



HOW TO ADD AN ITEM IN BILLING REGISTER?

BILLING REGISTER

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

Change Financial Year

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 - Purchases
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 - Marketing
 - Administrative Tasks
 - Statutory Master Data
 - General Settings
 - General Master Data
 - Organization

Click on Inventory menu button

Holidays :

Holiday Name	Date	Refresh
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Check Invalid Records

Events/Reminders

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

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Stock Adjustments

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With-Without Items

With-Without Item Categories

Storage Locations

Production

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Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Click on
Items
button

Holidays :

Holiday Name

Date

Refresh

Check Invalid Records

Events/Reminders

ITEMS

Category	Item Name	Category
	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	
	Mother Dairy 80ml cup - Vanilla	
	Pepsi 1.2 litre bottle	
	Pizza Base - Large	PB-L
	Pizza Base - Medium	
	Pizza Base - Small	

Click here to Unlock the form

Basic Details

Notes

Miscellaneous

Stock

Applicable To: Sale Purchase Sort Order: 100

^ Measurement: Count ^ Unit: Pc

Unit Printed Price: Printed Price Inclusive Of All Taxes

Unit List Price For Sale: 40 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

Generate Barcode ID ^ Comments:

^ Type: Internal SKU Barcode ID: 010001 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
Integrated Goods & Services Ta	Percentage	18	100	Sale Price	0.00		<input type="checkbox"/>	

Record: 1 of 13 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	
Mother Dairy 80ml cup - Vanilla	
Pepsi 1.2 litre bottle	
Pizza Base - Large	PB-L
Pizza Base - Medium	
Pizza Base - Small	

Record: 1 of 13 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

Internal SKU:

Accounting Ledger (F):

For Sale:

For Purchase:

Create Sub-Ledger based on Tax:

Note: When Accounting Ledger is *Only taxes*

Sales Taxes: *Only 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"/>	
*			100	Sale Price	0.00		<input type="checkbox"/>	

ADD ITEM

Category:

Item Name:

Item ID (SKU):

Internal Code:

Goods/Services:

Measurement:

Unit:

Unit List Price:

Price Inclusive Of All Taxes

Add Cancel

Fill in the required details in the popup form and click on Add button.

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	
	Mother Dairy 80ml cup - Vanilla	
	Pepsi 1.2 litre bottle	
	Pizza Base - Large	PB-L
	Pizza Base - Medium	
	Pizza Base - Small	

Record: 1 of 13 No Filter Search

Search All Start Text End Text

Basic Details

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

Category: Cold drinks

Item Name: CocaCola

Item Short Name:

Item ID (SKU): 1

Goods/Services: Goods

HSN/SAC:

Generate Barcode ID

Internal SKU

Accounting Ledger (F)

For Sale

For Purchase

Create Sub-Ledger based on Tax

Sales Taxes: Only 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"/>	
*			100	Sale Price	0.00		<input type="checkbox"/>	

ADD ITEM

Category: Ice Cream

Item Name: Mother Dairy Strawberry Crush 1L

Item ID (SKU): 17

Internal Code:

Goods/Services: Goods

Measurement: Count

Unit: Pc

Unit List Price: 300

Price Inclusive Of All Taxes

Add Cancel

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

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	
	Mother Dairy 80ml cup - Vanilla	
	Mother Dairy Strawberry Crush 1L	
	Pepsi 1.2 litre bottle	
	Pizza Base - Large	PB
	Pizza Base - Medium	
	Pizza Base - Small	

New item is now added and visible on this list.

Basic Details	Notes	Miscellaneous	Stock																		
Applicable To: 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 Strawberry Crush 1L Item Short Name Item ID (SKU) 17 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 300 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"/>																		
Accounting Ledger (For Inventory/Accounting Purpose)		Item Location																			
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>		Sales Taxes <i>Only taxes matching between Item and Sale Type will load in Sales.</i>																			
<table border="1"> <thead> <tr> <th>^ Sale Tax</th> <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> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>100</td> <td>Sale Price</td> <td>0.00</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	^ 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"/>				
^ 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"/>														

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	
	Mother Dairy 80ml cup - Vanilla	
	Mother Dairy Strawberry Crush 1L	
	Pepsi 1.2 litre bottle	
	Pizza Base - Large	PB-L
	Pizza Base - Medium	
	Pizza Base - Small	

Record: 10 of 14 No Filter Search

Search All Start Text End Text

We can also create a new item by copying an existing item. Click on Copy button.

Basic Details	Notes	Miscellaneous	Stock																		
Applicable To: 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 Strawberry Crush 1L Item Short Name Item ID (SKU) 17 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 300 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 <input type="checkbox"/> Default <input type="checkbox"/> None <input type="checkbox"/> 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"/>																		
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 <input checked="" type="checkbox"/> <i>Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"</i>																					
Sales Taxes Only taxes matching between Item and Sale Type will load in Sales.																					
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^ 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"/>														

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	
	Mother Dairy 80ml cup - Vanilla	
	Mother Dairy Strawberry Crush 1L	
	Pepsi 1.2 litre bottle	
	Pizza Base - Large	PB-L
	Pizza Base - Medium	
	Pizza Base - Small	

Record: 10 of 14 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: Ice Cream ^ ID: 6 Active Unit Printed Price: Printed Price Inclusive Of All Taxes

Item Name: Mother Dairy Strawberry Crush 1L Unit List Price For Sale: 300 Price Inclusive Of All Taxes

Item Short Name: Copy Item Unit List Price For Purchase: Price Inclusive Of All Taxes

Item ID (SKU): 17 New Item Name: Amul Sundae Chocolate Magic 1 LTub

Goods/Services: Goods New Item ID: 18

HSN/SAC: Accounting Ledger (For)

^ 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"/>	

COPY ITEM

Copy From Item: Mother Dairy Strawberry Crush 1L

New Item Name: Amul Sundae Chocolate Magic 1 LTub

New Item ID: 18

Copy Cancel

Fill in the required details in the popup form and click on Copy button.

ITEMS

Category	Item Name	Category
	Amul Sundae Chocolate Magic 1 L Tub	
	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	
	Mother Dairy 80ml cup - Vanilla	
	Mother Dairy Strawberry Crush 1L	
	Pepsi 1.2 litre bottle	
	Pizza Base - Large	PB-L
	Pizza Base - Medium	
	Pizza Base - Small	

Record: 1 of 15 No Filter Search

Search All Start Text End Text

New item is now added and visible on this list.

Basic Details	Notes	Miscellaneous	Stock
Applicable To: 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 Amul Sundae Chocolate Magic 1 L Tub Item Short Name Item ID (SKU) 18 Goods/Services Goods 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 300 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 <input type="checkbox"/> Default <input type="checkbox"/> None <input type="checkbox"/> Best Discount % 0 Avg. Discount % 0 Nominal Discount % 0 Note: Quantity Pricing/Customer Specific Discounting (when applied) supersedes Default General Discounting Quantity Pricing <input type="checkbox"/>
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 <input checked="" type="checkbox"/> 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 (%)
			100
		Apply On	Tax Amount
		Sale Price	0.00
		Per Unit	Input Credit Disallowed
			<input type="checkbox"/>
		^ Cess / Surcharge Name	

Now let us check out the other tabs too.

ITEMS

Category	
Item Name	Category
Amul Sundae Chocolate Magic 1 L Tub	
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	
Mother Dairy 80ml cup - Vanilla	
Mother Dairy Strawberry Crush 1L	
Pepsi 1.2 litre bottle	
Pizza Base - Large	PB-L
Pizza Base - Medium	
Pizza Base - Small	

Record: 1 of 15 No Filter Search

Search All Start Text End Text

Basic Details Notes Miscellaneous Stock

Item Attributes

Attribute Name	Attribute Value	Description	Show On Internal Report	Show On External Report	Sort Order
Size			<input type="checkbox"/>	<input checked="" type="checkbox"/>	100
*			<input type="checkbox"/>	<input checked="" type="checkbox"/>	100

In the Notes tab, you can add attributes for the item, such as Size or License which is not present as a standard property of the item.

Internal Note

External Note

Description

Short Description

ITEMS

Category	Item Name	Category
	Amul Sundae Chocolate Magic 1 L Tub	
	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	
	Mother Dairy 80ml cup - Vanilla	
	Mother Dairy Strawberry Crush 1L	
	Pepsi 1.2 litre bottle	
	Pizza Base - Large	PB-L
	Pizza Base - Medium	
	Pizza Base - Small	

Basic Details				Notes				Miscellaneous				Stock			
Item Tasks															
Task Name	Default Responsible Person	Sort Order	Active												
*		100	<input checked="" type="checkbox"/>												

POS Buttons Display Settings	
Amul Sundae Chocolate Magic 1 L Tub	Back Color
	Font Color

POS Buttons are displayed only on touchscreen devices. You can set it up if you use a touchscreen POS device.

Item Tasks are usually meant for after-sales tasks (such as 'Installation' if the item is a 'Washing Machine').

The Default Responsible Person is the employee who would get the notification for the installation task (like, whenever a 'Washing Machine' is sold).

ITEMS

Category	Item Name	Category
	Amul Sundae Chocolate Magic 1 L Tub	
	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	
	Mother Dairy 80ml cup - Vanilla	
	Mother Dairy Strawberry Crush 1L	
	Pepsi 1.2 litre bottle	
	Pizza Base - Large	PB-L
	Pizza Base - Medium	
	Pizza Base - Small	

Record: 1 of 15 No Filter Search

Search All Start Text End Text

Basic Details		Notes	Miscellaneous	Stock							
Measurement	Count	Unit	Piece	Last Time Stock Calculated On							
Non-Stock Item	<input type="checkbox"/>	Manage Multiple Storage Location	<input type="checkbox"/>	Clear Storage							
^ Storage Location											
Opening Stock											
Minimum Stock	Optimum Stock	Maximum Stock									
Daily Stock:											
Date	Storage Location	Purchase Initiated Quantity	Purchase Completed Quantity	Production Batch Raw Material Quantity	Production Batch Finished Goods Quantity	Net Transfer (Received)	Sale Initiated Quantity	Sale Completed Quantity	Adjusted Stock Quantity	Stock In Hand Quantity	Stock In Bo Quantity
Total											
Record: No Filter Search											

