



HOW TO ADD A SALE IN BILLING REGISTER?

PREFACE

There are 2 ways of using Billing Register:

- 1) *Simple use* : using just the basic/necessary features
- 2) *Full use* : using all the available features for maximum efficiency

So, generally, you need not use all the features of Billing Register. You can just add a sale, add some item(s) to it and print the invoice. But you can maximize your working efficiency if you understand all the features of Billing Register and use those appropriately, whenever needed.

BILLING REGISTER

Financial Year 2022-2023
01-04-2022 To 31-03-2023

Change Financial Year

About



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 - Administrative Tasks
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 - General Settings
 - General Master Data
 - Organization

Click on Sales menu button

Holidays :

Holiday Name	Date	Refresh
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Check Invalid Records

Events/Reminders

BILLING REGISTER

Financial Year 2022-2023
01-04-2022 To 31-03-2023

Change Financial Year

About



- Search forms here
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Click on Sales button

Holidays :

Holiday Name	Date
Refresh	

[Check Invalid Records](#)

[Events/Reminders](#)

Date Sr. No. Customer

Basic Details Miscellaneous

^ Sale No: SB Sec: Date: Sale Type:

Customer Choose Customer C+ ^ID: Assign ^ADD RESS

Phone: Name: Clear

City State

Local Cash ^ Status >

Sale To Registered Dealer

POS For Tax

Billing Address Apply Discount

Item No.	>Selling Qty.^	Selling Unit	U	P	Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
HELP										
Use to unlock form.										
Use to add new record.										
Use to delete the selected record.										
Use to search records (Apply Filter).										
Use to display all records (Remove Filter).										
Press F1 to open the shortcut keys help.										
										Close

Delete Item Selected All Quantity Order 0

Items With-Without Additional Charges Load Items From SO

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	Incl
Cold drinks	McMohan's Pizza - Large - Ready to		100	Incl
Confectionery	McMohan's Pizza - Medium - Reac		70	Incl
FMCG - Food	McMohan's Pizza - Small - Ready t		50	Incl
Ice Cream	Pizza Base - Large	PB-L	50	Incl
	Pizza Base - Medium		40	Incl

Gross Price(Excl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Excl.)	0.00
Add. Chrgs(Excl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance	Pay/Take Balance
0.00	0.00
Received IN	^ Amount
0.00	0.00
Amt Received	0.00
Clear	
Print Set	
Copy	All
Invoice	
Size	A4
Invoice	
Sale Slip	1L 80(70) mm
Print All	Print/Send PDF

Click here to close this help window. It appears only while creating the first sale.

Basic Details Miscellaneous

^ Sale No: SB Sec: Date: Sale Type:

Customer Choose Customer C+ ^ID: Assign ^ADD RESS

Phone: Name: Clear

City State Billing Address Apply Discount

Local Cash ^ Status >

Sale To Registered Dealer

POS For Tax

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
----------	----------------	--------------	-------------------	-------------------	------------	---------------	-----------------	-------------	----------------	------------	--------------	-----------



At first glance, this form/page might seem to have a lot of information to be entered, but it has been designed keeping **User Experience** in mind after doing a lot of research on easy-to-use user interfacing, brainstorming and taking feedback from numerous users throughout the world.

Almost all the users of Billing Register gave a very positive feedback on the usability, design and experience of the application. Some experienced users have even gone so far as to say that Billing Register is the **easiest-to-use POS software** they have ever used in their lives, while being comprehensive at the same time.

Thus, please follow the tutorials in the Help Docs section of our website to understand Billing Register better, use it for a few days and it will soon become second nature to you.

SALES

E+

Delete Item Selected All Quantity 0 Item Order 0

Items With-Without Additional Charges Load Items From SO

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	Incl
Cold drinks	McMohan's Pizza - Large - Ready to		100	Incl
Confectionery	McMohan's Pizza - Medium - Reac		70	Incl
FMCG - Food	McMohan's Pizza - Small - Ready to		50	Incl
Ice Cream	Pizza Base - Large	PB-L	50	Incl
	Pizza Base - Medium		40	Incl

Gross Price(Excl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Excl.)	0.00
Add. Chrgs(Excl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance 0.00

Received IN ^ Amount 0.00 D

Amt Received 0.00 Clear

Print Set

Copy All Invoice Invoice

Size A4 Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

SALES

Click here to Unlock the form

Record: 14 | No Filter | Search

Search All Start Text End Text

Basic Details Miscellaneous Send Message

^ Sale No: SB Sec: Date: Sale Type:
 Customer: C+ ^ID: Assign ^ADDRESS
 Phone: Name: Clear
 City: State:

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
----------	----------------	--------------	-------------------	-------------------	------------	---------------	-----------------	-------------	----------------	------------	--------------	-----------

--	--	--	--	--	--	--	--	--	--	--	--

Delete Item Selected All Quantity Item Order

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	Incl
Cold drinks	McMohan's Pizza - Large - Ready t		100	Incl
Confectionery	McMohan's Pizza - Medium - Reac		70	Incl
FMCG - Food	McMohan's Pizza - Small - Ready t		50	Incl
Ice Cream	Pizza Base - Large	PB-L	50	Incl
	Pizza Base - Medium		40	Incl

Gross Price(Excl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Excl.)	0.00
Add. Chrgs(Excl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance
 Received IN ^ Amount D
 Amt Received Clear
 Print Set
 Copy All Invoice
 Size A4 Invoice
 Sale Slip 1L 80(70) mm
 Print All Print/Send PDF

Vertical sidebar with navigation icons: Home, Add (+), Delete (-), Print, Refresh, and a large 'SALES' label. A callout bubble points to the '+' icon with the text: "Click here to Add a Sale".

Basic Details Miscellaneous

SB Sec: Sale Type:

Customer: C+ ^ID: Assign ^ADD RESS

Phone: Name: Clear

City: State:

Local Cash ^ Status >

Sale To Registered Dealer

POS For Tax

Billing Address

Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price

Delete Item Selected All Quantity Item Order

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	Incl
Cold drinks	McMohan's Pizza - Large - Ready t		100	Incl
Confectionery	McMohan's Pizza - Medium - Reac		70	Incl
FMCG - Food	McMohan's Pizza - Small - Ready t		50	Incl
Ice Cream	Pizza Base - Large	PB-L	50	Incl
	Pizza Base - Medium		40	Incl

Gross Price(Excl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Excl.)	0.00
Add. Chrgs(Excl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

D

Amt Received 0.00 Clear

Print Set

Copy All Invoice

Size A4 Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Record: No Filter Search

Search All Start Text End Text

SALES

E+

Record: 14

Search All Start Text End Text

Basic Details Miscellaneous

^ Sale No: SB Sec: Date: Sale Type:

Customer: Choose Customer C+ ^ID: Assign ^ADD RESS

Phone: Name: Clear

City: State:

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
----------	----------------	--------------	-------------------	-------------------	------------	---------------	-----------------	-------------	----------------	------------	--------------	-----------

First Sale Number

Enter Starting Value of Sale Number

Sale Number

Add Cancel

Sale Number is assigned automatically. Just click on the 'Add' button

Tip:

Enter a Sale Number to start generating Sale Numbers from that number onwards. e.g. If you enter 85, the next Sale numbers that will be auto-generated by the system are 86, 87, 88 and so on.

This popup form is displayed only for the first Sale - not for subsequent Sale.

Delete Item Selected All Quantity Item Order

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	Incl
Cold drinks	McMohan's Pizza - Large - Ready t		100	Incl
Confectionery	McMohan's Pizza - Medium - Reac		70	Incl
FMCG - Food	McMohan's Pizza - Small - Ready t		50	Incl
Ice Cream	Pizza Base - Large	PB-L	50	Incl
	Pizza Base - Medium		40	Incl

Gross Price(Excl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Excl.)	0.00
Add. Chrgs(Excl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

0.00 D

Amt Received 0.00 Clear

Print Set

Copy All Invoice Invoice

Size A4

Sale Slip 1L 80(70) mm

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	1	

The newly created sale appears here.

Basic Details Miscellaneous Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer
 Customer: Choose Customer C+ ^ID: Assign ^ADD RESS
 Phone: Name: Clear
 City: State: Billing Address: Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
----------	----------------	--------------	-------------------	-------------------	------------	---------------	-----------------	-------------	----------------	------------	--------------	-----------

Delete Item Selected All Quantity 0 Item Order 0

Items With-Without Additional Charges Load Items From SO

Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	
Cold drinks	McMohan's Pizza - Large - Ready t		100	
Confectionery	McMohan's Pizza - Medium - Reac		70	
FMCG - Food	McMohan's Pizza - Small - Ready t		50	
Ice Cream	Pizza Base - Large	PB-L	50	
	Pizza Base - Medium		40	

Gross Price(Incl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	0.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance	Pay/Take Balance
0.00	0.00

Received IN	^ Amount
Cash	0.00 D
*	0.00 D

Amt Received 0.00 Clear

Print Set Two Copies Invoice

Copy All Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

SALES

E+

Record: 1 of 1

Search

All Start Text End Text

Basic Details Miscellaneous

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer TC1 Customer Name Test Customer Address

Item No. > Sell Qty

In this case, we will select 'Test Customer'. Click on it once to select it.

 If you have not added any customer yet, you may refer to the Help Docs section of our website for detailed instructions on How to Add a Customer in Billing Register?

Delete Item Selected All Quantity 0 Item Order 0

Items With-Without Additional Charges Load Items From SO

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	
Cold drinks	McMohan's Pizza - Large - Ready to		100	
Confectionery	McMohan's Pizza - Medium - Reac		70	
FMCG - Food	McMohan's Pizza - Small - Ready t		50	
Ice Cream	Pizza Base - Large	PB-L	50	
	Pizza Base - Medium		40	

Gross Price(Incl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	0.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

Received IN ^ Amount

Cash 0.00 D

* 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm

Print All Print/Send PDF

Accounting Send Message

Basic Details Miscellaneous

2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Local (Intra-State) Cash Status: Initiated

Name: Test Customer

Apply Discount

Item No.	Qty.	Selling Unit	Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	Tax Amount	Net Price

Quantity: 0

Item Order: 0

Search Item Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	
	McMohan's Pizza - Large - Ready to		100	
	McMohan's Pizza - Medium - Reac		70	
	McMohan's Pizza - Small - Ready t		50	
	Pizza Base - Large	PB-L	50	
	Pizza Base - Medium		40	

Scan Barcode Here

Gross Price(Incl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	0.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

Received IN ^ Amount

Cash 0.00 D

* 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Record: 1 of 1 No Filter Search

Search All Start Text End Text

SALES

E+

We can see here that the customer is now assigned to the sale.

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details
Miscellaneous
>
Accounting
Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign ^ADDRESS

Phone: Name: Test Customer Clear

City: State:

Local (Intra-State) Cash ^ Status > Initiated

Sale To Registered Dealer

POS For Tax Apply Discount

Billing Address

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price

Now, select
(by single left-click)
the Item Category from
'Main Category' and then
select an item from
the 'Items' list

Delete Item Selected All Quantity - 0 + Item Order ↑ 0 ↓

Items With-Without Additional Charges Load Items From SO

Search Item Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	▶ Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
▶ Ice Cream				

Scan Barcode Here

Gross Price(Incl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	0.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

Record: 14 1 of 1 No Filter Search

Search All Start Text End Text

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

▶ Cash 0.00 D

* 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details Miscellaneous

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer
 Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADDRESS
 Phone: Name: Test Customer Clear
 City: State:

Local (Intra-State) Cash ^ Status > Initiated
 Sale To Registered Dealer
 POS For Tax Apply Discount
 Billing Address

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
----------	----------------	--------------	-------------------	-------------------	------------	---------------	-----------------	-------------	----------------	------------	--------------	-----------

Alternatively, you can add items by searching for the item here.

Or, you can add items by scanning barcode here.

Delete Item Selected All Quantity 0 Item Order 0

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Gross Price(Incl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	0.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance
 0.00
 Received IN ^ Amount
 Cash 0.00 D
 * 0.00 D
 Amt Received 0.00 Clear
 Print Set Two Copies
 Copy All Invoice
 Size A4 Portrait Invoice
 Sale Slip 1L 80(70) mm Invoice
 Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details		Miscellaneous		Accounting		Send Message						
^ Sale No:	2022-23/1	SB	Sec: WKIN	Date:	31-01-2023	Sale Type:	Local Cash Sale to Consumer					
Customer	Choose Customer	C+	^ID: TC1	Assign		Local (Intra-State)	Cash					
Phone:		Name:	Test Customer	Clear		Sale To Registered Dealer	<input type="checkbox"/>					
City		State				POS For Tax						
						Billing Address	Apply Discount					
Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00
^Item	Mother Dairy Strawberry Crush 1L				With		W/O	^ I-Note		Misc	^ Status	Initiated

Delete Item	Selected	All	Quantity	-	1	+	Item Order	↑	1	↓
-------------	----------	-----	----------	---	---	---	------------	---	---	---

Items		With-Without	Additional Charges	Load Items From SO	
Search Item Here		Scan Barcode Here			
Main Category	Items	Internal Code	List Price	Tax	
Bakery	Amul Sundae Chocolate Magic 1 L		300		
Cold drinks	Mother Dairy 80ml cup - Vanilla		10		
Confectionery	▶ Mother Dairy Strawberry Crush 1L		300		
FMCG - Food					
Ice Cream					

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	300.00

^ Current Credit Balance		Pay/Take Balance
0.00		
Received IN ^ Amount		
▶ Cash	0.00	D
*	0.00	D
Amt Received	0.00	Clear
Print Set	Two Copies	
Copy	All	Invoice
Size	A4 Portrait	Invoice
Sale Slip	1L 80(70) mm	
Print All	Print/Send PDF	

We can see here that the item is inserted for this sale.

SALES

E+

Record: 1 of 1

Search

All Start Text End Text

Basic Details Miscellaneous

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign ^ADDRESS

Phone: Name: Test Customer Clear

City State

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00

^Item Mother Dairy Strawberry Crush 1L With W/O

Accounting Send Message

Sale Type: Local Cash Sale to Consumer

- Interstate Cash Sale to Composition Dealer
- Interstate Cash Sale to Consumer
- Interstate Cash Sale to Regular Dealer
- Interstate Credit Sale to Composition Dealer
- Interstate Credit Sale to Consumer
- Interstate Credit Sale to Regular Dealer
- Local Cash Sale to Composition Dealer
- Local Cash Sale to Consumer**
- Local Cash Sale to Regular Dealer
- Local Credit Sale to Composition Dealer
- Local Credit Sale to Consumer
- Local Credit Sale to Regular Dealer

Select the Sale Type from this drop-down list.



Tax functionality can be enabled/disabled at
 Dashboard → General Settings → Settings - Common For All → System Features → Enable Sale Taxes Functionality



Please refer to the Help Docs section of our website for detailed instructions on How to Set Up Sale Types in Billing Register?

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	300.00

^ Current Credit Balance Pay/Take Balance 0.00

Received IN ^ Amount

Cash 0.00 D

* 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details		Miscellaneous		Accounting		Send Message							
^ Sale No:	2022-23/1	SB	Sec: WKIN	Date:	31-01-2023	Sale Type:	Local Cash Sale to Consumer						
Customer	Choose Customer	C+	^ID: TC1	Assign		Local (Intra-State)	Cash						
Phone:		Name:	Test Customer	Clear		Sale To Registered Dealer	<input type="checkbox"/>						
City		State				POS For Tax							
							Billing Address	Apply Discount					
Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price	
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00	
^Item	Mother Dairy Strawberry Crush 1L				With		W/O			^ I-Note	Misc	^ Status	Initiated

Delete Item	Selected	All	Quantity	-	1	+	Item Order	↑	1	↓	
Items		With-Without	Additional Charges	Load Items From SO							
Search Item Here				Scan Barcode Here							
Main Category	Items	Internal Code	List Price	Tax							
Bakery	Amul Sundae Chocolate Magic 1 L		300								
Cold drinks	Mother Dairy 80ml cup - Vanilla		10								
Confectionery	▶ Mother Dairy Strawberry Crush 1L		300								
FMCG - Food											
Ice Cream											

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	300.00

^ Current Credit balance		Pay/Take Balance
	0.00	
Received IN		^ Amount
▶ Cash	0.00	D
* Bank Card	0.00	D
Am Cash	0.00	Clear
Paytm		
Pri Cheque		

Copy	All	Invoice
Size	A4 Portrait	Invoice
Sale Slip	1L 80(70) mm	
Print All	Print/Send PDF	

Select the Payment mode from this drop-down list

Dashboard Sales

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details Miscellaneous

Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADD RESS

Phone: Name: Test Customer Clear

City State

Local (Intra-State) Cash ^ Status > Initiated

Sale To Registered Dealer

POS For Tax Apply Discount

Billing Address

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00	0.00	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00

^Item Mother Dairy Strawberry Crush 1L With W/O ^ I-Note Misc ^ Status Initiated

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla			
Confectionery	Mother Dairy Strawberry Crush 1L			
FMCG - Food				
Ice Cream				

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Gross Price(Incl.)	300.00
Discount % :	0.00
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

Double-click here after the payment is received.

Pay/Take Balance 0.00

Cash 300.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Size A4 Portrait Invoice Invoice

Sale Slip 1L 80(70) mm Invoice Invoice

Print All Print/Send PDF

These box turns GREEN after the amount is settled successfully.

These box also turns GREEN after the amount is settled successfully.

Dashboard Sales

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details Miscellaneous

Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADDRESS

Phone: Name: Test Customer Clear

City: State:

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00

^Item Mother Dairy Strawberry Crush 1L With W/O ^ I-Note Misc ^ Status Initiated

Double-click here or select 'Completed' from the drop-down list.

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Size A4 Portrait Invoice Invoice

Sale Slip 1L 80(70) mm Invoice Invoice

Print All Print/Send PDF



FEW MORE NOTEWORTHY FEATURES

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details Miscellaneous

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADDRESS

Phone: Name: Test Customer Clear

City: State:

Accounting Send Message

Local (Intra-State) Cash ^ Status > Completed

Sale To Registered Dealer

POS For Tax Billing Address Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00
^Item		Mother Dairy Strawberry Crush 1L		With		W/O					^ I-Note	Misc ^ Status Completed

Use these buttons to delete item(s)

Delete Item
Selected
All
Quantity
-
1
+
Item Order
↑
1
↓

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

Record: 1 of 1 No Filter Search

Search All Start Text End Text

^ Current Credit Balance Pay/Take Balance

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Size A4 Portrait Invoice Invoice

Sale Slip 1L 80(70) mm Invoice Invoice

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details		Miscellaneous	
^ Sale No:	2022-23/1	SB Sec:	WKIN
Date:	31-01-2023	Sale Type:	Local Cash Sale to Consumer
Customer:	Choose Customer	C+ ^ID:	TC1
Phone:		Name:	Test Customer
City:		State:	

Local (Intra-State)	Cash	^ Status >	Completed
Sale To Registered Dealer	<input type="checkbox"/>	POS For Tax	Apply Discount
Billing Address			

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00
^Item	Mother Dairy Strawberry Crush 1L											

Use these buttons to change quantity

Delete Item	Selected	All	Quantity	-	1	+	Item Order	↑	1	↓
-------------	----------	-----	----------	---	---	---	------------	---	---	---

Items		With-Without		Additional Charges		Load Items From SO	
Search Item Here				Scan Barcode Here			
Main Category	Items	Internal Code	List Price	Tax			
Bakery	Amul Sundae Chocolate Magic 1 L		300				
Cold drinks	Mother Dairy 80ml cup - Vanilla		10				
Confectionery	▶ Mother Dairy Strawberry Crush 1L		300				
FMCG - Food							
Ice Cream							

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance		Pay/Take Balance
	0.00	
Received IN ^ Amount		
▶ Cash	300.00	D
*	0.00	D
Amt Received	300.00	Clear
Print Set	Two Copies	
Copy	All	Invoice
Size	A4 Portrait	Invoice
Sale Slip	1L 80(70) mm	
Print All	Print/Send PDF	

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details Miscellaneous

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer
 Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADD RESS
 Phone: Name: Test Customer City: State: Billing Address: Apply Discount
 Local (Intra-State) Cash ^ Status > Completed
 Sale To Registered Dealer POS For Tax
 Misc ^ Status Completed

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00
^Item		Mother Dairy Strawberry Crush 1L		With	W/O		^ I-Note		Misc		^ Status Completed	

Use these buttons to change item's order

Delete Item Selected All Quantity **1** Item Order **1** Load Items From SO

Items With-Without Additional Charges

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Size A4 Portrait

Sale Slip 1L 80(70) mm

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details
Miscellaneous
Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADD RESS

Phone: Name: Test Customer Clear

City: State:

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00

Local (Intra-State) Cash ^ Status > Completed

Sale To Registered Dealer

POS For Tax

Billing Address

Apply Discount

^Item Mother Dairy Strawberry Crush 1L With W/O ^ I-Note Misc ^ Status Completed

SALES

Use this button to load items from a Sales Order

Please refer to the [Help Docs](#) section of our website for Understanding Sale Orders in Billing Register.

Delete Item Selected All
Quantity
Item Order

With-Without Additional Charges
Load Items From SO

Search Item Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	

Scan Barcode Here

Items	Internal Code	List Price	Tax
Amul Sundae Chocolate Magic 1 L		300	
Mother Dairy 80ml cup - Vanilla		10	
Mother Dairy Strawberry Crush 1L		300	

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

▶ Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Size A4 Portrait Invoice Invoice

Sale Slip 1L 80(70) mm Invoice Invoice

Print All
Print/Send PDF

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details		Miscellaneous		Accounting		Send Message	
^ Sale No: 2022-23/1		SB	Sec: WKIN	Date: 31-01-2023	Sale Type: Local Cash Sale to Consumer		
Customer: Choose Customer	C+ ^ID: TC1	Assign	Clear		^ADDRESS		Local (Intra-State) Cash ^ Status > Completed
Phone:	Name: Test Customer					Sale To Registered Dealer <input type="checkbox"/>	
City:	State:					POS For Tax Billing Address <input type="text"/>	
						Apply Discount	

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00
^Item		Mother Dairy Strawberry Crush 1L		With		W/O		^ I-Note		Misc		^ Status Completed

Internal Code of the item (if any) is displayed here.

Delete Item	Selected	All	Quantity	-	1	+	Item Order	↑	1	↓
-------------	----------	-----	----------	---	---	---	------------	---	---	---

Items	With-Without	Additional Charges	Load Items From SO	
Search Item Here		Scan Barcode Here		
Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	▶ Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance		Pay/Take Balance
0.00		
Received IN ^ Amount		
▶ Cash	300.00	D
*	0.00	D
Amt Received		300.00
		Clear
Print Set	Two Copies	
Copy	All	Invoice
Size	A4 Portrait	Invoice
Sale Slip	1L 80(70) mm	
Print All	Print/Send PDF	

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details		Miscellaneous		Accounting		Send Message							
^ Sale No: 2022-23/1		SB	Sec: WKIN	Date: 31-01-2023	Sale Type: Local Cash Sale to Consumer								
Customer	Choose Customer	C+	ID: TC1	Assign	Local (Intra-State) Cash ^ Status > Completed								
Phone:	Name: Test Customer	Clear		^ ADDRESS		Sale To Registered Dealer <input type="checkbox"/>							
City	State			POS For Tax		Apply Discount							
				Billing Address									
Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price	
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00	
^ Item		Mother Dairy Strawberry Crush 1L		With		W/O		^ I-Note		Misc		^ Status Completed	

"With item" is displayed here when selected.

"Without item" is displayed here when selected.



Please refer to the Help Docs section of our website for detailed instructions on How to Add a With-Without item in Billing Register?

Delete Item	Selected	All	Quantity	-	1	+	Item Order	↑	1	↓	
Items		With-Without	Additional Charges	Load Items From SO							
Search Item Here			Scan Barcode Here								
Main Category	Items	Internal Code	List Price	Tax							
Bakery	Amul Sundae Chocolate Magic 1 L		300								
Cold drinks	Mother Dairy 80ml cup - Vanilla		10								
Confectionery	▶ Mother Dairy Strawberry Crush 1L		300								
FMCG - Food											
Ice Cream											

Gross Price(Incl.)	300.00		
Discount % :	0		
Discount :	0.00		
Sale Price(Incl.)	300.00		
Add. Chrgs(Incl.)	0.00		
^ Tax Amount :	0.00		
Net Price :	300.00		
^ Round Off :	0.00		
Receivable Amt:	300.00		
^ Change Paid :	0.00		
Amt Balance :	0.00		

^ Current Credit Balance		Pay/Take Balance
0.00		0.00
Received IN ^ Amount		
▶ Cash	300.00	D
*	0.00	D
Amt Received	300.00	Clear
Print Set	Two Copies	
Copy	All	Invoice
Size	A4 Portrait	Invoice
Sale Slip	1L 80(70) mm	
Print All	Print/Send PDF	

Dashboard Sales

Basic Details Miscellaneous

Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADDRESS

Phone: Name: Test Customer Clear

City: State: Billing Address Apply Discount

Local (Intra-State) Cash ^ Status > Completed

Sale To Registered Dealer

POS For Tax

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00

^Item Mother Dairy Strawberry Crush 1L With W/O ^ I-Note Misc ^ Status Completed

Internal Note of the item (if any) is displayed here.
You can also add a new Internal note here (which will be visible for this item in this Sale only)

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

SALES

E+

Record: 1 of 1

Search

Basic Details Miscellaneous

Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer ^ID: TC1 Assign Clear ^ADDRESS

Phone: Name: Test Customer City: State: Billing Address: Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00

^Item Mother Dairy Strawberry Crush 1L With W/O ^I-Note Misc ^Status Completed

Click here to apply discount (Best/Average/Nominal)



Best/Average/Nominal discounts for an item can be configured at Dashboard → Inventory → Items



Discount functionality can be enabled/disabled at Dashboard → General Settings → System Features → Enable Item/Sale Level Discount Functionality

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance 0.00

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Size A4 Portrait Invoice Invoice

Sale Slip 1L 80(70) mm Invoice Invoice

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details
Miscellaneous
Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign ^ADD RESS

Phone: Name: Test Customer Clear

City: State:

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00

POS For Tax

Billing Address

Apply Discount

^Item Mother Dairy Strawberry Crush 1L With W/O ^ I-Note Misc ^ Status Completed

View & manage credit balance for this customer

Delete Item Selected All Quantity: 1 Item Order: 1

Items: With-Without Additional Charges Load Items From SO

Search Item Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Scan Barcode Here

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Date	Sr. No.	Customer
31-01-2023	1	Test Customer

Basic Details
Miscellaneous

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADDRESS

Phone: Name: Test Customer Clear

City: State:

Local (Intra-State) Cash ^ Status > Completed

Sale To Registered Dealer

POS For Tax Billing Address Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00 /Pc	0.00 /Pc	0	0.00	300.00	300.00	0.00	300.00	0.00	300.00
^Item		Mother Dairy Strawberry Crush 1L		With		W/O		^ I-Note		Misc		^ Status Completed

^ symbol: Double click for extra functionality

> symbol: Right click for extra functionality

Delete Item Selected All Quantity Item Order

Items With-Without Additional Charges Load Items From SO

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Size A4 Portrait Invoice Invoice

Sale Slip 1L 80(70) mm Invoice Invoice

Print All Print/Send PDF

SALES

E+

Record: 1 of 1

Search

All Start Text End Text

Basic Details Miscellaneous

Accounting Send Message

2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADDRESS

Phone: Name: Test Customer Clear

City: State:

Local (Intra-State) Cash ^ Status > Completed

Sale To Registered Dealer

POS For Tax Billing Address Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	300.00				300.00	300.00	0.00	300.00	0.00	300.00
^Item Mother Dairy Strawberry Crush 1L												
W/O ^ I-Note Misc ^ Status Completed												

Double-clicking the Selling Qty opens this popup form where you can update the quantity

Update Quantity For Item No. 1

Update Quantity For Item No. 1

Current Quantity: 1

Add Quantity: 0

New Quantity: 1

OK Cancel

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Gross Price(Incl.)	300.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	300.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	300.00
^ Round Off :	0.00
Receivable Amt:	300.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance Pay/Take Balance 0.00

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Dashboard Sales

Basic Details Miscellaneous

Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: TC1 Assign Clear ^ADDRESS

Phone: Name: Test Customer

City

Local (Intra-State) Cash ^ Status > Completed

Sale To Registered Dealer

POS For Tax Billing Address Apply Discount

Calculate Quantity Based On Net Price

CALCULATE QUANTITY BASED ON NET PRICE

Net Price

Tax Amount

Sale Price

Gross Discount

Gross Price

Unit Sale Price

Unit Discount

Discount %

Unit List Price

Selling Qty Unit

OK Cancel

Gross Price 300.00 Gross Discount 0.00 Sale Price 300.00 ^ Tax Amount 0.00 Net Price 300.00

^ I-Note Misc ^ Status Completed

Right-clicking the Selling Qty opens this popup form where you can automatically calculate Quantity & Discount based on Net Price.

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Amul Sundae Chocolate Magic 1 L		300	
Cold drinks	Mother Dairy 80ml cup - Vanilla		10	
Confectionery	Mother Dairy Strawberry Crush 1L		300	
FMCG - Food				
Ice Cream				

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Gross Price(Incl.) 300.00

Discount % : 0

Sale Price(Incl.) 300.00

Add. Chrgs(Incl.) 0.00

^ Tax Amount : 0.00

Net Price : 300.00

^ Round Off : 0.00

Receivable Amt: 300.00

^ Change Paid : 0.00

Amt Balance : 0.00

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

Cash 300.00 D

* 0.00 D

Amt Received 300.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	5	Test Customer
31-01-2023	4	Test Customer
31-01-2023	3	Sanjay Modi
31-01-2023	2	Test Customer
31-01-2023	1	Test Customer

Click here to view all the sales made to the current customer only.

Basic Details Miscellaneous

^ Sale No: 2022-23/5 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer
 Customer: C+ ^ID: TC1 Assign Clear ^ADDRESS
 Phone: Name: Test Customer Clear
 City: State:

Local (Intra-State) Cash ^ Status > Initiated
 Sale To Registered Dealer
 POS For Tax Apply Discount
 Billing Address

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	108.00 /Pc	0.00 /Pc	0	0.00	108.00	108.00	0.00	108.00	0.00	108.00
^Item Maggi Maha Pack - 90 g X 6					With		W/O			^ I-Note	Misc	^ Status Initiated

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery				
Cold drinks				
Confectionery				
FMCG - Food	▶ Maggi Maha Pack - 90 g X 6		108	
Ice Cream				

Gross Price(Incl.)	108.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	108.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	108.00
^ Round Off :	0.00
Receivable Amt:	108.00
^ Change Paid :	0.00
Amt Balance :	108.00

^ Current Credit Balance Pay/Take Balance
 0.00

Received IN ^ Amount
 ▶ Cash 0.00 D
 * 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies
 Copy All Invoice
 Size A4 Portrait Invoice
 Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	5	Test Customer
31-01-2023	4	Test Customer
31-01-2023	1	Test Customer

These are the sales made to the current customer (in this example, Test Customer)

Basic Details Miscellaneous

^ Sale No: 2022-23/5 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: C+ ^ID: TC1 Assign Clear ^ADDRESS Local (Intra-State) Cash ^ Status > Initiated

Phone: Name: Test Customer Clear

City: State: Billing Address Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	108.00 /Pc	0.00 /Pc	0	0.00	108.00	108.00	0.00	108.00	0.00	108.00

^Item Maggi Maha Pack - 90 g X 6 With W/O ^ I-Note Misc ^ Status Initiated

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Maggi Maha Pack - 90 g X 6		108	
Cold drinks				
Confectionery				
FMCG - Food				
Ice Cream				

Gross Price(Incl.) 108.00

Discount % : 0

Discount : 0.00

Sale Price(Incl.) 108.00

Addl. Chrgs(Incl.) 0.00

^ Tax Amount : 0.00

Net Price : 108.00

^ Round Off : 0.00

Receivable Amt: 108.00

^ Change Paid : 0.00

Amt Balance : 108.00

^ Current Credit Balance Pay/Take Balance 0.00

Received IN ^ Amount

Cash 0.00 D

* 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

Date	Sr. No.	Customer
31-01-2023	5	Test Customer
31-01-2023	4	Test Customer
31-01-2023	1	Test Customer

Basic Details Miscellaneous



Accounting

Send Message

^ Sale No: 2022-23/5 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer
 Customer: C+ ^ID: TC1 Assign Clear ^ADDRESS
 Phone: Name: Test Customer Clear
 City: State:

Local (Intra-State) Cash ^ Status > Initiated
 Sale To Registered Dealer
 POS For Tax Apply Discount
 Billing Address

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	108.00 /Pc	0.00 /Pc	0	0.00	108.00	108.00	0.00	108.00	0.00	108.00
^Item Maggi Maha Pack - 90 g X 6						With				W/O	^ I-Note	Misc ^ Status Initiated

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here		Scan Barcode Here		
Main Category	Items	Internal Code	List Price	Tax
Bakery	▶ Maggi Maha Pack - 90 g X 6		108	
Cold drinks				
Confectionery				
▶ FMCG - Food				
Ice Cream				

Gross Price(Incl.)	108.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	108.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	108.00
^ Round Off :	0.00
Receivable Amt:	108.00
^ Change Paid :	0.00
Amt Balance :	108.00

^ Current Credit Balance	Pay/Take Balance
0.00	0.00

Received IN		^ Amount
▶ Cash	0.00	D
*	0.00	D

Amt Received 0.00 Clear

Print Set Two Copies Invoice Invoice

Copy All Invoice Invoice

Size A4 Portrait Invoice Invoice

Sale Slip 1L 80(70) mm Invoice Invoice

Print All Print/Send PDF

Click here to remove CCS filter and view all sales.

Date	Sr. No.	Customer
31-01-2023	5	Test Customer
31-01-2023	4	Test Customer
31-01-2023	3	Sanjay Modi
31-01-2023	2	Test Customer
31-01-2023	1	Test Customer

Basic Details Miscellaneous

^ Sale No: 2022-23/5 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer
 Customer: C+ ^ID: TC1 Assign Clear ^ADD RESS
 Phone: Name: Test Customer
 City: State:

Local (Intra-State) Cash ^ Status > Initiated
 Sale To Registered Dealer
 POS For Tax Apply Discount
 Billing Address

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	108.00 /Pc	0.00 /Pc	0	0.00	108.00	108.00	0.00	108.00	0.00	108.00
^Item Maggi Maha Pack - 90 g X 6						With						W/O

^ I-Note Misc ^ Status Initiated

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Maggi Maha Pack - 90 g X 6		108	
Cold drinks				
Confectionery				
FMCG - Food				
Ice Cream				

Gross Price(Incl.)	108.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	108.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	108.00
^ Round Off :	0.00
Receivable Amt:	108.00
^ Change Paid :	0.00
Amt Balance :	108.00

^ Current Credit Balance Pay/Take Balance 0.00

Received IN ^ Amount

Cash 0.00 D

* 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Size A4 Portrait Invoice Invoice

Sale Slip 1L 80(70) mm

Print All Print/Send PDF

You can add a Quick Estimate from here.

E+

+

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🔍

🗑️

Record: 1 of 5 No Filter Search

Search All Start Text End Text

Date	Sr. No.	Customer
31-01-2023	1	Test Customer
31-01-2023	5	Test Customer
31-01-2023	4	Test Customer
31-01-2023	3	Sanjay Modi
31-01-2023	2	Test Customer
31-01-2023	1	Test Customer

Basic Details Miscellaneous Send Message

Est. No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: Assign ^ADDRESS

Phone: Name: Clear

City: State:

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Net Price
----------	----------------	--------------	-------------------	-------------------	------------	---------------	-----------------	-------------	----------------	-----------

You can click here to convert the Quick Estimate to a Sale whenever needed.

Delete Item Selected All Quantity 0 Item Order 0

Items With-Without Additional Charges

Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	▶ Maggi Maha Pack - 90 g X 6		108	
Cold drinks				
Confectionery				
▶ FMCG - Food				
Ice Cream				

Gross Price(Incl.)	0.00
Discount % :	0
Discount :	0.00
Sale Price(Incl.)	0.00
Add. Chrgs(Incl.)	0.00
^ Tax Amount :	0.00
Net Price :	0.00
^ Round Off :	0.00
Receivable Amt:	0.00
^ Change Paid :	0.00
Amt Balance :	0.00

^ Current Credit Balance	Pay/Take Balance
0.00	0.00

Received IN		^ Amount
▶ Cash	0.00	D
*	0.00	D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm Invoice

Print All Print/Send PDF

SALES

E+

Search

Record: 1 of 6 No Filter Search

Search All Start Text End Text

Date	Sr. No.	Customer
31-01-2023	1	
31-01-2023	5	Test Customer
31-01-2023	4	Test Customer
31-01-2023	3	Sanjay Modi
31-01-2023	2	
31-01-2023	1	Test Customer

Basic Details Miscellaneous

Sale Against Document

Sale/Purchase Order Detail

^SO No. :

PO No. :

Date :

Registered Dealer Information

Tax Name

Tax Number

*

Registration Type:

Delete

Sale Through Ecommerce Operator

Operator Name :

Tax Name :

Tax Number :

Customer Attributes

Attribute Name

Attribute Value

^ Description

Show On Invoice

Sort Order

*

Delete

There are numerous features on the Miscellaneous tab too. These are simple to understand as they are self-explanatory.

You can always reach out to us in case you need information or clarification on any topic related to Billing Register.

Notes :

^Internal Head Note

^External Head Note

^ Cancel Reason

Payment Term :

Channel Sales Partner

Send Message

Storage Location Info:

Is Distant Location

Name Main Location

Address Caption:

Sold & Dispatched From Godown

Complete Address

Short Address

City :

State :

Extra Information

Report Settings

Additional Texts

Record: 1 of 6 No Filter Search

Search All Start Text End Text