How to use Book Keeper for Mobile Shop

For mobile shop, you have to maintain all the mobile IMEI number, color & manufacturing date and even it should be printed in the invoice along with the details. So, we will look in this link from the beginning company creation, how to create IMEI for a particular mobile and which report you can check for the same.

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

Save the company at the end.

+Q: Exit Company Settings Addons Help New Company Ctrl+O: Open Company		Ctrl+F: Universal Sear
	Create Company Press ENTER to move forward & SHIFT + ENTER to move back.	
	Company Name: Sargam Mobile store	
	Country India	9
	Financial Year From: 01 April 2020	S
	Business Type: Mobile Store V	*
	the for space (bookspropp)	and the second se
	Phone Number: 09999176746 This info will appear here	
	Email Id: Sargam.mobilestore@gmail.com	
	Address Line1: Enable Manufacturing?	
	Address Line2: Delhi	
	GSTIN Enable GST (India)?	
	Tax Rate For Taxable Turnover: 1	
	Company Currency Symbol: INR Logo:	
	Example: INR, Rs., S. £. ¢, Rp. GBP. PKR, NPR	
	Enable Company Level Password? (Recommended)	
	Company	=
	Signature:	
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	Ctrl+Q: Exit F12: Save	e

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.

-			t Purchase Alt+E: Expense Alt+							
F3: Search:									Sea	arch All Voucher
	edit, DELETE to delete account.	Press ENTE	R for more options. Use ARROW	KEYS to	move left/right.					_
,	h Alt+T: New Tax Account Alt+G: Tax Group			< AI	t+P: Previous Page		Displaying page: 1	Alt+N: N	lext Page	
S Alt+A: New A	ccount 🚜 Alt+C: New Customer 🎜 Alt+S: New Supp	lier		* (N	lewer Transactions)			(Older T	ransactions)	
			Alter Account					Amount	Status	
Account Type	Acc Name	Acc	B Press ENTER to move form		IET . ENTER to move back			Amount	Status	
Cash-in-hand			Account Name:	<i>nu</i> or 311	Display Name:	GSTIN	GST Registration Type:			
	Cash		Mohan kumar		Mohan kumar		Unknown ~			
Bank A/Cs			Video: How to Create Account	(Monail Kullar	Click here to validate	the GST number.			2020-2021
	Bank			Group:	Account Group:	Country:				2020-2021
Sundry Debt			Account Type: Sundry Debtors	~		India	~			4
	Customer A			~	~	State:	Pincode:			Apr-202
	Customer B		Opening balance:		Account Creation Date:	Delhi	~			May-202 Jun-202
	Mohan kumar			0.00	01 April 2020	Address:				Jun-202 Jul-202
Sundry Cred			For credit balance of customers, enter amount in negative (-)							Aug-202
	Supplier A		Bank Details			Delhi				Sep-202
	Supplier B		L bank Details			State Code: 07				Oct-202
Purchases A/C						Shipping Address	Same As Above			Nov-202
	Purchase									Dec-202
Purchases R						Delhi				Jan-202
	Purchases Return									Feb-202
Sales A/C						Credit Period:	Credit Limit: ()			
	Sales					0	0.00			
Sales Return						Phone Number:				
	Sales Return					8547859621				
Capital A/C						Email id:				
	Capital					Mohankumar@gmai	Lcom			
	Profit & Loss A/c					Tax No. 2	Tax No. 3			
Direct Expen										
	Cartage					Remarks:				
	Discount On Sale		-			EVELINE KS:				
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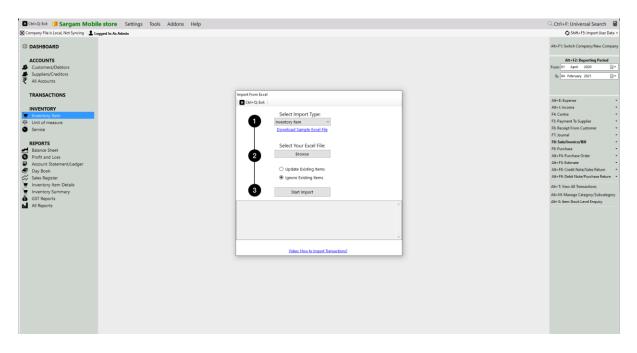
How to create an inventory item?

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

	Logged In As Admin						Shift+F5: Import User Da
	Ctrl+Q: Exit Tre F2 : New Invento	ry Item Active Items - 4 Reload/Refr	ab.				Junter a important of
DASHBOARD	Inve	entory Items					Alt+F1: Switch Company/New Com
ACCOUNTS	F3: Search:						Alt+F2: Reporting Period
Customers/Debtors	Press ENTER to edit and DELETE t	n delete inventory item					From 01 April 2020
Suppliers/Creditors	Item Name	Units Left Item Descrip	tion				To 04 February 2021
All Accounts							to or restary even
		Create Inventory Item					
TRANSACTIONS			Alt+U: New Unit Of Measure				
		Press ENTER to move for	ward & SHIFT + ENTER to move back.		Item Image:		Alt+E: Expense
INVENTORY		Item Name:	Iphone 11 pro				Alt+1: Income
Inventory Item		HSN:	Q		C		F4: Contra
Unit of measure			~		~		F5: Payment To Supplier F6: Receipt From Customer
Service		Barcode					F7: Journal
(11) (11) (11) (11) (11) (11) (11) (11)		Units Of Measure:	Numbers v 🕻		For nil rated items, select 0%	tax	F8: Sale/Invoice/Bill
REPORTS Balance Sheet		No. Boundaries			r exempted items, don't select tax accou	nt.	F9: Purchase
Profit and Loss		item Description:	Mid night green colour	Default Tax Account:	GST@18% - 18.00%	<u> </u>	Alt+F4: Purchase Order
Account Statement/Ledger				Additional Cess:		0	Alt+F5: Estimate
Day Book					(Exclusive Tax) (Inclusive Ta	0	Alt+F8: Credit Note/Sales Return
Sales Register			Ctrl+Enter for next line	Default Purchase Prices	80000.00 94400	00	Alt+F9: Debit Note/Purchase Return
Inventory Item Details		Initial Quantity On Hand:	o 🕀	Default Sale Price:	100000.00 118000	-	Alt+T: View All Transactions
Inventory Summary			01 April 2020				Alt+M: Manage Category/Subcateg
GST Reports All Reports		As Of Date: You can't pa	01 April 2020 🗐 🕶 .	Default Discount %:	L	<u> </u>	Alt+S: Item Stock Level Enquiry
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		Value:	0.00				
				Item Subcategory:	default	<u>~</u>	
		Minimun Order Quantity:	50	Remarks:			
					Remarks are for internal use o it won't be displayed anywh	nły,	
		Ctrl+Q: Exit	Video: Inventor	Management	F12: Save		

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 Enable IMEI number in the Software.

From the Dashboard, Go to Settings > Template Settings > Item Table > Enable Batch/Expiry feature and change name of Batch to **IMEI** and change brand name to Color and enable Mfg Date. Disable all other columns.

Note: If you have Selected the business type as mobile store while creating the company then it will automatically enable the Batch/expiry feature and it will change the heading to IMEI, Color and Mfg date.

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C DASHBOARD										Alt+F1: Switch Company/New Company
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Lets create a purchase voucher with different IMEI number of any item

- 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 the IMEI number and other details by using the enter button and mention Quantity you have bought.
- You can select multiple IMEIs in single purchase.

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Purchase No:						Press ENTER to move forward				
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				353238104231596	Silver	11-2020	1.00			
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How to create an invoice and sell one item with a particular IMEI number

- 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 IMEI number and Quantity > Continue.

Create Voucher									
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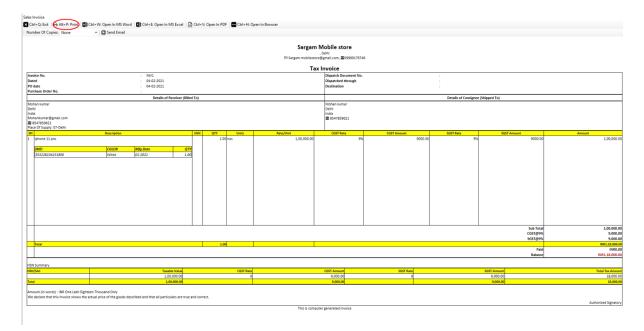
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How to take out the print of a voucher and mail it to the client.

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



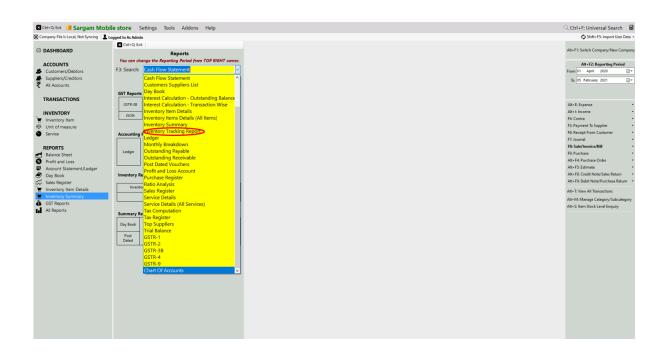
• For Sending to the party, just view the voucher > At the top click on @Send Email as shown in the below picture.

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han kumar hi ia hankumar@gmail.com 8547859621 co Of Supply: 07-Delhi				Mohan kumar Delhi India 2 8547859621				
Iphone 11 pro	Description	HSN QTY Units	Rate/Unit 1.00.000.00	CGST Rate 9%	CGST Amount 9000.00	SGST Rate 9%	SGST Amount 9000.00	Amount 1,00
155238304231896	Coloff Mitg blav all anive 022022 2.0							1.00
							Sub Total CGST@9% SGST@9%	
Total		1.00					Paid	INR1.1
							Balance	INR1,18
Summary								
/SAC	Taxable Value	CGST Rate		CGST Amount	SGST Rate		SGST Amount	Total Tax.
	1,00,000.00	9		9,000.00	7		9,000.00	18

Now, you can track all the IMEI in Inventory tracking report.

Go to All reports > Type Inventory tracking report > Display it and you will get all the details of every IMEI number how much you have purchased and sold.

Once the report is opened, you can search the particular item wise report and it would really help in finding the final stock for a specific IMEI or color by apply the filter from the top.



Inventory Item Details					
🛛 🛛 Ctrl+Q: Exit i 🏳 Alt+P: Print 📜 Alt+S: Item Stock Level Enquiry	🗱 Ctrl+E: Open in MS Excel 🛛 🗋 Ctrl+V: Open in PDF	Ctrl+H: Open In Browser			
Item Category/Subcategory ALL ALL Fit: Investory tem: ALL	ME: ALL	v V Display			
As On 05-02-2021					
ITEM NAME	IMEI	COLOR	MFG DATE		UNITS LEFT
Iphone 11 pro					0.00 nos
Iphone 11 pro	353238104231596	Silver	11-2020		1.00 nos
Iphone 11 pro	353238104231896	White	01-2021		0.00 nos
				TOTAL	1.00

How to check the reports?

35+ reports are present in Book Keeper Windows. Check out full list of 35 reports here. <u>https://bookkeeperapp.zendesk.com/hc/en-</u>

us/articles/900001827203-Book-Keeper-Windows-claims-35-reports-Where-can-I-see-35-Reports-

	Reports	
You can ch	ange the Reporting Period from TOP RIGHT corner	r.
3: Search:	Trial Balance	~
	Cash Flow Statement	~
	Customers Suppliers List	
GST Reports	Developmente	
GST Reports	Interest Calculation - Outstanding Balance	
GSTR-3B	Interest Calculation - Transaction Wise	
	Inventory Item Details	
JSON	Inventory Items Details (All Items)	
	Inventory Summary	
Accounting	Inventory Tracking Report	
Accounting	Ledger	
	Monthly Breakdown	
Ledger	Outstanding Payable	
	Outstanding Receivable	
	Post Dated Vouchers	
Inventory R	Profit and Loss Account	
inventory K	Purchase Register	
Invento	Ratio Analysis	1
	Sales Register	
	Service Details	
	Service Details (All Services)	
Summary Re	Tax Computation	
	Tax Register	
Day Book	Top Suppliers	
Post	Trial Balance	
Dated	GSTR-1	
	_GSTR-2	
	GSTR-3B	
	GSTR-4 GSTR-9	
	Chart Of Accounts	
		~

- 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:

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