

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.

Ctrl+Q: Exit Company Settings Addons Help
2of-16: New Company | Ctrl+Q: Open Company

Ctrl+Q: Exit

Ctrl+F: Universal Search

Create Company

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

Company Name: Sargam Mobile store

Country: India

Financial Year From: 01 April 2020

Business Type: Mobile Store

Phone Number: 09999176746

Email Id: Sargam.mobilestore@gmail.com

Address Line1:

Address Line2: Delhi

GSTIN:

Currency Symbol: INR
Example: INR, Ru, \$, E, £, Pounds, GBP, PKR, NPR

Enable Company Level Password! (Recommended)

Enable Manufacturing?

Enable GST (india)?

Enable Composition Scheme?

Tax Rate For Taxable Turnover: 1 %

Company Logo:

Company Signature:

F12: Save

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.

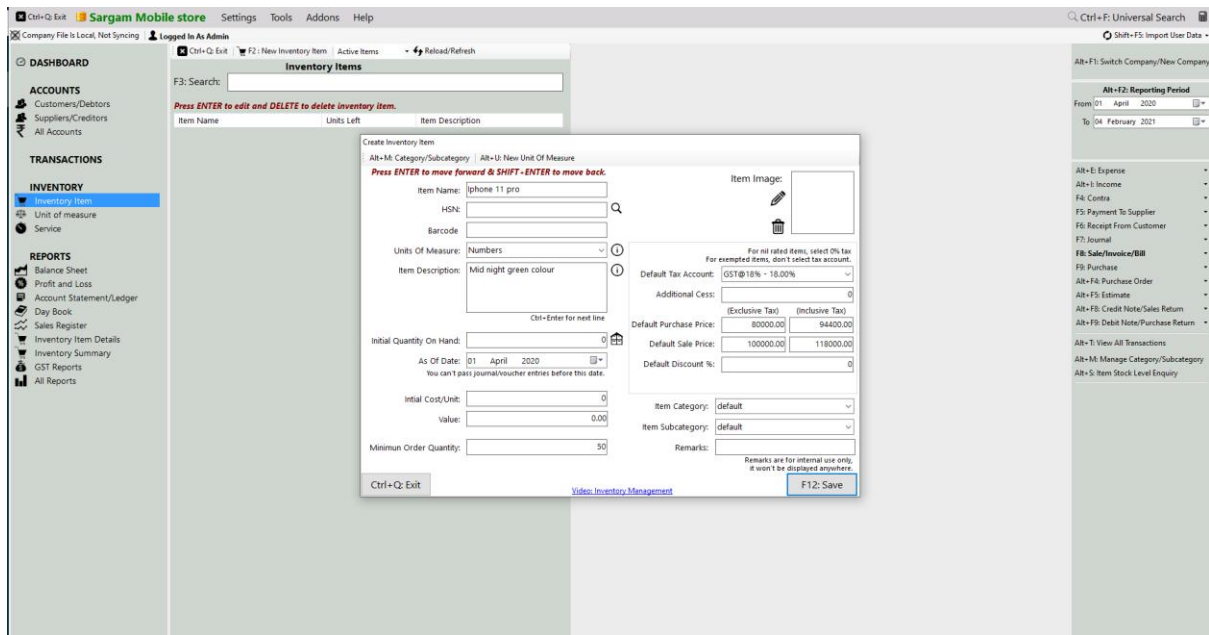
The screenshot displays the 'Alter Account' dialog box in a software application. The dialog box is titled 'Alter Account' and contains the following fields and options:

- Account Name:** Mohan kumar
- Display Name:** Mohan kumar
- Account Type:** Sundry Debtors
- Account Group:** (Dropdown menu)
- Opening balance:** 0.00
- Account Creation Date:** 01 April 2020
- GSTIN:** (Field)
- GST Registration Type:** Unknown
- Country:** India
- State:** Delhi
- Pincode:** (Field)
- Address:** (Field)
- Shipping Address:** (Field) Same As Above
- Credit Period:** 0
- Credit Limit:** 0.00
- Phone Number:** 9547859621
- Email id:** Mohankumar@gmail.com
- Tax No. 2:** (Field)
- Tax No. 3:** (Field)
- Remarks:** (Field)

The background shows a list of accounts with columns for 'Account Type', 'Acc Name', 'Amount', and 'Status'. A calendar is visible on the right side of the screen, showing the month of April 2020.

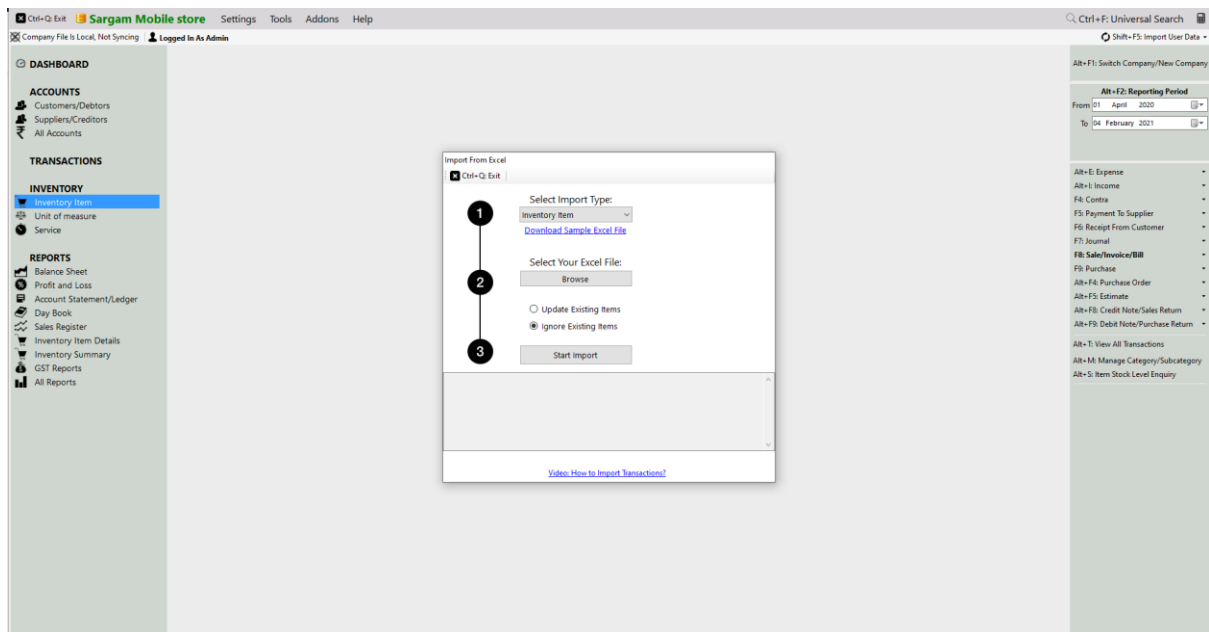
How to create an inventory item?

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 Enable IMEI number in the Software.

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

Purchase No: PUR1

Voucher Date: 04 February 2021

Purchase Account: Purchase balance

Supplier/Cash: Ram Kumar 0.00

Due Date: 04 February 2021

Supplier Invoice No:

Place Of Supply: Delhi

F10: Service:

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

Press ENTER key to add item.

F9: Item: Iphone 11 pro

Units Left: 0.00 nos

Alt-F2: Item History

Alt-F3: Search:

Item	IMEI	QTY
Iphone 11 pro	353238104231896	2.00

Details

Iphone 11 pro

IMEI	COLOR	Mfg Date	Available Qty
			0.00 nos

Selected IMEI

IMEI	COLOR	Mfg Date	Qty
353238104231896	White	01-2021	1.00
353238104231596	Silver	11-2020	1.00

Total selected quantity : 2.00 nos

Ctrl+Q: Exit

F12: Continue

Other Charge

Narration:

Dispatch Details

Ctrl+Q: Exit

Tax

Tax	Value	Description
0.00	GST@18% - 18.00%	188800.00 Mid night green colour

Total Count: 1 Total Qty: 2.00 Amount: 188800.00

Discount & Tax

Reference Document

Ctrl+F12: Save & Payment

Alt+F12: Save & View

F12: Save

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

Sargam Mobile store
Delhi
99 Sargam.mobilestore@gmail.com, 99999176746

PURCHASE

Bill From:	Purchase No:	Date:
Ram Kumar	PUR1	04-02-2021
Delhi	Supplier Invoice No.:	PO Date
99 Sargam.mobilestore@gmail.com		04-02-2021
9909807335	Dispatch Document No.:	Description
Place Of Supply: 07-Delhi	Dispatched through:	

Sl	Description	HSN	QTY	Units	Rate/Unit	GST Rate	GST Amount	SGST Rate	SGST Amount	Amount
1	Iphone 11 pro		2.00	nos	80,000.00	9%	14,400.00	9%	14,400.00	1,60,000.00
	Mid night green colour									
	IMEI	COLOR	Mfg Date	QTY						
	353238104231596	Silver	11-2020	1.00						
	353238104231896	White	01-2021	1.00						
Sub Total										1,60,000.00
CGST @9%										14,400.00
SGST @9%										14,400.00
Total										1,88,800.00
Paid										0.00
Balance										1,88,800.00

Bill Summary

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Total Tax Amount
	1,60,000.00	9%	14,400.00	9%	14,400.00	28,800.00
Total	1,60,000.00		14,400.00		14,400.00	28,800.00

Amount (in words) : INR One Lakh Eighty Eight Thousand Eight Hundred 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 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

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: 04 February 2021
 Customer/Cash: Mohan kumar
 Sales Account: Sales

Press ENTER to move forward
 Local Interstate

Invoice Type: Tax Invoice
 Due Date: 04 February 2021
 Purchase Order No.:

Place Of Supply: Delhi

F10: Service:

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

Press ENTER key to add item.

F9: Item: Iphone 11 pro
 Units Left: 2.00 nos

Item	IMEI	QTY	Rate	Amount
Iphone 11 pro	353238104231896	1.00	9000.00	9000.00

Details

Iphone 11 pro

IMEI	COLOR	Mfg Date	Available Qty
353238104231596	Silver	11-2020	1.00 nos
353238104231896	White	01-2021	1.00 nos

Selected IMEI

IMEI	COLOR	Mfg Date	Qty
353238104231896	White	01-2021	1.00

Total selected quantity : 1.00 nos

Total Count: 1 Total Qty: 1.00 Amount: 118000.00

Discount & Tax: GST@18% - 18.00% Value: 118000.00

Total Amount: 118000.00

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

Sargam Mobile store
 Delhi
 89 Sargam mobilestore@gmail.com, 99999176746

Tax Invoice

Details of Receiver (Billed To)		Details of Consignee (Shipped To)	
Mohan kumar Delhi India Mohan.kumar@gmail.com 8547899621 Place Of Supply: DT-Delhi		Mohan kumar Delhi India 8547899621	

Sl	Description	SN	QTY	Units	Rate/Unit	COST Rate	COST Amount	GST Rate	GST Amount	Amount
1	Iphone 11 pro		1.00	nos	1,00,000.00	9%	9000.00	9%	9000.00	1,00,000.00
	IMEI	COLOR	Mfg Date	QTY						
	353238104231896	White	01-2021	2.00						
Tax										1.80
Sub Total										1,00,000.00
COST@9%										9,000.00
GST@9%										9,000.00
Total										1,18,000.00
Paid										0.00
Balance										1,18,000.00

GST Summary

SN/TAX	Taxable Value	COST Rate	COST Amount	GST Rate	GST Amount	Total Tax Amount
Total	1,00,000.00	9	9,000.00	9	9,000.00	18,000.00

Amount (in words): INR One Lakh Eighteen Thousand 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

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

Sargam Mobile store
Tehri
8547859621@gmail.com, 99999176746

Tax Invoice

Invoice No. : INV1	Dispatch Document No. :
Dated : 04-02-2021	Dispatched through :
PO date : 04-02-2021	Destination :
Purchase Order No. :	

Details of Receiver (Billed To)				Details of Consignee (Shipped To)			
Mohan kumar Dethi India Mohanakumar@gmail.com 8547859621 Place Of Supply: DT-Dethi				Mohan kumar Dethi India 8547859621			

Sl	Description	HSN	QTY	Units	Rate/Unit	COST Rate	COST Amount	SGST Rate	SGST Amount	Amount
1	iphone 11 pro		1.00	nos	1,00,000.00	9%	9,000.00	9%	9,000.00	1,00,000.00
	IMEI	COLOR	Mfg Date	QTY						
	851238204231896	White	01-2021	1.00						
Sub Total										1,00,000.00
COST@9%										9,000.00
SGST@9%										9,000.00
Total										1,00,000.00
Paid										INR0.00
Balance										INR1,18,000.00

HSN Summary

HSN/SAC	Taxable Value	COST Rate	COST Amount	SGST Rate	SGST Amount	Total Tax Amount
	1,00,000.00		9,000.00		9,000.00	18,000.00
Total	1,00,000.00		9,000.00		9,000.00	18,000.00

Amount (in words) : INR One Lakh Eighteen Thousand 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.

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**

Sargam Mobile store
Tehri
8547859621@gmail.com, 99999176746

Tax Invoice

Invoice No. : INV1	Dispatch Document No. :
Dated : 04-02-2021	Dispatched through :
PO date : 04-02-2021	Destination :
Purchase Order No. :	

Details of Receiver (Billed To)				Details of Consignee (Shipped To)			
Mohan kumar Dethi India Mohanakumar@gmail.com 8547859621 Place Of Supply: DT-Dethi				Mohan kumar Dethi India 8547859621			

Sl	Description	HSN	QTY	Units	Rate/Unit	COST Rate	COST Amount	SGST Rate	SGST Amount	Amount
1	iphone 11 pro		1.00	nos	1,00,000.00	9%	9,000.00	9%	9,000.00	1,00,000.00
	IMEI	COLOR	Mfg Date	QTY						
	851238204231896	White	01-2021	1.00						
Sub Total										1,00,000.00
COST@9%										9,000.00
SGST@9%										9,000.00
Total										1,00,000.00
Paid										INR0.00
Balance										INR1,18,000.00

HSN Summary

HSN/SAC	Taxable Value	COST Rate	COST Amount	SGST Rate	SGST Amount	Total Tax Amount
	1,00,000.00		9,000.00		9,000.00	18,000.00
Total	1,00,000.00		9,000.00		9,000.00	18,000.00

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

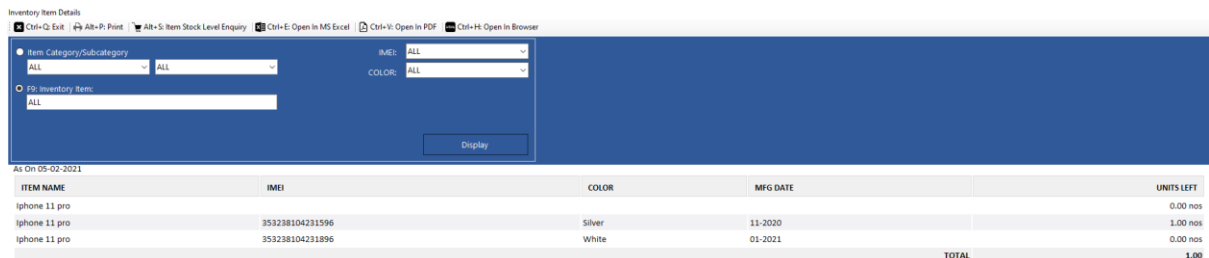
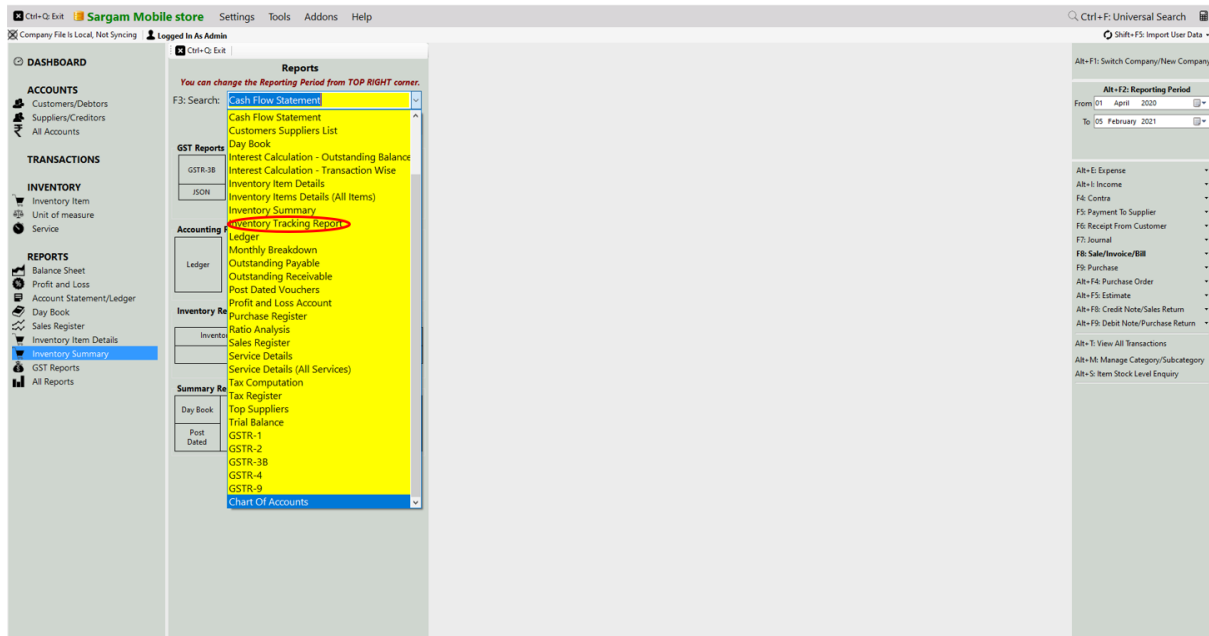
This is computer generated invoice

Authorized Signatory

Now, you can track all the 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.

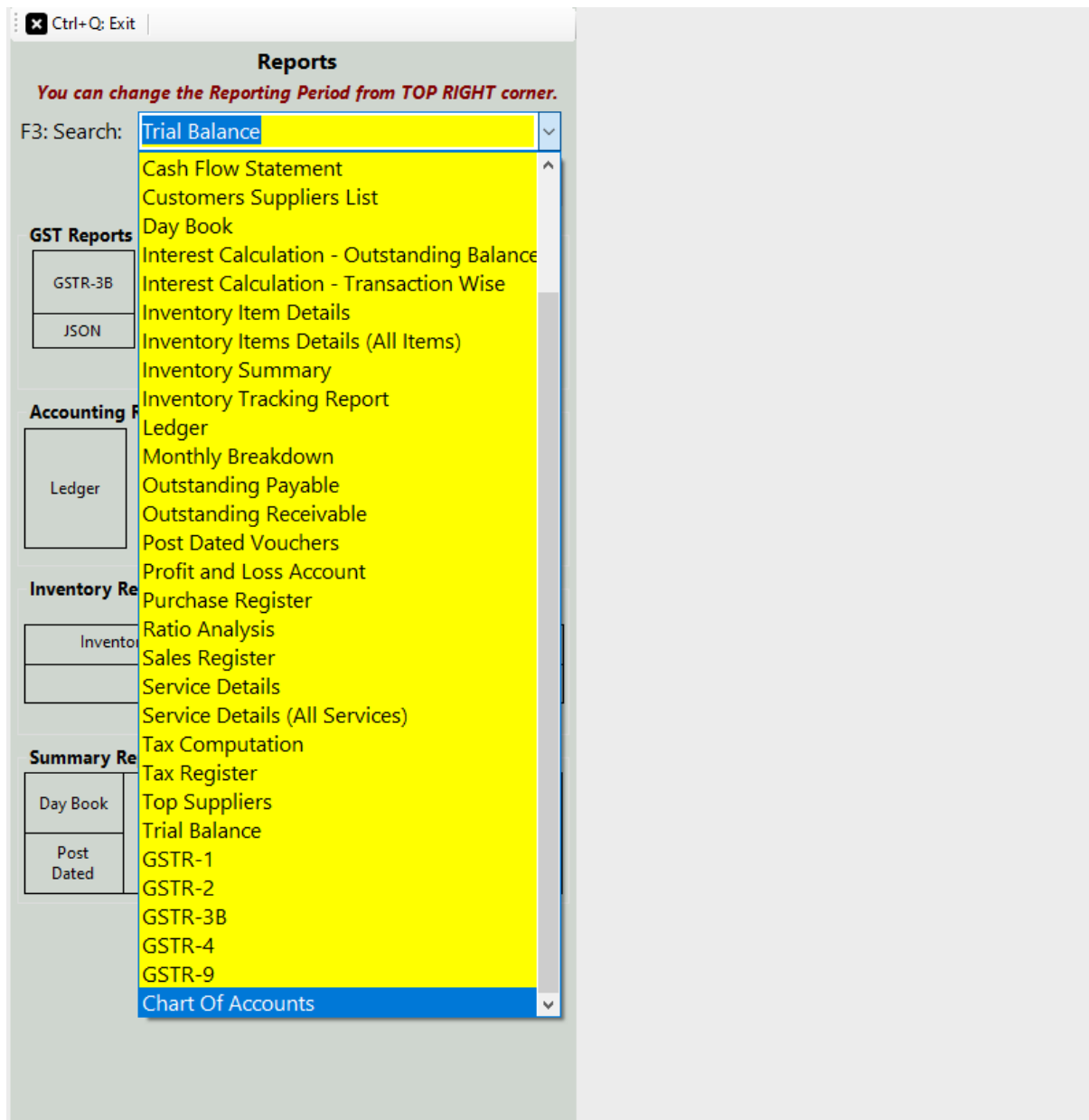


How to check the reports?

35+ reports are present in Book Keeper Windows.

Check out full list of 35 reports here. <https://bookkeeperapp.zendesk.com/hc/en->

[us/articles/900001827203-Book-Keeper-Windows-claims-35-reports-Where-can-I-see-35-Reports-](https://www.zeel.com/articles/900001827203-Book-Keeper-Windows-claims-35-reports-Where-can-I-see-35-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.

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