

Book Keeper for Automobile | Car Accessories | Bike Accessories |



Accounting Inventory sales etc software

Book keeper has provided for those businessmen who have a business of Automobile parts, Car and Bike accessories. As we all know, transport plays an important role in every person's life because if we need to travel from one place to another then it is the most essential part for our Journey. However, we also need to service our vehicle in order to check if any part is not faulty or oiling is properly up to the mark.



Therefore, we have given an option through which you can maintain all the parts and accessories are selling so that at the end, you can get an idea of how much profit you are gaining from it. Alongside with Batch or Part No. of the items shown in the voucher.

How to Create a new Company?

Open Book keeper > Click on Create New Company > Mention all the details of the company like:

- Company Name
- Business type as Automobile
- Contact number and Address
- Email Address
- Company TAN BRN
- If needed, Company logo and signature

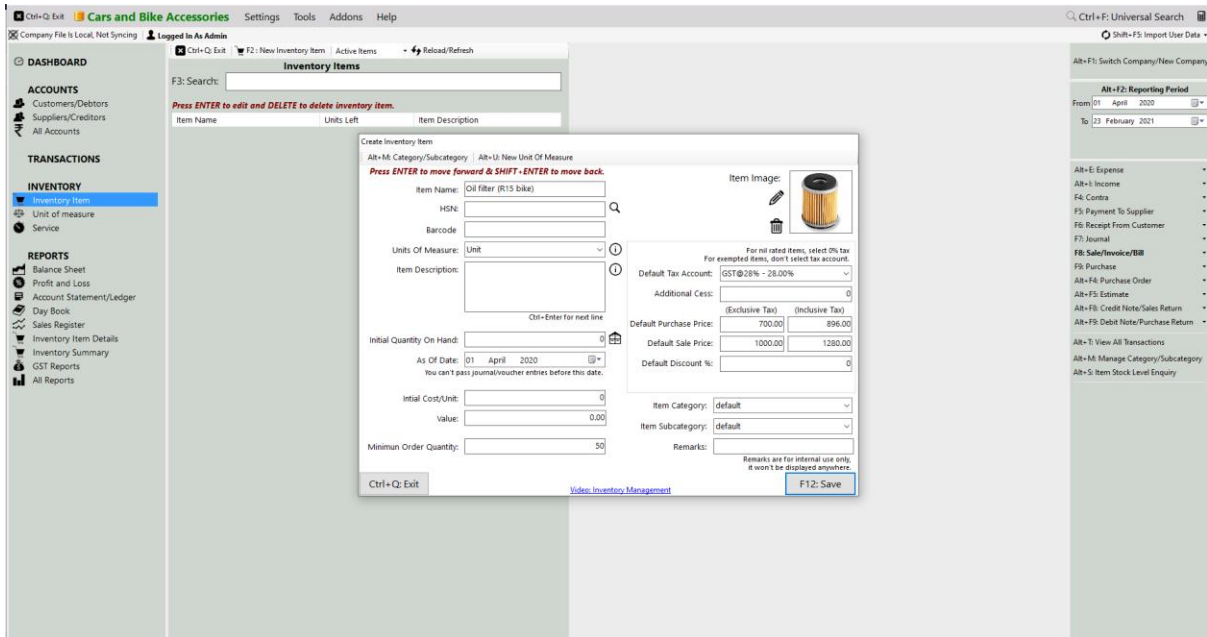
Save the company at the end.

The screenshot shows a 'Create Company' form with the following details:

- Company Name: Cars and Bike Accessories
- Country: India
- Financial Year From: 01 April 2020
- Business Type: Automobile
- Phone Number: 989894514
- Email Id: carsaccessories@gmail.com
- Address Line1: Delhi
- Address Line2: Delhi
- GSTIN: (empty)
- Currency Symbol: INR
- Example: INR, Ru., \$, E. €, Rp., GBP, PKR, NPR
- Enable Company Level Password? (Recommended) [checked]
- Enable Manufacturing? [unchecked]
- Enable GST (India)? [checked]
- Enable Composition Scheme? [unchecked]
- Tax Rate For Taxable Turnover: 1 %
- Company Logo: (upload icon)
- Company Signature: (upload icon)
- Buttons: Ctrl+Q: Exit, F12: Save

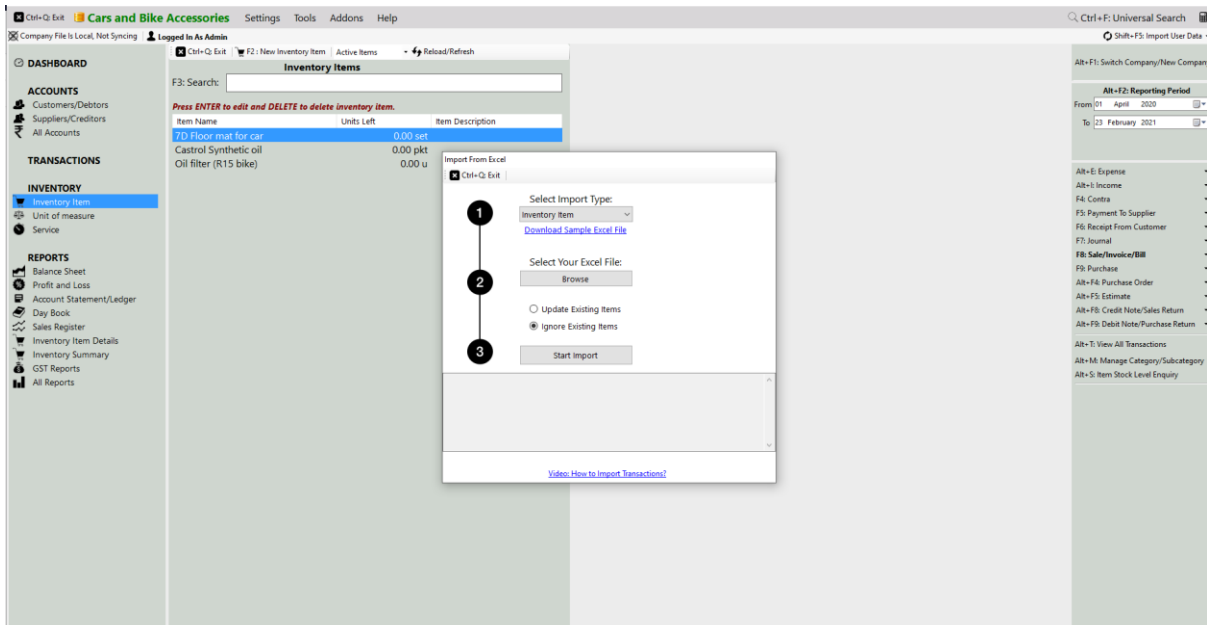
How to create an inventory item?

On Dashboard, Go to Inventory items > New Inventory Item > Fill up all the details of the particular item > Save it.



You can even import all the products from excel as well in Book keeper

- On the main Dashboard, Go to Tools > Import items/service from excel.
- Download the Excel file and manually mention all the items in our Book keeper excel format.
- Select the same excel file by browsing it from the local device.
- Simply, import it.



How to create a category/Subcategory of the Product

- Go to Inventory item > Edit any particular item > At the top left side click on either ALT+M or Category/Subcategory.

Create Inventory Item

Alt+M: Category/Subcategory Alt+U: New Unit Of Measure

Press ENTER to move forward & SHIFT+ENTER to move back.

Item Name: Oil filter (R15 bike)

HSN:

Barcode:

Units Of Measure: Unit

Item Description:


Initial Quantity On Hand: 0

As Of Date: 01 April 2020

Initial Cost/Unit: 0

Value: 0.00

Minimum Order Quantity: 50

Item Image: 

Default Tax Account: GST@28% - 28.00%

Additional Cess: 0

	(Exclusive Tax)	(Inclusive Tax)
Default Purchase Price:	700.00	896.00
Default Sale Price:	1000.00	1280.00

Default Discount %: 0

Item Category: default

Item Subcategory: default

Remarks:

Remarks are for internal use only, it won't be displayed anywhere.

Ctrl+Q: Exit [Video: Inventory Management](#) F12: Save

- Mention the category name in the Category field > Click on Add Category.
- For subcategory, add it in the subcategory field > Click on Add Subcategory.
- And both the parts will add automatically in the upper portion > Click on Ctrl +Q

Create Inventory Item

Alt+M: Category/Subcategory | Alt+U: New Unit Of Measure

Item Category Subcategory

Ctrl+Q: Exit

Item Categories : default

Item Subcategories : default

Add Subcategory Update Subcategory

Subcategory Name to be added :

Add Category Update Category

Category Name to be added :

[Video: Inventory Management](#)

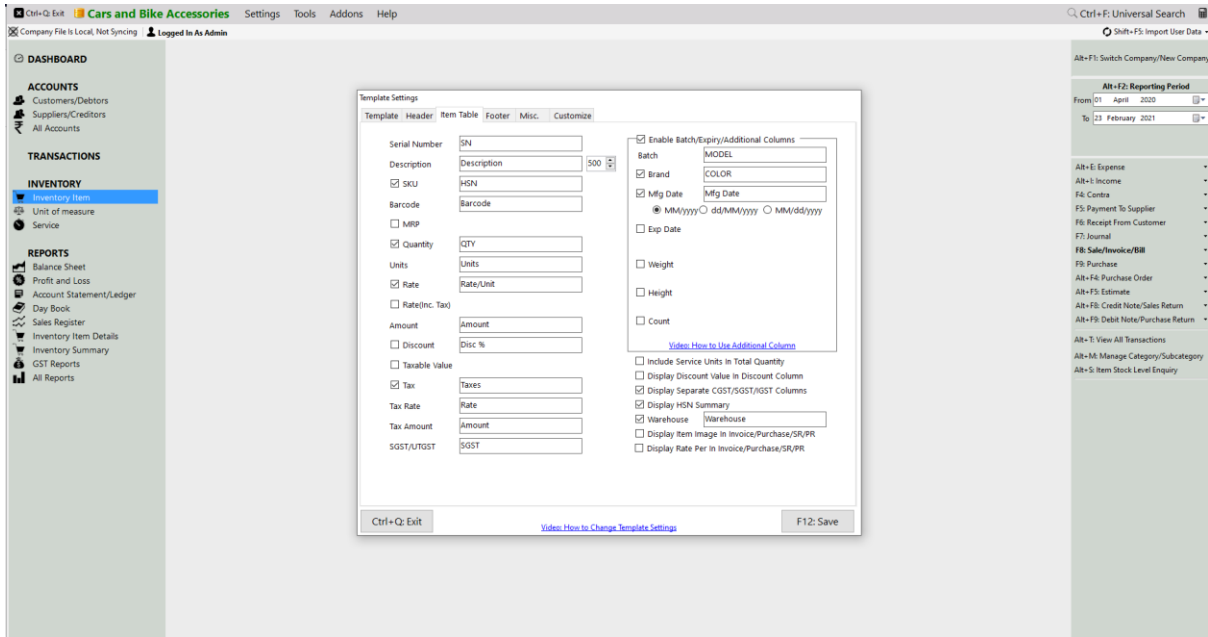
Ctrl+Q: Exit [Video: Inventory Management](#) F12: Save

Note: These category and subcategory cannot be shown in any of the vouchers. However, you can check it out in only two reports: one is Inventory Summary and second is Inventory item details report.

How to Enable Batch or Part No./Mfg. Date in the software

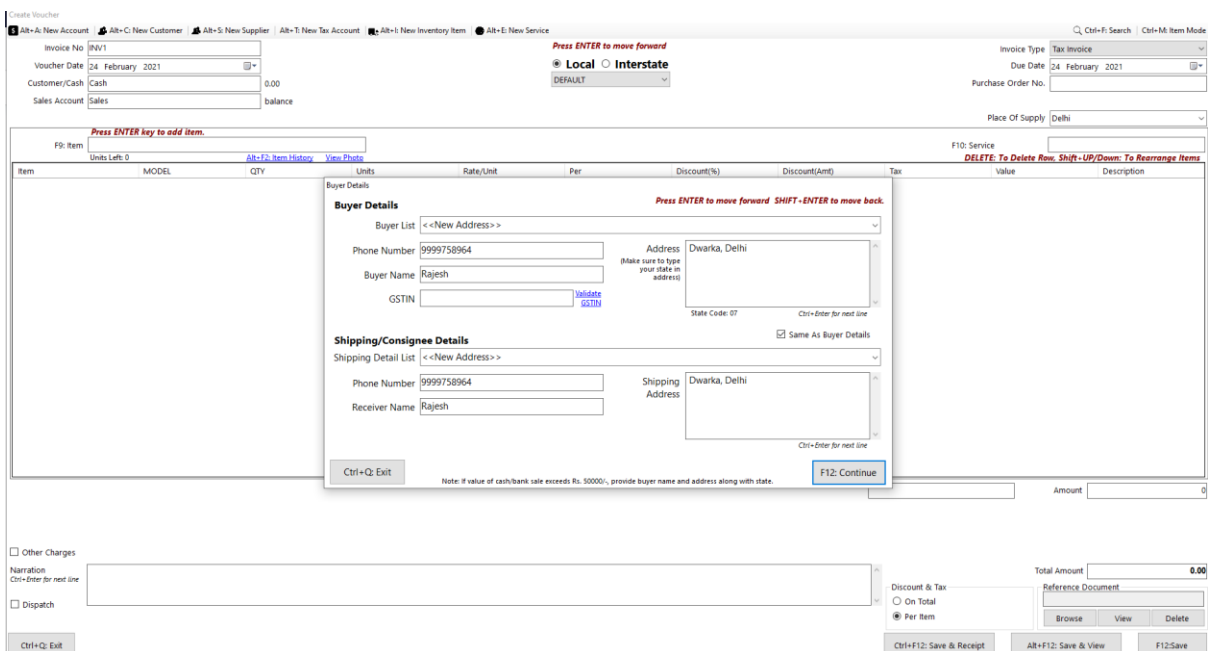
From the Dashboard, Go to Settings > Template Settings > Item Table > Enable Batch/Expiry feature and tick the option of Batch and expiry date.

Note: If you have Selected the business type as Automobile while creating the company then it will automatically enable the Batch/expiry feature and it will give the heading as Model, Color and Mfg. Date or else you can change the Batch to Part No as well.



How to create an invoice and sell one item with a particular Batch

- Go to Transactions > Invoice > Create.
- Select the Account as Cash > A window will appear of **Buyer details** in which you can mention the customer number and other details > Continue or F12 > All the details will show at the time of viewing the invoice.
- Add the item in the item table > Press enter > it will add the same item in the item table.
- Then again press enter > Select the Batch and Quantity > Continue.



Create Voucher

Alt+A: New Account | Alt+C: New Customer | Alt+S: New Supplier | Alt+T: New Tax Account | Alt+I: New Inventory Item | Alt+E: New Service

Invoice No: INV1
 Voucher Date: 24 February 2021
 Customer/Cash: Cash 0.00
 Sales Account: Sales balance

Press ENTER to move forward
 Local | Interstate

Invoice Type: Tax Invoice
 Due Date: 24 February 2021
 Purchase Order No.:
 Place Of Supply: Delhi

Press ENTER key to add item.
 F3: Search: Oil filter (R15 bike)

Item	MODEL	QTY	Available Qty
Oil filter (R15 bike)		1.00	0.00 u

Selected MODEL

MODEL	COLOR	Mfg Date	Qty
Yamaha	Yellow	15-01-2021	1.00

Total Count: 1 Total Qty: 1.00 Amount: 1280.00

Ctrl+Q: Exit | F12: Continue

Other Charges: Narration: Dispatch:

Discount & Tax: On Total Per Item

Total Amount: 1280.00

Reference Document: Browse View Delete

Ctrl+F12: Save & Receipt | Alt+F12: Save & View | F12: Save

Sales/Invoice/Bill

Ctrl+Q: Exit | Alt+P: Print | Ctrl+W: Open in MS Word | Ctrl+E: Open in MS Excel | Ctrl+V: Open in PDF | Ctrl+H: Open in Browser

Number Of Copies: None | Send Email

Cars and Bike Accessories
 33 Carsaccessories@gmail.com | 9898694514

Tax Invoice

Invoice No.	Date	Purchase Order No.	Dispatch Document No.
INV1	24-02-2021		

Details of Receiver (Billed To)		Details of Consignee (Shipped To)	
Rajesh Dwarka, Delhi 999978894	Place Of Supply: DP-Delhi	Rajesh Dwarka, Delhi 999978894	

Sl	Description	Rate/Unit	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Amount
1	Oil Filter (R15 bike)	1,000.00	14%	140.00	14%	140.00	1,000.00
	MODEL: Yamaha						
	COLOR: Yellow						
	Mfg Date: 15-01-2021						
	QTY: 1.00						
Sub Total							1,000.00
CGST@14%							140.00
SGST@14%							140.00
Total							1,280.00
Cash Received							1,280.00
Balance Return							0.00

IN Summary

Rate/Unit	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Total Tax Amount
	1,000.00	14%	140.00	14%	140.00	280.00
Total	1,000.00		140.00		140.00	280.00

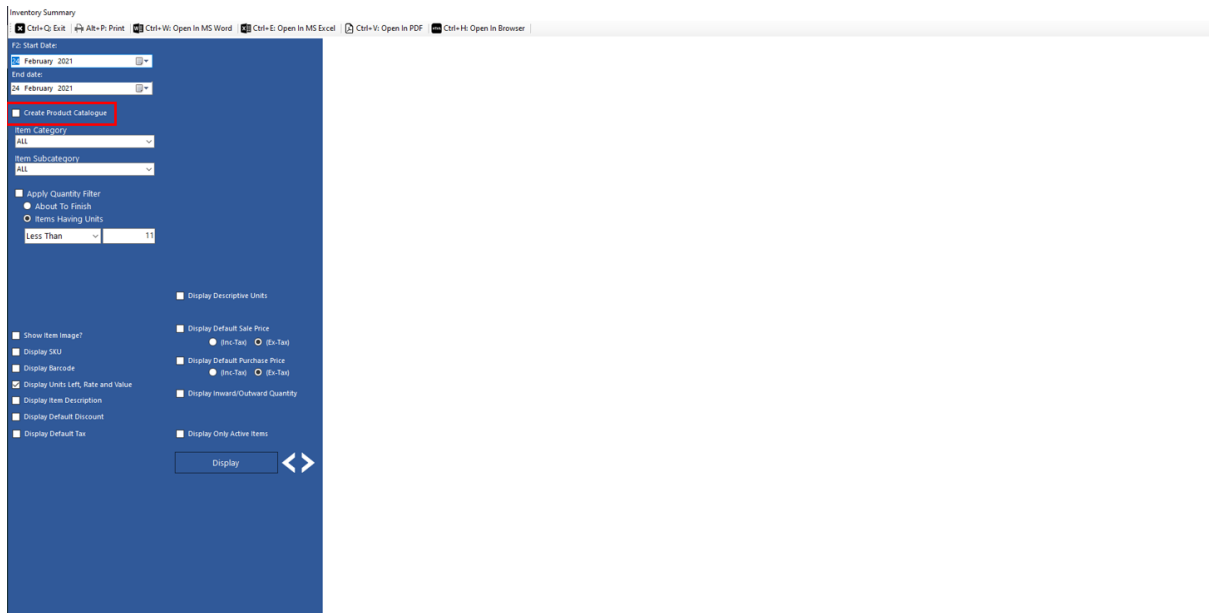
Amount (in words): INR One Thousand Two Hundred Eighty Only
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

This is computer generated invoice | Authorized Signatory

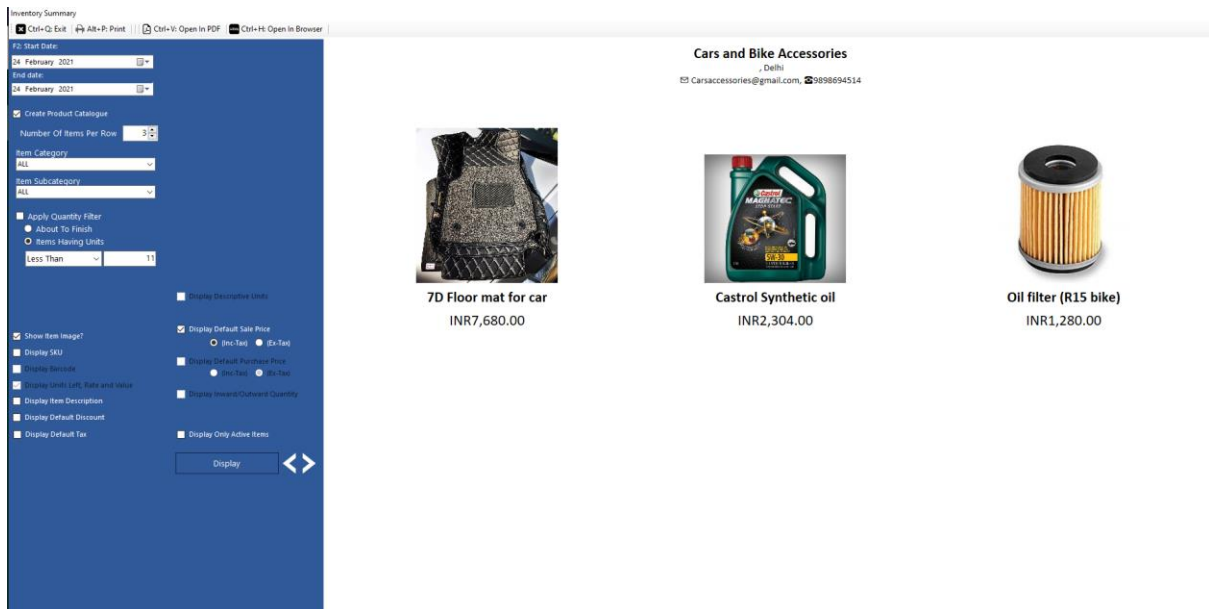
Additional feature of Product Catalogue in Book keeper software

Book Keeper has given a new feature of Product catalogue through which it can help your business to promote the items which you have in the company. It is really easy to open and send it to your customers via Print and PDF. Let's see how you can check it out.

- Go to Inventory Summary Report > Click on "Create Product Catalogue" > Display it.



- You can apply the filters from the top whatever you want to show in the Catalogue. For example, in this picture, we have enabled the filter of Display default sales price (Inc. Tax) and likewise, you can apply many filters from their itself.



- You can export it to PDF or take out the print for the same by clicking at the top as shown in the below picture.

Inventory Summary

Ctrl+Q: Exit Alt+P: Print Ctrl+V: Open In PDF Ctrl+H: Open In Browser

Start Date: 24 February 2021
End date: 24 February 2021

Create Product Catalogue
Number Of Items Per Row: 3
Item Category: All
Item Subcategory: All


Apply Quantity Filter
 About To Finish
 Items Having Units
 Less Than: 11

Show Item Image?
 Display SKU
 Display Barcode
 Display Units, Lft, Rft, and Value
 Display Item Description
 Display Default Discount
 Display Default Tax


Display Description Units
 Display Default Sale Price
 Inc-Tax Ex-Tax
 Display Default Purchase Price
 Inc-Tax Ex-Tax
 Display Inward/Outward Quantity
 Display Only Active Items

Display <>


Cars and Bike Accessories
Datta
Carsaccessories@gmail.com, 989694514



7D Floor mat for car
INR7,680.00



Castrol Synthetic oil
INR2,304.00



Oil filter (R15 bike)
INR1,280.00

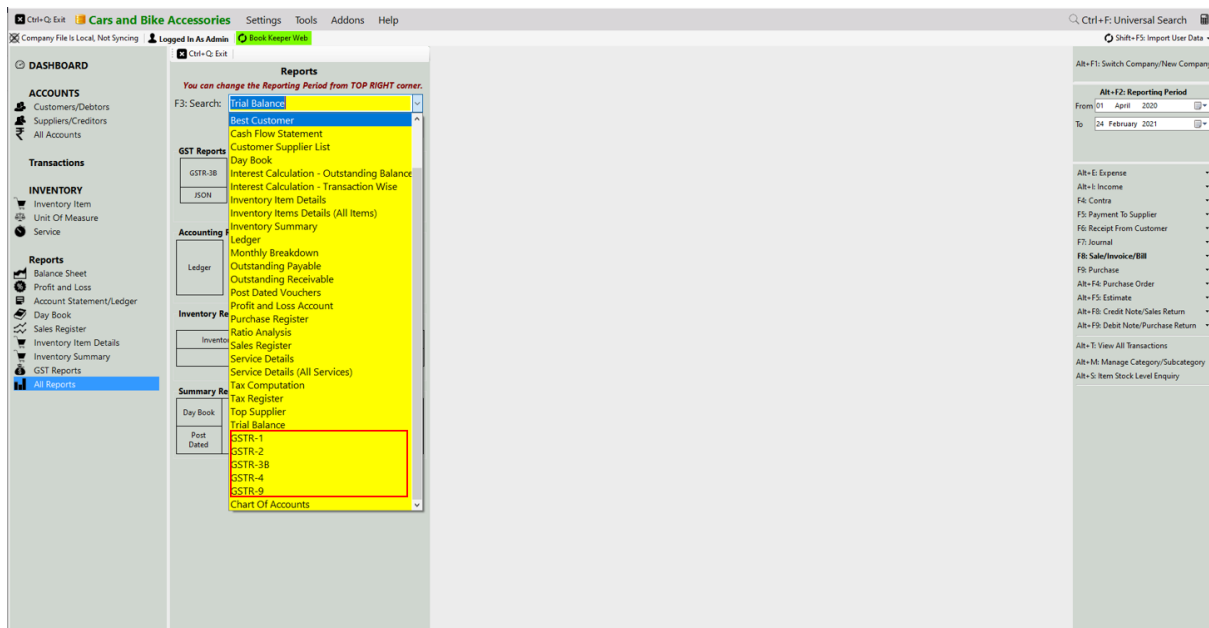
What all Reports you can check for this Automobile business?

The very first report you can go through regarding this business is:

- Sales Register
- Day Book
- Profit & Loss report
- Balance Sheet

All types of VAT and Statutory reports

Book Keeper has given all the reports like statutory and from All Reports section on Dashboard.



Other Useful Reports:

1. **Inventory summary**- This report gives you the total Quantity and value of all the stock. Use the filter of specific period, warehouse, category & sub-category and many more.
2. **Inventory item details**- This report allows you to understand the particular item wise transactions alongside applying the filter of Account type and voucher type. Moreover, it gives you the profit of the particular item while you are selling it simultaneously.
3. **Customer/Supplier list**- This report is often used to check out the customer and supplier details like their GSTIN, Address, Credit period/limit and Significantly more info. Especially, Cash transaction details are also shown over here.
4. **Outstanding report**- We have two specific reports for outstanding one is Receivable and second one is payable. Outstanding receivable report is for the customers from which you have to owe money and payable means that you need to pay the amount to your suppliers.
5. **Day Book**- In this report, you can generate a day Book that contains daily transactions, sorted by date, for a specified period. Moreover, you can apply the filters according to your own requirement.
6. **Sales register**- This report provides the consolidated sales details to check the effective control on the business along with the profit of each and every sales transactions. It can displays the information of sales for a particular period as well.

All these Reports can be exported to Excel, MS Word, PDF Format.

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