



# Sale and Purchase Management

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# Sale and Purchase Management



- **Item Invoice**
- **Standard Rate**
- **Use Multiple Price Levels**
- **Discount**
- **Additional Cost of Purchase**
- **Invoice Round Off**
- **Invoice Printing and Setup**

# Item Invoice

- Sale/Purchase Voucher entry can be done in Item Invoice Mode
- In this mode, item name is entered instead of any ledgers
- Ledger also can be entered by leaving one line blank from item names entry

## Setting Price, Price List

- In the stock item master screen, set **Set Standard Rates** to **Yes**.

# Price Levels

- Enable in Company Features
  - -> Features(F11)
    - -> Inventory Features
    - -> Sale Management
    - -> Use Multiple Price Levels
    - -> Enter name of price levels
- Inventory Info
  - Price List

# Discounts

- Enable in Company Features
  - -> Features(F11)
    - > Inventory Features
    - > Invoicing
    - > Use separate discount columns in invoices
  - -> Features(F11)
    - > Inventory Features
    - > Storage and Classification
    - > Use separate actual and billed quantity columns

## Additional Cost Of Purchase

The cost of an item is the rate at which the item is purchased. However there are other expenses like packing charges, freight charges, cartage etc also should be added to the cost of purchasing item

Thus, these additional cost details needs to be added to the actual cost of purchase.

These expenses posted using **Additional cost on Purchase** features, do not affect the relevant nominal ledger accounts but update the cost of the Stock Item, i.e., the additional costs incurred are updated without actually affecting accounting, only the stock value goes up.

# Additional Cost Of Purchase

- Enable in Company Features
  - -> Features(F11)
    - -> Inventory Features
    - -> Purchase Management
    - -> Track Additional Cost Of Purchase
- Change in Direct Expense Group Method of Allocation in Purchase Invoice
  - -> Alter Direct Expense Group
  - -> Change Method to allocate when used in Purchase Invoice to (Appropriate by Vale)



# Additional Cost Of Purchase

- Create Ledger "Freight in Purchase" under "Direct Expense"
- Create Purchase Invoice
- Add expenses in Freight in Purchase
- Check in Stock Summary
- Check in Ledger Account "Freight in Purchase"

# Invoice Round Off

- Create Ledger "Round Off" under "Indirect Expense"
- Set **Type of Ledger?** as **Invoice Rounding** .
- Select the **Rounding method** to "**Normal Rounding**"
- Enter the **Rounding limit** to **1**
- The option **Is GST Applicable?** will be set to **Not Applicable** .
  
- Select this ledger in the invoice to round-off the invoice value.

# Include Freight for GST calculation in Sale Invoice

- Create Ledger "Freight" under "Indirect Expense"
- **Is GST Applicable?** will be set to **Not Applicable** .
- **Include in assessable value calculation for - GST**

For the option **Appropriate to** , select

- o **Goods** , if the expense or income value has to be included in the stock item cost.
- o **Services** , if the expense or income value has to be included in the service value.
- o **Both** , if the expense or income value has to be included in stock item cost or service value.

# Include Freight for GST calculation in Sale Invoice

- Select the **Method of Calculation** based on the selection made for the option **Appropriate to** . If you set it to **Goods** , select the **Method of Calculation** as:
  - **Based on Quantity** , if the expense or income amount has to be distributed based on the quantity entered for each stock item in the invoice.
  - **Based on Value** , if the expense or income amount has to be distributed based on the value of each stock item or service selected in the invoice.
- You can use the expense ledger in a sales invoice for recording additional expenses along with the sale of goods or services
- Select this ledger in the invoice to round-off the invoice value.