

User Guide

Step-by-step help for shop staff and the company Admin

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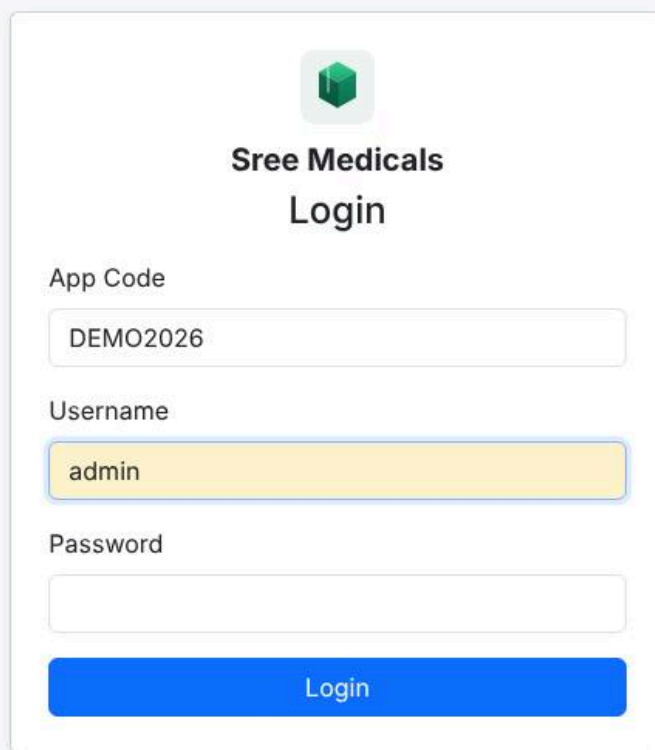
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1. Getting started

This app runs your shop's billing, stock and accounts in one place: sales and purchases, stock by batch, customer and supplier balances, cash and bank books, GST reports and a full set of accounts. It works in any modern browser on a computer, tablet or phone.

Logging in

1. Open the app's web address in Chrome or Edge.
2. Type your **App Code** (your company's code, given by your software provider). The company name appears above the form once the code is recognised.
3. Type your **Username** and **Password**, then click **Login**. Capital and small letters don't matter in any of the three boxes.
4. If your Admin has set a **Login PIN**, a PIN box also appears. The PIN must be typed exactly.



Sree Medicals
Login

App Code
DEMO2026

Username
admin

Password

Login

App developed by [Dreamsoft Info Solutions](#)

The Login page. The company name shows once the App Code is typed.

You stay logged in for 8 hours. Click **Logout** (top right) when you leave a shared computer.

Who can do what (roles)

Role	What it can do
Admin	Everything: all menus, Masters, Settings, Users, and deleting bills.
Subadmin	Makes all entries. Can edit saved entries only for the forms and number of days the Admin allows in Utilities → User Control . No Masters or Settings.
User	Makes entries. Editing a saved bill is allowed only for the forms ticked in User Control.
Report Only	Can only view and print reports. Clicking a bill opens its print view.
Salesman	Logs in to the Salesman Portal to see their customers and collect payments (see section 8).

Finding this guide again

Click  **Help** in the top menu bar, or the **Help** link under the Login form. Use the **English / മലയാളം** buttons at the top of this page to switch language, and **Download PDF** to keep a printable copy.

Using a phone or tablet

Every page adapts to small screens. The menu folds into the  button. On a phone the Sale screen gets a quick bar at the top with **Save Sale**, **Cash/UPI** buttons, customer name and phone. In Chrome you can choose **Add to Home screen** to open the app like an installed app.

Save Sale

Cash

UPI

Customer Name

Phone

S

0

QTY

1

RATE

0

AMOUNT

0.00

+ Add Item

No items added yet

+ New Bill

Bill No ☐
0011

Bill Type
Normal

Salesman
-- None -- + New

Customer
Walk-in / Cash + New

Phone

Item List

Previous Items

Sale Date
10/12/2026

Bill Time
03:58 PM

Rate Tier
Retail

Save

Cancel

Vehicle No

Credit Note No

Credit Note Amt
0

Debit Note No

Sale entry on a phone, with the quick bar at the top.

2. The Home page

After login you land on the Home page. It gives a quick picture of the business today:

- **Coloured tiles:** Today's Sales, Today's Purchases, Receivables Due (customers owe you), Payables Due (you owe suppliers), Cash & Bank, Low Stock Items and Salesman Holding. Click a tile to open its report.
- **This month:** Revenue, Expenses and Net Profit (red when it is a loss).
- **Quick Actions:** shortcuts to the most used entry screens and reports.
- **Recent Activity:** the latest bills and vouchers. Click one to open it.
- **Alerts & Reminders:** low stock, cheques waiting to clear, salesmen holding cash.
- **Cash & Bank, Top Ledger Balances** and a **7-Day Trend** of sales and purchases.
- If Customer Orders is switched on, a strip at the top shows orders **Due Today**, **Tomorrow**, **Overdue** and **All Pending**.

Sree Medicals

Masters ▾Inventory ▾Miscellaneous ▾Reports ▾Accounts ▾Utilities ▾

Administrator · admin

Logout

Welcome, Administrator

Monday, October 12, 2026

Customer Orders

Due Today 1

Tomorrow 1

Overdue 0

All Pending 2

+ New Order

1227.00

Today's Sales (2)

0.00

Today's Purchases (0)

3841.20

Receivables Due (2)

31430.00

Payables Due (2)

56346.32

Cash & Bank

0

Low Stock Items

0.00

Salesman Holding

Revenue - October 2026

11441.00

Expenses - October 2026

12700.00

Net Profit - October 2026

-1259.00

Quick Actions

Masters

Customers

Suppliers

Items

Item Groups

Account Groups

Inventory

+ Purchase Entry

+ Sale Entry

+ Sales Quotation

+ Sales Return

+ Purchase Return

Payments & Receipts

Supplier Payment

Customer Receipt

Other Payment

Other Receipt

Cash/Bank Transfer

Reports

All Reports

Inventory Register

Search Entries

Item Stock

Supplier Statement

Customer Statement

Cash Book

Bank Book

GST / Tax Report

Accounts

Day Book

Day Summary

Utilities

Settings

Inventory Settings

Theme

Users

Alerts & Reminders

Nothing needs your attention right now.

Cash & Bank

Cash18346.32

UPI38000.00

Top Ledger Balances

Capital / Opening Balance (Capital Account)65000.00 Cr

UPI (Cash-in-Hand)38000.00 Dr

Purchase Account (Purchase Accounts)34530.00 Dr

Cash (Cash-in-Hand)18346.32 Dr

Medline Agencies (Sundry Creditors)13282.60 Cr

Kerala Pharma Distributors (Sundry Creditors)13147.40 Cr

[View Trial Balance →](#)

7-Day Trend

TWTFSSM

SalesPurchases

Recent Activity

SL

Sale #000010

Joseph Varghese · 12-10-2026 15:56

672.60

SL

Sale #000009

Ravi · 12-10-2026 15:56

554.40

SL

Sale #000008

City Clinic · 12-10-2026 15:56

1890.00

SL

Sale #000007

Anu Thomas · 12-10-2026 15:56

2196.40

SL

Sale #000006

Lakshmi Nair · 12-10-2026 15:56

1520.00

SL

Sale #000005

Meera · 12-10-2026 15:56

417.72

SL

Sale #000004

Joseph Varghese · 12-10-2026 15:56

1276.80

SL

Sale #000003

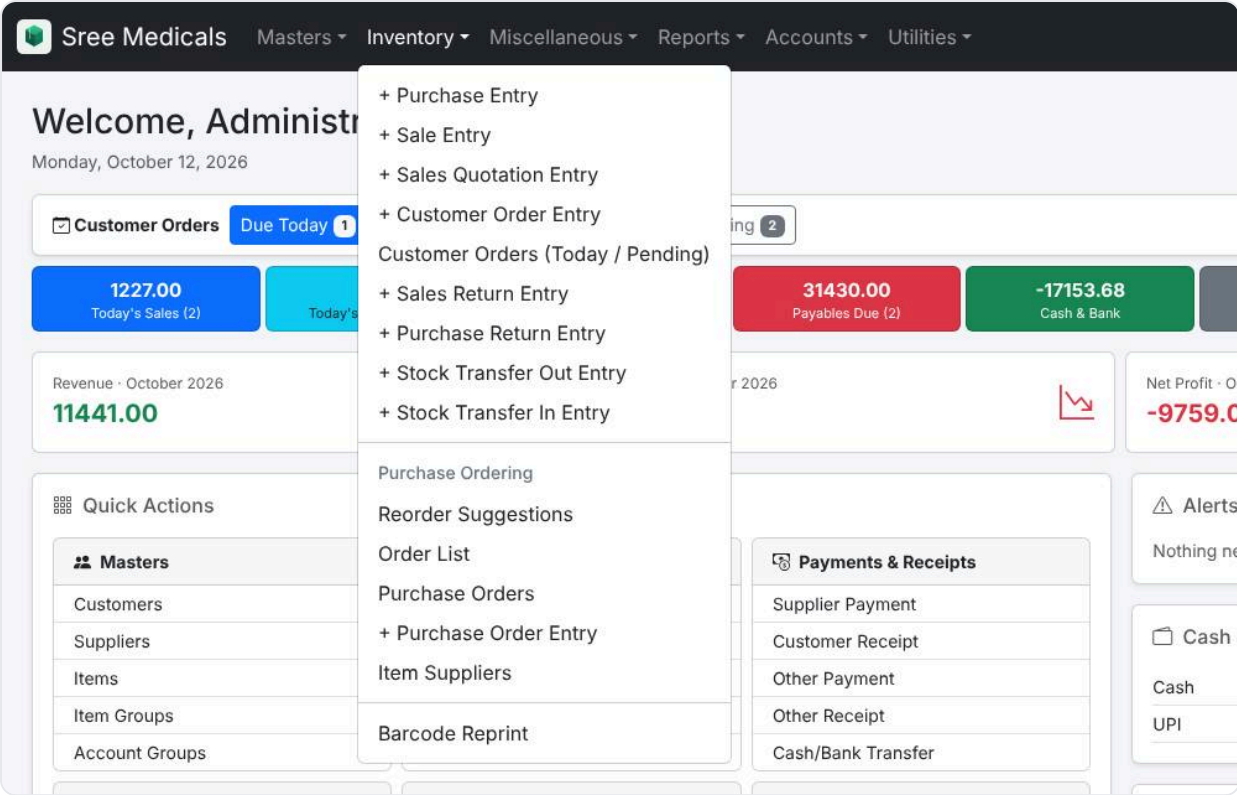
City Clinic · 12-10-2026 15:56

2174.40

The Home page of the demo shop "Sree Medicals".

3. The menus at a glance

Menu	What you find there
Masters (Admin)	Customers, Suppliers, Branches, Items, Item Groups, Manufacturers, Tax Rates, Salesmen, Staff, Account Groups, Ledgers, Loan Accounts, Payment Types, Opening Balances.
Inventory	New Purchase, Sale, Quotation, Customer Order, Sales Return, Purchase Return, Stock Transfer Out/In, Packing, Purchase Ordering, E-Invoice, Barcode Reprint, Weigh Scale Items.
Miscellaneous	Payments & Receipts (supplier payments, customer receipts, notes, staff, other payment/receipt, assets, loans, transfers, journal), Salesman Collection, Quick Item Search, Search Entries, Edit Rates, Edit Items, Numbering Settings, Financial Years.
Reports	All Reports, master lists, Inventory Register and item/party reports, stock reports, statements, payment lists, GST / Tax, Cash Book, Bank Book, Loyalty Points.
Accounts	Day Book, Day Summary, Trial Balance, Profit & Loss, Balance Sheet, Ledger Statement.
Utilities (Admin)	Settings, Inventory Settings, Bill Print Settings, Custom Fields, Barcode and Weigh Scale settings, E-Invoice settings, Theme, Users, User Control.



The Inventory menu open.

Some menu items appear only when the matching feature is switched on in **Utilities → Inventory Settings** (for example Customer Orders, Salesman, Loyalty Points).

4. Making a Sale (billing)

Open **Inventory → + Sale Entry**. The screen has four parts: the **header** (bill details and customer), **Item Entry** (where you type one item at a time), **Added Items** (the bill's lines) and the **footer** (discount, payment and totals).

Sale Bill 1 x + New Tab Open a previous sale (No / Customer / Phone) Paste Order

Bill No Bill Type Salesman + New Customer + New Phone Item List Previous Items Sale Date Save Cancel

Bill Time Rate Tier

Item Entry +

Barcode	Item Group	Description	Batch No	Serial Numbers	Type	Disc %	Qty	Rate	Amount	
Scan...	-- All --	Search item...		comma-sep	S	0	1	0	0.00	+ Add Item
Description	Batch No	Serial Numbers	Type	Disc %	Qty	Rate	GST %	Amount	Actions	
BP Tablet Amlodipine 5mg	AML2402	comma-sep	S	0	30	45	12	1512.00	✎ ✖	
Vitamin C 500mg Tab	-	comma-sep	S	0	10	58	18	684.40	✎ ✖	
Paracetamol 500mg Tab	PCM2401	comma-sep	S	0	10	24	12	268.80	✎ ✖	

Vehicle No Credit Note No Credit Note Debit Note No Debit Note Disc % Disc Amt Other Expense Notes

> Order & Dispatch Details (Tally print)

Pay Mode Payment Type Amount + Add Split Entered: 2465.20 / Total: 2465.20

Redeem Points (avail 39.77)

Tax Details

GST	Amt 1590.00	Tax 190.80	Subtotal	2170.00
12%			Total	2465.20
GST	Amt 580.00	Tax 104.40	Customer Points	39.77
18%				

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A Sale with three items, paid in cash.

Step by step

- Customer.** For a walk-in customer you can leave it blank or just type a name. For a regular customer, type part of the name, code or phone and press **Enter** (or pick from the list with **↓** / **↑**). **+ New** or **F2** adds a new customer without leaving the bill.
- Phone.** Typing 3 or more digits of a phone number suggests saved customers and earlier walk-in customers with that number, so you don't need to type the name again.
- Add items.** In **Description**, type part of the item name, code or generic name, or scan the barcode into **Barcode**. Pick the item with **Enter**. If the item has several batches, a batch list opens; with one batch it is picked for you.
- Quantity.** Type the quantity and press **Enter**. When the rate is already filled, the line is added straight away and the cursor goes back for the next item.
- Payment.** Choose **Pay Mode: Paid** (enter Payment Type and Amount, or **+ Add Split** to split between Cash and UPI) or **Credit** (optionally with an advance).

6. **Save** with the Save button or **F10**. **F12** saves and prints. The form stays open, ready for the next bill (+ New Bill).

Typing in Description lists matching items with stock, MRP and rate.

Quantities, free items and line types

- **10+1** in Qty means 10 paid and 1 free. Only 10 is charged; 11 leave stock.
- Scanning **10+barcode** into the Barcode box adds the item with quantity 10.
- **Type** column: **S** is a normal sale line, **F** is a different item given free, **R** is a free replacement. F and R lines are charged 0 but still reduce stock.
- To change a line already added, click its button; it goes back into Item Entry. removes it.
- **Rate Tier** (Retail / Wholesale / Card) chooses which rate is filled in. A customer can have a default tier.

Payment, old balance and points

- **Old Balance** shows what a saved customer already owes (only when it is not zero).
- **Paid** with no amount entered is saved as fully paid in cash when the company's default Pay Mode is Paid.
- **Redeem Points** (when Loyalty Points are on): the customer's available points are shown. Type the points to use; 1 point = ₹1. The bill total and GST stay the same; only the **Balance to Collect** goes down.
- Points earned on the bill and the customer's total points print on the bill.

Customer Item List and Previous Items

When switched on, two buttons appear next to Phone:

- **Item List:** fills the bill with the customer's regular items (for example a monthly medicine list). Untick what is not needed this time, change quantities and click **Add to Bill**. **Save Bill Items as List** keeps the bill's items as the customer's list for next time.
- **Previous Items:** everything the customer bought before, latest first, with last date, rate and stock. Tick the items and click **Add to Bill**. Walk-in customers are found by phone number.

Item List -- Anu Thomas

Untick what isn't needed this time; quantities can be changed here or in the bill.

Item	Stock	Qty
☒ BP Tablet Amlodipine 5mg (loose)	60	30
☒ Vitamin C 500mg Tab (loose)	50	10
☒ Paracetamol 500mg Tab (loose)	132	10

☐ Save Bill Items as List

Close Add to Bill

Main Bill Entry Screen:

Sale Bill 1 x

+ New Bill Bill No: 0011 Bill Type: Normal

Bill Time: 03:01 Rate Tier: Retail

Item Entry

Barcode	Item Group	Description	Batch No	Serial Numbers	Type	Disc %	Qty	Rate	Amount
Scan...	-- All --	Search item...		comma-sep	S	0	1	0	0.00

No items added yet

Vehicle No: Credit Note No: Credit Note Amount: Debit Note Amount: Disc %: Disc Amt: Other Expense: Notes:

> Order & Dispatch Details (Tally print)

Pay Mode: Paid Payment Type: Cash Amount: 0.00 + Add Split Entered: 0.00 / Total: 0.00

Redeem Points (avail 39.77): 0.00

Tax Details: GST 0% Amt: 0.00 Tax: 0.00

Subtotal: 0.00 Total: 0.00 Customer Points: 39.77

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The Item List of a regular customer, ready to add to the bill.

Main Bill Entry Screen:

Sale Bill 1 x

+ New Tab Open a previous sale (No / Customer / Phone) Paste Order

Bill No: 0011 Bill Type: Normal Salesman: -- None -- + New Customer: Walk-in / Cash Sale + New Phone: 9562

Bill Time: 03:01 Rate Tier: Retail

Item Entry

Barcode	Item Group	Description	Batch No	Serial Numbers	Type	Disc %	Qty	Rate	Amount
Scan...	-- All --	Search item...		comma-sep	S	0	1	0	0.00

+ Add Item

Customer Suggestion: Ravi (Walk-in - last bill 12-10-2026 - 2 bills)

Save Cancel

Typing a phone number suggests earlier customers.

Several bills at once, copy and paste

- **+ New Tab** opens another bill without losing the one you are on, for example when the next customer is waiting. Each tab is named after its customer. Unsaved tabs survive a page refresh on the same computer.
- **Open a previous sale** (top bar): search by bill number, customer or phone to open an old bill.
- **Copy** on a saved bill, then **Paste** on any new bill (even a Purchase or Quotation) to bring the same items in. You can paste the same copy many times.
- The **Bill No** tick box lets an Admin type a bill number by hand, for example to reuse the number of a deleted bill.
- **Bill Type: Normal** or **Quick**. A Quick bill has no tax and its own number series.

Printing the bill

After saving, use **Print** (or **F11**, or **F12** to save and print in one go). The print page shows the bill in the company's chosen style (Classic, Modern, Compact, GST Invoice, Thermal 3 inch or Tally style). If more than one style is allowed, a **View as** switch lets you pick another, and **Set as this device's default** remembers it for this computer. **PDF** downloads the bill as a PDF to send on WhatsApp or email.

Sree Medicals
Masters ▾ Inventory ▾ Miscellaneous ▾ Reports ▾ Accounts ▾ Utilities ▾

Administrator · admin
Logout

Print
PDF
Edit
View as: GST Invoice ▾
Set as this device's default
Back to Sales

Sree Medicals
MG Road, Thrissur, Kerala - 680001
Ph: 0487 2420000 · GSTIN: 32ABCD1234F1Z5 (STATE: Kerala-32)

TAX INVOICE

Inv No : 0001
Date: 06-10-2026

Customer : Anu Thomas, Ph: 9847012345

S	I	Item	Batch	HS N	MRP	Rate	Pa ck	Pa ck Sz	U O Qty M	Taxa ble	GST %	GST Amt	Amou nt
1		Paracetamol 500mg Tab	PCM 2401	30 04 909 9	25.0 0	24.0 0	-	-	10. N 00 os	240.0 0	12.0 0	28.8 0	268.8 0
2		BP Tablet Amlodipine 5mg	AML2 402	30 04 909 9	48.0 0	45.0 0	-	-	30. N 00 os	1350.0 0	12.0 0	162.0 0	1512.0 0

In Words: Rupees One Thousand Seven Hundred and Eighty and Eighty Paise Only

GST%	Taxable	CGST	SGST	Total
GST 12%	1590.00	95.40	95.40	190.80

Subtotal : 1590.00
Total : 1780.80
Paid : 1780.80
Balance Due : 0.00
Points (this bill) : 17.81
Total Points : 39.77

You Saved Rs. 100.00
Tot Qty : 40

For Sree Medicals
Authorized Signatory

Entered On: 12-10-2026 15:56

App developed by [Dreamsoft Info Solutions](#)

A sale printed in the GST Invoice style.

Opening, editing and deleting a saved bill

- A saved bill opens **locked** so nothing changes by accident. Click **Edit** to unlock it, make changes and click **Update**.
- If your role is not allowed to edit that bill (or it is older than your allowed number of days), it opens as **View Only**.
- Delete** (Admin only) removes the bill, gives the stock back and removes its payments. It is refused when a salesman collection, a bill-wise receipt or an e-invoice is attached; remove those first.

Sale

Bill 1 × 000002 ×

+ New Tab

Open a previous sale (No / Customer / Phone)

Copy

Paste

Order

Viewing this record -- click **Edit** to make changes.

+ New Bill

Bill No0002

Bill TypeNorm

SalesmanRahul K

+ New

CustomerRavi

+ New

Phone9562011223

Item List

Previous Items

Sale Date10/07/202

Bill Time03:!

Rate TierRetai

Show

Print

PDF

Edit

Cancel

Item Entry

Delete

Barcode	Item Group	Description	Batch No	Serial Numbers	Type	Disc %	Qty	Rate	Amount	
Scan...	-- All	Search item...		comma-sep	S	0	1	0	0.00	+ Add Item
Description	Batch No	Serial Numbers	Type	Disc %	Qty	Rate	GST %	Amount	Actions	
Cough Syrup 100ml	-	comma-sep	S	0.00	1.00	115.00	12.00	128.80	 	
Cetirizine 10mg Tab	-	comma-sep	S	0.00	10.00	38.00	12.00	425.60	 	

Vehicle No

Credit Note No

Credit Note

Debit Note No

Debit Note

Disc %

Disc Amt

Other Expense

Notes

A saved bill opens locked. Click Edit to change it.

When stock is short

Depending on the **Negative Stock** setting, a sale of more than the stock is **blocked**, **asks for confirmation**, or is **allowed**. Expired batches are not offered.

5. Purchases

Open **Inventory → + Purchase Entry**. It works like a Sale, with the Supplier instead of the Customer.

1. Pick the **Supplier** and type the supplier's **Invoice No** and date.
2. For each item: pick the item, then the **Batch** (pick an existing one or type a new batch number, with expiry date if needed), quantity, purchase rate, discount and tax. The sale rates (Retail/Wholesale/Card) and MRP for the batch can be filled in on the same line.
3. Use the footer for discount, other expenses and payment (Paid or Credit), then **Save**.

Sree Medicals Masters ▾ Inventory ▾ Miscellaneous ▾ Reports ▾ Accounts ▾ Utilities ▾ Administrator · admin Logout

Purchase 000001 × + New Tab Open a previous purchase (No / Invoice / Sup) Copy Paste Import

Viewing this record -- click **Edit** to make changes.

Bill No: 0001 Bill Type: Norn ▾ Supplier: Kerala Pharma + New Purchase Date: 10/06/202 Bill Time: 03: Invoice No: KPD/2231
 + New Bill Show Print PDF Edit Cancel Delete

Item Entry ⓘ

Barcode	Item Group	Description	Batch No	Type	Disc %	Qty	Rate	Taxable	GST %	Amount
Scan...	-- All Groups ▾	Search item...		P ▾	0	1	0	0.00	0	0.00
Cost Price		MRP	SRate		WSRate					
0.00										
CSRate		Serial Numbers	Barcode (Pack)		Barcode (Loose)					
		comma-sep								
+ Add Item										

Description	Batch No	Type	Disc %	Qty	Rate	Taxable	GST %	Amount	Actions
Paracetamol 500mg Tab	PCM2401	P ▾	0.00	200.00	15.00	3000.00	12.00	3360.00	
Amoxicillin 250mg Cap	-	P ▾	0.00	60.00	60.00	3600.00	12.00	4032.00	
Cetirizine 10mg Tab	-	P ▾	0.00	100.00	24.00	2400.00	12.00	2688.00	
Vitamin C 500mg Tab	-	P ▾	0.00	80.00	38.00	3040.00	18.00	3587.20	
BP Tablet Amlodipine 5mg	AML2402	P ▾	0.00	120.00	28.00	3360.00	12.00	3763.20	
Digital Thermometer	-	P ▾	0.00	15.00	210.00	3150.00	18.00	3717.00	

Vehicle No: Credit Note No: Credit Note Debit Note No: Debit Note Disc %: Disc Amt: Other Expense: Extra Cost:

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Notes

Pay Mode: Credit ▾ Advance Amount: Payment Type: -- Select ▾ Remarks: e.g. Advance paid

Tax Details: GST Amt: 12360.00 Tax: 1483.20 Old Balance: -8000.00
 12% Subtotal: 18550.00
 GST Amt: 6190.00 Tax: 1114.20 Total: 21147.40
 18%

A purchase from a supplier, with batches.

- **Import** (top bar): copy the supplier's invoice lines from Excel, click **Paste**, check the preview (unmatched rows show in red with a **fix** button) and click **Import**. Then save the purchase as usual.
- After saving, each line has a **Print Sticker** button for barcode labels (when Barcode Print Settings is on). More stickers later: **Inventory → Barcode Reprint**.
- **F1** in the item box opens that item's rates for quick changes; **F7** edits the item itself.

6. Other bills and stock entries

Sales Quotation

Inventory → + Sales Quotation Entry works like a Sale but does not touch stock or accounts. When the customer agrees, open the quotation and click **Convert to Sale**; a new Sale opens filled in from it.

Sree MedicalsMastersInventoryMiscellaneousReportsAccountsUtilitiesAdministrator · adminLogout

PrintPDFEditConvert to SaleView as:GST InvoiceSet as this device's defaultBack to Quotations

Sree MedicalsMG Road, Thrissur, Kerala - 680001Ph: 0487 2420000 - GSTIN: 32ABCD1234F1Z5 (STATE: Kerala-32)Sales QuotationInv No : 0001Date: 12-10-2026Customer : City Clinic, Ph: 0487 2333444Rate Tier: Retail

S I	Item	Batch	HS N	MRP	Rate	Pa ck	Pa ck Sz	Q ty	U O M	Taxa ble	GST %	GST Amt	Amou nt
1	Digital Thermometer	-	90251990	350.00	330.00	-	-	5.0	N os	1650.00	18.0	297.00	19470.00
2	Hand Sanitizer 500ml	-	38089400	250.00	240.00	-	-	5.0	N os	1200.00	18.0	216.00	14160.00

In Words: Rupees Three Thousand Three Hundred and Sixty-Three Only

Subtotal : 2850.00

Total : 3363.00

GST%	Taxable	CGST	SGST	Total
GST 18%	2850.00	256.50	256.50	513.00

A quotation with the Convert to Sale button.

Customer Orders (bookings)

For goods booked in advance (a cake, a special medicine, a monthly pack). **Inventory → + Customer Order Entry** : enter the customer, items, **Delivery Date/Time**, a **Message** and any **advance** received. The order does not touch stock until it is billed.

- Inventory → Customer Orders** shows tabs **Today**, **Tomorrow**, **Overdue** and **All Pending**, with the message highlighted.
- Bill** opens a Sale filled in from the order with the advance already deducted; collect only the balance.
- Cancel** asks whether to refund the advance or keep it.

Customer Orders

+ New Order

Today **1** Tomorrow **1** Overdue **0** All Pending **2** Delivered Cancelled All

Search
 No / Customer / Phone / Message Show

1 order · Total 3565.20 · Advance 500.00 · Balance to collect 3065.20

Delivery	Order	Customer	Message / Items	Total	Advance	Balance	Status	Actions
12-10-2026 17:00	0001 12-10-2026	Lakshmi Nair 9895066602	Keep the monthly BP and Vitamin pack ready BP Tablet Amlodipine 5mg x 30, Vitamin C 500mg Tab x 30	3565.20	500.00	3065.20	Pending	Bill Ready

App developed by [Dreamsoft Info Solutions](#)

The Customer Orders board.

Sales Return and Purchase Return

- Inventory → + Sales Return Entry** : pick **Against Sale** and click **Load items** to bring in that bill's items, then keep only what came back. Stock is added back and the customer is credited.
- Inventory → + Purchase Return Entry** : goods sent back to the supplier, with **Against Purchase No.**

Sales Return

000001 × + New Tab Open a previous sales return (No / Customer /) Copy Paste

Viewing this record -- click **Edit** to make changes.

Bill No	Bill Type	Salesman	Customer	Phone	Return Date	Bill Time	Rate Tier
0001	Norm	-- None --	Joseph Vargh	9447055501	10/12/2021	03:11	Retail

Show Print PDF Edit Cancel Delete

Item Entry

Barcode	Item Group	Description	Batch No	Serial Numbers	Type	Disc %	Qty	Rate	Amount
Scan...	-- All --	Search item...		comma-sep	S	0	1	0	0.00

Description	Batch No	Serial Numbers	Type	Disc %	Qty	Rate	GST %	Amount	Actions
Paracetamol 500mg Tab	PCM2401	comma-sep	S	0.00	2.00	24.00	12.00	53.76	

Vehicle No	Against Sale	Credit Note No	Credit Note Amt	Disc %	Disc Amt	Other Expense	Notes
	000004		0.00	0.00	0.00	0.00	

Tax Details

	Old Balance	
GST Amt 48.00 Tax 5.76	Subtotal	48.00
12%	Total	53.76

A Sales Return against an earlier bill.

Stock Transfer Out / In (branches)

Move stock between your own branches. **Stock Transfer Out** reduces stock here; the branch records a **Stock Transfer In**. Branches are added in **Masters → Branches**.

Packing Entry (making products)

When **Product Stock** is set to **Product Entry**, **Inventory → + Packing Entry** adds stock of a product you make or pack and takes away its raw items, using **Masters → Item Product Relation**. With **Product**

Direct, selling a product reduces its raw items automatically.

Purchase ordering

- **Reorder Suggestions:** items below minimum quantity and fast-moving items, with suggested quantities.
- **Order List:** items to order, grouped by supplier. On a Sale, **F9** adds the current item to this list.
- **Purchase Orders:** create one order per supplier, send by WhatsApp, then **Receive goods** to open a Purchase already filled in. Part deliveries are tracked.
- **Item Suppliers:** which supplier gave the best rate for each item.

E-Invoice and E-Way Bill

For GST-registered companies with this switched on: each bill's print page has an **E-Invoice / E-Way** button, and **Inventory → E-Invoice / E-Way Bill** lists all bills with bulk JSON download for the government portal. A bill with an active IRN cannot be edited or deleted.

Weigh scale items

When a weigh scale is used, barcodes printed by the scale are read on Sale with the weight as quantity.

Inventory → Weigh Scale Items lets you update rates and write the scale's PLU file.

7. Payments and receipts

All are under [Miscellaneous → Payments & Receipts](#) . Each form shows the last few entries below it, with Edit and Print.

Entry	Use it when
Customer Receipts	A customer pays an old balance. Optionally apply it against particular bills; anything not applied stays as an advance.
Supplier Payments	You pay a supplier. Discount and cheque details can be entered; it can be applied against purchase bills.
Branch Receipts	A branch pays for stock transferred to it.
Supplier Credit Notes / Customer Debit Notes	Adjust a party's balance without cash (for example rate difference).
Staff Payments / Staff Salary Journal	Pay staff, and post the month's salaries in one go.
Other Payment	Expenses such as rent, electricity, transport (choose the Ledger).
Other Receipt	Other income such as commission or rent received.
Asset Purchase	Buying furniture, computers or other fixed assets.
Loan Borrowed / Loan Repayment	Money borrowed, and repayments split into principal and interest.
Cash/Bank Transfer	Cash deposited in the bank, cash withdrawn, UPI to bank, and so on.
Journal Entry	Any adjustment between ledgers (debits must equal credits). For accountants.

New Customer Receipt

Paste

Customer

Type customer name...+ New

Receipt Date

10/12/2026

Amount

Discount (optional)

0

Payment Type

Cash

Remarks (optional)

Save Receipt

Cancel

Last 5 Receipts

Voucher No	Date	Customer	Amount	Actions
------------	------	----------	--------	---------

Customer Receipt form.

New Expense

Paste

Date

10/12/2026

Amount

Expense Ledger

Type ledger n.+ New

Payment Type

Cash

Paid To (optional)

Who was this paid to?

Remarks (optional)

Save Expense

Cancel

Last 5 Expenses

Voucher No	Date	Ledger	Amount	Actions
------------	------	--------	--------	---------

Other Payment (an expense such as electricity).

8. Salesmen and the Salesman Portal

When **Salesman** is switched on in Inventory Settings, a Salesman can be chosen on each bill, and salesmen can collect money from customers.

- **Miscellaneous → Salesman Collection → Collect Payment** : money collected by a salesman. It stays with the salesman (it is not yet company cash).
- **Salesman Handover**: one salesman gives collected cash to another.
- **Salesman Remit to Company**: the salesman hands the cash in; only now does it reach the Cash Book.
- **Salesman Statement** (Reports → Statements) shows what each salesman holds.

Salesman Portal: a salesman logs in with the same App Code and their own username (set in **Masters → Salesmen**). They see only **My Customers** (balances due, bills, statement, collect payment) and **My Cash Statement**.

9. Masters (Admin)

Masters are the lists everything else uses. Each Add page shows the **last 5** records with Edit and Delete, and a quick search box.

Customers, Suppliers and Branches

One list of parties. **Type** can be Customer only, Supplier only, Both, or Branch. Fill name, phone, address, GSTIN, state, opening balance, default rate tier and discount. For customers you can also keep a **Customer Item List** (on the customer's edit page) and see their **Loyalty Points**.

Sree Medicals Masters ▾ Inventory ▾ Miscellaneous ▾ Reports ▾ Accounts ▾ Utilities ▾ Administrator · admin Logout

Customers [?]

[Customers Report](#)

Type	Name	Code	Place	Phone
Customer only ▾				
Address		Contact Person	Shipping Address	
GSTIN	State	Pincode	Dist. (KM)	Discount %
	-- Select -- ▾			0
Default Rate	Opening Balance	As Of		
-- None -- ▾	0	mm/dd/yyyy		

Opening Balance [?]

Search all customers to edit...

Last 5 customers added

Lakshmi Nair Kuriachira · 9895066602	Edit	Delete
City Clinic Thrissur · 0487 2333444	Edit	Delete
Joseph Varghese Ollur · 9447055501	Edit	Delete
Anu Thomas Thrissur · 9847012345	Edit	Delete

To browse or edit older records, go to [Customers Report](#).

App developed by [Dreamsoft Info Solutions](#)

Masters → Customers, with the last 5 customers below.

Items

Each item has a type (**Stock**, **Service** or **Product**), name, code, HSN, group, manufacturer, GST rate, pack quantity and units (pack/loose), barcode, minimum quantity, opening stock, cost price, MRP and sale rates (Retail, Wholesale, Card), and a minimum **Below Rate** if needed. Which fields appear is decided by your software provider.

Sree Medicals
Masters ▾
Inventory ▾
Miscellaneous ▾
Reports ▾
Accounts ▾
Utilities ▾
Administrator · admin
Logout

Items

[Item Master Report](#)

Type
Stock ▾

Code No. ①

Item Name ①

HSN Code

Group
Personal Care

+

Manufacturer
Type to search...

+

GST
- ▾

Min Qty ①

Barcode

Batch Name ①

Opening Stock ①

Cost Price ①

MRP

Rate (Retail)

Rate (Wholesale)

Rate (Card)

Remarks

Add

Search all items to edit...

Last 5 items added

Masters → Items (Add Item).

Other masters

- **Item Groups, Manufacturers, Racks, Tax Rates:** used to classify items and to filter reports.
- **Payment Types:** Cash, UPI, bank accounts. Mark bank/cheque types, and choose the **Default Payment Type** (its book is the Cash Book).
- **Opening Balances:** cash and bank balances on the day you start.
- **Ledgers and Account Groups:** expense and income heads for Other Payment / Other Receipt. Built-in groups can't be deleted.
- **Salesmen, Staff** (with salary), **Routes, Loan Accounts.**

Payment Types ⓘ

Default Payment Type

-- Cash (default) --

Save

New Payment Type

Order

0

Add

☐ Bank/Cheque type -- shows Cheque No/Date, Bank Name and Cheque Status when this Payment Type is picked on a Supplier Payment

Search...

Order	Name	Active	Bank/Cheque type	Actions
1	Cash	☒	☐	SaveDelete

Masters → Payment Types.

While entering a bill, **F2** creates a new item, customer, supplier or salesman, and **F7** edits the one already picked, without leaving the bill.

Changing many items at once

Miscellaneous → Edit Rates and **Edit Items** show items in a grid. Filter, click **Show**, click a cell, change the value and press **Enter**; the cell turns green when saved. Edit Rates can also switch a batch off, correct stock and delete an unused batch.

Edit Rates

Quick, per-batch price and stock corrections. Click a rate or stock cell, change it, and press Enter to save -- the cell turns green once it's saved. Use the Status switch to turn a batch on/off.

Item Group

Supplier

Rack

Stock

Pack

Status

Any

Any

Any

All

All

All

Search (Barcode / Name / Code)

Type to search...

Show

Item Name	Item Code	Batch	Status	MRP	Cost Price	Retail Rate	Wholesale Rate	Card Rate	Stock	Actions
Amoxicillin 250mg Cap	1002	-	☒	95	60	90	80	88	50	Delete
BP Tablet Amlodipine 5mg	1011	-	☒	48	0	45	40	44	0	Delete
BP Tablet Amlodipine 5mg	1011	AML2402	☒	48	28	45	40	44	60	Delete
Cetirizine 10mg Tab	1003	-	☒	40	24	38	32	36	80	Delete
Cotton Roll 100g	1009	-	☒	55	34	52	45	50	30	Delete

Edit Rates grid.

10. Reports

Reports → All Reports lists every report on one page.

Sree Medicals Masters ▾ Inventory ▾ Miscellaneous ▾ Reports ▾ Accounts ▾ Utilities ▾ Administrator · admin [Logout](#)

All Reports

SEARCH

[Search Entries](#)

MASTERS

[Item Master](#)

[Customer Master](#)

[Supplier Master](#)

[Branch Master](#)

[Item Group](#)

[Manufacturer](#)

[Salesman](#)

[Staff](#)

INVENTORY

[Inventory Register](#)

[Partywise Inventory](#)

[Itemwise Inventory](#)

[Itemwise Billwise](#)

[Profit Register](#)

STOCK REPORT

[Item Stock](#)

[Stock Movement](#)

[Age-wise Stock](#)

STATEMENTS

[Supplier Statement](#)

[Customer Statement](#)

[Branch Statement](#)

[Staff Statement](#)

[Salesman Statement](#)

OTHER REPORTS

[Cash Book](#)

[Bank Book](#)

ACCOUNTS

[Day Book](#)

[Day Summary](#)

ACCOUNTS (GENERAL LEDGER)

[Trial Balance](#)

[Profit & Loss](#)

[Balance Sheet](#)

[Ledger Statement](#)

[Day Book \(Accounting\)](#)

[GST / Tax Report](#)

App developed by [Dreamsoft Info Solutions](#)

All Reports.

How every report works

- Choose the filters (dates default to today) and click **Show**. Nothing loads until you click Show.
- The **Total** row is repeated at the top of the table so you see it straight away.
- **Copy** copies the table to paste into Excel; **Print** prints it with the company heading.
- Filter boxes are type-to-search: type a few letters, then and .
- Click a bill or voucher number to open it (locked).

Main reports

Report	Shows
Inventory Register	All bills of a type (sales, purchases, returns...) with totals; open, print or edit from here.
Partywise / Itemwise Inventory	Totals per customer/supplier, or per item.
Itemwise Billwise	Every line of every bill: find which bill a batch or serial number went to.
Profit Register	Profit per bill or per item, at average purchase cost.
Item Stock / Stock Movement / Agewise Stock	Current stock with value; an item's in-and-out history; how old the stock is.
Customer / Supplier / Branch / Salesman / Staff Statement	Running balance of one party, ready to print or send.
GST / Tax Report	Sales and purchase tax summary, GSTR-1 (with JSON export), GSTR-3B, and composition returns.
Cash Book / Bank Book	Money in and out of cash and of each bank/UPI account, with running balance.
Loyalty Points	Points earned, used and balance for each customer, with history.

Sales

+ New Sale

PurchaseSalesSales QuotationSales ReturnPurchase ReturnStock Transfer OutStock Transfer In

SearchCustomerFrom DateTo DateUser

Sale No / Customer / PhoneAny10/06/202610/12/2026Any

Bill TypeSalesmanBill ModePay ModePay TypeView

AnyAnyAnyAnyAnyBill-wise

☐ Detailed ReportShow

Sale No	Bill No	Date	Customer	Total	Actions
Grand Total (10 bills)				13037.52	
000010	0010	12-10-2026	Joseph Varghese	672.60	PrintEditFix Payment TypeDelete
000009	0009	12-10-2026	Ravi	554.40	PrintEditFix Payment TypeDelete
000008	0008	11-10-2026	City Clinic	1890.00	PrintEditDelete
000007	0007	11-10-2026	Anu Thomas	2196.40	PrintEditFix Payment TypeDelete
000006	0006	10-10-2026	Lakshmi Nair	1520.00	PrintEditFix Payment TypeDelete
000005	0005	09-10-2026	Meera	417.72	PrintEditFix Payment TypeDelete
000004	0004	08-10-2026	Joseph Varghese	1876.80	PrintEditFix Payment TypeDelete

Inventory Register (sales).

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Item Stock Report

Print

Copy

Back to Reports

Item Group

Any

Supplier

Any

Manufacturer

Any

Item Type

Any

Stock Status

All

Display

Normal

Report Type

☒ Itemwise

☐ Batchwise

☐ Groupwise

☐ Hide Cost/Value

☐ Value in Sales Rate

☐ Show Supplier

☐ Show Batch

☐ Select Date

More Columns

Show

Current stock as of now, across all batches unless Batchwise is selected. Cost is each item's own average PURCHASE rate (Sales>Returns>Transfers excluded, same convention as the Stock Report). Supplier shown>filtered is derived from purchase history (Item Master has no stored Supplier field) -- for display, an item's most recent purchase's supplier is used.

Item Name	Stock	UQC	Srate	Cost	Value	Actions
Total	559.00				27180.00	
Amoxicillin 250mg Cap	50.00	-	90.00	60.00	3000.00	Edit Item Edit Rate Movement
BP Tablet Amlodipine 5mg	60.00	-	45.00	28.00	1680.00	Edit Item Edit Rate Movement
Cetirizine 10mg Tab	80.00	-	38.00	24.00	1920.00	Edit Item Edit Rate Movement
Cotton Roll 100g	30.00	-	52.00	34.00	1020.00	Edit Item Edit Rate Movement
Cough Syrup 100ml	38.00	-	115.00	78.00	2964.00	Edit Item Edit Rate Movement
Digestive Syrup 200ml	29.00	-	135.00	92.00	2668.00	Edit Item Edit Rate Movement
Digital Thermometer	12.00	-	330.00	210.00	2520.00	Edit Item Edit Rate Movement
Hand Sanitizer 500ml	16.00	-	240.00	160.00	2560.00	Edit Item Edit Rate Movement

Item Stock report.

Customer Statement

Print

Copy

Back to Reports

Customer

City Clinic (0487 2333444)

From Date

10/06/2026

To Date

10/12/2026

☐ Detailed

Show

City Clinic

0487 2333444

06-10-2026 to 12-10-2026

0.00

Opening Balance

4064.40

Sold This Period

1500.00

Received This Period

2564.40

Closing Balance (Owed)

Date	Description	Charge	Received	Balance
Closing Balance				2564.40
Opening Balance				0.00
07-10-2026	Sale 000003	2174.40		2174.40
11-10-2026	Sale 000008	1890.00		4064.40
11-10-2026	Customer Receipt — UPI received		1500.00	2564.40
Closing Balance				2564.40

Customer Statement with running balance.

GST / Tax Report

Print

Back to Reports

Period

Month

Month

Date Range

October 2026

Show

Export:

Excel

CSV

Need a file to import into the GST portal's own Offline Tool?

GSTR-1 (India) →

GSTR-3B →

01-10-2026 to 31-10-2026 · Tax scheme: GST

Output Tax (Sales + Sales Return) — Summary

Rate-wise Summary

Supply Type	Rate %	Taxable Value	CGST	SGST	IGST	Cess	Total GST	Total Value
GRAND TOTAL		11441.00	771.38	771.38	0.00	0.00	1542.76	12983.76
Same State	5.00	1040.00	26.00	26.00	0.00	0.00	52.00	1092.00
Same State	12.00	6357.00	381.42	381.42	0.00	0.00	762.84	7119.84
Same State	18.00	4044.00	363.96	363.96	0.00	0.00	727.92	4771.92
Subtotal (Same State)		11441.00	771.38	771.38	0.00	0.00	1542.76	12983.76
GRAND TOTAL		11441.00	771.38	771.38	0.00	0.00	1542.76	12983.76

Input Tax (Purchase + Purchase Return) — Summary

GST / Tax Report.

Cash Book

Print

Copy

Back to Reports

From Date

To Date

10/06/2026

10/12/2026

Show

Cash Cash Book

06-10-2026 to 12-10-2026

25000.00

Opening Balance

8196.32

Total In

14850.00

Total Out

18346.32

Closing Balance

Date	Description	In	Out	Balance
Closing Balance				18346.32
Opening Balance				25000.00
06-10-2026	Payment received - Sale 000001	1780.80		26780.80
07-10-2026	Payment - Purchase 000002		5000.00	21780.80
07-10-2026	Payment received - Sale 000002	554.40		22335.20
09-10-2026	Payment received - Sale 000005	417.72		22752.92
09-10-2026	Expense - Electricity Charges		1850.00	20902.92
10-10-2026	Payment received - Sale 000006	1520.00		22422.92
10-10-2026	Supplier Payment		8000.00	14422.92

Cash Book.

Search Entries

Miscellaneous → Search Entries searches every kind of entry at once by number, party, amount or date, so you can find any bill quickly. **Quick Item Search** (**F3** in an item box) shows an item's stock and rates.

Search Entries

Print

Copy

Back to Reports

Category

All

▼

Type

All

▼

Date Type

Entry Date

▼

From Date

10/12/2026

📅

To Date

10/12/2026

📅

Bill No

Contains...

Party Type

-- Any --

▼

Party (type to search)

Select a Party Type first...

Item

-- Any Item --

Check Status

All

▼

Search

Clear All

Set your filters above and click Search.

App developed by [Dreamsoft Info Solutions](#)

Search Entries.

11. Accounts

Every bill and voucher is posted to the accounts automatically. You don't need to make journal entries for normal work.

- **Day Book** and **Day Summary**: everything entered on a day, and the day's totals by payment type. Good for closing the counter.
- **Trial Balance, Profit & Loss, Balance Sheet**: the standard statements for any period.
- **Ledger Statement**: the account of any ledger (a customer, an expense, a bank...).
- **Day Book (Accounting)**: the full debit/credit journal.
- The financial year closes automatically; **Miscellaneous → Financial Years** shows the closed years.

Day Summary

Print

Day Book (bill-wise)

Back to Reports

From Date

To Date

Pay Type (optional)

Opening Balance

10/12/2026

10/12/2026

All (Combined)

Required

Not Required

Show

Day Summary

12-10-2026 to 12-10-2026 · Combined across all payment types

58119.32

Opening Balance

1727.00

Total In

3500.00

Total Out

56346.32

Closing Balance

Income — by Ledger

Ledger	Amount
Total	1727.00
Unspecified	1727.00
Total	1727.00

Expenses — by Ledger

Ledger	Amount
Total	3500.00
Shop Rent	3500.00
Total	3500.00

Income — by Pay Mode

Pay Mode	Amount
Cash	1727.00

Expenses — by Pay Mode

Pay Mode	Amount
UPI	3500.00

Day Summary.

Trial Balance

Print

Copy

Back to Reports

As of Date

10/12/2026

Show

Trial Balance

As of 12-10-2026

Ledger	Debit	Credit
Total	104961.76	104961.76
Capital Account		
Capital / Opening Balance		65000.00
Subtotal	0.00	65000.00
Cash-in-Hand		
Cash	18346.32	
UPI	38000.00	
Subtotal	56346.32	0.00
Current Liabilities		
Advance from Customers (Orders)		500.00
Subtotal	0.00	500.00
Duties & Taxes		

Trial Balance.

Profit & Loss

Print

Copy

Back to Reports

From Date

To Date

10/06/2026

10/12/2026

Show

Profit & Loss

06-10-2026 to 12-10-2026

4091.00

Gross Profit

-1259.00

Net Loss

Trading Account	Amount
Gross Profit	4091.00
Sales (net of Sales Return)	11441.00
Opening Stock	0.00
Purchases (net of Purchase Return)	34530.00
Less: Closing Stock	(27180.00)
Cost of Goods Sold	7350.00
Gross Profit	4091.00

Other Income

Other Expenses

Profit & Loss.

12. Settings (Admin)

Settings

Utilities → Settings : tax type and GST scheme, company state, bank details for the bill, currency, where the Delete button shows, whether old balance prints on bills, a Login PIN and a message shown after login. Company name, about line and address are set by your software provider.

Sree Medicals Masters ▾ Inventory ▾ Miscellaneous ▾ Reports ▾ Accounts ▾ Utilities ▾ Administrator · admin Logout

Settings

Report Order

☒ File Number Wise
☐ Date Wise
Default sort order used across reports.
☐ Ascending
☒ Descending

☐ **Show Old Balance on Printed Bill**
Adds an Old Balance row to the printed Sale/Purchase bill (only when the customer/supplier actually has one).

Company Details

Company Name

Sree Medicals

Locked — only a Platform Admin can change this. Log in via Super Admin → Organizations → Impersonate to edit.

Abt Company

Locked — only a Platform Admin can change this. Log in via Super Admin → Organizations → Impersonate to edit.

Phone

0487 2420000

GSTIN

32ABCDE1234F1Z5

Address

MG Road, Thrissur, Kerala - 680001

Locked — only a Platform Admin can change this. Log in via Super Admin → Organizations → Impersonate to edit.

Email

Website

e.g. www.example.com

Code (bill prefix)

Utilities → Settings.

Inventory Settings

The main switches for how billing works:

- Default **Pay Mode** (Paid or Credit), **Auto Print** after saving a sale.
- Batch options: expiry and manufacturing dates, date format, batch order.
- **Item Entry Type**: Manual (stop on quantity) or Direct (scan and go).

- **Negative Stock:** Block, Confirm or Allow.
- **Club Items:** the same item scanned twice becomes one line.
- **Features:** Customer Orders, Customer Item Lists, Loyalty Points (point system, percentage, saved customers only or everyone), Salesman, Credit/Debit Notes, Product Stock, bill-wise receipts and payments.
- Which columns show in Item Entry and Added Items, and their order.


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Masters ▾
Inventory ▾
Miscellaneous ▾
Reports ▾
Accounts ▾
Utilities ▾

Administrator · admin
Logout

Inventory Settings ⓘ

Field toggles have moved ⓘ

☒
Serial Number

Shows the Serial Numbers column on every transaction entry screen (Purchase, Sale).

Minimum Barcode Length

0 = no minimum. Above 0 rejects saving a non-blank Barcode/Loose Barcode shorter than this many characters (blank stays allowed either way).

Default Pay Mode

Sales
 ▾

What a new Sale's Pay Mode starts on.

Purchase
 ▾

What a new Purchase's Pay Mode starts on.

Auto Print

☐
Sales

Off by default. When on, saving a brand new Sale automatically opens the print dialog for it. Doesn't apply when updating an existing Sale.

Require Catalog Item

☐
Sales

Blocks saving a Sale if any item line wasn't matched to the catalog. Off by default (unmatched free-typed lines are allowed and simply skip stock tracking).

☐
Purchase

Same idea as Sales above, for Purchase entry.

Require Batch Dates ⓘ

☐
Expiry Date

Adds an Expiry Date field to every Purchase item line (for a catalog-matched item) and blocks saving until it's filled in -- even when re-stocking an existing batch number, since each delivery can be its own lot.

☐
Manufacturing Date

Same idea as Expiry Date above, for Manufacturing Date.

Date Format ⓘ

▾

Utilities → Inventory Settings (top part).

Bill Print Settings

Choose the invoice style and which styles staff may switch to, logo, header fields, item columns and their order, MRP total, footer text (bank details, terms, declaration), signatory, caption and font size, page size (A4/A5, portrait/landscape, half page), and section colours. The UPI QR code is set by your software provider.

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Bill Print Settings

Controls how every printed document looks -- Sale, Purchase, Quotation, Sales Return, Purchase Return, Stock Transfer Out and Stock Transfer In all share these same settings.

Invoice Style

☐ **Classic**
Plain bordered table, today's familiar look.

☐ **Modern**
Colored header band, cleaner spacing.

☐ **Compact**
Dense, minimal padding -- good for A5/thermal.

☒ **GST Invoice**
Boxed GST invoice layout -- GSTIN/Phone strip, GST breakup table, amount in words.

☐ **Thermal (3 inch)**
Narrow receipt layout for a 3" (76mm) thermal roll printer.

☐ **Tally Invoice**
Tally-style boxed Tax Invoice -- seller/consignee/buyer boxes, order & dispatch boxes, HSN-wise tax table, declaration.

Invoice Styles Available on Print Page

Choose which styles staff can switch to from the "View as" option on the print page (and pick as a device's own default). At least one must stay checked -- leaving all unchecked just re-enables every style. Make sure the default Invoice Style above is one of the checked ones.

☒ Classic
☐ Modern
☐ Compact
☒ GST Invoice
☒ Thermal (3 inch)
☒ Tally Invoice

Logo

☒ No Logo
☐ Small Logo (beside company name)
☐ Full Banner (replaces text header)

Logo Height

Leave blank for the default size (56px small logo / 140px banner). Applies to whichever Logo type is selected above.

PNG/JPG/WEBP/SVG, up to 2 MB. Leave blank to keep the current logo.

Header Fields

☒ Company Name
☒ Address
☒ Phone
☒ GSTIN
☐ Email
☐ Website

Phone / GSTIN / Address / Email / Website values themselves are edited on [Admin → Settings](#) -- these just turn each one on/off on the printed header.

☐ Hide Company Name if Logo is shown
☐ Hide "About Company" if Logo is shown

Default Bill Type (New Documents)

Sale / Sales Return / Quotation

Purchase / Purchase Return

Utilities → Bill Print Settings.

For printing without the print dialog every time, start Chrome with the `--kiosk-printing` option (your software provider can set this shortcut up).

Other utilities

- **Custom Fields:** add your own text fields to any bill type and choose whether they print.
- **Barcode Print Settings:** label size and a drag-and-drop label designer.
- **Weigh Scale Settings, E-Invoice & E-Way Bill Settings.**
- **Theme:** colours of sections, the highlight colour of the box you are typing in, and font sizes.
- **Miscellaneous → Numbering Settings** : bill number prefix, format and financial year start.

Theme ⓘ

Color the sections on every form

Off by default. The colors below are saved either way, so you can pick them first and switch this on once you like the result.

Section Colors

Header

Entry

List

Details

Payment

Totals

Focused Field Highlight ⓘ

Border / Glow

Background

Section Font Size ⓘ

Header

Entry

List

Details

Payment

Totals

Utilities → Theme.

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13. Users and permissions (Admin)

- **Utilities → Users** : **Add User** with username, password, full name and role. Each user has **Active**, **Reset** (password) and **Save**.
- **Utilities → User Control** : for Subadmin, User and Report Only, choose which forms can be edited, the edit window in days (blank = no limit, 0 = same day only), whether cost price is hidden, whether F7/F1 master editing is allowed, and which reports are blocked.

Users

Add New User

Username

Password

Full name

User

Add User

Search users...

Username	Full Name	Role	Active	Reset Password	Actions
admin	Administrator	Admin	☒	New password	Reset Save

App developed by [Dreamsoft Info Solutions](#)

Utilities → Users.


Sree Medicals
Masters ▾ Inventory ▾ Miscellaneous ▾ Reports ▾ Accounts ▾ Utilities ▾
Administrator · admin
Logout

User Control [Ⓢ]

Subadmin

Can edit already-entered bills/vouchers within the limits below. Cannot reach Admin → Settings, Masters, or Users.

WHICH FORMS CAN BE EDITED

☒ Sale	☒ Purchase	☒ Sales Return
☒ Purchase Return	☒ Stock Transfer Out	☒ Stock Transfer In
☐ Packing Entry	☒ Customer Receipt	☒ Supplier Payment
☒ Branch Receipt	☒ Supplier Credit Note	☒ Customer Debit Note
☒ Other Payment (Expense)	☐ Asset Purchase	☐ Loan Borrowed
☐ Loan Repayment	☒ Other Receipt	☒ Cash/Bank Transfer
☒ Sales Quotation	☐ Customer Order	☒ Staff Payment

EDIT WINDOW

Allow editing within how many days of the bill's own date?

30

Leave blank for no day limit. 0 = only the same day the bill was dated.

☐ Hide cost price everywhere (Item Master, Purchase/Purchase Return entry, Edit Rates, Service Item rates)

☐ Allow F7 (edit Item/Customer/Supplier) and F1 (edit rates/batch) popups from the entry screens

BLOCKED REPORTS

Ticked reports are hidden from the menu and cannot be opened directly.

Search ☐ Search Entries	Masters ☐ Item Master ☐ Customer Master ☐ Supplier Master ☐ Branch Master ☐ Item Group ☐ Manufacturer ☐ Salesman ☐ Routes ☐ Staff	Inventory ☐ Partywise Inventory ☐ Itemwise Inventory ☐ Itemwise Billwise ☐ Profit Register
Stock Report ☐ Item Stock ☐ Stock Movement ☐ Agewise Stock ☐ Stock Report (legacy)	Statements ☐ Supplier Statement ☐ Customer Statement ☐ Branch Statement ☐ Staff Statement	Other Reports ☐ Party Report (legacy) ☐ Receipts Report (legacy) ☐ Expense Report (legacy) ☐ Payment Type Statement (legacy) ☐ Cash Book ☐ Bank Book
Accounts ☐ Day Book ☐ Day Summary	Accounts (General Ledger) ☐ Trial Balance ☐ Profit & Loss ☐ Balance Sheet ☐ Ledger Statement ☐ Day Book (Accounting) ☐ GST / Tax Report	

Utilities → User Control.

14. Keyboard shortcuts

Key	What it does
Enter	Move to the next box. On Sale, Enter in Qty adds the line when the rate is filled.
↓ ↑ then Enter	Move through a drop-down list and pick. Esc closes it.
F2	Create a new item, customer, supplier or salesman from its box.
F7	Edit the item, customer or supplier already picked.
F1	In the item box: edit the item's rates for all batches.
F3	Quick Item Search.
F9	(Sale) Add the current item to the purchase Order List.
F10 / F11 / F12	Save / Print / Save and Print.

15. Tips and common questions

I can't edit a bill.

Click **Edit** first; saved bills open locked. If it says **View Only**, your role isn't allowed to edit that bill or it is too old. Ask your Admin.

An item doesn't appear when I type it on a Sale.

It may be out of stock or every batch may be expired (when Negative Stock is Block), or the item may be inactive. Check [Reports → Item Stock](#).

The rate on the bill is wrong.

Check the **Rate Tier** at the top of the bill and the customer's default tier. Change rates in [Miscellaneous → Edit Rates](#) or press [F1](#) in the item box.

The cash in the drawer doesn't match.

Open [Accounts → Day Summary](#) for today: it shows the day's money by payment type. Salesman collections count only after they are remitted.

I deleted a bill by mistake.

Deleted bills cannot be restored. Enter it again; an Admin can tick **Bill No** to reuse the same number.

A customer's balance looks wrong.

Open the **Customer Statement** for a wide date range; every bill and receipt is listed with a running balance. Click any line to open it.