Book Keeper for Grocery Store | Ration Store | Wholesale | Superstore | Budget Bazaar |

If you are having a grocery store as a business tool then we have got something special for them who have a business of supermarket. As we all know, Food is the most vital part for human survival and which we all rely and consume in our daily life. Though, grocery store have hundreds of different kinds of product which they have to maintain for many customers so that at the end of the day or month, they can at least check how much profit they have gain through it.

Hence, you can manage all those things in Book keeper without any issue on your fingertips. Moreover, we have Point of Sale feature in which you can do billing more faster than a usual time. Let's begin how you can do it.

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 Retail/Supermarket/Grocery

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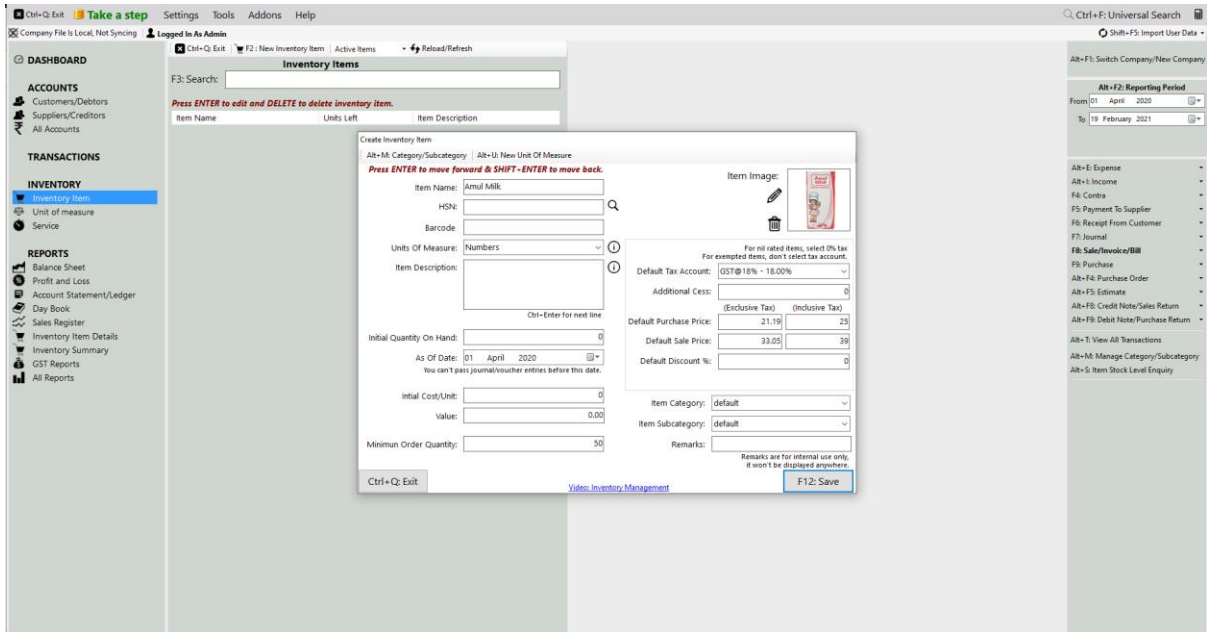- Company GSTIN
- If needed, Company logo and signature

Save the company at the end.

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.
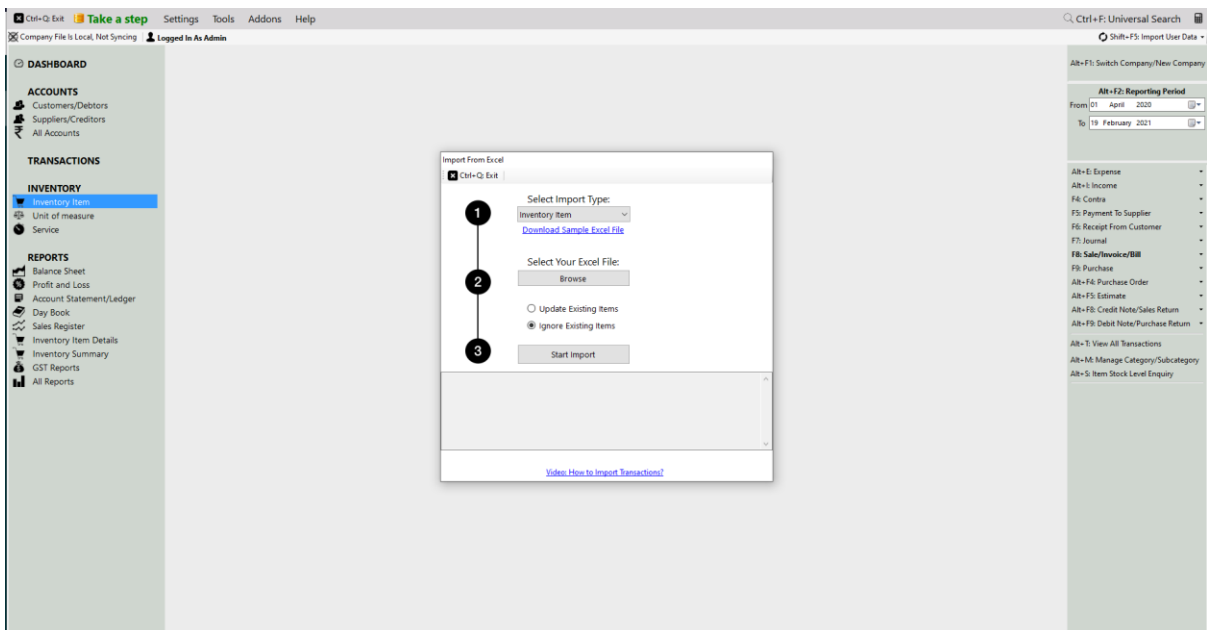
How to create a category/Subcategory of the Product

Mostly in the electronics business, we need to mention the category of the product like under what company does it belongs. So, you can define the category by following the steps:

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

- 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

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/Mfg. Date/Exp. Date in the software

From the Dashboard, Go to Settings > Template Settings > Item Table > Enable Batch/Expiry feature and Whatever options you need, just check make on it like Batch is by default enabled , Manufacturing date and Expiry Date in the Grocery business.
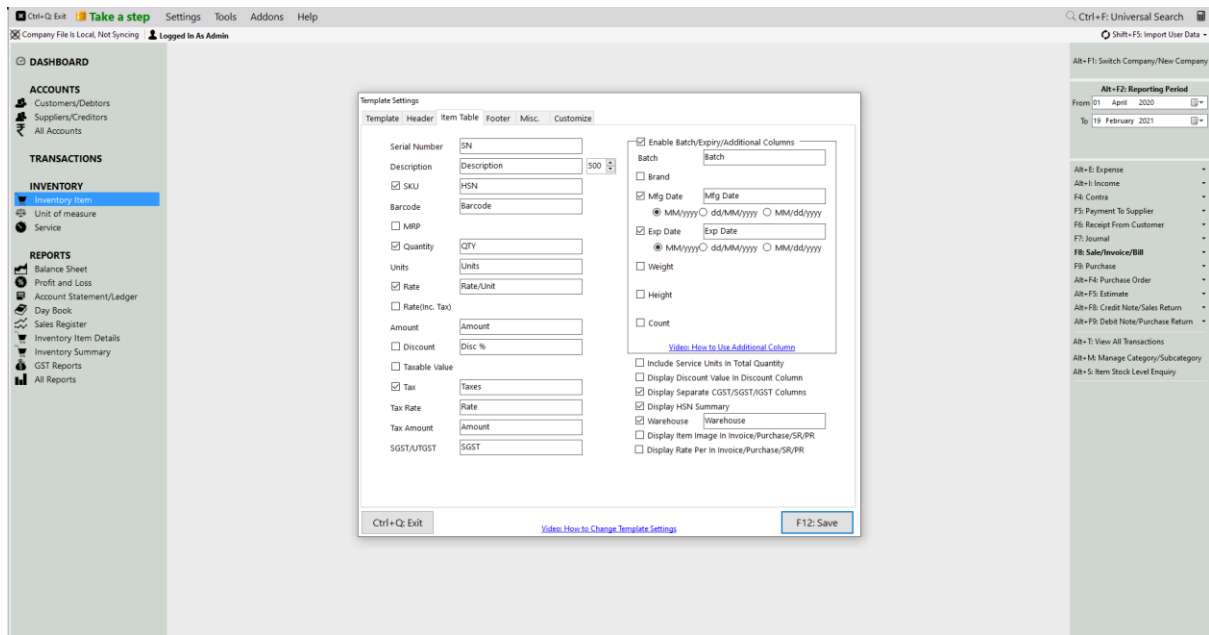
Feature of Point of sale in Book Keeper Windows only

Book keeper already have a feature POS through which at the time of sale, if there are huge number of customers in the store then this feature helps in working a little faster of creating invoices so that no person has to wait for a longer time and it is a really time saving feature from Both ends

Let's check how this feature is **On**: Go to Settings > Transaction Settings > Enable POS > Save it.

Moreover, You can enable/disable as per your own convenience.
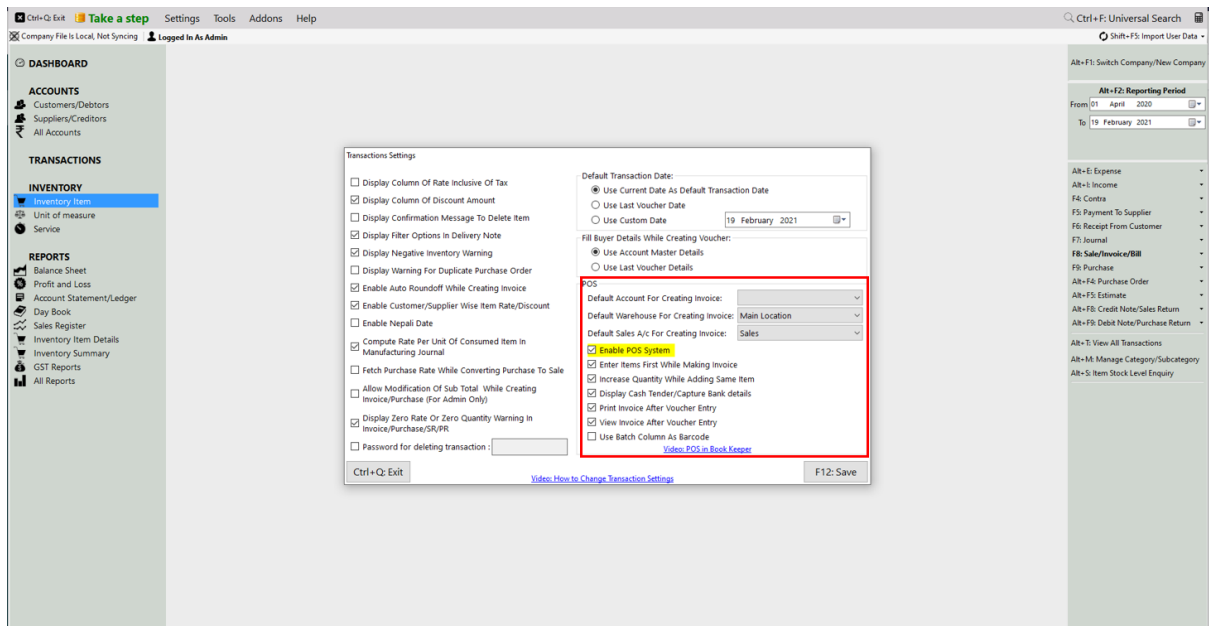
How to create an invoice and sell one item with a particular Batch

- 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.

Screen 1 — Create Voucher (Buyer Details)

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   Ctrl+F: Search | Ctrl+M: Item Mode

Invoice No: INV1
Voucher Date: 19 February 2021
Customer/Cash: Cash   0.00
Sales Account: Sales   balance

Press ENTER to move forward

◉ Local   ○ Interstate
DEFAULT

Invoice Type: Tax Invoice
Due Date: 19 February 2021
Purchase Order No.

Place Of Supply: Delhi

Press ENTER key to add item.
F9: Item:
Units Left: 0   Alt+F2: Item History   View Photo
F10: Service:
DELETE: To Delete Row, Shift+UP/Down: To Rearrange Items

Item	Batch	QTY	Units	Rate/Unit	Per	Discount(%)	Discount(Amt)	Tax	Value	Description

Buyer Details

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

Buyer List: <<New Address>>
Phone Number: 9898561425   Address: Mayapuri, Delhi
(Make sure to type your state in
Buyer Name: Raju
GSTIN   Validate GSTIN
State Code: 07   Use Ctrl+Enter for next line.

Shipping/Consignee Details   ☑ Same As Buyer Details

Shipping Detail List: <<New Address>>
Phone Number: 9898561425   Shipping Address: Mayapuri, Delhi
Receiver Name: Raju

Use Ctrl+Enter for next line.

Ctrl+Q: Exit   Note: If value of cash/bank sale exceeds Rs. 50000/-, provide buyer name and address along with state.   F12: Continue

Amount: 0

□ Other Charge
Narration :
(Ctrl+Enter for next line)
□ Dispatch Details

Total Amount: 0.00

Discount & Tax
○ On Total
◉ Per Item

Reference Document
Browse | View | Delete

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

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Screen 2 — Create Voucher (Batch Details)

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   Ctrl+F: Search | Ctrl+M: Item Mode

Invoice No: INV1
Voucher Date: 19 February 2021
Customer/Cash: Cash   0.00
Sales Account: Sales   balance

Press ENTER to move forward

◉ Local   ○ Interstate
DEFAULT

Invoice Type: Tax Invoice
Due Date: 19 February 2021
Purchase Order No.

Place Of Supply: Delhi

Press ENTER key to add item.
F9: Item: Lays packet
Units Left: 0.00 nos   Alt+F2: Item History   View Photo
F10: Service:
DELETE: To Delete Row, Shift+UP/Down: To Rearrange Items

Item	Batch	QTY	...	Tax	Value	Description
Amul Milk	N987156	3.00	0.00	GST@18% - 18.00%	116.99	

Details

Amul Milk

F3: Search:

Batch	Mfg Date	Exp Date	Available Qty
			0.00 nos

Alt+F2: Item History

Selected Batch

Batch	Mfg Date	Exp Date	Qty
N987156	19-02-2021	23-02-2021	3.00

Ctrl+Q: Exit   Total selected quantity : 3.00 nos   F12: Continue

Total Count: 1   Total Qty: 3.00   Amount: 116.99

□ Other Charge
Narration :
(Ctrl+Enter for next line)
□ Dispatch Details

Total Amount: 116.99

Discount & Tax
○ On Total
◉ Per Item

Reference Document
Browse | View | Delete

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

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.
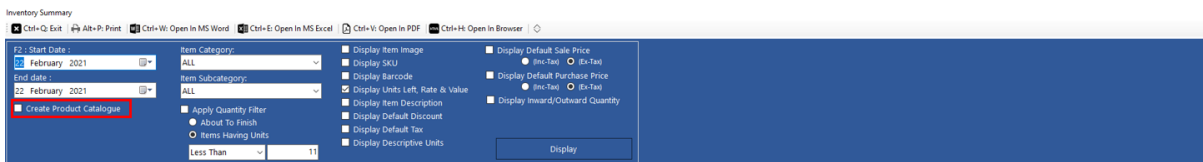
- You can apply the filters from the top whatever you want to show in the Catalogue. For example, in this picture, we have enabled the filter of Display default sales price (Inc. Tax) and likewise, you can apply many filters from their itself.
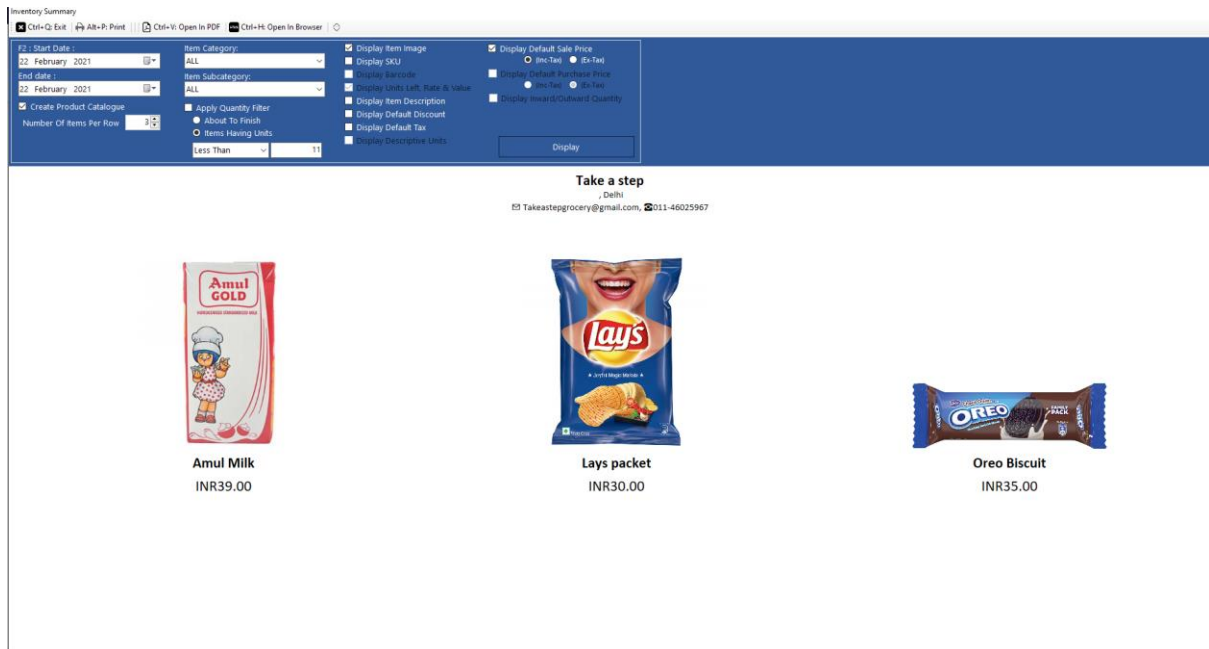
- You can export it to PDF or take out the print for the same by clicking at the top as shown in the below picture.
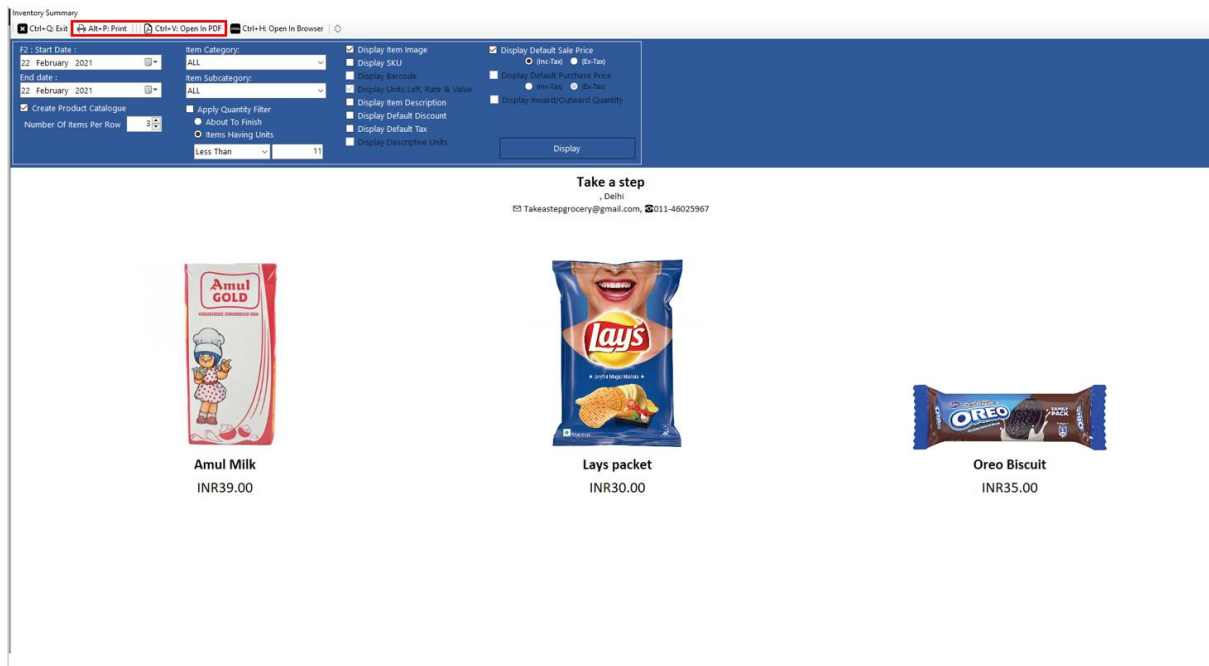
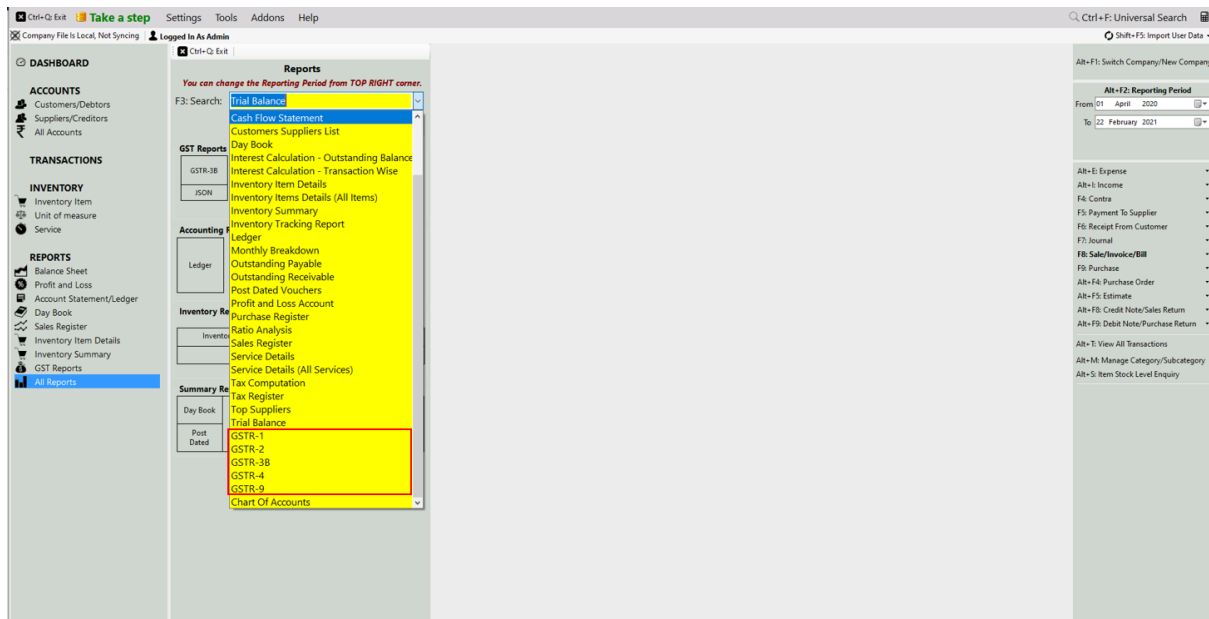# What all Reports you can check for Grocery Store?

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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