management
Physical Verification
Account & Billing
Inspection
Employee Management
Farmers Extension Service Scheme
FCI DOS
Other Transactions

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
General Basis Monthly Billing	AMBATTUR	2020-2021	OTHER	01/04/2020

Ledger Name *	Party *	Billing Cycle
WH.CHARGES -OTHERS-FG (GST-EXEMPTED)	NAFED TEST	April

Billing Cycle Period
01/04/2020-30/04/2020

Details of Service Provider

Name	AMBATTUR
Address	Plot.No .21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai
State	TAMIL NADU
State Code	33
GSTIN	33AAACC1206D1ZN
PAN	AAACC1206D

Details of Service Receiver

Name *	NAFED TEST
Address *	tamilnadu,Chennai
State *	TAMIL NADU
State Code *	33
GSTIN (if Registered)	33AAACC1206D1ZM

Table Heading

						After Delivery		Details of Delivery		
SNo.	Date	WHR/ACK No.	Opening Balance	Receipt	Total	Deliveries	Balance	From Period of Storage	To Period of Storage	No of Da
1	01/04/2020		20000	0	0	0	20000	01/04/202(	01/04/202(	0
2	30/04/2020	ACK/2019/000048	5000	0	0	0	5000	01/04/202(	30/04/202(	30
3	30/04/2020	ACK/2019/000047	5000	0	0	0	5000	01/04/202(	30/04/202(	30
4	30/04/2020	ACK/2019/000049	5000	0	0	0	5000	01/04/202(	30/04/202(	30
5	30/04/2020	ACK/2019/000046	5000	0	0	0	5000	01/04/202(	30/04/202(	30

Total Invoice Amount (In Figure):- ₹ 2,73,760.00

Total RoundOff Amount (In Figure) ₹ 0

Total Invoice Amount (In Words):- Two Lakhs Seventy-Three Thousand Seven Hundred Sixty Rupees Only.

Is Amount Adjust:- ☐

Advance Amount:- 0

☑ Update   ⊘ Cancel

o Clicking on the print icon will redirect the user to the print screen.

Print | ◀◀ Back to listing

Central Warehousing Corporation
केंद्रीय भंडारण निगम
A Govt. Of India Undertaking

Principal Place of Business: RO CHENNAI

TAX INVOICE(TAXABLE)

Original for Depositor

Details of Service Provider		Details of Service Receiver	
Name:	AMBATTUR	Name:	NAFED TEST
Warehouse Address:	Plot.No .21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai	Address:	tamilnadu,Chennai
City:	Chennai	City:	Chennai
State:	TAMIL NADU	State:	TAMIL NADU
State Code:	33	State Code:	33
GSTIN:	33AAACC1206D1ZN	GSTIN(if Registered):	33AAACC1206D1ZM
PAN:	AAACC1206D		

Invoice Serial No:	44011/2020/0001	Accounting Code of Service:	9967
Date of invoice:	01/04/2020	Description of service:	Other storage & warehousing services
Place of Supply	33 (TAMIL NADU)		

Nature of Invoice: General Basis Bill for the Month of Apr Commodity SAGO

Sl. No.	Date	Opening Balance	Receipt	Total	After Delivery		Details of Delivery		Chargable period & Rate Applicable			Taxable Amount
					Deliveries	Balance	Period of Storage	No. of Days	Month	Week	Rate	
1	01/04/2020	20000	0	0	0	20000	01/04/2020 to 01/04/2020	0	0	0	0	0
2	30/04/2020	5000	0	0	0	5000	01/04/2020 to 30/04/2020	30	1	0	11.6	58000
3	30/04/2020	5000	0	0	0	5000	01/04/2020 to 30/04/2020	30	1	0	11.6	58000
4	30/04/2020	5000	0	0	0	5000	01/04/2020 to 30/04/2020	30	1	0	11.6	58000
5	30/04/2020	5000	0	0	0	5000	01/04/2020 to 30/04/2020	30	1	0	11.6	58000

Net Taxable Amount	232000

Total Invoice Value(in figure) 2,73,760.00

Total Invoice Value(in Words) Two Lakhs Seventy-Three Thousand Seven Hundred Sixty Rupees Only.

Amount of Tax Subject to reverse Charge: NIL

	Rate	
CGST	9%	20880.00
SGST	9%	20880.00
IGST	0%	
Total RoundOff Amount		0.00
Total Invoice Amount		2,73,760.00

* Applicable for Inter-State Supply

1) Customers are requested to visit the WMS portal www.cwcwms.com for making E-Payment through E-Payment Gateway (Debit-Credit Card, Internet Banking, Challan for RTGS/NEFT and UPI). Further, The payment of bills can also be made through A/c payee Cheque/Demand Draft drawn in favour of Central Warehousing Corporation. Bill for Rs. 2,73,760.00 may please be paid within 15 days from the date of issue, otherwise interest @12.5% per annum will be levied.

2) Depositor is requested to issue the system generated TDS Certificate within 60 days after completion of the quarter otherwise Depositor will be liable to pay the TDS deducted amount along with Interest 18%.

Pre-receipted : _____

Signature: _____

Name of the Signatory: _____

Designation/Status: _____

Payment Recd.: _____

To,

NAFED TEST,

Chennai,

_____

Copy to :

1. Duplicate Copy for RM, CWC, RO CHENNAI

2. Triplicate Copy for Warehouse, AMBATTUR

✓ **New Bill**

- o Clicking on the "New Bill" button will redirect the user to the bill creation screen.

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
Over and Above Billing ▼	BATHINDA-PEG ▼	2019-2020 ▼	FCI ▼	17/03/2020 📅

Over and Above Billing
General Basis Monthly Billing

WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED) ▼

	Party*		Reservation Type
	FCI ▼		100% - 120% ▼

Billing Cycle   Billing Cycle Period   Request Number

Invoices > OVER & ABOVE > Creation   ◀◀ Back To Listing

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
Over and Above Billing ▼	BATHINDA-PEG ▼	2019-2020 ▼	FCI ▼	17/03/2020 📅

Ledger Name *   Party*

Select Depositor
FCI
FARMER
OTHER

| WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED) ▼ | FCI | | 20% ▼ |

Billing Cycle	Billing Cycle Period	Request Number
February ▼	01/02/2020-29/02/2020	2018/000001 ▾

Invoices > OVER & ABOVE > Creation   ◀◀ Back To Listing

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
Over and Above Billing ▼	BATHINDA-PEG ▼	2019-2020 ▼	FCI ▼	17/03/2020 📅

Ledger Name *   Party*   Reservation Type

| Type search value | FCI ▼ | 100% - 120% ▼ |

Select Ledger
WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED)
WH.CHARGES -FCI-RICE
WH.CHARGES- FCI-FERTILIZER (GST-TAXABLE)
WH.CHARGES- FCI-FOODGRAIN (GST-TAXABLE)

Request Number

2018/000001 ▾

D   **Details of Service Receiver**

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
Over and Above Billing ▼	BATHINDA-PEG ▼	2019-2020 ▼	FCI ▼	17/03/2020 📅

Ledger Name *   Party   Reservation Type

| WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED) ▼ | Type search value | 100% - 120% ▼ |

Billing Cycle	Billing Cycle Period	
		FCI
February ▼	01/02/2020-29/02/2020	2018/000001 ▾

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o The user (WHM) will be able to select the following details to create a bill i.e.

- Billing Type (Mandatory)
- Warehouse (Mandatory)
- Financial Year (Mandatory)
- Depositor Type (Mandatory)
- Date (Pre-populated and non-editable)
- Ledger Name (Mandatory)
- Party (Mandatory)
- Reservation type
- Billing cycle

- Billing cycle period
  - This field will pre-populate based on the value selected in the billing cycle field.
- Request number
  - Users will be able to view all the request numbers generated for the selected party satisfying input criteria.
  - Users will be able to select the appropriate request number form the list.

Details of Service Provider	
Name	BATHINDA-PEG
Address	Delhi Mansa Road, Bathinda—151 001,Bathinda
State	PUNJAB
State Code	03
GSTIN	03AAACC1206D1ZQ
PAN	AAACC1206D

Details of Service Receiver	
Name *	FCI
Address *	FCI GRAIN MARKET BATHINDA,Ba
State *	PUNJAB
State Code *	03
GSTIN (if Registered)	03AAACF0365N1ZS

- Based on the input variables entered above, the details of the service provider, service receiver, and table heading will populate automatically.

Table Heading

SNo.	Date	Opening Balance	Receipt	Total	Excess over Reservation	After Delivery			
						Deliveries	Balance	Excess over Reservation	Chargable Balance ()
1	01/02/2020	969379	19720	989099	289099		969379	289099	0
2	02/02/2020	969379			289099			289099	0
3	03/02/2020	989099		989099	289099	710	988389	288389	710
4	04/02/2020	987689		987689	287689	520	987169	287169	520
5	05/02/2020	987169			287689			287169	520
6	06/02/2020	1000319		1000319	300319	60	1000259	300259	60
7	07/02/2020	1000259			300319			300259	60
8	08/02/2020	1000259			300319			300259	60
9	09/02/2020	1000259			300319			300259	60
10	10/02/2020	1013619		1013619	313619	620	1012999	312999	620
11	11/02/2020	1028079		1028079	328079	460	1027619	327619	460
12	12/02/2020	1032679		1032679	332679	542	1032137	332137	542

					Total Taxable Amount:	20696.73
					Net Taxable Value:	20696.73
				Rate		
				CGST		
				SGST		
				IGST		
				Total Invoice Amount	20,697.00

Total Invoice Amount (In Figure):- ₹ 20,697.00	Total RoundOff Amount (In Figure) ₹ 0

Total Invoice Amount (In Words):- Twenty Thousand Six Hundred Ninety-Seven Rupees Only.

Is Amount Adjust:- ☑	Advance Amount:- 0

[💾 Save & Close] [⊘ Cancel]

- o The user can view the Total Invoice Amount and Advance amount.
- o Clicking on the "Is Amount Adjust" checkbox will adjust the total amount of the Invoice.
- o In case the bill is adjusted with the advanced payment, then clicking on the Save and Close button to save the Over & Above Bill.

4. General Basis Monthly Bill

✓ The user will be able to create a General Basis Monthly Bill from the Over & above/Billing Section.

✓ The general bill will be generated for the bills with ACK billing type "Monthly Billing".

✓ The discount percentage will be included in the total taxable amount.

✓ GST percentage will be included if the reserved commodity is under the GST slab.

✓ **Search**

    o The user can search for over and above bills generated through the search available.

    o The user will be able to enter/select the following information

        ▪ Branch

        ▪ From Date

        ▪ To Date

        ▪ The user will be able to perform a global search to narrow down the search result.

    o Clicking on the search button will display the search result in a table format.

✓ **List**

    o The user will be able to view the list of bills generated.

    o Clicking on the update icon will redirect the user to the edit screen.

o Clicking on the print icon will redirect the user to the print screen.

Central Warehousing Corporation
केंद्रीय भंडारण निगम
A Govt. Of India Undertaking
Principal Place of Business: RO CHENNAI
TAX INVOICE(TAXABLE)

Original for Depositor

Details of Service Provider		Details of Service Receiver	
Name:	AMBATTUR	Name:	NAFED TEST
Warehouse Address:	Plot.No .21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai	Address:	tamilnadu,Chennai
City:	Chennai	City:	Chennai
State:	TAMIL NADU	State:	TAMIL NADU
State Code:	33	State Code:	33
GSTIN:	33AAACC1206D1ZN	GSTIN(if Registered):	33AAACC1206D1ZM
PAN:	AAACC1206D		

Invoice Serial No:	44011/2020/0001	Accounting Code of Service:	9967
Date of invoice:	01/04/2020	Description of service:	Other storage & warehousing services
Place of Supply	33 (TAMIL NADU)		

Nature of Invoice: General Basis Bill for the Month of Apr Commodity SAGO

Sl. No.	Date	Opening Balance	Receipt	Total	After Delivery		Details of Delivery		Chargable period & Rate Applicable			Taxable Amount
					Deliveries	Balance	Period of Storage	No. of Days	Month	Week	Rate	
1	01/04/2020	20000	0	0	0	20000	01/04/2020 to 01/04/2020	0	0	0	0	0
2	30/04/2020	5000	0	0	0	5000	01/04/2020 to 30/04/2020	30	1	0	11.6	58000
3	30/04/2020	5000	0	0	0	5000	01/04/2020 to 30/04/2020	30	1	0	11.6	58000
4	30/04/2020	5000	0	0	0	5000	01/04/2020 to 30/04/2020	30	1	0	11.6	58000
5	30/04/2020	5000	0	0	0	5000	01/04/2020 to 30/04/2020	30	1	0	11.6	58000

		Net Taxable Amount	232000
Total Invoice Value(in figure) 2,73,760.00		Rate	
Total Invoice Value(in Words) Two Lakhs Seventy-Three Thousand Seven Hundred Sixty Rupees Only.	CGST	9%	20880.00
	SGST	9%	20880.00
Amount of Tax Subject to reverse Charge: NIL	IGST	0%	
	Total RoundOff Amount		0.00
	Total Invoice Amount		2,73,760.00

* Applicable for Inter-State Supply

1)   Customers are requested to visit the WMS portal www.cwcwms.com for making E-Payment through E-Payment Gateway (Debit-Credit Card, Internet Banking, Challan for RTGS/NEFT and UPI). Further, The payment of bills can also be made through A/c payee Cheque/Demand Draft drawn in favour of Central Warehousing Corporation. Bill for Rs. 2,73,760.00 may please be paid within 15 days from the date of issue, otherwise interest @12.5% per annum will be levied.

2)   Depositor is requested to issue the system generated TDS Certificate within 60 days after completion of the quarter otherwise Depositor will be liable to pay the TDS deducted amount along with Interest 18%.

Pre-receipted : _____

Signature: _____

Name of the Signatory: _____

Designation/Status: _____

Payment Recd.: _____

To,
   NAFED TEST,
   Chennai,

Copy to :
1. Duplicate Copy for RM, CWC, RO CHENNAI
2. Triplicate Copy for Warehouse, AMBATTUR

✓ **New Bill**

   o Clicking on the "New Bill" button will redirect the user to the bill creation screen.

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
General Basis Monthly Billing ▼	MOGA-I ▼	2019-2020 ▼	OTHER ▼	17/03/2020 🗓

Over and Above Billing
General Basis Monthly Billing

WH. CHRGES OTHERS (OTHER) (GST EXEMPTED) ▼

Party *
M/S SADHU RAM AND BROTHERS ▼

Billing Cycle
April ▼

Billing Cycle Period
01/04/2019-30/04/2019

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
General Basis Monthly Billing ▼	MOGA-I ▼	2019-2020 ▼	OTHER ▼	17/03/2020 🗓

Ledger Name *
WH. CHRGES OTHERS (OTHER) (GST EXEMPTED) ▼

Party *
M/S SADHU RAM AND BROTHERS

Select Depositor
FCI
FARMER
OTHER

Billing Cycle Period
01/04/2019-30/04/2019

Invoices > OVER & ABOVE > Creation ◀◀ Back To Listing

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
General Basis Monthly Billing ▼	BATHINDA-PEG ▼	2019-2020 ▼	OTHER ▼	17/03/2020 🗓

Ledger Name *
Type search value

WH. CHARGES CUSTOM BONDED (GST EXEMPTED)
WH. CHARGES- CUSTOM BONDED (GST TAXABLE)
WH. CHRGES OTHERS (OTHER) (GST EXEMPTED)
WH.CHARGES -OTHERS-FG (GST-EXEMPTED)
WH.CHARGES -OTHERS-RICE
WH.CHARGES-OTHERS (OTHER) (GST TAXABLE)
WH.CHARGES-OTHERS-FERTILIZER (GST TAXABLE)
WH.CHARGES-OTHERS-FOODGRAIN (GST-TAXABLE)

Party *
CCI ▼

Billing Cycle
March ▼

Simple fieldset

Billing Type *	WareHouse *	Financial Year *	Depositor Type *	Date
General Basis Monthly Billing ▼	MOGA-I ▼	2019-2020 ▼	OTHER ▼	17/03/2020 🗓

Ledger Name *
WH. CHRGES OTHERS (OTHER) (GST EXEMPTED) ▼

Party *
Type search value

JASSI TRADING CO.
JASSI TRADING COMPANY
M/S SADHU RAM AND BROTHERS
M/S ARORA BROTHERS
M/S BANSAL SEEDS CORPORATION
M/S NEW KISAN SEED STORE
M/S PAL TRADING CO.
M/S PIYUSH TRADING COMPANY

Billing Cycle
April ▼

Billing Cycle Period
01/04/2019-30/04/2019

- o The user (WHM) will be able to select the following details to create a bill i.e.
  - Billing Type (Mandatory)
  - Warehouse (Mandatory)
  - Financial Year (Mandatory)
  - Depositor Type (Mandatory)
  - Date (Pre-populated and non-editable)
  - Ledger Name (Mandatory)
  - Party (Mandatory)
  - Reservation type
  - Billing cycle
  - Billing cycle period
    - This field will pre-populate based on the value selected in the billing cycle field.
  - Request number

- Users will be able to view all the request numbers generated for the selected party, satisfying input criteria.
- Users will be able to select the appropriate request number form the list.

Details of Service Provider

Name	BATHINDA-PEG
Address	Delhi Mansa Road, Bathinda—151 001,Bathinda
State	PUNJAB
State Code	03
GSTIN	03AAACC1206D1ZQ
PAN	AAACC1206D

Details of Service Receiver

Name *	CCI
Address *	136-A, 60 Ft. Road,Kamla Nehru Co
State *	PUNJAB ▾
State Code *	03
GSTIN (if Registered)	03AAACT4053B1Z2

o Based on the input variables entered above, the details of the service provider, service receiver, and table heading will populate automatically.

Table Heading

Balance	Details of Delivery			Chargable period & Rate Applicable				Taxable Values
	From Period of Storage	To Period of Storage	No of Days	Month	Week		Rate	
2200	01/03/2020	01/03/2020	0	0	0		0	0
100	01/03/2020	31/03/2020	31	1	0		31.55	3155
100	01/03/2020	31/03/2020	31	1	0		31.55	3155
200	01/03/2020	31/03/2020	31	1	0		31.55	6310
100	01/03/2020	31/03/2020	31	1	0		31.55	3155
200	01/03/2020	31/03/2020	31	1	0		31.55	6310
300	01/03/2020	31/03/2020	31	1	0		31.55	9465
300	01/03/2020	31/03/2020	31	1	0		31.55	9465
200	01/03/2020	31/03/2020	31	1	0		31.55	6310
200	01/03/2020	31/03/2020	31	1	0		31.55	6310

						Total Taxable Amount:	69410.00
						Less: Discount	6941
						Net Taxable Value:	62469
					Rate		
					CGST		
					SGST		
					IGST		
					Total Invoice Amount		62,469.00

Total Invoice Amount (In Figure):- ₹ 62,469.00   Total RoundOff Amount (In Figure) ₹ 0

Total Invoice Amount (In Words):- Sixty-Two Thousand Four Hundred Sixty-Nine Rupees Only.

Is Amount Adjust:- ☑   Advance Amount:- 0

[Save & Close] [Cancel]

- ✓ The user can view the Total Invoice Amount and Advance amount.
- ✓ Clicking on the "Is Amount Adjust" checkbox will adjust the total amount of the Invoice.
- ✓ Click on the Save and Close button to generate the bill.

5. Insurance Bill

- ✓ Insurance bills are generated incase the tariff is exclusive of Insurance as per the published tariff.
- ✓ A monthly insurance bill shall be generated for General Warehousing Reservation.
- ✓ Monthly insurance bill shall be generated commodity wise for a particular month.
- ✓ Get Commodity + variety wise data with **max stock value data** in the same month.
- ✓ **Max Stock Value:** If ACK is unit wise then **Max stock value = No. of Bags * (different market value of ACK)** and if ACK weight-wise then **Max Stock Value = weight * (different market value of ACK).**
- ✓ **Insurance Amount:- Max Stock Value * 0.00056.**
- ✓ The insurance bill shall be integrated with Tally.

Invoices > Insurance > Creation

Simple fieldset

Charge Type *	Warehouse *	Financial Year *	Depositor Type *
Reservation Basis	DTESTD	2019-2020	FCI

Select Charges Type
Reservation Basis
General Monthly Basis

Ledger Name *		Depositor/Party *
WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED)		HAPUR4

Month

Feb	Commodity *
	WHEAT

Invoices > Insurance > Creation

Simple fieldset

Charge Type *	Warehouse *	Financial Year *	Depositor Type *
Reservation Basis	DTESTD	2019-2020	FCI

Date	Ledger Name *	Depositor/Party
17/03/2020 📅	WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED)	HAPUR4

Select Depositor
FCI
Farmer
Other

Month *	Commodity *
Feb	WHEAT

Invoices > Insurance > Creation

Simple fieldset

Charge Type *	Warehouse *	Financial Year *	Depositor Type *
Reservation Basis	DTESTD	2019-2020	FCI

Date	Ledger Name *	Depositor/Party *
17/03/2020 📅	Type search value	HAPUR4

Month *	Select Ledger
Feb	WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED)
	WH.CHARGES -FCI-RICE
	WH.CHARGES- FCI-FERTILIZER (GST-TAXABLE)
	WH.CHARGES- FCI-FOODGRAIN (GST-TAXABLE)

Invoices > Insurance > Creation

Simple fieldset

Charge Type *	Warehouse *	Financial Year *	Depositor Type *
Reservation Basis	DTESTD	2019-2020	FCI

Date	Ledger Name *	Depositor/Party *
17/03/2020 📅	WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED)	Type search value
		HAPUR4

Month *	Commodity *
Feb	WHEAT

- o The user (WHM) will be able to select the following details to create a bill i.e.

    - Charge Type (Mandatory)

    - Warehouse (Mandatory)

    - Financial Year (Mandatory)

    - Depositor Type (Mandatory)

    - Date (Pre-populated and non-editable)

    - Ledger Name (Mandatory)

    - Depositor/Party (Mandatory)

    - Month (Mandatory)

    - Commodity (Mandatory)

Details of Service Provider

Name	DTESTD
Address	TEST,Sirmaur
State	HIMACHAL
State Code	02
GSTIN/Unique ID	27AAACC1206D1ZG
PAN	BUAPR9111B

Details of Service Receiver

Name *	HAPUR4
Address *	12123456F4SD54FA5,Basti
State *	UTTAR PRADESH
State Code *	09
GSTIN/Unique ID	12AAACC1206D2ZC

- o Based on the values selected by the user, the details of the service provider, service receiver, and table headings will be populated.

Sr. No. *	Commodity stored *	Date on which max. stock held during the month	Unit	Max. Stock (Unit/Weight) *	Rate(Rs.)	Value of stock(Rs.)	Rate of insurance(Rs.)	Total Taxable value	IGST Rate	IGST Amt
1	WHEAT(WHEAT 2018-19, FAQ)	01/02/2020	Weight	99	201.00	19899	5 Paisa Per 100 value	9.95	0.00	0.00
2	WHEAT(WHEAT 2018-19, FAQ)	01/02/2020	Weight	200	200.00	40000	5 Paisa Per 100 value	20.00	0.00	0.00
3	WHEAT(GOOD)	12/02/2020	Weight	1449	2036.68	2951150	5 Paisa Per 100 value	1475.58	0.00	0.00
4	WHEAT(GOOD)	12/02/2020	Weight	2900	31.00	69000	5 Paisa Per 100 value	34.50	0.00	0.00

Total Invoice Amount (In Figure):- ₹ 1,540.00

Total RoundOff Amount (In Figure) ₹ -0.03

Total Invoice Amount (In Words):- One Thousand Five Hundred Forty Rupees Only.

Is Amount Adjust:- ☑

Advance Amount:- 10000

[Save & New] [Save & Close] [Cancel]

- ✓ The user can view the Total Invoice Amount and Advance amount.
- ✓ Clicking on the "Is Amount Adjust" checkbox will adjust the total amount of the bill.
- ✓ Click on the Save and Close button to generate the bill.

6. Advance Receipt Voucher

- ✓ Advance Receipt (Income) Voucher is generated for Live Depositors.

- ✓ An advanced receipt voucher is generated manually against the advanced amount received from the depositors.
- ✓ WHM shall adjust the advance amount against income bill of the same.
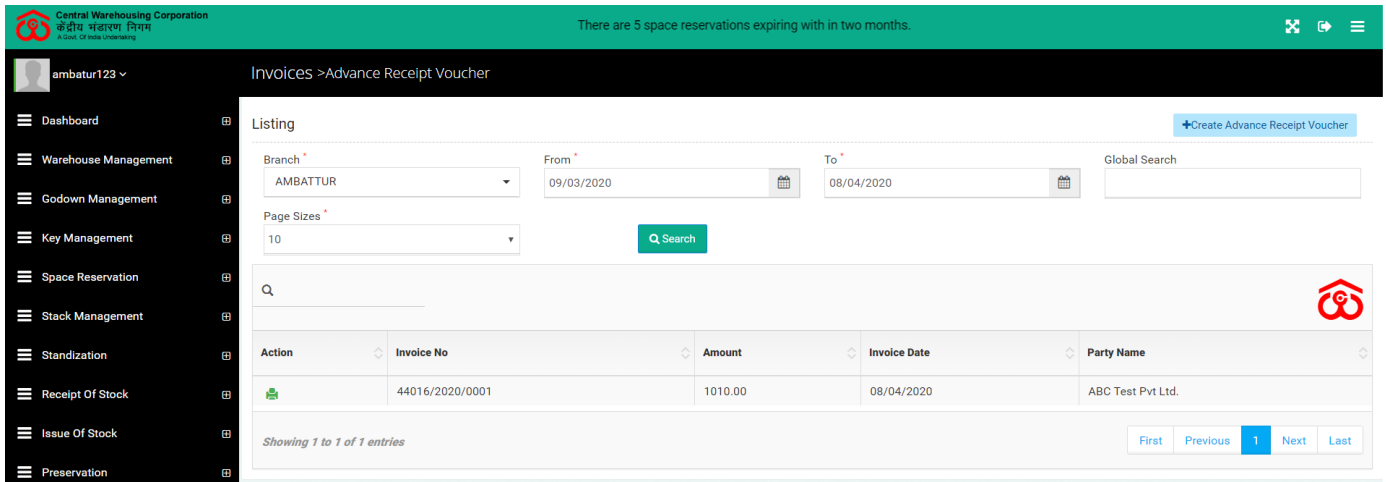
- ✓ Clicking on the "Advanced Receipt Voucher" sub-menu will redirect the user onto the Advance Receipt Voucher screen.

- ✓ **Search**
  - o The user can also search for an advance receipt voucher through the search provided.
  - o User will be able to enter the following information in the search area:
    - ▪ Branch
    - ▪ From Date
    - ▪ To Date
    - ▪ The user can also perform a global search by describing voucher detail like invoice numbers to narrow down the search.
  - o Clicking on the Search button will populate the other income invoices according to the search performed.

- ✓ **List**
  - o The user will be able to view a list of advanced vouchers created by him.
  - o Clicking on the ■ print icon will redirect the user to the print screen as depicted in the screenshot below.

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✓ **Create Advance Receipt Voucher**

  o Users can click on the [+Create Advance Receipt Voucher] button to create a new advanced receipt voucher.

- o The user (WHM) will be able to select the following details to create a voucher i.e.

  - ▪ Warehouse

    - • This field will be auto-populated based on the WHM currently operating the screen. This field will be non-editable by nature.

  - ▪ Financial Year

  - ▪ Voucher Date

    - • This date will be the current date i.e. the date on which voucher is being created. This field will be non-editable by nature.

  - ▪ Ledger Name

    - • There is only one ledger associated with the advanced receipt voucher.

  - ▪ Depositor/Party

Sr. No.	Description Of Service	Service HSN Code	Amount Of Advance Received	TDS Amount	Taxable Value	IGST	
						Rate	Amt
1		996729				18	0.00
Total	--	--	--	--	0.00	--	0.00

Total Invoice Amount (In Figure) : ₹0.00   Total RoundOff Amount (In Figure) : ₹0   Total Invoice Amount (In Words) :

Mode Of Payment *
CASH

Cash/Bank Ledger *
Cash In Hand

NEFT
RTGS
DD/Cheque
Cash Card
CASH

Save & New   Save & Close   Cancel

o Based on the information selected in the above-mentioned fields, the information will be auto-populated in the Service provider, service receiver, and table heading section.

o If the state column of the Service provider is the same as that of service receiver, then tax applicable in the table heading section will comprise of CGST and SGST. In the case of different states, the tax applicable will be IGST.

o WHM will be required to enter the details in the below-listed fields in Table heading section:

  ▪ Description of service

  ▪ Amount of Advance received

  ▪ TDS amount

  ▪ Rate(CGST/SGST/IGST)

o The Taxable amount is auto-calculated by the system depending upon the amount of advance received and Rate% applicable.

o Calculations

  ▪ Taxable Value = Amount of Advance Received - IGST Rate Amt

  ▪ IGST Rate Amt = ((Amount of advance received + TDS)* Rate%) / (Amount of advance received + Rate%)

o The user will view the value of the Total Invoice amount, Roundoff amount, and amount in words.

o WHM will be able to select the mode of payment for the advance

received from the dropdown and will be required to enter the value of corresponding fields as described in the table below:

Mode of Payment	Corresponding Fields
NEFT	- Cash/Bank Ledger - Transaction Number - Transaction Date
RTGS	- Cash/Bank Ledger - Transaction Number - Transaction Date
DD/Cheque	- Cash/Bank Ledger - Transaction Number - Transaction Date
Cash Card	- Cash/Bank Ledger
Cash	- Cash/Bank Ledger

o Clicking on the "Save & Close" button will generate the advance receipt voucher and exit the screen.

o Clicking on the "Save & New" button will generate the voucher and refresh the screen for new entries.

o Clicking on the "Cancel" button will exit the screen without generating the voucher.

7. Pest Bill

✓ The pest bill is a type of Manual Bill.

✓ The generated bill for payment is visible in the "Update payment against bill" section.

✓ The Pest bills are integrated with Tally.

✓ Clicking on the "Pest Bill" sub-menu will redirect the user to the Pest bill screen.

✓ **Search**

- o Users will be able to search for a pest bill through the search section available.

- o The user will be able to enter the following information

  - ▪ Branch

  - ▪ From Date

  - ▪ To Date

  - ▪ The user can also perform a global search by describing bill detail like invoice number to narrow down the search

- o Clicking on the Search button will populate the list of pest bills according to the search performed.

✓ **Listing**

- o The user will be able to view the list of pest bills generated by him in the list section.

- o Clicking on ☑ update icon will redirect the user to update the bill screen, where they can update form particulars.

- o Clicking on 🖨 Print icon will redirect the user to the print screen

as depicted in the attached screenshot below.

✓ **New Pest Bill**

  o Users can click on the ➕ New Bill New Bill button on the top right to create a new pest bill.

- The user (WHM) will be able to select the following details to create a voucher i.e.

  - Warehouse

    - The warehouse will be auto-populated based on the WHM currently operating the screen. This field will be non-editable by nature.

  - Financial Year

    - The financial year will be auto-populated by the system and will be non-editable.

  - Date

    - The date will be the current date i.e. the date on which voucher is being created. This field will be non-editable by nature.

  - Ledger Name

    - The number of ledgers for selection in the pest bill category is two. One being GST taxable and other GST-exempted.

  - Depositor/Party

Sr. No.	Place of workdone	Date of workdone	Unit	Rate(Rs.)	Qty *	Total Taxable value	IGST		
							Rate	Amt	
1	RAILWAY	12/03/2020 📅	Per Unit ▾	0	0	0.00		0.00	➕

Per Unit
Per Treatment
Per Square Meter
Per MT
Per Bag
Per Month
Per Week
Per Fortnight
Per Coach
Per Bus

Total Invoice Amount (In Figure):- ₹ 0.00   Total RoundOff Amount (In Figure) ₹ 0.00

Total Invoice Amount (In Words):-

💾 Save & New   💾 Save & Close   ⊘ Cancel

o Based on the information selected in the above-mentioned fields, the information will be auto-populated in the Service provider, service receiver, and table heading section.

o If the state column of the Service provider is the same as that of service receiver, then tax applicable in the table heading section will comprise of CGST and SGST. In the case of different states, the tax applicable will be IGST.

o WHM will be required to enter the details in the below-listed fields in Table heading section:

▪ Place of work done

▪ Date of Work Done

▪ Unit

• Drop-down with the criteria for charging

▪ Rate

▪ Qty

▪ Total Taxable value

▪ IGST/CGST/SCST (This section will be visible if GST – Taxable ledger is selected, else not)

o The taxable amount is auto-calculated by the system based on the rate(rs), qty, and tax rate(only in case of GST-taxable).

o Calculations

If GST-Taxable ledger is selected

▪ Taxable Value = Rate * Qty

▪ IGST Rate Amt = {(Rate * Qty)/Tax-Rate%}*100

If GST-Exempted ledger is selected

- Taxable Value = Rate * Qty

o The user will have the provision to add a new row to the table heading by clicking on the "+" icon.

o The user will view the value of the Total Invoice amount, Roundoff amount, and total invoice amount in words.

o Clicking on the "Save & Close" button will generate the pest bill and exit the screen.

o Clicking on the "Save & New" button will generate the bill and refresh the screen for new entries.

o Clicking on the "Cancel" button will exit the screen without generating the bill.

✓ **Update Outstanding**

o The users will be able to create an outstanding bill for an existing bill(generated in the past).

o Clicking on the "Update Outstanding" button will redirect the user to the bill create screen.

o The user (WHM) will be required to fill the required information as described below:

- Warehouse
- Financial Year
- Invoice Number
- Date
- Ledger Name
- Depositor/Party

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Details of Service Provider

Name	AMBATTUR
Address	Plot.No .21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai
State	TAMIL NADU
State Code	33
GSTIN/Unique ID	33AAACC1206D1ZN
PAN	AAACC1206D

Details of Service Receiver

Name *	ABC Test Pvt Ltd.
Address *	ahmedabad,Ahmadabad
State *	GUJARAT
State Code *	24
GSTIN/Unique ID	24AAACC1201D1ZM

Table Heading

Sr. No.	Place of workdone	Date of workdone	Unit	Qty *	Amount(Rs.)	Paid Amount	TDS Deducted	Balance	
1	Place workdone	Select a date	Per Unit	0					+

Total Invoice Amount (In Figure):- ₹ 0.00   Total RoundOff Amount (In Figure) ₹ 0.00

Total Invoice Amount (In Words):-

[Save & New] [Save & Close] [Cancel]

- o Based on the information selected, details in the service receiver section will be auto-populated.
- o The WHM will be able to enter the details in the Table Heading section with the required information being:
  - Place of work done
  - Date of work done
  - Unit
  - Qty
  - Amount (Rs)
  - Paid Amount
  - TDS Deducted
  - The Balance will be auto-calculated by the system. (Formula used: Balance = Amount – Paid Amount – TDS Deducted)
- o Clicking on the "Save & Close" button will generate the pest bill and exit the screen.
- o Clicking on the "Save & New" button will generate the bill and refresh the screen for new entries.
- o Clicking on the "Cancel" button will exit the screen without generating the bill.

- ✓ **Payment**
  - o The payment process for the bill generated is described under the "Update Payment against Bill" section on page 64.

8. Weighment Bill

- ✓ The Weighment bill is a type of Manual Bill.

- ✓ The Generated Bill for payment shall be visible in "Update payment against the bill".

- ✓ The Weighment Bills will be integrated with the Tally.

- ✓ **Search**
  - o The user can search for a weighment bill through the search section.
  - o The user will be able to enter the following information
    - ▪ Branch
    - ▪ From Date
    - ▪ To Date
    - ▪ The user can also perform a global search by describing bill detail like the voucher number to narrow down the search.
  - o Clicking on the Search button will populate the list of pest bills according to the search performed.

- ✓ **Listing**
  - o The user will be able to view a list of weighment bills generated in the listing section.
  - o Clicking on the ☑ edit icon will redirect the user to the update bill

screen.

o Clicking on the 🖨 print icon will redirect the user to the bill printing screen.

✓ **New Bill**

    o The user can click on the ➕ New Bill "New Bill" Button on the top right to create a new weighment bill.

    o The user (WHM) will be able to select the following details to

create a voucher i.e.

- Warehouse

  - The warehouse will be auto-populated based on the WHM currently operating the screen. This field will be non-editable.

- Financial Year

  - The financial year will be auto-populated by the system and will be non-editable.

- Date

  - The date will be the current date i.e. the date on which voucher is being created. This field will be non-editable.

- Ledger Name

- Is Depositor/Party registered

  - This checkbox will determine if the party for whom the weighment is being done is registered or not.

- Depositor/Party

  - Depositor field will be a dropdown if the "Is Depositor/Party registered" is checked, else it will be an input field.

  If the Depositor/Party is Registered

- All the fields in the Service receiver section will be auto-populated based on the Depositor/Party chosen.

If the Depositor/Party is not registered

☐ Is Depositor/Party Registered	Depositor/Party *
	abc

Details of Service Provider

Name	
Address	Plot.No .21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai
State	TAMIL NADU
State Code	33
GSTIN	33AAACC1206D1ZN
PAN	AAACC1206D

Details of Service Receiver

Name *	
Address *	
State *	
State Code *	
GSTIN (if Registered)	

- If the depositor/party is not registered then, the user will be required to provide the details in the Service receiver section.

Table Heading

Sr. No.	Commodity Group *	Commodity stored *	Date of Weighment	NO. of Trucks *	Rate/Trucks	Total Taxable value	IGST Rate	IGST Amt	
1	FOOD GRAIN	BAJRA	17/03/2020	2	150	300.00	0	0.00	✖
2	NON FOOD GRAIN	CACHEW NUTS	17/03/2020	3	500	1500.00	18	270.00	✚ ✖
Total	--	--	--	5.00	--	1800.00	--	270.00	--

Total Invoice Amount (In Figure):- ₹ 2,070.00	Total RoundOff Amount (In Figure) ₹ 0
Total Invoice Amount (In Words):- Two Thousand Seventy Rupees Only.	
Is Amount Adjust:- ☑	Advance Amount:- 0

Activate Windows
Go to S... ...ivate Window

🖫 Save & Close   ⊘ Cancel

- If the state column of the Service provider is the same as that of service receiver, then tax applicable in the table heading section will comprise of CGST and SGST. In the case of different states, the tax applicable will be IGST.
- WHM will be required to enter the details in the below-listed fields in Table heading section:
  - Commodity group

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- Commodity stores
- Date of Weighment
- Number of Trucks
- Rate per Truck
- Total Taxable value
- IGST/CGST/SCST (This section will be visible if GST – Taxable ledger is selected, else not)

o The taxable amount is auto-calculated by the system depending upon the number of trucks and Rate per truck applicable (only in case of GST-taxable).

o Calculations

If GST-Taxable ledger is selected

- Taxable Value = Rate * Qty
- IGST Rate Amt = {(Rate * Qty)/Tax-Rate%}*100

If GST-Exempted ledger is selected

- Taxable Value = Rate * Qty

o The user will have the provision to add a new row to the table heading by clicking on the "+" icon.

o The user will view the value of the Total Invoice amount, Roundoff amount, and amount in words.

o The user by checking on the "Is Amount adjusted" checkbox, will be able to adjust the total invoice amount with the advance amount paid by the depositor.

o Clicking on the "Save & Close" button will generate the pest bill and exit the screen.

o Clicking on the "Save & New" button will generate the bill and refresh the screen for new entries.

S.NO.	Voucher Number	Invoice Amount	Date of Weighment	Party Name
✏ 🖨	77861/2019/0005	1389.00	17/03/2020	dhiman

Showing 1 to 1 of 1 entries   First Previous 1 Next Last

o The system will auto-generate a voucher number for the saved bill. The "1" in Voucher number 77861, denotes that the invoice

generated is taxable.

- o **The logic for Invoice number:** First 4 digits are Warehouse code, then GST code (1 if GST is applicable, 4 if not applicable), then Session, and Last 4 digits are unique code document type- Credit Note - 3, Debit Note -2, Expense Voucher-5, (Other Income, storage, pest, Weighment, Insurance - 1,4)

✓ **Update Outstanding**

- o The users will be able to create an outstanding bill for an existing bill(generated in the past).
- o Clicking on the "Update Outstanding" button will redirect the user to the bill create screen.

- o The user (WHM) will be required to fill the required information as described below:
  - ▪ Warehouse
  - ▪ Financial Year
  - ▪ Invoice Number
  - ▪ Date
  - ▪ Ledger Name
  - ▪ Is Depositor/Party registered
    - • This checkbox will determine if the party for whom the weighment is being done is registered or not.
  - ▪ Depositor/Party
    - • Depositor field will be a dropdown if the "Is Depositor/Party registered" is checked, else it will be an input field.
- o If the depositor is registered, the details in the service receiver section will be auto-populated. Else, the user will be required to manually enter the details in the service receiver section.

Details of Service Provider

Name	
Address	Plot.No .21/B (NP) Sidco Industrial Estate, Ambattur, Chennai - 600098,Chennai
State	TAMIL NADU
State Code	33
GSTIN	33AAACC1206D1ZN
PAN	AAACC1206D

Details of Service Receiver

Name *	ABC Test Pvt Ltd.
Address *	ahmedabad,Ahmadabad
State *	GUJARAT ▼
State Code *	24
GSTIN (if Registered)	24AAACC1201D1ZM

Table Heading

Sr. No.	Commodity Group *	Commodity stored *	Date of Weighment	NO. of Trucks *	Amount(Rs.)	Paid Amount	TDS Deducted	Balance	
1	FOOD GRAIN ▼	BENGAL GRAM ▼	09/04/2020	30	4000	2000	200	1800	+
Total	--	--	--	30.00	4000.00	--	--	1800.00	--

Total Invoice Amount (In Figure):- ₹ 4,000.00

Total RoundOff Amount (In Figure) ₹ 0

Total Invoice Amount (In Words):- Four Thousand Rupees Only.

Is Amount Adjust:- ☐

Advance Amount:- 1010

[Save & Close] [Cancel]

o The WHM will be required to provide information in the Table heading section to generate an outstanding bill. the information that will be entered is:

   ▪ Commodity Group
   ▪ Commodity Stored
   ▪ Date of Weighment
   ▪ No. of Trucks
   ▪ Amount
   ▪ Paid Amount
   ▪ TDS Deducted
   ▪ Balance

o The user will be able to view the total invoice amount(figures and words) and the total round-off amount.

o The WHM can check the "Is Amount Adjusted" checkbox to adjust the invoice amount with the advance amount paid by the depositor.

o Clicking on the "Save & Close" button will save the bill and exit the current screen.

- ✓ **Payment**
  - o The process of making payment for the weighment bill is covered under section "Update Payment Against Bill" on page 64.

9. Other Income Bill

- ✓ The Other income Bill is a type of Manual Bill.
- ✓ The Generated Bill for payment shall be visible in the "Update payment against bill" section.
- ✓ The other income bill shall be integrated with Tally.

- ✓ **Search**
  - o The user will be able to search for a specific "other invoice bill" through the search section.
  - o The user can enter the below-mentioned information:
    - ▪ Branch
    - ▪ From Date
    - ▪ To Date
    - ▪ The user can also perform a global search to narrow down the search.
  - o Clicking on the search button will populate the results based on the search performed.
- ✓ **Listing**
  - o The user will be able to view the list of other income invoices generated by the user.
  - o Clicking on the edit icon will redirect the user to the "Update

income" screen.

o Clicking on the print icon will redirect the user to the print screen.

✓ **Invoice Type**

Action	Invoice No	Invoice Date	Amount	Party Name
☑ 🖨	77861/2019/0006	17/03/2020	33600.00	rajasthan

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

o The user can determine if the invoice generated is taxable or non-taxable from the composition of the invoice number. The digit "1" in the invoice number 77861, denotes that the invoice generated is taxable.

o **The Logic for Invoice number:** First 4 digits are Warehouse code, then GST code (1 if GST is applicable, 4 if not applicable), then Session, and Last 4 digits are unique code document type- Credit Note - 3, Debit Note -2, Expense Voucher-5, (Other Income, storage, pest, Weighment, Insurance - 1,4)

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✓ **New Bill**
   o Clicking on the new bill button will redirect the user to the new bill creation screen.

   o WHM can create a new bill by selecting the below-mentioned form particulars:

   ▪ Warehouse

      • This will be auto-populated.

   ▪ Financial Year

      • This field will carry the current financial year and non-

editable.

- Voucher Date
  - Current date by default and non-editable.
- Ledger Name
- Is Depositor/Party registered
  - Checkbox to determine if the receiving party is registered or not.
- Depositor/Party
  - *If the party/depositor is registered*: Drop-down to select the party name.
  - If the party/depositor is not registered: an input field to enter the name manually.
- WHM will be able to upload a document.

Details of Service Provider :		Details of ServiceReceiver:	
Name	DTESTD	Name *	CCI-AHMEDABAD
Address	TEST,Sirmaur	Address *	CCI, AHMEDABAD,Ahmadabad
State	HIMACHAL	State *	GUJARAT
State Code	02	State Code *	24
GSTIN	27AAACC1206D1ZG	GSTIN (if Registered)	24AACCC1206D1ZO
PAN	BUAPR9111B		

o The user will be required to enter the details in the service receiver section in case of a non-registered party. Else, details in the service receiver details will be pre-populated.

o If the state column for service provider and service receiver holds the same name, then the tax applicable will be CGST & SGST. Else, the tax applicable will be IGST.

Sr. No.	Item Name	Qty/Area	Unit	Rate per Unit	Total value	IGST		
						Rate	Amt	
1	Scrap Sale	200	Unit	150	30000.00	12	3600.00	+
Total	--	200.00	--	--	30000.00	--	3600.00	

Total Invoice Amount (In Figure):- ₹ 33,600.00   Total RoundOff Amount (In Figure) ₹ 0.00

Total Invoice Amount (In Words):- Thirty-Three Thousand Six Hundred Rupees Only.

Is Amount Adjust:- ☐   Advance Amount:- 0

Save & New **Save & Close** **Cancel**

o The user will be required to enter details in the heading table as depicted in the image above.

- Item name

- Qty/Area

- Unit

- Rate per unit

- IGST/CGST/SGST Rate%

  - Auto-populate and non-editable

o The total value will be auto-calculated by the system. Formula to calculate total value is (Qty/Area * Rate per unit).

o The user can view the "Total Invoice Amount" and "Total Rounfoff Amount" of the bill.

o The user will have the provision to adjust the bill amount with the advance amount by checking the "Is Amount Adjusted" checkbox.

- If the amount adjusted is greater than the bill generated then, the bill generated will be marked as paid and the corresponding entry will be visible in the adjustment book.

- If the advance amount is less than the invoice amount then, the outstanding will be visible under the "Update Payment against bill" section.

- If no amount is adjusted then, no deduction to the total amount will be made.

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o In case the bill amount is adjusted against the advance amount, a Cash Receipt will be generated.

o Clicking on the "Save & Close" button will generate the bill and exit the screen.

o Clicking on the "Save & New" button will generate the bill and refresh the screen for new entries.

✓ **Update Outstanding**

  o The user will be able to generate an outstanding "Other income bill" by clicking on the update outstanding button available.

  o The user will be redirected to the bill creation page where he will be able to enter all the required information.

o The user will be able to enter/select the below-mentioned fields

  ▪ Warehouse

  ▪ Financial Year

  ▪ Invoice number

    • Invoice number of any past bill for which the outstanding bill is being created.

  ▪ Voucher Date

  ▪ Ledger name

- Is Depositor/Party registered checkbox
- Depositor/Party

o The user will be able to upload documents if any.

o If the depositor/party is registered then, the details in the service receiver will get auto-populated with the information stored. Else, the information will be entered manually by the user.

Table Heading

Sr. No.	Item Name	Qty/Area	Unit	Total value	Paid Amount	TDS Deducted	Balance
1	solution	30	Kg. ▼	3000	2200	160	640
Total	--	30.00	--	3000.00	2200.00	160.00	640.00

Total Invoice Amount (In Figure):- ₹ 3,000.00   Total RoundOff Amount (In Figure) ₹ 0

Total Invoice Amount (In Words):- Three Thousand Rupees Only.

Is Amount Adjust:- ☐   Advance Amount:- 0

[Save & New] [Save & Close] [Cancel]

o The user will be able to enter the details in the table heading section listing the required fields to generate the outstanding bill. the details that need to be entered are:

- Item name
- Qty/Area
- Unit
- Total Value
- Paid Amount
- TDS deducted
- Balance

o The user will be able to adjust the bill with the advance amount received from the respective depositor by checking the "Is Amount Adjust" checkbox.

o Clicking on the "Save & Close" button will generate the outstanding bill and exit the screen.

o Clicking on the "Save & New" button will generate the bill and refresh the screen for new entries.

- ✓ **Payment**
  - o The process of making payment for the generated bill is covered under the "Update Payment Against Bill" section on page 64.

- ✓ **Adjustment Book**
  - o The payments made against the bill will be visible in the adjustment book.

- o The user can search for an "Adjustment Book" by selecting the Warehouse and Depositor Request Period.
- o Clicking on the search button will populate search results as depicted in the above image.

10.Debit Note

- ✓ If Income Bill (storage, Weighment, Pest, Insurance, Other Income) generated with a greater amount than the actual amount, then the WHM shall create a DEBIT NOTE against the same bill.

- ✓ In case GST applicable on the Income Bill then, the same GST % applicable on the DEBIT NOTE.

- ✓ Pending Debit note amount is Advance for that depositor.

- ✓ The Debit Notes shall not be integrated with Tally.

Listing   +Create Debit Note

Branch *	From *	To *	Global Search
DTESTD	16/02/2020	17/03/2020	

Page Sizes *	
10	Q Search

- ✓ The user can search for the other income invoice by selecting the Branch, From date - To date, Global Search, and Page Size.

- ✓ Clicking on the search button will populate the other income invoices according to the search performed.

- ✓ The user can generate a "Debit note" by clicking on the [+Create Debit Note] "Create Debit Note" button in the top right corner and be redirected to the create bill screen.

Simple fieldset

WareHouse *	Financial Year *	Date
DTESTD	2019-2020	17/03/2020

Depositor/Party *	Bill No *	Ledger Name *
Select Party	select Bill	Select Ledger

BHEL
BSNL
CCI-AHMEDABAD
HAPUR4
M/s Chirag Computers
M/s GSCSCS
MMTC ROHTAK
NITI SALES

Simple fieldset

WareHouse *	Financial Year *	Date
DTESTD	2019-2020	17/03/2020

Depositor/Party *	Bill No *	Ledger Name *
HAPUR4	select Bill	Select Ledger

select Bill
77864/2019/0011

Simple fieldset

WareHouse *	Financial Year *	Date
DTESTD	2019-2020	17/03/2020

Depositor/Party *	Bill No *	Ledger Name *
HAPUR4	77864/2019/0011	WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED)

- ✓ The user will select the Warehouse, Financial Year, Voucher Date, Depositor/Party, and Bill number from the dropdowns available.

- ✓ The Ledger Name will be auto-populated based on Bill number selected.

Details of Service Provider / Details of Service Receiver

Details of Service Provider		Details of Service Receiver	
Name		Name *	HAPUR4
Address	TEST,Sirmaur	Address *	12123456F4SD54FA5,Basti
State	HIMACHAL	State *	UTTAR PRADESH
State Code	02	State Code *	09
GSTIN	27AAACC1206D1ZG	GSTIN (if Registered)	12AAACC1206D2ZC
PAN	BUAPR9111B		

✓ Based on the values selected, the details of the service provider, service receiver, and table headings will be populated.

Sr. No.	Particulars*	Total Taxable value
1	Debit Note	5500

Total Invoice Amount (In Figure) : ₹5500   Total Invoice Amount (In Words) : Five Thousand Five Hundred Rupees Only.

Save & New   Save & Close   Cancel

✓ The user will have provision to enter the required fields i.e. particulars and total taxable income in the provided fields.

✓ In case the ledger is GST exempted then the Total Taxable amount entered will be GST exempted, if not then the Total Taxable amount will include GST.

✓ The user can view the "Total Invoice Amount".

✓ The user will click on the "Save & New" button to save the existing debit note and start creating a new one.

✓ The user will click on the "Save & Close" button to save the existing debit note and exit the screen.

a. **Debit Note Adjustment**

▪ Debit notes created are auto-adjusted in the Update against Payment Bill section.

Action	Bill Date	Bill No.	Bill Type	Total Amount(₹)	Paid Amount(₹)	Pending Amount(₹)	Amount To Be Paid(₹)	TDS Deducted(₹)
1. A Venkateswaran								
☐ Download Invoice	17/03/2020	77861/2019/0004	PEST	77,987.00	0.00	77,987.00		
	Total			77,987.00	0.00	77,987.00		
2. Cci-ahmedabad								
☐ Download Invoice	18/03/2020	77861/2019/0007	STORAGE	19,591.00	-1,000.00	20,591.00		
	Total			19,591.00	-1,000.00	20,591.00		

b. Depositor Book

- The user can view the debit note amount adjusted in the depositor book.

Warehouse * DTESTD

Depositor * HAPUR4

Deposit Request period * This Month

Q Search   📄 Dowload Pdf

Central Warehousing Corporation
केंद्रीय भंडारण निगम
A Govt. Of India Undertaking
Depositor Book| F/CD/13
RO TEST:DTESTD (01/03/2020 To 18/03/2020)

Depositor Name: HAPUR4

Sr.No	Date	Particular	Bill Type	Bill No.	Debit	Credit
1	01/03/2020	Opening Balance				10,000.00
2	17/03/2020	SUNDRY DEBTORS- STORAGE - FCI	storage charge	77864/2019/0011	52,100.00	
3	11/03/2020	SUNDRY DEBTORS- STORAGE - FCI	debit note	77862/2019/0001	2,000.00	
4	18/03/2020	SUNDRY DEBTORS- STORAGE - FCI	receipt	CR/7786/2019/00024		52,100.00
5		Total			54,100.00	62,100.00
6		Closing Balance				8,000.00

- The user can search for a depositor book through Warehouse, Depositor, and Deposit Request Period fields in the search section.

- Users can download the Depositor book by clicking on the Download PDF button.

11. Credit Note

✓ If Income Bill (storage, Weighment, Pest, Insurance, Other Income) generated with less amount than the original amount then the WHM shall create a CREDIT NOTE against the same bill.

✓ If GST is applicable on the Income Bill then the same GST% is applicable on the CREDIT NOTE.

✓ CREDIT NOTE shall be visible in "Update Outstanding Against Bill List".

✓ The Credit note shall not be integrated with Tally.

✓ The user can search for the other income invoice by selecting the Branch, From date - To date, Global Search, and Page Size.

✓ Clicking on the Search button will populate the other income invoices according to the search performed.

✓ The user can generate a "Credit Note" by clicking on the [+Create Credit Note] "Create Credit Note" button in the top right corner and be redirected to the create bill screen.

Simple fieldset

WareHouse *	Financial Year *	Date
DTESTD	2019-2020	17/03/2020

Depositor/Party *	Bill No *	Ledger Name *
HAPUR4	77864/2019/0011	WH.CHARGES -FCI-FOODGRAIN (GST-EXEMPTED)
	select Bill	
	77864/2019/0011	

✓ The user will select the Warehouse, Financial Year, Date, Depositor/Party, Bill number, and Ledger name from the dropdowns available.

Details of Service Provider

Name	
Address	TEST,Sirmaur
State	HIMACHAL
State Code	02
GSTIN	27AAACC1206D1ZG
PAN	BUAPR9111B

Details of Service Receiver

Name *	HAPUR4
Address *	12123456F4SD54FA5,Basti
State *	UTTAR PRADESH
State Code *	09
GSTIN (if Registered)	12AAACC1206D2ZC

Table Heading

Sr. No.	Particulars *	Total Taxable value
1	Bill Against Credit Note	6780

Total Invoice Amount (In Figure) : ₹6780   Total Invoice Amount (In Words) : Six Thousand Seven Hundred Eighty Rupees Only.

[🖫 Save & New]   [🖫 Save & Close]   [⊘ Cancel]

✓ Based on the values selected, the details of the service provider, service receiver, and table headings will be populated.

✓ The user will have provision to enter the required fields i.e. particulars and total taxable value in the provided fields.

✓ The user can view the "Total Invoice Amount".

✓ The user will click on the "Save & New" button to save the existing debit note and start creating a new one.

✓ The user will click on the "Save & Close" button to save the existing credit note and exit the screen.

a. Credit Note Adjustment

▪ Credit notes created are auto-adjusted in the Temporary Expenditure Voucher section against a bill as depicted in the

second record in the screenshot below.

Action	Bill Date	Bill No.	Bill Type	Total Amount(₹)	Paid Amount(₹)	Pending Amount(₹)	Amount To Be Paid(₹)	TDS Deducted(₹)
1. A Venkateswaran								
☐ Download Invoice	17/03/2020	77861/2019/0004	PEST	77,987.00	0.00	77,987.00		
	Total			77,987.00	0.00	77,987.00		
2. Cci-ahmedabad								
☐ Download Invoice	18/03/2020	77861/2019/0007	STORAGE	19,591.00	-1,000.00	20,591.00		
	Total			19,591.00	-1,000.00	20,591.00		

b. Depositor Book

- The user can view the credit note amount adjusted in the depositor book.

Warehouse *: DTESTD
Depositor *: CCI-AHMEDABAD
Deposit Request period *: This Month

Q Search | **📄 Dowload Pdf**

Central Warehousing Corporation
केंद्रीय भंडारण निगम
A Govt. Of India Undertaking

Depositor Book| F/CD/13

RO TEST:DTESTD (01/03/2020 To 18/03/2020)

Depositor Name: **CCI-AHMEDABAD**

Sr.No	Date	Particular	Bill Type	Bill No.	Debit	Credit
1	01/03/2020	Opening Balance				
2	18/03/2020	SUNDRY DEBTORS- STORAGE - OTHERS	storage charge	77861/2019/0007	20,591.00	
3	18/03/2020	SUNDRY DEBTORS- STORAGE - OTHERS	credit note	77863/2019/0001		1,000.00
4	18/03/2020	SUNDRY DEBTORS- STORAGE - OTHERS	receipt	CR/7786/2019/00025		20,591.00
5		Total			20,591.00	21,591.00
6		Closing Balance				1,000.00

- The user can search for a depositor book through Warehouse, Depositor, and Deposit Request Period fields in the search bar.

- Users can download the Depositor book by clicking on the Download PDF button.

12. Vendor Registration

✓ The user will be able to add new vendors to the system through the vendor registration section.

✓ Clicking on the Vendor registration submenu in Accounts and Billing menu will redirect the user to the respective screen.

✓ **Search**

  o The user will be able to search for a vendor by their name from the search section.

  o Clicking on the search button will display the results as per the search applied.

✓ **Listing**

  o The user will be able to view the list of vendors registered in the system.

  o Clicking on the ✏ update icon will redirect the user to the update screen.

    ▪ All the fields will be pre-filled with the previously saved information.

    ▪ The user will be able to edit the information as needed and save the changes by clicking on the update button.

Chart Of Accounts > Vendor

Updation

◀◀ Back to listing

Vendor Name *
THE PROFESSIONAL COURIERS (ROYAPURAM)

Vendor Code *
8416238

Category *
vendor ▾

📍 Address   Registration   Bank Detail

Address

NEW NO:15 , OLD NO:54 / 2, SENIAMMAN KOVIL STREET (NEAR H3 POLICE STATION) TONDIARPET, CHENNAI-81

Country
India ▾

State
TAMIL NADU ▾

District
CHENNAI ▾

City *
Chennai ▾

PIN Code
600081

Phone
044-25984884

Fax
Enter fax number

Email
Enter Email address

☑ Update   ⊘ Cancel

📍 Address   **Registration**   Bank Detail

PAN No
Enter Pan Number

TAN No
Enter TAN No

TIN No
Enter TIN No

GST
33AADPM7536N1ZD

CST
Enter CST No

CIN
Enter CIN No

Service tax
Enter Service Tax

☑ Update   ⊘ Cancel

📍 Address   Registration   **Bank Detail**

Bank Name
Enter Bank Name

Account Number
Enter Account Number

IFSC Code
Enter IFSC Code

Branch Name *
Enter Branch Name

Address
Enter Address

Account Holder Name
Enter Account Holder Name

☑ Update   ⊘ Cancel

o Clicking on the ➕ plus icon will let the user associate the selected vendor with warehouses in the system.

VENDOR > ADD BRANCH ASSOCIATION

Add Branch Association

◀◀ Back to listing

Select Branch Association
☐ Select All

☐ AMBATTUR

💾 Save

▪ The user will be able to check the checkbox against the options present (the options will be fetched by the system only).

- Clicking on the save button will save the new association to the system.

✓ **New Vendor**

o The user will be able to add a new vendor to the system by clicking on the "New Vendor" button.

o Clicking on the new vendor button will redirect the user to the vendor creation screen.

o The user will be able to enter the below-mentioned information:

Section	Field Name	Mandatory/Non-Mandatory
Creation	Vendor Name	Mandatory
	Vendor code	Mandatory (Auto-populate)
	Category	Mandatory

Address	Address	Non-Mandatory
	Country	Non-Mandatory
	State	Non-Mandatory
	District	Non-Mandatory
	City	Non-Mandatory
	Pin Code	Non-Mandatory
	Phone	Non-Mandatory
	Fax	Non-Mandatory
	Email	Non-Mandatory
Registration	Pan No	Non-Mandatory
	TAN No	Non-Mandatory
	TIN No	Non-Mandatory
	GST	Non-Mandatory
	CST	Non-Mandatory
	CIN	Non-Mandatory
	Service Tax	Non-Mandatory
Bank Details	Bank Name	Non-Mandatory
	Account Number	Non-Mandatory
	IFSC Code	Non-Mandatory
	Branch Name	Non-Mandatory
	Address	Non-Mandatory
	Account Holder Name	Non-Mandatory

- o Clicking on the "Save & Close" button will save the vendor details and exit the screen.

- o Clicking on the "Cancel" button will cancel the registration.

13. Cash receipt

- ✓ All the received collection of income bills or Advance income of warehouse depositors shall be displayed in the cash receipt list.

- ✓ **Update Cash Receipt:** The user is enabled to edit the amount of Cash Receipt only.

- ✓ **Print Cash Receipt:** The Collection detail and bill detail of collection against the bill.

- ✓ The following reports will get affected in case the cash receipt is generated:

  - o Depositor Book

- Cash Book

✓ Cash Receipt will be generated for the below-mentioned ledgers only.

  - Security deposit from the depositor

  - Sundry debtors/PCS & others

  - Sundry debtors/storage/FCI

  - Sundry debtors/storage/others

  - TA advance/ (Include TA adj.)

Cash Deposit

Note: This list is showing only transaction, where mode of payment was cash.

| | | 17/03/2020 | TO | | 18/03/2020 | | | |

Create Cash Receipt | Deposited In Bank

Showing **1-2 of 2 items.**

	Branch Name	ledger Name	Party Name	Receipt No.	Receipt Date.	Mode Of Payment	Amount	Action
☐								
☐	*(not set)*	CASH IN HAND	V.Spirits	CR/7786 /2019/00023	17/03/2020	CASH	1620.00	Print Update
☐		INCOME RECEIVED IN ADVANCE	V.Spirits	CR/7786 /2019/00022	17/03/2020	CASH	50000.00	Print Update

✓ **Search**

  - Users can search for the list of existing cash receipts through the search provided.

  - Users will be required to enter the date range in which they want their results to lie and click on the search button.

  - View the results of the search applied in a table format.

  - Clicking on the square beside the cash transactions will enable the Approve button at the bottom of the list.

Showing **1-10** of **10** items.

	Branch Name	ledger Name	Party Name	Receipt No.	Receipt Date.	Mode Of Payment	Amount	Action
☐								
	SUNDRY DEBTORS-STORAGE - OTHERS	ABC Test Pvt Ltd.	CR/MDR4401/2020/2329	08/04/2020	CHEQUE	1000.00	Print Update
☑	INCOME RECEIVED IN ADVANCE	ABC Test Pvt Ltd.	CR/4401/2020/23296	10/04/2020	CASH	20000.00	Print Update
			CR/4401/2020/23295	08/04/2020	DD/Cheque	1000.00	Print Update
	CASH IN HAND	AMBATTUR (CASH)	CR/4401/2020/23294	07/04/2020	CASH	1678.00	Print Update
	SUNDRY DEBTORS-STORAGE - OTHERS	XYZ FIRM	CR/4401/2020/23293	31/03/2020	RTGS	1500.00	Print Update
		ABC Test Pvt Ltd.			DD	10.00	Print Update
			CR/4401/2019/23292	27/03/2020	CASH	20000.00	Print
		BUSINESS STANDARD	CR/4401/2019/23291		CHEQUE	37235.00	Print Update
		ABC Test Pvt Ltd.	CR/4401/2019/23290		NEFT	1151500.00	Print
			CR/4401/2019/23289		CHEQUE	1500.00	Print Update

Approve

Bank Ledger*	Date of Payment*	Total Amount*	
CW AMBATTUR - 302900010025-42 ▼	📅 10-04-2020	20000.00	**Deposit in Bank**

- o Clicking on the approve button will display the section as depicted in the image above.

- o The details to be selected/entered are:
    - ▪ Bank Ledger
        - • Pre-populated
    - ▪ Date Of Payment
        - • Pre-populated and can be changed
    - ▪ Total Amount
        - • Pre-populated and cannot be updated

- o Clicking on the "Deposit in Bank" button will trigger the bank deposit action and the user will be displayed with a success message.

✓ **Create a Cash Receipt**

- o The user can create a cash receipt by clicking on the **Create Cash Receipt** "Create Cash Receipt" button.

- o The user will be redirected to the create screen where he will be able to enter details in the form.

Cash Receipt

Back

Warehouse Name *

DTESTD

Mode of Payment*

Select Payment Type

| Select Payment Type |
| NEFT |
| RTGS |
| DD/Cheque |
| Cash Card |
| CASH |

Type of Cash Flow *

CASH RECEIPT

Cash/Bank Ledger *

Cash In Hand

Depositor/party *

Nothing selected

Amount *

Cash Receipt

Back

Warehouse Name *

DTESTD

Mode of Payment*

RTGS

Ledger *

Select Ledger

Transaction No

Description *

Type of Cash Flow *

CASH RECEIPT

Cash/Bank Ledger *

Select Ledger

| |
| Select Ledger |
| CW AMY SAFIABAD - 11123775525 |

Activate Windows

Cash Receipt

Back

Warehouse Name *

DTESTD

Mode of Payment*

RTGS

Ledger *

Select Ledger

| |
| Select Ledger |
| SECURITY DEPOSIT RECEIVED FROM DEPOSITOR |
| SUNDRY DEBTORS -PCS & OTHERS |
| SUNDRY DEBTORS- STORAGE - FCI |
| SUNDRY DEBTORS- STORAGE - OTHERS |
| TA ADVANCE-(INCLUDING TA ADJ.) |

Type of Cash Flow *

CASH RECEIPT

Cash/Bank Ledger *

CW AMY SAFIABAD - 11123775525

Depositor/party *

Nothing selected

Amount *

Create

- o The users will be redirected to the cash receipt creation screen where they will be required to enter the below-mentioned details to create a cash receipt.
  - Warehouse Name
  - Type of Cash Flow
  - Mode of Payment
  - Cash/Bank Ledger
  - Ledger
  - Depositor/Party
  - Transaction Number
  - Amount

- Description

o Clicking on the [Create] "Create" button will generate a cash receipt.

o Clicking on Deposited in Bank Button will display the number of payments that were deposited to the bank.

Deposited In Bank   [Back]

Showing **1-2** of **2** items.

ledger Name	Party Name	Receipt No.	Receipt Date.	Amount
INCOME RECEIVED IN ADVANCE	ABC Test Pvt Ltd.	CR/4401/2020/23296	10/04/2020	20000.00
SUNDRY DEBTORS- STORAGE - OTHERS		CR/4401/2019/23292	27/03/2020	20000.00

14.Update Payment against Bill

✓ Update Payment Against Bill section stores the "Due Income Bills" or the list of "Income Bill".

✓ Single Cash Receipt of all Income bills is to be generated and shall be visible in the Cash Receipt List.

✓ The Payment against bills shall be integrated with the Tally

✓ The following reports will get affected in case payment against bill gets updated:

   o Depositor Book

   o Cash Book

✓ The user(WHM) can receive the payment against the bills generated from this section.

✓ **Search**

   o The user can search for bills concerning a single vendor through the search available.

   o The user will be able to select the following details:

      ▪ Warehouse

      ▪ Depositor

      ▪ Start Date

      ▪ Close Date

   o Clicking on the search button will display the result of the search applied in a table format.

Action	Bill Date	Bill No.	Bill Type	Total Amount(₹)	Paid Amount(₹)	Pending Amount(₹)	Amount To Be Paid(₹)	TDS Deducted(₹)
1. Hapur4								
☑ Download Invoice	17/03/2020	77864/2019/0011	STORAGE	52,100.00	0.00	52,100.00	20000.00 Please enter a number.	2000.00
Total				52100	0	52100	20000	2000

Received Now

✓ **List**

- o The user will be able to view the list of bills generated for the respective depositor.

- o The user will be able to pay for multiple bills at once by checking the checkboxes beside each row.

- o Upon checking the checkbox in action item, the "Amount to be paid" and "TDS deducted" will become editable fields.

- o The user will be able to enter the values for these fields respectively. The total of both fields cannot be more than the total amount to be paid.

- o Clicking on receive now button will redirect the user to the payment screen post confirmation of due amount.

- o The payment type present for WHM is only Offline payment. Whereas, depositors will have the option to opt for online payment as well.

- o The user will select the Payment type and Payment mode.

- o If the value of Payment mode selected is RTGS then, the user will have to provide entries for:

- Payment type
- Total amount
- Ledger
- Date
- Is challan generated
- Remarks

- In case the value of Payment mode selected is Credit facility then, the user will have to provide entries for:
    - Total amount
    - Is challan generated
    - Remarks

- In case the value of Payment mode selected is Demand Draft then, the user will have to provide entries for:

- Payment Type

- Total Amount

- Ledger

- Bank Name

- Date of DD

- DD number

- Is challan generated

- Remarks

o In case the value of Payment mode selected is Cheque then, the user will have to provide entries for:

- Payment Type

- Total Amount

- Ledger

- Bank Name

- Date of cheque

- Cheque number

- Cheque amount

- Is challan generated

- Remarks

- o In case the value of Payment mode selected is Demand Draft then, the user will have to provide entries for:
  - Payment Type
  - Total Amount
  - Ledger
  - Is challan generated
  - Remarks

- o In case the value of Payment mode selected is Demand Draft then, the user will have to provide entries for:
  - Payment Type
  - Total Amount
  - Ledger

- Date
- Is challan generated
- Remarks

o Post filling the required details the user can click on the Received now button to update the bill.

o Once done a challan will be generated for the payment received as depicted below.

15. Challan Reprint

✓ Challan Reprint section will enable the user to reprint pending challans.

✓ Clicking on the Challan Reprint sub-menu from the Accounts & Billing menu item will redirect the user to the pending challan screen.

✓ List

  o WHM will be able to view the list of pending challans in the table view.

  o Clicking on the "Print Challan" button will redirect the user to the challan print screen.

  o Challan generated will be different for different payment modes as depicted in the images attached below.

Payment mode – Cheque

Payment Mode – Cash

16. Discount Update

✓ The user will be able to provide discounts to the depositors on space reservation by clicking on the Space reservation > Rebate & Discount for Reservation/General Basis from the side menu.

✓ Clicking on Rebate & Discount for Reservation basis or Rebate & Discount or General basis will redirect the user to the space reservation discount page.

✓ The user will be able to search by selecting the depositor's name.

✓ Clicking on the search button will display results based on the search parameter.

✓ The search performed will fetch the respective depositor's details.

✓ Clicking on Discount Button will open up a popup.

✓ The user will be able to enter the discount percentage in the provided field.

17. Update Depositor Details

✓ The user will be able to update the depositor's details from the Update Depositor Details screen.

✓ To reach the screen, the user will perform the following steps

    o Click on Other Transactions menu

    o Click on the Update Depositor Details submenu item.
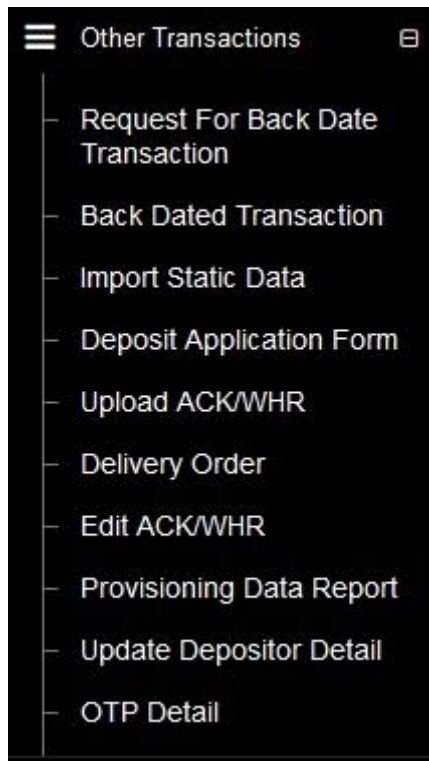
✓ Clicking on Update Depositor submenu, the user will be redirected to the Depositor List screen.

✓ Depositor list screen will include the list of depositors along with the actionable items

   o Update ✏

   o Create In Tally Party Code [Create In Tally Party Code]

✓ Clicking on the update icon will redirect the user to an update screen where the user will be able to edit the form particulars.

18. Update Warehouse Details

✓ The user will be able to update the warehouse's details from the Manage Warehouse Screen.

✓ To reach the screen, the user will perform the following steps

  o Click on Warehouse Management menu

  o Click on the Manage Warehouse submenu item.

✓ Clicking on Manage Warehouse submenu, the user will be redirected to the Manage Warehouse screen.

- ✓ The warehouse detail screen will display the list of warehouses as depicted in the above image.

- ✓ A popup will be displayed on the click of the Register button.

- ✓ Users will be able to enter the form particulars in the provided fields.

- ✓ Clicking on the submit button will register the warehouse in the system.