BillingPoint

User guide

How to do your daily work in BillingPoint: billing, stock, buying, money and GST. Written for retailers, wholesalers, distributors, suppliers and manufacturers.

Part A The basics, for every business

Part B Retailer: shop counter

Part C Wholesaler: selling in bulk on credit

Part D Distributor: orders, delivery and salesmen

Part E Supplier: selling to businesses, and buying from your suppliers

Part F Manufacturer: recipes, production and job work

Part G Quick answers

Read Part A first. Then read the part for your kind of business. The screenshots come from a sample shop, so your names and numbers will be different.

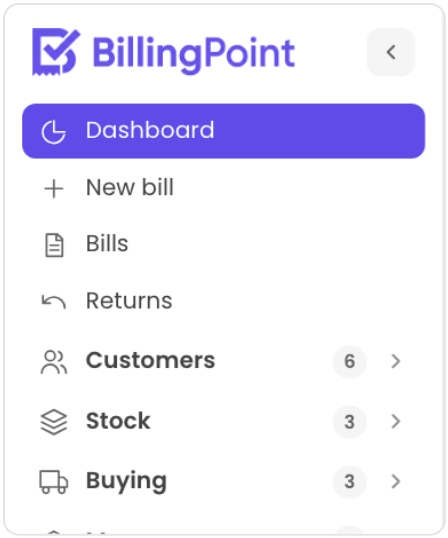
PART A · EVERYONE

The basics

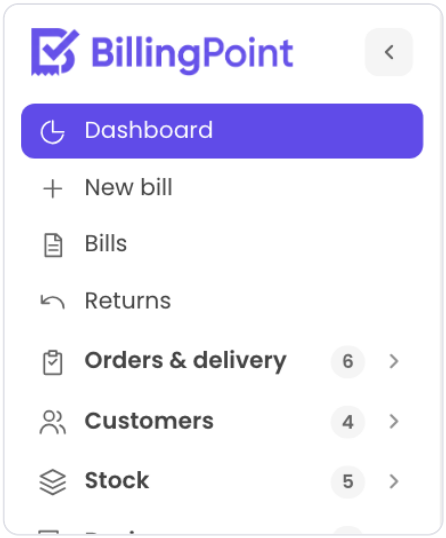
Everything here works the same for every kind of business. Learn these screens first.

1. The menu on the left

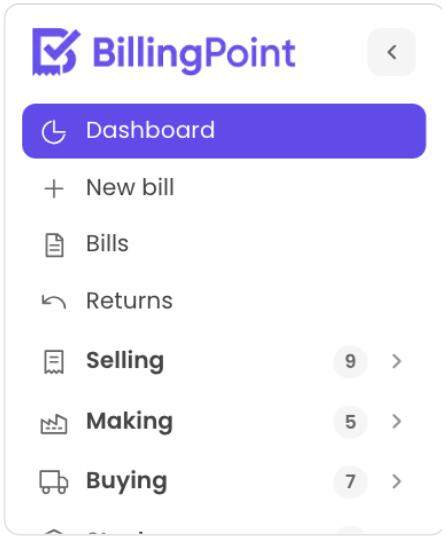
When you sign in, the menu on the left shows only the pages your kind of business uses. A shop sees Udhaar and Day-end cash. A factory sees Making and Machines. Tap a heading (for example Stock) to open it.



Retail shop



Wholesaler / distributor



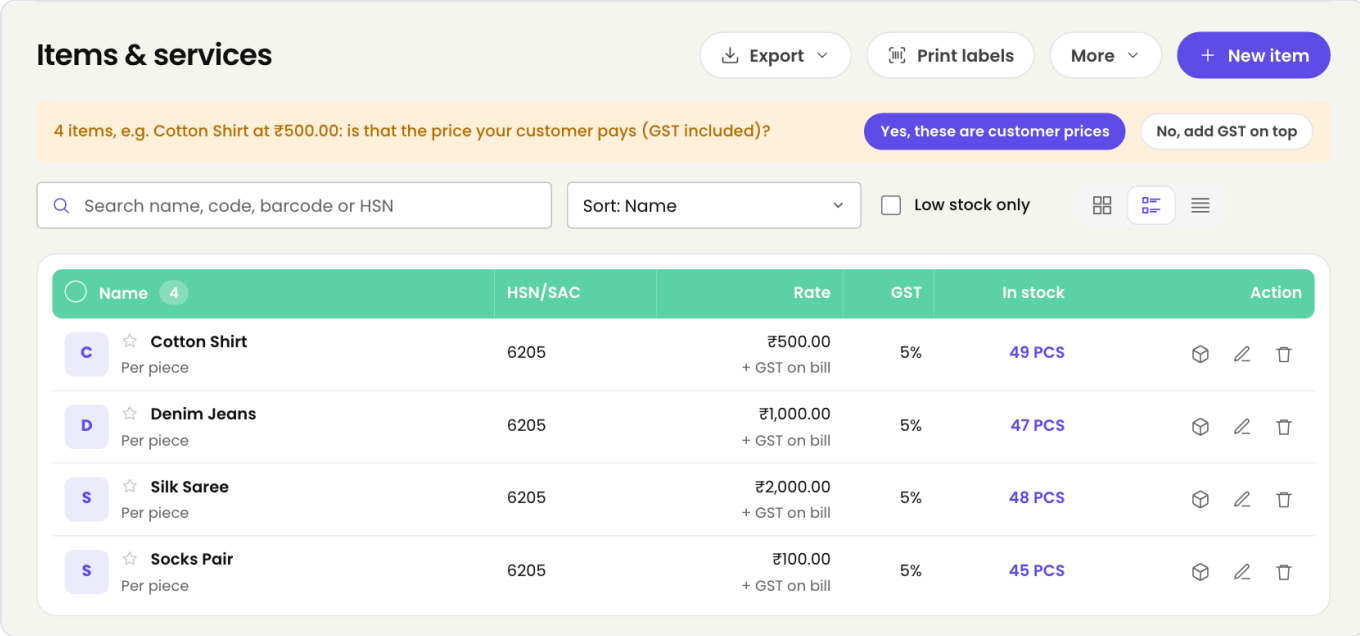
Manufacturer

Tip. Can't find a page? Use the search box at the top. Type what you want, for example "GST" or "stock count", and open it. Pages you open this way are kept under **More** in the menu.

The language button at the top right switches between English and Hindi on this device.

2. Add your items

1. Open Items & stock (Retail) or Stock → Items & stock.
2. Press **New item**. Type the name, selling price, GST % and HSN code.
3. Turn on stock tracking and type the stock you have now. Add the purchase price, so profit can be worked out.
4. Sizes and colours (garments) or batches and expiry (medicines) are under **More options** on the item form.

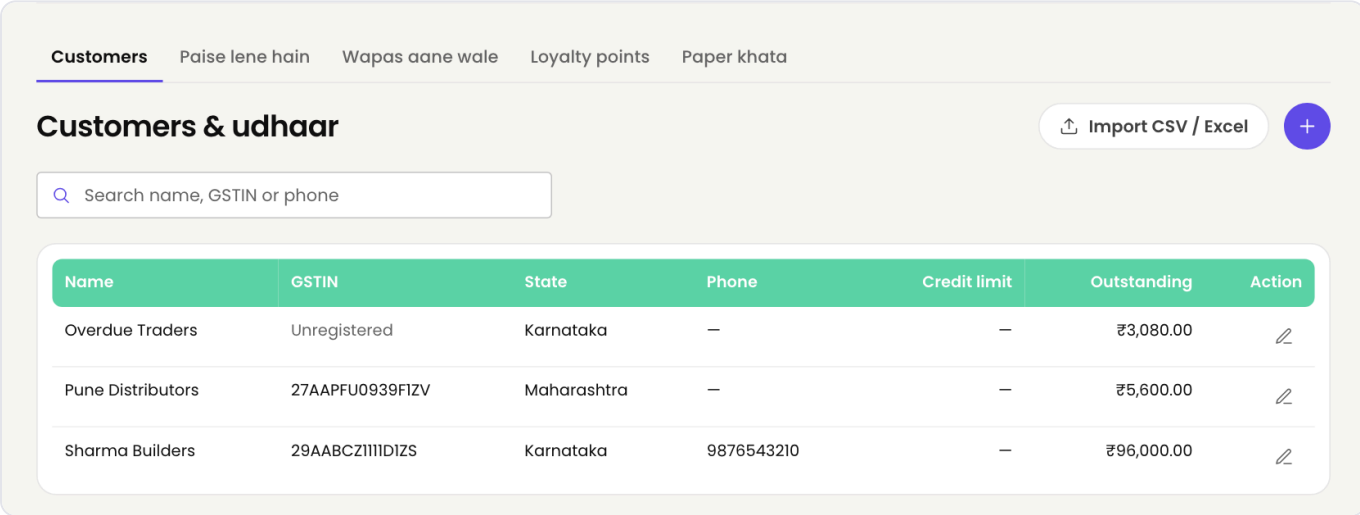


Items list: price, stock and value at a glance. Low stock is marked.

Tip. Have a long list in Excel? Use Shop → Backup & data → Import to bring all items in at once.

3. Add customers

1. Open Customers (or Udhaar in a shop) and press **Add new customer**.
2. Type the name and mobile. For a business buyer, type their GSTIN: the state fills in by itself.
3. Set **Credit days** (when they must pay) and a **Credit limit** if you give udhaar.

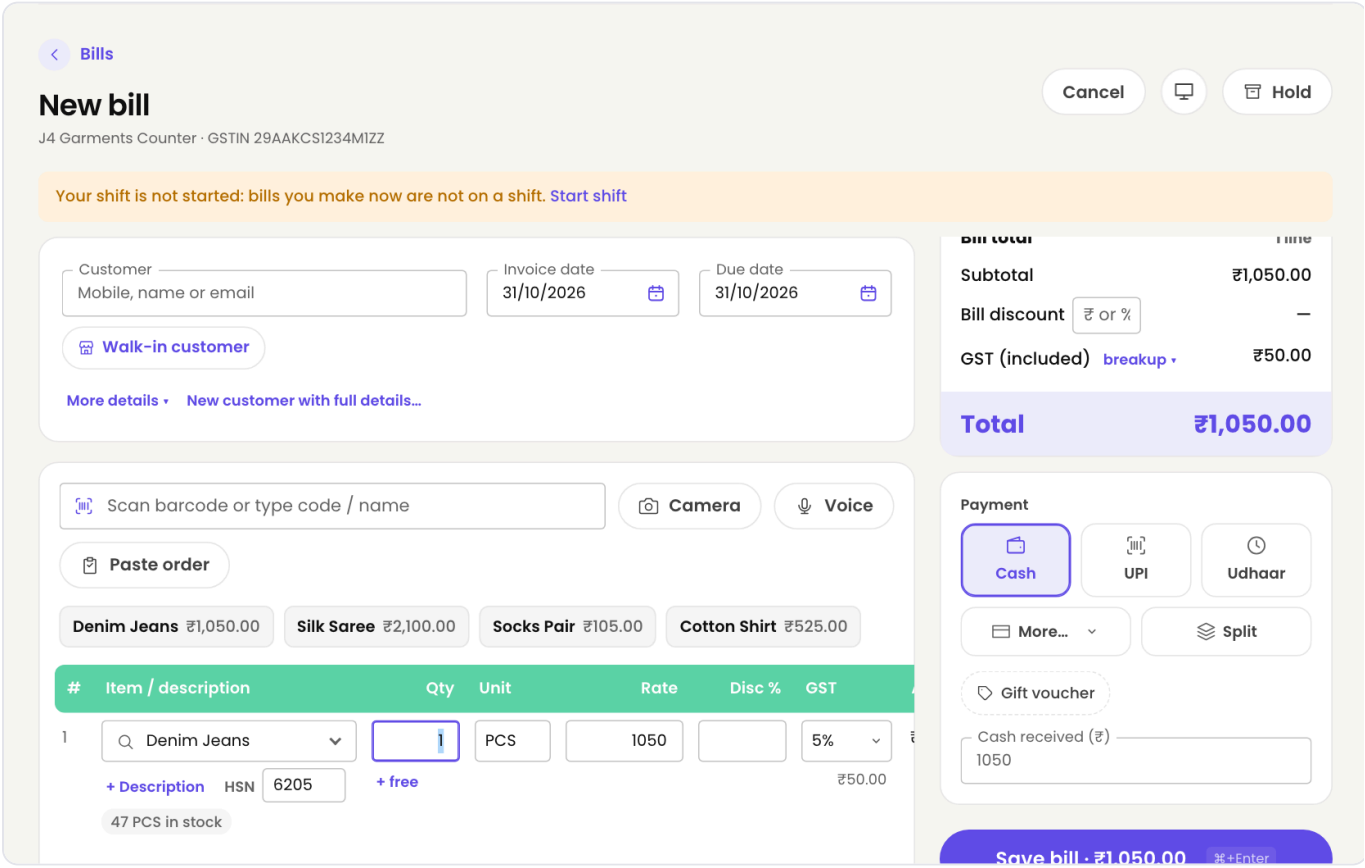


Customers with what each one owes you.

4. Make a bill

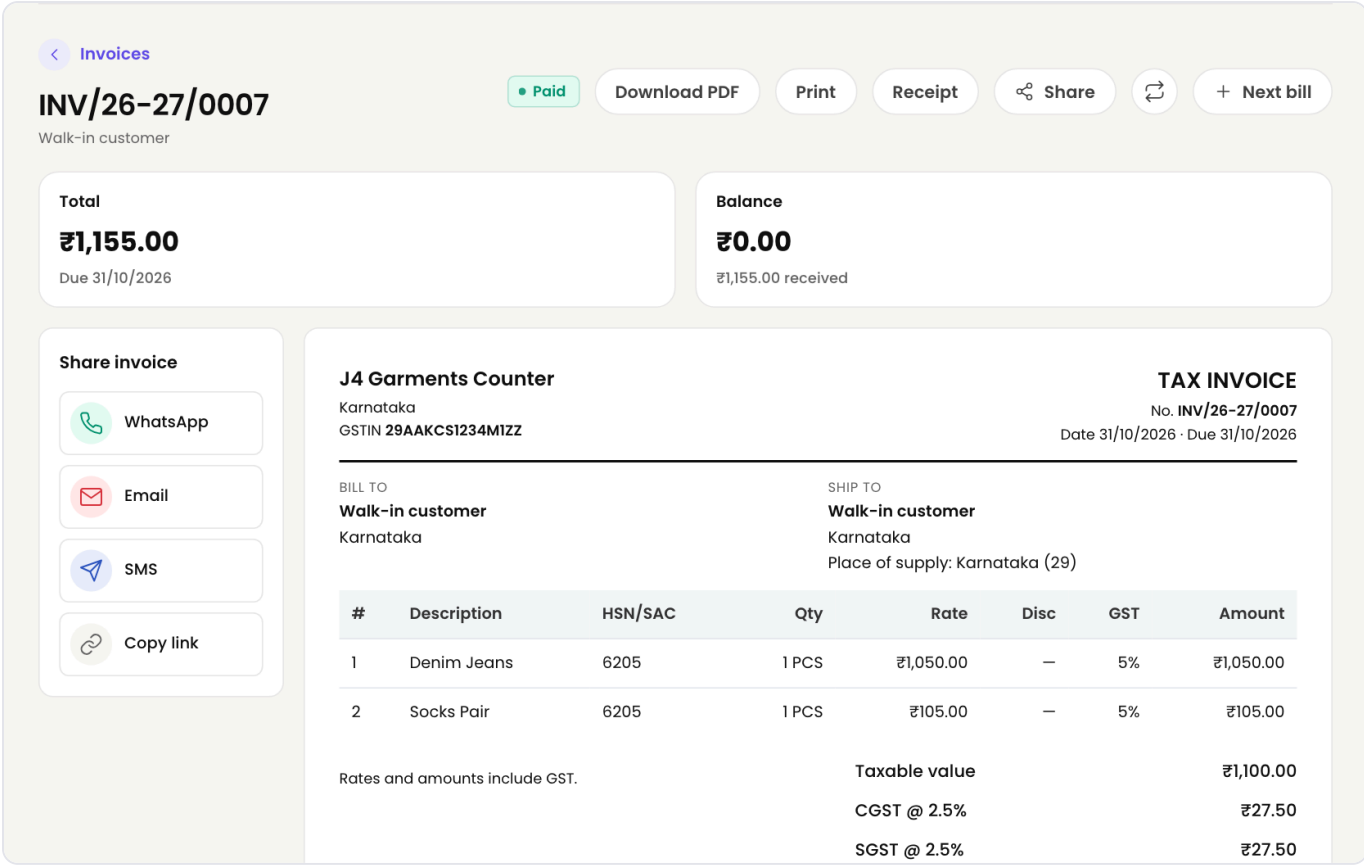
1. Press **New bill** in the menu.
2. Choose the customer, or press **Walk-in customer** for a counter sale.
3. Scan the barcode or type the item name. Quick buttons show your most-sold items. Change the quantity if needed.

4. Choose how they pay: **Cash**, **UPI**, **Udhaar** (pay later) or **Split** (part cash, part UPI). For cash, type what they gave and you will see the change to return.
5. Press **Save bill**. Share the bill on WhatsApp, print it, or download the PDF.



New bill: items on the left, total and payment on the right.

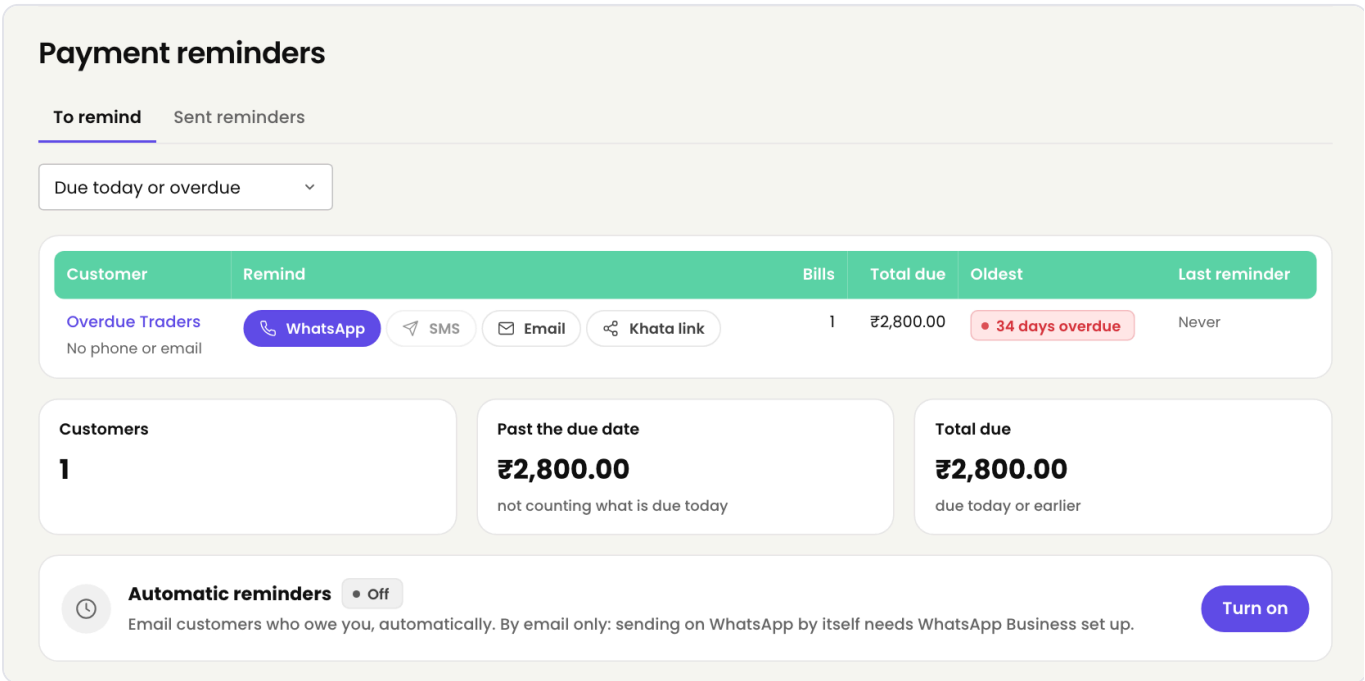
Shortcut. On a computer, press Ctrl + Enter to save, or Ctrl + Shift + Enter to save and print.



A saved bill: share, print, take payment, or issue a return from here.

5. Money received and udhaar

1. When a customer pays later, open Money received (or the customer's page) and press **Record payment**.
2. Choose the customer, amount and mode. The money is taken off their oldest bills first.
3. To ask for money, open Payment reminders. It lists who owes and since when. Send each one a reminder on WhatsApp with one tap.



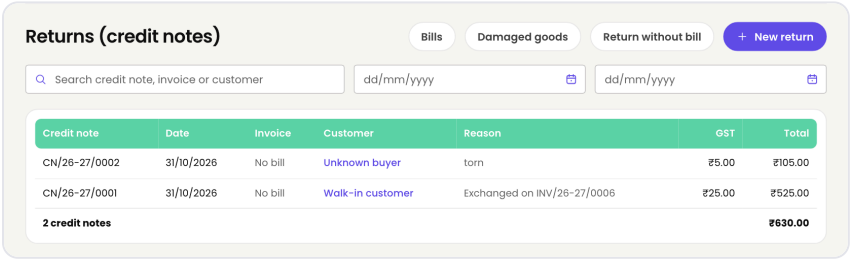
Payment reminders: who owes, how late, and a WhatsApp button for each.

6. Enter a purchase (supplier's bill)

1. Open Buying → Purchases and press **New purchase**.
2. Choose the supplier, type their bill number and date. Add the items, quantity and rate. Stock goes up when you save.
3. You can also photograph the supplier's bill. The app reads it for you; check the lines, then save.
4. To pay the supplier, open the purchase and press **Pay**.

7. Returns

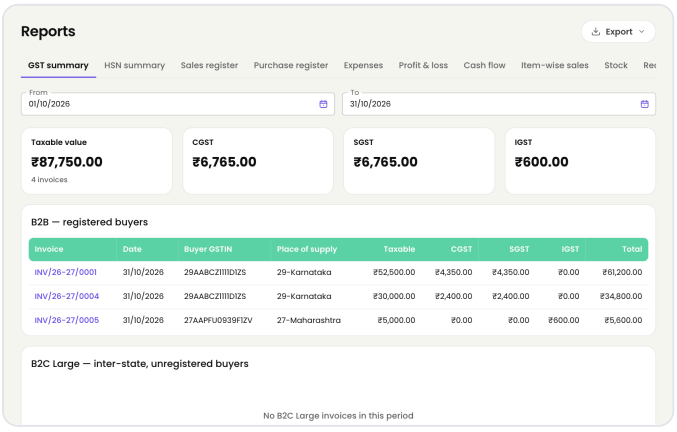
- **Customer returns goods:** open the bill and choose Return. A credit note is made. Give the money back, or keep it as credit for the next bill.
- **Return without the bill:** open Returns and press **Return without bill**. Type the price the customer paid (GST included).
- **You send goods back to a supplier:** open the purchase and press **Return to supplier**. A debit note is made.



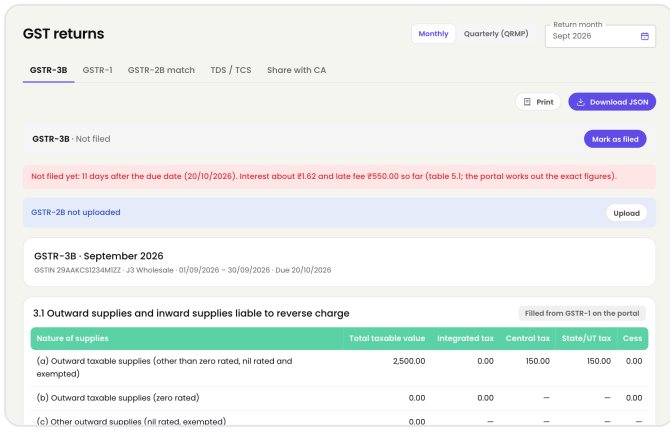
Returns (credit notes).

8. Reports and GST

- Reports: sales, profit and loss, cash flow, item-wise sales, stock and purchases. Choose the dates at the top. Every report downloads to Excel.
- GST / CA: GSTR-1 and GSTR-3B figures for the month, with JSON and Excel files for the portal. The **Share with CA** tab sends them to your accountant.



Reports.

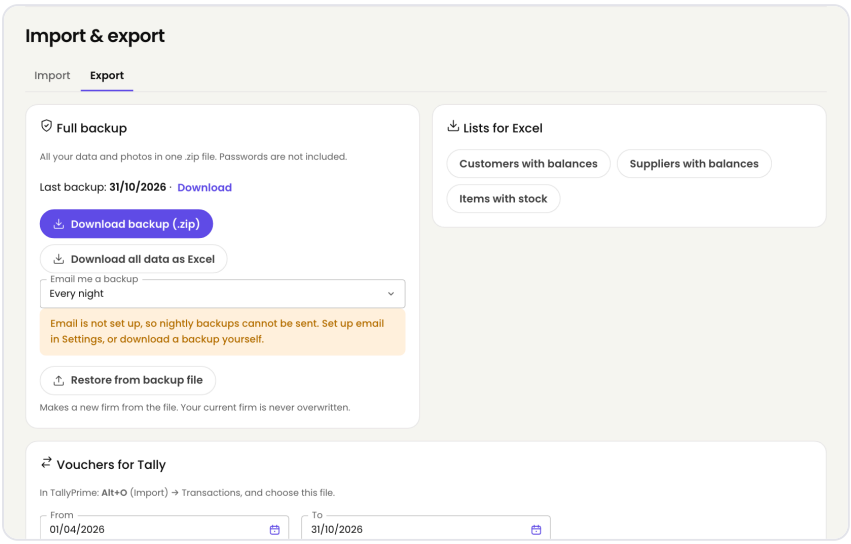


GST returns for the month.

Before you file. Once a month is filed, press **Mark as filed** on the GST screen. Bills in that month are then locked, and changes go on a credit or debit note.

9. Settings, staff and backup

- Shop → Settings: business name, GSTIN, address, bill design, logo and payment QR.
- **Staff logins:** add staff in Settings → **Users**. Choose a permission group (Billing, Salesman, Accountant…) so each person sees only their pages.
- Shop → Backup & data: download a full backup ZIP, or turn on a nightly backup by email.
- Shop → Who changed what: every edit and cancel, with who did it and when.
- **Books closed till** (Settings): once your CA has finished a year, set this date. Nothing before it can be changed.



Backup & data: download a backup or schedule one every night.

PART B · RETAILER

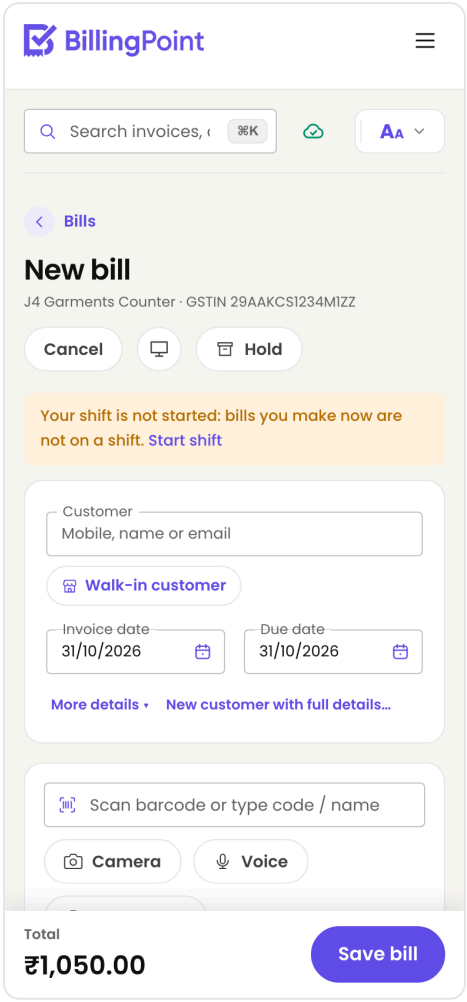
Retail shop counter

For kirana, garments, medical, electronics, hardware and other shops that sell at a counter.

Fast counter billing

1. Press **New bill**. Walk-in customer is already chosen.
2. Scan each item. Scanning the same item again adds one more.
3. Tap **Cash** or **UPI**. For cash, type the amount given; the change to return is shown.
4. Press **Save bill**. Print on your receipt printer or send on WhatsApp.

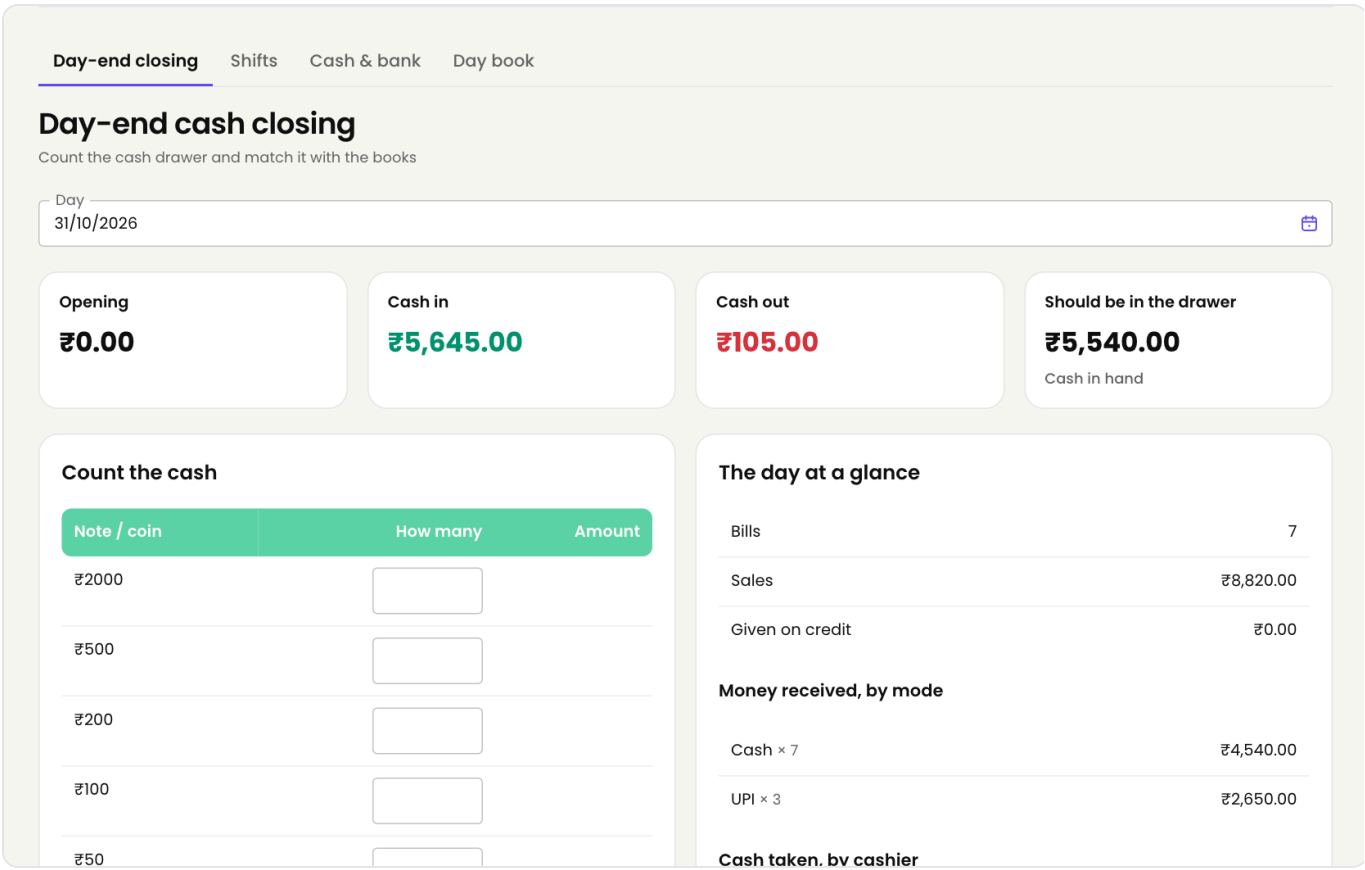
- **Free item** (buy 3 get 1): tap **+ free** under the quantity.
- **Hold** a bill while you serve the next customer, then come back to it.
- **Sizes and colours** (garments): pick the size and colour on the line.



Billing on a phone works the same way.

Opening and closing the counter (shifts)

1. Turn on shifts once in Settings ("Use shifts at the counter").
2. Each morning press **Start shift** and type the cash in the drawer.
3. At closing, press **Close shift**. Count the notes. The app shows the cash you should have, what you counted, and any short or extra amount.
4. The Z-report shows sales by Cash, UPI and card, returns, gift vouchers and refunds. Print it or keep it.



Day-end cash and shifts.

Exchange, gift vouchers and loyalty

- **Exchange:** on a new bill, add the item coming back under Returns. Its value comes off the new bill.
- **Gift voucher:** sell it from Customers → Gift vouchers. On a bill, tap **Gift voucher** and type the code. The balance stays on the voucher.
- **Loyalty points:** turn on in Loyalty points. Customers earn points on bills and use them later.
- **Birthdays:** the dashboard shows today's birthdays with a WhatsApp wish button.
- **Online dukaan:** share your shop link. Customers order on their phone; orders come to you.

A retailer's day

- Morning: Start shift, check Payment reminders.
- All day: New bill for every sale.
- When stock arrives: New purchase.
- Weekly: Stock → What to buy.
- Night: Close shift and count cash.
- Monthly: GST / CA → Share with CA.

PART C · WHOLESALER

Wholesale: bulk selling on credit

For businesses that sell in bulk to shops, with credit, rate lists and bigger bills.

Rates for each customer (price lists and schemes)

1. Open Customers → Price lists & schemes and press **New price list**.
2. Give it a name (for example "Retailer rate" or "Dealer rate") and set the price for each item, or a % off.
3. Choose which customers get this list. Their bills take these rates by themselves.
4. For quantity offers (buy 10 get 1 free), press **New scheme**.

Credit control

- Set **Credit days** and **Credit limit** on each customer.
- In Settings, turn on **Stop credit if a bill is late by more than N days**. When you pick a late customer on a new bill, a warning shows. The bill is stopped unless they pay now or the owner presses **Issue anyway**. The same check applies to delivery challans.
- Payment reminders lists everyone who owes, oldest first.

Salesman on the bill and commission

1. Add each salesman as a staff login in the Salesman group.
2. Give a customer their usual salesman. Bills, quotations and orders then take him by himself.
3. Set the commission % and monthly target. Reports show sales, commission earned and the target reached.

Stock in more than one godown

- Stock → Godowns: add each godown, move stock between them, and choose the godown on a bill or purchase.
- Stock → Stock valuation: what your stock is worth (last cost, average or first-in-first-out).
- Stock → Stock count: count the shelf and correct the stock in one go.

A wholesaler's day

- Morning: Payment reminders, collect dues.
- Orders: Quotation or Order, then bill.
- Payments in: Money received.
- Goods in: Purchases (Part E).
- Weekly: Stock → What to buy, To pay suppliers.
- Monthly: GST / CA, Bank reconciliation.

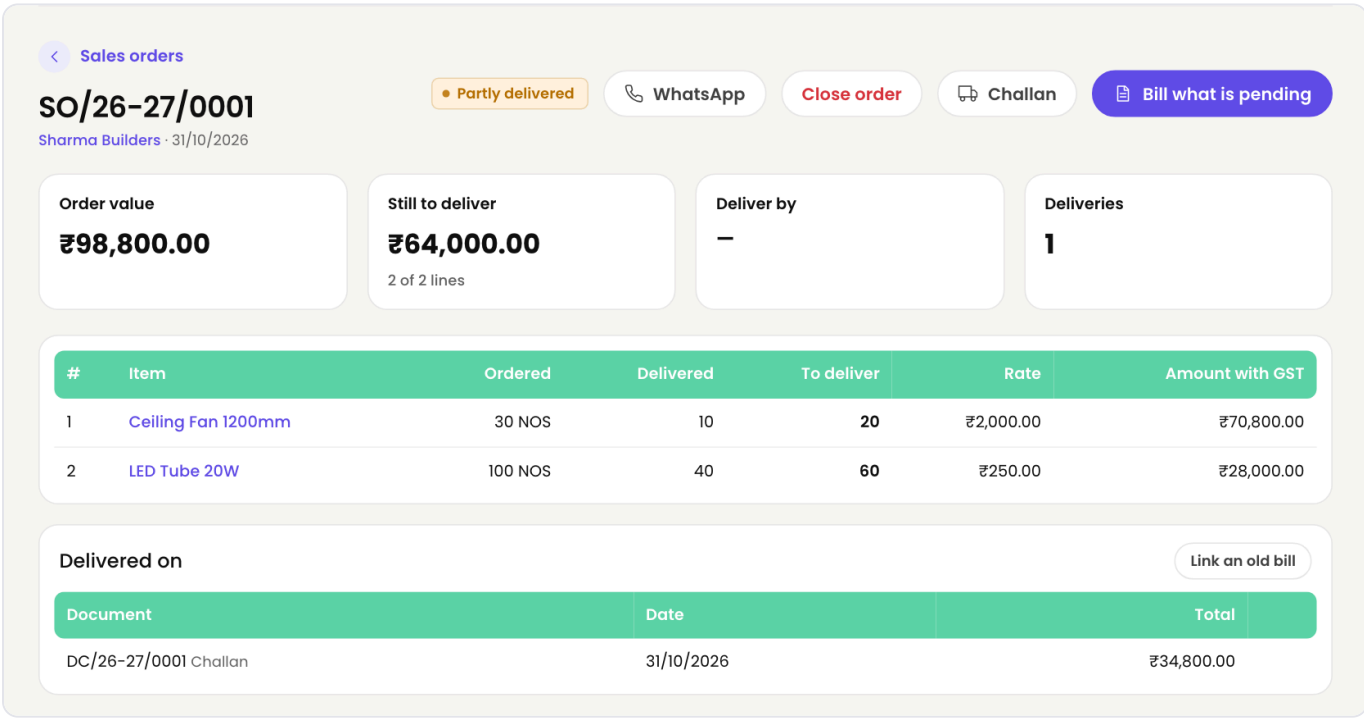
PART D · DISTRIBUTOR

Distributor: orders, delivery and salesmen

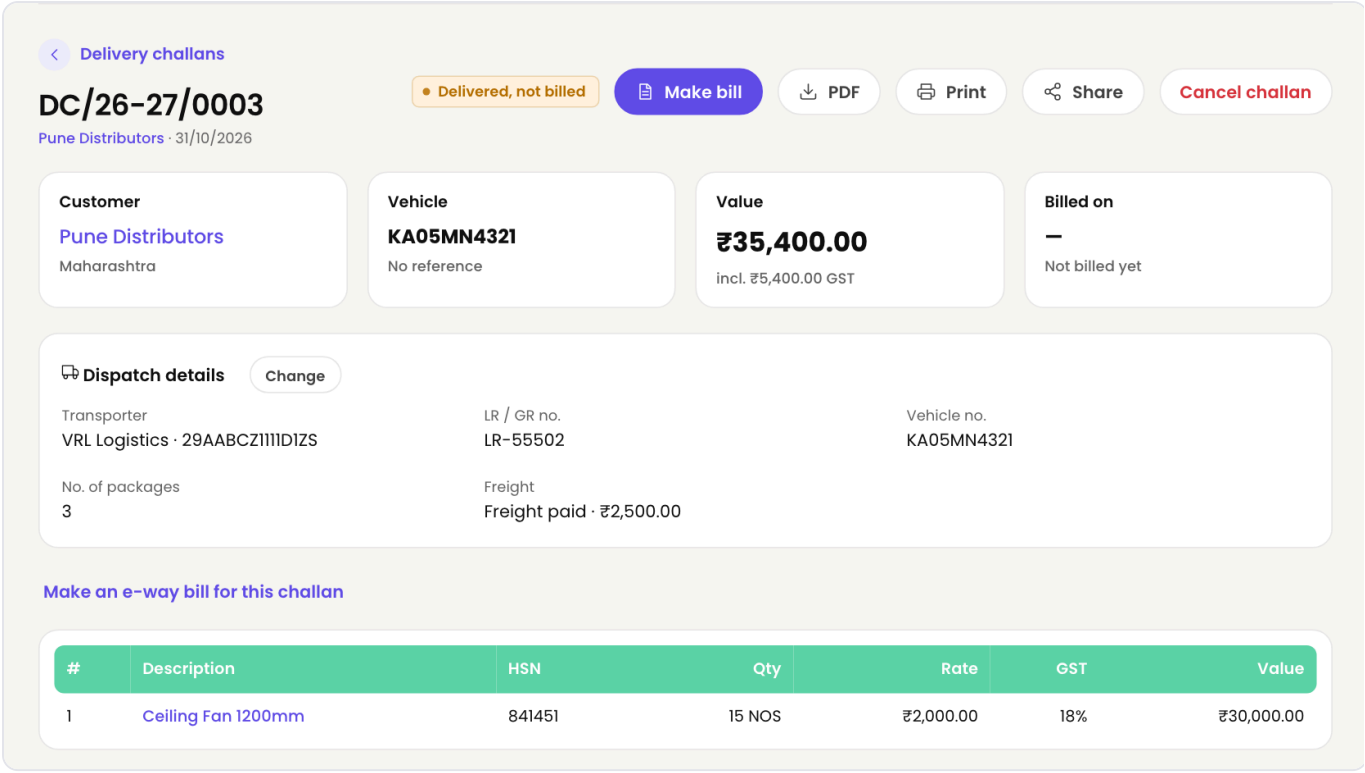
For distributors who take orders, deliver in parts, send goods by transport and run salesmen on routes. Read Part C as well.

Order → challan → bill

1. **Take the order:** Orders & delivery → Orders → new sales order. Add the items, rates and delivery date.
2. **Send goods:** on the order press **Challan**. Only what is still pending is filled in. Change the quantity if you deliver part now. Stock goes down when the challan is issued.
3. **Bill:** press **Bill what is pending** on the order, or **Make bill** on the challan. The GST on the bill matches the challan, and stock does not go down twice.
4. The order shows **Partly delivered** until everything has gone, then closes by itself.



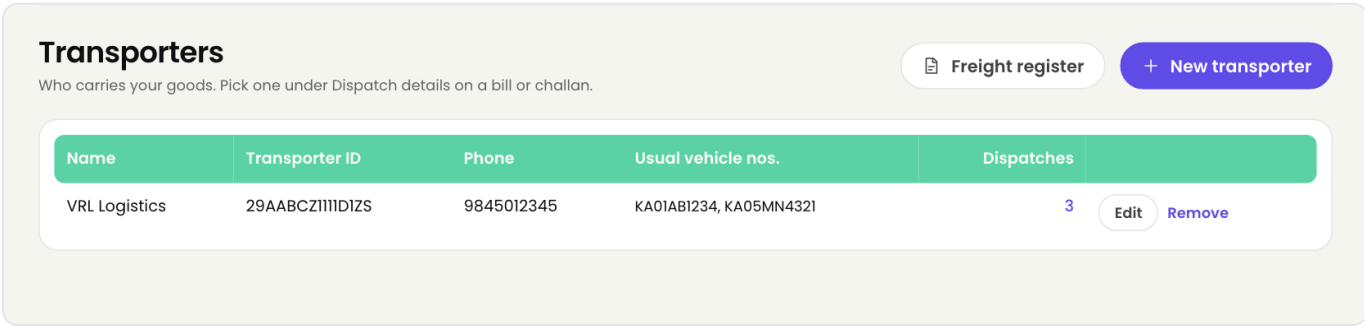
A sales order: ordered, delivered and still to deliver for each item.



A delivery challan with transporter, LR and vehicle details.

Transport, LR and e-way bill

1. Add your transporters once in Orders & delivery → Transporters (name and GSTIN / transporter ID).
2. On a challan or bill, open the dispatch details and fill in the transporter, LR number **and LR date**, vehicle number, packages and freight (paid or to-pay).
3. In the **e-Way Bill** box press `Create`. The app makes the JSON file for the portal and warns you if a PIN code or the LR date is missing.
4. The **Freight register** (on the Transporters page) adds up freight paid and to-pay by transporter. The **Packing list** prints from the challan.



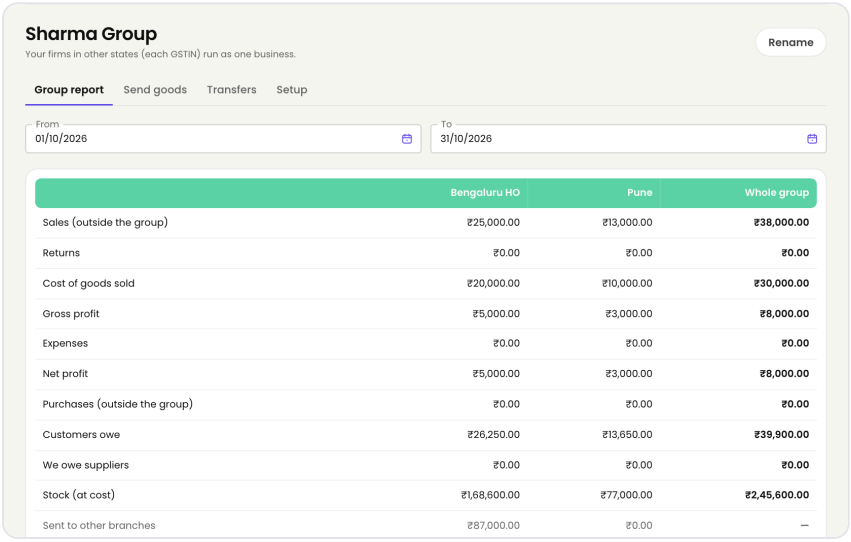
Transporters and the freight register.

Salesmen on routes (beats)

- Set up routes in Salesman rounds: which shops on which day, for each salesman.
- The salesman opens **My beat** on his phone. He visits each shop, repeats the last order with one tap, collects payment, or notes why there was no order.
- The owner sees each salesman's visits, orders and collections for the day.

Claims on brands and branches

- **Buying → Claims on brands**: scheme payouts, price drops and damage claims due from companies. Track each until it is settled.
- **Shop → Branches**: a branch in another state has its own GSTIN. Press **Send goods** to move stock to a branch. The bill at your end and the purchase at the branch are both made for you. The group report shows all branches together.



Branches: group report, send goods, transfers.

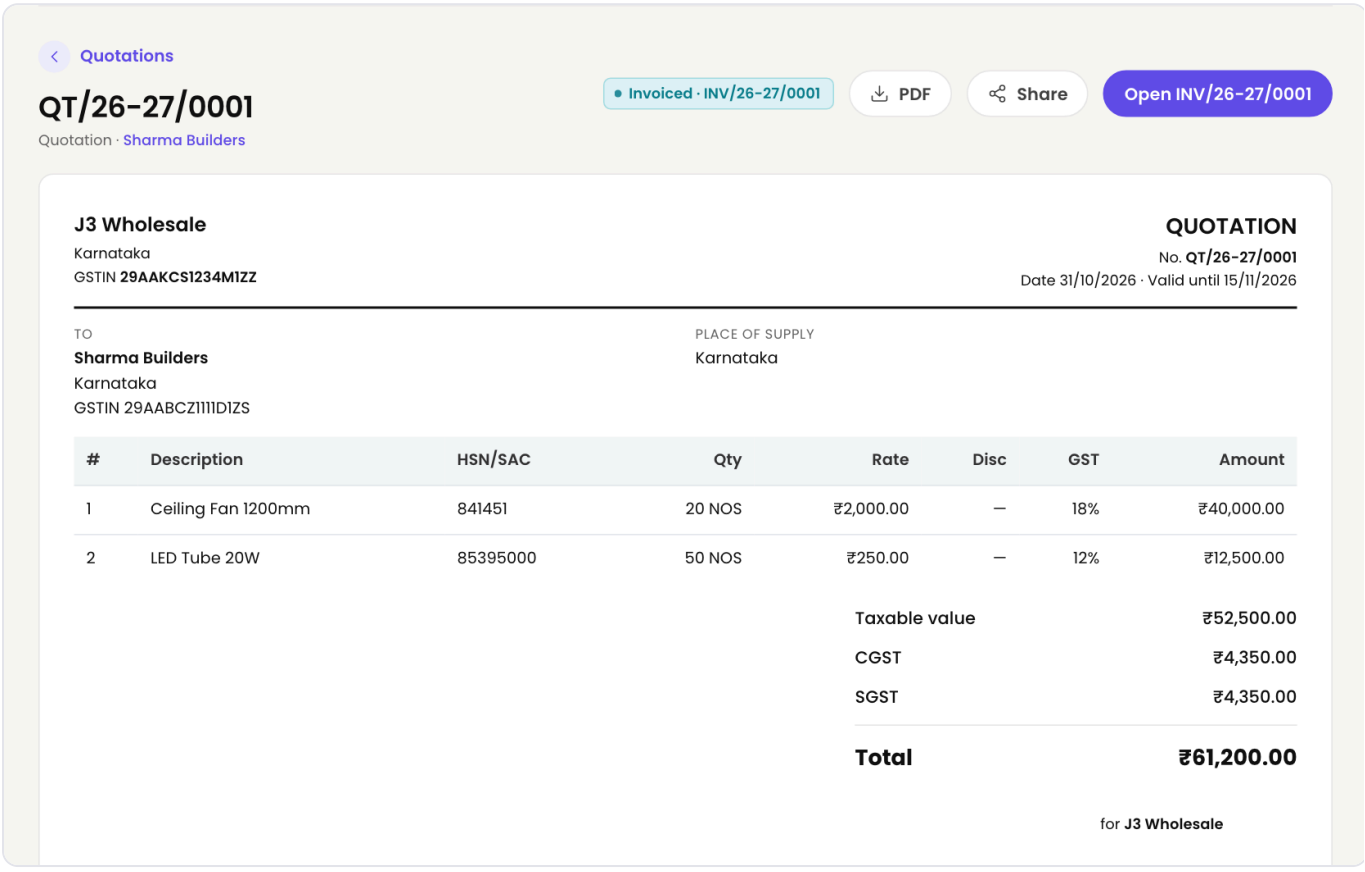
PART E · SUPPLIER

Supplier: selling to businesses

For suppliers who sell to shops, contractors and factories. Most of your sales start with an enquiry and a quotation. The second half of this part, buying from your own suppliers, is for every business that buys in bulk.

Enquiry → quotation → order → bill

1. **Enquiry:** Enquiries → **New enquiry**. Note what they asked for, the expected value and the next follow-up date.
2. **Quotation:** press **Make quotation** on the enquiry, or **New quotation**. Send the PDF on WhatsApp or email. Mark it Sent, Accepted or Declined.
3. **When they agree:** on the quotation press **Make sales order** (deliver in parts) or **Make the bill** (deliver now). All lines and rates are copied.
4. **Advance payment needed?** Make a **Proforma invoice** from Quotations and send it first.



A quotation with its status, share and next-step buttons.

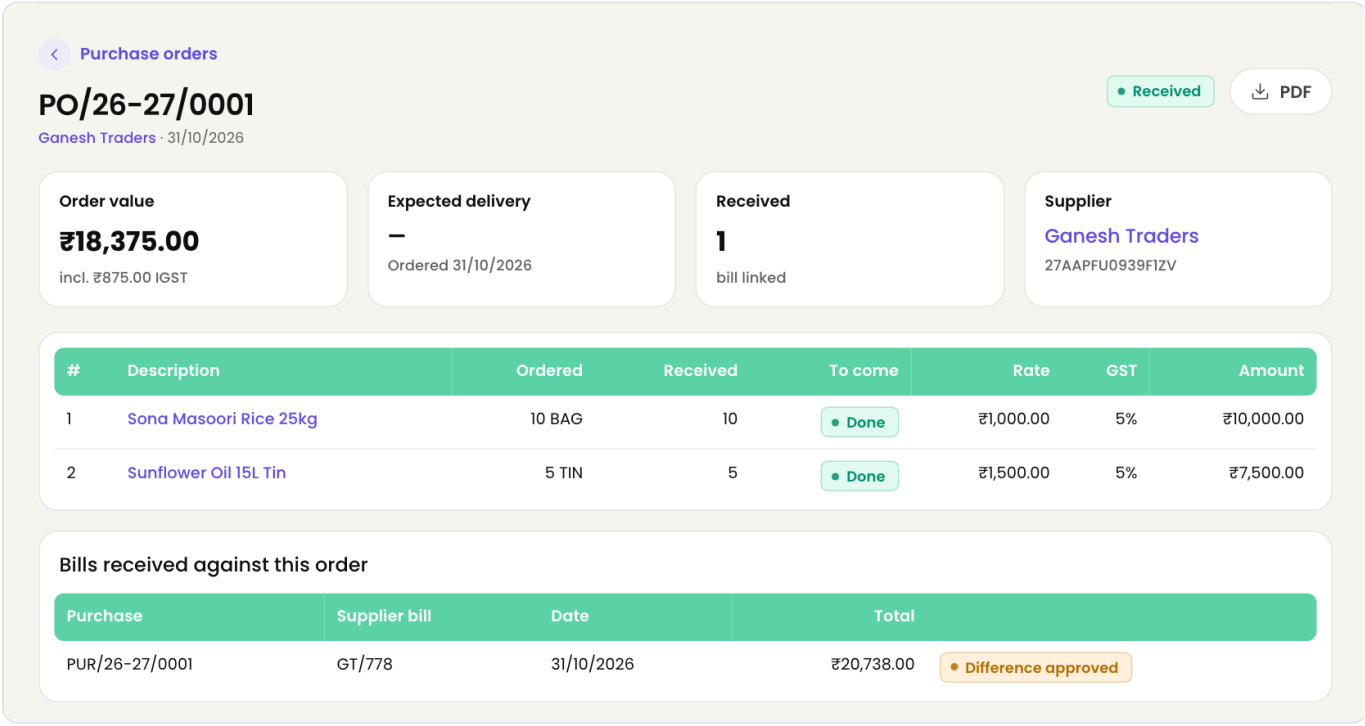
Tip. Changed the rates after talking to the customer? Edit the quotation and a new revision (Rev 1, Rev 2) is kept, so you can see what was offered before.

Buying from your suppliers

For wholesalers, distributors, suppliers and manufacturers who order goods in bulk.

What to order, then the purchase order

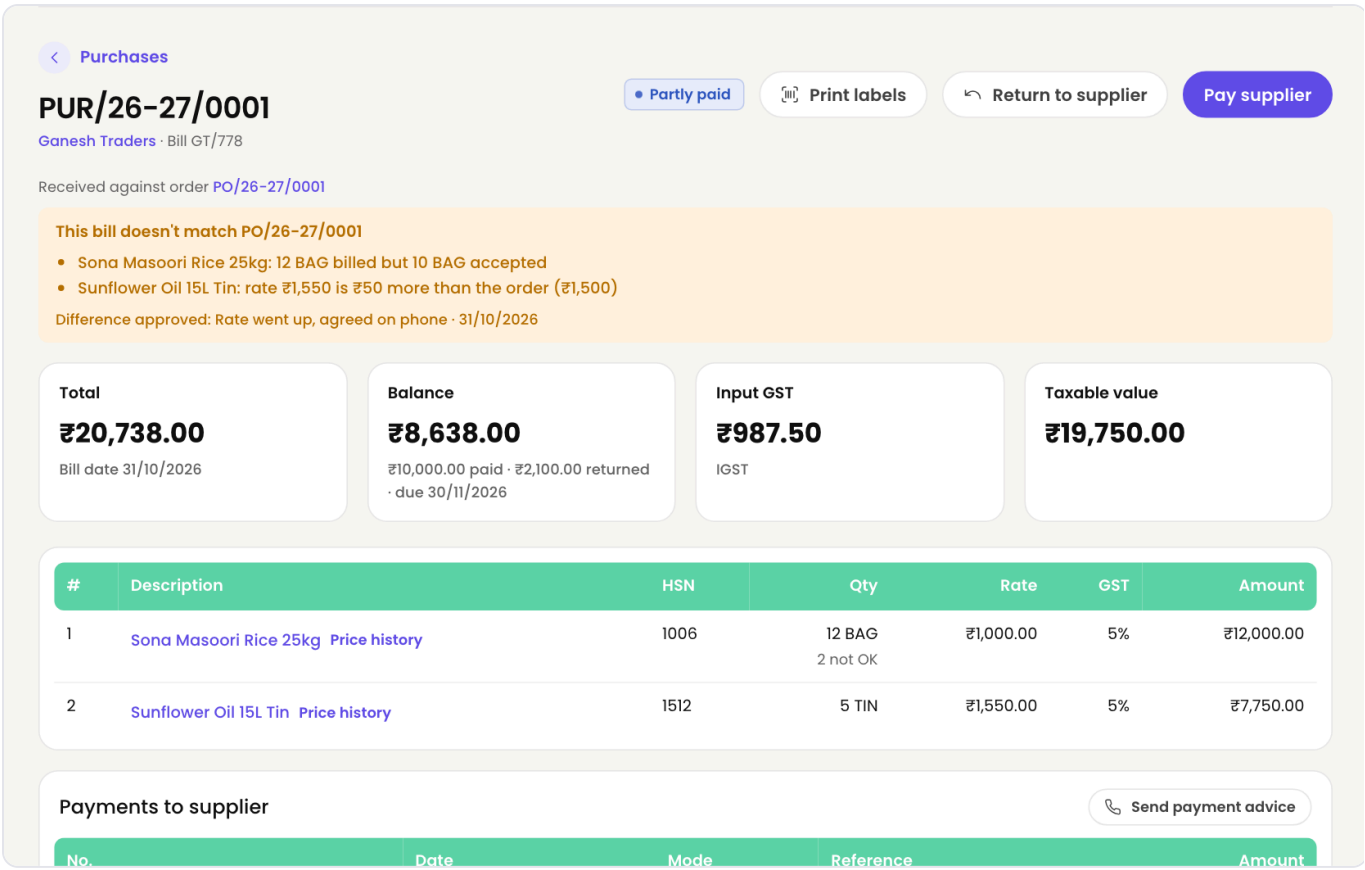
1. Buying → Purchase orders → **Need to buy**: staff list what is needed. The owner ticks the lines and chooses a supplier.
2. A purchase order is made. Send it to the supplier on WhatsApp or as a PDF.



A purchase order: ordered, received and pending.

Goods arrive: check, then enter the bill

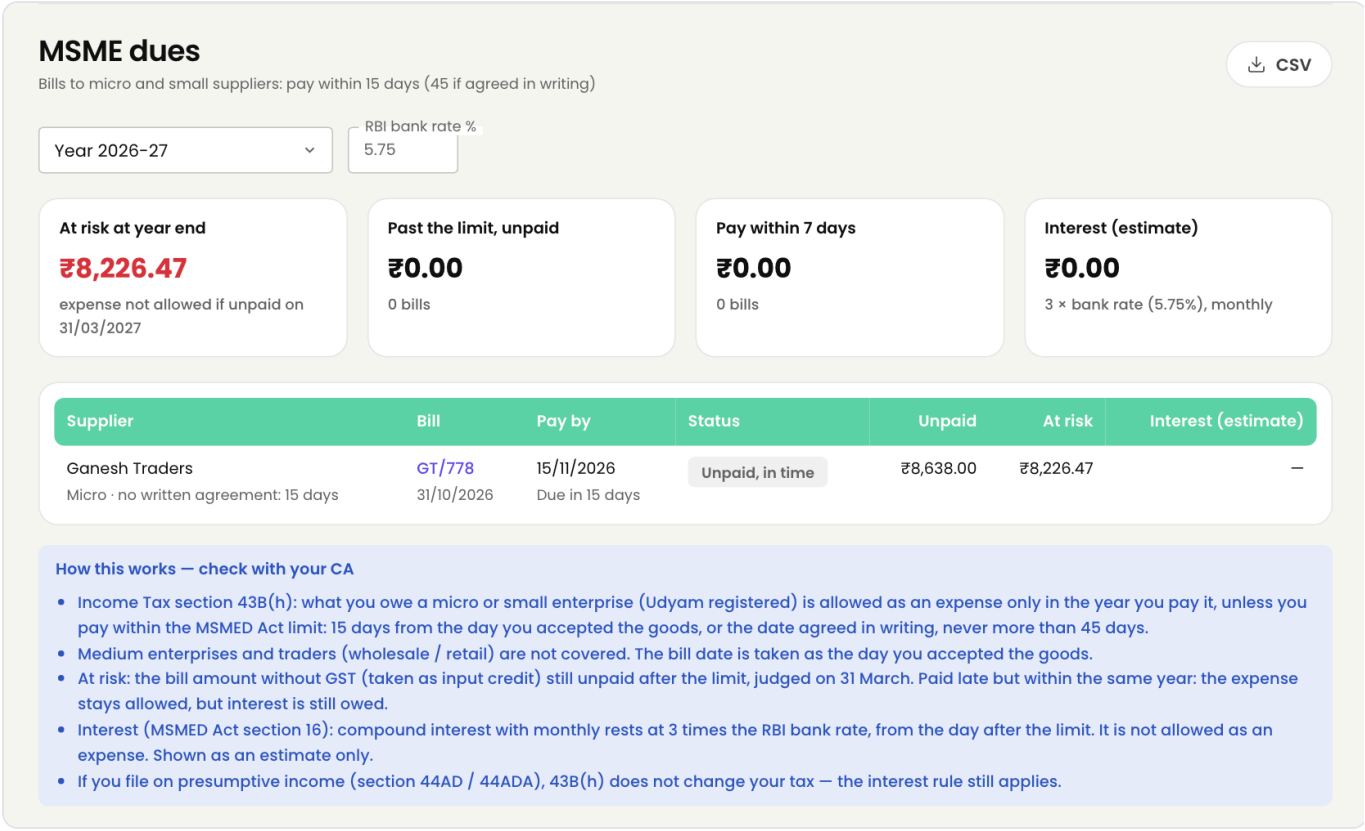
1. On the purchase order press **Enter purchase** (receive goods). The lines fill in from the order.
2. If some goods are damaged, use **Goods not OK** on that line. Only good goods go into stock.
3. If the bill's quantity or rate differs from the order, the app shows the difference. Press **Approve difference** to accept it.
4. Send the bad goods back with **Return to supplier**. A debit note is made and the supplier's balance goes down.



A purchase with goods found not OK and its debit note.

Paying suppliers on time (MSME)

- Buying → To pay suppliers: what is due this week, with a payment advice to send after you pay.
- Mark a supplier as **Micro** or **Small** (Udyam) on their page. The law says you must pay them within 15 days, or within up to 45 days if you have a written agreement. The bill's due date is set to that limit by itself.
- Buying → MSME dues shows bills paid late or at risk. Unpaid at year end, these can't be claimed as an expense (income tax section 43B(h)).
- **TDS:** set the TDS section on a supplier. TDS is worked out when you pay them.



MSME dues: what is at risk, what is due within 7 days, and interest if paid late.

Buying → Suppliers shows each supplier's rating: late deliveries, goods not OK, price changes and how fast you pay. **Suppliers compared** puts the rates of different suppliers side by side.

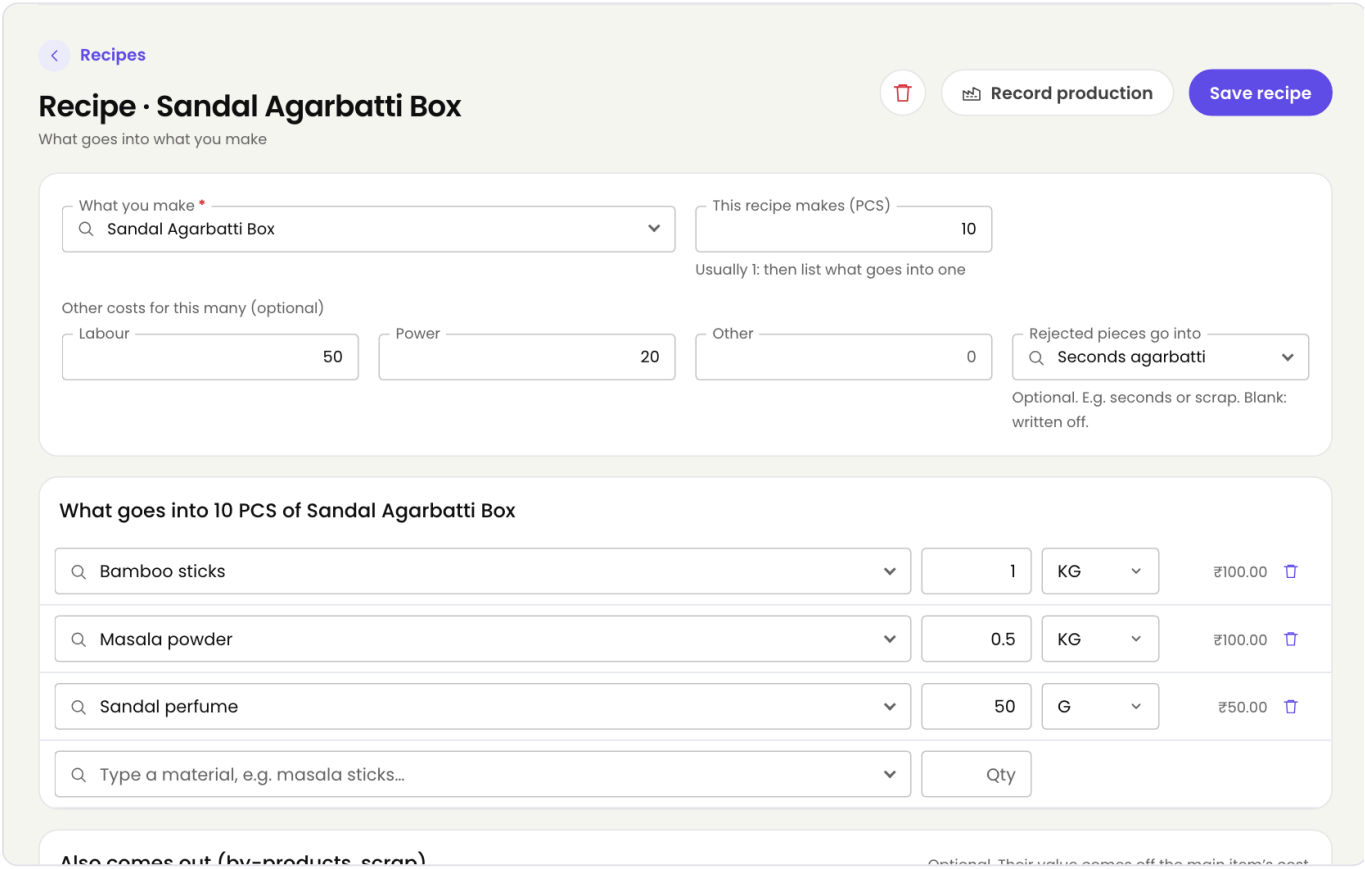
PART F · MANUFACTURER

Manufacturer: recipes, production and job work

For factories and workshops that make goods from raw materials. Selling and buying work as in Parts C, D and E. This part covers the **Making** menu.

1. Make a recipe (bill of materials)

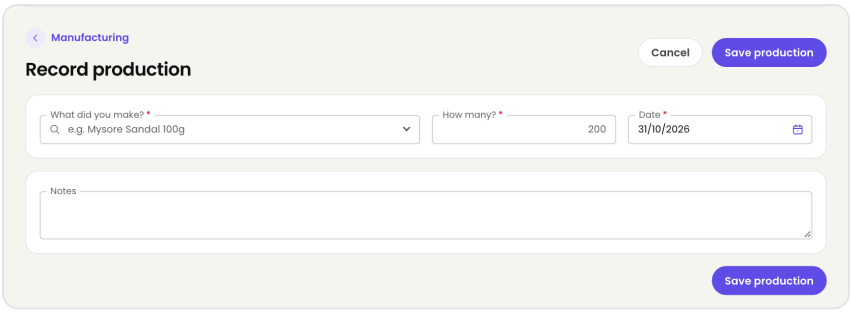
1. Making → Manufacturing → **New recipe**.
2. Choose the product and how many one batch makes (for example 30 boxes).
3. Add what goes in (raw materials and quantity). A new material can be added right here.
4. Add labour, power and other costs per batch, and anything else that comes out (by-products or scrap) with its value.
5. The recipe shows the cost of one batch and of one piece.



A recipe: materials, cost heads and cost per piece.

2. Record production (quick way)

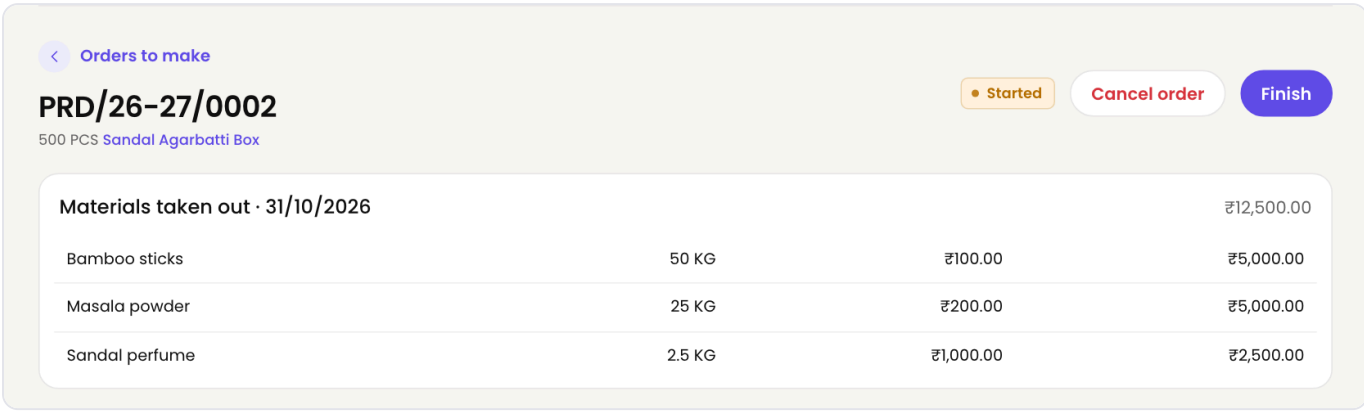
For small workshops: once the goods are made, press **Record production**. Choose the product and how many were made. Raw materials go out of stock and the product comes in, at its real cost.



Record production.

3. Production orders (planned way)

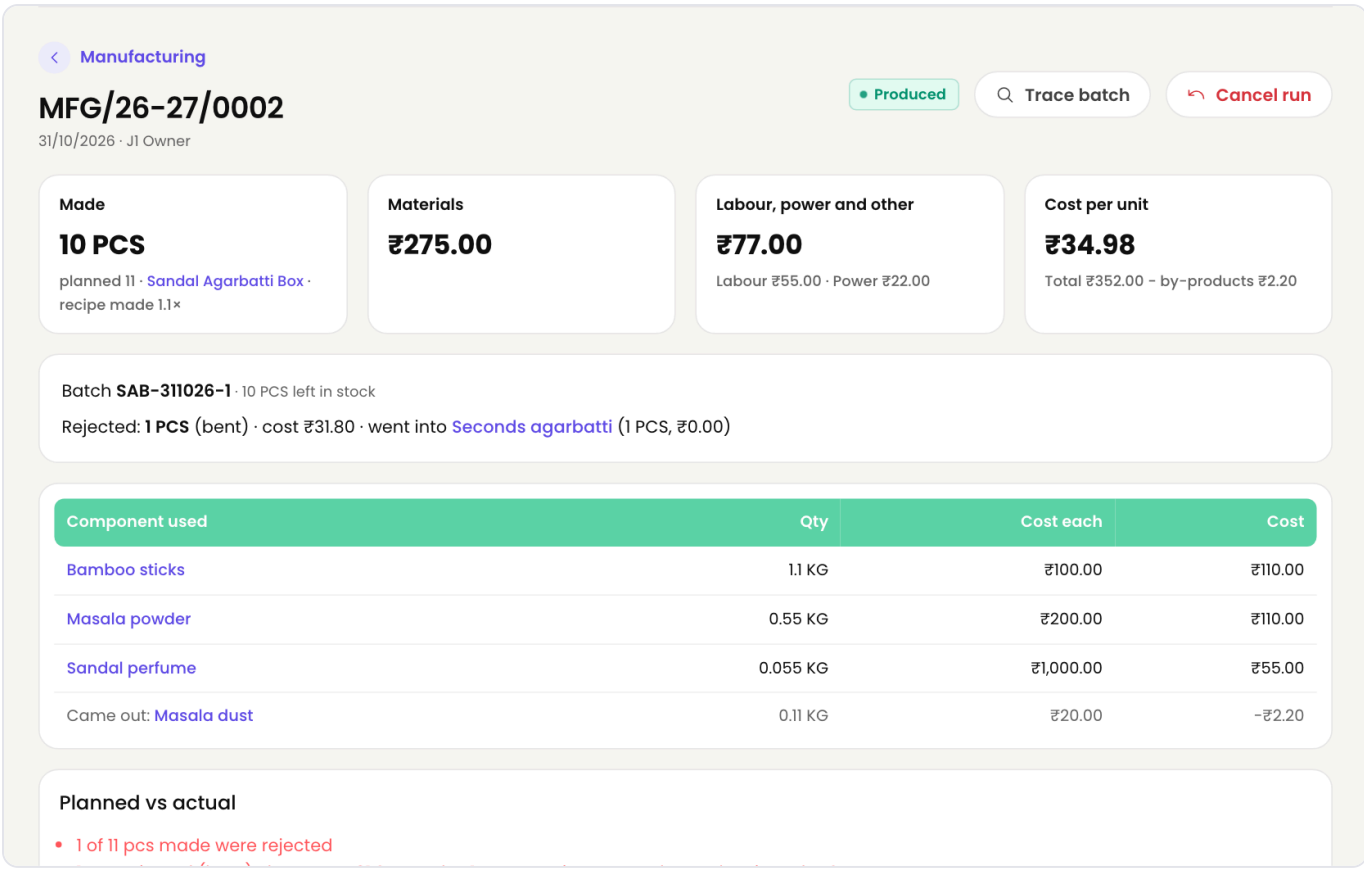
1. From a sales order press **Make this**, or press **Plan an order** on Manufacturing.
2. The order shows which materials are short. Press **What to buy** to order them.
3. Press **Start: take materials out of stock** when work begins. If materials are short, the app asks before going ahead.
4. When done, press **Finish**. Type the good pieces, the rejected pieces (and where they went), the batch number, machine hours and the real labour and power cost.



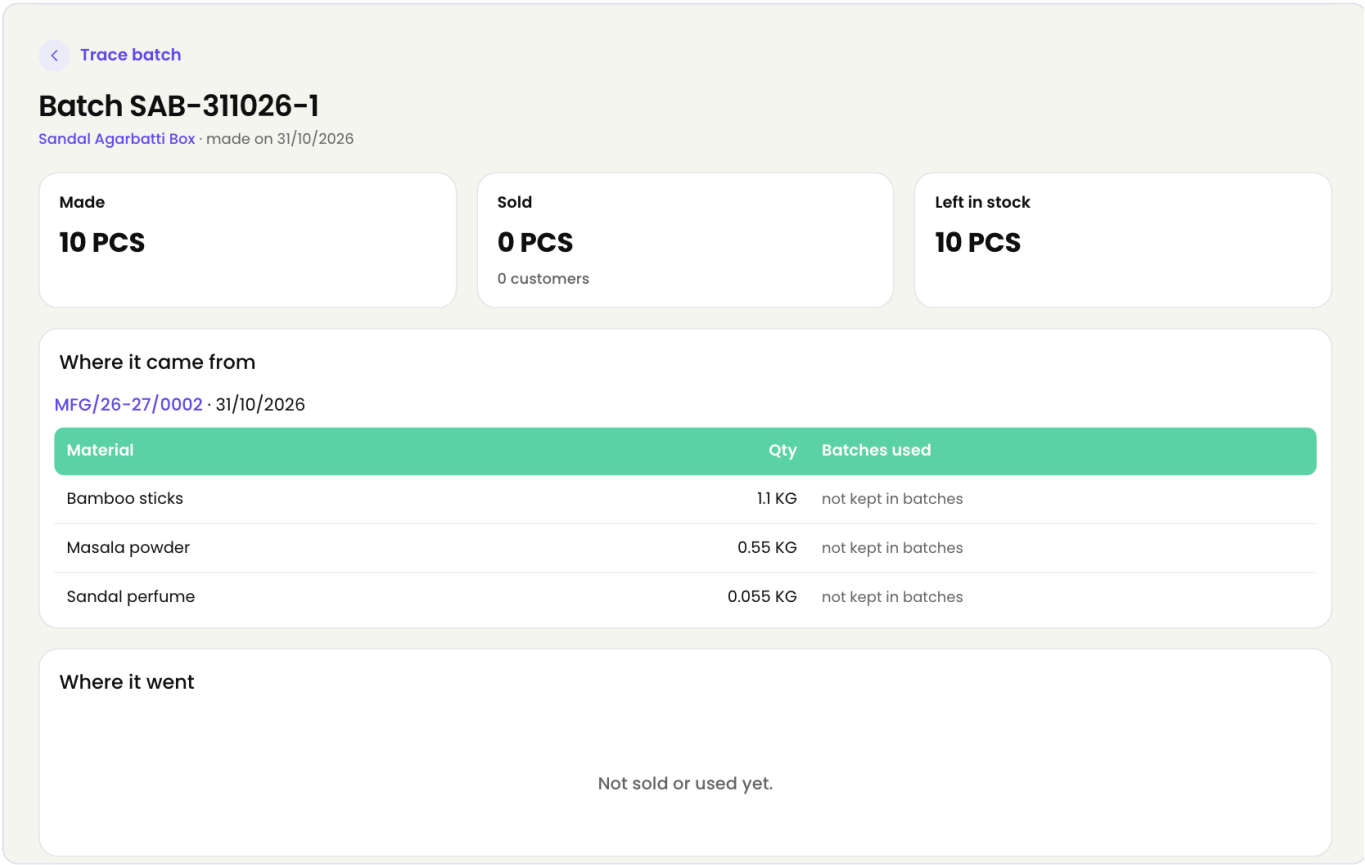
A production order.

4. Cost, planned vs actual, and batch trace

Each production run shows what was made, the materials used, labour and power, the cost per piece, and how it compared with the plan. **Trace batch** shows which materials and which customer bills a batch went into.



A production run: cost per piece, batch, rejected pieces and materials used.



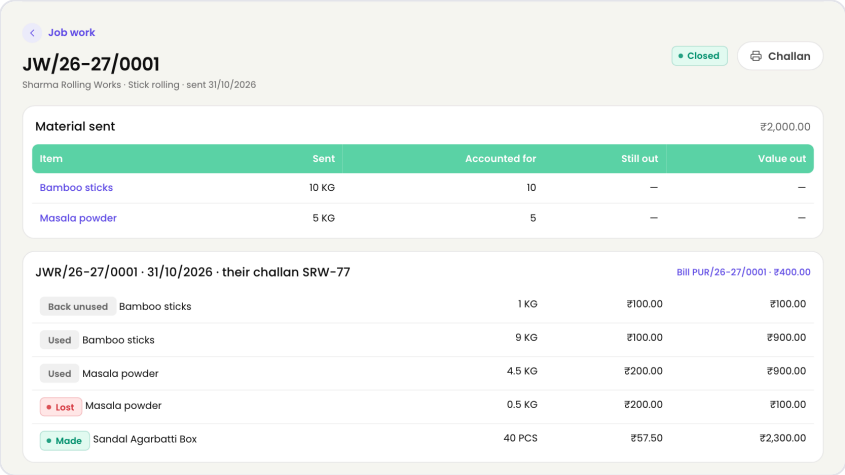
Batch trace: from raw materials to the customer.

5. What to buy

Making → What to buy adds up the materials needed for planned orders, takes away what is in stock and already on order, and lists what to buy. Press **Enter purchase** to turn it into a purchase.

6. Job work (sending material to another unit)

1. Making → Job work → **Send for job work**. Choose the job worker, the materials and the work to be done. Print the challan to go with the goods.
2. When goods come back press **Receive**. Enter what was made, what came back unused and what was lost. Attach the job worker's bill.
3. The finished goods carry the cost of the material plus the job worker's charges.
4. The app shows the 1-year deadline (3 years for capital goods) for goods still with job workers. **ITC-04** downloads for your CA.



A job work order: sent, received and still with the job worker.

7. Machines

Making → Machines: add your machines and the service schedule. Record breakdowns and repair cost. Machine use shows working hours and how much time each machine stood idle.

PART G · EVERYONE

Quick answers

I want to…	Go to
Make a bill	New bill
Take money from a customer	Money received → Record payment, or the customer's page
See who owes me	Payment reminders or Customers / Udhaar
Enter a supplier's bill	Buying → Purchases → New purchase
Pay a supplier	Open the purchase → Pay, or To pay suppliers
Know what to order	Stock → What to buy (factories: Making → What to buy)
Count stock and correct it	Stock → Stock count
Take back goods from a customer	Open the bill → Return, or Returns → Return without bill
Send goods back to a supplier	Open the purchase → Return to supplier
Deliver before billing	Delivery challans → New challan, later Make bill
Make an e-way bill	On the bill or challan → e-Way Bill → Create
Record what the factory made	Making → Record production
See profit	Reports → Profit and loss
GST figures for my CA	GST / CA → Share with CA
Pay staff salary, PF and ESI	Shop → Staff & payroll
Keep a backup	Shop → Backup & data
See who changed a bill	Shop → Who changed what
Stop changes to last year	Settings → Books closed till

Mistakes and how to fix them

- **Wrong bill:** open it and press Edit, or Cancel invoice. If its GST month is already filed, issue a credit note instead.
- **Wrong purchase:** cancel it, or send goods back with Return to supplier.
- **Stock looks wrong:** use Stock count to set the real count. The difference is recorded.
- **"Books are closed till…":** the date is locked. Only the owner can change the lock date in Settings.

Need help? Contact the BillingPoint support team and send a screenshot of the screen you are on.