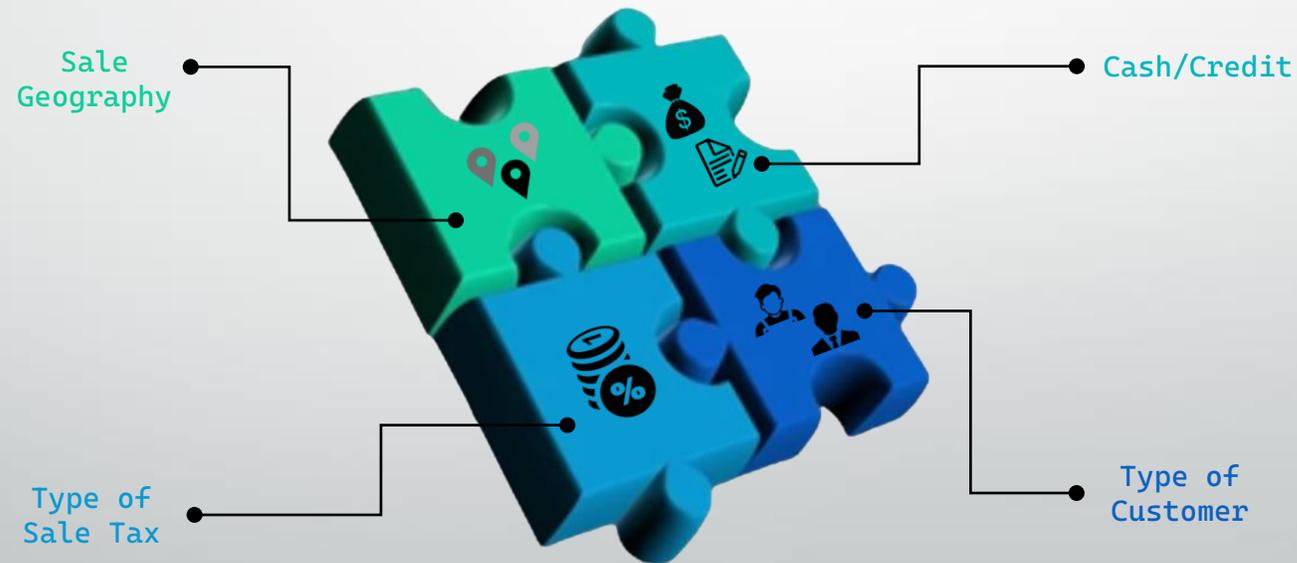# HOW TO SET UP SALE TYPES IN BILLING REGISTER?

SIGNIFICANCE OF SALE TYPES IN BILLING REGISTER

Sale Types form a very crucial component of Billing Register.

A Sale Type acts as a bridge between Sale Geography, Cash/Credit, Type of Customer, and Type of Sale Tax.

It combines multiple factors in determining invoice format, contents of the invoice, paper size of the invoice and taxes to be applied on a sale.

Hence, it is important that you set up Sale Types before using Billing Register to make a sale.

Sale Geography

Cash/Credit

Type of Sale Tax

Type of Customer

Shashvat Gupta   SG

Dashboard

AKSHAY GENERAL STORE PVT. LTD.
User: Akshay Singh
Database Path: D:\Billing Register\Database_BR.accdb

BILLING REGISTER

Financial Year 2022-2023
01-04-2022 To 31-03-2023

Change Financial Year

About

Search forms here

| Sales |
| Customers |
| Purchases |
| Suppliers |
| Inventory |
| Production |
| Labels/Stickers |
| Accounting |
| Statutory Reports |
| Marketing |
| Administrative Tasks |
| Statutory Master Data |
| General Settings |
| General Master Data |
| Organization |

Holidays :

Holiday Name	Date	Refresh

Check Invalid Records

Events/Reminders

Click on the Statutory Master Data menu button

BILLING REGISTER

AKSHAY GENERAL STORE PVT. LTD.
User: Akshay Singh
Database Path: D:\Billing Register\Database_BR.accdb

Financial Year 2022-2023
01-04-2022 To 31-03-2023

Change Financial Year

About

Menu bar: File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

Dashboard

Search forms here

Left menu buttons:
- Sales
- Customers
- Purchases
- Suppliers
- Inventory
- Production
- Labels/Stickers
- Accounting
- Statutory Reports
- Marketing
- Administrative Tasks
- Statutory Master Data
  - Sale Taxes
  - Sale Types
  - Purchase Types
  - Tax Groups
  - Tax Registration
  - Multi Sale Book Management
  - Financial Years
- General Settings
- General Master Data
- Organization

Holidays :

Holiday Name	Date	Refresh

Check Invalid Records

Events/Reminders

Click on the Sale Types button

Shashvat Gupta   SG

File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

Dashboard | Sale Types

SALE TYPES

Sale Type

Local Cash Sale to Consumer
Composition Dealer
sumer
ular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Click here to Unlock the form

| Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts |

Sale Type — Local Cash Sale to Consumer
Short Code — Local Cash Sale B2C
Active ☑   Default ☑   Sort Order 100

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
◉ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section

Required Licenses / Certificates
Name

Sale Item Level Primary Note — Internal Note

Supply Type — Supply
Payment Term

Default Sale Order Validity ___ Days

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation
Suffix For Ledger Creation — (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐

Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing   **Pricing On Report**
◉ Inclusive Of All Taxes   Show Tax Summary On Report ☑   ○ Exclusive
○ Exclusive Of All Taxes   Tax Format — General   ◉ Inclusive

Record: 1 of 15   No Filter   Search

Search   ◉ All   ○ Start Text   ○ End Text

Shashvat Gupta   SG

File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

Dashboard   Sale Types

SALE TYPES

Sale Type

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

This is the default list of Sale Types in Billing Register. This list is specific for your country and type of business.

Record: 1 of 15   No Filter   Search

Search   ◉ All   ○ Start Text   ○ End Text

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type: Local Cash Sale to Consumer

Short Code: Local Cash Sale B2C

Active ☑   Default ☑   Sort Order: 100

Supply Type: Supply

Payment Term:

Default Sale Order Validity: [ ] Days

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
◉ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation:
Suffix For Ledger Creation: (Local Cash Sale To Consumer)

Applicable Taxes On Sale

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

^ Tax Name
*   [ ]   Delete

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

...t Business Section

...d Licenses / Certificates

...ne   [ ]   Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐
Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
◉ Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report ☑
Tax Format: General

Pricing On Report
○ Exclusive
◉ Inclusive

Sale Item Level Primary Note: Internal Note

Shashvat Gupta SG

SALE TYPES

Dashboard | **Sale Types**

Basic Details	Miscellaneous	Report Options	Report Header/Footer	Report Additional Texts

Sale Type

Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Active Sale Types are in normal font.

Inactive Sale Types are in italic font.

Local Cash Sale to Consumer

Local Cash Sale B2C

Default ☑   Sort Order 100

Sale Geography
Local (Intra-State)

Enable Special Geography ☐

Payment Method
◉ Cash Sale
○ Credit Sale

Buyer Info. Required ☐

Sale To Registered Dealer ☐

Buyer Tax Info. Required ☐

Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section

Required Licenses / Certificates
Name
* _____ Delete

Sale Item Level Primary Note Internal Note

Supply Type Supply

Payment Term

Default Sale Order Validity _____ Days

Create Sale Sub-Ledger based on Sale Type ☑

Prefix For Ledger Creation

Suffix For Ledger Creation (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name
* _____ Delete

Taxes Are Subjected To Reverse Charge ☐   **Taxes Are Subjected To Exemption** ☐

Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
◉ Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report ☑
Tax Format General

Pricing On Report
○ Exclusive
◉ Inclusive

Record: ◄ ◄ 1 of 15 ► ►► No Filter Search

Search ◉ All ○ Start Text ○ End Text

File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

Dashboard | Sale Types

SALE TYPES

Sale Type

Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Record: 1 of 15 | No Filter | Search
Search | ● All | ○ Start Text | ○ End Text

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type: Local Cash Sale to Consumer
Short Code: Local Cash Sale B2C

Supply Type: Supply
Payment Term:

Active ☑ | Default ☑ | Sort Order | Sale Order Validity | Days

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Met...
● Cash Sa...
○ Credit S...
Buyer Info. Required ☐

Sale Sub-Ledger based on Sale Type ☑
For Ledger Creation
For Ledger Creation | (Local Cash Sale To Consumer)

Applicable Taxes On Sale

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

^ Tax Name
* Delete

Default Place of Supply For Tax Calculation
● Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Taxes Are Subjected To Reverse Charge ☐ | Taxes Are Subjected To Exemption ☐
Only taxes matching between Item and Sale Type will load in Sales.

Default Business Section

Required Licenses / Certificates
Name
* Delete

Primary Pricing
● Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report ☑
Tax Format | General

Pricing On Report
○ Exclusive
● Inclusive

Sale Item Level Primary Note | Internal Note

Enter/edit the name & short code of the Sale Type here.

💡 **Cash Sale** is a sale in which the amount is settled as soon as the sale is completed.
Credit Sale is a sale in which the amount is settled on a later date.
There is a common misconception among people that Cash Sale refers to a sale where payment was made through cash only.

Shashvat Gupta SG

SALE TYPES

Dashboard | Sale Types

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Record: 1 of 15 | No Filter | Search

Search   ● All   ○ Start Text   ○ End Text

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type | Local Cash Sale to Consumer
Short Code | Local Cash Sale B2C
Active ☑   Default ☑   Sort Order | 100

Check this checkbox to activate this Sale Type

Sale Geography
Local (Intra-State)
Enable Special Geogr...

Payment Method
● Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐

Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
● Shipping/Service Address (When available).
   Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section

Required Licenses / Certificates
Name
*

Delete

Sale Item Level Primary Note | Internal Note

Supply Type | Supply
Payment Term |
Default Sale Order Validity | Days

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation |
Suffix For Ledger Creation | (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name
*

Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐

Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
● Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report ☑
Tax Format | General

Pricing On Report
○ Exclusive
● Inclusive

File   Home   Sales   Customers   Purchases   Suppliers   Inventory   Production   Label/Stickers   Accounting   Marketing   Administrative Tasks   Statutory Master Data   General Settings   General Master Data   Organization   🔍 Tell me

Dashboard   Sale Types

SALE TYPES

Sale Type

Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details	Miscellaneous	Report Options	Report Header/Footer	Report Additional Texts

Sale Type   Local Cash Sale to Consumer
Short Code   Local Cash Sale B2C
Active ☑   Default ☑   Sort Order   100

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Check this checkbox to make this Sale Type the default Sale Type for a sale.

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐   Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available).
   Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section

Required Licenses / Certificates

Name
*

Delete

Sale Item Level Primary Note   Internal Note

Supply Type   Supply
Payment Term

Default Sale Order Validity   Days

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation
Suffix For Ledger Creation   (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name
*	Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐

Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing   **Pricing On Report**
◉ Inclusive Of All Taxes   Show Tax Summary On Report ☑   ○ Exclusive
○ Exclusive Of All Taxes   Tax Format   General   ◉ Inclusive

Record: ◀ ◀ 1 of 15 ▶ ▶▶ No Filter   Search

Search   ◉ All   ○ Start Text   ○ End Text

Shashvat Gupta   SG

SALE TYPES

| Dashboard | Sale Types |

File Home Sales Customers Purchases Suppliers Inventory Production Label/Stickers Accounting Marketing Administrative Tasks Statutory Master Data General Settings General Master Data Organization Tell me

Sale Type

Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

| Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts |

Sale Type   Local Cash Sale to Consumer
Short Code   Local Cash Sale B2C
Active ☑   Default ☑   Sort Order 100

Sale Geography
Local (Intra-State) ▼
- Local (Intra-State)
- Local (Intra-Country)
- Inter-State
- Export/Import
- Deemed Export
- SEZ
- Other

Payment Method
◉ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When avail... Except when Bill-To Ship-To Transacti...
○ Billing Address

Default Business Section ▼

Required Licenses / Certificates
Name
*   Delete

Sale Item Level Primary Note   Internal Note ▼

Supply Type   Supply ▼
Payment Term   ▼
Default Sale Order Validity   Days

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation
Suffix For Ledger Creation   (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name
*   ▼   Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐
Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
◉ Inclusive Of All Taxes   Show Tax Summary On Report ☑
○ Exclusive Of All Taxes   Tax Format   General ▼

Pricing On Report
○ Exclusive
◉ Inclusive

Select the Sale Geography from this drop-down list.

Record: 1 of 15   No Filter   Search
Search   ◉ All   ○ Start Text   ○ End Text

Shashvat Gupta SG

File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

SALE TYPES

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type | Local Cash Sale to Consumer
Short Code | Local Cash Sale B2C
Active ☑ Default ☑ Sort Order | 100

Supply Type | Supply
Payment Term |
Default Sale Order Validity | | Days

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
◉ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation |
Suffix For Ledger Creation | (Local Cash Sale To Consumer)

Select the Payment Method here

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

Delete

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available).
Except when Bill-To Ship-To Transaction
○ Billing Address

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐

Only taxes matching between Item and Sale Type will load in Sales.

Default Business Section |

Required Licenses / Certificates
	Name
*	

Delete

Primary Pricing
◉ Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report ☑
Tax Format | General

Pricing On Report
○ Exclusive
◉ Inclusive

Sale Item Level Primary Note | Internal Note

Record: ◄ ◄ 1 of 15 ► ►► No Filter Search

Search | ◉ All | ○ Start Text | ○ End Text

Shashvat Gupta SG

SALE TYPES

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type: Local Cash Sale to Consumer
Short Code: Local Cash Sale B2C
Active ☑   Default ☑   Sort Order: 100

Supply Type: Supply
Payment Term:
Default Sale Order Validity: ____ Days

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
◉ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation:
Suffix For Ledger Creation: (Local Cash Sale To Consumer)

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

Applicable Taxes On Sale

^ Tax Name
*

Delete

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available). *Except when Bill-To Ship-To Transaction*
○ Billing Address

Select the Default Place of Supply here

Default Business Section:

xes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐

Only taxes matching between Item and Sale Type will load in Sales.

Required Licenses / Certificates

Name
*

Delete

imary Pricing
◉ Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report ☑
Tax Format: General

Pricing On Report
○ Exclusive
◉ Inclusive

Sale Item Level Primary Note: Internal Note

Record: 1 of 15   No Filter   Search

Search   ◉ All   ○ Start Text   ○ End Text

Shashvat Gupta SG

SALE TYPES

Dashboard ✕   Sale Types ✕

| Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts |

Sale Type

Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Sale Type: Local Cash Sale to Consumer
Short Code: Local Cash Sale B2C
Active ☑   Default ☑   Sort Order: 100

Supply Type: Supply
Payment Term:
Default Sale Order Validity   [   ] Days

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
◉ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation
Suffix For Ledger Creation   (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name

Delete

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

> Select the Default Business Section here if you have business sections.

Default Business Section [▼]

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐

Only taxes matching between Item and Sale Type will load in Sales.

| WKIN | Store Walk-in |
| DLVY | Delivery |

Required Licenses / Certificates
| Name |
| ✱ | [   ] | Delete |

Sale Item Level Primary Note   Internal Note

💡 Business Sections are applicable if there are multiple sections in your organization and the chargeable <u>taxes are different</u> for each one of those.

For example, if you own a restaurant you may have to consider different taxation for dining versus takeaway.

You can configure Business Sections of your organization in Dashboard → Organization menu → Business Sections sub-menu.

Record: ◄ ◄ 1 of 15 ► ►► ► No Filter Search
Search   ◉ All   ○ Start Text   ○ End Text

Shashvat Gupta SG

File   Home   Sales   Customers   Purchases   Suppliers   Inventory   Production   Label/Stickers   Accounting   Marketing   Administrative Tasks   Statutory Master Data   General Settings   General Master Data   Organization   Tell me

Dashboard   Sale Types

SALE TYPES

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Record: 1 of 15   No Filter   Search

Search   ◉ All   ○ Start Text   ○ End Text

Basic Details   Miscellaneous   Report Options   Report Header/Footer   Report Additional Texts

Sale Type   Local Cash Sale to Consumer
Short Code   Local Cash Sale B2C
Active ☑   Default ☑   Sort Order   100

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
◉ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section

Required Licenses / Certificates
Name
*
Delete

Sale Item Level Primary Note   Internal Note

Supply Type   Supply
Payment Term

Default Sale Order Validity   Days

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation
Suffix For Ledger Creation   (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name
*   Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐
Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
◉ Inclusive Of All Taxes
○ Exclusive Of All Taxes
Show Tax Summary On Report ☑
Tax Format   General

Pricing On Report
○ Exclusive
◉ Inclusive

Select the Required Licenses/Certificates which are needed for you (as a seller) in order to make this sale.

You can configure Licenses/Certifications of your organization in Dashboard → Organization menu → Basic Details tab → Licenses/Certifications section.

Shashvat Gupta SG

File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

SALE TYPES

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type: Local Cash Sale to Consumer
Short Code: Local Cash Sale B2C
Active ☑   Default ☑   Sort Order: 100

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
◉ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐

Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section

Required Licenses / Certificates
Name
*

Delete

Sale Item Level Primary Note | Internal Note

Supply Type: Supply
Payment Term:
Default Sale Order Validity: Days

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation:
Suffix For Ledger Creation: (Local Cash Sale To Consumer)

Applicable Taxes On Sale
^ Tax Name
*

Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐
Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
◉ Inclusive Of All Taxes
○ Exclusive Of All Taxes
Show Tax Summary On Report ☑
Tax Format: General

Pricing On Report
○ Exclusive
◉ Inclusive

Record: 1 of 15   No Filter   Search
Search   ◉ All   ○ Start Text   ○ End Text

Select the Sale Item Level Primary Note here.

Sale Item Level Primary Note is the note (Internal/External) which would be displayed at the item-level on a Sale.

Internal Note is displayed/printed on Sale Slips.
External Note is displayed/printed on all reports e.g. invoices.

SALE TYPES

Tabs: Dashboard | Sale Types

Sale Type

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Record: 1 of 15   No Filter   Search

Search — All — Start Text — End Text

Tabs: Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Basic Details

Field	Value
Sale Type	Local Cash Sale to Consumer
Short Code	Local Cash Sale B2C
Active	☑
Default	☑
Sort Order	100

Sale Geography
- Local (Intra-State)
- Enable Special Geography ☐

Payment Method
- ◉ Cash Sale
- ○ Credit Sale
- Buyer Info. Required ☐

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
- ◉ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
- ○ Billing Address

Default Business Section [dropdown]

Required Licenses / Certificates

Name
*

Delete

Sale Item Level Primary Note — Internal Note

Supply Type — Supply

Dropdown options:
- Supply
- Export
- Job Work
- SKD
- CKD
- Lots
- Recipient Not Known
- For Own Use
- Exhibition or Fairs
- Lines Sales
- Others

Select the Supply Type here

Payment Term
Default Sale Order Va...
Create Sale Sub-Led...
Prefix For Ledger Cre...
Suffix For Ledger Cre...   ...e To Consumer)

Applicable Taxes On ...

^ Tax Name
*

Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐

Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
- ◉ Inclusive Of All Taxes
- ○ Exclusive Of All Taxes
- Show Tax Summary On Report ☑
- Tax Format — General

Pricing On Report
- ○ Exclusive
- ◉ Inclusive

Shashvat Gupta SG

SALE TYPES

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type: Local Cash Sale to Consumer

Short Code: Local Cash Sale B2C

Active ☑   Default ☑   Sort Order: 100

Sale Geography
Local (Intra-State)

Enable Special Geography ☐

Payment Method
◉ Cash Sale
◯ Credit Sale

Buyer Info. Required ☐

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐

Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available).
Except when Bill-To Ship-To Transaction
◯ Billing Address

Default Business Section

Required Licenses / Certificates
Name
* [   ] Delete

Sale Item Level Primary Note: Internal Note

Supply Type: Supply

Payment Term: [▼]

Bill of exchange
CND
COD
CWO
EOM
Net 10
Net 30
Net 7
PDC 30
PIA

Default Sale Order V...

Create Sale Sub-Led... ☑
Prefix For Ledger Cre...
Suffix For Ledger Cre... e To Consumer)

Applicable Taxes On ...

Tax Name
* [▼] Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐
Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
◉ Inclusive Of All Taxes   Show Tax Summary On Report ☑
◯ Exclusive Of All Taxes   Tax Format: General

Pricing On Report
◯ Exclusive
◉ Inclusive

Record: 1 of 15   No Filter   Search
Search   ◉ All   ◯ Start Text   ◯ End Text

Select the Payment Term here

Please refer to the Help Docs section of our website for detailed instructions on
How to Add or Customize a Payment Term in Billing Register?

SALE TYPES

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type: Local Cash Sale to Consumer
Short Code: Local Cash Sale B2C
Active ☑   Default ☑   Sort Order: 100

Supply Type: Supply
Payment Term:
Default Sale Order Validity [   ] Days

Select the Default Sale Order Validity here

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
⦿ Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation
Suffix For Ledger Creation   (Local Cash Sale To

Applicable Taxes On Sale

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

^ Tax Name
*   [   ]   Delete

Default Place of Supply For Tax Calculation
⦿ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐
Only taxes matching between Item and Sale Type will load in Sales.

Default Business Section [   ]

Required Licenses / Certificates

Name
*   [   ]   Delete

Primary Pricing
⦿ Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report ☑
Tax Format   General

Pricing On Report
○ Exclusive
⦿ Inclusive

Sale Item Level Primary Note   Internal Note

Record: ◄ ◄ 1 of 15 ► ►► ► No Filter   Search
Search   ⦿ All   ○ Start Text   ○ End Text

A Sale Order can be an Estimate, a Quotation or a Proforma Invoice.
You may refer to the Help Docs section of our website for Understanding Sale Orders in Billing Register.

Shashvat Gupta SG

SALE TYPES

Dashboard | Sale Types

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Record: 1 of 15   No Filter   Search

Search   ● All   ○ Start Text   ○ End Text

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Sale Type: Local Cash Sale to Consumer

Short Code: Local Cash Sale B2C

Active ☑   Default ☑   Sort Order: 100

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
● Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐   Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
● Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section

Required Licenses / Certificates
	Name
*	
Delete

Sale Item Level Primary Note: Internal Note

Supply Type: Supply

Payment Term:

Default Sale Order Validity: Days

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation:
Suffix For Ledger Creation: (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name
	Delete
Central Goods & Services Tax
Integrated Goods & Services Tax
State Goods & Services Tax

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected
Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
● Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report
Tax Format: General

Select the Applicable Taxes on Sale here. Only the active Sale Taxes can be selected here.

Shashvat Gupta SG

Dashboard | Sale Types

SALE TYPES

Sale Type

Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Record: 1 of 15 | No Filter | Search
Search | ● All | ○ Start Text | ○ End Text

| Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts |

Sale Type: Local Cash Sale to Consumer
Short Code: Local Cash Sale B2C
Active ☑ Default ☑ Sort Order: 100

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Payment Method
● Cash Sale
○ Credit Sale
Buyer Info. Required ☐

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐
Sell In Foreign Currency ☐

Default Place of Supply For Tax Calculation
● Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section

Required Licenses / Certificates

	Name	
*		Delete

Sale Item Level Primary Note: Internal Note

Supply Type: Supply
Payment Term:
Default Sale Order Validity: Days

Create Sale Sub-Ledger based on Sale Type ☑
Prefix For Ledger Creation:
Suffix For Ledger Creation: (Local Cash Sale To Consumer)

Applicable Taxes On Sale

^ Tax Name
▶	Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐
Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing ... **Pricing On Report**
● Inclusive Of All Taxes | Show Tax Summary On Report ☑ | ○ Exclusive
○ Exclusive Of All Taxes | Tax Format | General | ● Inclusive

Select the Pricing Details here

Shashvat Gupta   SG

File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

SALE TYPES

Sale Type

- **Local Cash Sale to Consumer**
- Interstate Cash Sale to Composition Dealer
- Interstate Cash Sale to Consumer
- Interstate Cash Sale to Regular Dealer
- Interstate Credit Sale to Composition Dealer
- Interstate Credit Sale to Consumer
- Interstate Credit Sale to Regular Dealer
- Local Cash Sale to Composition Dealer
- Local Cash Sale to Regular Dealer
- Local Credit Sale to Composition Dealer
- Local Credit Sale to Consumer
- Local Credit Sale to Regular Dealer
- *Bill of Supply Cash*
- *Bill of Supply Credit*
- *Export*

Record: 1 of 15   No Filter   Search

Search   ◉ All   ○ Start Text   ○ End Text

Basic Details | **Miscellaneous** | Report Options | Report Header/Footer | Report Additional Texts

Sale Type: Local Cash Sale to Consumer
Short Code: Local Cash Sale B2C
Active ☑   Default ☑

Supply Type: Supply
Payment Term:

Validity: ____ Days

...ed on Sale Type ☑

(Local Cash Sale To Consumer)

Sale Geography
Local (Intra-State)
Enable Special Geography ☐

Buyer Info. Required ☐

Applicable Taxes On Sale

Sale To Registered Dealer ☐
Buyer Tax Info. Required ☐

Sell In Foreign Currency ☐

^ Tax Name

▶ ____   Delete

Default Place of Supply For Tax Calculation
◉ Shipping/Service Address (When available). Except when Bill-To Ship-To Transaction
○ Billing Address

Default Business Section: ____

Required Licenses / Certificates

Name
* ____   Delete

Taxes Are Subjected To Reverse Charge ☐   Taxes Are Subjected To Exemption ☐

Only taxes matching between Item and Sale Type will load in Sales.

Primary Pricing
◉ Inclusive Of All Taxes
○ Exclusive Of All Taxes

Show Tax Summary On Report ☑
Tax Format: General

Pricing On Report
○ Exclusive
◉ Inclusive

Sale Item Level Primary Note: Internal Note

Now, let's see the other available tabs one by one. First, the Miscellaneous tab.

Shashvat Gupta SG

SALE TYPES

Dashboard   Sale Types

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details   Miscellaneous   Report Options   Report Header/Footer   Report Additional Texts

Functionality to record Shipping/Service Address and Transport Details

○ Enable Functionality (Manually Turn On)
○ Enable Functionality (Automatically Turn On)
◉ Disable Functionality

Default Customer Information Screen on adding new customer right from Sale/Sale Order Form

○ Concise
◉ Detailed

Post Current Tab Data To Other Sale Types

Here you can turn on/off the functionality to record Shipping/Service Address & Transport Details in the Sales page.

If turned on, a tab named "Shipping/Service Address" would be visible on the Sales page.

Record: ⏮ ◀ 1 of 15 ▶ ⏭ ▷ ⧨ No Filter   Search

Search   ◉ All   ○ Start Text   ○ End Text

Shashvat Gupta SG

File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

Dashboard | Sale Types

SALE TYPES

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details | Miscellaneous | Report Options | Report Header/Footer | Report Additional Texts

Functionality to record Shipping/Service Address and Transport Details

○ Enable Functionality (Manually Turn On)
○ Enable Functionality (Automatically Turn On)
● Disable Functionality

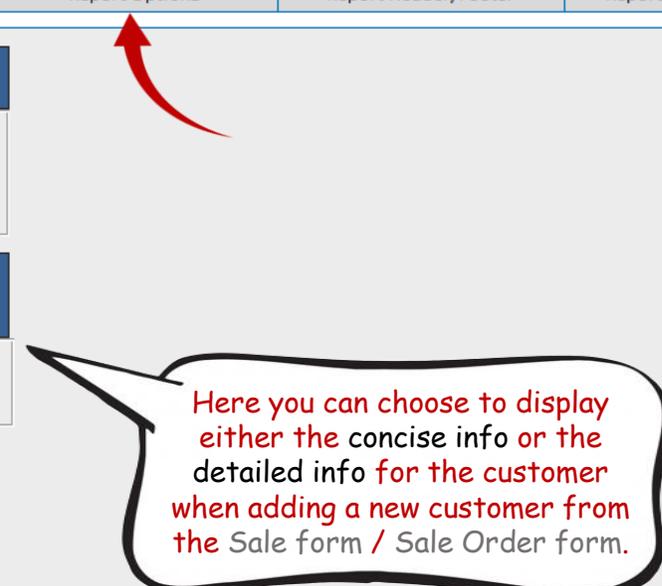**Default Customer Information Screen on adding new customer right from Sale/Sale Order Form**

○ Concise
● Detailed

Post Current Tab Data To Other Sale Types

Here you can choose to display either the concise info or the detailed info for the customer when adding a new customer from the Sale form / Sale Order form.

Record: 1 of 15 | No Filter | Search

Search | ● All | ○ Start Text | ○ End Text

Shashvat Gupta SG

Dashboard   Sale Types

SALE TYPES

Sale Type
Local Cash Sale to Consumer
Interstate Cash Sale to Composition Dealer
Interstate Cash Sale to Consumer
Interstate Cash Sale to Regular Dealer
Interstate Credit Sale to Composition Dealer
Interstate Credit Sale to Consumer
Interstate Credit Sale to Regular Dealer
Local Cash Sale to Composition Dealer
Local Cash Sale to Regular Dealer
Local Credit Sale to Composition Dealer
Local Credit Sale to Consumer
Local Credit Sale to Regular Dealer
Bill of Supply Cash
Bill of Supply Credit
Export

Basic Details   Miscellaneous   Report Options   Report Header/Footer   Report Additional Texts

Report Size For Invoice/Estimate	A4 Portrait
Report Size For Sale Order	A4 Portrait
Report Copy Nomenclature	Two Copies
Show Cash/Credit Label On Report	☑
Show Amount In Words On Report	☑
Show Payment Details On Report	☐
Show Amount Paid And Balance On Report	☑

Show HSN/SAC On Report
Show HSN/SAC As Separate
Alert user on printing invoice
Item Attribute Splitter
With-Without Item Splitter
Customer Attribute Splitter   "Enter "

Item Level Taxes Detail
○ Only Total Tax
◉ Concise
○ Detailed

Caption For Taxes Column
Taxes

Hide Taxes Detail On Report When Net Tax Amount Is Zero   ☐

Post Current Tab Data To Other Sale Types

Invoice Report Settings

Heading Text On Report	Tax Invoice
Date Caption On Report	Inv. Date
Sale Number Caption	Inv. No.

Quotation Report Settings

Heading Text On Report	Quotation
Date Caption On Report	Quote Date
	Quote No.

	ESTIMATE
	Est. Date
	Est. No.

Heading Text On Report	Proforma Invoice
Date Caption On Report	PI Date
Proforma Invoice Number Caption	PI No.

Credit Note Report Settings

Heading Text On Report	Credit Note
Date Caption On Report	CN Date
Credit Note Number Caption	CN No.

Debit Note Report Settings

Heading Text On Report	Debit Note
Date Caption On Report	DN Date
Debit Note Number Caption	DN No.

In the next 3 tabs, there are various options for you to choose/configure.

Please set these up as per your business requirements.
Each section is simple & self-explanatory.

Record: 1 of 15   No Filter   Search

Search   ◉ All   ○ Start Text   ○ End Text