



HOW TO USE BARCODE IN BILLING REGISTER?

## REQUIREMENTS

Please note that you would need a Barcode Scanner to be able to scan barcodes.



## STAGES

There are two stages in using Barcodes in Billing Register.

### 1. Assigning a Barcode to an item

a) Assigning a Barcode provided by a Manufacturer: described in detail in this document itself.

b) Assigning a Barcode generated by the user through Billing Register (for items which do not have barcodes (like unbranded/loose items)):

Please refer to the Help Docs section of our website for detailed instructions on How to Print Labels or Stickers in Billing Register?

### 2. Using a Barcode in a sale



ASSIGNING A BARCODE PROVIDED BY THE MANUFACTURER

## 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
<b>Applicable To:</b> Sale <input checked="" type="checkbox"/> Purchase <input checked="" type="checkbox"/> Sort Order 100 ^ Category FMCG - Food ^ ID 4 Active <input checked="" type="checkbox"/> <b>Item Name</b> Maggi Maha Pack - 90 g X 6 <b>Item Short Name</b> <b>Item ID (SKU)</b> 14 <b>Internal Code</b> <b>Goods/Services</b> Goods ^ Default Item Label Format <b>HSN/SAC</b>			<b>Measurement</b> Count ^ Unit Pc <b>Unit Printed Price</b> <b>Printed Price Inclusive Of All Taxes</b> <input type="checkbox"/> <b>Unit List Price For Sale</b> 108 <b>Price Inclusive Of All Taxes</b> <input checked="" type="checkbox"/> <b>Unit List Price For Purchase</b> <b>Price Inclusive Of All Taxes</b> <input type="checkbox"/> <b>Maximum Discount</b> % <input type="checkbox"/> <b>General Discounting</b> Based On Percentage <input type="checkbox"/> Default <input type="checkbox"/> None <input type="checkbox"/> <b>Best Discount %</b> 0 <b>Avg. Discount %</b> 0 <b>Nominal Discount %</b> 0

^ Type	Barcode ID	Default
*		<input type="checkbox"/>

Accounting Ledger (For Inventory/Accounting Purpose)		Item Location	
^ For Sale		Set	Major
^ For Purchase		Set	Minor



"Sale of Services"  
will load in Sales.

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

Our objective is to assign this barcode to the item in the Items form. Let's go through the steps now.

# 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 the Inventory menu button

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

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

Customers

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Suppliers

Inventory

Items

Item Categories

Additional

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  
the Items  
button

Holidays :

Holiday Name

Date

Refresh

Check Invalid Records

Events/Reminders

# ITEMS

Category	Item Name	Category
	Amul Sundae Chocolate Magic 1 L Tub	
	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	

Click here to Unlock the form

**Basic Details**

Applicable To:  Sale  Purchase Sort Order: 100

Category: Ice Cream ID: 6 Active:

Item Name: Amul Sundae Chocolate Magic 1 L Tub

Item Short Name:

Item ID (SKU): 18 Internal Code:

Goods/Services: Goods Default Item Label Format:

HSN/SAC:

Generate Barcode ID  Comments:

Barcode ID: ^ Type Barcode ID Default

**Stock**

Measurement: Count Unit: Pc

Unit Printed Price: Printed Price Inclusive Of All Taxes:

Unit List Price For Sale: 300 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:

**Accounting Ledger (For Inventory/Accounting Purpose)**

Item Location: Major Minor

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"

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



## 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	
	Pizza Base - Medium	
	Pizza Base - Small	

Select the item for which you want to assign barcode. For this demo, its Maggi Maha Pack

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 Amul Sundae Chocolate Magic 1 L Tub Item Short Name Item ID (SKU) 18 Internal Code Goods/Services Goods ^ Default Item Label Format ^ 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"/>																		
<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 type="checkbox"/> <i>Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"</i>																					
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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"/>														

Record: 1 of 15 No Filter Search

Search All Start Text End Text

## 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	
	<b>Maggi Maha Pack - 90 g X 6</b>	
	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: 6 of 15 No Filter Search

Search All Start Text End Text

Basic Details	Notes	Miscellaneous	Stock																		
<b>Applicable To:</b> Sale <input checked="" type="checkbox"/> Purchase <input checked="" type="checkbox"/> Sort Order 100 ^ Category FMCG - Food ^ ID 4 Active <input checked="" type="checkbox"/> <b>Item Name</b> Maggi Maha Pack - 90 g X 6 <b>Item Short Name</b> <b>Item ID (SKU)</b> 14 <b>Internal Code</b> <b>Goods/Services</b> Goods ^ Default Item Label Format <b>HSN/SAC</b> Generate Barcode ID ^ Comments:			^ Measurement Count ^ Unit Pc <b>Unit Printed Price</b> Printed Price Inclusive Of All Taxes <input type="checkbox"/> <b>Unit List Price For Sale</b> 108 Price Inclusive Of All Taxes <input checked="" type="checkbox"/> <b>Unit List Price For Purchase</b> Price Inclusive Of All Taxes <input type="checkbox"/> <b>Maximum Discount</b> % <input type="checkbox"/> <b>General Discounting</b> Based On Percentage <input type="checkbox"/> Default <input type="checkbox"/> None <input type="checkbox"/> <b>Best Discount %</b> 0 <b>Avg. Discount %</b> 0 <b>Nominal Discount %</b> 0 <i>Note: Quantity Pricing/Customer Specific Discounting (when applied) supersedes Default General Discounting</i> <b>Quantity Pricing</b> <input type="checkbox"/>																		
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▼		<input type="checkbox"/>																			
<b>Accounting Ledger (For Inventory)</b> ^ For Sale ^ For Purchase Create Sub-Ledger based on Tax Percentage <i>Note: When Accounting Ledger is blank, value will be zero.</i>																					
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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"/>														

Select the Type of Barcode. For this demo, since we are assigning a barcode provided by the manufacturer of Maggi, we will select Manufacturer SKU.



You can add/configure the Barcode Types in Dashboard → General Master Data → Sale Master → Barcode Types

## ITEMS

Category	Basic Details	Notes	Miscellaneous	Stock
Item Name	Applicable To: Sale <input checked="" type="checkbox"/> Purchase <input checked="" type="checkbox"/> Sort Order: 100			Measurement: Count Unit: Pc
Amul Sundae Chocolate Magic	Category: FMCG - Food ID: 4 Active: <input checked="" type="checkbox"/>			Unit Printed Price: Printed Price Inclusive Of All Taxes: <input type="checkbox"/>
CocaCola 300ml can	Short Name: Maggi Maha Pack - 90 g X 6			Unit List Price For Sale: 108 Price Inclusive Of All Taxes: <input checked="" type="checkbox"/>
Dairy Milk - Small	Item ID (SKU): 14 Internal Code:			Unit List Price For Purchase: Price Inclusive Of All Taxes: <input type="checkbox"/>
Fanta 1.2 litre bottle	Goods/Services: Goods Default Item Label Format:			Maximum Discount: %
Fruit Bun	HSN/SAC:			General Discounting: Based On: Percentage Default: None
Maggi Maha Pack - 90 g	Generate Barcode ID: Comments:			Best Discount %: 0 Avg. Discount %: 0 Nominal Discount %: 0
McMohan's Pizza - L	Barcode ID: ^ Type: Manufacturer SKU: <input checked="" type="checkbox"/>			Quantity Pricing: <input type="checkbox"/>
McMohan's Pizza - M	Accounting Ledger (For Inventory/Accounting Purpose)			Note: Quantity Pricing/Customer Specific Discounting (when applied) supersedes Default General Discounting
McMohan's Pizza - S	For Sale: CL Set			
Mother Dairy 800g	For Purchase: CL Set			
Mother Dairy 400g	Create Sub-Ledger based on Tax Percentage: <input type="checkbox"/>			
Pepsi 1.2 litre bottle	Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"			
Pizza B	Sales Taxes: Only taxes matching between Item and Sale Type will load			
Pizza B	^ Sale Tax: Charging Method: Tax Rate (%):			Unit: Input Credit Disallowed: Cess / Surcharge Name:
Pizza B				100 Sale Price 0.00

Next, click here on this field and scan the barcode on the item using the Barcode Scanner.

A number will appear here once the barcode is successfully scanned.

## 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	
	<b>Maggi Maha Pack - 90 g X 6</b>	
	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**

Applicable To:  Sale  Purchase Sort Order: 100

Category: FMCG - Food ID: 4 Active:

Item Name: Maggi Maha Pack - 90 g X 6

Item Short Name:

Item ID (SKU): 14 Internal Code:

Goods/Services: Goods Default Item Label Format:

HSN/SAC:

Generate Barcode ID  Comments:

Accounting Ledger (For Inventory/Accounting Purpose)

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"/>	

**Notes**

**Miscellaneous**

Measurement: Count Unit: Pc

Unit Printed Price: Printed Price Inclusive Of All Taxes

Unit List Price For Sale: 108 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

**Stock**

Barcode ID: 9781847941831

Now the Barcode is successfully assigned to the item.



## USING A BARCODE IN A SALE

We are assuming that you already know how to add a sale in Billing Register.

If you don't, please refer to the Help Docs section of our website for detailed instructions on [How to Add a Sale in Billing Register?](#)

Date	Sr. No.	Customer
07-02-2023	1	

Basic Details Miscellaneous Accounting Send Message

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 07-02-2023 Sale Type: Local Cash Sale to Consumer  
 Customer: Choose Customer C+ ^ID: Assign Clear ^ADDRESS  
 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  
 Gross Price(Incl.) 0.00  
 Discount % : 0  
 Discount : 0.00  
 Sale Price(Incl.) 0.00  
 ^ Current Credit Balance Pay/Take Balance 0.00

Items With-Without Additional Charges Load Items From SO  
 ^ Scan Barcode Here

Main Category	Items	Internal Code	List Price
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

Click here and scan the barcode on the item using the Barcode Scanner. Barcode may be either Manufacturer-provided barcode or User-generated barcode

SALES

E+

Record: 1 of 1 No Filter Search  
 Search All Start Text End Text



Date	Sr. No.	Customer
07-02-2023	1	

  

Basic Details Miscellaneous

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 07-02-2023 Sale Type: Local Cash Sale to Consumer

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

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

Accounting Send Message

Local (Intra-State) Cash ^ Status > Initiated

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

  

Delete Item Selected All Quantity - 0 + Item Order 0

Items With-Without Additional Charges Load Items From SO

Search Item Here 9781847941831

Main Category	Items	Internal Code
Bakery	Fruit Bun	
Cold drinks	McMohan's Pizza - Large - Ready to	
Confectionery	McMohan's Pizza - Medium - Reac	
FMCG - Food	McMohan's Pizza - Small - Ready to	
Ice Cream	Pizza Base - Large	PB-L
	Pizza Base - Medium	40

Gross Price(Incl.) 0.00

Discount % : 0

Discount : 0.00

Sale Price(Incl.) 0.00

Amount : 0.00

Net Price : 0.00

Round Off : 0.00

Payable 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

Print All Print/Send PDF

Record: 1 of 1 No Filter Search

Search All Start Text End Text

The barcode (number) loads up here and then the item is added to the sale.

Date	Sr. No.	Customer
07-02-2023	1	

  

Basic Details Miscellaneous

^ Sale No: 2022-23/1 SB Sec: WKIN Date: 07-02-2023 Sale Type: Local Cash Sale to Consumer

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

Phone: Name: Clear

City: State: Billing Address: Apply Discount

Accounting Send Message

Local (Intra-State) Cash ^ Status > Initiated

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	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

You may then proceed with the Sale as usual.

Delete Item Selected All Quantity  Item Order

Items With-Without Additional Charges Load Items From SO

Search Item Here

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 to		50	
Ice Cream	Pizza Base - Large	PB-L	50	
	Pizza Base - Medium		40	

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
<b>Amt Balance :</b>	<b>108.00</b>

^ 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

Sale Slip 1L 80(70) mm

Print All Print/Send PDF