



HOW TO ADD AN ITEM CATEGORY IN BILLING REGISTER?

AKSHAY GENERAL STORE PVT. LTD.

User: Akshay Singh

Database Path: D:\Billing Register\Database\_BR.acddb

# BILLING REGISTER

Financial Year 2022-2023

01-04-2022 To 31-03-2023

Change Financial  
Year

About

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on  
Inventory  
menu button

Holidays :

Holiday Name

Date

Refresh

Check Invalid Records

Events/Reminders

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# BILLING REGISTER

Financial Year 2022-2023

01-04-2022 To 31-03-2023

Change Financial  
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About

Search forms here

Sales

Customers

Purchases

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Inventory

Items

Item Categories

Additional Charges

Stock

Stock Adjustments

Items Transfer

With-Without Items

With-Without Item Categories

Storage Locations

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Click on  
Item  
Categories  
button

Holidays :

Holiday Name

Date

Refresh

Check Invalid Records

Events/Reminders

## ITEM CATEGORIES

Category

Click here  
to Unlock  
the form

Basic Details

Miscellaneous

Blank Value Check

Items

Applicable To: Sale  Purchase 

Category Bakery

Category ID 2

HSN/SAC  Post To ItemSort Order 

^ Default Measurement Count

^ Default Unit Pc

Goods/Services Goods

Default Sales Taxes

^ Sale Tax	Charging Method	^ Tax Rate (%)	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess/Surcharge Name	
Integrated Goods & Services Ta	Percentage	18	100	Sale Price	0.00		<input type="checkbox"/>		Post To Item

Accounting Group For Inventory/Accounting Purpose

^ For Sale  CL Set^ For Purchase  CL Set

Accounting Ledger For Inventory/Accounting Purpose

^ For Sale  CL Set^ For Purchase  CL SetCreate Sub-Ledger based on Tax Percentage 

Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"

Post  
To  
ItemPost  
Whole Tax Info  
To All Items

Record: 1 of 4 No Filter Search

Search  All  Start Text  End Text

## ITEM CATEGORIES

Category

Bakery

Cold drinks

Click on the Add button

Record: 1 of 4 No Filter Search

Search All Start Text End Text

Basic Details Miscellaneous Blank Value Check Items

Applicable To: Sale  Purchase

Category Bakery

Category ID 2

HSN/SAC  Post To Item

Sort Order 100

^ Default Measurement Count

^ Default Unit Pc

Goods/Services Goods

Default Sales Taxes

Accounting Group For Inventory/Accounting Purpose

^ For Sale  CL Set

^ For Purchase  CL Set

Accounting Ledger For Inventory/Accounting Purpose

^ For Sale  CL Set

^ For Purchase  CL Set

Create Sub-Ledger based on Tax Percentage

Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"

^ Sale Tax	Charging Method	^ Tax Rate (%)	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess/Surcharge Name	
Integrated Goods & Services Ta	Percentage	18	100	Sale Price	0.00		<input type="checkbox"/>		Post To Item
*			100	Sale Price	0.00		<input type="checkbox"/>		Post To Item

Post To Item Post Whole Tax Info To All Items

## ITEM CATEGORIES

## Category

Bakery
Cold drinks
Confectionery
FMCG - Food

## Basic Details

## Miscellaneous

## Blank Value Check

## Items

Applicable To: Sale  Purchase 

Accounting Group For Inventory/Accounting Purpose

Category Bakery

^ For Sale  CL Set

Category ID 2

^ For Purchase  CL SetHSN/SAC 

Inventory/Accounting Purpose

Sort Order  CL Set

^ Default Measurement Count

 CL Set

^ Default Unit Pc

 CL Set

Goods/Services Goods

percentage 

Default Sales Taxes

nk, value will be "Sale Of Goods" or "Sale of Services"

^ Sale Tax 

**ADD ITEM CATEGORY**

Category

Category ID

Default Measurement

Default Unit

Add Cancel

Integrated Goods &amp; Services Tax

Tax amount

Per Unit

Input Credit Disallowed

^ Cess/Surcharge Name

0.00

0.00

Post To Item

Post To Item

Post To Item

Post Whole Tax Info To All Items

Add the details in this popup form. Category ID is automatically assigned by the application.

Record: 1 of 4 No Filter Search

Search  All  Start Text  End Text

## ITEM CATEGORIES

Category
Bakery
Cold drinks
Confectionery
FMCG - Food

Basic Details Miscellaneous Blank Value Check Items

Applicable To: Sale  Purchase

Accounting Group For Inventory/Accounting Purpose

Category Bakery

Category ID 2

HSN/SAC

Sort Order

^ Default Measurement Count

^ Default Unit Pc

Goods/Services Goods

Default Sales Taxes

^ Sale Tax

Integrated Goods & Services Ta

\*

Inventory/Accounting Purpose

^ For Sale CL Set

^ For Purchase CL Set

Inventory/Accounting Purpose

CL Set

CL Set

Post To Item

Post Whole Tax Info To All Items

percentage

nk, value will be "Sale Of Goods" or "Sale of Services"

Tax amount	Per Unit	Input Credit Disallowed	^ Cess/Surcharge Name	Post To Item
0.00		<input type="checkbox"/>		Post To Item
0.00		<input type="checkbox"/>		Post To Item

Add Item Category

### ADD ITEM CATEGORY

Category Ice Cream

Category ID 6

Default Measurement Count

Default Unit Pc

Add Cancel

Click on the Add button.

## ITEM CATEGORIES

Category
Bakery
Cold drinks
Confectionery
FMCG - Food
<b>Ice Cream</b>

Ice Cream category is now added.

You can make all the required changes and set up the category as per your requirement. Let's have a brief look at the other tabs too.

Basic Details	Miscellaneous	Blank Value Check	Items																		
<b>Applicable To:</b> Sale <input type="checkbox"/> Purchase <input checked="" type="checkbox"/> <b>Category:</b> Ice Cream <b>Category ID:</b> 6 <b>HSN/SAC:</b> <input type="text"/> <b>Post To Item</b> <b>Sort Order:</b> <input type="text"/> 100 <b>Default Measurement:</b> Count <input type="text"/> Pc <input type="text"/> Goods <input type="text"/>	<b>Accounting Group For Inventory/Accounting Purpose</b> <b>^ For Sale:</b> <input type="text"/> CL Set <b>^ For Purchase:</b> <input type="text"/> CL Set <b>Accounting Ledger For Inventory/Accounting Purpose</b> <b>^ For Sale:</b> <input type="text"/> CL Set <b>^ For Purchase:</b> <input type="text"/> CL Set <b>Create Sub-Ledger based on Tax Percentage:</b> <input checked="" type="checkbox"/> <i>Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"</i>	<b>Post To Item</b> <b>Post Whole Tax Info To All Items</b>	<table border="1"> <thead> <tr> <th>Charging Method</th> <th>^ Tax Rate (%)</th> <th>Considerable Value (%)</th> <th>Apply On</th> <th>Tax Amount</th> <th>Per Unit</th> <th>Input Credit Disallowed</th> <th>^ Cess/Surcharge Name</th> <th><b>Post To Item</b></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>100</td> <td>Sale Price</td> <td>0.00</td> <td></td> <td><input type="checkbox"/></td> <td></td> <td><b>Post To Item</b></td> </tr> </tbody> </table>	Charging Method	^ Tax Rate (%)	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess/Surcharge Name	<b>Post To Item</b>			100	Sale Price	0.00		<input type="checkbox"/>		<b>Post To Item</b>
Charging Method	^ Tax Rate (%)	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess/Surcharge Name	<b>Post To Item</b>													
		100	Sale Price	0.00		<input type="checkbox"/>		<b>Post To Item</b>													

## ITEM CATEGORIES

- Category**
- Bakery
  - Cold drinks
  - Confectionery
  - FMCG - Food
  - Ice Cream**

Basic Details

Miscellaneous

Blank Value Check

Items

## Item Category Tasks

Task Name	Default Responsible Person	Sort Order	Active	
		100	<input checked="" type="checkbox"/>	Delete

## Default Item Attributes

Attribute Name	Attribute Value	^ Description	Show On Internal Rpt.	Show On External Rpt.	Sort Order		
Size			<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	Blank Value Check	Post To Item
*			<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	Blank Value Check	Post To Item

## POS Buttons Display Settings

**Ice Cream**

Back Color

Font Color

Record: 5 of 5 No Filter Search

Search  All  Start Text  End Text

## ITEM CATEGORIES

Category
Bakery
Cold drinks
Confectionery
FMCG - Food
<b>Ice Cream</b>

Basic Details

Miscellaneous

Blank Value Check

Items

Create Item

Item ID ^	Item	Internal C	nds/Services	HSN/SAC	Measurement	Unit
-----------	------	------------	--------------	---------	-------------	------

All the items that belong to this category appear here in this form. You can also create a new item in this category by clicking on the Create Item button.

Record: 5 of 5 No Filter Search

Search  All  Start Text  End Text

Record: No Filter Search

## ITEMS

Item Name	Category
CocaCola 300ml can	
Dairy Milk - Small	
Fanta 1.2 litre bottle	
Fruit Bun	
Maggi Maha Pack - 90 g X 6	
McMohan's Pizza - Large - Ready to Eat	
McMohan's Pizza - Medium - Ready to Eat	
McMohan's Pizza - Small - Ready to Eat	
Pepsi 1.2 litre bottle	
Pizza Base - Large	PB-L
Pizza Base - Medium	
Pizza Base - Small	

Notice that a new form (Items) opens, and we are no longer in the Item Categories form.

Notes Miscellaneous Stock

Purchase  Sort Order 100 ^ Measurement Count ^ Unit Pc

Add Item X

### ADD ITEM

Category Ice Cream

Item Name

Item ID (SKU)

Internal Code

Goods/Services Goods

Measurement Count

Unit Pc

Unit List Price

Price Inclusive Of All Taxes

Printed Price Inclusive Of All Taxes

Price For Sale 40 Price Inclusive Of All Taxes

List Price For Purchase Price Inclusive Of All Taxes

Discount Percentage Default None

Nominal Discount % 0

Customer Specific Discounting (when applied) supersedes Default

Add Cancel

Fill in the required details in this popup form.

^ Sale Tax	Charging Method	^ Tax Rate (%)	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess / Surcharge Name
Integrated Goods & Services Ta	Percentage	18	100	Sale Price	0.00		<input type="checkbox"/>	
*			100	Sale Price	0.00		<input type="checkbox"/>	

Record: 1 of 12 No Filter Search

Search All Start Text End Text

## ITEMS

Item Name	Category
CocaCola 300ml can	
Dairy Milk - Small	
Fanta 1.2 litre bottle	
Fruit Bun	
Maggi Maha Pack - 90 g X 6	
McMohan's Pizza - Large - Ready to Eat	
McMohan's Pizza - Medium - Ready to Eat	
McMohan's Pizza - Small - Ready to Eat	
Pepsi 1.2 litre bottle	
Pizza Base - Large	PB-L
Pizza Base - Medium	
Pizza Base - Small	

Record: 1 of 12 No Filter Search

Search All Start Text End Text

Basic Details
Notes
Miscellaneous
Stock

Applicable To: Sale  Purchase  Sort Order: 100 ^ Measurement: Count ^ Unit: Pc

^ Category: Cold drinks

Item Name: CocaCola 300ml can

Item Short Name:

Item ID (SKU): 1

Goods/Services: Goods

HSN/SAC:

Generate Barcode ID

^ Type:

Internal SKU:

Accounting Ledger (F):

^ For Sale:

^ For Purchase:

Create Sub-Ledger based on Tax:

Note: When Accounting Ledger is Only tax

Sales Taxes:

^ Sale Tax	Charging Meth	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess / Surcharge Name
Integrated Goods & Services Ta	Percentage	100	Sale Price	0.00		<input type="checkbox"/>	
*		100	Sale Price	0.00		<input type="checkbox"/>	

### ADD ITEM

Category: Ice Cream

Item Name: Mother Dairy 80ml cup - Vanilla

Item ID (SKU): 16

Internal Code:

Goods/Services: Goods

Measurement: Count

Unit: Pc

Unit List Price: 10

Price Inclusive Of All Taxes

Add Cancel

Click on Add button.

Printed Price Inclusive Of All Taxes

Price For Sale: 40 Price Inclusive Of All Taxes

List Price For Purchase: Price Inclusive Of All Taxes

Discount: %

General Discounting: Based On Percentage Default None

Discount %: 0 Avg. Discount %: 0 Nominal Discount %: 0

Note: Quantity Pricing/Customer Specific Discounting (when applied) supersedes Default General Discounting

Quantity Pricing

## ITEMS

Item Name	Category
CocaCola 300ml can	
Dairy Milk - Small	
Fanta 1.2 litre bottle	
Fruit Bun	
Maggi Maha Pack - 90 g X 6	
McMohan's Pizza - Large - Ready to Eat	
McMohan's Pizza - Medium - Ready to Eat	
McMohan's Pizza - Small - Ready to Eat	
<b>Mother Dairy 80ml cup - Vanilla</b>	
Pepsi 1.2 litre bottle	
Pizza Base - Large	PB-L
Pizza Base - Medium	
Pizza Base - Small	

Record: 9 of 13 No Filter Search

Search All Start Text End Text

Now, the item is added too.

Basic Details	Notes	Miscellaneous	Stock
<b>Applicable To:</b> Sale <input checked="" type="checkbox"/> Purchase <input checked="" type="checkbox"/> Sort Order: 100 ^ Category: Ice Cream ^ ID: 6 Active <input checked="" type="checkbox"/> Item Name: Mother Dairy 80ml cup - Vanilla Item Short Name: Item ID (SKU): 16 Internal Code: Goods/Services: Goods ^ Default Item Label Format: HSN/SAC: Generate Barcode ID ^ Comments:			^ Measurement: Count ^ Unit: Pc Unit Printed Price: Printed Price Inclusive Of All Taxes <input type="checkbox"/> Unit List Price For Sale: 10 Price Inclusive Of All Taxes <input checked="" type="checkbox"/> Unit List Price For Purchase: Price Inclusive Of All Taxes <input type="checkbox"/> Maximum Discount: % <input type="checkbox"/> General Discounting Based On: Percentage Default None Best Discount %: 0 Avg. Discount %: 0 Nominal Discount %: 0 <i>Note: Quantity Pricing/Customer Specific Discounting (when applied) supersedes Default General Discounting</i> Quantity Pricing <input type="checkbox"/>
<b>Accounting Ledger (For Inventory/Accounting Purpose)</b>		<b>Item Location</b>	
^ For Sale: CL Set Major ^ For Purchase: CL Set Minor			
Create Sub-Ledger based on Tax Percentage <input checked="" type="checkbox"/> <i>Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"</i>			
<b>Sales Taxes</b> <i>Only taxes matching between Item and Sale Type will load in Sales.</i>			
^ Sale Tax	Charging Method	^ Tax Rate (%)	Considerable Value (%)
			100
		Apply On	Tax Amount
		Sale Price	0.00
		Per Unit	Input Credit Disallowed
			<input type="checkbox"/>
		^ Cess / Surcharge Name	

## ITEMS

Category

Item Name Category

CocaCola 300ml can	
Dairy Milk - Small	
Fanta 1.2 litre bottle	
Fruit Bun	
Maggi Maha Pack - 90 g X 6	
McMohan's Pizza - Large - Ready to Eat	
McMohan's Pizza - Medium - Ready to Eat	
McMohan's Pizza - Small - Ready to Eat	
<b>Mother Dairy 80ml cup - Vanilla</b>	
Pepsi 1.2 litre bottle	
Pizza Base - Large	PB-L
Pizza Base - Medium	
Pizza Base - Small	

Item Short Name

Item ID (SKU) 16 Internal Code

Goods/Services Goods ^ Default Item Label Format

HSN/SAC

Generate Barcode ID ^ Comments:

^ Type Barcode ID Default

Accounting Ledger (For Inventory/Accounting Purpose) Item Location

^ For Sale CL Set Major

^ For Purchase CL Set Minor

Create Sub-Ledger based on Tax Percentage

Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"

Sales Taxes Only taxes matching between Item and Sale Type will load in Sales.

^ Sale Tax	Charging Method	^ Tax Rate (%)	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess / Surcharge Name
			100	Sale Price	0.00		<input type="checkbox"/>	

Record: 9 of 13 No Filter Search

Search All Start Text End Text

Let's close this page & go back to Item Categories page

^ Measurement Count ^ Unit Pc

Unit Printed Price Printed Price Inclusive Of All Taxes

Unit List Price For Sale 10 Price Inclusive Of All Taxes

Unit List Price For Purchase Price Inclusive Of All Taxes

Maximum Discount %

General Discounting Based On Percentage Default None

Best Discount % 0 Avg. Discount % 0 Nominal Discount % 0

Note: Quantity Pricing/Customer Specific Discounting (when applied) supersedes Default General Discounting

Quantity Pricing

## ITEM CATEGORIES

Category
Bakery
Cold drinks
Confectionery
FMCG - Food
<b>Ice Cream</b>

Basic Details	Miscellaneous	Blank Value Check	Items
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## Create Item

Item ID ^	Item	Internal Code	Goods/Services	HSN/SAC	Measurement	Unit
▶ 16	Mother Dairy 80ml cup - Vanilla		Goods		Count	Pc

The newly created item appears here now.

Record: 5 of 5 No Filter Search

Search  All  Start Text  End Text

Record: 1 of 1 No Filter Search