



How To Create Item

**Item Means Invoice Description / Content
Either It Can Be Product / Services / Good, Etc.**



DEEPAK AMARSHI VARIYA

Last Login: 16-08-2023 5:08 PM

Online

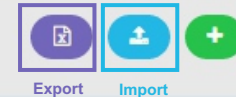
Search in menu...

- Dashboard
- Download Section
- Organization
- Customer
- Company
- Tasks
- Digital Signature
- Expense
- Items**
- Sales
- Purchase
- Auto Bank Reconciliation (ABR)
- Company Law

Items

Wednesday 16th August - 2023, Time 5:26:51 PM

Clock In



Export Import

Step 1

Go To Item Module & Go to the New Item Section You can Also Add Item By Uploading Excel Sheet

Selected Box Will indicate The Label Here & You Will Get The Idea About Where It Can Be Used

Search all columns:									
Item	HSN/SAC Code	Item Apply	Qty	Unit Price	Unit Type	Tax	Group	Status	Action
Adani Electricity	27160000	Purchase	0.00	₹ 0.00	qty	1. CGST@9 (9.00%) 2. SGST@9 (9.00%)		Active	
AIRTEL LANDLINE & INTERNET	998412	Purchase	0.00	₹ 0.00	none	1. CGST@9 (9.00%) 2. SGST@9 (9.00%)		Active	
ANTIVIRUS SOFTWARE	85238020	Purchase	1.00	₹ 6,200.00	qty	1. CGST@9 (9.00%) 2. SGST@9 (9.00%)		Active	
CHARGES FOR	0	Sales	-125.00	₹ 0.00	qty	1. Exempt@0 (0.00%)		Active	
CHARGES FOR (SECRETARIAL RETAINERSHIP 2022-23)									
Secretarial Retainership and complying following matter of your Company for the FY. 2022-23:									
1) Preparation of Minutes of Board Meeting and Minutes of Members Meeting.									
2) Preparation of Statutory Register.									
3) Preparing, Scanning, Certifying and uploading E-forms with MCA portal (5									
	0	Sales Credit Note	1.00	₹ 20,000.00	qty			Active	

You can Created The Requested Group As Per Your Choice

If You Deactivate Then This Item Will Not Be Shown

DEEPAK VARIYA
Online

🔍 Search in menu...

- 🏠 Dashboard
- 🏢 Organization
- 👥 Customer
- 📁 Company
- 📅 Tasks
- 🖨 Digital Signature
- 💰 Expense
- 📦 Items
- 🛒 Sales >
- 🛒 Purchase >
- 👛 Accounts >
- 📧 Mailbox
- 📌 Pinned List
- 🤖 Robot
- ⚙ Settings

Items

Step 2

Fill The Entire Form & Press The
Update Button

All Items

New Items

Group List

Type *



Sales



Purchase

Debit
NoteCredit
Note

Item Name *

Description

HSN/SAC Code

Unit Price *

Unit Type

Qty



Quantity *

Item Group

None



Tax

No Tax



Updates

Back

You Need Select The Applicable Box.

Selected Box Will Displayed The Items
At Respective Transaction.Eg. If You Add The Item & Mark Sale, Purchase
Then At The Time Of Making Sales Invoices &
Purchase Booking This Item Will Reflect



DEEPAK VARIYA

Online

🔍 Search in menu...

- 🏠 Dashboard
- 🏢 Organization
- 👤 Customer
- 📁 Company
- 📅 Tasks
- 🖨 Digital Signature
- 📄 Expense
- 📦 Items
- 🛒 Sales >
- 🛒 Purchase >
- 👛 Accounts >
- 📧 Mailbox
- 📌 Pinned List
- 🤖 Robot
- ⚙ Settings

Items

After Click On Update You'll be Redirected to All Items List Screen

From Here You can Also Make items active or inactive & Also



You Can Edit Items Details

All Items

New Items

Group List

20 ▾



Search all columns:

Item	HSN/SAC Code	Qty	Unit Price	Unit Type	Tax	Group	Status	Action
ABCD ABCD	1234	1.00	₹ 10.00	Qty	1. SGST (9.00%) 2. CGST (9.00%)		Active	
Cloth Cotton Cloth	56789	1.00	₹ 1.00	sqm	1. SGST (9.00%) 2. CGST (9.00%)	Service	Active	
CREDIT CARD SYSTEM Lorem Ipsum	21246	4954.00	₹ 16.00	qty		Service	Inactive	
Photo frame (12 X 18) Photo frame (12 X 18)	8888	2.00	₹ 82.32	sqf	1. SGST (9.00%) 2. CGST (9.00%)	Product	Active	
Professional Fees 123 for doing following work.	9980	1.00	₹ 1.00	qty	1. SGST (9.00%) 2. CGST (9.00%)	Service	Active	
Test Test	1234	1.00	₹ 10.00	qty_hours	1. SGST (9.00%) 2. CGST (9.00%)	Service	Active	

Showing page 1 of 1

Previous

1

Next



DEEPAK VARIYA

Online

Q Search in menu...

Dashboard

Organization

Customer

Company

Tasks

Digital Signature

Expense

Items

Sales >

Purchase >

Accounts >

Mailbox

Pinned List

Robot

Settings

Items



All Items

New Items

Group List

Group Name

Description

Action

Service

Service



Product

Product



Enter Group Name

Add

If You Wish To Add new Group You can Also
Do it by clicking on the Group List Section