

Book Keeper for Clothing Store | Garment Store | Clothes Shop | Fashion Shop | Fashion Boutique | Cloth Store | Garment Shop | Dress Shop | Boutique | Garment Business | Attire | Mens wear | Ladies Wear | Tailoring



Clothes business are in a really trend nowadays in the market as everyone knows, people need to buy some attire to look wonderful in their life. You should have the resources to Jump start your vision, Skills and know how to manage it in a proper way and according to the location as well. Book keeper has given an option to emphasize your clothing business records in the software in a different way. This is why we got this software to maintain all your manufacturing, creating vouchers, services and even outfit size & color which can be shown while invoicing. Let's check it out how you can go through with it, if you are new towards Book keeper for your venture.



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
- Contact number and Address
- Email Address
- Company GSTIN
- If needed, Company logo and signature

Save the company at the end.

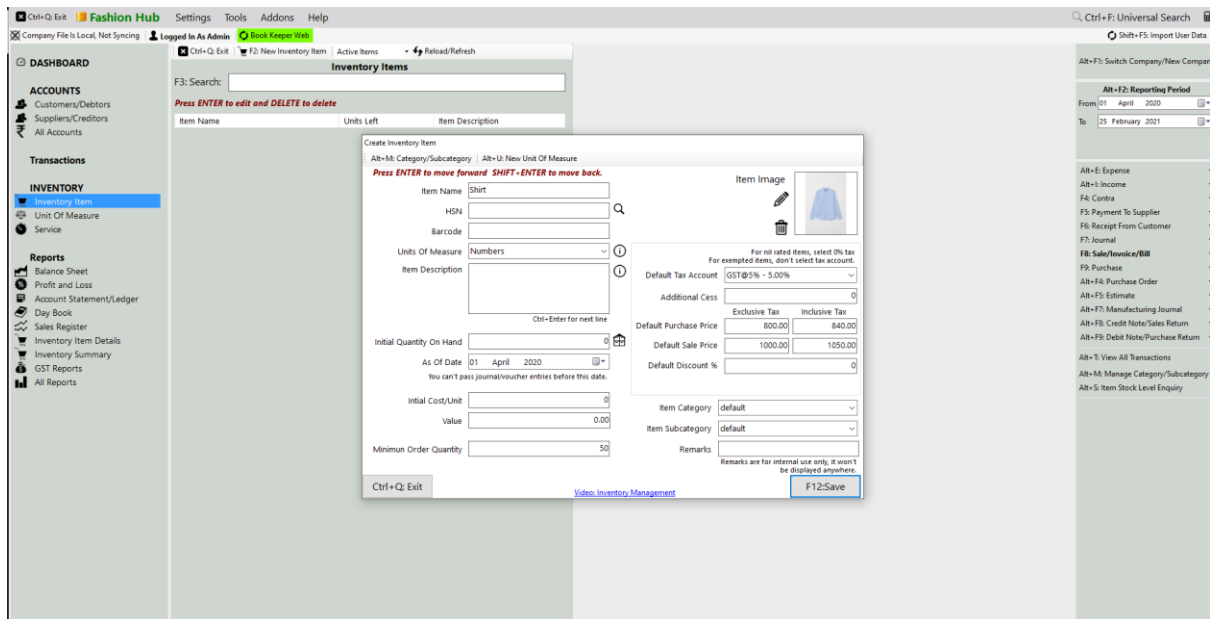
The screenshot shows the 'Create Company' dialog box in the Book Keeper software. The form is titled 'Create Company' and includes the following fields and options:

- Company Name:** Fashion Hub
- Country:** India
- Financial Year From:** 01 April 2020
- Business Type:** General Billing & Accounting
- Phone Number:** 5585694565
- Email id:** Fashionhub@gmail.com
- Address Line1:** (empty)
- Address Line2:** Delhi
- GSTIN:** (empty) with a [Validates GSTIN](#) link
- Currency Symbol:** INR (with examples: INR, Ru, \$, £, K, Pp, GBP, PKR, NPR)
- Enable Company Level:** (Recommended)
- Enable Manufacturing?:**
- Enable Warehousing?:**
- Enable GST (India?):**
- Enable Composition Scheme?:**
- Tax Rate For Taxable Turnover:** 1 %
- Company Logo:** (empty field with edit icon)
- Company Signature:** (empty field with edit icon)

At the bottom left, there is a 'Ctrl+Q: Exit' button, and at the bottom right, there is an 'F12: Save' button.

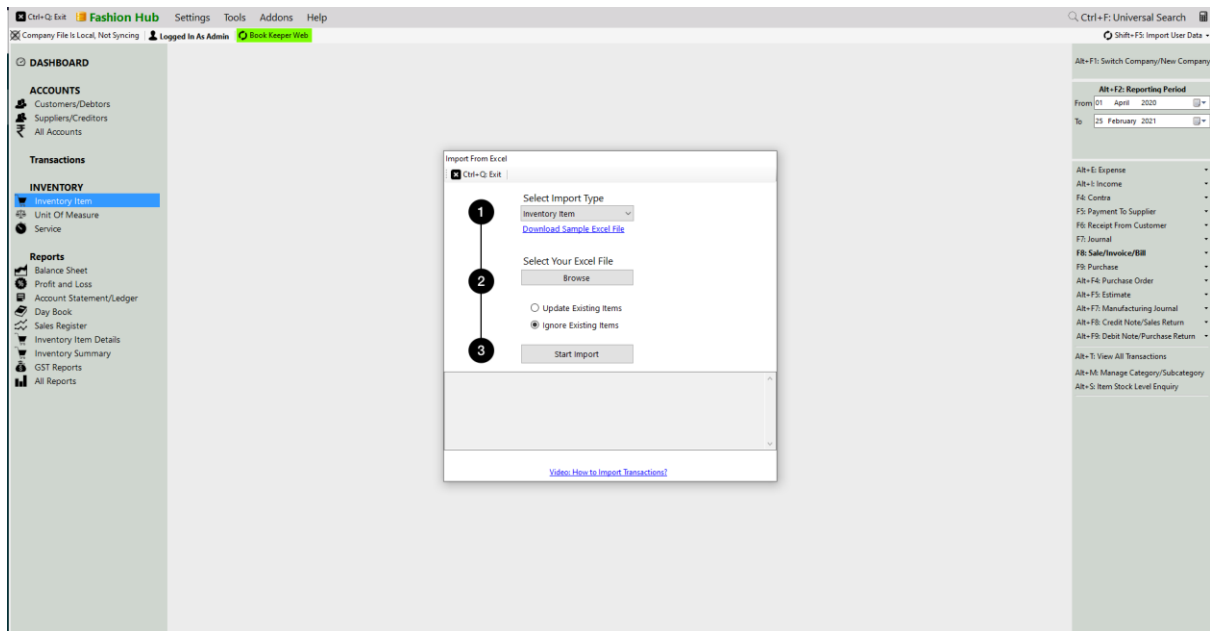
How to create an inventory item?

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 Manufacturing Journal voucher in this kind of Business:

Go to Transactions > Manufacturing Journal > Create.

For instance, if we are manufacturing a shirt from some of the raw materials which we have purchased from our supplier. While preparing a shirt, there are many items which are involve like Cloth, thread and buttons along with it Alteration charge is also provided to the worker who stitches the shirts.

On left side, we have to mention all the raw materials and on right side, need to assign the main shirt which we are producing at the end. However, If there are any kind expenses which we have input while making it then need to define it in the **Manufacturing expense** field in the Bottom.

Manufacturing Journal

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

Voucher No: MFG1 Voucher Date: 25 February 2021

Press ENTER key to add. ESCAPE to leave.

F9: Consumed Items: Buttons F10: Manufactured Items: Shirt

Units Left: 0.00 Units Left: 0.00

Item	Quantity	Rate/Unit	Amount	Item	Quantity	Rate/Unit	% of Total Value	Amount
Blue Cloth	2.00	500	1000.00	Shirt	2.00	1060.00	100	2120.00
White Thread	1.00	250	250.00					
Buttons	7.00	10	70.00					

Cost of Components: 1,320.00

Manufacturing Expense: 800

Total Value: 2,120.00

Note: Manufacturing Expense won't effect account balances. You need to create a separate Expense transaction.

Narration:

Multiplier:

Ctrl+Q: Exit [Video: How to Manufacturing Journal?](#) F12:Save

Manufacturing Journal

Company File: Local, Not Syncing | Logged In As Admin | Book Keeper View

Fashion Hub
 89 Fashionhub@gmail.com | 8858584565

Manufacturing Journal
 Manufacturing Journal No: MFG1
 Date: 25-02-2021

Consumed Items				
S.No	Description of Goods	Quantity	Rate	Amount
1	Blue Cloth	2.00 nos	500.00	1,000.00
2	White Thread	1.00 nos	250.00	250.00
3	Buttons	7.00 nos	10.00	70.00
Cost of Components				1,320.00
Manufacturing Expenses				800.00
Total				2,120.00

Manufactured Items				
S.No	Description of Goods	Quantity	Rate	% of Total Value
1	Shirt	2.00 nos	1,060.00	100.00
Total				2,120.00

Amount (in words): INR Two Thousand One Hundred Twenty Only

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Authorized Signatory

You can even create a service for Stitching Charges including tax and mention it in the invoice by following the steps:

- First of call, create an account of service By clicking on Service > Add Service.
- Mention the Service name > define the tax on it.

The screenshot shows the 'Service' management interface in the Fashion Hub software. The 'Service' window is open, and a 'Create Service' dialog box is displayed. The dialog box contains the following information:

- Service Name:** Stitching charges
- SKU/SAC:** (Empty field)
- Service Description:** (Empty field)
- Unit Of Measure:** Unit
- Default Tax Account:** GST@12% - 12.00%
- Remarks:** (Empty field)

The dialog box also includes a 'Ctrl+Q: Exit' button and an 'F12: Save' button.

- Now, create an invoice > Add it in the Service field or Press F10 > Select Service > Press Enter > Save it.

Sales Invoice

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

Fashion Hub
- Delhi
F3 Fashionhub@gmail.com, 93585694565

Tax Invoice

Invoice No. : INV1	Dispatch Document No. :																																																																																								
Dated : 25-02-2021	Dispatched through :																																																																																								
Purchase Order No. :	Destination :																																																																																								
Details of Receiver (Billed To)																																																																																									
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Amount in words: INR Eight Hundred Ninety Six 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

How to add Size and Color in the Vouchers

From the Dashboard, Go to Settings > Template Settings > Item Table > Enable Batch/Expiry feature and By default, Batch is enabled & tick the option of Brand and Change the heading to **Size & Color** > Save it.

The screenshot shows the 'Inventory Items' settings window in the Fashion Hub software. The 'Template Settings' tab is selected, and the 'Item Table' section is expanded. The 'Batch' field is set to 'Size' and 'Color'. The 'Enable Batch/Expiry/Additional Columns' checkbox is checked. The 'Brand' checkbox is also checked. The 'Mfg Date' checkbox is unchecked. The 'Exp Date' checkbox is unchecked. The 'Weight' checkbox is unchecked. The 'Height' checkbox is unchecked. The 'Count' checkbox is unchecked. The 'Include Service Units in Total Quantity' checkbox is unchecked. The 'Display Discount Value in Discount Column' checkbox is unchecked. The 'Display Separate CGST/SGST/IGST Columns' checkbox is checked. The 'Display HSN Summary' checkbox is checked. The 'Warehouse' field is set to 'Warehouse'. The 'Display Item Image in Invoice/Purchase/SR/PR' checkbox is unchecked. The 'Display Rate Per in Invoice/Purchase/SR/PR' checkbox is unchecked.

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

- 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 Size 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: INV2
 Voucher Date: 26 February 2021
 Customer/Cash: 896.00
 Sales Account: Sales balance

Invoice Type: Tax Invoice
 Due Date: 26 February 2021
 Purchase Order No:

Place of Supply: Delhi

Press ENTER to move forward

Local Interstate

DELETED: To Delete Row, SHIFT-UP/Down: To Rearrange Items

Press ENTER key to add item.

F3: Item: Shirt
 Units Left: 2.00

Buyer Details

Buyer List

Phone Number: 9898758595
 Buyer Name: Mohit
 GSTIN: []

Address: Lajpat Nagar, Delhi
 State Code: 07

Shipping/Consignee Details

Shipping Detail List: <<New Address>>

Phone Number: 9898758595
 Receiver Name: Mohit
 Shipping Address: Lajpat Nagar, Delhi

Ctrl+Q: Exit

F12: Continue

Note: If value of cash/bank sale exceeds Rs. 5000/-, provide buyer name and address along with state.

Total Count: 0 Total Qty: 0.00 Amount: 0.00

Other Charges

Narration: []
 Dispatch: []

Ctrl+Q: Exit

Discount & Tax: On Total Per Item

Reference Document: []

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

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

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 Purchase Order No:

Place of Supply: Delhi

Press ENTER to move forward

Local Interstate

DELETED: To Delete Row, SHIFT-UP/Down: To Rearrange Items

Press ENTER key to add item.

F3: Item: Shirt
 Units Left: 2.00

Item	Size	Color	Available Qty
Shirt			2.00 nos

Selected Size

Size	Color	Qty
XL	Sky Blue	1.00

Ctrl+Q: Exit

F12: Continue

Total selected quantity: 1.00 nos

Total Count: 1 Total Qty: 0.00 Amount: 0.00

Other Charges

Narration: []
 Dispatch: []

Ctrl+Q: Exit

Discount & Tax: On Total Per Item

Reference Document: []

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

Fashion Hub

99 Fashionhub@gmail.com, 92555694565

Tax Invoice

Invoice No. : INV2	Dispatch Document No. :									
Date : 26-02-2021	Dispatched through :									
Purchase Order No. :	Destination :									
Details of Receiver (Billed To)										
Details of Consignee (Shipped To)										
Mount Jagpet Nagar, Delhi 9898783595 Place Of Supply: DT-Delhi										
Mount Jagpet Nagar, Delhi 9898783595										
SNo	Description	HSN	QTY	Units	Rate/Unit	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Amount
1	Shirt		1.00	nos	1,000.00	2.5%	25.00	2.5%	25.00	1,000.00
	Size : Extra									
	Color : Grey Blue									
	QTY : 2.00									
									Sub Total	1,000.00
									CGST@2.5%	25.00
									SGST@2.5%	25.00
									Total	1,050.00
									Paid	INR1,050.00
									Balance	INR0.00
HSN Summary										
HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Total Tax Amount				
	1,000.00	2.5%	25.00	2.5%	25.00	50.00				
Total	1,000.00		25.00		25.00	50.00				

Amount (in words) - INR One Thousand Fifty 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

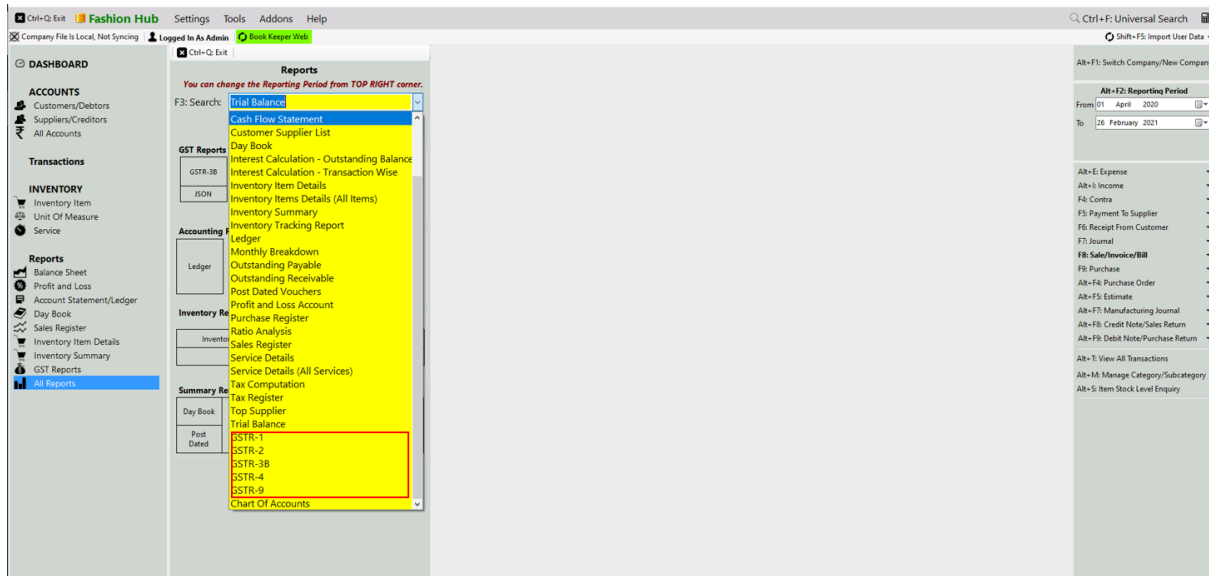
What all Reports you can check for this Clothing business?

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

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

All types of GST reports

Book Keeper has given all the reports like GSTR-1, GSTR-2, GSTR-3B, GSTR-4 and GSTR-9 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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