



How To Create Task



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

Robot

Human Resource

Activities

Tasks

You Can Also Use Shortcut For The Same By Clicking + Icon Showing Here

Wednesday 16th August - 2023, Time: 5:46:39 PM

Clock In

Amount (₹)

506001.00

3

Pending Invoices

(Completed + Cancelled Task)

More info

Amount (₹)

1424.8

1

Pending Debit Notes

(Completed + Cancelled Task)

More info

86

Due Date in next 5 days

More info

55

Not Started Since 30 days

More info

30

Not Completed Since 30 days

More info

By Clicking Here You can Generate Invoices
As Per Count Of Invoice ShownBy Clicking Here You can Generate Debit Note
As Per Count Of Invoice Shown

Batch Action

01/08/2023 - 31/08/2023

Select Organization

Select Customer

Select Company

Select Category

Select Staff

This Icon Indicates The
Running Companies Timer

Export Import

There Are Many Action Which
Can Be Performed By Batch Action
Like Multiple Delete Due Dates
Notes Follow Up ETC.

Step 1

Go To Task Module And Click
+ Button Over Top Right Corner.

Show 10 entries

Search:

	Task Id	Task Category	Sub Category	Task Updates	Company Name	Company Type	Company Category	Customer Name
	11408	GST CHALLAN JULY	MONTHLY CHALLAN GENERATION	2023-24 01-08-2023 - 20-08-2023	TRIVENI COATS	PROPRIETOR	RETAINER OTA	PARESH VARIYA
	11409	GST CHALLAN JULY	MONTHLY CHALLAN GENERATION	2023-24 01-08-2023 - 20-08-2023	AMARSONS INDUSTRIES	PROPRIETOR	RETAINER OTA	MUKESH VARIYA
	11410	GST CHALLAN JULY	MONTHLY CHALLAN GENERATION	2023-24 01-08-2023 - 20-08-2023	DIGISTACKERS PRIVATE LIMITED	PRIVATE LIMITED	RETAINER OTA	S.K.JHA
	11411	GST CHALLAN JULY	MONTHLY CHALLAN GENERATION	2023-24 01-08-2023 - 20-08-2023	DYNAMIC INDUSTRIES	PROPRIETOR	RETAINER OTA	NILESH KAKLOTAR
	11413	GST CHALLAN JULY	MONTHLY CHALLAN GENERATION	2023-24 01-08-2023 - 20-08-2023	LEKHIKA METAL PRODUCTS LLP	LLP	RETAINER OTA	SANJAY PRAJAPATI

Step 2

Tasks

Completely Fill The Entire Form

New Task

Task No

16

Task Category ⓘ

APPOINTMENT OF AUDITOR

Sub Category*

FILING OF FORM NO. ADT-1

Financial Year*

2022-23

Organisation

DEEPAK & CO.

Name ⓘ*

Company Name

ANUPALAN LIMITED

Customer Name

MR. VARIYA

Company Type

LIMITED

Company

Category

RETAINER

Start Date

2022-09-14

Due Date*

2022-09-16

Hourly Rate

Estimated Hour

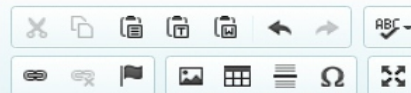
Progress

Progress 16%

☐ Through sub tasks☐ Through tasks hours

Task Status *

In Progress

Task
Description

Source

B *I* S ~~I~~

-
-
-

-
-
-

-
-
-

”

Styles

Normal

?

You Can Also Mention Task Description For The Purpose Of Guidance Or Notes If Required.

body p

Billable *

Yes

The Bill able YES / NO button will help to generate the Invoice & Debit Note automatically after its Completion or Cancellation.

Amount *

Assigned To *

☒ Everyone ⓘ

The "assigned to" option will help you to allot the task to team members.

☐ Customize Permission ⓘ

Save

After Saving The Data You Will Be Redirected To Task Listing Page



DEEPAK AMARSHI VARIYA

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Search in menu...

- Dashboard
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- Organization
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- Tasks
- Digital Signature
- Expense
- Items
- Sales
- Purchase
- Auto Bank Reconciliation (ABR)
- Company Law
- Robot
- Human Resource
- Activities
- Reports
- File Manager
- Delivery Challan
- Communication

Tasks

Wednesday 16th August - 2023, Time 6:00:36 PM [Clock In](#)

Tasks Details (Task ID : 11442)

Sub Tasks

Email	0
Call	0
Comments	
Notes	1
Attachment	
Expense	0
Pay Later	0
Auto Bank Reconciliation (ABR)	
Timesheet	11
Task Resolution	0

Click On Task Id Or Task Category Hyperlink
And You Will Be Directed To Task Detail Page
And You Will Get The Options Such As

- SUB TASK
- EMAIL
- CALL
- COMMENTS
- NOTES ATTACHMENT
- EXPENSE
- PAY LATER
- AUTO BANK RECONCILIATION (ABR)
- TIMESHEET.

Task id : 11442



Task Category :	OTHERS	Created By :	ANUSHREE CHALKE	Hourly Rate :	0.00
Sub Category :	REGISTRATION OF A COMPANY AS A START UP	Created Date :	04-08-2023	Estimated Hour :	Hours
Customer Name :	DEEPAK AMARSHI VARIYA	Start Date :	04-08-2023	Billable :	Yes Click Here To Edit Billable Amount & Status
Company Name :	ANUPALAN ONLINE PRIVATE LIMITED	Due Date :	19-08-2023	Company Type :	Private Limited (Pvt. Ltd.)
Financial Year :	2023-24	End Date :		Company Category Name :	RETAINER DAV&CO.
Task update :	Change You Can Change The Task Update From Here	Timer Status :	Off Start Timer You Can Manage The Timer From Here	Organization Name :	DEEPAK A. VARIYA & CO.
	Close - PENDING FROM CLIENT SIDE AND AWAITING DOCUMENTS Close - CHALLAN AWAITED Close - COMPLETED Close - CANCELLED Open - ABR CODE PENDING Open - TECHNICAL ISSUE			Work Profile :	COMPANIES ACT_CS INCOME TAX ACT (IT) BOOK KEEPING & ACCOUNTING STATUTORY AUDIT GOODS AND SERVICE TAX ACT (GST) - MONTHLY LEGAL
Completed :		Task Status :	Not Started Change You Can Change The Task Status From Here	Participants :	 + You Can Add / Remove Participant From Here

1	 Deepak A.Variya	 9223319777	 info@anupalanonline.com
PAN :	AAZCA1696G	GST :	NA
TAN :	MUMA73802B	CIN :	U62013MH2023PTC408047
PF :	NA	ESIC :	NA

Details of Invoice (IN) / Debit Note (DN)									
IN / DN No.	Date	Due Date	Balance Due	Recieve Amount	Total Amount	Tax Amount	TDS	Status	
No data available in table									

DEEPAK AMARSHI VARIYA

0:0:0

Hours Minutes Seconds

Extra Works

0 Hours : 0 Minutes : 0 Seconds

Total Task Time

26:23:38

Hours Minutes Seconds

Total Bill : ₹ 0.00

Extra Works

26 Hours : 23 Minutes : 38 Seconds