

How to use Book Keeper for Pharma / Medical / Chemist Shop



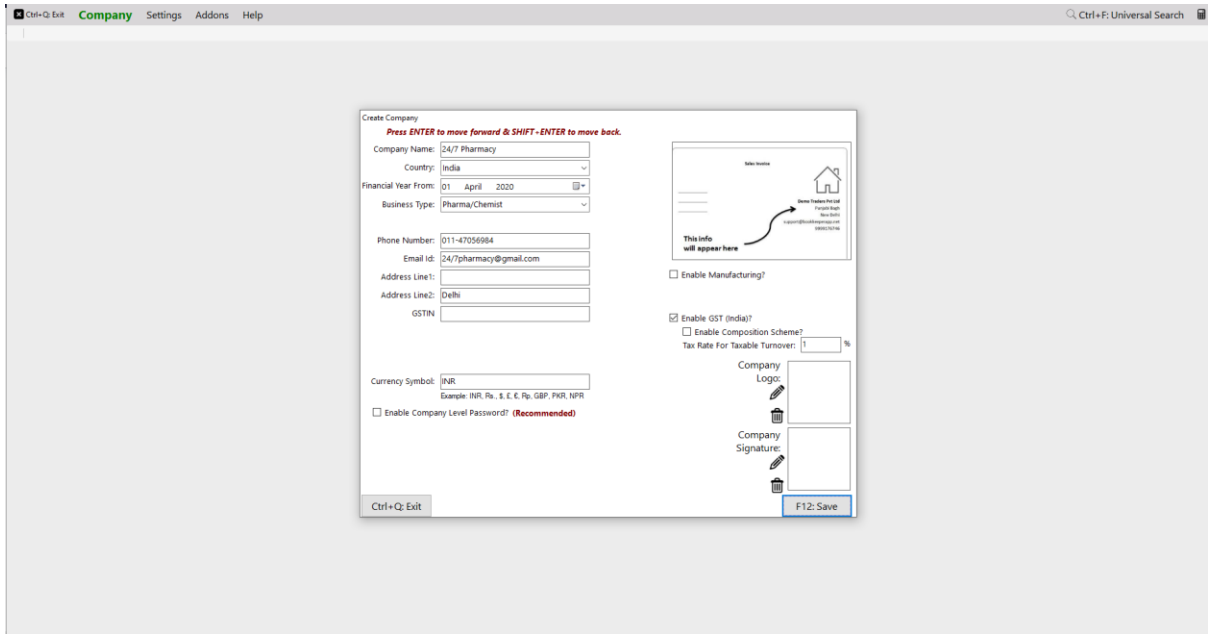
Book keeper provides every user who have a Pharma business to maintain his daily records along with it, showing Batch and expiry date of the medicines in the invoice. We will check everything in this link below from the starting till the end, Let's check it out.

How to Create a new Company?

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

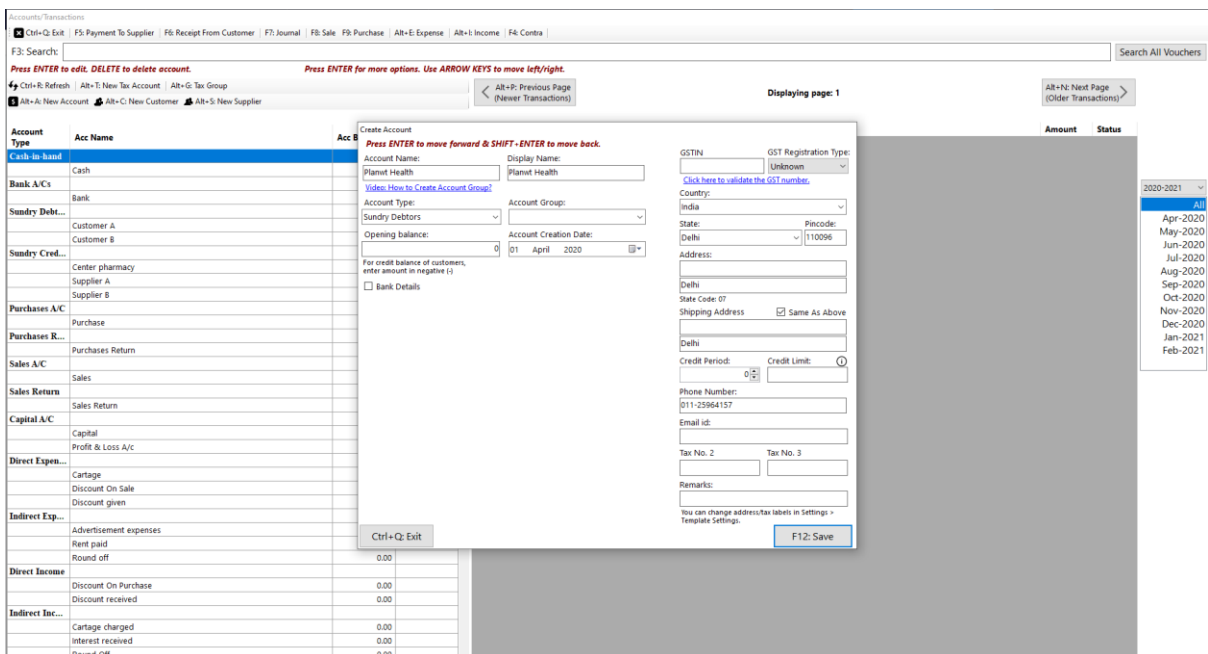
- Company Name
- Business type as Pharma/Chemist
- Contact number and Address
- Email Address
- Company Brn
- If needed, Company logo and signature

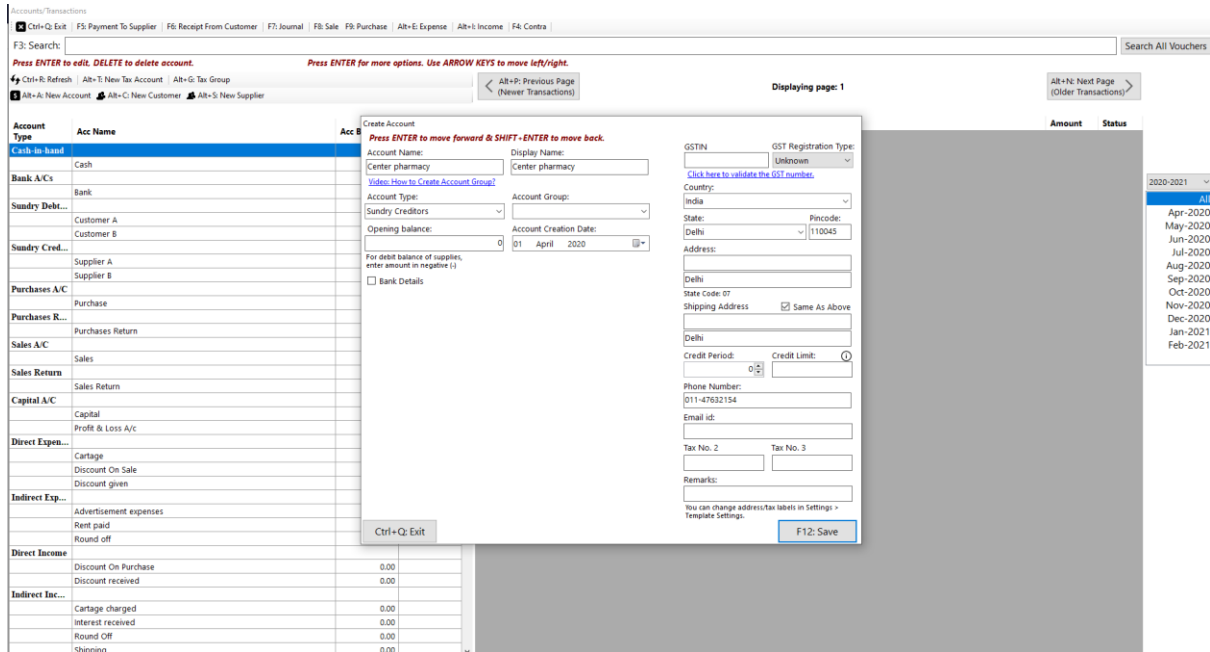
Save the company at the end.



How to Create Customers or Suppliers?

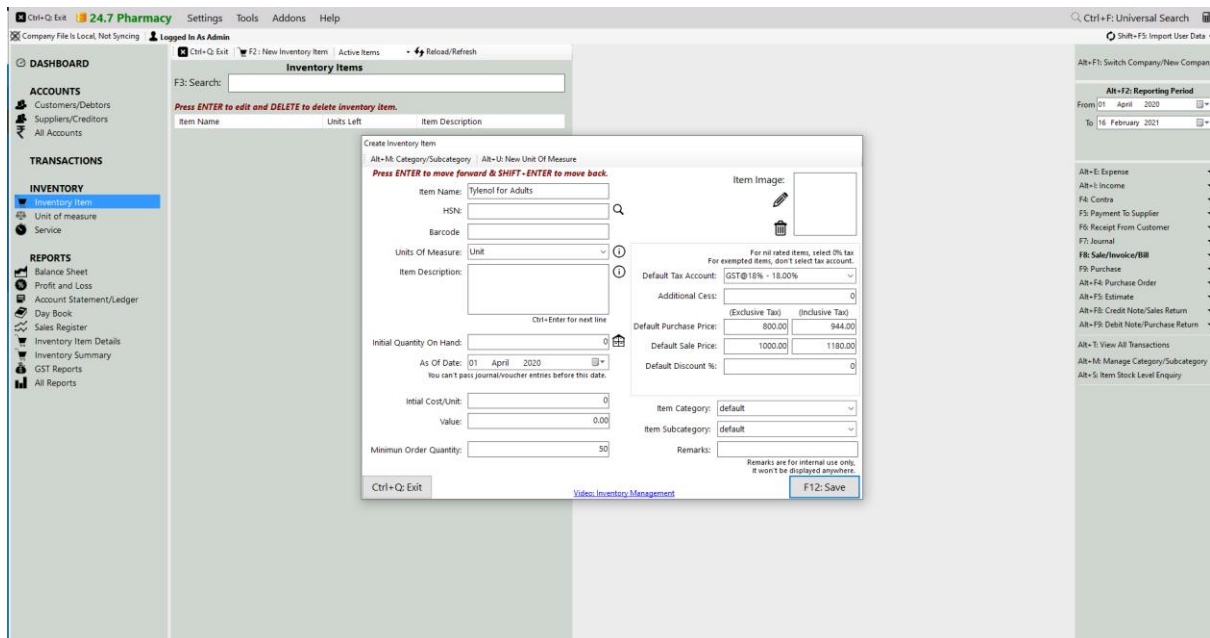
Once the company is created, on the dashboard Click on All Accounts at left side > New Customer or New Supplier. Add the further details of the particular party. Make sure as much details you will mention while creating the party, software will fetch the same details at the time of viewing the voucher.





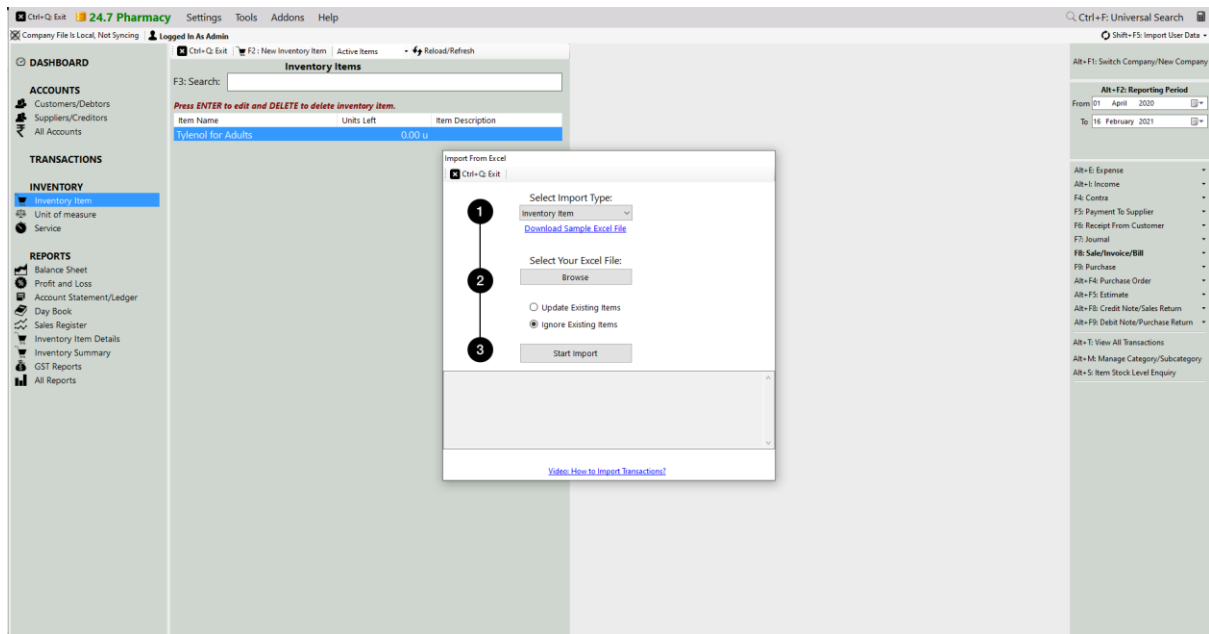
How to create an inventory item?

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

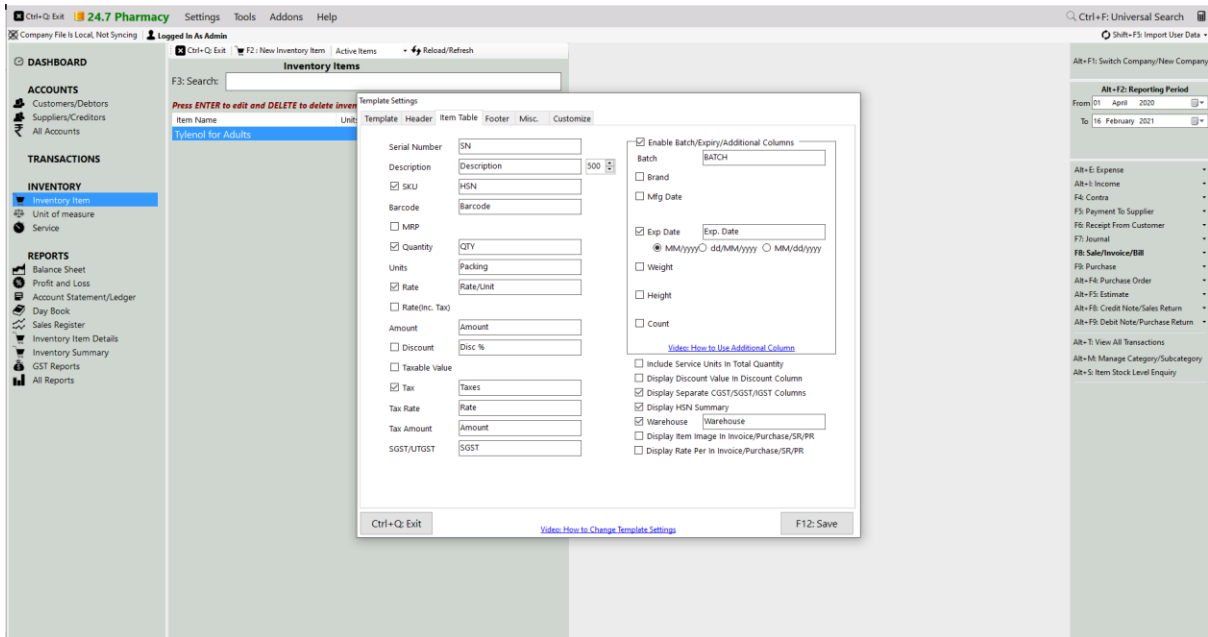
- On the main Dashboard, Go to Tools > Import items/service from excel.
- Download the Excel file and manually mention all the items in our Book keeper excel format.
- Select the same excel file by browsing it from the local device.
- Simply, import it.



Important - How to Enable Batch and Expiry in the Software

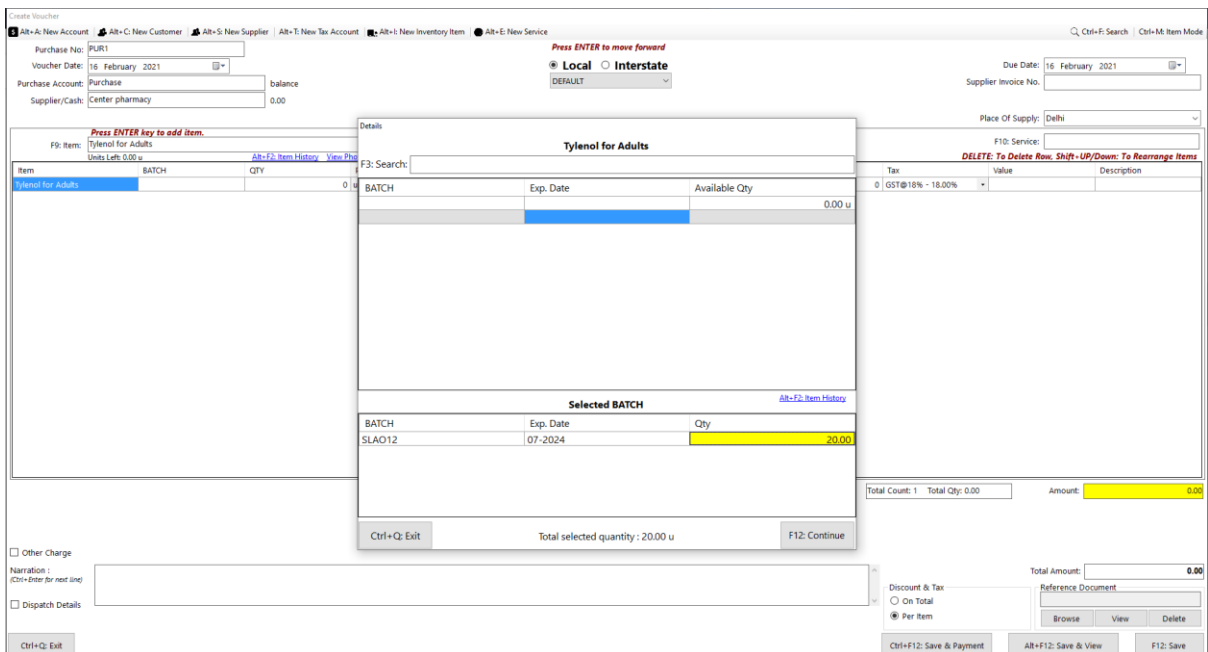
From the Dashboard, Go to Settings > Template Settings > Item Table > Enable Batch/Expiry feature and tick the option of Batch and expiry date.

Note: If you have Selected the business type as Pharma/Chemist while creating the company then it will automatically enable the Batch/expiry feature and it will give the heading as BATCH and Exp. Date.



Let's create a purchase voucher mentioning medicine Batch and Exp. date

- Go to Transactions > Click on Purchase > Create.
- Select the Supplier name, Add the particular item in the item field > Press enter.
- As you press enter, the window will appear in which you can define Batch & Expiry date and other details by using the enter button and mention Quantity you have bought.



Purchase
 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

24.7 Pharmacy
 Delhi
 24.7pharmacy@gmail.com, 011-4705984

PURCHASE

Bill From: Center pharmacy Delhi-110045 011-47632154 Place Of Supply: DT-Delhi	Purchase No: PUR1	Dated: 16-02-2021
	Supplier Invoice No.:	PO date: 16-02-2021
	Dispatch Document No.:	Destination:
	Dispatched through:	

Sl	Description	HSN	BATCH	Exp. Date	QTY	Packing	Rate/Unit	CST% Rate	CST% Amount	SGST Rate	SGST Amount	Amount
1	Tylenol for Adults		SLAO12	07-2024	20.00	u	800.00	9%	1440.00	9%	1440.00	16,000.00
Total												
											Sub Total	16,000.00
											CST@9%	1,440.00
											SGST@9%	1,440.00
											Grand Total	18,880.00
											Paid	0.00
											Balance	18,880.00

HSN/Desc	Taxable Value	CST% Rate	CST% Amount	SGST Rate	SGST Amount	Total Tax Amount
Total	15,000.00	9	1,440.00	9	1,440.00	2,880.00

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

Authorized Signatory

This is computer generated invoice

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

- Go to Transactions > Invoice > Create.
- Select the Customer name, Add an item in the item field and 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: 16 February 2021
 Customer/Cash: Planvit Health 0.00
 Sales Account: Sales balance

Invoice Type: Tax Invoice
 Due Date: 16 February 2021
 Purchase Order No.:
 Place Of Supply: Delhi

Press ENTER key to add item.
 F9: Item: Tylenol for Adults
 Units Left: 20.00 u

Local Interstate
 DEFAULT

DELETED: To Delete Row. Shift+UP/Down: To Rearrange Items

Item	BATCH	QTY
Tylenol for Adults		0

BATCH	Exp. Date	Available Qty
SLAO12	07-2024	20.00 u

BATCH	Exp. Date	Qty
SLAO12	07-2024	5.00

Ctrl+Q: Exit Total selected quantity: 5.00 u F12: Continue

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

Ctrl+Q: Exit

Total Count: 1 Total Qty: 0.00 Amount: 0.00

Discount & Tax
 On Total
 Per Item

Reference Document
 Browse View Delete

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

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

24.7 Pharmacy
Delhi
M 24.7pharmacy@gmail.com, 011-47056884

Tax Invoice

Invoice No. : INV1	Dispatch Document No. :											
Date : 16-02-2021	Dispatched through :											
PO date : 16-02-2021	Destination :											
Purchase Order No. :												
Details of Receiver (Billed To)												
Planet Health Delhi India 110096 011-25964157 Place Of Supply: DT-Delhi												
Details of Consignee (Shipped To)												
Planet Health Delhi India 110096 011-25964157												
Sl	Description	HSN	BATCH	Exp. Date	QTY	Packing	Rate/Unit	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Amount
1	Tylenol For Adults		SLAG12	07-2024	5.00		1,000.00	9%	450.00	9%	450.00	5,000.00
											Sub Total	5,000.00
											CGST@9%	450.00
											SGST@9%	450.00
											Total	INR 5,900.00
											Paid	INR 0.00
											Balance	INR 5,900.00
GST Summary												
HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Total Tax Amount						
	5,000.00	9	450.00	9	450.00	900.00						
Total	5,000.00		450.00		450.00	900.00						

Amount (in words) : INR Five Thousand Nine Hundred 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 take out the print of a voucher and mail it to the client.

Once you have created the voucher, now if you want to print and email to someone on his mail Address then follow the below steps:

- First of all, you should have mentioned the customer email id while creating the particular account of the customer/supplier and company email id must be there in Company Settings.
- Then view the particular voucher > At the top left side either press on Alt+P or click on print

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

24.7 Pharmacy
Delhi
M 24.7pharmacy@gmail.com, 011-47056884

Tax Invoice

Invoice No. : INV1	Dispatch Document No. :											
Date : 16-02-2021	Dispatched through :											
PO date : 16-02-2021	Destination :											
Purchase Order No. :												
Details of Receiver (Billed To)												
Planet Health Delhi India 110096 011-25964157 Place Of Supply: DT-Delhi												
Details of Consignee (Shipped To)												
Planet Health Delhi India 110096 011-25964157												
Sl	Description	HSN	BATCH	Exp. Date	QTY	Packing	Rate/Unit	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Amount
1	Tylenol For Adults		SLAG12	07-2024	5.00		1,000.00	9%	450.00	9%	450.00	5,000.00
											Sub Total	5,000.00
											CGST@9%	450.00
											SGST@9%	450.00
											Total	INR 5,900.00
											Paid	INR 0.00
											Balance	INR 5,900.00
GST Summary												
HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Total Tax Amount						
	5,000.00	9	450.00	9	450.00	900.00						
Total	5,000.00		450.00		450.00	900.00						

Amount (in words) : INR Five Thousand Nine Hundred 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

- For Sending to the party, just view the voucher > At the top click on **@Send Email** as shown in the below picture.

Invoice

Ctrl+Q: Exit Alt+F: 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**

24.7 Pharmacy
Delhi
E9 24.7pharmacy@gmail.com, 011-47556984

Tax Invoice

Invoice No. : INV1	Dispatch Document No. :
Date : 16-02-2021	Dispatched Through :
PO date : 16-02-2021	Destination :
Purchase Order No. :	

Details of Receiver (Billed To)						Details of Consignee (Shipped To)					
Planet Health Delhi India 110096 011-25964157 Place Of Supply: 07-Delhi						Planet Health Delhi India 110096 011-25964157					

Sl	Description	SNX	BATCH	Exp. Date	QTY	Packing	Rate/Unit	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Amount
1	Tylenol for Adults		SLA012	07-2024	3.000		1,000.00	9%	450.00	9%	450.00	5,000.00
											Sub Total	5,000.00
											CGST@9%	450.00
											SGST@9%	450.00
											Total	INR 5,900.00
											Paid	INR 0.00
											Balance	INR 5,900.00

HSN Summary						
HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Total Tax Amount
Total	5,000.00	9%	450.00	9%	450.00	900.00
	5,000.00		450.00		450.00	900.00

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

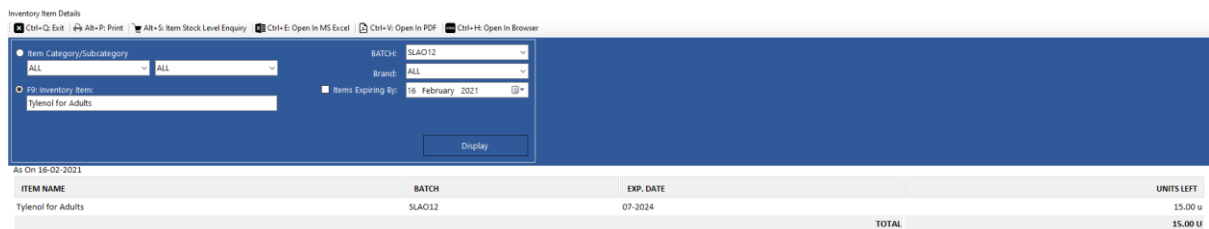
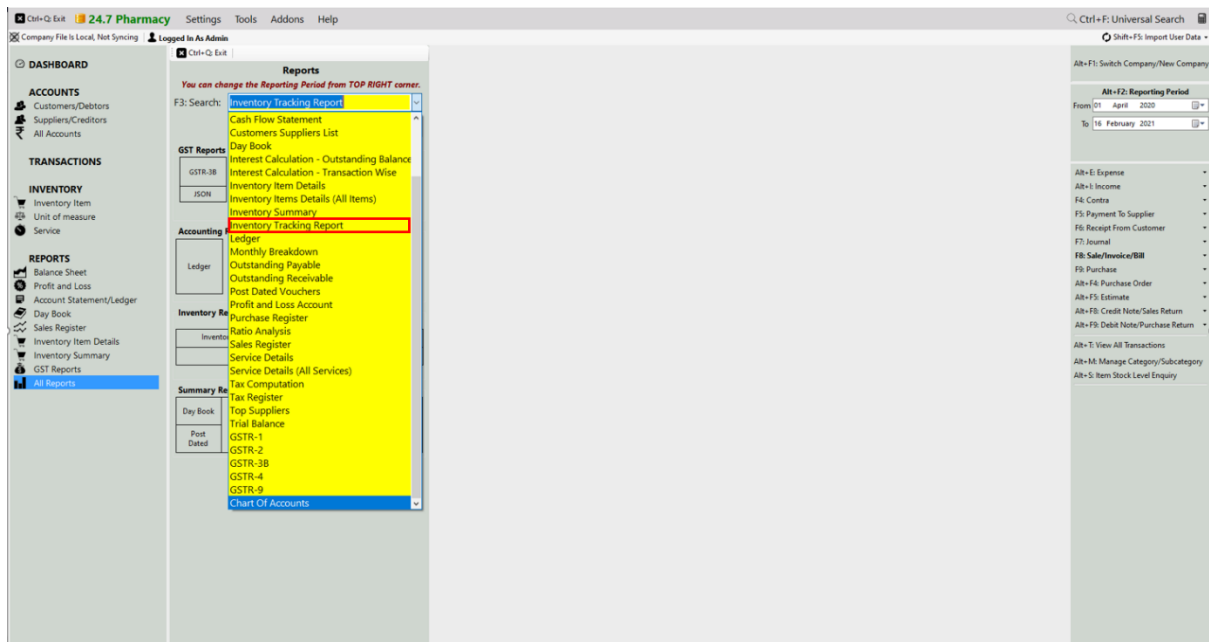
This is computer generated invoice

Authorized Signatory

Now, you can track all the Batch and Expiry in Inventory tracking report.

Go to All reports > Type Inventory tracking report > Display it and you will get all the details of every Batch.

Once the report is opened, you can search the particular item wise report and it would help in finding out the batch details by applying the filter at the top of Inventory item as well as Batch wise.



Most Important: Items About to **Finish**

Go to All Reports > Inventory Summary report > Display it.

In this report, you can apply the filter of Item about to finish which all products are almost over and either you can sort it like less than, more than, equal to or not equal to this much number in order to get the units which are nearly over so that you can purchase it from the Supplier.

Inventory Summary

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

Start Date: 16 February 2021
 End Date: 16 February 2021
 Create Product Catalogue

Item Category: ALL
 Item Subcategory: ALL
 Apply Quantity Filter
 About To Expire
 Items Having Units
 Less Than: 20

Display Item Image
 Display SKU
 Display Barcode
 Display Units Left Rate & Value
 Display Item Description
 Display Default Discount
 Display Default Tax
 Display Descriptive Units

Display Default Sale Price
 (Inc-Tax) (Ex-Tax)
 Display Default Purchase Price
 (Inc-Tax) (Ex-Tax)
 Display Inward/Outward Quantity

Display

24.7 PHARMACY
Inventory Summary
16-02-2021 To 16-02-2021

ITEM	NO. OF UNITS	UOM	RATE PER UNIT	VALUE
DEFAULT	15.00			12,000.00
DEFAULT	15.00			12,000.00
Tylenol for Adults	15.00	u	800.00	12,000.00
TOTAL VALUE	15.00			INR12,000.00

Most Important: Items About to Expire

Go to All Reports > Inventory Tracking report > Display it.

In this report, you can apply the filter of Item about to Expire and select date. It will show you all items which are about to expire.

Other Useful Reports:

1. **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.
2. **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.
3. **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.
4. **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.
5. **Profit & Loss report-** A profit & loss report shows the profitability of the Business over a specific period of time which is commonly used on the basis of Monthly, Quarterly or Annually.
6. **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.
7. **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.
8. **Regulatory Tax report-** This report is used for filling the return to the government every month or Quarterly of a taxpayer. It contains all your sales transactions i.e outward supplies.

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

CONTACT:

Tripure SOLUTIONS LTD

4TH FLOOR REGUS ,EBENE HEIGHTS ,

34 CYBERCITY EBENE – 72201

TEL : 4034425

Mobile +2302551885 and +2305793099

Website :www.tripuresolutions.com