



# Retail Billing App

## Enterprise User & Operations Manual

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**Document Type:** Commercial Software Documentation

**Prepared By:** ThynkTech India



Powered by ThynkTech India

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# 1 Getting Started

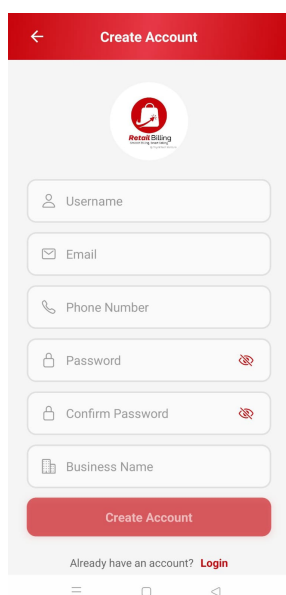
This section explains how users can securely register and log in to the Retail Billing App.

## 1.1 User Registration

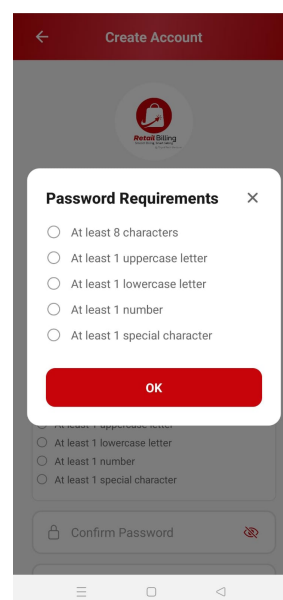
User Registration allows a new user to create an account securely.

### How it works:

1. Click on the **Sign Up** option.
2. Fill in the registration form.
3. An OTP is sent to the registered email.
4. Enter the OTP to complete registration.



Dashboard



Sales Overview

Figure 1: Dashboard and Sales Overview Screens

## 1.2 Login Process

Login allows existing users to access their account securely.

### How it works:

1. Enter username and password.
2. Receive OTP on registered email.
3. Enter OTP to log in.

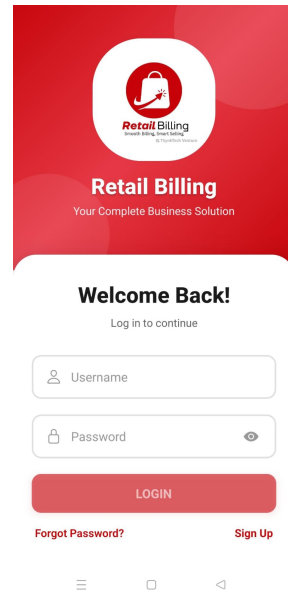


Figure 2: Login Page

## 2 Profile

### 2.1 Profile Page

The Profile Page allows users to manage their business profile information and customize their digital visiting card.

This visiting card is used across invoices, PDFs, and shared documents, giving the business a professional identity.

### 2.2 Visiting Card Customization

Users can edit their visiting card details directly from the Profile Page.

**How to edit the visiting card:**

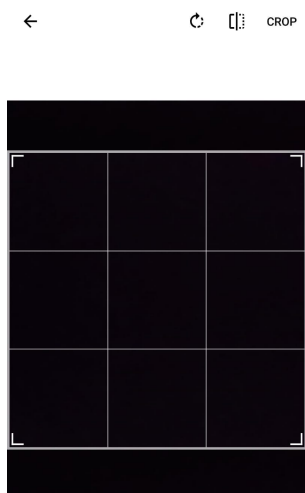


Figure 3: Dashboard

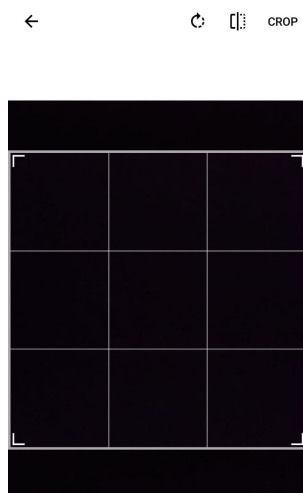


Figure 4: Sales Overview

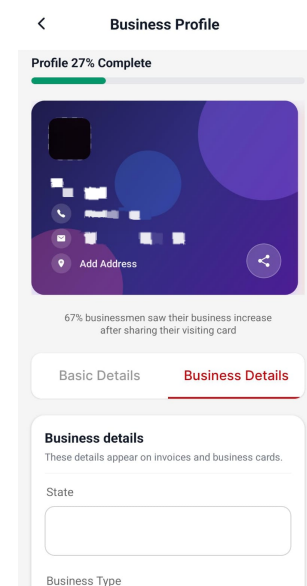


Figure 5: Payment Analysis

1. Go to the **Profile Page**.
2. Click on the **Edit Profile** or **Edit Visiting Card** option.
3. Enter or update business details such as:
  - Business Name
  - Mobile Number
  - Email Address
  - Business Address
4. Upload the business **Logo**.
5. Save the changes.

Once saved, the updated visiting card is reflected across invoices and shared documents.

## 2.3 Benefits

Customizing the visiting card helps users:

- Create a professional brand identity
- Maintain consistency across invoices and PDFs
- Easily share business details with customers

## 2.4 Important Notes

- Logo should be clear and preferably in PNG or JPG format.
- Changes are applied immediately after saving.
- Ensure correct contact details before saving the profile.

## 3 Dashboard Overview

The dashboard provides a real-time overview of business performance.

### 3.1 Business Metrics

Business Metrics visually display sales, payments, and other financial indicators so users can quickly understand business performance.

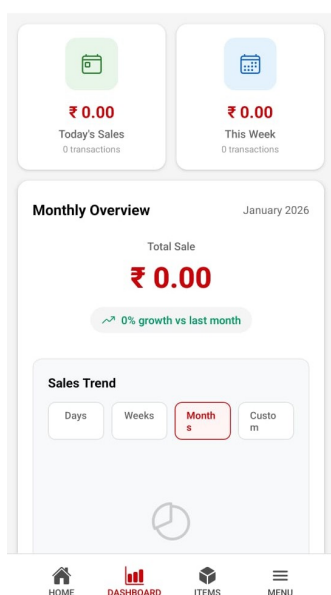


Figure 6: Dashboard

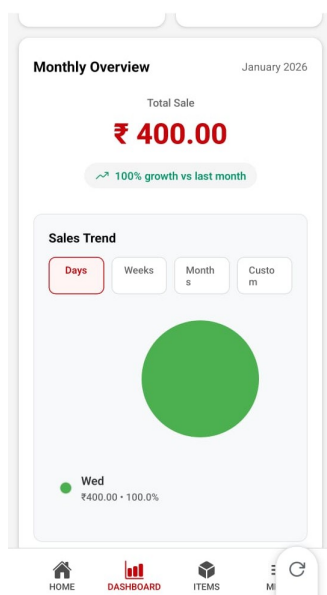


Figure 7: Sales Overview

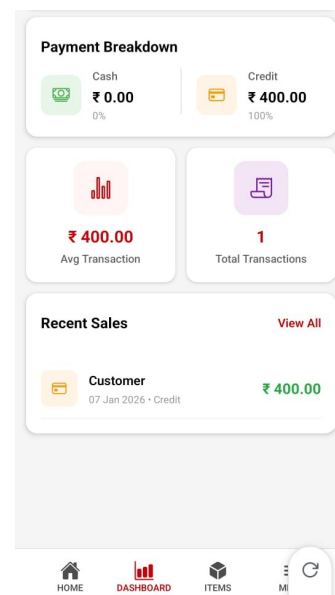


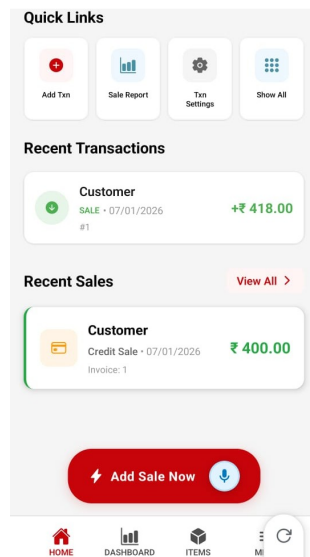
Figure 8: Payment Analysis

### 3.2 Quick Actions

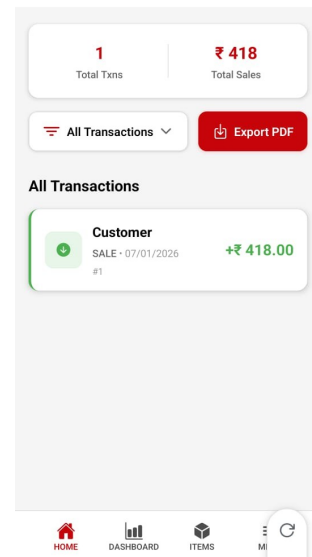
Quick Actions provide easy access to frequently used features such as billing, expenses, and item management.

### 3.3 Recent Transactions

Recent Transactions show all recently created sales, purchases, payments, and returns for quick review.



Dashboard



Sales Overview

## 4 Sales Management

Sales Management handles all customer-related billing activities.

### 4.1 Sale Invoice

Sale Invoice is used to generate a bill for customers.

#### How it works:

1. Click on **Add Transaction**.
2. Select **Sale Invoice**.
3. Enter customer details.
4. Add items with quantity and price.
5. Save the invoice.



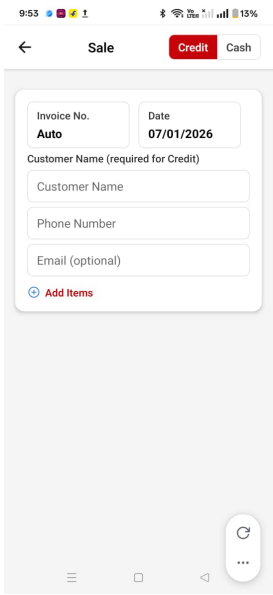


Figure 9: Dashboard

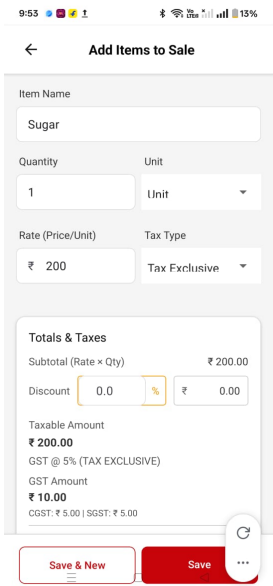


Figure 10: Sales Overview

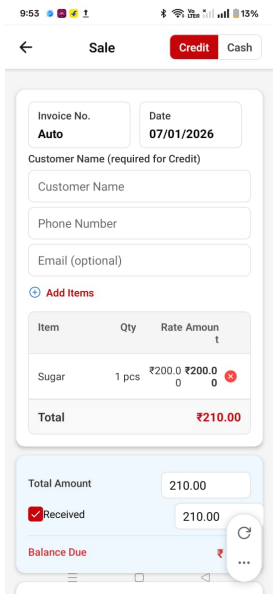
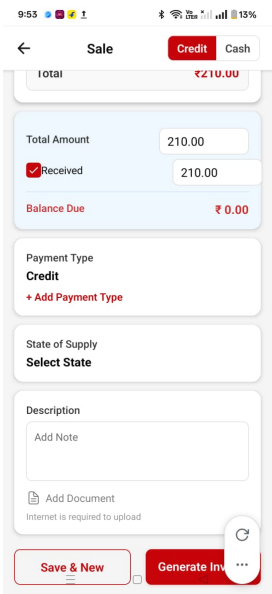
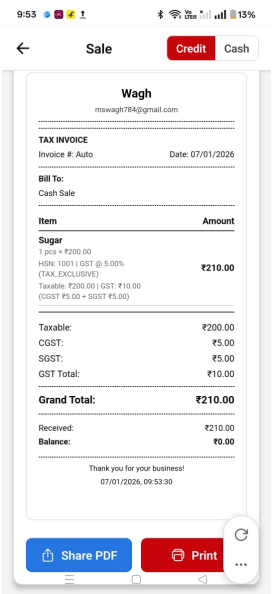


Figure 11: Payment Analysis



Dashboard



Sales Overview

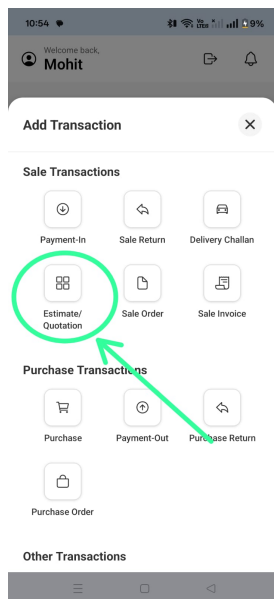
After saving, the invoice is visible in Recent Transactions and stock is updated automatically.

## 4.2 Sale Order

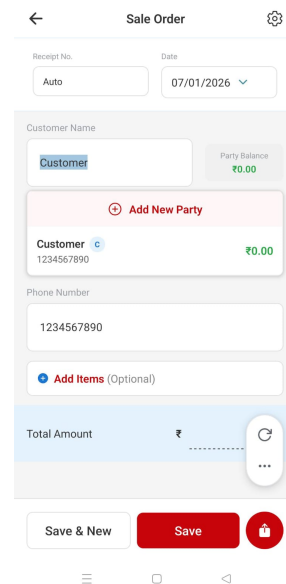
Sale Order is used when a customer confirms an order but the items will be delivered at a later date.

**How to create a Sale Order:**

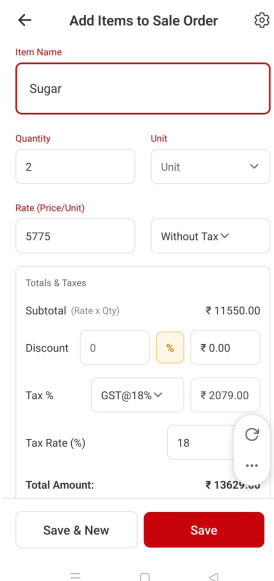
1. Click on **Add Transaction**.
2. Select **Sale Order**.
3. Enter customer details.
4. Add ordered items and quantities.
5. Save the sale order.



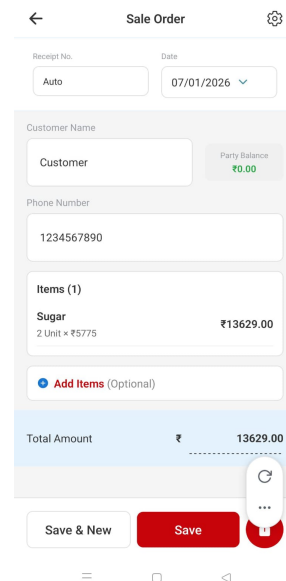
Dashboard



Sales Overview



Dashboard



Sales Overview

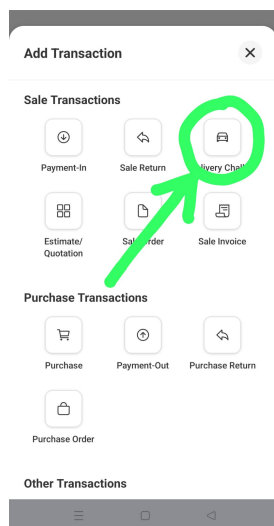
Sale Orders help users track pending deliveries and future sales.

### 4.3 Delivery Challan

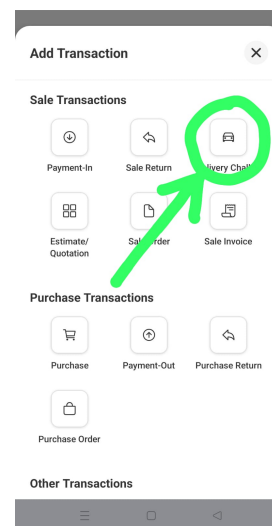
Delivery Challan is used when goods are delivered to a customer without generating an invoice immediately.

#### How to create a Delivery Challan:

1. Click on **Add Transaction**.
2. Select **Delivery Challan**.
3. Enter customer details.
4. Add delivered items.
5. Save the delivery challan.



Dashboard



Sales Overview

← Add Items to Delivery Challan ⚙️

Item Name

Quantity Unit  
 Unit

Rate (Price/Unit)  
 Without Tax

Totals & Taxes

Subtotal (Rate x Qty)	₹ 11550.00
Discount <input type="text" value="0"/>	₹ 0.00
Tax % <span>GST@18%</span>	₹ 2079
Tax Rate (%) <span>18</span>	
<b>Total Amount:</b>	<b>₹ 13629.00</b>

Save & New Save

Dashboard

← Delivery Challan ⚙️

Receipt No. Date  
 07/01/2026

Customer Name  
 Party Balance ₹0.00

Due Date

Items (1)

Sugar	2 Unit x ₹5775	₹113629.00
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Add Items (Optional)

**Total Amount** ₹ **13629.00**

Save & New Save ⓘ

Sales Overview

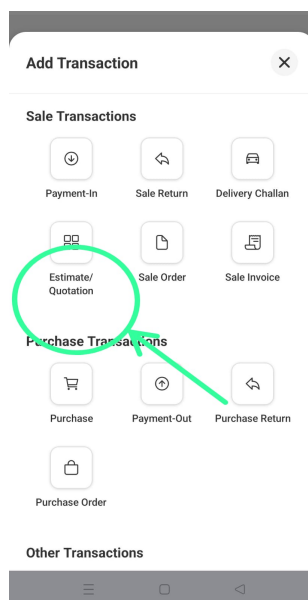
Delivery Challans help track physical movement of goods without affecting billing.

## 4.4 Quotation / Estimate

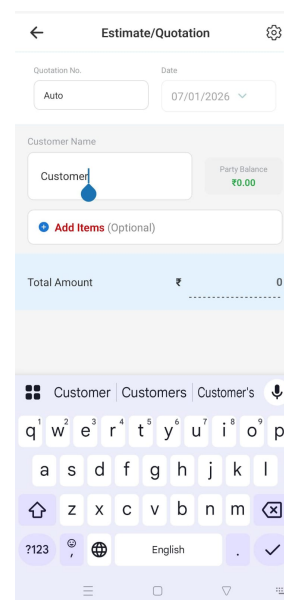
Quotation is used to share pricing information with customers before finalizing a sale.

### How to create a Quotation:

1. Click on **Add Transaction**.
2. Select **Quotation / Estimate**.
3. Enter customer details.
4. Add items and prices.
5. Save the quotation.



Dashboard



Sales Overview

← Add Items to Quotation ⚙️

Item Name  
Sugar

Quantity Unit  
2 Unit

Rate (Price/Unit)  
5775 Without Tax

Totals & Taxes  
Subtotal (Rate x Qty) ₹ 11550.00  
Discount 0 ₹ 0.00  
Tax % GST@18% ₹ 2079.00  
Total Amount: ₹ 13629.00

Save & New Save

## Dashboard

← Estimate/Quotation ⚙️

Quotation No. Date  
Auto 07/01/2026

Customer Name  
Customer Party Balance ₹ 0.00

Items  
Sugar 2 Unit x ₹ 5775 ₹ 13629.00

Add Items (Optional)

Total Amount ₹ 13629.00

Save & New Save Share

## Sales Overview

Quotations do not affect stock or accounts and can be converted into Sale Invoices.

## 4.5 Sale Return

Sale Return is used when a customer returns previously purchased items.

### How to create a Sale Return:

1. Click on **Add Transaction**.
2. Select **Sale Return**.
3. Enter customer details.
4. Add returned items.
5. Save the sale return.

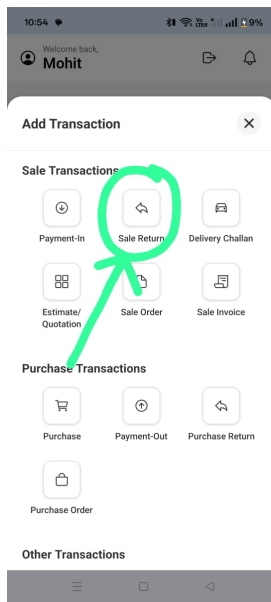


Figure 12: Dashboard

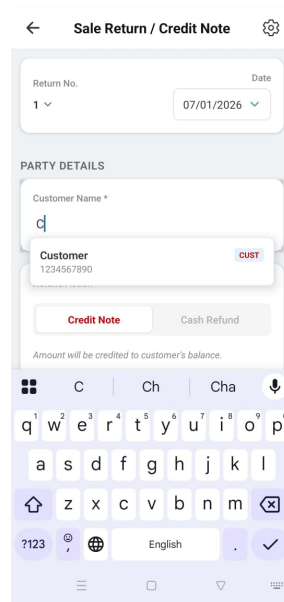


Figure 13: Sales Overview

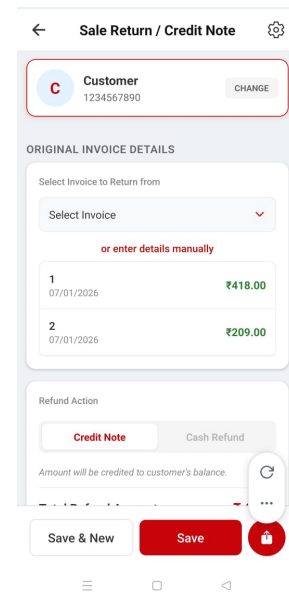
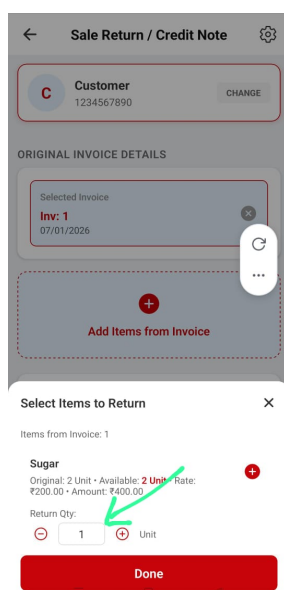
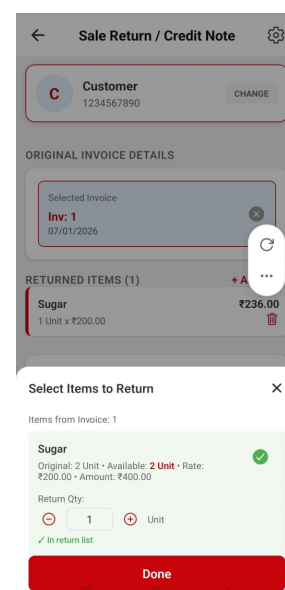


Figure 14: Payment Analysis



Dashboard



Sales Overview

Sale Return increases stock and adjusts the customer's balance.

## 4.6 Payment In

Payment In is used to record payments received from customers.

**How to record Payment In:**

1. Click on **Add Transaction**.

2. Select **Payment In**.
3. Select the customer.
4. Enter the received amount.
5. Save the payment.

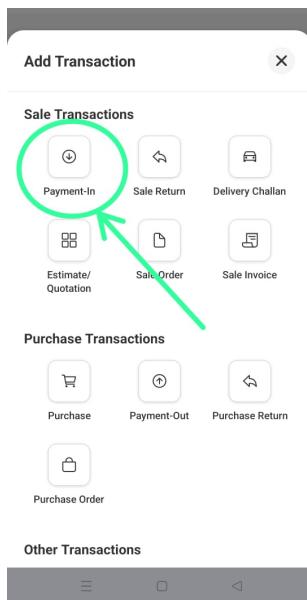


Figure 15: Dashboard

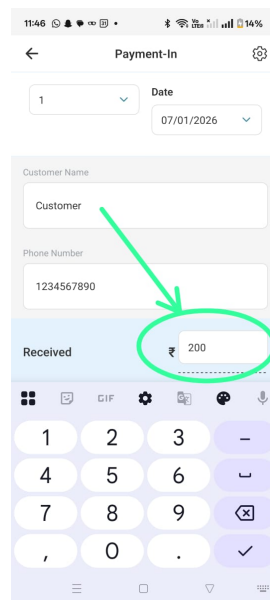


Figure 16: Sales Overview

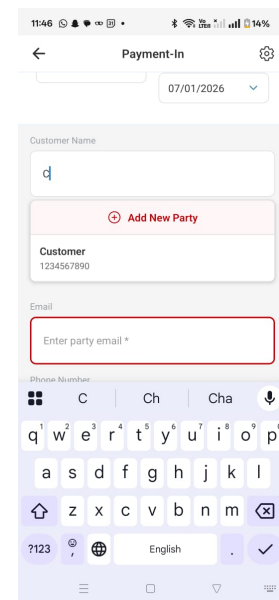


Figure 17: Payment Analysis

The payment is added to the corresponding customer account.

## 5 Purchase Management

Purchase Management handles all party-related billing activities for user business.

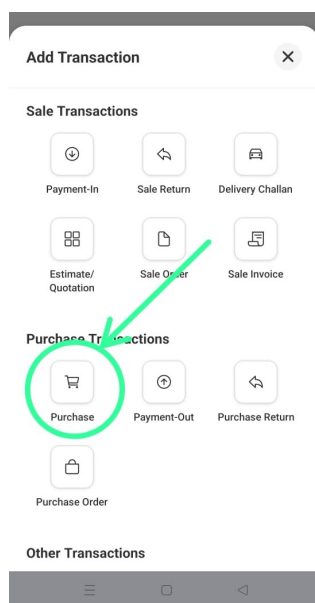
### 5.1 Purchase Bill

Purchase Bill is used to record purchases made from suppliers.

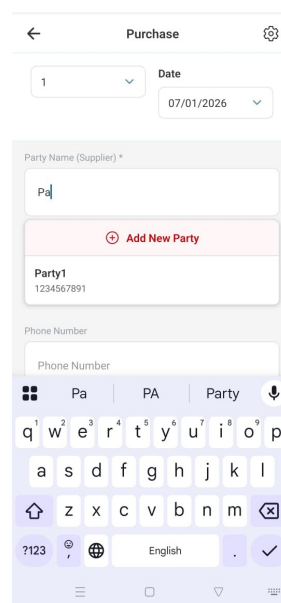
**How to create a Purchase Bill:**

1. Click on **Add Transaction**.
2. Select **Purchase**.
3. Enter supplier details.
4. Add purchased items.

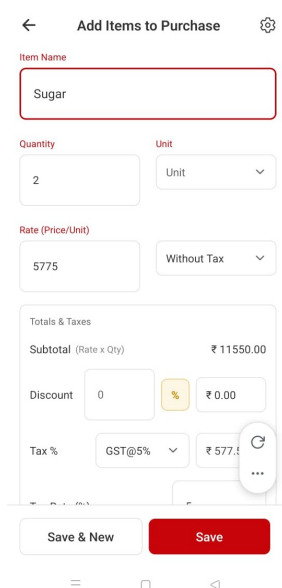
5. Save the purchase bill.



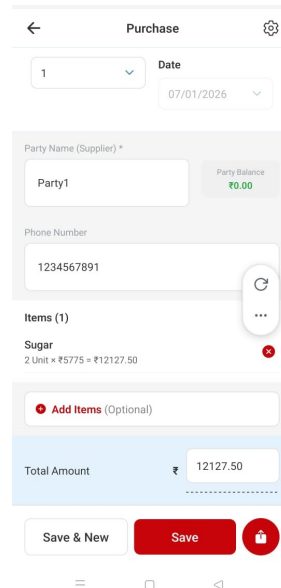
Dashboard



Sales Overview



Dashboard



Sales Overview

Purchase Bills increase inventory stock and supplier payable balance.

## 5.2 Payment Out

Payment Out is used to record payments made to suppliers.

**How to record Payment Out:**

1. Click on **Add Transaction**.



2. Select **Payment Out**.
3. Select the supplier.
4. Enter the payment amount.
5. Save the payment.

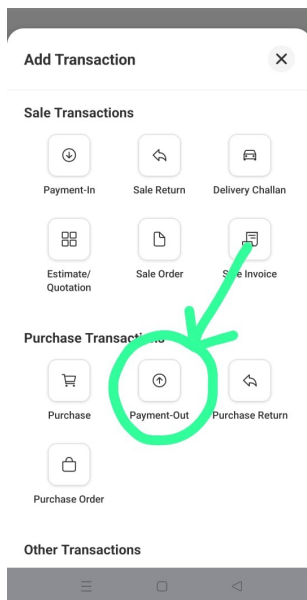


Figure 18: Dashboard

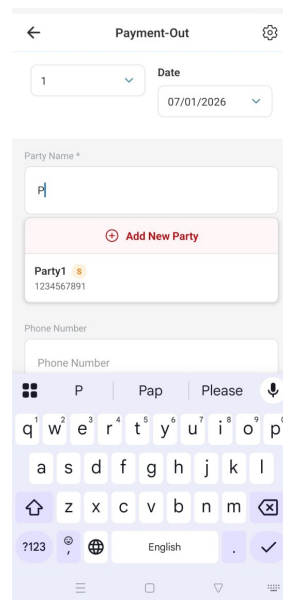


Figure 19: Sales Overview

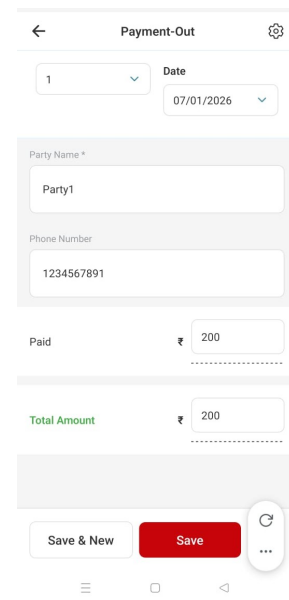


Figure 20: Payment Analysis

The payment is adjusted in the supplier's account.

## 6 AI Voice Assistant

The AI Voice Assistant allows users to create invoices and add inventory items using voice commands, making daily operations faster and easier.

### 6.1 Inventory via Voice

How it works:

1. Open the Items tab.
2. Click the microphone icon.
3. Speak item details clearly.

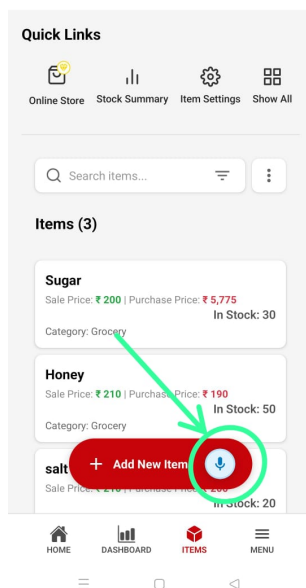


Figure 21: Dashboard

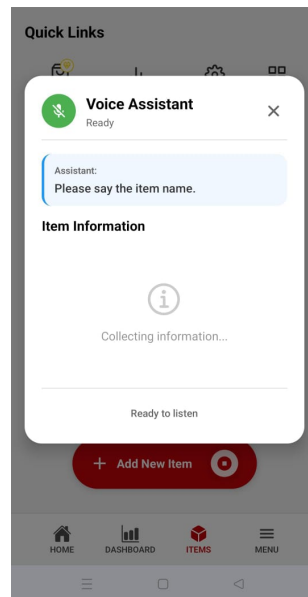


Figure 22: Sales Overview

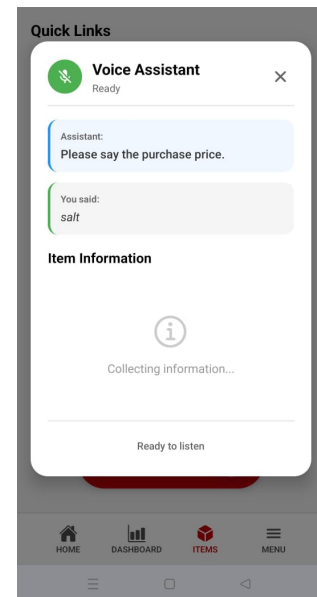
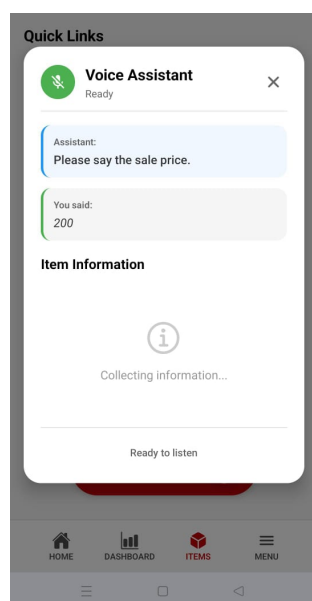
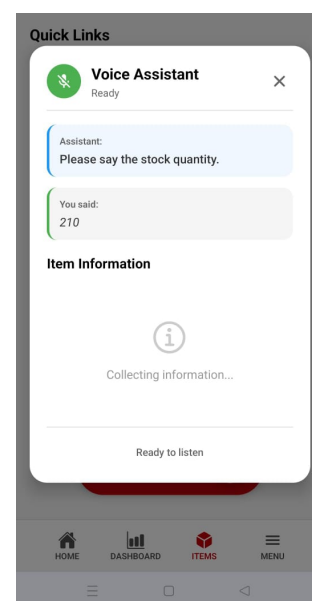


Figure 23: Payment Analysis



Dashboard



Sales Overview

Figure 24: Dashboard and Sales Overview Screens

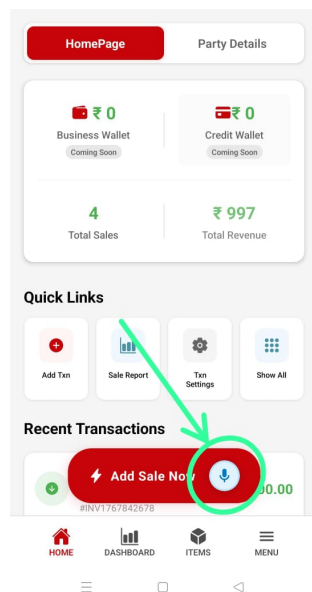
The item is automatically added to inventory after confirmation.

## 6.2 Invoice via Voice

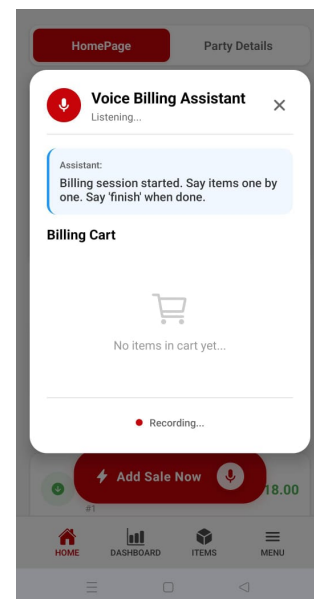
How it works:

1. On the Home page, click the microphone icon.

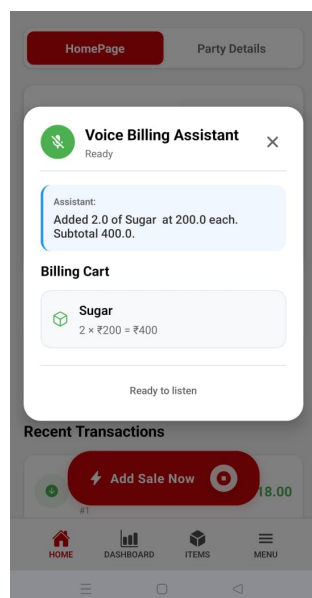
2. Listen to the instructions.
3. Speak invoice details clearly.



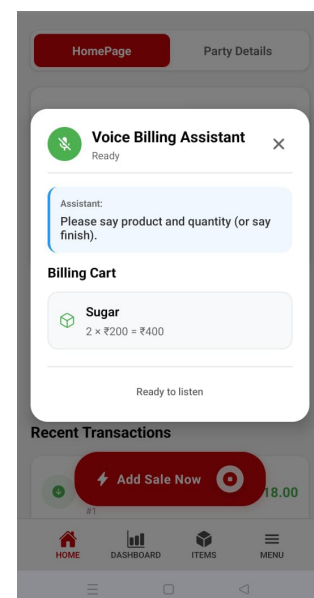
Dashboard



Sales Overview



Dashboard



Sales Overview

The invoice is created and shown in Recent Transactions.

## 6.3 Security and Confirmation

- No transaction is saved without confirmation.
- Voice data is not permanently stored.

- User permissions are strictly enforced.

## 7 Party Management

Party Management allows users to manage customers and suppliers.

Users can:

- Add new parties
- View party reports
- Check party-wise profit and loss
- Import or invite parties

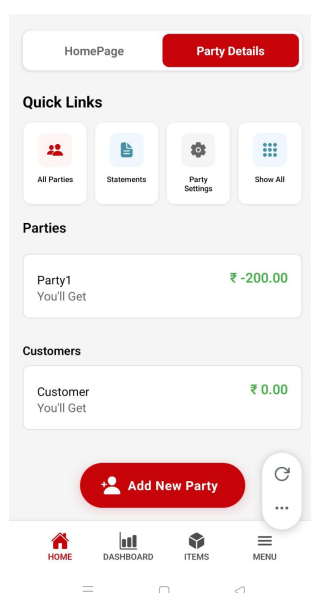


Figure 25: Dashboard

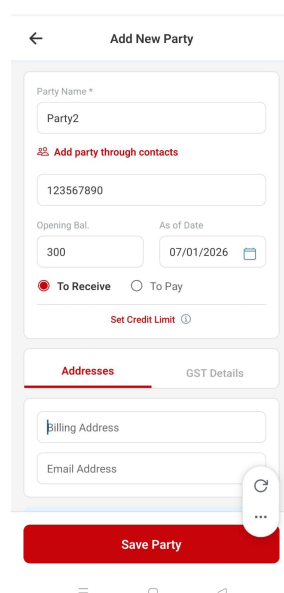


Figure 26: Sales Overview

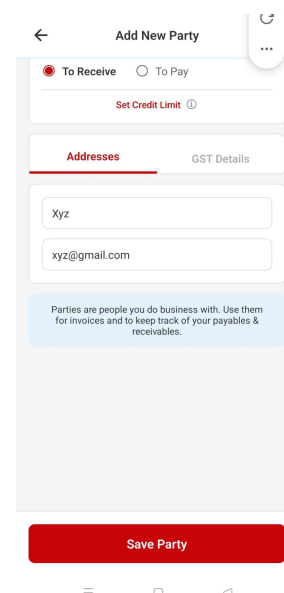
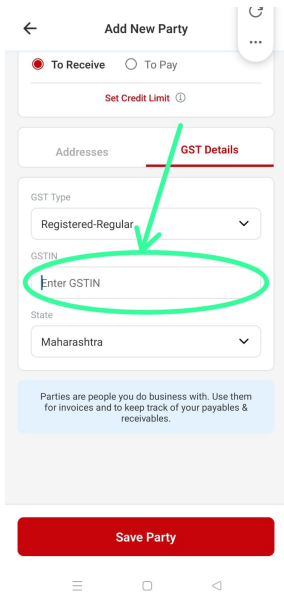
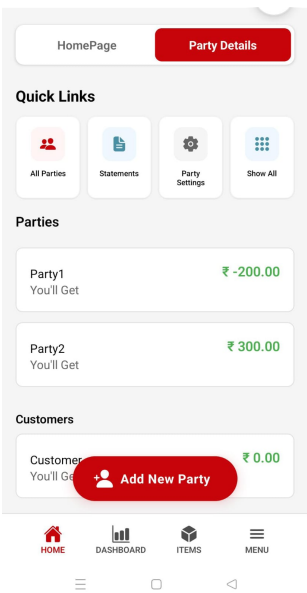


Figure 27: Sales Overview



Dashboard



Sales Overview

Figure 28: Dashboard and Sales Overview Screens

8 Expenses

Expenses are used to record daily business costs such as rent, salary, utilities, and travel.

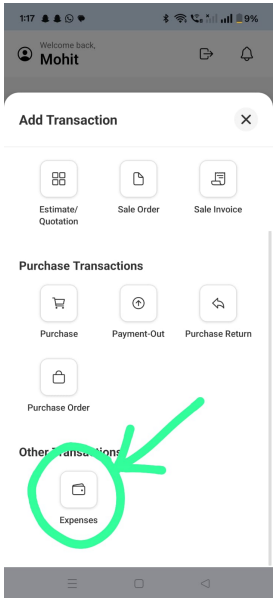


Figure 29: Dashboard

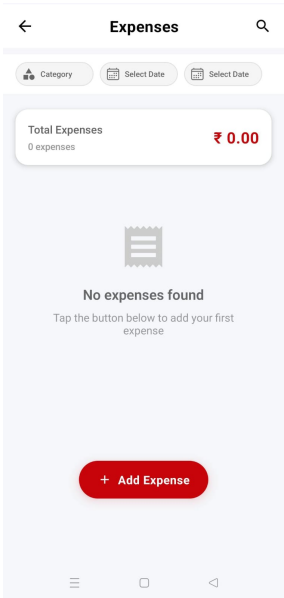


Figure 30: Sales Overview

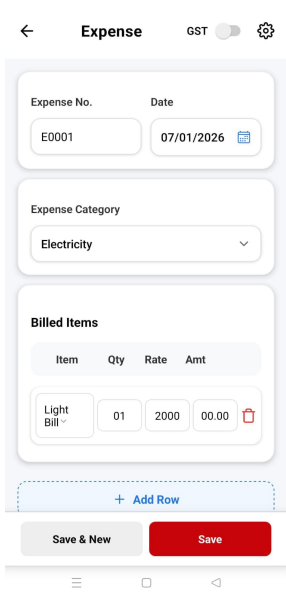


Figure 31: Sales Overview

The image displays two identical mobile application screens side-by-side, representing the 'Expense' entry form. Each screen features a top navigation bar with a back arrow, the title 'Expense', a 'GST' toggle switch, and a settings gear icon. The main form area is divided into several sections: a 'Total Amount' field showing '2000', a 'Payment Type' dropdown menu currently set to 'UPI', a 'Payment Ref No.' field with a 'Reference No.' label, and a 'Description' field with an 'Add Note' label and an image icon. At the bottom of each screen, there are two buttons: 'Save & New' and 'Save'. The screens are labeled 'Dashboard' and 'Sales Overview' respectively.

Dashboard

Sales Overview

Figure 32: Dashboard and Sales Overview Screens

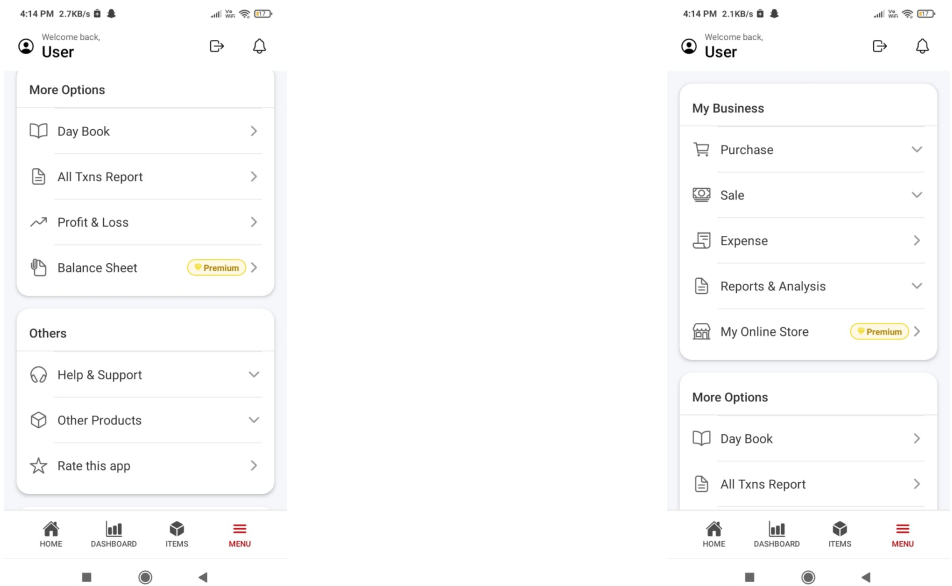
Expenses directly reduce the net profit and help track business spending.

## 9 Reports and Analysis

Reports provide detailed insights into business performance. The Reports and Analysis module provides detailed insights into sales, inventory movement, customer payments, profit margins, and business performance. These reports help business owners make informed decisions easily.

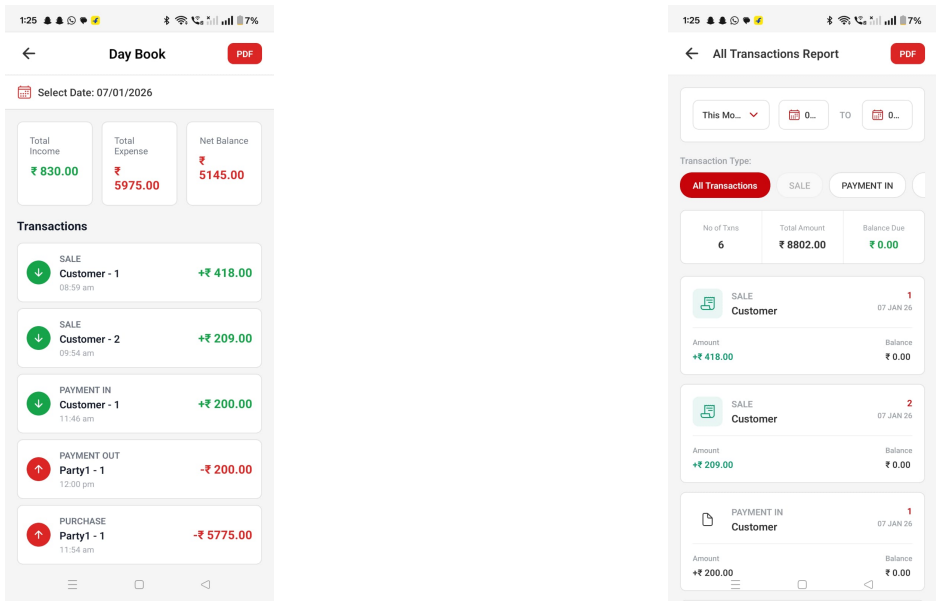
### 9.1 Reports Menu Navigation

All reports can be accessed from the **Reports & Analysis** section in the application menu.



Available reports include:

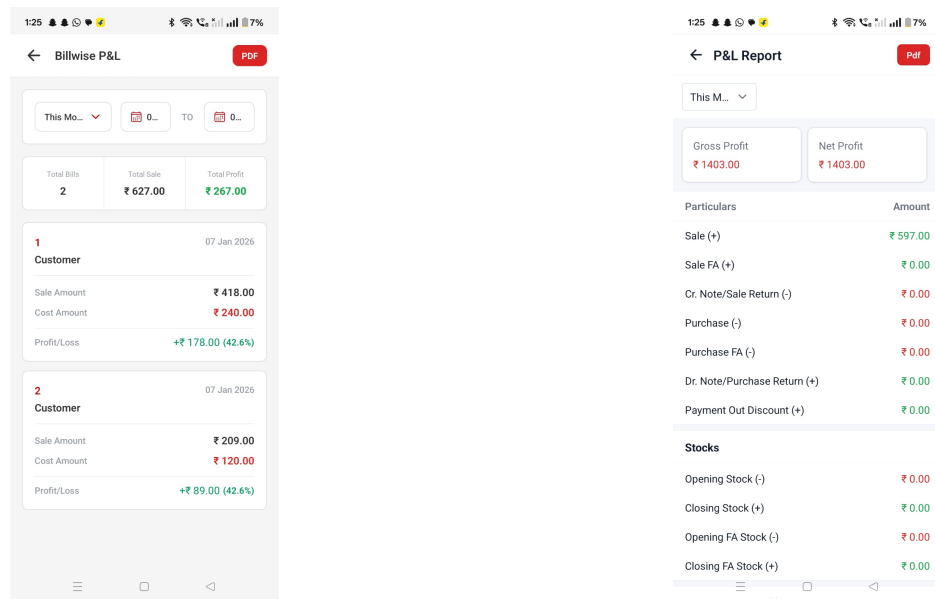
- Day Book
- Profit and Loss
- Stock Summary
- GST Reports
- Party Reports



Dashboard

Sales Overview

Figure 33: Dashboard and Sales Overview Screens



Dashboard

Sales Overview

Figure 34: Dashboard and Sales Overview Screens

## 9.2 Stock Valuation

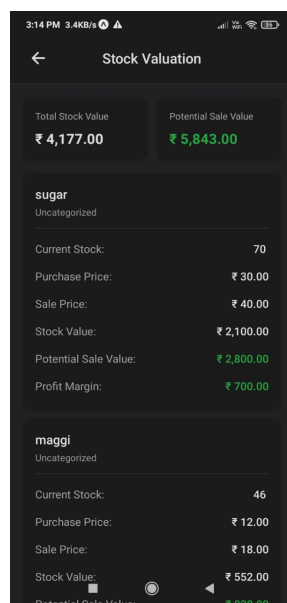
The Stock Valuation screen provides a clear overview of the current value of inventory and its potential profit.

This helps users understand how much their stock is worth at purchase cost and how much revenue it can generate when sold.

**Information shown on this screen includes:**

- Total Stock Value (based on purchase price)
- Potential Sale Value (based on sale price)
- Item-wise stock quantity
- Purchase price and sale price
- Profit margin per item





### Stock Valuation

Figure 35: Menu and Stock Valuation Screens

## 9.3 Customer-wise Sales

This report shows sales details for each customer within a selected date range.

It helps users track:

- Total sales per customer
- Amount received
- Outstanding balance
- Number of transactions

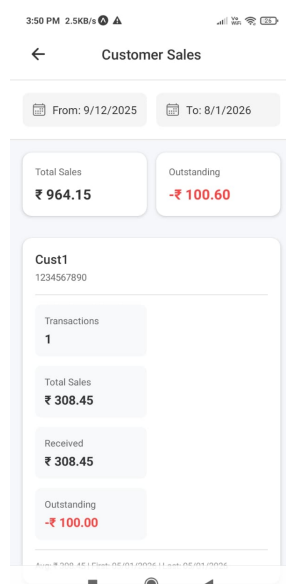


Figure 36: Customer-wise Sales Report

## 9.4 Credit Period Analysis

This report helps monitor customer credit behavior and overdue payments.

It displays:

- Invoice amount
- Outstanding balance
- Days overdue
- Invoice date and due date

This enables timely follow-ups and better credit control.

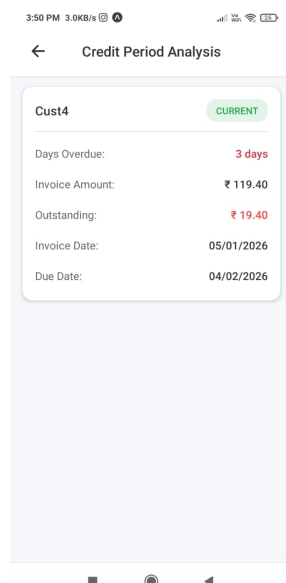


Figure 37: Credit Period Analysis

## 9.5 Payment Mode Report

This report categorizes sales based on payment methods.

It shows:

- Total amount received via Cash and Credit
- Number of transactions per payment mode
- Percentage contribution of each mode

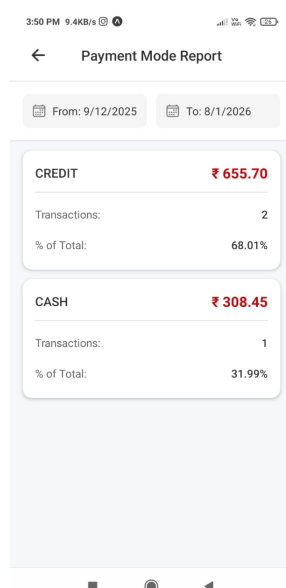


Figure 38: Payment Mode Report

## 9.6 Top Selling Items

This report highlights the best-performing products in the selected period.

It includes:

- Quantity sold
- Total sale value
- Average selling price
- Number of transactions

This helps identify high-demand products.

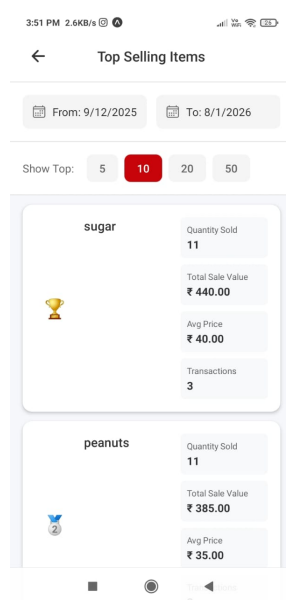


Figure 39: Top Selling Items Report

## 9.7 Slow Moving Items

This report identifies items with low or no sales activity.

It displays:

- Current stock
- Quantity sold
- Stock value
- Days since last sale

This helps in stock clearance and inventory planning.

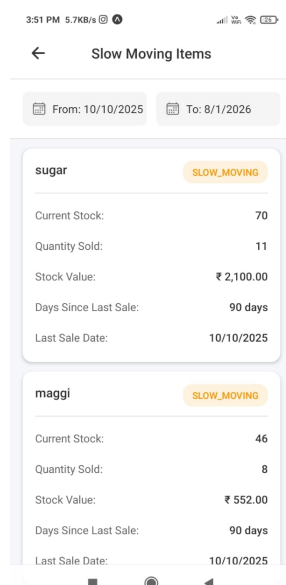


Figure 40: Slow Moving Items Report

## 9.8 Stock Summary by Category

This report summarizes inventory based on item categories.

It shows:

- Number of items per category
- Total stock quantity
- Stock value
- Average stock value

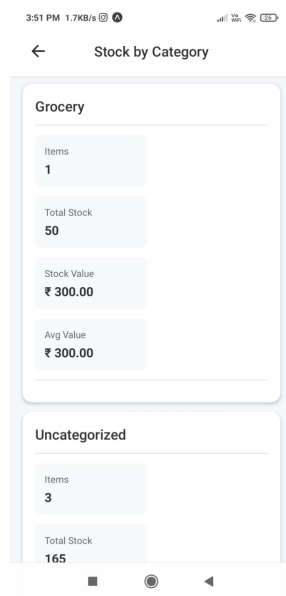


Figure 41: Stock Summary by Category

## 9.9 Sales Comparison

This report compares sales performance across different months.

It includes:

- Total transactions
- Total sales
- Amount received
- Outstanding balance
- Average transaction value

This helps track business growth trends.

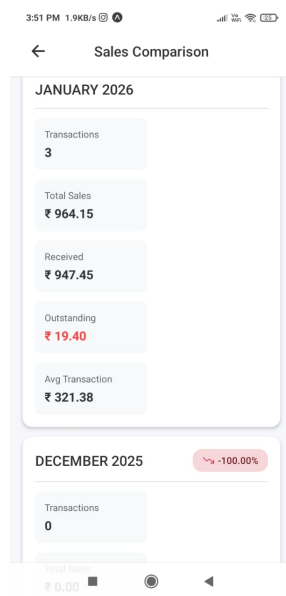


Figure 42: Sales Comparison Report

## 9.10 Margin Analysis

This report provides insight into product-wise profit margins.

It displays:

- Purchase price and sale price
- Margin per unit
- Margin percentage
- Quantity sold
- Total margin earned

This helps analyze profitability at item level.

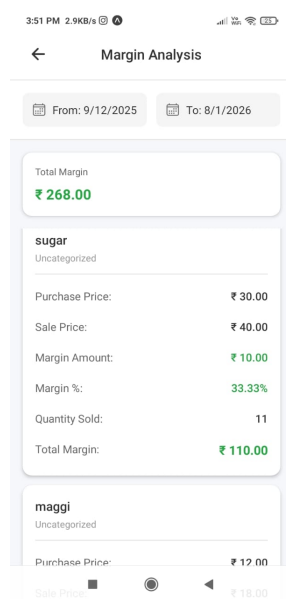


Figure 43: Margin Analysis Report

## 10 Help, Support and Other Options

This section provides users with access to customer support, additional products, application information, and feedback options.

These features ensure users receive assistance whenever required and stay connected with the service provider.

### 10.1 Help and Support

The Help and Support option allows users to directly contact ThynkTech India for assistance.

Users can raise queries related to:

- Application usage
- Technical issues
- Billing or data-related problems

#### How to access Help and Support:

1. Open the **Menu** section.
2. Select **Help & Support**.
3. Tap on **ThynkTech India Support**.



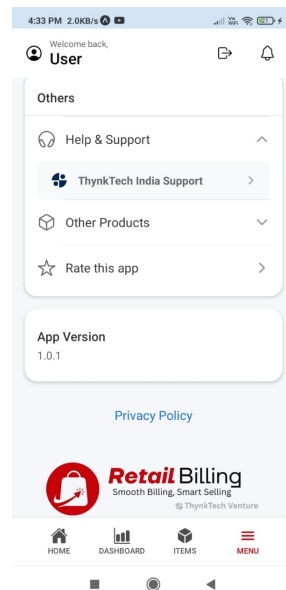


Figure 44: Help and Support Menu

## 10.2 Support Request Form

Users can submit their issues using a simple support form.

The form collects:

- Business Name
- Email Address
- Owner Name
- Phone Number
- Complaint or Issue Description

After submission, the support team reviews the request and contacts the user.

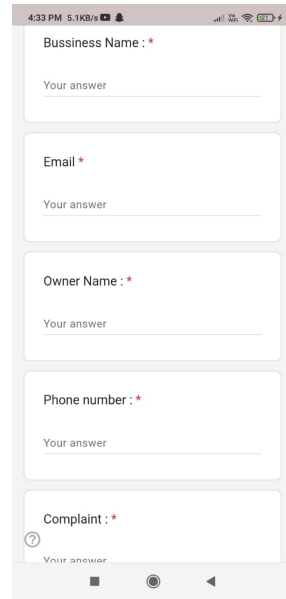


Figure 45: Support Request Form

### 10.3 Other Products

The Other Products section introduces users to additional solutions offered by ThynkTech India.

This helps users explore complementary tools that can enhance their business operations.

**Available products may include:**

- Digital News Platform
- AI Chat Assistant
- Smart Business Applications

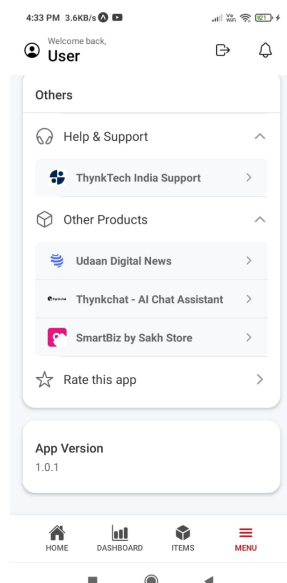


Figure 46: Other Products Section

## 10.4 Rate This App

Users can rate the application to provide feedback and support future improvements.

### How it works:

- Redirects users to the app rating platform
- Helps improve app visibility and quality

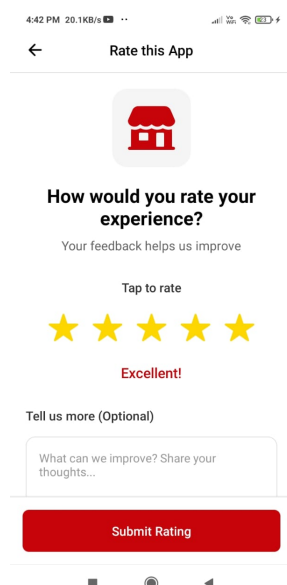


Figure 47: Rate This App Option

## 10.5 Application Information

This section displays important application details such as:

- Current App Version
- Privacy Policy
- Branding and ownership information

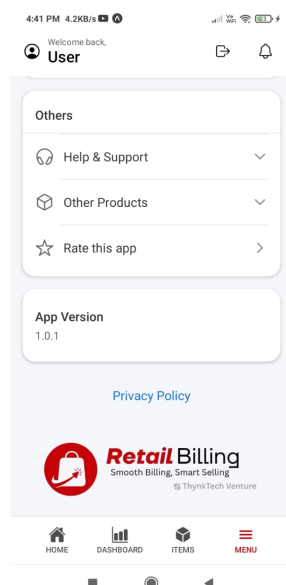


Figure 48: Application Information and Version Details

## 11 Settings and Support

### 11.1 Data Backup

Regular backups ensure business data safety and recovery.

### 11.2 Support

Support is available through in-app help, call, and WhatsApp.