USER MANUAL

for

Billing 360

Version 1.00

Prepared by

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Course: CS253

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Date: 01/04/2024

Contents

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v1.00	Abhishek Khandelwal Dhruv Gupta Pragati Agrawal Poojal Katiyar Ansh Agarwal Nipun Nohria Venkatesh Akula Saagar K V Kundan Kumar Pallav Goyal	The First version of the User Manual	01/04/2024

1 INTRODUCTION

1.1 Purpose

The purpose of this document is to provide the users of this website with information about the functionality of the website describing the operations that can be done by them. By familiarizing yourself with this guide, you will be well-equipped to leverage the full potential of the website.

The guide will explore the various features offered by the website, outlining the steps involved in performing specific actions. Additionally, it will address common user challenges and provide clear solutions to overcome them.

1.2 Software Overview

Billing 360 is a software application designed to empower retailers with a comprehensive and user-friendly solution for managing their billing and business operations. It streamlines the creation and customizing of invoices and receipts, ensuring efficient customer transactions. This integrated approach empowers retailers to gain valuable insights into sales trends and customer purchase history, allowing them to make informed decisions and optimize their business strategies.

Billing360's user-friendly interface is accessible through any modern web browser, and retailers of all experience levels can leverage its features to enhance their operational efficiency and gain a competitive edge. Learning to use this software is easy. We suggest you review the document thoroughly before you make use of the application. This user guide presents an overview of the application's features and gives step-by-step instructions for completing a variety of tasks.

1.3 Intended Audience

Billing 360 is designed for retailers seeking a comprehensive and user-friendly solution to digitize and manage their billing and business operations. This software is ideal for businesses of all sizes, from independent shops to established chains. Regardless of your prior experience with billing software, Billing360's intuitive interface makes it accessible for all levels of users.

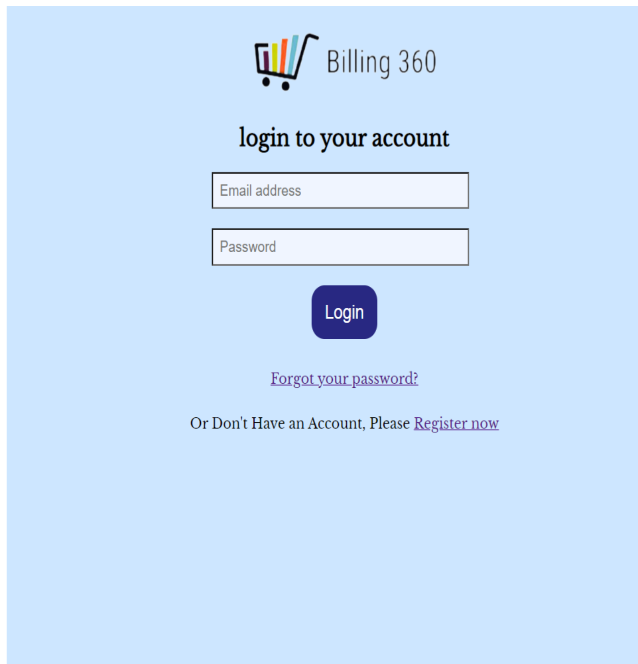
2 Getting Started with Login and Registration

When the user visits the webpage, he can perform two actions:

- **Sign Up:** If the user wants to create an account on the portal.
- **Login:** If the user is an existing customer and has signed up on the portal before.

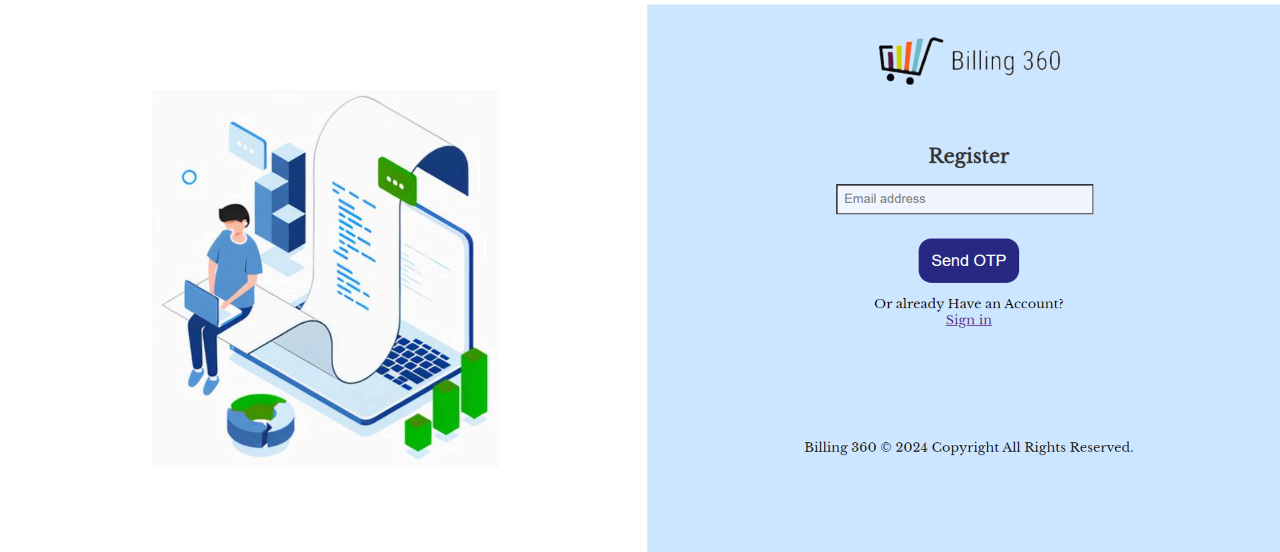
2.1 Login

The user can log in using the username and password used for signing up on the webpage. If the credentials are correct, the user will be taken to the Dashboard of Billing 360.



2.2 Sign Up / Register

- If the user is not registered beforehand, then he needs to click on the Register Now option on the login page, then the register page will open in which the user has to enter the Email ID that he wants to use for setting up his account on the website.
- On providing the required Email ID the user needs to click on the Send OTP button.
- Now, a 6-digit OTP will be sent to this Email ID entered, and on entering the correct OTP, the signup page will open.
- Otherwise, if the wrong OTP is entered, then an alert will be shown (OTP Verification Failed). Now the user needs to enter the correct OTP and on doing so, the signup page will open.
- Now, to create an account on the portal, the user needs to provide the following details:


Billing 360
Register
Email address
Send OTP
Or already Have an Account?
Sign in
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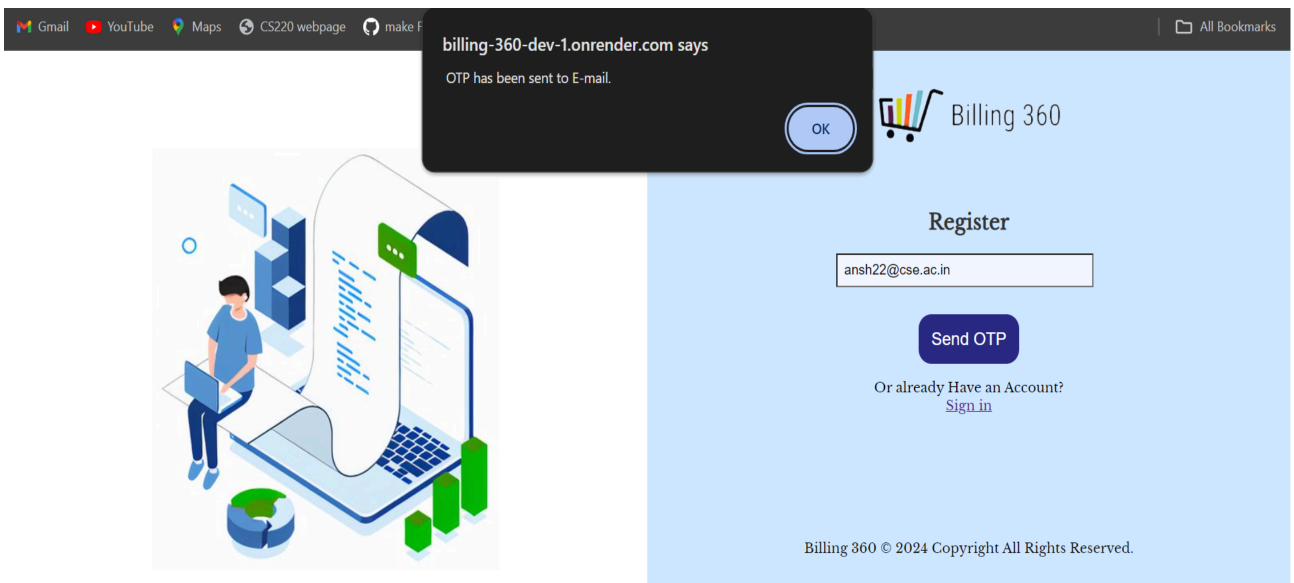
Gmail
YouTube
Maps
CS220 webpage
make F
All Bookmarks
billing-360-dev-1.onrender.com says
OTP has been sent to E-mail.
OK
Billing 360
Register
ansh22@cse.ac.in
Send OTP
Or already Have an Account?
Sign in
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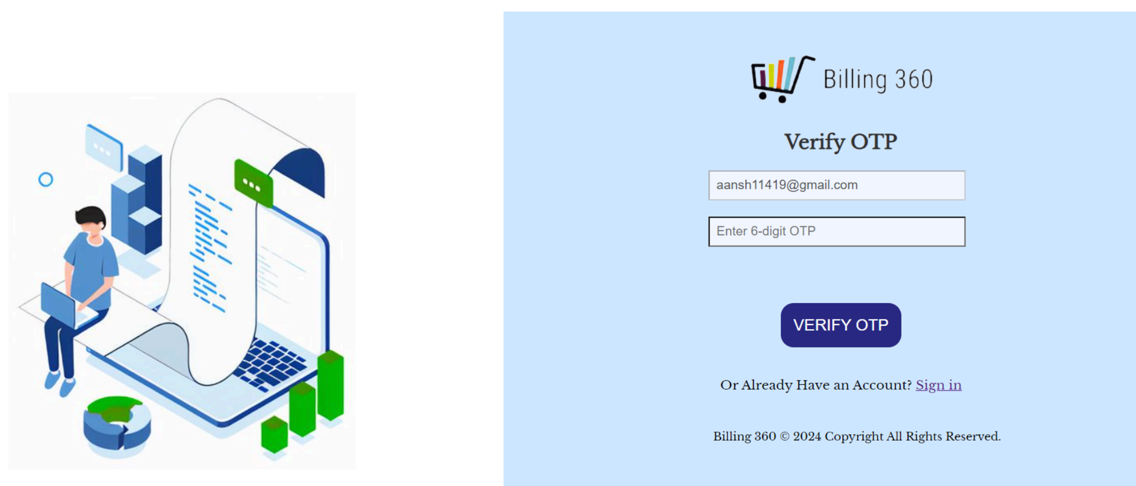
Billing 360
Verify OTP
aansh11419@gmail.com
Enter 6-digit OTP
VERIFY OTP
Or Already Have an Account? Sign in
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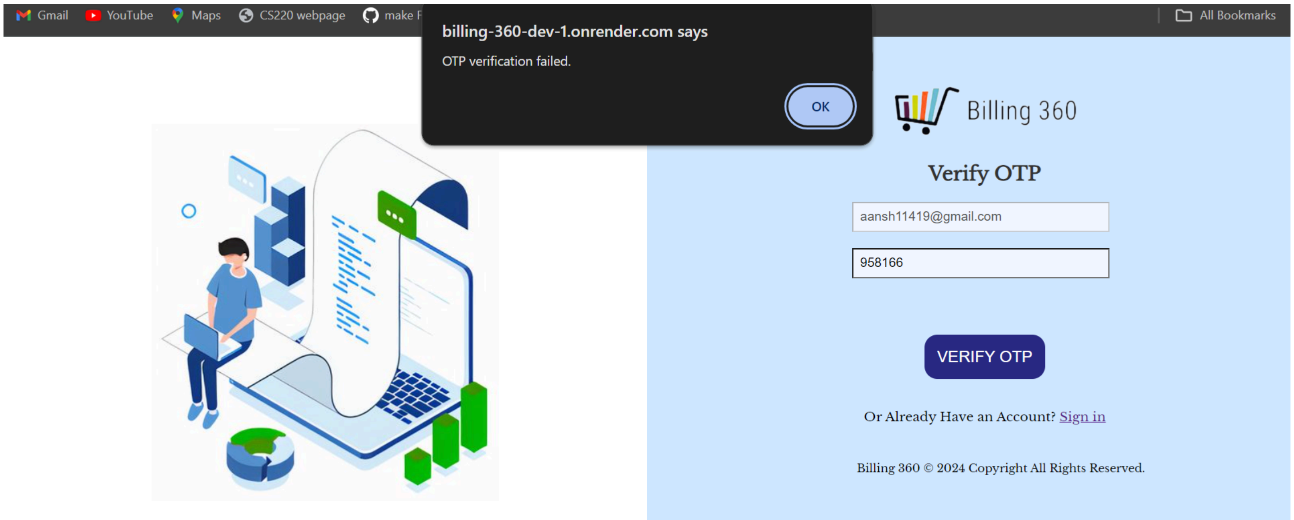


2.2.1 First Name and Last Name

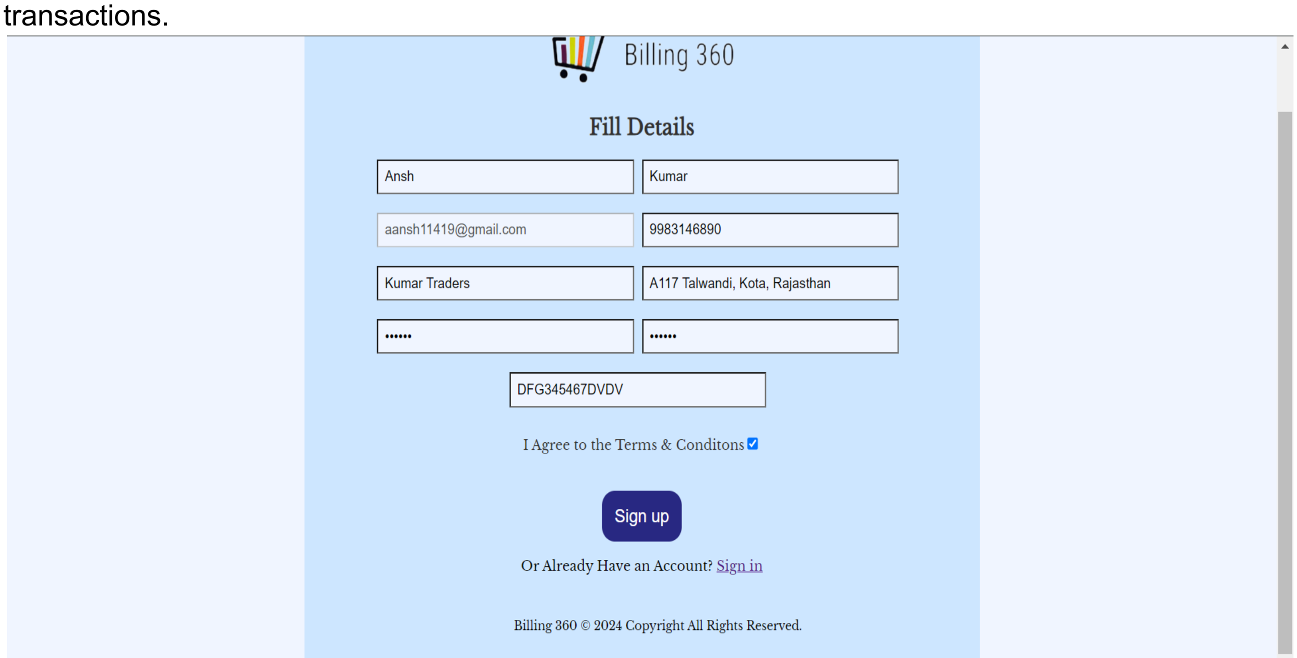
The user needs to provide his first name and the last name that will be stored on the website and that will be used in all the later transactions.

2.2.2 Email

The email ID of the user will automatically be displayed on this page which is the email that the user enters when he signs up on the first page.

2.2.3 Phone Number

Then, he needs to provide the phone number that will be needed to address him in the transactions.



2.2.4 Shop name

The user needs to enter his shop/ enterprise name that will be displayed on the website and that will be used for all the transactions, invoices, etc.

2.2.5 Shop address

The user needs to provide his shop address where his shop/ enterprise is situated and that address will be used in the invoices and the transactions.

2.2.6 Password and Confirm Password

Now, the user needs to enter the password that he wants to set for his Email Id for this website (that he will use every time he logs in) and then he is required to enter it again in the Confirm Password to confirm.

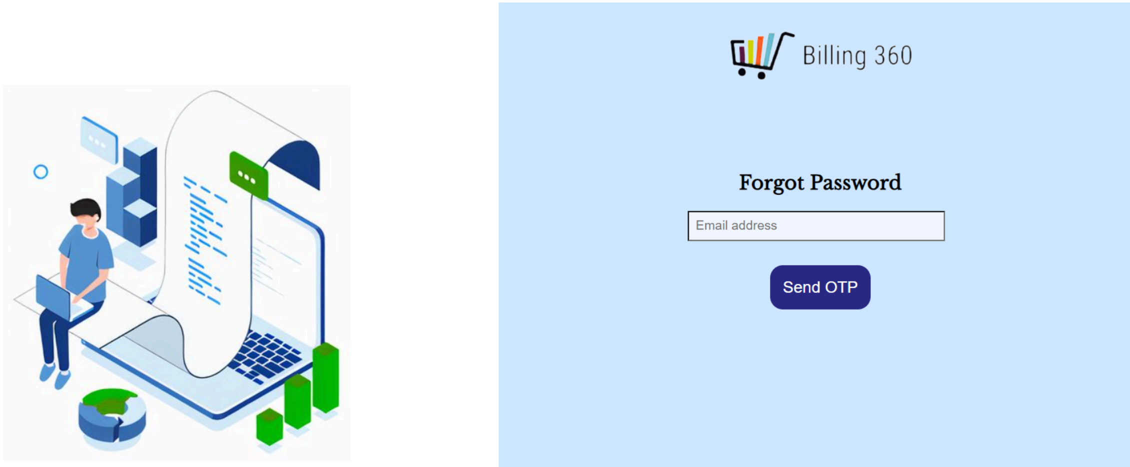
2.2.7 GST No.

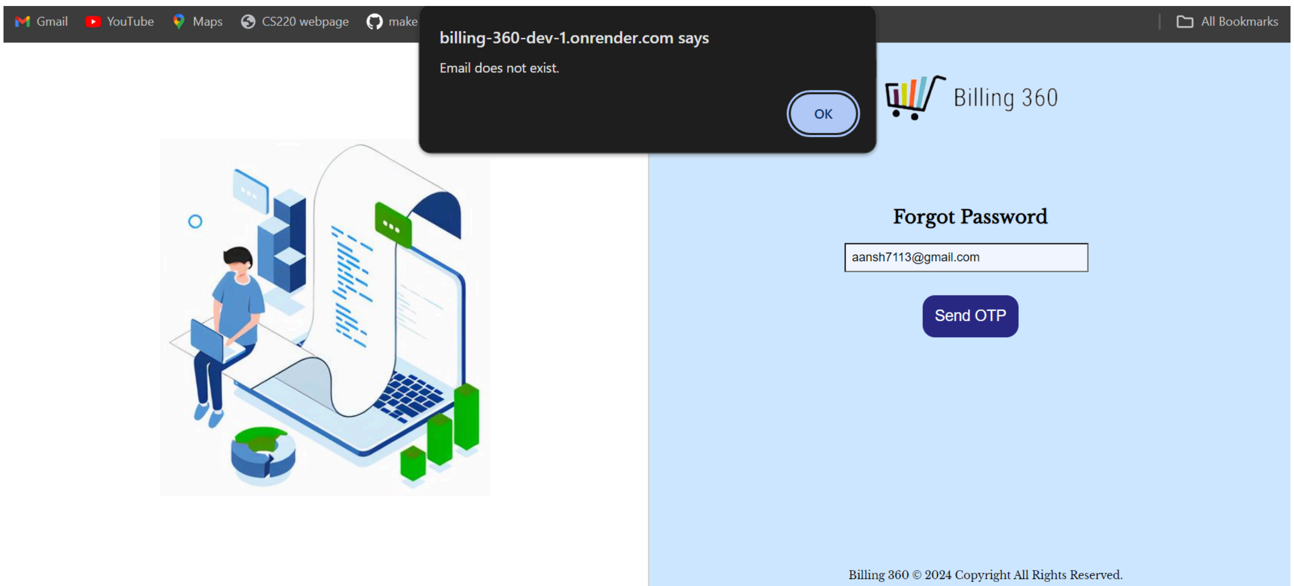
The user needs to enter his shop/ enterprise GST No. that will be displayed on the website and that will be used for all the transactions, invoices, etc.

- Then, on checking the box that I agree to the Terms & Conditions, and clicking the Sign Up button he will get an alert Successfully Registered, Now Login with your details.
- On clicking on OK, he will be directed to the Login page. Now, the user is registered in the website database as a retailer and he can now use his Email ID and password that he had set to log in.
- Now, the remaining things are the same as login.

2.3 Forgot Password

- Now, there is a possibility that the user forgets his password. In that case, an option is provided on the login page as Forgot your password?
- When the user clicks on that option, a window will open, in which the user will be asked to enter his Email ID and after entering his registered Email ID he needs to click on the Send OTP.
- Now, in case you entered the wrong Email ID by mistake or by any other reason then an alert will be shown that Email does not exist.
- Otherwise, an alert will be shown that OTP has been sent to Email, and then by clicking on OK a new window will open Verify OTP.
- Then, on entering the correct OTP, he will be carried to another window where he will be asked to enter his new password.
- Otherwise, if the wrong OTP is entered, then an alert will be shown OTP Verification Failed and now the user needs to enter the correct OTP and on doing so, he will be carried to another window where he will be asked to enter his new password.
- On doing so, he needs to click the button Change Password. Then, he gets an alert Successfully Changed Password.
- On clicking on OK, he will be directed to the Login page.
- The rest procedure is the same as Login.


Billing 360
Forgot Password
Email address
Send OTP


Gmail
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Maps
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Email does not exist.
OK
Billing 360
Forgot Password
aansh7113@gmail.com
Send OTP
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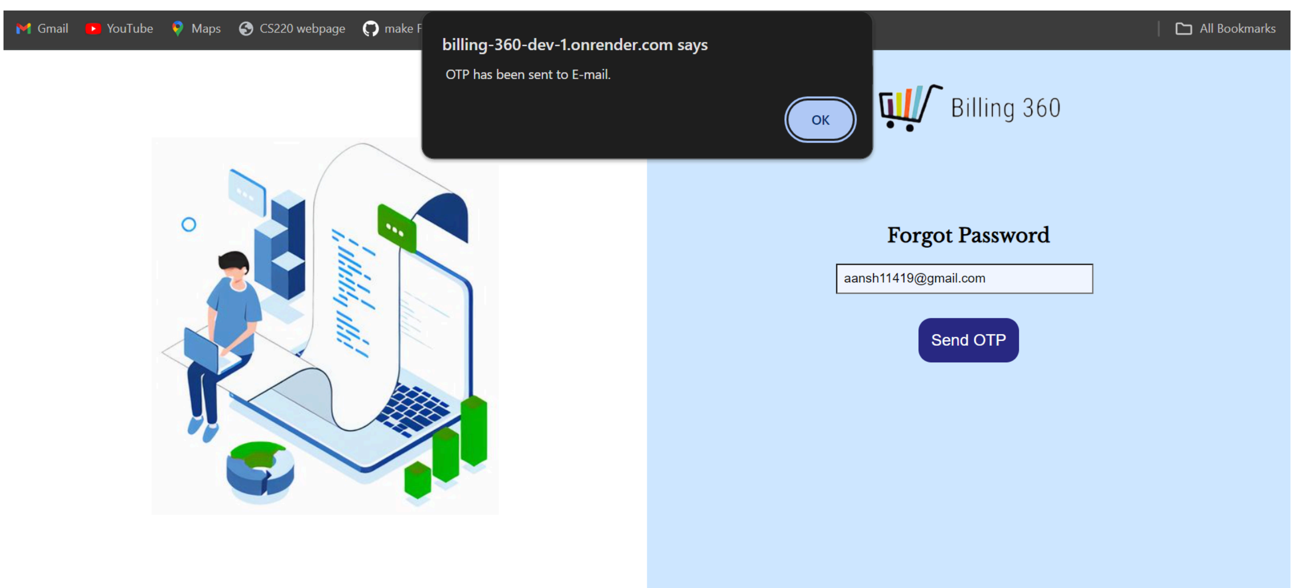
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Maps
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make F
All Bookmarks
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OTP has been sent to E-mail.
OK
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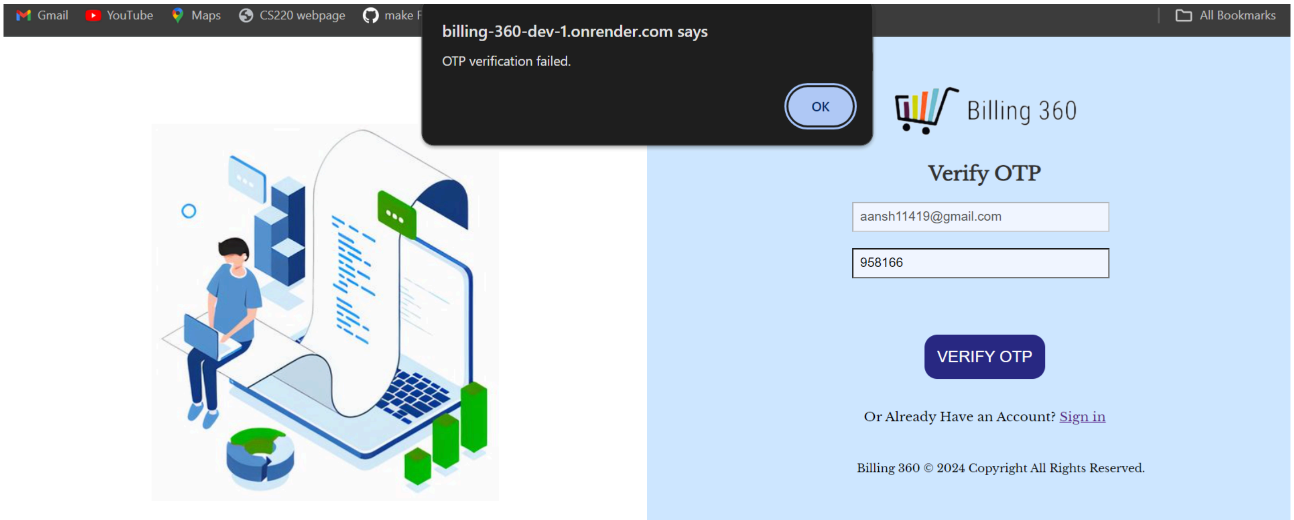
Forgot Password
aansh11419@gmail.com
Send OTP


Gmail
YouTube
Maps
CS220 webpage
All Bookmarks
billing-360-dev-1.onrender.com says
OTP verification failed.
OK
Billing 360
Verify OTP
aansh11419@gmail.com
958166
VERIFY OTP
Or Already Have an Account? Sign in
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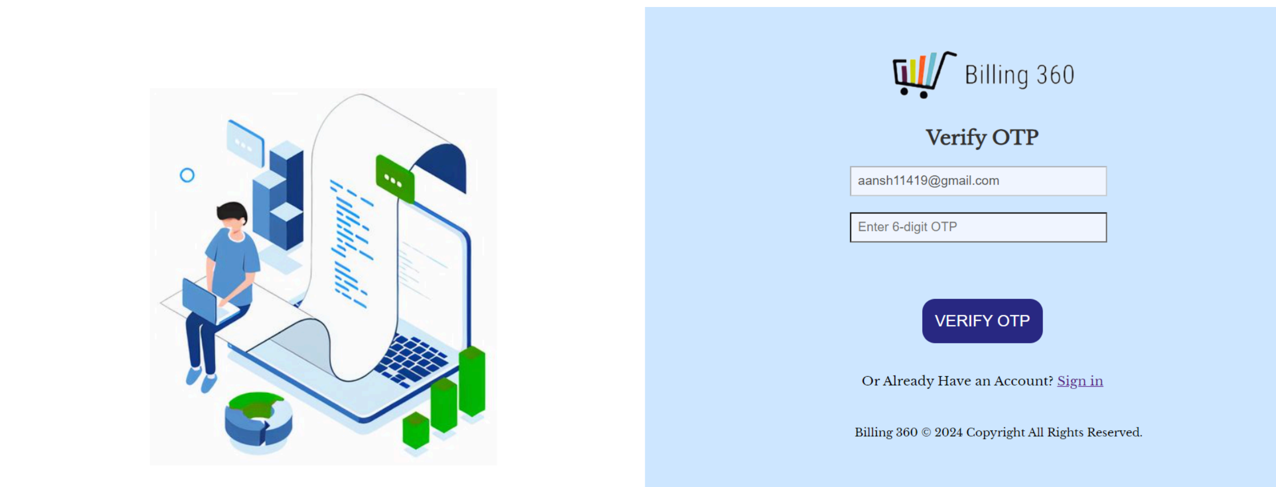
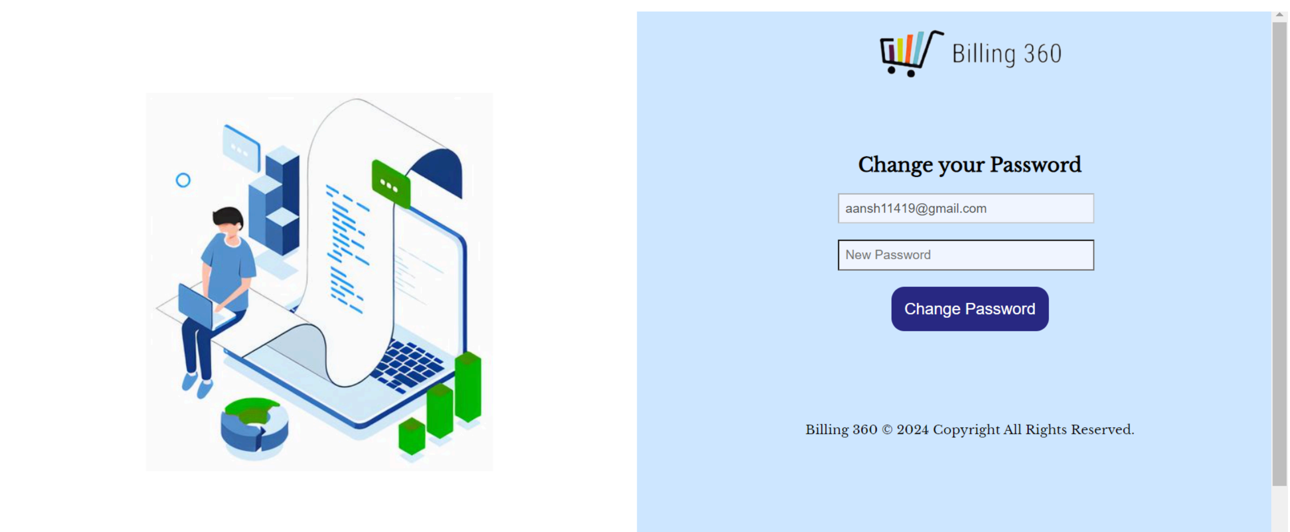

Billing 360
Verify OTP
aansh11419@gmail.com
Enter 6-digit OTP
VERIFY OTP
Or Already Have an Account? Sign in
Billing 360 © 2024 Copyright All Rights Reserved.


Billing 360
Change your Password
aansh11419@gmail.com
New Password
Change Password
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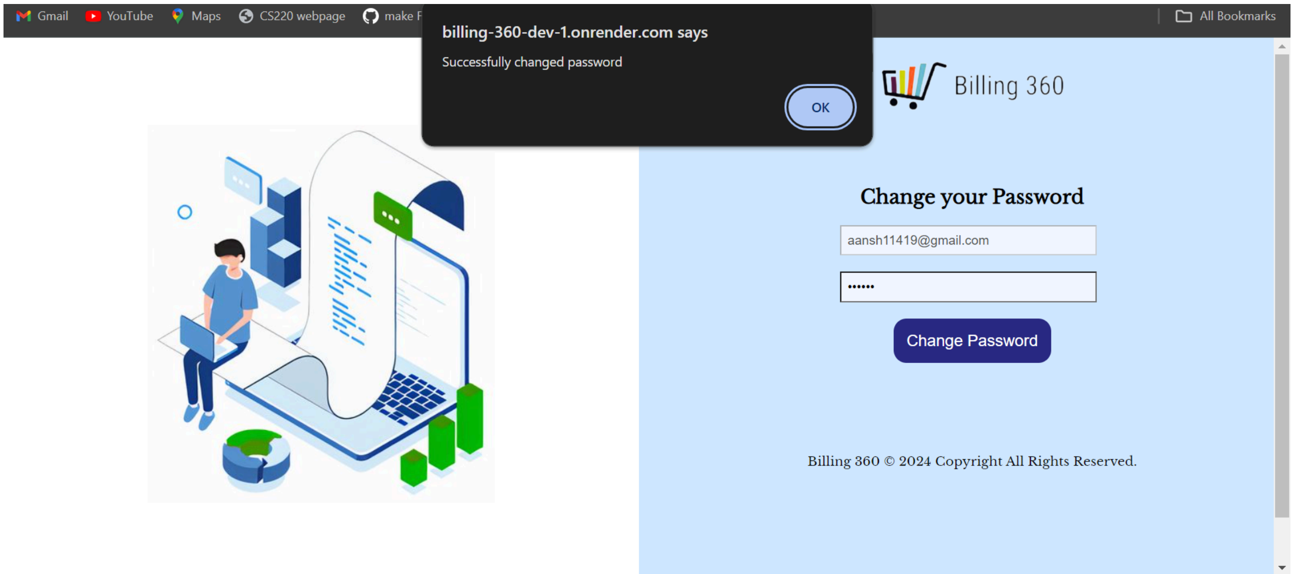


From any page in the website after the login, the users can navigate to the following pages:-

- Dashboard (Discussed in Section 3)

- Invoice (Discussed in Section 4)

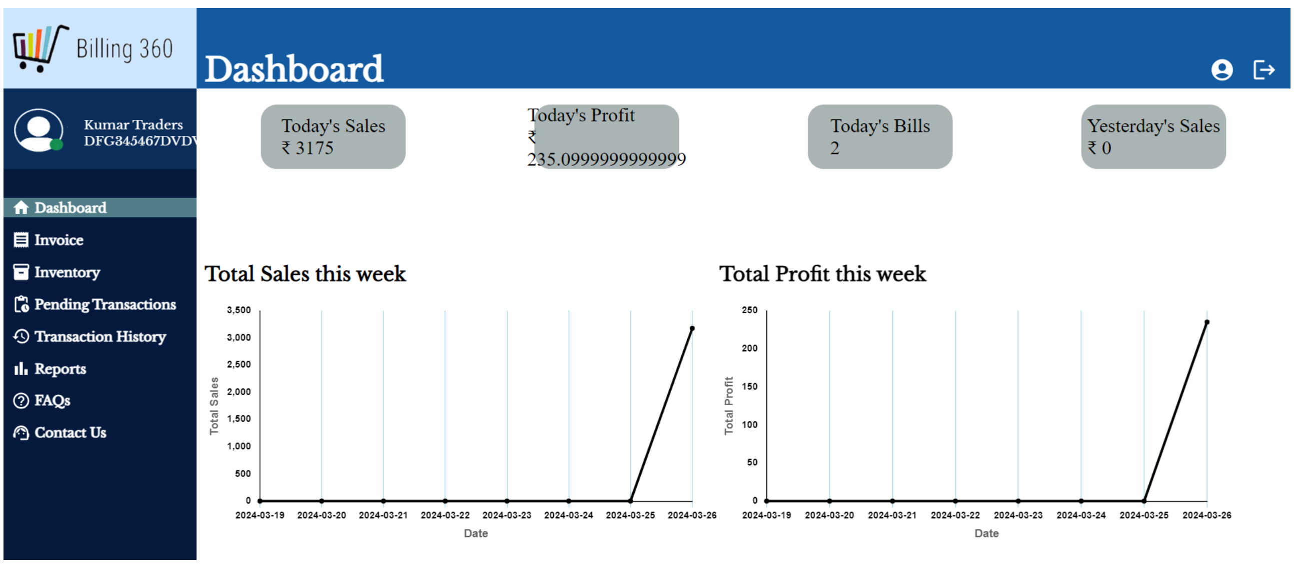
- Inventory (Discussed in Section 5)

- Pending Transactions (Discussed in Section 6)
- Transaction History (Discussed in Section 7)
- Reports (Discussed in Section 7)
- FAQs (Discussed in Section 8)
- Contact US (Discussed in Section 8)
- Profile (Discussed in Section 9)
- Sign out: The user can log out from his account by clicking the sign-out icon located at the top right side of each page after the login.

3 Dashboard

- Once the user is logged in, he will be viewing the Dashboard page which is the main page of the website.
- The user can view his firm name with his GST number written on the top left of the dashboard just below the Billing 360 logo.
- The dashboard displays information related to his business like today's sales, today's profit, today's bills, and yesterday's sales.
- Also, it shows the graph of total sales this week and total profit this week vs date.
- The information shown on this page will be updated on every transaction and hence the user does not lag in between.
- The user can analyze this information to get a very thorough idea about his business.

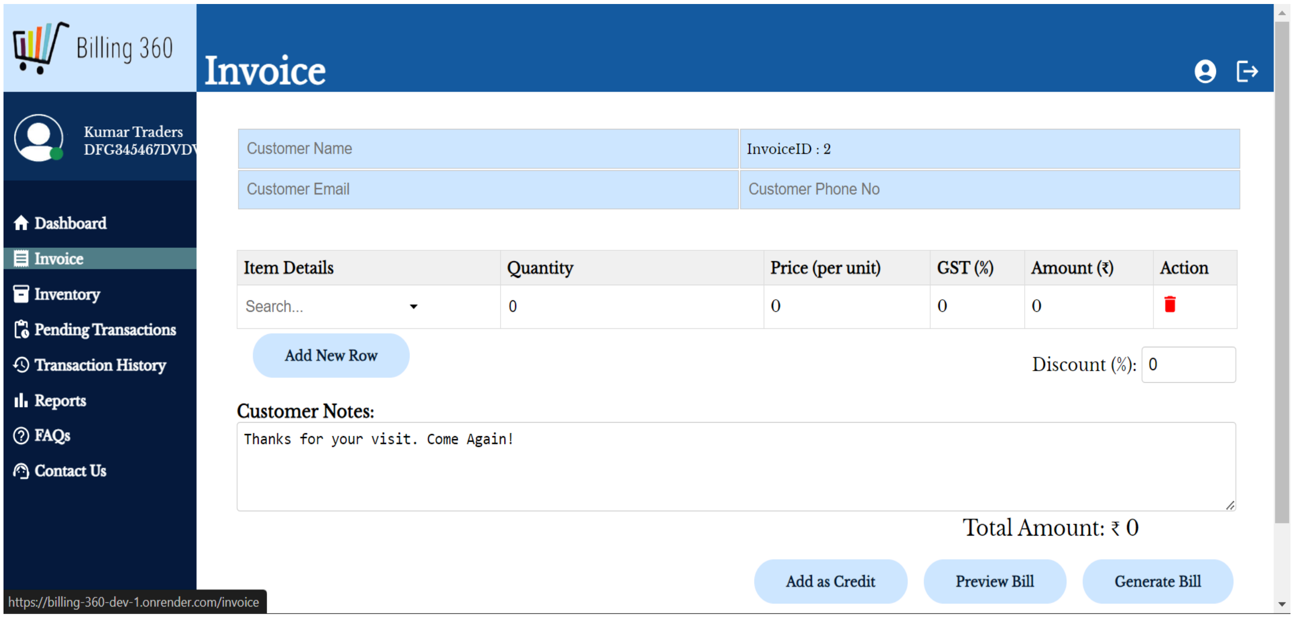
The image below shows what the Dashboard page looks like as a logged-in User.



On clicking the Invoice option on the navigation panel, the invoice window will open which is explained below in the invoice section.

4 Invoice Page

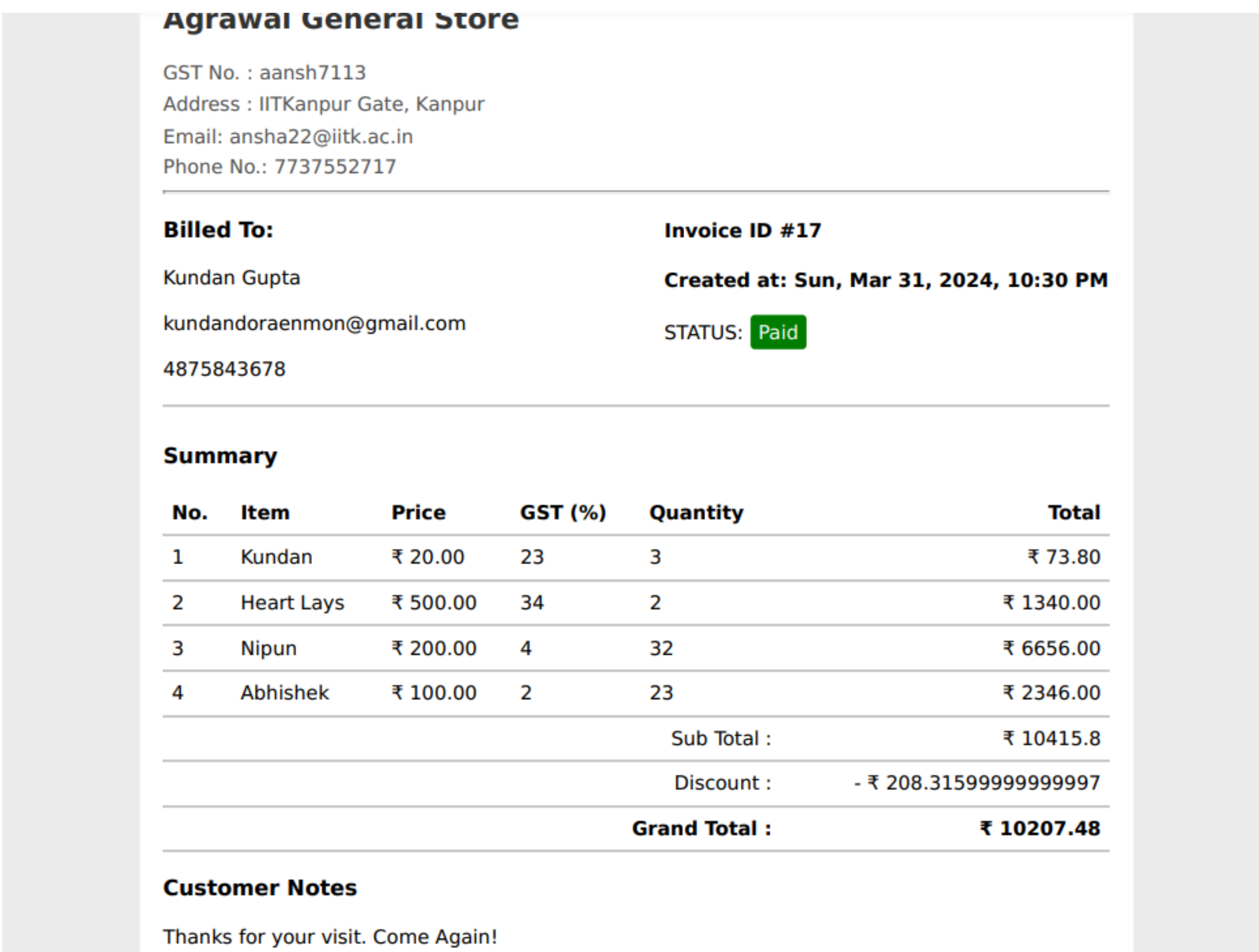
The user should click on the invoice option in the navigation panel of the dashboard for making invoices. Now, while making an invoice:



- The user must enter the name, phone, and email of the customer for whom the invoice is issued. (Please enter all the details correctly as the generated bill will be later sent to the email entered).
- Now, the user should click "Search…" to search for an item. On doing so, a list of items will appear and the user can then select the required item.
- To select the quantity, the user must write the appropriate quantity in the quantity section. (Price, GST, and Amount will be automatically shown)
- Now, for selecting multiple items, click on the Add New Row, and then a new row will be generated. The user can do the same operations now as done before.
- For deleting an item that has been entered, the user can click on the Delete Icon option under the Action column.
- Now, the user can give discounts to customers manually based on various factors like how often he comes to his firm or if the customer is his relative, which we have left to the user to decide and apply. Also, the discount will be calculated on the total amount and not on the individual items.
- Now, the user can add the payment as credit by clicking on the button "Add as credit" if the customer wants to pay later or the user can mark it again as paid by clicking the above twice. It is set as paid by default.
- The user can also modify the customer notes if he wants.
- On clicking the generate bill option, the bill will be automatically sent to the customer's mail that has been entered in the beginning.
- Now, the user can view this transaction on the Transaction History page by clicking on the Transaction History in the navigation panel on the left.
- Also, the user can view the updated credit amount if he had used the Add as Credit option by clicking on the Pending Transactions and then selecting the Credit tab.

- The user can view the decreased item quantity in the inventory for the items that are purchased in the above transaction.
- The items are sorted in the batches on the basis of early expiry date. So, when an invoice is created item will be reduced from the batch with the earliest expiry date.
- The user can view the bill by clicking the option Preview Bill. The user gets the option here to view that all the data entered here are correct or need to be modified. Now, if all the data entered are correct then the user can click on the Generate Bill option to generate the bill if the data entered need to be changed then the user can change them on the invoice page and then generate the bill.

The sample image of the Bill after clicking the Preview Bill is as shown:



Agrawal General Store

GST No. : aansh7113
Address : IITKanpur Gate, Kanpur
Email: ansha22@iitk.ac.in
Phone No.: 7737552717

Billed To:

Kundan Gupta

kundandoraenmon@gmail.com

4875843678

Invoice ID #17

Created at: Sun, Mar 31, 2024, 10:30 PM

STATUS: Paid

Summary

No.	Item	Price	GST (%)	Quantity	Total
1	Kundan	₹ 20.00	23	3	₹ 73.80
2	Heart Lays	₹ 500.00	34	2	₹ 1340.00
3	Nipun	₹ 200.00	4	32	₹ 6656.00
4	Abhishek	₹ 100.00	2	23	₹ 2346.00
				Sub Total :	₹ 10415.8
				Discount :	- ₹ 208.31599999999997
				Grand Total :	**₹ 10207.48**

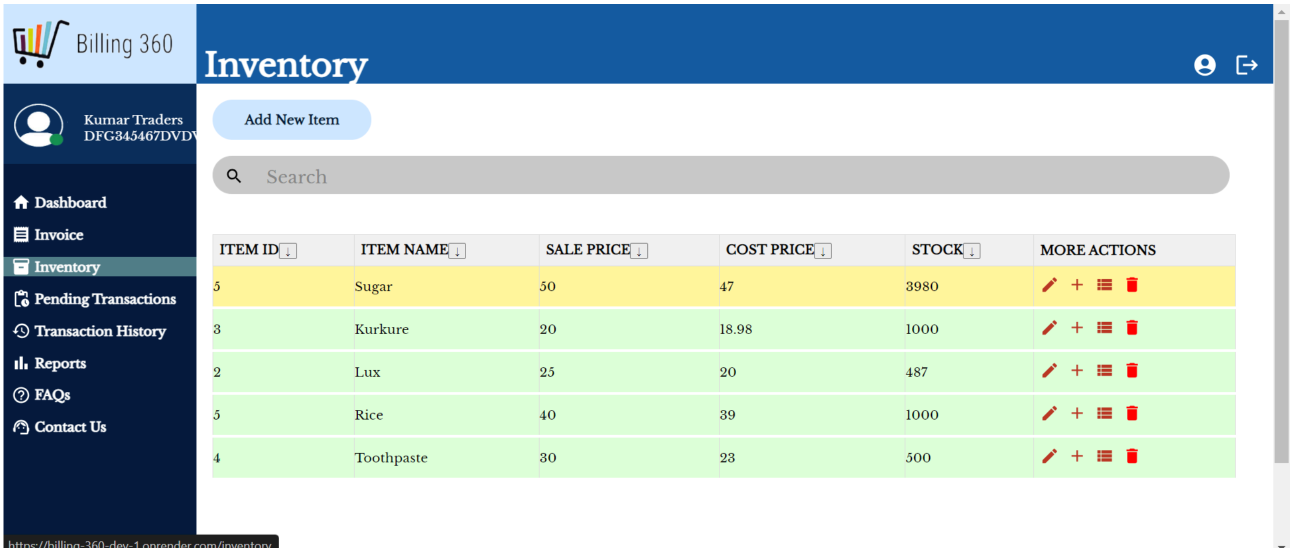
Customer Notes

Thanks for your visit. Come Again!

5 Inventory

The user can open his inventory by selecting the Inventory option from the navigation panel from the left. Now, the user can take advantage of all the features of the inventory in the following ways:

- When the user opens the inventory for the first time, then his inventory will be empty, he can add items to his inventory by clicking the Add New Item button.
- On clicking the button, a dialog will appear and the user needs to fill in the following details:
  Item name, Item ID, Sales Price, Cost price, Category, and the GST.
- Now, the item will be visible in the inventory list with the following details:
  ITEM ID, ITEM NAME, SALE PRICE, COST PRICE, STOCK, and MORE ACTIONS.
- For each item, users can create multiple batches depending on the expiry date of the different batches. The user can add the batch quantity, batch ID, and the expiry date for a particular batch of the item by clicking on the add icon(+) under the More Actions tab of the item.
- Also, the user can edit the details of the item by clicking the edit icon (pencil icon) under the More Actions tab. We provide edit options only for sale price and cost price.
- Similarly, the user can view the batch details of the item by selecting the third icon under the More Actions tab (see the image attached for a detailed explanation) and delete the item from the inventory by selecting the delete icon (dustbin icon) under the More Actions tab.
- When the user views the batch, he can also delete it using the delete icon (dustbin icon) and can also edit it using the ‘Edit Batch’ option in the dialog box. He can only edit the batch quantity in the Edit Batch option. Then he needs to click on the Save button to save his changes or click on Cancel to reject the changes and stick to the previous settings.
- The total stock of the item is updated based on the quantity of batches in the item.
- Also, the user can search for an item from the inventory by selecting the Search tab.
- When the inventory opens the items are sorted based on decreasing expiry date. The top item will be the one that will expire soon. The user can also sort the rows based on various headings like itemName, item ID, etc.
- We have also provided a color-coding-based scheme for the items in which the items with red color will expire in 3 days, items with yellow color will expire in 15 days and the items with the green color will be the rest of the items.


Billing 360
Inventory
Kumar Traders
DFG345467DVD
Add New Item
Search
Dashboard
Invoice
Inventory
Pending Transactions
Transaction History
Reports
FAQs
Contact Us
ITEM ID
ITEM NAME
SALE PRICE
COST PRICE
STOCK
MORE ACTIONS
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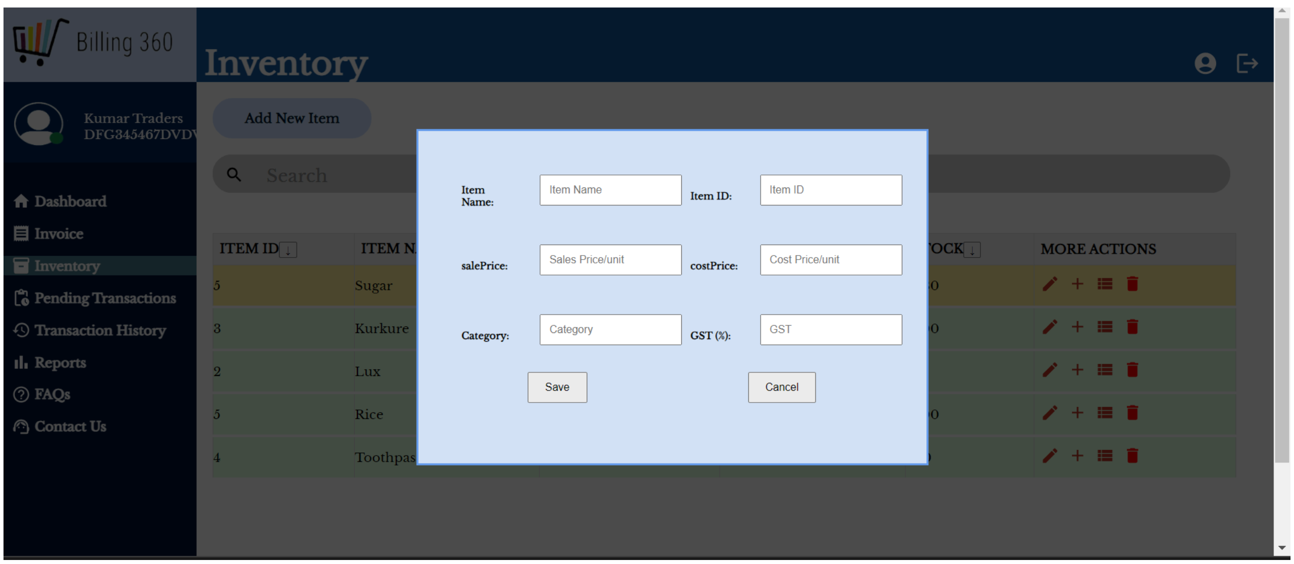
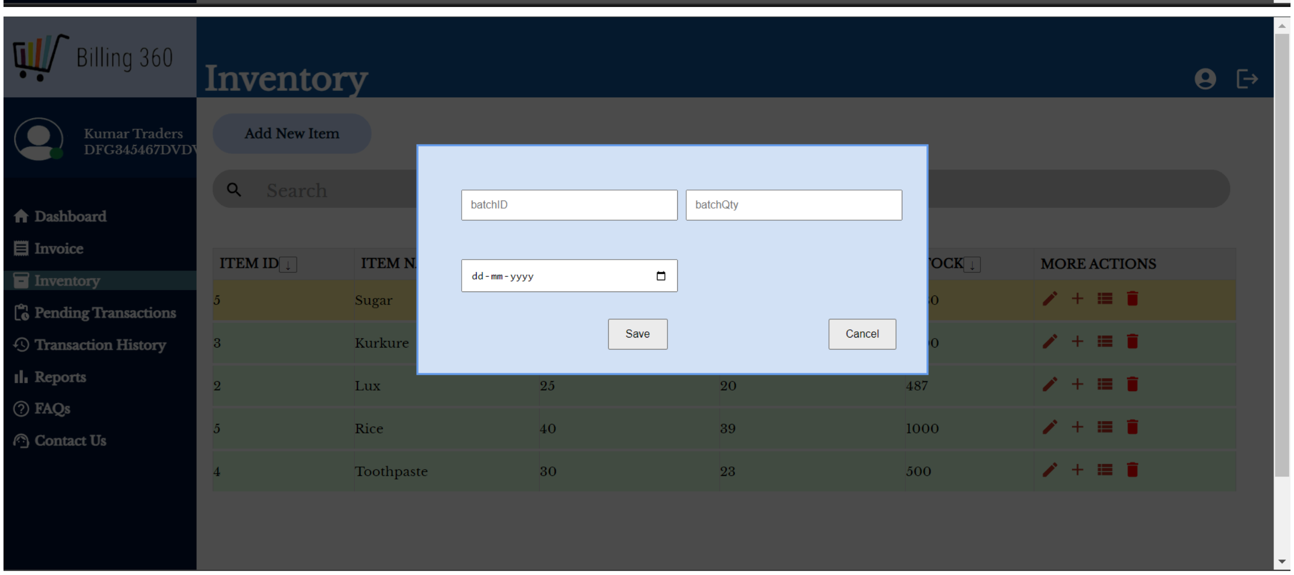
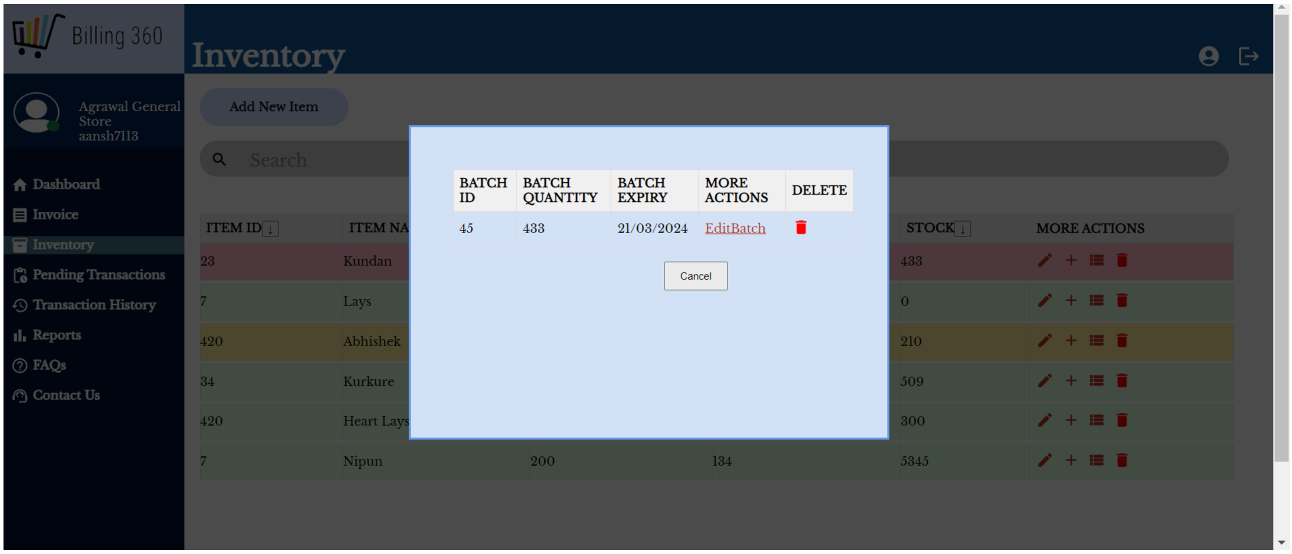
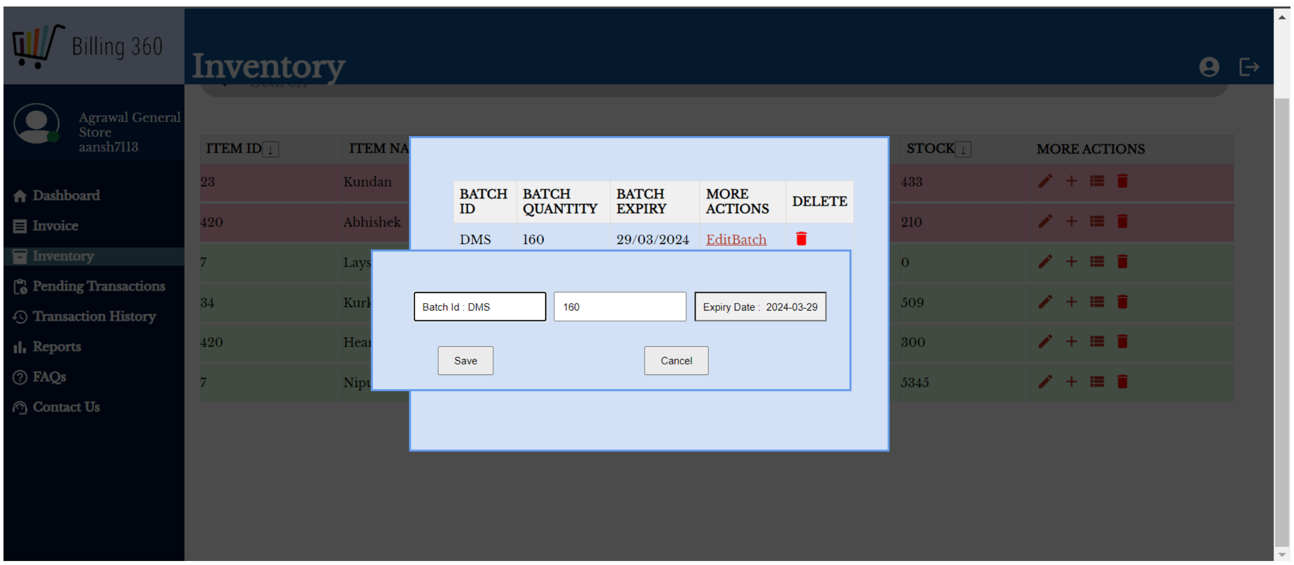
3 Kurkure 20 18.98 1000
2 Lux 25 20 487
5 Rice 40 39 1000
4 Toothpaste 30 23 500


Billing 360
Inventory
Add New Item
Item Name:
Item Name
Item ID:
Item ID
salePrice:
Sales Price/unit
costPrice:
Cost Price/unit
Category:
Category
GST (%):
GST
Save
Cancel


Billing 360
Inventory
Add New Item
batchID
batchQty
dd-mm-yyyy
Save
Cancel





6 Pending Transactions

The user can view the Pending Transactions (Credit and Debit details) by selecting the Pending Transactions option from the navigation panel from the left.

- By default the tab is selected as Credit.
- The user can view his total credit written at the top right corner.
- He can view the following details under the Credit tab:
  Customer Name, Phone No., Email, Amount, and Add New Customer which has two options: Clear Dues and Add to Credit.

1. The user can add a new customer with the credit by clicking the Add New Customer option. By doing this operation, a dialog will open which will ask for the name, phone number, and Email ID of the new customer that needs to be added and the amount of the credit that will be added. Now, the customer added can be viewed in the list and an email will also be to that customer about the credited amount.
2. Selecting the Clear Dues option will open a dialog box as shown in the image which will ask the user to enter the amount by which the user wants to clear the dues of that particular customer. An Email will also be sent to the customer regarding that cleared credited amount and an invoice will also created which will be mailed to the customer and this transaction will also be updated on the transaction history page.
3. Now, selecting the Add to Credit option will open a dialog dog as shown in the image which will ask the user to enter the amount by which the user wants to add the credit of that particular customer. An Email will also be sent to the customer regarding that credited amount and an invoice will also be created which will be mailed to the customer and this transaction is also updated on the transaction history page.
4. The user can edit the details of the customer by clicking the edit icon (pencil icon). Then, a dialog will appear with the previous email and phone number of the customer. The user can edit any of these and after doing this the updated details can be viewed in the Credit list.

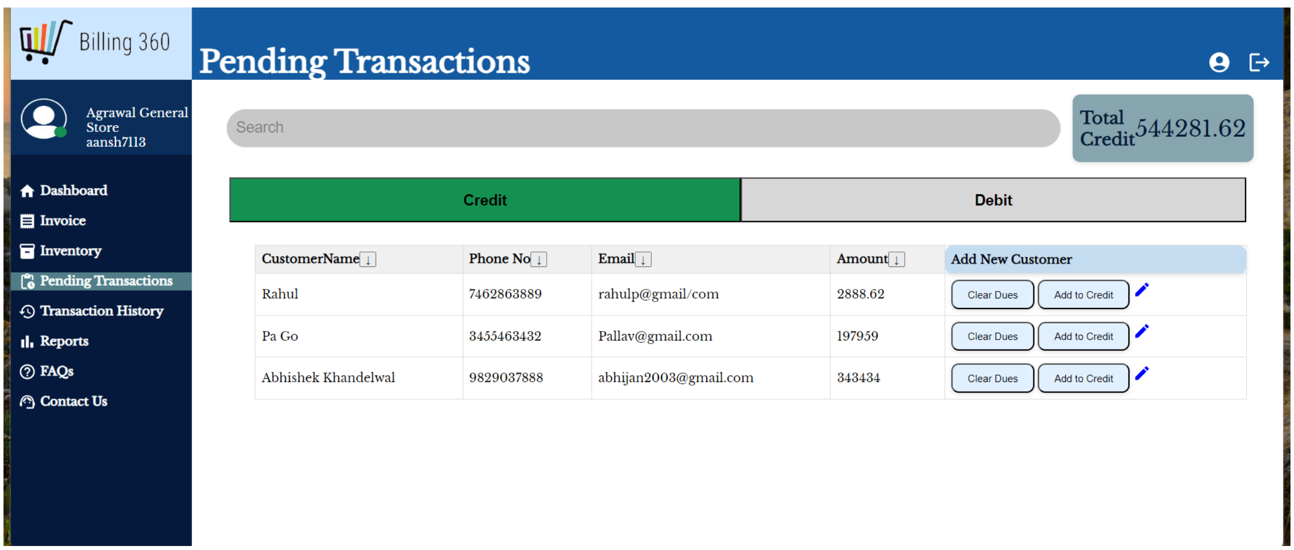
- The user can click on the Debit tab to view his debit details.
- The user can view his total debit written at the top right corner.
- He can view the following details under the Debit tab:
  Supplier Name, Phone No., Email, Amount, and Add New Supplier which has two options: Remove Amount and Add Amount.

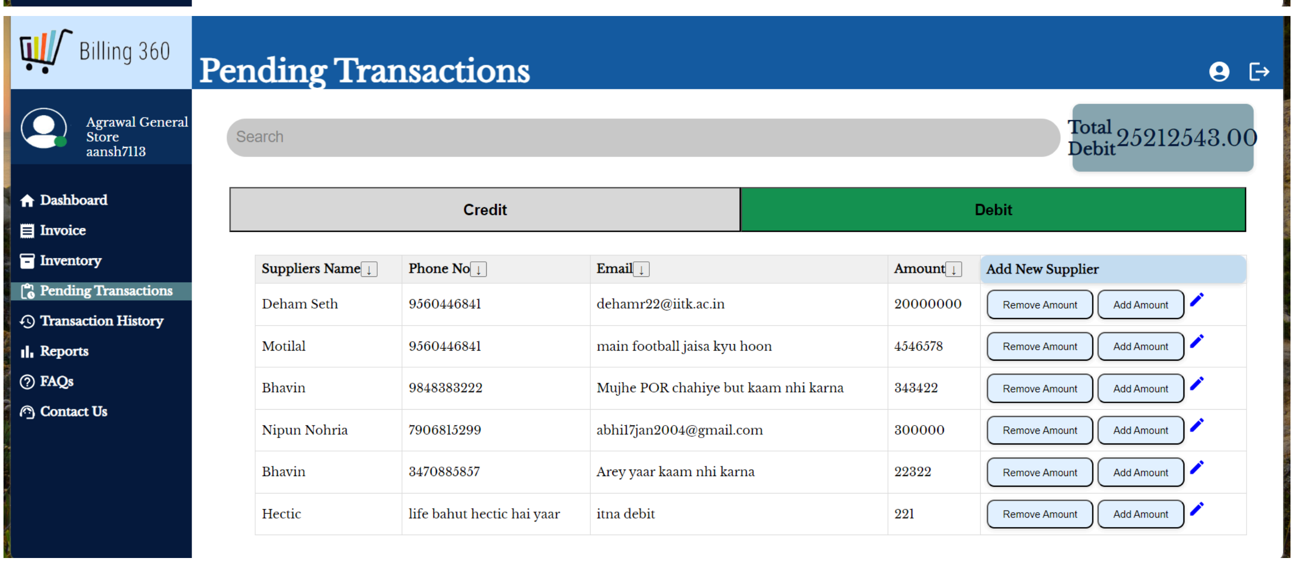
5. The user can add a new supplier with the dedit by clicking the Add New Supplier option. By doing this operation, a dialog will open which will ask for the name, phone number, and Email ID of the new supplier that needs to be added and the amount of the debit that will be added. Now, the supplier added can be viewed in the list and an email will also be to that supplier about the debited amount.
6. Selecting the Remove Amount option will open a dialog dog as shown in the image which will ask the user to enter the amount by which the user wants to clear the amount of debit for that particular supplier. An Email will also be sent to the supplier regarding that removed debited amount and an invoice will also created which will be mailed to the supplier and this transaction will also be updated on the transaction history page.
7. Now, Selecting the Add Amount option will open a dialog dog as shown in the image which will ask the user to enter the amount by which the user wants to add the debit

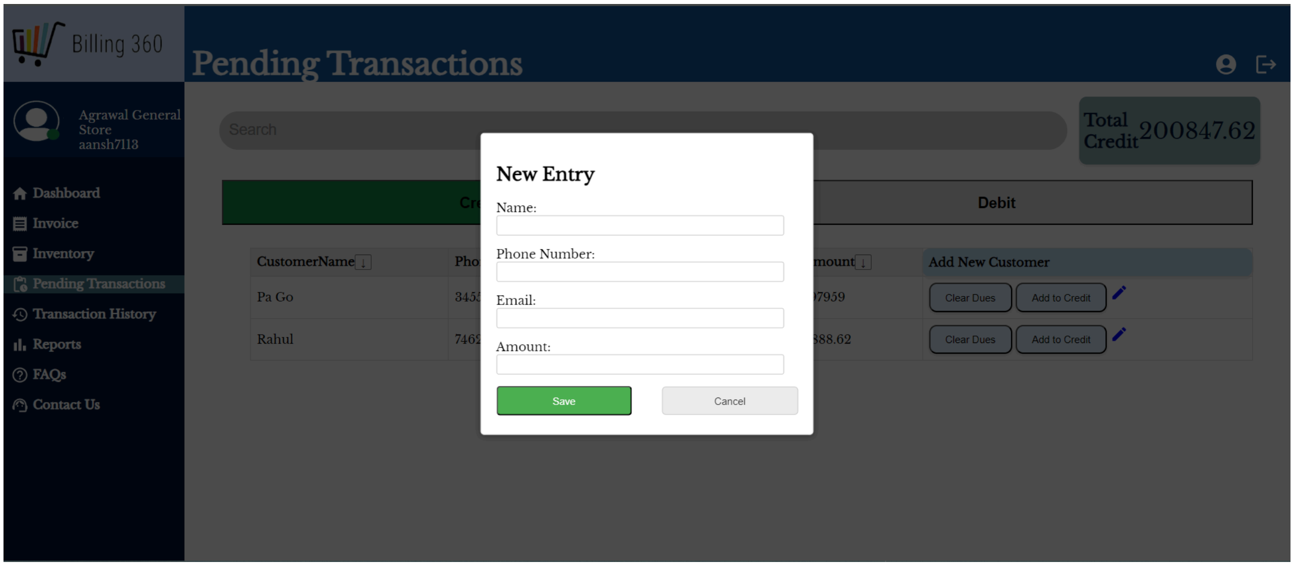
amount for that particular supplier. An Email will also be sent to the supplier regarding that debited amount and an invoice will also be created which will be mailed to the supplier and this transaction is also updated on the transaction history page.

8. The user can edit the details of the supplier by clicking the edit icon (pencil icon). supplier, a dialog will appear with the previous email and phone number of the supplier. The user can edit any of these and after doing this operation the updated details can be viewed in the Debit list.

- Now, if the user wants to search for a particular customer in the Credit tab or a particular supplier in the Debit tab, then he should click on the search tab provided at the top of the page and then enter the required customer or supplier name.
- The user can sort the data either in ascending or descending in pending transactions by clicking on the arrow icon beside the headings.






Billing 360
Pending Transactions
Agrawal General Store
aansh7113
Dashboard
Invoice
Inventory
Pending Transactions
Transaction History
Reports
FAQs
Contact Us
Search
Total Credit 200847.62
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Name:
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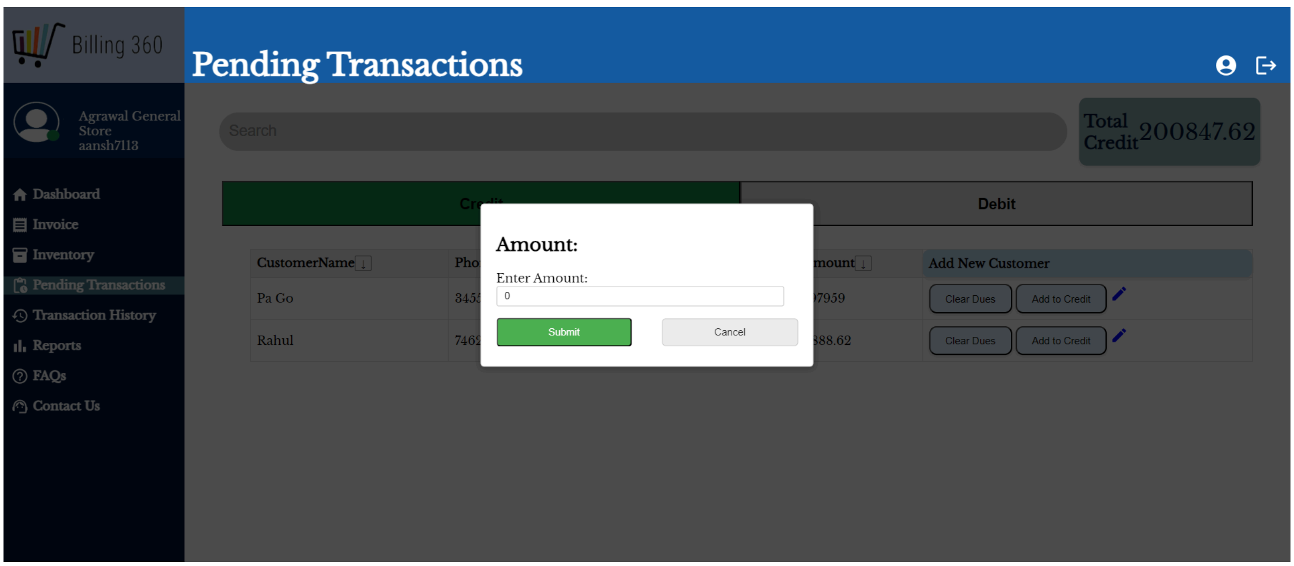
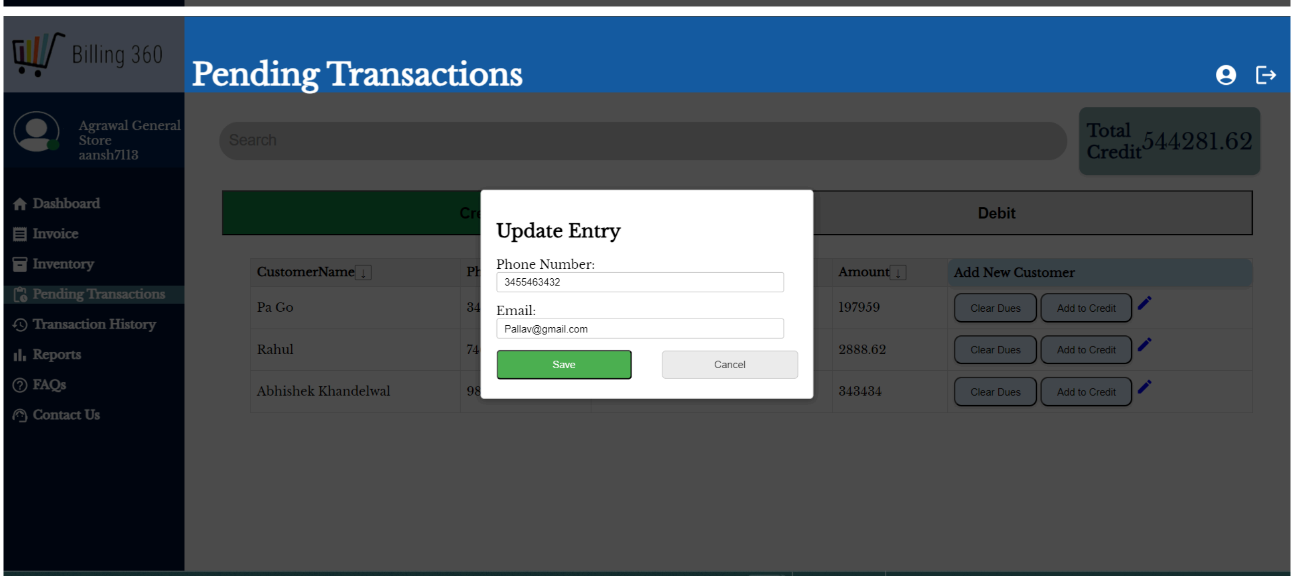
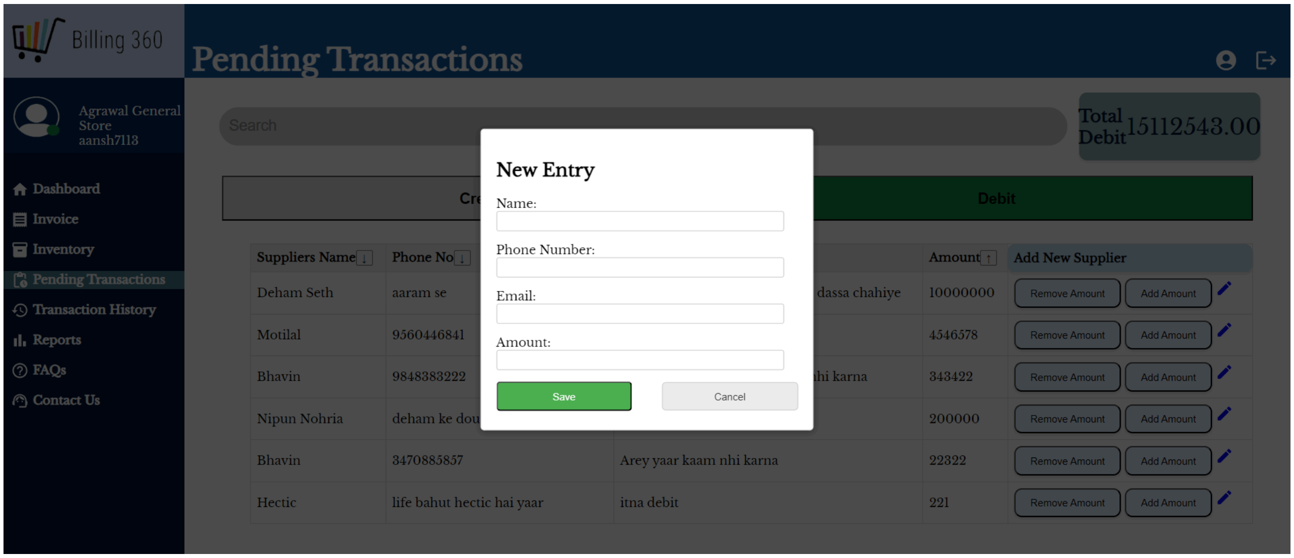
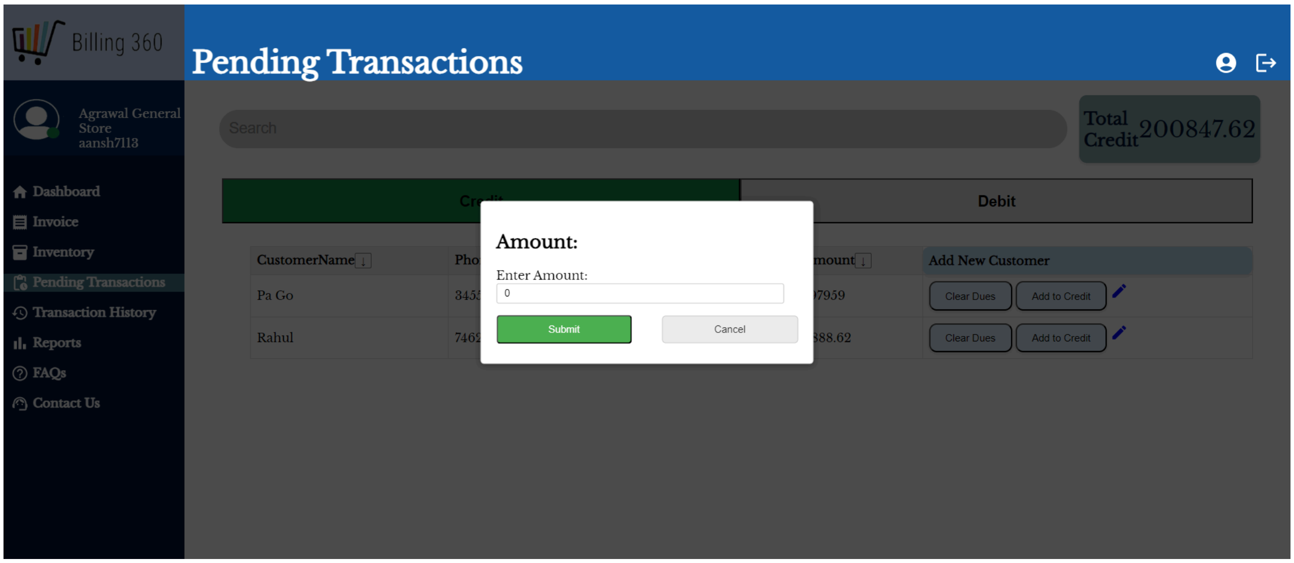
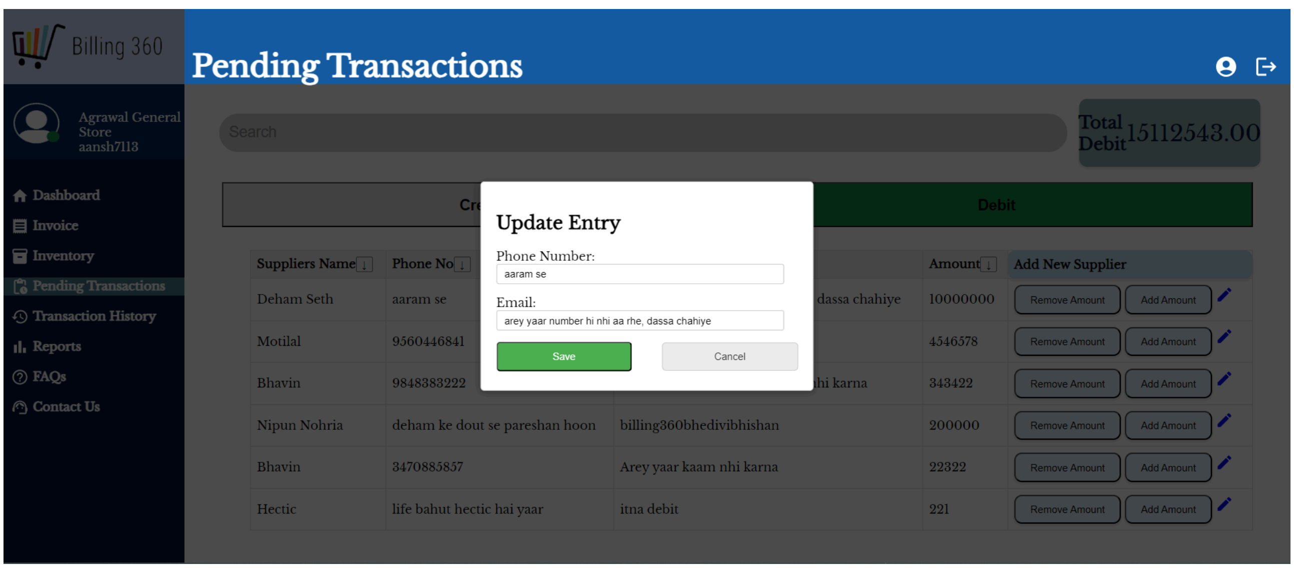
Email:
Amount:
Save
Cancel


Billing 360
Pending Transactions
Agrawal General Store
aansh7113
Dashboard
Invoice
Inventory
Pending Transactions
Transaction History
Reports
FAQs
Contact Us
Search
Total Credit 200847.62
Debit
CustomerName
Add New Customer
Pa Go
Rahul
Clear Dues
Add to Credit
Amount:
Enter Amount:
0
Submit
Cancel


Billing 360
Pending Transactions
Agrawal General Store
aansh7113
Dashboard
Invoice
Inventory
Pending Transactions
Transaction History
Reports
FAQs
Contact Us
Search
Total Credit 544281.62
Debit
CustomerName
Amount
Add New Customer
Pa Go
197959
Rahul
2888.62
Abhishek Khandelwal
343434
Clear Dues
Add to Credit
Update Entry
Phone Number:
3455463432
Email:
Pallav@gmail.com
Save
Cancel


Billing 360
Pending Transactions
Agrawal General Store
aansh7113
Dashboard
Invoice
Inventory
Pending Transactions
Transaction History
Reports
FAQs
Contact Us
Search
Total Debit 15112543.00
Debit
New Entry
Name:
Phone Number:
Email:
Amount:
Save
Cancel
Suppliers Name
Phone No
Amount
Add New Supplier
Deham Seth
aaram se
dassa chahiye
10000000
Remove Amount
Add Amount
Motilal
9560446841
4546578
Bhavin
9848383222
343422
Nipun Nohria
200000
Bhavin
3470885857
Arey yaar kaam nhi karna
22322
Hectic
life bahut hectic hai yaar
itna debit
221

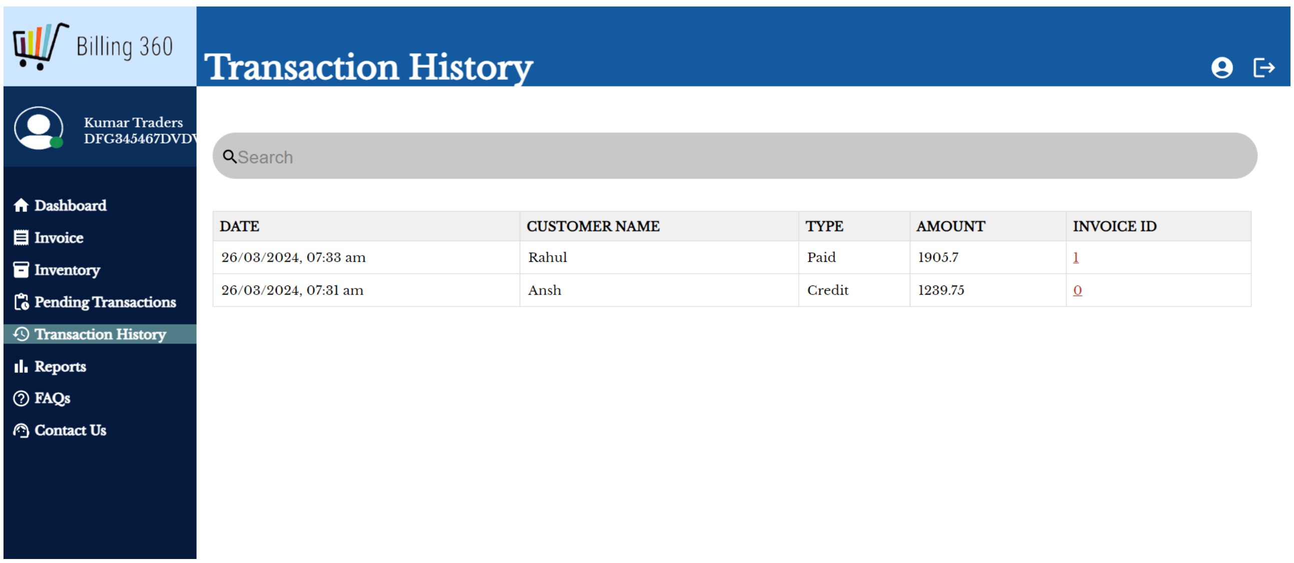

Billing 360
Pending Transactions
Agrawal General Store
aansh7113
Search
Total Credit 200847.62
Debit
Amount:
Enter Amount:
0
Submit
Cancel
CustomerName
Add New Customer
Pa Go
Clear Dues
Add to Credit
Rahul


Billing 360
Pending Transactions
Agrawal General Store
aansh7113
Search
Total Debit 15112543.00
Debit
Update Entry
Phone Number:
aaram se
Email:
arey yaar number hi nhi aa rhe, dassa chahiye
Save
Cancel
Suppliers Name
Phone No
Amount
Add New Supplier
Deham Seth
aaram se
dassa chahiye
10000000
Remove Amount
Add Amount
Motilal
9560446841
4546578
Bhavin
9848383222
343422
Nipun Nohria
deham ke dout se pareshan hoon
billing360bhedivibhishan
200000
Bhavin
3470885857
Arey yaar kaam nhi karna
22322
Hectic
life bahut hectic hai yaar
itna debit
221

7 Transaction History and Reports

The user can select the Transaction History option from the navigation panel from the left to view all the transactions that he has done while using the software.

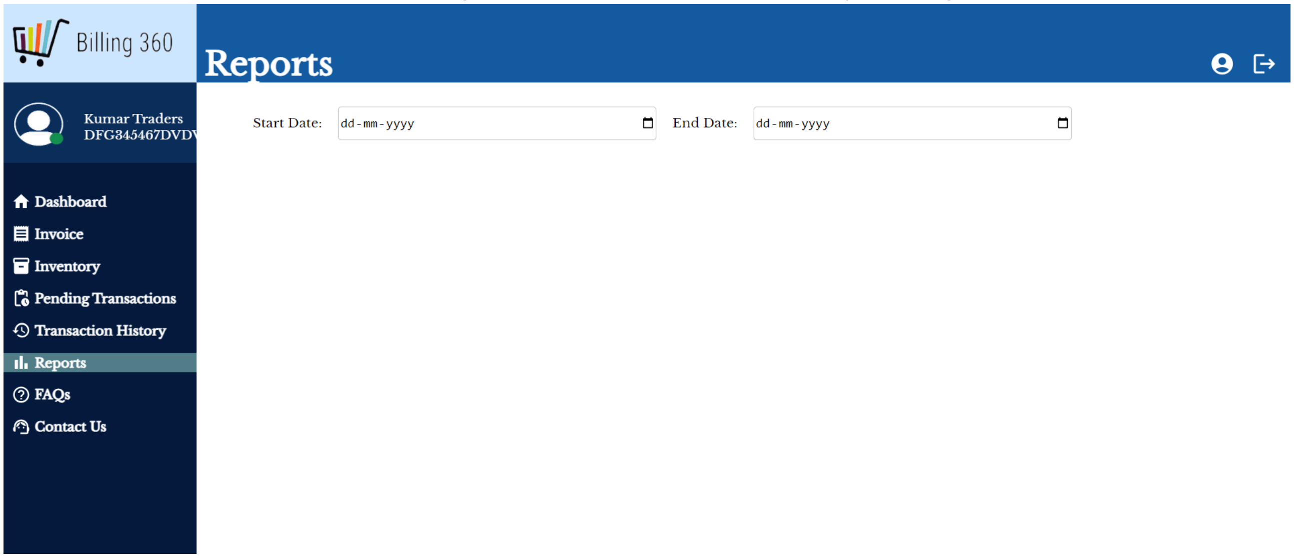
- Now, the list of all the transactions will be displayed.
- By clicking the Search tab and then entering the customer name, the user can view the details of the transaction of a particular customer.
- He can view the date, time, customer name, type of payment (credit, debit, or cleared dues), amount, and invoice ID of the transaction.
- The user can view a detailed invoice of that particular transaction of a customer shown here simply by clicking the invoice ID.

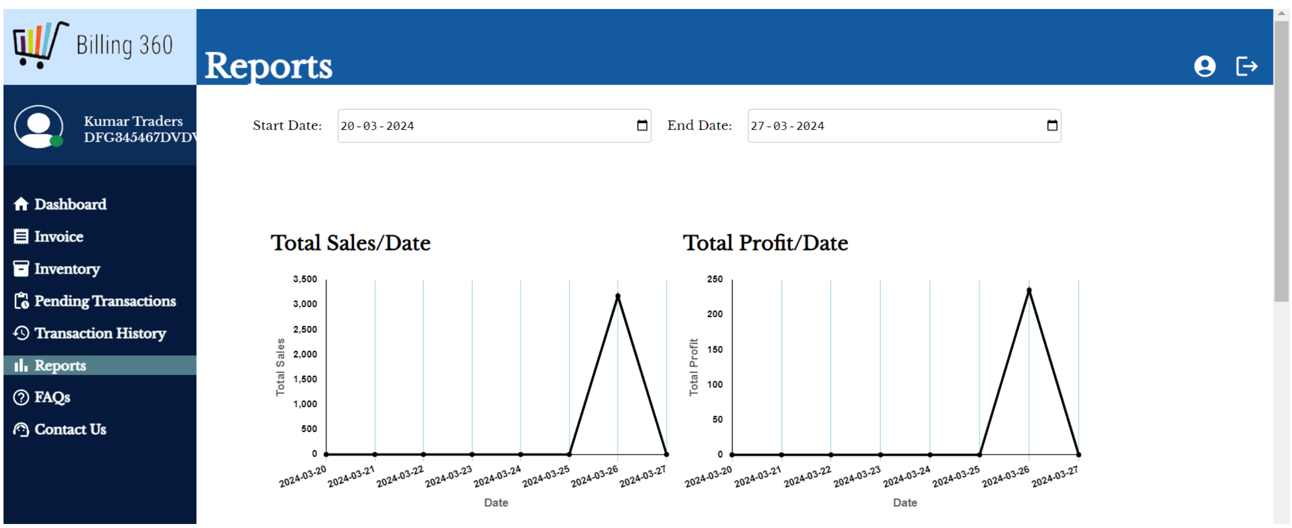


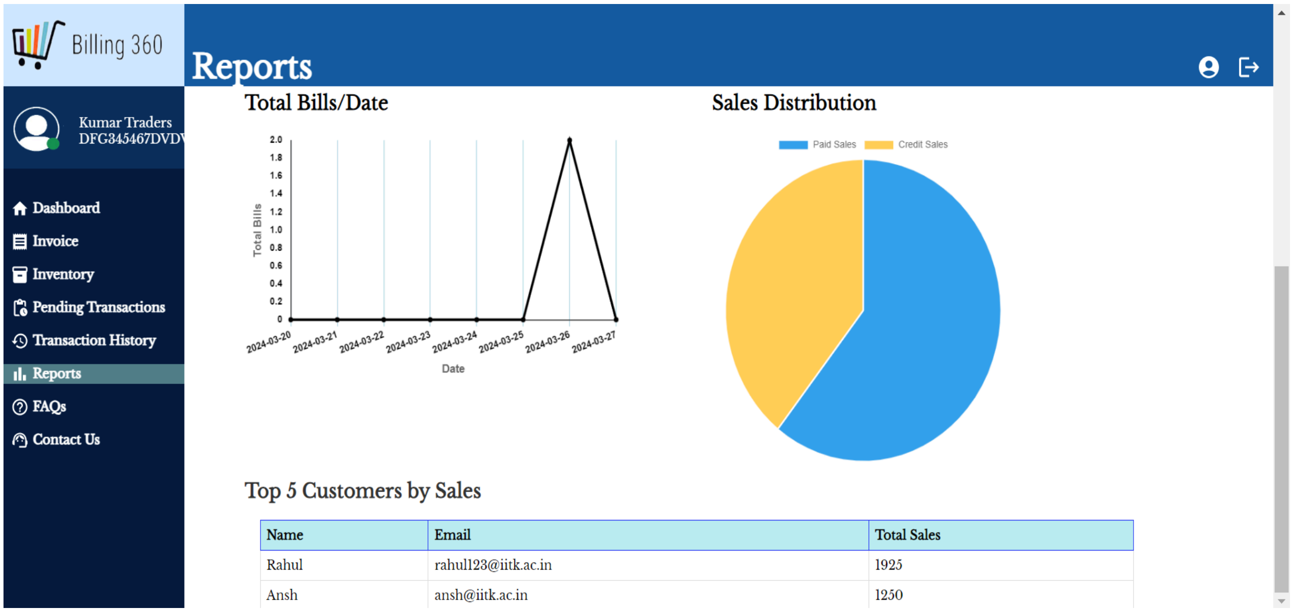
The user can view the detailed analysis of all his sold items in the report section by selecting Reports from the navigation panel from the left.

- Once he has opened the Reports page, he needs to select the start date and the end date for which he needs to view the reports.
- On selecting the starting dates and the end dates, he can view the following details:
    1. Firstly, the user can view the graph of the Total Sales vs Date in which his total sales will be graphed for each date between the start date and end date. He will be able to view the ups and downs in his total sales on a daily basis for the dates selected.
    2. Then, the user can view the graph of his Total profit vs Date in which his total profit will be graphed for each date between the start date and end date. He can view his daily profits for the dates selected.
    3. Similarly, the user will be able to view the Total Bills vs Date graph in which he will get information about the number of bills he had made in the days between the start date and the end date.
    4. Also, the user can view the pie chart between paid sales and credit sales. The pie chart will best represent the distribution of his sales and he can get a nice estimate of whether his sales are mostly paid or are they more inclined towards credit.

5. Lastly, a list of the top 5 customers by sale will be displayed to the user so that he can estimate which customer is buying the most sales from his firm. Also, he can give them discounts when they visit again.

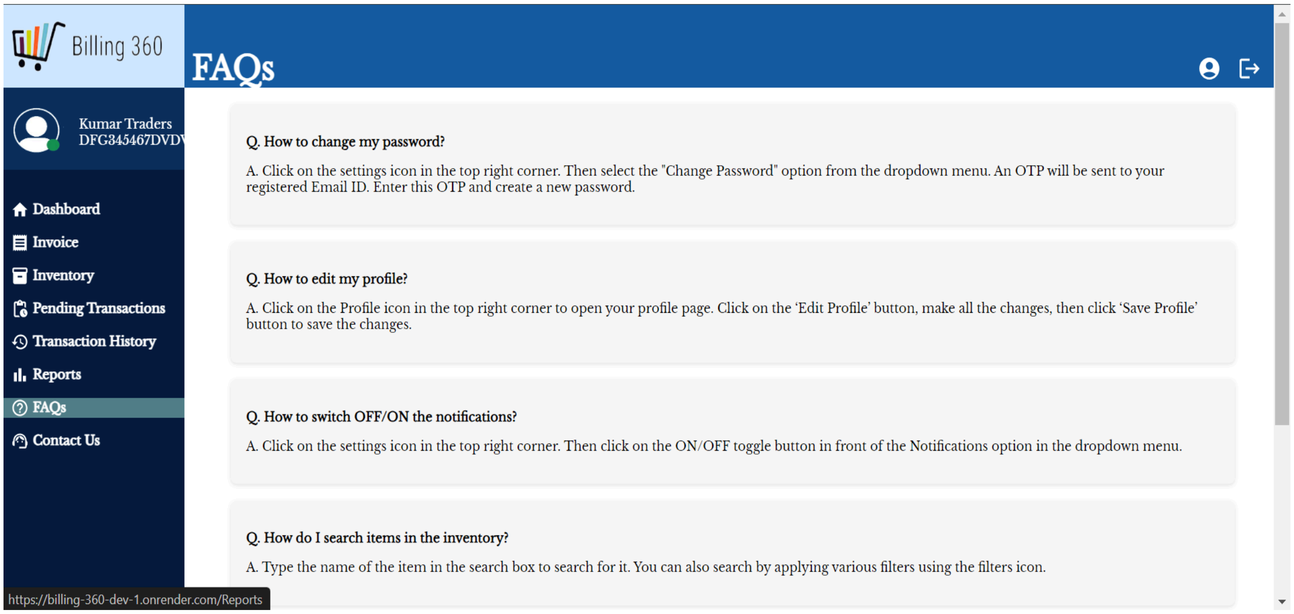




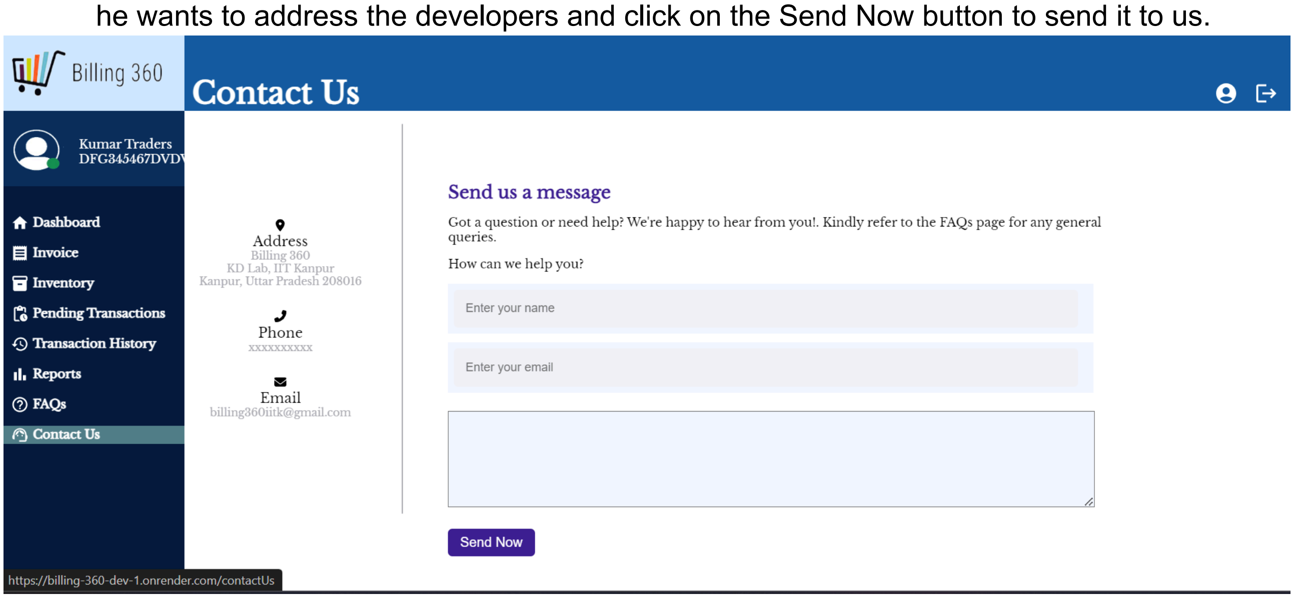

Billing 360
Reports
Kumar Traders
DFG345467DVDV
Dashboard
Invoice
Inventory
Pending Transactions
Transaction History
Reports
FAQs
Contact Us
Total Bills/Date
Total Bills
Date
2024-03-20
2024-03-21
2024-03-22
2024-03-23
2024-03-24
2024-03-25
2024-03-26
2024-03-27
Sales Distribution
Paid Sales
Credit Sales
Top 5 Customers by Sales
Name | Email | Total Sales
Rahul | rahul123@iitk.ac.in | 1925
Ansh | ansh@iitk.ac.in | 1250

8 FAQs and Contact US

- By selecting the FAQs option from the navigation panel from the left the user can view the Frequently Asked Questions.
- He can get solutions to the problems that he will face while using the software like procedures to change his password, how to edit his profile, how to switch on/off the notifications, what to do if he forgets his password, etc.

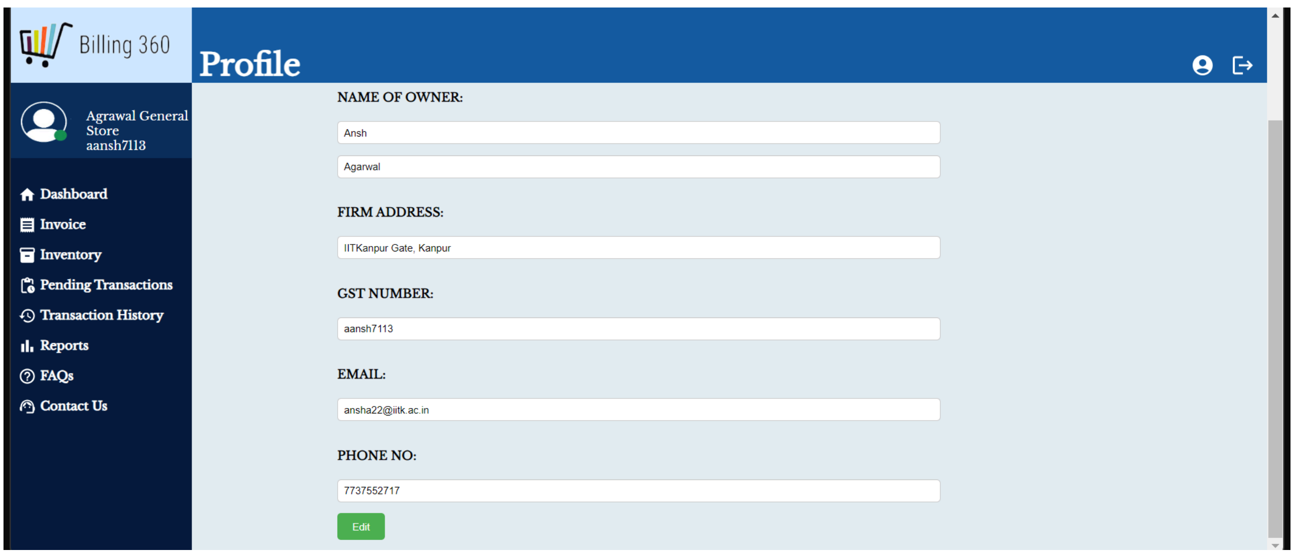


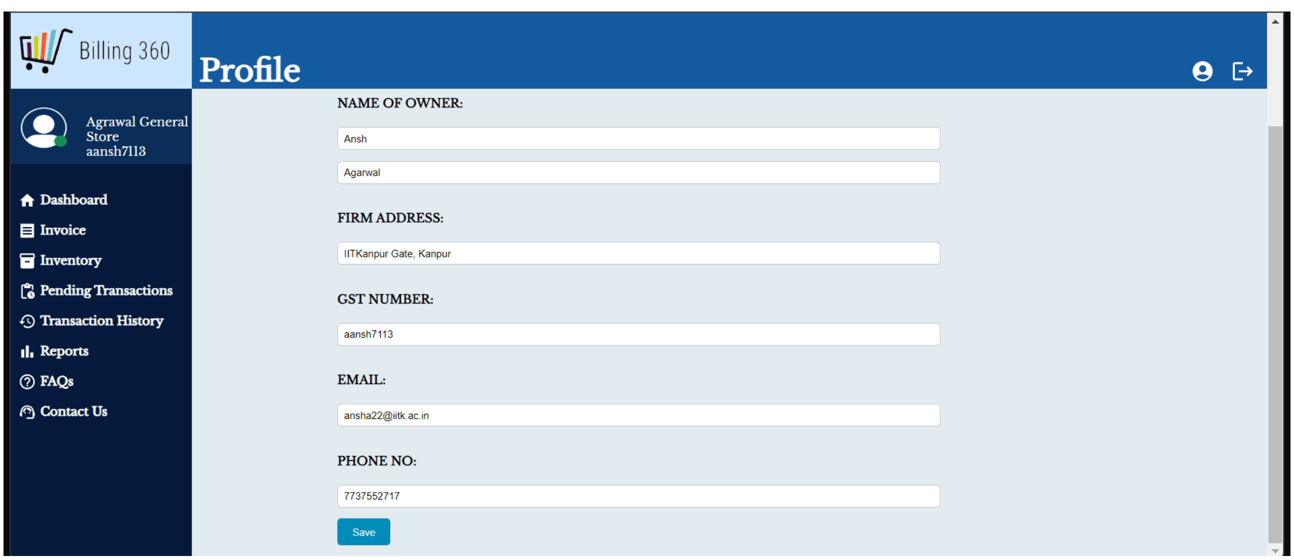
- By selecting the Contact Us option from the navigation panel from the left the user can view the Contact Us page.
- He can contact the developers if he wants to get some information that is not present in the FAQs or if he wants the developers to get some modifications.
- He can view the phone number, email, and address of the developers.
- The user just needs to enter his name, email, and the message containing the matter that he wants to address the developers and click on the Send Now button to send it to us.



9 Profile

- The user can click on the Profile icon situated at the top-right side of the page to view or edit the account details.
- On clicking the Profile, the profile page will open in which the user can view his details but the user would not be able to edit anything.
- In case, he wants to change any detail, he can click on the edit option.
- Then, the same page will open but now he will be able to edit his details.
- On changing his details, he can click on the save option to save the changes.
- Now, the user can check the details that he had changed had been modified on the website.





10 Troubleshooting

Website startup

The webpage is deployed on the ’Render -app’, which can hibernate in case of long durations of inactivity. Therefore, accessing the webpage after a long time can take some time to start. Please wait for that duration.