

Day2Day
Shop Billing Application

USER GUIDE MANUAL

Preface

This user's guide includes the information you need to work with Shop Billing application effectively. It contains detailed information about the following :

1. Overview of application
2. How to navigate through shop billing application as an administrator
3. How to navigate through shop billing application as an operator

This preface explains how this user's guide is organised and introduces other sources of information that can help you.

About this User's guide :

This guide is the primary source of information about Shop billing application User Interface. It contains overviews as well as task and reference information.

This guide includes the following chapters :

- Chapter 1, Getting started introduces you to Rollbase and to some basic features of our application. It tells you about the main purpose of this application
- Chapter 2, “Shop billing application User Interface Basics”, introduces you to the interface and few simple concepts and functions.

Assumptions :

This guide assumes you have a working knowledge of the principles and customary practices of your business area. It also assumes you are familiar with English and how to work on computer.

Introduction :

Shop Billing application allows a particular organization to sell their stock to the customers and generate a bill against the purchase using Progress Rollbase. The application will generate a bill or invoice against the purchase for customers, it will maintain the stock details of different products. This application stores only least required details about the products that are required for processing the bill, like; Product name, Product ID, Quantity and Price per unit. The administrator can add different products that he sells in his organization and the price per unit of that product, he can update the stock details and also he can add or delete customers from the application database. The application will maintain stock details for various products. The operator using the application will generate bill for different items that the customer purchase from the shop and will generate a bill/invoice.

Chapter 1

Shop billing application is highly responsive to users, supporting a multi-window graphical user interface (GUI) that provides you with full point-and-click capability.

You can use your mouse or keyboard to operate graphical controls such as pull-down menus, buttons, poplists and check boxes.

To LOG-IN :

1. Enter your username in the User Name field.

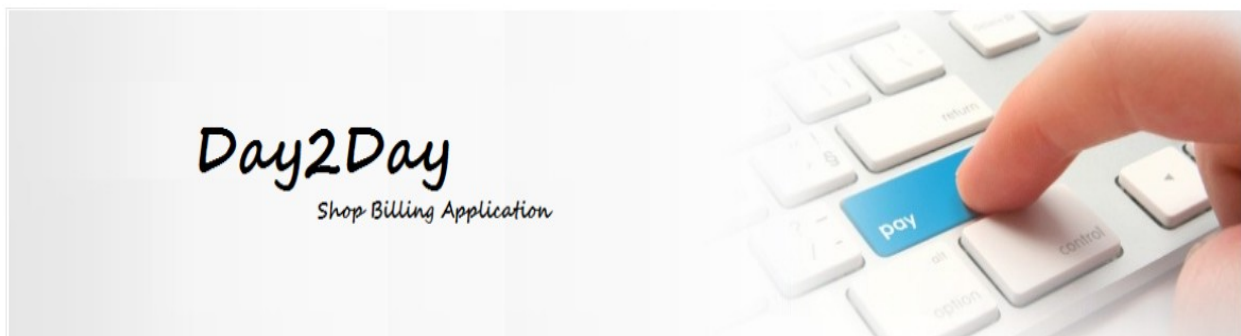
Attention: Do not press [Enter] after entering each item, as [Enter] is normally used to accept the default button. Instead, use [Tab] or the mouse to navigate between fields.

2. Enter your password in the Password field.

3. Choose .

Notice your password does not appear as you type it, to prevent others from seeing it. Keep your password confidential to prevent access to Shop billing Application by unauthorized users.

If you are the authorised user i.e., operator or administrator of the application, then you will be logged into the application. There are two different interfaces .



[Invoice](#)

[Customers](#)

[Orders](#)

[Payments](#)

Please login first

Login Name

Password

Login

Chapter 2

Functionalities

Administrator interface :

Products

Create product :

The products of the shop should be entered into the database for Billing and other purposes. A product is supposed to have Product Id, Name and Price per Unit.

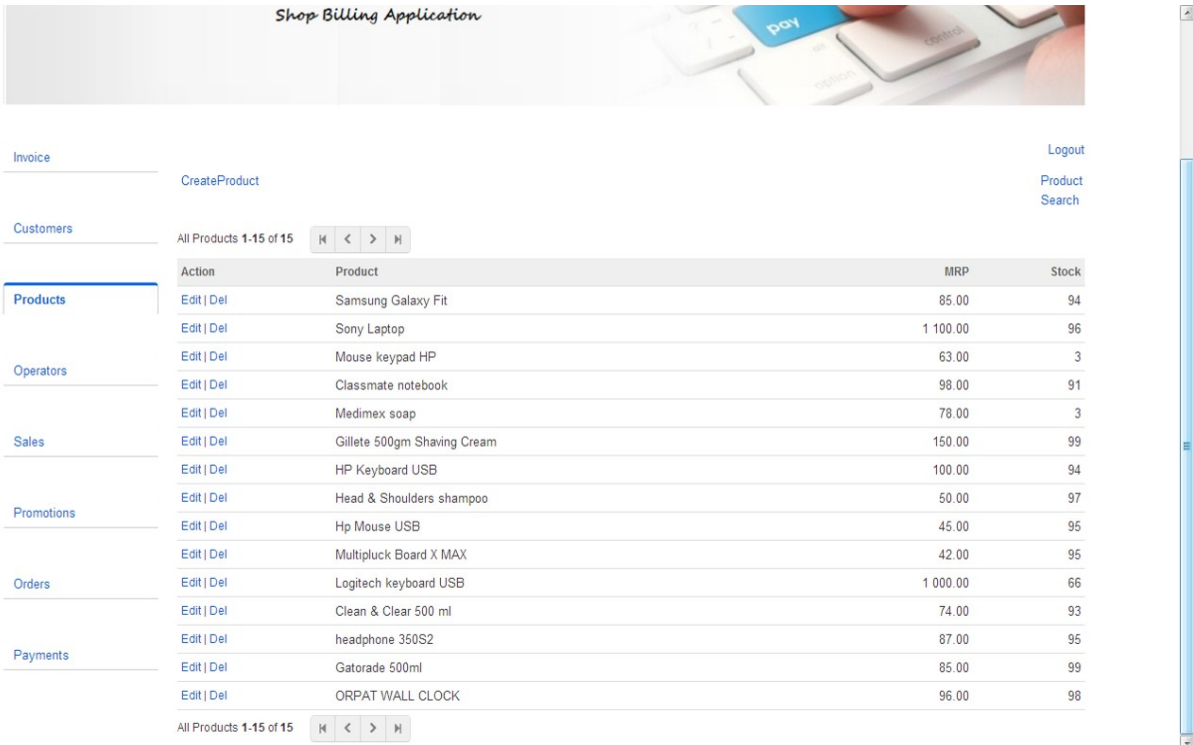
The product must not exist in the database.

Enter all the details of the product and then click on ADD the product.

Edit/ Delete product :

The admin can even edit/delete the already existing details. Firstly, Search for the product to be updated/deleted. If found, click on the action of it. Update the details in the appeared form. Click Submit.

Admin can search for the product using any keyword.



The screenshot displays the 'Shop Billing Application' administrator interface. On the left is a sidebar menu with options: Invoice, Customers, Products (highlighted), Operators, Sales, Promotions, Orders, and Payments. The main content area shows a table of products. At the top right of the main area are links for 'Logout' and 'Product Search'. The table has columns for 'Action', 'Product', 'MRP', and 'Stock'. It lists 15 products, each with an 'Edit | Del' link. Navigation controls for the table are located above and below the table body.

Action	Product	MRP	Stock
Edit Del	Samsung Galaxy Fit	85.00	94
Edit Del	Sony Laptop	1 100.00	96
Edit Del	Mouse keypad HP	63.00	3
Edit Del	Classmate notebook	98.00	91
Edit Del	Medimex soap	78.00	3
Edit Del	Gillete 500gm Shaving Cream	150.00	99
Edit Del	HP Keyboard USB	100.00	94
Edit Del	Head & Shoulders shampoo	50.00	97
Edit Del	Hp Mouse USB	45.00	95
Edit Del	Multipluck Board X MAX	42.00	95
Edit Del	Logitech keyboard USB	1 000.00	66
Edit Del	Clean & Clear 500 ml	74.00	93
Edit Del	headphone 350S2	87.00	95
Edit Del	Gatorade 500ml	85.00	99
Edit Del	ORPAT WALL CLOCK	96.00	98

Customer

Add a new customer :


Click on Add Customer tab. Fill the customer details in the form displayed. Click Submit.

Edit/Delete Customer details :

The admin can even edit/delete the already existing details of a customer. Firstly, Search for the customer to be updated/deleted. If found, click on the action of it. Update the details in the appeared form. Click Submit.

Admin can search for the customer using any keyword.

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Shop Billing Application



Invoice

New Customer

Logout

customerSearch

Customers

All Customers 1-13 of 13

Customers

Products

Operators

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Action	Customer	Credits Available	Due Payment
Edit Del	Anurag Tyagi	628	69,692.01
Edit Del	anurag tyagi	1	374.07
Edit Del	Mansi gupta	96	8,740.88
Edit Del	palak tyagi	26	2,899.93
Edit Del	anshu prachi	114	2,753.90
Edit Del	prince saxena	11	1,221.00
Edit Del	gaurav tyagi	16	1,944.78
Edit Del	yograj sinha	0	
Edit Del	ashish sharma	1	139.19
Edit Del	raghav singh	101	9,799.80
Edit Del	abhishek tyagi	14	1,531.70
Edit Del	Aganwal	0	
Edit Del	Jared Mills	57	5,732.80

All Customers 1-13 of 13

Operator

Create a new operator :

Click on create Operator. Fill the operator details in the form displayed. Click Submit.

Edit/Delete Customer details :

The admin can even edit/delete the already existing details of a operator. Firstly, Search for the operator to be updated/deleted. If found, click on the action of it. Update the details in the appeared form. Click Submit.

Admin can search for the operator using any keyword.

Day2Day

Shop Billing Application

Invoice

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createOperator

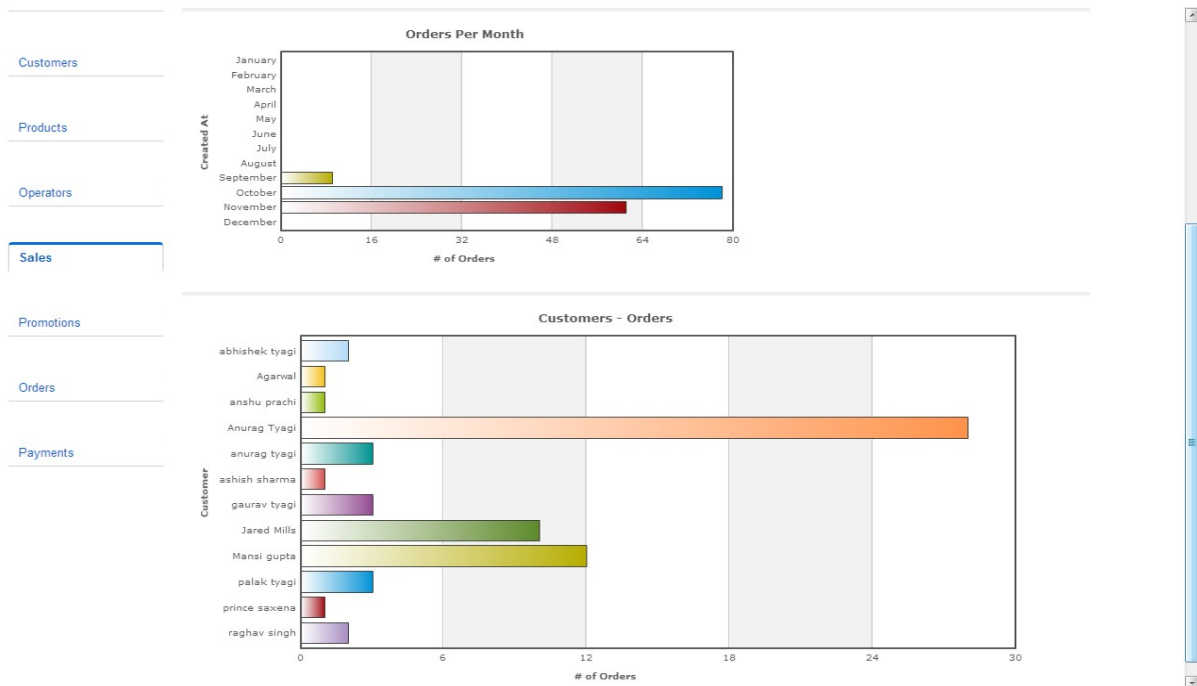
All Operators Operators 1-4 of 4

Action	Operator	Updated At	Updated By
Edit Del	rajat974	11/18/2013 10:23 PM	
Edit Del	we	11/04/2013 08:38 PM	
Edit Del	amar	11/04/2013 07:05 PM	
Edit Del	Hekk	11/04/2013 07:03 PM	

Logout

Sales :

Admin can see the chart of sales of the products in the previous months and which customer placed how many orders.



Promotional Emails :

Promotional emails are the emails which are send by the administrator to the various people including existing customers providing information about the new offers and discounts available at the shop.

The email will be composed by the administrator himself by clicking on the Promotion tab. Different schemes as per the discount will be mailed, a day or a week before.

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Promotion

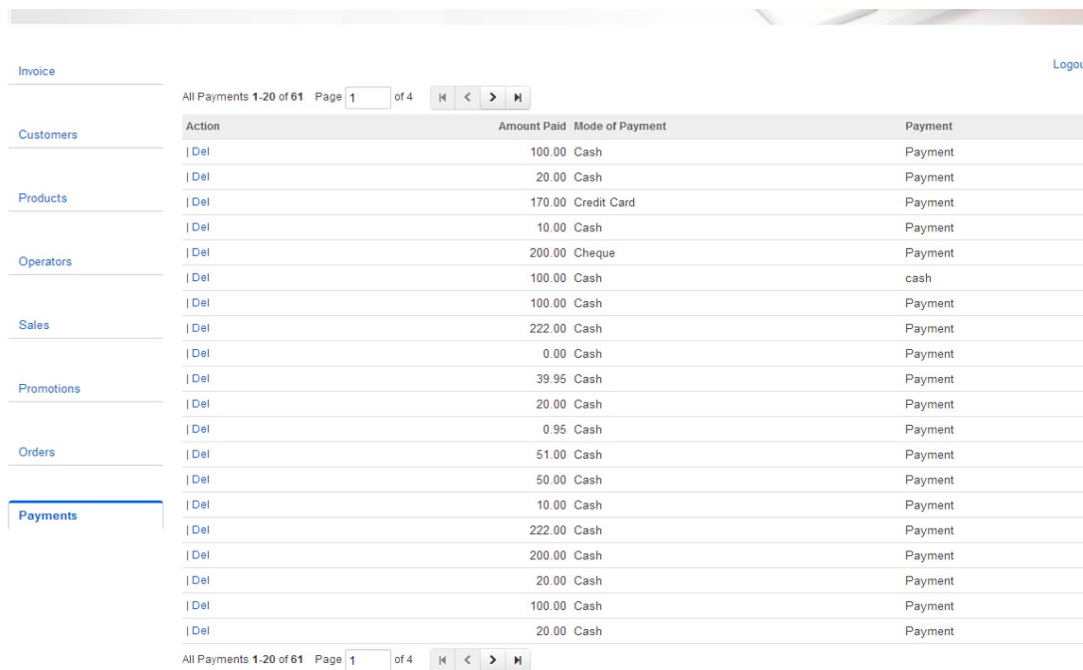
Promotion Text

Path: p

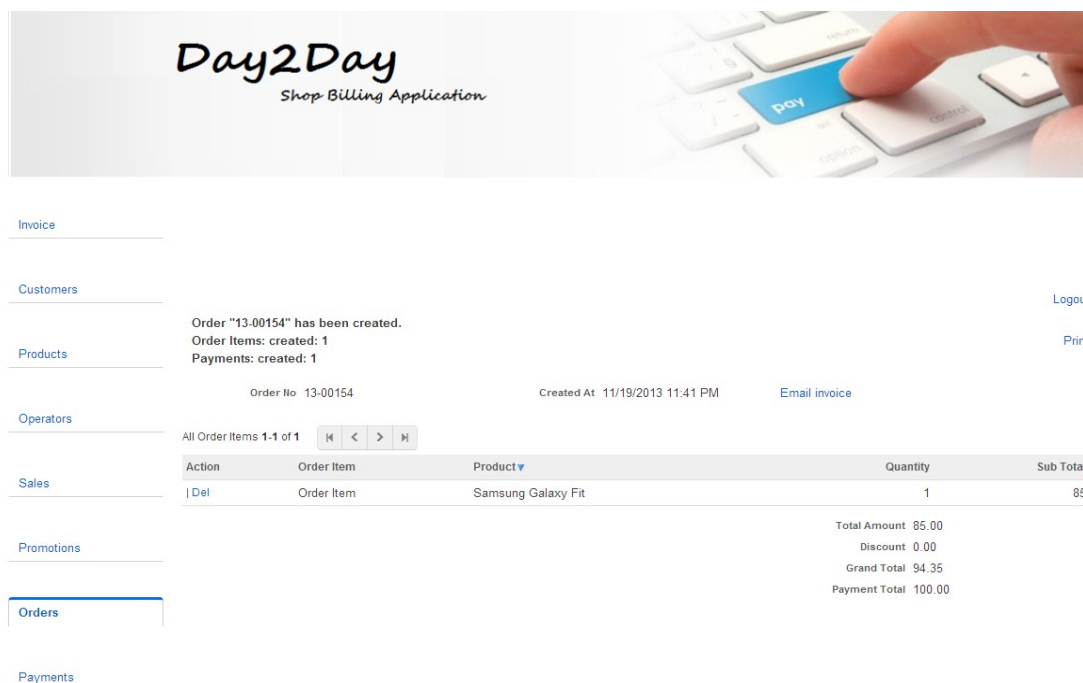
Submit

Orders :

Admin can look at all the orders placed by the customer as well as he can delete them even by searching for the product and then clicking on the action “delete”.



Action	Amount Paid	Mode of Payment	Payment
Del	100.00	Cash	Payment
Del	20.00	Cash	Payment
Del	170.00	Credit Card	Payment
Del	10.00	Cash	Payment
Del	200.00	Cheque	Payment
Del	100.00	Cash	cash
Del	100.00	Cash	Payment
Del	222.00	Cash	Payment
Del	0.00	Cash	Payment
Del	39.95	Cash	Payment
Del	20.00	Cash	Payment
Del	0.95	Cash	Payment
Del	51.00	Cash	Payment
Del	50.00	Cash	Payment
Del	10.00	Cash	Payment
Del	222.00	Cash	Payment
Del	200.00	Cash	Payment
Del	20.00	Cash	Payment
Del	100.00	Cash	Payment
Del	20.00	Cash	Payment



Action	Order Item	Product	Quantity	Sub Total
Del	Order Item	Samsung Galaxy Fit	1	85

Total Amount: 85.00
Discount: 0.00
Grand Total: 94.35
Payment Total: 100.00

Generating the invoice :

Invoice is a commercial document issued by the seller to a buyer, indicating the products, quantities and agreed prices for products or services seller has provided to the buyer. Bill will be generated by the system after the successful transaction.

Administrator can register the new customer if he is not an existing customer, else he can search for the customer and retrieve all his details which include title, first name , last name, address, phone number , fax ,etc

Then he can orally ask for the products ,the customer wants to buy and their respective quantity and finally give the customer discount as per the season offer and the grand total will be generated as per the requirements.

The screenshot displays the 'Shop Billing' web application interface. On the left is a vertical sidebar with navigation links: Invoice, Customers, Products, Operators, Sales, Promotions, Orders, and Payments. The main content area is titled 'Invoice' and shows a status message 'amar has logged into Shop Billing.' with a 'Logout' link. Below this is an 'Order' form with fields for Order No (13-00154), Amount Due (0), and Discount (0.00). A 'Customer' dropdown menu is set to '-- Please select --'. To the right of the customer field are input fields for Title, Email, Phone No, Fax, Contact Owner, Credits, and a 'Use Credits' checkbox. Further right are fields for Street Address1, Street Address2, City, State/Province, and Zip/Postal Code. Below the order form is an 'Add Order Item' section with a table. The table has columns for Product, Price, Quantity, and Sub Total. The first row shows a product dropdown set to '-- Please select --', a quantity of 1, and a 'Delete' button. Below this is an 'Add Payment' section with a table. The table has columns for Amount Paid and Mode of Payment. The first row shows an empty amount field and 'Cash' selected in the mode of payment dropdown, with a 'Delete' button. At the bottom right, a summary section shows: Discount 0, Taxes 0, Grand Total 0, Payment Total 0.00, and Remaining Amount 0.

Emailing the invoice :

Bill will be generated by the system after the successful transaction. If the shop provides the system of shipping, then the customer may call and place the order, in that case the invoice will be mailed to the customer, by clicking on the email option.

Providing Statements :

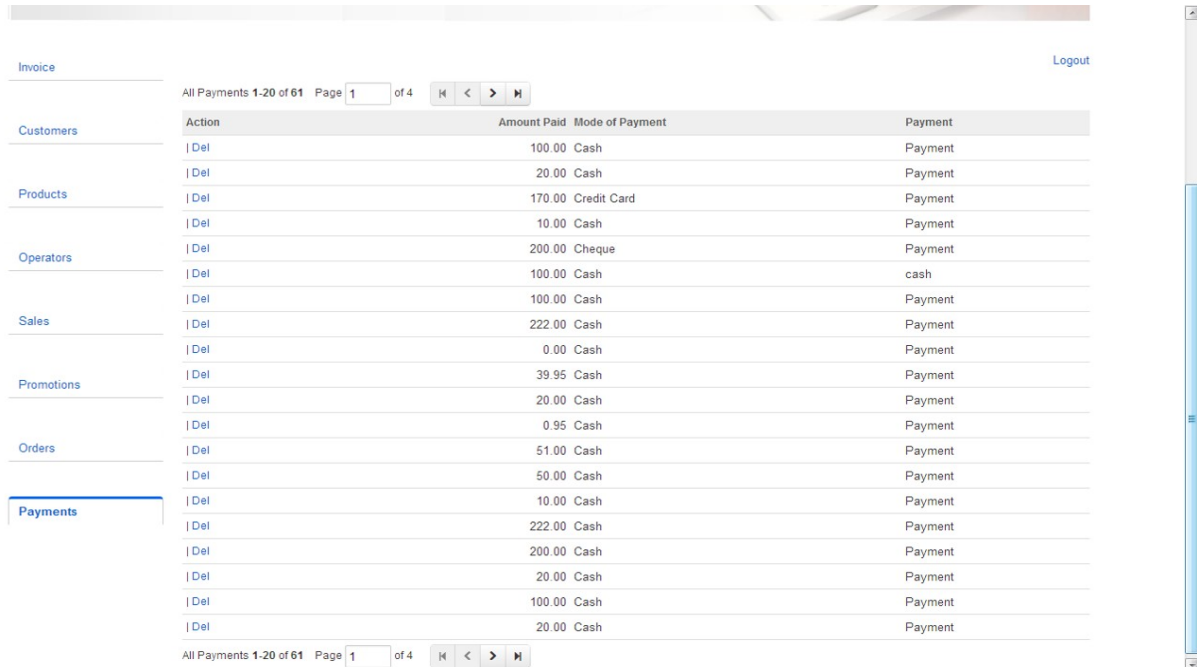
Statement is the document which includes information about the past purchases by the customer and the respective invoice-no. The administrator can ask for the statement and even get it mailed to himself on request .

Setting the credits :

On every purchase credits will be given to the customer depending upon the amount of purchase. Every time customer purchases something this will keep adding in this account and when his credit crosses a certain limit, customer may ask for the any offer against the credits on that offer. The customer can ask for the count of his number of credits and then use them accordingly by asking them to click on the use credits option.

Payment :

Admin can also look at the payment done by various customer on which order and the amount paid and the mode of payment by the customer.



Invoice	All Payments 1-20 of 61 Page 1 of 4	Logout
Customers		
Products		
Operators		
Sales		
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Payments		

Action	Amount Paid	Mode of Payment	Payment
Del	100.00	Cash	Payment
Del	20.00	Cash	Payment
Del	170.00	Credit Card	Payment
Del	10.00	Cash	Payment
Del	200.00	Cheque	Payment
Del	100.00	Cash	cash
Del	100.00	Cash	Payment
Del	222.00	Cash	Payment
Del	0.00	Cash	Payment
Del	39.95	Cash	Payment
Del	20.00	Cash	Payment
Del	0.95	Cash	Payment
Del	51.00	Cash	Payment
Del	50.00	Cash	Payment
Del	10.00	Cash	Payment
Del	222.00	Cash	Payment
Del	200.00	Cash	Payment
Del	20.00	Cash	Payment
Del	100.00	Cash	Payment
Del	20.00	Cash	Payment

All Payments 1-20 of 61 Page 1 of 4

Stock Reminder :

This is the email reminder which will be received by the administrator if the quantity of the certain product has become less. There may be a condition that at a certain point of time, a customer buys all the products. In this case also an email reminder will be sent immediately.

OPERATOR INTERFACE:

Customer

Add a new customer :

Click on Add Customer tab. Fill the customer details in the form displayed. Click Submit.

Edit/Delete Customer details :

The admin can even edit/delete the already existing details of a customer. Firstly, Search for the customer to be updated/deleted. If found, click on the action of it. Update the details in the appeared form. Click Submit.

Admin can search for the customer using any keyword.

The screenshot shows the 'New Customer' form and a list of existing customers. The search form includes a 'Keywords' field and filters for 'First Name contains', 'City contains', 'Mobile Phone contains', and 'Email Address contains'. The table below lists 16 customers with their details and actions.

Action	Customer	Credits Available	Due Payment
Edit Del	Sakshee Vijayee	90	0.00
Edit Del	testCustomer testCustomer	0	0.00
Edit Del	Anurag Tyagi	40	80,216.78
Edit Del	Agarwal	0	
Edit Del	Vijayee	2	263.04
Edit Del	anurag tyagi	1	366.30
Edit Del	Mansi gupta	96	8,740.88
Edit Del	palak tyagi	26	2,899.93
Edit Del	anshu prachi	114	2,840.48
Edit Del	prince saxena	11	1,221.00
Edit Del	gaurav tyagi	16	1,944.78
Edit Del	yograj sinha	0	108.78
Edit Del	Sakshi Sharma	1	100.00

Orders :

Admin can look at all the orders placed by the customer as well as he can delete them even by searching for the product and then clicking on the action “delete”.

Invoice	Logout
Customers	
Orders	
Payments	

Keywords

Search for Orders that match ANY criteria

Order No contains

Search Clear

All Orders 1-20 of 173 Page 1 of 9

Action	Order	Total Amount	Discount	Grand Total	Remaining Amount	Paid
Del	13-00108	148.00	0.00 %	164.28	160.28	<input type="checkbox"/>
Del	13-00112	268.00	0.00 %	297.48	297.48	<input type="checkbox"/>
Del	13-00020	976.00	0.00 %	1,083.36	1,033.36	<input type="checkbox"/>
Del	13-00116	172.00	0.00 %	190.92	190.92	<input type="checkbox"/>
Del	13-00059	7,000.00	0.00 %	7,770	7,770.00	<input type="checkbox"/>
Del	13-00120	137.00	0.00 %	152.07	122.07	<input type="checkbox"/>
Del	13-00065	234.00	0.00 %	259.74	259.74	<input type="checkbox"/>
Del	13-00124	4,396.00	0.00 %	4,879.56	4,879.56	<input type="checkbox"/>
Del	13-00070	87.00	0.00 %	96.57	67.57	<input type="checkbox"/>
Del	13-00128	10,390.00	0.00 %	11,532.9	11,532.90	<input type="checkbox"/>
Del	13-00074	85.00	0.00 %	94.35	94.35	<input type="checkbox"/>
Del	13-00132	42.00	0.00 %	46.62	46.62	<input type="checkbox"/>
Del	13-00078	1,087.00	0.00 %	1,206.57	1,106.57	<input type="checkbox"/>
Del	13-00136	45.00	0.00 %	49.95	0.00	<input checked="" type="checkbox"/>
Del	13-00082	1,042.00	0.00 %	1,156.62	1,146.62	<input type="checkbox"/>

Payment :

Admin can also look at the payment done by various customer on which order and the amount paid and the mode of payment by the customer.

Invoice	newPayment	Logout
Customers		
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All Payments 1-20 of 71 Page 1 of 4

Action	Amount Paid	Mode of Payment	Payment
Del	400.00	Cash	Payment
Del	0.00	Cash	Payment
Del	2 000.00	Cash	Payment
Del	100.00	Credit Card	Payment
Del	100.00	Cash	Payment
Del	100.00	Credit Card	Payment
Del	100.00	Cash	Payment
Del	20.00	Cash	Payment
Del	20.00	Cash	Payment
Del	1 100.00	Cash	Payment
Del	100.00	Cash	Payment
Del	20.00	Cash	Payment
Del	170.00	Credit Card	Payment
Del	10.00	Cash	Payment
Del	200.00	Cheque	Payment
Del	100.00	Cash	cash
Del	100.00	Cash	Payment
Del	222.00	Cash	Payment
Del	0.00	Cash	Payment
Del	20.00	Cash	Payment

Generating the invoice :

Invoice is a commercial document issued by the seller to a buyer, indicating the products, quantities and agreed prices for products or services seller has provided to the buyer. Bill will be generated by the system after the successful transaction.

Administrator can register the new customer if he is not an existing customer, else he can search for the customer and retrieve all his details which include title, first name , last name, address, phone number , fax ,etc

Then he can orally ask for the products ,the customer wants to buy and their respective quantity and finally give the customer discount as per the season offer and the grand total will be generated as per the requirements.

The screenshot shows a web application interface for generating an invoice. On the left is a sidebar menu with links: Invoice, Customers, Orders, and Payments. The main content area is titled 'Order' and contains the following fields:

- Order No: 13-00180
- Amount Due: 0
- Discount: 0.00 (with a range from 0.0 to 100.0 %)
- Customer: A dropdown menu showing '-- Please select --'
- Customer details fields: Title, Email, Phone No, Fax, Contact Owner, Credits, and Use Credits (checkbox).
- Address fields: Street Address1, Street Address2, City, State/Province, Zip/Postal Code, and Child (with value 'rajat').

Below the order details, there are two sections for adding items and payments:

- Add Order Item:** A table with columns: Product, Price, Quantity, and Sub Total.
- Add Payment:** A table with columns: Amount Paid and Mode of Payment.

At the bottom right, a summary of totals is displayed:

- Discount: 0
- Taxes: 0
- Grand Total: 0
- Payment Total: 0.00
- Remaining Amount: 0

A 'Submit' button is located at the bottom center of the form.

Emailing the invoice :

Bill will be generated by the system after the successful transaction. If the shop provides the system of shipping, then the customer may call and place the order, in that case the invoice will be mailed to the customer, by clicking on the email option.

Setting the credits :

On every purchase credits will be given to the customer depending upon the amount of purchase. Every time customer purchases something this will keep adding in this account and when his credit crosses a certain limit, customer may ask for the any offer against the credits on that offer. The customer can ask for the count of his number of credits and then use them accordingly by asking them to click on the use credits option.

Use credits of other family members :

If a customer visits and he wants to use credits of other family members, then since the name of family members are already stored in the backend, as soon as the customer information is displayed, the credits of other family members is displayed as well along with an option to use them , so the customer can ask the operator to use those credits.

Invoice

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amar has logged into Shop Billing.

Logout

Order

Order No 13-00247

Amount Due 4929.75

Discount 0.00

Range from 0.0 to 100.0 %

Customer rajat aggarwal

Title

Email

Phone No (234)567-890

Fax

Contact Owner

Credits 1

Use Credits ☒

Street Address1

Street Address2

City

State/Province

Zip/Postal Code

Child 2

Customer Credits use

krishnam 50 25

nishant 2

Add Order Item

Product	Price	Quantity	Sub Total
---------	-------	----------	-----------

Add Payment

Amount Paid	Mode of Payment
-------------	-----------------

Discount 0

Taxes 0

Grand Total 0

Payment Total 0.00

Remaining Amount 0

THANK YOU

Thank you for using SHOP BILLING APPLICATION and this user's guide. We value your comments and feedback. At the end of this manual we would like to have comments/complaints on the shop billing application about the Application or this user's guide. Mail your comments to the following electronic mail to rajataggarwal1975@gmail.com.