

How to use Book keeper for FMCG business



Fast-moving consumer goods (FMCG) are low value products with a regular high turnover of product. These goods are also called consumer packaged goods. They have a short life because of high consumer demand or because they are perishable.

Consumer goods are products purchased for consumption by the average consumer. They are divided into three different categories: durable and non-durable goods. Durable goods have a shelf life of three years or more, while non-durable goods have a shelf life of less than one year.

FMCGs can be divided into several different categories including:

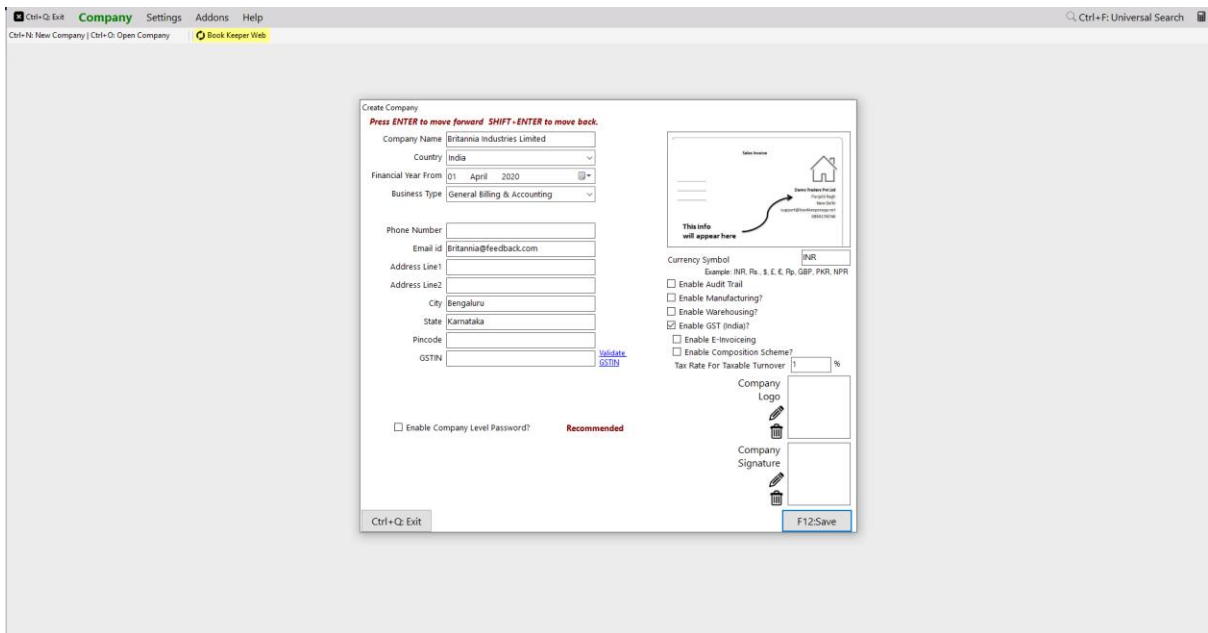
- **Processed foods:** Cheese products, cereals, and boxed pasta
- **Prepared meals:** Ready-to-eat meals
- **Beverages:** Bottled water, energy drinks, and juices
- **Baked goods:** Cookies, croissants, and bagels
- **Fresh, frozen foods, and dry goods:** Fruits, vegetables, frozen peas and carrots, and raisins and nuts
- **Medicines:** Aspirin, pain relievers, and other medication that can be purchased without a prescription
- **Cleaning products:** Baking soda, oven cleaner, and window and glass cleaner
- **Cosmetics and toiletries:** Hair care products, concealers, toothpaste, and soap
- **Office supplies:** Pens, pencils, and markers

How to Create a new Company?

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

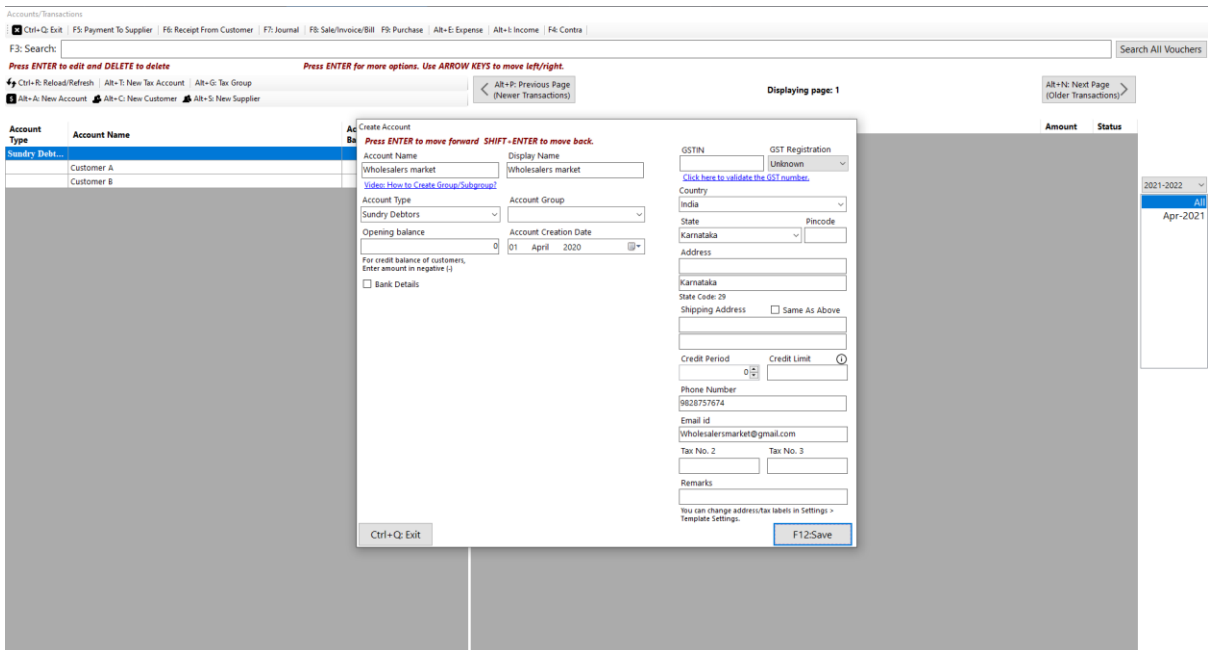
- Company Name
- Business type.
- Contact number and Address
- Email Address
- Company GSTIN
- If needed, Company logo and signature

Save the company at the end.



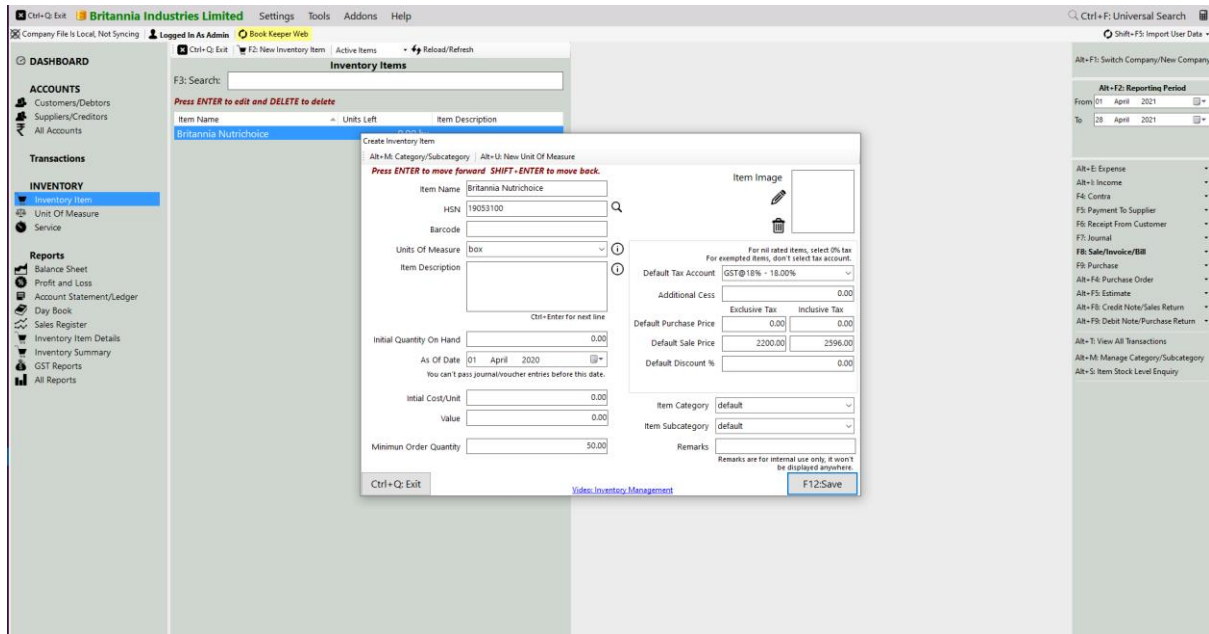
How to Create Customers or Suppliers?

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.



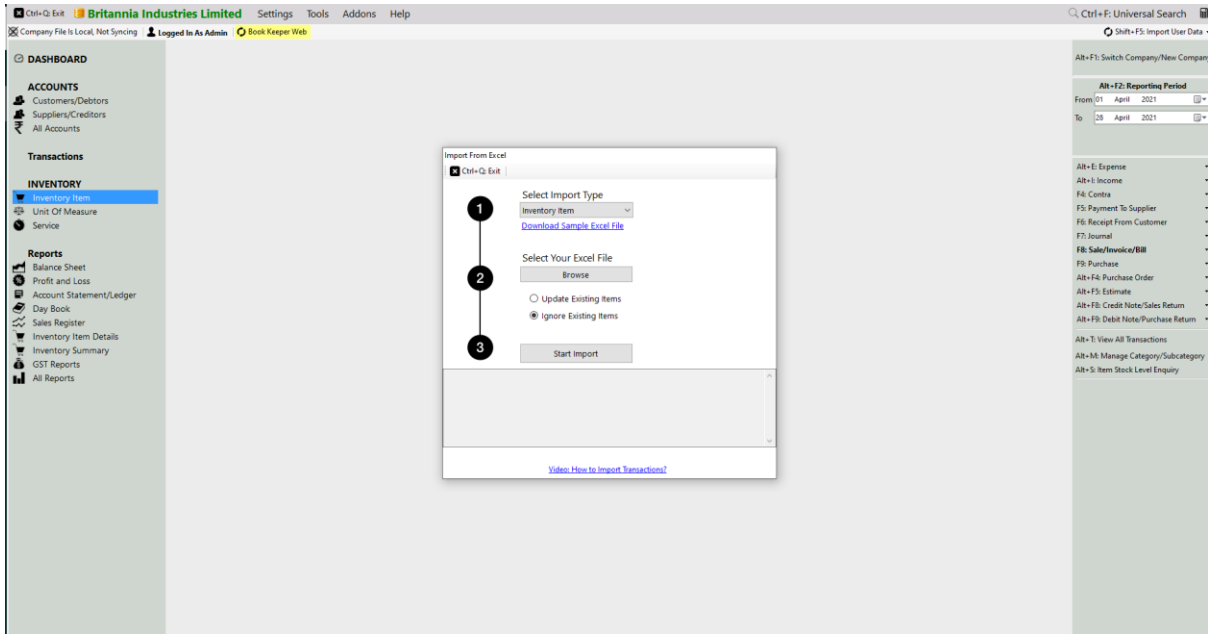
How to create an inventory item?

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



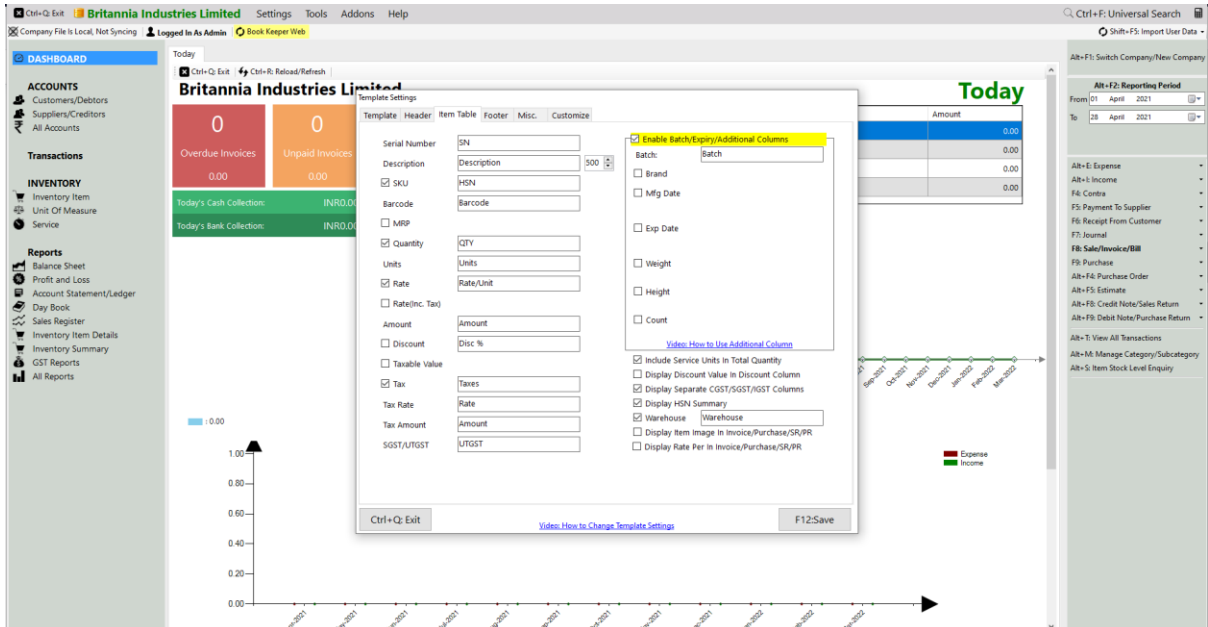
You can even import all the products from excel as well in Book keeper

- 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.



How to Enable Batch/Expiry feature in the Software.

From the Dashboard, Go to Settings > Template Settings > Item Table > Enable Batch/Expiry feature and as per your own requirements, just tick the options and rename the fields like Lot number and etc.



How to create an invoice and sell one item with a particular Lot 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 Batch and Quantity > Continue.

Invoice 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 Invoice Type: Tax Invoice

Voucher Date: 28 April 2021 Customer/Cash: Wholesalers market

Customer/Cash: Wholesalers market Sales Account: Sales balance

Due Date: 28 April 2021 Purchase Order No:

Place of Supply: Karnataka

Press ENTER to move forward

Local Interstate

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

Press ENTER key to add item.

F9: Item: Britannia Nutrichoice

Item	Lot Number	QTY
Britannia Nutrichoice		

F3: Search:

Lot Number	Available Qty
	0.00 bx

Selected Lot Number

Lot Number	Qty
AD41494	20.00

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

Sales/Invoice/Bill

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

Britannia Industries Limited

Britannia@feedback.com

Tax Invoice

Bill To: Wholesalers market Karnataka India Wholesalersmarkets@gmail.com 3823737874 Price Of Supply: 28-Karnataka Shipping Address	Invoice No: INV1 Purchase Order No: 28-84-2021 Dispatch Document No: Dispatched through	Date: 28-84-2021 PO date: 28-84-2021 Destination
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Sl	Description	HSN	QTY	Units	Rate/Unit	CGST Rate	CGST Amount	UTGST Rate	UTGST Amount	3960	Amount
1	Britannia Nutrichoice	19053100	20.00	bx	2,200.00	9%	3,960.00	9%	3,960.00	3,960.00	44,000.00
	Lot Number		QTY								
	AD41494		20.00								
										Sub Total	44,000.00
										CGST@9%	3,960.00
										SGST@9%	3,960.00
										Total	51,920.00
										Paid	19,000.00
										Balance	INR32,920.00

HSN Summary

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	UTGST Rate	UTGST Amount	Total Tax Amount
19053100	44,000.00	9	3,960.00	9	3,960.00	7,920.00
Total	44,000.00		3,960.00		3,960.00	7,920.00

Amount (in words) : INR Fifty One Thousand Nine Hundred Twenty 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/Bill

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](#)

Britannia Industries Limited
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Tax Invoice

Bill To: Wholesalers market Karnataka India Wholesalersmarket@gmail.com 9828757674 Place Of Supply: 29-Karnataka Shipping Address		Invoice No: INV1 Purchase Order No. Dispatch Document No. Dispatched through	Date: 28-04-2021 PO date 28-04-2021 Destination
--	--	--	---

Sl#	Description	HSN	QTY	Units	Rate/Unit	CGST Rate	CGST Amount	UTGST Rate	UTGST Amount	Amount
1	Britannia Nutrichoice	19053100	20.00	box	2,200.00	9%	3,960.00	9%	3,960.00	44,000.00
	Lot Number: A042494		QTY: 20.00							
Sub Total										44,000.00
CGST @9%										3,960.00
SGST @9%										3,960.00
Total										51,920.00
Payable										51,920.00
Balance										INR51,920.00

HSN Summary	Taxable Value	CGST Rate	CGST Amount	UTGST Rate	UTGST Amount	Total Tax Amount
19053100	44,000.00	9%	3,960.00	9%	3,960.00	7,920.00
Total	44,000.00		3,960.00		3,960.00	7,920.00

Amount (in words) : INR Fifty One Thousand Nine Hundred Twenty 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/Bill

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**

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Tax Invoice

Bill To: Wholesalers market Karnataka India Wholesalersmarket@gmail.com 9828757674 Place Of Supply: 29-Karnataka Shipping Address		Invoice No: INV1 Purchase Order No. Dispatch Document No. Dispatched through	Date: 28-04-2021 PO date 28-04-2021 Destination
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	Lot Number: A042494		QTY: 20.00							
Sub Total										44,000.00
CGST @9%										3,960.00
SGST @9%										3,960.00
Total										51,920.00
Payable										51,920.00
Balance										INR51,920.00

HSN Summary	Taxable Value	CGST Rate	CGST Amount	UTGST Rate	UTGST Amount	Total Tax Amount
19053100	44,000.00	9%	3,960.00	9%	3,960.00	7,920.00
Total	44,000.00		3,960.00		3,960.00	7,920.00

Amount (in words) : INR Fifty One Thousand Nine Hundred Twenty Only
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Authorized Signatory

How to Generate Barcode in Book keeper

Nowadays, people are looking to those software as well who generates barcodes automatically of the products in which they don't have barcode number of the particular item. Book keeper have the feature of generating and along with that printing out the barcodes through the software itself.

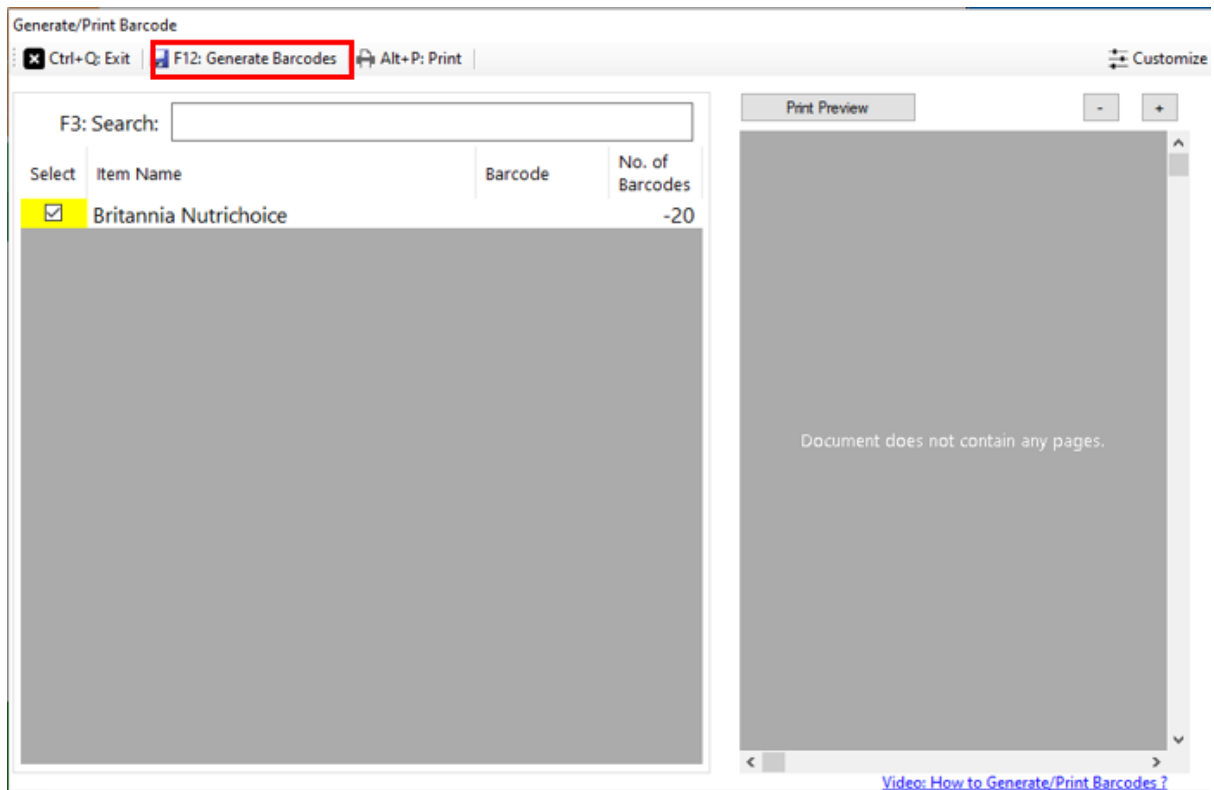
Just follow the below steps to generate the Barcode:

- On Dashboard, Go to Tools > Item Barcode printing.

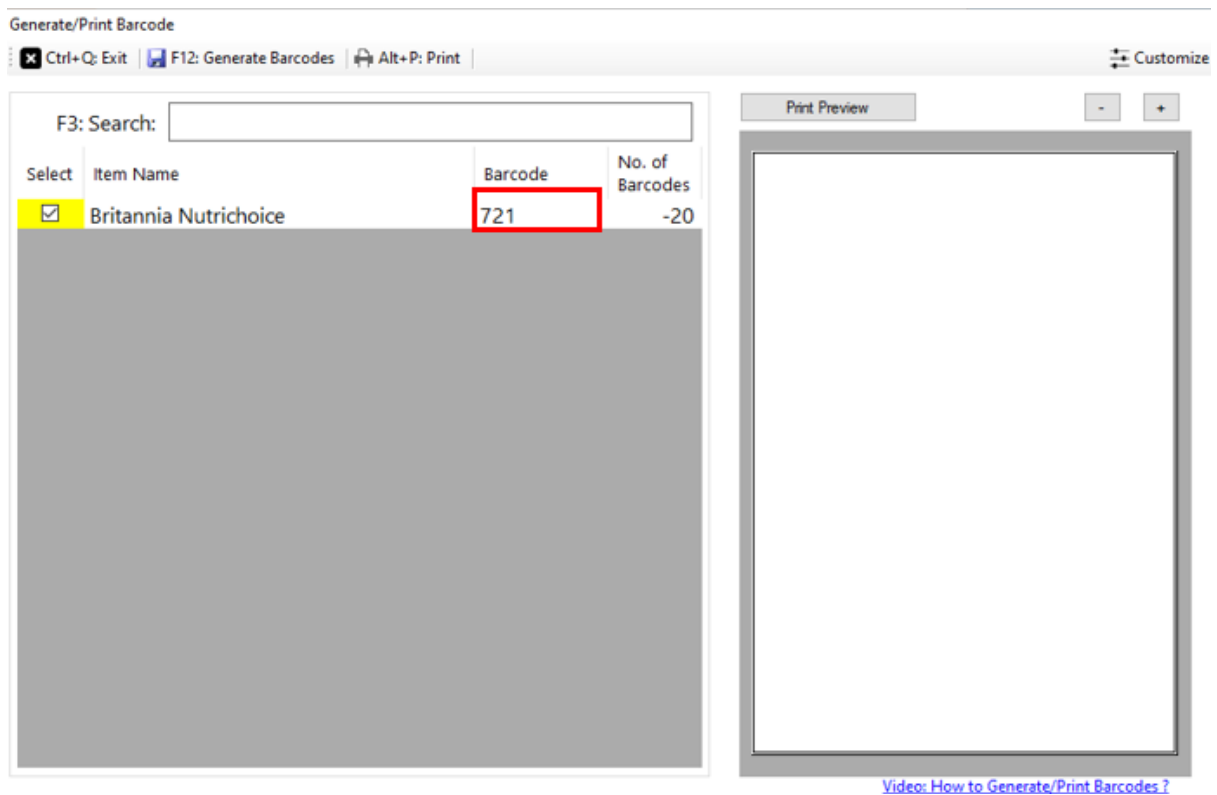
The screenshot displays the Book Keeper software interface for 'Britannia Industries Limited'. The 'Tools' menu is open, and 'Item Barcode Printing' is highlighted with a red box. The interface includes a dashboard with 'Overdue Invoices' (51,920.00) and 'Today's Cash Collection' (51,920.00). A table shows account balances for 'Today', and a bar chart displays financial data for the year 2021.

Account	Amount
Cash-in-hand	0.00
Bank A/Cs	0.00
Customer/Debtor	51,920.00
Supplier/Creditor	0.00

- Select the particular item by clicking on in front it or you can even take out the barcode of multiple item in one go.



- It will automatically generate the barcode successfully.



For your reference, you can check the below video in which we have explained everything:

<https://www.youtube.com/watch?v=XyDrO8df0gE>

How to Enable POS feature for Fast billing in Book keeper

- On Dashboard, Go to Settings > Transaction Settings > Enable POS > Save it.

The screenshot shows the 'Transactions Settings' page. On the left, there is a list of checkboxes for various settings. The first checkbox, 'Display Column Of Rate Inclusive Of Tax', is highlighted in yellow. In the 'POS' section on the right, the 'Enable POS System' checkbox is highlighted with a red box. Below it are several other checkboxes for invoice creation options. At the bottom, there are buttons for 'Ctrl+Q: Exit', 'Video: How to Change Transaction Settings', and 'F12: Save'.

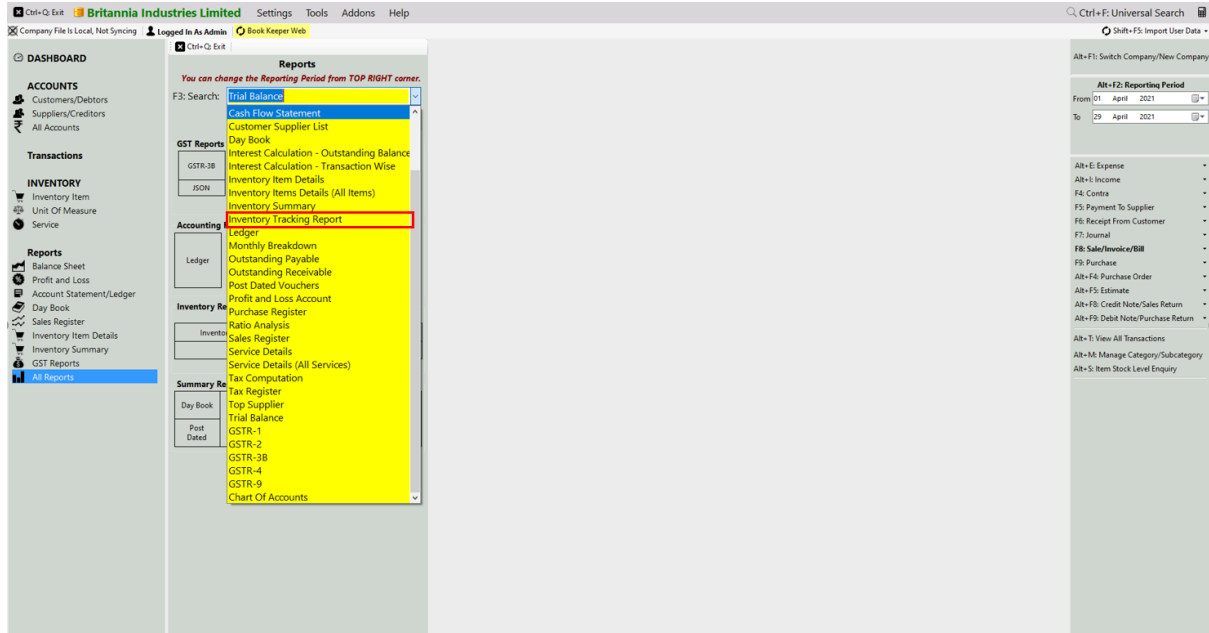
As you click on Enable POS, All the Settings will be automatically gets On through which at the time of creating invoice, you can do a little fast billing so that it will consume less time from both ends customer point of view as well as owner. Moreover, You can enable/disable as per your own convenience.

For your reference, please check the below video it will explain how to work on POS:

<https://www.youtube.com/watch?v=tpVqugcuGTI>

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 Lot number how much you have sold.



Inventory Item Details

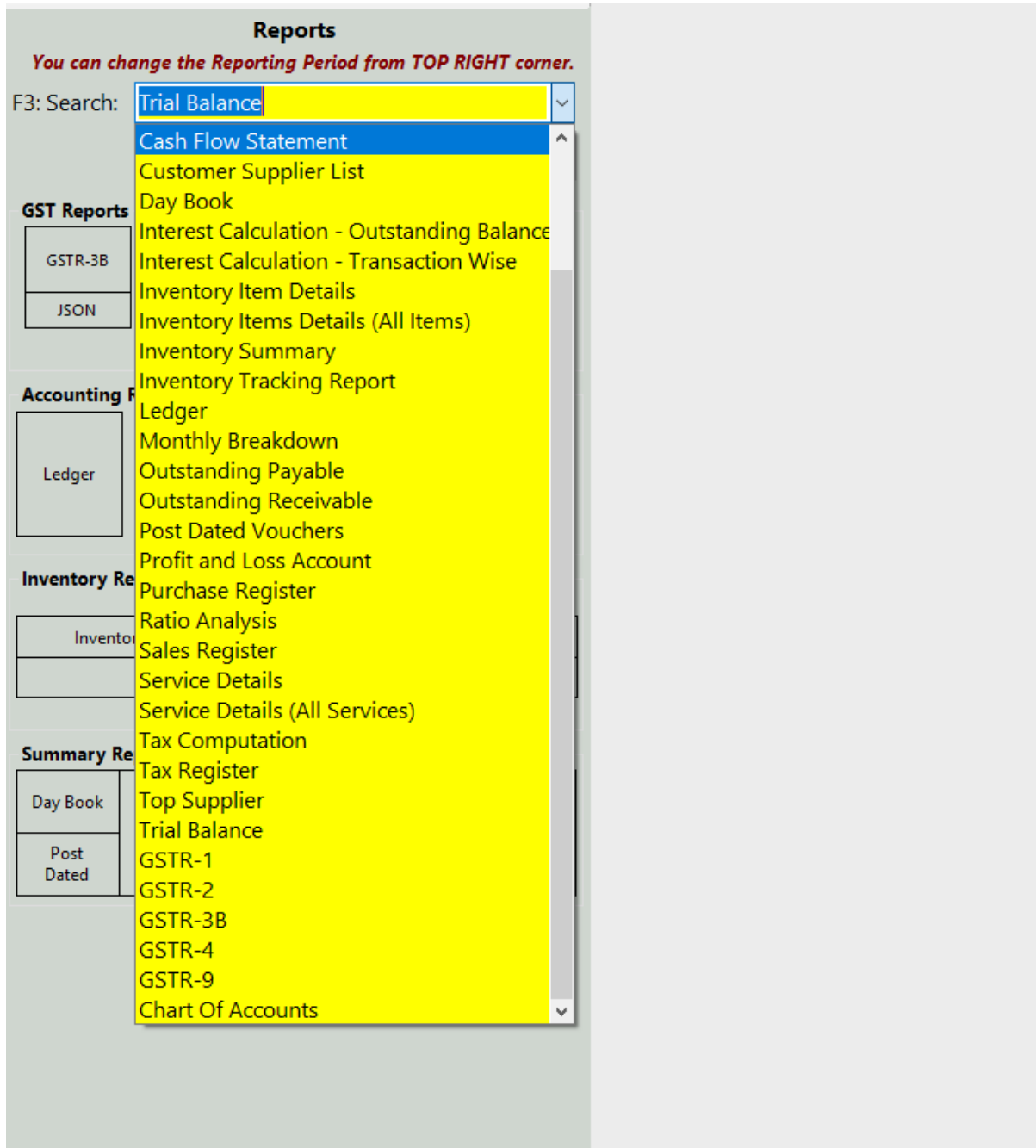
BRITANNIA INDUSTRIES LIMITED
Inventory Tracking
As On 29-04-2021

ITEM NAME	LOT NUMBER	UNITS LEFT
Britannia Nutrichoice		0.00 bx
Britannia Nutrichoice	A041494	-20.00 bx
TOTAL		-20.00

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->



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. **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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