ALIGNBOOKS

User guide

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The manual has been prepared keeping all the aspects of the software in mind but there might be instances of slight differences whenever updates take place, we try to keep the manuals as updated as possible.

COMPANY SETUP

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the company set up options.

AlignBooks is designed with lot of user defined extra utilities which you may need in your one company but may not need in other. This feature of AlignBooks gives you facility to customaries your Documents and Reports and to make your working simple, you can set as what you need and what do not.

When you click on "Company Setup" the screen which appears looks like;
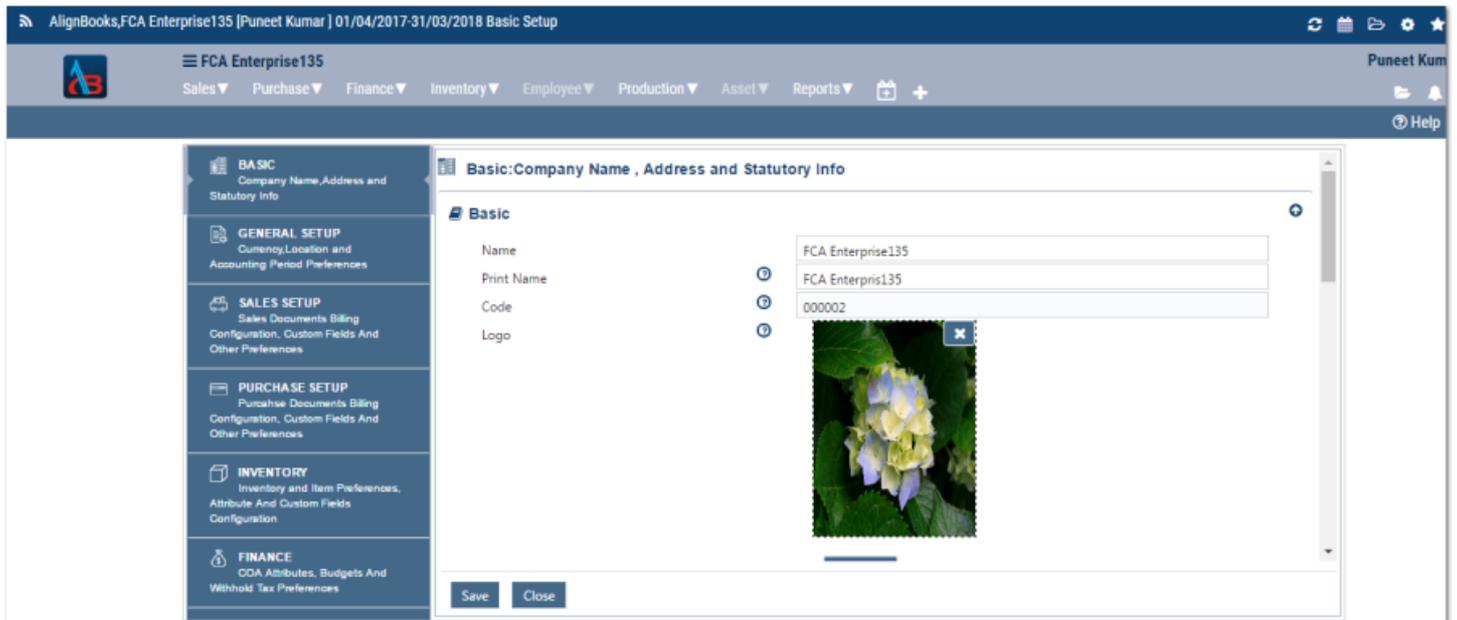
For the ease of understanding, the company set up is tabulated in six parts.
1.   Basic
2.   General Setup
3.   Sales Setup
4.   Purchase Setup
5.   Inventory
6.   Finance

By default the system will display the **Basic** setup option. You can switch over to any setup option by clicking the respective tab on the left hand side panel.

Now we will explore each option one by one.

Purchase Setup

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Company - Purchase set up options.

Under this setup you can define and set your preferences and requirements related to your Purchase documents and reports.

Here you will have five relevant sections where all the preferences and requirements pertaining to your Purchase related documents and reports can be set and defined.

Purchase –Purchase Documents Billing Configuration, Custom Fields And Other Preferences

Basic

Vendor Label	?	Contractor
Logistic Details	?	ON
Document Classification	?	ON
Agent Wise Billing	?	ON
Tax In Rates	?	Exclusive
Stock Posting On	?	Invoice
Round Off	?	Hundred
Posting Ledger Based On	?	Tax

Purchase Custom Fields

	Required	Allow Blank	Caption	Type	
Field1	✓	ON	P1	Currency	
Field2	✓	ON	P2	String	
Field3	✓	ON	P3	Numeric	2
Field4		OFF		String	
Field5		OFF		String	

Vendor Custom Fields

	Required	Allow Blank	Caption	Type	
Field1	✓	ON	V1	Currency	
Field2	✓	ON	V2	Currency	
Field3	✓	ON	V3	Numeric	3
Field4	✓	ON	V4	Date	
Field5	✓	ON	V5	Numeric	2

Billing Setup - Item Level

	Misc1	Misc2	Misc3
Caption	Discount1	Misc Expenses1	misc3
TaxBehaviour	AfterTax	BeforeTax	BeforeTax
Calculation Type	FixAmount	FixAmount	FixAmount
Calculate On	RunningTotal	BasicValue	Quantity
Posting GL	Depreciation	Festival Expenses	E.S.I.C.Payable
Add Deduct	Floating	Addition	Addition

Billing Setup - Document Level

	Misc1	Misc2	Misc3
Caption	Freight Charges1	Packaging1	Financial Charges1
Type	Calculation	Calculation	FixAmount
Calculate On	RunningTotal	RunningTotal	Quantity
Posting GL	Depreciation	Prepaid Expenses	Lancer-0124
Add Deduct	Deduction	Floating	Deduction

Save   Close

We will start with **Basic Purchase setup** first;

1 **Vendor Label:** This will define how would you like to address your Vendor – "Vendor, Supplier etc.". Select the relevant label of your choice from the dropdown list, which best suit to your industry. Your selected "label" will be printed on the relevant documents to be generated related to Purchase.

2 **Logistic Details:** Keeping this option "On", will allow you to enter and store the delivery/shipping details at the time of generating Purchase documents.

3 **Document Classification:** Keeping this option "ON" will allow you to classify your Purchase documents on several user defined criteria like Area, Product etc. based on which you can generate/filter various MIS reports.

4 **Agent wise Billing:** Keeping this option "ON" will allow you to keep track of Purchases per Agent and calculate his commission and other entitlements. If this option is ON, the system will ask for related Agent name while generating any Purchase related document.

5 **Tax in Rates:** In some Industries purchase rates quoted are inclusive of Taxes and in others rates are exclusive i.e. tax is to be charged separately. Within same industry sometimes the system defer from customer to customer and even form document to document. If you have a uniform system of quoting rates you can select either "Inclusive" or "Exclusive" as applicable, otherwise select "Document Based" and the system will ask for the relevant information at the time of generating a Purchase document.

6 **Stock posting on:** If you are maintaining inventory of items, select from the drop down the relevant criteria to reduce inventory i.e. either on Receipt of goods or when you receive Purchase Invoice.

7 **Round off:** AlignBooks gives flexibility to round off your Purchase documents on any level you want. For example if your base currency is INR, you can round off your Invoices to the nearest Rupee or in multiple of Rs. 10 and so on. Select from the dropdown, your preferred round off level.

8 **Posting Ledger Based on:** Select from the drop down the relevant criteria to maintain your Purchase ledgers in your books of accounts. You can have as many ledgers as you want which can be based upon item or tax rate structure.

We have completed Basic Purchase setup. If you want, you can hide this option by clicking on ⬆.

Now we will explore **Purchase Custom Fields**.

9 AlignBooks have structured Purchase documents taking into consideration requirements for varied industries. You can still have up to five extra fields defined per your requirements to cater for your special priorities. Let us understand how you can configure the Extra Fields for your Purchase documents.

Suppose in your Purchase documents you need one extra field to store "Way Bill Number"

Required: Click on ☐ against Field 1.

10 **Allow Blank :** Select "Off" if this is a compulsory field i.e. unless you enter **"Way Bill Number"**, the System will not allow completing the Purchase Document. If it is not a compulsory Field i.e. in some documents you may enter **"Way Bill Number"** and in others you may leave this   blank, keep allow blank as "On".

11 **Caption**: Here type a Caption for this field for your identification - like **"Way Bill No."**

12 **Type:** Select from the Drop Down menu specific field type. The type could be a "String, Numeric, Currency or a Date. Since, Way bill no. is an Alpha numeric value, you should select field type as "String"If you select the field type as "Numeric" you will be asked for number of decimal point you want in numbers. You can select the required number of Decimal Point from the Drop Down menu.

You can repeat the process to add all the remaining fields to meet your requirement.

We have completed creation of Purchase custom Fields. If you want, you can hide this option by clicking on ⊙.

Now we will explore **Vendor Custom Fields**.

13 AlignBooks have structured Vendor master taking into consideration for varied Vendor identification requirements. You can still have up to five extra fields defined per your requirements to cater for your special priorities. Let us understand how you can configure the Extra Fields for your   Vendor Master.

Suppose in your Vendor Master you need one extra field to store Vendor's "Land Mark"

Required: Click on ☐   against Field 1.

14 **Allow Blank:** Select "Off" if this is a compulsory field i.e. unless you enter **"Land Mark"**, the ystem will not allow completing the Vendor Master. If it is not a compulsory Field i.e. for some Vendors you may enter **"Land Mark"** and in others you may leave this blank, keep allow   blank as "On".

15 **Caption**: Here type a Caption for this field for your identification - like **"Land Mark"**

16 **Type :** Select from the Drop Down menu specific field type. The type could be a "String, Numeric, Currency or a Date. Since, Way bill no. is an Alpha numeric value, you should select field type as "String"If you select the field type as "Numeric" you will be asked for number of decimal point you want in numbers. You can select the required number of Decimal Point from the Drop Down menu

You can repeat the process to add all the remaining fields to meet your requirement.

We have completed creation of Vendor custom Fields. If you want, you can hide this option by clicking on ⊙.

Now we will explore **Billing Setup – Item Level**.

17 At times, your vendors charge some extra cost on a particular item sold to you. You may also face scenarios where at one time they might want to include charge in a lump sum whilst in another instance they might want to link it to quantity. Similarly, sometimes they may allow some   discount on a particular item.

While entering Purchase invoice, calculating these item wise extra amounts and presenting in them in the purchase Bills keeping accounting requirements in mind becomes a difficult and challenging task.

AlignBooks has structured features to add, define and configure as many as three of these extra charges / discounts to meet your requirements.

Caption : Give a caption to such additional charge / Discount – Example "Making charges".

18 **Tax Behaviour:** If this charge is taxable Select "Before Tax" otherwise select "After Tax"

19 **Calculation Type:** If you are charged a lump sum amount select "Fixed Amount and if want to get it auto calculated on Quantity, Amount of Running Total of the Bill, select "Calculation".

20 **Calculate on :** Select the relevant option based on how the charge will be calculated.

21 **Posting GL :** Select General Ledger Account where this charges / deduction will be posted in financial accounting.

22 **Add /Deduct:** If it is a charge by the Vendor select "Addition". If it is a rebate or discount to you select "Deduction". You can also keep this as "Floating" in which case the system will secure this information at document level.

We have completed creation of Item level custom Fields. If you want, you can hide this option by clicking on ⬆.

Now we will explore **Billing Setup – Document Level**.

23 At times, your vendor incurs some extra cost on a particular Sale made to you and might want to get it reimbursed from you by including it in Invoice. For instance – Delivery Charges. You may also face scenarios where at one time they might want to include charge in a lump sum whilst   in another instance they might want to link it to quantity or total Purchase value.

Similarly, sometimes they may allow some discount on a particular sale.

While entering Purchase invoice, remembering and calculating these extra amounts and presenting in them in the invoice keeping accounting requirements in mind becomes a difficult and challenging task.

AlignBooks has structured features to add, define and configure as many as three of these extra charges / discounts to meet your requirements.

Caption : Give a caption to such additional charge / Discount – Example "Delivery charges".

24 **Calculation Type:** If amount to be charged is a lump sum amount select "Fixed Amount". Alternatively, you can get it calculated by selecting "Calculation".

25 **Calculate on :** Select the relevant option based on how the charge will be calculated.

26 **Posting GL :** Select General Ledger Account where this charges / deduction will be posted in financial accounting.

27 **Add /Deduct:** If it is a charge by the Vendor select "Addition". If it is a rebate or discount to you select "Deduction". You can also keep this as "Floating" in which case the system will secure this information at document level.

This option differs from the item level set-up where we set up a charge/discount "item wise" whereas here we set up a charge in total at document level. Therefore, in your Purchase documents, you can have 6 extra user defined +- out of which 3 can be calculated item wise and rest per document.

We have completed creation of Document level custom Fields as well we have also completed Purchase Setup.

28 Click on **"Save"** to save the information entered in Purchase setup.

Now we will look for Inventory Setup. Click on **"Inventory"** Tab of the panel.